

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, February 6, 2020, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe (by phone), City Administrator Jason Knope, and Finance Director Mike Crocker. In the audience were City Councilor Rob Stott, Rick Kissock from the Tri-County Chamber of Commerce, and Sue Huntley.

1. Call to Order

Committee Chair DiMarco called the meeting to order at 6:30 p.m.

2. Changes to the Agenda

Chairman DiMarco brought two additional agenda items:

- Planner Contract, added as item 7a.
- Police Department Positions and Duty Assignments, added as item 7b.

3. Approval of Minutes for December 5, 2019.

Consensus: By a consensus of the Committee, the December 5, 2019 minutes were approved.

4. Tri-County Chamber of Commerce Funding Request

Finance Director Crocker presented the annual funding request by the Tri-County Chamber of Commerce. Provided to the Committee was the letter of request and the December monthly report pages for the non-departmental section of the monthly report with the budgeted line item highlighted for tourism promotions. In the past, the City has provided tourism funding to the Chamber as a grant to be used for tourism activities for \$4,000 each year.

The Committee directed staff to forward the request to Council at the next Council meeting with the recommendation to approve.

5. Orkin Contract Review

City Administrator began the discussion. Provided was a draft addendum to extend the City's contract with Orkin Pest Control for a 2 year term through February 2022. In 2017, the City obtained four quotes for services, and Orkin provided the least expensive quote. The City then entered into an agreement with Orkin for a 3 year contract through

February 15, 2020. Pest control services are provided at City Hall, Police Department, the Community Center, and the Senior Center. Departments have been pleased with the service and would like to extend the agreement for 2 years. There is no change in costs of service.

The Committee directed staff to forward the contract to Council with a recommendation to approve the request.

6. Aramark Contract Review

City Administrator Knope presented the Aramark contract draft addendum to extend the City's contract with Aramark for a 1 year term through February 15, 2021, and to amend the scope of services to reflect department needs and add services for the Community Services Department. Aramark provides facility services to the City which vary per departments and include items such as floor mats, towels, jail supplies, and other items. In 2017, the City obtained quotes for these services, with Aramark providing the lowest quote. The City entered into a 3 year agreement with Aramark through February 15, 2020. The amended scope of services in Addendum 2 includes, an addition of services for the Police and Public Works departments, small reduction at City Hall, and addition of services for Community Services (Community Center, Library, Senior Center and Pool). Staff is in favor of extending this contract for one year.

The Committee forwarded the contract addendum for Aramark to Council with the recommendation to approve.

7. City Prosecutor Contract

Administrator Knope presented the draft City Prosecutor City Contract for Committee review. A scope of services as outlined in the current contract was also provided for the Committee.

Staff asked the Committee to review the contract and make any changes prior to the RFP moving forward to Council. The Committee discussed Exhibit A, item 9 which states how often the City Prosecutor should meet with Council.

The City Administrator will come back to Committee with the RFP.

7a. Planning Contracts

The Committee discussed the planning services and the firms who provide services for the City as needed. Planning questions are routed through staff. If staff cannot answer a question, it is forwarded to the department director before it is forwarded to an outside contractor.

7b. Police Department Positions and Duty Assignments

Clarification was requested from the Public Safety Committee as to if the Police Chief can reassign a police officer to detective duties. The City Administrator clarified the questions: does the chief have the ability to delegate detective duties to a police officer and bring in temporary help to cover during this fiscal year. City Administrator Knope stated that a department head can assign duties within the department, but they are not able to create a new job description or hire permanent staff that is not contained in the budget.

8. Department Budget Review

Finance Director Crocker reviewed worksheets for the department's budget and included Administration, Court, Finance, Non-Departmental, the Capital Project Fund, the Community Development Fund, State Revenue Sharing, Health Insurance Fund, Building Replacement Fund, and Internal Services. The discussion included administrative service costs, insurance, internal services, fund balances, court revenue and the Court ending fund balance, preliminary revenue estimates, and Finance software.

9. Current Project Review

A review of the current projects that are from the Finance and Judiciary Committee was included in the packet provided by City Staff.

Projects listed include:

- a. Community Records Archive Project – moved to the pending project list on the Agenda Forecaster.
- b. Community Facilities Financing discussion – City Administrator stated that this may be ready to come back to Committee at the next meeting.
- c. Street Tree/Sidewalk Funding Program – move to the pending project list on the Agenda Forecaster.
- d. City Attorney RFP
- e. Computer/Network Update Project – Internal review and the Windows 10 conversion are virtually complete. The Structured Engineering report review and updates are near completion. Core systems and security upgrades are in progress.
- f. Comp Plan Map Update Project – moved to the pending project list on the Agenda Forecaster.
- g. Compensation Review Project – PSU is still working on this item. Staff is hoping to bring this back for the March meeting.
- h. Affordable Housing – Administrator Knope asked that this item be added to the project list.

10. Agenda Forecaster Review & Discussion

An updated Agenda Forecaster was provided by staff in the Committee packet.

11. Adjournment

As there was no further business, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted:

A handwritten signature in black ink that reads "Mike Crocker". The signature is written in a cursive style with a horizontal line underneath it.

Mike Crocker, Finance Director