

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, July 11, 2019, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe, City Administrator Jason Knope, and Finance Director Mike Crocker.

1. Call to Order

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

2. Changes to the Agenda

There were no changes to the agenda

3. Approval of Minutes for June 6, 2019.

Consensus: By a consensus of the Committee, the June 6, 2019 minutes were approved.

4. City Prosecutor RFP Discussion

Finance Director Crocker began the discussion for the City Prosecutor RFP process. The materials for review included the current personal services contract for the City Prosecutor, and a draft Request for Proposals for City Prosecutor services. The contract for the City Prosecutor has been in place since 2010 and is expired at this time. Services are provided by Leahy and Cox LLP. Pat Melendy has provided the service up until January 2019 and subsequently assigned the duties to Alex Gavriilidis. Staff has no complaints with the service being provided. The list of duties and expectations for this contract are listed in the scope of work in the draft RFP provided.

The Committee directed staff:

1. Schedule a Council work session item to discuss if the Council would like to make the City Prosecutor a direct appointee of the Council.
2. Make changes to the RFP based on Council's recommendations at the work session.
3. Schedule an agenda item for the RFP with Council at the regular September Council meeting.

5. Legal Services RFP Discussion

City Administrator Knope presented the discussion for the Legal Services RFP. As part of the contract review process, the City Attorney contract is past due. Currently, there is no formal contract on file for City Attorney services. In 2015, the

City attempted to do an RFP process to formalize the City Attorney services contract. Unfortunately, at that time, the city only received one response to the RFP. At that time, it was decided to wait and try the RFP process again.

At this point, staff is bringing the RFP back to Committee to see if the Committee would like to proceed with trying the RFP process again. A draft RFP was provided for Committee review.

Councilor Rowe asked who reviews the legal services RFP. City Administrator Knope responded that the League of Oregon Cities provides that review. He stated that the RFP would be advertised for 6 to 8 weeks.

City Administrator Knope suggested that legal services be discussed at the August work session.

The Committee directed staff to forward the discussion to Council to be scheduled at Council's August work session. The Committee expressed interest in adding oversight language to the RFP and contract for legal services.

6. Computer Storage Discussion

City Administrator Knope presented the discussion on Computer Storage for video and audio files for the Police Department. Currently, the Police Department uses a 16 terabyte (TB) network attached storage (NAS) device to store their video and audio files. The sources of these files are from body cameras, car cameras, phone calls, and radio traffic. At this point, the devices have less than 2TB of storage left available. At current rates, it is anticipated that the storage will be completely used up in less than 6 months.

Based on current record retention policies and guidelines, the department should maintain at a minimum 10 years of storage. Currently, the department uses 5 TB to 7 TB of storage each year. From a planning perspective, staff used 10 TB for annual storage needs. Based on that, 100 TB is the minimum storage amount recommended to accommodate storage needs. The staff recommendation was provided to the Committee.

It is anticipated that this project will cost \$23,000 to complete. This was not a planned project and the department does not have additional funds allocated for it. Staff is requesting that this project be funded from either State Revenue Sharing or the General Fund Contingency.

The Committee asked about budgeting options. General Fund contingency and State Revenue Sharing were discussed. This item would be discussed at the Public Safety Committee next.

City Administrator Knope stated that his preference for funding would be from State Revenue Sharing.

The Committee directed staff to forward this item to the Public Safety Committee.

7. Maintenance Coordinator Job Description Update

City Administrator Knope began the discussion. As part of the Internal Services Department reorganization, the maintenance Coordinator Job description needs to be updated. The updated job description was presented to the Committee for review. This position is for an existing position and no new employee will be hired. The City Charter requires that this be taken to City Council for final approval. This is an update to reflect the current duties for the position.

The Committee directed staff to forward the job description to Council.

8. Comp Study Proposal

This is a continuation of the discussion of the City performing a total compensation study to address issues within the City's compensation schedule and to ensure compliance with state law. Staff has reached out to Portland State University to develop a scope of work based on what the Committee wanted to see for a study on the non-represented positions. The information was provided to the Committee for their review.

Councilor Rowe asked if this was budgeted in the current year. Administrator Knope indicated that it is.

Councilor Rowe suggested that the comp study be review every five years, like the contracts are reviewed. City Administrator Knope suggested it could be done in the same time frame as the union contracts.

The Committee directed staff to forward to Council in August.

9. Current Project Review

A review of the current projects that are from the Finance and Judiciary Committee was presented by City Administrator Knope.

Projects listed include:

- a. Comp Plan Map Update
- b. Community Records Archive
- c. City Records Archive
- d. Community Facilities Financing
- e. Computer/Network Update Project
- f. Street Tree/Sidewalk Funding Program

City Administrator Knope requested Committee direction on items B, D and F.

Community Records Archive – these would be records from various organizations within the City. Councilor Rowe asked how records would be separated and secured for each organization. Administrator Knope responded that the separation and security would be built into the program. The Committee directed staff to bring program guidelines back for Committee review.

Community Facilities Financing – Administrator Knope suggested that requests from outside groups have a procedure to review the requests. Requests could also come from other departments. The discussion also would include City facility needs. The Committee directed staff to schedule a Council work session item to discuss a facilities wish list. Also, staff is to bring back guidelines for an application process.

Street Tree/Sidewalk Funding Program – Committee was in favor of reviewing this item at a later meeting. Also the Committee directed staff to bring back samples of programs from other communities.

10. Agenda Forecaster Review & Discussion

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

City Administrator Knope handed out a request from Ophelia's Place to assist with the cost of HVAC. He suggested that the City should use its own process to get bids and the request to extend their lease should be considered as a separate item.

The Committee directed staff to let Ophelia's Place know that the City would take care of this item and consider the contract extension request separately. The City Administrator stated that he would come back with the extension request.

11. Adjournment

As there was no further business, the meeting was adjourned at 8:29 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director