

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, August 6, 2020, as a virtual meeting by phone, Junction City, Oregon.

PRESENT WERE: By Phone: Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe, City Administrator Jason Knope, and Finance Director Mike Crocker. City Municipal Judge Ashlee Wiese attended for agenda item 4.

1. Call to Order

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

2. Changes to the Agenda

None

3. Approval of Minutes

The Committee minutes for July 2, 2020 were approved.

4. Judge Annual Update

Judge Wiese attended the meeting to give an update to the Committee on Court operations. The Court has been closed since March 17th due to the pandemic and reopened July 9th.

Extensions to pay have been granted until August 31st and expire on that date. She stated that we have had a high appearance rate since reopening. Social distancing has been working well on court days and smoothly as people check in, move through security and into the court room. Today with 19 on the docket, court was done by noon. Court for next week was scheduled to be cancelled due to the festival. The additional court time made available is not needed for any backlog. The entire backlog is now cleared for criminal cases.

She stated that Admin and Court staff have been amazing. Sanitizing has been done to keep up safety.

The Committee thanked Judge Wiese for her update and the service provided by her and the Court.

Chairman DiMarco asked about any technology upgrades since the last update. Judge Wiese stated that upgrades are completed. The Court Clerk is now doing e-citations. Chairman DiMarco asked about the recruiting for Court Appointed attorneys. Judge Wiese

stated the Court only had one to serve our Court, but now has three attorneys, thanks to assistance from the City Administrator.

5. Finance Software RFP Review

Finance Director Crocker presented a draft Request for Proposals for financial, utility billing and human resources software.

The purpose of the software RFP is to solicit proposals from qualified firms for a full range of financial management, utility billing and human resources applications that include software, implementation services, ongoing training, and technical support. Ideally, staff would like to acquire these software modules as one integrated solution from one vendor. Staff expects to achieve substantial gains in productivity, efficiency, and accuracy through the implementation of a new system. In addition, staff seeks to minimize internal support costs by utilizing technology.

The RFP anticipates a complete proposal that includes project planning, implementation, training and on-going support and updates. The budgeting for the project is included in the FY20/21 budget in the capital projects funds. About half of the budgeting is in the Finance Capital Projects Fund. The City has been using Springbrook for about 25 years.

The RFP document is well developed and was based on good examples found from other Oregon Cities and Counties. The sections of the RFP include legal and practical parameters, product requirements, the proposal format, evaluation outline and a sample contract. The dates can be adjusted if the Committee and Council choose to move forward.

The City Administrator stated that there will be additional hardware required to meet the vendor's requirements. Councilor Rowe asked if one vendor will be able to supply the entire package needed. Finance Director Crocker stated that most of these software packages supplied by the larger vendors will have an integrated package with all the needed modules. Councilor Rowe asked about the internal review process. City Administrator Knope stated that staff will begin the process to review the RFP responses. The IT department will review the RFP responses for the IT requirements. City Administrator Knope stated that the current system is still based on Windows 95.

The Committee discussed the importance of using a USA based company and the ability to service the City. Councilor Thomas asked about how many companies there may be who could respond to the RFP. City Administrator Knope responded that there should be at least four that we know of now.

The Committee agreed unanimously to forward the draft RFP and goods and services contract to the City's Legal Counsel for review and then to Council if Legal Counsel has no substantive changes.

6. Salary Compensation Survey Results Review

City Administrator Knope began the discussion for the Salary Compensation Survey Results Review. This is the presentation of the Salary Survey for non-represented positions that the Committee directed staff to conduct.

In September, the City asked Portland State University (PSU) to complete a total compensation survey of the management positions within the City. This was prompted by several compression issues within the current pay scale. Due to staffing changes and the impacts of COVID, PSU was delayed in completing the project. The survey was finalized in June of 2020.

The survey is different from typical surveys due to the fact that it takes into account all aspects of compensation including wages, insurance, time off, and other perks that the City may provide. With the exception of Eugene and Springfield, the other agencies that were used were similar size to the City.

While PSU completed what was asked of them, staff is recommending that the City contract with PSU to modify their report to include the positions of Deputy Chief (new position), Dispatch Supervisor, City Planner and Library Director. The Planner and Dispatch Supervisor positions are inactive positions that may be used in the near future for the City, and staff would like to make sure those positions are correct as well. The Deputy Chief position was based on a percentage increase above the Sergeant position. Due to the fact that the Sergeant position has the most compression issues, staff would like to make sure the Deputy Chief position is correct as well.

He stated that there were differences compared to other similar sized cities. The differences may relate back 10 years ago when management staff did not get cola increases to help balance the budget. The City Administrator would like the committee to consider the findings at a future meeting.

He stated that he would like the Committee to allow staff to have PSU add the above positions to the study. Councilor Thomas asked what the cost would be. City Administrator Knop responded that the cost would be about \$2,800 and would be covered in the Administration budget.

Councilor Rowe stated that the document was very thorough and professional. He was concerned that Eugene and Springfield were included. Administrator Knope stated that a version without Eugene and Springfield could be done.

The Committee directed staff to request the cost to add the four positions and return to Committee with the cost.

Councilor DiMarco asked the City Administrator if there would be a long term discussion. City Administrator Knope stated that it would be helpful to have something decided before the next budget cycle.

7. Other Business

City Administrator stated that the MTM property behind the Pitney has become available. There would be a benefit to the City and it would be worth the City looking at the options. Councilor Thomas asked what our interest may be. Administrator Knope responded that the unique property may assist the City with additional office space, needs for Community Services, or other needs. The Committee directed Administrator Knope to move forward and get more information on the property.

Chairman DiMarco asked Finance Director Crocker how the additional ending fund balance realized in the General Fund at the end of June could be utilized. Director Crocker responded that since it wasn't known when the budget was developed, and it was not included in the appropriations. One item that increased the general fund ending fund balance was the University of Oregon paid over \$300,000 for one year of dispatch services, which was expected to be received one month at a time.

8. Adjournment

As there was no further business, the meeting was adjourned at 7:43 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director