



AGENDA

CITY OF SISTERS SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

June 04, 2015

8:00 a.m. WORKSHOP

1. Housing Works Presentation -*Tom Kemper, Executive Director*
2. City Attorney Proposal Evaluation – *K. Nelson*
3. Preview June 11, 2015 Workshop and Regular Meeting Agenda – *K. Nelson*
4. Other Business – *A. Gorayeb/Council*

9:15 (approximate) Special Meeting

I. CALL TO ORDER

II. CONTRACT REVIEW BOARD

A Discussion and Consideration of a Motion to Accept a Recommendation for an Insurance Agent of Record and Authorize the City Manager to Execute the Contract
– *L. Fujita-Conrads*

III. ADJOURN

*This agenda is also available via the Internet at www.ci.sisters.or.us
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520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*



AGENDA ITEM SUMMARY

CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: June 04, 2015

Staff: Kathy Nelson

Type: Workshop

Dept: CMO

Subject: City Attorney Services Proposals

Action Requested: Review the proposals for City Attorney Services

Background: At the April 23rd meeting the City Council approved a Request for Proposal (RFP) for City Attorney Services. The recruitment process resulted in the City receiving four proposals. All were received within the time frame stipulated. One firm, Francis Hansen & Martin LLP, only submitted one copy of the proposal as opposed to the six as required by the RFP.

The evaluation criteria was weighted as follows:

- Experience and Qualifications – 50%
- Compensation – 30%
- References – 15%
- Community Involvement – 5%

Scoring sheets for each proposal have been included. If necessary, interviews with the firms can be arranged.

Financial Impact: Unknown. The financial impact will be determined when a decision is made.

Attachment: 1. City Attorney Services Proposals
2. Scoring Sheets
3. RFP Mailing List with Responses

Concurrence: CM:  FIN:  PW: n/a CDD: n/a

City Attorney Services

City Attorney RFP Mailing List				
Company	Address	Phone Number	Key Contact	Response Received
Berry Elsner & Hammond	1750 SW Harbor Wy Suite 380 Pftd 97201-5106	503-226-7191		No
Bryant, Emerson, LLP	PO Box 457 Redmond 97756-0103	541-548-2151	Steve Bryant	Yes
Bryant, Lovelin & Jarvis	591 SW Mill View Bend 97702	541-382-4331	Jeremy Green	Yes
Fewel, Brewar & Coulombe	456 SW Monroe Ste 101 Corvallis 97333	541-752-5154		No
Francis, Hansen & Martin, LLP	1148 NW Hill St Bend 97701	541-389-5010	Martin Hansen	Yes
Harrang Long Gary Rudnick	360 E 10th Ave Ste 300 Eugene 97401-3273	541-485-0220		No
Jordan Ramis, P.C.	360 SW Bond St. Suite 510 Bend, 97702	541-647-2979		No
Karnopp, Peterson LLP	360 SW Bond St Suite 400 Bend, Oregon 97701	541-382-3011	Ellen Grover	Yes
Leahy, VanVactor, Cox & Melendy LLP	188 West B St Bldg N Springfield 97477	541-357-99031		No
Local Gov't Law Group	Speer Hoyt LLC 975 Oak St Eugene 97401	541-485-5151		No
Long, Delapoer, Healy, McCann & Noonan	201 W First St Albany 97321	541-497-7255		No

City Attorney Services

Miller Nash Graham & Dunn	1567 SW Chandler Ave Ste 204 Bend 97702	541-383-5857	No
Schwabe, Williamson & Wyatt	360 SW Bond St Ste 500 Bend 97702	541-749-4044	No
Mark Pilliod	68830 Chestnut Drive Sisters, OR		As part of BLJ proposal



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JUNE 11, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

1. Kiosk Program Discussion – *P. Davenport*
2. Other Business – *Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

III. CONSENT AGENDA

A. Minutes

1. February 26, 2015 – Regular Meeting
2. May 26, 2015 – Budget Committee
3. May 27, 2015 – Budget Committee
4. May 28, 2015 – Workshop
5. May 28, 2015 – Regular Meeting

B. Bills to Approve

1. May Accounts Payable

IV. STAFF REPORTS

A. June Staff/Council Work Plan

B. New Business License Report for May 2015

V. COUNCIL BUSINESS

- A. Discussion and Consideration of Ordinance No. 460: AN ORDINANCE AMENDING SISTERS MUNICIPAL CODE, TITLE 10 CHAPTER 10.28 BICYCLES, SECTION 10.28.030 SIDEWALKS – *P. Davenport***

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B. Public Hearing and Consideration of Ordinance No. 461: AN ORDINANCE OF THE CITY OF SISTERS CONCERNING THE VACATION OF A PUBLIC UTILITY EASEMENT FOR THE NEW SISTERS HOTEL – *P. Davenport*

C. Discussion and Consideration of a Motion to Approve Public Improvements for Highland Village Subdivision – *P. Bertagna*

D. Discussion and Consideration of a Motion to Modify U.S. Bank Authorized Account Signers by adding the name of William Hall and removing the name of McKibben Womack - *Fujita-Conrads*

VI. CONTRACT REVIEW BOARD

A. Discussion and Consideration of a Motion to Accept a Recommendation for an City Engineering Services and Authorize the City Manager to Negotiate the Contract - *P. Bertagna*

VII. OTHER BUSINESS

IX. ADJOURN

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: June 4, 2015
Type: Special Meeting
Subject: Insurance Agent of Record

Staff: Lynne Fujita-Conrads
Dept: Finance

Action Requested: Discussion and Consideration of a Motion to Accept a Recommendation for an Insurance Agent of Record and Authorize the City Manager to Execute the Contract.

Background:

At the April 23, 2015 regular meeting, Council approved the evaluation criteria and scoring for the Request for Proposal (RFP) for Insurance of Agent Record services and directed staff to proceed with the RFP process.

The City received proposals from three insurance agencies; Brown & Brown Northwest Insurance, PayneWest Insurance, and WHA Insurance. The City's current Agent of Record, Fullhart Insurance, was unable to submit a proposal. The selection review committee consisted of Jodi Burch, Deputy Director of Central Services for the City of Redmond; Mary Puddy, Risk Manager for the City of Prineville; Nancy Connolly, City Councilor; and Finance Officer Lynne Fujita-Conrads.

Evaluation Criteria and Scoring:

- Experience and Qualifications – 30%
- Public Sector Pool Experience – 30%
- Compensation – 20%
- References – 15%
- Community Involvement – 5%

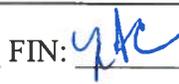
Based on the evaluation criteria the selection committee unanimously chose Brown & Brown Northwest. Brown & Brown has extensive public sector experience and is the largest CityCounty Insurance agent in the state. The committee was impressed with their "minimum service standards" because of the standards that they set as well as having established standards for important service and reporting requirements. Both City of Redmond and City of Prineville gave them high recommendations.

With approval of the committee's recommendation, staff would like to execute the contract for Insurance Agent of Record.

Financial Impact:

The Insurance Agent of Record's compensation is commission based and is calculated based on 10% Property & Casualty and 5% Workers' Compensation premiums.

Attachment(s): N/A

Concurrence: CM:  FIN:  PW:  CDD: 