

The City Council for the City of Junction City, met in regular and work session at 6:30 p.m. on Tuesday, February 24, 2015, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Michael Cahill; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Attorney, Christy Monson; City Administrator Pro Tem, Jason Knope; Acting Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

REGULAR SESSION**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Cahill called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

II. CHANGES TO THE AGENDA

None

III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Mr. Ron Gates expressed concerns that the City did not enforce code violations. He cited tall grass violations/other in his neighborhood as well as a fence violation at Yellowwood/Walnut. Mayor Cahill suggested that Mr. Gates meet with Administrator Knope and Planner Cogburn to review the fence violation complaint status.

IV. CITY PLANNER POSITION

Administrator Pro Tem Knope presented the request to increase the City Planner position from half time to full time, which would cost \$9600 through June 30, 2015. If the Council would like to do this, staff would bring back a supplemental budget resolution to transfer funds from Contingency for this purpose.

MOTION: Councilor K. Leach moved that the current planning position be increased from half to full time, effective February 25, 2015 and direct staff to bring the necessary budget resolutions back to the Council at its next meeting for approval. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

V. OTHER BUSINESS

None.

VI. ADJOURNMENT

Regular session was adjourned at 6:43 p.m.

WORK SESSION**I. CITY ADMINISTRATOR INTERVIEW TRAINING**

Attorney Christy Monson provided interview training to the Council.

II. BUDGET DISCUSSION

Administrator Pro Tem Knope and Director Crocker presented and reviewed:

- The 5 year forecast document. Further review will occur at next Council meeting.
- Current wage allocation splits and proposed methodology on wage allocations for the following positions: City Administrator, City Recorder, Receptionist, Finance Director, and Accountant.
 - There is currently no methodology in place for how to allocate for these positions. Instead of splitting these positions in indirect personnel line items across various departments, the full percentage would be listed in either administration (City Administrator, City Recorder, and Receptionist) or finance (Finance Director and Accountant) and then there would be line items for administrative overhead costs for these positions in Materials and Services over the various departments.
 - Admin allocation methodology would be based on percentages per full time equivalents and Finance would be based on percentages per department for expenditures; materials and services and cash receipts.

The Council consensus was in favor of making these changes.

III. TRANSITION ROLES

Administrator Knope asked for Council clarification on the following:

- **To what level, if any, does a Councilor and the Mayor in their individual roles give staff direction?** The Council consensus was neither the Mayor nor one individual Councilor had the authority to provide direction; the Council can only provide direction at a Council and/or Committee meeting. Individual Council members can however make a request, which would be processed like any other type of citizen request.
- **Currently, the City does not have a policy in place that allows the Mayor or Council to use City resources, such as vehicles, as part of their duties.** The Council consensus was that neither the Mayor nor an individual Councilor should use a City vehicle nor receive mileage reimbursement.
- **Who should or should not be able to contact the City Attorney's office?** The Council consensus was that all attorney contact should go through the City Administrator's office, and neither the Mayor nor individual Councilors should contact the attorney's office directly. It is anticipated that a new contract for legal services will be developed and that could include direction on how the Council would contact the attorney's office, in the event that they had a confidential personnel issue regarding the City Administrator.

IV. AGENDA SETTING

Administrator Pro Tem Knope provided some agenda forecaster setting examples and asked for direction on how the Council would like to set their agendas.

The Council consensus was to:

- Use the Sanitation, Recycling, and Water Committee template.
- Have a form that Council, Committees, staff, or citizens could use to request an item be placed on the agenda. Include deadline for submission on form.
- The Council would review items and give provide direction on adding or deleting items.
- Once Council determines what items should be on an agenda, the Mayor and City Administrator would determine the order of business on the agenda.

V. PROJECT LIST REVIEW

Administrator Pro Tem Knope presented the list of 69 Administrative Projects that the Council had partially reviewed and included revised lists that were sorted by the recommended Committees that the items could go to.

The Council consensus was in favor of having items go to the recommended Committees. Committees could review and determine priority of the project, if and when the Committee should address, and/or whether items should be forwarded to the Council in a work session.

Administrator Pro Tem Knope noted that the master list of projects would be in the City Administrator's office and the Committees would also track their items, so none of the 69 items would be lost.

Council members commended Mayor Cahill on the work session concept.

VI. ADJOURNMENT

Regular session was adjourned at 8:20 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor