

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 25, 2014, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly; City Administrator, Melissa Bowers; Acting Police Chief, Eric Markell; Public Works Director, Jason Knope; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup.

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

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

**II. CHANGES TO THE AGENDA**

Mayor Brunscheon stated that the Public Hearing for the Ivory LLC Rezone would be rescheduled to the December 23, 2014 Council meeting, per the applicant's request.

**III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

None.

**IV. COURT NETWORK SECURITY**

Director Crocker provided court network security procedures information, per Council request. The State of Oregon LEDS (Law Enforcement Data Systems) administers the security protocol that all courts must function within. Feynman group maintains the domain and windows server for those systems. LEDS conducts onsite inspections every three years. The last audit was conducted in March of 2013, and the City was in compliance with LEDS and NCIC (National Crime Information Center) requirements. In 2012, the court converted to a new court software system called Caselle. The employees who have access to this system are: Court Clerk, two dispatchers (partial access), Finance Director (administers the software security access), Accountant (cash receipts only), and Court Assistant.

**V. COMMUNICATION OFFICERS FULL TIME EQUIVALENTS**

Director Crocker reviewed that there were two .5 FTE (Full Time Equivalent) Communication Officer vacancies and there had been difficulties recruiting and scheduling for these positions. These positions were created a few years ago, when two dispatchers wanted to work part time; thus, one fulltime position was split into two part time positions. Those employees are no longer working for the City, and staff was proposing the merger of the two positions back to one position. This would not negatively impact the budget.

The Council consensus was to have the Public Safety Committee review and bring back to the Council.

**VI. PERS UPDATE**

Director Crocker stated that every two years, the City receives a valuation on the PERS rates, and recent estimates were received a few weeks ago. Rates are at a normal level at 4.54% going forward. This is a change from a few years ago that projected significant PERS increases.

**VII. COURT WINDOW HOURS**

Director Crocker noted that current court hours were the same as City Hall hours from 8:00 a.m. to 5:00 p.m. In the past, the Utility Billing Clerk and City Accountant provided backup for the Court Clerk, covering lunch and other times that the Court Clerk was out of the office, even though they were not trained in court operations or procedures. The Council recently approved the hiring of a .25 FTE Court Assistant to cover when the Court Clerk is out of the office. Staff was requesting a reduction in court windows hours, similar to what other nearby courts do. The Finance and Judiciary Committee reviewed and recommended that the court window hours be changed, effective January 1, 2015, to 9:00 a.m. to 5:00 p.m. and be closed from 12:00 p.m. to 1:00 p.m.

Concerns were expressed on hiring the part time Court Assistant, in light of court revenue shortfalls and it was asked why current staff couldn't be cross trained to provide back up.

A majority of the Council was in favor of having staff move forward with the new hours.

**VIII. UPDATE TRANSPORTATION SYSTEM PLAN DRAFT**

Planner Cogburn reviewed that Sandow Engineering had begun review of the Transportation System Plan (TSP) draft and answering questions that the Council had asked about the plan. ODOT (Oregon Department of Revenue) paid for and contracted with DKS Consulting to prepare the TSP draft and that contract would be ending on December 31, 2014. ODOT and DKS would be happy to meet with the Council, prior to that date.

The Council consensus was to schedule a meeting with ODOT/DKS at the 1<sup>st</sup> or 2<sup>nd</sup> meeting in December.

**IX. FACILITIES TASK FORCE UPDATE**

Administrator Bowers reviewed that the Facilities Task Force recommended hiring a professional company to complete a building assessment of the Police Department and City Hall. \$20,000 had been included in Building Reserve Fund, Professional Services Line Item in the current budget.

**MOTION:** Councilor Hitchcock made a motion to approve the use of Slattery-Johnson as presented and direct the City Administrator to prepare and sign the necessary documents. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**X. HR/RISK MANAGER UPDATE**

Administrator Bowers presented a draft job description for HR/Risk Manager. The Council will review pay range and impact to the General Fund at the December 9<sup>th</sup> Council meeting.

**XI. MUTUAL ORDER AND AGREEMENT BUILDING INSPECTION**

Planner Cogburn reviewed that the Building Codes Division (BCD) introduced two new documents into the building inspection process. The City has until December 1, 2014 to complete the request for information:

1. Building Program Date Request Form – Will help the division gather fiscal year data for each building inspection program.
2. Memorandum of Agreement – To formalize the delegation of authority from the state to jurisdictions choosing to operate a building inspection program.

After discussion, the Council consensus was to have staff find out where the City was in the reporting cycle (required by the state every four years), have staff contact Clair Company to find out when they found out about these new updates as the City Administrator was notified in October, and staff and legal counsel to write BCD a letter before December 1<sup>st</sup>, requesting an extension as the City needed more time to review. Mayor elect Cahill noted that he would be happy to follow up with state representatives on topic.

**XII. STAFF REPORTS**

Director Boldon reported that there were 100 tags available on the Community Sharing Tree.

Planner Cogburn reported that Planning and Public Works staff met with Grain Millers for pre-application possibility of expansion at the Meadowview site.

Administrator Bowers reported that the Police Department organizational assessment final report was received last week from Chief Pryde. She asked how the Council would like to receive the report and if they would like Chief Pryde to review.

The Council consensus was to have copies distributed to them at the Council meeting and to schedule a work session for Chief Pryde to review the report with the Council.

**XIII. CONTRACT REVIEW PROCESS UPDATE**

Attorney Connelly presented a draft ordinance to establish a contract review and approval process for the City. This item will come back to the Council at a future meeting.

**XIV. COUNCILOR COMMENTS/QUESTIONS**

Councilor K. Leach noted that the Sharing Tree was important for the community and a great thing to be involved with. She wished everyone a happy Thanksgiving.

Councilor J. Leach wished everyone a happy Thanksgiving.

Councilor Nelson stated that he had referred to some business concerns on the Police Department at the Council Work Session and had been made aware from the businesses that things were improving and progress was being made.

Councilor Hitchcock asked if the HR/Risk Manager position would be a department head. Administrator Bowers responded that it would be a management position.

Councilor Christensen wished everyone a good Thanksgiving.

**XV. MAYOR'S COMMENTS**

Mayor Brunscheon encouraged everyone to pick up a tag at the Sharing Tree and wished everyone a safe and happy Thanksgiving.

**XVI. EXECUTIVE SESSION PER ORS 192.660(20I) TO REVIEW AND EVALUATE THE JOB PERFORMANCE OF THE CITY ADMINISTRATOR.**

Mayor Brunscheon called Executive Session at 8:18 p.m. Regular session reconvened at 8:34 p.m.

**XVII. OTHER BUSINESS**

None.

**XVIII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 8:34 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor