

AG E N D A

CITY COUNCIL REGULAR AND WORK SESSION

City of Junction City
680 Greenwood Street

Tuesday, February 24, 2026
6:30 p.m.

To join the City Council meeting via computer, tablet, or smartphone, please click on the Zoom link below:

<https://us06web.zoom.us/j/83457851637>

You can also dial in using your phone: 1-253-215-8782 or toll free 877-853-5257
Meeting ID: 834 5785 1637

(*Estimated Time*)

REGULAR SESSION

1. Call to Order, Pledge of Allegiance, and Roll Call
(Mayor Wells)
2. [Scandinavian Festival Vendor Insurance Request](#) 5 minutes
(Recorder Vodrup)
3. [Police Department Used Vehicles Purchase](#) 5 minutes
(Chief Waddell)
4. [Police Department Armory](#) 5 minutes
(Chief Waddell)
5. [Booking Area Remodel Project](#) 10 minutes
(Chief Waddell)
6. [Public Works Purchasing Requests](#) 5 minutes
(Director Kaping)
7. Adjournment of Regular Session

WORK SESSION

1. Call to Order
(Mayor Wells)
2. [Enterprise Fund Reorganization Options](#) 30 minutes
(Director Kaping)
3. [Policy – Complaints against the City Administrator](#) 10 minutes
(Attorney Connelly)
4. [School Resource Officer Contract Review](#) 5 minutes
(Chief Waddell)

5. [Public Works Projects Update](#)
(Director Kaping) 10 minutes
6. [Police Department Projects Update](#)
(Chief Waddell) 10 minutes
7. [Other Business](#) 10 minutes
8. Adjournment of Work Session

(Estimated End Time 8:15 p.m.)

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us .

JUNCTION CITY COUNCIL REGULAR SESSION

AGENDA ITEM SUMMARY



Scandinavian Festival Vendor Insurance Request

Meeting Date: February 24, 2026
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 2
Staff Contact: City Recorder Kitty Vodrup
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Before Council is a request from the Scandinavian Cultural Foundation for Council to adjust the Certificate of Insurance requirement for food vendors.

BACKGROUND

The City received a letter from Mary Pelkey, Vendor Chair, for the Scandinavian Festival, asking that the City lower its 2 million dollar per occurrence certificate of insurance requirement for Festival food vendors to 1 million dollar per occurrence with a 2 million dollar aggregate. The Scandinavian Cultural Foundation would continue to hold the 2 million per occurrence.

COMMITTEE REVIEW AND/OR RECOMMENDATION. None.

RELATED CITY POLICIES. None.

LEGAL REVIEW

Reviewed as part of the Council packet.

CITY ADMINISTRATOR'S COMMENT. N/A.

COUNCIL OPTIONS

1. Approve the request. Motion: "I make a motion to approve the request to adjust the certificate of insurance requirements for Festival food vendors."
2. Deny the request. Motion: "I make a motion to deny the request to adjust the certificate of insurance requirement for Festival food vendors."
3. Provide direction to staff.

ATTACHMENTS

- A. Festival Letter of Request

FOR MORE INFORMATION

Staff Contact: City Recorder Kitty Vodrup
Telephone: 541-998-2153
Staff E-Mail: kvodrup@ci.junction-city.or.us



**Junction City Scandinavian
FESTIVAL & CULTURE**

Scandinavian Cultural Foundation
P.O. Box 5, Junction City, OR 97448
junctioncityscandia.org | (541)998-9372

Vendor Insurance Request

To the City Manager Jason Knope and City Councilors,

I would like to request that the City adjust the requirements for the Certificates of Insurance required of food vendors of the Junction City Scandinavian Festival. The requirements for liability insurance currently stand at 2 million per occurrence. I would like to request that the per occurrence be adjusted down to 1 million with a 2 million aggregate. This falls within the current industry standards, and is what the majority of our vendors already carry. The Scandinavian Cultural Foundation would continue to hold the 2 million per occurrence so as to provide some additional coverage. Thank you for your consideration in this matter.

Sincerely,

Mary Pelkey

Vendor Chair

Scandinavian Festival Association

JUNCTION CITY COUNCIL REGULAR SESSION AGENDA ITEM SUMMARY



Police Department Used Vehicles Purchase

Meeting Date: 02242026
Department: Police
www.junctioncityoregon.gov

Agenda Item Number: 3
Staff Contact: Mark Waddell
Contact Telephone Number: 541-998-1245

ISSUE STATEMENT

The Police Department is looking at purchasing two (2) used Albany Police Vehicles in order to stretch the aging police fleet until a clear replacement plan is in place.

BACKGROUND

The current police department fleet is anchored in six (6) Dodge Chargers, five (5) are 2017s and one is a 2012. The department has two 2009 Chevy Tahoes both with over 160,000 miles. In the last two years the department has been able to purchase 3 vehicles, a 2023 Chevy pickup and two 2024 Ford Explorers. No vehicles were purchased in 2024/2025 or 2025/2026. The department has worked with the City Administrator to develop a replacement plan that would fund \$45,000 a year (1/2 the cost of fully outfitted police vehicle). This would fund a new police vehicle every other year for the foreseeable future.

Currently the Police Department has 6 vehicles with over 100,000 miles. Police vehicles are driven hard and fast and have a tremendous number of idle hours and therefore most agencies replace vehicles between 90,000 to 100,000 miles to avoid high maintenance costs and more importantly to lower the risk of patrol vehicle breakdowns.

During a casual conversation with a vendor about fleet issues, the vendor had mentioned a lead on 3 Albany PD cars that were sold to an agency out of California but the deal fell through. The vehicles were 2022 Ford interceptors with over \$25,000 of equipment upgrades still installed in them.

Staff went to Salem to inspect the vehicles and found all three viable options, however two were clearly better than the third. All three had around 75,000 miles and the Chief and Detective Ware (Who ran fleet for LCSO) believe that these vehicles could last 3-4 years and bridge our gap in our existing fleet. One of the vehicles has a 1/2 cage and could be a better use for the K9 or Drone operations. The vehicles were offered to JCPD for \$15,000 each, however staff has got the vender to drop the price to \$13,000 each.

Staff estimates it would take less than \$10,000 total to get the vehicles ready for patrol here in JCPD. This includes radios, detailing, installation of cameras and radars and new graphics.

Council was given the current status of our fleet vehicles at the 021026 council meeting and if there was certain repairs that they wanted to address this could be an opportunity to do some of those repairs.

As suggested in the 021024 council meeting by City Administrator the council could use State Revenue Sharing funds for this if they see fit.

COMMITTEE REVIEW AND/OR RECOMMENDATION. NA

RELATED CITY POLICIES

City Procurement Rules

LEGAL REVIEW

Reviewed as part of the Council Packet.

CITY ADMINISTRATOR'S COMMENT. NA

COUNCIL OPTIONS

The Council can, at its pleasure:

1. Approve the request: MOTION: "I make a motion to approve the purchase of two vehicles with all outfitting costs and authorize the Chief to sign any related documents."
2. Deny the request.

ATTACHMENTS

- A. Invoice for Vehicles
- B. Police Vehicle List

FOR MORE INFORMATION

Staff Contact: Chief Mark Waddell
Telephone: 541-998-1245
Staff E-Mail: mwaddell@jcpolice.org

Leasing Specialists LLC

8242 Cessna Dr
Peyton, CO 80831 USA
(719) 433-9978
john@govleasing.com
www.govleasing.com



INVOICE

BILL TO
Junction City Police

INVOICE 1091
DATE 02/09/2026
TERMS Net 30
DUE DATE 03/11/2026

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
VEHICLE PURCHASE	Purchase of VEHICLE - 1FM5K8AB0MGC33674	1	13,000.00	13,000.00
VEHICLE PURCHASE	Purchase of Vehicle -1FM5K8ABXMGC34217	1	13,000.00	13,000.00

BALANCE DUE **\$26,000.00**

Police Vehicle List 2026

Updated 02-16-26
(Partially)

Vehicles	Role	Date Acquired	Year	Make	Description	Unit	License #	Vin #	Mileage	Status	Replace year
PATROL											
1	Patrol	Dec. 2009	2009	Chevy	Tahoe	903	E251477	1GNEC03059R261746	168,483	Clunking noise in transmission No Cradle Point, heater fan, wrap falling off	2025
2	DC	Dec. 2009	2009	Chevy	Tahoe	901	E251478	1GNEC030X9R263184	159,682	Front radar not working, due for tires, no printer	2026
3*	K9	02-04-26	2015	Ford	Explorer	1501		1FM5K8ARXFGB13610	103,316	(Free)	2030
4	Patrol	08-15-17	2017	Dodge	Charger	1704	E272073	2C3CDXAT5HH650876	54,254	Poss transmission issue, door handle	2029
5	Patrol	08-15-17	2017	Dodge	Charger	1701	E272070	2C3CDXAT7HH650877	65,326	Pass. Window door trim, interior torn	2028
6*	SRO	08-15-17	2017	Dodge	Charger	1705	E272072	2C3CDXAT9HH650878	102,225	Damaged engine (Spare), Door Handle Broken, needs floor mats, noisy brakes	2027
7*	Det	08-15-17	2017	Dodge	Charger	1706	888JFA	2C3CDXAT3HH650875	38,227	\$6500 in Electrical repair, spotlight	2030
8	Spare	11-29-18	2012	Dodge	Charger	1201	E252111	2C3DXAG9CH225236	103,974	Dock broken, Rear window seal allows water in	2025
9	Patrol	09-01-24	2024	Ford	Explorer	2401	E293226	1FM58AB6RGA65353	11,620	Inverter for drones	2034
10*	Patrol	09-01-24	2024	Ford	Explorer	2402	E293225		11,970	Needs printer, Keyless Entry	2034
11*	Chief	10-23-23	2023	Chevy	Silverado	2301	E299426	3GCUDEED2PG224214	12,393	Needs Rifle lock	2031
12	VIPS	03-29-07	2006	Ford	Escape	601	943HYC	1FMYU93176KC25136	129,678	unknown	2028
13	Patrol	08-15-17	2017	Dodge	Charger	1702	E272071	2C3CDXAT0HH650879	51,272	Transmission slips, Headlight assembly	2032
14		04-04-17	2017	BigTex	Utility Trailer			16VAX1013H4027958	N/A	Moved to PW	N/A

* Take home vehicles

Proposing these vehicles go to Auction soon

Need to confirm where Public Surplus sells funds go?

JUNCTION CITY COUNCIL REGULAR SESSION AGENDA ITEM SUMMARY



Police Department Armory

Meeting Date: 022426
Department: Police
www.junctioncityoregon.gov

Agenda Item Number: 4
Staff Contact: Mark Waddell
Contact Telephone Number: 541-998-1245

ISSUE STATEMENT

The Police Department is looking at ways to improve the safety of our weapons and ammo storage.

BACKGROUND

The Chief of Police has expressed a strong desire to improve the safety of city owned lethal and non-lethal weapons and ammunition.

Incremental changes have occurred in the last few years to include policy and procedure changes for care and storage of these items; however the department currently has no designated space for patrol rifles, shotguns and related gear for officers who are working patrol. The department uses small safes to store departmental surplus weapons, and those safes are in various locations throughout the police department. The department is looking to locate most, if not all, of the department's weapons in one **SECURE** location that will be close to the department's patrol vehicles for safe access.

Staff has identified an existing 8' x 8" storage closet just inside the back door of the "Annex" of the Police Department. Several local contractors and business owners have taken an interest in this project and staff received one quote from Starr Contracting to oversee the project and the donated labor and materials that might come from those offers.

This project was submitted to and supported by the City Administrator and is not to exceed \$9,000 dollars which is above the Chief's authority.

The department seeks to use the previously approved CEP funds for a remodeling project.

COMMITTEE REVIEW AND/OR RECOMMENDATION. NA

RELATED CITY POLICIES

City Procurement Rules

LEGAL REVIEW

Reviewed as part of the Council Packet.

CITY ADMINISTRATOR'S COMMENT. NA

COUNCIL OPTIONS

The Council can, at its pleasure:

- A. Approve the bid from Starr Contracting to oversee the construction of a department armory: MOTION: "I make a motion to approve the construction of the police departments armory and authorize the Chief to sign any related documents."

- B. Deny the request.

ATTACHMENTS

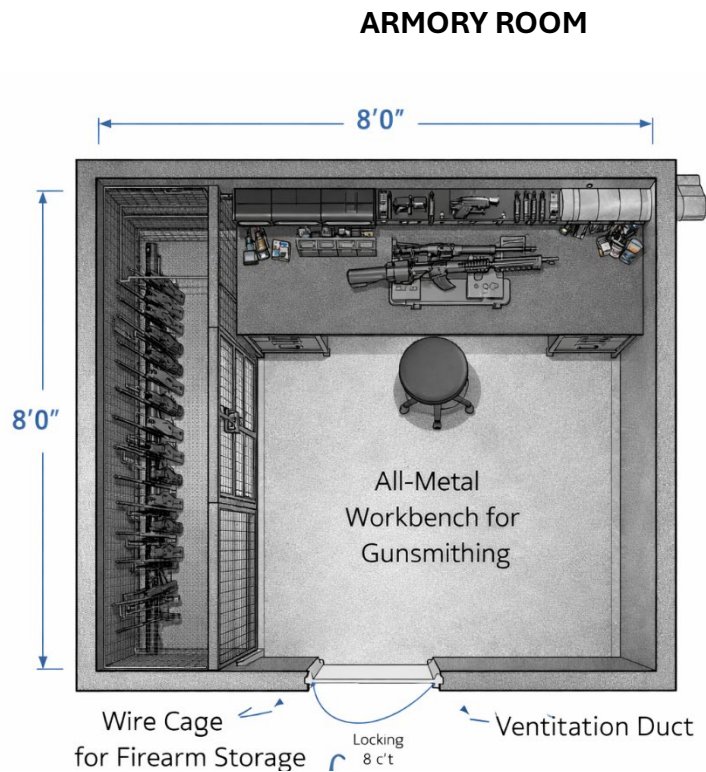
- A. Project Idea sheet
- B. Quote from Starr Contracting

FOR MORE INFORMATION

Staff Contact: Chief Mark Waddell
Telephone: 541-998-1245
Staff E-Mail: mwaddell@jcpolice.org

ARMORY PROJECT:

IDEA BOARD



* IA Generated photo and sketch

ARMORY ROOM

- CONTROLLED ACCES TO ROOM
- WORK SPACE
- AMMO STORAGE
- PATROL RIFLE AND SHOTGUN STORAGE
- WORK BENCH/SPACE
- ALLOWS FOR SECURE EQUIPMENT STORAGE
For Drones, Radar/Lidars, WRAP
And other patrol equipment



JCPD ARMORY ROOM TIME & MATERIALS CONTRACT



JOSIAHSTARRCONTRACTING@GMAIL.COM

645 JUNIPER ST JUNCTION
CITY, OR 97448



(541) 790-9634

STARR CONTRACTING
LLC
CCB #256631

JUNCTION CITY POLICE DEPARTMENT
672 GREENWOOD ST. JUNCTION CITY, OR 97448
(541) 998-1245

SCOPE OF WORK:

Convert existing storage room to armory room. New interior steel paneling to be custom fabricated and installed. New gun storage, shelving, cabinets and work bench to be installed. Current doorway will be closed, and a new doorway will be framed and installed in a TBD location. Door will be solid-core wood with a keypad locked door entry. New LED surface mounted light fixtures will be installed.

Starr Contracting will provide general contracting/managing labor to oversee the completion of this project.

Work will be performed on a time and materials basis, meaning the client will pay for: labor hours at agreed rates; materials and supplies purchased for the project; subcontractor costs (if applicable); and equipment usage or rentals.

Standard labor rate is \$75/hour.

Project cost not-to-exceed \$9,000.

MATERIALS & EQUIPMENT:

Materials will be billed at exact cost to the contractor. Equipment rental charges will be at actual rental cost to the contractor. Receipts will be provided upon request.

INVOICES & PAYMENT:

Invoices will be issued monthly. Payment is due within 14 days of invoice date. Contractor reserves the right to suspend work until payment is received.

Termination: Either party may terminate the Contract with 5 days written notice. The Client agrees to pay for all labor, materials, and costs incurred up to the termination date.

Dispute Resolution: Any disputes under this Contract shall first be attempted to be resolved through mediation. If unresolved, disputes will be settled in accordance with Oregon law.

Entire Contract: This Contract constitutes the entire understanding between the parties and superseded all prior discussions or contracts.





ACCEPTANCE OF CONTRACT

Authorized Client Written Name:

Authorized Client Signature:

Date Signed:

Contractor Written Name:

Contractor Signature:

Date Signed:



JUNCTION CITY COUNCIL REGULAR SESSION AGENDA ITEM SUMMARY



Booking Area Remodel Project

Meeting Date: 022426
Department: Police
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Mark Waddell
Contact Telephone Number: 541-998-1245

ISSUE STATEMENT

The Police Department is seeking authorization to complete the previously planned remodel and repurpose of space to improve both functionality and safety.

BACKGROUND

The city council had previously approved up to \$60,000 for remodel projects to our booking area. The chief and the City Administrator have been working on getting these projects completed in phases and in line with the department's goals and structure. Each of these projects fall above the authority limit of the Chief of Police.

The current bathroom needs to be repaired to make it function, however the bathroom is no longer needed. An option to turn the bathroom around for public use for Muni Court and Council, however the dense cement wall made that option very problematic. Instead, the department is in need of a laundry area. Currently officers hand-wash their police cars in the rear lot of the PD. City water can leave water marks on the vehicles when it dries, and the officers use towels to dry the water before these marks appear. This would also allow occasional use for cleaning uniforms and other kitchen-related towels.

The other area is the jail kitchen that contains several refrigerators and a microwave. The facility no longer purchases meals, and the refrigerators are no longer needed. Keeping a break room inside our secure booking facility leads to major security risks. Instead, staff needs a secure interview room, especially one that meets Drug Recognition Experts (DREs) qualifications. This space is inside the secure area and can be repurposed perfectly for interviews and DRE evaluations.

There remains one incomplete phase to this space and staff will bring quotes to the City Administrator and/or Council once these projects are completed. These spaces are confined spaces and adding the final project at this time would only complicate matters.

Staff sought and received three quotes from contractors for each of these projects. See attached.

The chief would like to use JP Contracting for the Bathroom to Laundry Room project and

Brahms contracting for the Interview room project. The Third bidder would hopefully be completing the departments armory project.

The department seeks to use the previously approved CEP funds for these remodeling projects.

COMMITTEE REVIEW AND/OR RECOMMENDATION. NA

RELATED CITY POLICIES

City Purchasing Rules

LEGAL REVIEW

Reviewed as part of the Council Packet.

CITY ADMINISTRATOR'S COMMENT. NA

COUNCIL OPTIONS

The Council can, at its pleasure:

1. Approve the request: MOTION: "I make a motion to approve the Chief of Police to sign related documents for both projects. The first with JP Custom Contacting for \$14,990 plus a 20% contingency not to exceed \$17,988 and the second with Brahms Construction for \$9,200 plus a 20% contingency not to exceed \$11,040.
2. Deny the request.

ATTACHMENTS

- A. Quotes for Bathroom to Laundry Project
- B. Quotes for Interview Room project

FOR MORE INFORMATION

Staff Contact: Chief Mark Waddell
Telephone: 541-998-1245
Staff E-Mail: mwaddell@jcpolice.org

ESTIMATE

BRAHMS CONSTRUCTION LLC
CCB 234714
1329 Echo Valley Dr
Junction City, OR 97448-8332

andrew.brahms@gmail.com
+1 (541) 556-3099



Bill to
JC Police Department

Estimate details

Estimate no.: 1301
Estimate date: 02/10/2026
Expiration date: 02/20/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Demo	Laundry- Remove shower, remove hot water heater, remove toilet, remove concrete at toilet to cap waste. Remove concrete at shower to install drain for washer. Open up wall to install auto wash and dryer plug.	1	\$2,500.00	\$2,500.00
2.		plumbing	Cap toilet, Rough in auto wash, install new hot water heater. Run drain for water heater out to rear parking. PD to purchase stand up washer and dryer ventless. if you decide to keep the one you have save \$800	1	\$5,500.00	\$5,500.00
3.		flooring	LVP to match hallway in laundry	1	\$900.00	\$900.00
4.		Electrical	Run power for stand up washer and dryer home run from panel in committee rm required , Install light.	1	\$2,100.00	\$2,100.00
5.		Sheetrock tape mud and texture	Close up wall tape mud texture. match existing texture.	1	\$800.00	\$800.00
6.		Door install	install solid core door with keypad entry. Smooth finish. JCPD to purchase keypad entry	1	\$800.00	\$800.00
7.		Trim	Door and base	1	\$600.00	\$600.00

8.	paint	walls and ceiling	1	\$1,000.00	\$1,000.00
9.	Fan install	nutone whisper fan material approximate \$180	1	\$500.00	\$500.00

Total **\$14,700.00**

Note to customer

This bid is for the jail bathroom conversion into a laundry room. This bid is based off meeting with Isaac Cox. Any unforeseen issues that cause extra work will be a cost above the bid estimate. All work will be done in a workmanlike manner. project will be a construction site but cleaned of debris. Asbestos and lead test will be required. any lead abatement will be an extra cost above estimate. Half down payment to start work rest on completion.

Expiry date 02/20/2026

Accepted date

Accepted by

CONTRACT FOR CONSTRUCTION WORK

JP Custom Contracting, Inc.

CCB#223362

Jacob Pleich

94048 River Road

Junction City, OR 97448

(541) 321-0679

DATE: 02/09/2026

CUSTOMER:

Junction City Police Department (JCPD)



WORKSITE: 672 Greenwood Street; Junction City, OR 97448

SCOPE OF WORK: JOB #1 - Updating hallway bathroom

- Remove existing paneling, shower, sink basin, toilet, etc.
- Assess effectiveness of current hot water heater and replace with new system (tankless?).
- Install new plumbing for washer box for stackable washer and dryer.
- Terminate drain line to old toilet. Pour new concrete.
- Install new sink basin cabinet with deep stainless steel sink for washroom.
- Install new right-hand in-swinging door. Utilize digital lock.
- Install all new drywall, flooring, trim
- Install new lighting and update bathroom fan (ensure unit is properly vented).
- All new paint throughout the space.

TOTAL COST OF PROJECT: \$14,990

Materials = \$750;

Demo & Haul-off - \$2000

Electrical = \$1450;

Plumbing = \$5840

Paint = \$1950

Drywall = \$1000;

Finish work = \$500

Floor install - \$500

HVAC = \$600

Sink - \$400

Payment schedule:

- Start of job - \$2500
- Upon completion of job = balance

***Upon acceptance of this estimate, customer will receive official contract to sign.**

JCPD LAUNDRY ROOM PROJECT ESTIMATE



JOSIAHSTARRCONTRACTINGLLC@GMAIL.COM

645 JUNIPER ST. JUNCTION CITY,
OR 97448



(541) 790-9634

ESTIMATE BY:
STARR CONTRACTING LLC
CCB #256631

JUNCTION CITY POLICE DEPARTMENT
672 GREENWOOD ST. JUNCTION CITY, OR 97448
(541) 998-1245

SCOPE OF WORK:

Convert existing full bath to laundry room. Remove toilet, shower unit, old water heater, and old sink. Water heater will be replaced with a new 30-gallon water heater, and laundry sink and faucet will be replaced. New stackable washer and ductless dryer will be installed in the northwest corner of the room. New 32" RHS solid-core wood door will be installed in both the new laundry room and the room directly west of the laundry room. Both doors will have keypad entry door locks. New glue-down vinyl and wood base will be installed in the laundry room. New wood moulding installed around both new doors. All demoed drywall will be replaced, textured and painted to match existing.

For the plumbing, a new auto wash will be installed for the washer. The old shower and toilet drains and the toilet water lines will be capped off. The existing water heater lines will be lowered to the new location for the smaller water heater. The new washer drain will be run east through the north wall (of the laundry room) all the way to the outside of the building. Whatever wall-sections needed to run this new plumbing will be removed, replaced, and re-finished. Plumbing permitting required and included in estimate.

For the electrical, new wiring will be ran from the outside panel on the north-east side of the building (near the heating/cooling units) to the new laundry room. Both existing light fixtures will be removed and replaced with new LED surface mount fixtures. The existing ceiling fan will be replaced with a Panasonic fan/heat combo fixture. The new water heater will use the existing water heater circuit. Electrical permitting required and included in estimate.

This bid includes removal and dumping of all demoed materials.

This bid does not include: glue-down vinyl flooring material, washer and dryer appliances, or any laundry room fixtures (e.g., mirror, towel rack/hook, etc.)



PROJECT ESTIMATE: \$19,250.99

PROJECT TIMELINE: 10 days of work to be scheduled between Starr Contracting LLC and the JCPD

ESTIMATED DEPOSIT AMOUNT: \$9,625.49

Payment Terms, Conditions, & Disclaimers: A deposit in the amount of 50% of the total project cost is due at contract signing unless a different amount is specified. Starr Contracting accepts checks and electronic bank transfers. The deposit is due upon the signed contract for the project. Balance of the project cost will be due at the completion of the project unless an Installment Agreement is in place and/or if any Change Orders become in effect. The final invoice amount is subject to change as per Starr Contracting Contract.

Timeline Terms, Conditions, & Disclaimers: Please note that the estimated start date and estimated finish date are only an estimate. The actual start date and completion date for the Scope of Work may depend on a variety of factors outside of the Contractor's control including, but not limited to, the availability of labor and the availability of Owner's(s') selected materials. All start dates and/or delays will be communicated at least one to two week(s) prior to date. Likewise, all estimated completion dates will be communicated.

Terms and Conditions: Upon approval of the estimate, Starr Contracting will have an invoice sent over for your deposit amount. These items are required to hold your spot on our calendar. Estimate prices are good for 14 days following the day of the received estimate. If booked outside of those 14 days, Starr Contracting retains the right to adjust the estimate based on material cost fluctuation, availability, and labor costs. Estimated start dates and finish dates are subject to change due to material supply and demands and Starr Contracting's schedule. A final start date will be communicated 1-2 weeks prior to the estimated start date.

ACCEPTANCE OF ESTIMATE

Authorized Client Written Name:

Authorized Client Signature:





Date Signed:

Contractor Written Name:

Contractor Signature:

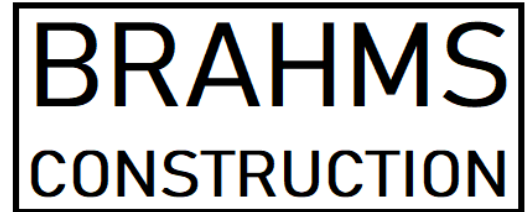
Date Signed:



ESTIMATE

BRAHMS CONSTRUCTION LLC
CCB 234714
1329 Echo Valley Dr
Junction City, OR 97448-8332

andrew.brahms@gmail.com
+1 (541) 556-3099



Bill to

JC Police Department

Estimate details

Estimate no.: 1302

Estimate date: 02/10/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Demo	Interview rm- Demo paneling, cut access for plumber to run drain. demo hanging box.	1	\$1,000.00	\$1,000.00
2.		Electrical	Install center light or two puck lights.	1	\$600.00	\$600.00
3.		Door install	36in Solid core flat white door pre hung. fridge rm and storage rm. all keypad entry. PD to purchase keypad entry	3	\$800.00	\$2,400.00
4.		Sheetrock tape mud texture.	fill in box area with sheetrock on interior exterior trim out square for cork board. fill in plumbers access on rear with sheetrock. Re-texture walls to match.	1	\$900.00	\$900.00
5.		Trim	Trim and base- door window and floor.	1	\$800.00	\$800.00
6.		paint	walls, base and trim. roll walls and brush trim	1	\$1,000.00	\$1,000.00
7.		flooring	LVP to match throughout hall up to where hall changes to vinyl tiles. interview rm and hall does not include fridge rm. base trim to match and paint.	1	\$2,500.00	\$2,500.00
					Total	\$9,200.00

Note to customer

This bid estimate is for the interview rm and hallway up to transition of vinyl tiles. Replacement of storage rm door upgrading interview rm.

Any unforeseen work required will be a cost above and beyond bid estimate.

Accepted date

Accepted by

JCPD INTERVIEW ROOM PROJECT ESTIMATE



JOSIAHSTARRCONTRACTINGLLC@GMAIL.COM

645 JUNIPER ST. JUNCTION CITY,
OR 97448



(541) 790-9634

ESTIMATE BY:
STARR CONTRACTING LLC
CCB #256631

JUNCTION CITY POLICE DEPARTMENT
672 GREENWOOD ST. JUNCTION CITY, OR 97448
(541) 998-1245

SCOPE OF WORK:

Convert existing extra room to an interview room. Remove old interior paneling. Re-frame a new door opening to the left of the existing opening. A 32" LHS solid-core wood door with a keypad entry door lock will be installed for this room. A 32" RHS solid-core wood door with a keypad entry door lock will be installed for the room directly south of the new interview room. New floating hardwood flooring to be installed in the interview room and the hallway directly outside of the interview room (110 sq. ft. of flooring total). New wood base will be installed in the new flooring sections, and new wood moulding installed around both new doors.

For the electrical, the existing light fixture will be removed and replaced with a new LED surface mount fixture. The existing ceiling fan will be replaced with a Panasonic fan/heat combo fixture. Low voltage ran throughout the room will be deleted. Electrical receptacles will be replaced with standard white receptacles with new wall plates. Electrical permitting required and included in estimate.

This bid includes removal and dumping of all demoed materials.

Not included in bid: table and chairs or other room furnishings for the interview room.

PROJECT ESTIMATE: \$10,914.38

PROJECT TIMELINE: Eight days of work to be scheduled between Starr Contracting LLC and the JCPD.

ESTIMATED DEPOSIT AMOUNT: \$5,457.19



Payment Terms, Conditions, & Disclaimers: A deposit in the amount of 50% of the total project cost is due at contract signing unless a different amount is specified. Starr Contracting accepts checks and electronic bank transfers. The deposit is due upon the signed contract for the project. Balance of the project cost will be due at the completion of the project unless an Installment Agreement is in place and/or if any Change Orders become in effect. The final invoice amount is subject to change as per Starr Contracting Contract.

Timeline Terms, Conditions, & Disclaimers: Please note that the estimated start date and estimated finish date are only an estimate. The actual start date and completion date for the Scope of Work may depend on a variety of factors outside of the Contractor's control including, but not limited to, the availability of labor and the availability of Owner's(s') selected materials. All start dates and/or delays will be communicated at least one to two week(s) prior to date. Likewise, all estimated completion dates will be communicated.

Terms and Conditions: Upon approval of the estimate, Starr Contracting will have an invoice sent over for your deposit amount. These items are required to hold your spot on our calendar. Estimate prices are good for 14 days following the day of the received estimate. If booked outside of those 14 days, Starr Contracting retains the right to adjust the estimate based on material cost fluctuation, availability, and labor costs. Estimated start dates and finish dates are subject to change due to material supply and demands and Starr Contracting's schedule. A final start date will be communicated 1-2 weeks prior to the estimated start date.

ACCEPTANCE OF ESTIMATE

Authorized Client Written Name:

Authorized Client Signature:

Date Signed:





Contractor Written Name:

Contractor Signature:

Date Signed:



JUNCTION CITY COUNCIL REGULAR SESSION AGENDA ITEM SUMMARY



Public Works Purchasing Requests

Meeting Date: February 24, 2026
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request to be able to purchase a flow meter for the 3rd and Cedar well as well as a lift gate for the sanitation truck.

BACKGROUND

Public Works needs to replace the flow meter for the 3rd and Cedar well as the meter that was there has failed and is no longer working

Public Works has been setting up a truck for sanitation to pick up and deliver totes as well as Glass and oil. This truck will also be used to haul glass from the route and the recycle center to the recycle facility.

The truck has already had the flat bed installed. The addition of the lift gate is needed to assist with heavy cans on pick and heavy glass container. The lift gate is essential to prevent injuries.

The purchase of the water meter is budgeted in the Water capital fund; the lift gate is budgeted in the sanitation capital fund.

If approved, please read both motions below.

COMMITTEE REVIEW. N/A

RELATED CITY POLICIES

- *City Procurement Rules*

LEGAL REVIEW

This item was reviewed as a part of the packet.

CITY ADMINISTRATOR'S COMMENT. N/A

COUNCIL OPTIONS

The Council can, at its pleasure:

- Approve the request: Motion: "I make a motion to approve the purchase of a water meter from the Ferguson waterworks not to exceed \$7,210.97 for Public Works and authorize the Public Works Director to sign the necessary documents."

- Approve the request: Motion: “I make a motion to approve the purchase of the lift gate from United Industrial Equipment not to exceed \$6,998.00 for Public Works and authorize the Public Works Director to sign the necessary documents.”
- Deny the request for _____.
- Deny the request.

ATTACHMENTS

- Feguson waterworks Quote
- United industrial Equipment Proposal0

FOR MORE INFORMATION

Staff Contact: Gary Kaping, Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us

United Industrial Equipment Corp.

PROPOSAL

INDUSTRIAL CLEANING SPECIALISTS SINCE 1977

530 Conger St.
Eugene, OR 97402

(541)687-8686, (541)
687-8667 Fax

NAME / ADDRESS
Junction City Public Works 680 Greenwood St Junction City, OR 97448 Jeremy-541-228-0278 jtracer@ci.junction-city.or.us

DATE	PROPOSAL
2/16/2026	6656

TERMS	REP	FOB
Net 30		Eugene

ITEM	DESCRIPTION	QTY	CLASS	COST	TOTAL
001	79-16-TP42 Tommy Gate 1600lb Railgate 85"W x 41" Deck to Ground	1		4,998.00	4,998.00
Install TG	Standard installation on truck. Additional modifications such as cutting, welding, fabricating, or painting will be extra per quote.	1		1,400.00	1,400.00
001	Parts,metal and misc. FOB IOWA 4 Week Lead Thanks,Jeff	1		600.00	600.00

Please call 800-545-8665 or Fax back to 541-687-8667.

TOTAL	\$6,998.00
--------------	-------------------



We impose a 3% surcharge for all credit card payments, not greater than our cost of acceptance - Debit Cards will not be charged a fee



EUGENE, OR WW #1613
 3280 WEST 1ST AVE
 EUGENE, OR 97402-5419

Phone: 541-484-0836

Deliver To:	
From:	Jeffrey Whitford jeffrey.whitford@ferguson.com
Comments:	

13:11:08 FEB 13 2026

FERGUSON WATERWORKS #3011

Price Quotation

Phone: 541-484-0836

Bid No: B506731
Bid Date: 02/13/26
Quoted By: JW

Cust Phone: 541-998-2153
Terms: NET 10TH PROX

Customer: CITY OF JUNCTION CITY
 METER ACCOUNT
 PO BOX 250
 JUNCTION CITY, OR 97448

Ship To: CITY OF JUNCTION CITY
 1171 ELM ST
 PUBLIC WORKS
 JUNCTION CITY, OR 97448

Cust PO#:

Job Name: 6" OMNI C2 CMPND MTR

Item	Description	Quantity	Net Price	UM	Total
	SENSUS OMNI C2 COMPND MTR: ----				
SC6X3XXBF1SXXXND	6 OMNI+ C2 100CF AMR 1FPL 24LL ----	1	7017.980	EA	7017.98
FMAGTARIFFSUR	MANUFACTURER SURCHARGE ---- IN STOCK IN PORTLAND. ---- ----	1	192.990	EA	192.99

Net Total: \$7210.97
Tax: \$0.00
Freight: \$0.00
Total: \$7210.97

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



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<https://survey.medallia.com/?bidsorder&fc=1613&on=46522>

JUNCTION CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY



Enterprise Fund Reorganization Options

Meeting Date: February 24, 2026
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 2
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is the Options Staff have come up with to keep all staff working as Council has requested.

BACKGROUND

At the last work session staff presented the Council with projections for the Enterprise Funds.

In short, both funds are projected to run in a deficit over the next several fiscal years. Eventually, this will cause both funds to be depleted. Based on what staff understood as consensus at the time, Council wanted to see options that would correct the issues within the funds and how much of a rate increase it would be for each option with no positions being cut.

Staff have attached reorganization charts showing all the options as well cost allocations, a narrative for each option, and pros and cons for each option.

Staff had SCS Engineers investigate each option and how much of a rate increase would be needed for each option which is also attached to this AIS.

With option 1 Staff had SCS run three different scenarios for water and sewer.

- 1) Leave this option as it currently operates today fund \$50,000.00 for water projects and \$100,000.00 for sewer projects
- 2) Raising the water funding to \$150,000 and raising sewer funding to \$200,000.00.
- 3) Raising the water funding to \$250,000 and raising sewer funding to \$300,000.00.

Staff's thought on this was to look at rate options with different funding numbers to be able to fund more projects than we can fund currently.

Option 2 moves one project's crew position to Parks, one to Building Maintenance, and 3 to Utility.

Option 3 moves one project's crew position to Parks, one to Building Maintenance, and 3 to Utility, the treatment worker to utility, and the water Treatment operator to Utility. This option also moves the sanitation crew under the Public Works Foreman.

Option 4 moves one project's crew position to Parks, one to Building Maintenance, and 3 to Utility, the treatment worker to utility, the water treatment operator to Utility, this option also would move the Public Works Foreman back to a parks and open spaces supervisor. Utility and sanitation would be under the Public Works Superintendent.

The rate for these options is only looking at staffing and does not include any additional rates needed to cover borrowing funds now or in the future for projects. That will need to be looked at separately.

Based on an internal review of operations, staff is recommending the following:

1. **Continue the Projects Crew** – The crew has completed many projects over the past three years. current funding and staffing levels prevents it from completing projects at a rate that a contracted crew can, however they can complete projects to save the city money on some projects.

Big Projects like multiple blocks of water line and deep sewer line repair will still need to be contracted out.

Staff would propose not filling the first 3 vacant positions on the utility side. This would discontinue the project crew over the next few years with all remaining project crew staff moving to Utility Maintenance.

With this option using the scenarios from SCS Engineers' Water rate would need to have an 8% increase in the first year and then follow the CPI (consumer price index) there after, this would also require a 5% increase in the sewer bill the first year and then follow the CPI (consumer price index) there. This would increase the average water and sewer bill base rate by \$4.38.

COMMITTEE REVIEW

This item was not reviewed by any committee.

RELATED CITY POLICIES

- None

LEGAL REVIEW

The document was reviewed as part of their packet review process.

CITY ADMINISTRATOR'S COMMENT

N/A

COUNCIL OPTIONS

The Council can, at its pleasure:

- Provide Direction as desired.

ATTACHMENTS

1. Sewer Fund Forecast
2. Water Fund Forecast
3. Parks Fund Forecast
4. Public Works Org Charts
5. Narrative for each Option
6. Pros and Cons for each option
7. Projected Rates for each option – Sewer
8. Projected Rates for each option - Water

FOR MORE INFORMATION

Staff Contact: Gary Kaping Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us

Reorganization Options

Sewer Fund

(amounts in thousands)

	Options					
	1a	1b	1c	2	3	4
Resources						
Beginning Fund Balance	1,096	1,096	1,096	1,096	1,096	1,096
Sewer Revenue	2,301	2,301	2,301	2,331	2,331	2,331
Interest & Other	48	48	48	48	48	48
Total Revenue	2,349	2,349	2,349	2,379	2,379	2,379
Total Resources	3,445	3,445	3,445	3,475	3,475	3,475
Requirements						
Personnel Services	945	945	945	878	852	847
Materials & Services	1,157	1,157	1,157	1,157	1,157	1,157
Transfers	229	329	429	229	229	229
Contingency	42	42	42	42	42	42
Total Expenditures	2,373	2,473	2,573	2,306	2,281	2,275
Ending Fund Balance						
Policy Requirement	525	525	525	509	502	501
Over (under) Policy	546	446	346	659	691	698
Total Ending Fund Balance	1,071	972	872	1,168	1,194	1,199
Total Requirements	3,445	3,445	3,445	3,475	3,475	3,475

Reorganization Options

Water Fund

(amounts in thousands)

	Options					
	1a	1b	1c	2	3	4
Resources						
Beginning Fund Balance	488	488	488	488	488	488
Water Revenue	1,900	1,900	1,900	1,930	1,930	1,930
Interest & Other	35	35	35	35	35	35
Total Revenue	1,935	1,935	1,935	1,965	1,965	1,965
Total Resources	2,423	2,423	2,423	2,453	2,453	2,453
Requirements						
Personnel Services	840	840	840	762	687	684
Materials & Services	860	860	860	860	860	860
Transfers	184	284	384	184	184	184
Contingency	34	34	34	34	34	34
Total Expenditures	1,918	2,018	2,118	1,840	1,765	1,762
Ending Fund Balance						
Policy Requirement	425	425	425	406	387	386
Over (under) Policy	80	(20)	(120)	207	301	305
Total Ending Fund Balance	505	405	305	613	688	691
Total Requirements	2,423	2,423	2,423	2,453	2,453	2,453



City of Junction City Public Works Organizational Chart - Current Structure - Option #1

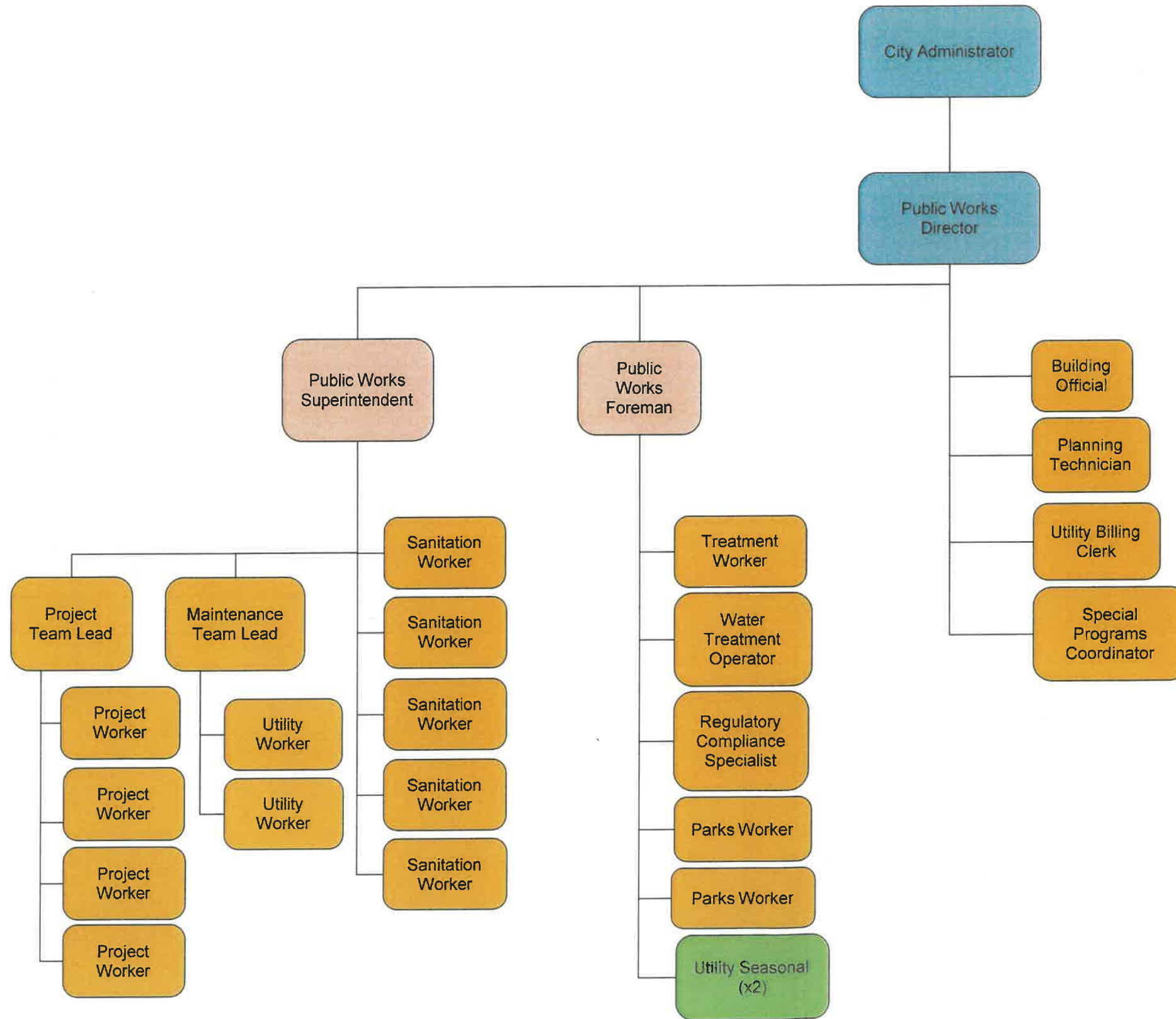
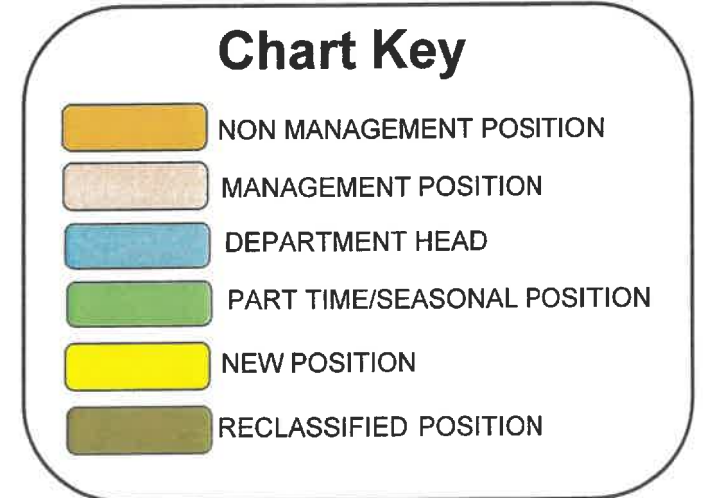
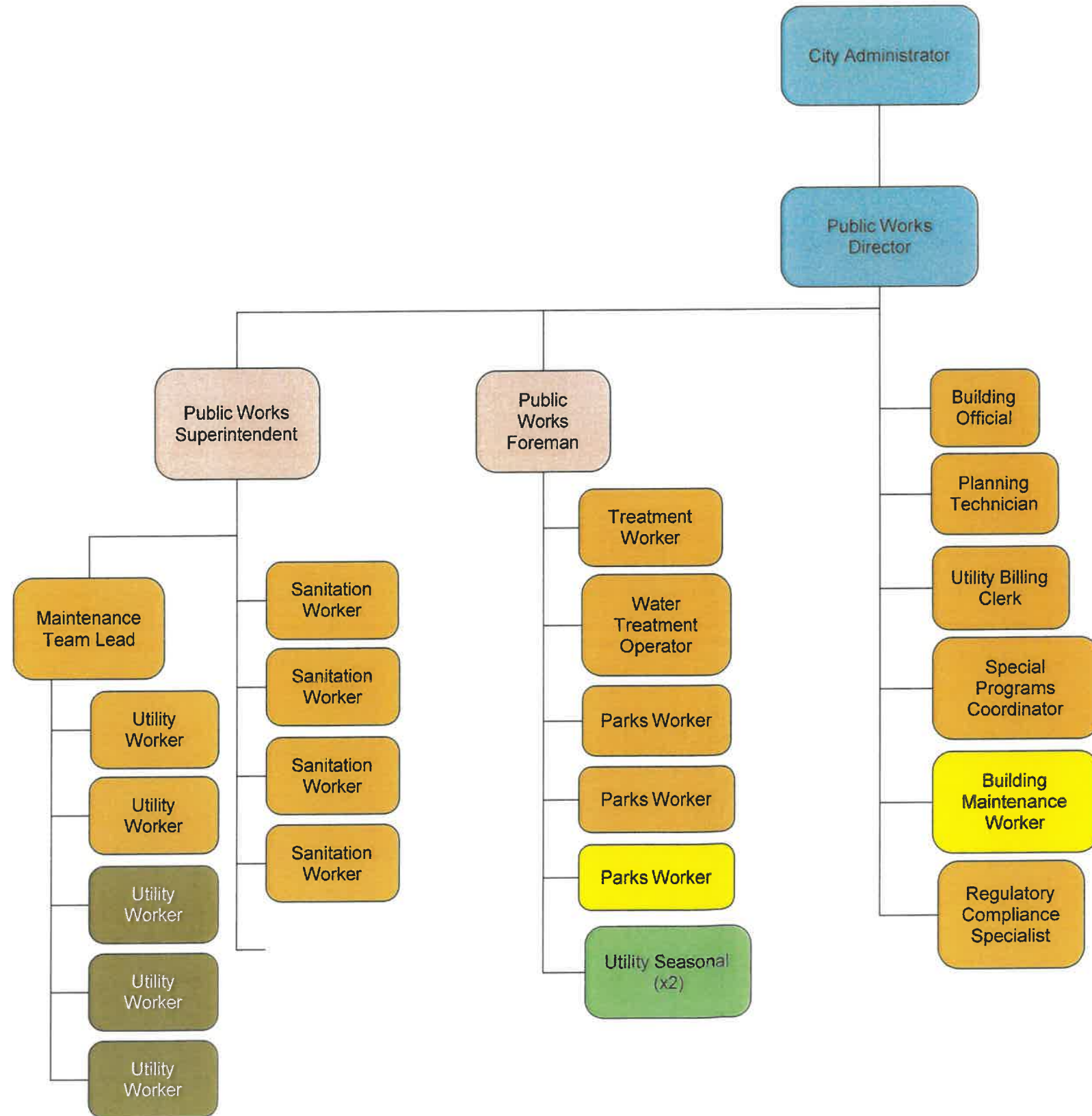


Chart Key

- NON MANAGEMENT POSITION
- MANAGEMENT POSITION
- DEPARTMENT HEAD
- PART TIME/SEASONAL POSITION

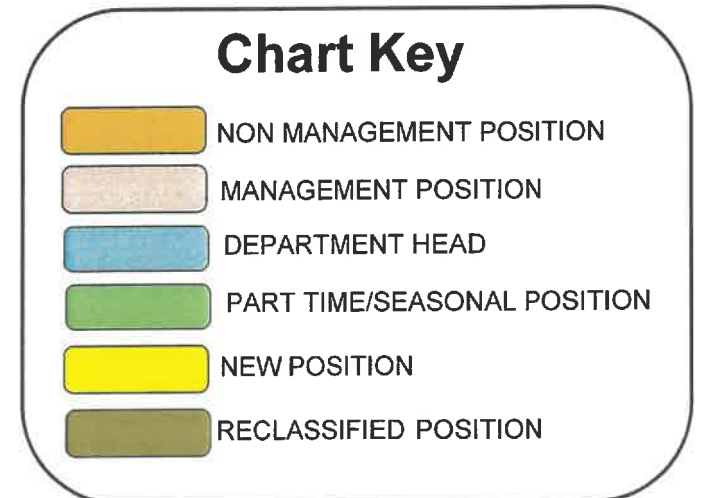
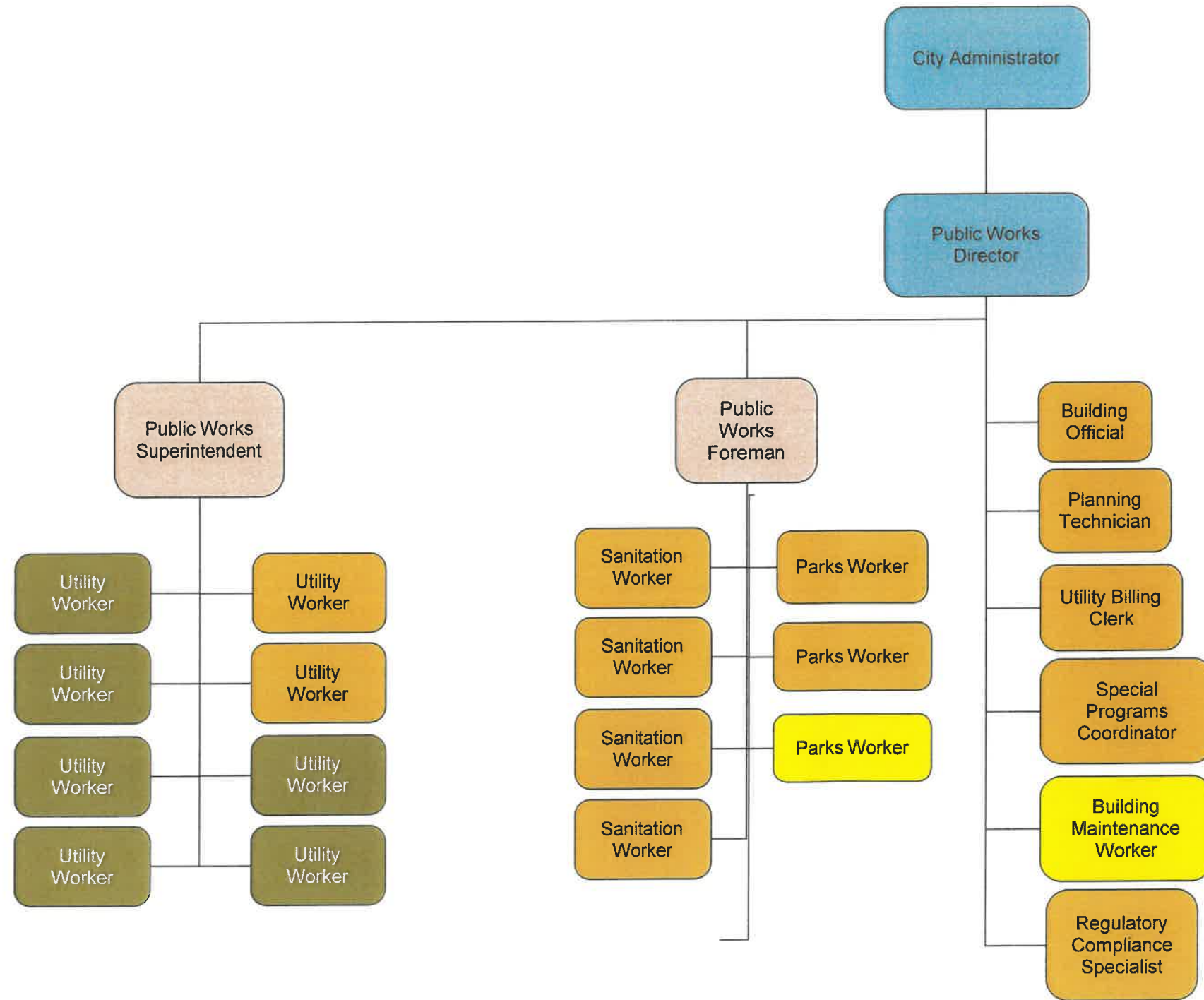


City of Junction City Public Works Organizational Chart - Option #2





City of Junction City Public Works Organizational Chart - Option #3





City of Junction City Public Works Organizational Chart - Option #4

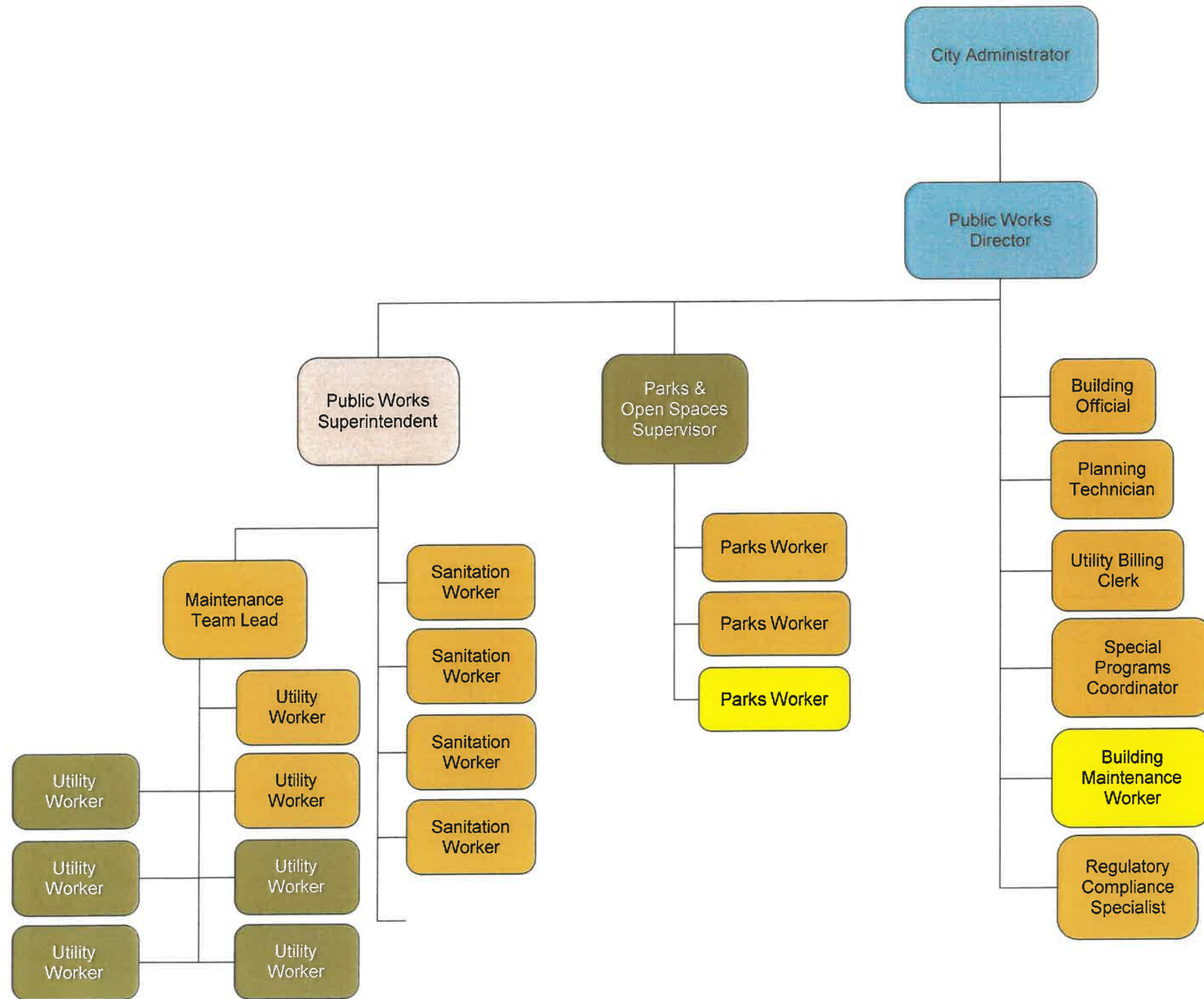


Chart Key

- NON MANAGEMENT POSITION
- MANAGEMENT POSITION
- DEPARTMENT HEAD
- PART TIME/SEASONAL POSITION
- NEW POSITION
- RECLASSIFIED POSITION

Bose
#1

ID	Position	FTE	Allocations										Costs by Department									
			Annual Wages	Total Fringe	Total Costs	Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan	Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan	
43	Building Official	1	\$ 127,059	\$ 86,009	\$ 213,068	-	-	-	-	-	-	100.0%	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,068	\$ -
69	Permit Tech	1	\$ 53,988	\$ 50,800	\$ 104,788	-	-	-	-	-	25.0%	15.0%	60.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,197	\$ 15,718	\$ 62,873
50	PW Director	1	\$ 126,875	\$ 81,745	\$ 208,620	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,620	\$ -	\$ -
51	PW Superintendent	1	\$ 95,085	\$ 73,637	\$ 168,722	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,722	\$ -	\$ -
74	PW Foreman	1	\$ 95,085	\$ 73,574	\$ 168,659	50.0%	50.0%	-	-	-	-	-	-	\$ 84,330	\$ 84,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Special Programs	1	\$ 76,900	\$ 64,225	\$ 141,125	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,125	\$ -	\$ -
75	UB Clerk	1	\$ 58,401	\$ 56,820	\$ 115,221	37.0%	47.0%	15.0%	1.0%	-	-	-	-	\$ 42,632	\$ 54,154	\$ 17,283	\$ 1,152	\$ -	\$ -	\$ -	\$ -	\$ -
60	WT Operator	1	\$ 82,469	\$ 71,168	\$ 153,637	100.0%	-	-	-	-	-	-	-	\$ 153,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	WWTP Worker	1	\$ 61,713	\$ 59,490	\$ 121,203	-	100.0%	-	-	-	-	-	-	\$ -	\$ 121,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	RC Specialist	1	\$ 86,598	\$ 64,378	\$ 150,976	25.0%	75.0%	-	-	-	-	-	-	\$ 37,744	\$ 113,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Maint. Team Lead	1	\$ 79,351	\$ 66,933	\$ 146,284	50.0%	50.0%	-	-	-	-	-	-	\$ 73,142	\$ 73,142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Utility Worker I	1	\$ 56,692	\$ 57,408	\$ 114,100	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,480	\$ 56,480	\$ -	\$ 1,141	\$ -	\$ -	\$ -	\$ -	\$ -
71	Utility Worker I	1	\$ 57,387	\$ 36,885	\$ 94,272	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 46,665	\$ 46,665	\$ -	\$ 943	\$ -	\$ -	\$ -	\$ -	\$ -
55	Sanitation Worker	1	\$ 51,674	\$ 45,285	\$ 96,959	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 96,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56	Sanitation Worker	1	\$ -	\$ -	\$ -	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57	Sanitation Worker	1	\$ 63,560	\$ 50,751	\$ 114,311	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 114,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59	Sanitation Worker	1	\$ 59,402	\$ 60,447	\$ 119,849	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 119,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	Sanitation Worker	1	\$ 52,700	\$ 48,683	\$ 101,383	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 101,383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64	Project Team Lead	1	\$ 84,152	\$ 60,280	\$ 144,432	50.0%	50.0%	-	-	-	-	-	-	\$ 72,216	\$ 72,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65	Utility Worker I	1	\$ 57,388	\$ 57,702	\$ 115,090	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,970	\$ 56,970	\$ -	\$ 1,151	\$ -	\$ -	\$ -	\$ -	\$ -
70	Utility Worker I	1	\$ 61,405	\$ 59,400	\$ 120,805	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 59,798	\$ 59,798	\$ -	\$ 1,208	\$ -	\$ -	\$ -	\$ -	\$ -
73	Utility Worker I	1	\$ 57,388	\$ 57,702	\$ 115,090	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,970	\$ 56,970	\$ -	\$ 1,151	\$ -	\$ -	\$ -	\$ -	\$ -
76	Utility Worker I	1	\$ 56,554	\$ 57,349	\$ 113,903	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,382	\$ 56,382	\$ -	\$ 1,139	\$ -	\$ -	\$ -	\$ -	\$ -
68	Parks Maintenance	1	\$ 51,034	\$ 46,729	\$ 97,763	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 6,843	\$ 21,508	\$ -	\$ 20,530	\$ 48,882	\$ -	\$ -	\$ -	\$ -
120	Parks Maintenance	1	\$ 47,406	\$ 32,938	\$ 80,344	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 5,624	\$ 17,676	\$ -	\$ 16,872	\$ 40,172	\$ -	\$ -	\$ -	\$ -
Total FTE's		25											Overtime	\$ 27,769	\$ 34,995	\$ 17,239	\$ 2,463	\$ 2,000	\$ 1,300	\$ 1,394	\$ 697	
													Vacation Payout	\$ 2,415	\$ 2,413	\$ -	\$ -					
													Wellness Payout	\$ 412	\$ 472	\$ 275	\$ 32	\$ 66				
													Total Costs	\$ 840,027	\$ 944,508	\$ 467,299	\$ 47,782	\$ 91,120	\$ 545,964	\$ 230,180	\$ 63,570	

ID	Position	FTE	Annual Wages	Total Fringe	Total Costs	Allocations							Costs by Department												
						Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan	Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan				
43	Building Official	1	\$ 127,059	\$ 86,009	\$ 213,068	-	-	-	-	-	-	100.0%	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,068	\$ -	
69	Permit Tech	1	\$ 53,988	\$ 50,800	\$ 104,788	-	-	-	-	-	25.0%	15.0%	60.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,197	\$ 15,718	\$ 62,873	
50	PW Director	1	\$ 126,875	\$ 81,745	\$ 208,620	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,620	\$ -	\$ -	
51	PW Superintendent	1	\$ 95,085	\$ 73,637	\$ 168,722	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,722	\$ -	\$ -	
74	PW Foreman	1	\$ 95,085	\$ 73,574	\$ 168,659	40.0%	40.0%	-	10.0%	10.0%	-	-	-	\$ 67,464	\$ 67,464	\$ -	\$ -	\$ 16,866	\$ 16,866	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Special Programs	1	\$ 76,900	\$ 64,225	\$ 141,125	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,125	\$ -	\$ -	
75	UB Clerk	1	\$ 58,401	\$ 56,820	\$ 115,221	37.0%	47.0%	15.0%	1.0%	-	-	-	-	\$ 42,632	\$ 54,154	\$ 17,283	\$ 1,152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
60	WT Operator	1	\$ 82,469	\$ 71,168	\$ 153,637	100.0%	-	-	-	-	-	-	-	\$ 153,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53	WWTP Worker	1	\$ 61,713	\$ 59,490	\$ 121,203	-	100.0%	-	-	-	-	-	-	\$ -	\$ 121,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
58	RC Specialist	1	\$ 86,598	\$ 64,378	\$ 150,976	25.0%	75.0%	-	-	-	-	-	-	\$ 37,744	\$ 113,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Maint. Team Lead	1	\$ 79,351	\$ 66,933	\$ 146,284	50.0%	50.0%	-	-	-	-	-	-	\$ 73,142	\$ 73,142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
62	Utility Worker I	1	\$ 56,692	\$ 57,408	\$ 114,100	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,480	\$ 56,480	\$ -	\$ -	\$ 1,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
71	Utility Worker I	1	\$ 57,387	\$ 36,885	\$ 94,272	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 46,665	\$ 46,665	\$ -	\$ -	\$ 943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55	Sanitation Worker	1	\$ 51,674	\$ 45,285	\$ 96,959	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 96,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	Sanitation Worker	1	\$ -	\$ -	\$ -	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
57	Sanitation Worker	1	\$ 63,560	\$ 50,751	\$ 114,311	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 114,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
59	Sanitation Worker	1	\$ 59,402	\$ 60,447	\$ 119,849	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 119,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
61	Sanitation Worker	1	\$ 52,700	\$ 48,683	\$ 101,383	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 101,383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
64	Utility Worker I	1	\$ 61,405	\$ 60,280	\$ 121,685	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,800	\$ 57,800	\$ -	\$ -	\$ 6,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
65	Parks Worker 2	1	\$ 57,388	\$ 57,702	\$ 115,090	15.0%	25.0%	-	25.0%	35.0%	-	-	-	\$ 17,264	\$ 28,773	\$ -	\$ -	\$ 28,773	\$ 40,282	\$ -	\$ -	\$ -	\$ -	\$ -	
70	Utility Worker I	1	\$ 61,405	\$ 59,400	\$ 120,805	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,382	\$ 57,382	\$ -	\$ -	\$ 6,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
73	Utility Worker I	1	\$ 57,388	\$ 57,702	\$ 115,090	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 54,668	\$ 54,668	\$ -	\$ -	\$ 5,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
76	Bldg Maint. Worker	1	\$ 56,554	\$ 57,349	\$ 113,903	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 54,104	\$ 54,104	\$ -	\$ -	\$ 5,695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	Parks Maintenance	1	\$ 51,034	\$ 46,729	\$ 97,763	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 6,843	\$ 21,508	\$ -	\$ -	\$ 20,530	\$ 48,882	\$ -	\$ -	\$ -	\$ -	\$ -	
120	Parks Maintenance	1	\$ 47,406	\$ 32,938	\$ 80,344	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 5,624	\$ 17,676	\$ -	\$ -	\$ 16,872	\$ 40,172	\$ -	\$ -	\$ -	\$ -	\$ -	

Total FTE's 25

Overtime \$ 27,769 \$ 34,995 \$ 17,239 \$ 2,463 \$ 2,000 \$ 1,300 \$ 1,394 \$ 697

Change Notes

- Changed allocation of PW Foreman
- Created Parks Worker 2 and Building Maintenance Worker positions from Projects Crew
- Moved remaining Projects Crew to Maintenance Crew
- Reclassified Projects Team Lead to Utility Worker on maintenance crew.

Vacation Pay	\$ 2,415	\$ 2,413	\$ -	\$ -
Wellness Pay	\$ 412	\$ 472	\$ 275	\$ 66
Total Costs	\$ 762,044	\$ 878,033	\$ 467,299	\$ 112,346 \$ 148,267 \$ 545,964 \$ 230,180 \$ 63,570
Base Line	\$ 840,027	\$ 944,508	\$ 467,299	\$ 47,782 \$ 91,120 \$ 545,964 \$ 230,180 \$ 63,570
Cost Changes	\$ (77,984)	\$ (66,475)	\$ -	\$ 64,564 \$ 57,147 \$ - \$ - \$ -

ID	Position	FTE	Annual Wages	Total Fringe	Total Costs	Allocations							Costs by Department								
						Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan	Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan
43	Building Official	1	\$ 127,059	\$ 86,009	\$ 213,068	-	-	-	-	-	-	100.0%	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,068	\$ -
69	Permit Tech	1	\$ 53,988	\$ 50,800	\$ 104,788	-	-	-	-	-	25.0%	15.0%	60.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,197	\$ 15,718	\$ 62,873
50	PW Director	1	\$ 126,875	\$ 81,745	\$ 208,620	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,620	\$ -	\$ -
51	PW Superintendent	1	\$ 95,085	\$ 73,637	\$ 168,722	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,722	\$ -	\$ -
74	PW Foreman	1	\$ 95,085	\$ 73,574	\$ 168,659	15.0%	25.0%	25.0%	15.0%	20.0%	-	-	-	\$ 25,299	\$ 42,165	\$ 42,165	\$ 25,299	\$ 33,732	\$ -	\$ -	\$ -
63	Special Programs	1	\$ 76,900	\$ 64,225	\$ 141,125	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,125	\$ -	\$ -
75	UB Clerk	1	\$ 58,401	\$ 56,820	\$ 115,221	37.0%	47.0%	15.0%	1.0%	-	-	-	-	\$ 42,632	\$ 54,154	\$ 17,283	\$ 1,152	\$ -	\$ -	\$ -	\$ -
60	Utility Worker I	1	\$ 61,713	\$ 71,168	\$ 132,881	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 63,118	\$ 63,118	\$ -	\$ 6,644	\$ -	\$ -	\$ -	\$ -
53	Utility Worker I	1	\$ 61,713	\$ 59,490	\$ 121,203	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,571	\$ 57,571	\$ -	\$ 6,060	\$ -	\$ -	\$ -	\$ -
58	RC Specialist	1	\$ 86,598	\$ 64,378	\$ 150,976	25.0%	75.0%	-	-	-	-	-	-	\$ 37,744	\$ 113,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Maint. Team Lead	1	\$ 79,351	\$ 66,933	\$ 146,284	50.0%	50.0%	-	-	-	-	-	-	\$ 73,142	\$ 73,142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Utility Worker I	1	\$ 56,692	\$ 57,408	\$ 114,100	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,480	\$ 56,480	\$ -	\$ 1,141	\$ -	\$ -	\$ -	\$ -
71	Utility Worker I	1	\$ 57,387	\$ 36,885	\$ 94,272	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 46,665	\$ 46,665	\$ -	\$ 943	\$ -	\$ -	\$ -	\$ -
55	Sanitation Worker	1	\$ 51,674	\$ 45,285	\$ 96,959	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 96,959	\$ -	\$ -	\$ -	\$ -	\$ -
56	Sanitation Worker	1	\$ -	\$ -	\$ -	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57	Sanitation Worker	1	\$ 63,560	\$ 50,751	\$ 114,311	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 114,311	\$ -	\$ -	\$ -	\$ -	\$ -
59	Sanitation Worker	1	\$ 59,402	\$ 60,447	\$ 119,849	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 119,849	\$ -	\$ -	\$ -	\$ -	\$ -
61	Sanitation Worker	1	\$ 52,700	\$ 48,683	\$ 101,383	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ 101,383	\$ -	\$ -	\$ -	\$ -	\$ -
64	Utility Worker I	1	\$ 61,405	\$ 60,280	\$ 121,685	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,800	\$ 57,800	\$ -	\$ 6,084	\$ -	\$ -	\$ -	\$ -
65	Parks Worker 2	1	\$ 57,388	\$ 57,702	\$ 115,090	15.0%	25.0%	-	25.0%	35.0%	-	-	-	\$ 17,264	\$ 28,773	\$ -	\$ 28,773	\$ 40,282	\$ -	\$ -	\$ -
70	Utility Worker I	1	\$ 61,405	\$ 59,400	\$ 120,805	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,382	\$ 57,382	\$ -	\$ 6,040	\$ -	\$ -	\$ -	\$ -
73	Utility Worker I	1	\$ 57,388	\$ 57,702	\$ 115,090	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 54,668	\$ 54,668	\$ -	\$ 5,755	\$ -	\$ -	\$ -	\$ -
76	Bldg Maint. Worker	1	\$ 56,554	\$ 57,349	\$ 113,903	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 54,104	\$ 54,104	\$ -	\$ 5,695	\$ -	\$ -	\$ -	\$ -
68	Parks Maintenance	1	\$ 51,034	\$ 46,729	\$ 97,763	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 6,843	\$ 21,508	\$ -	\$ 20,530	\$ 48,882	\$ -	\$ -	\$ -
120	Parks Maintenance	1	\$ 47,406	\$ 32,938	\$ 80,344	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 5,624	\$ 17,676	\$ -	\$ 16,872	\$ 40,172	\$ -	\$ -	\$ -

Total FTE's 25

Overtime	\$ 27,769	\$ 34,995	\$ 17,239	\$ 2,463	\$ 2,000	\$ 1,300	\$ 1,394	\$ 697
Vacation Pay	\$ 2,415	\$ 2,413	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wellness Pay	\$ 412	\$ 472	\$ 275	\$ 32	\$ 66	\$ -	\$ -	\$ -
Total Costs	\$ 686,932	\$ 852,221	\$ 509,464	\$ 133,483	\$ 165,133	\$ 545,964	\$ 230,180	\$ 63,570
Base Line	\$ 840,027	\$ 944,508	\$ 467,299	\$ 47,782	\$ 91,120	\$ 545,964	\$ 230,180	\$ 63,570
Cost Changes	\$ (153,095)	\$ (92,286)	\$ 42,165	\$ 85,701	\$ 74,013	\$ -	\$ -	\$ -

Change Notes
 - Kept changes from Option #2
 - Changed allocation of PW Foreman due to assigning Sanitation supervisor duties and removing treatment crew
 - Reclassified Water Operator and Wastewater Treatment Worker to Maintenance Crew

ID	Position	FTE	Annual Wages	Total Fringe	Total Costs	Allocations							Costs by Department										
						Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan	Wtr	Swr	Gbg	Sts	Pks	Admin	Bldg	Plan		
43	Building Official	1	\$ 127,059	\$ 86,009	\$ 213,068	-	-	-	-	-	-	100.0%	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,068	\$ -
69	Permit Tech	1	\$ 53,988	\$ 50,800	\$ 104,788	-	-	-	-	-	25.0%	15.0%	60.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,197	\$ 15,718	\$ 62,873
50	PW Director	1	\$ 126,875	\$ 81,745	\$ 208,620	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,620	\$ -	\$ -
51	PW Superintendent	1	\$ 95,085	\$ 73,637	\$ 168,722	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,722	\$ -	\$ -
74	POS Supervisor	1	\$ 73,522	\$ 73,574	\$ 147,096	15.0%	25.0%	-	30.0%	30.0%	-	-	-	\$ 22,064	\$ 36,774	\$ -	\$ -	\$ 44,129	\$ 44,129	\$ -	\$ -	\$ -	\$ -
63	Special Programs	1	\$ 76,900	\$ 64,225	\$ 141,125	-	-	-	-	-	100.0%	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,125	\$ -	\$ -
75	UB Clerk	1	\$ 58,401	\$ 56,820	\$ 115,221	37.0%	47.0%	15.0%	1.0%	-	-	-	-	\$ 42,632	\$ 54,154	\$ 17,283	\$ 1,152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60	Utility Worker 1	1	\$ 61,713	\$ 71,168	\$ 132,881	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 63,118	\$ 63,118	\$ -	\$ -	\$ 6,644	\$ -	\$ -	\$ -	\$ -	\$ -
53	Utility Worker 1	1	\$ 61,713	\$ 59,490	\$ 121,203	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,571	\$ 57,571	\$ -	\$ -	\$ 6,060	\$ -	\$ -	\$ -	\$ -	\$ -
58	RC Specialist	1	\$ 86,598	\$ 64,378	\$ 150,976	25.0%	75.0%	-	-	-	-	-	-	\$ 37,744	\$ 113,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Maint. Team Lead	1	\$ 79,351	\$ 66,933	\$ 146,284	50.0%	50.0%	-	-	-	-	-	-	\$ 73,142	\$ 73,142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Utility Worker I	1	\$ 56,692	\$ 57,408	\$ 114,100	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 56,480	\$ 56,480	\$ -	\$ -	\$ 1,141	\$ -	\$ -	\$ -	\$ -	\$ -
71	Utility Worker I	1	\$ 57,387	\$ 36,885	\$ 94,272	49.5%	49.5%	-	1.0%	-	-	-	-	\$ 46,665	\$ 46,665	\$ -	\$ -	\$ 943	\$ -	\$ -	\$ -	\$ -	\$ -
55	Sanitation Worker	1	\$ 51,674	\$ 45,285	\$ 96,959	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 96,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56	Sanitation Worker	1	\$ -	\$ -	\$ -	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57	Sanitation Worker	1	\$ 63,560	\$ 50,751	\$ 114,311	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 114,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59	Sanitation Worker	1	\$ 59,402	\$ 60,447	\$ 119,849	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 119,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	Sanitation Worker	1	\$ 52,700	\$ 48,683	\$ 101,383	-	-	100.0%	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 101,383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64	Utility Worker I	1	\$ 61,405	\$ 60,280	\$ 121,685	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,800	\$ 57,800	\$ -	\$ -	\$ 6,084	\$ -	\$ -	\$ -	\$ -	\$ -
65	Parks Worker 2	1	\$ 57,388	\$ 57,702	\$ 115,090	15.0%	25.0%	-	25.0%	35.0%	-	-	-	\$ 17,264	\$ 28,773	\$ -	\$ -	\$ 28,773	\$ 40,282	\$ -	\$ -	\$ -	\$ -
70	Utility Worker I	1	\$ 61,405	\$ 59,400	\$ 120,805	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 57,382	\$ 57,382	\$ -	\$ -	\$ 6,040	\$ -	\$ -	\$ -	\$ -	\$ -
73	Utility Worker I	1	\$ 57,388	\$ 57,702	\$ 115,090	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 54,668	\$ 54,668	\$ -	\$ -	\$ 5,755	\$ -	\$ -	\$ -	\$ -	\$ -
76	Bldg Maint. Worker	1	\$ 56,554	\$ 57,349	\$ 113,903	47.5%	47.5%	-	5.0%	-	-	-	-	\$ 54,104	\$ 54,104	\$ -	\$ -	\$ 5,695	\$ -	\$ -	\$ -	\$ -	\$ -
68	Parks Maintenance	1	\$ 51,034	\$ 46,729	\$ 97,763	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 6,843	\$ 21,508	\$ -	\$ -	\$ 20,530	\$ 48,882	\$ -	\$ -	\$ -	\$ -
120	Parks Maintenance	1	\$ 47,406	\$ 32,938	\$ 80,344	7.0%	22.0%	-	21.0%	50.0%	-	-	-	\$ 5,624	\$ 17,676	\$ -	\$ -	\$ 16,872	\$ 40,172	\$ -	\$ -	\$ -	\$ -

Total FTE's 25

Change Notes		Overtime	Vacation Pay	Wellness Pay	Total Costs	Base Line	Cost Changes
- Created Parks Worker 2 and Building Maintenance Worker positions from Projects Crew		\$ 27,769	\$ 2,415	\$ 472	\$ 683,698	\$ 840,027	\$ (156,330)
- Reclassified Treatment & Projects Crew to Maintenance Crew		\$ 34,995	\$ 2,413	\$ 472	\$ 846,830	\$ 944,508	\$ (97,677)
- Reclassified PW Foreman to Parks & Open Spaces Supervisor		\$ 17,239	\$ -	\$ 275	\$ 467,299	\$ 467,299	\$ -
		\$ 2,463	\$ -	\$ 66	\$ 152,313	\$ 175,530	\$ 23,217
		\$ 2,000	\$ -	\$ -	\$ 175,530	\$ 175,530	\$ -
		\$ 1,300	\$ -	\$ -	\$ 545,964	\$ 545,964	\$ -
		\$ 1,394	\$ -	\$ -	\$ 230,180	\$ 230,180	\$ -
		\$ 697	\$ -	\$ -	\$ 63,570	\$ 63,570	\$ -

Narratives for Reorganization option.

Staff put these scenarios together for the Council to see what the impact was on keeping the projects crew together with multiple option verses not having the projects crew as shown in the other option for reorganization of the Public Works Department.

These sheets include 3 options for keeping the projects crew in place and working on projects from the water and sewer master plan list as suggested by some members of the Council.

The columns listed 1a, 1b, and 1c are options to keep the projects crew together with different funding options.

1a shows the transfers needed for the water fund for the CEP and includes \$50,000.00 for the project crew to work on water master plan projects. 1a on the sewer fund sheet shows transfers needed for the CEP and \$100,000.00 for the projects crew to work sewer master plan projects which is currently how we fund this.

1b shows the transfers needed for the water fund for the CEP and includes an addition \$100,000.00 for a total of \$150,000.00 for the project crew to work on water master plan projects. 1b on the sewer fund sheet shows transfers needed for the CEP and includes an additional \$100,000.00 for a total of \$200,000.00 for the projects crew to work sewer master plan projects.

1c shows the transfers needed for the water fund for the CEP and includes an additional \$200,000.00 for a total of \$250,000.00 for the project crew to work on water master plan projects. 1c on the sewer fund sheet shows transfers needed for the CEP and includes an additional \$200,000.00 for a total of \$300,000.00 for the projects crew to work sewer master plan projects.

The thought behind this was if we are going to keep the projects crew together to work on projects for the City to keep costs down from contracting out project there needs to be a way to fund the projects.

Options 2, 3, and 4 on the right side of the page show the transfers needed for the CEP not including the projects crew as shown on the reorganization sheets.

Option2

This option moves the project crew, one to a Parks worker, one to a Building Maintenance worker, and three to Utility workers.

Option 3

This option moves one of the projects crew to a Parks worker, one to a Building Maintenance worker, three to Utility workers, the Water Treatment operator to a Utility worker, the Treatment worker to a Utility worker. This scenario would then move the supervision of the sanitation department under the Public Works Foreman.

Option 4

This option moves one of the projects crew to a Parks worker, one to a Building Maintenance worker, three to Utility worker, the Water Treatment Operator to a Utility worker, The Treatment worker to a Utility worker, and reduces the Public Works Foreman to a Parks and Open Spaces Supervisor.

Staff added the Streets, Parks, and Sanitation sheets so the Council could see the impacts on the departments for the different options of reorganization with moving staff from their current positions to the maintenance crew, parks, and building maintenance options.

With options 2, 3, and 4 Public Works would not replace the first three vacancies that came up on the utility crew. This could be applied to all option if the Council wanted to phase out the projects crew over time.

Pros and Cons for Options 1 – 4

Option 1

Pros

No change to staffing, everything stays the same and we continue to take on small projects as funding allows.

Crew can continue to do small water line, sewer line/point repairs, valve, and hydrant replacement projects to keep some cost down.

One project the crew could do in house is replacing the sewer pressure main that is needing to be replaced. This project could be done as several small projects as funds allow.

The crew could also install the raw water line from Bailey well to 5th and Maple to tie the well to the treatment plant.

Cons

More funding is needed for more projects to be completed.

Projects take us longer due to a small crew.

This option has the most personnel cost associated with it.

Option 2

Pros

More staff added to the Maintenance team to get maintenance caught up and stay caught up.

We will add additional needed staff to parks to complete more tasks

We have created a building maintenance position which is needed by all departments.

Less personnel cost.

Allows the Superintendent to focus more on water, sewer, and street maintenance

Cons

Some staff take a reduction in pay

Water and sewer line projects for the most part will need to be contracted out.

Option 3

Pros

Divide staff among management evenly.

Allows the Superintendent to focus more on water, sewer, and street maintenance

We add additional needed staff to parks to complete more tasks.

We have created a building maintenance position which is needed by all departments.

Less personnel cost.

Public Works Foreman will need to supervise the sanitation department.

Cons

More staff take a reduction in pay

Water and sewer line projects for the most part will need to be contracted out.

Option 4

Pros

Allows the Superintendent to focus more on water, sewer, and street maintenance

We add additional needed staff to parks to complete mor tasks.

We have created a building maintenance position which is needed by all departments.

Less personnel cost.

Cons

Doesn't allow the Superintendent to focus more on water, sewer, and street maintenance as they now would have more personnel to supervise.

Returns Public Works to the way it operated 15 years ago

More staff take a reduction in pay

Water and sewer line projects for the most part will need to be contracted out.

Junction City, OR
Revenue Sufficiency Analysis - Sewer
Results as of February 02, 2026



- Scenario 1 - Baseline 1A**
- Scenario 2 - Baseline 1B**
- Scenario 3 - Baseline 1C**
- Scenario 4 - Option 2**
- Scenario 5 - Option 3**
- Scenario 6 - Option 4**

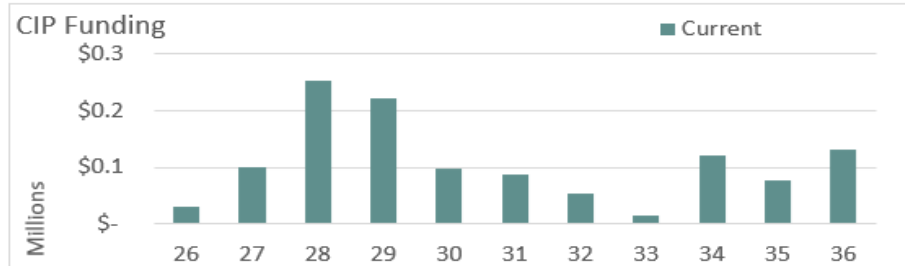
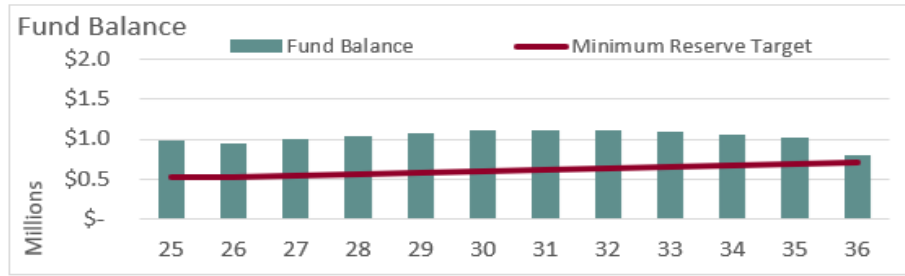
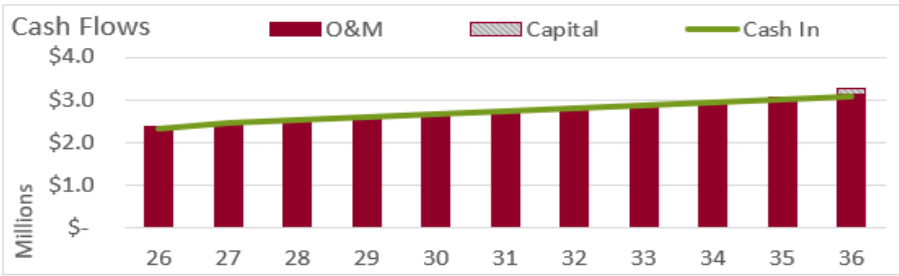
SCS ENGINEERS

Management Services

Scenario 1 - Baseline 1A

Junction City, OR Sewer Revenue Sufficiency Analysis

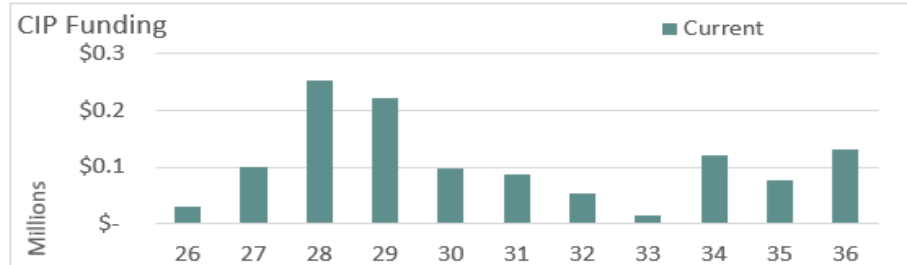
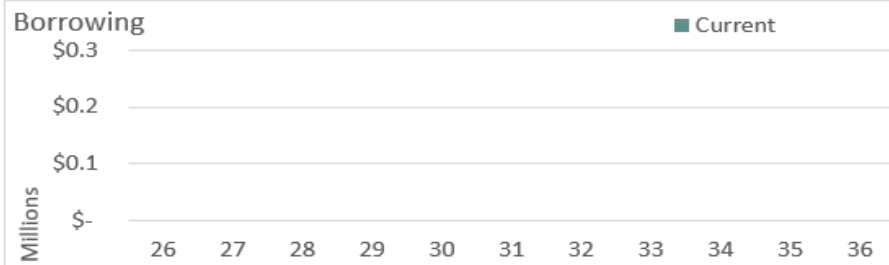
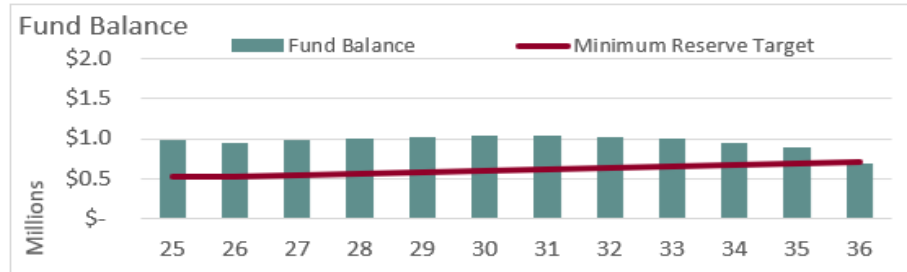
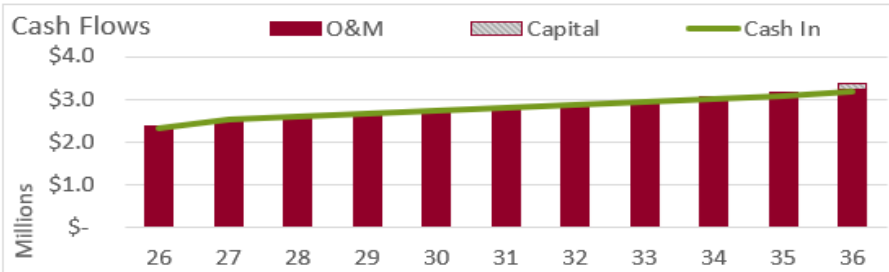
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Revenue Adjustment \$M	\$0.00	\$0.12	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.06	\$0.06	\$0.06	\$0.06
Revenue Adjustment %	0.00%	5.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Baseline	-									
Annual Transfers FY2027	\$ 0.23										
Sewer Base Rate	\$49.93	\$52.43	\$53.48	\$54.54	\$55.64	\$56.75	\$57.88	\$59.04	\$60.22	\$61.43	\$62.65
Sewer Average Rate	\$69.46	\$72.93	\$74.39	\$75.88	\$77.40	\$78.95	\$80.52	\$82.13	\$83.78	\$85.45	\$87.16



Scenario 2 - Baseline 1B

Junction City, OR Sewer Revenue Sufficiency Analysis

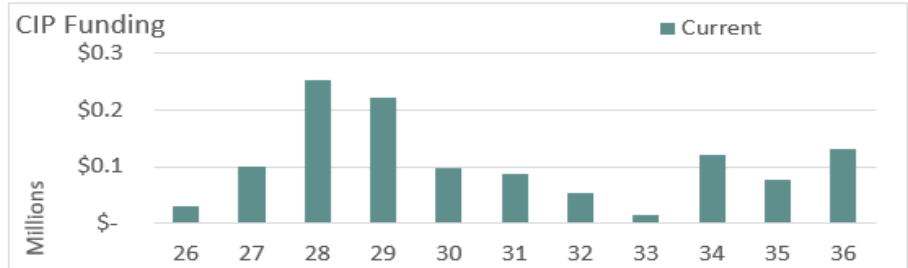
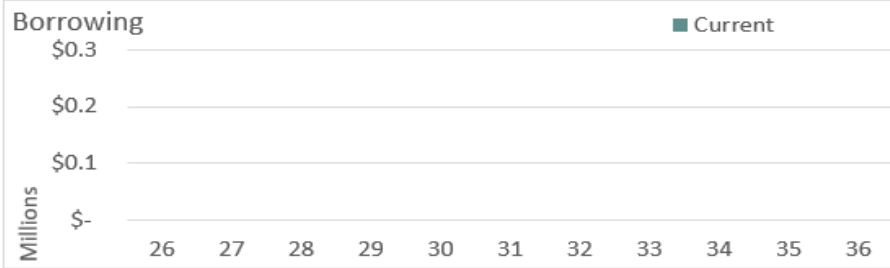
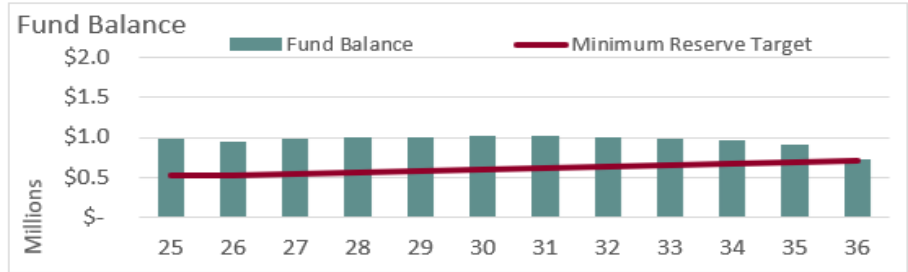
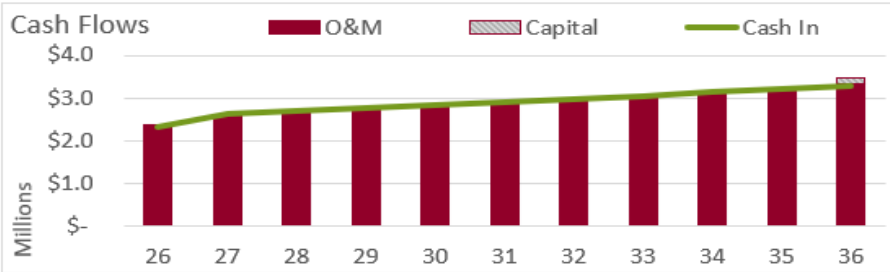
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Revenue Adjustment \$M	\$0.00	\$0.20	\$0.05	\$0.05	\$0.05	\$0.05	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06
Revenue Adjustment %	0.00%	8.50%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Baseline	-									
Annual Transfers FY2027	\$ 0.33										
Sewer Base Rate	\$49.93	\$54.17	\$55.26	\$56.36	\$57.49	\$58.64	\$59.81	\$61.01	\$62.23	\$63.47	\$64.74
Sewer Average Rate	\$69.46	\$75.36	\$76.87	\$78.41	\$79.98	\$81.58	\$83.21	\$84.87	\$86.57	\$88.30	\$90.07



Scenario 3 - Baseline 1C

Junction City, OR Sewer Revenue Sufficiency Analysis

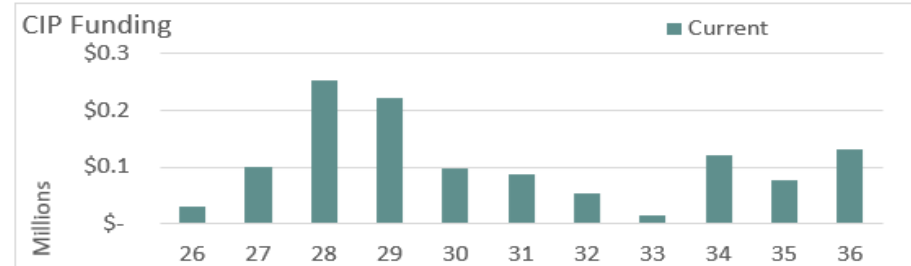
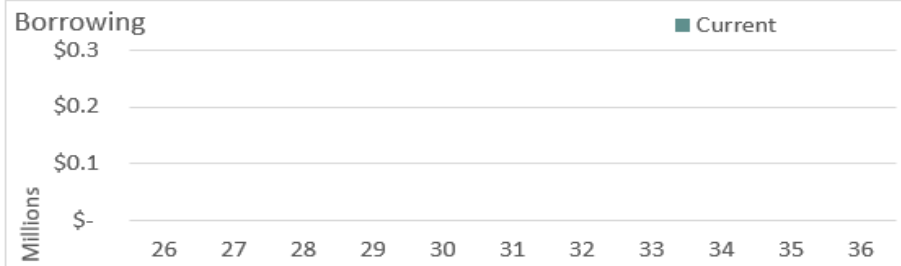
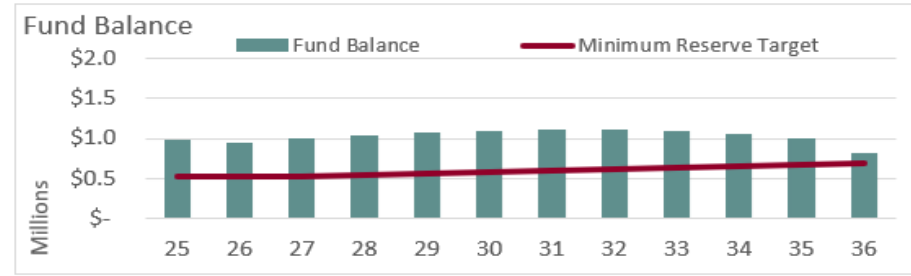
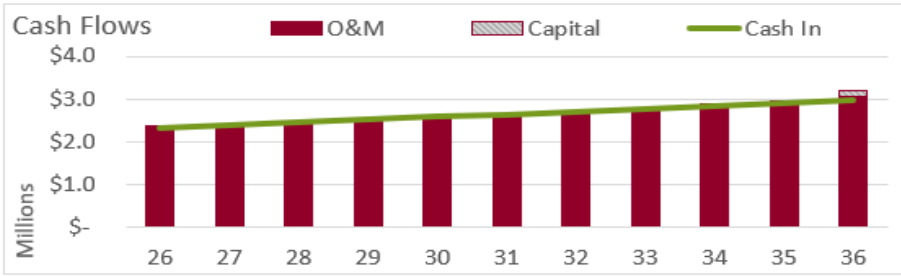
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Revenue Adjustment \$M	\$0.00	\$0.29	\$0.05	\$0.05	\$0.05	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06
Revenue Adjustment %	0.00%	12.50%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Baseline	-									
Annual Transfers FY2027	\$ 0.43										
Sewer Base Rate	\$49.93	\$56.17	\$57.29	\$58.44	\$59.61	\$60.80	\$62.02	\$63.26	\$64.52	\$65.81	\$67.13
Sewer Average Rate	\$69.46	\$78.14	\$79.71	\$81.30	\$82.93	\$84.58	\$86.28	\$88.00	\$89.76	\$91.56	\$93.39



Scenario 4 - Option 2

Junction City, OR Sewer Revenue Sufficiency Analysis

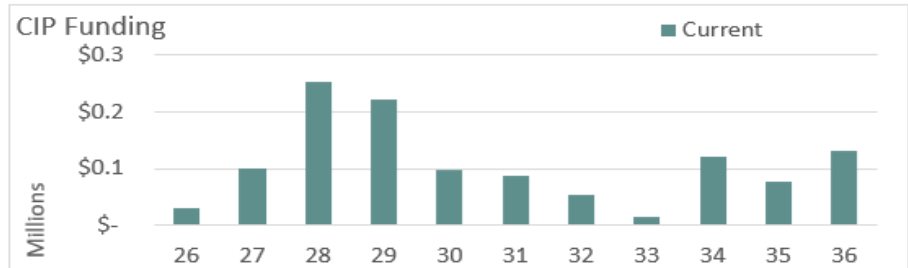
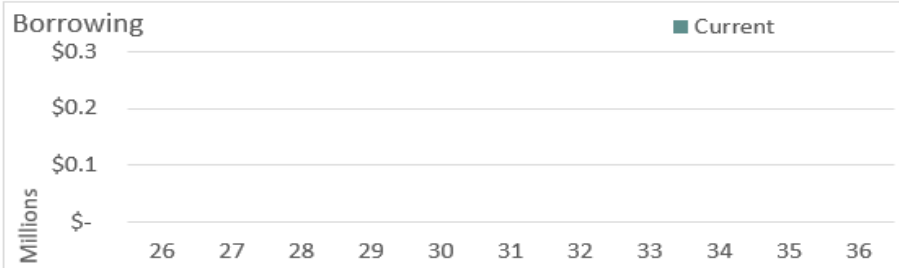
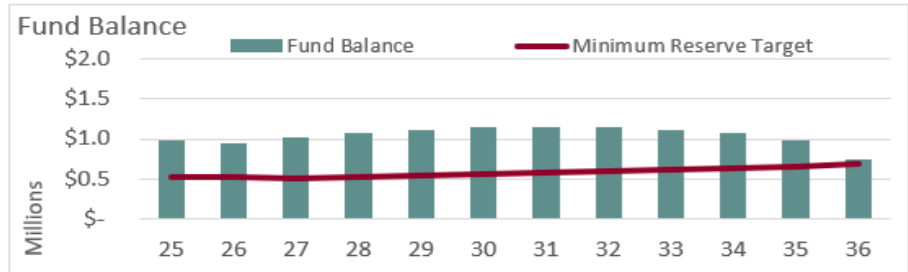
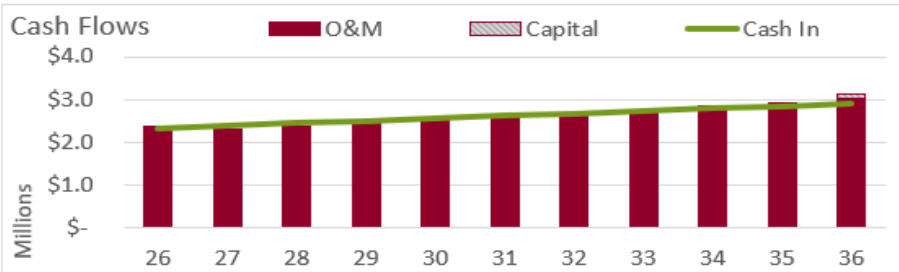
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Revenue Adjustment \$M	\$0.00	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.06	\$0.06
Revenue Adjustment %	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Option 2	(66,474.5)									
Annual Transfers FY2027	\$ 0.23										
Sewer Base Rate	\$49.93	\$50.93	\$51.95	\$52.99	\$54.05	\$55.13	\$56.23	\$57.35	\$58.50	\$59.67	\$60.86
Sewer Average Rate	\$69.46	\$70.85	\$72.27	\$73.71	\$75.19	\$76.69	\$78.22	\$79.79	\$81.38	\$83.01	\$84.67



Scenario 5 - Option 3

Junction City, OR Sewer Revenue Sufficiency Analysis

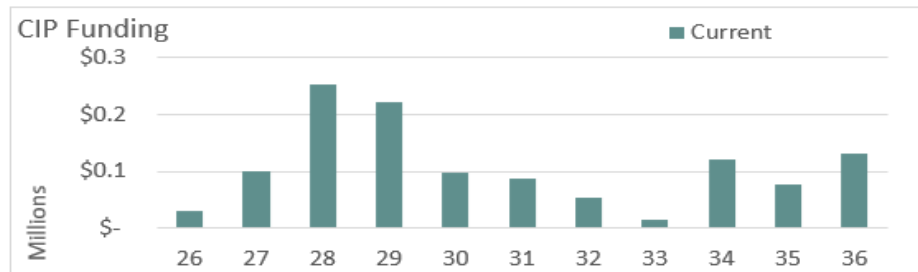
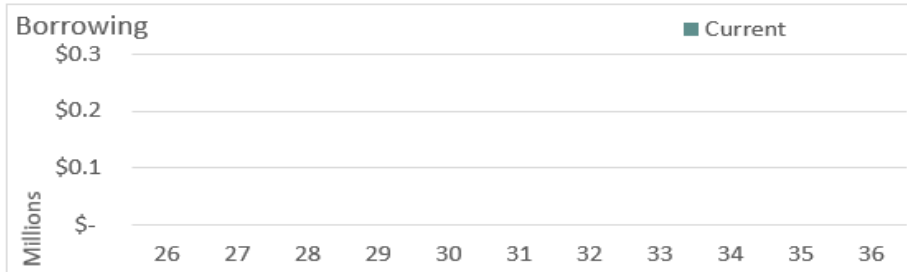
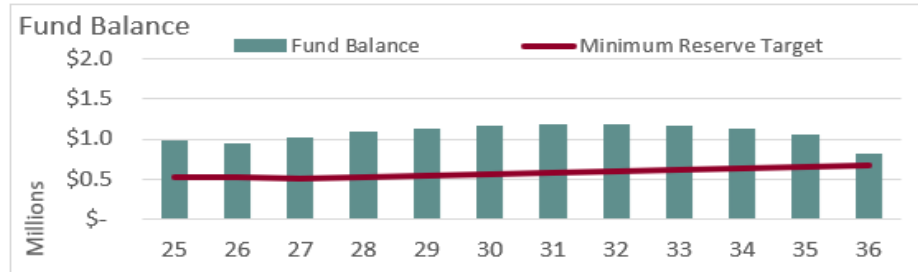
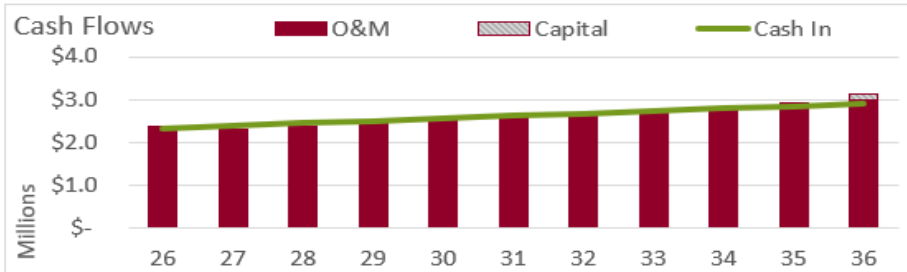
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Revenue Adjustment \$M	\$0.00	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
Revenue Adjustment %	0.00%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Personal Services Adjustment	Option 3	(92,286.5)									
Annual Transfers FY2027	\$ 0.23										
Sewer Base Rate	\$49.93	\$50.80	\$51.69	\$52.60	\$53.52	\$54.45	\$55.41	\$56.38	\$57.36	\$58.37	\$59.39
Sewer Average Rate	\$69.46	\$70.68	\$71.91	\$73.17	\$74.45	\$75.75	\$77.08	\$78.43	\$79.80	\$81.20	\$82.62



Scenario 6 - Option 4

Junction City, OR Sewer Revenue Sufficiency Analysis

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Revenue Adjustment \$M	\$0.00	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
Revenue Adjustment %	0.00%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Personal Services Adjustment	Option 4	(97,677.3)									
Annual Transfers FY2027	\$ 0.23										
Sewer Base Rate	\$49.93	\$50.80	\$51.69	\$52.60	\$53.52	\$54.45	\$55.41	\$56.38	\$57.36	\$58.37	\$59.39
Sewer Average Rate	\$69.46	\$70.68	\$71.91	\$73.17	\$74.45	\$75.75	\$77.08	\$78.43	\$79.80	\$81.20	\$82.62



Junction City, OR
Revenue Sufficiency Analysis - Water
Results as of February 02, 2026



- Scenario 1 - Baseline 1A**
- Scenario 2 - Baseline 1B**
- Scenario 3 - Baseline 1C**
- Scenario 4 - Option 2**
- Scenario 5 - Option 3**
- Scenario 6 - Option 4**

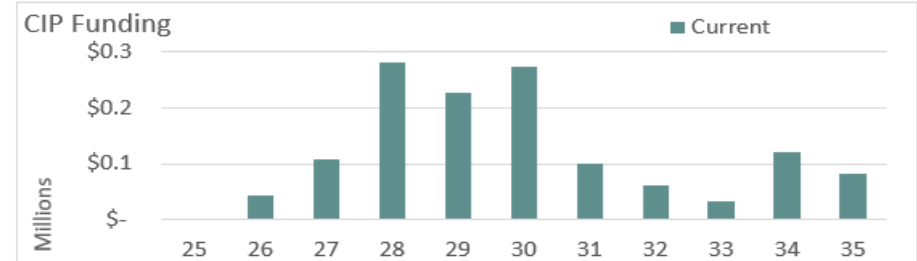
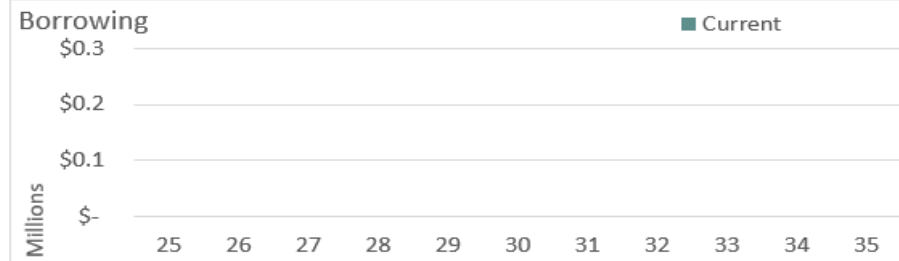
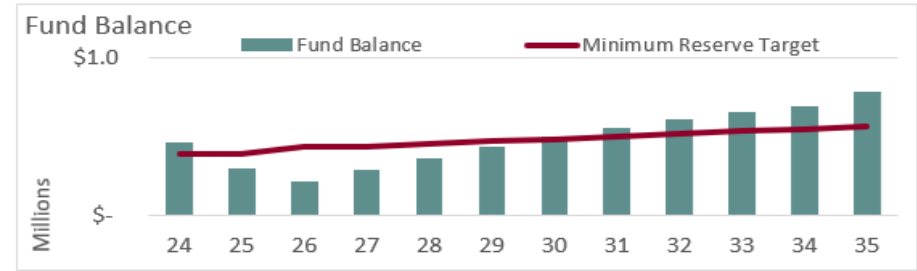
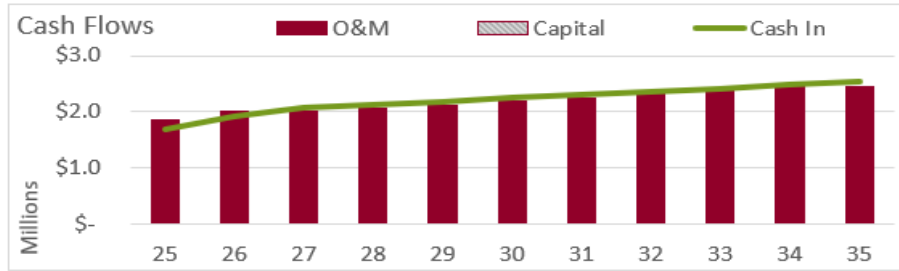
SCS ENGINEERS

Management Services

Scenario 1 - Baseline 1A

Junction City, OR Water Revenue Sufficiency Analysis

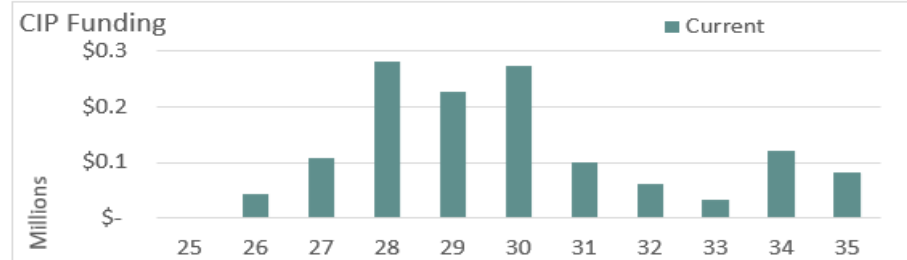
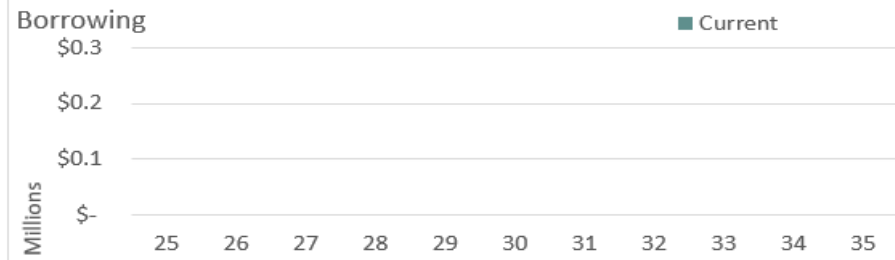
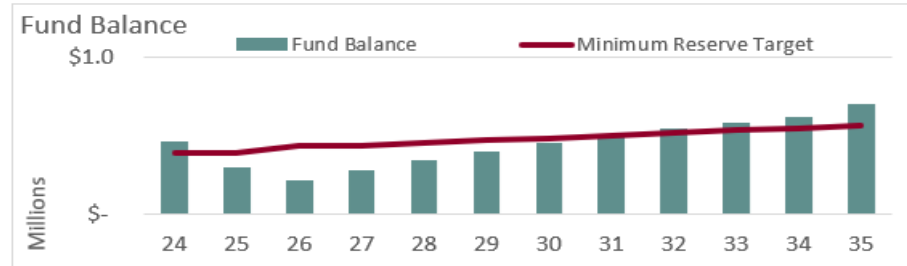
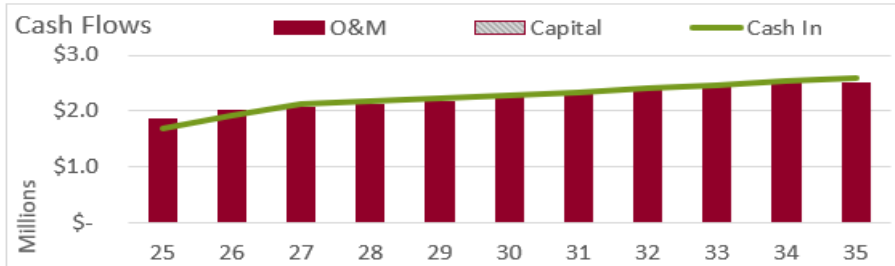
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Revenue Adjustment \$M	\$0.00	\$0.00	\$0.15	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05
Revenue Adjustment %	0.00%	0.00%	8.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Baseline	-									
Annual Transfers FY2027 \$M	\$ 0.18										
Water Base Rate	\$12.81	\$12.81	\$13.83	\$14.11	\$14.39	\$14.68	\$14.98	\$15.27	\$15.58	\$15.89	\$16.21
Water Average Rate	\$40.16	\$40.16	\$43.37	\$44.24	\$45.13	\$46.03	\$46.95	\$47.89	\$48.85	\$49.82	\$50.82



Scenario 2 - Baseline 1B

Junction City, OR Water Revenue Sufficiency Analysis

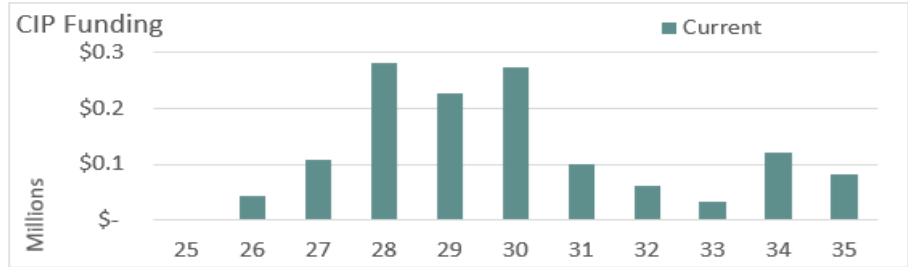
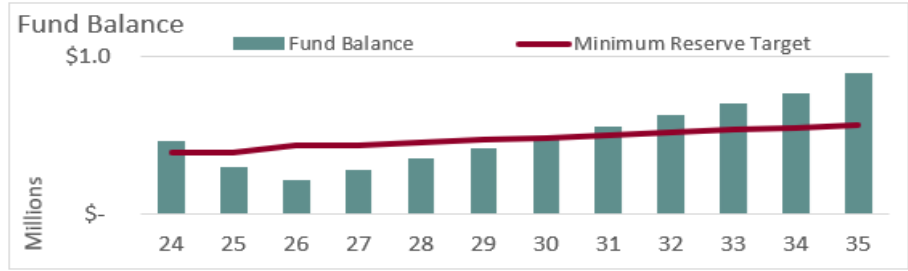
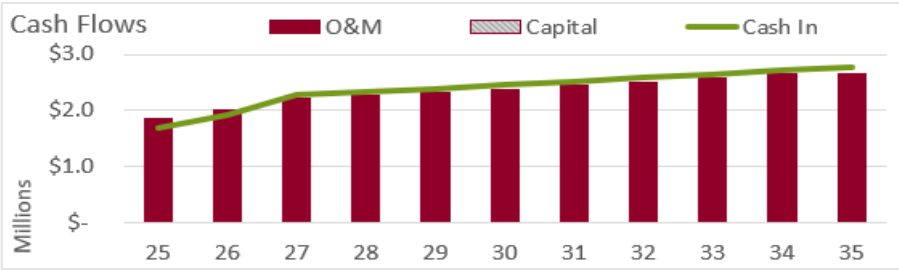
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Revenue Adjustment \$M	\$0.00	\$0.00	\$0.19	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
Revenue Adjustment %	0.00%	0.00%	10.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Baseline	-									
Annual Transfers FY2027 \$M	\$ 0.23										
Water Base Rate	\$12.81	\$12.81	\$14.09	\$14.37	\$14.66	\$14.95	\$15.25	\$15.56	\$15.87	\$16.19	\$16.51
Water Average Rate	\$40.16	\$40.16	\$44.18	\$45.06	\$45.96	\$46.88	\$47.82	\$48.78	\$49.75	\$50.75	\$51.76



Scenario 3 - Baseline 1C

Junction City, OR Water Revenue Sufficiency Analysis

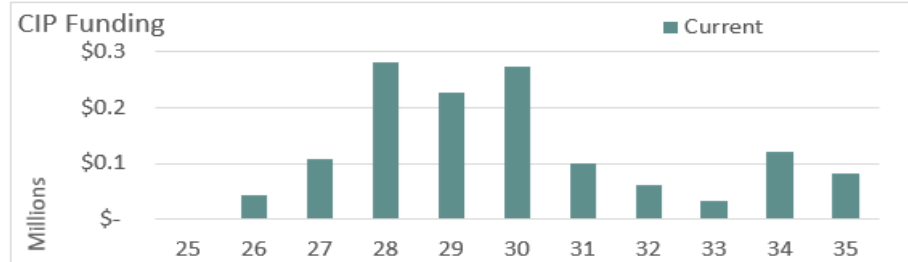
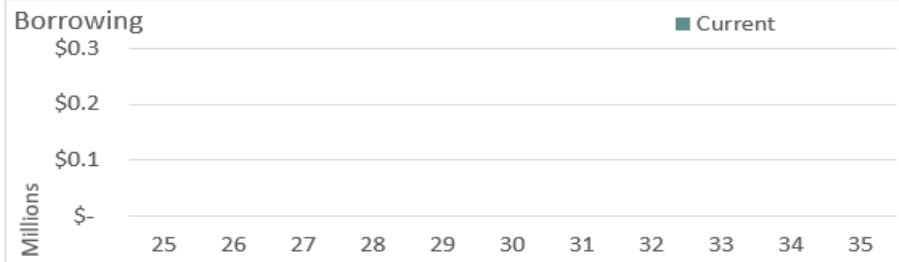
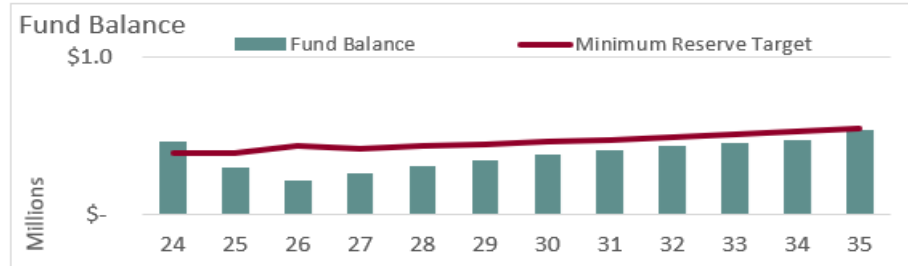
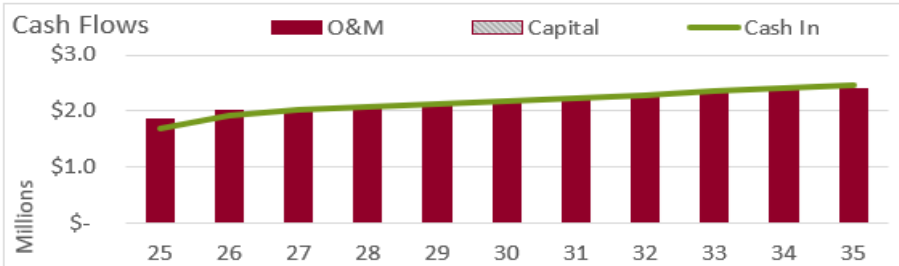
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Revenue Adjustment \$M	\$0.00	\$0.00	\$0.34	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
Revenue Adjustment %	0.00%	0.00%	18.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Baseline	-									
Annual Transfers FY2027 \$M	\$ 0.38										
Water Base Rate	\$12.81	\$12.81	\$15.12	\$15.42	\$15.73	\$16.04	\$16.36	\$16.69	\$17.02	\$17.36	\$17.71
Water Average Rate	\$40.16	\$40.16	\$47.39	\$48.34	\$49.31	\$50.29	\$51.30	\$52.32	\$53.37	\$54.44	\$55.53



Scenario 4 - Option 2

Junction City, OR Water Revenue Sufficiency Analysis

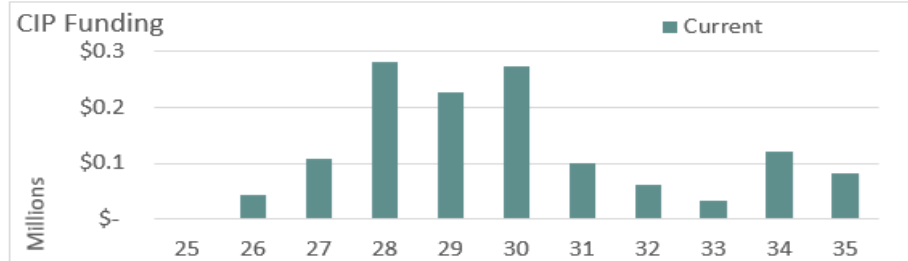
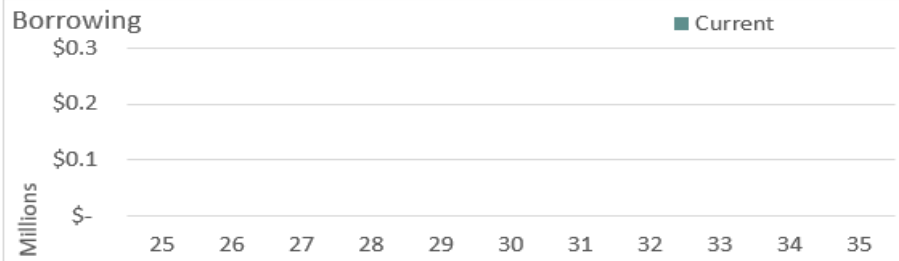
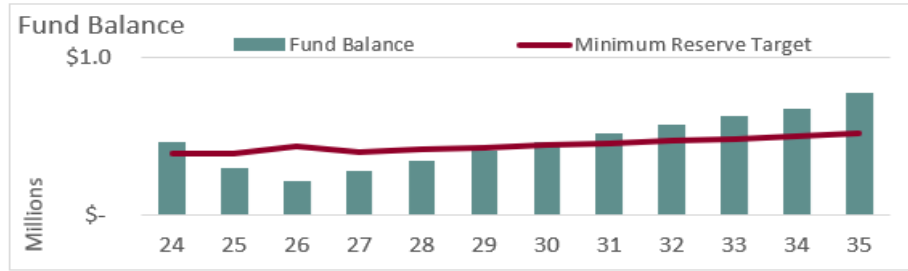
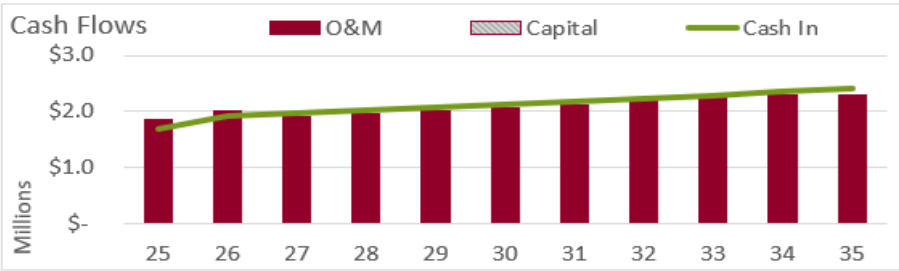
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Revenue Adjustment \$M	\$0.00	\$0.00	\$0.10	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05	\$0.05
Revenue Adjustment %	0.00%	0.00%	5.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Option 2	(77,983.54)									
Annual Transfers FY2027 \$M	\$ 0.23										
Water Base Rate	\$12.81	\$12.81	\$13.45	\$13.72	\$13.99	\$14.27	\$14.56	\$14.85	\$15.15	\$15.45	\$15.76
Water Average Rate	\$40.16	\$40.16	\$42.17	\$43.01	\$43.87	\$44.75	\$45.65	\$46.56	\$47.49	\$48.44	\$49.41



Scenario 5 - Option 3

Junction City, OR Water Revenue Sufficiency Analysis

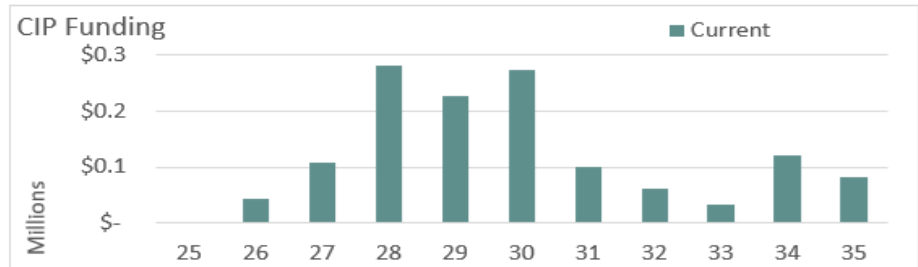
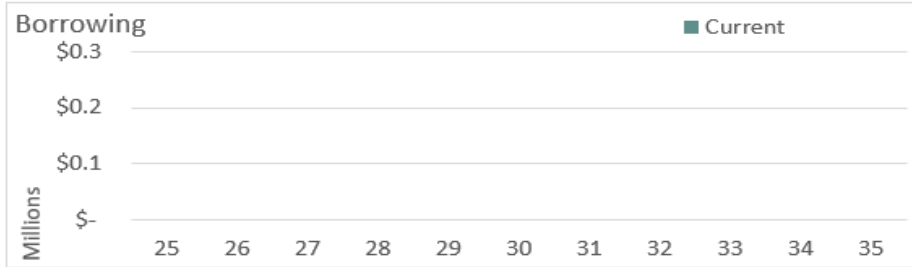
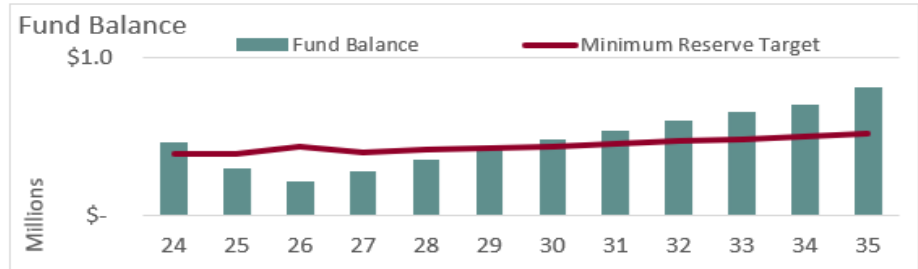
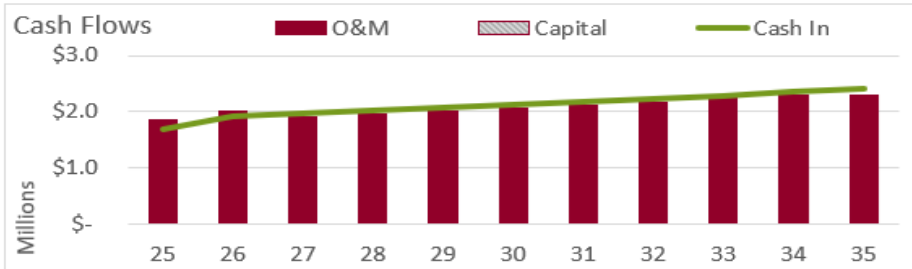
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Revenue Adjustment \$M	\$0.00	\$0.00	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05
Revenue Adjustment %	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Option 3	(153,095.39)									
Annual Transfers FY2027 \$M	\$ 0.23										
Water Base Rate	\$12.81	\$12.81	\$13.07	\$13.33	\$13.59	\$13.87	\$14.14	\$14.43	\$14.71	\$15.01	\$15.31
Water Average Rate	\$40.16	\$40.16	\$40.97	\$41.78	\$42.62	\$43.47	\$44.34	\$45.23	\$46.13	\$47.06	\$48.00



Scenario 6 - Option 4

Junction City, OR Water Revenue Sufficiency Analysis

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Revenue Adjustment \$M	\$0.00	\$0.00	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05	\$0.05
Revenue Adjustment %	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Personal Services Adjustment	Option 4	(156,329.90)									
Annual Transfers FY2027 \$M	\$ 0.23										
Water Base Rate	\$12.81	\$12.81	\$13.07	\$13.33	\$13.59	\$13.87	\$14.14	\$14.43	\$14.71	\$15.01	\$15.31
Water Average Rate	\$40.16	\$40.16	\$40.97	\$41.78	\$42.62	\$43.47	\$44.34	\$45.23	\$46.13	\$47.06	\$48.00



JUNCTION CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY



Policy – Complaints against the City Administrator

Meeting Date: February 24, 2026
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 3
Staff Contact: City Recorder Kitty Vodrup
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Before Council is a draft City Administrator Complaint Reporting Procedure from Attorney Mark Wolf. Attorney Connelly will be presenting this item.

BACKGROUND

At the September 9, 2025 Council meeting, the Council discussed *Policy on Mayor/Councilor Contacting the City Attorney*. The discussion included that Section 10.3 of the Council Rules read, "Questions and complaints regarding the City Administrator go to the Mayor"; however, it was noted that there was not a policy in place for how that would work. Council members expressed the importance of having such a policy in place, and the Council consensus was for staff to bring back a draft policy to a future Council Work Session.

COMMITTEE REVIEW AND/OR RECOMMENDATION. N/A.

RELATED CITY POLICIES. None.

LEGAL REVIEW

Reviewed prior to Council packet.

CITY ADMINISTRATOR'S COMMENT. N/A.

COUNCIL OPTIONS

1. For Council to proceed, as desired.

ATTACHMENTS

- A. Draft City Administrator Complaint Reporting Procedure

FOR MORE INFORMATION

Staff Contact: City Recorder Kitty Vodrup
Telephone: 541-998-2153
Staff E-Mail: kvodrup@ci.junction-city.or.us

CITY ADMINISTRATOR COMPLAINT REPORTING PROCEDURE

1. PURPOSE

To establish the notification procedure for the Mayor or Council President and City Council in the event misconduct, harassment or illegal / unethical conduct is alleged against the City Administrator.

2. APPLICABILITY

This policy applies to all employees of the City of Junction City.

3. REFERENCES

Personnel Handbook, Section 3 - Equal Employment Opportunity Policy

4. PROCEDURE

The City Administrator is a City employee appointed and serving at the pleasure of the City Council. The City Administrator is subject to the City's Employee Personnel Manual. The reporting procedures and requirements of the City's Equal Employment Opportunity Policy apply to the City Administrator, subject to the following modifications:

a. Complaint Reporting

Complaints against the City Administrator shall be reported to the Mayor or the Human Resource Manager. If the employee is not comfortable reporting to the Mayor or Human Resource Manager, then the employee may report to the Council President.

b. Complaint Processing

If the Human Resource Manager receives the complaint, he/she shall notify the Mayor and provide details of the complaint.

The Mayor (or Council President) may contact the City Attorney to review the complaint and any available documentation or evidence in support to determine next steps. Next steps may include taking no action or calling a Council meeting and/or executive session for the city council to review the complaint and take appropriate action.

5. NO RETALIATION

The City of Junction City prohibits retaliation in any way against an employee for engaging in protected activity, including but not limited to the submittal of a good-faith complaint pursuant to this policy, reporting (in good faith) harassment or discriminatory conduct, or participating in an investigation of such conduct.

JUNCTION CITY COUNCIL WORK SESSION AGENDA ITEM SUMMARY



School Resource Officer Contract Review

Meeting Date: 022426
Department: Police
www.junctioncityoregon.gov

Agenda Item Number: 4
Staff Contact: Mark Waddell
Contact Telephone Number: 541-998-1245

ISSUE STATEMENT

The police department's contract with Junction City School District for a School Resources Officer is coming up for renewal.

BACKGROUND

The Junction City Police Department and the Junction City School District have partnered to provide a dedicated School Resource Officer to schools in the City of Junction City. This contract will be the third extension of the original contract that was signed in 2023. The School District has increased their contribution by 4% to \$74,240.40 a year.

The partnership with the school district has been instrumental in building relationships with staff, the students and the community, however even more importantly having an SRO increases our investigative abilities when dealing with both minor and major crimes that occur at the school or to students.

The Chief and the Superintendent meet periodically to discuss the SRO and the SRO program to learn where we can improve.

COMMITTEE REVIEW AND/OR RECOMMENDATION. NA

RELATED CITY POLICIES

JCMC 3.30 Contract Review and Approval Process

LEGAL REVIEW

Reviewed as part of the Council Packet.

CITY ADMINISTRATOR'S COMMENT. NA

COUNCIL OPTIONS

Discussion only at this time.

ATTACHMENTS

A. Draft Contract

FOR MORE INFORMATION

Staff Contact: Chief Mark Waddell
Telephone: 541-998-1245
Staff E-Mail: mwaddell@jcpolice.org

INTERGOVERNMENTAL AGREEMENT

This Agreement is made between

THE CITY OF JUNCTION CITY,
An Oregon municipal corporation
("City")

and

JUNCTION CITY SCHOOL DISTRICT 69,
an Oregon School District ("District"),

for the purpose of providing school resource officer services for the Junction City School District No. 69 during the 2026-2027 school year, July 1, 2026-June 30, 2027.

RECITALS

- A.** The School District is a public body engaged in providing education services; and
- B.** The City is a public body engaged in providing municipal services, including law enforcement, to its citizens; and
- C.** The parties wish to establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development; and
- D.** The parties have a public interest in maintaining a safe and secure environment on school campuses which is conducive to teaching and learning; and
- E.** The School Resource Officer Program is nationally recognized and recommended by law enforcement and education specialists focusing on providing safety, security and education in the schools and school district; and
- F.** Unlawful activity and specifically violence in and around schools are serious social problems confronting school leaders and law enforcement; and
- G.** The parties believe that providing a School Resource Officer Program will supplement and enhance the safety and security in the school district and promote a positive environment for the education of students within Junction City School District No. 69; and
- H.** This Agreement is entered into pursuant to Oregon Revised Statutes (ORS) 190.010, *et. Seq.* ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.

AGREEMENT

NOW THEREFORE, in consideration of the mutual benefits and obligations set forth herein, the parties hereby agree as follows:

1. CITY OBLIGATIONS

- 1.1 Provide supplemental law enforcement services of the City of Junction City Police Department within Junction City High School (1.0 FTE) and be available to respond to other schools within Junction City, as described in Exhibit "A", Memorandum of Understanding, which is attached hereto and incorporated herein by this reference.
- 1.2 The City shall be responsible for assigning one sworn police officer as School Resource Officers.
- 1.3 The City shall be responsible for professional liability insurance for its own personnel.
- 1.4 The City shall be responsible for materials and supplies to conduct the supplemental services.
- 1.5 The City will provide School Resource Officer(s) transportation to conduct the supplemental services.
- 1.6 The City shall submit an invoice to the District outlining costs of personnel and the net amount owed. Invoicing shall occur in a timely manner to allow the District to meet the installment timelines.
 - 1.6.1 Invoice to be sent to: Paula Duffy, 325 Maple St, Junction City, OR 97448 pduffy@junctioncity.k12.or.us

2. DISTRICT OBLIGATIONS

- 2.1 The District shall reimburse the City for \$74,240.40 of the annual net personnel costs for 1.0 FTE School Resource Officer with applicable certification pay.
- 2.2 The District shall compensate the City for all services provided under this Agreement by payment of the total sum will be divided into two installments. The first installment shall be due on or before January 31, 2027. The second installment shall be due on or before June 30, 2027.
 - 2.2.1 Check to be sent to:
City of Junction City
PO BOX 250
Junction City, OR
97448
- 2.3 The District shall provide the School Resource Officer with adequate office space to conduct business.

3. GENERAL PROVISION

- 3.1 Neither party, nor the officers, employees or agents of either party, are employees or agents of the other for any reason. Each party shall be separately and exclusively responsible for all acts, errors and/or omissions of its own officers, employees and agents, except to the extent provided in Section 3.2 of this Agreement.
- 3.2 Each party agrees to indemnify the other from and against each and every claim that the indemnitor would be legally obligated to pay if: (a) a claim asserting the same loss or injury were made directly against the indemnitor, whether or not such a direct claim is actually made; and (b) the loss or injury sustained by the claimant resulted from the acts, errors or omissions of the indemnitor or those for whose actions the indemnitor is legally responsible. The mutual right to indemnity is in addition to and not in lieu of any other right of contribution or indemnity that may exist in favor of either party under Oregon law; the right to indemnify extends to all officers, employees and agents of the indemnitee party for claims made against them because of their actions or capacity as such. "Indemnify" as used herein, means to indemnify, defend, save and hold harmless. Claims arising during the term of this Agreement shall survive expiration or termination of this Agreement.
- 3.3 **Status.** In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.300) and any and all other statutory rights granted as a result of their status as local public bodies.

- 3.4 Each party hereto agrees to obtain and maintain in force at all times during the terms of this Agreement, a policy or policies of general liability insurance with liability limits of at least \$2,000,000 (two million dollars), which names the other party, its employees, officers and agents as an additional insured.
- 3.5 Each party working under this Agreement is either an employer that will comply with ORS 656.017 or an employer that is exempt under ORS 656.126. Each party agrees that it is solely responsible for obtaining and maintaining insured coverage for its own employees as required by law.
- 3.6 **Subcontracting.** City shall not subcontract its work under this contract, in whole or in part, without the District's prior written approval.
- 3.7 **Assignment.** Neither party shall assign this contract in whole or in part, or any right or obligation hereunder, without the other party's written approval.
- 3.8 **Compliance with Laws.** City shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the work.
- 3.9 **Contract Administration.** Each party designates the following as its representative for purposes of administering this contract. Either party may change its designated representative by giving written notice to the other as provided in paragraph 13.

Agency
Name: Chief Mark Waddell
PH: 541.998.2153
Email: mwaddell@jcpolice.org

- 3.10 **Records/Inspection.** City and District shall each maintain records of its costs and expenses under this contract for a period of not less than three full fiscal years following the Agency's completion of this contract. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records.
- 3.11 **Notices.** Any notices permitted or required by this contract shall be deemed given when personally delivered or upon deposit in the United State mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 3.9. Either party may change its address by notice given to the other in accordance with this paragraph.

- 3.12 This Agreement, including any attachments incorporated herein, represents the entire integrated agreement between the parties concerning the subject matter hereof. This Agreement supersedes all prior agreements, negotiations and representations relating to the same subject matter between the parties.
- 3.13 This Agreement may only be modified in writing executed with the same formalities as this Agreement.
- 3.14 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Lane County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 3.15 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of the District and City as set forth in this Agreement.
- 3.16 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.
- 3.17 **Emergency Status.** In the event State of Oregon emergency operation protocol is enabled and impacts on-site schooling or School Resource Officer services, contracted services and compensation schedules may be modified. Changes to services due to emergency operation protocols will be communicated in writing, including a beginning and end date of emergency status.

4. TERM AND TERMINATION

- 4.1 The City and District may terminate this Agreement by mutual agreement at any time.
- 4.2 This Agreement may be terminated for any or no cause by either party upon not less than sixty (60) days prior written notice to the other party.
- 4.3 Unless terminated sooner as provided in Sections 4.1 and 4.2 above, this Agreement shall be effective on July 1, 2026 and shall remain in effect up to and including June 30, 2027.

- 4.4 One or more waivers or failures to object by either party to any breach, violation, or default of any provision, term, condition or covenant contained in this Agreement shall not be construed or operate as a waiver of any subsequent breach, violation, or default of that or of any other provision, term, condition or covenant.
- 4.5 The assigned SRO will be mutually agreed upon by both parties. If the officer resigns or is reassigned, the District will be consulted and have input into the selection of the successor SRO. Failure to reach agreement on the officer to be assigned as SRO shall entitle the District to terminate the agreement, with 30 days notice.

IN WITNESS WHEREOF the Parties have caused this Agreement to be signed in their respective names by their duly authorized representative as of the dates set forth below.

CITY OF JUNCTION
CITY:

By: _____

Title: _____

Date: _____

Junction City School District No. 69

By: _____

Troy Stoops

Title: Superintendent _____

Date: _____

Exhibit "A"

Memorandum of Understanding Between City of Junction City and Junction City School District

EMPLOYMENT AND ASSIGNMENT OF SCHOOL RESOURCE OFFICERS (referred to as "SRO").

- A) Prior to the start of the new school year, an identified representative from the City and District will develop a prioritization of the District's schools for SRO assignment.
- B) In the event the SRO is absent from work, the SRO or SRO's supervisor will notify the principal or designee of his/her primary school to which he/she is assigned. The City will identify an alternate contact when a SRO is not available.
- C) In the event of any SRO absence, the District and City may collaboratively determine if the temporary placement of another SRO to a school is warranted.
- D) In the event an SRO is physically absent from his/her school duties for thirty or more days, the City agrees to work with the District to, as soon as practical, provide a replacement officer to fill the role of the absent SRO until such time the SRO returns to his/her assignment or is replaced by another SRO.
- E) SRO's will remain employees of the City and will not be employees of the District. However, for purposes of information sharing, the SRO will be considered part of the school administration team. The District and the City acknowledge that the SRO's remain responsive to the command of the City.

HOURS AND SPECIAL EVENTS

- A) Each SRO shall be assigned to one or more schools as needed. A mutually agreed upon Operation Plan outlining SRO assignments will be established between the City and the District. The SROs shall report to their assigned school principal or designee. During regular school hours, SROs may be off campus performing such tasks as may be required by their assignment (e.g., court, truancy, arrest, traffic enforcement, etc.), however their primary responsibility is to the School District. The District will receive advance notification of any scheduled assignments or absences that occur during school hours.
- B) An Event is described as a School related activity (i.e. sporting events, graduation) where the School District is asking for the presence of officers.
- C) The SRO may wear the approved, modified, duty uniform, consisting of a polo shirt and khaki pants, or similar approved attire, and carry their duty weapon while working at their school(s) pursuant to this Agreement, unless the District and the SRO's supervisor agree upon another uniform.

DUTIES OF THE SRO ARE AS FOLLOWS

- A) Assist the school principal or the principal's designee as well as the District Superintendent in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on campus.
- B) The duties of the SRO shall follow the details outlined in the job description of a law enforcement officer as provided by the City.
- C) Interact with students on an individual basis and in small groups.
- D) Make himself/herself available for conferences involving teachers, parents, and faculty.
- E) Become familiar with agencies and resources that offer assistance to youth and their families and make referrals as necessary.
- F) Contact the school principal or principal's designee about the SRO's actions to make them aware when a student is taken into custody, arrested or detained.
- G) Notify the school principal or principal's designee before removing a student from school or as soon as practical thereafter.
- H) Take law enforcement action against intruders and trespassers who appear on school property as needed.
- I) Conduct investigations of crimes that occur at his/her assigned school and use other resources if needed for follow up investigations.
- J) May be present at the request of the school principal, the principal's designee or District Administration when a school principal, the principal's designee or District Administrator conducts a search.
- K) May report any violation of school rules or policies to school administration, but the SRO shall not be responsible for disciplinary consequences of school rules and policies.
- L) May make home visits to investigate students with truancy problems or to check the welfare of a student and his/her family.
- M) May present programs on various topics to students. Subjects may include, but are not limited to, a basic understanding of law, the role of law enforcement in the school or community, drug awareness, and other law enforcement topics.
- N) May attend certain school meetings, such as Individualized Education Plan (IEP) meetings, or expulsions, for security purposes only, if requested by the District.
- O) Shall communicate and consult the District's Superintendent on issues related to school safety and issues pertinent to the school or school district operation.

SEARCH, ARREST and INVESTIGATION PROCEDURES

Search Procedure:

- A) When conducting searches on school property, all SRO's shall follow procedures in accordance with the United States Constitution, the Oregon Constitution, statues of the State of Oregon and the City of Junction City Police Departmental Directives.

Arrest Procedures For Crimes Committed Off Campus In Transit To And From School:

- A) School officials generally have the legal authority or jurisdiction to discipline students for criminal misconduct or juvenile offenses that occur at school bus stops, on school buses, or on public streets as students commute to and from school.
- B) Law enforcement officials are responsible for enforcing the laws on public streets, including at school bus stops. Therefore, the SRO shall assist school and/or school district officials and coordinate with the appropriate local law enforcement agency the investigations of crimes that occur at bus stops, on school buses, and while students are transporting to and from school.

Investigations Procedures:

- A) SROs and other law enforcement officials may interview students at school during school hours for cause.
- B) The SRO or investigating officer should contact the school principal or principal's designee to inform him/her of the reason(s) to conduct an investigation within the school, *unless* such information would jeopardize the investigation.
- C) The SRO or investigating officer may, at his/her discretion, attempt to notify the student's parents or guardians regarding the on-going investigation.
- D) Parental consent is not required for the SRO or investigating officer to interview a student regarding a criminal matter.
- E) With the consent of the SRO or investigating officer, a school official may be present during the questioning of a student.
- F) When a school staff or faculty member is a suspect in an investigation, the SRO may call in a SRO from another school or an outside investigator from the local law enforcement agency to conduct the investigation. The SRO should inform the District's Superintendent of the reason(s) for the investigation, *unless* such information would jeopardize the investigation.

Communication:

- A) Any District staff or personnel, who become aware of any criminal incident involving students, shall be responsible for sharing that information with their school's SRO and any appropriate law enforcement agency having jurisdiction in accordance with District policies and state law.
- B) The City shall develop its own interdepartmental procedures on how its other law enforcement officers will communicate any criminal event to the SROs and to the District that could have impact on the schools.
- C) Both agencies recognize the importance of open communication lines and commit to fulfilling this obligation.
- D) The District is to communicate with all SROs and the City when there is a school lock down or critical incident occurring.
- E) The SROs and the City is to communicate with the District's Superintendent when there is an incident that could impact any District property or have the potential to create an unsafe environment for students, staff or patrons of the District.

SRO Performance:

- A) In the event the District determines that a particular SRO is not effectively performing his or her duties and responsibilities and/or has conducted himself/herself in a manner that is inconsistent with continued work in the school environment, the District, through its Superintendent, reserves the right to request that the City remove that particular SRO from all school assignments. Any subsequent discipline, if applicable, shall be at the City's discretion.

Evaluation:

- A) It is mutually agreed that the Junction City School District shall evaluate the SRO program annually using a process agreed upon in writing by both the District and the City.

JUNCTION CITY COUNCIL WORK SESSION AGENDA ITEM SUMMARY



Public Works Projects Update

Meeting Date: February 24, 2026
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a update on the various Public Works projects currently being worked on.

BACKGROUND

Public Works has multiple projects that are currently being worked on by our engineers and our staff.

We have put together a list of all the project and an update of where the projects are at to keep the Council up to date on the progress of each project and have a discussion on the projects as needed.

COMMITTEE REVIEW

None.

RELATED CITY POLICIES

- *None*

COUNCIL OPTIONS

- **None – Informational Only**

LEGAL REVIEW

This item was reviewed as part of the packet.

CITY ADMINISTRATOR'S RECOMMENDATION

N/A.

ATTACHMENTS

- Public Works Project Review, dated 2/11/2026

FOR MORE INFORMATION

Staff Contact: Gary Kaping, Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us



Public Works Project Review

A CURRENT LIST OF PUBLIC WORKS PROJECTS WITH UPDATES

Last Updated: 2/11/2026

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Water Division Projects

Currently, there are many projects being worked on by the utility crews. Below is a list of those projects and any current updates on those projects.

RAINTREE WELL PROJECT

Project Cost: \$3,393,500

Funding Source: Grant Funds, Remainder TBD

This project is to drill and develop a new domestic water well at the City’s Raintree Park and connect it to the City’s water distribution system. The City currently has a federal grant that covers half of the project cost. Additional funding will be needed.

UPDATE: This project is paused until July of 2025. The archeological investigation is complete and pending approval by the relevant agencies. No issues were discovered.

ALDERDALE WELL PROJECT

Project Cost: \$2,226,000

Funding Source: Grant Funds, Remainder TBD

This project is to drill and develop a new domestic water well at the City’s Alderdale Park and connect it to the City’s water distribution system. The City currently has a state grant that covers half of the project cost. Additional funding will be needed.

UPDATE: This project is in design. The Cultural Study is done. No issues were discovered.

Sewer Division Projects – Permit & MAO Combined Timeline

Currently, there are many projects being worked on by the utility crews. Below is a list of those projects and any current updates on those projects.

Junction City Permit & MAO Combined Timeline				
#	Item	Source	Due Date	Status
1	Recycled Water Use Plan	MAO	11/1/2024	DONE
	This project is to complete a state approved Recycled Water Use Plan. This plan is used by the City for irrigating land with the effluent from the City’s wastewater treatment plant in the summer.			
#	Item	Source	Due Date	Status
2	Report on Funding for Facilities Plan	Permit	1/1/2025	DONE
	This project is to update the DEQ on the City’s funding status for the Facilities Plan Update.			
#	Item	Source	Due Date	Status
3	Repair Irrigation System per DEQ Approved plans	MAO	3/1/2025	DONE
	This project is to make some repairs & upgrades to the contact chamber at the treatment plant to allow for better control of the irrigation process.			
#	Item	Source	Due Date	Status
4	MAO Progress Report	MAO	3/1/2025	DONE

#	Item	Source	Due Date	Status
5	Industrial Sources Identified & Reported to DEQ	MAO	8/31/2025	DONE
	Estimated Project Cost	\$500	Funding Source	Sewer Operating Fund
...	This project is to identify any and all industrial sources discharging slug loads of BOD5, TSS, or ammonia to the wastewater treatment plant. UPDATE: Sites have been identified. Final testing Done			
#	Item	Source	Due Date	Status
6	Updated Facilities Plan	Permit	1/1/2026	DONE
	Estimated Project Cost	Additional \$50,000	Funding Source	Sewer Capital Projects Fund
...	Facilities Plan Update This project is to update the City's Wastewater Facilities Plan. This is the first step in the process to upgrade the City's Wastewater Treatment Plant. This work is being completed by HBH Engineering (City Engineer). UPDATE: completed to the draft stage sent to DEQ for review.			
...	Wetlands Function & Values Study This project is to see how many wetland mitigation credits the City will receive for the restoration of the property north of the lagoons (tax lot 900). This work was awarded to Cascade Environmental. UPDATE: No new information since last month.			
#	Item	Source	Due Date	Status
7	Groundwater Investigation Report and Archaeological Review for Subproject 1	Permit	1/1/2026	Done
	Estimated Project Cost	\$142,597	Funding Source	Sewer Capital Projects Fund
...	Geotechnical Work This project is to conduct geotechnical work to determine the types of soil and groundwater that the wastewater treatment plant. UPDATE: No new updates since last month.			
#	Item	Source	Due Date	Status
8	Sludge Depth Survey	Permit	1/15/2026	DONE
	Estimated Project Cost		Funding Source	Sewer Capital Projects Fund
	This project is to conduct a survey of the sludge depths in the City's Lagoons. UPDATE: The survey is complete and the contractor is finalizing the report.			
#	Item	Source	Due Date	Status
9	MAO Progress Report	MAO	3/1/2026	Not Started
	Estimated Project Cost	N/A	Funding Source	N/A
	This project has not yet started.			
#	Item	Source	Due Date	Status
10	Smoke Test Sewer System	MAO	1/1/2026	Done
	Estimated Project Cost	Bidding Underway	Funding Source	Sewer Capital Projects Fund
	This project is to conduct smoke testing on all portions of the City's sewer collection system that have not been tested in the past 5 years. UPDATE: This project is done.			
#	Item	Source	Due Date	Status
11	Smoke Testing Report	MAO	1/1/2026	DONE
...	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund

	This project is to develop an inflow improvement plan and schedule based on the results from the smoke testing and flow monitoring information that was collected.			
#	Item	Source	Due Date	Status
12	Collection System Mapping	MAO	1/1/2026	DONE
	Estimated Project Cost	N/A	Funding Source	N/A
	This project is to update the City's sewer system map to identify each drainage basin including pipe type and date of installation.			
#	Item	Source	Due Date	Status
13	Collection System Flow Monitoring	MAO	1/1/2026	DONE
	Estimated Project Cost	N/A	Funding Source	N/A
	This project is to complete flow monitoring on each basin in the collection system to identify areas with the highest inflow and infiltration.			
#	Item	Source	Due Date	Status
14	Copies of Pretreatment Permits to DEQ	MAO	9/30/2026	In Process
	Estimated Project Cost	\$500	Funding Source	Sewer Operating Fund
	This project is to provide copies of the permits issued to industrial sources to prevent slug loading. Note that this project is part of #5 and #27.			
	UPDATE: This project is waiting on #5 to complete in July.			
#	Item	Source	Due Date	Status
15	Wetland Delineation & Mitigation Report for Subproject 1	Permit	6/1/2026	DONE
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	Wetlands Delineation Study This project is to conduct a wetlands delineation study for the recently purchased property next to the City's treatment plant (tax lot 602, High Pass Property purchased in 2024).			
	Wetlands Coordination & Permitting This project is to complete a wetlands delineation on the City's existing property at the treatment plant.			
#	Item	Source	Due Date	Status
16	Mixing Zone Study	Permit	12/15/2026	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
17	Report on Progress for funding & design of Treatment Plant	Permit	1/1/2027	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
18	MAO Progress Report	MAO	3/1/2027	Not Started
	Estimated Project Cost	N/A	Funding Source	N/A
	This project has not yet started.			

#	Item	Source	Due Date	Status
19	CCTV Sewer Collection System	MAO	1/1/2028	In Process
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
...	This project is to video inspect all sections of the sewer collection system that has not been inspected in the past 5 years.			
	UPDATE: Staff is currently working on inspecting 3 rd and Maple and 14 th and Elm			
#	Item	Source	Due Date	Status
20	Inflow & Infiltration Elimination Plan	MAO	4/30/2028	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project is to submit a draft plan to eliminate Priority 1 infiltration sources to the sewer collection system based on the data from #19 above.			
#	Item	Source	Due Date	Status
21	Draft Predesign Report for Subproject 1	Permit	1/1/2028	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
22	Land Acquisition Progress Report for Subproject 2	Permit	1/1/2028	Not Started
	Estimated Project Cost	N/A	Funding Source	N/A
	This project has not yet started.			
#	Item	Source	Due Date	Status
23	MAO Progress Report	MAO	3/1/2028	Not Started
	Estimated Project Cost	N/A	Funding Source	N/A
	This project has not yet started.			
#	Item	Source	Due Date	Status
24	Groundwater Investigation Report and Archaeological Review for Subproject 2	Permit	1/1/2029	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
25	MAO Progress Report	MAO	3/1/2029	Not Started
	Estimated Project Cost	N/A	Funding Source	N/A
	This project has not yet started.			
#	Item	Source	Due Date	Status
26	Inflow & Infiltration Elimination Plan Priority 1 projects complete	MAO	4/30/2029	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status

27	Final Design for Subproject 1	Permit	6/1/2029	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
28	Industrial User Survey	Permit	Once per Permit	Done
	Estimated Project Cost	\$500	Funding Source	Sewer Operating Fund
...	Industrial Pretreatment User Survey This project is to conduct an Industrial User Survey in the City. This is the first step in fully implementing the City's Industrial Pretreatment Program. UPDATE: Staff has hand delivered the paper work to the few places that had not responded, These have now been returned.			
#	Item	Source	Due Date	Status
29	Outfall Inspection Report	Permit	Once per Permit	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
30	Construction Progress Report for Subproject 1	Permit	6/1/2030	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
31	Wetland Delineation & Mitigation Report for Subproject 2	Permit	6/1/2030	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
32	Final Design for Subproject 2	Permit	1/1/2032	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
33	Construction Progress Report for Subproject 2	Permit	1/1/2033	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			
#	Item	Source	Due Date	Status
34	Achieve final limits for CBOD	Permit	1/1/2034	Not Started
	Estimated Project Cost	TBD	Funding Source	Sewer Capital Projects Fund
	This project has not yet started.			

Sewer Division Projects – All Other

10TH & ROSE PUMP STATION REPLACEMENT

Project Cost: TBD Funding Source: Sewer Capital Fund

This project is to replace the City's 10th & Rose Sewer Pump Station. This station is one of the older pump stations in town and needs to be moved to a location on a city owned parcel further west on 10th Street.

UPDATE: Design work has begun on this project.

Parks & Open Spaces Division Projects

Currently, there are many projects being worked on by the Parks & Open Spaces crews. Below is a list of those projects and any current updates on those projects.

BAILEY PARK REPLACEMENT

Project Cost: \$178,500 Funding Source: Parks Capital Fund

This project is to make upgrades to the Bailey Park due to the changes by adding a water well to the park. These upgrades include adding pickleball courts, basketball courts, and more.

UPDATE: Concrete replacement around the play area and the installation of the play structure was approved at the 4/8/25 Council Meeting. Demolition of the old play structure and concrete will begin this Spring 2025.

New Pickle Ball and Basketball courts will be installed once we get 3-4 weeks of sunny warm weather.

Additional fencing posts have been installed for divider fencing for the pickle and basketball courts.

New LED lights have been installed over the courts and a timed on/off push button has been installed for court lighting.

This Project is complete

Appendix A – Well Flow Capacities

Well Flow Capacities

Location	Original Flow	Before Rehab	After Rehab
13 th & Elm Well	300 GPM	225 GPM	600 GPM
11 th & Elm Well	1,100 GPM	120 GPM	300 GPM
5 th & Maple Well	500 GPM	220 GPM	Not Done Yet
8 th & Deal Well	300 GPM	75 GPM	150 GPM
3 rd & Cedar Well	300 GPM	250 GPM	350 GPM
Bailey Park Well	N/A	N/A	600 GPM
Total Capacity	2,500 GPM	890 GPM	2,000 GPM

Appendix B – Completed Projects

3RD & CEDAR RAW WATER LINE PROJECT

This project is to install new raw water line that will connect the 3rd & Cedar Well to the City's Water Treatment Plant.

LEAD WATER SERVICE LINE SURVEY

This project is a new requirement by the State to inspect all service line in the system. We must identify both on the Cities side and the customer side what the service lines are made of. This project must be completed by October 16th, 2024 and reported to the state.

BAILEY WELL PROJECT

This project is to drill and develop a new domestic water well at the City's Bailey Park and connect it to the City's water distribution system.

WATER RIGHTS TRANSFER FOR BAILEY WELL

This project is to transfer some of the City's existing water rights for use with the new Bailey Well.

TEQUENDAMA PARK UPGRADES

This project is to update the City owned Tequendama Park due to age. This includes replacing the existing playground structure.

5TH STREET WATER LINE REPLACEMENT & STREET RECONSTRUCTION PROJECT

Project Cost:

Funding Source: Water Capital Fund

This project is to replace some older water lines on 5th Street while City crews are working on other waterlines in the area.

UPDATE: This project is complete.

5TH & MAPLE WELL REHAB PROJECT

Project Cost: \$30,000

Funding Source: Water Capital Fund

This project is to inspect and rehabilitate the 5th & Maple Well to restore pumping capacity to it.

UPDATE: The repair work is complete.

WASTEWATER NPDES PERMIT/MAO

The City has renewed the Wastewater NPDES (National Pollutant Elimination System) Permit and renegotiated the MAO (Mutual Agreement & Order) required to operate the City's Wastewater Treatment Plant.

A

Appendix C – Updated Water Capital Plan Project Costs

Water Projects Costs Summary

No.	Project Name	Preliminary Estimated Cost
2025 New High Projects (0-5 years)		
0A-1	Raintree Well	\$ 3,393,473
0A-2	Alderdale Well	\$ 2,225,202
0A-3	Asbestos, Steel, and Lead Jointed Cast Iron Waterlines Replacement Project	\$ 4,922,380
0A-4	Wells System Redundancy and Resiliency Improvements	\$ 993,500
0A-5	Abandon 8th and Front	\$ 71,200
0A-6	Water Master Plan Update	\$ 70,000
0A-7	Raw Water Sand Issue	\$ 20,000
Sub Total of Priority 1A Projects		\$ 11,695,755
2025 New Projects (5-10 years)		
0B-1	500,000 Gallon Reservoir at Raintree	\$ 3,326,549
0B-2	Water Management and Conservation Plan Update	\$ 80,000
0B-3	Raintree Water Treatment Plant	\$ 11,230,448
Sub Total of Priority 1A Projects		\$ 14,636,997
Identified in 2019 Water Master Plan - Priority 1A Projects(0-5 years)		
1A-1	Completed	
1A-2	North Greenwood Street Mainline Update	\$ 1,143,000
1A-3	North Downtown Mainlines Update	\$ 1,485,000
1A-4	South Greenwood Street and Third Street Mainlines Update	\$ 1,175,000
1A-5	High School Waterline Update	\$ 338,000
Sub Total of Priority 1A Projects		\$ 4,141,000
Identified in 2019 Water Master Plan - Priority 1B Projects(0-10 years)		
1B-1	New 0.5 MG Storage Tank (South)	\$ 1,346,000
1B-2	Elm Street and Deal Street Mainlines Update	\$ 1,332,000
1B-3	South Downtown Waterlines Update	\$ 490,000
1B-4	Northeast Residential Waterlines Update	\$ 958,000
1B-5	Industrial Mainlines Update	\$ 891,000

1B-6	99W Waterlines Update	\$ 882,000
1B-7	Galvanized Steel and Asbestos Concrete Pipe Replacement Program	\$ 9,276,000
Sub Total of Priority 1B Projects		\$ 15,175,000
Identified in 2019 Water Master Plan - Priority 2 Projects(10-15 years)		
2A	East 9th Avenue Waterline Update	\$ 221,000
2B	Hatton Lane Waterline Expansion and Update	\$ 412,000
Sub Total of Priority 2 Projects		\$ 633,000
Identified in 2019 Water Master Plan - Priority 3 Projects(15-20 years)		
3A	Completed	
3B	New 0.5 MG Storage Tank (West)	\$ 1,358,000
3C	East Residential Waterlines Update	\$ 566,000
3D	Oak Street Waterline Update	\$ 94,000
3E	South Residential Waterlines Expansion and Update	\$ 268,000
3F	North Future Residential Infill Mainline	\$ 550,000
3G	Tamarak Street to Timothy Street Mainline Connection	\$ 175,000
3H	South Future Residential Infill Mainline	\$ 425,000
3I	High Pass Road Mainline Expansion	\$ 893,000
3J	Tenth Avenue Mainline Expansion	\$ 879,000
3K	West Residential Expansion Mainlines	\$ 2,422,000
3L	Future Industrial Expansion Mainlines	\$ 4,320,000
3M	Small Cul-de-sac Waterline Replacement Program	\$ 729,000
Sub Total of Priority 3 Projects		\$ 12,679,000
Total Recommended Improvement Project Costs		\$ 58,960,752

Appendix D – Updated Sewer Capital Plan Project Costs

Wastewater Projects Costs Summary

No.	Project Name	Preliminary Estimated Cost
<i>Wastewater Treatment Plant Projects</i>		
WWTP-A	WWTP - New Mechanical Wastewater Treatment Plant: Includes all treatment process equipment, tankage, buildings, and site development. Processes include headworks, secondary treatment (Moving Bed Biological Reactor), tertiary treatment (filtration), disinfection (UV and/or chlorination, TBD), and solids handling (process TBD)	\$ 32,000,000
WWTP-B	WWTP - Treated Water Storage Pond: Lined, earthen-dike pond to store treated water for Recycled Water Use and Discharge during allowed window	\$ 16,000,000
WWTP-C	WWTP - Mitigation Wetland: Wetland mitigation required to offset construction of the new WWTP and Storage Pond, includes trails, bridges, and other associated improvements	\$ 5,000,000
WWTP-D	WWTP - Recycled Water Use facilities, including piping, pumping, and monitoring	\$ 2,500,000
WWTP-E	WWTP - Interim Improvements to provided for additional EDUs prior to completion of main WWTP project	\$ 2,500,000
Total of WWTP Projects		\$ 58,000,000
<i>Projects from 2018 Wastewater Master Plan CIP</i>		
CIP-A	North Common Force Main - 14th & Elm to Rose	\$ 2,300,000
CIP-B	Upgrade 14th and Elm Undersized Trunk Sewer	\$ 900,000
CIP-C	17th and Ivy Pump Station	\$ 2,250,000
CIP-D	North Common Force Main - Rose to Oaklea	\$ 1,900,000
CIP-E	10th and Rose Pump Station	\$ 2,100,000
CIP-F	Chapel Creek PS Force Main	\$ 850,000
CIP-G	1st and Monaco Pump Station	\$ 2,250,000
Total of 2018 Wastewater Master Plan CIP Projects		\$ 12,550,000
<i>MAO/NPDES Required Projects</i>		
REQ-1	Smoke Testing	\$ 150,000

REQ-2	CCTV of Collection System	\$ 100,000
REQ-3	Infiltration/Inflow Removal Projects	\$ 5,000,000
Total of MAO/NPDES Required Projects		\$ 5,250,000
Total Recommended Improvement Project Costs		\$ 75,800,000

JUNCTION CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY



Police Department Projects Update

Meeting Date: 022426
Department: Police
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: Mark Waddell
Contact Telephone Number: 541-998-1245

ISSUE STATEMENT

The Police Department is looking to provide an update to project inside the Police Department.

BACKGROUND

The Police Department has been asked to routinely provide updates for Police Department Projects

1. HIRING

- a.) Our last applicant in the three consecutive entry level hiring processes has failed his background. The department will look to re-post the opening and with permission from council accept all applicants and not just entry level applicants.
- b.) The Lieutenant process is underway and it has been posted internally already. I am working on creating as fair and impartial process as possible. If we are able, we might be able to get someone identified and hired prior to the August 1st projection, maybe even a July 1 hire date.

2. TECHNOLOGY

- a.) EIS and CAD still have some issues to work through, but the vendor still is receptive and responsive
- b.) MDT's – although we have one for everyone, we have had two needing to go back for warranty work so there are a few of us without them.
- c.) Drones – Tyler trained with EPDs drone team last Wednesday. He and Fernando have been practicing so that they will be better prepared for deployments.

3. COMFORT K9

- a.) Hali is now with us, well Ofc. Fanning full time now. We need to get her fixed in the next few months and we are exploring options for vet care for her.
- b.) The car we got donated from Gresham PD is being worked on at County Shops and depending on the Albany cars we may switch things around to better accommodate her role.

4. BUILDING SECURITY

- a.) We are looking at ways to improve security at the Police Department and between

city property. This included CPTED (Crime Prevention Through Environmental Design), video security, controlled access, and employee safety.

- b.) The plan was for Department staff to move into the old city hall, and join IT and Muni Court, if this is something we are going to do in the future it is vital we take safety into account and have a plan in place.
- c.) We have had threats made to harm police and Muni court staff.

FOR MORE INFORMATION

Staff Contact: Chief Mark Waddell
Telephone: 541-998-1245
Staff E-Mail: mwaddell@jcpolice.org

JUNCTION CITY COUNCIL WORK SESSION AGENDA ITEM SUMMARY



Other Business – Letter of Appreciation to Junction City Police Foundation

Meeting Date: February 24, 2026
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 7
Staff Contact: City Recorder Kitty Vodrup
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Before Council is a draft letter of appreciation to the Junction City Police Foundation for the donation of the drones.

BACKGROUND

At the January 27, 2026 Council meeting, the Junction City Police Foundation presented three drones to the Junction City Police Department.

COMMITTEE REVIEW AND/OR RECOMMENDATION. N/A.

RELATED CITY POLICIES. None.

LEGAL REVIEW

Reviewed prior to Council packet.

CITY ADMINISTRATOR'S COMMENT. N/A.

COUNCIL OPTIONS

1. For Council to proceed, as desired.

ATTACHMENTS

- A. Draft Letter of Appreciation

FOR MORE INFORMATION

Staff Contact: City Recorder Kitty Vodrup
Telephone: 541-998-2153
Staff E-Mail: kvodrup@ci.junction-city.or.us

CITY OF JUNCTION CITY

185 West 8th Avenue – P. O. Box 250
JUNCTION CITY, OREGON 97448-0250
TELEPHONE (541) 998-2153 – FAX (541) 998-3140

February 24, 2026

Junction City Police Foundation
Junction City OR 97448

RE: Letter of Appreciation for Donation of Drones

Dear Junction City Police Foundation Members,

The City of Junction City Council would like to express sincere appreciation to the Junction City Police Foundation for the donation of three drones to the Junction City Police Department. Your efforts, through successful grant writing and collaboration with Junction City residents and local business people who generously contributed funds, proved to be a successful endeavor. These drones will greatly enhance the ability of the Junction City Police Department to conduct search and rescue operations, locate suspects, and improve officer and community safety.

We are thankful for your generous support of the Junction City Police Department and for your commitment to public safety. Partnerships like this make a real difference in keeping our community safe.

Sincerely,

Mayor Kenneth Wells

Council President Karen Leach

Councilor Sandie Thomas

Councilor Sidney Washburne

Councilor Andrea Ceniga

Councilor Ken Jamieson

Councilor Ken Hancock

