

The Public Safety Committee for the City of Junction City met at 6:30 P.M. on Tuesday April 17, 2018, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: City Councilors, Rob Stott (Chair), Jack Sumner, and Kara McDaniel; Police Chief, Bob Morris.

ABSENT: None

1. Call to Order

Chair Stott called the meeting to order at 6:34 p.m.

2. Approval of Minutes

Consensus: By a consensus of the Committee the February 20, 2018 minutes were approved as written.

3. Changes to the Agenda

Administrative duties discussion

4. eCitations

Chief Morris reported that a grant for eCitations had been awarded to the City. eCitations allowed for automation of the citation writing process using the barcode on a driver's license, and downloads of vehicle registration information. The City was required to match the monies granted. That match was accomplished through leveraging acquisition of patrol cars and motorcycles for a total grant of \$66,000.00. The City had to extend the funds prior to the grant fund dispersal thus the City would be reimbursed the \$66,000 once the Oregon Department of Transportation received documentation.

Motion: Councilor McDaniel made a motion to recommend to City Council authorization be granted to Chief Morris to sign the necessary documents to purchase the 100% grant funded eCitation equipment and software from Advanced Public Safety. Councilor Sumner seconded the motion. **Vote: 3:0:0**, the vote was unanimous.

5. Administrative Duties Discussion

It was anticipated that permit approvals for the new patrol room would be ready for issuance by the 15th of the month. The contractor was donating their time to do the work. Once the patrol room was complete, the old patrol room would become the dispatch room. That left the front counter unattended.

Chief Morris requested consideration of an administrative assistant position to handle various administrative tasks and counter contact. It would not impact the budget as

proposed. Currently the SRO (school resource officer) position was approximately \$112,000. The School District paid \$20,000 of that cost. Officer Jackson, the current school resource officer planned to retire at the end of June 2018. An agreement had been reached with the school district for Officer Jackson to work half to three-quarter time as the SRO. It was yet to be finalized, but the school district would probably pay the total cost for the SRO position.

The person hired to fill Officer Jackson's position with the Police Department would potentially be at a lower pay range. The new officer hire would be dedicated to traffic enforcement. It could conceivably be self-funding within a relatively short period of time.

Chief Morris proposed that \$46,000 be moved over to cover creation of an administrative assistant position (duties would include front counter and administrative functions). The proposal also included certification of the new traffic officer for commercial vehicle inspections. The citations for commercial vehicle inspections were significant. The allocation of budgeted funds would change but not the dollar amount.

The Committee discussed potential duties of the proposed administrative assistant. The proposed duties included front counter/reception, and records management for accreditation, evidence, officer training files, and special projects.

Consensus: The consensus of the Committee was to direct Chief Morris to draft a job description for an Administrative Assistant in the Police Department and take it to the City Council.

6. Agenda Forecaster

Chief Morris reviewed the agenda forecaster with the Committee.

7. Other Business

It was noted Judge Wiese had expressed an interest in establishment of a teen court to address recent issues which involved youth in the community. It was suggested the Finance Judiciary and Public Safety Committees consider working together on such a concept.

8. Adjournment

As there was no further business, the meeting was adjourned at 7:17 p.m.

The next scheduled meeting of the Public Safety Committee would be Tuesday May 15, 2018 at 6:30 p.m.

Respectfully Submitted:

Tere Andrews, Secretary