

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, February 9, 2015 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Frank Egbert, Wayne Luzier, Karen Meier, Forrest Stone, Wes Anderson

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

City Recorder/HR Manager, Debbie Hamilton

Deputy City Recorder, Diane Harris

Finance Supervisor, Dan Wilson

Community Development Director, Vicki Luther

Public Works Utilities Superintendent, Brian Elliott

Public Works Operations Superintendent, Aaron Swan

Chief of Police, Kirk Sanfilippo

Interim Fire Chief, Rich LaBelle

Fire District #2 – Chief, Greg Marlar

Audience: Jason Mathews, Matthew Blackert, Denny & Pam Cameron, Bertha Egbert, Sam & Gladys Robinson, Jack Trowbridge, Karen Watters, Jim Houseman, Joe Groussman, Ben Smith, Wyatt Smith, J.A. Johnson, Sr., Korban Holm, Holly Blackert, Billy Blackert

Meeting called to order by Mayor McKnight, at 7:00pm.

Flag Salute:

Roll Call: All present

Introduction of Media: None present

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS/PROCLAMATIONS

- **Read Across America**

East Primary Kindergarten Teacher, Karen Watters, presented “Cat in the Hat” hats to Council and Staff members for photos.

Mayor McKnight read proclamation for National Education Association’s Read Across America Program in celebration of Dr. Seuss’s birthday, March 2nd.

Watters explained since 1996 the National Education Association has promoted “positive reading” to children through this program. East Primary has participated in the program since that time. All Council, Staff and audience members are invited to take part reading to students March 2nd.

COUNCIL BUSINESS

- None

CONSENT AGENDA

- **January 26, 2015 Minutes – Regular Meeting**
- **January 26, 2015 Minutes – Workshop**

MOTION made by Councilor Luzier to approve Consent Agenda as presented; second by Councilor Stone.

Discussion: None

In Favor: Councilors Luzier, Stone, Egbert, Boggs, Meier, Anderson and Mayor McKnight

Opposed: None
Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **Police Staffing**

Staff Report – Chief of Police, Kirk Sanfilippo, explained Sutherlin Police Department is staffed with 13 sworn peace officers; this includes himself and two Sergeants. Staffing level is now down to seven full time officers, in addition one to two officers are looking elsewhere for employment. Very shortly they will find themselves with less than seven sworn officers, one, who just returned from academy and currently in field training, two are in the background process. Request Council authorize the over-hiring of one position with the anticipation they will have one less officer in the near future. Sanfilippo explained it takes over half a year for the training process, and is close to a year before they really have street experience. It has been projected City can absorb the cost of one additional position this current fiscal year due to salary and benefit savings in existing budget. During next year’s budget process, will be requesting additional money to cover the cost of the over hire position until a vacancy occurs. Concerned the department is getting to critical staffing levels.

- Councilor Stone – Is there a special certification we’re doing that takes so long? ***Certification requirements are set by Department of Public Safety Standard and Training (DPSST). It includes a 20-week police academy; field training (for new trainees) lasts an additional 16 to 20 weeks.***
- Mayor – If anticipated openings don’t come about, you will have an additional officer, therefore 11 officers. ***Yes, at least from now until the end of next fiscal year, anticipating another vacancy.***
- Councilor Stone – What is projected cost for hiring a new officer? ***Every police officer hired costs approximately \$100,000 by the time he/she is outfitted and salary/benefits are paid.***
- Chief – Making a conditional offer tomorrow for open position, additionally has list of four other potential candidates to choose from.
- Mayor voiced concerns that bringing on an additional officer is “surplussing” employees for future vacancies that are not technically available. Understand the issue, however from a public and Council standpoint, will be bringing on an extra expense.
- Councilor Anderson – How long is the process from the time you start looking for an officer to attending the academy? ***Depends on when academy is available, initially the candidate has to go through a background process (physical, medical and psychological), which takes approximately a month.***
- Chief explained issues regarding required leave time for officers, affecting the ability to fill shifts when shorthanded. Understands this request is very costly, but feels this is a good proactive step.
- City Manager – Council would be approving the over-hire best case scenario until budget cannot sustain it next year or when there is an opening, can decide to not do over-hires anymore.
- Mayor – You will be hiring an officer at that expense, if the budget can’t afford him, you’re just going to lay him off? ***Correct.***
- Councilor Luzier – If conditional offer is made to candidate, are they going to be told they may be laid off in four or five months? ***If that is the stipulation by Council, yes. However, recommendation is to fund this position through the end of next fiscal year, see what happens with staffing levels.***
- Councilor Stone – How will we come up with the money for next year’s budget? ***Gillham – If Council authorizes this, will budget for Council consideration. May impact the anticipated ending cash or contingency, Wilson is confident there will be the funds to withstand it.***
- Councilor Meier – What is the increase going to be in property tax revenue this year, isn’t it usually around \$200,000? ***Yes, we have finished much stronger in ending cash than we anticipated last year, almost \$400,000 greater.***

MOTION made by Councilor Meier to approve the over-hiring of a police officer as presented; second by Councilor Boggs.

Discussion: None

In Favor: In Favor: Councilors Luzier, Stone, Egbert, Boggs, Meier and Anderson

Opposed: Mayor McKnight

Motion carried.

REPORTS

- None

CITY MANAGER UPDATE

- Asked Council if they liked new version of weekly “high-five” report. Councilors provided a positive response regarding the revised shortened report.

CITY COUNCIL COMMENTS

Councilor Anderson –

- Would like to confirm process discussed at previous workshop regarding questions directed to City Manager, who will forward to Councilors. If a Councilor has questions or input regarding his inquiry, would like them to feel free to call or email him rather than a “reply all”, therefore avoiding a conversation.
- Met with Public Works Operations Superintendent, Aaron Swan, to tour S. Comstock project, adding Swan is going to be great with future projects. The outcome of the project is good; and a lot better than before, as well as a huge safety improvement. In regards to drainage issues and concerns, perforated pipes have been installed on owner’s side of sidewalks to help avoid water run off onto their properties. Driveway width concerns were also focused on; will look at these issues regarding future projects, as well.
- Will not be attending next Council meeting. Will meet with Gillham after returning for updates regarding Fire Services Workshop. *Will forward to you all workshop documents.*

Councilor Luzier –

- None

Councilor Stone –

- What is the status of Red Rock Trail Phase II? *Luther – Out for bid now, bid opening scheduled for March 12th.*
- Have Ridgeview Drive issues been settled? *Gillham – Yes, one of the items you will see in next fiscal year’s budget are funds to bring Galli Group out for an assessment. Starting to see some soil separation below where work was done. All legal and financial issues have been resolved.*

Councilor Egbert –

- Would like to have been part of the conversation with Councilor Anderson and Swan regarding S. Comstock project. Have concerns regarding the street and properties affected.

Councilor Luzier – Were these properties on city right-of-ways?

They could have been; however, when they were built they complied with the existing city standards and specs. Concerned with changes made regarding access where RRR Transportation is located. Trucks are driving over the curbs on both sides of that driveway.

Councilor Luzier – Project is completed, need to take note of these problems and move forward.

Do not want to make the same mistakes on proposed N. Comstock project.

Mayor McKnight – Suggested continuing discussion at future workshop, will then talk about Comstock and issues of concern.

Councilor Anderson – Familiar with the area of concern, will eventually break out the curb. This concern was also discussed with Swan. Problem is County was the lead, it was their project. Don’t know what the process was at that time regarding City’s involvement. Nonetheless, that was an issue that did not get resolved.

Also concerned with sidewalk not being fully extended down to Page Road. City Code states if an improvement is done it is the property owner’s responsibility. That should have been treated the same as the rest of the properties, would like to see the City agree to put the sidewalks in at a later date for them.

City Manager – Suggest bringing these questions to the workshop for further discussion. In addition Councilor Egbert can sit down with Luther and City Manager to further discuss concerns.

Mayor McKnight agreed, adding can then come up with a solution that will satisfy concerns. Reiterated process to address concerns to Staff, if not satisfied, can be added to agenda for further discussion rather than during Council Comments.

- Would like to know if there will be a presentation regarding the Economic Opportunity Analysis? ***Meeting with the Planning Commission February 17th, have built an economic development plan to mirror the analysis. Will get Planning Commission's input, and report back to Council.***

Councilor Boggs –

- None

Councilor Meier –

- For clarification purposes, would like to direct a question to Finance Supervisor, Dan Wilson, regarding moving money from one account to another. Scenario: If money is overspent in i.e. City Recorder's department, does money have to be taken from someplace else or is it just part of the General Fund, therefore okay? ***Wilson – When budget was adopted, levels of spending per department was appropriated. The General Fund, different from the rest of the funds, has variety of departments within. Still need to stay in budgeted appropriated amounts for each of those departments. If overspending did happen, Staff would bring to Council, a supplemental budget adjustment. Assuming it did not exceed 10% of the overall budget in the General Fund, would not have to have a public hearing, but would have to adjust the budget by majority vote of Council. In the General Fund, one line item total is appropriated. But in other funds there are materials and services, capital outlay transfers, different line items that are actually appropriated, if one of those goes over the budgeted amount a budget adjustment needs to be made.*** So for instance, in the City Recorder's budget if you have line item for coffee and one for sugar, and overspend on coffee does something need to be done? ***No, because we have appropriated for that whole department, it doesn't matter where you spend the money as long as you don't go over that appropriated amount.*** If adjustments are done, do they have to be done by the end of the year? ***By law it has to be done by end of fiscal year, however best practices may suggest otherwise. Planning to bring this up for discussion with finance committee.***

Mayor McKnight –

- Special Olympics tournament held January 31st at Sutherlin High School was successful event, 25 teams and 40 volunteers participated. Write-up was featured in the News Review's sports section.

PUBLIC COMMENT –

Resident, Joe Groussman – Would like to make a comment regarding police staffing. If Police Chief is lucky enough to have an over-staffed department, would recommend using the junior officer for code enforcement. At last meeting, a citizen spoke with concerns of city's condition and need for code enforcement.

ADJOURNMENT –

With no further business meeting adjourned at 7:56pm.

Mayor McKnight announced a five-minute recess before Workshop – Council Budget Goals.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted,

Diane Harris

Todd McKnight

Diane Harris, Deputy City Recorder

Todd McKnight, Mayor

APPROVED BY COUNCIL FEBRUARY 23, 2015