

Work session Minutes
Aurora City Council Meeting
Tuesday, June 19, 2012 at 6:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

Kelly Richardson, City Recorder,

STAFF ABSENT:

Jan Vlcek, Finance Officer
Lyle McCuistion, Chief of Police
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent

VISITORS PRESENT:

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 6:00 p.m.

2. City Recorder does Roll Call

Councilor Graupp - Present
Councilor Roberts – Present
Councilor Sahlin – Present
Councilor Vlcek – Present
Mayor Taylor – Present

3. **Consent Agenda**

Correspondence

4. **Visitor**

Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

5. **New Business**

A. **Discussion and or Action on proposed employee handbook,**

There was a lot of discussion about the employee handbook.\

- Pg 12 work hours part time, is fine at 32

- Pg 16 Records custodian City Recorder, fine
- Pg 26 If termination is likely outcome statement, leave alone
- Pg 40 Compensatory statement, no changes at this time
- Pg 41 to 44 on Telecommuting, delete does not apply to Aurora
- Pg 45 Expense reports due 30 days instead of three months
- Pg 46 instead of reasonable, 35.00 a day or 50.00 for overnight.
- pg 49 no additional pay in lieu of health coverage, keep
- Pre-Tax Account, ask employees if they want this.
- Pg 50 VEBA, delete
- Pg 51 Early return to work, check with workman comp
- Pg 53 AD&D, provided at employee expense
- Pg 56 vacation benefit, proposal, cap at 160, change yearly accruals to monthly accruals
Less 1 year @ 3.33
1 to 5 year @ 6.66
5 to 10 year @ 8.00
10 to 15 years @ 10.00
15 to 20 @ 13.33
- pg 60 if miss more than 5 days sick, change to 3 days.
- Pg 62 & 63 donation of sick leave, delete this section doesn't apply for Aurora
- Pg 66 Aurora Fire addition, leave ok.
- Pg 68 FMLA and OFLA, delete because of small city statement

these were the items discussed at this meeting.

B. Discussion on proposed Hubbard Police Services Bid, There was a proposal given to Council by Chief Dryden from the Hubbard Police Department outlining exactly what the services would be and the cost to provide those services. One of the main points that Chief Dryden wanted to point out is that they wanted to have this as a joint police agency such as Hubbard and Aurora police department and regulated by a police commission comprised of members of Hubbard and Aurora.

Council discussion was that this would need to be looked into thoroughly and to be presented to the citizens of Aurora to receive feedback from the community and it would take some time to decide. Chief Dryden suggested we speak with the Newberg/Dundee Police Department to find out how the arrangement is doing for them. Mayor Taylor said he would like to do just that.

This was as follows

- \$246,114.00
- The following is a proposal for City of Hubbard to provide law enforcement services to City of Aurora under a contractual service agreement. Those Services would be as follows;

- Immediate response to all calls for service 24 hours a day, seven (7) days a week.
- A patrol car shall be assigned to work in Aurora ten (10) hours per day, seven (7) days per week. During all other times there will be random patrol of Aurora in marked police vehicles with police services provided to Aurora residents at the same level provided Hubbard residents.
- Enforcement of all State Statutes and City of Aurora Ordinances.
- Issuance of traffic and ordinance citations specific to Aurora into Aurora Municipal Court, as an option to Court Services Contract.
- Continue to provide emergency dispatch services through agreements with NORCOM
- Answer regular business hours non emergency phone calls from Aurora residents.
- Provide New World Records Management services through our agreement with City of Woodburn to document criminal activity and provide Oregon Uniform Crime Reporting (OUCR)
- Provide civilian records person negating need for redundancy and provide for citizen contact for records and information requests during regular office hours, as well as release of towed and impounded vehicles.

- Provide and maintain police patrol vehicles for service delivery.
- Provide evidence storage and maintenance for criminal investigation cases negating the need for duplicating evidence storage locations.
- Provide agency administration and first line supervising sergeant for patrol services personnel, as well as citizen contact and complaint resolution.

Reserve police officers currently employed by City of Aurora would be considered for reserve police officer positions with City of Hubbard on a case by case basis. City of Hubbard Reserve Police Officer hiring practices are the same as full time police officer positions. City of Hubbard requires a minimum 80% passing score on the Stanards and Associates 12th grade equivalency police officer entry test, physical and psychological examinations as well as complete background investigations. All reserve police officers are required to complete a reserve training academy and participate in ongoing monthly skills training.

A motion to adjourn the June 19, 2012 work session at 8:20 pm was made by Councilor Vlcek and seconded by Councilor Sahlin. Motion Passes Unanimously.



Greg Taylor, Mayor

ATTEST:



Kelly Richardson, City Recorder