

CITY COUNCIL AGENDA PACKET

MONDAY, NOVEMBER 1st, 1999

- 7:00 P.M. CITY COUNCIL
MEETING

Please contact Wally Mull, City Manager if you have any questions or need additional information regarding any of the staff reports or issues contained on the agenda.

CITY OF KEIZER MISSION STATEMENT

KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION

A G E N D A

KEIZER CITY COUNCIL

Monday, November 1, 1999

7:00 p.m.

**Robert L. Simon Council Chambers
Keizer City Hall, Keizer, Oregon 97303**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on matters not scheduled for public hearing or listed on the agenda.

4. COMMITTEE REPORTS

- a. Regional Library District Task Force Report**
- b. Planning Commission Appointments**
- c. Budget Committee Appointments**
- d. Parks Advisory Board Appointment**
- e. Traffic Safety Commission Appointments**

5. OTHER BUSINESS

This time is provided to allow the Mayor, Council members or staff an opportunity to bring new or old matters before the Council which are not on tonight's agenda.

- a. New Business**
- b. Old Business**

6. PUBLIC HEARINGS

- a. RESOLUTION – Forming Highlands North Street Lighting District
ORDINANCE – Spreading Assessments to Highlands North Street Lighting District**

7. **ADMINISTRATIVE ACTION**

- a. **RESOLUTION – Adoption of Personnel Policies – Salary and Sick Leave**

8. **CONSENT CALENDAR**

- a. **Approval of October 18 1999 Regular Session Minutes**

9. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications and petitions.

- a. **Receipt of Written Responses for City Council Position #1 Appointment**

10. **AGENDA INPUT**

November 8, 1999

5:30 p.m. City Council Special Session

- Appointment to Council Position Number One

November 15, 1999

7:00 p.m. City Council Meeting

- Swearing In – Council Position Number One

December 6, 1999

7:00 p.m. City Council Meeting

11. **ADJOURN**



November 1, 1999

AGENDA ITEM 4a

REGIONAL LIBRARY DISTRICT TASK FORCE REPORT

For the Meeting of November 1, 1999

TO: KEIZER MAYOR AND CITY COUNCIL

FROM: SALEM-KEIZER-TURNER/AREA LIBRARY DISTRICT WORKING
COMMITTEE *Kenneth Keizer*

SUBJECT: RECOMMENDATION

ISSUE:

The Oregon Revised Statutes require a certified copy of a resolution from each city within the proposed library district (Salem, Keizer and Turner), and from Polk County, approving of a Marion County order that states the intention of the Marion County Board of Commissioners (as the principal county) to either initiate formation, or permit initiation through petition, of a library district.

Marion County has not yet indicated an intention to issue an order to initiate formation of the proposed library district. Whether or not you will allow the voters in your jurisdiction to participate in the district formation election will be an important part of the Committee's report to the Marion County Commissioners.

BACKGROUND:

The enclosed packet of information chronicles the history of the library district effort and its first 7 pages are the Committee's October 11, 1999, report and recommendations to the Mayor and Council of Salem. It also contains proposed service highlights (pp 4-5) a map of the proposed district (attachment # 1), and an economic feasibility statement in the form of proposed FY 2001/02 and 2003/04 budgets (attachment # 2).

The Salem Council referred the report to staff with their goal date for action on the report set for the evening meeting of Monday, October 25, 1999.

In the interest of providing this lengthy information packet to you early enough to permit your perusal, Salem's action is not reported here. The Committee will give an oral account of that action at our meeting with you.

RECOMMENDATIONS:

The Working Committee recommends that:

1. the Keizer City Council permit to be submitted to its City voters the ballot measures necessary for library district formation, election of directors and establishing the permanent rate budget; and that
2. the City take official action on this recommendation not later than November 15, 1999. This date is specified so that there is adequate time for the Committee to bring the issue forward to the Marion County Board of Commissioners who will in turn determine if they require that supporters file a petition to bring the library district formation measures to the ballot.

wcrec.keizer.wpd

For the Council Meeting of October 11, 1999
Agenda Item No. _____

TO: CITY OF SALEM MAYOR AND CITY COUNCIL

FROM: SALEM-KEIZER-TURNER AREA LIBRARY DISTRICT WORKING COMMITTEE

SUBJECT: RECOMMENDATIONS FOR ACTION

ISSUE:

The Oregon Revised Statutes require a certified copy of a resolution from each city within the proposed library district, and from Polk County, approving of a Marion County order that states the intention of the Marion County Board of Commissioners to either initiate formation, or permit initiation through petition, of a library district.

Although the principal county, Marion County, has not yet indicated an intention to issue an order to initiate formation of the proposed Salem-Keizer-Turner library district, the County has indicated that it will not entertain that possibility unless and until all three cities within the proposed district's boundaries have officially indicated that they will pass the required resolution; and until Salem has indicated that the City will under-collect its permanent tax rate by the amount currently used to support the library's operating budget.

If Marion County refuses to initiate formation, supporters of a library district can seek to initiate formation through the petition process; but even if they are successful in gathering enough signatures, the Board of Commissioners can still refuse to place the district formation measures on the ballot if they determine that to do so would not be in the public interest.

If a petition is required, the deadline for submitting the petition and signature sheets to Marion County for certification for a November 7, 2000, election is May 11, 2000.

In order to determine if initiation by petition will be necessary and still allow enough time for the petition process, it is important that the Cities take an official position on the proposed library district at this time.

RECOMMENDATIONS:

The Working Committee recommends that:

1. the City of Salem permits to be submitted to City voters the ballot measures necessary for library district formation, election of directors and establishing the permanent rate budget; and that
2. the City of Salem indicate that it will relinquish responsibility for providing public library service to its citizens to the proposed library district; and that

3. the City of Salem indicate that it will transfer access and ownership of its library facilities and resources as described in Facts and Findings, paragraph # 4, below, to the proposed library district; and that

4. the City of Salem indicate that it will under-levy its permanent-rate property tax by the amount apportioned to support the FY 99/00 library operating budget; and that

5. the City of Salem takes official action on each of these recommendations not later than October 25, 1999. This date is specified so that there is adequate time for the Cities of Keizer and Turner and Polk County to take the action necessary to bring the issue forward to the Marion County Board of Commissioners who will in turn determine if they require that supporters file a petition to bring the library district formation measures to the ballot.

BACKGROUND:

Attachment # 3 (pp1-71) is the "Final Report of the Salem-Keizer Area Library Services Task Force", dated December 2, 1998, for the comprehensive historic background of the library district issue.

In early 1999, the Salem, Keizer and Turner City Councils and the Board of Commissioners of Marion and Polk Counties appointed the Working Committee to detail the formation of a library district.

Two official representatives from the Cities of Salem, Keizer and Turner, Marion and Polk Counties, the Transit District and Chemeketa Community College have been meeting as the "Salem-Keizer-Turner Library District Working Committee" at 4:00 PM in the Salem Central Library Board Room on the first and third Wednesdays of each month since February 1999. Salem representative Ken Sherman, Jr., chairs the Working Committee.

FACTS AND FINDINGS:

1. DISTRICT NAME, BOUNDARIES AND BOARD: The Working Committee proposes that the district be called the "Mid-valley Regional Library District". The district plan is based on the district boundaries shown on the map that is attachment # 1. It is recommended that the five board members be elected by zone (rather than at large) so that each geographic area of the proposed district elects its own representative. The zones are also shown on the attached map.
2. BUDGET: The proposed budget (attachment # 2) assumes a FY 01/02 (district's first year) assessed value of \$9,314,186,400 and a FY 03/04 (district's third year) assessed value of \$9,881,420,350. A permanent tax rate of \$.58/\$1,000 of assessed value is recommended. About 15% of the annual budget will come from other than the property tax collections of the district.

The budget will provide the following services:

- Central Library open 64 hrs/week

- West Salem Branch Library open 40 hrs/week
- bookmobile service 5 days/week
- approximately 30,000 items added to the print and electronic media collections each year
- first-year creation of 3 temporary library stations in Keizer, Turner and East Salem and 15 - 20 outreach sites in social-service and senior citizen locations
- increased outreach to young people and senior citizens featuring service provided by a newly acquired bookmobile
- increased storytimes for small children and special homework, computer and reading programs for school age youth
- within 7 years, development of permanent branch libraries in the Keizer/north Salem area, the South Salem/Turner area, and the East Salem area WITH NO NEW TAX DOLLARS NEEDED FOR SITE ACQUISITION, CONSTRUCTION, EQUIPMENT OR OPERATING EXPENSES.

3. On August 23, 1999, the City Council authorized expenditure of up to \$15,000 to purchase consultant services to appraise the value of all Salem Public Library buildings, furniture, fixtures, equipment, vehicles and collections. The Council directed that as part of any future asset transfer agreement between the City and the district, that the district guarantee reimbursement to the City for the cost of the appraisal study. The appraisal contract has been let for a fee of \$9,300. The appraisal will be complete not later than December 31, 1999.

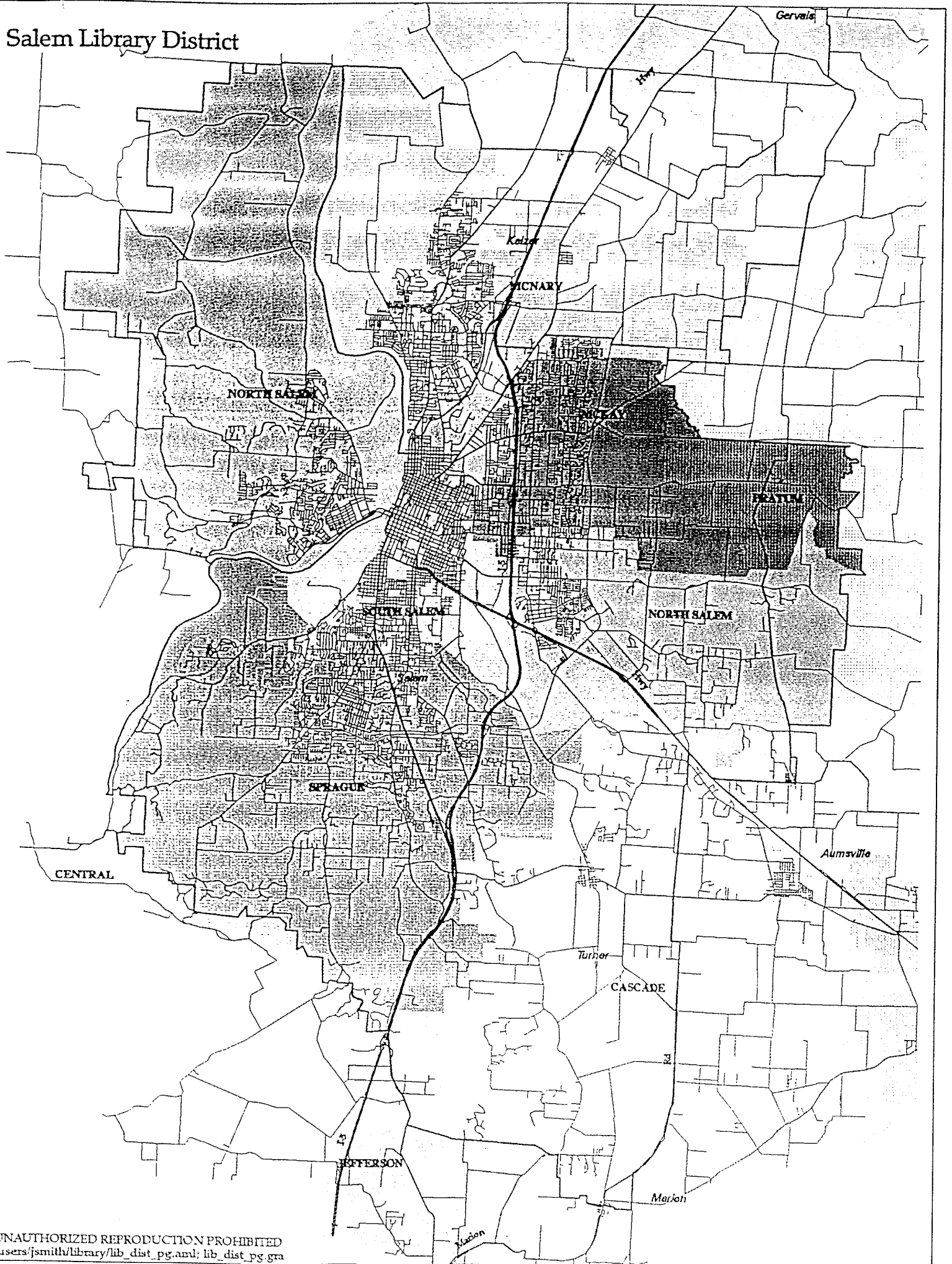
4. There are currently 18 library districts operating in Oregon. When each was formed, the former owner of the assets of the library turned them over to the successor service provider, the district, at no charge. In that same spirit, the committee recommends that the following terms and conditions be followed in developing the formal agreements between the City of Salem and the library district:

- the City retains ownership of the civic center library building, surface parking and parking structure, and applicable grounds and landscape areas. Use by the library district would be provided by a low- or no-cost long-term lease;
- alteration to the exterior of the central library or the library parking structure would need to be mutually approved by the City and the district;
- the district would be responsible for maintenance, to City standards, of the exterior of the central library building, the interior and exterior of the parking structure portion assigned to the district and surrounding grounds;
- the City would have long-term access to the current storage area in the parking structure. The district would be permanently assigned 240 spaces in the library parking structure and 25 spaces on the surface lot immediately to the east of the central library and would have policy authority over parking meters in the surface lot and parking structure;

- the City would have second priority access (after the library itself) to library meeting facilities;
- ownership of library vehicles, equipment, furniture and furnishings, collections and the West Salem Branch Library would be transferred to the library district at no charge;
- the library district would have full responsibility for cleaning, alteration and maintenance of the interior of the central library with systems common to the library and city hall jointly paid for on a pro-rated basis;
- the City would provide custodial, parking enforcement and grounds maintenance for the first year of library district operations at a cost recovery basis; the City would be fully reimbursed annually for electricity used by the library on the City's meter;
- the district would be responsible for its own liability insurance coverage, human resources, budget, accounting, audit, payroll and legal services;
- terms for transfer of City employees currently assigned to the library to a new library district would be as defined by the State of Oregon statutes, or as specified in the transfer agreement.

5. This report was unanimously adopted by the Working Committee members present at the October 6, 1999, meeting.

Salem Library District



MEMORANDUM

To: Library District Working Committee

From: Alan Bennett, Chair
Sub-Committee on Finance 

Date: September 15, 1999

Subject: Proposed Budget for Salem-Keizer-Turner Area Library District

The Finance Sub-Committee met on September 13, 1999 to review and finalize a draft line item budget for the proposed Library District. A fourth draft of the budget in line item form was delivered by Library Director George Happ. A copy of this budget as approved by the Sub-Committee is incorporated with this memorandum.

BACKGROUND

On July 7, 1999, the Sub Committee on Finance presented a draft Proforma budget for the first and third years of the proposed Library District. The report outlined a number of key points still in question and also recommended that a qualified consulting firm be contacted before the budget and recommended permanent tax rate be adopted. Since that report, while some, but not all, of the key points may have been brought a bit more clearly into focus, they continue to be areas requiring review and negotiation, the outcome of which could affect the proposed district budget. In addition, the working committee has recommended that the district election be postponed until November of 2000 which has set back the years for the Performa budget to those of 2001/2002 and 2003/2004. The enclosed line item budget, then, has been adjusted for the new periods covered.

With the working committee's approval, the Sub-Committee asked Jim Breithaupt of Moore, Breithaupt and Associates to review the anticipated assessed valuation of the proposed district. While city staff has attempted to receive a report from the Marion County Assessor's Office of its determination of the assessed value of the proposed district, no definitive report has been forthcoming. Therefore, the proposed budget incorporates the information provided by the Polk County Assessor's Office and an estimated assessed valuation for the Marion County component developed by Mr. Breithaupt.

Based on these revised figures, the Finance Sub-Committee refined the anticipated service level in order to maintain a tax rate of approximately 58 cents as previously reported. In arriving at the proposed district budget, staff and the Sub-Committee assumed a service package that includes the following basic program elements:

1. Central Library: Open 64 hours per week, September through June and 60 hours per week July and August.

2. West Salem Branch
Library: Open 40 hours per week all year.
3. General Service
Bookmobile: Operating 5 days per week, all year.
4. Special Services
Bookmobile: Initially serving schools, pre-schools, special youth events coming on line November, 2001.
5. Twenty Outreach
Sites: 17 reading collections serving senior citizens and social service populations and 3 locations providing general public access through volunteer-run operations set-up in Keizer, Turner and East Salem.
6. Restoration of youth literacy, story times, homework help and teen oriented services in the first quarter of fiscal year 2001/2002.
7. 75% increase in budget for library collections (books, magazines, and electronic access media) over current levels, which will reach many of the various quality measurement targets used in library evaluation.

Significantly, the proposed budget also includes within its 58 cent tax rate the accumulation of funds for construction of the three proposed branch libraries and their subsequent operation. The proposed budget projects that the first new branch library will be ready for service at the end of third year of District operations. The budget shows architectural cost for design work for development of the first branch and assumes that the land will need to be purchased. If the site is donated, the building plan could be expanded from approximately 12,000 square feet to approximately 13,500 square feet within this budget. While beyond the time frame of this report, the Finance Sub-Committee foresees no serial levy or other additional tax financing for the two subsequent branches and believes that the third branch can be online by the end of year six.

In addition to program elements, the proposed budget assumes that payment to the City of Salem for various services will be reduced from initial figures by the proposed district making it own arrangements for building cleaning. Other contractual elements with the city may need to continue depending on the lease or transfer arrangements agreed upon.

RECOMMENDATION

While certain key points primarily dealing with the transfer of funds, facilities and personnel from the City of Salem to the proposed District remain to be negotiated, the Sub-Committee recommends the adoption of the proposed district budget as incorporated with this memorandum as the budget for planning, discussion and presentation purposes by the full committee.

LINE ITEM BUDGET FOR THE PROPOSED SALEM-KEIZER-TURNER
AREA LIBRARY DISTRICT
FOR THE FISCAL YEARS 01/02 AND 03/04

<u>OBJECT/DESCR.</u>	01/02	03/04
PERSONNEL		
SALARIES & FRINGES	\$2,991,000(60.0FTE)	3,197,160(61.1FTE)
PART TIME EX	150,000	160,000
OT/SHIFT DIFF.	20,000	21,000
M&S		
211 SUPPLIES	\$18,500	19,055
212 POSTAGE	16,000	16,975
214 DUES	5,200	5,600
226 1ST AID SUPL	400	500
224 CUSTOD SUPL	200	500
225 COPIER SUPL	7,300	7,500
227 MICROFLM SPL	600	600
229 TECH SPL	45,000	47,750
243 UNIFORMS	750	800
260 SMALL TOOLS	500	600
314 ARCH SVCS	50,000	45,000
<u>316 MISC CNTRCTS</u>		
BINDING	6,500	6,750
PAYROLL	3,500	3,750
SECURITY	15,000	17,500
LEGAL SVCS	9,000	9,500
INSURANCE	65,000	70,000
AUDIT	20,000	21,500
x SALEM	500,000	310,850
CUSTODIAL	0	150,000
319 DATA PROC	52,000	55,150
321 TELEPHONE	28,750	30,500
323 UTILITIES	20,000	21,200
331 VEHICLE OPNS	17,500	18,500
352 PRINTING	9,200	10,500
371 BLDG-INTERIOR	12,000	12,500

372 EQUIP MAINT	45,000	47,500
383 LAND RENT	1,000	1,000
392 MILEAGE	2,000	2,500
397 OTHER EXPENSE	4,100	4,500
401 SPEC PAYTS		
SALEM (APPRSL)	15,000	0
MARION CO (EL)	75,000	0
409 TNG/CONF EXP.	7,500	8,000
411 EMPL RECOGNIT	300	350
419 ILL CHGS	1,200	1,500
431 BKS/AV/MAGS	575,000	650,000
435 COMP SFTWR	20,000	15,000

CAPITAL

650 GENERAL	100,000	105,000
BKMOB	130,000	0
651 AUTOMAT	100,000	100,000
652 BLDG DEVEL	750,000	911,421
653 VEH REPL FND	15,000	15,900

654 FACIL CONSTR	0	2,150,000*
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CONTINGENCY FND	147,116	150,000
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SUB TOTAL:	\$6,052,116	
(less prg start up lag)	-20,000	

TOTAL:	6,032,116	8,423,911
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REVENUES

1. FINES/FEES	\$250,000	275,000
2. CCRLS CONTR	350,000	370,000
3. GRANTS/GIFTS/ TRUSTS	200,000	500,000
4. <open.org>	100,000	105,000
4. TAX BASE	5,132,116**	5,673,911***
5. FACIL DEV FND	0	1,500,000

TOTAL	6,032,116	8,423,911
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ACCUMULATED BALANCES	AT 7/1/01	AT 7/1/03
1. VEH REPL FND	0	31,450
2. FACILS DEVEL FND	0	1,525,000
 xProjected payments to Salem:	 FY 01/02	 FY 03/04
Building Maintenance	\$85,000	90,200
Custodial	190,000	0
Electricity	105,000	111,400
Parking Enforcement	82,000	87,000
Grounds Maintenance	21,000	22,250

*From accumulated facility development reserves @ \$1,500,000; grants/gifts/trusts @ \$400,000; current year tax revenue @ \$250,000.

* *Computed using FY 98-99 Marion Co. portion assessed values of \$7,583,000,000 and Polk Co. portion of \$940,800,000, both compounded by 3% each year for three years for a total first year district AV of \$9,314,186,400, with projected revenues reduced by 5% for first year uncollectable taxes.

***Assumes continued 3 % annual AV growth, and 3rd year uncollectables of 1%.

libdist.bud

**FINAL REPORT OF THE SALEM-KEIZER AREA
LIBRARY SERVICES TASK FORCE**

December 2, 1998

EXECUTIVE SUMMARY

The Salem-Keizer Area Library Services Task Force was appointed by the cities of Salem, Keizer and Turner, Marion and Polk Counties, the Salem Area Transit District and Chemeketa Community College to evaluate and make recommendations to the appointing jurisdictions concerning alternatives for improving the adequacy and equity of funding for Salem Public Library.

The Task Force first constructed a matrix containing 14 factors to be evaluated with respect to each alternative strategy. The Task Force then considered eight alternatives. Four were rejected without full evaluation when it became apparent that they would not be feasible. The remaining four alternatives (Fee for service/Status quo, Periodic CCRLS Local Option Levies/Equalization, Salem-Keizer Area Ring Library District, and Salem-Keizer Area Unified District) were fully evaluated by application of the 14 criteria.

Of these four alternatives, the unified district received the best score by a substantial margin. The Task Force strongly recommends that the jurisdictions represented by the Task Force proceed to adopt the recommendations contained in the report.

The Task Force's recommendations are consistent with those made by earlier task groups charged to analyze the same issues. Their findings may be found in a 1994 study published by the Salem Public Library Advisory Board, the 1997 edition of the Library Development Plan, and the second report rendered in May 1998 by the previous Library Service Task Force.

ISSUE:

To meet the challenge of library service delivery to and funding by the people of the Salem-Keizer-Turner area, the Salem City Council in August 1998 called for the formation of a third Task Force, this time made up of representatives appointed by the area governments.

Members of the Task Force include:

- City of Keizer: Mayor Dennis Koho and Chet Patterson;
- City of Turner: Council members Diana Maul and Richard Bates;
- Marion County: Commissioner Don Wyant, Jr., and Carol Fischer;
- Polk County: Lowell Ford and Barbara Michels;
- Salem Area Transit District: Board Chair Luis Caraballo and General Manager R.G. Andersen-Wyckoff;

- Chemeketa Community College: Boardmember Jerry Watson and Linda Cochrane;
- City of Salem: Chuck Bennett and Ken Sherman, Jr.

Ken Sherman, Jr., was elected as chair.

The Task Force has completed its evaluation of eight possible approaches to providing library service to the people of the area and has reviewed a proposed service package, political and administrative structure and budget and tax implications.

RECOMMENDATION:

The Task Force recommends that the cities of Salem, Keizer and Turner, Marion and Polk Counties, the Salem Area Transit District and Chemeketa Community College take the actions necessary to enable an election by November, 2000 for the formation of a unified library district, to serve residents within the boundaries shown on the maps attached as Exhibit 8 (pp 70-71).

A unified district is best able to meet the serious financial challenges facing Salem library. It would address the lingering issue of funding equity, because all library patrons would contribute to library operations in an identical manner. The Task Force has concluded that, with a permanent tax rate of not more than \$.62 per thousand, the district could reasonably expect to provide a library system of a main library and four branches (West Salem, East Salem, South Salem/Turner and North Salem/Keizer), while at the same time relieving the City of Salem from the burden of over \$2 million per year and adhering to the Tax Management Plan.

With a single elected board to oversee library operations, a unified district would eliminate existing governance and political challenges, and enable the library to formulate and implement long-term plans for providing adequate library services to all district residents.

Specifically, the task force recommends:

1. That the City Councils for the cities of Keizer, Salem and Turner, the Boards of Commissioners of Marion and Polk Counties, and the Boards of Directors of Chemeketa Community College and the Salem Area Transit District each endorse the recommendations contained within this report, and direct their respective Task Force members to continue serving on the Task Force to oversee and facilitate the implementation of these recommendations;
2. That the Task Force be continued in existence and charged with the development and implementation of a district formation action plan with the assistance of the Special Districts Association of Oregon and the Oregon State Library;
3. That the ballot measure proposing formation of the unified library district establishes the district boundaries as shown on the map attached as Exhibit 8;

4. That the ballot measure proposing formation of the unified library district provides for a permanent rate for the district of not more than \$.62 per thousand; and,
5. That the elections necessary to establish the unified library district be held not later than November, 2000.

BACKGROUND:

The Chemeketa Cooperative Regional Library Service (CCRLS) was established by a vote of the people in 1974. Based on the district served by Chemeketa Community College (all of Marion and Polk Counties, most of Yamhill County and a small portion of Linn County), the system brought together 17 independent city libraries and the college library which agreed, by contract, to provide library service to all the residents of the college district. In return, the cities receive payment, prorated to reflect the number of non-resident service units provided by each. The budget for these payments comes from a dedicated property tax levied equally on all residents of the Chemeketa district. The tax has ranged from a high of \$.12/\$1,000 to a low of \$.06/\$1,000 of property value over its 24-year history. Only Keizer residents are required to pay an additional annual service fee to obtain Salem library cards. Beginning in 1987, as a result of negotiations between Salem, Keizer and CCRLS to find a way for the City of Keizer to become a CCRLS participant, an annual household fee of \$20 was established for Keizer residents. The Salem City Council increased the fee to \$25 in 1994.

A number of other services have also been provided at various times by CCRLS. Currently, the cities receive benefit both through ready access to the collections of all the member libraries and from the centralized library automation system funded by CCRLS and housed at the college.

While the cities receive services and funding from CCRLS, an issue of growing importance has been the recognition that the residents of the 17 cities that provide library service pay more in property taxes for library service than people residing in the other 17, non-library providing cities, and the unincorporated areas. This disparity is in the range of \$.40/\$1,000 (or \$40/year on a home valued for property tax purposes is carried at \$100,000).

In recognition of this disparity, the Salem Library Advisory Board in 1993 began to study ways to correct the situation. In August 1994 the Board published the position paper "The Study of A Financing Alternative for Library Service to the People of the Salem Area". The paper recommended formation of a Salem/Keizer area library district to correct the inequity in area resident support of the library budget; improvement in funding adequacy and stability were seen as added benefits of the district approach. The board informally discussed this concept with City Council members and was met with little enthusiasm, primarily because of concerns regarding the possibility of losing control of a basic and traditional city service and proliferation of independent taxing districts.

When the Board began work on the third edition of its "Library Development Plan" in 1996, resolution of the funding equity issue was established as an overarching goal of the planning process. Public finance consultants were hired to help analyze alternatives. In November 1996, Moore, Breithaupt & Assoc. delivered the report "Eliminating Financial Disparity Among Salem Public Library Users". The report showed how a library district with a modest property tax permanent rate would equalize costs and provide adequate funding for library service to the residents of the Salem/Keizer area.

The Board integrated the report into its final rendering of the "Library Development Plan" delivered to Council in January, 1997. The plan, which sets goals for all aspects of library service, remains unadopted.

When tax limitation Measures 47 and 50 became Oregon law, Salem library services were cut substantially beginning in November 1996. In Spring, 1997, the City Council appointed a nine member Task Force to report back on the way to eliminate the disparity in library funding between residents and non-residents of Salem. The task force was instructed that formation of a unified library district could not be considered as an option.

The task force worked through the summer gathering facts and considering alternatives. In September, 1997, the report "Bringing Equity to Funding for Salem Public Library" was delivered to the City Council (copy attached as exhibit # 1, pages 14-39).

The report recommended that a new device, called a "ring (or donut) district" be considered as the solution to the inequity. The ring district, in theory, would be comprised of the residents who lived between the boundaries of the City and the Salem-Keizer School District; they would tax themselves to contract with Salem for library service. The task force saw this as a creative and feasible solution, given the ban on consideration of a unified district.

The "ring district" recommendation precipitated no endorsement or action by the Council. As the concept was discussed by the Library Board, a growing skepticism developed concerning the probability that a "ring district" would ever come into being (the motivation of non-residents to tax themselves for what had heretofore been "free" and the lack of a single political jurisdiction unifying the envisioned ring area were key issues). After several months, the Library Board, using trust fund monies, commissioned a public opinion survey to determine if the ring concept would be accepted by the people who would be in the ring. In January, 1998, the Board delivered the results to Council, i.e., the library received a 65+% positive rating by those polled with the majority indicating support for a library district and a range of 54 - 79% (depending on the package of services which would be offered) indicating support of a tax at a level equal to that levied by Salem to help fund the library. Copies of the executive summaries of this survey are attached as exhibit # 2 (pages 40-44).

In February, 1998, the Council reconvened the task force to consider the alternative of a unified library district available for consideration.

The Task Force brought its report to Council on May 26, 1998, with the recommendation that the Council endorse the concept of establishing a library district as the proper device through which to achieve adequate and stable funding in a manner equitable to all residents in a logical service area; and that a successor task force be convened to include representatives appointed by the jurisdictions that would most likely have interest in a public library district. A copy of this report is attached as exhibit # 3 (pages 45-53).

FACTS AND FINDINGS:

1. The Task Force met eight times. At its initial meeting on August 21, it was agreed that the Task Force should evaluate all feasible alternatives for providing adequate funding for the library on an equitable basis, and that a matrix rating system would be developed so that all criteria for the various funding options would be measured against each other in as objective a way as possible. A copy of the completed matrix is attached as exhibit # 4 (pages 54-55).

2. An overarching issue was the extent to which any of the options could cause problems of property tax "compression" for any of the area jurisdictions. Only a library district could have an impact of that nature, because such a district would have its own permanent tax rate, while other alternatives either rely on the use of local option levies or would establish a permanent rate in areas so far from compression that it wouldn't be an issue.

Salem's Assistant City Manager Bob Wells provided an analysis of the impact that a library district would have on compression for Salem, the Transit District and Marion County within the city limits (none of the other area jurisdictions are near enough to compression warrant a similar analysis). Copies of the Salem "1998 Property Tax Management Plan" and Bob Wells' report on the possible district impact are attached as exhibits # 5 and # 6 (pages 56-67).

Of the options studied by the Task Force, only the unified Salem-Keizer Area Library District might bring the overlapping jurisdictions close to compression under Measures 5 and 50.

Upon review of the conceptual library district budget and cumulative property values within the proposed district's geographic boundaries, the Task force concluded that the threat of compression is minimal and short term at worst. In actuality, the formation of a library district that left Salem with no library service funding responsibilities would release that part of Salem's budget that had been used to help provide the library's budget, giving Salem greater flexibility with its general fund budget.

It is the view of the Task Force that a new Salem-Keizer-Turner area unified library district should join the City of Salem, Marion County and the Transit District as a member of the Property Tax Management Plan.

3. The Task Force initially listed eight alternatives for evaluation using fourteen criteria. The eight were the following:

I. Fee for service/status quo: this would continue moving down the path adopted by Salem, i.e., charging area non-residents an annual library card fee, gradually growing from the just adopted \$10 level to true parity (about \$40/household at today's library budget level);

ii. County service district: this alternative would be similar to the Coos County Library Service District. It collects a dedicated library tax at the same level county-wide and covers all operating costs of library service to the county residents. The County Commissioners are the board and annual revenues are distributed by formula to the cities that operate public libraries;

iii. CCC "Swiss Cheese" District: this alternative would require either the formation of a new taxing district to collect taxes from those residents of the CCRLS area who do not live in a city that funds a local public library with membership in the CCRLS cooperative, *or*, action by the legislature that would allow such taxation by the existing CCRLS structure. The taxes so collected would be used to "equalize" the library tax amount in CCRLS member cities;

iv. CCC 3-county district: in this model, a district with a separate, elected, independent board (rather than the County Commissioners as in a county service district) would be established with the same boundaries as the Chemeketa Community College District, i.e., all of Marion and Polk Counties, most of Yamhill County, and a very small part of Linn County.

In effect, if this district established itself with permanent rate tax authority, each city or library district within CCRLS currently levying taxes to support library services could stop doing so with the central authority taking on all such funding responsibilities;

v. Periodic CCRLS Local Option Levies/Equalization: this alternative would see CCRLS bring periodic (2-5 year cycle) ballot measures to the citizens of the CCC district, seeking local option tax levies to develop region-wide library services and pay the cities with libraries in recognition of their local support of those libraries. The goal would be to raise enough tax funds to more nearly "equalize" the cost of library service to those who live within and outside of library providing cities;

vi. Salem-Keizer Area Unified Library District: to accomplish this, a vote of the people within the boundaries defined for the district would need to establish a new local government whose only responsibility would be to provide library service, elect a board and establish a permanent rate tax authority. Such an election would need to be held at the primary or general election in an even numbered year. This approach has been growing in popularity in Oregon; Deschutes County is the latest addition to the 19 library districts in the state. Silver Falls Library District formed several years ago to relieve the City of Silverton of library funding responsibility and to spread support for the library evenly among those in the logical service area.

vii. Salem-Keizer Area Ring Library District: Salem's first Task Force invented this concept when the City Council charged them with finding a solution to the disparity in tax support for the library between Salem residents and non-residents of Salem with a unified library district not available for consideration. In theory, the people in the area surrounding Salem (some unincorporated Marion and Polk Counties, some in the Cities of Keizer and Turner) would organize themselves into a library district via an even-numbered year election with a board elected and a permanent tax rate authorization so that library services for the outlying area could be contracted for with the City of Salem;

viii. Other Revenue Alternatives: the City of Salem is currently considering a wide range of revenue alternatives including a restaurant meals/beverage tax, business license tax, employee 'head' tax, payroll tax, municipal general sales tax, annexation by Salem of all land to the Urban Growth Boundary, municipal income tax, amusement/admission tax and franchise fee increase. The Task Force saw these concepts as possibly useful to the solution to the Salem's revenue needs, but not of direct or immediate benefit to library service delivery to the greater metropolitan area.

Four of these alternatives were dismissed as impracticable without going through the entire process of evaluation. These were: County Service District; CCC "Swiss Cheese District"; CCC 3-County District; and Other Revenue Alternatives.

The primary reasons that the Task Force eliminated them were:

- a. County Service District: In the Salem-Keizer area this approach was not considered feasible largely because it would require the coordinated involvement of two county governments and would be no more viable in its ability to solve the equity issue than the pure Library District or Ring District approaches. In addition, the boundaries of the two counties include large areas whose residents make infrequent if any use of Salem's library and who could not be expected to support additional taxes for the library. If County Service Districts for library service that ultimately covered the entire CCRLS area were to form, the equity issue could be resolved, but this approach would be incredibly complex due to the many jurisdictions that would need to change their library funding and governance.
- b. CCC Swiss Cheese District: This option was dismissed due to its basic complexity and the perceived difficulty in convincing the targeted multiple constituencies across the 3-county area to vote 'yes' on such a tax.
- c. CCC 3-County District: This alternative was ruled out as a possible solution due the perceived very long term needed to bring together 17 cities to agree to such a major change in control and funding of their public libraries and convincing the three counties involved in providing library service when none have that experience.

d. **Other Revenue Alternatives:** This alternative was dismissed without full evaluation as none of them have the ability to resolve the overarching issue of funding equity. Not enough information on any of these alternatives is available for the Task Force to comment on their effect on library funding adequacy. In fact it appears that many of the revenue alternatives would be taxes largely paid by Salem residents, in effect exacerbating the equity problem.

4. Each of the remaining four alternatives was fully evaluated by the Task Force using the matrix developed for that purpose. As an aid to review of the matrix (pages 54-55), the following are the definitions adopted by the Task Force for each of the evaluation criteria:

a. **Impact on Use:** what effect will the option under consideration have on library users both from inside and outside Salem?

b. **Fairness to All in Service Area:** can the option provide fair distribution of service and equality in financial support for the service?

c. **Funding Stability:** will enactment of the option provide a predictable source of funds without needing to go back to the voters on a regular cycle?

d. **Funding Adequacy:** will the funding mechanism characteristic to the option improve the library funding to an adequate level?

e. **Governance:** how easy or difficult will it be to establish the governance structure, and would the form of governance intrinsic to the option under consideration be effective and beneficial to library service development?

f. **Political Feasibility:** would the option be readily accepted by the area jurisdictions and the public?

g. **Logical Service Development:** would the option foster library service development in sync with the population size and distribution?

h. **Financial Impact on Salem/Keizer/Marion County/Transit District/Polk County/Turner/CCRLS:** the impacts on the citizens and governments of these jurisdictions were weighted equally with ratings awarded accordingly.

5. The ratings for all 14 criteria with respect to each of the four remaining options are shown on the enclosed matrix (pages 54-55). The design of the process gives a best score of 1 and a worst score of 5; thus, the option with the lowest cumulative score fared best in the Task Force's scoring. The most significant scores for each are discussed below:

a. Fee for Service/Status Quo: this alternative would yield good results in political feasibility since it requires no change and in the areas of financial impact on Keizer, Marion County, Polk County and CCRLS governments, it doesn't alter their property tax collections at all.

National studies show that over-the-counter library card fees are a significant discouragement to use. As fees are increased from a token level, users refuse to pay and income is actually reduced. Thus, for Salem, this option wouldn't help generate significant revenue for library services.

In Turner, the negative impact on the citizens would override the neutral impact on the city's finances.

The option was seen as seriously flawed in the areas of 'funding stability', 'funding adequacy' and 'logical service development' since very little reliable revenue would be generated.

This option received the worst rating among the four options fully evaluated, with a score of 42.

b. Periodic CCRLS Local Option Levies/Equalization: while this option received relatively good scores in the areas of financial impact on the jurisdictions in the same taxing area, it was marked as a poor option in the categories of 'funding stability', 'governance', 'political feasibility', and 'logical service development', largely because it represents a return to a pattern that was abandoned by CCRLS more than a decade ago as unsatisfactory.

The need to regularly appeal to the voters over the three counties to tax themselves primarily so the CCRLS can pass much of those tax collections back to the 16 members is a difficult cause for generation of voter enthusiasm. Also, the needs for library budgetary support differs in each of the 16 member organizations. The periodic need to renew this levy each 2-5 years and annually negotiate the cash distributions with 16 local governments is also a weakness. The probable amount of funds generated and their use by each city are also questionable in their benefit to library service funding and development.

This option finished third among the four fully evaluated, with a score of 38.

c. Salem-Keizer Area Ring Library District: as noted above, this option was invented by an earlier task force that was directed to not consider a unified library district as a solution. This alternative rated strongly in impact on use since ostensibly everyone would have equal access to the library with no over-the-counter user fee. It also rated well with respect to financial impact on Salem and most of the other jurisdictions since it wouldn't cause any compression problems. It lost points in the areas of political feasibility, service development, funding stability and funding adequacy. It was particularly weak in 'governance' because the ring district's board would need to have a clearly delineated contract with the Salem City Council with the outcome of regular negotiations somewhat influenced by other issues and funding considerations receiving high priority by Salem.

In the end, this option can be characterized as a compromise alternative to the best solution, and appropriately received the second best score of 33.

d. Salem-Keizer Area Unified Library District: the Task Force reviewed a proposed list of services and budget requirements for this option before rating it. The subsequent rating produced very good scores in the areas of benefit to the user, and library service funding, stability, development and adequacy, since the district would exist solely to pursue those outcomes. Good ratings were also awarded regarding potential impact on area jurisdiction's finances. Marion County has some concern with the room under the property tax cap within Salem City limits for the County's future tax election needs. This concern could be alleviated by the long term growth in property value in the county. Also seen as a negative issue with a resultant poor point score is the political feasibility of voters approving a new district.

This option was the clear winner, with a cumulative score of 25.

6. The preliminary service package/ budget for a district considered by the Task Force is attached as exhibit # 7 (pages 68-69) with maps of the proposed district boundaries attached as exhibit # 8 (pages 70-71).

It is projected that the permanent rate of \$.62/\$1,000 noted in exhibit # 6 would be adequate to provide a quality, responsive package of library services to the people of the district when the property values for the entire logical service area are included. This tax resource projection assumes a continuation of Salem Public Library's emphasis on efficiency, strong involvement of volunteers and supplementary funding from the Salem Public Library Foundation, Friends of the Library, grants and gifts.

The current estimate for the value of the properties outlined in the maps is about \$10 billion. The resulting cents per thousand annual cost of the district would fall somewhere between \$.50 - \$.62, depending on a number of policy decisions that would need to be made regarding operations and capital developments.

7. If a unified library district formation election is to be placed before the voters on the May or November 2000 election days, much work needs to be done during 1999.

Assistance with legal and election questions on district formation is available from the Special Districts Association of Oregon and the Oregon State Library. With their help, the following schedule should be achievable:

a. January 1999: the Task Force brings this report before the City Councils of Keizer, Turner and Salem, the Commissioners of Marion and Polk County, the Salem Area Transit District Board and the Chemeketa Community College Board.

b. April 1, 1999: each of the jurisdictions has adopted the recommendations of the report.

- c. April 1 - June 30, 1999: the Task Force holds a minimum of six community forums in the cities and unincorporated areas to receive direction on development of the service package, facilities plan, governance representation and tax rate;
- d. July 1 - August 30, 1999: the Task Force prepares the program description, operating budget, facilities development strategy, tax rate, and governance structure for the district election plan.
- e. September 1 - October 15, 1999: the Cities of Keizer, Turner and Salem take action to allow a district election to be considered by their citizenry.
- f. November 1999: Marion County authorizes the library district formation election to be held on May 17, 2000; candidates for the district board are identified.
- g. November 1999 - January 2000: library advocates raise the funds necessary to cover election costs and the campaign.
- h. March - May 2000: the district election campaign is run.
- I. May 17, 2000: the election is held.

CONCLUSION

The Task Force believes that quality library service in the Salem-Keizer area can best be maintained by the formation of a unified library district. As detailed in this report, such a district is best able to meet the serious budgetary challenges that face the library today. Within a taxing authority limit of \$.62 per thousand of property value, the district could reasonably expect to develop and sustain a library system of a Central Library and four branches (West Salem, East Salem, South Salem/Turner, and North Salem/Keizer) while at the same time relieving the City of Salem from an annual cost of more than two million dollars. The Task Force believes this approach to be consistent with the Tax Management Plan.

The lingering issue of equity would be fully and finally resolved as all area residents would contribute fairly to the development and operation of library services. The Task Force believes that the district approach equitably distributes the responsibility for funding library services among all those who will benefit from it rather than relying primarily upon Salem taxpayers. And it eliminates the need for over-the-counter fees for access.

A unified district will finally resolve the governance and political conflicts that continue to cloud library service in the Salem-Keizer area. The people will pass judgement at the ballot box regarding the district's formation and taxing authority and retain long-term control of the library and its services by its periodic election of the district's board.

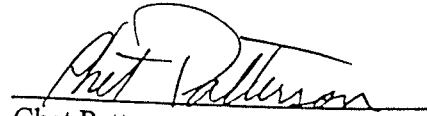
The State Library has assisted with formation of all 19 of the library districts currently operating in Oregon. The State Librarian has observed that for a district to be successfully established three elements are necessary: 1) a plan for what services would be provided; 2) a champion to lead the political process; and 3) trust among all stakeholders.

Your Task Force believes that a base for all three elements is in place. To bring formation of a library district with permanent taxing authority and a board to the voters in May or November of 2000, timely action is needed by several jurisdictions. We recommend that the Council begin that action now by adopting this report and authorizing the Task Force to continue its work.

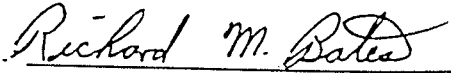
ADOPTED BY TASK FORCE MEMBERS DECEMBER 2, 1998

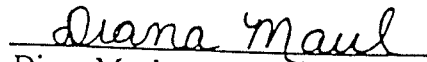
Appointed by City of Keizer:


Dennis Koho

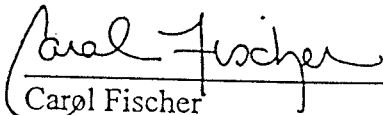

Chet Patterson

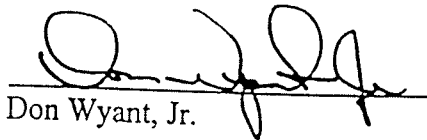
Appointed by City of Turner:


Richard Bates

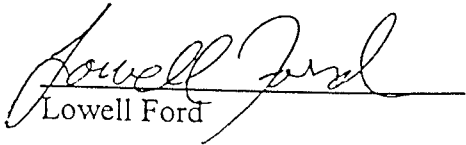

Diana Maul

Appointed by Marion County:


Carol Fischer

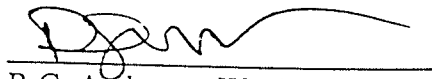

Don Wyant, Jr.

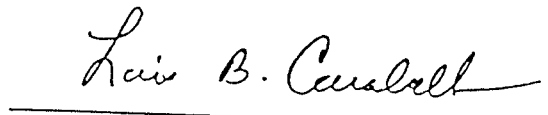
Appointed by Polk County:


Lowell Ford


Barbara Michels

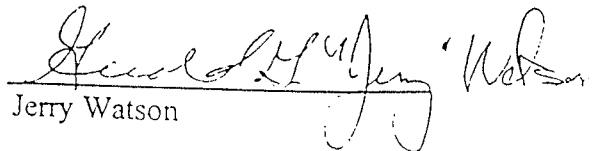
Appointed by Salem Area Transit District:


R.G. Andersen-Wyckoff

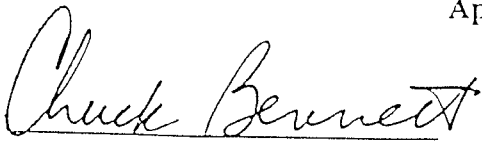

Luis Caraballo

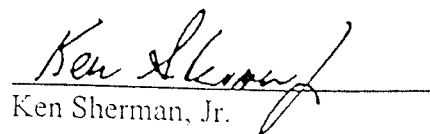
Appointed by Chemeketa Community College:


Linda Cochran


Jerry Watson

Appointed by City of Salem:


Chuck Bennett


Ken Sherman, Jr.

REPORT TO THE SALEM CITY COUNCIL: BRINGING EQUITY TO FUNDING FOR SALEM PUBLIC LIBRARY

Introduction

During its regular session on March 3, 1997, the Salem City Council voted to appoint a task force to:

“Study options that would not require the establishment of a library district but would make the funding of library services for the City as opposed to non-city residents more equitable.”

George Bell, Alan Bennett, Lowell Ford, Sam Hall, Alan Hershey, John McMillan, Ken Sherman, Jr., Craig Urbani and Tom Wettlaufer were subsequently appointed to constitute the task force, and the task force held its first meeting on April 29, 1997.

Over the course of twelve meetings, task force members became acquainted with library funding issues in general and with the impact of Measures 47 and 50 on the financial health of the library. We then identified, gathered information on and deliberated over several different alternatives for addressing the current funding inequities between resident and non-resident users of the library. This report sets forth the recommendations of the task force concerning options to make library funding more equitable.

The Library Development Plan, dated January, 1997, contains information and analysis of library funding issues and alternatives. The task force believes a careful reading of the plan would be useful in conjunction with consideration of our report.

BACKGROUND

In gathering information pertaining to the current financial status of the library, it quickly became apparent to the task force that, due in large part to the impacts of Measures 47 and 50, funding for the library has dropped by about 14% from last year, while at the same time, the community has continued to experience relatively robust growth. At \$.41 per \$1,000 assessed valuation, (which will drop to approximately \$.35 per \$1,000 this year) Salem property tax revenues which are applied to support the library are near the low end of the spectrum when compared with other cities in the Chemeketa Cooperative Regional Library Service (CCRLS) district and throughout western Oregon. Recent cutbacks in staffing, hours of operation and services such as the Bookmobile mean our library is not able to offer users the range and level of services appropriate to a community of our size.

The task force also learned that while both Salem residents and those who live in the area adjacent to Salem have equal access to Salem library, Salem residents pay both Salem property taxes and CCRLS taxes to support the library, while non-residents pay only CCRLS taxes. Keizer residents who wish to use our library pay an annual charge of \$25, in addition to their CCRLS taxes. Expressed as a tax rate per \$1,000, Salem taxpayers currently pay about 5 and ½ times the library taxes as are paid by non-residents (not including the \$25 annual user fee for Keizer residents). Salem residents are responsible for about 65% of the total use of the library. Twenty-seven percent of the use is by those who live outside the city limits but within the metro area, and another eight percent is by persons living outside the metro area. This is the basis of the funding inequity the council directed the task force to study. While elimination of this inequity would not totally restore

the library to financial health, it would be a significant step in the right direction.

FUNDING ALTERNATIVES CONSIDERED

The task force considered several alternative approaches to achieving greater funding equity among residents and non-residents, as follows:

- No change from the present CCRLS Program
- Modify funding level/governance of CCRLS Program
- Deny non-residents all use of library
- Look to a statewide solution for library funding
- Establish a non-resident user fee
- Encourage establishment of a special library district

CONSIDERATION OF ALTERNATIVES

No single alternative was considered by the task force to be the "perfect" solution. Each has inherent practical and political problems.

1. No Change. The task force first discussed maintenance of the status quo, under which CCRLS collects 7.8 cents per \$1,000 from all taxpayers within the Chemeketa Community College district, including Salem taxpayers who are already paying for the library through their city taxes. While we understand that the CCRLS Board is currently

evaluating alternatives to reduce funding inequities, we concluded that that system, by itself, has not yet adequately addressed the problem of inequity in funding. The city should carefully monitor ongoing developments in CCRLS.

2. **Modify CCRLS Program.** The task force also considered the alternative of seeking modifications in CCRLS governance and funding. While the task force has not studied CCRLS governance in detail, some members feel that it should be modified to give Salem a voice commensurate with its contributions. More important, the funding formula should be modified so as to reduce the inequalities between the amount paid by a Salem taxpayer and the amount paid by a non-resident library user. With appropriate changes in these areas, the CCRLS program could constitute an adequate response to the current problems. A CCRLS task force is currently studying possible modifications to the funding formula. However, it may be very difficult to achieve consensus within CCRLS on sufficient funding and governance changes to adequately respond to the funding adequacy and equity problems of concern to Salem's leadership.
3. **Deny Non-Resident Use.** The task force did not extensively discuss or seriously consider the alternative of denying all use of Salem library to non-residents. Such a change in policy would require withdrawal from the CCRLS district. It would also mean that those who live just outside Salem, for whom our library is the most convenient source of library services, would be deprived of its use, even though they would continue paying their share of CCRLS taxes. Depriving non-residents of Salem library use would be contrary to the tradition of "free" public libraries, and could damage our relationship with non-residents and other communities. In addition, the task force recognized that the library is a major attraction for non-residents, who shop and do other business in conjunction with their visits to the library.
4. **Statewide Solution.** In gathering information from other states, the

task force learned that in several states, support for local libraries is provided through state government budgets. Oregon ranks 42nd among the 50 states in its level of support to local libraries from state revenues. While the task force thinks that securing additional funding for Salem's library at the state level could be an important part of our long-term strategy, members recognized that it would require statewide citizen and local government effort. Currently it appears that most major libraries in Oregon will attempt to solve their budget problems with special local levies or district formation. The task force recognized that the implementation of a statewide funding component could address both the equity and sufficiency of funding.

5. Non-resident User Fee. A measure will be before Salem voters November 4 to authorize the council to impose library user fees for non-residents in the Salem metropolitan area of up to \$40/household/year. This fee could be charged to any person who lived outside the Salem City limits but within the Salem "metropolitan area" (still to be defined).

It is incorrect to say that non-residents currently pay nothing for the use of Salem library. All property owners within the Chemeketa Community College District (including Salem residents) pay 7.8 cents per \$1,000 of assessed valuation on their real property, and these revenues are used by the CCRLS board to fund library services provided by Salem and other member cities throughout the district. In addition, under CCRLS policy, Keizer residents who wish to use the Salem library must pay a fee of \$25/household/year to obtain a Salem library card. Finally, non-residents who own real property within the city of Salem pay city taxes at the same rate as Salem residents, and therefore are currently permitted full use of Salem's library.

Because all taxpayers within the college district pay taxes that flow to Salem's library and other libraries within the district, the task force believes that it would be inappropriate to assess non-resident fees for

all non-resident use. Rather, Salem should acknowledge the benefits it receives from CCRLS revenues by allowing all district residents (including Keizer residents) to make basic use of the Salem library. Consistent with the draft CCRLS procedure, we would define "basic use" as the ability to visit the library, make unlimited in-house use of its facilities, and obtain a "basic use" library card, with which the non-resident could check out one item at a time. Non-residents who choose to make more extensive use of our library (i.e., to check out more than one item at a time) would be assessed a non-resident fee as set forth below. The fee-based and "basic use" library card policies should take effect at the same time.

Salem should use the authority to be granted by the November ballot measure (assuming it passes) to institute a non-resident user's fee for those non-residents who wish to make more than basic use of Salem Library. The amount of the fee should be phased in over three years, beginning at \$10/household/year, so as not to discourage non-resident use. A reduction in non-resident use will negatively impact the library's receipt of funds from CCRLS, offsetting to some extent any over-the-counter receipts through the non-resident fee.

We suggest that the phasing of the fee be as follows:

- \$10/household/year — 1st year
- \$25/household/year — 2nd year
- \$40/household/year — 3rd and subsequent years.

We further suggest that the first phase not take effect until July 1, 1998, in order to give affected non-residents a period of time in which to consider and possibly adopt an alternative program for providing funding to the library. If by that date there is any indication that non-residents are working toward an alternative program to provide more equity in library funding, the council should consider further delay in implementing fees.

One advantage of the foregoing proposal is that it would put Keizer residents on equal footing with other non-residents in the Salem metropolitan area. Rather than charging each Keizer household a \$25 annual fee for any use of our library, a uniform fee would treat Keizer citizens like all other residents of the Chemeketa district who contribute library dollars to CCRLS.

While the proposed non-resident user fee would treat Keizer residents more fairly and would generate modest additional revenues for our library, we believe the fee is at best only a temporary, partial and imperfect response to the problem of funding inequity. As set forth in Exhibit A, other jurisdictions across the country have encountered user resistance with non-resident fees, and have generated minimal revenues from them. Salem Library Director George Happ estimates that (assuming that other funding sources for Salem Library remain stable through the three year phase-in period) the annual revenues from the recommended first phase \$10/household/year fee (net of expected reductions in revenues from CCRLS as a result of declining non-resident use) would be \$100,000. In the second and third years, when the \$25 and \$40 fees take effect, Happ estimates that while the gross fee revenues would total approximately \$112,600 and \$92,850 respectively, net revenues would likely decrease unless other CCRLS cities imposed like fees. In those years, we can anticipate that the higher fees will negatively impact the volume of non-resident use, with a corresponding negative impact on Salem receipts from CCRLS. In short, the proposed non-resident user fees may make us feel better about the resident vs. non-resident funding inequity, and would reduce the current resident/non-resident inequity in funding; but it will not generate sufficient additional revenues to enable the library to restore its traditional full range of services to the Salem metropolitan area.

While the imposition of a user fee for non-residents is unlikely to generate substantial additional revenues for the library, it will provide an opportunity to educate non-residents as to: (a) the cost of library services; (b) what Salem residents are paying for library services

through property taxes; and (c) the inequity of non-residents continuing to have library services subsidized by Salem taxpayers. Before fees are imposed, the city should develop and implement a vigorous campaign to educate non-resident library users on these issues. So long as non-residents continue to receive full library access at minimal or no cost, they have little incentive to support any other options such as the Special Library District for non-residents discussed below.

The task force recognizes that the imposition of a non-resident user fee, even at the modest \$10 per year level, will generate negative reactions among some non-residents, because Salem has a long history of subsidizing non-resident use of the library. People don't like having to start paying for something they have previously gotten on a subsidized basis.

6. Special Library District. The City Council directed the task force to "study options that would not require the establishment of a library district...." If a regional library district were formed using the model of, for example, the transit district, Salem Library would no longer be "owned" or operated by the City of Salem. Rather, ownership and operation would transfer to the district, which would be operated by a board of directors separate and apart from the City Council. Such a district would be a separate taxing body with its own tax rate and the ability to submit library funding measures to the voters.

While the formation of a regional library district under such a model would eliminate funding inequities and could be used to restore full funding to the library, it is not difficult to understand why the City Council would be unwilling to consider transferring Salem's library over to another new body of government. The library is one of Salem's most important assets. It was built and is sustained almost entirely through the support of Salem taxpayers. Nearly two-thirds of its use is by Salem residents. Perhaps even more important, there is concern that a new district would be in competition with Salem for scarce tax dollars. Although other areas of the state have developed

both regional library districts and mechanisms to satisfactorily and equitably deal with the ownership, control and tax-sharing issues, pursuant to City Council direction, the task force studied no possible models for such a regional district.

Based upon information gathered by the task force, it appears that it might be possible to achieve some of the benefits of a regional district without the loss of "ownership" and control or the creation of new competition for tax dollars inherent in the formation of a regional library district based upon the model discussed above.

During the course of its deliberations, the task force addressed several questions to the city attorney. A copy of a July 24, 1997, memorandum from Assistant City Attorney Paul Lee is attached as Exhibit B. Mr. Lee concludes that it would be possible to form a special library district limited to obtaining library services under contract with the City of Salem.

City Manager Larry Wacker and Assistant City Manager Bob Wells assisted the task force in understanding the fiscal impacts that would result from the formation of a special library district. We were advised that within the City of Salem, for the 1997-98 fiscal year, there is only about \$.30 of the \$10 per \$1,000 assessed value left before the city would be forced into compression. The size of this margin will change in subsequent years, based on a number of factors that are impossible to quantify at this time. The formation of a new regional library district that included Salem taxpayers would yield yet another independent board with which the city and other jurisdictions would have to negotiate allocation of limited tax revenues.

However, the most recent analysis indicates that for properties located in the "ring" or "donut" outside the city limits but within the school district boundary, there is about \$4.50 per \$1,000 below compression. Thus, the formation of a special library district involving only the

taxpayers within this "donut" would be a potential source of significant new revenues for the library without creating new competition for scarce tax dollars within the city.

As is stated above, in fiscal year 1996-97, the city budgeted \$.41 per \$1,000 of assessed valuation to support the library (in addition to the CCRLS tax of \$.078 per \$1,000). If taxpayers within the above-described "donut" voted a tax of \$.32 per \$1,000, this would generate approximately \$1,000,000 in new revenues that the special library district board could use to purchase library services under contract with the City of Salem. Library planning documents indicate that a "donut" district contribution in that range could fund both services for the "donut" residents and restoration of many recently reduced core services.

- Based upon this legal and financial input, the task force recommends that residents of the Salem metropolitan area who reside outside the Salem city limits be encouraged to form a special library district having the following characteristics:

- a) The boundaries of the special library district would be a "donut" around the city. The inner ring would be the Salem city limits, and we suggest that the outer ring be the boundary of the Salem-Keizer School District. Using the school district boundary would include within the special library district most non-residents who are close enough to make regular use of the library, and would preclude the need to form a new political boundary.
- b) Pursuant to ORS 198.750, the petition for formation of the special library district should prescribe that it make library services available to district residents by contracting with the City of Salem for services provided the Salem Library. The basic provisions of this contract would be that the non-resident user fee would not be applicable to residents of the special library district. Instead, district residents would have the same use of the library

as city residents, in consideration of which, the special library district would pay most of its tax revenues to the city for an agreed-upon package of library services.

- c) City of Salem ownership and operation of the library would remain unchanged. The special library district would have its own elected board of directors. This board would negotiate a contract with the city that would include provisions for appropriate representation of the special library district in the determination of library policies.

Although only voters living within the proposed special library district can form the district, the city of Salem must take a significant role in encouraging and facilitating its formation in order to increase the chance that such a special library district will be formed. Specifically, the city would need to encourage persons residing within the proposed district to undertake the formation of the special library district. More importantly, the City Council would need to commit to a package of specific library service improvements to be undertaken upon the formation of such a district, as well as outline the elements of any contract that might be entered into between the city and the special library district. The voters in any proposed special library district can only be expected support its formation if they are assured that their funds will not only be used in concert with city general funds allocated to the library but also to enhance library services to residents of the special library district.

In addition to encouraging citizen efforts to form the proposed special library district, the City Council should take an active role in explaining the proposed "donut" district to representatives of Keizer and Marion and Polk Counties and soliciting their support for its formation. The residents of each of these jurisdictions must understand that they will derive substantial benefits from any action that resolves the inequity in library funding and enhances resources for library

services.

The establishment of a special library district would make it unnecessary and inappropriate to charge any non-resident user fee for residents of the district because through the district, persons living outside the city boundary but within the metropolitan area (as defined by the school district boundary) would be paying taxes to support the library comparable to taxes paid for that purpose by Salem residents. In order to give residents of the potential district an opportunity to avoid the imposition of non-resident user fees by forming a special library district, or to minimize the impact of such a fee, we recommend that the City Council delay imposition of the first phase of the proposed non-resident user fee until July 1, 1998, and that the fee not be increased above \$10 per household until at least January 1, 1999. The city could continue to charge a non-resident fee for users who reside outside the special library district but within the Salem region of the CCRLS system.

CONCLUSION

We have interpreted the charge of the City Council to be that we not consider a library district that includes the city of Salem. The task force discussed several alternatives, and the one that generated the most support within the group is a special library district that forms a "donut" around Salem, but does not include Salem. Such a district would contract with the city of Salem for library services.

The task force does not underestimate the difficulties that would attend the formation of the recommended special library district. This alternative will work only if a core group of people who reside in the "donut" recognize the value of continued and enhanced access to Salem's library and the importance of reducing the current funding inequities and restoring the library to financial stability. Several members of the task force have grave doubts that in these times of tax

resistance, the proposed special district would ever come about. Other members are more optimistic and are willing to commit personal efforts toward that goal.

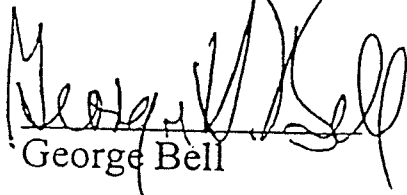
Several task force members are also concerned that although the proposed special library district would address the funding **inequity** issue, efforts to bring about formation of the district would involve the expenditure of significant enthusiasm, resources and time needed to address the larger issue of funding **inadequacy**. These members believe that failure to restore adequate funding in a timely manner will have serious consequences for the quality of our library. In keeping with the City Council's charge, the task force did not focus on funding inadequacy, but it is evident that solving the equity issue will not resolve the larger problem of dwindling fiscal support. The city budget cuts last spring cannot be sustained in subsequent years without further erosion in library services; however, projected city revenue shortfalls forecast an even more devastating future for the library, as well as other city services. The greater Salem community needs and deserves quality library services. Immediate official response to the funding adequacy issue is imperative.

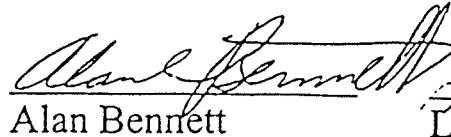
Meanwhile, to address the funding inequity issue, the task force believes that the special library district alternative merits further exploration. By delaying implementation of non-resident user fees, the city can create a "window of opportunity" for interested residents of the proposed district to form a special library district and contract with the city. If such action is not forthcoming within a relatively brief period, (i.e., by the end of 1998), the city can fall back upon the non-resident user fees and can consider other alternatives to equalize and restore library funding.

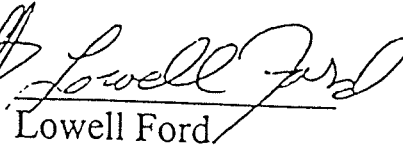
The City Council should take an active role in facilitating formation of a special library district, by encouraging discussion of and action upon the concept by residents of the "donut", and by developing a draft contract proposal which specifically outlines the library services that

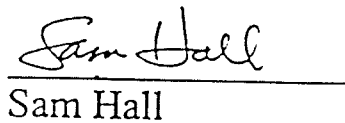
would be made available to special library district residents when and if the district is formed.

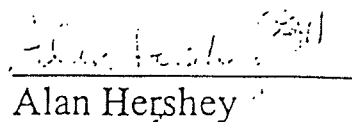
Respectfully submitted this 22nd day of September, 1997.

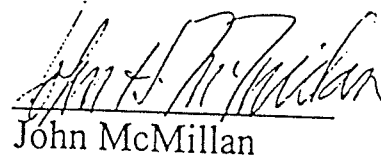

George Bell

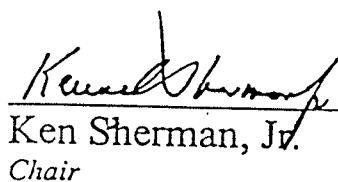

Alan Bennett

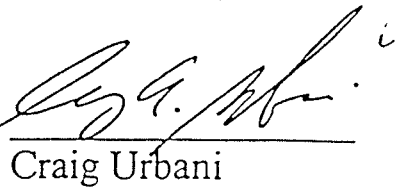

Lowell Ford

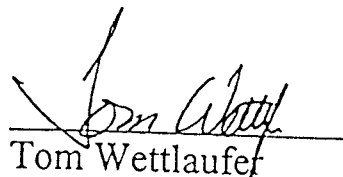

Sam Hall


Alan Hershey


John McMillan


Ken Sherman, Jr.
Chair


Craig Urbani


Tom Wettlaufer

NON-RESIDENT LIBRARY FEES

In addition to the attached Oregon study from June 1997, policies of libraries across the nation were sought out using the Internet and library literature.

Annual non-resident library card fees found in the study range from \$45-\$100. A number of the libraries have reciprocal arrangements with nearby libraries of similar size, with fees waived for residents of the cities in these "partnerships".

At least two states, Indiana and Connecticut, have a reimbursement system in place which allows any state resident to use any public library in the state with the state sending the net lenders an equalization payment each year.

Denver (Colo) Public Library is still suffering negative good-will repercussions from a family non-resident fee of \$200/year created in 1981. The fee was short lived as the state and adjoining governments began to budget to pay Denver for use by non-residents.

One constant in the findings was that the non-resident fees generated a negligible amount (generally less than 3%) of operating revenue for the library and were usually in place for political reasons.

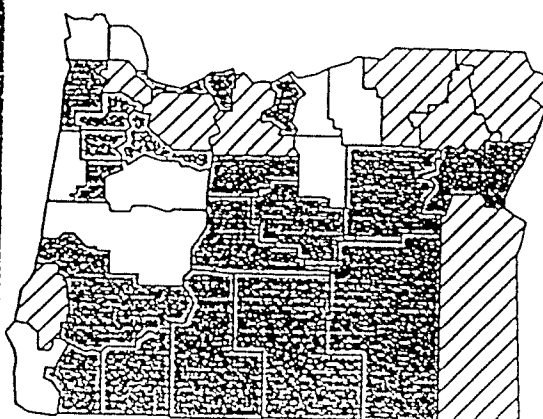
Non-Resident Library User Fees in Oregon

Jim Scheppke, State Librarian
Oregon State Library



1

Library Systems Alleviate the Need for Non-Resident Fees

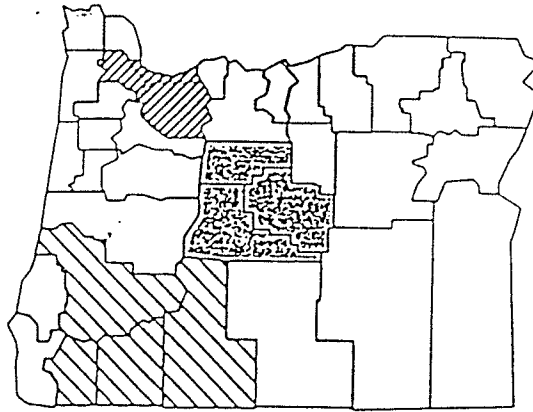


-  Consolidated County Library Systems
-  Federated County Library Systems
-  Federated Multi-County Library System



6/5/97

Borrowing Agreements Alleviate the Need for Fees



3

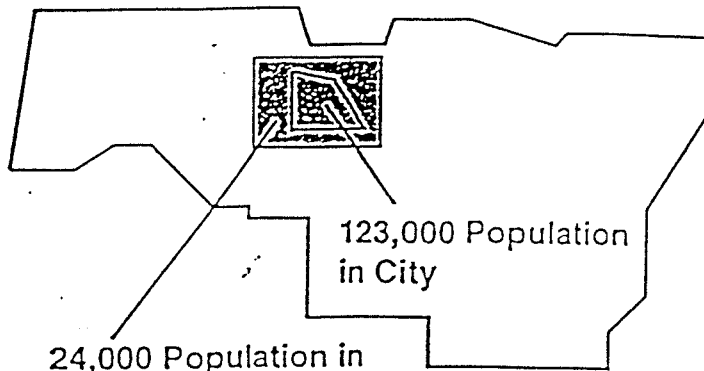
Income from Non-Resident Fees in 1995-96

Astoria Public Library	\$8,689
Beaverton City Library	\$125
Corvallis-Benton County Library	\$500
Eugene Public Library	\$55,470
Lake Oswego Public Library	\$150
Pendleton Public Library	\$50
Salem Public Library	\$29,148



6/5/97

Case Study: Eugene Public Library

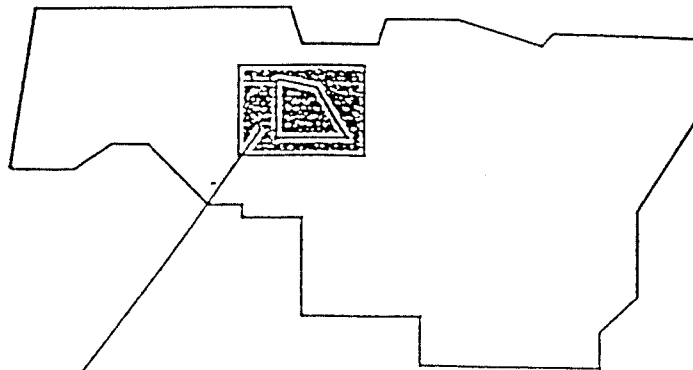


123,000 Population
in City

24,000 Population in
Eugene's Portion of
UGB Outside City

5

Case Study: Eugene Public Library



925 non-resident cards sold in 1995-96 at
\$60 per household.

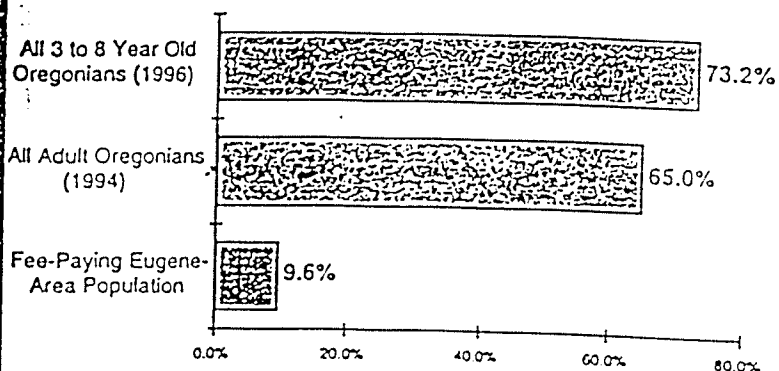
Approximately 9.6% of target population.

6/5/97

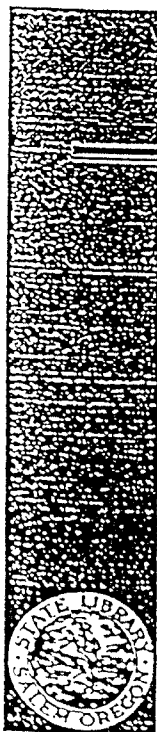


Case Study: Eugene Public Library

Use of the Public Library

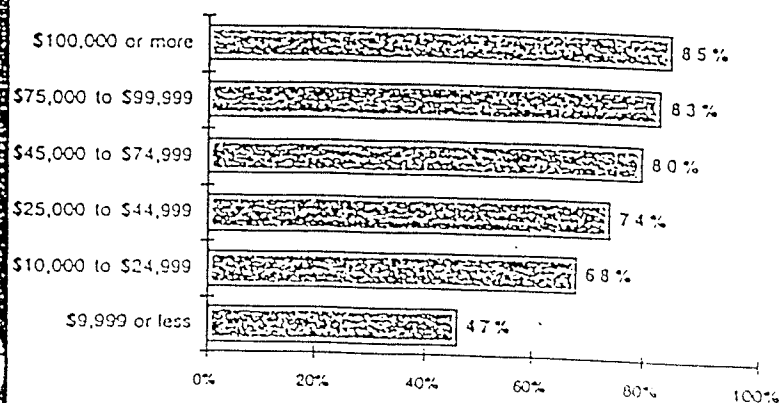


7



Case Study: Eugene Public Library

*Use of the Public Library by
3 to 8-Year Olds, by Income*

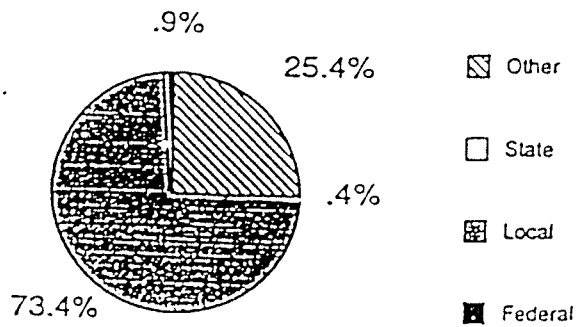


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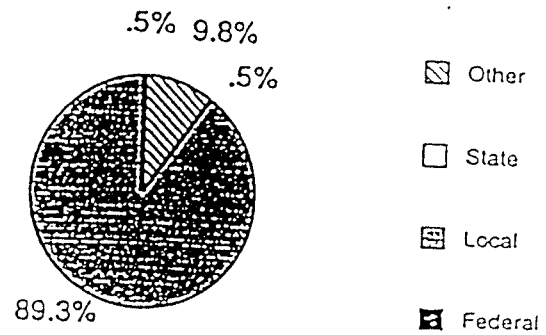
6/5/97

Sources of Income for Public Libraries

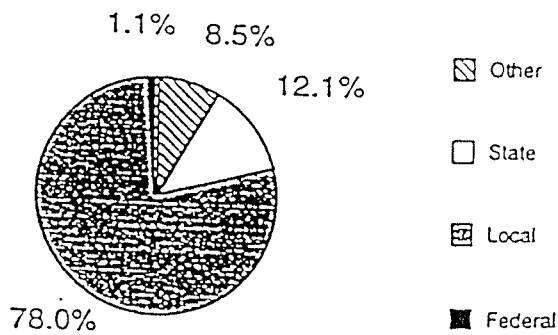
Salem Public Library (96-97)



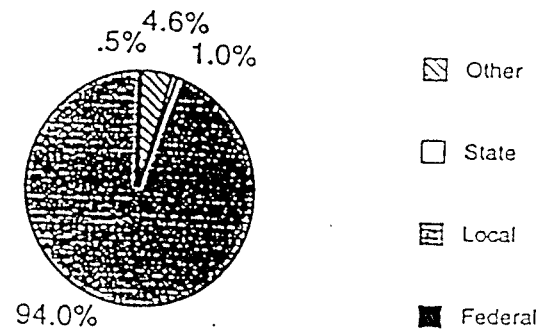
Oregon (94-95)



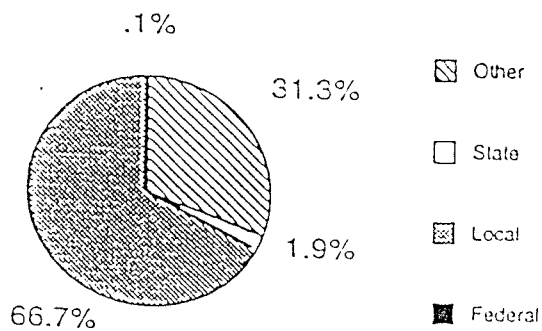
50 States and DC (93-94)



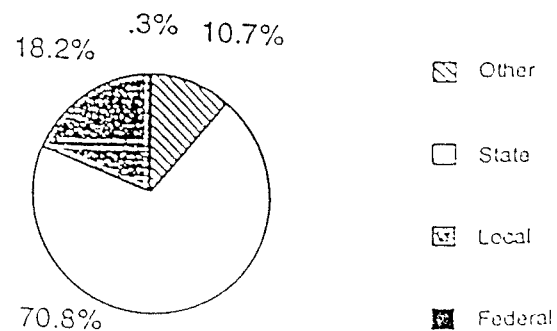
Washington (93-94)

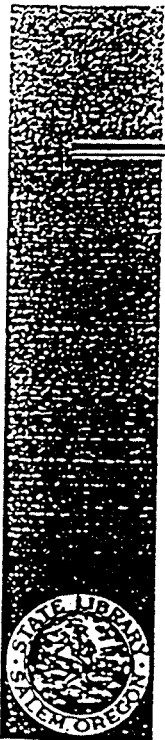


Maine (93-94)



Ohio (93-94)





Conclusions from Case Study

- Non-resident fees do not generate significant income.
- Non-resident fees are a significant barrier to library use.
- Non-resident fees are likely to be a barrier, particularly for low income families.

9



The Purpose of Public Libraries

"There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration."

—Andrew Carnegie

10

6/5/97

Memorandum

July 24, 1997

To: George Happ

From:  Paul Lee, Assistant City Attorney

RE: Library District

QUESTIONS PRESENTED

1. Can the voters in the Salem/Keizer, UGB establish a common tax collection mechanism to support public library services, without creating a separate unit of government?
2. Is there a way to create a library service district with limits on the function and management of the new special district; specifically in the contracting with the City of Salem for library services?
3. If a district cannot be formed without creating a separate unit of government, is there a way to create a metropolitan services district for the provision of a specified level of library services provided by a separate unit of government (e.g. City of Salem)?

SUMMARY

The only way the voters within the Salem/Keizer Urban Growth Boundary could develop a common tax collection mechanism¹ to support library services is through the development of a special library district. A library district is a separate municipal corporation and therefore, a separate unit of government. Nevertheless, the voters forming the district may prescribe the function of the district by requiring that library services be provided by the City of Salem utilizing existing library resources.

¹We understand this term to refer to a singular rather than a multiple or shared taxing mechanism and consequently we do not discuss an alternative scheme for service, viz: a provision of library service through intergovernmental agreement between general service governments, funded through their respective taxing authorities.

The voters could not establish a library district with a metropolitan service district because the legislature amended ORS 268.020 to change the definition of "metropolitan area" to "that area which lies within the boundaries of Clackamas, Multnomah and Washington counties". Consequently, this amendment limited the use of a metropolitan service district to the communities surrounding Portland.

DISCUSSION

This memorandum addresses: 1) whether the voters within the Salem/Keizer urban growth boundary can develop a common tax collection mechanism to fund library services without creating a separate unit of government; 2) whether the voters can develop a library district through a metropolitan service district; and finally, 3) whether the voters can prescribe ways in which the directors of the district board provide service; i.e. contracting with the City of Salem for use of existing library facilities and services. This memorandum will review each of these issues and determine how a library district of this nature can be created.

A library district may be created as provided in ORS 198.705 to 198.955 and 357.216 to 357.286. An overview of the process of district formation is attached. The process is initiated by preparation of a petition signed by a specified number of landowners or electors residing in the area of the proposed district. A special district may be formed from contiguous or noncontiguous territory located in one or more adjoining counties. A district may also include territory within a city if the city governing body consents to the district formation. Territory within another district performing the same services as the proposed district may not be included in a new district unless the territory is withdrawn, either by a simultaneous withdrawal proceeding or automatically by statute, from the former district. The boundaries of a new district may only include the territory

that can be reasonably served by the facilities or services of the district. ORS 198.720.

A library district formed under ORS sections 198.705 to 198.955 and 357.216 to 357.286 would be a municipal corporation. ORS 357.361. Consequently, the library district would have the ability to exercise all those powers granted to a local government unit for the establishment and maintenance of a public library. ORS 357.361 (10). This gives the library district the authority to contract with one or more units of local government or library boards to provide public library services and facilities for the residents within the district. ORS 357.410 (3). By forming a library district the board of directors would also be able to levy² a property tax, up to one-fourth of one percent (.0025) of the real market value of all taxable property within the district, for the purpose of providing library services. ORS 357.266.

With respect to limiting the range of statutory district powers, the law provides that the petition for district formation may set forth any proposed terms and conditions to which the proposed district is subject. ORS 198.750 (1) (h). ORS 357.261 (8) then limits the district to perform only those acts necessary to exercise and effect the powers and purposes for which it was formed. The district may not overstep the bounds the voters placed on it when they formed the district. McQuillin Mun Corp § 10.03 (3rd ed. 1996). The operation of these laws enable the creators of the district to specify, for instance, the manner or vehicle with which the district provides service.

The voters within the Salem/Keizer UGB would not be able to develop a library district by establishing a metropolitan service district. Originally, the legislation authorizing the

²Measure 50 and implementing legislation may affect the district's ability to collect that which it levies; particulars of such affect may be addressed by our office should there be a request therefor.

formation of metropolitan service districts permitted the creation of such districts in "metropolitan areas" defined as "the Oregon portion of a standard metropolitan statistical area designated by an agency of the United States." Reilley v. Secretary of State, 41 Or. App. 293, 295 (1979). In 1970 when the legislation was enacted, there were three standard metropolitan statistical areas in Oregon: Multnomah, Clackamas and Washington counties; Marion-Polk counties; and Lane county. However, in 1977 the legislature amended the definition of "metropolitan area" as defined in ORS 268.020 from a standard metropolitan statistical area to "that area which lies within the boundaries of Clackamas, Multnomah and Washington counties." Reilley, 41 Or. App. At 297. As a result, the amendment limits the use of a metropolitan services district to the communities surrounding Portland.

FORMATION PROCEDURE FOR A SPECIAL DISTRICT

District formation begins when persons desiring to form a special district (designated the "chief petitioners") file a petition for formation, an economic feasibility statement, and a security deposit with the county board of the county in which all or most of the assessed value of all taxable property in the proposed district is located. (Referred to as the "principal county") ORS 198.705(16), ORS 198.765, ORS 198.775(1), and ORS 198.800

The petition must contain detailed information about the proposed district as required by ORS 198.750, including the new district's boundaries, proposed board of directors, tax base and tax rate. If the proposed district includes territory within a city, a certified copy of a resolution of the city's governing body approving the petition must be filed with the petition. ORS 198.720(1).

The petition must be signed by at least 15 percent of the electors registered in the territory to be included in the proposed district, or the owners of 10 percent of the acreage within the territory of the proposed district. ORS 198.755(1). After a petition satisfying all statutory requirements has been filed, the county board sets a date for a hearing on the petition and gives notice of hearing by posting and publication as specified in ORS 198.730 and 198.800(2).

HEARING

At the hearing on the petition for formation, the county board may receive oral or written testimony favoring or opposing the district formation. The county board evaluates the formation petition using the criteria in ORS 199.462. The board may modify the boundaries of the proposed district to include or exclude territory considering the benefit the proposed district will have to the territory in or out of the district. ORS 198.805

If the petition for formation of a district includes a tax base for the proposed district, and the petition is approved, an election on the question of forming the district will be held. ORS 198.810(3). The county board will also order an election for the purpose of electing the first members of the district board. The procedure for nominating and electing first board members is specified in ORS chapter 255 and ORS 198.825.

ELECTION

When a proposal for formation includes a tax base, the ballot title must clearly indicate that the electors are being asked to vote on a two part question: (1) if the proposed district should be formed; and (2) if the tax base identified in the ballot title should be the initial tax base of the proposed district. ORS 198.815(4)

If a majority favors formation of the district, the board adopts an order declaring the district formed. ORS 198.820. After the date of the formation order, the inhabitants of the territory within the new district become a municipal corporation with all of the powers conferred by the principal act. ORS 198.820 (2). The district pays the cost of forming the district and the county clerk refunds any cash deposit or other form of security (except a bond) to the person who posted the security. ORS 198.775(2).

If a majority opposes the formation of the district, the county board adopts an order dismissing the petition. ORS 198.820 (1). The county clerk reimburses the county for the costs of the attempted formation from the security deposit posted by the chief petitioners and refunds any remaining portion. If the cost of the attempted formation exceeds the amount of the deposit, the chief petitioners must pay the amount of the excess costs. ORS 198.775 (1) and (3):

SALEM PUBLIC LIBRARY - KEIZER
SURVEY RESEARCH REPORT
EXECUTIVE SUMMARY
January 16, 1998

The following survey research analysis provides some valuable information regarding Keizer residents' perception of the Salem Public Library, the library's long range planning process and proposed new library tax rates. This information should assist the library in its planning and decision making process in dealing with their future facility and program needs.

This survey has been divided into two sections, Keizer and Salem non-residents, according to a proposed special library district which is located in a "donut" outside the Salem city limits.

Below, The Nelson Report has highlighted the key results of the survey research report. The actual report is over 150 pages in length with multiple tables designed to assist the library in understanding and analyzing the respondents' views.

Throughout this executive summary, The Nelson Report identifies "key" demographics for many of the questions. Key demographics are those subgroups that respond at a higher percentage rate than the total sample for any given response. The key demographic groups for any given opinion are not necessarily the only subgroups in the survey who share that opinion. They are, however, the ones that hold that opinion most strongly.

A total of 191 Keizer residents were interviewed between January 2 and January 8, 1998. The margin of error is $\pm 7.07\%$. It should be noted, there were 191 non-Salem residents also interviewed which are part of a separate report.

JOB RATING: SALEM PUBLIC LIBRARY

A large majority of Keizer residents, 65%, gave the Salem Public Library a positive job performance (excellent-26%, pretty good-39%), while nine percent gave a negative rating (only fair-6%, poor-3%). A large 26% were not sure how to rate the library.

Although the library received a lower performance rating from Keizer residents than from Salem non-residents, this is a very high job rating (65% positive rating as opposed to a 78% positive rating).

Key demographics rating the library positively were 18-29 years old (82%), 30-44 years old (67%), residents of 10-14 years (76%), residents of 15-20 years (67%), residents under 5 years (66%) and respondents with children at home (66%).

Top reasons for an excellent rating were:

personnel are great	18%
well run	18%
information always available	12%

Principal reasons for a pretty good rating were:

good services	13%
seem to have everything you need	12%
staff is very good	12%
great books	12%

Key demographics who rated the library negatively were 30-44 years (12%), 45-59 years old (11%), residents of 15-20 years (11%), residents of 5-9 and over 20 years (10%) and respondents with children at home (11%).

**SALEM PUBLIC LIBRARY - NON-RESIDENTS
SURVEY RESEARCH REPORT
EXECUTIVE SUMMARY
January 19, 1998**

The following survey research analysis provides some valuable information regarding Salem non-residents' perception of the Salem Public Library, the library's long range planning process and proposed new library tax rates. This information should assist the library in its planning and decision making process in dealing with their future facility and program needs.

This survey has been divided into two sections, Keizer and Salem non-residents, according to a proposed special library district which is located in a "donut" outside the Salem city limits.

Below, The Nelson Report has highlighted the key results of the survey research report. The actual report is over 150 pages in length with multiple tables designed to assist the library in understanding and analyzing the respondents' views.

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A total of 191 Salem non-residents were interviewed between January 2 and January 8, 1998. The margin of error is +/-7.07%. It should be noted, there were 191 Keizer residents also interviewed which are part of a separate report.

JOB RATING: SALEM PUBLIC LIBRARY

A very large 78% of Salem non-residents gave the Salem Public Library a positive job performance (excellent-37%, pretty good-41%), while seven percent gave a negative rating (only fair-5%, poor-2%). Fifteen were not sure how to rate the library.

When comparing survey results, Salem non-residents gave the library a considerably higher positive performance rating than Keizer residents. (78% positive rating as opposed to a 65% positive rating). Both are extremely high job ratings.

Key demographics rating the library positively were 45-59 years old (83%), 18-29 years old (81%), 30-44 years old (79%), residents of 15-20 years and under 5 years (82%), residents of 5-9 years (80%), and respondents with children at home (81%).

Top reasons for an excellent rating were:

good services	19%
helpful staff	12%
good selection	8%
good research materials	7%

Principal reasons for a pretty good rating were:

good services	14%
good selection	12%
helpful	10%

For the Council Meeting of May 26, 1998
Agenda Item No. 4.4.b

TO: MAYOR AND CITY COUNCIL
FROM: LIBRARY SERVICES TASK FORCE
SUBJECT: RECOMMENDATION
ISSUE:

The Library Services Task force has completed its assignment to compare the strengths and weaknesses of a general district as compared to the characteristics of a ring district, for the purpose of equitable and adequate funding support for the public library.

RECOMMENDATIONS:

The Task Force recommends that:

1. the City Council endorse the concept of establishing a library district as the proper device through which to achieve adequate and stable funding in a manner equitable to all residents in a logical service area so that quality library services may be provided to all in that service area.
2. the Council convene a successor task force to include representatives appointed by the jurisdictions that would most likely have interest in a public library district (i.e., the City of Salem, the City of Keizer, Marion County, Polk County, Chemeketa Community College, the City of Turner, Salem-Keizer Schools).

The new task force would review and consider the facts gathered by this task force, provide answers to the questions outlined in "Facts and Findings", paragraph # 4, below, along with additional questions raised by the Council, and bring their recommendations before the relevant City Councils, County Commissions and Boards for review and action by each jurisdiction. This needs to begin forthwith so that establishment of a district is possible for consideration by the electorate in May 2000; a calendar of proposed target dates is shown in "Facts and Findings" paragraph # 5, below.

3. that the City Council provide an interim mechanism to adequately fund the Salem Public Library.

BACKGROUND:

The Chemeketa Cooperative Regional Library Service (CCRLS) was established by a vote of the people in 1976.

Based on the district served by Chemeketa Community College (all of Marion and Polk Counties, most of Yamhill County and a small portion of Linn County) the system brought together 17 independent city libraries and the college library which agreed, by contract, to provide library service to all the residents of the college district. In return, the cities receive payment, prorated to reflect the number of non-resident service units provided by each. The budget for these payments comes from a dedicated property tax levied equally on all residents of the CCRLS Service Area. The tax has ranged from a high of \$.12/\$1,000 to a low of \$.06/\$1,000 of property value over the 22-year history of the levy. It currently stands at \$.08/\$1,000. Only Keizer residents are required to pay an additional annual library service fee. Beginning in 1987, as a result of negotiations between Salem, Keizer and CCRLS to find a way for the City of Keizer to become a CCRLS participant, an annual household fee of \$20 was established for Keizer residents. The Salem City Council increased the fee to \$25 in 1994.

A number of other services have also been provided at various times by CCRLS. Currently, the cities receive benefit both through ready access to the collections of all the member libraries and from the centralized library automation system funded by CCRLS and housed at the college.

While the cities receive services and funding from CCRLS, an issue growing in importance has been the recognition that the residents of the 17 cities that provide library service pay more in property taxes for library service than people residing in the other 17, non-library providing cities, and the unincorporated areas. This disparity is in the range of \$.40/\$1,000 (or \$40/year on a home whose value for property tax purposes is carried at \$100,000).

In the aftermath of the passage of Ballot Measure 5, the Salem Library Advisory Board (Board) in 1993 began to seek ways to correct the situation. In August 1994 the Board published the position paper "The Study of A Financing Alternative for Library Service to the People of the Salem Area". The paper recommended formation of a Salem area library district, including Keizer, to correct the inequity in area resident support of the library budget; improvement in funding adequacy and stability were seen as added benefits of the district approach. The Board informally discussed this concept with City Council members and was met with little enthusiasm, primarily because of concern regarding the possibility of losing control of a basic and traditional city service.

When the Board began work on the third edition of its "Library Development Plan" in 1996, resolution of the funding equity issue was established as an overarching goal of the planning process. Public finance consultants were hired to help analyze alternatives. In November 1996, Moore, Breithaupt & Associates delivered the report "Eliminating Financial Disparity Among Salem Public Library Users". The report showed how a library district with a modest property tax permanent rate would equalize costs and provide adequate funding for library service to the residents of the Salem/Keizer area.

The Board integrated the report into its final rendering of the "Library Development Plan" delivered to Council in January, 1997. The plan was met with little enthusiasm, especially because of the recommendation that formation of a district for library service be authorized for further study by the City. The plan, which sets goals for all aspects of library service, remains unadopted.

In the meanwhile, tax limitation Measure 47 became Oregon law, soon to be superseded by Measure 50. Salem library services were cut substantially beginning in November 1996. In Spring, 1997, the City Council appointed a nine member Task Force to report back on the way to eliminate the disparity in library funding between residents and non-residents of Salem; the task force was instructed that formation of a library district could not be considered as an option.

The task force worked through the summer gathering facts and considering alternatives. In September, 1997, the report "Bringing Equity to Funding for Salem Public Library" was delivered to the City Council. The report recommended that a new device, called a "ring (or donut) district" be considered as the solution to the inequity. The ring district, in theory, would comprise the residents who lived between the boundaries of the City and the Salem-Keizer School District; they would tax themselves to contract with Salem for library service. The task force saw this as a creative and feasible solution, given the ban on consideration of a general district.

The "ring district" recommendation precipitated no endorsement or action by the Council. As the concept was discussed by the Board, a growing skepticism developed concerning the probability that a "ring district" would ever come into being (the motivation of non-residents to tax themselves for what had heretofore been "free" and the lack of a single political jurisdiction unifying the envisioned ring area were key issues). After several months, the Board, using trust fund monies, commissioned a public opinion survey to determine if the ring concept would be accepted by the people who would be in the ring. In January, 1998, the Board delivered the results to Council, i.e., the library received a rare 65 + % positive rating by those polled with a range of 54 - 79% (depending on the package of services which would be offered) indicating support of a tax at a level equal to that levied by Salem to help fund the library.

In February, 1998, the Council reconvened the task force to consider the equity issue with a general library district available for consideration.

FACTS AND FINDINGS:

1. The task force met six times to consider the broader district issues. In addition to reviewing all data gathered for the prior effort that resulted in the "ring district" invention, the task force considered additional information regarding financial, legal and library service issues presented by Assistant City Manager Bob Wells, Assistant City Attorney Sharman Meiners and Oregon State Librarian Jim Schepke.
2. The task force discussed the ring district model, and the more traditional district model (referred to in our discussions as the "unified district model", or a "general district") where the district would serve all the residents in the Salem-Keizer area and have some level of autonomy. Also considered were independent non-profit library corporations, county-provided library service and enlarging the Community College's role by, in effect, having it responsible for both equalization and much of the basic funding of all public library service in Polk, Marion and Yamhill Counties. For the purposes of this study, only the ring district model and the unified district model were analyzed in detail.
3. In its deliberations, the task force compared the ring district model with the unified district model, considering the following criteria:
 - a. The extent to which each responds to the problem of inequity in funding: Assuming that the permanent tax rate adopted upon formation of a ring district was equivalent to the rate then being collected from Salem taxpayers for library services, the ring district would initially resolve the funding inequity.

However, in years subsequent to the formation of a ring district, it is possible that the two rates would get out of sync because they would be established by independent bodies. Two entirely different funding mechanisms would be in place: a voter-defined permanent tax rate by the ring district on the one hand and a city council annual general fund apportionment on the other. This could lead to a disparity in funding for the library by the participating entities. Absent the impact of compression, discussed in "b", below, the unified district would have a single rate applicable to all taxpayers within the district.

-b. The extent to which each could cause problems of property tax "compression" for the City and other area jurisdictions: According to information provided by Assistant City Manager Bob Wells, a ring district would have a very low vulnerability to compression under Measures 5 and 50 because the combined tax rates applicable to properties in the proposed ring are currently several dollars below the \$10 limit above which compression would be imposed. The formation of a unified district wouldn't necessarily increase the vulnerability to compression if its permanent rate were the same as the portion of the city tax which is then applied to the library and the city ceased collecting that portion of its property taxes ; if, however, a serious recession set in, and, the unified district had set its rate at a level which substantially filled in any gap (currently \$1.80) between the current rate and compression within the City limits, then compression could occur, affecting the tax collection ability of both the district and the City.

Another possibility in this complicated analysis is that at some point in the future, taxes paid by outside property owners to the district could be greater than taxes paid by some or all city property owners to the district if the City fell into compression while the non-city areas of the district did not.

- c. The extent to which each responds to the problem of inadequacy in funding: The task force in both its iterations studied comparative budgetary data from a wide range of public libraries. It's clear that Salem Public Library is far from adequately funded. Theoretically, either form of district could provide adequate funding for the library. However, after a lengthy discussion on this issue, the task force determined that it did not have enough information to reach a conclusion as to whether a ring or unified district would best resolve this issue over the long term.

-d. The relative difficulties involved in establishing each type of district: Either district would be challenging to form. The study process has extended so deeply into 1998 as to preclude a November 1998 election; the next available date for an election to form either type of district is May 2000. The formation of either a ring or unified district must be initiated by a petition bearing either an initial estimate of 3,000 signatures of registered voters in the ring or an estimated 8,500 signatures of registered voters in the entire unified area.

State Librarian Jim Scheppke advised the task force that any effort to establish either type of district would require three elements to be successful: (i) a plan for what services would be provided; (ii) a champion to lead the political process; and (iii) trust among all the stakeholders. The task force generally agreed with Mr. Scheppke's assessment that none of these elements is fully in place and that it will take a significant and sustained effort to put them in place.

In reality, Salem's support for the formation of any district must be clear and demonstrated or the effort will surely fail.

Either district type may be hard to establish given the history of subsidized service to non-residents by Salem Public Library. The aforementioned survey indicates an understanding and willingness by non-residents to tax themselves for a fair share of library costs. Although an over-the-counter fee for library use discourages use (the Keizer example mirrors experiences around the country), such a fee may need to be considered as an added educational component at some point in the district formation process. The task force suggests, however, that no new non-resident fee be collected until the district formation process has either failed or gone inactive.

-e. The extent to which each would involve administrative duplication: If the city retained all facilities, equipment, collections and staff and contracted with a new district board, little would change from the current administrative arrangement. If under either form of district, the agreed upon arrangement was for some greater degree of autonomy and ownership, aside from the minimal costs of providing support for the board meetings of either district type, there is no reason that administrative costs would form a greater proportion of the library budget than is currently experienced by Salem Public Library.

For example, the current library structure is that of a fairly large organization; administrative capacity continues in place in the post Measure 50 library which will allow the adjustment of work plans - shifting technical work to lower paid staff while senior staff take on more extensive management assignments. Administrative and facility maintenance overhead costs assigned to the library by Salem's "Indirect Cost Allocation" suggests that economies could be realized. A strong commitment by board and administration to hold overhead in check will guarantee that the cost of administration and overhead will grow at a slower rate than the library's overall growth. That same commitment will lead to contracted use of city or other compatible jurisdiction support services and/or competitively bid contracts with other sectors.

-f. The impact that each would have on Salem City government: Concern exists that formation of a unified district could have the effect of weakening city government because it would peel away a popular function that has historically been a part of the city's package of services. In Salem and other communities, the library's popularity has helped to gain passage of budgets. While it may be somewhat cynical to consider this issue, such a consequence of developing a unified district should be given some consideration.

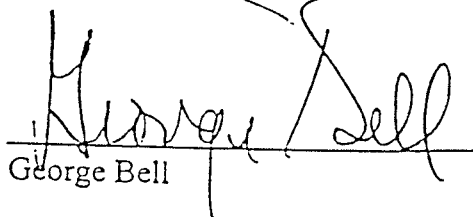
This concern does not pertain to the ring district model, because under that arrangement the city would continue to have full control of library service levels for city residents with traditional ability to include the library in city operating budget levy elections.

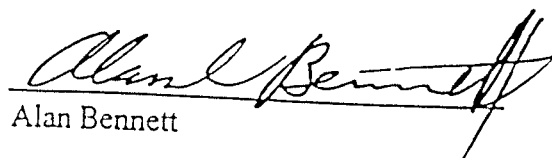
A related concern is that formation of a library district might encourage the unbundling of other city services and the reestablishment of them with separate boards and permanent tax rates, much to the detriment of the city's structure and viability. In the end, the task force believes that library service differs from other municipal services in the extent to which it provides services to non-residents; and in any case, the library is our focus. Some other group may wish to study the availability and appropriateness of other forms of funding and legal options available for each city service.

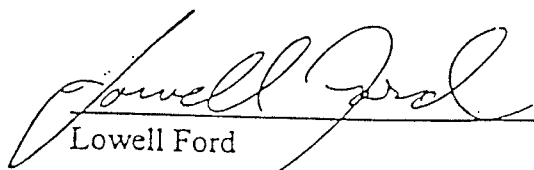
4. Among the questions that need to be answered by the successor, enlarged, task force include:
 - a. How would a district be governed? Would it contract for services with existing providers, or would it assume ownership of library facilities and responsibility for policy and management?
 - b. What land should be included in a district of either the ring or unified type? The Salem-Keizer School District boundaries have been used for our studies because they are widely understood. But what is the logical boundary for the library district; should Turner and unincorporated areas beyond the Salem-Keizer School District be considered?
 - c. What administrative structure, level of services and resultant taxation is necessary for a district to be viable?
 - d. Could certain district costs be "privatized", i.e., contracted out to other governments and non-government organizations?
 - e. How ought Chemeketa Community College and its CCRLS be involved?
5. The task force recommends the following schedule for the new task force:
 - a. June 1, 1998: Salem City Council finalizes the questions to be asked and authorizes staff to make formal contact with the jurisdictions inviting their participation in answering the questions;
 - b. June 8 - July 31, 1998: City task force members and staff meet with the governing bodies of those jurisdictions to provide information as requested;

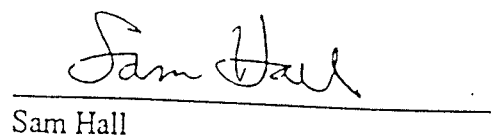
- c. August 3, 1998: The new task force begins its meeting cycle;
- d. February 1, 1999: The task force has developed its recommendations and the members report back to their respective jurisdictions;
- e. April 1, 1999: The jurisdictions act upon the task force recommendations (this compressed time frame assumes that task force members have been regularly reporting to their jurisdictions and that the task force recommendations reflect the views of the jurisdictions which decide to participate);
- f. April 15, 1999: The chief petitioners for the consensus library district configuration define their question (including the district's purpose, permanent rate, proposed boundaries, budget and board configuration);
- g. June 3, 1999: Salem, Keizer and Turner City Councils and the Marion and Polk County Commissioners allow the collection of signatures for the issue in their jurisdictions;
- h. December 1, 1999: The signatures and petition are filed with Marion County and a hearing date is set;
- i. January 6, 2000: The County approves the petition and sets the election to form the district, its permanent rate, and election of board;
- j. May 17, 2000: The election is held.

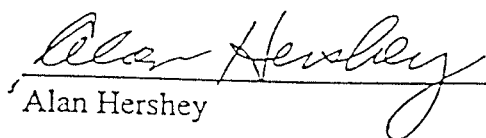
Library Services Task Force Recommendation

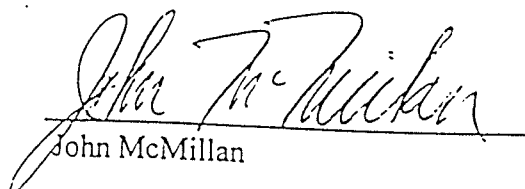

George Bell

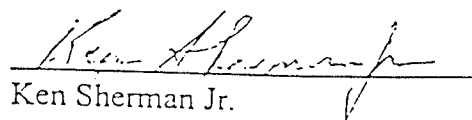

Alan Bennett

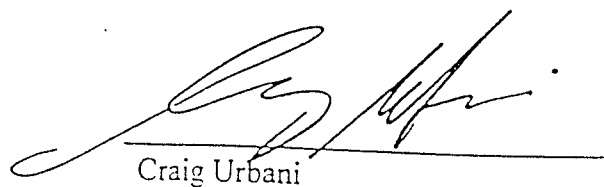

Lowell Ford

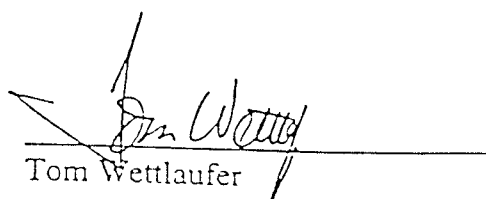

Sam Hall


Alan Hershey


John McMillan


Ken Sherman Jr.


Craig Urbani


Tom Wettlaufer

Library District Task Force

November 4, 1998

Rating Scale: 1 (best result) – 5 (worst result)

EVALUATION CRITERIA

ENDING OPTIONS	Financial Impact on Keizer	Financial Impact on Marion County	Financial Impact on Transit District	Financial Impact on Polk County	Financial Impact on Turner	Financial Impact on CCRLS	Score
<i>Fee for Service/Status Quo</i>	2	2	1	2	4	2	42
<i>County Service District</i> (Deemed not feasible)	-	-	-	-	-	-	N/A
<i>CCC "Swiss Cheese District"</i> (Deemed not feasible)	-	-	-	-	-	-	N/A
<i>CCC 3-County District</i> (Deemed not feasible)	-	-	-	-	-	-	N/A
<i>Periodic CCRLS Local Option Levies/Equalization</i>	3 (revised 11/4/98)	2	2	2	2	1	38 (revised 11/4/98)
<i>Salem-Keizer Area Library District</i>	1	4	2	2	2	1	25
<i>Salem-Keizer Area Ring Library District</i>	2	3	2	2	2	1	33
<i>Other Revenue Alternatives</i> (Deemed not feasible)	-	-	-	-	-	-	N/A

EVALUATION CRITERIA

	Impact on Use	Fairness to All in Service Area	Funding Stability	Funding Adequacy	Governance	Political Feasibility	Logical Service Development	Financial Impact on Salem
	5	3	4	5	3	1	4	4
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	3	3	4	2	4	4	4	2
	1	1	1	1	2	4	1	2
	1	3	3	3	4	3	3	1
	-	-	-	-	-	-	-	-

1998 PROPERTY TAX MANAGEMENT PLAN

SALEM AREA NON-SCHOOL LOCAL GOVERNMENTS

PURPOSE

The purpose of the Property Tax Management Plan (PTMP) is to forecast the tax implications of the management and service requirements of the City of Salem, Marion County, the Salem Area Mass Transit District, the Salem Urban Renewal Agency, and the Chemeketa Regional Library on the "Local Government Combined Property Tax Rate" as established under the 1990 Ballot Measure 5;

To coordinate those tax implications in a way that recognizes the agencies' mutual and individual public priorities and, thereby, allow their mutual constituencies to review local government services and associated costs as a sum of its parts, rather than individually;

To coordinate the tax rate needs for local government services in a consistent and ongoing manner which assures that governments party to the PTMP will solicit taxpayer support in a non-competitive atmosphere; and,

To provide the public with a five-year forecast of the maximum annual tax rate exposure incurred by the proposed services of the individual and combined local governments.

It is not the intent of the PTMP to usurp or restrict the legislative authority of the individual agencies party to the plan, but rather, to provide a forum through which the individual fiscal programs can be coordinated and collectively reviewed.

Though the PTMP does not legally restrain the legislative prerogatives of the party agencies, the public should expect that the parties hereto shall act in a coordinated and cooperative fashion so as to assure the fiscal soundness of the mutual community as a whole.

The PTMP was first drafted in 1993 and adopted by the non-school local governments in January 1994 after numerous public presentations and with the full support of Salem's several business organizations. Although the PTMP has been updated annually, the first major revisions occurred in 1998 as a result of the passage of Ballot Measures 47/50 which changed the property tax system from a tax base to a tax rate system.

PRINCIPLES

The following principles are hereby set forth as the basis for the preparation and implementation of the PTMP. The agencies party to the PTMP:

- Shall seek opportunities for mutual efficiencies and effectiveness in like services through collaborative consolidation, downsizing, intergovernmental agreements, and public/private partnerships;
- Shall encourage the formation of collaborative public and/or private partnerships in operations and capital expansion which create more efficiency and cost-effective operations and/or development;
- Shall collaborate on future election plans in a timely manner. Whenever possible, two or more agencies should avoid submitting levies to the voters at the same election;
- Shall not, in the preparation of Local Option Levies to be submitted to the voters, over-levy as a way of maximizing revenues produced, recognizing that over-levies will force an even greater reduction of revenues generated by previously approved Local Option Levies;
- Shall meet annually in January to discuss issues affecting the PTMP and any amendments to be considered by the policy boards for the coming fiscal year;
- Shall be updated on an annual basis as an integral part of the collective budget process; and,
- Shall work toward the establishment of a formalized Tax Coordination Committee for the PTMP.

AGREEMENTS

Each year the agencies party to the PTMP memorialize their mutual understandings as agreements. For FY98-99, the agencies party to the PTMP agree that:

- The plan anticipates the City of Salem will seek a local option levy of approximately \$4.0 million annually for city services;
- The plan anticipates Marion County will seek a local option levy of approximately \$4.0 million annually for a juvenile justice initiative;
- The proposed combined tax rate shall provide up to \$2 million of Urban Renewal assistance to the County for a proposed downtown County Service Center/Transit Center¹, with the following clarifications:

1. If construction of a downtown combined County Service Center/Transit Center has not begun within the next three calendar years, or should the determination be made at any time that said project shall not proceed, the \$2 million of urban renewal funds allocated to said project shall be released

¹ It is recognized that the final allocation of funds under this principle is subject to discussion and negotiation between the affected parties and ultimate approval of the City Council subject to City receipt of: a) a detailed listing and cost estimates of the proposed improvements for participation; b) a favorable legal opinion about Council's ability to maintain urban renewal levy authority; and, c) detailed financial information about the project including the particulars of any arrangement between the public entities and any private party.

and reallocated for other Downtown/Riverfront urban renewal projects at the sole discretion of the City Council;

2. The commitment of up to \$2 million of urban renewal funds for the downtown combined County Service Center/Transit Center will be flexible as to the actual timing in order to accommodate the completion of the Riverfront Park. It is our current best estimate that the funds for the combined center will be needed in FY99-2000;
- The proposed combined tax rate will facilitate the City's continuation of existing Urban Renewal projects in accordance with the financing options selected pursuant to Measure 50, except that the Pringle Creek Urban Renewal District will be closed effective FY 1998-99. If the combined taxing jurisdictions within Salem are forecast to lose more than \$100,000 in tax collections as a result of compression created from imposition of an urban renewal Special Levy, the City of Salem agrees that no Special Levy will be imposed that year, or it will be scaled back to a level that would keep compression within the defined threshold;
 - Any consideration of the formation of a special library district shall be fully discussed among the PTMP agencies with respect to the proposal's affect on those agencies' general funds prior to any action on same being approved by the City.

ASSUMPTIONS

The assumptions used in developing this year's PTMP are as follows:

- It is assumed that property tax levies for each party will increase 4% in FY 1998-99 and 5% each of the subsequent four years of the plan.

(Measure 50 allows a 3% annual increase in assessed value, plus additional increase for new construction and annexation. It is estimated that new construction and annexation will amount to 2% per year. The exception is FY 1998-99 when the State converts assessed value determination from July to January. In effect, there will be only six months of new construction and annexation value included in FY 1998-99.)

- Collection of property taxes shall be calculated at 93% of the actual assessment each year;
- Collection of prior year's property taxes shall be independently determined by each agency; and,
- The Salem Area Mass Transit District shall continue to operate on property tax generated funds without reconsideration of a local payroll tax.

PROPERTY TAX MANAGEMENT PLAN
Projected Property Tax Rates - Salem Area Non-School Local Governments
 (Revised 6/3/98)

	1997-98 Actual	1998-99 Projected	1999-2000 Projected	2000-01 Projected	2001-02 Projected	2002-03 Projected
I. City of Salem						
A. Permanent Rate	\$5.8244	\$5.8315	\$5.8315	\$5.8315	\$5.8315	\$5.8315
B. Local Option Rate	0.0000	0.7579	0.7579	0.7579	0.7579	0.7579
	<u>\$5.8244</u>	<u>\$6.5894</u>	<u>\$6.5894</u>	<u>\$6.5894</u>	<u>\$6.5894</u>	<u>\$6.5894</u>
II. Marion County						
A. Permanent Rate	\$3.0083	\$3.0252	\$3.0252	\$3.0252	\$3.0252	\$3.0252
B. Local Option Rate	0.0000	0.0000	0.3570	0.3570	0.3570	0.3570
	<u>\$3.0083</u>	<u>\$3.0252</u>	<u>\$3.3822</u>	<u>\$3.3822</u>	<u>\$3.3822</u>	<u>\$3.3822</u>
III. Transit District	\$0.7601	\$0.7609	\$0.7609	\$0.7609	\$0.7609	\$0.7609
IV. Urban Renewal Agency						
A. Pringle Creek	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000
B. Riverfront/Downtown	0.1182	0.1917	0.1917	0.1917	0.1917	0.1917
C. Fairview	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
D. North Gateway	0.1134	0.1336	0.1336	0.1336	0.1336	0.1336
	<u>\$0.2316</u>	<u>\$0.3253</u>	<u>\$0.3253</u>	<u>\$0.3253</u>	<u>\$0.3253</u>	<u>\$0.3253</u>
V. Regional Library						
A. Permanent Rate	\$0.0817	\$0.0818	\$0.0818	\$0.0818	\$0.0818	\$0.0818
B. Local Option Rate	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
	<u>\$0.0817</u>	<u>\$0.0818</u>	<u>\$0.0818</u>	<u>\$0.0818</u>	<u>\$0.0818</u>	<u>\$0.0818</u>
TOTAL	<u>\$9.9061</u>	<u>\$10.7826</u>	<u>\$11.1396</u>	<u>\$11.1396</u>	<u>\$11.1396</u>	<u>\$11.1396</u>
Estimated assessed value increases		4%	5%	5%	5%	5%

PROPERTY TAX MANAGEMENT PLAN
Operating Property Tax Levies
Salem, Area Non-School Local Governments
 (Revised 6/3/98)

	1997-98 Actual	1998-99 Projected	1999-2000 Projected	2000-01 Projected	2001-02 Projected	2002-03 Projected
I. City of Salem						
A. Permanent Rate	\$29,067,345	\$30,738,145	\$32,275,050	\$33,888,805	\$35,583,245	\$37,362,405
B. Local Option Rate	0	4,000,000	4,200,000	4,410,000	4,630,500	4,862,025
	<u>\$29,067,345</u>	<u>\$34,738,145</u>	<u>\$36,475,050</u>	<u>\$38,298,805</u>	<u>\$40,213,745</u>	<u>\$42,224,430</u>
II. Marion County						
A. Permanent Rate	\$30,612,235	\$32,099,160	\$33,704,120	\$35,389,325	\$37,158,790	\$39,016,730
B. Local Option Rate	0	0	4,000,000	4,200,000	4,410,000	4,630,500
	<u>\$30,612,235</u>	<u>\$32,099,160</u>	<u>\$37,704,120</u>	<u>\$39,589,325</u>	<u>\$41,568,790</u>	<u>\$43,647,230</u>
III. Transit District	\$5,373,490	\$5,654,740	\$5,937,475	\$6,234,350	\$6,546,070	\$6,873,370
IV. Urban Renewal Agency						
A. Pringle Creek	\$1,309,770	\$0	\$0	\$0	\$0	\$0
B. Riverfront/Downtown	2,797,920	3,315,230	3,480,990	3,655,040	3,837,790	4,029,680
C. Fairview	653,870	460,000	460,000	460,000	460,000	460,000
D. North Gateway	2,448,395	2,657,710	2,790,595	2,930,125	3,076,630	3,230,465
	<u>\$7,209,955</u>	<u>\$6,432,940</u>	<u>\$6,731,585</u>	<u>\$7,045,165</u>	<u>\$7,374,420</u>	<u>\$7,720,145</u>
V. Regional Library						
A. Permanent Rate	\$1,192,100	\$1,246,910	\$1,309,255	\$1,374,720	\$1,443,455	\$1,515,625
B. Local Option Rate	0	0	0	0	0	0
	<u>\$1,192,100</u>	<u>\$1,246,910</u>	<u>\$1,309,255</u>	<u>\$1,374,720</u>	<u>\$1,443,455</u>	<u>\$1,515,625</u>
TOTAL	<u>\$73,455,125</u>	<u>\$80,171,895</u>	<u>\$88,157,485</u>	<u>\$92,542,365</u>	<u>\$97,146,480</u>	<u>\$101,980,800</u>
		4%	5%	5%	5%	5%

PROPERTY TAX MANAGEMENT PLAN 1998 SUMMARY

What is the Property Tax Management Plan?

The Property Tax Management Plan is a legally non-binding, but politically compelling, agreement between the Salem non-school governments which establishes a framework for collaboration and cooperation in the development of a local tax strategy. The Plan was developed because Salem area non-school governments were concerned about "compression," where the combined tax rate exceeded the \$10 cap, subsequent to the passage of Measure 5. The first Plan was put forward in 1993 and adopted unanimously by Marion County, the City of Salem, Salem Urban Renewal Board (City Council), and the Salem Area Mass Transit District for FY94-95. The Regional Library was subsequently added by the courts. The Plan also had the support of virtually all the business organizations in Salem as it, for the first time, demonstrated a willingness on the part of local governments to coordinate their efforts to benefit their common taxpayer constituencies. The basis for the Plan is a set of Principles which can be updated annually to reflect the local tax environment and the needs of the participant governments. The original principles provided that the City could assess its maximum urban renewal levy for the purpose of funding the capital construction of Riverfront Park, thereby freeing-up the City's GO bond capacity for a needed Street and Walkway Bond; the Transit District would be able to seek voter approval of a new tax base; and, the County would receive \$2 million of urban renewal funds for the development of a downtown County Service Center. All principles have been met except the County Service Center obligation, which is currently being pursued.

How did Measure 50 affect the plan?

The Property Tax Management Plan was originally developed on the basis of each government's voter approved tax bases, plus the 6% growth factor allowed by law. This gave the Plan

a fair amount of certainty in that we knew the maximum amount we could collect each year. What was uncertain, was whether or not assessed values would allow those maximum collections without throwing the entire local non-schools government sector into compression. Measure 50 changed this in several ways. First, it converted the tax bases into permanent tax rates. Without a tax base, the tax rate methodology makes total collections more unsure. M50 allows each property's assessment to grow by 3% per annum, rather than the entire tax base growing by 6%, until each individual property reaches the M5 cap tax rate of \$10 on real market value. This throws even more uncertainty into the formula because we cannot predict what the Real Market Value of individual properties will be in any given year, nor, therefore, when they will reach compression. M50 also allows for growth in the property tax levy due to new construction and annexations. Over time, the 3% annual increase and the increase for new construction/annexation is expected to be less than the 6% annual increase that was permitted under the pre-M50 tax base levies.

How are values determined?

Real Market Value (RMV) is the determination of the County Assessor as to the real value of a property for resale. In a growing market, RMV should continue to climb, whereas in a flat market the RMV will remain stagnant or begin to decrease. During the 1990's, residential property values increased at a greater rate than industrial or commercial properties, therefore, as has often been the complaint, residential properties will tend to carry a larger proportionate burden for local property taxes and will go into compression more slowly than commercial or industrial properties. Assessed Value (A.V.) for FY97-98 is the lesser of the Real Market Value or the 1995-96 RMV less 10%. The exception is if the property has been further improved since FY95-96, in which case the value of the improvements were added to the FY95-96 value. Post-M50, all new construction has an A.V. established by the assessor by a process called CPR, Changed Property Ration,

which is the ratio between RMV and A.V. of similar properties in similar locations. That ratio currently is around 80%. All properties A.V. may grow by 3% per annum, unless they reach compression. No property may have an A.V. greater than its RMV. Under Measure 50, the distinction between these two terms is important, as RMV is the basis for determining the maximum allowable taxes (cap) and A.V. is the basis for determining the current taxes and the basis for each year's allowable 3% growth.

What is compression and how does it affect the plan?

As stated earlier, compression occurs when the total taxes to be collected require a rate in excess of \$10 per thousand of RMV. In the pre-M50, post-M5 era, this applied to the entire tax base. In other words, if all the local governments wanted to tax to the maximum of their tax base, and that amount divided by the total assessed value in the taxing area equaled more than \$10, the governments had to proportionately reduce the overall tax requirements to the point that the tax rate fell to \$10 or less. Measure 5 became effective in FY91-92 and the Salem area governments were in compression in that year. The following year growth in assessed value was sufficient to allow the governments to levy their total tax bases without reaching the \$10 tax rate limit. As was said earlier, however, the fear that we could again go into compression due to falling values or a slowdown in growth, or both, is what gave birth to the PTMP. Under M50 the process of compression is far more complicated. As was said earlier, each individual property must be examined, not the taxing base as a whole. Though the M5 cap of \$10 still applies, it is measured in terms of the tax dollars it generates first. In other words, a property valued at \$100,000 at a tax rate of \$10 per \$1,000 generates \$1,000 in taxes. Anything in excess of \$1,000, therefore, exceeds the cap and places that property in compression. Actual taxes are then calculated on the assessed value of the property. If the assessed value is \$85,000 and the combined rate is \$9.90, the taxes due are \$841.50. Therefore, there is no compression because the

maximum allowed is \$1,000. If special option levies totaling 70¢ were approved, the tax rate would go to \$10.60, yielding a tax of \$901, still below the allowable cap. However, a property with RMV of \$90,000, but with A.V. of \$85,000 would be in compression because the maximum cap is \$900 ($\$90,000 \times \$10/1000$) and the total levy is \$901. As long as the growth in RMV, in real dollars, is equal to or greater than the 3% growth in A.V., and as long as local option levies are not approved, properties will not go into compression. On the other hand, if a property's RMV remains flat or decreases, or if local option levies are approved, it is only a matter of time before the 3% annual growth in A.V. pushes that property into compression.

How do local option levies affect the plan?

M50 gave local governments the right to ask the voters for "local option levies" for operations, special levies which can be used to fund programs and services, above and beyond the permanent tax rate. These levies cannot be for longer than five years and, at this writing, require a double majority to pass unless they are approved in a general election. If the local option levy or levies drive an individual property into compression, then the levy on that property must be reduced proportionately to the amount of each agency's local option levy until the individual property is no longer in compression. When properties are pushed into compression, the local option levies must first be decreased to zero before the taxes collected under the permanent tax rate are affected. In other words, if Salem and Marion County passed local option levies, thereby pushing some properties into compression, both local option levies would need to be decreased and Transit's base levy would be unaffected. In a sharply declining market where RMV decreased dramatically over a continued period, forcing a broad range of properties into compression, the local option levies would have to be decreased 100% before all local governments would be forced to proportionately decrease their base levies to take those properties out of compression.

Projection of Impact of Local Option Levy on Property Taxes in FY98-99 Chart prepared by Marion County Tax Assessor's Office

Real Market Value = \$5,621,961,744		Assessed Value = \$4,990,616,085					A.V./RMV = 0.88770011						
General Government Taxes		49,435,546	50,435,546	51,435,546	52,435,546	53,435,546	54,435,546	55,435,546	56,435,546	57,435,546	58,435,546	59,435,546	60,435,546
Tax Rate		9.9067	10.1061	10.3065	10.5068	10.7072	10.9076	11.1080	11.3083	11.5087	11.7091	11.9095	12.1099
Theoretical Loss		0	1.05%	2.97%	4.82%	6.60%	8.32%	9.97%	11.67%	13.11%	14.60%	16.03%	17.46%
Estimated Losses		0	Nil	Nil	Nil	105,065.98	326,395.27	545,753.21	766,087.68	986,422.16	1,206,756.63	1,427,091.11	1,647,426.58

The significance of the above table is to estimate the yield of a given amount of Local Option Levies to the City of Salem and the effect a Marion County or Transit Local Option Levy would have within Salem. For instance, a \$4 million City of Salem Local Option Levy would yield \$3,894,934 (\$105,066 less than the actual levy amount) due to properties which would be forced into compression by the levy. In this case, only the Salem levy would be affected and reduced accordingly. If both the City and the County had Special Option Levies, \$4 million for the City and \$4 million for the County within the City, the combined \$8 million levy would yield \$7,013,578 (a loss of \$986,422) after compression. In this case the City and County levies would be the only ones affected and would be reduced proportionately to their levies, in this case 50/50.

There is no way to predict how many properties will go into compression beyond FY98-99, therefore, we are unable to calculate the true effect of Local Option Levies on future years. Using the above illustration, however, it can readily be seen that each subsequent levy reduces the amount yielded by that levy and by each prior levy. In the first year the City of Salem would levy \$4 million and receive \$3,894,934; but the next year, if Marion County added their own \$4 million levy, each of them would receive only \$3,506,789. That amount could be increased by A.V. and new construction growth, or it could be reduced by a decline in the RMV. However, it is clear that neither agency will receive what they expect from the levy. This raises the policy issue of whether or not the last agency to seek approval of a Local Option Levy should attempt to over-levy in order to allow the collection of the needed levy amount by all agencies. In other words, using the illustration above, should Marion County levy something over \$5 million in order that both Marion County and the City of Salem could receive approximately \$4 million each after compression?

It is important to again state that losses due to compression are covered by reductions in the Local Option Levies until they reach zero; and only then is the base rate of the non-school local governments affected.

Local Option Levy Impact
Prepared by R. G. Andersen-Wyckoff
May 6, 1998

Property Tax Management. in Tax Assessment Illustrations

	FY98-99				FY99-00				FY00-01			
	Value	Cap	Rate	Taxes	Value	Cap	Rate	Taxes	Value	Cap	Rate	Taxes
Property #1 RMV AV Local Option Margin/(Loss)	100,000 88,800 5M	1,000 - -	10.00 9.90 1.00 10.90	- 879 89 968	103,000 91,464 5M	1,030 - -	10.00 9.90 1.00 10.90	- 905 91 996	106,090 94,208 5M	1,061 - 68	10.00 9.90 1.00 10.90	- 933 94 1,027
Property #2 RMV AV Local Option Margin/(Loss)	100,000 80,000 5M	1,000 - 119	10.00 9.90 1.00 10.90	- 792 89 881	103,000 82,400 5M	1,030 - 132	10.00 9.90 1.00 10.90	- 816 82 898	106,090 84,872 5M	1,061 - 268	10.00 9.90 1.00 10.90	- 840 85 925
Property #3 RMV AV Local Option Margin/(Loss)	100,000 88,800 5M	1,000 - 32	10.00 9.90 1.00 10.90	- 879 89 968	100,000 91,464 5M	1,000 - 4	10.00 9.90 1.00 10.90	- 905 91 996	100,000 94,208 5M	1,000 - (27)	10.00 9.90 1.00 10.90	- 933 94 1,027
Property #4 RMV AV Local Option Margin/(Loss)	100,000 88,800 5M	1,000 - 32	10.00 9.90 1.00 10.90	- 879 89 968	95,000 91,464 5M	950 - (46)	10.00 9.90 1.00 10.90	- 905 91 996	90,250 90,250 5M	902 - (81)	10.00 9.90 1.00 10.90	- 893 90 983

Property #1: Growth economy of 3% per annum
 Property #2: New construction in growth economy
 Assessor will attempt to equalize #2 with #1
 Property #3: Flat, no growth economy
 Property #4: Declining economy at 5% per annum



CITY
OF SALEM,
OREGON
City Hall / 555 Liberty St. S.E.
Zip Code 97301

CITY MANAGER'S OFFICE
Telephone (503) 588-6255

TO: GEORGE HAPP, LIBRARY DIRECTOR
FROM: ROBERT G. WELLS, ASSISTANT CITY MANAGER *Robert G. Wells*
DATE: October 15, 1998
SUBJECT: IMPACT OF POTENTIAL LIBRARY DISTRICT LEVY ON PROPERTY TAX
MANAGEMENT PLAN

The estimated annual operating levy for a full service library district is estimated to be \$5,075,000, using FY 1997-98 costing information.

Currently, there are no taxing districts or combination of taxing districts that correspond exactly with the boundaries of a library service district. For purposes of this report, I have used the FY 1997-98 assessed values of the Salem/Keizer School District and the City of Turner. The actual assessed value of a library district would actually be somewhat higher. The estimated 1997-98 assessed value totals \$8,190,637,967. Based on these levy and assessed value estimates, the tax rate for the library district would be \$0.62. This means that for each \$100,000 of assessed property value, property owners would pay \$62 per year to support the library district.

The recently approved Property Tax Management Plan assumed the continuation of the current levies for all non-school local governments (i.e. the City of Salem, Marion County, the Salem Area Transit District, the Salem Urban Renewal Agency, and the Chemeketa Cooperative Regional Library Service.)

In addition, the Plan anticipates that the City of Salem will ask voters to approve a \$4 million per year local option levy to cover projected shortfalls to continue current general fund services. It also anticipates that Marion County will seek voter approval for a \$4 million per year local option levy to support juvenile justice and prevention programs. Finally, the Plan states that the Salem Urban Renewal Agency will not collect special levies if the Salem non-school governments are in compression by more than \$100,000.



The following table shows approximately how much of each potential new levy would be collected within the City of Salem boundaries:

	<u>Total Levy</u>	<u>Levy Collected Within Salem</u>
City of Salem local option levy	\$4,000,000	\$4,000,000
Marion County local option levy	4,000,000	2,000,000
Library District levy	5,075,000	3,000,000

The following table shows how each \$1 million of additional levy impacts compression for Salem area governments. This is based on information provided by the Marion County Assessor's Office for FY 1997-98. As noted earlier, the Salem Urban Renewal Agency has agreed, as part of the Property Tax Management Plan, to reduce the urban renewal special levies if the loss of property tax revenues, due to compression, exceeds \$100,000.

	<u>Estimated Compression Impact</u>	<u>Less: Reduced Urban Renewal Levies</u>	<u>Net Compression</u>
\$1 million	Nil	0	Nil
\$2 million	Nil	0	Nil
\$3 million	Nil	0	Nil
\$4 million	105,000	(5,000)	(100,000)
\$5 million	325,000	(225,000)	(100,000)
\$6 million	545,000	(290,000)	(255,000)
\$7 million	766,000	(290,000)	(476,000)
\$8 million	986,000	(290,000)	(696,000)
\$9 million	1,207,000	(290,000)	(917,000)

You can mix and match potential levy combinations to estimate the impact on compression. Thus, if only the City of Salem's \$4 million local option levy passed, the loss from compression would total \$100,000; if both the City of Salem's and Marion County's local option levies passed, the compression loss would be about \$255,000; if the City of Salem, Marion County and the Library District levies passed, then the loss from compression would be about \$917,000; if the Library District passed, but the City of Salem and Marion County levies failed, then the impact on compression would be nil; and so on.

It is important to point out that this is based on estimated information from FY 1997-98. It is also important to point out that the loss from compression assumes increases in real market property values of 3% per year per property. If property values increase more than 3% per year, then there will be more room under compression. However, if real market property values increase less than 3%, if they level off, or if they decline, then there will be greater losses from compression.

MEMORANDUM

TO: SALEM-KEIZER AREA LIBRARY TASK FORCE

FROM: GEORGE HAPP

DATE: OCTOBER 14, 1998

SUBJECT: ANALYSIS OF POSSIBLE LIBRARY DISTRICT AND THE PROPERTY TAX MANAGEMENT PLAN

Information for the "Property Tax Management Plan" analysis concerning the Salem/Keizer Library District concept:

I. Present Library (restoration) budget: \$3.42 million

II. Elements for a S/K full service library district:

- 50% bookmobile @ \$50K
- 3 branches @ \$300K each = \$900K
- expand central library hours @ \$50K
- less fines and fees @ (\$200K)
- SUB TOTAL: \$800K
- TOTAL: \$4,220,000

III. If the district is expected to be fully independent and provide all support services, the following estimates would need to be added:

- Finance/audit/purchasing/personnel/payroll/contracts/insurance/legal @ \$150K
- Security personnel @ \$50K
- Custodial and maint. svcs @ \$125K
- Grounds @ \$30K
- Physical plant/HVAC operations and facilities fund @ \$200K
- Library automation @ \$150K
- Contingency @ \$150K
- SUB TOTAL: \$855,000
- GRAND TOTAL: \$5,075,000

- IV. To acquire property, construct 3 new branches, expand the West Salem Branch and complete the central library facility, a G.O. bond of \$6.5 million (includes bond issuance costs). would be needed (1998 dollars); furniture, shelving, equipment and collections would be purchased from the branch operating funds which cumulate between district formation and branch construction and opening.
- V. The properties which should be included in the AV base for calculation of the permanent rate and bonded indebtedness costs are those within:
- City of Turner
 - Salem/Keizer School District No. 24J

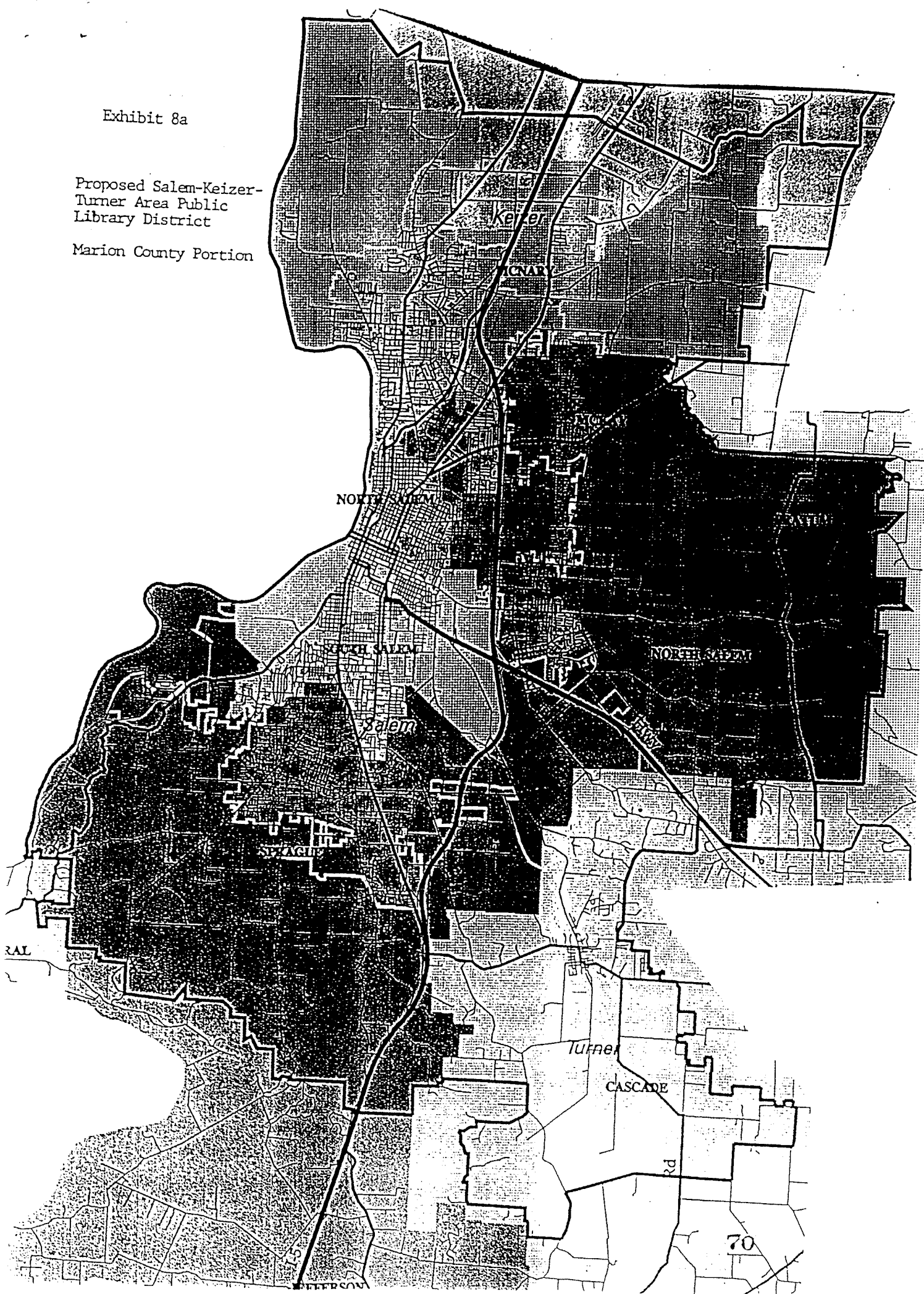
(a November 1996 study by Moore Briethaupt & Assoc. defined the AV of the Salem-Keizer School District and the City of Turner @ \$8,794,831,134)

- VI. The following school boundaries should logically be included in the library district. If these areas and their AVs were added, the cost per \$1,000 would decline:
- Pratum School District No. 50
 - Turner School District No. 79
 - Central Howell School District No. 540 (outside Silver Falls Library District)
 - North Howell School District No. 51
 - Brooks School District No. 31
 - Buena Crest School District No. 134
 - Eldridge School District No. 60
 - Cloverdale School District No. 144

Exhibit 8a

Proposed Salem-Keizer-
Turner Area Public
Library District

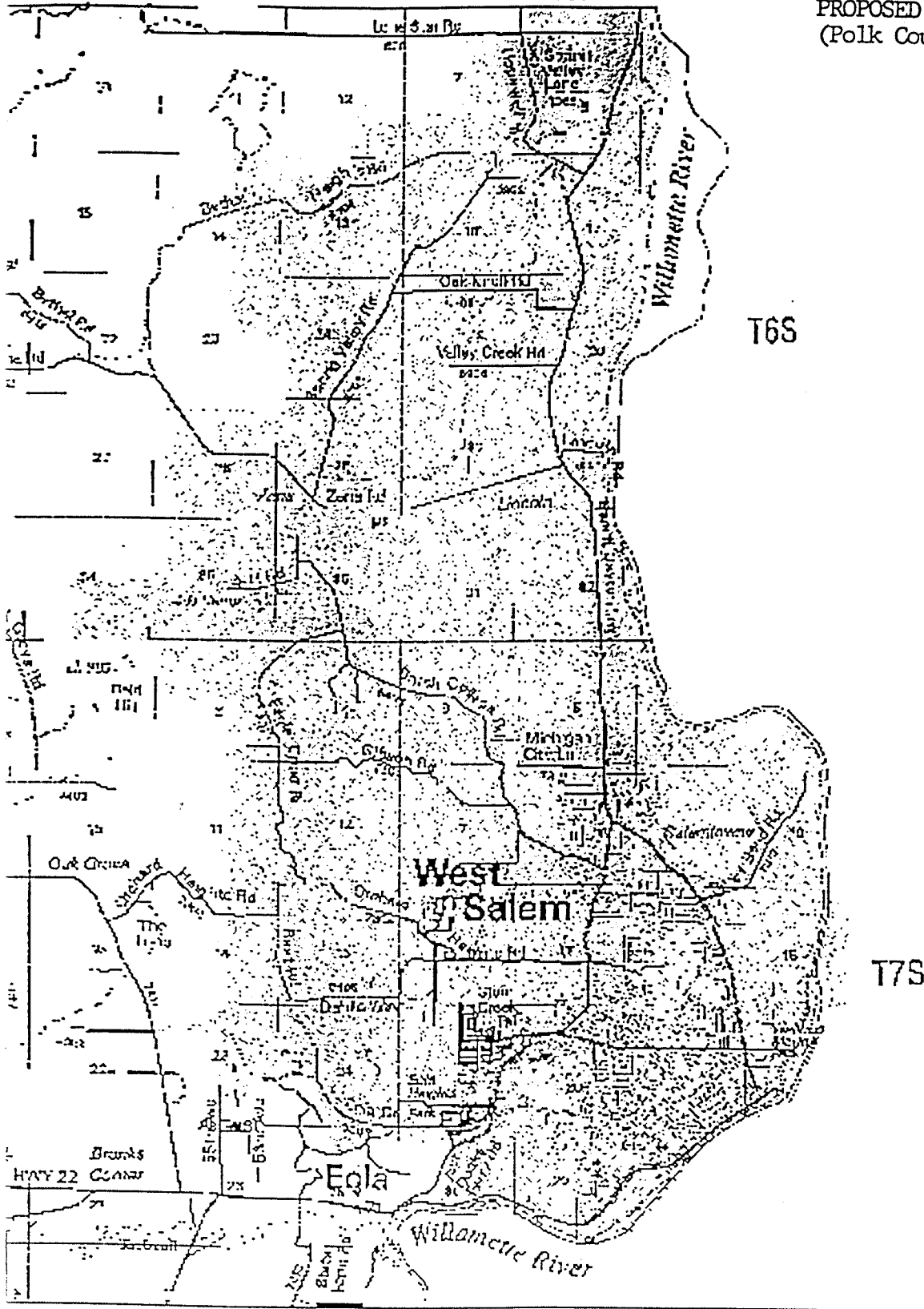
Marion County Portion



R4W

R3W

PROPOSED LIBRARY DISTRICT
(Polk County Areas)





November 1, 1999

AGENDA ITEM 4b

PLANNING COMMISSION APPOINTMENTS

CITY COUNCIL MEETING: November 1, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

THROUGH: WALLY MULL
CITY MANAGER

FROM: TRACY L. DAVIS, CMC *Tracy*
CITY RECORDER

SUBJECT: KEIZER PLANNING COMMISSION APPOINTMENTS

ISSUE:

On September 30, 1999 the terms of Manny Martinez and Bruce Anderson expired on the Keizer Planning Commission. Mr. Martinez indicated he did not wish to be reappointed at this time. Mr. Anderson submitted a letter outlining his desire to serve another term on the Commission. In addition, Dan Nelson submitted his resignation from the Planning Commission in August. A press release was issued to solicit applications to fill these vacancies.

On October 19, 1999 the Volunteer Coordinating Committee reviewed five applications. The Committee voted to recommend the reappointment of Bruce Anderson and the appointment of Stan Compton for a three-year term. In addition, the Committee recommended appointing Michael Smith to fill the unexpired term of Dan Nelson on the Commission. The applications for each of these individuals is attached.

RECOMMENDATION:

It is recommended the City Council accept the recommendations of the Volunteer Coordinating Committee and reappoint Bruce Anderson for a three-year term, appoint Stan Compton for a three-year term, and appoint Michael Smith to fill the vacancy created by the resignation of Dan Nelson.

511
8-10-99

BRUCE ANDERSON

home 1291 Leo St NE ■ Keizer OR 97303 ■ 503.390.6248
work 2701 NW Vaughn Street, Suite 760 ■ Portland OR 97210-5383
Tel 503.274.4000 ■ FAX 503.274.0062

August 6, 1999

Tracy Davis, CMC, City Recorder
City of Keizer
PO Box 21000
Keizer OR 97307-1000

Dear Tracy:

Per your letter dated July 21, 1999, I am writing to notify you of my interest in being reappointed to the City of Keizer Planning Commission. I have enjoyed my service and time with the Planning Commission this past year. I would appreciate the opportunity to continue to serve Keizer in that capacity.

Some additional information for the committee to consider relates to another entity for which I volunteer. Effective January 1, 1999, I was appointed as a public member to the Oregon State Bar Disciplinary Board for Region 6. The board has oversight on issues related to attorneys in the region that includes Marion, Polk, and Yamhill Counties. Because those meetings are infrequent, have no set day of the month on which they meet, and meet during the day, there will be no conflict with meeting times of the Planning Commission.

Thank you for the opportunity to serve the City of Keizer on the Planning Commission. I look forward to continuing to help our community plan for the future.

Best regards,



Bruce E. Anderson



RECEIVED

2 AM 9 50

CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME Bruce E. AndersonDATE June 1, 1998ADDRESS 1291 Leo St NE, Keizer OR 97303

PHONE NUMBER:

DAY: 503/221-1687

EVENINGS:

503/390-6248

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

I'm interested in volunteering to help make Keizer a better place to live & serve in any way I can my hometown city. Re: skills - have excellent understanding of governmental processes. Am extremely interested in how Keizer grows, the construction (what is going on) and issues of land use planning. Gained almost 10 years of experience in these issues from previous job held. Number of hours per week you can volunteer: Whatever is necessary.

Day or days of week available:

Any, except Monday eves (Sept-May only)

Time of Day available:

Can adjust schedule as needed. Prefer after 4:30-5pm, though.

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED IN VOLUNTEERING FOR:

BUDGET COMMITTEE _____

PLANNING COMMISSION ☒

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMMITTEE _____

TRAFFIC SAFETY COMMISSION _____

RIVER ROAD REDEVELOPMENT BOARD _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE _____

SPECIAL PROJECT TASK FORCE _____

(PLEASE INDICATE AREA OF INTEREST)

CLERICAL DUTIES _____

EDUCATION BACKGROUND

High School Beaverton H.S., Beaverton OR Graduate or GED in 1981College Oregon State UniversityDegree BA in Political Science→ concentrations in Constitutional Law & Public Administration

PERSONAL REFERENCE

Name Jeanne Arana Telephone 503/371-9051
Address 1393 35th Ave NW, Salem OR 97304

CURRENT PLACE OF EMPLOYMENT

Employer's Name Oregon Life Underwriters Association
Employer's Address and Telephone 2701 NW Vaughn St #448
Portland OR 97210 503/221-1687
Your Position Executive Director
May we contact you at work? Yes

PREVIOUS VOLUNTEER EXPERIENCE

Oregon Society of Association Management
(Volunteer Agency)

Address 147 SE 102nd Ave Telephone 503/253-9026
Portland, OR 97216

Supervisor Kim Fuller and Sandra Keller Duties Currently serve as member of Programs Committee (help plan regular meetings & seminars for OSAM) and member of Governmental Affairs Committee (help during Day at the Capitol meeting). Previously, for 2 consecutive years I chaired the Golf Committee (in charge of Golf Tourney, annual and golf Turney in Annual meeting). I chaired the Golf Committee, I chaired meetings, we planned fundraise & made decisions on everything related to that event. We were charged with making profit for OSAM. We excelled, each year, in raised amounts. Also participated in OSAM's Annual planning meeting.

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

[Signature]
Signature of Applicant

6/1/98
Date

PLEASE RETURN COMPLETED APPLICATION TO:

VOLUNTEER COORDINATING COMMITTEE
CITY OF KEIZER
ATTENTION: TRACY L DAVIS - CITY RECORDER (390-3700, EXTENSION 10S)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME MICHAEL G. SMITH DATE 9-22-99

ADDRESS 3715 RIVERCREST DR. N. KEIZER

PHONE NUMBER: DAY: 393-2117 EVENINGS: 390-0797

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

I'M A 4TH GENERATION KEIZER RESIDENT. I'D LIKE
TO CONTRIBUTE TO ITS FUTURE VISION. I AM A
BUILDER BY PROFESSION

Number of hours per week you can volunteer: AS NEEDED

Day or days of week available: AS NEEDED

Time of Day available: AS NEEDED

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED IN VOLUNTEERING FOR:

BUDGET COMMITTEE _____

PLANNING COMMISSION ☒

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMM _____

TRAFFIC SAFETY COMMISSION _____

KEIZER URBAN RENEWAL BOARD _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE _____

CLERICAL DUTIES _____

SPECIAL PROJECT TASK FORCE _____

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School NORTH SALEM

Graduate or GED ☒

College UNIVERSITY OF OREGON Degree BS

(OVER)

PERSONAL REFERENCE

Name GARY WHALEN Telephone 393-0605
Address 1156 GLAZEMEADON N.E. 141202

CURRENT PLACE OF EMPLOYMENT

Employer's Name SELF EMPLOYED
Employer's Address and Telephone 393-2117
Your Position BUILDER
May we contact you at work? SURE

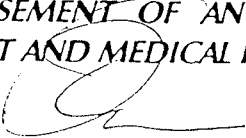
PREVIOUS VOLUNTEER EXPERIENCE

FAMILY YMCA OF MARION & POLK COUNTIES
(Volunteer Agency)
Address 685 COURT ST. N.E. Telephone 399-2751
Supervisor _____ Duties BOARD MEMBER / OFFICER

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.



Signature of Applicant

9-22-99

Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000

CITY OF KEIZER
VOLUNTEER APPLICATION FORM

NAME Stanley C Compton

DATE 6-15-94

DAY

ADDRESS 1927 Modoc Dr NE

PHONE 399-1778

EVENINGS/WEEKENDS

Keizer OR 97303

PHONE 393-4566

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

I am interested in the direction the City is heading.
Through my involvement in numerous organizations as either
a member or chair, I have attained leadership and organization
skills, which will be helpful to the City. Attached is a
summary of the organizations and leadership positions I have achieved

Number of hours per week you can volunteer: 4-5

Day or days of week available: Any

Time of Day available: Any

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED

Budget Committee ☒

Clerical ☐

Parks Committee ☐

Computer Entry ☐

Planning Commission ☒

Research ☐

Volunteer Coordinating Comm ☐

Maintenance ☐

Reception ☐

Landscape ☐

Other ☐

List Other: R3B

EDUCATION BACKGROUND

High School Wlanath Union

Date Completed 1965

College OIT

Date Completed 1967

PERSONAL REFERENCE

Name Ted Anagnos Telephone 393-8190
Address 5307 River Rd

CURRENT PLACE OF EMPLOYMENT

Employer's Name Compton, English and Hunsake CPA PC
Employer's Address and Telephone 805 Liberty St SE Salem 397-1778
Your Position President Beginning Date 9-1-87
May we contact you at work? Yes

PREVIOUS VOLUNTEER EXPERIENCE

List attached
(Volunteer Agency)

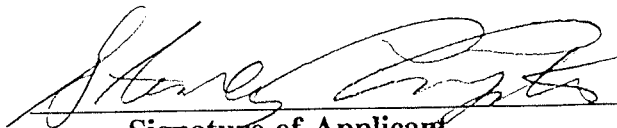
Address _____ Telephone _____

Supervisor _____ Duties _____

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE,
WHAT HAS BEEN STATED IS TRUE.

IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT
REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT
ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.


Signature of Applicant

6-15-91
Date

PLEASE RETURN COMPLETED APPLICATION TO:

VOLUNTEER COORDINATING COMMITTEE
CITY OF KEIZER
930 CHEMAWA ROAD N.E.
P. O. BOX 21000
KEIZER, OREGON 97307-1000

Telephone: 390-3700
Tracy L. Davis
City Recorder

	INITIALS	DATE	REFERENCE
PREPARED BY			
CHECKED BY			
APPROVED BY			

	(1)	(2)	(3)	(4)	(5)	LINE No.
	Ologon Society of (CRA)					1
	• Continuing Education Committee member					2
	• Farming and Ranching Committee - chair					3
						4
	Solom Area National Association of					5
	Accountants - charter member					6
	- President					7
						8
	Chamokata Accountants Advisory Board - chair					9
						10
	Solution Army Advisory Board - member					11
						12
	Solom Exchange Club - President					13
						14
	North West District Exchange Club - Treasurer					15
						16
	St John Lutheran church - Director of H. Boards					17
	Treasurer					18
	Pres. Unit of Congregation					19
	Current Director of Lay Ministers					20
	Organize annual concert 1960-1975					21
	Organize annual men's fishing trip 20 years					22
						23
	Voize Church of Commerce - President					24
						25
						26
						27
						28
						29
						30
						31
						32



November 1, 1999

AGENDA ITEM 4C

BUDGET COMMITTEE APPOINTMENTS

CITY COUNCIL MEETING: November 1, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

**THROUGH: WALLY G. MULL
CITY MANAGER**

**FROM: TRACY L. DAVIS, CMC
CITY RECORDER**



SUBJECT: BUDGET COMMITTEE APPOINTMENTS

BACKGROUND:

In July of 1991 the City Council, by motion created a Volunteer Coordinating Committee to handle volunteer recruitment, work coordination and recognition of City volunteers. In 1993, the City Council further defined the charge of this committee to make recommendations for volunteer appointments of commission, committee or task force members to the Mayor and/or City Council..

ISSUE:

Under the guidelines of ORS 294.336, all municipal corporations shall establish a budget committee to assist the Council in examining and analyzing proposed budgets for the City. The Committee consists of the governing body and an equal number of electors of the municipal corporation who are appointed by the governing body. Each appointed member shall serve a three-year term.

On August 31, 1999 the terms of Roy Duncan, Pat Sparks-Tewell, and Mark Caillier expired on the Keizer Budget Committee. All three individuals indicated their desire to serve another term on the Committee. At the October 19, 1999 Volunteer Coordinating Committee meeting, a vote was taken and it was unanimously recommended to reappoint Mr. Duncan, Ms. Sparks-Tewell, and Mr. Caillier to another three-year term on the Committee. These terms will expire on August 31, 2002.

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and reappoint Roy Duncan, Pat Sparks-Tewell, and Mark Caillier to serve an additional three-year term on the Keizer Budget Committee.



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME Mark W. Caillier DATE 7/31/99

ADDRESS 1388 Marigold St. NE

PHONE NUMBER: DAY: 588-6138 EVENINGS: 393-9422

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

Number of hours per week you can volunteer: 3

Day or days of week available: Vary

Time of Day available: Vary

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED
IN VOLUNTEERING FOR:

BUDGET COMMITTEE ☒

PLANNING COMMISSION ☐

PARKS ADVISORY BOARD ☐

VOLUNTEER COORDINATING COMM ☐

TRAFFIC SAFETY COMMISSION ☐

KEIZER URBAN RENEWAL BOARD ☐

BICYCLE SAFETY COMMITTEE ☐

COMMUNITY POLICING COMMITTEE ☐

CLERICAL DUTIES ☐

SPECIAL PROJECT TASK FORCE ☐

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND Please Refer To Resume on File.

High School ☐ Graduate or GED ☐

College ☐ Degree ☐

(OVER)

PERSONAL REFERENCE

Name _____

Telephone _____

Address _____

CURRENT PLACE OF EMPLOYMENT

Employer's Name City of Salem Police Dept.

Employer's Address and Telephone 555 Liberty St SE 588-6100

Your Position Lt. Operational Support Section

May we contact you at work? yes

PREVIOUS VOLUNTEER EXPERIENCE

(Volunteer Agency)

Address _____ Telephone _____

Supervisor _____ Duties _____

ADDITIONAL COMMENTS:

Past vice chair and chair of Budget Committee

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

Mark W. Guler
Signature of Applicant

7/3/99
Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000

July 21, 1999

Mark Caillier
1399 Marigold Street NE
Keizer, Oregon 97303

Re: Keizer Budget Committee

Dear Mark:

This letter is to advise you that your term on the Keizer Budget Committee will expire on August 31, 1999. If you are interested in being reappointed to this position, please send written notification to my by **August 13, 1999** so I may submit your application to the Volunteer Coordinating Committee for consideration. I have enclosed a copy of your volunteer application which we presently have on file. Please feel free to offer any additional information for the Committee to consider.

If you have any questions regarding this matter, please do not hesitate to give me a call at 390-3700, extension 108.

Sincerely,

Tracy L. Davis, CMC
City Recorder

enc.



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME Pat Sparks-Tewell DATE August 4, 1999

ADDRESS 1393 Rafael Street N. Keizer, OR 97303

PHONE NUMBER: DAY: (503) 588-6173 EVENINGS: (503) 393-6958

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

Six years experience in reviewing and analyzing Salem-Keizer Schools budget

Considerable experience in volunteer work with Keizer Little League, Keizer

Junior Miss Scholarship Program, and the State Junior Miss Scholarship

Program. Banking and twenty-five years experience with the City of Salem
in federal programs. (See attached present job description).

Number of hours per week you can volunteer: Variable

Day or days of week available: Weekdays

Time of Day available: Evenings

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED IN VOLUNTEERING FOR:

BUDGET COMMITTEE X

PLANNING COMMISSION

PARKS ADVISORY BOARD

VOLUNTEER COORDINATING COMM

TRAFFIC SAFETY COMMISSION

KEIZER URBAN RENEWAL BOARD

BICYCLE SAFETY COMMITTEE

COMMUNITY POLICING COMMITTEE

CLERICAL DUTIES Computer, calculator, typewriter, fax machine, copy machine,
etc.

SPECIAL PROJECT TASK FORCE

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School 12 Years

Graduate or GED

College 2 Years

Degree

(OVER)

PERSONAL REFERENCE

Name Robert Wilson Telephone (503) 393-3425
Address 1040 Rafael Street N., Keizer, OR 97303

CURRENT PLACE OF EMPLOYMENT

Employer's Name City of Salem
Employer's Address and Telephone 555 Liberty Street SE, Salem, OR 588-6173
Your Position Relocation/Loan Technician
May we contact you at work? Yes

PREVIOUS VOLUNTEER EXPERIENCE

Salem-Keizer School Board (Citizens Budget Committee)
(Volunteer Agency)
Address 1309 Ferry Street SE Telephone 399-3036
Supervisor Dave Bauer Duties Citizens Budget Committee
(Six Years)

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

Pat Sparks-Tewell August 4, 1999
Signature of Applicant Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000

**CITY OF SALEM
RELOCATION/LOAN TECHNICIAN**

00177

NATURE OF WORK

This is technical and professional work in all phases of relocation and property management work and of underwriting, financial packaging, and clearing of real estate/rehabilitation loans within the Salem area.

Work involves independent responsibility for performing relocation assignments for both business and residential owners, as well as property management functions and the responsibility for the timely monitoring of rehabilitation loans, sources of revenue, obligation and accounting of funding, and the tracking of each party's fiduciary responsibilities associated with the loan. Work is conducted under general supervision, but necessitates a professional who can work as an integral member of a team, research and track a variety of detailed information, and make recommendations and decisions which have significant impacts. Work involves heavy public contact and requires public relations, relocation and property management expertise. Work and materials are often highly sensitive or confidential. This is not full supervisory classification, however the work of this classification includes responsibility for training others in the work or providing work direction to others.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all the essential duties listed and many positions will involve essential duties which are not listed.)

Creates systems for underwriting, managing, and monitoring new or revised loan programs as required for City, State, or Federal projects.

Review loan application forms and conduct necessary background checks (credit reports, title reports, appraisals, etc.) to determine loan eligibility. Resolves discrepancies which would prohibit a loan, works with applicant to clear property titles. Determines which rehabilitation loans an applicant may be eligible to receive. Prepares loan/grant documents, arranges bid openings, conducts pre-construction conference, explains terms and conditions of loan/grant, disburses payments from escrow accounts, obligates federal/state monies authorized by loan, monitor subcontractors for compliance with Davis-Bacon Labor Standards Act, prepares loan transfer documents, property deeds of trust, commercial loans, identifies donated sources of funds for rehabilitation efforts, prepares loan close-out documents. Prepares timely notices, prepares appropriate documentation, maintains accurate case file of all loan activities according to federal and state requirements.

Prepares interagency agreements and conducts audits of other agencies responsible for expenditure of HUD funds.

Interviews and assists owners and tenants being displaced by public action.

Interprets federal and state regulations pertaining to the Uniform Relocation Assistance and Real Property Acquisition Policy's Act of 1970 (Public PL 91-646).

Provides orderly relocation assistance to those being displaced by governmental action and advises others who are involved in programs. Monitors displacement costs and determines method of qualification for moving/reestablishment claims. Completes biannual and annual reports for HUD. Verifies relocation information and secures the necessary data to establish eligibility for claimants moving expenses and other relocation benefits.

Performs property management functions, including but not limited to rental of properties, organization and follow-up routine maintenance, follow-up on rent collections, tenant complaints and notification to various departments regarding status of property.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in relocation counseling field or federal rehabilitation loans with experience in real property management, loan packaging, and real property encumbrances; graduation from a two year college, university or technical school with training in real estate, loan processing or real estate accounting principles; or any equivalent combination of experience and training which provides the following knowledges, skills and abilities:

Considerable knowledge of and ability to interpret the Uniform Relocation and Assistance Real Property Acquisition Policy Act of 1970.

Considerable knowledge of regulations promulgated by various federal agencies implementing the Uniform Act, Community Development Block Grants, HUD mandated housing programs, grants and other related regulations which effect the delivery of relocation and rehabilitation loan services.

Considerable knowledge of mortgage lending transactions and government accounting standards.

Considerable knowledge of property management and encumbrance methods, functions and responsibilities.

Knowledge of legal documents associated with the real estate and property management industries.

Skill in the use of modern office equipment including personal computers.

Considerable ability to negotiate transactions and come to agreement under adverse circumstances.

Considerable ability to manage multiple priorities and view technical documents for accuracy.

Considerable ability to review trust deeds, notes, title searches, and other property related documents and determine the impacts of the document to all effected parties.

Considerable ability to communicate effectively, orally and in writing, including conveying highly technical information to a lay audience.

Considerable ability to establish and maintain effective working relationships with City employees, public and private officials, and the public.

Ability to think logically, deal with changing priorities and conflicting deadlines.

Possession of a valid Oregon driver's license or Class C license and ability to meet City driving standards.

Work is performed in an office and field setting. The office setting involves participating in a variety of meetings, reviews documents for technical detail, sitting, changing deadlines and priorities and working with individuals who may be upset. Office setting includes background noise and interruptions and requires sufficient mental concentration to analyze a variety of technical information and draw conclusions. Field setting work involves entering people's homes which may be in various states of disrepair and traveling from location to location.

Personnel Director

July 21, 1999

Pat Sparks-Tewell
1393 Rafael Street N
Keizer, Oregon 97303

Re: Keizer Budget Committee

Dear Pat:

This letter is to advise you that your term on the Keizer Budget Committee will expire on August 31, 1999. If you are interested in being reappointed to this position, please send written notification to my by **August 13, 1999** so I may submit your application to the Volunteer Coordinating Committee for consideration. I have enclosed a copy of your volunteer application which we presently have on file. Please feel free to offer any additional information for the Committee to consider.

If you have any questions regarding this matter, please do not hesitate to give me a call at 390-3700, extension 108.

Sincerely,

Tracy L. Davis, CMC
City Recorder

enc.



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME Roy Duncan DATE 8/3/99
ADDRESS 6972 Offenbach Ct, NE
PHONE NUMBER: DAY: 503 398 3254 EVENINGS: 503 390 3567

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

Bright, educated, and available.

Number of hours per week you can volunteer: _____

Day or days of week available: _____

Time of Day available: _____

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED

IN VOLUNTEERING FOR: (would consider another appointment)

BUDGET COMMITTEE ☒

PLANNING COMMISSION _____

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMM _____

TRAFFIC SAFETY COMMISSION _____

KEIZER URBAN RENEWAL BOARD _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE _____

CLERICAL DUTIES _____

SPECIAL PROJECT TASK FORCE Will consider all requests
(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School _____

Graduate or GED _____

College Oregon State Degree BS

(OVER)

PERSONAL REFERENCE

Name Current Budget Committee Telephone _____
Address _____

CURRENT PLACE OF EMPLOYMENT

Employer's Name Retired
Employer's Address and Telephone _____
Your Position _____
May we contact you at work? _____

PREVIOUS VOLUNTEER EXPERIENCE

Toastmaster Family Planning, Boy Scouts
(Volunteer Agency)

Address _____ Telephone _____
Supervisor _____ Duties _____

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

[Signature]
Signature of Applicant

8/3/99
Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000

July 21, 1999

Roy Duncan
6972 Offenbach Court NE
Keizer, Oregon 97303

Re: Keizer Budget Committee

Dear Roy:

This letter is to advise you that your term on the Keizer Budget Committee will expire on August 31, 1999. If you are interested in being reappointed to this position, please send written notification to my by **August 13, 1999** so I may submit your application to the Volunteer Coordinating Committee for consideration. I have enclosed a copy of your volunteer application which we presently have on file. Please feel free to offer any additional information for the Committee to consider.

If you have any questions regarding this matter, please do not hesitate to give me a call at 390-3700, extension 108.

Sincerely,

Tracy L. Davis, CMC
City Recorder

enc.



November 1, 1999

AGENDA ITEM 4d

PARKS ADVISORY BOARD APPOINTMENTS

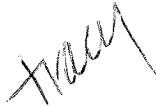
CITY COUNCIL MEETING: November 1, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

THROUGH: WALLY MULL
CITY MANAGER

FROM: TRACY L. DAVIS, CMC
CITY RECORDER



SUBJECT: KEIZER PARKS ADVISORY BOARD APPOINTMENT

ISSUE:

In August, Karla Juhola resigned from the Keizer Parks Advisory Board due to relocation. A press release was issued soliciting applications for this vacancy. At their meeting on October 19, 1999 the Volunteer Coordinating Committee reviewed the application and recommended the appointment of Kenny Perry to fill this position. Mr. Perry's application is attached.

RECOMMENDATION:

It is recommended Kenny Perry be appointed to fill the vacancy on the Parks Advisory Board.

KEA 8/20/99



OPTIONAL FORM NO. 23

CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME Kenny Perry DATE 8-24-99
ADDRESS 1049 PARKMEADOW DR NE
PHONE NUMBER: DAY: 304-0148 EVENINGS: 304-0148

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

To better the city PARKS for children

Number of hours per week you can volunteer: 3 to 6
Day or days of week available: ANY
Time of Day available: ANY

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED IN VOLUNTEERING FOR:

- | | |
|--|------------------------------------|
| BUDGET COMMITTEE _____ | PLANNING COMMISSION _____ |
| PARKS ADVISORY BOARD ☒ | VOLUNTEER COORDINATING COMM _____ |
| TRAFFIC SAFETY COMMISSION _____ | KEIZER URBAN RENEWAL BOARD _____ |
| BICYCLE SAFETY COMMITTEE _____ | COMMUNITY POLICING COMMITTEE _____ |
| CLERICAL DUTIES _____ | |
| SPECIAL PROJECT TASK FORCE _____ | |

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School Kickapoo H.S. Springfield Mo Graduate or GED COED
College _____ Degree YES

(OVER)

PERSONAL REFERENCE

Name Steve Frey

Telephone 463-1918

Address 1028 PARKMEADOW DR NE

CURRENT PLACE OF EMPLOYMENT

Employer's Name FACTORY 2-U INC.

Employer's Address and Telephone LANCASTER DR (new number)

Your Position STORE MANAGER

May we contact you at work? yes

PREVIOUS VOLUNTEER EXPERIENCE

Richland Center WISC. Executive BOARD
(Volunteer Agency)

Address Richland Center, WI

Telephone _____

Supervisor _____

Duties Help make city decisions

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

[Signature]
Signature of Applicant

8-24-99
Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000



November 1, 1999

AGENDA ITEM 4e

TRAFFIC SAFETY COMMISSION APPOINTMENTS

CITY COUNCIL MEETING: November 1, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

THROUGH: WALLY MULL
CITY MANAGER

FROM: TRACY L. DAVIS, CMC *Tracy*
CITY RECORDER

SUBJECT: TRAFFIC SAFETY COMMISSION APPOINTMENTS

ISSUE:

On December 30, 1999 the terms of Ernie Smyres and Mike Kirby will expire on the Traffic Safety Commission. A press release was issued to solicit applications to fill these upcoming vacancies. On October 19, 1999 the Volunteer Coordinating Committee reviewed four applications. The Committee voted to recommend the appointment of Kirk Fillman and Tina Sloan to fill these upcoming vacancies.

RECOMMENDATION:

It is recommended Tina Sloan and Kirk Fillman be appointed to fill the upcoming vacancies on the Traffic Safety Commission, beginning on December 31, 1999.

KCD 6-239
42



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME Tina Sloan DATE 6-23-98

ADDRESS 5905 Radiant DR NE Keizer OR 97303

PHONE NUMBER: DAY: 399 5009 or 399 6569 EVENINGS: 393 1469

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

Planning Commission ; Traffic Safety Commission

Number of hours per week you can volunteer: One or two nights a week

Day or days of week available: Open

Time of Day available: Prefer evenings

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED
IN VOLUNTEERING FOR:

BUDGET COMMITTEE _____

PLANNING COMMISSION X

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMM _____

TRAFFIC SAFETY COMMISSION X

KEIZER URBAN RENEWAL BOARD _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE X

CLERICAL DUTIES _____

SPECIAL PROJECT TASK FORCE _____

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School South Salem

Graduate or GED 1980

College _____

Degree _____

(OVER)

PERSONAL REFERENCE

Name Don + Lucille Dunham Telephone 3934786
Address 6490 Radiant Dr Keizer OR 97303

CURRENT PLACE OF EMPLOYMENT

Employer's Name Chemeketa Community College
Employer's Address and Telephone 4000 Lancaster Dr Salem OR
Your Position Payroll + Personnel
May we contact you at work? Yes

PREVIOUS VOLUNTEER EXPERIENCE

Gubser Nieborhood Assoc. - 2 years actively involved
(Volunteer Agency)

Address 14th St. Telephone _____

Supervisor N/A Pres - W. Truke Duties Area Rep.

ADDITIONAL COMMENTS:

I've lived in Keizer since 1983 and attend most of the meetings monthly. Very Concerned about the Keizer areas future.

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

Don Dunham
Signature of Applicant

6-23-98
Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAIWA ROAD NE)
KEIZER, OREGON 97307-1000



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME KIRK FILLMAN DATE 10-15-99

ADDRESS 5230 AUTUMN LEAF CT.

PHONE NUMBER: DAY: 370-4369 EVENINGS: 304-8048

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

I HAVE 3YRS. EXPERIENCE WITH OUR CENTRAL SAFETY COMMITTEE AND I'VE BEEN THE COORDINATOR OF OUR INTERNAL SAFETY PROGRAM FOR A YEAR. I HAVE A 6YR. OLD DAUGHTER IN 1ST GRADE AND I WANT TO HELP

Number of hours per week you can volunteer: 1-10

Day or days of week available: VARIES

Time of Day available: EVENING

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED IN VOLUNTEERING FOR:

BUDGET COMMITTEE _____

PLANNING COMMISSION _____

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMM _____

TRAFFIC SAFETY COMMISSION X

KEIZER URBAN RENEWAL BOARD _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE _____

CLERICAL DUTIES _____

SPECIAL PROJECT TASK FORCE _____

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School SOUTH VALLEY HIGH Graduate or GED GRADUATED

College UKIAH, CA. SOME Degree NO

(OVER)

MAKE KEIZER SAFE

PERSONAL REFERENCE

Name Doreen Bouche Telephone 390-7881
Address 1782 RIVERROCK KEIZER

CURRENT PLACE OF EMPLOYMENT

Employer's Name BOISE CASCADE CORP. (WHITE PAPER)
Employer's Address and Telephone 315 COMMERCIAL ST. SALEM
Your Position RELIEF SUPERVISOR, SAFETY COORDINATOR
May we contact you at work? YES

PREVIOUS VOLUNTEER EXPERIENCE

N/A
(Volunteer Agency)

Address _____ Telephone _____

Supervisor _____ Duties _____

ADDITIONAL COMMENTS:AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

Kirk Fullmer
Signature of Applicant

10-15-99
Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEWAWA ROAD NE)
KEIZER, OREGON 97307-1000



November 1, 1999

AGENDA ITEM 6a

HIGHLANDS NORTH STREET LIGHTING DISTRICT

COUNCIL MEETING: November 1, 1999

AGENDA ITEM NO: _____

TO: MAYOR NEWTON AND CITY COUNCIL

**FROM: WALLY G. MULL
CITY MANAGER**

THROUGH: TRACY L. DAVIS, CMC
CITY RECORDER

SUBJECT: PUBLIC HEARING - To consider remonstrances or objections to formation of the Highlands North Street Lighting Local Improvement District and objections to an Ordinance spreading assessments to Highlands North Street Lighting Local Improvement District

ISSUE

1. Shall the City Council form Highlands North Street Lighting Local Improvement District after conducting a public hearing to receive objections or remonstrances to its formation?
2. Shall the City Council adopt an ordinance spreading assessments in Highlands North Street Lighting Local Improvement District after conducting a public hearing to receive written objections to the ordinance spreading those assessments to the district.

BACKGROUND

In March 1994, the Keizer City Council adopted Ordinance 94-278 relating to formation of street lighting local improvement districts within the City of Keizer.

On August 9, 1999, the developer of Highlands North filed a petition to form a street lighting local improvement district. In response to this petition, the City Council adopted Resolution R99-1128 on August 16, 1999 to initiate formation of a street lighting local improvement district and directing the City Engineer to make a survey and file a written report with the City Recorder. On October 18, 1999 the City Council approved the City Engineer's report and set a public hearing to consider remonstrances to the project and objections to proposed assessments. On October 20, 1999 notice of the public hearing and intention to form the district and assess for the lighting improvements, as required under Ordinance 94-278, were provided by mail to the property owners.

ANALYSIS

Included within the agenda packet is the proposed resolution forming Highlands North Street Lighting Local Improvement District and setting forth the time and manner of installing the street lights within that district. If the Council decides to form the street lighting district, the next step is to proceed with an ordinance spreading assessments.

Included within the agenda packet is the proposed ordinance to spread assessments to the properties benefited by the lighting district. The ordinance provides for first annual assessments and the procedure for determining second and future annual assessments. Following the City Council's adoption of the Ordinance spreading assessments, the City authorizes the appropriate utility company to install the poles and lights. Depending on the type of poles requested by the City, it takes the utility company from two to six months to have the lights on site and operational.

FISCAL IMPACT

The City initially pays the street lighting expense to the utility company as it is billed throughout the year. The operating cost of the lights is then billed to the property owners on an annual basis, thereby recovering the City's costs for bills paid throughout the year. In addition, the bills include the cost of the City Engineer's Report in the first year, and an administrative charge in the first and subsequent years to recover the City's cost for administering the lighting districts. All funds are budgeted through the Utility Fund.

RECOMMENDATION

1. Open the public hearing to first consider oral objections and written remonstrances to formation of Highlands North Street Lighting Local Improvement District.
2. If valid remonstrances of the owners of two-thirds of the land to be specially assessed for the lighting district are presented to the Council at the public hearing, close the hearing and suspend formation of the district for six months.
3. Consider other objections to the formation of the district. The Council may suspend formation of the district without remonstrance of owners of two-thirds (2/3) of the land if the Council deems that action appropriate.
4. If valid remonstrances of the owners of two-thirds of the land to be specially assessed for the lighting district are not presented to the Council at the public hearing, or other valid objections to formation are not presented, then consider objections to the scope, design or equipment proposed for the district.
5. After consideration of objections of the plans for the district, and if it appears that the Council will form the district, Council should next consider written objections to the proposed assessments which were filed with the City.
6. Close the public hearing.
7. Consider adoption of the resolution officially forming the lighting district.
8. If council forms the district, consider adoption of the proposed assessment ordinance. Council may adopt, correct, modify or revise the assessment against each lot in the district according to special and peculiar benefits accruing to the lot.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R99-_____

3 FORMING HIGHLANDS NORTH STREET LIGHTING

4 LOCAL IMPROVEMENT DISTRICT

5
6 WHEREAS, the City of Keizer has adopted a Resolution initiating the formation of
7 Highlands North Street Lighting Local Improvement District; and

8 WHEREAS, the City Council has adopted a Resolution approving the City Engineer's
9 Report for Highlands North Street Lighting Local Improvement District; and

10 WHEREAS, notice of public hearing to consider formation of street lighting district was
11 mailed as required by Ordinance 94-278; and

12 WHEREAS, the City Council conducted a public hearing to receive objections and
13 remonstrances to the formation of the street lighting district; NOW, THEREFORE,

14 BE IT RESOLVED by the City Council of the City of Keizer that Highlands North Street
15 Lighting Local Improvement District is hereby formed, and that the street lights shall be
16 installed within a reasonable time and in the manner set forth in the City Engineer's Report
17 for Highlands North Street Lighting Local Improvement District.

18 PASSED this _____ day of _____, 1999.

19 SIGNED this _____ day of _____, 1999.

20
21 _____
22 Mayor

23 _____
24 City Recorder
25

2
3 A BILL FOR4
5 AN ORDINANCE SPREADING ASSESSMENTS TO
6 HIGHLANDS NORTH STREET LIGHTING LOCAL
7 IMPROVEMENT DISTRICT
89
10 Section 1. FINDINGS. The City Council of the City of Keizer makes the following

11 findings:

- 12 a. The City Council did heretofore declare its intention to install street lights to
-
- 13 serve an area known as Highlands North Street Lighting Local Improvement
-
- 14 District which is described as follows:

15 Highlands North - identified on the assessors
16 map 6 3W 23DA- tax lot 3100 in the City of
17 Keizer, County of Marion, State of Oregon;
1819 which includes the installation of two (2) - 100-watt high pressure sodium
20 Durastar 2000 flat lens luminaries mounted on four-foot long mast arms
21 attached to 25-foot aluminum poles, located within the subject local
22 improvement district, all in accordance with the City Engineer's Report for
23 Highlands North Street Lighting Local Improvement District.

- 24 b. The total initial cost of Highlands North Street Lighting Local Improvement
-
- 25 District is \$722.72.
-
- 26 c. The per space/lot assessment formula was used for this district.
-
- 27 d. The improvements in the district have been or will be constructed as provided
-
- 28 in the Engineer's Report.
-
- 29 e. Notice was duly mailed to the benefited property owners on October 20,
-
- 30 1999.

1 f. A meeting of the City Council was held at the time and place fixed by public
2 notice for the purpose of considering any such written objections to the
3 proposed assessments.

4 g. No written objections to the proposed assessments were filed.

5 h. The Council has considered the matter and determined that construction of
6 said improvements was and is of material benefit to the City, and all the
7 property to be assessed therefore will be specially benefited by the
8 improvements in the amounts shown on the assessment roll.

9 NOW, THEREFORE, the City Council of the City of Keizer ordains as follows:

10 Section 2. ASSESSMENTS.

11 a. First Annual Assessment. It is hereby determined that the share of the cost
12 of the improvements for Highlands North Street Lighting Local Improvement
13 District for each parcel and property benefited thereby for the first annual
14 assessment is the amount set opposite the description of each piece or
15 parcel of land as described in Highlands North Street Lighting District
16 Assessment Roll as set forth in Exhibit "A" attached, and that each piece or
17 parcel of land benefited by the improvements, to the full extent of the amount
18 so set opposite such piece or parcel and that the respective amounts
19 represent the proportionate benefits of said improvements to said respective
20 parcels of property, and the Council does hereby declare that each of the
21 parcels of property described in Highlands North Street Lighting District Roll
22 as set forth in Exhibit "A" attached is hereby assessed the first annual
23 assessment amount set opposite each respective description.

- i. Summary of first annual assessment costs for formation of the lighting district to serve the area known as "Highlands North Street Lighting Local Improvement District":

2- Poles and 100 Watt Luminaries	\$402.72
Engineering Costs	\$224.00
Administrative Fee	<u>\$96.00</u>
Total Assessments	\$722.72

- ii. The Recorder of the City of Keizer is hereby directed to send a notice of first annual assessment to each owner of assessed property by mail within ten (10) days after this Ordinance levying the first annual installments is passed. The notice shall include information that an application to make installment payments may be filed with the City if the assessment is collected directly from the property owner and not pursuant to ORS 223.866.

- b. Second and Subsequent Annual Assessments. After a municipal lighting district has been formed in accordance with City of Keizer Ordinance 94-278, the second and subsequent annual assessments shall be spread by Resolution which may include changes in the mode of collecting the assessment. The method of assessment and notification for subsequent annual assessments shall be determined in accordance with City of Keizer Ordinance 94-278.

- c. Mode of Collecting Assessments. Assessments for Highlands North Street Lighting Local Improvement District shall be collected pursuant to ORS 223.866.

- d. Lien on Property. The assessment shall be entered as a lien against the benefited property in the City Lien Docket.

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PASSED this _____ day of _____, 1999.

SIGNED this _____ day of _____, 1999.

Mayor

City Recorder



November 1, 1999

AGENDA ITEM 7a

RESOLUTION – ADOPTION OF PERSONNEL POLICIES
COMPENSATION AND SICK LEAVE

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS
FROM: WALLY G MULL
CITY MANAGER
SUBJECT: PERSONNEL POLICIES COMMITTEE

BACKGROUND:

The Personnel Policies sub-committee of the City Council has been meeting to reevaluate personnel policies. The first two policies the committee has addressed are sick leave and salary. The committee's goals are to provide a compensation package, that includes salary and benefits, which are consistent and fair for represented and un-represented employees (within the constraints of ratified union contracts) and is a wise use of taxpayer funds.

RECOMMENDATION:

Council adopt a resolution based on a unanimous recommendation of the Personnel Policies sub-committee regarding Salary and Sick Leave Compensation and Benefits.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R99-_____

3 ADOPTING CITY OF KEIZER PERSONNEL POLICIES REGARDING
4 SALARY AND SICK LEAVE

5 *(REPEALING SECTIONS 2,3,4, 8,AND 10 OF R98-1049)*

6
7 WHEREAS, it is the policy of the City of Keizer to provide a
8 compensation package, that includes salary and benefits, which is
9 consistent and fair for represented and un-represented employees (within the
10 constraints of ratified union contracts) and is a wise use of taxpayer funds;

11 WHEREAS, it is the policy of the City of Keizer to provide sick leave as
12 an accrued benefit for all eligible employees and to provide time off from
13 work for personal and immediate family illness or injury;

14 WHEREAS, Sections 2, 3, 4, 8, and 10 of Resolution R98-1049 adopted by
15 the City Council in July, 1998 provide for salary, benefits, and sick leave for
16 the non-represented employees of the City of Keizer; NOW, THEREFORE,

17 BE IT RESOLVED that the City Council of the City of Keizer hereby adopts
18 the personnel policy for salary, which is attached hereto marked exhibit "A"
19 and by this reference is made a part hereof; and

20 BE IT FURTHER RESOLVED that the policy on salary is effective as of July
21 1, 1999; and

1 BE IT FURTHER RESOLVED that the City Council of the City of Keizer
2 hereby adopts the personnel policy for sick leave, which is attached hereto
3 marked exhibit "B" and by this reference is made a part hereof; and

4 BE IT FURTHER RESOLVED that sections 2, 3, 4, 8, and 10 of Resolution
5 R98-1049 adopted by the City Council on July 6, 1998 are hereby repealed in
6 their entirety.

7 PASSED this ____ day of _____, 1999.

8 SIGNED this ____ day of _____, 1999.

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Mayor

City Recorder

City of Keizer

Personnel Policies

SECTION:	Compensation
TOPIC:	Salary

It is the policy of the City of Keizer to provide a compensation package, that includes salary and benefits, which is consistent and fair for represented and un-represented employees (within the constraints of ratified union contracts) and is a wise use of taxpayer funds.

- I. The city council recognizes that fluctuations in the state's economy will effect the market value of salaries. The salary matrix will be amended each calendar year in July to reflect these fluctuations by incorporating any increases necessary into the matrix as determined by the CPI-W (Consumer Price Index-w) for the prior year (January-December). If the CPI-W indicates a reduction, no change will be made to the matrix.
- II. All unrepresented employees will be placed within a range and step within the salary matrix (attached) as determined by the average comparison of a like position in a comprehensive salary survey of corresponding governmental jurisdictions.

(A) These comparibles, based on jurisdictions that are within the recruitment basin who are considered viable recruitment competition, and/or which have comparable size, will be:

Albany	Milwaukie	State of Oregon
Lake Oswego	Newberg	Tigard
Marion County	Oregon City	Tualatin
McMinnville	Salem	Woodburn

(B) Entire classification salary surveys will performed on a schedule of no less than every three (3) years.

(C) Individual classifications may be surveyed by request of the majority of incumbents within that classification in intervals of no less than twelve (12) months, and at the discretion of the City Manager.

(D) All salary surveys will be conducted by independent contract as selected every three years through the RFP process and approved by the City Council. Surveys will compare position descriptions and duties.

- III. Employees may receive increases in their salary by;

(A) receiving annual cost of living increases based on 100.000 (I)

(B) receiving annual step increases, based on satisfactory job performance until they reach the maximum step (10).

(C) discretionary merit increases as approved by the City Manager and City Council.

(D) re-class of their position into a higher range within the salary matrix.

IV. All bargaining unit employees salaries will be determined based on the terms of their current contract.

V. Any city employee (represented and un-represented) is eligible to receive a second language differential of 2.5% if they are required to acquire this skill or if the City Manager determines that the second language is of benefit to the City. Employee must be fluent in the language as determined by the City Manager, based upon a standard and testing program in assistance with local area colleges and/or court approved translators.

SALARY MATRIX (5% RANGE - 3% STEPS)

Step	1	2	3	4	5	6	7	8	9	10	Comments
Range											
1	1126	1160	1195	1231	1267	1305	1370	1411	1453	1497	
2	1182	1218	1255	1293	1330	1370	1439	1482	1526	1572	
3	1241	1279	1317	1357	1397	1439	1510	1556	1602	1650	
4	1303	1343	1383	1425	1467	1511	1586	1633	1682	1733	
5	1369	1410	1453	1496	1540	1586	1665	1715	1766	1820	
6	1437	1480	1525	1571	1617	1666	1749	1801	1854	1911	
7	1509	1555	1601	1650	1698	1749	1836	1891	1947	2006	
8	1584	1632	1681	1732	1783	1836	1928	1985	2045	2106	
9	1664	1714	1766	1819	1872	1928	2024	2085	2147	2212	
10	1747	1800	1854	1910	1966	2024	2125	2189	2254	2322	
11	1834	1890	1947	2005	2064	2126	2232	2298	2367	2438	
12	1926	1984	2044	2105	2167	2232	2343	2413	2485	2560	
13	2022	2083	2146	2211	2275	2344	2460	2534	2609	2688	
14	2123	2187	2253	2321	2389	2461	2583	2661	2740	2823	
15	2229	2297	2366	2437	2509	2584	2713	2794	2877	2964	
16	2341	2412	2484	2559	2634	2713	2848	2933	3021	3112	
17	2458	2532	2609	2687	2766	2849	2991	3080	3172	3268	
18	2581	2659	2739	2821	2904	2991	3140	3234	3330	3431	
19	2710	2792	2876	2963	3049	3141	3297	3396	3497	3603	
20	2845	2931	3020	3111	3202	3298	3462	3566	3672	3783	
21	2988	3078	3171	3266	3362	3463	3635	3744	3855	3972	
22	3137	3232	3329	3430	3530	3636	3817	3931	4048	4171	
23	3294	3393	3496	3601	3706	3817	4008	4128	4250	4379	
24	3459	3563	3670	3781	3892	4008	4208	4334	4463	4598	
25	3631	3741	3854	3970	4086	4209	4418	4551	4686	4828	
26	3813	3928	4047	4169	4291	4419	4639	4778	4920	5069	
27	4004	4125	4249	4377	4505	4640	4871	5017	5166	5323	
28	4204	4331	4461	4596	4730	4872	5115	5268	5425	5589	
29	4414	4547	4685	4826	4967	5116	5371	5531	5696	5868	
30	4635	4775	4919	5067	5215	5372	5639	5808	5981	6162	
31	4867	5013	5165	5320	5476	5640	5921	6098	6280	6470	
32	5110	5264	5423	5586	5750	5922	6217	6403	6594	6793	
33	5365	5527	5694	5866	6037	6218	6528	6723	6923	7133	
34	5634	5804	5979	6159	6339	6529	6854	7059	7270	7490	
35	5915	6094	6278	6467	6656	6856	7197	7412	7633	7864	

City of Keizer

Personnel Policies

SECTION:	Benefit
TOPIC:	Sick Leave

It is the policy of the City of Keizer to provide sick leave as an accrued benefit for all eligible employees and to provide time off from work for personal and immediate family illness or injury.

I. Eligibility. All regular full-time employees accrue sick leave at the rate of eight (8) hours leave for each calendar month of service. Regular part-time and job share employees accrue sick leave on a pro rata basis. Temporary employees are not eligible for sick leave.

II. Accrual. Sick leave accrues from the date of employment, but it shall not be granted until the successful completion of six months of continuous service. Unused sick leave will be carried forward to the next year. Employees shall be entitled to unlimited sick leave accrual. Sick leave cannot be used for vacation. If an employee runs out of sick leave, any additional sick time missed automatically deducted from the employee's available accrued leave. If no leave is available, the employee may take leave without pay.

III. Donation of Sick Leave. An employee may donate up to 40 hours of unused sick leave annually to co-workers on extended medical leave due to their own, or their immediate family as defined by FMLA and OFLA, serious health condition or catastrophic illness. These options will be determined on a case by case basis, and will require written request and the approval of the Department Head and the City Manager. The sick leave donated will be on an hour for hour basis

IV. Sick Leave upon Separation. No payment for accrued sick leave will be paid upon separation.

V. Sick Leave upon Retirement. Upon retirement of an employee, fifty percent (50%) of unused sick leave shall be credited toward retirement benefits.

VI. Sick Leave without Pay. Upon written application, a leave of absence without pay for non-job related medical reasons may be granted by the City Manager for the remaining period of disability after earned sick leave and other accrued leaves have been exhausted. At the end of one year, an extension must be requested in writing and approved by the City Manager, who may require that the employee submit a certificate from the attending physician. In the event of a failure or refusal to supply the certificate or if the certificate does not clearly show sufficient disability to preclude the employee from the performance of duties, the leave of absence without pay will be canceled and the employee terminated.

VII. Procedure. Employees are expected to call their immediate supervisor on each occasion of absence from work stating the reason for his/her absence as soon as practically possible. The City may require a written statement from a physician after three days. A physician's release will be required when the City has reason to believe the employee's return to work would present a health hazard to either the employee or coworkers in their work place.



November 1, 1999

AGENDA ITEM 8a

**APPROVAL OF OCTOBER 18, 1999 REGULAR SESSION
MINUTES**

MINUTES
KEIZER CITY COUNCIL
Monday, October 18, 1999
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Newton called the regular meeting to order at 7:02 p.m. Roll Call was taken as follows:

Present:

Bob Newton, Mayor
Craig Campbell, Councilor
Lore Christopher, Council President
Jim Keller, Councilor
Jerry McGee, Councilor
Jacque Moir, Councilor
(Position Number One Vacant)

Staff:

Wally Mull, City Manager
Shannon Johnson, City Attorney
Dianne Hunt, Human Resources Officer
Rob Kissler, Public Works Director
Marc Adams, Chief of Police
Tracy Davis, City Recorder

PUBLIC TESTIMONY

Dale Johnson, 5862 Rhinestone Court SE, Salem- Mr. Johnson was speaking as a representative of the Mildred F. Hayes Family Limited Partnership as one of the owners in the Chemawa Activity Center. Mr. Johnson expressed his concerns with the Task Force, especially the request that 80% of the property owners be in attendance at these meetings in order for the Task Force to continue. Mr. Johnson also noted that the request for notarized proxies seemed unreasonable and went into an explanation of the problems confronted in contacting and convincing property owners from out of town to sign this type of document.

He also expressed his concern that Mayor Newton and Councilor McGee were not part of the Task Force and they seemed to be advocates in moving the issue forward. He felt the Chair of the Task Force had more conflict of interest since he was a property owner not far from the Chemawa Activity Center.

Mr. Johnson felt the property owners should be allowed three representatives opposed to the requested one. He indicated that their representative would be present at the meeting but stressed the need for three from their group.

Responding to questions City Manager Mull indicated prior to the formation of the Task Force the Council's position was that a majority of the property owners attend the meetings with 80% being chosen as the majority indicator.

Councilor Keller explained he felt the requirements that were placed on the Task Force were not unreasonable and felt strongly that 80% of the property owners attend the Task Force meetings.

Mr. Johnson believed this requirement would sink the Task Force and felt by removing the property owners from the 80% requirement who were physically unable to attend because of disability or being located state, was not an illogical request. He urged the Council to remove this requirement.

Councilor McGee felt the 80% rule was arbitrary and would not provide for greater attendance at the meetings as first acknowledged. He felt it was important for the meetings to continue whether or not 80% of the property owners were in attendance.

Councilor McGee moved to strike the 80% condition of the meetings continuing.

There was no second to the Motion.

Responding to questions Councilor Keller expressed his gratitude to the participants at the last meeting. Councilor Keller stressed that the only way this project could move forward would be with participation from the property owners. He indicated the 80% rule would allow participation from the majority of the property owners and assure the City is making decisions with the knowledge and input of the property owners.

Jean Johnson, 5862 Rhinestone Court SE, Salem noted she had supplied the letter regarding the meeting and had made follow-up phone calls to property owners. Ms. Johnson indicated that people she had spoken to were not willing to provide a notarized statement and indicated that people would attend the meetings as they

could, but 80% would not be in attendance at every meeting.

Councilor Keller indicated that the request was for 80% to attend the first meeting only. He expressed his optimism that the 80% attendance would take place, but if the Task Force was disbanded this would not cause their efforts to come to an end.

Responding to questions, Councilor Keller explained the Chairman's role and the request from City staff to provide notarized letters from property owners unable to attend the meeting. He believed the information gathered to this point had been very beneficial to all involved.

Mayor Newton thanked Mr. Johnson for his input.

Shannon Johnson, City Attorney reminded the Council and the audience that submissions to fill the Council vacancy need to be received at City Hall by October 29, 1999.

COMMITTEE REPORTS

Parks Advisory Board-Council President Lore Christopher reported at the last meeting the Parks Board directed staff to prepare a proposal to be considered by the National Guard as one of their projects for the following year. Council President Christopher indicated that the request would be for a bandstand to be housed in Chalmer Jones Park. The total cost of the project would be approximately \$50,000 and with the acceptance from the National Guard they could opt to fund 70% of the project with the remaining funds coming from SDC's and a possible donation from the Rotary.

Councilor President Christopher noted that identification of parks street signs, saying "City Park", would be placed soon with completion of this project after the first of the year. In addition, the Punt, Pass and Kick was successful with 102 children participating. Council President Christopher noted conversations with Jerry Walker of the Volcanoes Stadium and the possibility of the program-taking place at the stadium next year.

Council President Christopher noted that the Keizer Soccer Club was reviewing Mike Wittam Park and was exploring the possibility of placing two junior size soccer fields in this park.

Keizer Heritage Foundation- Jim Hupy President- reported the Foundation was on task and are waiting for an occupancy permit to allow tenants to start moving in. Mr. Hupy noted that a tentative date for the opening had been set for the week of November 19, 1999.

Jerry Watson, 1237 Manzanita Way NE, Keizer pointed out he has been involved with the discussions of the library district and noted the issue would be coming before the Council on November 1, 1999. The Council will need to make a decision on the participation of Keizer in the regional library district.

Councilor Keller commented on the concept and the cost that could be involved. He stressed that he would be a opponent of the concept as it was being presented.

Mayor Newton noted some of the written information that had been distributed to the Council. He indicated his hope to take action by the second meeting in November.

With further discussion, Mr. Watson urged the Council not to deprive the voters of Keizer the opportunity to participate in the decision making process in precluding them from voting.

Mayor Newton expanded on the Library Committee's discussions and information that they had accumulated. He indicated that it would be more economically beneficial for the City to work with a Library District rather than the City's own library. He stressed that more information would be brought before the Council on November 1, 1999 to allow the further discussion and input.

Mayor Newton thanked Mr. Watson for his report.

OTHER BUSINESS

a. New Business

Councilor Campbell announced that the Keizer Police Department was beginning it's Buddy Bear Drive. They would be collecting stuffed bears through December 17th. Monday- Friday from 8:00 a.m. – 8:00 p.m. at the Police Department. Councilor Campbell indicated that they were seeking the donation of new stuffed bears. He urged the public to contact Jodi Sherwood with the Police Department if they had any questions.

b. Old Business

Council President Christopher raised the issue of the Youth Compact and the consultant fee totaling \$550 for Today's Choices/Tomorrow's Communities. She requested the Council determine if Keizer can contribute these funds to support the consultant position. She explained what the consultant fee covered and felt it was important to have this consultant on board to keep jurisdictions from seeking only their agendas.

Council President Christopher moved a motion to fund the Consultant, Today's Choices/Tomorrow's Communities, through Youth Compact in the amount of \$550. Councilor Keller seconded the motion.

Councilor McGee requested clarification of where the funding would come from. Council President Christopher indicated it was a possibility that this amount could come from the Contingency Fund due to one of the jurisdictions had not yet approved the \$3,000 that was discussed for the Gang Intervention Project.

Councilor McGee noted he would support the motion if it would fall within the budget.

City Manager Mull explained that the \$550 would be part of the \$3,000, which was currently in contingency.

Councilor Moir requested that the message be carried back to the Youth Compact that this type of funding be brought through the budget process.

Responding to questions, Council President Christopher noted that she would know by October 27th what the City's actual obligation to the project would be and could bring that information back to the next Council meeting.

The motion passed as follows:

AYES: Christopher, Campbell, Keller, Moir, Newton (5)

NAYS: McGee (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

PUBLIC HEARINGS

a. Berkshire Estates LLC-Partition/Variance Case No. 99-35 – Initial Appeal

Mayor Newton announced the application in the matter had been withdrawn and therefore there would not be a hearing conducted.

**b. Wittenberg Inn
Liquor License
Application-New Outlet**

Mayor Newton opened the public hearing.

City Manager Mull reported on September 22, 1999, Paul and Judy Wittenberg submitted an application for a package store liquor license for Wittenberg Inn located at 5188 Wittenberg Lane North, Keizer, Oregon.

As required by Keizer Ordinance 95-318, a public hearing was scheduled, notice was published in the Keizertimes and mailed to all property owners within 200 feet of the proposed establishment. In addition, notice was sent to the Claggett Creek Neighborhood Association. City Manager Mull noted as of the writing of the staff report, no responses had been received to the notices sent.

City Manager Mull indicated on September 28, 1999 a request was sent to the Keizer Police Department to conduct a background check on the applicant, with the response provided in the report. The Keizer Planning Department found the location of the establishment to be properly zoned.

City Manager Mull shared that it was the recommendation of staff that the public hearing be opened to allow public testimony from the applicant and other interested individuals and upon completion to close the public hearing. It was further recommended that Council approve the application for a Package Store Liquor License for Wittenberg Inn under the guidelines established by ORS 471.265 and the Ordinances of the City of Keizer and forward this recommendation to the Oregon Liquor Control Commission.

Paul Wittenberg, 5210 River Road North, Keizer- Spoke in favor of the license for the Wittenberg Inn that had been in business since May of 1998. Mr. Wittenberg shared that since opening they had been contracting from an outside source to bring liquor into the facility. He felt their control of this in the Wittenberg Inn would be better for everyone involved. He requested that the Council approve the liquor license.

Mayor Newton closed the public hearing.

Councilor Keller moved to recommend approval of a package store liquor license to the Oregon Liquor Control Commission for Wittenberg Inn. Councilor Campbell seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir,
Newton (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**c. RESOLUTION-
Forming the Vineyards
Street Lighting District
ORDINANCE-Spreading
Assessments to the
Vineyards Street
Lighting District**

Mayor Newton opened the public hearing.

City Manager Mull offered the staff report noting it was a public hearing to consider remonstrance's or objections to the formation of The Vineyards Street Lighting Local Improvement District and objections to an Ordinance spreading assessments to the Vineyards Street Lighting Local Improvement District.

No public testimony was brought before the Council.

Mayor Newton closed the public hearing.

Councilor Keller moved a Resolution Forming The
Vineyards Street Lighting District. Councilor McGee
seconded the Motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir,
Newton (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Keller moved an Ordinance Spreading
Assessments to the Vineyards Street Lighting District.
Councilor McGee seconded the Motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir,
Newton (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

Items on the consent calendar consisted of the following:

- a) RESOLUTION- Approval of Engineering Report for Highlands North Street Lighting District
- b) RESOLUTION-Designating Check Signers for the City of Keizer
- c) Approval of October 4, 1999 Regular Session Minutes

Councilor McGee pulled item "b" from the consent calendar.

Councilor Keller moved for approval of items "a" and "c" on the consent calendar. Councilor Moir seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Item "b"

Councilor McGee requested that the alternate Resolution including the Mayor as one of the authorized check signers for the City of Keizer be adopted.

Councilor McGee moved a Resolution Designating Checking Account Signers for the City of Keizer with the addition of Mayor Robert Newton on the list. Councilor Moir seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

WRITTEN COMMUNICATIONS

Mayor Newton shared a letter from the census bureau and noted he would have additional information for the Council at the next meeting.

AGENDA INPUT

November 1, 1999

7:00 p.m. City Council Meeting

- Regional Library district Report
- Distribution of Responses for City Council Position Number One Applicants
- Compensation Resolution
- CIS Volunteer Resolution
- Revenue Sharing Resolution
- Committee Appointments

November 8, 1999

5:30 p.m. City Council Special Session

- Appointment to Council Position Number One

November 15, 1999

7:00 p.m. City Council Meeting

- Swearing In-Council Position Number One

Responding to a question regarding the status of the burglary alarm ordinance, Chief Adams noted that they were currently providing education regarding burglary alarms and the ordinance would be brought at a later date.

City Manager Mull noted they had received one application to fill the vacant Council position. He urged anyone interested to submit their resume' to the City of Keizer by October 29, 1999.

City Manager Mull shared that they have been involved in the census process over the past twelve months and would continue to keep the Council informed.

ADJOURNMENT

Mayor Newton adjourned the meeting at 8:12 p.m.

Bob Newton – Mayor

Tracy L. Davis, CMC- City Recorder

Councilor #1- Vacant

Councilor #4 - Jacques Moir

Councilor #2 - Lore Christopher

Councilor #5 - Craig Campbell

Councilor #3 - Jim Keller

Councilor #6 - Jerry McGee

APPLICANTS FOR CITY COUNCIL POSITION NUMBER ONE

CARL BEACH

PAUL GORLINSKY

JIM WARNER

RAYMOND KELLY

JOHN COPELAND

ROBERT HERBERGER

JAMES MADSEN

J.L. WILSON

RICHARD WALSH

10-12-99

To: Mayor Bob Newton and City Councilors

From: Carl E. Beach

Subject: Council Position #1 Vacancy

My interest in Keizer has been sustained and active since our family moved here in 1950. I have been involved in City business since Keizer incorporated in 1982. I have served regularly on the City Budget Committee for 15 years, and was chairman for 2 years. I also served for over two years as treasurer for the Keizer promotion committee and six years on the Salem/Keizer School budget committee.

My experience and background in banking is over 38 years, and I was Manager of the Keizer U. S. Bank, giving me a solid background in the community.

My current public service includes being on the Bond Steering Committee, a citizens oversight committee for the \$177.1 million School District's improvement program. I also was appointed by the Marion County Board of Commissioners to be Keizer's representative on the Courthouse Square building project.

• Keizer's goals for 1999-2000 are :

- 1- To develop the Chemawa Activity Center Economic Feasibility Study to gather information to provide to the voters
- 2- Reduce the possibility of flooding and implement mitigation measures,
- 3- To conduct and review revisions of city master plan
- 4- To establish a peer municipal juvenile court
- 5- To develop a five-year financial plan
- 6- To review and amend the new city development code

I would like to see these very worthy goals and objectives implemented.

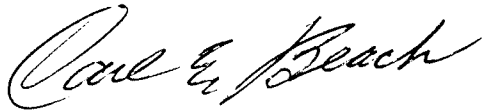
I was also active in supporting the development of Carlson Skate Park for our youth. The Keizer Community Center improvement is an excellent example of the community and City coming together to complete a vision that needed cooperation and leadership from our community to bring the project to fruition.

I think because of the many critical projects to be addressed in the next few months, a seasoned, proven, experienced person is needed to fill this vacancy. I have served on the R3B, (River Road Redevelopment Board), and KURB, (Keizer Urban Renewal Board) for four (4) years and bring a solid background and experience to the Council.

Ed 10-13-99

I was on the council when we selected Wally Mull, as Keizer City Manager, and would like to be able to help select his replacement. He has been proven to be an excellent choice and served very well. I have worked tirelessly on the flooding issues and want this important problem to be solved as soon as possible. I am looking forward to the Keizer Dike improvement, especially since I live in Palma Ciega Villa sub-division.

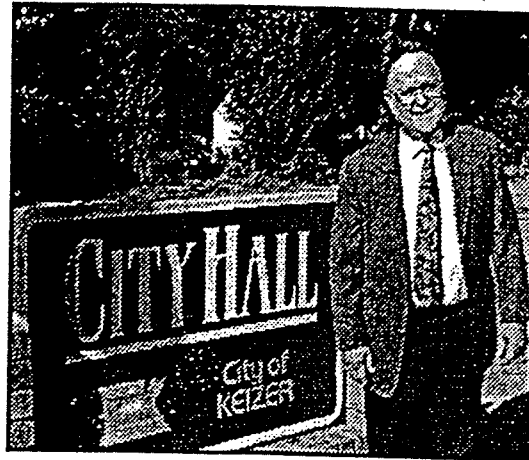
I enjoyed my public service on the Council and have the time, energy, and will to serve faithfully again. I sincerely thank each of you for your consideration of my application. I look forward to working together as a solid team for Keizer.

A handwritten signature in cursive script that reads "Carl E. Beach". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Carl E. Beach

Re-Elect Carl Beach

*Carl Beach Is Your
Keizer City
Cuncilor
Working for You!*



During his four years in office Carl Beach has brought a wealth of experience and knowledge to the Keizer City Council.

- For a Keizer Regional Branch Library
- 15 years service on the Keizer Budget Committee
- For Keizer families and Keizer youth
- Supports the Keizer Neighborhood Association and Keizer community policing
- Active member of the Youth Compact Committee and supports the new Keizer Skate Park
- Council liaison to the Keizer Urban Renewal Board
- Keizer resident since 1950

Support Carl Beach for re-election. He provides fiscal experience and historical background to solve the flooding and growth issues of Keizer. His Keizer knowledge and experience will help keep Keizer taxes some of the lowest in Oregon.

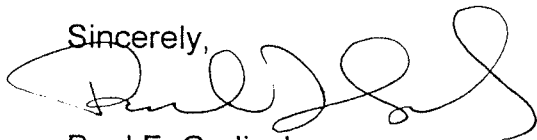
October 21, 1999

Tracy L. Davis, City Recorder
City of Keizer
PO BOX 21000
Keizer, OR 97307

Dear Ms. Davis;

Please find enclosed a cover letter to the City Council and a copy of my
resume for consideration for the vacant City Council position.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul F. Gorlinsky", with a large, stylized flourish at the end.

Paul F. Gorlinsky

LCD 10-21-99

To the Keizer City Council:

Since moving to Keizer in February 1995, I have been active in our community in several ways. I began participating in Keizer Little League that first spring as a coach and have been coaching and/or a member of the Board of Directors ever since. I have been an Executive Board member and Player Agent for three terms. I have also been a member of the Traffic Safety Commission and was its Chairman for a year.

For the last year, I have been investing in our community by building a new home and have begun construction on another house for investment purposes. I have also begun planning construction of office space for my company in Keizer. I believe that our community has become a leading city of Oregon and I am willing to invest in it.

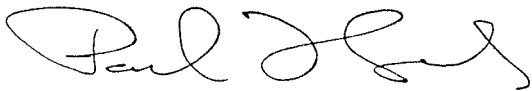
I have been the sole owner and president of Horizon Data Systems, Inc. for almost four years. During that time, the company has grown from a small two-person company into a multimillion-dollar business with about twenty people working for it. We have been very successful in delivering projects on time and under budget to the Department of Transportation and the Oregon Legislative Information Systems department of the State Capitol. Managing multimillion-dollar projects has all the challenges associated with managing a city, such as planning, budgeting and the logistic challenges to keep within budgets.

Through my business, I have been investing in the future of our city by contributing financial resources to programs for children. Horizon has invested several thousand dollars in various community projects such as Keizer Little League, Craters Community Program, the McNary Band program, Keizer Police Department Charities, Whiteaker Peer Helper program, the Whiteaker Music Department for their new choir robes, and the Keizer Heritage efforts to restore the old Keizer Elementary School. I believe that children are the future of the city and although I cannot always participate directly in the efforts of the community, I can reward the hard work of some of the organizations.

As a resident of this city, I constantly monitor the growth and development of our city. I am actively participating in the growth by investing in new housing. For the last two years, I have been involved with a member of the building and real estate business in developing properties within Keizer. Whereas the residential building business is growing, I have concerns that the available commercial real estate is in excess as of this time and projects such as the development of the Chemawa Activity Center should be postponed for the time being as it would deflate the value of existing commercial real estate within Keizer. I believe that the parties profiting from the growth must finance growth. City resources need to be spent on improving the quality of life for the community, such as improving the city parks and providing programs to keep the children of the community engaged in life in a positive way.

I am the third of five children. My parents are from Arkansas and my father spent 30 years in the U.S. Army. I was born in Heidelberg, Germany while my father was stationed there. As a military dependent, I have lived in Europe as well as Kansas, Colorado, New Mexico, California and Virginia. Northern Virginia is where my father retired from the Army and where I went to high school. I am forty-three years old, have been married 17 years and have two children, ages 13 and 16. I have run my own computer programming consulting business for the last 15 years. I am registered as non-partisan and believe in self-determination and individual responsibility.

Thank you for your consideration of my application.

A handwritten signature in black ink, appearing to read "Paul F. Gorlinsky". The signature is fluid and cursive, with the first name "Paul" being more prominent and the last name "Gorlinsky" written in a more compact, flowing style.

Paul F. Gorlinsky

Paul F. Gorlinsky
799 Crystal Springs Lane, N
Keizer, Oregon 97303
503-463-0432

CURRENT POSITION:

President and Consultant Senior Computer Programmer

PROFESSIONAL EXPERIENCE:

Entire range of IBM and Amdahl mainframe computers and peripheral equipment and IBM PC hardware and software support and development.

KEYWORDS:

VM/SP, VM/XA, VM/ESA, OS/VS1/MVT, MVS/SP, MVS/XA, MVS/ESA, VSE/SP, VSE/ESA, JES2, JES3, RSCS, RACF, TMS (UCC-1/CA-1), ACF/NCP, ACF/VTAM, SNA, TSO/E, CMS, REXX, CLIST, ISPF, ISPF/PDF, Token-Ring, TCP/IP, XNS, PC-NFS, VSAM, CICS, IMS/DB/DC, ASSEMBLER H, COBOL, C, FORTRAN, PL/1, PASCAL, WYLBUR, MILTEN, EXHIBIT, NETVIEW, DB/2, SQL/DS, OS/400, ROS

HORIZON DATA SYSTEMS, INC. (PRESIDENT)

Computer consulting company - 4/96 to present

Acquired 13 year old Oregon corporation that provides computer consulting services to several state agencies. Current contracts include Oregon Department of Transportation and Oregon Legislation Information Services. Providing VM/ESA, MVS/ESA, DB2/MVS, SQL/DS, VTAM, ROS, CICS and other IBM operating systems related services and DB2/Solaris and UNIX support on a SUN machine.

LEIGH SYSTEMS PROGRAMMING (OWNER)

Consultant Systems Programmer - 5/84 to 4/96

As an independent consultant, provide operating system support services to corporations such as ANDOR Systems, Chips and Technologies, Shugart, Versatec, Oral-B Labs, Lockheed, US Army, INFORMIX Software and Cooper Labs. Duties include operating systems and communication products installation and maintenance, customization, performance evaluation, planning, and technical assistance to application programming staff. Additional duties include development and maintenance of local utilities and JES or MVS Exits to add support for new operating system versions or releases, and hardware and system DBA functions. Software has included VM/SP/HPO, VM/XA SP 2, VM/ESA, MVS/SP, MVS/XA, MVS/ESA, JES2, JES3, RSCS, DOS/VSE, PICK/370, CICS, IMS/DB, DB2, NETVIEW, IBM SNA communications software and various compilers.

SOFTSELL CONNECTIVITY SOFTWARE (OWNER)

2/88 to present

Developed and currently market a PC DOS and UNIX communications product, written in C, to interface with 3270 protocol converters providing both terminal emulation and file transfer capabilities. The product supports slaved printer functions and allows the user to easily customize the product to function with any of the third party and IBM's 3174, 7171, 9370, and 3708 protocol converters. Developed a companion product that replaces and enhances IBM's IND\$FILE program for MVS/TSO and VM/CMS to provide the host side of the file transfer function.

ANDOR SYSTEMS

Manager of Technical Staff - 5/90 - 10/91

As a member of the technical staff, provided design and architect experience to a new Dr. Gene Amdahl start-up company to design and manufacture IBM compatible CPU, DASD subsystem and CacheXchange products. Responsibilities included establishing and maintaining an MVS and VM data center, maintaining PC Token-Ring LAN with NOVELL server, and managing staff for CPU, console and tools development.

AUTOMATED SCIENCES GROUP INC.

Senior Systems Programmer - 2/84 - 5/84

Provided operating systems support and technical assistance to SPERRY Corporation on a re-host effort for the FAA's National Aerospace System.

CAPITAL SYSTEMS INC.

Senior Systems Programmer/Task Leader - 10/83 - 2/84

Provided technical assistance to Social Security Administration in migrating from IBM 370/168 environment to AMDAHL 5860 CPUs. Responsible for four systems programmers, three technical writers, and a technical librarian.

GRUMMAN DATA SYSTEMS

Senior Systems Programmer - 6/83 - 9/83

Provided technical assistance in the preparation of proposals in response to Request-for-Proposals (RFPs) from various governmental agencies. Interviewed and hired candidates to support contracts awarded to the company.

AMDAHL CORPORATION

Senior Systems Programmer- 6/81 - 5/83

Responsible for maintenance and development of the VM/Performance Enhancement (VM/PE) program product. Duties included maintaining VM/SP, enhancing VM/PE and preparing the product for distribution.

AMDAHL CORPORATION

Systems Engineer Specialist - cont

Responsibilities included customer problem determination and resolution for VM/SP operating system. Other support center activities included technical support via phone for all AMDAHL and IBM mainframe software components with customers and field software engineers.

Concurrent with these responsibilities, developed remote hardware diagnostic tools for AMDAHL's 470 processor line using Zenith Microprocessors. Supported AMDAHL's Zenith microprocessor user community (approximately 150-200 users) in hardware installation and software use.

Designed and built prototype temporary maintenance console replacement for AMDAHL 470 mainframe.

WERNER + ASSOCIATES

Assistant Manager of Research and Development - 6/80 - 6/81

Responsibilities included data center design, installation and operation, maintenance for VM/SP and DOS/VSE(AF3), all hardware and software selection and local modifications to VM/SP and DOS/VSE. Additional duties included conversion of application programs from DOS to DOS/VSE under VM/SP.

AMERICAN MANAGEMENT SYSTEMS

Senior Systems Programmer - 6/78 - 6/80

Responsible for the generation, maintenance, and modification of VM/370, OS/VS1 and OS/MVT. Designed and implemented a VM/370 accounting system. Solely responsible for setting up the MCI Rosslyn Computer Center operating system software. Evaluated new program products. Interfaced between the systems group and other computer center departments. Trained entire operations staff in local environment.

Additionally, provided technical support for VM/370, OS/MVT/VS1 and EXHIBIT (system monitor). Provided programming and debugging support for all compilers available at the installation. Supported all local utilities. Reviewed customer credit request. Trained new staff. Assisted Account Support Representatives in benchmark activities.

U.S. Air Force

Computer Programmer Specialist - 3/77 - 6/78

Served as application programmer in support of the Air Force Data Systems Design Center, Logistics Division. Performed all duties assigned in accordance with the Standard Base Supply System (SBSS), standards, conventions, techniques, methodology, and specifications. Analyzed data automation proposals and specifications to determine the feasibility of accommodating the change, nature and extent of the involvement (programming hours required to accomplish), and where applicable any detrimental impact to the SBSS. Coded in Assembly and MACRO languages.

AMERICAN MANAGEMENT SYSTEMS

Computer Operator - 10/76 - 3/77

Operated IBM 360/65 and 370/155 under OS/MVT and HASP.

HEALTH THRU CHIROPRACTIC

Warner Chiropractic Office, P.C.

Dr. Jim Warner

3830 River Rd N

Keizer, OR 97303

(503) 390-1144 FAX (503) 390-1146

☆ RECEIVED ☆
OCT 22 1999
City of Keizer

October 22, 1999

Keizer City Council
PO Box 21000
Keizer, OR 97307

Dear City Council,

I request your consideration for the vacant City Counselor's seat. If I may, I will outline some of my experience's, view points and ideals and how they will help me help you lead our city into the next millennium.

My local volunteer efforts are myriad and widespread. I'll highlight a few here, there are more on my enclosed resume with dates and additional details.

Clearlake Neighborhood Association: Over the last five years I've served on the board including chair person for three of those years. In those capacities I've become very familiar with urban growth issues, land use issues and in working with multi-agency considerations including the school district, fire district's and of course, the city council and other neighborhood association's. During this time I helped institute our annual picnic and neighborhood safety fair.

Community Policing Committees: Over the last six years I have been the chair of district one for three sessions, one of which will be ending in the next two months. I also served as chairperson of the main committee, helping lead the other committees as they helped provide better police protection for our city. During my stints on these committees I have learned how to work hand-in-hand with many of our city agencies and citizen groups including neighborhood associations, neighborhood watch groups and others. For two years I was on an advisory committee put together by the police chief to review the police budget and I spoke to public groups bringing budget awareness issues to the forefront when increasing the police budget was having difficulty passing and did indeed pass. I also served on the PAC to pass that budget.

Clear lake Elementary: Over the last few years I have volunteered consistently at Clear lake Elementary including two stints as co-volunteer coordinator. That task, as well as serving as an officer in the

parent-teacher club helped me learn to develop a public support base for impacting our children's education and families in general. Clear lake Elementary consistently has the largest number of volunteer hours in our district and I'm very proud to have been part of involving the parents in the process. I have also: volunteered in the classrooms and in the extracurricular activities including Jump Rope Club.

Keizer Merchant Association/Keizer Chamber of

Commerce: Having served on the board of both of these organizations I was one of the board members that led to the formation of the Keizer Chamber of Commerce. During my stint on these boards and for a number of years as a very active member, I was able to appreciate the variety of needs of different business types here in our city. Even though I have service business as my primary income source I rubbed shoulder's with retailer's, utilities, sales and other business types, and can understand their viewpoints and needs.

Diversity Experiences: I was a member of the People to People ambassador program on a mission to China. From that training and other experiences associated with the Far East I've learned to appreciate the necessity of understanding the diversity of many cultures. I also lived in Mexico for a couple of years and can understand and can relate to that cultural approach to government. These experiences in the Far East and in Mexico has helped me to gain the skills of relating to and dealing with people with different view points.

Professional Leadership: Over my twenty years in practice I have received a number of professional awards because of my work as a volunteer. I have served on the boards of State Chiropractic Associations including treasurer, board member and as president. For the International Chiropractic Association I have been a representative assembly member and have served as an advisor to two different college presidents. These duties have included the analysis of budget's for multi-million dollar organizations, working with volunteer's, representing a constituency and untold hours of committee work. These skills are similar to those that would be used in many of the jobs of our city council.

Business Experience: Of course, I have been budgeting for my own business for twenty years, I've also budgeted as the chairperson of a volunteer organization (The Willamette Nordic Ski Foundation). This foundation had fundraising efforts of over a quarter million dollars a year for a number of years. Combining those experiences gives me a unique perspective and outlook on the budgeting process. I've budgeted for profit organizations and nonprofit organizations as well as reviewing the police and general budgets for the city.

Unique Constituency: Since my family moved to Keizer in 1972, we have lived in a number of different areas including Marigold, on Raffle Court, on the west side of River Road, and currently on Wheatland Road. During that time my family has also owned property on Cherry Avenue where I had my practice for seven years, and I've owned property along River Road. Living here in a variety of areas gives me a unique view of the city. I'm very conversant with the Cherry Avenue redevelopment project, having reviewed those papers extensively as my mother still owns property there. I'm familiar with many of issues of the dike, as my parents developed part of the land on the dike and was able to see

some of the destruction done by unknowledgeable homeowners. I've watched the traffic situation on River Road, Cherry Avenue and first started to study the master traffic plan prior to 1986. I've owned property that had to be evacuated because of the flood. I've worked in the high crime areas and also have a home in the northern area of the city. I believe I can understand and empathize with the views of citizens from all of these areas and can use that understanding to help lead this city into the future.

I am also in touch with the pulse of the city as a whole. Because of my Keizertimes articles, I am privileged to hear when people agree and disagree with me. I also get to hear what is bothering them because many people suggest comments for articles and often I take their suggestions. Certainly, these articles are not always friendly to city government; that's part of what being a columnist is all about, it isn't just talking about the good but also the bad. That experience, however, has increased my understanding of what the citizens of Keizer are feeling. Frankly, sometimes what they feel and what the factual information is, is different. I see an important ongoing task of the city council is helping our citizens understand the realities of government in the new millennium. I have notified the Keizertimes of my willingness to give up my column as I serve on the Council.

Fiscal Outlook: Looking at spending money, I believe that there are two specific criteria. First, I would rather take the practical over the expedient and I can say this about government in general as well. In private business to buy a tool that wears out so that your replacing it consistently, even though it may be less expensive, certainly costs more in the long run. I understand the value of quality, but I also understand the value of planning. Sometimes purchasing a tool isn't nearly as effective as renting it or just doing the job differently. So I consider myself a fiscal conservative in that I'm not happy to spend money just to spend it. On the other hand, I also believe that if a project is important it should be funded appropriately so that it has an opportunity for success. In business and in government, under funded projects are for more likely to fail than one that was well researched and funded appropriately.

Decision Making: Over the years being an employer I have had to hire and fire employees, including performance evaluations on executives working for our Chiropractic Association's. Hiring and managing lobbyists and those executives has meant dealing with people with skills, salaries and personal concerns very similar to that of a city manager. I believe my experience would be helpful as we go into the hiring and management process of a new city manager.

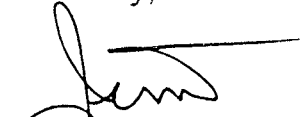
My experience in health care also means that I have to well research before I make a decision. I typically am informed or perhaps over informed, as I want to dig to the bottom of an issue before I make the decision. Because of that, and because I am a voracious reader, you can expect me to have read my counselor packet and other information prior to every meeting. Sometimes rapid decisions are necessary and I can do that and yet I'm also willing to hear all sides and research the data as a decision once made poorly is far harder to fix than doing the job right the first time. I believe in being prepared for the job at hand. Part of this comes from my experience as a young man when I was working in the construction industry. Walking back to the truck all the time to pick up one more tool was a certain way to be chided by the job foreman. We were expected to find

out what we needed, get it all at once, do the job, clean up and move on. That's a trait that I try to carry with me to this day.

I know that I will have a lot of work, but little difficulty in getting up to speed on the issues facing the city today. I regularly watch the city council on TV, read the local papers and attend many community meetings. I believe that I have my fingers on the pulse of the city and will be able to be a contributing city counselor in short order. I appreciate your time and effort in reviewing not just this letter but the letter's of everyone applying for this position and thank you for the efforts that you are putting forth to choose a well-qualified, energetic and active person for the city council. I believe that I could fill this role effectively and help with the governing of this city.

Thank you for your time and efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'James K. Warner', with a long horizontal stroke extending to the right.

James K. Warner, D.C., F.I.C.A.

JKW:caw
cc:file
enclosure

DR. JAMES KEITH WARNER

EDUCATION:

1976 PORTLAND COMMUNITY COLLEGE	A.S. DEGREE
1979 WESTERN STATES CHIROPRACTIC COLLEGE	D.C. DEGREE

POSTGRADUATE:

AMERICAN CHIROPRACTIC ASSOCIATION COUNCIL ON SPORTS INJURIES
RENAISSANCE INTERNATIONAL
PARKER CHIROPRACTIC RESEARCH FOUNDATION
ACTIVATOR SEMINARS, INC., ADV. PROFICIENCY RATED
TOFTNESS POSTGRADUATE SCHOOL OF CHIROPRACTIC, INC.
MOUNTAINEERING MEDICINE, SEATTLE MOUNTAINEERS

PROFESSIONAL AFFILIATIONS:

INTERNATIONAL CHIROPRACTORS ASSOCIATION
OREGON DOCTORS OF CHIROPRACTIC, PRESIDENT 1995, 1997
DIPLOMAT, NATIONAL BOARD OF CHIROPRACTIC EXAMINERS
AMERICAN PUBLIC HEALTH ASSOCIATION
AMERICAN COLLEGE OF SPORTS MEDICINE
RENAISSANCE INTERNATIONAL: Accredited Implementation Instructor
CHIROPRACTIC BASIC RESEARCH FOUNDATION
OREGON CHIROPRACTIC PHYSICIANS ASSOCIATION, PAST STATE SECRETARY
FOUNDATION FOR THE ADVANCEMENT OF CHIROPRACTIC RESEARCH

PRACTICE:

1979-1980	WESTERN STATES CHIROPRACTIC COLLEGE Faculty Member, Clinical Sciences & Chiropractic Sciences Department
1979-Present	PRIVATE PRACTICE, Clinic Director
1985	ANGLO-EUROPEAN COLLEGE OF CHIROPRACTIC Bournemouth, England, Guest Lecturer
1986	PARKER CHIROPRACTIC RESEARCH FOUNDATION, Guest Lecturer
1986-1993	AMERICAN RUNNING & FITNESS ASSOCIATION, Clinic Advisor
1987	INTERNATIONAL WHO'S WHO IN MEDICINE
1987-1998	PARKER CHIROPRACTIC RESOURCE FOUNDATION, Parker Team Teacher
1987-1998	PARKER PRACTICE MANAGEMENT TEAM CONSULTANT, PARKER CHIROPRACTIC RESOURCE FOUNDATION
1988	MULTIDISCIPLINARY HEALTH CARE DELEGATION TO THE PEOPLES REPUBLIC OF CHINA, at the request of the Chinese government.
1989-1996	AMERICAN COLLEGE OF SPORTS MEDICINE, Book Review Consultant
1991	MANAGEMENT CONSULTANT OF THE YEAR - PSPS
1991	Invited to present at MultiDisciplinary Health Conference, Moscow, USSR - Declined
1992 & 1997	WESTERN STATES CHIROPRACTIC COLLEGE Student-ICA, Guest Lecturer
1994 -1996	KOREAN INTERNATIONAL CHIROPRACTIC INSTITUTE, Symposium Lecturer
1996 -	INTERNATIONAL CHIROPRACTIC ASSOCIATION, Representative for Oregon

COMMUNITY SERVICE:

1970-1980	OREGON NORDIC CLUB, Portland Chapter, Coordinated snow survival courses
1983-1998	OREGON NORDIC CLUB, Ski School Director
1983	SALEM BOY SCOUT TROOPS, Winter Camping Instructor
1984, 1993-7	OREGON NORDIC CLUB, Salem Chapter, Board Member
1985	MARION COUNTY SHERIFF/EXPLORER SCOUTS, Orienteering Instructor
1986	KEIZER MERCHANTS ASSOCIATION, Board Member
1986-1990	KEIZER CHAMBER OF COMMERCE, Candidates Fair Coordinator, Founding Board Member
1986, 1994-98	OREGON NORDIC CLUB, Safety Instructor
1991-1996	CAMPFIRE BOYS & GIRLS, Outdoor Skills Instructor
1994-1995	OREGON NORDIC CLUB, Willamette Chapter President
1994-1995	CLEAR LAKE ELEMENTARY, Parent Teacher Club Treasurer
1994-1996	KEIZER POLICE DEPARTMENT, Community Policing Committee Chair
1994-1998	OREGON DOCTORS OF CHIROPRACTIC, Continuing Education Committee Member/chair
1994-1997	WILLAMETTE NORDIC SKI FOUNDATION, Chairman
1995	COMMUNITY POLICING VOLUNTEER OF THE YEAR, Keizer
1995, 1997	OREGON DOCTORS OF CHIROPRACTIC, President
1995-1997	CLEAR LAKE NEIGHBORHOOD ASSOCIATION, Chair
1996-1998	KEIZER SOCCER CLUB/SALEM UNITED, Youth Soccer Coach
1997-1998	KEIZER SOCCER CLUB, Board Member, U.P.
1998-	CLEAR LAKE ELEMENTARY, Co-Volunteer Coordinator

PROFESSIONAL:

1997	CO-AUTHOR, SAVE-A-LIFE FIRST AID & CPR TEXTBOOK
1997-8	PARKER CHIROPRACTIC COLLEGE, Dallas TX.- Active member postgraduate faculty
1997-8	SPEAKER QUEST ALLIANCE - Second Century Club
1998-	KEIZER TIMES - Political Analyst and Columnist
1998-	SPEAKER CHIROPRACTIC LEADERSHIP ALLIANCE, Velocity Plus, ICA - "Chiropractic Without a Doubt."

DR. JAMES KEITH WARNER
WARNER CHIROPRACTIC OFFICE, P.C.
3830 RIVER RD N
KEIZER, OREGON 97303
(503)390-1144
FAX (503)390-1146

Rcd 10/26/99

October 26, 1999

Tracy L. Davis, City Recorder
c/o Keizer City Council
Keizer City Hall
930 Chemawa Road NE
Keizer, Oregon 97303

Dear Council Members:

My name is Raymond (Ray) Kelly. This letter expresses my interest and seeks your support in filling the current city council vacancy. The experiences and perspectives I bring to the table in seeking this council position are wide ranging and distinctive.

Born in the city of Los Angeles, my father died when I was seven. I grew up in a single parent home as a latch key child before the term was coined or people of that genre were accepted. Growing up like this gives one a perspective that can only be gained through the experience. Yes, I understand how the underprivileged side lives.

In 1978 I enlisted in the U.S. Air Force, leaving Los Angeles. From Basic Training in San Antonio, Texas I went to the Southeastern Italian city of Brindisi where I met my wife. During my tenure in Brindisi, I worked in military safety and security. When the U.S. opened a new installation in Comiso, Sicily (Italy), I was sent there to assist in safety and security. The experience one gains in living in a foreign country and interacting with non-Americans on a daily basis is invaluable and again, gives a perspective that can only be gained through experience.

We remained in the Brindisi area until 1984. When my wife and I made the decision as to where to return, we immediately chose Oregon, her home. Upon our return, we lived in Southeast Portland, successfully working our way through college with two small children. Another perspective that can only be gained through the experience.

In 1989 I began work with the State's Emergency Management Division, coordinating programs and working emergencies and disasters, as well as land use issues associated with emergency management programs. During my tenure in that position, I worked floods, earthquakes, fires, and a myriad of small emergencies, interacting with local governments to ensure safety of the public.

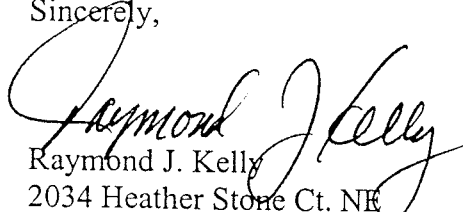
In 1993, after talking with co-workers, we decided to move to Keizer. In conjunction with this move, I wanted to remain involved with youth, as I had been in Portland. In order to do this, I became a volunteer coach and umpire at the local Little League. After the Little League season was over, and in order to stay in touch with the youth of the city, I volunteered to coach a girl's travelling fastpitch softball team. I remained coaching until this last summer. A city's youth represents a city's future and those decisions we make today affect their lives, determining whether they contribute to the community's health, become detrimental to it, or leave it. I prefer they contribute.

In addition to the above, I am considered a regional expert in land use and environmental statute as well as local implementation of statutory requirements. I have immediate access to all relevant laws, analysis, and interpretations. The several land use and environmental issues I have witnessed in Keizer over the past six years fall into this professional area of expertise and I believe if someone with my expertise were on the council, issues that have risen to controversy could have adequately been addressed at their outset. Some of the more recent issues I am referring to include development of the land adjacent to I-5, the health of the Willamette River levee, the future of the River Road commercial district, and the siting of two new schools. Consensus regarding these issues and others are critical to the future of our fine city.

I welcome the opportunity to talk with each council member in further detail, individually or as a group, regarding my qualifications for the open council seat.

Thank you in advance for your consideration and support.

Sincerely,



Raymond J. Kelly
2034 Heather Stone Ct. NE
Keizer, Oregon 97303

Raymond J. Kelly

2034 Heather Stone Ct. NE ♦ Keizer, Oregon 97303

Days: (503) 986-1675 ♦ Evenings: (503) 463-8165

Objective: Keizer City Council Member

Major Accomplishments:

- ▶ Efficiently managed over 400 pieces of legislation through the 70th Legislative Assembly
- ▶ Organized committee and task force Chairs, facilitating goals and introduction of key legislation
- ▶ Successfully worked with majority and minority party offices as well as other opposing interests, gaining consensus on environmental legislation
- ▶ Effectively worked with the general public, lobby, local, and state elected officials on legislation and needed amendments in order to reach accord on key issues
- ▶ Instrumental in getting the City of Pendleton's flood plane re-surveyed and changed
- ▶ Key player in gaining grants to develop a new telecommunication backbone from Western to Eastern Oregon
- ▶ Creatively built public safety program from ground up, implementing cutting edge systems throughout the state while connecting Oregon to the rest of the nation through automation

Recent Professional Publications:

Major Legislation Summary, Water, Land Use, and Environmental Legislation, 70th Legislative Assembly

McCarran Amendment affect on Water Adjudication (summary)

Legislative Report on Three Sovereigns Committee

Final Report on Landslides and Public Safety

Final Report on State Flood Control Plan

Recent Professional Positions:

Current - Administrator, Joint Interim Committee on Agriculture, Water, and Natural Resources

70th Legislative Assembly - Administrator, Senate Water and Land Use Committee

70th Legislative Assembly - Administrator (select bills), House and Senate Rules Committees

69th Legislative Assembly Interim - Administrator, Task Force on Landslides and Public Safety

69th Legislative Assembly Interim - Administrator, State Flood Control Plan Task Force

1989 - 1998 - Policy Advisor/ Program Coordinator, Oregon State Emergency Management Division

Professional Associations/Volunteer Positions:

Active member, National Conference of State Legislatures (Oregon contact on land use issues)

Former member of American Society of Public Administration

Fifteen years work with youth through various sports organizations

Vice-President, Mt. Tabor Little League, Portland, Or.

Education:

B.S., Political Science, Portland State University; 1987

Graduate work, Public Administration, Portland State University; 1991 - Current

Multiple land use and environmental seminars/continuing education

Graduate, U.S. Air Force Police Academy; 1978



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME John Copeland DATE 10-26-99ADDRESS 462 Lakefair Cir N. Keizer OrPHONE NUMBER: DAY: 361-7155 EVENINGS: 393-6845

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

Number of hours per week you can volunteer: AS NeededDay or days of week available: AS NeededTime of Day available: AS Needed

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED
IN VOLUNTEERING FOR:

BUDGET COMMITTEE _____

PLANNING COMMISSION _____

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMM _____

TRAFFIC SAFETY COMMISSION _____

KEIZER URBAN RENEWAL BOARD _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE _____

CLERICAL DUTIES _____

SPECIAL PROJECT TASK FORCE _____

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School Clarno High School Graduate or GED _____College George Fox (2 yrs) Degree NONE

(OVER)

PERSONAL REFERENCE

Name Jim Keller Telephone 390-2768
Address 1919 Mistwood Dr NE Keizer

CURRENT PLACE OF EMPLOYMENT

Employer's Name Coldwell Banker Mt West Real Estate
Employer's Address and Telephone 5309 River Rd Keizer
Your Position Branch Manager
May we contact you at work? yes

PREVIOUS VOLUNTEER EXPERIENCE

See Additional Sheet
(Volunteer Agency)

Address _____ Telephone _____
Supervisor _____ Duties _____

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

[Signature] 10-26-99
Signature of Applicant Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000

YOUTH DIRECTOR - ROSEBURG FREE METHODIST CHURCH,
JR. HIGH YOUTH DIRECTOR- SALEM FREE METHODIST CHURCH

SUNDAY SCHOOL TEACHER - SALEM EVANGELICAL CHURCH
JR. HIGH SCHOOL
YOUNG ADULTS
MARRIAGE CLASS

BOYS AND GIRLS CLUB
1987-1994 5th, 6th, 7th GRADE BOYS FOOTBALL
1995- REFEREE FOR LIGHT WEIGHTS

AMERICAN CANCER SOCIETY
1994-1999 RELAY FOR LIFE WALK

KEIZER
COMMUNITY POLICE CHAIRMAN
STAATS LAKE NEIGHBORHOOD ASSC. CHAIRMAN
KIWANIS BOARD OF DIRECTORS

Red
10-26-95

RESUME

ROBERT J. HERBERGER 2805 Chemawa Rd., NE 503- 393-4264
Keizer, Oregon 97303

Born: September 20, 1939
Salem, Oregon

Raised: Basically on small farms in the Salem area. Lived for brief periods in the City of Salem.

Educated: Salem area elementary schools; Parish Junior High; North Salem High. Bachelor of Arts - Willamette University, 1962; attended Oregon College of Education, Monmouth; Universidad de Guanajuato, Guanajuato, Mexico; Portland Community College, Portland, Oregon; Master of Arts degree work taken at University of the Pacific, Stockton, California; Portland State University, Portland, Oregon; while employed by Multnomah County in the Circuit Court - Juvenile Dept., I attended numerous courses related to the Juvenile Justice system - both legal & psychological.

WORK EXPERIENCE:

Youth: farm work; box boy at grocery store; ice cream maker and clerk in a bakery; cannery ; turkey processing plant; yard work.

College: bellhop at the Marion Motor Hotel, Salem, Oregon.

Adult: 1 year 5th grade teacher, Roosevelt Roads Naval Station, Puerto Rico, for the Department of Health, Education & Welfare; 2 years Spanish teacher (9th and 10th grades plus adult education) at David Douglas High School Jr. Building, Portland, Oregon; 1 year Spanish teacher, Madras Senior High, Madras, Oregon; 6 months substitute teacher for Portland School District, including the school at the Donald E. Long Detention Home.

3 1/2 years as Field Representative, then Assistant District Director, then District Director for Muscular Dystrophy Associations of America, Inc. - first two positions had responsibility for programs in Oregon, Idaho, Washington with the office also serving Alaska and Montana; third position had sole responsibility for California counties of Monterey, Alameda, Contra Costa, Solano and Napa.

Consultant, Volunteer Program Management:

Governor's Office of Volunteer Programs, OEO-State of Washington; other private and public agencies and persons regarding the creation/management of volunteer organizations & fund raising.

3 years as Coordinator of Volunteer Services for the Multnomah County Juvenile Court and the Donald E. Long Home.

November 1973 to May 1977, District Planner for Cooperative Work Experience and Community Resources in Career Education, Salem Public Schools, Salem, Oregon.

January 1977 moved to my current home (three acres of land with retail greenhouses and sales yard adjacent to Interstate 5 to begin a career as a NURSERYMAN -Retail Garden Center Owner) in Keizer, Oregon; formally known as Copely Gardens, renamed to Herberger Greenhouses & Gardens. Several years later expanded into the Landscape & Maintenance business in Salem, Wilsonville, Portland areas.

1981 & 1982 Oregon State Fair Floral Garden Superintendent.

Currently: Owner of HERBERGER NURSERY & LANDSCAPE MAINTENANCE, LLC - serving primarily a

development in Wilsonville, called Charbonneau.

VOLUNTEER EXPERIENCE:

Boy Scout Leader; 4-H clubs in my youth; Master Gardener program of Oregon State University/Extension Service; Sunday School teacher; area rep. in the Gubser Neighborhood Assoc., Chairperson of the Chemawa Activity Center Area 'A' Property Owners, LLC. Helped establish the Rhododendron Society and Fuchsia Society for the Salem/Keizer area.

TRAVEL:

Mexico, South America, Central America, Germany, Puerto Rico, Canada-Western, Japan. In the US - Washington, Idaho, Montana, Arizona, New Mexico, Texas, California, Hawaii, Mass., Tennessee, Ohio, Colorado

City Council
City of Keizer, Oregon
October 25, 1999 a.d.

IN RE: Curricula Vitæ

Greetings:

Many years ago the New Christy Minstral Singers wrote and performed a song that was based on the Beatitudes found in Holy Scripture. "To every thing there is a season and a time to every purpose under heaven." In my life I have found that there are times for deep reflection before committing myself, and/or others, to a purpose; and there are times for snap decisions. Much of my life until this time I have spent in the 'harvest fields' of my Lord and Master, Jesus Christ. When I listened and obeyed, my life was, at least somewhat, orderly if not ordered. However, when I didn't do as bidden the consequences tended to hit me squarely. So I have learned to keep an inner ear open to that "still, small voice".

In mid-October of 1994 I felt the urge to leave my home, and last mission, in South Lake Tahoe, California. I travelled south to the San Fernando Valley and realized that what was apparantly wanted of me did not lay in the south. I turned around and headed north to Seattle. On the way I found myself "parking" in Keizer and at the Brooks Truck Stop. North of Keizer I found the way also blocked, as it had been when I drove south from Lake Tahoe. Similarly, I found myself 'led' to the Partridge Apartments where I have lived ever since. And while I am still not sure of my "mission" here I know that here, in Keizer, is where I am supposed to be.

There have been times when an instant decision was called for. When the tidal waves engulfed an already well flooded Bangladesh in 1989 there was no question as to where I was supposed to be. I brought supplies from our missions in Java, Indonesia and the EMT-II training I had in the early 70s, when I was working my way through seminary, came back by about the third shot in the third arm!

Throughout my life I've had to walk by faith; faith in the Loving Arm that has tried to guide me. I am a Vietnam veteran, serving with the 3d Recon Bn, 25th Marines, 3d MarDiv. Upon discharge I was a staff NCO (SSGT). I

have led my Recon Team into bad situations and, for the most part, gotten them all back safely. There I learned leadership and working with a team. Upon discharge from the service I joined, as a Charter Member, the Deerfield Beach Jaycees and learned how to set up projects and see them through to their final conclusion. And in 1993 I helped create the Lake Tahoe Detachment of the Marine Corps League, becoming a Charter Member of that body.

As a missionary priest I have worked as a truck driver in the states to earn the money necessary to go and maintain missions; first in Uganda and Ethiopia, next in Agra, Calcutta and New Delhi, India and lastly in Sumatra and Java, Indonesia, including many of the islands of that archipelago. I was stationed in Surabaya, Java when the waters tried to wash Bangladesh into the sea.

In 1992 I suffered a stroke that left me in a coma for 58 days. In early 1994 I was determined to be disabled by the laws of Social Security. Because of a temporary vacancy in the bishopric of London, and in recognition of 25 years as a missionary, carrying the Gospel as well as medicines, food and education to the truly destitute of the world I was created a bishop of the Church of England, by order of Her Majesty, Queen Elizabeth II. I have "retired" from active duty, though one never really retires from this line of work.

As a result of the above, when I read of the position open on the City Council of Keizer, my (albeit new) home town, I knew that this was a place where my experiences would be placed to the best effect. I have been wanting to become more involved here and have, to some degree, become involved in the Neighborhood Watch in my area. And even though I am an avowed conservative Republican, I have taken up some quite liberal causes in this area and State, simply because I believe them to be just for all people.

I am a Life Member (#708169) of the VFW and member of Marion Post #661. I am a 'card-carrying' and voting Republican and have lived at this address consecutively from October 15, 1994 until the present. I am licenced with the State of Oregon, County of Marion, to perform weddings. While I am physically disabled I have a strong desire (and all the time in the world) to serve my community and it is because of this desire I am offering my services and experience for this position.

I have a BA in psychology from the University of Florida at Gainesville, Fla and Master of Sacred Theology from the Seminary of St Vincent d'Paul in Boynton, Florida.

Faithfully yours,

The Rt Rev James E "Fr Jacob" Madsen, OSJ (ret)
3887 Partridge Lane NE
Keizer, Oregon 97303
503.390.4507

236 Evans Avenue N.
Keizer, OR. 97303

October 27, 1999

Keizer City Council
930 Chemawa Road NE
Keizer, OR 97303

OCT 28 1999
City of Keizer

To the Honorable Members of the Keizer City Council,

Please consider this letter an official statement of interest for the vacant position on the Keizer City Council. I would be pleased to be appointed to represent the citizens of Keizer on the council. My wife, Heather, and I are relative newcomers to Keizer, having lived here for nearly two years. We plan to make Keizer our home for many years to come.

You will undoubtedly have a host of qualified candidates to consider, so let me articulate my reasons for wanting to serve on the city council and why I would be a valuable addition.

First and foremost, I'll never pass up an opportunity to make a positive impact on this community through public service. When asked if I would serve on Keizer's Financial Planning Committee, I accepted without hesitation (although we have not convened). Likewise, when asked if I would consider an appointment to the city council, it was an easy decision for me because I would be happy to commit my time, energy, and talents to the office.

In addition to public service, my main motivation for seeking appointment to the council is to ensure that Keizer provides as much opportunity to other young families as it did for me and my wife. For us, this meant the opportunity to buy a home and settle down here at a relatively young age. We feel safe in Keizer, we enjoy the strong sense of community, and we feel it's a great environment in which to raise a family. These are opportunities that need to be safeguarded because Keizer benefits when young families decide to invest of themselves in this community.

I think the fact that Keizer is so affordable is a good reflection on city management. I feel an obligation to help continue the council's tradition of good management and safeguard the opportunity for young families to locate here. Furthermore, I believe that the city council could benefit from my perspective as a relative newcomer who is grateful to this community for the opportunities it offered.

Now that I have shared with you my motivation for seeking this appointment, let me tell you what skills and attributes I will bring to the council.

I believe that I have the full complement of skills and attributes needed to be an effective city councilor. From a technical standpoint, my years of professional experience working for Oregon's legislative assembly will increase my value to the council. I have several years of experience conducting issue and budget analysis for members of the legislature. I have also been

deeply involved in policy development. In my capacity with the Speaker of the House, I was responsible for the actual management of the legislative process. Balancing the agendas, egos, and interests of all 60 House members and hundreds of interest groups to develop and pass legislation was no easy task! But having gone through that experience was excellent preparation for the expectations of a new city councilor.

Even more important than the technical skills I will bring to the council are the personal attributes, the leadership skills, that will make me an effective councilor. These are qualities such as vision, problem solving, decisiveness, fairness, and the desire to help and serve the citizens of Keizer.

I do have a vision of what I would like this community to be. First, as I have mentioned before, I want this to be a city of opportunity for young families. I want today's McNary students to see the merits of raising their own future families here. This is achieved by maintaining affordable and safe neighborhoods. I want to be part of a Keizer that is more self-contained, with a few more opportunities for recreation, where I don't have to go to Salem to watch a movie or enjoy fine dining. Finally, I envision a Keizer that is innovative. In short, I want Keizer to be even better than what it is now.

Another ability I bring to the council is the ability to find solutions to complex problems. I have great practical experience in negotiating between competing interests to produce the best acceptable outcome to all involved interests. But while achieving consensus solutions may be the ideal, I also recognize that consensus often cannot be reached. In those instances, I am very comfortable with my ability to be fair, open, and decisive.

The most important thing I have to offer Keizer is my desire to help people. My entire professional experience has been about helping people make Oregon exactly what they want it to be. In the same way, I want to dedicate my time and energy to help the citizens of Keizer make this community everything they want it to be.

I submit my name to the council today as one who brings no personal political agenda to this job. What I do bring is a thoughtful, open mind and a desire to continue the Keizer tradition of responsible city government.

Thank you for your consideration.

Best regards,

A handwritten signature in dark ink, appearing to read "J.L. Wilson", with a stylized flourish at the end.

J.L. Wilson

Enclosure (1)

James L. Wilson

236 Evans Avenue N.
Keizer, OR 97303
503.393.0184

OBJECTIVE

My objective is to apply my experience in small business and legislative politics as well as my degree in economics as a city councilor for the City of Keizer.

EDUCATION

Bachelor of Science. Willamette University, Salem, OR. May 1996.
Major: **Economics** GPA: **3.60** (with Economic Department Honors)

EXPERIENCE

Director of Legislation. Speaker of the House Lynn Snodgrass. Salem, OR. (12/98 – current)

- Responsible for managing the legislative process through the Speaker's office. Oversee caucus priority legislation and Speaker's priority legislation.

Director of Communications. Speaker of the House Lynn Lundquist. Salem, OR. (7/98 – 12/98)

- Primary media contact. Responsible for policy development, budget analysis, and some speaking engagements. Speaker's representative for day-to-day operation of the capitol building.

Legislative Director. House Majority Office. Salem, OR. (7/97 – 7/98)

- Worked with legislators, lobby, and staff in setting the legislative agenda for the 1999 legislative session.

Research Director. House Majority Office. Salem, OR. (12/96 – 7/97)

- Policy analyst and researcher for House Republicans, responsible for budget analysis, issue writing, bill summaries, and floor speeches.

Internship. National Federation of Independent Business. Salem, OR. (9/93 – 5/96)

- Assisted in research and special projects for 1995 legislative session.

Radio Announcer. KLDR Radio. Grants Pass, OR. (Summers 1993 – 1995)

ACTIVITIES & AFFILIATIONS

Morningstar Community Church

Oregon Republican Leadership Institute

Chairman, Willamette University College Republicans (1994,1995)

Willamette University Basketball (1992,1993)

National Sigma Chi Fraternity, Lifetime member

Rcd
10-29-99

WALSH & ASSOCIATES

Attorneys at Law

Richard M. Walsh
Gail M. Gage
Jim Dodge

1-503-371-2692
1-800-293-2692
Fax: 503-371-0975

Mailing Address:
876 Welcome Way SE
Suite 200
Salem, OR 97302

Salem Office:
876 Welcome Way SE
Suite 200

Portland Office:
1001 SW 5th
13th Floor

Tracy L. Davis
City Recorder
Keizer City Hall
930 Chemawa Road NE
Keizer OR. 97303

Re: Application for City Council

Dear Ms. Davis:

Please accept this correspondence and the attached resume as my application for the vacant city council position. I am a native Oregonian and I have resided in the Salem/Keizer area for the last decade. For the last two and one half years I have resided at 523 Lakefair Place in north Keizer. Although my business is currently in Salem, our new office building is nearly complete at Staats Lake and we are all looking forward to moving the business to Keizer in January of 2000.

Although I have virtually no background in city government, I do have an extensive background in evaluating information regarding complex legal, medical and factual matters and summarizing and conveying that information in an understandable format. As I have worked for plaintiffs, insurance carriers, and defendants and as I have served as both a litigator and as an arbitrator, I have experience in viewing conflicts from multiple points of view.

I have extensive experience in a wide variety of litigation forums ranging from licensing boards, administrative agencies, the Circuit Court and the Oregon appellate courts. However, the great majority of my practice is actually in the area of dispute resolution and settlement. I believe that it is my experience in amicably resolving disputes without the need for litigation that would be most useful to the Council. I have found that amicable resolutions of conflicts are usually possible when all parties are willing to look "outside of the box" for solutions and try to understand and at least make an attempt to address the concerns, fears, and problems faced by the opposing party. When amicable resolution can not be reached, I believe my experience as an arbitrator would be helpful in making the difficult decisions.

I rediscovered Keizer three years ago while my wife and I were searching for a place to raise our three young children. We were very impressed with the beauty of the neighborhoods and the high character of the residents, school teachers, and civic and business leaders. The attributes of Keizer were compelling and overcame our concern about the flooding and my wife and I decided to make Keizer our home. I have never regretted that decision and I have become more impressed with the quality of life here in Keizer as time passes.

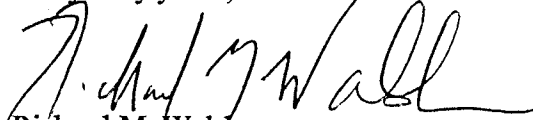
Tracy L. Davis
October 28, 1999
Page 2 of 2

I am looking forward to make the transition from Salem complete with the moving of my business to Keizer in a few months when our building is finished. Obviously, I believe that this is a community with a very high level of livability and at the same time I recognize that Keizer has tremendous potential for an even better future.

As you can see in the enclosed resume, I believe that strong community involvement is an important component to citizenship. I would like to do my part and I believe that I would make a positive contribution to the Council and to the City of Keizer. I understand the time demands and my family and I are willing to make the sacrifices necessary to perform and exceed the duties expected of a member of the Keizer City Council.

I will await the response by the City Council and the Mayor. In the meantime, please let me know if you or the council have any further questions or concerns or if I can provide any additional information. I will look forward to hearing from you soon.

Very truly yours,



Richard M. Walsh
Attorney at Law

RMW:ns
enclosure: Resume
Letters of Recommendation

RICHARD M. WALSH

attorney at law

523 Lakefair Place
Keizer, OR 97303
(503) 304-0630 hm.
(503) 371-2692 bus.

Employment history

Walsh & Associates
1993-present

Founder and Owner of Walsh & Associates a seven person law firm with three attorneys and four support employees. Firm emphasizes litigation and dispute resolution of personal injury, medical malpractice, and workers' compensation claims. Trial practice includes all aspects of preparing and trying cases in the Oregon Circuit Courts or before the Workers' Compensation Board or other state agencies. Responsibilities include presenting cases on appeal to the Oregon Court of Appeals and Oregon Supreme Court. Experienced in a full range of alternative dispute resolution methods including arbitrations, mediations and settlements. Since 1995 practice also includes presiding as an arbitrator on arbitration panels that decide various PIP, uninsured motorist, and under-insured motorist claims. Administrative duties also include financial, personnel and client management tasks as well as training and supervision of all attorneys and support staff.

Olson Law Firm and
Olson, Rowell & Walsh
1988-1993

Joined the Salem practice of Olson Law Firm in 1988. In 1989 became a named Partner and the firm name was changed to Olson, Rowell & Walsh which was a law firm with three attorneys and five support staff. The law practice was substantially equivalent to Walsh & Associates and also included Social Security hearings but did not include acting as an arbitrator. Administrative duties included management and training of one half of the support staff.

Schouboe, Marvin & Furniss
1986-1988

Law practice at Schouboe Marvin & Furniss of Portland Oregon included many aspects of insurance defense work with an emphasis on defending professional negligence actions brought against construction engineering firms. Duties also required substantial legal research and writing of motions, supporting legal memoranda, briefs and other pleadings before various litigation forums.

Clerkships:

Summer of 1985: Clerk for the defense law firm of Schwabe, Williamson, Wyatt, More and Roberts in Portland Oregon.
Summer of 1984 and 1983: Clerk for the Law Firm of Daniel R. Walsh of Carson City Nevada.

Education:

- 1986 Graduate, University of Oregon: Doctorate of Jurisprudence (J.D.)
Class rank: 17 of 155 graduates
Director and member of University of Oregon Constitution Court
- 1983 Graduate, Portland State University: Bachelors of Science (B.S.)
Bachelors Degree in Political Science
Academic Honors
Award of Merit: The National Dean's List
Member of Political Science Honor Society

- Professional Honors:
- Speaker at the 1997 Oregon Trial Lawyer Association's (OTLA) summer convention on techniques for jury selection. Encore presentation was given by videotape to the OTLA's Automobile section during their regular section meeting.
 - Authored lengthy article published as part of the 1997 OTLA continuing legal education materials.
 - Speaker at the joint 1999 OTLA and Association of Trial Lawyers of America (ATLA) continuing legal education seminar "From the Classroom to the Courtroom" at Willamette University on assigned topic "How to give a stunning summation"
 - Listed in Who's Who in American Law.

- Professional Associations:
- Admitted to Oregon State Bar 1986
 - Federal Bar for the United States District Court for Oregon
 - Oregon Trial Lawyer Association
 - Oregon Workers' Compensation Attorneys Association
 - Association of Trial Lawyers of America
 - American Bar Association, Litigation Section

Community Activities:

Keizer elementary:

- Treasurer of the Parent Teacher Club (1999-2000)
- Member of 21st Century Site Council (1998-1999/ 1999-2000)
- Liaison between the 21st Century Site Council and the Local School Advisory Committee (LSAC) (1998-1999/ 1999-2000)
- Member of two person committee on parent involvement and to create first school directory and Parent Teacher Club roster. (1999-2000)
- Member of two person committee on school safety re: crosswalks. (1999-2000)

Community Activities cont.

Member and fund-raiser of four person computer committee for the Parent Teacher Club which replaced entire outdated computer lab with a complete new lab with over a dozen new computers with educational software, printers and supplies. Entire computer lab was achieved with jog-a-thon proceeds and with private and business matching donations and without government assistance. (1998-1999)

Volunteer to numerous other school activities i.e. solicitation of donations for jog-a-thon and school auction, presenting math projects to children on "math night", assisted with "family night" etc.

Coalition for School Funding Now

Active member of Coalition during last legislative session, duties included:

- Visiting various state legislators
- Giving interview for KGW
- Hosting a town hall meeting with local legislators to encourage school funding

Other community activities

- Summer host family for Japanese foreign exchange student
- Overnight host for church homeless shelter on a rotating schedule
- Member of St. Edward's church in Keizer and volunteer for various activities from delivering food baskets to volunteering to assist with the soup kitchen to helping with the Iris Festival activities, etc.

Personal

Age: 40, DOB 11/8/58

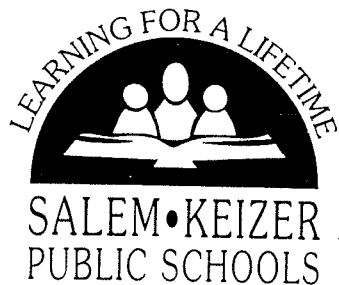
Wife: Teresa Walsh

Children: Samantha A. Walsh, age 9 attending Keizer Elementary
Michael R. Walsh, age 7, attending Keizer Elementary
Kevin C. Walsh, age 4

Hobbies: Camping (backpacking to R.V.)
Attempts at golf
Bicycling

Oregon Cases of Significance

1992 Marvin Lux v. Willamina Mult: A9106-03972	Verdict is apparently still the highest reported jury verdict in Multnomah County for a pure soft tissue, low impact injury. Case is significant in that it challenged the way that insurers evaluated painful, debilitating injuries in cases with minimal property loss. (\$ 500,745.09 jury verdict).
1993 Bagwell v. State of Oregon Klamath: 9004399C	Apparently first successful case argued for acceleration of death from low speed impact to terminally ill person caused by adrenaline rush brought on by fear of collision. (\$ 359,654.25 jury verdict)
1993 Leo Polehn Orchards v Maria Hernandez CA A75150	Oregon Court of Appeals decision which established the "bunk house rule" in Oregon which extends Workers' Compensation insurance for migrant workers who live in migrant camps. The case was listed as one of the ten most important cases by the Workers' Compensation Section of the Oregon State Bar.
1994 Bennett v. Liberty N.W. 91-11454; CA A80711	Clarified method to resolve claims in complex exposure cases involving numerous employers over an extended period of time. Rule enhanced ability of claimants and insurers to resolve claims against some employers even if others would require full litigation.
1996 Fam Hinh Saeturn Marion: 95C11302	Possibly most notable for new method of arguing headache damages based on tolerance of painful but unconventional treatments. (\$ 100,891.20 jury verdict) .
1998 Coman v. Corrections Dept SC S44624	Supreme Court decision for the first time allowed prison guards access to certain prison records on the contagious diseases of prisoners to help guards prove an infectious disease was contracted at work.
1999 Sowers v. Norpac Marion:98C-16000	Most noteworthy for exceptional result for low impact collision with neck and shoulder soft tissue injuries, for methods of evaluating and presenting case at trial, and for methods for dealing with surveillance films in a jury trial. (\$ 271,531.83 jury verdict)
1999 Buehler v. Belden Marion: 98C-16383	Client retained less than one week before trial on case rejected by other lawyers. Most noted for methods and techniques to efficiently evaluate, prepare, and present medically complicated case for a jury trial. (\$ 271,747.00 jury verdict).



KEIZER ELEMENTARY SCHOOL
Beth Davisson, Principal
5600 McClure Street N • Keizer, Oregon 97303-5389
(503) 399-3161

Larry E. McMurray, Superintendent

October 25, 1999

To Whom It May Concern:

It is my great pleasure to write a letter of recommendation for Richard Walsh. In my role as principal at Keizer Elementary, I have had the privilege of getting to know Rich during the last two years. He is a very active, enthusiastic, and supportive member of our Keizer school community. We wish all of our parents showed the level of involvement that Rich and his wife, Teresa, demonstrate on a consistent basis.

I have enjoyed working with Rich in a variety of capacities at Keizer Elementary. He is very involved with our LSAC (Local School Advisory Committee) and serves as the treasurer of our Parent Teacher Club. During the 1998-99 school year, Rich spearheaded the Parent Club's efforts to provide a brand new computer lab for our school. He spent countless hours pursuing matching funds for this project and was a strong advocate for increasing opportunities for all our students to experience up-to-date technology.

Rich is also involved as the parent representative on our 21st Century Council. He offers insights and perspectives with the best interests of our students in mind. Rich is adept at working toward satisfactory and innovative solutions to educational issues and acts as the parent liaison between the 21st Century Council and the LSAC.

I have also seen Rich in action as an effective leader and group facilitator. As a member of the Coalition for School Funding, Rich organized and lead a very productive meeting of the coalition with three state legislators last spring. In a leadership role, it was evident that Rich has exceptional conflict resolution skills. He listens to all sides well, and is extremely articulate in restating and summarizing various viewpoints.

I have thoroughly enjoyed my interactions with Rich over the last two years. I value and respect his opinion, his expertise, and his compassion for kids. I appreciate all the time and effort he has invested into supporting Keizer Elementary School and it is a great honor to write this letter of recommendation for him.

Sincerely,

Beth Davisson
Principal

DEM

Patrick McGarrah

5090 Chehalis Road North ~ Keizer, Oregon 97303 ~ Home Phone 505-304-8942 ~ Email patmcccc@aol.com

October 27, 1999

Keizer City Council
Keizer, Oregon

To whom it may concern,

It is an honor to write a letter of recommendation for Richard Walsh. I have had the privilege of getting to know Richard and his wife through the Coalition For School Funding Now, the Parent Teacher Club, and LSAC, the local student advisory committee, at our children's elementary school. We have also had the opportunity to share weekends together at some of Oregon's great campgrounds. Richard and Teresa are very dedicated parents. They spend a lot of quality time with their children doing fun and educational activities. Our family has been enriched by our association with the Walsh's.

Richard is a remarkable person. This shows not only in his work, where I have seen him toil day & night on cases involving clients that have little resources, but in his social life as well. I have watched Richard relate with much excitement how he helped to bring justice to someone that was wronged. So often we hear attorneys speak in terms of dollars. Richard speaks in terms of justice, morals, and kindness.

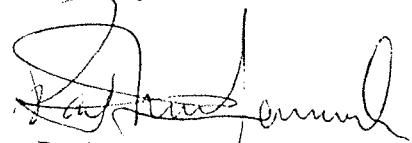
Richard cares deeply about his family, his community, and Oregon's kid's. His volunteer work is beyond exemplary. I watched him skillfully head up a town hall meeting here in Salem earlier this year, where he served as moderator. In attendance were Representative Vic Backlund, Senator Peter Courtney, and Representative Larry Wells, as well as the media and many concerned community members. I was very impressed by the way that he kept things in control, and by the power in his words.

I also attended an open house at our capitol where we were invited to meet with and discuss school funding with Oregon's Representatives, and Senators. Richard was able to get the message through, where many have failed. He is diplomatic in his approach, and shows great concern. He also has a remarkable ability to see both sides clearly in a debate, and is a very persuasive and effective speaker.

Richard truly has made a difference, and I feel we would be extremely lucky to have him as Keizer City Councilor. I continue to be impressed by Richard's commitment and passion.

It is my great pleasure to offer my unqualified recommendation for Richard Walsh.

Sincerely,



Patrick McGarrah

submitted
11-1-99

Norman Cobb
4606 Rivercrest Drive N.
Keizer, Oregon 97303
503 393-3466
e-mail: becnlc@aol.com

1 November 1999

Some observations about the Library District proposal.

Canadian friends tell me that living next door to the United States is much like being in bed with an elephant. Every time that it rolls over they get crushed.

After reviewing the Library District Working Committee's recommendation I've grown to believe that those of us who own property within Keizer may soon find ourselves in a similar predicament, with respect to the City of Salem. A referendum on *any* issue involving both Keizer and Salem virtually guarantees that Salem's view will prevail due to its overwhelming preponderance of registered voters.

Conversations of this afternoon with representatives of the governments of the City of Turner and of Polk County have served to reinforce my apprehension. They agreed. Should the City of Keizer accept *this* proposal, the Salem electorate will have no trouble in rolling over Keizer voters at its whim. What may be "fairness" to Salem could very well turn into "disaster" for Keizer.

When I first read the newspaper account of the library district proposal I thought, "Good God - not another tax!". It got worse when it became clear that the fifty eight cent taxing rate would be *in addition to* the tax Keizer property owners are already required to pay for support of the Salem City Library. "Where will it ever end?"

Everyone should invest the time to read the Working Committee report. Take note of the frequency with which such terms as "equally" and "adequacy," "eliminate the disparity" and "correct the inequity" appear. See if you don't, as I did, recognize this proposal as being yet another "welfare" program, dedicated to taking from the industrious and giving to the less so. Should we, the citizens of Keizer, decide that our City needs a library district let us create our own, minus the expanding bureaucracy "necessary" to administer the joint effort being proposed.

In the meantime Mr. Mayor, Madame President, and members of the Council, I urge you to turn your backs on *this* proposal. You are being asked to fix something which ain't broke. Thank you.

submitted
11-1-99

Cynthia J. Holt
683 Fagnar Drive NE
Keizer, Oregon 97303
(503) 390-5854

November 1, 1999

City of Keizer
Mayor and City Council

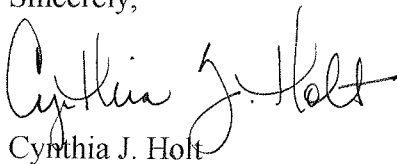
To my fellow Keizerites:

It has come to my attention that once again the city of Salem wants the city of Keizer to pay for another of its boondoggles. The city of Salem has repeatedly showed fiscal irresponsibility in their handling of funds for their library. They over spent on buildings and computer systems while allowing their stacks to dwindle.

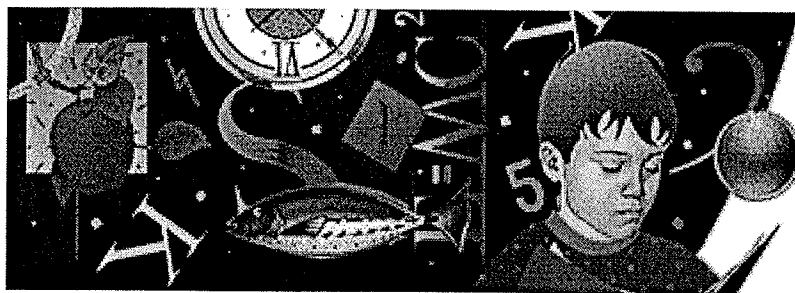
The city of Keizer was formed because we don't like the way things are done in the city of Salem. We are already the step-children of the public school system which we share with them. They take our money for schools and spend it in Salem. Do we have any guarantees that if they take our money for a library they would actually spend it in the Keizer city limits?

Have we forgotten that Keizer has its own library? It's not fancy, it just quietly serves the people of Keizer. My property taxes include an amount for a regional library system. This fee should be used to connect our current library to the others in the area. We do not need to increase our taxes so Salem can pay for its financial problems. If we continue to allow the city of Salem to dictate to us, we might as well dissolve the city of Keizer and annex ourselves into the city of Salem.

Sincerely,


Cynthia J. Holt

submitted by
Jim Schepke
11-1-99
Monday, November 1, 1999



1999 Oregon Statewide Assessment Results

Reading/Literature

The following table displays the percent of students who Do Not Yet Meet, Meet, or Exceed the state performance standards in Reading/Literature. The number of students tested under regular conditions also is given. If this number is five or less, summary data are not provided.

			Percent of Students by Performance Standard					
	Grade	Year	SES Rank	Scale Score	Total Tested	Does Not Yet Meet	Meets	Exceeds
STATEWIDE	03	1999		210	38623	19	37	43
SALEM-KEIZER SD 24J	03	1999		208	2344	25	39	36
AUBURN ELEM SCHOOL	03	1999	166	209	74	20	43	36
BETHEL ELEM SCHOOL	03	1999	737	211	16	19	31	50
BRUSH COLLEGE ELEM	03	1999	584	211	71	11	42	46
BUSH ELEM SCHOOL	03	1999	19	205	46	37	43	20
CANDALARIA ELEM SCHOOL	03	1999	708	214	45	11	29	60
CHAPMAN HILL ELEM	03	1999	583	215	79	1	41	58
CLEAR LAKE ELEM SCHOOL	03	1999	682	210	92	21	35	45
CUMMINGS ELEM SCHOOL	03	1999	488	207	80	22	45	32
ENGLEWOOD ELEM SCHOOL	03	1999	395	207	77	31	31	38
FAYE WRIGHT ELEM SCHOOL	03	1999	496	211	84	14	48	38
FOUR CORNERS ELEM SCHOOL	03	1999	104	206	54	41	30	30
FRUITLAND ELEM SCHOOL	03	1999	538	206	14	29	43	29
GRANT ELEM SCHOOL	03	1999	30	207	38	32	37	32
HAYESVILLE ELEM SCHOOL	03	1999	113	206	80	31	44	25
HAZEL GREEN ELEM SCHOOL	03	1999	449	208	29	21	41	38
HIGHLAND ELEM SCHOOL (Salem SD)	03	1999	25	208	41	20	54	27
HOOVER ELEM SCHOOL (Salem SD)	03	1999	27	204	89	40	38	21
JOY HILLS GUBSER ELEM	03	1999	636	213	79	11	35	53
KEIZER ELEM SCHOOL	03	1999	111	205	100	37	43	20
KENNEDY ELEM SCHOOL (Salem SD)	03	1999	21	206	53	32	51	17
LAKE LABISH ELEM SCHOOL	03	1999	36	206	12	25	42	33
LIBERTY ELEM SCHOOL (Salem SD)	03	1999	507	208	62	31	34	35
MARY EYRE ELEM SCHOOL	03	1999	362	207	86	26	45	29
MC KINLEY ELEM SCHOOL (Salem SD)	03	1999	422	209	62	29	21	50
MORNINGSIDE ELEM SCHOOL	03	1999	415	211	59	12	42	46
MYERS ELEM SCHOOL	03	1999	269	205	54	37	31	31
PRINGLE ELEM SCHOOL	03	1999	587	213	100	13	35	52
RICHMOND ELEM SCHOOL (Salem SD)	03	1999	20	200	52	58	38	4
ROSEDALE ELEM SCHOOL	03	1999	622	212	36	19	28	53
SALEM HEIGHTS ELEM	03	1999	202	207	58	29	38	33
SCHIRLE ELEM SCHOOL	03	1999	688	212	81	12	41	47
SCOTT ELEM SCHOOL (Salem SD)	03	1999	217	212	95	13	46	41
SUMPTER ELEM SCHOOL	03	1999	649	214	74	9	34	57

Submitted
11-1-99

November 1, 1999

Verena Wessel
476 Evans Ave. N
Keizer, OR 97303
(503) 390-8507

Dear Keizer Residents:

Once again the issue of library services is being debated. Do I think that having library access is important? Of course I do!

BUT!!!! Do not be misled by the supporters of the proposed library district. They would have us believe that by offering a public vote and inclusion, that Keizer residents would have their say about library services and would no longer have to pay the annual library fee to use the downtown facility.

The real scenario and potential outcome would be far different should this be put to a vote. Presently, City Council has the option of excluding Keizer from the proposed Library District, which would exclude residents from the proposed assessment of \$58.00 per \$100,000.00 home value or about \$72.00 for a \$125,000.00 home.

Currently, residents who want to avail themselves of library services have to drive the 3 or so miles, pay the \$10.00 fee, and use the library. A reminder too; a portion of the property taxes that you pay as a Keizer resident already goes to the regional library.

Supporters of the proposed district don't mention the fact that the population of greater Salem area is approximately 6 times greater than that of Keizer. Salem residents would be more than happy to have Keizer residents contribute a large amount of revenue to the library district that Salem residents would control. Even if this proposed library district passes, there are no indications that any new branches would be opened in Keizer, only that we would pay for them.

My conclusion: Until this or any library district can guarantee Keizer it's own branch, that Keizer residents have a say in, keep things the way they are. For current residents who use the library, it is still far cheaper to pay the annual fee, that to pay the proposed tax assessment.

Sincerely,


Verena Wessel

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Jay Papp

Address: 7463 SHADOWWOOD CT NE

KENNESHA, OR 97308

Subject or Agenda Item Number: LIBRARY

Your Comments:

Proponent _____ Opponent _____ General _____

Date _____

PUBLIC TESTIMONY

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Name: Norm Cobb

Address: 4626 RIVERCREST DR

Subject or Agenda Item Number: Library

Your Comments:

Proponent _____ Opponent _____ General _____

Date _____

PUBLIC TESTIMONY

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Name: George H. Sell
Address: 1643 Chenebata Ave
Salem 97507

Subject or Agenda Item Number: February Festival

Your Comments:

Proponent ☒ Opponent ☐ General ☐

Date _____

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

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Name: B. J. Quindan
Address: 1423 Woodward St NE
Keizer

Subject or Agenda Item Number: Library

Your Comments:

Proponent ☐ Opponent ☐ General ☐

Date _____

PUBLIC TESTIMONY

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EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Bill Wolf

Address: 4655 Gary St
Kenner

Subject or Agenda Item Number: Library Dist

Your Comments:

Proponent ☒ Opponent ☐ General ☐

Date _____

PUBLIC TESTIMONY

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EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Verena Wessel

Address: 476 Evans

Subject or Agenda Item Number: Library

Your Comments:

Proponent ☐ Opponent ☒ General ☐

Date 11-1-99

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

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Name: Joan Schepke
Address: State Librarian
250 Winter St.
Salem
Subject or Agenda Item Number: _____
Library District

Your Comments:

Proponent ☒ Opponent _____ General _____

Date 11-1-99

PUBLIC TESTIMONY

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Name: Kristin White
Address: 4999 13th Ave. N.
Subject or Agenda Item Number: 4A
Library district

Your Comments:

Proponent ☒ Opponent _____ General _____

Date 11/1/99

PUBLIC TESTIMONY

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EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Rep Vic Backlund
Address: 1339 Mistwood Dr NE
Keizer

Subject or Agenda Item Number: Legislative Report

Your Comments:
Proponent ☐ Opponent ☐ General ☐
Date _____

PUBLIC TESTIMONY

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EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: MARCIA BERNACKZVK
Address: 7775 ONEIL RD NE

Subject or Agenda Item Number: 21

Your Comments:
Proponent ☐ Opponent ☐ General ☒
Date 10-1-99