

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*

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION

Monday, October 1, 2007

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

5. PUBLIC HEARINGS

6. ADMINISTRATIVE ACTION

a. City of Keizer Comparable Cities – Compensation Study

b. RESOLUTION – Imposing a Stormwater Utility Fee

7. CONSENT CALENDAR

a. RESOLUTION – Authorizing the City Manager to Award Contract for Construction of Fence at Keizer Rapids Park

b. Approval of September 4, 2007 Regular Session Minutes

c. Approval of September 13, 2007 Work Session Minutes

d. Approval of September 17, 2007 Regular Session Minutes

8. COMMITTEE REPORTS

- a. Swearing in Keizer Police Officer Scott Keniston

9. OTHER BUSINESS

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

- a. New Business or Old Business Issues

10. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

11. AGENDA INPUT

October 8, 2007

12:00 p.m. (Noon) City Council Work Session

- Infill Development Discussion

October 15, 2007

7:00 p.m. City Council Regular Session

- Keizer Station Area B Master Plan Public Hearing (cont from 9/17/07)

October 22, 2007

5:45 p.m. City Council Work Session

- City of Keizer Parks Master Plan

November 5, 2007

7:00 p.m. City Council Regular Session

November 19, 2007

7:00 p.m. City Council Regular Session

- Keizer Station Assessment Public Hearing

12. ADJOURNMENT

CITY COUNCIL MEETING : _____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

**FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER**

SUBJECT: SELECTION OF COMPARABLE CITIES FOR SALARY SURVEY

BACKGROUND

At the Work Session on September 13, 2007 the City Council asked that staff provide community information on a number of additional cities in our region so that you might look at them as potential comparators to modify our comparable cities list for completing salary surveys. At the special City Council Meeting on September 24, 2007 staff provided the requested information for the cities of Dallas, Silverton, Springfield, West Linn, Corvallis and Grants Pass.

Impasse appeared to have been reached at the meeting on the 24th so staff recommended and Council agreed to postpone this discussion until the regular City Council Meeting on October 1, 2007 when you would have more time to be able to fully discuss the issue.

In preparation for that meeting, staff asked both LGPI and our labor attorney, Kathy Peck, to provide the City Council with objective criteria upon which you could base your decision. The reports from each of those sources are attached for your review. LGPI provided the criteria they use in selecting a market comparator and our labor attorney provided her interpretation of the criteria used by arbitrators when deciding what is or isn't an appropriate and defensible comparator in union contract negotiations since comparators are considered a mandatory subject of bargaining.

Generally, both of our external experts suggest using the same criteria for selecting comparators. These criteria include:

- 1. Type of public sector employer** – Cities are a better match for cities than are school districts or other single service special districts, etc.
- 2. Population** – For interest arbitrators, ORS 243.764 is very clear that the only important factor to consider when selecting comparable cities is population, regardless of the location of these potential comparators as long as they are located in Oregon. Many arbitrators will modify this approach somewhat to also consider other factors, proximity being the next most important factor.

3. **Proximity** - Some sort of reasonable maximum distance so as to define a recruitment basin where in an organization is reasonably likely to gain or lose employees to other entities.

One factor that I feel is important to remember is that our goal when conducting a salary survey and in selecting comparable cities is to pick organizations that are most likely to provide good job-to-job matches. This means that a Planner I in City X is likely to do the same or similar functions as a Planner I (or whatever the title may correspond to) in City Y, regardless of the salary ranges of those cities since salary is the unknown that you are attempting to solve in this equation. As such, if the true goal of completing a salary survey is to ensure that Keizer is paying its employees median market wage and benefits within a reasonable recruitment basin so as to level the playing field for recruitment and retention purposes, then it is an inappropriate strategy to select comparable cities based on what you believe their likely salary ranges will be as a guiding principle. The goal should not be to skew wage rates down to a level that you are comfortable with, but instead to find the appropriate wage rate that keeps Keizer competitive with our likely recruitment competition.

That being said, I also believe it is important to recognize the unique market factors in our area that may or may not be good comparators based on *type of public sector employer*, and *population*, but where *proximity* demands that you recognize the influence of certain employers in order to be responsible in recognizing your recruitment basin and market. For Keizer, these entities include the City of Salem, Marion County, and the State of Oregon since they are literally adjacent entities to Keizer and since they are the three employers we are most likely to lose employees to when we experience turnover. If Keizer were separated by some distance from these entities I would not recommend using them as a match but I simply believe it is impossible for us to ignore them given their proximity and influence on our recruitment market.

RECOMMENDATION

Staff recommends that the City Council makes its selection of comparable cities based first on *type of public sector employer*, next on *population* and third on *proximity*. Staff has included for you a list of all cities in Oregon ranked by their population (Exhibit A).

If City Council uses this information and selects those cities that have *population* closest to Keizer with an equal number of cities having populations greater than Keizer and cities having population less than Keizer, you will end up with:

Option 1

Medford (73,960)
Springfield (57,065)
Corvallis (53,900)
Albany (46,610)
Tigard (46,300)
Lake Oswego (36,350)
KEIZER (34,880)

Grants Pass (30,930),
McMinnville (30,215)
Oregon City (29,540)
Tualatin (25,650)
West Linn (24,180)
Redmond (23,500)

If Council now applies *proximity* as a factor and subtracts those who are clearly out of our recruitment basin – Medford, Grants Pass, Redmond, and arguably Springfield (being on the far edge of our basin) – and also remove those that are arguably dissimilar entities due to community demographics and complexity of operation – Corvallis (mainly due to the University influence) you are left with a core group of comparable cities listed below:

Option 2

Albany (46,610)
Tigard (46,300)
Lake Oswego (36,350)
KEIZER (34,880)
McMinnville (30,215)
Oregon City (29,540)
Tualatin (25,650)
West Linn (24,180)

If Council then adds back in those entities that directly influence our recruitment market – Salem, Marion County, and the State of Oregon – and backfill the list with agencies that have populations less than Keizer but are reasonably close in proximity, maintaining an equal number of employers with populations above Keizer as those with populations below Keizer, you will reach:

Option 3

State of Oregon
Marion County
Salem (149,305)
Albany (46,610)
Tigard (46,300)
Lake Oswego (36,350)
KEIZER (34,880)
McMinnville (30,215)
Oregon City (29,540)
Tualatin (25,650)
West Linn (24,180)
Woodburn (22,615)
Milwaukie (20,835)

Option 3 differs from our existing adopted list of comparable cities only in the addition of West Linn (24,180) and the deletion of Newberg (20,570).

Since our existing adopted list of comparable cities (as outlined in Option 4) is significantly similar to **Option 3**, which was derived using the three primary factors recommended by both LGPI and our labor attorney for selecting comparable cities; and since our existing adopted list of comparable cities is actually more conservative than **Option 3** in that it excludes West Linn (higher population and less similar community demographics than Newberg) and adds Newberg (20,570); and since our existing adopted list of comparable cities is cited in both of our collective bargaining agreements and approved by both the KPA and Local 320, staff recommends that the City Council continues to use our existing adopted list of comparable cities (**Option 4**) for this and future salary surveys until and unless significant factors change that would warrant modifying the list.

Option 4 (Staff Recommended List of Comparable Cities)

State of Oregon
Marion County
Salem (149,305)
Albany (46,610)
Tigard (46,300)
Lake Oswego (36,350)
KEIZER (34,880)
McMinnville (30,215)
Oregon City (29,540)
Tualatin (25,650)
Woodburn (22,615)
Milwaukie (20,835)
Newberg (20,570)

If the City Council wishes to retain the current list of comparable cities, **Option 4**, no action is required. If the City Council wishes to select a different list of comparable cities, then staff recommends that the City Council utilize **Option 3** which follows most closely the three primary factors recommended by LGPI and our labor attorney as those to utilize when selecting comparable cities.

In this case, staff recommends that the City Council direct staff to prepare a Resolution for the next regular City Council meeting declaring those cities in **Option 3** (or another list as you may deem appropriate) as the City's adopted list of comparable cities.

It is further recommended, that in order not delay progress of the salary study, the City Council should direct staff to relay the agreed upon comparable cities to LGPI, prior to the formal adoption of the Resolution.

Exhibit "A"

Incorporated City/Town	Certified Estimate July 1, 2006	Incorporated City/Town	Certified Estimate July 1, 2006	Incorporated City/Town	Certified Estimate July 1, 2006	Incorporated City/Town	Certified Estimate July 1, 2006	Incorporated City/Town	Certified Estimate July 1, 2006
Portland	562,690	Cottage Grove	9,275	Jacksonville	2,555	Joseph	1,095	Wasco	400
Salem	149,305	Happy Valley	9,210	Myrtle Point	2,535	Gold Hill	1,080	Moro	350
Eugene	148,595	Monmouth	9,125	Gold Beach	2,445	Coburg	1,075	Rivergrove	350
Grasham	97,745	Silverton	8,915	King City	2,350	Drain	1,065	Ione	340
Hillsboro	84,445	Sweet Home	8,790	Vernonia	2,340	Riddle	1,045	Westfir	335
Beaverton	84,270	Eagle Point	8,340	Dayton	2,305	Falls City	965	Adams	330
Bend	75,290	Florence	8,270	Gervais	2,240	Island City	960	Scotts Mills	300
Medford	73,960	Independence	7,715	Sublimity	2,225	Lowell	955	Imbler	295
Springfield	57,065	Stayton	7,700	Stanfield	2,155	Glendale	940	Sodaville	290
Corvallis	53,900	Lincoln City	7,615	Waldport	2,110	Oakland	940	Lexington	280
Albany	46,610	Sutherlin	7,500	Vale	2,050	Millersburg	935	Rufus	270
Tigard	46,300	Sandy	7,070	Rogue River	2,010	Adair Village	920	Detroit	260
Lake Oswego	36,350	Malilla	6,830	Union	1,960	Aurora	920	Halfway	260
Keizer	34,880	Milton-Freewater	6,585	Enterprise	1,945	Garibaldi	920	Ukiah	260
Grants Pass	30,930	Hood River	6,580	Columbia City	1,890	Merrill	915	Lostine	250
McMinnville	30,215	Talent	6,415	Willamina	1,885	Donald	895	Paisley	250
Oregon City	29,540	Umatilla	6,385	John Day	1,850	Tangent	870	Jordan Valley	240
Tualatin	25,650	Brookings	6,315	Irrigon	1,830	Wallowa	870	Idanha	230
West Linn	24,180	Seaside	6,165	Hines	1,790	Metolius	830	Waterloo	230
Redmond	23,500	Madras	6,070	North Plains	1,755	Yamhill	820	Seneca	225
Woodburn	22,815	Scappoose	5,840	Sisters	1,745	Malin	805	Long Creek	220
Ashland	21,430	Sheridan	5,785	Rainier	1,705	Halsey	780	Nehalem	215
Roseburg	21,050	Winston	5,490	Clatskanie	1,675	Condon	770	Helix	210
Milwaukie	20,835	Junction City	4,965	Carlton	1,670	Maywood Park	750	Elkton	205
Klamath Falls	20,720	Phoenix	4,740	Elgin	1,670	Yachats	745	Adrian	185
Newberg	20,570	Tillamook	4,675	Cannon Beach	1,665	Powers	730	Grass Valley	170
Forest Grove	20,380	Creswell	4,525	Turner	1,645	Weston	730	Mitchell	170
Pendleton	17,310	Philomath	4,460	Brownsville	1,610	Scio	725	Sumpter	170
Wilsonville	16,885	Warrenton	4,460	Canyonville	1,605	Chiloquin	720	Dayville	165
Central Point	16,550	Reedsport	4,250	Cave Junction	1,600	Echo	705	Spray	160
Sherwood	16,115	Veneta	4,240	Mill City	1,585	Manzanita	690	Monument	150
Coos Bay	16,005	Coquille	4,210	Pilot Rock	1,560	Johnson City	675	Barlow	140
Hermiston	15,410	Oakridge	3,700	Amity	1,480	Canyon City	660	Richland	135
Troutdale	15,110	Mt. Angel	3,665	Lakeside	1,440	Dufur	630	Unity	125
Canby	14,705	Myrtle Creek	3,590	Banks	1,435	Gaston	630	Summerville	120
Dalles	14,585	Toledo	3,590	Heppner	1,415	Cove	620	Antelope	60
Lebanon	14,355	Lafayette	3,440	Durham	1,400	Monroe	610	Prescott	60
La Grande	12,540	Harrisburg	3,355	Dunes City	1,345	Mt. Vernon	600	Granite	30
The Dalles	12,520	Nyssa	3,220	Rockaway Beach	1,345	Arlington	585	Lonerock	20
Gladstone	12,210	Aumsville	3,205	Depoe Bay	1,310	Huntington	560	Shaniko	20
St. Helens	11,940	Boardman	3,175	Athens	1,270	Gates	500	Greenhorn	2
Ontario	11,245	Bandon	3,115	Port Orford	1,225	North Powder	490		
Cornelius	10,785	Dundee	3,010	Bay City	1,195	Maupin	470		
Newport	10,240	Burns	3,000	Culver	1,160	Fossil	460		
Baker City	10,035	Wood Village	2,985	Cascade Locks	1,155	Mosier	460		
Prineville	9,990	Hubbard	2,960	Siletz	1,150	Butte Falls	445		
Astoria	9,970	Shady Cove	2,760	Lyons	1,105	Bonanza	435		
North Bend	9,720	Lakeview	2,655	Prairie City	1,100	Haines	435		
Damascus	9,670	Jefferson	2,590	Yoncalla	1,100	Wheeler	435		
Fairview	9,585	Estacada	2,580	Gearhart	1,085	St. Paul	420		

Prepared by Population Research Center, Portland State University, December 15, 2006

MARKET COMPENSATION

Market-based Compensation Studies

Market pricing is a formal process for determining the external value of jobs. It is the simplest and, by far, the most widely used approach to determine the external equity of jobs. Organizations use market pricing to:

- Establish pay structures and rates that are responsive to the market
- Track movement of market rates to adjust their pay structures and/or rates
- Provide a rational, objective basis for negotiating pay rates with individuals and groups (as in collective bargaining)

Market pricing uses the *labor market* to assign value to jobs, often adjusted by the organization's compensation philosophy (for example, some organizations may set rates at, above, or below the market).

Defining the “Market”

The primary focus of a market salary survey is comparing similar or “like” jobs. In order to assess the similarity of jobs, several factors are reviewed, most importantly job descriptions. This is the main tool to compare like jobs in terms of essential function, responsibility, qualification requirements, and authority.

In finding jobs similar to those at the City of Keizer, the first step is to find similar organizations. Those that are most similar to the City of Keizer are most likely to have similar jobs to those at the Keizer. Thus, the comparable is an entity acknowledged as a market equivalent, the comparison of which provides persuasive support for adjusting compensation accordingly. It should be noted that not all comparable organizations will have an equivalent position. The volume of comparables chosen should provide a suitable pool of positions for comparison.

Three reliable indicators of job similarity used for choosing comparables are 1) types of public sector employers, 2) population, and 3) proximity, each of which are defined below.

The first indicator is the *type of public sector employer*. Similar types of public employers deliver similar service. Public sector employers, generally, should be compared with other public sector employers. Indeed, for strike prohibited units in Oregon, ORS 243.746(4) requires, in essence, that cities be compared with cities, counties with counties, and special districts with special districts. And while not all employees are strike prohibited, it is convenient and logical to use like entities for non-strike prohibited employees as well. However, not all entities have similar positions and subsequently looking to other types of public employers could be appropriate. For instance, an Administrative Assistant working for a small city is likely to have similar

duties as an Administrative Assistant working for a large county. Additionally, city services that may be “outsourced” to other public entities might require further evaluation (water or park services by a water or park district, for example).

A second indicator that jobs may be similar is *population*. Population is one way of determining the likelihood that a similar job exists in a similarly sized organization. A compensation survey of this scope would likely include an equal number of greater and fewer populations.

Proximity is a third indicator of job similarity. Proximity relates to the distance of the comparables to the City of Keizer. Essentially, this category is concerned with the city’s defined labor market. The labor market is defined as a geographic area from which job applicants are sought or lost. While the neighboring entity might be vastly different in type or population, it could potentially be included in the survey report without necessarily calculating the data into the mean and median. Useful tools in determining your labor market include staffing patterns - turnover rates, exit interview data, and recruitment data (for example, how long it takes to fill a vacant position).

Several other indicators could be included in determining the appropriate comparables. Previously chosen comparables, tax rates and union contracts are examples of factors utilized in determining the appropriate comparable. However, it should be noted that each additional criterion should be carefully considered. Each criterion selected is connected to other factors which may diminish the effective comparison of the chosen criteria. Ultimately, however, it is the City of Keizer that is the final authority in acknowledging the appropriate comparables for the compensation survey.

REFERENCE:

ORS 243.746 (4):

(4) Where there is no agreement between the parties, or where there is an agreement but the parties have begun negotiations or discussions looking to a new agreement or amendment of the existing agreement, unresolved mandatory subjects submitted to the arbitrator in the parties' last best offer packages shall be decided by the arbitrator. Arbitrators shall base their findings and opinions on these criteria giving first priority to paragraph (a) of this subsection and secondary priority to paragraphs (b) to (h) of this subsection as follows:

(a) The interest and welfare of the public.

(b) The reasonable financial ability of the unit of government to meet the costs of the proposed contract giving due consideration and weight to the other services, provided by, and other priorities of, the unit of government as determined by the governing body. A reasonable operating reserve against future contingencies, which does not include funds in contemplation of settlement of the labor dispute, shall not be considered as available toward a settlement.

(c) The ability of the unit of government to attract and retain qualified personnel at the wage and benefit levels provided.

(d) The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays and other paid excused time, pensions, insurance, benefits, and all other direct or indirect monetary benefits received.

(e) *Comparison of the overall compensation of other employees performing similar services with the same or other employees in comparable communities. As used in this paragraph, "comparable" is limited to communities of the same or nearest population range within Oregon. Notwithstanding the provisions of this paragraph, the following additional definitions of "comparable" apply in the situations described as follows:*

(A) *For any city with a population of more than 325,000, "comparable" includes comparison to out-of-state cities of the same or similar size;*

(B) *For counties with a population of more than 400,000, "comparable" includes comparison to out-of-state counties of the same or similar size; and*

(C) *For the State of Oregon, "comparable" includes comparison to other states.*

(f) The CPI-All Cities Index, commonly known as the cost of living.

(g) The stipulations of the parties.

(h) Such other factors, consistent with paragraphs (a) to (g) of this subsection as are traditionally taken into consideration in the determination of wages, hours, and other terms and conditions of employment. However, the arbitrator shall not use such other factors, if in the judgment of the arbitrator, the factors in paragraphs (a) to (g) of this subsection provide sufficient evidence for an award.

KEIZER COMPARABLES
SEPTEMBER 2007[illegible]

**KEIZER COMPARABLES
SEPTEMBER 2007**

1	Silverton, City of	8,915	54	\$4.24	\$469,655	\$29.48 M Total \$3.29 M Operating \$3.95 M Personnel	13.6 mi	Administration, Finance, Community Development, Building, Planning (incl. "Silver Trolley"), Code Enforcement, Police, Public Works (Engineering, Parks, Streets, Water)
2	Dallas, City of	14,815	97	\$5.33	\$666,037	\$38.97 M Total \$7.56 M Personnel	18.3 mi	City Attorney, Community Development, City Manager, EMS, Finance, Fire, Human Resources, Library, Municipal Court, Parks & Recreation, Police, Public Works
3	Newberg, City of	20,570	142	\$4.82	\$1,110,866	\$72.84 M Total \$13.18 M Personnel	32.8 mi	Police, Fire, Library, Finance, Administration (City Manager, Legal, & HR), Planning, Building, Public Works (incl. Water, Sewer, & Operations), IT
4	Milwaukie, City of	20,835	125.15	\$4.16	\$1,368,223	\$42.87 M Total \$25.71 M Operating \$11.40 M Personnel	47.6 mi	Library, Police, Community Services, IST, Finance, HR, Records & Information Management, Community Development (incl. Public Works, Planning, Engineering, & building)
5	Woodburn, City of	22,615	175.34	\$6.66	\$1,104,771	\$50.56 M Total \$29.00 M Operating \$11.84 M Personnel	15.5 mi	City Administrator, City Recorder, Finance, Municipal Court, Public Works (Wastewater, Streets, Engineering, Transit), Library, Attorney, Community Development (Planning, Building, Housing, Development), Police, Parks & Recreation
6	West Linn, City of	24,180	140	\$3.26	\$2,369,462	\$35.00 M Total \$18.00 M Operating \$11.60 M Personnel	39.2 mi	City Manager, Police, Library, Parks & Recreation, Planning & Building, Public Works, Human Resources, Finance, Information Services, Municipal Court
7	Tualatin, City of	25,650	133	\$2.47	\$2,373,668	\$70.52 M Total \$12.77 M Personnel	43.4 mi	Administration (incl. HR & IT), Community Development (Planning, Economic Development, & Urban Renewal), Community Services (Parks & Recreation, Library), Finance, Legal, Engineering & Building, Operations (Water, Sewer, Street, Storm, Fleet, Building Maintenance)
8	Oregon City	29,540	161	\$5.25	\$1,763,310	\$60.91 M Total \$14.48 M Personnel	40.1 mi	Police, Fire, Library, Administration, Public Works, Municipal Court, Parks & Recreation
9	McMinnville, City of	30,215	197	\$5.93	\$1,675,907	\$89.92 M Total \$15.38 M Personnel	30.2 mi	Administration, Finance, Building, Engineering, Planning, Police, Fire, Parks & Recreation, Public Works (incl. Water Reclamation Facility)
10	Grants Pass, City of	30,830	225	\$5.62	\$1,918,821	\$100.36 M Total \$37.70 M Operating \$18.82 M Personnel	204.9 mi	Administration, Administrative Services (HR, Finance, Tax, Recorder), Community Development (Building, Engineering, Planning), Economic Development, Parks & Community Services, Public Safety (Police, Fire/Rescue), Public Works (Water, Wastewater, Streets)
12	Lake Oswego, City of	36,350	345.40	\$5.72 (In School) \$5.34 (Out School)	\$4,590,955	\$192.77 M Total (07-09)	37.4 mi	Administration (HR, IT, Library), Police, Fire, Finance, Urban Renewal, Community Center, Muni Court, Community Development (Engineering, Planning, Building, Utilities, Parks & Recreation)
13	Tigard, City of	46,300	283	\$2.73	\$4,344,959	\$65.46 M Total \$39.37 M Operating \$24.10 M Personnel	36.3 mi	City Administration (HR, Public Records, Risk Management), Community Development (Building, Transportation, Code Enforcement, Planning), Financial & Information Services, Fire, Library, Municipal Court, Police, Public Works
14	Albany, City of	46,610	416.76	\$8.02	\$2,657,492	\$195.17 M Total \$70.30 M Operating \$37.61 M Personnel	29.4 mi	City Manager, Community Development Building & Planning, Economic Development, Finance, Human Resources, Fire, Library, Municipal Court, Parks & Recreation, Police, Public Works
15	Corvallis, City of	53,900	438.68	\$5.64	\$3,467,066	\$106.80 M Total \$74.15 M Operating \$39.21 M Personnel	43.3 mi	City Manager, Community Development, Finance, Fire, Library, Parks & Recreation, Police, Public Works
16	Springfield, City of	57,065	437.05	\$6.14	\$3,136,009	\$344.83 M Total \$72.13 M Operating \$41.00 M Personnel	69.8 mi	City Manager, Development Services (Planning, Housing, Building, Community Development), Police, Courts, Library, Fire & Life Safety, HR, Finance, IT, Public Works (Transportation, Engineering, Environmental, Maintenance)
17	Salem, City of	149,305	1,261	\$6.62	\$8,042,716	\$517.85 M Total	3.6 mi	Administrative Services (Contracts & Procurement, Finance, Municipal Court), Community Development (Airport, Building & Safety, Permits, Planning), Community Services (Housing, Parks & Recreation, Social Services, Senior, Youth), Fire, HR, IT, Legal, Library, Police, Public Works (Engineering, Operations, Transportation, Wastewater Treatment), Urban Development
17	Marion County	306,665	N/A	N/A	N/A	N/A	N/A	N/A
18	Oregon, State of	3,690,505	N/A	N/A	N/A	N/A	N/A	N/A
* 2006 certified population estimate as of July 1, 2006 by PSU, released December 2006								
** Department of Revenue recorded tax rates/assessed values FY06-07 (Oregon property statistics)								
*** Distance from Keizer (Mapquest)								
BOLD = Keizer current comparables								

**KEIZER COMPARABLES
SEPTEMBER 2007**

2	Salem, City of	149,305	1,261	\$6.62	\$8,042,716	\$517.85 M Total	3.8 mi	Administrative Services (Contracts & Procurement, Finance, Municipal Court), Community Development (Airport, Building & Safety, Permits, Planning), Community Services (Housing, Parks & Recreation, Social Services, Senior, Youth), Fire, HR, IT, Legal, Library, Police,
3	Silverton, City of	8,915	54	\$4.24	\$469,655	\$29.48 M Total \$3.29 M Operating \$3.95 M Personnel	13.6 mi	Administration, Finance, Community Development, Building, Planning (incl. "Silver Trolley"), Code Enforcement, Police, Public Works (Engineering, Parks, Streets, Water)
4	Woodburn, City of	22,615	175.34	\$6.66	\$1,104,771	\$50.56 M Total \$29.00 M Operating \$11.84 M Personnel	15.5 mi	City Administrator, City Recorder, Finance, Municipal Court, Public Works (Wastewater, Streets, Engineering, Transit), Library, Attorney, Community Development (Planning, Building, Housing, Development), Police, Parks & Recreation,
5	Dallas, City of	14,815	97	\$5.33	\$666,037	\$38.97 M Total \$7.56 M Personnel	18.3 mi	City Attorney, Community Development, City Manager, EMS, Finance, Fire, Human Resources, Library, Municipal Court, Parks & Recreation, Police, Public Works
6	Albany, City of	46,610	416.76	\$8.02	\$2,657,492	\$195.17 M Total \$70.30 M Operating \$37.81 M Personnel	29.4 mi	City Manager, Community Development Building & Planning, Economic Development, Finance, Human Resources, Fire, Library, Municipal Court, Parks & Recreation, Police, Public Works
7	McMinnville, City of	30,215	197	\$5.93	\$1,675,907	\$89.92 M Total \$15.38 M Personnel	30.2 mi	Administration, Finance, Building, Engineering, Planning, Police, Fire, Parks & Recreation, Public Works (incl Water Reclamation Facility)
8	Newberg, City of	20,570	142	\$4.82	\$1,110,866	\$72.84 M Total \$13.18 M Personnel	32.8 mi	Police, Fire, Library, Finance, Administration (City Manager, Legal, & HR), Planning, Building, Public Works (incl Water, Sewer, & Operations), IT
9	Tigard, City of	46,300	283	\$2.73	\$4,344,959	\$85.46 M Total \$39.37 M Operating \$24.10 M Personnel	36.3 mi	City Administration (HR, Public Records, Risk Management), Community Development (Building, Transportation, Code Enforcement, Planning), Financial & Information Services, Fire, Library, Municipal Court, Police, Public Works
10	Lake Oswego, City of	36,350	345.40	\$5.72 (In School) \$5.34 (Out School)	\$4,590,955	\$192.77 M Total (07-09)	37.4 mi	Administration (HR, IT, Library), Police, Fire, Finance, Urban Renewal, Community Center, Muni Court, Community Development (Engineering, Planning, Building, Utilities, Parks & Recreation)
11	West Linn, City of	24,180	140	\$3.26	\$2,369,462	\$35.00 M Total \$16.00 M Operating \$11.60 M Personnel	39.2 mi	City Manager, Police, Library, Parks & Recreation, Planning & Building, Public Works, Human Resources, Finance, Information Services, Municipal Court
12	Oregon City	29,540	161	\$5.25	\$1,763,310	\$60.91 M Total \$14.48 M Personnel	40.1 mi	Police, Fire, Library, Administration, Public Works, Municipal Court, Parks & Recreation
13	Corvallis, City of	53,900	438.68	\$5.64	\$3,467,066	\$106.80 M Total \$74.15 M Operating \$39.21 M Personnel	43.3 mi	City Manager, Community Development, Finance, Fire, Library, Parks & Recreation, Police, Public Works
14	Tualatin, City of	25,650	133	\$2.47	\$2,373,668	\$70.52 M Total \$12.77 M Personnel	43.4 mi	Administration (incl HR & IT), Community Development (Planning, Economic Development, & Urban Renewal), Community Services (Parks & Recreation, Library), Finance, Legal, Engineering & Building, Operations (Water, Sewer, Street, Storm, Fleet, Building Maintenance, Warehousing, Parks Maintenance, Emergency Management), Police
15	Milwaukie, City of	20,835	125.15	\$4.16	\$1,368,223	\$42.87 M Total \$25.71 M Operating \$11.40 M Personnel	47.6 mi	Library, Police, Community Services, IST, Finance, HR, Records & Information Management, Community Development (incl Public Works, Planning, Engineering, & building)
16	Springfield, City of	57,065	437.05	\$6.14	\$3,136,009	\$344.83 M Total \$72.13 M Operating \$41.00 M Personnel	69.8 mi	City Manager, Development Services (Planning, Housing, Building, Community Development), Police, Courts, Library, Fire & Life Safety, HR, Finance, IT, Public Works (Transportation, Engineering, Environmental, Maintenance)
17	Grants Pass, City of	30,930	225	\$5.62	\$1,918,821	\$100.36 M Total \$37.70 M Operating \$18.82 M Personnel	204.9 mi	Administration, Administrative Services (HR, Finance, Tax, Recorder), Community Development (Building, Engineering, Planning), Economic Development, Parks & Community Services, Public Safety (Police, Fire/Rescue), Public Works (Water, Wastewater, Streets)
17	Marion County	306,865	N/A	N/A	N/A	N/A	N/A	N/A
18	Oregon, State of	3,690,505	N/A	N/A	N/A	N/A	N/A	N/A
* 2006 certified population estimate as of July 1, 2006 by PSU, released December 2006								
** Department of Revenue recorded tax rates/assessed values FY06-07 (Oregon property statistics)								
*** Distance from Keizer (Mapquest)								
BOLD = Keizer current comparables								

**KEIZER COMPARABLES
SEPTEMBER 2007**

2	Tualatin, City of	25,650	133	\$2.47	\$2,373,668	\$70.52 M Total \$12.77 M Personnel	43.4 mi	Administration (incl HR & IT), Community Development (Planning, Economic Development, & Urban Renewal), Community Services (Parks & Recreation, Library), Finance, Legal, Engineering & Building, Operations (Water, Sewer, Street, Storm, Fleet, Building Maintenance)
3	Tigard, City of	46,300	283	\$2.73	\$4,344,959	\$85.46 M Total \$39.37 M Operating \$24.10 M Personnel	36.3 mi	City Administration (HR, Public Records, Risk Management), Community Development (Building, Transportation, Code Enforcement, Planning), Financial & Information Services, Fire, Library, Municipal Court, Police, Public Works
4	West Linn, City of	24,180	140	\$3.26	\$2,369,462	\$35.00 M Total \$18.00 M Operating \$11.60 M Personnel	39.2 mi	City Manager, Police, Library, Parks & Recreation, Planning & Building, Public Works, Human Resources, Finance, Information Services, Municipal Court
5	Milwaukie, City of	20,835	125.15	\$4.16	\$1,368,223	\$42.87 M Total \$25.71 M Operating \$11.40 M Personnel	47.6 mi	Library, Police, Community Services, IST, Finance, HR, Records & Information Management, Community Development (incl Public Works, Planning, Engineering, & building)
6	Silverton, City of	8,915	54	\$4.24	\$469,655	\$29.48 M Total \$3.29 M Operating \$3.95 M Personnel	13.6 mi	Administration, Finance, Community Development, Building, Planning (incl. "Silver Trolley"), Code Enforcement, Police, Public Works (Engineering, Parks, Streets, Water)
7	Newberg, City of	20,570	142	\$4.82	\$1,110,866	\$72.84 M Total \$13.18 M Personnel	32.8 mi	Police, Fire, Library, Finance, Administration (City Manager, Legal, & HR), Planning, Building, Public Works (incl Water, Sewer, & Operations), IT
8	Oregon City	29,540	161	\$5.25	\$1,763,310	\$60.91 M Total \$14.48 M Personnel	40.1 mi	Police, Fire, Library, Administration, Public Works, Municipal Court, Parks & Recreation
9	Dallas, City of	14,815	97	\$5.33	\$666,037	\$38.97 M Total \$7.56 M Personnel	18.3 mi	City Attorney, Community Development, City Manager, EMS, Finance, Fire, Human Resources, Library, Municipal Court, Parks & Recreation, Police, Public Works
10	Grants Pass, City of	30,930	225	\$5.62	\$1,918,821	\$100.36 M Total \$37.70 M Operating \$18.82 M Personnel	204.9 mi	Administration, Administrative Services (HR, Finance, Tax, Recorder), Community Development (Building, Engineering, Planning), Economic Development, Parks & Community Services, Public Safety (Police, Fire/Rescue), Public Works (Water, Wastewater, Streets)
11	Corvallis, City of	53,900	438.68	\$5.64	\$3,467,066	\$106.80 M Total \$74.15 M Operating \$39.21 M Personnel	43.3 mi	City Manager, Community Development, Finance, Fire, Library, Parks & Recreation, Police, Public Works
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13	Springfield, City of	57,065	437.05	\$6.14	\$3,136,009	\$344.83 M Total \$72.13 M Operating \$41.00 M Personnel	69.8 mi	City Manager, Development Services (Planning, Housing, Building, Community Development), Police, Courts, Library, Fire & Life Safety, HR, Finance, IT, Public Works (Transportation, Engineering, Environmental, Maintenance)
14	Salem, City of	149,305	1,261	\$6.62	\$8,042,716	\$517.85 M Total	3.8 mi	Administrative Services (Contracts & Procurement, Finance, Municipal Court), Community Development (Airport, Building & Safety, Permits, Planning), Community Services (Housing, Parks & Recreation, Social Services, Senior, Youth), Fire, HR, IT, Legal, Library, Police, Public Works (Engineering, Operations, Transportation, Wastewater Treatment), Urban Development
15	Woodburn, City of	22,615	175.34	\$6.66	\$1,104,771	\$50.56 M Total \$29.00 M Operating \$11.84 M Personnel	15.5 mi	City Administrator, City Recorder, Finance, Municipal Court, Public Works (Wastewater, Streets, Engineering, Transit), Library, Attorney, Community Development (Planning, Building, Housing, Development), Police, Parks & Recreation
16	Albany, City of	46,610	416.76	\$8.02	\$2,657,492	\$195.17 M Total \$70.30 M Operating \$37.61 M Personnel	29.4 mi	City Manager, Community Development Building & Planning, Economic Development, Finance, Human Resources, Fire, Library, Municipal Court, Parks & Recreation, Police, Public Works
17	Lake Oswego, City of	36,350	345.40	\$5.72 (In School) \$5.34 (Out School)	\$4,590,955	\$192.77 M Total (07-09)	37.4 mi	Administration (HR, IT, Library), Police, Fire, Finance, Urban Renewal, Community Center, Muni Court, Community Development (Engineering, Planning, Building, Utilities, Parks & Recreation)
17	Marion County	306,665	N/A	N/A	N/A	N/A	N/A	N/A
18	Oregon, State of	3,690,505	N/A	N/A	N/A	N/A	N/A	N/A
* 2006 certified population estimate as of July 1, 2006 by PSU, released December 2006								
** Department of Revenue recorded tax rates/assessed values FY06-07 (Oregon property statistics)								
*** Distance from Keizer (Mapquest)								
BOLD = Keizer current comparables								

MEMORANDUM

TO: DIANNE HUNT
FROM: KATHY PECK, ATTORNEY
RE: COMPARABLES
DATE: SEPTEMBER 26, 2007

This memorandum is written in response to your question regarding how arbitrators select comparables. In as much as it is my understanding that this information will be shared with City Council members and I am uncertain whether all of the current members are familiar with this area of the law, some background information may be helpful. Strikes are prohibited for police, fire and guard bargaining units. Instead, disputes must be resolved by interest arbitration. Interest arbitrators must follow a set of statutory criterion in rendering their decisions, e.g. in deciding whether to select between the employer or the union's last best offers. Even though the primary criterion is designated as the "interest and welfare of the public" under the statute, arbitrators tend to place primary emphasis on the secondary criteria of *"comparison of the overall compensation of other employees performing similar services in comparable communities."* Under the statute, "comparable" is limited to communities of the same or nearest population range within Oregon.

Notwithstanding the fact the statute defines "comparable" only in terms of population, a majority of arbitrators employ a *population-plus* approach. Under this approach, greater weight is given to communities of the same of near populations that have demographic similarities, such as proximity to the metropolitan areas where the cost of living may be higher; tax base similarities; interchange; similarities in the size and operation of police/fire departments; call and criminal activity; etc.

Either party may change the comparable communities it uses without bargaining over that issue, unless they have agreed to use a particular group

of comparators. (Sometimes employers and unions specify that particular communities will be used in their CBAs. I do not recommend this approach.) Assuming no agreement exists to use a particular set of comparables, employers and unions are free to adjust their comparators. However, that party would need to be prepared to convince an interest arbitrator that the new set of comparables is more appropriate, based on changing populations and demographic considerations.

Depending on the evidence and objectives of a client, I will sometimes submit two overall compensation spread sheets in interest arbitration hearings, i.e. pure statutory comparators, based on population only *and* population-plus comparators. Employers who face interest arbitrations also have to consider whether they will use a 3-up/3-down (or 4-up/4-down or other number) *OR* a percentage up and down (communities with populations 25% or another % over your community's population and communities with populations 25% or another % under your community's population). It has been my experience that arbitrators do not favor approaches that conveniently permit a party to include dissimilar communities by using a spread that is too wide.

I hope this is what you needed.

CITY COUNCIL MEETING: October 1, 2007

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: *RESOLUTION IMPOSING A STORM WATER UTILITY FEE*

Earlier this year, the Council adopted Ordinance No. 2007-563 (Establishing a Storm Water Utility, Providing for a Utility Fee). At such time, the Council preliminarily set the storm water utility fee at \$2.70 per Equivalent Service Unit. An "Equivalent Service Unit" was determined to be 3,000 square feet and single family, duplex and mobile home spaces were presumed to be one ESU. Therefore, the monthly storm water utility fee for most residences would be \$2.70. Such amount would be added to the bi-monthly sewer/water bill.

All other improved properties, such as multi-family residential, commercial and industrial would be charged at the \$2.70 per ESU based on the calculation of their Impervious Surface Area. In other words, for every 3,000 square feet of Impervious Surface Area, a property owner would be charged \$2.70 per month.

Though the state and federal governments do not mandate charging any specific storm water utility fee, they do mandate the continual maintenance, construction and operation of a storm water utility. The storm water utility fee is the reasonable way to pay for the program.

RECOMMENDATION:

Review the attached Resolution and take appropriate action.

Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh
attachment

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2007-_____

4
5
6 IMPOSING A STORM WATER UTILITY FEE

7
8
9 WHEREAS, the City Council of the City of Keizer established a storm water
10 utility under Ordinance No. 2007-563 (Establishing a Storm water Utility, Providing for
11 Utility Fee);

12 WHEREAS, such Ordinance allowed for the establishment of a storm water
13 utility fee by the City Council;

14 WHEREAS, pursuant to state and federal laws the City is mandated to provide
15 storm water facilities and requires funds to manage, operate and construct storm water
16 facilities within the City;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that a storm water
19 utility fee is hereby established and imposed as set forth below:

20 Section 1. Equivalent Service Unit. Pursuant to Ordinance No. 2007-563, an
21 Equivalent Service Unit (ESU) has been established at 3,000 square feet of Impervious
22 Surface Area as defined in the Ordinance.

23 Section 2. Storm Water Utility Fee Imposed. A storm water utility fee is
24 hereby imposed at the rate of \$2.70 per ESU per month.

25 ///

1 Section 3. Single Family/Duplex/Mobile Home Space Storm Water Utility

2 Fee. Single Family units, Duplex units and Mobile/Manufactured Home units shall pay
3 the following storm water utility fee:

- 4 a. Single Family Residence: \$2.70 per month
5 b. Duplex: \$2.70 per month
6 c. Mobile/Manufactured
7 Home Units: \$2.70 per month per space or lot
8

9 Section 4. Storm Water Utility Fee for All Other Improved Property. All other

10 Improved Property within the City of Keizer not listed in Section 3 above, including, but
11 not limited to multifamily residential, assisted living/retirement homes, commercial,
12 industrial and public properties shall pay \$2.70 per month per ESU as calculated for the
13 specific property. This calculation shall be done by or at the direction of the Public
14 Works Director. Any property owner or responsible party may appeal the determination
15 or calculation of the storm water utility fee as set forth in Ordinance No. 2007-563,
16 Section 8 (Administrative Review – Appeals).

17 Section 5. City Property Exemption. Pursuant to Section 10 of the Ordinance
18 No. 2007-563, the Council hereby exempts City of Keizer and Keizer Urban Renewal
19 property from the storm water fee as the Council has determined that the public interest
20 deems such exemption necessary.

21 ///

22 ///

23 ///

24 Section 6. Effective Date. All storm water utility fees imposed under this

1 Resolution shall be charged on the City sewer/water bills beginning with the
2 October/November billing period. Any properties not receiving a sewer or water bill
3 shall be billed beginning November 1, 2007.

4 PASSED this _____ day of _____, 2007.

5

6 SIGNED this _____ day of _____, 2007.

7

8

9

10

Mayor

11

12

13

City Recorder

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS**

SUBJECT: KEIZER RAPIDS PARK

DATE: SEPTEMBER 25, 2007

BACKGROUND:

As planning, development and citizen use at the Keizer Rapids Park continues, securing the boundary of the Park is an important priority. Staff has worked with neighbors along 15th solving the security and boundary issue by cost sharing fences. Park boundary signs have been deployed on all property lines affecting adjacent neighbors were the Public may be present. As development continues additional signage and fencing will be installed.

Staff solicited three quotes from fence contractors to install the final fencing to secure and delineate the east boundary of the Park and presented it to the Parks Advisory Board with a recommendation to proceed with installation. Parks Board agreed in moving ahead with installation of a 5' black vinyl coated cyclone fence along the east boundary constructed by Outdoor Fence who is the low bidder at a cost of \$26,640.

Attachment: East Boundary Fence Location Plan

FISCAL IMPACT:

Funds are available in the Park Improvement Fund Budget line item 13 to complete this project.

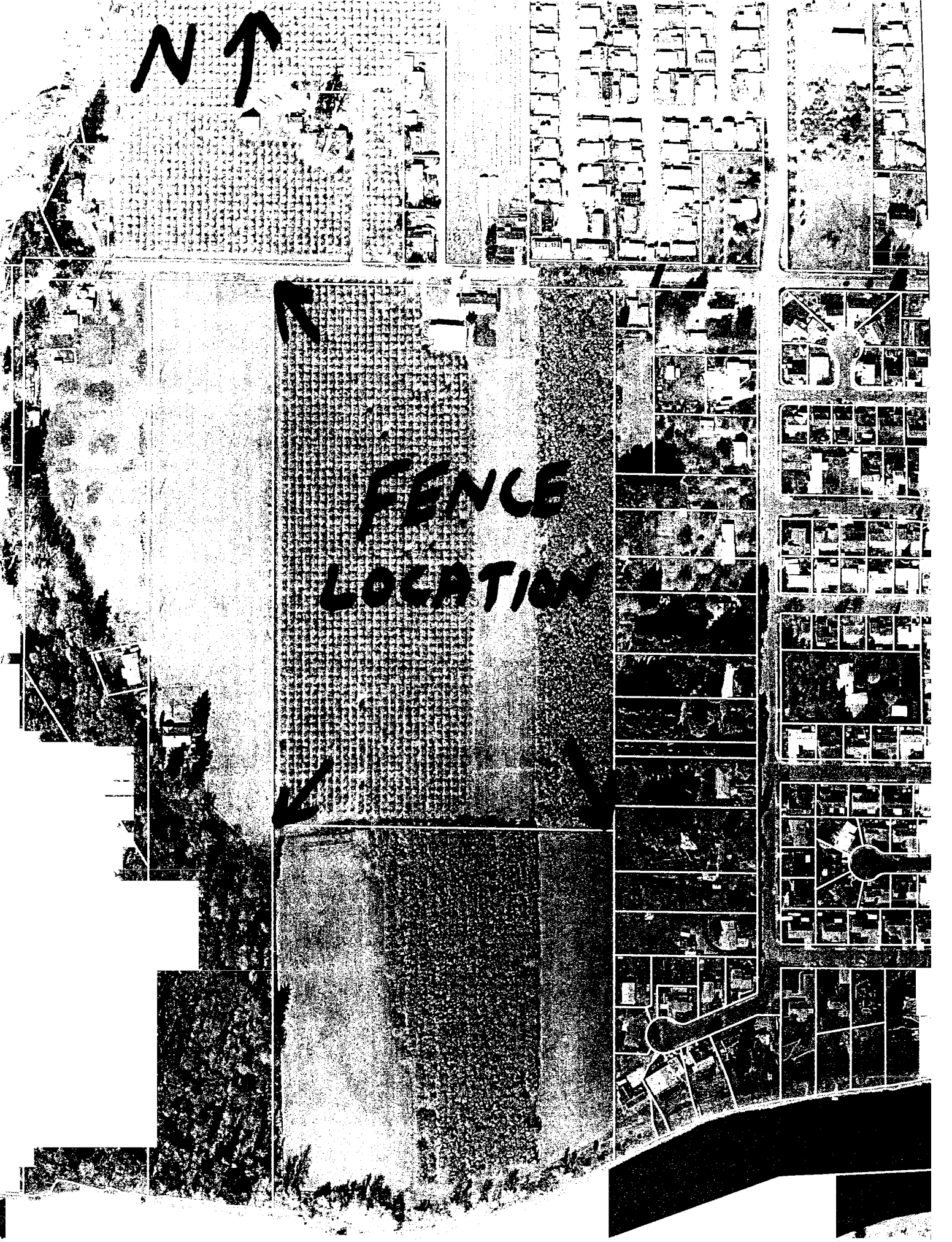
RECOMMENDATION:

Staff recommends City Council adopt the attached Resolution authorizing the City Manager to enter into a purchase agreement with Outdoor Fence for the installation of fencing located at Keizer Rapids Park for the cost of \$26,640. Please contact me if you have questions.

N ↑



FENCE
LOCATION



CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2007-_____

**AUTHORIZING THE CITY MANAGER TO ENTER PURCHASE AGREEMENT WITH
OUTDOOR FENCE FOR KEIZER RAPIDS PARK FENCE**

**WHEREAS, as planning, development and citizen use continues at the Keizer
Rapids Park, it is necessary to secure the boundaries of the Park;**

**WHEREAS, the City has received three quotes for the purchase and
installation of a fence near the 15th street boundary at Keizer Rapids Park. The
lowest total bid being \$26,640 from Outdoor Fence. NOW, THEREFORE;**

**BE IT RESOLVED by the City Council of the City of Keizer that the City
Manager is hereby authorized to enter purchase agreement with Outdoor Fence for
the installation of fencing located at Keizer Rapids Park for the cost of \$26,640.**

PASSED this ____ day of _____, 2007.

SIGNED this ____ day of _____, 2007.

Mayor

City Recorder



MINUTES
KEIZER CITY COUNCIL
Monday, September 4, 2007
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

**CALL TO
ORDER**

Mayor Christopher called the regular meeting to order at 7:04 pm. Roll Call was taken as follows:

Present:

Mayor Lore Christopher
Richard Walsh, Council President
Jim Taylor, Councilor
Jacque Moir, Councilor
Cathy Clark, Councilor
David McKane, Councilor
Position #2 Vacant

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development
Rob Kissler, Public Works
Marc Adams, Chief of Police
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

**PUBLIC
TESTIMONY**

Carol Doerfler, Keizer, representing KARES (Keizer Animal Rescue Emergency Shelter) presented the Mayor with a t-shirt in appreciation of her support and participation in the Mayors walk.

Lyndon Zaitz, Keizertimes, read a statement regarding the upcoming events planned to celebrate the 25th Anniversary of Keizer which will be held on October 13 and requested Council approval for this event. Interested parties were encouraged to contact Lyndon at 503-390-1051 or email at KT@keizertimes.com. Additional discussion took place regarding various events being considered for the occasion. Councilors agreed to support this effort.

PUBLIC HEARING

**a. Appeal of
Hearings
Officer
Decision –
Subdivision
2007-26 – Bolf
Terrace/Jack
Lowery**

Mayor Christopher recused herself from this portion of the meeting due to a conflict of interest and turned the meeting over to Council President Walsh.

City Attorney, Shannon Johnson, explained that this was a combined application for a subdivision lot line adjustment and variance so the criteria were quite lengthy and suggested that, barring objections, the reading of the criteria set forth in the staff report be waived. There were no objections. He added that testimony arguments and evidence must be directed toward the criteria or any other criteria in the Comprehensive

Applicant

Plan or land use regulations believed to apply to this decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the Council and the parties an opportunity to respond to the issue would preclude appeal to the Land Use Board of Appeals based on that issue. In addition any failure by the applicant to raise constitutional or other issues related to the proposed conditions of approval with sufficient specificity to allow the Council or its designee to respond to that issue would preclude an action for damages in Circuit Court. He noted that if anyone had any objection as to conflict of interest, bias, jurisdiction, notice and opportunity to be heard, it should be brought up at the time of testimony and any Council members wanting to disclose conflict of interest, bias or prejudice on this case should do so at this time.

Councilors Moir, McKane, Walsh, Taylor and Clark indicated they had read newspaper articles regarding this issue. Mr. Johnson noted that these articles would therefore be made exhibits and part of the record. Councilors McKane, Clark, Taylor and Walsh indicated they had spoken to Mayor Christopher regarding the property; Councilors Taylor, Clark had visited the site.

Community Development Director, Nate Brown, reported that the Land Use Hearings Officer had approved the application by Jack Lowery for a 14-lot subdivision on property located along Bolf Terrace Drive. Following the Hearing Officer's decision, an appeal was received from Mark Murphy who indicated that he believed the Hearing Officer erred in approving the application. Staff, however, recommends an order to affirm the Hearing Officer's decision to approve the proposed subdivision.

Mr. Brown reviewed the appeal statements filed by the appellate and fielded questions along with Public Works Director, Rob Kissler, regarding traffic control, connectivity and street specifications.

Council President Walsh opened the public hearing.

Jack Lowery, Keizer, explained the specifications of the subdivision and fielded questions from Council with the assistance of Nate Brown.

Jeremy Grenz, Multi-Tech Engineering, Keizer, representing Jack Lowery, voiced support for the Hearing Officer's decision and agreement with staff supplemental findings and explained that the streets will accommodate the additional traffic generated from this subdivision.

Jacklyn Pierce, Keizer, posed questions regarding parking, enforcement and city authority in a PUD (Planned Unit Development).

Mark Murphy, Keizer, spoke on behalf of the residents of Veranda Court, voicing support for the development and concern that traffic safety had not been addressed. He fielded questions from Council regarding his concerns.

Mike Smedima, Veranda Court, Keizer, echoed Mr. Murphy's concerns.

With no further testimony, Council President Walsh closed the Public Hearing.

Council President Walsh reopened the Public Hearing in order to allow rebuttal.

Jeremy Grenz, speaking on behalf of the developer, noted that the proposed development meets the standards for local streets and all applicable criteria adding that the stop sign planned for this intersection should remedy any safety concerns of the neighbors. He then fielded additional questions from Council regarding traffic.

With no further testimony, Council President Walsh closed the Public Hearing.

Councilor Taylor moved to direct staff to prepare an order to affirm the Hearing Officer's decision to approve the proposed subdivision. Councilor McKane seconded.

Discussion followed regarding children playing in the street, connectivity and increased traffic. The question was called.

Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Clark and Taylor (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0) Position #2 vacant (1)

ADMINISTRATIVE ACTION

a. City Council Position #2 Appointment Process

Administrative action was taken out of order – before the Public Hearing.

City Manager, Chris Eppley, reviewed the council vacancy issue and the timeline adding that a Special Session had been scheduled for Monday, September 24 for presentations by the applicants and, following that process, the successful applicant would be sworn in. He reviewed the interview procedure which was agreed upon at the previous meeting and requested that Council address and decide upon various issues relating to the process. Discussion then took place regarding sequestering candidates, order of appearance, methods of interviewing and the proposed questions for the candidates.

Mayor Christopher moved to sequester each of the applicants regardless of how many until they have given their presentation; after their presentation, they would be free to stay or leave at their option. Councilor Walsh seconded. Additional discussion took place. Motion passed as follows:

AYES: Christopher, Walsh, McKane, Moir and Taylor (5)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: Position #2 Vacant (1)

Additional discussion took place regarding the follow-up/clarification

questions, summaries and time limits.

Following discussion Councilors agreed by consensus on the following process:

- Applicants will be allowed 5 minutes for their opening statement outlining qualifications and interest in the position
- Six questions will be directed at the applicants with 5 minutes allowed per question
- Time will be available for follow-up questions from Council
- One minute will be allowed for closing statement
- Total time allowed per candidate will be 45 minutes
- Applicants will be sequestered until their turn and allowed to leave or remain in the room for the remainder of the process.
- Order of the applicants will be decided by drawing the names from a bucket.

**b. RESOLUTION ~
Authorizing the
Mayor to Sign
Inter-
governmental
Agreement for
Chemawa
Road
Maintenance
and Repair –
Keizer Rapids
Park**

City Attorney, Shannon Johnson, explained that part of the Keizer Rapids Park Master Plan approval required improvement of Chemawa Road outside the jurisdiction of Keizer so an Intergovernmental Agreement is necessary to allow the City to assume responsibilities for road maintenance and repair.

Discussion followed regarding funding and matching funds.

Councilor Walsh moved that Council adopt Resolution R2007 Authorizing the Mayor to Sign Intergovernmental Agreement for Chemawa Road Maintenance and Repair (Keizer Rapids Park). Councilor Moir seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Clark and Taylor (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Position #2 Vacant (1)

**CONSENT
CALENDAR**

Taken out of order – before the Public Hearing.

- A. Resolution – Continuing Hearing for Keizer Station Village Center Street Lighting Local Improvement District
- B. Resolution – Granting Step Increase and Tuition/Educational Payment to the City Manager
- C. Approval of August 20, 2007 Regular Session Minutes

Councilor Walsh moved for approval of the Consent Calendar. Councilor Moir seconded. Motion passed as follows:

AYES: Christopher, Walsh, McKane, Moir, Clark and Taylor (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Position #2 Vacant (1)

COMMITTEE REPORTS

a. Something Special Task Force Report

Taken out of order – before the Public Hearing.

Chair of the Something Special Task Force, Jim Taylor, briefly reviewed items being addressed by the task force and the recommendations/ motions that the task force has made to Council. Mayor Christopher provided supplemental information and concluded that Councilor Taylor wished to direct staff to investigate the issues stated in the Something Special motion for additional information so that they can make a recommendation to Council. Councilor Walsh suggested that the possibility of leasing the land be explored as well as any limitations on use of the rental funds.

Discussion followed regarding the Parks Master Plan concepts for a recreational facility, city obligation, involvement of the Park Board, feasibility studies and city need.

Continued after the Public Hearing

Councilor Clark reported that

- She attended the retirement dinner for Sheriff Ramirez and that it was a privilege to honor a man who had given so much to his community.
- Technical Advisory Committee for the Transportation System Plan update would meet at a date in October to be determined. Interested parties were encouraged to check the website for that information.
- EVAK (Emergency Volunteers Assisting Keizer) will have training on September 6 and 15. She encouraged citizen involvement.
- She attended the Vancouver Washington 150th birthday celebration, complimented the city's cycling city guide and maps and encouraged the development of the same for Keizer.

Councilor Taylor reported that Keizer Points of Interest would meet at 6:30 on September 5.

Councilor Walsh reported that

- Library Task Force meets September 6 at 5:30. The library consultant is in the middle of the analysis and talking to stakeholders. Interested parties should contact Ruth Metz Consultants. Councilor McKane requested that Council be allowed to review the survey questions.
- League of Oregon Cities conference is September 28 and 29
- Darlene Hooley will be kicking off her campaign for Willamette River legislation on September 6 at 8 a.m. He encouraged everyone to show support by gathering on the shores of the river as she passed.
- An attempt to break the Kazoo Band record was made at the August 31 Volcanoes game. The final word for breaking the record is still out. He thanked Uptown Music for their support.
- McDonalds has been renovated and had a full rededication. He commended Mr. & Mrs. Seaman for their civic contributions particularly in the field of education.

Councilor Moir reported that

- Jerry Frank would be speaking at the Chamber luncheon. She encouraged everyone to attend.
- Planning Commission meets September 12 at 6 p.m.
- Technical Advisory Committee for the Transportation System Plan update meetings are open to the public; she encouraged interested parties to attend adding that public input would be received but time is limited.

OTHER BUSINESS

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

Public Works Director, Rob Kissler, responded to questioning regarding the trees on Lockhaven and Chemawa Road by Keizer Station that are stressed from the heat. He explained that they are being watered and staff is working on a regular watering schedule.

Community Development Director, Nate Brown, explained that Technical Advisory Committee for the Transportation System Plan update has met twice and is working through the goals and objectives. The committee is on schedule.

WRITTEN COMMUNICATIONS

Council President Walsh read

- An invitation from Keizer Fire District for a memorial on 9-11 at 7:00 a.m. – The firefighters' final call for the collapse of the north tower.
- A letter from National League of Cities welcoming the city of Keizer to the League and enumerating the benefits of membership.

AGENDA INPUT

September 13, 2007

5:45 pm. City Council Work Session

- City of Keizer Compensation Policy Study

September 17, 2007

7:00 p.m. City Council Regular Session

- Keizer Station Area B Master Plan Public Hearing
- Storm Water Utility Fee

September 24, 2007

7:00 p.m. City Council Special Session

- Appointment to City Council Position #2

October 1, 2007

7:00 p.m. City Council Regular Session

October 8, 2007

5:45 p.m. City Council Work Session

- Infill Development Discussion

October 15, 2007

7:00 p.m. City Council Regular Session

Councilor Clark encouraged Councilors to attend the OMPOC summit to be held at the Wittenberg Inn on October 13 and 14 and reviewed subjects which will be discussed.

ADJOURNMENT Council President Richard Walsh adjourned the meeting at 9:40 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

~ Vacant ~

Councilor #2

Councilor #5 – Richard Walsh

Councilor #3 – Jacque Moir

Councilor #6 – James Taylor

Minutes approved:



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Thursday, September 13, 2007
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

**CALL TO
ORDER**

Mayor Christopher called the work session to order at 5:48 pm. Roll Call was taken as follows:

Present:

Mayor Lore Christopher
Richard Walsh, Council President
Jim Taylor, Councilor
Jacque Moir, Councilor
Cathy Clark, Councilor
David McKane, Councilor
Position #2 Vacant

Also Present:

Jill Armstrong, LGPI Consultant

Staff:

Chris Eppley, City Manager
Susah Gahlsdorf, Finance Director
Debbie Engelhard, Finance
Dianne Hunt, Human Resources
Cathy Lenox, Human Resources
Rob Kissler, Public Works
Marc Adams, Chief of Police
Tracy Davis, City Recorder

**PUBLIC
TESTIMONY**

Bill Quinn, Keizer, questioned the educational benefits given to the City Manager and requested that the City Manager's total compensation be published in the newspaper.

**DISCUSSION:
City of Keizer
Compensation
Policy**

City Manager, Chris Eppley, reviewed the history of this issue and added that in addition to how and when the surveys are done, the following information would be useful in the future:

- Time frame between surveys
- Factors to use when analyzing the data
 - Median vs. mean
 - Salary only vs. total compensation
 - Number of matches required for good comparison
 - Retroactivity

Each Councilor then voiced concerns regarding the salary survey including reliability, comparables, retention and recruitment, effects of collective bargaining, equitable compensation, collateral duties, checks and balances and employee longevity.

Discussion continued at length regarding comparables, fairness to non-represented employees, bonus options, salary compaction, arbitration and the recruitment basin. Councilors agreed that the comparative matrix was

easiest to understand and that benefits should be included in the comparison but not the dollar value of the benefit and suggested that other cities in the area be used for comparison such as Dallas, Silverton and Corvallis. Council requested data on the tax rates, population, distance from Keizer, separate/integrated fire departments, loss of Keizer work force to other cities and benefits offered.

Mr. Eppley noted that the policy says the city is required to get the data (salary survey) and the Council has the option to apply it. Discussion followed regarding the change in job descriptions and the size of the organization.

Council agreed that it would be equitable to select 12 out of the 15 from the information offered with the minimum number of matches being 4, that the city should remain on the three-year cycle and retroactivity would be determined after the results of the survey come back. The median vs. mean issue was not settled. Council requested that the consultant defend the comparables on positions that showed in excess of a 5% increase.

Discussion followed regarding personnel costs and the typical control methods used; critical mission, goals and services.

ADJOURNMENT Mayor Christopher adjourned the meeting at 7:25 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

~ Vacant ~
Councilor #2

Councilor #5 – Richard Walsh

Councilor #3 – Jacque Moir

Councilor #6 – James Taylor

Minutes approved:



MINUTES
KEIZER CITY COUNCIL
Monday, September 17, 2007
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

**CALL TO
ORDER**

Mayor Christopher called the regular meeting to order at 7:02 pm. Roll Call was taken as follows:

Present:

Mayor Lore Christopher
Richard Walsh, Council President
Jim Taylor, Councilor
Jacque Moir, Councilor
Cathy Clark, Councilor
David McKane, Councilor
Position #2 Vacant
Alex James, Student Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development
Rob Kissler, Public Works
Marc Adams, Chief of Police
Debbie Lockhart, Deputy City
Recorder

Mayor Christopher introduced the new Student Councilor, Alex James. He explained that he began in the Salem Area Chamber of Commerce Leadership Program in order to become active in the community and after serving one year has been given the privilege to serve as the Student Councilor for Keizer.

FLAG SALUTE
PUBLIC
TESTIMONY

Mayor Christopher led the pledge of allegiance.

Mayor Christopher noted that the Public Hearing on Keizer Station Area B Master Plan had been postponed to October 15.

Christine Dieker, Keizer, representing the Parks Advisory Board, reported on Parks Board activities including work on updating the Master Plan and offered the following anticipated timeline for approval:

- October 9 Parks Board meeting: Final review and acceptance
- October 22 Parks Board/Council Work Session to review document
- November 5 City Council Public Hearing

Additionally, Ms. Dieker reported on Park Board discussions with interested citizens, activities of Keizer Rapids Park work groups, investigation into the formation of a Park Foundation and Board support for the Willamette River United Act. In conclusion, Ms. Dieker noted that

she is working on development of a citizen "Park Patrol" and encouraged citizens interested in participating to contact her. Citizens interested in volunteering at the park in other areas should contact the Public Works Department at the City.

Jerry McGee, Keizer, representing Keizer Points of Interest Committee (KPIC) reviewed activities of the committee highlighting completed projects, including signage throughout the city and the donation land act monument. He reviewed planned projects such as establishment of land claim corners (5) along River Road, a monument showing the flood levels of the Willamette since 1860, a legend sign at the residence of Marie Dorian, a bronze bust of Charles McNary, heritage tree project and geocaching of historical sites in Keizer. He reviewed in detail plans for the Wallace House site and the veterans' memorial featuring a statue of Captain Thomas Dove Keizer and added that the "Lost Train of Labish" project has been placed on hold pending receipt of more information. The Oral History project has been "furloughed" because it has proven to be too big and unmanageable for the committee to handle. And finally, Mr. McGee requested a decision regarding funding of the 45th Parallel monument with Urban Renewal Agency funding through River Road Renaissance project criteria. Following discussion, Council agreed to schedule an Urban Renewal Agency meeting for 6:15 on September 24, prior to the Special Session.

Councilor Clark interjected that Mr. McGee would be a featured speaker at the upcoming OMPOC (Oregon Municipal Planning Organization Consortium) symposium dinner on Friday, October 12.

Doug Schneider, Keizer, representing the Planning Commission reported on activities of the Planning Commission, highlighting the upcoming Public Hearing for Text Amendments and the joint work session focusing on infill issues. He noted that the Commission is also involved in the Technical Advisory Committee update of the Transportation System Plan. Discussion followed regarding concerns on widths of the city's streets and north/south corridors.

PUBLIC HEARING

a. Keizer Station Area B Master Plan

City Attorney Shannon Johnson explained that although the Public Hearing was being postponed, testimony would be allowed with the hearing being continued until October 15. He explained that although notice was given, the draft staff report was not ready for issuance due some issues that needed to be worked through.

Mayor Christopher opened the Public Hearing.

Beth Daniell, Keizer, president of the Gubser Neighborhood Association, voiced concern on behalf of the association regarding the possibility of placement of a gas station on the corner of McLeod and Lockhaven Drive. She noted that she had been given a copy of the code which

prohibits certain uses for Area B including a gas station and she would take this information to the Association meeting on Thursday. Additionally, at this meeting, the featured speaker would be Richard Walsh speaking about Keizer Rapids Park.

Council agreed by consensus to continue the public hearing to October 15.

Mayor Christopher continued the Public Hearing to October 15.

**b. RESOLUTION ~
Forming
Keizer Station
Village
Centers Area
A Street
Lighting
District**

City Manager, Chris Eppley, provided the history of the formation of this Street Lighting Local Improvement District and noted that the Public Hearing was to consider remonstrances to the project and objections to proposed assessments. Staff recommendation is that City Council open a Public Hearing to consider oral objections and written remonstrances to the formation of Keizer Station Village Center Area A Street Lighting Local Improvement District and if there are no objections, close the public hearing and consider adoption of the resolution forming the district and the proposed assessment ordinance.

Mayor Christopher opened the Public Hearing.

With no testimony, Mayor Christopher closed the Public Hearing.

Councilor Walsh moved to adopt Resolution R2007 Forming Keizer Station Village Centers Area A Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Clark and Taylor (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Position #2 Vacant (1)

**ORDINANCE ~
Spreading
Assessments to
Keizer Station
Village Centers
Area A Street
Lighting District**

Councilor Walsh moved to adopt Ordinance Number 2007 Spreading Assessments to Keizer Station Village Centers Area A Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Clark and Taylor (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Position #2 Vacant (1)

**ADMINISTRATIVE
ACTION**

Council President Walsh chaired the Administrative Action portion of the meeting.

**a. ORDER ~ In
the Matter of the
Application
of Lowery
Development**

City Attorney, Shannon Johnson, noted that this matter was before Council at the last meeting in the form of a Public Hearing and that Council had directed him to prepare the appropriate order adopting the Hearings Officer's decision. It is before Council for consideration. Public Works Director, Rob Kissler, fielded questions regarding traffic control

**LLC – Case No.
2007-26**

devices in this subdivision. He assured Council that stop signs at two locations would be the most practical and provide necessary safety to the subdivision.

Councilor Taylor moved to adopt an Order In the Matter of the Application of Lowery Development LLC for a Lot Line Adjustment/Subdivision/Variance; and Ron and Lore Christopher for a Lot Line Adjustment (Case No. 2007-26) (Adoption of Hearings Officer Order). Motion passed unanimously as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: Christopher (1)

ABSENT: None (0)

Position #2 Vacant (1)

None

**CONSENT
CALENDAR**

**COMMITTEE
REPORTS**

Councilor Moir reported that the Water Wastewater Task Force would be meeting on Thursday, September 20.

Councilor Walsh reported that

- Marion County breakfast had two commissioners in attendance and various issues including the Salem surcharge, urban growth boundary and interchange/roadway issues were discussed.
- Library Task Force adopted the following timeline:
 - October meeting* – present several library options for review with committee deciding upon two options
 - Following October meeting* – bring these options to public meetings such as Rotary and Chamber luncheons
 - November* – consultant offer concept proposal based on information received at public meetings
 - December meeting* – determine what goes on survey
 - Following December meeting* – Present survey questions to Council for approval
 - January* – Do survey
 - February* – Consultant's report and presentation
- He accompanied Darlene Hooley on her boat trip from Salem to Newberg/Dundee recently. He summarized for Council the program that she is promoting.
- The participants and time elapsed were sufficient to break the world record in the Kazoo Band effort so the process is underway for recognition from the Guinness organization. He thanked Uptown Music for their efforts.
- Keizer Rapids Park work groups will meet 9/19; Bikeways 9/19; Gubser Neighborhood Association 9/20; Keizer Rapids Eagle project on 9/22; and League of Oregon Cities on 9/28.

Councilor Taylor invited interested citizens to attend the next Bikeways committee meeting on September 19 at 7 p.m.

Councilor Clark reported that

- Interchange Management Plan group is working to raise public awareness to the need for an additional interchange.
- Mid Willamette Advisory Commission on Transportation (MWACT) recently approved full funding for the Sublimity/Stayton interchange and is working for support of additional funding for transportation improvements.
- She attended the Keizer Fire 9-11 Memorial with Mayor Christopher, and Councilors Moir and McKane.
- KROC Center will have a competition pool.
- Emergency Volunteers Assisting Keizer (EVAK) has a new handout for potential volunteers. She encouraged interested citizens to get involved and reviewed the activities of the organization.
- Transit Center meeting is September 18 at McNary High School.
- Salem-Keizer Area Transportation Studies (SKATS) will meet September 25, 2007.
- Oregon Municipal Planners Organizations Consortium (OMPOC) will meet October 12 and 13 to discuss mutual statewide problems and solutions.

Councilor McKane thanked the Keizer Fire District for their moving 9-11 Memorial, noted that the Parks Board report had already been given and concluded noting that the Traffic Safety Commission will meet on September 27 at 7 p.m.

Student Councilor Alex James had no report but agreed to provide a list of school events to K-23 for publication on Keizer television.

OTHER BUSINESS

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

Police Chief Marc Adams

- Corrected some erroneous information that had been published regarding a missing Keizer youth.
- Explained that the Keizer Rotary had delivered 45 picnic tables to Keizer area schools in partnership with the Keizer Lowes.
- Reminded citizens that John Knox Presbyterian Church is a food bank in partnership with five other churches and in need of food donations.
- Thanked the Keizer Elks for a \$4,000 donation for safety equipment.
- Reported that a new dog had joined the force.

Public Works Director, Rob Kissler, encouraged citizens to participate in the upcoming Keizer Elks Blood Drive (9/18) and reported on the progress of various projects including the Tepper undercrossing, the elevated storage tank and the Chemawa Road improvements. He concluded with an explanation of the process for getting improvements

done at Keizer Rapids Park, invited citizens to the Keizer Rapids Park work groups which meet on the third Wednesday of each month and fielded questions regarding Dearborn improvements.

Councilor Moir reported that the 25th Birthday celebration for the City of Keizer is scheduled for Saturday, October 13, from 11 to 4 and detailed some of the planned activities.

**WRITTEN
COMMUNICATIONS**

None.

AGENDA INPUT

September 24, 2007

- 6:15 p.m. City Council Special Session
 - Comparable Cities Review
 - Appointment to City Council Position #2

October 1, 2007

- 7:00 p.m. City Council Regular Session

October 8, 2007

- 5:45 p.m. City Council Work Session
 - Infill Development Discussion

October 15, 2007

- 7:00 p.m. City Council Regular Session

ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:25 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

~ Vacant ~
Councilor #2

Councilor #5 – Richard Walsh

Councilor #3 – Jacque Moir

Councilor #6 – James Taylor

Minutes approved:

COUNCIL MEETING: October 1, 2007

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: CHIEF H. MARC ADAMS
KEIZER POLICE DEPARTMENT**

SUBJECT: SWEARING IN OF POLICE OFFICER

ISSUE:

Shannon Johnson, City Attorney will be present to issue the oath of office to Keizer Police Officer Scott Keniston.

Scott Keniston joined the department September 10, 2007. Scott is a graduate of McNary High School. He is truly a "home town boy" and knows the streets and different areas of Keizer better than some of the veteran officers on the police force. Scott was a voluntary football coach at both Claggett Middle School and McNary High School for six seasons. He was a volunteer fire fighter at Keizer Fire District for eight years and most recently worked as a police officer at Gervais PD.

Please join us in congratulating and welcoming Officer Keniston to the Keizer Police Department.

OATH OF OFFICE

STATE OF OREGON)
COUNTY OF MARION) *ss.*
CITY OF KEIZER)

I, **SCOTT KENISTON**, do solemnly swear that I will support the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, the laws and ordinances of the City of Keizer, and the Rules and Regulations of the Keizer Police Department; and that I will well and faithfully discharge the duties of the office to which I have been appointed, in and for the City of Keizer, according to law, and to the best of my ability.

Scott Keniston

Subscribed and sworn to before me on this 1st day of October 2007.

Notary Public, State of Oregon