

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
EXECUTIVE SESSION

Monday, September 15, 1997
6:30 p.m.

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

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

- a. Pursuant to ORS 192.660(1)(a) - City Manager Recruitment/Appointment**

4. ADJOURN

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances the media also. The governing body is not allowed to take any final action or make any final decisions during the executive sessions. Any final action or decision must be made after returning or at the next regularly scheduled meeting.

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, September 15, 1997

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. Council Liaison Reports

- **Parks Advisory Board - Councilor Miller**
- **Community Policing Committee - Councilor Meier**
- **Council Management Committee - Council President Keller**

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 Report

- **Finance Officer Introduction**
- **Keizer Heritage Association update**

6. PUBLIC HEARINGS

- a. RESOLUTION - Forming Leewood Meadows Street Lighting District**
ORDINANCE - Spreading Assessments to Leewood Meadows Street Lighting District

7. **ADMINISTRATIVE ACTION**

- a. City Manager Appointment
- b. Classification Review - Finance Director and Human Resource Officer
RESOLUTION - Amending the New Salary Range Structure

8. **CONSENT CALENDAR**

- a. **RESOLUTION** - Authorizing City Manager Pro tem to Enter Employment Agreement with Susan K. Gahlsdorf - Finance Director
- b. Affirming City Manager Pro tem Decision to Hire Two Municipal Utility Workers
- c. Approval of June 16, 1997 City Council Regular Session Minutes

9. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications and petitions.

10. **AGENDA INPUT**

OCTOBER 6, 1997

7:00 P.M. City Council Meeting

- Bonneville Street Vacation Public Hearing
- Municipal Court RFP Proposals

OCTOBER 13, 1997

5:30 P.M. City Council Work Session

OCTOBER 20, 1997

7:00 P.M. City Council Meeting

11. **ADJOURN**



September 15, 1997

AGENDA ITEM 5b

OLD BUSINESS REPORT

CITY COUNCIL MEETING: September 15, 1997

AGENDA ITEM NUMBER: 5b

TO: Mayor Koho and City Council Members

SUBJECT: Old Business Report

- New Finance Director
- Keizer Heritage

**New Finance Director
(Dianne Suek, Personnel Officer)**

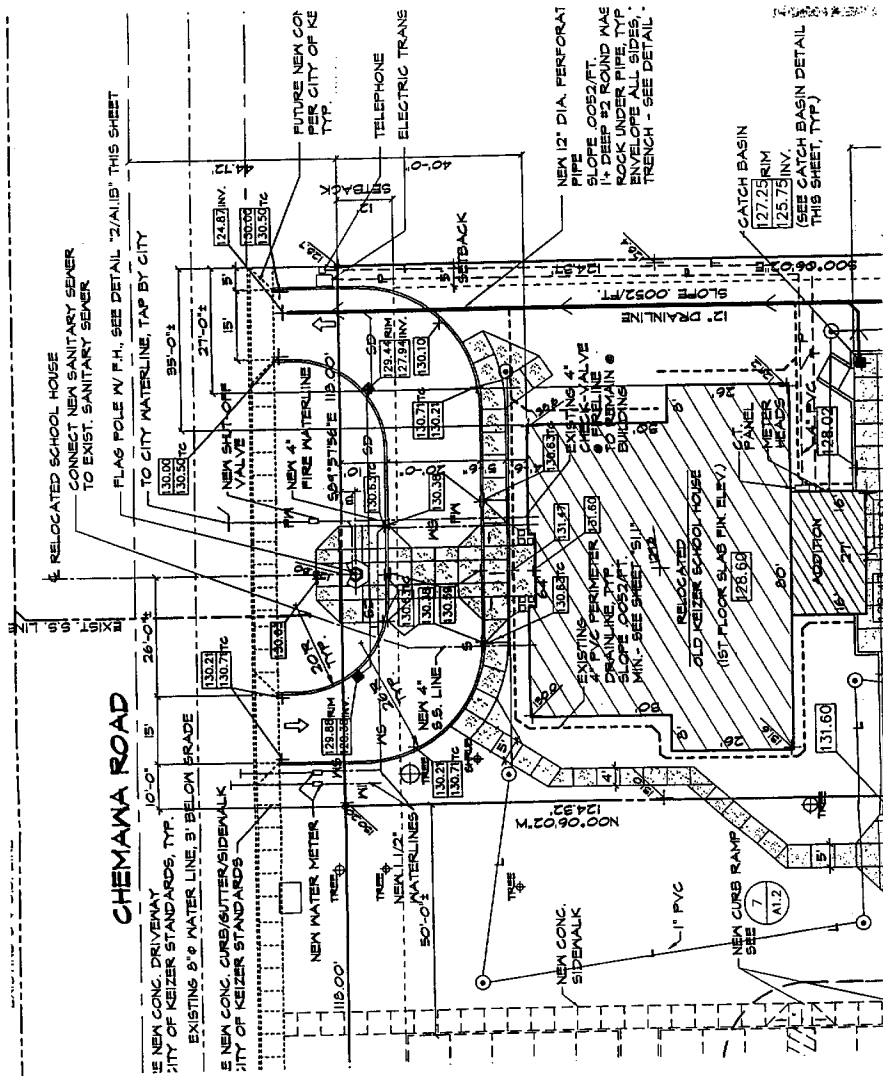
I am more than pleased to announce that Susan K. Gahlsdorf, the new Finance Director, will begin her employment with the City of Keizer effective at 8:00 a.m. on Wednesday, September 17, 1997. She can be reached at 390-3700, extension 106.

WELCOME SUSAN!

**Keizer Heritage
(John Morgan, Community Development Director)**

Concern has been raised about the condition of the outside of the old Keizer School and the grounds surrounding the building, as well as progress in the remodeling project. The matter appears to be resolved by the action this week by the Keizer Heritage Board of Directors to proceed with site improvements and the building remodel. Enclosed with the Agenda packet is a copy of the site plan showing the driveways, plaza, and landscape areas. This work should begin within a few weeks. The Board set the goal of completing and occupying the school building by January 1998.

Note: If you have a matter that you would like to see under an old business report, please contact one of the members of the Council Management Committee to forward to the appropriate department.





September 15, 1997

AGENDA ITEM 6a

**LEEWOOD MEADOWS STREET LIGHTING
LOCAL IMPROVEMENT DISTRICT**

TO: MAYOR KOHO AND CITY COUNCIL

FROM: JOHN N. MORGAN/WALLY MULL
CO-CITY MANAGERS PRO TEM

THROUGH: TRACY L. DAVIS - CITY RECORDER 

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

ISSUE

1. Shall the City Council form the Leewood Meadows 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 the Leewood Meadows 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 November 1, 1996, the developer of the Leewood Meadows filed a petition to form a street lighting local improvement district. In response to this petition, the City Council adopted Resolution R96-946 on November 18, 1996 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 September 2, 1997 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 September 5, 1997 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 the Leewood Meadows 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 a 8.5% 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 the Leewood Meadows 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.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R97-_____

FORMING THE LEEWOOD MEADOWS STREET LIGHTING
LOCAL IMPROVEMENT DISTRICT

WHEREAS, the City of Keizer has adopted a Resolution initiating the formation of
Leewood Meadows Street Lighting Local Improvement District; and

WHEREAS, the City Council has adopted a Resolution approving the City Engineer's
Report for Leewood Meadows Street Lighting Local Improvement District; and

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

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

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

PASSED this ____ day of _____, 1997.

SIGNED this ____ day of _____, 1997.

Mayor

City Recorder

A BILL FOR

AN ORDINANCE SPREADING ASSESSMENTS TO
LEEWOOD MEADOWS STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT

Section 1. FINDINGS. The City Council of the City of Keizer makes the following

findings:

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

Leewood Meadows - Tax Lot 2300 through 7300 in the SE1/4 of Section 23 and in the SW 1/4 of Section 24; Township 6 South Range 3 West, W.M. in the City of Keizer, County of Marion, State of Oregon;

which includes the installation of ten (10) -100-watt high pressure sodium luminaries mounted on four-foot long mast arms attached to 25-foot aluminum poles, four (4) - 100 watt high sodium luminaries mounted on four foot long mast arms and attached to wood distribution poles, and one (1) - 100 watt high presssure sodium luminaire mounted on a four-foot long mast arm and attached to a wood S.L. O. pole. located within the subject local improvement district, all in accordance with the City Engineer's Report for Leewood Meadows Street Lighting Local Improvement District.

- b. The total initial cost of the Leewood Meadows Street Lighting Local Improvement District is \$3413.32.
- c. The per space/lot assessment formula was used for this district.
- d. The improvements in the district have been or will be constructed as provided in the Engineer's Report.

- 1 e. Notice was duly mailed to the benefited property owners on September 5,
2 1997.
- 3 f. A meeting of the City Council was held at the time and place fixed by public
4 notice for the purpose of considering any such written objections to the
5 proposed assessments.
- 6 g. No written objections to the proposed assessments were filed.
- 7 h. The Council has considered the matter and determined that construction of
8 said improvements was and is of material benefit to the City, and all the
9 property to be assessed therefore will be specially benefited by the
10 improvements in the amounts shown on the assessment roll.

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

12 Section 2. ASSESSMENTS.

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

10 - Poles and 100 Watt Luminaries	\$2016.00
4 - Wood Dist. Poles	\$ 309.60
1 - Wood SLO Pole	\$ 110.64
Engineering Costs	\$ 770.00
Administrative Fee @ 8.5%	<u>\$ 207.08</u>
Total Assessments	\$3,413.32

- 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 Leewood Meadows 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 _____, 1997.

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SIGNED this _____ day of _____, 1997.

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Mayor

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City Recorder

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EXHIBIT "A"

PRELIMINARY ASSESSMENT ROLL

LEEWOOD MEADOWS STREET LIGHTING DISTRICT

*Assessors Map 6 3W 23DD

<u>Tax Lot #</u>	<u>Owners Name and Address</u>	<u>Cost per Lot</u>	<u>Lots</u>	<u>Assessment</u>
2300	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
2400	New Castle Homes Inc. 1532 Leewood Ave. NE	\$62.06	1	\$62.06
2500	Benchmark Land - Leewood Meadows 1552 Leewood Ave. NE	\$62.06	1	\$62.06
2600	New Castle Homes Inc. 1572 Leewood Ave. NE	\$62.06	1	\$62.06
2700	Benchmark Land - Leewood Meadows 1592 Leewood Ave. NE	\$62.06	1	\$62.06
2800	Benchmark Land - Leewood Meadows 1622 Leewood Ave. NE	\$62.06	1	\$62.06
2900	Benchmark Land - Leewood Meadows 1642 Leewood Ave. NE	\$62.06	1	\$62.06
3000	New Castle Homes Inc. 1662 Leewood Ave. NE	\$62.06	1	\$62.06
3100	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
3200	Benchmark Land - Leewood Meadows 7504 Kayla Shae St. NE	\$62.06	1	\$62.06
3300	Benchmark Land - Leewood Meadows 7514 Kayla Shae St. NE	\$62.06	1	\$62.06
3400	Benchmark Land - Leewood Meadows 7524 Kayla Shae St. NE	\$62.06	1	\$62.06

PRELIMINARY ASSESSMENT ROLL

LEEWOOD MEADOWS
STREET LIGHT DISTRICT

*Assessor's Map 6 3W 23DD

<u>Tax Lot #</u>	<u>Owners Name and Address</u>	<u>Cost per Lot</u>	<u>Lots</u>	<u>Assessment</u>
3500	Benchmark Land - Leewood Meadows 7534 Kayla Shae St. NE	\$62.06	1	\$62.06
3600	Benchmark Land - Leewood Meadows 7544 Kayla Shae St. NE	\$62.06	1	\$62.06
3700	Benchmark Land - Leewood Meadows 7554 Kayla Shae St. NE	\$62.06	1	\$62.06
3800	Benchmark Land - Leewood Meadows 7564 Kayla Shae St. NE	\$62.06	1	\$62.06
3900	Seith, Larry A. & Denise A. 7574 Kayla Shae St. NE	\$62.06	1	\$62.06
4000	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
4100	Benchmark Land - Leewood Meadows 7573 Kayla Shae St. NE	\$62.06	1	\$62.06
4200	Benchmark Land - Leewood Meadows 7563 Kayla Shae St. NE	\$62.06	1	\$62.06
4300	Benchmark Land - Leewood Meadows 7553 Kayla Shae St. NE	\$62.06	1	\$62.06
4400	Benchmark Land - Leewood Meadows 7543 Kayla Shae St. NE	\$62.06	1	\$62.06
4500	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
4600	Benchmark Land - Leewood Meadows 1663 Leewood Ave. NE	\$62.06	1	\$62.06
4700	Benchmark Land - Leewood Meadows 1643 Leewood Ave. NE	\$62.06	1	\$62.06

PRELIMINARY ASSESSMENT ROLL

LEEWOOD MEADOWS
STREET LIGHT DISTRICT

*Assessor's Map 6 3W 23DD

<u>Tax Lot #</u>	<u>Owners Name and Address</u>	<u>Cost per Lot</u>	<u>Lots</u>	<u>Assessment</u>
4800	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
4900	Benchmark Land - Leewood Meadows 7542 Charolais St. NE	\$62.06	1	\$62.06
5000	Benchmark Land - Leewood Meadows 7552 Charolais St. NE	\$62.06	1	\$62.06
5100	Benchmark Land - Leewood Meadows 7562 Charolais St. NE	\$62.06	1	\$62.06
5200	Benchmark Land - Leewood Meadows 7572 Charolais St. NE	\$62.06	1	\$62.06
5300	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
5400	Benchmark Land - Leewood Meadows 1685 Heatherwood Ave. NE	\$62.06	1	\$62.06
5500	Benchmark Land - Leewood Meadows 1665 Heatherwood Ave. NE	\$62.06	1	\$62.06
5600	Benchmark Land - Leewood Meadows 1645 Heatherwood Ave. NE	\$62.06	1	\$62.06
5700	Benchmark Land - Leewood Meadows 1625 Heatherwood Ave. NE	\$62.06	1	\$62.06
5800	Benchmark Land - Leewood Meadows 1615 Heatherwood Ave. NE	\$62.06	1	\$62.06
5900	Benchmark Land - Leewood Meadows 1605 Heatherwood Ave. NE	\$62.06	1	\$62.06
6000	Benchmark Land - Leewood Meadows 7591 Charolais St. NE	\$62.06	1	\$62.06

PRELIMINARY ASSESSMENT ROLL

LEEWOOD MEADOWS
STREET LIGHT DISTRICT

*Assessor's Map 6 3W 23DD

<u>Tax Lot #</u>	<u>Owners Name and Address</u>	<u>Cost per Lot</u>	<u>Lots</u>	<u>Assessment</u>
6100	Benchmark Land - Leewood Meadows 7581 Charolais St. NE	\$62.06	1	\$62.06
6200	Benchmark Land - Leewood Meadows 7571 Charolais St. NE	\$62.06	1	\$62.06
6300	Benchmark Land - Leewood Meadows 7561 Charolais St. NE	\$62.06	1	\$62.06
6400	Benchmark Land - Leewood Meadows 7551 Charolais St. NE	\$62.06	1	\$62.06
6500	Benchmark Land - Leewood Meadows 7541 Charolais St. NE	\$62.06	1	\$62.06
6600	New Castle Homes Inc.	\$62.06	1	\$62.06
6700	Benchmark Land - Leewood Meadows 1553 Leewood Ave. NE	\$62.06	1	\$62.06
6800	New Castle Homes Inc. 1533 Leewood Ave. NE	\$62.06	1	\$62.06
6900	Benchmark Land - Leewood Meadows	\$62.06	1	\$62.06
7000	New Castle Homes Inc. 7548 O'neil Rd. NE	\$62.06	1	\$62.06
7100	New Castle Homes Inc. 7558 O'neil Rd. NE	\$62.06	1	\$62.06
7200	Benchmark Land - Leewood Meadows 7568 O'neil Rd. NE	\$62.06	1	\$62.06
7300	Benchmark Land - Leewood Meadows 7578 O'neil Rd. NE	\$62.06	1	\$62.06



September 15, 1997

AGENDA ITEM 7a

CITY MANAGER APPOINTMENT

CITY COUNCIL MEETING: September 15, 1997

AGENDA ITEM NUMBER: 7a

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

FROM: TRACY L. DAVIS 
CITY RECORDER

SUBJECT: CITY MANAGER APPOINTMENT

ISSUE:

This space has been reserved on the agenda if the Council wishes to make an appointment or discuss the City Manager recruitment process.



September 15, 1997

AGENDA ITEM 7b

**CLASSIFICATION REVIEW FOR FINANCE DIRECTOR AND
HUMAN RESOURCE OFFICER**

CITY COUNCIL MEETING: Sept. 15, 1997

AGENDA ITEM NUMBER: 7a

TO: MAYOR AND CITY COUNCIL

FROM: JOHN N. MORGAN, AICP
CO-CITY MANAGER
and
DIANNE SWEET
PERSONNEL OFFICER

SUBJECT: COMPENSATION STUDY –
FINANCE DIRECTOR AND PERSONNEL OFFICER

DISCUSSION:

At its August 4, 1997 meeting, Council implemented the Compensation Study by approving a Resolution Setting Forth a New Salary Range Structure effective July 1, 1997. Excluded from this action were three positions; Personnel Officer, Community Service Coordinator and Administrative Assistant, which were to remain at current salary levels until further study of the programs and the appropriate staffing levels was completed. In addition, the Finance Director position was excluded as Councilor Miller wished to review the actions creating the position. Staff is presenting tonight information on two of the positions, Finance Director and Personnel Officer, with a recommendation to amend the Compensation Resolution to reflect the appropriate salary ranges for these positions.

Finance Director: At the May 5, 1997 meeting, Council unanimously approved an amendment to the Classification and Compensation plan reclassifying the position of Finance Officer to a department head position titled Finance Director, and placed under the "management" classification with a salary range of \$4,202 - \$5,108. A copy of the staff report and council minutes are attached, which explain the background and justification for the position and details the Council's discussion and action. The attached Compensation Resolution reflects the four percent increase granted by Council to the other positions, which puts this position at the lower end of the range of comparable cities.

Personnel Officer: Council requested that all three positions previously classified as "Administrative Assistant" be re-evaluated. These include positions proposed in the Compensation Study with the titles of Personnel Officer, Community Service Coordinator,

and Administrative Assistant. The Community Service Coordinator and Administrative Assistant positions will be evaluated as part of a broader evaluation of Police Department programs. Specific adjustments to position descriptions and recommendations for compensation will be made following those evaluations. Tonight's report focuses on the Personnel Officer position.

Several Councilors expressed concerns that the Compensation Study's proposed job description did not accurately reflect the current duties of the position, nor the appropriate scope of duties needed by the City. While the job description covers the specific personnel functions, it does not include other administrative duties such as providing research support to the Manager and Department Heads and serving as the Public Information Officer. The narrow focus of using the word "Personnel" in the title was of concern.

Staff evaluated the position by developing an appropriate job description reflecting the needed scope of work, compared the job description with other cities, and developed a market based salary range.

A new title, Human Resources Officer, is recommended which broadens the scope of duties. This goes with the new job description which includes additional administrative duties such as research, projects, and media contact.

An analysis of other cities from the League of Oregon Cities personnel division, LGPI, indicates that this position performs duties that fall into both "human resource manager" and "personnel generalist" duties, as is typical of many Keizer positions where the manager of a major function also performs many duties that are typically handled by line staff. The personnel related duties for this position include policy development, interpretation and implementation, coordination of training and evaluations, benefit administration, employee counseling, and maintenance of confidential personnel files.

The salary range for jurisdictions with comparable number of employees average from the low of \$3,191 to a high of \$3,947. The proposed range for the City's position is a Grade 8 with a low of \$3,129 to a high of \$3,804 which is reflected in the proposed Compensation Resolution.

RECOMMENDATION:

It is recommended that Council adopt the attached Resolution Amending the New Salary Range Structure effective July 1, 1997.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
Resolution R97- _____

AMENDING THE NEW SALARY RANGE STRUCTURE EFFECTIVE JULY 1, 1997.

The City Council of the City of Keizer does hereby resolve as follows:

SECTION 1. That Resolution R97-983 is hereby repealed in its entirety.

SECTION 2. Salary grades for unrepresented classifications have been revised as recommended by the

City Manager and approved by the City Council, and are currently assigned to the following classifications,
effective July 1, 1997.

SALARY

GRADE	CLASSIFICATION	FLAT	BASE MONTHLY PAY RANGES				
			1	2	3	4	5
NA	City Manager	\$5,833					
NA	Chief of Police		\$4,698	\$4,933	\$5,180	\$5,439	\$5,711
NA	City Recorder		\$3,392	\$3,562	\$3,740	\$3,927	\$4,123
NA	Community Development Director		\$4,448	\$4,671	\$4,904	\$5,150	\$5,407
NA	Finance Director		\$4,370	\$4,589	\$4,818	\$5,059	\$5,312
NA	Public Works Director		\$4,603	\$4,833	\$5,075	\$5,329	\$5,595
11	Police Lieutenant		\$4,053	\$4,255	\$4,468	\$4,691	\$4,926
10	-- ¹		\$3,718	\$3,904	\$4,099	\$4,304	\$4,519
9	Police Sergeant		\$3,411	\$3,582	\$3,761	\$3,949	\$4,146
9	Public Works Superintendent		\$3,411	\$3,582	\$3,761	\$3,949	\$4,146
8	Human Resources Officer		\$3,129	\$3,286	\$3,450	\$3,623	\$3,804
7	Accountant		\$2,871	\$3,014	\$3,165	\$3,323	\$3,490
7	Municipal Utility Worker III		\$2,871	\$3,014	\$3,165	\$3,323	\$3,490
7	Planner		\$2,871	\$3,014	\$3,165	\$3,323	\$3,490
6	-- ¹		\$2,634	\$2,766	\$2,904	\$3,049	\$3,202
5	Municipal Utility Worker II		\$2,508	\$2,634	\$2,766	\$2,904	\$3,049
5	Utility Billing Technician		\$2,508	\$2,634	\$2,766	\$2,904	\$3,049
4	Code Enforcement/Zoning Technician		\$2,389	\$2,508	\$2,634	\$2,766	\$2,904
4	Municipal Court Clerk		\$2,389	\$2,508	\$2,634	\$2,766	\$2,904
3	-- ¹		\$2,275	\$2,389	\$2,508	\$2,634	\$2,766
2	Municipal Utility Worker I		\$2,167	\$2,275	\$2,389	\$2,508	\$2,634
1	Clerical Specialist		\$2,064	\$2,167	\$2,275	\$2,389	\$2,508
1	Recording Secretary		\$2,064	\$2,167	\$2,275	\$2,389	\$2,508
1	Utility Billing Clerk		\$2,064	\$2,167	\$2,275	\$2,389	\$2,508

///

/// ¹ No position is currently assigned to this Salary Grade.

SECTION 2. The following positions have been removed from the new salary range structure and the salaries frozen at their current range for future Council action, effective July 1, 1997.

CLASS TITLE	BASE MONTHLY PAY RANGES				
	1	2	3	4	5
Administrative Assistant	\$2,140	\$2,247	\$2,360	\$2,478	\$2,602
Administrative Assistant					
Community Services Coordinator					

SECTION 3. The following salary grades have been adjusted based upon a contracted cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following Police Department classifications, effective July 1, 1997.

CLASS TITLE	BASE MONTHLY PAY RANGES				
	1	2	3	4	5
Police Officer	\$2,696	\$2,831	\$2,973	\$3,122	\$3,278
Support Specialist	\$1,997	\$2,097	\$2,202	\$2,312	\$2,428

SECTION 4. A City employee who is determined to be fluent in a second language which is deemed to be of benefit to the City, shall receive a maximum incentive of two and one-half percent (2.5%) per month. Determination of whether the second language is of benefit to the City, will be at the discretion of the City Manager. Fluency will be determined by the City Manager, based upon a standard and testing program which the City will implement by policy with the assistance of high school and/or college faculty members and/or court-approved translators.

SECTION 5. Holiday schedules for all non-represented employees, except Sergeants, are as follows:

New Years Day	Labor Day	1- Personal Leave Day
Martin Luther King's Birthday	Veterans Day	1- Floating Holiday
Presidents Day	Thanksgiving Day	
Memorial Day	Christmas Day	
Independence Day		

SECTION 6. Sergeants shall be entitled to take twelve (12) paid floating holidays per fiscal year. A holiday shall accrue on the first of each month and be taken or paid as earned. Holiday time off shall be scheduled at the request of the employee who may accrue no more than four (4) holidays at any time and who shall make every effort to schedule all of the holidays off during that fiscal year. Should the employee be unable to obtain this schedule

because of a request denial by the City, then the employee shall be allowed to accumulate additional holiday time and carry over to the next fiscal year, or be paid for the accrued holiday time at the City's option.

SECTION 7. Vacation schedules for all full time non-represented employees are as follows:

REGULAR EMPLOYEES

DEPARTMENT HEADS

1-2 yrs. @ 6.7 hours

1-4 yrs. @ 10 hours

3-4 yrs. @ 8 hours

5-9 yrs. @ 12 hours

5-9 yrs. @ 10 hours

10-14 yrs. @ 13.33 hours

10-14 yrs. @ 12 hours

15 + yrs. @ 16.67 hours

15 + yrs. @ 16.67 hours

Note: 6.7 hours = 10 days; 8 hours = 12 days; 10 hours = 15 days; 12 hours = 18 days; 13.33 hours = 20 days; 16.67 hours = 25 days. Half-time employees accrue vacation at one-half the above rate; three-quarter time employees accrue at three-quarter the above rate.

SECTION 8. Sick-leave shall accrue at the rate of 8 hours per month for full-time employees, and shall be prorated accordingly for part-time employees. Sick-leave may be accumulated to a maximum of 960 hours and carried over to the next year. Provided, however, that the employee in the classification of Public Works Director hired prior to June 30, 1985 who has excess of 960 hours of accumulated sick leave shall be entitled to carry up to 1460 hours. The 1460 hours shall be reduced based upon sick leave usage.

SECTION 9. Compassionate Leave: 5-days for each death in the immediate family.

SECTION 10. The City shall pay an incentive of two and one-half percent (2.5%) per month to a Sergeant holding an Associate of Arts Degree. The City shall pay five percent (5%) to a Sergeant holding a Bachelor's degree from an accredited college or university.

SECTION 11. Standby pay for Water Department is \$100.00 per week for 24-hour standby.

SECTION 12. The City shall pay an incentive of:

\$0.10 per hour for Waterworks Certification I;

\$0.25 per hour for Waterworks Certification II;

\$0.75 per hour for Waterworks Certification III;

2.5% per month for an Intermediate BPSST Certificate;

5% per month for an Advanced BPSST Certificate.

SECTION 13. Mileage reimbursement for all employees is set by current IRS rate.

SECTION 14. RETIREMENT PLAN:

Management employees: If eligible for PERS, employer contribution will be based upon the actuarial report received from PERS but not more than 19% of gross salary. If eligible for defined contribution (ICMA 401a) employer contribution equaling 11% of base salary.

Non-management employees: If eligible for PERS, employer contribution will be based upon the actuarial report received from PERS. If eligible for defined contribution (ICMA) employer contribution in an amount equaling 11% of base salary.

In addition the City will match employee deferred compensation contributions (ICMA 457) up to six percent (6%) of salary for unrepresented employees.

Upon retirement, unrepresented employees may also apply 50% of unused sick leave toward retirement benefits.

SECTION 15. HEALTH AND WELFARE

Management benefit package: An amount equal to 32% over and above base monthly pay. For those eligible for defined contribution, an amount equal to an additional 1% of base monthly pay toward defined contribution.

PASSED this ____ day of _____, 1997.

SIGNED this ____ day of _____, 1997.

Mayor

City Recorder



JOB DESCRIPTION

Human Resources Officer

Class Title:	Human Resources Officer	Effective Date:	
Working Title:	Human Resources Officer	Supervisor:	City Manager
Department:	Administration	Supervision:	None

Position: (X) Full Time () Part Time () Temporary () Seasonal () Job Share
FLSA: () Exempt (X) Non-exempt **Eligible for Overtime:** (X) Yes () No

JOB SUMMARY

This professional level staff position maintains and enhances the City's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices, including recruitment, selection, employee orientation, compensation, and employee benefits. This position also performs a variety of administrative projects and acts as the city's Public Information Officer. Performs a variety of confidential and highly sensitive tasks. This position works under the general supervision of the City Manager.

WORKING CONDITIONS

Work is performed in an office setting and may require bending, stooping and lifting up to 10 pounds. Requires use of a personal computer, calculator and telephone. Occasional contact with employees and customers in conflictive situations.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all job requirements

Personnel

For all City departments, this position establishes a recruiting, testing, and interviewing program; counsels department heads on candidate selection; conduct and analyze exit interviews and recommends changes.

Develops and conducts employee orientation, and training programs.

Maintains and monitors performance appraisal system.

Maintains the City's employee benefits programs by assessing benefit needs and recommending benefit programs to management; obtaining and evaluating benefit contract bids; assist employees with processing benefit claims.

Develops, interprets, updates, and recommends personnel policies and procedures.

Conducts compensation and classification studies for all departments, monitors and prepares personnel action forms (PAF), and conducts analysis and research on personnel issues.

Develops and refines position descriptions and job classification specifications into a standardized format.

Ensures legal compliance by monitoring and implementing applicable federal and state requirements; maintaining personnel records and representing the city at hearings.

Administrative

Researches, analyzes, and prepares varied proposals, reports, surveys or studies.

Maintains public and employees awareness of City issues by developing and disseminating information including news releases and newsletters; responding to media inquiries either directly or through the appropriate City contact.

Serves as Public Information Officer for the City's Emergency Operations Center during emergencies;

Maintains telecommunication equipment and services, including resolving problems and ordering/maintaining/repairing the City's voice mail system.

Assists City Manager and Department Heads with projects such as budget preparation, grant applications, etc.

Maintains the integrity of sensitive and confidential information.

Serves as pro tem for Finance Director and City Recorder during their absence.

Other duties as assigned.

DESIRED QUALIFICATIONS

Experience and Training:

Bachelor's degree in personnel or business administration and three years of experience in a professional/technical position, plus three years of experience in personnel administration; or any equivalent combination of experience and training which provides the following knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Knowledge of personnel management, procedures, and classification methods; labor laws and employment practices; research and study methodologies; employee relations; budget concepts and preparation; payroll procedures.

Ability to develop and administer city personnel policies, performance appraisal systems, training and development programs; organize and prioritize multiple projects; interpret and apply information in making decisions and providing information; maintain professional integrity of sensitive/confidential information; and interpret federal and state personnel laws, rules and regulations.

Skill in effective interpersonal and written communications; analysis; and use of personal computers - Windows, spreadsheet applications, and desktop publication software, preferably PageMaker.

APPROVED:

City Manager

Date

CITY COUNCIL MEETING: May 5, 1997

AGENDA ITEM NUMBER: 7d

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

THROUGH: WALLY MULL
JOHN MORGAN
CITY MANAGERS PRO TEM

FROM: DIANNE SUEK
PERSONNEL OFFICER

SUBJECT: RESOLUTION AMENDING THE COMPENSATION PLAN

The City is currently without a Finance Officer. The last recruitment for this position was in May 1994 at which time the attached Finance Officer job description was revised. Staff recommends Council approve the attached amendment to the Classification and Compensation plan reclassifying the position of Finance Officer to a department head position titled Finance Director, placed under 'management' classification with a salary range of \$4,202 - \$5,108. A new job description for Finance Director which more accurately reflects the responsibilities and duties is also enclosed.

BACKGROUND

This position has evolved over time from that of a bookkeeper to the head of a department who supervises staff. This is due to the increasing complexity of municipal finance and the need to create an integrated approach to the financial needs of the city and our customers.

In 1993, we had a bookkeeper who had neither the staff structure nor the training to provide financial oversight of the City's funds. At that time, the front area was reorganized to create a finance department to provide the necessary structure and a new job description (Finance Officer) was adopted. This description has remained essentially the same. Below is a list of some of the differences in the management of the department's activities since the reorganization in 1993. They show a level of professionalism that is required of a department head who supervises 5 staff and manages a \$15 million budget. These changes are reflected in the new job description.

1. Managing the City's \$5 million diversified portfolio, earning more interest;
2. Overseeing the annual audit which is now accurate and understandable;
3. Financial reports are more readable and accurate;
4. Old account receivables are being collected and procedures in place to reduce uncollectibles, including SDCs;
5. Budget projections are more accurate;
6. Payroll is done entirely in finance, previously the police did their own;
7. Customer service, both internal and external, is excellent;
8. Supervision of 5 staff: 1 accountant; 1 receptionist; and 3 utility billing clerks.

Salary

The salary range was structured in accordance with the Council's adopted comparable cities (Albany, Ashland, Lake Oswego, Milwaukie, McMinnville, Newberg, Oregon City, Roseburg, Tigard, Tualatin, and Woodburn), and is the recommended range listed in LightWorks Enterprises compensation study revised April 1, 1996, with revised salaries updated August 15, 1996.

Consultants Recommendation

City auditor Charles A. Swank, Grove, Mueller, Hall & Swank, and Stan Compton, Keizer resident and member of the Council's Long-Term Financial Planning Task Force and River Road Redevelopment Board were contacted to assist the City in determining the level of expertise and qualifications needed to perform the functions required of this position. After reviewing the job description and the salary range for the Finance Director, it is their opinion that the City of Keizer needs a Finance Director, not a lesser position. Their response is attached.

FISCAL IMPACT:

The anticipated hire date for the new Finance Director is July 1, 1997; therefore, there is no fiscal impact during the current Fiscal Year 1996-97.

A new Finance Director starting at Step 1 of the new range, \$4,202, increases the City's cost by \$151 per month, for a total increase during Fiscal Year 1997-98 of \$1,812. This amount would be budgeted in the upcoming budget process.

RECOMMENDATION:

Staff recommends Council approve the attached amendment to the Classification and Compensation plan reclassifying the position of Finance Officer to a department head position titled Finance Director, and placed under 'management' classification with a salary range of \$4,202 - \$5,108.



JOB DESCRIPTION:

FINANCE OFFICER

JOB SUMMARY

Under the general direction of the City Manager, this professional level staff position plans, organizes and administers the activities of the various financial processes; maintains the integrity of the City's financial reporting and internal accounting controls; and manages the support staff functions to achieve effective and efficient job results.

DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Plans, develops and implements procedures and methodologies for a central accounting system for the City.

Responsible for the maintenance of the various financial processes for the City in compliance with statutes and generally accepted accounting principals and practices, and in anticipation of future data collection and reporting requirements.

Ensures recording of all financial transactions to the general ledger, including payroll, accounts payable and receivable and all journal entries.

Responsible for the preparation of financial statements from the general ledger of current operating levels, cost reports and statements of receipts and expenditures at regular intervals.

Responsible for assembling and analyzing historical financial data; identifying trends; providing forecasts; explaining analytical processes and techniques; and recommending course of action.

Represents the City in responding to various inquiries regarding financial matters, both within City organization and with outside public entities.

Responsible for the compilation and timely submission of various reports in compliance with federal and state requirements.

Coordinates annual audits by gathering information and compiling necessary reports and acts as a liaison between the City and auditors. Prepares analysis of findings for the City Manager's approval.

Receives and verifies all transactions for general obligation bonds, sewer district bonds, and sewer LID bonds.

Reconciles, verifies and maintains records on bank and investment accounts; cash investment funds.

Ensures effective and efficient staff production by counseling and disciplining, planning, monitoring and appraising job results of Finance Officer staff.

WORKING CONDITIONS

Work is performed in an office setting and may require bending, stooping and lifting up to 10 pounds. Requires frequent/prolonged use of a personal computer, calculator and telephone. Occasional contact with customers in conflictive situations.

DESIRABLE QUALIFICATIONS

Experience and Training:

Bachelor's Degree in accounting, bookkeeping or business administration; and five years progressively responsible experience in municipal accounting; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities necessary to perform the above described duties.

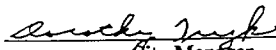
Knowledge, Skills and Abilities:

Considerable knowledge of municipal finance methods and budget preparation; accounting and bookkeeping principles, practices and techniques; internal control and auditing procedures; office practices and procedures, computerized financial systems.

Ability to implement accounting procedures/systems; maintain and reconcile general ledger accounts; prepare financial reports; communicate effectively both verbally and in writing; organize and prioritize work; establish and maintain effective working relationships with all City departments, auditors, bank personnel and various agencies.

Skill in utilizing computer software in preparing reports and accounting transactions, balancing suspense accounts and subsidiary ledgers.

Approved:


City Manager

3/28/94
Date

**CITY OF KEIZER -- COMPENSATION STUDY
RECOMMENDED SALARY RANGE STRUCTURE**

Department Heads

August 15, 1996

Salary Grade	Position Title	Recommended Salary Range Structure				
		Step 1	Step 2	Step 3	Step 4	Step 5
NA	Chief of Police	4420	4641	4873	5116	5372
NA	PW Director	4329	4546	4773	5011	5262
NA	Community Dev Director	4242	4454	4677	4911	5156
NA	Finance Director	4202	4412	4633	4865	5108
NA	City Recorder	2885	3029	3181	3340	3507
Apr-97	Finance Officer	3332	3499	3674	3858	4051

**GROVE, MUELLER, HALL & SWANK**

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

May 1, 1997

City Council
City of Keizer
Keizer, Oregon

Reference: Finance Director Position

At your request, Stan Compton and I met to discuss and give input on the job description and qualifications for a City Finance Director. We are strongly of the opinion that the City needs a Finance Director, not a lesser position. The financial reporting requirements of a city the size of Keizer are significant. To the best of our knowledge cities of similar size in the state all employ finance directors. The position requires the Finance Director to relate to the other City department heads, in that the Finance Director needs their respect and cooperation. The other department heads need to be able to turn to the Finance Director to give them guidance in financial areas. If that expertise is not available in the Finance Director position, then it must be available elsewhere in the City, presumably from the City Manager. This would put limits on City Manager candidates as well as restrict their ability to focus on broader City issues.

We reviewed the "Job Description" dated 8/96 for the Finance Director and believe it to be a good description of the job requirements and well written. Specifically you need to note the tasks which the Finance Director position assumes over that of a finance officer. The Finance Director is clearly a department head, and top financial person. The position is responsible for the Finance Department staff; all accounting and reporting functions, including adequate internal control, financial policies, reporting to City Council and focal point for the annual audit; budget officer and investment officer.

We also reviewed the qualifications and believe that they meet the requirements of the position. The salary range appears reasonable for the requirements. We would both be available to assist you in the recruitment process.

If either of us can be of further assistance, please call.

Sincerely,

Charles A. Swank

E-Mail Address • gmhs@ncn.com

Mailing Address • P.O. Box 2122 • Salem, Oregon 97308-2122

Salem • 494 State Street, Suite 330 • Salem, Oregon 97301-3620 • (503) 581-7788 • FAX (503) 581-0152

Albany • P.O. Box 663 • 519 S. Lyon Street • Albany, Oregon 97321-0570 • (541) 967-2315 • FAX (541) 926-5926

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R97- ____

SETTING FORTH A CHANGE IN THE CLASSIFICATION AND COMPENSATION PLAN BY
AMENDING CERTAIN UNREPRESENTED CLASSIFICATIONS AND A CHANGE IN
COMPENSATION EFFECTIVE MAY 5, 1997.

The City Council of the City of Keizer does hereby resolve as follows:

SECTION 1. That Resolution R97-968 is hereby repealed in its entirety.

SECTION 2. Salary grades for certain management employees have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are hereby assigned to the following management classifications, effective May 5, 1997.

<u>CLASS TITLE</u>	<u>FLAT</u>	<u>BASE MONTHLY PAY RANGES</u>				
		1	2	3	4	5
City Manager	\$5,587					
Chief of Police		\$4,262	\$4,475	\$4,699	\$4,934	\$5,181
City Recorder		\$2,475	\$2,599	\$2,729	\$2,865	\$3,008
Community Development Director		\$4,212	\$4,423	\$4,644	\$4,876	\$5,120
Finance Director		\$4,202	\$4,412	\$4,633	\$4,865	\$5,108
Police Lieutenant		\$3,686	\$3,870	\$4,064	\$4,267	\$4,480
Police Sergeant		\$3,135	\$3,292	\$3,457	\$3,630	\$3,812
Public Works Director		\$4,229	\$4,440	\$4,662	\$4,895	\$5,140

SECTION 3. The following salary grades have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following Public Works Department classifications:

<u>CLASS TITLE</u>	<u>FLAT</u>	<u>BASE MONTHLY PAY RANGES</u>				
		1	2	3	4	5
Municipal Utility Worker		\$1,780	\$1,869	\$1,962	\$2,060	\$2,163
Waterworks Operator		\$2,201	\$2,311	\$2,427	\$2,548	\$2,675
Waterworks Supervisor		\$2,934	\$3,081	\$3,235	\$3,397	\$3,567
Water Production/Quality Technician		\$2,934	\$3,081	\$3,235	\$3,397	\$3,567
Parks Superintendent/Cross Connection Supervisor		\$2,934	\$3,081	\$3,235	\$3,397	\$3,567

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SECTION 4. The following salary grades have been adjusted based upon a contracted cost of living increase as recommended by the City Manager and approved by the City Council, and are hereby assigned to the following Police Department classifications:

<u>CLASS TITLE</u>	<u>BASE MONTHLY PAY RANGES</u>					
	FLAT	1	2	3	4	5
Police Officer		\$2,446	\$2,568	\$2,696	\$2,831	\$2,973
Support Specialist		\$1,811	\$1,902	\$1,997	\$2,097	\$2,202

SECTION 5. The following salary grades have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the classifications of the following full-time, permanent classifications:

<u>CLASS TITLE</u>	<u>BASE MONTHLY OR HOURLY PAY RANGES</u>					
	FLAT	1	2	3	4	5
Administrative Assistant		\$2,058	\$2,161	\$2,269	\$2,382	\$2,501
Associate Planner		\$2,676	\$2,810	\$2,951	\$3,099	\$3,254
Clerical Specialist		\$1,595	\$1,675	\$1,759	\$1,847	\$1,939
Community Services Officer		\$1,811	\$1,902	\$1,997	\$2,097	\$2,202
Accountant		\$2,464	\$2,587	\$2,716	\$2,852	\$2,995
Municipal Court Clerk		9.49	9.96	10.46	10.98	11.53
Utility Billing Clerk I		\$1,595	\$1,675	\$1,759	\$1,847	\$1,939
Utility Billing Clerk II		\$1,736	\$1,823	\$1,914	\$2,010	\$2,111
Water Office Supervisor		\$2,396	\$2,516	\$2,642	\$2,774	\$2,913

SECTION 6. The following salary grades have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are hereby assigned to the following permanent, part-time classifications:

<u>CLASS TITLE</u>	<u>BASE HOURLY PAY RANGES</u>					
	FLAT	1	2	3	4	5
Accounting Clerk		9.20	9.66	10.14	10.65	11.18
Maintenance Worker		8.38	8.80	9.24	9.70	10.19
Recording Clerk		9.02	9.47	9.94	10.44	10.96

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SECTION 7. A City employee who is determined to be fluent in a second language which is deemed to be of benefit to the City, shall receive a maximum incentive of \$50.00 per month. Determination of whether the second language is of benefit to the City, will be at the discretion of the City Manager. Fluency will be determined by the City Manager, based upon a standard and testing program which the City will implement by policy with the assistance of high school and/or college faculty members and/or court-approved translators.

SECTION 8. Holiday schedules for all non-represented employees, except Sergeants, are as follows:

New Years Day	Labor Day	1- Personal Leave Day
Martin Luther King's Birthday	Veterans Day	1- Floating Holiday
Presidents Day	Thanksgiving Day	
Memorial Day	Christmas Day	
Independence Day		

SECTION 9. Sergeants shall be entitled to take twelve (12) paid floating holidays per fiscal year. A holiday shall accrue on the first of each month and be taken or paid as earned. Holiday time off shall be scheduled at the request of the employee who may accrue no more than four (4) holidays at any time and who shall make every effort to schedule all of the holidays off during that fiscal year. Should the employee be unable to obtain this schedule because of a request denial by the City, then the employee shall be allowed to accumulate additional holiday time and carry over to the next fiscal year, or be paid for the accrued holiday time at the City's option.

SECTION 10. Vacation schedules for all full time non-represented employees are as follows:

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1-2 yrs. @ 6.7 hours
3-4 yrs. @ 8 hours
5-9 yrs. @ 10 hours
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15 + yrs. @ 16.67 hours

DEPARTMENT HEADS

1-4 yrs. @ 10 hours
5-9 yrs. @ 12 hours
10-14 yrs. @ 13.33 hours
15 + yrs. @ 16.67 hours

Note: 6.7 hours = 10 days; 8 hours = 12 days; 10 hours = 15 days; 12 hours = 18 days; 13.33 hours = 20 days; 16.67 hours = 25 days. Half-time employees accrue vacation at one-half the above rate; three-quarter time employees accrue at three-quarter the above rate.

SECTION 11. Sick-leave shall accrue at the rate of 8 hours per month for full-time employees, and shall be prorated accordingly for part-time employees. Sick-leave may be accumulated to a maximum of 960 hours and carried over to the next year. Provided, however, that the employee in the classification of Public Works Director hired prior to June 30, 1985 who has excess of 960 hours of accumulated sick leave shall be entitled to carry up to 1460 hours. The 1460 hours shall be reduced based upon sick leave usage.

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SECTION 15. The City shall pay an incentive of:

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In addition the City will match employee deferred compensation contributions (ICMA 457) up to 2% of salary for unrepresented employees.

Upon retirement, unrepresented employees may also apply 50% of unused sick leave toward retirement benefits.

SECTION 18. HEALTH AND WELFARE

Management benefit package: An amount equal to 32% over and above base monthly pay. For those eligible for defined contribution, an amount equal to an additional 1% of base monthly pay toward defined contribution.

PASSED this ____ day of _____, 1997.

SIGNED this ____ day of _____, 1997.

Mayor

City Recorder

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kldmin\comp97



GROVE, MUELLER, HALL & SWANK
IN
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

May 1, 1997

City Council
City of Keizer
Keizer, Oregon

Reference: Finance Director Position

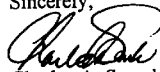
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We reviewed the "Job Description" dated 8/96 for the Finance Director and believe it to be a good description of the job requirements and well written. Specifically you need to note the tasks which the Finance Director position assumes over that of a finance officer. The Finance Director is clearly a department head, and top financial person. The position is responsible for the Finance Department staff; all accounting and reporting functions, including adequate internal control, financial policies, reporting to City Council and focal point for the annual audit; budget officer and investment officer.

We also reviewed the qualifications and believe that they meet the requirements of the position. The salary range appears reasonable for the requirements. We would both be available to assist you in the recruitment process.

If either of us can be of further assistance, please call.

Sincerely,



Charles A. Swank

E-Mail Address • gmhs@ncn.com

Mailing Address • P.O. Box 2122 • Salem, Oregon 97308-2122

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Albany • P.O. Box 663 • 519 S. Lyon Street • Albany, Oregon 97321-0570 • (541) 967-2315 • FAX (541) 926-5926

MEMBERS OF THE MCGILADREY NETWORK • WORLDWIDE SERVICES THROUGH RSM INTERNATIONAL

On a related issue, Councilor McGee would like the staff to report on overtime used for shift coverage, including a definition. He believes report writing, if this is the same function, should be done on company time, as opposed to overtime. Mayor Koho said the staff working with the Community Policing Committees will come up with recommendations and a definition for shift coverage can be included. Mr. Mull said that item would be addressed in the report.

**RESOLUTION -
AMENDING THE
COMPENSATION
PLAN - REVISIONS TO
FINANCE OFFICER
JOB DESCRIPTION**

Mr. Mull gave the staff report, noting the transition of the Finance Officer's position from a Bookkeeper to the head of a Department and a staff Supervisor. He gave the history of the position and highlighted changes in the financial area since the last recruitment to fill the position in 1994. The new person will supervise five staff and manage a \$15 million budget. Mr. Mull also detailed more specific position changes for the Council.

Mr. Mull reported the salary range for the amended position was structured using the list of cities comparable to Keizer. Also used as resources for the salary range were the City auditor, Charles A. Swank and Stan Compton, Keizer resident and member of the Council's Long-Term Financial Planning Task Force. Both men stated the opinion that the City needs a Finance Director and their written response was included in the Council packet.

In discussing the fiscal impact, Mr. Mull said the increase for the next fiscal year would be \$1,812 which would be included in the upcoming budget. He recommended the Council approve the amendment to the Classification and Compensation plan which reclassified the position to a department head position titled Finance Director and adjusted the salary range accordingly.

Councilor Beach questioned how the claim that old account receivables are being collected could be true when old court fines of more than a million dollars are outstanding. Mr. Mull said the comment referred to other accounts that were previously not collected and programs were created to bill those in arrears. Councilor Beach was surprised that with programs in place, the Council was not aware until the audit of such a high balance for court receivables. Mayor Koho noted some collections were overdue systems development charges. Mr. Mull added court fines were collected through a different department with no present policy for collections. Councilor Beach wanted the staff to be aware that the Council needed to learn of such situations prior to the annual report.

Councilor Whalen asked if the fiscal impact statement included the management benefit package. Mr. Mull answered the previous person was receiving those benefits.

Councilor McGee questioned how the job description changes for the requested upgrade from Finance Officer to Finance Director. He requested Mr. Mull share the specific differences with the Council. Using the new job description Mr. Mull highlighted changes. He said the new job description made the person a department head, administering the Finance department. In the area of duties and responsibilities, the following functions were added: supervision, performance evaluation administration, development and maintenance of financial policies and procedures, City Council reports, audit response and work plan preparation plan, annual budget preparation including historical data, preparation and maintenance of a fixed asset inventory, and City investment portfolio management.

Mayor Koho moved a Resolution Setting Forth a Change in the Classification and Compensation Plan by Amending Certain Unrepresented Classifications and a Change in Compensation Effective May 5, 1997. Council President Keller seconded the Motion.

Councilor McGee did not believe the salary needed to be so high. He noted some of the comparable cities did not have a Director of Finance. He did not object to revising the job description but wanted to know if \$12,000 more yearly was required for such a person.

Mr. Mull replied that when previous interviewing was done, only a few persons applied. He was not sure if the salary increase was required. Dianne Suek, Human Resources Manager, explained the salary range was taken by averaging those of comparable cities. She said most of those cities do have Finance Directors who do the budget and financial analysis. She also noted the salary range is comparable to other Keizer department heads and the outside resources believed the salary to be an average range for our community.

Councilor McGee was not convinced all department heads need to have comparable salaries. Mr. Mull assured the Council if the position advertisement does not find someone qualified to meet the job description, then the person will not receive that salary.

The motion passed with the following votes:

AYES: Beach, Keller, Koho, McGee, Miller, and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)



September 15, 1997

AGENDA ITEM 8a

**RESOLUTION - AUTHORIZING CITY MANAGER PRO TEM TO
SIGN EMPLOYMENT AGREEMENT WITH
SUSAN K. GAHLSDORF**

CITY COUNCIL MEETING: September 15, 1997

AGENDA ITEM NUMBER: _____

TO: MAYOR KOHO AND COUNCIL MEMBERS

FROM: E. SHANNON JOHNSON, CITY ATTORNEY 

SUBJECT: EMPLOYMENT CONTRACT WITH SUSAN K. GAHLSDORF

DATE: September 12, 1997

As you know, the City has recently hired Susan K. Gahlsdorf as the new Finance Director. She begins work on September 17, 1997.

The City Council in 1993 approved the department head employment contract forms. However, because of the Charter restrictions on a City Manager Pro Tem hiring employees, and also because the Finance Director is a new department head position, I thought it was appropriate to have the City Council formally authorize the signing of Ms. Gahlsdorf's employment agreement.

The resolution and the accompanying agreement are attached. Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh
enclosure

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R97-_____

AUTHORIZING CITY MANAGER PRO TEM
TO SIGN EMPLOYMENT AGREEMENT
WITH SUSAN K. GAHLSDORF

WHEREAS, the Council has previously approved the hiring of Susan K. Gahlsdorf
as Finance Director, a department head position;

WHEREAS, department head contracts were approved by Resolution R93-621;

NOW THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager
Pro Tem is authorized to enter into an employment agreement with Susan K. Gahlsdorf, a
true copy of which is attached as Exhibit "A" and by reference incorporated herein.

PASSED this _____ day of _____, 1997.

SIGNED this _____ day of _____, 1997.

Mayor

City Recorder

3142COK.003

AGREEMENT

PARTIES: CITY OF KEIZER, an Oregon
municipal corporation (hereinafter "City")
SUSAN K. GAHLSDORF (hereinafter "Finance Director")

RECITALS:

1. The City desires to employ Susan K. Gahlsdorf as Finance Director and to establish by this Agreement the terms and conditions of employment of the City's Finance Director.
2. Susan K. Gahlsdorf desires to accept employment as Finance Director.
3. The parties desire to create an agreement which provides an inducement for the Finance Director to remain in employment, to establish regular process for evaluating performance, and to provide a just means for ending the employment relationship at such time as the Finance Director should become unable to discharge her duties due to some intervening event or condition or because the City or the Finance Director desires to otherwise end the employment relationship.

It is agreed:

AGREEMENT:

1. Duties. The City shall employ Susan K. Gahlsdorf as Finance Director to perform the functions and duties of Finance Director as specified in the policies and procedures, rules and regulations of the City and as hereinafter set forth, and as prescribed or assigned by the City Manager, whether by job description or otherwise. The City vests in the Finance Director day-to-day operational control of department operations, including primary responsibility for aspects of employment relations under the general direction and supervision of the City Manager.
2. Term of Agreement. Except for the first term, the term of this Agreement is for one (1) year with automatic renewals as set forth herein. Unless the City Manager notifies the Finance Director to the contrary in writing thirty (30) days before the start of

each remaining agreement year, it shall be deemed that the City has renewed this Agreement for one (1) year beyond the term of that current Agreement. Unless the Finance Director notifies the City Manager to the contrary in writing at least thirty (30) days before the start of the remaining agreement year, the Finance Director agrees to accept renewal of this Agreement as heretofore stated. Unless the term of the Agreement is altered in a particular year, it shall be allowed to reach its existing effective date.

a. The foregoing paragraph shall take full effect on at the time of signing, and be effective through June 30, 1998. Absent notice as provided above to the contrary, this Agreement shall automatically renew annually for the succeeding agreement year, which shall extend from July 1, 1998 through June 30, 1999, and during like period each year thereafter if renewed.

b. Nothing in this Agreement shall grant the Finance Director a property right in her position, nor prevent, limit, or otherwise interfere with the right of the City to terminate the services of the Finance Director at any time, with or without cause, subject only to the provisions of this Agreement pertaining to termination and severance pay.

c. The Finance Director may resign at any time, subject only to the provisions of this Agreement relating to Notice.

3. Outside Employment. The Finance Director will remain in the exclusive employ of the City and not become employed by any other municipal employer. As used in this paragraph, the term "employed" shall not be construed to prevent occasional teaching, writing or consulting work, or employment which does not interfere with the Finance Director's ability to effectively discharge her assigned duties and responsibilities, or any activity engaged in with the prior written approval of the City Manager.

4. Termination and Severance.

a. No Fault Termination. This Agreement may be terminated either by the City or the Finance Director for any reason whatsoever upon the giving of thirty (30) days written notice to the other party.

b. Termination for Cause. This Agreement may be terminated immediately in the sole discretion of the City upon the occurrence of any one of the following events provided that the action taken is in compliance with this Agreement, for sufficient cause and is not arbitrary and capricious:

1. The Finance Director willfully refuses or repeatedly fails to comply with the policies, standards and regulations of the City as are established periodically;

2. The Finance Director shall be guilty of fraud, dishonesty, misappropriation of funds, embezzlement, or other act of misconduct in the rendering of the services on behalf of the City;

3. The Finance Director shall fail or refuse to perform faithfully or diligently any of the duties provided for in this Agreement.

c. Severance Upon Termination. In the event the Finance Director is involuntarily terminated by the City for any reason except cause described in 4.b. above before the expiration of the term of employment and during such time as the Finance Director is willing and able to perform assigned duties, then in that event the City agrees to pay the Finance Director a sum equal to six (6) months' pay (computed based upon current annual base salary), payable on an ongoing basis on the City's current pay schedule and at the same rate as provided for in this Agreement until such benefits are exhausted. Such severance payments shall terminate upon the Finance Director's obtaining comparable, full-time employment. Any portion of a month shall be pro-rated. However, if the Finance Director is convicted of any illegal act, felony or misdemeanor calling into question trust or confidence, then the City shall have no obligation to provide for or pay severance payments.

d. Severance Under Other Circumstances. If the City reduces the salary or financial benefits of the Finance Director, or if the City refuses a written request that the City comply with any provision benefitting the Finance Director in this Agreement, or if the Finance Director resigns following public suggestion that she do so whether formal or informal by the City Manager or a majority of the members of the City Council, then the Finance Director may, at her option, deem the Agreement to be involuntarily terminated at the date of such reduction or refusal to comply or resignation, and the severance pay provision under subparagraph c. of this section shall apply.

e. Disciplinary Hearing and Appeal. The standards of conduct, performance and discipline to which the City holds the department heads and managers is quantitatively and qualitatively different (higher) than the standards by which other employees are judged. Discussions of expectations, goals and objectives and coaching and counseling should be sufficient. In rare cases of misconduct, it may be that a suspension could be justified, however, ordinarily instances committed by this level of employee warrant either discharge or counseling. The City Manager will

insure standards are established and met, and that an appropriate combination of performance plans, evaluations and counseling are utilized to help the Finance Director succeed. In the event the City Manager proposes termination of this Agreement, the Finance Director is entitled to a pre-termination meeting to informally discuss the reasons for such proposed termination. Following such meeting, if the City Manager terminates the Finance Director, the Finance Director shall be entitled to a hearing before an independent Hearings Officer appointed by the City Council. The Hearings Officer shall conduct a hearing and issue Recommended Findings to the Council. The City Council may adopt the Findings in whole or in part, but shall do so based on the Hearings Officer's record only.

f. Vacation Payoff. Termination or resignation in good standing shall entitle the Finance Director to a lump sum payment equivalent to all accrued vacation.

g. Severance Upon Non-Renewal. Expiration of the Agreement term due to non-renewal by the City shall not entitle the Finance Director to severance pay as provided for in the event of involuntary termination during mid-term of the Agreement.

h. Voluntary Resignation. If the Finance Director voluntarily resigns her position with the City before the expiration of the term of employment, then the Finance Director shall give the City at least thirty (30) days notice in advance, in order to resign in good standing.

5. Salary. Commencing on the effective date, the City agrees to pay the Finance Director for services rendered a monthly base salary of \$4,370.00. Salary will be payable in installments at the same times as City employees are paid. In addition, the City agrees to review the base salary and other benefits of the Finance Director at her annual performance review, which will be conducted annually by September of each year. The City's ability to increase compensation is limited by availability of funds for that purpose. The City will exercise good faith in attempting to increase the Finance Director's wages in an amount which keeps the salary level competitive in the local labor market and which is fair in view of the City's size and resources.

6. Paid Time Off

a. The Finance Director shall be entitled to paid time off (holidays, vacations, etc.) With accrual, accumulation, and limitations consistent with City policies applicable to other non-bargaining unit employees of the City. The Finance Director may request and the City Manager may approve paid compensation each year for up to fifty percent of unused unpaid leave.

b. The Finance Director shall be entitled to accumulate sick leave benefits without limitation. Fifty percent of accrued accumulated sick leave benefits will be paid at the time of termination.

c. The Finance Director shall be entitled to holidays consistent with Council policy for non-represented employees.

d. The Finance Director shall be entitled to vacation accrual consistent with Council policy concerning department head fringe benefits.

7. Hours of Work. The parties recognize that the Finance Director must devote a great deal of time outside of normal office hours to duties as and when required. The Finance Director is entitled to take management time off to such an extent as the Finance Director deems necessary and proper during business hours, an otherwise, provided that time off taken does not interfere unduly with the performance of the Finance Director's duties. In recognition of these responsibilities, the Finance Director may be granted administrative leave of up to two days a month. Such leave must be approved by the City Manager. Unused administrative leave is non-accruable and shall have no monetary value and is not to be used in lieu of sick leave.

8. Automobile. The City will pay a mileage rate to the Finance Director for use by the Finance Director of her personal vehicle for travel on city business.

9. General Expenses. Subject to prior approval of the City Manager, the City shall reimburse the Finance Director for expenses of a non-personal and generally job-related nature which are incurred, upon receipt of expense vouchers, receipts, statements or personally written justification request. The Finance Director is authorized to expend City funds in the execution of City business and in representing the City at events such as conferences and meetings and to incur travel and lodging expenses in accordance with City policy in the conduct of City business.

10. Dues and Subscriptions. The City will reimburse the Finance Director for professional dues and subscriptions appropriate for her full participation in appropriate associations and organizations necessary and desirable for professional participation, growth and advancement, and to improve her performance of duties as Finance Director. The Finance Director shall report to the City Manager on each professional organization for which the City pays dues and subscription services.

11. Professional Development. In accordance with City policy, the City shall budget and pay registration, travel and subsistence expenses of the Finance Director for professional and official travel, meetings, and occasions deemed necessary or desirable to

continue the professional development of the Finance Director and to pursue official functions of the City. The Finance Director shall make periodic reports to the City Manager on such activities.

12. Fringe Benefits. A management benefit package is allowed in an amount equal to 32% over and above base monthly pay. The structure will be determined by the Finance Director within the confines of those benefits offered by the City to include:

a. Employee health insurance: dental, life, vision, long-term, short-term disability insurance program.

b. In addition to any contribution made by the Finance Director to the ICMA Deferred Compensation Program, the City will contribute one percent.

c. The Finance Director shall have the option of receiving a portion of this Management Benefit Package as earned income not to exceed ten percent (10%) of base monthly pay.

13. Indemnification. The City will defend and indemnify the Finance Director to the fullest extent in accordance with procedures and practices as provided by the Oregon Tort Claims Act.

14. Annual Goal Setting and Performance Evaluation. The City Manager shall periodically identify her goals, priorities and concerns to the Finance Director either by informal discussions with the Finance Director or by more formal means. The City Manager shall meet with the Finance Director at least annually for the purpose of setting City goals and priorities. The City Manager and the Finance Director shall meet at least annually to evaluate and assess the performance of the Finance Director in meeting or progressing toward established goals.

In the event the City Manager determines that the performance of the Finance Director is unsatisfactory in any respect or needs significant improvement in any area, the City Manager shall describe these concerns in writing and in reasonable details or with specific examples as to be objective and positive in nature. As provided in Section 5 of this Agreement, the Finance Director's salary shall be reviewed at least annually after the performance evaluation has been communicated.

15. Amendments. Amendment to this Agreement shall be in writing and signed by both parties.

///

16. General Provisions. This Agreement shall be binding upon and inure to the benefit of the heirs-at-law and executors of the Finance Director. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall be deemed severable and shall not be affected but shall remain in full force and effect. Items not directly addressed in the Agreement are considered to be regulated by the City's Personnel Rules.

17. Effective Date. This Agreement shall be effective commencing on signing this Agreement.

Dated this _____ day of _____, 1997.

City of Keizer, an Oregon
municipal corporation

Susan K. Gahlsdorf

City Manager

3142COK.002



September 15, 1997

AGENDA ITEM 8b

**AFFIRMING CITY MANAGER PRO TEM DECISION TO HIRE
TWO MUNICIPAL UTILITY WORKERS**

CITY COUNCIL MEETING: September 15, 1997

AGENDA ITEM NUMBER: 8b

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

**FROM: DIANNE SUEK 
PERSONNEL OFFICER**

**THROUGH: WALLY MULL and JOHN MORGAN
CITY MANAGERS PRO TEM**

SUBJECT: CANDIDATES FOR MUNICIPAL UTILITY WORKER I

ISSUE:

The Public Works Department has selected two candidates to fill the current Municipal Utility Worker I vacancies, contingent upon Council affirming the hiring. They are: Tim Coburn and David Ratliff.

Tim's background includes working at Lorens Sanitation and Bio-Med Testing Services. He has been a volunteer firefighter/EMT1 since 1987.

David's background includes working at Safeway and in construction.

RECOMMENDATION:

It is recommended the Council by Motion affirm the hiring of Tim Coburn and David Ratliff to fill the two vacant Municipal Utility Worker I positions.



September 15, 1997

AGENDA ITEM 8C

**APPROVAL OF JUNE 16, 1997 CITY COUNCIL REGULAR
SESSION MINUTES**

MINUTES
KEIZER CITY COUNCIL
Monday, June 16, 1997
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Koho called the regular meeting to order at 7:08 p.m. Roll call was taken as follows:

Present:

Dennis Koho, Mayor
Carl Beach, Councilor
Jim Keller, Councilor
Jerry McGee, Councilor
Dawn Meier, Councilor
Al Miller, Councilor
Garry Whalen, Councilor

Staff:

John Morgan, Community Development Director
Dianne Suek, Personnel Manager
Shannon Johnson, City Attorney
Pat Bowe, Lieutenant, Keizer Police Department
Tracy L. Davis, City Recorder

**PUBLIC
TESTIMONY**

Presenting testimony to the Council were:

Steve Entz, 672 Springridge Drive NE, Keizer came before the Council to request approval for previously planned duplexes in Springridge Estates to be placed in another subdivision. He said 14 of the 15 homeowners did not know two lots had been set aside for duplexes when they purchased their homes. Lydon Construction Company suggested placing the duplexes in the planned development at O'Neil and Clearlake. Mr. Entz submitted a petition of thirty signatures requesting the trade.

Mayor Koho noted the letter and petition had been received by the Council Members. He asked staff for the appropriate process on the matter.

John Morgan, Community Development Director, said the duplexes were required as a specific condition of approval for the subdivision plan. In a response to the neighbors, he had discussed the density issue. At this point, he believed Mr. Lydon needed to petition for an amendment to the subdivision plan approval to eliminate the condition.

Shannon Johnson, City Attorney suggested Ms. Dunn leave her phone number and staff would investigate this issue and contact her. They could verify the dates of service and hopefully resolve the issue.

Beth Daniell, P.O. Box 6078, Salem, OR 97304, spoke from the Gubser Neighborhood Association on the Labish Ditch widening. She noted her appreciation for the time given her by Mr. Peterson, Mr. Grenz and Mr. Mull. She brought to the Council's attention the results of a survey of neighbors living along the Labish Ditch and their level of nervousness about the flooding experience. Since the homes along the cul-de-sac had foundations that were 4-7 feet from the water, they were especially concerned about the proposed berm.

Mayor Koho said the issue would be discussed at a work session, yet to be scheduled. Councilor Keller noted he gets phone calls and visits almost daily regarding the Ditch issue. He had spoken to Wally Mull, Public Works Director, who is on vacation, and a report was expected, probably at the next meeting.

Mayor Koho stated the proposal to widen Labish Ditch originated from an engineering firm and might be adopted by the City. He clarified his recent understanding of the plan being to make the Ditch uniformly wide at all parts. Ms. Daniell said at present, the Ditch is 15 feet wide by her house and would be widened to 40 feet consistently.

Greg Lamb, 2323 Latona Drive NE, Keizer, spoke as president of the Gubser Neighborhood Association. He stated he had received numerous calls regarding traffic routing for the new baseball stadium. He asked for a copy of the letter to be sent to season ticket holders regarding the traffic plan. A Neighborhood Association meeting will be held on Thursday and Mr. Lamb would like to share the information then.

Mr. Morgan said the letter will be sent from the baseball team, but a copy of the total traffic plan could be made available for Mr. Lamb. Mayor Koho stated the City of Keizer has extensive experience with one-way traffic directing from the yearly Christmas lighting show and he believed the stadium traffic situation would be easier. Changes can be made to adjust any problems with the plan.

Mr. Lamb said he formerly lived at the Hillsboro Airport, so he had personal experience with control by the police. He asked if a police officer could be placed at the Tepper Street closure, since there was concern about the barrier being moved. Gubser residents also offered to serve at that location if police were not available, especially for the first game.

diverse and positive testimony. The Commission discussed the standards and continued the hearing until the July meeting. More time will be spent with developers at that time and hopefully, deliberation will take place at the close of the hearing. A draft ordinance is planned for presentation to the Council by fall.

A second issue considered at the meeting was the local Transportation Plan. Mr. Morgan stated a public hearing was held earlier on bicycle planning. A lively discussion took place regarding issues and needs to be addressed.

At this point, Mr. Morgan said an inventory of city-wide street conditions for bikes has been completed. He said ODOT has announced a grant to enhance the safety of school children using bicycles. A local application will be submitted by September, and the Bike Committee will take the lead on preparation. A draft will be presented to the Council for permission to submit.

Councilor Keller reported on the **Council Management Committee** meeting. He related those attending and noted the discussion held on a letter from CCTV. Legal counsel also reported on a letter to be sent to Mr. Stull.

Councilor McGee asked if a specific plan has been arranged for the flow of information from the Committee to the Council. Mayor Koho said the arrangement is in place but presently is informal. He also said his own employment change might make it difficult for him to attend the meetings which would change the rotation of participants earlier than anticipated.

CITY MANAGER RECRUITMENT UPDATE

Mayor Koho announced the City Manager Screening Committee has been selected and will include: Council President Keller, Councilor Miller, Craig Campbell, John Weeks (alternate Sam Goesch), Jacque Moir and himself. The goal is to have a meeting before the end of the month.

Dianne Suek, Personnel Manager, reported 59 applications were received. Sixteen solidly qualify, 19 potentially qualify and 24 definitely do not qualify. Mayor Koho said the committee will review quickly those not qualifying, but spend most of their time on the top 16. He suggested the meeting begin at noon on June 25, 1997. Ms. Suek will arrange the schedule and notify the members of the committee.

KEIZER POLICE DEPARTMENT SERVICE AWARDS

Lieutenant Bowe introduced three officers from the Keizer Police Department who are being recognized for their service and contributions; Officer Raymond Byrd, Officer Juan Mendoza and Reserve Officer Ed Sigurdson.

With regard to "Alternative B", Mr. Johnson stated he did not receive direction from Council but felt two alternatives should be included in fairness to both parties. He said the interpretation question for Council related to the statement in Mr. Simon's appeal document regarding the future plan to have all sewers serviced by gravity lines. He believed the fair interpretation would be Alternative A, while Alternative B would be difficult to follow.

Councilor Keller asked if the same flexibility would be available were the hearings officer decision simply upheld. Mr. Johnson said yes, the Council could chose to do that. He clarified that his order was a reiteration of the hearings officer order in a more appropriate format. The order could be adopted which would not give direction regarding the sewer. The engineering decision on the sewer would then be made as it has traditionally, when the subdivision is built.

Presenting testimony was:

Derek Brown, 6969 SW Hampton Street #101, Portland, signed up to answer any questions from the Council. He also clarified that the sewer line project would be built in one phase.

Mayor Koho stated the Council received an appeal from Robert Simon.

There was no further testimony to come before the Council.

Councilor Miller moved an Order in the Matter of the Application of Reimann and Associates for Conceptual Approval of a 57-lot Subdivision on a 12.07 Acre Parcel in the vicinity of the northeast corner of Wheatland Road North and Bair Road North (Case K-Sub 97-02) with alternative "A" and the amendment as recommend by Mr. Johnson. Councilor Beach seconded the motion.

The Motion passed unanimously:

AYES: Beach, Keller, Koho, McGee, Meier, Miller and Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**LIQUOR LICENSE
APPLICATION**

Mayor Koho opened the public hearing for the Salem-Keizer Baseball stadium liquor license.

John Morgan, Community Development Director reported the application was from the food vendor for the stadium. He recommended the hearing be opened to allow testimony, closed and then the Council respond favorably. He noted one letter had been received in opposition from Tina Sloan.

Councilor Whalen asked if the same standard is used for other enterprises throughout the community. Councilor McGee said anyone having a financial interest in the alcohol sale is included on the application. Councilor Beach believed Councilor McGee's point was well taken, but he commented other enterprises ran the sale themselves and did not have a sublessor.

Councilor McGee moved to recommend approval of the liquor license with a condition that during the 7th inning only 14 oz. beer be sold.

The motion died for lack of a second.

Mayor Koho moved to recommend approval of the liquor license application for Food Management Corporation at the Salem-Keizer Baseball Stadium. Councilor Miller seconded the motion.

Councilor McGee moved to amend the motion to add a condition that as part of the OLCC control plan, the last call for beer sales in the 7th inning only be served in 14 oz. cups. Councilor Beach seconded the motion to amend.

Councilor Miller said many businesses in Keizer sell alcohol. He stated there was no restriction on their last call and he did not see why one should be imposed in this situation. He believed the safeguards in the plan were sufficient.

Councilor McGee agreed that was a good point but believed this facility was unique. He mentioned the number of cars that will be driven from the facility in a short amount of time. He believed some people go to the park simply to drink and control is needed.

Mayor Koho said he could not imagine paying a cover charge to buy the most expensive alcohol in town. Councilor Keller was uncomfortable with the characterization that park attenders would be heavy drinkers. Councilor McGee apologized if his comments were misinterpreted. He believed the control plans were for the minority who might hurt the community.

The Motion to amend failed as follows:

AYES: Beach and McGee (2)

NAYS: Keller, Koho, Meier, Miller and Whalen (5)

ABSTENTIONS: None (0)

ABSENT: None (0)

Community Policing committee will be a policy advisory group to the Keizer Policing group, the Council and City staff." She questioned if this was the role of the committee. Mayor Koho replied that the Council serves as the policy setters, but the definition of the word policy might affect the purpose. Councilor Meier also asked about the objectives of the Committee, questioning whether the committee would be autonomous in carrying out the programs. Ms. Sherwood said further in the document explanations about the relationship between the Council and the committee would be explained.

Craig Campbell, chair of the Community Policing committee, clarified that the committee would be following a directed focus from time to time. The group will carry out projects on their own, but anything with a policy or budget impact would be brought to the Council first.

Ms. Sherwood continued the review, noting the provision for removal of members, inclusion of officer procedures and roles of the members. She noted some of the issues have been reviewed previously by the Council subcommittee and are already in place, i.e. reporting, etc. She stated the roles of the Vice-Chair, Police Chief, and the Community Policing Coordinator were all explained. An annual report will be given both to the Council and to the Community. The resolution, along with the committee's goals, will be reviewed yearly.

Mr. Campbell said procedures for the committee to return to the Council for needed authorization was not included in the resolution but found instead in the Communications Plan. He said the wording could be incorporated into the resolution if needed. Councilor Meier thought incorporation might be a good idea for clarification purposes.

Mr. Campbell reviewed the creation of the new Executive committee. The group would be composed of the Community Policing committee Chair and Vice-Chair plus the chairs of the three District committees, the Police Chief, and the Community Policing Coordinator. Meetings for the Executive committee would be sporadic and basically occur for action on behalf of the total committee when time was an issue. They also might meet when an issue needed further development. Approval of the full committee would be required for decisions.

Councilor Meier asked why the Council Liaison would not be included on the Executive committee. Mr. Campbell said the question was discussed but no decision made. He believed addition would be no problem, so the Liaison was added.

Councilor Beach asked Councilor Meier about her memo and the appropriate time for discussion. Councilor Meier explained she

**RESOLUTION -
AUTHORIZING CO-
CITY MANAGERS TO
SIGN KEIZER POLICE
ASSOCIATION
AGREEMENT**

Dianne Suek, Personnel Manager, gave the staff report on the Keizer Police Association Agreement. She reported the hard work began over a year ago, included unsuccessful mediation, and has appeared before the Council previously. She highlighted the major points having a financial impact on the City.

Ms. Suek stated wages were set to rise 5% in July 1996, another 5% in July 1997 and an additional 5% in July 1998. The first year additional costs to the City would be \$19,000, which was included in the budget. Incentives were changed from a flat rate of \$50.00 and \$100.00 to 2½% and 5% with a maximum of 12½% of base pay. The cost would be an additional \$6,000 for the current six individuals. The City will increase their matching portion from 2% to 7% for retirement. The clothing allowance for the undercover narcotics investigator will be decreased. The City will reimburse 50% of the co-payments paid for health benefits in excess of \$100 which should cost approximately \$1,000 per year.

Finally, Ms. Suek said longevity is still an open item and bargaining will begin again within 30 days of approval of the proposed agreement. The contract will be in effect through June 30, 1999. She recommended the Council adopt the resolution.

Councilor Miller related that during the budget process, he had previously asked about the longevity item and had been told it had been dropped. Ms. Suek said the Council was not misinformed. Misunderstanding about the longevity issue was clarified in the final stages of negotiation and an agreement made to continue discussion at a later date. The issue was dropped from the present contract but could be included in the contract once discussions take place.

Council President Keller moved a Resolution Ratifying a Collective Bargaining Agreement with the Keizer Police Association and authorizing the Co-City Managers to sign. Mayor Koho seconded the Motion.

The Motion passed unanimously.

AYES: Beach, Keller, Koho, McGee, Meier, Miller and Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ORDINANCE - COMP
PLAN AMENDMENT/
ZONE CHANGE/
SUBDIVISION CASE
NO. 96-05**

Mayor Koho asked if this item could be referred to the July 7th meeting.

The Council agreed by consensus to move this item to the July 7, 1997 Council agenda.

Councilor Beach hoped the approval process would be changed. He believed the agreement should be considered to discover the financial commitment. He also did not think Keizer should assist with billing the other cities.

Mayor Koho said normal lobbying services might have been as expensive as \$10,000. Mr. Markee, as a Keizer citizen, wanted to assist. Discussions included the plan to receive funding from other cities so the total would be approximately \$5,000. Mr. Markee understood the only authorization from the Council was \$500 to explore the issue. All that has been spent has been \$500 but the Mayor believed \$1000 would be a bargain.

Councilor Keller asked if Keizer is liable for other cities. Mayor Koho said the lobbyist understood he might only receive only \$500. He said the other mayors agreed to pay but have not yet. Mr. Morgan believed they would pay. He said the information from Mr. Markee was confusing as to who would receive the funds for the payment.

Councilor McGee's concern was not the amount of the bill but how a service bill could be paid without an agreement. He believed business should be done by contractual agreement. In this case, he thought only \$500 should be paid to Mr. Markee and staff needed to address the loophole that allowed more money to be paid.

Mr. Morgan said he had discussed the issue with Mr. Mull and at present there is not even a purchase order system in place. He hoped that would be accomplished in the next few months. Councilor Miller believed the former City Manager had a limit for items, outside the budget, of \$500 expenditures without Council approval. Mr. Morgan clarified the amount was \$5,000. Councilor Miller thought that related to items inside the budget, while the limit for items outside was \$500.

Mayor Koho believed the agreement the Council had was \$500, with the knowledge that the amount might increase. Both the City Manager and Finance Director have changed since the agreement was made. He still believed \$1,000 was the appropriate amount for payment. Councilor Beach said without any submission of time invested or hours spent, he was uncertain the Council could approve \$1,000 as appropriate. He desired an itemized bill.

Mayor Koho did not think the Council should limit the payment to \$500 but said Mr. Markee understood that was the agreement from the beginning. The Mayor related that Mr. Markee provided the key contacts with Bill Sizemore and others that resulted in the inclusion of Keizer in Measure 50. Councilor Miller believed Mr. Markee provided a valuable service to Keizer, with the cost of one election being significantly higher.

ADJOURNMENT

The meeting was adjourned at 9:36 p.m.

Tracy L. Davis
City Recorder

APPROVED:

Dennis Koho-Mayor

COUNCIL MEMBERS:

Councilor #1 - Garry Whalen

Councilor #4 - Carl Beach

Councilor #2 - Dawn Meier

Councilor #5 - Al Miller

Councilor #3 - Jim Keller

Councilor #6 - Jerry McGee

Minutes approved:



DATE: SEPTEMBER 15, 1997 TIME: 7:00 p.m. AGENDA ITEM # 6a

BEFORE THE: KEIZER CITY COUNCIL PLACE: ROBERT L. SIMON COUNCIL CHAMBERS

[illegible]