

CITY COUNCIL AGENDA PACKET

MONDAY,
July 7, 2003

- 6:30 P.M. URBAN
RENEWAL AGENCY
MEETING
- 7:00 P.M. CITY COUNCIL
REGULAR SESSION

*Please contact Chris Eppley, City Manager if
you have any questions or need additional
information regarding any of the staff
reports or issues contained on the agenda.
Thanks!!*

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

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, July 7, 2003

6:30 p.m.

**Robert L. Simon Council Chambers
Keizer, Oregon**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Urban Renewal Agency on any matter not scheduled for public hearing.

4. PUBLIC HEARING

5. ADMINISTRATIVE ACTION

- a. Approval of Property Improvement Grant for 170 Chemawa Road N, Keizer
- b. **RESOLUTION** – Authorizing City Manager to Award Bid for Construction of North River Road & Wheatland Road Intersection
- c. **RESOLUTION** – Authorizing City Manager to Award Bid for North River Road Overlay Project
- d. **RESOLUTION** – Authorizing City Manager to Award Bid for Traffic Signal Construction at Wheatland Rd./North River Road

6. CONSENT CALENDAR

- a. **RESOLUTION** - Amendment to Legal Services Contract

7. OTHER BUSINESS

This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency that are not on tonight's agenda.

8. AGENDA INPUT

9. ADJOURN

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at (503) 390-3700 at least two working days (48 hours) in advance.

**PUBLIC HEARING
CONSIDERATION OF
ADOPTION YARD DEBRIS
RATE ADJUSTMENT**

NOTICE is hereby given that the City Council of the City of Keizer will hold a public hearing to consider an adjustment to cover the cost of disposal (composting) for yard debris. This cost has been paid by Marion County for county and city customers since June 2001. Marion County has now discontinued payment. The increase will be approximately \$1.45 per billing and will go into effect on August 1, 2003.

The hearing shall be held on Monday, July 7, 2003 at 7:00 p.m. at the Robert L. Simon Council Chambers, Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon.

Anyone wishing to make comment on this matter may provide testimony at the hearing or submit written response to the City Recorder no later than 5:00 p.m. on July 7, 2003. Responses may be delivered to Keizer City Hall or mailed to Tracy L. Davis, City Recorder, P.O. Box 21000, Keizer, Oregon 97307.

The location of the hearing is accessible to the disabled. Please contact the City Recorder at 390-3700, extension 108 at least 48 hours prior to the hearing if you need any special accommodations to attend or participate in the hearing.

If you have any questions, please contact Chris Eppley, City Manager at 390-3700, extension 102.

AFFIDAVIT OF PUBLICATION
STATE OF OREGON, COUNTY OF MARION, SS:

I, Scotta Callister, being first duly sworn, depose and say that I am Publisher of the Keizertimes, a newspaper of general circulation as defined by Section 58, Oregon Laws, as amended by Chapter 445 General Laws of Oregon, 1929, printed and published in Keizer, in aforesaid county and state; that the Notice - Yard Debris Rate Increase, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for Two (2) successive and consecutive week(s) in the following issue(s): June 27 and July 4, 2003.

Subscribed and Sworn to before me this

17th day of July, 2003

Scotta Callister

Scotta Callister

Betty G. Sears

Notary Public for Oregon, Marion County

June 17, 2007

My Commission Expires





URBAN RENEWAL AGENCY BOARD

July 7, 2003

AGENDA ITEM 5a

APPROVAL OF PROPERTY IMPROVEMENT GRANT

CITY OF KEIZER
OFFICE OF THE PLANNING DEPARTMENT
MEMORANDUM

MEMO TO: URBAN RENEWAL AGENCY

THROUGH: CHRISTOPHER EPPLEY, CITY MANAGER

FROM: CHERYL VAFAKOS, INTERIM PLANNING DIRECTOR

DATE: JULY 3, 2003

SUBJECT: PROPERTY IMPROVEMENT GRANT FOR 170 CHEMAWA RD N

BACKGROUND

Design Logic, located at 170 Chemawa Rd N, requested the Keizer Urban Renewal Board (KURB) recommend approval of a Property Improvement Grant for improvements to the frontage of their property. In agreement with the applicant, staff presented to KURB the concept of a "demonstration project" that would move the sidewalk and pedestrian amenities away from Chemawa Road therein creating a landscaped area between the sidewalk and street surface. In addition the applicant also offered to remove a billboard located on the property that was in violation of the current sign regulations. At their June 25th, 2003 meeting Keizer Urban Renewal Board's (KURB) voted unanimously to recommend to the Urban Renewal Agency approval of a "special project" Property Improvement Grant for the cost of frontage improvements in the area located between the building and the street on the following basis:

- 50% of the cost of the landscaping with no additional improvements.
- 75% of the cost of the landscaping and frontage improvements; allowing the sidewalk to be placed onto the applicant's property creating a landscaping strip between the street and sidewalk.
- 100% of the cost of the landscaping and frontage improvements for placement of the sidewalk as mentioned above; and, the removal of the billboard located on the subject property.

CONDITIONS

1. Approval may include a maximum 120 days completion period, unless formally approved for an extension by KURB. Conditions may be placed on the approval and may include an agreement for maintenance. The maintenance agreement should include that the property owner should be responsible for the perpetual maintenance of the improvements funded by the grant. If an improvement is not maintained, the City may cause the maintenance to occur and bill the property owner, placing a lien on the property if necessary.
2. The applicant shall agree to participate in an sidewalk access agreement to be signed by the property owner and the City and recorded onto the property.
3. Allow staff, prior to completion of project, to approve minor deviations from the plan.

FISCAL IMPACT

The fiscal impact of the project includes the following:

◆ 100% special project grant	\$ 8,220.00
◆ Additional cost of demonstration project (Sidewalk)	\$700.00
Total	\$8,920.00

RECOMMENDATIONS

It is recommended the Agency discuss and determine if this project meets the requirements of a special project as outlined in Resolution UR 2003-071. This determination should be based upon the benefits this project can contribute to the Urban Renewal District; its uniqueness; or, if it will be a community wide benefit to the City. If the Agency determines this project meets the requirements, the Agency should move to approve the grant with the conditions as outlined in the staff report.

Attachments:

- ◆ Page from Urban Renewal Project Fund Budget
- ◆ Copy of UR 2003-071 and 96-022
- ◆ Site map of demonstration project and landscape plan

Landscape plan:

170 Chemawa Rd N
Keizer, Oregon 97303

Carey Schmidt, Owner
503-856-0078

Exhibit 1 – KURB meeting of
June 25, 2003 for Landscaping
Grant for 170 Chemawa Rd N

General scope:

Prepare the site by removal of A/C paving, concrete sidewalk as necessary and abandoned sign foundation.
Install sidewalk (per city)
Add topsoil for beds and mounds
Irrigation
Plants and bark

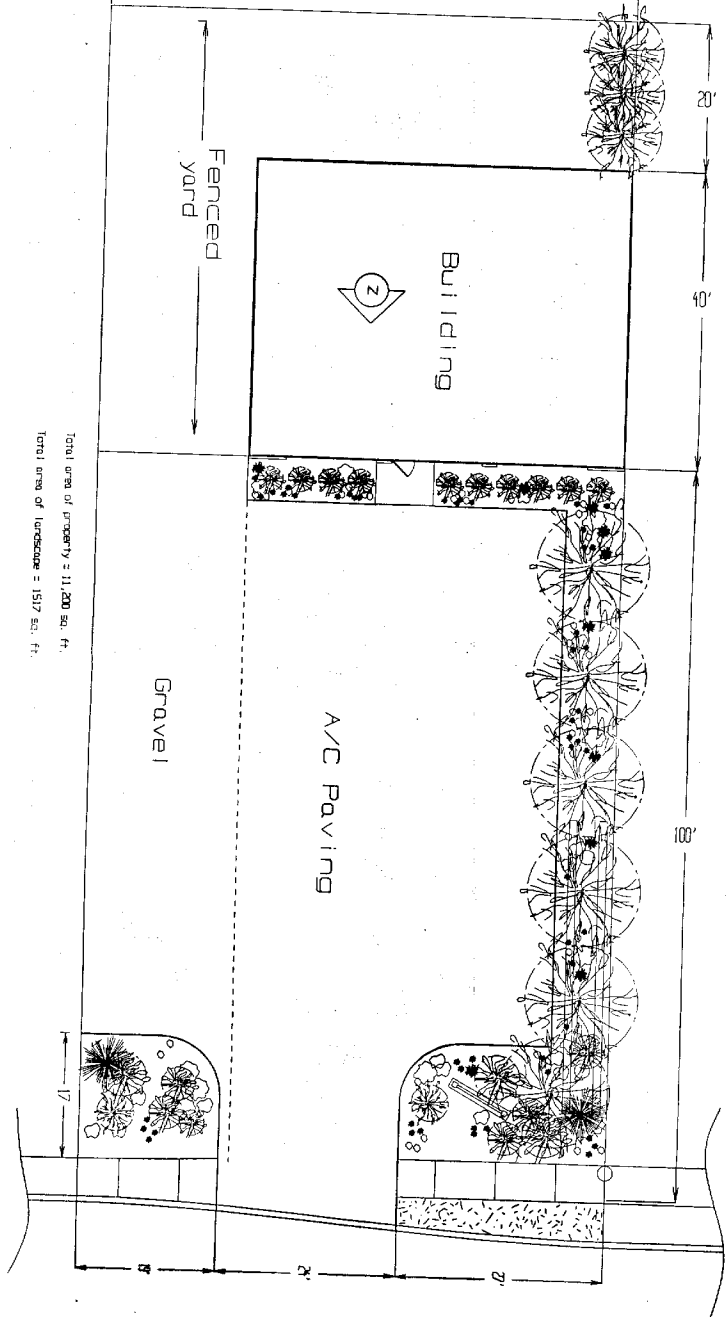
Specified Plants/Materials:

Quantity (Aprox)	Description
1	Poplar identical to Baker Square (Lombardy italica?)
5	Jacquemontti Birch
3	Barberry
2	Chameacyparis obtusa (compact false cypress) 10 ft high x 5ft wide
2	Spiraea "gold mound" 3-4ft h x 4-5 ft wide
9	Viburnum Davidii
3	Picea abies pumila (dwarf nest spruce) 3-4ft wide
50	small grasses (not ice colored)
10	Fountain grass, red bunny tails, 18-36" tall
3	Large grasses 36"- 50"
2	'green Japanese laced-leaf maple dwarf'
10	large rock 2' - 3'
20	medium rock 1' - 2'
45	small rock 6"-10"
	Bark dust
	Topsoil
	Sprinkler system (12 station minimum, consult owner)

Additional/Alternate plants:

Escalonia
Oregon Grape 26" high, 36" wide
Laurel, 18 x 24 to 24 x 36
Andromeda Pieris 5ft x 5ft
Tsula Diversifolia 24 to 30 inches tall
Cornus alba gouchaulti (Mottled Dogwood)
Potentilla, sutters gold, 18-24h x 36 w
Variegated dwarf abelia
Mugho Pine
Spiraea japonica Buillata 2ft x 2ft
Pernettya mucronata
Hornbeam
Acer palm dissectum, weeping
Diabolo (nine bark) 8-10 ft tall and wide
Daylily

Y
X



Total area of property = 11,200 sq. ft.
Total area of landscape = 1517 sq. ft.

SPECIAL REVENUE FUND

Urban Renewal Project Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Manager Recommended	Committee Approved	Adopted 2003-04
CAPITAL OUTLAY						
64						
65	\$ 110,646	\$ -	\$ -	\$ 810,000	\$ 810,000	\$ 810,000
66	677,939	50,158	375,000	335,000	335,000	335,000
67	-	74,940	-	-	-	-
68	-	-	-	-	-	-
69	-	-	40,000	40,000	40,000	40,000
70	-	-	25,000	25,000	25,000	25,000
71	1,289	252	1,057	260	341	341
72	1,502	540	2,332	1,997	1,997	1,997
73	-	-	140,000	150,000	220,000	220,000
74	-	-	-	-	-	-
75	-	-	-	100,000	100,000	100,000
76	-	5,352	50,000	-	-	-
77	-	225,141	305,000	-	-	-
78	118,314	383	440,000	4,500,000	4,500,000	4,500,000
79	1,968	72,500	2,750,000	125,000	150,000	150,000
80	305,204	-	125,000	-	-	-
81	-	-	-	-	-	-
82	35,771	-	225,000	-	-	-
83	\$ 1,252,633	\$ 429,276	\$ 4,478,389	\$ 6,087,257	\$ 6,182,338	\$ 6,182,338

Notes:

- 66 Chemawa Road 7th & Rickman \$800,000 + \$10,000 to widen Chemawa North & add bike lanes.
- 67 Improvements are for River Road - Lockhaven to Wheatland
- 73 New signals will be installed at Wheatland Road and River Road. \$140,000 is carried over from FY03 + an additional \$80,000.
- 75 River Road Commercial Property Matching Grants - Landscaping Program.
- 78 \$2,750,000 for improvements to Radiant Drive as provided for in the Agency's contract with the Volcano Ball Club + \$1,750,000 for the under crossing at the Keizer Station.
- 79 \$125,000 is carried over from FY03 for Wheatland road + an additional \$25,000 added as revised estimate.

1 URBAN RENEWAL AGENCY OF THE CITY OF KEIZER, OREGON

2 RESOLUTION 96- 022

3
4 ESTABLISHING A PROCESS
5 FOR REVIEW AND APPROVAL
6 OF PROPERTY IMPROVEMENT FUNDING REQUESTS
7

8 WHEREAS, the Urban Renewal Agency has established a program to provide financial assistance
9 to property owners desiring to make improvements to their sites and buildings that will help implement the
10 design objectives of the Urban Renewal Plan, the River Road Design Plan, and the Cherry Avenue Design
11 Plan; and
12

13
14 WHEREAS, in order to minimize the time necessary to process such request;

15
16 WHEREAS, in order to provide for a fair review of each proposal based on its merits; and

17
18 WHEREAS, guidelines need to be established to guide the decision making process used for grant
19 requests; NOW THEREFORE

20
21 IT IS HEREBY RESOLVED THAT The Urban Renewal Agency establishes the following
22 process for review and approval of sign grant requests:
23

- 24
25 1. The grant request is received by the Community Development Department on a form developed by the
26 Department. Requests will include property owner information, the project design, at least three bids if
27 multiple bids are required, otherwise one bid, and the amount of funds requested. Additional
28 information may be required at the time of application or any time during the consideration of the
29 request.
- 30 2. The River Road Redevelopment Board will review the request relative to the guidelines established
31 below and recommend approval, approval with conditions, or denial of the request. Said review will
32 include a site visit by staff to verify conditions.
- 33 3. The Community Development Director will take the grant request and R3B recommendation to the
34 Agency Board for consideration and approval. Action on the grant request is solely at the discretion of
35 the Agency Board which will apply the guidelines in decision making, but may also consider any other
36 factor including available funds, other pending projects, qualifications of the applicant to complete the
37 work, and the appropriateness of the proposal at its site or within the context of the entire renewal
38 district.
39

40
41 IT IS FURTHER RESOLVED that the following guidelines are established for consideration of
42 property improvement funding requests:
43

FMAGIC

1 I. Grants for Frontage Improvements

- 3 A. Grants may be given for improvements to a property's frontage including construction of
sidewalks, installation or upgrading of landscaping, installation of street furniture, and
4 other improvements. Grants will not be made for maintenance of existing facilities and
5 sidewalks.
- 6 B. Grants may only be given to upgrade an existing development. They will not be given
7 when a property is the site of a proposed new building.
- 8 C. Grants may not exceed 50% of the total cost of the proposed improvement.
- 9 D. Three bids are required for any project with a total project cost exceeding \$500.00.
- 10 E. Property frontage is defined as the area between the building and/or parking lot and the
11 street.
- 12 F. The property owner will be responsible for perpetual maintenance of the improvements
13 funded by the grant. If an improvement is not maintained, the city may cause the
14 maintenance to occur and bill the property owner, placing a lien on the property if
15 necessary.
- 16 G. An agreement will be executed between the City and grantee detailing the conditions of the
17 grant.

18 II. Grants for Driveways

- 19 A. Grants may be made for the closure and consolidation of driveways covering all the costs
20 to remove the old driveway, replace it with sidewalks, install new landscaping, and revise
21 internal drives to match the new driveway up to \$1,200 per original driveway.
- 22 B. Actual costs above \$1,200 may be eligible for grants in accordance with Section I above.
- 23 C. Three bids are required for any project with a total project cost exceeding \$500.00.

24 III. Grants for Special Projects

- 25 A. Special projects may be fully or partially funded by Property Improvement Program
26 grants.

- 1 B. Special Project grants are to fund projects of community wide significance that are unique
2 within the renewal district boundaries. Examples include the creation of a publicly
3 accessible fountain or plaza or the development of a transit shelter.
- 4 C. The property owner will be responsible for perpetual maintenance of the improvements
5 funded by the grant. If an improvement is not maintained, the city may cause the
6 maintenance to occur and bill the property owner, placing a lien on the property if
7 necessary.

8 **IV. General Provisions**

- 9 A. A single property may have multiple grants for discrete projects in accordance with these
10 standards.
- 11 B. The applicant has the sole financial responsibility for payment to contractors. The Agency
12 will have no responsibility or obligation to pay the costs of the project. Rather, the
13 Agency's role is to reimburse some of the applicant's expenses, through a loan or grant,
14 after the work is completed and all financial obligations fulfilled. These provisions will be
15 reflected in agreements with each applicant.
- 16 C. Grant payments will be made upon presentation of a bill from the applicant not exceeding
17 the grant award amount and after final inspection of the work by the Staff to determine its
18 conformance to the approved request with any conditions of approval. Payments will not
19 be made until proof is provided showing the applicant has fulfilled his or her obligations to
20 pay all contractors.
- 21 D. The award of grants is solely at the discretion of the Urban Renewal Agency Board of
22 Directors and is not a matter of right solely because the proposal meets the criteria.

23
24 PASSED THIS 17th DAY OF JUNE, 1996

25
26
27 Dennis Glew
28 MAYOR

29
30 ATTEST:

31 Gracy G. Davis
32 CITY RECORDER
33

1 URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

2 Resolution UR2003- 071

3 AMENDING RESOLUTION ESTABLISHING PROPERTY
4 IMPROVEMENT FUNDING REQUESTS TO ALLOW LESS THAN
5 THREE BIDS (AMENDING RESOLUTION UR96-022)

6 WHEREAS, the Urban Renewal Agency adopted Resolution UR96-022,
7 Establishing a Process for Review and Approval of Property Improvement Funding
8 Requests on June 17, 1996;

9 WHEREAS, grants for improvements required three bids for total project costs
10 in excess of \$500.00;

11 WHEREAS, in unique situations, it is appropriate to allow less than three bids
12 or other evidence of costs in determining award of a grant;

13 NOW, THEREFORE,

14 BE IT RESOLVED that the Urban Renewal Agency makes the following
15 amendments to Resolution UR96-022:

16 Section 1. AMENDMENT OF SECTION I(D). Resolution UR96-022, Section
17 I(D) is amended as follows:

18 D. Three bids are required for any project with a total project cost
19 exceeding \$500.00, unless in a unique situation the Agency Board
20 considers it appropriate in its sole discretion to award grant requests based
21 on other sufficient evidence of costs.

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FMAGIC

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URBAN RENEWAL AGENCY BOARD
July 7, 2003

AGENDA ITEM 5b

**RESOLUTION – AUTHORIZING THE CITY MANAGER TO
AWARD BID FOR CONSTRUCTION OF RIVER ROAD AND
WHEATLAND ROAD INTERSECTION**



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

Administration • Public Works • Community Development • Municipal Court • Police (business only) Phone 503.390.3713 Fax 503.390.8295

URBAN RENEWAL AGENCY MEETING: _____

AGENDA ITEM NUMBER: _____

TO: URBAN RENEWAL AGENCY

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: ROB KISSLER, PUBLIC WORKS DIRECTOR
WILLIAM I PETERSON, CITY ENGINEER

SUBJECT: NORTH RIVER ROAD & WHEATLAND ROAD
INTERSECTION IMPROVEMENTS

ISSUE:

On July1, 2003, bids were received and opened for the construction of the North River Road & Wheatland Road Intersection Improvements. The project was bid as follows:

An intersection improvement consisting of approximately 300 lineal feet of curb and gutter, 45 tons of HMA, 170 lineal feet of sidewalk, 1200 square feet of island, disabled ramps, storm drain pipe, water main, and appurtenances common to intersection improvement projects.

All bids were received on time and have been certified by the City Engineer. However, the apparent low bidder's bid was deemed unresponsive therefore, the lowest responsive bidder on this project is Morse Bros., for a total amount of \$45,413.00. The average of the two low responsive bids was \$53,757.78. The highest bid received was \$62,102.55. The Engineer's estimate for this project was \$100,000.00.

FISCAL IMPACT:

Funds for this project were included in the 2003/2004 Urban Renewal Fund.

RECOMMENDATIONS:

It is recommended the Urban Renewal Agency adopt the attached Resolution authorizing the City Manager to sign the necessary contract awarding the project to Morse Bros., for construction of the North River Road & Wheatland Road Intersection Improvements for a total cost of \$45,413.00.

"Pride, Spirit and Volunteerism"

Incorporated 1982

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City Recorder



URBAN RENEWAL AGENCY BOARD

July 7, 2003

AGENDA ITEM 5C

**RESOLUTION – AUTHORIZING THE CITY MANAGER TO
AWARD BID FOR NORTH RIVER ROAD OVERLAY PROJECT**



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437

930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

Administration • Public Works • Community Development • Municipal Court • Police (business only) Phone 503.390.3713 Fax 503.390.8295

URBAN RENEWAL AGENCY MEETING: _____

AGENDA ITEM NUMBER: _____

TO: URBAN RENEWAL AGENCY

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: ROB KISSLER, PUBLIC WORKS DIRECTOR
WILLIAM I PETERSON, CITY ENGINEER

SUBJECT: NORTH RIVER ROAD OVERLAY
Lockhaven Dr. to Wheatland Rd.

ISSUE:

On July1, 2003, bids were received and opened for the construction of the North River Road Overlay between Lockhaven Drive and Wheatland Road. The project was bid as follows:

Approximately 3,000 lineal feet of HMAC inlay/overlay work on North River Road (2 traffic lanes in each direction and 1 turning lane), cold plane pavement removal, manhole grade adjustments, and appurtenances common to overlay projects.

All bids were received on time and have been certified by the City Engineer. After bid certification, the low bidder on this project is Morse Bros., for a total amount of \$239,030.00. The average of the three low bids was \$254,730.33. The highest bid received was \$339,370.00. The Engineer's estimate for this project was \$290,204.25.

FISCAL IMPACT:

Funds for this project were included in the 2003/2004 Urban Renewal Fund.

RECOMMENDATIONS:

It is recommended the Urban Renewal Agency adopt the attached Resolution authorizing the City Manager to sign the necessary contract awarding the project to Morse Bros., for construction of the North River Road Overlay between Lockhaven Drive and Wheatland Road for a total cost of \$239,030.00.



URBAN RENEWAL AGENCY BOARD
July 7, 2003

AGENDA ITEM 5d

**RESOLUTION – AUTHORIZING THE CITY MANAGER TO
AWARD BID FOR INSTALLATION OF TRAFFIC SIGNAL AT
WHEATLAND/RIVER ROADS**



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

Administration • Public Works • Community Development • Municipal Court • Police (business only) Phone 503.390.3713 Fax 503.390.8295

URBAN RENEWAL AGENCY MEETING: _____

AGENDA ITEM NUMBER: _____

TO: URBAN RENEWAL AGENCY

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: ROB KISSLER, PUBLIC WORKS DIRECTOR
WILLIAM I PETERSON, CITY ENGINEER

SUBJECT: TRAFFIC SIGNAL INSTALLATION
Wheatland Road at North River Road

ISSUE:

On July1, 2003, bids were received and opened for the construction of the Traffic Signal Installation - Wheatland Road At North River Road. The project was bid as follows:

Install traffic signals at the intersection of Wheatland Road at North River Road in accordance with plans and specifications by Richard Woelk, Inc.

All bids were received on time and have been certified by the City Engineer. After bid certification, the low bidder on this project is Cherry City Electric, for a total amount of \$141,861.00. The average of the three low bids was \$150,820.33. The highest bid received was \$166,925.00.00. The Engineer's estimate for this project was \$165,000.00.

FISCAL IMPACT:

Funds for this project were included in the 2003/2004 Urban Renewal Fund.

RECOMMENDATIONS:

It is recommended the Urban Renewal Agency adopt the attached Resolution authorizing the City Manager to sign the necessary contract awarding the project to Cherry City Electric, for construction of the Traffic Signal Installation -Wheatland Road At North River Road for a total cost of \$141,861.00.



URBAN RENEWAL AGENCY BOARD

July 7, 2003

AGENDA ITEM 6a

**RESOLUTION – AUTHORIZING AGENCY CHAIR TO SIGN
FIRST AMENDMENT TO LEGAL SERVICES CONTRACT**

URBAN RENEWAL AGENCY MEETING: July 7, 2002

AGENDA ITEM NUMBER: _____

TO: URBAN RENEWAL AGENCY

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY 

SUBJECT: LEGAL SERVICES CONTRACT AMENDMENT

Pursuant to my June 9, 2003 memorandum (see enclosed copy), we are presenting to the Urban Renewal Agency and the City Council a First Amendment to the Legal Services Contract for Agency/Council's consideration and adoption.

RECOMMENDATION:

Adopt the attached Resolution.

If you have any questions or concerns in this regard, please contact me. Thank you.

ESJ/tmh
attachments

1 URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

2 Resolution UR2003-_____

3 AUTHORIZING THE AGENCY CHAIR TO SIGN THE
4 FIRST AMENDMENT TO LEGAL SERVICES
5 CONTRACT

6 WHEREAS, Lien & Johnson entered into a Legal Services Contract dated
7 December 15, 2000;

8 WHEREAS, Lien & Johnson has requested an amendment to the existing Legal
9 Service Contract to amend the compensation paid to Lien & Johnson;

10 NOW, THEREFORE,

11 BE IT RESOLVED by the Urban Renewal Agency of the City of Keizer that the
12 Agency Chair is authorized to execute the attached First Amendment to Legal Services
13 Contract on behalf of the Urban Renewal Agency.

14 PASSED this _____ day of _____, 2003.

15 SIGNED this _____ day of _____, 2003.

16 _____
17 Agency Chair

18 _____
19 City Recorder

**FIRST AMENDMENT TO LEGAL
SERVICES CONTRACT**

PARTIES: City of Keizer, Oregon, (hereinafter "City")
an Oregon municipal corporation

Keizer Urban Renewal Agency (hereinafter "Agency")

Lien & Johnson (hereinafter "Attorney")

RECITALS:

A. City, Agency and Attorney entered into that certain Legal Services Contract dated December 15, 2000 (hereinafter "Contract") pursuant to Resolution R2000-1228.

B. City, Agency and Attorney wish to enter into a first amendment to the existing Legal Services Contract to amend the compensation paid to Attorney.

NOW THEREFORE, the parties agree as follows:

AGREEMENT:

1. Section 5.1 of the Contract dated December 15, 2000 is hereby amended to read as follows:

5.1 Basic Services

City and Agency shall pay Attorney a monthly retainer in the amount of Seven Thousand, Nine Hundred dollars (\$7,900) beginning July 1, 2003 for work performed as described in paragraph 2.1 (Basic Services) above.

2. Section 5.2.1 of the Contract dated December 15, 2000 is hereby amended to read as follows:

5.2.1 City and Agency shall pay Attorney at the hourly rate of One Hundred Twenty-Three dollars (\$123) for attorney time and Eighty-Five dollars (\$85) for legal assistant time for hourly services as described in paragraph 2.2 (Hourly Services) above beginning July 1, 2003.

3. Except as specifically modified herein, all remaining terms, conditions, obligations and duties set forth in the Contract shall remain in full force and effect.

Dated: _____

Dated: _____

THE CITY OF KEIZER,
an Oregon municipal corporation

KEIZER URBAN RENEWAL AGENCY

By: _____
Lore Christopher, Mayor

By: _____
Lore Christopher, Chairperson

Dated: _____

LIEN & JOHNSON

By: _____
E. Shannon Johnson

By: _____
John A. Lien

KEIZER CITY ATTORNEY
MEMORANDUM

TO: MAYOR CHRISTOPHER AND
COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY
CITY MANAGER

FROM: E. SHANNON JOHNSON
CITY ATTORNEY

SUBJECT: ATTORNEY FEE INCREASE

DATE: JUNE 9, 2003

When the Legal Services Contract was negotiated in the fall of 2000, we suggested the following schedule of fees:

	Basic Services	Hourly Services
December 2000 to November 2001	\$7,700.00/month	\$115.00/hour
December 2001 to November 2002	\$8,000.00/month	\$120.00/hour
December 2002 to November 2003	\$8,400.00/month	\$125.00/hour

However, the Council requested that the three year contract be left open ended as to fee increases. We did not request an increase for fiscal years 2002 or 2003 and the fee structure has remained at the December 2000 level.

We are proposing an increase in the Hourly Services from \$115.00 to \$123.00 beginning July 1, 2003. We are proposing an increase in the Basic Services fee from \$7,700.00 to \$7,900.00 per month. The Basic Services increase is substantially less than what was originally proposed. In addition, the proposed Hourly Services Fee represents an annual increase of only 2.8%.

As the years go by and our business expenses continue to creep up, it is necessary for us to increase the fees. Our current hourly rate for private clients is now \$175.00. As you can see, we believe that the proposed rate is fair and a good value to the City.

Mayor Christopher and
Council Members
Page 2
June 9, 2003

Attorney fees provide more than an attorney for the City's many issues. They provide the resources of a law firm. This includes a backup attorney if necessary for particular matters or case load concerns, the services of a legal assistant/legal secretary, and the library, continuing education, and other expenses connected with maintaining a law office.

The staff has been provided the proposed rates for budget planning purposes. Unless there are questions or concerns, I will prepare an appropriate contract amendment for your consideration for the July 7, 2003 Council meeting.

If you have any questions in this regard, please let me know. Thank you.

ESJ/tmh

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
REGULAR SESSION

Monday, July 7, 2003

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. PUBLIC TESTIMONY

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

5. PUBLIC HEARINGS

- a. ORDER – Amending Rates for Residential Service – Yard Debris Rate Increase
- b. Appeal of Hearings Officer Decision – Major Variance Case No. 2003-08 (Weigel)

6. COMMITTEE REPORTS

- a. Volunteer of the Quarter Award – Greg Rands

7. 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 that are not on tonight's agenda.

- New Business
 - Request for Proposals – Planning Consulting Services
 - City of Keizer 2003-2004 Salary Matrix
- Old Business
 - Riverr Task Force/85 Acre Park

8. ADMINISTRATIVE ACTION

- a. Peddler Ordinance – Process Review
- b. RESOLUTION – Authorizing the Mayor to Enter Regional Investment Award Agreement for Services with the Mid-Willamette Valley Council of Governments
- c. ORDER – Approving Sign Variance for Keizer Salem Area Senior Center
- d. ORDINANCE – Amending the Keizer Development Code – Variance Criteria

- e. Receive and Approve 2003 City of Kelzer Salary and Benefit Survey
- f. **RESOLUTION** – Establishing Criteria for Evaluation of Municipal Court Judge
- g. **RESOLUTION** – Establishing a Keizer Points of Interest Committee

9. **CONSENT CALENDAR**

- a. **RESOLUTION** – Approving Engineer's Report for Pierce Drive Street Lighting District
- b. **RESOLUTION** – Authorizing the City Manager to Reimburse the Salem-Keizer School District for Alder Drive Extension
- c. **RESOLUTION** – Adopt Keizer Futures Strategic Plan
- d. **RESOLUTION** – Initiation of Legislative Amendment of AI Zone Text
- e. **RESOLUTION** – Authorizing the Mayor to Sign First Amendment to Legal Services Contract
- f. Approval of May 19, 2003 City Council Regular Session Minutes

10. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications.

11. **AGENDA INPUT**

July 14, 2003

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

July 21, 2003

7:00 p.m. City Council Meeting

12. **ADJOURN**

Upon request, auxiliary aids and/or special services will be provided. To request services; please contact us at 503-390-3700 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.



July 7, 2003

AGENDA ITEM 5a

**ORDER – AMENDING OF RATES FOR RESIDENTIAL SOLID WASTE
SERVICE – YARD DEBRIS RATE INCREASE**

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: YARD DEBRIS RATE ADJUSTMENT

BACKGROUND

Our solid waste and recycling franchisees have requested a rate adjustment to cover the cost of disposal and composting of yard debris. Marion County has subsidized the cost of this program since its inception on June 1, 2001. The County agreed to subsidize these costs for a period of two-years to help promote the program. The subsidy period has elapsed as of June 1, 2003 and it is now the responsibility of the haulers to pay for yard debris disposal and composting through their collection rates.

The fully funded cost of yard debris disposal and composting is \$1.45 per cart per month and the haulers have requested that this amount be added to the monthly collection rate for solid waste and recycling services, effective August 1, 2003.

Interesting facts:

- Total yard debris disposed of in Keizer = 9,495,600 pounds per year.
- Total yard debris per cart = 1,218 pounds per year.
- Cost per cart per pound = \$.014

RECOMMENDATION

Staff recommends that Council approve on an increase in solid waste and recycling collection rates of \$1.45 per cart per month effective August 1, 2003.

FRANCISE SOLID WASTE MAXIMUM COLLECTION RATES CITY OF KEIZER

1. AUTOMATED CART SERVICE-MONTHLY RATE	CURRENT	PROPOSED
A. RESIDENTIAL-CURB		
20-Gal: Full Service	14.48	15.93
20-Gal: Opt Out Service	10.96	10.96
32-Gal: Full Service	16.26	17.71
64-Gal: Full Service	22.74	24.19
B. RESIDENTIAL - MULTI FAMILY & MOBILE HOME PARKS		
(1) 4 Units or less		
20-Gallon: Full Service	14.48	15.93
20-Gallon: Opt-Out Yard Debris	10.96	10.96
32-Gallon: Full Service	16.26	17.71
(2) 5 Units or More-Single Billing		
20-Gallon - No Yard Debris	10.86	10.86
32-Gallon - No Yard Debris	12.54	12.54
C. OCCASIONAL EXTRA 32-Gallon Equivalent	2.65	2.65
D. ON CALL	5.71	5.71
E. EXTRA YARD DEBRIS CART (Residential Full Service Only - Per Cart)	4.13	5.58
F. YARD DEBRIS ONLY CART (Non-Residential Only - Per Cart)	9.18	10.63

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 ORDER

3 IN THE MATTER OF THE AMENDMENT OF RATES
4 FOR RESIDENTIAL SERVICE FRANCHISE SOLID
5 WASTE COLLECTION WITHIN THE CITY OF KEIZER,
6 EFFECTIVE AS AUGUST 1, 2003 (YARD DEBRIS RATE
7 INCREASE)

8 This matter comes before the Keizer City Council upon the Council's own
9 motion; and

10 IT APPEARING that the certain Order entitled "In the Matter of the Amendment
11 of Rates for Residential Service for Franchised Solid Waste Collection Within the City
12 of Keizer, Effective as of June 1, 2001 (Yard Debris/Commingled Recycling)" was
13 adopted on November 20, 2000; and

14 IT FURTHER APPEARING that beginning July 1, 1991 it is the responsibility
15 of the City of Keizer to enforce the terms and provisions of Marion County Ordinance
16 No. 615 as amended within the city limits of the City of Keizer which responsibility
17 includes the exercise of authority to set rates for franchised solid waste collection; and

18 IT FURTHER APPEARING that the Marion County subsidy for yard debris
19 pickup has terminated thereby causing an increase in the costs to the solid
20 waste/recycling franchisees; and

21 ///

22 ///

1 IT FURTHER APPEARING that the franchised solid waste collectors in Keizer
2 have requested a revision of the rates, the City Manager's office of the City of Keizer
3 has investigated and reviewed the proposed solid waste collection rates and has
4 recommended approval of the rates set forth in Exhibit "A" attached hereto; and

5 IT FURTHER APPEARING that the collection rates, charges and services with
6 regard to residential service only has been considered at a public hearing held at 7:00
7 p.m., July 7, 2003, by and before the City Council of the City of Keizer; and

8 IT FURTHER APPEARING that the City Council of the City of Keizer expressly
9 hereby finds that current projected revenues and expenses are reasonable; the collection
10 rates should be established as set forth in Exhibit "A" attached; and the proposed rates
11 and services will be just, fair, reasonable and sufficient to provide service to the public,
12 NOW, THEREFORE;

13 IT IS HEREBY ORDERED that the solid waste collection franchisees in the
14 municipal city limits of the City of Keizer, to wit:

15 Loren's Sanitation and Recycling Service, Inc. and

16 Valley Solid Waste Management Corp., dba Valley Recycling & Disposal, Inc.
17 are authorized to charge maximum rates as listed in Exhibit "A" (bolded figures are
18 services/rates being amended), a copy of which is attached to this Order and by this
19 reference incorporated herein, for solid waste collection service in the City of Keizer;
20 and

1 IT IS HEREBY FURTHER ORDERED that the collection franchisees notify
2 their affected customers prior to implementing the new rates as prescribed by Marion
3 County Ordinance 615, as amended; and

4 IT IS HEREBY FURTHER ORDERED that except as amended herein, all other
5 rates, charges and services shall remain in effect without change; and

6 IT IS HEREBY FURTHER ORDERED that this Order shall be effective the first
7 day of August, 2003, until replaced.

8 PASSED this _____ day of _____, 2003.

9 SIGNED this _____ day of _____, 2003.

10

11

Mayor

12

13

City Recorder

EXHIBIT "A"

The maximum rates for solid waste collection service will be provided as a separate document at the City Council meeting on July 7, 2003.



July 7, 2003

AGENDA ITEM 5b

APPEAL OF HEARINGS OFFICER DECISION – MAJOR VARIANCE
CASE NO. 2003-09 (WEIGEL)

CITY OF KEIZER
OFFICE OF THE PLANNING DEPARTMENT
MEMORANDUM

MEMO TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRISTOPHER EPPLEY, CITY MANAGER

FROM: CHERYL VAFAKOS, INTERIM PLANNING DIRECTOR

DATE: JULY 3, 2003

SUBJECT: APPEAL OF HEARING'S OFFICER DECISION
MAJOR VARIANCE CASE NO. 2003-08
FOR PROPERTY LOCATED AT 108 AND 109 SHYRINA CT NE

BACKGROUND:

The subject property is located at 108 and 109 Shyrina Ct NE, on the northwest and southwest corners of Wheatland Rd and Shyrina Ct NE. Shyrina Ct is a street developed for a recently platted subdivision located in the 7800 block of Wheatland Rd, located just north of the Willamette Lutheran Homes. The applicant and property owners are Lloyd and Juanita Weigel. The applicants are appealing the Hearing's Officer's decision to affirm the Zoning Administrator's denial for Major Variance Case No. 2003-08. The property is zoned RS (Residential Single Family) and the properties contain approximately 8,390 and 8,603 sq ft each.

The applicant is requested approval of a Major Variance on two lots, to reduce the required street side setback from an Arterial street from twenty (20) feet to ten (10) feet. Therefore, the applicant is required to receive Variance approval.

The City denied the Major Variance request to reduce the setback and the Hearing's Officer affirmed the Zoning Administrator's decision to deny the variance request in accordance to the criteria identified in Section 3.105.05 of the Keizer Development Code. Lloyd and Juanita Weigel have appealed the Hearing's Officer decision to be heard before City Council.

RECOMMENDATION:

Staff recommends that the City Council open, conduct and close the public hearing. Staff recommends that the City Council affirm the Hearings Officer's and Zoning Administrator's decision to deny Major Variance Case No. 2003-08.

For your information, the application materials, staff decision, initial appeal, Hearings Officer decision, current appeal and additional submitted data are attached to this staff report. Please let me know if you have any questions. Thank you.

ATTACHMENTS:

- EXHIBIT 1 Appeal to City Council
- EXHIBIT 2 Hearing's Officer Decision
- EXHIBIT 3 Submitted Information to Record for Hearings Officer
- EXHIBIT 4 Appeal to Hearing's Officer
- EXHIBIT 5 Zoning Administrator Decision
- EXHIBIT 6 Application for Major Variance Permit



CITY OF KEIZER APPEAL FORM

RECEIVED
CITY OF KEIZER

JUN 19 2003

COMMUNITY DEVELOPMENT

PO CK1307
6/19/03
CITY #1677

Appeal of Staff Decision Fee:
Appeal of Hearing Officer Fee:

\$175.00

\$115.00

APPEAL RIGHTS: Upon final action on a land use application by the Zoning Administrator, Hearings Officer or Planning Commission, the applicant or any persons receiving notice of decision may appeal the decision by filing within ten (10) days from the date of the mailing of the decision. An appeal to the Hearings Officer, Planning Commission or City Council shall include notice at least ten (10) days prior to hearing to the appellant, the applicant and any other individuals who received notice of the original decision.

Any interested person, including the applicant, who disagrees with this decision, may request that the appropriate body at a public hearing consider the application. The appeal is subject to the appellant paying a fee (see fee schedule above) at the time the appeal form is submitted. This fee will be refunded if the appeal is upheld.

The appeal form must be received by the Keizer Community Development Department, 930 Chemawa Road NE, Keizer by 5:00 p.m. on the tenth day following the date of the mailing of the decision. The failure to submit the required fee with the appeal form or notice of appeal, including return of checks unpaid or other failure of consideration, shall be a jurisdictional defect resulting in the dismissal of the case. *Appeals shall state the alleged errors in the original action and the specific criteria, which the appeal is based upon.*

Land Use Case Appealed: 2003-08

Final Date of Appeal Period: _____

Errors identified in original action & Specific Criteria the appeal is based upon:

I am requesting a hearing on July 7 with
The city Council. I believe that there
is no provision for setbacks when there is
a 6' high block wall along main street. The block
wall provides safety and sound from traffic.

Appellant Name: Lloyd Weigel

Address, City, Zip: 3450 Emerald Dr NW
Salem Or 97304

Daytime Phone #: 503 375 9967

The City of Keizer Community Development Department will be in contact to notify you of the scheduled hearing for the appeal of this land use case. If you have any questions, contact the department at (503) 390-3700.

**BEFORE THE HEARINGS OFFICER
FOR THE CITY OF KEIZER**

In the matter of Appeal of Major
Variance Case No. 2003-08

)
)
)
**FINDINGS OF FACT
CONCLUSIONS OF LAW
AND DECISION ON APPEAL**

I. STATEMENT OF THE MATTER

This appeal came for public hearing before the Hearings Officer for the City of Keizer at 7:00 p.m. on May 22, 2003. A hearing was held pursuant to Keizer Development Code § 3.205.02 and in accordance with Or. Rev. Stat. § 197.763.

The record was held open for 15 days, until June 6, 2003 to allow Mr. and Mrs. Weigel to submit additional evidence concerning the purpose of the 20-foot setback required by KDC § 2.102.05.

The appellants, applicants Lloyd and Juanita Weigel, propose a variance to reduce the required street side yard setback to 10 feet where the Keizer Development Code, section 2.102.05(B) requires a setback of 20 feet. The variance is requested on two lots: T6N, R3W, Sec. 23CA, Tax Lots 5800 and 6700. Mr. and Mrs. Weigel request the variance because the angles on the lots creates a problem with building homes that look similar to the other homes in the neighborhood. On April 14, 2003, the Keizer Planning Department denied the

**FINDINGS OF FACT,
CONCLUSIONS OF LAW
AND DECISION ON APPEAL**

applicant's request. On April 16, 2003, Mr. and Mrs. Weigel filed a timely appeal of the denial.

II. SUMMARY OF EVIDENCE

Staff Presentation

Cheryl Vafakos, Interim Planning Director, reviewed the staff decision denying the proposed variance. Staff clarified that the setback is measured from the edge of the Wheatland Road right-of-way, which may be different from the current edge of pavement.

Appellant's Presentation

Mr. Weigel testified that over the years, Marion County and the City of Salem have recognized special problems with corner lots and routinely allow encroachments into the setback from arterial roads. To help mitigate the impacts, he built a 6-foot wall two-feet inside the property line of each corner parcel, adjacent to Wheatland Road. Mr. Weigel further noted that he agreed not to construct duplexes on the corner lots and that he dedicated 10 feet of each parcel for future expansion of Wheatland Road.

Mr. Weigel noted that the subdivision is designed for larger homes. Houses can be designed for the subject parcels, but due to the angles of the lots, the houses would be undesirable and not complementary to the neighborhood. Not all of the other lots are built yet. He also stated that the Wheatland Road curb is 15 feet from the decorative wall.

Mr. Weigel stated that he believed the purpose of the setback was primarily for safety, which is already addressed by the block wall. He stated that

this is the purpose of the Salem Code requirement for a 20-foot setback, and that he believed the Keizer requirement for a 20-foot setback requirement was carried over from the Salem Code when Keizer incorporated.

Finally, Mr. Weigel stated that he believes the comments from the Clearlake Neighborhood Association are personal comments, not the comments of the association. He bases this belief on conversations he has had with individuals.

Public Testimony

No persons appeared at the hearing to testify concerning the proposed variance.

Written Testimony Submitted at the Hearing

Staff submitted the original of the Clearlake Neighborhood Association's comments (received March 26, 2003) to the Hearings Officer for review. The letter is technically already part of the record. No original written testimony was submitted at the hearing.

Evidence Submitted After the Hearing

Mr. Weigel submitted two documents (marked as exhibits 4 and 5) after the hearing, but while the record was still open. Staff also submitted a letter and a copy of the Salem Code, section 146.080, (marked as exhibits 6 and 7) while the record was open.

Documents and Exhibits Considered by the Hearings Officer

1. Petition by Shyrina Court property owners in support of the variance, received June 3, 2003 (labeled as Exhibit 4).

2. Letter from Jim Ramsden, Associate Planner, City of Salem, Community Development, dated June 2, 2003 (labeled as Exhibit 5)
3. Copy of Salem Code section 146.080 (labeled as Exhibit 6)
4. Letter from Cheryl Vafakos to Hearings Officer, dated June 5, 2003 (labeled as Exhibit 7).
5. City of Keizer Appeal Form, received April 16, 2003
6. Letter from Lloyd and Juanita Weigel to City Council Members, dated April 17, 2003
7. Keizer Community Development Department Notice of Decision, Major Variance Case No. 2003-08, with the following exhibits, dated April 15, 2003.
 - Exhibit 1 – Vicinity Map.
 - Exhibit 2 – Proposed Plan
 - Exhibit 3 – Map showing subject parcels and 20-foot setbacks
 - Applicant's statement of request
8. City of Keizer Major and Minor Variance Application, received February [unreadable], 2003
9. Applicant's Statement of Request with the following attachments, received March 5, 2003.
 - Letter from Lloyd and Juanita Weigel to Cheryl Vafakos, dated February 5, 2003
 - Site Plan, Lot 1, Shyrina Court
 - Site Plan, Lot 10, Shyrina Court
 - Reduction of lots 1 and 10
 - Six photographs
 - Proposed Plan, Exhibit B from Minor Variance Case No. 2001-33

III. DISCUSSION

Findings of Fact

The findings of fact contained in the Staff Recommendation are adopted by reference into this decision without change. The following are additional findings concerning this appeal.

**FINDINGS OF FACT,
CONCLUSIONS OF LAW
AND DECISION ON APPEAL**

1. The Salem Code, section 146.080(c) requires a 20-foot setback from an arterial street, unless a larger setback is designated in the code.
2. The letter from the City of Salem Community Development states that the purpose of the setback is:

to provide greater separation for single family dwellings from the more heavily traveled streets. The separation mitigates to some degree the noise and exhaust fumes from more heavily traveled streets and provides additional open space for single family dwellings.
3. Staff's letter to the Hearings Officer stated that staff was unable to find documentation regarding the adoption of KDC § 2.102.05 and any connection to the City of Salem's code.
4. The comments of the Clearlake Neighborhood Association were made on the original notice form that the City of Keizer mailed to the neighborhood association.

Conclusions of Law

The conclusions of law contained in the Staff Recommendation are adopted by reference into this decision without change. The following are additional conclusions concerning this appeal.

1. The Hearings Officer agrees with the appellants that homes can be designed to fit the subject parcels. In the Hearings Officer's experience, site-specific design can address issues relating to neighborhood character and desirability, especially in a subdivision that is not yet fully built. The appellants could have, but did not submit testimony from a design expert stating that homes

designed to fit within the standard building envelope would necessarily be out of character with the neighborhood or undesirable. The proposed variance does not comply with KDC §3.105.05(1).

2. The original intent and purpose for requiring the 20-foot setback is unknown. It is also unknown to the Hearings Officer whether the 20-foot setback may have been carried over without change from the Salem Code to the Keizer Code at the time Keizer incorporated, or adopted its own zoning code. The current purpose of the setback is multi-fold. Staff stated that the intent and purpose is to provide better light, air, visibility, and to help mitigate traffic impacts from arterials. The letter from Salem Community Development generally agrees. The existence of the 6-foot wall makes this a difficult issue. The Hearings Officer believes the question of compliance with KDC §31.05.05(4) is a question of whether one believes that the 6-foot wall separating the building envelopes of the subject parcels from Wheatland Road is sufficient to ensure compliance with the purposes of the setback. The Hearings Officer does not believe so. While the 6-foot wall will block some of the impacts to and from Wheatland Road, it does not fully mitigate the impacts relating to a two-story house. A two-story house will still block light onto Wheatland Road in excess of that blocked by the existing wall. The 6-foot wall will not mitigate air issues from Wheatland Road, nor sound to the second story.

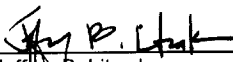
3. As a matter of law, when a neighborhood association submits a comment on its letterhead, on the original notice form that the City of Keizer mailed to the neighborhood association, or when a person submits a comment

"on behalf of" or "for" the neighborhood association (i.e., with delegated authority), the Hearings Officer will presume that the letter is the position of the neighborhood association. The Hearings Officer will deviate from this presumption only when there is compelling evidence to the contrary. There is no compelling evidence supporting the claim that the comments of the Clearlake Neighborhood Association are not the official comments of the association. To prevent confusion in the future, the neighborhood association could (but will not be required by this Hearings Officer) to submit some supporting authority with its comments, such as a copy of minutes of the meeting in which the issue was discussed, or evidence of delegated authority to comment on behalf of the neighborhood association without such a meeting. Again, this a mere suggestion. This Hearings Officer will not discount any comments if such supporting authority is not attached.

IV. DECISION

Based upon the document and exhibits listed above, and the testimony and evidence presented before the Hearings Officer, and the findings of fact, conclusions of law, and reasoning by the Hearings Officer presented herein, the appeal is **DENIED**. The staff decision on the proposed variances is **UPHELD**.

DATED this 9 day of June, 2003



Jeffrey B. Litwak
Hearings Officer

FINDINGS OF FACT,
CONCLUSIONS OF LAW
AND DECISION ON APPEAL

RECEIVED
CITY DEVELOPMENT
We, the property owners on Shyrina Court N, have no objection to the variance that Lloyd and Juanita Weigel are requesting concerning the ten foot setback on lots 1 and 10. The homes that have been designed only have a corner of the house, on each lot, which encroach into the 20 feet easement. We prefer to have Weigels build the two homes which he has had designed for these two corner lots as they conform more with what is being built on Shyrina Ct. If he is forced in reducing the width of these homes this will cause him to build a smaller looking house to meet city's setback.

The existing homes have and give the appearance of being quite large. We purchased our lots and homes on Shyrina due to the oversized streets, the oversized lots, and the livability that this area gives us. Two smaller homes will look out of place in our neighborhood. We feel that this would destroy the atmosphere that we are trying to maintain in this area.

We feel that granting this ten foot easement will benefit our whole community.

I the undersigned have read and agree with the above statement.

Parrell Beaman

6788 Westridge Ct. N Keizer

Bonnie Beaman

LOT #8 we bought

Lawn Motts

198 Shyrina Ct N

Duprell Jr

198 Shyrina chr

Jeffrey

199 49 ply Ct

Mike Pugh

128 Shyrina

RT-Molen

168 Shyrina

By: Tammy Rardin, President
Weigel Homes Inc.

148 Shyrina Ct N.

Breesee

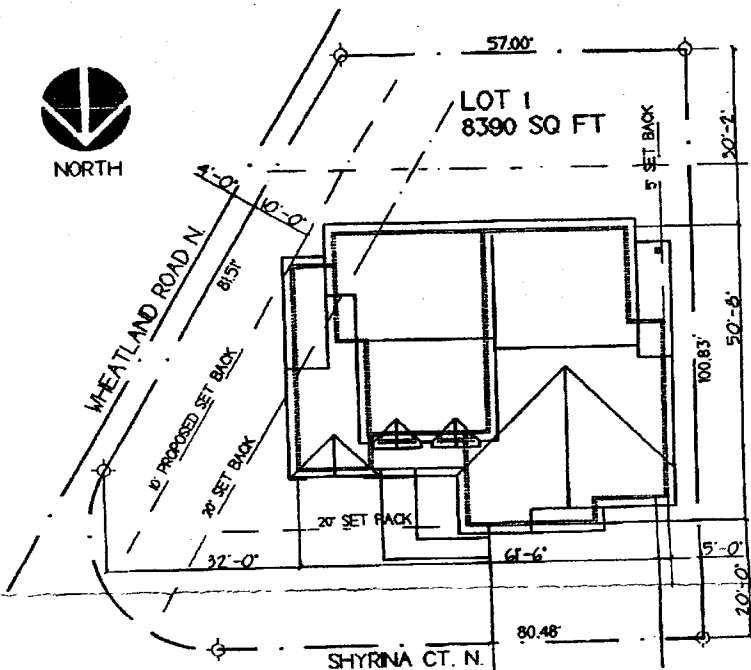
Lot 9

Lloyd Callahan

Lot 10

2003-08
APPEAL TO H.O.
EXHIBIT 4

NORTH



SCALE: 1" = 20'-0"

LOT 1
SHYRINA COURT
KEIZER, OREGON
MARION COUNTY

NEW HOME CONSTRUCTION

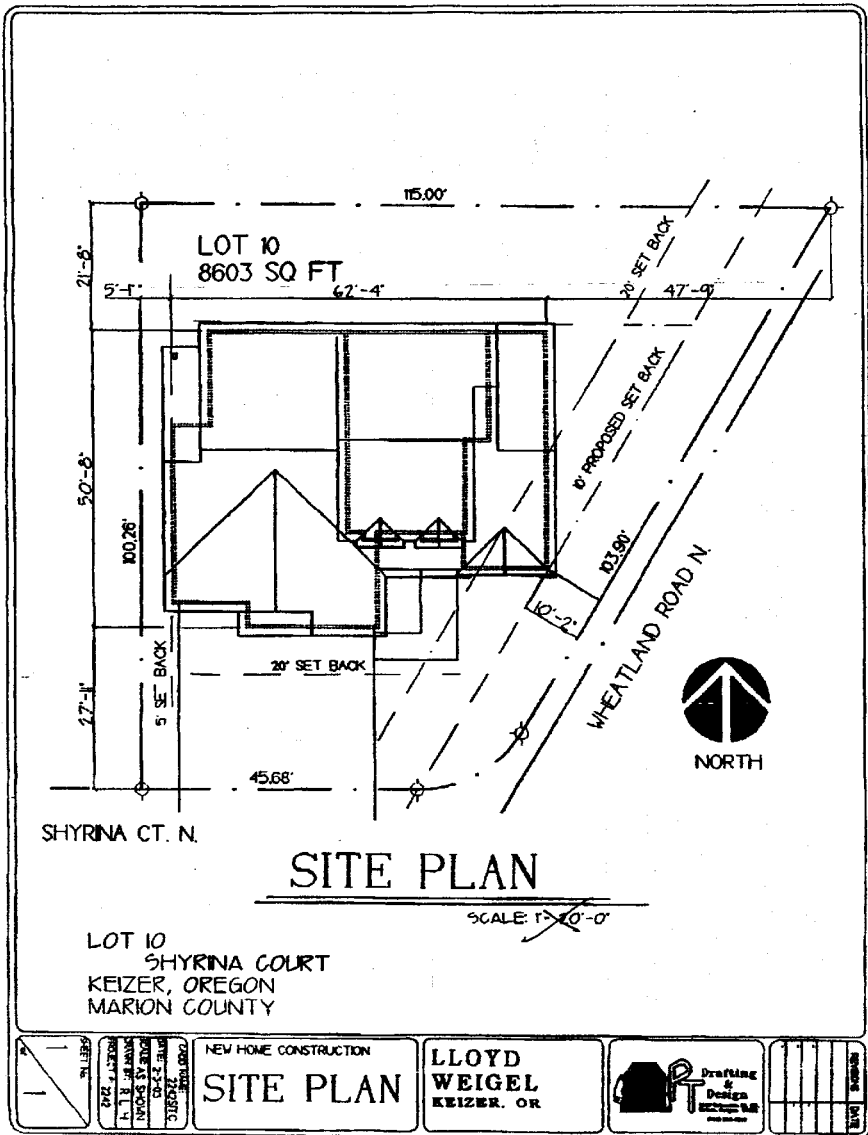
SITE PLAN

**LLOYD
WEIGEL
KEIZER, OR**



**Drafting
&
Design**

REMARKS	DATE





CITY OF KEIZER
COMMUNITY DEVELOPMENT

June 2, 2003

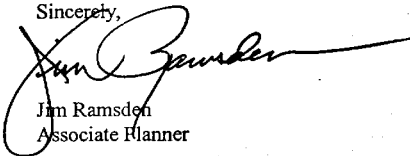
City of Keizer
Hearings Officer
Planning Department
Keizer, Oregon 97303

RE: Response to City of Keizer Hearings Officer

Dear Hearings Officer:

The City of Salem's RS (Single Family Residential) zone requires that there be a minimum setback for any yard adjacent to a street of 20 feet from the right-of-way line of a designated parkway, collector or arterial street (SRC 148.080(c)). The purpose of the increased setback is to provide greater separation for single family dwellings from the more heavily traveled streets. The separation mitigates to some degree the noise and exhaust fumes from more heavily traveled streets and provides additional open space for single family zoned areas. Adjacent to a local street the setback is required to be a minimum of 12 feet except where a garage or carport entrance faces the street the setback is 20 feet. Usually, the City's Public Works Department does not allow driveway access onto a parkway, collector or arterial street when access can be provided from a local street.

Sincerely,



Jim Ramsden
Associate Planner

cc: Lloyd and Juanita Weigal
3450 Emerald Drive NW
Salem, OR 97304

G:\Group\CD\PLANNING\Correspondence\Keizerhoweigal.jwr.wpd

2003-08
APPEAL TO H.O.
EXHIBIT 5

COMMUNITY DEVELOPMENT

ZONING

(1) Freestanding support structures 35 feet or less in height and equipment enclosures. (Ord No. 82-96)

146.040. CONDITIONAL USES. The following uses, with conditional use approval as provided in SRC chapter 117 or 118, as applicable, are permitted in the RS district:

(a) Those uses listed in SRC 146.030, at the developer's option, as provided in subsection (b) of that section.

(b) Crude petroleum and natural gas extraction (131).

(c) Electric services (491).

(d) Gas production and distribution (492).

(e) Water supply (494).

(f) Beauty Shops (723).

(g) Barber shops (724).

(h) Civic, social, and fraternal organizations (864).

(i) Community or neighborhood club buildings, including swimming pools and similar recreation facilities, when operated by a nonprofit community club.

(j) Historically or architecturally significant buildings as specific conditional uses under SRC chapter 118.

(k) Child day care centers as specific conditional uses under SRC Chapter 118.

(l) Nursing and personal care facilities (805).

(m) Residential care facilities, including homeless shelters serving five or fewer persons (836), except residential homes and other structures housing families of handicapped persons and inpatient or outpatient drug or alcohol treatment facilities. (Ord No. 57-85; Ord No. 17-88; Ord No. 2-93; Ord No. 25-93)

146.050. PROHIBITED USES. Within any RS district, no building, structure, or land shall be used, erected, structurally altered, or enlarged for any use not permitted under SRC 146.020 to 146.040, except as provided in SRC 113.090(c).

DEVELOPMENT STANDARDS

146.060. HEIGHT. Within an RS district:

(a) Dwellings altered, or enlarged shall not exceed either 28 feet in height, or the existing dwelling height, whichever is higher.

(b) New dwellings shall not exceed 35 feet in height.

(c) Heights of accessory structures shall meet the requirements of SRC chapter 131.

(d) No other building or structure erected, altered, or enlarged shall exceed a height of 50 feet. (Ord No. 65-86; Ord No. 116-94; Ord No. 31-96)

146.070. LOT AREA AND DIMENSIONS. Within an RS district:

(a) Lot area. The minimum lot area requirement for single family dwellings is 4,000 square feet. All nonresidential uses shall occupy lots of 6,000 square feet or more except those uses specified in SRC

146.020(b) and SRC 146.020(g) or as otherwise specifically provided in this zoning code. Duplexes, where allowed under SRC 146.020(b), shall meet the provisions of SRC 148.070(b).

(b) Lot dimensions, single family dwellings and duplexes. Each single family dwelling shall be located on a lot having a minimum width of 40 feet and an average lot depth between the front and rear lot lines of not less than 70 feet and not more than 300 percent of the average width between the side lot lines. Minimum lot area requirements shall also be met.

(c) Lot dimension, nonresidential uses. The minimum lot depth requirement for nonresidential uses is 80 feet, and the minimum lot width requirement is 40 feet, providing the minimum lot area is met.

(d) See SRC 130.260 for street frontage requirements. (Ord No. 18-94)

146.080. FRONT YARDS AND YARDS ADJACENT TO STREETS. Within an RS district:

(a) Along the full extent of each front lot line and lot line adjacent to a street, there shall be a minimum required yard 12 feet in depth.

(b) Within 20 feet from the street right-of-way no more than two adjacent lots shall have the same setback line from the right-of-way for the main building. The setbacks for main buildings shall vary at least four feet in depth between adjacent lots. A single family dwelling having a side yard adjacent to a street shall not be considered as affecting or affected by setbacks of adjacent buildings under this subsection.

(c) Notwithstanding the provisions of subsections (a) and (b) of this section, there shall be a minimum required yard of 20 feet from the right-of-way of a designated arterial or collector street or as designated in SRC Table 130-1, whichever is greater.

(d) Setbacks for accessory structures shall be subject to the requirements of SRC 131.040.

(e) Zero side yard development shall meet the requirements of SRC 119.550.

(f) Notwithstanding any other provisions of this section, garages or carports having a vehicle entrance facing a street shall be set back at least 20 feet from the furthest from the street of the following lines:

(1) The right-of-way line or easement line;

(2) The outside curbline; or

(3) The edge of the sidewalk furthest from the street.

(g) Along the full extent of each front lot line not adjacent to a street, such as a flag lot or along a private drive, there shall be a minimum required yard 12 feet in depth. (Ord No. 65-86; Ord No. 85-92)

146.090. INTERIOR SIDE YARDS. Within an RS district:

(a) Each lot occupied by a single family dwelling and having an interior side lot line shall have a minimum required side yard three feet in depth along that side lot line between the yards required under SRC 146.080 and 146.100.

(b) Each lot having an interior side lot line shall have a minimum required side yard of:

(1) Five feet for a building or structure not more

2003-08
APPEAL TO H.Q. 12/96
EXHIBIT C



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

Administration • Public Works • Community Development • Municipal Court • Police (business only) Phone 503.390.3713 Fax 503.390.8295

To: Jeff Litwak, Hearings Officer
From: Cheryl Vafakos, Interim Planning Director ✓
Date: June 5, 2003
Re: Variance Case No. 2003-08; Additional information submitted to the record.

Please find attached:

1. Submitted by Lloyd Weigel, a petition signed by 9 people listing their address as within the subdivision and one located on Westridge. (Our records indicate Darrell Beam of Westridis building a house within the Weigel's subdivision.
2. Submitted by Lloyd Weigel, a letter from Jim Ramsden, Associate planner from the City of Salem.
3. Submitted by City Staff, a copy of a section of Salem Revised Code, more specifically the section regarding front yard setbacks from an arterial or collector streets.

I was unable to find any documentation regarding the adoption of section 2.102.05 of the Keizer Development Code and any connection to the City of Salem's code. Section 146.080 of Salem's Revised Code does not provide any insight into the intent or purpose of this provision even if we could provide the connection between Keizer's and Salem's code.

2003-08
APPEAL TO H.O.
EXHIBIT 7



CITY OF KEIZER APPEAL FORM

RECEIVED
CITY OF KEIZER

APR 16 2003

Appeal of Staff Decision Fee:
Appeal of Hearing Officer Fee:

\$175.00
\$115.00

COMMUNITY DEVELOPMENT

APPEAL RIGHTS: Upon final action on a land use application by the Zoning Administrator, Hearings Officer or Planning Commission, the applicant or any persons receiving notice of decision may appeal the decision by filing within ten (10) days from the date of the mailing of the decision. An appeal to the Hearings Officer, Planning Commission or City Council shall include notice at least ten (10) days prior to hearing to the appellant, the applicant and any other individuals who received notice of the original decision.

Any interested person, including the applicant, who disagrees with this decision, may request that the appropriate body at a public hearing consider the application. The appeal is subject to the appellant paying a fee (see fee schedule above) at the time the appeal form is submitted. This fee will be refunded if the appeal is upheld.

The appeal form must be received by the Keizer Community Development Department, 930 Chemawa Road NE, Keizer by 5:00 p.m. on the tenth day following the date of the mailing of the decision. The failure to submit the required fee with the appeal form or notice of appeal, including return of checks unpaid or other failure of consideration, shall be a jurisdictional defect resulting in the dismissal of the case. *Appeals shall state the alleged errors in the original action and the specific criteria, which the appeal is based upon.*

Land Use Case Appealed: May Var 2003-08

Final Date of Appeal Period: April 29, 2003

Errors identified in original action & Specific Criteria the appeal is based upon: _____

see attached

Appellant Name: Lloyd & Juanita Weigel

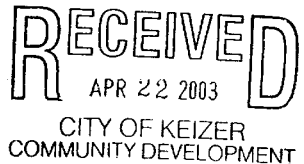
Address, City, Zip: P o Box 5384

Salem Or 97304

Daytime Phone #: 503 375 9967

The City of Keizer Community Development Department will be in contact to notify you of the scheduled hearing for the appeal of this land use case. If you have any questions, contact the department at (503) 390-3700.

P O Box 3450
Salem, Oregon 97304
April 17, 2003



City of Keizer
City Council
Keizer, Oregon 97303

Major Variance 2003-08

Dear City Council Members;

I am requesting that you review the file on the **MAJOR VARIANCE 2003-08** for reducing a 20 foot side yard setback to 10 feet. This 20 foot setback was created to keep houses from having blocked views on either ingress or egress on the main road. Due to the fact that we have built a 6 foot block wall inside the property line two feet it gives additional footage between the street and our wall. The block wall acts as a bumper between the houses and the street. There will be not be any blockage of vehicle views due to the block wall on either egressing or ingressing. When the subdivision was built we donated an additional 10 feet of our land so that in the future, if Wheatland Road, is widen to four lanes the City of Keizer will have the additional property to expand the road and still have sidewalk and landscaping between the wall.

We, also, had the right to built duplexes on these corner lots which would have created a hazard on Wheatland Rd. After reviewing this problem with the engineers in the City of Keizer we gave up our rights to use these corner lots for duplexes. We built a block wall to the City of Keizers specifications. We, also, was under the impression that we could reduce the side yards from 20 feet to 10 feet due to the block wall. We feel when this subdivision was put together we took into consideration the community--we installed oversized streets and oversized lots so the people living in this area would have the opportunity to build a larger home than a normal size lot would handle.

The reason that we are requesting this variance is because the angles on the lots create a problem in building homes with the design and looks of the homes which will be built next to them. Even though you take away the side yard and the square footage shows that we have enough land to build a home, but due to the unusual angles of these lots we have found that it is impossible to design a home that would match the rest of the neighborhood. I believe that in reviewing the plots you will see what we are up against and why we need the variance.

In the past years, when I was a builder, the City of Salem allowed a variance in putting the corner of a house into a 20 foot setback under special situations. We do not believe that this will in anyway allow anyone else with a corner lot to get a variance to reduce their sideyard to 10 feet unless they meet the same criteria that we have met by building a block wall along the property lines, which would not hamper vehicle views for egressing or ingressing.

COMMENT: On the individual, Mr Ohln, who represents the Clearlake Neighborhood Association we can not find where the community was involved in his comments. I feel that his comments were made as an individual representing his own views and not the views of neighbors in the surrounding area.

Sincerely,

Two handwritten signatures in dark ink. The first signature, on the left, appears to read "Juan D. Weigel". The second signature, on the right, appears to read "Lloyd A. Weigel".

KEIZER
COMMUNITY DEVELOPMENT DEPARTMENT

NOTICE OF DECISION

MAJOR VARIANCE CASE NO. 2003-08

I. REQUEST

The following report reviews a land use application for a **Major Variance to Section 2.102.05(B)** of the Keizer Development Code which establishes minimum yard setbacks for property in the Single Family Residential (RS) zoning district. The request is to allow a ten (10) foot setback of the street side yard where twenty (20) feet is required, for two lots along their side yard property lines adjacent to Wheatland Road. Wheatland Road is a minor arterial street; and the minimum setback for a side yard on an arterial street is twenty (20) feet.

II. BACKGROUND

- A. APPLICANT/PROPERTY OWNER:** Lloyd and Juanita Weigel
- B. PROPERTY LOCATION:** The subject property is located at 108 and 109 Shyrina Ct NE. The subject property is located on the west side of the intersection of Wheatland Rd and Shyrina Ct N, Keizer. The subject parcels are also identified as lots '1' & '10' in the Clearlake Heights subdivision, as recently recorded. The County Assessor's map identifies the property as being located within Township 6 South; Range 3 West; Section 23CA; Tax Lots #05800 and #06700. (See Exhibit '1'.)
- C. PARCEL SIZE:** Lots '1' and '10' are approximately 7,990 sq ft and 8,399 sq ft in area, respectively.
- D. EXISTING DEVELOPMENT AND PUBLIC FACILITIES:** Both parcels are vacant and have full public facilities available. There is a new house near completion on Lot '2' which is next to the subject Lot '1'. Lots '5' and '6', at the west end of Shyrina, are fully developed for residential use, and the other seven lots in the ten-lot subdivision are vacant. A six-foot high, decorative block fence has

Major Variance 2003-08
Property Address: 108 and 109 Shyrina Ct NE
Notice of Decision Dated April 14, 2003

Last Date to Appeal April 24, 2003

120 Day Rule Deadline July 10, 2003

Appeal Date
Comments
Decision
Findings and Conclusions
Final Date
Exhibit A - Vicinity Map
Exhibit B - Proposed Plan

Page 2
Page 3
Page 2
Page 3
Page 2
Page 6
Page 7

been built, with variance approval, two (2) feet from the property lines of the subject lots. The block fence runs the length of the lots along Wheatland Road, and curves around the corner turn radius onto Shyrina Court.

- E. **ZONING:** The subject subdivision and lots are designated LDR (Low Density Residential) on the Comprehensive Plan Map and are zoned Residential Single Family (RS).
- F. **ADJACENT ZONING AND LAND USES:** Surrounding properties to the north and east are zoned UT (Urban Transitional) and are predominantly single family residences. Properties to the south are zoned RM (Medium Density Residential) and contain a fire department and an adult care facility.
- G. **PERTINENT PAST PLANNING:** The decorative block wall along Wheatland Road required approval of a Variance to allow its height and proximity to Wheatland Road's right-of-way (Major Variance Case No. 2001-46). The subdivision that created the subject lots was created by actions monumented in Subdivision Case No. 2000-01
- H. **PROPOSAL:** The applicant is requesting a variance to Keizer Development Code Section 2.102.05 which establishes minimum yard setbacks for property in the Single Family Residential (RS) zoning district. Wheatland Road is a minor arterial street. The minimum setback for a side yard on an arterial street is twenty (20) feet. The applicant is proposing to reduce the setback to ten (10) feet. (See Exhibit '2'.)

III. DECISION

Notice is hereby given that the Zoning Administrator for the City of Keizer has **DENIED** the Major Variance request. Findings in support of this decision are found in Section V, Page 3.

IV. APPEALS

Any interested person, including the applicant, who disagrees with this decision may request an appeal be heard by the Keizer Hearings Officer at a public hearing. The appeal is subject to the appellant paying a \$175.00 fee. This fee may be refunded if the appeal is upheld.

Requests for review by the Hearings Officer must be in writing and be received in the Keizer Community Development Department, 930 Chemawa Road NE, Keizer by 5:00 p.m. April 24, 2003.

Unless the decision is appealed, this decision becomes final on <u>April 25, 2003</u>
--

V. COMMENTS

AGENCY COMMENTS:

- A. The Public Works Department provided the following comments as conditions, "[D]riveways are to be located as far to the west as possible on both lots. Home shall not encroach into any public utility easements."
- B. The Clearlake Neighborhood Association submitted the following comments:
- "We oppose the granting of this variance.
1. Scrap the design of the home design that won't fit on the lot. Replace it with a custom design that fits on the lot. Any good architect should be able to design a home that will fit on the lot.
 2. Change the CCRs.
 3. Pursue a lot line adjustment.
- Unwillingness to design a true custom home that will fit on an odd shaped lot in compliance with the development code should not be adequate justification for granting a major variance!"
- C. Keizer Police Department; Salem Public Works; Marion County Fire District #1; and, Marion County Surveyors responded they have reviewed the proposal and determined they have no comments.

VI. FINDINGS AND CONCLUSIONS

- A. Section 2.102.05 establishes minimum yard setbacks for property in the Single Family Residential (RS) zoning district. Wheatland Road is a minor arterial street. The minimum setback for a side yard on an arterial street is twenty (20) feet.
- The applicant is proposing a minimum setback of ten (10) feet from Wheatland Rd. (See Exhibit 'B'.) Therefore, variance approval is required as this proposal does not comply with requirements of the Keizer Development Code.
- B. The decision criteria for a variance are contained in Section 3.105 of the Keizer Development Code. The criteria and staff's findings are listed below:
1. *The degree of variance from the standard is the minimum necessary to permit development of the property for uses allowed in the applicable zone.*

FINDINGS: The subject properties are approximately 8,390 and 7,990 sq ft in area. The twenty (20) foot setback area encompasses approximately 2,300 sq ft of each lot. This leaves over 5,500 sq ft of buildable area within each of the subject properties. The minimum lot size for a single family dwelling within a RS (Residential Single Family) zone is 5,000 sq ft. The area left for development after removing the twenty (20) foot setback area is larger than the minimum lot size required for development of a single family dwelling within the RS zone.

The minimum lot width for the RS zone is forty (40) feet. While the lots are irregular in shape both lots can meet the minimum lot width after removing the required side, rear, and twenty (20) foot setback area required from Wheatland Rd. (See Exhibit '3'.)

Staff finds the variance request is not the minimum necessary to permit development of the property, for uses allowed in the RS zone. Staff proposes that an alternative house plan could be used that would fit the subject property within the required setbacks. The proposed variance cannot satisfy this criterion.

2. *There has not been a previous land use action approved on the basis that variances would not be allowed.*

FINDINGS: There are no prior land use actions, which expressly prohibit the granting of the variance. The proposed variance satisfies this criterion.

3. *The variance will not be unreasonably detrimental to property or improvements in the neighborhood of the subject property.*

FINDINGS: The reduction of the setback area for two parcels should not unreasonably affect properties within the neighborhood. An overall detrimental effect upon the neighborhood could occur if additional properties in the vicinity also applied for, and received approval for the same request thereby resulting in a large closed in area along Wheatland Rd. This variance will not result in creating a product that is detrimental to properties or improvements in the neighborhood of the subject properties. The proposed variance satisfies this criterion.

4. *The variance will not significantly affect the health or safety of persons working or residing in the vicinity.*

FINDINGS: Setbacks along arterials provide better light, air, and visibility, and help mitigate the negative impacts from a higher traffic volume on arterial streets. A variance¹ was previously granted providing for the placement of a block wall along the property line adjacent to Wheatland Rd. The addition of the house located within this area should not create any additional health or safety issues. The proposed variance satisfies this criterion.

5. *The variance will be consistent with the intent and purpose of the provision being varied.*

FINDINGS: The intent and purpose for the setback requirements from an arterial is to provide better light, air, visibility and help mitigate the negative impacts from a higher traffic volume on arterial streets than are created by local or collector streets. No permanent structures may be built within this area affording pedestrian and vehicular safety by providing areas with less visual obstructions. Future street improvements proposed along Wheatland road may further increase the amount of impact traffic may impose upon the residential structure by moving the roadway closer than it is currently. The proposed major variance does not provide adequate distance from Wheatland Rd to help mitigate that impact. The proposed variance does not meet this criterion.

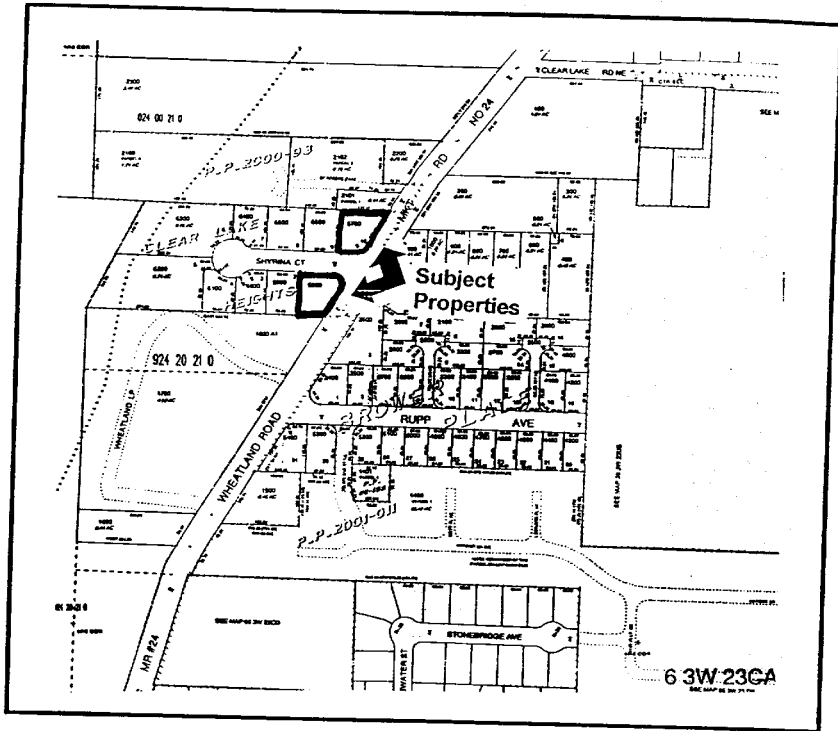
If you have any question about this application or the decision please call (505) 390-3700 or visit the Community Development Department at the above address.

REPORT PREPARED BY:

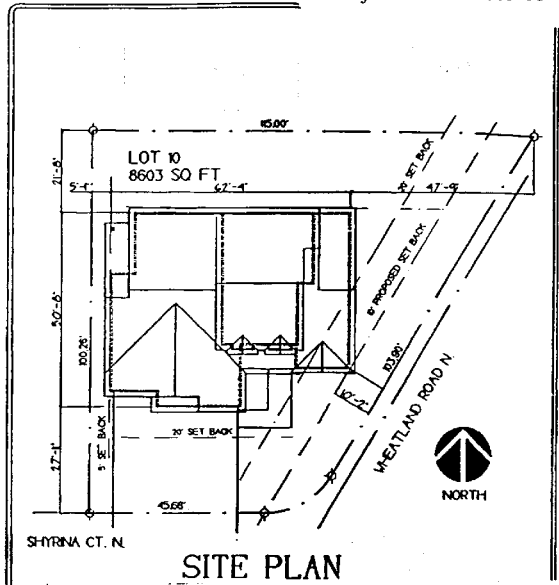
Cheryl Vafakos
Cheryl Vafakos
Interim Planning Director

Date: Apr. 14, 2003

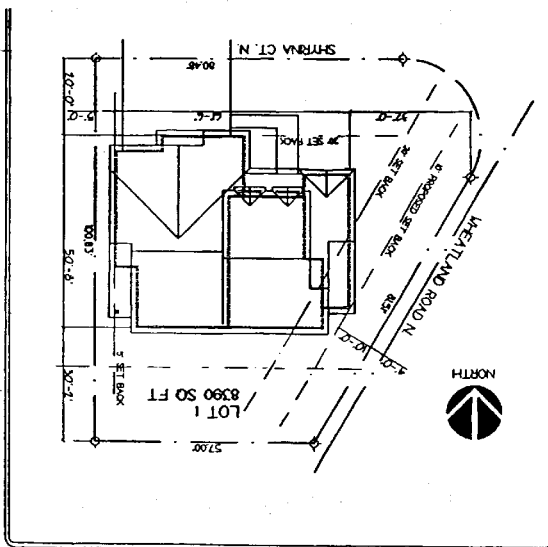
¹ Major Variance Case No. 2001- 46 on appeal of staff decision was granted to allow a six foot decorative block wall along the property line adjacent to Wheatland Rd.



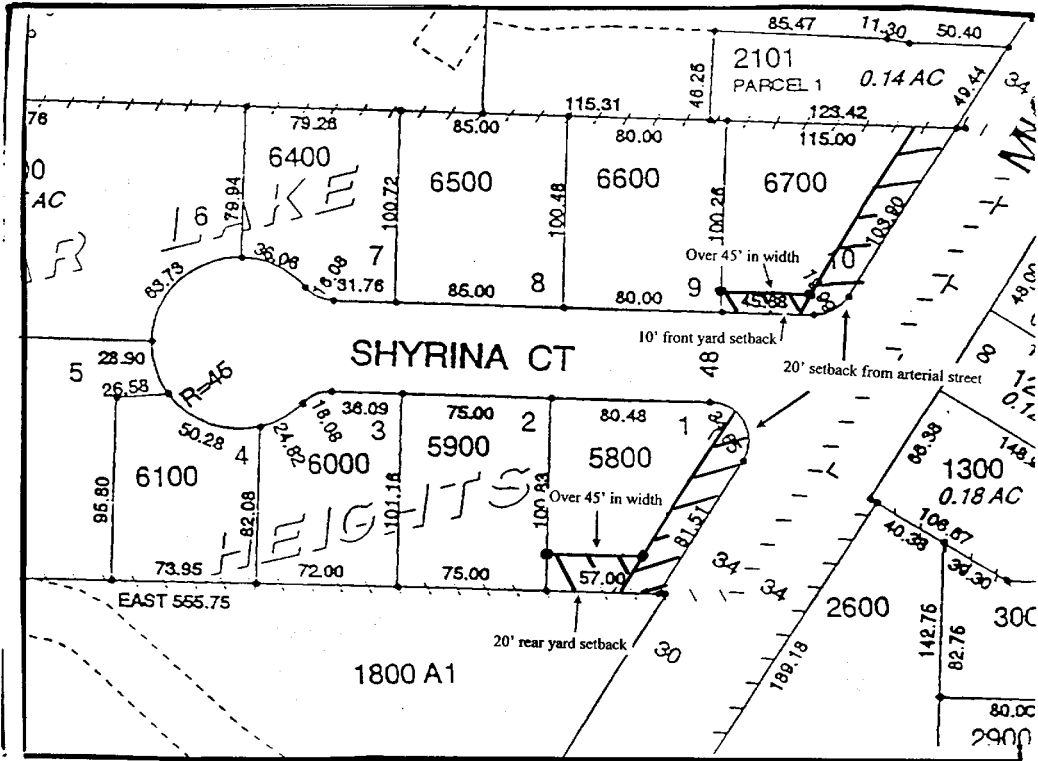
Vicinity Map



SITE PLAN

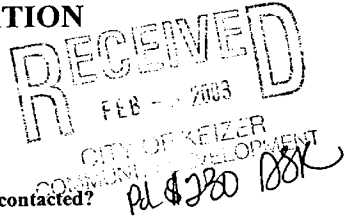


Proposed Plan





CITY OF KEIZER MAJOR & MINOR VARIANCE APPLICATION



FEE: \$230

If there are any questions about this application, who should be contacted?

Name: Lloyd Weigel
Address: 3450 Emerald Dr NW Salem
Daytime Phone Number: 503 375 9967

1. Applicant Name

Lloyd & Juanita Weigel
Phone 503 375 9967

Address

3450 Emerald Dr NW
Salem Or 97304

2. Property Owner Name

Lloyd & Juanita Weigel
Phone 503 375 9967

Address

3. The owners of record of the subject property do hereby request permission for a variance to the following standard from 20' side yard to 10' on lot 1 and

lot 10

4. Street Address of subject property _____

5. Size of subject property (acres or Sq. Ft.) Lot 1 8390[±] Lot 10 8603[±]
108 Shyma Ct NE 108 Shyma Ct NE
6. THE APPLICANT(s) SHALL CERTIFY THAT:

- A. The above variance request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- B. If the application is approved, the applicant will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.

- C. All of the above statement and any statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicant's knowledge; and the applicant acknowledges that any permit issued on the property may be revoked if it is found that any statements are false.
- D. The applicant acknowledges that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

SIGNATURE(s) of APPLICANT

[Signature] *[Signature]*
Dated this 5 day of Feb, 2003

AUTHORIZATION BY PROPERTY OWNER(s)

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

SIGNATURE

[Signature]

ADDRESS & PHONE

3450 Emerald Dr NW
Salem Or 97304

(phone)

SIGNATURE

[Signature]

ADDRESS & PHONE

3450 Emerald Dr NW
Salem Or 97304
503 375 9967 (phone)

FOR OFFICE USE ONLY

Township _____ Range _____ Section _____
Tax Lot Number(s) _____
Zone/Map _____
Neighborhood Association _____
Comp Map _____

Application elements submitted:

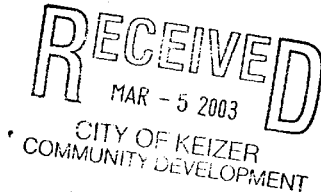
- ____ (a) Title transfer
____ (b) Plot Plan
____ (c) Statement
____ (d) Filing fee

Date Application Determined Complete

Application Accepted By

3450 Emerald Dr NW
Salem, Oregon 97304
March 5, 2003

City of Keizer
Planning Dept.



re: lot line adjustment for 108 and 109 Shyrina Ct NE

Dear Cheryl Vafakos;

In answer to your letter of February 28th in regards to the above lot line adjustments I will address the issues as follows:

A. The two story houses that we have designed will compliment the homes in the subdivision. The corners project into the 20' setback by 10 feet. The corners take up very little room in the 20' setback but I still need a 10' setback line on the Wheatland Road side.

B. At the time that the subdivision was built I did not realize that the unusual shape of these lots would create a problem in putting a home on these lots.

C. These home due to the small area projected into the 20' setbacks by changing the setback line to a 10' setback on Wheatland Rd side will not affect the view of the traffic on Shyrina or Wheatland since there is a 6 foot high block wall. This will significantly increase the liveability of the families who are able to purchase either home since the homes will have 3 car garages. Also, the side yard between the block wall and the homes are quite large and the backyards will still be large. These new home will significantly increase the appearance of the neighborhood and community since the 3 homes directly across Wheatland Rd are only approximately 800 square feet each and approx. 60 years old.

D. For safety there is 17' between the curb and the wall on Wheatland Road going into Shyrina Ct with the wall wrapping at the entrance in a half circle which does not affect the traffic coming in or going out.

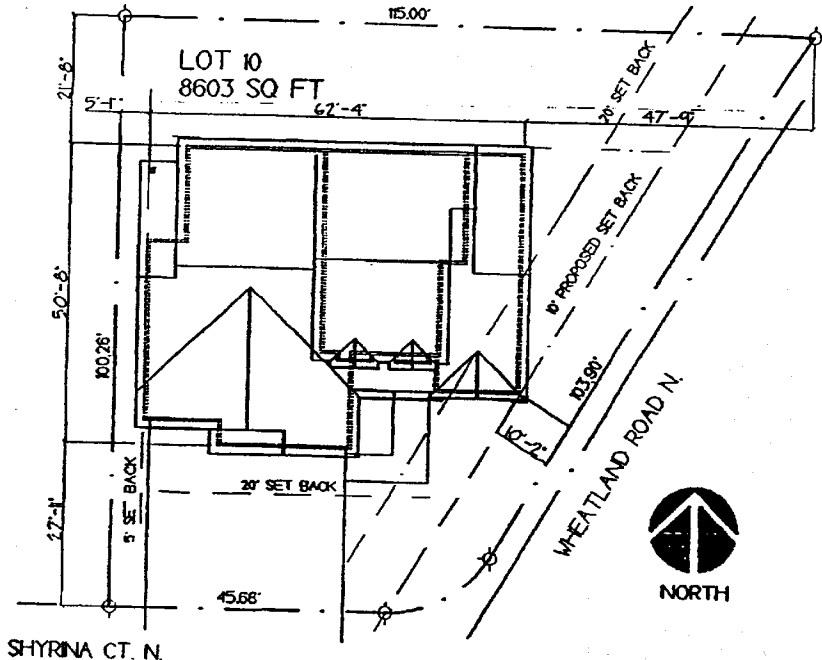
E. This will improve our community by the homes being built on the properties to the size of the homes it will allow us to build and to match the existing home which will be built on Shyrina Ct.

Sincerely,

A handwritten signature in cursive script that reads "Lloyd and Juanita Weigel".

Lloyd and Juanita Weigel

Applicant's statement of
request



SITE PLAN

SCALE: 1" = 10'-0"

LOT 10
SHYRINA COURT
KEIZER, OREGON
MARION COUNTY



OWNER
LLOYD WEIGEL
KEIZER, OR

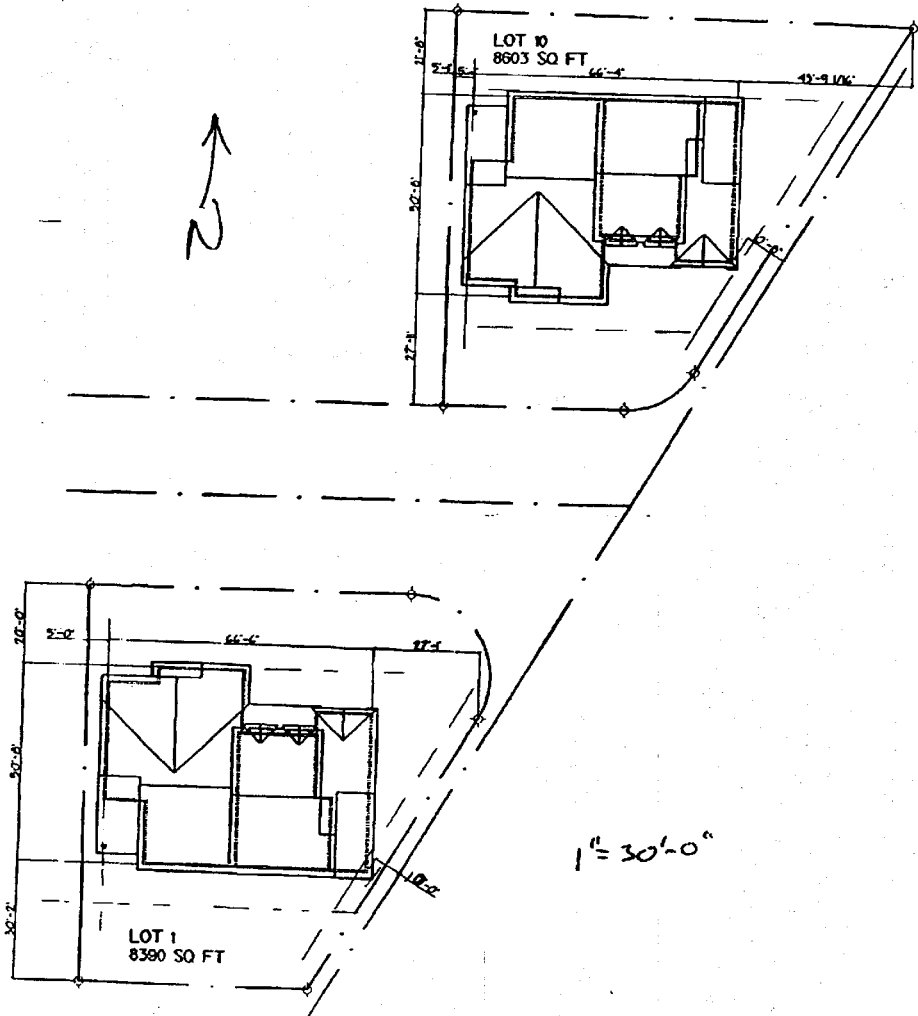
NEW HOME CONSTRUCTION

SITE PLAN

LLOYD
WEIGEL
KEIZER, OR



DATE	2003-08
BY	LDW
CHECKED	
DATE	
BY	
CHECKED	
DATE	
BY	
CHECKED	
DATE	



3450 Emerald Dr NW
Salem, Oregon 97304
Feb. 5, 2003

City of Keizer
Planning Dept

re: lot line adjustment

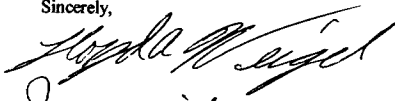
Dear sir:

1. Names of Property owners: **Lloyd and Juanita Weigel**
3450 Emerald Dr NW
Salem, Oregon 97304
2. Lot 1 and lot 10 on Shyrina Ct NE--Clearlake Heights
4. Both lots would have 2 story homes with 3 car garages, a requirement of CCRs in subdivision

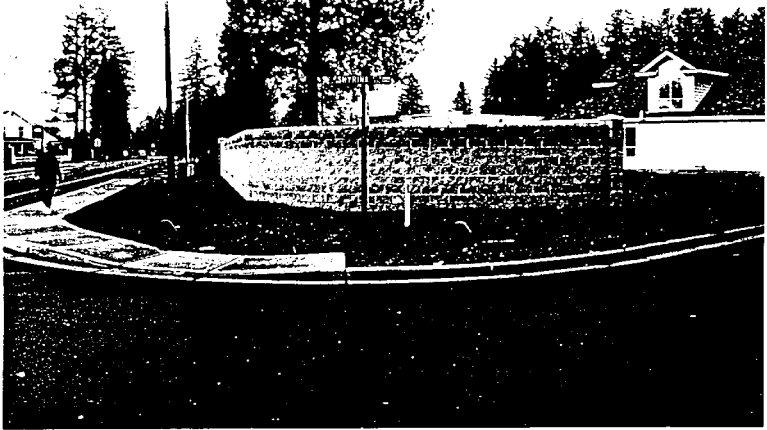
C. Due to the unusual angles of lot 1 and 10 it is impossible to build on either lot with the size of house required in the CCRs without projecting the house into the 20' side lines. To allow some of the house to project into 10' of the side property line I need approval to project a corner of the house into the 20' setback. The nearest point being 10' from the property line. We, also, have a 6' block wall on Wheatland Road side. These homes will not block any view of traffic entering and exiting Shyrina Court or on Wheatland Road due to the 6' block wall which was built along Wheatland Rd. This will allow us to build homes of the same size of the rest of the subdivision which we believe that it will benefit and community and subdivision in the future. This subdivision has large lots which large homes are being built on them. We, also, built larger streets than required and the lots are sized to accommodate large homes.

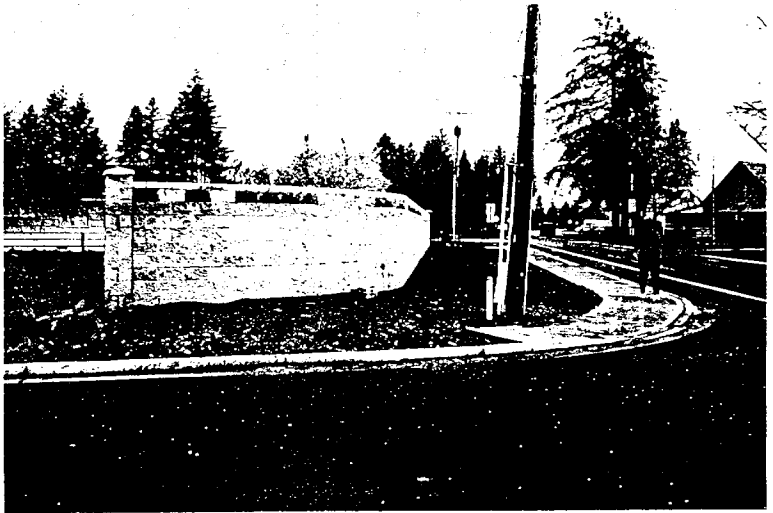
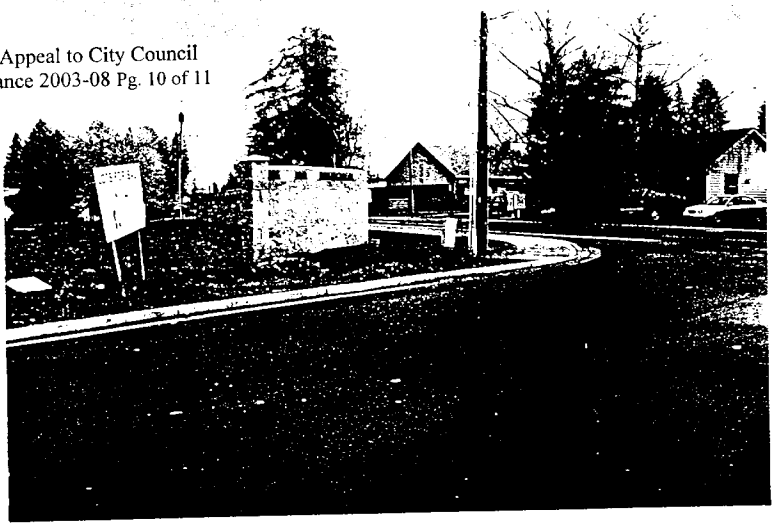
Homes at 103 Cedar Circle N, 7315 Wheatland Rd, 7765 Wheatland Rd and 6810 Jerdon Circle all have less than 20' setback and back up to Wheatland Road.

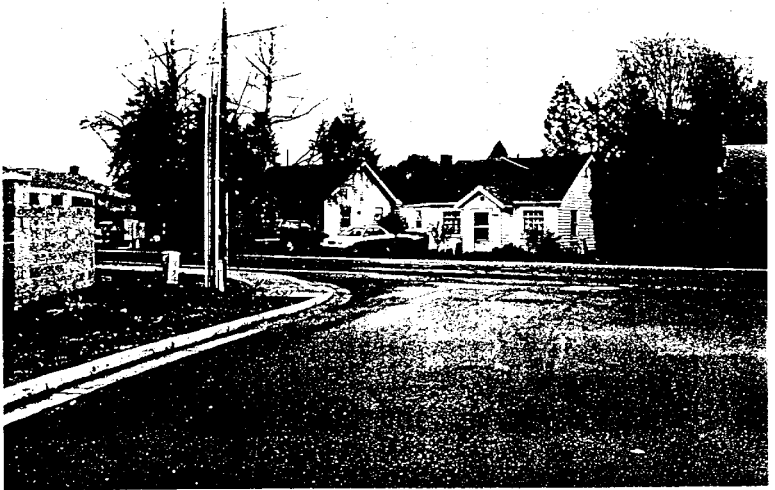
Sincerely,



Lloyd and Juanita Weigel









July 7, 2003

AGENDA ITEM 6a

VOLUNTEER OF THE QUARTER AWARD

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

Tracy

SUBJECT: VOLUNTEER OF THE QUARTER AWARD

ISSUE:

The Volunteer Coordinating Committee has selected Greg Rands as the Volunteer of the Quarter for the second quarter 2003. Chris Eppley, City Manager and Jacque Moir, Council President nominated Mr. Rands for his volunteer contributions to the community through the Keizer Urban Renewal Board and his work on the Keizer Corner.

Mr. Rands will be present at the meeting to accept his volunteer award. Our thanks and congratulations to Mr. Rands for these contributions to our community.



July 7, 2003

AGENDA ITEM 7

**NEW BUSINESS – RIVER ROAD MASTER PLANNING CONSULTANT
REQUEST FOR PROPOSALS**

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER

SUBJECT: RIVER ROAD MASTER PLANNING CONSULTANT REQUEST
FOR PROPOSALS (RFP)

BACKGROUND

Last year, the City of Keizer was awarded a planning grant through the Mid-Willamette Valley Council of Governments (COG) in the amount of \$75,000. This grant is intended to fund a master planning process for the River Road commercial corridor and address the following topics:

- **Evaluate current conditions of the North River Road commercial and mixed-use corridor area.**
- **Identify opportunities to improve the functionality of the roadway for vehicles, pedestrians, transit and cycling and work with the task force to develop recommendations for specific improvement projects, including concept designs, landscaping improvements, etc.**
- **Identify opportunities to support existing business and recruit new business to the area through marketing and branding. Work with task force to develop recommendations to the City Council and the Urban Renewal Agency and Chamber of Commerce.**
- **Work with staff to develop comprehensive plan and ordinance language to support the implementation of the recommendations and present the work product to both the Planning Commission and the City Council.**
- **Explore potential funding strategies for identified options.**

Staff has prepared the attached RFP document for your review and comment. As this project must be completed prior to June 30 of 2004 to comply with the terms of the grant, staff believes it is prudent to initiate the RFP process to hire a planning consultant immediately. This step will formally commence the River Road Corridor Master Planning Project

RECOMMENDATION

Staff recommends that Council reviews the attached RFP, makes those modifications deemed prudent and direct staff to begin the RFP process to hire a planning consultant for the River Road Corridor Master Planning Project.



City of Keizer, Oregon Request for Proposals # _____ Planning Consulting Services

Overview

The City of Keizer is requesting qualified applicants to submit proposals for commercial, mixed-use corridor planning including land use, transportation design, and economic development consulting services. The City will be completing this project with grant funds received through Lottery Fund distributions for planning projects by the Mid-Willamette Valley Council of Governments. Total grant and other funds available to complete this project equal \$75,000 and the project must be substantially complete prior to June 30, 2004. The City is seeking an experienced firm that can work with a task force comprised of members of the City Council, citizens and City staff to accomplish the following tasks in the time frame provided and for a cost not to exceed the previously stated budget figure:

- **Evaluate current conditions of the North River Road commercial and mixed-use corridor area.**
- **Identify opportunities to improve the functionality of the roadway for vehicles, pedestrians, transit and cycling and work with the task force to develop recommendations for specific improvement projects, including concept designs, landscaping improvements, etc.**
- **Identify opportunities to support existing business and recruit new business to the area through marketing and branding. Work with task force to develop recommendations to the City Council and the Urban Renewal Agency and Chamber of Commerce.**
- **Work with staff to develop comprehensive plan and ordinance language to support the implementation of the recommendations and present the work product to both the Planning Commission and the City Council.**
- **Explore potential funding strategies for identified options.**

The consultant is to be appointed by the Mayor and City Council and work under the general direction of the City Manager and Community Development Director and/or designee.

As a result of this Request for Proposals (RFP), the City will select a top qualifier with whom to commence contract negotiations. If negotiations are successful, the City will enter into a professional services contract with that firm.

About the City of Keizer

Keizer was incorporated in 1982, and currently has a population of 32,203. The City is bordered on the western edge by the Willamette River, on the southern edge by the City of Salem, eastern edge by Interstate 5, and the northern edge by rural portions of Marion County. Keizer is approximately 35 miles south of Portland.

The City of Keizer operates under a Council-Manager form of government. The City Council consists of a Mayor and six Councilors. The Mayor's term runs two years and the Councilors serve four-year staggered terms. The City Manager is the administrative head of city government and is appointed by the City Council. Presently there are 79 city employees working in 7 departments: Administration, Finance, Human Resources, Public Works, Community Development, Municipal Court and Police Services.

The City's Urban Renewal Agency was created in the late 1980's and has been very active in performing projects to revitalize the urban core. The current fiscal Urban Renewal agency budget is in excess of \$4.3 million. This agency is likely to play an integral part in the development of improvement projects identified in the corridor plan process.

Current Conditions

The River Road Corridor is a major regional arterial that connects with the Salem downtown street grid to the south and becomes a rural highway to the north of the corporate limits. River Road is not a state highway. Most of the corridor within the City is developed with auto-oriented businesses. The principle businesses are convenience oriented, including many fast-food and other restaurants, and locally owned service businesses. Shopping center anchors are primarily major grocery and drug/variety stores.

The generally perceived center of the City is the River Road / Chemawa intersection. This intersection area has been identified as a focal area in earlier downtown planning efforts, and has been redeveloped in the last decade in a conventional, auto-oriented style. Municipal facilities, including City Hall; the Police Department; City Auditorium; Public Works Shops; the Keizer Heritage Community Center housing the Chamber of Commerce, the Enid Joy Mount Gallery and other activities; a City Park; and the independent Keizer Fire District facility; are located on Chemawa within the two blocks to the east of the River Road / Chemawa intersection. The City owned facilities will be the subject of a facilities assessment and planning process running concurrently with the River Road corridor master plan process. Coordination of the two processes is desirable if the project schedules permit.

The City has identified marketing, branding, business recruitment and retention (economic development strategies), pedestrian safety, opportunities for access management that support local business and the functionality of River Road, aesthetic considerations, bicycle safety, and developing local plans that position the City well in regional planning processes, all as important considerations in the Corridor Planning exercise. Other opportunities may be identified in the process of developing a formal scope of work.

Keizer is a proudly independent community with a high level of citizen involvement. The work of the River Road Corridor Task Force will have a great deal of weight in the City's decision making process at the end of the project.

Selection Time Line

- | | |
|---|----------------|
| ◆ Issue Request for Proposals | July 2003 |
| ◆ Receive Proposals and Interest Statements | July 2003 |
| ◆ Evaluate Proposals and Interest Statements and rank firms | August 2003 |
| ◆ Council selects successful firm | August 2003 |
| ◆ Complete negotiations and contract with successful firm | September 2003 |
| ◆ Present Contract to Council for approval | September 2003 |
| ◆ Enter into contract with successful firm | September 2003 |

Scope of Services

The scope of services for this project will be as follow:

1. Attend meetings, as requested, of the Keizer Planning Commission, and Keizer City Council, including regular meetings, special meetings, executive sessions, and work sessions. Regular meetings of the Planning Commission are normally held on the second Wednesday of each month at 7:00 p.m. Regular meetings of the City Council are normally held on the first and third Mondays of each month, beginning at 7:00 p.m., and typically run two to three hours. The Council may meet in executive sessions beginning at 6:00 p.m. prior to the regular Monday meetings, and work sessions may be held at any time, but are usually on the second or fourth Mondays of the month.
2. Attend River Road Corridor task force meetings as necessary to provide advice and general direction. This task force will be appointed by the City Council and will consist of members of the City Council, citizens at large and City staff. The members of this task force will determine the meeting dates, times and duration.
3. Evaluate the City's existing policies, plans and ordinances, and relevant regional plans, for the following factors:
 - Policies established in earlier local work that should be reconsidered in the process of developing this project.
 - Local policies and regulations that may either support or discourage creative solutions along River Road, and opportunities for improvement of those policies and regulations.
 - Regional planning policies that may support or conflict with local plans and opportunities to increase local benefits from regional resources.

- Urban Renewal and Capital Improvement plans to identify projects already planned and/or scheduled that need to be considered while developing the corridor plan.
 - Consider the recommendations of the Urban Renewal Board, the business community, the Traffic Safety Commission, the Bike Commission and other stakeholder groups in developing priorities for project recommendations.
4. Identify and map the Corridor area's existing and future vehicle, pedestrian, bicycle and transit safety facilities.
 5. Develop adoption ready plan and ordinance amendments to implement the plan concepts and project priorities developed with the River Road Corridor Task Force, and present the work product at least once to the Planning Commission. Amend as needed in response to Planning Commission majority recommendations, and present draft with Planning Commission recommendation to the City Council in at least one work session.
 6. Lead a strengths, weaknesses and opportunities analysis with representatives of the business community and Chamber of Commerce. Develop economic development plan including branding, marketing, recruitment and retention strategies.
 7. Identify potential funding strategies for each identified option.

Note: Please review the attached project timeline for detail of duties.

Qualifications & Requirements

Following are the minimum qualifications and requirements deemed necessary to succeed as the corridor planning consultant for the City of Keizer. Each item must be addressed in your response to the RFP:

1. At least one principal in the firm, preferably the lead consultant, must have a minimum of 5-years current experience in providing services to municipal clients in transportation, land use and/or economic development planning.
2. Applicant must be familiar with laws, rules, regulations and operating procedures relative to the conduct of business at the City of Keizer or demonstrate the ability to acquire familiarity with such laws, rules, regulations and operating procedures in order to efficiently and effectively assume contract responsibilities within 30 days of entering into a contract with the City.
3. The applicant will be able to ensure the delivery of professional and cost-effective planning consulting services. Success in this area would likely include providing sufficient staffing levels, and viable billing and reporting system, and the ability to interact and communicate, including email, with City Council, the City Manager and other key City employees.

4. The successful applicant will avoid all situations that would prove to be a conflict of interest, illegal, or inappropriate in any manner. Should a conflict of interest arise involving the City and other clients of the applicant, the City would have prior claim to the services of the applicant to the extent permitted by the rules of legal ethics.
5. The applicant's proposal must be consistent with the needs and best interests of the City of Keizer and its citizens.
6. The applicant's firm must carry professional liability insurance in the amount of \$250,000.

Content of Responses

Responses to this Request for Proposals must be complete, timely, and submitted in conformance with the RFP specifications, including addressing all items listed below.

1. Describe your firm's background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFP and detailing the proposed approach to performing this work.
2. Describe your firm's staffing proposal for providing planning services as indicated in this RFP. Describe the training and experience (including years) of the person(s) who would be providing land use, transportation design and economic development services, as well as other principals, if any. Have available upon request resumes for other key staff who will be providing planning services.
3. Describe your firm's current experience in providing land use, transportation design, and economic development services to governmental entities, including the names of current or recent government clients. Describe your firm's experience in providing advice and services to City management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently complete the project described in this document.
4. Describe the workload capacity of your firm and any limitations you would foresee in your firm's ability to handle this project
5. Describe your firm's philosophy of providing professional consulting services to municipalities and/or other governmental agencies.
6. Describe the approach you would use to communicate and coordinate with City Council, the City Manager, City employees, citizen task force members and the media.
7. Provide an example of a similar project your firm has successfully handled for municipal or other public agency clients, including the names of the staff members who worked on the project. The example should include an intersection or access

management design plan. The example should also include development code language implementing mixed-use development standards.

8. Provide a minimum of three (3) client references, at least one (1) of which must be from the public sector and one (1) must be a peer reference on behalf of your firm of a positive professional reputation.
9. Provide a proposed total project cost (not to exceed) and an hourly rate schedule for all positions that would be providing services for this project.
10. Provide any other information that you believe is important or relevant to this RFP.

Investigations

The City reserves the right to conduct appropriate investigations into the background, previous experience and training, financial affairs and related matters of any firm or individual under consideration for a contract resulting in successfully completing the RFP process. Said investigations may include, but are not limited to, credit reports, submission of audited financial statements, and communication with principal clients, as appropriate, relating to the ability of your firm to successfully perform the duties and responsibilities of a facility planning consultant.

Evaluation of Requests for Proposals & Selection

The City reserves the right to accept or reject any or all submissions in the best interest of the City. In connection with the evaluation, the City may, at its option, invite one or more applicants to make an oral presentation to the City Staff and/or City Council at a time and location to be announced, and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

A selection committee consisting of the City Manager, the Public Works Director, Senior Planner, and the Human Resources Director and City Council appointed task force members will evaluate Request for Qualifications submissions on the following criteria (not in ranked order).

1. Meets all qualifications and requirements identified in this RFP.
2. Includes complete and clear responses to items in the **Content of Responses** section.
3. Breadth and relevance of experience in planning.
4. The professional reputation of the applicant firm and each individual firm member for providing high-quality services and demonstrating sound judgment, integrity, and reliability as determined by a thorough and complete background check.
5. Familiarity with laws and regulations governing Oregon local governments and operating procedures relative to the conduct of city business.

6. Demonstrated expertise in land use, transportation design and economic development planning.
7. Adequate range of services offered by the firm.
8. Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.
9. The applicant's ability to work cooperatively with the City Council, City Manager, Planning Staff, and members of the business community and general public as demonstrated by positive current client references.
10. Cost of completing the project.
11. Supplemental information submitted by the applicant.
12. Results of the interview, if conducted.

Submittal Deadline

One (1) original and eight (8) copies of the submission, clearly marked "Statement of Qualifications to Provide Corridor Planning Services" must be received by **3:00 p.m.**,

Deliver to:

**Christopher C. Eppley
City Manager
City of Keizer
930 Chemawa Road, NE
PO Box 21000
Keizer, OR 97307-1000**

Submissions received after that date and time will not be accepted or considered.

Questions regarding responses to this RFQ or requests for general information regarding the City of Keizer should be directed to Dianne Hunt, Human Resources Director, City of Keizer, at (503) 390-3700.

Background for the creation of the Keizer RIVERR task force.

In or about 1999 President Clinton designated the Willamette River as one of the nations 14 "Heritage Rivers." After taking office, President Bush continued the Heritage River program. The Riverkeeper, is funded under this program is willing to work with Willamette River Communities (including Keizer) to help find ways and resources to help connect to the River.

Also shortly after the Willamette River was designated a Heritage River, Oregon's Governor commissioned, and the legislature helped fund, the Willamette River Initiative to help communities connect to the Willamette River.

The Keizer City Council passed the first RIVERR (Regional Intergovernmental Visions Enhancing River Resources) goal as a long term goal for 2001 to explore ways to better connect Keizer to the Willamette River. To further this goal, Keizer became one of the founding members of the Mid Willamette River Connections (MWRC) group to explore regional solutions for river access questions. The group was brought together by the Willamette River Initiative and included representatives from virtually every jurisdiction along the mid Willamette valley and also included representatives from the Riverkeeper and the National Parks Service. Councilor Walsh was the Keizer representative to this group and Councilor Moir also participated in the group on various occasions. The Oregon State Parks and Marion County also had representation on this regional cooperative effort. The group exchanged information, held numerous forums for public input, formulated strategies, held river related activities, and provided support for the member jurisdictions.

One of the discoveries made in this process was the discovery that the Oregon State Parks had two parcels of land designated as Willamette Greenway Parcels which total nearly 85 acres at Keizer Rapids (a.k.a. Beardsley Bar, King George, or John Charge Quarry Site) just outside of Keizer along the river. The river front parcel has existing dirt roads and primitive trails through wooded areas, has an extended river front, and also has some grass and wetland areas. Its size, roughly 85 acres, is nearly the same size as all other Keizer Parks combined.

The director of the Oregon State Parks has met with Councillor Walsh and he has expressed a willingness to lease the property to Keizer (or to a Keizer/Marion County partnership) for little or no money, if Keizer provides a master plan/vision for the property. (See attached note from Dave Wright). The Oregon State Parks would even be willing to consider participating in providing grants for improvements to the park, again, if we provide the vision.

On May 13, 2002 The Oregon State Parks granted permission to the City of Keizer to enter onto the parcel "for the purpose of exploring park site potential". (See May 13, 2002 ltr).

Last year the City of Keizer joined with virtually every other city along the Willamette River to present their visions for development along the Willamette River. Our presentation (see copy attached) described our interest at that time in exploring the potential of the Keizer Rapids

site, possibly with a coordinated approach with Marion County and Salem.

On December 18, 2002 the Oregon State Parks was involved in beginning a long term planning process for all its Willamette parcels. To keep our options open, the City of Keizer sent a formal letter to the Oregon State Parks stating that the "the city of Keizer wishes to express our interest in exploring a potential opportunity to form a partnership with OPRD to develop the 85 acres into a public park facility." (See 12/18/02 ltr).

For some time Keizer has identified a need for a community park for residents of West Keizer. This land, if obtained from the Oregon State Parks, could meet these needs at relatively minimal costs, to Keizer. The potential to connect the park through multiple access points could be explored. Information indicates that Keizer could use some Parks SDC money as a partial matching fund for obtaining even larger grants from either Marion County or the Oregon State Parks, thus multiplying the value of the SDC fund.

This year the Keizer City Council adopted a short term goal to establish a Willamette River Task Force to develop a position or vision to obtain funding to connect Keizer residents to the Willamette River. In a separate action, the Keizer Futures Committee adopted strategy 4-2 which called for the city to "initiate dialog with City of Salem, Marion County, and State to explore potential acquisition, use agreements, and/or development of 85-acre parcel of undeveloped State-owned parkland Adjacent to Willamette River into either city or regional park facility."

On April 14, 2003 the Keizer City Council met in special session and learned that the Marion County Labish Ditch wetland project was being discontinued and that the county was interested in what other projects the city was interested in. At that time the City Council unanimously agreed by consensus to recommend pursuing a partnership with Marion County to develop the 85 acre park. (See attached memorandum).

Marion County has recently expressed a willingness to consider helping to fund the Keizer Rapids project. Again this requires a vision or master plan for the park. They have recently obtained considerable financial resources available from the pending sale of timber parcels in the Detroit Lake area. These proceeds from the sale must be used for Park projects in Marion County. This could be a very good match for the Keizer Rapids project.

Rob Kissler has made a preliminary list of financial needs to transform the ground into a usable park. (See list).

On July 3, 2002 the Oregon State Parks was again contacted and they again confirmed that they are still "very interested" in working with Keizer to open up a park on the land. Their goal is to transfer the management of the Park to Keizer in the form of a "no cost lease" for at least 20 years duration. Similar arrangements have been made in other communities.

PROPOSAL: ESTABLISH THE KEIZER RIVERR TASK FORCE

To establish a Keizer RIVERR task force to explore ways to reconnect Keizer to the Willamette River and to make recommendations to the council on plans and strategies that will maximize the potential for grant and funding opportunities and which utilize, enhance and preserve the corridor's multi faceted potentials, including but not limited to, the potential for recreation, alternative transportation, greenspace, history, education, health and fitness, aesthetic attributes, natural vegetation and wildlife habitats, river water quality, and to reduce erosion and pollution. Phase one of the task force would be to recommend to the city council a proposed master plan to present to the Oregon State Parks, for the Keizer Rapids parcels and to propose all such other action as is needed to acquire the use of the Keizer Rapids parcels for the benefit of the public.

TASK FORCE MAKE UP

RIVERR TASK FORCE

Regional Intergovernmental Visions Enhancing River Resources RIVERR

Regional/Inter-governmental Organization	Voting Members (policy group)	Non Voting Members (not required for quorum) Technical Support and Experts
Keizer	Richard Walsh, City Council	Rob Kissler or designee
Salem:	Kasai Quilanan or other appointment.	If provided
Marion County	Barbara Young	Matt Thornburn,
Oregon State Parks	to be appointed.	to be assigned as needed
Willamette Riverkeeper		Mark Brown, Riverkeeper and grant consultant.

Keizer Committees and Chamber Designees	all voting members
Keizer Bikeways Committee	Hersh Sangster
Keizer Parks Committee	Clark Williams;
Keizer Chamber of Commerce	Christine Jones

Keizer Citizens Appointed At Large all voting members,
Daryl Monk
Mike Kirby

Total of 9 voting members. (Six Keizer residents) Fluctuating numbers of technical advisors, depending on the specific task at hand.



CITY OF KEIZER

OFFICE OF THE CITY RECORDER

MEMORANDUM

DATE: April 14, 2003

TO: Councilor Richard Walsh

FROM: Tracy L. Davis, GMC
City Recorder *Tracy*

SUBJECT: Marion County Wetland Park Project

On Monday, April 14, 2003, the Keizer City Council met in special session. At this session, the City Council unanimously agreed by consensus to pursue a partnership with Marion County Parks to develop a wetland park project at the 85 acre site along the Willamette River.

This memorandum will serve as official documentation of this action until final approval of the minutes takes place.



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437

930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

Administration • Public Works • Community Development • Municipal Court • Police (business only) Phone 503.390.3713 Fax 503.390.8295

December 18, 2002

Sean Lohran
Oregon Parks and Recreation Department (OPRD)
1115 Commercial Street, NE, Suite 1
Salem, OR 97301-1002

Dear Mr. Lohran:

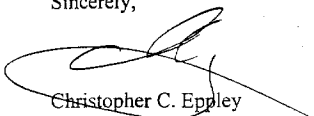
The Oregon Parks & Recreation Department (OPRD) owns two parcels of ground totaling nearly 85-acres to the west of the Keizer City limits. This ground is located roughly at the western terminus of Chemawa Road then south to the Willamette River and west approximately 1,400 feet. *The City of Keizer wishes to express our interest in exploring a potential opportunity to form a partnership with OPRD to develop these 85-acres into a public park facility.*

One possible concept for such a park would be to keep it generally as natural open space with, perhaps one or two "destination points" near the river. The destination points would be softly defined areas marked by one or two picnic tables and mowed grass. Trails throughout the park would be hard packed earthen singletrack and would be maintained in partnership with area bike/hike clubs. Parking would be attained through use of an existing paved access road heading south from Chemawa to a wide area approximately 200-yards in. This area would need to be widened, delineated, graded and paved to provide parking stalls. Some work might also need to be done to the access road to create on-street parking to augment the total number of possible parking spots. A variation to this concept would be to partner with Marion County and/or the City of Salem to help support ongoing costs and to develop a similar park based upon a more regional model.

It is my understanding that OPRD is in the process of updating master plans for developed and undeveloped State park facilities. Please consider the above-described project while completing the master plan updates.

Thank you for your consideration of this proposal and I look forward to discussing this concept with you in greater detail at your convenience. If I can answer any questions for you or provide any additional information, please feel free to contact me at City Hall (503) 390-3700.

Sincerely,



Christopher C. Eppley
City Manager

"Pride, Spirit and Volunteerism"

Incorporated 1982





Oregon

John A. Kitzhaber, M.D., Governor

Parks and Recreation Department

1115 Commercial St. NE

Salem, OR 97301-1002

(503) 378-6305

FAX (503) 378-6447

www.prd.state.or.us

May 13, 2002

FAX



TO: Richard Walsh

FROM: Dave Wright, Manager *[Signature]*
Resource Management and Planning

RE: Willamette Greenway Parcel (John Charge Quarry Site)

This memo confirms that the Oregon Parks and Recreation Department has granted permission to the City of Keizer to enter onto the above referenced parcel for the purposes of exploring park site potential. Should you have any questions, please call me at (503)378-4168, ext. 251.



Oregon

Theodore R. Kulongoski, Governor

Park and Recreation Department

1115 Commercial St. NE

Salem, OR 97301-1002

(503) 378-6305

FAX (503) 378-6447

www.oregonstateparks.org**FAX**

July 3, 2002

TO: Richard Walsh (503)390-0948

FROM: Dave Wright, Manager *Dave Wright*
Resource Management and Planning

RE: John Charge Quarry Greenway Site

Richard, as we discussed, the Oregon Parks and Recreation Department is very interested in working with the City of Keizer with regard to the above site. We are happy to participate in the task force to develop a plan for the property.

Our mutual goal is to transfer management responsibilities for the site to the City of Keizer once the plan has been developed. We anticipate that the transfer would be in the form of a no cost lease of at least 20 years duration. Please let me know if you have any questions. I can be reached at (503)378-4168, ext. 251.



Public Works Department

MEMORANDUM

DATE: July 2, 2003
TO: Councilor Richard Walsh
THROUGH: Chris Eppley
City Manager
FROM: Rob Kissler
Director of Public Works

SUBJECT: 85 Acre Oregon State Park located Chemawa Road North

Councilor Walsh; per your request the following suggestions are items staff believes we need to address in development of a draft Master Plan for the 85 Acres owned by the State of Oregon Parks Department along the Willamette River at the West end of Chemawa Road. Knowing that the State Parks Department wishes to leave the Park in more of a natural state, we recommend the following,

- Survey to establish Park Boundary and permanent access
- Delineate the 100 year flood elevation
- Tree inventory by registered Arborist
- Conduct a minimum of a level I Environmental assessment
- Install fences to secure the neighbors property
- Removal of old asphalt dumping and establish new native species
- Install appropriate signage including along the River
- Address the need for Law Enforcement Patrols
- Add portable rest rooms
- Provide adequate parking facilities
- Provide River overlook features
- Provide Natural Pedestrian and Bike Trails with native plant identifications
- Possibly install a coved shelter to encourage group use
- Possibly expand the current primitive overnight camping facilities for River users
- Install the appropriate garbage receptacles
- Install Park closure gates with signage to deter trespassing

Let me know if you have questions or I can assist further. Thanks



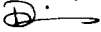
July 7, 2003

AGENDA ITEM 7

NEW BUSINESS – CITY OF KEIZER 2003-2004 SALARY MATRIX

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: New Business

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS
THRU: CHRIS EPPLEY, CITY MANAGER
FROM:  DIANNE HUNT, HUMAN RESOURCES DIRECTOR
SUBJECT: SALARY SURVEY 2003

Attached for your information is the new fiscal year 2003-04 Salary Matrix.

The City's Compensation Policy states:

"The City Council recognizes that fluctuations in the state's economy will effect the market value of salaries. The salary matrix shall automatically be amended each calendar year in July to reflect these fluctuations by incorporating any increases necessary into the matrix as determined by the CPI-W (Consumer Price Index-w) for the prior year (January-December)...."

The Matrix was increased by .85%, which reflects the calendar year 2002 Portland CPI-W (Consumer Price Index for Urban Wage Earners and Clerical Workers). Salary costs associated with this increase were included in the City's FY 03-04 budget, adopted at the June 16, 2003 council meeting.

If you have any questions regarding the new Matrix, please contact me 503-390-3700, ext. 110 or email me at hunt@keizer.org.

Management, General Unit, and Bargaining Unit Employees
Salary Schedule - Effective July 1, 2003

Range	Classification	Salary Steps									
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
10		1,921	1,978	2,037	2,099	2,162	2,226	2,293	2,362	2,433	2,506
11	Clerical Specialist-Recept.	2,017	2,077	2,139	2,204	2,270	2,338	2,408	2,480	2,554	2,631
12	Clerical Specialist-Court	2,117	2,181	2,246	2,314	2,383	2,455	2,528	2,604	2,682	2,763
13	Facility Maintenance Worker Police Support Specialist I Utility Billing Clerk	2,223	2,290	2,359	2,429	2,502	2,577	2,655	2,734	2,816	2,901
14	Building Permits Specialist Municipal Utility Worker I Recording Secretary	2,335	2,404	2,477	2,551	2,627	2,706	2,787	2,871	2,957	3,046
15	Accounting Technician Police Support Specialist II	2,451	2,525	2,600	2,678	2,759	2,841	2,927	3,015	3,106	3,198
16	Administrative Assistant Municipal Court Clerk Municipal Utility Worker II Property & Evidence Spec.	2,574	2,651	2,730	2,812	2,897	2,984	3,073	3,165	3,260	3,358
17	Code Enforcement/Zoning Tech. Community Services Spec. Community Services Officer Utility Billing Technician	2,702	2,783	2,867	2,953	3,042	3,133	3,227	3,324	3,423	3,526
18		2,837	2,923	3,010	3,101	3,194	3,289	3,388	3,490	3,594	3,702
19		2,979	3,069	3,161	3,256	3,353	3,454	3,557	3,664	3,774	3,887
20	Accountant Municipal Utility Worker III Support Services Supr.	3,128	3,222	3,319	3,418	3,521	3,627	3,735	3,847	3,963	4,082

Management, General Unit, and Bargaining Unit Employees
Salary Schedule - Effective July 1, 2003

Range	Classification	Salary Steps									
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
21	Planner	3,285	3,383	3,485	3,589	3,697	3,808	3,922	4,040	4,161	4,286
	Police Officer										
22		3,449	3,552	3,659	3,769	3,882	3,998	4,118	4,242	4,369	4,500
23		3,621	3,730	3,842	3,957	4,076	4,198	4,324	4,454	4,587	4,725
24		3,802	3,917	4,034	4,155	4,280	4,408	4,540	4,677	4,817	4,961
25	City Recorder	3,993	4,112	4,236	4,363	4,494	4,629	4,767	4,910	5,056	5,209
26	P. W. Superintendent	4,192	4,318	4,448	4,581	4,718	4,860	5,006	5,156	5,311	5,470
	Sergeant										
27		4,402	4,534	4,670	4,810	4,954	5,103	5,256	5,414	5,576	5,743
28		4,622	4,761	4,903	5,050	5,202	5,358	5,519	5,684	5,855	6,031
29		4,853	4,999	5,149	5,303	5,462	5,626	5,795	5,969	6,148	6,332
30	Deputy Chief (Captain)	5,096	5,249	5,406	5,568	5,735	5,907	6,084	6,267	6,455	6,649
	Finance Director										
	Human Resources Director										
31		5,350	5,511	5,676	5,847	6,022	6,203	6,389	6,580	6,778	6,981
32	Community Development Director	5,618	5,787	5,960	6,139	6,323	6,513	6,708	6,909	7,117	7,330
	Police Chief										
	Public Works Director										
33		5,899	6,076	6,258	6,446	6,639	6,838	7,044	7,255	7,473	7,697
34		6,194	6,380	6,571	6,768	6,971	7,180	7,396	7,618	7,846	8,082
35		6,504	6,699	6,900	7,107	7,320	7,539	7,766	7,998	8,238	8,486
36	City Manager	6,829	7,034	7,245	7,462	7,686	7,916	8,154	8,398	8,650	8,910

CITY OF KEIZER
SALARY MATRIX (5% RANGE - 3% STEPS)
EFFECTIVE: JULY 1, 2003

July 1, 2003 w/0.85% COLA

Steps:	1	2	3	4	5	6	7	8	9	10
Range										
1	1,238	1,275	1,313	1,353	1,393	1,435	1,478	1,523	1,568	1,615
2	1,300	1,339	1,379	1,420	1,463	1,507	1,552	1,599	1,647	1,696
3	1,365	1,406	1,448	1,491	1,536	1,582	1,630	1,679	1,729	1,781
4	1,433	1,476	1,520	1,566	1,613	1,661	1,711	1,763	1,815	1,870
5	1,505	1,550	1,596	1,644	1,694	1,744	1,797	1,851	1,906	1,963
6	1,580	1,627	1,676	1,727	1,778	1,832	1,887	1,943	2,001	2,062
7	1,659	1,709	1,760	1,813	1,867	1,923	1,981	2,040	2,102	2,165
8	1,742	1,794	1,848	1,903	1,961	2,019	2,080	2,142	2,207	2,273
9	1,829	1,884	1,940	1,999	2,059	2,120	2,184	2,250	2,317	2,386
10	1,921	1,978	2,037	2,099	2,162	2,226	2,293	2,362	2,433	2,506
11	2,017	2,077	2,139	2,204	2,270	2,338	2,408	2,480	2,554	2,631
12	2,117	2,181	2,246	2,314	2,383	2,455	2,528	2,604	2,682	2,763
13	2,223	2,290	2,359	2,429	2,502	2,577	2,655	2,734	2,816	2,901
14	2,334	2,404	2,477	2,551	2,627	2,706	2,787	2,871	2,957	3,046
15	2,451	2,525	2,600	2,678	2,759	2,841	2,927	3,015	3,105	3,198
16	2,574	2,651	2,730	2,812	2,897	2,984	3,073	3,165	3,260	3,358
17	2,702	2,783	2,867	2,953	3,042	3,133	3,227	3,324	3,423	3,526
18	2,837	2,923	3,010	3,101	3,194	3,289	3,388	3,490	3,594	3,702
19	2,979	3,069	3,161	3,256	3,353	3,454	3,557	3,664	3,774	3,887
20	3,128	3,222	3,319	3,418	3,521	3,627	3,735	3,847	3,963	4,082
21	3,285	3,383	3,485	3,589	3,697	3,808	3,922	4,040	4,161	4,286
22	3,449	3,552	3,659	3,769	3,882	3,998	4,118	4,242	4,369	4,500
23	3,621	3,730	3,842	3,957	4,076	4,198	4,324	4,454	4,587	4,725
24	3,802	3,917	4,034	4,155	4,280	4,408	4,540	4,677	4,817	4,961
25	3,993	4,112	4,236	4,363	4,494	4,629	4,767	4,910	5,058	5,209
26	4,192	4,318	4,448	4,581	4,718	4,860	5,006	5,156	5,311	5,470
27	4,402	4,534	4,670	4,810	4,954	5,103	5,256	5,414	5,576	5,743
28	4,622	4,761	4,903	5,050	5,202	5,358	5,519	5,684	5,855	6,031
29	4,853	4,999	5,149	5,303	5,462	5,626	5,795	5,969	6,148	6,332
30	5,096	5,249	5,406	5,568	5,735	5,907	6,084	6,267	6,455	6,649
31	5,350	5,511	5,676	5,847	6,022	6,203	6,389	6,580	6,778	6,981
32	5,618	5,787	5,960	6,139	6,323	6,513	6,708	6,909	7,117	7,330
33	5,899	6,076	6,258	6,446	6,639	6,838	7,044	7,255	7,473	7,697
34	6,194	6,380	6,571	6,768	6,971	7,180	7,396	7,618	7,846	8,082
35	6,504	6,699	6,900	7,107	7,320	7,539	7,766	7,998	8,238	8,486
36	6,829	7,034	7,245	7,462	7,686	7,916	8,154	8,398	8,650	8,910
37	7,170	7,385	7,607	7,835	8,070	8,312	8,561	8,818	9,083	9,355
38	7,529	7,754	7,987	8,227	8,474	8,728	8,990	9,259	9,537	9,823
39	7,905	8,142	8,386	8,638	8,897	9,164	9,439	9,722	10,014	10,314
40	8,300	8,549	8,806	9,070	9,342	9,622	9,911	10,208	10,515	10,830



July 7, 2003

AGENDA ITEM 7

OLD BUSINESS – RIVERR TASK FORCE/85 ACRE PARK



July 7, 2003

AGENDA ITEM 8a

PEDDLER ORDINANCE – PROCESS REVIEW

COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: JKK
Sergeant Jeff Kuhns via Captain Kent Barker and
Chief H. Marc Adams** *[Signature]*

SUBJECT: Peddler's Ordinance and Council Questions

Date: May 28, 2003

BACKGROUND:

On March 26, 2003 I was requested and met with the City Manager regarding the Peddler Ordinance that was forwarded from the Main Community Policing Committee to the City Council on February 18, 2003. The proposed ordinance was forwarded to the Council after the members of the Main Community Policing Committee voted in its' favor, and agreed to forward it to Council with a request that it be adopted and implemented as soon as possible. The proposed ordinance was discussed at Council and additional questions about its' possible adoption and implementation were asked. Those questions have been referred to me through the City Manager for answers. Specifically, I was asked to prepare a step-by-step procedure outlining how the process would work should an individual or owner apply for a Peddler's Permit. Please refer to previous information such as the "draft ordinance" and cover letter that was forwarded to each of you from the City Attorney, E. Shannon Johnson.

ISSUE:

If this ordinance were adopted, how would the procedure for processing and either granting or denying permits be administered?

The following is a step-by-step procedure that I'm recommending be followed each time a peddler's permit is applied for:

1. Businesses or individuals required to obtain a peddler's permit as described in the ordinance would need to contact the City Planning Department to begin the application process
2. The City Planning Department would have permit applications available for these individuals to complete and submit for processing (See attached permit application)
3. The City Planning Department will make the ordinance available to those who may fall within its scope and permit applications will be made available through the same department
4. The City Planning Department will accept only those permit applications that have been completed in their entirety. They will advise the applicant that a separate permit must be applied for and approved for each individual (all owners and/or employees) requesting to peddle merchandise within the City of Keizer that fall within the scope of this ordinance
5. The City Planning Department will accept the application fee at the time the permit application is filed with the City for processing. The application fee is non-refundable
6. The application fee is referred to in the proposed ordinance as one which will be adopted by the City Council by a separate City Council Resolution
7. The City Planning Department will have the applicant sign the "City Release Form" that has been prepared by the City Attorney. This form will be maintained with the applicant's original permit application in accordance with Public Records Laws for the State of Oregon
8. The City Planning Department will review the permit application with the applicant and will verify the applicant has a valid Oregon Drivers License or Identification Card. A photocopy of this identification will be taken and it will be retained with the original permit application. The individual who accepts the Permit Application and verifies this information will indicate so by signing the "For Office Use Only" portion of the permit application
9. The City Planning Department will immediately advise the applicant he/she must contact the Keizer Police Department to make an appointment to have his/her photograph taken. Photographs will be taken in the police department's photo-imaging room using the customary gray wall background
10. The applicant's photograph will be taken by a member of the Keizer Police Department that is designated by the Chief of Police

11. The photograph of the applicant will be retained by the Keizer Police Department. If the permit application is approved the photograph of the applicant will be used to produce their photograph permit identification
12. After the permit application and fees have been accepted, the City Planning Department will begin processing the permit by verifying the applicant meets or exceeds the general liability requirements as set forth in Section 5 of the ordinance. Such verification may involve actually contacting the identified insurance provider to verify the minimum general liability amounts as set forth in the ordinance
13. If the permit application meets or exceeds the general liability insurance requirement, the City Planning Department employee will indicate this requirement has been satisfied by dating and signing the appropriate area in the "For Office Use Only" portion of the permit application
14. The City Planning Department will issue a permit number that will be utilized on the permits should the permit application be approved. The permit number will be written on the Peddler's Permit Application in the appropriate space
15. If the applicant does not meet the general liability requirements the applicant will be notified by the City Planning Department and the permitting process will discontinue at that time. The applicant will be advised they will need to submit a new permit application and filing fees should they want to apply for such permit in the future
16. The City Planning Department will retain the original permit application in accordance with Oregon Public Records laws
17. The City Planning Department will notify the Chief or Police of the discontinuation of the particular permitting process and the Keizer Police Department will destroy the applicants photograph if it was previously obtained from the applicant
18. If the applicant has met or exceeded the general liability requirements the permit application will be forwarded to the Chief of Police for the subsequent background investigation of the applicant
19. The Chief of Police will assign a member of the Keizer Police Department to conduct an investigation of the applicant's background and of the statements contained in the application as may be necessary for the protection of the public health, safety and welfare, and to determine whether any cause exists for denial of the permit

20. The background investigator will perform a Criminal History check of the applicant. This check will include searching Oregon Criminal History files that are maintained by the Oregon State Police, and any F.B.I. (Federal Bureau of Investigation) files that may be available. Additionally, the background investigator will perform a check of local law enforcement databases in an effort to determine if the applicant is or has been identified as a suspect in any past or current investigations that might be cause for concern
21. If the background investigator has any reason to question the identity of the applicant he/she will request the applicant make an appointment with the police department to have his/her fingerprints taken. The background investigator will then forward the fingerprints to the Oregon State Police Identification Unit where they will be processed in an effort to positively identify the applicant
22. If the applicant is identified as someone other than the name they used to identify themselves on the permit application, the permitting process will cease immediately and the applicant will be notified their permit request has been denied
23. The background investigator will prepare a report of their findings and will forward them to the Chief of Police after signing the "For Office Use Only" portion of the permit application indicating the background investigation has been completed
24. The permit application and background investigation findings will be forwarded to the Chief of Police
25. The Chief of Police will review the background investigators report and will approve or deny the permit based on the criteria that is identified in the ordinance
26. If the permit is denied the Chief of Police will return the permit application to the City Planning Department stating the permit has been denied based on the applicant's background investigation
27. The City Planning Department will notify the applicant that the permit has been denied
28. The City Planning Department will retain the original permit application in accordance with Oregon Public Records laws
29. If the permit is approved the Chief of Police will indicate such on the permit application and will authorize a designee to produce the photographic identification for the permit holder

30. The Chief's designee will produce the photographic identification

31. The photographic identification will be forwarded to the City Planning Department so it may be issued to the applicant who has been approved for the peddler's permit

32. The City Planning Department will contact the applicant and issue them a separate permit for each vehicle the owner/operator or applicant has registered and will utilize during the operation of their business in the City of Keizer. The individual who issues the permit will advise the person receiving it that the permit shall be displayed on the front of each vehicle in plain view of the public at all times

33. Additionally, each owner/operator/employee who has successfully completed the application process will be issued a permit (photographic permit generated by the police department) from the City Planning Department that must be either worn and/or displayed in plain view of the public at all times

34. The City Planning Department will retain the original permit application on file in accordance with Oregon Public Records Laws

RECOMMENDATIONS:

In addition to the above outlined process I am recommending some minor modifications be made to the proposed ordinance. First, I recommend changing the language with regard to fingerprinting applicants (Refer Page 3 lines 14 -15 of the proposed ordinance). I agree the background investigation of the applicant "shall" be completed, but would like to soften the language with regard to fingerprinting. I don't feel it's necessary to fingerprint applicants unless their true identity comes into question during the course of the background investigation. I recommend the language state something similar to; the applicant's fingerprints may be taken if their identity is questioned.

The proposed ordinance also refers to (Page 2 lines 10 – 11) a fee schedule that is adopted by Council. I am recommending the fee for this particular permit fall within range of other application fees that have already been established for the City. I would suggest a minimum fee for approximately three hours of Staff time to process the application be established.

Also mentioned in the proposed ordinance (Page 2 lines 15 – 16) is a "City Release Form." I believe the intent of this form is to release the City of any liability that the City may incur as a result of the peddler's actions or accidents. I'm suggesting such a form be drafted by our City Attorney.

Finally, I believe the word "claim" should be changed to "claims" as it appears on the proposed ordinance on Page 3 line 7.

This information should be presented to the Mayor and City Councilors for their continued consideration.



PEDDLER PERMIT APPLICATION

PERMIT NUMBER: _____
(For Office Use Only)

PEDDLER PERMIT APPLICANT INFORMATION

Every owner/operator/employee must complete an application for the Peddler's Permit and such permit must be issued before any said individual can peddle any type of goods within the City of Keizer as defined in ordinance NO. 03-XXX.

NAME OF APPLICANT: _____
Last First Middle

OTHER NAMES (Maiden/Previous Married/Alias): _____

DATE OF BIRTH: ____/____/____ SOCIAL SECURITY #: ____-____-____

VALID OREGON DRIVERS LICENSE OR IDENTIFICATION CARD #: _____
(Valid Oregon Drivers License or Identification Card must be provided when application is filed)

SEX: ____ HEIGHT: ____ WEIGHT: ____ EYE COLOR: ____ HAIR COLOR: ____

HOME ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBERS: _____
Home Work Cellular

NAME OF BUSINESS: _____ OWNER OR EMPLOYEE: _____

BUSINESS ADDRESS: _____

Have you ever been ARRESTED? YES ____ NO ____ If YES, identify the crime (s) or violation (s) you have been arrested for and who the arresting law enforcement agency was:

Have you ever been CONVICTED for other than a minor traffic violation? If YES, identify the crime (s) or violation (s) you have been convicted of committing and who the arresting law enforcement agency was:

Have you ever had a driver's license revoked or suspended? If YES, where and what for:

Will you utilize a motor vehicle while peddling goods in the City of Keizer? YES ____ NO ____
If YES, please review and complete the following information:

Every operator utilizing a motor vehicle shall carry a policy of comprehensive general liability insurance from an insurance company authorized to do business within the State of Oregon, which policy shall have at least the following minimum limits:

- a) \$100,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damages, arising out of a single accident or occurrence.
- b) \$200,000 to any claimant as general and special damages for all other claims arising out of a single accident or occurrence.
- c) \$100,000 - \$200,000 in the aggregate for any number of claims arising out of a single accident or occurrence.

Do you carry a comprehensive general liability insurance policy from an insurance company authorized to do business within the State of Oregon that has at least the above mentioned minimum limits? YES ____ NO ____

INSURANCE COMPANY NAME: _____

INSURANCE COMPANY ADDRESS AND TELEPHONE NUMBER: _____

POLICY NUMBER: _____ EFFECTIVE DATE: ____ / ____ / ____

POLICY LIMITS (\$): _____

Provide a copy of the insurance policy when you submit your Peddler's Permit Application.

I certify that I have knowledge of the provisions the ordinance governing the permit for which I am applying and that the above are true and accurate statements of fact.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Oregon Driver's License of Identification Card:

Date Copy Taken: ____/____/____ By: _____

Insurance Policy Provided and Meets General Liability Minimums:

Date Taken: ____/____/____ By: _____

Photograph of Applicant:

Date Taken: ____/____/____ By: _____

BACKGROUND INVESTIGATION:

A complete Criminal History Check of the applicant has been conducted and the findings have been forwarded to the Chief of Police:

Date Completed: ____/____/____ By: _____

The Peddler's Permit Application and Background Investigation Report have been reviewed by the Chief of Police:

Approved _____ Denied _____

Chief of Police

Date

CITY COUNCIL MEETING: February 18, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS
THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER
FROM: E. SHANNON JOHNSON, CITY ATTORNEY
SUBJECT: *PEDDLER ORDINANCE*

The Community Policing Committee has recommended the attached draft Peddler Ordinance to the Council for adoption. Under the terms of the draft Ordinance, any person selling any type of goods or merchandise from a cart, car or other kind of conveyance would be required to get a permit and go through a background check. There would be requirements for insurance and notification to the City of the vehicles being used in the business. Each individual (including employees) who worked for the business would be required to get a separate permit.

If the Council is interested in moving forward with this matter, we would need to have direction for a separate resolution on the fee structure. The Council may also wish to consider whether they wish to have a formal public hearing on the matter, though that is not required by law.

If adopted, the Ordinance would repeal the current ordinance which prohibits street vendors. I have also attached a copy of that Ordinance (Ordinance No. 90-193) for Council's review.

RECOMMENDATION:

Review the draft Ordinance and give staff further direction on how the Council wishes to proceed.

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

ESJ/tmh
attachments

DRAFT

1 BILL NO. ____

A BILL

ORDINANCE NO.

2

2003-_____

3

FOR

4

AN ORDINANCE

5

REGULATING PEDDLERS AND REQUIRING

6

PERMITS; (REPEALING ORDINANCE NO. 90-193)

7

The City of Keizer ordains as follows:

8

Section 1. Purpose. The purpose of this Ordinance is to regulate peddlers in

9

order to maintain the safety of Keizer neighborhoods, parks, schools, public streets,

10

sidewalks and any other rights of way belonging to or dedicated to the City.

11

Section 2. Definition. "Peddler" means any person who, as a business or

12

vocation or both, sells or offers on a private or public street from a wagon, bicycle,

13

automobile, truck, railroad car, boat, or other vehicle or conveyance any type of goods,

14

wares, merchandise, foods, meats, fish, vegetables, fruits, garden truck, farm products

15

or provisions.

16

The following are not included in the definition of Peddler:

17

1. Persons who are selling products actually harvested from his/her own farm or orchard.

18

19

2. Any kiosk, shed, shelter, trailer, vehicle or wagon which is used for the purpose of preparing, processing or converting food for immediate consumption on private property. However, such business may be required to receive a Temporary Use Permit under the Keizer Development Code and/or other permits from the Marion County Health Department.

20

21

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24

DRAFT

1 3. Newspaper deliveries or any other deliveries occurring on a
2 separate day from the sale of the product or service.

3 Section 3. Permit Required. All peddlers must have a valid and current permit
4 issued by the City of Keizer.

5 Section 4. Application Process for Permit. A current and valid Oregon
6 Driver's License or Identification Card issued by the State of Oregon is required. With
7 respect to each and every person completing an Application For Peddlers Permit, the
8 form will not be considered complete and will not be processed unless all requested
9 information is complete in each and every section of the application form. Any fees to
10 be collected upon processing of a completed application shall be collected as outlined
11 in a fee schedule adopted by separate City Council Resolution. The application and
12 collection of fees shall be completed once for each calendar year. No proration for less
13 than a calendar year shall be allowed. The applicant shall be responsible for timely
14 renewal and will not receive written notice of the renewal requirement from the City.
15 If the application is approved, the applicant shall be required to sign a City Release
16 Form.

17 Section 5. Insurance Required. Every operator utilizing a motor vehicle shall
18 carry a policy of comprehensive general liability insurance from an insurance company
19 authorized to do business within the State of Oregon, which policy shall have at least the
20 following minimum limits:

DRAFT

a) \$100,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damages, arising out of a single accident or occurrence.

b) \$200,000 to any claimant as general and special damages for all other claims arising out of a single accident or occurrence.

c) \$100,000 - \$200,000 in the aggregate for any number of claim arising out of a single accident or occurrence.

Section 6. Investigation of Applicant. Upon receipt of an Application For Peddler Permit as well as a non-refundable application fee, the matter shall be referred to the Chief of Police or designee for investigation of the applicant's background and of the statements contained in the application as may be necessary for the protection of the public health, safety and welfare, and to determine whether any cause exists for denial of the permit. Such background check shall include a Criminal History and the fingerprinting of any person whose name is required to be furnished to the application ONLY IF I.D. IS OF QUESTION. pursuant to this Ordinance.

Section 7. Report of Investigation. The Chief of Police or designee shall, upon concluding any investigation pursuant to Section 6 of this Ordinance, prepare a report of the findings and shall either approve or deny the permit. If deemed appropriate, the permit may include reasonable conditions. The following shall be grounds for denial of any permit or permit renewal:

///

///

DRAFT

(1) Any untrue or incomplete statement made by the applicant on the application form; provided, however, that in the event that such untrue or incomplete application is the result of excusable neglect, the applicant may, without prejudice, resubmit an application in which such defect is corrected.

(2) Past or present violation of law or ordinance, including a violation that does not lead to a conviction, which presents a reasonable doubt about applicant's ability to perform the peddler activity without endangering property or the public health and safety.

(3) Commission, within the ten years immediately preceding the date of application, of any act involving misconduct in connection with any business or vocation engaged in by the applicant, and which would be punishable as a criminal offense under the provisions of any federal, state, or local law or ordinance in effect at the time and place of the commission of such act.

(4) Any history of conduct by the applicant in connection with any business or vocation which, if continued by the applicant in connection with the peddler activity, would constitute grounds for suspension of a peddler permit.

(5) Pending arrests for or standing warrants for alleged violations of local, state or federal laws which would present a reasonable doubt about applicant's ability to perform the peddler activity without danger to property or public health and safety.

Section 8. Appeals. The applicant may appeal the denial of permit by filing

an appeal form with the City of Keizer on a form provided by the City. The City

Council shall hear such appeal at public hearing duly noticed not less than ten (10) days

prior to such hearing in a newspaper of general circulation as provided by state statute.

At such public hearing, the City Council may take testimony from the applicant, police

personnel or any other relevant testimony. The City Council may continue the hearing

DRAFT

1 from time to time. Following the close of the public hearing, the Council shall
2 deliberate and uphold the denial, or approve issuance of the permit with or without
3 conditions. The decision of the City Council shall be final.

4 Section 9. Replacement or Addition of Vehicles. If a permit holder replaces
5 or adds a vehicle, there shall be filed with the City a description of the vehicle no longer
6 being used and/or a description of the vehicle to be added along with the name of the
7 vehicle manufacturer, vehicle identification number, and state vehicle license
8 information.

9 Section 10. Permit Display/Vehicle Marking for Identification. The City of
10 Keizer will issue a permit for each vehicle the owner/operator registers and utilizes
11 during the operation of their business in the City of Keizer. The vehicle permit shall be
12 displayed on the front of each vehicle in plain view of the public at all times. Discretion
13 as to the exact location of the vehicle permit is allowed to provide the owner/operator
14 the ability to place such permit in a fashion as so not to obstruct to the vehicle operator's
15 vision or ability to safely operate the vehicle. Additionally, each
16 owner/operator/employee who has successfully completed the application process will
17 be issued a permit that must be either worn and/or displayed in plain view of the public
18 at all times. The owner/operator of every vehicle used by the permit holder during the
19 course of business shall conspicuously in three (3) inch or larger letters, on both sides

1 of the vehicle, display the legal business name or owner/operator name used to identify
2 the vehicle and business.

3 Section 11. Additional Regulations.

4 a) Merchandise may be sold only from 8:00 a.m. to sunset.

5 b) Vision clearance areas at alleys and street intersections must not be
6 blocked.

7 c) Merchandise shall not be displayed on sidewalks or other public
8 right-of-ways.

9 d) Driveways shall not be blocked.

10 e) Public or private travel lanes shall not be blocked.

11 Section 12. Repeal of Ordinance Number 90-193. Ordinance No. 90-193 is
12 hereby repealed.

13 Section 13. Penalty. Violation of any section of this Ordinance are infractions,
14 and the responsible parties may be cited under the Keizer Civil Infraction Ordinance.
15 Minimum and maximum fines may be established by the City Council by resolution.

16 Section 14. Effective Date. This Ordinance shall take effect thirty (30) days
17 after its passage.

18 PASSED this _____ day of _____, 2003.

19 SIGNED this _____ day of _____, 2003.

20
21
22
23

Mayor

City Recorder

BILL NO. 175

A BILL
FOR
AN ORDINANCE

ORDINANCE NO.
90-193

PROHIBITING STREET VENDORS

The City of Keizer ordains as follows:

Section 1. Purpose and application. The purpose of this ordinance is to regulate and restrict street vendors, in order to promote the free flow of pedestrian traffic and in order to prevent the creation of a nuisance. The provisions of this ordinance shall apply on the public streets, sidewalks and rights of way belonging to or dedicated to the city.

Section 2. Definition. "Street vendor" means any person who sells or attempts to sell any commodity or service by means of vending such commodity or service upon any street, sidewalk or any other public right of way within the City.

Section 3. Vending prohibited. Vending by street vendors is prohibited.

Section 4. Suspension of regulations during festival. The City Council by resolution may authorize temporary suspension of this ordinance during a festival approved by the City Council.

Section 5. Severability. The provisions of this ordinance are severable. If any provision of this ordinance or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provisions or application.

Section 6. Penalty. Violation of this ordinance is an infraction.

PASSED on first reading this 19th day of November, 1990.

PASSED this 3 day of Dec, 1990.

SIGNED this _____ day of _____, 1990.

Mayor

City Recorder

824G.7

PAGE 2 - ORDINANCE NO. _____

LIEN & HOBSON

Attorneys at Law
4855 River Rd. N.
Kaiser, Oregon 97202
(503) 250-1605



July 7, 2003

AGENDA ITEM 8b

**RESOLUTION – AUTHORIZING THE MAYOR TO ENTER REGIONAL
INVESTMENT AWARD AGREEMENT FOR PLANNING SERVICES
WITH THE MID WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS**

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER

SUBJECT: REGIONAL INVESTMENT AWARD AGREEMENT FOR
SERVICES WITH THE MID-WILLAMETTE VALLEY COUNCIL
OF GOVERNMENTS FOR RIVER ROAD CORRIDOR MASTER
PLANNING PROJECT

BACKGROUND

Last year, the City of Keizer was awarded a planning grant through the Mid-Willamette Valley Council of Governments (COG) in the amount of \$75,000. This grant is intended to fund a master planning process for the River Road commercial corridor and address the following topics:

- Evaluate current conditions of the North River Road commercial and mixed-use corridor area.
- Identify opportunities to improve the functionality of the roadway for vehicles, pedestrians, transit and cycling and work with the task force to develop recommendations for specific improvement projects, including concept designs, landscaping improvements, etc.
- Identify opportunities to support existing business and recruit new business to the area through marketing and branding. Work with task force to develop recommendations to the City Council and the Urban Renewal Agency and Chamber of Commerce.
- Work with staff to develop comprehensive plan and ordinance language to support the implementation of the recommendations and present the work product to both the Planning Commission and the City Council.
- Explore potential funding strategies for identified options.

After submitting the included statement of work (SOW) for the project, COG has provided the attached grant contract for your review.

RECOMMENDATION

Staff recommends that Council approves the attached resolution authorizing the Mayor to sign the Regional Investment award agreement for services with the Mid-Willamette Valley Council of Governments for the River Road Corridor Master Planning Project.



River Road Master Plan Statement of Work

Overview: It has become apparent that Keizer must more actively participate in regional planning efforts occurring around us so as to promote our unique interests and to better identify our place within the region. There are many questions that need to be answered within the community before we can fully participate and productively add to these regional efforts.

The creation of a master plan that includes land use and transportation strategies for the River Road commercial corridor is a critical next step for the community. This corridor is being considered as part of the regional planning area in many currently active studies. Keizer has not been able to become actively involved in many of these projects because we have not engaged the public and/or business community to address the critical issues focused on in these long-range planning projects. For us to be able to fully contribute as a regional partner for planning purposes, we must first address these significant issues with our own citizens and business leaders.

This project is intended to create an interactive dialogue between the City of Keizer elected officials, staff, business leaders and citizenry and develop a vision/master plan for the future of the River Road corridor. Listed below is a work plan designed to accomplish this dialogue.

I. Citizen Involvement Program (10% of project)

- Workshop with elected officials, task force members and stakeholders on community identity and project objectives.
- workshop with task force members and stakeholders on economic issues
- Charette/workshop with task force members and stakeholders to develop preferred design concepts.
- Town hall meeting to introduce work products & recommendations to elected officials and community members.
- Needs and opportunities assessment exercise(s) with task force, Chamber of Commerce Board of Directors and business community members.
- Planning Commission decision making process (1-3 meetings).
- City Council decision making process (2-4 meetings).

PRODUCT: Adoption-ready Comprehensive Plan amendments and ordinance(s). *(Draw at completion of task: \$7,500)*

II. Assessment of Current Conditions (15% of project)

- Inventory of Commercial and Mixed-Use lands along River Road.
- Current uses inventory.
- Vacant buildings inventory.
- Vacant lands inventory.
- Most likely redevelopable lands inventory.
- Inventory of points of access to River Road.
- Study area overlay map showing those items listed above.
- Parking inventory for Commercial and Public uses (Parking plans are required in MPO (SKATS) areas, and should include maximum as well as minimum parking standards for retail, office and institutional uses.)

PRODUCT: Memorandum: Analysis of Current Conditions and Opportunities for Improvement and above described map. *(Draw at completion of task: \$11,250)*

III. Transportation Opportunities (15% of project)

- Review of pertinent past planning efforts and documents - Establish data needs and gather data as budget allows; for example 1) Inventory/assessment of infrastructure by function, type, capacity, condition; 2) degree to which infrastructure has reached or exceeded planned capacity; 3) assumptions for capacity analysis; 4) capacity analysis consistent with regional/state standards.
- Review of transportation and urban renewal capital improvement plans.
- Identify needs and issues for non-auto travel □ transit, bicycles, pedestrians, and others including bike parking w/ multi-family, retail, office, institutional, transit stations, park & ride; on-site facilities for bike/pedestrian access, focusing on existing and/or future activity centers.
- Identify access management opportunities.

PRODUCT: Memorandum: Recommendations for access management, alternative modes of travel, and otherwise maintaining and improving the functionality and vitality of the River Road corridor. *(Draw at completion of task: \$11,250)*

IV. Economic Opportunities (15% of project)

- Review inventory information and pertinent past planning efforts and documents.
- Survey of business owners regarding needs and opportunities.
- Compile and analyze business survey results.
- Conduct needs and opportunities assessment exercise with task force, Chamber of Commerce Board and business community members.

PRODUCT: Memorandum: Needs and opportunities analysis for River Road corridor. (Draw at completion of task: \$11,250)

V. Marketing Strategy (20% of project)

- Work with Task Force, Chamber of Commerce Board of Directors and business community members on developing a marketing strategy for recruitment and retention of businesses in the River Road corridor.
- Develop a brand and branding strategy as part of the marketing plan.
- Develop list of "tools" to allow/encourage economic development.

PRODUCTS: Memorandum: Defining marketing strategy, recruitment and retention strategy, branding strategy and list of tools to allow/encourage economic development. (Draw at completion of task: \$15,000)

VI. Implementation Strategy (20% of project)

- Audit existing plans & ordinances
- Incorporate into Keizer Futures strategic plan
- Incorporate into Keizer Urban Renewal plan
- Incorporate into Comprehensive Plan & ordinances

PRODUCTS:

- **Draft:** Proposed Comprehensive Plan changes
- **Draft:** Proposed ordinance changes - land use regulations to protect facilities, corridors, and sites, including access control consistent with functional classifications; standards to protect future operation of roads, transit; process for coordinated review of actions affecting facilities, corridors, sites; process to condition development to minimize impacts and protect flow of through-traffic.

- **Memorandum:** One recommended, identified and described demonstration project. *(Draw at completion of task: \$15,000)*

VII. *Adopt Plan and Implementing Ordinances (5% of project)*

- Introduce to Planning Commission
- Incorporate changes recommended by Planning Commission
- Introduce to City Council

PRODUCTS: Completed Power Point and/or presentation board style presentation that describes the project, process, results and next steps.
(Draw at completion of task: \$3,750)

REGIONAL INVESTMENT FUND AWARD AGREEMENT FOR SERVICES

THIS AGREEMENT, made and entered into, by and between the Mid-Willamette Valley Council of Governments, a voluntary intergovernmental association created by Charter and Agreement pursuant to ORS Chapter 190 (hereinafter "COG") and the City of Keizer, an Oregon municipality (hereinafter "GRANTEE").

WITNESSETH:

WHEREAS, in accordance with ORS 285B.230 to 285B.263, the governing bodies of Marion, Polk and Yamhill Counties, (hereinafter "REGION") have created the Mid-Willamette Valley Community Development Partnership (hereinafter "BOARD"); and

WHEREAS, the BOARD, in accordance with ORS 285B.230 to 285B.257, has prepared and approved a Regional Investment Plan for the REGION"; and

WHEREAS, the State of Oregon (hereinafter "STATE") has awarded the REGION a Regional Investment Grant to be used to implement the Regional Investment Plan; and

WHEREAS, the Mid-Willamette Valley Council of Governments is the designated fiscal agent for the BOARD and the REGION for the purposes of receiving and expending Regional Investment Grant moneys and administering implementation of the Regional Investment Plan;

WHEREAS, the BOARD has duly awarded Regional Investment Grant moneys to GRANTEE for implementation of a Regional Investment Activity as part of the Regional Investment Plan:

NOW, THEREFORE, in consideration of the terms, conditions, compensation and performances contained herein, the parties hereto do mutually agree as follows:

1. Grant

1.1 Grant Amount. In reliance upon the information provided in GRANTEE'S Grant Application, the COG agrees to provide GRANTEE with funds in an amount not to exceed \$75,000, the use of which shall be expressly limited to the activities described in Section 1.2.

1.2 Project Description. GRANTEE shall develop a River Road Master Corridor Plan that includes land use, transportation and economic development strategies for strengthening the River Road central commercial corridor for the City of Keizer. The plan will include the following elements: an assessment of current conditions, identification of transportation opportunities, identification of economic development barriers and opportunities, a set of implementation strategies and a citizen involvement program.

Additional details may be found in the applicant's refined statement of work, which is attached and made a part of this agreement as Exhibit B.

1.3 Disbursement Schedule. COG agrees to pay GRANTEE a sum not to exceed \$75,000 for work and expenses related to this Agreement. All payments shall be made after COG's receipt of the written Request for Disbursement attached to this Agreement as Exhibit A. A duly authorized representative of the Board of Directors shall sign the Request for Disbursement. Payments shall be made according to the following schedule.

- A payment for citizen involvement activities of \$7,500 shall be due upon the conclusion of citizen meetings and the completion of adoption-ready Comprehensive Plan amendments and ordinances.
- A payment of \$11,250 shall be due upon completion of the Assessment of Current Conditions as described in Exhibit B.
- A payment of \$11,250 shall be due upon the completion of the recommendations for access management, alternative modes of travel and other activities described in Exhibit B, Part III.
- A payment of \$11,250 shall be payable upon completion of the needs and opportunities analysis for the River Road corridor as described in Exhibit B part IV.
- A payment of \$15,000 shall be due upon completion of a marketing strategy, recruitment and retention strategy, branding strategy and other economic development tools as described in Exhibit B, part IV.
- A payment of \$15,000 shall be due upon completion of the implementation strategy as described in Exhibit B, Part VI.
- A final payment of \$3,750 shall be due upon the adoption of the plan and implementing ordinances as described in Exhibit B.

1.4 Ineligible Activities. Grant monies shall not be used to: retire any debt; reimburse any person, entity or municipality for expenditures made or expenses incurred prior to August 12, 2002; substitute for available budgeted resources in supporting ongoing public services or infrastructure that already exists, but rather shall support only new or enhanced local services benefiting the Region's capacity for economic and community development; maintain existing staff of a public or private entity, except to pay for staff time dedicated to the administrative needs of the Approved Regional Investment Plan; assist in the relocation of a business facility within this state from one labor market to another; or award of a grant or loan to a private business.

1.5 Unexpended Funds. Any grant monies disbursed to the GRANTEE that are not used on the project set out in Section 1.2 or which remain after the project is completed or

which remain unobligated by December 31, 2003 or by the date upon which this Agreement is terminated shall be immediately returned to the COG. Any interest earned by GRANTEE on grant monies shall be spent on the project or returned to the COG.

2. Progress Reports & Benchmarks

2.1 **Progress Report Schedule.** GRANTEE shall prepare progress reports documenting project implementation. Progress reports shall be due upon submission of requests for grant disbursement and at such other times as requested by COG.

2.2 **Progress Report Format.** Progress reports shall include a narrative description of progress to date, and shall address the following points:

- Amount of additional investment committed from either public or private sources in River Road corridor improvements or in implementation of the plan.
- The number and amount of investments made by property owners, businesses or lease holders in the River Road corridor as a result of the plan.
- The changes in the vacancy rate for commercial buildings in the corridor.
- The progress toward completion of the major elements of the Statement of Work described elsewhere in this agreement.
- Other measures as identified by the Board.

3. Miscellaneous Understandings

3.1 **Agreement Modifications.** All amendments that are mutually agreed upon by and between the parties to this Agreement shall be reduced to writing and executed with the same formalities as this Agreement. In those instances where proposed modifications represent a substantial change in the program or activity, formal action by the BOARD may also be required.

3.2 **Payment Subject to Receipt of Funds from STATE.** Payment shall be made subject to receipt of funds from STATE. In the event that STATE reduces the amount of funding available, the compensation due under terms of the Agreement may be reduced in an amount and in a manner to be determined by COG. COG agrees to make its best efforts to notify GRANTEE of any change in the availability of funds in a timely fashion.

3.3 **Accounting of Regional Investment Grant Funds.** GRANTEE shall place all grant monies and interest earned thereon in a separate account or segregated fund and shall maintain discrete accounting records for expenditures and cash balances. GRANTEE shall use and maintain accounting policies, practices, and procedures that are consistent

with generally accepted accounting principles, and in accordance with applicable statutes and regulations.

- 3.4 **Books and Inspection.** GRANTEE will keep proper books of record and account on all activities associated with the project, including receipt and expenditure of all Regional Investment funds and all matching funds and in-kind services. GRANTEE will maintain these books of account and records in accordance with generally accepted accounting principles and shall retain the books of account and records at least until three (3) years after the expiration of this Agreement or the date any dispute or controversy arising under this Agreement is resolved, whichever date is later. GRANTEE will permit the State and the Secretary of State of the State of Oregon as well as the COG and its agents to inspect its properties, all work done, labor performed and materials furnished in and about the project, and to review and make photocopies, excerpts and transcripts of its books of account and records with respect to the receipt and disbursement of grant monies received from the COG as well as matching funds and in-kind services.
- 3.5 **Indemnification.** GRANTEE agrees to indemnify, defend and save harmless the COG, its officers, employees and agents from any and all claims, demands, suits and legal actions including appeals arising out of or in connection with connection with GRANTEE'S performance of work or work product under this Agreement; provided, however, that GRANTEE shall have no obligation with respect to any such claim, demand, suit or legal action which arises out of or in connection with decisions or directions made by COG concerning structure, standards or operational requirements of the program, or in connection with work product which has been modified without GRANTEE'S express authorization, or which has been used contrary to GRANTEE'S express instructions or for other than its intended purpose, if such modification or misuse is a substantial factor in causing the asserted loss or injury.
- 3.6 **Attorney Fees.** In the event a lawsuit of any kind is instituted on behalf of either party to collect any payment due under this Agreement or to obtain performance of any kind under this Agreement, the losing party agrees to pay such additional sums as the court may adjudge for reasonable attorney fees and to pay all costs and disbursements incurred therein.
- 3.7 **Publication Rights.** GRANTEE may copyright the material prepared for this Agreement without approval of COG when publications of subject data are developed from work under this Agreement. Any such copyrighted materials shall be subject to a royalty-free, nonexclusive and irrevocable license to the State of Oregon and Mid-Willamette Valley Council of Governments through COG to reproduce, translate, publish, use and dispose, and to authorize others to do so to further the purposes of the Regional Investment Plan.
- 3.8 **Signs and Notifications**
- A. **Temporary Signs.** For Regional Investment Fund activities which involve construction, GRANTEE shall ensure that a sign, to be provided by the COG is

displayed near the construction site and readily visible to the public, specifying that the construction is being funded by the Oregon State Lottery for the purpose of promoting economic development through the Mid-Willamette Valley Community Development Partnership. The sign shall remain in place until construction is complete.

- B. Notice. GRANTEE shall ensure that all Regional Investment Fund Activities include the following statement on all plans, reports, studies, or bid advertisements relating to activities:

"The preparation of this report (document) was (This Project is) funded in part with a grant from the Oregon State Lottery through the Mid-Willamette Valley Community Development Partnership for the purpose of promoting economic and community development."

The statement shall be prominently placed on the document, i.e., on the title page of reports or documents, on the cover of blueprint sets, as part of map legends.

- 3.9 Notices. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notice to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to GRANTEE or the COG. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when the receipt of the transmission is generated by the transmitting machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

- 3.10 Severability. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. If a provision of this Agreement conflicts with ORS 285B.230 to 285B.263, or with any administrative rules directly implementing those statutes, such laws or rules as amended shall govern, but only inasmuch as any rule as amended after the effective date of this Agreement specifies or clarifies issues materially established by this Agreement.

- 3.11 Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the COG, GRANTEE, and their respective successors and assigns except that GRANTEE may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of the COG.

- 3.12 Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements or representations, oral or written, not specified herein regarding this Agreement. Any waiver or consent, if made, shall be effective only in the specific instance and for the specific purpose given.

4. Special Conditions

- 4.1 **Governing Law.** This Agreement shall be governed by and construed in accordance with the law of Oregon.
- 4.2 **Independent Contractor.** GRANTEE is engaged as an independent contractor and COG shall not have the right to control or interfere with the manner or method of GRANTEE'S accomplishment of its work specified in this Agreement. GRANTEE shall be solely responsible for payment of contributions and benefits under FICA, Workers Compensation, Unemployment Compensation, and benefits programs as may be offered by GRANTEE or required by law. GRANTEE shall likewise be solely responsible for the collection, accounting and payment of personal income taxes, property taxes and excise taxes, as may be applicable.
- 4.3 **Existence and Power.** GRANTEE has full power and authority to transact the business in which it is engaged, and full power and authority and legal right to make this Agreement and to incur and perform its obligations hereunder.
- 4.4 **Authority, No Contravention.** The making and performance by GRANTEE of this Contract (a) have been duly authorized by all necessary action of the GRANTEE, (b) do not and will not violate any provision of any applicable law, rule, regulation or order of any court, regulatory commission, board, or other administrative agency and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which GRANTEE is a party or by which GRANTEE or any of its properties may be bound or affected.
- 4.5 **Compliance with Land Use Regulations and Comprehensive Plan.** The activities funded with the Regional Investment Fund Grant will comply with applicable city or county comprehensive plans, public facility plans, and land use regulations.
- 4.6 **Nondiscrimination.** GRANTEE shall comply with all applicable federal, state, and local laws, rules and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, or disability.
- 4.7 **Statutory and Regulatory Compliance.** GRANTEE shall comply with all federal, state, and local laws, ordinances and regulations applicable to the work under this agreement, including, if applicable, the contract provisions of ORS Chapter 279, particularly 279.312, 279.313, 279.314, 279.316, 279.320, as amended. In addition, GRANTEE expressly agrees to comply with Title VI of the Civil Rights Act of 1964 and comparable state and local laws. GRANTEE shall also comply with Section V of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pub. Law No. 101-336), ORS 30.670 to ORS 30.685, ORS 659.425, ORS 659.430, and all regulations and administrative rules established pursuant to these laws.
- 4.8 **First Source Agreement.** Any business receiving \$50,000 or more from the Regional Investment Fund shall enter into a First Source Agreement with publicly funded job training providers in accordance with OAR 123-70-300 through 123-70-370. The Agreement shall be in effect until such time as the terms and conditions of GRANTEE'S Agreement with the COG have been satisfied.

4.9 **Use of a Fiscal Agent.** In the event that GRANTEE utilizes an outside fiscal agent to assist with the receipt, accounting for and disbursement of grant funds, the name, address and the arrangements with such an agent must be disclosed prior to execution of this agreement and found to be satisfactory by COG.

5. **Time of Performance**

5.1 This Agreement shall be effective when it has been signed by both parties and shall terminate at the completion of all project activities or May 31, 2004, whichever first occurs unless terminated sooner as provided in Section 6.

6. **Termination**

6.1 **Mutual Termination**

This Agreement may be terminated by the consent of both parties.

6.2 **Termination by COG**

In the event that the STATE terminates or reduces its Regional Investment Fund and Rural Investment Fund Grant Award Contract with COG, COG may terminate or reduce the amount funding provided through this Agreement upon delivery of written notice to GRANTEE. GRANTEE shall be entitled to receive compensation for any work completed at that point. GRANTEE shall not be entitled to compensation for work in progress which is not reduced to a useable format.

6.3 **Termination for Cause**

Either party may terminate this Agreement for cause, provided the other party is given 30 days notice specifying the cause and an opportunity to remedy.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed in their respective names by duly authorized representatives.

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

CITY OF KEIZER

D. A. Galati
Executive Director

Date: _____

Date: _____

**REGIONAL INVESTMENT FUND AWARD AGREEMENT
EXHIBIT A**

**REQUEST FOR DISBURSEMENT FORM
REGIONAL INVESTMENT FUND**

REQUEST # _____

DATE _____

GRANTEE _____ City of Keizer

PROJECT NAME _____

A. Grant Request

a) AMOUNT OF THIS RIF REQUEST	b) RIF AMOUNT PREVIOUSLY RECEIVED	c) TOTAL RIF GRANT	d) RIF GRANT BALANCE REMAINING (Column "c" less the total of columns "a" and "b")
\$ _____	\$ _____	\$75,000	\$ _____

B. Project Budget Summary

Item	a) RIF Funds	b) Grantee Funds	c) Value In-Kind Resources Used To Date	e) Total Amount Budgeted/Spent To Date (Total columns "a" through "c")
Budgeted	\$ _____	\$ _____	\$ _____	\$ _____
Spent	\$ _____	\$ _____	\$ _____	\$ _____
Balance	\$ _____	\$ _____	\$ _____	\$ _____

C. Briefly describe grant funded expenditure:

D. Please attach documentation of costs (if appropriate):

I certify by my signature below that the funds requested in this disbursement will be used for eligible purposes as described in the Regional Investment Fund Agreement.

Signature of Requesting Authority

Name and Title (printed or typed)

Date: _____



July 7, 2003

AGENDA ITEM 8C

**ORDER – APPROVING SIGN VARIANCE FOR KEIZER/SALEM
SENIOR CENTER**

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY 

SUBJECT: *ORDER APPROVING KEIZER/SALEM AREA SENIORS SIGN VARIANCE*

This matter came before the Council on June 16, 2003 for public hearing. After due deliberation, the Council granted the requested sign variance and directed staff to prepare an appropriate Order. Such Order is attached for your action.

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

ESJ/tmh
enclosure

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 ORDER

3 IN THE MATTER OF THE APPLICATION OF THE
4 KEIZER/SALEM AREA SENIORS, INC. FOR A SIGN
5 VARIANCE (CASE NO. 2003-18)

6 The City of Keizer orders as follows:

7 Section 1. THE APPLICATION. This matter came before the Keizer City
8 Council on the appeal by the applicant of the hearings officer's denial of a variance to
9 KDC 2.308.07. Specifically, the applicant is requesting a variance for the total area for
10 a non-commercial/semi-public sign from the maximum of 64 feet to allow up to 120
11 square feet of sign area for property located at 930 Plymouth Drive Northeast, Keizer.

12 Section 2. JURISDICTION. The land in question in this Order is within the city
13 limits of the City of Keizer. The City Council is the governing body for the City of
14 Keizer. As the governing body, the City Council has the authority to make final land
15 use decisions concerning land within the city limits of the City of Keizer.

16 Section 3. PUBLIC HEARING. In addition to the public hearing from the
17 hearings officer, a public hearing was held on this matter before the Keizer City Council
18 on June 16, 2003. The following persons either appeared at the City Council hearing
19 or provided written testimony on the application before the Council:

- 20 1) Cheryl Vafakos, Interim Planning Director
21 2) Charles W. Shirley
22 3) Betty Berg

1 Section 4. EVIDENCE. Evidence before the City Council in this matter is
2 summarized in Exhibit "A" attached.

3 Section 5. OBJECTIONS. No objections have been raised as to notice,
4 jurisdiction, alleged conflicts of interests, bias, evidence presented or testimony taken
5 at the hearing.

6 Section 6. CRITERIA AND STANDARDS. The criteria and standards relevant
7 to the decision in this matter are set forth in Exhibit "B" attached.

8 Section 7. FACTS. The facts before the City Council in this matter are set forth
9 in Exhibit "C" attached.

10 Section 8. JUSTIFICATION. Justification for the City Council's decision in this
11 matter is explained in Exhibit "D" attached.

12 Section 9. ACTION. The decision of the City Council is set forth in Exhibit "E"
13 attached.

14 Section 10. FINAL DETERMINATION. This Order is the final determination
15 in this matter.

16 Section 11. EFFECTIVE DATE. This Order shall take effect immediately upon
17 its passage.

18 ///

19 ///

20 ///

21 ///

EXHIBIT "A"

Evidence

Official notice has been taken of the Planning Department files and reports in this matter, including the application and the exhibits contained therein, as well as the Hearings Officer's Order.

The minutes of the City Council meeting of June 16, 2003 are incorporated herein as if fully set forth.

EXHIBIT "B"

Criteria and Standards

The criteria and standards relevant to the application are found in the Keizer Development Code (KDC). The specific criteria are set forth below:

1. KDC 2.308.10 (Sign Variance Criteria).

No other specific criteria and standards were raised at the hearing.

EXHIBIT "C"

Facts

FINDINGS: GENERAL

1. The applicant is Betty Berg, President of Keizer/Salem Area Seniors, Inc.
2. The property owner is Keizer/Salem Area Seniors, Inc.
3. The subject property is located at 930 Plymouth Drive Northeast, Keizer. The County Assessor's map identifies the property as being located within Township 6 South, Range 3 West, Section 11CA, Tax Lot 03800.
4. The subject property is approximately 2.74 acres.
5. The subject property contains a senior service facility center.
6. The subject property is designated Medium High Density Residential (MHDR) in the Comprehensive Plan and zoned RM (Medium Density Residential).
7. Properties to the west and north are zoned RM (Medium Density Residential). The property to the north contain an apartment complex and single family dwellings. Properties to the west contain single family dwellings. Properties to the east and south are located outside the City limits.
8. The applicant is requesting a variance to Keizer Development Code Section 2.308.07 which limits the square footage allowed for Non-Commercial/semi-public uses to 64 square feet. The applicant is requesting to allow up to 100 square feet of sign area for property located at 930 Plymouth Drive Northeast.
9. The Keizer Public Works Department; Keizer Police Department; and, Keizer Fire Department stated they reviewed the proposal and have no comments.

FINDINGS: VARIANCE

10. The Keizer/Salem Area Seniors, Inc. facility is considered a semi-public use. Section 2.308.07 (Non-Commercial Signs) specifies regulations for semi-public use signage. The maximum area for permanent signs for a semi-public use is 64 square feet.

The applicant is requesting to allow up to 100 square feet of permanent sign area for property located at 930 Plymouth Drive Northeast. Therefore, variance approval is required, as this proposal does not comply with requirements of the Keizer Development Code.

11. Section 2.308.10 of the Keizer Development Code states that any allowance for signs not complying with the standards set forth in these regulations shall be by variance.

12. The decision criteria for a variance of Section 2.308 of the Keizer Development Code are contained in Section 2.308.10 of the Keizer Development Code. The criteria and findings are listed below:

- 1(a) There are unique circumstances of conditions of the lot, building or traffic pattern such that the existing sign regulations create an undue hardship. KDC 2.308.10(A)(1)(a).

FINDINGS: The structure is set back from the street a significant distance. The freestanding sign faces Cherry Avenue, and not Plymouth Drive. Without the variance, motorists eastbound on Plymouth may have difficulty identifying the site until they reach Cherry Avenue. At that point they have passed the driveway into the site thereby causing possible traffic problems as they try to maneuver back to the driveway.

Therefore, the building location and traffic patterns are unique circumstances to such a degree that the existing sign regulations create an undue hardship. The proposal meets this criterion.

- 1(b) There are unique circumstances of conditions of the lot, building or traffic pattern such that the requested variance is consistent with the purpose of this chapter as stated in Section 2.308.01. KDC 2.308.10(A)(1)(b).

FINDINGS: See above discussion. The purpose of the sign regulations is "to help implement the Keizer Comprehensive Plan, to provide equitable signage rights, reduce signage conflicts, promote traffic and pedestrian safety, increase the aesthetic value and economic viability of the City, all by classifying and regulating the location, size, type and number of signs and related matters, in a content-neutral manner."

The variance is consistent with this Purpose statement. In particular, the variance will help promote traffic safety as mentioned above with regard to eastbound Plymouth Drive traffic.

In addition there are no signage conflicts in this area as there are no significant signs placed in the general vicinity. The proposal meets this criterion.

- 1(c). There are unique circumstances of conditions of the lot, building or traffic pattern such that the granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any other business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this chapter. KDC 2.308.10(A)(1)(c).

FINDINGS: As mentioned above, there are unique circumstances of the building as placed on the lot and the traffic patterns that make the variance request appropriate. The granting of the variance compensates the applicant for those unique circumstances by allowing a fair identification of the structure in comparison to other similar businesses. This is not a special privilege because the granting of this minimal variance allows the site to be identified in a way that puts the applicant on a similar footing with other businesses. There are no similar non-profit/semi-public uses in this type of location. Therefore, there is no special privilege granted to this applicant under the particular circumstances of this case. The proposal complies with this criterion.

- 2(a). The granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified items of public welfare. KDC 2.308.10(A)(2)(a).

FINDINGS: The approval of this request could promote traffic and pedestrian safety by providing additional identification for the location of the Keizer/Salem Area Senior Center to their potential customers. The sign as proposed will not be located in any vision clearance area and is not of such a design, shape or size as to detract from drivers' attention. The proposal complies with this criterion.

- 2(b). The granting of the variance shall not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance. KDC 2.308.10(A)(2)(b).

FINDINGS: See discussion under 1(c) above. The granting of the variance will not result in a special advertising advantage to neighboring businesses or businesses of a similar nature because the placement of the building on the lot is in a such a location that the wall signed proposed to be changed will be

appropriately visible from Plymouth Drive. Such sign, combined with the freestanding sign presents minimal identification for the site.

- 2(c). The granting of the variance shall not be the result of a self-imposed condition or hardship. KDC 2.308.10(A)(2)(c).

FINDINGS: There are no particular conditions or hardships that were self-imposed by the applicant that prevent construction of the requested sign. This proposal complies with this criterion.

EXHIBIT "D"

Justification

The applicant has the burden of proving that the application meets relevant standards and criteria to be applied in the particular case.

The applicant is requesting a variance to the Keizer Development Code Section 2.308.07 which limits the total allowed area for signage to 64 square feet for a non-commercial/semi-public use. The applicant is requesting a variance to allow up to 100 square feet of total sign area.

The variance criteria for signs is set forth in the Keizer Development Code and is different from the normal variance criteria. The City Council finds that the applicable criteria are met in this instance. The Senior Center is a unique entity. Though ostensibly a non-profit/semi-public use, the Center derives much of its use from sign placement in the same manner as a retail establishment. Hence, there is a need for this sign placement.

The sign area allowed by this variance will still be substantially less than allowed on a similar retail establishment. With these limits in place, the proposal complies with the applicable criteria and the variance should be granted.

EXHIBIT "E"

Action

The City of Keizer order as follows:

The requested sign variance is hereby GRANTED subject to the following conditions:

1. The total sign area allowed for the site shall not exceed one hundred (100) square feet. Any and all modifications to or removal of signs to comply with this condition shall be accomplished no later than thirty (30) days of the date of this Order.
2. No further sign variance shall be requested or granted for this property unless there is a change in use.



July 7, 2003

AGENDA ITEM 8d

**ORDINANCE – AMENDING THE KEIZER DEVELOPMENT CODE –
VARIANCE CRITERIA**

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER 

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: AMENDMENTS TO VARIANCE CRITERIA AND PROCEDURE

This matter was before the Council a few months ago and was referred back to the Planning Commission for further review regarding the process for appeals of major variances. After reconsidering the matter, the Planning Commission determined that instead of having the initial decision before the Planning Commission for major variances, the initial decision would be before staff as is the current process. However, any appeals of major variance cases would go to the Planning Commission rather than the hearings officer.

The matter is before the Council for final adoption. I have attached a copy of the current variance criteria for comparison purposes. The revised criteria correct a defect in which the minor variance criteria were actually harder to achieve than the major variance criteria. Also, it allows for a showing of undue burden if the applicant cannot show consistency with purpose of the provision being varied.

There is currently an applicant that has been waiting for several months to apply under the new criteria. Therefore, at the Mayor's request, I have included an emergency clause in the Ordinance for the Council's consideration.

RECOMMENDATION:

Adopt the attached Ordinance.

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

ESJ/tmh
enclosure

1 BILL NO. ____

A BILL

ORDINANCE NO.

2003-____

3 FOR

4 AN ORDINANCE

5 AMENDING THE KEIZER DEVELOPMENT CODE REGARDING
6 SECTION 3.105.04 (CRITERIA - MINOR VARIANCE), SECTION
7 3.105.05 (CRITERIA - MAJOR VARIANCE), SECTION 3.1
8 (APPLICATION TYPES AND REQUIREMENTS), AND SECTION 3.2
9 (ADMINISTRATIVE PROCEDURES); AND DECLARING AN
10 EMERGENCY; AMENDING ORDINANCE 98-389

11 WHEREAS, the Keizer Planning Commission has recommended to the Keizer

12 City Council amendments to the Keizer Development Code (Ordinance No. 98-389) to

13 make changes to sections relating to variance criteria of the Code; and

14 WHEREAS, the City Council has held a hearing on this matter and considered
15 the testimony given and the recommendation of the Keizer Planning Commission; and

16 WHEREAS, the Keizer City Council has determined that it is necessary and
17 appropriate to amend the Keizer Development Code as set forth herein; and

18 WHEREAS, the Keizer City Council has determined that such amendments meet
19 the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer
20 Development Code; NOW, THEREFORE,

21 ///

22 ///

23 ///

Page 1 - ORDINANCE NO. 2003-____

Lien & Johnson

Attorneys at Law
4855 River Road N
Keizer, Oregon 97303
(503) 390-1635

1 The City of Keizer ordains as follows:

2 Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in
3 Exhibit "A" attached hereto and by this reference incorporated herein.

4 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE. The
5 Keizer Development Code (Ordinance No. 98-389) is hereby amended by the adoption
6 of the changes to Section 3.105.04 (Criteria - Minor Variance), Section 3.105.05
7 (Criteria - Major Variance), Section 3.1 (Application Types and Requirements), and
8 Section 3.2 (Administrative Procedures) as set forth in Exhibit "B" attached hereto, and
9 by this reference incorporated herein.

10 Section 3. SEVERABILITY. If any section, subsection, sentence, clause,
11 phrase, or portion of this ordinance is for any reason held invalid, unconstitutional, or
12 is denied acknowledgment by any court or board of competent jurisdiction, including,
13 but not limited to the Land Use Board of Appeals, the Land Conservation and
14 Development Commission and the Department of Land Conservation and Development,
15 then such portion shall be deemed a separate, distinct, and independent provision and
16 such holdings shall not affect the validity of the remaining portions hereof.

17 ///

18 ///

19 ///

20 ///

1 Section 4. EFFECTIVE DATE. This Ordinance being necessary for the
2 immediate preservation of the public health, safety and welfare, an emergency is
3 declared to exist and this Ordinance shall take effect immediately upon its passage.

4 PASSED this _____ day of _____, 2003.

5 SIGNED this _____ day of _____, 2003.

6

7

Mayor

8

9

City Recorder

EXHIBIT "A"

FINDINGS REGARDING THE ADOPTION OF AMENDMENTS TO THE KEIZER DEVELOPMENT CODE Criteria is listed in Section 3.111.03 of the Keizer Development Code

The City of Keizer finds the following:

1. Impact of the proposed amendment on land use and development patterns within the City. KDC 3.111.03(A), as measured by:

a. Traffic generation and circulation patterns:

FINDINGS: The proposed amendment will not result in changes in the traffic generation or circulation patterns.

b. Population concentrations:

FINDINGS: The Amendments do not affect population concentrations.

c. Demand for public facilities and services:

FINDINGS: The amendments will not increase demand significantly for public services and facilities beyond what is already planned for.

d. Maintenance of public health and safety:

FINDINGS: The amendments will not affect the maintenance of public health and safety. The amendments assure consistency with the intent and purpose of the code and weigh the burden placed on the property owner in comparison with how it will affect others by the variance.

e. Level of park and recreation facilities:

FINDINGS: This criterion is not impacted by these amendments.

///

///

f. Economic activities;

FINDINGS: These amendments shall have little if no impact on economic activities.

g. Protection and use of natural resources;

FINDINGS: These amendments shall have no impact on the protection and use of natural resources.

h. Natural hazards and constraints;

FINDINGS: These amendments do not affect or impact natural hazards and constraints.

i. Compliance of the proposal with existing adopted special purpose plans or programs, such as public facilities improvement programs;

FINDINGS: This criterion is not impacted by these amendments.

2. A demonstrated need exists for the product of the proposed amendment.

FINDINGS: The amendments are needed to allow granting of variances that are consistent with the intent and purpose of the Development Code; and to allow for extreme hardships or undue burdens it may have caused.

3. The proposed amendments comply with all the applicable Statewide Planning Goals and administrative rule requirements.

FINDINGS: This action will occur entirely within the City limits; no goal exceptions are required. Compliance with the Statewide Land Use Goals is reviewed below:

Goal 1 - Citizen Participation: Consistent with local and state requirements, the Keizer Variance Criteria was developed cooperatively with an advisory committee consisting of the Planning Commission, staff, and the recommendations and input of residents. The Plan was considered at a public hearing with the final decision resting with the City Council. Citizens had an opportunity to comment and testify.

Goal 2 - Planning: The amendments were reviewed consistent with state law and the procedures in the acknowledged Comprehensive Plan and Keizer Development Code.

Goal 3 - Farm Land: The proposal does not impact properties utilized for farm land.

Goal 4 - Forest Land: The proposal does not involve land located within designated forest land.

Goal 5 - Natural Resources: The amendments maintain the protection and use of natural resources of waterways in the City.

Goal 6 - Air, Water and Land Quality: The amendments do not impact uses or activities which could have an adverse impact on the City's water and land quality.

Goal 7 - Natural Hazards: The amendments do not affect occurrences of natural hazards and constraints.

Goal 8 - Recreation: The amendments do not have an impact on recreational activities or uses within the City.

Goal 9 - Economic Development: The amendments do not have an impact Economic Development within the City

Goal 10 - Housing: The proposal does not impact this goal.

Goal 11 - Public Facilities: The amendments do not increase demand for public facilities beyond what is already planned for.

Goal 12 - Transportation: The amendments do not increase demand for public facilities beyond what is already planned for.

Goal 13 - Energy Conservation: This proposal does not impact this goal.

Goal 14 - Urbanization: The proposal does not impact this goal.

Goal 15 - Willamette Greenway: The proposal does not impact this goal.

Goal 16 to 19 - Estuarine Resource, Coastal Shorelands, Beaches and Dunes, and, Ocean Resources: This proposal does not involve property subject to these goal requirements.

Based on the above findings, the proposal complies with the Statewide Land Use Goals.

4. The amendments are appropriate as measured by at least one of the following criteria:
- a. It corrects identified error(s) in the provisions of the plan.
 - b. It represents a logical implementation of the plan.
 - c. It is mandated by changes in federal, state, or local law.
 - d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The amendments correct language that might, if interpreted literally, eliminate the variance process altogether. The current criteria for major variances are less stringent than minor variances. These amendments correct this language.

Based on the above findings, the proposal complies with decision criteria for the proposed text amendment in the Keizer Development Code.

3.105 VARIANCES - MINOR AND MAJOR

3.105.01 Purpose

The development standards in this Development Code protect the public health, safety and welfare by establishing standard setbacks, maximum building heights and other development standards that apply to various uses. For lands or uses with unique characteristics the intent and purpose of the development standards may be maintained while allowing for a variance to quantifiable requirements only. (2/01)

A minor variance may be approved for those requests resulting in no more than a 20% change in a quantifiable standard. Otherwise, any change to a quantifiable standard greater than 20 percent will require a major variance. (2/01)

3.105.02 Application and Fee

An application for a variance shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application that addresses the review criteria of this Section. (5/98)

3.105.03 Applicability

Under the following provisions, a property owner or his designate may propose a modification or variance from a standard or requirement of this Ordinance, except when one or more of the following apply: (5/98)

- A. The proposed variance would allow a use that is not permitted in the district; (5/98)
- B. Another procedure and/or criteria is specified in the Ordinance for modifying or waiving the particular requirement or standard; (5/98)
- C. Modification of the requirement or standard is prohibited within the district; or
- D. An exception from the requirement or standard is not allowed in the district. (5/98)

3.105.04 Criteria - Minor Variance

Staff may grant a minor variance from a requirement or standard of this Ordinance in accordance with the Type I-B review procedures provided that the applicant provides evidence that the following circumstances substantially exist: (5/98)

- A. The intent and purpose behind the specific provision sought to be varied is either clearly inapplicable under the circumstances of the particularly proposed development; OR, the particular development as proposed otherwise clearly satisfies the intent and purpose for the provision sought to be varied; and
- B. The proposed development will not unreasonably impact adjacent existing or planned uses and development; and

- C. The minor variance does not expand or reduce a quantifiable standard by more than 20 percent and is the minimum necessary to achieve the purpose of the minor variance; and
- D. There has not been a previous land use action approved on the basis that a minor variance would not be allowed. (5/98)

3.105.05 Criteria - Major Variance

Staff may grant a major variance from a requirement or standard of this Ordinance in accordance with the Type I-B review procedures provided that the applicant provides evidence that the following circumstances substantially exist: (201)

- A. The degree of variance from the standard is the minimum necessary to permit development of the property for uses allowed in the applicable zone; and
- B. There has not been a previous land use action approved on the basis that variances would not be allowed; and
- C. The variance will not be unreasonably detrimental to property or improvements in the neighborhood of the subject property; and
- D. The variance will not significantly affect the health or safety of persons working or residing in the vicinity; and
- E. The variance will be consistent with the intent and purpose of the provision being varied. (5/98)

3.105.06 Variance Conditions

Upon review of those criteria the findings may be considered to impose specific conditions of approval. The effective date or duration of a variance may be limited. (201)

3.105.07 Transfer of a Variance

Unless otherwise provided in the final decision granting this variance, any variance granted pursuant to this chapter shall run with the land, and shall automatically transfer to any new owner or occupant subject to all conditions of approval. (5/98)

3.105.08 Other Variance Actions

- A. Sign. Pursuant to Section 2.308.10 modification of the sign standards requires a variance. The sign variance contains specific decision criteria which is found in Section 2.308.10. A Variance request for signs is subject to a Type I-B review process with appeals to the Hearings Officer. (201)
- B. Floodplain. Pursuant to Section 2.122.09 modification of the floodplain standards requires a variance. The floodplain variance contains specific decision criteria which is found in Section 2.122.10. A Variance request is subject to a Type I-B review process with appeals to the Hearings Officer. (201)

3.101 SUMMARY OF APPLICATION TYPES

There are four types of development permits and land use actions, each with its own procedures as found in Chapter 3.2. (5/98)

3.101.01 Type I Action - Summary

Type I actions are administrative reviews processed by the City staff according to the procedures found in Section 3.202.01, 02 & 03. The review standards are generally clear and objective and allow little or no discretion. This process is further divided into two parts: (5/98)

A. Type I-A: A ministerial action reviewed by staff based on clear and objective standards. Conditions may be placed on the decision and notice of the decision is sent only to the applicant. Appeal is to the Hearings Officer. The following actions are processed under the Type I-A procedure: (2/01)

1. Signs (excluding variances or conditional uses) (5/98)
2. Floodplain Development Permit (excluding variances or conditional uses) (5/98)
3. Temporary Use Permit (2/01)

B. Type I-B: A ministerial action reviewed by staff based on generally clear and objective standards with some discretion afforded to staff. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Appeal is to the Hearings Officer. The Zoning Administrator may refer any application to the Hearings Officer or the City Council for public hearing and decision. The following actions are processed under the Type I-B procedure: (5/98)

1. Variance (Minor) (2/03)
2. Lot Line Adjustment (5/98)
3. Conditional Use (5/98)
4. Partitions (5/98)
5. Greenway Development Permit (2/01)

C. Type I-C: A ministerial action reviewed by staff based on generally clear and objective standards with some discretion afforded to staff. Conditions may be placed on the decision and notice is sent to the applicant. Appeal is to the Planning Commission. Notice is sent to property owners within the required notice area for public hearing. The Zoning Administrator may refer any application to the Planning Commission or the City Council for public hearing

and decision. The following action is processed under the Type I-C procedure: Development Review (2/01)

- D. Type I-D: A ministerial action reviewed by staff based on generally clear and objective standards with some discretion afforded to staff. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Appeal is to the Planning Commission. The Zoning Administrator may refer any application to the Planning Commission or City Council for public hearing and decision. The following actions are processed under the Type I-D procedure: (1/03)

1. Variance (Major) (1/03)

3.101.02 Type II Actions - Summary

A Type II action is a quasi-judicial review in which the Hearings Officer applies a mix of objective and subjective standards that allow considerable discretion. A Type II action follows the procedures found in Section 3.202.04. Staff has an advisory role. The Zoning Administrator may refer any application to the City Council for public hearing and decision bypassing the Hearings Officer. Public notice and a public hearing are provided. Section 3.204 lists the notice requirements. Appeal of a Type II decision is to the City Council. The following actions are processed under a Type II procedure: 2/01)

- A. Subdivision (5/98)
B. Planned Unit Development (5/98)
C. Manufactured Home Parks (5/98)

3.101.03 Type III Actions - Summary

A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. A Type III action follows the procedures found in Section 3.202.04. Staff and the Hearings Officer have advisory roles for Comprehensive Plan Map Amendments and Zone Changes. Staff and Planning Commission have advisory roles for Annexations. Public notice is provided and public hearings are held before the Hearings Officer, Planning Commission and City Council as determined by the application. Section 3.204 lists the notice requirements. In addition to applications by private parties, the City Council, by resolution, may initiate a Type III action. Appeal of the decision is to the Land Use Board of Appeals (LUBA). The following actions are processed under a Type III procedure: (2/01)

- A. Comprehensive Plan Map Amendments (involving 5 or fewer adjacent land ownerships) (5/98)
B. Zone Changes (involving 5 or fewer adjacent land ownerships) (5/98)
C. Annexation (5/98)

3.101.04 Type IV Actions - Summary

A Type IV action is a legislative review in which the City considers and enacts or amends laws and policies. A Type IV action follows the procedures found in Section 3.203. Private parties cannot apply for a Type IV action; it must be initiated by City staff, Planning Commission, or City Council. Public notice and hearings are provided in a Type IV process. The following actions are processed under a Type IV procedure:

- A. Text Amendments to the Comprehensive Plan (5/98)
- B. Text Amendments to the Development Code (5/98)
- C. Enactment of new Comprehensive Plan or Development Code text (5/98)
- D. Comprehensive Plan Map Amendments (involving more than 5 adjacent land ownerships, or, non-adjacent properties) (5/98)
- E. Zone Changes (involving more than 5 adjacent land ownerships, or, non-adjacent properties) (5/98)

LAND USE APPLICATION PROCESS (201)

LAND USE ACTION	TYPE	STAFF	HEARINGS OFFICER	PLANNING COM-MISSION	CITY COUNCIL
Signs, Floodplain, Temporary Use	I-A	Final Decision	Appeal of Staff Decision		Appeal of H.O. decision
Greenway Development Permit	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Conditional Use (All)	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Variance (Minor and Signs)	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Lot Line Adjustment	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Partition	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision

LAND USE ACTION	TYPE	STAFF	HEARINGS OFFICER	PLANNING COM-MISSION	CITY COUNCIL
Development Review	I-C	Final Decision		Appeal of Staff Decision	Appeal of Planning Commission Decision
Variances (Major)	I-D	Final Decision		Appeal of Staff Decision	Appeal of Planning Commission Decision
Subdivision	II	Recommendation to Hearings Officer	Final Decision		Appeal of H.O. Decision
Planned Unit Development	II	Recommendation to Hearings Officer	Final Decision		Appeal of H.O. Decision
Manufactured Home Park	II	Recommendation to Hearings Officer	Final Decision		Appeal of H.O. Decision
Comprehensive Plan Map Amendment	III	Recommendation to Hearings Officer	Recommendation to City Council		Final Decision
Zone Change	III	Recommendation to Hearings Officer	Recommendation to City Council		Final Decision
Annexation	III	Recommendation to Planning Commission		Recommendation to City Council	Final Decision
Text Amendmnts; Legislative Zone and Comprehensive Plan Map Changes	IV	Recommendation to Planning Commission		Recommendation to City Council	Final Decision

3.105 VARIANCES - MINOR AND MAJOR

3.105.01 Purpose

The development standards in this Development Code protect the public health, safety and welfare by establishing standard setbacks, maximum building heights and other development standards that apply to various uses. For lands or uses with unique characteristics the intent and purpose of the development standards may be maintained while allowing for a variance to quantifiable requirements only. (2/01)

A minor variance may be approved for those requests resulting in no more than a 20% change in a quantifiable standard. Otherwise, any change to a quantifiable standard greater than 20 percent will require a major variance. (2/01)

3.105.02 Application and Fee

An application for a variance shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application that addresses the review criteria of this Section. (5/98)

3.105.03 Applicability

Under the following provisions, a property owner or his designate may propose a modification or variance from a standard or requirement of this Ordinance, except when one or more of the following apply: (5/98)

- A. The proposed variance would allow a use that is not permitted in the district; (5/98)
- B. Another procedure and/or criteria is specified in the Ordinance for modifying or waiving the particular requirement or standard; (5/98)
- C. Modification of the requirement or standard is prohibited within the district; or (5/98)
- D. An exception from the requirement or standard is not allowed in the district. (5/98)

3.105.04 Criteria - Minor Variance

Staff may grant a minor variance from a requirement or standard of this Ordinance in accordance with the Type I-B review procedures provided that the applicant provides evidence that the following circumstances substantially exist: (5/98)

- A.
 - 1. The intent and purpose behind the specific provision sought to be varied is either clearly inapplicable under the circumstances of the particularly proposed development; or, (___/03)
 - 2. The variance requested is consistent with the intent and purpose of the provision being varied; or (___/03)

3. The applicant in good faith is unable to comply with the standard without undue burden which is grossly disproportionate to the burden born by others affected by the specific provisions of the code sought to be varied; (___/03)

B. The impact of the development due specifically to the varied standards will not unreasonably impact adjacent existing or planned uses and development; and (___/03)

C. The minor variance does not expand or reduce a quantifiable standard by more than 20 percent and is the minimum necessary to achieve the purpose of the minor variance; and (5/98)

D. There has not been a previous land use action approved on the basis that a minor variance would not be allowed. (5/98)

3.105.05 Criteria - Major Variance

Staff may grant a major variance from a requirement or standard of this Ordinance in accordance with the Type I-D review procedures provided that the applicant provides evidence that the following circumstances substantially exist: (___/03)

A. The degree of variance from the standard is the minimum necessary to permit development of the property for uses allowed in the applicable zone; and (5/98)

B. The applicant in good faith is unable to comply with the standard without undue burden. The applicant must demonstrate that the burden is substantially greater than the potential adverse impacts caused by the proposed variance; and (___/03)

C. The variance will not be unreasonably detrimental to property or improvements in the neighborhood of the subject property; and (5/98)

D. There has not been a previous land use action approved on the basis that variances would not be allowed; and (5/98)

E. The variance will not significantly affect the health or safety of persons working or residing in the vicinity; and (5/98)

F. The variance will be consistent with the intent and purpose of the provision being varied. (5/98)

3.105.06 Variance Conditions

Upon review of those criteria the findings may be considered to impose specific conditions of approval. The effective date or duration of a variance may be limited. (201)

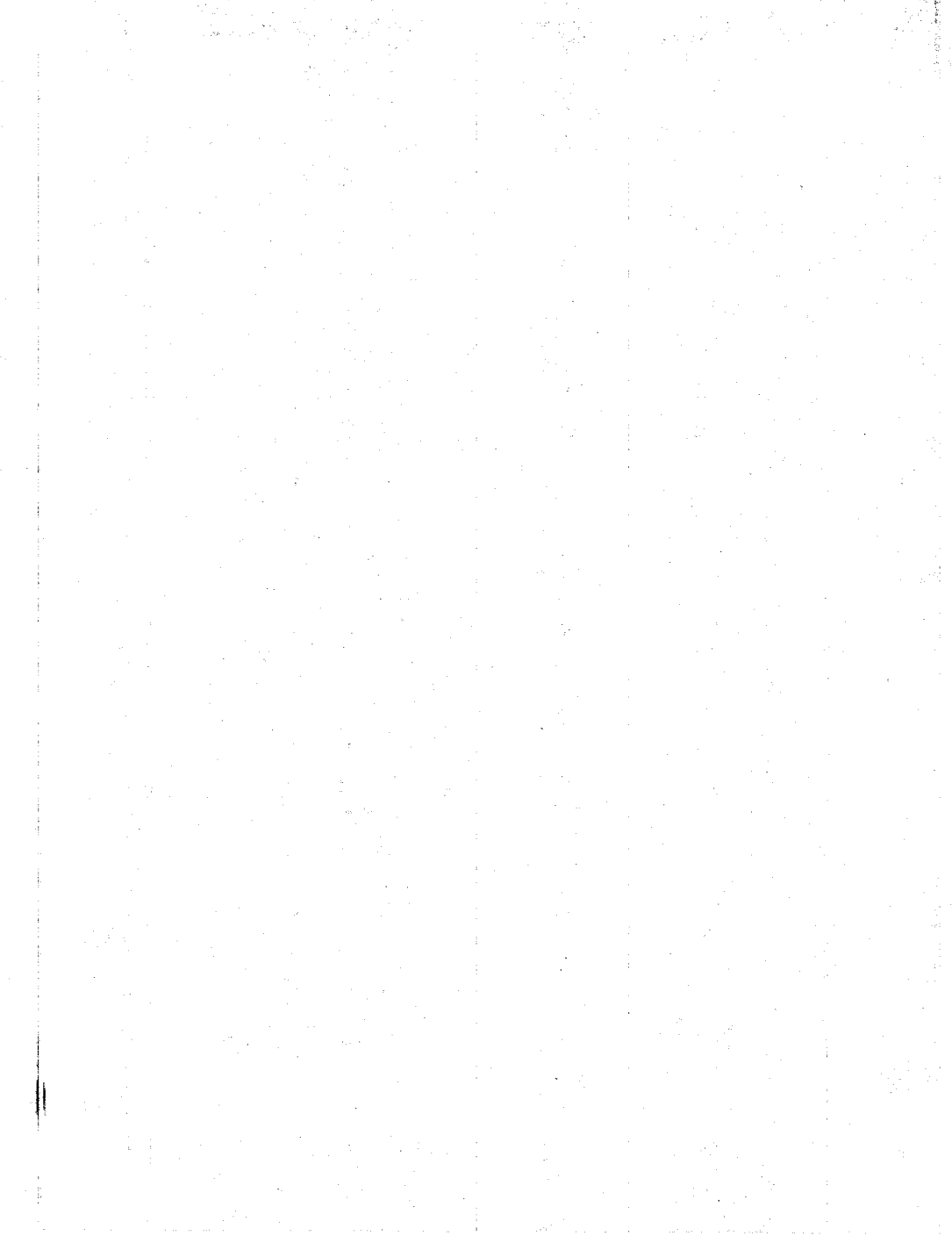
1 **3.105.07 Transfer of a Variance**

2 Unless otherwise provided in the final decision granting this variance, any variance
3 granted pursuant to this chapter shall run with the land, and shall automatically transfer
4 to any new owner or occupant subject to all conditions of approval. (5/98)

5 **3.105.08 Other Variance Actions**

6 A. Sign. Pursuant to Section 2.308.10 modification of the sign standards requires a
7 variance. The sign variance contains specific decision criteria which is found in
8 Section 2.308.10. A Variance request for signs is subject to a Type I-B review
9 process with appeals to the Hearings Officer. (2/01)

10
11 B. Floodplain. Pursuant to Section 2.122.09 modification of the floodplain
12 standards requires a variance. The floodplain variance contains specific
13 decision criteria which is found in Section 2.122.10. A Variance request is
14 subject to a Type I-B review process with appeals to the Hearings Officer. (2/01)



3.202 GENERAL PROCEDURES – TYPES I, II, AND III ACTIONS

3.202.01 Procedure for Type I-A Review

(Type I-A: Temporary Use Permit, Floodplain Development permit excluding variances or conditional uses, Signs excluding variances or conditional uses)

Applications subject to a Type I-A administrative review shall be reviewed and decided by the Zoning Administrator. (5/98)

- A. **Initial Review.** Upon receipt of an application for a Type I-A land use action, the City staff shall review the application for completeness. (5/98)
 - 1. Incomplete applications shall not be reviewed until the applicant has submitted all required information. (5/98)
 - 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. (5/98)
- B. **Complete Application.** The application shall be deemed complete for the purposes of processing the application and all related timing provisions either:
(5/98)
 - 1. Upon receipt of the additional information; or, if the applicant refuses to submit the information; (5/98)
 - 2. On the 31st day after the original submittal the application shall be deemed complete for review purposes. (5/98)
- C. **Staff Review.** Within thirty (30) days of receipt of a complete application or such longer period mutually agreed to by both staff and the applicant, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Ordinance; (5/98)
- E. **Conditions.** Approvals of a Type I-A action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals: (2/01)
 - 1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following:
(2/01)
 - a. Ensure that the standards of the development code are met; or, (2/01)
 - b. Fulfillment of the need for public service demands created by the proposed use. (2/01)

2. Changes of alterations of conditions shall be processed as a new administrative action. (201)
- F. Notice. Notice shall be provided to the applicant consistent with Section 3.204.01. (5/98)
- G. Appeals. A Type I-A land use decision may be appealed by the applicant to the Hearings Officer, except that Site plan Reviews shall be appealed to the Planning Commission. The appeal shall be filed within 10 days from the date of mailing of the decision, pursuant to the provisions of Section 3.205. (5/98)
- H. Final Decision. The final land use decision, including all appeals, shall be completed within 120 days as per the requirements in Section 3.202.05 (201)

3.202.02 Procedure for Type I-B and I-D Review

(Type I-B: Minor Variance, Lot Line Adjustment, Conditional Use, Partition, Greenway Development Permit)(Type I-D Major Variance)

Applications subject to administrative review shall be reviewed and decided by the Zoning Administrator. (5/98)

- A. Initial Review. Upon receipt of an application for a Type I-B or I-D land use action, the City staff shall review the application for completeness. (5/98)
 1. Incomplete applications shall not be reviewed until the applicant has submitted all required information. (5/98)
 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. (5/98)
- B. Complete Application. The application shall be deemed complete for the purposes of scheduling the hearing and all related timing provisions either: (5/98)
 1. Upon receipt of the additional information; or, if the applicant refuses to submit the information;
 2. On the 31st day after the original submittal the application shall be deemed complete for review purposes. (5/98)
- C. Agency Referrals. Referrals may be sent to interested agencies such as City departments, police and fire departments, school district, utility companies, and applicable city, county, and state agencies at the Director's option. Referrals will be sent to affected neighborhood associations. (5/98)
- D. ~~Notice of Application. Notice of a partition or subdivision application shall be mailed to owners of property within 250 feet of the site and neighborhood~~

~~association representatives. The notice to owners and neighborhood association members will invite the submittal of written comments on the proposal to the City within 10 days.~~ (01/02)

- E. **Staff Review.** Within thirty (30) days of receipt of a complete application or such longer period mutually agreed to by both staff and the applicant, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Ordinance; The Administrator shall have the option of referring a type I-B application to the Hearings Officer or City Council for the initial decision. The Administrator shall have the option of referring a type I-D application to the Planning Commission or City Council for the initial decision. (___/03)
- F. **Conditions.** Approvals of a Type I-B and I-D action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals: (___/03)
1. **Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following:** (2/01)
 - a. **Ensure that the standards of the development code are met; or, (2/01)**
 - b. **Fulfillment of the need for public service demands created by the proposed use. (5/98)**
 2. **Changes of alterations of conditions shall be processed as a new administrative action. (5/98)**
 3. **Performance bonding to comply with applicable conditions of approval shall comply with the provisions in Section 3.202.05B. (2/01)**
- G. **Notice.** Notice of the decision shall comply with the provisions in Section 3.204.01. (5/98)
- H. **Appeals.** A Type I-B land use decision may be appealed to the Hearings Officer, by either the applicant or persons receiving notice of the decision. A Type I-D land use decision may be appealed to the Planning Commission, by either the applicant or persons receiving notice of the decision. (___/03)
- The appeal shall be filed within 10 days from the date of the mailing of the decision, pursuant to the provisions of Section 3.205. (5/98)**
- I. **Time Limit.** The final land use decision, including all appeals, shall be completed within 120 days as per the requirements in Section 3.202.05. (5/98)

3.204 PUBLIC NOTICE REQUIREMENTS

3.204.01 Type I-A, Type I-B and Type I-D Actions

- A. Type I-A. Written notice of any Type I-A decision shall be mailed or delivered to the applicant. The notice shall be sufficient to indicate approval or denial of the request. (5/98)
- B. Type I-B and I-D. Written notice of any Type I-B and I-D decision shall be mailed to the applicant, all property owners within 250 feet of the subject property, and any affected neighborhood association. An affected neighborhood association is one containing the subject property, or within 250 feet of the subject property regardless of the jurisdiction. Written notice for a Type I-B and I-D shall be a summary of the application and the decision, plus a notice that the recipient may request a copy of the full decision, which shall include the following: (5/98)
 - 1. Summary of the request. (5/98)
 - 2. Relevant decision criteria. (5/98)
 - 3. Findings of fact indicating how the request does or does not comply with the decision criteria. (5/98)
 - 4. Conclusionary statement indicating approval or denial of the request. (5/98)
- 1. Information regarding the appeal process including whom may appeal, where appeal must be submitted, fees and the appeal deadline. (5/98)
- A. Type I-C. Written notice of any Type I-C decision shall be mailed or delivered to the applicant. The notice shall be sufficient to indicate approval or denial of the request. Upon appeal of a Type I-C action, notice shall be sent to the applicant, all property owners within 250 feet of the subject property, and any affected neighborhood association. An affected neighborhood association is one containing the subject property, or within 250 feet of the subject property regardless of the jurisdiction. (2/01)

3.205 PUBLIC HEARING BEFORE THE HEARINGS OFFICER OR PLANNING COMMISSION

3.205.01 General Provisions

- A. Appeal of the Administrator's Decision. Appeal of a Type I-A or Type I-B action shall be heard by the Hearings Officer. Findings of the Hearings Officer on such appeal shall be final unless further appealed to the City Council. Appeal of a Type I-C or Type I-D action shall be heard by the Planning Commission, with appeal to the City Council. Findings of the Planning Commission on such appeal shall be final unless further appealed to the City Council. (5/98)
- B. Initial Hearing. Land use actions, which require a public hearing by the Hearings Officer or Planning Commission under the provisions of this Ordinance, shall be initially heard within 60 days of the receipt of an application or appeal. (5/98)
- C. Continuance. The Hearings Officer or Planning Commission may continue a public hearing for additional, information, testimony or for decision only, to its next regular meeting or to a special meeting. In no instance, however, shall the decision be continued more than sixty (60) days beyond the initial hearing date. (5/98)
- D. Open Record. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. (5/98)
- E. Final Decision. The decisions of the Hearings Officer on applications for Type II actions shall be final unless appealed to the City Council pursuant to Section 3.207. The decision of the Planning Commission for Type I-C actions shall be final unless appealed to the City Council pursuant to Section 3.207. (2/01)
- F. Recommendation. The recommendations of the Hearings Officer or Planning Commission on applications for Type III actions shall be referred to the City Council for final determination. (5/98)
- G. LUBA Appeal Requirements. An issue which may be the basis for an appeal to the Land Use Board of Appeals (LUBA) may be raised not later than the close of the record at or following the final evidentiary hearing on the proposal before the City. Such issues shall be raised with sufficient specificity so as to afford the decision authority, and affected parties, an adequate opportunity to respond to each issue. (5/98)

3.205.02 Public Hearing Procedures

The public hearings before the Hearings Officer or Planning Commission shall be conducted according to hearings procedures adopted by City Council resolution. (5/98)

3.205.03 Evidence

- A. Exclusion. All evidence offered and not objected to may be received unless excluded by the Hearings Officer or Planning Commission on its own motion. Evidence may be received subject to a later ruling as to its admissibility. (5/98)
- B. Testimony. The Hearings Officer or Planning Commission may exclude irrelevant, unduly repetitious, immaterial or cumulative evidence; but erroneous admission of evidence by the Officer or Commission shall not preclude action or cause reversal on appeal unless shown to have substantially prejudiced the rights of a party. Any part of the evidence may be received in written, video or form. (5/98)
- C. Public Record. All evidence shall be offered and made a part of the public record in the case. (5/98)
- D. Testimony and Rebuttal. All interested persons shall be allowed to testify. Every party is entitled to an opportunity to be heard and to present and rebut evidence. (5/98)

3.205.04 Record of Hearing

A verbatim record of the proceeding shall be made by written, mechanical or electronic means, which record need not be transcribed except upon review of the record. (5/98)

3.205.05 Limits on Oral Testimony

The Hearings Officer and Planning Commission Chairman may set consistent, reasonable time limits for oral presentations to the end that parties are encouraged to submit as much evidence as possible in writing prior to the hearing. (5/98)

3.205.06 Exhibits

All exhibits received shall be marked so as to provide identification upon review. The City shall retain such exhibits. (5/98)

3.207 APPEAL PROVISIONS

3.207.01 Appeal Period

- A. **Administrator's Decision.** The decision of the Zoning Administrator shall be final for a Type I land use decision unless a notice of appeal from an appropriate aggrieved party is received by the City within ten days of the date of the final written notice. An appeal stays the proceedings in the matter appealed until the determination of the appeal. (5/98)
- B. **Hearings Officer or Planning Commission Decision.** The decision of the Hearings Officer or Planning Commission for a Type II land use decision, or the appeal of a Type 1-A, 1-B, 1-C or 1-D decision, shall be final unless a notice of appeal from an aggrieved party is received by the City within ten days of the date of the final written notice. An appeal stays the proceedings in the matter appealed until the determination of the appeal. (1/03)

3.207.02 Form of Appeal

Appeal requests shall be made on forms provided by the City. Appeals shall state the alleged errors in the original action and the specific criteria, which the appeal is based upon. (2/01)

3.207.03 Notice Requirements

- A. **Notice for Hearings Officer and Planning Commission.** Notice of hearings by the Hearings Officer or Planning Commission on appeal requests shall be as specified in Section 3.204. (5/98)
- B. **Notice for City Council.** Notice of hearings by the City Council on appeal requests shall be as specified in Section 3.204. (5/98)



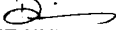
July 7, 2003

AGENDA ITEM 8e

**RECEIVE AND APPROVE 2003 CITY OF KEIZER SALARY AND
BENEFIT SURVEY**

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS
THRU: CHRIS EPPLEY, CITY MANAGER
FROM:  DIANNE HUNT, HUMAN RESOURCES DIRECTOR
SUBJECT: SALARY SURVEY 2003

BACKGROUND:

The City's Compensation Policy states that salary surveys for all classifications will be performed on a schedule of no less than every three years. Staff initiated the process and at the November 2, 2002 council meeting, Council approved the Request for Proposal process and directed staff to proceed. At the January 21, 2002 council meeting, Council adopted a Resolution authorizing the City Manager to enter into an agreement with H.R. Northwest to conduct a compensation survey. H.R. Northwest has subsequently changed its name to H.R. Answers.

HR Answers completed the City of Keizer 2003 Salary and Benefit Survey, which is attached for your review.

The City of Keizer is currently in negotiations with bargaining units, Keizer Police Association and the Public Works union, International Laborer's Local 320. As a result staff recommends no change in classifications affected by the salary survey until negotiations are completed.

Staff recommends the following changes to non-bargaining unit classifications:

- City Recorder (+7.1% above market). According to Mr. Brock's comments in the Executive Summary, this classification is 4.38% above market when considering the Risk Management duties. Taking into account this information, staff recommends no change in the City Recorder classification due to the level of responsibilities, including the risk management component. Staff further recommends that we discuss this position during the KISA process, as well as monitor the duties during the next three years.

Community Development Department. The following two recommendations are based upon the Community Development Department's recent emphasis on economic development and transportation issues, in addition to current and long-range planning, which affect the duties of both classifications:

- Code Enforcement/Zoning Technician (-5.8% below market). Staff recommends adjusting the Code Enforcement classification from Range 16 to Range 17.
- Associate Planner (-5.8% below market). Staff recommends adjusting this classification from Range 20 to Range 21.

Public Works Department. The survey states that the MUW II classification is the benchmark position in the Public Works Department, and, "...that the data supports the current range structure in which there is a 10% spread between MUW II and MUW III positions."

- Municipal Utility Worker III (+6.4% above market). The Department Head indicates that the survey lacks significant data and requests a re-evaluation of this classification. Based upon this request by the department head and the comments by the consultant, staff recommends this classification remain at the current Range 20, and conduct a follow-up market analysis after negotiations are completed.

Police Department. The Police Department recently completed a Strategic Plan, which recommends some reorganization within the department that will affect some classification. In addition, the KISA process resulted in the elimination of a Captain position to partially fund an Information System Technician position. Based upon these changes, staff recommends the following:

- Police Captain (-9.3% below market). Staff concurs with the recommendation that the Captain position be adjusted, and that the title change from Police Captain to Deputy Chief. As a result of departmental changes, this position has assumed additional responsibilities, and it is the recommendation of staff to adjust this classification from Range 28 to Range 30.
- Administrative Assistant (+9.7% above market). Staff recommends this classification be adjusted from Range 17 to Range 16. As a result of departmental changes, the duties of this classification may change and the job description revised. If that occurs, staff recommends another market analysis based upon the new job description.
- Support Specialist Supervisor (+7.2% above market). This classification will not be affected by the reorganization of the Department. As such staff recommends the classification be adjusted from Range 21 to Range 20.

FISCAL IMPACT

Total annual FY 03-04 impact for the above-recommended changes is approximately \$9,000. Funds will be made available through salary savings or contingency funds through the supplemental budget process.

RECOMMENDATION

Staff recommends Council accept the City of Keizer 2003 Salary and Benefit Survey and approve the fiscal changes as outlined above.

Executive Summary:

City of Keizer 2003 Salary and Benefit Survey

Presented By:

HR Answers, Inc.

June 6, 2003

Executive Summary:

City of Keizer 2003 Salary and Benefit Survey

June 6, 2003

Background:

This report presents the findings and conclusions of a salary and benefits survey conducted on behalf of the City of Keizer (the City) by HR Answers, Inc. (HR Answers). The study encompasses approximately 40 job classifications located in all departments throughout the City.

The consultant gathered survey and benefit data on the studied jobs from a customary comparable labor market consisting of the following agencies:

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

These comparators were selected pursuant to City Personnel Policy No. 100.000, Subsection II. The data was gathered by means of a written survey instrument which included a brief duty and qualification summary of each job as well as an extensive list of questions regarding costs paid by the employer for fringe benefits.

Job "matches" were based on a whole job methodology that compares job duties, responsibilities and qualifications as part of a broad look at job content. Comparable jobs were considered to be matching if there was a 60-70% overlap in job content based on review of current job descriptions.

When considering the market data from this study, the greatest emphasis should be placed on benchmark jobs. Benchmark jobs are jobs which are common to all, or most of the comparable organizations and that have the same duties, knowledge, skills and abilities. Because they share common characteristics and are well understood in most organizations, benchmark jobs provide the strongest basis of comparison with the comparable labor market. For purposes of this study, HR Answers defines a benchmark job as any job listed on Table 1 that has eight or more job matches. Examples of benchmark jobs in this study are City Manager, Clerical Specialist, Finance Director, Municipal Utility Worker II, and Police Officer.

Methodology

The study looks at all elements of the total compensation package that the City makes available to its employees. With this in mind, the consultant compared the City data to the market median for the following key compensation elements:

- **Pension Component:** This includes all payments made by the employer for any type of pension and includes Social Security, Medicare, and other employer contributions or matches to pensions including the PERS "pickup" and employer PERS contribution. For the City of Keizer, this also includes the City's contributions to the 401 and 457 plans.
- **Paid time off:** This includes the employer's cost for vacation, holidays and sick leave.
- **Premium payments for insurances:** This includes the employer's cost for medical, dental, vision, long term disability and life insurance.
- **Total compensation:** This is the combined total of maximum base pay plus the pension, paid time off and insurance components.

The market median was used as the basis of comparison in this study. The median is defined as a point in a ranked series of numbers such that the same number of observations falls above and below this point. The median discounts extreme values and measures only the middle value. Consequently, the median provides a stronger measure of central tendency than the market average.

The survey data is presented as follows:

- **Table 1, pages 11-13** makes a job-by-job comparison of total compensation elements with the market median.
- **Table 2, pages 14-19** displays fringe benefit information for all comparable agencies.
- **Table 3, pages 21-24** displays Police incentive pay increments for the comparable labor market.
- **Exhibit A** provides a job-by-job comparison of each studied classification against the labor market. The individual spreadsheets compare total compensation, including base pay, pensions, time off and insurance and payments made by the employer. The values stated are the maximum amounts that the employer would be liable for or committed to pay the incumbent in the studied position computed at an hourly rate. **In other words, the comparison looks at the total cost per hour that the City is paying for an employee working at the top step of the pay range.** This would include the top step of the pay range, as well as, the highest employer paid premium available to the employee for any listed item. (The exception is vacation, which is at the five-year accrual rate in all cases.)

For instance, if an employer is committed to paying a maximum monthly family medical premium of \$750, then the hourly cost of that premium is \$750 per month/ 173.33 hours per month. Similar hourly increments were computed for each compensation element as follows:

- **Pension Component:** All payments made by the employer for any type of pension including social security paid by employer, plus Medicare paid by employer, plus employee pension contributions made by the employer. (I.e., the PERS 6% employee "pickup".)
- **Paid Time Off:** Hourly cost of vacation at the five year accrual rate, plus sick leave, holiday, and other personal leave.

- **Insurances:** The hourly cost of the maximum health, dental and vision insurance premiums paid by the employer plus monthly premium cost of long term disability, short term disability, and life insurance
- **Total Compensation:** The total hourly cost to the employer for base pay, plus paid time off, plus insurance, and pensions.

Analysis/Conclusion/Recommendations:

A percentage comparison of City of Keizer compensation versus the market for all studied jobs is displayed on Table 1, beginning on page 11. The table makes a comparison of all total compensation elements with the market median. The column headed by the letter "N" includes the number of matching jobs that were used for the comparison.

Based on examination of Table 1, HR Answers concludes the following:

1. In terms of base pay for all studied jobs, the City median leads the comparable labor market median by 1.8% at the range maximum. Similarly, the City lags the market median for total base pay by only 2.0%. Typically, the consultant does not recommend an across-the-board, structural adjustment unless total compensation lags the market by more than 5%. For this reason, HR Answers does not recommend a market-based increase over and above the annual CPI-W based adjustment pursuant to Policy 100.000, Paragraph 1.
2. In contrast, the following studied jobs vary from the market median by more than 5% at the range maximum:
 - City Recorder
 - Code Enforcement Zoning Technician
 - Associate Planner
 - Municipal Utility Worker III-Street and Water
 - Municipal Utility Worker I
 - Captain-Deputy Chief
 - Administrative Assistant
 - Support Services Supervisor
 - Property and Evidence Specialist
 - Support Specialist 2
 - Support Specialist 1

Typically, some type of adjustment is considered for jobs that vary from the market by more than 5%. This is usually accomplished by reassigning these to the pay range in the current City structure that puts them within 5% of the

comparable labor market. However, in making such adjustments, the consultant recommends that the City also take into account internal equity considerations and other City policies relating to compensation. Relying solely on market data as a basis for adjusting salaries can have a significant impact on morale. Further, the Oregon public sector market is very much in flux at this time due to anticipated increases in the employer's PERS contributions. These increases will certainly exert a major impact on compensation over the next two years. For this reason, the consultant recommends that major adjustments be delayed until there is a more complete understanding of the impact of the anticipated PERS increases.

3. **Regarding City Recorder Compensation:** Based on the data gathered for this study, the consultant learned that there are a wide variety of duties performed by City Recorders in comparable agencies. Typically, the only common denominators among City Recorder positions are support of City Council and management staff, and management of elections and records. In keeping with this variation in duties, the City Recorder at Keizer is responsible for risk management and serves as a department head reporting directly to the City Manager.

Risk management duties are typically not a part of a City Recorder assignment, and, therefore, introduce a market factor that is not picked up by a direct comparison with other City Recorder jobs alone. Accordingly, the consultant compared the Keizer position with a composite market median consisting of data for both City Recorder and Risk Manager adjusted in proportion to which these duties are present in the Keizer position. These calculations are presented in Table 1, below, and are based on percentages of duties as stated in the March 1, 2001 job description for City Recorder. The market data for Risk Manager was obtained from the September 2002 LGPI Survey and is the median at the top of the range for Risk Managers in comparably sized cities.

Table 1

Comparison of City of Keizer City Recorder Pay vs. A Composite Market Rate Including Risk Manager Data

	Market	Percent of	
	<u>Median</u>	<u>Duties</u>	
City Recorder	\$27.69	80%	\$22.15
<u>Risk Manager</u>	<u>\$31.72</u>	20%	<u>\$6.34</u>
Composite Market Median		100%	\$28.50
Keizer City Recorder Max.			\$29.80
Dollar Difference			\$1.30
Percent Difference			4.38%

Examination of Table 1 indicates that the Keizer City Recorder position is 4.38% above the composite market rate. In other words, the Keizer position is at or near the comparable labor market which factors in the risk management component of the job.

As indicated above, the Keizer job is somewhat unique in that the incumbent serves as one of six department heads. Again, this added responsibility is not picked up in a survey that makes a direct comparison of City Recorder jobs. Certainly, compensation for these extra responsibilities would be reflected in the fact that Keizer's job is approximately 5% above the market, and reducing the pay to a lower range would put the position below the comparable labor market in light of the Department Head responsibilities.

In addition, as indicated above, internal equity considerations should be taken into account when making a pay range determination. Three of Keizer's incumbent department heads are at Range 32 and two are at Range 30. This compares with the current assignment of Range 25 for City Recorder. Consequently, HR Answers concludes that lowering the compensation for City Recorder would seriously undervalue the position relative to other department head jobs at the City.

In summary, given it's risk management duties, the fact that the Keizer position serves as a Department Head, and the internal equity issues discussed above, HR Answers recommends that the City Recorder position be retained at Range 25.

4. Regarding the Issue of appropriate job title: One of the issues addressed by this study is the appropriate title for the Police Captain position. Selecting an appropriate job title is a matter of organizational discretion, which is not dictated by market data. The fact that the current incumbent acts in the capacity of the Chief in his absence and is responsible for day-to-day operations of the Department would certainly justify a title of Deputy Chief. This would be consistent with Salem which formally lists their job as Deputy Chief (Captain.) Similarly, the City of Newberg entitles its matching job Deputy Chief. For this reason, HR Answers recommends that the current position of Captain be changed to Deputy Chief.

5. Regarding Municipal Utility Worker II: In addition to market data on the general Municipal Utility Worker II (MUW II) classification, HR Answers attempted to gather data on a number of specialty assignments performed at the MUW II level at Keizer. These assignments included Customer Service Specialist, Cross Connection and Park Specialist, and Pump/Plant Maintenance Specialist. However, market data on these specialties proved to be very limited. This was because most comparable jurisdictions incorporate these duties into a more generic classification involving many aspects of general maintenance. Consequently, the consultant selected the generic MUWII position as the benchmark, since there were 10 strong comparables indicating that Keizer pays at or near the comparable labor market. This data would support the current range structure in which there is a 10% spread between MUW II and the MUW III positions.

6. Examination of Table 1 indicates that the City lags the market by 20.8% when comparing the insurance and pension component. Accordingly, adjustments to total compensation could be made by increasing the City's contribution to the insurance and pension element of total compensation.
7. **Regarding the Appropriate Range Assignment for Information Systems Technician:** The market median for Information Systems Technician is \$22.17 at the range maximum. Accordingly, HR Answers recommends that the Information Systems Technician be assigned to Range 19, the range with a Step 10 rate closest to the market median.

HR Answers, Inc. sincerely appreciates the opportunity to complete this project on behalf of the City of Keizer. The staff at HR Answers, Inc. has exercised diligent effort in verifying and reporting the data provided in this report. We trust that the information presented as a result of this study will facilitate the City's decision making process in regards to its total compensation program.

Sincerely,

Mike Brock, MPA, CCP, SPHR
Senior Consultant
HR Answers, Inc.

Table 1
City of Keizer
2003 Salary and Benefit Survey
Comparison of Compensation Elements With the Market Median

JOB TITLE	N	MIN	RANGE MID	MAX	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
City Manager	10			2.5%	38.9%	12.0%	-24.8%	7.5%
Clerical Specialist	11	3.2%	2.0%	2.1%	-23.4%	12.8%	-17.2%	-2.8%
Human Resources Director	8	1.2%	1.3%	1.4%	-35.5%	22.1%	-22.7%	-2.3%
Information Systems Technician	4	-7.9%	2.5%	0.3%	-25.7%	46.5%	-39.8%	1.0%
City Recorder	6	11.4%	10.0%	7.1%	-13.5%	20.7%	-22.0%	3.5%
Municipal Court Clerk	7	7.1%	-2.7%	-0.7%	-6.5%	26.5%	-18.2%	-0.8%
Recording Secretary	6	3.9%	4.2%	4.4%	-50.9%	12.1%	-25.5%	-5.5%
Clerical Specialist to City Recorder	10	1.3%	0.6%	2.7%	-35.1%	11.0%	-21.1%	-4.4%
Finance Director	11	-2.4%	-2.8%	-1.2%	-61.3%	6.7%	-27.1%	-9.8%
Accountant	6	-2.5%	-1.2%	-0.2%	-12.1%	12.6%	-17.9%	-2.2%
Accounting Technician	11	0.3%	-0.1%	-1.3%	-35.8%	12.8%	-17.0%	-6.0%
Utility Billing Technician	3	1.9%	3.1%	4.1%	1.1%	13.2%	-24.9%	2.4%

Note: Benchmark jobs are denoted by shading.

Table 1
City of Keizer
2003 Salary and Benefit Survey

Comparison of Compensation Elements With the Market Median

JOB TITLE	N	MIN	RANGE MID	MAX	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Utility Billing Clerk	4	-2.9%	1.2%	4.3%	-23.7%	14.9%	-18.2%	-1.1%
Code Enforcement Zoning Technician	7	-8.2%	-6.8%	-5.8%	-58.2%	3.2%	-17.2%	-14.8%
Planning Director	6	-1.4%	-0.1%	1.4%	-32.6%	17.9%	-23.5%	-2.9%
Senior Planner	5	1.9%	3.2%	4.1%	-26.5%	14.8%	-1.1%	1.0%
Associate Planner	11	-7.7%	-6.4%	-5.8%	-39.7%	5.0%	-17.5%	-10.0%
Building Permit Specialist	7	-4.1%	-0.7%	0.5%	-27.4%	8.2%	-14.6%	-4.1%
Public Works Director	5	3.2%	1.7%	0.6%	-19.7%	14.6%	-21.8%	-2.2%
Public Works Superintendent	6	-4.3%	-2.3%	0.2%	-31.8%	18.1%	-31.0%	-4.4%
Municipal Utility Worker III	4	6.2%	6.4%	6.4%	-21.0%	16.4%	-30.1%	0.2%
Municipal Utility Worker II	10	-2.6%	-0.9%	-0.3%	-35.5%	11.5%	-25.7%	-6.5%
Municipal Utility Worker I	6	-4.5%	-2.5%	-5.9%	-24.0%	5.2%	-20.8%	-9.0%
Facilities Maintenance Worker	6	-1.8%	2.1%	2.8%	-23.0%	14.6%	-17.0%	-1.9%

Note: Benchmark jobs are denoted by shading.

Table 1
City of Keizer
2003 Salary and Benefit Survey

Comparison of Compensation Elements With the Market Median

JOB TITLE	N	MIN	RANGE MID	MAX	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Chief of Police	9	2.9%	-2.9%	-0.9%	-24.4%	7.5%	-27.3%	5.0%
Captain-Deputy Chief	12	-10.1%	-10.0%	-9.3%	-28.0%	0.4%	-19.1%	-11.7%
Patrol Sergeant	12	2.6%	5.7%	4.2%	-14.8%	13.4%	-18.6%	0.8%
Police Officer	12	2.9%	2.6%	0.7%	-14.9%	12.4%	-18.0%	-2.1%
Community Services Officer	4	0.7%	2.1%	3.2%	30.4%	13.7%	-39.1%	-4.9%
Administrative Assistant	7	7.2%	5.8%	9.7%	-8.1%	20.9%	-17.2%	5.5%
Community Services Specialist	1	7.2%	0.0%	4.8%	8.9%	16.3%	-24.7%	2.9%
Support Services Supervisor	3	4.4%	12.5%	7.2%	-13.1%	13.9%	-14.9%	3.2%
Property & Evidence Specialist	7	2.4%	5.2%	5.8%	-19.2%	14.8%	-17.2%	0.8%
Support Specialist 2	7	7.3%	8.5%	9.3%	-16.6%	21.3%	-17.5%	3.9%
Support Specialist 1	2	12.6%	11.6%	10.8%	-8.5%	25.2%	-20.7%	5.5%
MEAN		0.6%	1.4%	1.9%	-21.6%	14.3%	-21.3%	-1.9%
MEDIAN		1.0%	1.3%	1.4%	-23.7%	13.4%	-20.7%	-2.1%

Note: Benchmark jobs are denoted by shading.

Table 2

**City of Keizer
2003 Salary and Benefit Survey**

Benefit Cost Comparison

	Keizer	Albany	Lake Oswego	Marion County	McMinnville	Milwaukie	Newberg
Social Security Paid by Employer	NA	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%
Medicare Paid by Employer	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
401(a) Contribution	11.00%	0.00%	0.00%	See Footnote 1, p. 17.	0.00%	0.00%	0.00%
457 Match	6.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Employee PERS Contribution	6.00%*	6.00%	6.00%	0.00%	6.00%	6.00%	0.00%
Employer PERS Contribution	7.96%*	11.7%	11.0%	11.36%	13.6%	15.0%	10.76%
* See following footnote page 19.							
Vacation: (Hours/Mo. At 5 Years)							
Non-Rep.	12.0	9.3	10.0	10.0	8.3	10.0	10.0
General	12.0	9.3	10.0	10.0	8.3	10.0	10.0
Police	12.0	9.3	10.0	10.0	10.0	10.0	10.0
Sick: (Hours /Yr.)							
Non-Rep.	96.0	96.0	96.0	96.0	96.0	96.0	96.0
General	96.0	96.0	96.0	96.0	96.0	96.0	96.0
Police	96.0	96.0	96.0	96.0	96.0	96.0	96.0
Holiday: (Days/Yr.)							
Non-Rep.	10.0	9.0	11.0	9.0	9.0	11.0	11.0
General	10.0	9.0	11.0	9.0	9.0	11.0	11.0
Police	10.0	9.0	11.0	9.0	9.0	11.0	11.0

By HR Answers

Table 2

**City of Keizer
2003 Salary and Benefit Survey**

Benefit Cost Comparison

	Oregon City	Salem	State of Oregon	Tigard	Tualatin	Woodburn	Market Median
Social Security Paid by Employer	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%
Medicare Paid by Employer	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
401(a) Contribution	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
457 Match	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Employee PERS Contribution	6.00%	6.00%	6.00%	6.00%**	0.00%	0.00%	0.00%
Employer PERS Contribution	14.4%	10.3%	9.49%	13.02%	10.39%	8.10%	6.00%
Vacation: (Hours/Mo. At 5 Years)				**See following footnote page 19.			
Non-Rep.	12.00	11.3	8.0	8.0	12.0	10.0	10.0
General	10.05	11.3	8.0	8.0	11.3	10.0	10.0
Police	8.15	11.3	8.0	10.0	11.3	10.0	10.0
Sick: (Hours /Yr.)							
Non-Rep.	96.0	96.0	96.0	96.0	96.0	96.0	96.0
General	96.0	96.0	96.0	96.0	96.0	96.0	96.0
Police	96.0	96.0	96.0	96.0	96.0	96.0	96.0
Holiday: (Days/Yr.)							
Non-Rep.	12.0	10	9	10	10	10.5	10.0
General	12.0	10	9	10	10	10.5	10.0
Police	12.0	10	9	12	10	12.0	10.5

Table 2

**City of Keizer
2003 Salary and Benefit Survey**

Benefit Cost Comparison

	Keizer	Albany	Lake Oswego	Marion County	McMinnville	Milwaukie	Newberg
Health Insurance	<i>Note: Amounts Stated are maximum amounts paid by employer.</i>						
Non-Rep.	\$616.57	\$748.21	\$847.57	\$535.43	\$661.25	\$668.27	\$717.44
General	\$616.57	\$748.21	\$847.57	\$535.43	\$661.25	\$668.27	\$811.62
Police	\$616.57	\$748.21	\$847.57	\$535.43	\$661.25	\$668.27	\$811.62
Dental Insurance							
Non-Rep.	\$90.08	\$105.44	With Health	\$97.62	\$82.95	\$74.06	\$126.88
General	\$90.08	\$105.44	With Health	\$97.62	\$82.95	\$74.06	\$0.00
Police	\$90.08	\$105.44	With Health	\$107.99	\$82.95	\$74.06	\$126.88
Vision Insurance							
Non-Rep.	With Health	With Dental	NA	With Health	With Health	NA	NA
General	With Health	With Dental	NA	With Health	With Health	NA	NA
Police	With Health	With Dental	NA	With Health	With Health	NA	NA
TOTAL FOR HEALTH, DENTAL & VISION	\$706.65	\$853.65	\$847.57	\$643.42	\$744.20	\$742.33	\$938.50
MARKET MEDIAN FOR HEALTH, DENTAL & VISION	\$850.61						
PERCENT DIF. FROM MARKET	-20.4%						

By HIR Answers

Table 2

City of Keizer
2003 Salary and Benefit Survey

Benefit Cost Comparison

	Oregon City	Salem	State of Oregon	Tigard	Tualatin	Woodburn
Health Insurance						
Non-Rep.	\$789.54	\$557.65	\$641.00	\$789.45	\$737.05	\$542.19
General	\$789.54	\$580.26	\$641.00	\$789.45	\$737.05	\$542.19
Police	\$789.54	\$756.74	\$641.00	\$758.89	\$737.05	\$706.10
Dental Insurance						
Non-Rep.	\$132.96	\$102.26	With Health	\$102.26	\$136.10	\$94.20
General	\$132.96	\$101.33	With Health	\$101.33	\$136.10	\$94.20
Police	\$132.96	\$102.26	With Health	\$102.26	\$136.10	\$98.30
Vision Insurance						
Non-Rep.	NA	\$18.10	With Health	\$18.10	With Health	With Health
General	NA	\$18.10	With Health	\$18.10	With Health	With Health
Police	NA	\$18.10	With Health	\$18.10	With Health	With Health
TOTAL FOR HEALTH, DENTAL & VISION	\$922.50	\$877.10	\$641.00	\$879.25	\$873.15	\$804.40
MARKET MEDIAN FOR HEALTH, DENTAL & VISION						
PERCENT DJF. FROM MARKET						

Table 2

**City of Keizer
2003 Salary and Benefit Survey**

Benefit Cost Comparison

	Keizer	Albany	Lake Oswego	Marion County	McMinnville	Milwaukie	Newberg
Long-term Disability Insurance	Non-Rep.	\$0.08 per hr.	\$0.66 /\$100	\$0.11 /\$100	\$0.57 /\$100	\$0.30 /\$100	\$0.54 /\$100
	General	\$0.08 per hr.	\$0.66 /\$100	\$0.11 /\$100	\$0.57 /\$100	\$0.30 /\$100	\$0.54 /\$100
	Police	\$0.08 per hr.	\$0.66 /\$100	\$0.11 /\$100	\$0.955 /\$100	\$0.30 /\$100	\$0.54 /\$100
Life Insurance	Non-Rep.	\$0.04 per hour.	\$0.22/\$1000, Max. 2x gross.	\$0.21/\$1000, Max. 1.5 x gross	\$0.25/\$1000, Max. 25K.	\$0.22/\$1000, Max. 50K.	\$0.24/\$1000, Max. 1.5 x gross.
	General	\$0.04 per hour.	\$0.22/\$1000, Max. 2x gross.	\$0.21/\$1000, Max. 1.5 x gross	\$0.25/\$1000, Max. 25K.	\$0.22/\$1000, Max. 50K.	\$0.24/\$1000, Max. 1.5 x gross.
	Police	\$0.04 per hour.	\$0.22/\$1000, Max. 50K.	\$0.21/\$1000, Max. 1.5 x gross	\$0.25/\$1000, Max. 25K.	\$0.22/\$1000, Max. 50K.	\$0.24/\$1000, Max. 1.5 x gross.

Table 2

**City of Keizer
2003 Salary and Benefit Survey**

Benefit Cost Comparison

	Oregon City	Salem	State of Oregon	Tigard	Tualatin	Woodburn
Long-term Disability Insurance	Non-Rep.	\$0.325 /\$100	\$0.26 /\$100	NA	\$0.41 /\$100	Info. Unavailable
	General	\$0.325 /\$100	\$0.57 /\$100	NA	\$0.41 /\$100	Info. Unavailable
	Police	\$0.325 /\$100	\$0.83/\$100	NA	\$0.41 /\$100	Info. Unavailable
Life Insurance	Non-Rep.	\$0.11/\$1000, 50 K max.	\$0.25/\$1000, \$1000 max.	With Health/\$5K	\$0.21/\$1000, \$50 K max.	\$0.28/\$1000, Max. 1.5 x gross.
	General	\$0.06/\$1000, 25 K max.	\$0.25/\$1000, \$1000 max.	With Health/\$5K	\$0.21/\$1000, \$25 K max.	\$0.28/\$1000, Max. 1.5 x gross.
	Police	\$0.06/\$1000, 25 K max.	\$0.25/\$1000, \$20,000 max.	With Health/\$5K	\$0.21/\$1000, \$25 K max.	\$0.28/\$1000, Max. 1.5 x gross.

Footnotes to Benefits Summary page.

* The Keizer 6% "pickup" applies to sworn officers, the City Manager and the current Public Works Director.

**Tigard makes the 6% pickup" for sworn officers only.

Footnote 1: Marion Co. allows for additional vacation which can be cashed in. The amount is equal to 5.76% of gross for non-management and 7.68% of gross for management employees.

Table 3

City of Keizer 2003 Salary and Benefits Survey

Police Incentive Pay Comparison

	Keizer	Albany	Lake Oswego	Marion Co	McMinnville	Milw.	Oregon City	State of Oregon	Tualatin
CERTIFICATION INCENTIVES									
DPSST Intermediate	2.50%	3.00%	5.00%	2.50%	4.00%	NA	5.00%	3.00%	4.25%
DPSST Advanced	5.00%	6.00%	10.00%	3.00%	8.00%	NA	10.00%	6.00%	7.25%
EDUCATIONAL INCENTIVES									
Associates	2.50%	2.50%	5.00%	NA	2.00%	\$175/mo	NA	3.00%	
Bachelors	5.00%	5.00%	10.00%	NA	4.00%	\$350/mo	NA	6.00%	
DPSST Intermediate with AA									6.25%
DPSST Intermediate with BA									8.75%
DPSST Advanced with AA									8.75%
DPSST Advanced with BA									10.00%
LANGUAGE INCENTIVE	2.50%	3.00%	5.00%	2.50%	3.00%	NA	NA	4.00%	5.00%
K-9 HANDLER PAY	5.00%	10 hrs OT/mo	5.00%	4 hours of comp time/mo.	5.00%	2 hrs/wk @ straight time	NA	NA	NA
FIELD TRAINING OFFICER	5.00%	NA	5.00%	1 step Increase	5.00%	5.00%	5.00%	NA	5.00%

Table 3

City of Keizer 2003 Salary and Benefits Survey

Police Incentive Pay Comparison

	Woodburn	Market Median	Keizer Diff from Median
CERTIFICATION INCENTIVES			
DPSST Intermediate	5.00%	4.13%	-1.63%
DPSST Advanced	5.00%	6.63%	-1.63%
EDUCATIONAL INCENTIVES			
Associates	NA	2.75%	-0.25%
Bachelors	NA	5.50%	-0.50%
DPSST Intermediate with AA		6.25%	-6.25%
DPSST Intermediate with BA		8.75%	-8.75%
DPSST Advanced with AA		8.75%	-8.75%
DPSST Advanced with BA		10.00%	-10.00%
LANGUAGE INCENTIVE	7.00%	4.00%	-1.50%
K-9 HANDLER PAY	NA	5.00%	0.00%
FIELD TRAINING OFFICER	5.00%	5.00%	0.00%

Table 3

City of Keizer 2003 Salary and Benefits Survey

Police Incentive Pay Comparison

	Keizer	Albany	Lake Oswego	Marion Co	McMinnville	Milw.	Oregon City	State of Oregon	Tualatin
MOTOR OFFICER	5.00%	5.00%	NA	5.00%	NA	5.00%	5.00%	NA	NA
SPECIAL DUTY									
Bomb Squad	5.00%	NA		5.00%	NA	NA	NA	10.00%	2X
SWAT	5.00%	NA	NA	NA	NA	NA	NA	10.00%	2X
Other	NA	NA	NA	NA	NA	NA	NA	NA	NA
FLEET MANAGER	2.50%	NA	NA	NA	NA	NA	NA	NA	NA
DETECTIVE	NA	5.00%	5.00%	NA	5.00%	7.50%	NA	NA	5.00%
OTHER INCENTIVE PAY	NA	NA	NA	NA	NA	PIO=5%	Shift Supervisor or = +7.5%	NA	Instructor, 5% in-charge pay, 5%

Table 3

City of Keizer 2003 Salary and Benefits Survey

Police Incentive Pay Comparison

	Woodburn	Market Median	Keizer Diff from Median
MOTOR OFFICER	5.00%	5.00%	0.00%
SPECIAL DUTY			
Bomb Squad		7.50%	-2.50%
SWAT	5.00%	7.50%	-2.50%
Other			
FLEET MANAGER	NA		2.50%
DETECTIVE	NA	5.00%	
OTHER INCENTIVE PAY	NA		

Exhibit A

City of Keizer

2003 Salary and Benefit Study

Market Comparison by Individual Job Classification

Exhibit A

City of Keizer 2003 Salary and Benefit Survey

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JOB TITLE	Exhibit A Page	JOB TITLE	Exhibit A Page	JOB TITLE	Exhibit A Page
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Accounting Technician	11	Human Resources Director	3	Property & Evidence Specialist	34
Administrative Assistant	31	Information Systems Technician	4	Public Works Director	19
Associate Planner	17	Municipal Court Clerk	6	Public Works Superintendent	20
Building Permit Specialist	18	Municipal Utility Worker II	23	Recording Secretary	7
Captain-Deputy Chief	27			Senior Planner	16
Chief of Police	26			Support Services Supervisor	33
City Manager	1	Municipal Utility Worker III - Street	22	Support Specialist 1	36
City Recorder	5	Municipal Utility Worker III - Water	21	Support Specialist 2	35
Clerical Specialist	2			Utility Billing Technician	12
Clerical Specialist to City Recorder	8	Municipal Utility Worker I	24	Utility Billing Clerk	13
Code Enforcement Zoning Technician	14				
Community Services Officer	30	Patrol Sergeant	28		
Community Services Specialist	32	Planning Director	15		
Facilities Maint. Worker	25				

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Classification: City Manager

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	City Manager			\$47.12	\$6.02	\$6.88	\$5.93	\$65.95
Lake Oswego	City Manager			\$57.48	\$7.85	\$8.40	\$5.27	\$79.00
Marion County	No Match							
McMinnville	City Manager			\$48.16	\$6.57	\$6.20	\$4.60	\$65.53
Milwaukie	City Manager	\$37.51	\$41.35	\$45.19	\$6.17	\$6.60	\$4.49	\$62.45
Newberg	City Manager			\$48.13	\$6.47	\$7.03	\$4.81	\$66.44
Oregon City	City Manager			\$49.63	\$6.77	\$7.46	\$5.57	\$69.43
Salem	City Manager			\$54.28	\$7.41	\$8.13	\$4.37	\$74.19
State of Oregon	No Match							
Tigard	City Manager			\$53.40	\$9.96	\$7.60	\$4.86	\$75.82
Tualatin	City Manager			\$56.88	\$4.35	\$8.53	\$4.36	\$74.12
Woodburn	City Manager			\$49.77	\$7.84	\$6.22	\$3.94	\$67.77
MARKET MEAN KEIZER		\$39.06	\$45.02	\$51.00	\$6.94	\$7.31	\$4.82	\$70.07
DOLLAR DIFF.				\$0.97	\$0.91	\$0.23	\$3.77	\$76.66
PERCENT DIFF.				-0.03	\$3.97	\$0.93	-\$1.05	\$3.81
				-0.1%	36.4%	11.2%	-27.9%	5.2%
MARKET MEDIAN KEIZER		\$39.06	\$45.02	\$49.70	\$6.67	\$7.25	\$4.71	\$68.32
DOLLAR DIFF.				\$0.97	\$10.91	\$8.23	\$3.77	\$73.88
PERCENT DIFF.				\$1.27	\$4.24	\$0.99	-\$0.94	\$5.66
				2.5%	38.9%	12.0%	-24.8%	7.5%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Classification: Clerical Specialist

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Clerk II	\$9.95	\$11.30	\$12.65	\$3.21	\$1.85	\$5.70	\$23.41
Lake Oswego	Office Assistant	\$11.54	\$13.14	\$14.74	\$3.63	\$2.15	\$5.00	\$25.52
Marion County	Office Specialist	\$10.66	\$12.25	\$13.84	\$3.43	\$2.02	\$3.70	\$22.99
McMinnville	Office Specialist 1	\$11.11	\$12.65	\$14.18	\$3.87	\$1.82	\$4.42	\$24.29
Milwaukie	Office Assistant	\$13.10	\$14.91	\$16.71	\$4.79	\$2.44	\$4.41	\$28.35
Newberg	Office Sup. Spec. I	\$12.39	\$14.10	\$15.80	\$3.83	\$2.31	\$4.77	\$26.71
Oregon City	Office Specialist 1	\$12.82	\$14.59	\$16.36	\$4.60	\$2.46	\$5.44	\$28.86
Salem	Office Assistant	\$10.64	\$11.67	\$12.70	\$3.04	\$1.90	\$4.12	\$21.76
State of Oregon	Office Assistant 2	\$8.33	\$9.80	\$11.26	\$2.61	\$1.52	\$3.70	\$19.09
Tigard	Admin. Spec. 1	\$11.17	\$13.04	\$14.90	\$2.63	\$2.12	\$4.68	\$24.33
Tualatin	Office Assistant 1	\$12.41	\$14.07	\$15.72	\$2.84	\$2.36	\$4.32	\$25.24
Woodburn	No Match							
MARKET MEAN		\$11.28	\$12.86	\$14.44	\$3.50	\$2.09	\$4.57	\$24.60
KEIZER	Clerical Specialist	\$11.54	\$13.30	\$15.05	\$2.78	\$2.43	\$3.77	\$24.03
DOLLAR DIFF.		\$0.26	\$0.43	\$0.61	-\$0.72	\$0.34	\$0.80	\$0.57
PERCENT DIFF.		2.2%	3.3%	4.0%	-25.8%	14.1%	21.2%	2.4%
MARKET MEDIAN		\$11.17	\$13.04	\$14.74	\$3.43	\$2.12	\$4.42	\$24.71
KEIZER		\$11.54	\$13.30	\$15.05	\$2.78	\$2.43	\$3.77	\$24.03
DOLLAR DIFF.		\$0.37	\$0.26	\$0.31	-\$0.65	\$0.31	\$0.65	\$0.58
PERCENT DIFF.		3.2%	2.0%	2.1%	-23.4%	12.8%	-17.2%	2.8%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Classification: Human Resources Director

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	HR Director	\$30.14	\$33.91	\$37.68	\$9.56	\$6.00	\$5.87	\$59.11
Lake Oswego	HR Director	\$34.05	\$38.32	\$42.59	\$10.50	\$6.22	\$5.17	\$64.48
Marion County	HR Manager	\$25.00	\$29.25	\$33.49	\$8.30	\$4.89	\$3.74	\$50.42
McMinnville	No Match							
Milwaukie	HR Director	\$27.23	\$30.99	\$34.75	\$9.96	\$5.08	\$4.46	\$54.25
Newberg	No Match							
Oregon City	HR Manager	\$26.39	\$30.04	\$33.69	\$9.47	\$5.06	\$5.51	\$53.73
Salem	HR Director	\$34.24	\$40.84	\$47.44	\$11.34	\$7.11	\$4.33	\$70.22
State of Oregon	No Match							
Tigard	HR Director	\$28.12	\$32.90	\$37.68	\$7.03	\$5.36	\$4.79	\$54.86
Tualatin	HR Director	\$29.50	\$33.44	\$37.37	\$6.74	\$5.61	\$4.35	\$54.07
Woodburn	No Match							
MARKET MEAN		\$29.33	\$33.71	\$38.09	\$9.11	\$5.67	\$4.78	\$57.64
KEIZER	HR Director	\$29.15	\$33.60	\$38.04	\$7.02	\$7.04	\$3.77	\$55.97
DOLLAR DIFF.		-\$0.18	-\$0.12	-\$0.05	-\$2.09	-\$1.37	-\$1.01	-\$1.77
PERCENT DIFF.		-0.6%	-0.3%	-0.1%	-29.8%	19.5%	-26.7%	-3.2%
MARKET MEDIAN		\$28.81	\$33.17	\$37.53	\$9.52	\$5.49	\$4.63	\$57.16
KEIZER	HR Director	\$29.15	\$33.60	\$38.04	\$7.02	\$7.04	\$3.77	\$55.97
DOLLAR DIFF.		\$0.34	\$0.43	\$0.52	-\$2.50	\$1.56	-\$0.86	\$1.28
PERCENT DIFF.		1.2%	1.3%	1.4%	-35.5%	22.1%	-22.7%	2.3%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Classification: Info. Systems. Tech.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	I/S Technician	\$14.48	\$16.50	\$18.51	\$4.70	\$2.70	\$5.74	\$31.65
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	Info. Systems Analyst	\$19.18	\$21.50	\$23.82	\$6.50	\$3.06	\$4.47	\$37.85
Milwaukie	No Match							
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	Info. Systems Spec. 4	\$17.60	\$20.98	\$24.35	\$5.63	\$3.28	\$3.70	\$36.96
Tigard	Micro-Computer Tech.	\$19.32	\$19.92	\$20.52	\$3.62	\$2.92	\$4.71	\$31.77
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN		\$17.65	\$19.72	\$21.80	\$5.11	\$2.99	\$4.66	\$34.56
KEIZER	Info. Systems Tech.	\$17.04	\$19.64	\$22.24	\$4.10	\$3.59	\$3.77	\$33.70
DOLLAR DIFF.		-\$0.61	-\$0.08	\$0.44	-\$1.01	-\$0.60	-\$0.89	-\$0.86
PERCENT DIFF.		-3.6%	-0.4%	2.0%	-24.7%	16.7%	-23.5%	-2.6%
MARKET MEDIAN		\$18.39	\$20.45	\$22.17	\$5.17	\$2.99	\$4.59	\$34.92
KEIZER	Info. Systems Tech.	\$17.04	\$19.64	\$22.24	\$4.10	\$3.59	\$3.77	\$33.70
DOLLAR DIFF.		-\$1.35	-\$0.81	\$0.07	-\$1.07	\$0.60	-\$0.82	-\$1.22
PERCENT DIFF.		-7.9%	-4.1%	0.3%	-26.0%	16.7%	-21.8%	-3.6%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

City Recorder

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	No Match							
Lake Oswego	City Recorder	\$23.65	\$26.20	\$28.75	\$7.09	\$4.20	\$5.09	\$45.13
Marion County								
McMinnville	No Match							
Milwaukie	City Recorder	\$27.23	\$30.99	\$34.75	\$9.96	\$5.08	\$4.46	\$54.25
Newberg	No Match							
Oregon City	City Recorder	\$19.67	\$22.39	\$25.11	\$7.06	\$3.77	\$5.48	\$41.42
Salem	City Recorder	\$18.40	\$20.56	\$22.71	\$5.43	\$3.40	\$4.18	\$35.72
State of Oregon								
Tigard	City Recorder	\$20.23	\$23.68	\$27.12	\$5.06	\$3.86	\$4.74	\$40.78
Tualatin	No Match							
Woodburn	City Recorder			\$28.25	\$4.45	\$3.53	\$3.82	\$40.05
MARKET MEAN		\$21.84	\$24.76	\$27.78	\$6.51	\$3.97	\$4.63	\$42.89
KEIZER	City Recorder	\$22.84	\$26.32	\$29.80	\$5.50	\$4.81	\$3.77	\$43.88
DOLLAR DIFF.		\$1.00	\$1.56	\$2.02	-\$1.01	\$0.84	-\$0.86	-\$0.99
PERCENT DIFF.		4.4%	5.9%	6.8%	-18.3%	17.4%	-22.8%	-2.3%
MARKET MEDIAN		\$20.23	\$23.68	\$27.69	\$6.25	\$3.82	\$4.60	\$42.35
KEIZER	City Recorder	\$22.84	\$26.32	\$29.80	\$5.50	\$4.81	\$3.77	\$43.88
DOLLAR DIFF.		\$2.61	\$2.65	\$2.12	-\$0.74	\$1.00	-\$0.83	\$1.54
PERCENT DIFF.		11.4%	10.0%	7.1%	-13.5%	20.7%	-22.0%	3.5%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Municipal Court Clerk

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Sr. Court Clerk	\$13.67	\$15.53	\$17.38	\$3.49	\$2.01	\$5.71	\$28.59
Lake Oswego	Muni. Court Clerk	\$19.62	\$21.74	\$23.85	\$5.88	\$3.49	\$5.05	\$38.27
Marion County	No Match							
McMinnville	Admin. Support	\$13.00	\$17.61	\$22.21	\$6.06	\$2.86	\$4.46	\$35.59
Milwaukie	Court Clerk	\$15.16	\$17.26	\$19.35	\$5.54	\$2.83	\$4.41	\$32.13
Newberg	Clerk II	\$13.52	\$15.32	\$17.12	\$3.77	\$2.28	\$4.77	\$27.94
Oregon City	No Match							
Salem	Deputy City Recorder	\$17.58	\$19.91	\$22.24	\$3.60	\$2.26	\$4.13	\$32.23
State of Oregon	No Match							
Tigard	No Match							
Tualatin	No Match							
Woodburn	Muni. Court Clerk	\$13.45		\$16.35	\$2.58	\$2.04	\$3.76	\$24.73
MARKET MEAN		\$15.14	\$17.89	\$19.79	\$4.42	\$2.54	\$4.61	\$31.35
KEIZER	Muni. Court Clerk	\$14.72	\$16.97	\$19.21	\$3.54	\$3.10	\$3.77	\$29.62
DOLLAR DIFF.		-\$0.42	-\$0.93	-\$0.58	-\$0.88	-\$0.56	-\$0.84	-\$1.73
PERCENT DIFF.		-2.9%	-5.5%	-3.0%	-24.8%	18.1%	-22.4%	-5.9%
MARKET MEDIAN		\$13.67	\$17.43	\$19.35	\$3.77	\$2.28	\$4.46	\$29.86
KEIZER	Muni. Court Clerk	\$14.72	\$16.97	\$19.21	\$3.54	\$3.10	\$3.77	\$29.62
DOLLAR DIFF.		\$1.05	-\$0.47	-\$0.14	-\$0.23	-\$0.82	-\$0.69	-\$0.21
PERCENT DIFF.		7.1%	-2.7%	-0.7%	-6.5%	26.5%	-18.3%	-0.8%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Recording Secretary

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	City Clerk	\$16.51	\$18.41	\$20.31	\$5.70	\$2.96	\$5.75	\$34.72
Lake Oswego	Admin. Sup. III	\$16.77	\$18.58	\$20.39	\$5.63	\$2.98	\$5.03	\$34.03
Marion County	Office Spec. III	\$12.70	\$14.60	\$16.50	\$3.66	\$2.41	\$3.71	\$26.28
McMinnville	Admin. Spec. II	\$12.88	\$14.66	\$16.44	\$4.77	\$2.12	\$4.43	\$27.76
Milwaukie	No Match							
Newberg	No Match							
Oregon City	Muni. Court Sec.	\$12.81	\$14.82	\$16.82	\$4.92	\$2.53	\$5.44	\$29.71
Salem	No Match							
State of Oregon	Office Spec. II	\$11.02	\$13.03	\$15.03	\$3.76	\$2.02	\$3.70	\$24.51
Tigard	No Match							
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN		\$13.78	\$15.68	\$17.58	\$4.74	\$2.50	\$4.68	\$29.50
KEIZER	Recording Sec.	\$13.36	\$15.39	\$17.42	\$3.21	\$2.81	\$3.77	\$27.21
DOLLAR DIFF.		-\$0.42	-\$0.29	-\$0.16	-\$1.53	\$0.31	-\$0.91	-\$2.29
PERCENT DIFF.		-3.2%	-1.9%	-0.9%	-47.7%	10.9%	-24.0%	-8.4%
MARKET MEDIAN		\$12.85	\$14.74	\$16.66	\$4.85	\$2.47	\$4.73	\$28.77
KEIZER	Recording Sec.	\$13.36	\$15.39	\$17.42	\$3.21	\$2.81	\$3.77	\$27.21
DOLLAR DIFF.		\$0.51	\$0.65	\$0.76	-\$1.64	\$0.34	-\$0.96	-\$1.50
PERCENT DIFF.		3.9%	4.2%	4.4%	-50.9%	12.1%	-25.5%	-5.5%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Cler. Spec. - CR

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Court Clerk	\$10.79	\$12.27	\$13.74	\$3.79	\$2.01	\$5.71	\$25.25
Lake Oswego	Clerical Spec.	\$14.50	\$16.51	\$18.51	\$4.99	\$2.71	\$5.02	\$31.23
Marion County	Off. Spec. 2	\$11.64	\$13.41	\$15.17	\$3.36	\$2.22	\$3.71	\$24.46
McMinnville	Admin. Spec. I	\$11.11	\$12.65	\$14.18	\$4.12	\$1.82	\$4.42	\$24.54
Milwaukie	Office Assistant	\$13.10	\$14.91	\$16.71	\$5.03	\$2.44	\$4.41	\$28.59
Newberg	Court Assistant	\$12.29	\$13.93	\$15.57	\$3.42	\$2.28	\$4.77	\$26.04
Oregon City	Office Spec. II	\$12.83	\$14.60	\$16.37	\$4.86	\$2.46	\$5.44	\$29.13
Salem	Sr. Crl. Op. Spec.	\$12.58	\$13.82	\$15.06	\$4.10	\$2.26	\$4.13	\$25.55
State of Oregon	Office Spec. II	\$11.02	\$13.03	\$15.03	\$3.76	\$2.02	\$3.70	\$24.51
Tigard	Admin. Spec. I	\$11.17	\$15.92	\$20.67	\$2.70	\$2.94	\$4.71	\$31.02
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN		\$12.10	\$14.10	\$16.10	\$4.01	\$2.32	\$4.60	\$27.03
KEIZER	Cler. Spec. CR	\$12.12	\$13.96	\$15.80	\$2.92	\$2.55	\$3.77	\$25.04
DOLLAR DIFF.		\$0.02	-\$0.14	-\$0.30	-\$1.09	-\$0.23	-\$0.83	-\$1.09
PERCENT DIFF.		0.1%	-1.0%	-1.9%	-37.4%	9.2%	-22.1%	-8.0%
MARKET MEDIAN		\$11.97	\$13.88	\$15.37	\$3.95	\$2.27	\$4.57	\$26.15
KEIZER	Cler. Spec. CR	\$12.12	\$13.96	\$15.80	\$2.92	\$2.55	\$3.77	\$25.04
DOLLAR DIFF.		\$0.15	\$0.09	\$0.43	-\$1.03	\$0.28	-\$0.79	-\$1.11
PERCENT DIFF.		1.3%	0.6%	2.7%	-35.1%	11.0%	-21.1%	-4.4%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Finance Director

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Admin. Serv. Dir.	\$36.98	\$41.60	\$46.22	\$12.86	\$6.75	\$5.92	\$71.75
Lake Oswego	Finance Director	\$35.04	\$38.77	\$42.49	\$11.77	\$6.22	\$5.17	\$65.65
Marion County	Fin. Serv. Mgr.	\$27.53	\$32.21	\$36.89	\$41.84	\$5.39	\$7.93	\$92.05
McMinnville	Finance Director	\$29.83	\$33.95	\$38.07	\$11.05	\$4.90	\$4.56	\$58.58
Milwaukie	Finance Director	\$27.23	\$35.49	\$43.75	\$11.89	\$6.39	\$4.49	\$66.32
Newberg	Finance Director			\$36.42	\$8.82	\$5.32	\$4.79	\$55.35
Oregon City	Finance Director	\$29.88	\$34.01	\$38.14	\$11.32	\$5.73	\$5.52	\$60.71
Salem	Finance Director	\$34.24	\$40.84	\$47.44	\$12.04	\$7.11	\$4.33	\$70.92
Slate of Oregon	No Match							
Tigard	Director of Finance	\$29.57	\$34.60	\$39.63	\$7.39	\$5.64	\$4.80	\$57.46
Tualatin	Finance Director	\$30.40	\$34.45	\$38.50	\$6.10	\$5.78	\$4.35	\$54.73
Woodburn	Finance Director	\$28.94	\$31.64	\$34.34	\$4.97	\$4.29	\$3.86	\$47.46
MARKET MEAN		\$30.96	\$35.76	\$40.17	\$12.71	\$5.77	\$5.07	\$69.73
KEIZER	Finance Director	\$29.15	\$33.60	\$38.04	\$7.02	\$6.14	\$3.77	\$54.97
DOLLAR DIFF.		-\$1.81	-\$2.16	-\$2.13	-\$5.69	\$0.37	-\$1.30	-\$8.76
PERCENT DIFF.		-6.2%	-6.4%	-5.6%	-81.1%	6.0%	-34.4%	-15.9%
MARKET MEDIAN		\$29.86	\$34.53	\$38.50	\$11.32	\$5.73	\$4.79	\$60.34
KEIZER	Finance Director	\$29.15	\$33.60	\$38.04	\$7.02	\$6.14	\$3.77	\$54.97
DOLLAR DIFF.		-\$0.70	-\$0.93	-\$0.46	-\$4.30	\$0.41	-\$1.02	-\$5.37
PERCENT DIFF.		-2.4%	-2.8%	-1.2%	-61.3%	6.7%	-27.1%	-9.8%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Accountant

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Accountant	\$14.35	\$16.30	\$18.25	\$4.63	\$2.66	\$5.74	\$31.28
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	Sr. Accountant	\$17.33	\$19.72	\$22.11	\$6.03	\$2.84	\$4.46	\$35.44
Milwaukie	Accountant	\$19.35	\$22.03	\$24.70	\$7.08	\$3.61	\$4.43	\$39.82
Newberg	No Match							
Oregon City	No Match							
Salem	Accountant	\$16.35	\$18.11	\$19.86	\$4.75	\$2.98	\$4.16	\$31.75
State of Oregon	No Match							
Tigard	Sr. Accountant	\$20.76	\$24.29	\$27.81	\$4.91	\$3.96	\$4.74	\$41.42
Tualatin	Accountant	\$19.70	\$22.33	\$24.95	\$4.50	\$3.74	\$4.33	\$37.52
Woodburn	No Match							
MARKET MEAN		\$17.97	\$20.46	\$22.95	\$5.32	\$3.30	\$4.64	\$35.21
KEIZER	Accountant	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		-\$0.07	\$0.17	\$0.40	-\$1.01	\$0.47	-\$0.87	-\$1.01
PERCENT DIFF.		-0.4%	0.8%	1.7%	-23.4%	12.5%	-23.2%	-2.9%
MARKET MEDIAN		\$18.34	\$20.87	\$23.41	\$4.83	\$3.30	\$4.45	\$35.68
KEIZER	Accountant	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		-\$0.44	-\$0.25	-\$0.05	-\$0.52	\$0.48	-\$0.68	-\$0.77
PERCENT DIFF.		-2.5%	-1.2%	-0.2%	-12.1%	12.6%	-17.9%	-2.2%

Exhibit A
City of Keizer
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Accounting Technician

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Accounting Spec.	\$11.93	\$13.56	\$15.18	\$4.19	\$2.22	\$5.72	\$27.31
Lake Oswego	Accounting Tech.	\$13.66	\$15.55	\$17.44	\$4.70	\$2.55	\$5.01	\$29.70
Marion County	Accounting. Spec.	\$13.81	\$16.17	\$18.52	\$4.59	\$2.71	\$3.71	\$29.53
McMinnville	Accountant	\$15.70	\$17.87	\$20.04	\$5.82	\$2.58	\$4.45	\$32.89
Milwaukie	Accounting Tech.	\$15.16	\$17.26	\$19.35	\$5.82	\$2.83	\$4.41	\$32.41
Newberg.	No Match							
Oregon City	Accounting Tech.	\$15.62	\$17.78	\$19.94	\$5.92	\$3.00	\$5.46	\$34.32
Salem	Accounting Asst. II	\$13.98	\$15.48	\$16.98	\$4.59	\$2.54	\$4.14	\$28.25
State of Oregon	Accounting Tech. II	\$11.75	\$13.93	\$16.11	\$4.02	\$2.17	\$3.70	\$26.00
Tigard	Sr. Accounting Asst.	\$14.71	\$17.21	\$19.71	\$2.98	\$2.80	\$4.71	\$30.20
Tualatin	Accounting Tech.	\$16.08	\$18.23	\$20.38	\$3.23	\$3.06	\$4.33	\$31.00
Woodburn	Accounting Clerk III	\$13.45	\$14.90	\$16.35	\$1.25	\$2.04	\$3.76	\$23.40
MARKET MEAN		\$14.17	\$16.18	\$18.18	\$4.28	\$2.59	\$4.49	\$29.55
KEIZER	Accounting Tech.	\$14.02	\$16.16	\$18.29	\$3.38	\$2.96	\$3.77	\$28.40
DOLLAR DIFF.		-\$0.15	-\$0.02	\$0.11	-\$0.90	\$0.37	-\$0.72	-\$1.15
PERCENT DIFF.		-1.1%	-0.1%	0.6%	-26.7%	12.5%	-19.1%	-4.0%
MARKET MEDIAN		\$13.98	\$16.17	\$18.52	\$4.59	\$2.58	\$4.41	\$30.10
KEIZER	Accounting Tech.	\$14.02	\$16.16	\$18.29	\$3.38	\$2.96	\$3.77	\$28.40
DOLLAR DIFF.		\$0.04	-\$0.01	-\$0.23	-\$1.21	\$0.38	-\$0.64	-\$1.70
PERCENT DIFF.		0.3%	-0.1%	-1.3%	-35.8%	12.8%	-17.0%	-6.0%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Utility Billing Tech.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	No Match							
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	No Match							
Milwaukie	Accounting Tech.	\$15.16	\$17.26	\$19.35	\$5.54	\$2.83	\$4.41	\$32.13
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	No Match							
Tualatin	Accounting Tech.	\$16.08	\$18.23	\$20.38	\$3.68	\$3.06	\$4.33	\$31.45
Woodburn	Accounting Clerk II	\$12.67	\$14.04	\$15.40	\$2.43	\$1.93	\$3.75	\$23.51
MARKET MEAN		\$14.64	\$16.51	\$18.38	\$3.88	\$2.61	\$4.16	\$29.03
KEIZER	Utility Billing Tech.	\$15.46	\$17.82	\$20.17	\$3.72	\$3.28	\$3.77	\$30.92
DOLLAR DIFF.		\$0.82	\$1.31	\$1.79	-\$0.16	\$0.65	-\$0.39	-\$1.89
PERCENT DIFF.		5.3%	7.3%	8.9%	4.4%	20.0%	-10.4%	-6.1%
MARKET MEDIAN		\$15.16	\$17.26	\$19.35	\$3.68	\$2.83	\$4.33	\$30.19
KEIZER	Utility Billing Tech.	\$15.46	\$17.82	\$20.17	\$3.72	\$3.28	\$3.77	\$30.92
DOLLAR DIFF.		\$0.30	\$0.56	\$0.82	\$0.04	\$0.43	-\$0.56	-\$0.73
PERCENT DIFF.		1.9%	3.1%	4.1%	1.1%	13.2%	-14.9%	-2.4%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Utility Billing Clerk

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Billing Col. Spec.	\$11.33	\$12.88	\$14.43	\$3.66	\$2.11	\$5.71	\$25.91
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	No Match							
Milwaukie	No Match							
Newberg.	Utility Clerk	\$13.53	\$15.33	\$17.12	\$4.14	\$2.50	\$4.77	\$28.53
Oregon City	No Match							
Salem	CS Rep 2	\$13.51	\$14.93	\$16.35	\$3.91	\$2.45	\$4.14	\$26.85
State of Oregon	No Match							
Tigard	No Match							
Tualatin	No Match							
Woodburn	Clerk II	\$12.67	\$14.04	\$15.40	\$2.43	\$1.93	\$3.75	\$23.51
MARKET MEAN		\$12.76	\$14.29	\$15.83	\$3.54	\$2.25	\$4.59	\$26.20
KEIZER	Utility Billing Clerk	\$12.72	\$14.66	\$16.59	\$3.06	\$2.68	\$3.77	\$26.10
DOLLAR DIFF.		-\$0.04	\$0.36	\$0.76	-\$0.48	\$0.43	-\$0.82	-\$0.10
PERCENT DIFF.		-0.3%	2.5%	4.6%	-15.5%	16.1%	-21.8%	-0.4%
MARKET MEDIAN		\$13.09	\$14.48	\$15.88	\$3.79	\$2.28	\$4.46	\$26.40
KEIZER	Utility Billing Clerk	\$12.72	\$14.66	\$16.59	\$3.06	\$2.68	\$3.77	\$26.10
DOLLAR DIFF.		-\$0.37	\$0.17	\$0.72	-\$0.73	\$0.40	-\$0.69	-\$0.30
PERCENT DIFF.		-2.9%	1.2%	4.3%	-23.7%	14.9%	-18.2%	-1.1%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Code Enforcement Zoning Tech.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Code Enf. Spec.	\$14.85	\$16.78	\$18.71	\$4.75	\$2.73	\$5.74	\$31.93
Lake Oswego	Code Enf. Spec.	\$19.56	\$22.26	\$24.96	\$6.15	\$3.65	\$5.06	\$39.82
Marion County	Enforcement Officer	\$17.27	\$20.21	\$23.15	\$5.73	\$3.38	\$3.72	\$35.98
McMinnville	No Match							
Milwaukie	Code Compl. Coord.	\$15.92	\$18.12	\$20.32	\$5.82	\$2.97	\$4.42	\$33.53
Newberg	No Match							
Oregon City	Code Compl. Off.	\$15.62	\$17.78	\$19.94	\$5.60	\$3.00	\$5.46	\$34.00
Salem	Code Enf. Off.	\$18.40	\$20.44	\$22.48	\$5.37	\$3.37	\$4.18	\$35.40
State of Oregon	No Match							
Tigard	No Match							
Tualatin	No Match							
Woodburn	Code Enf. Officer	\$15.10	\$16.73	\$18.35	\$2.89	\$2.29	\$3.77	\$27.30
MARKET MEAN KEIZER	Code Enf. Zoning Tech.	\$16.67 \$14.72	\$18.90 \$16.97	\$21.13 \$19.21	\$5.19 \$3.54	\$3.06 \$3.10	\$4.62 \$3.77	\$33.99 \$29.62
DOLLAR DIFF. PERCENT DIFF.		-\$1.95 -13.3%	-\$1.94 -11.4%	-\$1.92 -10.0%	-\$1.65 -46.5%	\$0.04 1.4%	-\$0.85 -22.6%	-\$4.37 -14.8%
MARKET MEDIAN KEIZER	Code Enf. Zoning Tech.	\$15.92 \$14.72	\$18.12 \$16.97	\$20.32 \$19.21	\$5.60 \$3.54	\$3.00 \$3.10	\$4.42 \$3.77	\$34.00 \$29.62
DOLLAR DIFF. PERCENT DIFF.		-\$1.20 -8.2%	-\$1.16 -6.8%	-\$1.11 -5.8%	-\$2.06 -58.2%	\$0.10 3.2%	-\$0.65 -17.2%	-\$4.38 -14.8%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Planning Director

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	No Match							
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	Planning Director	\$28.40	\$32.32	\$36.24	\$9.89	\$4.66	\$4.55	\$55.34
Milwaukie	Planning Director	\$27.23	\$30.99	\$34.75	\$9.96	\$5.08	\$4.46	\$54.25
Newberg	Planning Manager	\$24.15	\$27.40	\$30.65	\$7.42	\$4.48	\$4.79	\$47.34
Oregon City	Planning Manager	\$26.39	\$30.04	\$33.69	\$9.47	\$5.06	\$5.51	\$53.73
Salem	No Match							
State of Oregon	No Match							
Tigard	Planning Manager	\$23.54	\$27.55	\$31.56	\$5.89	\$4.49	\$4.76	\$46.70
Tualatin	No Match							
Woodburn	Comm. Devel. Dir.	\$28.94	\$31.64	\$34.34	\$5.41	\$4.29	\$3.86	\$47.90
MARKET MEAN		\$26.44	\$29.99	\$33.54	\$8.01	\$4.58	\$4.66	\$50.88
KEIZER	Planning Director	\$26.44	\$30.47	\$34.50	\$6.37	\$5.57	\$3.77	\$50.21
DOLLAR DIFF.		\$0.00	\$0.48	\$0.96	-\$1.64	\$0.89	-\$0.89	-\$0.67
PERCENT DIFF.		0.0%	1.6%	2.8%	-25.7%	16.0%	-23.5%	-1.3%
MARKET MEDIAN		\$26.81	\$30.52	\$34.02	\$8.45	\$4.58	\$4.66	\$51.69
KEIZER	Planning Director	\$26.44	\$30.47	\$34.50	\$6.37	\$5.57	\$3.77	\$50.21
DOLLAR DIFF.		-\$0.37	-\$0.05	\$0.48	-\$2.08	\$1.00	-\$0.88	-\$1.48
PERCENT DIFF.		-1.4%	-0.1%	1.4%	-32.6%	17.9%	-23.5%	-2.9%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Senior Planner

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Senior Planner	\$24.98	\$27.86	\$30.73	\$7.80	\$4.49	\$5.82	\$48.84
Lake Oswego	No Match							
Marion County	Senior Planner	\$19.96	\$23.37	\$26.78	\$6.63	\$3.91	\$3.72	\$41.04
McMinnville	No Match							
Milwaukie	Senior Planner	\$21.33	\$24.28	\$27.23	\$7.80	\$3.98	\$4.44	\$43.45
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	Planner 3	\$20.37	\$24.38	\$28.39	\$6.57	\$3.82	\$3.70	\$42.48
Tigard	No Match							
Tualatin	No Match							
Woodburn	Senior Planner	\$21.59	\$23.61	\$25.63	\$4.04	\$3.20	\$3.81	\$36.68
MARKET MEAN		\$21.66	\$24.70	\$27.75	\$6.57	\$3.88	\$4.30	\$42.50
KEIZER	Senior Planner	\$21.75	\$25.07	\$28.39	\$5.24	\$4.59	\$3.77	\$41.99
DOLLAR DIFF.		\$0.10	\$0.37	\$0.64	-\$1.33	\$0.71	-\$0.53	-\$0.51
PERCENT DIFF.		0.5%	1.5%	2.2%	-25.3%	15.5%	-14.0%	-1.2%
MARKET MEDIAN		\$21.33	\$24.28	\$27.23	\$6.63	\$3.91	\$3.81	\$41.58
KEIZER	Senior Planner	\$21.75	\$25.07	\$28.39	\$5.24	\$4.59	\$3.77	\$41.99
DOLLAR DIFF.		\$0.42	\$0.79	\$1.16	-\$1.39	\$0.68	-\$0.04	\$0.41
PERCENT DIFF.		1.9%	3.2%	4.1%	-26.5%	14.8%	-1.1%	1.0%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Associate Planner

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Planner II	\$19.27	\$21.91	\$24.54	\$6.23	\$3.58	\$5.78	\$40.13
Lake Oswego	Associate Planner	\$19.56	\$22.26	\$24.96	\$6.15	\$3.65	\$5.06	\$39.82
Marion County	Associate Planner	\$18.14	\$21.23	\$24.32	\$6.02	\$3.55	\$3.72	\$37.61
McMinnville	Senior Planner	\$21.50	\$24.23	\$26.95	\$7.35	\$3.47	\$4.49	\$42.26
Milwaukie	Associate Planner	\$19.35	\$22.03	\$24.70	\$7.08	\$3.61	\$4.43	\$39.82
Newberg	No Match							
Oregon City	Associate Planner	\$19.52	\$22.21	\$24.90	\$7.00	\$3.74	\$5.47	\$41.11
Salem	Associate Planner	\$18.40	\$20.44	\$22.48	\$5.37	\$3.37	\$4.18	\$35.40
State of Oregon	Planner II	\$16.08	\$19.77	\$23.45	\$5.43	\$3.16	\$3.70	\$35.74
Tigard	Associate Planner	\$18.75	\$21.94	\$25.13	\$4.44	\$3.58	\$4.73	\$37.88
Tualatin	Associate Planner	\$20.92	\$23.71	\$26.50	\$4.78	\$3.98	\$4.34	\$39.60
Woodburn	Associate Planner	\$18.85	\$20.88	\$22.91	\$3.61	\$2.86	\$3.80	\$33.18
MARKET MEAN		\$19.12	\$21.87	\$24.62	\$5.77	\$3.50	\$4.52	\$38.41
KEIZER	Assoc. Planner	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		-\$1.22	-\$1.25	-\$1.27	-\$1.46	\$0.27	-\$0.75	-\$3.21
PERCENT DIFF.		-6.8%	-6.0%	-5.4%	-33.9%	7.0%	-19.8%	-9.1%
MARKET MEDIAN		\$19.27	\$21.94	\$24.70	\$6.02	\$3.58	\$4.43	\$38.73
KEIZER	Assoc. Planner	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		-\$1.37	-\$1.32	-\$1.35	-\$1.71	\$0.19	-\$0.66	-\$3.53
PERCENT DIFF.		-7.7%	-6.4%	-5.8%	-39.7%	5.0%	-17.5%	-10.0%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Building Permit Specialist

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Permit Tech.	\$13.86	\$15.78	\$17.69	\$4.49	\$2.58	\$5.73	\$30.49
Lake Oswego	No Match							
Marion County	Permit Spec.	\$12.34	\$14.44	\$16.53	\$4.09	\$2.42	\$3.71	\$26.75
McMinnville	No Match							
Milwaukie	Permit Spec.	\$15.16	\$17.26	\$19.35	\$5.54	\$2.83	\$4.41	\$32.13
Newberg	No Match							
Oregon City	Permit Tech.	\$14.16	\$16.11	\$18.06	\$5.07	\$2.71	\$5.45	\$31.29
Salem	Permit Tech.	\$13.98	\$15.48	\$16.97	\$4.06	\$2.54	\$4.14	\$27.71
State of Oregon	No Match							
Tigard	No Match							
Tualatin	Permit Tech.	\$13.67	\$15.50	\$17.33	\$3.13	\$2.60	\$4.32	\$27.38
Woodburn	Bldg. Perm. Spec.	\$13.91	\$15.42	\$16.92	\$2.66	\$2.11	\$3.76	\$25.45
MARKET MEAN		\$13.87	\$15.71	\$17.55	\$4.15	\$2.54	\$4.50	\$28.74
KEIZER	Building Permit Specialist	\$13.36	\$15.39	\$17.42	\$3.21	\$2.81	\$3.77	\$27.21
DOLLAR DIFF. PERCENT DIFF.		-\$0.51 -3.8%	-\$0.32 -2.1%	-\$0.13 -0.7%	-\$0.94 -29.2%	\$0.27 9.6%	-\$0.73 -19.4%	-\$1.53 -5.6%
MARKET MEDIAN		\$13.91	\$15.50	\$17.33	\$4.09	\$2.58	\$4.32	\$28.32
KEIZER	Building Permit Specialist	\$13.36	\$15.39	\$17.42	\$3.21	\$2.81	\$3.77	\$27.21
DOLLAR DIFF. PERCENT DIFF.		-\$0.55 -4.1%	-\$0.11 -0.7%	\$0.09 0.5%	-\$0.88 -27.4%	\$0.23 8.2%	-\$0.55 -14.6%	-\$1.11 -4.1%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Public Works Director

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Public Works Dir.	\$36.98	\$41.60	\$46.22	\$11.73	\$6.75	\$5.92	\$70.62
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	Com. Dev. Director	\$32.93	\$37.48	\$42.03	\$11.47	\$5.41	\$4.59	\$63.50
Milwaukie	Dir., Public Works	\$30.05	\$33.78	\$37.51	\$10.75	\$5.48	\$4.47	\$58.21
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	Public Works Dir.	\$31.11	\$36.40	\$41.69	\$7.36	\$5.93	\$4.81	\$59.79
Tualatin	Operations Dir.	\$30.40	\$34.46	\$38.51	\$6.95	\$5.78	\$4.35	\$55.59
Woodburn	No Match							
MARKET MEAN		\$32.29	\$36.74	\$41.19	\$9.65	\$5.87	\$4.83	\$61.54
KEIZER	Public Works Dir.	\$32.14	\$37.04	\$41.93	\$8.98	\$6.77	\$3.77	\$61.45
DOLLAR DIFF.		-\$0.15	-\$0.29	-\$0.74	-\$0.67	\$0.90	-\$1.06	-\$0.09
PERCENT DIFF.		-0.5%	0.8%	1.8%	-7.5%	13.3%	-28.1%	-0.1%
MARKET MEDIAN		\$31.11	\$36.40	\$41.69	\$10.75	\$5.78	\$4.59	\$62.81
KEIZER	Public Works Dir.	\$32.14	\$37.04	\$41.93	\$8.98	\$6.77	\$3.77	\$61.45
DOLLAR DIFF.		\$1.03	\$0.63	\$0.24	-\$1.77	\$0.99	-\$0.82	-\$1.36
PERCENT DIFF.		3.2%	1.7%	0.6%	-19.7%	14.6%	-21.8%	-2.2%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Public Works Super.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Operations Mgr.	\$28.86	\$32.25	\$35.63	\$9.04	\$5.20	\$5.85	\$55.72
Lake Oswego	Utility Superintendent	\$23.65	\$26.20	\$28.75	\$7.09	\$4.20	\$5.09	\$45.13
Marion County								
McMinnville	PW Superintendent	\$23.30	\$26.52	\$29.74	\$8.12	\$3.83	\$4.51	\$46.20
Milwaukie	No Match							
Newberg	Operations Mgr.	\$21.95	\$24.90	\$27.85	\$6.74	\$4.07	\$4.79	\$43.45
Oregon City	Public Works Mgr.	\$26.39	\$30.04	\$33.69	\$9.47	\$5.06	\$5.51	\$53.73
Salem	No Match							
State of Oregon	No Match							
Tigard	No Match							
Tualatin	No Match							
Woodburn	Public Works Mgr.	\$27.57	\$30.14	\$32.71	\$5.15	\$4.09	\$3.85	\$45.80
MARKET MEAN		\$25.29	\$28.34	\$31.40	\$7.60	\$4.41	\$4.93	\$48.34
KEIZER	PW Superintendent	\$23.98	\$27.64	\$31.29	\$5.77	\$5.06	\$3.77	\$45.89
DOLLAR DIFF.		-\$1.31	-\$0.71	-\$0.11	-\$1.83	\$0.65	-\$1.16	-\$2.45
PERCENT DIFF.		-5.4%	-2.6%	-0.3%	-31.7%	12.9%	-30.9%	-5.3%
MARKET MEDIAN		\$25.02	\$28.28	\$31.23	\$7.61	\$4.15	\$4.94	\$47.92
KEIZER	PW Superintendent	\$23.98	\$27.64	\$31.29	\$5.77	\$5.06	\$3.77	\$45.89
DOLLAR DIFF.		-\$1.04	-\$0.65	\$0.06	-\$1.84	\$0.92	-\$1.17	-\$2.02
PERCENT DIFF.		-4.3%	-2.3%	0.2%	-31.8%	18.1%	-31.0%	-4.4%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

MUW III-Water

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Water Distr. Lead	\$22.86	\$25.49	\$28.12	\$7.13	\$4.10	\$5.80	\$46.15
Lake Oswego	Sr. Utility Worker	\$15.87	\$18.06	\$20.25	\$4.99	\$2.96	\$5.03	\$33.23
Marion County	No Match							
McMinnville	No Match							
Milwaukie	No Match							
Newberg	Crew Chief	\$17.71	\$20.09	\$22.47	\$5.44	\$3.28	\$4.78	\$36.97
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	Sr. Utility Worker	\$15.85	\$18.54	\$21.23	\$3.75	\$3.02	\$4.71	\$32.71
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN		\$18.07	\$20.55	\$23.02	\$5.33	\$3.34	\$5.08	\$36.77
KEIZER	Muni. UW III-Water	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		-\$0.17	\$0.08	\$0.33	-\$1.02	\$0.43	-\$1.31	-\$1.57
PERCENT DIFF.		-1.0%	0.4%	1.4%	-23.6%	11.4%	-34.7%	-4.4%
MARKET MEDIAN		\$16.79	\$19.32	\$21.85	\$5.22	\$3.15	\$4.91	\$35.12
KEIZER	Muni. UW III-Water	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		\$1.11	\$1.31	\$1.50	-\$0.91	\$0.62	-\$1.14	\$0.08
PERCENT DIFF.		6.2%	6.4%	6.4%	-21.0%	16.4%	-30.1%	0.2%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

MW III- Street

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	St. Mt. Worker	\$22.86	\$25.49	\$28.12	\$7.13	\$4.10	\$5.80	\$45.15
Lake Oswego	Sr. Utility Worker	\$15.87	\$18.06	\$20.25	\$4.99	\$2.96	\$5.03	\$33.23
Marion County	No Match							
McMinnville	No Match							
Milwaukie	No Match							
Newberg	Crew Chief	\$17.71	\$20.09	\$22.47	\$5.44	\$3.28	\$4.78	\$35.97
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	Sr. Utility Worker	\$15.85	\$18.54	\$21.23	\$3.75	\$3.02	\$4.71	\$32.71
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN		\$18.07	\$20.55	\$23.02	\$5.33	\$3.34	\$5.08	\$36.77
KEIZER	MW III- Street	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		-\$0.17	\$0.08	\$0.33	-\$1.02	\$0.43	-\$1.31	-\$1.57
PERCENT DIFF.		-1.0%	0.4%	1.4%	-23.6%	11.4%	-34.7%	-4.4%
MARKET MEDIAN		\$16.79	\$19.32	\$21.85	\$5.22	\$3.15	\$4.91	\$35.12
KEIZER	MW III- Street	\$17.90	\$20.63	\$23.35	\$4.31	\$3.77	\$3.77	\$35.20
DOLLAR DIFF.		\$1.11	\$1.31	\$1.50	-\$0.91	\$0.62	-\$1.14	\$0.08
PERCENT DIFF.		6.2%	6.4%	6.4%	-21.0%	16.4%	-30.1%	0.2%

Exhibit A
City of Keizer
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MW II

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Wtr. Mnt. Wkr.	\$14.00	\$15.90	\$17.79	\$4.51	\$2.60	\$5.73	\$30.63
Lake Oswego	Utility Worker	\$14.80	\$16.84	\$18.88	\$4.65	\$2.76	\$5.02	\$31.31
Marion County	Mnt. Wkr. II	\$12.07	\$14.13	\$16.19	\$18.36	\$2.37	\$5.55	\$42.47
McMinnville	Utility Worker II	\$15.92	\$18.12	\$20.32	\$5.55	\$2.61	\$4.45	\$32.93
Milwaukie	Utility Worker II	\$15.92	\$18.12	\$20.32	\$5.82	\$2.97	\$4.42	\$33.53
Newberg	Laborer II	\$16.13	\$18.28	\$20.42	\$4.94	\$2.98	\$4.78	\$33.12
Oregon City	Utility Worker II	\$15.62	\$17.48	\$19.34	\$5.43	\$2.91	\$5.45	\$33.13
Salem	No Match							
State of Oregon	No Match							
Tigard	Utility Worker II	\$14.34	\$16.78	\$19.21	\$3.39	\$2.73	\$4.70	\$30.03
Tualatin	Utility Worker II	\$16.89	\$19.15	\$21.40	\$3.86	\$3.21	\$4.33	\$32.80
Woodburn	Utility Worker II	\$13.91	\$15.42	\$16.92	\$2.66	\$2.11	\$3.76	\$25.45
MARKET MEAN		\$14.96	\$17.02	\$19.08	\$5.92	\$2.73	\$4.82	\$32.54
KEIZER	Muni. Util. Wkr. II	\$14.82	\$17.02	\$19.21	\$3.54	\$3.10	\$3.77	\$29.62
DOLLAR DIFF.		-\$0.14	\$0.00	\$0.13	-\$2.38	\$0.38	-\$1.05	-\$2.92
PERCENT DIFF.		-0.9%	0.0%	0.7%	-67.1%	12.1%	-27.8%	-9.9%
MARKET MEDIAN		\$15.21	\$17.16	\$19.28	\$4.80	\$2.75	\$4.74	\$31.66
KEIZER	Muni. Util. Wkr. II	\$14.82	\$17.02	\$19.21	\$3.54	\$3.10	\$3.77	\$29.62
DOLLAR DIFF.		-\$0.39	-\$0.15	-\$0.06	-\$1.26	\$0.36	-\$0.97	-\$1.94
PERCENT DIFF.		-2.6%	-0.9%	-0.3%	-35.5%	11.5%	-25.7%	-6.5%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

MW I

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Wtr. Mnt. Wrkr. II	\$14.00	\$15.90	\$17.79	\$4.51	\$2.60	\$5.73	\$30.63
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	No Match							
Milwaukie	Utility Worker I	\$13.77	\$15.66	\$17.55	\$5.03	\$2.57	\$4.41	\$29.56
Newberg	Laborer I	\$15.42	\$17.46	\$19.49	\$4.72	\$2.85	\$4.78	\$31.84
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	Utility Worker I	\$11.70	\$15.46	\$19.21	\$3.39	\$2.73	\$4.70	\$30.03
Tualatin	Utility Worker I	\$15.08	\$17.10	\$19.11	\$3.45	\$2.87	\$4.33	\$29.76
Woodburn	Utility Worker II	\$13.91	\$15.42	\$16.92	\$2.66	\$2.11	\$3.76	\$25.45
MARKET MEAN KEIZER	MW I - St. Storm, Water	\$13.98 \$13.36	\$16.16 \$15.99	\$18.35 \$17.42	\$3.96 \$3.21	\$2.62 \$2.81	\$4.62 \$3.77	\$29.55 \$27.21
DOLLAR DIFF. PERCENT DIFF.		-\$0.62 -4.6%	-\$0.77 -5.0%	-\$0.92 -5.3%	-\$0.76 -23.4%	\$0.19 6.7%	-\$0.85 -22.5%	-\$2.34 -8.6%
MARKET MEDIAN KEIZER	MW I - St. Storm, Water	\$13.96 \$13.36	\$15.78 \$15.39	\$18.45 \$17.42	\$3.98 \$3.21	\$2.67 \$2.81	\$4.56 \$3.77	\$29.65
DOLLAR DIFF. PERCENT DIFF.		-\$0.60 -4.5%	-\$0.39 -2.5%	-\$1.03 -5.9%	-\$0.77 -24.0%	\$0.16 5.2%	-\$0.79 -20.8%	\$27.21 -\$2.44 -9.0%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Facilities Maintenance Worker

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Op. Mnt. Wrkr I	\$12.89	\$14.64	\$16.39	\$4.16	\$2.39	\$5.73	\$28.67
Lake Oswego	Bldg. Mnt. Wrkr.	\$14.80	\$16.84	\$18.88	\$4.65	\$2.76	\$5.02	\$31.31
Marion County	Bldg. Mnt. Wrkr. I	\$11.81	\$13.83	\$15.85	\$3.93	\$2.32	\$3.71	\$25.81
McMinnville	No Match							
Millwaukie	No Match							
Newberg	No Match							
Oregon City	No Match							
Salem	Gen. Srv. Mnt. Wrkr. I	\$13.02	\$14.04	\$15.06	\$3.60	\$2.26	\$4.13	\$25.05
State of Oregon	No Match							
Tigard	Bldg. Mnt. Tch. I	\$11.42	\$13.36	\$15.30	\$2.70	\$2.18	\$4.69	\$24.87
Tualatin	No Match							
Woodburn	Utility Worker II	\$13.91	\$15.42	\$16.92	\$2.66	\$2.11	\$3.76	\$25.45
MARKET MEAN KEIZER	Fac. Mnt. Worker	\$12.98 \$12.72	\$14.69 \$14.66	\$16.40 \$16.59	\$3.62 \$3.06	\$2.34 \$2.68	\$4.51 \$3.77	\$26.86 \$26.10
DOLLAR DIFF. PERCENT DIFF.		-\$0.25 -2.0%	-\$0.03 -0.2%	\$0.19 1.1%	-\$0.56 -18.2%	\$0.34 12.8%	-\$0.74 -19.5%	-\$0.76 -2.9%
MARKET MEDIAN KEIZER	Fac. Mnt. Worker	\$12.96 \$12.72	\$14.34 \$14.66	\$16.12 \$16.59	\$3.77 \$3.06	\$2.29 \$2.68	\$4.41 \$3.77	\$26.59 \$26.10
DOLLAR DIFF. PERCENT DIFF.		-\$0.23 -1.8%	\$0.32 2.1%	\$0.47 2.8%	-\$0.71 -23.0%	\$0.39 14.6%	-\$0.64 -17.0%	-\$0.49 -1.9%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Chief of Police

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Police Chief	\$35.21	\$39.61	\$44.01	\$11.17	\$6.42	\$5.91	\$67.51
Lake Oswego	Police Chief	\$37.27	\$41.29	\$45.30	\$11.17	\$6.62	\$5.19	\$68.28
Marion County	No Match							
McMinnville	Police Chief	\$32.12	\$36.56	\$41.00	\$11.19	\$5.27	\$4.58	\$62.04
Milwaukie	Police Chief	\$30.05	\$33.78	\$37.51	\$10.75	\$5.48	\$4.47	\$58.21
Newberg	Police Chief			\$38.09	\$9.22	\$5.57	\$4.80	\$57.68
Oregon City	Police Chief	\$31.40	\$35.73	\$40.06	\$11.26	\$6.02	\$5.53	\$62.87
Salem	Police Chief	\$34.25	\$40.85	\$47.44	\$11.34	\$7.11	\$4.33	\$70.22
State of Oregon	No Match							
Tigard	Chief of Police	\$32.82	\$38.41	\$44.00	\$8.21	\$6.26	\$4.82	\$63.29
Tualatin	Chief of Police	\$33.19	\$37.74	\$42.29	\$7.63	\$6.34	\$4.36	\$60.62
Woodburn	Chief of Police	Not Provided						
MARKET MEAN KEIZER	Chief of Police	\$33.29 \$32.06	\$38.00 \$37.00	\$42.19 \$41.93	\$10.22 \$8.98	\$6.12 \$6.77	\$4.99 \$3.77	\$63.41 \$61.45
DOLLAR DIFF. PERCENT DIFF.		-\$1.23 -3.8%	-\$1.00 -2.7%	-\$0.26 -0.6%	-\$1.24 -13.8%	\$0.65 9.6%	-\$1.12 -29.6%	-\$1.96 -3.2%
MARKET MEDIAN KEIZER	Chief of Police	\$33.01 \$32.06	\$38.08 \$37.00	\$42.29 \$41.93	\$11.17 \$8.98	\$6.26 \$6.77	\$4.80 \$3.77	\$64.52 \$61.45
DOLLAR DIFF. PERCENT DIFF.		-\$0.94 -2.9%	-\$1.08 -2.9%	-\$0.36 -0.9%	-\$2.19 -24.4%	\$0.51 7.5%	-\$1.03 -27.3%	-\$3.07 -5.0%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Captain-Deputy Chief

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Assistant Chief	\$31.65	\$35.30	\$38.94	\$9.88	\$5.68	\$5.87	\$60.37
Lake Oswego	Captain	\$31.31	\$34.69	\$38.06	\$9.38	\$5.56	\$5.14	\$58.14
Marion County	Undersheriff	\$28.73	\$33.62	\$38.51	\$9.54	\$5.63	\$3.74	\$57.42
McMinnville	Lieutenant	\$25.73	\$29.28	\$32.83	\$8.96	\$4.22	\$4.53	\$50.54
Milwaukie	Captain	\$24.70	\$28.11	\$31.52	\$9.03	\$4.61	\$4.45	\$49.61
Newberg	Deputy Chief	\$25.66	\$29.11	\$32.55	\$7.27	\$4.76	\$4.95	\$49.53
Oregon City	Lieutenant	\$28.44	\$32.37	\$36.29	\$10.20	\$5.45	\$5.52	\$57.46
Salem	Captain	\$38.47	\$39.43	\$40.39	\$9.65	\$6.05	\$4.29	\$60.38
State of Oregon	Dep. Superintendent	\$33.25	\$41.11	\$48.96	\$11.33	\$6.59	\$3.70	\$70.58
Tigard	Captain	\$29.84	\$34.34	\$38.84	\$10.36	\$5.53	\$4.79	\$59.52
Tualatin	Lieutenant	\$29.50	\$33.44	\$37.37	\$6.74	\$5.61	\$4.35	\$54.07
Woodburn	Deputy Chief	\$28.60	\$31.28	\$33.95	\$5.35	\$4.24	\$3.86	\$47.40
MARKET MEAN KEIZER	Captain-Dep. Chief	\$29.66 \$26.44	\$33.50 \$30.47	\$37.35 \$34.50	\$8.97 \$7.39	\$5.33 \$5.57	\$4.60 \$3.77	\$56.25 \$51.23
DOLLAR DIFF.		\$-3.22	\$-3.03	\$-2.65	\$-1.58	\$0.24	\$-0.63	\$-5.02
PERCENT DIFF.		-12.2%	-10.0%	-8.3%	-21.4%	4.4%	-22.0%	-9.8%
MARKET MEDIAN KEIZER	Captain-Dep. Chief	\$29.12 \$26.44	\$33.53 \$30.47	\$37.72 \$34.50	\$9.46 \$7.39	\$5.55 \$5.57	\$4.49 \$3.77	\$57.21 \$51.23
DOLLAR DIFF.		\$-2.68	\$-3.06	\$-3.22	\$-2.07	\$0.03	\$-0.72	\$-5.98
PERCENT DIFF.		-10.1%	-10.0%	-9.3%	-28.0%	0.4%	-13.1%	-11.7%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Sergeant

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE			PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
		MINIMUM	MIDPOINT	MAXIMUM				
Albany	Sergeant	\$24.98	\$27.86	\$30.73	\$7.80	\$4.49	\$5.82	\$48.84
Lake Oswego	Lieutenant	\$28.37	\$31.43	\$34.49	\$8.50	\$5.04	\$5.12	\$53.15
Marion County	Sergeant	\$20.53	\$24.03	\$27.52	\$6.82	\$4.02	\$3.73	\$42.09
McMinnville	Sergeant	\$22.96	\$25.76	\$28.56	\$7.79	\$3.67	\$4.50	\$44.52
Milwaukie	Sergeant	\$21.33	\$24.28	\$27.23	\$7.80	\$3.98	\$4.44	\$43.45
Newberg	Sergeant	\$23.02	\$26.12	\$29.21	\$7.07	\$4.27	\$4.79	\$45.34
Oregon City	Sergeant	\$24.39	\$25.67	\$26.95	\$7.57	\$4.05	\$5.48	\$44.05
Salem	Sergeant			\$31.77	\$7.59	\$4.76	\$4.23	\$48.35
State of Oregon	Sergeant	\$23.46	\$29.00	\$34.53	\$7.99	\$4.65	\$3.70	\$50.87
Tigard	Sergeant	\$24.23	\$28.35	\$32.47	\$8.66	\$4.62	\$4.76	\$50.51
Tualatin	Sergeant	\$22.33	\$26.45	\$30.57	\$5.51	\$4.59	\$4.34	\$45.01
Woodburn	Sergeant	\$23.69	\$25.90	\$28.11	\$4.43	\$3.51	\$3.82	\$39.87
MARKET MEAN KEIZER	Patrol Sergeant	\$23.57 \$24.09	\$26.80 \$27.69	\$30.18 \$31.29	\$7.29 \$6.70	\$4.30 \$5.06	\$4.56 \$3.77	\$46.34 \$46.82
DOLLAR DIFF.		\$0.52	\$0.89	\$1.11	-\$0.59	\$0.76	-\$0.79	\$0.48
PERCENT DIFF.		2.2%	3.2%	3.6%	-8.9%	14.9%	-21.0%	1.0%
MARKET MEDIAN KEIZER	Patrol Sergeant	\$23.46 \$24.09	\$26.12 \$27.69	\$29.89 \$31.29	\$7.69 \$6.70	\$4.38 \$5.06	\$4.47 \$3.77	\$46.43 \$46.82
DOLLAR DIFF.		\$0.63	\$1.58	\$1.40	-\$0.99	\$0.68	-\$0.70	\$0.39
PERCENT DIFF.		2.6%	5.7%	4.5%	-14.8%	13.4%	-18.6%	0.8%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Police Officer

COMPARABLE ORGANIZATION	MATCHING			PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
	JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM			
Albany	Police Officer	\$17.69	\$19.99	\$22.29	\$5.65	\$3.25	\$36.95
Lake Oswego	Police Officer	\$19.18	\$21.83	\$24.48	\$5.03	\$3.58	\$39.15
Marion County	Deputy Sheriff	\$18.07	\$21.14	\$24.20	\$5.99	\$3.54	\$37.45
McMinnville	Police Officer	\$17.55	\$19.98	\$22.40	\$6.11	\$2.88	\$35.86
Milwaukie	Police Officer	\$18.43	\$20.98	\$23.52	\$6.74	\$3.44	\$38.13
Newberg	Police Officer	\$17.90	\$21.55	\$25.19	\$6.10	\$3.68	\$39.75
Oregon City	Police Officer	\$18.99	\$20.88	\$22.77	\$6.40	\$3.42	\$38.06
Salem	Police Officer	\$19.80	\$22.52	\$25.24	\$6.03	\$3.78	\$39.24
State of Oregon	OSP Trooper	\$17.24	\$21.04	\$24.84	\$5.75	\$3.34	\$37.63
Tigard	Police Officer	\$19.58	\$22.09	\$24.59	\$6.56	\$3.50	\$39.38
Tualatin	Police Officer	\$18.81	\$21.79	\$24.76	\$4.47	\$3.71	\$37.27
Woodburn	Police Officer	\$17.83	\$20.26	\$22.69	\$3.57	\$2.84	\$32.89
MARKET MEAN KEIZER	Police Officer	\$18.42 \$18.79	\$21.17 \$21.66	\$23.91 \$24.52	\$5.78 \$5.25	\$3.41 \$3.96	\$37.65 \$37.50
DOLLAR DIFF. PERCENT DIFF.		\$0.37 2.0%	\$0.49 2.2%	\$0.61 2.5%	-\$0.53 -10.2%	\$0.55 13.8%	-\$0.15 -0.4%
MARKET MEDIAN KEIZER	Police Officer	\$18.25 \$18.79	\$21.09 \$21.66	\$24.34 \$24.52	\$6.03 \$5.25	\$3.47 \$3.96	\$38.29 \$37.50
DOLLAR DIFF. PERCENT DIFF.		\$0.54 2.8%	\$0.57 2.6%	\$0.18 0.7%	-\$0.78 -14.9%	\$0.49 12.4%	-\$0.79 -2.1%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Community Services Officer

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Com. Policing Offer.	\$14.84	\$16.94	\$19.04	\$4.83	\$2.78	\$5.74	\$32.39
Lake Oswego	Com. Svcs. Offer.	\$16.95	\$19.00	\$21.05	\$5.19	\$3.08	\$5.04	\$34.36
Marion County	No Match							
McMinnville	No Match							
Milwaukie	No Match							
Newberg	No Match							
Oregon City	Com. Svcs. Offer.	\$12.92	\$15.12	\$17.32	\$4.87	\$2.60	\$5.45	\$30.24
Salem	No Match							
State of Oregon	No Match							
Tigard	Com. Svcs. Offer.	\$15.86	\$17.94	\$20.01	\$3.53	\$2.85	\$4.71	\$31.10
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN KEIZER	Community Services Officer	\$15.14 \$15.46	\$17.25 \$17.82	\$19.36 \$20.17	\$4.61 \$3.72	\$2.83 \$3.26	\$5.24 \$3.77	\$32.02 \$30.92
DOLLAR DIFF		\$0.32	\$0.57	\$0.82	-\$0.89	\$0.43	-\$1.47	-\$1.10
PERCENT DIFF		2.1%	3.2%	4.0%	-23.8%	13.3%	-38.9%	-3.6%
MARKET MEDIAN KEIZER	Community Services Officer	\$15.35 \$15.46	\$17.44 \$17.82	\$19.53 \$20.17	\$4.85 \$3.72	\$2.82 \$3.26	\$5.25 \$3.77	\$32.44 \$30.92
DOLLAR DIFF		\$0.11	\$0.38	\$0.65	-\$1.13	\$0.45	-\$1.48	-\$1.52
PERCENT DIFF		0.7%	2.1%	3.2%	-30.4%	13.7%	-39.1%	-4.9%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Administrative Asst.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Admin. Asst. I	\$13.86	\$15.78	\$17.69	\$4.49	\$2.58	\$5.73	\$30.49
Lake Oswego	Admin. Support III	\$16.77	\$18.58	\$20.39	\$5.03	\$2.98	\$5.03	\$33.43
Marion County	Spt. Svcs. Tch. 3	\$12.13	\$14.03	\$15.92	\$3.94	\$2.33	\$3.71	\$25.90
McMinnville	No Match							
Milwaukie	Admin. Spec.	\$16.71	\$19.02	\$21.33	\$6.11	\$3.12	\$4.42	\$34.98
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	Office Mgr. I	\$12.45	\$14.91	\$17.36	\$4.02	\$2.34	\$3.70	\$27.42
Tigard	Sr. Admin. Spec.	\$14.34	\$16.78	\$19.21	\$3.39	\$2.73	\$4.70	\$30.03
Tualatin	No Match							
Woodburn	Admin. Sec.	\$15.35	\$16.78	\$18.21	\$2.87	\$2.28	\$3.77	\$27.13
MARKET MEAN KEIZER	Administrative Asst.	\$14.52 \$15.46	\$16.55 \$17.82	\$18.59 \$20.17	\$4.26 \$3.72	\$2.62 \$3.26	\$4.44 \$3.77	\$29.91 \$30.92
DOLLAR DIFF. PERCENT DIFF.		\$0.94 6.1%	\$1.26 7.1%	\$1.58 7.8%	-\$0.54 -14.6%	\$0.64 19.5%	-\$0.67 -17.7%	\$1.01 3.3%
MARKET MEDIAN KEIZER	Administrative Asst.	\$14.34 \$15.46	\$16.78 \$17.82	\$18.21 \$20.17	\$4.02 \$3.72	\$2.58 \$3.26	\$4.42 \$3.77	\$29.23 \$30.92
DOLLAR DIFF. PERCENT DIFF.		\$1.12 7.2%	\$1.04 5.8%	\$1.96 9.7%	-\$0.30 -8.1%	\$0.68 20.9%	-\$0.65 -17.2%	\$1.69 5.5%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Community Services Specialist

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	No Match							
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	No Match							
Milwaukie	No Match							
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	Sr. Admin. Spec.	\$14.34	\$16.78	\$19.21	\$3.39	\$2.73	\$4.70	\$30.03
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN KEIZER	Com. Serv. Specialist	\$14.34 \$15.46	\$16.78 \$16.78	\$19.21 \$20.17	\$3.39 \$3.72	\$2.73 \$3.26	\$4.70 \$3.77	\$30.03 \$30.92
DOLLAR DIFF. PERCENT DIFF.		\$1.12 7.2%	\$0.00 0.0%	-\$0.06 4.8%	\$0.33 8.9%	-\$0.53 16.3%	-\$0.93 -24.7%	\$0.89 2.9%
MARKET MEDIAN KEIZER	Com. Serv. Specialist	\$14.34 \$15.46	\$16.78 \$16.78	\$19.21 \$20.17	\$3.39 \$3.72	\$2.73 \$3.26	\$4.70 \$3.77	\$30.03 \$30.92
DOLLAR DIFF. PERCENT DIFF.		\$1.12 7.2%	\$0.00 0.0%	-\$0.06 4.8%	\$0.33 8.9%	-\$0.53 16.3%	-\$0.93 -24.7%	\$0.89 2.9%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Support Svcs. Sup.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE			PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
		MINIMUM	MIDPOINT	MAXIMUM				
Albany	Police Rec. & Sys. Mgr.	\$19.72	\$21.99	\$24.25	\$6.15	\$3.54	\$5.78	\$39.72
Lake Oswego	No Match							
Marion County	Sheriff's Admin. Sup.	\$14.41	\$17.53	\$20.84	\$5.11	\$3.02	\$3.71	\$32.48
McMinnville	No Match							
Milwaukie	No Match							
Newberg	No Match							
Oregon City	No Match							
Salcm	No Match							
State of Oregon	No Match							
Tigard	No Match							
Tualatin	Pol. Svcs. Sup.	\$17.96	\$20.36	\$22.75	\$4.10	\$3.41	\$4.33	\$34.59
Woodburn	No Match		\$0.00					
MARKET MEAN KEIZER	Sup. Svcs. Sup.	\$17.36 \$18.79	\$14.97 \$21.66	\$22.55 \$24.52	\$5.12 \$4.52	\$3.32 \$3.96	\$4.61 \$3.77	\$35.60 \$36.77
DOLLAR DIFF.		\$1.43 7.6%	\$6.69 30.9%	\$1.97 8.0%	-\$0.60 -13.3%	\$0.64 16.1%	-\$0.84 -22.2%	\$1.17 3.2%
PERCENT DIFF.								
MARKET MEDIAN KEIZER	Sup. Svcs. Sup.	\$17.96 \$18.79	\$18.94 \$21.66	\$22.75 \$24.52	\$5.11 \$4.52	\$3.41 \$3.96	\$4.33 \$3.77	\$35.60 \$36.77
DOLLAR DIFF.		\$0.83 4.4%	\$2.72 12.5%	\$1.77 7.2%	-\$0.59 -13.1%	\$0.55 13.9%	-\$0.56 -14.9%	\$1.17 3.2%
PERCENT DIFF.								

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Propert & Ev. Spec.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE			PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
		MINIMUM	MIDPOINT	MAXIMUM				
Albany	Prop. & Ev. Spec.	\$0.29	\$7.91	\$15.53	\$3.94	\$2.27	\$5.72	\$27.46
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	No Match							
Milwaukie	Police Tech.	\$15.92	\$18.12	\$20.32	\$5.82	\$2.97	\$4.42	\$33.53
Newberg	Evid. Records Tech.	\$12.76	\$15.43	\$18.10	\$4.38	\$2.65	\$4.78	\$29.91
Oregon City	Prop. Cont. Officer	\$12.92	\$15.12	\$17.32	\$4.87	\$2.60	\$5.45	\$30.24
Salem	Police Prop. Tech.	\$14.50	\$16.08	\$17.65	\$4.22	\$2.64	\$4.15	\$28.66
State of Oregon	No Match							
Tigard	No Match							
Tualatin	Pol. Serv. Asst.	\$14.37	\$16.29	\$18.20	\$3.28	\$2.73	\$4.32	\$28.53
Woodburn	Evid. Tech.	\$14.97	\$16.59	\$18.20	\$2.87	\$2.27	\$3.77	\$27.11
MARKET MEAN		\$12.25	\$15.07	\$17.90	\$4.20	\$2.59	\$4.66	\$29.35
KEIZER	Prop. & Ev. Spec.	\$14.72	\$16.97	\$19.21	\$3.54	\$3.10	\$3.77	\$29.62
DOLLAR DIFF.		\$2.47	\$1.90	\$1.31	-\$0.66	\$0.51	-\$0.89	\$0.27
PERCENT DIFF.		16.8%	11.1%	6.8%	-18.6%	16.5%	-23.6%	0.9%
MARKET MEDIAN		\$14.37	\$16.08	\$18.10	\$4.22	\$2.64	\$4.42	\$29.38
KEIZER	Prop. & Ev. Spec.	\$14.72	\$16.97	\$19.21	\$3.54	\$3.10	\$3.77	\$29.62
DOLLAR DIFF.		\$0.35	\$0.89	\$1.11	-\$0.68	\$0.46	-\$0.65	\$0.24
PERCENT DIFF.		2.4%	5.2%	5.8%	-19.2%	14.8%	-17.2%	0.8%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Support Specialist 2

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	Police Clerk	\$11.20	\$12.74	\$14.27	\$3.62	\$2.08	\$5.71	\$25.68
Lake Oswego	No Match							
Marion County	Sup. Srv. Tech.	\$12.13	\$14.03	\$15.92	\$3.94	\$2.33	\$3.87	\$26.06
McMinnville	Police Rec. Spec.	\$12.99	\$14.79	\$16.58	\$4.52	\$2.13	\$4.43	\$27.66
Milwaukie	Office Assistant	\$13.10	\$14.91	\$16.71	\$4.79	\$2.44	\$4.41	\$28.35
Newberg	No Match							
Oregon City	Pol. Dept. Sec.	\$12.81	\$14.82	\$16.82	\$4.73	\$2.53	\$9.48	\$33.56
Salem	No Match							
State of Oregon	No Match							
Tigard	Pol. Rec. Spec.	\$14.16	\$16.12	\$18.07	\$3.19	\$2.57	\$4.70	\$28.53
Tualatin	No Match							
Woodburn	Records Clerk	\$13.04	\$14.45	\$15.86	\$2.50	\$1.98	\$3.76	\$24.10
MARKET MEAN KEIZER	Support Spec. II	\$12.78 \$14.02	\$14.55 \$16.16	\$16.32 \$18.29	\$3.00 \$3.38	\$2.29 \$2.96	\$5.19 \$3.77	\$27.71 \$28.40
DOLLAR DIFF. PERCENT DIFF.		\$1.24 8.9%	\$1.61 10.0%	\$1.97 10.8%	-\$0.52 -15.3%	\$0.67 22.6%	-\$1.42 -37.8%	\$0.69 2.4%
MARKET MEDIAN KEIZER	Support Spec. II	\$12.99 \$14.02	\$14.79 \$16.16	\$16.58 \$18.29	\$3.94 \$3.38	\$2.33 \$2.96	\$4.43 \$3.77	\$27.28 \$28.40
DOLLAR DIFF. PERCENT DIFF.		\$1.03 7.3%	\$1.37 8.5%	\$1.71 9.3%	-\$0.56 -16.6%	\$0.63 21.3%	-\$0.66 -17.5%	\$1.12 3.9%

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Support Spec. I

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	No Match							
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	Office Spec. I	\$11.11	\$12.91	\$14.70	\$4.01	\$1.89	\$4.42	\$25.02
Milwaukie	No Match							
Newberg	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	No Match							
Tigard	Admin. Spec. I	\$11.13	\$13.02	\$14.90	\$2.63	\$2.12	\$4.68	\$24.33
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN KEIZER	Sup. Spec. I	\$11.12 \$12.72	\$12.96 \$14.66	\$14.80 \$16.59	\$3.32 \$3.06	\$2.01 \$2.68	\$4.55 \$3.77	\$24.68 \$26.10
DOLLAR DIFF. PERCENT DIFF.		\$1.60 12.6%	\$1.70 11.6%	\$1.79 10.8%	-\$0.26 -8.5%	\$0.68 25.2%	-\$0.78 -20.7%	\$1.43 5.5%
MARKET MEDIAN KEIZER	Sup. Spec. I	\$11.12 \$12.72	\$12.96 \$14.66	\$14.80 \$16.59	\$3.32 \$3.06	\$2.01 \$2.68	\$4.55 \$3.77	\$24.68 \$26.10
DOLLAR DIFF. PERCENT DIFF.		\$1.60 12.6%	\$1.70 11.6%	\$1.79 10.8%	-\$0.26 -8.5%	\$0.68 25.2%	-\$0.78 -20.7%	\$1.43 5.5%

ADDENDUM 1

City of Keizer 2003 Salary and Benefit Survey

**Benefit Cost Comparison Including Employee Monthly Premium
Contributions**

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Keizer			
HEALTH INSURANCE	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
<i>All figures are for most costly available plan.</i>				
Non-Rep.	\$748.39	\$561.29	\$187.10	75.0%
General	\$748.39	\$561.29	\$187.10	75.0%
Police	\$748.39	\$561.29	\$187.10	75.0%
		Market Average:		91.6%
DENTAL INSURANCE				
Non-Rep.	\$120.24	\$90.18	\$30.06	75.0%
General	\$120.24	\$90.18	\$30.06	75.0%
Police	\$120.24	\$90.18	\$30.06	75.0%
		Market Average:		93.5%
VISION INSURANCE				
Non-Rep.		With Health		
General		With Health		
Police		With Health		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Albany			
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
Non-Rep.	\$748.21	\$748.21	\$0.00	100.0%
General	\$748.21	\$748.21	\$0.00	100.0%
Police	\$748.21	\$748.21	\$0.00	100.0%
DENTAL INSURANCE				100.0%
Non-Rep.	\$105.44	\$105.44	\$0.00	100.0%
General	\$105.44	\$105.44	\$0.00	100.0%
Police	\$105.44	\$105.44	\$0.00	100.0%
VISION INSURANCE				100.0%
Non-Rep.		With Dental		
General		With Dental		
Police		With Dental		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Lake Oswego			
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
Non-Rep.	\$892.18	\$847.57	\$44.61	95.0%
General	\$892.18	\$847.57	\$44.61	95.0%
Police	\$892.18	\$847.57	\$44.61	95.0%
DENTAL INSURANCE				
Non-Rep.		With Health		
General		With Health		
Police		With Health		
VISION INSURANCE				
Non-Rep.		NA		
General		NA		
Police		NA		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Marion County			
HEALTH INSURANCE	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
<i>All figures are for most costly available plan.</i>				
Non-Rep.	\$535.43	\$535.43	\$0.00	100.0%
General	\$535.43	\$535.43	\$0.00	100.0%
Police	\$535.43	\$535.43	\$0.00	100.0%
DENTAL INSURANCE				100.0%
Non-Rep.	\$97.62	\$97.62	\$0.00	100.0%
General	\$97.62	\$97.62	\$0.00	100.0%
Police	\$107.99	\$107.99	\$0.00	100.0%
VISION INSURANCE				100.0%
Non-Rep.		With Health		
General		With Health		
Police		With Health		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	McMinnville			
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
Non-Rep.	\$744.20	\$538.20	\$206.00	72.3%
General	\$744.20	\$538.20	\$206.00	72.3%
Police	\$730.50	\$730.50	\$0.00	100.0%
DENTAL INSURANCE				81.5%
Non-Rep.		With Health		
General		With Health		
Police		With Health		
VISION INSURANCE				
Non-Rep.		With Health		
General		With Health		
Police		With Health		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Milwaukie			
HEALTH INSURANCE				
<i>All figures are for most costly available plan.</i>				
	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
Non-Rep. General	\$814.36	\$668.27	\$146.09	82.1%
Police	\$814.36	\$668.27	\$146.09	82.1%
DENTAL INSURANCE				
Non-Rep. General	\$103.35	\$74.06	\$29.29	71.7%
Police	\$103.35	\$74.06	\$29.29	71.7%
VISION INSURANCE				
Non-Rep. General		NA		71.7%
Police		NA		71.7%

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Newberg			
	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>				
Non-Rep.	\$755.20	\$717.44	\$37.76	95.0%
General	\$755.20	\$717.44	\$37.76	95.0%
Police	\$811.62	\$811.62	\$0.00	100.0%
				96.7%
DENTAL INSURANCE				
Non-Rep.	\$133.35	\$126.88	\$6.47	95.1%
General	\$133.35	\$126.88	\$6.47	95.1%
Police		With Health		
				95.1%
VISION INSURANCE				
Non-Rep.		NA		
General		NA		
Police		NA		

Addendum 1

City of Kelizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Oregon City			
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
Non-Rep.	\$831.10	\$789.54	\$41.56	95.0%
General	\$831.10	\$789.54	\$41.56	95.0%
Police	\$831.10	\$789.54	\$41.56	95.0%
DENTAL INSURANCE				95.0%
Non-Rep.	\$132.96	\$132.96	\$0.00	100.0%
General	\$132.96	\$132.96	\$0.00	100.0%
Police	\$132.96	\$132.96	\$0.00	100.0%
VISION INSURANCE				100.0%
Non-Rep.		NA		
General		NA		
Police		NA		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Salem			
	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>				
Non-Rep.	\$717.23	\$557.65	\$159.58	77.8%
General	\$746.74	\$580.26	\$166.48	77.7%
Police	\$746.74	\$746.74	\$0.00	100.0%
DENTAL INSURANCE				
Non-Rep.	\$112.46	\$102.26	\$10.20	90.9%
General	\$112.46	\$101.33	\$11.13	90.1%
Police	\$112.46	\$102.26	\$10.20	90.9%
VISION INSURANCE				
Non-Rep.	\$18.10	\$18.10	\$0.00	100.0%
General	\$18.10	\$18.10	\$0.00	100.0%
Police	\$18.10	\$18.10	\$0.00	100.0%

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	State of Oregon			
	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>				
Non-Rep. General Police	\$641.00 \$641.00 \$641.00	\$641.00 \$641.00 \$641.00	\$0.00 \$0.00 \$0.00	100.0% 100.0% 100.0%
DENTAL INSURANCE				
Non-Rep. General Police		With Health With Health With Health		
VISION INSURANCE				
Non-Rep. General Police		With Health With Health With Health		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Tigard			
	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>	Non-Rep.	\$854.50	\$789.45	\$65.05
	General	\$854.50	\$789.45	\$65.05
	Police	\$854.50	\$758.89	\$95.61
				92.4% 92.4% 88.8% 91.2%
DENTAL INSURANCE				
VISION INSURANCE	Non-Rep.			
	General			
	Police			

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Tualatin			
HEALTH INSURANCE	Total	Employer Contribution	Employee Contribution	ER Cont. As % of Total
<i>All figures are for most costly available plan.</i>				
Non-Rep.	\$846.45	\$737.05	\$109.40	87.1%
General	\$846.45	\$737.05	\$109.40	87.1%
Police	\$846.45	\$737.05	\$109.40	87.1%
DENTAL INSURANCE				87.1%
Non-Rep.		With Medical		
General				
Police				
VISION INSURANCE				
Non-Rep.		With Health		
General		With Health		
Police		With Health		

Addendum 1

City of Keizer 2003 Salary and Benefit Survey

Benefit Cost Comparison Including Employee Monthly Premium Contributions

	Woodburn			
HEALTH INSURANCE <i>All figures are for most costly available plan.</i>	Total Premium	Employer Contribution	Employee Contribution	ER Cont. As % of Total
Non-Rep.	\$699.40	\$542.19	\$157.21	77.5%
General	\$699.40	\$542.19	\$157.21	77.5%
Police	\$706.10	\$706.10	\$0.00	100.0%
DENTAL INSURANCE				85.0%
Non-Rep.	\$98.30	\$94.20	\$4.10	95.8%
General	\$98.30	\$94.20	\$4.10	95.8%
Police	\$98.30	\$98.30	\$0.00	100.0%
VISION INSURANCE				97.2%
Non-Rep.		With Health		
General		With Health		
Police		With Health		



July 7, 2003

AGENDA ITEM 8f

**RESOLUTION – ADOPTING STANDARDS, CRITERIA, AND POLICY
DIRECTIVES FOR MUNICIPAL JUDGE EVALUATION**

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY 

**SUBJECT: *RESOLUTION ADOPTING STANDARDS, CRITERIA AND
POLICY DIRECTIVES FOR MUNICIPAL JUDGE EVALUATION***

I have put the resolution given to me by Councilor Walsh into our standard format with minor changes. I will review those changes with the Council at the July 7, 2003 meeting.

RECOMMENDATION:

Adopt the attached Resolution.

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

ESJ/tmh
attachment

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2003-_____

3 IN THE MATTER OF ADOPTION OF THE MUNICIPAL JUDGE
4 EVALUATION PROCESS, INCLUDING THE STANDARDS,
5 CRITERIA AND POLICY DIRECTIVES TO BE USED IN
6 EVALUATING THE PERFORMANCE OF THE MUNICIPAL JUDGE
7 **(REPEALING RESOLUTION R2002-1351)**

8 WHEREAS, it is appropriate and necessary to set forth standards, criteria, and
9 policy directives in evaluation of the Municipal Judge as a Charter officer;

10 WHEREAS, ORS 192.660(i) sets forth that such standards, criteria and policy
11 directives shall be adopted by the governing body; and

12 WHEREAS, the City Council has met in public session regarding the adoption
13 of such standards, criteria and policy directives; NOW, THEREFORE,

14 BE IT RESOLVED by the City Council of the City of Keizer that the following
15 Municipal Judge Evaluation Process is hereby adopted:

16 1. Council shall form a subcommittee of two or three Councilors to gather
17 information and present a recommended evaluation to the Council for
18 approval. The subcommittee may request and review information and
19 comments from the Municipal Court Judge, other Councilors, City staff
20 (including Municipal Court and Police Department staff), and from such
21 other persons and sources as the subcommittee deems appropriate;

22 2. All Councilors will observe at least one AM (arraignment) session or one
23 PM (trial) session during the year and shall complete a judicial evaluation

1 form and provide it to the Council subcommittee on or before November
2 30th of each year;

3 3. The subcommittee shall complete a recommended evaluation based upon
4 the information available as applied to the standards, criteria and policy
5 directives as set forth below;

6 4. Council shall meet with the Municipal Court Judge in Executive Session
7 to review the recommended evaluation, unless the Municipal Court Judge
8 requests the evaluation in open session; and

9 5. The City Council shall complete the annual performance evaluation
10 process by December 31st of each year. However, failure to complete the
11 process by such date shall in no way effect the judge's position or validity,
12 effectiveness or jurisdiction of the municipal court or the municipal judge.

13 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
14 following standards, criteria and policy directives for the annual evaluation of the
15 performance of the Municipal Court Judge are hereby adopted:

16 The Municipal Court Judge shall be evaluated upon the demonstrated ability to:

17 1. Demonstrate knowledge in the law and its application and keeps
18 abreast of law changes;

19 2. Set policies of the Municipal Court;

20 3. Complete tasks, issue decisions, and finish all required paperwork
21 in a professional, organized and timely manner;

- BE IT FURTHER RESOLVED that Resolution R2002-1351 is hereby repealed
entirety.

SIGNED this _____ day of _____, 2003.

City Recorder



July 7, 2003

AGENDA ITEM 8g

**RESOLUTION – ESTABLISHING A KEIZER POINTS OF INTEREST
COMMITTEE**

COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: ESTABLISHING A KEIZER POINTS OF INTEREST COMMITTEE

ISSUE:

Jerry McGee, former City Council member requested the City Council establish a Committee to identify sites such as historical, geographical, botanical, or the unusual. A draft Resolution is attached for Council review and consideration.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2003-_____

ESTABLISHING A KEIZER POINTS OF INTEREST COMMITTEE (KPIC)

WHEREAS, the City Council finds a need to identify, authenticate, and memorialize sites of interest located in the Keizer area; and

WHEREAS, establishing a Keizer Points of Interest Committee will provide a forum for a group to lead such efforts in identifying such sites as historical, geographic, botanical, or the unusual;

WHEREAS, the role of this Committee will be to lead such efforts, causing it to happen but not necessarily do it; NOW, THEREFORE

BE IT RESOLVED, by the City Council of the City of Keizer that a Keizer Points of Interest Committee, a City Council Committee, is hereby established as outlined in appendix "A", which is attached hereto and by this reference made a part hereof;

BE IT FURTHER RESOLVED that the Keizer Points of Interest Committee shall submit final plans for each site to be recognized to the City Council for their acceptance and approval.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

Mayor

City Recorder

Appendix "A"

City Council Committee

Name: Keizer Points of Interest Committee (KPIC)

Purpose: To steer and coordinate efforts to identify, authenticate, and memorialize sites of interest located in or near Keizer. Specifically, the Committee shall steer and coordinate only, indicating that the role of this committee is to lead such efforts, causing it to happen but not necessarily do it. The sites of interest may be historical, geographic, botanical, or the unusual.

Membership: The Committee shall consist of seven (7) members. The members shall include a Keizer Chamber of Commerce representative, Keizer Area Visitors Association (KAVA) representative, Keizer Heritage Museum representative, Keizer Parks Advisory Board representative, and three citizens-at-large. Members of the steering or subcommittees may reside outside of the Keizer area. A liaison from the City Council shall serve as non-voting ex officio members. Members shall be appointed as outlined by the City Council Rules of Procedure.

Term of Office: Each member of the Committee shall be appointed for a three-year term. Members may be reappointed and can serve an unlimited number of consecutive terms. Upon appointment of the first group of members, terms shall be staggered for one, two, and three years to avoid a full turn over of committee members.

Chair and Recording Secretary: The Committee shall elect a Chair and Recording Secretary from among the members at the first meeting of each year. The Committee shall also have the power to remove the chair, if necessary.

Sub Committees: There could be multiple subcommittees depending on the nature of the project(s). Each subcommittee developed would elect a Chair and Recording Secretary from among the subcommittee members.

Meetings: The Committee shall meet at need, but no less than once annually. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by two-thirds majority vote of the City Council.

Procedures: The Committee shall submit final plans for each site to be recognized to the City Council for their acceptance and approval.

DRAFT

Introduction: At the May 19th Council I was asked to prepare a draft of possible guidelines for a committee that would be formed to mark points of interest in Keizer.

Name of Committee: Keizer Points of Interest Committee (KPIC)

Authority: Keizer City Council

Purpose: To steer and coordinate efforts to identify, authenticate, and memorialize sites of interest located in or near Keizer.

(...steer and coordinate... indicating that the role of this committee is to lead such efforts, causing it to happen but not necessarily doing "it".)

(...sites of interest...may be historical, geographic, botanical, or the unusual.)

Membership: Members could include, but not limited to, a C. of C rep., Keizer Museum rep., Parks Board, and two citizens at large.

Sub Committees: There could be multi-sub committees depending on the nature of the project(s).

(The steering committee is purposefully small but there could be unlimited ad hoc sub committees)

Officers: A chairman to be selected from the membership.

A recording sec. selected from the membership.

(Each sub committee would have a chairman and recording sec.)

Term of office: Two year terms with unlimited reappointments.

Meetings: KPIC shall meet at need but no less than annually.

Procedures: KPIC shall submit final plans for each site to be recognized to the City Council for their acceptance and approval.

J.M.C. 6/2/03



July 7, 2003

AGENDA ITEM 9a

**RESOLUTION – APPROVING ENGINEER REPORT PIERCE DRIVE
STREET LIGHTING DISTRICT**

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: PIERCE DRIVE STREET LIGHTING LOCAL IMPROVEMENT DISTRICT

ISSUE:

On May 19, 2003, the City Council adopted Resolution R2003-1411 declaring the City's intent to initiate Pierce Drive Street Lighting Local Improvement District and directing the City Engineer to make a survey and file a written report with the City Recorder. This Council action was taken in response to a petition from the residents requesting the formation of a lighting district in this area.

Attached to this staff report is a City Engineer's report filed for Pierce Drive Street Lighting Local Improvement District. The report was reviewed by the Public Works Department and found to meet the guidelines as outlined in the City of Keizer Ordinance for development of street lighting districts. Upon adoption of the report by the City Council, a public hearing will be scheduled to receive any remonstrances to the formation of this street lighting district.

FISCAL IMPACT:

The costs for establishing the district in the first year include a fee for the engineers report and an administrative fee to cover the costs for advertising and staff time in establishing the district. The City receives reimbursement from the property owners for these costs and the actual electricity used through assessments placed on the tax rolls. All activity is budgeted through the Street Lighting District Fund.

RECOMMENDATION:

It is recommended City Council adopt a Resolution approving the City Engineer's Report and set the public hearing date for July 21, 2003 to consider remonstrances and other comments on the district's formation and objections to proposed assessments.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2003-_____

3 **APPROVING THE CITY ENGINEER'S REPORT; DECLARING**
4 **THE CITY'S INTENT TO FORM PIERCE DRIVE STREET LIGHTING LOCAL**
5 **IMPROVEMENT DISTRICT; PROVIDING NOTICE AND SETTING HEARING**

6 BE IT RESOLVED by the City Council of the City of Keizer, Oregon:

7 Section 1. That the City Council hereby finds the City Engineer's Report, marked as
8 exhibit "A" and by this reference incorporated herein, containing preliminary plans and an
9 estimate of probable costs for Pierce Drive Street Lighting Local Improvement District which
10 was filed with the City Recorder on June 11, 2003 to be satisfactory, and the same are
11 hereby approved and adopted.

12 Section 2. That the City Council hereby declares its intention to form Pierce Drive
13 Street Lighting Local Improvement District and to make the lighting district improvements to
14 serve Pierce Drive Street Lighting Improvement District.

15 Section 3. That the City Council hereby directs the City Recorder to give notice of its
16 intention to form Pierce Drive Street Lighting Local Improvement District and to make the
17 improvements by sending notice to the property owners within the district stating a public
18 hearing will be held on July 21, 2003, said notice to also provide that information required
19 under City of Keizer Ordinance 94-278, an ordinance providing for procedures for municipal
20 lighting districts and special assessments.

21 PASSED this ____ day of _____, 2003.

22 SIGNED this ____ day of _____, 2003.

23 _____
24 Mayor

25 _____
26 City Recorder



City of Keizer

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**ENGINEER'S REPORT
FOR
PEIRCE SUBDIVISION
STREET LIGHTING DISTRICT**

For City Council Action July 7, 2003



Renewal date: December 31, 2004

PREPARED BY:
Peterson Eng. Consultants, Inc.
4300 Cherry Ave. N
Keizer, OR 97303
(503) 390-7402

Date: June 11, 2003

Project File: 0830

"Pride, Spirit and Volunteerism"

Incorporated 1982



TO: The Hon. Mayor and City Council

FROM: City Engineer's Office

SUBJECT: Street Lighting District for the Peirce Subdivision

Authority and Purpose: This report is submitted in accordance with the requirements of City of Keizer **Ordinance No. 94-278** and Council **Resolution 2003-1411** for the purpose of creating the subject Street Lighting District.

District Boundaries and Map: A Map of the proposed District is attached showing the areas benefitted by the street lights proposed to be installed.

Lighting Plan: The lighting improvements will consist of 8, 100 Watt, high pressure sodium, flat lens luminaries mounted on 4 foot long mast arms and attached to 30 foot gray fiberglass poles. This design is selected to be consistent with adjacent lighted areas. It is recommended that installation be accomplished by the following method:

Portland General Electric (PGE) would supply, install and maintain the luminaries, poles and underground or overhead wiring. PGE would also supply the electrical power to the District.

Estimated Costs:

Initial Cost and Annual costs -

8 Poles & 100 Watt luminaries @ \$14.89 per month each x 12 mos. =	\$1429.44
Administrative Fee @ \$6.90/Lot:	248.40
Engineering @ \$14.00/Lot:	<u>504.00</u>
Total Assessment	\$2181.84
(1)Per Lot Assessment (First Year, 36 Lots)	\$60.61

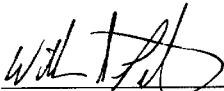
(1) Includes tax roll preparation, audit, delinquencies and miscellaneous administrative costs to the City as authorized by Res. 94-716.

Method of Assessment: It is recommended that the costs be assessed on a per lot basis to each parcel in the district.

The first year assessment would include the one time costs for District formation and engineering. Subsequent years assessments would reduce to \$39.71 per lot.

Assessment Roll: The attached preliminary assessment roll identifies the benefitted properties and the first year assessments to be levied against each.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Will Peterson', is written over a horizontal line.

William I. Peterson, PE

PRELIMINARY ASSESSMENT ROLL

PEIRCE SUBDIVISION STREET LIGHTING DISTRICT

*Assessors Map 06 3W 34C
Tax Lot #: 600

<u>Lot #:</u>	<u>Owners Name and Address</u>	<u>Cost per Lot</u>	<u>Lots</u>	<u>Assessment</u>
1 - 36	LYDON CONSTRUCTION COMPANY 3795 RIVER RD N # A KEIZER, OR 97303	\$60.61	36	\$2181.84

TOTAL ASSESSMENT: \$2181.84

C 10 23911

APC-565 AAC
A BRK-DAYTON

INSTALL 10 PAD MT 150 A0 120/240V

EXIST LIGHT - 
PROPOSED LIGHT - 

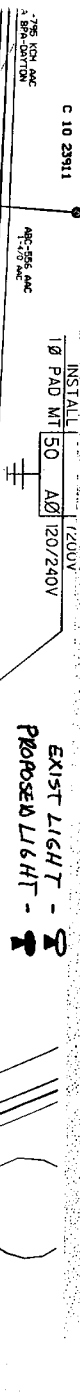
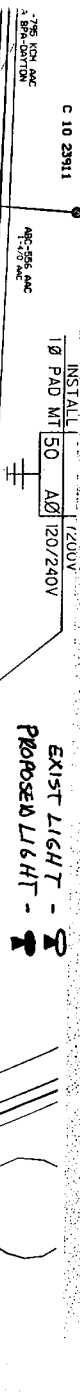
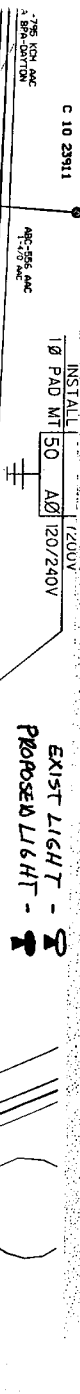
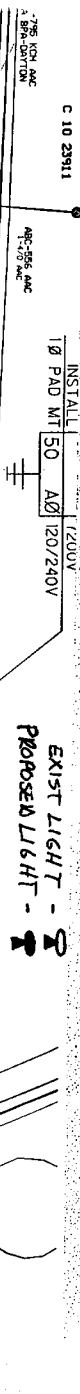
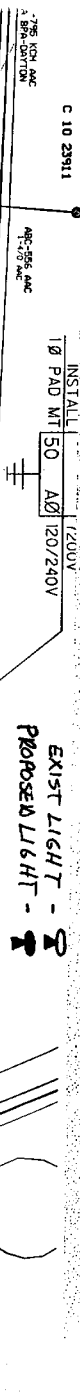
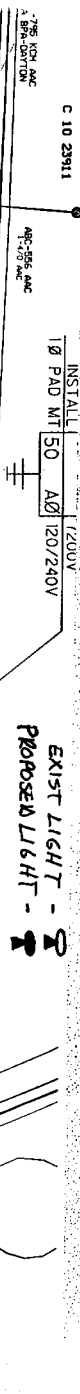
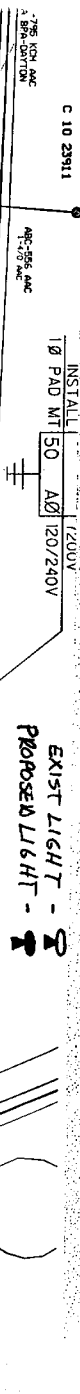
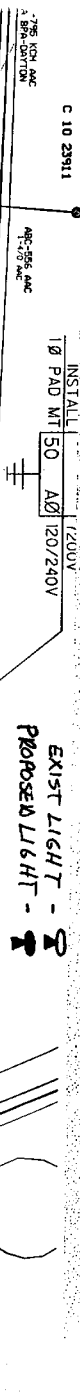
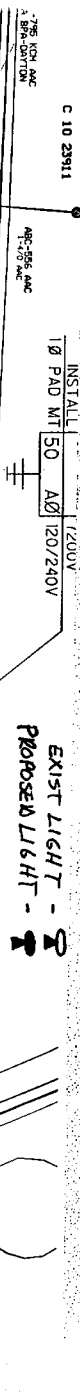
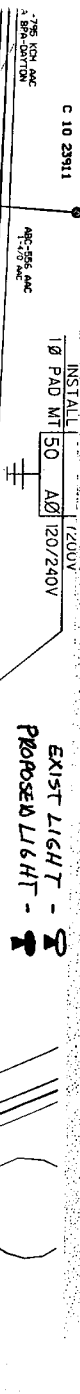
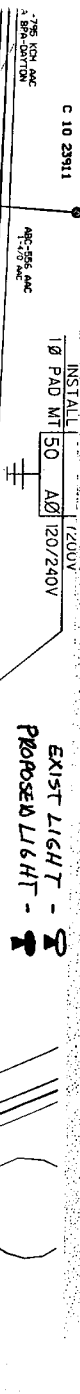
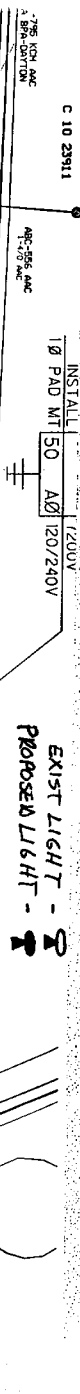
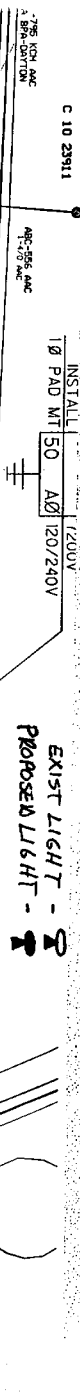
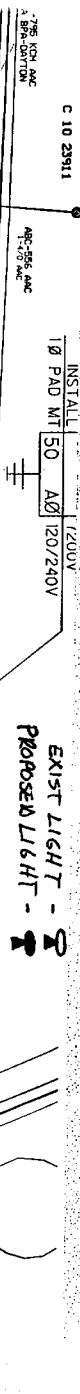
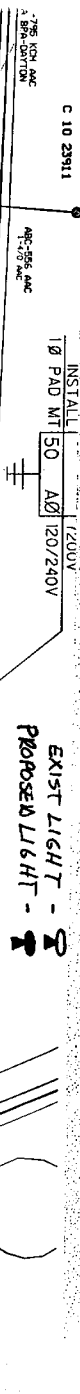
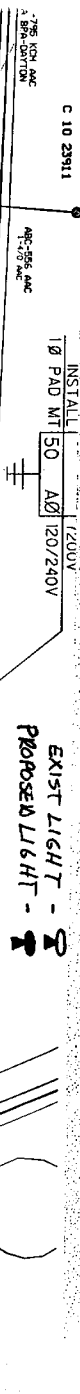
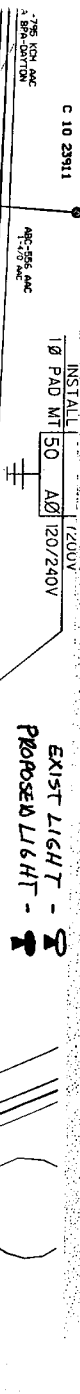
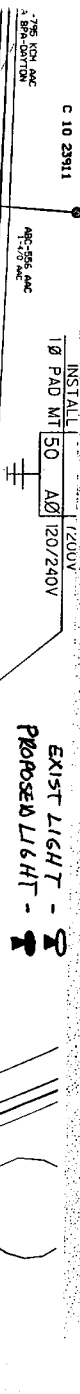
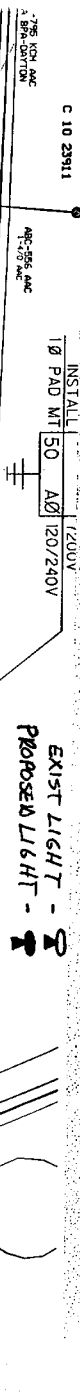
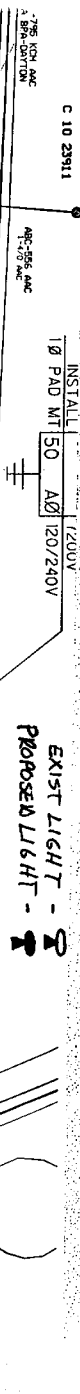
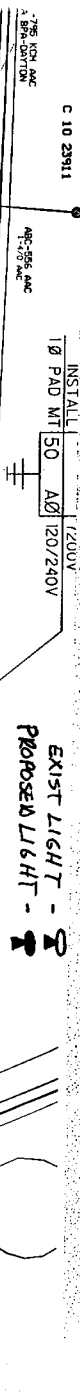
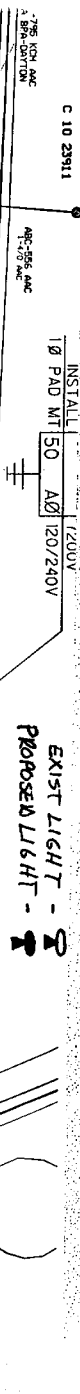
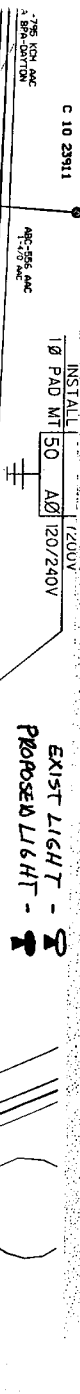
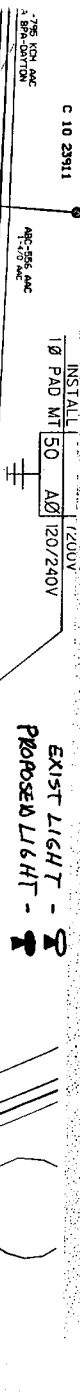
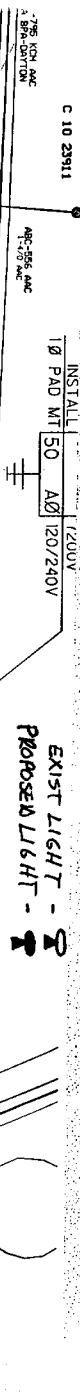
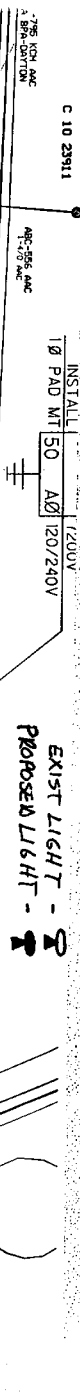
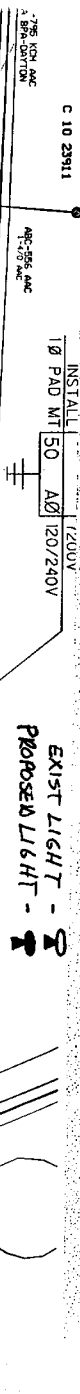
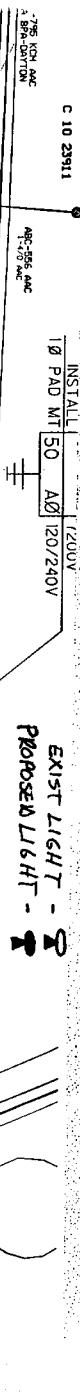
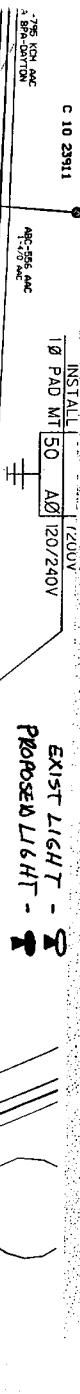
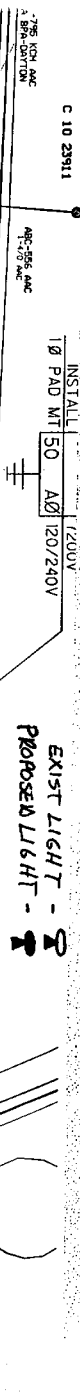
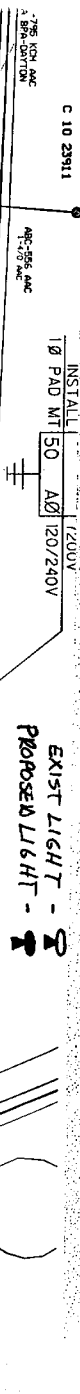
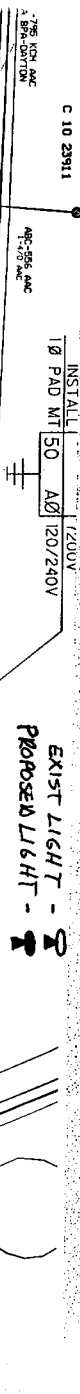
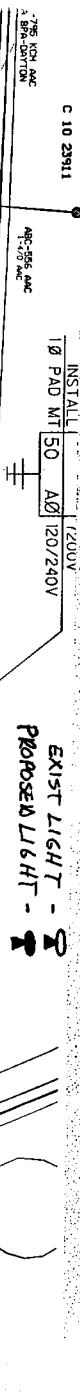
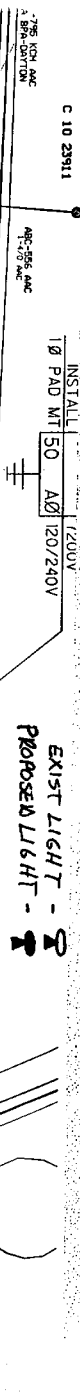
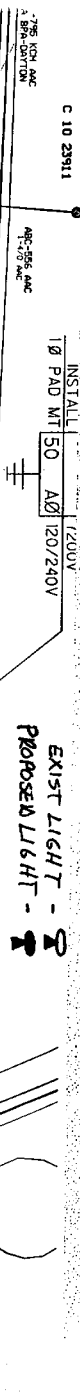
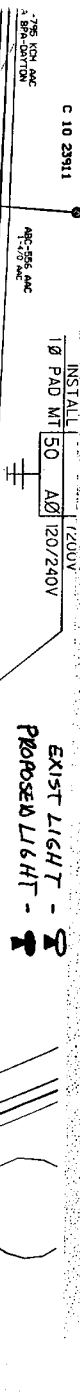
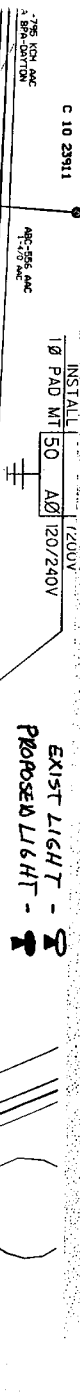
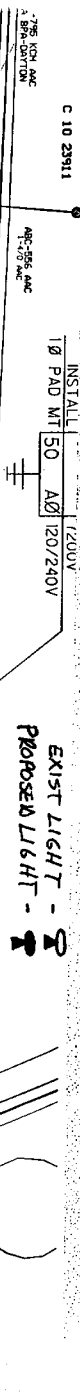
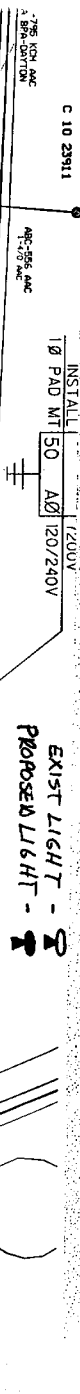
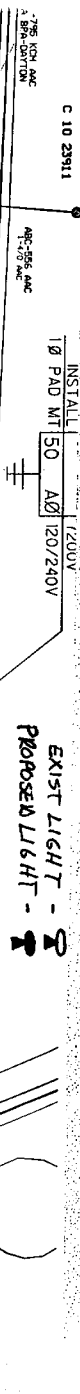
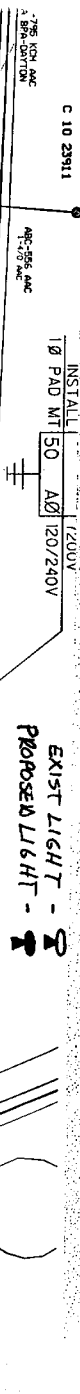
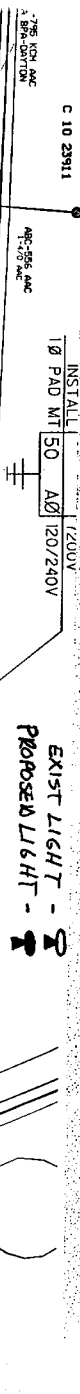
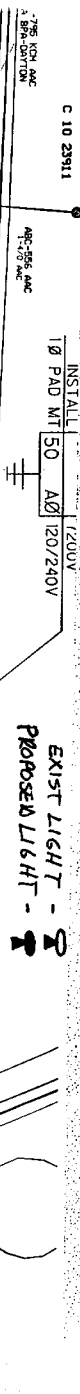
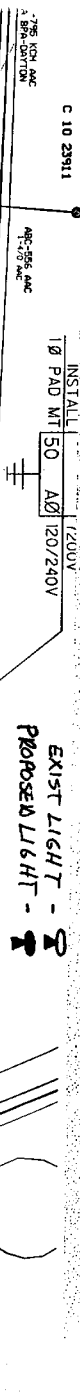
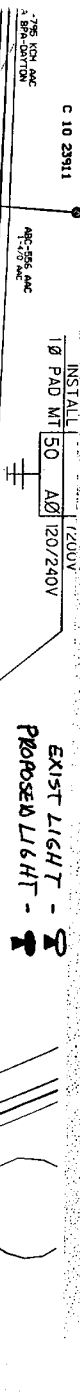
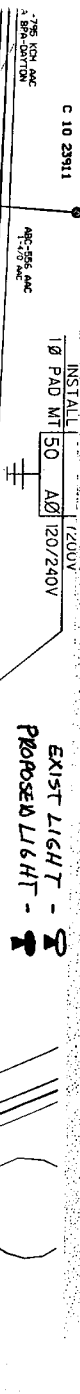
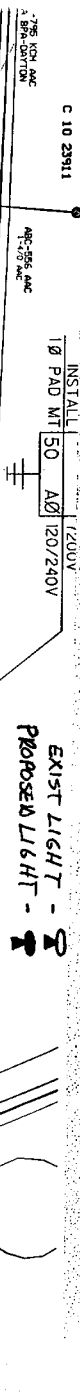
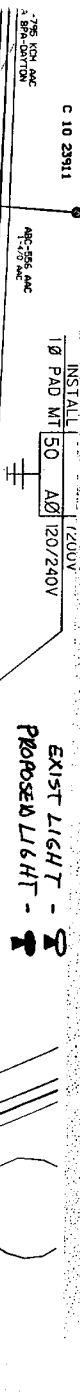
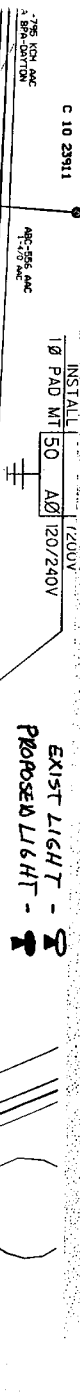
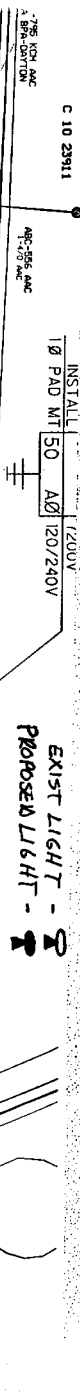
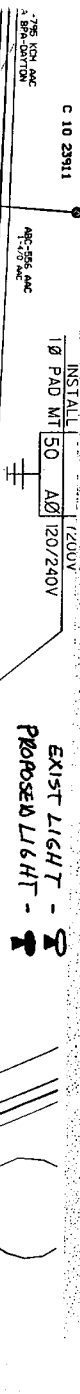
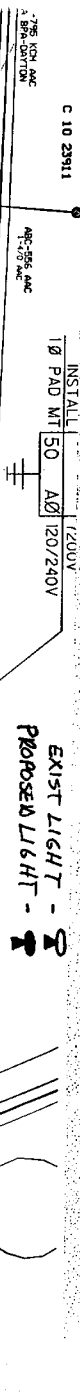
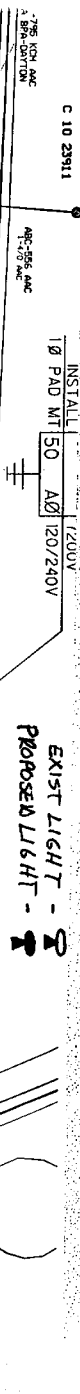
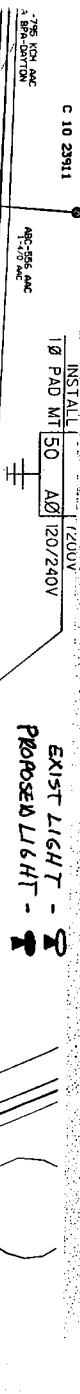
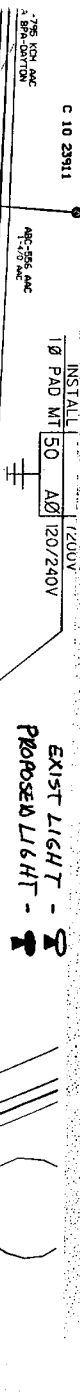
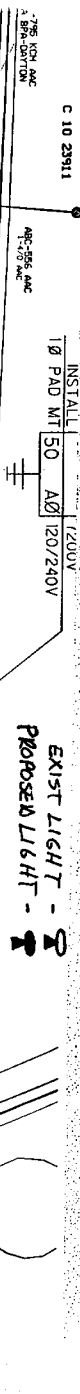
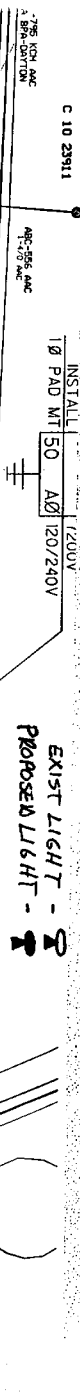
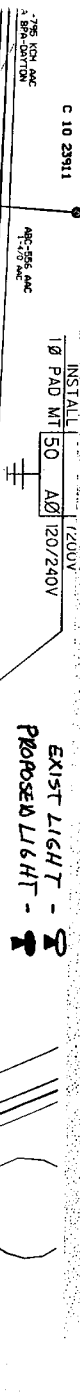
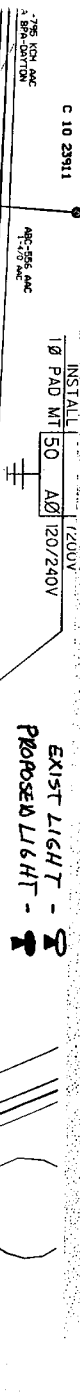
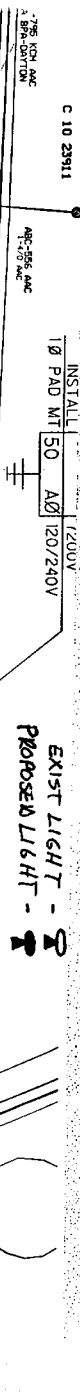
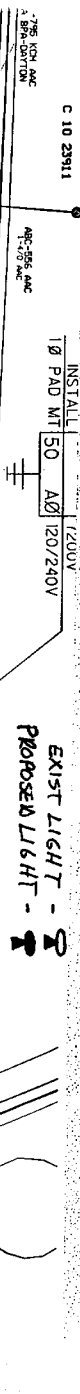
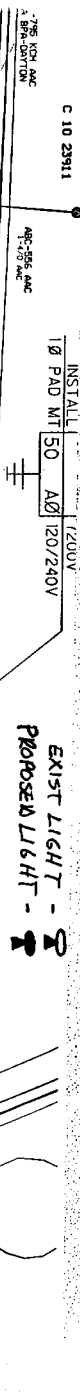
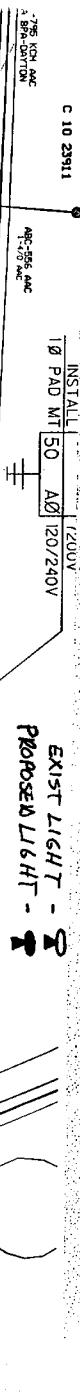
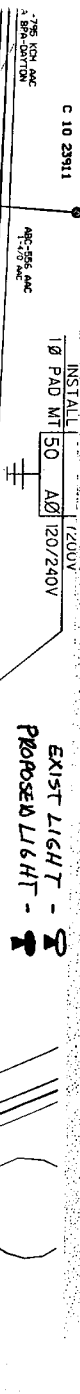
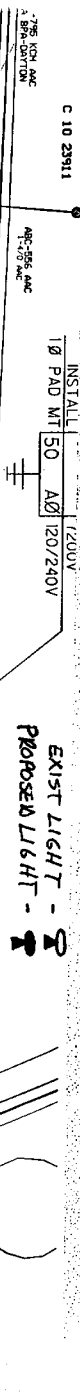
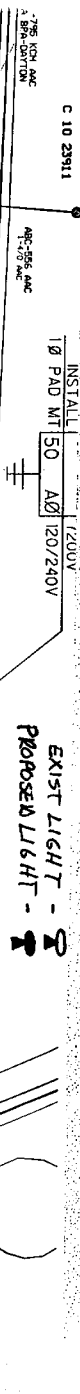
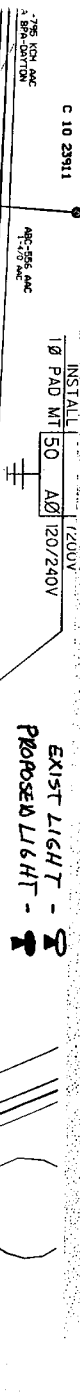
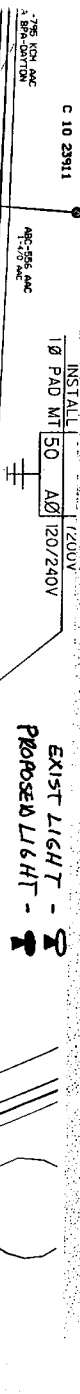
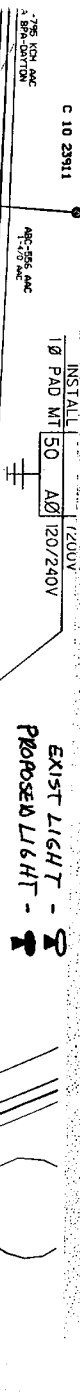
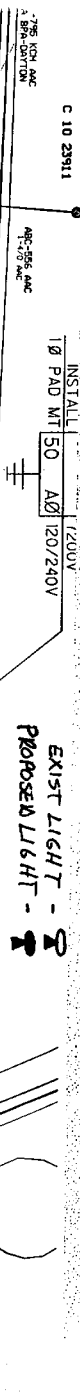
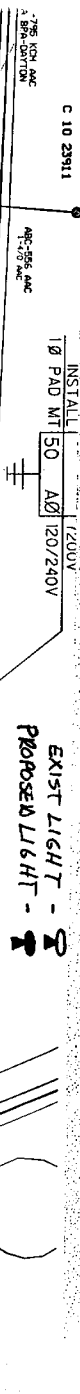
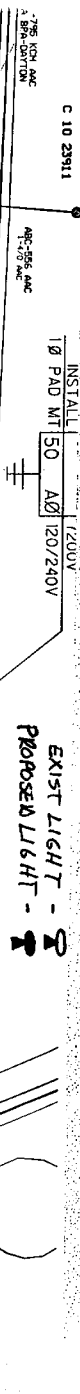
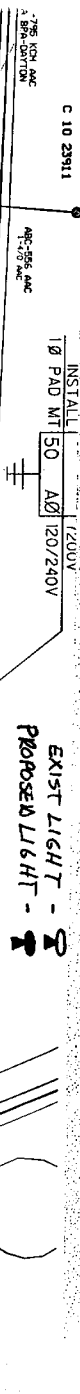
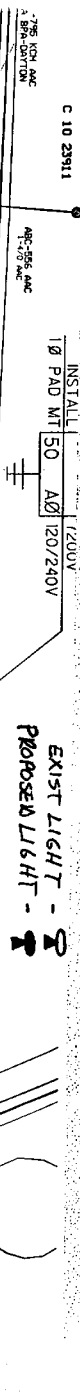
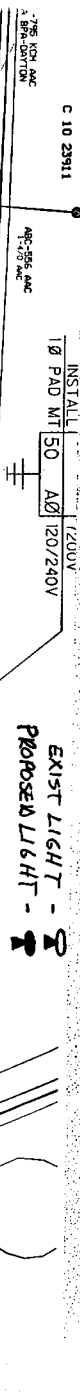
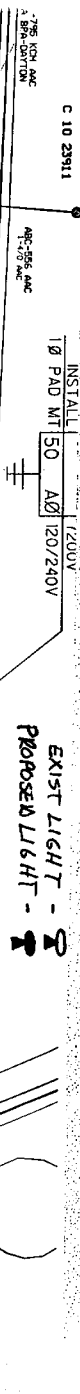
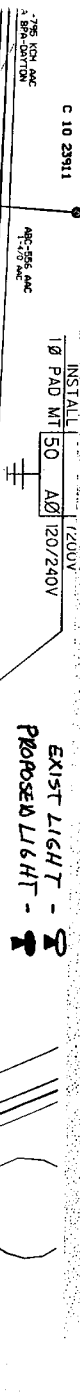
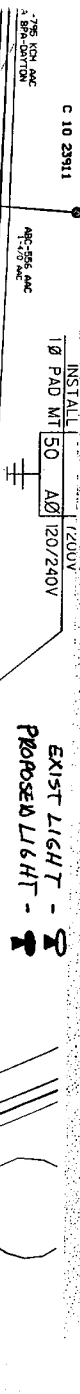
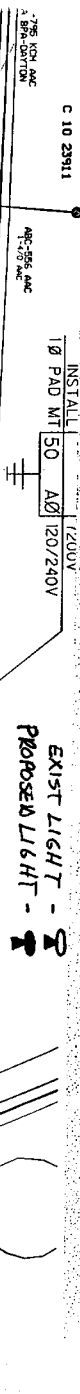
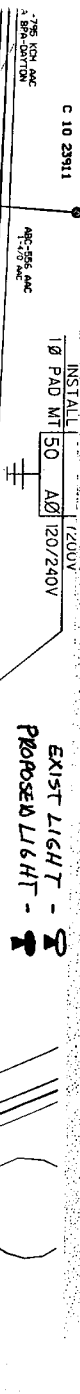
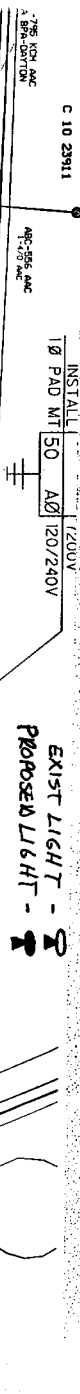
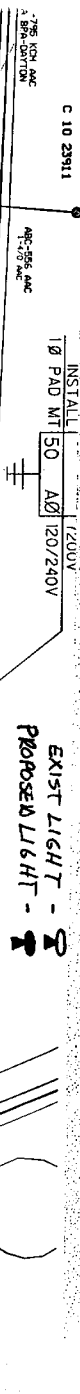
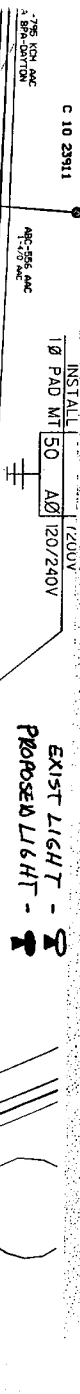
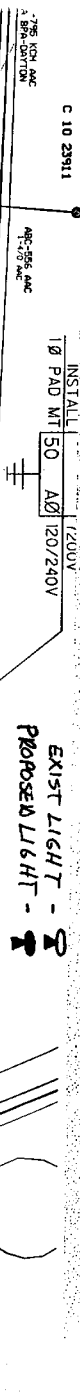
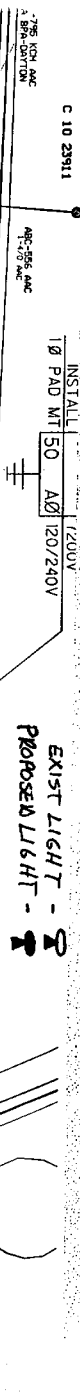
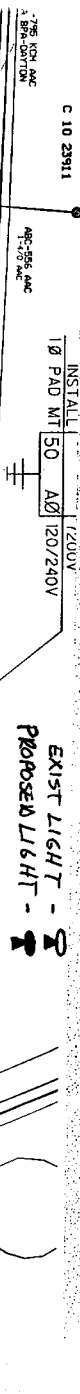
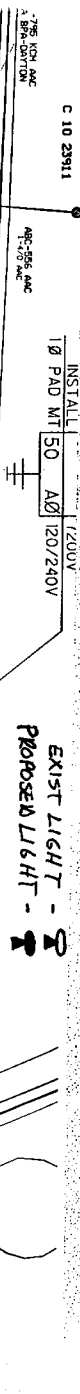
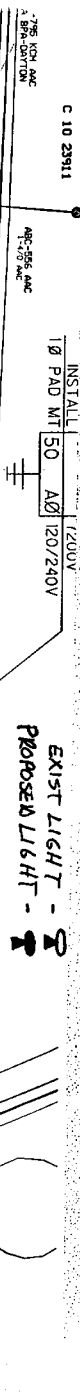
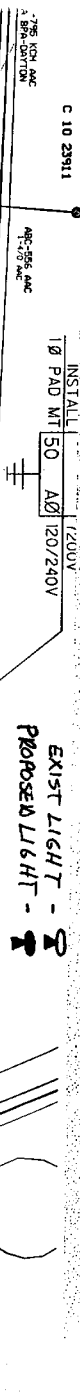
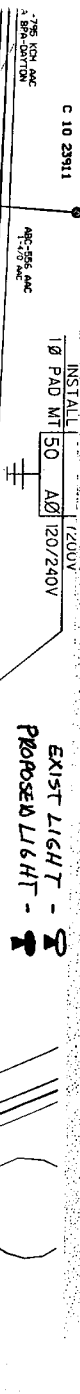
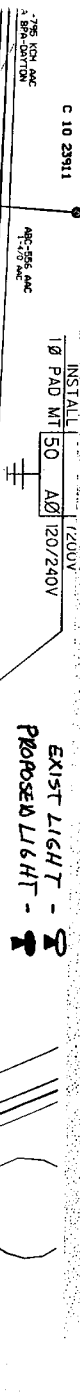
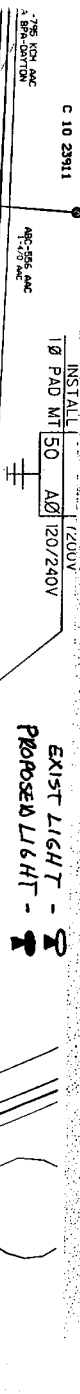
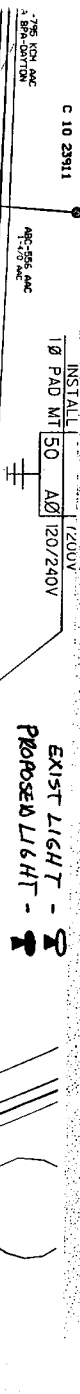
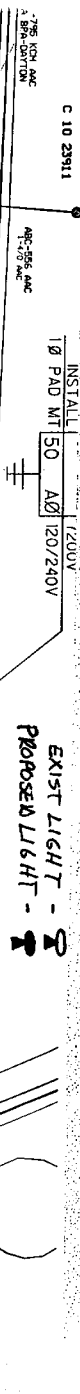
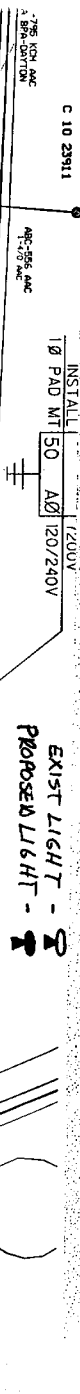
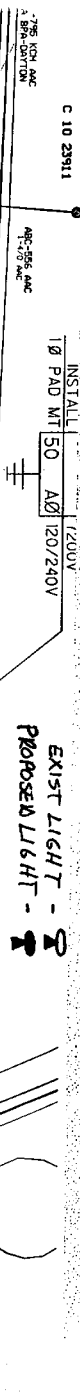
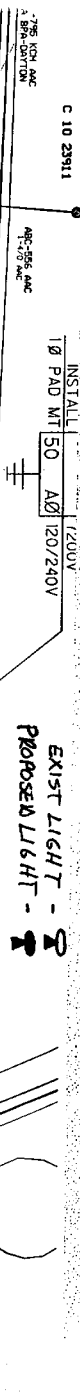
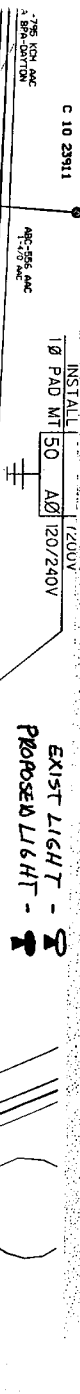
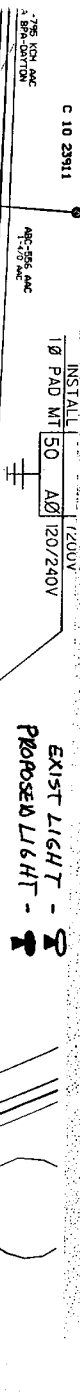
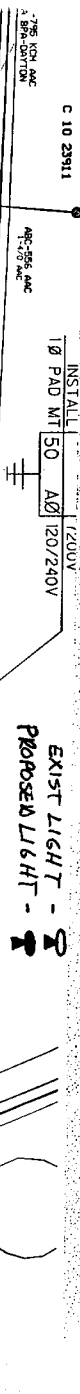
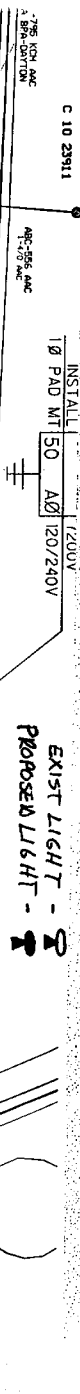
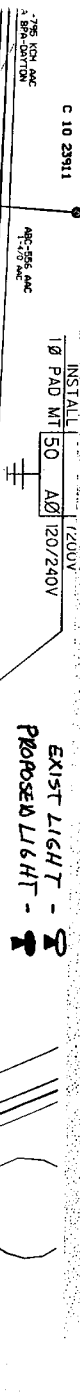
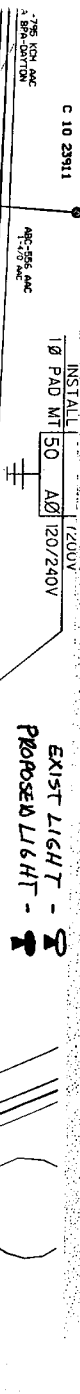
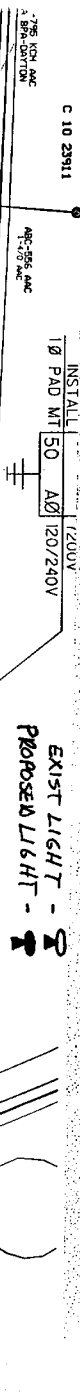
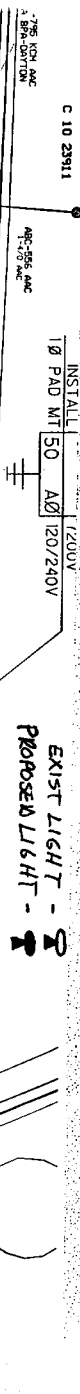
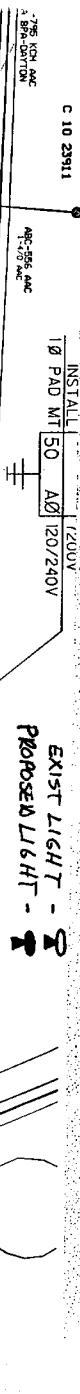
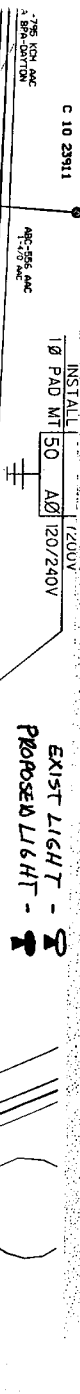
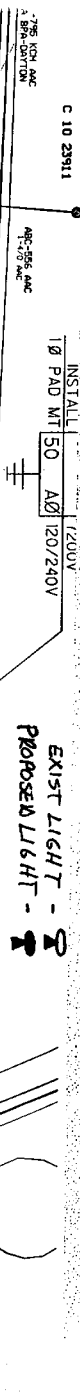
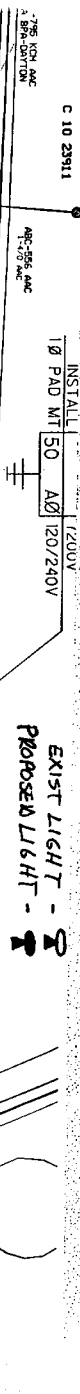
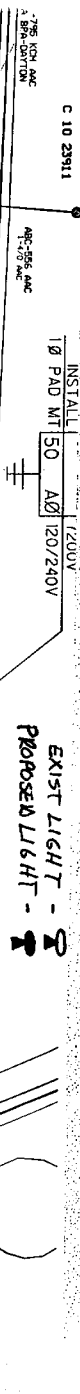
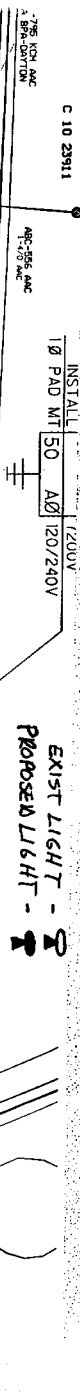
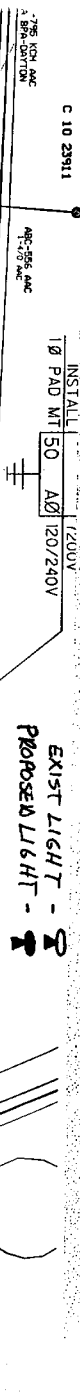
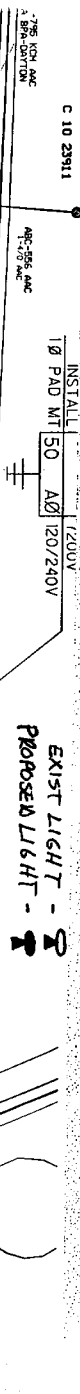
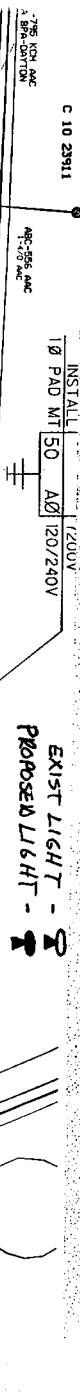
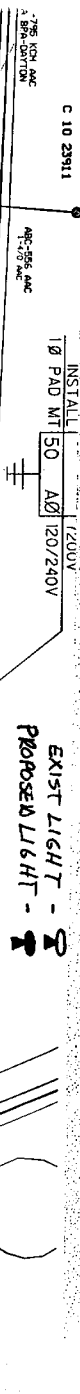
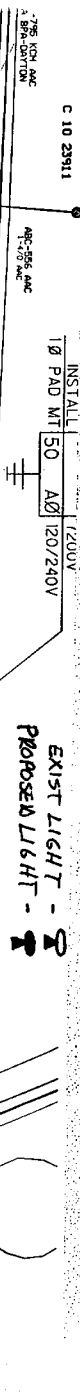
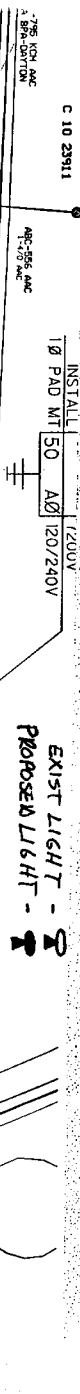
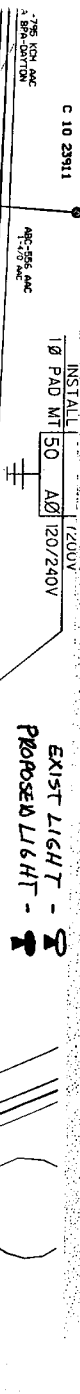
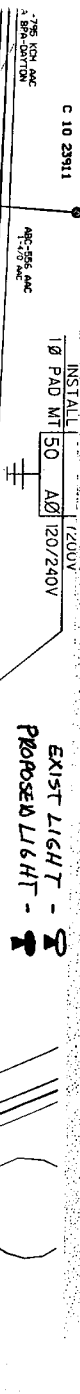
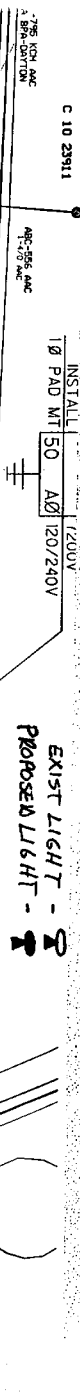
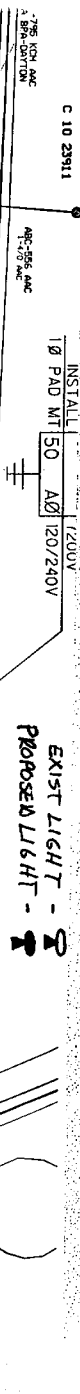
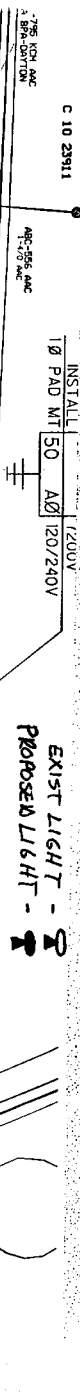
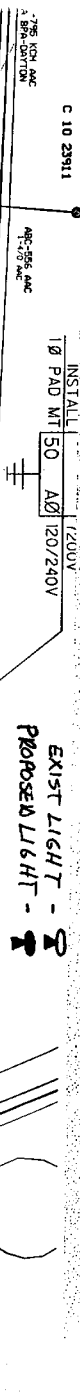
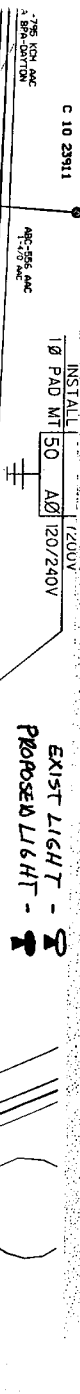
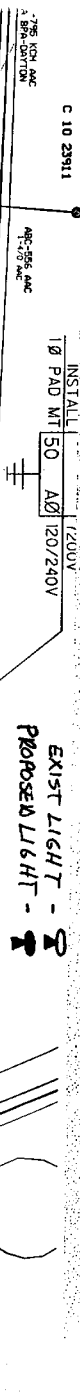
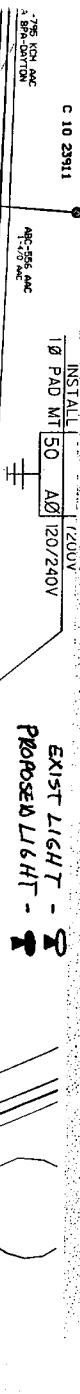
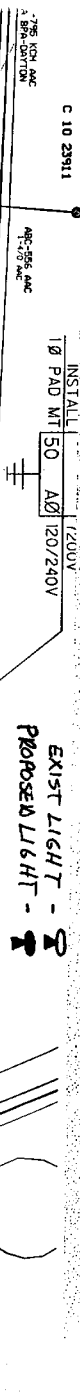
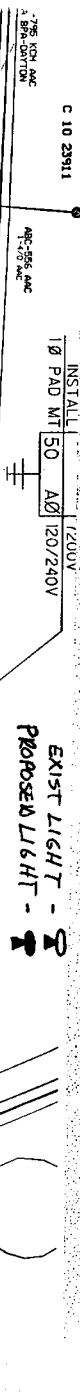
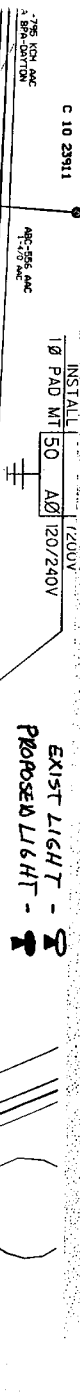
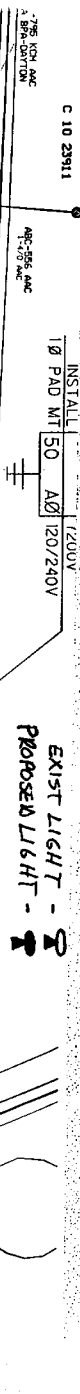
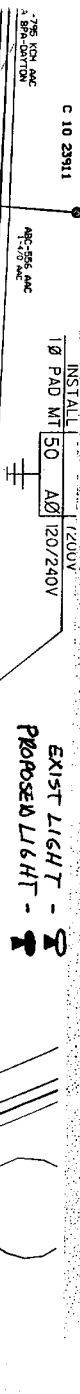
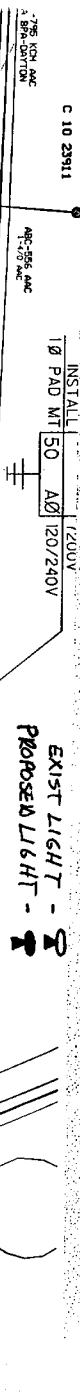
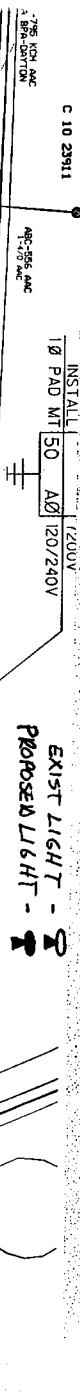
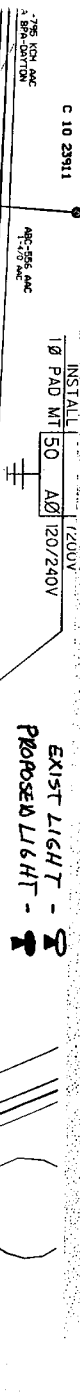
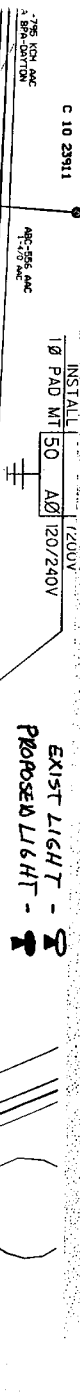
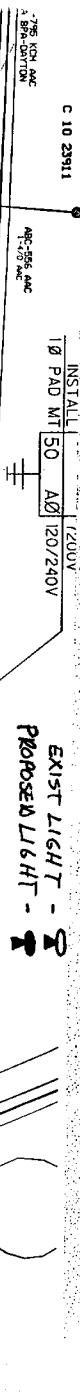
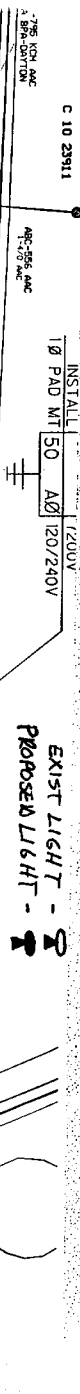
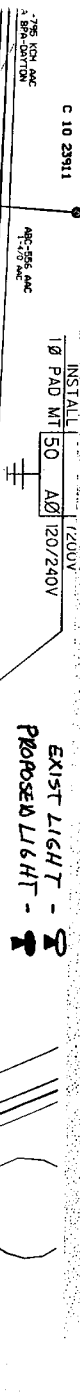
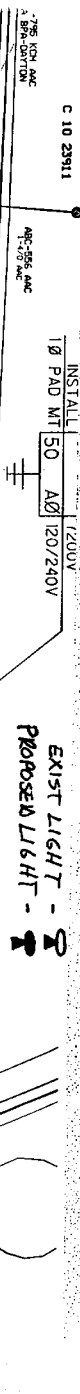
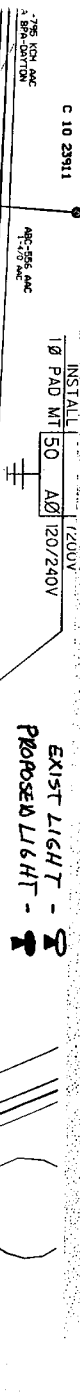
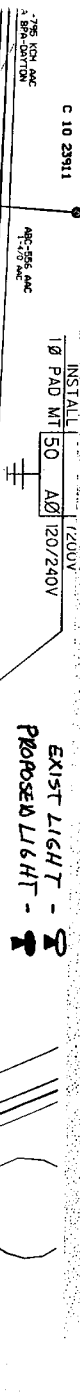
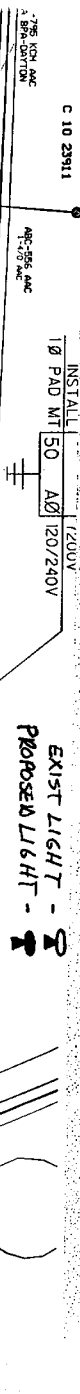
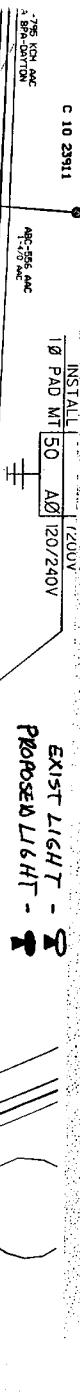
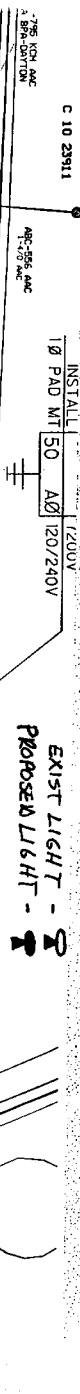
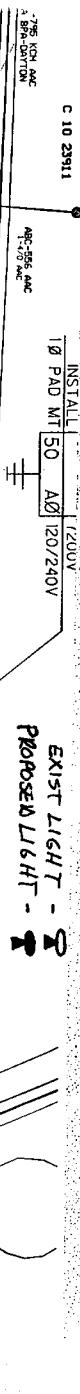
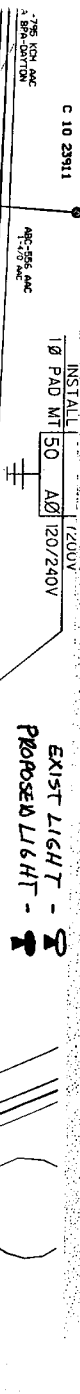
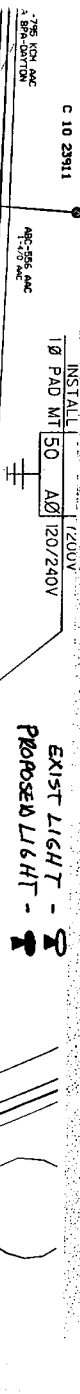
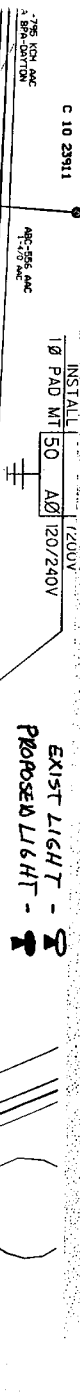
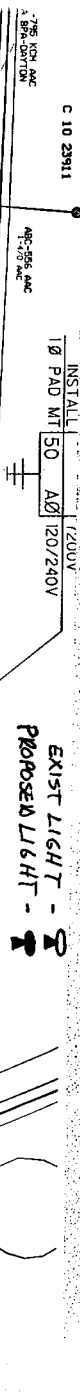
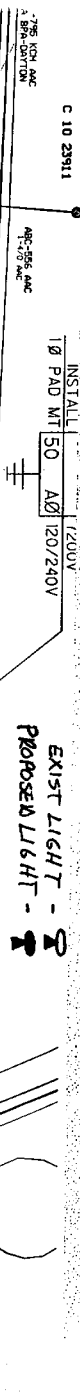
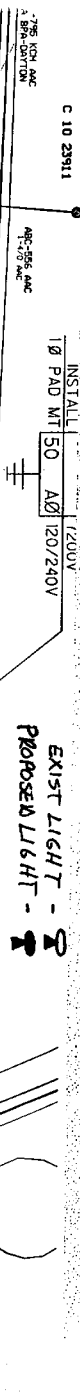
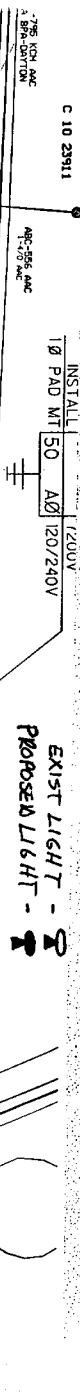
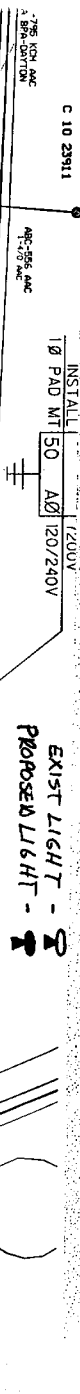
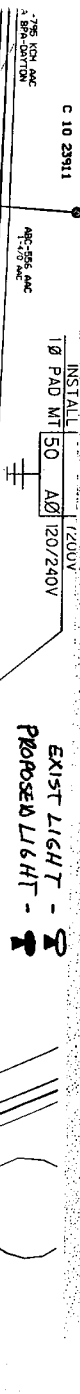
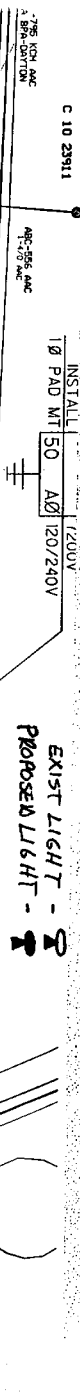
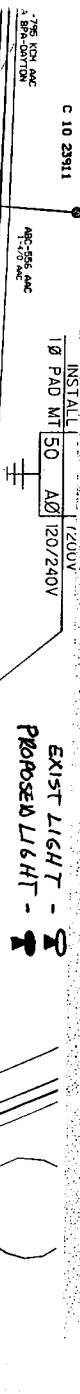
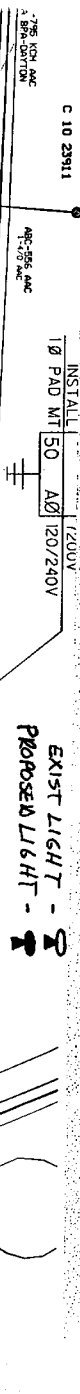
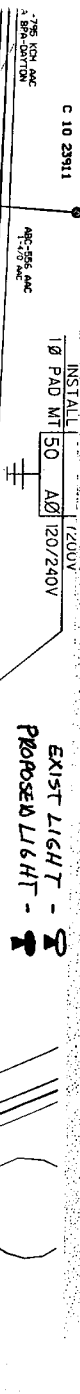
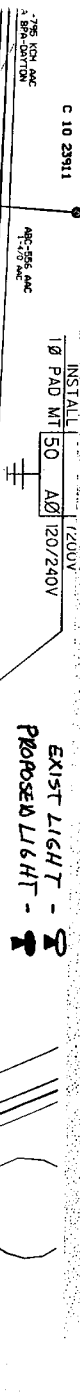
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July 7, 2003

AGENDA ITEM 9b

**RESOLUTION – AUTHORIZING THE CITY MANAGER TO
REIMBURSE THE SALEM-KEIZER SCHOOL DISTRICT FOR ALDER
DRIVE EXTENSION**

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: ALDER DRIVE STREET EXTENSION

DATE: JUNE 23, 2003

BACKGROUND:

The January 2000 land use decision on Weddle Elementary and Claggett Middle School required the City of Keizer reimburse the School District for a portion of the Alder Drive extension to Verda Lane. Exhibit "E" under Street and Drainage Improvements item 26 a), the City's portion is 50% of the Alder Extension as substantiated by the City Engineer, however total cost is not to exceed \$135,000 (Attachment "A"). The City Engineer has reviewed and substantiated the Alder Extension costs (Attachment "B"). The Salem Keizer School District has requested payment per correspondence dated March 25, 2003 (Attachment "C").

FISCAL IMPACT:

Funds are available in the 2002/2003 Street Fund Budget line item 92

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution authorizing the City Manager to reimburse the Salem Keizer School District for the Alder Drive street extension to Verda Lane at a cost of \$135,000.

19. Final development plans shall be reviewed by the Keizer Fire Department with regard to access and adequate location of fire hydrants prior to any issuance of building permits by the City of Keizer.

20. Any existing wells on the subject property are to be abandoned in accordance with the rules of the Oregon State Water Resources Department.

21. Location of all meters to be approved by Keizer Water Department.

STREET AND DRAINAGE IMPROVEMENTS:

22. The developer's engineer shall submit an overall storm drainage plan that will provide service to this development consistent City of Keizer storm drainage policies prior to submitting street plans for approval or issuance of any permits for construction of the proposed development.

23. Storm water detention will be required for this site. All storm water and roof drains to be connected to an approved system designed to provide adequate drainage for the proposed new driveways and other hard surfaces.

24. A grading and drainage plan shall be developed for the subject property. Details shall include adequate conveyance of storm water from adjacent property across the subject property.

25. Street improvements from Alder Drive to Verda Lane shall be required to be constructed to a total width of 45 feet including two travel lanes of 12 feet each, and two 5 foot bike lanes, six (6) inch curb, and a five (5) foot sidewalk on each side. The improvement shall include street improvements with appropriate signing, barricades if necessary, and overlays of the connecting streets if necessary to control drainage and provide a smooth transition to the new construction.

The final intersection design at Verda Lane/Alder Street shall substantially comply with the site plan set forth as Exhibit E-1.

26. The Alder Drive extension from the District property to Verda Lane may serve the general public as well as those having a destination at the schools. It is appropriate therefore, for the City to share in the costs of such extension.

The City shall reimburse the School District as follows:

- a) Fifty percent (50%) of the cost, substantiated by the City Engineer, the Alder Drive extension as built from the east boundary of the District property to the intersection at Verda Lane. Such costs shall include land acquisition and construction. The City's share shall not exceed \$135,000.00.
- b) Such reimbursement shall be paid within thirty (30) days of completion of the street extension.

The City shall install a traffic signal at the Verda Lane/Alder Drive intersection when warranted.

OTHER:

- 27. A street lighting district shall be created to provide for adequate street lights along the frontage of all new street rights of way.
- 28. Construction permits are required by the Department of Public Works prior to any public facility construction. Contact the City Engineer's office at 390-7402 for the necessary permit information that is required.
- 29. A Pre-design meeting with the City of Keizer Department of Public Works will be required prior to the Developer's Engineer submitting plans to either the city of Keizer or the City of Salem for review.
- 30. Street opening permits are required for any work within the City Right of Way that is not covered by a Construction Permit.
- 31. In addition to the above requirements, the following conditions of Floodplain Development Permit Case No. 99-65 including the following:
 - a. The applicant must apply for and receive all required state and federal permits.
 - b. The applicant must comply with all the standards set forth in the Floodplain Overlay Zone, and all other applicable standards in the Keizer Development Code.



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

Administration • Public Works • Community Development • Municipal Court • Police (business only) Phone 503.390.3713 Fax 503.390.8295

Date: June 12, 2003

To: Rob Kissler, Public Works Director
City of Keizer

From: William I. Peterson, P.E.
City Engineer

Subject: Alder Drive Extension by Salem-Keizer School District
Reimbursement Agreement

As outlined in his letter of March 24, 2003, the agreement between the City of Keizer and the Salem-Keizer School District provides for a reimbursement of ... "Fifty percent of the cost, substantiated by the City Engineer, the Alder Drive extension as built from the east boundary of the District property to the intersection at Verda Lane. Such costs shall include land acquisition and construction. The City's share shall not exceed \$135,000.00."

I have met with Steve Ward, P.E., engineer on the project for the School District to review the costs associated with the extension. We have come to agreement on the following costs:

Street construction, including storm drainage and utilities:	\$ 159,126.00	
House Demo	\$ 13,000.00	
Tree Removal	\$ 3,025.00	
Planting at Baker's Residence	\$ 1,000.00	
Retaining Wall	\$ 6,572.00	
Pavement Overlay	\$ 12,367.00	
Engineering and Surveying at 15%	\$ 30,000.00	
		\$225,090.00
Right of way acquisition	\$ 263,043.00	
Less Lot Sales	\$ 115,000.00(-)	
		\$148,043.00
Change Order No. 2 (Roadway Fill)	\$ 29,436.00	
		\$ 29,436.00

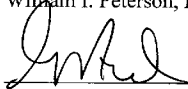
CC = SKSD - DAWP

Total Eligible Cost = \$402,569.00 / 2 = \$201,284.50

50% of the eligible cost exceeds \$135,000.00 therefore; we recommend that the City reimburse the School District the amount of \$135,000.00 per the agreement.

 6/18/03

William I. Peterson, P.E., City Engineer

 6/18/03

Steve Ward, P.E.



HENRY F. BEHRENDT, Director
Facilities and Auxiliary Services
3630 State Street • Salem, Oregon 97301-5316
503-399-3290 • FAX: 503-375-7847

Kay Baker, Superintendent

March 25, 2003

RE: Invoice to City of Keizer for Alder Drive Extension

City of Keizer
930 Chemawa Rd NE
Keizer, OR 97303

ATTN: Rob Kissler

Dear Mr. Kissler:

Please process the attached invoice from the Salem-Keizer School District to the City of Keizer in the amount of \$135,000.00.

On January 18, 2000 the City Council for the City of Keizer approved an Ordinance regarding Case No. 99-28 that approved the Comprehensive Plan Map Amendment, Zone Change and Conditional Use Permit for the Claggett Creek Schools Project. Exhibit "E", Item 26a) of that Ordinance establishes the City reimbursement to the School District as 50% of the cost...not to exceed \$135,000.00.

This reimbursement could not be invoiced until the value of the excess property being sold by the SKSD could be determined. Last month the escrow closed on the sale of that property. I have enclosed a spreadsheet and associated documents used to calculate the acquisition and construction costs.

I would like to express my appreciation to you, to Bill Peterson, to Bill Lawyer and to the entire City of Keizer staff for the cooperative and professional manner that typified this entire difficult project. Please let me know if you would like a meeting to review the backup information used to calculate the cost basis for this invoice or if you have any other questions.

Sincerely,

Dan Prideaux
Project Manager

Encl.: SKSD Invoice, Calculation Spreadsheet, Cost backup documents
CC: Bill Peterson, Bill Lawyer, Henry Behrendt, Dolph Hill

Salem-Keizer School District

3630 State Street
Salem, OR 97301
503-399-3290

INVOICE

Customer

Name City of Keizer
Address 930 Chemawa Road NE
City Keizer State OR ZIP 97303
Phone 503-390-3700

Date 3/26/03
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	Reimbursement for extension of Alder Drive	\$135,000.00	\$135,000.00
		SubTotal	\$135,000.00
		Shipping & Handling	\$0.00
		Taxes	
		TOTAL	\$135,000.00

Please forward payments to above address.

Tax ID #93-6000763

Office Use Only

Thank you!

1 **CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**

2 **Resolution R2003-_____**

3 **AUTHORIZING THE CITY MANAGER TO REIMBURSE THE SALEM-KEIZER SCHOOL**
4 **DISTRICT FOR THE ALDER DRIVE EXTENSION PROJECT**

5
6 **WHEREAS, in January 2000, the Keizer City Council approved a land-use**
7 **decision for development of Weddle Elementary and Claggett Creek Middle Schools;**

8 **WHEREAS, a condition of this approval included a requirement for the City of**
9 **Keizer to reimburse the School District for a portion of the construction of an**
10 **extension of Alder Drive to Verda Lane;**

11 **WHEREAS, the Alder Drive extension is now complete and the Salem-Keizer**
12 **School District has requested reimbursement in the amount of \$135,000; NOW,**
13 **THEREFORE**

14 **BE IT RESOLVED by the City Council of the City of Keizer that the City**
15 **Manager is hereby authorized to reimburse the Salem-Keizer School District in the**
16 **amount of \$135,000 for construction of the Alder Drive extension.**

17
18 **PASSED this _____ day of _____, 2003.**

19 **SIGNED this _____ day of _____, 2003.**

20
21 _____
22 **Mayor**

23 _____
24 **City Recorder**



July 7, 2003

AGENDA ITEM 9c

RESOLUTION – ADOPTING KEIZER FUTURES STRATEGIC PLAN

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: KEIZER FUTURES STRATEGIC PLAN ADOPTION

BACKGROUND

On March 16, 2002, the City Council and a large group of Keizer residents, Chamber of Commerce members and business leaders initiated the Keizer Futures strategic planning project. The Keizer Futures Project was designed to build consensus around current and future planning issues faced by the City. The project involved the development of two primary elements: a vision statement and a strategic plan.

The vision statement represents the idealistic hopes and dreams of the community, appeals to common values and uses positive word pictures and images to convey enthusiasm and anticipation about the future of the community. The vision statement is essentially a 20-year guidepost that provides a framework for future decisions. It is intended as a very broad statement that encompasses all aspects of the community in support of Keizer's high quality of life – from a vibrant economy and attractive downtown to pleasant neighborhoods and a healthy natural environment.

The vision statement adopted by the task force is as follows:

**The City of Keizer...a community that embraces change
and promotes safety and livability through citizen
involvement and responsible planning.**

The strategic plan identifies the specific actions needed to move the City of Keizer forward during the next five years in pursuit of its vision. These actions or strategies are detailed enough to include the identification of implementers, cost projections, funding sources, and completion deadlines.

This task force completed its mission on September 18, 2002 and then began the task of evaluating the document for final changes prior to adoption. Feedback has been solicited from all of the task force members and suggested modifications have been incorporated into the final document you have in your packets.

RECOMMENDATION

Staff recommends that the City Council reviews the Keizer Futures Strategic Plan document and approves the attached resolution which officially adopts it as our guide toward a prosperous tomorrow.

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CITY OF KEIZER

KEIZER FUTURES PROJECT

**COMMUNITY VISION
&
STRATEGIC PLAN**

DECEMBER 2002

Acknowledgements

City of Keizer:

Lore Christopher, Mayor
Judy K. Smith, Councilor
Ray Kelly, Councilor
Charles E. Lee, Councilor
Jacque Moir, Councilor
Richard Walsh, Councilor
Jerry McGee, Councilor

Chris Eppley, City Manager

Keizer Futures Task Force:

Lore Christopher
Jacque Moir
Richard Walsh
Charles E. Lee
Jerry McGee
Judy Smith
Chris Eppley
Marc Adams
Brian Hunter
Elsa Palacios
Kelly Walther
Rick Roemer
Randy Mosely
Eric Meurer
Greg Frank

Carl Newshwander
Father Michael Patrick
Barry Brown
Lanni Martinez
Mike Basinger
Jim Taylor
Tom Wood
Bruce Anderson
Ken Geirloff
Sam Goesch
Hersch Sangster
Randy Jackson
Joe Egli
Bruce Nopp
Bob Newton

Facilitator:

David Galati, Mid-Willamette Valley Council of Governments

NOTE: This project was partially funded by a grant from the Oregon Economic and Community Development Department.

Introduction:

The Keizer Futures Project involves the development of a community vision and strategic plan to guide the City of Keizer in shaping its future and managing change. This is not just a product....it is an ongoing cyclical community problem-solving process designed to stimulate continuing discussion and generate specific actions to maintain a high quality of life.

Purpose:

The Keizer Futures Project is designed to build consensus around current and future planning issues faced by the City. The project involves the development of two primary elements: a vision statement and a strategic plan.

The vision statement represents the idealistic hopes and dreams of the community. The vision statement appeals to common values and uses positive word pictures and images to convey enthusiasm and anticipation about the future of the community. The vision statement is essentially a 20-year guidepost that provides a framework for future decisions. It is intended as a very broad statement that encompasses all aspects of the community in support of Keizer's high quality of life -- from a vibrant economy and attractive downtown to pleasant neighborhoods and a healthy natural environment.

The strategic plan identifies the specific actions needed to move the City of Keizer forward during the next five years in pursuit of its vision. These actions or strategies are detailed enough to include the identification of implementers, cost projections, funding sources, and completion deadlines.

The shorter time frame for this element has a very important purpose. It encourages implementation and measurement, ensures accountability for those individuals and groups assigned to implement the strategies, and builds momentum by enabling the community at large to witness and celebrate the successful completion of those strategies. The diverse array of strategies within the plan encourages broad community involvement, thereby further enhancing progress toward the fulfillment of the vision.

Process:

The Keizer Futures Task Force initiated the visioning and strategic planning process with an all-day retreat on March 16, 2002. Subsequently, the Task Force conducted seven work sessions between April and September 2002 to complete their work.

During the initial retreat, Task Force members were asked to list and prioritize those qualities of the City of Keizer they most appreciated or most wanted to enhance. Their rankings were as follows:

Qualities most appreciated:

- Volunteerism (14 votes)
- Community pride (11 votes)
- Small town atmosphere (10 votes)
- Good schools (9 votes)
- Caring city government (5 votes)
- Low taxes (5 votes)
- Close to freeway (3 votes)
- Clean town (3 votes)
- Police – fire services (3 votes)
- Close to downtown Salem (2 votes)
- Faith community (2 votes)
- Livability (2 votes)
- Youth sports (2 votes)
- Safe feeling (2 votes)
- Good roads (1 vote)
- Identity (1 vote)
- Volcanoes (1 vote)
- Quiet town (1 vote)
- Emergency management program (1 vote)
- Rotary (1 vote)
- Access to work (1 vote)
- Porter's Pub (1 vote)

Qualities to enhance:

- Community involvement (3 votes)
- Recreational activities (2 votes)
- Shopping – retail businesses (2 votes)
- Traffic flow (1 vote)
- Access to Willamette River (1 vote)
- Balance services with taxes (1 vote)
- Public education regarding funding – revenues (1 vote)
- Arterial roads (1 vote)
- Regional parks (1 vote)

Task Force members were then asked to provide a preliminary list of prioritized specific actions they most wanted to undertake within the community during the next five years. Their rankings were as follows:

- Stable funding – budget (17 dots)
- Build Keizer Station (17 dots)
- Prepare strategic plan (14 dots)
- Improve parks – playgrounds; Master Plan (11 dots)
- Build civic center (9 dots)
- Prepare traffic plan (7 dots)
- Expand UGB (6 dots)
- Participate in Willamette Corridor Project (3 dots)
- Construct bike – walking trails (3 dots)
- Promote Keizer (2 dots)
- Apply for grants (2 dots)
- Hire more police officers (2 dots)
- Build community center (2 dots)
- Hire regional planner (2 dots)
- Get votes on library (1 dot)
- Conduct commuter rail study (1 dot)
- Build swimming pool (1 dot)
- Complete Focal Point (no dots)
- Improve lighting (no dots)
- Increase regional participation (no dots)
- Build river path (no dots)

- Hire more planners (no dots)
- Sidewalks (no dots)
- Federal water standards (no dots)
- Participate in wastewater treatment plant (no dots)

The Task Force then prepared a community vision statement:

The City of Keizer...a community that embraces change and promotes safety and livability through citizen involvement and responsible planning.

Based upon all of the discussion and interaction among Task Force members during the retreat, and as identified in an extensive community survey that was used to garner information from a broad base of Keizer residents (*described below*), five critical issue categories were identified:

- 1. Municipal finances**
- 2. Growth management**
- 3. Public participation**
- 4. Community activities**
- 5. Public safety**

Community Survey:

It was decided early on that the task force wanted to hear from a broad base of Keizer residents so as to identify the critical issues within the community. A survey instrument was produced and delivered to all residents with a water account. A copy of this survey and the results is included as Appendix A.

The survey touched on all manner of issues including:

- What citizens like about Keizer;
- What citizens want to improve about their community;
- Where city government should invest more or fewer resources, including what services are expected and at what level of service;
- What are the largest issues facing the community in the near future;
- What citizens consider to be "downtown";
- Where citizens work and/or play, etc.

The task force received back more than 1,400 responses out of roughly 9,500 mailed surveys for an approximate return rate of greater than 15%. The task force considered this to be an exceptional success and utilized the information within the survey to make many of their critical decisions.

The remainder of this report addresses all strategies by category as developed by the Keizer Futures Task Force and includes all pertinent details essential for effective implementation.

Notes: _____

Issue category #1: Municipal finances

Strategy 1-1: *Design and implement public information and education campaign to enhance citizen awareness regarding true cost of basic city services and disparity between service delivery expectations and available revenues.*

Implementers and support groups:

- *City Council*
- *City staff*

Projected cost: *40 staff hours*

Funding source(s): *not applicable*

Completion deadline: *June 2003*

Notes: _____

Issue category #2: Growth management

Strategy 2-1: *Adopt master plan for future development of River Road Corridor*

Implementers and support groups:

- City Council
- City staff
- local Chamber of Commerce
- Non-Chamber business owners
- Citizen advisory task force
- Consultant
- Keizer Rural Fire District
- Traffic Safety Commission

Projected cost: \$200,000

Funding source(s):

- ODOT (\$100,000 TGM grant)
- DLCD (\$75,000 planning grant)
- COG (Regional Investment Fund grant)
- local Urban Renewal Fund (assuming ODOT and COG funding are not approved)

Completion deadline: September 2006

Notes:

Strategy 2-2: *Identify infrastructure and land use issues that must be resolved to insure efficient and timely development of Chemawa Activity Center.*

Implementers and support groups:

- *City Council*
- *City staff*
- *Planning Commission*
- *local Chamber of Commerce*
- *Non-Chamber business owners*
- *State of Oregon*
- *Salem Area Transit District*
- *Neighborhood associations*
- *Developers*
- *Grand Ronde and Siletz Indian tribes*
- *Keizer Rural Fire District*
- *Keizer Urban Renewal Board (KURB)*
- *Traffic Safety Commission*

Projected cost: \$4,500,000

Funding source(s):

- *local Urban Renewal Fund*
- *local revenue bonds*

Completion deadline: *December 2003 – completion of construction on “Jug Handle”*

Notes: _____

Strategy 2-3: *Increase local tax base by exploring opportunities for Urban Growth Boundary expansion*

This strategy would include the preparation of an issue paper addressing the options for UGB expansion and the development of a public education campaign focusing on the role of the Urban Growth Boundary and other related growth management issues.

Implementers and support groups:

- *City Council*
- *City staff*
- *Salem City Council*
- *Marion County Board of Commissioners*
- *State of Oregon*
- *Keizer Rural Fire District*
- *Traffic Safety Commission*

Projected cost: *15 staff hours*

Funding source(s): *not applicable*

Completion deadline: *September 2007*

Note: *If expansion of Urban Growth Boundary is deemed appropriate and necessary for future growth, financial resources and staffing needs will need to be reevaluated.*

Notes: _____

Strategy 2-4: *Review and update local transportation system plan.*

Implementers and support groups:

- *City Council*
- *City staff*
- *Planning Commission*
- *Salem Area Transit District*
- *local Traffic Safety Committee*
- *local Bikeways Committee*
- *Keizer Urban Renewal Board (KURB)*
- *Council of Governments*

Projected cost: *\$25,000*

Funding source(s): *ODOT Transportation System Plan (TSP) grant*

Completion deadline: *2005*

Notes:

Strategy 2-6: *Conduct local inventory of "green space" lands as defined under federal, state and county policies; prepare appropriate policy statement addressing preservation, development, utilization, mitigation, and maintenance of designated lands.*

Implementers and support groups:

- City Council
- City Parks Department
- Keizer Parks Advisory Board

Projected cost: \$50,000*

**This assumes inventory components would include existing green space, future needs, opportunities for land acquisition, and significant tree inventory*

Funding source(s):

- Regional Investment Fund grants
- Local Parks Funds (assuming November charter amendment is approved by voters)

Completion deadline: March 2004

Notes: _____

Issue category #3: *Public participation*

[illegible]

Strategy 3-3: *Create Keizer Speakers Bureau to raise public awareness of value and diversity of local government services (address concept of “marketing” or promoting local government).*

Implementers and support groups: *City Council*

Projected cost: *nominal*

Funding source(s): *not applicable*

Completion deadline: *January 1, 2003*

Notes: _____

Strategy 3-5: *Expand role of mayor in presenting annual "state of the city" report to local schools, community organizations, and citizens of Keizer.*

Implementers and support groups: *Mayor*

Projected cost: *nominal*

Funding source(s): *not applicable*

Completion deadline: *March 1, 2003*

Notes: _____

Issue category #4: Community Activities

- Parks
- River Front
- Community Center (senior citizens, recreation, arts and crafts, etc.)
- Schools
- Library
- Civic Center (local government administration, police, public works, etc.)

Strategy 4-1: *Initiate dialog and promote ongoing collaboration with cities of Salem and Independence regarding identification of potential connections and access to Willamette River.*

Implementers and support groups:

- City of Salem
- City of Keizer
- City of Independence
- Mid-Willamette Valley Council of Governments

Projected cost: *nominal*

Funding source(s): *not applicable*

Completion deadline: *Ongoing*

Notes: _____

Implementers and support groups: *City staff*

Funding source(s): *not applicable*

Notes:

Strategy 4.3: *Provide stable funding for parkland acquisition, development, and maintenance.*

Implementers and support groups:

- *City Council*
- *Budget Committee*
- *Keizer Parks Advisory Board*
- *Friends of Keizer Parks*

Projected cost: *nominal*

Funding source(s): *not applicable*

Completion deadline: *November 5, 2002 (election day)*

Notes: _____

Strategy 4-4: *Update parks master plan and include emphasis on value and benefits of regional collaboration.*

Implementers and support groups:

- *City Council*
- *City staff*

Projected cost: *\$40,000*

Funding source(s): *Regional Investment Fund grant*

Completion deadline: *December 2004*

Notes: _____

Strategy 4-5: *Encourage development and implementation of privately supported and regionally coordinated recreation programs.*

Implementers and support groups: *City Council*

Projected cost: *nominal*

Funding source(s): *not applicable*

Completion deadline: *ongoing*

Notes: _____

Strategy 4-6: *Expand and enhance open dialog and coordination with Salem-Keizer School District.*

Implementers and support groups:

- *City Council*
- *City staff*

Projected cost: *nominal*

Funding source(s): *not applicable*

Completion deadline: *ongoing*

Notes: _____

Issue category #5: Public safety

Points of emphasis:

- *Importance of partnerships in providing adequate resource base to promote public safety issues such as traffic management, pedestrian safety, and community prevention efforts*
- *Need for regional approach to identify causes of crime and solutions*
- *Clear lines of communication, cooperation, and responsibility between the City and Fire district*

Strategy 5-1: *Support community-oriented policing.*

Implementers and support groups:

- *City Council*
- *City staff (including police department)*
- *Community-Oriented Policing Main Committee*

Projected cost: *1040 annual staff hours (0.5 FTE)*

Funding source(s): *City General Fund*

Completion deadline: *ongoing*

Notes: _____

Strategy 5-3: *Provide quarterly statistical reports regarding local criminal activity to both City Council and Budget Committee.*

Implementers and support groups: *Community-Oriented Policing Main Committee*

Projected cost: *20 staff hours*

Funding source(s): *City General Fund*

Completion deadline: *ongoing; start March 2003*

Notes: _____



July 7, 2003

AGENDA ITEM 9d

**RESOLUTION – INITIATION OF LEGISLATIVE AMENDMENT OF AI
ZONE TEXT**

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY 

SUBJECT: *INITIATION OF LEGISLATIVE AMENDMENT OF AI ZONE TEXT*

The City Manager and I have been in contact with Salem Public Works personnel and John Blake and his legal representatives regarding the AI zone and its impact on a portion of the Willow Lake Nursery property. Mr. Blake and the City of Salem have had discussions regarding the sale/trade of property in the area which would allow for moving some of the auxiliary Willow Lake operations onto the newly acquired property. These operations are not actual treatment of wastewater, rather they are for the shop and garage for the vehicles and administrative offices. However, under the AI zone there is a prohibition for "wastewater treatment in any form." To allow this auxiliary use requires a modification of this prohibition.

At the same time, the City Manager and I have noted that the AI zone is extremely limited in terms of the number and types of the allowed industrial uses. Since the property is within the City of Keizer and the Urban Growth Boundary, it is appropriate to allow urban type uses in this area. However, we still must be cognizant of the concerns by the City of Salem regarding incompatible uses placed in proximity to the treatment plant.

Therefore, we are discussing the matter with the City of Salem to ascertain if they have concerns regarding the industrial business park uses being added to the list of uses permitted or conditionally permitted in the AI zone.

This resolution is before you to initiate the process. As you know, the initiation of this process is not a final decision in any event and the matter will still go through public hearings at the Planning Commission and the Council before a final decision is rendered.

Initiation of Legislative Amendment of AI Zone Text
Page 2

RECOMMENDATION:

Adopt the attached Resolution.

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

ESJ/tmh
attachment

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2003-_____

3 INITIATING LEGISLATIVE AMENDMENTS TO THE KEIZER
4 DEVELOPMENT CODE TO CONSIDER AMENDING PROHIBITED
5 USES AND ADDING PERMITTED/CONDITIONAL USES IN THE
6 AGRICULTURAL INDUSTRIAL (AI) ZONE

7 WHEREAS, the Keizer Development Code provides for an Agricultural Industrial
8 (AI) zone that permits limited industrial uses;

9 WHEREAS, the AI zone prohibits "wastewater treatment in any form";

10 WHEREAS, the City Council of the City of Keizer considers it necessary and
11 appropriate to initiate a legislative amendment process to review the AI zone to possibly
12 expand the number of permitted/conditional industrial uses and to clarify the prohibition
13 on wastewater treatment;

14 NOW, THEREFORE,

15 BE IT RESOLVED that pursuant to KDC 3.111.02 and 3.203.01 the City Council
16 of the City of Keizer hereby initiates a legislative amendment process to review the AI
17 zone and any connected procedural sections of the Keizer Development Code.

18 BE IT FURTHER RESOLVED that planning staff is directed to send appropriate
19 notice to the Department of Land Conservation and Development and any other affected
20 agencies and jurisdictions in a manner appropriate under state law. Planning staff is
21 delegated the authority to draft proposed text amendments for notice purposes.

1 **BE IT FURTHER RESOLVED** that the **Keizer Planning Commission** is requested
2 to schedule the matter for public hearing in the near future.

3 **PASSED** this _____ day of _____, 2003.

4 **SIGNED** this _____ day of _____, 2003.

5 _____
6 Mayor

7 _____
8 City Recorder



July 7, 2003

AGENDA ITEM 9e

**RESOLUTION – AUTHORIZING THE MAYOR TO SIGN THE FIRST
AMENDMENT TO THE LEGAL SERVICES CONTRACT**

CITY COUNCIL MEETING: July 7, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY 

SUBJECT: LEGAL SERVICES CONTRACT AMENDMENT

Pursuant to my June 9, 2003 memorandum (see enclosed copy), we are presenting to the Urban Renewal Agency and the City Council a First Amendment to the Legal Services Contract for Agency/Council's consideration and adoption.

RECOMMENDATION:

Adopt the attached Resolution.

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

ESJ/tmh
attachments

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2003-_____

3 AUTHORIZING THE MAYOR TO SIGN THE FIRST
4 AMENDMENT TO LEGAL SERVICES CONTRACT

5 WHEREAS, Lien & Johnson entered into a Legal Services Contract dated
6 December 15, 2000;

7 WHEREAS, Lien & Johnson has requested an amendment to the existing Legal
8 Service Contract to amend the compensation paid to Lien & Johnson;

9 NOW, THEREFORE,

10 BE IT RESOLVED by the City Council of the City of Keizer that the Mayor is
11 authorized to execute the attached First Amendment to Legal Services Contract on behalf
12 of the City.

13 PASSED this _____ day of _____, 2003.

14 SIGNED this _____ day of _____, 2003.

15 _____
16 Mayor

17 _____
18 City Recorder

**FIRST AMENDMENT TO LEGAL
SERVICES CONTRACT**

PARTIES: City of Keizer, Oregon, (hereinafter "City")
an Oregon municipal corporation

Keizer Urban Renewal Agency (hereinafter "Agency")

Lien & Johnson (hereinafter "Attorney")

RECITALS:

A. City, Agency and Attorney entered into that certain Legal Services Contract dated December 15, 2000 (hereinafter "Contract") pursuant to Resolution R2000-1228.

B. City, Agency and Attorney wish to enter into a first amendment to the existing Legal Services Contract to amend the compensation paid to Attorney.

NOW THEREFORE, the parties agree as follows:

AGREEMENT:

1. Section 5.1 of the Contract dated December 15, 2000 is hereby amended to read as follows:

5.1 Basic Services

City and Agency shall pay Attorney a monthly retainer in the amount of Seven Thousand, Nine Hundred dollars (\$7,900) beginning July 1, 2003 for work performed as described in paragraph 2.1 (Basic Services) above.

2. Section 5.2.1 of the Contract dated December 15, 2000 is hereby amended to read as follows:

5.2.1 City and Agency shall pay Attorney at the hourly rate of One Hundred Twenty-Three dollars (\$123) for attorney time and Eighty-Five dollars (\$85) for legal assistant time for hourly services as described in paragraph 2.2 (Hourly Services) above beginning July 1, 2003.

3. Except as specifically modified herein, all remaining terms, conditions, obligations and duties set forth in the Contract shall remain in full force and effect.

Dated: _____

THE CITY OF KEIZER,
an Oregon municipal corporation

Dated: _____

KEIZER URBAN RENEWAL AGENCY

By: _____
Lore Christopher, Mayor

By: _____
Lore Christopher, Chairperson

Dated: _____

LIEN & JOHNSON

By: _____
E. Shannon Johnson

By: _____
John A. Lien

**KEIZER CITY ATTORNEY
MEMORANDUM**

TO: MAYOR CHRISTOPHER AND
COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY
CITY MANAGER

FROM: E. SHANNON JOHNSON
CITY ATTORNEY

SUBJECT: ATTORNEY FEE INCREASE

DATE: JUNE 9, 2003

When the Legal Services Contract was negotiated in the fall of 2000, we suggested the following schedule of fees:

	Basic Services	Hourly Services
December 2000 to November 2001	\$7,700.00/month	\$115.00/hour
December 2001 to November 2002	\$8,000.00/month	\$120.00/hour
December 2002 to November 2003	\$8,400.00/month	\$125.00/hour

However, the Council requested that the three year contract be left open ended as to fee increases. We did not request an increase for fiscal years 2002 or 2003 and the fee structure has remained at the December 2000 level.

We are proposing an increase in the Hourly Services from \$115.00 to \$123.00 beginning July 1, 2003. We are proposing an increase in the Basic Services fee from \$7,700.00 to \$7,900.00 per month. The Basic Services increase is substantially less than what was originally proposed. In addition, the proposed Hourly Services Fee represents an annual increase of only 2.8%.

As the years go by and our business expenses continue to creep up, it is necessary for us to increase the fees. Our current hourly rate for private clients is now \$175.00. As you can see, we believe that the proposed rate is fair and a good value to the City.

Mayor Christopher and
Council Members
Page 2
June 9, 2003

Attorney fees provide more than an attorney for the City's many issues. They provide the resources of a law firm. This includes a backup attorney if necessary for particular matters or case load concerns, the services of a legal assistant/legal secretary, and the library, continuing education, and other expenses connected with maintaining a law office.

The staff has been provided the proposed rates for budget planning purposes. Unless there are questions or concerns, I will prepare an appropriate contract amendment for your consideration for the July 7, 2003 Council meeting.

If you have any questions in this regard, please let me know. Thank you.

ESJ/tmh



July 7, 2003

AGENDA ITEM 9f

APPROVAL OF MAY 19, 2003 REGULAR SESSION MINUTES

MINUTES
KEIZER CITY COUNCIL
Monday, May 19, 2003
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular meeting to order at 7:10 p.m. Roll Call was taken as follows:

Present:

Lore Christopher, Mayor
Michel Gaynor, Councilor
Charles E. Lee, Councilor
Jacque Moir, Council President
Judy K. Smith, Councilor
James Taylor, Councilor
Richard Walsh, Councilor

Staff:

Chris Eppley, City Manager
Rob Kissler, Public Works Director
Marc Adams, Chief of Police
Dianne Hunt, Human Resources Director
Cheryl Vafakos, Interim Planning Director
Shannon Johnson, City Attorney
Cindy Perry, Recording Secretary

FLAG SALUTE

Cyndi Astley with Salem Keizer Together Program led the City Council in the flag salute.

PUBLIC TESTIMONY

Jerry McGee, 1030 Ridgepoint Street NE, Keizer- thanked the Council for enabling the volunteers to complete the focal point.

Mr. McGee requested the initiation of a committee to research and document points of historical interest within the city. Some of the areas he noted were:

- Lake Labish Train
- Recognize birth place of Charles McNary
- Show levels of various flooding in Sunset Park
- 45th Parallel
- Witness Trees
- Corner posts of land donation claims
- Viewing Keizer from the River and some of the River's points of interest

▪ **Wallace House**

He encouraged the Council to take this into consideration and he offered to serve on a committee.

The Council briefly discussed the concept and was in consensus to have Mr. McGee outline a draft of the historical committee and to bring this information back to the Council.

Marlene Kelly, 275 Lakepoint, Keizer-as a member of the Parks Board she provided an updated from the Board's last meeting. Some of the items included negotiations with Pepsi to place vending machines in the skate park. The contract for this was with the City Manager for further negotiation and finalization. Ms. Kelly noted the Park Board's motion to have any funds from the vending machines to be a designated fund for the skate park for youth activities and non-routine maintenance of the park.

Also addressed was the presentation by Michel Gaynor and Dave Bauer for covered structures at Keizer Little League Park and further incorporating volunteers for parks maintenance.

Bill Quinn, 4918 Shoreline Loop, Keizer-requested fewer curb cuts along River Road.

Mayor Christopher indicated that the Council was in agreement with this suggestion and that this was a progressing project.

Arnie Vohland, 6390 River Road North, Keizer-addressed concern that he would not be able to access the golf course from his residence as the ordinance was written.

City Manager Eppley noted that the Council would be addressing the ordinance later in the evening.

Randy Munson, 741 Bever Drive, Keizer-thanked the police department for addressing the noise emitting from the trailer park on 3701 Cherry.

Greg Pederson, 1345 Harmony Drive, Keizer-noted what he believed was some duplicated verbiage in the draft

golf cart ordinance. Mr. Pederson also addressed the map attached to the ordinance. He believed with discretion from the police department that the ordinance would work well.

Eric Meurer, 517 Lakfair Place, Keizer-encouraged adjusting the golf cart map to allow the areas around Staats Lake the ability to drive their golf carts to McNary Golf Course.

A brief discussion of the gate a McClure took place.

Robert Jacobs-left before testifying.

Dan Meek, 10949 SW 4th Avenue, Portland- as a volunteer for with the Oregon Public Power Coalition he expressed his opposition to the proposed resolution that the City Council would be reviewing that would opposed the Multanomah County PUD.

Mr. Meek also provided some informational handouts pertaining to Enron and PGE financial situation and the continuing rate increases under PGE. He encouraged the Council to reconsider the resolution.

Mr. Meek addressed questions from the Council.

Mayor Christopher thanked everyone for his or her testimony.

PUBLIC HEARINGS

a. Adoption of New City Logo

City Manager Eppley provided a history of the city's logo and the suggestions for change of the logo with the 20th anniversary logo with slight amendments.

Mayor Christopher opened the public hearing.

With no one wishing to testify Mayor Christopher closed the public hearing.

The Council briefly discussed the logo and what should be incorporated into the final design with the permission of David Baker, the creator of the 20th Anniversary logo.

COMMITTEE REPORTS

Council President Moir moved to direct staff to bring back the resolution and the design, which eliminates the words, "Pride, Spirit and Volunteerism", and to add 1982 as the year of incorporation. Councilor Walsh seconded the motion.

Councilor Moir indicated that this design would be used for administrative uses.

The motion passed unanimously as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith, Taylor and Walsh (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

a. Volunteer of the Quarter Award - Beth Daniell

Councilor Smith noted the nomination of Beth Daniell as volunteer of the quarter, which was unanimously approved by the Volunteer Coordinating Committee. Ms. Daniell's volunteer achievements were outlined.

Mayor Christopher thanked Ms. Daniell for her volunteer efforts and presented her with an inscribed clock from the city.

b. Salem-Keizer Together Presentation

City Manager Eppley introduced Cyndi Astley Director of the Salem-Keizer Together Program.

Ms. Astley summarized the April 2003 Community Profile of Indicators Related to Alcohol, Tobacco and other Drug Use and Abuse, of which she supplied copies of that report to the Council. She also outlined the Responsible Vendor Program and the impact it has had on limiting minors from being able to obtain alcohol.

Ms. Astley addressed questions from the Council.

Mayor Christopher thanked Ms. Astley for her presentation and recessed the meeting at 8:55 p.m.

The meeting was reconvened at 9:06 p.m.

OTHER BUSINESS

▪ New Business

Councilor Smith noted she would not be in attendance at the June 2nd City Council meeting.

Notification Issues

City Manager Eppley addressed some problems with notification regarding drainage concerns north of Volcano Stadium, with the possible expansion of an equestrian facility on North River Rd. He indicated additional information would be provided to the Council, as it became available.

Human Resources

Human Resource Director Dianne Hunt welcomed the new hires to the City.

Public Works Updates

Public Works Director Rob Kissler noted the Wetland Mitigation at Claggett Creek Park should be taking place soon. Upgrades to Harmony and Trail Avenue would begin the week of May 27th.

Planning Update

Cheryl Vafakos Interim Planning Director reported that the Planning Commission approved the variance criteria, which the Council would be reviewing in the near future.

LUBA

City Attorney Johnson reported that a LUBA regarding the Keizer Station Plan had been filed. He expected an answer by the end of the summer.

▪ Old Business

Library Task Force

Councilor Walsh summarized this group's last meeting with the intent of Keizer becoming part of the library system.

Civic Center Task Force

Councilor Gaynor provided an update of the task force's work to narrow down the architectural firms. He indicated more information would be available at the next meeting.

Making After School Task Force

Councilor Lee submitted updates from this task force. The next meeting of this group would be in July after the budget process for the School District and the City of Salem.

City Manager Performance Evaluation

Mayor Christopher polled the Council regarding a date to submit this evaluation to Mr. Eppley. The Council was in consensus to for this to take place on June 9th at 5:30 p.m.

**ADMINISTRATIVE
ACTION**

**a. ORDER- Zone
Change/Major and Minor
Variance-Case No. 2003-03
(500 Bever Drive N)**

City Attorney Johnson reported at the last meeting Council directed staff to prepare the appropriate order. Such order was provided for the Council's review.

Council President Moir indicated that although she was not in attendance during the public hearings that she did review the tapes of the meetings and would participate in the process.

Council President Moir moved to Adopt an Order in the Matter of the Application of Anil Khanna for a Zone Change From CO (Commercial Office) to CM (Commercial Mixed) and a Major and Minor Variance to Reduce the Minimum Street Front Setback, to Reduce the Minimum Street Frontage and to Reduce the Number of Required Parking Spaces for Property Located at 500 Bever Drive NE, Keizer, Oregon (Case No 2003-03) Councilor Smith seconded the motion.

Councilor Walsh expressed concern with denial of the entire application. He recommended denying the Zone Change and ruling that the remainder of the request is mute.

Councilor Walsh recommended a friendly amendment to deny the application based on the Zone Change with no decision on the others and to consider them basically mute.

City Attorney Johnson indicated the code could not be

changed within this proceeding. The provision, which he suggested, was to include in the Order in Exhibit E a sentence to read; The Variance is deemed withdrawn. The Application for the Zone Change is HEREBY denied. The Variance to reduce.....is denied.

Counselor Johnson addressed additional questions from the Council.

Council President Moir and Councilor Smith accepted Counselor Johnson's recommended amendment to the motion.

The motion as amended passed as follows:

AYES: Christopher, Gaynor, Moir, Smith, Taylor and Walsh (6)

NAYS: Lee (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. ORDINANCE-Comp
Plan Map
Amendment/Zone Change
No. 2003-09 (Fernwood
Park)**

City Attorney Johnson reported that at the last meeting Council directed staff to prepare an ordinance granting the requested Comprehensive Plan Map Amendment/Zone Change. Counselor Johnson provided a copy of the ordinance for review by the Council.

Council President Moir moved a Bill for an Ordinance in the Matter of the Application of the City of Keizer for a Comprehensive Plan Map Amendment From Low Density Residential (LDR) to Commercial (C) and a Zone Change From Residential Single Family (RS) to Commercial Mixed (CM) for the Southeastern Most Portion of the Property Located at 250 Chemawa Rd North, Keizer, Oregon (Case No 2003-09) Councilor Lee seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith, Taylor and Walsh (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

changed within this proceeding. The provision, which he suggested, was to include in the Order in Exhibit E a sentence to read; The Variance is deemed withdrawn. The Application for the Zone Change is HEREBY denied. The Variance to reduce.....is denied.

Counselor Johnson addressed additional questions from the Council.

Council President Moir and Councilor Smith accepted Counselor Johnson's recommended amendment to the motion.

The motion as amended passed as follows:

AYES: Christopher, Gaynor, Moir, Smith, Taylor and Walsh (6)

NAYS: Lee (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. ORDINANCE-Comp
Plan Map
Amendment/Zone Change
No. 2003-09 (Fernwood
Park)**

City Attorney Johnson reported that at the last meeting Council directed staff to prepare an ordinance granting the requested Comprehensive Plan Map Amendment/Zone Change. Counselor Johnson provided a copy of the ordinance for review by the Council.

Council President Moir moved a Bill for an Ordinance in the Matter of the Application of the City of Keizer for a Comprehensive Plan Map Amendment From Low Density Residential (LDR) to Commercial (C) and a Zone Change From Residential Single Family (RS) to Commercial Mixed (CM) for the Southeastern Most Portion of the Property Located at 250 Chemawa Rd North, Keizer, Oregon (Case No 2003-09) Councilor Lee seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith, Taylor and Walsh (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Golf Cart Ordinance

City Attorney Johnson reported that the regulation of golf carts was not entirely up to the City Council. He noted state vehicular controls and statutes that allow the Council to adopt a road authority. He summarized the radius of the ordinance as outlined on the map and the Council's limitation to allow golf carts within a ½ mile radius from the golf course.

Counselor Johnson further addressed concerns regarding the radius map as outlined from the public testimony. He indicated if it was the Council's wish to address this further that staff could review and address during the next meeting.

Maximum flexibility in the radius of the map was discussed by the City Council. Councilor Smith expressed concerns that not enough public input had been received on the subject.

Councilor Smith moved a motion to direct staff to notice a public hearing.

Due to the lack of a second the motion died.

Enforcement of the ordinance and costs for additional signage were also discussed.

Council President Moir moved to direct staff to come back with an ordinance pertaining to the use of golf carts in designated areas and to include an adjusted ½ mile limitation map adjusting from edge of golf course in each direction and the cost estimates for the required signage. Councilor Taylor seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Moir, Taylor and Walsh (6)

NAYS: Smith (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. RESOLUTION-
Opposing Proposed**

City Manager Eppley briefly summarized the pros and cons as submitted by PGE and Multnomah County

**Multnomah County
People's Utility District**

PUD regarding the formation of this PUD and the possible side effects to the City of Keizer.

Staff recommended that the City Council deliberate on the benefits to the City for approving a resolution that voice opposition to the formation of the Multnomah PUD.

Counselor Johnson indicated since the matter was tabled at an earlier date that the Council would need to make a motion to remove the issue from the table.

Council President Moir moved to take the matter from the table. Councilor Gaynor seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith and Taylor (6)

NAYS: Walsh (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

City Attorney Johnson addressed a resolution, which adopted Council policy of non-involvement in state and federal policy issues. He believed this issue fell outside of this limitation but that the Council should cast their vote regarding this issue.

Council President Moir moved that the Keizer City Council determined that the Resolution was not applicable because it was not a state or federal policy. Councilor Taylor seconded the motion.

The motion passed as follows:

AYES: Christopher, Lee, Moir, Smith, Taylor and Walsh (6)

NAYS: Gaynor (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Moir moved a Resolution in the Matter of Opposing proposed Multnomah County People's Utility District. Mayor Christopher seconded

CONSENT CALENDAR

the motion.

Councilor Walsh expressed concern that he did not have enough information to vote in favor of the motion.

Councilor President Moir believed it was important for the Council to take a stand on the issue to protect its future electrical needs.

Councilor's Lee and Smith also expressed uneasiness with taking a vote without reviewing the information further.

The motion passed as follows:

AYES: Christopher, Gaynor, Moir, and Taylor (4)

NAYS: Lee, Smith, and Walsh(3)

ABSTENTIONS: None (0)

ABSENT: None (0)

- a. RESOLUTION-Initiating Pierce Drive Street Lighting District
- b. Approval of April 7, 2003 Regular Session Minutes
- c. Approval of May 5, 2003 Regular Session Minutes

Council President Moir pulled item "c" from the Consent Calendar noting she would be abstaining from voting on these minutes due to her absence from the meeting.

Council President Moir moved for approval of items "a" and "b" on the Consent Calendar. Councilor Smith seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith, Taylor and Walsh (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor President Moir moved for approval of item "c" on the Consent Calendar. Councilor Smith seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Smith, Taylor and Walsh (6)

NAYS: None (0)

ABSTENTIONS: Moir (1)

ABSENT: None (0)

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

June 2, 2003

6:30 p.m. Urban Renewal Agency Meeting

- 2003-2004 Urban Renewal Agency Budget Public Hearing

7:00 p.m. City Council Meeting

- 2003-2004 City of Keizer Budget Public Hearing
- Supplemental Budget
- Sewer Administration Fee Increase
- Sewer Franchise Fee Increase

June 9, 2003

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

- Keizer Station Development Agreement Review

June 16, 2003

6:30 p.m. Urban Renewal Agency Meeting

- Adoption of 2003-2004 Urban Renewal Agency Budget

7:00 p.m. City Council Meeting

- Adoption of 2003-2004 City of Keizer Budget

Mayor Christopher noted the agenda items.

ADJOURNMENT

Mayor Christopher adjourned the meeting at 10:25 p.m.

Cindy Perry
Recording Secretary

APPROVED:
MAYOR:

Lore Christopher

COUNCIL MEMBERS:

Councilor #1 - Judy K. Smith

Councilor #4 - Jacque Moir

Councilor #2 - Michel Gaynor

Councilor #5 - Richard Walsh

Councilor #3 - Charles E. Lee

Councilor #6 - James Taylor

Minutes approved:

Submitted by
Lloyd Weigel
7-7-03

Block Wall
6' High



NORTH

WHEATLAND ROAD N

5' SIDEWALK

10' EASEMENT

10' PROPOSED SET BACK

20' SET BACK

20' SET BACK

32'-0"

LOT 1
8390 SQ FT

57'-0"

5' SET BACK

30'-2"

50'-6"

100.83'

5'-0"

20'-0"

61'-6"

80.48'

SHYRINA CT. N.

SITE PLAN

SCALE: 1" = 20'-0"

LOT 1
SHYRINA COURT
KEIZER, OREGON
MARION COUNTY

NEW HOME CONSTRUCTION

SITE PLAN

LLOYD
WEIGEL
KEIZER, OR



DATE	REVISION

submitted at
7-7-03
Council
Meeting

Rich Ford

376 Crystal Springs Lane N.
Keizer, Oregon 97303-3865
(503) 304-7141
delrich3@attbi.com

July 7, 2003

Keizer City Council
930 Chemawa Road N.E.
Keizer, Oregon 97303

Dear City Councilors and Mayor,

My name is Richard Ford, and I reside at 376 Crystal Springs Lane N. in Keizer. As President of the Lakeshore Gardens Estates Owners' Association on Staats Lake, I have worked with my fellow property owners to install a security barrier at the east end of Crystal Springs Lane N. in Inland Shores to limit traffic only to residents of this development. We estimate that about 75% of the traffic over our private street are non-residents traveling to or from McNary Estates, Keizer Elementary, or the Sagrada Circle development on McClure Street N. Speeding and safety have become a concern to homeowners all along Crystal Springs Lane, and since this is a private street, we pay for its maintenance out of our own pockets.

Keizer City staff and the City Attorney have told us that we must first amend the Inland Shores P.U.D. since security gates were not noted in the site plan. We are being asked to complete the same application form that a developer would have to complete for a P.U.D. and submit our request to a hearings officer. The quoted price for this application was \$925. We have never been able to examine the final approved P.U.D. to see for ourselves what this judgment is based upon.

We feel that since we have agreed to allow access by key pad to all other residents of Inland Shores, we have complied with the letter and intent of the McNary Activity Center Plan. We also fail to understand this private property that is privately maintained would be subject to such oversight. On behalf of the Lakeshore Gardens Estates Owners' Association, I request that the Council take two actions:

1. Direct City staff to identify and produce a copy of the section of the Council-approved P.U.D. that makes it necessary for us to amend the P.U.D., and
2. Waive or substantially reduce the fees required if we must follow this process.

Thank you for your time and consideration.

Yours Truly,

Rich Ford

Rich Ford

submitted by

Monday, July 07, 2003

To: Keizer City Council
From: Bob Ohrn
Subjects: Appeal of Major Variance Case No. 2003-08

This request for a major variance does not satisfy the decision criteria found within the Keizer Development Code (KDC) for a major variance.

Criteria 1: The degree of variance from the standard is the minimum necessary to permit development of the property for uses allowed in the applicable zone.

As pointed out in the staff report, over 5,500 square feet of buildable area remains on the lots after subtraction square footage consumed by the 20-foot setback area. That should be plenty of room to build a large home. The issue seems to be that the selected home plan won't fit on the lot in compliance with the KDC. The obvious answer is to select a different design that will fit on the lot.

The Staff Report also indicates the proposed variance doesn't comply with criteria number 5.

The following are concerns and questions I have if the City Council chooses to grant the variance despite the fact that it doesn't comply with the KDC:

1. What criteria is the City Council using to grant the variance? Where is the criteria documented?
2. What is the message to city staff? What criteria is staff supposed to use to evaluate future requests for variances if council doesn't want to use the KDC?
3. What applicants qualify for "special criteria" (for lack of a better term) and who has to comply with the KDC? For example, would I, as a homeowner of little influence within the City of Keizer, be granted variances that don't comply with the KDC as readily as a more influential person or company?

Suggestion: If the City Council believes the KDC is too restrictive, perhaps the KDC should be changed, rather than variances granted that don't comply with the KDC.

Thank you for your attention to my comments.

Bob Ohrn

Bob Ohrn
7950 Timothy Lane NE
Keizer, OR 97303



PUBLIC HEARING RE: APPEAL – MAJOR VARIANCE
CASE NO. 2003-08 (WEIGEL)

DATE: July 7, 2003 TIME: 7:00 p.m. AGENDA ITEM # 5b

BEFORE THE: KEIZER CITY COUNCIL PLACE: ROBERT L. SIMON COUNCIL CHAMBERS
(PLEASE PRINT)

[illegible]



PUBLIC HEARING RE: YARD DEBRIS RATE INCREASE

DATE: July 7, 2003 TIME: 7:00 p.m. AGENDA ITEM # 5a

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

(PLEASE PRINT)

[illegible]

FRANCHISE SOLID WASTE MAXIMUM COLLECTION RATES CITY OF KEIZER 2003

I. AUTOMATED CART SERVICE – MONTHLY RATE

AS OF 08/01/03

A. RESIDENTIAL - CURB	
20-Gallon; Opt-Out Yard Debris	10.96
20-Gallon; Full Service	15.93
32-Gallon; Full Service	17.71
64-Gallon; Full Service	24.19
B. RESIDENTIAL - MULTI FAMILY & MOBILE HOME PARKS	
(1) 4 Units or less	
20-Gallon; Full Service	15.93
20-Gallon; Opt-Out Yard Debris	10.96
32-Gallon; Full Service	17.71
(2) 5 Units or More - Single Billing	
20 Gallon - No Yard Debris	10.86
32 Gallon - No Yard Debris	12.54
C. OCCASIONAL EXTRA 32-Gallon Equivalent (Bundles/Bags/Cans)	2.65
D. ON CALL	5.71
E. EXTRA YARD DEBRIS CART (Residential Full Service Only - Per Cart)	5.58
F. YARD DEBRIS ONLY CART (Non-Residential Only - Per Cart)	10.63
G. CONTAMINATION FEE	9.18
H. COMMINGLE RECYCLE SERVICE ONLY (Non-Residential Only - Per Cart)	9.18

Full Service Includes:

Weekly collection of garbage

Bi-weekly (every other week) collection of commingled recyclables and special red-basket recyclables

Bi-weekly (every other week) collection of yard debris

Haulers provide color-coded calendar to each customer for specified bi-weekly collection schedule

Haulers provide automated roll carts (included in service price)

Customers will not place larger items or over fill cart (lid must close completely prior to collection)

Customers will not place hazardous chemicals, paint, corrosive materials or hot ashes into the carts.

Roll cart service may not be appropriate for customers that do not provide access (for automated equipment) to the roll cart - or for non-compliance with the restrictions outlined above.

Maximum Cart Weights:

20-Gallons - 40 lbs. Per Week

32-Gallons - 60 lbs. Per Week

64-Gallons - 120 lbs. Per Week

90-Gallons - 150 lbs. Per Week

I. COMMERCIAL ROLL CART SERVICE

	Current
Commercial 32 Gal. Roll Cart - Curb	14.84
Commercial 90 Gal. Roll Cart - Curb	28.86

The Hauler will supply all roll carts as part of the service price. Customers will not place larger items or over fill the cart such that the lid cannot be closed. The maximum weight limitation is:

32 Gallons - 60 pounds per week

90 Gallons - 150 pounds per week

Customers will not place hazardous chemicals, paint, corrosive materials or hot ashes into the can. Roll-Cart service may not be appropriate for customers who do not provide access to the Roll-Cart or who do not comply with the above restrictions.

J. BUNDLES, BOXES, SACKS OR OVERFILLED CARTS

Rate based on volumes equivalent to 32 Gal. Cart

K. CALL BACK - See Special Service

II. CONTAINER SERVICE Weekly Service, Monthly Rate

A. CONTAINER - LOOSE

One Yard	First stop	68.28
	Each added stop	58.09
One & One-Half Yard	First stop	96.08
	Each added stop	85.88
Two-Yard	First stop	123.11
	Each added stop	112.91
Three-Yard	First stop	176.61
	Each added stop	166.41
Four-Yard	First stop	224.24
	Each added stop	214.05
Five-Yard	First stop	274.27
	Each added stop	264.08

B. CONTAINER-COMPACTED

Customer supplies the compactor and container. Rate for first and added stop is triple the rate that size for shredded, altered or mechanically compacted waste.

III. DROP BOX SERVICE

All rates are plus disposal fee, demurrage charge, monthly rental, and mileage, where applicable.

Minimum Service: 20 Cubic Yards

A. LOOSE MATERIAL

Cost per yard for service per dump	4.58
Minimum charge	91.78

B. COMPACTED MATERIAL

Cost per yard for service	
Customer supplies compactor or box	6.52
Minimum charge	130.40

C. ADDITIONAL CHARGES

Demurrage per day, after first 48 hours	4.69
Monthly rental	62.27
Mileage charge for more than five miles radius from base station, per running miles	1.05

Call back for blocked box - see special service

IV. COMMERCIAL MEDICAL WASTE COLLECTION RATES

Services provided by Marion Environmental Services:

A. 20 Gal. Box - first box	11.06
Each additional box	8.67
B. 35 Gal. Box - first box	12.44
Each additional box	10.04
D. Residential Bio-Medical Sharps Container (1 Gallon Specially Designed Container)	11.42

Delivered to the door to be used until filled and then collected by Haulers separately from regular municipal solid waste.

V. SPECIAL SERVICES AND MISCELLANEOUS SERVICES

If debris exceeds 20 yards, use drop box at Haulers discretion.

A. JANITORIAL SERVICES, CALL BACKS, AND OTHER SPECIAL SERVICES

One man on truck. All fees in addition to disposal

1/4 hour = 17.85 plus disposal

1/2 hour = 35.70 plus disposal

2/3 hour = 53.55 plus disposal

1 hour = 71.40 plus disposal

(\$1.19 per minute)

Additional disposal charged at \$10.32 per yard.

(Based upon .033725 per lb. @ avg. 300 lbs. Yard).

B. TIRES

(up to 16") Passenger tires \$ 3.06	\$3.57 with rims
Truck tires \$ 7.14 Lg.	\$10.71 with rims
Tractor tires \$15.30	
(plus hourly rate when applicable)	

C. LARGE MAJOR APPLIANCES AND FURNITURE

Appliances: \$15.30 service fee for large appliances - add \$12.24 for freon removal - plus hourly labor to remove. Hauler may also quote alternate disposal.

Special Items:	A) Large Furniture (couch, console TV, etc.)	\$10.20 - 15.30
	B) Small Furniture (armchair)	\$ 5.10 - 15.30
	C) Hide-a-bed	\$10.20 - 15.30
	D) Table & 3-4 chairs	\$ 5.10
	E) Mattresses: Twin mattress	\$ 4.08
	Twin box spring	\$ 3.57
	Double/queen mattress	\$ 6.12
	Double box spring	\$ 5.10
	King mattress	\$ 8.16
	Double twin box spring	\$ 8.16
	(If wet, rate negotiable)	
Bathrub/sink/toilet:	Fiberglass tub/shower	\$10.20
	Cast iron tub/shower	\$ negotiable
	Sink/toilet	\$ 5.10ea
	Double sinks	\$ negotiable
	Hot Water Heaters:	\$10.20 - \$15.30
	Car Batteries:	\$10.00min
	Carpets:	\$ negotiable wet/dry

VI. RESTART

Precise charge for container pick up and return, all areas

\$16.06

EXHIBIT "A"

II. CONTAINER SERVICE weekly service, monthly rate

A. CONTAINER - REAR LOAD) - LOOSE:

One yard	First stop	68.28
	Each added stop	58.09
One & one-half yard	First stop	96.08
	Each added stop	85.88
Two-yard	First stop	123.11
	Each added stop	112.91
Three-yard	First stop	176.61
	Each added stop	166.41
Four-yard	First stop	224.24
	Each added stop	214.05
Five-yard	First stop	274.27
	Each added stop	264.08

B. CONTAINER -FRONT LOAD-LOOSE

Two yard - regular pick-up per week	113.06
Each additional pick-up per week	103.89 ¹
Three yard - regular pick-up per week	147.03
Each additional pick-up per week	136.83 ¹
Four yard - regular pick-up per week	192.32
Each additional pick-up per week	182.12 ¹
Five yard - regular pick-up per week	238.62
Each additional pick-up per week	228.43 ¹
Six yard - regular pick-up per week	281.82
Each additional pick-up per week	271.63 ¹

¹ \$10.00 discount for each additional stop per month.

May 29, 2003

Mayor Lore Christopher
930 Chemawa Road NE
Keizer, OR 97303



Written Communication

Dear Mayor Christopher,

Salem-Keizer Together recently completed this school year's final STOMP (Sales of Tobacco to Minors Prohibited) visits. We are pleased to announce that the May 20 statistics show that of 98 stores visited, only 7 were willing to sell. This percentage (7.14%) is the lowest we have encountered.

We would like to commend all vendors for their increased diligence in not selling tobacco products to minors.

We thought you might be interested in knowing how the Keizer stores performed in STOMP visits this year.

Store	Times Visited	Times Sold
Seven Eleven 3877 River Rd	3	1
Walgreen's	3	1
Albertson's	3	2
Shell River Road	2	1
Pat's Cigs	2	0
Safeway	3	0
Roth's	2	0
Rite Aid	3	0
Seven-Eleven 5550 River Rd	2	0
Keizer Mart	1	0
Fred Meyer North	2	0
76/Circle K	2	0
Cherry Ave Market	1	0
Center Market	2	0
River Road Texaco	2	0
Bi Mart	1	0
Packy's Foodmart	2	0
Seven Eleven, Pine Street	2	0
Discount Cigs	1	0

We hope that you find this information helpful. If you have any questions, please give me a call. Thank you for your support through the years and look forward to working with you in the future.

Sincerely,

Cyndi Astley
Cyndi Astley, Director



City of Keizer

Keizer City Hall, P.O. Box 21000, Keizer, OR 97307-1000

FAXED
6/19/03

Fax Cover Sheet

DATE: June 19, 2003

TO: Keizertimes - Scotta

FAX: (503) 390-8023

FROM: Tracy L. Davis, CMC *[Signature]*
City Recorder

PHONE: (503) 390-3700 Ext. 108

FAX: (503) 393-9437

RE: Public Notice – Yard Debris Rate Increase

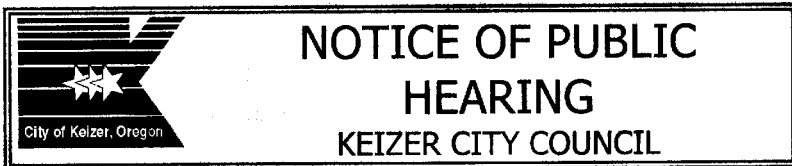
Number of pages including cover sheet: 2

Message:

Please publish the attached notice in the June 27 and July 3 editions of the Keizertimes. I will put the original in your box here at City Hall.

If unable to publish in this edition or if you have any questions, please give me a call.

Thanks!



PUBLIC HEARING
CONSIDERATION OF ADOPTION YARD DEBRIS RATE
ADJUSTMENT

NOTICE is hereby given that the City Council of the City of Keizer will hold a public hearing to consider an adjustment to cover the cost of disposal (composting) for yard debris. This cost has been paid by Marion County for county and city customers since June 2001. Marion County has now discontinued payment. The increase will be approximately \$1.45 per billing and will go into effect on August 1, 2003.

The hearing shall be held on Monday, July 7, 2003 at 7:00 p.m. at the Robert L. Simon Council Chambers, Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon.

Anyone wishing to make comment on this matter may provide testimony at the hearing or submit written response to the City Recorder no later than 5:00 p.m. on July 7, 2003. Responses may be delivered to Keizer City Hall or mailed to Tracy L. Davis, City Recorder, P.O. Box 21000, Keizer, Oregon 97307.

The location of the hearing is accessible to the disabled. Please contact the City Recorder at 390-3700, extension 108 at least 48 hours prior to the hearing if you will need any special accommodations to attend or participate in the hearing.

If you have any questions, please contact Chris Eppley, City Manager at 390-3700, extension 102.

Dated this 18th day of June 2003.

**Tracy L. Davis, CMC
City Recorder**

Publish June 27 and July 3, 2003 editions of Keizertimes

Davis, Tracy

From: Davis, Tracy
Sent: Thursday, June 19, 2003 2:41 PM
To: Shannon Johnson (E-mail 2)
Subject: Community Policing Reso

Did you want me to draft revisions to the community policing resolution or are you working on this....
I have it scheduled for July 7th meeting.

Thanks!

Tracy L. Davis, CMC
Keizer City Recorder