



JULY 1997

CITY OF KEIZER CALENDAR OF EVENTS



SUN	MON	TUE	WED	THU	FRI	SAT
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
8:45 AM - 11:00 AM AA (Lib) 5:30 PM - 6:30 PM NA (Lib)	8:30 AM Mini Staff Mtg. Meeting (cc)	10:00 AM Dept Hd Mtg. 1:30 PM Engr. Mtg. (Lib)	8:00 AM Muni Court (cc)	4:30 PM - 7:30 PM Muni Court (cc) 7:00 PM Comm Policing Dist 3 (Aud) 7:00 PM Southeast Keizer Nbrhd Assoc. (Slm Mennonite Church)	Independence Day Office Closed	8:45 AM - 11:00 AM AA (Lib) 1:00 PM - 4:00 PM Klds Lib
8:45 AM - 11:00 AM AA (Lib) 5:30 PM - 6:30 PM NA (Lib)	8:30 AM Mini Staff Mtg. Meeting (cc)	10:00 AM Dept Hd Mtg. 1:30 PM Engr. Mtg. (Lib) 7:00 PM Comm Pol Dist. 1 (Aud) 7:00 PM Adv Bd (Lib) 7:30 PM - 8:00 PM MC Sol Waste (CC)	8:00 AM Muni Court (cc) 7:00 PM CCTF (Lib) 7:00 PM Comm Pol Dist. 2 (Aud) 7:00 PM Plan Com. (CC)	4:30 PM - 7:30 PM Muni Court (cc) 7:00 PM Gleggert Creek Nbrhd Assoc (CC) 7:00 PM Gubser Nbrhd Assoc. (Gubser School)	Independence Day Office Closed	8:45 AM - 11:00 AM AA (Lib) 1:00 PM - 4:00 PM Klds Lib
8:45 AM - 11:00 AM AA (Lib) 5:30 PM - 6:30 PM NA (Lib)	8:30 AM Mini Staff Mtg. Meeting (cc)	10:00 AM Dept Hd Mtg. 1:30 PM Engr. Mtg. (Lib) 6:00 PM Volunteer Comm (Mayor's office)	8:00 AM Muni Court (cc)	4:30 PM - 7:30 PM Muni Court (cc) 7:00 PM Gleggert Creek Nbrhd Assoc (CC) 7:00 PM Gubser Nbrhd Assoc. (Gubser School)	Independence Day Office Closed	8:45 AM - 11:00 AM AA (Lib) 1:00 PM - 4:00 PM Klds Lib
8:45 AM - 11:00 AM AA (Lib) 5:30 PM - 6:30 PM NA (Lib)	8:30 AM Mini Staff Mtg. Meeting (cc)	10:00 AM Dept Hd Mtg. 1:30 PM Engr. Mtg. (Lib)	8:00 AM Muni Court (cc)	4:30 PM - 7:30 PM Muni Court (cc) 7:00 PM Gleggert Creek Nbrhd Assoc (CC) 7:00 PM Gubser Nbrhd Assoc. (Gubser School)	Independence Day Office Closed	8:45 AM - 11:00 AM AA (Lib) 1:00 PM - 4:00 PM Klds Lib
8:45 AM - 11:00 AM AA (Lib) 5:30 PM - 6:30 PM NA (Lib)	8:30 AM Mini Staff Mtg. Meeting (cc)	10:00 AM Dept Hd Mtg. 1:30 PM Engr. Mtg. (Lib)	8:00 AM Muni Court (cc)	4:30 PM - 7:30 PM Muni Court (cc) 7:00 PM Gleggert Creek Nbrhd Assoc (CC) 7:00 PM Gubser Nbrhd Assoc. (Gubser School)	Independence Day Office Closed	8:45 AM - 11:00 AM AA (Lib) 1:00 PM - 4:00 PM Klds Lib

AUGUST	S	M	T	W	T	F	S
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

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

A G E N D A

KEIZER CITY COUNCIL

Monday, July 7, 1997

7:00 p.m.

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

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

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

4. COMMITTEE REPORTS

- a. Keizer Police Swearing In - Officers Alexander, Banks & Smith**
- b. Volunteer Coordinating Committee Appointments**
- c. Council Liaison Reports**
 - River Road Redevelopment Board - Councilor Beach**
 - Traffic Safety Commission - Mayor Koho**
 - Council Management Committee - Council President Keller**

5. OTHER BUSINESS

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

- a. New Business**
- b. Old Business**
 - Keizer Police Clothing Budget**
 - City Manager Recruitment**

6. PUBLIC HEARINGS

- a. Amendment to Zoning Ordinance - Wireless Telecommunication Facilities**

7. **ADMINISTRATIVE ACTION**

- a. **RESOLUTION** - Amendment to Classification/Compensation Plan for Unrepresented Employees
- b. **ORDINANCE** - Comp Plan Amendment/Zone Change/Subdivision Case No. 96-05 - Special Policy Area (Whalen/Chandler/Pierce)
- c. **MOTION** - Authorizing City Managers Pro Tem to Increase Liability Insurance

8. **CONSENT CALENDAR**

- a. Employee Hiring Thaw/Capital Outlay Limit Revocation
- b. Community TV/CCTV
- c. Council Management Committee
- d. Approval of May 5, 1997 City Council Regular Session Minutes

9. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications and petitions.

10. **AGENDA INPUT**

JULY 14, 1997

5:30 P.M. City Council Work Session

- City of Keizer Parks Tour

JULY 21, 1997

7:00 P.M. City Council Meeting

AUGUST 4, 1997

7:00 P.M. City Council Meeting

- City of Keizer Employee Compensation Study Implementation
- Code Enforcement/Zoning Technician

AUGUST 11, 1997

5:30 P.M. City Council Work Session

- Community Policing Committee Revisions

AUGUST 18, 1997

7:00 P.M. City Council Meeting

11. **ADJOURN**



July 7, 1997

AGENDA ITEM 4a

**KEIZER POLICE SWEARING IN
OFFICERS ALEXANDER, BANKS AND SMITH**

COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 4a

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

**THROUGH: JOHN N. MORGAN and WALLY MULL
CO-CITY MANAGERS**

**FROM: LT. PAT BOWE
KEIZER POLICE DEPARTMENT**

SUBJECT: SWEARING IN OF POLICE OFFICERS

ISSUE:

John Lien, City Attorney will be present to issue the oath of office to Keizer Police Officers Alexander, Banks and Smith.



July 7, 1997

AGENDA ITEM 4b

VOLUNTEER COORDINATING COMMITTEE APPOINTMENTS

CITY COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 4b

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

**THROUGH: JOHN MORGAN and WALLY MULL
CO CITY MANAGERS**

FROM: TRACY L. DAVIS 
CITY RECORDER

SUBJECT: VOLUNTEER COORDINATING COMMITTEE APPOINTMENTS

BACKGROUND:

In July of 1991 the City Council, by motion created a Volunteer Coordinating Committee to handle volunteer recruitment, work coordination and recognition of City volunteers. In 1993, the City Council further defined the charge of this committee to make recommendations for volunteer appointments to commissions, committees or task forces. These recommendations are then forwarded to the Mayor and/or City Council. The Committee consists of seven members, each who are appointed by individual members of the City Council.

ISSUE:

Recently, resignations were tendered by Volunteer Coordinating Committee members JoAnne Beilke, Les Hendrickson, and Lydia Muniz. Ms. Beilke was serving in Council Position No. 5 (Councilor Miller). Her three year term would have expired on August 30, 1997. Mr. Hendrickson was serving in Council Position No. 2 (Councilor Meier). His term would have expired on August 30, 1999. Serving in the Mayor's position, Ms. Muniz term was scheduled to expire on August 30, 1998. In order for the Volunteer Coordinating Committee to continue their mission, it is important these positions be filled.

RECOMMENDATION:

It is hereby recommended the Council accept the nominations of Councilors Miller and Meier and Mayor Koho for appointments to fill these vacancies on the Volunteer Coordinating Committee.

CITY OF KEIZER

VOLUNTEER COORDINATING COMMITTEE

NAME	ADDRESS	ORIGINAL APT DATE	EXP.
LOIS ANDERSON POSITION #6	1291 Leo Street NE Keizer, OR 97303 H: 390-6248 W: 585-2119	March 1994	August 1997
JOANNE BEILKE POSITION #5 VACANT	3854 304 Avenue N Keizer, OR 97303 H: 390-3776 W: 390-3590	August 1991	August 1997
LESLIE HENDRICKSON POSITION #2 VACANT	7208 Park Terrace Drive Keizer, OR 97303 H: 390-0817 W: 585-0455	September 1990	August 1997
LYDIA LUNZ MAYOR'S POSITION VACANT	6215 1/2 Way NE Keizer, OR 97303 H: 390-0476 W: 585-1224	August 1991	August 1997
JIM NIGHTENGALE POSITION #4	608 Dennis Lane N Keizer, OR 97303 H: 390-2215	May 1994	August 1997
ANNE RASMUS CHAIR POSITION #1	7207 Park Terrace Dr NE Keizer, OR 97303 H: 390-0009	December 1994	August 1998
KIM CARTER POSITION #3	Key Title Co P.O. Box 71 Salem, OR 97301 W: 585-1881	September 1996	August 1999
JERRY MCGEE COUNCIL LIAISON	4310 Shoreline Drive N Keizer, OR 97303 H: 390-2519		
TRACY DAVIS STAFF LIAISON	City Recorder Keizer City Hall W: 390-3700 - ext 108		



July 7, 1997

AGENDA ITEM 5b

OLD BUSINESS REPORT

TO: Mayor Koho and City Council Members

SUBJECT: Old Business Report

- **Keizer Police Clothing Budget**
- **City Manager Recruitment Process**

**Keizer Police Clothing Budget
(Dianne Suek - Finance Officer Pro Tem)**

During the June 23rd Special Council Meeting on Fiscal Year 1997-98 budget, the Police Department budget item for **Clothing** (acct. #010 111 222014) was discussed as to what expenses were included in this account. A review through May 1997 expenditures for Fiscal Year 1996-97 shows that the following categories represent charges to this account:

- Uniforms
- Motorcycle uniforms (including rain gear)
- Shoes and boots (and repair)
- Gloves
- Patches
- Belts
- Cleaning of uniforms (up to 8 sets/month)
- Clothing Allowance for non-uniform detectives

Some examples of expenditures:

1. This past year the department replaced their worn-out rain jackets with new blue jackets equipped with yellow strips for greater visibility during the rain at a cost of \$5,813.75.
2. A pair of trousers cost \$86.50
3. A pair of regulation shoes cost \$40.00
4. A pair of bike officer shoes cost \$64.99

Police Department employees who are required to wear regulation uniforms are issued 4 shirts, 2 pair of pants, and 3 jackets (Class A uniform, "tuffy", and rain). In addition to the clothing are a pair of shoes or boots, 1 hat, 1 helmet, a belt, pair of gloves, nameplate, 2 badges and numerous patches. On the average, each set of uniforms and accessories need to be replaced every one to two years, depending upon wear and tear of the item. Alterations of clothing and repair of shoes/boots also are expenditures of this line item.

If you would like additional information on this account, please contact me.

**City Manager Recruitment Process
(Dianne Suek - Personnel Officer)**

The Screening Committee met June 25th to review the 59 applications received for the City Manager position. Committee members are Mayor Dennis Koho, Councilors Al Miller and Garry Whalen, and community representatives Craig Campbell, Jacque Moir, and John Weeks. The Committee narrowed the candidates to 10 finalists. Letters have been sent to the 49 candidates who were not selected for an interview.

A video production company, CQM, Towson, MD, has been contacted to provide video-interview services for the 10 finalists. An informational sheet on CQM's services and cost is enclosed. A list of questions for the finalists is being drafted by Mayor Koho. The finalists will then be contacted to arrange for the video-interview. No contracts have been entered into at this time.

Please contact me if you have any questions about this process.

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

VIDEOTAPED - INTERVIEWS
A Powerful Resource for Employment Candidate Pre-Screening

BROADEN THE SCOPE OF YOUR CANDIDATE SEARCH

Save the Management Time & Travel Expense of Pre-Screening Candidates

CQM Has Over 240 Interview Locations Throughout the U.S.
CQM Interviewers Conduct Interviews in the Candidate's Local Area

You Identify The Candidates & You Design The Questions

Don't eliminate potentially qualified candidates or restrict your search to "local area only" because of budgetary constraints or scheduling conflicts. A 30 minute video-interview affords human resources, hiring managers and search committees the opportunity to see and hear candidate responses to the questions typically asked during the initial face-to-face interview, enabling assessment of communication, interpersonal and presentation skills.

The Process

- 1. You provide CQM with a list of candidates selected through *your* resume review.**
- 2. CQM contacts the candidates to schedule and conduct the interviews.**
- 3. The CQM interviewers use a pre-formatted series of questions, specific to the position, which have been previously designed by you and your organization.**
- 4. Upon completion of each interview, the tapes are sent via priority mail directly to the designated individual in your organization for review and evaluation.**

The Cost

\$175 per 30 minute interview. Normal turnaround time is 7-10 working days.

Call us at 1-800-556-8231 for additional details

BENEFITS OF THE SERVICE

1. Eliminate travel costs for candidate pre-screening.
2. Minimize management time for scheduling and conducting initial pre-screening interviews. Allows optimum time utilization for management.
3. Broaden the scope of the candidate search - the candidate "pool" does not have to be limited due to time, budgetary or geographic constraints.
4. Assess quantitative candidate capabilities simultaneously with qualitative aspects of communication, interpersonal and presentation skills.
5. Tapes provide an objective evaluation tool - interviews by a "neutral" third party are less subjective and require straightforward responses to specific questions.
6. Tapes allow full attention to candidate responses - no need to rely on hastily taken notes, memory or second-hand reporting.
7. Tapes can be reviewed individually or collectively by selection committees, human resources and hiring managers.
8. Tapes can be reviewed jointly with recruiters/consultants for a collective consensus while eliminating "time & expense" interviewing fees.
9. Eliminates candidates that are "window-shoppers" - demonstrates candidate willingness and commitment to the selection process.
10. Enhances EEO/AA compliance by providing an "apples to apples" comparison - each candidate responds to an identical set of questions.



July 7, 1997

AGENDA ITEM 6a

**AMENDMENT TO ZONING ORDINANCE - WIRELESS
TELECOMMUNICATION FACILITIES**

CITY COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 6a

TO: MAYOR AND CITY COUNCIL

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PUBLIC HEARING
WIRELESS COMMUNICATION FACILITIES

DISCUSSION:

Tonight the Council opens its public hearing on proposed revisions to the Zoning Ordinance that will establish standards and processes for dealing with Wireless Telecommunication Facilities.

The Planning Commission initiated this work early this year and, after a great deal of research and discussion, recommended to the Council that an ordinance be developed modeled after the Springfield ordinance.

Staff has prepared draft ordinance revisions for the Council's consideration.

The draft ordinance is based on several premises including:

- Wireless telecommunication towers are allowed in all zones, which implements federal guidelines;
- Wireless telecommunication towers are least desirable within residential neighborhoods, along River Road and Cherry Avenue, and within the Chemawa Activity Center. They are most desirable within heavy industrial areas.

Towers are treated differently depending on the zone in which they are proposed:

- The least restrictive standards are found in the (IG) General Industrial zone.
- More restrictive standards are found in the CG (Commercial General) and P (Public) zones.

- The most restrictive standards are found in the IBC (Industrial Business Park), CM (Commercial Mixed), NC (Neighborhood Commercial), CO (Commercial Office), RS (Residential Single Family), RL (Residential Limited Density), RM (Residential Medium Density), RH (Residential High Density), MU (Mixed Use), UT (Urban Transition), and EFU (Exclusive Farm Use) zones.
- With the increasingly restrictive standards, the review processes become more strident, with building permits only required in the IG zone, site plan review required in the CG and P zones, and a conditional use permit required in all other zones.

While Neighborhood Association and telecommunication industry representatives worked closely with the Planning Commission during development of the draft ordinance, due to the press of other business, Staff has not had an opportunity to circulate the final draft ordinance to these groups for final comments. Therefore, Staff is recommending the hearing be left open until August 4, 1997 to allow the draft to be more fully reviewed by interested parties prior to receiving their testimony.

RECOMMENDATION:

It is recommended Council:

1. Open the public hearing and take testimony; and
2. Continue the Hearing until August 4, 1997.

12.82 WIRELESS TELECOMMUNICATION FACILITIES.

- (a) The purpose of this Section is to provide siting standards and review processes for wireless telecommunications systems facilities locating within the City of Keizer. This purpose shall be realized by implementing new provisions of the Keizer Development Code that will:
 - (1) Regulate the placement, appearance and number of wireless telecommunications systems facilities;
 - (2) Ensure that the citizens of Keizer will have access to a variety of wireless telecommunications systems and providers;
 - (3) Reduce the visual impact of certain wireless telecommunications systems facilities by encouraging collocation;
 - (4) Establish a graduated system of review that will expedite facilities placement in preferred locations; and
 - (5) Implement the applicable provision of the federal Telecommunications Act of 1996.
- (b) DEFINITIONS:
 - (1) ACCEPTABLE SITE. For purposes of siting wireless telecommunications systems facilities, any land planned and zoned Commercial General or Public.
 - (2) ANTENNA. The specific device used to capture an incoming and/or transmit an outgoing radio-frequency signal. This definition shall include omni-directional (whip) antennas; directional (panel) antennas; parabolic (microwave dish) antennas; and ancillary antennas (i.e., GPS). All other transmitting or receiving equipment not specifically described herein shall be regulated in conformity with the type of antenna described herein which most closely resembles such equipment.
 - (3) ATTACHED WTS FACILITY. An existing pole, tower or other structure capable of accommodating a WTS facility antenna, whether originally intended for such use or not.
 - (4) BACKHAUL NETWORK. The land lines that connect a WTS provider's radio signals to one or more cellular telephone

switching offices and/or local or long distance providers, or the public switched telephone network.

- (5) **CELL.** A geographic area where a single radio transmission sending/receiving station (per provider) and the equipment necessary to connect these radio calls to land lines or other cells are located.
- (6) **COLLOCATION.** Two or more WTS providers utilizing a structure or site specifically designed and/or approved for such multiple use, and including equipment shelters.
- (7) **CONDITIONALLY SUITABLE SITE.** For purposes of siting wireless telecommunications systems facilities, any land planned and zoned Industrial Business Park, Commercial Mixed, Neighborhood Commercial, Commercial Office, Residential Single Family, Residential Limited Density, Residential Medium Density, Residential High Density, Mixed Use, Urban Transition, and Exclusive Farm Use.
- (8) **DETACHED WTS FACILITY.** A pole, tower or other structure designed and intended to support WTS facility antennas.
- (9) **EQUIPMENT SHELTERS.** For purposes of siting wireless telecommunications systems facilities, the buildings, structures, cabinets or vaults used to house and protect the equipment necessary to connect/relay radio signals from cell site to cell site and to land line systems. Associated equipment such as air conditioning or emergency generators shall be considered appropriate within this definition.
- (10) **FCC.** The Federal Communications Commission; the federal agency that regulates interstate and international communications by radio, television, wire, satellite and cable.
- (11) **LATTICE TOWER.** For purposes of siting wireless telecommunications systems facilities, a WTS support structure which consists of metal crossed strips or bars and which supports antennas and related equipment for one or more WTS provider.
- (12) **MONOPOLE.** For purposes of siting wireless telecommunications systems facilities, a WTS support structure which consists of a single tapered steel pole and which supports antennas and

related equipment for one or more WTS provider.

- (13) **PREFERRED SITE.** For purposes of siting wireless telecommunications systems facilities, any land planned and zoned General Industrial.
 - (14) **PUBLIC UTILITY FACILITY- High Impact:** Electric power transmission lines (greater than 69 KV), poles and substations, gas pipe lines and valve stations; sanitary sewer treatment plants or effluent ponds; water treatment facilities, including filtration plants greater than 2.5 million gallon capacity per day; fire/ ambulance stations.
 - (15) **STEALTH DESIGN.** A variety of techniques used to disguise or mitigate the visual presence of WTS support structure, including, but not limited to screening by mature trees (75% or more of pole beneath tree canopy), mimicking common features of the urban landscape (light poles, church steeples, trees, etc.), painting antennas to match the color of supporting building walls, or roof mounting behind parapets.
 - (16) **WIRELESS TELECOMMUNICATIONS FACILITIES.** The site, structures, equipment and appurtenances used to transmit, receive, distribute, provide or offer wireless telecommunications services. This includes, but is not limited to antennas, poles, towers, cables, wires, conduits, ducts, pedestals, vaults, buildings, electronics and switching equipment.
 - (17) **WIRELESS TELECOMMUNICATIONS SYSTEMS (WTS).** The sending and receiving of radio frequency transmissions and the connection and/or relaying of these signals to land lines and other sending and receiving stations (cell sites), and including cellular radiotelephone, personal communications services, enhanced/specialized mobile radio, and commercial paging services.
- (c) **SITING AND REVIEW PROCESS FOR WIRELESS TELECOMMUNICATIONS SYSTEMS FACILITIES.** The siting and review process for WTS facilities is based on the type of facility (monopole, stealth design or collocation) and its proposed location in a Preferred Site (IG zoning districts). Acceptable Site (CG or P zoning districts) or Conditionally Suitable Site (IBP, CM, NC, CO, RS, RL, RM, RH, MU, UT OR EFU zoning districts). The development review process for wireless telecommuni-

cation systems (WTS) facilities shall be as follows:

- (1) Building and Electrical Permits Only Required
 - (i) An attached WTS facility (existing structure, including collocation on cell tower) on a Preferred Site, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment.
 - (ii) A detached WTS facility (monopole designed for collocation) on a Preferred Site, set back from all property lines a distance equal to or greater than the height of the tower, including equipment shelters, buildings and cabinets housing WTS land line switch/connection equipment.
 - (iii) A detached, stealth design WTS facility on a Preferred Site not abutting residential zoning districts, observing all setback and height limits of the underlying zone, and all setback limits of the underlying zone unless it is demonstrated that locating the proposed facility within the required setback area will take advantage of an existing natural or artificial feature to conceal the facility or minimize its visual impacts, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment.
 - (iv) An attached WTS facility on an Acceptable Site, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment.
 - (v) A WTS facility, including antennas and switching/connection equipment to land lines, affixed to an existing utility pole, but no higher than 10 feet above the height of the pole.
- (1) Site Plan Review. The Community Development Director shall review the following permits and have discretionary authority to approve them or approve them with conditions. In addition to (1) above, the following standards apply:
 - (i) A detached, stealth design WTS facility on a Preferred Site, that abuts a residential zoning district but is not set

back a distance equal to or greater than the height of the structure, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment, unless it is demonstrated that locating the proposed facility within the required setback area will take advantage of an existing natural or artificial feature to conceal the facility or minimize its visual impacts.

- (i) A detached, stealth design WTS facility on an Acceptable Site, observing all height limits of the underlying zone, and all setback limits of the underlying zone unless it is demonstrated that locating the proposed facility within the required setback area will take advantage of an existing natural or artificial feature to conceal the facility or minimize its visual impact, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment.
- (ii) An attached WTS facility on a Conditionally Suitable Site, no higher than 10 feet above the existing structure, including equipment shelters, building and cabinets housing WTS land line switching/connection equipment.
- (i) A detached, stealth design WTS facility on a Conditionally Suitable Site, observing all height limits of the underlying zone and all setback limits of the underlying zone unless it is demonstrated that locating the proposed facility within the required setback area will take advantage of an existing natural or artificial feature to conceal the facility or minimize its visual impacts, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment.
- (i) All detached WTS facilities, on any site, within 1,000 feet of an existing detached WTS facility.
- (i) All detached WTS facilities 50 feet or taller, on any site, and not designed or intended for collocations.
- (1) Conditional Use Approval. In addition to (a) and (b) above, a conditional use permit is required for the following facilities. The following additional standards apply:

- (i) All WTS facilities in the Willamette River Greenway Overlay District.
 - (i) All WTS facilities that exceed the height limit of the underlying zoning district on any site, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment unless height limit provisions are exempted elsewhere in this Code.
 - (i) All detached non-stealth design WTS facilities on any site abutting a residential or commercial mixed or mixed use zoning district when the height of the structure exceeds the height limit of the residential zoning district and the setback of the WTS facility is less than the height of the structure, including equipment shelters, buildings and cabinets housing WTS land line switching/connection equipment.
 - (i) All detached WTS facilities on any site located within 1,000 feet of an existing WTS facility that was designed to accommodate multiple users and that has space available.
 - (i) All detached WTS facilities located within public street or railroad rights of way where the actual location of the proposed WTS facility immediately abuts residential, Commercial Mixed, or Mixed Use zoning districts.
 - (i) Lattice towers in any zoning district.
- (1) Prohibited WTS facilities
- (i) Any WTS facility in the public right of way that severely limits access to adjoining property, that limits public access or use of the sidewalk, or that constitutes a vision clearance violation.
 - (i) Any detached WTS facility taller than 150 feet above finished grade at the base of the tower.
- (1) Standards for siting WTS facilities shall be as follows:
- (i) All WTS facilities shall observe minimum lot size, lot cov-

erage, building height and building setback requirements of the underlying zoning district unless specifically exempted or otherwise regulated by this Section. Underground facilities may encroach upon required yards or may be placed in appropriate easements.

- (i) All WTS facilities shall be landscaped at the base of towers/poles, and completely around equipment shelters. Lighting of towers shall be as required by the FAA. All other lighting must be deflected away from adjoining property.
 - (ii) Any WTS facility sited on or designed with any of the following attributes shall first receive FCC approval, as specified in FCC Rules 1.1301 - 1.1319, as a condition of City approval prior to construction: Wilderness Area; Wildlife Preserve; Endangered Species; Historical Site; Indian Religious Site; Flood Plain; Wetlands; High Intensity White Lights in Residential Neighborhoods; Excessive Radio frequency Radiation Exposure.
- (1) Application requirements for WTS facilities shall be as follows:
- (i) WTS providers whose proposals conforms with the provisions of Subsection (1)(a) of this Ordinance requiring building and electrical permits only shall submit the following information with the application for permits:
 - (ii) A copy of that portion of the lease agreement (or lease memo) with the property owner, that includes collocation provisions (where applicable), facility removal within 90 days of abandonment and a bond to guarantee removal shall be submitted for review prior to development permit approval.
 - (i) A signed statement from the applicant agreeing to allow collocation on the applicant's structure (where applicable).
 - (i) A map of the city showing the approximate geographic limits of the "cell" to be created by the facility. This map shall include the same information for all other facilities owned or operated by the applicant within the City, or

extending within the City from a distant location, and any existing detached WTS facilities of another provider within 1,000 feet of the proposed site.

- (ii) An engineer's analysis/report of the recommended site location area for the proposed facility. If an existing structure approved for collocation is within the area recommended by the engineer's report, reasons for not collocating shall be provided and must demonstrate at least one of the following deficiencies:
 - (1) the structure is not of sufficient height to meet engineering requirements;
 - (2) the structure is not of sufficient strength to accommodate the WTS facility;
 - (3) electromagnetic interference for one of both WTS facilities will result from collocation; or,
 - (4) the radio frequency coverage objective cannot be adequately met.
- (i) A plot plan showing: the lease area; antenna structure; height above grade and setback from property lines; equipment shelters and setback from property lines, access; connection point with land line system; and all landscape areas intended to screen the WTS facility.
- (ii) The method(s) of stealth design (where applicable)
- (ii) An engineer's statement that the RF emissions at grade, or at nearest habitable space when attached to an existing structure comply with FCC rules for such emission; the cumulative RF emissions if collated.
- (ii) A description of the type of service offered (voice, data, video, etc.) and the consumer receiving equipment.
- (ii) Identification of the provider and backhaul provider, if different.
- (ii) Provide the RF range in Megahertz and the wattage out-

put of the equipment.

- (i) Provide facilities maintenance regimen.
 - (i) Zoning and Comprehensive Plan designation of proposed site.
 - (i) Provide FAA determination.
- (1) WTS providers whose proposals conforms with the provisions of Subsection (1)(b) of this Section requiring Site Plan Review approval shall the following additional information:
- (i) Items 1-4 and 6-13 in Subsection (1)(a) above.
 - (i) Photosimulations of the proposed WTS facility from the four cardinal compass points and/or abutting right of way, whichever provide the most accurate representation of the proposed facility from a variety of vantage points.
 - (ii) The distance from the nearest WTS facility and nearest collocation site.
- (1) WTS providers whose proposals conforms with the provisions of Subsection (1)(c) of this Ordinance requiring Conditional Use approval shall submit the following information:
- (i) Items 1-3 in Subsection (1)(b) above.
 - (i) Responses to the following additional Conditional Use criteria:
 - (1) an engineer's statement demonstrating the reasons why the WTS facility must be located at the proposed site (service demands, topography dropped coverage, etc.);
 - (2) an engineer's statement demonstrating the reasons why the WTS facility must be constructed at the proposed height; and
 - (3) verification of good faith efforts made to locate or

design the proposed WTS facility to qualify for a less rigorous approval process (building permit or site plan approval).

- (1) The Zoning Administrator, or appellant body, shall use the preceding criteria in addition to the Conditional Use criteria in Chapter 8 of this Code to evaluate the proposal. The Zoning Administrator, or appellant body, shall not grant approval of the request unless each of these criteria have been met.
- (b) Failure to comply with the standards, provisions and conditions of this Section, and any other applicable Section of this Code, may be enforced through the Civil Infractions Ordinance.
- (a) Private amateur radio (HAM) antennas, their support structures, and direct to home satellite receiving antennas are exempt from the WTS facilities siting and review provisions of the Code, but shall otherwise comply with the applicable provisions of the underlying zoning districts in which they are located to the extent that such provisions comply with Federal Communications Commission policy.
- (a) The provisions of this Section shall be reviewed no later than 5 years from their date of adoption. This review ensures contemporaneity with technological changes made in this industry.



July 7, 1997

AGENDA ITEM 7b

**ORDINANCE - COMP PLAN AMENDMENT/ZONE
CHANGE/SUBDIVISION - CASE NO. 96-05 - SPECIAL POLICY
AREA (WHALEN/CHANDLER/PIERCE)**

CITY COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 7b

TO: MAYOR AND CITY COUNCIL

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: COMPREHENSIVE PLAN/ZONE CHANGE/SUBDIVISION CASE 96-05

DISCUSSION:

This matter was last postponed on June 23rd in order to allow more consideration by Keizer and Salem of the City of Keizer's proposal for resolving current issues. Salem is scheduled to take action at noon on July 7th. Staff will brief Council on the results of Salem's work.

RECOMMENDATION:

The Council, based on the strategy its develops to deal with Salem on the SPA issues, should either adopt the ordinance approving the Comprehensive Plan amendment, zone change, and subdivision tonight, or hold the matter over until a date certain in the future.



July 7, 1997

AGENDA ITEM 7a

**RESOLUTION - AMENDMENT TO
CLASSIFICATION/COMPENSATION PLAN FOR
UNREPRESENTED EMPLOYEES**

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

FROM: DIANNE SUEK
PERSONNEL OFFICER

THROUGH: JOHN MORGAN AND WALLY MULL
CO CITY MANAGERS

SUBJECT: AMENDMENT TO CLASSIFICATION/COMPENSATION PLAN FOR UNREPRESENTED EMPLOYEES

BACKGROUND:

The City of Keizer and Keizer Police Association negotiated a new contract that City Council approved at their June 16 Council meeting. The contract allows for 5% increases July 1, 1996, 1997, and 1998. Part of the 5% increase includes a 3% cost of living adjustment and 2% for catch-up to market salaries.

They also received the following compensatory benefits:

1. An increase in ICMA 457 deferred contribution from 2% to 6%;
 2. An additional one week of vacation which can be purchased during the year;
 3. A change in incentives from a flat \$50/mo. to 2.5%/mo. for an AA degree and BPSST intermediate certificate. Historically this benefit has applied to represented employees and police sergeants only;
 4. A change in incentives from a flat \$100/mo. to 5%/mo. for a BA degree and BPSST advanced certificate (represented employees and police sergeants);
 5. A change from \$50/mo. to 2.5%/mo. for fluency in Spanish or American Sign Language. This has applied to all City employees;
- Numbers 3, 4, & 5 have a maximum accrual of 12.5%.
6. For as long as the City's health plan has a co-pay of at least \$10, the City will reimburse 50% of co-payments paid for health benefits in excess of \$100 during the fiscal year. Employees have from July 1-July 15 to submit proof of payment of co-payments in order to be reimbursed the 50%.

Approximately half of the City employees are covered under the Keizer Police Association contract. The Council has historically reviewed the compensation package each year for the un-represented employees, the other half of the work force, to determine what, if any, adjustments should be made. These adjustments have usually involved a cost of living increase, and have in some years included other benefits, such as an increase in the matching amount for deferred compensation.

Staff believes it is important to have a single equity compensation package for all employees. Therefore, the following analysis was prepared based on the new benefits within the KPA contract. This will provide to Council what it will take to create equity in the compensation plan for all City employees.

FISCAL IMPACT:

The following is a cost analysis of a 3% cost of living adjustment and the above mentioned compensatory benefits for non-represented employees.

Cost of Living Adjustment (COLA)

The following is a breakdown of Consumer Price Index for US City Average using data through March 1997.

CPI-U represents the new index, reflecting the buying habits of all urban households.

CPI-W is the revision of the "old CPI", reflecting buying habits of urban wage earners and clerical workers.

<u>CPI-U</u> <u>US City Average</u>	<u>CPI-W</u> <u>US City Average</u>
1. Calendar 1996 = 2.94	Calendar 1996 = 2.92
2. FY 1996-97 -9 mos. avg. = 3.03	FY 1996-97 -9 mos. avg. = 3.01
3. 12 mos. avg. (April 96-March 97) = 2.99	12 mos. avg. (April 96-March 97) = 2.97
Average of the 3 methods = 2.9866	Average of the 3 methods = 2.9666
Average of 2 and 3 above = 3.01	Average of 2 and 3 above = 2.99

Five of the 11 comparable cities have responded to an inquiry on the amount of COLA their non-represented employees will receive effective July 1, 1997. They are:

McMinnville - 3.8%	Newberg - 3.0%	Tualatin - 3.23%
Milwaukie - 3.5% + catch-up	Tigard - 3.0%	Average = 3.306%

The averages of No. 2 and 3 above for both CPI-U and CPI-W is 3.00%

The average of the five comparable cities is 3.31%.

Based upon the above data, I recommend rounding the averages to a 3.00% COLA for all non-represented employees effective July 1, 1997. This is in line with the increase KPA members received July 1, 1996.

Additional annual cost to the City: **\$24,786.**

Compensatory Benefits

1. An increase in ICMA 457 deferred contribution from 2% to 6%.

The City currently contributes on behalf of non-represented employees \$2,824/month. If the same individuals all raised their contributions to 6%, the additional annual cost to the City would be **\$67,772**, or **\$5,648/mo.**

2. An additional one week of vacation to be purchased during the fiscal year.

During the FY 96-97, five employees purchased 40 hours of vacation in conjunction with taking 40 hours of vacation per personnel policies. Using the average hourly salary of these five employees, \$22.70, the annual cost to the City, if an additional 40 hours of vacation was purchased NOT in conjunction with taking vacation, would be **\$4,540**.

The average hourly salary of all non-represented employees is \$16.92. If ALL 32 non-represented employees purchased 40 hours of vacation, the annual cost to the City would be **\$21,660**.

3. Change in incentives from a flat \$50 to 2.5% for an AA degree and BPSST intermediate certificate. These two benefits have historically applied to represented employees and police sergeants only.

One police sergeant holds an AA degree for an additional monthly cost to the City of \$45, or **\$540/year**.

If this was opened to all City employees, there would be no additional cost to the City at this time.

4. An employee who is fluent in Spanish or American Sign Language is also entitled to 2.5%. This applies to all City employees.

Two employees are affected by this change for a total additional cost to the City of \$20/month or **\$240/year**.

5. Change in incentives from a flat \$100 to 5% for a BA degree and 5% for a BPSST advanced certificate (represented employees and police sergeants).

This affects the five sergeants in the police department for an additional increase to the City of \$662/month, or **\$7,944/year**.

If this was opened up to all City employees, the BA degree benefit would affect four additional employees at a cost to the City of \$486/month or **\$5,832/year**.

6. For as long as the City's health plan has a co-pay of at least \$10, the City will reimburse 50% of co-payments paid for health benefits in excess of \$100 during the fiscal year. Employees have from July 1-July 15 to submit proof of payment of co-payments in order to be reimbursed the 50%.

In order for this to be a benefit an employee and/or dependents would have to go to their medical provider in excess of 10 visits per year. Anything above the 10 visits will be reimbursed at 50% of the \$10 or \$5. At the extreme, if ALL 32 non-represented employees made 20 visits per year, the City's cost would be **\$1,600/year**. Since this is the first year of this benefit, it is difficult to ascertain exact costs. As of July 3rd, there have been two reimbursement requests from 'represented' employees.

RECOMMENDATION:

It is recommended the Council approve the revised Classification/Compensation Resolution allowing for a 3% cost of living adjustment, and the compensatory benefits as outlined above for all non-represented employees.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R97- ____

**SETTING FORTH A CHANGE IN THE CLASSIFICATION AND COMPENSATION PLAN BY
AMENDING CERTAIN UNREPRESENTED CLASSIFICATIONS AND A CHANGE IN
COMPENSATION EFFECTIVE JULY 1, 1997.**

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

SECTION 1. That Resolution R97-971 is hereby repealed in its entirety.

SECTION 2. Salary grades for certain management employees have been adjusted based upon a cost of living increase as recommended by the City Manager and approved by the City Council, and are currently assigned to the following management classifications, effective July 1, 1997.

<u>CLASS TITLE</u>	<u>FLAT</u>	<u>BASE MONTHLY PAY RANGES</u>				
		1	2	3	4	5
City Manager	\$5,587					
Chief of Police		\$4,390	\$4,609	\$4,840	\$5,082	\$5,336
City Recorder		\$2,549	\$2,677	\$2,811	\$2,951	\$3,099
Community Development Director		\$4,338	\$4,555	\$4,783	\$5,022	\$5,273
Finance Director		\$4,328	\$4,544	\$4,772	\$5,010	\$5,261
Police Lieutenant		\$3,797	\$3,986	\$4,186	\$4,395	\$4,651
Police Sergeant		\$3,229	\$3,391	\$3,560	\$3,738	\$3,925
Public Works Director		\$4,356	\$4,574	\$4,802	\$5,042	\$5,295

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

<u>CLASS TITLE</u>	<u>FLAT</u>	<u>BASE MONTHLY PAY RANGES</u>				
		1	2	3	4	5
Municipal Utility Worker		\$1,833	\$1,925	\$2,021	\$2,122	\$2,229
Waterworks Operator		\$2,267	\$2,380	\$2,499	\$2,624	\$2,756
Waterworks Supervisor		\$3,022	\$3,173	\$3,332	\$3,498	\$3,673
Water Production/Quality Technician		\$3,022	\$3,173	\$3,332	\$3,498	\$3,673
Parks Superintendent/Cross Connection Supervisor		\$3,022	\$3,173	\$3,332	\$3,498	\$3,673

///

///

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

<u>CLASS TITLE</u>	<u>BASE MONTHLY PAY RANGES</u>					
	FLAT	1	2	3	4	5
Police Officer		\$2,568	\$2,696	\$2,831	\$2,973	\$3,122
Support Specialist		\$1,902	\$1,997	\$2,097	\$2,202	\$2,312

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

<u>CLASS TITLE</u>	<u>BASE MONTHLY OR HOURLY PAY RANGES</u>					
	FLAT	1	2	3	4	5
Accountant		\$2,538	\$2,665	\$2,798	\$2,938	\$3,085
Administrative Assistant		\$2,120	\$2,226	\$2,337	\$2,454	\$2,577
Associate Planner		\$2,756	\$2,894	\$3,039	\$3,191	\$3,350
Clerical Specialist		\$1,643	\$1,725	\$1,811	\$1,902	\$1,997
Community Services Officer		\$1,902	\$1,997	\$2,097	\$2,202	\$2,312
Municipal Court Clerk		9.77	10.26	10.78	11.32	11.88
Utility Billing Clerk I		\$1,643	\$1,725	\$1,811	\$1,902	\$1,997
Utility Billing Clerk II		\$1,788	\$1,877	\$1,971	\$2,070	\$2,173
Water Office Supervisor		\$2,468	\$2,591	\$2,721	\$2,857	\$3,000

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

<u>CLASS TITLE</u>	<u>BASE HOURLY PAY RANGES</u>					
	FLAT	1	2	3	4	5
Accounting Clerk		9.48	9.95	10.45	10.97	11.52
Recording Clerk		9.29	9.76	10.24	10.76	11.29

///

///

///

SECTION 7. A City employee who is determined to be fluent in a second language which is deemed to be of benefit to the City, shall receive a maximum incentive of *two and one-half percent (2.5%)* per month. Determination of whether the second language is of benefit to the City, will be at the discretion of the City Manager. Fluency will be determined by the City Manager, based upon a standard and testing program which the City will implement by policy with the assistance of high school and/or college faculty members and/or court-approved translators.

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

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

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

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

REGULAR EMPLOYEES

1-2 yrs. @ 6.7 hours
3-4 yrs. @ 8 hours
5-9 yrs. @ 10 hours
10-14 yrs. @ 12 hours
15 + yrs. @ 16.67 hours

DEPARTMENT HEADS

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

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

1 **SECTION 11.** Sick-leave shall accrue at the rate of 8 hours per month for full-time employees, and shall
2 be prorated accordingly for part-time employees. Sick-leave may be accumulated to a maximum of 960 hours and
3 carried over to the next year. Provided, however, that the employee in the classification of Public Works Director
4 hired prior to June 30, 1985 who has excess of 960 hours of accumulated sick leave shall be entitled to carry up to
5 1460 hours. The 1460 hours shall be reduced based upon sick leave usage.

6
7
8 **SECTION 12.** Compassionate Leave: 5-days for each death in the immediate family.
9

10 **SECTION 13.** The City shall pay an incentive of two and one-half percent (2.5%) per month to a
11 Sergeant holding an Associate of Arts Degree. The City shall pay five percent (5%) to a Sergeant holding a
12 Bachelor's degree from an accredited college or university.
13
14

15 **SECTION 14.** Standby pay for Water Department is \$100.00 per week for 24-hour standby.
16
17

18 **SECTION 15.** The City shall pay an incentive of:
19
20 \$0.10 per hour for Waterworks Certification I;
21
22 \$0.25 per hour for Waterworks Certification II;
23
24 \$0.75 per hour for Waterworks Certification III;
25
26 2.5% per month for an Intermediate BPSST Certificate;
27
28 5% per month for an Advanced BPSST Certificate.
29
30

31
32 **SECTION 16.** Mileage reimbursement for all employees is set by current IRS rate.
33
34

35 ///

36
37 ///

38
39 ///

40
41 ///

42
43 ///

44
45 ///

46
47 ///

SECTION 17. RETIREMENT PLAN:

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

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

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

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

SECTION 18. HEALTH AND WELFARE

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

PASSED this ____ day of _____, 1997.

SIGNED this ____ day of _____, 1997.

Mayor

City Recorder

///

///

///

k\admin\comp97



July 7, 1997

AGENDA ITEM 7c

**AUTHORIZING CITY MANAGERS PRO TEM TO
INCREASE LIABILITY INSURANCE**

CITY COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 7c

TO: MAYOR AND CITY COUNCIL

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: INCREASE IN LIABILITY INSURANCE

DISCUSSION:

The Council discussed increasing the City's general liability coverage during the budget proceedings. Staff indicated it would explore coverage availability and costs.

Staff worked with its insurance agent-of-record to find options to add umbrella liability coverage to the existing policy. Attached to this report is a copy of the total insurance proposal we intend to enter into for this fiscal year. Please note the last page which lists the additional amounts for adding different increments of additional umbrella coverage.

The Council, during the budget discussion, generally identified \$10,000,000 as being a target for general liability coverage. This amount was also recommended by the City's Insurance Agent. On the last page of the proposal, the Council will note that adding \$8,000,000 to the City's existing \$2,000,000 in general liability will add \$19,592 to the annual premium.

The City has been subject to numerous claims and suits over the last year stemming from flooding events. The city may be additionally exposed by its pending agreement with Salem concerning the Willow Lake Treatment Plant and personnel issues. Therefore, Staff supports the Council direction to add additional liability coverage.

While an additional \$19,592 is not specifically included in the City Budget, staff believes it can be absorbed in the various funds through the course of the fiscal year.

RECOMMENDATION:

It is recommended Council, by motion, authorize raising the City's general liability insurance to a total of \$10,000,000 and direct the Co-Managers to enter into the necessary agreements and pay the necessary premiums to effect this change.

CITY OF KEIZER
INSURANCE PROPOSAL
07/01/97 TO 07/01/98
NORTHLAND CASUALTY COMPANY
CITY COUNTY INSURANCE SERVICES
HARTFORD STEAM BOILER

NORTHLAND CASUALTY/LIABILITY & AUTO:

GENERAL LIABILITY/ ERRORS & OMISSIONS:	\$2,000,000 COMBINED SINGLE LIMIT BODILY INJURY/PROPERTY DAMAGE \$2,000,000 ANNUAL AGGREGATE \$250 DEDUCTIBLE PROPERTY DAMAGE
---	--

EMPLOYMENT RELATED PRACTICES	\$ 500,000 EA. CASE \$1,000,000 ANNUAL AGGREGATE
---------------------------------	---

AUTOMOBILE LIABILITY:	\$2,000,000 COMBINED SINGLE LIMIT BODILY INJURY/PROPERTY DAMAGE \$250 DEDUCTIBLE PROPERTY DAMAGE
-----------------------	--

AUTOMOBILE PHYSICAL DAMAGE:	COMPREHENSIVE DEDUCTIBLE: \$250 COLLISION DEDUCTIBLE: \$500 (INCL. HIRED AUTO PHYSICAL DAMAGE - \$7,000 LIMIT)
--------------------------------	---

SUBTOTAL: \$68,595

CITY COUNTY INSURANCE/PROPERTY:
HARTFORD STEAM BOILER/BOILER & MACHINERY:

BLANKET PROPERTY LIMIT:	\$4,702,337 TOTAL BUILDINGS, CONTENTS, COMPUTER & MOBILE EQUIPMENT
-------------------------	--

PROPERTY DEDUCTIBLE:	\$ 1,000	\$ 6,085
----------------------	----------	----------

BOILER & MACHINERY:	\$2,500,000 COMPREHENSIVE FORM \$ 2,500 DEDUCTIBLE	\$ 1,000
---------------------	---	----------

NOTE: EARTHQUAKE AND FLOOD ARE INCLUDED IN PROPERTY. FLOOD DEDUCTIBLE IS \$50,000. EARTHQUAKE DEDUCTIBLE IS 5% OF TOTAL VALUES AT EACH LOCATION, SUBJECT TO \$50,000 MINIMUM DEDUCTIBLE. TOTAL AVAILABLE LIMIT = \$10,000,000.

TOTAL ANNUAL PREMIUM.....\$75,680

OPTIONAL PROPERTY QUOTE:

CITY OF KEIZER
INSURANCE PROPOSAL
07/01/97 TO 07/01/98
CHUBB INSURANCE COMPANY (PROPERTY)

BLANKET BUILDINGS & BUSINESS PERSONAL PROPERTY LIMIT:	\$4,206,059
BOILER & MACHINERY:	\$INCLUDED IN LIMIT
CONTRACTORS' EQUIPMENT:	\$ 393,393
COMPUTER EQUIPMENT:	\$ 102,885
PROPERTY DEDUCTIBLE:	\$ 1,000

TOTAL ANNUAL PREMIUM: \$7,131

NOTE! ABOVE PREMIUM DOES NOT INCLUDE EARTHQUAKE OR FLOOD. SEE BELOW:
=====

OPTIONAL EARTHQUAKE QUOTE: \$2,000,000 POLICY LIMIT;
\$250,000 DEDUCTIBLE: \$3,000 ANNUAL PREMIUM

OPTIONAL FLOOD QUOTE: \$2,000,000 POLICY LIMIT;
\$250,000 DEDUCTIBLE; \$2,000 ANNUAL PREMIUM
(WOULD NOT COVER PROPERTY LOCATED IN FLOOD ZONE A)

**CITY OF KEIZER
INSURANCE PROPOSAL
WORKERS COMPENSATION
CITY/COUNTY INSURANCE SERVICES
07/01/97 TO 07/01/98**

ESTIMATED ANNUAL PAYROLLS:

7520 WATERWORKS OPERATIONS: \$287,687
7720 POLICE OFFICERS: \$1,310,757
8411 VOLUNTARY MUNICIPAL PERSONNEL: \$96,000
8742 SALESPERSONS, COLLECTORS OR MESSENGERS: \$258,336
8810 CLERICAL: \$379,967
8820 ATTORNEYS & CLERICAL: \$24,684
0042 LANDSCAPE GARDENING: \$24,531
5506 STREET AND ROAD CONSTRUCTION: \$24,632

TOTAL ALL PAYROLLS: \$2,406,594

1997 EXPERIENCE MODIFICATION: .79

ESTIMATED ANNUAL PREMIUM: \$56,274.75
STATE ASSESSMENT @ 4.5%: \$ 2,432.36

LESS: 7% DEFERRAL: (\$ 3,939.23)*
LESS: AGGREGATE DEDUCTIBLE: (\$15,000.00)

NET TOTAL: \$39,767.88

*SUBJECT TO ACCEPTABLE LOSS RATIO

(MAXIMUM PAYABLE: \$58,707.11)

OPTIONAL QUOTE: UMBRELLA POLICY

THE FOLLOWING UMBRELLA LIABILITY LIMITS WOULD BE ADDITIONAL LIMITS OVER AND ABOVE THE \$2,000,000 LIMIT ON THE PRIMARY POLICY:

LIMITS:

ANNUAL PREMIUM:

\$1,000,000 UMBRELLA POLICY:	\$ 9,848
\$2,000,000 UMBRELLA POLICY:	\$13,130
\$3,000,000 UMBRELLA POLICY:	\$14,772
\$4,000,000 UMBRELLA POLICY:	\$15,592
\$5,000,000 UMBRELLA POLICY:	\$16,592
\$6,000,000 UMBRELLA POLICY:	\$17,592
\$7,000,000 UMBRELLA POLICY:	\$18,592
\$8,000,000 UMBRELLA POLICY:	\$19,592



July 7, 1997

AGENDA ITEM 8a

**EMPLOYEE HIRING THAW/CAPITAL OUTLAY LIMIT
REVOCATION**

CITY COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 8a

TO: MAYOR AND CITY COUNCIL

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: EMPLOYEE HIRING THAW – CAPITAL OUTLAY LIMIT REVOCATION

DISCUSSION:

In the wake of the adoption of Measure 47 last November, the City Council established two policies limiting large expenditures of money without Council approval. The areas requiring approval are hiring new employees and expending capital improvement funds in excess of \$6,000.

Now that the City has a new tax base and has adopted a budget for FY 97-98, Staff is recommending these two restrictions be removed. The City administration will use funds only in accordance with the adopted budget and within budget authority. Council oversight is no longer necessary.

It should be noted that the Council will continue to be required to approve new hires until a permanent City Manager is appointed.

RECOMMENDATION:

It is recommended the Council, by motion, rescind the requirement to have Council approval for hiring new employees and expending capital improvement funds in excess of \$6,000.00.



July 7, 1997

AGENDA ITEM 8b

COMMUNITY TV/CCTV

CITY COUNCIL MEETING: JULY 7, 1997

AGENDA ITEM NUMBER: 8b

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

FROM: WALLY G. MULLIN
PUBLIC WORKS DIRECTOR

SUBJECT: COMMUNITY TV/CCTV

BACKGROUND:

As of 30 June 1997 our agreement with CCTV to broadcast Council meetings and the Keizer Community Town Forum has expired. Council is currently undergoing a survey to determine the public interest in CCTV. The Cable Regulatory Commission is putting together a proposal as to the cost of joining the (CRC) and to continue community TV work with CCTV.

While these two processes are being completed CCTV has agreed to extend the working agreement with CCTV for three months.

FISCAL IMPACT:

The current working agreement calls for a monthly fee of \$1,000.00. The extension of the agreement, for the three month period, would be at a cost of \$2,000.00 per month. Our current agreement was subsidized by job training funds that have since run out.

Funding for the three month extension is available in the General Fund Administration Contractual Services line item.

RECOMMENDATION:

Council by motion extend the working agreement with CCTV for a three month period at a cost of \$2,000.00 per month.



July 7, 1997

AGENDA ITEM 8C

COUNCIL MANAGEMENT COMMITTEE

CITY COUNCIL MEETING: July 7, 1997

AGENDA ITEM NUMBER: 8C

TO: MAYOR AND CITY COUNCIL

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: COUNCIL/MANAGEMENT COMMITTEE

DISCUSSION:

The Council/Management Committee was formed on April 7, 1997 and has been meeting weekly since then. The committee was formed to provide a closer communication link between the Council members and the Co-City Managers. The committee was set up to include the Mayor, the Council President, and one councilor. That councilor seat is a rotating position starting with Council position #1 moving through #6 (excluding the Council president) with each councilor taking a three month term on the committee

All members have found the committee to be extremely useful in following up on Council meetings, bringing up new issues, and informally discussing affairs of the City. However, in three month's time, the committee has determined that the membership structure does not allow an adequate opportunity for each councilor to participate in the committee. It also has been determined that the Mayor and Council President do not need to both be members of the committee at the same time.

Therefore, the committee, at its meeting on July 2, developed a revised schedule which results in rotating more councilors through the committee in a shorter timeframe. That proposed schedule is:

POSITION 1	FROM	THROUGH	POSITION 2	FROM	THROUGH	POSITION 3	FROM	THROUGH
Mayor	4/97	7/97	Councilor 1	4/97	6/97			
President	4/97	12/97	Councilor 2	7/97	9/97	Councilor 5	8/97	10/97
Mayor	1/98	6/98	Councilor 4	10/97	12/97	Councilor 6	11/97	1/98
President	7/98	12/98	Councilor 5	1/98	3/98	Councilor 1	2/98	4/98
			Councilor 6	4/98	6/98	Councilor 2	5/98	7/98
			Councilor 1	7/98	9/98	Councilor 4	8/98	10/98
			Councilor 2	10/98	12/98	Councilor 5	11/98	1/99

RECOMMENDATION:

It is recommended the Council, by motion, revise the structure of the Council/Management Committee by adopting the rotation schedule given above.



July 7, 1997

AGENDA ITEM 8d

**APPROVAL OF MAY 5, 1997 CITY COUNCIL
REGULAR SESSION MINUTES**

MINUTES
KEIZER CITY COUNCIL
Monday, May 5, 1997
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Koho called the regular meeting to order at 7:11 p.m. Roll call was taken as follows:

Present:

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

Absent:

Dawn Meier, Councilor

Staff:

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

**PUBLIC
TESTIMONY**

Robert Bell, 1650 Sieberg Street NE, Keizer read the Council a written statement regarding street maintenance on Sieberg Street. He said the street is in a sad state of disrepair and asked for help from the City. The statement included signatures of others in the area. In answer to a question by Mayor Koho, Mr. Bell stated they were interested in maintenance, not paving. He also mentioned the dust problem which might be remedied by oil.

Wally Mull, Public Works Director, noted Sieberg was a street that previously did not have enough interested residents to form a Local Improvement District (LID) for the necessary improvements. The City's current policy is not to maintain streets, such as Sieberg, which do not meet City standards. He asked the Council for direction.

Councilor McGee asked for creation of a survey of all streets in that condition. He said a recommendation could then be made regarding action to be taken. Mr. Mull confirmed the list might

contain 10 to 12 streets. Councilor McGee remembered a previous survey on the issue and requested it be updated. Councilor Beach asked if the neighbors had been contacted about forming a LID at this time. Mr. Bell said he had and the opposition to the District was still the same. At least three of the four Sieberg residents would be more than willing to help offset maintenance costs. Councilor Beach asked if such a venture could take place. Mr. Mull said improvements are difficult when only part of the residents wish to pay.

Mr. Mull offered to update the list and return to the Council for review. Councilor Keller asked about the effort required for grading to be done. Although he believed review of the streets should be done, he did not want Sieberg to become impassable. Mr. Mull said that could be done but asked if the same action should be taken for the other streets that requested grading.

Mayor Koho suggested the Council consider payment for the improvements by those who would be using the streets. He thought the survey was a beginning but perhaps creative solutions could be devised. Councilor Keller, after finding out that the work would be financed from the street fund, felt action should be taken.

Mayor Koho requested the letter also be sent to the Traffic Safety Commission for their review since safety issues are mentioned. Mr. Bell gave a history of the stop signs. Councilor Keller asked if the City Manager had authority to install stop signs. Mr. Mull responded that was the case but the City Engineer is included in the decision making process. He suggested having a grader work on unimproved streets requesting assistance prior to review by the Council.

The Council agreed with the idea and directed staff to see that the road is graded at this time and report back on possible alternatives for improvement to Sieberg and other unimproved streets in the City.

There was no further public testimony.

COMMITTEE REPORTS

AUDIT COMMITTEE REPORT

As Chair, Councilor Beach gave the report from the **Audit Committee** which included Kim Krause, the former Finance Officer, Councilor McGee, and Mayor Koho. He said the Audit was completed by the City's Audit Firm, Mueller, Grove, Muller, Hall and Swank, with Charles Swank serving as the committee representative.

The first recommendation related to interfund borrowing procedure for deficit cash balances at year end, which was adopted by resolution on July 1, 1996. The auditors recommended policies be established for setting cash reserve targets for all funds to be met

over time. This would allow for cash to be carried forward each year.

Councilor Beach also reported some accounting functions will be changed with the installation of new Windows software. Staff will establish procedures to review and reconcile balance sheet accounts on a regular basis. Councilor Beach added some projects will be put on hold until the new Finance Officer is in place.

Another recommendation was a new project cost accounting system which would meet the filing requirements of the State. Councilor Beach stated this would be especially helpful for projects spanning multiple fiscal years. A fixed asset control system was an audit recommendation. He said staff suggested hiring an outside consultant to inventory and tag assets for tracking.

Councilor Beach related a recommendation will come before the Council in the near future to adopt a proposal for outstanding court receivables. Finally, the auditors recommended expenditures be coded to produce a monthly or quarterly analysis of each department at the category level rather than using individual line item expenditures.

In conclusion, Councilor Beach stated the report was quite positive and Ms. Krause did a good job of analysis. He believed the financial affairs are in order and looked forward to the new Financial Officer.

Councilor Keller questioned whether the vehicle being driven by a person with outstanding fines can be impounded or booted. Shannon Johnson, City Attorney, stated Mr. Lien had researched the issue but he could not remember the answer. He did believe the procedure had some problems and he will report the information to the Council at a later date. Councilor Keller wanted that option to be considered as a possible method to recover court receivables.

Councilor McGee complimented Councilor Beach's report. He said he believed a cost accounting system had previously been directed and the Council had been assured the system was in process. He remembered the system especially was to be used on the stadium issue. Mr. Mull said an analysis is being done in the Urban Renewal budget on stadium expenses by category.

As a second point, Councilor McGee believed budgets should be projected from actuals not from the previous budget. For this system to work, coding must be done to the correct category. Finally, he commented that the City is not a partner with the auditors, but the audit is a professional assignment which includes City staff cooperation.

Returning to the accounting for the stadium project, Councilor Miller asked if income is also being tracked. Mr. Mull said both revenue and expenses have been recorded. He agreed to report the revenue at the next meeting.

Mayor Koho moved to accept the audit report for the year ending June 30, 1996. Council President Keller seconded the Motion.

The motion passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

GUBSER NEIGHBORHOOD ASSOCIATION

Greg Lamb, 2323 Latona Drive NE, Keizer, reported for the Gubser Neighborhood Association. Mr. Lamb wished to cover the highlights at this time, however a written report will be submitted at a later time. The Miracle of Lights was a success, complete with donations of food and money for the Food Drive. He said the Association has been actively involved in City affairs, especially Jacques Moir and Allen McKee.

He thanked the City staff and Council members for explaining issues at Association meetings, thus improving neighborhood attendance. During the work on the stadium issue, the association did feel their concerns were heard.

Mayor Koho thanked the association for working with staff and Councilors on issues, sometimes controversial, resulting in compromises or different ideas.

Councilor McGee moved with the acceptance of the annual report, the Gubser neighborhood association has clearly fulfilled all of the requirements as outlined in the Ordinance and extends the recognition of this association for one more year. Councilor Whalen seconded the Motion.

The motion passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

COUNCIL LIAISON REPORTS

The River Road Redevelopment Board report was given by Councilor Beach. He discussed activity on the southwest corner of the River Road and Chemawa intersection. Payless Shoes has withdrawn their application for the site due to circulation problems.

Any driveway would have to be on the extreme west side. He reiterated his desire for the site to become City property.

Councilor Beach reported Mr. Morgan gave project updates, noting considerable commercial interest on River Road and Cherry Avenue. Work is being done on Plymouth Drive improvements. The gateway at Lockhaven and River Road is underway, as is the stadium project.

He thanked Mr. Morgan for his continuous work on the Chemawa Activity Center plan, now adopted. Other changes in the City include, the new Keizer Florist location and movement on the Walgreen Drug Store. Councilor Beach said the next meeting will include goal setting.

Mayor Koho reported the **Traffic Safety Commission** will be submitting a recommendation to the Council regarding vision obstruction. A draft will be distributed to Councilors. He also said the proposed web site, discussed previously, was a draft but work is being done to create a similar site.

The May 1st **Community Policing** meeting was reported on by Councilor Whalen. He said a draft will be submitted to the Council regarding their plans for interaction with the Council. Also a report will be submitted on the results of the Truancy and Curfew ordinances, including survey results on effectiveness. Staff is working with Mr. Mull regarding assurance of officer attendance at meetings. Finally, Councilor Whalen reported Craig Campbell was elected chairperson of the committee.

Councilor McGee reported the **Volunteer Coordinating Committee** sponsored the 5th annual Volunteer Recognition Ceremony where 195 volunteers were recognized. Eighty-eight of the volunteers were students at McNary and Whiteaker Schools. Councilor McGee thanked Anne Rasmus, Volunteer Coordinator, Tracy Davis and Dianne Suek. He said those volunteers who were unable to attend will also be given a small token of appreciation.

OTHER BUSINESS

Mayor Koho welcomed Scouts from Troop 20 at the present meeting. He also gave congratulations to five Keizer Scouts who will be honored with the Eagle Scout award.

A group entitled Citizens for Class Limits are requesting the Keizer Charter be amended to include a limit for class sizes in the schools. The Mayor believed the request to be inappropriate but legal counsel will be questioned.

In answer to a letter to the White House written three months ago, Mayor Koho received a response regarding options for assistance to Keizer flood victims. He also reported attending the Willamette

Valley Livability Forum and will have distribution material soon. The Mayor hoped to schedule a meeting for the Council Trail/Manzanita subcommittee for May 14, 1997 at 6:00 p.m.

Finally, Mayor Koho reported on the Town Hall meeting. He believed participation was good and many issues were raised. On Saturday, May 10, the Town Hall will be taken to the streets. He said visitation of Keizer citizens will take place from 11:00 until 1:00 with sandwiches following.

Councilor Keller was questioned by citizens about excessive noise from vehicle speakers. He asked for Police Department research about whether the noise ordinance covers vehicles. Lieutenant Pat Bowe, of the Department, read ORS 815.232 which addresses sound system amplification. He said citations are class B infractions. If cited three times in one year, the penalty becomes a misdemeanor. Lt. Bowe would need to do additional research regarding coverage under Keizer's ordinance. Councilor Keller asked whether a citizen can make a complaint if no officer is available. The Lieutenant said the owner can be approached but unless the infraction takes place in the officer's presence, no citation can be issued.

Councilor McGee asked that Old Business be on each agenda, even if no items are included. John Morgan, Community Development Director, said that would be done.

Councilor Miller questioned whether the response to the Tree Ordinance editorial had been completed. Mr. Morgan answered that he would try to finish the work this week.

Citing a request from citizens, Councilor Whalen asked for an update on the Skate Board park. Mr. Mull reported an account has been established at Commercial Bank for donations. The organization does not have a tax ID number yet. Discussions still need to be completed on that issue, so large investors wishing to use the number can make their donations. Mr. Mull said a fund raiser is planned for mid-July at City Hall with a skateboard display, temporary ramps and food booths.

Mr. Johnson said the organization wanted the City to accept the contributions but he advised the Financial Officer against that action since the City does not have the setup for such donations. He said other non-profit groups are being considered as umbrella groups but none has been secured. A tax ID number is needed.

A meeting had been arranged with representatives of Unocal regarding the property at the corner of Chemawa and River Road, announced Mr. Morgan. He said development potential will be discussed. Also, tomorrow he has a meeting with property owners

and realtors in area C of the Chemawa Activity Center. They desire to work as a group to market their property which has strong interest from developers.

Mr. Morgan mentioned he, too, is a member of the Willamette Valley Livability Forum. He related a conversation regarding travel to the Portland airport being easier from Keizer than from the east side of Portland resulting in a firm considering a move to Keizer.

Mr. Johnson brought a resolution suspending the street vendor ordinance for the Iris Festival Parade that was not included on the agenda. He noted procedure would be for Council to suspend the rules to consider.

The Council agreed by consensus to suspend the rules to consider the resolution.

Mayor Koho moved a Resolution Authorizing Temporary Suspension of the Ordinance Prohibiting Street Vendors. Council President Keller seconded the Motion.

The motion passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

Continuing Other Business, Mr. Mull reported the design analysis for work on the Labish Ditch has been received. A public hearing was previously scheduled for May 19th but he requested the hearing be held on Tuesday, May 27th. The Council set the hearing for Wednesday, May 28th instead.

The Council had previously been informed that speed humps are being considered on Keizer Road between Verda Lane and Lockhaven. Mr. Mull reported 11 speed humps are being proposed and quotes are being taken. The majority will be near Kennedy School and the Little League field. The area will be used as a testing location and traffic counts taken after installation will be compared to those recorded last summer.

Finally, Mr. Mull noted 65 tons of debris were recycled at the spring cleanup at McNary High School.

Mayor Koho, in looking at his calendar again, noted that the Council of Governments dinner will be held on Wednesday, May 28th. He requested the public hearing for Labish Ditch be held on Thursday, May 29th at 6:00 p.m.

Councilor Beach asked if the citizen with a problem on his water bill had received a resolution. Mr. Mull said the issue had been considered but no final decision had been made. He also said some of the citizen's other issues had been addressed in the Town Hall meeting and at another time. Councilor Beach asked the item be inserted under Old Business to be remembered.

Dianne Suek, reporting as the interim Finance Officer, said the department will continue to operate as in the past. Statements and reports will be timely. She contacted the auditors who will help in the transition into the new fiscal year.

As Personnel Officer, Ms. Suek reported recruitment for the Finance Officer is continuing and hiring is planned for a July 1 start date. For the City Manager, six applications have been received to date.

Lieutenant Bowe reported on the issue raised by Kevin Zielinski at the April 21 meeting. He gave the history of Mr. Zielinski's automobile impoundment. Departmental investigation discovered the officers followed all procedures and policies. The error came from part of the tow policy, which the Lieutenant read. Under that policy, the officer should have had dispatch contact Mr. Zielinski's family when he declined the offer to have a taxi called. Lieutenant Bowe said the officer will receive a work performance documentation letter in his file and Mr. Zielinski will receive a letter of apology.

Mayor Koho asked if towing the automobile was mandatory or discretionary. Lt. Bowe said discretion can always be used. Councilor McGee thanked the Lieutenant for the report and said the training officer should receive a letter in his file. Lt. Bowe clarified the training officer will receive the letter, not the recruit.

Councilor Keller asked if liability increases when an unlicensed person is allowed to drive away after receiving a citation. Lt. Bowe thought the City would be liable if an officer allowed an unlicensed person to drive away, resulting in an accident.

Councilor Beach stated from a conversation with Mr. Zielinski and citizen calls, he believed the towing to be inappropriate. He said the total costs incurred were close to \$400 and he supported a refund of the \$50 administrative fee. Councilor Beach felt an issue such as this gave a "black eye" to community policing.

Councilor Beach moved to refund the \$50.00 administrative fee to be included with a letter from the Keizer Police Department. Mayor Koho seconded the Motion.

Councilor McGee believed the appropriate action was taken and the officers should be supported. His concern was Mr. Zielinski being

left with his son on the street. Mayor Koho felt the refund to be an act of good will and the incident was blown out of proportion. Councilor Beach received several critical citizen phone calls regarding the Keizer Police Department.

Although he supported the motion, Councilor Keller supported the officer's action. He believed strongly unlicensed motorists should be removed from the streets. Councilor Miller agreed with Councilor Keller and supported the ordinance and the officer. He wanted the message to be communicated that Keizer will not tolerate illegal drivers. Mayor Koho mentioned that even members of the Council had been stopped and cited by the Police.

The motion passed with the following votes:

AYES: Beach, Keller, Koho, McGee, Miller and Whalen (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Meier (1)

PUBLIC HEARING

Mayor Koho opened the Public Hearing.

ORDINANCE - AMENDMENT TO KEIZER ZONING ORDINANCE CHAPTER 15 - SIGN CODE REGULATIONS

Mr. Morgan gave the staff report, stating the amendment provides accommodation for the Keizer Stadium. He noted a drawing was available in the packet and also shared photographs from other sites. Mr. Morgan said the changes were recommended by the Planning Commission, including a total sign area of 760 square feet, a total free standing sign area of 680 square feet and a maximum height of the free standing sign of 50 feet.

He reported the Planning Commission wrestled with application of the standard. At the adoption of the Sign Code nearly seven years ago, the question of signage on the freeway was deferred until development occurred. The Commission initiated the process of looking at Sign Code amendments for all freeway businesses and more specifically for the stadium to provide for an opening day timeline. Mr. Morgan clarified action on the stadium sign was not a single issue of favoritism, merely an acceleration of planned work. The present changes are limited to public zones of 4,000 seats or more. Mr. Morgan reported justification for the sign size came from discussion on readability from both lanes of traffic.

In conclusion, Mr. Morgan explained the Council would need to approve Sign Code changes and, in a separate motion, the sign design as part of the lease. He noted that action should be timely to allow for construction.

Mayor Koho entered into the record a letter from Diana Gardner opposing the sign.

Councilor Keller asked for clarification regarding the letter from Mr. Odom of the Oregon Department of Transportation (ODOT). Mr. Odom stated community events could not be advertised on the sign. Mr. Morgan said the state had been approached months ago, about the sign, but no concern was raised until a photo was published in the newspaper. Correspondence was then received regarding the wording on the sign. He said the issue is a matter between ODOT and the Walkers as the sign owners. Mayor Koho said he planned to discuss the issue with Mr. Odom. He also believed the state could not regulate the sign content.

Presenting testimony was:

Bill Stone, president of **Martin Brother Sign Company**, spoke in support of the proposal. His company, working with the Walkers, designed the sign for the Volcanoes. Their goal was to create a sign to effectively disseminate information to drivers on both sides of the freeway. He noted one inch of copy can be read from 40 feet, thus the lettering needed to be 24 inches tall. Mr. Stone said the sign is to be a welcome card or gateway to Keizer and consistent with the design of the stadium.

Councilor Beach asked if Mr. Stone had received objections before when his company had erected signs on state highways. Mr. Stone responded the issue was a legitimate one. He said the sign would not be appropriate on River Road while a River Road sign would not work on the highway. Local jurisdictions have authority regarding signage along I-5. Some interchanges have a maximum height of 50 feet while others require smaller signs. Mr. Stone related the size was dictated by the amount of information to be communicated. He was concerned that northbound traffic may have difficulty reading the lower panel even with the proposed height.

Mayor Koho closed the public hearing.

Councilor Miller moved a bill for an Ordinance Amending Keizer Sign Regulations (KZO Chapter 15) with Regard to Stadium Signs; Amending Ordinance No. 87-078 (Keizer Zoning Ordinance) and Declaring an Emergency. Councilor Whalen seconded the Motion.

Councilor McGee believed a sign was needed but believed a distinction needed to be made between the top and bottom halves of the sign. He thought that while the top half was a welcome, the bottom half was a commercial billboard which did not meet regulations from the sign code. Councilor McGee also did not believe the sign must be readable from both sides. He was not

impressed with the uniqueness, believing the stadium should be treated as any other commercial activity.

Continuing his discussion, Councilor McGee noted the Planning Commission has just received the assignment to revise the sign code to include freeway activities. He thought a good sign code is more of the essence than time, believing the sign could be erected after the code is reviewed. A referral to the Planning Commission could allow the work to be done as a whole.

Councilor Miller disagreed with Councilor McGee, noting he felt relating discussion of signs within the City to the present issue was misleading. He believed freeway location is different and travelers should be able to read the sign from the freeway to attend events. He also disagreed with the comments regarding time. There is no requirement of the team to erect a sign. The owners are paying approximately \$100,000 for the sign through commercial activity which needs advertising. He said lowering the sign would limit commercial activity. Finally, Councilor Miller believed the project was unique, would benefit the community and would advertise the City. The property and the sign will be owned by the City at the end of the lease in 37 years.

Adding to Councilor Miller, Councilor Beach believed a specialist should determine the height and readability of the sign. He did not think comparisons with River Road signage needs were logical and urged deference to the engineer and sign expert.

Mayor Koho noted imposing sign standards adopted for River Road to freeway businesses would be anti-business which he hoped the Council would never be.

Councilor Keller said Councilor McGee did bring up an interesting point regarding how signs for other Chemawa Activity Center businesses could be controlled, when such a large sign is allowed for the stadium. Mr. Morgan said the Planning Commission will spend a great deal of time answering that question. The Commission initially suggested the possibility of business classifications. Mr. Morgan stated the Commission will need to craft a fair balance between aesthetic quality and adequate identification.

Although Councilor Whalen disagreed with Councilor McGee on the Volcano's sign, he supported the concern about the message other developers will receive. He believed the City has a right to set standards for business to be done in Keizer. The stadium is a unique situation and Councilor Whalen felt the Council had a responsibility to the citizens to help create a success.

Councilor McGee clarified his comments regarding River Road comparisons. He did think different standards would apply to the

freeway. He asked if the discussion tonight had a relationship to the billboards which may be negotiated off River Road. Mayor Koho did not see a connection other than the billboard companies would like to relocate out to the freeway. He thought the Council, in the future, may receive a proposal from the companies, offering to remove all the River Road billboards in exchange for freeway locations.

With that possibility, Councilor McGee said a "billboard jungle" could be created on I-5. He attempted to point out the difference between the top panels of the stadium sign and the bottom commercial panels, which he signified as billboard activity.

Councilor Miller said without the three bottom panels, the possibility of having a gateway sign for Keizer was slim. He also clarified that either a larger or smaller sign could have been designed but this one was created to serve the needs effectively. Councilor Miller pointed out the ordinance only sets a standard for stadiums that seat 4,000 or more which he did not believe would soon be duplicated. With such a narrow subject matter for the amendment, he did not believe the change should be delayed while the remaining categories are considered.

Mayor Koho said Councilor McGee's point regarding the height of the advertising panel did relate but he believed the Planning Commission would be raising the limit during their review. He also noted the universal blue tourist oriented signs will be added once traveler businesses are built at the intersection.

Councilor Keller voiced his support for the motion as a part of making the stadium successful, which would result in the City having their investment returned.

The motion passed with the following votes:

AYES: Beach, Keller, Koho, Miller and Whalen (5)

NAYS: McGee (1)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

Councilor McGee asked if the ordinance required an unanimous vote for adoption in this meeting. The Mayor said that it did. Councilor McGee said if the issue were reconsidered, he would change his vote. He noted his position had not changed but a delay would be unnecessary.

Councilor Beach moved for reconsideration of the Motion. Mayor Koho seconded the Motion.

The motion for reconsideration passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

Mayor Koho repeated the Motion for a bill for an Ordinance Amending Keizer Sign Regulations (KZO Chapter 15) with Regard to Stadium Signs: amending Ordinance No. 87-078 (Keizer Zoning Ordinance) and Declaring an Emergency.

The original Motion passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

Councilor Miller moved to approve a sign design as proposed by the Salem-Keizer Volcanoes, Jerry and Lisa Walker, and Martin Brothers Sign Company as presented and with the proposed measurements, according to the lease agreement. Mayor Koho seconded the Motion.

The Motion passed:

AYES: Beach, Keller, Koho, Miller and Whalen (5)

NAYS: McGee (1)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

ADMINISTRATIVE ACTION

ORDER - CONDITIONAL USE - CASE NO. 96-7 CITY OF KEIZER WATER RESERVOIR

Shannon Johnson, City Attorney, reported he was unable to attend the previous Council meeting when discussion occurred regarding the issue. He has since been contacted by an attorney for the appellant who requested a copy of the staff report and the order. She delivered objections to the order to the City. Mr. Johnson said after his review of the objections, he would like to bring the order back to the next meeting. He said the staff has no objections to consideration at the next meeting but no later.

The Council agreed by consensus to hold this matter over for consideration on May 19, 1997.

HOTEL/MOTEL TAX

John Morgan, Community Development Director reported staff is requesting direction on this issue which has appeared before the Council several times. Discussion has previously been deferred until hotels or motels were a reality for Keizer, but Mr. Morgan said a building permit for an 86 unit hotel on the Wittenberg property is

now being processed. Plans are also being made for the Chemawa interchange. He said the question before the Council is whether staff should proceed in analyzing the issue.

Mr. Morgan said staff believed the analysis this time should be based on perceived or real need for the tax. He also said a letter from Greg Frank, of the Keizer Fire District, has been received regarding a desire to participate in the process so their need might be presented. He recommended staff be directed staff to initiate the study, working with the Fire District.

Councilor McGee moved to direct staff to proceed with the study, including the City and Fire District in regards to developing a hotel/motel tax. Councilor Beach seconded the motion.

Councilor Miller pointed out that when the Council received information a year ago from the City Manager, a rough calculation estimated \$75,000 yearly income. Reading portions of the Keizer Fire District letter, Councilor Miller commented that when the amount is divided, portions will not be large enough to make a difference for any of the agencies. He agreed with former Councilor Newton, in having Keizer remain unique, by not having a hotel/motel tax. He will oppose the tax.

Councilor Beach spoke in favor of the motion because he believed additional study is warranted. He thought the original study was based on one motel in the City and at least two are now being considered. Since he felt the calculations were inaccurate, he wanted more staff investigation before making a decision. He said if Keizer is to be unique, let the designation come from something different than giving services away. Mayor Koho agreed with Councilor Beach, saying that any services being given away should be given to Keizer residents, not visitors.

Councilor Keller pointed out both the City and Chamber have wanted to develop material to promote the community. The stumbling block has always been a lack of funds and he would like a proportion of the tax set aside for promotion items.

Councilor Whalen would like to see the issue reconsidered since demand for city and fire services will increase. He also noted the Keizer Fire District does not have a tax vehicle to increase funding. The Councilor believed assisting the Fire District would help the City serve the needs of the community. Noting the Council may discover the tax would not be cost effective, Councilor Whalen believed a study was justified. He thought the tax might be a good communications link for the community.

Councilor McGee believed the Fire Department had a legitimate appeal to request funds. He said the tax should be tied directly to

service needs, i.e. emergency runs, calls for police assistance, etc., similar to a systems development charge. He felt using the tax to promote other activities would be a difficult sell.

In a final comment, Councilor Miller reiterated his opposition to the tax itself, clarifying that he had no objection to sharing the funds with the Fire District.

The motion passed with the following votes:

AYES: Beach, Keller, Koho, McGee, and Whalen (5)

NAYS: Miller (1)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

COMMUNITY POLICING OVERTIME

The staff report was given by Wally Mull, Co-Interim City Manager. Mr. Mull reported the issue had been discussed in March and permission was given to resume overtime for special events. He said several letters had been received from Community Policing Chairpersons desiring the City to continue staffing the district meetings as they previously had been. Mr. Mull discussed with Chief Stull the issue and some ideas for making changes, with no agreement. Since that time, he met with Lt. Bowe, Community Policing Coordinator Jodi Sherwood and the Police Department Management staff regarding the overtime issue. The result of the meeting was a belief Community Policing can continue with changes.

With the Council's concurrence, Mr. Mull proposed staffing the next three District meetings to allow presentation of options to streamline the program. Meetings with the Police Department Management staff has resulted in good ideas and Mr. Mull believed Community Policing can become even more effective.

Councilor Keller did not have an objection but was concerned that the average meeting costs approximately \$300 to staff. This was an issue for him, along with the overtime hours cutting into the officer's personal lives. Mr. Mull agreed and stated some previous Community Policing responsibilities will now be covered by committee members. A suggestion for officers attending every other month will be tried, along with the Department scheduling to avoid overtime. Mr. Mull said Community Policing volunteers will work to develop a program which will continue.

Councilor Miller asked if the ideas given to Chief Stull were reduced to writing. Mr. Mull said the discussion was verbal. Councilor Miller asked if the Chief was then reassigned. Mr. Mull confirmed that was the case. Councilor Miller asked if the attendance drop at Community Policing meetings has been attributed to the Council

cutting overtime. Mr. Mull answered that committee members attending meetings over the past two months have made those comments. He also said interest has been lost for various reasons but now there is enthusiasm to get the program back on track.

Councilor Miller requested the record show that he has always supported overtime for Police officers to attend Community Policing District meetings.

Having received agendas for the District meetings prior to the meeting, Councilor McGee noted mention of an officer's presence was not included. He did not believe attendance was affected by the officer's appearance. In answer to a question, Mr. Mull clarified his plan for the upcoming three meetings. Councilor McGee discussed the costs for those meetings. Mr. Mull reiterated the strategy is to get all the citizens to attend these District meetings so new plans can be unveiled and enthusiasm increased. Councilor McGee agreed with the management philosophy being used.

Stating his position in favor of Community Policing, Councilor Beach did not believe overtime was crucial. He said district leaders seem to think all officers must be present for successful meetings, which was in opposition to his thinking. He gave the example of how the Council multiplies itself by having one Councilor attend an outside meeting and then report via notes or minutes. He spoke strongly against excessive overtime and total department attendance for program success.

Mayor Koho clarified that the specific proposal is for Lt. Bowe and Mr. Mull to manage the officer attendance for the District meetings this week and return to the Council with a proposal. Mr. Mull added the staff continues to think about additional options such as having dual meetings with the Neighborhood Association. He believed a positive program will result.

Councilor Keller felt discussion of the issue has brought about quality comments and is a good process. Councilor Whalen thanked Mr. Morgan, Mr. Mull and Lt. Bowe for their work. He stated Community Policing is a philosophy and the competent staff need the opportunity to discover a better way to operate the system. He mentioned his previous requests to establish how much individual officer time is allocated to Community Policing. Mr. Mull said the request had been discussed and a report should be forthcoming.

The Council agreed by consensus to allow the interim City Manager to staff the Community Policing meetings as necessary for the May meetings and develop ideas for alternatives in how to make the Community Policing Program more effective.

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

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

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

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

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

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

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

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

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

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

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

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

The motion passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

"KEIZER ON THE MOVE" SPRING EDITION

Mayor Koho desired to briefly revisit the previous decision not to send out a spring City newsletter.

Councilor Whalen said he was in the process of putting together a survey for CCTV. At this point, he found the newsletter not be of great value to him as a citizen. Since resources are limited, he would like more time to complete the survey and then determine what tools are worth the money. As a strong supporter of CCTV, Councilor Keller suggested the Council make a stronger effort to attend neighborhood association meetings.

Raising the issue of staff time, Councilor McGee still supported the previous decision to put the newsletter on hold. He did not want staff to be directed in this area.

Mayor Koho stated his commitment to improving the communication with the citizens. He believed the Council must do something. Councilor McGee suggested better communication within the Council. He noted that Councilors not attending last minute functions, did not mean a lack of communication with Keizer citizens. Mayor Koho responded he believed a communication need was present and he made the decision, understanding the Town Hall might not meet all the Councilor's schedules.

Councilor Whalen responded to a comment by Mayor Koho, saying on the night of the Town Hall he had previously been in a Community Policing meeting. He chose not to attend the Town Hall because the Council did not receive enough prior communication on the meeting, citizens who discussed the meeting prior planned for discussion of an inappropriate item, and his personal agenda did not allow attendance. He resented the Mayor's implication that only certain Councilors care about citizen communication.

Mayor Koho said he did not mean to imply other Councilors did not care. He mentioned some reasons why people chose not to attend, stating certain rumors regarding the event did not materialize. The Mayor offered the Councilors the option to have independent Town Halls but he voiced his preference for the Council to join together.

CONSENT CALENDAR

The consent calendar consisted of the following:

- a. RESOLUTION - Approving the Personal Services Agreement for Police Department Review

Councilor Miller pulled item "a" from the consent calendar.

Councilor Miller questioned staff whether the union letter had been released to the public. Mr. Mull said it had not been released by the City. Councilor Miller said the union letter included a demand for immunity for those making allegations. Mr. Mull answered that was

not true. Councilor Miller then asked where the Keizertimes might have received the information and if an agreement had been reached on that issue. Mr. Mull did not know where the newspaper had received their information and replied no agreement had been requested or reached on immunity.

In a continuing discussion, Councilor Miller laid out his concerns regarding the Personal Services Contract. He understood from the newspaper that allegations and alleged improprieties were to be investigated. He said the packet information stated a review of the total Keizer Police Department management and practices will be undertaken. He believed those items were entirely different and asked what will be investigated.

The Councilor's second question related to Mr. Park's resume which included investigative experience but no work for a municipal police department or a law enforcement union. He was concerned that this may not be the right person since he does not seem to have expertise in police management, practices, etc.

Mr. Mull apologized for any false information printed in the newspaper. He said the investigation will include a complete review of the police department management and practices. Following the initial letter, the Co-Interim Managers determined a broader scope needed to be examined. In answer to the second question, Mr. Mull said he interviewed several qualified people, briefly mentioning their backgrounds. He added Mr. Parks was once a Marion County Sheriff officer and had good references.

Councilor Miller was still concerned that none of the possibilities mentioned had experience with municipal police departments, police unions, or labor relations. He believed management of a municipal police department and their unions are unique. He suggested the use of two persons, including one with expertise in the previously mentioned area, along with Mr. Parks as the investigator.

Mr. Mull believed Mr. Parks to be well versed in the needed areas. His task is to find the facts and report them to Mr. Mull and Mr. Morgan to review. Mr. Mull stated his confidence in Mr. Parks. Councilor McGee noted the contract and information included the opportunity for Mr. Parks to retain any needed expertise. If he found a specific need, i.e. computer person, stenographer, etc, then he could hire someone. Mr. Mull said that method was discussed with all the interviewees.

Mayor Koho moved a Resolution Approving the Personal Services Agreement for Police Department Review. Councilor McGee seconded the Motion.

The motion passed with the following votes:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Meier (1)

**WRITTEN
COMMUNICATION**

Mayor Koho reported a letter of resignation was received from JoAnne Beilke for the Volunteer Coordinating Committee and the Budget Committee. He also announced a letter was received from the four cities in East Metro which was distributed to the Councilor members.

AGENDA INPUT

Councilor Whalen asked the status of the development code review process. Mr. Morgan stated the Planning Commission is planning a Public Hearing on May 14 and industry representatives will be submitting their own testimonies. Mr. Morgan also said he would highlight the points from the conversations with the industry panel, stating his own opinions about each. He thought the hearing will probably be held over, but the issue should reach the Council by mid-summer.

Mr. Morgan said the wetlands issue, scheduled for the May 12 work session, needs to be postponed to June due to the consultant's schedule. Mr. Johnson asked that the May 12 work session remain open for the possibility of work on the Willow Lake issue. Mayor Koho said the agenda will be Willow Lake Treatment plan or the meeting will be canceled.

ADJOURNMENT

The meeting was adjourned at 10:12 p.m.

Tracy L. Davis
City Recorder

APPROVED:

Dennis Koho-Mayor

COUNCIL MEMBERS:

Councilor #1 - Garry Whalen

Councilor #4 - Carl Beach

(absent)

Councilor #2 - Dawn Meier

Councilor #5 - Al Miller

Councilor #3 - Jim Keller

Councilor #6 - Jerry McGee

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: LEE CRONMILLER

Address: 7949 TIMOTHY LN NE
KATZ

Subject or Agenda Item Number: ~~BERK~~
ESTATES PH. II
BERKSHIRE CLUB 97-4

Your Comments:

Proponent _____ Opponent X General _____

Date 7-7-97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Jacquie Moir

Address: 6745 McLeod Ln

Subject or Agenda Item Number: KNAG

Your Comments:

Proponent _____ Opponent _____ General X

Date 7/7/97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Bob Ohra

Address: 7950 Timothy Lane NE
Keizer

Subject or Agenda Item Number: _____

Tree Ordinance

Your Comments:

Proponent ☒ Opponent _____ General _____

Date 7-7-97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: _____

Address: _____

Subject or Agenda Item Number: _____

Your Comments:

Proponent _____ Opponent _____ General X

Date _____

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: _____

Karen Trucke

Address: _____

6330 14th Ave NE
Keizer OR

Subject or Agenda Item Number: _____

~~Stad~~
Parking Assoc with Baseball

Your Comments:

Proponent _____ Opponent X General _____

Date _____

7/7/97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: GREG LAMB

Address: _____

Subject or Agenda Item Number: _____

Your Comments:

Proponent _____ Opponent _____ General _____

Date _____

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: _____

MAVINY MARTINEZ

Address: _____

1747 MEADOWBARK DRIVE

Subject or Agenda Item Number: _____

general

Your Comments:

Proponent _____ Opponent _____ General _____

Date

7-7-97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Pam Kingsbury

Address: 7950 Timothy Ln NE
Keizer

Subject or Agenda Item Number: Clear Lake
Development

Your Comments:

Proponent _____ Opponent _____ General _____

Date 7-7-97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: William Aldrich

Address: 7850 Timothy Lane

Keizer OR 97303

Subject or Agenda Item Number: 3 Public Testimony
Conditional use case 97-4

Your Comments:

Proponent _____ Opponent X General _____

Date 7/7/97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: CARL ALLEMAN

Address: 7759 TIMOTHY LANE
KEIZER

Subject or Agenda Item Number: #3

~~REAR~~ BUCKSHIRE ESTATES PHASE 2
97-4

Your Comments:

Proponent _____ Opponent _____ General _____

Date _____

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Bill Jacobsen

Address: 7909 Timothy Ln. N.E.
Keizer OR 97303

Subject or Agenda Item Number: #3
Conditional Use Cue 97-4

Your Comments:

Proponent _____ Opponent ☒ General _____

Date 7/7/97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name:

Ronald E. Barnick

Address:

7830 Timothy Lane, N.E.

Subject or Agenda Item Number:

3

Debate Etc.

Your Comments:

Proponent _____ Opponent _____ General _____

Date

7-7-97

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Grace J Barnick

Address: 7830 Timothy Ln NE
Salem OR 97303

Subject or Agenda Item Number: 3

Bardhan Estate

Your Comments:

Proponent _____ Opponent X General _____

Date 7-7-97

KEIZER UNITED STRATEGIC PLAN

1997 - 1999

MISSION

**Build Community Involvement Which Strengthens Families
and Nurtures Children**

VISION

**Everyone in Keizer is committed to the well-being of children and families.
Keizer neighborhoods are safe, and all people
enjoy a high quality of life.**

Issue 1. Safe Neighborhoods

Analysis: Keizer Police reported arresting 399 juveniles in 1996. Several research studies have verified that more than 80% of the crime committed by juveniles is committed by less than 20% of the youth offenders. This relatively small group of serious and chronic offenders often have these characteristics in common: unstable family life, child abuse, long history of school failure, learning disabilities, negative peer group associations, and isolated from and hostile with the community.

The child abuse referral rate for the 97303 zip code is 47 per 1000 child population. This is the highest rate in the Salem/Keizer area.

Preferred Future: Every child in Keizer will have available a safe, nurturing place to live. Juvenile crime rate will steadily decrease.

Objective: Establish a Keizer Community Home for Children which provides a safe nurturing place to live for up to eight children and successfully diverts up to twelve children per year from foster care.

Actions:

1. Convene a community meeting in August 1997 for the purposes of:
 - a. Increasing public awareness about Keizer children who are victims of child abuse and needing either community support for family wellness or a safe nurturing "community home" to live.

- b. Build public awareness about the possibility of Tokarski Community Homes for Children.
 - c. Assess the level of community support for the Keizer Community Home for Children project.
- 2. Develop a way to identify the needs of the children living in the Keizer Community Home for Children for natural community supports and match the needs with community resources. This would be an ongoing activity beginning in January, 1998.

Issue 2. Positive Youth Activities

Analysis: A 1997 neighborhood survey that involved face to face interviews with 230 randomly selected Keizer residents ranked "positive activities for youth which they enjoy" as the top priority for community support of families.

Preferred Future: Increasing numbers of Keizer youth (middle school and high school age) are actively involved in positive activities which they value and enjoy. Keizer youth, with adult support, develop community leadership skills by developing and operating a Positive Youth Activities Project.

Actions:

- 1. Keizer United will recruit and support a Keizer Youth Activities Task Force.
- 2. Keizer United will sponsor a Keizer Youth Activities Task Force retreat for the following purposes:
 - a. Youth leadership training.
 - b. Build positive working relationships among youth and adult leaders.
 - c. Establish a Keizer Youth Task Force charter and work plan.

Issue 3. Activities which promote the wellbeing of families with young children.

Analysis: The second highest priority identified by face to face interviews with 230 Keizer residents was activities for younger children.

Preferred Future: Keizer residents get involved in activities which strengthen family bonds. A strong community consciousness exists that Keizer cares about kids. Keizer children's health and safety is protected and promoted. The Keizer community supports families to help their children discover and develop their gifts and interests. Keizer celebrates its children and families.

Actions: Keizer United will sponsor four Family Fairs during 1998. The Family Fairs will have the following purposes:

- a. Increase community member involvement with children and families.
- b. Strengthen family bonds.
- c. Increase family members knowledge of childhood health and safety issues.
- d. Children discover new activities and interests.
- e. Keizer children and families celebrate and enjoy themselves together.
- f. The theme "Keizer Cares About Kids" becomes well known and helps create a positive community consciousness about children and families.

Issue 4. Building Keizer United's Organizational Capability and Capacity.

Analysis: Up until now, Keizer United has been operating through the efforts of a relatively small number of committed volunteers. The current volunteers agree they are giving about as much time as they can afford to give. New organizational capability and capacity must be developed if Keizer United is to reach its potential on behalf of children and families.

Preferred Future: Keizer United is well known, respected, and supported for its work on behalf of Keizer's children and families. Strong linkages exist between Keizer United and the business community, churches, civic organizations, neighborhood association, city government, community policing, health and human service organizations and Marion County Children and Family's Commission. People from all the ethnic and cultural backgrounds that make up Keizer are welcomed and involved. Substantial sustainable progress is made each year toward Keizer United's vision for a preferred future as articulated in the Strategic Plan.

Actions: Keizer United will hire someone to fill a part-time position as Community Developer. The Community Developer's main responsibilities will include marketing and public relations on behalf of Keizer United. Grant writing and reporting, volunteer

recruitment, training and support. Connecting children and families in need with appropriate community resources. Staff support for the Youth Activities Task Force.

keizer.un\children.home

Keizer United

**Building Community,
Strengthening Families
and
Nurturing Children**

Community Assessment Report

First Draft - May 1997

OVERVIEW

Keizer United is a team of local citizens who champion efforts in the Keizer area to build community, strengthen families, and nurture children. We are partners with and receive funding from the Marion County Children and Families Commission. The Marion County Children and Families Commission is one of 36 local county commissions. Each county commission is sponsored by the State Commission on Children and Families.

Keizer United believes families perform three key functions:

- They meet the material needs of their family.
- They nurture each family member's positive human development.
- They educate and socialize family members to support family and community life.

If we in Keizer can support our families to perform these functions, then we will be on the path towards a community where everyone experiences a high quality of life.

Keizer United Contacts

Name	Address	Phone
Jim Seymour	PO Box 20400, Keizer, 97307	390-2600
Gary Steiner	4054 Noon Ave NE, Keizer, 97307	393-2743
Richard Sawyer	4885 Bailey Rd NE, Salem, 97303	393-9372
Tami Goettsch	6491 Sandwedge Ct NE, Keizer, 97303	390-2463
Karen Keller	700 Dietz Ave NE, Keizer, 97307	390-3531
Colleen Troup	145 Delta Ct N, Keizer, 97307	463-9561
Jan Cline	818 Chehalis Pl N, Keizer, 97303	393-8697
Norman Ford	4293 47th Ave NE, Salem, 97305	390-4068

Community Participants

Judith Holtzinger
Arlene Whalen
Del Eurick
Tiffany Cline
Richard Feredinos
Sam Skillern
Stephanie Hamrick
DeAnne Duedall
Terri Hammer
Beth Salisbury
Nancy Loveday
Pinna Arnold

Jim Keller
Bob Newton
John Burns
Nathan Burns
Don Yon Stark
Barbara Clement
Phylis Rathway
Bea Geneviro
Carol Shryder
Shannon Banke

To be placed on the mailing list for Keizer United, please call 390-2600, extension 10.

Building Community

Strengthening Families and Nurturing Children

A wise person once said, "In times of extraordinary change, it is the learner who will inherit the earth, while the learned find themselves wonderfully prepared for a world that no longer exists." Keizer United is learning to help build a community where everyone is committed to the well being of children and where families are supported. We believe the answers lie within each and every one of us and that they will emerge naturally as we learn to do three things.

First, we must learn how to share an inspirational vision for a positive future. Keizer United is indebted to Today's Choices--Tomorrows Community who developed the following vision after listening to more than 2,000 citizens in Marion and Polk counties.

We Choose to be active partners in a community....

Where everyone is committed to the well being of children, where families are nurtured and supported, where neighborhoods are safe and secure, where all people experience a high quality of life.

Where education prepares students to succeed in a complex, changing world and is enthusiastically supported, where a strong diverse economy creates good jobs, where livability is preserved and enhanced.

Where leaders are well-informed and responsive, where neighbors care about one another and citizens are committed to their community.

Where honesty, responsibility and respect are commonplace.

Our challenge now is to enroll every Keizer resident, business, civic organization, church, public agency, and private non-profit agency as a community partner actively pursuing our vision together.

The second thing we are learning to do is to distinguish symptoms from underlying problems. Symptoms can and sometimes must be controlled, but they can not be solved. Individual, family, and community symptoms are telling us that our hearts and souls long to go somewhere we are not going. If we learn to follow our hearts and souls, our symptoms will diminish. We believe Keizer residents are longing for community, connectedness, and family to balance and enrich the treasured American tradition of self determination.

Finally, we must learn to support transformation. Transformation occurs when three things are present. First, people must share a common vision for a positive future. Second, trusting relationships must be nurtured. Conflict is inevitable, but we must become willing to work through the conflict together peacefully and with mutual respect. Finally, people must share helpful information. The old adage that "without good information people can not be responsible while people with good information can not help being responsible" applies. How many Keizer children suffer from child abuse? How many Keizer children want to be involved in positive activities, but don't have the financial resources to make it possible? How many Keizer families are in crisis of one sort or another and believe there is no place to turn? We must learn the answers to questions like these and learn how to respond.

The world can be transformed one neighborhood, one family, one child at a time as people come together to support a common vision for a positive future, learn to trust and respect one another, and get the information they need to act responsibly.



O R E G O N

Presented to

Keizer United

in recognition of your partnership with

Marion County

and your commitment to the children and families

in your community.

Randall Franke
Chairman, Marion County Children and Families
Commission

October 21, 1996

Population

Demographics
Courtesy DRC Research

Keizer Demographics

Distribution of population by race...

White	90.5%
Hispanic	5.6%
American Indian	2.0%
Asian	1.4%
Black	0.5%

Population trend...

Year	Population	Percent Change
1991	22,790	4.1%
1992	23,435	2.8%
1993	24,100	2.8%
1994	25,275	4.9%
1995	26,320	4.1%
1996	27,203 (estimate)	3.4%

Educational attainment among persons 25 years of age and older...

Less than high school	18.1%
High school diploma	30.2%
Some college	34.1%
Bachelor's degree	12.2%
Graduate/professional degree	5.4%

Employment...

Private for profit companies	62%
Private not-for-profit companies	6%
State government	15%
Local government	8%
Federal government	2%
Self-employed	7%

Percent of households with a telephone: 96.2%

Age distribution...

Under 5 years	7.3%
5 to 17 years	19.3%
18 to 24 years	8.1%
25 to 44 years	31.7%
45 to 64 years	19.5%
65 and older	14.1%
Median age: 35 years	

Household size...

One person	22.5%
Two person	35.5%
Three or more	42.0%

Average number of people per household is 2.59

Income (1990)...

Median household	\$31,063
Median family	\$35,137
Median non-family	\$18,479

Workers in family households...

None	12.3%
1 worker	25.8%
2 workers	47.1%
3 or more	14.8%

Family households represent 72.5% of all households while non-family households are 27.5% of all households.

Married couple families represent 58.5% of the total households in Keizer.

Demographics
Courtesy DRC Research

ANCESTRY REPRESENTED IN KEIZER

Arab	Polish
Austrian	Portugese
Belgian	Romanian
Canadian	Russian
Czech	Scotch-Irish
Danish	Scottish
Dutch	Slovak
English	Subsaharan African
Finnish	Swedish
French (except Basque)	Swiss
French Canadian	Ukranian
German	United States of American
Greek	Welsh
Hungarian	West Indian (excluding Hispanic Origin groups)
Irish	Yugoslavian
Italian	Race or Hispanic origin
Lithuanian	Other groups
Norwegian	

NOTE: Taken from 1990 Census

Keizer United Neighborhood Survey

I. Introduction

Keizer United is a non-profit organization with the mission to build a community which actively supports families to nurture their children. Keizer United conducted a neighborhood survey to find out what people believed to be the most important issues. The results would focus planning and program development.

This report puts the results up front. The reader does not have to read the study protocol unless they are interested.

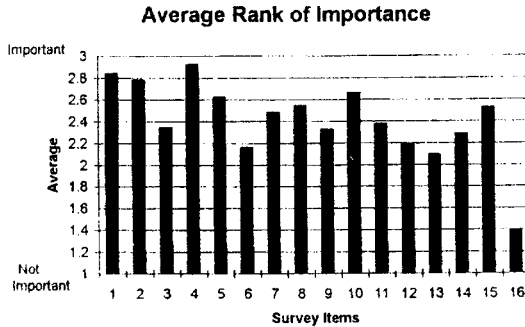
2. Results

Persons filling out the survey assessed 15 issues according to the importance they placed on the issue. A 16th option allowed the person to write in other issues. The issues were:

1. Positive activities for teens which they enjoy.
2. Positive activities for children which they enjoy.
3. Activities to increase acceptance and celebration of ethnic and cultural differences.
4. Neighborhood safety.
5. Activities aimed at revitalizing the neighborhood such as cleaning up, painting over graffiti, repairing buildings, planting flowers, etc.
6. Social events for neighbors to get to know each other.
7. Making housing more affordable.
8. Parent education and training.
9. Information and referral services.
10. Accessible health care services.
11. Affordable easy to use transportation.
12. English as a second language.
13. A community events calendar.
14. Adult educational opportunities.
15. Family and conflict resolution classes.
16. Other issues you would like to see Keizer United Address

Each person could mark the issue: (1) Not important; (2) Somewhat important or (3) Important. An average was figured for each item. It could range from a high of 3 meaning important to a low of 1 meaning

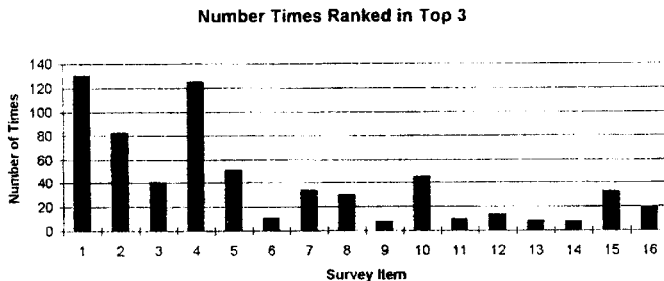
not important. The following graph gives the average for each of the 16 items. The numbers on the Survey Item axis corresponds to the numbers on the items on the previous page.



The average ranking of 2.6 or above means that more than half of the people ranked the item important. Items 1, 2, 4, 5 and 10 had the highest ranking averages. Of those, item 4 had 90% of the people rank it as important. Item 1 had 80% rank it as important and item 2 was nearly as high.

If importance rankings were the only measurement used, Neighborhood Safety, Positive Activities for Teens and Positive Activities for Children would have the priority. Accessible Health Care and Activities to Revitalize the Neighborhood would be close.

The survey used a second means to determine priorities. Each respondent was asked to pick 3 of the 16 items that they thought were the most important. In effect this prioritized the top three items. The following graph displays the results.

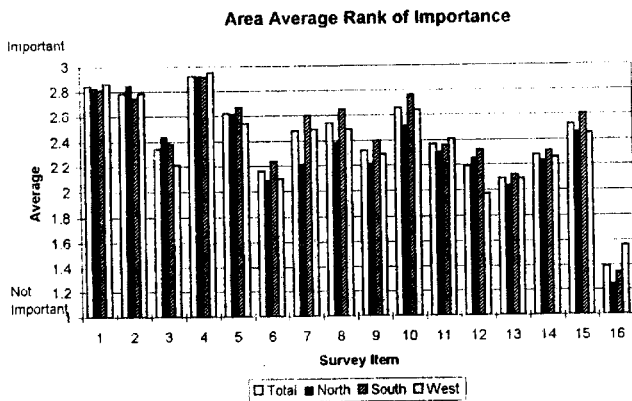


Items 1, 2 and 4 were most often picked as one of the top three issues. These items were not only ranked as important but were the three most often selected items as important. Items 1 and 4 were selected three times more often and item 2 nearly twice as often as the other items on the list.

Positive activities for teens which they enjoy (1), Neighborhood safety (4) and Positive activities for children (2) would be the top prioritized items using importance as the measurement.

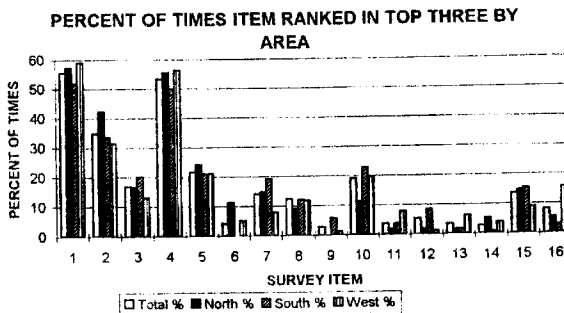
3. Area Results

The survey covered three Keizer geographic areas. It was significant to know if the areas selected the same items of importance. The following graph displays the area average rank of importance.



There was very little difference between the area average of importance related to the top three items—1, 2 and 4.

The area's percent of times an item was picked as one of the top three most important was also compared. Percentages were used because there were different numbers of respondents in each area. The graph on the following page presents the information.



Items 1, 4 and 2 still remained at the top of the importance listing in all three areas. Differences in the areas did exist. The South area had a slightly lower percentage in their ranking of the three top areas. This area ranked other items slightly more often in the top three. The items were (3) Activities to increase acceptance and celebration of ethnic and cultural differences; (7) Making housing more affordable and (10) Accessible health care services. However, none of these ranked close to items 1, 4 and 2 even in the South area. The differences may result from a higher percentage of older persons and persons of Hispanic ethnicity. The age and ethnicity breakout will be presented in the next sections.

The North area selected item 2 more often in the top three than the other areas. This area had a higher percent of households that had children under 19 and less older persons. This difference did not change the overall pattern of 1, 2 and 4 as the three top picked items for this area.

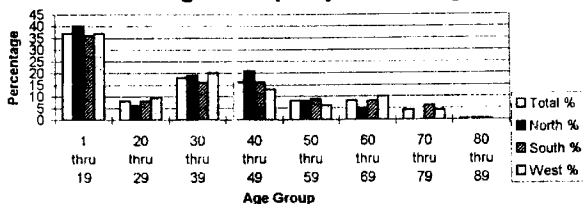
The West area selected item 16 in the top three more often than the other two areas. Item 16 required two steps in the process. The person had to write in an issue they would like Keizer United to address. Then the person had to select that item as one of the three most important items in the survey. This happened nearly twice as often in the West area as the other two. This difference did not change the order of items 1, 2 and 4 for the West area or the total.

In spite of differences between areas, items 1, 2 and 4 remained in the top three picks of importance by a good margin. This was true for each area as well as for the total.

4. Age

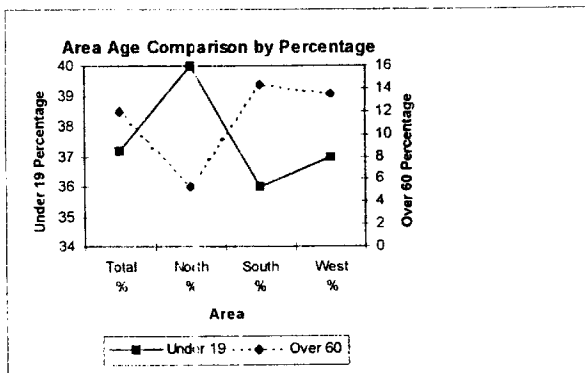
The survey attempted to relate results to the age of the members in the household. As will be discussed in the section on survey procedures, fine distinctions could not be made due to data collection limitations. The following chart gives age comparisons.

Area Age Groups by Percentage



The area age group comparison relates to the ages in the households and not to the age of the person giving the information. The highest percentage of household members are under 19. There is no real apparent difference in the age groupings by area. Age differences in this view are too small to account for difference in the overall ranking of survey item importance.

A second display of the age data magnifies the differences between the areas. The percentage of household members 19 and under is on the left axis. The percentage of household members 60 and above is on the right axis. The combination of the two on the following graph highlights the area age differences.



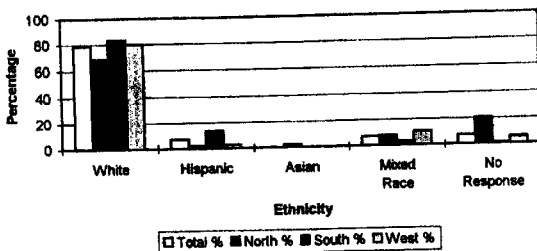
The North area is the reverse of the other two areas in the percent of 19 and under to 60 and over household members. This might account for the North's higher ranking of item 2 which involves children. While this chart leaves room for speculation in planning, it does not significantly change the order of item importance selected by the three areas.

5. Ethnicity

The survey collected information related to ethnic background of household members. There was differences in the areas as to the choice to provide the information. Twenty percent of the information related to North area

household members was not given. This was nearly 4 times greater than either of the other two areas. The following chart presents the information but conclusions have to be guarded.

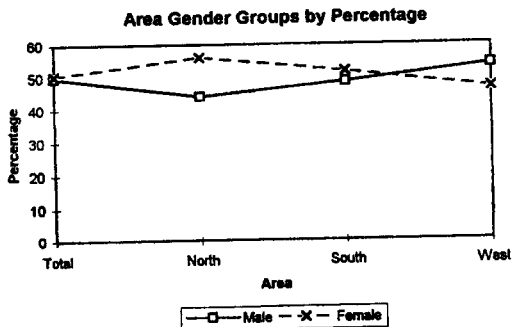
Area Ethnicity by Percentage



It appears that the North area has a smaller percentage of household members with a white ethnic background. This is off set by the higher no response numbers. It is difficult to determine any real differences in the areas. Likewise, the South area tended to list ethnic as Hispanic and the West area chose mixed race for what appeared as the same group. The significant conclusion is that in the selection of 1, 2 and 4 as the most important issues, ethnicity did not have much weight.

6. Gender

The survey collected data on the gender of household members. The following chart displays the gender by percent of household members in each area.



There was a gender difference in the areas. There were more female household members in the North area. There were more male household members in the West area. The South area was nearly balanced. This may provide information for planning but did not have a bearing on the rating of items in terms of importance.

7. Other Issues.

The survey gave residents an opportunity to list other issues they felt important for Keizer United to address. No numerical evaluation could be done on the list. Respondents that took the time to write in a concern tended to feel strongly about the issues. Duplicate items by different respondents were included. Some items appeared in clusters i.e. flooding. This may be due to the order of listing that had issues of residents in the same neighborhood close together. The number of listings on any one issue was small. It is impossible to determine had the item been on the survey sheet if more would have marked it as important. The items are listed just as they appeared on the survey sheets.

- Park and playground for children in SW Keizer
- Recreation facility for all ages with swimming pool
- A decent newspaper
- Planned and well managed urban and commercial growth
- Anything that can be done to create a sense of unity in the whole city. Community development. "Low Taxes" only not such a great achievement. Free Access to a library.
- Lack of cultural events
- Noisy neighbors
- Work to direct tax dollars to support the above not by increasing but by better utilizing funds now available. Stop subsidizing developers.
- Personal safety
- Divorce—helping families with children make a smooth transition
- Parks—improved and better equipped
- Neighborhood watch
- Flood control—help neighbors
- We don't need a ball park
- Flooding
- Flooding
- Senior center—health care for people who don't have any
- Activities for handicapped people
- Keizer Library
- Work on issues related to merging certain services with City of Salem, e.g. Library
- Eliminate Spanish in schools and government literature
- Swimming pool
- Drug prevention education. Closed campus at schools. Year around schools.

- Kid's safety—driving safety/neighborhood traffic issues
- City growth planning
- Spanish as a second language class
- Keeping kids from throwing garbage in yard
- More police in the neighborhood
- Remove adult entertainment on Liberty and Demar out of residential.
- Cummings school area poor for kids walking and biking to school. Keizer Library. Swimming pool.
- Library
- Youth run activity resources
- Affordable child care
- Roads and traffic safety
- Child care affordable to low income workers. Library
- Drug education
- Flooding
- A place for teens to go and a place to do things and a safe place
- Library
- Gang prevention
- Transportation for seniors who can't drive and can't walk to the bus
- Flooding and preventative measures. City more involved watchdog approach to development and saying no to development which contribute to flooding issues.
- Public library
- Sidewalks on Dearborn
- Truancy, drug education, alcohol education, teen pregnancy training for teens and parents.
- Street lights
- Street lights and traffic control
- Traffic control on streets
- Skate board park
- Traffic on River Road. Whitaker is too large
- Youth issues
- Nice to have home visitors
- Revitalizing—sidewalks, etc
- Sidewalks
- Focus on teens and activities to support children
- Job opportunities for teen and adults. Community services outreach
- Language—Spanish and other language barriers. Teenage violence—gang and drugs and work for teens.
- Public swimming pool, Public Library
- Don't need another baseball field
- More opportunities to do things
- Street and sidewalk improvements to improve appearance of parts of town
- Available family counseling, volunteer day care and latch key programs

- Save taxes

9. Comments

Persons completing the surveys were given the opportunity to make comments. The instruction was "Is there anything else you would like to tell us about that we could do to build a stronger community and support family well being in Keizer?" The following are the responses as they appeared on the survey forms.

- ◇ More citizen involvement in government. People need to feel that even an individual can make a difference.
- ◇ School papers the children can participate in 100%. Keizer library
- ◇ Getting to know all your neighbors and therefore communications, support and whatever we can do to keep open and peaceful and caring relationships. I believe we as a block have these but other blocks do not.
- ◇ Encourage city council to recognize those who contribute their energy, rather than ignore public wishes. Better use of funds (tax dollars) now available could support a stronger community.
- ◇ Education of community and English as sole primary language.
- ◇ More experienced police force
- ◇ I think there should be some kind of educational event, class whatever that could describe respect, teach respect. It is my opinion if people had even a basic level of respect for self, others, etc. that 2/3 of all problems would not exist—from racial discrimination to graffiti. If everyone had respect, it could clear up a lot.
- ◇ Very necessary to provide places for youngsters to go after school and during the summer.
- ◇ Clamp down on crime, drunk driving and enforce the death penalty
- ◇ More polite to each other. Values to children.
- ◇ Claggett Creek Park could use a real restroom; this would encourage families to use the park facilities more; hence more support for bond issues related to parks and recreation.
- ◇ Get families into church. Put emphasis on what drugs can do.
- ◇ Things to do for parents and children together.
- ◇ Great community. Schools a higher priority.
- ◇ Notify or inform all citizens as to what constitutes good citizenship.
- ◇ To quit building—Keizer is getting too big and schools are too crowded.
- ◇ Keep an eye on police dept. funds.
- ◇ Don't extend urban boundaries.
- ◇ Support and positive skill building for teens.
- ◇ A block party would be nice.

10. Methodology

The Keizer United community progress team developed a survey form. English and Spanish language forms were available. Several revisions of the forms resulted in one that by consensus contained the areas the team believe would result in good planning for the community.

The survey form appeared to be easily understood. Most marked the items as instructed. Several left items blank rather than mark all the items as either 1, 2, or 3 using 1 as not important and 3 as important. In scoring the sheets all blanks were recorded as 1. This assumed that a person did not feel an issue was important. To maintain consistency that a not important issue was to be marked 1, it was scored 1 for data purposes.

The survey form would have been strengthened by listing the items in random order. Items at the top of a list generally receive more attention than lower list items. There might have been the possibility that the items put in the first position had a greater chance of being picked. However, the request to look at the whole list and select the top three should have negated this advantage.

More could have been done with the information had the respondents been asked to rank the top three issues as 1, 2 and 3. This would have given a more clear indication of what was the most important. Yet, the results seemed clear which were the top three issues and this is sufficient for future planning.

11. Population

The original design was to survey 200 households in each of three areas. Keizer was divided into three approximately equal sized geographic areas—North, Southeast and Southwest. Data was not available as to the number of households in each area. This was not considered a problem since a random selection of households was used and there was more than enough in each area to obtain the sample.

Each of the three geographic areas were divided into 17 sections of approximately 150-200 households. The plan was for 17 teams to survey 12 households in each section. The selection of the households to be surveyed was completely random. Maps of the 17 sections in each area were obtained. The starting point to begin the survey was by random selection. First, it was randomly determined if the starting point was at the top or bottom of the mapped area. Second, it was randomly determined if the survey team would go up/down or across in direction. The path of the survey takers was then plotted on the map.

The survey takers began at the starting point. A random number between 1-5 was selected for the beginning living unit. The surveyor count in that number of living units and took the first survey. From there on the survey taker counted 5 units and did a survey. If for some reason the person could not do a survey at the designated location they counted another 5 units and did a survey until they had completed 12.

The process would have worked as planned. However, there was not enough teams that came at the appointed survey times. The process was modified as relates to the geographic sections in an area. The number of available teams were determined on the day of the survey. The sections to be surveyed were randomly drawn to match the number of teams. The result was 9 sections (104 households) were complete in the South (Southeast) section; 7 sections (76 households) were complete in the West (Southwest) section and 5 sections (54 households) were completed in the North section.

The ranking of the issues as to importance was uniform and consistent across the three areas. The top three areas issues were of sufficient strength and consistency that it was decided to go with the results based on the completed surveys. This fulfilled the main purpose of the survey.

Fine distinctions and ability to localize the results to neighborhood details were sacrificed. In addition, ethnic, age and gender comparisons were not made because of the small numbers.

Keizer United
Building Community and Strengthening Families

Neighborhood Survey

Keizer United is a non-profit organization whose mission is "to build a community which actively supports families to nurture their children." Our vision is "Keizer as a community where everyone is committed to the well being of children, where families are nurtured and supported, where neighbors are safe and secure, and where all people experience a high quality of life."

We are conducting neighborhood surveys in north, southeast and southwest Keizer. Our goal is to find out what people such as yourself believe are the most important issues Keizer United could be working on. Please use the following scale to indicate how important you believe each of the following issues is in your neighborhood or for your family.

1 = Not important 2 = Somewhat important 3 = Important

- ___ 1. Positive activities for teens which they enjoy.
- ___ 2. Positive activities for children which they enjoy.
- ___ 3. Activities to increase acceptance and celebration of ethnic and cultural differences.
- ___ 4. Neighborhood safety.
- ___ 5. Activities aimed at revitalizing the neighborhood such as cleaning up, painting over graffiti, repairing and painting buildings, planting flowers, etc.
- ___ 6. Social events for neighbors to get to know each other.
- ___ 7. Making housing more affordable.
- ___ 8. Parent education and training.
- ___ 9. Information and referral services
- ___ 10. Accessible health care services.
- ___ 11. Affordable easy to use transportation.
- ___ 12. English as a second language classes.
- ___ 13. A community events calendar.
- ___ 14. Adult educational opportunities.
- ___ 15. Family and conflict resolution classes.
- ___ 16. Other issues you would like to see Keizer United address.

From the list above, please select the three issues which you think are most important.

___ ___ ___

KEIZER UNITED
EDIFICA LA COMUNIDAD Y FORTALECE LA FAMILIA

Encuesta del Vecindario

Keizer United (Keizer Unido) es una organización sin ánimo de lucro cuya misión es "edificar una comunidad que apoye activamente a las familias que sustentan a sus hijos." Nuestra mira está en un "Keizer como una comunidad donde todo mundo se comprometa a promover el bienestar de los niños, donde las familias se sustenten y se apoyen, donde los vecinos estén salvos y seguros, y donde todos puedan gozar de una vida de alta calidad."

Estamos practicando encuestas en los vecindarios en el norte, sudeste y sudoeste de Keizer. Nuestra meta es descubrir lo que vecinos como Vd. piensan que son los asuntos de mayor importe sobre los cuales podría actuar Keizer United. Favor de utilizar la siguiente escala para indicar la importancia que le atribuye Vd. a los siguientes factores evidentes en su comunidad o su familia.

1 = No importante 2 = Algo importante 3 = Muy importante

- ___ 1. Actividades positivas para entretener a la juventud.-
- ___ 2. Actividades positivas para entretener a los niños.-
- ___ 3. Actividades para inculcar la aceptación y la celebración de la diversidad étnica y cultural.-
- ___ 4. La seguridad del vecindario.-
- ___ 5. Actividades con el fin de reanimar al vecindario con campañas de aseo, cubrimiento de paredes desfiguradas, reparación y pintura de edificios, plantación de flores, etc.-
- ___ 6. Eventos sociales para conocerse los vecinos.-
- ___ 7. Reducir el costo de vivienda.-
- ___ 8. Instrucción y capacitación de los padres.-
- ___ 9. Servicios de orientación y recomendación.-
- ___ 10. Acceso a servicios médicos y de salud.-
- ___ 11. Transporte barato y muy accesible.-
- ___ 12. Clases de inglés como segunda lengua.-
- ___ 13. Agenda de actividades comunitarias.-
- ___ 14. Oportunidades en escuela para adultos.-
- ___ 15. Clases en lo de familias y la resolución del conflicto.-
- ___ 16. Otros asuntos para la atención de Keizer United.-

De la lista anterior, favor de seleccionar las tres cuestiones que Vd. considera como las más importantes.

**Keizer Police Department Count by Arrest, Suspect, Victim for Persons
aged 01 - 17 Years for Incidents Occurring January 1, 1996 to December 31, 1996**

CONSOLIDATED INCIDENT	ARREST	LAW ENFORCEMENT	RUNAWAY	SUSPECT	VICTIM	TOTAL
Rape					1	1
Robbery Armed	1			2	8	11
Aggravated Assault	4			1	6	11
Burglary Resident	9			8	6	23
Burglary Non- Resident					2	2
Larceny	66			40	42	148
Auto Theft	4					4
Arson	8			2		10
TOTAL:	92			53	65	210

**Keizer Police Department Count by Arrest, Suspect, Victim for Persons
aged 01 - 17 Years for Incidents Occurring January 1, 1996 to December 31, 1996**

CONSOLIDATED INCIDENT	ARREST	LAW ENFORCEMENT	RUNAWAY	SUSPECT	VICTIM	TOTAL
Other Assaults	20			31	70	121
Fraud	2			1		3
Vandalism	32			41	5	78
Weapons	3			1		4
Sex Offenses	4			9	36	49
Narcotic/ Drugs	18			6		24
Offenses Against Family				1	9	10
Driving Under Influence	1					1
Liquor Laws	24			1		25
Disorderly Conduct					2	2
Trespass/ Prowler	8			19		27
Curfew	50			2		52
Runaway Juvenile	10		139	37		186
All other part	15	1		25	32	73
TOTAL:	187	1	139	174	154	655

**Keizer Police Department Count by Arrest, Suspect, Victim for Persons
aged 01 - 17 Years for Incidents Occurring January 1, 1996 to December 31, 1996**

CONSOLIDATED INCIDENT	ARREST	LAW ENFORCEMENT	RUNAWAY	SUSPECT	VICTIM	TOTAL
Hit and Run	1			1	4	6
Reckless Driving	1					1
Eluding	1			1		2
Traffic Accid. Injury					2	2
Traffic Accid. Property					3	3
MV Recvrd- Other	3				1	4
Fugitives	22		1			23
Missing Person					22	22
Sudden Death/Bo					1	1
Suicide Attempt	3			1	1	5
Other Accidents					4	4
Animal Problems				1	5	6
Property					4	4
Locate Only Auto				1		1
Impound Auto	1					1
Assistance Rendered	2		20	54	45	121
Domestic Problem	2		3	22	8	35
Suspicious Person	2			55	6	63

**Keizer Police Department Count by Arrest, Suspect, Victim for Persons
aged 01 - 17 Years for Incidents Occurring January 1, 1996 to December 31, 1996**

CONSOLIDATED INCIDENT	ARREST	LAW ENFORCEMENT	RUNAWAY	SUSPECT	VICTIM	TOTAL
Public Safety			1	2		3
Disturbance/ Noise	7		1	15	4	27
Sick Cared For				1	3	4
Traffic/Roads	3			5	1	9
Civil Complaint				2	2	4
Alarm False	1					1
Custody	3				1	4
Other Misc	68			10		78
TOTAL:	120		26	171	117	434

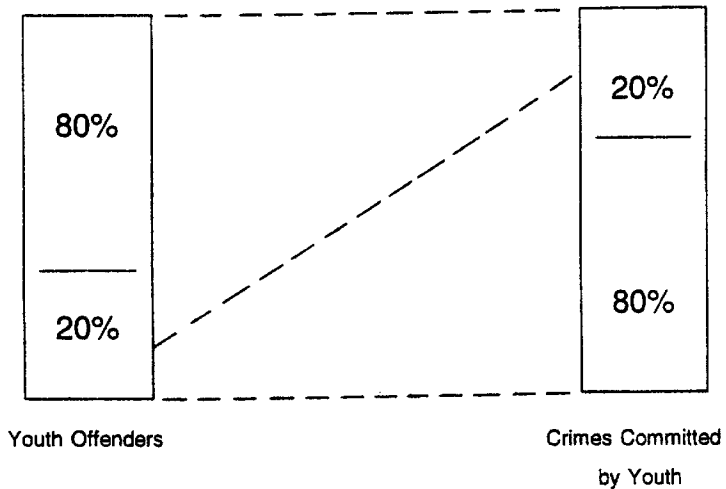
TOTALS : **399** **1** **165** **398** **226** **1299**

Keizer Police Department **Citations, and Field Interview** **Reports**

The statistics below are for the time period
January 1, 1996 through December 31, 1996 to
persons ages one to seventeen.

Citation Type	Amount
Citations	416
FIRS	41
Warnings	133
Total	590

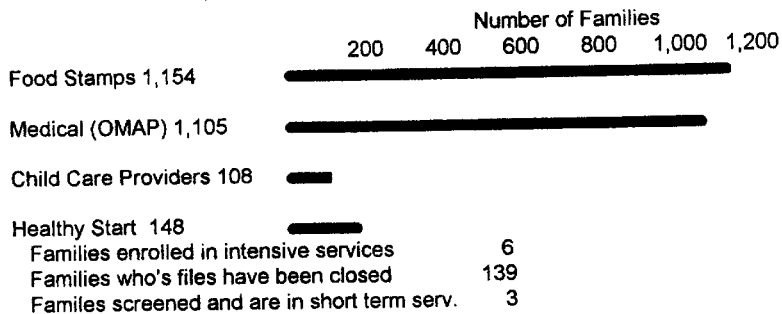
Youth Offenders and Crime Committed by Youth



Characteristics of Chronic Youth Offenders

- Family: Unstable family life, abuse is common.
- School: Long history of failure, learning disabilities are common.
- Peers: Negative peer group.
- Community: Isolated, often hostile.

Services Provided in Keizer Community During 1996



*Figure includes Salem metro area

Teen Connections

(Non Adjudicated Youth ages 11 through 18)
(Inside Out and Marion County Child Mental Health)

Number of youth and families served in Keizer	34
Number of youth served by our Alcohol and Drug services . .	8
Number of youth and families served by Teen Connection services	34
Childrens mental health served	95

Youth served January 1996 through December 1996

July 7, 1997

Keizer City Council
City of Keizer
930 Chemawa Road NE
Keizer, OR. 97303

Dear Members of the Council:

It has come to our attention that the City Council has allotted time to discuss the "City Manager Recruitment" process at this evenings City Council Meeting. Although many of us have had our own personal opinions on this topic for quite some time, most have reserved comment because of the recent investigation into allegations of misconduct by former Chief of Police Charles R. Stull.

Many members of the Keizer Police Association, and *non-represented employees* have expressed a sincere support of both co-City Manager Wally Mull and John Morgan as they have run the day to day operations of the entire-City quite successfully during their tenure as co-City Managers. We would ask that the current co-City Manger set up be given serious discussion and debate before any decision to keep or dismantle the current practice be decided. Both men have expressed and shown a great appreciation for the work that is performed on all levels within the City. Both possess the experience and knowledge of City issues that greatly enhances their ability to complete the business at hand in a timely manner.

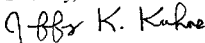
Many of us at the police department are very appreciative of the frequent visits by both Wally and John. Both have a sincere interest in the operation of the police department, and the City as a whole. It is obvious both are concerned about "communication" within the City, and are working on ways to develop the best methods of communicating amongst each other. This has been a serious concern that has been overlooked for a many number of years.

It has been nice to see the real meaning of "Team Work" take shape recently as both the police department, and members from City Hall have learned to work more closely together on a day to day basis. John and Wally have opened their doors, and removed the barricade that used to separate us from City Hall. The atmosphere they've created should be viewed as one of the best successes accomplished within the City in recent years. We would ask, why change something that is working so well?

Both Wally and John are energetic, and have displayed they are willing to address the concerns that are brought to their attention. Not only did they facilitate the recent police department investigation, they have successfully brought the 19 months of contract negotiations to a close with the police association. The finalization of the budget process was also a big success. Both are very familiar with the history of the City of Keizer, and at this time, *experience, knowledge and trust* among our leaders is of the utmost importance.

In closing we would like to ask that the current co-City Manager system be allowed to continue for more time so that an educated decision can be made on its' existence based on a fair trial period. Now that some of the dust is just beginning to settle, we should give the current set up more time before acting on another change. Please feel free to contact any of those who will be affected by the decision you are faced with. The decision you ultimately make will affect all of us. Thank you for your time and consideration.

Sincerely,



Jeffrey K. Kuhns

Secretary

Keizer Police Association

7-3-97

1st,

Just a note to thank you & Wally - (I have never met Wally - But the most BS on the Ball also for what you 2 have accomplished) for cleaning up the city, considering you had to get thru Doty & Sir Charles.

I hope that the Citizens & Board continue to keep BOTH of you in your positions as there is a lot of work to do & 2 good heads are more realistic than one - If I can be of any assistance or help please call

my many thanks



Am hoping that you will mind the city as the city is either or would have

KRAMER INSURANCE AGENCY



Deanna Kramer



Al Kramer, Sr., CLU

4075 CHERRY AVE. NE
P.O. BOX 20807
KEIZER, OR 97307-0807

OFFICE: (503) 393-0806
TOLL FREE: 1-800-331-0204

FAX: (503) 393-3998
HOME: (503) 390-6709

July 7, 1997

Mayor Koho and City Council Members:

We understand the Council will be discussing the permanent appointment of John Morgan and Wally Mull as co-City Managers. As two of the members of the management team, we would like to offer our comments in support of this appointment.

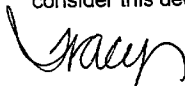
We have worked in unison with John and Wally during the last four months and believe their participatory management style allows each of us to bring creative ideas and suggestions to the table. Their commitment to the community is always the focus of these discussions.

We have observed that their "teamwork" approach among themselves reflects their teamwork with staff and the community. They understand the importance of the employees and take every opportunity to express their appreciation. In return the employees have a great deal of pride in what they do which is reflected in the service provided back into the community. It has been on this philosophy that they have successfully managed the City during the last few months, even without the significant expertise of a finance director and police chief.

One of the goals of Council is to improve communication among Council and staff. We believe Wally and John have greatly improved communication within the City. They are both willing to address concerns by listening to staff's opinions, taking the entire issue into consideration and how it will affect the community before making a decision. They have begun to build a foundation of trust that the Council can be proud of and one that can only improve with time.

We hope the Council will realize the advantages of allowing John and Wally to continue to manage the City. Their familiarity with the community, the operation of the City and the employees is one of the greatest assets of all. In contrast, a new manager coming from another community or state will take at least six months to get up to speed.

We hope that Council will cease the current recruitment of an outside city manager and allow Wally and John to continue in their current position as City Managers. Feel free to contact either of us for further discussion as you consider this decision. Thank you.



Tracy Davis
City Recorder



Dianne Suek
Personnel Officer



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

BEFORE THE: KEIZER CITY COUNCIL

PLACE: ROBERT L. SIMON COUNCIL CHAMBERS

(PLEASE PRINT)

[illegible]

BENNETT, HARTMAN, REYNOLDS & WISER

ROBERT A. BENNETT
GREGORY A. HARTMAN
JOANN D. REYNOLDS
RALPH F. WISER, III
MARK S. TOLEDO
HENRY J. KAPLAN
ELIZABETH MCKATHIA
JOHN B. BISHOP, II

ATTORNEYS AT LAW
SUITE 1600
851 S.W. SIXTH AVENUE
PORTLAND, OREGON 97204-1378
(503) 227-4600
FAX (503) 248-6800

BARBARA J. AABY
LORY J. KRAUT
SEAN A. LYLELL

OF COUNSEL:
MICHAEL J. MORRIS
MARK M. WILLIAMS

LEGAL ASSISTANTS:
MARLA H. MENLINS
SARA K. SCHWEPFEL

hvwerry@telaport.com

July 7, 1997

Via Fax No. (503) 390-6557 and Regular Mail

John Lien
Lien & Johnson
4855 River Road N
Keizer OR 97303

Re: Charles Stull
Our File No. 5897-01

Dear Mr. Lien:

Pursuant to the contract between Charles Stull and the City of Keizer, Mr. Stull hereby requests an appeal of his recent termination for cause. The bases for this appeal are: (1) the City did not have just cause to dismiss Mr. Stull as defined by paragraph 4(b) of his contract, and (2) Mr. Stull was not given a full and fair opportunity to rebut allegations against him which formed the basis for the decision to terminate him. The remedial action requested is reinstatement of Mr. Stull to his position as police chief, together with reimbursement of lost wages and benefits. If the City then wishes to terminate Mr. Stull properly under Section 4(a) of the contract, it may do so.

The remedial action is appropriate for several reasons: (1) Mr. Stull was not apprised of many of the allegations against him until he received the Parks report on June 13, 1997. The report was intentionally given to him the day before he was about to leave the state on a previously planned vacation of which the City attorney had been notified well in advance. As a consequence, Mr. Stull had only five days to prepare to respond to allegations in the report, which he did on June 27, 1997. This was the very first opportunity that Mr. Stull had to respond to many of these allegations; based upon this response, he was fired the following Monday. The City Manager made a recommendation to fire him without the benefit of Mr. Stull's written response, which was delivered earlier on Monday, June 30. The City has thus violated its implied covenant of good faith and fair dealing under the contract.

Both within the Police Bureau and in other bureaus of the City, no individual has ever been discharged based upon the types of violations which Mr. Stull is alleged to have committed. Mr. Stull was not given any form of progressive discipline, and was not put on any plan of assistance, prior to his discharge. Many of the claims which formed the grounds

John Lien
July 7, 1997
Page 2

for criticism of Mr. Stull were based upon actions taken at the direction or approval of the City Manager or the City labor relations attorney. Those individuals were not interviewed to corroborate Mr. Stull's contentions. Therefore, there were insufficient procedural as well as substantive grounds for a just cause termination.

The policies, procedures, or rules which have been violated include but are not limited to the following: Personnel Code Section 3.12 regarding the purposes and methods of discipline, especially progressive discipline. Section 3.13, and Section 3.14.6.

I reiterate my previous written request for documentation of information concerning discipline given to any other Police Bureau employee, or any other department head, for violation of the rules which Mr. Stull is alleged to have violated.

Your prompt attention to this matter is greatly appreciated. I look forward to hearing from you soon.

Very truly yours,

BENNETT, HARTMAN, REYNOLDS & WISER



Henry J. Kaplan

IJK:jc
25-hk\stull\lien-9.let
cc: Chuck Stull
City Manager Wally Mull

7-3-97

Mayor and City Council
City of Keizer

Tracy
F.Y.I.
Gary

Subject: CCTV Community Survey

The following information is the results from a telephone survey regarding public awareness and willingness to pay for Keizer Council meetings being shown on public access television. Attached is a sample questionnaire used in the survey. Also attached is information provided by former councilor Jerry Watson which was invaluable in making the survey relevant.

The survey consisted of two preliminary questions to determine eligibility for valid survey content. After legal age and Keizer residency was established the respondents were asked five (5) questions containing 2 to 4 subquestions depending on respondents reply. The results of the survey is based on 360 respondents which is 20% more than the suggested sample size. The respondents were selected randomly from the Keizer utility billing Alpha- Customer Master Listing. In tabulating responses from question a the total exceeds 100% since some respondents claimed multiple sources of information. The results are tabulated below.

a. What is your main source of information about Keizer City Government?

1. City Newsletter	53	14.72%
2. Newspaper	169	46.94%
3. Television	80	22.22%
4. Word of Mouth	66	18.33%

b. Are you aware that Keizer City Council meetings have been televised for the past several months?

Yes	139	38.62%
No	221	61.38%

c. Have you watched any Keizer city council meetings on television?

Yes	79	21.94%
No	281	78.05%

d. Regardless of whether or not you have personally watched any Keizer City Council meetings on television, do you believe there is value to the community in having the meetings televised?

Yes	191	53.05%
No	169	46.94%

e. In order to continue the televising of Keizer City Council meetings it will cost an estimated \$66,000.00 per year. If this were funded by property tax revenue, that would

cost the average homeowner about \$5.00 per year. Would you favor such an increase in property taxes in order to continue televising Keizer City Council meetings?

Yes	173	48.05%
No	187	51.94%

This information is provided as information for our discussion of the use of CCTV as a communication tool from the Council to the residents of Keizer. Please contact me if you have any questions.

Sincerely,

Garry
Garry Whalen

TELEPHONE SURVEY SCRIPT

Good Evening, my name is _____. I am calling on behalf of the City of Keizer, which is sponsoring a survey about public access television. The survey is being taken by volunteers, such as myself, in order to provide the city with some valuable information without using tax dollars (may need to be modified depending on your funding sources)

The survey will take less than 5 minutes. Would you be willing to participate by answering a few questions? *If not, thank the person and hang up.*

First, I have some preliminary questions:

- What is your age? *If under age 18, do not complete the survey. Thank the person and hang up.*
- Are you a resident of Keizer? *If not a resident, do not complete the survey. Thank the person and hang up.*
- Optional
• What area of the city do you reside: West of River Road (South of Lockhaven; North of Lockhaven), East of River Road (South of Lockhaven; North of Lockhaven)
NOTE: It may not be necessary to ask this question if we are able to develop a list of people to survey that already identifies the area of residence. Response here _____.

Thank you for providing that background information. The basic survey consists of just five questions.

- a. What is your main source of information about Keizer City Government:
 - 1. City Newsletter (distributed with utility billing)
 - 2. Newspaper (Keizertimes, Statesman Journal)
 - 3. Television
 - 4. Word of mouth (friends, family, business associates, neighbors)
- b.. Are you aware that Keizer City Council meetings have been televised for the past several months?
 - 1. yes
 - 2. no
- c. Have you watched any Keizer City Council meetings on television?
 - 1. yes
 - 2. no
- d. Regardless of whether or not you have personally watched any Keizer City Council meetings on television, do you believe there is value to the community in having the meetings televised?
 - 1. yes
 - 2. no
- e. In order to continue the televising of Keizer City Council meetings it will cost an estimated \$66,000.00 per year. If this were funded by property tax revenue, that would cost the average homeowner about \$5.00 per year. Would you favor such an increase in property taxes in order to continue televising Keizer City Council meetings?
 - 1. yes
 - 2. no

Gerald G. Watson
1237 Manzanita Way NE
Keizer, OR 97303
(503) 393-8160 (h)
(503) 585-2255 (o)

Gary Whelan, Councilor
City of Keizer
Keizer, OR 97303

Hand Delivered

Dear Gary:

I wanted to get back to you concerning your inquiry about a community survey about public access television.

Types of Questions. All of the proposed questions involve what are called "categorical" (or "nominal") variables. This means that the responses to each question fall into discrete categories ("yes", "no")("newsletter", "newspaper", "television", or "word of mouth"). From the viewpoint of statistical analysis, such questions differ from other questions which involve some degree of "order" to the responses (e.g., Income: *high, medium, low*, Years in School: *1, 2, ...12*). Without going into the reasoning, statisticians are able to do a lot more to analyze questions that involve order. There are fewer statistical techniques available to analyze "categorical" data and those techniques are generally less sophisticated or powerful.

So, categorical questions, are not statistically very powerful, but they are often (as here), the questions one is interested in asking. On the other hand, it may be worthwhile to consider turning one or more of the questions into an "ordinal" or "interval" question.¹ For purposes of this letter, I will assume that only "nominal" or "categorical" questions will be asked.

Relevant Population. In conducting survey research, you must identify the relevant population that you are trying to "sample" by taking a survey. In this

¹ For example: *How frequently have you watched Keizer City Council Meetings on Television?:*
Never Occasionally fairly frequently View regularly or Never 1-2 times 3-5 times More than 5times. Phrased in this "ordered" manner, there is more information being obtained from the person being interviewed, and therefore, more information that can be analyzed by the researcher.

case, I believe the most relevant population would be ***all persons age 18 and over (i.e. of voting age) residing in Keizer.***² If Keizer has a total population of approximately 27,000, the adult (over age 18) population is probably about 70% of that figure, or roughly 16,000 adults. There may be independent surveys which would establish a more precise figure, but I will use that by way of example.

Determining Appropriate Sample Size. The appropriate sample size is a function of the size of the population and the amount of "variance" you expect to find in the data. The larger the population and the more variance there is on the issues, the larger the sample should be.

Actually, for a statistically valid sample size, you need the estimated "variance" for each characteristic or response distribution for a given question. As a practical matter, it is unrealistic to know in advance what the "variance" will be. There is no universally agreed solution to this dilemma. One practical approach, however, is to utilize tables that have been developed by statistical researchers that provide estimates of appropriate sample sizes depending upon whether you expect to find either a lot of variance or a lot of agreement on the questions.

Based upon my communication with academic researchers, I believe that it would be appropriate to use Dillman's sample size estimates for nominal variables.

Acceptable Error. When working with samples we are trying to estimate the distribution of opinions in the larger population. Appropriate sample size is also affected by the amount of "error" one is willing to accept. The only way to get a perfect "estimate" would be to "sample" everyone. As sample sizes get smaller, the amount of "error" grows larger.³

² Other possible populations, in approximately a descending order of size, would include: (a) all residents of Keizer, (b) property owners in Keizer, (c) persons who pay utility bills to the city of Keizer (normally each household, but may not adequately identify residents of multiple housing complexes where utilities are not separately metered—I do not know what impact, if any, that would have on the sample) or (d) residents of Keizer who subscribe to cable TV services (or live in households who do).

³ Error means the extent to which your sample results do not accurately reflect the "true" distribution of opinions in the larger population. Although there is again no universally agreed level of acceptable error, it is common to accept a 5% error factor. Major national opinion surveys studying attitudes of very large populations (i.e., all 200+ million Americans) can be done if properly structured with a sample of only 1200-1500 persons and an error of "plus or minus" 3%. Those surveys, which are very sophisticated, are called stratified random surveys. We will not be using that approach here because of the high cost to design such a survey sample. Although the sample size that I will propose is smaller than that of a national stratified random sample, it is much larger relative to the size of the population we are studying.

Recommended Sample Size. Utilizing Dillman's table for nominal variables *and assuming that there would be relatively high agreement ("low" variance) in the survey responses*, the appropriate sample size for 3%, 5% and 10% error levels, would be as follows:

3% = Sample size of 665

5% = Sample size of 234

10% = Sample size of 61⁴

The formula for sample size yields pretty much the same results no matter how population increases after it gets to a population size of 10,000 or so (25,000 for the 3% confidence level).

Based on the foregoing information, It is my recommendation that a sample be taken of **300 persons**. That sample size would have an **error factor of less than 5%** under the assumption above (and only somewhat more than 5% if we assumed that high variance existed in survey responses). That seems to me to be a good compromise. A sample as small as 234 persons could be used if the city chose to do so and still meet the 5% error margin under an assumption of low variance. And, if the city were willing to accept error levels of 10%, then a sample of less than 100 would be acceptable under either assumption about variance.

The appropriate sample size means the number of number of COMPLETED interview or questionnaires. It will obviously be necessary to make more calls (if this is a telephone survey) or send more questionnaires (if it is mailed) in order to get the required number of completed surveys.

Suggested Additional Survey Questions. It would be advisable to add several questions to the survey in order to allow more detailed analysis of survey results. I would propose the following additional questions, which provide some background information on the survey respondents:

- What is your age? If under age 18, do not complete the survey.
- Are you a resident of Keizer? If not a resident, do not complete the survey.
- In what area of the city do you reside: West of River Road (South of Lockhaven; North of Lockhaven) East of River road (South of Lockhaven; North of Lockhaven)
Note: it may not be necessary to ask this question if we are able to develop a list of people to survey that already identifies the area of residence.

Sample Selection and Questionnaire Administration. Some non-biased method of selecting persons to be called needs to be used. A telephone survey,

⁴ If one expected a lot of disagreement on question responses, then appropriate sample sizes for a population estimated at 27,000 would be as follows:

3% = Sample size of 1,023

5% = Sample size of 378

10% = Sample size of 96

while the most suitable approach, has some inevitable bias built into it because not everyone has a telephone. If one simply uses the local phone directory, a method for deciding who resides in Keizer would have to be employed. If the city can provide a list of all local phone numbers or a list of phone numbers in connection with all utility hookups, those may be more practical to use.

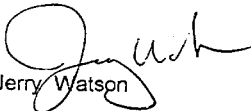
Telephone callers should also operate from a prepared script, and follow it exactly. A draft script is attached for review.

Analysis of Survey Results. Once a survey is taken, the most common approach to the analysis of categorical data is to develop simple "response frequency tables" (i.e., how many people gave each type of question response). This information can be presented in graph form for easy visualization.

In addition, I would recommend that each question be "cross-tabulated" with every other question. Cross-tabulated responses can then be analyzed through what is known as a "chi-square" technique. Cross-tabulations allow you to see the interrelationship (if any) between question responses.⁵

I hope you find this information useful. Although I will not have time to be directly involved in administering the survey, I would be happy to talk to you about those details (such as interview technique, etc.) and I would probably be available to assist in analyzing the data if the city can have it input into an appropriate computer data base. Given the relatively small sample size and limited number of questions, data entry should not be a major difficulty or expense.

Sincerely,



Jerry Watson

cc: City Co-Managers Morgan and Mull
Mayor Koho and City Councilors

⁵ For example, are people who have watched council meetings on television more (or less) likely to believe it is "valuable" than those who have not watched any meetings?