

CANBY CITY COUNCIL  
SPECIAL MEETING  
APRIL 30, 1997

Mayor Scott Taylor presiding. Council members present: Dennis Nolder, Brad Gerber, Roger Harris, Walt Daniels, Barry Lucas and Shirley Strong.

Also present: Finance & Administrative Director Sarah Jo Chaplen, Bruce Gulleff, Lou Westwick, Joe Witt, Virginia Biddle, Marilyn Perkett, Jim Scharmota, Jim Wheeler, Karen Rider, Kathy Keyser, Larry Vasquez, Steve Hanson, Eric Taasevigen, William Pulver, Robert Smith, Greg Kroeplin, Roy Hester, Jeff Snyder, Jim Larson, Joyce Faltus, Blaine Oswald, Lila Gottman, Dale Carter, David Dalley, Marty Moretty, Eric Laitinen, Terry Blackwell, Dixie Harms, Brian Howarth, Beth Saul and Ken Pagano.

Mayor Taylor called the session to order at 6:00 p.m., followed by the flag salute and a moment of silence.

Roll call of the Council showed a quorum to be present.

Mayor Taylor stated that the purpose of this special session is to discuss the proposed City organizational staffing and Emergency Communication Services.

**EMERGENCY COMMUNICATIONS** - Mayor Taylor noted that the Council had discussed the City Emergency Communication services at a previous workshop. The suggested scenario from that session was to discuss contracting with C-Comm (Clackamas County) to provide the City these services.

Lieutenant Scharmota passed out some informational documents regarding the Emergency Communication Services. Lt. Scharmota stated that if the City were to strive to bring the dispatch services to a "full" staffing level, including proper training, it would take until January 1999.

Lt. Scharmota informed the Council that contracting with C-Comm would provide some advantages, primarily due to their size, over the local service. He added if the City were to maintain local emergency communications, equipment and facility upgrading would also need to be implemented. The Lieutenant stated that the Police Association did an informal survey regarding the issue of keeping the emergency communications local. The result was a 50/50 split, with those voting to keep the services only if it were enhanced and upgraded.

At this time, Mayor Taylor asked for approximately three (3) minutes to review the documents that were distributed.

Lt. Scharnota commended Steve Page and Greg Kroepelin for their efforts, including researching and providing information on this issue.

Mayor Taylor asked for a clarification on the staffing, and noted that one of the documents suggested a \$200,000 to \$250,000 proposal to upgrade the facility and equipment.

Lt. Scharnota reported that 6 positions are budgeted and there are currently only 3 dispatchers, and one in training; and another two new dispatchers needs to be hired to bring it up to an appropriate level. He added that it is difficult to attract experienced applicants due to the City pay scale.

Councilman Nolder asked what the cost is to train a dispatcher. Lt. Scharnota said it is approximately \$6,000.

Councilman Lucas asked what office staffing the Police Department anticipates if C-Comm provides contract services to the City. Lt. Scharnota said two records personnel is desirable with coverage from 8:00 am to midnight. He added that a phone would be in the lobby for public use and it would go directly to C-Comm, who would then dispatch an officer.

Councilman Lucas asked what would happen to the equipment in the dispatch center. Lt. Scharnota said it would stay in place as a back-up system and for use if the City decided to return to a local level of emergency communications. He added that it could be removed in the future if it is necessary.

Councilman Lucas reported that he and Councilman Gerber visited the C-Comm Center which was using 6 staff members on a Tuesday evening. He added that they were very impressed with the C-Comm operations. Councilman Lucas stated that C-Comm is presently down 9 employees

Lt. Scharnota reported that the Oregon City Police Department has had some trouble adjusting to the C-Comm services, however, the Oregon City Fire Department is happy with the services.

Councilman Gerber asked about the proposed contract fees with C-Comm. Chief Giger said that C-Comm uses a formula to amortize the cost over the first year and thereafter the contract fee is shared by all of the contracting agencies. He added that last year there was a 3% decrease in the C-Comm operation fees.

Councilman Daniels asked the duration of the contract. Chief Giger said it was an on-going contract with a specific "out time" of 30, 60 or 90 days if needed.

Councilman Lucas asked when an anticipated change could occur. Chief Giger said that ideally, they would like it to happen on July 1, 1997, to coincide with the fiscal budget year.

Councilman Lucas asked if our current dispatchers would be considered for employment with C-

Comm. Chief Giger said that C-Comm will need an additional one or two dispatchers when they contract with the City. However, since C-Comm is short dispatchers, they will consider taking our three current dispatchers.

Councilman Nolder asked if there were any specific comments on the survey with the Police Association regarding the issue. Officer Kroeplin stated that 3 members were adamant that the communication services should remain local; and it was a 50/50 split with the remaining members whether to maintain the dispatch services as a local entity and then only with an upgrade of the system.

Lt. Scharmota noted that all of the Canby Officers are currently spending some time at C-Comm to ask questions and familiarize themselves with the operation.

Officer Kroeplin pointed out that in 1980 when he first became employed with the City as a dispatcher, there were four dispatchers; and now in 1997 there are only three. He added that it is a "day to day struggle to keep the dispatch center open 24 hours a day."

Blaine Oswald asked for a clarification on the total number of dispatchers necessary to operate an ideal system. He was informed that it was seven.

Chief Giger noted that when research on C-Comm first started, it was a project to gather information for the future and now has evolved into a necessity. He noted that the City has had two vacancies for two years in the dispatch department.

Councilman Lucas asked about the alarm monitoring service that the City provides through the dispatch center. Chief Giger said that CTA will find another vendor to provide that service.

Councilwoman Strong asked how many direct alarms the dispatch center has. Chief Giger said it was more than 350.

Chief Giger explained how the 911 services will work with C-Comm. A 911 call will go directly to C-Comm; they will key the radio and tell a Canby office of the call and there will be no delay.

**\*\*Councilman Lucas moved that the City pursue a contract agreement with C-Comm to provide Emergency Communication Services for the City of Canby. Motion seconded by Councilwoman Strong.**

DISCUSSION - Councilman Harris reported that the C-Comm Dispatch Center is not easily accessible to the public, and in fact, is an area of high security. He questioned the easy access of the Canby dispatch center and the potential risks. Councilman Harris pointed out that currently Chief Giger provides some dispatch duties. He added that the current entry level pay at C-Comm is \$400 more than the top dispatcher pay in Canby. He further added that the City would save approximately \$49,000 annually with a C-Comm contract; and it would cost an estimated

\$80,000 to bring dispatch to an appropriate working level.

Councilman Lucas noted that the Canby Fire Department currently contracts with the City of Canby for dispatch services, however, they can contract with C-Comm and save money.

Councilman Nolder stated that at first he was opposed to contracting out the dispatch services, and now this appears to be the only viable option.

Councilman Gerber said it will save the City money and provide a better service.

**\*\*The motion to contract Emergency Communication with C-Comm was approved 6-0.**

**CITY STAFFING CONSIDERATIONS** - Mayor Taylor noted that there has been a suggestion by the Administrator to make a change in the City employee staffing structure in personnel and position choices. He added that all committee members have received a great deal of information through the mail regarding these changes.

At this time, Administrator Michael Jordan was connected by speaker phone to the meeting from his vacation site in Hawaii.

**CITY RECORDER/COMMUNITY SERVICE SECRETARY/OFFICE**

**SPECIALISTS/ACCOUNTING CLERK** - Mayor Taylor stated that the proposal is to eliminate the current City Recorder position and combine that title with the City Administration title; the current Community Services Secretary become an Office Specialist in the business office; and create another Office Specialist position. This allows for business office coverage and creates a clerical pool for other departments.

Councilman Gerber said the proposal does not make sense to him and suggested the proposed administrative staff changes remain as they currently operate.

Mayor Taylor stated that the City Administrator runs the City and he apparently felt this was a better way to operate and a better way of doing business.

Councilman Gerber agreed that the City Administrator has charge of running the City, and the Council has not given enough direction to him. He added that he saw no savings in the proposed staff change and, in fact, an increase in costs.

Councilman Nolder said this does not reflect on Mr. Jordan's ability, however, the Council has never given him direction and policy regarding such personnel issues. Council needs to provide the Administrator with direction. He added that the changes were not worth the savings.

Councilwoman Strong agreed with Councilman Nolder and saw no cost savings. She expressed a concern that the additional title for Mr. Jordan would add more responsibilities and work for

him.

Administrator Jordan (via telephone) replied that he would be responsible for record management, however, the actual duties would be delegated to someone else. He noted that currently the City Recorder does a lot more work than the Charter lists as duties and he would delegate those duties to others.

Councilwoman Strong noted that even if the Recorder duties are delegated, then that employee will have be trained. At this time, the City has the necessary expertise for those duties.

Councilman Nolder said this is merely taking the duties from the existing City Recorder and giving them to someone else. He noted that the work still has to be done.

Councilwoman Strong said she felt office staff should be cross trained; and she had hoped a training process for new personnel for existing jobs need not be addressed until the time of retirement of existing personnel.

Councilman Lucas questioned if this is the best time to make these types of changes.

Councilman Nolder asked if Mr. Lucas preferred an efficiency basis rather than a financial push.

Councilman Lucas replied, "I would hope so, to be efficient as possible."

Councilman Daniels reminded the Council that the Council asked Mr. Jordan to prepare the worst case scenario and he did; the Council gave him no direction.

Councilman Gerber said the Council was negligent not to give direction to the Administrator, however, the proposal does not make sense and this does not mean the Council needs to accept this proposal. He said he came with suggestions to make things simpler and make additional savings, which he had presented to the Council earlier.

Mayor Taylor said all members could have various proposals, and he did not agree with Mr. Gerber's bottom line. The Mayor noted that none of the Council spends 8 hours a day managing the City, and the person that for many years has managed the City and discussed this proposal with his department heads is being questioned on his proposal. Mayor Taylor agreed that a discussion needs to be held with the Administrator and the Council is moving toward a "very helping role" which will make it difficult to manage the City.

Councilman Harris noted that he was not qualified to make a decision on organizing staff and that is why the City Manager is asked to deal with these issues. He said his concern was to watch out for long term employees regardless of their titles. However, as far as the structure, he'd vote with Mr. Jordan's proposal.

**\*\*Councilman Gerber moved to dissolve the organizational structure as presented by the City Administrator and discuss a new organizational flow chart. Motion seconded by Councilwoman Strong.**

DISCUSSION - Councilman Gerber suggested that Mr. Jordan be present for those discussions.

Mr. Jordan (via telephone) asked for a clarification if this was on the budget proposal or the entire organizational chart. Councilman Gerber said it was the entire organizational chart. Mr. Jordan reminded the Council that 5 of 6 members, including the Mayor approved that chart a few months ago.

Mayor Taylor asked if Mr. Gerber intended to discuss the positions of City Recorder/Community Secretary/Office Specialists. Mr. Gerber said it goes one level further to mid-management levels and where the bulk of the discussion should begin. Mr. Gerber clarified the motion, saying it was the entire organizational chart.

Councilman Harris stated that during the last budget meeting it was decided that the process could not proceed until the Council made some personnel decisions. He asked what will happen to the budget process in the interim.

Councilman Gerber noted that this is a serious problem and perhaps we can discuss it with the Administrator using the telephone.

Mayor Taylor said he is urging the Council not to pass the motion. He added, if the Council does not like the proposal Mr. Jordan made for the specific City Hall positions, then that scenario can be reviewed. However, if a total organizational chart needs to be discussed then it will take more than one meeting.

**\*\*Councilman Gerber amended his motion for and to simply deal with the positions of City Recorder, Accounts Payable Clerk, Office Specialist Positions and Community Services Secretary. Councilwoman Strong agreed as the second to the motion.**

Mayor Taylor reiterated the motion, noting that the existing staff structure will stay the same. Councilman Gerber agreed with the Mayor's explanation.

Councilman Nolder stated, "If it ain't broke, don't fix it." He said the City services to the public is satisfactory with no complaints, and the changes appear to be changes for change sake and don't really accomplish anything. He said the changes are just moving titles and people around and the jobs still have to be done. Councilman Nolder said with the current budget constraints the City has middle management staff that the City can not afford. He added that he liked the staffing system the way it was and felt some staff people need to be removed to save a worthwhile amount of funding and the small amount saved by the proposal we are discussing is not worthwhile.

Councilman Harris said his feelings were similar to Councilman Nolder's. He questioned why the Council asked the Administrator to present these staffing cuts.

Mayor Taylor stated that the past 4 to 8 years the Council has declared that budgeting would be difficult and now the City is actually there, with a lean budget it means that someone will not be working or the City will not do things as they have done in the past. The Mayor said that a political view is to consider eliminating middle management and keep real workers, and he said, "I don't buy that." The Mayor stated that he wanted people in the organization that can do any job to build a better organization. He noted that tough decisions will be made and some people will be upset.

Questions was called..

Councilman Harris interjected that it appeared to him that the City Council was working out the staffing details to impose on Mr. Jordan.

Councilman Gerber replied that he was certainly not imposing anything on anyone, he preferred the term "team work" between the City Council and Administrator.

Mayor Taylor asked if the Council wanted to participate in a discuss with Mr. Jordan about the staffing structure. The Council agreed to the question posed.

**\*\* The motion to maintain the current City Hall staffing structure of the City Recorder, Accounting Clerk and Community Services Secretary was approved, 4-2, with Councilors Daniels and Harris voting no.**

Mayor Taylor noted that other positions in the budget need to be reviewed.

Councilman Harris reminded the Council that decisions need to be made on staffing levels to expedite the budget process. The Council agreed to that scenario.

Mayor Taylor called for a short recess at 7:40 p.m., reconvening the session at 7:53 p.m.

Mayor Taylor read the list of positions that were to be reviewed:

- Computer Services Director

- Code Enforcement Officer

- Court Clerk instead of Court Administrator

Mayor Taylor noted that City Recorder, Accounting Clerk and Community Services Secretary had already been resolved.

Sarah Jo Chaplen informed the Council that the Court Administrator will be retiring and the existing Court Clerk will become a Senior Court Clerk and an entry level Court Clerk will be hired instead of replacing the supervisor position.

Councilman Nolder asked if the Court Clerk is a self supporting position. Ms. Chaplen explained that approximately \$8,000 is used from the General Fund for Court support.

Councilman Nolder suggested discussing the Assistant Planner position.

Councilman Gerber requested that the Recreations Director and the Finance and Administration Director positions be discussed.

Mayor Taylor said the Council was to discuss the suggested budgetary personnel cuts and now it appears that other staff positions not proposed for budget considerations are to be reviewed.

Councilman Harris suggested that only the ones on the list be discussed, specifically, because the City Administrator is not present.

Councilman Gerber reminded the Council that the City is preparing a budget for the worst case scenario. He added that if positions are eliminated it would not be until September or October; and he did not believe the City would ultimately end up with the projected \$467,000 loss of funds.

Mayor Taylor pointed out that the restructuring of the City Hall positions has created a great deal of work for the mailman and a lot of Council discussion; and it has created a morale issue that will never be healed. He added that each name added to the scenario will experience the same situations. He said if the Council continues these discussion on various positions it "flags" them as a potential "hit" and it changes the dynamics and ability to work.

Councilman Nolder stated that a number of people were already "flagged" without Council knowledge. He added that the Council needs to review positions that are necessary for the function of the City to provide the best services for City citizens.

The Council was poled and was willing to continue discussing the various positions as proposed.

COMPUTER SERVICES PERSON - Sarah Jo Chaplen explained that currently the Technical Reference Librarian is shared on a half time basis with the Library and for Computer Services. The Department Heads have suggested a full time computer person at \$45,000 and with the benefit package it would be approximately \$63,000. She added that the Library Director has stated that the Library now needs the Technical Reference Librarian on a full time basis. Ms. Chaplen said the City computer network is currently done by Ken Hagen, Technical Reference Librarian; Steven Hanson, Wastewater Plant Supervisor; and Tim Sommer, Canby Police Officer.

Councilman Nolder asked what a full time computer person would do on a daily basis. Ms. Chaplen said users have small problems with printers or programs that would be addressed; updating of programs would be done; purchasing of equipment and installation of equipment or



software; documentation of the system and programs; and security measures would be addressed.

Councilman Nolder suggested that the staff research contract services on a bid process for computer services.

Councilman Gerber said a personal consultant of his reviewed the City's network and his consultant could not believe that Steve Hanson ran the sewer department and also the City computer network.

Steve Hanson reported that the City recently completed a computer inventory and there are over 53 P.C. machines, 6 file servers and 32 users. He noted that there are several machines in the library for public use. Mr. Hanson said that a number of the resources are linked together through the CTA cable system. He added that several City areas are capable of backing up each others systems.

Mr. Hanson said there is continuing day to day maintenance on the P.C.'s and a monthly update, and the level of knowledge for these two areas is very far apart. Also, record keeping is an area that is currently a problem and will be better handled with a full time person.

Ms. Chaplen said the City hardware and software inventory is approximately \$338,000.

Mr. Hanson said the City has done some innovative computer communications. He noted that Mr. Jordan, in Hawaii, can by telephone connect to the City E-Mail system.

Councilman Gerber asked if the computer system would fail without a full time administrator or is there another solution. Mr. Hanson said the network system is very solid but the City is limited on an ongoing documentation process.

Mayor Taylor stated that at some point in time, the City will need someone to maintain the system.

Councilman Nolder said the City does need to take care of what infrastructure they have, but he still encouraged researching contracting possibilities. He said he wanted to review a comparison between a contract person and a full time staff person.

Councilman Lucas agreed with Councilman Nolder, that the City needs to maintain our current computer equipment, however, it may be a matter of not advancing as quickly as the City would like to advance.

Councilman Daniels asked that down-time considerations be made in a contract bid request.

Councilman Gerber asked if down-time was a problem when the City contracted computer services with Charlie Lam. Mrs. Biddle replied that the City of Canby was Mr. Lam's first

customer and received priority services, it was never a problem.

Councilman Lucas asked if the City experienced down-time now. Lt. Scharmota said the City has evolved into having three experienced staff, Ken Hagen, Steve Hanson and Tim Sommer, work on the city-wide computer system. Recently, the Municipal Court experienced 3-4 days of down time because of a printer problem and a computer consultant was hired, since the City staff does not always know the answers. Lt. Scharmota said the Police Officer who works on the City system estimates that he spends approximately 50 hours per month on various City computer problems. He added that this was debated at staff level but was his perception that the department heads preferred to hire a computer administrator as suggested. He added that when a computer go down, there is a significant affect.

Councilwoman Strong urged a comparison cost between contracting and hiring a full time person, since there are suggestions for cutting staff and now suggestions for adding staff.

Councilman Gerber said he wanted to see some actual bid documentation and said a policy needs to be set on what computer purchases and services are necessary.

Dale Carter noted that a computer contract will need to provide the same services that are currently provided by Ken Hagen and Steve Hanson.

Mayor Taylor summarized the Council consensus as to move forward with seeking a computer person with the addition of a comparison for contract services.

CODE ENFORCEMENT OFFICER - Ms. Chaplen explained that the Code Enforcement Officer is financed from three departments, Police, Community Services and Administration. She stated that this position has been proposed for elimination which will affect the enforcement of the City codes.

Councilman Harris stated that the City can survive without this position as it has done in the past.

Councilman Gerber said, as the liaison to the Planning Commission, they strongly advise maintaining the Code Enforcement Officer.

Jim Wheeler said without a Code Enforcement Officer there will be a significant difference in the code compliance enforcement and only those issues that are a top priority or are a safety or hazardous issue will be addressed. Mr. Wheeler stated that he did not want to cut the Community Service Secretary or Code Enforcement positions, however, he had to consider what the least impact would be and the Code Enforcement Officer elimination was the decision.

It was the general consensus of the Council that decisions on the various positions need to be done by motion.

**\*\*Councilman Gerber moved to keep the computer service employee in the worst case scenario budget and also seek contract bids. Motion seconded by Councilman Harris and approved 6-0.**

**\*\*Councilman Harris moved that if the worst case scenario is reached in the budget, then the Code Enforcement Officer position will be eliminated. Motion seconded by Councilman Lucas.**

DISCUSSION - Councilman Gerber reiterated that the Planning Commission is adamant in wanting to keep the Code Enforcement position, he personally felt the position should be maintained and urged other areas be considered for cost savings

Councilman Lucas asked if the code enforcement issues will be handled by the Police Department. Ms. Chaplen said that will need to be discussed on a staff level.

Mayor Taylor said it may become policy or could become a priority directive from the Council to handle citizen complaints prior to handling building inspections.

Councilman Gerber asked if the Assistant Planner position was eliminated would the Code Enforcement be more critical. Mr. Wheeler said without an Assistant Planner the department would face other additional concerns over compliance issues. Mr. Wheeler said if he had a choice between Assistant Planner and Code Enforcement Officer he would select the Assistant Planner position as the one to be maintained.

Councilman Harris suggested that the City Council will need to provide a policy regarding what department would handle what type of code enforcement issues.

**\*\*The motion to eliminate the Code Enforcement Office in the worst case scenario was approved 5-1, with Councilman Gerber voting no.**

Mayor Taylor pointed out that the City may not reach the worst case scenario and the add back packages will be a consideration.

Ms. Chaplen reminded the Council that the positions are funded through October.

COURT CLERK - Mayor Taylor reviewed the fact that the present Court Administrator will be retiring and that position will not be filled, rather an entry level Court Clerk will be hired.

Ms. Chaplen agreed to the Mayor's summation and added that the budget allows for a person to be hired for training purposes prior to the retirement of the Court Administrator.

Councilwoman Strong asked if two people were necessary in the court. Karen Rider, Court Administrator, said with only one person there would be no collections or review of probation or

discretionary clients.

**\*\*Councilman Harris moved to accept the recommended change in the Municipal court by eliminating the Court Administrator position, on retirement of the current person, and adding an additional Court Clerk at an entry level. Motion seconded by Councilman Gerber and approved 6-0.**

ASSISTANT PLANNER - Councilman Nolder asked how the City would lose services if the Assistant Planner position were eliminated. Mr. Wheeler said there would be a loss of services and listed the duties of the Assistant Planner, noting it is a union position with no supervisory duties: plan checks; zoning code issues; land use approvals that have conditions; all current land use development applications, with some exceptions if there are too many at one time or a unique circumstance that the Planning Director needs to handle; and the assistant handles most of the phone calls and walk-in clients. Mr. Wheeler said this allows him time to work on Comp Plan and ordinance changes; work on intergovernmental agreements for METRO; and work on Access Management Plan and Transportation changes. He added that there would be a significant loss of services, probably in long range planning.

Councilman Nolder asked if this work could be contracted out. Mr. Wheeler said it could be, including current planning issues. He pointed out that there would be no one to deal with planning on a daily basis.

Councilman Lucas noted that growth is a community concern and good planning is how to deal with that issue.

Mayor Taylor said in the neighborhood meetings, planning concerns ranked number 5 out of 9.

Councilman Daniels encouraged keeping the position, specifically for long range planning.

Councilman Gerber pointed out that some high-growth communities, such as Newberg and McMinnville, have no Assistant Planner. He added that our current assistant is currently interviewing for other positions since he is not happy with his duties.

Mayor Taylor said if the City were to compare the entire planning department personnel of other communities, it would provide a better source of information, because sometimes titles are deceptive.

Terry Prince, Planning Commissioner, stated that the Commission only discussed the Code Enforcement Officer and was disappointed it was eliminated. He said the assistant does valuable work.

Councilman Daniels asked if Clackamas County has assisted the City on some of these issues. Mr. Wheeler said we only use Clackamas County for building inspections. Mr. Wheeler pointed

out that there are a number of firms that will offer contracting for the duties of the assistant, however, he thought those services would be costly.

Councilman Harris reminded the Council that a year ago the following positions were discussed for elimination and deemed essential: Lieutenant, Assistant Planner and Assistant to the Administrator. He said staff has submitted recommendations for cutting and he trusted the judgement of those suggestions.

**\*\*Councilman Lucas moved to accept the staff recommendation to keep the Assistant Planner position in the budget. Motion seconded by Councilman Gerber and approved 6-0.**

FINANCE & ADMINISTRATION DIRECTOR - Councilman Gerber said he felt this should be an add-back package position. He said the City Administrator might need to assume some additional roles. Councilman Gerber suggested making this position an Office Specialist position.

Mayor Taylor said these positions were discussed a year ago and this is why the new organizational chart was compiled and it is a "different way of doing business." He noted that this position was re-titled and given direct supervision. The Mayor said Mr. Jordan currently does Community Development since that position is vacant.

Councilwoman Strong noted that we are now under Measure 47 and a worst case scenario plan.

Councilman Gerber said this is a different Council and we are now operating under Measure 47 constraints, which is different from when this was discussed a year ago.

**\*\*Councilman Gerber moved to re-title the Finance and Administrator Director to an Office Specialist position. Motion seconded by Councilman Nolder.**

DISCUSSION - Councilman Nolder said it has been his feeling for several years that the City cannot afford the luxury of a person in this position, and the City Administrator can handle those duties nicely.

Ms. Chaplen noted that a level III Office Specialist is scheduled for \$11.40 an hour for an annual total of \$23,300 and \$29,000 with benefits. She noted that a red-line office specialist position has been discussed with the union and no definite decision has been reached.

Councilman Gerber noted that the Community Service Secretary has already been voted on to be maintained; his motion is to keep Sarah Jo Chaplen as an Office Specialist because of the level of service during these budgetary constraints.

Ms. Chaplen briefly reviewed the Office Specialist job description.

Mayor Taylor said it is only a \$6,000 savings.

Councilman Gerber interjected that the total savings would be approximately \$23,000.

Mayor Taylor noted that the loss to get things done, could be more expensive in the long term.

Councilman Nolder pointed out that eliminating the Code Enforcement Officer is serious, and because of the time and situation, "we are all doing the best we can."

Councilman Daniels stated that there is a limit of what duties the City Administrator can accomplish.

Councilman Harris said it sounds as if this discussion is leaning towards a "no confidence" vote for the City Administrator.

Councilman Gerber said the City Council needs to give some direction to the City Administrator; and he personally felt he was a "very smart" person but did need to have Council direction.

Councilman Harris said this statement is not his admission. Mr. Harris said that the City Administrator receives direction from the Council at every meeting and the Council is not negligent in giving direction. He added that a couple of years ago he would have felt comfortable with the motion on the floor, however, he has a different view of the issue at this time. Councilor Harris said he would like the community to become involved and understand what staff members actually do, and it is "not excess fat that should be trimmed."

Councilman Gerber said he would retract his "blanket statement" and he said "his feelings" is to direct policy in Administration. He added that it is a Council responsibility to give direction.

Councilwoman Strong noted that these are all hard decisions and the voters passed Measure 47 which tells the Council that cuts are wanted and necessary.

Mayor Taylor said that during the neighborhood meetings, the 196 people did not discuss this as a hot topic.

**\*\*The motion to eliminate the Finance and Administrator Director position and replace it as an Office Specialist III position failed. It was 3 yes votes, Gerber, Strong and Nolder and 3 no votes, Daniels, Lucas and Harris and the Mayor cast the deciding vote of no.**

RECREATIONAL SERVICES DIRECTOR - Councilman Gerber said this discussion will pose the same conclusions as the last discussion and he passed on further discussion.

Councilwoman Strong asked what Councilman Gerber had anticipated in this proposal. Councilor Gerber replied that he wanted to move the Recreation Services Director back to the

Library where she does what she does best. He said he wanted parks people handling the parks, the swim center staff handling their business and the librarian running the library.

Councilman Daniels reported a conversation with Canby Kids representatives and they related that Beth Saul should continue in parks, saying "she was the best thing to happen to the parks."

Councilman Gerber withdrew his discussion of the Recreation Services Director position.

Mayor Taylor summarized the conclusions as follows:

## **SUMMARY OF DECISIONS FOR BUDGET CONSIDERATIONS:**

### **911 EMERGENCY COMMUNICATION SERVICES:**

The City Council voted unanimously, 6-0, to pursue negotiations to contract the current City of Canby Emergency Communication Services with C-Comm, Clackamas County, with a proposed target date of July 1, 1997.

## **CITY OF CANBY EMPLOYEE ORGANIZATIONAL DECISIONS:**

COMPUTER SERVICES DIRECTOR - Maintain this position in the budget, however, pursue options for contract services to compare with full time City employee package.

CODE ENFORCEMENT OFFICER - A motion was made to "cut" this position from the budget, it was approved 5-1.

COURT CLERK - The current Court Administrator will be retiring at the end of this year, December, 1997. The proposal is to move the current clerk up to a Senior Court Clerk position, eliminating a supervisor position, and hiring an entry level Court Clerk. This was a vote of approval, 6-0.

CITY RECORDER, COMMUNITY SERVICES SECRETARY & ACCOUNTING CLERK - The Council voted 4-2, to approve maintaining the current positions as currently budgeted.

ASSISTANT PLANNER - The Council voted unanimously to maintain and budget the position of Assistant Planner.

FINANCE & ADMINISTRATIVE DIRECTOR - This position was suggested to be reduced to an "Office Specialist" level. The position will be maintained as currently budgeted. The Council voted 3-3 to reduce the position, the deciding vote was cast by the Mayor of No, thus maintaining the current position.

Mrs. Biddle asked if the budget changes should be made prior to the May 5th meeting.

Councilman Gerber pointed out that there is actually a savings, so the changes should not be difficult.

Mayor Taylor said the changes would be appreciated.

Recorder Perkett asked for direction on the regular meeting of May 7th regarding the workshop. The Council decided to cancel the workshop for May 7th and May 21st was set for a workshop session with ODOT regarding the Access Management Plan.

Councilman Harris suggested a workshop on management salaries.


Councilman Lucas noted that there will be a concert to benefit the CUHS Girls Basketball Program on Friday, May 2nd, with Curtis Salgado and Terry Robb and Friends.

Councilman Gerber reported that he had talked to Doug Rice with Southern Pacific regarding the placement of a "Welcome to Canby" sign and is currently generating donations for the project.

Mayor Taylor adjourned the session at 9:45 p.m.



Marilyn K. Perkett  
City Recorder



Scott Taylor  
Mayor