CANBY CITY COUNCIL
SPECIAL MEETING
FEBRUARY 29, 1984

Mayor Michael L. Gabrion presiding. Councilmembers present: David Anderson, Gene Clift, Nancy Kopelk, Bill Pulver, Gary Sowles and Scott Taylor.

Also present: Administrator Doug Zenor, Deputy Treasurer Virginia Graham, Police Chief Jerry Giger, Beryl Brown and James Kriegshauser.

Mayor Gabrion called the special session to order at 7:08 p.m. Roll call of Council showed a quorum present, with Councilman Taylor arriving at 7:10 p.m.

Councilman Pulver requested that the City Administrator write a letter of appreciation to Tom Gardner for his years of service at the Canby Utility Board, the letter to be signed by Mayor Gabrion.

Mayor Gabrion recessed the special session at 7:11 p.m. to go into workshop session on a tax base proposal.

The special session was reconvened at 7:43 p.m.

**Councilman Sowles moved that the City of Canby Budget Committee submit to the voters of the City of Canby a tax base levy in the amount of $884,000 for the May, 1984 Primary election. Motion seconded by Councilman Anderson and approved unanimously.

Mayor Gabrion called for a short recess at 7:45 p.m., reconvening the special session at 7:52 p.m.

**Councilman Taylor moved to go into Executive Session under ORS 192.660, subsection 1, subsection a, to consider the employment of a public officer, employee, staff member or individual agent. Motion seconded by Councilwoman Kopelk approved by roll call vote 6-0.

Mayor Gabrion recessed the special session at 7:54 p.m. to go into Executive Session. The special session was reconvened at 10:19 p.m. City Attorney, John Kelley, arrived for attendance of the Executive Session and the remainder of the special session.

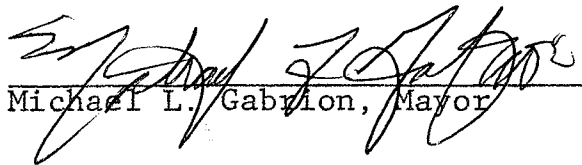Mayor Gabrion announced that Council will set forth some policy regarding the City Administrator.

**Councilman Taylor moved that the Canby City Council establish the following policies of employment for the City Administrator. These are the conditions of employment for the City Administrator to be reviewed by the City Council on or about June 1, 1984, for possible revisions:

February 29, 1984

1. Performance of the City Administrator to be reviewed semi-annually.

2. Retirement- retirement will be paid in accordance with the existing Resolution No. 335.

3. Mileage- all City mileage will be recorded, anything over twenty-five (25) miles will be paid at twenty (20¢) cents per mile.

4. Expense Account- will be filled out weekly on designated forms and submitted at each City Council meeting, including petty cash, miscellaneous expenses, meals, lodging, out-of-pocket expenses while conducting City business, and the expense account to be established will be $200.00, to be advanced to the City Administrator the first of each month and receipts and records to be kept for refunding balance of the $200.00 monthly using the assigned form (a copy of the form attached to the minutes of this meeting).

5. Vacation- will be fifteen (15) working days per year, as of anniversary employment date.

6. Sick Leave- will be the same as other non-uniform City employees.

7. Comp Time - No comp time.

8. Chain of Command- concerns of staff or their representative will be discussed with each level of management up to City Administrator, if no agreement is reached the employee may bring concern before the Council and it is up to the Council to review or deny application of employee to address the Council.

9. Conferences and Training- all requests for conference and training will be submitted to the Council prior to attendance. If an emergency need exists, Mayor may approve such expenditure. A report will be submitted following attendance, informing Council of subject matter, value to City now and future, and the report is to be submitted within one month and all expenses to be accurately submitted.

10. No other employment.

11. Council will purchase a beeper, a notifying device, for the City Administrator to be used when he is outside the office during normal business hours.

12. The City does not pay dues in civic and/or service clubs.

13. Existing professional dues and subscriptions will continue until the review of these policies.

The motion as written above was seconded by Councilman Pulver and approved 6-0.

Mayor Gabrion adjourned the special session at 10:30 p.m.

_____   _____
Michael L. Gabrion, Mayor   R. Douglas Zenor, Administrator/Recorder

DAILY EXPEN S • From ____ 19 __ To ____ 19 __

DESCRIPTION OF EXPENSES		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTALS
BREAKFAST	1															
LUNCH	2															
DINNER	3															
CAB AND LOCAL FARES	4															
ENTERTAINMENT	5															
HOTEL	6															
LAUNDRY AND VALET	7															
TELEPHONE-TELEGRAPH	8															
TIPS	9															
TRANSPORTATION BUS-PLANE-TRAIN	10															
AUTO RENTAL	11															
REPAIRS, PARTS	12															
GASOLINE	13															
OIL, LUBE, WASHING	14															
PARKING FEES	15															
TOLL CHARGES	16															
OTHER:	17															
OTHER:	18															
OTHER:	19															
TOTALS	20															
SPEEDOMETER READING — END																
SPEEDOMETER READING — START																
MILES DRIVEN TODAY																

HOTEL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CITY							

TRAVEL ROUTE / LONG DISTANCE PHONE CALLS

Enter Amounts in Proper Column on Line 8 Above

DATE	TRAVEL ROUTE		LONG DISTANCE PHONE CALLS			
	FROM	TO	PERSON CALLED	WHERE	REASON	AMOUNT

SMALL CHANGE EXPENSE (Enter on Line 4, 8, 9 or 15 Above)

DATE							PARKING FEES

ENTERTAINMENT EXPENSES (Enter Amounts Under Proper Date on Line 5 Above)

					WHERE	AMOUNT

DESCRIPTION OF EXPENSES		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTALS