

CITY OF GERVAIS

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NOTICE: In light of the situation surrounding COVID-19, any person in attendance of the meeting is encouraged to follow the directions outlined by the State of Oregon regarding COVID-19. Those directions can be viewed at <https://govstatus.egov.com/or-covid-19/>

GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Council Meeting on Thursday, November 5, 2020 at 7:00 PM at the Gervais City Hall located at 592 Fourth Street, Gervais, Oregon

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
 - a. Additions/deletions to the agenda
5. Public Comment:
 - a. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record.
6. Consent Calendar:
 - a. Approval of the minutes of the October 1, 2020 Regular Session
 - b. Approval of the minutes of the October 15, 2020 Work Session
 - c. Approval of bill list for September 24 – October 28, 2020

Requested Action: Motion to approve the November 5th, 2020 consent calendar as presented.
7. Presentations – None noted
8. Public Hearing
 - a. Public Hearing to approve 2020-21 Supplemental Budget to Make Appropriations in the General Fund and Police Vehicle Replacement Fund
 - I. Open public hearing and note time for the record
 - II. Declaration of ex parte contact or conflict of interest
 - III. Staff Report

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

- IV. Proponents presentation
- V. Opponents presentation
- VI. Proponents rebuttal
- VII. Staff summary
- VIII. Close public hearing
- IX. Council discussion
- X. Motion to adopt Resolution 20-012, Supplemental Budget to Make Appropriations in the General Fund and Police Vehicle Replacement Fund.

9. Action Items

- a. Motion to set Thursday, December 3, 2020 at 7:00 pm as the date and time for a public hearing to consider file #VAC 2020-01, following the required public notice

10. New Business

- a. Compensation Study Proposals
- b. COVID-19 Micro Grant Program

11. Staff Reports:

- a. City Manager
- b. Police Department
- c. Public Works

12. Business from the Mayor or Council

13. Adjourn

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**MINUTES OF THE REGULAR SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON OCTOBER 1, 2020**

1. Call to Order – The meeting was called to order at 7:01 PM

2. Pledge of Allegiance

a. The Pledge of Allegiance was recited.

3. Roll Call

Mayor Shanti Platt	Present
Councilor Micky Wagner	Present
Councilor Baltazar Gonzalez	Present
Council President Michael Gregory	Present
Councilor Diana Bartch	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Mark Chase

Others Present: Please see the meeting log sheet for other attendees.

4. Announcements/Additions

a. Additions/deletions to the agenda

- 1) Susie Marston stated that item 9(a) should be deleted since the amount in the supplemental budget is more than 10% of the expenditures. Because of this, a public hearing will first be needed to move forward with the supplemental budget.

5. Public Comment:

a. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record.

- 1) None noted

6. Consent Calendar:

- a. Approval of the minutes of the September 3, 2020 Regular Session
- b. Approval of bill list for August 26 – September 23, 2020

Requested Action: Motion to approve the October 1st, 2020 consent calendar as presented.

Councilor Wagner made a motion to adopt the October 1st 2020 consent calendar as presented. Seconded by Councilor Bartch. Motion is unanimously carried and so moved.

7. Presentations

- a. Recognition of Wurdinger Excavation for response to Gervais house fire

Woodburn Fire Chief, Joe Budge, came before the council to inform them of an incident in Gervais where Wurdinger Excavation responded to a house fire. Woodburn Fire was able to respond to the fire, but the situation would have been much worse had not Wurdinger Excavation provided aid with their water truck. Chief Budge presented awards to Wurdinger Excavation for their service. Chief Chase mentioned that the Wurdinger staff were unable to attend the meeting tonight. He read the commendation award aloud for those present.

- b. Recognition of Mayor Shanti Platt – Jackie Franke, Chair, Mid-Willamette Valley Council of Governments Board

Jackie Franke spoke to the council in recognition of the years of service that Mayor Platt has contributed to Gervais and other organizations. Renata Wakely also spoke about her experience working with Mayor Platt and her appreciation for her.

8. Public Hearing – None noted

9. Action Items

- a. ~~Adopt Resolution 20-012, Adopting the 2020-21 supplemental budget to make appropriations in the General Fund and Police Vehicle Replacement Fund~~

10. New Business

- a. Consider Information on Proposed City Manager Salary Schedule

Mayor Platt spoke about the proposed City Manager salary schedule and reminded the council that they had requested more information in order to have this discussion. That information has been provided for this meeting. All of the City employees have a defined salary schedule except for the City Manager. The council held a discussion about the proposed salary schedule. Councilor Harvey asked Susie Marston about her current salary level. Mayor Platt responded that Susie's current salary is \$90,131. The proposed top step would be at about \$103,000. Susie has been City Manager for about 7 years. She was City Recorder for 6 years prior to being City Manager. Councilor Harvey asked if Susie would be at the top step of \$103,000 and Susie replied that it would be up to the council to make that decision. Councilor Bartch asked what the percentage increase was between steps.

Susie explained how the pay range was created and replied that each step increase is 5%. Mayor Platt spoke about the role of city managers in relation to each city. She also stated that this topic has been brought up before and has not moved forward. Councilor Harvey asked why Donald and Hubbard weren't listed on the comparison. Susie stated that Donald has a much smaller population and that Hubbard doesn't have a city manager. Councilor Wagner stated that many of the managers on the comparison have been with their cities for less time and are paid much more. Councilor Harvey stated that they might be paid more because of differences in their education. He also said he didn't know Susie's level of education and would like to possibly see that more information about that. Mayor Platt said that kind of information is good to request when interviewing an applicant. Councilor Harvey asked that this discussion be moved to a work session. Councilor Gregory agreed. Mayor Platt asked that the council request any information well in advance of the work session. Susie suggested holding the work session on the third Thursday of October, the 15th.

Councilor Harvey made a motion to table the discussion of a salary schedule for the City Manager position to a work session, seconded by Councilor Gregory. Motion is unanimously carried and so moved.

The council gave consensus to hold the work session on October 15th, 2020 at 7:00 PM. Susie requested that any questions the council may have be sent to her by Monday, October 5th. Mayor Platt suggested supplying a copy of her job description to the councilors in preparation for the work session.

11. Staff Reports:

a. City Manager

Susie spoke about the local wildfires and thanked Chief Joe Budge for his assistance in keeping Gervais updated during the very stressful time. She also thanked Chief Chase for keeping the department Facebook page updated with information about the wildfires.

On the note of fire services, there have been recent discussions between Gervais and the Woodburn Fire District about creating a place to house a fire apparatus within Gervais city limits. Chief Budge spoke to the council about the need for having local fire coverage for Gervais. Talks will continue to determine if there is a place to store an apparatus in the City. There was brief discussion about how the Gervais station would be staffed. Councilor Barch asked if there was a plan in place to recruit for volunteers.

The Ivy Woods Estates infrastructure is completed at this point and paving will commence in the next week or so. The final plat for the subdivision has been submitted and is under review. It should be ready for the approval of the council by December. Susie updated the council on some sidewalk changes on Grove Avenue where it enters into the Ivy Woods Subdivision.

Susie told the council that Charles Palmer is no longer employed by the City.

b. Police Department

Chief Chase gave details on service calls from the past month. The Chief also updated the council on the status of the D.A.R.E. program as it moves to an online system. Lt. Seibel is working on converting the information to a digital format.

In light of COVID-19, the Chief spoke about an agreement for continuing service in the school district. Chief Chase also extended his thanks to Chief Budge for his support during the wildfire situation. The Chief stated that officers are covering Donald on various days and only when there is coverage in Gervais. He thanked the council for their support of the department in the ongoing work in Donald. The Chief also spoke about Trust Edge training that is intended to increase the level of trust between the citizens and police department.

c. Public Works

Superintendent John Robinson was not present for the meeting, but Susie Marston mentioned that a water pressure test was conducted at the new subdivision and the test results were very good.

12. Business from the Mayor or Council

Mayor Platt asked for a moment of silence for those affected by the forest fires. She told the council about a program being organized by Santiam Hospital and the Knights of Columbus to provide aid to those affected by the wildfires. The Mayor handed out the information for those who are interested in donating. Councilor Wagner spoke about the status of some of the families affected by the wildfires and stated that many families simply needed basics such as blankets.

The Mayor contacted Republic Services about arranging a city-wide cleanup and they stated they would be happy to help out. The council agreed to postpone the cleanup until spring 2021 to see how the COVID-19 situation is progressing.

Lastly, Mayor Platt asked that the council make a formal motion to approve the creating of an official Parks & Rec committee.

Councilor Wagner made a motion to allow Mayor Platt to begin creation of a Parks & Rec committee. Seconded by Councilor Gonzalez. Motion is unanimously carried and so moved.

13. Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a. The executive session was opened at 8:01 PM to discuss the annual performance review of the City Manager.
- b. The executive session was closed at 8:45 PM.

14. Adjourn

The meeting was adjourned at 8:46 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON OCTOBER 1, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyme, City Recorder

Shanti M. Platt, Mayor

**MINUTES OF THE WORK SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL AT 7:00 PM ON OCTOBER 15, 2020**

1. Call to Order

Mayor Shanti Platt called the meeting to order at 7:01 pm. Mayor Platt asked Council President Gregory to officiate the meeting.

2. Pledge of Allegiance

3. Roll Call

Mayor Shanti Platt	Present
Councilor Micky Wagner	Present
Councilor Baltazar Gonzalez	Present
Council President Michael Gregory	Present
Councilor Diana Bartch	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Tim Rhyne, Police Chief Mark Chase (via phone)

4. Announcements/Additions

a. Additions/deletions to the agenda

- 1) Mayor Platt briefly updated the council on the status of the annual city-wide cleanup. Republic Services will hold a date for the 2021 Gervais cleanup. The 2021 cleanup will be different in that Gervais residents will take their loads from Gervais to the Woodburn Republic Services location. The dumpsters will not be located in Gervais.

5. New Business

a. Discussion on Proposed City Manager Salary Schedule

The council held a discussion about creating a salary schedule for the City Manager position. Councilor Harvey began the discussion by asking Susie if she was happy here working for the City of Gervais. Susie replied that she was happy but wanted the conversation to be about the salary schedule and not about herself. She stated she is happy to answer any questions from the council. Councilor Harvey said that the discussion has to relate to Susie since it will affect her salary. Regarding the information that was provided to the council, Councilor Harvey then spoke about the average length of service for a city manager and asked Susie how long she was planning to be working at Gervais. Susie replied that she couldn't be sure but was planning to be at Gervais for the foreseeable future. Councilor Harvey replied that since Susie is planning to stay with Gervais that this salary schedule could be done at any other time. Mayor Platt stated that the topic of the City Manager salary schedule had been brought up at several other times. Councilor Harvey then asked Susie if she felt that the people of Gervais have been fair with her up to this point. Susie replied that she had no reason not to feel that they haven't been fair.

Councilor Harvey then asked Susie how much of a pay increase she has received since she started with Gervais. Susie replied that she had received two pay increases in the 7 years as City Manager, about 15%. He replied that the amount was probably around \$20,000 and that he felt it was a pretty good raise for that amount of time. He voiced his opinion that the people in Gervais have been pretty fair and have been paying all the employees generously. Mayor Platt stated that this topic has come up since every employee except the City Manager is on a fixed pay scale. She also said that the City Manager shouldn't have to come to the council for a raise if she is doing her job properly. There was brief discussion about when an employee should receive a raise. Councilor Harvey stated that he thinks that the proposed pay scale is too high.

There was further discussion about pay increases and cost of living increases. Councilor Gregory stated that the information provided does not show the total budget amount for the compared cities. Susie stated that she provided three different job descriptions from other cities that would support the pay scale. She mentioned that the structure of the city plays a role in the responsibility of the city manager. In response to a question from the Mayor, the council responded that they think the job description for Gervais accurately reflects the job duties of the City Manager. Council Wagner and Bartch spoke in support of creating a salary schedule and stated that not having a salary schedule would make it difficult to hire a future city manager for Gervais. There was discussion among the council about coming to an agreement on a salary schedule. The council asked for further information prior to making a decision such as city population, number of employees being supervised and which department the city has under the manager. Please listen to the audio file for more information.

The council agreed to hold a work session on December 17th, 2020 at 6:30 PM to continue the discussion.

6. Adjourn

The meeting was adjourned at 7:36 PM.

I, TIM RHYNE, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON OCTOBER 15, 2020 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Timothy Rhyne, City Recorder

Shanti M. Platt, Mayor

6c

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
911 Supply	10/21/2020	Patch Install/Removal - Seibel	General Fund	Police	\$ 59.00
	10/21/2020	Shirts, Uniforms Sup. - Seibel	General Fund	Police	\$ 326.22
				TOTAL:	\$ 385.22
Amazon Capital Services	10/2/2020	C/H Toner, Post-Its, Pens	General Fund	Admin	\$ 68.13
	10/2/2020	Pitney Bowes Printer Ink	General Fund	Admin	\$ 62.94
	10/2/2020	Pilot G2 Pens for P/D (24)	General Fund	Police	\$ 25.99
	10/2/2020	Ringers Gloves - Marshall	General Fund	Police	\$ 24.21
	10/2/2020	SureFire SF12 Batteries (12)	General Fund	Police	\$ 19.99
	10/2/2020	Rubber Gloves - Wastewater	Sewer Fund	Sewer	\$ 53.00
				TOTAL:	\$ 254.26
Backflow Management	10/21/2020	September 2020 Backflow Svcs.	Water Fund	Backflow	\$ 634.50
				TOTAL:	\$ 634.50
Beery, Elsner & Hammond LLP	10/2/2020	August 2020 Legal Services	General Fund	Admin	\$ 1,695.50
	10/2/2020	August 2020 Legal Services	General Fund	Police	\$ 434.75
				TOTAL:	\$ 2,130.25
Bretthauer Oil Co.	10/9/2020	September 2020 Fuel Charge	General Fund	Police	\$ 629.56
	10/9/2020	September 2020 Fuel Charge	General Fund	Streets	\$ 133.25
	10/9/2020	September 2020 Fuel Charge	Water Fund	Water	\$ 133.25
	10/9/2020	September 2020 Fuel Charge	Sewer Fund	Sewer	\$ 133.25
				TOTAL:	\$ 1,029.31
Brooks Hardware	10/9/2020	20oz Giant Destroyer (4)	General Fund	Parks Department	\$ 12.58
				TOTAL:	\$ 12.58
CIS Trust	10/1/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Admin	\$ 447.37
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Admin	\$ 190.01
	10/1/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Admin	\$ 70.22
	10/1/2020	LIFE INSURANCE	General Fund	Admin	\$ 0.91
	10/9/2020	2019-20 W/C Audit Invoice	General Fund	Admin	\$ 539.84
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	\$ 764.16
	10/1/2020	EMPLOYEE/SP MEDICAL INS	General Fund	Police	\$ 1,419.41
	10/1/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Police	\$ 447.37
	10/1/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Police	\$ 5,854.74
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	\$ 186.05
	10/1/2020	EMPLOYEE/CHILD MED INS	General Fund	Police	\$ 2,484.86
	10/1/2020	LIFE INSURANCE	General Fund	Police	\$ 16.79
	10/9/2020	2019-20 W/C Audit Invoice	General Fund	Police	\$ 3,347.88
	10/9/2020	2019-20 W/C Audit Invoice	General Fund	Streets	\$ 1,072.24
	10/9/2020	2019-20 W/C Audit Invoice	General Fund	Parks Department	\$ 63.74
	10/1/2020	EMPLOYEE/FAM MEDICAL INS	General Fund	Court	\$ 99.42
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	General Fund	Court	\$ 37.21
	10/1/2020	MEDICAL/DENTAL B/C COPAY B	General Fund	Court	\$ 280.87
	10/1/2020	LIFE INSURANCE	General Fund	Court	\$ 1.11
	10/9/2020	2019-20 W/C Audit Invoice	General Fund	Court	\$ 24.34
	10/9/2020	2019-20 W/C Audit Invoice	General Fund	Council	\$ 1.48
	10/1/2020	EMPLOYEE/SP MEDICAL INS	State Tax Street Fund	Street Improvement	\$ 354.85
	10/1/2020	EMPLOYEE/FAM MEDICAL INS	State Tax Street Fund	Street Improvement	\$ 198.83
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	State Tax Street Fund	Street Improvement	\$ 411.08
	10/1/2020	EMPLOYEE/FAMILY MED INS	State Tax Street Fund	Street Improvement	\$ 876.01
	10/1/2020	LIFE INSURANCE	State Tax Street Fund	Street Improvement	\$ 2.28

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/1/2020	EMPLOYEE/SP MEDICAL INS	Water Fund	Water	\$ 461.31
	10/1/2020	EMPLOYEE/FAM MEDICAL INS	Water Fund	Water	\$ 347.95
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	Water Fund	Water	\$ 279.96
	10/1/2020	MEDICAL/DENTAL B/C COPAY B	Water Fund	Water	\$ 491.53
	10/1/2020	EMPLOYEE/FAMILY MED INS	Water Fund	Water	\$ 438.00
	10/1/2020	LIFE INSURANCE	Water Fund	Water	\$ 4.25
	10/9/2020	2019-20 W/C Audit Invoice	Water Fund	Water	\$ 1,383.40
	10/1/2020	EMPLOYEE/SP MEDICAL INS	Sewer Fund	Sewer	\$ 461.31
	10/1/2020	EMPLOYEE/FAM MEDICAL INS	Sewer Fund	Sewer	\$ 347.95
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	Sewer Fund	Sewer	\$ 279.96
	10/1/2020	MEDICAL/DENTAL B/C COPAY B	Sewer Fund	Sewer	\$ 491.53
	10/1/2020	EMPLOYEE/FAMILY MED INS	Sewer Fund	Sewer	\$ 438.00
	10/1/2020	LIFE INSURANCE	Sewer Fund	Sewer	\$ 4.25
	10/9/2020	2019-20 W/C Audit Invoice	Sewer Fund	Sewer	\$ 1,379.63
	10/1/2020	EMPLOYEE/SP MEDICAL INS	Storm Drainage	Storm Drainage	\$ 141.94
	10/1/2020	EMPLOYEE/FAM MEDICAL INS	Storm Drainage	Storm Drainage	\$ 99.41
	10/1/2020	EMPLOYEE MEDICAL INSURANCE	Storm Drainage	Storm Drainage	\$ 112.01
	10/1/2020	MEDICAL/DENTAL B/C COPAY B	Storm Drainage	Storm Drainage	\$ 70.22
	10/1/2020	EMPLOYEE/FAMILY MED INS	Storm Drainage	Storm Drainage	\$ 194.67
	10/1/2020	LIFE INSURANCE	Storm Drainage	Storm Drainage	\$ 1.06
				TOTAL:	\$ 26,621.41
Columbia Bank Cardmember Services	10/9/2020	City Hall, P/D Office Supplies	General Fund	Admin	\$ 13.99
	10/9/2020	Desk Chair, Pens	General Fund	Admin	\$ 195.95
	10/9/2020	Desk Chair, Pens	General Fund	Admin	\$ 13.33
	10/9/2020	Foxit Phantom PDF Writer	General Fund	Admin	\$ 143.20
	10/9/2020	Zoom Subscription	General Fund	Admin	\$ 12.74
	10/9/2020	Paper Plates Refund	General Fund	Admin	\$ (29.98)
	10/9/2020	Paper Plates Refund	General Fund	Admin	\$ (14.99)
	10/9/2020	Hand soap, trash bags - C/H	General Fund	Admin	\$ 31.98
	10/9/2020	June-Aug. 2020 Postage Renewal	General Fund	Admin	\$ 15.00
	10/9/2020	June-Aug. 2020 Postage Renewal	General Fund	Admin	\$ 90.00
	10/9/2020	Office Paper Return	General Fund	Admin	\$ (39.99)
	10/9/2020	Drinking Water P/D	General Fund	Police	\$ 13.90
	10/9/2020	City Hall, P/D Office Supplies	General Fund	Police	\$ 75.82
	10/9/2020	July/August P/D Vehicle Data	General Fund	Police	\$ 400.12
	10/9/2020	Unit 2 Car Wash	General Fund	Police	\$ 9.00
	10/9/2020	Custom Earmold - Quinn	General Fund	Police	\$ 70.00
	10/9/2020	Custom Earmold - Virula	General Fund	Police	\$ 69.99
	10/9/2020	Unit 4 Car Wash	General Fund	Police	\$ 9.00
				TOTAL:	\$ 1,079.06
Consolidated Supply	10/21/2020	Fernco 6"x6" Flex Coupling	Sewer Fund	Sewer	\$ 14.89
				TOTAL:	\$ 14.89
DataVision Cooperative	10/9/2020	September 2020 Telephone	General Fund	Admin	\$ 552.13
	10/9/2020	September 2020 Telephone	General Fund	Police	\$ 277.04
	10/9/2020	September 2020 Telephone	General Fund	Streets	\$ 71.85
	10/9/2020	September 2020 Telephone	Water Fund	Water	\$ 71.86
	10/9/2020	September 2020 Telephone	Sewer Fund	Sewer	\$ 71.86
				TOTAL:	\$ 1,044.74
First Net, AT&T Mobility	10/2/2020	September 2020 P/D Cell Phone	General Fund	Police	\$ 229.75
	10/2/2020	September 2020 P/W Cell Phone	General Fund	Streets	\$ 48.79
	10/2/2020	September 2020 P/W Cell Phone	Water Fund	Water	\$ 48.79
	10/2/2020	September 2020 P/W Cell Phone	Sewer Fund	Sewer	\$ 48.79

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	\$ 376.12
Fraternal Order of Police	10/2/2020	2020-21 Lodge Dues, LDP	General Fund	Police	\$ 282.00
				TOTAL:	\$ 282.00
G.W. Hardware	10/2/2020	Nitrile Gloves	General Fund	Streets	\$ 6.66
	10/2/2020	Nitrile Gloves	Water Fund	Water	\$ 6.66
	10/2/2020	Wastewater Nitrile Gloves	Sewer Fund	Sewer	\$ 7.77
	10/2/2020	Nitrile Gloves	Sewer Fund	Sewer	\$ 6.67
				TOTAL:	\$ 27.76
GT Excavating, LLC	10/2/2020	520 1st St. Water Line Replacement	Water Fund	Water	\$ 4,539.00
				TOTAL:	\$ 4,539.00
Government Ethics Commission	10/2/2020	2020-21 Annual Renewal	General Fund	Admin	\$ 548.87
				TOTAL:	\$ 548.87
Grove, Mueller & Swank	10/9/2020	2019-20 Audit Fee	General Fund	Admin	\$ 10,000.00
				TOTAL:	\$ 10,000.00
HRA VEBA Plan	10/1/2020	HRA VEBA Contribution	General Fund	Admin	\$ 18.52
	10/1/2020	HRA VEBA Contribution	General Fund	Police	\$ 121.58
	10/1/2020	HRA VEBA Contribution	General Fund	Court	\$ 10.49
	10/1/2020	HRA VEBA Contribution	State Tax Street Fund	Street Improvement	\$ 47.23
	10/1/2020	HRA VEBA Contribution	Water Fund	Water	\$ 50.74
	10/1/2020	HRA VEBA Contribution	Sewer Fund	Sewer	\$ 50.74
	10/1/2020	HRA VEBA Contribution	Storm Drainage	Storm Drainage	\$ 15.70
				TOTAL:	\$ 315.00
Hillyer's Ford	10/9/2020	2010 Charger Oil Change	General Fund	Police	\$ 37.18
	10/9/2020	Unit 2 Oil Change, Cabin Filter	General Fund	Police	\$ 63.75
	10/9/2020	Unit 4 Oil change, Cabin Filter	General Fund	Police	\$ 63.75
				TOTAL:	\$ 164.68
Hubbard Cleaners	10/2/2020	Police Dept. Dry Cleaning	General Fund	Police	\$ 148.90
				TOTAL:	\$ 148.90
John Deere Financial	10/9/2020	Aero Lock Ease, Brake Cleaner	General Fund	Streets	\$ 4.99
	10/9/2020	Aero Lock Ease, Brake Cleaner	Water Fund	Water	\$ 4.99
	10/9/2020	Aero Lock Ease, Brake Cleaner	Sewer Fund	Sewer	\$ 4.99
				TOTAL:	\$ 14.97
Keizer Outdoor Power	10/2/2020	New Large Zero-Turn Mow Deck	General Fund	Streets	\$ 2,395.55
				TOTAL:	\$ 2,395.55
Kim Williams	10/2/2020	Police Postage	General Fund	Police	\$ 3.95
	10/2/2020	Police Department Supplies	General Fund	Police	\$ 8.88
				TOTAL:	\$ 12.83

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
League of Oregon Cities	10/2/2020	2020 LOC Conf. - Marston	General Fund	Admin	\$ 85.00
	10/2/2020	2020 LOC Conference - Chase	General Fund	Police	\$ 60.00
				TOTAL:	\$ 145.00
Long Bros. Building Supply	10/2/2020	Permatex, Nuts/Screws	General Fund	Streets	\$ 11.23
				TOTAL:	\$ 11.23
Mark Chase	10/21/2020	CPR/AED Training Course	General Fund	Police	\$ 35.96
				TOTAL:	\$ 35.96
Mid-Willamette Valley COG	10/9/2020	August 2020 City Planner	General Fund	Admin	\$ 174.00
				TOTAL:	\$ 174.00
Kay Wiesner	10/2/2020	Employee Appreciation	General Fund	Admin	\$ 29.98
Omar Mendoza	10/9/2020	Permit Refund	General Fund	Admin	\$ 75.00
				TOTAL:	\$ 104.98
Moonlight Maintenance	10/9/2020	September 2020 Janitorial Svcs.	General Fund	Admin	\$ 437.00
				TOTAL:	\$ 437.00
NW Natural Gas	10/9/2020	September 2020 C/H Heating	General Fund	Admin	\$ 21.39
	10/9/2020	September 2020 P/G Heating	General Fund	Police	\$ 15.69
				TOTAL:	\$ 37.08
Northstar Chemical	10/9/2020	Sodium Hypochlorite 12.5%	Water Fund	Water	\$ 727.28
	10/9/2020	Sodium Hypochlorite 12.5%	Sewer Fund	Sewer	\$ 338.80
				TOTAL:	\$ 1,066.08
One Call Concepts	10/2/2020	August 2020 Locate Tickets	Water Fund	Water	\$ 7.35
	10/21/2020	September 2020 Locate Tickets	Water Fund	Water	\$ 11.76
	10/2/2020	August 2020 Locate Tickets	Sewer Fund	Sewer	\$ 7.35
	10/21/2020	September 2020 Locate Tickets	Sewer Fund	Sewer	\$ 11.76
				TOTAL:	\$ 38.22
Oregon Association of Water Utilities	10/21/2020	2020-21 Membership Renewal	Water Fund	Water	\$ 348.40
	10/21/2020	Distribution Basics - Bechtold	Water Fund	Water	\$ 165.00
				TOTAL:	\$ 513.40
PGE	10/21/2020	592 4th Street Electricity	General Fund	Admin	\$ 566.82
	10/21/2020	343 E Hemlock Ave. Electricity	General Fund	Parks Department	\$ 11.07
	10/21/2020	4th Street Electricity	State Tax Street Fund	Street Improvement	\$ 22.14
	10/21/2020	Douglas Ave. Electricity	State Tax Street Fund	Street Improvement	\$ 38.93
	10/21/2020	155 9th Street Electricity	State Tax Street Fund	Street Improvement	\$ 23.50
	10/21/2020	City Street Lights Electricity	State Tax Street Fund	Street Improvement	\$ 1,159.70
	10/21/2020	35 Juniper Ave. Electricity	Water Fund	Water	\$ 478.31
	10/21/2020	115 Douglas Ave. Electricity	Water Fund	Water	\$ 1,284.49
	10/21/2020	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,788.32
	10/21/2020	13307 Portland Rd. Electricity	Sewer Fund	Sewer	\$ 1,093.78
	10/21/2020	683 4th Street Electricity	Sewer Fund	Sewer	\$ 141.14

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/21/2020	343 E Hemlock Ave. Electricity	Sewer Fund	Sewer	\$ 99.60
				TOTAL:	\$ 6,707.80
Pacific Office Automation	10/9/2020	October 2020 C/H Copier Lease	General Fund	Admin	\$ 183.10
	10/21/2020	October 2020 P/D Copier Lease	General Fund	Police	\$ 155.36
				TOTAL:	\$ 338.46
Pitney Bowes	10/9/2020	September 2020 Postage	General Fund	Admin	\$ 35.76
	10/9/2020	September 2020 Postage	General Fund	Police	\$ 19.25
				TOTAL:	\$ 55.01
Sarmiento's LLC	10/9/2020	Police Garage Door Service	General Fund	Police	\$ 241.37
				TOTAL:	\$ 241.37
Silverton Sand & Gravel	10/2/2020	3/4" - Rock (1 load)	General Fund	Streets	\$ 290.00
				TOTAL:	\$ 290.00
Tetra Tech, Inc.	10/2/2020	August 2020 Engineering	General Fund	Admin	\$ 321.33
	10/2/2020	August 2020 Engineering	State Tax Street Fund	Street Improvement	\$ 749.67
				TOTAL:	\$ 1,071.00
Thane Training	10/21/2020	Defensive Tactics Training	General Fund	Police	\$ 700.00
				TOTAL:	\$ 700.00
Traffic Safety Supply Co., Inc.	10/2/2020	Sign Posts (10), Yellow Paint	General Fund	Streets	\$ 520.95
				TOTAL:	\$ 520.95
Tyler Technologies Incode Division	10/2/2020	Court Case, Forms, Network	General Fund	Admin	\$ 528.84
	10/2/2020	Court Case, Forms, Network	General Fund	Police	\$ 528.84
	10/2/2020	Court Case, Forms, Network	General Fund	Court	\$ 2,880.59
	10/2/2020	Court Case, Forms, Network	Water Fund	Water	\$ 528.84
	10/2/2020	Court Case, Forms, Network	Sewer Fund	Sewer	\$ 528.86
				TOTAL:	\$ 4,995.97
Univar USA Inc.	10/2/2020	Potassium Permanganate	Water Fund	Water	\$ 3,434.91
				TOTAL:	\$ 3,434.91
Verizon Wireless	10/21/2020	September 2020 P/W Data Lines	General Fund	Police	\$ 200.09
				TOTAL:	\$ 200.09
Waterlab Corp.	10/2/2020	Water/Wastewater Testing	Water Fund	Water	\$ 70.00
	10/2/2020	Water/Wastewater Testing	Sewer Fund	Sewer	\$ 505.00
				TOTAL:	\$ 575.00
Willamette Valley Security, Inc.	10/21/2020	11/20-1/21 Security Services	General Fund	Admin	\$ 209.70
	10/21/2020	11/20-1/21 Security Services	General Fund	Police	\$ 29.95
	10/21/2020	11/20-1/21 Security Services	Water Fund	Water	\$ 59.90

Council Check Report, September 24 - October 28, 2020

<i>VENDOR NAME</i>	<i>DATE</i>	<i>DESCRIPTION</i>	<i>FUND</i>	<i>DEPARTMENT</i>	<i>AMOUNT</i>
				TOTAL:	\$ 299.55
				GRAND TOTAL:	\$ 74,024.96

Fund Totals			
100	General Fund	\$	45,184.10
110	State Tax Street Fundund	\$	3,884.22
200	Water Fund	\$	16,012.43
210	Sewer Fund	\$	8,309.20
215	Storm Drainage Fund	\$	635.01
Total		\$	74,024.96

RESOLUTION NO. 20-012

ADOPTING THE 2020-21 SUPPLEMENTAL BUDGET TO MAKE APPROPRIATIONS IN THE GENERAL FUND AND POLICE VEHICLE REPLACEMENT FUND

WHEREAS, the 2020-21 City of Gervais budget was adopted on June 4, 2020; and

WHEREAS, since the time the 2020-21 budget was adopted, the City entered into an IGA with the City of Donald to provide patrol services, where Donald will pay Gervais \$50,000 during FY 2020-21; and

WHEREAS, with this supplemental budget, these funds will be appropriated in the General Fund by splitting between police officer salaries and a transfer to the Police Vehicle Replacement Fund; and

NOW, THEREFORE, THE CITY OF GERVAIS RESOLVES AS FOLLOWS:

The City Council of the City of Gervais hereby adopts a supplemental budget for fiscal year 2020-21 and hereby makes appropriations as shown below:

	Adopted Budget 2020-21	Supplemental Budget	Revised Budget 2020-21
General Fund			
Revenues			
City of Donald Police Service	-	50,000	50,000
Total Revenues	\$ -	\$ 50,000	\$ 50,000
Expenditures			
Wages - Police Officers	182,324	25,000	207,324
Transfer to Police Veh Fund	10,000	25,000	35,000
Total Expenditures	\$ 192,324	\$ 50,000	\$ 242,324
Police Vehicle Replacement Fund			
Revenues			
Transfer from Gen Fund	10,000	25,000	35,000
Total Revenues	\$ 10,000	\$ 25,000	\$ 35,000
Expenditures			
Vehicle Equipment	6,000	5,000	11,000
Patrol Vehicle	24,690	20,000	44,690
Total Expenditures	\$ 30,690	\$ 25,000	\$ 55,690

Duly passed by the Gervais City Council this 3rd day of November, 2020.

ATTEST:

Shanti Platt, Mayor

Tim Rhyne, City Recorder

STAFF REPORT
TO GERVAIS CITY COUNCIL

FILE: Public Alley Vacation, file #VAC 2020-01

REPORT DATE: October 28, 2020

MEETING DATE: November 5, 2020

APPLICANT: Christopher Webster, Brandi Chauffe

REQUEST: Applicants have submitted a petition, along with all required signatures, to vacate the 20-foot by 200-foot public alley within Block 52 of the Gervais Plat, bound by 5th Street, 6th Street, Douglas Avenue, and Elm Avenue. The applicants request the public alley vacation in order to increase the rear yards of all seven abutting residences.

PROCEDURE: Procedures for street/alley vacations are set forth in Oregon Revised Statutes (ORS) 271.010 - 271.230. ORS 271.100 calls for the City Council to set a public hearing date for a vacation petition.

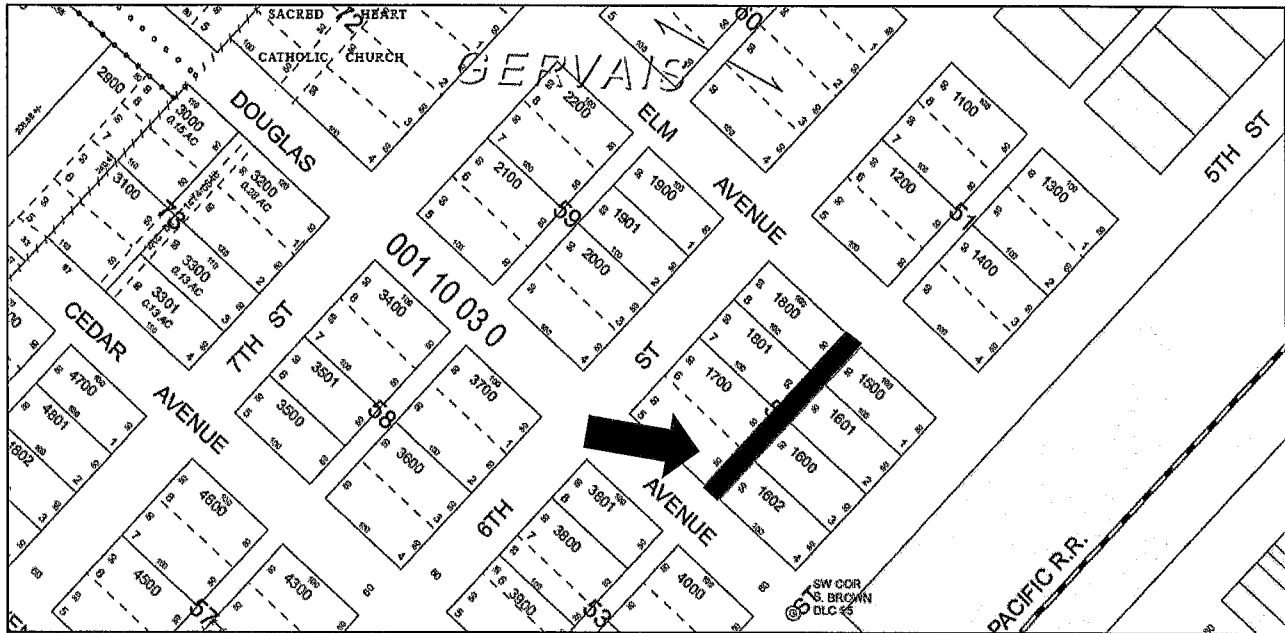
PROPERTY OWNERS:

TAX LOT	OWNER(S)
052W26BD01500	Pfeifer, Clinton
052W26BD01601	Sanderson, Tara & Sanderson, Stephen T
052W26BD01600	Webster, Christopher M & Chauffe, Brandi L
052W26BD01602	Lara, Francisco Daniel Barrios & Campuzano, Veronica Morales
052W26BD01700	Sanders, Richard Lee & Sanders, Julie Anne
052W26BD01801	Whitsett-Watts, Janis E
052W26BD01800	Courson, Mildred Sue Potter c/o Sue Parks

STAFF RECOMMENDATION:

Staff recommends the City Council pass a motion setting Thursday, December 3, 2020 at 7:00 p.m. as the date and time for a public hearing to consider file # VAC 2020-01, following the required public notice.

VICINITY MAPS:



12a



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) Dial 711 or 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: October 29, 2020

To: Mayor and City Council

From: Susie Marston, City Manager *sm*

Re: Compensation Study Proposals

In my quest for seeking more information for our continued discussion on a city manager salary schedule, I've been guided down a different rabbit trail. I also feel that this conversation would be a better fit for a neutral, third party leading the discussion on the topic rather than myself, since it does involve a salary schedule directly affecting me.

During this process of finding someone, it was recommended that we complete a Compensation Study if we haven't done so since Oregon's Pay Equity Act came into law on January 1, 2019. Under this law, compensation means the complete compensation package – wages, bonuses, fringe benefits. I've attached a FAQ list on the law to this memo.

I made some inquiries to organizations who can provide this service and received two proposals in return:

Portland State University – Center for Public Services.....	\$6,000 (not to exceed amount)
Local Government Personnel Services.....	\$5,100 - \$6,460

The quotes from these two organizations are included with this memo. I'm also including a copy of the Compensation Study that PSU recently completed for the City of Creswell as an example.

The City does have an obligation to "check the market" on compensation paid to city employees. By having a compensation study completed for Gervais, we would be able to check our current compensation for all employees and make adjustments accordingly. This would also help the council determine a marketable compensation for the City Manager position.

With this information, I am looking for authorization from the city council to contract with either one of the above organizations to complete a Compensation Study for the City of Gervais.

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

Oregon's Pay Equity Act
January 1, 2019
Frequently Asked Questions for Employers

Which employers must follow this law?

All employers with one or more employees performing work in the state of Oregon.

Which employees are protected by this law?

All employees who perform work in the state of Oregon. Employees who only work partly in Oregon are not considered employees unless their contract of employment was entered into in Oregon or payments are normally made in Oregon.

May employers still ask job applicants for their preferred salary?

Yes. Asking a job applicant for their preferred salary is not prohibited under the law.

Has an employer automatically violated the law if an applicant discloses salary history without being asked?

No. However, an employer may not consider salary history even if an applicant voluntarily discloses it.

May an employer consider the salary history of its own employees during an internal transfer or promotion?

Yes. The law specifically allows employers to consider the compensation of current employees during a transfer, move, or hire to a new position with the same employer.

What is "work of comparable character"?

Work of comparable character is work that requires substantially similar knowledge, skill, effort, responsibility, and working conditions in the performance of work, regardless of job description or job title.

Are there any scenarios in which some employees performing work of comparable character may be compensated differently than others?

Yes, employees performing work of comparable character may be compensated at different levels so long as the differences are based entirely on one or more "bona fide factors" that are specifically provided in the law. The bona fide factors that permit employees to be compensated differently for performing work of comparable character are a seniority system, a merit system, a system that measures earning by quantity or quality of production (such as piece-rate), workplace location, travel (if regular and necessary for the employee), education, training, and/or experience. The entire compensation differential must be based on one or more of these factors. Any system used to justify a compensation differential must be a consistent and verifiable method that was in use at the time of the alleged violation.

Are employees covered by a collective bargaining agreement exempt from the requirements of this law?

No. The law does not provide an exemption for collective bargaining agreements. However, SB 123 (2019) clarified that an employer may pay employees for work of comparable character at different compensation levels on the basis of one or more of the bona fide factors listed just above that are contained in a collective bargaining agreement.

What should an employer do if a job applicant discloses a competing job offer during the hiring process? May an employer offer a higher salary to meet the competing offer?

An employer may match a competing job offer during the hiring process so long as any difference in compensation between employees performing work of comparable character is not on the basis of a protected class and can be justified by one or more of the bona fide factors provided by law.

Are employers allowed to increase the salary of a current employee with a competing job offer without increasing the salaries of all employees performing work of comparable character?

Yes, so long as the increase does not result in a difference in wages or other compensation for work of comparable character between employees on the basis of a protected class or is justified by one or more of the bona fide factors provided by law.

What is included in determining an employee's "compensation" under the pay equity law?

Compensation includes wages, salary, bonuses, benefits, fringe benefits, and equity-based compensation. It does not include tips or reimbursements for any actual costs incurred by the employee, such as mileage, out-of-pocket expenses, or relocation reimbursements.

Must an employer take the different tiers of Public Employee Retirement System (PERS) benefits into consideration when calculating employees' compensation?

No. Only benefits provided to employees beyond what is required by law are required to be included as part of an employee's compensation under the pay equity law. Since PERS benefits are dictated by Oregon law, the varying benefits provided for different tiers of PERS-covered employees do not need to be factored in employees' total compensation.

May employers still give bonuses to individual employees (such as sign-on, retention, attendance and performance)?

Yes. Employers may still give employees bonuses, so long as they are available to all employees performing work of comparable character on an equal, non-discriminatory basis. While the provision of employee bonuses are not prohibited under this law, the opportunity to obtain a bonus must be included as part of an employee's total "compensation."

Are shift differentials based on work performed on weekends/holidays/time of day/etc., allowed under this law?

Yes. The hours an employee works, including time of day or day of the week, may differentiate employees' work enough to be considered not work of comparable character, justifying payment of employees at different compensation levels.

May employers still provide different pay, benefits, etc., for temporary employees?

Maybe. If temporary employees can be differentiated from permanent employees through either bona fide factors (such as seniority) or by determining they are not performing work of comparable character as compared to non-temporary employees, they may be compensated at a different level.

May employers provide different benefits to employees who insure their spouses or dependents from those who only insure themselves?

Yes. Employers may provide different benefits if the same benefit options are offered to all employees performing work of comparable character. If an employee is offered a

benefit but declines it, the declined benefit may be considered as part of the employee's total compensation.

What is an equal-pay analysis?

An equal-pay analysis is an evaluation process to assess and correct wage disparities among employees who perform work of comparable character. Equal-pay analyses also may be used as an affirmative defense for employers in civil actions ONLY to disallow an award of compensatory and punitive damages by a court. If an employer demonstrates by a preponderance of evidence that within three years of an employee's claim the employer has, in good faith, completed an equal-pay analysis that was reasonable in detail and in scope in light of the size of the employer and included a review of practices designed to eliminate unlawful wage differentials, the court must disallow compensatory and punitive damages if the employer has also made reasonable and substantial progress toward eliminating wage differentials for the employer's employees. Evidence of an equal-pay analysis is not admissible in any other proceeding and may not be considered an admission of liability in a civil action alleging a violation of ORS 652.220. Also, evidence that an employer has not conducted an equal-pay analysis may not be used as evidence of a violation of ORS 652.220.

How should an employer conduct an equal-pay analysis?

One way to approach an equal-pay analysis is to first determine which employees are performing work of comparable character. This is based on actual job duties performed, not titles or job descriptions. If an employer is unsure of an employee's job duties, that information should be collected from the employee. Once employees have been categorized based on work of comparable character, employers should look for any compensation discrepancies between employees within those groups. For employees who are compensated differently than other employees performing work of comparable character, the employer should determine if the differences are justified by any bona fide factors provided by law. If the difference is not linked to any bona fide factors, the lower paid employees' compensation must be adjusted to match that of equivalent employees. Any discrepancy between employees performing work of comparable character that is not based on bona fide factors gives that employee a cause of action to file a complaint with Oregon Labor and Industries or in civil court, if based on a protected class.

Equal-pay analyses as defense in award of compensatory and punitive damages

The amended law provides authority to courts to grant employer motions to disallow awards of compensatory and punitive damages in civil actions alleging violations of the pay equity law if the employer demonstrates by a preponderance of the evidence that the employer:

- Completed within three years before the date that the employee filed the action, an equal-pay analysis of the employer's pay practices in good faith that was reasonable in detail and scope in light of the size of the employer and included a review of practices designed to eliminate unlawful wage differentials; and
- Has made reasonable and substantial progress toward eliminating unlawful wage differentials for the employer's employees.

If the court grants an employer's motion to disallow awards of compensatory and punitive damages and the plaintiff prevails on the claim, the court shall order the employer to eliminate the unlawful wage differential for the plaintiff and award back pay or unpaid wages, and may allow the prevailing plaintiff costs and reasonable attorney fees.

Evidence of employer conducting an equal-pay analysis under this law is not admissible in any other proceeding.

Evidence that an employer has increased an employee's pay as a result of conducting an equal-pay analysis may not be considered as an admission of liability in a civil action alleging a violation of ORS 652.220.

Information that an employer has not completed an equal-pay analysis may not be used as evidence of a violation of the law. ORS 652.235.

Must an employer ask employees to provide information on their protected classes in order to conduct an equal-pay analysis?

No. Eliciting protected class information is not a necessary component of conducting an equal-pay analysis. If an employer chooses to collect that information from its employees, great care should be taken with the data that is collected to ensure that it is not the basis for any future discrimination claims. Employees should not be required to provide information that identifies their protected class status other than on an anonymous or voluntary basis.

Are there resources available that an employer may use to assist with conducting an equal-pay analysis?

Oregon Labor and Industries is aware that a number of sources have provided methodologies or templates for comparing the compensation of employees in one or more protected classes. Given the variety of protected classes and the difficulties of ascertaining protected class membership the agency cannot endorse any particular pay-equity analysis tool. Instead, employers are encouraged to focus on establishing which employees are performing work of a comparable character and then rectifying any pay discrepancies (not accounted for by bona fide factors in the law) without regard to protected class membership.

After performing an equal-pay analysis, may an employer lower the salary of an employee that is discovered to be compensated at too high a level?

No. An employee's compensation may not be reduced in order to comply with the requirements of the pay equity law. Freezing or red-circling a salary until other employees are brought to a higher level is not considered to be a reduction. This method may allow employees who are not being compensated equitably to catch up over time, but does not necessarily achieve pay equity in the meantime.

If a new hire negotiates a higher starting salary or better benefits, must an employer match that compensation for all employees performing work of comparable character?

Yes, unless the higher compensation is justified by one or more bona fide factors provided by law.

May an employer award extra days off to an employee in recognition of productivity, going above and beyond, participation in employer events, etc.?

Yes, so long as the extra days off are awarded based on one of the bona fide factors provided in the law, such as merit or productivity. Best practices include having defined systems in place to recognize specific bases for differentials. Merely "going above and beyond" may be difficult to quantify.

Legal remedies under the law

The law provides that if the commissioner of Oregon Labor and Industries issues a final order in favor of a complainant alleging a violation of the pay equity law, the order must require the employer to pay an award of back pay for the lesser of:

- The two-year period immediately preceding the filing of the complaint, plus the period of time commencing with the date on which the complaint is filed and ending on the date on which the commissioner issued the order; or
- The period of time the complainant was subject to an unlawful wage differential by the employer plus the period of time commencing with the date on which the complaint is filed and ending on the date on which the commissioner issued the order. ORS 659A.870(4).

Courts may award injunctive relief and any other equitable relief that may be appropriate, including back pay, as well as compensatory damages. ORS 659A.885(5).

**Proposal
By and Between Portland State University
And
The City of Gervais**

This Proposal is made by **Portland State University on behalf of its Mark O. Hatfield School of Government Center for Public Service ("PSU")**, to the City of Gervais.

AGENCY INFORMATION:

Representative: Susie Marston
Title: City Manager
City of Gervais

Address: P.O.Box 329
Gervais, Oregon 97026

Telephone: 503-792-4901
Email: smarston@cityofgervais.com

PSU INFORMATION:

Representative: Eileen Casey White, Ed.D.
Title: Senior Fellow
Portland State University
Hatfield School of Government
Center for Public Service

Address: PO Box 751 (PA-ELI)
Portland, Oregon 97207-0751

Telephone: 503-559-8946

Cost/Consideration

	Senior Staff	Project Assistant	Total hours	Total Price
Data Analysis & Project Oversight	20 hours	58 hours	78	\$5,556.00
Hourly Rates	\$156/hour	\$42/hour		

AGENCY will be invoiced for actual costs incurred not to exceed \$6,000. All administrative costs are included in the per hour rates.

Scope of Work / Statement of Work

1. Following the notice to proceed from The City of Gervais, in conjunction with City staff, the **8** job titles and **8** comparable jurisdictions to analyze shall be determined.

The proposed jurisdiction list is as follows:

Turner (2,121)
Carlton (2,182)
Willamina (2,250)
Dayton (2,744)
Sublimity (2,772)
Gervais (population 2,762)
Mt. Angel (3,619)
Aumsville (4,180)
Lafayette (4,265)
Sheridan (6,215)

We are including nine possible comparable jurisdictions per the City of Gervais request, but will only collect data on eight. This will allow us to drop a jurisdiction that is not readily providing data needed for the study. In addition, this allows us to work with the specific jurisdictions that the City has identified as important to them.

Job titles to be compared are:

City Clerk
City Manager
City Recorder
Police Administrative Assistant
Police Chief
Police Lieutenant
Public Works Superintendent
Utility Worker

2. As much information as available from each comparable jurisdiction's website shall be gathered. This information will include:

1. Salary schedules,
2. Personnel policies, and
3. Job descriptions.

Data collected will be for the fiscal year that includes July 1, 2020. For Cities in Oregon, that is normally July 1, 2020 through June 30, 2021. For health insurance, our intention is to use July 1, 2020 as the data that the premium contribution for the employee is in effect. If the City would like us to use the premium in effect on January 1, 2021 instead, please let us know as soon as possible and we can collect data for that alternative. However, we will need to know that prior to sending out requests for information.

3. The following schedule will apply for key milestones and deliverables.

1. Data Collection
 - i. Collect data from the City of Gervais and jurisdictions' websites
 - ii. Fill in incomplete information

Schedule: Estimated four (4) weeks following the notice to proceed.

2. Data analysis
Analyze data based on the following factors
 - i. Minimum experience required,
 - ii. Minimum education required,
 - iii. Number of people supervised, and
 - iv. Major job duties.

Schedule: Estimated six (6) weeks following the notice to proceed.

3. Data Validation
 - i. Organize data into tables
 - ii. Send validation packages to jurisdiction

Schedule: Estimated nine (9) weeks following the notice to proceed.

4. Draft report
 - i. Analysis of factors related to comparator agencies
 - ii. Tables that compare each of the compensation components

Schedule: Estimated eleven (11) weeks following the notice to proceed.

5. Final report submission
Schedule: Estimated twelve (12) weeks following the notice to proceed.

4. A draft/final report will include the following:

1. Factors related to each of the comparator agencies — location (map), population, budget size, and other components that seem appropriate;
2. Tables that compare each of the compensation components for a specific dollar value (will be designed with input from the City of Gervais to ensure usability) Tables will include:
 - i. Base Salary at the Minimum, Median, and Maximum level
 - ii. Minimum and Maximum Employee Health Insurance Contribution at the full family level
 - iii. Holiday, Vacation Pay, and Executive/Admin PTO. Vacation value with minimum vacation at entry, median vacation at 10 years, and maximum vacation at 20-years. Executive/Admin PTO will only be counted if there is a formal policy to consistently award this benefit.
 - iv. In addition, the following factors will be considered and included: Longevity pay, the employer's contribution of the employee's 6% PERS obligation, along with any non-discretionary deferred compensation provided by employer.

Data that we collect from this engagement will be maintained by PSU and may be available for use in research or publication. The underlying data, and source documents/source supplier of the information, will also be available to the City upon request.

**Local Government Personnel
Services**

**OPTIONS: COMPENSATION STUDY/MARKET SALARY SURVEY
City of Gervais – October 2020**

Costs will be based on actual hours spent completing the project, whether that is more or less than estimated herein. This estimate assumes: studying 8 separate jobs; surveying/using 8 comparator city agencies.

#	PROJECT TASKS	ESTIMATED TIME
A	<ul style="list-style-type: none">• Preparation & Development of Survey<ul style="list-style-type: none">○ Review, discuss, and finalize comparators and positions for inclusion○ Request comparator information including job descriptions, wages, benefits, and PERS information○ Follow up on data requests	8-10 hours
B	<ul style="list-style-type: none">• Conduct Salary Survey<ul style="list-style-type: none">○ Review and analyze collected data, draft raw data tables; follow up as needed○ Match comparator jobs to City of Gervais jobs○ Develop:<ul style="list-style-type: none">▪ 8 Raw wage data tables (min/mid/max monthly wages)▪ 1 Salary Schedule Comparison Chart▪ 1 Retirement/PERS Comparison Chart▪ 1 Health Insurance Comparison Chart▪ 1 Paid Leave Comparison Chart▪ 1 Life Insurance Comparison Chart	16-20 hours
C	<ul style="list-style-type: none">• Develop Report<ul style="list-style-type: none">○ Prepare report for client review○ Make changes as necessary and finalize report	4-6 hours
OPT	<ul style="list-style-type: none">• Present report/findings<ul style="list-style-type: none">○ to City at City Council meeting or other	0-2 hours + travel

Estimated 30 to 38 hours @ \$170 per hour = \$5,100 to \$6,460

Center *for*
Public Service

City of Creswell Compensation Comparison Study

Submitted by:

Center for Public Service
Mark O. Hatfield School of Government
Portland State University

September 2020

Report Contact Information:

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Hatfield School of Government
Portland State University
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Prepared for the exclusive use of the City of Creswell.
Do not share without the permission of Creswell or Portland State University.

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Acknowledgments

The CPS team is very grateful to the Creswell Team:

- Michelle Amberg – City Manager
- James Piper, CPA – Finance Director

The City of Creswell and Portland State University's Center for Public Service would like to thank the staff members from participating jurisdictions who provided information and insights to ensure accurate information:

Jurisdiction	Main Information Contacts
Brookings	Bridgette Eszlinger
Cottage Grove	Mandy Biehler
Eugene	Kathryn Butler, Randi Bowers-Payne
Harrisburg	Michele Eldridge
Junction City	Stephanie Moran
Philomath	Joan Swanson
Seaside	Jon Rahl
Springfield	Candace Steffen
Veneta	Stacy Cornelius
Wood Village	Greg Dirks

The CPS Team included:

- Sara Saltzberg – Project Sponsor, Director Center for Public Service, PSU
- Bob Winthrop – Senior Fellow
- Eileen Casey White, Ed.D. – Senior Fellow
- Sara Spiers, MPA – Research Assistant
- Erica Fulton – Operations Manager

Background

In July 2020, the City of Creswell engaged Portland State University's Center for Public Service (CPS) to conduct a comprehensive compensation study. CPS analyzed 17 job titles in 11 Oregon cities, including Creswell, and determined the compensation costs using:

- Salary at the Minimum, Median, and Maximum level
- Employer payment of the employee "Pick Up" for Public Employees Retirement System (PERS)
- Minimum and maximum employee health insurance premium contribution
- Paid time off (vacation, holiday)

Additional data were collected to ensure comparability among job titles, including:

- Minimum experience required
- Minimum education required
- Major job duties

The participating jurisdictions included the following:

Table 1: Population and Location				
Jurisdiction	Population*	Miles from Creswell**	County*	Jobs Matched
Creswell	5,510	n/a	Lane	17
Brookings	6,645	226	Curry	11
Cottage Grove	10,169	9	Lane	9
Eugene	171,210	13	Lane	12
Harrisburg	3,680	33	Linn	11
Junction City	6,170	29	Lane	6
Philomath	4,900	62	Benton	5
Seaside	6,585	191	Clatsop	8
Springfield	61,355	11	Lane	12
Veneta	4,800	27	Lane	10
Wood Village	4,060	133	Multnomah	8
*League of Oregon Cities website				
**Car traveling miles from downtown Creswell				

Methodology

In order to collect comparable compensation data (e.g., salary schedules, job descriptions, collective bargaining agreements), the CPS team worked with the City of Creswell representatives to identify jurisdictions comparable in size, geographic location, and/or held a common workforce pool as comparators. Once jurisdictions were selected, the CPS team completed an initial data search on each jurisdiction's website. The data found were entered into an Excel database. After the initial entry, we contacted each jurisdiction through email, offering to share the final report to incentivize participation. All jurisdictions participated by providing an initial response to the request for seven data points, including:

1. Personnel policies for non-represented and collective bargaining agreements related to the position
2. Current job descriptions for each position, used to help match jobs
3. Health insurance employee premium contributions (highest and lowest premium contribution per employee group¹ and labor contracts wherever possible)
4. Holiday hours per employee group
5. Paid Time Off (Vacation) accrual amounts at entry, 5, 10, 15, and 20 years
6. PERS² "pick-up" contribution amount, i.e., does the employer pay the 6% employee contribution amount
7. Salary schedules as of July 1, 2019

We entered data related to salary at the minimum, median, and maximum ranges into the Excel database. We then added information (based on the employee group) as to whether the employer paid the PERS 6% employee pick-up and the minimum and the maximum cost for health insurance premiums paid by the employee. Additional data included paid time off for Holidays and Vacation, minimum experience, and minimum educational requirements. For detailed information on these factors, see the Appendix.

After summarizing the jurisdictions' responses in validation spreadsheets, we sent the data back for contacts to verify. Contacts provided additional details to ensure the most accurate data for each job title. The CPS team engaged in 3 to 5 interactions per jurisdiction to gather and validate data. The job matching analysis is in the section below, titled "Limited Job Matching Discussion."

Table 2 lists the results of the jobs matched. Following the table are summary results of adjusted compensation, Paid Time Off (PTO), health insurance, and PERS.

¹ An "employee group" includes all employees who receive the same time off, retirement, and health insurance fringe benefits.

² Oregon's Public Employee Retirement System

Table 2: Jobs Matched												
Standard Job Title	Brookings	Cottage Grove	Creswell	Eugene	Harrisburg	Junction City	Philomath	Seaside	Springfield	Veneta	Wood Village	Job Titles Matched
Administrative Assistant	1	0	1	0	0	0	0	0	1	1	0	4
Airport Maintenance & Operations Specialist	1	0	1	1	1	1	1	0	0	1	0	7
Airport Manager	1	0	1	0	0	1	1	0	0	1	0	5
AP-Payroll Clerk	1	0	1	1	0	1	1	1	1	0	1	8
Assistant City Recorder/ Court Clerk	1	0	1	0	1	1	1	1	1	1	0	8
City Manager	1	1	1	1	1	1	1	1	1	1	1	11
City Recorder	1	1	1	1	1	1	1	1	1	1	1	11
Code Enforcement Officer	0	1	1	1	1	0	0	1	1	0	0	6
Finance Director	1	1	1	1	1	1	1	0	1	1	1	10
Planning and Public Works Specialist	0	1	1	0	0	1	0	0	1	0	1	5
Planning Specialist	1	1	1	0	1	0	0	0	1	1	0	6
Public Works Director	1	1	1	1	1	1	1	1	1	1	1	11
Public Works Maintenance Specialist	1	0	1	1	1	0	0	1	1	1	1	8
Public Works Team Leader	1	1	1	1	1	0	0	0	1	1	0	7
Senior Planner	0	1	1	1	0	0	0	0	1	0	0	4
Utility Billing – Court Clerk II	1	0	1	1	1	0	0	0	0	1	0	5
Water-Wastewater Treatment Plant Operator	0	1	1	0	1	1	0	1	0	0	0	5

Summary Results: *Adjusted compensation*

Adjusted compensation includes two parts. The first is the addition of the following: base salary, the employer contribution for the employee share of the pension, and the value of paid time off. The second part subtracts the value of the employee contribution for health insurance.

Within the 17 job titles evaluated, Creswell was lower (-14% to -0.2%) for overall adjusted compensation at the median tenure level for thirteen jobs, and +2% to +6% higher for Assistant City Recorder/ Court Clerk, City Recorder, Finance Director, Planning Specialist, and Planning and Public Works Specialist.

The CPS team discusses the matching factors for all 17 job titles later in this report. Table 3 below summarizes the job titles ranked by the difference between the Creswell job title's value of the median adjusted compensation and the comparables' average.

Table 3: Summary Results		
Limited Job Matching Discussion pg	Job Title	% Difference from Avg of Median of Comparables
p. 18	Code Enforcement Officer	-11 %
p. 21	Public Works Director	-8 %
p. 12	Airport Maintenance & Operations Technician	-7 %
p. 24	Senior Planner	-6 %
p. 23	Public Works Team Leader	-5 %
p. 16	City Manager	-5 %
p. 25	Utility Billing/ Court Clerk II	-5 %
p. 14	AP-Payroll Clerk	-4 %
p. 22	Public Works Maintenance Specialist	-4 %
p. 26	Water-Wastewater Treatment Plant Operator	-0.1 %
p. 15	Assistant City Recorder/ Court Clerk	+2 %
p. 20	Planning Specialist	+3 %
p. 11	Administrative Assistant	+5 %
p. 19	Finance Director	+5 %
p. 17	City Recorder	+6 %
p. 13	Airport Manager	+6 %
p. 19	Planning & Public Works Specialist	+6 %

Summary Results: *Paid Time Off*

With regard to Paid Time Off (Vacation), there is a wide variation in holiday hours. Creswell does not have an exact jurisdiction or employee group match. The comparison is among 10 jurisdictions and 15 employee groups. Employee groups are only mentioned if the PTO is different amongst groups within the same jurisdiction. At five years' vacation, Creswell's 120 hours are greater or equal to 6 jurisdictions,

or 9 Employee Groups, and less than 4 jurisdictions, or 5 Employee Groups. At 20 years, Creswell's 160 hours are greater than or equal to 2 jurisdictions, or 3 employee groups, and under eight jurisdictions, or 11 employee groups. Creswell's Holiday hours matched six jurisdictions.

Table 4 provides detail by jurisdiction.

Table 4: PTO by jurisdiction						
Jurisdiction	Employee Group ³	Holiday hours	Vacation: 5 years	Vacation: 10 years	Vacation: 15 years	Vacation: 20 years
Creswell		80	120	128	160	160
Brookings		80	136	160	184	216
Cottage Grove	Non-Rep	88	96	120	160	160
	Laborers General	88				168
	PW Laborers	88				168
Eugene	Non-Rep	80	136	160	176	192
	AFSCME	96				
Harrisburg		80	128	168	168	208
Junction City	Non-rep	80	96	120	160	160
	AFSCME	84				
Philomath		88	n/a ⁴	n/a	n/a	n/a
Seaside		80	120	144	176	200
Springfield	Non-rep	80	224	248	272	296
	AFSCME	96	120	136	160	176
	SEIU	88	112	128	152	176
Veneta		96	96	120	160	196
Wood Village		88	120	144	160	200

Summary Results: Health Insurance

All employee health insurance premium data used the family plan (where available) as the point of comparison. The health insurance premium cost includes dental insurance. Creswell employees do not pay anything for healthcare, regardless of plan. Four other jurisdictions (Harrisburg, Junction City, Philomath, and non-represented employees in Seaside) also have no employee premiums. Wood Village's non-represented employees, paying \$401 per month for the most expensive Family Plan, was the highest total cost, followed by Wood Village employees under the labor contract at \$334. Brookings

³ PTO data for each jurisdiction is the same for all employee groups is the same unless otherwise indicated.

⁴ Data not available

follows as the second most expensive premiums at \$220, Springfield at \$196, Eugene at \$194, Veneta at \$182, and Seaside Management Union at \$150. The least expensive at the maximum cost is Cottage Grove at \$103.

For the seven jurisdictions where employees contribute to their health insurance premium, Seaside non-represented employees pay the minimum amount at \$52. Eugene and Cottage Grove employees pay \$76 and \$103, respectively. Veneta employees pay \$182, then Springfield at \$195 and Brookings at \$220. Wood Village employees have the highest minimums, with Labor Contract employees paying \$328 and non-represented employees paying \$389.

Table 5: Health Insurance			
Jurisdiction	Employee Group ⁵	Maximum Family Insurance Cost (mth)	Minimum Family Insurance Cost (mth)
Creswell		\$0	\$0
Brookings		\$220	\$220
Cottage Grove		\$103	\$103
Eugene		\$194	\$76
Harrisburg		\$0	\$0
Junction City		\$0	\$0
Philomath		\$0	\$0
Seaside	Non-rep	\$0	\$0
	Management and EmpAssn	\$150	\$52
Springfield		\$196	\$195
Veneta		\$182	\$182
Wood Village	Non-rep	\$401	\$389
	PWUtilityWkrs	\$334	\$328

Summary Results: Additional Compensation

The CPS research team asked counties to respond (Yes/No) regarding whether the employer pays the 6% PERS pick-up amount. All jurisdictions pay the 6% PERS pick-up.

⁵ Health insurance data for each jurisdiction is the same for all employee groups is the same unless otherwise indicated.

Limited Job Matching Discussion

1. Administrative Assistant

The Administrative Assistant for the City of Creswell is a non-exempt position with no supervisory responsibilities. It is a mid-level clerical position and requires a high school diploma or GED. Prior bookkeeping, general office work, and secretarial work are required. Below is a summary of duties from the job description:

"Provides confidential administrative assistance to a department administrator in areas of correspondence, reports, recordkeeping, and meetings; assists the public by answering questions, taking complaints, providing directions, making appointments, directing phone calls, and other receptionist duties."

Four jurisdictions (Brookings, Springfield, Veneta, Wood Village) have a similar non-exempt position. The corresponding job title for Brookings (Accounts Receivable Clerk II) and Veneta (Office Support Specialist II) differ, but experience and job duties are similar. However, although Wood Village's Administrative Assistant has a similar title to that of Creswell, its tasks and responsibilities may not make it a good match.

- **Experience:** Three jurisdictions specify length of prior experience. Brookings requires the least at 2 years' experience, and Springfield requires 2-3 years' experience. Wood Village has the highest required experience at 3 years. Veneta, similar to Creswell, does not specify the duration of prior experience. All matches require experience with basic finance functions.
- **Education:** Like Creswell, three of the four Administrative Assistant positions require a high school diploma or GED. Wood Village (which has the highest level of compensation) requires post-secondary experience, a 2 year degree in office management, finance, accounting, or related field.
- **FLSA Exemption:** All job titles are non-exempt.
- **Supervision:** Supervisory responsibilities are not assigned for this position by any of the jurisdictions.
- **Additional Notes:** The Administrative Assistant job title for Creswell works under the Finance Director and has primary responsibilities for assisting other departments (e.g., code enforcement, city recorder, utility billing, dog licensing, community center scheduling). Differences in jurisdictions' department organization results in certain matched positions having a different job title, though all positions closely align in assigned responsibilities.

Conclusion: Wood Village has an Administrative Assistant position, but primary duties include maintaining the General Ledger, reconciliation, payroll, and other financial tasks. It does not appear to

be a match due to responsibilities, skill levels, and educational requirements Brookings, Springfield, and Veneta are a strong matches to Creswell's position, with comparable pay.

2. Airport Maintenance and Operations Technician

The Airport Maintenance and Operations Technician in Creswell is a non-exempt position with no supervisory responsibilities. The position requires a high school diploma or GED and 1-3 years of experience in airfield facilities and grounds maintenance. Below is a summary of duties from the job description:

"Performs a variety of semi-skilled and skilled maintenance duties at the airport to maintain airfield, airport buildings, facilities and/or grounds."

One other jurisdiction, Eugene, had a comparable job title, Airport Worker 2. (See Airport Manager position for more background. Few jurisdictions with an Airport have a similar job title, so Creswell and Eugene's positions were compared to a Maintenance Worker in Brookings, Public Works Utility II in Harrisburg, Maintenance Technician (Journey level) in Springfield, and Utility Worker II in Wood Village and Veneta. The job titles are different, but the duties are comparable. Later in this report, Creswell's Public Works Maintenance Specialist is compared to these same positions.

- **Experience:** Compared to Creswell, the position in Eugene requires 3 years of experience in facilities maintenance, grounds maintenance, or construction trade. The maintenance and utility positions in the other jurisdictions are similar and require 2 to 3 years' experience in maintenance, construction, or repair.
- **Education:** Airport Worker 2 in Eugene does not specify a minimum level of education. During the probationary period, Eugene requires the employee to become "operations certified." A Public Works Maintenance Specialist in Creswell, as well as the maintenance and utility comparables, require a high school diploma or GED.
- **FLSA Exemption:** All matches are non-exempt for each jurisdiction.
- **Supervision:** There are no supervisory responsibilities for these positions.
- **Additional Notes:** There is a slight variation in pay between the two Airport Maintenance and Operations Technician positions. In Creswell, the median adjusted calculation is \$4,057 a month; in Eugene, the median adjusted calculation is \$4,657. Broadening to non-airport positions, Brookings has the lowest median adjusted calculation at \$3,358, and Springfield has the highest at \$4,851.

Conclusion: The match between Creswell and Eugene positions is solid. Variation in pay may be due to how Eugene structures the position with Airport Worker I and II. Airport Worker I, while closer to matching compensation, does not match Creswell in terms of experience and semi-skilled and skilled

duties. Looking at Airport Maintenance and Operations Technician and the maintenance and utility positions, the matches have comparable education, experience and job duties. There is difference in pay which, in part, is due to differences in responsibilities.

3. Airport Manager

The Airport Manager position in Creswell is exempt. It requires a Bachelor's degree and expertise in aviation and business management. A length of time for experience is not listed. Airport Supervisory experience is preferred. The following is a summary of duties from the job description:

"Management position that requires extensive knowledge of airport and airfield procedures, marketing and economic development, and the ability to work with various airport tenants and support agencies."

Only one jurisdiction, Eugene, has an airport manager supervised by the city. Curry County manages Brookings Airport, and the Oregon Department of Aviation manages Cottage Grove's airport. The City of Seaside manages the Seaside Municipal Airport but does not have a salaried airport manager position on staff. With limited comparability for the Airport Manager job title, a similar position for jurisdictions without an airport or Airport Manager is Public Works Superintendent. Brookings (Public Works Supervisor), Junction City (Public Works Superintendent), Philomath (Public Works Supervisor), and Veneta (Public Works Superintendent) have Public Works Superintendent positions with comparable supervisory responsibilities and duties.

- **Experience:** While Creswell does not specify a length of time for experience, it does mention "expertise in aviation and business management." In Veneta, the minimum experience is 1 year of leading a crew. Brookings, Junction City, and Philomath require 5 to 8 years of municipal, public works, and/or utility maintenance and construction.
- **Education:** Creswell is the only jurisdiction that requires a bachelor's degree. For the Public Works Superintendent position, jurisdictions require a minimum of a high school diploma or GED.
- **FLSA Exemption:** Similar to Creswell, this is an exempt position for all jurisdictions.
- **Supervision:** In Creswell, there are supervisory responsibilities. The Airport Manager supervises emergency contractor services. In comparison, the positions for Public Works Superintendent in all jurisdictions have supervisory responsibilities that fluctuate depending on the time of year and project needs.
- **Additional Notes:** From highest to lowest median adjusted calculations, Brookings (Public Works Superintendent) has the lowest compensation at \$5,800 and Creswell (Airport Manager) is the

highest at \$6,857. Two other jurisdictions are close to Creswell at \$6,833 (Philomath) and \$6,817 (Junction City).

Conclusion: Despite differences in job titles, the years of experience/ expertise needed, education levels, and supervisory responsibilities are similar. Slight differences in responsibilities may explain pay variations.

Brookings, Creswell, Cottage Grove, and Seaside all have general aviation airports, while Eugene provides commercial service. The compensation for this position in Eugene is more than double the compensation in Creswell. The minimum salary for Creswell is \$5,000, while Eugene's minimum monthly salary is \$9,314. Differences in service levels, size, and staffing responsibilities excluded Eugene from making it a solid match. Variation between other aviation airports restricted the comparison and led us to compare Airport Manager to a different position, though similar in supervisory and other major duties.

4. AP-Payroll Clerk

The Creswell AP Payroll Clerk position is a non-exempt position with no supervisory responsibilities. It requires a high school diploma or GED and experience in bookkeeping, general office, and secretarial work. The job description includes:

"Assists the Finance Director in payroll and/or accounts payable duties ... working with department heads, checking for payment approval, budgetary expense control ... prepare and maintain all worksheets pertaining to payroll."

Potential matches include positions in Brookings, Eugene, Junction City, Philomath, Seaside, Springfield, and Wood Village. The job titles vary across jurisdictions including titles such as Payroll/ Accounts Payable Specialist (Brookings), Accounting Clerk, Senior (Eugene), Accounting Technician (Springfield), and Accountant (Junction City). Wood Village's Administrative Assistant position also has payroll duties and could be a potential comparable, but also has responsibility for multiple other programs and was therefore not included. The Appendix provides a complete list of job titles.

- **Experience:** All positions, excluding Brookings, require 2 to 3 years of experience in accounting, finance, or bookkeeping. Brookings requires 5 years' experience, though still in accounting and bookkeeping. On the other hand, Creswell does not specify a number of years an employee should accumulate before applying.
- **Education:** Four of the seven jurisdictions (Brookings, Junction City, Philomath, and Seaside) match Creswell's level of education by requiring a high school diploma or GED. Others range in levels of educational requirements from a Bachelor's degree (Wood Village) to one year of college coursework in bookkeeping or business (Eugene) or one year of technical training after high school (Springfield).

- **FLSA Exemption:** All are non-exempt positions within their jurisdictions.
- **Supervision:** No supervisory responsibilities are assigned to these positions.
- **Additional Notes:** Seaside provides the highest compensation for this position than any other jurisdiction. Wood Village is the second-highest compensation, likely accredited to it requiring the highest level of education.

Conclusion: All matches are suitable for this position.

5. Assistant City Recorder/ Court Clerk

The Creswell Assistant City Recorder/ Court Clerk position is a non-exempt position with no supervisory responsibilities. It requires a high school diploma and three years of progressively responsible clerical and secretarial experience. The job description for assistant city recorder includes:

"Provides confidential administrative support and assistance to the City Recorder, including maintenance of City records, coordinating council committee agendas, notices, and meeting minutes."

The tasks identified for municipal court clerk responsibilities include:

"Works directly with the general public, Municipal Judge, and court staff... knowledge of state laws, City ordinances, and resolutions."

Seven jurisdictions (Brookings, Harrisburg, Junction City, Philomath, Seaside, Springfield, and Veneta) have positions with similar types of tasks and responsibilities. The positions differ in titles, including Deputy Recorder (Brookings), Administrative Aide (Junction City), Administrative Specialist (Springfield), and Office Support Specialist III (Veneta).

- **Experience:** Most positions require 2 to 3 years of progressively responsible administrative and/or clerical experience, similar to Creswell. Seaside (Municipal Court Clerk) has the only position that requires 2 years' experience as a court clerk.
- **Education:** Like Creswell, a high school diploma or GED is a requirement for most positions, but some jurisdictions want additional education. Harrisburg requires an Associate's degree in communication, public administration, or business administration. Brookings desires an Associate's degree in business administration.
- **FLSA Exemption:** Brookings and Harrisburg are the only two with exempt positions. The other jurisdictions are non-exempt.
- **Supervision:** Only Harrisburg's Municipal Court Clerk/Supervisor has supervisory responsibilities. The position in Brookings may occasionally supervise staff and volunteers.

- **Additional Notes:** In Harrisburg, the position works in four city programs: Municipal Court, Code Enforcement, Library, and Utility Billing. It also has a supervisory role with librarians and utility clerks. In Veneta, the Office Support Specialist III divides responsibilities among the Municipal Court, Building Processing, and Public Works and Planning.

The duties associated with the Municipal Court align with those of Creswell's position. Seaside (Municipal Court Clerk) primarily focuses the position's tasks on municipal court clerk duties. However, the incumbent is also assigned auxiliary job duties such as working on city records, ordinance codes, emergency operations, training, and coordinating meetings.

Conclusion: Differing duties and responsibilities may explain variation in compensation. A blended job description like Creswell's Assistant City Recorder/Court Clerk makes it more difficult to confirm comparable matches in other jurisdictions.

6. City Manager

The City Manager for Creswell is an exempt position with supervising duties. The position requires a Bachelor's degree in public administration or related field and at least 3 years of public administration experience, though 5 years' experience preferred. The following is a summary of duties from the job description:

"Provides for the overall administration of a city; Assists the Mayor and Council in the development of City policies, and carries out policies established by ordinances and resolutions."

All jurisdictions surveyed have a City Manager or City Administrator exempt position.

- **Experience:** Veneta has the least amount of required experience (3 years of public or private management), while Brookings and Seaside had the most (10 years). Four of the jurisdictions require 5 years of administrative experience. Nearly all required prior experience in municipal government or the public sector.
- **Education:** A Bachelor's degree or equivalent was required for all matched positions in public administration, public policy, business administration, planning, or related fields. Harrisburg requires a Master's degree in those related fields.
- **FLSA Exemption:** Creswell's job description and all proposed matching positions are exempt.
- **Supervision:** All positions have supervisory responsibilities. In some cases, there was a distinction between direct reports and overall responsibility for the entire organization.
- **Additional Notes:** City Manager/Administrator responsibilities in all 10 comparable jurisdictions focused on taking direction from the Mayor and/or City Councils. Some have additional duties such as Executive Director of the Urban Renewal Agency (Brookings), City Planner, City

Redevelopment Agency Director and City Enterprise Zone Manager (Harrisburg), Financial Director (Seaside), and Personnel, Community, Public Works/Planning, and Building (Veneta). Salaries are negotiated and are generally not on any public salary scale. This is particularly reflected in the salaries of larger jurisdictions such as Eugene and Springfield.

Conclusion: Most matches are suitable for this position. However, additional responsibilities, competition in the market, and negotiated rather than set salary scales can impact the comparability with some jurisdictions.

7. City Recorder

In Creswell, the City Recorder is an exempt position with supervisory responsibilities. The position requires a high school diploma along with 1 year of secretarial college or vocational courses and 3 years progressively responsible clerical and secretarial experience in an office setting. Below is a summary of duties from the job description:

"Performs a variety of routine and complex administrative, technical, professional and analytical duties supporting the activities of the City Manager, Mayor, and City Council; responsible for coordinating the City Council meetings and agendas, ensuring compliance with laws governing public meetings, records, and elections; writes ordinances and resolutions."

All jurisdictions have a City Recorder position. In some cases, the position is combined with another title, such as Senior Management Analyst in Eugene, Assistant to City Administrator (Harrisburg), Assistant to City Manager (Wood Village), and Administrative Aide (Springfield).

- **Experience:** Levels of experience varied from "experience in local government preferred" (Wood Village) to 5 years of progressively responsible professional experience, preferably in the public sector, including at least one year in an executive office or supervisory position (Springfield, Eugene). Most required a minimum of at least 2 years of related experience.
- **Education:** Requirements in education were also wide-ranging, from high school diploma/GED (Brookings, Cottage Grove, Philomath, Seaside) to Bachelor's degrees or equivalent in public administration, business administration, or a related field (Eugene, Harrisburg, Junction City, Springfield, Veneta, Wood Village).
- **FLSA Exemption:** Four matching positions are non-exempt (Cottage Grove, Philomath, Seaside, Veneta); all others, including Creswell, are exempt.
- **Supervision:** Most City Recorders have no supervisory responsibilities. The exceptions are Eugene (2-5 employees) and Harrisburg (4, only in the absence of the City Manager).

- **Additional Notes:** Several matching positions have additional responsibilities, including city elections (Brookings, Madras, Springfield, Harrisburg, and Wood Village), human resources and economic development (Harrisburg), and records management.

Conclusion: Most matches are good for this position; however, variations in experience and education, plus the split in exempt/non-exempt status and supervisory duties, may explain some compensation differences.

8. Code Enforcement Officer

The Creswell Code Enforcement Officer position is an exempt position with no supervisory responsibilities. It requires a high school diploma or equivalent. Additional college courses in code enforcement are desired, along with two years of code enforcement, law enforcement, or related field experience. The job description includes:

"Performs duties related to providing information, educating residents, and assuring public compliance regarding the City's municipal, development, and health codes."

Potential matches include positions in Cottage Grove (Planning Code Enforcement Technician), Eugene (Code Enforcement Inspector), Harrisburg (Municipal Court Clerk/ Supervisor), Seaside City (Code Compliance Official), and Springfield (Code Enforcement Specialist).

- **Experience:** Most require 2 years of increasingly responsible experience in code enforcement, zoning and land use (Eugene), and building inspection (Seaside). Seaside has the highest range for experience at 2-5 years.
- **Education:** There is a range of educational requirements, from high school diploma/GED (Cottage Grove, Eugene) to an Associate's degree (Harrisburg, Springfield).
- **FLSA Exemption:** Harrisburg, like Creswell, has set the job as an exempt position. The remaining four are non-exempt.
- **Supervision:** Only Harrisburg has supervisory responsibilities for this position.
- **Additional Notes:** Harrisburg varies the most in job title (Municipal Court Clerk/ Supervisor) and duties; it is the same position used in this study for Assistant City Recorder/ Court Clerk. The remaining matches share common functions and responsibilities, such as enforcing municipal codes, nuisance ordinances, land use issues, and housing/ rental concerns.

Conclusion: Most matches are good for this position; however, variations in pay may, in part, reflect additional department responsibilities.

9. Finance Director

The Finance Director for Creswell is an exempt position with supervisory responsibilities. It requires a four-year degree in finance, accounting, or related field and 5 years of practical experience. CPA registration is highly desired. Below is a summary of duties from the job description:

"Plans, organizes, directs, and controls the functions of the Finance Department, including the general ledger accounting system, purchasing, and investing of funds."

The title is a match with 10 of the 11 jurisdictions. Seaside was the only jurisdiction without a match, where the City Manager has the financial responsibilities.

- **Experience:** All jurisdictions require at least 3 years of progressively responsible experience in both supervision and technical skills. Springfield requires the highest level of experience at 7-10 years in financial operations.
- **Education:** A four-year degree is required in accounting, finance, public/business administration, business management, or a related field.
- **FLSA Exemption:** All positions are exempt.
- **Supervision:** Only one position (Harrisburg) had no assigned supervision responsibilities.
- **Additional Notes:** Brookings was the only jurisdiction to formally combine Finance with Human Resources in a matched position. Veneta's Finance Director also has human resource responsibilities, but it is not reflected in the position title. The Finance Director has other responsibilities in two other jurisdictions, including Redevelopment Agency Treasurer (Harrisburg) and Metro Wastewater Management Commission Finance Officer (Springfield).

Conclusion: Most matches are good for this position, particularly related to experience, education, and supervision requirements and primary tasks. Variations in compensation may, in part, reflect additional department responsibilities.

10. Planning and Public Works Specialist

The Planning and Public Works Specialist in Creswell is non-exempt with no supervisory responsibilities. It requires a high school diploma or equivalent, but an Associate's degree in planning, environmental science, or related field is preferred. Three years of increasingly responsible experience is required with a preference for experience in municipal or regional planning offices. The job description includes:

"Assists in daily office work associated with the implementation and administration of the City's Development Code and Zoning Ordinance and related planning rules, regulations, and procedures."

Cottage Grove (Building Permit Specialist/ Inspector), Junction City (Planning Technician), Springfield (Permit Specialist), and Wood Village (Office Specialist II) all have potential matches.

- **Experience:** Work experience ranges from 1 year (Wood Village) to 3-5 years (Springfield). Junction City falls in the middle with 2 or more years of experience in community development, urban planning, building permit administration, historic preservation, or recreation. Cottage Grove, Junction City, and Springfield have skill requirements for this position that are similar to those in Creswell.
- **Education:** Wood Village matches Creswell's educational requirement of a high school diploma. The remaining positions require an Associate's degree (Cottage Grove, Springfield) or Bachelor's degree (Junction City).
- **FLSA Exemption:** All are non-exempt positions within their jurisdictions.
- **Supervision:** No supervisory responsibilities are assigned.
- **Additional Notes:** All positions assist with building permits and ensuring development proposals comply with state and local building codes.

Conclusion: Most matches are good for this position; however, variations in pay may, in part, reflect years of experience, educational requirements, and additional department responsibilities.

11. Planning Specialist

The Creswell Planning Specialist position is non-exempt with no supervisory responsibilities. It requires an Associate's degree in planning, environmental science, or closely related field and 3 years of increasingly responsible experience, preferably in a municipal or regional planning office. The job description includes:

"Provides assistance to citizens by processing permit requests, assigning addresses, processing and issuing special events permits, processing sign permits, and responding to questions from the general public"

Brookings, Cottage Grove, Harrisburg, Springfield, and Veneta have similar positions with different titles. In Brookings and Creswell, the job title is Planning Technician. In Springfield, the position is "Permit Specialist," while the same tasks are designated to an "Associate Planner" in Veneta. Harrisburg assigns a planning specialist's duties as outlined by Creswell's job description to its City Recorder/ Assistant City Administrator position.

- **Experience:** Most require 2 or 3 years of increasingly responsible experience in a variety of areas such as reviewing building permits and issuing permits (Springfield) or experience in community development, urban planning, permit administration, historic preservation, recreation planning,

natural resource planning, and nonprofit administration (Cottage Grove). Harrisburg, like Creswell, just seeks "related experience." Brookings and Veneta have no mention of previous experience required.

- **Education:** A majority of positions require a Bachelor's degree, a higher educational requirement than that of Creswell. Academic areas of study include planning (Cottage Grove, Veneta), urban design (Cottage Grove, Veneta), and/or public administration (Harrisburg). Brookings requires a high school diploma, preferably followed by some additional course work in planning.
- **FLSA Exemption:** Harrisburg and Veneta are exempt positions. The rest are non-exempt like Creswell.
- **Supervision:** Like Creswell, no matched position has permanent supervisory responsibilities. Cottage Grove and Harrisburg's positions may be granted temporary supervision duties based on an as-needed basis.
- **Additional Notes:** The City Recorder/ Assistant City Administrator position in Harrisburg matches for both the City Manager position and Planning Specialist position in this study. The job description matches the Creswell job description by stating the position "performs various human resource functions . . . coordinates risk management and safety programs, including compilation of City policies and procedures, in accordance with state laws. Maintains property and liability insurance records, including volunteer reporting." In Creswell, the employee must have considerable knowledge of land use which is referenced in all job descriptions except for Permit Specialist (Springfield).

Conclusion: Most matches are good for this position; however, variations in pay may, in part, reflect additional department responsibilities.

12. Public Works Director

The Creswell Public Works Director is an exempt position with supervisory responsibilities. It requires 2 years of college in engineering, construction management, or related field and 5 years of related experience including 3 years of supervisory experience. Below is a summary of duties from the job description:

"Organize, schedule, assign and supervise the operations and maintenance activities involved with wastewater collection and treatment, water distribution and treatment, streets, storm drains, traffic control and safety, parks, vehicle maintenance, and recreation ... recommend medium and long-term projects within functional areas."

The position is a match in all jurisdictions, although the job titles vary (e.g., Director of Public Works and Development Services, Executive Director of Public Works, Public Works Director).

- **Experience:** Experience varied widely. The City of Veneta requires "experience with basic mechanical and electrical systems" with no set number of years; Eugene requires "8 years of increasingly responsible public works experience in a municipal government or public agency in an administrative or managerial capacity involving responsibility for the planning, organization, implementation, and supervision of varied engineering, maintenance, and/or related programs." Cottage Grove also requires 8 years with similar experiences as Eugene. Most other jurisdictions are more comparable to Creswell and require at least 5 years of work experience and 3-5 years of supervisory responsibilities.
- **Education:** Brookings only requires a high school diploma. In comparison, Creswell seeks the equivalent to 2 years of college in engineering, construction management, or a related field. The rest of the jurisdictions require a 4-year degree or equivalent in civil engineering, public administration, construction management, urban planning, or a related field.
- **FLSA Exemption:** Creswell's job description and all matched positions are exempt.
- **Supervision:** All positions are assigned supervisory responsibilities. The nature of the supervisory duties can vary throughout the year.
- **Additional Notes:** Five of the 10 jurisdictions (Junction City, Brookings, Harrisburg, Veneta, and Philomath) have a Public Works Superintendent, Supervisor, and/or Foreman. Public Works Directors in Eugene and Springfield have a larger percentage of tasks related to planning, organizing, and directing departmental work than those in smaller communities. Their salaries may reflect those differences. Most are responsible for public works project management and may work closely with the City Engineer (e.g., Harrisburg).

Conclusion: Most matches are good for this position; however, variations in compensation may, in part, reflect expertise, experience, staffing support, and administrative duties within the larger organization.

13. Public Works Maintenance Specialist

Public Works Maintenance Specialist in Creswell is non-exempt with no supervisory responsibilities. It requires a high school diploma or GED and some experience in varied manual and skilled tasks involving the use of stand hand tools and equipment. The job description includes:

"Performs a variety of skilled and semi-skilled tasks including the operation of equipment used in the construction and maintenance of streets, sewer, and various public buildings and facilities."

Seven of the 11 jurisdictions have matched positions. The job title varies slightly by jurisdiction. In Brookings, the job title is Maintenance Worker, while in Eugene the job title is Maintenance Worker II.

Wood Village and Veneta call the position Utility Worker II. The remaining jurisdictions also have various names include Public Works Utility II (Harrisburg), Water Foreman (Seaside), and Maintenance Technician (Springfield).

- **Experience:** Most positions require 2 to 3 years of experience in areas such as maintenance, construction, or repair. Harrisburg and Seaside's positions differ the most from the Creswell Public Works Maintenance Specialist. Harrisburg (Public Works Utility II) requires experience in a water district or sewer system. Seaside (Water Foreman) requires 2 years of progressive experience in a supervisory capacity.
- **Education:** All positions match the educational requirement of Creswell, a high school diploma or GED equivalent.
- **FLSA Exemption:** All positions are non-exempt within their jurisdictions.
- **Supervision:** Like Creswell, most positions do not exercise supervisory responsibilities. Seaside is the only position with a direct supervisory role. The position in Seaside supervises and participates in designated activities such as the operation, repair and maintenance of the water treatment plant, pump stations, head works, and distribution systems.
- **Additional Notes:** All positions require semi-skilled and skill labor as crew members on street, water, and sewer projects, and public building and facility maintenance. Six of the seven matches to Creswell have levels I- III, which signifies advancement based on experience and certification. Creswell has three levels. Most jurisdictions' (Eugene, Harrisburg, Wood Village, Veneta) level II job titles matched the Public Works Maintenance Specialist position best because of the required experience. Brookings is an entry level position, but the responsibilities matched. Seaside stands out from the other jurisdictions because of the supervisory capacity and it is the highest paid (starting at \$4,740).

Conclusion: Most jurisdictions closely align with education, experience, and job duties. Brookings and Seaside have two positions that do not align as well with Creswell, but given the nature of responsibilities performed, the match fits with variations in base salary (i.e., Brookings' base salary at \$2,630 is the lowest and Seaside is the highest).

14. Public Works Team Leader

The Creswell Public Works Team Leader position is non-exempt with supervision responsibilities. It requires a high school diploma or GED and 5 years of increasingly responsible experience in performing utility operations, construction, and maintenance work. The job description includes:

"Serves in the capacity of Lead Worker... performs semi-skilled and skilled maintenance work in public work areas of water, sewer, streets/roads, parks and storm drainage systems; Acts in the capacity of Public Works Director during the Director's absence."

Potential matches include positions in Brookings (Lead Utility Worker), Cottage Grove (Leadman I), Eugene (Public Works Maintenance Supervisor), Harrisburg (Public Work Foreman), Springfield (Maintenance Tech Crew Chief), and Veneta (Public Works Superintendent).

- **Experience:** Most require a similar amount of experience as Creswell does for this position, i.e., 4 to 5 years of increasingly responsible experience in fields such as municipal or water and/or sewer special districts (Harrisburg), public works (Brookings), field and park maintenance operations (Eugene), and public infrastructure (Springfield). Eugene requires 2 years of supervisory experience while Veneta mandates one year leading a crew.
- **Education:** A high school diploma or GED is the minimum requirement for all positions except the Public Works Maintenance Supervisor in Eugene, which requires an Associate's degree.
- **FLSA Exemption:** The positions in Eugene, Harrisburg, and Veneta are exempt. All others are non-exempt positions within their jurisdictions, like Creswell.
- **Supervision:** Similar to Creswell, all matched positions have supervisory responsibilities within their jurisdictions.
- **Additional Notes:** Eugene is the highest starting salary for the position (\$5709). Compensation difference is likely due to the educational and supervisory requirements. Other positions serve in a similar capacity to that of Creswell's position, overseeing and participating in water treatment projects, building maintenance, fleet vehicles for the jurisdiction, parks, and/or streets. Compared to other positions, Harrisburg (Public Works Foreman) focuses the most on water treatment and wastewater plants. However, it performs functions such as construction and maintenance of the street and park systems, similar to that of Creswell's Public Works Team Leader.

Conclusion: Most matches are good for this position; however, variations in pay may, in part, reflect supervisory experience and additional department responsibilities.

15. Senior Planner

Creswell's Senior Planner is a non-exempt position with supervisory responsibilities. The position requires a high school diploma; however, an advanced degree is preferred along with 3 years of increasingly responsible experience, preferably in a municipal setting. Below is a summary of duties from the job description:

"Plans, coordinates, and directs the delivery of services related to planning and development."

Three jurisdictions, Cottage Grove, Eugene, and Springfield, have potentially comparable positions. Cottage Grove Public Works and Development Director align most closely to the Creswell position, while the other two jurisdictions use the job title Planner, Senior. In Harrisburg, the City Administrator is assigned the responsibilities of the Senior Planner.

- **Experience:** Experience ranges from some experience (Springfield), 5 years (Eugene) in planning, to Cottage Grove requiring 8 years of increasingly responsible public works experience. Creswell requires 3 years of experience, which falls between the matched positions. Cottage Grove has an additional requirement of experience in building inspection, and Springfield requires geography and environmental design.
- **Education:** Eugene and Springfield require a Bachelor's degree which is a higher level of education compared to Creswell. A Bachelor's in urban and regional planning or architecture is required for Eugene while Cottage Grove prefers a bachelor's public administration, business administration or related field. In Eugene, a Master's degree is desirable. Springfield requires a Master's degree if the minimum experience is not met.
- **FLSA Exemption:** Cottage Grove, Eugene, and Springfield are exempt positions; Creswell is the only non-exempt position.
- **Supervision:** Cottage Grove and Eugene match the supervisory duties with Creswell. The remaining positions in Springfield does not have supervisory responsibilities.
- **Additional Notes:** Eugene and Springfield, like Creswell, explicitly describe the role the Planner, Senior has in land use application and long-term planning processes. In Cottage Grove, the Public Works and Development Director shares similar duties with the Senior Planner such as park maintenance, streets, and economic development, but also is responsible for Public Work duties as outlined in the Public Works Director description including water, wastewater, storm water, engineering, etc. Both positions in Creswell and Cottage Grove report to the City Manager.

Conclusion: The median adjusted calculation for Cottage Grove is \$8,936. Its job title is excluded from the Senior Planner data table in the Appendix. Eugene (\$7,615) and Springfield (\$6,803) have a median adjusted calculation than Creswell (\$6,760). Compensation difference is likely due to education requirements and job responsibilities.

16. Utility Billing/ Court Clerk II

The Utility Billing/ Court Clerk II position is non-exempt with no supervisory responsibilities. It requires a high school diploma and secretarial and general office procedures experience. A minimum length of experience is not defined. The job description includes:

"Greet the public, acts as receptionist, tracks deposits, and assists with utility billing and court clerk functions under the direct supervision of the Finance Director"

Potential matches include positions in Brookings (Accounts Receivable Clerk II), Eugene (Utility Administrator Coordinator II), Harrisburg (Utility Building II), and Veneta (Office Support Specialist III).

- **Experience:** Jurisdictions vary on the minimum amount of experience. Brookings requires 2 years, followed by Harrisburg (3 years), Eugene (4 years), and Veneta (5 years). Comparable to Creswell, all positions require experience in a professional office setting, using spreadsheets, and word processing. Brookings and Eugene specifically mention utility accounting/administration.
- **Education:** Three jurisdictions (Brookings, Eugene, Harrisburg) require a high school diploma or GED, like Creswell. Brookings and Eugene caveat additional coursework in accounting or bookkeeping is preferred. In Eugene, an Associate's degree is desirable. Veneta requires a Bachelor's and does not define additional educational requirements.
- **FLSA Exemption:** Creswell's job description and all matched positions are non-exempt.
- **Supervision:** Like Creswell, no matched position has permanent supervisory responsibilities.
- **Additional Notes:** Brookings (Accounts Receivable Clerk II) is the only match to align with duties such as greeting the public and acting as a receptionist. Office Support Specialist III (Veneta) is the stand-in receptionist, as needed. Brookings, Creswell, and Harrisburg issue permits and licenses. All positions, including Creswell, work with water and sewer billing and services.

Creswell blends the job of Utility Billing/ Court Clerk II. In Harrisburg, the Utility Billing II position reports to the Municipal Court Clerk/ Utility Billing Supervisor meaning Utility Billing II performs tasks very similar to Creswell compared to the other matched positions for this job title. The two positions are very close in pay at the minimum, median, and maximum levels.

Conclusion: Differing duties and responsibilities may explain variation in compensation. A blended job description like Creswell's Utility Billing/ Court Clerk II makes it more difficult to confirm comparable matches in other jurisdictions.

17. Water-Wastewater Treatment Plant Operator

The Water-Wastewater Treatment Plant Operator in Creswell is non-exempt with minimal supervisory duties. It requires a high school education plus additional specialized instruction in water and wastewater treatment plant operations and 3 years' experience at a water and wastewater treatment facility. A summary of duties from the job description includes:

"Operates and maintains City's water and wastewater treatment plants including continuing operation and routine maintenance of plant systems and related facilities."

Four of the ten targeted jurisdictions have a matching position with a variety of titles Wastewater Treatment Plant Operator (Cottage Grove), Public Works Utility III (Harrisburg), Wastewater Treatment Plant Operator (Junction City), and Public Works Wastewater Treatment Plant Operator Level IV (Seaside).

- **Experience:** Harrisburg and Junction City require 5 years' experience in public works, special water districts, and/or sewer systems. Seaside aligns with Creswell's required experience of 3 years at a water and wastewater treatment facility. It differs in that it requires 2 years in a supervisory capacity. Cottage Grove requires 2 years of on-the-job training. Seaside is the only jurisdiction requiring supervisory experience for this position.
- **Education:** Cottage Grove's educational requirements best align with Creswell. It requires 2 years of college-level course work in wastewater treatment, chemistry, hydraulics, and electrical. The remaining three jurisdictions require a high school diploma or GED.
- **FLSA Exemption:** Creswell's job description and all matched positions are non-exempt.
- **Supervision:** In Junction City, Wastewater Treatment Plant Operator does not have supervisory responsibilities. Harrisburg and Seaside assign supervisory responsibilities to the positions, akin to that of Creswell.
- **Additional Notes:** All positions, including Creswell, are responsible for maintaining water and wastewater treatment plants. In Harrisburg, the Public Works Utility III may lead projects, in the absence of the Public Work Foreman.

Conclusion: Differing educational requirements, levels of experience, and supervisory responsibilities may explain variation in compensation.

Appendix

Detailed Adjusted Compensation Results & Job Description Summaries.....	A-1
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<i>Airport Maintenance & Operations Technician</i>	A-2
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Adjusted Compensation Presentation

Position Name: Administrative Assistant		Base Salary			PERKS & Insurance			Adjustments			Adjusted Comp. W/ PTO			Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Min	Median	Max	PERKS	EE Ins.		Min	Median	Max	Min	Median	Max	
Brookings	Accounts Receivable Clerk II	\$ 2,899	\$ 3,356	\$ 3,885	Y	(220)		10.4%	n/a	14.2%	\$ 3,154	\$ 3,725	\$ 4,451	Non-exempt
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Eugene	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Harrisburg	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Junction City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Philomath	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Springfield	Administrative Assistant, Journey	\$ 2,489	\$ 2,988	\$ 3,486	Y	(195)		9.6%	10.4%	12.7%	\$ 2,683	\$ 3,283	\$ 3,942	Non-exempt
Veneta	Office Support Specialist II	\$ 2,805	\$ 3,347	\$ 3,992	Y	(182)		9.2%	10.4%	14.0%	\$ 3,050	\$ 3,713	\$ 4,610	Non-exempt
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
	Non-Zero Ave (Ave Health)	\$ 2,731	\$ 3,230	\$ 3,788		(199)		9.7%	10.8%	13.7%	\$ 2,962	\$ 3,573	\$ 4,334	
	Median	\$ 2,805	\$ 3,347	\$ 3,885		(195)		9.6%	10.4%	14.0%	\$ 3,050	\$ 3,713	\$ 4,451	
Creswell	Administrative Assistant	\$ 2,727	\$ 3,223	\$ 3,594	Y	-		9.6%	10.0%	11.5%	\$ 3,152	\$ 3,739	\$ 4,224	Non-exempt
% Difference from Average		-0.2%	-0.2%	-5.1%				-1.3%	-7.2%	-15.5%	6.4%	4.6%	-2.5%	
% Difference from Median		-2.8%	-3.7%	-7.5%				0.0%	-3.7%	-17.8%	3.3%	0.7%	-5.1%	

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Airport Maintenance and Operations Technician									
Jurisdiction Name	Jurisdiction Job Title	Base Salary			Adjustments				Exempt/Non-Exempt
		Min	Median	Max	PERS	EE Ins.	Vacation & Holiday	Adjusted Comp. w/ PTO	
Brookings	Maintenance Worker	\$ 2,630	\$ 3,044	\$ 3,524	Y	(220)	10.4%	\$ 2,841 \$ 3,358 \$ 4,017	Non-exempt
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a
Eugene	Airport Worker II	\$ 3,566	\$ 4,001	\$ 4,465	Y	(76)	11.2%	\$ 4,125 \$ 4,657 \$ 5,275	Non-exempt
Harrisburg	Public Works Utility II	\$ 3,193	\$ 3,665	\$ 4,200	Y	-	10.0%	\$ 3,704 \$ 4,322 \$ 5,033	Non-exempt
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a
Springfield	Maintenance Technician (Journey)	\$ 3,720	\$ 4,307	\$ 4,985	Y	(195)	10.4%	\$ 4,134 \$ 4,851 \$ 5,741	Non-exempt
Veneta	Utility Worker II	\$ 3,359	\$ 4,008	\$ 4,780	Y	(182)	9.2%	\$ 3,689 \$ 4,482 \$ 5,555	Non-exempt
Wood Village	Utility Worker II	\$ 3,571	\$ 4,035	\$ 4,560	Y	(328)	10.0%	\$ 3,815 \$ 4,400 \$ 5,137	Non-exempt
	Non-Zero Ave (Ave Health)	\$ 3,343	\$ 3,843	\$ 4,419		(167)	10.2%	\$ 3,718 \$ 4,345 \$ 5,127	
	Median	\$ 3,465	\$ 4,004	\$ 4,513		(189)	10.2%	\$ 3,759 \$ 4,441 \$ 5,206	
Creswell	Airport Maintenance and Operations Technician	\$ 2,958	\$ 3,497	\$ 3,900	Y	-	9.6%	\$ 3,420 \$ 4,057 \$ 4,583	Non-exempt
% Difference from Average		-11.5%	-9.0%	-11.8%					
% Difference from Median		-14.6%	-12.7%	-13.6%					
					-5.7%	-12.4%	-16.5%	-8.0%	-10.6%
					-5.7%	-11.9%	-16.7%	-9.0%	-12.0%

Note: n/a = no match. The multiple items are Airport Maintenance and Operations Technician and Public Works Maintenance Specialist. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Airport Manager		Adjustments										Exempt/Non-Exempt							
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance			Vacation & Holiday			Adjusted Comp. W/ PTO								
		Min	Median	Max	PERS	EE Ins.		Min	Median	Max	Min		Median	Max					
Brookings	Public Works Supervisor	\$ 4,425	\$ 5,122	\$ 5,929	Y	(220)		10.4%	11.5%	14.2%	\$ 4,930	\$ 5,800	\$ 6,908	Exempt					
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a					
Eugene	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a					
Harrisburg	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a					
Junction City	Public Works Superintendent	\$ 5,435	\$ 5,897	\$ 6,358	Y	-		8.5%	9.6%	11.5%	\$ 6,221	\$ 6,817	\$ 7,473	Exempt					
Philomath	Public Works Supervisor	\$ 5,355	\$ 6,199	\$ 6,900	Y	-		4.2%	4.2%	4.2%	\$ 5,903	\$ 6,833	\$ 7,606	Exempt					
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a					
Springfield	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a					
Veneta	Public Works Superintendent	\$ 4,708	\$ 5,618	\$ 6,701	Y	(182)		12.1%	13.3%	16.9%	\$ 5,379	\$ 6,519	\$ 8,055	Exempt					
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a					
	Non-Zero Ave (Ave Health)	\$ 4,981	\$ 5,709	\$ 6,472		(101)		8.8%	9.7%	11.7%	\$ 5,608	\$ 6,492	\$ 7,511						
	Median	\$ 5,032	\$ 5,757	\$ 6,530		(91)		9.4%	10.6%	12.9%	\$ 5,641	\$ 6,668	\$ 7,540						
Creswell	Airport Manager	\$ 5,000	\$ 5,911	\$ 6,591	Y	-		9.6%	10.0%	11.5%	\$ 5,781	\$ 6,857	\$ 7,747	Exempt					
% Difference from Average		0.4%			3.5%			1.8%			3.1%			5.6%			3.1%		
% Difference from Median		-0.6%			2.7%			0.9%			2.5%			2.8%			2.8%		

Note: n/a = no match. The multiple items are Airport Manager and Public Works Superintendent. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Eugene's position is a title match, but responsibilities greatly vary. Therefore, it is not included in the table.

Position Name: AP Payroll Clerk				Adjustments							Exempt/Non-Exempt						
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday			Adjusted Comp. W/ PTO							
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min		Median	Max				
Brookings	Payroll/ Accounts Payable Specialist	\$ 3,568	\$ 4,130	\$ 4,782	Y	(220)	10.4%	11.5%	14.2%	\$ 3,933	\$ 4,634	\$ 5,529	Non-exempt				
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a				
Eugene	Accounting Clerk, SR	\$ 3,435	\$ 3,833	\$ 4,271	Y	(76)	11.2%	12.3%	13.8%	\$ 3,949	\$ 4,459	\$ 5,043	Non-exempt				
Harrisburg	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a				
Junction City	Accountant	\$ 3,635	\$ 3,857	\$ 4,092	Y	-	8.7%	9.8%	11.7%	\$ 4,168	\$ 4,467	\$ 4,818	Non-exempt				
Philomath	Accounting Clerk	\$ 3,681	\$ 4,058	\$ 4,474	Y	-	4.2%	4.2%	4.2%	\$ 4,068	\$ 4,473	\$ 4,932	Non-exempt				
Seaside City	Payables Accounting Clerk	\$ 3,899	\$ 4,299	\$ 4,740	Y	(52)	9.6%	10.8%	13.5%	\$ 4,456	\$ 4,968	\$ 5,610	Non-exempt				
Springfield	Accounting Technician	\$ 3,506	\$ 4,208	\$ 4,910	Y	(195)	9.6%	10.4%	12.7%	\$ 3,859	\$ 4,703	\$ 5,633	Non-exempt				
Veneta	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a				
Wood Village	Accountant I	\$ 3,750	\$ 4,237	\$ 4,788	Y	(389)	10.0%	11.2%	13.8%	\$ 3,961	\$ 4,575	\$ 5,349	Non-exempt				
	Non-Zero Ave (Ave Health)	\$ 3,639	\$ 4,089	\$ 4,580		(133)	9.1%	10.0%	12.0%	\$ 4,055	\$ 4,611	\$ 5,273					
	Median	\$ 3,635	\$ 4,130	\$ 4,740		(76)	9.6%	10.8%	13.5%	\$ 3,961	\$ 4,575	\$ 5,349					
Creswell	AP Payroll Clerk	\$ 3,218	\$ 3,804	\$ 4,242	Y	-	9.6%	10.0%	11.5%	\$ 3,720	\$ 4,413	\$ 4,986	Non-exempt				
% Difference from Average				-11.6%			-7.0%			-7.4%							
% Difference from Median				-11.5%			-7.9%			-10.5%			-8.2%			-5.5%	
													-6.1%			-3.5%	-6.8%

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name:		Assistant City Recorder Court Clerk				Adjustments							Exempt/Non-Exempt	
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance	Vacation & Holiday			Adjusted Comp. W/ PTO					
		Min	Median	Max		PERS	EE Ins.	Min	Median	Max	Min	Median		Max
Brookings	Deputy Recorder	\$ 3,238	\$ 3,748	\$ 4,339	Y	n/a	(220)	10.4%	11.5%	14.2%	\$ 3,549	\$ 4,185	\$ 4,997	Exempt
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a
Eugene	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a
Harrisburg	Municipal Court Clerk/ Supervisor	\$ 3,538	\$ 4,060	\$ 4,659	Y	-	-	10.0%	11.9%	13.9%	\$ 4,104	\$ 4,788	\$ 5,584	Exempt
Junction City	Administrative Aide IV (Assigned to Court)	\$ 3,307	\$ 3,508	\$ 3,722	Y	-	-	8.7%	9.8%	11.7%	\$ 3,792	\$ 4,063	\$ 4,382	Non-exempt
Philomath	Court Clerk	\$ 3,681	\$ 4,058	\$ 4,474	Y	-	-	4.2%	4.2%	4.2%	\$ 4,058	\$ 4,473	\$ 4,932	Non-exempt
Seaside City	Municipal Court Clerk	\$ 3,899	\$ 4,299	\$ 4,740	Y	(52)	(52)	9.6%	10.8%	13.5%	\$ 4,456	\$ 4,968	\$ 5,610	Non-exempt
Springfield	Administrative Specialist	\$ 3,506	\$ 4,208	\$ 4,910	Y	(195)	(195)	9.6%	10.4%	12.7%	\$ 3,859	\$ 4,703	\$ 5,633	Non-exempt
Veneta	OSSpecialist-Compliance (Office Support III)	\$ 3,267	\$ 3,899	\$ 4,650	Y	(182)	(182)	9.2%	10.4%	14.0%	\$ 3,583	\$ 4,355	\$ 5,399	Non-exempt
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a
	Non-Zero Ave (Ave Health)	\$ 3,491	\$ 3,969	\$ 4,499		(93)	(93)	8.8%	9.9%	12.0%	\$ 3,914	\$ 4,505	\$ 5,220	
	Median	\$ 3,506	\$ 4,058	\$ 4,650		(52)	(52)	9.6%	10.4%	13.5%	\$ 3,859	\$ 4,473	\$ 5,399	
Creswell	Assistant City Recorder/ Court Clerk	\$ 3,358	\$ 3,970	\$ 4,426	Y	-	-	9.6%	10.0%	11.5%	\$ 3,882	\$ 4,605	\$ 5,203	Non-exempt
% Difference from Average		-3.8%	0.0%	-1.6%				9.0%	1.4%	-4.1%	-0.8%	2.2%	-0.3%	
% Difference from Median		-4.2%	-2.2%	-4.8%				0.0%	-3.7%	-14.3%	0.6%	2.9%	-3.6%	

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name:		City Manager			Adjustments										Exempt/Non-Exempt		
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance			Vacation & Holiday			Adjusted Comp. W/ PTO						
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max					
Brookings	City Manager	\$ 11,378	\$ 11,378	\$ 11,378	Y	(220)	10.4%	11.5%	14.2%	\$ 13,022	\$ 13,154	\$ 13,460	Exempt				
Cottage Grove	City Manager	\$ 11,436	\$ 11,436	\$ 11,436	N	(108)	8.5%	9.6%	11.5%	\$ 12,296	\$ 12,428	\$ 12,648	Exempt				
Eugene	City Manager	\$ 20,096	\$ 20,096	\$ 20,096	Y	(76)	13.1%	14.2%	15.8%	\$ 23,854	\$ 24,086	\$ 24,395	Exempt				
Harrisburg	City Administrator	\$ 7,500	\$ 7,500	\$ 7,705	Y	-	11.9%	13.8%	15.8%	\$ 8,845	\$ 8,988	\$ 9,383	Exempt				
Junction City	City Administrator	\$ 8,570	\$ 8,570	\$ 8,570	Y	-	8.5%	9.6%	11.5%	\$ 9,809	\$ 9,908	\$ 10,073	Exempt				
Philomath	City Manager	\$ 7,402	\$ 8,815	\$ 10,100	Y	-	8.8%	8.8%	8.8%	\$ 8,501	\$ 10,124	\$ 11,599	Exempt				
Seaside City	City Manager	\$ 10,381	\$ 10,381	\$ 10,381	Y	(52)	9.6%	10.8%	13.5%	\$ 11,950	\$ 12,070	\$ 12,349	Exempt				
Springfield	City Manager	\$ 14,584	\$ 14,584	\$ 14,584	Y	(195)	14.6%	15.8%	18.1%	\$ 17,396	\$ 17,564	\$ 17,900	Exempt				
Veneta	City Administrator	\$ 8,333	\$ 8,333	\$ 8,333	Y	(182)	12.1%	13.3%	16.9%	\$ 9,661	\$ 9,757	\$ 10,061	Exempt				
Wood Village	City Manager	\$ 8,594	\$ 9,711	\$ 10,975	Y	(389)	11.9%	13.1%	15.8%	\$ 9,745	\$ 11,175	\$ 12,975	Exempt				
	Non-Zero Ave (Ave Health)	\$ 10,827	\$ 11,080	\$ 11,356		(122)	10.9%	12.1%	14.2%	\$ 12,508	\$ 12,925	\$ 13,484					
	Median	\$ 9,488	\$ 10,046	\$ 10,678		(92)	11.2%	12.3%	15.0%	\$ 10,880	\$ 11,622	\$ 12,498					
Creswell	City Manager	\$ 10,226	\$ 10,226	\$ 10,226	Y	-	13.5%	13.8%	15.4%	\$ 12,216	\$ 12,255	\$ 12,412	Exempt				
% Difference from Average		-5.6%	-7.7%	-9.9%				23.0%	14.8%	8.4%				-2.3%	-5.2%	-8.0%	
% Difference from Median		7.8%	1.8%	-4.2%				20.7%	12.4%	2.5%				12.3%	5.4%	-0.7%	

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Adjusted Compensation Presentation

Position Name: City Recorder		Base Salary			PERS & Insurance			Vacation & Holiday			Adjusted Comp. w/ PTO			Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Min	Median	Max	PERS	EE Ins.		Min	Median	Max	Min	Median	Max	
Brookings	City Recorder	\$ 4,744	\$ 5,492	\$ 6,358	Y	(220)		10.4%	11.5%	14.2%	\$ 5,301	\$ 6,235	\$ 7,424	Exempt
Cottage Grove	Administrative Assistant/ City Recorder	\$ 4,333	\$ 4,897	\$ 5,530	N	(103)		8.8%	10.0%	11.9%	\$ 4,613	\$ 5,283	\$ 6,086	Non-exempt
Eugene	Senior Management Analyst	\$ 5,831	\$ 6,697	\$ 7,543	Y	(76)		13.1%	14.2%	15.8%	\$ 6,867	\$ 7,964	\$ 9,109	Exempt
Harrisburg	City Recorder / Assistant City Administrator	\$ 4,034	\$ 4,628	\$ 5,308	Y	-		11.9%	13.8%	15.8%	\$ 4,757	\$ 5,546	\$ 6,464	Exempt
Junction City	City Recorder	\$ 4,109	\$ 4,458	\$ 4,806	Y	-		8.5%	9.6%	11.5%	\$ 4,703	\$ 5,154	\$ 5,649	Exempt
Philomath	City Recorder	\$ 4,213	\$ 4,877	\$ 5,274	Y	-		4.2%	4.2%	4.2%	\$ 4,644	\$ 5,376	\$ 5,814	Non-exempt
Seaside City	City Recorder	\$ 5,054	\$ 5,573	\$ 6,144	Y	-		9.6%	10.8%	13.5%	\$ 5,843	\$ 6,508	\$ 7,340	Non-exempt
Springfield	Administrative Aide / City Recorder	\$ 4,609	\$ 5,531	\$ 6,453	Y	(195)		14.6%	15.8%	18.1%	\$ 5,364	\$ 6,540	\$ 7,812	Exempt
Veneta	City Recorder	\$ 3,535	\$ 4,218	\$ 5,030	Y	(182)		9.2%	10.4%	14.0%	\$ 3,891	\$ 4,727	\$ 5,856	Non-exempt
Wood Village	Assistant to City Manager	\$ 5,276	\$ 5,962	\$ 6,737	Y	(389)		11.9%	13.1%	15.8%	\$ 5,833	\$ 6,710	\$ 7,815	Exempt
	Non-Zero Ave (Ave Health)	\$ 4,574	\$ 5,232	\$ 5,918		(116)		10.2%	11.3%	13.5%	\$ 5,182	\$ 6,004	\$ 6,937	
	Median	\$ 4,471	\$ 5,194	\$ 5,837		(89)		10.0%	11.2%	14.1%	\$ 5,029	\$ 5,891	\$ 6,902	
Creswell	City Recorder	\$ 4,477	\$ 5,327	\$ 5,870	Y	-		13.5%	13.8%	15.4%	\$ 5,348	\$ 6,383	\$ 7,125	Exempt
% Difference from Average		-2.1%	1.8%	-0.8%				31.6%	22.0%	14.1%	3.2%	6.3%	2.7%	
% Difference from Median		0.1%	2.5%	0.6%				34.6%	24.1%	8.9%	6.3%	8.4%	3.2%	

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Position Name:		Code Enforcement Officer			Adjustments										Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday			Adjusted Comp. W/ PTO					
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max			
Brookings	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a		
Cottage Grove	Planning Code Enforcement Technician	\$ 2,975	\$ 3,362	\$ 3,797	N	(103)	8.8%	10.0%	11.9%	\$ 3,135	\$ 3,595	\$ 4,147	Non-exempt		
Eugene	Code Enforcement Inspector	\$ 4,465	\$ 4,990	\$ 5,567	Y	(76)	11.2%	12.3%	13.8%	\$ 5,155	\$ 5,828	\$ 6,596	Non-exempt		
Harrisburg	Municipal Court Clerk/ Supervisor	\$ 3,538	\$ 4,060	\$ 4,659	Y	-	10.0%	11.9%	13.9%	\$ 4,104	\$ 4,788	\$ 5,584	Exempt		
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a		
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a		
Seaside City	Code Compliance Official	\$ 4,299	\$ 4,740	\$ 5,226	Y	(52)	9.6%	10.8%	13.5%	\$ 4,918	\$ 5,483	\$ 6,191	Non-exempt		
Springfield	Code Enforcement Specialist (Journey)	\$ 3,846	\$ 4,616	\$ 5,384	Y	(195)	9.6%	10.4%	12.7%	\$ 4,252	\$ 5,177	\$ 6,195	Non-exempt		
Veneta	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a		
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a		
	Non-Zero Ave (Ave Health)	\$ 3,825	\$ 4,354	\$ 4,927		(85)	9.8%	11.1%	13.2%	\$ 4,313	\$ 4,974	\$ 5,743			
	Median	\$ 3,846	\$ 4,616	\$ 5,226		(76)	9.8%	10.8%	13.5%	\$ 4,252	\$ 5,177	\$ 6,191			
Creswell	Code Enforcement Officer	\$ 3,218	\$ 3,804	\$ 4,242	Y	-	9.6%	10.0%	11.5%	\$ 3,721	\$ 4,413	\$ 4,986	Exempt		
% Difference from Average		-15.9%	-12.6%	-13.9%			-2.4%	-9.8%	-12.3%			-13.7%	-11.3%	-13.2%	
% Difference from Median		-16.3%	-17.6%	-18.8%			0.0%	-7.2%	-14.3%			-12.5%	-14.8%	-19.5%	

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Adjusted Compensation Presentation

Position Name:		Finance Director			Adjustments									Exempt/Non-Exempt		
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS	Insurance	Vacation & Holiday			Adjusted Comp. W/ PTO			Exempt			
		Min	Median	Max			EE Ins.	Min	Median	Max	Min			Median	Max	
Brookings	Director of Finance and Human Resources	\$ 6,358	\$ 7,361	\$ 8,521	Y	(220)		10.4%	11.5%	14.2%	\$ 7,180	\$ 8,432	\$ 10,025	Exempt		
Cottage Grove	Finance Director	\$ 6,936	\$ 7,838	\$ 8,852	N	(103)		8.8%	10.0%	11.9%	\$ 7,447	\$ 8,519	\$ 9,804	Exempt		
Eugene	Finance Director	\$ 9,315	\$ 10,664	\$ 12,012	Y	(76)		14.2%	15.4%	16.9%	\$ 11,124	\$ 12,868	\$ 14,990	Exempt		
Harrisburg	Finance Officer	\$ 4,907	\$ 5,630	\$ 6,457	Y	-		11.9%	13.8%	15.8%	\$ 5,787	\$ 6,747	\$ 7,863	Exempt		
Junction City	Finance Director	\$ 5,435	\$ 5,897	\$ 6,358	Y	-		8.5%	9.6%	11.5%	\$ 6,221	\$ 6,817	\$ 7,473	Exempt		
Philomath	Finance Director	\$ 6,542	\$ 7,573	\$ 8,600	Y	-		6.5%	6.5%	6.5%	\$ 7,362	\$ 8,523	\$ 9,678	Exempt		
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a		
Springfield	Finance Director	\$ 7,806	\$ 9,367	\$ 10,927	Y	(195)		14.6%	15.8%	18.1%	\$ 9,220	\$ 11,211	\$ 13,363	Exempt		
Veneta	Finance & Administrative Services Director	\$ 5,093	\$ 6,077	\$ 7,249	Y	(182)		12.1%	13.3%	16.9%	\$ 5,834	\$ 7,066	\$ 8,728	Exempt		
Wood Village	Finance Director	\$ 7,070	\$ 7,990	\$ 9,029	Y	(389)		11.9%	13.1%	15.8%	\$ 7,948	\$ 9,125	\$ 10,606	Exempt		
	Non-Zero Ave (Ave Health)	\$ 6,607	\$ 7,600	\$ 8,667		(129)		11.0%	12.1%	14.2%	\$ 7,569	\$ 8,812	\$ 10,248			
	Median	\$ 6,542	\$ 7,573	\$ 8,600		(103)		11.9%	13.1%	15.8%	\$ 7,362	\$ 8,519	\$ 9,804			
Creswell	Finance Director	\$ 6,379	\$ 7,730	\$ 8,532	Y	-		13.5%	13.8%	15.4%	\$ 7,620	\$ 9,264	\$ 10,356	Exempt		
% Difference from Average		-3.4%						22.3%			0.7%			5.1%		1.1%
% Difference from Median		-2.5%						12.9%			3.5%			8.7%		5.6%

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name:		Planning and Public Works Specialist			Adjustments							Exempt/Non-Exempt		
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Brookings	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a	
Cottage Grove	Building Permit Specialist/ Inspector	\$ 3,463	\$ 3,914	\$ 4,420	Y	-	8.8%	10.0%	12.3%	\$ 3,977	\$ 4,540	\$ 5,229	Non-exempt	
Eugene	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a	
Harrisburg	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a	
Junction City	Planning Technician	\$ 3,194	\$ 3,388	\$ 3,594	Y	-	8.7%	9.8%	11.7%	\$ 3,662	\$ 3,924	\$ 4,231	Non-exempt	
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a	
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a	
Springfield	Permit Specialist	\$ 3,846	\$ 4,616	\$ 5,384	Y	(195)	9.6%	10.4%	12.7%	\$ 4,252	\$ 5,177	\$ 6,195	Non-exempt	
Veneta	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a	
Wood Village	Office Specialist II	\$ 3,571	\$ 4,035	\$ 4,560	Y	(328)	10.0%	11.2%	13.8%	\$ 3,815	\$ 4,400	\$ 5,137	Non-exempt	
	Non-Zero Ave (Ave Health)	\$ 3,519	\$ 3,988	\$ 4,489		(131)	9.3%	10.3%	12.6%	\$ 3,926	\$ 4,510	\$ 5,198		
	Median	\$ 3,517	\$ 3,974	\$ 4,490		(98)	9.2%	10.2%	12.5%	\$ 3,896	\$ 4,470	\$ 5,183		
Creswell	Planning and Public Works Specialist	\$ 3,597	\$ 4,130	\$ 4,605	Y	-	9.6%	10.0%	11.5%	\$ 4,159	\$ 4,791	\$ 5,413	Non-exempt	
% Difference from Average		2.2%	3.6%	2.6%				3.6%	-3.3%	5.9%	6.2%	4.1%		
% Difference from Median		2.3%	3.9%	2.6%				4.2%	-1.9%	6.8%	7.2%	4.4%		

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name:		Planning Specialist			Adjustments					Exempt/Non-Exempt		
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS	EE Ins.	Vacation & Holiday			Adjusted Comp. w/ PTO		
		Min	Median	Max			Min	Median	Max	Min	Median	Max
Brookings	Planning Technician	\$ 3,196	\$ 3,700	\$ 4,283	Y	(220)	10.4%	11.5%	14.2%	\$ 3,500	\$ 4,129	\$ 4,929
Cottage Grove	Planning Technician	\$ 2,975	\$ 3,362	\$ 3,797	Y	(103)	8.8%	10.0%	12.3%	\$ 3,314	\$ 3,797	\$ 4,389
Eugene	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			n/a
Harrisburg	City Recorder/ Assistant City Administrator	\$ 4,034	\$ 4,628	\$ 5,308	Y	-	10.0%	11.9%	13.9%	\$ 4,679	\$ 5,457	\$ 6,361
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			n/a
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			n/a
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			n/a
Springfield	Permit Specialist	\$ 3,846	\$ 4,616	\$ 5,384	Y	(195)	9.6%	10.4%	12.7%	\$ 4,252	\$ 5,177	\$ 6,195
Veneta	Associate Planner	\$ 3,581	\$ 4,273	\$ 5,096	Y	(182)	9.2%	10.4%	14.0%	\$ 3,944	\$ 4,791	\$ 5,935
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			n/a
	Non-Zero Ave (Ave Health)	\$ 3,526	\$ 4,116	\$ 4,774		(140)	9.6%	10.8%	13.4%	\$ 3,938	\$ 4,670	\$ 5,562
	Median	\$ 3,581	\$ 4,273	\$ 5,096		(182)	9.6%	10.4%	13.9%	\$ 3,944	\$ 4,791	\$ 5,935
Creswell	Planning Specialist	\$ 3,597	\$ 4,130	\$ 4,605	Y	-	9.6%	10.0%	11.5%	\$ 4,159	\$ 4,791	\$ 5,413

Position Name: Public Works Director		Base Salary			PERS & Insurance			Vacation & Holiday			Adjusted Comp. W/ PTO			Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Min	Median	Max	PERS	EE Ins.		Min	Median	Max	Min	Median	Max	
Brookings	Director of Public Works and Development Services	\$ 6,358	\$ 7,361	\$ 8,521	Y	(220)		10.4%	11.5%	14.2%	\$ 7,180	\$ 8,432	\$ 10,025	Exempt
Cottage Grove	Public Works and Development Director	\$ 7,272	\$ 8,218	\$ 9,281	N	(103)		8.8%	10.0%	11.9%	\$ 7,812	\$ 8,936	\$ 10,285	Exempt
Eugene	Executive Director, Public Works	\$ 11,924	\$ 13,202	\$ 14,480	Y	(76)		14.2%	15.4%	16.9%	\$ 14,260	\$ 15,949	\$ 17,723	Exempt
Harrisburg	Public Works Director	\$ 5,419	\$ 6,218	\$ 7,132	Y	-		11.9%	13.8%	15.8%	\$ 6,391	\$ 7,452	\$ 8,685	Exempt
Junction City	Public Works Director	\$ 6,253	\$ 6,784	\$ 7,315	Y	-		8.5%	9.6%	11.5%	\$ 7,157	\$ 7,843	\$ 8,598	Exempt
Philomath	Public Works Director	\$ 6,542	\$ 7,573	\$ 8,600	Y	-		6.5%	6.5%	6.5%	\$ 7,362	\$ 8,523	\$ 9,678	Exempt
Seaside City	Director of Public Works	\$ 6,997	\$ 7,714	\$ 8,505	Y	(52)		9.6%	10.8%	13.5%	\$ 8,038	\$ 8,956	\$ 10,108	Exempt
Springfield	Development & Public Works Director	\$ 8,282	\$ 9,937	\$ 11,592	Y	(195)		14.6%	15.8%	18.1%	\$ 9,794	\$ 11,905	\$ 14,188	Exempt
Veneta	Public Works Director	\$ 5,777	\$ 6,893	\$ 8,221	Y	(182)		12.1%	13.3%	16.9%	\$ 6,642	\$ 8,039	\$ 9,923	Exempt
Wood Village	Public Works Director	\$ 7,070	\$ 7,990	\$ 9,029	Y	(389)		11.9%	13.1%	15.8%	\$ 7,948	\$ 9,125	\$ 10,606	Exempt
	Non-Zero Ave (Ave Health)	\$ 7,189	\$ 8,189	\$ 9,268		(122)		10.9%	12.0%	14.1%	\$ 8,258	\$ 9,516	\$ 10,982	
	Median	\$ 6,770	\$ 7,644	\$ 8,561		(89)		11.2%	12.3%	15.0%	\$ 7,587	\$ 8,729	\$ 10,067	
Creswell	Public Works Director	\$ 6,154	\$ 7,349	\$ 8,111	Y	-		13.5%	13.8%	15.4%	\$ 7,351	\$ 8,806	\$ 9,845	Exempt
% Difference from Average		-14.4%	-10.3%	-12.5%				23.8%	15.5%	9.0%	-11.0%	-7.5%	-10.4%	
% Difference from Median		-9.1%	-3.9%	-5.3%				20.7%	12.4%	2.5%	-3.1%	0.9%	-2.2%	

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name:		Public Works Maintenance Specialist				Adjustments										Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS	PERS & Insurance		Vacation & Holiday			Adjusted Comp. W/ PTO					
		Min	Median	Max		EE Ins.	Min	Median	Max	Min	Median	Max				
Brookings	Maintenance Worker	\$ 2,630	\$ 3,044	\$ 3,524	Y	n/a	(220)	10.4%	11.5%	14.2%	\$ 2,841	\$ 3,358	\$ 4,017	Non-exempt		
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a		
Eugene	Maintenance Worker 2	\$ 3,586	\$ 4,001	\$ 4,465	Y	(76)	11.2%	12.3%	13.8%	\$ 4,125	\$ 4,657	\$ 5,275	Non-exempt			
Harrisburg	Public Works Utility II	\$ 3,193	\$ 3,665	\$ 4,200	Y	-	10.0%	11.9%	13.9%	\$ 3,704	\$ 4,322	\$ 5,033	Non-exempt			
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a		
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a		
Seaside City	Water Foreman	\$ 4,740	\$ 5,226	\$ 5,763	Y	(52)	9.6%	10.8%	13.5%	\$ 5,428	\$ 6,050	\$ 6,833	Non-exempt			
Springfield	Maintenance Technician (Journey)	\$ 3,720	\$ 4,307	\$ 4,985	Y	(195)	10.4%	11.2%	13.1%	\$ 4,134	\$ 4,851	\$ 5,741	Non-exempt			
Veneta	Utility Worker II	\$ 3,359	\$ 4,008	\$ 4,780	Y	(182)	9.2%	10.4%	14.0%	\$ 3,689	\$ 4,482	\$ 5,555	Non-exempt			
Wood Village	Utility Worker II	\$ 3,571	\$ 4,035	\$ 4,560	Y	(328)	10.0%	11.2%	13.8%	\$ 3,815	\$ 4,400	\$ 5,137	Non-exempt			
	Non-Zero Ave (Ave Health)	\$ 3,543	\$ 4,041	\$ 4,611		(150)	10.1%	11.3%	13.8%	\$ 3,962	\$ 4,589	\$ 5,370				
	Median	\$ 3,571	\$ 4,008	\$ 4,560		(182)	10.0%	11.2%	13.8%	\$ 3,815	\$ 4,482	\$ 5,275				
Creswell	Public Works Maintenance Specialist	\$ 3,218	\$ 3,804	\$ 4,242	Y	-	9.6%	10.0%	11.5%	\$ 3,720	\$ 4,413	\$ 4,986	Non-exempt			
% Difference from Average		-9.2%	-5.9%	-8.0%				-4.9%	-11.7%	-16.2%	-6.1%	-3.8%	-7.2%			
% Difference from Median		-9.9%	-5.1%	-7.0%				-3.9%	-10.4%	-16.7%	-2.5%	-1.5%	-5.5%			

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name:		Public Works Team Leader				Adjustments										
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance			Vacation & Holiday			Adjusted Comp. W/ PTO			Exempt/Non-Exempt		
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max				
Brookings	Lead Utility Worker	\$ 3,704	\$ 4,287	\$ 4,962	Y	(220)	10.4%	11.5%	14.2%	\$ 4,091	\$ 4,819	\$ 5,746	Non-exempt			
Cottage Grove	Leadman I, Utilities Division	\$ 3,925	\$ 4,658	\$ 5,418	Y	(103)	8.8%	10.0%	12.3%	\$ 4,405	\$ 5,300	\$ 6,307	Non-exempt			
Eugene	Public Works Maintenance Supervisor	\$ 5,706	\$ 6,543	\$ 7,380	Y	(76)	10.4%	11.5%	13.1%	\$ 6,565	\$ 7,615	\$ 8,712	Exempt			
Harrisburg	Public Works Foreman	\$ 4,285	\$ 5,016	\$ 5,507	Y	-	10.0%	11.9%	13.9%	\$ 4,971	\$ 5,915	\$ 6,600	Exempt			
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a			
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a			
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a			
Springfield	Maintenance Tech Crew Chief	\$ 4,585	\$ 5,307	\$ 6,143	Y	(195)	10.4%	11.2%	13.1%	\$ 5,141	\$ 6,023	\$ 7,120	Non-exempt			
Veneta	Public Works Superintendent	\$ 4,826	\$ 5,759	\$ 6,869	Y	(182)	9.2%	10.4%	14.0%	\$ 5,379	\$ 6,521	\$ 8,063	Exempt			
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				n/a			
	Non-Zero Ave (Ave Health)	\$ 4,505	\$ 5,262	\$ 6,046		(129)	9.9%	11.1%	13.4%	\$ 5,092	\$ 6,032	\$ 7,091				
	Median	\$ 4,435	\$ 5,162	\$ 5,825		(142)	10.2%	11.3%	13.5%	\$ 5,056	\$ 5,969	\$ 6,860				
Creswell	Public Works Team Leader	\$ 4,183	\$ 4,945	\$ 5,514	Y	-	9.6%	10.0%	11.5%	\$ 4,837	\$ 5,737	\$ 6,481	Non-exempt			
		% Difference from Average														
		-7.1%														
		-5.7%														

Position Name: Senior Planner		Base Salary			PERS & Insurance			Vacation & Holiday			Adjusted Comp. W/ PTO			Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Min	Median	Max	PERS	EE Ins.		Min	Median	Max	Min	Median	Max	
Brookings	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Eugene	Planner, Senior	\$ 5,706	\$ 6,543	\$ 7,381	Y	(76)		10.4%	11.5%	13.1%	\$ 6,565	\$ 7,615	\$ 8,713	Exempt
Harrisburg	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Junction City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Philomath	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Springfield	Planner, Senior	\$ 5,011	\$ 6,013	\$ 7,016	Y	(195)		9.6%	10.4%	12.7%	\$ 5,598	\$ 6,803	\$ 8,133	Exempt
Veneta	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
	Non-Zero Ave (Ave Health)	\$ 5,359	\$ 6,278	\$ 7,198		(136)		10.0%	11.0%	12.9%	\$ 6,082	\$ 7,209	\$ 8,423	
	Median	\$ 5,359	\$ 6,278	\$ 7,198		(136)		10.0%	11.0%	12.9%	\$ 6,082	\$ 7,209	\$ 8,423	
Creswell	Senior Planner	\$ 4,859	\$ 5,828	\$ 6,499	Y	-		9.6%	10.0%	11.5%	\$ 5,617	\$ 6,760	\$ 7,638	Non-exempt
% Difference from Average		-9.3%	-7.2%	-9.7%				-3.8%	-8.8%	-10.5%	-7.6%	-6.2%	-9.3%	
% Difference from Median		-9.3%	-7.2%	-9.7%				-3.8%	-8.8%	-10.5%	-7.6%	-6.2%	-9.3%	

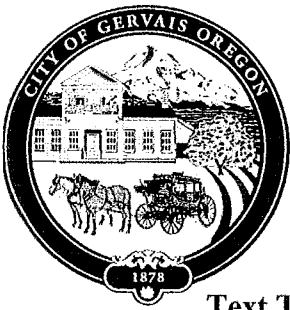
Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Cottage Grove Public Works and Development Director is mentioned in the narrative; however, responsibilities assigned make it a poor match for Creswell and the position is not included in the compensation table.

Position Name:		Utility Billing - Court Clerk II				Adjustments							Exempt/Non-Exempt	
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance	Vacation & Holiday			Adjusted Comp. W/ PTO					
		Min	Median	Max		PERS	EE Ins.	Min	Median	Max	Min	Median		Max
Brookings	Accounts Receivable Clerk II	\$ 2,899	\$ 3,356	\$ 3,885	Y	n/a	(220)	10.4%	11.5%	14.2%	\$ 3,154	\$ 3,725	\$ 4,451	Non-exempt
Cottage Grove	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Eugene	Utility Administrator Coordinator II	\$ 4,271	\$ 4,773	\$ 5,325	Y		(76)	11.2%	12.3%	13.8%	\$ 4,928	\$ 5,571	\$ 6,306	Non-exempt
Harrisburg	Utility Billings II	\$ 3,052	\$ 3,500	\$ 4,018	Y		-	10.0%	11.9%	13.9%	\$ 3,541	\$ 4,128	\$ 4,815	Non-exempt
Junction City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Philomath	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Seaside City	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Springfield	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
Veneta	Office Support Specialist III (Utility, Billing, IT)	\$ 3,267	\$ 3,899	\$ 4,650	Y		(182)	9.2%	10.4%	14.0%	\$ 3,583	\$ 4,355	\$ 5,399	Non-exempt
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a				n/a
	Non-Zero Ave (Ave Health)	\$ 3,372	\$ 3,882	\$ 4,469			(120)	10.2%	11.5%	14.0%	\$ 3,801	\$ 4,445	\$ 5,243	
	Median	\$ 3,160	\$ 3,699	\$ 4,334			(129)	10.2%	11.7%	13.9%	\$ 3,562	\$ 4,242	\$ 5,107	
Creswell	Utility Billing/ Court Clerk II	\$ 3,085	\$ 3,647	\$ 4,066	Y		-	9.6%	10.0%	11.5%	\$ 3,566	\$ 4,230	\$ 4,779	Non-exempt
% Difference from Average		-8.5%	-6.1%	-9.0%				-5.7%	-13.4%	-17.5%			-8.8%	
% Difference from Median		-2.4%	-1.4%	-6.2%				-5.7%	-14.8%	-17.2%			-6.4%	

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Water-Wastewater Treatment Plant Operator															Exempt/Non-Exempt
Jurisdiction Name	Jurisdiction Job Title	Base Salary			PERS & Insurance			Adjustments			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Vacation & Holiday			Min	Median	Max			
							Min	Median	Max						
Brookings	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 4,232	\$ 5,093	\$ 6,061	n/a	
Cottage Grove	Wastewater Treatment Plant Operator	\$ 3,775	\$ 4,479	\$ 5,210	Y	(103)	8.8%	10.0%	12.3%					Non-exempt	
Eugene	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a	
Harrisburg	Public Works Utility III	\$ 3,527	\$ 4,047	\$ 4,642	Y	-	10.0%	11.9%	13.9%					Non-exempt	
Junction City	Wastewater Treatment Plant Operator	\$ 4,675	\$ 4,959	\$ 5,261	Y	-	8.7%	9.8%	11.7%					Non-exempt	
Philomath	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a	
Seaside City	Wastewater Treatment Plant Operator (Level IV)	\$ 4,977	\$ 5,488	\$ 6,051	Y	(52)	9.6%	10.8%	13.5%					Non-exempt	
Springfield	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a	
Veneta	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a	
Wood Village	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a	
	Non-Zero Ave (Ave Health)	\$ 4,239	\$ 4,743	\$ 5,291		(39)	9.3%	10.6%	12.8%		\$ 4,847	\$ 5,491	\$ 6,249		
	Median	\$ 4,225	\$ 4,719	\$ 5,236		(26)	9.2%	10.4%	12.9%		\$ 4,796	\$ 5,418	\$ 6,127		
Creswell	Water-Wastewater Treatment Plant Operator	\$ 4,000	\$ 4,729	\$ 5,273	Y	-	9.6%	10.0%	11.5%		\$ 4,625	\$ 5,485	\$ 6,197	Non-exempt	
% Difference from Average		-5.6%	-0.3%	-0.3%				3.6%	-5.9%	-10.1%	-4.6%	-0.1%	-0.8%		
% Difference from Median		-5.3%	0.2%	0.7%				4.2%	-3.7%	-10.5%	-3.6%	1.2%	1.1%		

Note: n/a = no match. Vacation & Holiday Pay at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) Dial 711 or 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: October 29, 2020
To: Mayor and City Council
From: Susie Marston, City Manager
Re: COVID-19 Micro Grant Program

The League of Oregon Cities advocated on the behalf of Oregon cities to receive Coronavirus Relief Funds to assist with COVID-19 related expenses. These are federal funds that were allocated to the State and then down to cities. Gervais was allotted approximately \$79,000 to be spent by December 30 this year. To date, we have used about \$9,000 on PPE for City Hall (includes hand sanitizer, masks, etc), cleaning supplies, plexiglass at the front counter, tablets equipped with a camera and microphones to access remote meetings, and sick leave related to COVID. The League is urging us, as well as all of the other cities, to get this money spent by December 30 and report our plan of action to them by early November.

Based on a city-wide conference call and conversations I've had with the League to get ideas on how to use this money, I learned that we can use these funds to assist our Gervais residents and businesses affected by COVID through a micro-grant program. We can also use these funds towards our police budget, because under the Treasury Guidance, payroll costs for public safety employees are presumed to be substantially dedicated to mitigating or responding to COVID-19. We will continue to use what we need for PPE and other supplies at City Hall. I've attached a FAQ from the US Treasury that demonstrates how these two uses are allowed under their guidance. It was last updated on October 19. See FAQ Items #2, #23 #24 and #25. Use towards the payroll costs of the police budget is further supported by the findings of a recent Secretary of State's audit of three cities that had done this. These cities did not track hours or document the relationship to COVID, and the SAS upheld that this was within the guidelines of the US Treasury and is a low-risk option for cities. Further, the State applied a portion of their allocation to the State Police budget, so they deem it as an appropriate use of funds.

Micro-Grant Program

- Application forms will be hand delivered or mailed to every address within the Gervais City Limits. Program will run through December 18, 2020 or when funds are depleted, whichever comes first.
- Individuals and businesses can apply and attest to a financial hardship due to COVID. Individuals are eligible for a \$300 grant; businesses are eligible for \$750.
- Examples of the way individuals can use the funds are for utilities, food, rent/mortgage, credit card debt, auto loans, student loans, and insurance. Businesses can use the money

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

for Payroll, PPE for employees, remodeling due to COVID regulations or other costs due to closure or slowdown.

- Members of the city council, paid city employees and their families are not eligible.

I am currently reviewing this plan with our city attorney. In the interest of time, I am presenting the council with it for your review and approval to move forward with it, pending legal review.



CITY OF GERVAIS

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COVID-19 MICRO GRANT PROGRAM

The City of Gervais has a limited supply of funding available to support our community during this time of need. We are reaching out to our community to offer \$300 COVID-19 based micro-grants for individuals and \$750 each for businesses. The goal of the grant is to assist our community members and businesses who have suffered economic hardship during these difficult times. Individual households and businesses located or headquartered within Gervais city limits are eligible for these micro grants (see next page for more info). Approved applicants will receive one COVID hardship grant per household or business. **Applicants may only apply ONCE for assistance, and may ONLY apply as a business OR individual.**

Please complete the form below and return it to Gervais City Hall, 592 4th Street, Gervais, OR 97026. Grants are solely for use by the applicant/recipient. Grants will be paid in check to the applicant/recipient and mailed to the provided mailing address given below. **Grants will be given on a first come, first served basis beginning November 9, 2020 until the funds are depleted OR on December 18, 2020, whichever comes first.**

(Please write clearly. Illegible and incomplete applications may be rejected.)

Applicant's Information:

I am applying as (check ONLY ONE): ☐ An individual ☐ A business

First Name: _____ Last Name: _____

Physical Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Business Name: _____

Number of FTEs: _____ Part Time: _____ Years in Operation: _____

Physical Address: _____

I certify that I have experienced financial hardship due to COVID-19 for the following reason:

- | | |
|---|---|
| <input type="checkbox"/> Medical treatment due to COVID-19 infection | <input type="checkbox"/> Remodeling expenses due to COVID-19 restrictions |
| <input type="checkbox"/> Loss of income due to school closures/home schooling | <input type="checkbox"/> Loss of income due to business closure/slowdown |
| <input type="checkbox"/> Personal Protective Equipment (PPE) Costs | <input type="checkbox"/> Other: _____ |

The grant funds may be used for utilities (water/sewer/electricity), food, rent/mortgage or to pay for credit card debt, auto or school loans, or insurance. Businesses may use funding for PPE for employees and/or remodeling costs, in addition to losses due to closure or slowdown.

I/We certify that all information listed in this application, and all information furnished in support of this application, is given for the purpose of obtaining an assistance grant and that such information is true, accurate and complete. I understand that if any of the information is shown to be false, incomplete, or misrepresented, this application may be rejected, and I/we will be required to reimburse the City for all funds received. My signature upon this application declares that I swear/affirm that I/we have had financial hardships as a direct result of COVID-19.

Applicant Signature _____

Date _____

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

What are the eligibility requirements?

Individuals:

Applicant is an individual or single household.

Applicant's **primary** residence is within the City of Gervais (applicant resides at the Gervais address for more than 6 months per year).

Businesses:

Business is directly affected by a government-ordered mandatory change in service directive associated with the COVID-19 pandemic and has complied with the order.

Business has 30 or fewer full-time equivalent employees.

Business is headquartered in and with principal operations in Gervais.

Who is NOT eligible? (Any of the following are disqualifying)

Joint account holders may not apply if the other named account holder applies.

Family members (dependents) using a single account where another member has already applied.

The Mayor, City Councilors, City Manager, and paid City employees of the City and their families.

I am a business owner and a resident; can I apply on each account?

No. If a person applies for a business grant, they may not apply as an individual.

What if my partner / spouse and I have a business, can we each apply separately -- one using the business account and one using the individual account?

No. You may only apply either as a business or as an individual.

I have multiple properties under my name / control? Can I apply using each one?

No. You may only apply once.

I have multiple accounts and licenses under my name / control? Can I apply using each one?

No. You may only apply once and using a single account and/or license.

Do I need to be current on my Gervais water/sewer account balance?

No.

What can the grant be used for?

The grants may be used to pay for utilities, food, rent / mortgage, credit card debt, auto or school loans, or insurance. Businesses may use the grants for payroll support, costs of PPE for employees, remodeling due to COVID regulations or other costs due to closure or slowdown.

There are only a limited number of grants in total, both business and individual combined. Grants will be given on a first come, first served basis beginning on November 9, 2020, until the funds are depleted or December 18, 2020, whichever comes first. Only one (1) grant allowed per household or business. Grants will be awarded by check to the individual or business named above and sent to the mailing address provided. Grant checks will be mailed within 30-days of submission if the grant is approved. The City reserves the right to contact recipients via either phone or email to inform them of their grant status. Questions may be directed to City Hall at 503-792-4900.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of October 19, 2020¹**

The following answers to frequently asked questions supplement Treasury's Coronavirus Relief Fund ("Fund") Guidance for State, Territorial, Local, and Tribal Governments, updated as of September 2, 2020 ("Guidance").² Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

A. Eligible Expenditures

1. *Are governments required to submit proposed expenditures to Treasury for approval?*

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

2. *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the "substantially dedicated" condition?*

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

3. *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a "substantially different use" for purposes of the Fund eligibility?*

Costs incurred for a "substantially different use" include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty's ordinary responsibilities.

¹ On August 10, 2020, these Frequently Asked Questions were revised to add Questions A.49–52. On September 2, 2020, Questions A.53–56 were added and Questions A.34 and A.38 were revised. On October 19, 2020, Questions A.57–59 and B.13 were added and Questions A.42, 49, and 53 were revised.

² The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

21. May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

22. May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

23. May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

24. The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

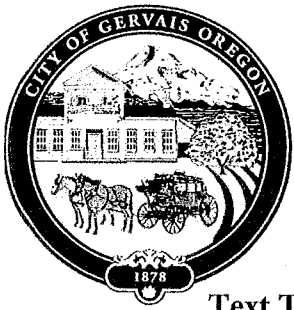
Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

25. The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

26. May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) Dial 711 or 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: October 29, 2020
To: Mayor and City Council
From: Susie Marston, City Manager *SM*
Re: City Manager Staff Report for November 5, 2020

Kay Wiesner, City Clerk, has submitted her resignation. Her last day will be November 13. We have appreciated Kay's time in Gervais and also the experience she brought with her from working in Mt. Angel prior to Gervais. I have hired Abby Fernandez to fill her position. Abby's first day will be November 5th. We are looking forward to having her on board!

I have been committing time to updating the City's personnel handbook using a model handbook provided from City County Insurance Services (CIS). This is a big undertaking, but it is important work to get done. Once I'm completed with a draft, CIS will review it and then it will be presented to the city council.

The final Ivy Woods subdivision plat will be on the December council agenda for council approval. The infrastructure construction is nearing completion, and we will be doing a walk through with the contractor and engineers in a week or so.

Sacred Heart is working with the City to set up a drive-through for families to pick up their chicken dinners at their annual Chicken Dinner December 6th. This will involve street closures around the church for four hours during that day.

Status on Grant Applications:

We should know very soon whether our application to ODOT's Small City Allotment Grant is awarded. The requested amount was for \$100,000 and those funds would be used for improvements to modify access to Ivy Avenue from 8th Street.

I will know by the December council meeting whether our application to the Safe Routes to School grant program is awarded. The Safe Routes to School program will be making their final decisions on the grant applications at a meeting they are having December 1. The proposed project would add flashing beacons to the two crosswalks on Douglas, replace the sidewalk in front of the elementary school and construct a bicycle lane. Total grant amount requested was \$182,858. The City's match for the project would be approximately \$46,000.

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410



Gervais Police Department

592 4th Street, P.O. Box 329

Gervais, OR 97026-0329

Office 503-792-4575 ★ Fax 503-792-4525 ★ Dispatch 503-588-5032

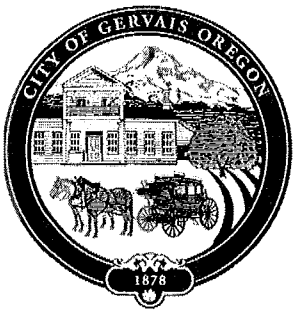
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November 2020 Council Report

Reporting period between September 1, 2020 through September 30, 2020	
<u>Calls of service/CAD reports</u>	269
<u>Arrests</u>	3
<u>Traffic offenses</u>	67
<u>Traffic written warnings</u>	39
<u>Assist Agencies outside City limits</u>	4
<u>Assist Agencies inside City limits</u>	12

- We are excited to announce that we will be scheduled to starting our "online" **D.A.R.E.** classes in October. Our partnership with the schools and our goal of helping students develop successful skills is back on track. While not in person, this is the best option under COVID 19 restrictions.
- **Gervais School District Partnership:** The school district has contacted us and is ready to move forward with their funding for the Student Success Officer funding. We have submitted a draft five year contract proposal to the school district to review. We are in the process of working out the final details. We will be using the COPS grants funds to pay for our portion for the first three years. The school will be using extra funds they will be receiving from the state. Our goal is to have the contract and new position filled in early 2021.
- We continued to work closely with the schools to conduct welfare checks to help support our families and students to help overcome obstacles to their academic success.
- We have been moving forward with our goal of becoming an accredited agency. We have been working with Oregon Accreditation Alliance to complete our policies and proof of compliance. We are scheduled for training in November. Our goal is to have all our requirements completed soon, and then request our inspection and final assessment.

- Mark J. Chase, Chief of Police.



CITY OF GERVAIS

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Gervais Public Works Council Report October 2020

Ivy Woods Estate update: The development has completed the final paving. Underground utility trenches have yet to be buried. That should be completed soon with the final walk through set for the beginning of November.

This month Marion County conducted their Water System Survey. This covered the water plant and related facilities. This inspection is conducted every five years.

New services were installed at the new home being constructed on Elm Street. The new water service will be installed the first week of November.

The irrigation season ends this month. When needed, we will start discharging into the Pudding River for the next six months.

Kyle Jentzsch is at home, doing well, and should be returning back to work sometime late November or early December. It will be nice to have him back.

John Robinson
Public Works Superintendent