

LA PINE CITY COUNCIL MEETING AGENDA

Tuesday, October 13, 2009

Special Session - 4:30 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Review and Evaluation of City Recorder Compensation
5. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subject anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. The meeting is subject to cancellation without notice. The meeting is open to the public and interested citizens are invited to attend. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Luana K. Damerval at (541) 536-1432.

LA PINE CITY COUNCIL MEETING MINUTES

Tuesday, October 13, 2009

Special Session - 4:30 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

The Special City Council meeting was called to order by Mayor Shields at 4:31 pm.

2. Establish Quorum

Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green was present by teleconference

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Barbara Hedges.

00:01:14

4. Review and Evaluation of City Recorder Compensation

Councilor Hedges stated that she appreciated the work City Recorder Damerval does and also her value to the City.

In response to a question from Councilor Hedges, City Recorder Damerval stated she completed five courses toward the certificate program in Local Government Management sponsored at the League of Oregon Cities Conference. In response to a question from Mayor Shields, City Recorder Damerval stated she is already a quarter of a way through the certificate program. She said she had hoped to complete the certificate program by Spring 2010 but it will depend on class scheduling.

Councilor Moilanen stated that she would have preferred the benchmarks for the salary increases based on educational benchmarks. She said the benchmarks for salary increases put forth in the Oct. 11, 2009, Staff Memo are really part of City Recorder Damerval's regular job duties.

00:09:50

Councilor Ward stated he was in favor of all the salary increases that City Recorder Damerval had requested. He also asked City Recorder Damerval if the City were to recruit for a City Manager, would she be interested in applying for the position. City Recorder Damerval stated that, after

receiving prior approval from the Council to register for the management certificate program, she planned to apply for the position upon it becoming available.

In response to a question from Mayor Shields, regarding how City Recorder Damerval had arrived at the initial salary increase request of \$18.50 an hour, City Recorder Damerval stated that she had determined the amount because that was what she desired. Mayor Shields stated that she appreciated the City Recorder for her forward thinking when performing her job and also her straightforward manner. She also discussed City Recorder Damerval's value to the City of La Pine.

00:19:13

Councilor Ward stated that if the City pays City Recorder Damerval more money, they would expect additional job duties such as in the area of public relations for the City.

00:20:00

Councilor Hedges made the suggestion to utilize Administrative Assistant Morgan more in order to allow City Recorder Damerval to have time for additional responsibilities. Administrative Assistant Morgan stated she would be willing to help out with extra office duties, as her schedule allowed.

00:25:20

City Attorney Green clarified that a salary increase could start once approved and the proposed retroactive application of the wage increase would be paid out as a one time performance based bonus. He said this bonus would not be considered a retroactive wage increase.

00:27:20

Councilor Moilanen stated she would consider a pay raise to \$19.50 an hour. She also asked for a fiscal impact report based on the new salary amount.

00:32:19

Councilor Ward stated that when City Recorder Damerval asked for a salary increase in August, the budget was reviewed. He said there were available monies to compensate staff salary increases during this fiscal year on top of the budgeted 7% salary raises for City staff.

00:41:20

Councilor Hedges stated that she would be satisfied with the \$19.00 an hour salary rate for the City Recorder. She also requested a short course review from City Recorder Damerval, to the City Council, upon completion of a course.

00:46:25

City Attorney Green stated that upon City Recorder Damerval obtaining the certification the City Council could do another salary review.

00:51:40

City Attorney Green also suggested that after City Recorder Damerval has her next performance review the Council could determine if she is entitled to another salary increase. In lieu of applying this wage increase retroactively, which is a problem and also to avoid possible issues, the raise for prior wages would be based on the \$18.50 hourly rate for straight time, not including overtime pay.

00:51:53

City Attorney Green also suggested that the City reflect the retroactive raise amount in the new hourly salary rate for the City Recorder, going forward. He suggested the retro raise amount be based on this fiscal year. City Attorney Green stated that this would take the hourly wage for City Recorder Damerval to approximately \$19.50 an hour.

01:00:05

City Attorney Green stated that he will prepare a memorandum for the City Council, at the next scheduled meeting on October 28, 2009, for approval of the wage increase. He said that the salary increase for City Recorder Damerval would also consist of a rate that will be determined on the results of the work hour calculations from July 8-October 28, 2009. City Attorney Green stated that upon approval, the salary increase would immediately go into effect. He also said the raise amount would capture a lump sum payment over the balance of the fiscal year. He said that would be City Recorder Damerval's hourly rate until such time as it is changed.

City Attorney Green stated that City Recorder Damerval's job could be characterized as an exempt position and then she would not be eligible for overtime. He said he will confirm that she is an exempt employee and could be paid a monthly salary based on the new hourly rate, upon Council approval. City Attorney Green said this would save the City money overall.

The City Council gave consensus to direct City Attorney Green to prepare the memorandum for approval at the next Council Meeting scheduled for Oct. 28, 2009.

5. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the City Council Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

The meeting was adjourned at 5:42 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval