

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

A G E N D A
KEIZER CITY COUNCIL
Monday, November 7, 1994
7:00 p.m.
Robert L. Simon Council Chambers
Keizer City Hall
Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

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

4. COMMITTEE REPORTS

- a. Water Rates Study Committee Report
- b. Traffic Safety Commission Report

5. PUBLIC HEARINGS

- a. ORDINANCE - Vehicle For Hire

6. ADMINISTRATIVE ACTION

- a. RESOLUTION - Surplus Property Declaration - 980 Chemawa Road
- b. Traffic Safety Commission Grant Proposal
- c. Application for Community Development Block Grant
- d. RESOLUTION - No Parking - Portion of Plymouth Drive

7. **CONSENT CALENDAR**

- a. **RESOLUTION** - Initiate Street Vacation - Willow Leaf Court
- b. **RESOLUTION** - Change in Designated Check Signers for City
- c. **Liquor License - Booshay's Lucky Bet (previously Lone Oak Deli & O.T.B.)**
Change of Trade Name/Partner
- d. **Approval of October 17, 1994 Regular Session Minutes**

8. **OTHER BUSINESS**

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

9. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications and petitions.

10. **AGENDA INPUT**

NOVEMBER 21, 1994

6:30 p.m. Urban Renewal Agency Meeting

Cherry Avenue Briefing
Property Improvement Grant Program
R3B Appointment - Mayor's Position

7:00 p.m. City Council Meeting

Vehicle Impound Ordinances
Chemawa Activity Center Update
Willow Lake Noise & Odor Study Implementation Strategy
Community Development Block Grant Public Hearing
Periodic Review Public Hearing

DECEMBER 5, 1994

7:00 p.m. City Council Meeting

Willow Leaf Court Street Vacation Public Hearing

11. **ADJOURN**

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.



City of Keizer

MEMORANDUM

DATE: November 7, 1994

TO: Mayor Koho and Councilmembers

FROM: Councilor Jerry McGee, Chair of Water Rate Study Task Force

SUBJECT: Task Force Recommendations

SYSTEM BACKGROUND:

The Keizer Water District received a Financial Management Plan in 1984 which analyzed the operating and capital improvement costs over a ten year time frame and made recommendations for rate increases of 8 to 17% a year to fund the costs. After the City took over the district several actions were taken to reduce costs and become more efficient. Among these was the refinancing of the water bonds which saved \$167,000 over the remaining ten year life of the debt. As a result, there has been no rate increase since 1990. Since then the system has expanded, regulations have increased and costs have gone up.

There are two remaining major projects recommended in our 1988 master plan to keep the system effective while serving an estimated population of 30,000, projected for the year 2005.

COMMITTEE WORK:

The Council appointed a task force to look closely at the water system and financial information and to return with a recommendation on a rate increase. The members of the task force are: Jerry McGee, Al Miller, Carl Beach, Mike Kurtz and Gary Whallen, staffed by Dotty Tryk and Wally Mull.

The first activity was to look at the 1988 Water Master Plan and the current status of the capital improvements recommended in the plan. The task force found that the assumptions made in developing the plan have proven to be very accurate and that the plan has been adhered to. All the recommended improvements have been made. The remaining projects from the plan are the completion of 60,000 feet of old steel line replacement and the decision either to build a 1.5 million gallon storage facility or install two additional wells.

To provide background to the members, they received a demonstration of the telemetry system and a tour and explanation of how the water distribution system operates. This was followed by a

presentation from the system engineer discussing the relative merits of a reservoir versus additional wells and the most appropriate design of a reservoir.

Armed with this data, the committee debated the cost and benefits of a reservoir, including the proper size and structure of a reservoir, and the addition of wells. They also analyzed several financial models to determine the best timing of the improvements.

RECOMMENDATIONS:

The committee's conclusions covered both the area of the capital improvements program and financial planning.

The recommended capital improvements program is as follows:

1. To build a 1.5 million gallon steel reservoir as soon as financially practical in order to provide for peak demand and for emergencies. The committee feels that steel offers the best value and the proposed location for a tank would detract minimally from the neighborhood. They also felt that time is of the essence (within financial constraints) to protect the system from pressure loss due to high demand and emergency situations.
2. To install a pressure regulator to provide adequate pressure to the north side of town which now experiences pressure problems. The committee felt that all the utility customers deserve good pressure.
3. To defer replacing the remaining steel lines until 2002 when our bonds retire freeing \$380,000/year for projects. This is a \$3.5 million project to replace 100,000 feet over a 10-15 year period, approximately 40,000 ft of the worst pipe has been replaced. The remainder is not in critical condition. Steel line does not usually deteriorate rapidly and can be monitored over time for leakage. Because of this, the committee felt that deferring large scale replacement for several years would not negatively impact the system if emergency funds were budgeted.

The financial recommendations are as follows:

The committee does not recommend a rate increase at this time. This can be done by

1. Installing a steel rather than a concrete reservoir, saving the fund over \$300,000.

The engineer's current recommendation is for 1.5 million gallons in storage and the financial plan anticipates this. However, an evaluation of the exact sizing of a reservoir to meet the city's needs should be made when the project is designed as a smaller size could result in savings to the fund.

2. Deferring the steel line replacement program for seven years until funds are available.

By making these changes, the financial model shows that a reservoir can be built in late spring and summer of 1996, a pressure regulator installed in late 1998 and an accelerated steel line replacement program can begin in 2002.

The committee also recommends that the utility financial condition be evaluated each year for conformance to the plan and recommendations made later if circumstances change. However, at this time, they feel that the City can continue to provide high quality water in ample quantity and pressure for the rest of the century.

If the Council concurs with the Committee's findings, no action is necessary other than to thank the members of the committee for their expertise and hard work..

Attached are copies of the addendum to the Master Plan Chapter 9 updating the status of the projects, a memo from the system engineer discussing reservoirs vs wells and a financial projection of the committees recommended action.

masterplan

Phase 1

Table 9-1 To 1995

		Status	Remaining Costs	
1	30,000 ft steel pipe	complete		
2	Increase capacity of Delta Well	completed 1993		
3	700' line along Windsor Island Rd	completed 1990		
4	3,900' looping Wheatland/River/Delta	completed 1992		
5	New Well-Tepper Lane	optional Chemawa Plan		
6	1,550' River Rd	complete 1992		
7	5,300' Wheatland	half done 1992	\$158,000	Developer
8	2,650' Rockledge to River Rd	complete 1994		
9	1,800' Rockledge loop	half done 1992	\$50,000	Developer
10	7,800' looping	20% done	\$400,000	Developer
11	Flouride to all wells(at 7 now)	not done	\$110,000	

Phase 2

Table 9-2 Beyond 1995

12	4,000'-O'Neill 2,300'-Clear Lake		\$345,000	Developer
13	2.0 mg reservior	not to be done		
	1.0 mg reservior at Weissner	not done	\$1,000,000	
13a	Meadows Well	done 1994		
14	1.0mg reservoir	optional Chemawa plan		
14a	Radiant well	optional Chemawa plan		
15	6,500 looping Windsor Island	not done	\$338,000	Developer
16	38,000 steel line replacement	25% done	\$1,000,000	
Added	Willow Lake Well opportunity	not done	\$150,000	
	Pressure Correction	not done	\$75,000	

Phase 3

Table 9-3 1995 to 2000

17	5,000 connection to Weisner reservoir not needed		
18	38,000 steel line replacement	not done	<u>\$900,000</u>
	Remaining Projects		\$4,526,000
	Less Developer Projects		<u>\$546,000</u>
	System Projects		\$3,980,000

CITY OF KEIZER
RESERVOIR STORAGE VS. ADDITIONAL WELLS
OCTOBER 1994

Introduction

As growth has occurred within the City of Keizer, demand placed on the water system has also increased. This growth results in higher daily demands as well as peak demands imposed on the water system, particularly during the summer months. The City now needs to provide additional pumping capacity to accommodate peak demands and this brief report will compare the viability of additional production wells versus reservoir storage and booster pumping.

Present Source Capacity

The City of Keizer now utilizes 14 production wells with capacities ranging from 200 gpm to 2500 gpm. The total maximum safe capacity of all wells is 10,500 gpm which equates to 15 million gallons per day (MGD). This volume is adequate to supply a population of approximately 40,000 residents. The present deficiency is not in daily production but in peak demand capacity. During this past summer a peak hour flow of 10,700 gpm was observed on July 19th. This demand essentially matches the present total pumping capacity of all combined wells and provides no reserve capacity for pump failure and/or fire protection. While the likelihood of a fire occurring during this extreme peak hour demand is low, good engineering practice dictates that reserve capacity is required. This is particularly important for the Keizer system since no elevated reserve storage is available.

Reserve Capacity Requirement

It is our judgement that additional pumping capacity of 3000-4000 gpm is presently necessary. This volume is sufficient to replace the present largest well (Chemawa) should pump failure occur and will also provide needed reserve for fire protection. This volume also represents the maximum capacity that can be handled by the 12" main on Wiessner Drive.

Wells Versus Storage

There are many reasons we feel that storage/booster pumping offers superior advantages over additional wells. These reasons are as follows:

*assumes 10% leakage and loss and 300 gallons per day per person

1. The City has utilized most of the viable locations for well construction. Future wells would likely need to be constructed in areas subject to potential contamination from agricultural practices (Wheatland, North River Road) or interference with existing wells.
2. It could take up to 4-5 wells at 750-1000 gpm each to accommodate the needed reserve demand. As most of the desirable well sites are presently allocated, we cannot be certain of obtaining the necessary flow from each new well. Given the recent total construction cost of \$250,000 for the Meadows well, the City could easily spend up to \$800,000-\$1,000,000 for the necessary additional capacity from wells.
3. Ground level storage (up to 40' height) will provide a marginal pressurized reserve to the water system should massive failure occur. The reservoir, properly located, will provide gravity flow to the system upon failure which may prevent negative pressures in the distribution system. This will also provide needed time for backup facilities to engage.
4. Heavy pumping of the aquifer during high peak demands may cause well interference and additional pumping head as well as potential contamination due to migration of contaminants from peripheral sources.
5. Booster pumps are generally more mechanically reliable than vertical turbine well pumps and are subject to lower wear and higher efficiency.
6. A booster pump station can easily be equipped with variable frequency drives and different pumps to provide flexibility in operation.
7. The City currently has sufficient source capacity to accommodate daily demands for a population of 40,000. The present deficiency in peak hour or fire flow usually lasts only 3-4 hours per day. Storage/booster pumping will allow most of the wells to pump at a consistent capacity throughout the day which is much more energy efficient.
8. The pump station would be designed for flexible year-round operation.

Recommended Storage Volume

The minimum required storage is 1 million gallons. This volume will provide a minimum of six hours of reserve volume at a pump station capacity of 4000 gpm. If financially feasible, a volume of 1.5 million gallons is recommended. This reservoir would be approximately 105' in diameter and 25' in height.

Recommended Site

The preliminary site selected for the storage reservoir and booster pump station is the Wiessner pump station. This site offers several advantages:

1. The existing Wiessner well can be easily modified to allow direct pumping to the storage reservoir.
2. Sufficient City owned property is available for placement of the reservoir/pump station.
3. The site is reasonably hidden and unobtrusive and represents minor aesthetic concerns to neighboring properties.
4. Transmission pipeline capacity and sufficient three-phase power is available at minimal cost.

Estimated Costs

Several options are available, particularly in the type and construction material of the reservoir. A steel reservoir (1.5 million gallons) would cost approximately \$375,000 but would be required to be built at ground level. This type of reservoir would occupy 105' diameter x 24' height. Visible screening utilizing appropriate tree planting would lessen the visual impact of this type of reservoir. Total estimated cost for the reservoir/pump station using a steel reservoir would be \$685,000.00. A prestressed concrete reservoir with the same capacity could be constructed partially or fully underground but at a much higher cost. Estimated costs for this type of reservoir with pump station is \$990,000.00

WATER CASH PROJECTIONS

No Increase

	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
RECEIPTS												
Beginning Balance	485,155	1,039,336	1,090,027	815,865	542,428	654,901	507,369	243,920	329,501	303,902	371,041	437,966
Projects Cash Balance	303,674											
Transfer	5,548	24,170	14,079	0								
Water Sales	1,164,148	1,259,673	1,255,323	1,279,235	1,417,000	1,480,000	1,520,000	1,555,000	1,600,000	1,634,000	1,675,000	1,717,000
Operating Interest	23,109	38,802	7,515	500	0	0	0	0	0	0	0	0
SDC Interest	64,237	25,885	26,437	24,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Bond Proceeds	117,319											
SDCs	65,376	81,700	71,290	85,000	85,000	85,000	70,000	70,000	50,000	50,000	50,000	50,000
Other Revenues	55,642	68,796	71,656	71,464	86,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL RECEIPTS	2,294,208	2,538,332	2,536,327	2,275,924	2,139,428	2,279,901	2,157,369	1,928,920	2,039,501	2,047,902	2,156,041	2,264,966
DISBURSEMENTS												
Personnel Services	330,744	352,949	440,287	498,400	545,574	587,367	590,093	613,697	638,244	663,774	690,325	717,938
Material & Supplies	257,944	303,938	334,541	241,344	445,500	458,885	472,631	486,810	501,414	516,457	531,950	547,909
Capital Outlay	71,629	136,514	72,908	99,057	73,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Steel Main Replacement	192,743	228,067	360,742	260,000	0	0	50,000	50,000	50,000	50,000	50,000	300,000
Total Operations	853,060	1,034,488	1,238,478	1,098,801	1,064,074	1,101,262	1,167,724	1,225,506	1,284,659	1,305,231	1,347,275	1,640,847
Debt	401,812	316,330	375,720	374,450	370,463	371,270	375,725	373,913	370,940	371,630	370,800	0
Projects												
Production Wells		97,497	106,464	230,245	50,000							
Reservoir/Pressure Regulator					0	300,000	350,000	0	100,000	0	0	0
TOTAL DISBURSEMENTS	1,254,872	1,448,305	1,720,662	1,733,486	1,484,527	1,772,532	1,913,449	1,599,419	1,735,569	1,676,861	1,718,075	1,640,847
ENDING BALANCE	1,039,336	1,090,027	815,865	542,428	654,901	507,369	243,920	329,501	303,902	371,041	437,966	624,119
Audit Check	1,039,336	1,090,027	815,865	542,428	654,901	507,369	243,920	329,501	303,902	371,041	437,966	624,119
Operating	547,177	484,190	118,565	26,573	94,046	151,514	158,065	163,646	178,047	185,186	192,111	318,264
Transfer to Projects						0	0					
Net Operating	547,177	484,190	118,565	26,573	94,046	151,514	158,065	163,646	178,047	185,186	192,111	318,264
Projects	462,159	605,937	697,100	515,855	560,855	355,855	85,855	185,855	125,855	185,855	245,855	305,855
Transfer from Operating						0	0					
Total Projects	462,159	605,937	697,100	515,855	560,855	355,855	85,855	185,855	125,855	185,855	245,855	305,855
Current Rev less Current Exp	110,894	40,593	(265,825)	(91,992)	67,473	57,468	6,561	5,991	14,401	7,136	8,925	126,153

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 4b

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

FROM: DOTTY TRYK
CITY MANAGER

SUBJECT: TRAFFIC SAFETY COMMISSION REPORT

Jerry McGee, Council liaison to the Traffic Safety Commission, will present a progress report to the City Council at the meeting this evening.

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 5a

TO: MAYOR KOHO AND COUNCIL MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: JOHN A. LIEN, CITY ATTORNEY *JA*

SUBJECT: **ORDINANCE - REQUIRING VEHICLES FOR HIRE TO BE
LICENSED; ESTABLISHING REGULATIONS; REPEALING
ORDINANCE NO. 87-075**

**ORDINANCE - AMENDING ORDINANCE NO. 83-017;
REPEALING ORDINANCE NOS. 83-020, 89-140 AND 92-228**

**RESOLUTION - ESTABLISHING LICENSE FEE FOR
OPERATOR OF A VEHICLE FOR HIRE AND DRIVER OF A
VEHICLE FOR HIRE**

ISSUE:

Shall the City of Keizer adopt an ordinance regulating vehicles for hire (taxicabs and wheelchair coaches) that parallels the City of Salem's recently revised ordinance and repeal the current taxicab regulation ordinance?

BACKGROUND:

The City of Keizer originally adopted an ordinance requiring taxicabs to be licensed and establishing regulations in 1983. Those regulations were revised by Ordinance 87-075, which is currently in effect. Since vehicles for hire operate in both the City of Salem and the City of Keizer, previous Councils have paralleled the City of Salem's ordinances for ease of compliance by the affected companies. The City of Salem revised its ordinances at the beginning of this year, which resulted in Keizer reviewing its ordinances and proposing this new vehicle for hire ordinance.

The ordinance currently in place regulates only taxicabs. The proposed ordinance regulates taxicabs and a new category of vehicle called the "wheelchair coach." The new ordinance requires a defined level of service to be provided as specified in Section 4. The insurance amounts required in Section 7 are raised to the State of Oregon tort limits for cities. Section 8 embodies new language for insuring safe and adequate service. The current ordinance in Section 15 describes detailed mechanical inspections or records required in lieu of inspections. The proposed ordinance simply addresses the situation through requiring safe and adequate service by the provider and allowing the City Manager to conduct unannounced safety checks as authorized in Section 8 of the proposed ordinance.

The new regulations for invalid or wheelchair coaches addresses vehicles used for non-emergency transportation of persons in wheelchairs or persons requiring transportation for reasons related to severe mobility limitations. Section 36 of the proposed ordinance addresses prohibitions on wheelchair coaches. These prohibitions are designed to prevent wheelchair coaches from acting as ambulances. Keizer Fire Department has reviewed the wheelchair coach provisions and has no objections to them.

Like the current ordinance, the proposed ordinance works in conjunction with Keizer's general licensing ordinance (83-017) to establish the application process for the required vehicle for hire licenses. The application review is administered under the direction of the City Manager. In the event the City Manager finds no cause for denying the application, the City Manager may issue the license without further hearing. The City Manager may also deny the license, in which case the applicant can appeal to the City Council, or the City Manager, in lieu of denial of the license, may refer the application to the Council for its determination.

The proposed ordinance retains provisions in Section 2 for approval of Keizer licenses for those operations or persons holding similar City of Salem licenses. This section is intended to streamline the process for the affected companies.

Fully implementing the updated vehicle for hire ordinance requires repealing of previous ordinances relating to taxicab operations. Keizer's general licensing ordinance, 83-017, also requires amending in order to accommodate the proposed vehicle for hire ordinance. The licensing ordinance amendment allows the City to establish fees by resolution rather than an ordinance amending the general licensing ordinance. The amendment and repeal of previous ordinances is carried out in a separate companion ordinance that is included in your packet.

FISCAL IMPACT

Also included in this proposal is a resolution establishing license fees for implementation under the proposed vehicle for hire ordinance. The current fees imposed by Keizer address only taxicab operators and drivers. The proposed resolution includes both taxicabs and wheelchair coaches under the new heading of vehicles for hire. The fees in the proposed resolution are the same as Keizer's current fees. The City of Salem's current fees are as follows:

Taxicab Operator:

	<u>New</u>	<u>Renewal</u>
Application Fee	\$25.00	N/A
License Fee	\$50.00	\$50.00
Processing Fee	\$ 7.50	\$ 7.50

Taxicab Driver:

	<u>New</u>	<u>Renewal</u>
Application Fee	\$25.00	N/A
License Fee	\$25.00	\$25.00
Processing Fee	\$ 7.50	\$ 7.50

Wheelchair Coach Operator:

	<u>New</u>	<u>Renewal</u>
Total Application, License and Processing Fee	\$82.00*	\$57.50*
	* Plus \$25.00 per vehicle	

Wheelchair Coach Driver:

	<u>New</u>	<u>Renewal</u>
Total Application, License and Processing Fee	\$57.50	\$32.50

RECOMMENDATION:

1. Conduct public hearings on the proposed ordinances and resolution.
2. Consider adoption of the proposed ordinances and resolution.

JAL:clt
824COK2.036

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R94-_____

ESTABLISHING LICENSE FEES
FOR OPERATOR OF VEHICLE FOR HIRE AND
DRIVER OF A VEHICLE FOR HIRE

BE IT RESOLVED by the City Council of the City of Keizer that the following fees apply to the operator of a vehicle for hire:

	<u>New</u>	<u>Renewal</u>
Application Fee	\$15.00	\$ -0-
License Fee	\$15.00*	\$15.00*
Processing Fee	\$ -0-	\$ -0-

* Per vehicle not to exceed \$100.00.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the following fees are applicable to a driver of a vehicle for hire:

	<u>New</u>	<u>Renewal</u>
Application Fee	\$15.00	\$ -0-
License Fee	\$ 5.00	\$ 5.00
Processing Fee	\$ -0-	\$ -0-

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that this Resolution shall be effective for license applications and renewals received after this Resolution is adopted.

PASSED this _____ day of _____, 1994.

SIGNED this _____ day of _____, 1994.

Mayor

City Recorder

4186COK2.003

1 BILL NO. _____

A BILL

ORDINANCE NO.
94-_____

2
3 FOR

4 AN ORDINANCE

5 AMENDING ORDINANCE NO. 83-017; REPEALING
6 ORDINANCE NOS. 87-020, 89-140 AND 92-228

7 The City of Keizer ordains as follows:

8 Section 1. ORDINANCE NO. 83-017 AMENDED. Section 10(A) of
9 Ordinance No. 83-017 adopted November 7, 1983, is amended to read as follows:

10 (A) Fees for licenses required under the provision of this
11 Ordinance, including application fees and renewal fees, shall
12 be established by resolution.

13 Section 2. ORDINANCE NO. 83-020 REPEALED. Ordinance No. 83-020,
14 Establishing Fees for Taxicab Drivers and Taxicab Operators, adopted by the City
15 Council on December 19, 1983, is hereby repealed.

16 Section 3. ORDINANCE NO. 89-140 REPEALED. Ordinance No. 89-140,
17 Amending Ordinance 87-075 Requiring Taxicabs to be Licensed and Establishing
18 Regulations, adopted by the City Council on January 16, 1989, is hereby repealed.

19 Section 4. ORDINANCE NO. 92-228 REPEALED. Ordinance No. 92-228,
20 Repealing Ordinance 89-140, adopted by the City Council on February 18, 1992, is
21 hereby repealed.

22 Section 5. EMERGENCY. This Ordinance being necessary for the immediate
23 preservation of the public health, safety, and welfare, an emergency is declared to exist
24 and this Ordinance shall take effect immediately upon its passage.

25 PASSED this _____ day of _____, 1994.

26 SIGNED this _____ day of _____, 1994.

27 _____
28 Mayor

29 _____
30 City Recorder

*AN ORDINANCE
REQUIRING VEHICLES FOR HIRE TO BE LICENSED;
ESTABLISHING REGULATIONS;
REPEALING ORDINANCE NO. 87-075*

ORDINANCE NO. 94-_____

TABLE OF CONTENTS

AN ORDINANCE REQUIRING VEHICLES FOR HIRE TO BE LICENSED; ESTABLISHING REGULATIONS; REPEALING ORDINANCE NO. 87-075

Ordinance No. 94-_____

GENERALLY

Section 1.	DEFINITIONS.	1
Section 2.	APPLICATION PROCESS FOR HOLDER OF CITY OF SALEM OPERATOR OR VEHICLE FOR HIRE LICENSE.	3
Section 3.	OPERATOR OF VEHICLE FOR HIRE LICENSE REQUIRED. ...	3
Section 4.	LEVEL OF SERVICE.	4
Section 5.	APPLICATION FOR BUSINESS LICENSE.	4
Section 6.	APPLICATION FOR VEHICLE FOR HIRE LICENSE.	6
Section 7.	INSURANCE REQUIRED.	7
Section 8.	SAFE AND ADEQUATE SERVICE REQUIRED.	7

VEHICLE DRIVERS

Section 9.	QUALIFICATIONS OF APPLICANTS FOR VEHICLE FOR HIRE LICENSE.	8
Section 10.	QUALIFICATIONS OF APPLICANTS FOR INVALID OR WHEELCHAIR COACH DRIVERS ENDORSEMENT.	8
Section 11.	INVESTIGATION OF APPLICANT.	9
Section 12.	REPORT OF INVESTIGATION.	9
Section 13.	INVALID OR WHEELCHAIR COACH OPERATOR'S ENDORSEMENT.	9
Section 14.	SUSPENSION OF DRIVER'S LICENSE.	10
Section 15.	PERSONS UNDER INFLUENCE OF LIQUOR OR DRUG NOT PERMITTED TO ACT AS DRIVER.	10
Section 16.	RULES AND REGULATIONS OF CITY MANAGER	10
Section 17.	REPLACEMENT OR ADDITION OF VEHICLES	10

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1535

TAXICABS

Section 18.	NOT TO ISSUE IF VEHICLE NUMBER OR COLOR IS SIMILAR TO THAT OF ANOTHER LICENSEE.	10
Section 19.	USE OF DIRECT ROUTE REQUIRED.	11
Section 20.	MARKING.	11
Section 21.	DISPLAY OF RATES AND LICENSE.	11
Section 22.	PASSENGER'S RECEIPT.	11
Section 23.	CONDUCT OF DRIVERS AT STANDS.	12
Section 24.	USE FOR CERTAIN PURPOSES PROHIBITED.	12
Section 25.	PROHIBITED SMOKING.	12
Section 26.	USE FOR TRANSPORTATION OF LIQUOR.	12
Section 27.	RECORD OF TRIPS.	12
Section 28.	METER TO BE IN OPERATION WHEN TAXICAB ENGAGED.	13
Section 29.	INSPECTION BY POLICE.	14
Section 30.	INSPECTION BY OPERATOR; INSPECTION LABEL.	14
Section 31.	CALCULATION AND INDICATION OF CHARGES.	14
Section 32.	DIAL TO BE LIGHTED AND DISCERNABLE TO PASSENGERS.	14
Section 33.	REGISTRATION OF COMBINED CHARGE FOR MILEAGE AND WAITING TIME.	14
Section 34.	METER; TO REGISTER CHARGES ONLY WHEN TAXICAB ENGAGED.	14

WHEELCHAIR COACH

Section 35.	FEES FOR SERVICE, DISPLAY FEES AND LICENSE.	14
Section 36.	INVALID OR WHEELCHAIR COACH - PROHIBITIONS.	15
Section 37.	REPEAL OF ORDINANCE NO. 87-075.	16
Section 38.	EMERGENCY	17
Section 39.	VIOLATIONS.	17

1 BILL NO. _____

A BILL

ORDINANCE NO.

94-_____

2
3 FOR

4 AN ORDINANCE

5 REQUIRING VEHICLES FOR HIRE TO BE LICENSED;
6 ESTABLISHING REGULATIONS;
7 REPEALING ORDINANCE NO. 87-075

8 The City of Keizer ordains as follows:

9 **GENERALLY**

10 Section 1. DEFINITIONS. As used in this Ordinance, except where the
11 context otherwise requires:

12 (a) "Ambulance" means, except as provided in subsections (1), (2), (3),
13 and (4) of this section, a motor vehicle that is constructed or equipped for and
14 intended to be used as emergency transportation of persons because of or in
15 connection with their illness, injury, or disability. This definition does not
16 apply to:

17 (1) Ambulances being used to render temporary assistance in
18 the case of a major catastrophe or emergency with which the
19 ambulance services of the city are unable to cope, or when directed
20 to be used to render temporary assistance by an official at the scene
21 of an accident.

22 (2) Ambulances operated solely on private property or within
23 the confines of institutional grounds whether or not the incidental
24 crossing of any highway through the property or grounds is involved.

25 (3) Ambulances owned by or operated under the control of the
26 Keizer Fire District, Marion County Fire District No. 1 or the United
27 States government.

1 (4) Ambulances transporting persons from points without to
2 points within or through the city.

3 (5) Air Medic evacuation units.

4 (b) "City Manager" means the City Manager or the City Manager's
5 authorized representative.

6 (c) "Driver" means the person who drives a taxicab, invalid or
7 wheelchair coach.

8 (d) "Invalid" or "wheelchair coach" means a privately owned motor
9 vehicle for hire, except an ambulance, that is constructed, equipped, or
10 regularly provided, or offered to be provided, for the nonemergency
11 transportation of persons in wheelchairs or of persons requiring transportation
12 for reasons related to severe mobility limitations.

13 (e) "Limousine" means a vehicle with a seating capacity from four to
14 15 persons including the driver, with a separate passenger compartment and
15 which charges \$25 or more per trip.

16 (f) "Operator" means a person engaged in the business of furnishing or
17 operating a service described herein, whether upon contract or offering such
18 service to the public generally.

19 (g) "Severe Mobility Limitations" means persons who have physical
20 impairments which preclude their ability to walk without the physical assistance
21 of another person and/or the assistance of a wheelchair, stretcher, or similar
22 device; however, persons who can walk with a walker or cane, but do not need
23 the assistance of another person shall be considered as severely mobility
24 limited.

1 (h) "Taxicab" means a motor vehicle, except an ambulance, invalid or
2 wheelchair coach, intended to be used for the transportation for hire of persons
3 or property and not operated exclusively over a fixed and defined route.

4 (i) "Taxicab driver" means a person who carries on the vocation of
5 driving a taxicab.

6 (j) "Vehicle for hire" means any taxicab, invalid or wheelchair coach.

7 Section 2. APPLICATION PROCESS FOR HOLDER OF CITY OF
8 KEIZER OPERATOR OR VEHICLE FOR HIRE LICENSE. Notwithstanding the
9 provisions of Keizer Ordinance No. 83-017 and the provisions of this Ordinance, the
10 City Manager may waive all or any part of the application requirements contained
11 in Sections 3, 5, 6, 11, and 12 of this Ordinance and issue a taxicab operator's or
12 vehicle for hire driver's license to an applicant under Section 5 or 6 of this
13 Ordinance who is also the holder of a current and valid identical license issued by
14 the City of Salem, Oregon. An applicant under this section shall present to the
15 City Manager such proof of the applicant's current and valid City of Salem, Oregon
16 license and such other information required by this Ordinance as the City Manager
17 may require before the City Manager decides whether or not to issue the applicant
18 a license under this section. All the provisions of this Ordinance not expressly
19 waived by the City Manager under the terms of this section shall apply to the
20 applicant licensee.

21 Section 3. OPERATOR OF VEHICLE FOR HIRE LICENSE REQUIRED.

22 (a) Every operator shall obtain a business license as provided in Keizer
23 Ordinance No. 83-017 and meet the requirements of this Ordinance.

24 (b) Every driver shall obtain a vehicle for hire license as provided in
25 Keizer Ordinance No. 83-017 and meet the requirements of this Ordinance.

1 (c) Licenses issued to operate or drive a vehicle for hire in existence in
2 1994 shall remain in effect until December 31, 1994, and all new and renewal
3 vehicle for hire licenses effective January 1, 1995, shall be annual licenses
4 and subject to the terms of this Ordinance and the fees effective for the year
5 of the license.

6 (d) Every driver of an invalid or wheelchair coach shall have a City of
7 Keizer endorsement on the license showing that the driver is qualified under
8 the provisions of Section 10 of this Ordinance.

9 Section 4. LEVEL OF SERVICE.

10 (a) An operator of a taxicab shall provide 24-hour taxicab service each
11 and every day of a calendar year.

12 (b) An operator of an invalid or wheelchair coach shall provide invalid
13 or wheelchair service from 7:00 a.m. to 7:00 p.m., Monday through Friday
14 each and every week of a calendar year and at all other times a passenger
15 made a reservation 24 hours in advance of the requested time of pick-up.

16 (c) Every driver shall respond to a call for service and arrive at the place
17 of pick-up within 45 minutes of the call between the hours of 7:00 a.m. and
18 7:00 p.m., Monday through Friday and arrive at the place of pick-up within
19 60 minutes weekends and holidays, and after 7:00 p.m. weekdays.

20 Section 5. APPLICATION FOR BUSINESS LICENSE. In addition to
21 that information required by Keizer Ordinance 83-017 Section 5, applications for
22 business licenses required by this Ordinance shall contain:

23 (a) With respect to each natural person whose name is required to be
24 furnished in the application pursuant to Keizer Ordinance No. 83-017
25 Section 5, the following information:

1 (1) The place of birth of such person;

2 (2) Every alias, assumed name, and any previous legal name
3 which has ever been used by such person or by which he has been
4 known;

5 (3) Every residence address of such person for the five years
6 immediately preceding such application;

7 (4) A list of all criminal offenses other than minor traffic
8 offenses but including major traffic offenses as defined by ORS
9 153.500(5) of which such person has ever been convicted, together
10 with the dates and places of such convictions.

11 (5) Whether or not such person has ever been discharged from
12 a position of trust, or has ever been bonded in connection with a
13 business or vocation and such bond has been revoked, forfeited, or
14 executed upon by reason of such applicant's conduct, together with
15 an explanation of the dates and circumstances surrounding such
16 discharge or action on such bond, and the name and address of the
17 surety of such bonds;

18 (6) The names and addresses of at least three persons residing
19 within the state of Oregon who can give an informed account of the
20 business and moral character of such person.

21 (b) The Oregon motor vehicle registration number (vehicle license plate
22 number) and manufacturer's serial, motor, or other vehicle identification
23 number of each vehicle for hire to be used by the licensee in connection with
24 his business.

1 (c) A description, including dates and locations, of the applicant's
2 previous experience in such business.

3 (d) Such application shall be accompanied by satisfactory proof that the
4 applicant is insured as required by Section 7 of this Ordinance.

5 Section 6. APPLICATION FOR VEHICLE FOR HIRE LICENSE.

6 (a) In addition to the information required pursuant to Keizer Ordinance
7 No. 83-017 Section 5, the application for any vehicle for hire license shall
8 contain:

9 (1) Every place of residence of the applicant for the consecutive
10 ten years immediately preceding the application.

11 (2) Every state or jurisdiction from which the applicant has
12 received a motor vehicle operator's or chauffeur's license.

13 (3) Whether any such operator's or chauffeur's license has ever
14 been revoked or suspended for any reason.

15 (4) Whether the applicant has ever been convicted of or forfeited
16 bail on a charge of any major traffic offense as defined in ORS
17 153.500 or convicted of any other crime.

18 (b) In addition to the information required pursuant to Keizer Ordinance
19 No. 83-017 Section 5, and subsection (a) above, the application for invalid
20 or wheelchair coach drivers shall contain:

21 (1) Proof that the applicant is a certified nurse's aide or is an
22 EMT I as defined in ORS 823.020(7), or holds a current valid
23 certificate from a course of training equivalent to the advanced course
24 in first aid given by the American Red Cross or the United States
25 Bureau of Mines;

1 (2) Proof that the applicant holds a current Cardio Pulmonary
2 Resuscitation (CPR) card issued by the American Red Cross or
3 American Heart Association.

4 Section 7. INSURANCE REQUIRED. Every operator shall carry a policy
5 of comprehensive or commercial general liability insurance from an insurance
6 company authorized to do business within the state of Oregon, which policy shall
7 have at least the following minimum limits:

8 (a) \$50,000 to any claimant for any number of claims for damage to or
9 destruction of property, including consequential damages, arising out of a
10 single accident or occurrence.

11 (b) \$200,000 to any claimant as general and special damages for all other
12 claims arising out of a single accident or occurrence.

13 (c) \$500,000 for any number of claims arising out of a single accident
14 or occurrence.

15 Section 8. SAFE AND ADEQUATE SERVICE REQUIRED.

16 (a) Every operator is required to furnish such reasonably safe and
17 adequate service within the city as may be reasonably required to secure
18 adequate accommodations to the public in accordance with the provisions of
19 this Ordinance.

20 (b) The interior of a vehicle for hire shall be kept clean and free of
21 debris through a daily inspection by the operator prior to that vehicle being
22 placed into service.

23 (c) Each operator shall conduct a monthly safety check of such vehicle
24 for hire used by that business, including the maintenance of written safety logs

1 specifying each safety check (said log to be available upon request to the city
2 without advance notice).

3 (d) Without prior notice to the operator, the City Manager may conduct
4 a safety check of a vehicle for hire.

5 VEHICLE DRIVERS

6 Section 9. QUALIFICATIONS OF APPLICANTS FOR VEHICLE FOR
7 HIRE LICENSE. No application for a vehicle for hire license shall be granted
8 unless the applicant meets the following qualifications:

9 (a) Be of the age of 18 or over.

10 (b) Be able to read, write, and speak the English language.

11 (c) Be the holder of a current and valid Oregon motor vehicle driver's
12 Class C license.

13 (d) Have had no convictions or bail forfeitures within the consecutive
14 five years immediately preceding the application of any major traffic offense
15 as defined by ORS 153.500 or any similar offense in any other jurisdiction.

16 Section 10. QUALIFICATIONS OF APPLICANTS FOR INVALID OR
17 WHEELCHAIR COACH DRIVERS ENDORSEMENT. In addition to the
18 requirements of Section 9 of this Ordinance, invalid or wheelchair coach drivers
19 shall meet the following qualifications for the endorsement to the vehicle for hire
20 license: Be certified as a nurse's aide, be an EMT I or above, or hold a current
21 valid certificate from a course of training equivalent to the advance course in first
22 aid given by the American Red Cross or the United States Bureau of Mines. Any
23 such person must also hold a current CPR card as required in Section 6(b) of this
24 Ordinance.

1 Section 11. INVESTIGATION OF APPLICANT. Upon receipt of an
2 application for any license required by Section 3 of this Ordinance, the City
3 Manager shall refer the same to the Chief of Police and to any other specified city
4 official for investigation of the applicant's business and moral character and of the
5 statements contained in the application as may be necessary for the protection of the
6 public health and safety and welfare, and to determine whether any cause exists for
7 denial of the license. Such investigation may include a criminal history and the
8 fingerprinting of any natural person whose name is required to be furnished to the
9 application pursuant to Keizer Ordinance No. 83-017, Section 5.

10 Section 12. REPORT OF INVESTIGATION. The Chief of Police and any
11 other specified city official shall, upon concluding any investigation pursuant to
12 Section 11 of this Ordinance, prepare a report of his findings and submit the same
13 to the City Manager, recommending either issuance or denial of the license. Such
14 recommendation shall be considered by, but shall not be binding upon the City
15 Manager.

16 Section 13. INVALID OR WHEELCHAIR COACH OPERATOR'S
17 ENDORSEMENT.

18 (a) An invalid or wheelchair coach operator shall furnish proof that the
19 applicant has the required equipment and qualified drivers as set forth in this
20 Ordinance.

21 (b) No invalid or wheelchair coach operator's endorsement shall be issued
22 unless the operator certifies that the construction, capacity, and first-aid
23 supplies and equipment of each wheelchair coach proposed to be operated,
24 are in full compliance with all laws of this state and this city.

(1) Each invalid or wheelchair coach shall be equipped with adequate tie-down facilities to maintain the wheelchairs transported therein in a stationary position.

(c) The vehicle must carry a fire extinguishing device rated 2A10 BC chemical to be serviced annually and immediately after each use.

Section 14. SUSPENSION OF DRIVER'S LICENSE. The license of a driver shall be automatically and without further notice suspended from and during any time that such licensee's Oregon motor vehicle driver's Class C license has been suspended or revoked by the Oregon Motor Vehicle Division.

Section 15. PERSONS UNDER INFLUENCE OF LIQUOR OR DRUG NOT PERMITTED TO ACT AS DRIVER. No operator shall permit any person who is under the influence of intoxicating liquor or drugs to drive any vehicle for hire.

Section 16. RULES AND REGULATIONS OF CITY MANAGER. The City Manager shall promulgate such rules and regulations as may from time to time be required to carry out the provisions of this Ordinance.

Section 17. REPLACEMENT OR ADDITION OF VEHICLES. Whenever a license holder replaces a vehicle, there shall be filed with the City Manager a description of the vehicle to be abandoned or no longer used and a description of the vehicle to be placed in use with the name of the manufacturer, engine and serial numbers, and state motor vehicle license number. Such information shall also be furnished for any vehicle or vehicles being added to the operation.

TAXICABS

Section 18. NOT TO ISSUE IF VEHICLE NUMBER OR COLOR IS SIMILAR TO THAT OF ANOTHER LICENSEE. No license shall be issued to any

1 person having the number or color of the vehicle similar to that of any other vehicle
2 for hire of any other operator licensed to operate within the city.

3 Section 19. USE OF DIRECT ROUTE REQUIRED. Any driver of a
4 vehicle for hire employed to carry a passenger to a definite point shall take the most
5 direct route possible that will carry the passenger safely and expeditiously to his
6 destination.

7 Section 20. MARKING. The owner of every vehicle for hire shall mark
8 conspicuously in 2½ inch or larger letters and numbers, on both sides of the vehicle,
9 the name of the owner and the individual number used to identify the vehicle.

10 Section 21. DISPLAY OF RATES AND LICENSE.

11 (a) The schedule of rates shall be conspicuously posted in each taxicab
12 in a manner that may be easily read from both the inside and outside of each
13 taxicab. The printed rate shall be headed with the word "Rates" in letters not
14 less than one-half of an inch in height, and the text thereof shall be in letters
15 not less than 12-point type and shall be printed on a card not less than six
16 inches by ten inches in size.

17 (b) The driver shall display in such coach a laminated vehicle for hire
18 license with a picture of driver visible to passengers.

19 Section 22. PASSENGER'S RECEIPT. Whenever demanded by a
20 passenger, the driver in charge of a taxicab shall deliver to the person paying for
21 the hiring of such taxicab, at the time of such payment, a receipt therefor in legible
22 printing or writing, containing the name of the owner and his address, the name of
23 the driver, any and all of the times for which a charge is made, the total amount
24 paid, and the date of payment.

1 Section 23. CONDUCT OF DRIVERS AT STANDS. It shall be unlawful
2 for any taxicab driver, when parked at any taxicab stand, to leave the taxicab he is
3 operating. When a taxicab is parked at taxicab stand, the driver thereof shall remain
4 within the cab or alongside thereof and shall not loiter upon the sidewalk, street, or
5 in any railroad station, bus depot, or other public place; provided, however, that
6 such driver may assist passengers to and from such taxicab and answer any telephone
7 maintained by the owner of the taxicab.

8 Section 24. USE FOR CERTAIN PURPOSES PROHIBITED. It shall be
9 unlawful for any taxicab operator or driver or any person in charge of a taxicab to
10 allow such vehicle to be used for any purpose which would amount to a violation of
11 ORS Chapter 167.

12 Section 25. PROHIBITED SMOKING.

13 (a) Except as provided in paragraph (b) of this section, it shall be
14 unlawful for any driver to smoke in the presence of any passenger without the
15 consent of such passenger.

16 (b) No person shall smoke in a vehicle for hire if oxygen tanks or
17 equivalent are present in the vehicle.

18 Section 26. USE FOR TRANSPORTATION OF LIQUOR. It shall be
19 unlawful for any taxicab operator or driver to use, or to suffer or permit to be used
20 any taxicab under his control for the purpose of transporting intoxicating liquor, or
21 to engage in the business of handling, delivering, or supplying any such liquor.

22 Section 27. RECORD OF TRIPS.

23 (a) It is unlawful for any person owning or operating a vehicle for hire
24 to fail to keep an accurate daily record setting forth the information required

by paragraph (b) of this section the form and size to be determined and approved by the City Manager.

(b) The following information shall be contained on the daily record sheet:

(1) The driver's name as licensed and City of Keizer's license number;

(2) The company name and vehicle number;

(3) The date, time of service request, time and place of origin and termination of each trip (including trips where the passenger did not complete an actual trip);

(4) The fare paid;

(5) The number of passengers paying or not paying and any other items for which a charge was or was not made;

(6) The beginning and ending odometer mileage of the vehicle for each shift worked;

(7) The beginning and ending meter reading for each shift worked.

(c) Persons required to retain trip records under paragraph (a) of this section shall retain the information for one year.

Section 28. METER TO BE IN OPERATION WHEN TAXICAB ENGAGED. No passenger shall be carried in any taxicab unless the taximeter is in operation. This provision shall apply regardless of whether the taxicab is engaged for a trip entirely within the boundaries of the city or partially outside thereof, and such meter shall be kept operating continuously during the entire time that it is engaged in the transportation of passengers for compensation, regardless of the point of destination.

1 (b) Such operator shall post rates on a five-inch by eight-inch signage
2 which is visible to passengers and also by posting the rates in the passenger
3 compartment of each vehicle. Nothing stated herein shall preclude operators
4 from specialized charges for extra services such as escorting people with
5 limited mobility, assisting passenger to and from the vehicle; other specialized
6 charges include, but are not limited to: extra passengers, delivering packages,
7 transporting people in wheelchairs or stretchers, as long as those charges are
8 posted/readily available to all passengers.

9 (c) The driver shall display in such coach a laminated vehicle for hire
10 license with a picture of driver visible to the passengers.

11 (d) Such operators which are paid exclusively by third party providers
12 and whose services include transportation to and from medical facilities only
13 need not have a taxi meter and post rates.

14 (e) The fee schedule shall be filed with the City Manager on a form
15 designed by the city at least 15 days before the effective date.

16 **Section 36. INVALID OR WHEELCHAIR COACH - PROHIBITIONS.**

17 Persons may not be transported in an invalid or wheelchair coach who are suffering
18 from current, acute medical distress. Specific prohibitions include:

19 (a) Persons with obvious or suspected fractures and dislocations of major
20 limbs;

21 (b) Persons requiring ongoing treatment during transport; provided
22 oxygen may be administered to persons except those persons suffering from
23 Chronic Obstructed Pulmonary Disease (COPD) or Chronic Obstructed Lung
24 Disease (COLD);

1 (c) Persons with decompensating cardiovascular systems or chest pain
2 (other than from minor trauma);

3 (d) Persons with major head injury, loss of consciousness, convulsions,
4 or other acute CNS symptoms;

5 (e) Persons with major bleeding;

6 (f) Persons having a suspected major abdominal injury;

7 (g) Persons with severe pain;

8 (h) Persons with respiratory distress;

9 (i) Persons with evidence of spinal cord injury;

10 (j) Any person with a severe medical illness or shock;

11 (k) Any person with third degree burns, or with second degree burns
12 covering more than 3 percent of the body, or with first degree burns covering
13 more than 5 percent of the body, or second or third degree burns of the eyes
14 or respiratory tract; or chemical or radiation burns.

15 (l) Any person with unstable or atypical vital signs.

16 (m) Any person in a reclining wheelchair with the back lowered more
17 than 33 degrees or the feet raised more than 90 degrees; provided, the
18 prohibition does not apply to persons on stretchers who are not suffering from
19 acute medical distress.

20 Section 37. REPEAL OF ORDINANCE NO. 87-075. Ordinance
21 No. 87-075, Requiring Taxicabs to be Licensed and Establishing Regulations,
22 adopted by the City Council on January 5, 1987, is hereby repealed.

23 Section 38. EMERGENCY. This Ordinance being necessary for the
24 immediate preservation of the public health, safety, and welfare, an emergency is
25 declared to exist and this Ordinance shall take effect immediately upon its passage.

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 6a

TO: MAYOR KOHO AND COUNCIL MEMBERS

**FROM: DOTTY TRYK
CITY MANAGER**

SUBJECT: SURPLUS PROPERTY AT 980 CHEMAWA ROAD NE

BACKGROUND:

The Old Keizer School building was saved from destruction by a group of civic oriented residents subsequently known as the Keizer Heritage Foundation. They have been working since then to turn the building into a community resource. Early this year, several other community leaders have joined this effort with the intent to move the school to a more appropriate location, that of the City Hall Park property. The Council gave informal consent to pursue the move several months ago and this group has been working on the details and costs of moving and completing the remodel of the school.

At this time the Old Keizer School Task Force is ready to begin the project. There will be members of the task force at your meeting to report on the plans for the school.

The first step in the project is to prepare the site for the relocation. The selected location for the school was based on the Council's concern that the city hall property be conserved for future uses. This will entail removal of a rental house owned by the City. The attached resolution will declare the building surplus and allow the manager to dispose of it. Because it may have some value, the staff will work to gain some monetary benefit from the disposal.

FISCAL IMPACT:

There will be a loss of rental income of \$4200 which will be offset by the surplus value derived from the sale.

RECOMMENDATION:

It is recommended that the Council adopt a motion of support for the project and that the attached resolution be adopted.

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: _____

TO: MAYOR KOHO AND COUNCIL MEMBERS
THROUGH: DOTTY TRYK
CITY MANAGER
FROM: E. SHANNON JOHNSON, CITY ATTORNEY *ESJ*
SUBJECT: SURPLUS PROPERTY LOCATED AT 980 CHEMAWA RD. N.E.

The relocation of the Old Keizer School from Fernwood Park to City Hall property is well on its way to becoming a reality. Additional funds have been found by the Keizer Heritage Foundation and firm estimates for removing and restoring the school have been received. The City Manager will give a verbal update regarding this at tonight's meeting.

The relocation of this old school will require the removal of one of the rental houses owned by the City. Because the timing of the move may be uncertain, staff feels that the home should be relocated in the near future so that the site can be ready for placement of the old school when the relocation occurs.

Two matters need to be addressed. First, the Public Works Director has determined that the structure is of no further use for public purposes, and the City Manager has approved that determination. Pursuant to Ordinance 88-117 (Procedure for Disposing of Unclaimed and Surplus Property), that determination and approval declares the structure to be surplus. However, City Council action is required if the City is to transfer the structure to a nonprofit organization or governmental agency. At this point, it is unknown whether there is a nonprofit or governmental agency who would wish to take the structure. Since it is of more than nominal value, it would be appropriate to have consideration paid for the structure. If no nonprofit or governmental agency is interested in the transaction, the ordinance requires that the structure be sold at public auction. The enclosed resolution covers these potentialities and authorizes the City Manager to transfer the structure for appropriate consideration or hold a public auction.

The second matter is not before the Council at this time, but staff wanted to provide an update. Because the old school will be moved onto City-owned property, rather than on the dedicated public park, and because the nature of the project has changed, City staff will be working with the Keizer Heritage Foundation to draft a new use agreement based on the old school being located on City Hall property. Staff will further information in this regard at a future meeting.

Please let me know if you have any questions in this regard. Thank you.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R94-_____

3 AUTHORIZING THE CITY MANAGER TO
4 ARRANGE FOR THE TRANSFER OF SURPLUS
5 PROPERTY LOCATED AT 980 CHEMAWA RD.
6 N.E., KEIZER, OREGON

7 WHEREAS, the Public Works Director responsible for City property has
8 declared the structure (without the real property) owned by the City and located at 980
9 Chemawa Rd. N.E., Keizer, Oregon to be of no use for public purposes;

10 WHEREAS, the City Manager has approved the determination of the Public
11 Works Director and has declared the structure to be surplus property;

12 WHEREAS, the Public Works Director has determined that such structure has
13 more than nominal value; NOW, THEREFORE,

14 BE IT RESOLVED that the City Council of the City of Keizer finds that the
15 structure (without the real property) located at 980 Chemawa Rd. N.E., Keizer, Oregon is
16 no longer useful for public purposes and is hereby declared to be surplus property;

17 BE IT FURTHER RESOLVED by the City Council that the City Manager is
18 authorized to arrange for the existing tenants to vacate the premises and is further authorized
19 to transfer said structure to a nonprofit organization, or any agency or political subdivision
20 of the State of Oregon for appropriate consideration, or to arrange for public auction;

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

1 BE IT FURTHER RESOLVED by the City Council that the City Manager is
2 authorized to set the terms of any transfer or auction, including, but not limited to, a
3 requirement that there be a minimum bid and that the transferee of the house be responsible
4 for all liability with regard to the transaction and that the grounds be leveled and
5 appropriately prepared.

6 PASSED this _____ day of _____, 1994.

7 SIGNED this _____ day of _____, 1994.

8

9

Mayor

10

11

12

824COK2.028

City Recorder

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 6b

DATE: NOVEMBER 7, 1994

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: CITY OF KEIZER TRAFFIC SAFETY COMMISSION
SGT. KENT W. BARKER, STAFF LIAISON

SUBJECT: **PROPOSED SMALL PROJECT GRANT REQUEST -
CITY COUNCIL TO SUPPORT GRANT PROPOSAL
WITH LETTER OF SUPPORT.**

ISSUE

Shall the Keizer City Council support the Keizer Traffic Safety Commission's proposal for a small project grant request:

- 1.) Small project grant up to \$3,000.00
- 2.) Used to purchase equipment and uniforms for a Police Bicycle Unit.
- 3.) To enforce and educate police bicycle laws in an effort to reduce bicycle related accidents and injuries.

BACKGROUND

On August 15, 1994, the City Council formed the Traffic Safety Commission. Five Keizer citizens were appointed to the commission along with one Council Liaison, and one staff representative from the Police Department. The first meeting of the Commission was on October 20, 1994. During this first meeting, the Commission reviewed Resolution R94-772, regarding the establishment and purpose of the Commission. One purpose of the Commission is to review and recommend project applications for funding.

The Oregon Department Of Transportation Safety Section is accepting proposals for Community Small Projects Programs, and will grant up to \$3,000.00 for the projects. The proposal must be submitted by November 15, 1994. The grants will be awarded by January 1, 1995 and all projects are to be completed by September 30, 1995. The Keizer Traffic Safety Commission is taking this opportunity to request a small project grant.

Community Small Projects Grant Proposal

November 7, 1994

Page 2

The City of Keizer Traffic Safety Commission proposes a new program to address education and enforcement of the new bicycle helmet law and other traffic laws related to bicycle operators. This will be done with a **Police Bicycle Unit**. The

Police Bicycle Unit will consist of two officers working together to educate and enforce bicycle laws.

The Oregon bicycle helmet law became effective on July 1, 1994. The purpose of the law is to reduce injuries to children involved in accidents while riding bicycles. The law requires children under the age of 16 to wear protective head gear while riding bicycles, therefore reducing injuries. For positive results, the law needs to be enforced. The method of enforcement can have a positive impact on traffic safety.

The City of Keizer is a community of over 25,000 citizens. There are over 5300 students attending Keizer's one high school, one middle school and five elementary schools. Since January 1, 1994 through September 30, 1994, the accident/injury rate for bicyclists has more than doubled the rate for the same time period in 1993 (see attached chart).

The Police Bicycle Unit will allow police officers to ride on bicycles throughout the city, concentrating on areas of dense population, school zones, parks, and businesses where bicyclists are most common. The Police Bicycle Unit will conduct Bicycle Rodeos at local schools, churches, boys/girls clubs or any other similar setting. Bicycle Rodeos will provide an atmosphere for children to learn bicycle safety skills, proper use of protective head gear, rules of the road, basic bicycle maintenance, and theft prevention for their bicycles. The enforcement and education should result in a reduction in bicycle involved accidents and injuries to bicyclists. This program fits well into our Community Policing philosophy by impacting kids in neighborhoods and modifying their behavior.

The Police Bicycle Unit members should become role models for the younger generation and set a positive example of proper riding skills. The Police Bicycle Unit will solicit donations from businesses within the community to be utilized as a reward system for safe bicycle riders. As an example, a fast food restaurant may donate coupons for a free drink or an ice cream cone. Other businesses and citizens have already contributed bicycle helmets and/or funds to purchase bicycle helmets for underprivileged youth who cannot afford bicycle helmets.

Community Small Projects Grant Proposal
November 7, 1994
Page 3

No additional staff is proposed as the Keizer Police Department can adjust schedules and patrol assignments to provide a full-time paid police officer as the Police Bicycle Unit coordinator and Instructor. The Community Service Officers can be part of the Unit by adjusting their schedules and giving presentations at Bicycle Rodeos and/or conducting code enforcement. Volunteer Reserve Police Officers will be volunteering their time to participate in the unit and work with a full time officer during patrol times, Bicycle Rodeos, and other presentations.

FISCAL IMPACT

Should the City Council support the small project grant proposal, it will be submitted to the Oregon Department Of Transportation for review by a selection committee. If funds are granted for this project, The Police Department will provide the tuition costs for the Bicycle Instructor course at an expense of \$560.00. If the City Council chooses to support the project either financially or in-kind, the proposal will be given more consideration by the selection committee and the probability of being awarded the small project grant increases.

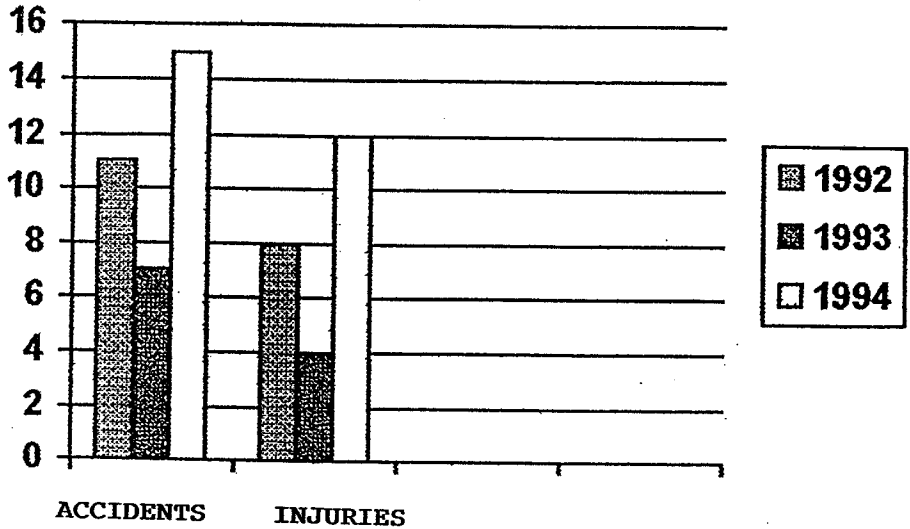
RECOMMENDATION

The traffic Safety Commission recommends the Council adopt a motion supporting this grant proposal including approval of the attached letter and financial and in-kind support of the proposal.

ATTACHMENTS

1. Chart displaying bicycle involved accidents and injuries.
2. Example of written letter of support by Council.
3. Small project grant proposal.
4. Itemized list of equipment needed for Police Bicycle Unit.

BICYCLE RELATED ACCIDENTS
January 1 through September 30.



EXAMPLE LETTER OF SUPPORT

November 7, 1994

Oregon Traffic Safety Commission
KC Humphrey, Transportation Safety Section
400 State Library Building
Salem, Oregon 97310-1073

Dear Mr. Humphrey and Selection Committee members,

The Keizer City Council strongly endorses the desire of its Traffic Safety Commission to apply for a small project grant from the Oregon Traffic Safety Commission.

The Keizer City Council established the Traffic Safety Commission on August 15, 1994 as one of our many efforts to maintain the livability and safety of the Keizer community. The Council has reviewed the small project grant proposal and endorses its contents.

The Police Bicycle Unit would enhance the community policing philosophy that has been ongoing for the past year. This is a new and innovative way to provide police services and will improve police interaction with the community. We are encouraged to support the efforts of enforcement and education of bicycle laws and safety, anticipating a reduction in bicycle related accidents and injuries to persons involved in bicycle accidents.

With the assistance of your small project grant, we will be able to purchase the equipment needed to begin the Police Bicycle Unit and continue the program beyond the completion date of the project. Please accept our thanks for any consideration you might give to the Keizer Traffic Safety Commission's application for the traffic safety small project grant.

Sincerely,

Dennis Koho
Mayor

**1995—GUIDELINES FOR PROPOSALS
COMMUNITY SMALL PROJECTS PROGRAM**

PURPOSE:

To provide a small awards/*seed money* to help local traffic safety commissions (or committees) improve their effectiveness and solve local safety problems.

ELIGIBILITY REQUIREMENTS:

Applicants must be traffic safety commissions which have been established in a local jurisdiction (by resolution or ordinance). Jurisdictions which are concurrent recipients of a regular traffic safety grant must complete an Addendum form, available from Transportation Safety Section.

SIZE OF AWARDS:

Up to \$3,000 each. Total funding available for all grants: up to \$25,000.

ELIGIBLE USES:

The eligible uses have been left flexible to allow for response to local needs. Use of funds must have a direct correlation to helping promote the effectiveness and/or goals of the local traffic safety commission.

Examples of the types of assistance that may be requested: postage, office supplies, part-time staff, special training, and specific project costs including small equipment purchase consistent with program objectives. Engineering projects are not eligible. Examples of projects based on activities funded in the past include:

1. Promoting bicycle safety through a bicycle helmet and education effort that included subsidized bicycle helmets, bicycle rodeos, recognition/awards, and strong community involvement.
2. Promoting bicycle, pedestrian, and driver safety through educational videos. The videos were produced in the community, using local residents, street locations and actual safety problems.
3. Promoting compliance with speed laws and educating citizens on safe speeds through the use of a display board and radar operated by trained citizens and officers. One effort also included a speed watch program where citizens recorded drivers' license plate numbers and letters were sent to drivers informing them of their observed speed, and requesting future compliance.
4. Promoting traffic safety through the use of a traffic counter at locations identified by citizens and through the placement of *Buckle-Up Oregon* signs. The counter was used to identify high-risk locations and high-volume locations for sign placement.
5. Creating surveys, town halls and collecting data on crashes, citations, driver population and traffic volumes. Use the information to identify local traffic safety problems and construct a local Traffic Safety Plan. The plan included projects to be carried out by citizens, schools, non-profit groups and local government agencies.

TIMELINE:

Submissions of proposals by November 15, 1994. Awards by January 1, 1995.
All projects shall be completed by September 30, 1995.

ODOT • transportation safety section

APPLICATION:

Traffic safety commissions should submit the following information, not to exceed three typewritten pages (not including attachments):

1. Description of Project (Describe how the project reduces traffic accidents and/or injuries, or how it addresses an identified problem in your community. How is it innovative? How does it address bike/pedestrian safety and/or rural transportation safety issues?)
2. Description of Traffic Safety Commission (Explain who is on it, how often it meets, what its goals and activities are; include a copy of the ordinance or resolution establishing the commission.)
3. Significance of Project /Support to the Local Traffic Safety Commission (Describe the role of the commission in the proposed project.)
4. Anticipated Costs and/or Budget (Include a description of other sources of support for project, both financial and in-kind.)
5. Indication of Governing Body's Support for Application (Attach a letter of support, or a resolution signed by the governing body or its authorized representative.)
7. Ongoing Efforts Directly Linked to Project Award (Describe any anticipated traffic safety activities or impact after the project ends.)
8. Evaluation: Describe the information you will collect to show whether the project was successful.

Applications which do not address all of the above topics may be disqualified from consideration.

SUBMIT PROPOSALS TO: KC Humphrey, Transportation Safety Section, ODOT
400 State Library Building, Salem OR 97310-1073

SELECTION COMMITTEE:

The selection committee will consist of four to five individuals, with representatives from a local traffic safety program (not applying for a grant), the ODOT Transportation Safety Section, the Oregon Transportation Safety Committee, and other traffic safety-related agencies. Helen Lierle of the Community Traffic Safety Program will coordinate the selection process.

CRITERIA FOR SELECTION:

The selection criteria and their relative importance are as follows:

1. Project's impact on reducing traffic accidents/injuries—20%
2. Innovative problem solution or use of resources—15%
3. Project's focus on bike/pedestrian safety and/or on rural populations or issues—10%
4. Project's significance to the work of the local traffic safety commission—20%
5. Amount of other support for the project—20%
6. Project's lasting impact and related ongoing efforts—15%

AWARD ADMINISTRATION:

Administrative requirements will be kept to a minimum. Funds will be distributed on a cost-reimbursement basis. Monthly progress reports (not to exceed one page) and a final financial report are required.

QUESTIONS:	Call Helen Lierle, Community Traffic Safety Program at 503-656-7207, or KC Humphrey, Transportation Safety Section (ODOT), at 503-378-3669 or in Oregon toll free, 1-800-922-2022.
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DRAFT

**OREGON DEPARTMENT OF
TRANSPORTATION
TRANSPORTATION SAFETY SECTION**

**CITY OF KEIZER
TRAFFIC SAFETY COMMISSION**
Community Small Projects Program
Application Proposal

November 7, 1994

5. KEIZER CITY COUNCIL SUPPORT OF APPLICATION:

The Keizer City council unanimously supports this application made by the Keizer Traffic Safety Commission. See the attached letter of support.

6. ONGOING EFFORTS DIRECTLY LINKED TO PROJECT AWARD:

The Keizer Police Department attempts to provide the highest level of service possible while maintaining one of the lowest-staffed agencies per 1000 residents in the State of Oregon. On November 1, 1993, the Department committed to an even higher level of public services by deploying the philosophy of community oriented policing to every-day routine police business. The department promised the higher level of service to its citizens without increasing any additional patrol personnel. The City Of Keizer currently has a Community Policing Committee broken down into three districts within the city limits. This Committee currently has over 60 members of citizens and police officers with an anticipated 75 members by December 1, 1994.

The committees meet on a monthly basis and are committed to improving the livability in the City of Keizer. Emphasis has been placed on problem solving with citizen involvement. The committees identified one of the greatest inhibitors to a successful community policing department is the barrier between police and the community they serve. Successful community policing has been and can continue to be accomplished with new ideas of policing such as increasing police/community relations, active participation with community-activist groups, foot patrol and increased personal contact with the neighborhoods, business owners, youth and students.

By adding a Police Bicycle Unit, the department can target the public in its community policing efforts. This can be done in a positive manner through the education and reward system. A Police Bicycle Unit will be a very visible, effective way to get the message out to the public that the City is committed to ongoing community policing efforts and the safety of its children. The concept of community policing/traffic safety will continue. The Police Bicycle Unit will continue to operate after the project ends, because the initial funds received will be used to provide the equipment for the project, and would be perpetual once the equipment is purchased.

7. EVALUATION:

At the beginning of this project, the Traffic Safety Commission will conduct a survey with students in the Keizer schools. The survey will ask questions similar to: "Do you own a bicycle?", "Do you ride a bicycle?", "Do you wear a protective helmet?" and other related traffic safety questions. The Commission will compare bicycle related accidents during the project phase with previous statistics prior to the implementation of the project. The Commission will conduct another survey at the end of the project and evaluate the difference of both surveys.

The Commission provides research and information to official agencies of the City, fosters and promotes public knowledge and acceptance of traffic programs, laws, and needs. It also provides an annual report of its activities to the Council and other reports as requested by the Council.

The Traffic Safety Commission established the following goals:

1. Open communication with the community
2. Start a bicycle safety program by working with the Police Department to organize a bike rodeo.
3. Identify and eliminate vision clearance problems in the City, including, establishing a 50-foot yellow curb no parking zone in front of all stop signs in curbed areas.
4. Work with schools to develop a safety education program for kindergarten through 3rd grade.
5. Review the traffic circulation plan around the elementary and secondary schools.
6. Adopt "*Americans with Disabilities Act*" with regards to safety standards.

3. SIGNIFICANCE OF PROJECT/SUPPORT TO LOCAL TRAFFIC SAFETY COMMISSION:

To achieve the second goal as listed above, the Traffic Safety Commission will work directly with the Keizer Police Department to help organize Bicycle Rodeos. They will assist with public awareness of bicycle law education and enforcement by the means of media releases, civic group presentations, and bulletins. The Traffic Safety Commission will assist with the survey and evaluation of the project to measure the outcome of the program.

4. ANTICIPATED COSTS:

The total anticipated cost of the Police Bicycle Unit outfitted for two officers will be \$3523.35. This will purchase 2 Police Package Mountain bikes, police bicycle accessories, police uniforms, and vehicle bicycle racks, (see attached itemized price lists). The above costs will include the cost to send one officer to the International Police Mountain Bike Association Instructors class. The officer completing this class will be able to train other officers for the Police Bicycle Unit.

* The Police Department will apply \$560.00 from their training budget to pay for the tuition of the instructors course. * The City of Keizer will provide \$ towards this project as a show of their support. Remaining funds anticipated, *\$2,963.35

** Application will carry more weight if financial or in-kind support is available, but not required.*

Other sources for this project will include business and citizen group donations of bicycle helmets, and other items that can be given to safe bicycle riders as rewards. For example, The Keizer Police Association will donate funds for the purchase of bicycle helmets and other City Hall employees have already donated bicycle helmets. The Keizer Police Department can adjust schedules and patrol assignments to provide a full-time paid police officer as the Police Bicycle Unit coordinator and Instructor. The Community Service Officers can be part of the Unit by adjusting their schedules and giving presentations at Bicycle Rodeos. Volunteer Reserve Police Officers will be volunteering their time to participate in the unit. They will work with a full time officer during patrol times, Bicycle Rodeos, and other presentations. The Police Department will provide materials and copy supplies for distribution of bulletins, presentation announcements, and media releases.

1. PROJECT DESCRIPTION:

The City of Keizer Traffic Safety Commission proposes a new program to address education and enforcement of the new bicycle helmet law and other traffic laws related to bicycle operators. This will be done with a **Police Bicycle Unit**. The Police Bicycle Unit will consist of two officers working together to educate and enforce bicycle laws.

The Oregon bicycle helmet law became effective on July 1, 1994. The purpose of the law is to reduce injuries to children involved in accidents while riding bicycles. The law requires children under the age of 16 to wear protective head gear while riding bicycles, therefore reducing injuries. For positive results, the law needs to be enforced. The method of enforcement can have a positive impact on traffic safety.

The City of Keizer is a community of over 25,000 citizens. There are over 5300 students attending Keizer's one high school, one middle school and five elementary schools. Since January 1, 1994 through September 30, 1994, the accident/injury rate for bicyclists has more than doubled the rate for the same time period in 1993 (see attached graph).

The Police Bicycle Unit will allow police officers to ride on bicycles throughout the city, concentrating on areas of dense population, school zones, parks, and businesses where bicyclists are most common. The Police Bicycle Unit will conduct Bicycle Rodeos at local schools, churches, boys/girls clubs or any other similar setting. Bicycle Rodeos will provide an atmosphere for children to learn bicycle safety skills, proper use of protective head gear, rules of the road, basic bicycle maintenance, and theft prevention for their bicycles. The enforcement and education should impact a projected reduction in bicycle involved accidents and injuries to bicyclists involved in accidents.

The Police Bicycle Unit members should become role models for the younger generation and set a positive example of proper riding skills. The Police Bicycle Unit will solicit donations from businesses within the community to be utilized as a reward system for safe bicycle riders. As an example, a fast food restaurant may donate coupons for a free drink or an ice cream cone. Other businesses and citizens have already contributed bicycle helmets and/or funds to purchase bicycle helmets for underprivileged youth who cannot afford bicycle helmets.

2. DESCRIPTION OF TRAFFIC SAFETY COMMISSION:

The membership of the commission consist of Sergeant Kent Barker, Keizer Police Department; Jerry McGee, Keizer City Council; Citizens, Judy Clyburn, Dave Moomow, Heather Van Meter, Gregory McLeod, and Doug Davis. The Keizer City Council formed the Traffic Safety Commission on August 15, 1994. The commission meets the third Thursday of every month or more often if required.

The Commission develops and recommends coordinated traffic safety programs. It recommends traffic safety priorities for the City and reviews and recommends project applications for funding. The members serve in a liaison capacity between the City and Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.

KEIZER POLICE DEPARTMENT

MEMORANDUM

TO: SGT. BARKER

FROM: OFC. INMAN 

DATE: 10-31-94

SUBJECT: BIKE UNIT

Below you will find and itemized list of all equipment necessary for the proposed mountain bicycle unit. Cost, effectiveness, and availability was considered on each item, however as more equipment becomes available for research, changes or deletions could be made at a later date. This list contains equipment based on available materials and information that was researched at the present date. This equipment outfits two (2) officers.

(2) SCHWINN POLICE PKG. MT. BIKES @ 499.99	=999.99
(2) BAR ENDS FOR HANDLEBARS @ 21.95	=43.90
(2) COMPUTER/ODOMETER/SPEDOMETER @ 39.95	=79.90
(2) BOTTLE/CAGE RACK @ 10.00	=20.00
(2) RACK BAGS @ 69.00	=138.00
(2) REAR RACK FRAME @39.95	=79.90
(2) SPECIAL KICKSTAND @ 19.95	=39.90
(2) DERAILER GUARD @ 2.00	=4.00
(2) STEM EXCHANGE @ 5.00	=10.00
(2) TIRE EXCHANGE @ 5.00	=10.00
(2) REAR LIGHTS @ 13.95	=27.90
(2) SHOULDER BAGS @ 13.95	=27.90
(2) HELMETS @ 31.10	=62.20
(2) VEHICLE BIKE RACK @ 40.00	=80.00
(2) EYE PROTECTION @ 40.00	=80.00
(2) NEOPRENE GLOVES @ 15.00	=30.00
(2) UNIFORM BIKE SHORTS @ 39.99	=79.98
(2) PADDED RIDING SHORTS @ 30.00	=60.00
(2) UNIFORM BIKE SHIRTS @ 29.99	=59.98
(2) SPECIAL WINTER JACKET @ 179.95	=359.90
(2) SPECIAL WINTER PANTS @ 164.95	=329.90
(2) FRONT LIGHTING @ 120.00	=240.00
(2) BLACK RIDING FOOTWEAR @ 50.00	=100.00
(1) IPMBA INSTRUCTORS CLASS @ 560.00	=560.00
TOTAL COST	=3523.35

CITY COUNCIL MEETING: Nov. 7, 1994

AGENDA ITEM NUMBER: 6c

TO: MAYOR AND CITY COUNCIL

THROUGH: DOTTY TRYK, 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP 
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT

BACKGROUND:

Two years ago, the City of Keizer embarked on a process to develop and implement a housing strategy. The strategy development, coupled with various implementing ordinances, has been completed and adopted. Now, the implementation phase begins.

Implementation is already taking place in the realm of regulatory control of substandard housing. Changes to the Solid Waste Ordinance and Dangerous and Abandoned Building Ordinance, coupled with the adoption of the Housing Ordinance, are starting to bear fruit with some of the worse situations in the city.

The next step of the process is to become proactive in housing rehabilitation. This is the policy direction set by the Council last December with the adoption of the Comprehensive House Affordability Strategy.

DISCUSSION - APPLYING FOR A CDBG GRANT:

The purpose of this report is gain Council authorization to pursue a Community Development Block Grant (CDBG) and to approve the process for doing so.

While a CDGB can provide up to \$300,000 over a two year period for a housing rehabilitation program, the process for applying for a CDBG through the State Economic Development Department must involve an assessment of community needs and how a CDBG can best meet those needs. Therefore, the City must not focus on a rehabilitation program at the start of this process, but must rather keep an "open mind" about programs that can be CDBG funded.

There is a four step process for applying for a Community Development Block Grant:

1. Hold a public hearing to determine what the needs are in the community that may be met by a CDBG.
2. Prepare a plan to meet those needs and prepare a grant request to support the plan,
3. Hold a public hearing on the specific plan.
4. Submit the final application.

Community Development Block Grants can be used for six types of projects:

- Community Facilities
- Handicapped Accessibility
- Housing Rehabilitation
- Technical Assistance
- Economic Development
- Public Works

If authorized to proceed, Staff will prepare a public hearing notice that incorporates these six project categories. It will be published in the newspapers, as well as be mailed to any agencies that may have an interest in CDBG funding.

A hearing is proposed for November 21. The final application must be submitted by February 3. Therefore, with the second required public hearing occurring in January, it will be critical to move ahead as quickly as possible with the program design and preparation of the grant request.

There is no local match required for a CDBG. However, staff time generally cannot be charged against the grant if those staff positions would be funded even without the grant. Up to 10% of the grant, with a maximum of \$15,000, can go to grant administration costs. This money is generally used to either create additional F.T.E.'s to perform the administrative functions, or to contract out the functions.

DISCUSSION - PREPARATION OF THE GRANT REQUEST AND ADMINISTRATION OF THE GRANT PROGRAM:

Staff proposes to contract out as much as possible the preparation of the CDBG plan and grant request and administration of the ultimate granted project. In working with the State Economic Development Staff, who oversee the CDBG program, two alternatives were identified:

- Alternative One - Prepare the CDBG plan and grant request in-house. If a housing rehabilitation program is the selected and funded project, then contract out the administration of the program to the City of Salem as an expansion of their existing program.
- Alternative Two - Contract with David VanDerlip and Associates to prepare the CDBG plan and grant. Then request proposals from qualified firms to administer the granted project. If it is a housing rehabilitation project, then the selected firm will be expected to administer all aspects of such a program. Two detailed letters from David VanDerlip providing his analysis of the program potential and his proposal for preparing the grant are attached for the Council's information.

Analysis of Alternative One - Salem runs a highly successful housing rehabilitation program using CDBG funding and has done so for over ten years. They have expressed their willingness to expand the program into Keizer using Keizer's Community Development Block Grant to fund the expansion. The program would be administered out of Salem City Hall. However, Salem will not administer the preparation of the CDBG plan and grant request, which means Keizer's staff will bear this responsibility.

Analysis of Alternative Two - David VanDerlip came highly recommended from the State Economic Development staff as a consultant with a good track record of gaining CDBG money and successfully administering subsequently funded projects, primarily housing rehabilitation projects. His proposal to Keizer is to administer the preparation of the CDBG plan, including advising staff on the noticing and conduct of the hearings and actual writing of the CDBG plan, followed by preparation and submission of the CDBG request. This work will be performed for approximately \$500. If the request is granted, the City will have a competitive Request for Proposals process to select a firm or organization to administer the CDBG program. If it is a housing rehabilitation program, VanDerlip will hope to make a strong proposal.

Staff recommends the second alternative as it will bring a great deal of successful experience to bear in preparation of the grant request with a minimum of staff time. It will then allow the greatest flexibility in selecting the ultimate strategy for administering a program, especially a housing rehabilitation program. As the dollar amount is so low, Council does not need to approve the awarding or any specifics of a contract with VanDerlip.

CONCLUSIONS

Given the known and documented need to have housing rehabilitation in Keizer, along with the adopted Council policy to address this issue, the City has an excellent chance of being awarded a Community Development Block Grant to fund a housing rehabilitation program.

There are alternatives for administration of a housing rehabilitation program that can take place with a minimum impact on existing staff resources.

Staff does not have experience in preparation of a CDBG plan or grant request, much less ample time to prepare such a request. However, VanDerlip and Associates is proposing to do this work for a relatively small amount of money which is available in the Community Development budget.

RECOMMENDATIONS:

It is recommended Council, by motion:

1. Direct staff to enter into an agreement with David VanDerlip and Associates to prepare a Community Development Block Grant plan and funding request; and
2. Set a hearing for November 21, 1994 to gather community input on needs that may be met through a project funded by a Community Development Block Grant.

VANDERLIP & ASSOCIATES
AFFORDABLE HOUSING CONSULTANTS
34777 HWY 228 - SUITE 101
BROWNSVILLE, OR 97327
PHONE (503) 466- 3125
FAX (503) 466-5994

HOUSING FUND

August 11, 1994

John Morgan, Community Development Director
City of Keizer
PO Box 2100
Keizer OR 97307-1000

RE: OCDBG Proposal

Dear Mr. Morgan,

Thank you for forwarding the housing information and your request for a proposal on OCDBG funds. Using the information you have provided and other information I have gleaned, and analyzing this information within the context of the existing OCDBG grant selection criteria and other program rules, I would offer the following comments and suggestions:

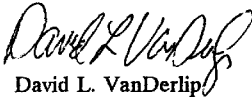
- ▶ The OCDBG Program is a competitive grant program. Funding is available for housing rehabilitation (owner and renter occupied) and special needs housing (homeless shelters, domestic violence shelters and group homes) and other community development projects.
- ▶ Applications for the FY95 OCDBG program will be due by February 3, 1995. This deadline may not provide sufficient time to develop a housing project that involves property acquisitions, preparation of plans and specifications or complicated financing.
- ▶ Rehabilitation of homeowner and rental units was identified as the first priority in the Salem-Keizer Comprehensive Housing Affordability Strategy.
- ▶ 63.2% (5,424) occupied housing units in Keizer are owner-occupied. Two hundred sixty-two (262) owner occupied units were classified as substandard and 151 were estimated to be suitable for rehabilitation.
- ▶ The maximum OCDBG grant for housing rehabilitation is \$300,000. This would provide sufficient funding to rehabilitation 15-30 units and also pay the cost of administering the program.

- The City of Keizer would have some disadvantages due to local demographics in competing under the present OCDBG grant selection system for housing rehabilitation. The City has a relatively low percentage of low income persons and older housing. These disadvantages could be mitigated by designing the program to serve a target area within the City that has a higher percentage of low income persons and older housing than the overall city and by bringing other resources into the program such as federal HOME dollars from the Salem-Keizer HOME consortium, low-income weatherization grants, and funds from the City.

Our firm would welcome the opportunity to submit a proposal to prepare an OCDBG application. As you are aware, there is a wide range of activities that can be undertaken with OCDBG funds. The OCDBG rules require that the City hold a public hearing to obtain citizen views about community development and housing needs and to respond to proposals before the City makes a decision about what type of project to apply for. It is very important to precisely follow the OCDBG public notification and citizen participation process. We would be more than happy to assist you in coordinating your first public hearing and be available at the hearing to present information and answer questions about the OCDBG program. You should be able to schedule the first public hearing after the proposed 1995 Program Guidelines are distributed by O.E.D.D. (August 29, 1994). We could submit a proposal for a housing rehabilitation project at the first public hearing. The proposal for a housing rehabilitation project could be considered along with any other proposals that might be submitted and then a decision could be made about the project to apply for in the grant application. A second public hearing must then be held on the proposed project prior to filing the application.

If you have any questions or need any further information please give us a call.

Yours truly,



David L. VanDerlip

DLV:cw

**GRANT WRITING and MANAGEMENT
SERVICES for SMALL CITIES**
from
VANDERLIP and ASSOCIATES

VanDerlip and Associates is a private consulting firm that specializes in assisting small cities access and administer state and federal grant funds for local housing rehabilitation programs and public works projects. We have been in business since February 1991 and have assisted our clients secure nearly 3.5 million in state and federal grants. More than 85% of our clients have been successful in obtaining grants. All our client's projects have been completed within the budget and ahead of schedule. We charge a small fee to prepare your grant application - usually \$500 or less - and we offer performance based contracts for grant administration services. You, the customer, pay only after we complete the work. Below is a summary of some of the grants we have secured.

CITY	PROJECT	RESULTS
✓ Silverton	CDBG and HOME Housing Rehabilitation grants 1991-1993	\$1.3 million in grants; 59 houses rehabilitated
Newport	CDBG Housing Rehabilitation grants 1991, 1992	\$625,000 in grants; 26 owner occupied and 46 rental units rehabilitated
Sweet Home	CDBG and HOME Housing Rehabilitation grants 1992, 1993	\$438,000 in grants; 35 houses rehabilitated
✓ Mount Angel	CDBG Housing Rehabilitation grant 1993	\$300,000 grant; project in process
✓ Scotts Mills	CDBG Housing Rehabilitation grant 1993	\$200,000 grant; project in process
✓ Lebanon	CDBG Housing Rehabilitation grant 1993	\$300,000 grant; project in process
Idanha	Water System Improvement grant 1993	\$70,000 grant for engineering and design; project in process

INTERVIS-

In addition to these projects, we were awarded a contract from the State Economic Development Department to provide technical assistance to the cities with existing housing rehabilitation programs, to prepare a Housing Rehabilitation Program Manual for use by small cities throughout the state and to present a series of workshops in the state on how to implement a community housing rehabilitation program. If you would like to learn more about grant opportunities for your city for housing rehabilitation or water/waste water improvements, give us a call at (503) 466-3125. Our business is helping you succeed in your business.

**VANDERLIP & ASSOCIATES
AFFORDABLE HOUSING CONSULTANTS
PO BOX 849
BROWNSVILLE OR 97327
PHONE (503) 466-3125
FAX (503) 466-3284**

October 5, 1994

John Morgan
Community Development Director
City of Keizer
PO Box 2100
Keizer OR 97307-1000

Re: Oregon Community Development Block Grant Application Proposal

Dear Mr. Morgan,

Thank you for the opportunity to speak with you about the Oregon Community Development Block Grant Program (OCDBG) and how your City may access and administer these funds. Now that the 1995 Proposed Program Guidelines have been issued, we have a clearer picture on how to develop an application strategy to maximize your chances for success in this competitive grant program. First, I'd like to make some general comments about the program:

A - THE OCDBG PROGRAM

- The State of Oregon has \$16 million in federal OCDBG grant funds for small cities (under 50,000) and counties for community development and housing rehabilitation
- Grants are awarded through a competitive application process based upon predetermined selection criteria
- Grant funds must primarily benefit low-moderate income persons (incomes of less than 80% of county median)
- Applications will be accepted between January 30th and February 3rd of 1995
- The City must hold two public hearings prior to filing an application. The first public hearing is held for the purpose of receiving input from local residents about housing and community development needs before the governing body selects the type of project they would like to apply for. Proposals for a specific kind of project can be heard at the first public hearing

The City may want to consider applying for OCDBG grant funds for a low income, owner occupied housing rehabilitation program. There are a variety of reasons why you might want to give consideration to this kind of project.

B - THE POTENTIAL FOR A HOUSING REHABILITATION PROGRAM

- Sixty-three percent (5,424) of the occupied housing units in Keizer are owner-occupied
- Rehabilitation of homeowner and rental units was identified as the first priority in the Salem-Keizer Comprehensive Housing Affordability Strategy
- Because the substandard housing, based upon my observation, appears to be dispersed rather than concentrated in one area, fixing up those one or two substandard houses can have a very positive affect on the overall neighborhood
- An application for housing rehabilitation can be developed fairly quickly and inexpensively. Given the February 3, 1995 application deadline, it may be difficult to put together an application for one of the other OCDBG project categories. Projects that involve the preparation of plans and specifications, cost estimates, site acquisitions, complex financing or other elements can require considerable time
- The OCDBG grant can pay for the entire cost of operating the program
- The funding environment is favorable. The State has a record amount of funding and I expect less competition for the grant funds. The number of applications has declined over the past two years. I would expect this trend to continue. The reason is that the application deadline has been moved ahead two months. Cities, counties and other organizations that assist in preparing applications may be too busy with 1994 and 1993 grants and not have time to file applications for the 1995 program

C - PROPOSED HOUSING REHABILITATION PROGRAM DESCRIPTION

If the City were to pursue a grant for a housing rehabilitation program I would suggest using a model that we have successfully used in other cities taking into account some characteristics and issues that are especially relevant to Keizer. These are:

- A large population compared to other cities eligible to apply for OCDBG funds. The maximum \$300,000 OCDBG grant award would address only a small part of the need for housing rehabilitation in Keizer
- Dispersed substandard housing . There are no potential "target areas" exhibiting a concentration of substandard housing in which to focus a rehabilitation program and more closely match need with resources
- Unfavorable demographic characteristics with respect to two of the seven grant selection criteria. Grant applications are scored based upon how they address the grant rating criteria. The maximum possible score is 395 points. Sixty points are awarded for the percentage of low income persons compared to other applications and 25 points are assigned based upon the percentage of housing built before 1950. An application from the City would probably receive a low rating on both of these criteria. However, the City could receive a high rating on the other 5 criteria which account for 310 of the possible 395 points and achieve a high enough overall score to be funded.

To address these issues I would suggest that the city:

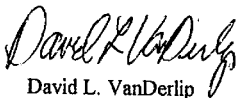
1. Limit the program to those with incomes of less than 60% of median which is more stringent than the 80% threshold allowed by the State. This is a way to limit the number of potential applicants to a more manageable level.
2. Maximize your application score on criteria over which you have some control. Contributing some local financial resources can provide additional points on the 'financial' criteria (50 points maximum). Documenting a large number of very low income applicants may also help.

The other key elements I would propose are:

1. Offer no interest, deferred payment loans up to \$20,000. If you are going to offer a different type of assistance i.e. a low interest amortized loan, grant or loan of more than \$20,000 you will be required to justify it in the application.
2. Perform a direct mail market survey to determine the level of interest in the proposed program and develop a pool of potential applicants.
3. Adopt a "rehabilitation standard" that all houses receiving assistance should meet. If the City does not have a local standard we recommend standards used by our other clients.
4. Have your grant writer meet with city staff to discuss other programmatic issues such as policies and procedures, staffing, the roles of the city and program staff and other issues. It is important that the City be involved and participate in the development of the rehabilitation program.

Should the City decide to pursue an application for the OCDBG program we would be most interested in being considered to prepare your application.. Our usual fee is \$500. There would be additional cost for a market survey. To initiate the application process, you will need to schedule the first public hearing. If you have any questions or if I can be of further assistance, do not hesitate to call.

Yours truly,



David L. VanDerlip

DLV:cw

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 6d

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: WALLY G MULL
PUBLIC WORKS DIRECTOR

SUBJECT: DESIGNATING A PORTION OF PLYMOUTH DRIVE AS A "NO
PARKING" ZONE

ISSUE:

Shall the City Council designate a portion of Plymouth Drive NE as a "No Parking" zone and post as such.

BACKGROUND:

During the past four months the public works department has been working with the Keizer Police Department, the Keizer Fire District and the District 1 community policing committee to find a remedy for parking on Plymouth Drive NE. Plymouth Drive currently has road right-of-ways that range from 16' to 46' (see attached map). These ROW's do limit the parking on Plymouth to some extent. However in front of the Forest Green Apartments a ROW of 36' exists. This allows cars to park adjacent to the apartments. The parking in this ROW hinders vision of drivers entering Plymouth from the apartments and does not allow ample room for emergency vehicles to enter the apartment complex. We have been in contact with the manager of the apartment complex and she favors a no parking zone adjacent to the apartments.

This will not be a permanent solution but will make the area safer and allow emergency vehicles to enter the complex. The public works department will continue to try to find a more permanent solution to the ROW problems that exist on Plymouth.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution designating a portion of Plymouth Drive NE as a "No Parking" zone.

KEIZER FIRE DISTRICT

MEMORANDUM

DATE: November 2, 1994

TO: Wally Mull

FROM: Fire Marshal Joel Stein *JS*

RE: Parking on Plymouth Dr.

Wally:

Keizer Fire District recommends that the City of Keizer post no parking signs in the 700 Block of Plymouth Dr. NE. More specifically, the street area East and West of the entrance to Forest Green Apartments should be posted. We have experienced difficulty in the past getting our emergency equipment into the parking lot of Forest Green Apartments.

Please submit this letter with any and all other information regarding the above recommendation.

Thanks.

Joel

KEIZER POLICE DEPARTMENT MEMORANDUM

To: Wally Mull
From: Sgt. Mark J. Miranda *[Signature]* x118
Date: May 29, 1994
Subject: PARKING REGULATION REQUEST

Members of the District 1 Community Policing Committee have been reviewing the traffic problem along Plymouth Drive and have identified a concern with parking. The area in front of the Forest Green Apartments, 760 Plymouth Drive, is congested with vehicles parked along the south side of the road. The vehicles do not allow for proper sight distance for motorists leaving the driveway at 760 Plymouth Drive. Because of the narrow road and speed of vehicles on Plymouth Drive, the potential for a collision is great.

The District 1 Committee is requesting that 120 feet (60 feet on either side of the driveway) in front of 760 Plymouth Drive be designated a "No Parking" zone. We have photographs and video tape of the area if needed. Committee members are available to testify in front of the City Council if requested.

CC: Chief Stull
Lt. Jenness
Jodi Sherwood

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R94- _____

DESIGNATING PORTIONS OF PLYMOUTH DRIVE NE

AS A "NO PARKING" ZONE

WHEREAS, the City Council of the City of Keizer has authority pursuant to ORS 810.010(3) and 810.160 and Keizer Ordinance 86-059 to establish "No Parking" zones where the Council deems it appropriate to preserve the public health, safety and welfare; and

WHEREAS, Keizer Public Works Department has requested "No Parking" zones for the parking of vehicles a portion of Plymouth Drive NE specifically described below, which creates public nuisance of vehicles at this location,

BE IT RESOLVED by the City Council of the City of Keizer that:

1. A "No Parking" zone is hereby established on the south side of Plymouth Drive adjacent to the Forest Greet Apartment House in a length of 240 feet as marked on Exhibit "A" which is attached hereto and by this reference made a part hereof.

BE IT FURTHER RESOLVED, that said City Manager is hereby directed and ordered to have said "No Parking" signs installed as indicated at the above described location.

PASSED this _____ day of _____, 1994.

SIGNED this _____ day of _____, 1994.

Mayor

City Recorder

TOWN & COUNTRY

APPLE BLOSSOM AVE NE

SUBDIVISION

SEE MAP 7 3W 11CB

PLYMOUTH

DRIVE

4400
1.89 AC

4300
1.00 AC

4100
0.15 AC

3900
0.19 AC

3800
2.99 AC

FOREST GREEN
APTS

4200
0.81 AC

4000
0.76 AC

924

4500
KLUMPF
SUB

4600

4700

4800

4900

5000

5100

5200

SHANGRI LA ADDITION

SHANGRI LA STREET NE

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 7a

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

THROUGH: DOTTY TRYK 
CITY MANAGER

FROM: JOHN MORGAN, AICP 
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: VACATION OF PORTION OF WILLOW LEAF COURT

ISSUE:

Shall the City of Keizer vacate a portion of Willow Leaf Court in Apple Tree Estates Phase 3.

BACKGROUND:

When the Apple Tree Estates Phase 3 was platted, Willow Leaf Court was a cul-de-sac. Multi-Tech Engineering is presently in the process of re-platting this development and has proposed to replace the existing platted cul-de-sac with a through street that will connect to the north in the future. Due to new laws regarding platting, Multi-Tech has requested the City initiate the vacation of the cul-de-sac and set the matter for a public hearing. After the vacation is completed, a new plat will be recorded with a "stub" street to the north. The current and proposed street configurations are shown on the attached maps.

The state law allows for two courses for the vacation process to occur. One course would require Multi-Tech, acting on behalf of their client, to obtain signatures on notarized petitions from the property owners within a 400 feet radius of the proposed vacation. An appropriately completed petition would then cause the Council to call for a public hearing to determine whether the vacation should be enacted upon.

The other course would allow the City Council to initiate the process and set this matter for public hearing. Mark Grenz of Multi-Tech is requesting Council initiate

the vacation as it is faster than the alternative process, and time is of great concern as building permits are being processed and issued at this time that are impacted by the "extra" right-of-way.

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution initiating the vacation process and setting a public hearing for December 5, 1994 to determine if this portion of Willow Leaf Court should be vacated.



CONSULTANTS
1155 13th Street, S.E.
Salem, Oregon 97302
(503) 363-9227

October 8, 1994

Mr. John Morgan, A.C.I.P.
Community Development Director
City of Keizer
P.O. Box 21000
Keizer, OR 97307

RE: Appletree Estates Phase 3
Re-Plat

Dear John:

As you know, we are in the process of completing the re-platting for the Apple Tree Estates Phase 3 development.

We were recently informed by the Marion County Surveyor's office that recent changes in the platting laws have taken place. No longer, automatically does filling a new plat in an existing subdivision vacate old right-of-way and replace it with new right-of-way.

As you know we are proposing to replace the existing platted cul-de-sac with a through street that can connect to the north in the future. We need to complete this operation and record the new plat as soon as possible.

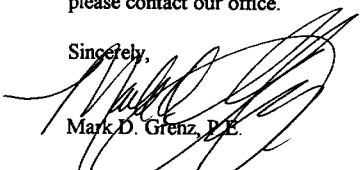
We are requesting that you take this matter to the next city council meeting and ask that they set a public hearing on the vacation of this old cul-de-sac right of way for their November 7th meeting.

We have attach a copy of the legal description of the right-of-way to be vacated, along with a map of the area. We have also enclosed a copy of the new plat for the same area. We would request that you proceed as rapidly as possible in this matter.

The only properties effected by this change are the existing lots platted, and the 6 acre parcel to the north that is owned by our client, the same as Apple Tree.

If you have any questions, or require any additional information from our office in this matter, please contact our office.

Sincerely,



Mark D. Grenz, P.E.

We provide a full spectrum of engineering & related technical services _____
Design, Coordination & Construction Management



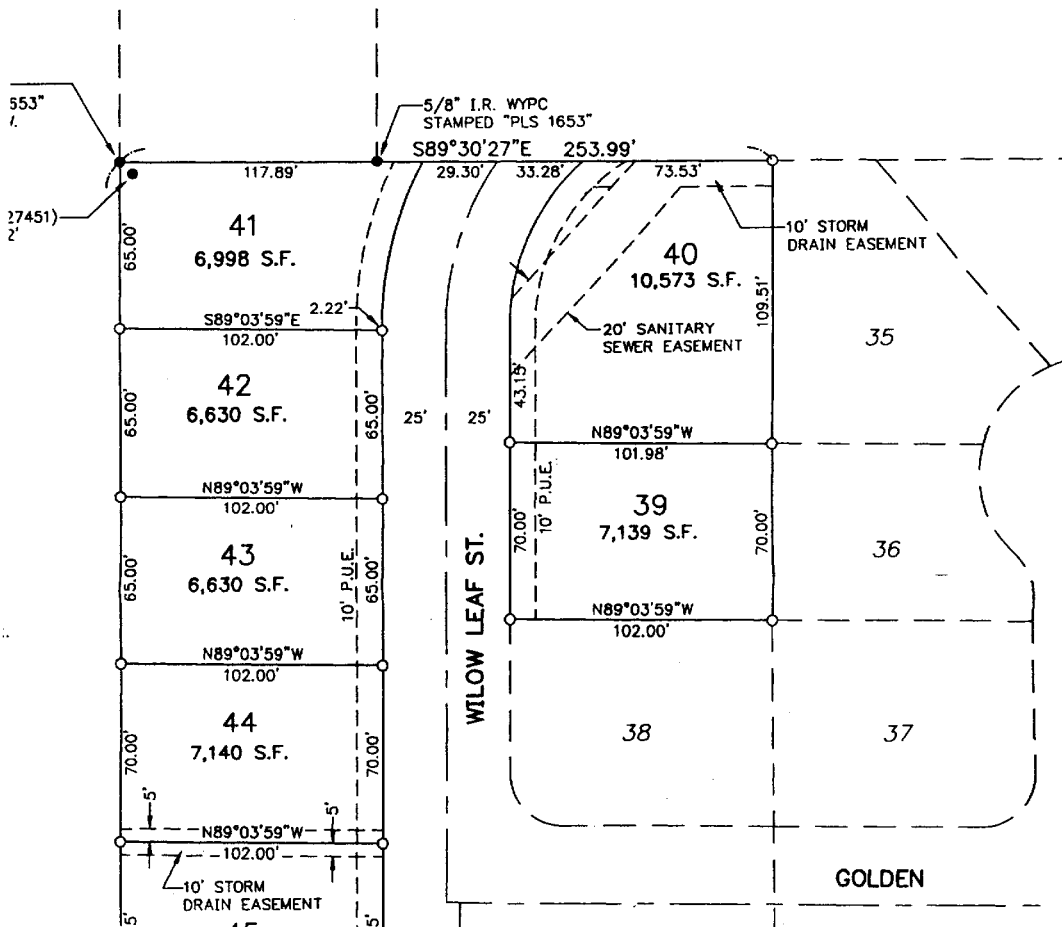
Description for Dan Chandler
September 8, 1994

Vacation of a portion of Willow Leaf Court in APPLE TREE ESTATES PHASE 3 in the City of Keizer, Marion County, Oregon described as follows:

Beginning at the Northwest corner of Lot 38, APPLE TREE ESTATES PHASE 3 as recorded in Volume 40, Page 50, Book of Town Plats for Marion County, Oregon; thence North $89^{\circ}04'00''$ West 50.00 feet to a point on the East line of Lot 43 of said subdivision; thence North $00^{\circ}25'33''$ East along said East line a distance of 3.79 feet; thence northwesterly along the arc of a 30.00 foot radius curve to the left (the chord of which bears North $20^{\circ}59'27''$ West 21.91 feet) a distance of 22.43 feet; thence along the arc of a 45.00 foot radius curve to the right the central angle of which is $265^{\circ}40'01''$ (the chord of which bears South $89^{\circ}34'27''$ East 66.00 feet) a distance of 208.65 feet; thence southwesterly along the arc of a 30.00 foot radius curve to the left (the chord of which bears South $21^{\circ}50'33''$ West 21.91 feet) a distance of 22.43 feet; thence South $00^{\circ}25'33''$ West 4.23 feet to the point of beginning.

APPLE TREE

SW 1/4 OF SECTION 3
CITY OF KEIZER



CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R94-_____

INITIATING STREET VACATION PROCESS FOR WILLOW LEAF COURT

WITHIN THE APPLE TREE ESTATES PHASE III SUBDIVISION

WHEREAS, Multi-Tech Engineering on behalf of their client, Dan Chandler, has requested the City of Keizer vacate a portion of Willow Leaf Court within the Apple Tree Estates Phase III Subdivision;

BE IT RESOLVED that the City Council of the City of Keizer initiates the vacation process as provided in ORS 271.130 for that portion of Willow Leaf Court as shown on the map attached as Exhibit "A" and legally described as:

Beginning at the Northwest corner of Lot 38, Apple Tree Estates Phase 3 as recorded in Volume 40, Page 50, Book of Town Plats for Marion County, Oregon; thence North 89°04'00" West 50.00 feet to a point on the East line of Lot 43 of said subdivision; thence North 00°25'33" East along said East line a distance of 3.79 feet; thence northwesterly along the arc of a 30.00 foot radius curve to the left (the chord of which bears North 20°59'27" West 21.91 feet) a distance of 22.43 feet; thence along the arc of a 45.00 foot radius curve to the right the central angle of which is 265°40'01" (the chord of which bears South 89°34'27" East 66.00 feet) a distance of 208.65 feet; thence southwesterly along the arc of a 30.00 foot radius curve to the left (the chord of which bears South 21°50'33" West 21.91 feet) a distance of 22.43 feet; thence South 00°25'33" West 4.23 feet to the point of the beginning.

BE IT FURTHER RESOLVED that this matter be set for a public hearing on December 5, 1994 and City Recorder is directed to provide notice of such hearing in a manner set forth in ORS 271.110.

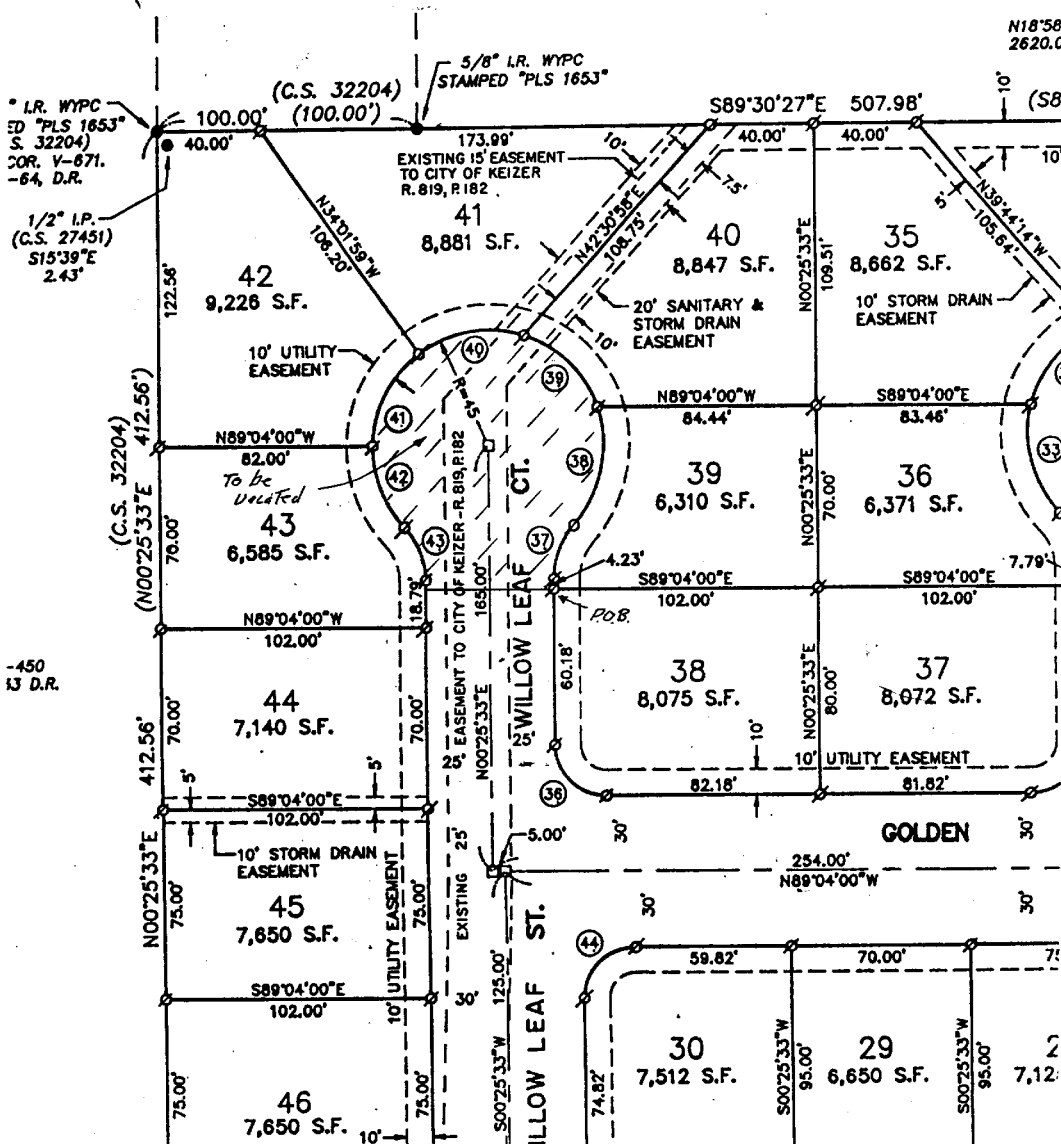
PASSED this _____ day of _____, 1994.

SIGNED this _____ day of _____, 1994.

Mayor

City Recorder

N18°58
2620.0



CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 7b

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: TRACY L. DAVIS *HL*
CITY RECORDER

SUBJECT: DESIGNATING CHECKING ACCOUNT SIGNERS

BACKGROUND:

On December 21, 1992 a Resolution was adopted designating checking account signers for the City of Keizer. Ms. Lynn Owen was one of the individuals authorized to sign checks on behalf of the City. In October 1994, Ms. Owen resigned her position as Administrative Assistant for the City of Keizer. Ms. Dianne Suek has now been hired to replace Ms. Owen in this position.

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution designating checking account signers for the City of Keizer.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION NO. R94-_____

DESIGNATING CHECKING ACCOUNT SIGNERS

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R92-609 is hereby repealed in its entirety and that:

1. The following individuals are authorized to sign checks on the City's Checking account:

- a. Dorothy Tryk, City Manager
- b. Tracy L. Davis, City Recorder
- c. Jan Holler, Water Office Supervisor
- d. Dianne Suck, Administrative Assistant
- e. Dennis Koho, Mayor

2. One signature is required for amounts under \$500.00; two signatures are required for amounts \$500.00 and over.

DATED this _____ day of _____, 1994.

DATED this _____ day of _____, 1994.

Mayor

City Recorder

CITY COUNCIL MEETING: November 7, 1994

AGENDA ITEM NUMBER: 7c

TO: MAYOR AND CITY COUNCIL

THROUGH: DOTTY TRYK *dottry*
CITY MANAGER

FROM: TRACY L. DAVIS *td*
CITY RECORDER

SUBJECT: RESTAURANT LIQUOR LICENSE - CHANGE OF TRADE NAME /PARTNER
BOOSHAY'S LUCKY BET (Formally Lone Oak Deli and O.T.B.)

ISSUE:

On October 25, 1994, an application for a change of trade name and partner was received for the Restaurant liquor license for Booshay's Lucky Bet, previously Lone Oak Deli and O.T.B. The establishment is located at 3866 River Road North, Keizer, Oregon.

A Restaurant (R) license allows applicant to sell beer (malt beverages of up to 14% alcohol) and wine (up to 21% alcohol) for drinking only on its licensed premises. The applicant must serve some food (other than just snack items) and may not sell beer and wine to go. The applicant may have 18- to 20-year-old employees serve and sell alcohol under certain conditions. These guidelines are established by the Oregon Liquor Control Commission.

The application has been reviewed by the Keizer Police Department and they have no objections to the request. The City Planner has also reviewed the application and he finds the property to be zoned commercial retail (CR). The use requested is appropriate in this zone. Copies of these approvals and the application are on file in the City Recorder's office.

RECOMMENDATION:

It is recommended the City Council approve the change of trade name/partner application for a Restaurant Liquor License for Booshay's Lucky Bet.

MINUTES

KEIZER CITY COUNCIL
Monday, October 17, 1994
Robert L. Simon Council Chambers
Keizer City Hall
Keizer, Oregon

CALL TO ORDER Mayor Dennis Koho called the regular meeting to Order at 7:15 p.m. Roll call was taken as follows:

Present:

Dennis Koho, Mayor
Jim Keller, Councilor
Jerry McGee, Councilor
Al Miller, Councilor
Chet Patterson, Councilor

Absent:

Jerry Watson, Councilor
Marlene Wellin, Councilor

Staff:

Dotty Tryk, City Manager
John Morgan, Community Development Director
Bruce Jenness, Police Lieutenant
Wally Mull, Public Works Director
Kim Krause, Finance Director
John Lien, City Attorney
Shannon Johnson, City Attorney
Tracy L. Davis, City Recorder

**PUBLIC
TESTIMONY**

There was no public testimony to come before the Council.

**COMMITTEE
REPORTS**

**PROCLAMATION -
CLEAR LAKE
SCHOOL DAY**

Mayor Koho proclaimed Tuesday, October 18, 1994 as Clear Lake School Day throughout the City of Keizer.

**MCNARY HIGH
SCHOOL - SANDY
DRIVE**

Tom McMullen, Facilities Manager and Dawn Meier, McNary High Project Coordinator for the Salem-Keizer School District before the Council to discuss their concerns with the closure of Sandy Drive. Mr. McMullen noted his concern for the residents on Sandy Drive. However, he is also concerned the closure of Sandy Drive has not been effective for the parents dropping off children at school or safe for the children walking to school.

Mr. McMullen reviewed the history which lead up to the closing of Sandy Drive. He distributed copies of the traffic engineer's report of June 1993 and outlined the recommendations made in this report. Mr. McMullen stated the school district accepted the closing of Sandy Drive for a trial basis only. Then, in July 1994 the school district conducted a survey and based upon their analysis of the closure, recommended it be reopened. Mr. McMullen believes the original recommendation of the traffic engineer is the appropriate solution since most of the student attendance area is in the southern portion of the city.

Dawn Meier displayed a map showing student population areas, breakdowns of walkers, bus riders and parent drop-offs. She noted the entire student population for the area is 1615 students.

Mr. McMullen stated the internal traffic circulation has increased due to cars using the same entrance and exit off Chemawa Road. He hopes the school district and the City can work towards creating a more comprehensive solution to this problem than just closing Sandy Drive.

Councilor McGee noted when the new access road is opened in the next week, traffic circulation patterns should change.

Also speaking on this issue was:

Nancy Cameron, 404 Sandy Drive N, Keizer who has been a resident of Sandy Drive for 17 years provided her insight on the pros and cons of having Sandy Drive open to vehicular traffic. With Sandy Drive open she noted the excessive amount of speeding, number of students loitering in the area and the congestion of the traffic entering and leaving the school. Ms. Cameron noted that since Sandy Drive has been closed the speeding has been reduced,

potential accidents with cars entering and exiting River Road has decreased and the awareness of police patrols has deterred some of the students from loitering.

Ms. Cameron proposed the City consider changing the signs to allow cars to park during athletic events, graduation or other evening school functions. She is concerned with the fire protection for the residents and the school if the barricade remains on Sandy Drive. Ms. Cameron also suggested the City revisit placing a traffic signal at the Claggett/River Road or Sandy Drive/River Road intersections.

Joel Stein, Fire Marshall - Keizer Fire Department, stated the concerns of the Department are being expressed from a response time issue. With the barricade in place, the department will not have access to the hydrant near the school. Time factors play a large role in responding to an emergency situation, and if extra time is needed to cut off a lock or knock down the barricade, it will not be in the best interest of the victim.

In response to a question from Councilor Keller, Mr. Stein noted other agencies responding to an emergency would not be informed Sandy Drive is closed since this information does not remain in the computer.

Councilor Miller suggested the school address be changed from Sandy Drive.

Wally Mull, Public Works Director stated another hydrant could be placed in the area. He also added the new access street should be open by next week.

Councilor McGee suggested a trial period be established to determine the effect the new access road will have on the traffic and pedestrian problems at the school. He added criteria should be developed by representatives of the neighborhood, school district, city officials and fire department in order to evaluate the situation.

Councilor Miller suggested staff revisit the possibilities of extending Claggett Street through the property along St. Edward's Church and placing a traffic signal at this intersection.

In response to a question from Councilor Patterson, Mr. Mull noted the City had planned to close MacArthur when the new access road is completed and opened.

The Council and Mr. McMullen agreed to leave Sandy Drive closed at this time and evaluate the situation with the new access road open. The evaluation process will be determined by a group of representatives of the neighborhood, school district, fire department and the City. The evaluation process will be completed by the Christmas break (December 16, 1994).

PUBLIC HEARING Mayor Koho opened the Public Hearing.

**NORTHSIDE
ESTATES STREET
LIGHTING LOCAL
IMPROVEMENT
DISTRICT**

Dotty Tryk, City Manager reported a petition was received from the developer of the Northside Estates subdivision to form a street lighting district for installation of lights in this area.

There was no testimony to come before the Council.

Mayor Koho closed the public hearing.

Councilor Keller moved for a Resolution forming the Northside Estates Street Lighting Local Improvement District. Councilor Miller seconded the Motion.

The Motion passed with the following votes:

AYES: Keller, Koho, McGee, Miller and Patterson, (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

Councilor Keller moved a bill for an Ordinance spreading Assessments to Northside Estates Street Lighting Local Improvement District. Councilor Miller seconded the Motion.

The Motion passed with the following votes:

AYES: Keller, Koho, McGee, Miller and Patterson, (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

**ADMINISTRATIVE
ACTION
Willow Lake Noise
and Odor Study
Implementation
Strategy**

John Morgan, Community Development Director reported the Planning Commission was charged with drafting a response to the Willow Lake Noise and Odor Study in September 1993. The Commission has worked over the last year to develop the Willow Lake Noise and Odor Study Implementation Strategy and is seeking Council approval to distribute the document to the other jurisdictions for review. Mr. Morgan noted after review by the affected jurisdictions, it will be brought back to the Keizer Planning Commission for a public hearing and approval of the appropriate components for a formal recommendation to the Council.

Mr. Morgan highlighted the five major points of the implementation strategy. These are:

- The Special Policy Area (SPA) boundary should change by having lands south of a westerly extension of Lockhaven Drive excluded. (This does not accept the proposal by McNary Estates to remove land from the SPA.)
- A new zone is proposed to be placed within the SPA; AI (Agricultural Industrial) which would focus on agricultural uses, with industrial and recreational uses allowed as conditional uses.
- The Plan calls for Salem and Keizer to cooperate in fostering economic development initiatives in the area.
- Salem premises to continue applying advances in technology to improve the odor and noise problem.
- Keizer is granted a larger role in planning for the Treatment Plant.

Mr. Morgan noted the Commission has also included a draft of the Dual Interest Agreement and a draft of the proposed AI zone.

Marty Matisikainen, Planning Commission Vice-Chair addressed the Council to explain the process and recommendations contained in the implementation strategy document. He noted the

most controversial issue discussed during this process was the exclusion of the Hillman (McNary Estates) property from the SPA. The Commission determined, from a planning issue, it would not be fair to exclude only one property at this time. It would also add extra staff time to review each request for removal from the SPA on an individual basis. Mr. Matiskainen stated the strategy was forwarded to the Council on a 4-1 vote by the Commission. The dissenting vote was based upon last years minimal odor from the plant and how its effect within the SPA was any different from that outside the boundary.

Mayor Koho stated if the request to exclude the Hillman property from the SPA is denied at this time it could alleviate the flexibility to reverse this decision for the next two years. Mr. Matiskainen suggested including a timeline in the document to allow Keizer to review these types of issues.

In response to a question from Councilor Miller, Mr. Matiskainen confirmed a large portion of the Hillman property is outside the SPA, but because a portion is within the boundaries, it is all designated to be within. Mr. Morgan noted a detailed drawing of the proposed development of this area was submitted to the Planning Commission and the townhouse project is located outside of the SPA. A golf driving range and recreation vehicle storage would be developed on the land inside the SPA.

Councilor McGee noted the SPA area was designated prior to the completion of the noise and odor study. He stated the SPA should be modified based upon the information contained in the study. Mr. Matiskainen noted the study would show the entire Hillman property within the affected plume area.

Councilor Keller inquired of possible health issues associated with the odor from the plant. Mr. Matiskainen noted he is unaware of any issues with the treatment plant at this time. He added weather conditions play a large factor in the strength of the odor from the plant.

Mayor Koho suggested determining any property not completely within the half-mile radius area not be considered part of the SPA.

Councilor Miller moved for City purposes, any property partially within the Special Policy Area will be determined to be totally out. Councilor McGee seconded the Motion.

Councilor McGee stated it is important for Keizer to make the best use of the property.

Mayor Koho commended the Planning Commission for a job well done on this matter.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller and Patterson, (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

RESOLUTION - Planning Fees

John Morgan, Community Development Director stated at the direction of Council, staff met with representatives of the Home Builders Association to discuss several issues; fairness of basing fees on the average, the need to review certain types of cases and the appropriateness of the revenue generated by these fees for 100% cost recovery.

Mr. Morgan stated a depository system for planning fees would not be feasible for Keizer. He noted the fee schedule was drafted under the notion that the larger the project - the higher the fee. However, contrary to the notion, the bigger projects go more smoothly and may require less staff time. Mr. Morgan proposed a schedule which reduces fees as the project size increases.

Mr. Morgan suggested staff discontinue reviewing certain types of cases, such as lot line adjustments. Other procedures will be reviewed during the zone code update.

In response to a question from Councilor Keller, Mr. Morgan noted last year approximately \$27,000 in revenue was generated. This year the revenue is projected to be \$30,000.

Speaking on this issue was:

Eric Meurer, Salem Home Builders and Realtors representative, 549 Union NE, Salem voiced his dissatisfaction with the process and the lack of time for response to the recommendations. Mr. Meurer also expressed concern with the proposed design review process. Mr. Meurer questioned the need or purpose for the extra revenue which will be generated by the increase. He noted since the building season is entering a slow period and there is becoming less available land for development in Keizer, therefore there is not a need for additional staff.

Mayor Koho stated staff was directed to look at a fee increase in consideration of the costs of doing business not to generate additional revenue.

Councilor Keller voiced his concern with the lack of information regarding the actual costs of doing business. In response to a question from Councilor Keller, City Manager Tryk noted if additional funds are available and the work load is great, the Council could consider additional staff. Ms. Tryk noted that during the review of the planning fees it was determined actual costs were not being recovered.

Councilor McGee stated his discontent at the possible adding of staff and the timing of these proposed fee increases.

Councilor Miller expressed his concern that after the recent task force review of the Planning Department, the addition of staff was even being considered without Council knowledge.

Councilor McGee moved on the issue of the lot adjustments, staff be directed to refine this process and if this is not necessary reduce it from the workload. Direct staff to continue the analysis of any systemic flaws and hold the fee structure as it currently exists. Councilor Miller seconded the Motion.

Mayor Koho noted the review of the fee schedule was not in response to the upcoming election. Councilor McGee stated fees should be evaluated periodically.

Councilor McGee withdrew his motion and Councilor Miller the second.

Councilor McGee moved to not change the planning fee schedule at this time. Mayor Koho seconded the Motion.

Councilor Miller suggested tabling the matter until the Council decides to discuss this issue again.

The Motion passed with the following votes:

AYES: Keller, Koho, McGee, Miller and Patterson, (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

Mr. Meurer asked to be involved in any future discussion of fees or amendments to the zone code.

ORDINANCES - IMPOUNDMENT OF VEHICLES

Sgt. Mark Miranda reported three proposed ordinances were designed to authorize the police department to impound vehicles for being operated while uninsured, operated by a driver who is suspended, revoked or under the influence of intoxicants and upon conviction of a person who was driving while suspended or revoked. Sgt. Miranda noted 1193 citations were issued in 1993 for vehicles being operated without proof of insurance. He also cited the problems associated with vehicles after an arrest of a driver for being under the influence of intoxicants. Sgt. Miranda outlined the proposed ordinance which would empower the Judge, upon conviction of driving while suspended or revoked, to impound the vehicle for up to 120 days.

These are public safety issues and with the adoption of these ordinances it will help send a message to the public if you are not insured or do not have a valid license, it is not a good idea to drive in Keizer.

Councilor Miller cited his concern that a car could be impounded when only an arrest is made for Driving Under the Influence of Intoxicants. He suggested the other instances for impounding vehicles could be listed in only one ordinance rather than three

separate for simplification purposes. Another proposal would be to include the charge of driving without an operators license.

John Lien, City Attorney noted the ordinance impounding vehicles for driving uninsured parallels the newly adopted state statute. If the other ordinances are challenged, it will not affect the enforcement of this law. Mr. Lien also pointed out the ordinance empowering the judge to impound vehicles upon conviction of driving while suspended mirrors a state statutes.

Councilor McGee also expressed his concern for impounding a vehicle prior to a conviction of driving under the influence. However, he is concerned that an individual arrested under this charge has the chance to come back to retrieve his vehicle within a short period of time.

Lt. Jenness stated the purpose of the impoundment is in the best interest of public safety to remove the possibility of the driver getting into the car once again so soon after being arrested for driving under the influence of intoxicants.

Mayor Koho stated a car becomes a weapon in the hands of a drunk driver.

Councilor Miller moved to direct staff to prepare an Ordinance that allows the City to impound vehicles for drivers who are arrested or cited for no insurance, no operators license, suspended drivers license or revoked drivers license. Staff is also directed to prepare a second Ordinance which allows for the Judge to order the impoundment of vehicles upon the conviction of driving under the influence of intoxicants. Councilor McGee seconded the Motion.

The Motion passed as follows:

AYES: Keller, McGee and Miller (3)

NAYS: Koho and Patterson (2)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

Mayor Koho moved to direct staff to come back with a third ordinance for the impoundment of vehicles driving by people who have been arrested for driving under the influence of intoxicants. Councilor Patterson seconded the Motion.

The Motion passed as follows:

AYES: Koho, Keller, McGee, Miller and Patterson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

**PERS INITIATIVE
(BALLOT
MEASURE 8)**

Dotty Tryk, City Manager noted the November ballot includes an initiative measure that will have an effect on the employees' retirement plans. This will affect those covered under PERS and the ICMA plans. She outlined the effects for each of the group of employees. Ms. Tryk also noted that none of the employees are covered under social security as it was decided several years ago the chosen retirement plan would replace this.

City Manager Tryk outlined several options other government entities have chosen to adopt and provided the fiscal impact each will have on the City.

In response to a question from Councilor McGee, City Manager Tryk stated if action is taken after the passage of the measure it could end up in litigation. Councilor McGee favored the establishment of an escrow account in which the employers funds are placed until a final judicial decision is made on the legality of the measure.

Councilor Miller suggested waiting until the outcome of the election before making a decision since there is a 30-day time limit before the measure becomes law.

Mayor Koho agreed something should be done for the employees but does not feel it should only be done in anticipation of the law passing.

Councilor McGee concurred that the Council should wait to see the outcome of the vote prior to making any decisions. He appreciated the information being presented to the Council before the election

The Council agreed by consensus to discuss this issue after the November 8th election.

**RESOLUTION -
AWARDING BID
FOR LOCKHAVEN
DRIVE
IMPROVEMENTS**

Wally Mull, Public Works Director recommended the City Council award the bid to Emery and Sons Construction for the sum of \$34,894.50 for the widening of Lockhaven Drive from the west property line of the Dairy Queen property to the west line of the Trail Avenue right-of-way.

Councilor Patterson moved a Resolution awarding of bid for Lockhaven Drive Widening Project. Councilor Keller seconded the Motion.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller and Patterson, (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Watson and Wellin (2)

**CONSENT
CALENDAR**

The consent calendar consisted of the following:

- a. Approval of the October 3, 1994 Regular Session Minutes

Councilor Patterson moved for approval of the item on the consent calendar. Councilor Keller seconded the Motion.

The Motion passed as follows:

AYES: Keller, Koho, McGee and Patterson (4)
NAYS: None (0)
ABSTENTIONS: Miller (1)
ABSENT: Watson and Wellin (2)

OTHER BUSINESS

Mayor Koho appointed Councilor McGee to act as Council liaison to the Traffic Safety Commission.

Councilor McGee also voiced his concern with the fact the Code Enforcement Officers are now armed. He asked that this matter be discussed further at an upcoming meeting or with a response from staff. Councilor Patterson also voiced his concern on this issue.

Shannon Johnson, City Attorney advised the Council the City has received a notice of appeal on the Brewster conditional use matter. He outlined several options the Council could consider to address this matter.

The Council agreed this matter should be reviewed after the brief has been filed and reviewed.

WRITTEN**COMMUNICATION**

There was no written communication to come before the Council.

AGENDA INPUT

Mayor Koho noted the agenda input items listed.

City Manager Tryk noted she will be away from the office for the remainder of the week.

ADJOURNMENT

The meeting was adjourned at 10:57 p.m.

Tracy L. Davis
City Recorder

APPROVED:
MAYOR:

Dennis Koho

COUNCIL MEMBERS:

Councilor #1 - Jerry Watson

Councilor #2 - Chet Patterson

Councilor # 3 - Jim Keller

Councilor #4 - Marlene Wellin

Councilor #5 - Al Miller

Councilor # 6 - Jerry McGee

Minutes approved:

PUBLIC TESTIMONY

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

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

Name: JOANIE MANN

Address: 2129 FLAGSTONE CT. NE
KEIZER OR

Subject or Agenda Item Number: TRAFFIC SAFETY
COMMISSION GRANT PROPOSAL

Your Comments:

Proponent X Opponent _____

Date 11-7-94

file council
file
11-7-94

PUBLIC TESTIMONY

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

Name: _____

Address: _____

Subject or Agenda Item Number: _____

Traffic Safety Commission Grant Proposal

Your Comments:

Proponent ☒ Opponent _____ General _____

Date 11-7-94

PUBLIC TESTIMONY

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

Name: Judy Clyburn

Address: _____

Subject or Agenda Item Number: Traffic

Safety Commission Report

6b

Your Comments:

Proponent X Opponent _____ General _____

Date _____

PUBLIC TESTIMONY

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

Name:

MARTY MOTSKANSEN

Address:

1771 STONEHEDGE RD.

Subject or Agenda Item Number:

WILLOW LAKE
NOISE & ORDER

Your Comments:

Proponent _____ Opponent _____ General _____

Date

11/7/94

PUBLIC TESTIMONY

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

Name: _____

Bill Wolf

Address: _____

4055 Gary St.

Subject or Agenda Item Number: _____

S-E. Keizer

Your Comments:

Proponent

☒

Opponent

☐

General

☐

Date

11-7-94

PUBLIC TESTIMONY

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

Name: Wm D Wieber

Address: 1404 Garden G NE

Subject or Agenda Item Number: Salon Sewer

Your Comments:

Proponent _____ Opponent _____ General _____

Date 11-7-94



City of Keizer

MEMORANDUM

DATE: November 7, 1994

TO: Mayor Koho and Councilmembers

FROM: Dotty Tryk, City Manager *Dotty*

SUBJECT: Taco Stand Temporary Business

In May, the City of Keizer issued a temporary business license to a Keizer resident to locate a "taco lunch truck" for the summer. The applicant had the necessary health department license and permission of the property owner. The license was granted for 90 days as described in the temporary license section of the Keizer Zoning Ordinance.

In August, Mr. Curiel approached the staff stating that his business was so successful that he wanted to locate a permanent business in town and asked for an extension of his temporary license while he found a location, obtained the proper permits and opened for business. Based on what I believed to be the Council's policy to work with citizens who are making a good faith effort to comply with local regulations, I authorized a one time extension of 90 days which will expire November 11. The Zoning Ordinance gives me the authority to use "any appropriate means to assure compliance".

We have received Mr. Curiel's building permit application and a site plan that appears to meet all our requirements. His plans show a modular facility that meets all building codes located near his current business between Izzy's and Stereo Plus.

His representative has stated on the telephone that Mr. Curiel should be able to move into permanent quarters within a month and asks that we extend the temporary license one more time for 30 days. I had granted one extension with the stipulation that no more would be given. In this situation, it appears that an additional 30 days will allow Mr. Curiel to become a permanent businessperson in town. One Councilor expressed concern about my original extension so I am asking the Council for guidance.

STYLE LIMOUSINE

TO: Tracy L. Davis
City Recorder

Nov. 7, 1994

FROM: Style Limousine

SUBJ: Vehicle For Hire Ordinance

ISSUE: LICENSING LIMOUSINES

I have reviewed the proposed ordinance to be heard on November 7, and have the following comments in regard to its application to the Limousine Industry.

The application to the ambulance industry, the Air Medic industry, or Invalid (wheelchair coaches) and the taxi cab industry are all currently regulated and require stringent tests to become licenced to operate in your city. They require bidding on the open competitive market.

This is not true with the limousine industry. We come into your city by reservation and normally provide the merchants of your city with revenue by bringing clients to Keizer for dinner, school activities, etc. We are not the same as the service providers outlined in the paragraph above.

I suggest the definition of operator on page two be defined as services outlined in a through e above. This would prevent causing the Limousine Industry from being subject to all of the cities in Oregon requiring all limousine services in Oregon to be licensed before driving through their towns. Besides, there would be no way of controlling limousines from cities other than Keiser.

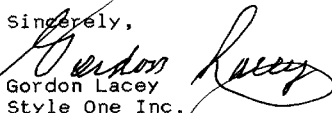
As a Corporation, I am currently licensed through the Corporation Division to provide services to the counties selected to provide services. It would be very costly to pay each and every city that we serve a fee, and impossible to regulate.

I urge the suggested modification be made in Section 3, OPERATOR OF VEHICLE FOR HIRE LICENSE REQUIRED. I suggest in (a), to be modified, to read as follows:

- (a) Every vehicle for hire shall obtain a business license as provided in Keizer Ordinance No. 83-017 and meet the requirements of this Ordinance.

Thank you for your understanding of the proposed request.

Sincerely,


Gordon Lacey
Style One Inc.

Tracy Davis, City Recorder
City of Keizer
November 7, 1994

From: Bruce Dean, Supervisor
Care Ambulance/Salem Care-Car
Portland, Oregon

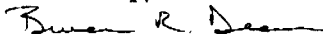
Dear Tracy:

Pursuant to our telephone conversation this afternoon, Salem Care-Car has these concerns about the proposed revisions to the Vehicle for Hire Ordinance:

1. Our business is mostly pre-arranged medical transportation to and from a doctor's office or clinic. There is not enough demand for our service to justify the expense of the staffing and equipment needed to provide service after five o'clock, or on weekends.
2. We would not always be able to respond to a request for service within 45 minutes. Our service is generally booked for round-trip. Since the time that the patient will be ready to return from the doctor's office is seldom predictable, we cannot guarantee that our driver will be immediately available. (He may need to complete another call first.)
3. Salem Care-Car rarely (estimate six per year) runs calls that are entirely within the Keizer city limits. We occasionally pick up a client from within Keizer and transport out, to another area. If it is deemed that Salem Care-Car must license for the City of Keizer, then we would not always be able to meet the requirements as proposed. We would need a variance on the hours of operation, and on the response-time requirements.

Tracy, thank you in advance for your help today, and for including these concerns for the Council Members.

Sincerely,



Bruce Dean,
Care Ambulance
Salem Care-Car