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
WORK SESSION

Monday, September 25, 2000
5:30 p.m.
Robert L. Simon Council Chambers
Keizer City Hall, Keizer, Oregon 97303

This will be a session for the current City Council members and the candidates for the incoming city council.

1. *CALL TO ORDER*

2. *ROLL CALL*

3. *PUBLIC TESTIMONY*

   This time is provided for citizens to address the Council on any matter.

4. *DISCUSSION*

   a. ***Review of 1997-1999 Goals (Resolution No. R97-960) and 1999-2000 Goals (Resolution No. R99-1140)***

   b. ***2000-2001 Goal Setting***

      (1) Establish ground rules.
      (2) Establish goal setting schedule.
      (3) Build initial list for consideration.

5. *OTHER BUSINESS*
   This time is provided to allow Councilors the opportunity to bring matters before the Council which are not on the agenda.

6. *ADJOURN*

CITY COUNCIL WORK SESSION: September 25, 2000
DATE: September 11, 2000
AGENDA ITEM NUMBER: 4b

TO: *CITY COUNCIL MEMBERS AND CANDIDATES*

FROM: *BOB NEWTON*
Mayor

SUBJECT: *Goals*

PURPOSE

This goal setting meeting (and those that may follow) is the council's tool for longer range policy making. The budget process is our tool for setting policy on a year-to-year basis. Goal setting is worth the effort because: (1) It gives us a basic framework for action; (2) Helps us spend our time more wisely; (3) Gets us all on the same wave-length; (4) Provides the manager clear direction; (5) Gives us important budgeting guidelines; and, (6) Provides an evaluation tool.

BACKGROUND

In developing the goals for 1999-2000, the city council and councilors-elect met three times. They met on November 23, 1998, January 11 and 16, 1999. The meetings resulted in adoption of goals by City Council Resolution Number R99-1140 dated October 4, 1999 (see Encl 1).

To prepare for the meeting, the council was briefed on the goals for 1997-1999 that were adopted by Resolution R97-960 (Encl 2) and asked for staff goals (Encls 3 – 8). The group then built their own total list of goals (Encl 9), ultimately resulting in adoption of the 1999-2000 goals.

Ground rules adopted by the goal-setters in 1998 included:

1. There was no established minimum/maximum number of goals needed as a result of the meeting.
2. Every idea proposed was intended to make the city a better place.
3. Ideas could be problem-driven or vision-driven.
4. Members were to be non-judgmental regarding another's goals.
5. There were no dumb ideas.
6. Members were to develop facts and rationale to support their proposed goals.
7. Costs were to not be a consideration, at least initially.

The council accepted certain assumptions upon which the goals were to be established: This included:

1. The city will continue to be served by duly elected representatives of the people, councilors guided by the opportunities and limitation of the city charter.
2. City, county, state and federal resources will be constrained.
3. Safety and security of the community will be threatened periodically by natural and man-caused emergencies.
4. There will be increasing demands to cooperate with adjacent governments in reaching solution to regional issues.

The council also subscribed to a set of values on which goals were based. They were:

1. Democracy (open government through participation of community members in the development of plans, policies and procedures for the city.
2. Community (developed through small groups including churches, neighborhood associations, service clubs, fraternal organization, business organizations and senior centers).
3. Cooperation (people working together for the common good).
4. Respect (for others).
5. Fairness (protecting and enforcing the rights of individuals.).
6. Honesty, integrity, courage and compassion (in elected leaders).
7. Involved citizens.
8. Protected environment.
9. Safe, secure community.
10. Strong infrastructure.
11. Clean air.
12. Sustainable economy.

The group also received an assessment of the current and historical data on the city related to climate, terrain, demographics and the economy.

RECOMMENDATIONS

1. Establish ground rules for the goal-setting sessions.
2. Set a calendar for completing the goal-setting process.
3. Determine the types of goals the group wants for the city (i.e., 1 year, 2 year, 2-5 years, an ongoing list, or a combination of these).
4. If desired, ask the staff for current status on city demographics and economics.
5. Adopt, modify or discard the assumptions and values from the prior council.
6. Establish a new list of goals, discuss, adopt and prioritize them within the established goal setting schedule.

Encls: 1 – 9

Bn

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R99-1140

ADOPTION OF 1999-2000 CITY COUNCIL GOALS

BE IT RESOLVED that the City Council of the City of Keizer does hereby adopt the following Council goals for 1999 and 2000:

1. Develop the Chemawa Activity Center Economic Feasibility Study to gather information to provide to the voters;
   - Land Acquisition
   - Funding of Infrastructure
   - Coordination with possible developer

2. Reduce the possibility of flooding and implement mitigation measures;
   - Adopt the new FEMA Flood Map
   - Adopt the Army Corp of Engineers River Wall design and seek funds to complete the project
   - Continue to work with other effected jurisdictions regarding flooding issues.

3. Conduct review and revisions of Master Plans;
   - City Hall Master Plan
   - Water System Master Plan/Water Rate Study
   - Parks Master Plan

4. Establish a Peer/Municipal Juvenile Court

5. Develop a Five-Year Financial Plan
   - Forecast Tax implications
   - Assess need for local option levy
   - Capital projects

6. Review and amend the New Development Code
   - Master Plan for Infill Development
   - Sign Code

PASSED this 4th day of October, 1999.

SIGNED this 4th day of October, 1999.

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION NO. R97-960

RESOLUTION ADOPTING GOALS FOR 1997 THROUGH 1999

FOR THE CITY OF KEIZER

BE IT RESOLVED that the Council of the City of Keizer does hereby adopt the following Council Goals for 1997 through 1999:

- Formulate and Implement a Plan to Mitigate Flooding Issues in Keizer
- Involve the Community in Prioritizing City Service Levels Addressing Tax Limitation Legislation
- Complete the Stadium Construction Project On Time and Under Budget
- Settle Long Standing Issues Surrounding the Regional Wastewater System and the Treatment Plant
- Build on the City's Success in Community Policing
- Improve and Expand Communication Among the Community, the City Council and Staff
- Complete River Road, Cherry Avenue and the East/West Connecting Streets
- Complete the planning for Development of the Chemawa Activity Center

PASSED this 18th **day of** February, **1997.**

SIGNED this 18th **day of** February, **1997.**

Dennis Grell

Mayor

Gracyn L. Davis

City Recorder

FMAGIC

MEMO TO: Wally Mull, City Manager

FROM: Amy Drought, AICP, Senior Planner

RE: Department Projects

DATE: November 23, 1998

Attached please find a draft list of current projects and goals for the upcoming year. Please let me know if you have any questions. Thanks.

PLANNING DEPARTMENT
CURRENT PROJECTS AND GOALS FOR 1999-2000

- Develop and adopt Transportation System Plan (TSP)
- Alder Street Extension
- Develop Phase II – River Road Design Plan
- Begin Periodic Review of Comprehensive Plan
- Revise and adopt Infill Design Standards
- Finalize 2020 Population Allocation Study
- Continue participation in Salem-Keizer Area Transportation Study (SKATS)
- Participate in Salem "Land Use Alternatives" Planning Process
- Staff Planning Commission
- Staff KURB

- Assist with siting of new schools in SE Keizer
- Process Viesko Concrete land use application

- Adopt Floating Structures Ordinance
- Create "Development" Handbook and other "user friendly" planning materials for public
- Revise Floodplain Development Standards??

- Develop and administer building permit program

- Expand GIS program to include Public Works needs and possibly Police, Utility Billing

- Revise Noxious Vegetation Ordinance
- Revise Solid Waste Ordinance
- Revise Addressing Ordinance

- Continue land use electric filing (scanning of planning documents into File Magic)

ON-GOING

Code enforcement program
Land use applications
Building permits review and coordination
Administration of city-wide addressing system
Temporary Business Permits
Zoning and other public information requests
Sign Permit applications
Floodplain determinations
DMV License approvals
Pre-applcation meetings with developers

GENERAL

Promote citizen involvement, customer service and connecting with community

City of Keizer, Oregon

City of Keizer

MEMORANDUM

DATE: November 23, 1998

TO: Wally Mull
City Manager

FROM: Susan Gahlsdorf, CPA
Finance Director

SUBJECT: Finance Department Project list

Here is a list of projects for the Finance Department including the time period we expect to be working on each project.

1. Financial Statement audit - Current through December 31, 1998
2. Division of State Lands "Unclaimed Property" audit - January 1999
3. Utility Billing Process Redesign - flowchart 25 processes, redesign process, prepare written procedures manual. Current through June 30, 1999.
4. Customer Service Training - Current through December 15, 1998
5. Sewer Fund Analysis - during 1999-2000 budget process
6. Sewer Administration Fee - Current through December 31, 1998
7. Purchase, convert and implement Financial Software package for 2000 compliant accounting system. January 1999 - June 1999
8. Urban Renewal Tax Refund - Current with refunds scheduled in January 1999 and June 1999.
9. Arbitrage analysis on Urban Renewal Bonds 1998 Series B bonds - by June 1999
10. 1999-2000 budget preparation - January 1999 through June 1999
11. Assist Public Works Department with Water rate study - current through June 1999?
12. Assist with Police Union contract - current through January 1999
13. Payroll/Benefits coordination with Human Resources Department - by December 1998
14. Promote lead worker for Utility Billing Technician position - by June 1999
15. Y2K analysis - current through December 1999
16. Utility Billing software training - January 1999
17. Urban Renewal du jour bonds
18. Tax exempt status on 1998B bonds - not scheduled
19. Automatic Payroll Deposit - as time permits
20. Automatic utility payments - not scheduled
21. Customer Service - on-going

P.O. Box 21000, Keizer, OR 97307-1000 (503) 390-3700 Ext. 106 * FAX (503) 393-9437

City of Keizer Public Works

Memo

To: Wally Mull

From: Rob Kissler
Director of Public Works

CC: Bill Lawyer

Date: 11/20/98

Re: Project Report

Wally, the following is a list of on going projects and planned projects to complete this budget year in the Public Works Department. It is difficult to place estimated staff time required to complete these projects. I have separated out our projects by divisions.

Water Division

- Telemetry update to meet Y2K.
- Itron Meter Reading equipment update to meet Y2K.
- Reservoir completion (Fluoride equipment and Auxiliary Engine).
- New Watermain along Ridge Drive.
- Willamette Manor Well rehabilitation.
- Complete sequestering agent pump installation at several well locations.
- Complete auxiliary garage construction.
- Water management plan and Consumer Confidence Reports.
- Begin planning the new Bair Park Reservoir to meet growth.
- Initiate Water Rate Study committee.
- On going system operation to provide, clean drinking water to our 8,500 customers.
- Prepare our new budget for 99-00.

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Street/Storm Drain Division

- Complete School Zone Signage.
- Complete Willamette River Levee Study.
- Complete Labish Ditch analysis
- Participate in the Northeast Salem Master Plan update affecting The Little Pudding and Claggett Creek drainage basins.
- Plan improvements to Verda Lane north of Chemawa.
- Plan improvements to Plymouth Dr.
- Complete North River Road Bike Paths to City Limits.
- Plan Improvements to Verda Lane south of Dearborn to City Limits.
- Plan River Road improvements through Urban Renewal Agency.
- Complete Cherry Ave improvements from Greenwood south to City Limits.
- Plan New Alder Street extension.
- On going planning on the City's Transportation Plan.
- Bike grant proposals (Cummings and Delight Streets).
- Plan and Build Bike Path on Chemawa Road, River Road to Verda.
- 1999 Overlays and on going pavement management with Marion County.
- Begin Process for **Storm Water Quality and Storm Water Master Plan Update** to meet the Department of Environmental Quality regulations.
- Develop Public Works design standards to mirror the City's new development code.
- Manage Public Works projects near the two new school sites.
- Begin mapping infrastructure components on the GIS system.
- Bring a committee together to attempt consolidation of Street Light Districts
- Develop criteria for traffic calming devices.
- Continued Storm Drain and Street Maintenance.
- Develop 99/00 budget.

Parks Division

- Continue process updating the Parks Mater Plan to include Country Glen and Bair Park.

- Claggett Creek Park Wetlands construction.
- Pleasantview Park wetlands completion.
- Major dangerous tree removal from the Meadows Park.
- Develop plan for the new Rickman property.
- Complete Wilark Park irrigation system.
- Develop a plan for Pleasantview Park play structure.
- Assist in Skate Park completion.
- Design irrigation systems for Chalmers Jones and Pleasantview Parks.
- Develop reservation system for new picnic shelter at Claggett Creek Park.
- Manage on going Eagle Scout projects in all Parks.
- Develop 99/00 budget.

Wally, I am sure this is not a complete list of projects in our department. Please add projects that I may not be aware of. As you can see, the entire staff has a very full schedule. I hope this helps in you strategic planning for the next year. Let me know if you have questions. Thanks.

End 5

City of Keizer

MEMORANDUM

DATE: November 20, 1998

TO: Wally Mull
City Manager

FROM: Dianne Hunt
Human Resources Officer

SUBJECT: Upcoming Projects

The following list of projects are currently in progress or have been identified to complete during the upcoming year.

- Develop Administrative Rule Manual which will include the revised personnel policies, administrative policies and other city-related policies.
- Employee benefits and compensation, including cap on medical premiums
- Research a cafeteria plan for city employees
- Manage workers' compensation claims
- Ongoing recruitment, testing, and selection process – new hire orientation
- Keizer Police Association negotiations
- Advise supervisors on personnel issues, including termination
- Participate on Safety Committee

Public Information Officer
1. Write press releases
2. Coordinate media contacts

Year 2000
1. Monitor city's progress to ensure compliance
2. Coordinator townhall meeting

Computers
1. Complete conversion from old server to new server
2. Web Page
3. Coordinate purchase and maintenance

Telephones
1. Fiber Optics or other cabling installation
2. EOC
3. Research communication system

CITY OF KEIZER

Office of the City Recorder

MEMORANDUM

DATE: November 18, 1998

TO: Wally Mull
City Manager

FROM: Tracy L. Davis, CMC
City Recorder

SUBJECT: City Recorder/Municipal Court Projects

My department is presently involved or will begin the following projects during the upcoming year:

Municipal Court

- Completion of Process to Turn 1989-1995 Past Due Fines to Collection Agency (up to the letter "R" has been sent to Coastal Adjustment Bureau)
- Begin process of turning over 1996-1998 Past Due Fines to Collection Agency
- Continuation of a written Policy and Procedure Manual

These will be in addition to the processing of an increased number of citations and the weekly court arraignments and hearings.

City Recorder

- 1999 Liquor License Renewal project
- City Ordinance Codification
- Electronic Records Management program
- Training of Recording Secretary
- Design and Transition of City Councilor Office
- Ordinance and Permit Process for Parades
- Council Orientation
- City of Keizer Council/Recorder Web Site
- Towing Agreements

These will be in addition to the ongoing City Council support/agenda packets, administration of Street Lighting Districts, Volunteer Program coordination, Risk Management, and Council minutes. If you need an explanation or expansion of any of these issues, please do not hesitate to ask.

P.O. Box 21000, Keizer, OR 97307 *FAX: 393 9437 phone: 390 3700 Ext. 108*

Keizer Police Department
Memorandum

Date: 11/17/1998

To: Wally Mull

Cc:

From: Chief Adams

RE: KPD Projects

The Police Department currently has numerous projects underway. There is the usual death and mayhem and we are working on several less exciting projects.

1. Remodel of our lobby.
2. Carpeting the entire department.
3. Training of recruit officers
4. Continuing our review of our policy and procedure manual.
5. Reserve recruitment and training.
6. Collective Bargaining Agreement negotiations.
7. Emergency Response planning.
8. Completion of the Strategic Plan and the completing planned events/programs.

I am sure there are more but these are some of the top of my head.

HMA

Enclosure No. 9

GOAL LIST PROPOSED FOR 1999-2000

Craig Campbell: *Peer Court; Juvenile issues in Muni Court.*
Lore Christopher: *Revisions to Parks Master Plan; Review system development charges.*
Jacque Moir: *Disaster Plan with both Citizens and Officials (CERT); Chemawa Activity Center – jumpstart project and address traffic concerns – seek cooperation from ODOT for additional traffic ramp; Master Plan for infill development.*
Jerry McGee: *Compute resources for years two and three of COPS grant – safety still a priority; Codification of Ordinances; City Hall Facility Replacement Plan; Review Comprehensive Plan (Transportation, Wetlands, Urban Growth Boundary, Land bank for housing, industrial, and parks; Develop Committee to oversee Cultural and Economic Community Use of Parking Lot at Stadium; Improve City Auditorium; Safety Package (peer Court, strategic lighting, increase use of community policing; Explore ways and means to extract Keizer from CCRLS (Regional Library Service.*
Garry Whalen: *City Hall facility analysis; Establish basin-wide storm water management plan; Review, Revise Willow Lake Plan; Seek appointment of representative to regional decision maker Willow Lake Treatment Plan – Regional policy board; In-house or contractual review process for building plans, inspections, permits.*
Al Miller: *Resolve SPA dispute; Keizer dike repair and fortified ASAP; Take meaningful action to resolve flooding.*
Carl Beach: *Automatic Payroll Deposits; Automate Utility Payments; Review City Charter.*
Dennis Koho: *Set expectations about who/what on flooding issues; Establish plan to dissolve Urban Renewal District without raising taxes.*
Jim Keller: *Resource system to protect city documents; Develop emergency instruction sheet for all citizens; Discuss and finalize method for interview and selection process for city manager.*
City Manager Mull: *Take action to resolve flooding issues; Explore ways and means to extract Keizer from CCRLS; City Hall Replacement Plan; City Hall Facility Analysis; Improve City Hall Auditorium; Develop committee to oversee cultural and economic community use of stadium parking lot; Adopt Process for City Manager Recruitment.*
Bob Newton: *Increase police presence in schools; Conclude FEMA revision of flood plain map, adopt measures to preclude further flooding, schedule and complete work; Enhance crime prevention partnership with Marion County & OSP for access to equipment/training; Improve crime prevention by adding illumination in residential areas; Conduct tests of city emergency plan every two years; Request speed reduction on River Road, sequence traffic signal accordingly; Install speed reader boards on signal cross-arms in selected locations; Consider traffic control TV cameras in selected locations; Maintain current UGB; Establish a ten year Property Tax Management Plan; Advance the Chemawa Activity Center plan to expedite development; Initiate dialog with adjacent governments for designating urban reserves; Contract with Keizer Chamber for economic development expertise; Schedule and conduct formal Comp Plan review;*

Establish a "sunset" committee to review all agreements, policies, and ordinances; Establish a regular schedule of briefing of council on progress on plans such as storm drains, street re-surfacing, parks development; Establish a deliberate funding plan for rebuilding or replacing city hall; Help Keizer Heritage complete the old school; Maintain representative on all regional transportation committees; Advocate for commuter rail on Burlington-Northern track to serve Keizer; Insure Chemawa Activity Plan provides for park and ride facilities; Consult with Transit District whenever planning new or improving city streets for park and rides, turnouts, shelters; Support siting the next Willamette River bridge at the Parkway or another location north of Keizer; Identify bike lane requirements for complete inter-connectivity of plan; Initiate requests to ODOT for additional I-5 access at Perkins or Quinaby Roads, or both, and ask Marion County to widen River Road north to Brooklake and east on Brooklake to I-5; Establish and street and sidewalk condition report as a base for future resurfacing and construction; Resurface River Road at the Meadows; Prioritize widening of Verda Lane from the Parkway north to Chemawa Road; Revise traffic patterns to allow commuters from Clearlake to access Lockhaven Drive without going through the Gubser area; Conduct vulnerability analysis to develop methods/techniques for preserving our water supply; Modify fees charged for water service to encourage conservation; Explore and adopt simplified, user-friendly options to increase the recycling effort; Seek County assistance in establishing a refuse transfer station in or near Keizer; Explore participating with collectors in the bulk purchase of composters; Seek assistance of service organizations and neighborhood groups in identifying and marking catch basins to prevent contamination of watershed; Identify/prioritize installation of filter systems to prevent accidental contamination of watershed; Identify and prioritize replacement of selected vehicles (gas engines) with compressed natural gas (CNG) vehicles; coordinate with Transit District for refueling; Establish an overall prioritized list for parks improvements; Seek volunteer groups to better address the needs of our youth; Join the OR Preschool Immunization Consortium to provide free shots for preschoolers; expand to a full "wellness" clinic; Seek multi-jurisdictional public/private partnership to provide swimming/skating facility; Seek volunteers to conduct a city-wide tree inventory; Facilitate summertime youth academic team competition in areas such as geography, science, math, history, etc; Facilitate summertime youth track and field competition; Facilitate start of community band; Place fill dirt on city owned land at River/Manzanita;; Nominate city as Tree City USA and All American City USA; Establish a library of the "information age".

Citizen Karen Trucke: *Define what Keizer wants to be in 20 years, i.e., "edge city"; address livability issues like smaller busses and multiple neighborhood access routes.*

Citizen Bob French: *Promote public transportation; create more east-west access; move forward with Chemawa Center; create more recreational opportunities; develop a Community/Civic Center for use by youth and others.*

Citizen Josephine Ditchen: *Support development of the Chemawa Activity Center; improve cooperation by city with interested developers.*

Citizen Ed Bartlett: *Support development of park areas within city.*

Citizen Ernie Smyres: *Focus on vision clearance violations within the city.*

End, Encl 9