

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Tuesday, September 3, 2013

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC TESTIMONY**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

5. **PUBLIC HEARINGS**

- a. **RESOLUTION**- Forming Aldine Meadows Street Lighting Local Improvement District
ORDINANCE – Spreading Assessments to Aldine Meadows Street Lighting District

6. **ADMINISTRATIVE ACTION**

- a. **ORDINANCE** – Adopting Council Member Removal Procedures for Interference with Administration as Set forth in City Charter Section 21(f)
- b. **RESOLUTION** – Authorization for Supplemental Budget (Ammunition, Software Maintenance, Training, and Park Improvements)

7. **CONSENT CALENDAR**

8. **COMMITTEE REPORTS**

- a. **PROCLAMATION** –Constitution Week

- b. Appointment to Keizer Budget Committee
- c. Appointment to Keizer Parks Board
- d. Appointment to Keizer Planning Commission

9. **OTHER BUSINESS**

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

- a. New Business or Old Business Issues

10. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications.

11. **AGENDA INPUT**

September 9, 2013

5:45 p.m. – City Council Work Session

- Annual Keizer Parks Tour

September 16, 2013

7:00 p.m. – City Council Meeting

October 7, 2013

7:00 p.m. – City Council Meeting

12. **ADJOURNMENT**

COUNCIL MEETING: September 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: PUBLIC HEARING – FORMING AND SPREADING ASSESSMENTS TO
ALDINE MEADOWS STREET LIGHTING LOCAL IMPROVEMENT
DISTRICT**

ISSUE:

On June 17, 2013 the Keizer City Council adopted Resolution R2013-2371 Initiating Aldine Meadows Street Lighting District and directing the City Engineer to make a survey and file a report. On August 5, 2013 the City Council approved the City Engineer's report and set a public hearing to consider remonstrances to the project and objections to the proposed assessments. Notice of public hearing stating the intention to form the district and to assess for the lighting improvements was mailed to the property owners as required under City of Keizer Ordinance 94-278.

FISCAL IMPACT:

The City initially pays the street lighting expense to the utility company as it is billed throughout the year. The operating cost of the lights is then billed to the property owners on an annual basis, thereby recovering the City's costs for bills paid throughout the year. In addition, the bills include the cost of the City Engineer's Report in the first year, and an administrative charge in the first and subsequent years to recover the City's cost for administering the lighting districts. All funds are budgeted through the Utility Fund.

RECOMMENDATION:

Open the public hearing to first consider oral objections and written remonstrances to formation of Aldine Meadows Street Lighting Local Improvement District. If valid remonstrances of the owners of two-thirds of the land to be specially assessed for the lighting district are presented to the Council at the public hearing, close the hearing and suspend formation of the district for six months. If remonstrances are not received, close the public hearing and consider adoption of the Resolution forming the lighting district. If Council forms the district, consider adoption of the proposed assessment ordinance.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

FORMING ALDINE MEADOWS STREET LIGHTING

LOCAL IMPROVEMENT DISTRICT

WHEREAS, the City of Keizer has adopted a Resolution initiating the formation of Aldine Meadows Street Lighting Local Improvement District; and

WHEREAS, the City Council has adopted a Resolution approving the City Engineer's Report for Aldine Meadows Street Lighting Local Improvement District; and

WHEREAS, notice of public hearing to consider formation of street lighting district was mailed as required by Ordinance 94-278; and

WHEREAS, the City Council conducted a public hearing to receive objections and remonstrances to the formation of the street lighting district; NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Aldine Meadows Street Lighting Local Improvement District is hereby formed, and that the street lights shall be installed within a reasonable time and in the manner set forth in the City Engineer's Report for Aldine Meadows Street Lighting Local Improvement District.

PASSED this _____ day of _____, 2013.

SIGNED this _____ day of _____, 2013.

Mayor

City Recorder

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2
3 BILL NO. _____

ORDINANCE NO. 2013- _____

4
5 A BILL FOR

6
7 AN ORDINANCE SPREADING ASSESSMENTS TO
8 ALDINE MEADOWS STREET LIGHTING LOCAL
9 IMPROVEMENT DISTRICT

10
11
12 Section 1. FINDINGS. The City Council of the City of Keizer makes the
13 following findings:

- 14 a. The City Council did heretofore declare its intention to install street lights to
15 serve an area known as Aldine Meadows Street Lighting Local Improvement
16 District which is described as follows:

17 Aldine Meadows - identified on the assessors
18 map 06 3W 36BC –lots 1-30 in the City of
19 Keizer, County of Marion, State of Oregon;

20
21 which includes the installation of six (6) 100-watt high pressure sodium flat
22 lens luminaries attached to 30 foot gray fiberglass poles and one (1)
23 150-watt high pressure sodium flat lens attached to a 30 foot gray
24 fiberglass pole located within the subject local improvement district, all in
25 accordance with the City Engineer's Report for Aldine Meadows Street
26 Lighting Local Improvement District.

- 27 b. The total initial estimated cost of Aldine Meadows Street Lighting Local
28 Improvement District is \$1293.24.

- 29 c. The per space/lot assessment formula was used for this district.

- 30 d. The improvements in the district have been or will be constructed as
31 provided in the Engineer's Report.

1 e. Notice was duly mailed to the benefited property owners on August 20,
2 2013.

3 f. A meeting of the City Council was held at the time and place fixed by public
4 notice for the purpose of considering any such written objections to the
5 proposed assessments.

6 g. No written objections to the proposed assessments were filed.

7 h. The Council has considered the matter and determined that construction of
8 said improvements was and is of material benefit to the City, and all the
9 property to be assessed therefore will be specially benefited by the
10 improvements in the amounts shown on the assessment roll.

11 NOW, THEREFORE, the City Council of the City of Keizer ordains as follows:

12 Section 2. ASSESSMENTS.

13 a. First Annual Assessment. It is hereby determined that the share of the cost
14 of the improvements for Aldine Meadows Street Lighting Local Improvement
15 District for each parcel and property benefited thereby for the first annual
16 assessment is the amount set opposite the description of each piece or
17 parcel of land as described in Aldine Meadows Street Lighting District
18 Assessment Roll as set forth in Exhibit "A" attached, and that each piece or
19 parcel of land benefited by the improvements, to the full extent of the
20 amount so set opposite such piece or parcel and that the respective
21 amounts represent the proportionate benefits of said improvements to said
22 respective parcels of property, and the Council does hereby declare that
23 each of the parcels of property described in Aldine Meadows Street Lighting

District Roll as set forth in Exhibit "A" attached is hereby assessed the first annual assessment amount set opposite each respective description.

i. Summary of first annual assessment costs for formation of the lighting district to serve the area known as "Aldine Meadows Street Lighting Local Improvement District":

6 – Pole and 100 Watt Luminaries	\$523.44
1 – Pole and 150 Watt Luminary	\$106.80
Engineering Costs	\$420.00
Administrative Fee	<u>\$243.00</u>
Total Estimated Assessments	\$1293.24

ii. The Recorder of the City of Keizer is hereby directed to send a notice of first annual assessment to each owner of assessed property by mail within ten (10) days after this Ordinance levying the first annual installments is passed. The notice shall include information that an application to make installment payments may be filed with the City if the assessment is collected directly from the property owner and not pursuant to ORS 223.866.

b. Second and Subsequent Annual Assessments. After a municipal lighting district has been formed in accordance with City of Keizer Ordinance 94-278, the second and subsequent annual assessments shall be spread by Resolution which may include changes in the mode of collecting the assessment. The method of assessment and notification for subsequent annual assessments shall be determined in accordance with City of Keizer Ordinance 94-278.

1 c. Mode of Collecting Assessments. Assessments for Aldine Meadows Street
2 Lighting Local Improvement District shall be collected pursuant to ORS
3 223.866.

4 d. Lien on Property. The assessment shall be entered as a lien against the
5 benefited property in the City Lien Docket.

6
7 PASSED this _____ day of _____, 2013.

8
9 SIGNED this _____ day of _____, 2013.

10
11
12 _____
13 Mayor

14
15 _____
16 City Recorder

PRELIMINARY ASSESSMENT ROLL

ALDINE MEADOWS
STREET LIGHTING DISTRICT

*Assessors Maps 06 3W 36BC

<u>Lot #</u>	<u>Owner</u>	<u>Cost (per lot)</u>
1- 30	SRS DEVELOPMENT LLC PO BOX 21209 KEIZER, OR 97307	\$43.11 (first year)

TOTAL ASSESSMENT: \$1,293.24

CITY COUNCIL MEETING: September 3, 2013

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: ORDINANCE ADOPTING PROCEDURES FOR REVIEWING
ALLEGED INTERFERENCE WITH ADMINISTRATION AS
SET FORTH IN CITY CHARTER SECTION 21(F)**

At the last meeting, Council directed staff to make minor changes and bring back the above referenced Ordinance.

I have made some minor changes in the proposed Ordinance. Pursuant to Councilor Quinn's suggestion, I added a sentence at the end of Section 2 indicating that inquiring regarding purchase of supplies that would require Council approval is not a violation of the Charter section. I also made some grammatical improvements.

I have attached a copy of the original staff report as background information.

RECOMMENDATION:

If there are no questions or concerns, adopt the attached Ordinance.

Please let me if you have any questions. Thank you.

ESJ/tmh

CITY COUNCIL MEETING: August 19, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: ORDINANCE ADOPTING COUNCIL MEMBER REMOVAL
PROCEDURE FOR INTERFERENCE WITH ADMINISTRATION**

The Council/City Manager form of government is very prevalent in the state of Oregon. Part of the main theory behind this form of government, is that the Council sets policy and the City Manager is in charge of administration.

Most Council/City Manager charters call for the City Manager to be in charge of the appointment or removal of any officer or employee, other than the City Attorney and Municipal Judge. Most charters make it clear that the Council cannot interfere with such administration and usually include a provision regarding interference with purchase of services or supplies.

Keizer's Charter goes a bit further and indicates that a Council Member who violates the provision may be removed from office. I have set forth the entire section of the Charter dealing with this issue below:

(f) Interference in Administration and Elections

No member of the council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal of any officer or employee or in the purchase of supplies; or attempt to exact any promise relative to any appointment from any candidate for manager; or discuss directly or indirectly with the manager the matter of specific appointment to any city office or employment. A violator of the foregoing provisions of this section may be removed from office by the council and such action may be reviewed by a court of competent jurisdiction. The council by

general ordinance shall set the procedures for removing a member of the council. Nothing in this section shall be construed, however, as prohibiting the council while in open session from fully and freely discussing with or suggesting to the manager anything pertaining to city affairs or the interests of the city. Further, a councilor may, at any time request and receive information to which a private citizen is entitled.

Charter of the City of Keizer, Section 21(f).

As can be seen, the Charter states an Ordinance should be adopted to set forth the procedure for removal of such Council Member.

Consequently, we have prepared for your review an Ordinance to set forth such procedure. It mirrors in some fashion the recent provisions of the Council Procedures allowing for the censure of a Councilor who violates general council procedures. However, the possible penalty here, of course, would be much more severe; namely, removal from office.

RECOMMENDATION:

Review the attached Ordinance Adopting Council Member Removal Procedures for Interference with Administration as Set Forth in City Charter Section 21(f). I would prefer to wait and refine the Ordinance and not adopt it at the August 19, 2013 meeting.

Some possible decision points for the Council are set forth below:

1. Special Master. The Council may want to consider using a subcommittee of the Council or a separate committee to investigate and review the alleged misconduct. However, considering the possible serious sanction of removal from office, I felt it was appropriate to have an experienced investigator/fact-finder review the matter independently.
2. Special Master Recommendation for Sanction. The draft Ordinance specifies that the Special Master would list aggravating and mitigating factors to be considered when imposing the sanction, but states the Special Master does not recommend the sanction. The Council may wish to revisit that issue. I drafted it in this fashion so as to make the Council responsible for the level of sanction.
3. Vote on the Special Master's Report. The draft suggests a minimum of five affirmative votes to accept and approve the Special Master's report. The Council could choose to require six votes or the minimum four votes if Council chooses to do so.

4. Vote on the Sanction. The draft Ordinance requires four votes for reprimand, five votes for censure, and six votes for removal from office. The Council may choose to change the number of votes, realizing that the minimum would be four votes if the six remaining Council members are present.

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

ESJ/tmh

1 BILL NO. ____

A BILL

ORDINANCE NO.

2013-_____

3 FOR

4
5 AN ORDINANCE

6
7
8 ADOPTING PROCEDURES FOR REVIEWING ALLEGED
9 INTERFERENCE WITH ADMINISTRATION AS SET FORTH
10 IN CITY CHARTER SECTION 21(f)

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12
13 WHEREAS, City of Keizer Charter Section 21(f) indicates that no Council

14 Member shall attempt to influence the City Manager in making any appointment/removal
15 of any officer or employee or in the purchase of supplies;

16 WHEREAS, such Section 21(f) also indicates that a Council Member who
17 violates the provision may be removed from office by the Council and that the Council
18 by general ordinance shall set the procedures for removing such a member of Council;

19 WHEREAS, the City Council of the City of Keizer has determined it is
20 appropriate to adopt such general ordinance as set forth below.

21 The City of Keizer ordains as follows:

22 Section 1. PURPOSE. The purpose of this Ordinance is to provide a uniform
23 process for the removal, censure, or reprimand of a City Council member for interference
24 as set forth in Section 21(f) of the Charter of the City of Keizer.

25 Section 2. SCOPE. The procedure in this Ordinance applies only to the
26 process for possible removal, censure, or reprimand of a Council Member for

1 interference with the administration as set forth in Section 21(f) of the Charter of the
2 City of Keizer. It is not a violation of Charter Section 21(f) if a Council Member is
3 serving solely within their role as a member of an interview panel in the hiring of a City
4 employee. In addition, it is not a violation of Charter Section 21(f) to inquire regarding
5 the purchase of supplies that would require Council approval.

6 Section 3. REVIEW BY COUNCIL. The Council has the inherent right
7 and responsibility to make and enforce its own rules, Ordinance and Charter. Should
8 any Council Member act in any manner that causes interference as set forth in Charter
9 Section 21(f), the remaining Council Members may remove, censure, or reprimand
10 such Member pursuant to the following procedure:

11 a) Allegations. The process is initiated by a written statement signed by
12 three council members explaining the alleged misconduct of a Council
13 Member and how such alleged misconduct is a violation as set forth
14 herein. Such written statement shall be submitted to the City Manager.
15 The City Manager shall then place the matter before the Council at the
16 next regular Council meeting if the written statement is submitted to the
17 City Manager not later than five (5) calendar days prior to such
18 meeting; otherwise the matter shall be placed on the agenda for the
19 following regular Council meeting.

1 b) Investigation. The Council shall review the matter at the scheduled
2 meeting. An affirmative vote by five (5) or more members of the
3 Council shall initiate an investigation. An affirmative vote by a Council
4 Member shall not indicate that such Member believes the truth of the
5 statement and/or the reasoning behind an alleged violation, but merely
6 that further investigation is warranted. The Council Member in
7 question shall not take part in this discussion or this vote or other
8 discussions or votes set forth herein.

9 If the Council votes to initiate an investigation as set forth
10 above, the Council shall appoint a Special Master to investigate the
11 allegations. The Special Master may be an attorney, retired judge,
12 arbitrator, or other party having experience with investigating and
13 making determinations and findings of fact. The Special Master shall
14 be free to investigate and interview any parties. No less than thirty (30)
15 days after appointment, the Special Master shall deliver a written report
16 to the Council and City Manager containing the following:

17 (1) An executive summary of the Special Master's report.

18 (2) A short summary of any relevant documentary evidence
19 and interviews conducted by the Special Master.

20 (3) The Special Master's finding of fact as to each allegation.

1 (4) Any aggravating factors that may weigh in favor of a
2 harsher sanction.

3 (5) Any mitigating factors that may weigh in favor of a
4 lighter sanction.

5 The Special Master shall not recommend any particular sanction
6 against the Council Member in question.

7 c) Hearing. Not more than seven (7) calendar days after delivery of the
8 Special Master's report, the Council Member in question may request a
9 hearing before the City Council by delivering a written notice to the City
10 Recorder and City Manager. Such hearing shall be informal, but the
11 Special Master and Council Member in question may call witnesses and
12 such witnesses may be cross-examined. The hearing shall be held no later
13 than twenty-one (21) days after requested by the Council Member in
14 question unless good cause is shown.

15 In lieu of a full hearing and in the same seven (7) day time-frame,
16 the Council Member in question may give notice that he/she will submit a
17 written and/or oral statement to the other Council Members. Such
18 statement shall be submitted/heard on or before twenty-one (21) days after
19 the Councilor in question gives notice to the other Council Members.

20

1 d. Vote on Special Master's Report. Following review by the remaining
2 Council Members of the Special Master's report and (if applicable), the
3 hearing and/or statement by the Council Member in question, the City
4 Council shall meet to consider the matter. Such consideration shall occur
5 no later than thirty (30) days after submittal of the Special Master's
6 Report, or seven (7) days after the hearing/statement, whichever is later.
7 Consideration and discussion by the remaining Council Members shall be
8 held in an open meeting pursuant to Oregon Public Meetings Law.

9 A minimum of five (5) votes shall be required to accept and
10 approve the Special Master's Report.

11 e. Vote on Sanction. Should the remaining Council Members accept and
12 approve the Special Master's Report, they may take the following action:

13 1. Impose the sanction of reprimand. Such motion shall require four
14 affirmative votes to pass.

15 2. Impose the sanction of censure. Such motion shall require five
16 affirmative votes to pass.

17 3. Impose the sanction of removal from office. Such motion shall
18 require six affirmative votes to pass.

19 4. By motion, lack of motion, or consensus, impose no sanction.
20

1 f. Timelines May be Extended. All timelines set forth within this Ordinance
2 may be extended for good cause by Council should there be absences or
3 vacancies on the Council at any required meeting. However, in no event
4 shall the final vote set forth in subsection (3) above occur more than ninety
5 (90) days from the date the written statement described in Section 3(a) is
6 delivered to the City Manager.

7 Section 6. FINAL DECISION. The City Council's decision shall be final
8 subject only to writ of review pursuant to ORS 34.010 et seq.

9 Section 7. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days
10 after its passage.

11 PASSED this _____ day of _____, 2013.

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13 SIGNED this _____ day of _____, 2013.

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Mayor

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City Recorder

COUNCIL MEETING: September 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: AUTHORIZATION FOR SUPPLEMENTAL BUDGET

ISSUE: Oregon Budget Law allows for a supplemental budget when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning (ORS 294.480).

The Police Department had \$7,500 budgeted for ammunition in FY12-13 and spent \$1,500. In April 2013 police staff placed an order for ammunition to be received by June 30, 2013. The items were not received until after June 30 and are therefore required to be applied against the FY13-14 budget. The \$6,000 unspent appropriation in FY12-13 increases FY13-14 working capital; therefore funds are available to appropriate carryover of this expense.

The maintenance agreement for the Police Department's digital camera booking system expires October 31, 2013. The annual renewal cost is \$2,400. This expense was not budgeted in FY13-14. The software maintenance budget for FY12-13 came in \$4,500 below budget. Because of this, working capital in FY13-14 is higher than anticipated; therefore funds are available to appropriate carryover to pay the annual maintenance agreement.

During FY 12-13 the Human Resources Department had \$7,500 budgeted for training and spent \$4,500. The Finance Department had \$3,800 budgeted and spent \$1,500. These funds are used for memberships in professional organizations, training to meet continuing education requirements for professional certifications and training to stay on course with ever-changing legislation, best practices and opportunities to reduce real and potential liability to the City. Due to the vacancy of the HR Generalist position for the last 6 months of the fiscal year and the need to quickly provide all necessary training to a new HR employee (formerly private sector), access to these funds will allow the HR department to "catch up" and ensure both members retain certification. Similarly, access to these funds will allow both Finance staff to meet education requirements and retain certification.

The City has received \$3,165 in unanticipated donations, \$3,000 from Rotary for park benches and \$165 from private citizens for signs at Keizer Rapids Park. Prior to spending these funds, Oregon budget law requires the City Council to pass a resolution appropriating the money.

Council Meeting September 3, 2013

Supplemental Budget – Ammunition, audit, park signs, software, training

FISCAL IMPACT: There is no net fiscal impact to the FY13-14 budget for these budget requests. Unspent appropriation from FY12-13 will carry over to FY13-14 increasing working capital and can be used for the unanticipated expenses noted above. Unanticipated donations are available for specific park improvements. Total appropriations request from carryover funds is \$13,700. If not approved, these funds will be available for other expenditures at some future date; however, staff believes the items requested are necessary and a prudent use of public funds.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the expenditure of funds as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET

AMMUNITION, SOFTWARE MAINTENANCE, TRAINING AND PARK IMPROVEMENTS

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2014:

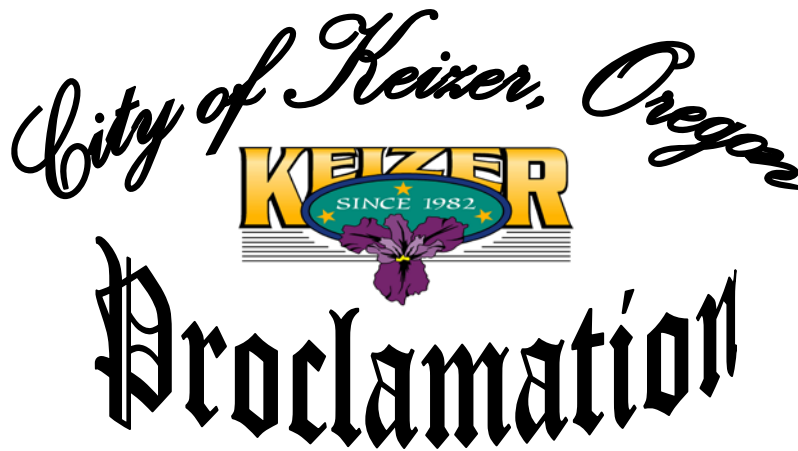
	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund				
Resources	10,309,300	9,200		10,318,500
Police Operations	5,904,100	6,000		5,910,100
Park Operations	336,200	3,200		339,400
Unanticipated revenue from Park donations (\$3,200) and working capital (\$6,000) from unspent funds in FY12-13 is available and needed for ammution and Park signs and benches.				
Administrative Services Fund				
Resources	2,359,700	7,700		2,367,400
Materials & Services	638,700	7,700		646,400
Unanticipated revenue from working capital is available from unspent funds in FY12-13. These funds are needed for training for Human Resources and Finance staff and police software maintenance expenses.				

PASSED this _____ day of _____, 2013

SIGNED this _____ day of _____, 2013

Mayor

City Recorder



WHEREAS, September 17, 2013 marks the two hundred twenty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, I, LORE CHRISTOPHER, by the virtue of the authority vested in me as Mayor of the City of Keizer in the State of Oregon, do hereby proclaim the week of September 17th through 23^d as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to affixed this 3^d day of September, 2013.

MAYOR LORE CHRISTOPHER
City of Keizer, Oregon

CITY COUNCIL MEETING: September 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: KEIZER BUDGET COMMITTEE

ISSUE:

On August 31, 2013, the Budget Committee terms of Ron Bersin (position #1) and Kim Freeman (position #2) expired. A media release was distributed and an application was received from Erick Peterson.

At the August 15, 2013, meeting of the Volunteer Coordinating Committee, Mr. Peterson was interviewed and his application reviewed. The Volunteer Coordinating Committee recommends Erick Peterson to fill the term for position #2 expiring August 31, 2016.

Mr. Peterson currently serves on the Volunteer Coordinating Committee and the Keizer Urban Renewal Board (which has not met since November 2011). The Council Rules of Procedure state: **17.3 Qualifications** - *No appointee may serve on more than two City Boards, Commissions or Committees at any one time, without Council approval.*

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Erick Peterson for position #2 to serve a three-year term expiring August 31, 2016. In addition, the City Council should approve Mr. Peterson's service on three City Committees.

CITY COUNCIL MEETING: September 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: KEIZER PARKS & RECREATION ADVISORY BOARD

ISSUE:

On July 9, 2013, Jacob Martin (position #8) resigned his position on the Parks Advisory Board. A media release was distributed and an application was received from Tanya Hamilton.

At the August 15, 2013, meeting of the Volunteer Coordinating Committee, Ms. Hamilton was interviewed and her application reviewed. The Volunteer Coordinating Committee recommends Tanya Hamilton to serve the remainder of the term for position #8 on the Parks Advisory Board, expiring December 31, 2015.

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Tanya Hamilton to position #8 on the Parks Advisory Board to serve the remainder of a three-year term expiring December 31, 2015.

CITY COUNCIL MEETING: September 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: KEIZER PLANNING COMMISSION APPOINTMENT

ISSUE:

On September 30, 2013 the Keizer Planning Commission terms of Jim Jacks (position #1), Greg Rands (position #2) and Jared Choc (position #3) will expire. A media release was distributed and applications were received from Michael DeBlasi and Erick Peterson.

At the August 15, 2013, meeting of the Volunteer Coordinating Committee, Mr. DeBlasi and Mr. Peterson were interviewed and their applications reviewed. The Volunteer Coordinating Committee recommends Michael DeBlasi for position #1 on the Planning Commission to serve a three-year term expiring September 30, 2016.

The Volunteer Coordinating Committee chose not to recommend Mr. Peterson for the Planning Commission at this time because he currently serves on the Volunteer Coordinating Committee and the Keizer Urban Renewal Board (which has not met since November 2011) plus he has been recommended to serve on the Budget Committee. The Committee felt it appropriate to continue recruitment for the open position on the Planning Commission to allow other interested citizens to volunteer.

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Michael DeBlasi to fill Planning Commission position #1 to serve a three-year term expiring September 30, 2016.