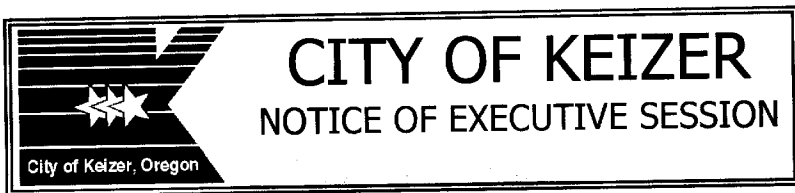


CITY COUNCIL AGENDA PACKET

MONDAY,
August 18, 2003

- 6:00 P.M. EXECUTIVE
SESSION
- 7:00 P.M. CITY COUNCIL
REGULAR SESSION

*Please contact Chris Eppley, City Manager if
you have any questions or need additional
information regarding any of the staff
reports or issues contained on the agenda.
Thanks!!*



NOTICE is hereby given that the City Council/Urban Renewal Agency of the City of Keizer will meet in executive session on **Monday, August 18, 2003 beginning at 6:00 p.m.**

The Executive Session is being held pursuant to ORS 192.660(1)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(1)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Executive Session will be held at Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon.

Questions regarding this session may be directed to Chris Eppley, City Manager at 390-3700, extension 102.

Dated this 14th, day of August 2003.

Tracy L. Davis, CMC
City Recorder

Notice for Information Purposes Only.

Upon request, auxiliary aids and/or special services for those with disabilities 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 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/URBAN RENEWAL AGENCY

EXECUTIVE SESSION

Monday, August 18, 2003

6:00 p.m.

Keizer City Hall

Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

- a. Pursuant to ORS 192.660(1)(e) (To conduct deliberations with persons designated by the governing body to negotiate real property transactions)
- b. Pursuant to ORS 192.660(1)(h) (To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed)

4. ADJOURN

Upon request, auxiliary aids and/or special services for those with disabilities will be provided. To request services, please contact us at (503) 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days(48 hours) in advance.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances the media also. The governing body is not allowed to take any final action or make any final decisions during the executive sessions. Any final action or decision must be made after returning or at the next regularly scheduled meeting.

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

REGULAR SESSION

Monday, August 18, 2003

7:00 p.m.

**Robert L. Simon Council Chambers
Keizer, Oregon 97303**

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

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 – Certification of Street Lighting District Assessments**

6. COMMITTEE REPORTS

- a. Budget Committee Appointments**
b. Volunteer of Quarter Award – Louis Neuman
c. Keizer Police Department Cadet Academy Graduates

7. OTHER BUSINESS

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

- New Business**
➤ Old Business

8. ADMINISTRATIVE ACTION

- a. **RESOLUTION** – Establishing Ad Hoc Task Force to Create a Storm Water Master Plan

9. CONSENT CALENDAR

- b. **RESOLUTION** – Authorization of Expenditure of Specific Purpose Funds

10. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

11. AGENDA INPUT

September 2, 2003 (Tuesday)

7:00 p.m. City Council Meeting

- Minor Variance Case No. 2003-21 (Gooley)

September 8, 2003

12:00 p.m. (Noon) City Council Work Session

- CCRLS Library/City of Keizer

September 15, 2003

7:00 p.m. City Council Meeting

- Comp Plan/Zone Change Public Hearing (Chapin-Marion Co. Fire District)

12. ADJOURN

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 503-390-3700 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.



August 18, 2003

AGENDA ITEM 5a

**RESOLUTION – CERTIFICATION OF STREET LIGHTING DISTRICT
ASSESSMENTS**

CITY COUNCIL MEETING: August 18, 2003

AGENDA ITEM NUMBER:

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

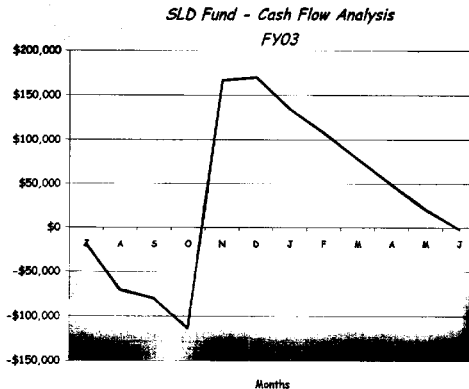


SUBJECT: RESOLUTION - CERTIFICATION OF STREET LIGHTING DISTRICT
ASSESSMENTS

BACKGROUND:

The Street Lighting District Fund (SLD Fund) operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax roles in Year Two. Because of this, the fund operates in a cash deficit, especially during times of rising costs. The City has traditionally used cash from other funds to meet the cash flow needs of the SLD Fund.

The graph below represents the cash balance of the SLD Fund in FY03.



At the beginning of the year, the fund had approximately \$12,000 in cash. Approximately 90% of the SLD Fund expenditures are for electricity costs. Consequently, cash outlays were consistent from month to month and averaged approximately \$35,000. Revenue in the SLD fund consists solely of property tax assessments and the City began receiving this revenue in late November. The disparity between the revenue stream and the expenditure stream resulted in a cash flow deficit in the first part of the fiscal year. The deficit dipped to \$113,000 just before assessment revenue was received. By June 30, the fund ended in a slight deficit of \$2,000.

Historically, the annual SLD tax assessments have not included a provision for working capital. Deficits have been funded through inter-fund borrowing and repaid when tax revenues are received the following year. Even though the money is repaid with interest, the cash borrowed from those funds becomes the corpus for the SLD Fund. The money cannot be spent for its intended purpose because it will be needed the following year to cover the cash needs of the SLD Fund.

The FY03 budget was adopted with the expectation that working capital needs would be added to the tax assessments. However, because of the legal research needed, this approach did not transpire and the City continued with the "reimbursement" method of operating this fund.

The City Attorney has researched this issue and concluded that working capital costs are a legal element of the SLD assessments. The assessments were noticed in the Keizer times showing a distinction between the operating costs and the cash flow requirements.

This assessment is consistent with the City's financial policy adopted during the FY03 budget process:

"All operating funds will maintain an unrestricted and undesignated balance equal to annual revenue of at least 5% percent. This is the minimum needed to maintain the City's credit worthiness. At June 30 of each year sufficient reserves shall exist to adequately cover the cash flow needs of the fund and to adequately provide for economic uncertainties for the upcoming year. Should the fund balance fall below the targeted amount in a given fund, a plan for expenditure reductions and/or revenue increases shall be submitted to the City Council via the Budget Committee. If, at the end of a fiscal year, the fund balance falls below the target amount in a given fund, then the City shall develop a plan to restore the fund balance within the five-year planning period."

ISSUE:

Staff has computed the amount of money necessary to be raised by assessment to cover Street Lighting District costs as shown on the attached exhibit "A". The calculation of this assessment is delayed each year because June electricity bills are not received and paid until July. The Marion County Assessor's office has granted the City an extension in filing these assessments. These assessments need to be turned over to the County Assessor for collection by August 31, 2003.

This year the Street Lighting District assessment includes a cash flow requirement. This is a one-time assessment. The annual assessment will be adjusted each year, up or down, to cover the projected cash needs of the following year.

FISCAL IMPACT:

A total of \$583,245 has been calculated as the assessment for the November 2003 tax roles. Of this amount, approximately \$170,000 is needed for cash flow requirements.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for FY04. After testimony staff recommends council close the public hearing and deliberate on this issue. After which, staff recommends the council adopt the attached resolution certifying the Street Lighting District Assessments, by tax account, to the Marion County Assessor for collection, if it so chooses.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2003-_____

3 CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

4
5 BE IT RESOLVED by the City Council of the City of Keizer that Keizer has
6 determined and computed the amount of money necessary to be raised by
7 assessment to cover funds spent to operate and maintain certain street lighting
8 facilities within Keizer, including administrative costs and cash flow requirements
9 in the amount of \$583,245.32; and

10 BE IT FURTHER RESOLVED that Keizer certifies Exhibit "A" attached hereto,
11 is a true and correct list of the properties within the various lighting assessment
12 district in Keizer giving the proper assessment and apportionment of costs and
13 expenses to be assessed against the respective properties for operation and
14 maintenance of street lighting facilities for the year; and

15 BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to
16 the County Assessor to be added to the appropriate tax accounts for the respective
17 properties indicated.

18 PASSED this _____ day of _____, 2003.

19 SIGNED this _____ day of _____, 2003.

20 Mayor _____

21
22
23
24 City Recorder _____
25

"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICTS ACCOUNTS

LIGHTING DISTRICTS 2002/03

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	PER LOT or FRONT FOOTAGE			
			Service and Administrative Costs	Cash Flow Requirement	Total	
MARDELL	204	\$ 10,730.40	\$ 37.13	\$ 15.47	\$ 52.60	
WILARK PARK ST LTG	190	21,471.90	79.77	33.24	113.01	
MAI LIN	290	16,300.90	39.68	16.53	56.21	
APPLEBLOSSOM	88	4,745.84	38.07	15.86	53.93	
RIVERCREST	326	18,376.62	39.79	16.58	56.37	
IVY WAY	119	5,920.25	35.12	14.63	49.75	
ARNOLD WAY	40	1,354.80	23.91	9.96	33.87	
NORTHVIEW	86	6,097.40	50.05	20.85	70.90	
MCNARY HGHTS	88	8,361.76	67.07	27.95	95.02	
CEDAR PARK ST LGHT	19	1,852.69	68.83	28.68	97.51	
MENLO	27	1,724.76	45.09	18.79	63.88	
SHADY LANE FRONT FOOTAGE	5,345	4,135.36	0.5461	0.2275	0.7736	
NORTHWOOD PARK #1	49	5,366.48	77.31	32.21	109.52	
GREENWOOD FRONT FOOTAGE	3,785	2,252.26	0.4200	0.1750	0.5950	
WILARK PARK #6	18	1,269.18	49.77	20.74	70.51	
WILARK PARK ANN #7	16	1,248.00	55.06	22.94	78.00	
NORTHWOOD PARK #2	43	4,058.66	66.79	27.83	94.62	
MAI-LIN DISTRICT #2	22	1,210.88	38.85	16.19	55.04	
MCLEOD PARK	36	2,538.72	49.78	20.74	70.52	
LANCER PARK	36	2,898.36	56.83	23.68	80.51	
HILLIGOSS	14	884.52	44.60	18.58	63.18	
CARLHAVEN ADDITION	28	1,111.04	28.01	11.67	39.68	
WINDSOR ESTATES	23	2,050.22	62.92	26.22	89.14	
WHITAKER PARK	78	6,778.20	61.34	25.56	86.90	
ANDREW PARK	15	1,345.95	63.34	26.39	89.73	
GLYNBROOK	41	3,366.10	57.95	24.15	82.10	
LAWNDALE SUB	34	3,337.10	69.28	28.87	98.15	
NORTHWOOD PARK #4	98	11,508.14	82.89	34.54	117.43	
PALMA CIEA #5	22	1,299.10	41.68	17.37	59.05	
WILARK PARK ANN #5	18	1,629.54	63.90	26.63	90.53	
HICKS JONES FRONT FOOTAGE	18,006	11,191.16	0.4387	0.1828	0.6215	
CARLHAVEN ADD #2	28	1,274.00	32.12	13.38	45.50	
WILL MANOR 4	23	1,842.99	56.56	23.57	80.13	
WHEATLAND LN	7	676.62	68.23	28.43	96.66	
NORTHTREE ESTATES	100	10,981.00	77.51	32.30	109.81	
CHEMAWA PARK	18	2,298.78	90.15	37.56	127.71	
MCLEOD PARK #2	27	2,443.77	63.89	26.62	90.51	
CHEMAWA EST #1	30	2,835.30	66.71	27.80	94.51	
SIX SUBDIVISION	23	1,058.23	32.48	13.53	46.01	
MCLEOD ESTATES	74	6,176.78	58.92	24.55	83.47	
CHEHALIS SUB	16	838.24	36.98	15.41	52.39	

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	PER LOT or FRONT FOOTAGE		
			Service and Administrative Costs	Cash Flow Requirement	Total
DENNIS LANE N+B70	43	2,685.78	44.09	18.37	62.46
CRESTWOOD VILLAGE	12	846.60	49.80	20.75	70.55
CHEMAWA EST #2	34	3,236.80	67.20	28.00	95.20
CHARLOTTE	45	2,341.35	36.73	15.30	52.03
PALMA CIEA	447	25,559.46	40.36	16.82	57.18
RIVERVIEW N	29	1,534.10	37.34	15.56	52.90
MEADOWBROOK	9	626.40	49.13	20.47	69.60
JUNIPER	20	1,193.60	42.13	17.55	59.68
TERRACE GLEN	16	1,374.08	60.62	25.26	85.88
WEDGEWOOD ESTATE	32	1,633.28	36.03	15.01	51.04
JULIE ESTATES	20	2,369.80	83.64	34.85	118.49
KEPHART	40	2,844.00	50.19	20.91	71.10
JOHNISEE ADDN	13	643.63	34.95	14.56	49.51
WALENWOOD SUB	9	348.48	27.33	11.39	38.72
WARNER PARK	10	359.10	25.35	10.56	35.91
SPRINGTIME PK SUB	15	1,237.65	58.24	24.27	82.51
STONEHEDGE ESTATE	100	9,329.00	65.85	27.44	93.29
RIVERVIEW N #2	28	1,544.76	38.94	16.23	55.17
TIMBERVIEW SUB	142	10,490.96	52.15	21.73	73.88
VISTAVIEW ESTATE #2	60	3,670.20	43.18	17.99	61.17
NORTHRIDGE PARK	32	1,659.52	36.61	15.25	51.86
JUNIPER #2 SUBDIV	21	1,735.65	58.34	24.31	82.65
KEIZER HEIGHTS+B112	64	5,353.60	59.05	24.60	83.65
CLARK ST NE	29	1,121.72	27.30	11.38	38.68
FRIENDSHIP ADDITION	12	633.12	37.24	15.52	52.76
TEN AT MCNARY	15	1,499.85	70.58	29.41	99.99
BUCHOLZ ADDITION	21	911.61	30.64	12.77	43.41
PARKLAWN ADDITION	6	450.24	52.97	22.07	75.04
GLYNBROOK II N	43	4,167.99	68.42	28.51	96.93
FOUR WINDS ADDN N	123	7,439.04	42.69	17.79	60.48
FERNBROOK	39	2,125.89	38.48	16.03	54.51
EDEN ESTATES	42	3,871.56	65.07	27.11	92.18
COUNTRY CLUB EST	28	2,066.96	52.11	21.71	73.82
LAWNDALE I SUB PH-2	39	3,447.99	62.41	26.00	88.41
STONEHEDGE EST II	89	6,695.47	53.10	22.13	75.23
GARY ST	37	1,548.82	29.55	12.31	41.86
ARNOLD ST #2	23	1,175.53	36.08	15.03	51.11
FOUR WINDS III	20	707.40	24.97	10.40	35.37
GREENWAY	19	1,078.82	40.08	16.70	56.78
NOON AVE	32	1,655.04	36.51	15.21	51.72
STONEHEDGE EST III	32	2,496.64	55.07	22.95	78.02
STONEHEDGE EST 4&5	32	2,832.96	62.49	26.04	88.53
WILLOW LAKE EST	44	3,702.60	59.40	24.75	84.15
THE MEADOWS PH-1	56	6,238.96	78.64	32.77	111.41
FOURWINDS II	16	827.52	36.51	15.21	51.72
WHITAKER HGTS	34	2,339.88	48.58	20.24	68.82
THE MEADOWS PH-3	35	3,899.35	78.64	32.77	111.41

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	PER LOT or FRONT FOOTAGE		
			Service and Administrative		Total
			Costs	Cash Flow Requirement	
THE MEADOWS PH-2	37	4,122.17	78.64	32.77	111.41
THE MEADOWS PH-4	39	4,344.99	78.64	32.77	111.41
ORCHARD CREST	53	3,843.03	51.18	21.33	72.51
STONEHEDGE EST #6	31	2,845.49	64.79	27.00	91.79
SPRINGMEADOW EST	1	6,235.70	4,401.67	1,834.03	6,235.70
WILLOW LAKE 2&3	96	7,488.00	55.06	22.94	78.00
CHERRYLAWN CT NE	8	655.84	57.87	24.11	81.98
ORCHARD CREST PH-3	35	2,916.55	58.82	24.51	83.33
MAX CT	10	988.30	69.76	29.07	98.83
THE MEADOWS PH-5	42	4,679.22	78.64	32.77	111.41
ORCHARD CREST PH-2	53	3,672.37	48.91	20.38	69.29
RIVERCREST PH-1&2	44	2,879.36	46.19	19.25	65.44
THE MEADOWS PH-6	31	3,453.71	78.64	32.77	111.41
THE MEADOWS PH-7	32	3,565.12	78.64	32.77	111.41
TIMBERVIEW PH-3	28	3,173.80	80.01	33.34	113.35
APPLETREE PH-1,2,3	46	5,521.38	84.73	35.30	120.03
BRIARWOOD	1	4,418.14	3,118.69	1,299.45	4,418.14
HIDDEN CRK EST PH-1	37	6,145.70	117.25	48.85	166.10
CATERWOOD ESTATES	51	4,498.20	62.25	25.94	88.20
PARKMEADOW APTS	1	1,809.54	1,277.32	532.22	1,809.54
NORTHTRUP/NORTHSHIRE	12	1,030.56	60.62	25.26	85.88
COUNTRY GLEN EST B138	187	17,809.88	67.23	28.01	95.24
FIR CONE	29	2,941.18	71.59	29.83	101.42
HIDDEN CRK EST PH-2	16	1,608.48	70.96	29.57	100.53
CLEARLAKE SUBDIV	49	5,194.00	74.82	31.18	106.00
SPRINGRIDGE EST	32	3,442.24	75.93	31.64	107.57
THE RIDGE	22	2,390.74	76.71	31.96	108.67
NORTHSIDE ESTATES	43	4,132.73	67.84	28.27	96.11
HOMESTEAD/CLEARVIEW	10	544.60	38.44	16.02	54.46
HONEYSUCKLE	25	2,030.75	57.34	23.89	81.23
LARSON PARK SUBDIV	12	846.60	49.80	20.75	70.55
BAILEY ESTATES	10	825.50	58.27	24.28	82.55
STICKLES ADDITION	9	455.22	35.70	14.88	50.58
CEDAR BLUFF SUBDIV	27	3,162.78	82.69	34.45	117.14
ABT KOUFAX LN	22	2,750.44	88.25	36.77	125.02
HIDDEN CREEK PH-3	33	1,427.91	30.54	12.73	43.27
HOLLY LN/ALDER DR NE	9	533.97	41.88	17.45	59.33
3RD AVE N	57	2,796.99	34.64	14.43	49.07
HIDDEN CREEK PH-4	15	1,957.35	92.11	38.38	130.49
JACOBEE ESTATES SUB	10	1,545.00	109.06	45.44	154.50
PRAIRIE EST	93	13,644.96	103.57	43.15	146.72
TECUMSEH ESTATES	21	2,020.62	67.92	28.30	96.22
TEPPER E SUB	28	2,956.24	74.53	31.05	105.58
WESTMORE	24	1,790.16	52.65	21.94	74.59
PINEHURST ESTATES	57	6,159.42	76.28	31.78	108.06
LEEWOOD MEADOWS	54	4,503.60	58.87	24.53	83.40
BROWER PLACE	31	3,517.26	80.09	33.37	113.46

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	PER LOT or FRONT FOOTAGE		
			Service and Administrative Costs	Cash Flow Requirement	Total
HIGHLANDS ESTATES	60	6,039.00	71.05	29.60	100.65
JACOB ESTATES PH2	18	1,989.00	78.00	32.50	110.50
BAHNSEN WOODS EST	60	6,254.40	73.58	30.66	104.24
FOREST RIDGE EST	55	5,256.90	67.47	28.11	95.58
WHEATLAND TERRACE	15	1,312.20	61.75	25.73	87.48
WATERFORD	49	5,193.02	74.81	31.17	105.98
ROCKLEDGE ADDITION	16	1,248.00	55.06	22.94	78.00
WITTENBERG	1	3,078.29	2,172.91	905.38	3,078.29
JORDON RUN	11	994.18	63.80	26.58	90.38
PRAIRIE CLOVER	4	879.12	155.14	64.64	219.78
VINEYARDS	90	8,118.90	63.68	26.53	90.21
HIGHLANDS NORTH	16	727.20	32.08	13.37	45.45
CHEMAWA GLEN	38	3,469.40	64.45	26.85	91.30
SPARROW ADDITION	8	921.44	81.30	33.88	115.18
VINEYARDS NO. PHASE 2	51	4,649.16	64.35	26.81	91.16
HIDDEN CREEK PHASE 5	10	1,238.00	87.39	36.41	123.80
BARNICK ESTATES	12	1,922.88	113.11	47.13	160.24
MCLEOD ACRES	10	904.00	63.81	26.59	90.40
BEIER ESTATES	18	2,171.16	85.14	35.48	120.62
WESTMORE EAST SUBDIV N.	18	629.10	24.67	10.28	34.95
SHADY ADDITION N.-RING ST. N.E.	18	1,068.12	41.89	17.45	59.34
CLEARLAKE HEIGHTS	12	126.60	7.45	3.10	10.55
PINE MEADOWS ESTATE	14	996.80	50.26	20.94	71.20
AT MURPHY SUBDIVISION-PHASE 1 & 2	24	1,951.68	57.40	23.92	81.32
FULTZ ESTATES	17	2,416.55	100.34	41.81	142.15
RICKMAN CROSSING	10	2,133.80	150.62	62.76	213.38
CEDAR TREE	11	1,368.07	87.79	36.58	124.37
WINDSOR WOODS SUBDV	44	4,507.80	72.32	30.13	102.45
TOTAL ASSESSMENT		\$ 583,245.32			



August 18, 2003

AGENDA ITEM 6a

BUDGET COMMITTEE APPOINTMENTS

CITY COUNCIL MEETING: August 18, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: BUDGET COMMITTEE APPOINTMENTS

ISSUE:

Under the guidelines of ORS 294.336, all municipal corporations shall establish a budget committee to assist the Council in examining and analyzing proposed budgets for the City. The Committee consists of the governing body and an equal number of electors of the municipal corporation. Each appointed member shall serve a three-year term.

On August 30, 2003 the Budget Committee terms of Art Bobrowitz and Cathy Clark expire. Both individuals expressed their desire to be reappointed for an additional three-year term.

At the July 24, 2003 Volunteer Coordinating Committee meeting, it was unanimously recommended that Art Bobrowitz and Cathy Clark be reappointed to another three-year term on the Budget Committee.

Mr. Bobrowitz and Ms. Clark have been invited to attend this meeting to receive a City of Keizer Proclamation for their volunteer services.

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and reappoint Art Bobrowitz and Cathy Clark each to another three-year term on the Keizer Budget Committee.



August 18, 2003

AGENDA ITEM 6b

VOLUNTEER OF THE QUARTER AWARD

CITY COUNCIL MEETING: August 18, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: VOLUNTEER OF THE QUARTER AWARD

ISSUE:

The Volunteer Coordinating Committee has selected Louis Neuman as the Volunteer of the Quarter for the third quarter 2003. Mr. Neuman was nominated by Sgt. John Teague, Council President Jacque Moir, and Robert Emmerich. These nominations are attached to this staff report.

Mr. Neuman will be present at the meeting to accept his volunteer award. Our thanks and congratulations to Mr. Neuman for his contributions to our community.

Louis Neuman

Nomination from Sgt. John Teague

Louis and his wife moved to Keizer in 1978, "fed up with Salem," he said. Then a few short years later, they read a Keizer Times article about a meeting to discuss incorporating the city. Louis was one of only six to eight people at that original meeting, but the City rapidly grew from that. He said incorporation was "to keep Salem out of our pocketbook. That was the main thing."

A short time after incorporation, after a City staff had been hired, Louis sat on a committee, chaired or liaised by John Morgan, which committee's purpose was to set the direction for Keizer. He received recognition as City volunteer of the month for work on that committee.

Louis told me that he has been regularly involved in City matters; having been a civil engineer, those things interested him, he said.

Asked about EVAK, Louis told me that he was in "just about at the start of it." As for my experience with him, he was quite involved when I came on board some two years ago. He had attended some training at his own expense and on his own time. That training allowed him to provide cogent commentary. He was also one of a few who helped do a thorough review and rewrite of the Emergency Operations Plan.

Thanks, Tracy.

JOT

Davis, Tracy

From: Moir, Jacque
Sent: Monday, July 14, 2003 7:27 AM
To: Davis, Tracy
Subject: Re: Louis Neuman

Tracy,

I also would like to see Louis considered for this award. He had to resign from EVAK for health reasons, but was so instrumental in helping us with the ham radio portion and getting EVAK off the ground. He gave many hours of his time as a volunteer to help the City in the event of an emergency. I feel John will cover all the bases on why he should receive this award, just wanted to let the committee know that he has given a lot for this community and he really deserves the recognition.

Thanks,
Jacque

7/14/2003

Davis, Tracy

From: Robert Emmerich [robojax@worldnet.att.net]
Sent: Sunday, June 29, 2003 6:34 PM
To: Moir, Jacque
Subject: Volunteer of the Quarter

Dear Jacque:

I understand some of the EVAK volunteers are recommending Louis Neuman as City Volunteer of the Quarter. I would like to add my enthusiastic support for Louis to be considered for that award.

Louis was one of the first volunteers to submit his application after our first recruitment mailing to Keizer residents. Louis has been a constant support, attended all the training sessions and I believe all of our exercises except one when he was having a medical problem. Louis has been a constant contributor to EVAK training and always has suggested improvements to our program.

Louis is certainly deserving of this award and I support his nomination.

Thank You for considering Louis.

Bob Emmerich
EVAK Exercise Coordinator

7/1/2003



August 18, 2003

AGENDA ITEM 6C

KEIZER POLICE DEPARTMENT CADET ACADEMY GRADUATES

COUNCIL MEETING: August 18, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: DAN KELLEY
KEIZER POLICE DEPARTMENT**

**SUBJECT: 2003 KEIZER POLICE DEPARTMENT CADET ACADEMY
GRADUATES**

The Keizer Police Department held it's second Cadet Academy this summer. The Keizer Cadet Unit had accepted seven new Cadets at the beginning of the summer. Each of the Cadets volunteered their summer time to attend the Cadet Academy, which was approximately 90 hours. Each of the Cadets have shown their capability in various aspects of police work, which include building searches, traffic stops, high risk traffic stops, criminal law, procedural law and communicating with people. It is the Police Departments hope that each of the new Cadets will enjoy their time working with the officers and will be able to take something away from the program that will help them in any future endeavor they choose to follow. The City of Keizer greatly appreciates these volunteers time they have given to help the Police Department fulfill its commitment to the City of Keizer and it's citizens.

May I present your 2003 Cadet Academy graduates.

Heather Heard Kilo 113

Heather attends McNary High School and participates in cross-country running. She has shown an eagerness to learn about police work and in particular criminal law. She has the makings of a good Attorney.

Kimberly Herbst Kilo 117

Kimberly Attends McNary High School. Kimberly comes from a law enforcement family. Kimberly shows the ability to work well with other Cadets and officers. She has already volunteered her time not only for the Academy but

to assist the department with other functions that have taken place over the summer. Kimberly will have an outstanding police career if she so decides to take this career path.

Chris Jones Kilo 118

Chris Attends McNary High School and participates in wrestling as an after school sport. Chris also enjoys paintball as a hobby. Chris has shown to be willing to take on any endeavor especially when it comes to defensive tactics. Chris hopes to pursue a career in the military when he completes high school.

Brendan Richter Kilo 119

Brendan attends McNary High School. Brendan has shown an overwhelming interest in law Enforcement and interest in particularly with Keizer Police Department. Brendan has been on several ride alongs with the officers and has already made a name for himself as some one that can be relied upon while on the road.

Vadim Savenko Kilo120

Vadim is a graduate of McNary High School and currently works with his father in the landscaping business. Vadim is from the Ukraine and speaks Russian, which is an asset to the police department. Vadim has shown his reliability and willingness to help the officers and learn all aspects of Law Enforcement.

Jonathan Shoemaker Kilo 121

Jonathan is attending his second year at McNary High School. Jonathan has the ability to talk to anyone he comes in contact with and has proven to be able to conduct himself in a professional manner while working on the road with officers. His easy going demeanor has proven helpful in calming situations. Jonathan aspires to do the best he possibly can in whatever job of situation he finds himself in.

Priscilla Villa Kilo 122

Priscilla is a 2002 graduate of McNary High School. Priscilla has shown great strength in her ability as a Cadet and as a person. Priscilla's personal aspirations are to be the best she can be no matter what career path she chooses later in life. With Priscilla's positive attitude and unquestionable reliability she will succeed in what ever she decides.

These are your city of Keizer Police Departments 2003 Cadet Academy graduates. Each and every one of them will be an asset to the City and the Police Department in their own way. It is the hope of the Keizer Police Department that the Cadet Unit will give these young adults tools to help them later in life.



August 18, 2003

AGENDA ITEM 8a

**RESOLUTION – ESTABLISHING AN AD HOC TASK FORCE TO
CREATE STORM WATER MASTER PLAN**

COUNCIL MEETING: August 18, 2003

AGENDA ITEM NUMBER:

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

**THROUGH: CHRISTOPHER EPPLEY
CITY MANGAGER**

**FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS**

SUBJECT: STORM WATER TASK FORCE

BACKGROUND:

In October of 2001, the Keizer City Council adopted Resolution R2001-1300, Creating an Ad Hoc Task Force to Study Water Rates. The Task Force was comprised of seven (7) members; a representative of the Keizer Chamber of Commerce Governmental Affairs Committee, a representative of the development community, two Keizer residents, two members of the Keizer City Council, and a representative from the Keizer Neighborhood Association Group (KNAG). The Director of Public Works served as the staff liaison to the Task Force. In September of 2002, the Task Force presented their final report to the City Council.

After receipt of that final report, it was requested an Ad Hoc Task Force be appointed to deal with the regulations mandated under the Clean Water Act. A Task Force is needed to develop an overall Storm Water Management Plan for the City of Keizer. This plan is necessary in order to obtain a NPDES Phase II permit from the Department of Environmental Quality to operate a storm water system. Mayor Christopher suggested that the format for appointments to this Task Force be the same as the Water Rates Task Force, with the addition of one more City Council representative. Mayor Christopher appointed Councilors Moir, Gaynor, and Smith to serve on the Task Force. Appointed Council members and staff reviewed volunteer applications and made contact with the agencies for representatives. Due to the nature of the task and regional implications, additional members were added. The Task Force met for the first time in January 2003 and has been meeting on a monthly basis since that time. However, it was noted that a Resolution has not been adopted by the Council to formalize this Task Force.

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution, which will formally create an Ad Hoc Task Force to carry out the process for creating a storm water management plan.

1 **CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**
2 **ESTABLISHING AN AD HOC TASK FORCE TO CREATE A**
3 **STORM WATER MASTER PLAN**
4 **Resolution R2003- _____**
5

6 **WHEREAS, in order to comply with the Federal and State Law, the City of**
7 **Keizer will need to develop an overall storm water management plan. This plan is**
8 **needed to obtain a NPDES Phase II permit from the Department of Environmental**
9 **Quality to operate the City's storm water system.**

10 **WHEREAS, the storm water management rule was entered into the Federal**
11 **Registry in November of 1999. The City will need to have the permit to operate this**
12 **system by early 2003.**

13 **NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of**
14 **Keizer hereby authorizes the creation of an ad hoc Storm Water Task Force to**
15 **develop an overall storm water management plan for the City of Keizer**

16 **BE IT FURTHER RESOLVED that the task force shall consist of thirteen (13)**
17 **members; a representative of the Keizer Chamber of Commerce Governmental**
18 **Affairs Committee, a merchant at large representative, a representative of the**
19 **development community; a representative of the building industry, a representative**
20 **of the agricultural industry, two (2) city of Keizer residents, three (3) members of the**
21 **Keizer City Council; a representative from the City of Salem, a representative from**

Marion County, and a representative from the Claggett Creek Watershed Council.

The Director of Public Works will serve as the staff liaison to the Task Force.

BE IT FURTHER RESOLVED that the Mayor shall confirm the appointment of the members of the Task Force.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

Mayor

City Recorder

Storm Water Task Force Committee

Updated 08/08/03

Dr. Michel Gaynor
Keizer City Councilor

503-393-2020

1743 Springtime Ct. NE
Keizer, Oregon 97303
Magaynor@attbi.com

Judy Smith
Keizer City Councilor

503-390-9297

1211 Mandarin St. NE
Keizer, Oregon 97303
Councilorsmith@attbi.com

Jacque Moir
Keizer City Councilor

503-390-4323

6745 McLeod Ln. NE
Keizer, Oregon 97303
Moirsden@aol.com

Tim Smith
Multiple Units Housing

503-390-2900

cell 560-6965

Reiman & Associates
P.O. Box 21209
Keizer, Oregon 97303
timothycraigsmith@comcast.net

Jack Lowery - Chair
Chamber- Government Affairs

503-551-8385

869 Crystal Springs Lane N.
Keizer, Oregon 97303
Loweryjack_debbie@comcast.net

Rick Roemer CPA PFS CFP
Merchant At Large

503-390-8011

711 Chemawa Rd. NE
Keizer, Oregon 97303
Rick@rjrco.net

John Blake - Vice Chair
Representative of Agriculture

503-390-3032

Mail to:
P.O. Box 21299, Keizer, OR 97307

5655 Windsor Island Rd N
Keizer, Oregon 97303
wlnursery@aol.com

Steve Downs
Salem Representative

503-393-5953

5325 Arcade Ave. NE
Keizer, Oregon 97303
Sdowns@open.org

Dave Chamness 503-588-5036
Marion County Public Works

5155 Silverton Rd. NE
Salem, Oregon 97305
Dchamness@co.marion.or.us

Bruce Nopp 503-930-6616
Building Industry Association

1194 Swingwood Ct
Keizer, Oregon 97303
bancan@att.net

Barb Hunter 503-393-0979
Citizen At Large

1361 Ivy Way NE
Keizer, Oregon 97303
Loftism@open.org

Francis Kessler 503-390-5337
Citizen At Large

6784 Pierce Ct. N
Keizer, Oregon 97303
Fkessler@mail.open.org

Chris Eppley 503-390-3700
Keizer City Manager

930 Chemawa Rd. NE
Keizer, Oregon 97303
Eppleyc@keizer.org

Bill Peterson 503-390-7402
City Engineer

4300 Cherry Ave NE
Keizer, Oregon 97303
Wip@callatg.com

Rob Kissler 503-390-3700
Keizer Public Works Director

930 Chemawa Rd NE
Keizer, Oregon 97303
Kisslerr@keizer.org

Bill Lawyer 503-390-3700
Keizer Public Works Superintendent

930 Chemawa Rd NE
Keizer, Oregon 97303
Lawyerb@keizer.org

Sara Evans
Statesman Journal

Krista Reininga, PE 503-948-7223
Senior Water Resources Engineer

URS Corporation
111 SW Columbia, Suite 900
Portland, OR 97201-5814
Krista_reininga@urscorp.com

Jennifer Belknap, EIT 503-478-2762
Water Resources Engineering

URS Corporation
111 SW Columbia, Suite 900
Portland, OR 97201-5814
Jennifer_belknap@urscorp.com



August 18, 2003

AGENDA ITEM 9a

**RESOLUTION – AUTHORIZATION OF EXPENDITURE OF SPECIFIC
PURPOSE FUNDS**

CITY COUNCIL MEETING:

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS
THRU: CHRIS EPPLEY, CITY MANAGER
FROM: MARC ADAMS, CHIEF OF POLICE
SUBJECT: MID-VALLEY PARTNERSHIP GRANT

BACKGROUND:

The Mid-Valley Partnership for Safe Schools and Healthy Students is a collaboration between local school districts, the Willamete ESD, mental health, early childhood, juvenile and law enforcement agencies to provide prevention and intervention services to children and youth in Marion and Polk counties and to help maintain safe school environments. In the fall of 2002, MVP received a three year \$9 million Safe Schools/Healthy Students grant from the U. S. Department of Education.

The Partnership has six specific goals for the Safe Schools/Healthy Students Grant:

1. Ensuring a safe school environment;
2. Alcohol/tobacco/drug prevention;
3. Mental health services;
4. Early childhood development;
5. Education reform; and
6. Safe schools policies.

The Keizer Police Department was an active member throughout the planning and applying for the grant. As a partner agency KPD has been awarded a \$12,717 grant to assist KPD in participating in two areas of the partnership.

Part of the grant will pay for training of our School Resource Officers and their supervisor in "Threat Assessment". The officers will then participate in the School District Threat Assessment Team. The remainder of the grant will be used to facilitate police after school programs in partnership with the Salem Police Department.

FISCAL IMPACT:

The \$12,717 grant will not require any additional budgeted funds from the City of Keizer. The money will pass through for funding the pre-identified programs.

RECOMMENDATION:

Staff recommends the Council pass the attached resolution appropriating the grant funds.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2003-_____

AUTHORIZATION OF EXPENDITURE OF SPECIFIC PURPOSE FUNDS

WHEREAS, the City of Keizer received funds during fiscal year 2003-2004 that were not anticipated prior to the adoption of the budget;

WHEREAS, such funds are to be used specifically for the expenditures identified below;

WHEREAS, ORS 294.326(3) provides for expenditure in the year of receipt of grants, gifts, bequests or devises transferred to the local government in trust for a specific purpose; NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer, that appropriations for the fiscal year ending June 30, 2004 be authorized in the amounts indicated below:

Local Law Enforcement Grants Fund	<u>Increase</u>	<u>Increase</u>
Materials and Services	\$12,717	
Revenue – Education Grant		\$12,717

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

Mayor

City Recorder

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: PATRICK SIENG

Address: 7097 RIDGEMONT DR N

Subject or Agenda Item Number: CADET GRADUATES

Your Comments:

Proponent _____ Opponent _____ General X

Date 08/18/03



DATE: August 18, 2003 TIME: 7:00 p.m. AGENDA ITEM # 5a

BEFORE THE: KEIZER CITY COUNCIL PLACE: ROBERT L. SIMON COUNCIL CHAMBERS

(PLEASE PRINT)

[illegible]



Get Involved

in Salem-Keizer Public Schools!

The following committees and programs are currently recruiting new members or volunteers:

Community Involvement Advisory Committee (CIAC)

The Community Involvement Advisory Committee (CIAC) advises the Board on community involvement issues and helps plan special events, such as the fundraising vendor fair and parent involvement forums. CIAC usually meets at 6:30 p.m. on the second Wednesday of the month. Members are asked to serve a three-year term and can serve two terms. CIAC is currently recruiting new members, for an application or for more information, please call **Katie Wallace, Communications**, at 503-399-3038. Applications are also available online at www.sakeiz.k12.or.us/AboutUs/CIAC/index.html.

Equity Issues Committee (EIC)

The Equity Issues Committee (EIC) gives District staff, students, parents and community members an opportunity to address their concerns about equity in all facets of Salem-Keizer operations. Members are appointed by the School Board and serve two-year terms. The committee consists of seven citizens and four District employees and may also include two students. The meetings are open to the public. EIC is currently recruiting new members, for an application or for more information, please call **Human Resources** at 503-399-3061.

Citizen Ambassadors for Public Schools (CAPS) Program

Have you ever wondered how a school district operates, why it does things a certain way? The Citizen Ambassadors for Public Schools program is an opportunity for community members to get an in-depth look at all aspects of public education in the second largest school district in Oregon. Program participants interact with district staff, visit schools, observe different programs, and explore topics such as Special Education, Bilingual Education, education funding, District budget, and much more. CAPS is currently recruiting new members for the 2003-04 school year, for an application or for more information, please call the **Communications office** at 503-399-3038. Applications are also available online at www.sakeiz.k12.or.us/AboutUs/CAPS/Index.htm.

Business Partnership in Education Program

Many businesses, government and nonprofit organizations share their resources, expertise and facilities with Salem-Keizer schools through the Business Partnership in Education program. This program began in 1981 with 10 partnerships. It was the first of its kind in Oregon and continues to be a leader in its field, growing to more than 200 partnerships. To become a business partner please contact the school you wish to partner with or go online at www.salemkeizer.org (About Us section) to get more information.

Additional information is available online at www.salemkeizer.org (About Us section).





Key phone numbers and dates

Elementary Schools

Auburn 503-399-3128	Lamb 503-399-3477
Bethel 503-399-3131	Lee 503-399-5570
Brush College 503-399-3132	Liberty 503-399-3165
Bush 503-399-3134	McKinley 503-399-3167
Candalaria 503-399-3136	Middle Grove 503-399-3171
Chapman Hill 503-399-3195	Miller 503-399-3332
Clear Lake 503-399-3138	Morningside 503-399-3173
Cummings 503-399-3141	Myers 503-399-3175
Englewood 503-399-3143	Pringle 503-399-3178
Eyre 503-399-3311	Richmond 503-399-3180
Forest Ridge/OLE 503-399-5548	Rosedale 503-399-3186
Four Corners 503-399-3145	Salem Heights 503-399-3187
Fruitland 503-399-3148	Schirle 503-399-3277
Grant (K-8) 503-399-3151	Scott 503-399-3302
Gubser 503-399-3275	Sumpter 503-399-3337
Hallman 503-399-3451	Swegle 503-399-3191
Hammond 503-399-3454	Washington 503-399-3193
Harritt/WSLA 503-399-3457	Weddle 503-399-3604
Hayesville 503-399-3153	Wright 503-399-3198
Hazel Green 503-399-3150	Yoshikai 503-399-3438

School information is listed on the District website at www.salemkeizer.org. The site also has resources for parents, students, staff and the community. It includes facts, information and links to department websites.

Middle Schools

Claggett Creek 503-399-3701	Stephens 503-399-3442
Crossler 503-399-3444	Waldo 503-399-3215
Houck 503-399-3446	Walker 503-399-3220
Judson 503-399-3201	Whiteaker 503-399-3224
Leslie 503-399-3206	Howard St. Charter 503-399-3408
Parrish 503-399-3210	

High Schools

McKay 503-399-3080	West Salem 503-399-5533
McNary 503-399-3233	21st. Century Comm. Schoolhouse 503-763-8958
North Salem 503-399-3241	SK Online 503-399-3205
South Salem 503-399-3252	Barbara Roberts Sec. Alternative Programs 503-399-3105
Sprague 503-399-3261	

District

General Info...503-399-3000
School Board Office...503-399-3001
Web site: www.salemkeizer.org

2003-04 key calendar dates

September 2

First day of school for grades K-5, 6, and 9

September 3

First day of school for grades 7, 8, and 10-12

December 22 - January 2

Winter break

March 22 - 26

Spring break

June 5 and 6

2004 high school graduation ceremonies

June 8

Last day of school for elementary students

June 9

Last day of school for secondary students

Community Involvement Advisory Committee



(CIAC) Application

Name: _____

Home Address: _____

Home Phone: _____

Employer's Name: _____

Business Address: _____

Business Phone: _____

School Attendance Areas: _____

Why are you interested in serving on CIAC?

Past/Current School and Community Participation:

To help the screening committee select a well-balanced group representative of the community, we're also asking the following questions. This section is optional.

Your Age: _____ Sex: _____

Are you a parent? _____

If yes, what ages are your children: _____

What grade level are your school-aged children: _____

Return application to:

Communications, Salem-Keizer Public Schools, P.O. Box 12024, Salem, Oregon 97309-0024

**EQUITY ISSUES COMMITTEE
MEMBERSHIP APPLICATION
2003-04 School Year**

NAME: _____ OCCUPATION: _____
(Please Print)

HOME ADDRESS _____ HOME Phone _____

(Zip Code) WORK Phone _____

SCHOOL ATTENDANCE AREA _____

CURRENT OR PREVIOUS SCHOOL OR COMMUNITY INVOLVEMENT

WHY ARE YOU INTERESTED IN SERVING ON THE EQUITY ISSUES COMMITTEE?

To help the Board in selecting a well-balanced group to serve on the Equity Issues Committee representative of the District and community, we ask the following background questions. You are not required to answer if you do not wish to do so.

Age: _____ Sex: _____ Racial or Ethnic Origin: _____ Disability: Yes ☐ No ☐

Do you have preschool or school-age children: Yes ☐ No ☐ Number of children: _____

I heard about the vacancy on the Equity Issues Committee through _____

Please return this form to:
Marsha Benjamin Moyer, Human Resources, School-Keizer Public Schools
2450 Lancaster Drive NE, Salem, OR 97305





CAPS

2003-04 Application

CITIZEN AMBASSADORS FOR PUBLIC SCHOOLS

Citizen Ambassadors for Public Schools (CAPS) is sponsored by Salem-Keizer Public Schools. CAPS is a two-year program in which members receive an in-depth look at school district programs and operations. Year one includes ten full-day sessions held on the first Thursday of the month from October through June. The second year involves a two-class commitment to help plan programs for the incoming class.

■ PERSONAL

Name _____

Home Address _____

Home Telephone _____

Company Name _____

Address _____

Telephone Number _____

Job Title _____

Fax _____

E-mail _____

■ TUITION

CAPS classes are offered to participants at no charge. Breakfast, lunch and transportation are provided.

■ ATTENDANCE

Attendance is mandatory. Members will have the opportunity to make up two absences in year two of the program. Additional absences may result in disqualification.

Signature _____

Date _____

Please return this application by 5 p.m. on Friday, Aug. 15, 2003. Acceptance letters will be mailed by Aug. 25, 2003. Applications may be mailed to:



Communications
Salem-Keizer Public Schools
2450 Lancaster Drive NE
P.O. Box 12024
Salem, OR 97309-0024
Phone: 503-399-3038
Fax: 503-391-4074