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

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION
Monday, July 15, 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 – Recognizing Amended Boundaries of the Gubser Neighborhood Association, Acknowledging Name Change and Accepting Revised By-Laws – Amending R94-725

b. RESOLUTION – Amending Fees for Certain Administrative Services; Amending R2012-2271

c. RESOLUTION – Amending Land Use and Sign Permit Fees; Amending R2011-2123

6. ADMINISTRATIVE ACTION

a. Imminent Water Pollution Control Facilities Permit – Informational Report

7. CONSENT CALENDAR

a. RESOLUTION – Authorizing City Manager to Enter Into Engagement Letter with Grove, Mueller, & Swank P.C. for Audit Services

b. Surplus Property Report for Fiscal Year 2012-2013

c. Approval of June 17, 2013 Regular Session Minutes

d. Approval of July 1, 2013 Regular Session Minutes

8. COMMITTEE REPORTS

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

July 29, 2013
5:45 p.m. – City Council Work Session
- **Presentation - Salem River Crossing – 3rd Bridge**

August 5, 2013
7:00 p.m. – City Council Meeting

August 12, 2013
5:45 p.m. – City Council Work Session

August 19, 2013
7:00 p.m. – City Council Meeting

12. ADJOURNMENT

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 at 1-800-735-2900 at least two working days (48 hours) in advance.

CITY COUNCIL MEETING: July 15, 2013

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: PROPOSED EXPANSION OF THE GUBSER NEIGHBORHOOD ASSOCIATION BOUNDARIES

This matter is before the City Council at the request of the Gubser Neighborhood Association to expand the boundaries of its association to include all of the Gubser Elementary School attendance area, to change its name to "Greater Gubser Neighborhood Association", and to change its bylaws in several places.

President Brad Coy attended the City Council meeting on July 1, 2013 and gave a report explaining the Gubser Neighborhood Association's request. He has conflicts in his schedule and could not attend tonight's meeting. The information provided by the Gubser Neighborhood Association is attached for your consideration.

The criteria for the Council to consider regarding the neighborhood association boundary are set forth in Section 5(b) of Ordinance No. 93-257 (Relating to the Recognition of Neighborhood Associations). That section is set forth in full below:

> (b) <u>Boundary</u> – The Association shall adopt by motion a fixed geographic boundary meeting the following general guidelines:
>
> (1) The neighborhood should generally encompass at least 300 dwelling units or smaller clearly defined areas.
> (2) The neighborhood should encompass a logical geographic and social area with generally rectangular boundaries and without any gerrymandering.
> (3) The neighborhood should generally focus on a single elementary school attendance area.
> (4) Neighborhood boundaries should generally follow natural or manmade barriers such as creeks and arterial streets. When a boundary must follow a local street, it should follow rear property lines rather than divide the neighborhood between houses facing each other.

(5) The boundary should encompass adjacent vacant or underdeveloped land.
(6) The boundary should extend to the City Limits.
(7) The boundary should leave no isolated areas or pockets not included in another neighborhood association's boundary.
(8) The Council shall have the final determination of a neighborhood's boundary and is not necessarily bound to the above guidelines. This determination shall be reflected in the resolution of recognition.

It would appear that the proposal meets the guidelines. The area focuses on only a single elementary school attendance area (Gubser Elementary School), the boundaries are logical and follow appropriate barriers, the boundaries include the appropriate areas and leave no isolated pockets, and the boundaries extend to the City limits at the north and east sides and are not an odd shape that would lead to concerns of gerrymandering.

The only issue would appear to be the size of the neighborhood association. The first guideline states that: "The neighborhood should generally encompass at least 300 dwelling units or smaller clearly defined areas." One interpretation of this provision would be that the area needs to be a clearly defined area in terms of the boundaries and can only be under 300 dwelling units if necessary for geographical reasons. This would occur in a situation where a small area would be appropriate as a separate neighborhood association because of specific geographical constraints. I do not believe that this particular guideline is a limiting factor in this situation and Council has the discretion to determine that this expansion complies with such guideline.

Mr. Coy indicates that the change in the boundary would roughly double the size of the association to approximately 2000 homes. Mr. Coy had indicated that this is roughly the same size as the West Keizer Neighborhood Association.

Guideline No. 8 is a "catch-all" provision that indicates the Council has the final determination of the boundary and is not bound to the other guidelines. The Council can determine that the relatively large number of households is problematic, or there may be other concerns. The Council could determine that the provision regarding 300 dwelling units is a minimum requirement which seems to be the general intent.

For a neighborhood association to maintain its recognition with the City, the association must adopt by-laws and file with the City Recorder the adopted by-laws and any updates to reflect amendments. The attached by-laws have been adopted by the association and are hereby submitted for filing with the City Recorder. As noted in the by-laws, Gubser Neighborhood Association has changed its name to "Greater Gubser Neighborhood Association" and desires that the City change its records to reflect the new name.

RECOMMENDATION:

Staff recommends the Council open the public hearing to receive public testimony, close the public hearing, deliberate on the issue and if there are further questions refer such questions to the staff or the neighborhood association. If there are no further questions and you wish to do so, adopt the attached resolution authorizing the expanded boundary, accepting the revised by-laws, and acknowledging the name change.

If you have questions in this regard, please do not hesitate to contact me. Thank you.

ESJ/tmh
attachment

July 28, 2013

Greater Gubser

Dear Keizer City Council:

On behalf of the Gubser Neighborhood Association, I am pleased to request your support to expand our association boundaries to align with the Gubser Elementary School attendance area and change our name to "Greater Gubser Neighborhood Association." We feel that doing so will allow us to better serve our current association members as well our neighbors who live in the new expansion areas, thereby supporting the proud tradition of involvement and volunteerism in the City of Keizer.

One of the key benefits of our expansion will be the larger pool of neighborhood leaders and participants that can be more actively involved in the association. In fact, we have already been contacted by interested neighbors in these areas who are excited for the new opportunity to serve our community; not to mention that our current Secretary Pro Tem, Adam Miles, who lives in Hidden Creek, will also be able to become an official board member.

To maintain consistency with our proposed expansion and name change, we have also revised our neighborhood association bylaws, which we have submitted for your consideration. In addition, we now have a logo, which was donated by a friend of the association and will support our publicity efforts.

Thank you again for all the support you have been to me personally and to our association, and please don't hesitate to contact us and let us know how we can serve you in leading our great city.

Sincerely,

Brad Coy
President
Gubser Neighborhood Association
bradcoy@gmail.com
(503) 967-5793
(801) 885-3594

Enclosures: (1)
Greater Gubser Neighborhood Association Bylaws (with proposed changes)

GREATER GUBSER NEIGHBORHOOD ASSOCIATION BYLAWS

(Revised 06/20/13)

ARTICLE I – NAME

The name of this organization shall be the Greater Gubser Neighborhood Association, herein known in this document as the Association.

ARTICLE II – AREA

The Association shall encompass the Gubser Elementary School attendance boundary as depicted on the attached map. ~~that area bounded by the Bonneville Power Administration transmission lines to the south shore of Labish Ditch and Lake Labish on the north, the city limits of Keizer on the east, the north sides of Chemawa Road NE to Lockhaven Drive NE on the south, and the east side of River Road N on the west.~~

ARTICLE III – PURPOSE

Section 1 The Association shall ~~will~~ be advisory to the Keizer City Council, Planning Commission, Parks Advisory Board; Salem-Keizer School District, Marion County ~~county~~ Commissioners, and all other organizational bodies as requested or required, on matters affecting the growth, development, and all other factors affecting the livability of the area within the boundaries of the Association. Such advisory communication is not limited to the neighborhood plans and proposals with respect to land use, zoning, parks, open space and recreation, housing, school and community facilities, transportation and traffic and other factors affecting the social and economic welfare of the members of the Association.

Section 2 The Association shall ~~will~~ provide a forum for open discussion and allow maximum citizen participation in the formation of the public policy to all members of the Association.

Section 3 The Association shall promote ~~will improve~~ open communication between Association members, community leaders, and elected and appointed officials.

Section 4 The Association shall ~~association will~~ promote, coordinate and conclude, in an orderly fashion, the business of the Association in order to protect and enhance the quality of life in Keizer.

ARTICLE IV – MEMBERSHIP

Section 1 The Association shall be non-partisan, non-commercial, and non-sectarian.

Section 2 Membership shall not discriminate or limit membership by race, religion, ethnic origin, age, or gender.

Section 3 The general membership shall be open to all residents, property owners, and business owners or one appointed representative of any business or institution, within the boundaries of the Association.

Section 4 Monthly general membership meetings are considered desirable and shall be held at the hour and day designated by the Association Board ~~board~~. The Association ~~association~~ Board should provide whenever possible at least five (5) days notification to the general membership of the time, place and purpose of the general membership meeting.

ARTICLE V – VOTING

Section 1 There shall be no voting by proxy.

Section 2 Each member 18 years of age and over shall be entitled to one vote per voting opportunity.

Section 3 Motions and decisions shall be passed based on majority vote.

Section 4 A quorum is duly constituted by those present.

ARTICLE VI – ASSOCIATION BOARD

Section 1 The Association Board, herein known in this document as the Board, shall consist of eight (8) ~~twelve (12)~~ persons and shall include the four Association officers and four members elected at large from the membership ~~two members from each area as described in this section (map attached)~~.

~~Area #1: Bounded by the south side of Labish Ditch and the south shore of Lake Labish on the north, the city limits of Keizer on the east, the Bonneville Power Administration transmission liens, west of McLeod Lane NE, and the north side of Tepper Lane NE on the south, and the east side of Labish Ditch on the west.~~

~~Area #2 Bounded by the Bonneville Power Administration transmission lines on the north, the west side of 14th Avenue NE on the east, the north side of Lockhaven Drive NE on the south, and the east side of River Road N on the west.~~

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Section 2 The Nominating ~~A nominating~~ Committee will make a reasonable effort ~~attempt~~ to provide at least two nominations for each open officer position and at least six total nominations for the four at-large Board member positions. Nominations should as much as reasonably possible be sensitive to a dispersed geographical representation and may also be made by the membership at the general membership meeting held in September/October.

Section 3 Board members shall be elected by a majority of those voting members in attendance at the November general membership meeting. Voting members may cast one vote for each officer position and select up to four at-large Board member candidates for whom to vote, with the candidates receiving the most votes being elected to the Board.

~~Section 4 Each area representative must reside, own property, own a business or be a representative of any business or institution located within the area's boundaries.~~

Section 4~~5~~ Board members shall serve a one (1) year term, from January 1st through December 31st of the year following their election.

Section 5~~6~~ Whenever a vacancy occurs on the Board, such vacancy shall be filled for the unexpired term by majority membership vote at the next general membership ~~Board~~ meeting once a nomination has been made ~~or as soon as possible thereafter~~. The Board may declare a Board position vacant if the member is absent from four (4) consecutive meetings, regular or specially called.

ARTICLE VII – DUTIES OF THE ASSOCIATION BOARD

Section 1 The Board ~~board~~ shall hold at least one general membership meeting each year, holding other general membership meetings according to Article IV, Section 4.

Section 2 The Board shall hold at least quarterly meetings conducting business and taking such action as may be necessary to fulfill the purpose and accomplish the goals of the Association.

Section 3 Those Board ~~board~~ members present for an officially convened meeting shall constitute a quorum for the transaction of business.

Section 4 In the event of a tie vote by the Board ~~board~~, the motion under consideration shall be brought before the membership at the next general membership meeting.

Section 5 Special meetings of the Board, for any purpose or purposes, may be called by the President, or if absent, by any other officer of the Association. Three (3) days advanced notice of the time and place of any Board meeting shall be given to each Board member. Notice shall also be provided to the media to assist in the notification of the general membership. Notice shall state the purpose of the meeting.

Section 6 Any decision ~~Decision~~ by the Board may be nullified by a majority vote of the voting membership in attendance at the next ~~a~~ general membership meeting.

ARTICLE VIII – DUTIES OF THE OFFICERS AND AT-LARGE BOARD MEMBERS

Section 1 The Association officers shall consist of a President, Vice President ~~vice-President~~, Secretary, and Treasurer.

Section 2 The President shall be responsible for the general supervision and direction of the Board and the Association; shall preside at all meetings of the Board and general membership; shall be responsible for an annual report to the City Council in February; appoints all committee members/chairpersons and shall be an ex-officio member of all committees.

Section 3 The Vice President ~~vice-President~~ shall in the absence of the President execute all the powers of the President, and perform other duties as assigned by the President.

Section 4 The Secretary ~~secretary~~ shall record the minutes of all general membership and Board meetings and provide the Board ~~Executive board~~ with copies of said minutes, retain a copy for the Association files, and file one copy with the City ~~city~~ Recorder; maintain Association and membership records, including all pertinent data in cooperation with the Area Representatives.

Section 5 The Treasurer shall maintain the financial records and be accountable for the funds of the Association. Upon request of any Association member, the Treasurer shall open for examination all financial records of the Association. The Board shall conduct an examination of the Association financial records annually. ~~A motion for acceptance shall be made regarding the condition of the examination with appropriate recommendations.~~

Section 6 Board members (including officers and at-large Board members) may oversee and manage various responsibilities under the direction of the President. These responsibilities must be agreeable to the individual Board member and must also fulfill the purpose and assist in accomplishing the goals of the Association.

Section 7~~6~~ In the event a checking account is established in the name of the Association and for its business purposes only, all checks will require two signatures. Only Association officers have the authority to sign a check.

ARTICLE IX – COMMITTEES

Section 1 In order to carry out the work of the Association, committees not limited to Christmas Lighting, Parks, Financial, Neighborhood Watch, Land Use, Nominating, etc. may be created or dissolved by a majority vote of the Board.

Section 2 The purpose of a committee is to examine an issue(s), ~~and~~ make ~~a~~ recommendations to the Board, and take such action as directed by the Board.

Section 3 Committee members, to include the chairperson, shall be appointed by the Association President. Each committee shall elect its own secretary to take and submit minutes of the committee meetings.

Section 4 The secretary of each committee shall provide committee approved copies of the minutes to the Association President and Secretary. ~~present three written copies of the minutes of the committee meetings to the committee chairperson who shall file a copy with the Association President and a copy with the Association Secretary.~~

ARTICLE X – AREA RESPRESENTATIVES

Section 1 In order to carry out the work of the Association with relation to its dispersed membership, Area Representative may be assigned or removed by a majority vote of the Board. Board members may also serve as Area Representatives.

Section 2 Each Area Representative will be assigned a specified area within the Association boundary. Area boundaries are determined by a majority vote of the Board in consultation with the corresponding Area Representative.

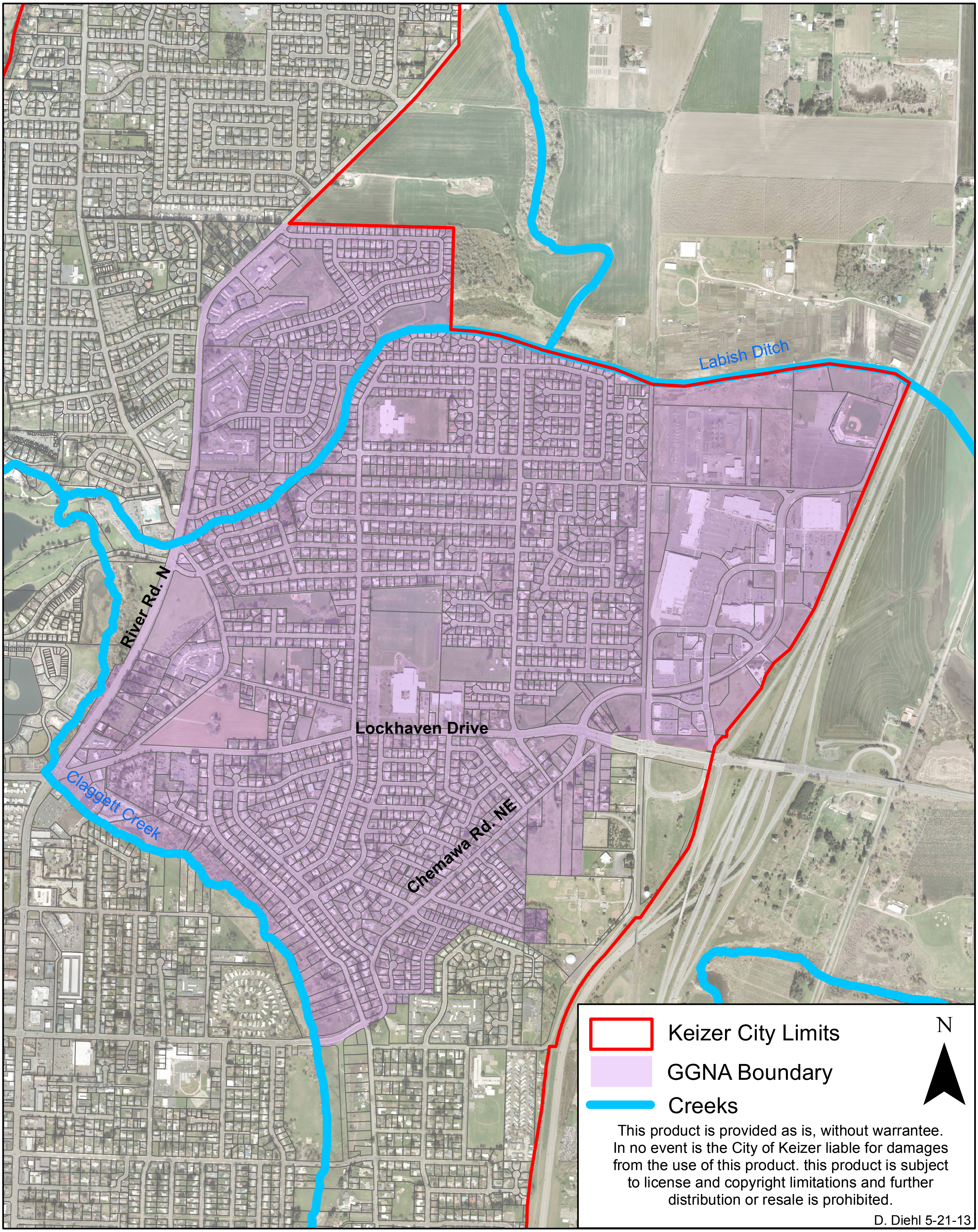
Section 3 It is preferred, but not required, for Area Representatives to reside, own property, own a business, or be a representative of any business or institution located within the boundary of their assigned area.

Section 4 The primary responsibility of an Area Representative is to encourage and facilitate participation in Association meetings and activities by members in their assigned area.

ARTICLE XI – AMENDMENTS

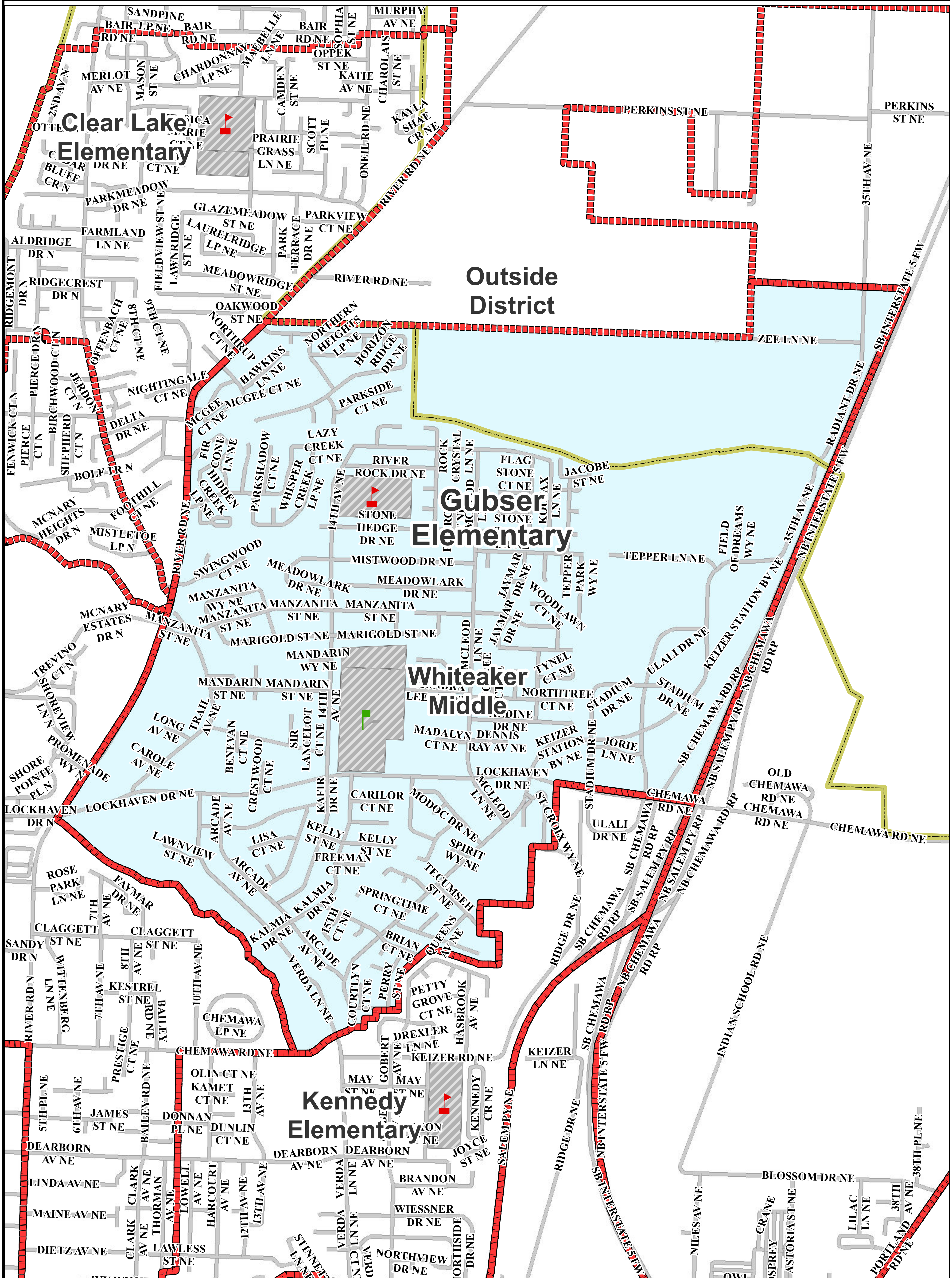
These bylaws may be repealed or amended or new bylaws may be adopted by a majority vote at any general meeting. Public notice of the meeting and of the proposed bylaw changes shall be made at least fourteen (14) days prior to the meeting.

Greater Gubser Neighborhood Association Boundary Revised 06/20/13



Gubser Elementary School

Salem-Keizer Public Schools



School attendance area boundary line
UGB
Streets
School Site
Parks
Elementary School
Middle School
High School
Alternative School
Program Site

Salem-Keizer school attendance area maps are available in PDF format at:
http://www.salkeiz.k12.or.us/content/boundary-maps

Tools to determine the school-of-assignment based on a student's home address are here:
http://www.salkeiz.k12.or.us/content/council-governors-school-finder
http://www.salkeiz.k12.or.us/content/edulog-webquery-boundary-information

0 250 500 1,000 1,500 2,000 Feet

Mid-Willamette Valley Council of Governments
Getting things done together!

Map Date	07/20/12
Author	JCT

Boundaries_2012-13/Gubser

Mid-Willamette Valley Council of Governments * 105 High Street SE * Salem, OR 97301 * (503)588-6177 ph. * (503)588-6094 fax * mwvcog@mwvcog.org * www.mwvcog.org

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

RECOGNIZING AMENDED BOUNDARIES OF THE GUBSER NEIGHBORHOOD ASSOCIATION, ACKNOWLEDGING NAME CHANGE AND ACCEPTING REVISED BY-LAWS; **AMENDING RESOLUTION NO. R94-725**

WHEREAS, the City Council, pursuant to Ordinance No. 93-257 (Relating to the Recognition of Neighborhood Associations), recognizes neighborhood associations pursuant to the procedures set forth in such Ordinance;

WHEREAS, Resolution No. R94-725 recognized the Gubser Neighborhood Association;

WHEREAS, such Resolution recognized the boundaries of the Gubser Neighborhood Association;

WHEREAS, the Gubser Neighborhood Association pursuant to Board action wishes to amend the boundaries as set forth below;

WHEREAS, the City Council has considered the matter pursuant to the boundary guidelines set forth in Ordinance No. 93-257;

WHEREAS, the Gubser Neighborhood Association pursuant to Board action changed its name to the “Greater Gubser Neighborhood Association” and revised its by-laws;

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

WHEREAS, the City Council wishes to acknowledge the name by changing its records to reflect the new name and accepts the revised by-laws for filing with the City Recorder;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the expanded boundaries of the Gubser Neighborhood Association as set forth below are hereby recognized and accepted by the City Council;

BE IT FURTHER RESOLVED that the boundaries of the Gubser Neighborhood Association shall align with the Gubser Elementary School attendance area in effect at the time of adoption of this Resolution as shown on the attached exhibit.

BE IT FURTHER RESOLVED that the City Council shall review this matter as part of the 2014 annual recognition process and reserves the right to revise the boundary if appropriate.

BE IT FURTHER RESOLVED that the City Council acknowledges the name change to the "Greater Gubser Neighborhood Association" and shall amend the City records to reflect the new name.

BE IT FURTHER RESOLVED that the City Council accepts the revised by-laws attached hereto and authorizes the City Recorder to file the revised by-laws in the City records.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that Resolution No. R94-725 is hereby amended as set forth herein.

PASSED this ___________ day of __________________, 2013.

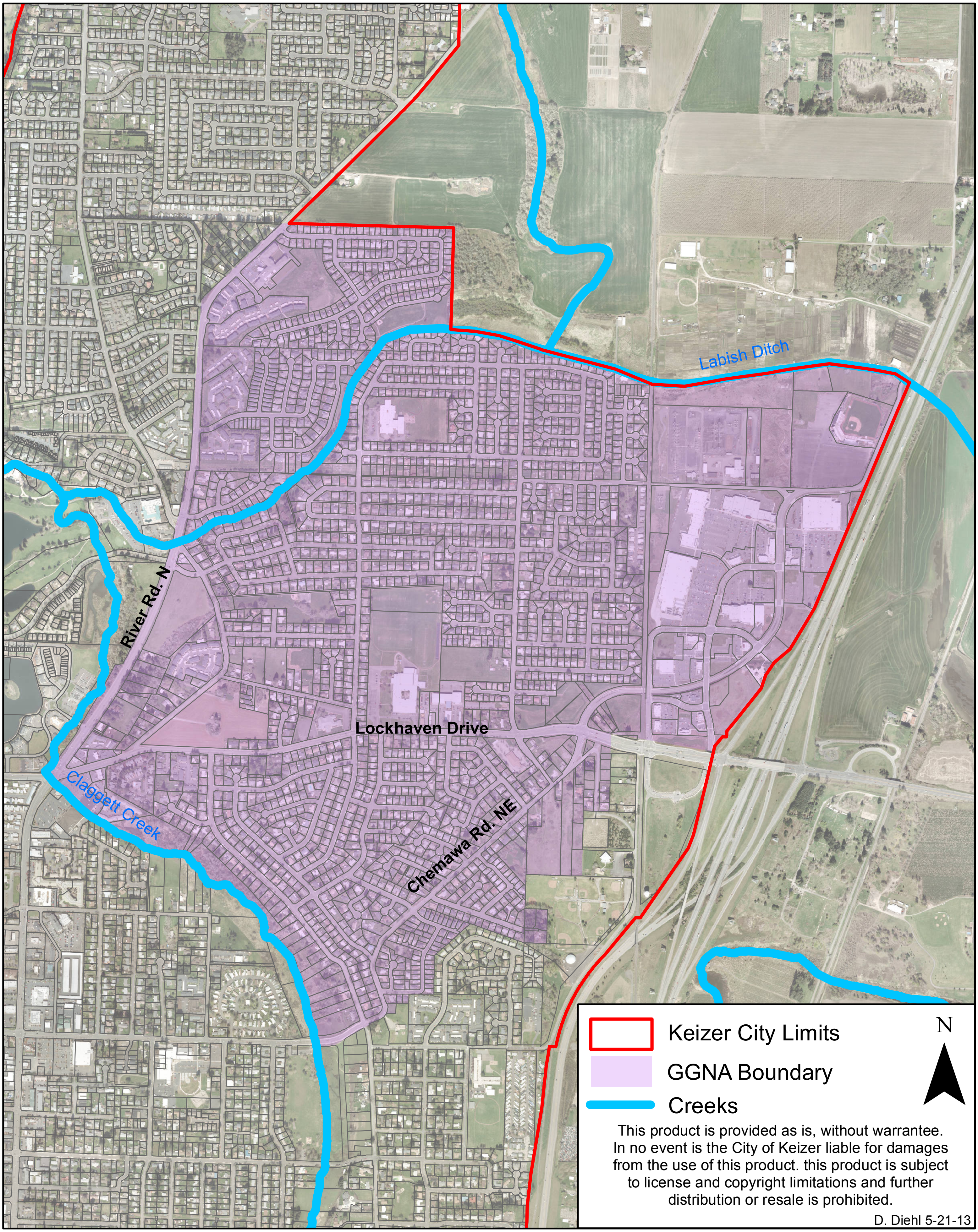
SIGNED this ___________ day of __________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Greater Gubser Neighborhood Association Boundary Revised 06/20/13



GREATER GUBSER NEIGHBORHOOD ASSOCIATION BYLAWS

(Revised 06/20/13)

ARTICLE I – NAME

The name of this organization shall be the Greater Gubser Neighborhood Association, herein known in this document as the Association.

ARTICLE II – AREA

The Association shall encompass the Gubser Elementary School attendance boundary as depicted on the attached map. ~~that area bounded by the Bonneville Power Administration transmission lines to the south shore of Labish Ditch and Lake Labish on the north, the city limits of Keizer on the east, the north sides of Chemawa Road NE to Lockhaven Drive NE on the south, and the east side of River Road N on the west.~~

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ARTICLE X – AREA RESPRESENTATIVES

Section 1 In order to carry out the work of the Association with relation to its dispersed membership, Area Representative may be assigned or removed by a majority vote of the Board. Board members may also serve as Area Representatives.

Section 2 Each Area Representative will be assigned a specified area within the Association boundary. Area boundaries are determined by a majority vote of the Board in consultation with the corresponding Area Representative.

Section 3 It is preferred, but not required, for Area Representatives to reside, own property, own a business, or be a representative of any business or institution located within the boundary of their assigned area.

Section 4 The primary responsibility of an Area Representative is to encourage and facilitate participation in Association meetings and activities by members in their assigned area.

ARTICLE XI – AMENDMENTS

These bylaws may be repealed or amended or new bylaws may be adopted by a majority vote at any general meeting. Public notice of the meeting and of the proposed bylaw changes shall be made at least fourteen (14) days prior to the meeting.

COUNCIL MEETING: July 15, 2013

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, CPA**
FINANCE DIRECTOR

SUBJECT: AMENDMENT TO FEE RESOLUTION

BACKGROUND AND ISSUE:

The City's master resolution for Administrative Fees includes a $31.00 fee for a video tape or DVD reproduction and a $16.00 fee for CD reproduction. Due to changes in technology the cost of reproducing DVDs and CDs has decreased. Staff recommends charging $15 for each DVD or CD reproduced. The City no longer has the equipment needed to reproduce a video tape and therefore recommend excluding this item from the fee schedule.

RECOMMENDATION:

Staff recommends the Council open the public hearing on Administrative Fees, take public testimony, deliberate the issue and approve the attached fee resolution as amended.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AMENDING FEES FOR CERTAIN ADMINISTRATIVE SERVICES; AMENDING RESOLUTION R2012-2271

WHEREAS, the City Council adopted fees for administrative services by Resolution R2012-2271;

WHEREAS, the City is called upon from time-to-time to provide DVD and CD reproductions;

WHEREAS, the City may establish fees reasonably calculated to reimburse it for its actual cost in making records available;

WHEREAS, it has been determined that the cost to produce a DVD or CD reproduction is the same and there is no longer a need for two categories on the fee schedule;

WHEREAS, the City wishes to replace the fee schedule to combine the categories into one item and reduce the fee to be in alignment with actual costs incurred;

NOW, THEREFORE,

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///

///

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2012-2271 is amended by replacement of Exhibit “A” with the attached Exhibit “A” and the fees shall be charged to persons according to the request.

PASSED this __________ day of _________________, 2013.

SIGNED this __________ day of _________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

EXHIBIT “A”

Return Check Fee (NSF Check)	$25.00
Electronic Lien Search Request	$25.00
Three Return Checks within one year	$81.00
Records search (requests taking less than 30 minutes)	$6.00 (after first 15 minutes. First 15 minutes no charge.)
Records search (requests taking 30 minutes or more)	Hourly rate of staff person conducting the research including benefits.
Photocopies	$0.25 per page (1-10) $0.19 per page (11+)
City Recorder Certification	$6.00
DVD/CD reproduction	$15.00 per DVD/CD
Agenda, City Calendar mailing, Property Address list	$37.00 per year
Bound Documents (10-50 pages)	$12.00
Bound Documents (50 plus)	$19.00
Pre-printed maps 8.5” x 11”	$0.43 sheet
Pre-printed maps 11” x 17”	$6.00 sheet
Pre-printed maps over 11” x 17”	$12.00 sheet
Custom Printed Maps 8.5” x 11”	$2.50 sheet
Custom Query Maps 8.5” x 11”	$12.00 sheet
Custom Printed Maps over 8.5” x 11”	$19.00 sheet
Custom Query Maps over 8.5” x 11”	$43.00 sheet

GIS Mapping Data Files-Existing Layer	$81.00 megabyte or portion
GIS Mapping Data Files-Custom Query	$124.00 megabyte or portion
Police Incident Report (one copy at no charge to crime victims, excluding traffic accidents)	$12.00 (+$.25 per page over 10 pages)
Photos	$12.00 plus cost of duplication
Police Letters of Clearance	$6.00
Police Computer Scan Request	$6.00
Faxes (based on local rates)	
Long Distance (cover sheet free)	
1st page	$2.49
Each additional page	$1.49
Local (cover sheet free)	
1st page	$1.49
Each additional page	$1.09

CITY COUNCIL MEETING: July 15, 2013

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: AMENDMENT OF LAND USE FEES

The Council adopted the land use and sign permit fees by Resolution R2011-2123. The City has taken the approach that the cost of reviews is a shared responsibility between the requester and the community, as it is the community that receives the benefit of zoning controls. At this time, there is no fee to review zoning for particular uses. From time-to-time, the City is requested to review zoning for particular uses; recently it was to confirm that a childcare facility was an allowed use. The attached Resolution includes additional fees that will capture zoning reviews that currently are not assessed a fee.

Staff has reviewed the matter and determined the new fees ($35.00) are no more than the actual or average costs of providing the service.

RECOMMENDATION:

Open the public hearing to receive public testimony, close the public hearing, and adopt the attached Resolution amending the land use and sign permit fees.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AMENDING LAND USE AND SIGN PERMIT FEES; **AMENDING RESOLUTION NO. R2011-2123**

WHEREAS, the Keizer City Council established a fee schedule for land use actions and sign permits by Resolution No. R2011-2123;

WHEREAS, requests are made from time-to-time for zoning reviews;

WHEREAS, the City Council of the City of Keizer wishes to establish fees to help cover the cost of processing zoning reviews for Childcare Licenses Zoning Review and other Zoning reviews;

WHEREAS, the City Council held a public hearing to solicit comment and testimony regarding the proposed fees;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Council, upon due consideration of the information presented, finds that the proposed fees are at an amount no more than the actual or average costs of providing the listed service.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the Land Use and Sign Permit Fee Schedule shall be as set forth in Exhibit “A” and that the Community Development Department is directed to collect such fees.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution R2011-2123 shall be amended by replacement of Exhibit “A” with Exhibit “A” attached hereto.

PASSED this ___________ day of __________________, 2013.
SIGNED this ___________ day of __________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

EXHIBIT A

CITY OF KEIZER

LAND USE AND SIGN PERMIT FEE SCHEDULE

STAFF DECISIONS

1. CONDITIONAL USE (Including Floodplain and Development Review)	$ 290.00	
Mailing Fee	$ 30.00	
TOTAL Conditional Use	$ 320.00	
2. FLOODPLAIN DEVELOPMENT PERMIT	$ 70.00	(plus $14/lot)
Mailing Fee	$ 15.00	
TOTAL Floodplain Development Permit	$ 85.00	
3. LOT LINE ADJUSTMENT	$ 230.00	
Mailing Fee	$ 15.00	
TOTAL Lot Line Adjustment	$ 245.00	
4. PARTITION	$ 290.00	
Mailing Fee	$ 30.00	
TOTAL Partition	$ 320.00	
5. VARIANCE (Minor, Major or Sign)	$ 290.00	
Mailing Fee	$ 30.00	
TOTAL Partition	$ 320.00	

PUBLIC HEARINGS

1. ANNEXATION	$ 1,045.00	
Mailing Fee	$ 60.00	
Advertising Fee	$ 480.00	
Posting Fee	$ 40.00	
TOTAL Annexation	$ 1,625.00	
2. COMPREHENSIVE PLAN AMENDMENT	$ 1,045.00	
Mailing Fee	$ 60.00	
Advertising Fee	$ 240.00	
Posting Fee	$ 40.00	
TOTAL Comprehensive Plan Amendment	$ 1,385.00	
3. MASTER PLAN	$ 1,155.00	
Mailing Fee	$ 60.00	
Advertising Fee	$ 240.00	
Posting Fee	$ 40.00	
TOTAL Master Plan	$ 1,495.00	(plus $35 x number of acres over 3 acres)
4. SUBDIVISION/PUD/MANF HOME PARK	$ 1,155.00	
Mailing Fee	$ 45.00	
Advertising Fee	$ 120.00	
Posting Fee	$ 20.00	

	TOTAL Subdivision/PUD/Manf Home Park	$ 1,340.00	(plus $35 x number of acres over 3 acres)
5.	ZONE CHANGE	$ 1,045.00	
	Mailing Fee	$ 60.00	
	Advertising Fee	$ 240.00	
	Posting Fee	$ 40.00	
	TOTAL Zone Change	$ 1,385.00	

ADMINISTRATIVE ACTIONS

1.	Dealers License (New)	$ 35.00	
2.	Dealers License (Renewal)	$ 14.00	
3.	Extension Fee (Partition)	$ 145.00	
4.	Extension Fee (Subdivision)	$ 580.00	
5.	Land Use Compatibility Statement	$ 35.00	
6.	Legal Lot Determination	$ 70.00	
7.	Sign Permits		
	0 to 36 square fee	$ 90.00	
	36 to 60 square feet	$ 115.00	
	61 to 100 square fee	$ 145.00	
	101 to 150 square feet	$ 180.00	
8.	Site Plan Review with Building Permit		
	(Commercial)	$ 215.00	
	(Industrial)	$ 290.00	
9.	Temporary Use Permit	$ 50.00	
10.	Written Determination	$ 50.00	
11.	Zoning Fee (Building Permit)	20% of Marion County Building Fee	
12.	**Childcare License Zoning Review**	**$ 35.00**	
13.	**Zoning Review (Other than Dealers License and Childcare License)**	**$ 35.00**	

APPEALS

1.	APPEAL of Land Use Decision	$ 215.00	
	Mailing Fee	$ 30.00	
	Advertising Fee	$ 120.00	
	TOTAL Appeal of Land Use Decision	$ 365.00	

CITY COUNCIL MEETING:_______________________

AGENDA ITEM NUMBER:__________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

THROUGH: BILL LAWYER
PUBLIC WORKS DIRECTOR

FROM: ELIZABETH SAGMILLER
ENVIRONMENTAL PROGRAM COORDINATOR

SUBJECT: IMMINENT WATER POLLUTION CONTROL FACILITIES PERMIT

BACKGROUND:

Underground Injection Control (UIC) rules were enacted by Congress in 1974 under the federal Safe Drinking Water Act (SDWA). The Environmental Protection Agency (EPA) administers these rules under Title 40 of the Code of Federal Regulations. In Oregon, the EPA has delegated the regulation of UICs to the Department of Environmental Quality (DEQ). Oregon Administrative Rules (OAR) 340-044 regulate all groundwater as a potential source of drinking water and require municipalities with more than 50 UICs to operate under a Water Pollution Control Facilites (WPCF) Permit. The City of Keizer operates approximately 86 UIC devices that manage stormwater by discharging it underground.

The City of Keizer applied for a WPCF permit in December 2009. Since that time Stormwater staff have actively worked with other agencies to reduce the requirements in the original permit while still providing sound protection requirements for groundwater as a drinking water source. The original permit template has been reduced from 33 pages to 11 pages.

Stormwater staff has been notified that DEQ is writing the City's individual WPCF permit. The City will have a 14 day review period of the draft permit. The City may request additional time for internal review if necessary. The draft permit will then go out for a 35 day public comment period. DEQ has indicated the final permit is expected to be issued to Keizer in late September 2013.

ISSUE:

The WPCF permit requires a number of operational documents most of which will be housed under an umbrella document, the UIC Management Plan. Under the conditions of the WPCF permit, the Management Plan and required components must be adopted by ordinance or other legal means. Under the specifications of the permit, the City must implement the Management Plan when it is approved by DEQ. The WPCF permit is a 10 year permit. According to the current schedule, the City will not be required to renew the permit until 2023.

The UIC Management Plan has been written in a manner as to dovetail with the existing Stormwater Management Plan (SWMP) with a goal of integrating the 2 documents at some point in the future. Both plans require full implementation and failure to meet those measures can result in non-compliance status which may be remedied by state and federal fines.

FISCAL IMPACTS:

No immediate fiscal impact.

Public Works personnel has evaluated the potential additional funding needs for program implementation which were included in the Long Range Stormwater Fund Plan approved by City Council on December 3, 2012. As was provided to City Council at that time, there are may be unknown variables in the program that remain unidentified.

RECOMMENDATION:

Stormwater staff have worked closely with the Stormwater Advisory Committee (SWAC) to keep them apprised of the implications of this program. They will review the UIC Management Plan on July 24, 2013 in preparation for making a recommendation for consideration of adoption by City Council. This report is for informational purposes only.

Please contact Elizabeth Sagmiller with any questions or concerns.

CITY COUNCIL MEETING: July 15, 2013

AGENDA ITEM NUMBER:_______________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF
FINANCE DIRECTOR

SUBJECT: AUTHORIZING CITY MANAGER TO ENTER INTO ENGAGEMENT LETTER FOR AUDIT SERVICES

BACKGROUND:

Grove, Mueller, & Swank PC have been the audit firm for the City of Keizer since 1994. The City enters into an agreement for a financial statement audit each year in compliance with the City's purchasing policies. In previous years, the services provided have been within the City Manager's authorization authority. However, the upcoming engagement will require additional audit procedures in compliance with the federal Single Audit Act. The Single Audit Act requires an audit of federal grant funds when such funds exceed $500,000 in any given year. During FY12-13 the City received over $600,000 in federal grant funds from the Oregon Department of Fish and Wildlife (the federal grant pass-through agency) for construction of the Keizer Rapids Boat Ramp.

FISCAL IMPACT:

The Financial Statement Audit will cost up to $25,000 and is included in the FY13-14 budget. The audit of federal funds will cost an additional $3,000 to be paid from the City's General Fund. Sufficient appropriation exists to cover this cost.

RECOMMENDATION:

Staff recommends Council authorize the City Manager to enter into the attached engagement letter for audit services as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AUTHORIZING CITY MANAGER TO ENTER INTO ENGAGEMENT LETTER WITH GROVE, MUELLER & SWANK, P.C. FOR AUDIT SERVICES

WHEREAS, the City has engaged Grove, Mueller & Swank, P.C. for audit services since 1994;

WHEREAS, additional audit procedures must be performed as a result of receiving grants funds in an amount exceeding $500,000;

WHEREAS, auditing of the financial statements each year must be completed in compliance with the City's purchasing policies;

WHEREAS, hiring outside auditors with in-depth experience is in the best interests of the City;

WHEREAS, Grove, Mueller & Swank, P.C. has the experience to perform audits of the financial statements and the federal Single Audit Act for grant funds and has submitted a proposed engagement letter;

WHEREAS, the City Council wishes to engage the services of Grove, Mueller & Swank, P.C. to conduct the required audit services;

NOW, THEREFORE,

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to enter into the attached engagement letter from Grove, Mueller & Swank, P.C.

PASSED this __________ day of _________________, 2013.

SIGNED this __________ day of _________________, 2013.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

June 13, 2013

City Council
City of Keizer
P.O. Box 21000
Keizer, Oregon 97307-1000

Attention: Susan Gahlsdorf

We are pleased to confirm our understanding of the services we are to provide the City of Keizer and Keizer Urban Renewal Agency (hereafter referred to as the City) for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's MD&A in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

RSI, other than the MD&A, and supplementary information also accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1) Schedule of expenditures of federal awards
2) Combining fund statements
3) Individual fund budgetary schedules
4) Other financial schedules

The Introductory Section and Statistical Section of the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and, therefore, our auditor's report will not provide an opinion or any assurance on them.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the City, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Grove Mueller & Swank, PC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grove Mueller & Swank, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for an additional period if requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Thomas E. Glogau is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will not exceed $25,000 for the financial statement audit and $3,000 for the OMB Circular A-133 audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report is attached.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grove Mueller & Swank PC

CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the City of Keizer.

By: ______________________________

Title: ______________________________

Date: ______________________________

COUNCIL MEETING: <u>July 15, 2013</u>

AGENDA ITEM NUMBER:_______________

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, CPA**
FINANCE DIRECTOR

SUBJECT: **SURPLUS PROPERTY REPORT FY12-13**

<u>BACKGROUND:</u> City Ordinance No. 2008-579 provides that staff shall report to the City Council on later than August 31 each year for the previous fiscal year. Such report shall indicate the surplus items sold or otherwise disposed of, method of sale and revenue from sales.

<u>ISSUE:</u> I have consulted with all Departments within the City and with Keizer 23 staff and have reviewed receipts for the year to identify the property disposed of, the method of sale and revenue from sales.

1. Twenty-six Toughbooks (laptop computers), 8 replacement keyboards and related power supplies were approved for surplus in July 2012 (R2012-2264). To date, the City sold 8 laptops to the City of Independence Police Department for $2,100.00. The other items remain in City inventory.
2. Attachment #1identifies the Police Unclaimed Personal Property items disposed of through PropertyRoom.Com. The total revenue from the sale of these items was $501.48 for the year.
3. The Police Department retired K-9 Dog Axel in a ceremony on November 13, 2013. Officer Richardson (Axle's handler) paid $1.00 for him as authorized by R2012-2291.
4. Officer LeDay purchased a city owned weapon for $50.00.
5. Throughout the year, the Public Works Department collects and sorts various scrap metal items such as old meters, water system parts, pipe, old signs etcetera. These items are sold to Cherry City Metals. Total revenue from the sale of scrap metal was $1,923.64 for the year.
6. Public Works traded in a back hoe when it purchased a new one with Peterson Cat and received $8,000 trade-in value as authorized by R2013-2329.

7. On May 3, 2013 the City received $46.39 from the State of Oregon Surplus, for a video system used for K23 programming.

According to City Staff, there was no computer equipment, vehicles, real property, heavy equipment or other items disposed of in fiscal year 2012-13 other than those identified above.

RECOMMENDATION: Staff recommends the City Council approve this report as part of the Consent Calendar or provide staff direction on following up with outstanding issues and questions if any.

Home Reports My Items Settings Links Help

ATTACHMENT #1

PROPERTY ROOM.COM

Report Date: 04/15/2013

For inventory and sales activity between 3/1/2013 and 3/31/2013

ckpd889
[Log out]

Summary Activity Report

Department: 0889 - City of Keizer Police Dept.

Sales: $238.08

Fuel Surcharge: ($40.15)

Check Amount: $197.93

Manifest Date: 02/13/2013 **Manifest Number:** 02132013

Page	Line	SKU	Description	Winning Bid	Status	Cummulative Amount	Prior Payments	Amount Due	Case ID	Agency Reference	Complete	*
1	1	0889-000884	ring		Regrouped				03-5235			
1	2	0889-000885	necklace, earrings		Regrouped				03-5235			
1	3	0889-000886	pentax camera		Regrouped				03-5235			
1	4	0889-000887	earring		Regrouped				03-5235			
1	5	0889-000888	bolt cutters		Regrouped				03-5235			
1	6	0889-000889	watch, ring, id bracelet, chain		Regrouped				03-5235			
1	7	0889-000890	bracelet		Regrouped				03-5235			
1	8	0889-000891	charm		Regrouped				03-5235			
1	9	0889-000892	earring		Regrouped				03-5234			
1	10	0889-000893	sony am/fm cd player	$20.58	Regrouped	$9.85	$0.00	$9.85	04-0681			
1	11	0889-000894	3 ft sword	$13.05	Shipped	$6.07	$0.00	$6.07	04-5359			
1	12	0889-000895	3 ft sword	$1.00	Shipped	$0.28	$0.00	$0.28	04-5359			
2	13	0889-000896	ring		Regrouped				05-11311			
2	14	0889-000897	sony am/fm/cd stereo	$20.58	Regrouped	$9.85	$0.00	$9.85	07-2799			
2	15	0889-000898	kenwood car stereo		Group/UnGroup				07-5969			
2	16	0889-000899	percussion drum	$5.00	Regrouped	$2.36	$0.00	$2.36	07-5969			
2	17	0889-000900	drum carry case	$5.00	Regrouped	$2.36	$0.00	$2.36	07-5969			
2	18	0889-000901	cricket cell phone		Group/UnGroup				07-9228			
		0889-	mini mag						07-			

2	19	0889-000902	mini mag flashlight		Regrouped				07-12302			
2	20	0889-000903	sony vaio notebook computer		CreditCard Exception				07-12614			
2	21	0889-000904	toshiba laptop		Regrouped				08-1020			
2	22	0889-000905	hp wireless mouse		Regrouped				08-1020			
2	23	0889-000906	epson scanner/copier		Regrouped				08-1020			
2	24	0889-000907	power cord for laptop		Regrouped				08-1020			
2	25	0889-000908	mag flashlight		Regrouped				08-1178			
3	26	0889-000909	knife		Regrouped				08-01830			
3	27	0889-000910	gerber hunting knife/case		Regrouped				08-005994			
3	28	0889-000911	12" knife w/ decorative handle		Regrouped				08-10962			
3	29	0889-000912	nylon utility belt		Regrouped				08-12502			
3	30	0889-000913	binoculars, barska w/ built in camera		Regrouped				11-2229			
3	31	0889-000914	auto jack		Regrouped				11-4494			
3	32	0889-000915	misc tools in bag		Regrouped				11-4494			
3	33	0889-000916	norlite flashlight		Regrouped				11-4494			
3	34	0889-000917	landscape gloves		Regrouped				11-4494			
3	35	0889-000918	motorola radio	$82.00	Shipped	$39.57	$0.00	$39.57	11-4494			
3	36	0889-000919	tig/mma welding machine	$244.00	Shipped	$117.16	$0.00	$117.16	11-4494			
4	37	0889-000920	misc tools		Regrouped				11-4494			
4	38	0889-000921	set peg-o-panels aluminum frame	$75.25	Shipped Non-Ups	$36.13	$0.00	$36.13	11-4494			
4	39	0889-000922	dell monitor		Destroyed				11-6597			
4	40	0889-000923	rifle case		Group/UnGroup				11-8217			
4	41	0889-000924	3 prs heart shaped earrings		Regrouped				11-10534			
4	42	0889-000925	makita drill box w/ misc bits and screws		Regrouped				12-436			
4	43	0889-000926	lambro dryer vent kit		Regrouped				12-436			
4	44	0889-000927	tools in craftsman tool bag		Regrouped				12-436			
4	45	0889-000928	dive tank cylinder	$10.00	Shipped	$4.06	$0.00	$4.06	12-436			
4	46	0889-000929	bag asstd jewelry		Regrouped				12-3096			
4	47	0889-000930	folding knife		Regrouped				12-4832			
		0889-	PS3, controllers						12-			

4	48	000931	grand theft auto		Regrouped				6181		
4	49	0889-000932	boss auto am/fm/cd/mp3/dvd and pioneer speaker	$22.00	Regrouped	$10.40	$0.00	$10.40	12-6181		
5	50	0889-000933	stanley 1952 stainless hot/cold liquid um		Regrouped				12-7037		
5	51	0889-000934	set mopar rear light covers for 2005 dodge dakota		Group/UnGroup				12-9947		
5	52	0889-000935	1982 vintage fiver glass goldwing luggage box		Group/UnGroup				12-10298		
			Totals:	**$498.46**		**$238.08**	**$0.00**	**$238.08**			

COPY

AFFIDAVIT OF PUBLICATION
STATE OF OREGON, COUNTY OF MARION, SS:

I, Lyndon A. Zaitz, being first duly sworn, depose and say that I am the Publisher of the Keizertimes, a newspaper of general circulation as defined by Section 58, Oregon Laws, as amended by Chapter 445 General Laws of Oregon, 1929, printed and published in Keizer. In aforesaid county and state, that the Public Notice By The Keizer Police Department Regarding Unclaimed Property In Their Possession, Public Has 30 Days To Claim This Property Or The Rights To This Property Will Be Forfeited, published in (1) One successive and consecutive issues, Dec. 28, Jan. 4, 2013.

Subscribed and Sworn to before me this

4th day of Jan, 2013

Lyndon A. Zaitz

Notary Public for Oregon, Marion County

June 24, 2015

My Commission Expires

OFFICIAL SEAL
CRAIG D WILLIAMS
NOTARY PUBLIC- OREGON
COMMISSION NO. 459283
MY COMMISSION EXPIRES JUNE 24, 2015

PUBLIC NOTICE

The Keizer Police Department has in its physical possession the unclaimed property described below. If you have any ownership interest in this property you must file a claim (**IN WRITING ONLY**) with the Keizer Police Department, Property & Evidence Department, PO Box 21000, Keizer OR 97307-1000 within 30 days from the date of this notice or your rights will be forfeited. Include your name, address, phone number, date property was lost or stolen, sufficient description, proof of ownership/documentation to establish reasonable certainty of ownership. You will be contacted only if we can verify ownership by the description you provide.

PROPERTY DESCRIPTION:

Bicycles
Cameras
Car Stereos
Computers / Monitor
Guns
Jewelry, Watch
Motorcycle Luggage Box
Peg-O-Panels, Aluminum Frame
Percussion Drum & Case
Scanner/Copier
Scuba Tank
Stainless Steel Hot/Cold Urn
Tools and Auto Parts
Welding Machine

1/4

PROPERTY ROOM.COM

Report Date: 05/15/2013

For inventory and sales activity between 4/1/2013 and 4/30/2013

ckpd889
[Log out]

Summary Activity Report

Department: 0889 - City of Keizer Police Dept.

Sales: $303.55
Fuel Surcharge: ($0.00)
Check Amount: $303.55

Manifest Date: 02/13/2013 **Manifest Number:** 02132013

Page	Line	SKU	Description	Winning Bid	Status	Cummulative Amount	Prior Payments	Amount Due	Case ID	Agency Reference	Complete	*
1	1	0889-000884	ring	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5235			
1	2	0889-000885	necklace, earrings	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5235			
1	3	0889-000886	pentax camera	$0.45	Regrouped	$0.21	$0.00	$0.21	03-5235			
1	4	0889-000887	earring	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5235			
1	5	0889-000888	bolt cutters	$0.45	Regrouped	$0.21	$0.00	$0.21	03-5235			
1	6	0889-000889	watch, ring, id bracelet, chain	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5235			
1	7	0889-000890	bracelet	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5235			
1	8	0889-000891	charm	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5235			
1	9	0889-000892	earring	$3.56	Regrouped	$1.70	$0.00	$1.70	03-5234			
1	10	0889-000893	sony am/fm cd player	$16.50	Regrouped	$17.71	$9.85	$7.86	04-0681			
2	13	0889-000896	ring	$3.56	Regrouped	$1.70	$0.00	$1.70	05-11311			
2	14	0889-000897	sony am/fm/cd stereo	$16.50	Regrouped	$17.71	$9.85	$7.86	07-2799			
2	15	0889-000898	kenwood car stereo		Regrouped				07-5969			
2	18	0889-000901	cricket cell phone		Regrouped				07-9228			
2	19	0889-000902	mini mag flashlight	$0.45	Regrouped	$0.21	$0.00	$0.21	07-12302			
2	20	0889-000903	sony vaio notebook computer	$153.00	Shipped	$73.90	$0.00	$73.90	07-12614			
2	21	0889-000904	toshiba laptop	$56.00	Regrouped	$26.80	$0.00	$26.80	08-1020			

2	22	0889-000905	hp wireless mouse	$0.45	Regrouped	$0.21	$0.00	$0.21	08-1020	
2	23	0889-000906	epson scanner/copier	$0.45	Regrouped	$0.21	$0.00	$0.21	08-1020	
2	24	0889-000907	power cord for laptop	$0.45	Regrouped	$0.21	$0.00	$0.21	08-1020	
2	25	0889-000908	mag flashlight	$0.45	Regrouped	$0.21	$0.00	$0.21	08-1178	
3	26	0889-000909	knife	$0.45	Regrouped	$0.21	$0.00	$0.21	08-01830	
3	27	0889-000910	gerber hunting knife/case	$0.45	Regrouped	$0.21	$0.00	$0.21	08-005994	
3	28	0889-000911	12" knife w/ decorative handle	$0.45	Regrouped	$0.21	$0.00	$0.21	08-10962	
3	29	0889-000912	nylon utility belt	$0.45	Regrouped	$0.21	$0.00	$0.21	08-12502	
3	30	0889-000913	binoculars, barska w/ built in camera	$0.45	Regrouped	$0.21	$0.00	$0.21	11-2229	
3	31	0889-000914	auto jack	$0.45	Regrouped	$0.21	$0.00	$0.21	11-4494	
3	32	0889-000915	misc tools in bag	$0.45	Regrouped	$0.21	$0.00	$0.21	11-4494	
3	33	0889-000916	norlite flashlight	$0.45	Regrouped	$0.21	$0.00	$0.21	11-4494	
3	34	0889-000917	landscape gloves	$0.45	Regrouped	$0.21	$0.00	$0.21	11-4494	
4	37	0889-000920	misc tools	$0.45	Regrouped	$0.21	$0.00	$0.21	11-4494	
4	40	0889-000923	rifle case		Regrouped				11-8217	
4	41	0889-000924	3 prs heart shaped earrings	$3.56	Regrouped	$1.70	$0.00	$1.70	11-10534	
4	42	0889-000925	makita drill box w/ misc bits and screws	$0.45	Regrouped	$0.21	$0.00	$0.21	12-436	
4	43	0889-000926	lambro dryer vent kit	$0.45	Regrouped	$0.21	$0.00	$0.21	12-436	
4	44	0889-000927	tools in craftsman tool bag	$0.45	Regrouped	$0.21	$0.00	$0.21	12-436	
4	46	0889-000929	bag asstd jewelry	$55.05	Regrouped	$26.34	$0.00	$26.34	12-3096	
4	47	0889-000930	folding knife	$0.45	Regrouped	$0.21	$0.00	$0.21	12-4832	
4	48	0889-000931	PS3, controllers, grand theft auto	$160.00	Regrouped	$76.99	$0.00	$76.99	12-6181	
4	49	0889-000932	boss auto am/fm/cd/mp3/dvd and pioneer speaker	$115.01	Regrouped	$65.70	$10.40	$55.30	12-6181	
5	50	0889-000933	stanley 1952 stainless hot/cold liquid urn	$0.45	Regrouped	$0.21	$0.00	$0.21	12-7037	
5	51	0889-000934	set mopar rear light covers for 2005 dodge dakota		Regrouped				12-9947	
5	52	0889-000935	1982 vintage fiver glass goldwing luggage box	$18.00	Shipped Non-Ups	$8.57	$0.00	$8.57	12-10298	

		luggage box									
		Totals:	**$632.06**		**$333.65**	**$30.10**	**$303.55**				

COPY

AFFIDAVIT OF PUBLICATION
STATE OF OREGON, COUNTY OF MARION, SS:

I, Lyndon A. Zaitz, being first duly sworn, depose and say that I am the Publisher of the Keizertimes, a newspaper of general circulation as defined by Section 58, Oregon Laws, as amended by Chapter 445 General Laws of Oregon, 1929, printed and published in Keizer. In aforesaid county and state, that the Public Notice By The Keizer Police Department Regarding Unclaimed Property In Their Possession, Public Has 30 Days To Claim This Property Or The Rights To This Property Will Be Forfeited, published in (1) One successive and consecutive issues, Dec. 28, Jan. 4, 2013.

Subscribed and Sworn to before me this

4th day of Jan, 2013

Lyndon A. Zaitz

Notary Public for Oregon, Marion County

June 24, 2015

My Commission Expires

OFFICIAL SEAL
CRAIG D WILLIAMS
NOTARY PUBLIC- OREGON
COMMISSION NO. 459283
MY COMMISSION EXPIRES JUNE 24, 2015

PUBLIC NOTICE

The Keizer Police Department has in its physical possession the unclaimed property described below. If you have any ownership interest in this property you must file a claim (**IN WRITING ONLY**) with the Keizer Police Department, Property & Evidence Department, PO Box 21000, Keizer OR 97307-1000 within 30 days from the date of this notice or your rights will be forfeited. Include your name, address, phone number, date property was lost or stolen, sufficient description, proof of ownership/documentation to establish reasonable certainty of ownership. You will be contacted only if we can verify ownership by the description you provide.

PROPERTY DESCRIPTION:

Bicycles
Cameras
Car Stereos
Computers / Monitor
Guns
Jewelry, Watch
Motorcycle Luggage Box
Peg-O-Panels, Aluminum Frame
Percussion Drum & Case
Scanner/Copier
Scuba Tank
Stainless Steel Hot/Cold Urn
Tools and Auto Parts
Welding Machine

1/4

MINUTES
KEIZER CITY COUNCIL
Monday, June 17, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 6:59 pm.

OATH OF OFFICE

City Attorney Shannon Johnson issued the Oath of Office to incoming Councilor, Kim Freeman, filling the vacant Position #2. Councilor Freeman thanked her husband and family for their support.

Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Joe Egli, Council President	Susan Gahlsdorf, Finance Director
Cathy Clark, Councilor	Shannon Johnson, City Attorney
Dennis Koho, Councilor	Marc Adams, Police Chief
Marlene Quinn, Councilor	Nate Brown, Community Development
Jim Taylor, Councilor	Bill Lawyer, Public Works Director
Kim Freeman, Councilor	Machell DePina, Human Resources
Youth Councilor Joaquine Bell-Uribe	Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Clint Holland, Keizer, reported that the Parks Advisory Board has indicated the desire to increase funding to city parks through a fee which would be included on the water bill. Sharon Stong (daughter of Winifred Charge) had attended and expressed dismay at the neglect of the Charge home. Mr. Holland, Rick Day and Jim Taylor had volunteered to take care of the yard. Mr. Holland also mentioned Parks Board proposals for repurposing the house as an amphitheater support building. Mayor Christopher explained that the proposal should be voted upon by the Parks Board and then recommended to Council for action.

Mr. Holland continued his report noting that the Parks Board is renewing its efforts to provide signage at Keizer Rapids Park. The Board will present a proposed design to Council in the near future. Mr. Lawyer added that four signs are being discussed: One for the Charge family recognition which will be a free standing sign on a pedestal, two signs for history and one for the amphitheater.

Additionally Mr. Holland reviewed: the tracking mechanism that has been put in place to track Parks Board recommendations, difficulties encountered regarding the soccer field at Claggett Creek Park, efforts being made toward completion of the wall at Keizer Little League fields, and proposed bands and events scheduled for the amphitheater. He also reminded everyone of the Willamette Manor play structure ribbon cutting.

Mayor Christopher recognized Youth Councilor Juaquin Bell-Uribe with a gift card and best wishes.

Sherrie Gottfried, Keizer Renaissance Inn, announced that the hotel is in Chapter 11 bankruptcy and has been put up for auction but it will continue to run as a hotel. She provided additional information regarding business, marketing and upcoming events.

Mayor Christopher pointed out that there will be changes in the membership of the Volunteer Coordinating Committee. Councilor Freeman was Councilor Clark's appointee so Councilor Clark will need to appoint a new person and Councilor Freeman will have the option of appointing a member other than the one appointed by former Councilor LeDuc. The announcements will be made at the next meeting.

PUBLIC HEARINGS None

ADMINISTRATIVE ACTION

a. ORDER – Adopting the Economic Opportunity Analysis and Housing Needs Analysis consistent with Periodic Review Requirements (Case No. 2012-03)

City Attorney Shannon Johnson reminded Council that following the recent public hearing Council had directed staff to prepare the appropriate Orders and Resolutions. The Order adopts both the Economic Opportunities Analysis and the Housing Needs Analysis consistent with the Periodic Review requirements.

<u>Councilor Egli moved that the Keizer City Council approve an Order Adopting the Economic Opportunity Analysis and Housing Needs Analysis consistent with Periodic Review Requirements (Case No. 2012-03). Councilor Clark seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mr. Johnson pointed out that Councilor Freeman was not on Council for the Public Hearing and should therefore abstain from voting since this is a land use matter.

<u>Councilor Koho moved to reconsider the previous vote. Councilor Clark seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Egli moved that the Keizer City Council approve an Order Adopting the Economic Opportunity Analysis and Housing Needs Analysis consistent with Periodic Review Requirements (Case No. 2012-03). Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Quinn, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: Freeman (1)
ABSENT: None (0)

RESOLUTION – Accepting Reports of Consultant Relating to Evaluation of Land Use Efficiency Measures, Residential Development Policies, and the Keizer Development Code Consistent with the Regional Economic Opportunities Analysis and Housing Needs Analysis

Mr. Johnson explained that this document is one in which Council directed staff to move forward with particular changes consistent with the Economic Opportunities Analysis and the Housing Needs Analysis local review order and the Periodic Review actions.

Councilor Egli moved that the Keizer City Council adopt a Resolution Accepting Reports of Consultant Relating to Evaluation of Land Use Efficiency Measures, Residential Development Policies, and the Keizer Development Code Consistent with the Regional Economic Opportunities Analysis and Housing Needs Analysis. Councilor Clark seconded.

Councilor Egli noted that this is an opportunity for Keizer citizens to get involved with the future of Keizer. The Urban Growth Boundary was determined in 1973; it was a 20 year plan to stop urban sprawl so in 1993 it was outdated. He explained that the infill code will be redeveloped and planning evaluated. He urged citizens to get involved in the planning process rather than waiting until action is already being taken.

Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. RESOLUTION – Adopting the City of Keizer Council Rules of Procedure (Repealing R2012-2275)

Mr. Johnson explained that following a recent work session, Council had directed him to move forward with certain changes. Other than minor language tweaking, the main changes had to do with a procedure for internal review of Councilor action, tweaking of public testimony, the youth councilor process and the process for the new councilor selection.

Discussion followed regarding the councilor selection process, the tie process, and prohibition of serving on more than two city boards without Council approval.

Councilor Egli noted that on page 12 Section 11(b) "councilor" should be changed to "council member".

Councilor Egli moved that the Keizer City Council approve a Resolution Adopting the City of Keizer Council Rules of Procedure as amended (Repealing R2012-2275). Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

A. RESOLUTION - Authorizing City Manager to Enter Into Lease Agreement with Pitney Bowes for Keizer Police Department Postage Meter
B. RESOLUTION – Initiating Aldine Meadows Street Lighting District
C. RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC for Annual Street Resurfacing Project
D. RESOLUTION – Granting Step Increase to the City Manager
E. Approval of May 20, 2013 Regular Session Minutes

Items C, E and D were pulled from the Consent Calendar.

Councilor Egli moved for approval of Items A and B of the Consent Calendar. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Item C: Mr. Johnson noted that the resurfacing bid came in under budget so the extra money was going to be used to extend the River Road portion of the project. However the County attorneys agreed that this would cause bidding questions so for tonight the substitute resolution awards only the project. The correct bidding process will be taken for the extension.

Councilor Egli moved to adopt the substitute Resolution Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC for Annual Street Resurfacing Project. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Item D: Councilor Koho noted that Council has discussed the performance of the City Manager and agree that it is above average. He did not receive step increases when other City employees did not and now that others are receiving them it is appropriate that he does too.

<u>Councilor Egli moved to adopt a Resolution Granting Step Increase to the City Manager. Councilor Clark seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Item E: <u>Councilor Egli moved to approve the May 20, 2013 Regular Session Minutes. Councilor Clark seconded.</u> <u>Motion passed as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: Freeman (1)
ABSENT: None (0)

COMMITTEE REPORTS

a. Recognition of Keizer Police Department Volunteer Dee Rexroad

Taken out of Order.

Police Chief Mark Adams explained that Dee has worked with the Keizer Police Department for the last 13 years; every week she has assisted with the Police Records. He presented her with a token of appreciation. Ms. Rexroad responded that she felt like she should thank the Keizer Police Department for the opportunity to serve.

b. PROCLAMATION – Keizer Community Library Summer Reading Program

Taken out of Order.

Artoro Vargas, Marion County Coordinator for the Reading for All Initiative, provided background information regarding this project. He noted that during the summer many children spend little time reading but studies show that children who do not read during the summer lose skills in math and reading. He then asked Mayor Christopher and the City Council to proclaim the summer of 2013 as the Summer of Reading. Mr. Vargas added that the Keizer Community Library volunteers have been doing an awesome job of promoting reading.

Laura Bindley, Executive Director of the Keizer Community Library, explained that the program is targeting kindergarten and preschool children. She provided a brief history of the Keizer Community Library noting that for 25 years it has been run by volunteers with donated books. She noted that Steve Prothero passed away in February and it was one of his goals to have the computers upgraded so that there would be greater access for the public. With his donation the Library went out for a grant and raised over $11,000. They now have 4 public computers, wireless printers and internet access.

Mayor Christopher added that she and Mayor Peterson are working on putting a grant together for a Kindle to be donated to the library to loan out to patrons. She then read the proclamation.

OTHER COMMITTEE REPORTS

Councilor Taylor reported that members of the Keizer Points of Interest Committee will be taking an interviewing class at the Keizertimes offices. Marion County Commissioners informed him that FEMA is planning on discontinuing subsidizing flood insurance costs and this would impact about 50 Keizer residents who will see a huge increase in their flood insurance premiums. He encouraged everyone to write their congressmen.

Councilor Egli announced that Third Bridge is coming to Salem, Planning Commission met and reviewed proposed changes to transit system routes, K-23 will meet on Monday.

Mayor Christopher reviewed grand opening/open house times for the new Keizer Transit Center and praised the facility's "green" and "eco-friendly" amenities and the artwork. She also reviewed times for the Outback grand opening and urged everyone to attend because 50% of the proceeds from the Community night will benefit the Chamber baskets and Foundation.

Councilor Clark welcomed the Volcanoes; announced the grand opening for Pastabilities and that Keizer Farmers market is operating; reviewed upcoming meetings including the Strategic Economic Development Corporation (SEDCOR) luncheon, the Girl Scout Gold Award Ceremony, Salem Leadership Dessert; extended condolences to Copper Creek Mercantile and praised local fire districts for getting the fire out quickly.

Councilor Koho announced that he had attended the Keizer Fire District and Marion County Fire District #1 luncheon. He expressed the desire that this will lead to better working relationships between the entities.

OTHER BUSINESS

Public Works Director Bill Lawyer reported that the Splash Fountain would begin operating on June 26 if the replacement motor arrives by then.

Mr. Johnson announced that he had a "walk on" Resolution relating to the Keizer Station Area A Local Improvement District and the default on payment of the assessments in that area. The City needs to move forward with realizing on the security on the Rawlins property in Area A. He continues to work with the Rawlins attorney to reach a resolution but because of obligations on the bonds, money must be brought in, otherwise the City falls further behind on these obligations.

Councilor Taylor declared an actual conflict of interest: his step children are related to the Rawlins family.

<u>Councilor Egli moved to suspend the rules. Councilor seconded. Motion passed as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman and Clark (6)
NAYS: None (0)
ABSTENTIONS: Taylor (1)
ABSENT: None (0)

Mr. Johnson explained that the Resolution names the holding companies owned by the Rawlins', declares the sums due, includes a description of the property, and authorizes the City Manager and the City Attorney to move forward with the foreclosure proceedings. He explained that the City has postponed action with the hope that an interested party would come forward.

Councilor Egli moved that the Keizer City Council adopt a Resolution – In the Matter of the Default of the Rawlins Holding Company, Inc., an Oregon Corporation Successor by Name Change to Rawlins Real Estate, Rich Rawlins & Associates, Inc. and Rawlins Investment Properties LLC, an Oregon Limited Liability Company with Regard to the Keizer Station Area A Local Improvement District and Authorizing the City Manager to Move Forward with Local Improvement District Lien Foreclosure. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Quinn, Freeman and Clark (6)
NAYS: None (0)
ABSTENTIONS: Taylor (1)
ABSENT: None (0)

WRITTEN COMMUNICATIONS None

AGENDA INPUT

July 1, 2013
6:00 p.m. – City Council Regular Session
July 8, 2013
5:45 p.m. – City Council Work Session

July 15, 2013
7:00 p.m. – City Council Regular Session

ADJOURNMENT Mayor Christopher adjourned the meeting at 8:33 p.m.

MAYOR: APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Kim Freeman

Councilor #5 – Joe Egli

Councilor #3 – Marlene Quinn

Councilor #6 – James Taylor

Minutes approved:________________________

MINUTES
KEIZER CITY COUNCIL
Monday, July 1, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:
Lore Christopher, Mayor
Joe Egli, Council President
Cathy Clark, Councilor
Dennis Koho, Councilor
Marlene Quinn, Councilor
Kim Freeman, Councilor

Absent:
Jim Taylor, Councilor

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Attorney
Marc Adams, Police Chief
Nate Brown, Community Development
Bill Lawyer, Public Works Director
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Brad Coy, Keizer, President of the Gubser Neighborhood Association, urged Council support of the expansion of the Gubser Neighborhood Association boundaries and the change of name to Greater Gubser Neighborhood Association. He provided information regarding the new boundary lines, the benefits of expansion, amended by-laws, and the new association logo. He also announced a neighborhood yard sale on July 20.

PUBLIC HEARINGS

None

ADMINISTRATIVE ACTION

a. Request for Waiver of Fees for Use of Keizer Rotary Amphitheatre for Movies in the Park

City Attorney Shannon Johnson explained that the City agreement with Keizer Rotary Amphitheater is only for concerts and live theater. Park regulations allow a special permit for this event but the question is the waiving of fees. Discussion then took place regarding payment of amphitheater fees.

Councilor Egli moved that the Keizer City Council waive the fees for use of the Keizer Rotary Amphitheatre for Movies in the Park. Motion died for lack of second.

b. Focal Point Signs

Community Development Director Nate Brown provided background information regarding allowing a temporary sign at the focal point. He explained that if a permanent structure was put in place, then temporary signage could be affixed without the need for a special permit but that policies should be put in place to govern the use of the structure. He reviewed the proposed policies and fielded questions regarding the policies, structures, sign code, and code enforcement.

<u>Councilor Egli moved that Keizer City Council allow the dates requested by KRA.org plus an additional three for potential movies (total 15) for signage at the focal point and further direct staff to prepare a resolution to formally adopt a sign policy for ongoing use of the sign structure at the focal point. Councilor Clark seconded</u>.

Councilor Clark clarified that the Keizer RiverFair is affiliated with the Making Keizer Better Foundation and not KRA.org and the HomeGrown Theater event is a 3-day event. Councilor Koho suggested that the roundabout might be another good location for this kind of signage.

<u>Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman and Clark (5)
NAYS: Koho (1)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

CONSENT CALENDAR

A. RESOLUTION - Authorizing City Manager to Enter Into Street Sweeping Contract
B. RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with Apply-A-Line, Inc. for Repainting of Pavement Legends
C. RESOLUTION – Authorizing City Manager to Enter Into Lease Agreement with Ricoh USA Inc. for Police Department Copier
D. RESOLUTION – Granting Step Increase to the City Attorney
E. RESOLUTION – Authorizing City Manager to Execute Second Extension of City of Keizer Custodial Services Contract with Willamette Valley Rehabilitation Center, Inc.
F. Approval of June 3, 2013 Regular Session Minutes
G. Approval of June 10, 2013 Special Session Minutes

Items D, E, F and G were pulled from the Consent Calendar.

<u>Councilor Egli moved for approval of Items A, B and C of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

Item D: Mayor Christopher reported that Council had just completed the performance evaluation of the City Attorney and felt his performance was above expectation so they granted him a one-step increase.

<u>Mayor Christopher moved to adopt a Resolution Granting a Step Increase to the City Attorney. Councilor Egli seconded.</u> <u>Motion passed as follows:</u>

AYES: Christopher, Egli, Koho, Quinn, Freeman and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

Item E: Councilor Quinn expressed dissatisfaction with the custodial services in question and suggested that a performance review be done prior to approving the extension. Mr. Lawyer responded that staff had no complaints or compliments on the service. He also explained that the State requires the City to hire a “Qualified Rehab Facility”.

Councilor Koho indicated that he represents the Oregon Rehabilitation Association and that this company may be a member of that association. This vote could appear to be a potential conflict of interest but he will still vote.

<u>Mayor Christopher moved to adopt a Resolution Authorizing City Manager to Execute Second Extension of City of Keizer Custodial Services Contract with Willamette Valley Rehabilitation Center, Inc. Councilor Egli seconded. Motion passed as follows:</u>

AYES: Christopher, Egli, Koho, Freeman and Clark (5)
NAYS: Quinn (1)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

Councilor Clark suggested that a performance evaluation be done before the next extension.

Items F and G: <u>Mayor Christopher moved to approve the June 3, 2013 Regular Session Minutes and the June 10, 2013 Special Session Minutes. Councilor Egli seconded.</u> <u>Motion passed as follows:</u>

AYES: Christopher, Egli, Koho, Quinn and Clark (5)
NAYS: None (0)
ABSTENTIONS: Freeman (1)
ABSENT: Taylor (1)

COMMITTEE REPORTS

Councilor Egli reported that he had attended the SEDCOR luncheon where outstanding businesses were recognized.

Mayor Christopher reported that she had attended the Willamette Manor play structure ribbon cutting and the Transit Center Station dedication and would be attending the upcoming Silverton Health groundbreaking and the Outback Steakhouse grand opening.

Councilor Clark announced that work continues on the third bridge crossing the Willamette and requested that a Work Session be held to review the latest option. Council agreed to meet on July 29. Ms. Clark reminded everyone of the upcoming Salem-Keizer Volcanoes event honoring military people and their families and noted that she would not be at the next Council meeting.

Councilor Koho announced that he had taken the position of President of West Coast Baseball League of Oregon, Washington and British Columbia.

VOLUNTEER COORDINATING COMMITTEE APPOINTMENTS

Councilor Freeman appointed Trish Crenshaw to serve on the Volunteer Coordinating Committee.

Councilor Clark expressed appreciation for Kim Freeman who had previously served as her representative and appointed Erick Peterson.

OTHER BUSINESS

Bill Lawyer announced that the splash fountain is open and operating Wednesday through Sunday from 1 p.m. to 7 p.m. on days with temperatures over 75 degrees.

Mr. Brown announced that the permit has been issued for Ann Taylor Loft.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

July 8, 2013

5:45 p.m. – City Council Work Session

- Code Enforcement

July 15, 2013

7:00 p.m. – City Council Regular Session

August 5, 2013

7:00 p.m. – City Council Regular Session

ADJOURNMENT

Mayor Christopher adjourned the meeting at 7:55 p.m.

MAYOR: APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Kim Freeman

Councilor #5 – Joe Egli

Councilor #3 – Marlene Quinn

~ Absent ~

Councilor #6 – James Taylor

Minutes approved:__________________