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 11, 2011
6:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC TESTIMONY**

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

5. **PUBLIC HEARINGS**

   a. **RESOLUTION – Forming Hornet Court Local Improvement District**

6. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION – Initiating Withdrawal of that Portion of the Territory of Marion County Fire District No. 1 within Boundaries of the City of Keizer Pursuant to ORS 222.520**

   b. **Keizer Rapids Dog Park Irrigation Project Update**

7. **CONSENT CALENDAR**

   a. **RESOLUTION – Authorizing City Manager to Execute First Amendment to Street Sweeping Contract with Wheat LLC**

   b. **Report on Disbursement of Keizer Police Department Petty Cash Funds**

   c. **RESOLUTION – Authorization for Resolution Transfer of Law Enforcement Grant Funds From Materials and Services to Capital Outlay**

   d. **Approval of June 6, 2011 Regular Session Minutes**

   e. **Approval of June 13, 2011 Work Session Minutes**

8. COMMITTEE REPORTS

a. 2011 - If I Were Mayor Contest Winners

b. Events and Festivals Task Force Report

c. 2011-2012 – City Council Goals – Subcommittee Assignments – Council Rules and Procedure and City Committee Review

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 18, 2011
7:00 p.m. – City Council Meeting
- **Canceled**

July 30, 2011 – Saturday
10:00 a.m. – Town Hall Meeting

August 1, 2011
7:00 p.m. – City Council Meeting

August 8, 2011
5:45 p.m. - City Council Work Session

August 15, 2011
7:00 p.m. – City Council Meeting

12. ADJOURNMENT

CITY COUNCIL MEETING: July 11, 2011

AGENDA ITEM NUMBER:________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: KEVIN WATSON
ASSISTANT TO THE CITY MANAGER

SUBJECT: HORNET COURT LID

BACKGROUND:

At the June 6, 2011 City Council meeting, the Council approved the Engineer's Report and directed the City Recorder to notice a Public Hearing for the Hornet Court Local Improvement District (LID) to provide curb and sidewalk improvements along Hornet Court. The next phase of the process is to form the Hornet Court Local Improvement District and direct the Public Works Department to proceed with the improvements as outlined in the Engineer's Report. Once the project is complete, another public hearing will be held to spread the assessments to the properties within the LID boundary.

ATTACHMENTS:

Resolution Forming Hornet Court Local Improvement District

RECOMMENDATION:

Staff recommends City Council open the Public Hearing on the Hornet Court LID, receive testimony, close the hearing, and deliberate the issue. If Council chooses to proceed with the Hornet Court LID, staff recommends adopting the attached Resolution forming the district and directing staff to proceed with the improvements as outlined in the Engineers Report.

Please contact me if you have questions.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2011-_____

FORMING HORNET COURT LOCAL IMPROVEMENT DISTRICT

WHEREAS, the City of Keizer has adopted a Resolution initiating the formation of the Hornet Court Local Improvement District;

WHEREAS, the City Council has adopted a Resolution approving the City Engineer's Report for the Hornet Court Local Improvement District;

WHEREAS, notice of public hearing to consider formation of the local improvement district was mailed as required by Ordinance 84-028;

WHEREAS, the City Council conducted a public hearing to receive objections and remonstrances to the formation of the local improvement district and there were not sufficient remonstrances received to suspend formation of the local improvement district;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Hornet Court Local Improvement District is hereby formed and the Public Works Department is hereby authorized to proceed with the improvements as set forth in the City Engineer's Report, as adopted by the City Council on June 6, 2011.

PASSED this __________ day of _________________, 2011.
SIGNED this __________ day of _________________, 2011.

____
Mayor

____
City Recorder

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

CITY COUNCIL MEETING:____________________

AGENDA ITEM NUMBER:________________

TO: MAYOR & CITY COUNCIL

FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER

SUBJECT: INITIATING WITHDRAWAL OF MARION COUNTY FIRE DISTRICT #1 FROM CITY LIMITS

BACKGROUND

Keizer Rural Fire Protection (Keizer Fire) has expressed an interest in serving the entirety of the City of Keizer for many years. Based upon a number of letters received by Keizer Fire from three Homeowner Associations in the Clearlake area in North Keizer in the last six months, Keizer Fire is now formally requesting that the City Council for the City of Keizer initiate a withdrawal of that portion of the territory of Marion County Fire district #1 within the boundaries of the City of Keizer pursuant to ORS 222.520. This would allow Keizer Fire to annex that area into their district, pending approval by the Marion County Board of Commissioners, providing for one fire district to serve the entirety of the City of Keizer.

Should the City Council be willing to entertain the withdrawal as proposed by Keizer fire, approving the attached resolution will initiate the process and set a public hearing where the Council can take testimony from all interested parties before making a decision.

RECOMMENDATION

Staffs recommends that the City Council deliberate and determine if you wish to set a public hearing on the topic by initiating the withdrawal as proposed by Keizer Fire. If the Council determines that it is in the community's best interest to further debate this issue, it is then recommended that the City Council approve the attached resolution and set a public hearing on the matter.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2011-_____

INITIATING WITHDRAWAL OF THAT PORTION OF THE TERRITORY OF MARION COUNTY FIRE DISTRICT NO. 1 WITHIN THE BOUNDARIES OF THE CITY OF KEIZER PURSUANT TO ORS 222.520

WHEREAS, Marion County Fire District No. 1 and Keizer Rural Fire Protection District, both provide fire protection to the City of Keizer;

WHEREAS, citizens of Keizer located within the territory served by Marion County Fire District No. 1 requested that the City of Keizer consider withdrawal of the territory served by Marion County Fire District No. 1 that is within the City of Keizer;

WHEREAS, ORS 222.520 confers jurisdiction upon the City Council of the City of Keizer to cause a withdrawal of that part of Marion County Fire District No. 1 territory located within the boundaries of the City of Keizer;

WHEREAS, the territory within the City of Keizer boundary that is proposed to be withdrawn from Marion County Fire District No. 1 ("Affected Territory") is described in Exhibit "A" attached hereto;

WHEREAS, the Affected Territory is now served by Marion County Fire District No. 1 through an intergovernment agreement with Keizer Rural Fire Protection District which provides the actual fire protection to the Affected Territory;

WHEREAS, Keizer Rural Fire Protection District is willing and able to provide fire protection service to the Affected Territory directly through annexation to Keizer

Rural Fire Protection District upon withdrawal of the Affected Territory from Marion County Fire District No. 1;

WHEREAS, the City Council for the City of Keizer wants to consider the withdrawal of the Affected Territory from Marion County Fire District No. 1;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that it elects to initiate the withdrawal of the Affected Territory described in Exhibit "A" from Marion County Fire District No. 1.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that a public hearing is fixed for Monday, August 1, 2011 at 7:00 p.m. in the Keizer Civic Center to consider the question of withdrawing the Affected Territory from Marion County Fire District No. 1, and hear objections to the withdrawal of the Affected Territory and to determine whether the withdrawal is for the best interest of the City of Keizer.

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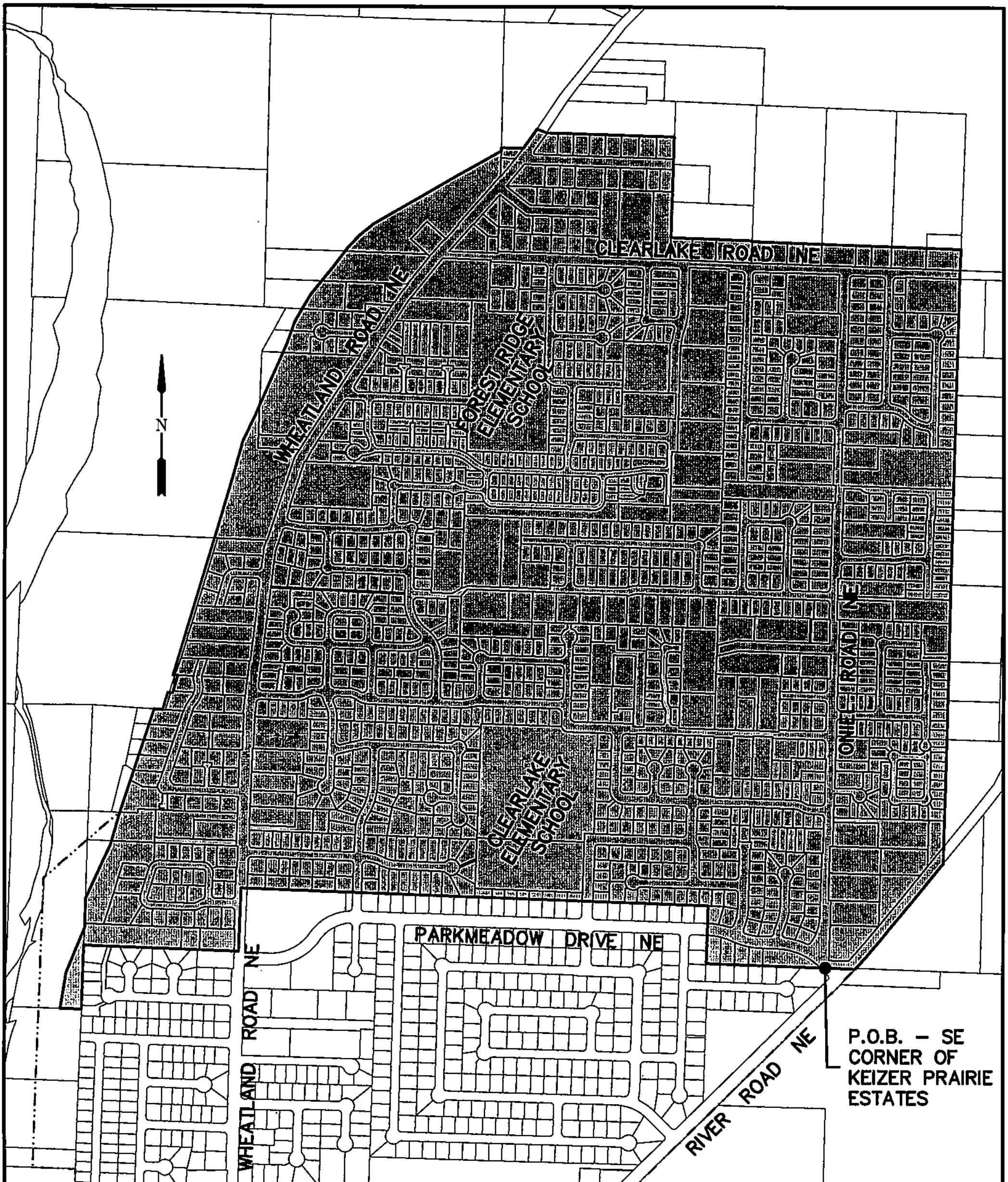
BE IT FURTHER RESOLVED that the City Manager shall take all necessary action to comply with the statutory withdrawal process including providing public notice as required by Oregon Law.

PASSED this ____________ day of _____________________, 2011.

SIGNED this ____________ day of _____________________, 2011.

____
Mayor

____
City Recorder



EXPANDED KEIZER FIRE DISTRICT
SERVICE AREA
EXHIBIT "A"

CITY COUNCIL MEETING:_____________________

AGENDA ITEM NUMBER:_________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS

SUBJECT: DOG PARK IRRIGATION PROJECT UPDATE

DATE: JUNE 29, 2011

BACKGROUND:

During the September 7, 2010 City Council meeting, Council adopted a Resolution authorizing the expenditure of $19,000 for construction of the Keizer Rapids Park Dog park irrigation system. The volunteer group making the funding request provided the estimated project costs and outlined the completion date as fall of 2010. Cost estimates provided for completion of the irrigation system did not include the 1500' of 6" watermain extension from the east boundary of the Park. The 6" watermain has the capability to provide irrigation to the remainder of the Park.

Currently the small dog park irrigation has been installed but is not operational. Decomposed granite installation needs to be completed in the small dog park; however the large dog park granite is finished. Irrigation in the large dog park is about 65% complete which includes a portion of the 4" water main line. Several members of the volunteer team have indicated the 6" portion of the job is complicated by the shear size of the pipe and is suggesting that City forces finish this portion of the project.

The beginning estimate of available resources for this project was $28,500. $4,000 of anticipated donation revenue did not materialize: however an additional $825 from various other donors has been received. Total funds to date available for this project are $25,325. Current expenditures to date total $16,231 leaving a remaining balance of $9,094 available. Materials' remaining to complete the project including the 6" watermain, using volunteer labor and equipment is $16,400 leaving a deficit in the original beginning balance of $7,306.

In order to not miss another planting season it will be necessary for Public Works forces to take the lead in completing the 6" mainline at a cost of an additional $6,900 and the volunteer team to finish the large dog park irrigation including fall seeding. The City has received a large donation of grass seed that may be acceptable for the dog park. This donation has not been factored into the current cost analysis.

FISCAL IMPACT:

Total funding needed to complete the project will be up to a maximum of $14,206. Funds are available in the Park Improvement Fund line item 28.

RECOMMENDATION:

Staff recommends Council deliberate this issue and provides direction to staff. Please contact me if you have questions.

CITY COUNCIL MEETING: **July 11, 2011**

AGENDA ITEM NUMBER: ________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS

SUBJECT: AMMENDMENT TO THE STREET SWEEPING CONTRACT

BACKGROUND:

The City of Keizer Street Sweeping Contractor Wheat LLC has requested to extend their contract with the City by two additional years as allowed for in section A.1. in the current contract. Wheat LLC has also requested an increase of 3% per curb mile which equates to $33.96. Wheat LLC continues to perform very well for the City with detailed schedules, solving customer concerns and quality work. Wheat LLC is responsive to the Public Works Department on occasional additional sweeping requests. The requested increase will hold firm for the final two years of the contract.

FISCAL IMPACT:

Funds are available in the 2011/12 Street Fund Budget line item 75 and the Storm Utility Fund line item 81.

RECOMMENDATION:

Staff recommends City Council adopt the attached resolution authorizing the City Manager to enter into a contract extension amendment providing an additional two years of street sweeping services with Wheat LLC. Please contact me if you have questions.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2011-_____

AUTHORIZING CITY MANAGER TO EXECUTE FIRST AMENDMENT TO STREET SWEEPING CONTRACT WITH WHEAT, LLC

WHEREAS, City and Wheat, LLC entered into that certain Street Sweeping Contract on or about July 22, 2008;

WHEREAS, the Contract expires on July 31, 2011, but may be extended for two (2) additional years upon mutual consent of the parties;

WHEREAS, the Contract allows an increase in the per swept mile charge and special sweeping charge effective at each anniversary date;

WHEREAS, the City and Wheat, LLC wish to extend the Contract to July 31, 2013;

WHEREAS, Wheat, LLC has requested an increase in the per swept mile charge from $32.97 per swept mile to $33.96 per swept mile charge;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to execute the attached First Amendment to Street Sweeping Contract with Wheat, LLC.

///

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-390-3700

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to take such further action as required under state law.

PASSED this __________ day of _________________, 2011.

SIGNED this __________ day of _________________, 2011.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-390-3700

FIRST AMENDMENT TO STREET SWEEPING CONTRACT

PARTIES:

CITY OF KEIZER, an Oregon municipal corporation (hereinafter "City")

WHEAT, LLC, an Oregon Limited liability company (hereinafter "Contractor")

RECITALS:

A. City and Contractor entered into that certain Street Sweeping Contract on or about July 22, 2008 (hereinafter "Contract").

B. The Contract expires on July 31, 2011, but may be extended for two (2) additional years upon mutual consent of the parties.

C. The Contract allows the Contractor to request an increase in the per swept mile charge and special sweeping charge effective at each anniversary date.

D. Contractor has requested an increase in the per swept mile charge from $32.97 per swept mile to $33.96 per swept mile charge.

E. City and Contractor have agreed to extend the Contract and increase the per swept mile charge as set forth below.

Based upon the mutual promises and consideration expressed herein, the parties agree as follows:

AGREEMENT:

1. Section A.1. is hereby amended as follows:

   1. The City of Keizer, hereinafter referred to as the "City", desire to contract a professional street cleaning service for the period beginning August 1, 2011 and ending July 31, 2013.

2. Section B.6. is hereby amended as follows:

   6. The City shall pay Contractor $33.96 per swept mile including disposal and $115.00 per hour including the cost of disposal for special sweepings, payable on a monthly basis. At least ninety (90) days prior to the anniversary date, the Contractor may request an increase in the per swept mile charge and

special sweeping charge effective at each anniversary date. Granting of such request is voluntary and solely within City's discretion.

3. Section B.7. is hereby amended as follows:

7. The Contractor may be required to sweep additional areas other than as set forth on the attached map. Such additional areas shall be charged at $33.96 per curb mile for one curb mile or greater, or at an hourly rate of $115.00 for additional street cleaning of less than curb mile.

4. Except as specifically modified herein, all remaining terms, conditions, obligations and duties set forth in the Contract shall remain in full force and effect.

In witness whereof, the parties hereto have executed this First Amendment to Street Sweeping Contract on this ______________ day of ____________________________, 2011.

CITY OF KEIZER:

Dated:____________________

By:__________________________
City Manager

Dated:____________________

Attest:_______________________
City Recorder

Approved As To Form:

Dated:____________________

____
City Attorney

WHEAT, LLC:

Dated: June 13, 2011

By: Wayne A. Thackery
Wayne Thackery Member/Mgr.

Address: 1141 Chemawa Road N
Keizer, OR 97303

COUNCIL MEETING: July 11, 2011

AGENDA ITEM NUMBER:_____________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: H. MARC ADAMS, CHIEF OF POLICE

SUBJECT: REPORT ON DISBURSEMENT OF PETTY CASH FUNDS

ISSUE:

In Fiscal Year 2007 the City Council established petty cash funds for the Keizer Police Department Community Services Unit for $200 and the Community Response Unit for $800. By council resolution, the department was instructed to report the expenditures from each of these funds each fiscal year.

REPORT:

Community Services Unit: As of this date, a total of $102 has been disbursed from this fund.

- 7/14/10 - $20, cab fare
- 11/1/10 - $5, gas for transient
- 11/17/10 - $12, meal for transient
- 1/3/11 - $5, meal for transient
- 1/3/11 - $60, hotel room for stranded family

Community Response Unit: A total of $549.98 has been spent on informant services and related charges (cell phone minutes, fuel, etc.).

If you have any questions please contact H. Marc Adams, 503.390.3713 or adamshm@keizer.org

COUNCIL MEETING: <u>July 11, 2011</u>

AGENDA ITEM NUMBER: _______________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: CHIEF H. MARC ADAMS
AND
SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: Authorization for Appropriation Transfer of Law Enforcement Grant Funds from Materials & Services to Capital Outlay

BACKGROUND: The Keizer Police Department has been offered a $30,000 dollar grant by the Oregon Department of Transportation Division to start a pilot program of Intelligence Policing. This is a data driven automation program that will assist patrol and traffic divisions in locating issues before they are out of control. (The analogy used is, you can see the smoke first before the flames break out).

The software will be specific to our agency needs and will cover Crashes, Citations and Crime areas. The company being used for the build is the OMEGA Group. In return, we will give ODOT a fair evaluation of usefulness, application changes and recommendations.

The Keizer Police Department will also receive an additional $5,000 dollars to purchase 3-Symbol handhelds with GPS (Electronic Citation Writer).

As part of the grant requirements, the Keizer Police Department will need to make payment to the OMEGA Group for $30,000 dollars and will obtain the rights to the software build. Immediately after payment, ODOT will submit a reimbursement check to the City of Keizer for the same amount. This is done only as a grant requirement and it assures the City of Keizer is the recipient of the product.

Separately, the City of Keizer will submit payment to APS for the purchase of 3-Symbol handheld devices for the amount of $5,000.00. ODOT will again turn around and submit a reimbursement check for the amount of $5,000.00

Below is a brief from ODOT.

Council Meeting July 11, 2011
Appropriation Transfer for Law Enforcement Grant Funds

Sgt. LeDay,

I am offering a grant to the city of Keizer in the amount of $30,000 to be used to purchase
a software program that will provided state of the art data-analysis tools that you can use to analyze traffic crash data in near real-time and citation issuance data (which includes criminal offenses cited on electronic UTC's) in the city of Keizer.

This project is designed to provide innovation in determining problem locations in the city in order to allow officers in Keizer to quickly identify and target problem locations in a proactive based methodology.

This grant is a reimbursement grant and Keizer would pay the upfront cost of the software and then send ODOT a claim for reimbursement. ODOT has 45 days to submit a check for reimbursement to the agency however, the average is 30 days.

If needed, I am able to make a special request to decrease the reimbursement turnaround times.

Please let me know if you need additional information.

ISSUE: Oregon Budget Law allows for the transfer of appropriations or of appropriations and a like amount of budget resources between funds during the fiscal year (ORS 294.450);

Oregon Budget Law further provides that a resolution or ordinance be passed to provide authority for the expenditure of these funds. The Police Department has been awarded a $35,000 grant for the purchase of computer equipment and software both of which are capital outlay items. The Law Enforcement Grant Fund has $25,000 appropriated for Materials & Services and $25,000 appropriated for Capital Outlay. The attached resolution transfers $10,000 from Materials & Services to Capital Outlay to cover the cost of this grant award.

FISCAL IMPACT: There is no net fiscal impact.

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2011-________________

AUTHORIZATION FOR RESOLUTION TRANSFER OF LAW ENFORCEMENT GRANT FUNDS FROM MATERIALS & SERVICES TO CAPITAL OUTLAY

WHEREAS ORS 294.450 allows for the transfer of appropriation authority within a fund;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2012:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Keizer Station LID				
Materials & Services	25,000		10,000	15,000
Capital Outlay	25,000	10,000		35,000

The Police Department was awarded a grant for Computer Equipment & Software both of which are Capital Outlay items. Appropration is needed from the Materials & Services category for this purpose.

PASSED this _____ day of __________________, 2011

SIGNED this _____ day of __________________, 2011

____
Mayor

____
City Recorder

MINUTES
KEIZER CITY COUNCIL
Monday, June 6, 2011
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:15 pm. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Shannon Johnson, City Attorney
Jim Taylor, Councilor	Nate Brown, Community Development
Joe Egli, Councilor	Kevin Watson, Assistant to the C.M.
David McKane, Councilor	Lt. McCowan, Police Department
Brandon Smith, Councilor	Susan Gahlsdorf, Finance Director
Mark Caillier, Councilor	Tim Wood, Assistant Controller
Youth Councilor Hugo Nicolas	Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Art Barbrowitz, Keizer, representing his client, Salem Harley Davidson, voiced excitement regarding the upcoming "Good Vibrations Motorcycle Rally" He urged those interested in volunteering to contact Cliff Fodge at Salem Harley Davidson. Mayor Christopher and Youth Councilor Nicolas suggested that Young Life and North Salem ROTC might be interested. In closing Mr. Barbrowitz thanked Assistant to the City Manager, Kevin Watson, for his assistance.

Sherrie Gottfried, Keizer, thanked Council and announced that almost every event in the rally will be held in Keizer; over 50% of registrants are staying at the Renaissance Inn and some are coming from as far away as British Columbia.

PUBLIC HEARING

a. ORDINANCE – Setting Water Rates (2012); Repealing Ordinance 2008-574

Finance Director Susan Gahlsdorf explained that the water rate model was adopted in 2002 and modified in 2004; updates in the cost of service identified a need to increase rates by at least 3% in FY09-10 and FY10-11 but City officials had elected to forgo those increases. The last rate increase was in 2008. Water sales revenues have declined over the past two years but capital improvements to the water system infrastructure are needed. The model shows that a 3% system-wide increase is needed to fund these improvements; however, because Local 320 Union members have agreed to forgo their cost of living increases in order to keep operating costs down, the City is able to lower the rate increase to 2%. The FY11-12 Budget Committee approved this increase.

Mayor Christopher opened the Public Hearing. Hearing no testimony, Mayor Christopher closed the Public Hearing.

Councilor Caillier moved to adopt an Ordinance Setting Water Rates (2012); Repealing Ordinance 2008-574. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. RESOLUTION – Certification of Lighting District Assessments

Finance Director Susan Gahlsdorf directed attention to the list showing assessments by district noting that they must be certified to the Marion County Assessor's office by June 30, 2011 in order to be assessed on the November 2011 tax rolls. Because the fund has a sufficient ending balance projected for fiscal year 2010-11, staff is recommending forgoing the annual delinquency assessment on next year's assessments. This will result in a reduction of the 2011 assessment.

Mayor Christopher opened the Public Hearing. Hearing no testimony, Mayor Christopher closed the Public Hearing.

Councilor Clark moved that the Keizer City Council adopt a Resolution Certifying Lighting District Assessments. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. RESOLUTION – Adopting FY 2011-2012 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes

Finance Director Susan Gahlsdorf summarized actions and deliberations of the Budget Committee which culminated in the Committee Approved Budget being presented to Council for adoption. She reviewed the adjustments allowed by Oregon law adding that the budget must be approved by June 30, 2011. She noted that a revised Staff Report and Resolution had been given to each Councilor which included budget adjustments to the committee approved budget identified by staff after the May 10 Budget Committee meeting. She then fielded questions and provided additional clarification.

Mayor Christopher opened the Public Hearing.

Rhonda Rich, *Ken LeDuc* and *Rick Hammerquist*, Board members of the West Keizer Neighborhood Association, requested that Council reconsider funding for the Association noting that neighborhood associations provide an avenue of communication and a source for volunteers and play a vital role in city government, fostering civic involvement and civic education by facilitating the discussion of issues and helping members become more informed, responsible citizens. In conclusion Ms. Rich noted that the WKNA represents more than 3,000 households and reiterated the request for funding of $850 or at least $400 to cover copy costs and other means of communication.

Ron Bersin, Keizer, brought attention to the Energy Efficiency and Housing Service programs that offer loans to Keizer residents. He noted that there was $450,000 available, asked City staff to make sure these funds become available to citizens and encouraged citizens to apply for these loans. Councilor Clark added that notification of the availability of these loans is posted on the current water bills.

With no further testimony, Mayor Christopher closed the Public Hearing.

<u>Councilor Taylor moved to adopt a Resolution Adopting FY 2011-2012 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes as amended. Councilor Clark seconded.</u> (Amendment is the revised Resolution submitted at the meeting.)

<u>Councilor McKane offered a friendly amendment to reduce the contingency balance by $400 and give the $400 to the neighborhood associations</u>. Ms. Gahlsdorf noted that the contingency amount was $52,600 and this would reduce it to $52,200.

<u>Councilors Taylor and Clark accepted the friendly amendment.</u>

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

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

d. Keizer Development Code Text Amendment – Memory Care Facilities

City Attorney Shannon Johnson explained that the Planning Commission had reviewed the amendment which was originally broader in both the types of uses and the different zones allowed but finally approved limited types of residential care facilities, only in the RM zone and with Conditional Use approval to be reviewed by the Planning Commission. Mr. Johnson then fielded questions regarding the Standard Industrial Code with lengthy discussion following regarding limiting driveway access to arterials or neighborhood streets.

Mayor Christopher opened the Public Hearing.

Bob Beauchemin, West Linn, Oregon, representing Avamere Health Care, requested that verbiage regarding the traffic impact analysis requirement be reworded for clarity. He suggested the following wording: “significant increase above the basic intended use” or something similar to that. He compared the processes of other cities, explained that traffic generated for this type of facility is generally half that generated for single family housing units and is considerably less than apartments. He added that access might be needed for service vehicles.

With no further testimony, Mayor Christopher closed the Public Hearing.

Councilor Clark moved to direct staff to prepare an ordinance with findings to adopt the proposed revisions to allow facilities that provide care for residents who suffer from Alzheimer's and related illnesses. Councilor Taylor seconded.

Councilor Clark offered a friendly amendment to reword *Section 2.431.04: Criteria, subsection C: Facility Access* so that a facility shall have its primary access to an arterial but the limitation that all access be to the arterial be removed. Councilor Taylor did not accept this amendment.

Councilor Clark moved to amend *Section 2.431.04: Criteria, subsection C: Facility Access* to indicate that a facility shall have its primary access to an arterial and the limitation that all access be to an

arterial be removed. Councilor Egli seconded.

Councilor Clark explained that access management has been trying to reduce curb cuts into arterials to avoid traffic snarls and this could create safety problems and access problems for emergency vehicles.

Lengthy discussion then took place regarding neighborhood impact, designing code for a single development, facility size and access.

Councilor Clark reworded her amendment as follows: amend *Section 2.431.04: Criteria, subsection C: Facility Access* to indicate that a facility shall have access to an arterial. Councilor Egli agreed with this. Motion to amend passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Clark (6)
NAYS: Taylor (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Clark reminded Council that the applicant had suggested clarifying the wording on Section 2.431.04 Criteria, Subsection B regarding a traffic impact analysis. City Attorney, Shannon Jonson explained that this was informational only because it states that a TIA is required if certain conditions apply; it would not be required in every case and would be determined at the pre-application meeting.

Mayor Christopher restated the motion: To direct staff to prepare an ordinance with findings to adopt the proposed revisions to allow facilities that provide care for residents who suffer from Alzheimer's and related illnesses as amended. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION – Expenditure Authorization for Art Walk, Elections, Focal Point, Parks and Facility Maintenance

Taken out of order. Finance Director noted that because this item impacts the next budget, it should be addressed prior to adoption of the budget. She noted that a revised Staff Report and Resolution had been given to each Councilor which included expenditure for Facility Maintenance. She explained that State Statute allows an increase of expenditures when said expenditure is necessary, unforeseen and not included in the adopted budget. She reviewed the unforeseen expenses which included costs for a citizen-initiated election regarding development at Keizer Station; donation pass-through funds for Artist stipends; removal of Art Walk pad at Keizer Veterinary Clinic; mowing and operation costs for the focal point and land behind Volcano stadium; and unanticipated costs for Civic Center facility maintenance. She concluded noting that staff recommends that Council adopt the Resolution approving additional appropriation to the general fund and each other operating fund identified.

<u>Councilor Egli moved that Keizer City Council adopt a Resolution - Expenditure Authorization for Art Walk, Elections, Focal Point, Parks and Facility Maintenance, as amended. Councilor Taylor seconded.</u> (Amendment is the revised Resolution submitted at the meeting.) <u>Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. RESOLUTION – Directing Distribution of Revenues From The Transient Occupancy Tax; Repealing R98-1012

Susan Gahlsdorf explained that due to significant budget cuts the percentage of revenues from the Transient Occupancy Tax would not be distributed to the Keizer Fire District. The TOT Ordinance requires that hotel tax revenues be distributed pursuant to Council Resolution. Therefore a new Resolution has been drafted repealing the previous one and indicating that 100% of the revenues will be distributed to the City of Keizer General Fund. This will allow the City to fund basic services including public safety, community development, parks and administration.

<u>Councilor Smith moved to adopt a Resolution Directing Distribution of Revenues From The Transient Occupancy Tax; Repealing R98-1012. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. ORDINANCE – Relating to the Amendment of the Electric Utility License Fee Ordinance; Amending Ordinance Number 94-286

Shannon Johnson explained that staff has been working to update the Utility License Agreements into more modern Franchise Agreements. The final agreements should be complete before August 31, 2011.

Councilor Clark moved that Keizer City Council adopt an Ordinance Relating to the Amendment of the Electric Utility License Fee Ordinance; Declaring an Emergency and Amending Ordinance Number 94-286. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ORDINANCE – Relating to the Amendment of the Gas Utility License Fee Ordinance; Amending Ordinance Number 94-285

Councilor Clark moved that Keizer City Council adopt an Ordinance Relating to the Amendment of the Gas Utility License Fee Ordinance; Declaring an Emergency and Amending Ordinance Number 94-285. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

d. RESOLUTION – Approving Extension of the Cable Television Franchise Agreement with Comcast of Oregon I, Inc.

Mr. Johnson explained that the Comcast franchise agreement initially expired January 31, 2011 but was extended by a Resolution to June 30, 2011. Comcast has been unwilling to enter into renewal agreements until other agreements are in place and has indicated that they are not required to sign any extension agreements. Therefore, the City does not have a specific extension agreement, but instead has drafted a Resolution indicating that the City is allowing them to proceed under the current regulations.

Councilor Clark moved that Keizer City Council adopt a Resolution Approving Extension of the Cable Television Franchise Agreement with Comcast of Oregon I, Inc. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

A. RESOLUTION – Certification of Delinquent Sewer and Storm Water Accounts
B. RESOLUTION – Declaring the City's Election to Receive State Shared Revenues
RESOLUTION – Certifying the City of Keizer Provides Four or More Municipal Services

C. Resolution – APPROVING City Engineer's Report for Proposed Hornet Court Local Improvement District for Sidewalk Improvements
D. RESOLUTION – Appointing Acting City Attorney
E. RESOLUTION – Updating Identity Theft Prevention Program; Amending R2008-1900
F. Approval of April 18, 2011 Regular Session Minutes
G. Approval of May 2, 2011 Regular Session Minutes
H. Approval of May 9, 2011 Work Session Minutes

Item H was pulled.

Councilor Clark moved that Keizer City Council approve items A through G of the Consent Calendar. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilors Egli and McKane indicated that they would abstain from approval of the May 9 Work Session Minutes because they were absent.

Councilor Clark moved that Keizer City Council approve Item H of the Consent Calendar. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Smith, Caillier, Taylor and Clark (5)
NAYS: None (0)
ABSTENTIONS: McKane and Egli (2)
ABSENT: None (0)

COMMITTEE REPORTS

Councilor McKane announced that the June Planning Commission meeting was cancelled.

Councilor Caillier reviewed recent activities of Claggett Creek Watershed Council and the Stormwater Advisory Committee and reminded everyone of the upcoming Gubser Neighborhood Association meeting.

Councilor Egli reported that Iris Festival was a success for the Chamber this year and negotiations are underway for a temporary facility at Keizer Station. Councilor Clark substituted for him at Keizer Urban Renewal Board.

Councilor Clark reviewed meetings she had attended including the Sustainable City Year luncheon, the Keizer Urban Renewal Board, K-23 Advisory Committee, Mid-Willamette Area Commission on Transportation, and the Community Transit Task Force. She announced that the upcoming West Keizer Neighborhood Association meeting would be the last one until fall and noted that she would not be present for the June 20 Council meeting.

Councilor Smith announced the date for the next Parks Advisory Board meeting and reported that even though only about five citizens showed up for the open mike Town Hall meeting, conversations took place for about two hours. He urged citizens to attend the next session.

Mayor Christopher announced that her grandbaby is due in 16 days so she may not be at the June 20 Council meeting.

OTHER BUSINESS

Community Development Director Nate Brown explained that he was late coming to the Council meeting because he was at the City of Salem Work Session discussing the cooperative work on the economic opportunity analysis. He explained that there was frank discussion and still many questions from legal staff and others on how this will play out. Another Work Session is scheduled before July when they will meet with Keizer.

City Attorney Shannon Johnson indicated that there has been some discussion about the July meetings. Typically Council meets on the first and third Mondays but it has been suggested that one meeting be held in July on the 11th at 6:00 p.m. and the meetings on the 5th and 18th be cancelled.

<u>Councilor Clark moved to suspend the rules to deal with this. Councilor Smith seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

<u>Councilor Clark moved to change the schedule for Council meetings for July of 2011 cancelling the meetings on July 5 and July 18 and holding one meeting beginning at 6:00 p.m. on July 11. Councilor Smith seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Youth Councilor Nicolas announced that graduation would be on Friday and he would be the senior speaker. Prom was held last weekend and was fun. Mayor Christopher congratulated Mr. Nicolas.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

June 13, 2011

5:45 p.m. - City Council Work Session

- Housing Needs Analysis

June 20, 2011

7:00 p.m. City Council Regular Session

- Public Hearing – Keizer Development Code Text Amendment – Urban Chickens

June 27, 2011

5:45 p.m. – City Council Work Session – Cancelled

Councilor McKane announced that the Good Vibrations Motorcycle Rally 4-day event will occur in Keizer. He noted that the City was a good host last year and invited local businesses to contact him regarding sponsorship and low-cost advertising.

ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:50 p.m.

MAYOR: APPROVED:

______________________ ______________________

Lore Christopher Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

______________________ ______________________

Councilor #1 – David McKane Councilor #4 – Cathy Clark

______________________ ______________________

Councilor #2 – Brandon Smith Councilor #5 – Joe Egli

______________________ ______________________

Councilor #3 – Mark Caillier Councilor #6 – James Taylor

Minutes approved:

____

MINUTES
KEIZER CITY COUNCIL
WORK SESSION
Monday, June 13, 2011
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the work session to order at 5:52 p.m. The following were present:

Councilors:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Nate Brown, Community Development
Jim Taylor, Councilor	Marc Adams, Police Chief
Mark Caillier, Councilor	Tracy Davis, City Recorder
Brandon Smith, Councilor	**Also Present:**
Joe Egli, Councilor	Vickie Hardin-Woods, Salem
Hugo Nicolas, Youth Councilor	Steve Oulman & Tom Hogue, Oregon Department of Land Conservation and Development
Absent:	
David McKane, Councilor	

DISCUSSION

a. Population Forecast Issues

Community Development Director Nate Brown explained that the City is at a juncture in the Economic Development Analysis and the Housing Needs Analysis process where decisions need to be made regarding growth assumptions. He explained that the Marion County assumption was considered illustrative and has not been adopted by Salem or Keizer. In order to adopt a local Economic Development Analysis and Housing Needs Analysis growth assumptions need to be identified and this decision will effect discussions further into the process.

Mr. Brown explained that the Salem-Keizer relationship is unique in the state and reviewed the implications of a split noting that the costs of a “divorce” far outweigh the benefits. He recommended that Keizer send a message to their partners that they are willing to work through this and move forward. Discussion then followed at length regarding working with the City of Salem.

Mr. Brown then directed attention to the Housing Needs Analysis approach which reviewed the history and conclusions of the study. He noted that the housing needs conclusions were based on the Marion County medium population projection which is higher than the Portland State University projection (49,486 vs. 48,089). Discussion took place regarding infill development, trends, and population projections. Mr. Brown recommended

Council take a conservative approach and adopt the Portland State (slightly lower) number. He explained that by adopting the more conservative number established by a recognized and reputable group, the City reinforces what it is trying to accomplish: to correct the job deficit in Keizer which is currently 1 to 7 and significantly lower than most other cities.

Discussion then took place regarding the effect of this on the Economic Opportunities Analysis, using regional standards, types of housing needed to attract professional level residents, buildable land assumptions, land supply, incremental growth, and adjustment of the urban growth boundary. Mr. Brown explained that he would like a consensus from Council on how to prepare a staff report for a public hearing to formally adopt the population forecast. Mayor Christopher indicated that Council supported preparation of a staff report for the public hearing with the population projection of 48,089.

Further discussion took place regarding Keizer's partnership with the City of Salem and the implications to Salem brought about by Keizer choosing to go with the lower population projection.

Council then focused on the Economic Opportunities Analysis Report with Mr. Brown explaining that some of the City's aspirations have been subject to criticism but that Tom Hogue with the State supports them. He explained that a local EOA Task Force has been established, and work should continue to refine and adopt the local EOA and implement the regional EOA. Mr. Brown then reviewed the conclusions of the Regional EOA with discussion following regarding terminology, land needs, compatibility of the local EOA with the regional EOA, Keizer's relationship with Salem and the commitment to work together and clarification of that task.

Additional discourse ensued regarding the population projections, perceived negative impacts to Salem, and developing local jobs for local people. Mr. Eppley stated that regardless of the Regional Analysis, Keizer is an independent community and it is the obligation of the Council to enact policies that guarantee that Keizer remains a vibrantly healthy community.

b. Keizer Public Safety Survey

Mr. Eppley explained that the City and the Fire District have been working together for some time discussing levels of public safety, cost of operation, how to raise those funds, etc. and through a number of processes they have determined to put the issue on the ballot. It was also determined that the citizens should be queried in a scientific manner to determine if they are receptive to the idea. He explained that the Fire District had worked with a political consultant to develop a survey which had been passed on to Council for review. The survey primarily used a public safety utility fee as the delivery method but some Councilors had indicated that they preferred the telecom tax as the delivery vehicle. He requested direction from Council as to which they preferred so that the survey could be crafted.

Discussion then took place regarding moving forward with the vote without spending the $3,000 on the survey with Mr. Eppley explaining that the survey will provide Council and citizens with important information and would show Council the citizen supported vehicle by which to deliver the tax. The sooner the vehicle is chosen, the better, so that the argument to constituents can be crafted and responses to their questions developed.

Councilors discussed the option of implementing a consumption tax, adding a charge to the water bill, charging a percentage of cell phone bills, and combining one of these options with a consumption tax. Mr. Eppley reminded Council of the results gleaned from the Town Hall meetings and added that he felt the likelihood of passing a complex formula like a combination of the consumption tax and any other charge was very unlikely.

Lengthy discussion took place regarding the fairness of the utility charge and the fact that it would pay for the difference between 37 and 41 police officers in addition to other services and programs and that a telecom tax would have organized big business investing time and money to oppose the measure. Council directed Mr. Eppley to craft a survey using the utility charge and to clearly state the exact cost and what it would fund.

c. If I Were Mayor Contest

Councilors reviewed the submitted essay and power point with Mayor Christopher explaining that each would be submitted for the statewide contest. Councilors then viewed and voted on the posters submitted. Mayor Christopher suggested that the winners be invited to the July 11 Council meeting to receive their gift cards.

ADJOURN

Meeting adjourned 7:52 pm.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Joe Egli
Councilor #3 – Mark Caillier	Councilor #6 – James Taylor

Minutes approved:

COUNCIL MEETING: July 11, 2011

AGENDA ITEM NUMBER: ____________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

FROM: CHRIS EPPLEY
CITY MANAGER

THROUGH: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: 2011 – "IF I WERE MAYOR…" CONTEST WINNERS

ISSUE:

Each year, the Oregon Mayor's Association sponsors an "If I Were Mayor…" contest. The first phase of the contest is held at the local level to determine a winner in each of the contest categories; Poster, Essay, or Video/PowerPoint. The poster contest is open to students enrolled in 4th through 6th grades, the essay contest for middle school students (6th through 8th grades in the Salem-Keizer School District) and the video/PowerPoint contest for high school or college level students.

First place winners of the 2011 Keizer "If I Were Mayor…" competition are as follows:

- Poster Contest – Travis Holt
- Essay Contest – Jordan Epping
- Video/PowerPoint Contest – Hugo Nicolas

The winning entries in each of these categories have been submitted to the Oregon Mayor's Association for the state-wide competition. State-wide winners will be notified mid-July and will be invited to attend the Oregon Mayors Association Summer Conference in Madras where they will be recognized and receive their grand prize of a laptop computer.

RECOMMENDATION:

It is recommended the Mayor and City Council congratulates each of these winners and present them with a $50 gift card.

CITY COUNCIL MEETING: July 11, 2011

AGENDA ITEM NUMBER: ________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: KEVIN WATSON
ASSISTANT TO THE CITY MANAGER

SUBJECT: Events and Festivals Task Force Report

BACKGROUND:

In the last few years, the opportunities for special events have increased significantly. The development of the Community Center & Amphitheater and establishment of the RiverFest & Good Vibrations events have put Keizer on the map as a destination for the region. City Council established the Events and Festivals Taskforce to identify the City of Keizer's needs to nurture these new assets.

The Events and Festivals Taskforce recommends five objectives:

1. Research the feasibility for developing venues for events and festivals.
2. Streamlining polices and ordinances to allow a "one-stop shop" for all future event promoters.
3. Developing a Community Calendar – identify and research options.
4. Develop a marketing plan and strategy.
5. Develop the Keizer Festivals and Events Services Team (K-FEST) committee.

Objectives 1-4 are to be researched by the K-FEST committee. K-FEST will then make recommendations to the City Council for approval. It's the hope that future promoters will present to the K-FEST committee and the committee will make recommendations for City endorsement or not.

Attachments: Events and Festivals Taskforce Report, Festival Grounds Concept.

FISCAL IMPACT:

No immediate fiscal impact. Future impacts will be determined by the decisions recommended by the newly formed committee.

RECOMMENDATION:

The Events and Festivals Task Force recommends Council accept the attached report and initiate the process to establish the K-Fest Committee. The K-Fest Committee will be tasked with implementing the attached report. Please contact me if you have questions.

Events and Festivals Task Force

Members:
Councilor Cathy Clark, chair
Councilor Mark Caillier
Councilor David McKane
Christine Dieker, Chamber Executive Director
Rob Miller, Chamber Board Director
Ron Freeman, RIVERfair representative
Sherrie Gottfried, Renaissance Inn Sales Manager
Jerry Walker, Volcanoes President & General Manager
Staff liaison: Kevin Watson, Asst. to the City Manager
Staff assistance: Debbie Lockhart, Deputy City Recorder

The *Keizer Compass: Pointing to the Future*, compiled in 2009, identifies a "Thriving Local Economy" that includes "being a centrally-located event destination." Our civic amenities include cultural, entertainment, and recreational facilities, which can be used to "maintain and increase civic celebrations and other volunteer efforts," bringing us together through, among other things, events and festivals. When defining Keizer's "livability," the participants included "encouraging cultural and civic facilities."

The Keizer Iris Festival is the largest annual event in Keizer. Space constraints on River Road, due to business growth, prompted organizers to turn to Keizer Station in 2009. The success of that year highlighted the advantages of I-5 exposure and nearly unrestricted space and parking. Challenges continued, however, as sites developed in Keizer Station. Good Vibrations came to Keizer in 2010 and encountered similar space problems along with a need for better coordination between agencies, property owners, and businesses. To retain the advantages of the Keizer Station location and streamline coordination for large events, a more permanent site for these and other large festivals needed to be identified and developed for that purpose.

In an effort to address the issues raised in *The Keizer Compass* and the growing demand for large event facilities in Keizer, the Events and Festivals Task Force was established in 2010, whose purpose was to assist in development of policies and facilities that encourage promotion of events and festivals within the City of Keizer. Six objectives were identified (#5 & #6 are combined for the purposes of this report). The recommendations of the Task Force are designed to be carried out through the work of an advisory committee, *Keizer Festivals and Events Services Team (KFEST)*. The City of Keizer recognizes the economic and community value of Events and Festivals. The on-going work of KFEST will assist the Keizer community in moving toward increasing our share of that industry and enhancing the variety of cultural and entertainment experiences we have to offer.

Objective #1:
Feasibility for Developing Venues for Festivals and Events

The task force recommends:

- *Develop the 5-acre site north of Volcanoes with basic utilities and access*
    - *The site is not viable as a stand alone large events facility and will only need basic utilities, access, and site maintenance*
    - *The site has value as a green space used in conjunction with adjacent facilities and spaces*
    - *The site has been identified as a possible future route for realigning 35th Ave NE for greater capacity (Chemawa Interchange Area Management Plan draft). Work with planning agencies to ensure compatibility with Festivals Venue and Volcanoes Stadium.*
    - *Combined with the gravel area on the NE portion of the Volcanoes site and area between Volcanoes parking and the BPA substation, the overall space is suitable for a large festival venue with outdoor and covered facilities.*
    - *Details for developing this site are in Appendix A*
- *Direct KFEST to work with various sites, listed below, forming partnerships with current property owners and local organizations to facilitate events and festivals at those locations.*
- *Work with Civic partners to market and improve the publicly owned sites (Keizer Station/Volcanoes, Civic Center/Heritage, Keizer Rapids Park/Amphitheater, Keizer Little League Park).*
- *Encourage private landowners with potential (Elks, Whiteaker/Dayspring, Area C) to work with the city and the Advisory Committee to incorporate event suitability into site designs and regional marketing.*

Events Locations in Keizer

Sites with large spaces were evaluated for their suitability as a site for large events and festivals. Criteria included:

- Space and Surface types compatible with hosting events
- Partnerships for space and/or facility
- I-5 access and exposure
- Connection with River Road business core
- Parking and traffic
- Compatibility with zoning, master plans, neighborhoods
- Unique features

Keizer Station/Volcanoes:
Pro:

- land partnerships available
- proximity to Volcanoes, an existing and successful venue
- I-5 visibility

- space for multipurpose surfaces, green (park-like) space, and a covered area to extend the season
- Parking and roadway capacity present
- Keizer Station Park

Con:

- Need to identify space now; Keizer Station will continue to fill in, like River Road, unless space is designated for events before construction
- Need plan to coordinate promotion/connection to River Road and other business and event assets

North Cherry Avenue

Pro:

- The section of Cherry Avenue could be closed off or designed for limited thru travel for events; alternate routes available
- Potential to redevelop that section on Cherry Avenue into a multi-use community plaza style facility
- Close to River Road
- Potential for partnerships with existing successful facilities and businesses
- Walery Plaza Christmas Tree site nearby

Con:

- No I-5 visibility
- Neighborhood noise would have to be mitigated through design of venue
- Traffic & parking

Keizer Civic Center & Heritage Building

Pro:

- Indoor and outdoor facilities in two successful venues
- Covered gazebo, 2 park venues, open grass areas
- Electrical access along splash park concourse designed for event use
- Paved space in civic center parking lot and skate park parking lot
- Between I-5 and River Road, drawing visitors by both business centers
- Potential partnerships with businesses and facilities along Chemawa
- Walking distance from Renaissance Inn

Con:

- Limited on-site parking; parking must stay available to Civic Center and Heritage Center facilities during normal business hours
- Parking lots at civic center are sloped and separated for storm water facility, limiting other uses
- No I-5 or River Road visibility
- Surrounded by residential areas
- Need to work with businesses and private sector venues to realize mutual benefit

Whiteaker/ Dayspring area

Pro:

- Large outdoor space next to established indoor venues
- Parking lots at both facilities
- Located on major arterial (Lockhaven Ave)
- Opportunity to develop partnerships with Salem/Keizer Schools and neighboring churches
- Soccer fields; partnership potential with Keizer Soccer Club

Con:
- Lockhaven has traffic congestion problems
- Neighborhoods on all sides
- No I-5 or River Road visibility

Keizer Station Area C
Pro:
- Parking available throughout area
- I-5 access
- Opportunity to develop partnerships with churches, Area C businesses, Keizer Little League Park
- Road design to create a "Festival Avenue" possible, with sidewalk/setbacks designed for that application

Con:
- Residential areas south and west of the area
- No River Road visibility
- High traffic arterials

Keizer Rapids Park:
Pro:
- Large open spaces in the Playfields area identified in the Master Plan; currently, events are using the undeveloped field adjacent to dog park and Amphitheater
- Willamette River Trail site
- Amphitheater
- Marine facility (planned)
- Consistent with master plan objective to create a "regional facility of statewide significance."
- Nearby camping (boat-in site, Juno's Landing)

Con:
- Limited parking; concern that parking would overflow into the neighborhood
- Limited access, with one road in and out, from Windsor Island Road to the park
- Master plan amendment required for any changes in site design and components (such as a covered pavilion)
- No visibility from River Road or I-5
- Hard surfaces limited to parking lots

Other sites that were discussed and not recommended for further study:

Chemawa Station Area D
Pro:
- I-5 visibility
- Large undeveloped tract of land that can be designed for events
- Opportunity to develop a partnership with Grand Ronde and Siletz tribal economic development
- Roadway already present
- Permitted use in the IBP zone, 2.113.02 (L)(4)

Con:
- Uncertainty about Tribal governments' plans for the site
- Time needed to redesign Area D to incorporate event facilities

North River Road across from Meadows
Pro:
- Large
- On River Road

Con:
- No I-5 exposure; north of River Road core business sector
- No developed utilities or facilities

St. Edwards Church
Pro:
- Large parcel
- River Road central location
- Parking on site and at adjacent facilities
- Paved and unpaved surfaces available, indoor and outdoor spaces

Con:
- The church has other plans for the land

Objective #2:
Changes to Policies and Ordinances

The Task Force recommends the following:
- *Parks Regulations: eliminate entertainment prohibition*
- *Camping: allow as a part of an event with a permit in appropriate zones*
- *Signage: no changes recommended; leave as part of Event Permit process which includes Council approval for code variances.*
- *Work with staff to develop one-stop and/or one-department streamlined permitting, reservations, and special event package.*
- *Future budgets include funds to assist KFEST in enhancing and attracting festivals and events*

Objective #3:
Electronic Community Calendar
No Event Goes Un-Noticed!

The Calendar is both a marketing tool for an event or festival to reach its target audience AND for a local business opportunity to maximize marketing to event attendees.

Calendar Program Criteria
- "Chamber Master"-style is a common format, easy to navigate
- Easy to use, easy to merge with other media outlets (i.e. Google Calendar)

Management & Administration
- Anyone can submit an event for approval
- City and its designees serve as "Administrators" to post submissions; may include staff and volunteers
- Public nature of Calendar requires non-discriminatory submission policies and procedures
- Establish criteria for organizations to post events, to include:
  - Organization name
  - Name of responsible person (no pseudonyms)
  - Physical address
  - Current mailing address
  - Current contact information
  - Agreement to abide by Use Terms (to be developed by City)
- Misuse of site defined to include:
  - Mis-identification of nature of event
  - Misleading description of event (e.g. family friendly vs. "adult")
  - Mis-representing cost of event
- Consequences of misuse may include, but not limited to:
  - Removal of event post
  - Suspension from posting events
  - Permanent barring from posting events

Costs
- Identify costs for a program and space on the website; example: Chamber Master is $89/month
- Identify costs for administration, work load

The Task Force recommends that the City develop or contract for a public Community Calendar using the guidelines described above.

Objective #4: Marketing Plan and Strategy

What steps need to be taken to market the assets Keizer has to offer? What role does the City play in this effort?

A. Create a Resource Site for potential event planners. The goal is a "one-stop shop" for what an event planner needs to do for compliance with local rules. The site may include:

- City rules and event applications, parade permits, reservations, etc.
- Fire district rules, inspection information
- Community calendaring connections
- Marketing links with the Chamber of Commerce and other local and regional entities for local business partnership opportunities
- Schools venues, contact people, regulations
- Food vending requirements, applications
- Fireworks: State Fire Marshal
- Utility providers: trash/recycling, power, water

Marketing Strategy

- Assist local organizations in expanding or adding to their events (i.e. baseball tournaments, soccer tournaments, music events, etc.)
- Network with businesses that work with Keizer businesses
- Survey to evaluate sufficiency of facilities and spaces, and then develop strategies to increase capacity (spaces, scheduling, etc.)
- Watch websites and regional marketing links to alert them to changes so they can stay current
- Invite local venue owners and operators to submit information for a venues matrix, with listings based on capacity, amenities, rates, food/catering, etc.
- Target event recruitment based on what local venues and markets do well. For example, the success of parades in Keizer led to bringing the Holiday Festival of Lights Parade.
- Develop and recruit submissions to the Community Calendar as an asset for local businesses to keep current on what is coming to town so they can identify and target their marketing outreach efforts

The Task Force has already begun to identify our local and regional assets. Just listing these assets demonstrates the potential in our area. The vision created through this exercise is that we already have a tremendous base. The Task Force recommends that we start with what we have and work with existing organizations and businesses to grow toward their potential.

For 2011-2012, the Task Force recommends KFEST work on the following items:

- *Establish contacts and expand upon our inventory of local assets (See Appendix B)*
- *Identify pending events and work with organizers to navigate the "system," developing the Resource Site described above.*

- *Make recommendations regarding electronic media marketing opportunities*
- *Establish the Community Calendar as described in Objective #3 and actively recruit submissions so **No Event Goes UnNoticed**!*
- *As obstacles to success are identified, make recommendations for streamlining processes or amending policies*

Objective #5: Keizer Festivals and Events Services Team (KFEST)

Mission:

To enhance the use of Keizer-area facilities for events, festivals, conferences, and other travel/visitor services

To partner with businesses, non-profits, and civic organizations to develop economic and event opportunities

To assist events and festivals organizers that desire to locate in Keizer to connect with right people and eliminate barriers to success

Scope:

- Carry out recommended work plan for Resource Site and Marketing (Objective #4) for 2011-2012
- Complete work on scope, need, design, cost and management of a large-event venue (see #1 and Appendix A)
- Develop an annual work plan which identifies how the city can promote economic development through tourism, events, festivals, conferences, etc.
- Identify city policy recommendations to Council to achieve that promotion
- Apply for grants, partnerships, other funding for promotion, amenities, and economic development opportunities
- Advise Council on opportunities for specific events, emerging trends, and funding.
- Develop criteria for allocating discretionary funds for tourism and events
- Assist organizations wanting to recruit or create an event in Keizer
- Ongoing outreach to community service organizations, homeowners and neighborhood associations, charitable organizations, professional and economic development organizations, schools, and others as needed

KFEST Membership:

(Note: All appointments are through the Volunteer Coordinating Committee process unless otherwise noted.)

- Chamber of Commerce representative (request appointment by Chamber Board of Directors)
- Sports and/ or recreation industry and/or organization representative

- 2 Hospitality/tourism/event professionals
- Parks Board representative (request from Parks Board)
- 2 members at-large
- Two City Councilors (appointed by Mayor)
- Staff liaison, assigned by City Manager

APPENDIX A

Festival Venue Development Proposal

Purpose and Need:

Larger venue for outdoor events
City-owned land available for recreational and civic uses
Zoned IBP which is flexible enough for these uses
Proximity to I-5, Volcanoes Stadium and Keizer Station

Utilities

- Electricity
    - YR 1 generators
    - YR 2 – 3 400 amp drop; consult with PGE
    - YR 4-5 place outlet access points for security/safety lighting, vendor/event layout
- Potable Water
    - YR 1 Bring to property via a temporary pipe in drainage ditch on W side of 35th from outlet to SE side of property. Water meters are already present.
    - YR 2-3 Install permanent pipes to E and W access points; plan for restroom facilities and water to covered space (Pavilion?)
    - YR 4-5 Install permanent water facilities – restrooms, drinking fountain, covered space water
- Sewer
    - YR 1 port-a-pots for restrooms. Sewer line already on site.
    - YR 2-3 plan for restroom facilities
    - YR 4-5 construct restroom facilities
- Storm water
    - YR 1
        - Plan events away from drainage area; work with Volcanoes and NW LLC on redesigning storm water detention area into a linear format, compliant with present and projected storm water capacity and permits.
        - Design site for low impact development
    - YR 2-3 construct linear storm water facilities and bioswales; coordinate with Volcanoes and other neighboring facilities

Facility Design

- Access

- YR 1
    - Main Access from 35^{th}
        - Work with Marion County and Keizer Public Works to put traffic calming on 35^{th}
        - Multi-use path on W side of 35^{th} from Tepper N to property entry; tie in to Bike/Ped system; include raised edge to separate from street.
        - Level for pickup/drop-off area entrance; clear out vegetation, saving significant trees.
    - West Access
        - Through Volcanoes for Community Events
        - West access road outside of Volcanoes parking, allowing for future development of road and energy facilities
- YR 2-3
    - 35^{th}
        - Design and construct “Front Door” of venue
        - Grass and Cinderblock pavers (low impact development) parking area
        - A few ADA parking spaces
    - West Side: construct access way to W side of venue as compatible with Volcanoes, energy facility and roadway uses

- Bonneville Tower
    - YR 1
        - BPA right-of-way agreement
        - Include instructions to all event organizers for clearances under and around tower and power lines
    - YR 2-3: Work with BPA on additional site features to protect facilities and public
- Covered space or open-air Pavilion: Needed for events that are too large for the Claggett Creek Park Pavilion
    - YR 1
        - Design venue
        - Include sign/banner structure on top and place for banners on poles
        - Open design with attachments to add tent-like sides (similar to Silver Falls) to extend useable season
        - Water, BBQ, and or stage built into one wall?
        - Fire safety design and requirements for open-wall and closed-wall uses
    - YR 2 – 3
        - Complete design specifications; options may include domed structures such as Ari’zon Companies
        - Secure funding
        - Construct Pavilion
- Walkways or Concourses

- YR 1: level area for event. Picnic tables as needed.
- YR 2-3: use experience to design locations for walkways, patios or concourses that work for most events that would come to the facility. Benches or other seating areas.
- YR 4-5: additional walkways as needed

- Landscaping
  - YR 1: remove arborvitae. Retain significant trees. Mole and vole control
  - YR 2-3: plant trees for shade and to define activity areas. Coordinate landscaping with storm water and low maintenance designs
  - YR 4-5: add garden, shade features, and buffering from Energy Facilities (Bonneville, power plant, etc.) as needed

Other issues:

- Parking
  - Large events – coordinate with Volcanoes is essential
  - Small events – can this venue be used? Where in Keizer Station may people park
  - Requirements need to be included in event application
  - Vendor parking on site or off site?
- Carnivals, Shows: large events only or allowable for small events? Stage?
- Fire protection: hydrant on site; access from both ends of site
- Maintenance:
  - Mowing already being done; General Fund additional costs for increased frequency?
  - Explore OSU partnership to study Festival grasses?
  - Estimate costs for maintenance; incorporate into rental fees
- Event Scheduling and Requirements:
  - "One stop" for event planners
  - Community events requests have to be submitted to the City
  - City coordinates with Volcanoes for dates
  - Include any fire district requirements in package; develop coordination with fire district to make it easier for event planners.
  - Include camping and RV requests in event application
  - Water and power access only for reserved events, similar to Amphitheater
  - Fireworks safety zone delineated for days on which Volcanoes will have display
- Chemawa IAMP
  - Highway improvements proposed in the IAMP include an overpass at Tepper East, north of the Volcanoes Stadium
  - Future improvements may have to be modified to accommodate the overpass

- Signage:

- Add sign at Tepper x Keizer Station Blvd. with electronic reader board to announce events

- User Fees
  - Cost recovery fee structure for events
  - Use fees for management, maintenance and planned improvements

APPENDIX B
LOCAL & REGIONAL ASSETS

Local Assets:

a. Keizer Businesses
b. Renaissance Inn and Conference Center
c. Heritage Center, Museum, Art Gallery, and community room
d. Keizer Civic Center, Civic Center Park and Gazebo
e. Carlson Skate Park
f. Claggett Creek Park & Pavilions, and Herber-Moore ranch
g. Volcanoes baseball stadium
h. Keizer Little League Park
i. Keizer Soccer Club fields
j. Keizer Rapids Park, Amphitheater, trails and Disc Golf
k. Willamette River and Water Trail
l. Willamette Bike Trail
m. Iris Gardens, E.Z. Orchards, Hops Farms, Victory Olives
n. McNary Golf Course
o. Log House Gardens
p. I-5 access, high exposure Exit 260, Transit Center (coming soon)
q. Events: Iris Festival, Gubser Miracle of Christmas, RIVERfair, Good Vibrations, Festival of Lights Parade, McNary Estates Garage Sale
r. Keizer Points of Interest: 45th Parallel, Marie Dorian Kiosk, TD Keizer statue and JB Keizer Land Claim, etc.
s. Keizer Public Art (Mayors Art Invitational and Art Walk)
t. Schools (buildings, fields, music and arts programs)
u. Churches and Civic organizations (Chamber of Commerce, Rotary, Elks, Lions,)

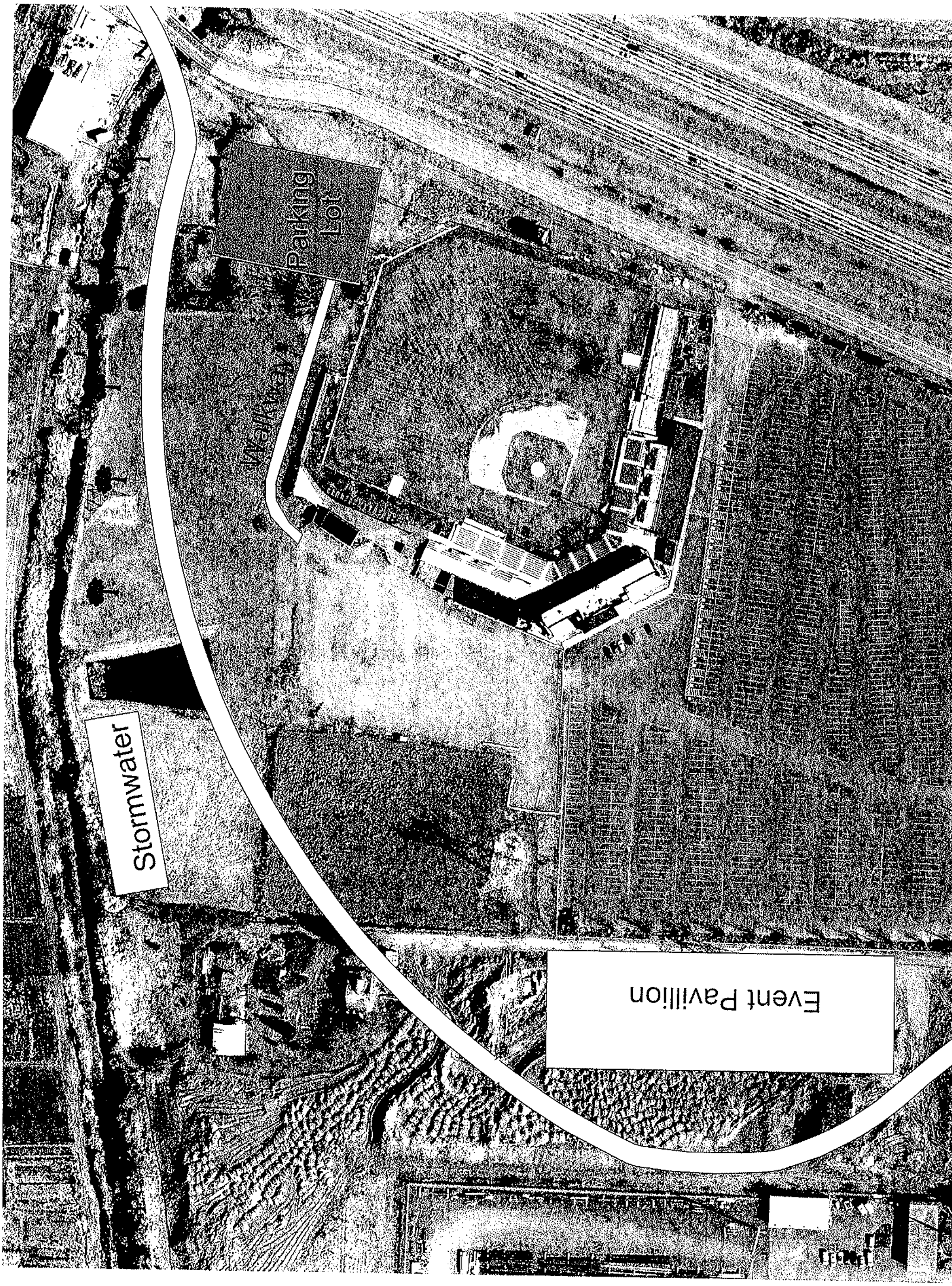
Gaps:

Large event venue
Street Fair venue
Second hotel

Regional Assets:

a. Willamette Mission State Park, Silver Falls State Park
b. Oregon Garden and Resort
c. Oregon State Capitol
d. Salem Riverfront Park, Bush Park, Convention Center
e. Willamette Valley wineries and microbreweries

f. Gateway to Cascades, Detroit Lake, Hoodoo Ski, Breitenbush Hot Springs
g. Mt. Angel Abbey; Octoberfest
h. Gateway to the Oregon Coast and Spirit Mountain Casino
i. Woodburn Outlet Mall
j. Universities: Corban, Willamette, Chemeketa, Western Oregon University
k. Theater: Pentacle, SKIT, CET, etc.
l. Music: Salem Symphony, Keizer Community Band, many local bands in a variety of genres
m. Many regional festivals, including the Oregon State Fair, Woodburn Tulip Festival, St. Paul Rodeo
n. Antique Powerland
o. Chemawa Indian School and Powwows
p. Woodburn Drag Strip
q. Access: I-5, PDX, Amtrak, Cherriots 1X Line


Parking Lot
Walkway
Stormwater
Event Pavilion

COUNCIL MEETING: <u>July 11, 2011</u>

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

FROM: CHRIS EPPLEY
CITY MANAGER

SUBJECT: 2011-2012 CITY COUNCIL GOALS – COUNCIL RULES AND PROCEDURES AND REVIEW OF CITY COMMITTEES

ISSUE:

In order to complete the City Council goals of updating the City Council Rules of Procedures and Reviewing the City Committees, two subcommittees will be formed. Staff will be available for consultation and legal review of the recommendations, but the Subcommittees will manage their meetings and communications and then bring their recommendations to the City Council at a work session. Council members are assigned as follows:

- Council Rules and Procedures Update – Councilors McKane, Caillier, and Smith
- City Committee Review – Council President Clark and Councilors Egli and Taylor

RECOMMENDATION:

It is recommended these subcommittees start this summer and plan to complete these goals by the end of the year, including adoption by the City Council.

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

A G E N D A

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, July 11, 2011
Immediately Following Adjournment of City Council Meeting
Keizer Civic Center - Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Urban Renewal Agency on any matter not scheduled for public hearing.

4. PUBLIC HEARING

5. ADMINISTRATIVE ACTION

a. Urban Renewal Funding for Visitor Information Services Facilities

6. CONSENT CALENDAR

a. Approval of June 6, 2011 Urban Renewal Agency Minutes

7. OTHER BUSINESS

This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency that are not on tonight's agenda.

8 AGENDA INPUT

9. ADJOURN

[redacted]

COUNCIL MEETING: <u>July 11, 2011</u>

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: NATE BROWN
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: **Urban Renewal Funding for Visitor Information Services Facilities**

<u>BACKGROUND:</u>

Staff has had multiple conversations with Councilors and the Chamber of Commerce about the use of Urban Renewal funds for the construction of facilities for Visitor Information Services.

The following restrictions apply:

- The current Urban Renewal Plan does not anticipate this concept; therefore a plan amendment must be made.
- The consideration of locations in either “Area B”--Transit site, or Retail space in “Area A” are both within the district boundaries.
- The Keizer Urban Renewal Agency has both Project Income funds and Program Income funds.
    - Project Income funds are debt proceeds originating from Tax Increment Funds
    - Program Income funds are proceeds from land sales
- If the Maximum indebtedness is increased to generate more Project income, a Substantial Amendment would have to be approved and this might extend the life of the district.
- If Project Income funds are used without increasing the Maximum Indebtedness the remaining funds for the River Road Renaissance program would be reduced.
- The Agency has approximately $425,000 in land sale proceeds that has not been specifically earmarked for projects in the FY11-12 budget.
- If any urban renewal funds are used, the expenditure must comply with the plan objectives, therefore at a minimum, a minor plan amendment will be needed.
- Staff has determined that Tennant Improvements are a legal use of Urban Renewal funds, even on a temporary lease.

Two concepts for providing Visitor Information Services have been presented:

1. construction of joint facilities with the Transit Center operations facilities in “Area B” which may take the form of a flexible use space or
2. construction of tenant improvements in retail space owned by Donahue Schriber being proposed by Keizer Chamber of Commerce (see attachment A).

As neither concept is anticipated in the current Urban Renewal Plan an amendment must be made for either proposal.

In advising the Chamber of Commerce on how to proceed with their proposal, staff determined it best to engage the Council on the subject to determine their temperament on the issue before beginning a formal process. The Keizer Urban Renewal Board had an informal conversation on the proposal presented by the Chamber at its last meeting on June 22. While the consensus of that board was that they are supportive of the Chamber's efforts, they held concerns about the temporary nature of the proposal and the efficacy of using Urban renewal funds for something that is only under a one or two year contract.

Staff is seeking direction from the Council on which direction the council desires:

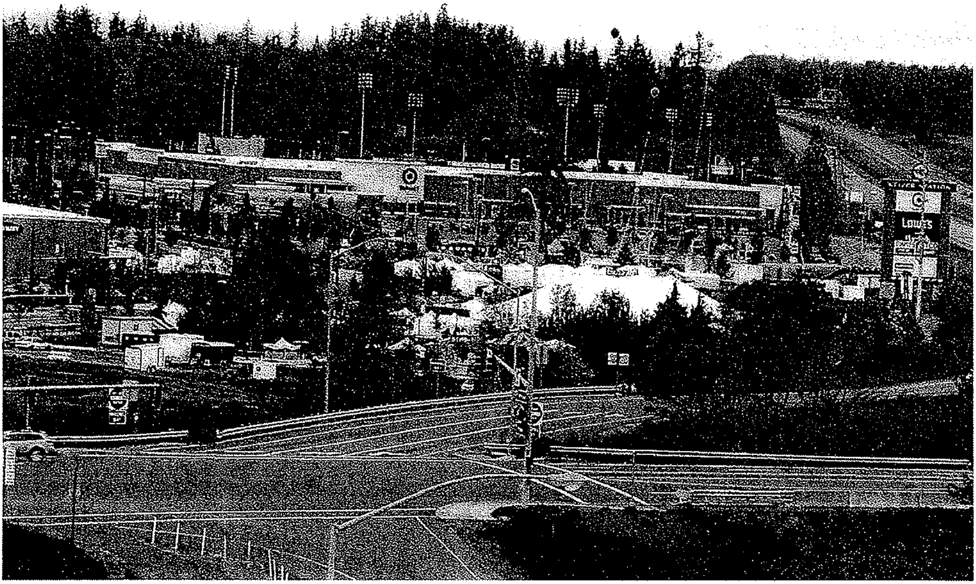
1. no plan amendment (no funds being spent on facility construction) or
2. proceeding with proposals for either
    a. a facility shared with Transit or
    b. participation in tenant improvements for temporary lease arrangements
    c. or both.
3. whether Project Income funds or Program Income funds will be used, or both.

RECOMMENDATION:

Deliberate on the level and type of participation in the construction of Visitor Information Services facilities and direct Staff to create the appropriate amendment process.

Keizer Chamber of Commerce & Visitor Center

Our Vision of Keizer's Economic Future in Tourism



"Vision: A clear and distinct picture of an achievable future."

Keizer Chamber of Commerce & Visitor Center

Community Partners since 1959

Our Mission

The Keizer Chamber of Commerce & Visitor Center is a working partnership of business, government and community volunteers, who coordinate their efforts under effective leadership for the purpose of advancement and development of the community and area.

Long-Term Objectives

- The Chamber's partnerships with the City of Keizer and others support vibrant Commercial Developments at River Road, Cherry Avenue, and Keizer Station. The Chamber office will offer resources, welcoming services, event management/communication, and internet application as a "gateway to commerce" in Keizer and the Willamette Valley.
- Events, large group gatherings, and tournament participation will have doubled the visitor base coming to Keizer. The Chamber's expanded regional visitor services will continue to welcome, direct, and refer new customers, clients, and business to the area.
- Travelers on Interstate 5 will see an inviting overpass of public art display depicting iris and local agriculture. Keizer Station will host a hotel and the Chamber's products/services will maintain a sustainable economic venue for the hospitality and tourism industry.

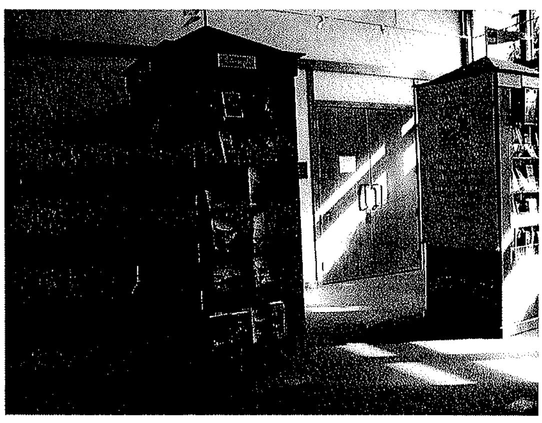
Our Vision of Keizer's Economic Future in Toursim

Community leaders will need to demonstrate the ability to imagine a community better than it is today. Since 2008 there has been a time of serious economic decline. We feel certain that this unprecedented global economic crisis will lead to fundamental restricting of the national, state, and local economies. This sea of change, combined with unprecedented changes in technology, lifestyles, and culture norms, makes the task complex. While jobs and business health are more highly valued now we need to mentally jump over the current uncertainty to a time when economy and local business is again expanding. By developing forward-looking strategies and making the right investments now, Keizer will be poised to take advantage of coming tourism opportunities.

We are prepared with this vision to advance our tourism agenda. Relocating our Chamber office and visitor center services to an accessible location near the Interstate 5 Chemawa Interchange 260 is the beginning. Enhancing our partnerships with local and regional hospitality industry allies is next. We will coordinate logistics for additional tourism events and establish an onsite headquarters for the Keizer Iris Festival and other community activities.

There is an advantage to this distinctive location as a front door to all of Keizer and the many attractions of Willamette Valley. The Chamber will be a platform for our new regional partnerships to market their products, services, and destinations. Our welcome counter staff will share about the treasures to be found on River Road, others parts of Keizer, and the region. Offering sampling venues for micro brews from Silverton, wines from Newberg or bounties of the Willamette Valley will complete a bigger picture in how we will be an informative and promotional gateway to find local products and services.

Location of the Chamber office is extremely important in this plan; however we do not underestimate the power and future of online visitor services. The Chamber has already implemented a web based directory and community event calendar. We will look to showcase regional websites on community monitors. We believe that streamlining the "paper product" with internet applications is crucial. With enhanced search engine recognition we can provide local and accurate information to visitors stopping by the center and on the road.



Our History as a Community Partner

KCCVC has been a non-profit 501(c)(6) organization in existence since 1959.
Our tourism objective is:

To create broad understanding and appreciation of the opportunities in the Keizer area and to promote the advantages and assets of our community with the area and state.

Our other primary objectives are:

To coordinate the efforts of commerce, industry and the professionals in maintaining and strengthening a sound and healthy business climate in the Keizer area.
To sponsor programs and stimulate activities which will provide for full development and employment of our human and economic resources.
To provide creative business leadership and effective coordination of all interested parties in solving community problems and in initiating constructive community action.

The Chamber has diversified revenue flow that employs membership dues, event participation income, sponsorships, contractual services, advertisement fees, and grants. The Chamber created new partnership with the Keizer Chamber Foundation (KCF) a 501(c)(3) public benefit charity. In support and through collaboration the Chamber and KCF work together continuing our aligned objectives for the betterment of the community.

We provide a variety of services to our membership and the community through the scheduling and coordination of activities and events. These include monthly Luncheon Forums, monthly Greeters for business-to-business networking, and the Leadership Keizer program for professional development of community leaders. We present the annual First Citizen and Awards Banquet, Keizer Art Walk, and the Keizer Iris Festival. Also Holiday Tree lighting and street decorating services are facilitated for business promotion and civic celebration.

We are currently a resource for internal (Keizer residents) and external visitor/tourists. Our service counter is in operations five days a week and an array of information accessed via our websites on a twenty-four hour, seven days a week basis. In addition, we provide direct services to our memberships that include advocating for and representing the business agenda with government agencies. We communicate and market in the form of a monthly newsletter, community directory, interactive web sites, and electronic broadcasts.

Our Six Goal Strategy for the Future

In order to support the Chamber's mission and objectives, the Chamber Board has established the following goals and basic strategies by which to achieve them. These are goals for August 2010 through January 2012, though they may extend further as long as they are still appropriate. As well, new goals and strategies will arise over time, and may be incorporated into the Chamber's work priorities as time and resources allow.

1 Define and Enhance the Chamber's Value

Sell to Members

- The Board and Executive Director will work to fully understand the market and need for the Chamber to provide services to its membership, and will devise plans and programs to meet those needs.
- A survey of businesses in Keizer to assess their needs and how the Chamber can help meet those needs will be undertaken by September 2011.

Sell to Customers

- Chamber promotions will focus first on getting Keizer residents to do business in the Community, then on attracting customers from outlying areas.
- The Chamber will continue to be the lead organization in Keizer to promote and support tourism and relocation.
- The Executive Director will aggressively promote Chamber activities and members by issuing regular press releases, setting up media events, and fostering an open pro-active communication channel to the Keizer Community.

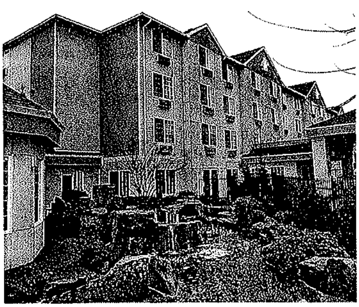
2 Encourage Economic Development

The Focus of Chamber Activities

- Chamber activities will focus on retaining businesses and encouraging development of new businesses that support jobs in the Community.

The Commercial Centers

- The Chamber will focus on the River Road and Cherry Avenue corridors as the principal retail and service center of the Community, and the Keizer Station as the principal center for large scale commercial enterprises and tourist oriented retail.



Land Supply

- The Chamber will encourage and cooperate with regional partners to see that there is always a supply of buildable land.

Enjoying the Benefits of a Diversified Economy

- The Chamber will work to attract and keep employers in the City in order to:

Create a broader and more diverse employment base. This will bring more customers with more disposable income to the local market.

- Increase the private industry resources available to support local cultural, social, and charitable causes.
- Provide the opportunity for citizens to meet all their needs in one Community, a place where they can live, work, shop, and play.

"You've got to be careful if you don't know where you're going because you might not get there"

Yogi Berra

3 Influence Government in a Pro-Business Manner

The Chamber in Politics
- The Economic Development & Government Affairs Committee (EDGA) will be a forum for communication and cooperation between the Chamber and the City of Keizer, as a conduit to advise the Board of Directors on matters relating to the operations, projects, and services of all layers of government.
- EDGA and the Executive Director will maintain a presence in local, regional, and state politics to identify issues of importance to the members, through the use of sub-committees positions on those issues, and publicly advocating for those positions.

The Chamber and Public Officials
- The Chamber, while remaining non-political, will support political candidates and elected officials by providing information on Chamber positions on issues, by assisting those individuals in gathering additional information, and by providing forums for discussion between candidates and advocates for issues.

Growing New Leadership
- The Chamber will continue to facilitate Leadership Keizer in partnership with the Keizer Chamber Foundation in order to provide knowledgeable and motivated cadre of leaders for both the Community and the Chamber.
- The Board will actively seek to have the Chamber officially represented on relevant Boards, Commissions, Task Forces, and other bodies with a role in defining the future of the Community.

4 Building Positive Relationships and Experiences within the Chamber and Keizer Community

Membership Relationships
- The monthly lunches will continue to be the primary activity to create opportunities for building relationships, learning about the Community, gaining new knowledge on business and civic issues, and strengthening the Chamber and business community.
- Twice a month Greeters will continue to be a morning activity where members can build a network within the Chamber and appreciation of local businesses.
- Keizer's Network of Women (KNOW) monthly lunch meeting will continue as a place for women in the Chamber to network and build on relationships.
- The Ambassador Program will continue to welcome and mentor new and unengaged members through monthly Get Acquainted Coffees and by outreach services.

Community Relationships
- A high priority for the Chamber will be the enhancement and expansion of the Chamber's website and internet social networking as a valuable resource for Chamber members, Community members, and people seeking information about Keizer.
- The Iris Festival is the primary event in Keizer to celebrate the Community. The Chamber will continue to produce the Iris Festival as an important gift to the Community as well as a way to showcase and support local businesses.
- The annual First Citizen & Awards Banquet recognizes individual pride and strength of both the Chamber and the Keizer Community. It remains a high priority for the Chamber.
- The Keizer Directory is a valuable resource to both the Chamber membership and the Community as a whole. It will continue as a high priority for Chamber resources.

Our Six Goal Strategy for the Future

5 Create a Net Increase of 60 New Members

Membership Drive

- The Chamber will conduct a 2011 membership drive with the goals of retaining all existing members and attracting a net increase of 60 new members.

Membership Strategies

- The Chamber Board will work together and individually to reactivate members who have dropped membership, especially working to attract members with a history of participation and leadership.
- All members, and especially the Executive Director, will be responsible for soliciting new members from the Keizer Business Community, and from the broader business Community of the urban area.
- The Board and Executive Director will work to tap other organizations, including service clubs and other Chambers, to find people who could be served by the Chamber and to solicit their membership.
- The Executive Director will prepare and publish attractive, professional membership material for the use of all members.

6 Efficiently and Effectively Manage the Chamber

Business Management

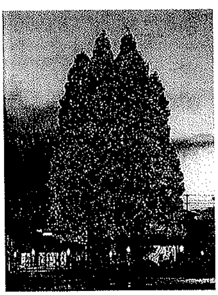
- The Board and Executive Director will make it the highest priority of the Chamber to achieve sustainable financial health during 2011 and 2012.
- The President and Executive Director will be responsible for analyzing all business functions and developing recommendations for the Board's consideration on improving management practices and systems.

Establish a Customer Service Strategy

- A primary arena of the Chamber's work in providing service to its members will be customer service. The Chamber will research and provide speakers, classes, materials, and resources to the members to help local businesses become masters of effective customer service. The Chamber will be a role model by the way it serves its membership.

Continue as Resource Center for Tourism & Business

- The Chamber Board and Executive Director will research and analyze the myriad of ways the Chamber can support its members by providing high value products and services.



- The Chamber and Executive Director will explore Community partnerships to provide services for large groups coming to Keizer for events, tournaments, festivals, and other activities.
- The Chamber will maintain resource materials and referrals to assist members in conducting their businesses.

The Strategic Plan

- This Plan will guide the Board and Executive Director in defining budgets, work programs, and agendas.
- This Plan will be reviewed by the Board at least quarterly to determine if Chamber activities continue to be focused on the adopted Mission, Goals, and Strategies.
- This Plan will be updated no later than the January 2012

Our Market Analysis

The retail and tourism industry foresee tremendous opportunities for small, local businesses if they have the right tools and customer connection. There are more than 800 businesses in the Keizer area and thousands more in the greater Willamette region. Our potential partners are these small businesses in the tourism industry looking for assistance with community marketing and exposure to visiting customers. Larger hospitality and tourism operations will find interest in partnering for the additional impressions and publicity offered by the Chamber.

The current and potential customers of our members will seek information from the Chamber and a highly visible and virtual center. Our products and services are a good return for a business marketing investment allowing for maximized exposure by our location and resources. The Keizer Station location is centered in a high traffic location, giving more than adequate exposure to incoming and outgoing customers from the neighboring businesses in the development. Customers will include Willamette Valley residents; and the 80,000 a day Interstate 5 travelers.

Tourism venues includes entertainment, recreation, accommodations, culinary establishments, meeting facilities, cultural/heritage locales, retail, transportation, marketing and public relations. Allies and events specific to Keizer area include the Iris Festival, Salem-Keizer Volcanoes, Keizer Rotary Amphitheater, Gubser Neighborhood Miracle of Christmas, organized Youth Sports, RiverFair, McNary Golf Course, Town & Country Lanes, the Civic Center, Keizer Renaissance Inn, Log House Gardens, Antique Powerland, Keizer Heritage Center, Mc Nary Estates Garage Sale, Keizer Rapids Park, and Keizer Art Association (Gallery & Classroom). Notable allies in the Mid-Willamette Valley include Salem Conference Center, Travel Salem, wineries/vineyards, Spirit Mountain Casino, Woodburn Company Stores, Wallace Marine Park, Salem Art Fair, Willamette University, Chemeketa Community College, State Capital, Oregon Garden, Mt. Angel Abby, and the Historic Willamette River. Neighboring area events include Oktoberfest, Woodburn Tulip Festival, St Paul Rodeo, Sublimity Harvest Fest, and Oregon State Fair.

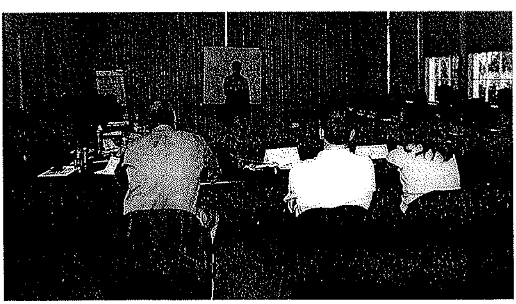
The City of Keizer identified a vision of tourism through a 2009 Keizer Compass project. Indicators showed that Keizer's future economic strength would be enhanced if there was a focus on bringing large groups (tournaments) to town. Other Oregon towns like Sisters, Hillsboro, and Seaside have capitalized on this concept. Our neighboring City of Salem has and is attracting conventions, tournaments, and shows. Aligning with the City of Keizer and partnering with other regional tourism promoters is our next step.

Our Market Plan

Competitive Edge
Keizer's location gives the business corporate community a competitive edge, being less than 40 miles south of the Portland Metro area. The new Keizer Station "A" area, serving as a gateway to Keizer, is a 237 acre retail development located next to Interstate 5 at exit 260. Master planning is in process for Keizer Station "B" and "C" which will broaden the appeal for services and heighten our exposure. By placing KCCVC office right off Interstate 5 in the Keizer Station area, we will be more visible and accessible to travelers up and down the I-5 corridor. This will not only allow us to help direct tourists and travelers to their preferred destinations, it will also give us face to face opportunity to greet incoming visitors and share knowledgeable insights about Keizer itself and our neighboring partners.

Marketing Strategy
Sharing and promoting the good fortune and great opportunity of KCCVC services to the increasing number of hospitality and tourism businesses in Keizer and the Willamette Valley is our first objective. The KCCVC will be an excellent and convenient resource to visitors, potential visitors, and the community. We'll provide various levels of partnership benefits that include but are not limited to: marketing/retail space at the visitor center, highly valued publications, rack displays, and internet services. Investors and advertisers will have a direct connection to potential shoppers and customers. We will promote Keizer and the area as a destination to stay, play, and shop....or to live and work.
The Chamber's strategic marketing will build new partnerships and members by:

- Evolving the Keizer Iris Festival and facilitating other events designed to attract visitors for night stays, promote the area, and encourage local commerce.
- Offering accessible tournament headquarters while encouraging and assisting efforts to host regional events that bring large groups to town.
- Offering retail space for local agriculture products plus standard and electronic panel displays for business promotion.
- Incorporating the "Q" Service training used by Travel Oregon for staff and volunteers to ensure that our level of service to our visitors is at the highest level.
- Building on a greater internet/social marketing contact base.



"The only way to predict the future is to invent it."

Alan Kay

Our Market Plan

Partnerships

Our potential partnerships have been divided into specific groups; A, B, and C:

A -Destinations
State and National Parks
Historical Sites(Many are State or National Parks)
Wineries and Breweries
Colleges, Universities and Schools
Shopping Centers
Special Event Centers (Fairgrounds, Convention Centers and Festivals)
Sporting Events
Vacation Homes

B -Services
Hotels /B&B's
Restaurants
Stores/ Gas Stations
Spa's, Sporting, and Fitness

C-Sponsors
Government
Neighboring CVB'S and DMO'S
Public Utilities
Corporations

The reasoning for the group breakdowns into these sections is done primarily to focus on what brings the visitor to our area, second to focus on what services we as a community can provide and last but certainly not least, how other businesses not affiliated with the tourism industry can help promote themselves to a mass audience of potential clients. Understand that this is just a few of the many different types of businesses that are out there and the only options.

Group A Partnerships

- Funded by grants and donations primarily, and may hold some special events for promoting and /or fund-raising. May go for membership package, but more than likely just brochure placement with option to promote special events.
- These are mainly for profit agencies looking to promote their businesses to bring more customers; definitely candidates for packages, event promotions and other things such as sponsorships of KCCVC events and meetings.
- These are major seasonal events with big promotions before and during the event. Good opportunity for business sponsorships.

Group B Services

- These are for profit businesses in the area that are the direct focus on tourism services. From overnight stays, meals, and refueling these entities provide the services needed by visitors and the local community.

Group C Sponsors

- Local, State, and Federal government agencies provide many different venues that can help subsidize our efforts in promoting Keizer. Through various government grants we can help the local and business community.
- Neighboring CVB's and DMO's has numerous possibilities. From advising us through our new venture to cross promotion of events, it's a way to reach even more potential visitors and broaden our campaign.
- Public Utilities can be great for sponsoring events, providing valuable services, and offering support in the political arenas. Majority of the time, they are the arena. They always want good publicity, and sponsorship puts their name in the frontlines.
- Corporations are another great opportunity for sponsoring local events.

Each segment has its own little niche in which to participate, and each will have varying degrees in which it chooses to do so. By offering customizable packages to suit the individual needs we can maximize our potential revenue stream to best suit our members and our community. To be acknowledged and recommended by the Keizer Chamber and Visitors Center one must first and foremost be a member. The amount of publicity we offer will depend on the needs analysis and level of participation the individual business wants.

Our Sustainability

On-going revenue streams already established are membership dues, Iris Festival, grants, advertising, and program/event participation. A continued focus on these services and products will provide the core income needed for current staffing and operations. With the move and expansion of space, the ideal location, and the enhanced technology the Chamber expects to see increased participation with these established income lines. Potential revenue streams will be assured through retail/ travel services, rental space for product/ industry displays, contractual services, and other grants.

Chamber Financials

	2010	2011	2012	2013
NET CHAMBER REVENUES	Actual	Budget/ Actual	Budget	Budget
Advertising/Sponsorship	$12,173	$12,781	$13,420	$14,091
Other Events	$7,423	$7,794	$12,794	$13,434
Iris Fest	$53,091	$70,000	$54,000	$54,000
Membership	$75,536	$77,597	$78,000	$81,900
Programs	$7,737	$7,500	$15,000	$15,000
Other /Misc	$1,686			
VISITOR CENTER REVENUES				
Visitor Partnerships		$20,000	$22,000	$23,000
Contracted Services	($2,800)	$1,000	$5,000	$5,000
City of Keizer TOT/Other	$9,918	$7,500		
Grants- Urban renewal?		$15,000		
TOTAL REVENUES	$164,764	$219,172	$200,214	$206,425
EXPENSES				
Salaries & Related Expenses	($128,349)	($148,349)	($156,000)	($157,000)
Operations	($31,016)	($33,000)	($33,660)	($35,290)
VC Marketing	($2,306)	($1,000)	($3,000)	($5,000)
Sustainability Fund		($6,000)	($6,000)	($7,000)
Build / Moving		($30,000)		
TOTAL EXPENSES	($161,671)	($218,349)	($198,660)	($204,290)
NET EQUITY	$3,093	$823	$1,554	$2,135

Funding Strategy

The Chamber will be sustainable through our customers (the membership), our products (the Iris Festival and other marketing products), promoting Keizer and the region (sponsorships and grants), and operating as a vital business. A large membership base provides revenue from dues and positions us as the true representative of the Keizer business community. The Keizer Station Visitor Center will assist with diversifying revenues to include on-line sponsorships, other event revenues, display advertising and local retail.

Management Team

The Chamber has provided ongoing enhancement of the economic vitality of the Keizer community for over fifty years. Skilled business representatives from a plethora of industries provide an evolving base of volunteers. Involved members include architects, general contractors, financial institute managers, hospitality service managers, goldsmiths, property managers, account executives, restaurant owners, and others. Their leadership of standing committees allows for the ability to build on mutual relationships with profitable joint objectives. Our common strength and community development objectives have reached numerous strategic goals. The governing body consists of an elected Board of Directors that closely works with the full time Executive Director and staff. This organizational proficiency to promote and facilitate festivals, events, and visitor services since 1999 has increased the Chamber's annual budget by over 200%.

Our Sustainability

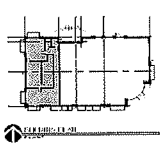
Five Year Matrix of Potential and Actual Programs, Services, and Activities

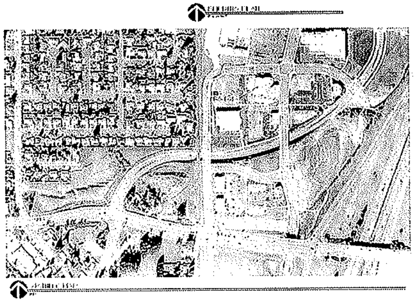
Activities	Year One	Year Two	Year Three	Year Four	Year Five
Events/ Sponsorship	-Awards Banquet -Art Gala -Sustainability Summit -Iris Festival -Concerts -Golf Classic -Holiday Lighting & Events	-Awards Banquet - Art Gala -Sustainability Summit -Iris Festival -Concerts -Golf Classic -Hop Harvest Fest -Holiday Lighting & Festival Lights Parade	-Awards Banquet -Art Gala -Sustainability Summit -Iris Festival -Concerts -Golf Classic -Hop Harvest Fest -Winter Festival	-Awards Banquet -Art Gala -Sustainability Summit -Iris Festival -Concerts -Golf Classic -Hop Harvest Fest -Winter Festival	-Awards Banquet -Art Gala -Sustainability Summit -Iris Festival -Concerts -Golf Classic -Hop Fest -Winter Festival
Advertising	-Directory -Internet Coupons/ Pages -Visitor Center Digital Signage -Newsletters	-Directory/Map -Internet Coupons/ Pages -Visitor Center Digital Signage -Newsletters	-Directory -Internet Coupons/ Pages -Visitor Center Digital Signage -Newsletters	-Directory/Map -Internet Coupons/ Pages -Visitor Center Digital Signage -Newsletters	-Directory -Internet Coupons/Pages -Visitor Center Digital Signage -Newsletters
Membership	375	400	420	450	500
Tourism Partner	60	66	80	100	125
Public Funding	-Marion/Polk Co. -Salem TOT	-Keizer TOT -Marion/Polk Co. -Salem TOT	-Keizer TOT -Marion/Polk Co. -Salem TOT	-Keizer TOT -Marion/Polk Co. -Salem TOT	-Keizer TOT -Marion/Polk Co. -Salem TOT
Travel/ Interpretive Services	-Internet Café -Local Ag Retail/ Tours	-Internet Café -Local Ag Retail/ Tours -Wine/Brew Tasting & Tours	-Internet Café -Local Ag Retail/ tours -Wine/Brew Tasting & Tours	-Internet Café -Local Ag Retail/ Tours -Wine/Brew Tasting & Tours	-Internet Café -Local Ag Retail/ Tours -Wine/Brew Tasting & Tours
Targeted Grants	-Travel Oregon -Oregon Arts Commission	-Oregon Culture Trust -Certified Local Government	-Oregon Community Foundation	-Charles Lafittte Foundation	-Preserving Oregon -Spirit Mountain
Tournament/ Event/Festival and Large Group Services	- Internet Calendar -Welcome Campaigns -Event Registration	- Internet Calendar - Welcome Campaigns -Event Registration -Scheduling Facilities -Tournament Registration	- Internet Calendar - Welcome Campaigns -Event Registration --Scheduling Facilities -Tournament Registration	- Internet Calendar - Welcome Campaigns -Event Registration -Scheduling Facilities -Tournament Registration	- Internet Calendar - Welcome Campaigns -Event Registration -Scheduling Facilities -Tournament Registration

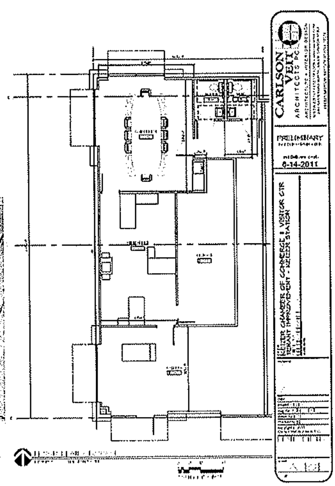
Our Implimentation Plan for a New Office at Keizer Station

Our implementation plan has begun to move the Chamber's office to Keizer Station. We are in the process of confirming partnerships, designing, and operating. Three specific teams are undertaking an estimated three month implementation plan for a Keizer Station Information Center.

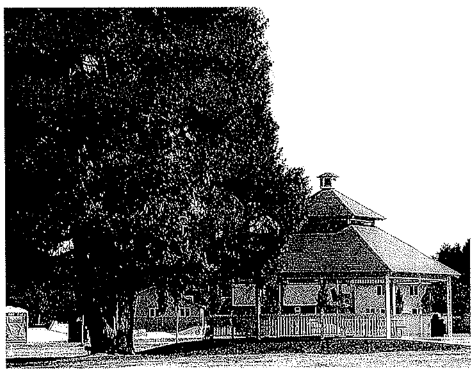
Duration	Partnership Team	Design Team	Operations Team
Commence	Identify Stakeholders	Identify Available Properties	Identify Available Properties
	Assemble Focus Groups	Develop Preliminary Program	Preliminary Evaluation of Economic Feasibility
	Needs Analysis	Code Research	Research Program Economic Repercussions
Second Phase	Program Analysis	Research Sustainable Project Options	Develop Economic Feasibility
	Select Key Program Elements	Develop Site Analysis Reports	
	Needs Analysis	Program Development & Analysis	Needs Economic Comparison
	Review Site Reports Select (3) for Evaluation		
Third Phase	Legal Feasibility	Develop Site Plans	Operational Feasibility
	Site Review & Selection	Building Design Development	
	Building Design Analysis	Secondary Code Research	Update Economic Feasibility
	Secondary Research	Architect Rendition & Design Plan	Sustainability Secondary Research
	Rendition/Plan Design Review	Secondary Research & Reporting	Cost Analysis
Completion	Tenant Landlord Operations Agreement	Record/Report Decision Making	Economic Feasibility Report







"Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world"



MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, June 6, 2011
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Agent Christopher called the session to order at 7:00 p.m. Roll Call was taken as follows:

Present:	Staff:
Lore Christopher, Chair	Chris Eppley, City Manager
Brandon Smith	Shannon Johnson, City Attorney
David McKane	Susan Gahlsdorf, Finance Director
Joe Egli	Lt. McCowan, Police Department
Cathy Clark	Kevin Watson, Assistant to the City Manager
Jim Taylor	Tracy Davis, City Recorder
Mark Caillier	
Hugo Nicolas	

PUBLIC TESTIMONY

None

PUBLIC HEARING RESOLUTION – Adopting FY 2011-2012 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment

Finance Director Susan Gahlsdorf explained that the Budget Committee had approved the Urban Renewal Agency Budget on May 10, 2011 and that this meeting included a public hearing to receive additional citizen input, make allowed adjustments and adopt the Budget for FY 2011-2012. She reviewed the adjustments allowed by Oregon law adding that the budget must be approved by June 30, 2011. Responding to a question regarding amendments referred to in the introduction to the Budget, Ms. Gahlsdorf explained that the 7th amendment was excluded because it did not have a fiscal impact but she would add it.

Agent Christopher opened the public hearing. With no testimony, Agent Christopher closed the public hearing.

<u>Agent Taylor moved to approve a Resolution Adopting FY 2011-2012 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment. Agent Clark seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

None

CONSENT CALENDAR

a. Approval of May 2, 2011 Urban Renewal Agency Minutes
b. Approval of May 16, 2011 Urban Renewal Agency Minutes

Agent Clark moved to approve the Consent Calendar. Agent Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

OTHER BUSINESS

None

ADJOURNMENT

With no further business the meeting was adjourned at 7:09 p.m.

APPROVED:

Debbie Lockhart, Deputy City Recorder

Lore Christopher, Chair

AGENCY MEMBERS

David McKane

Mark Caillier

Jim Taylor

Cathy Clark

Brandon Smith

Joe Egli

Minutes approved:________________________________