

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

A G E N D A
KEIZER CITY COUNCIL
WORK SESSION

Monday, July 9, 2001

5:30 p.m.

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. Appointment Process for City of Keizer Boards and Commissions**
- 4. ADJOURN**

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COUNCIL WORK SESSION: July 9, 2001

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

THROUGH: CHRIS C. EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, CMC 
CITY RECORDER

SUBJECT: COMMITTEE APPOINTMENT PROCESS

Background:

The City Charter states *The Mayor shall appoint council committees provided by the rules of the Council.* In 1993, the City Council adopted a *Resolution Providing for the Establishment of Council Committees.* This resolution outlines the creation of committees and states the Mayor will make appointments to these committees unless otherwise specified by the Council. When this resolution was adopted, clear language on the appointment process did not exist in the Council rules. With the adoption of the revised Council Rules of Procedure in July 2000, Section 14 was added to clarify the appointment process.

A Council motion first created the Volunteer Coordinating Committee in 1991. In 1993, this committee was formalized by the adoption of a Resolution. One responsibility of this committee is for *recruitment, interviewing, and recommendation of Commission, Committee or Task Force appointments to the Mayor and/or the City Council.* Since this time the Volunteer Coordinating Committee has reviewed the applications and made a recommendation on most committee appointments to the Council.

During 1993 to 1996, the Mayor served as the Council liaison to the Volunteer Coordinating Committee. In September 1996 Jerry McGee (serving as Council President at that time) was chosen as the Council liaison. Councilor McGee has served as liaison since this time.

Attached to this report are several supporting documents including the resolutions/ordinances for each of the committees and information from the City Charter and Council Rules of Procedure.

Issue:

Earlier this year, Councilor Smith submitted a draft of a committee protocol. The Volunteer Coordinating Committee has put together a volunteer handbook that outlines the responsibilities of volunteers within the City. Both of these documents are included in your packet. All committee meetings are held under the Oregon Public Meetings laws.

In addition, the Council has discussed the appointment of alternates to each committee. A proposal by Councilor Smith is also included in this packet. This issue was raised based on a lack of a quorum for some committee meetings. In a review of the minutes only the Parks Board and Traffic Safety Commission have experienced a lack of a quorum on one occasion for each committee during the last year (July 2000-June 2001).

If any additional information is needed on any of these areas, please do not hesitate to contact me.

Recommendation:

This work session has been scheduled for the City Council to discuss the appointment of volunteers to City Boards and Commissions and the responsibilities of those volunteers.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R93- 632

PROVIDING FOR THE ESTABLISHMENT OF COUNCIL COMMITTEES

WHEREAS, the City of Keizer is known for its pride, spirit and volunteerism, and;

WHEREAS, the Charter for the City of Keizer provides that the Mayor shall appoint the Council committees provided by the rules of the council, and;

WHEREAS, the rules of the Council do not address the appointment of committees;

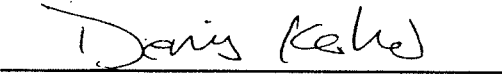
NOW, THEREFORE BE IT RESOLVED that Council committees will be established by Resolution and such Resolution will provide for the following structure:

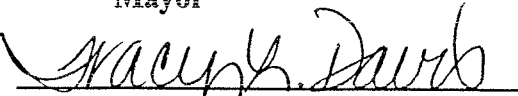
1. The name of the Council committee;
2. The purpose of the committee;
3. The membership makeup and terms of committee members;
4. The means of selecting a chair;
5. The term of the committee;
6. Any special procedures or instructions to be followed by the committee.

BE IT FURTHER RESOLVED THAT appointments to these committees will be by the Mayor unless otherwise specified by the Council.

PASSED this 5th day of April, 1993.

SIGNED this 6th day of April, 1993.


Mayor


City Recorder

SECTION 14. QUORUM. A majority of the incumbent members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

SECTION 15. RECORD OF PROCEEDINGS. The council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

SECTION 16. PROCEEDINGS TO BE PUBLIC. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

SECTION 17. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have a vote on all questions before it. The mayor shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.

SECTION 18. PRESIDENT OF THE COUNCIL. At its first meeting of each odd-numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of the office, the president shall act as mayor.

SECTION 19. VOTE REQUIRED. Except as this charter otherwise provides, the concurrence of a majority of the members of the council voting when a quorum of the council is present shall decide any question before the council.

CHAPTER V POWERS AND DUTIES OF OFFICERS

 **SECTION 20. MAYOR.** The mayor shall appoint the council committees provided by the rules of the council. The mayor shall sign all records of proceedings approved by the council. The mayor shall have no veto power and shall sign all ordinances passed by the council within three days after their passage. After the council approves a bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond.

SECTION 21. CITY MANAGER.

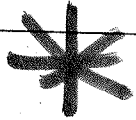
(a) Qualifications

The city manager shall be the administrative head of the government of the city. The city manager shall be chosen without regard to political considerations and solely on the basis of executive and administrative qualifications. Before taking office, the city manager shall give a bond in such amount and with such surety as may be approved by the council. The premiums on such bond shall be paid by the city.

- c) If a tie results from the second ballot, a third and final ballot will be prepared containing the names of the two candidates, or three in case of a three-way tie in the second vote. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving the majority of the votes of the remaining members of the Council shall be appointed to the vacant position. In case of a tie vote on this third and final vote, the Council will select the replacement Councilor according to the procedure outlined in Section 13.6 – Tie Votes – Appointment Process.
- d) By Resolution, the Council shall validate the appointment.

13.6 Tie Votes – Appointment Process - In the event of a tie vote during the third and final vote of the appointment voting process, the names of the two candidates (or three in case of a three-way tie) receiving a majority vote of the remaining members of the Council, will be placed in the official city bucket. The City Recorder will draw the successful name.

13.7 Tie Votes – Council Election – When two or more candidates running for the same Council position, have an equal and the highest number of votes, the successful candidate will be determined by a drawing of lots. Upon confirmation of a recount by the Marion County Elections Division, this determination shall take place at the first regularly scheduled meeting after the general election. The Council will use the same process to determine the successful candidate as outlined in Section 13.6 – Tie Votes – Appointment Process.



SECTION 14 – CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

14.1 Citizens Committees, Boards and Commissions – The Council may create committees, boards, and commissions to assist and advise in the conduct of City business. These committees, boards, and commissions shall be created in accordance with the guidelines as adopted by the City Council.

14.2 Membership Appointment – The Volunteer Coordinating Committee will receive, review, and process written applications and make recommendations to the Council for appointment consideration, unless the Resolution, Ordinance, or State Statute defines the appointment process differently.

14.3 Removal of Members of Committees, Boards, and Commissions – The Council may remove any member of any committee, board, or commission which it has created, by a vote of at least a two-thirds majority of the Council.

Keizer City Council Committee Protocol

The following Protocol will be followed by Committees appointed by the Keizer City Council:

1. Discussion of topics are to be held during regularly scheduled Committee Meetings.
2. All Committee Meetings are open to the public and are required to receive public testimony.
3. All actions taken by Committees are to be brought to Keizer City Council before being implemented.
4. All Staff direction is to be approved by Keizer City Council and implemented by the Keizer City Manager.
5. An accounting of Committee expenditures including Consultation fees and project costs must be given to the Keizer City Manager to determine approval and/or forwarding to the Keizer City Council before being incurred.
6. Keizer City Council and the Keizer City Manager must be given a copy of all Committee Meeting Minutes.
7. All Committee projects and/or recommendations must be approved by Keizer City Council in the following manner:
 - A. A plan, project, or recommendation will be formulated with information regarding any fiscal impact, neighborhood impact, etc. This information should include possible resources and or solutions.
 - B. This information will then be presented at a Keizer City Council Meeting.
 - C. Keizer City Council will determine if the plan, project or recommendation is feasible and will direct the Keizer City Manager to implement.
 - D. The Keizer City Manager will in turn direct the appropriate staff to work on a recommendation to be returned to Keizer City Council in a timely manner.

COMMITTEE ALTERNATES PROPOSAL

Currently the majority of Committees, Boards and Commissions that assist and advise the Keizer City Council, are limited to 7 members. I am proposing that this number remain the same but that 2 Alternates also be chosen to participate. I am also recommending this for others not limited to 7 such as the Budget Committee.

The Alternates would be allowed full participation in meetings with the exception of the voting process. The Alternate would obtain voting power in one of two ways: 1. A voting member is not present and the Alternate would step into the vacant seat during the member's absence. 2. A voting member would resign and the Alternate would then step into the seat as a permanent member.

Many times it has been hard to reach a quorum, especially during the summer months. This would help alleviate some of the problems in this area. Also, by having an Alternate attend and participate at meetings, the delay of finding someone to replace a member that has resigned and getting the new member up to speed on issues, becomes obsolete.

Regarding the Budget Committee, this would be helpful due to the nature of the involvement of many issues over several months. The Alternate would attend during all discussions and presentations of proposals. The Alternate would be prepared to step into a voting seat as needed. The time frame of the Budget Committee meetings does not allow for interviews and recommendations to be made at the last minute. It is vital that the person stepping into the voting seat be prepared in all aspects of the budget process.

CITY OF KEIZER BOARDS AND COMMISSIONS

Name	Established Date	Reso/Ord Number	No. of Members	Term	Term Limits	Meeting Date	Recommend by VCC
Audit Committee	4-5-93	R93-627	5	2 years	None	When needed	No
Bikeways Committee	4-14-94 3-3-97 (amended)	R94-771 R97-961	5 7	3 years	None	3 rd Wednesday	Yes
Budget Committee	1982	State Statute 294.336	14	3 years	None	When needed	Yes
Community Policing	5-17-93 10-20-97	R93-636 R97-995	18		None		No
Keizer Urban Renewal Board (KURB)	12-16-91	UR91-004	9*	3 years	2 – 3 year terms	4 th Wednesday	No
Parks Advisory Board	5-1-89 12-20-93 (amended)	89-149 R93-691	7	3 years	None	2 nd Tuesday	Yes
Planning Commission	5-9-83	83-006	7	3 years	2 – 3 year terms	2 nd Wednesday	Yes
Traffic Safety Commission	8-15-94 4-6-98	R94-772 R98-1023	5 7	3 years	None	4 th Thursday	Yes
Volunteer Coordinating Committee	7-15-91 2-18-93	Motion R93-617	7**	3 years	2 – 3 year terms	When needed	No

* - One member appointed by each member of City Council plus representative from Parks Board and Planning Commission

** Each member appointed by Member of City Council

AUDIT COMMITTEE

1
2
4 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

5 Resolution R93- 627

6
7 ESTABLISHING A COUNCIL AUDIT COMMITTEE
8
9

10 WHEREAS, the City financial records are audited annually by state law, and;

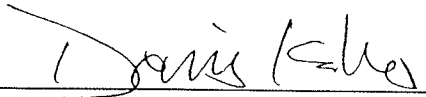
11 WHEREAS, this audit is intended to be an independent review of the City's financial
12 condition, and;

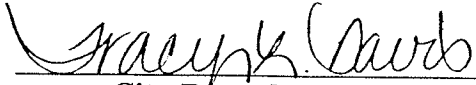
13 WHEREAS, the Council wishes to allow for a means of direct communication with
14 the independent auditor;

15 NOW, THEREFORE BE IT RESOLVED THAT, a council committee be established
16 as directed in attachment "A" named the Audit Committee.
17

18 PASSED this 5th day of April, 1993.

19
20 SIGNED this 5th day of April, 1993.

21
22 
23 _____
24 Mayor

25 
26 _____
27 City Recorder
28
29
30

ATTACHMENT A
CITY COUNCIL COMMITTEE
AUDIT COMMITTEE

NAME: Audit Committee

PURPOSE: To review and advise the Council on all matters related to the audit.

Among these will be:

1. Assuring itself that the auditor selected is both independent and competent.
2. Meeting with the chosen auditor in advance of the audit to recommend the proper scope of the audit.
3. Examine the control weaknesses discovered during the audit and reported in the audit findings and in the auditor's management letter.
4. Satisfy itself that management has taken the appropriate actions to correct any deficiencies discovered during the audit.
5. Accept other financially related assignments as given by the Council.

MEMBERSHIP: Three members of the Council and two citizens.

TERMS: Two years coincidental with the Councilors' term of office.

CHAIR: Appointed by the Mayor to serve a two year appointment.

TERM OF THE COMMITTEE: Until dissolved by Council.

BIKEWAYS COMMITTEE

CITY COUNCIL MEETING: March 3, 1997

AGENDA ITEM NUMBER: _____

TO: MAYOR KOHO AND COUNCIL MEMBERS

FROM: DOTTY TRYK *Dotty*
CITY MANAGER

SUBJECT: RESOLUTION ADDING MEMBERSHIP TO THE BIKEWAYS
COMMITTEE

BACKGROUND:

The Council adopted Resolution R94-771 establishing the Bikeways Committee. The committee has requested to enlarge the membership of the committee adding a student and a representative of the school district. The attached resolution accomplishes this.

RECOMMENDATION:

It is recommended that the resolution be adopted.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R97- 961

AMENDING RESOLUTION R 94-771 ADDING MEMBERSHIP TO THE BIKEWAYS
COMMITTEE

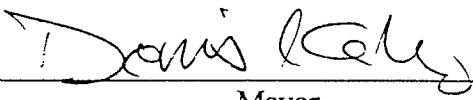
WHEREAS, the City Council finds a need to review bicycle issues in the City of
Keizer, and;

WHEREAS, adding a representative of District 24J and a local student will enhance
the work of the committee, NOW THEREFORE;

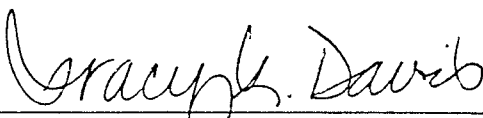
BE IT RESOLVED that the Bikeways Committee membership be amended as
directed in attachment "A".

PASSED this 3rd day of March, 1997.

SIGNED this 5th day of March, 1997.



Mayor



City Recorder

APPENDIX "A"
CITY COUNCIL COMMITTEE
BIKEWAYS COMMITTEE

Name: Bikeways Committee

Purpose: To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of activities relating to bicycles, bike routes and bicycle safety. The powers and duties of the Committee shall include, but not limited to:

1. Develop a Master Bikeway Plan to include an assessment of the need for bikeways, recommended routings with costs and priorities, proposed funding sources and implementation program.
2. Seek input from a wide range of community interest groups
3. Coordinate and disseminate information for the public education of biking routes and rules.
4. Serve as a resource and advisory group on bike trails for the City
5. Promote safe and efficient alternative modes of transportation and recreational health and fitness.
6. To provide an annual report of its activities to the Council and other reports which may from time to time be requested by the Council.

Membership: The Commission shall consist of seven voting members including a representative of the school district and a student and non-voting ex officio members from the City staff as needed by the Committee.

Chair: To be appointed by the Mayor.

Term: The initial term of the members shall be as follows: Chair for two years; two members for three years; and two members for two years. Thereafter, all terms shall be for three years. All terms shall expire on December 31 of the appropriate year.

Term of the Committee: Until dissolved by the Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R94- 771

ESTABLISHING A BIKEWAYS COMMITTEE

WHEREAS, the City Council finds a need to review bicycle issues in the City of Keizer,

and;

WHEREAS, establishing a Bikeways Committee will provide a forum for such a review,

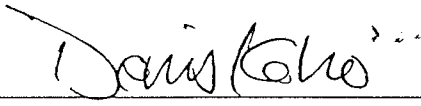
NOW THEREFORE;

BE IT RESOLVED that a Bikeways Committee be established as directed in attachment

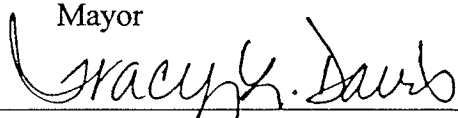
"A".

PASSED this 15th day of August, 1994.

SIGNED this 15th day of August, 1994.



Mayor



City Recorder

APPENDIX "A"
CITY COUNCIL COMMITTEE
BIKEWAYS COMMITTEE

Name: Bikeways Committee

Purpose: To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of activities relating to bicycles, bike routes and bicycle safety. The powers and duties of the Committee shall include, but not limited to:

1. Develop a Master Bikeway Plan to include an assessment of the need for bikeways, recommended routings with costs and priorities, proposed funding sources and implementation program.
2. Seek input from a wide range of community interest groups
3. Coordinate and disseminate information for the public education of biking routes and rules.
4. Serve as a resource and advisory group on bike trails for the City
5. Promote safe and efficient alternative modes of transportation and recreational health and fitness.
6. To provide an annual report of its activities to the Council and other reports which may from time to time be requested by the Council.

Membership: The Commission shall consist of five voting members and non-voting ex officio members from the City staff as needed by the Committee.

Chair: To be appointed by the Mayor.

Term: The initial term of the members shall be as follows: Chair for two years; two members for three years; and two members for two years. Thereafter, all terms shall be for three years. All terms shall expire on December 31 of the appropriate year.

Term of the Committee: Until dissolved by the Council.

BUDGET COMMITTEE

or facilities, the cost of which shall be supplied by a private individual, corporation or company or by another governmental unit necessitating a greater expenditure of public money for any specific purpose or purposes than the amount budgeted therefor in order to provide the services for which it was responsible. Such governing body may make excess expenditures for such specific purpose or purposes beyond the amount budgeted and appropriated therefor to the extent that maintenance, repair or self-insurance reserves authorized by ORS 294.366 or nontax funds are available or may be made available. Such expenditures shall be lawful only after the enactment of appropriate appropriation ordinances or resolutions authorizing the expenditures. The ordinance or resolution shall state the need for the expenditure, the purpose for the expenditure and the amount appropriated.

(4) Subsection (1) of this section shall not apply to the expenditure during the current year of the proceeds from the sale of bonds, whenever the approval of the bond issue by the people occurs after the budget for the current year has been adopted by the governing body and the bond sale occurs in the same year as the approval of the bond. However, subsection (1) of this section shall apply to the expenditure of money from sale of bonds which were approved by the people prior to the preparation of the current year's budget or which were sold in a prior year and carried forward into the current year.

(5) Notwithstanding subsection (4) of this section, subsection (1) of this section shall not apply to expenditures of funds received from the sale of conduit revenue bonds issued for private business pursuant to ORS 285.310 to 285.397, 777.560 to 777.590 and 778.145 to 778.175.

(6) Subsection (1) of this section shall not apply to expenditures of funds received from assessments against benefited property for local improvements as defined in ORS 223.001 if at least 80 percent of the total cost of such improvements is to be paid by owners of benefited property.

(7) Subsection (1) of this section shall not apply to the expenditure of funds accumulated to pay deferred employee compensation.

(8) Subsection (1) of this section shall not apply to refunds or the interest on them granted by counties under ORS 311.806.

(9) Subsection (1) of this section shall not apply to refunds, received by a municipal corporation when purchased items are returned after an expenditure has been made. Expenditure of refunded amounts to which this subsection applies shall be lawful only after the governing body of the municipal

corporation has enacted, after public hearing, appropriate appropriation ordinances or resolutions authorizing such expenditure. [1963 c.576 §4; 1965 c.451 §2; 1977 c.102 §2; 1979 c.310 §1; 1987 c.280 §1; 1991 c.902 §110]

294.330 [Repealed by 1963 c.576 §44]

294.331 Budget officer. The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body. [1963 c.576 §5]

294.335 [Repealed by 1963 c.576 §44]

294.336 Budget committee. (1) Except as provided in ORS 294.341, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee shall not be officers, agents or employees of the municipal corporation.

(5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be staggered so that one-third or approximately one-third of the terms of the appointive members end each year.

(6) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(7) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number

thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three equal or approximately equal groups as to terms.

(8) The budget committee shall at its first meeting after its appointment elect a chairman and a secretary from among its members. [1963 c.576 §6; 1973 c.61 §1; 1979 c.310 §2]

294.340 [Repealed by 1963 c.576 §44]

294.341 Governing body of certain municipal corporations to be budget committee. The governing body of each municipal corporation having a population exceeding 100,000 and which is located in a county having a tax supervising and conservation commission shall be the budget committee for such municipal corporation. [1963 c.576 §7]

294.345 [Amended by 1953 c.715 §2; 1955 c.250 §1; 1957 c.673 §3; repealed by 1963 c.576 §44]

294.347 [1953 c.715 §3; repealed by 1963 c.576 §44]

294.348 [1957 c.673 §2; repealed by 1963 c.576 §44]

294.350 [Amended by 1953 c.715 §2; 1957 c.673 §4; repealed by 1963 c.576 §44]

294.351 [1963 c.576 §8; 1965 c.451 §3; 1971 c.516 §1; 1979 c.310 §3; repealed by 1979 c.686 §2 (294.352 enacted in lieu of 294.351)]

294.352 Estimates of expenditures required; form and contents. (1) Each municipal corporation shall prepare estimates of expenditures for the ensuing year.

(2) The estimates required by subsection (1) of this section shall be prepared by organizational unit or by program.

(3) Estimates required by subsection (1) of this section and prepared by organizational unit shall be detailed under separate object classifications of personal services, materials and services and capital outlay. Separate estimates shall be made for special payments, debt service, interfund revenue transfers, operating expenses and general capital outlays which cannot reasonably be allocated to an organizational unit.

(4) Estimates required by subsection (1) of this section and prepared by program shall be arranged for each activity of a program. Estimates under each activity shall be detailed under separate object classifications of personal services, materials and services and capital outlay. Separate estimates shall be made for each program for special pay-

ments, debt service, interfund revenue transfers, operating expenses and general capital outlays which cannot reasonably be allocated to an activity within a function. For common and union high school districts and community colleges, estimates required by this subsection shall be further detailed by object within each object classification.

(5) Estimates of expenditures for personal services, other than services of persons who receive an hourly wage or who are hired on a part-time basis, shall list the salary for each officer and employee, except that employees of like classification and salary range, (such range not to exceed that established by the governing body of the municipal corporation in accordance with its policy for setting salaries) in each organizational unit or activity may be listed by the number of those employees, the limits of each salary range and the amount of their combined salaries.

(6) The general capital outlay estimate shall include separate amounts for land, buildings, improvements to land other than buildings and machinery and equipment which cannot be reasonably allocated to an organizational unit or activity.

(7) The debt service estimates shall include separate amounts for principal and interest of each bond issue in each fund.

(8) There may be included in each fund an estimate for general operating contingencies.

(9) If the estimates required by subsection (1) of this section are not prepared by fund, there shall be prepared a summary which cross references programs or organizational units to the appropriations required by ORS 294.435. [1979 c.686 §3 (enacted in lieu of 294.351)]

294.355 [Repealed by 1963 c.576 §44]

294.356 Preparation of estimates by school, education service and community college districts and by municipal corporations operating public utility or hospital. (1) Each school district, each education service district and each community college district shall prepare its estimates of expenditures required by ORS 294.352 in accordance with the classification of revenue and expenditure accounts prescribed by rules of the State Board of Education with the approval of the Department of Revenue. The Department of Revenue shall be responsible for determining compliance.

(2) The term "organizational unit" shall not apply to hospitals, school districts, education service districts and community colleges in preparing estimates of expenditures under ORS 294.352 or making appropriations under ORS 294.435. The term "organizational

COMMUNITY POLICING COMMITTEE

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R93- 636

ESTABLISHMENT AND FORMATION OF A
COMMUNITY POLICING COMMITTEE

WHEREAS, the City Council has approved the implementation of a Community Policing Program for the City of Keizer;

BE IT RESOLVED that the name of this committee shall be the Community Policing Committee;

BE IT RESOLVED that the Committee shall review the Community Policing concept in order to recommend an implementation plan to the City Council;

BE IT RESOLVED that the makeup of membership shall be as follows:

<u>REPRESENTATIVE CATEGORY</u>	<u>NUMBER</u>
Geographical Residential	4
Geographical Business	4
Geographical Neighborhood Watch	4
Geographical Neighborhood Associations	3
Minority Community Representatives	2
Student Council Representative	1
Police Labor Representative	1
Police Supervisory	1
Police Administration	1
Senior Citizen Representative	2
School District Representative	1
Public Works/City Services	1
City Council Appointed Representatives	2
Keizer City Council Members	2
Keizer Fire District Representative	1

Total: 30

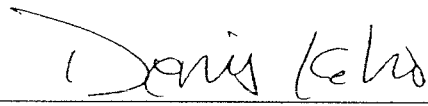
BE IT RESOLVED that the committee members shall serve a term of three (3) years with terms staggered when initially appointed by the Mayor;

BE IT RESOLVED that the chair of the committee shall be selected by a majority vote of committee members;

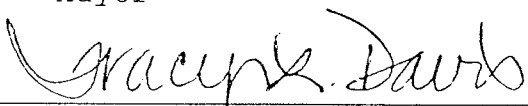
BE IT RESOLVED that the committee will be ongoing and review Community Policing Program on a regular basis.

PASSED this 17th day of May, 1993.

SIGNED this 21st day of May, 1993.



Mayor



City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R97- 995

3 A RESOLUTION REESTABLISHING COMMUNITY POLICING COMMITTEES;
4 (REPEALING RESOLUTION R97-980)
5

6 WHEREAS, the City Council of Keizer has approved the implementation of a
7 Community Policing Program for the City of Keizer; and

8 WHEREAS, the City Council has continued its commitment towards improving
9 Community Policing in the City of Keizer; and

10 WHEREAS, the current Community Policing Committee is authorized to operate in
11 its current structure until October 31, 1997, NOW THEREFORE

12 BE IT FURTHER RESOLVED that the mission of community policing for Keizer is:

13
14 *The mission of the Keizer Community Policing Committee is to provide*
15 *quality police services through community oriented policing*
16

17 BE IT FURTHER RESOLVED that the Community Policing Committee will follow
18 the following values;
19

20 **Communication**

21 Communication is the open and honest exchange of information and
22 ideas among the Police Department/City Government and the
23 Community at all levels and is essential to effective community-
24 oriented policing.

25 **Partnership**

26 Partnership is the Police Department/City Government and the
27 Community working together to identify and address community
28 concerns while upholding the law.

29 **Problem Solving**

30 Problem solving is the investment of time and effort to prevent,
31 eliminate or reduce the fear and incidence of crime.

32 **Empowerment**

33 Empowerment gives the Police Department/City Government and the
34 Community the ability to try new and non-traditional approaches to
35 problem solving, in addition to those that are safe, proven and
36 traditional to address community concerns.

37 **Responsibility**

38 Responsibility is the expectation that the Police Department/City
39 Government and the Community will be devoted to community
40 policing through honest and committed effort in an open process.

1 **Quality Service**

2 Quality Service is being visible, responsive and willing to assist while
3 maintaining a helpful, professional demeanor. Employees are
4 expected to be self-disciplined, well trained and competent and to
5 possess the ability to deal fairly and respectfully with the public.
6

7 BE IT FURTHER RESOLVED that the Community Policing Committee shall, in
8 cooperation and coordination with the departments, boards and committees of the City of
9 Keizer to develop and improve community policing in Keizer;
10

11 BE IT FURTHER RESOLVED that the Community Policing Committee shall advise
12 the City Council regarding the progress of community policing efforts, report deficiencies
13 and successes in community policing efforts and recommend steps necessary to further
14 the mission and values of Community Policing;
15

16 BE IT FURTHER RESOLVED that the Community Policing Committee shall take
17 appropriate action to establish and maintain an effective and productive partnership with
18 the community. To mutually identify and address community concerns. To empower
19 employees and engage citizens to cooperatively develop and maintain an expectation of
20 respect and responsibility in our community. And, to enhance the safety of the community
21 and its citizens and officers;
22

23 BE IT FURTHER RESOLVED that the Community Policing Committee shall
24 prioritize, develop and where appropriate, implement community policing programs;
25

26 BE IT FURTHER RESOLVED that the Community Policing Committee shall:
27 provide a forum for the community at large regarding community policing issues. The
28 committee will be responsible for maintaining open communications with all parties
29 represented by its members;
30

31 BE IT FURTHER RESOLVED that the Community Policing Committee shall also, at
32 the direction of the City Council or the request of the police department make
33 recommendations regarding programs and policies related to community policing;
34

35 BE IT FURTHER RESOLVED that the Community Policing Committee shall
36 conduct itself in accordance with the following structure and operating procedures;
37

38 **RULES OF OPERATION AND PROCEDURES**

39 The Keizer Community Policing Committee will operate according to Roberts
40 Rules of Order. It will make all formal decisions based on roll call vote once
41 a quorum has been established. A quorum shall consist of a majority of the
42 standing members.
43

44 **SELECTION OF MEMBERS**

45 The Keizer Community Policing Committee will consist of the following
46 members who shall be elected or appointed on a yearly basis:
47

- One representative appointed by each of the neighborhood associations recognized by the City
- The chair and vice-chair (when applicable) of each District Community Policing Committee
- One Representative appointed by the Chamber of Commerce
- A Liaison appointed by the City Council from its members
- The Chief of Police
- The Community Services Coordinator
- A Representative appointed by the Police Officer's Association from its membership
- Three Representatives at-large: The committee shall nominate individuals and select from a list to fill the at-large positions. At-Large positions shall be drawn from areas of the community other than those listed above.

REMOVAL OF MEMBERS

The Keizer Community Policing Committee may vote to remove a member if the member is absent from three or more consecutive meetings.

OFFICERS

At the beginning of each calendar year, the Keizer Community Policing Committee will elect a Chair and Vice-Chair.

ELECTIONS

The Chair and Vice-Chair shall be elected from the membership of the Community Policing Committee at the first meeting of each calendar year. Nominations shall be submitted by standing members to the Community Policing Committee either in advance of, or at the meeting during which the election will take place. Each nominee shall be allowed five minutes to state his or her reason for running.

VOTING

The Chair and Vice-Chair shall be elected by a majority vote of members present once a quorum has been established. The Chief of Police and Community Services Coordinator shall not be elected Chair or Vice-Chair. The Community Services Coordinator shall administer the vote. The vote shall be tallied by a roll call vote, with each member indicating their choice for Chair and Vice-Chair from the list of nominees. A separate vote will be taken for each position with the election for Chair to be held first.

VACANCIES

Should the position of Chair or Vice-Chair become vacant during the course of the year a special election shall be held at the next meeting of the committee following the date of the vacancy. The election shall be held in the manner specified above.

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COMMUNITY POLICING ANNUAL REPORT AND YEARLY COMMUNITY
WIDE GOAL SETTING FORUM

Each year the Community Policing Committee will hold one or more community-wide open forums on community policing to assist the committee in setting goals for the upcoming year. The forum will be held at a time, date and place to allow for community input and the development of recommendations to coincide with the city budgeting process as the city manager requests.

SIGNED this 20th of October 1997.

Mayor

City Recorder

KEIZER URBAN RENEWAL BOARD (KURB)

THE URBAN RENEWAL AGENCY OF THE
CITY OF KEIZER, OREGON

RESOLUTION UR97-029

A RESOLUTION AMENDING RESOLUTIONS 91-004 AND 93-005

WHEREAS, the Keizer Urban Renewal District has been operating for over seven years; and

WHEREAS, it is appropriate to reassess the District's structure to assure its continued appropriateness and the need for any changes; and

WHEREAS, the River Road Redevelopment Board is the citizens advisory board responsible for overseeing the operations of the Renewal Agency and for making recommendations to the Staff and Agency Board on Agency matters; and

WHEREAS, the Renewal District's focus has changed and broadened significantly since the plan's adoption by the inclusion of the Cherry Avenue project and the annexation of the Chemawa Activity Center into the District; and

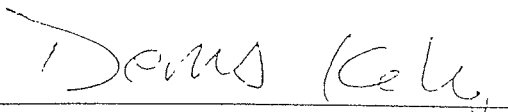
WHEREAS, the River Road Redevelopment Board has recognized that its own name is no longer relevant to much of the current activities of the District, NOW THEREFORE,

It is hereby resolved that Section 1 of Resolution 91-004 is hereby repealed and replaced with a new Section 1 reading:

BE IT RESOLVED by the Urban Renewal Agency of the city of Keizer that for the purposes of advising the Urban Renewal Agency (hereinafter called "Agency") on redevelopment and rehabilitation matters within the River Road Renewal District, there is hereby created an advisory board to be known as the Keizer Urban Renewal Board (hereinafter called "Board.")

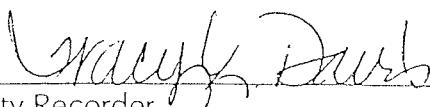
It is further resolved that all references in Resolutions 91-004 and 93-005 to the words "River Road Redevelopment Board" are deleted and replaced by the words "Keizer Urban Renewal Board."

PASSED THIS 17TH DAY OF NOVEMBER, 1997



Mayor

ATTEST:



City Recorder

URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

Resolution R93-~~5~~

RESOLUTION AMENDING

RESOLUTION 91-00~~4~~

CREATING THE

RIVER ROAD REDEVELOPMENT BOARD

Section 1. AMENDMENT.

Sections 2 and 3 of Resolution 91-4 are hereby repealed.

Section 2. COMPOSITION AND APPOINTMENTS OF MEMBERS OF THE
RIVER ROAD REDEVELOPMENT BOARD.

- (a) The River Road Redevelopment Board shall consist of nine members. One member shall be a member of the Planning Commission nominated by a majority vote of the Planning Commission. One member shall be a member of the Parks Advisory Committee nominated by a majority vote of the Parks Advisory Committee. Each of the seven members appointed by the Agency Board shall be nominated by a member of the Agency Board in accordance with the provisions of Section 3 (b), below. All nominations for membership shall be accepted and appointed by majority vote of the Agency Board.
- (b) An Agency Board member appointed by the Mayor shall also be a member of the Board. However, the Agency Board shall be ex officio and shall have no vote.

Section 3. TERM OF OFFICE.

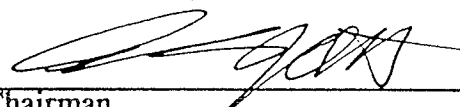
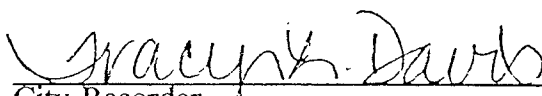
- (a) The term of office of the members shall be three years, with terms staggered so that the terms of three members expire February 1 each year.
- (b) All members of the Board in office as of the passage of this resolution shall continue in office as of January 1, 1993. The seven Board appointees as of January 1, 1993 shall serve with two of the members beginning a one year term, two a two year term, and three a three year term. Members starting a one year term shall be called "Position 1" and the "Mayor's Position." Members starting a two year term shall be called "Position 2" and Position 4." Members starting a three year term shall be called "Position 3", "Position 5", and "Position 6." The Agency Board members with

the corresponding Council position shall be responsible for nominating a person for the position whenever it becomes vacant. All subsequent appointees not filling out an unexpired term shall have a three year term. The Planning Commission and Parks Advisory Committee members shall continue to serve as long as they are members of the Planning Commission or Parks Advisory Committee.

- (c) Determination of which members shall be in each of the positions shall be determined by the drawing of numbers during the first Board meeting after January 1, 1993.
- (d) Any vacancy in said Board shall be filled by appointment by the Agency Board after receiving a nomination from the appropriate Agency Board member. Members may be reappointed, however no member shall serve more than six consecutive years. A member who has served six years may be reappointed if a period of at least one year has passed since the previous term of office.
- (e) Members of the Board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.

PASSED this 4th day of January, 1993.

ADOPTED this 4th day of January, 1993.


Chairman
City Recorder

URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

Resolution R91- 004

RESOLUTION CREATING

RIVER ROAD REDEVELOPMENT BOARD

Section 1. CREATION OF BOARD.

BE IT RESOLVED by the ~~Urban Renewal Agency~~ of the city of Keizer that for the purposes of advising the Urban Renewal Agency (hereinafter called "Agency") on redevelopment and rehabilitation matters within the River Road Renewal District, there is hereby created an advisory board to be known as the River Road Redevelopment Board (hereinafter called "Board").

Section 2. COMPOSITION AND APPOINTMENTS.

- (a) The Board shall consist of nine appointed members. The appointed members shall be composed as follows:
 - (1) One member of the Planning Commission appointed by the Commission;
 - (2) One member of the Parks Committee appointed by the Parks Committee;
 - (3) One person appointed by each of the seven members of the City Council sitting as the Urban Renewal Agency.
- (b) All nine appointments shall be ratified by a majority vote of the Agency.

Section 3. TERM OF OFFICE.

- (a) The term of office of the members shall be as follows:
 - (1) The Planning Commission member shall have a term corresponding to his or her term on the Commission, however, reappointment of the Planning Commission member to multiple terms does not guarantee reappointment to the River Road Redevelopment Board.
 - (2) The Parks Committee member shall have a term corresponding to his or her term on the Committee, however, reappointment of the Parks Committee member to multiple terms does not guarantee reappointment to the River Road Redevelopment Board.
 - (3) Agency appointees shall have a term corresponding to the term of the Agency member making his or her appointment, however, reelection of the Agency member to multiple terms does not guarantee reappointment of an Agency member's appointee to the River Road Redevelopment Board.
- (b) Any vacancy in said Board shall be filled by appointment from the body or Agency member making the original appointment subject to ratification by the

Agency Board. Members may be reappointed, however no member shall serve more than six consecutive years. A member who has served six years may be reappointed if a period of at least one year has passed since the previous term of office.

- (c) Members of the Board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.

Section 4. ORGANIZATION OF BOARD.

- (a) The Chair of the River Road Redevelopment Board shall be selected from among the members by the Chair of the Agency. The Vice-Chair shall be elected from among the members of the Board.
- (b) The Board shall meet at least once each month at a time and place specified at least five days in advance. The Board may meet at other times in accordance with its rules. All meetings of the Board shall be open to the public.
- (c) The Board may establish and alter rules and regulations for its own internal government and procedure consistent with the laws of the State of Oregon and with the charter and ordinances of the City of Keizer.
- (d) The Board's plan of internal organization and rules of procedure shall be governed by Robert's Rules of Order. A record of the Board's proceedings shall be filed with the City Recorder.

Section 5. DUTIES AND RESPONSIBILITIES.

It shall be the function of the Board to act as an advisory body to the Agency. To that end the Board shall advise the Agency on these and other programs and issues affecting the River Road Urban Renewal District:

- (a) Preparation and implementation of plans and programs concerning both the public and private lands within the District dealing with design, landscaping, economic development, public improvements, redevelopment programs; and other issues necessary to assure the success of the District in meeting its goals;
- (b) Rehabilitation of existing buildings;
- (c) New retail and office development;
- (d) Traffic safety and efficiency improvements;
- (e) Pedestrian amenities and beautification;
- (f) Rehabilitation of existing buildings;
- (g) Public improvements including streets, sewer, water, and storm drainage;
- (h) Transportation and transit;

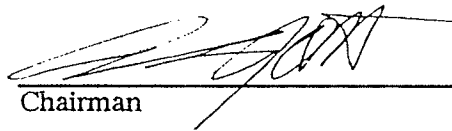
- (i) Housing development and rehabilitation;
- (j) Industrial Development;
- (k) Land acquisition and renewal;
- (l) Solicitation and selection of developers;
- (m) Review and recommendations on plans for development;
- (n) Development and monitoring of local low-interest loan program; and
- (o) Development and administration of the Agency budget and work program.

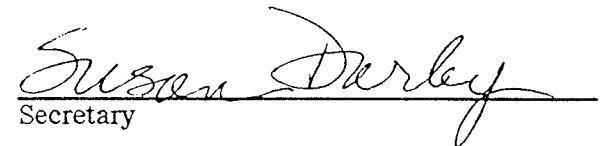
Section 6. CESSATION OF BOARD.

Upon the completion and closing out of the River Road Renewal District, the River Road Redevelopment Board shall cease its activities and shall be abolished without further action by the Agency.

PASSED this 16th day of December, 1991.

ADOPTED this 16th day of December, 1991.


Chairman


Secretary

KEIZER PARKS AND RECREATION ADVISORY BOARD

KEIZER PARKS AND RECREATION ADVISORY BOARD

OPERATING PROCEDURES

(REFER TO RESOLUTION #R93- 691 FOR BASIC INFORMATION ABOUT BOARD)

I. MEMBERSHIP

a) Application: Individuals wishing to serve on the Board must submit an application to the Volunteer Coordinating Committee for consideration. The Committee will make recommendations to the Mayor.

b) Responsibilities: Members will attend regular and special meetings and will carry out assigned tasks.

c) Vacancies: In the event a vacancy occurs, the Mayor shall appoint a successor to serve the unexpired term of the predecessor in office.

d) Removal: If any member fails to attend two meetings of the Board within a one year period, and said absences are unexcused, or more than three meetings total, the Board shall recommend to the Mayor that said member be removed from the Board.

II. OFFICERS

a) Elections: The Board shall elect a Chairperson and Vice Chairperson annually in December, the new officers shall assume their duties on January 1 of each year; it shall take a simple majority to elect each officer.

b) Duties of Chairperson: Shall preside at all regular and special meetings of the Board; shall call meetings and along with the Parks Director prepare the agendas; shall appoint sub-committees; shall represent the Board before the Council, City Management and the news media.

c) Duties of the Vice Chairperson: In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

III. MEETINGS

a) Regular Meetings: The Board shall meet regularly on the second Tuesday of each month, at 7:00 P.M., at the Keizer City Hall, unless otherwise designated.

b) Special Meetings: Special meetings may be called by the Chairperson or the Parks Director as deemed necessary; or in the absence of the Chairperson, by the Vice Chairperson.

c) Meeting Notices: Members of the Board shall receive written notice of each special meeting at least forty-eight hours in advance.

d) Quorum: Four members of the Board shall constitute a quorum; no official business can be conducted without a quorum.

e) Minutes: Minutes of each meeting will be taken by a Recording Secretary as designated by the City. The printed minutes of each meeting shall be distributed to each Board member within fourteen days after each meeting.

f) Meeting Agendas: The printed agenda for each meeting shall provide an opportunity for members of the public to address the Board; allow City Council Liaison and Parks Director to address the Board; allow for old and new business.

g) Proceedings: Meetings shall be conducted using Roberts Rules of Order, Revised.

IV. SUB-COMMITTEES

a) The Chairperson shall appoint Sub-Committees as often as deemed necessary to help draft reports and recommendations, and to work on projects and tasks. Sub-Committees are an arm of the Board, thus the work of the sub-committees needs to be approved by the Board.

V. AMENDMENTS TO BYLAWS

These bylaws may be altered, amended or repealed and the new bylaws may be adopted by a simple majority of the members at any regular meeting or at any special meeting, if at least ten days written notice is given of intention to alter, amend, repeal, or to adopt new bylaws at such meeting.

ADOPTED THIS 11th DAY OF January, 1994

CHAIRPERSON

CITY RECORDER

Shannon Blake
Gracy R. Davis

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R93-691

3 A RESOLUTION REESTABLISHING A PARKS AND
4 RECREATION ADVISORY BOARD

5 WHEREAS, by Ordinance 89-149, the City Council of the City
6 of Keizer created the Parks and Recreation Advisory Board and
7 set forth the function, composition, and powers of such Board;

8 WHEREAS, the City Council wishes to revise some of the
9 function and powers of the Board;

10 WHEREAS, advisory boards and committees are created by
11 resolution and the Council wishes to reestablish the Parks and
12 Recreation Advisory Board by this Resolution, as well as setting
13 forth the function, composition, and powers of such Board; NOW,
14 THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer
16 as follows:

17 Section 1. **FUNCTION**

18 a) The Parks and Recreation Advisory Board is hereby
19 reestablished and acknowledged. The terms of the current
20 members of the board are not altered by this Resolution.

21 b) It shall be the function of the Board to advise the
22 Council on issues pertaining to Keizer public parks, operating
23 policies and long range plans.

24 c) The Board shall also act in the role of community
25 catalyst in the formation and achievement of a comprehensive
26 community-wide park and recreation system.

1 Section 2. **COMPOSITION, TERMS AND VACANCIES**

2 a) The Board shall consist of seven voting members. The
3 members shall be appointed by the Mayor and shall serve for a
4 term of three years. The terms of office for appointed members
5 shall be staggered so that the term of office of not more than
6 three will expire in the same year.

7 b) Members may be chosen from among such persons
8 concerned with and interested in the conservation and
9 development of public parks and playgrounds and like public
10 places in the city.

11 c) In the event a vacancy occurs, the Mayor shall appoint
12 a successor to serve the unexpired term of the predecessor in
13 office.

14 d) The members of the Board shall not receive
15 compensation for their services.

16 Section 3. **POWERS AND DUTIES**

17 The Board will have the powers and duties as may be
18 conferred on such Board by the Charter of the City of Keizer or
19 by Ordinances, Resolutions or Orders of the City Council.

20 Section 4. **MEETINGS**

21 a) The Board shall meet regularly at Keizer City Hall,
22 unless otherwise designated.

23 b) Operating procedures for the City of Keizer Parks and
24 Recreation Advisory Board will be adopted by the Board.

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Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635

AN ORDINANCE CREATING A PARKS AND RECREATION
ADVISORY BOARD; PROVIDING FOR ITS COMPOSITION
AND ORGANIZATION; PROVIDING FOR ITS FUNCTIONS
AND DUTIES; REPEALING ORDINANCE 83-007

The City of Keizer ordains as follows:

Section 1. City of Keizer Ordinance No. 83-007 is
hereby repealed.

Section 2. KEIZER PARKS AND RECREATION BOARD
COMPOSITION, TERMS, AND VACANCIES. (a) The Keizer Parks and
Recreation Advisory Board is hereby created. The Board will
have the powers and duties hereinafter set forth and such
additional powers and duties as may be conferred on such
Board by the laws of the State of Oregon, by the Charter of
the City of Keizer or by ordinances, resolutions or orders of
the City Council.

(b) The Board shall consist of seven voting members.
The members shall be appointed by the Mayor and shall serve
for a term of three years. The terms of office for appointed
members shall be staggered so that the term of office of not
more than three will expire in the same year. Notwith-
standing the other provisions of this section, the initial
term for board members originally appointed upon the passage
of this ordinance may be established by the Mayor in order to
achieve the proper staggering of terms. Members may be
chosen from among such persons concerned with and interested
in the conservation and development of public parks and
playgrounds and like public places in the city.

(c) In the event a vacancy occurs, the Mayor shall appoint a successor to serve the unexpired term of the predecessor in office.

(d) The members of the board shall not receive any compensation for their services.

Section 3. ORGANIZATION. (a) The Board shall elect a chairperson and vice-chairperson annually.

(b) Four members of the Board shall constitute a quorum.

(c) The Board shall establish a time and place for their regular meetings which shall be open to the public.

(d) The Board may make, establish and alter rules and regulations for its government and procedure consistent with the laws of the State of Oregon and with the Charter and ordinances of the City of Keizer. Before any rules, amendments or deletions become effective, the Board must submit them to the City Council for approval.

(e) At least once each year, the City Council and the Board shall meet in joint session to review existing and changing policies, review Board by-laws and tour facilities and programs.

Section 4. POLICY, FUNCTION AND DUTIES. (a) It is hereby declared to be the policy of the City of Keizer City Council that all matters relating to public parks, playgrounds and related activities and programs shall be submitted to the Advisory Board for public input, investigation and discussion.

(b) It shall be the function of the Board to advise the Council on issues pertaining to public parks, playgrounds and related activities and programs, including parks usage, schedules, maintenance, budgets, operating policies and long range plans.

(c) The Board shall have the following duties:

(1) To make recommendations and advise the Council, Planning Commission and other bodies, groups or officials on all matters referred to it.

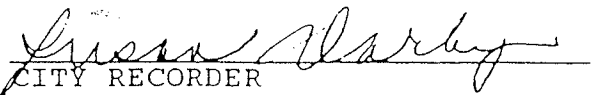
(2) To act in the role of community catalyst in the formation and achievement of a comprehensive community-wide parks and recreation system and program to serve the environmental, historical, cultural and leisure needs of all of the city residents.

(3) To make and issue reports respecting its studies, research, examination and other activities to the City Council as may be required by the Council.

PASSED this 1st day of May, 1989.

SIGNED this 2nd day of May, 1989.


MAYOR


CITY RECORDER

PLANNING COMMISSION

May 9, 1983

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Ordinance No. 83-00 6

AN ORDINANCE CREATING A PLANNING COMMISSION;
PROVIDING FOR ITS COMPOSITION AND ORGANIZATION;
PROVIDING ITS POWERS AND DUTIES.

The City of Keizer ordains as follows:

Section 1

KEIZER PLANNING COMMISSION;
COMPOSITION; TERMS AND VACANCIES.

a. The Keizer Planning Commission is hereby created.

The commission will have the powers and duties hereinafter set forth and such additional powers and duties as may be conferred on such commission by the constitution and laws of the State of Oregon, by the Charter of the City of Keizer or by Ordinances, Resolutions or orders of the City Council.

b. The commission will consist of the City administrator as an ex-officio, non voting member and seven other members to be appointed by the City Council. No more than one voting member shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than one voting member shall be engaged in the same kind of occupation, business, trade or profession. No more than one member shall be a non-resident of the City of Keizer.

c. The term of office of the appointed members shall

1 be three years, or until their successors are appointed and
2 qualified. The terms of office for appointed members shall
3 be staggered so that the term of office of not more than three
4 will expire in the same year. No appointive member shall
5 serve more than two consecutive terms. Notwithstanding the
6 other provisions of this section, the initial term for com-
7 mission members originally appointed upon the passage of
8 this ordinance may be established by council resolution in
9 order to achieve the proper staggering of terms.

10 d. The City Council shall fill any vacancy in the
11 commission by appointment for the unexpired term of the
12 predecessor in office. Prospective members of the commission
13 may be required to qualify by submitting a written application
14 and/or appearing before the city council for a personal
15 interview. Before entering upon the duties of a planning
16 commissioner, each commissioner shall take an oath or shall
17 affirm support for the constitution and the laws of
18 the United States and of the State of Oregon and that each
19 commissioner will faithfully and impartially perform duties of
20 that office.

21 e. The members of the commission shall receive no
22 compensation but shall be reimbursed for duly authorized expenses.

23 Section 2

24 ORGANIZATION

25 a. The commission shall elect a chairman and
26 vice chairman, who shall be members appointed by the City

1 Council and who shall hold office during the pleasure of the
2 commission.

3 b. Four members appointed by the City Council shall
4 at all times constitute a quorum.

5 c. The commission shall meet at least once each
6 month and the regular meeting place of the commission shall
7 be the City Hall.

8 d. The commission may make, establish and alter
9 rules and regulations for its government and procedure
10 consistent with the laws of the State of Oregon and with the
11 charter and ordinances of the City of Keizer. Before any
12 rules, amendments or deletions become effective, the commission
13 must submit them to the City Council for approval.

14 Section 3

15 ANNUAL REPORT TO COUNCIL

16 The commission shall on or before the first day of
17 October each year make and file with the City Council a report
18 of all transactions of the commission for the preceeding fiscal
19 year.

20 Section 4

21 POWERS AND DUTIES

22 Except as otherwise provided by the City Council,
23 the city planning commission may:

24 a. Recommend and make suggestions to the council
25 and to other public authorities concerning:

26 A. The laying out, widening, extending and locating

1 of public thoroughfares, parking of vehicles, relief of traffic
2 congestion;

3 B. Betterment of housing and sanitation conditions;

4 C. Establishment of district for limiting the use,
5 height, area, bulk and other characteristics of buildings and
6 structures related to land development;

7 D. Protection and assurance of access to incident
8 solar radiation; and

9 E. Protection and assurance of access to wind for
10 potential future electrical generation or mechanical application.

11 b. Recommend to the council and other public
12 authorities plans for regulating the future growth, development
13 and beautification of the city in respect to its public and
14 private buildings and works, streets, parks, grounds and vacant
15 lots, and plans consistent with future growth and development
16 of the city in order to secure to the city and its inhabitants
17 sanitation, proper service of public utilities, including
18 appropriate public incentives for overall energy conservation
19 and harbor, shipping and transportation facilities.

20 c. Recommend to the council and other public
21 authorities plans for promotion, development and regulation
22 of industrial and economic needs of the community in respect to
23 industrial pursuits.

24 d. Promote the advantage and opportunities
25 of the city and availability of real estate within the city
26 for development.

1 e. Encourage economic development within the
2 city.

3 f. Make economic surveys of present and potential
4 commercial and industrial needs of the city.

5 g. Study needs of local industries with a view to
6 strengthening and developing them and stabilizing employment
7 conditions.

8 h. Do and perform all other acts and things
9 necessary or proper to carry out the provisions of ORS 227.010
10 to 227.170, 227.175 and 227.180.

11 i. Study and propose such measures as are advisable
12 for promotion of the public interest, health, morals, safety,
13 comfort, convenience and welfare of the city and of the area
14 within six miles thereof, except where by law such powers and
15 duties devolve upon some other public body as to the area
16 outside the city.

17 j. For the purposes of this section:

18 (a) "Incident solar radiation" means solar energy
19 falling upon a given surface area.

20 (b) "Wind" means the natural movement of air at an
21 annual average speed measured at a height of 10 meters of at
22 least eight miles per hour.

23 Section 5

24 EMERGENCY

25 This ordinance being necessary for the immediate
26 preservation of the public health, safety and welfare, an

1 emergency is declared to exist and this ordinance shall take
2 effect immediately upon its passage.

3
4 Passed this 9th day of May, 1983.

5 Signed this _____ day of _____, 1983.
6
7

8 _____
Mayor

9 _____
10 City Recorder
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26

TRAFFIC SAFETY COMMISSION

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R98-1023

3 EXPANDING MEMBERSHIP ON THE TRAFFIC SAFETY COMMISSION

4 (AMENDING RESOLUTION R94-772 – APPENDIX “A”)

5
6 WHEREAS, the City Council adopted Resolution R94-772 on
7 August 14, 1994 establishing a Traffic Safety Commission to provide a forum
8 for review of traffic safety issues within the City of Keizer. The appendix to
9 such resolution designates the Commission to have five voting members;

10 WHEREAS, adding two additional members to the Traffic Safety
11 Commission will enhance the work of the Commission; NOW, THEREFORE

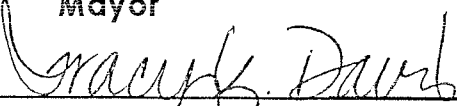
12 BE IT RESOLVED, by the City Council of the City of Keizer that
13 Resolution R94-772 is amended to expand the Traffic Safety Commission from
14 five to seven members as directed in appendix “A”;

15 BE IT FURTHER RESOLVED that one of these members will be a
16 representative of the Keizer Fire District and one will be a representative of
17 the Community Policing Committee.

18 PASSED this 6th day of April, 1998.

19 SIGNED this 8th day of April, 1998.

20
21 
22 _____
23 Mayor

24 
25 _____
City Recorder

APPENDIX "A"

CITY COUNCIL COMMITTEE

TRAFFIC SAFETY COMMISSION

Name: Traffic Safety Commission

Purpose: To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities. The powers and duties of the Commission shall include, but not limited to:

1. To develop and recommend coordinated traffic safety programs
2. To recommend traffic safety priorities for the City
3. To review and recommend project applications for funding
4. 4. To serve in a liaison capacity between the City and Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.
5. To provide research and information to official agencies of the City
6. To foster and promote public knowledge and acceptance of traffic programs, laws and needs.
7. To provide an annual report of its activities to the Council and other reports which may from time to time be requested by the Council.

Membership: The Commission shall consist of seven voting members appointed by the Mayor and non-voting ex officio members from the City staff and Council as needed by the Commission. One of these members shall be a representative of the Keizer Fire District and one shall be a representative of the Keizer Community Policing Committee.

Chair: To be appointed by the Mayor.

Term: The initial term of the members shall be as follows: Chair for two years; two members for three years; and two members for two years. Thereafter, all terms shall be for three years. All terms shall expire on December 31 of the appropriate year.

Term of the Committee: Until dissolved by the Council.

1
2
3 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

4 Resolution R94- 772

5 ESTABLISHING A TRAFFIC SAFETY COMMISSION
6

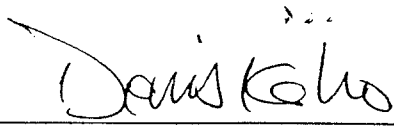
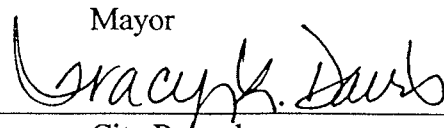
7 WHEREAS, the City Council finds a need to review traffic safety issues in the City of
8 Keizer, and

9 WHEREAS, establishing a Traffic Safety Commission will provide a forum for review of
10 traffic safety issues, NOW THEREFORE

11 BE IT RESOLVED that a traffic safety commission be established as directed in attachment
12 "A".

13 PASSED this 15th day of August, 1994.

14 SIGNED this 15th day of August, 1994.

15
16 
17 _____
18 Mayor
19 
20 _____
City Recorder

APPENDIX "A"
CITY COUNCIL COMMITTEE
TRAFFIC SAFETY COMMISSION

Name: Traffic Safety Commission

Purpose: To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities. The powers and duties of the Commission shall include, but not limited to:

1. To develop and recommend coordinated traffic safety programs
2. To recommend traffic safety priorities for the City
3. To review and recommend project applications for funding
4. To serve in a liaison capacity between the City and Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.
5. To provide research and information to official agencies of the City
6. To foster and promote public knowledge and acceptance of traffic programs, laws and needs.
7. To provide an annual report of its activities to the Council and other reports which may from time to time be requested by the Council.

Membership: The Commission shall consist of five voting members and non-voting ex officio members from the City staff as needed by the Commission.

Chair: To be appointed by the Mayor.

Term: The initial term of the members shall be as follows: Chair for two years; two members for three years; and two members for two years. Thereafter, all terms shall be for three years. All terms shall expire on December 31 of the appropriate year.

Term of the Committee: Until dissolved by the Council.

VOLUNTEER COORDINATING COMMITTEE

1
2 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
3 RESOLUTION NO. 95819
4 ESTABLISHING A VOLUNTEER COORDINATING COMMITTEE
5 (REPEALING RESOLUTION 93-617)
6
7

8 SECTION 1 CREATION OF COMMITTEE
9

10 BE IT RESOLVED by the City Council of the City of Keizer that a Volunteer
11 Coordinating Committee is hereby established. The Committee shall be responsible
12 for the following:

- 13 • Identify functions and activities where volunteers can help the City;
14 • Solicit volunteers for City Commissions, Committees and Task Force;
15 • Solicit volunteers for special projects and activities within the City;
16 • Matching volunteers to needs within the City;
17 • Recruitment, interviewing and recommendation of Commission, Committee or
18 Task Force appointments to the Mayor and/or City Council;
19 • Responsibility to assist in training of volunteers, public relation items pertaining
20 to the individual committees and recognition of the volunteers for the City.
21
22

23 SECTION 2 COMPOSITION AND APPOINTMENTS
24

25 BE IT FURTHER RESOLVED the Volunteer Coordinating Committee shall
26 consist of seven appointed members. The Mayor shall act as the Committee's liaison
27 with the City Council. Each of the seven members shall be nominated by a member of
28 the City Council. The member shall be appointed to a position corresponding with
29 the position of the Councilor responsible for their nomination. Current members are
30 assigned to positions as shown on Attachment "A". All nominations for membership
31 shall be accepted and appointed by a majority vote of the City Council.
32
33

34 SECTION 3 TERM OF OFFICE
35

36 BE IT FURTHER RESOLVED the members of the Volunteer Coordinating
37 Committee shall be appointed for terms of three years, expiring on August 30th of
38 the appropriate year. The terms shall be staggered so that approximately one-third of
39 the terms of the appointive members end each year.
40

41 If an appointed member is unable to serve the term for which the members was
42 appointed, or an appointive member resigns prior to the completion of the term for

1 which the member was appointed, the Council member responsible for this position
2 shall nominate another individual to be appointed by a majority vote of the City
3 Council.
4

5 No appointive member of the Volunteer Coordinating Committee shall serve
6 more than two consecutive terms. However, if a member is appointed to fill an
7 unexpired term, this shall not account for serving of a full term.
8
9

10 SECTION 4 ORGANIZATION OF COMMITTEE
11

12 BE IT FURTHER RESOLVED the Chair of the Volunteer Coordinating
13 Committee shall be chosen by its members.
14

15 The Volunteer Coordinating Committee shall meet as deemed necessary by
16 the Chair. All meetings shall be open to the public and follow the rules of procedure
17 consistent with the laws of the State of Oregon and the Keizer City Charter. A record
18 of the meeting shall be filed with the City Recorder.
19
20
21

22 PASSED this 20 day of March, 1995.
23

24 SIGNED this 20 day of March, 1995.
25

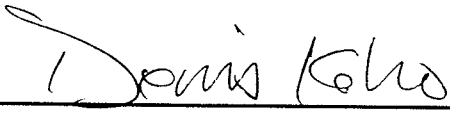
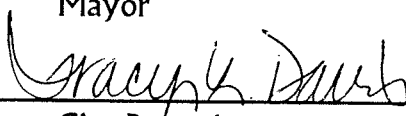
26
27 
28 _____
29 Mayor
30 
31 _____
City Recorder

EXHIBIT "A"

VOLUNTEER COORDINATING COMMITTEE

NAME	POSITION	EXPIRATION DATE
Lydia Muniz	Mayor's Position	8-30-95
Anne Rasmus	Position #1 (Watson)	8-30-95
Mike Gaynor	Position #2 (Patterson) Newton	8-30-96
Ruth Schrag-Gilbert	Position #3 (Keller)	8-30-96
Jim Nightengale	Position #4 (Beach)	8-30-97
JoAnne Beilke	Position #5 (Miller)	8-30-97
Lois Anderson	Position #6 (McGee)	8-30-97

1
2
3 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R93- 617

6
7
8 ESTABLISHING AND DEFINING THE DUTIES, RESPONSIBILITIES, TERMS,
9
10 AND CHARGE OF THE VOLUNTEER COORDINATING COMMITTEE
11

12
13
14 BE IT RESOLVED by the City Council of the City of Keizer that a Volunteer
15 Coordinating Committee is hereby established. On July 15, 1991 a Volunteer
16 Coordinating Committee was created by Motion of the City Council.

17 The Volunteer Coordinating Committee shall consist of seven members and a
18 Council liaison. The members shall be appointed by the Mayor and serve a three-year
19 term.
20

21 The Chair of the Volunteer Coordinating Committee shall be selected from among
the members of the committee.

22 The Committee shall meet as deemed necessary by the Chair of the Committee.

23 The Volunteer Coordinating Committee shall be responsible for:

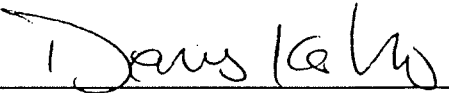
- 24 (1) Identifying functions and activities where volunteers can help the City;
25 (2) Soliciting volunteers for City Commissions, Committees and Task Force;
26 (3) Soliciting volunteers for special projects and activities within the City;
27 (4) Matching volunteers to needs within the City;
28 (5) Recruitment, interviewing and recommendation of Commission, Committee
or Task Force appointments to the Mayor and/or City Council;
29
30 (6) The Committee is also responsible to assist in training of volunteers, public
31 relation items pertaining to the individual committees, and recognition of

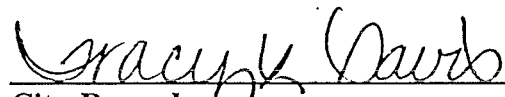
1 the volunteers for the City.

2
3 A volunteer Volunteer-Coordinator shall be chosen by the Volunteer Coordinating
4 Committee to organize applications and files and provide support to the Committee as
5 needed.
6

7 PASSED this 18th day of February, 1993.

8
9 SIGNED this 23rd day of February, 1993.

10 
11 _____
12 Mayor

13 
14 _____
15 City Recorder
16

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The main motion passed unanimously by the following vote:

AYES: Orcutt, Hart, Koho, McGee, Miller, Newton, Van Meter (7)

NAYS: None (0)

VOLUNTEER COORDINATING
COMMITTEE

Mr. Otterman proposed that the City Council establish a Volunteer Coordinating Committee to handle the recruitment, work coordination and recognition of City volunteers. He noted that there have been volunteers for the past two years who have not been recognized by the City. He put together a type of job description for the Council's consideration.

Councilor Newton stated that he was on the original volunteer committee when the city was first formed. The committee received a large number of applications, interviewed the individuals and recommended their placement. That committee was eventually abolished when the majority of their work was completed. Councilor Newton believed this would be a good proposal especially to establish a volunteer recognition program.

Councilor Newton moved to authorize the Mayor to appoint a Volunteer Coordinating Committee. Councilor Van Meter seconded the motion.

Councilor McGee believed it would be appropriate to include a sunset clause for all volunteer committees. Otherwise, there could be a great proliferation of committees.

Councilor Van Meter indicated that he especially likes the volunteer recognition program that could be put together by the committee. He noted that there was some nice recognition for one of the Parks volunteers recently, and there are other long term volunteers who deserve recognition.

The motion passed unanimously by the following vote:

AYES: Orcutt, Hart, Koho, McGee, Miller, Newton, Van Meter (7)

NAYS: None (0)

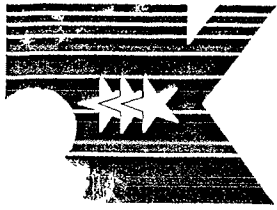
CONSENT CALENDAR

The Consent Calendar consisted of:

- a. June 17, 1991 Regular Session Minutes
- b. June 28, 1991 Special Session Minutes
- c. July 1, 1991 Regular Session Minutes
- d. Resolution - Approval of an Intergovernmental Agreement with Marion County regarding dispersal of civilly forfeited assets
- e. Resolution - Mid-Willamette Valley Police Mutual Aid Agreement

CITY COUNCIL MINUTES

July 15, 1991



City of Keizer

Administration

930 Chemawa Rd. N.E. • P.O. Box 21000
Keizer, Oregon 97307-1000 • (503) 390-3700

COUNCIL MEETING: JULY 15, 1991

AGENDA ITEM NO.: 9

TO: MAYOR AND CITY COUNCIL

FROM: DONALD H. OTTERMAN M.S.P.A, CITY MANAGER *DHO*

SUBJECT: CONSIDERATION OF ESTABLISHMENT OF VOLUNTEER
COORDINATING COMMITTEE

DISCUSSION

As the City Council is aware, there are a number of committees that are currently working on behalf of the City Council. These committees are volunteer committees and with the limited staff that is available, it is becoming more difficult to staff those committees, as well as to coordinate the functions of those committees.

Currently in place are the Budget Committee, Citizens Advisory Committee (dealing with the Comprehensive Plan), Keizer Tomorrow Committee, the Planning Commission, Parks Advisory Board Committee, Charter Review Committee, city representation on the Governmental Affairs Committee, Police Committee and the Urban Renewal Advisory Committee.

It is my understanding that when the city first incorporated there were a number of committees that had been appointed by the City Council and that there was a Volunteer Coordinating Committee established that monitored the needs of the advisory committees and provided assistance where necessary. I feel that it is time that the City Council, once again, consider the formation of that committee to take up part of the load that is demanded by the creation of those committees, or, on the other hand, that the City Council consider, in the future, hiring a Volunteer Coordinator. However, I would like to first have the Council consider a Volunteer Coordinating Committee.

The Volunteer Coordinating Committee would be responsible for:

1. Inventorying all volunteers that are involved in the City of Keizer so that the Volunteer Coordinating Committee can have an overall understanding of the complexity of the volunteers that are currently working with the city.

2. The committee would be responsible for the recruitment, interviewing and recommendation of appointments to the City Council for any volunteer committees in the future.
3. The committee would be responsible for training of the volunteers.
4. The committee would be responsible for public relations items, pertaining to the committees, such as writing letters on behalf of the committees, preparing a revised application form for volunteers, recruiting for volunteers and placing in the newspaper any items pertaining to volunteer committee actions.
5. Develop a job description for each one of the committees.
6. Create a volunteer recognition program to annually show appreciation of the city to the volunteers.

Many of these items have not been accomplished in the past due to lack of staffing, especially in the area of volunteer recognition. Volunteers play an extremely important part in the functioning of this city and this community is known for its volunteer spirit. I feel that it is only appropriate that we develop an overall coordinated volunteer program to efficiently utilize the skills of our volunteers.

RECOMMENDATION

I would recommend that the City Council authorize the Mayor to appoint such a Volunteer Coordinating Committee. I feel that the number of members of the committee should be limited to either three or five people so that it can be as efficient and function as effectively as possible.

DHO:clm

f:\admin\Committee.adg

CITY OF KEIZER

VOLUNTEER COORDINATING COMMITTEE

<u>NAME</u>	<u>ADDRESS</u>	<u>ORIGINAL APT DATE</u>	<u>EXP.</u>
ANNE RASMUS CHAIR POSITION #1	7207 Park Terrace Dr NE Keizer, OR 97303 H: 390-0009 arasmus1@gateway.net	December 1994	August 2001
WAYNE THACKERY POSITION #2	1025 Harmony Street Keizer, OR 97303 W: 393-2262 wthackery@aol.com	August 1997	August 2002
NORM COBB POSITION #3	4606 Rivercrest Dr N Keizer, OR 97303 H: 393-3466 becnlc@home.com	October 1997	August 2002
TERRI MCCOWAN POSITION #4	1210 Prairie Grass Ave NE Keizer, Oregon 97303 H: 393-0095	November 2000	August 2003
KATHIE BEACH POSITION #5	3692 Rivercrest Drive N Keizer, OR 97303 H: 393-9679 Kathie.Beach@bbs.chemek .cc.or.us	March 1999	August 2003
BOB NEWTON POSITION #6	6064 12 th Avenue Keizer, OR 97303 H: 393-5194 W: 363-5723 mbnewton@juno.com	November 2000	August 2003
MIKE HART VICE-CHAIR MAYOR'S POSITION	6955 9th Court NE Keizer, OR 97303 H: 390-1122	July 1997	August 2001
JERRY MCGEE COUNCIL LIAISON	4310 Shoreline Drive N Keizer, OR 97303 H: 390-2519		
TRACY DAVIS STAFF LIAISON	City Recorder Keizer City Hall W: 390-3700 - ext 108 davist@keizer.org		