

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

SPECIAL SESSION

Monday, June 10, 2013

6:00 p.m.

Robert L. Simon Council Chambers

Keizer Civic Center

Keizer, Oregon 97303

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**
 - a. **RESOLUTION** – Validating Appointment to City Council Position Number Two
4. **OTHER BUSINESS**
5. **ADJOURNMENT**

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SPECIAL COUNCIL MEETING: June 10, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TRACY L. DAVIS, CITY RECORDER

SUBJECT: CITY COUNCIL POSITION NUMBER TWO APPOINTMENT

ISSUE:

On May 10, 2013, Ken LeDuc submitted a letter of resignation from Position #2 on the Keizer City Council. Ken LeDuc was elected in November 2012 and was serving a four-year term scheduled to expire in January 2017. The City Charter specifies the Council shall declare an office vacant upon the resignation of a Council member. At the meeting on May 15, 2013, the Council adopted a Resolution declaring Council Position Number Two vacant.

The Charter states that a vacant elective office shall be filled by appointment of a majority of the remaining members of the Council. With the adoption of the City Council Rules of Procedure, an appointment process has been established.

A press release was distributed requesting citizens interested in being considered for the appointment to submit their resume and a letter of interest outlining their qualifications for the position. As of the June 3rd deadline, 8 letters of interest were received. The following candidates have been invited to attend tonight's special session:

- Ronald Bersin
- Eamon Bishop
- Matt Chappell
- Kim Freeman
- Roland Herrera
- Kevin Hohnbaum
- Mark Miedema
- Erick Peterson

At the June 3rd City Council meeting, a process was adopted by the Council. In addition, members of the current City Council submitted a question the candidate may

choose to incorporate into their five-minute presentation. The process and questions are included in the attachment.

RECOMMENDATION:

It is recommended the Mayor determine the order of the presentations by drawing names of the candidates from the official bucket. It will be requested that all of the candidates, except the first name drawn, sequester themselves outside the Council Chambers until the time of their presentation. It is further recommended when the presentations have been concluded, the City Council follow the voting procedures for Council vacancies as outlined in Section 16 of the City Council Rules of Procedure. The successful candidate will be sworn in at the June 17, 2013 City Council meeting.

City Council Position #2 Appointment – June 10, 2013

1. After the meeting is called to order, the Mayor will introduce each of the candidates.
 2. The Mayor will draw names from the official bucket to determine the order of the candidate presentations.
 3. Candidates will be requested to sequester themselves outside the Council Chambers until time for their presentation so they will not gain advantage by listening to the other candidates.
 4. Each candidate will be allowed a maximum of 5 minutes for their presentation.
 5. Questions have been submitted by the current City Council. The candidate may choose to address the questions in their presentation.
- The City Council continues to have a challenge regarding public engagement and participation. With Keizer's size and volunteer infrastructure is that it can start to feel like the same thousand people getting together every weekend; in our city of over 35,000, a large portion of our demographic is left silent and unengaged. What are your ideas to engage youth aged 18 – 25 as well as Latino families who may be non-native speakers of English to educate and empower them to become involved and take advantage of the government and community that they deserve as residents of our city?
 - Economic development is a community effort in which local government and elected officials play a major role. The people of Keizer expect their government officials to make thoughtful, intelligent choices about the future of their commerce, their jobs, and their health as a city. What are your views of the roles and responsibilities of a city councilor and what specific steps would you take over the next 3+ years to improve and sustain Keizer's economic development?
 - Every year various services or possible services compete against each other for limited revenue resources. Parks, police, general administration, and library services all are perceived by some members of the community as underfunded. What is your perception and how should the city approach the problem, if there is one?

- The Council members have a variety of personal and professional experiences that contribute toward how we work together to come to consensus on leading Keizer. What strengths, perspectives and experiences would you bring to the Council?
 - How many years have you spent volunteering in various volunteer opportunities? Please differentiate between youth and city. What is your greatest achievement and with which organization was it?
 - With the Little League field operation having some difficulties lately, and the proposed help that the city has offered, in what direction do you feel the maintenance agreement should take? Options: (1) Leave it as is (i.e., work with the two groups who currently are operating the complex); (2) City maintaining the complex and renting the fields out; or (3) Start over with a new entity and use the old model used by Little League in the past.
6. After the candidate has given their presentation, they will be allowed to remain in the audience.
 7. Upon conclusion of the last presentation, the Council will proceed with voting. The voting procedures are outlined in the City Council Rules of Procedure. (Section 16 attached.)

group. It is preferred that a representative of the requesting organization be present to receive the proclamation.

SECTION 16 – COUNCIL VACANCIES/APPOINTMENTS

16.1 Vacancy of Council Position – Chapter VII – Section 29 of the Keizer City Charter outlines circumstances in which a Council position may become vacant. Vacant elective offices shall be filled by appointment. A majority vote of the remaining members of the Council shall be required to validate the appointment. Upon validation, the appointee's term of office shall begin and continue throughout the unexpired term of the predecessor.

16.2 Vacancy of Mayor Position – In the event the office of the Mayor becomes vacant, the Council President shall become Mayor. A new Council President shall be nominated accordingly from the remaining members of the Council. The Council then shall appoint a Councilor to fill the vacancy as set forth below.

16.3 Declaration of Vacancy – The vacant position shall be declared vacant by Resolution.

16.4 Process for Appointment – Upon declaration of the vacancy, a press release will be issued inviting members of the community, who meet the qualifications as outlined in the Charter, to submit a letter of interest and resume. Within 45 days of the declaration of vacancy, the Council may nominate all who have submitted their name for consideration, or Councilors can nominate individual candidates. At the point where it appears no more nominations are to be made, a motion shall be made to close the nominations, and upon two-thirds majority vote of all remaining Council members present, the nominations are closed.

16.5 Appointment Vote – The Mayor or Presiding Officer shall review the appointment process with members of the audience prior to any votes being taken. Written ballots shall be prepared containing the names of all of the nominated candidates. The following voting process will be followed:

- a) Each of the remaining members of the Council shall select one candidate and mark their ballot accordingly. If one candidate receives the majority of the votes of the remaining members of the Council, such candidate shall be appointed to fill the vacant position.
- b) If no candidate receives a majority vote of all remaining members of the Council on the first ballot, a second ballot shall be distributed. The second ballot shall contain the names of the two candidates receiving the most votes from the first ballot, unless a tie resulted from the first ballot. In a first place tie situation, all first place candidates will be placed on the second ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on the second ballot. Each remaining member of the

Council shall select one candidate and mark their ballot accordingly. The candidate receiving a majority of the votes of the remaining members of the Council shall then be appointed to the vacant position.

- c) If no candidate receives a majority vote of all remaining members of the Council on the second ballot, a third and final ballot shall be distributed. The third and final ballot shall contain the names of the two candidates receiving the most votes from the second ballot, unless a tie resulted from the second ballot. In a first place tie situation, all first place candidates will be placed on the third and final ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on a third and final ballot. 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 16.6 – Tie Votes – Appointment Process.
- d) By Resolution, the Council shall validate the appointment.

16.6 Tie Votes – Appointment Process – If no candidate receives a majority vote of all remaining members of the Council on the third and final vote, the names of the two candidates receiving the most votes from the third and final ballot will be placed in an official city bucket, unless a tie resulted from the third and final ballot. In a first place tie situation, all first place candidates will be placed in the official city bucket. If there is a one first place candidate and tied second place candidates, then all first and second placed candidates' names will be placed in the official city bucket. The City Recorder will draw the successful name.

16.7 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 such recount confirmation. The Council will use the same process to determine the successful candidate as outlined in Section 16.6 – Tie Votes – Appointment Process.

SECTION 17 – CREATION OF CITY COMMITTEES, BOARDS AND COMMISSIONS AND COUNCIL COMMITTEES AND AD-HOC TASK FORCES
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17.1 Citizens Committees, Boards and Commissions. - At any time, the Council may by resolution establish any City Board, Commission or Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Councilors as members. Unless otherwise provided, all City Boards, Commissions, and Committees so created shall sunset at the end of their mission, but in all events shall be

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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

VALIDATING APPOINTMENT TO CITY COUNCIL
POSITION NUMBER TWO

WHEREAS, on May 10, 2013 Councilor Ken LeDuc tendered his resignation from City Council Position Number Two;

WHEREAS, Councilor LeDuc was in the beginning of a four-year term scheduled to expire January 2017;

WHEREAS, the City Charter states a vacant elective office shall be filled by appointment by a majority vote of the remaining members of the City Council. The City Council is required to validate the appointment;

WHEREAS, the remaining members of the City Council at the special meeting of this date voted on the appointment to fill the vacancy in Council Position Number Two;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the appointment of _____ is hereby validated and that _____ shall fill the vacancy in City Council position Number Two for the remainder of the term.

PASSED this _____ day of _____, 2013.

SIGNED this _____ day of _____, 2013.

Mayor

City Recorder

List of Candidates for Keizer City Council Position #2

- Ronald Bersin
- Eamon Bishop
- Matt Chappell
- Kim Freeman
- Roland Herrera
- Kevin Hohnbaum
- Mark Miedema
- Erick Peterson

May 29, 2013

Honorable Mayor and City Councilors of Keizer Oregon
P.O. Box 21000
Keizer OR 97307

Attention: Tracy Davis, City Recorder

Re: City Council Opening

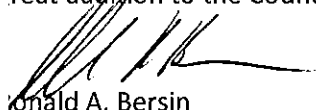
I would like to express my interest in the City Council position recently vacated by the resignation of Ken LeDuc. My interest in Keizer city government pre-dates my appointment to Keizer's Budget Committee six years ago. As a long-time resident of Keizer (over 20 years), and a current Budget Committee member (second term expires this year), I have an interest in the continued success of the City of Keizer and its many programs that benefit the citizens of our city. In addition to my membership on the Budget Committee, I am also a member of the Long-Range Planning Task Force. This Task Force is designed to prioritize funding of programs under Keizer's current financial limitations. These two roles have given me an insight to the inner working of city government, giving me strong knowledge of the city and its resources. As members of the Budget Committee and Long-Range Planning Task Force, I have been a strong advocate of responsible spending and use of city resources to benefit the citizens of Keizer.

As said earlier, I have just completed my second term (sixth year) on Keizer's Budget Committee. This committee is responsible for reviewing, changing, and approving the City's annual budget. This process has allowed me to gain strong knowledge in all areas of Keizer's city government. I have participated in each of my years on the committee including chairing the Budget Committee one year. I have had many accomplishments while of the Committee. One that stands out in my insistence on the use of the Housing and Energy Funds. Previous to my time on the Committee, these funds were simply passed onto the next year. Through my insistence, and work by city staff, these funds have now been loaned out to Keizer citizens to make improvements to their homes. It has also benefited the contracting businesses in Keizer by paying for over \$500,000 in home improvements adding to their business revenues. With my strong government background (see Resume), I have been asked each year to participate on the annual Audit Committee. This committee is a sub-committee of the Budget Committee that reviews the City's annual Municipal Audit. This committee again strengthens my knowledge of the City's budget and the use of funds by the City Staff to complete their work. The last six years work on these committees will assist me in being a successful City Councilor.

The Long-Range Task Force Committee is again a Sub-Committee of the City's Budget Committee. This Task Force has allowed me to participate in the future direction of the City. This has prepared me with knowledge of the future needs of the City and the funding challenges to meet these needs. I have been a strong advocate of these future needs benefiting the citizens of our City.

Professionally, I am the Executive Director of the Oregon Government Ethics Commission. My role as the Executive Director requires me to work with Government entities throughout the State of Oregon. The Ethics Commission oversees the Ethics, and Lobby Laws as well as the Executive Session Provisions of the Public Meeting Laws. I am responsible for managing and leading the agency. This position gives me a unique set of skills, and understanding of government in Oregon. My understanding of state budgets is what first brought me to Keizer's Budget Committee. Prior to my position with the Ethics Commission, I was the Executive Director of the Board of Tax Practitioners, and prior to that, I had a twelve year career with the Oregon Department of Revenue. These positions give me strong financial and leadership background needed to be successful as a City Councilor.

Thank you for the opportunity to express my interest in the City Councilor position. My skills and experiences will make me a great addition to the Council. I appreciate your willingness to consider me for the position.



Ronald A. Bersin
968 Brandon Ave NE
Keizer OR 97303

Resume
Ronald A. Bersin
1968 Brandon Ave NE,
Keizer OR 97303
(503) 393-2441 Hm
(503) 510-0238 cell

Experience

**11/3/06-Present Oregon Government Ethics Commission, 3218 Pringle RD SE
Salem OR 97302, (503) 378-5105**

11/03/06-Present, (PEM/D) Executive Director, Executive Management Service

Responsible for directing and managing all the agency's personnel, and programs. Includes managing the agency's compliance, registration and lobbying programs. The duties include developing the agency's rules and policies, developing the long and short term goals and plans, evaluating the agency's programs and developing and administering the agency's budget. Budget preparation includes presenting and passing the budget through the legislative process. Also responsible for representing the agency before the legislature on all proposed legislation concerning the agency either directly or indirectly. Responsible for directing the Commission's public meetings ensuring all meetings are held in compliance with public meetings law. Responsible for setting public policy concerning ethics.

**3/1/2000-11/2/06 Board of Tax Practitioners, 3218 Pringle Rd SE Suite 120
Salem OR 97302, (503) 378-4034**

3/1/2000-9/1/2002, (Compliance Specialist 2) Management/Staff Technical

Responsible for agency compliance program. This included investigating complaints received by agency, testifying at administrative hearings, working with Assistant Attorney General, writing disciplinary notices, writing reports and presenting the reports to the Board, and working with professional associations. The responsibilities of the position required me to develop the compliance program's rules and policies, develop long and short term goals of the program, evaluate and report the evaluation of the program and assist in the preparation of the agency's biennial budget.

9/1/2002-9/1/2003, (Compliance Specialist 2) Interim Director, Management

Responsible for directing and managing all the agency's personnel and programs. Includes managing the agency's licensing, educational, examination, compliance and administration programs. The duties included developing the agency's rules and policies, developing the long and short term goals and plans, evaluating the agencies programs and developing the entire agency budget. The budget preparation also included presenting and passing the budget through the legislative ways and means process. Directing and working with the Board members through the public meetings process. Meeting and giving presentations to industry organizations.

9/1/2003-11/2/06, (PEM/C) Executive Director, Executive Management Service

Responsible for directing and managing all the agency's personnel and programs. Includes managing the agency's licensing, educational, examination, compliance and administration programs. The duties included developing the agency's rules and policies, developing the long and short term goals and plans, evaluating the agencies programs and developing the entire agency budget. The budget preparation also included presenting and passing the budget through the legislative ways and means process. Directing and managing the Board and its processes through public meetings. Meeting and making presentations to the industry organizations. Responsible for setting public policy concerning tax professionals.

**3/14/88-3/1/2000 Dept of Revenue, 955 Center St NE,
Salem OR 97310**

3/14/88-9/1/1995, Revenue Agent 1, Staff Technical

Responsible for collecting the State's 29 tax programs. Responsible for collecting delinquent taxes.

9/1/1995-3/1/2000, Revenue Agent 3. Staff Technical

Responsible for collecting delinquent taxes owed the State of Oregon. Required to go outside of the office and meet face to face with debtors to collect delinquent taxes and secure delinquent tax returns. Served as regional lead worker. Responsible for approving staff actions, including writing off bad debt, warrants, garnishments, seizures, and other actions required by staff to collect delinquent taxes. As leadworker was responsible to develop collection program rules and policies. Also responsible for evaluation of collection program.

Education

June 1979	Received high school diploma from Silverton Union High School in Silverton Oregon.
9/1979-1/1984	Oregon State University, Corvallis Oregon. Major-Business Administration Minor-Psychology
9/2000-12/2001	Willamette University, Salem Oregon Certificate of Public Management

Extra Curricular Activities

Activities include hunting, fishing, and golf. Committee member for Tualatin/Sherwood Ducks Unlimited chapter, member of Rocky Mountain Elk Foundation, Involved in private duck club, including habitat restoration, Member of Willamette Valley Corvette Club. Training and competing with Labrador Retrievers in AKC retriever tests.
2001 Graduate of Leadership Oregon, City of Keizer budget committee since May 2008, Member of Keizer Long-Range Planning Task Force, member Keizer Audit Committee

City of Keizer Application
Consideration of Appointment Request
Vacated City Council Seat 2

June 2, 2013

T0: Mayor Lore Christopher
Council President Joe Egli
Councilor Cathy Clark
Councilor Marlene Quinn
Councilor Jim Taylor
Councilor Dennis Koho

CC: City Manager Chris Eppley
City Recorder Tracy Davis

My Friends,

I write to you in hope of securing your vote to allow me the honor of assuming the role of the currently vacant City Councilor position. I will try not to bore you as I give brief information about me, my experience and my philosophies, followed by a brief narrative about my goals and my qualifications to fill this vacancy. For painstaking detail on these matters please refer to Attachments 1 and 2.

Legal Information

Eamon Jude Mary Francis Bishop

10-27-1964

Meet all required candidate and registered voter standards for City of Keizer

Eamon J.M.F. Bishop

Resident /City of Keizer/11 years

Married/Father of 5 children ages 10-22 yrs.

Involved in Keizer community

Staunch Democrat or Republican, depending on whom I like

Retired from professional career

Work as Iconographer out of my home studio

Author of hopefully humorous and entirely fabricated short stories

Experience

Law Enforcement

Law Enforcement Administration

Fire Fighting and Emergency Medical Services

City Council Representative

Regional Law Enforcement Board Member

Served on variety of State, County and Municipal Boards / Advisory Committees

Government-related Philosophies

The sole role of elected government officials is that of public servant

Elected officials work *for* the people, not the inverse, ever

Treat every person as though they are more important than you

Admit errors, be honest, be open, be yourself and be human

Remain steadfast to your mandate

Making *anything* more complicated is always the wrong thing to do

Narrative Statement

Although required to blow my own horn for a few paragraphs here, I am typically a simple, unassuming and humble man. I was blessed with parents that stressed the importance of reading, learning, humility and good moral standards. Because of reading I have travelled far in life in pursuits and careers that require high intelligence and extensive training, this despite the fact that although I have an Associate's Degree I did not spend more than two terms in college.

I have an inordinate skill in applying common sense to any situation, a drive to produce only professional-quality work and a willingness to learn and take on new assignments. I have been commended for my compassion, my dedication and my excellent service provision throughout my career.

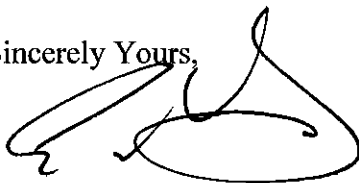
I am who I am. My siblings and I all ended up excelling in careers related to public relations. Life experience formed my personality and sense of humor. While I enjoy giving others a laugh once they understand my dry humor, I am obviously a person with an understanding of the gravity of situations and the requirement for common decorum. Did I sometimes wonder how "someone like me" ended up in such positions of extreme responsibility, so extreme that the lives of others were literally placed into my hands? Positions that required one to acquire and put into practice a high level of skills in the area of tact, diplomacy, bargaining and expert communication? You can certainly bet that I did. What eased my mind was something I had read that stated words to the effect of, "Agencies have far too much liability at stake to accept and appoint applicants based upon some whim. They select and retain their members based upon observation of skills, the references of others and the Agencies' own belief in the candidate's mental abilities and personality to perform their assignment better than anyone else equally qualified and trained".

I will be a good fit for this difficult Council assignment. I work well with others, argue only good naturedly on topics that I have strong opinions on and that I have most likely researched well before bringing my thoughts to the table. I try as much as humanly possible to not hold grudges, forgiving others for any "wrongs" that I might perceive. My career has provided me with the skill of keeping my mouth shut and not antagonizing persons acting in the most egregious manner toward me. If you want to know my opinion of you, good and bad, I will give it to you. Not an easy task for me and all I ask in return is your own appraisal of my characteristics, with discussion following that hopefully will negate negative feelings on the part of all involved. I try not to talk behind the backs of other persons, and if I do I only say the things that I would (and probably have or will) tell the other person myself.

As Mr. Twain pointed out to us so many years ago, "There are lies, damned lies and statistics". I would be remiss were I not to point out that 31% of Keizer citizens went to the trouble of dashing out a few quick pencil marks and licking a postage stamp, indicating via these markings their approval of my experience and my plans for Keizer government. As I am opposed to the practice of campaign contributions and therefore did not spend money on advertising *and* because I would have to estimate that a hundred persons or less saw any of my public appearances, I believe this 31% of citizens based their vote entirely upon my concise but thorough statement in the Marion County Voter's Pamphlet. This belief has been supported through statements made to me by a number of kind citizens that I do not know personally. Sadly, my belief that these votes were attributed to public approval of my photo in the same Pamphlet did not receive similar support.

So there you have it- five paragraphs and a page of statistics letting you know what a swell person I am, and what a fitting choice I would be for this appointment. Now I shall go back to my humble self, and pray for your support. There are certainly no hard feelings on my part, regardless of the outcome.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Eamon Bishop', with a large, stylized loop at the end.

Eamon Bishop

Attachments:

- 1) Marion County Voter's Pamphlet October 2012, Candidate Statement
- 2) Resume form, as set out by the Salem Statesman-Journal

Marion County Elections Voter's Pamphlet Oct. '12

Eamon J.M.F Bishop, Keizer City Council

Occupation:	Retired Police Commander
Occupational Background:	Law Enforcement Professional Fire Service
Educational Background:	Law Enforcement Business Management
Governmental Experience:	City Council Representative Municipal Police Administration City and County Boards

For Government Based on Public Service -Common Sense –Diplomacy –Efficiency

A number of candidates in this Voter's Pamphlet want to be politicians. Politicians promise effort, communication and a desire for change. Politicians disappear into meetings and sessions, fulfilling few promises and reappearing only at the next election to begin the cycle anew.

I am *not* a politician. The first and foremost role of any elected official is to be a public servant. I *am* a public servant, and have proved such by putting the values of providing public service, applying the skills of common sense and diplomacy and always considering the value of efficiency into daily practice throughout both my professional career and private life. I spent my career in law enforcement and the fire/life safety professions skillfully and efficiently coordinating resources, implementing new policies and practices and delivering the very best professional services to the public.

The City of Keizer Mission Statement is one sentence long, stating, “(To) *Keep City Government Costs and Services to a Minimum by Providing City Services to the Community in a Coordinated, Efficient and Least Cost Fashion*”. This is a most basic and sensible roadmap, indicating the narrow path upon which citizens must require the council to remain.

I believe that provision of excellent basic services (Police, Public Works and Planning) is the cornerstone of quality of life for citizens. These services shall be provided per the City Mission Statement if I am elected.

If I cannot fulfill my campaign platform as I promise to do, I shall (sadly) resign from office, losing my position as a Councilor but remaining true to my standards.

You are choosing one person out of 37,000 to represent you. I shall serve you best.

Provided by Eamon Bishop

Name:

Eamon J.M.F. Bishop

Political party:

Non-Partisan

Position sought:

City of Keizer City Councilor / Position 3

Number of years living in the area you seek to represent:

11 years

Do you affirm that you are a full-time resident of that area?

I do

City of residence:

Keizer / Marion County / Oregon

Education:

Marist Catholic High School, Eugene Oregon

Lane Community College, Eugene Oregon

Oregon Department of Public Safety Standards and Training, Salem Oregon

University of Phoenix, Tigard Oregon

Employment history:

Police Officer / City of Springfield Police Department, Springfield Oregon

Firefighter/EMT /City of Springfield Department of Fire and Life Safety

Police Commander and Acting Chief of Police / City of Sherwood Police Department

Community involvement/volunteer history:

Reserve Police Officer / Springfield Police Department / Springfield Oregon

Firefighter/EMT/Lieutenant / McKenzie Rural Volunteer Fire Department/ Walterville Oregon

Kiwanis Service Club / Sherwood Oregon

Knights of Columbus / St Edward Catholic Church / Keizer Oregon

Springfield Police Department Explorer Scouts (Leader)/ Springfield Oregon

Pastoral Council / St Edward Church / Keizer Oregon

City of Keizer Traffic Safety Commission / Keizer Oregon

Other prior political and government experience:

Political: None

Government: City Council Representative / Sherwood Oregon

Police Department Commander / Sherwood Oregon

Acting Chief of Police / Sherwood Oregon

Board of Commissioners - Washington County Consolidated Communications Agency (WCCCA) / Beaverton, Oregon

Technical Advisory Committee / WCCCA / Beaverton, Oregon

Washington County Law Enforcement Executive Council

1. **Have you ever been convicted of a crime, been disciplined by a professional licensing board/organization or had an ethics violation filed against you? If so, please give the details.**

No (to all).

2. **Have you ever filed for bankruptcy, been delinquent on your taxes or other major accounts, or been sued personally or professionally? If so, please give the details.**

Sued professionally 1994 / 9th Circuit Court Federal / (Jointly) as a member of a Eugene Police/Springfield Police entry/arrest team for Unlawful Search and Seizure.

3. Why should people vote for you? What separates you from your opponent(s)?

Irrespective of my career focus of providing emergency public services, my greater experience in direct government involvement (vs. functioning as a government volunteer), my proven skill in municipal government administration (budgeting, personnel management, long-range planning and labor law), I have one thing the other candidates do not. That is my promise to fulfill all tenets of my campaign platform or voluntarily resign from office if I cannot.

4. What are the three most important issues you would address if elected? How?

A. *Elimination of public sentiment that the City Council does not work for them.*

A chasm exists between the public and the Council due to perceptions that Council members can be arrogant, discourteous, clique-oriented, uncommunicative and too willing to take (unpopular) action on their accord. To remedy these interpretations I will work to change this public perception simply through my own method of communication, my manner and my actions.

B. *The requirement that the Keizer City Council not stray from its primary mandate, its assigned bailiwick or its role of being subservient to the Citizens of Keizer.*

I shall endeavor to limit Council affairs to fulfillment of the City of Keizer Mission Statement, and to the premise that the sole purpose of the City Council is to provide citizens with a voice and representation regarding City government issues.

C. *Elimination of the attitude that, "people need to learn to come to public hearings if they have something to say".*

In short, for good or bad society has progressed to a cultural belief that physical presence is no longer more or less meaningful as a virtual presence. The Council must move to provide access to and communication with government in line with current available technology, recognizing time constraints of families and individuals in contemporary society.

5. What do you see as other important issues?

Keizer faces growing pains and will deal with urban growth, (residential, industrial and traffic) planning, provision of a stable local economy, sensitive incorporation of new populations, provision of basic services at a level that will remain consistent with growth and a plethora of other issues.

The way to successfully manage these issues is to empower the imagination of citizens and the creativity of city hall. *This will only occur when 4) a-c (above) is accomplished.*

6. How would you describe your political style

My political style is described as calm, civil, professional, communicative, human, warm, compassionate, imaginative, frugal, diplomatic, humble, empathetic, flexible, focused, and intelligent. These attributes are balanced with reason and with inordinate common sense. Citizens do not want a person in office that holds within a false sense of infallibility and a belief that he or she has all of the answers to any foreseeable issue. Citizens want a person in office with a sincere sense of humility, coupled with the strength and fortitude to admit that they are human and as susceptible to making mistakes as anyone else. The public wants a candidate that has the sense and creativity to find resources available within which find answers for consideration.

If you are not an incumbent, how have you prepared yourself for this position?

My entire life experience has prepared me for this position via my education (both formal and informal) and by how my exposure to life factors formed my personality. Have I memorized all sides of City issues, Council practices and other minutia? I have not, but I have the skill to locate resources that will rapidly provide me with all sides of any issue for consideration as well as education in the area of Council practices and affairs. I have the intelligence to move quickly into the role of an effective Councilor. I know that I cannot change the past, but I am well prepared to work for the public to improve their future.

8. What are the largest budgets you have handled, and in what capacity?

\$2.3 Million / Municipal Police Department Annual Budget development and dispersal as Commander and as Acting Chief of Police

\$3 Million / New Police Facility Development and Construction Budget as Commander and as Acting Chief of Police

I met my goal of remaining within Police Department line-item proposed spending in my six years managing that budget.

I met the Police Department's goal of remaining below our available \$3m budget to construct and equip a new state-of-the-art Department facility. Doing this did require a three month delay in project completion, time spent primarily negotiating between the architectural firm and the contracted construction company regarding cost overruns and which of the two entities were responsible for payment of these costs. There were also change-plan fees for which the Police Department was responsible, but even the addition of these costs did not result in spending beyond the allocated budget.

9. What is the largest number of employees you've supervised, and in what capacity?

25 total (Administrative staff, Patrol and Investigations staff, Police Reserves, Support staff) as Commander and Acting Chief of Police, City of Sherwood.

10. Who is your role model for this office — the person/people you would most like to emulate?

I take the "good" from diverse role models, adding those positives to my government and public service "personality".

Examples:

Nixon:	Tried unceasingly to succeed
Clinton:	Talent for "bonding" with citizens
Carter:	Diplomat
Churchill:	Statesman/leader

Any skeletons in your closet or other potentially embarrassing information that you want to disclose before it comes up in the campaign?

I believe a person responding "no" to this question would either be deceitful or a Saint (and most Saints weren't above human fallibility themselves). Few of us go through life without picking up a skeleton or two. I shall report that I can open my closet door and no bones will *tumble* out, and that any bones under the carpet at the rear of the closet would not bring embarrassment or discredit to the City of Keizer were they to be revealed.

Keizer City Council,

I have lived in Keizer for 21 years. During this time I accompanied my dad to nursing homes and retirement communities, volunteering my time through music therapy. Not mentioning what it is, I became disabled when I was 23 (I am now 40) and am no stranger to hardship. I have learned to identify with the less fortunate and now consider my disability to be one of my strengths.

But coming from a pioneer family, I learned to persevere and have overcome many obstacles, fighting my way to an Associate degree through Chemeketa Community College.

Now that my family has aged, I have taken on more of the role of caregiver. But early on I had various and unique experiences working at a ski resort to a crab boat up in the Bearing Sea in the dead of winter. This life is an adventure.

Well as many of you may know, I am a volunteer on the Planning Commission. Because of this I have learned about the issues which concern our City. I feel I have made a unique contribution by a willingness to consider other points of view and demonstrating a willingness to vote as a minority. When it comes down to the issue of growth, I have stood firm to my convictions that when the UGB becomes a factor, we are then looking at a fundamental shift to relatively slower growth. I am for growth, but also I see this coming in spurts and at opportune times, not in ways which control Keizer, but in Keizer controlling its own growth. But as a member of the Council, I would seek to not obstruct a matter which needed full consensus and which the majority of Keizer (City Council, Staff etc.) feels is the right direction to go....whether I agree with it or not.

In closing, I recently ran for City Council garnering significant support in the process. If it were not for the fact that I happen to choose a position that 2 others had chosen, I would have been a member of the City Council had I ran pretty much un-opposed for the position that you are now trying to fill.

I would like to thank the residents of Keizer for the opportunity to serve and ask that the City Council consider me as a fellow member in the honored position of continued dedication to the common cause of peace and prosperity within Keizer itself.

Thank you-

Matt Chappell

Matt E. Chappell
5-27-2013

Work experience / Education

Associate of General Studies- Chemeketa Community College

(Economics, Political Science, History etc.)

1) Presently disabled / Caregiver

2) Mt. Bachelor Ski Resort

3) Icicle Seafood (Crab vessel, Bearing Sea)

4) Local volunteer / music therapy

5) City of Keizer Planning Commission

May 29, 2013

City of Keizer
City Hall
930 Chemawa Rd NE
Keizer, Oregon 97303

Dear Tracy Davis:

I am submitting this letter of interest for the vacant Council position. I feel that I can serve the city and the citizens of Keizer due to my current involvement with the Keizer Budget Committee and the Volunteer Coordinating Committee.

I have just completed my first 3 year term on the Budget Committee. I served as chair for this most recent budget cycle, previously was the vice chair. I have a good understanding of current budget along with the understanding that we must be mindful of our finances and plan for the future.

I have served on the Volunteer Coordinating Committee since 2001; I am currently the chair and have served as chair from 2003-2006 and vice chair from 2007-2008. This committee has enhanced the policies and procedures for the process of recommending volunteers to the city council. This committee is responsible for the annual volunteer recognition of all committee member and we have worked to recognize our volunteers and show our appreciation. This committee also recommends the volunteer of the quarter. This committee also coordinates with the City Attorney and the City Recorder to conduct training for our volunteer committee members.

I have served as board member with the Keizer Chamber of Commerce, volunteered with the iris Festival, served as a board member of the Keizer Chamber Foundation, currently serving as Treasurer of Making Keizer Better Foundation. I have volunteered to assist with getting the Christmas decorations ready and to be installed for display within the city. I have volunteered in other organizations in reference to education, employment, non-profit.

As you can see from this letter and my resume I am very familiar with the aspect of volunteering. I understand the commitment to this position and work involved.

Sincerely,

A handwritten signature in black ink that reads "Kim Freeman". The signature is written in a cursive, flowing style.

Kim Freeman

Kimberley A. Freeman

1029 Juniper St N.,
Keizer, OR 97303
Cell (503) 510-3432

E-mail: k.beesley@hotmail.com

SUMMARY

My work experience includes over 15 year's progressive experience in community relations and management. This experience includes direct management of a non-profit agency, supervision; training; budget projections; quarterly and annual reporting, operations management; building relationships with community partners, and financial education presentations. The accumulation of my experience has resulted in an understanding of human relations, communication, and developing and implementing solutions to build strong partnerships and management problems.

PROFESSIONAL EXPERIENCE

Single Family Housing Manager & LRAPP Project Manager January 2013 – present

Oregon Housing and Community Services and OHSI, Salem, Oregon

I am responsible for creating, administering and financing affordable homeownership opportunities for low and moderate income Oregonians through the implementation of single family housing loan products, grants and services throughout Oregon. I currently administer 8 programs relating to homeownership and foreclosure prevention. I work with 20 non-profit partners throughout the state to ensure the delivery of the above services. LRAPP project manager – Review policies and guidelines to ensure compliance with program, monthly reporting, and work with contractor to ensure project is meeting expectations. Established Quality Assurance review on a monthly basis: reconciling Contractors report with Agency's, all documents for funding in OAHAC book, original documents from loan closing returned to OHSI in a timely fashion. Work with Administrator to ensure all files are in compliance with federal treasury guidelines.

OHSI Contractors' Liaison & LRAPP Project Manager, September 2012- January 2013

OHSI / Oregon Housing and Community Services, Salem, OR

I work with our 16 partner agencies to ensure compliance with current programs, research participant's files for assistance with qualifying for programs, follow up with document requests, research data issues on aging files, and answer questions and supply information and resources to our partners. Conduct monthly webinars for our partner agencies to continue with program education and assist them to better understand our programs. Generate and compile information for the monthly report to our partners; utilize this information for enhancements to the programs and/or services we offer and to establish a true partnership in assisting struggling homeowners. Established tracking sheets for monthly report data and the new implementation of the suggestions.

LRAPP project manager – Review policies and guidelines to ensure compliance with program, monthly reporting, and work with contractor to ensure project is meeting expectations. Established Quality Assurance review on a monthly basis: reconciling Contractors report with Agency's, all documents for funding in OAHAC book, original documents from loan closing returned to OHSI in a timely fashion. Work with Administrator to ensure all files are in compliance with federal treasury guidelines.

Executive Assistant & LRAPP Project Manager

May 2012- September 2012

OHSI / Oregon Housing and Community Services, Salem, OR

Answer telephone, process weekly Director's Report, coordinate monthly payroll cost sheets, and verify monthly agency billings for approval. LRAPP project manager – Review policies and guidelines to ensure compliance with program, monthly reporting, work with contractor to ensure project is meeting expectations. Established Quality Assurance review on a monthly basis: reconciling Contractors report with Agency's, all documents for funding in OAHAC book, original documents from loan closing returned to OHSI in a timely fashion. Work with Administrator to ensure all files are in compliance with federal treasury guidelines.

Regional Director of Partnerships, Apprisen Financial Advocates, Salem, OR June 2009- April 2012
Corporate office: Columbus OH

Apprisen Financial Advocates was formerly known as Consumer Credit Counseling Service, the company provides community-based financial counseling and education with expanded services to help people in every stage of their financial lives. As the Director of Partnerships I am responsible to meet with community members, businesses, non-profit agencies and others to establish long lasting relationships to promote and expand company services to community members who need them. I facilitate community financial education workshops by gaining financial support from the community and businesses to provide the workshops and to fund our free counseling services. I work closely with state and federal legislatures to share information and understanding of our agency and the consumers we serve.

Executive Director, Consumer Credit Counseling Service, Salem, OR February 1997 – May 2009

As the Executive Director I was responsible for all operations of the agency. I worked with and reported to a 10 member volunteer board of directors that assisted me in annual and long term budget decisions and preparations, long range strategic planning and establishing a communication plan to promote the strategic direction and overall mission of the agency. I was responsible for the day to day operations, staff management (hiring, terminations, performance review, discipline and rewards and staff development). I had oversight of the agency's fiscal management, annual budget, accreditation, growth, compliance with state and federal regulations and NFCC guidelines. During my tenure I established the agency as a HUD approved intermediary agency through the NFCC.

EDUCATION

Chemeketa Community College, Salem OR Continuing education in general business courses.
Certified Consumer Credit Counselor, CCCC
Graduate Leadership Keizer Program 2008

COMMUNITY INVOLVEMENT AND ACHIEVEMENTS:

Member - Chair, City of Keizer Volunteer Committee, appointed 2001-current, 2003-2006 Chair,
2007-2008 Vice Chair
Member -- Chair -2013, Vice Chair 2012 City of Keizer Budget Committee, appointed 2011 for 3 year term
Secretary - Keizer Chamber Foundation, January 2011- 2013
Treasurer - Making Keizer Better Foundation, January 2009-current
Member- Keizer Chamber of Commerce Board of Directors 2002-2008

Roland A. Herrera

1515 Parkside Ct. NE, Keizer, Or. 97303

May 31, 2013

Tracy L. Davis, City of Keizer

RE: Keizer City Counselor

To whom it may concern,

I am writing to express my interest for consideration in the vacant position of City Counselor (position #2). I have been a Keizer resident for over 35 years and have a strong interest in the direction and future of our great City.

As my resume indicates, I have tried to contribute by volunteering and participating in many events and activities that have benefitted our community. My history includes positions in leadership roles with School District Committees, Youth Sports Boards, Parent Clubs and State Little League Staffs.

As Vice President of the Mid-Willamette Valley Coordinating Council for 6 years, I organized local events, conducted meetings and worked on budgets. I was President of the first Whiteaker Hispanic Parents Club in 1990, (with the help of Principle Dave Cook).

I believe my biggest asset is my passion for what is best for the greater good of Keizer. I am a good listener because of my Customer Service background and I am a reliable team player.

I feel that my experience, background and knowledge of Keizer would be a good addition to our Counsel.

Thank you for this opportunity and I look forward to speaking to you on June 10th.

Sincerely,

Roland A. Herrera

Roland A. Herrera
1515 Parkside Ct. N.E.
Keizer, OR 97303
503-779-9512
rolandherrera@comcast.net

Objective: Seeking Keizer City Council Position #2

I am currently enrolled in the Healthcare Interpreting Program at Western Oregon University. I am a volunteer Interpreter for the Salem Free Clinic.

Experience

- 19 years with the City of Keizer Public Works (everything from reading meters to 12 years in Customer Service and locating)
- 12 years as Bi-lingual trainer for "811" Call before you dig
- Served 6 years as VP of Mid-Willamette Valley Utility Coordinating Council
- 12 years as Volunteer Coordinator for McNary High School (Athletics)
- Served on the School District Complaint Process Task Force '02, McNary Hiring Committee '96-'97, State LL Planning Committee '01, National Alliance for Youth Sports Committee '02
- 5 years as an Outreach volunteer with Salem-Keizer School District
- 4 years as Coaching Coordinator for District 7 Little League
- 2 years as Safety Director with District 7 Little League
- Facilitator-Trainer (State Little League Leadership Conference 2000-2008)
- 18 years Volunteer coach with Keizer Youth Sports (KSA, KYBA, KLL, KFFA)
- 6 years Volunteer coach-mentor Boys and Girls Club
- 16 years as Water Education Instructor for all 5th graders in Keizer schools

Education and Training

- Woodburn High School class of 1972
- University of Oregon (2 semesters)1973
- Certified Translator-Interpreter (Spanish)
- Chemeketa Community College (18 credit hrs.)1975
- Certified Youth Sports Administrator (NAYS)
- AWWA Water Distribution 2 Certificate
- First Aid and CPR training

Projects (coordinated-participated)

- Little League Park sewer line project
- Keizer Soccer Storm Drain project
- Sports Field Retaining Wall construction
- McNary Football Bleacher project

- Country Glen Park tree planting project
- Park Bike rack construction project
- KLL restroom construction
- McNary High school Irrigation project
- Softball drinking fountain construction
- Varsity Baseball dugout construction

Awards and Honors

- Volunteer Award 1997, 1998, 1999, 2001 (McNary High School)
- Keizer Soccer Club Volunteer Award 1995
- 1999 Volunteer of the Quarter (City of Keizer)
- District 7 Little League State Volunteer Award 2000
- Sportsmanship Award KYS, 1998, 1999, 2000, 2001
- Keizer Little League Field House Dedication 2004 (Roland Herrera Field House)
- Keizer First Citizen 2009

Activities and Interests

- Coaching youth sports
- Officiating sports
- Member of McNary Boosters
- Member of St Edwards
- Member Interfaith Hospitality Network
- Mano-a-Mano volunteer
- Salem Free Clinic volunteer
- Voter registration volunteer
- Landscape design
- Reading History
- Biking
- Music and Magic
- Trivia and current events

Summary

I believe that my 35 years of experience and background in Keizer would be a good addition to our City Council. I have the enthusiasm and energy to make the commitment for the city I love. I enjoy new challenges and believe in being a positive team player. My strength is in communication (English and Spanish). I enjoy working and interacting with people. I have learned to be a good listener and problem solver. If given the opportunity I would work hard and listen to all of our citizens as we move forward. I would like to thank you for this opportunity,

Roland A. Herrera

Tracy Davis
City Recorder
PO Box 21000
Keizer, OR 97307

June 3, 2013

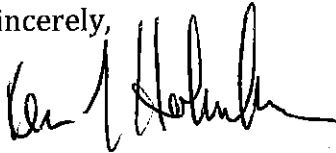
Dear Tracy,

I am interested in filling the recently vacated position on the Keizer City Council. I have been a Keizer resident since 1999 and have served on the Economic Analysis Committee. In the past, working in the Portland-area with unpredictable hours has not allowed me to be as involved in our community as I'd like; however, I have taken a more flexible position locally that will give me the opportunity to be present and engaged in our city government and all of the associated activities and responsibilities.

I've had extensive local government experience and have served on a number of committees and boards. Attached you'll find my resume with more details of my credentials.

Please feel free to contact me if you have any questions or would like more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin J Hohnbaum". The signature is fluid and cursive, with the first name "Kevin" and last name "Hohnbaum" clearly distinguishable.

Kevin J Hohnbaum
503-949-8222
Kevin@KevinHohnbaum.com

Kevin J Hohnbaum
1985 Chemawa Rd NE
Keizer, OR 97303
503-949-8222
Kevin@KevinHohnbaum.com

Marketing

- Developed and led community marketing sales teams involved in over 180 events annually;
- Organized and facilitated public meetings and issues forums for newspaper staffs, non-profit boards and political candidates;
- Oversaw marketing and promotions for seventeen newspapers and grew paid circulation for every newspaper between 7% and 45%;
- Created and implemented campaigns involving billboards, websites, email, radio, print, direct mail, transit, television, social media, face-to-face and guerilla marketing.

Communications

- Prepared press releases, newspaper editorials, local and legislative public testimony, and television and radio interviews on local and statewide issues;
- Developed internal communication systems and cross-department committees to create system for employee idea generation and refinement of company culture;
- Initiated E-Media team and launched electronic newspaper for subscribers and non-subscribers, interactive websites, RSS feeds, story sharing database and breaking news notification campaigns;
- Established and oversaw social media presence including email marketing, Facebook and Twitter.

Business Development

- As a board member, led private donor and grant writing efforts for Oregon Crusaders Drum and Bugle Corps for three years exceeding annual goals of over \$100,000;
- Planned and implemented sponsorship recruitment for the Oregon chapter of the American Marketing Association Oregon for four years contributing more than \$145,000 annually;
- Three year board member of Beaverton Education Foundation and oversee private donor and company solicitation and grant writing for the Beaverton Education Foundation accounting for over \$350,000 annually;
- Co-led private donor fundraising team for a \$540,000 church building project;
- Six year member of metro-area leadership team for Start Making a Reader Today (SMART) responsible for more than \$250,000 in annual donations from local private donors and companies;
- Created a political action committee, raised over \$40,000 in private and small company donations through grassroots efforts and led local initiative petition campaign to change community development code;
- Responsible for recruiting, servicing and growing personal portfolio of clients contributing to making the "fastest growing company in Oregon" list for a third consecutive year.

Strategic Planning

- Chaired Business Advocacy Committee for six years evaluating, taking formal positions and lobbying for local and statewide issues for the Beaverton Area Chamber of Commerce;
- Established processes and systems for continuity of internal and external customer service as company acquired and integrated eleven additional independent newspapers;
- Led strategic planning process for seventeen individual newspapers and created process that blended all individual plans into a company-wide master plan;
- Produced and implemented five-year strategic plan for membership-based non-profit Oregon Chapter of the American Marketing Association.

Leadership

- Initiated creation of the Beaverton Chamber of Commerce Candidate Endorsement Committee to recruit and support business friendly leadership;
- Served four years on national American Marketing Association council responsible for guiding chapters from across the United States and Canada, implementing a three day leadership seminar for 300 marketing leaders, providing nine regional meetings and communicating best practices through multiple channels;
- Co-founded KeepKeizerLivable.org, a neighborhood group dedicated to maintaining a community's quality;
- Responsible for recruiting, developing, supervising and motivating 10 – 18 employees and 45 – 60 independent contractors.

- 2012 – Present **Salem-Keizer Education Foundation**
Director of Development – Responsible for communications, marketing and maximizing revenue sources to fund programs. Plan and execute fundraising events, work with individual donors, research and prepare grants, and organize and execute promotional campaigns.
- 2012 – Present **Social Bridge Media**
Vice President of Business Development – Responsible for creating a business plan, building a sales strategy and making short and long term revenue projections. Designed service packages and created and implemented marketing and outreach structure for a start-up social media company.
- 2011 – 2012 **Inavero**
Vice President of Sales – Responsible for the recruiting and training of sales team, leading sales presentations and client recruitment, managing client services and result delivery in small, rapidly growing market research firm specializing in Client satisfaction surveys for professional service providers.
- 1998 - 2011 **Community Newspapers and the Portland Tribune**
Associate Publisher – Responsible for all aspects of managing a weekly community newspaper including creating an annual business plan, preparing and implementing budgets, hiring, training and managing staff and interacting with and serving a vital local community.
Circulation Director – Accountable for the efficient and on-time delivery of 17 community newspapers to more than 635,000 readers. Responsible for all aspects of budgeting, cost containment, collections and customer service. Recruit, train and manage all circulation staff in multiple offices. Plan and implement all marketing and promotions.

Education: Bachelor of Science – University of Oregon and Western Oregon University

Professional & Personal Accomplishments:

- American Marketing Association National Professional Chapters Council, 2008 – Present
- President, Oregon Chapter, American Marketing Association, 2006 – 2007
- Co-Chair American Marketing Association Oregon chapter Programs, 2010 – 2012
- Co-Chair American Marketing Association Oregon chapter Marketing Award of Excellence, 2006 – 2009
- Chair, Beaverton Area Chamber of Commerce Business Advocacy Council, 2005 – 2007, 2009 – 2012
- Chair, Beaverton Area Chamber of Commerce Board, 2008
- Beaverton Area Chamber of Commerce Board member 2004 – 2009, 2010 – 2012
- Start Making a Reader Today (SMART) Leadership Council, 2001 - 2007
- Start Making a Reader Today (SMART) weekly volunteer reader, 1998 – 2011
- Beaverton Education Foundation Board of Directors, 2010 – 2012
- City of Beaverton Urban Renewal Community Advisory Committee, 2010 - 2012
- Keizer local Economic Opportunities Analysis Committee, 2010 – Present
- Oregon Crusaders Drum and Bugle Corps Board of Directors, 2008 – 2012
- Chair, Oregon Newspapers Publishers Association circulation committee, 1998 - 2005
- Mexico Mission Team Leader, 2000 – Present
- Beaverton Rotary Youth Exchange Committee, 2005 - 2007
- Chair, Leadership Beaverton Board of Directors, 2002 – 2004
- City of Beaverton Natural Hazard Steering Committee, 2005 - 2006
- Westside Police Activities League marketing committee, 2004 - 2005

Professional Memberships:

- American Marketing Association
- Beaverton Area Chamber of Commerce
- Willamette Valley Development Officers
- Keizer Rotary
- Association Fundraising Professionals

R. Mark Miedema

1278 Barnick Rd., NE
Keizer, OR 97303

June 2, 2013

Mayor Christopher and members of the Council

I have been a resident of Keizer for over 28 years. I'm the father of four children, the oldest will be 31 this year and the youngest 20. The oldest three have attended Cummings, Whiteaker, and McNary during their school careers. I've been involved in LSAC's at various schools, band and orchestra boosters and other band and orchestra support activities. I was the treasurer for the Salem Youth Symphony for many years and I'm currently the treasurer for the Willamette Valley Down Syndrome Assoc and serve on the Board of Directors of Catholic Community Services.

My previous civic involvement, other than Keizer's various schools, was with the Keizer Fire District for over 18 years. I was appointed to the KFD Board of Directors in 1990 right after the ambulance levy passed. I served on the KFD Board for 18+ years. I chose not to seek a sixth term in 2009 for personal reason when I learned that Greg Frank was desirous of serving on the board.

I'm now single living in the Clearlake neighborhood and I'd like to get back involved in the civic life of Keizer; using my skills and abilities to make Keizer a better place for my grandkids to grow up. (I currently have three, all living in Keizer.)

I'm a Certified Public Accountant. I work for the State of Oregon. My current position is a policy and budget analyst in the Chief Financial Office. I work on budget policy with a specialization in long-term financing and cash flows. My passion for Keizer is to see it with a long term plan that provides a stable funding stream funding public safety, planning, parks and recreation and a viable administrative function.

Thank you for your time and consideration of my application to serve in position #2 on the Keizer City Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Mark Miedema', written in a cursive style.

R. Mark Miedema

R. MARK MIEDEMA, CPA

1278 Barnick Rd., NE, Keizer, OR 97303

503) 559 - 9059

- BUDGET ANALYST** October 2002 – present: Department of Administrative Services, Chief Financial Office. Issued approximately \$5 billion of various types of Oregon General Obligation and revenue bonds, assumed work on the General Fund cashflows for sizing tax anticipation notes. Annual and five year lottery bond arbitrage project and reserve fund repoting to SARS and the Internal Revenue Service. Integral work with SARS on the allowability of pension bond assessments for federal grant reimbursement. Budget work during legislative session and interim budget execution work between sessions. Agency meetings and policy discussions with the Governor's office for those agencies that I have direct responsibility and working with other analyst on agencies with bond programs.
- FINANCE OFFICER** September 96 – October 2002: Oregon Office of Energy, Energy Loan Program. Responsible for bond issuance, consultation with financial advisor, bond counsel and investment advisors; annual financial reporting; compliance with continuing disclosure responsibilities, monitor federal arbitrage compliance and reporting; insure compliance with the bond indenture; preparation of the agency cashflow model to assure continuing ability to meet bond debt service payments; work with attorneys, borrowers and others to resolve disputes; and set loan rates to comply with Federal arbitrage rules.
Significant achievements: consolidated the responsibilities of two positions, saving the Loan Program approximately \$140 thousand in personnel costs per biennium; conversion to new statewide accounting software; conversion of arbitrage accounting software to Y2K compliant program.
- CONTROLLER** August 94 – September 96 Oregon Office of Energy, Energy Loan Program. Lead person responsible for financial reporting and conversion to new state accounting software. Develop accounting policies for Loan Program accounting.
Significant achievements: Preparation of two year audited financial statements that were previously determined by the auditors to be "unauditable"; received the Gold Star Award for Financial Reporting Excellence.
- AUDITOR** Sept. 93 – August 94: Oregon Audits Division. Member of the Bond Agency audit team. Projects included special fraud investigations; preparation of SAS 72 comfort letters to underwriters; Federal compliance audits; research in accounting records; preparation of GAAP financial statements; written reports and reconciling general ledgers.

R. MARK MIEDEMA, CPA
1278 Barnick Rd., NE
Keizer, OR 97303
503) 559 - 9059

CONTROLLER

July 82 - May 93: Conifer Pacific, Inc. Multi-plant wood products manufacturer with up to 753 employees. Consolidated revenues of \$98 million. Supervised accounting staff of ten; oversee computer operations including maintenance and training; wrote policies and procedures; implemented new accounting systems; direct monthly accounting operations; prepare monthly consolidated GAAP financial statements, operating budgets, cash flow projections, and reports to the Board of Directors on operations and other matters of concern; manage daily treasury functions including required reporting and daily borrowing; tracking collateral balances; profit analysis; bank reconciliation; internal auditing; and working with the auditors for the annual financial audit.

Significant achievements: conversion of manual accounting system to computer which reduced administrative costs by \$40,000 per year. Improving the log accounting software that reduced costs by \$22,000 the first year and \$30,000 each year thereafter.

ELECTED OFFICIAL

November 1990 – 6/30/2009: Board of Directors of the Keizer Rural Fire Protection District. Served many years as Treasurer and four years as President. During my tenure I've negotiated four union contracts with the IAFF local, served on the personnel committee which deals with grievances, mediation, arbitration issues. Replaced the accounting system twice and worked on gaining local acceptance of a general obligation bond levy and worked on two local option levies. Worked with the District as it has grown from five paid staff to twenty-one paid and currently 44 volunteers.

EDUCATION

Associate of Arts, Cerritos College, Norwalk, CA with emphasis in business.

Bachelor of Science, Accounting from the University of South Dakota.
Graduated with honors in December 1977

Certificate in Public Management from Willamette University, Atkinson School of Business, March 2001

ACCREDITATION

Certified Public Accountant - 1979

**OTHER
AFFILIATIONS**

American Institute of Certified Public Accountants
Government Finance Officers Association

**ERICK
SCOTT
PETERSON**

4665 Rivercrest Dr. N.
Keizer, Oregon 97303
Phone – 503.304.1675
epeterson@carlsonveit.com

2 June 2013

City of Keizer
930 Chemawa Road NE
Keizer, Oregon 97303

RE: Letter of Interest to Fill Vacated City Council Position

Madam Mayor, Keizer City Council & Staff,

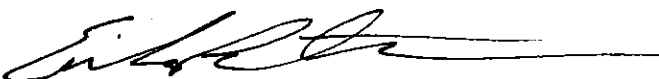
It is my pleasure to submit my resume and this letter of interest for selection to serve our community by filling the vacated seat on the Keizer City Council.

Since my birth when my parents brought me home to their first house on Aldine Drive, I have always had a special affinity for Keizer. While I have not always resided here, as soon as I graduated from U of O I found myself drawn back to this community where I was born. Shortly after starting my professional career and moving here, I gained an appreciation for all that the City of Keizer offers its citizens. It is this appreciation that leads me, as I am able, to return the favor to this community through service on many Keizer associations, boards, committees and on the Keizer Chamber Board of Directors. Recent unforeseeable circumstances have freed my schedule to once again serve my community further.

Given our current difficult economic conditions and the tough decisions facing our community, I believe that now is when my sense of inclusive "village" atmosphere, management, problem-solving and organizational skills will best be put to use. I recognize the priorities that the citizens of Keizer place on high levels of safety, essential public services and over all well-being that we currently enjoy, with relatively low tax burden. Keizer is fast becoming the regional model for municipal effectiveness, efficiency, and foresight.

I enjoy being a part of this community and serving where I can fill needs. Right now more than ever our community needs quality leaders that will keep in perspective what is best for Keizer today and in the future, I believe the citizens of Keizer expect much from our City Council and if selected to serve I will do my best to meet and hopefully exceed our community's expectations for our City's future which we all deserve to enjoy, but most of all to our children who are our future. Thank you for your time and consideration.

Sincerely,



Erick Peterson, Associate AIA, CSI

**ERICK
SCOTT
PETERSON**

4665 Rivercrest Dr. N.
Keizer, Oregon 97303
Phone – 503.304.1675
epeterson@carlsonveit.com

OBJECTIVE Contribute my skills where useful to the community that has given so much to me and my family. My hope is to have a positive effect on our community and assist in meaningful ways with the improvement of our City through design, communication, organizational, analytical skills, and to experience personal continued: comradery, education, efficiency, effectiveness, growth, and interdependence in service to Keizer.

EDUCATION **B. Arch.**, *Architecture & Allied Arts, University of Oregon, Eugene, June 2003.*
Geography Minor, G.P.A. 3.5, Coursework: Enclosures, *Environmental Technology*, History of Great Architects, Media for Design Development, Multimedia Survey, Passive Solar Heating, Physics, Structures, Studio, Theater Scenery & Lighting Design, Society Culture, and Place, and *CAD*.
Acquired advanced understanding of architecture through research, design, and presentation of diverse projects.

EXPERIENCE **Architecture Professional**, *Carlson Veit Architects PC, Salem, OR April 2004-present.*
Assess, design and produce construction documents for the construction of varied and diverse commercial projects. Organize, correct, and reproduce plans; visit with clients, and consultants. Research building products and applications, also observe project assessment, construction, and post occupancy evaluations.
Resident Manager, *Spiller Apartments, Springfield, OR Sept. 2001-April 2004.*
Management and maintenance of, eighteen-unit multi-family, housing complex
Responsibilities: Account balancing, Legal representation, Security, Tenant screening/evaluation, as well as Project prioritization, assessment, coordination, supervision, and review.
Office Assistant, *Dean's Office, A&AA, U.O., Eugene, Sept. 2002-June 2003.*
Effectively organized, and maintained information in a professional office environment. Produced, and collaborated multiple cost/time saving projects. Prioritized schedules to accommodate multiple tasks with various deadlines
Assisted with the facilitation of five presentation events.
Assistant Facilities Mgr., *Dean's Office, A&AA, U.O., Eugene, Oct. 1999-June 2002.*
Assisted, and supervised the management and maintenance of twelve campus buildings. Including: carpentry, machine operation, metal fabrication, office management, security, and project assessment, coordination, supervision, and problem solving.

SERVICE **Board Member**, Keizer Chamber of Commerce, Keizer, Jan. 2011-Jan. 2013. Designed Office
Board Member, Keizer Urban Renewal Board, Keizer, Nov. 2007-June 2012. T&C Lanes Proj
Vice President & Board Member, West Keizer Neighborhood Association, Keizer, 2005-10

SKILLS **Computer:** *Microsoft*, and *Macintosh* operating systems-advanced graphics, *CAD*, *HTML* publishing, spreadsheet, and word processing.
Manual: communication, cost estimating, construction, creativity, design, planning, airbrush, modeling, organization, also drawing with pen and pencil.