

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, June 6, 2016

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

5. **COMMITTEE REPORTS**

a. Appointment to Keizer Public Arts Commission

6. **PUBLIC TESTIMONY**

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

7. **PUBLIC HEARINGS**

a. Birdie's Bistro Liquor License – Change of Owners and License Privilege

b. **RESOLUTION** – Certification of Lighting District Assessments

8. **ADMINISTRATIVE ACTION**

a. **RESOLUTION** – Authorization for Supplemental Budget – General Fund –
Transfer of Appropriations from Non-Departmental Requirements to Municipal
Court

9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing City Manager and Chief of Police to Sign Memorandum of Understanding No. 3 Relating to 2015-2018 Collective Bargaining Agreement
- b. RESOLUTION – Repealing Resolution R87-316 (Resolution Establishing a Hourly Pay Rate of \$9.00 for Keizer Police Department Reserve Officers)
RESOLUTION – Repealing Resolution R90-481 (Workers Compensation Coverage for Volunteer Reserve Police Officers)
- c. Approval of May 16, 2016 Regular Session Minutes

10. COUNCIL LIAISON REPORTS

11. OTHER BUSINESS

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

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

June 13, 2016

5:30 p.m. – City Council Executive Session

June 20, 2016

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

July 5, 2016 (Tuesday)

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

14. ADJOURNMENT

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

CITY COUNCIL MEETING: June 6, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: APPOINTMENT TO THE KEIZER PUBLIC ARTS COMMISSION

ISSUE:

Two position are open on the Keizer Public Arts Commission. A media release was published and one application was received.

The Volunteer Coordinating Committee reviewed the application and recommends Lore Christopher for position #6, with her three-year term expiring June 2019.

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Lore Christopher to position #6 for a three-year term on the Keizer Public Arts Commission.

CITY COUNCIL MEETING: June 6, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER/COMMUNITY CENTER MANAGER**

**SUBJECT: BIRDIES BISTRO – LIQUOR LICENSE APPLICATION CHANGE –
CHANGE OF OWNERS AND LICENSE PRIVILEGE**

ISSUE:

On May 10, 2016 the City received an application for a change of liquor license (new owner and change of privilege) for the liquor license at Birdies Bistro, located at 3860 River Road North #101, Keizer, Oregon. Two Hearts Bistro LLC has leased the establishment from Schmidt Ventures LLC. The previous license was for a Full On Premises Sales (includes beer, wine and spirits) and the new application is for a Limited On Premises Sales (beer and wine only). A request was sent to the Keizer Police Department to conduct a background check on the applicants. The Department reports a clear background report on the applicants. In addition, the Keizer Planning Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

Notice of the hearing has been published in the Keizertimes and letters sent to property owners within 200 feet of the establishment as outlined in the Ordinance. No comments have been received as of the writing of this report. The applicants have been invited to attend the meeting to answer any questions the Council may have.

RECOMMENDATION:

It is recommended the City Council open the public hearing, receive testimony, and close the public hearing. It is further recommended the City Council review the application and recommend approval of the change of ownership and license privilege for Birdies Bistro under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☒ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☒ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: _____

90-day authority: ☐ Yes ☐ No

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Two Hearts Bistro LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Birdies Bistro

3. Business Location: 3860 River Rd N #101 Keizer Marion OR 97303
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 5411 Tullimoor St SE Salem OR 97306
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-393-2087 (phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☒ Yes ☐ No Name: Katrina Beal
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Keizer
(name of city or county)

11. Contact person for this application: Katrina Beal 702-285-9645
(name) (phone number(s))

5411 Tullimoor St SE Salem, OR 97306 971-701-6335 twoheartsbistro@gmail.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Katrina Beal Date 2-23-16 ③ _____ Date _____
Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Two Hearts Bistro LLC Phone: 503-393-2087

Trade Name (dba): Birdies Bistro

Business Location Address: 3860 River Rd N #101

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7 am to 8 pm
Monday 7 am to 5 pm
Tuesday 7 am to 5 pm
Wednesday 7 am to 5 pm
Thursday 7 am to 5 pm
Friday 7 am to 8 pm
Saturday 7 am to 8 pm

Outdoor Area Hours:

Sunday 7 am to 3 pm
Monday 7 am to 3 pm
Tuesday 7 am to 3 pm
Wednesday 7 am to 3 pm
Thursday 7 am to 3 pm
Friday 7 am to 8 pm
Saturday 7 am to 8 pm

The outdoor area is used for:

☒ Food service Hours: 7 am to 8 pm

☒ Alcohol service Hours: _____ to _____

☒ Enclosed, how Coated Penced

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| ☐ Live Music | ☐ Karaoke |
| ☐ Recorded Music | ☐ Coin-operated Games |
| ☐ DJ Music | ☐ Video Lottery Machines |
| ☐ Dancing | ☐ Social Gaming |
| ☐ Nude Entertainers | ☐ Pool Tables |
| | ☐ Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 35 Outdoor: 24
Lounge: N/A Other (explain): _____
Banquet: N/A Total Seating: 59

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Katrina Beal Date: 2-23-16

1-800-452-OLCC (6522)

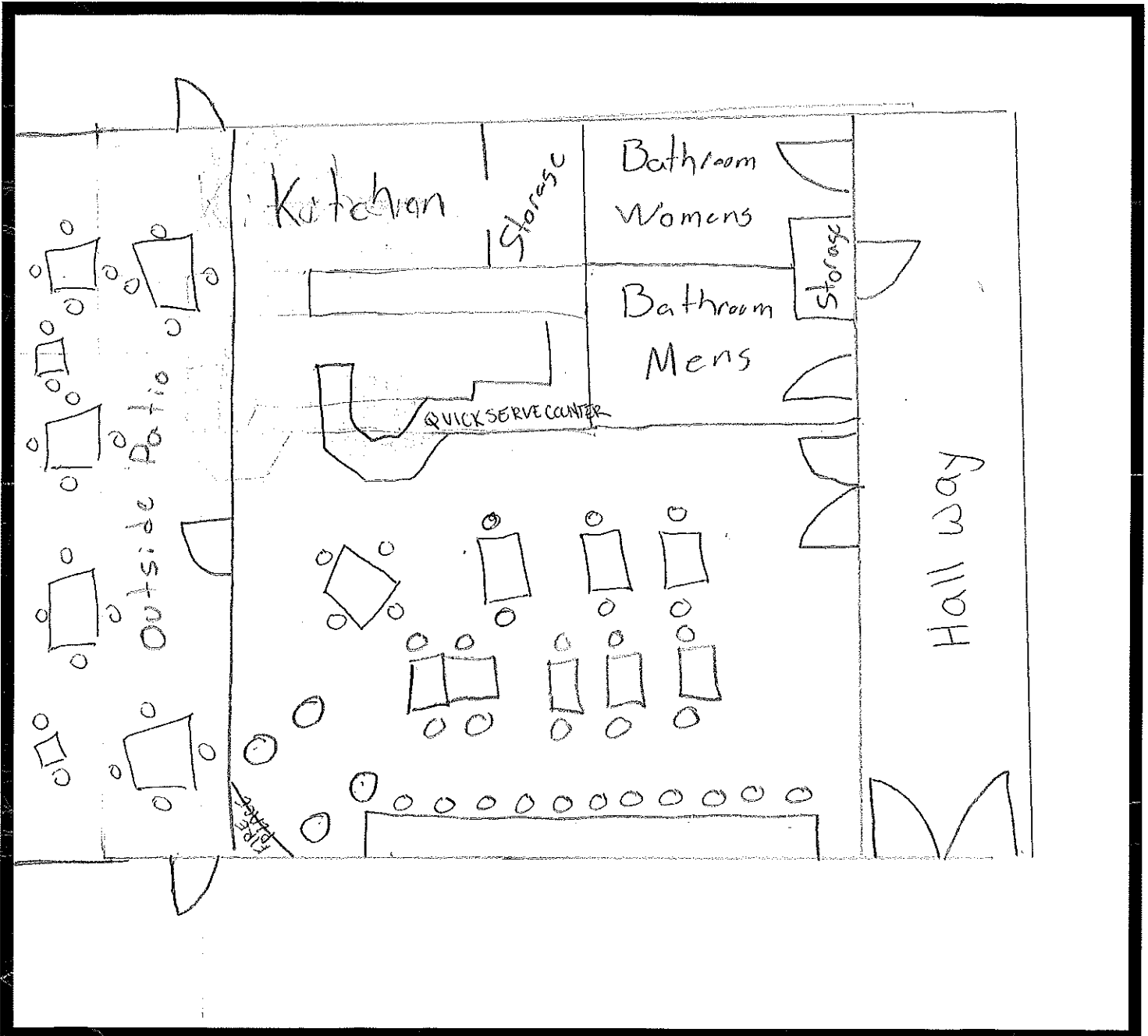
www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Katrina Beal
Applicant Name
Birdies Bistro
Trade Name (dba):
Kerzer 97303
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 09/12)

CITY COUNCIL MEETING: June 6, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: RESOLUTION - CERTIFICATION OF STREET LIGHTING DISTRICT (SLD) ASSESSMENTS

The fiscal year 2016-17 Street Lighting District assessments, by district, are shown on the attached exhibit "A". These assessments must be certified to the Marion County Assessor's office by June 30, 2016 in order to be assessed on the November 2016 tax rolls. These assessments were noticed to the public in the May 13, 2016 edition of the Keizertimes.

On average the FY16-17 assessment is approximately 30% higher than the FY15-16 assessment as the result of applying credits received during FY15-16 from Salem Electric and Portland General Electric to the lighting districts they respectively service.

FISCAL IMPACT:

Staff has calculated \$417,708.97 as the total assessments for the November 2016 tax rolls.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for fiscal year 2016-17. After testimony, staff recommends council close the public hearing and deliberate this issue. After which, staff recommends the council adopt the attached resolution, certifying the Street Lighting District Assessments, by tax account, to the Marion County Assessor for collection, if it so chooses.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

CERTIFICATION OF LIGHTING DISTRICT ASSESSMENTS

BE IT RESOLVED by the City Council of the City of Keizer that Keizer has determined and computed the amount of money necessary to be raised by assessment to cover funds spent to operate and maintain certain street lighting facilities within Keizer, including administrative costs for a total of \$417,708.97; and

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

BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to the County Assessor to be added to the appropriate tax accounts for the respective properties indicated. The totals include the administrative fee of \$5.04 per assessed lot.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this day of , 2016.

SIGNED this _____ day of _____, 2016.

Mayor_____

City Recorder _____

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2016-17

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
008	MARDELL	\$ 4,528.84	\$ 22.42
012	WILARK PARK ST LTG	10,448.10	54.99
014	MAI LIN	6,759.93	23.23
015	APPLEBLOSSOM	3,800.72	43.19
017	RIVERCREST	15,691.00	48.28
018	IVY WAY	4,957.54	41.66
019	ARNOLD WAY	1,015.20	25.38
022	NORTHVIEW	3,938.80	45.80
023	MCNARY HGHTS	5,835.28	66.31
024	CEDAR PARK ST LGHT	1,274.33	67.07
025	MENLO	1,531.71	56.73
026	SHADY LANE	2,265.44	0.4238 FRONT FOOT
028	NORTHWOOD PARK #1	3,633.84	74.16
034	GREENWOOD	1,862.30	0.4920 FRONT FOOT
041	WILARK PARK #6	749.88	41.66
042	WILARK PARK ANN #7	739.68	46.23
043	NORTHWOOD PARK #2	2,892.61	67.27
044	MAI-LIN DISTRICT #2	477.84	21.72
045	MCLEOD PARK	1,499.76	41.66
046	LANCER PARK	1,719.00	47.75
047	HILLIGOSS	811.58	57.97
048	CARLHAVEN ADDITION	461.72	16.49
049	WINDSOR ESTATES	1,453.83	63.21
050	WHITAKER PARK	4,616.82	59.19
079	ANDREW PARK	948.90	63.26
080	GLYNBROOK	3,128.71	76.31
081	LAWNDALE SUB	2,381.02	70.03
082	NORTHWOOD PARK #4	8,045.80	82.10
083	PALMA CIEA #5	1,174.14	53.37
084	WILARK PARK ANN #5	968.94	53.83
086	HICKS JONES	9,176.06	0.4928 FRONT FOOT
087	CARLHAVEN ADD #2	525.28	18.76
094	WILL MANOR 4	1,709.82	74.34
095	WHEATLAND LN	481.11	68.73
096	NORTHTREE ESTATES	7,892.00	78.92
097	CHEMAWA PARK	1,650.78	91.71
108	MCLEOD PARK #2	1,234.44	45.72
120	CHEMAWA EST #1	1,688.10	56.27
122	SIX SUBDIVISION	399.28	17.36
126	MCLEOD ESTATES	3,667.44	49.56
128	CHEHALIS SUB	375.04	23.44

CITY OF KEIZER
"EXHIBIT A"
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LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2016-17

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
129	DENNIS LANE N	2,288.89	53.23
130	CRESTWOOD VILLAGE	499.80	41.65
131	CHEMAWA EST #2	1,927.80	56.70
132	CHARLOTTE	2,088.00	46.40
141	PALMA CIEA	22,984.31	51.19
142	RIVERVIEW N	1,381.85	47.65
143	MEADOWBROOK	539.37	59.93
144	JUNIPER	1,089.00	54.45
146	TERRACE GLEN	972.64	60.79
147	WEDGEWOOD ESTATE	1,083.84	33.87
148	JULIE ESTATES	1,417.20	70.86
150	KEPHART	2,068.00	51.70
159	JOHNISEE ADDN	332.54	25.58
161	WALENWOOD SUB	188.37	20.93
162	WARNER PARK	193.50	19.35
163	SPRINGTIME PK SUB	734.55	48.97
164	STONEHEDGE ESTATE	5,638.00	56.38
165	RIVERVIEW N #2	1,395.24	49.83
181	TIMBERVIEW SUB	6,208.24	43.72
182	VISTAVIEW ESTATE #2	2,325.00	38.75
183	NORTHRIDGE PARK	766.40	23.95
184	JUNIPER #2 SUBDIV	1,587.18	75.58
185	KEIZER HEIGHTS	2,126.72	33.23
191	CLARK ST NE	461.72	16.49
192	FRIENDSHIP ADDITION	407.40	33.95
193	TEN AT MCNARY	1,076.46	76.89
194	BUCHOLZ ADDITION	582.54	27.74
195	PARKLAWN ADDITION	347.10	57.85
205	GLYNBROOK II N	3,425.81	79.67
206	FOUR WINDS ADDN N	6,503.01	52.87
207	FERNBROOK	1,679.73	43.07
208	EDEN ESTATES	3,174.36	75.58
209	COUNTRY CLUB EST	1,408.12	50.29
212	LAWNDALE I SUB PH-2	2,229.24	57.16
213	STONEHEDGE EST II	3,963.17	44.53
215	GARY ST	1,220.63	32.99
216	ARNOLD ST #2	948.06	41.22
217	FOUR WINDS III	635.20	31.76
218	GREENWAY	859.14	47.73
219	NOON AVE	1,314.24	41.07
220	STONEHEDGE EST III	1,479.04	46.22

CITY OF KEIZER
"EXHIBIT A"
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LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2016-17

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
221	STONEHEDGE EST 4&5	1,693.22	54.62
227	WILLOW LAKE EST	2,198.24	49.96
228	THE MEADOWS PH-1	3,705.52	66.17
231	FOURWINDS II	657.28	41.08
232	WHITAKER HGTS	1,790.58	54.26
234	THE MEADOWS PH-3	2,315.95	66.17
235	THE MEADOWS PH-2	2,448.29	66.17
236	THE MEADOWS PH-4	2,580.63	66.17
237	ORCHARD CREST	2,244.55	42.35
238	STONEHEDGE EST #6	1,693.22	54.62
239	SPRINGMEADOW EST	3,984.21	3,984.21
241	WILLOW LAKE 2&3	4,437.12	46.22
246	CHERRYLAWN CT NE	534.16	66.77
247	ORCHARD CREST PH-3	1,807.75	51.65
248	MAX CT	553.30	55.33
249	THE MEADOWS PH-5	2,779.14	66.17
250	ORCHARD CREST PH-2	2,262.04	42.68
251	RIVERCREST PH-1&2	2,203.96	50.09
253	THE MEADOWS PH-6	2,051.27	66.17
254	THE MEADOWS PH-7	2,117.44	66.17
255	TIMBERVIEW PH-3	1,896.72	67.74
256	APPLETREE PH-1,2,3	3,298.95	73.31
257	BRIARWOOD	2,781.92	2,781.92
258	HIDDEN CRK EST PH-1	3,793.61	102.53
259	CATERWOOD ESTATES	2,765.73	54.23
260	PARKMEADOW APTS	1,100.72	1,100.72
261	NORTHRUP/NORTHSHIRE	429.72	35.81
262	COUNTRY GLEN EST	10,591.25	57.25
263	FIRCON	1,957.79	67.51
264	HIDDEN CRK EST PH-2	958.88	59.93
265	CLEARLAKE SUBDIV	3,100.23	63.27
266	SPRINGRIDGE EST	1,999.04	62.47
267	THE RIDGE	1,427.80	64.90
268	NORTHSIDE ESTATES	2,572.26	59.82
269	HOMESTEAD/CLEARVIEW	434.70	43.47
270	HONEYSUCKLE	1,617.25	64.69
272	LARSON PARK SUBDIV	499.80	41.65
273	BAILEY ESTATES	489.50	48.95
274	STICKLES ADDITION	265.41	29.49
275	CEDAR BLUFF SUBDIV	1,891.62	70.06
276	ABT KOUFAX LN	1,646.92	74.86

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2016-17

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
277	HIDDEN CREEK PH-3	826.98	25.06
278	HOLLY LN/ALDER DR NE	429.57	47.73
282	3RD AVE N	2,209.32	38.76
283	HIDDEN CREEK PH-4	1,172.70	78.18
284	JACOBE ESTATES SUB	1,295.00	129.50
285	PRAIRIE EST	8,142.00	88.50
286	TECUMSEH ESTATES	1,203.51	57.31
287	TEPPER E SUB	1,984.92	70.89
288	WESTMORE	1,464.96	61.04
292	PINEHURST ESTATES	3,579.60	62.80
293	LEEWOOD MEADOWS	2,712.96	50.24
294	BROWER PLACE	1,912.08	61.68
295	HIGHLANDS ESTATES	3,595.20	59.92
296	JACOBE ESTATES PH2	1,188.18	66.01
297	BAHNSEN WOODS EST	3,584.40	59.74
298	FOREST RIDGE EST	3,131.15	56.93
299	WHEATLAND TERRACE	761.04	54.36
300	WATERFORD	3,100.23	63.27
306	ROCKLEDGE ADDITION	739.68	46.23
307	WITTENBERG	1,266.14	1,266.14
308	JORDON RUN	823.24	74.84
309	PRAIRIE CLOVER	555.56	138.89
310	VINEYARDS	4,815.00	53.50
311	HIGHLANDS NORTH	438.72	27.42
312	CHEMAWA GLEN	2,156.50	56.75
315	SPARROW ADDITION	576.08	72.01
316	VINEYARDS NO. PHASE 2	2,966.67	58.17
317	HIDDEN CREEK PHASE 5	774.80	77.48
318	BARNICK ESTATES	1,130.52	94.21
319	MCLEOD ACRES	750.50	75.05
321	BEIER ESTATES	1,358.64	75.48
322	WESTMORE EAST SUBDIV N.	475.92	26.44
323	SHADY ADDITION N.-RING ST. N.E.	859.14	47.73
332	CLEARLAKE HEIGHTS	596.64	49.72
333	PINE MEADOWS ESTATE	614.74	43.91
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,208.64	50.36
336	FULTZ ESTATES	749.40	49.96
338	RICKMAN CROSSING	594.20	59.42
339	CEDAR TREE	779.90	70.90
340	WINDSOR WOODS SUBDV	2,758.36	62.69
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,631.88	45.33

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2016-17

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
345	FULTZ ESTATES PH 2	402.80	50.35
346	PLEASANT VIEW NE	1,712.80	42.82
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	251.50	25.15
351	HUNTER ADDITION I	387.35	77.47
352	LENT ESTATES STLT DIST. KUD	538.92	19.96
353	TREBBER ESTATES	1,162.35	77.49
354	WINDSOR WOODS SUBDV PH2	2,025.81	49.41
355	EVERWOOD MEADOWS	806.55	53.77
356	MEGAN LEE PROP.	212.50	42.50
358	CLEARLAKE MEADOWS STLT DIST	159.05	31.81
359	CLAGGET GROVE DIST.	231.12	38.52
360	SELENA ESTATES DIST.	554.20	32.60
361	CANDLEWOOD IND PARK NE	227.64	32.52
363	BRIAN MDWS ST LT DIST.-KUD	446.38	20.29
365	JACOB ESTATES PH3	174.40	21.80
366	MADALYN TERRACE	270.62	19.33
367	GRISWOLD AVE NE	398.76	132.92
368	HALEY ESTATES	486.36	27.02
369	KEIZER STATION LIGHTING-AREA A	14,964.26	205.86 PER ACRE
370	WHEATLAND MEADOWS ESTATE	795.34	20.93
372	SARAH JEAN COURT	169.40	24.20
373	BENSON ESTATES SUBDIVISION	387.35	77.47
374	PEYTON-HAYLEY SUBDIVISION	217.35	43.47
375	MCGEE COURT	169.80	33.96
377	CRAFTSMAN RIDGE STREET	408.00	27.20
378	TAYLOR RIDGE SUB	241.28	30.16
379	TEETS ESTATES STREET	200.20	15.40
384	AVALON MEADOWS STREET	2,088.18	25.78
385	MAGEE ESTATES STREET	97.56	16.26
386	MCNARY HGHTS ADDN STREET	343.80	22.92
387	NEW DAY STREET	169.20	28.20
391	TATE ESTATES ST LTG	184.80	18.48
392	ALDINE MEADOWS LTG	620.70	20.69
393	WINDSOR ISLAND LTG	1,922.94	35.61
394	NORTHFIELD ESTATES LTG	2,092.68	174.39
395	WILLOW LAKE VIEW LTG	817.47	26.37
397	MISTY MEADOWS LTG	535.05	35.67
462	NAOMI'S START	378.12	94.53
	TOTAL ASSESSMENT	<u>\$ 417,708.97</u>	

COUNCIL MEETING: June 6, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: Authorization for Supplemental Budget – General Fund – Transfer of Appropriations from Non-Departmental Requirements to Municipal Court

ISSUE: Oregon Budget Law, when authorized by resolution of the governing body of a municipal corporation, provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial plan.

In addition Oregon Budget Law allows for a transfer of appropriations within a fund when authorized by resolution of the governing body of a municipal corporation.

Municipal Court

During 2015-16 the Police Department reinstated one-half of the Traffic Safety Unit resulting in a large increase in the number of traffic citations processed by the City's Municipal Court. The increase in citations has resulted in a greater than anticipated need for contractual services, primarily judge, interpreter services, credit card fees and interagency assessments.

In addition the City continues to work in cooperation with the Salem-Keizer School District to provide truancy related hearings which have required judge and interpreter services beyond what was originally anticipated.

The attached resolution provides for a transfer of \$10,000 in existing appropriations from the General Fund – Non-Departmental Requirements budget to the General Fund – Municipal Court budget.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the supplemental budget as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund - Transfer of Appropriations from Non-Departmental Requirements to Municipal Court

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

WHEREAS ORS 294 allows for a transfer of appropriation within a fund when authorized by resolution of the governing body of a municipal corporation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2016:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund				
Municipal Court	199,300	10,000		209,300
General Fund Non-Departmental Requirements	2,406,000		10,000	2,396,000
To transfer appropriations from the General Fund Non-Departmental Requirements to Municipal Court to provide for increased contractual services.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this ____ day of _____, 2016

SIGNED this ____ day of _____, 2016

Mayor

City Recorder

COUNCIL MEETING: June 6, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK and CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: JOHN TEAGUE, CHIEF OF POLICE

**SUBJECT: AFFIRMING COMPENSATION WITHOUT BENEFITS FOR SELECT
POLICE DEPARTMENT TEMPORARY EMPLOYEES**

ISSUE:

Following the retirement of the police department's Community Service Officer three years ago, the department used that position's funds to hire a temporary FLEET MAINTENANCE MANAGER and two temporary ASSISTANTS TO THE PROPERTY AND EVIDENCE SPECIALIST. The three positions receive no benefits, except those required by law.

The attached Memorandum of Understanding with the Keizer Police Association affirms the Association's understanding that the above described employees are not "regular part-time employees" as described in the 2015-2018 Collective Bargaining Agreement and that they do not accrue benefits, except those required by law.

Because the Memorandum of Understanding regards wages and benefits, it is necessary that the City Council approve it.

FISCAL IMPACT:

There is no additional fiscal impact beyond what the City has borne over the past three years and what is included in the City Manager's recommended budget, which was recently approved by the Budget Committee.

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager and the Chief of Police to sign the Memorandum of Understanding No. 3.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

AUTHORIZING THE CITY MANAGER AND CHIEF OF
POLICE TO SIGN MEMORANDUM OF UNDERSTANDING NO.
3 RELATING TO 2015-2018 COLLECTIVE BARGAINING
AGREEMENT

WHEREAS, the City Council authorized the City Manager to enter into a
Collective Bargaining Agreement with the Keizer Police Association by Resolution
R2015-2629;

WHEREAS, such Collective Bargaining Agreement is effective from July 1, 2015
through June 30, 2018;

WHEREAS, from time-to-time amendments need to be made to such Agreement
to modify provisions and change job classifications as authorized by the Council;

WHEREAS, such amendments are made with the use of Memorandum of
Understanding;

WHEREAS, the Council authorized the City Manager and Chief of Police to sign
Memorandum of Understanding relating to the 2015-2018 Collective Bargaining
Agreement without further authorization by the City Council except for amendments
relating to provisions that relate to wages, benefits, budgetary matters, or job
classification additions, except in situations where the job classifications have already
been formally approved by the Council;

1 WHEREAS, the City Manager and Chief of Police have executed Memorandum
2 of Understanding No. 1 and No. 2 to amend some of the provisions of the Collective
3 Bargaining Agreement;

4 WHEREAS, Memorandum of Understanding No. 3 must be authorized by the
5 City Council since it relates to wages and benefits;

6 NOW, THEREFORE,

7 BE IT RESOLVED by the City Council of the City of Keizer that the City
8 Manager and Chief of Police are authorized to sign Memorandum of Understanding No.
9 3, a copy of which is attached hereto.

10 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
11 upon the date of its passage.

12 PASSED this _____ day of _____, 2016.

13

14 SIGNED this _____ day of _____, 2016.

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Mayor

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City Recorder

**2015-2018 Collective Bargaining Agreement
Memorandum of Understanding No. 3**

The City of Keizer has extended the temporary employment of a fleet maintenance manager and two temporary Property and Evidence Specialist assistants.

The employees work no more than an average of 20 hours per week—the current fleet maintenance manager routinely works 24 hours one week of a two-week pay period and 16 hours the other—and do not receive prorated benefits, except sick leave as required by law.

The Keizer Police Association agrees that the employees are not “regular part-time employees” in exception to Section 1.2.

This memorandum lasts only for the duration of the 2015-2018 Collective Bargaining Agreement and does not establish a precedent.

Signatures below testify to the acceptance of this Memorandum of Understanding.

FOR THE CITY OF KEIZER:

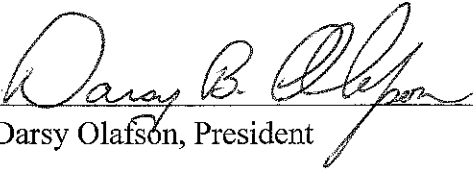
Chris Eppley, City Manager

Date

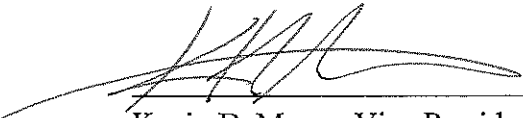
John Teague, Chief of Police

Date

FOR THE KEIZER POLICE ASSOCIATION:


Darsy Olafson, President

05-11-2016
Date


Kevin DeMarco, Vice President

05/11/16
Date

CITY COUNCIL MEETING: June 6, 2016

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: RESOLUTIONS – RESERVE POLICE OFFICERS

Council has adopted Resolutions relating to a pay rate to be levied to special interest groups requesting the services of Reserve Police Officers (Resolution R87-316) and workers compensation insurance coverage to volunteer Reserve Police Officers (Resolution R90-481). While researching another matter relating to Reserve Police Officers, these Resolutions were discovered.

Because Council adopted Resolution R2009-1960 relating to charges for police time at private events and Resolution R2012-2278 relating to workers' compensation insurance coverage to City of Keizer volunteers, it is appropriate to repeal the outdated Resolutions to reduce confusion.

I have attached two proposed Resolutions for your consideration.

RECOMMENDATION:

Adopt the attached Resolutions.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

REPEALING RESOLUTION R87-316 (RESOLUTION
ESTABLISHING A HOURLY PAY RATE OF \$9.00 FOR KEIZER
POLICE DEPARTMENT RESERVE POLICE OFFICERS)

WHEREAS, Resolution R87-316 (Resolution Establishing a Hourly Pay Rate of
\$9.00 for Keizer Police Department Reserve Police Officers) established a pay rate to be
levied to special interest groups requesting the services of Reserve Police Officers;

WHEREAS, Council adopted Resolution R2009-1960 (Authorizing Charges for
Police Time at Private Events);

WHEREAS, Resolution R87-316 is no longer necessary and should be repealed;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution
R87-316 (Resolution Establishing a Hourly Pay Rate of \$9.00 for Keizer Police
Department Reserve Police Officers) is hereby repealed in its entirety.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
upon the date of its passage.

PASSED this _____ day of _____, 2016.

SIGNED this _____ day of _____, 2016.

Mayor

City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2016-____

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6 REPEALING RESOLUTION R90-481 (WORKERS COMPENSATION
7 COVERAGE FOR VOLUNTEER RESERVE POLICE OFFICERS)
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9

10 WHEREAS, Resolution R90-481 (Workers Compensation Coverage for
11 Volunteer Reserve Police Officers) set the workers compensation insurance coverage to
12 volunteer reserve police officers;

13 WHEREAS, Council adopted Resolution R2012-2278 (Extending Workers'
14 Compensation Insurance Coverage to City of Keizer Volunteers; Repeal of Resolution
15 No. R2005-1598) setting the workers compensation insurance coverage for all
16 volunteers;

17 WHEREAS, Resolution R90-481 is no longer necessary and should be repealed;

18 NOW, THEREFORE,

19 BE IT RESOLVED by the City Council of the City of Keizer that Resolution
20 R90-481 (Workers Compensation Coverage for Volunteer Reserve Police Officers) is
21 hereby repealed in its entirety.
22
23
24

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2016.

4
5 SIGNED this _____ day of _____, 2016.

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Mayor

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City Recorder



MINUTES
KEIZER CITY COUNCIL
Monday, May 16, 2016
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

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

Present:

Cathy Clark, Mayor
Dennis Koho, Council President
Marlene Parsons, Councilor
Kim Freeman, Councilor
Roland Herrera, Councilor
Amy Ryan, Councilor
Bruce Anderson, Councilor
Youth Councilor Siri Scales

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development Director
Bill Lawyer, Public Works Director
Tim Wood, Finance Director
John Teague, Police Chief
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS None

**COMMITTEE
REPORTS**

Matt Lawyer, Keizer, reported on the Parks Advisory Board meeting which included a proposal for clean-up of Palma Ciega Park by the West Keizer Neighborhood Association, a report on the Boy Scout Camporee held at Keizer Rapids Park, and discussion on developing sustainable alternative funding for parks.

Richard Walsh, Keizer, provided information regarding system development charges and reported that the Parks Board had passed a motion to ask Council to have the City Attorney research how to get more SDC spending flexibility.

City Manager Chris Eppley voiced support of this and explained that the new methodology was required by changes in State laws so modifications may require legislative changes at the state level but research can be done.

Mr. Lawyer and Mr. Walsh then provided additional information regarding the outreach planned for determining the best method to use to achieve sustainable funding for the parks.

PUBLIC TESTIMONY None

**PUBLIC
HEARINGS**

**a. Keizer Mart
Liquor License
Application –
Change of
Ownership**

Chris Eppley reported that an application was submitted for a Change of Ownership for Keizer Mart in Keizer, Oregon. A public hearing was scheduled, notice published, necessary notification given, a background check was done, and Keizer Planning Department found the location of the establishment to be properly zoned and had no comment on the application. Staff recommends that following a public hearing, Council recommend approval of the application.

Mayor Clark opened the Public Hearing. With no testimony Mayor Clark closed the Public Hearing.

Councilor Koho moved that the Keizer City Council recommend approval of the application for a Change of Ownership for Keizer Mart under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer and to forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ADMINISTRATIVE
ACTION**

**a. ORDINANCE –
Amending
Keizer
Development
Code
Regarding
Section 2.102;
Amending
Ordinance 98-
0389**

City Attorney Shannon Johnson reminded Council that this matter was addressed at the May 2 Council meeting wherein Council directed staff to come back with an ordinance. That ordinance is being offered for approval.

Councilor Koho moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 2.102 (Single Family Residential); Amending Ordinance 98-0389. Councilor Parsons seconded. **Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. ORDINANCE –
Amending
Keizer
Development
Code
Regarding
Section 3.202
Amending**

City Attorney Shannon Johnson reminded Council that this matter was addressed at the May 2 Council meeting wherein Council directed staff to come back with an ordinance. That ordinance is being offered for approval.

Councilor Koho moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 3.202 (General Procedures – Types I, II, and III Actions) Amending Ordinance 98-389. Councilor Parsons seconded. **Motion passed unanimously as follows:

Ordinance 98-389

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**c. RESOLUTION
– Adopting
Land Use Fees
Relating to
Partitions and
Subdivisions;
Repealing
R2014-2454**

Mr. Johnson explained that these two Resolutions have to do with the Ordinances just adopted. He noted that two resolutions are required because the City must file the Partitions and Subdivisions Resolution with the County along with a map showing those areas.

Councilor Parsons moved that the Keizer City Council approve a Resolution Adopting Land Use Fees Relating to Partitions and Subdivisions; Repealing R2014-2454. Councilor Freeman seconded.

***Motion passed unanimously as follows:*

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**RESOLUTION
- Adopting Land
Use and Sign
Permit Fees
Unrelated to
Partitions and
Subdivisions;
Repealing
R2014-2455**

Councilor Parsons moved that the Keizer City Council approve a Resolution Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing R2014-2455. Councilor Freeman seconded. **Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

***Mr. Johnson pointed out that because Councilor Koho was absent from the May 2 Public Hearings his votes should be abstentions.*

Councilor Koho requested that his votes on items 8a, b and c be changed to abstentions. Council agreed by unanimous consent to allow this change.

**d. RESOLUTION
- Authorizing
the Community
Development
Director to
Apply Jointly
with the Salem
Area Mass
Transit District
and the City of
Salem for a**

Community Development Director Nate Brown explained that this is a request to partner with the Transit District and the City of Salem to apply for a Transportation and Growth Management Grant to study pedestrian obstacles that may exist in the fixed route bus network system.

Ted Stonecliffe, Salem-Keizer Transit District, provided details of the study noting that it would not result in a financial commitment from the City, but would simply give information needed to modify the City's transportation planning documents and identify areas that might need attention and be eligible for other grants.

Councilor Koho moved that the Keizer City Council adopt a Resolution Authorizing the Community Development Director to Apply Jointly with the Salem Area Mass Transit District and the City of Salem for a

**Transportation
and Growth
Management
Grant**

Transportation and Growth Management Grant. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**CONSENT
CALENDAR**

- a. RESOLUTION – Ratifying the Human Resources Director's Submittal of CIS Risk Management Job Analysis Grant Request
- b. RESOLUTION – Authorizing the City Manager to Enter Into an Agreement with Cascade Water Works Inc. for Installation of Equipment at Lacey Court Well
- c. Approval of May 2, 2016 Regular Session Minutes

Councilor Koho moved for approval of the Consent Calendar. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Ryan, Freeman, Herrera and Anderson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**COUNCIL
LIAISON
REPORTS**

Councilor Herrera reported on the Parks Advisory Board, League of Oregon Cities, and Leadership with Kennedy meetings and announced the Keizer Points of Interest Committee, Greater Gubser Neighborhood Association and the Career Technical Education Center Board meetings.

Councilor Parsons reported on the Planning Commission meeting and the Commissioner Breakfast.

Councilor Koho explained that he has missed many Council meetings due to health issues and for that reason felt obligated to resign effective July 1, 2016.

Councilor Ryan expressed gratitude to Councilor Koho and reported on the Keizer Art Association mural, Iris Festival, Heritage Center Greeter and B-Fit Ribbon Cutting events, and the Commissioners Breakfast.

Councilor Anderson expressed gratitude to Councilor Koho and reported on the Mayor's Prayer Breakfast, reviewed things he learned at the League of Oregon Cities meeting, and praised McNary Wind Ensemble noting that Salem-Keizer has an outstanding music program.

Councilor Freeman reported on the West Keizer Neighborhood Association meeting and Coffee with Cathy. She announced upcoming Affordable Housing and Volunteer Coordinating Committee meetings and vacancies in City committees.

Youth Councilor Siri Scales indicated that since she is a Junior she would apply for the vacant Youth Councilor position. She announced upcoming

McNary events including 'Spring Fling', elections and graduation.

Mayor Clark thanked all who participated in the Budget Committee proceedings. She announced that two members of Council will be out of town for the June 6 meeting which is when the Budget Public Hearing is scheduled and asked if it could be continued to June 13. Mr. Johnson suggested that anyone wishing to testify could be asked to hold their testimony until June 13 or absentees could view the June 6 Council meeting tape before the June 13 meeting.

Mayor Clark continued her report highlighting recent events including Keizer Heritage Board meeting, Keizer Art Association Annual Tea, and an explanation of the recent Keizer Village fundraiser 'Free Comic Day' benefiting the food bank and Doernbecher. Upcoming events included: Keizer Turnaround Awards, Salem-Keizer Coalition for Equality Luncheon, Iris Festival, and Salem-Keizer Area Transportation Study. She reminded citizens of the 24-hour drop box for election ballots in the Keizer Civic Center parking lot and congratulated Craig Murphy from Keizer Times on his new position and thanked him for his years of service to the community.

OTHER BUSINESS

City Manager Chris Eppley expressed appreciation to Councilor Koho for his time and volunteerism.

Chief Teague reviewed parade related road closures. He noted that there was a shooting this weekend and explained that there has been a common denominator to all the recent shootings: if one lives a high risk lifestyle these things happen. If one is not living that way, then there is no risk in this very safe community.

Public Works Director Bill Lawyer explained that the Roundabout is on schedule, Verda/Chemawa intersection will be closed June 15 to September 2. He also reviewed various projects underway in the city.

Community Development Director Nate Brown announced that Commissioner Carlson and Richard Walsh will be the presenting team for the Big Toy Grant; work is being done on the Power Point. Presentation is at 4 p.m. on June 1 at the Red Lion in Salem.

WRITTEN COMMUNICATIONS None

AGENDA INPUT

June 6, 2016

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

June 13, 2016

5:30 p.m. – Executive Session

6:15 p.m. – Executive Session

7:00 p.m. – Special Council Meeting

June 20, 2016

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

ADJOURNMENT Mayor Clark adjourned the meeting at 8:15 pm.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Bruce Anderson

Minutes approved:_____