

CITY COUNCIL AGENDA PACKET

MONDAY, MAY 20, 2002

- 6:00 P.M. EXECUTIVE
SESSION
- 6:30 P.M. URBAN
RENEWAL AGENCY
- 7:00 P.M. CITY COUNCIL
REGULAR SESSION

*Please contact Chris Eppley, City Manager if
you have any questions or need additional
information regarding any of the staff
reports or issues contained on the agenda.
Thanks!!*

FAXED
614021



URBAN RENEWAL AGENCY MEETING

NOTICE is hereby given that the Urban Renewal Agency of the City of Keizer will hold a meeting on **Monday, May 20th, 2002 at 6:30 p.m.** The Agency will make an appointment to the Keizer Urban Renewal Board.

The meeting will be held at Keizer City Hall, Robert L. Simony Council Chamber, 930 Chemawa Road NE, Keizer, Oregon.

Questions regarding this session may be directed to Chris Eppley, City Manager at 390-3700.

Dated this 15th day of May, 2002.

Tracy L. Davis, CMC
City Recorder

Notice for Information Purposes Only.

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



NOTICE is hereby given that the City Council of the City of Keizer will meet in executive session on **Monday, May 20th, 2002 at 6:00 p.m.** The executive session is being held pursuant to ORS 192.660(1)(h) – Litigation.

The Executive Session will be held at Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon.

Questions regarding this session may be directed to Chris Eppley, City Manager at 390-3700, extension 102.

Dated this 15th, day of May, 2002.

Tracy L. Davis, CMC
City Recorder

Notice for Information Purposes Only.

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

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
EXECUTIVE SESSION

Monday, May 20, 2002

6:00 p.m.

Keizer City Hall

Keizer, Oregon 97303

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. Pursuant to ORS 192.660(1)(h) (Litigation)**
- 4. ADJOURN**

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

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances the media also. The governing body is not allowed to take any final action or make any final decisions during the executive sessions. Any final action or decision must be made after returning or at the next regularly scheduled meeting.

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

A G E N D A
URBAN RENEWAL AGENCY
OF THE CITY OF KEIZER

Monday, May 20, 2002

6:30 p.m.

**Robert L. Simon Council Chambers
Keizer, Oregon**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

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

4. PUBLIC HEARING

5. ADMINISTRATIVE ACTION

a. Keizer Urban Renewal Board Appointment

6. CONSENT CALENDAR

a. Approval of Urban Renewal Agency Minutes of April 15, 2002

7. OTHER BUSINESS

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

8. ADJOURN

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at (503) 390-3700 at least two working days (48 hours) in advance.



URBAN RENEWAL AGENCY BOARD

May 20, 2002

AGENDA ITEM 5a

KEIZER URBAN RENEWAL BOARD APPOINTMENT

URBAN RENEWAL AGENCY MEETING : May 20, 2002

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

Tracy

SUBJECT: KEIZER URBAN RENEWAL BOARD APPOINTMENT

ISSUE:

In April, Michel Gaynor was appointed to the Keizer City Council to fill the vacancy created by the resignation of Ray Kelly. Mr. Gaynor was serving a three-year term on the Keizer Urban Renewal Board.

At the May 2, 2002 meeting of the Volunteer Coordinating Committee five applications were reviewed and discussed. The Committee unanimously recommended the appointment of Gregory McLeod to fill the vacancy on the Keizer Urban Renewal Board.

Mr. McLeod will complete Mr. Gaynor's term, which expires on February 1, 2003. Mr. McLeod's application is attached.

In addition, Mr. McLeod has been invited to attend this meeting to be introduced to the Agency and to be presented with a Proclamation.

RECOMMENDATION:

It is recommended the agency accept the recommendation of the Volunteer Coordinating Committee and appoint Gregory McLeod to fill the vacancy on the Keizer Urban Renewal Board.



CITY OF KEIZER

VOLUNTEER APPLICATION FORM

NAME GREGORY A. McLEOD DATE 4-28-02
ADDRESS 1209 BENTGRASS CT NE
PHONE NUMBER: DAY 503-849-9238 EVENINGS 503-390 8034

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

I Believe in KEIZER's IDEAL OF Volunteerism. I have been on two
Boards/Commissions for Keizer: CDG Project Finance and TRAFFIC SAFETY.

I WANT TO HELP DEVELOP/REVITALIZE KEIZER. I HAVE 29 YRS. OF
CONSTRUCTION/PROJECT Management Experience.

Number of hours per week you can volunteer:

4-8

Day or days of week available:

Any

Time of Day available:

5pm to 7 M-F

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED
IN VOLUNTEERING FOR:

BUDGET COMMITTEE _____

PLANNING COMMISSION _____

PARKS ADVISORY BOARD _____

VOLUNTEER COORDINATING COMM _____

TRAFFIC SAFETY COMMISSION _____

KEIZER URBAN RENEWAL BOARD ☒ _____

BICYCLE SAFETY COMMITTEE _____

COMMUNITY POLICING COMMITTEE _____

CLERICAL DUTIES _____

SPECIAL PROJECT TASK FORCE _____

(PLEASE INDICATE AREA OF INTEREST)

EDUCATION BACKGROUND

High School

McClary

Graduate or GED

YES - GRAD

College

Clackamas Comm/CC (WOSC)

Degree

A/O

(OVER)

PERSONAL REFERENCE

Name KIM GIROUARD

Telephone 393 3633

Address KEIZER Vet. Clinic

CURRENT PLACE OF EMPLOYMENT

Employer's Name E.C. Company

Employer's Address and Telephone PO Box 925 ALBANY OR 541 926 4266

Your Position Superintendent

May we contact you at work? YES

PREVIOUS VOLUNTEER EXPERIENCE

Represent Keizer on COG. Project Finance / TRAF. SAFETY ^{KEIZER}
(Volunteer Agency) _{COM}

Address _____ Telephone _____

Supervisor _____ Duties _____

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

Gregory A. McLeod
Signature of Applicant

4-28-02
Date

PLEASE RETURN COMPLETED APPLICATION TO:
CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)
KEIZER, OREGON 97307-1000

City of Keizer, Oregon



Proclamation

WHEREAS, the Mayor and City Council for the City of Keizer recognizes that volunteer effort is an extremely important asset to the community, and

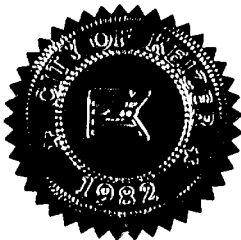
WHEREAS, the Mayor and City Councilors wish to make known their gratitude and appreciation for those who give of themselves in fulfilling their public duty and promoting a better community through their actions,

NOW THEREFORE, BE IT PROCLAIMED *by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session that*

Greg A. McLeod

is appointed to serve his community as a member of the Keizer Urban Renewal Board as of May, 2002. Let it also be known that the governing body of the City of Keizer does hereby give its heartfelt thanks and appreciation for his dedication and commitment to the community in volunteering his time and energy to the betterment of Keizer.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 20th day of May, 2002.*



Signed:

Lore Christopher

Lore Christopher, Mayor

Date



URBAN RENEWAL AGENCY BOARD

May 20, 2002

AGENDA ITEM 6a

**APPROVAL OF URBAN RENEWAL MEETING MINUTES OF
APRIL 15, 2002**

MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, April 15, 2002
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the regular meeting to order at 6:40 p.m. Roll Call was taken as follows:

Present:

Lore Christopher, Chair
Charles E. Lee
Jerry McGee
Jacque Moir
Judy Smith
Richard Walsh
Vacant position

Staff:

Chris Eppley, City Manager
Rob Kissler, Public Works Director
Dianne Hunt, Human Resources Officer
Marc Adams, Chief of Police
Shannon Johnson, City Attorney
Tracy Davis, City Recorder

**PUBLIC
TESTIMONY**

No public testimony was heard before the Agency.

PUBLIC HEARING

No public hearing was brought before the Agency.

**ADMINISTRATIVE
ACTION**

**a. Keizer Urban Renewal
Board Appointments**

City Manager Eppley reported that in February 2002 the terms of Rick Curry and Tom Wood expired on the Board. Mr. Curry had completed two three-year terms on the Board and was not eligible for reappointment. Mr. Wood had completed one full three-year term and was eligible and had requested reappointment to the Board.

The Volunteer Coordinating Committee reviewed applications at their last meeting and unanimously recommended the reappointment of Tom Wood and the

appointment of Stuart Crosby to the Urban Renewal Board.

It was suggested that the recommendations of the Volunteer Coordinating Committee be accepted.

Jacque Moir moved to accept the recommendations of the Volunteer Coordinating Committee and reappointment Tom Wood and appoint Stuart Crosby to fill the vacancies on the Keizer Urban Renewal Board. Jerry McGee seconded the motion.

The motion passed as follows:

AYES: Christopher, Lee, McGee, Moir, Smith and Walsh
(6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

- a. **Approval of the March 18, 2002 Urban Renewal Agency Minutes**

Jacque Moir moved to approve the Consent Calendar.
Judy Smith seconded the motion.

The motion passed as follows:

AYES: Christopher, Lee, McGee, Moir, Smith and Walsh
(6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

OTHER BUSINESS

No other business was brought before the Urban Renewal Agency.

ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

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

REGULAR SESSION

Monday May 20, 2002

7:00 p.m.

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

1. CALL TO ORDER

2. ROLL CALL

3. 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.

4. COMMITTEE REPORTS

- a. Oath to Keizer Reserve Officers Craig Kistler and Rich Cummings
- b. Proclamation – Appreciation for Service – Former Councilor Ray Kelly
- c. Proclamation – Mark Atwood and Cathy Clark/Budget Committee Members
- d. Claggett Creek Watershed Presentation
- e. Council Liaison Reports
 - Bikeways Committee – Councilor Smith
 - Mid Willamette Valley Area Commission on Transportation (MWACT) – Councilor Smith
 - Planning Commission – Councilor Moir
 - Community Policing Committee – Mayor Christopher

5. OTHER BUSINESS

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

- a. New Business
- b. Old Business

6. PUBLIC HEARINGS

- a. Chemawa Activity Center/Keizer Station Plan – Text Amendment/Comprehensive Plan Change/Zone Change Case No. 01-50 (cont from May 6, 2002)

7. **ADMINISTRATIVE ACTION**

8. **CONSENT CALENDAR**

- a. **RESOLUTION** – Authorizing the City Manager to Enter Agreement with Valley Credit Services for Collection Services
- b. **RESOLUTION** – Authorizing City Manager to Award Bid to R.L. Houck Construction for 2002 Street Resurfacing

9. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications.

10. **AGENDA INPUT**

May 23, 2002

5:30 p.m. Special City Council Session (Keizer Heritage Center)

- SKAPAC Meeting with Salem City Council/Marion County Commission/Polk County Commission – Chemawa Activity Center/Keizer Station Plan

June 3, 2002

6:30 p.m. Urban Renewal Agency Meeting

- 2002-2003 City of Keizer Budget Public Hearing and Adoption of Budget

7:00 p.m. City Council Regular Session

- 2002-2003 City of Keizer Budget Public Hearing and Adoption of Budget
- Housing Consortium Intergovernmental Agreement

June 10, 2002

5:30 p.m. City Council Work Session

- Marion County Juvenile Facility Tour

June 17, 2002

7:00 p.m. City Council Regular Session

11. **ADJOURN**

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



May 20, 2002

AGENDA ITEM 4a

OATH – KEIZER RESERVE OFFICERS

COUNCIL MEETING: May 20, 2002

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

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

**FROM: SGT. LANCE INMAN
KEIZER POLICE DEPARTMENT**

SUBJECT: SWEARING IN OF KEIZER RESERVE OFFICERS

Shannon Johnson, Keizer City Attorney will issue the oath of office to Reserve Officers Craig Kistler and Richard Cummings. Here is a brief biography of each of the new Reserve Officers.

Craig Kistler:

30 years of age. Married to wife Jennifer and has 17 month son. BS degree from Western Oregon University. Wahkiakum (pronounced WA-KY-AH-KUM) Co. Sheriff's Office in Washington for 5 years (corrections deputy, dispatcher). 2 years full-time deputy sheriff same agency before moving down to Oregon. Works at Medallion Cabinets in Shipping.

Richard Cummings:

34 years of age. Married to wife Trisha and has 2 kids, ages 4 and 6. Keizer resident since 1988. Keizer reserve officer from 1990 to 1995. Left to commit to self-employment opportunity. General manager at Oak Knoll golf course.

Please help welcome these individuals to the Keizer Police Reserve Program.



May 20, 2002

AGENDA ITEM 4b

PROCLAMATION – FORMER COUNCILOR RAY KELLY

City of Keizer, Oregon



Proclamation

WHEREAS, the Mayor and City Council for the City of Keizer recognizes that volunteer effort is an extremely important asset to the community, and

WHEREAS, the Mayor and City Councilors wish to make known their gratitude and appreciation for those who give of themselves in fulfilling their public duty and promoting a better community through their actions,

NOW THEREFORE, BE IT PROCLAIMED *by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session that*

Ray Kelly

has served his community with pride and distinction as a duly elected City Councilor from November, 2000 to February, 2002. Let it also be known that the governing body and the Citizens of the City of Keizer do hereby give their heartfelt thanks and appreciation for his hard work and efforts in volunteering his time and energy to the betterment of Keizer.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 20th day of May, 2002.*



Signed

Lore Christopher 5/14/02

Lore Christopher, Mayor

Date



May 20, 2002

AGENDA ITEM 4C

**PROCLAMATION – NEWLY APPOINTED BUDGET COMMITTEE
MEMBERS – ATWOOD AND CLARK**

City of Keizer, Oregon



Proclamation

WHEREAS, the Mayor and City Council for the City of Keizer recognizes that volunteer effort is an extremely important asset to the community, and

WHEREAS, the Mayor and City Councilors wish to make known their gratitude and appreciation for those who give of themselves in fulfilling their public duty and promoting a better community through their actions,

NOW THEREFORE, BE IT PROCLAIMED by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session that

Mark Atwood

is appointed to serve his community as a member of the Budget Committee as of May, 2002. Let it also be known that the governing body of the City of Keizer does hereby give its heartfelt thanks and appreciation for his dedication and commitment to the community in volunteering his time and energy to the betterment of Keizer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 20th day of May, 2002.



Signed:

Lore Christopher 5/14/02

Lore Christopher, Mayor

Date

City of Keizer, Oregon



Proclamation

WHEREAS, *the Mayor and City Council for the City of Keizer recognizes that volunteer effort is an extremely important asset to the community, and*

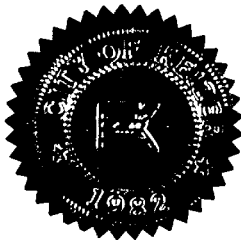
WHEREAS, *the Mayor and City Councilors wish to make known their gratitude and appreciation for those who give of themselves in fulfilling their public duty and promoting a better community through their actions,*

NOW THEREFORE, BE IT PROCLAIMED by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session that

Cathy Clark

is appointed to serve her community as a member of the Budget Committee as of April, 2002. Let it also be known that the governing body of the City of Keizer does hereby give its heartfelt thanks and appreciation for her dedication and commitment to the community in volunteering her time and energy to the betterment of Keizer.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 20th day of May, 2002.*



Signed:

Lore Christopher 5/14/02
Lore Christopher, Mayor Date



May 20, 2002

AGENDA ITEM 6a

CHEMAWA ACTIVITY CENTER/KEIZER STATION PLAN – TEXT
AMENDMENT/COMP PLAN CHANGE/ZONE CHANGE CASE NO. 01-50

To: Mayor Christopher and City Council

From: Maria Meier, Planning Director *mm*

Date: May 16, 2002

Re: Text Amendment/Comprehensive Plan Amendment/Zone Change
Case No. 01-50; Amendment to Chemawa Activity Center Plan –
Proposed Keizer Station Plan

On May 6, 2002, the Keizer City Council opened the public hearing for Text Amendment/Comprehensive Plan Amendment/Zone Change Case No. 01-50; Amendment to Chemawa Activity Center Plan – Proposed Keizer Station Plan. Additional testimony may be received and continued to a date certain as defined by Council.



May 20, 2002

AGENDA ITEM 8a

**RESOLUTION - AUTHORIZING THE CITY MANAGER TO ENTER
AGREEMENT WITH VALLEY CREDIT SERVICES FOR COLLECTION
SERVICES**

COUNCIL MEETING: May 20, 2002

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

Tracy

SUBJECT: CITY OF KEIZER COLLECTIONS

BACKGROUND:

In early 1997, the Council identified a need to pursue collections of delinquent traffic fines owing to the City of Keizer. It was determined the assistance of a professional collection agency would be needed due to the limited staff available to follow up on these cases. It was also determined that this agency could assist in collecting other monies owing to the City, such as delinquent water/sewer accounts. Proposals were received from several agencies and an agreement was entered into with Nationwide Recovery Service. The term of this agreement has now expired.

ISSUE:

In February, a request for proposals was distributed and two proposals were received. A subcommittee consisting of a Utility Billing Clerk, Court Clerk, and the City Recorder interviewed each of the agencies and visited their operation. The subcommittee unanimously agreed that Valley Credit Service of Salem would be the best candidate to pursue collections for the City of Keizer. An agreement was drafted by the City and has now been signed by Valley Credit Service. The commission rate is set at 25% for any accounts collected after 30 days of assignment. The rate will increase to 35% if the accounts are referred to American Collections Association, however prior to forwarding the account to this out of state agency, Valley Credit must receive authorization from the City.

The Keizer Municipal Court will implement a 25% collection cost (as allowed by ORS) to each case being forwarded to Valley Credit Service. This collection cost should offset the commission charged by the agency.

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution authorizing the City Manager to enter an agreement with Valley Credit Service for collection services for the City of Keizer.

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CONTRACT FOR COLLECTION AGENCY SERVICES

PARTIES: City of Keizer, an Oregon
municipal corporation (hereinafter "City")
Valley Credit Service (hereinafter "Agency")

RECITALS:

A. On or about January 25, 2002, the City issued its request for proposals to provide collection services for debts owing to the City, including, but not limited to municipal court fines and public utility bills.

B. After a thorough review of the submitted proposals, the City Manager recommended Agency to the City Council. Based on such recommendation, the City Council has authorized the City Manager to enter into this Contract.

Now therefore, for good and valuable consideration as set forth herein, the parties agree as follows:

AGREEMENT:

1. **TERM.** The term of this contract shall be for three (3) years, unless terminated previously pursuant to Section 18.

2. **COLLECTION EFFORTS.** The Agency shall exercise its best, prudent and lawful efforts to secure collections on all accounts, small as well as large accounts, referred by the City of Keizer. All collection activities shall be in compliance with all Federal and State laws including those set forth in Section 8 below. The Agency shall not initiate any legal action against debtors without the City's prior written authorization.

The City firmly believes in a positive approach in dealing with debtors. The Agency shall not use tactics which may be interpreted as harassment or as demeaning or which may reflect poorly on the City's efforts. The City will review and disallow any collection enforcement procedures not considered consistent with the City's desires. However, this shall not be construed as the City making a judgment on the legality of methods employed by the Agency. The Agency shall be solely responsible for complying with all laws regulating collection enforcement methods.

3. **RECORDS.** The Agency shall maintain a complete accounting of each account referred by the City, including a detailed account of all collection efforts or actions taken. These shall remain on file for a period of no less than six (6) years after termination of collection actions on each account.

4. **ACCOUNT REFERRALS/METHODS.** The City shall assign accounts to the Agency at such times and in such numbers and ratios as the City determines. The City shall provide the name of the responsible party, the last known address, citation or account number, balance due, and any other pertinent information in regards to the account.

5. **CONFIDENTIALITY.** The Agency shall maintain confidential all documents and information provided to the Agency by the City of Keizer, except as to disclosure required by Federal and State laws and regulations.

6. **REMITTANCE AND REPORTING.** The Agency shall submit a report on a monthly basis regarding the status of each account referred, the specific action taken on each account during the month, the current balance owing, the amount collected during the month, and the age of the account since referral. The Agency shall advise the City on a daily basis of any account paid in full.

The Agency shall collect and deposit any payments from the debtors in the Agency's trust account no later than the next banking day after receipt by Agency, or in the case of a postdated check, on the next banking day following the date of the check. Any check shall be held only so long as to assure the check has been paid, but in any event not more than ten (10) days after receipt of the check by Agency. Agency shall be solely responsible for any refused or "charged back" checks and City shall not refund any amounts to Agency in such situation.

Once per week, the Agency shall make payment to the City of all sums collected within the previous seven (7) days. The City in turn will pay the Agency's commission to the Agency within fifteen (15) days of receiving Agency's invoice. Such commission shall be based on funds actually received by the City and shall be paid according to the following schedule:

0% commission on payments received within thirty (30) days from assignment
25% commission on payments received after thirty (30) days of assignment
35% commission on payments of accounts forwarded to American Collectors Association

Prior to an account being forwarded to American Collectors Association, the Agency will notify the City for authorization to proceed.

The above fee shall cover any and all costs incurred by Agency for the performance of comprehensive collection services. In no event shall a fee be charged for accounts not collected, nor shall a fee be charged for any accounts canceled by the City. The fee shall be paid by the City to the Agency whether debtor pays Agency or the City directly.

In specific situations where legal action was **authorized and pursued**, the Agency shall pay all costs connected with such legal action.

7. **REPORTING TO CREDIT BUREAU.** The Agency shall report all uncollectible accounts to a major credit bureau(s). Such reporting must be in accordance with all applicable Federal and Oregon State statutes, including, but not limited to, the Fair Debt Collection Practices Act, Federal Equal Credit Opportunity Act, Regulation Z, and the Consumer Credit Protection Act, as in effect or hereinafter amended.

8. **LEGAL REQUIREMENTS.** The Agency shall handle and process all accounts referred by the City in strict conformity with all applicable Federal and Oregon statutes/laws, including but not limited to:

- a) Oregon statutes enacted or hereinafter amended governing collection agencies and practices;
- b) Federal laws enacted or hereinafter amended governing collection agencies and practices, including but not limited to "Fair Debt Collection Practice Act" (15 U.S.C. 1692 et seq.) and all applicable laws and regulations of the United States Postal Service and Federal Trade Commission.

9. **AUDITS AND EVALUATIONS.** All records and documents shall be subject at all times to inspection, review, or audit by the City and/or State or Federal officials so authorized by law during the term of this Contract and for six (6) years after termination hereof.

The Agency shall provide right of access to its facilities, including those of any subagency, to the City, County or State and/or Federal agencies or officials at any reasonable times in order to monitor and evaluate the services provided. The City shall give advance notice, when possible, to the Agency in case fiscal audits are to be conducted.

The Agency agrees to cooperate with the City or its agent in the evaluation of the Agency's performance and to make available all information reasonably required by any such evaluation process.

10. **ASSIGNMENT/SUBCONTRACTING.** The Agency shall not assign or subcontract any portion of this Contract or transfer or assign any claim pursuant to this Contract.

11. **TIME PAYMENT AGREEMENTS.** The Agency may enter into time payment agreement with the debtor, however, the agreements must follow the payment arrangements as authorized by the City in writing.

12. **DISHONORED CHECKS.** The City expects the Agency to pursue full collection enforcement on NSF (non-sufficient funds) checks presented to it.

13. **NATURE OF REFERRAL.** The Agency will not have full rights to the accounts and shall only be able to pursue collections on behalf of the City. The City can recall any and all accounts at any time at its discretion. The City may exercise this right without any charge or penalty.

Upon termination of this Contract, all accounts (except legal action accounts which are those collection accounts where a suit has been filed against the debtor or a garnishment has been issued) will be returned to the City regardless of payments made on the accounts or arrangements made. Legal action accounts may be worked by the Agency for no more than one (1) year after termination, or at the City's option, the City may reimburse Agency its actual out-of-pocket expenses for court costs, service fees, and attorney fees and the account will be returned to the City.

14. **FIDELITY BOND.** The Agency shall produce a fidelity bond in the amount of not less than fifty thousand dollars (\$50,000.00). This bond shall not be a general bond and shall be exclusively for the purposes of this Contract with the City as the sole beneficiary.

15. **VOLUME.** The City may be utilizing the Agency to collect delinquent accounts for the municipal court, the finance department and other city departments.

It shall be the sole discretion of the City as to which accounts are turned over to the Agency. This Contract is not exclusive and the City reserves the right to assign claims to other agencies.

///

///

16. METHODS PURSUANT TO PROPOSAL. Agency understands and agrees that it was chosen based on its submitted proposal. The City has relied on the representations contained within such proposal. Agency agrees to give City thirty (30) days written notice before implementing material changes in its collection methods as set forth in its proposal. The Agency shall be solely responsible for complying with all laws regulating collection enforcement methods.

17. INDEMNITY. Agency agrees to defend and indemnify City for any and all claims of any nature brought against City for actions of Agency, its employees, agents or independent contractors. Such defense and indemnification obligations shall survive the termination of this Contract.

18. TERMINATION OF CONTRACT. This Contract may be terminated by either party by giving thirty (30) days written notice.

19. NOTICE. Any notices shall be given in writing by placing such notice in the United States Postal Service mail by certified mail, return receipt requested at the party's last known address. Notices are deemed effective upon mailing.

20. ATTORNEY FEES. In the event action is instituted to enforce any term of this Contract, the prevailing party shall recover from the losing party reasonable attorney fees incurred in such action as set by the trial court and, in the event of an appeal, as set by the appellate courts.

CITY

AGENCY

City of Keizer, an Oregon
municipal corporation

VALLEY CREDIT SERVICE

By: _____
Christopher C. Eppley, City Manager

By: _____

Dated: _____

Dated: _____



May 20, 2002

AGENDA ITEM 8b

RESOLUTION - AUTHORIZING THE CITY MANAGER TO ENTER
AGREEMENT R.L. HOUCK FOR 2002 STREET RESURFACING

COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS**

SUBJECT: ANNUAL STREET MAINTENANCE

BACKGROUND:

The City's Public Works Department Street Division has an annual street pavement maintenance program contracted through Marion County Public Works. As a part of that program, we have selected several neighborhood streets to be resurfaced with asphalt. These streets have deteriorated below the minimum standards for slurry seals. Asphalt resurfacing is the only effective repair to bring the selected streets back to a Pavement Condition Index of 100 percent.

The Public Works Department received and opened 5 bids on May 7, 2002. Marion County Public Works Staff has certified Roy L. Houck Construction as low bidder.

FISCAL IMPACT:

Funding for this project has been budgeted in the 01/02 street fund resurfacing line item.

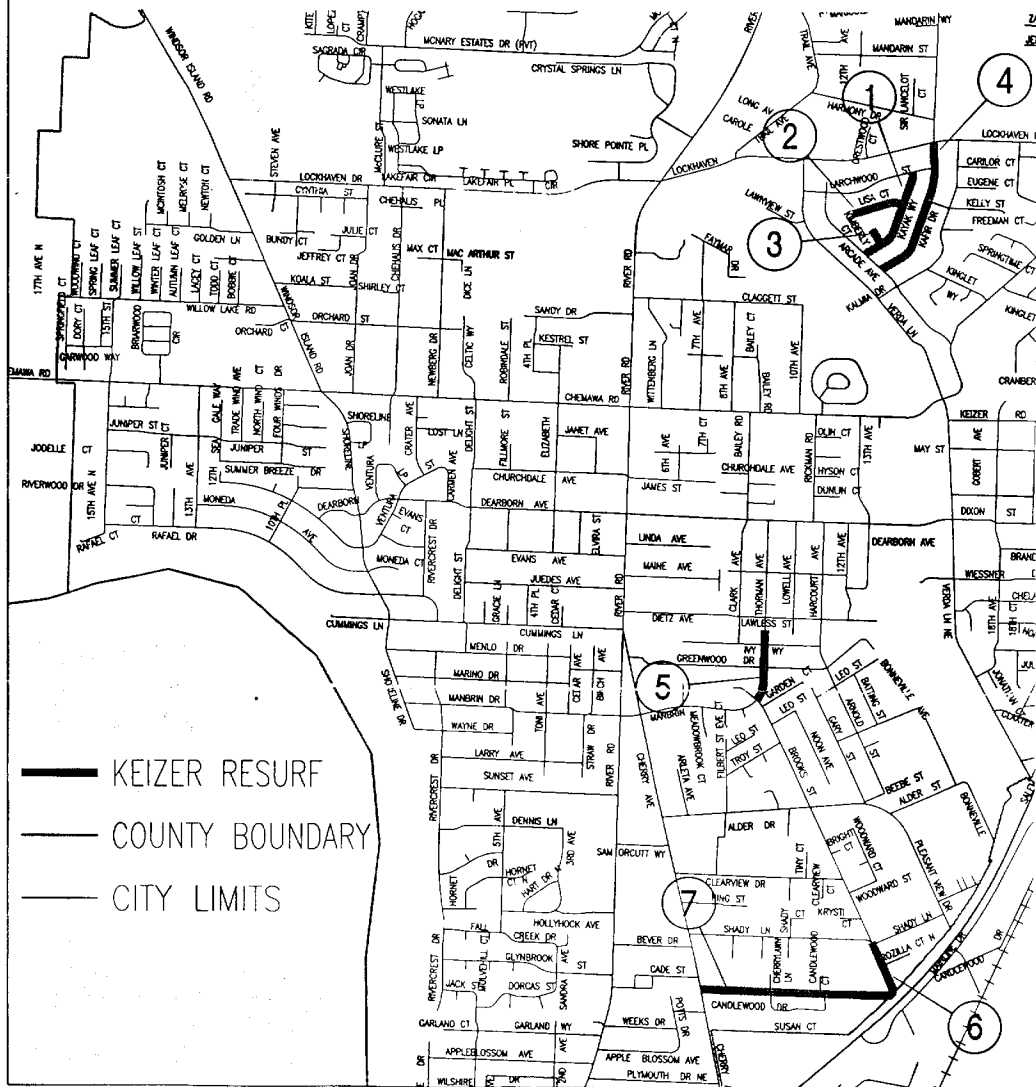
RECOMMENDATION:

It is recommended the Council adopt the attached Resolution directing staff to enter into an agreement with Roy L. Houck Construction Company through Marion County Public Works to resurface various city streets for a cost of \$ 105,712.55.

MARION COUNTY

2002 KEIZER OVERLAYS

CONTRACT #01-150



1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2002-_____

3 AUTHORIZING THE CITY MANAGER TO ENTER AN AGREEMENT FOR
4 STREET RESURFACING ON VARIOUS STREETS WITHIN THE CITY OF KEIZER

5
6 WHEREAS, the City of Keizer has an annual pavement management
7 maintenance program contracted through Marion County;

8 WHEREAS, as part of this program, several streets within various
9 neighborhoods in the City of Keizer have been selected to be resurfaced with
10 asphalt;

11 WHEREAS, Marion County has certified a bid to Roy L. Houck Construction
12 Company to apply the asphalt on these various streets at a cost of \$105,712.55. NOW
13 THEREFORE

14 BE IT RESOLVED by the City Council of the City of Keizer that the City
15 Manager is hereby authorized to enter into an agreement with Roy L. Houck
16 Construction through Marion County Public Works to asphalt various streets within
17 the City of Keizer for a cost of \$105,712.55.

18 PASSED this ____ day of _____, 2002.

19 SIGNED this ____ day of _____, 2002.

20
21 _____
22 Mayor

23
24 _____
25 City Recorder

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/COMMUNITY POLICING COMMITTEE
WORK SESSION

**Tuesday, May 28, 2002
5:30 p.m.**

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. RESOLUTION – Community Policing Committee**
- 4. ADJOURN**

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

The motion passed as follows:

AYES: Christopher, Lee, McGee, Moir, Smith and Walsh
(6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. RESOLUTION-
Community Policing
Committee Policy and
Guideline Amendments**

Chief Adams reported that on May 17, 1993 the Council adopted Resolution R93-636 forming the Community Policing Committee, which was repealed with the adoption of R97-995 to update and outline the values, charge, operating procedures and membership of the committee.

In an attempt to make the committee more efficient and effective the committee had been reviewing the resolution.

Staff recommended review and adoption of the resolution by the City Council.

Councilor McGee suggested amendments to Exhibit A, this included striking the word "safe" from page two under the paragraph entitled Empowerment and adding that these recommendations would be brought before the Council for review. He stressed the need for the committee to remain parallel with the other committees (i.e.: no voting representation by staff and keeping the appointment process for the members at large through the Volunteer Coordinating Committee)

Councilors Smith suggested that members of the committee are Keizer citizens, and on line 24 of the resolution that the wording "and citizens" is added.

Council President Moir recommended that the changes and comments be forwarded to the committee for clarification and input from the committee. She also requested that a member of the committee attend the Council meeting to answer questions.

Chief Adams indicated that it has been difficult to raise a quorum with the committee to enable them to address and vote on these types of issues.

Responding to questions Mayor Christopher indicated

that Sgt. Kuhns was currently working on a proposal to submit to IkeMedia regarding televising information pertaining to community policing.

After further discussion regarding the Main Community Policing Committee and the continuing problems with obtaining a quorum Councilor McGee suggested that this committee be dropped due to the lack of interest.

City Attorney Johnson advised for the purpose of any of the committees that if a quorum was not present that a meeting should not take place.

It was the consensus of the Council to forward the recommendations back to the Committee Policing Committee for review and comment.

**c. RESOLUTION-
Adoption of Housing and
Community Development
Action Plan**

Planning Director Maria Meier reported by resolution that the City was required to adopt the Housing and Community Development Action Plan on a yearly basis.

She supplied a history of the project with coordination with of the City of Salem for this funding.

It was recommended that the Council adopt the resolution adopting the Housing and Community Development FY 2002-2003 Action Plan.

Ms. Meier also noted the need to change the Keizer Neighborhood Association maps to enable recognition of the McNary/Inland Shores Neighborhood Association and the Country Glen Neighborhood Association.

Council President Moir moved to adopt the resolution Adopting the Housing and Community Development Action Plan One Year Use of Funds-Salem and Keizer 2002-2003. Councilor Smith seconded the motion.

Councilor McGee spoke in favor of the program.

The motion passed as follows:

AYES: Christopher, Lee, McGee, Moir, Smith and Walsh
(6)

NAYS: None (0)

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R02- ____

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

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

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

10 WHEREAS, the current Community Policing Committee is authorized to operate in
11 its current structure until January 1, 2005, NOW THEREFORE BE IT FURTHER
12 RESOLVED that the mission of the community policing committee is:

13
14 *The mission of the Keizer Community Policing Committee is to assist in*
15 *providing quality police services.*
16

17 BE IT FURTHER RESOLVED that the Community Policing Committee shall, in
18 cooperation and coordination with the departments, boards and committees of the City of
19 Keizer work to develop and improve community policing in Keizer;
20

21 BE IT FURTHER RESOLVED that the Community Policing Committee shall operate
22 using the guidelines and policies set forth in attachment "A" of this resolution.
23

24
25 PASSED this ____ April, 2002.

26
27 SIGNED this ____ April, 2002.
28

29
30 _____
31 Mayor
32

33
34 _____
35 City Recorder
36

Attachment "A" – Community Policing Guidelines & Policies

01.01 VALUES

The City of Keizer community Policing Committee will observe the following values;

Communication

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

Partnership

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

Problem Solving

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

Empowerment

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

Responsibility

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

Quality Service

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

The Community Policing Committee Chairperson, or his/her designee, shall on a quarterly basis advise the City Council regarding the progress of community policing efforts, report deficiencies and successes in community policing efforts and recommend steps necessary to further the mission and values of Community Policing.

The Community Policing Committee shall take appropriate action to establish and maintain an effective and productive partnership with the community; to mutually identify and address community concerns; to empower employees and engage citizens to cooperatively develop and maintain an expectation of respect and responsibility in our community; and to enhance the safety of the community and its citizens and officers.

The Community Policing Committee shall prioritize, develop and where appropriate, implement community policing programs.

1 The Community Policing Committee shall provide a forum for the community at
2 large regarding community policing issues. The committee will be responsible for
3 maintaining open communications with all parties represented by its members.

4
5 The Community Policing Committee shall also, at the direction of the City Council or
6 the request of the police department make recommendations regarding programs and
7 policies related to community policing.

8
9 The Community Policing Committee shall conduct itself in accordance with the
10 following structure and operating procedures.

11
12 **01.02 RULES OF OPERATION AND PROCEDURES**

13
14 The Keizer Community Policing Committee will operate according to Roberts
15 Rules of Order. It will make all formal decisions based on roll call vote once
16 a quorum has been established. A quorum shall consist of a majority (50%
17 plus One) of the current committee members.

18
19 **01.03 SELECTION OF MEMBERS**

20
21 The Main Community Policing Committee should consist of the following
22 members who shall be elected or appointed on a yearly basis during the
23 month of September:

- 24
25
- One representative appointed by each of the neighborhood
26 associations recognized by the Keizer City Council:
 - The chair, vice-chair or another designee of each District Community Policing
27 Committee
 - One Representative appointed by the Keizer Chamber of
28 Commerce
 - The Chief of Police or his designee
 - The Community Services Sergeant or his designee
 - A Representative appointed by the Keizer Police Officer's
29 Association from its membership
 - Three Representatives at-large: The above listed members shall
30 nominate individuals and select from a list to fill the at-large
31 positions. At-Large positions shall be drawn from areas of the
32 community other than those listed above.
- 33
34
35
36
37
38
39

40 **01.04 REMOVAL OF MEMBERS**

41
42 The Keizer Community Policing Committee may vote to remove a member if
43 the member is absent from three or more consecutive meetings.
44

1
2 **01.05 OFFICERS**
3

4 Once the Committee has been established the Committee will elect a Chair
5 and Vice-Chair.
6

7 **01.06 ELECTIONS**
8

9 The Chair and Vice-Chair shall be elected from the membership of the
10 Community Policing Committee at the first meeting in September.
11 Nominations shall be submitted by standing members to the Community
12 Policing Committee either in advance of, or at the meeting during which the
13 elections will take place. Each nominee shall be allowed five minutes to state
14 his or her reason for accepting or declining the nomination.
15

16 **01.07 VOTING**
17

18 The Chair and Vice-Chair shall be elected by a majority vote of members
19 present once a quorum has been established. The liaison appointed to this
20 committee by the City Council shall not vote on any matters. The Chief of
21 Police and Community Services Sergeant shall not be elected Chair or Vice-
22 Chair. The Community Services Sergeant shall administer the vote. The
23 vote shall be tallied by a roll call vote, with each member indicating their
24 choice for Chair and Vice-Chair from the list of nominees. A separate vote
25 will be taken for each position with the election for Chair to be held first.
26

27 **01.08 VACANCIES**
28

29 Should the position of Chair or Vice-Chair become vacant during the course
30 of the year a special election shall be held at the next meeting of the
31 committee following the date of the vacancy. The election shall be held in
32 the manner specified above.
33

34 **01.09 SUBCOMMITTEE STRUCTURE**
35

36 The Community Policing Committee may organize subcommittees and task
37 forces, as it deems necessary to carry out its purpose.
38

1
2 **01.10** **COMMUNITY POLICING ANNUAL REPORT AND YEARLY**
3 **COMMUNITY WIDE GOAL SETTING FORUM**
4

5 The Community Policing Committee will develop an Annual Report in
6 January of each year. The report shall consist of a strategic plan, identifying
7 the goals for the next year and a review of community policing progress on
8 strategic goals from the previous year.
9

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

DRAFT RESOLUTION REVISION 1

SECTION 1 CREATION OF THE COMMUNITY POLICING ADVISORY COMMITTEE

WHEREAS THE CITY COUNCIL OF KEIZER HAS ESTABLISHED A COMMUNITY POLICING PROGRAM WITH DEFINED VALUES OR PRINCIPALS (ATTACHMENT A) AND

WHEREAS, THE CITY COUNCIL HAS CONTINUED IT'S COMMITMENT TOWARDS IMPROVING THE COMMUNITY POLICING PROGRAM IN THE CITY OF KEIZER,

NOW THEREFORE BE IT RESOLVED THE CREATION OF A REVISED COMMUNITY POLICING ADVISORY COMMITTEE. THE PURPOSE OF THIS COMMITTEE IS TO MONITOR THE IMPLEMENTATION OF THE CITY COUNCIL'S PROGRAM AND VALUES WHILE WORKING WITH THE POLICE DEPARTMENT.

BE IT FURTHER RESOLVED THAT RESOLUTION R97-980 IS HEREBY REPEALED IN ITS ENTIRETY.

SECTION 2 COMPOSITION AND APPOINTMENTS

a) VOTING MEMBERS: THE COMMUNITY POLICING ADVISORY COMMITTEE SHALL CONSIST OF 16 VOTING MEMBERS. 12 MEMBERS SHALL BE SELECTED BY THE KEIZER VOLUNTEER COMMITTEE. THREE MEMBERS WILL BE SELECTED FOR EACH OF THE 3 POLICE DISTRICTS AND THREE MEMBERS AT LARGE. THE CHAIRPERSON FROM EACH POLICE DISTRICT AND ONE MEMBER APPOINTED BY THE CHAMBER OF COMMERCE WILL ALSO SERVE ON THE COMMITTEE.

b).NON-VOTING MEMBERS: THE NON-VOTING MEMBERSHIP SHALL CONSIST OF 3 MEMBERS. TWO NON-VOTING MEMBERS MAY BE APPOINTED BY THE CITY MANAGER AND A NON-VOTING KEIZER CITY COUNCIL LIAISON MEMBER

SECTION 3 TERM OF OFFICE

a) THE TERM OF OFFICE OF THE MEMBERS SHALL BE AS FOLLOWS: EACH MEMBER WILL SERVE FOR A MINIMUM OF 2 YEARS. DURING THE INITIAL SELECTION, CANDIDATE WILL BE ASKED TO APPLY FOR 2 OR 3 YEARS TERMS. SIX MEMBERS WILL BE SELECTED FOR A 3 YEAR TERM. AT THE END OF THE INITIAL 2 YEARS, MEMBERS WILL BE SELECTED FOR A THREE YEAR TERM

b) MEMBERS MAY REAPPLY AT THE END OF THEIR TERM

c) ANY VACANCIES WILL BE FILLED BY THE KEIZER VOLUNTEER COMMITTEE, THE POLICE DISTRICTS AND THE CHAMBER OF COMMERCE AS NEEDED.

d) THE COMMITTEE MAY VOTE TO REMOVE A MEMBER IF THE MEMBER IS ABSENT FROM THREE OR MORE CONSECUTIVE MEETINGS

SECTION 4 ORGANIZATION OF THE COMMITTEE

a) A CHAIRPERSON AND VICE-CHAIRPERSON WILL BE ELECTED BY MAJORITY VOTE OF THE CURRENT MEMBERS OF THE COMMITTEE DURING EACH CALENDAR YEAR. NOMINATIONS AND VOTING FOR OFFICERS WILL BE HELD AT A REGULAR MEETING DESIGNATED BY THE COMMITTEE. SHOULD THE POSITION OF CHAIRPERSON BECOME VACANT, THE VICE-CHAIR SHALL ASSUME THE POSITION OF CHAIR. A SPECIAL ELECTION SHALL BE HELD DURING THE NEXT REGULAR MEETING OF THE ADVISORY

COMMITTEE FOR THE POSITION OF VICE-CHAIR. A NON-VOTING REPRESENTATIVE FROM THE POLICE DEPARTMENT WILL SERVE AS SECRETARY AND WILL RECORD AND PUBLISH MINUTES OF COMMITTEE MEETINGS.

b) THE COMMITTEE SHALL MEET AT LEAST ONCE EVERY 2 MONTHS AT A TIME AND DATE ESTABLISHED BY THE COMMITTEE. ADDITIONAL MEETINGS MAY BE CALLED AS NEEDED OR DESIRED. ALL MEETING SHALL BE OPEN TO THE PUBLIC AND COMPLY WITH THE PUBLIC MEETING LAWS OF THER STATE OF OREGON.

c) THE COMMITTEE SHALL OPERATE ACCORDING TO ROBERT'S RULES OF ORDER. ALL FORMAL DECISIONS WILL BE MADE BY MAJORITY VOTE AFTER A QUORUM HAS BEEN ESTABLISHED. A QUORUM SHALL CONSIST OF 50% PLUS ONE OF THE CURRENT VOTING COMMITTEE MEMBERS.

SECTION 5 DUTIES AND RESPONSIBILITIES

IT SHALL BE THE FUNCTION OF THE COMMUNITY POLICING ADVISORY COMMITTEE TO ADVISE THE CITY COUNCIL ON THE IMPLEMENTATION OF THE COUNCIL'S STATED VALUES. TO THAT END THE ADVISORY COMMITTEE SHALL

a) PREPARE AND PRESENT A REPORT ON ACHIEVEMENTS TO THE COUNCIL EVERY 4 MONTHS

b) PREPARE AND PRESENT AN ANNUAL REPORT TO THE COUNCIL

c) DEVELOP AND PRIORITIZE COMMUNITY POLICING GOALS AND OBJECTIVES

d) CONDUCT AT LEAST ONE COMMUNITY-WIDE OPEN FORUM MEETING EACH YEAR

e) CONDUCT POLICE DISTRICT MEETINGS

f) PROVIDE FEEDBACK TO POLICE ON ISSUES

g) PROVIDE A FORUM FOR POLICE TO INFORM CITIZENS ON ISSUES.

h) ASSIST POLICE IN CONDUCTING COMMUNITY POLICING EVENTS

i) ANALYZE POLICE BUDGETS AS IT RELATES TO COMMUNITY POLICING

j) MAKE RECOMMENDATIONS TO CITY BUDGET COMMITTEE ON POLICE BUDGET

k) MAKE RECOMMENDATION TO THE CITY COUNCIL ON NEEDED RESOLUTIONS

l) ORGANIZE SUBCOMMITTEES AND TASK GROUPS AS NEEDED

WHAT IS THE EXPECTATIONS OF THE CITY COUNCIL WITH REGARDS TO A COMMUNITY POLICING PROGRAM?

WHAT IS THE FUNCTION OF THE COMMUNITY POLICING ADVISORY COMMITTEE???

THE CITY COUNCIL HAS STATED VALUES (OR PRINCIPALS) THAT THE POLICE DEPARTMENT IS TO APPLY IN CONDUCTING ITS NORMAL FUNCTIONS.
(THE VALUES THAT HAVE BEEN PUBLISHED ARE FOR THE POLICE DEPARTMENT AND NOT THE COMMITTEE.) THE ADVISORY COMMITTEE IS TO OBSERVE THE VALUES.

DOES THE COUNCIL WANT THE COMMUNITY POLICING ADVISORY COMMITTEE TO MONITOR AND WORK WITH THE POLICE DEPARTMENT TO ENSURE THE VALUES ARE PRACTICED OR IS THIS THE JOB OF THE CITY MANAGER?
DOES THE COUNCIL WANT THE COMMITTEE TO PARTNER WITH THE POLICE ON AN EQUAL BASIS? DOES THE POLICE HAVE VOTES ON ALL DECISIONS OR DOES IT PROVIDE INPUT.

FOR INSTANCES, THE COMMITTEE WOULD LIKE TO HAVE A COP TALK NEWS LETTER TO PROMOTE ATTENDANCE AT DISTRICT MEETINGS BUT THE CHIEF SAYS NO BECAUSE THAT IS NOT THEIR PRIORITY AND THEY DON'T HAVE THE TIME NOR RESOURCES?
DOES THE ADVISORY COMMITTEE REPORT BACK TO THE COUNCIL THAT COMMUNICATION IS NOT A HIGH PRIORITY WITH THE POLICE?

ANOTHER EXAMPLE:

THE ADVISORY COMMITTEE DRAFTS A RESOLUTION BUT THE POLICE DEPARTMENT SAYS THEY DON'T WANT TO ENFORCE IT. ("THE SKATE HELMET ORDINANCE") DOES THE COMMITTEE STILL BRING IT TO THE COUNCIL?

THE POLICE DEPARTMENT COMPLAINED AT THE JOINT POLICE DISTRICT MEETING THAT THEY NEEDED A FALSE ALARM ORDINANCE. THEY EXPLAINED 2 OFFICERS HAD TO RESPOND TO FALSE ALARMS AND THAT THIS WAS A HUGE PROBLEM.
THE DEPARTMENT WANTED A FALSE ALARM ORDINANCE AND THEY GOT IT. AFTER THE ORDINANCE WAS PASSED THE CHIEF COMPLAINED IT WAS DIFFICULT TO ADMINISTER.

IT APPEARS DISTRICT ONE HAS MORE PROBLEMS AND HAS NEED FOR MORE ORDINANCES AND CODES. THEY HAVE DONE SOME GREAT WORK AND ARE THE LEADERS.

01.01 VALUES

The City of Keizer community Policing Committee will observe the following values:

Communication

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

Partnership

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

Problem Solving

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

Empowerment

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

Responsibility

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

Quality Service

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



MEETING NOTICE
KEIZER CITY COUNCIL/KEIZER
COMMUNITY POLICING COMMITTEE

FAKED
5/21/02
KT & SJ

NOTICE OF WORK SESSION

The Keizer City Council and the Keizer Community Policing Committee will meet for a work session on **Tuesday, May 28, 2002 at 5:30 p.m.** This meeting will be held in the Robert L. Simon Council Chambers, Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon. The agenda for this meeting will include discussion on revisions to the Community Policing Committee charge and guidelines.

This location is accessible to the disabled. Please contact City Hall if special arrangements are necessary. Questions regarding this meeting may be directed to Chris Eppley, City Manager at (503) 390-3700, ext. 102.

DATED this 20th day of May, 2002.

Tracy L. Davis, CMC
City Recorder

NOTICE FOR INFORMATIONAL PURPOSES ONLY