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AGENDA

KEIZER CITY COUNCIL

WORK SESSION

Monday, April 8, 2024

6:00 PM

**Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

1. CALL TO ORDER

2. ROLL CALL

a. Neighborhood Association Recognition Ordinance Discussion

3. ADJOURNMENT

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Neighborhood Association Recognition Ordinance Discussion

Proposed Motion

Direct staff to amend the Neighborhood Association Recognition Ordinance to reflect the changes discussed at this meeting and bring it back to the March 18th meeting for formal adoption.

I. Summary

The Keizer City Council held a work session on August 14, 2023, to discuss and offer potential amendments to An Ordinance Relating to the Recognition of Neighborhood Associations (93-257). Staff brought these recommendations and potential amendments to the City Council for further discussion at the March 4, 2024, general meeting. On March 4, 2024, several neighborhood associations testified and offered their opinions on the proposed changes.

Because these changes needed further conversation, the matter was set over for a work session.

II. Background

- A. The ordinance Relating to the Recognition of Neighborhood Associations (93-257) was adopted in 1993 and has never been amended. The ordinance spells out the roles and responsibilities between the Keizer City Council and any neighborhood associations that go through the recognition process and who would like to maintain recognition status. The ordinance governs how the City Council will specifically support recognized neighborhood associations along with what standards each association must maintain and present annually in order to keep their recognized status.
- B. Over time, the specifically mentioned roles and expectations have shown to be silent on certain issues that have come up. To help rectify any such ambiguity and to generally see how the City Council could further help the neighborhood associations, the Council held a work session in August of 2023, so it could hear directly from all five of the currently recognized associations. At the August 2023 work session, the City Council and the associations discussed areas of the ordinance that could be clearer and more helpful. Staff has distilled those suggestions into decision areas as

well as provided some recommendations to consider when amending the ordinance.

III. **Current Situation**

- A. At the August 2023 work session, the City Council and the associations discussed areas of the ordinance that could be clearer and more helpful. Staff had distilled those suggestions into decision areas as well as provided some recommendations to consider in amending the ordinance to address standards and practices with greater specificity. The same copy of the current ordinance and the earlier suggestions are attached.
- B. At the March 4, 2024 meeting, there were a few suggestions presented by the neighborhood associations: adding little libraries and realtor-style brochure boxes to the reimbursable expenses list, not having any requirement to meet within the boundaries of the neighborhood (just meet at City Hall), not having any requirement on attendance levels, putting reminders in utility bills, having mail boxes at City Hall, and having the City administer and/or host the association websites.

IV. **Analysis**

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - There is no overall fiscal impact associated with the suggested changes. However, if the allowance for some reimbursement of refreshments is established, it would potentially change the way some limited funds are expended by the neighborhood associations.
- C. **Timing** - The City Council met conjointly with the Neighborhood Associations in a joint meeting in August 2023 and then again on March 4, 2024. These suggestions are for better practices moving forward, but there isn't any specific incident creating a timely need for an amendment.
- D. **Policy/Legal** - The addition of more clear and objective standards for associations would allow the Council to better recognize when associations have been substandard. Council can also decide the details around expectations for neighborhood association meetings, mail, and reimbursements moving forward. Because this is an ordinance, the Council is the only body with the power to legislate.

V. **Alternatives**

- A. After discussing the Council's desired amendments, if there is a consensus to do so, staff can return with any changes in an amended ordinance at a future meeting.
- B. Leaving the ordinance as it is.

VI. **Recommendation**

Staff will be taking note of what it needs to bring back to a future meeting upon Council's consensus to do so.

Attachments

1. Ordinance 93-257 - Neighborhood Association Recognition
2. REV_CC_Potential and Suggested Changes to Neighborhood Association Recognition Ordinance_3 4 2024
3. DOC_EXPENSE Guidelines with Reimb form-for Neighborhood Associations_03 04 24
4. PP_CC_Worksession Neighborhood Association_4 8 2023

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1 BILL NO. 239

A BILL

ORDINANCE NO.
93-257

FOR

4 AN ORDINANCE

5 RELATING TO THE RECOGNITION OF
6 NEIGHBORHOOD ASSOCIATIONS
7

8 The City of Keizer ordains as follows:

9 Section 1. PURPOSE. This ordinance is intended to
10 recognize that neighborhood associations are an important part
11 of the involvement and volunteerism of the citizens of the
12 community in Keizer city government. Active neighborhood
13 associations enhance the City's citizen involvement program and
14 provide an important two way channel for information relative
15 to the activities of the City. This ordinance is intended to
16 provide a framework for establishment and recognition of
17 neighborhood associations and to acknowledge such associations
18 as legitimate representatives of the citizens and issues within
19 their boundaries.

20 Section 2. NEIGHBORHOOD ASSOCIATIONS. A neighborhood
21 association is any group of people organized within a
22 geographical area for the purpose of studying and acting on
23 issues affecting neighborhood and city-wide livability and
24 government operations, and that also actively solicits broad
25 involvement by all citizens within the association's boundary.
26 A recognized neighborhood association is one that has been
27 found by the City Council to satisfy the standards of this
28 ordinance.

29 ///

- ORDINANCE NO. 93- 257

FMAGIC

LIEN, HOBSON & JOHNSON

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

1 Section 3. RECOGNITION. The City Council may officially
2 recognize a neighborhood association as described in Sections 4
3 and 5 below. For a recognized neighborhood association the
4 City will do the following, at a minimum:

5 (a) Mail the association requests for comments and public
6 hearing notices for all planning, zoning, and subdivision
7 activities within its boundaries.

8 (b) Mail the association notices of other City issues
9 that may result in action being taken impacting property or the
10 citizens within the association boundary.

11 (c) Mail the association agendas for all City
12 commissions, boards, and City Council meetings.

13 (d) Solicit the input of the association at early stages
14 of major decision making, such as annual budget preparation and
15 amendments to the Comprehensive Plan.

16 (e) Recognize the association as having standing in land
17 use cases within its boundaries or within adjacent areas where
18 there is a direct impact.

19 (f) Provide assistance in publicizing the activities of
20 the association through press releases, city publications, and
21 other media as resources allow.

22 Section 4. PROCESS FOR RECOGNITION. A neighborhood
23 association may petition the City Council for official
24 recognition. If the Council finds that the standards outlined
25 below are met, the association may be recognized by resolution.

26 ///

1 Section 5. STANDARDS FOR RECOGNITION. The following
standards must be met by a neighborhood association seeking and
3 maintaining recognition:

4 (a) By-Laws - The Association shall adopt by-laws that
5 contain the following provisions at a minimum:

6 (1) Any person who resides, operates a business, or owns
7 property within the boundary shall be a member with the right
8 to participate and vote.

9 (2) The membership shall not be limited by race, creed,
10 color, sex, age, or any other factor.

11 (3) There shall be no dues, but voluntary contributions
12 may be solicited.

13 (4) The association shall hold an annual general meeting,
14 with the time, date, and place of the meeting widely publicized
15 throughout the neighborhood prior to the meeting. Other
16 general meetings may be held as desired.

17 (5) Regular meetings of the Board shall be held at a
18 publicized date, time, and place. All Board meetings shall be
19 open to the public. All members present may vote on issues
20 with the results recorded separately from votes of the Board.

21 (6) Minutes shall be taken of all Board and General
22 meetings, with the minutes made available to any person so
23 requesting. A copy of the minutes shall be filed with the City
24 Recorder.

25 ///
26 ///
- ORDINANCE NO. 93- 257

1 (7) The association shall have a Board of Directors with
2 a president, vice-president, and secretary who shall be elected
3 annually by those present at the annual meeting. The
4 association may establish additional elected positions on the
5 Board. The board roster including names and addresses shall be
6 filed with the City Recorder. The association shall provide
7 one address to the City for mailing purposes.

8 (8) A copy of the by-laws shall be filed with the City
9 Recorder and maintained and updated to reflect amendments by
10 the neighborhood association.

11 (b) Boundary - The Association shall adopt by motion a
12 fixed geographic boundary meeting the following general
13 guidelines:

14 (1) The neighborhood should generally encompass at least
15 300 dwelling units or smaller clearly defined areas.

16 (2) The neighborhood should encompass a logical
17 geographic and social area with generally rectangular
18 boundaries and without any gerrymandering.

19 (3) The neighborhood should generally focus on a single
20 elementary school attendance area.

21 (4) Neighborhood boundaries should generally follow
22 natural or manmade barriers such as creeks and arterial
23 streets. When a boundary must follow a local street, it should
24 follow rear property lines rather than divide the neighborhood
25 between houses facing each other.

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- ORDINANCE NO. 93- 257

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1 (5) The boundary should encompass adjacent vacant or
underdeveloped land.

3 (6) The boundary should extend to the City Limits.

4 (7) The boundary should leave no isolated areas or
5 pockets not included in another neighborhood association's
6 boundary.

7 (8) The Council shall have the final determination of a
8 neighborhood's boundary and is not necessarily bound to the
9 above guidelines. This determination shall be reflected in the
10 resolution of recognition.

11 (c) Responsibilities - The following responsibilities
12 must be assumed and carried out by a neighborhood association:

13 (1) The association must strive to accurately represent
14 the best interest of its members when expressing neighborhood
15 opinion, recommendations, and concerns before any public body.

16 (2) The association must try to solicit the participation
17 or input of all members through newsletters, media coverage,
18 personal contact, flyer distribution, and other means.

19 (3) The association must actively participate in City
20 government through participation, input, and recommendations on
21 issues brought to it by the City, or initiated by the
22 neighborhood itself.

23 (4) The association must hold regular board and general
24 meetings, with timely, appropriate notification to members.

25 ///

26 ///

- ORDINANCE NO. 93- 257

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1 (5) The association must strive to improve the livability
2 of the neighborhood and of the community as a whole through
3 education, activities, projects, and participation.

4 Section 6. MAINTAINING RECOGNITION - ANNUAL REPORT. A
5 recognized neighborhood association shall make an annual report
6 to the City Council at a Council meeting no more than one month
7 before or one month after the anniversary of the Council's
8 recognition. This report may be in writing or presented
9 orally. The report shall include at least the following
10 elements:

11 (a) A record of all meetings.

12 (b) A summary of all issues dealt with by the
13 association.

14 (c) A summary of special association activities outside
15 regular meetings

16 (d) A report of all efforts to solicit the participation
17 and input of all members of the association

18 (e) An analysis of the Association's success in meeting
19 its responsibilities as outlined above.

20 Section 7. MAINTAINING RECOGNITION - COUNCIL ACTION. If
21 the Council finds the association has continued to meet the
22 expectations and responsibilities of a neighborhood
23 association, it shall, by motion, extend recognition for an
24 additional year.

25 Section 8. TERMINATING RECOGNITION. At any time the
26 Council may consider an association's alleged failure to meet

1 the expectations and responsibilities of a neighborhood
2 association. If it finds the association is not meeting the
3 standards, it may, by resolution, revoke recognition.

4 Section 9. EFFECTIVE DATE. This Ordinance shall take
5 effect thirty (30) days after its passage.

6 PASSED this 21st day of June, 1993.

7 SIGNED this 23rd day of June, 1993.

8 Dennis Kelso
9 Mayor

10 Gracy L. Davis
11 City Recorder

12 824.111

- ORDINANCE NO. 93- 257

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Potential and Suggested Changes to the Neighborhood Association Recognition Ordinance

The following changes came out of the August 2023 work session along with a legal review for better clarification, specificity, and/or practices. Please use the ordinance in its current form as you go through these suggestions/recommendations. The ordinance is from 1993, so we will have to completely re-type it once we have identified if there are desired amendments.

Section 1

Change both references of “citizens” to “residents”

Section 2

Change single reference of “citizens” to “residents”

Section 3

- (a) Replace “Mail” with “Email”
- (b) Replace “Mail” with “Email”
- (c) Replace “Mail” with “Email”
- (d) None
- (e) ADD: “...when input from the affected neighborhood association is received by the City ahead of or during any hearing on the matter.”
- (f) None
- (g) NEW. If a neighborhood associated applies for and obtains the least costly local post office box option, the City will reimburse them for that cost out of the amount budgeted for the neighborhood association.
- (h) NEW. If budgeted funds are available, a neighborhood association can seek reimbursement from the City funds dedicated to them for the following expenses:
 - Money for marketing materials and services like booths at Keizerfest, flyers, mailers, and website costs
 - Money spent on food collection barrels if also used to market association
 - P.O. Boxes if primary mailing address in accordance with section 3(g)
 - Reimbursement of up to \$20 per meeting for refreshments
 - Reimbursement of other expenses on a case-by-case basis.
 - Others?

Section 4

None

Section 5

5(a)(2) AMEND. “Membership or participation shall not be limited based on any protected class under Oregon or federal law.”

5(a)(4) ADD: "At least half of the regular meetings shall take place within the recognized boundary of the association."

5(a)(7) ADD: "The Board of Directors shall fill any position vacancies at the first meeting following the vacancy."

5(b)(8) POINT OF DISCUSSION re: size of neighborhood association boundaries and members

5(c)(2) ADD: "...including social media. Associations must maintain an active and up-to-date online presence that adheres to City Council social media standards. All official webpages shall maintain at least three administrators having access to the site and its contents."

5(c)(4) ADD: "The association must maintain at least a minimum attendance of _____ members at regular, general meetings. Attendance will be averaged quarterly."

Section 6

6(a) ADD: "...with attendance noted."

Expense Guidelines

for Neighborhood Associations



SUMMARY

Each Neighborhood Association (NA), namely GGNA, GNEKNA, NWKNA, SEKNA and WKNA, has a fiscal year (07/01 – 06/30). The approved City budget for Fiscal Year 2023-2024 is \$1,200.

Payment to each neighborhood association is contingent upon the association being officially recognized by the City and provided on a reimbursement basis. The payment is to provide support items such as printing and postage associated with brochures and newsletters, and for yard signs.

NA presidents are the only persons who may request printouts and photocopies to be billed to their NA accounts.

To receive reimbursement, the request must be from the NA president. Although the City may reimburse another NA member, the City must have the NA president's approval for all reimbursement requests. This helps the president with the tracking and planning of the annual expenses.

NA presidents need to track expenses to ensure that their annual budget is not over-spent.

Below is a list of items that can be purchased by the Neighborhood Associations. If you find a need to purchase items not listed, please inquire with the Deputy City Recorder (Dawn Wilson; wilsond@keizer.org or 503-856-3418) to see if such item would be appropriate for reimbursement.

If you would like agendas, packets, minutes, or any other City-retained documents printed and/or you request photocopies, those items will be billed to your NA account.*

All other approved expenses will be reimbursable by submitting a copy of the receipt—and completion of the attached Reimbursement Form.

APPROVED EXPENSES – USED FOR NA'S PURPOSES ONLY:

- Printouts and copies of City retained documents*
- Photocopies made by private business
- Flyers, Ads, Banners – design, printing, paper, materials

-
- Signage – design, printing, materials
 - Doorhangers
 - Published materials
 - Postage
 - Event or exhibitor registration fees
 - Promotional & Advertising – materials or services used for meetings and events (e.g. Miracle of Christmas Lights; KeizerFEST, ServeFEST, Community Dinners) for the betterment of the NA and/or community, with the exception of the collective neighborhood association advertising approved by the City’s Finance Director in advance.
 - Office supplies: USB drives, paper, ink cartridges, pens, paper clips, etc.
 - Welcoming packages for new NA residents
 - Dumpster Rental
 - Safety Gear: vests, gloves, masks
 - Vendors: Sound, Photographer
 - Website and Social Media maintenance fees

REIMBURSEMENT FORM

for Neighborhood Associations



Please Indicate which Neighborhood Association You are representing:	
☐ GGNA	☐ SEKNA
☐ GNEKNA	☐ WKNA
☐ NWKNA	

Description of expenditure:

➤ Please be sure to ATTACH the Receipt ◀

Check should be payable to
(name and address):

Phone:

Check here if you would like to pick up the check at City Hall: ☐

Checks are usually processed on Fridays – please allow up to two weeks to receive payment.

~ APPROVAL by NA President ~

President's name (printed):

President's Signature:

FOR CITY PURPOSES ONLY → Account No. 010-102-299980



Neighborhood Association Topic Discussion

April 8, 2024





Decision Points

High Level Questions



Decision Point	Staff Recommendation
Do we want Neighborhood Associations to be a public body of the City	Staff does not recommend making them public bodies. The Neighborhood Associations exist to discuss more than city issues, such as special districts, schools, other levels of government, etc...

What does it mean to be a public body?

Public Records Management – Retention and Destruction Requirements

Responding to Public Information Request for Public Records

Training Requirements on Public Meetings Law

Publicly Noticed Meetings

Accessibility Requirements for Meetings

Quorums, Serial Meetings

City Staffing to Meet These Requirements



Section 1 & 2



Decision Point	Staff Recommendation
Change references to “Citizens” to “Residents”	Staff Agrees

“This ordinance is intended to recognize that neighborhood associations are an important part of the involvement and volunteerism of the **citizens** of the community in Keizer city government.”

“Active neighborhood associations enhance the City’s **citizen** involvement program...”

“...and that also actively solicits broad involvement by all **citizens** within the association’s boundary.”



Section 3

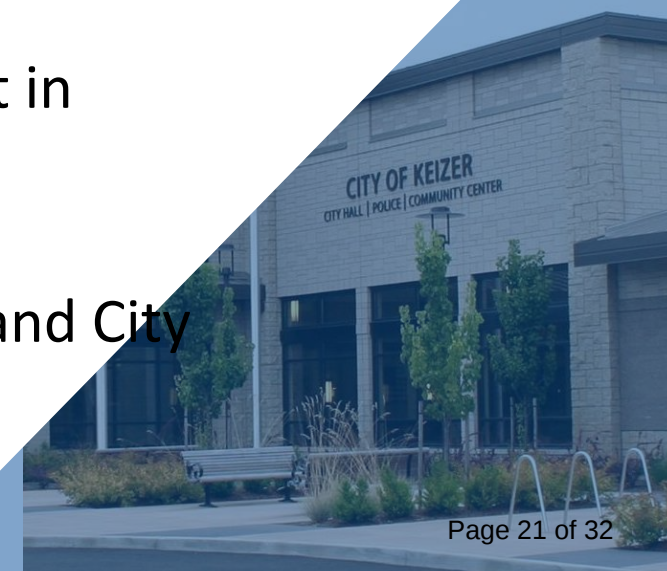


Decision Point	Staff Recommendation
In subcategory (a), (b), & (c) Change references to “mail” with “email”	Staff Agrees

(a) **Mail** the association requests for comments and public hearing notices for all planning, zoning, and subdivision activities within its boundaries.

(b) **Mail** the association notices of other City issues that may result in action being taken impacting property or the citizens within the association boundary.

(c) **Mail** the association agendas for all City commissions, boards, and City Council meetings.



Section 3



Decision Point	Staff Recommendation
(e) ADD: "...when input from the affected neighborhood association is received by the City ahead of or during any hearing on the matter."	Staff Agrees

(e) Recognize the association as having standing in land use cases within its boundaries or within adjacent areas where there is a direct impact **when input from the affected neighborhood association is received by the City ahead of or during any hearing on the matter.**



Section 3



Decision Point	Staff Recommendation
(g) NEW ADD: If a neighborhood associated applies for and obtains the least costly local post office box option, the City will reimburse them for that cost out of the amount budgeted for the neighborhood association.	Staff Supports a reimbursable PO Box. Receiving mail at city hall could be a large burden for sorting and retrieving mail.



Section 3



Decision Point	Staff Recommendation
(h) NEW. If budgeted funds are available, a neighborhood association can seek reimbursement from the City funds dedicated to them for the following expenses: • Money for marketing materials and services like booths at Keizerfest, flyers, mailers, and website costs • Money spent on food collection barrels if also used to market association • P.O. Boxes if primary mailing address in accordance with section 3(g) • Reimbursement of up to \$20 per meeting for refreshments • Reimbursement of other expenses on a case-by-case basis. • Others?	Staff Agrees

Section 5



Decision Point	Staff Recommendation
5(a)(2) AMEND. “Membership or participation shall not be limited based on any protected class under Oregon or federal law.”	Staff supports. The city would not want to recognize a Neighborhood Association that supports any discriminatory practices.

Currently Reads

(2) The membership shall not be limited by race, creed, color, sex, age, or any other factor.



Section 5



Decision Point	Staff Recommendation
5(a)(4) ADD: “At least half of the regular meetings shall take place within the recognized boundary of the association.”	While it may be ideal for the Neighborhood Associations to meet within the boundaries, staff would not want that to be a barrier for the Associations to meet.

(4) The association must hold regular board and general meetings, with timely, appropriate notification to members. **At least half of the regular meetings shall take place within the recognized boundary of the association.**



Section 5



Decision Point	Staff Recommendation
5 (a)(7) ADD: “The Board of Directors shall fill any position vacancies at the first meeting following the vacancy.”	Feels overly restrictive. Consider within two months.

5 (a)(7) The association shall have a Board of Directors with a president, vice—president, and secretary who shall be elected annually by those present at the annual meeting. The association may establish additional elected positions on the Board. The board roster including names and addresses shall be filed with the City Recorder. The association shall provide one address to the City for mailing purposes. **The Board of Directors shall fill any position vacancies at the first meeting following the vacancy.”**



Section 5



Decision Point	Staff Recommendation
5 (b)(8) Boundaries	Staff supports. The guidelines are reasonable.

5 (b)(8) The Council shall have the final determination of a neighborhood's boundary and is not necessarily bound to the above guidelines. This determination shall be reflected in the resolution of recognition.



Section 5



Decision Point	Staff Recommendation
5(c)(2) ADD: “...including social media. Associations must maintain an active and up-to-date online presence that adheres to City Council social media standards. All official webpages shall maintain at least three administrators having access to the site and it’s contents.”	City Council social media standards will have restrictions of a public body that don’t need to apply to Neighborhood Associations. Three administrators is a good standard.

5(c)(2) The association must try to solicit the participation or input of all members through newsletters, media coverage, personal contact, flyer distribution, and other means.



Section 5



Decision Point	Staff Recommendation
5(c)(4) ADD: “The association must maintain at least a minimum attendance of 3 members at regular, general meetings. Attendance will be averaged quarterly.”	Staff supports.

(4) The association must hold regular board and general meetings, with timely, appropriate notification to members. **The association must maintain at least a minimum attendance of 3 members at regular, general meetings. Attendance will be averaged quarterly.**



Section 6



Decision Point	Staff Recommendation
6(a) ADD: “...with attendance noted.”	Staff supports.

The report shall include at least the following 10 elements:
(a) A record of all meetings **with attendance noted**.





Additional Topics?

