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KEIZER VOLUNTEER COORDINATING COMMITTEE **AGENDA**

Thursday, August 22, 2024, 6:00 PM
City Hall ~ Robert L. Simon Council Chambers
Keizer, Oregon

Hybrid Virtual Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85313019891?pwd=LIPFLNP9NBciJKM2LnI4CEOc8fO6Ez.1>

Or One tap mobile:

+16694449171,,85313019891#,,,,*911648#

Or Telephone: 1-669-444-9171

Webinar ID: 853 1301 9891

- 1. CALL TO ORDER/NOTE OF ATTENDANCE**
- 2. PUBLIC TESTIMONY**
- 3. APPROVAL OF MINUTES**
 - a. June Minutes**
- 4. COMMITTEE APPOINTMENTS**
 - a. Keizer Public Arts Commission Openings**
 - b. Parks Advisory Board Opening**
 - c. Budget Committee Openings**
 - d. Planning Commission Openings**
 - e. Youth Councilor Opening**
- 5. OTHER BUSINESS**
 - a. Continued discussion on the 2024 Annual Recognition for the City Volunteers**

- b. **Discussion on leading questions: Are the questions providing answers that the VCC is seeking or are they questions needed for the various committees?**

6. ADJOURNMENT

Next Meeting: **September 12th**

“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.”



MINUTES KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, June 13, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**

CALL TO ORDER: Chair Corri Falardeau called the meeting to order at 6:03 pm.

ATTENDANCE:	Absent:
Present:	Jane Herb, Vice Chair
Corri Falardeau, Chair	Daisy Hickman
Larry Jackson	Emerson Carella
Dawn Reichle Bailon	
Leslie Risewick	Staff Present:
Councilor Shaney Starr	Dawn Wilson, City Recorder
2. **PUBLIC TESTIMONY**

There was no public testimony.
3. **APPROVAL OF MINUTES**
 - a. **April 2024**

Larry Jackson moved for approval of the April 2024 minutes. Leslie Risewick seconded. Motion passed unanimously as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Hickman, Carella, and Herb absent.
4. **COMMITTEE APPOINTMENTS**
 - a. **Parks Advisory Board Opening**

Curtis Fluge withdrew his application, and offered to help the Parks Advisory Board in an email to the Volunteer Coordinating Committee (VCC). The Committee wants him to know that he's invited to attend any of the meetings.
 - b. **Keizer Public Arts Commission Openings**

The Board interviewed applicant Deborah Sisco, and she has already served on the Keizer Public Arts Commission. Deborah Sisco was asked which term she preferred, and she chose the longer term.

Shelley Greer withdrew her application.

George Copeland and Nicole Beckham were absent.

Dawn Bailon recommended Deborah Sisco for position # 7 for the Public Arts Commission. Larry Jackson seconded. Motion passed unanimously as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Hickman, Carella, and Herb absent.

Dawn Bailon recommended to send to City Council the nomination to approve Deborah Sisco for position # 7. Larry Jackson seconded. Motion passed unanimously as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Hickman, Carella, and Herb absent.

**c. Youth Committee
Liaison ~ Keizer
Public Arts
Commission
Opening**

The Board interviewed Katherine Klein. She shared that she has already served two years on the Keizer Public Arts Commission, spoke about completed and upcoming projects, how she takes back information to McNary High School and asks the art teachers for recommendations of students to talk with or to share the opportunities with their classes, and she spoke about Elementary artwork being displayed in the Event Center.

Leslie Risewick moved to make a motion that Katherine Klein fills the Youth Committee Liaison position for the Public Arts Commission. Seconded by Dawn Bailon. Motion passed as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Hickman, Carella, and Herb absent.

Leslie Risewick moved that Katherine Klein's position to City Council with the recommendation to City Council. Larry Jackson seconded. Motion passed as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor, and Hickman, Carella, and Herb absent.

**d. Youth Councilor
Opening**

The Committee interviewed Ma'Layah Latty-Farrar for the Youth Councilor position. She recently became involved in her school with things that involve Keizer. She was part of the Student Cabinet with the Salem-Keizer School District and helped make changes directly in the schools. If she was offered another opportunity to be a part of the Student Cabinet, she would accept it because she found talking from a student's point of view was really enjoyable. She really likes seeing everyone from various schools come together to make a difference as a whole rather than a small fraction.

Ms. Latty-Farrar heard about the Youth Councilor opening from a teacher, Mrs. Reid, who inspired her to feel that she wanted to make more changes and help others because it's nice to help them, even if they don't ask for help. She believes that some changes need to be made in schools, and there are also some accessibility changes with the buses needed in the Keizer community. She feels that Keizer needs to be a community for all, regardless if someone was in school or outside of school. If she were to serve on the City Council, she would be interested in the sidewalk repair program because she longboards. With cracked sidewalks, she has to

longboard in the bike lane, which has rocks in the way, making it unsafe. She would be comfortable making a little change within the time that she was able to serve.

She foresees taking information from the City Council to her fellow students by speaking out when possible, and she would meet with persons in charge of small groups to learn the best steps of action to reach goals. She made a motion and had a meeting to address racism that was happening in the schools. She made a video about the final quire performance and what finals week would look like, and she finds this to be a welcoming place and enjoys spreading her words and the news.

The Committee would consider this applicant at their August meeting when the rest of the interviews and voting would take place.

In order to reach other youth communication channels, the Committee discussed having a social media account so the youth liaisons and councilors could provide information in a youth-friendly format. It was suggested that these students could submit information to be posted on the City's website or for the students to make reels. Council President Starr and Dawn Bailon would push this idea forward.

5. VOLUNTEER OF THE QUARTER

a. Nomination for Tony Grove ~ See PAGES 40-42 of the Packet

Chair Corri Falardeau opened the floor for the nomination for Tony Grove.

Mayor Cathy Clark spoke and recommended that the VCC nominate Tony Grove for his extensive work in the community and all the joy that he brought to the community. Mayor Clark received permission from his daughter to honor Tony Grove at his celebration of life.

Chair Falardeau expressed her appreciation for Tony Grove's work and stated that this well-deserved award was long overdue.

Leslie Risewick moved to make Tony Grove Volunteer of the Quarter. Dawn Bailon seconded. Motion passed as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Hickman, Carella, and Herb absent.

Dawn Bailon moved to make the recommendation for Tony Grove as the Volunteer of the Quarter to the City Council. Seconded by Leslie Risewick. Motion passed as follows: Falardeau, Jackson, and Risewick in favor with Hickman, Carella, and Herb absent.

6. OTHER BUSINESS

a. Debrief of 2024 Annual

The Committee reviewed the 2024 Annual Volunteer Recognition, and discussion ensued

Recognition for the City Volunteers

Corri Falardeau attended the City Council meeting, and she invited all the VCC members to attend. She didn't have any cookies to offer, but heard they were on the back counter. She said that in the past, she received the cookies in a bag. She asked about offering flowers or a card.

Leslie Risewick attended the Budget Committee meeting, and it went well, except that the members had just eaten dinner and didn't seem to want any cookies. She would like to do something more personal, such as writing cards. She commented that she was told that some members were reading the Proclamation.

Council President Starr encouraged that there be communication about having cookies on the back counter and not just having a sign. she encouraged communication about Committees getting cookies or not and to have a consistent delivery method for all the Committees. She suggested talking through consistency practices that would include the treats that would be special to the volunteers and if the VCC members should read the proclamation.

Larry Jackson attended the Arts Commission meeting, and it went well.

Dawn Bailon attended the Traffic Safety, Bikeways, and Pedestrian Committee meeting, and it went well.

Discussion ensued on whether or not the chair should manage the treats. It was suggested to have this item on the Agenda for January or February for further discussion, along with the VCC's duties so the Committee could discuss this item and the budget. It was also suggested that the City Council thank the VCC. It was suggested the City Recorder's team talk about the April volunteer appreciation month and bring back a streamlined process, suggestions for the VCC, or a staff report so that all VCC Members know the process.

Chair Falardeau shared that she and Vice Chair Jane Herb felt that some of the questions were leading questions to get answers that the VCC was looking for rather than what's needed by the various Committees. This topic could be discussed at another meeting.

7. ADJOURNMENT

Meeting adjourned: 6:54 p.m.

Minutes approved: _____

"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."



Volunteer Coordinating Committee Meeting Date:
August 22, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Keizer Public Arts Commission Openings

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council the appointments of **APPLICANT'S NAME** and **APPLICANT'S NAME** to the Keizer Public Arts Commission for Positions 2 and 3 with terms expiring June of 2026 and June of 2027 respectively.

I. Summary

Two positions on the Keizer Public Arts Commission are open. The openings were advertised on the City's Facebook and website, and a media release was published.

Applications were received from: Kim Steen, Rebecca ('Becka') Brisbin, Nicole Beckham, and Mary Pardo.

Mary Pardo also applied to serve on the Planning Commission, Budget Committee, and Parks Advisory Board.

Position # 2 has a term ending 06/2026. This position is open because of a resignation.

Position # 3 has a term ending 06/2027. Kim Steen is the incumbent for this position with a term that ended 06/2024.

II. Background

The open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

A member resigned from Position # 2 on March 19, 2024. The current incumbent for Position # 3 has a term that ended 06/2024. These open positions were advertised on

the City's Facebook and website, and a media release was published from May 24th to July 23rd.

Four applications were received and are attached for the VCC's review. The applicants will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open positions.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the openings, vote, and make recommendations to the City Council for the appointments or continue the recruitment for an open position.

Attachments

1. ATT_Arts Packet_REDACTED8 22 2024

“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.”

ARTS COMMISSION

This Commission reviews, evaluates, selects, maintains, and documents all artwork, public art, and public murals within the city.

The Commission may advise the City Council and City Manager on the management, execution, installation, or placement of the artwork, public art and public murals and will recommend guidelines for adoption by the City Council for the selection and placement of the artwork giving preference to Oregon artists.

The Commission meets on the third Tuesday of every other month starting in January at 6:00 p.m.

Two Open Positions

Position # 2 – Term ending 06/2026

Position # 3 – Term ending 06/2027

Applications

- Kim Steen

(Currently serving on Arts Comm. – term expired
– Position # 3)

- Rebecca ‘Becka’ Brisbin

- Nicole Beckham

- Mary Pardo

(Also applied to serve on the Planning Comm., Budget
Comm. and Parks Board)

PUBLIC ARTS COMMISSION VCC MEMBER: Dawn Bailon – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Emerson Carella – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Corri Falardeau – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 1 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
** TALLY ** – Vote # 1 – PUBLIC ARTS COMMISSION Position #2 (exp. 06/2026) Position # 3 (exp. 06/2027)	
Kim Steen	
Rebecca ‘Becka’ Brisbin	
Nicole Beckham	
Mary Pardo	
No Recommendation	

PUBLIC ARTS COMMISSION VCC MEMBER: Dawn Bailon – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Emerson Carella – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Corri Falardeau – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 2 Position #2 (exp. 6/2026) & Position # 3 (exp. 6/2027)	
	Kim Steen
	Rebecca ‘Becka’ Brisbin
	Nicole Beckham
	Mary Pardo
	No Recommendation
** TALLY ** – Vote # 2 – PUBLIC ARTS COMMISSION Position #2 (exp. 06/2026) Position # 3 (exp. 06/2027)	
Kim Steen	
Rebecca ‘Becka’ Brisbin	
Nicole Beckham	
Mary Pardo	
No Recommendation	



KEIZER ARTS COMMISSION ROSTER

Updated July 25, 2024
(3-year terms)

Position	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Kat Thoreson – CHAIR		07/2022	6/30/2025	April
2	Derek Bish – RESIGNED - OPEN POSITION		07/2023	6/30/2026	June
3	Kim Steen – VICE CHAIR		3/2015	6/30/2024	August
4	Laura Reid		1/2019	12/31/2024	Back-up
5	Marilyn Wood		7/2023	6/30/2026	October
6	Lore Christopher		2/2015	6/30/2025	December
7	Deborah Sisco		1/2024	6/30/2027	February
	Youth Liaison Katherine Klein (non-voting member)		2022 & 06/2023 & 06/2024	6/30/2025	

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Monday, June 24, 2024 1:39 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 06/24/2024 1:38 PM

First and Last Name (Nombre y Apellidos):	Km Steen
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	
Planning Commission (Comisión de Planificación):	
Public Art Commission (Comisión de Arte Público):	
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	
Days and times of week available (Días y horas de la semana disponibles):	Mon-Friday days or Evenings
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I owned and operated a business in Keizer for 32 years. I handled all financial aspects of the business including budgeting, payroll and accounting.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	40
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I'm recently retired and want to give back to my community.
I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):	Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

McNary

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Kim Freeman

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, June 20, 2024 9:13 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 06/20/2024 9:12 PM

First and Last Name (Nombre y Apellidos):	Rebecca 'Becka' Brisbin
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Salem
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	
Planning Commission (Comisión de Planificación):	
Public Art Commission (Comisión de Arte Público):	Public Art Commission (Comisión de Arte Público)
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	
Days and times of week available (Días y horas de la semana disponibles):	My schedule is flexible
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I'm the owner of Becka Makes Buttons, a pinback button making company that just moved to Keizer from Salem. I love to serve my community and help people find their creative drive. I have been an artist and musician for all of my life and I was a student at McNary Highschool in the late 90's. I love opportunities to give back. I am also the founder of a newly formed nonprofit Radness Ensues www.radnessensues.org

How many hours a month are you available?
(¿Cuántas horas al mes estás disponible?):

Depends

Please explain why you are interested in
serving. (Por favor, explique por qué está
interesada/o en servir):

I am very familiar with Salem, but as a new business to Keizer, I'd really like to get to know the community better as a lot has changed since I was a child. The best way to get to know your community is to volunteer. I was excited to see a position open for the Public Art Committee and I felt it would be a great opportunity to learn and get involved with the Keizer art community. I also am the founder of the nonprofit, Radness Ensues, which is opening July 27th, where the button shoppe lives, which is dedicated to giving youth and families access to various art mediums and music.

I understand the time commitment and duties
involved (Entiendo el compromiso de tiempo y
los deberes involucrados):

Yes

Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito
grave?):

No

Education Background (Antecedentes
educativos):

High School (escuela secundaria): 2000

Graduate or GED (Posgrado o GED): Graduate

College (universidad): South Seattle Community College

Degree (Título universitario): Associate of Applied Science

Personal Reference (Referencia personal):

Name (Nombre): Paul Elliott

Address (Dirección):

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo
actual):

Employer's Name (Nombre del empleado): Becka Makes Buttons

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos
contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia
previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Emerging Leaders, B17 Alliance, Carbonado Booster Club, Liberty House, Recovery Outreach Community Center, HOME Youth Services, Salem-Keizer Public Schools

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

Speaker, general help, admin, peer support, a lot of things really. With Salem's Emerging Leaders I was an abassador that helped organize the coffee socials. When I'm not working, I'm usually volunteering somewhere.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):



I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Sunday, April 21, 2024 6:09 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

Follow Up Flag: Follow up
Flag Status: Flagged

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A new submission has been received for Volunteer Application at 04/21/2024 6:08 PM

First and Last Name (Nombre y Apellidos):	Nicole Beckham
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Salem
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	
Planning Commission (Comisión de Planificación):	
Public Art Commission (Comisión de Arte Público):	Public Art Commission (Comisión de Arte Público)
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	
Days and times of week available (Días y horas de la semana disponibles):	I have open availability in the morning through the weekdays and open availability during the evenings on weekends. I typically have Tuesdays and Fridays off.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have an associates degree in Graphic Design. I myself have been creating art my entire life. I love art.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	I can be available for as many hours as needed in regards to considering my first job.

Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):

I am very passionate about art. Also with me being new to the community; this would be a great opportunity to get to know Keizer and have a voice in regards to the art projects in town. I feel it would also open up connections to other individuals who also love art and their community.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados): Yes

Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito grave?): No

Education Background (Antecedentes educativos):

High School (escuela secundaria): Skyview High School
Graduate or GED (Posgrado o GED): Graduate
College (universidad): Northwest College
Degree (Título universitario): Associates in Graphic Design

Personal Reference (Referencia personal):

Name (Nombre): Marilyn

Address (Dirección):

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado): Vonya Pearson

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?): Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado): Benefis Hospital

Address (Dirección): Great Falls, MT

Phone (Número de teléfono):

Duties (Deberes):

I was a middle school student who volunteered my summer at the hospital. My duties included working in the gift shop, front desk, and stock. I would also deliver flowers and price inventory.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Friday, June 7, 2024 1:48 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/07/2024 1:47 PM

First and Last Name (Nombre y Apellidos):

Mary Pardo

Email Address (Dirección de correo electrónico):

Phone (Teléfono) :

Address (Dirección):

City (Ciudad):

Keizer

Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):

Budget Committee (Comité de Presupuesto):

☒ Budget Committee (Comité de Presupuesto)

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)

Planning Commission (Comisión de Planificación):

☒ Planning Commission (Comisión de Planificación)

Public Art Commission (Comisión de Arte Público):

Public Art Commission (Comisión de Arte Público)

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):

Traffic Safety/Bikeways/Pedestrian Committee
(Comité de seguridad vial/carriles
ciclistas/peatones)

Other (Otra):

If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):

Planning Commission

Days and times of week available (Días y horas de la semana disponibles):

M T W F after noon

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):

Volunteer at Keizer library, Oregon Garden, & CERT.

How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):

20

Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):

I believe in serving the community that I live in

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):	Bellflower High School (CA)
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Cerritos Community college (CA)
Degree (Título universitario):	A A..
Personal Reference (Referencia personal):	
Name (Nombre):	Barbara Miner
Address (Dirección):	Keizer library
Phone (Número de teléfono):	Keizer library
Current Place of Employment (Lugar de empleo actual):	
Employer's Name (Nombre del empleado):	Retired from Los Angeles County Sheriff's Dept (Corrections)
Employer's Address (Dirección del empleado):	Ramona Blvd Monterey Park (CA)
Employer's Phone (Teléfono del empleador):	
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	No
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	Woodburn CERT , Keizer library, Oregon Garden
Address (Dirección):	Fire Station 21 newburg hwy Woodburn
Phone (Número de teléfono):	
Duties (Deberes):	CERT: Various, first aid Keizer library: various, desk Oregon Garden: horticultural
I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):	I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)





Volunteer Coordinating Committee Meeting Date:
August 22, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Parks Advisory Board Opening

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the Parks Advisory Board for Position 7 with a term expiring December of 2024.

I. Summary

One position on the Parks Advisory Board is open. The opening was advertised on the City's Facebook and website, and a media release was published.

Position # 7 has a term ending 12/2024. This position is open because of a resignation.

Applications were received from: Jill Gust, Caitlin Brown, and Mary Pardo.

Mary Pardo also applied to serve on the Planning Commission, Budget Committee, and the Public Arts Commission.

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

A member resigned from Position # 7 on March 12, 2024. This open position was advertised on the City's Facebook and website, and a media release was published from March 26th to April 26th, from May 1st to May 22nd, and from May 24th to July 23rd.

Applications were received from Jill Gust, Caitlin Brown, and Mary Pardo.

Caitlin Brown and Mary Pardo also applied to serve on the Budget Committee and

Planning Commission.

The applicants will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open position.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the opening, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open position.

Attachments

1. ATT_Parks Packet_REDACTED_8 2024

“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.”

PARKS & RECREATION ADVISORY BOARD

This Board reviews and studies issues that involve development and maintenance of city parks and makes recommendations to the Council. The Board meets on the second Tuesday of each month at 6:00 p.m.

One Position Open

Position # 7 - Term ending 12/2024

Application

- Jill Gust
- Caitlin Brown
(also applied for Planning Comm. & Budget Comm.)
- Mary Pardo
(also applied for Planning Comm., Budget Comm.,
and the Arts Commission)

Position #	Keizer Parks Advisory Board Roster - 2024						
	Updated: May 24, 2024						
	Member	Address/Phone/E-Mail	Appnt	Exp	Council Rpt	Park Assignment*	Park Report
1	Tanya Hamilton		2019	12/25	December	Ryan J. Hill Willamette Manor	Jan-Mar-May-July Sept-Nov
2	Mike Pantalone		2019	12/25	February	Northview Country Glen	Feb-Apr-Jun-Aug-Oct-Dec
3	Gwen Carr		2021	12/25	March	Claggett Creek Clearlake	Jan-Mar-May-July Sept-Nov
4	Clay Rushton		2019	12/26	April	Bair Chalmer-Jones	Feb-Apr-Jun-Aug-Oct-Dec
5	David Loudon		2012	12/26	May October	Wallace House Keizer Little League	Jan-Mar-May-July Sept-Nov
6	Bob Shackelford		2021	12/26	August	Meadows Bob Newton	Feb-Apr-Jun-Aug-Oct-Dec
7	Katie Brady RESIGNED/ OPEN POSITION		2022	12/24	July	Hidden Creek Northridge	Jan-Mar-May-July Sept-Nov
8	Matt Lawyer CHAIR		2016	12/24	January June	Ben Miller Mike Whittam	Feb-Apr-Jun-Aug-Oct-Dec
9	Lisa Cejka VICE CHAIR		2022	12/24	September Parks Tour November	Palma Ciea Sunset	Jan-Mar-May-July Sept-Nov
Dan Kohler, Council Liaison kohlerd@keizer.org		Liam Stitt – Youth Liaison (non-voting) 2024/25 School Year		Robert Johnson, Staff Liaison 503-856-3569 JohnsonR@keizer.org		Dawn Wilson, Deputy City Recorder 503-856-3418, wilsond@keizer.org	

* All members share Keizer Rapids Park assignment.

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Dawn Reichle-Bailon	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Jane Herb	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Emerson Carella	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Daisy Hickman	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Corri Falardeau	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Leslie Risewick	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2024)	
VCC MEMBER: Larry Jackson	
	Jill Gust
	Caitlin Brown
	Mary Pardo
	No Recommendation

Tally Sheet – Parks			
# 7 (exp 12/2024)			
Vote #	Vote #	Vote #	
Jill Gust			
Caitlin Brown			
Mary Pardo			
No Recommendation			

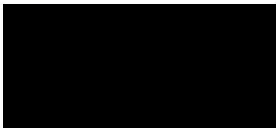
Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, July 11, 2024 4:46 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance.**

A new submission has been received for Volunteer Application at 07/11/2024 4:46 PM

First and Last Name (Nombre y Apellidos):	Jill Gust
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	
Public Art Commission (Comisión de Arte Público):	
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	
Days and times of week available (Días y horas de la semana disponibles):	I am unavailable the first Wednesday of the month and the third Thursday of the month. I have lived in Keizer my entire life. I am a graduate from McNary High School. I have spent my adult life taking care of my three children. They have been sports children since they could walk. I have spent many years being the team mom/manager for every team that they have been on which led to being on many boards for both youth and high school sports. I have been a member of the McNary Athletic Booster Club for six years. I was named the President this year. I am the treasurer for McNary Youth Football
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	

where i have been a member of their board for two year. I am the treasurer for the Keizer Fire Foundation. I have a deep love for this community. I have volunteered for numerous groups throughout Keizer. I would love to serve on a board with the City of Keizer to help improve my community.

How many hours a month are you available?
(¿Cuántas horas al mes estás disponible?):

10 hours

Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):

I have lived in Keizer my entire life. My heart is in improving our community. I want to serve on the Parks and Recreation Advisory Board as a way to improve the spaces that are used for our youth. We need to be sure that they are having safe areas to participate in sports, play and enjoy their time. I also want to make sure that our parks are being utilized in a way that helps improve our youth sports. If we don't have strong youth programs, our high school programs will be the ones that suffer.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

McNary High School

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Amanda Macik

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Keizer Chamber of Commerce

Employer's Address (Dirección del empleado):

4118 River Rd N Keizer, OR 97303

Employer's Phone (Teléfono del empleador):

(503) 393-9111

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

McNary Athletic Booster Club

Address (Dirección):

595 Chemawa Rd N

Phone (Número de teléfono):

Duties (Deberes):

Run the Holiday Bazaar. Design, order, sell, and inventory the apparel. Help with all aspects of the concession stand. Work with coaches, team parents, and students. Coordinate and run meetings. Assist in setting up, procurement, and running of the Booster Auction. Current president of the Booster Club. Work with

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):



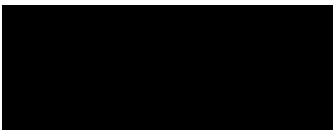
community partners to accomplish large projects. Coordinate Blue Day with the football teams, soccer teams, volleyball teams, and youth leagues. Apply for permits. Make buttons. Help write up a budget. Manage a timeline and budget.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

From: no-reply@services.evo.cloud
Sent: Tuesday, May 28, 2024 5:03 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 05/28/2024 5:02 PM

First and Last Name (Nombre y Apellidos):	Caitlin Brown
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	☒ Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	☐ Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	☒ Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):	
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	Planning Commission
Days and times of week available (Días y horas de la semana disponibles):	I am able to be flexible
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have ICS 100-800 and numerous other awarded certificates. I am a general contractor. I have a horticulture background as well.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	10-60
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I would like to expand the greater Keizer areas ability to mitigate and smoothly work through disasters. I also would enjoy expanding our communities ability to strive through change.

I understand the time commitment and duties involved
(Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

SPASH

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

OSU

Degree (Título universitario):

Construction Management

Personal Reference (Referencia personal):

Name (Nombre):

Derek Rodgers

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Haven't Botany LLC

Employer's Address (Dirección del empleado):



Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

FEMA

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I have worked with FEMA and Americorp for disaster mitigation for over 10 years and have multiple EOP management certificates. I'd be happy to implement what I know and continue to expand my knowledge.

I authorize a criminal background check if required.

(Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required.

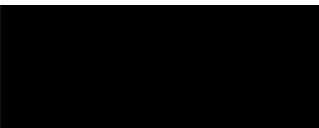
(Autorizo una verificación de antecedentes penales si es necesario.)



From: no-reply@services.evo.cloud
Sent: Friday, June 7, 2024 1:48 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/07/2024 1:47 PM

First and Last Name (Nombre y Apellidos):	Mary Pardo
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	☒ Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	☐ Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	☒ Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):	☐ Public Art Commission (Comisión de Arte Público)
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	☐ Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	Planning Commission
Days and times of week available (Días y horas de la semana disponibles):	M T W F after noon
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	Volunteer at Keizer library, Oregon Garden, & CERT.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	20
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I believe in serving the community that I live in
I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):	Yes
Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):	No
Education Background (Antecedentes educativos):	

High School (escuela secundaria):

Graduate or GED (Posgrado o GED):

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Address (Dirección):

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

Bellflower High School (CA)

Graduate

Cerritos Community college (CA)

A A..

Barbara Miner

Keizer library

Keizer library

Retired from Los Angeles County Sheriff's Dept (Corrections)

Ramona Blvd Monterey Park (CA)

No

Woodburn CERT , Keizer library, Oregon Garden
Fire Station 21 newburg hwy Woodburn

CERT: Various, first aid Keizer library: various,
desk Oregon Garden: horticultural

I authorize a criminal background check if
required. (Autorizo una verificación de
antecedentes penales si es necesario.)





Volunteer Coordinating Committee Meeting Date:
August 22, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Budget Committee Openings

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** and **APPLICANT'S NAME** to the Budget Committee for Positions 6 and 7 with a term expiring August 31, 2027, respectively.

I. Summary

Two positions on the Budget Committee are open. The opening was advertised on the City's Facebook and website, and a media release was published.

Positions 6 and 7 have terms ending August 31, 2027.

Applications were received from: Caitlin Brown, Susan London, Jonathan Thompson, Mary Pardo, and Jamie Davis. In order to serve on the Budget Committee, a member must be an active, registered voter in Keizer. All applicants have active statuses as registered voters in Keizer, Oregon.

Jonathan Thompson and Susan London are incumbents.

Caitlin Brown and Mary Pardo applied for the Budget Committee and Planning Commission, and their first choices are to serve on the Planning Commission.

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

These open positions were advertised on the City's Facebook and website, and a media release was published from May 24th to July 23rd.

Five applications were received and are included as an attachment for the VCC's review. The applicant will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - N/A
- C. **Timing** - N/A
- D. **Policy/Legal** - N/A

V. Alternatives

- A. Make recommendation for appointment to the City Council.
- B. Do not make a recommendation and continue advertising for the open positions.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the openings, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open positions.

Attachments

- 1. ATT_Budget Packet_REDACTED_8 2024

"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."

Budget Committee

Responsibilities include assisting the City Council in the examination and analyzing of proposed budgets for the City of Keizer. State statute requires volunteers serving on the Budget Committee to BE KEIZER CITIZEN REGISTERED VOTERS. The Budget Committee meets in May of each year to review the annual budget.

State statute prohibits Budget Committee members from concurrently serving on the Planning Commission.

Two Open Positions

Terms Expire 08/31/2027

Applications

- Jonathan Thompson
(currently serving on the Budget Committee)
- Susan London
(currently serving on the Budget Committee)
- Caitlin Brown
(also applied for Planning Comm. – 1st choice)
- Mary Pardo
(also applied for Planning Comm. – 1st choice)
- Jamie Davis



CITY OF KEIZER BUDGET COMMITTEE

The Budget Committee is comprised of seven citizen members, the seven members of the City Council and a non-voting Youth Liaison. The committee is responsible for reviewing and analyzing the proposed budgets for the City. The committee meets during budget season (April and May) when there may be up to two meetings per week.

Members of this committee serve three-year terms.

Position	<u>Name</u>	<u>Contact Info</u>	<u>Appt Date</u>	<u>Exp. Date</u>
1	Matthew Stalheim		11-06-2023	08-31-25
2	Melissa Martin		2020	08-31-25
3	Elaine Wilson		10-02-2023	08-31-26
4	Jane Herb		10-02-2023	08-31-26
5	Lore Christopher		10-2-2023	08-31-26
6	Susan London		2021	08-31-24
7	Jonathan Thompson – Vice Chair		2015	08-31-24
8	OPEN Position – Youth Liaison (non-voting) City Council Members: Mayor Cathy Clark Council President Shaney Starr Councilor Laura Reid		9/01/2024	6/30/2025
		Councilor Kyle Juran Councilor Soraida Cross Councilor Robert Husseman Councilor Dan Kohler - Chair		

BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Dawn Reichle-Bailon	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Jane Herb	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Emerson Carella	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Corri Falardeau	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Leslie Risewick	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Larry Jackson	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

BUDGET COMMITTEE Positions # 6 & 7 (exp 08/2027) VCC MEMBER: Daisy Hickman	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

Budget Committee Positions # 6 & 7 (exp 08/2027) TALLY – Vote # 1	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Dawn Reichle-Bailon	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Jane Herb	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Emerson Carella	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Corri Falardeau	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Leslie Risewick	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice
BUDGET COMMITTEE	
Positions # 6 & 7 (exp 08/2027)	
VCC MEMBER: Larry Jackson	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

BUDGET COMMITTEE Positions # 6 & 7 (exp 08/2027) VCC MEMBER: Daisy Hickman	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

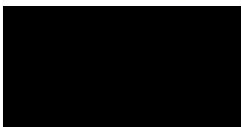
Budget Committee Positions # 6 & 7 (exp 08/2027) TALLY – Vote # 2	
	Jonathan Thompson
	Susan London
	Caitlin Brown **
	Mary Pardo **
	Jamie Davis
	No Recommendation
	* Budget Comm. is Applicant's 1 st Choice
	** Budget Comm. is Applicant's 2 nd Choice

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Sunday, June 30, 2024 1:47 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/30/2024 1:47 PM

First and Last Name (Nombre y Apellidos): Jonathan Thompson
Email Address (Dirección de correo electrónico): 
Phone (Teléfono) : 
Address (Dirección): 
City (Ciudad): Keizer

Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):

Budget Committee (Comité de Presupuesto): Budget Committee (Comité de Presupuesto)

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):

Planning Commission (Comisión de Planificación):

Public Art Commission (Comisión de Arte Público):

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):

Other (Otra):

If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):

Budget Committee

Days and times of week available (Días y horas de la semana disponibles):

Varies

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):

I am a small business owner and am the Board Treasurer for both Willamette Valley Christian School and the Keizer Chamber of Commerce. I also have previous experience on the Keizer Budget Committee, most recently as its Vice-Chair. I look forward to bringing that experience to the table to continue to help Keizer.

How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):

As many as needed to get the job done.

Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):

I have served on a couple of Keizer committees including the Planning Commission and the Budget Committee. With this experience, plus the small business my wife and I own in Keizer, I

believe that I can add a needed voice to budget decisions. During my time on the budget committee, we dealt with the police and parks fees, as well as spending the ARPA money in a way that helps Keizer residents without creating long-term obligations with one-time money. As we tackle the effects of increasing PERS rates on the city budget, the voice of small business will be necessary. I look forward to being that voice. I ask for your support to continue serving Keizer on the budget committee.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados): Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?): No

Education Background (Antecedentes educativos):

High School (escuela secundaria): Central High School, Independence, OR

Graduate or GED (Posgrado o GED): Graduate

College (universidad): Willamette University / St. Paul Lutheran Seminary

Degree (Título universitario): Bachelor of Arts - Biology & Politics / Master of Divinity

Personal Reference (Referencia personal):

Name (Nombre): Oliver Coker

Address (Dirección):

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado): Northwest Dental Arts

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?): Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado): Willamette Valley Christian School

Address (Dirección): 9075 Pueblo Ave NE, Salem, OR 97305

Phone (Número de teléfono): (503) 393-5236

Duties (Deberes):

As the Board Treasurer, I am responsible for putting together our annual budget for approval by the rest of the board. During the school year, I work with our finance officer to implement the approved budget and if necessary, take proposed changes to the full board.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, June 25, 2024 4:20 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

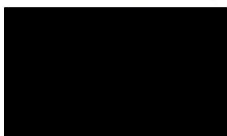
CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/25/2024 4:19 PM

First and Last Name (Nombre y Apellidos):

Susan London

Email Address (Dirección de correo electrónico):



Phone (Teléfono) :

Address (Dirección):

City (Ciudad):

Keizer

Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):

Budget Committee (Comité de Presupuesto):

Budget Committee (Comité de Presupuesto)

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):

Planning Commission (Comisión de Planificación):

Public Art Commission (Comisión de Arte Público):

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):

Other (Otra):

If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):

Days and times of week available (Días y horas de la semana disponibles):

I am retired, so my times and days are very flexible. I can usually fit any meeting into my schedule.

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):

I worked in bookkeeping, banking, and budgeting, for approximately 50 years prior to my retirement. I even taught financial counseling for a time when I worked in banking, in order to teach how to budget successfully.

How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):

Generally, as many as needed.

Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):

I am just finishing my first 3-year term on the budget committee and feel I can continue to contribute to the City of Keizer. I have lived in Keizer for 17 years and consider this city to be my home. I am in favor of contributing to my community and would like the opportunity to continue to do so.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

Humboldt County High School in Winnemucca, Nevada.

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

I have completed one half of my senior year of college

Degree (Título universitario):

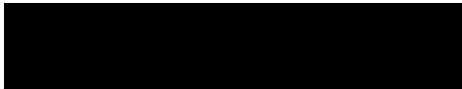
Associates Degree

Personal Reference (Referencia personal):

Name (Nombre):

Melissa Nofziger

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Retired

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Prairie City, Oregon school district.

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

Volunteered in the kindergarten for an entire school year.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

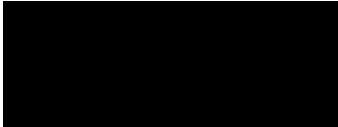


Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, May 28, 2024 5:03 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance.**

A new submission has been received for Volunteer Application at 05/28/2024 5:02 PM

First and Last Name (Nombre y Apellidos):	Caitlin Brown
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	☒ Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	☐ Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	☒ Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):	☐
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	☐
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	Planning Commission
Days and times of week available (Días y horas de la semana disponibles):	I am able to be flexible
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have ICS 100-800 and numerous other awarded certificates. I am a general contractor. I have a horticulture background as well.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	10-60
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I would like to expand the greater Keizer areas ability to mitigate and smoothly work through disasters. I also would enjoy expanding our communities ability to strive through change.

**I understand the time commitment and duties involved
(Entiendo el compromiso de tiempo y los deberes involucrados):**

Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

SPASH

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

OSU

Degree (Título universitario):

Construction Management

Personal Reference (Referencia personal):

Name (Nombre):

Derek Rodgers

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Haven't Botany LLC

Employer's Address (Dirección del empleado):

[REDACTED]

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

FEMA

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I have worked with FEMA and Americorp for disaster mitigation for over 10 years and have multiple EOP management certificates. I'd be happy to implement what I know and continue to expand my knowledge.

**I authorize a criminal background check if required.
(Autorizo una verificación de antecedentes penales si es necesario.):**

I authorize a criminal background check if required.
(Autorizo una verificación de antecedentes penales si es necesario.)



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Friday, June 7, 2024 1:48 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/07/2024 1:47 PM

First and Last Name (Nombre y Apellidos):	Mary Pardo
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	☒ Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	☐ Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	☒ Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):	☐ Public Art Commission (Comisión de Arte Público)
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	☐ Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	Planning Commission
Days and times of week available (Días y horas de la semana disponibles):	M T W F after noon
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	Volunteer at Keizer library, Oregon Garden, & CERT.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	20
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I believe in serving the community that I live in
I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):	Yes
Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):	No
Education Background (Antecedentes educativos):	

High School (escuela secundaria):	Bellflower High School (CA)
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Cerritos Community college (CA)
Degree (Título universitario):	A A..
Personal Reference (Referencia personal):	
Name (Nombre):	Barbara Miner
Address (Dirección):	Keizer library
Phone (Número de teléfono):	Keizer library
Current Place of Employment (Lugar de empleo actual):	
Employer's Name (Nombre del empleado):	Retired from Los Angeles County Sheriff's Dept (Corrections)
Employer's Address (Dirección del empleado):	Ramona Blvd Monterey Park (CA)
Employer's Phone (Teléfono del empleador):	
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	No
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	Woodburn CERT , Keizer library, Oregon Garden
Address (Dirección):	Fire Station 21 newburg hwy Woodburn
Phone (Número de teléfono):	
Duties (Deberes):	CERT: Various, first aid Keizer library: various, desk Oregon Garden: horticultural
I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):	I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

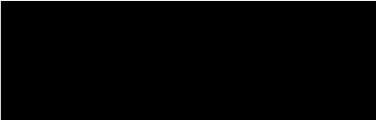


Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Wednesday, July 17, 2024 9:58 AM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 07/17/2024 9:57 AM

First and Last Name (Nombre y Apellidos):	Jamie Davis
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	
Planning Commission (Comisión de Planificación):	
Public Art Commission (Comisión de Arte Público):	
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	
Days and times of week available (Días y horas de la semana disponibles):	1
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have over 25 years of experience as a Finance Controller, and have a strong knowledge of city budgets.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	3-5
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I worked at League of Oregon Cities for 8 years as the Finance Director and have worked at the Traffic Safety/Bikeways/Pedestrian Committee for the last 3 years. My knowledge will help Keizer progress forward as a growing city.
I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):	Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

Santiago

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Jenna Jones

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

No

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Traffic Safety/Bikeways/Pedestrian Committee

Address (Dirección):

Keizer

Phone (Número de teléfono):

Duties (Deberes):

I worked my way to the chair position.

I authorize a criminal background check if required.
(Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)





Volunteer Coordinating Committee Meeting Date:
August 22, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Planning Commission Openings

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** and **APPLICANT'S NAME** to the Planning Commission for Positions 6 and 7 with terms expiring September 30, 2027.

I. Summary

Two positions on the Planning Commission are open. The opening was advertised on the City's Facebook and website, and a media release was published.

Positions 6 and 7 have terms ending September 30, 2027.

Applications were received from: Caitlin Brown, Mary Pardo, Lindsey King, and Frank Hostler.

The incumbents do not wish to serve another term.

Caitlin Brown and Mary Pardo applied for the Budget Committee and Planning Commission, and their first choices are to serve on the Planning Commission.

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

These open positions were advertised on the City's Facebook and website, and a media release was published from May 24th to July 23rd.

Four applications were received and are included as an attachment for the VCC's review. The applicant will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open positions.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the openings, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open positions.

Attachments

1. ATT_Planning Packet_REDACTED_8 2024

“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.”

PLANNING COMMISSION

The Commission assists the City Council in land use decisions and recommendations regarding Keizer's future growth, development, and beautification. The Commission meets on the second Wednesday of the month at 6:00 p.m. The Planning Commission has guidelines for composition and organization. The guidelines prohibit more than two members to be engaged principally in the buying, selling, or developing of real estate. In addition, Planning Commission members are required to file a statement of economic interest disclosure form with the Oregon Government Ethics Commission.

State statute prohibits Planning Commissioners from concurrently serving on the Budget Committee.

Two Positions Open
Terms Expires 9/30/2027

Applications

- Caitlin Brown
(also applied for Planning Comm. – 1st choice)
- Mary Pardo
(also applied for Planning Comm. – 1st choice)
- Lindsey King
- Frank Hostler



Position #	PLANNING COMMISSION Updated: May 24, 2024			
	Name	Address/Phone	Serving Since/Term Expires	Council Assignment
1	Matt Lawyer - CHAIR		12/17 - 9/25	December August
2	Sara Hutches - VICE CHAIR		10/19 - 9/25	April October
3	Jeremy Grenz		10/19 - 9/25	May November
4	Fernando Lopez		10/2/2023 - 9/30/2026	January
5	Robb Witters		10/2/2023 - 9/30/2026	June
6	Mo Avishan		10/21 - 9/24	February July
7	Ron Bersin		10/21 - 9/24	March September
	Joseph Lindsay City Attorney	P.O. Box 21000 503-856-3433 (Tammie)		
	Shane Witham, Planning Director, withams@keizer.org	P.O. Box 21000 503-856-3439		
	Kyle Juran, Council Liaison jurank@keizer.org			
	Angelica Sarmiento Avendano, Youth Liaison – non-voting	(503)602-6624		
	Dawn Wilson Deputy City Recorder wilsond@keizer.org	PO Box 21000 503-856-3418		

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Dawn Reichle-Bailon	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Jane Herb	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER:	

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Corri Falardeau	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Leslie Risewick	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER:	

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Emerson Carella	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Larry Jackson	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Daisy Hickman	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) TALLY – Vote # 1	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Dawn Reichle-Bailon	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Jane Herb	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER:	

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Corri Falardeau	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Leslie Risewick	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice
PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER:	

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Emerson Carella	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Larry Jackson	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) VCC MEMBER: Daisy Hickman	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

PLANNING COMMISSION #6 & 7 (exp 09/27) TALLY – Vote # 2	
	Caitlin Brown *
	Mary Pardo *
	Lindsey King
	Frank Hostler
	No Recommendation
	* Planning Comm. is Applicant's 1 st Choice
	** Planning Comm. is Applicant's 2 nd Choice

From: no-reply@services.evo.cloud
Sent: Tuesday, May 28, 2024 5:03 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 05/28/2024 5:02 PM

First and Last Name (Nombre y Apellidos):	Caitlin Brown
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	☒ Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	☐ Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	☒ Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):	☐
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	☐
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	Planning Commission
Days and times of week available (Días y horas de la semana disponibles):	I am able to be flexible
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have ICS 100-800 and numerous other awarded certificates. I am a general contractor. I have a horticulture background as well.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	10-60
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I would like to expand the greater Keizer areas ability to mitigate and smoothly work through disasters. I also would enjoy expanding our communities ability to strive through change.

I understand the time commitment and duties involved
(Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

SPASH

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

OSU

Degree (Título universitario):

Construction Management

Personal Reference (Referencia personal):

Name (Nombre):

Derek Rodgers

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Haven't Botany LLC

Employer's Address (Dirección del empleado):



Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

FEMA

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I have worked with FEMA and Americorp for disaster mitigation for over 10 years and have multiple EOP management certificates. I'd be happy to implement what I know and continue to expand my knowledge.

I authorize a criminal background check if required.
(Autorizo una verificación de antecedentes penales si es necesario.):

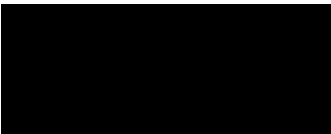
I authorize a criminal background check if required.
(Autorizo una verificación de antecedentes penales si es necesario.)



From: no-reply@services.evo.cloud
Sent: Friday, June 7, 2024 1:48 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 06/07/2024 1:47 PM

First and Last Name (Nombre y Apellidos):	Mary Pardo
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	☒ Budget Committee (Comité de Presupuesto)
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	☐ Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):	☒ Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):	☐ Public Art Commission (Comisión de Arte Público)
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	☐ Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	Planning Commission
Days and times of week available (Días y horas de la semana disponibles):	M T W F after noon
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	Volunteer at Keizer library, Oregon Garden, & CERT.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	20
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I believe in serving the community that I live in
I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):	Yes
Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?):	No
Education Background (Antecedentes educativos):	

High School (escuela secundaria):

Graduate or GED (Posgrado o GED):

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Address (Dirección):

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

Bellflower High School (CA)

Graduate

Cerritos Community college (CA)

A A..

Barbara Miner

Keizer library

Keizer library

Retired from Los Angeles County Sheriff's Dept (Corrections)

Ramona Blvd Monterey Park (CA)

No

Woodburn CERT , Keizer library, Oregon Garden
Fire Station 21 newburg hwy Woodburn

CERT: Various, first aid Keizer library: various,
desk Oregon Garden: horticultural

I authorize a criminal background check if
required. (Autorizo una verificación de
antecedentes penales si es necesario.)

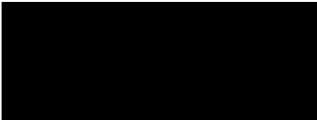


Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, June 20, 2024 10:59 AM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/20/2024 10:58 AM

First and Last Name (Nombre y Apellidos): Lindsey King
Email Address (Dirección de correo electrónico): 
Phone (Teléfono) : 
Address (Dirección): 
City (Ciudad): Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):
Budget Committee (Comité de Presupuesto):
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):
Planning Commission (Comisión de Planificación): Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Other (Otra):
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):
Days and times of week available (Días y horas de la semana disponibles): Monday through Friday availability.

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):
As a professional land use planner, I bring a decade of experience spanning both private and public sectors. My journey began with a B.S. in Planning and Management from the University of Idaho, and I have since contributed professionally in Washington, Idaho, and Oregon. Over the years, I have collaborated extensively with commissions, councils, and various governing bodies. During my tenure as Principal Planner for Marion County, I successfully oversaw the planning commission, ensuring the smooth and effective conduct of every hearing.

**How many hours a month are you available?
(¿Cuántas horas al mes estás disponible?):**

Up to 10 hours, but may be available for additional hours if needed.

**Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):**

Becoming a volunteer planning commissioner is an opportunity for me to contribute directly to shaping the development and growth of our community. With my background in land use planning and my experience in both the private and public sectors, I bring a valuable perspective to the role. I am passionate about ensuring sustainable and thoughtful development that enhances quality of life for residents while preserving our natural and cultural resources. As a planning commissioner, I see the chance to make a tangible impact by reviewing proposals, considering community input, and making well-informed decisions that align with the long-term vision and goals of our area. I am committed to fostering transparency, fairness, and accountability in the planning process, and I believe in the importance of engaging with stakeholders to ensure their voices are heard. Ultimately, serving as a volunteer planning commissioner allows me to apply my expertise, contribute to the betterment of our community, and play a role in creating a future that we can all be proud of.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

**Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito grave?):**

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

Central Valley Highschool

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

University of Idaho

Degree (Título universitario):

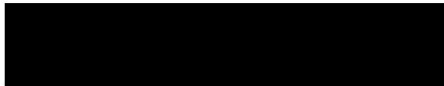
B.S. Natural Resource Planning and Management

Personal Reference (Referencia personal):

Name (Nombre):

Joe Fennimore

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Pacific Norhtwest Planning - Self employed

Employer's Address (Dirección del empleado):

4075 Filbert Ave NE

Employer's Phone (Teléfono del empleador):

5097013933

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):



I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

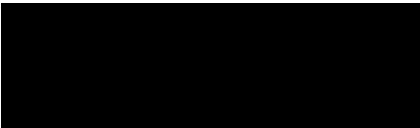
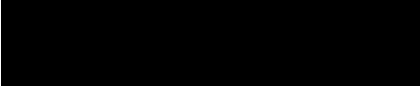
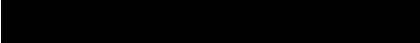
Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Wednesday, June 12, 2024 11:10 AM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Volunteer Application at 06/12/2024 11:10 AM

First and Last Name (Nombre y Apellidos): FRANK HOSTLER
Email Address (Dirección de correo electrónico): 
Phone (Teléfono) : 
Address (Dirección): 
City (Ciudad): Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):
Budget Committee (Comité de Presupuesto):
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):
Planning Commission (Comisión de Planificación): Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Other (Otra):
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?): Planning Committee
Days and times of week available (Días y horas de la semana disponibles): Evenings, and weekends
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I have a good understanding of how planning is constructed, the manner in which it is held, and received, by Officials, and community. I have a degree in Community Development. I have worked in planning, and Code Enforcement. I have a good deal of construction knowledge in all phases

How many hours a month are you available?
(¿Cuántas horas al mes estás disponible?):

I am open to the mission, meeting and goals of the Planning Committee.

Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):

There are a number of reasons I am volunteering my time with the city I reside in. A call to action is something I firmly believe in. Think Global act local. Oregon is growing, I would like to be a part of that. I am Native American, Kalapuya, Tolowa, Yurok and Paiute and Balance is a must with all things.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

Dallas High School

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Portland State University

Degree (Título universitario):

Community Development, and Indigenous Studies

Personal Reference (Referencia personal):

Name (Nombre):

Angie Waterberg

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Student Portland State

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

No

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

City of Keizer Planning Committee

Address (Dirección):

940 Chemawa Rd Keizer, Oregon 97303

Phone (Número de teléfono):

503-856-3408

Duties (Deberes):

Planning of City, Rules, regulations. In capital projects, such as housing. codes, and policies with the Urban area and possible land acquisitions. Resigned do to health issues.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)





Volunteer Coordinating Committee Meeting Date:
August 22, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Youth Councilor Opening

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the City Council as a Youth Councilor for the 2024/2025 school year.

I. Summary

The City Council has an open position for a Youth Councilor for the 2024/2025 school year. This open position was advertised on the City's Facebook and website, and a media release was published from May 24th to July 23rd.

The Youth Councilor serves from approximately 09/01/2024 thru 05/30/2025.

One application was received from: Ma'Layah Latty-Farrar, and she was interviewed by the Volunteer Coordinating Committee on June 13th. A Minutes excerpt from her interview is included in the packet.

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

This open position was advertised on the City's Facebook and website, and a media release was published from May 24th to July 23rd.

One application was received from Ma'Layah Latty-Farrar.

The applicant was already interviewed by the Volunteer Coordinating Committee on June 13th.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make a recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open positions.

VI. Recommendation

Staff recommends the VCC review the application and the excerpt from the Minutes on this applicant's interview at the June meeting, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for an open position.

Attachments

1. ATT_Youth Councilor Packet_REDACTED_8 2024

"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."

YOUTH COUNCILOR

Each school year one youth Councilor may be appointed as a non-voting member of the Council. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home-schooled student. The appointment shall be by a majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Youth Councilor:

- Will be selected during the 10th or 11th Grade year and serve during the 11th or 12th Grade year. For non-traditional students, selection will be during a school year in which he/she turns 16 or 17 for service during the school year in which he/she turns 17 or 18.
- Term of office will be 9/1 through 5/30.
- Will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged.
- Will be responsible for managing schedules of Pages and overseeing the Page program.
- Will be urged to recruit candidates to fill the position near the end of the school year.

The City Council meets on the first and third Monday of each month at 6:00 pm

**Youth Councilor
2024/2025 School Year
(approximately: 09/01/2024 thru 05/30/2025)**

Application

▪ Ma'Layah Latty-Farrar

**Interviewed at the 06/13/2024 Meeting.
*See Excerpt from Minutes.***

Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Dawn Reichle-Bailon	
	Ma'Layah Latty-Farrar
	No Recommendation
Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Jane Herb	
	Ma'Layah Latty-Farrar
	No Recommendation
Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Emerson Carella	
	Ma'Layah Latty-Farrar
	No Recommendation
Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Daisy Hickman	
	Ma'Layah Latty-Farrar
	No Recommendation

Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Corri Falardeau	
	Ma'Layah Latty-Farrar
	No Recommendation
Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Leslie Risewick	
	Ma'Layah Latty-Farrar
	No Recommendation
Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
VCC MEMBER: Larry Jackson	
	Ma'Layah Latty-Farrar
	No Recommendation
Youth Councilor 2024/2025 School Year (09/01/24 – 05/30/25)	
** TALLY Sheet **	
	Ma'Layah Latty-Farrar
	No Recommendation

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, June 6, 2024 8:01 PM
To: Wilson, Dawn
Subject: Youth Councilor - New Form Submission for Keizer, Oregon
Attachments: Ma'Layah Latty-Farrar.pdf

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.

A new submission has been received for Youth Councilor at 06/06/2024 8:01 PM

First and Last Name: Ma'Layah Latty-Farrar
Phone: [REDACTED]
Address: [REDACTED]
City, State and Zip Code: 97303
Email Address: [REDACTED]

Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.):

I am interested in this position as I want to help make a difference in my community, I have always been interested in volunteering my time if it helps others. I have volunteered for the black student union in school and outside of school, and I have also worked with the Student Cabinet for McNary; working hand in hand with the superintendent to help advocate change for all the students in the district, I feel like being apart of the Youth Council will allow me to continue to help the people in my community just this time outside of schools only.

Personal Reference - Please attach a letter of recommendation from a teacher or community leader.:

Ma'Layah Latty-Farrar.pdf

Current Place of Employment: Employer's Name, address & phone and your position:

Previous Volunteer Experience: Name & address of Volunteer Agency and your duties:

I understand that I will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged.: Yes

I understand the time commitment and duties involved for the position I am seeking.: Yes

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 Ma'Layah Latty-Farrar

understanding and agreement that medical insurance is not provided by the City of Keizer. Volunteers for the City of Keizer are covered under the city's liability insurance and workers compensation program. As a volunteer applicant, I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time. Please type your signature below..:

Signature of Parent/Guardian:

Amanda M. Farrar

Reference Letter:

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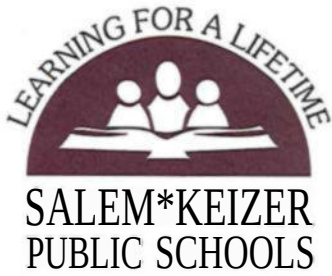
Resume:

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Additional Attachments:

No File Uploaded





McNARY HIGH SCHOOL
Scott Gragg, Principal
595 Chemawa Road N, Keizer, Oregon 97303
503-399-3233 • FAX: 503-391-4025

Andrea Castaneda, Superintendent

June 5, 2024

Dear Volunteer Coordinating Committee,

I am honored to write in support of **MA'LAYAH LATTY-FARRAR** as she applies for the Youth Councilor position for the 2024-25 school year. I have had Ma'Layah in public speaking, but I have also had an opportunity to observe her in other contexts of McNary.

Ma'Layah moved here this year from the Bronx. She has handled this move, to what amounts to another planet, with amazing resilience. Ma'Layah quickly got involved with as many activities as she could; I have seen her in plays, as part of the media production team, and as an active participant in the Black Student Union. Furthermore, she has gotten to know all her teachers, and they are mightily impressed with her academic abilities, as well as her involvement.

Ma'Layah is unfailingly positive and has embraced her new home with impressive enthusiasm. She is friendly to and supportive of all her classmates. I have had an opportunity to observe that close-up in public speaking. Speaking in front of peers can be terrifying, and she makes everyone feel comfortable while encouraging them to do their best. She is a confident public speaker herself and does well in both prepared and impromptu speeches.

I have been impressed with Ma'Layah's desire to be involved in the community. She embodies the values of pride, spirit, and volunteerism. She would be an excellent Youth Councilor because of all the different activities she is involved with, and she values exploring a variety of perspectives. She will represent our Keizer youth well, and I am excited at the prospect of her joining the Council.

Thank you for your consideration.

Sincerely,


Laura Reid
English Teacher

Minutes excerpt from June 13, 2024

Interview with Ma'Layah Latty-Farrar for the Youth Councilor position:

The Committee interviewed Ma'Layah Latty-Farrar for the Youth Councilor position. She recently became involved in her school with things that involve Keizer. She was part of the Student Cabinet with the Salem-Keizer School District and helped make changes directly in the schools. If she was offered another opportunity to be a part of the Student Cabinet, she would accept it because she found talking from a student's point of view was really enjoyable. She really likes seeing everyone from various schools come together to make a difference as a whole rather than a small fraction.

Ms. Latty-Farrar heard about the Youth Councilor opening from a teacher, Mrs. Reid, who inspired her to feel that she wanted to make more changes and help others because it's nice to help them, even if they don't ask for help. She believes that some changes need to be made in schools, and there are also some accessibility changes with the buses needed in the Keizer community. She feels that Keizer needs to be a community for all, regardless if someone was in school or outside of school. If she were to serve on the City Council, she would be interested in the sidewalk repair program because she longboards. With cracked sidewalks, she has to longboard in the bike lane, which has rocks in the way, making it unsafe. She would be comfortable making a little change within the time that she was able to serve.

She foresees taking information from the City Council to her fellow students by speaking out when possible, and she would meet with persons in charge of small groups to learn the best steps of action to reach goals. She made a motion and had a meeting to address racism that was happening in the schools. She made a video about the final quire performance and what finals week would look like, and she finds this to be a welcoming place and enjoys spreading her words and the news.

The Committee would consider this applicant at their August meeting when the rest of the interviews and voting would take place.

In order to reach other youth communication channels, the Committee discussed having a social media account so the youth liaisons and councilors could provide information in a youth-friendly format. It was suggested that these students could submit information to be posted on the City's website or for the students to make reels. Council President Starr and Dawn Bailon would push this idea forward.



Volunteer Coordinating Committee Meeting Date:
August 22, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Continued discussion on the 2024 Annual Recognition for the City Volunteers

Proposed Motion

This item is a discussion item and a motion is only suggested if changes are desired.

I. Summary

April is National Volunteer Recognition Month and the Volunteer Coordinating Committee has been tasked with the annual recognition of City volunteers. The Mayor issues a Proclamation for Volunteer Recognition Month the first City Council meeting in April.

Members of the Volunteer Coordinating Committee (VCC) visit each of the City's Boards, Commissions, and Committee meetings in April and May to recognize and thank the volunteers for their dedication and service to the City of Keizer and distribute cookies to the volunteers.

II. Background

Among other responsibilities outlined in the attached VCC resolution, the VCC is also responsible for the recognition of City volunteers. Members of the VCC sign up to attend meetings in April and May to deliver cookies and recognize City volunteers. This method of volunteer recognition has been in place since 2003.

III. Current Situation

April was Volunteer Recognition Month and members of the VCC recently attended Council, Board, Commission, and Committee meetings as the annual recognition program.

The VCC debriefed at the last meeting. They asked to have another volunteer recognition item on the Agenda for January or February, as that would be a good time to visit the budget and see if there would be any changes for future recognitions. This item has been added to the January Agenda.

The VCC asked that staff to discuss volunteer appreciation, share suggestions with this Committee, and asked that the City Recorder's Office to bring back the documented

process. It is included in this packet.

IV. Analysis

- A. **Strategic Impact** - Volunteerism is a significant piece of the fabric of the City of Keizer since the City's incorporation.
- B. **Financial** -
The Volunteer Recognition budget is \$300 a year.
- C. **Timing** -
With the annual volunteer recognition recently taking place, now is a good time to debrief how it went and to see if any changes for future recognition would like to be discussed.
- D. **Policy/Legal** -
Appendix "A" of Resolution R2023-3422 states: "The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following 6. Annual recognition for the City volunteers."

V. Alternatives

- A. Not discuss the annual recognition.
- B. Debrief the recent annual recognition of volunteers.
- C. Discuss the recent annual recognition of volunteers and potential changes to the annual recognition.

VI. Recommendation

Staff recommends that the VCC continue debriefing the 2024 annual recognition and discuss the annual recognition for the City volunteers.

Attachments

- 1. ATT_R2023-3422_11 6 2023
- 2. ATT_Annual Volunteer Recognition Process _2024

"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."

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2023-3422

4
5
6 AMENDING THE VOLUNTEER COORDINATING COMMITTEE;
7 **AMENDING RESOLUTION R2013-2328**
8

9
10 WHEREAS, the Council reestablished a Volunteer Coordinating Committee by
11 Resolution R2013-2328;

12 WHEREAS, the Council wishes to amend the membership section to allow
13 appointment of a Youth liaison;

14 NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.
16 R2013-2328 is hereby amended in Appendix "A" by replacing Appendix "A" with the
17 attached Appendix "A", and by this reference incorporated herein.

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

20 PASSED this 6th day of November, 2023.

21
22 SIGNED this 6th day of November, 2023.

23
24 Cathy Clark
25 Mayor

26
27 Melina Bisset
28 City Recorder

Appendix "A"
City Council Committee

Name:	Volunteer Coordinating Committee
Purpose:	The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following: 1. Identify functions and activities where volunteers can help the City; 2. Solicit volunteers for all City Boards, Committees and Commission; 3. Solicit and match volunteer needs for special projects and activities within the City; 4. Recruit, interview, and recommend Board, Committee, and Commission appointments to the City Council; 5. Assist in training of volunteers and public relation items pertaining to the individual Board, Committee, and Commissions; 6. Annual recognition for the City volunteers.
Membership:	The Committee shall consist of seven (7) voting members. Each of the seven (7) members shall be appointed by a member of the City Council. The member shall be appointed to a position corresponding with the position of the Council member responsible for their appointment. The Mayor will appoint a non-voting Council liaison to the Committee. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.
Term of Office:	Each member of the Committee shall be appointed for a two-year term. The appointments will be announced and the term will begin at the first Council meeting in January of each odd numbered year, following the general election. If an appointed member is unable to serve the term for which the member is appointed or an appointed member resigns prior to the completion of the term, the Council member responsible for this position shall appoint another individual to finish the term. If a Council office is vacant for any reason, the replacement Council member may, at their option, replace the appointed member. There will be no term limits for members of the Committee.
Chair and Vice-Chair:	The Committee will elect a Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

Process for Volunteer Recognition Month (April)

Suggested Additions are in Red – 07/26/24

Part 1:

- The Mayor prepares a Proclamation and reads it at the first City Council Meeting in April.
- The information below placed in the VCC packet the month prior to Volunteer Recognition Month. Members of the VCC sign up for a Board, Commission or Committee (“Group”) Meeting to attend.
- City Recorder staff purchases cookies for the ~~Board, Commission or Committee~~ **Group** and brings cookies to the meeting.
- **The VCC member attends their chosen Group for that year and sits at the Public Comment table when the Chair states the Volunteer Appreciation Agenda item.**
 - **The VCC member verbally recognizes the Group either with their personal expression of appreciation – and/or they can read the Proclamation.**
 - **The City Recorder's Office will have the Proclamation at each of the Meetings.**
- City Recorder staff hands cookies to the representing VCC member at the ~~Board, Commission or Committee~~ **Group** meeting, and they hand deliver the cookies to each member.

Information to include in the Volunteer Coordinating Committee Packet in February/March:

Volunteer Appreciation Assignments: Each year in April members of the VCC attend a Committee meeting to express gratitude on behalf of the VCC for volunteer dedication and commitment. Cookies are provided by the City to be distributed at each meeting. Please use the table below to determine which meeting you would like to attend.

Here are the upcoming Committee meetings that VCC Members will be attending so you can recognize the volunteer members on behalf of the VCC:

Volunteer Appreciation Assignments – [Year]			
Group	Meeting Date	Time	VCC Member
City Council Meeting (<i>Chair attends</i>) but all Members are Invited to attend	Monday,	7:00 PM	
Community Diversity Engagement	Thursday,	6:00 PM	
Parks Advisory Board	Tuesday,	6:00 PM	
Traffic Safety/Bikeways/Peds	Thursday,	6:00 PM	
Planning Commission	Wednesday,	6:00 PM	
Budget Committee	Monday,	6:00 PM	
Arts Commission	Tuesday,	6:00 PM	

Part 2:

- The Mayor will ask the City Council at a regularly scheduled meeting in March who would be available to recognize the VCC at their April (or May) meeting.
 - At least one Councilor and/or the Mayor would recognize the VCC members.