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# **A G E N D A**

## **KEIZER CITY COUNCIL WORK SESSION**

**Monday, April 10, 2023**

**6:00 p.m.**

**Robert L. Simon Council Chambers  
930 Chemawa Road NE  
Keizer, Oregon 97303**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. DISCUSSION**

**a. City Council Short Term and Long Term Goals for 2023-2024**

**b. Bi-Annual Review of Citizen Committees, Boards, and Commissions**

**4. ADJOURN**

*City of Keizer Mission Statement*

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



CITY COUNCIL WORK SESSION: APRIL 10, 2023

To: Mayor Clark and City Council Members

FROM: Adam J. Brown, City Manager

SUBJECT: **2023-2024 CITY COUNCIL GOAL SETTING**

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**PROPOSED MOTION:**

N/A

**I. SUMMARY:**

The City Council Rules of Procedure state the City Council shall set goals at a minimum of every two years to coincide with mayoral terms of office. The goals shall include Short Term Goals that the Council plans on completing within the next 24 months and Long Term Goals that the Council plans to work on during the next two years, but will take longer to complete than 24 months. In addition, the Council may also set a work plan for projects that Council has determined to be priorities for the short or long term. City Council Goals/Work Plan shall be adopted at a regular meeting no later than the second regular session in April of the year following the election.

**II. BACKGROUND:**

- A. The last goals adopted by the City Council were in 2021.

**III. CURRENT SITUATION:**

- A. The City Council reviewed the 2021-2022 goals at a work session on December 12, 2022.
- B. At the December 12, 2022 work session, the City Council addressed certain issues that may need to be carried forth. Minutes from this meeting are attached.

**IV. ANALYSIS:**

- A. **Strategic Impact** – N/A
- B. **Financial** – N/A

- C. **Timing** – Adoption of new Short Term and Long Term Goals are due by the end of April 2023.
- D. **Policy/legal** – The City Council Rules of Procedure set forth guidelines for goal setting.

**ALTERNATIVES:**

- A. N/A

**RECOMMENDATION:**

Staff recommends the City Council discuss and review a potential list of short term and long term goals to be adopted at an upcoming City Council meeting.

**ATTACHMENTS:**

- R2021-3168 – City Council Goals and Work Plan 2021-2022
- December 12, 2022 Work Session Minutes
- Section 20 – City Council Rules of Procedure

**CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**

**Resolution R2021- 3168**

**ADOPTION OF 2021-2022 CITY COUNCIL GOALS/WORK PLAN**

**WHEREAS, over the last several years, the City Council Goals have grown to include programs and projects that are led by Council members;**

**WHEREAS, the Council desires to distinguish between Goals that are led by City staff and the Work Plan that are led by the Council members;**

**WHEREAS, the Council desires to adopt the Goals and Work Plan set forth below;**

**NOW, THEREFORE,**

**BE IT RESOLVED that the City Council of the City of Keizer does hereby adopt the following Council goals for 2021-2022:**

**SHORT TERM GOALS**

- **Parks Master Plan Update**
- **Water Rate Structure Study**
- **UGB Studies and Next Steps**
  - **Housing**
  - **Employment**
  - **Transportation**
  - **Considerations in Decision Making**
- **Emergency Preparedness Update**
- **City Ordinance Codification**

**LONG TERM GOALS**

- **Sidewalk Gap and Repair Program**
- **Water Master Plan Update**

- Water Main Replacements
- Transportation System Plan Update
  - Grant Cycle Funding
- UGB Studies
- River Cherry Overlay District
  - Funding Opportunities to Spur Development and Redevelopment

BE IT FURTHER RESOLVED that the City Council of the City of Keizer does hereby adopt the following Work Plan for 2021-2022:

- Parks Master Plan Update and Parks Projects
  - Community Outreach
- Community Diversity Engagement
- Council Rules and Procedures Update
- Volunteer Committee Training
- Recruit and Hire Permanent City Manager
- Housing Disparity and Barriers to Home Ownership in Keizer

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that if time allows additional items that may be considered as part of the Work Plan for 2021-2022 are as follows:



- Broadband and Internet Access
- Street Lights – Service Gaps and Completing the System
- Sustainability/Climate Smart Strategies
- Roadway Markings
- Post COVID Economic Recovery and Development

BE IT FURTHER RESOLVED that the Mayor shall appoint the lead Councilors for each Work Plan at a regular meeting;

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

3 **PASSED this** 19th **day of** April **, 2021.**

4  
5 **SIGNED this** 19th **day of** April **, 2021.**

6  
7  
8   
9 **Mayor**  
10   
11 **City Recorder**



**MINUTES  
KEIZER CITY COUNCIL  
WORK SESSION  
Monday, December 12, 2022  
Keizer, Oregon**

**CALL TO  
ORDER**

Mayor Clark called the work session to order at 6:03 p.m. Attendance was taken as follows:

**Present:**

Cathy Clark, Mayor  
Dan Kohler, Councilor  
Kyle Juran, Councilor  
Shaney Starr, Councilor  
Laura Reid, Councilor  
Robert Husseman, Councilor Elect  
Soraida Cross, Councilor Elect

**Staff Present:**

Adam Brown, City Manager  
Tim Wood, Assistant City Manager  
Shane Witham, Planning Director  
Machell DePina, Human Resources  
Bill Lawyer, Public Works Director  
Tracy Davis, City Recorder

**Absent:**

Elizabeth Smith, Councilor  
Roland Herrera, Councilor

**DISCUSSION**

**a. Review of  
2021-2022  
City Council  
Goals**

Mayor Clark welcomed new councilors and explained the purpose of the meeting. Discussion took place as follows.

**SHORT TERM GOALS**

**Parks Master Plan Update** – Completed. Plan reaffirmed system's needs. Nothing was added to the plan other than adding the little league complex so that it would qualify for SDC funds and changing the field designation, adding an adventure course and removing the indoor sports facility in Keizer Rapids Park. Discussion took place regarding making the KLL complex ADA compliant, linear parks and pocket parks.

**Water Rate Structure Study** – On hold until needed

**UGB Studies and Next Steps** – On hold pending completion of strategic planning process.

**Emergency Preparedness Update** – Working on updates to the plan and leadership. Information provided regarding planning, support and live exercises.

**City Ordinance Codification** – Contract signed and process moving forward.

## **LONG TERM GOALS**

**Sidewalk Gap and Repair Program** – Mr. Brown suggested that ARPA might be used to start a trial matching program to upgrade sidewalks. Discussion followed regarding criteria, triggers, repairs, grants and getting examples of sidewalk programs from other cities.

**Water Master Plan Update** – Normally done every 10 years and although it is time to revisit it, staff does not propose doing so since facilities are adequate. *This could be removed from the list.*

**Transportation System Plan Update** – On hold pending Climate Friendly Equitable Communities rules and scenario planning. It should remain on the long term list but there is no way of knowing how long it will be before the update can be done.

**UGB Studies** – Previous councils and staff have discussed expansion but the deck is stacked against Keizer because it has a shared UGB and Keizer is adjacent to prime farm land and state rules prohibit development of those. Additionally, recent population projects for Keizer are significantly lower than anticipated which lowers the need for expansion. Discussion followed regarding various housing options and transitional housing.

**River Cherry Overlay District** – Work done through revitalization plan. Still need to work on how to fund projects to continue with the revitalization.

## **WORK PLAN**

**Parks Master Plan Update and Parks Projects** - *Complete*

**Community Diversity Engagement** – Ongoing. Consultant to be hired to help fine tune committee vision and increase effectiveness. Committee intends to help plan the 40<sup>th</sup> birthday party.

**Council Rules and Procedures Update** – Complete for current year but should be reviewed every other year.

**Volunteer Committee Training** – Ongoing as committee membership changes. Discussion followed regarding training of chair persons and the training video available on the city website.

**Recruit and Hire Permanent City Manager** - *Complete*

**Housing Disparity and Barriers to Home Ownership in Keizer** –

Discussion followed regarding training young people in the benefits of home ownership and educating everyone about property taxes.

For the benefit of incoming Councilors Mayor Clark shared information about City committees and Council Liaison assignments. Councilors and staff shared their thoughts about the past year. Incoming Councilors expressed enthusiasm for the coming years on Council.

## **ADJOURN**

Mayor Clark adjourned the work session at 7:51 p.m.



APPROVED:

MAYOR:

\_\_\_\_\_  
Cathy Clark\_\_\_\_\_  
Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

\_\_\_\_\_  
Councilor #1 – Laura Reid\_\_\_\_\_  
~ Absent ~  
Councilor #4 – Roland Herrera\_\_\_\_\_  
Councilor #2 – Shaney Starr\_\_\_\_\_  
~ Absent ~  
Councilor #5 – Elizabeth Smith\_\_\_\_\_  
Councilor #3 – Kyle Juran\_\_\_\_\_  
Councilor #6 – Daniel R. Kohler

Minutes approved: \_\_\_\_\_

## **City Council Rules of Procedure**

### **Section 20.1 Council Goal/Work Plan Setting**

- a) Goal Setting/Work Plan Parameters. The Council shall set goals at a minimum of every two years to coincide with mayoral terms of office. The goals shall include Short Term Goals that the Council plans on completing within the next 24 months and Long Term Goals that the Council plans to work on during the next two years, but will take longer to complete than 24 months. In addition, the Council may also set a work plan for projects that Council has determined to be priorities for the short or long term.
- b) Creation of initial list. Following the election in November of even numbered years, the newly elected Council members are strongly encouraged to meet with the current Council members in a work session meeting to establish an initial list of potential Council goals/Work plan. This initial “brainstorming” session shall be completed by December 31 of the election year.
- c) Work Session. During the first calendar quarter of the year following an election, a work session shall be dedicated to Council Goal/Work Plan Setting. During this work session the initial list of potential Council goals and Work plan will be refined and amended to reflect the needs, and goals of the community. The goals shall reflect, but not be limited to, the goals established in the City’s Strategic Plan; Master Plans, community input, City staff, City committees and Council members. The Work plan shall include items of importance to the community.
- d) Adoption. Council Goals/Work Plan shall be adopted at a regular meeting of the Keizer City Council no later than the second regular session in April of the year following an election.
- e) Reporting. The City Manager shall provide a report of progress of Council Goals and Mayor shall provide a report of progress of Council Work Plan in the first quarter of the second year of the biennium. The Council may update and amend the Goals and Work Plan for the remainder of the biennium.



CITY COUNCIL WORK SESSION: APRIL 10, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **REVIEW OF CITIZEN COMMITTEES, BOARDS, AND COMMISSIONS**

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**PROPOSED MOTION:**

N/A

**I. SUMMARY:**

As outlined in the City Council Rules of Procedure, as part of the Council goal and Work Plan process, the Council shall review the purpose, need, and objectives of all Boards, Commissions, and Committees that are not statutorily required. Only the Budget Committee and Planning Commission are required by statute. The City Council has created these additional Board, Commissions, and Committees:

- Keizer Public Arts Commission
- Keizer Audit Committee
- Community Diversity Engagement Committee
- General Fund Long Range Planning Task Force
- Parks and Recreation Advisory Board
- Personnel Policy Committee
- Storm Water Advisory Committee
- Traffic Safety/Bikeways/Pedestrian Committee
- Volunteer Coordinating Committee

**II. BACKGROUND:**

- A. A Resolution is adopted to create each of the City's Boards, Commissions, and Committees. An exhibit is attached to each Resolution outlining the purpose, membership, term of office, presiding chair, meetings, and attendance.
- B. The Volunteer Coordinating Committee reviews and interviews applications for vacancies and forwards their recommendation for appointment to the City

Council.

### **III. CURRENT SITUATION:**

- A. At this time the majority of the Boards, Commission, and Committees meet on a monthly basis.
- B. City Council Liaisons and Staff Liaisons are appointed to assist the Boards, Commissions, and Committees in their work.
- C. A copy of each of the Boards, Commissions, or Committee's Resolution and Exhibit A outlining the purpose, membership, term of office, presiding chair, meetings, and attendance requirement are attached to this staff report.

### **IV. ANALYSIS:**

- A. **Strategic Impact** – The Boards, Commissions, and Committees serve as advisory bodies to the City Council.
- B. **Financial** – The Boards, Commissions, and Committees consist of volunteers with some having small budgetary authority.
- C. **Timing** – The bi-annual review of their purpose need, and objective is due to occur.
- D. **Policy/legal** – A Resolution is adopted by the City Council creating or dissolving any City Board, Commission, or Committee.

### **ALTERNATIVES:**

- A. The Council should review each of the current Boards, Commissions, and Committees and determine if any changes are needed to the purpose or objectives.
- B. The Council may choose to dissolve any Board, Commission, or Committee they feel is no longer necessary.

### **RECOMMENDATION:**

Staff recommends the City Council review the purpose, need, and objective of the City Boards, Commissions, or Committees. If any further action is needed, the City Council should direct staff to return at a regular City Council session to take final action.

### **ATTACHMENTS:**

- Resolutions with Exhibit A for each of the City's current Boards, Commissions, and Committees.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2020- 3059

4  
5  
6 AMENDING THE KEIZER PUBLIC ARTS COMMISSION (KPAC);  
7 AMENDING RESOLUTION NO. R2015-2552; REPEAL OF  
8 RESOLUTION NO. R2017-2466  
9 2746

10  
11 WHEREAS, the Council established a Keizer Public Arts Commission by  
12 Resolution No. R2015-2552 on March 16, 2015;

13 WHEREAS, the City Council amended such Resolution by Resolution No.  
14 R2017-2746;

15 WHEREAS, the changes made by Resolution No. R2017-2746 are fully  
16 incorporated into this Resolution and Resolution R2017-2746 should therefore be  
17 repealed;

18 WHEREAS, the City Council wishes to amend the purpose of the Commission  
19 to clarify that the Commission does not review student art shows;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that Resolution  
22 No. R2015-2552 is hereby amended by replacing Appendix "A", which is attached  
23 hereto and by this reference incorporated herein.

24 BE IT FURTHER RESOLVED that Resolution R2017-2746 is hereby repealed  
25 in its entirety.

Appendix "A"  
City Council Commission

**Name:** Keizer Public Arts Commission (KPAC)

**Purpose:** The Commission will serve in an advisory capacity to the City Council on the management, execution, installation, or placement of Public Art and Public Murals. The Commission will advise the City Council with establishing policies relating to the Public Art Program. The Commission will review, evaluate, select, and document all Public Art and Public Murals within the City except for exhibitions at the Keizer Community Center involving student and Keizer Art Association art shows. Except for student and Keizer Art Association art shows at the Keizer Community Center, the Commission will have final approval on the selection of Public Art and Public Murals within the City.

The Commission will establish policies and criteria on which to base review and selection of Public Art and Public Murals. The criteria shall include, but are not limited to, artistic quality, originality, context, permanence, diversity, feasibility, scale and community support. At a minimum, the policies for the placement of Public Art shall include any policies adopted by City Council Ordinance or Resolution.

The Commission may recommend a budget with estimated expenditures and/or income associated with the Public Art Program to the Finance Director no later than February 28 each year for the ensuing fiscal year, however it is anticipated that there will be little or no net cost to the City after donations.

**Membership:** The Commission will consist of seven (7) voting members: One (1) member shall be Keizer City Councilor to be appointed by the Mayor and announced at a regularly scheduled Council meeting, and six (6) citizen-at-large members, however it is recommended that two of the citizen-at-large members have experience, training or expertise in the visual arts, art history, art criticism, or art education. The six (6) citizen-at-large members shall be appointed as outlined by the City Council Rules of Procedure. The Council may appoint a non-voting Youth liaison to the Commission pursuant to the Council Rules of Procedure. The Commission will be staffed by non-voting staff liaisons to be appointed by the City Manager.

**Term of Office:** Each member shall be appointed for a three year term, except for the initial terms. The initial terms shall be staggered so that not more than three will expire in the same year. Members may be reappointed.

**Chair and Vice-Chair:** The Commission shall elect a Chair and Vice-Chair at the first meeting of each calendar year.

## 1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2022- 33384  
5  
6 **AMENDING THE AUDIT COMMITTEE; AMENDING**  
7 **RESOLUTION NO. R93-627; REPEAL OF RESOLUTION**  
8 **R2013-2312**  
910  
11 WHEREAS, the City Council adopted Resolution No. R93-627 establishing the  
12 Audit Committee on April 5, 1993;13 WHEREAS, the City Council adopted Resolution No. R 2013-2312 amending the  
14 Audit Committee on January 22, 2013;15 WHEREAS, the City Council wishes to amend Resolution No. R93-627 to update  
16 the requirements of the committee under the established format for Council committees  
17 and amend the term of office;

18 NOW, THEREFORE,

19 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.  
20 R93-627 is hereby amended by replacement of Attachment A with the attached  
21 Appendix "A", and by this reference incorporated herein.22 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that  
23 Resolution No. 2013-2312 is hereby repealed in its entirety.24 BE IT FURTHER RESOLVED that the terms of the current Audit Committee  
25 members shall end when the member(s) term ends on the Budget Committee.  
26

Appendix "A"  
City Council Committee

Name:	Audit Committee
Purpose:	<p>To review and advise the City Council/Urban Renewal Agency on all matters related to the audit. Among these will be:</p> <ol style="list-style-type: none"><li>1. Assuring itself that the auditor selected is both independent and competent.</li><li>2. Meeting with the chosen auditor in advance of the audit to recommend the proper scope of the audit.</li><li>3. Examine the control weaknesses discovered during the audit and reported in the audit findings and in the auditor's management letter.</li><li>4. Satisfy itself that management has taken the appropriate actions to correct any deficiencies discovered during the audit.</li><li>5. Accept other financially related assignments as given by the City Council.</li></ol>
Membership:	<p>The Committee shall consist of five voting members: three members of the City Council and two citizen members of the Budget Committee. Members will be appointed by the Mayor and announced at a regularly scheduled Council meeting. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.</p>
Term of Office:	<p>Each member of the Committee will serve the same term as the member(s) term on the Budget Committee.</p>
Chair and Vice-Chair:	<p>The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.</p>
Meetings:	<p>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.</p>
Attendance:	<p>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.</p>



CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021- 3225

ESTABLISHING COMMUNITY DIVERSITY  
ENGAGEMENT COMMITTEE

WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

WHEREAS, the Community Diversity Engagement Work Group was formed by the City Council in April 2021 as part of the Goals and Work Plan;

WHEREAS, the Community Diversity Engagement Work Group made a recommendation to the City Council to form a Community Diversity Engagement Committee;

WHEREAS, the Keizer City Council considered the matter in a work session on October 11, 2021 and directed staff to revise the Resolution forming the Committee;

WHEREAS, the Keizer City Council has considered the recommendation from the Community Diversity Engagement Work Group and finds it necessary and appropriate to appoint a committee to advise the Council on action for community engagement as outlined in Appendix "A" attached hereto;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Community Diversity Engagement Committee is hereby established as outlined in Appendix "A", which is attached hereto and by this reference made a part hereof.

## **Appendix "A"**

### **City Council Committee**

**Name:** Community Diversity Engagement Committee

**Purpose:** To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically,
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes,
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

**Tasks:** To assist in developing action recommendations for community engagement in civic processes in the following areas:

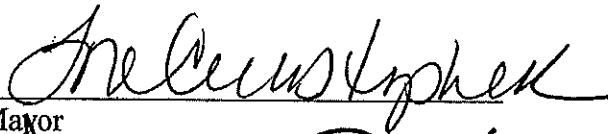

1. Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions,
2. Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included),
3. Collaborating in community opportunities to have conversation, celebration, relationship building,
4. Recommending additions or subtractions of national observances/commemorative/heritage months,
5. Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation,
6. Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.

**Membership:** The Committee shall consist of nine voting members. Two (2) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, six (6) citizen-at-large members and one (1) youth member who is under 19 years of age at the date of appointment. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases that impact all residents in Keizer. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

**Term of Office:** Each Councilor member shall be appointed for a two-year term by the Mayor pursuant to the Council Rules of Procedure. Each non-Councilor member shall be appointed for a three-year term, except for the initial terms. The initial terms of the non-Councilor members shall be staggered so that not more than three will expire in the same year. Each Councilor shall directly appoint one citizen-at-large member following the same process as appointments of Volunteer Coordinating Committee members. The Mayor shall appoint the youth member. Members may be reappointed.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON  
23 Resolution R2010-\_\_2089  
45 CREATING GENERAL FUND LONG RANGE  
6 PLANNING TASK FORCE  
7  
8  
910 WHEREAS, the City Council of the City of Keizer finds it necessary and appropriate to form  
11 the General Fund Long Range Planning Task Force;12 WHEREAS, such Task Force is instrumental in creative a five year planning document for  
13 making financial decisions;

14 NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that the General Fund Long  
16 Range Planning Task Force is hereby created as outlined in Appendix "A", which is attached hereto  
and by this reference made a part hereof.18 PASSED this 6th day of December, 2010.  
1920 SIGNED this 6th day of December, 2010.  
2122   
23  
24 Mayor25   
26  
27 City Recorder

**Appendix "A"**  
**City Council Task Force**

**Name:** General Fund Long Range Planning Task Force

**Purpose:** To work with staff in creating a five year planning document for making financial decisions for presentation to the City Council.

**Membership:** The Task Force shall consist of the seven City Council members, as well as the current seven non-Council budget committee members. The Task Force will be staffed by the Finance Director and other city staff members as non-voting members.

**Chair:** The Task Force Chair shall be the Mayor.

**Vice-Chair:** The Task Force will elect the Vice-Chair at the first meeting.

**Meetings:** The Task Force shall meet as determined by a majority of the members. All meetings of the Task Force shall follow Robert 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.

**Duration:** This Task Force shall be dissolved upon resolution by the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2014-2503

AMENDING THE KEIZER PARKS AND RECREATION  
ADVISORY BOARD; AMENDING RESOLUTION NO.  
R2013-2318

WHEREAS, the City Council adopted Resolution No. R2013-2318 reestablishing

the Keizer Parks and Recreation Advisory Board;

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

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.  
R2013-2318 is hereby amended in Appendix "A", which is attached hereto and by this  
reference incorporated herein.

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

PASSED this 20th day of October, 2014.

SIGNED this 20th day of October, 2014.

  
Mayor

  
City Recorder

Appendix "A"  
City Council Advisory Board

Name:	Keizer Parks and Recreation Advisory Board
Purpose:	The Board will serve in an advisory capacity to the City Council on issues pertaining to Keizer public parks, operating policies, and long range plans. In addition, the Board will act in the role of community catalyst in the formation and achievement of a comprehensive community-wide parks and recreation system.
Membership:	The Board shall consist of nine (9) voting members to be appointed as outlined by the City Council Rules of Procedure. Members may be chosen from among such persons concerned with and interested in the conservation and development of public parks and playgrounds and like public placed in the City. The Council will appoint a non-voting Youth liaison to the Board pursuant to the Council Rules of Procedure. The Mayor will appoint a non-voting Council liaison to the Board and make such announcement at a regularly scheduled Council meeting. The Board will be staffed by a non-voting staff liaison to be appointed by the City Manager.
Term of Office:	Each member of the Board shall be appointed for a three-year term. The terms of the members shall be staggered so that not more than one-third of the members will expire in the same year.
Chair and Vice-Chair:	The Board will elect a Chair and Vice-Chair at the first meeting of each calendar year.
Meetings:	Members of the Board shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Board 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 Board may be removed by a two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-2320

AMENDING THE RESOLUTION ESTABLISHING PERSONNEL  
POLICY COMMITTEE; (AMENDING RESOLUTION NO. R2009-  
1994)

WHEREAS, in December 2009, the City Council adopted Resolution No. R2009-  
1994 establishing the Personnel Policy Committee;

WHEREAS, the City Council wishes to update the requirements of the committee  
under the established format for Council committees;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.  
R2009-1994 is hereby amended by replacement of Appendix "A" with the attached  
Appendix "A", and by this reference made a part hereof.

PASSED this 22nd day of January, 2013.

SIGNED this 22nd day of January, 2013.

  
Mayor

  
City Recorder

## **Appendix "A"**

### **City Council Committee**

**Name:** Personnel Policy Committee

**Purpose:** The Personnel Policy Committee shall make recommendations to the Keizer City Council regarding personnel policies, including, but not limited to, recommendations regarding salary/compensation surveys. The Personnel Policy Committee shall also review general personnel information, including, but not limited to, worker's compensation statistics, retirement issues, and employee updates; but shall not review individual employee matters. The Personnel Policy Committee shall not review placement of individual employees in a salary classification system, collective bargaining agreement issues, employee disciplinary matters, or other individual employee matters or matters that are under the purview of the City Manager pursuant to the Keizer City Charter.

**Membership:** The Personnel Policy Committee shall consist of three City Council members to be appointed by the Mayor and announced at a regularly scheduled Council meeting. The Personnel Policy 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 serve a two-year term to coincide with the Mayor's term of office.

**Chair and Vice-Chair:** The Personnel Policy Committee will elect the Chair and Vice-Chair at the first meeting of each odd numbered year, or when necessary due to a vacancy.

**Meetings:** The Personnel Policy Committee shall meet as determined by a majority of the members and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert 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.



## 1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2016-2728  
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6 AMENDING THE RESOLUTION ESTABLISHING THE  
7 STORMWATER ADVISORY COMMITTEE (SWAC);  
8 (AMENDING RESOLUTION NO. R2008-1865); REPEAL OF  
9 RESOLUTION 2013-2321  
1011  
12 WHEREAS, in May 2008 the City Council adopted Resolution No. R2008-  
13 1865 establishing the Stormwater Advisory Committee (SWAC);14 WHEREAS, the City Council updated the requirements of the committee under  
15 the established format for Council committees by adoption of Resolution R2013-2321;16 WHEREAS, the City Council wishes to amend the membership section in  
17 Appendix "A";

18 NOW, THEREFORE,

19 BE IT RESOLVED by the City Council of the City of Keizer that Resolution  
20 No. R2008-1865 is hereby amended by replacement of Appendix "A" with the attached  
21 Appendix "A", and by this reference made a part hereof.22 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that  
23 Resolution No. R2013-2321 (Amending the Resolution Establishing the Stormwater  
24 Advisory Committee (SWAC)) is hereby repealed in its entirety.  
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1 BE IT FURTHER RESOLVED that this Resolution shall take effect  
2 immediately upon the date of its passage.

3 PASSED this 6th day of November, 2016.

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5 SIGNED this 6th. day of November, 2016.

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Mayor

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City Recorder

Appendix "A"  
City Council Committee

**Name:** Stormwater Advisory Committee (SWAC)

**Purpose:** The Committee will serve in an advisory capacity to the City Council in the development of Ordinances pertaining to illicit discharge detection and elimination, construction site stormwater runoff control, and post-construction stormwater management in new development and redevelopment. In addition, the Committee will provide public involvement and input on other stormwater related activities.

**Membership:** The Committee will consist of seven (7) voting members: Three (3) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, one (1) representative from the City of Salem, one (1) representative from Marion County, and two (2) citizen-at-large members, however it is recommended that at least one (1) of the citizen-at-large members shall be a representative from the development/building community. The two (2) citizen-at-large members shall be appointed as outlined by the City Council Rules of Procedure. The Committee will be staffed by non-voting staff liaisons to be appointed by the City Manager.

**Term of Office:** Councilor members shall serve two year terms that coincide with the Mayor's term. For all other members, except for the initial terms, each member of the Committee shall be appointed for a three-year term. The initial terms shall be staggered so that not more than three will expire in the same year. Members may be reappointed.

**Chair and Vice-Chair:** The Committee shall 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.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2017-2820

**AMENDING THE TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN  
COMMITTEE; AMENDING RESOLUTION NO. R2012-2256;  
REPEALING RESOLUTION R2014-2429**

WHEREAS, the City Council adopted Resolution No. R2012-2256 establishing  
the Traffic Safety/Bikeways/Pedestrian Committee on July 2, 2012;

WHEREAS, the City Council adopted Resolution No. R2014-2429 amending the  
membership section of the Committee on March 17, 2014;

WHEREAS, the City Council wishes to amend the membership section of the  
Committee to allow youth liaisons;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.  
R2012-2256 is hereby amended by replacement of Appendix "A" with the attached  
Appendix "A", and by this reference incorporated herein.

BE IT FURTHER RESOLVED that the current members shall continue in their  
terms of office as appointed.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that  
Resolution No. R2014-2429 is hereby repealed in its entirety.

## **Appendix "A"** **City Council Committee**

**Name:** Traffic Safety/Bikeways/Pedestrian Committee

**Purpose:** To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities, including bikeways and pedestrian routes, and to make recommendations on projects and practices that improve safety, efficiencies and choices for transportation mode options. The powers and duties of the Committee shall include, but are not limited to:

1. To develop, prioritize, and recommend coordinated traffic safety programs.
2. To develop and maintain a Master Bikeway Plan to include an assessment of the need for bikeways, recommended routes with costs and priorities, proposed funding sources, and implementation program.
3. To recommend traffic safety priorities for the City.
4. To review and recommend project applications for funding.
5. To serve in a liaison capacity between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.
6. To provide traffic and transportation-related research and information to official agencies of the City.
7. To coordinate and disseminate information to the public on routes and rules for bicyclists, pedestrians, and transit.
8. To promote public knowledge and compliance with traffic safety programs and laws.
9. To promote expanding transportation options that increase safety, efficiency, health, and independence.
10. To provide an annual written or oral report of its activities to the Council and other reports which the Council may request from time to time.

**Membership:** The Committee shall consist of seven (7) voting members. At least two (2) of the voting members shall be bicycle advocates and actively engaged in recreational and/or commuter bicycling. Liaisons from the City Council, City staff and representatives from Marion County Fire District #1 and Keizer Fire District shall serve as non-voting ex officio liaisons. The Mayor will appoint the non-voting Council liaison to the Committee and will make such announcement at a regularly scheduled Council meeting. The non-voting Fire District representatives shall be appointed by the Districts. The non-voting staff liaison will be appointed by the City Manager. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. Other members shall be appointed as outlined by the City Council Rules of Procedure, except for the initial selection which shall be by City Council appointment.

**Term of Office:** Each member of the Committee shall be appointed for a three-year term, except for initial terms which shall be staggered. Members may be reappointed. The terms shall be staggered so that not more than three will expire in the same year.

**Chair and Vice-Chair:** The Committee will elect the 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 Robert 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 two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013- 2328

REESTABLISHING A VOLUNTEER COORDINATING COMMITTEE;  
**REPEALING RESOLUTIONS R95-819 AND R2001-1295**

WHEREAS, the Council previously established a Volunteer Coordinating Committee by Resolution R95-819;

WHEREAS, the Council updated the establishment of the Volunteer Coordinating Committee by Resolution R2001-1295;

WHEREAS, Resolution R2001-1295 had a typographical error whereby it made reference to repealing Resolution No. 95-617;

WHEREAS, Resolution No. 95-617 does not exist;

WHEREAS, the Council has considered the matter and wishes to correct the typographical error and update the requirements of the committee;

WHEREAS, it is appropriate to reestablish such committee under the established format for Council committees;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that a Volunteer Coordinating Committee is hereby established as outlined in Appendix "A", attached hereto and by this reference incorporated herein.

1 BE IT FURTHER RESOLVED that Resolutions No. R95-819 and R2001-1295  
2 are hereby repealed in their entireties.

3 PASSED this 4th day of February, 2013.

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5 SIGNED this 4th day of February, 2013.

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Mayor

  
City Recorder



Appendix "A"  
City Council Committee

Name:	Volunteer Coordinating Committee
Purpose:	<p>The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following:</p> <ol style="list-style-type: none"><li>1. Identify functions and activities where volunteers can help the City;</li><li>2. Solicit volunteers for all City Boards, Committees and Commission;</li><li>3. Solicit and match volunteer needs for special projects and activities within the City;</li><li>4. Recruit, interview, and recommend Board, Committee, and Commission appointments to the City Council;</li><li>5. Assist in training of volunteers and public relation items pertaining to the individual Board, Committee, and Commissions;</li><li>6. Annual recognition for the City volunteers.</li></ol>
Membership:	<p>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 Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.</p>
Term of Office:	<p>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.</p>
Chair and Vice-Chair:	<p>The Committee will elect a Chair and Vice-Chair at the first meeting of each calendar year.</p>

**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.