

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

A G E N D A

KEIZER CITY COUNCIL WORK SESSION

Monday, March 13, 2017

5:45 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 Goal Setting for 2017-2019

b. City Council Orientation/Training Session

4. ADJOURN

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

Keizer City Council

2015-2017 Short Term Goals

- Explore and determine policy direction regarding Urban Growth Boundary expansion (continued from 2013-2014 short term goal list)
- Revisit and potentially update infill standards (continued from 2013-2014 short term goal list)
- Parks Employee – as soon as sustainable in budget
- Stable Funding Mechanism for Parks
- Community Engagement/Creation of Task Force
- Develop Youth Council program
- Sports Facilitator Roundtable

Keizer City Council

2015-2017 Long Term Goals

- Take appropriate steps to liquidate any Keizer Station Area A property foreclosed upon and refund the River Road Renaissance program after completing a review of the program's goals and proposed projects (continued from 2013-2014 long term goal list)
- Communications Position/Volunteer Coordinator (should come from Task Force work on Community Engagement)
- Sidewalk LID Program
- Urban Growth Boundary issue.

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to add an additional FTE to the Parks Department as soon as is fiscally sustainable: Evaluate revenue trends and capacity versus expenditures over the next 24-months with the intent to add 1 FTE to the Parks Department as soon as is fiscally sustainable in the General Fund.

- ◆ Continually evaluate budget capacity to add one FTE to the Parks Department when it can be done in a sustainable manner.

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
	Support City Council	◆ Annually evaluate budget capacity to add Parks position when revenues allow the position to be funded in a sustainable manner.	City Council Parks Board PW Director Finance Dir City Manager	100	2015-17	8-31-15 — Revenues will not yet support the addition of this position at this time. We will continue to study as the year progresses. 2-1-17 – Though the General Fund is still too constrained to recommend adding additional FTE in the FY17/18 Budget, the Parks Board has done a great deal of work on developing a community survey to determine desired Parks Service Levels and to test taxpayer tolerance for additional funding levels. If additional funding is adopted by Council, this goal would be fulfilled.
✓	Total % of Goal Completed to date			50		

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to create a task force to foster community engagement: Initiate a task force to identify opportunities to engage with all cultures and groups of people within the community so as to provide an opportunity for all peoples to positively interact and have influence within their City government.

- ◆ **Initiate City Council Task Force to evaluate community engagement opportunities and strategies**
- ◆ **Work with community partners to develop forums and opportunities for positive communications between all members of the community and their government**
- ◆ **Make recommendations to City Council on community engagement and develop strategies for ongoing positive community involvement.**

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
	Initiate Task Force	◆ City Council initiates Task Force for the purposes identified above.	City Council City Manager City Attorney City Recorder	100	2015-17	8-31-15 — Work has not yet begun on this goal. 2-1-17 – though a task force has not been initiated by Council at this point, many efforts have been made to engage the citizenry on topics such as Parks and Police through surveys, and town hall discussions. In addition, Councilor Herrera has made great strides in engaging with the Latino community in both Keizer and the region so as to promote better community between the City Council, and this portion of our citizenry. For these reasons, I believe a task force is no longer necessary at this time and this goal is being accomplished through other means.
✓	Total % of Goal Completed to date			75		

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to revisit and potentially update Infill Standards: Work with Planning Commission and Council to evaluate and determine whether or not the adopted infill standards are in need of modification. If so, move forward with a process to do so.

- ◆ Set infill standards on docket for Planning Commission review.
- ◆ Develop recommendation from Planning Commission.
- ◆ Provide Council with opportunity to review, deliberate, and determine policy direction from Planning Commission recommendation.

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
✓	Review Infill Standards	<ul style="list-style-type: none"> ◆ Provide Planning Commission an opportunity to review the current Infill Standards. ◆ If the PC determines the standards should be modified, then the PC makes recommendations to Council on code revisions. 	Com Dev Dir City Attorney City Manager Planning Com City Council	45	2015-17	8-31-15 – Planning Commission reviewed Infill standards during the months of July and August.
✓	Infill Standards Discussion community outreach	<ul style="list-style-type: none"> ◆ Hold public Hearing(s) on Infill Standards to receive public input. ◆ Review and deliberate Infill Standards at the City Council level. 	Com Dev Dir Planning Com City Attorney City Council City Manager	45	2015-17	8-31-15 – Planning Commission held public hearings to take feedback from interested groups regarding the proposed changes to the Infill standards and then incorporated the feedback as appropriate. The Planning Commission adopted a recommendation to the City Council for review.
✓	Adopt changes to the Infill Standards if Council deems appropriate	<ul style="list-style-type: none"> ◆ Council adopts revisions to Infill Standards within the Development Code. 	Com Dev Dir City Attorney City Council City Manager	10	2015-17	City Council held a public Hearing on the proposed Infill Standard revisions as recommended by the Planning Commission, made some modifications to the text and adopted the new standards at their second meeting in August. This goal is complete.
✓				100		

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to identify Parks levels of service and stable funding platform: Initiate process to communicate with the community and discern a desired level of service for City Parks. Develop stable funding mechanism to support Parks at levels that are able to provide the desires level of service.

- ◆ Initiate community dialogue to discern desired Parks levels of service
- ◆ Identify stable funding platform to support Parks levels of service
- ◆ Refer funding platform to public vote or institute at Council level

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
✓	Initiate public dialogue on Parks service levels	◆ Hold a series of town hall forums to converse with the public on Parks issues, desired levels of service and funding platforms	PW Director Finance Dir Parks Board City Manager City Council	40	2015-16	8-31-15 – Work has not yet begun on this goal. The Parks Board should spear head this effort and staff will begin discussing the matter with them shortly. 2-1-17 – the Parks Board has developed survey materials to query the public on parks service levels desired and also funding levels that may or may not be supported through additional resources.
✓	Identify stable funding platform to support Parks levels of service	◆ Conduct a dialogue with the public and City Council to identify a preferred funding platform to support Parks levels of service	PW Director Finance Dir Parks Board City Manager City Council	20	2015-16	2-1-17 – the Parks Board has developed survey materials to query the public on parks service levels desired and also funding levels that may or may not be supported through additional resources.
	Refer to general election or Council enact	◆ City Council refers an initiative to a general election for voter approval on the selected funding platform or enact such a platform if preferred	City Manager PW Director Parks Board City Attorney City Council	40	2016-17	
✓	Total % of Goal Completed to date			60		

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to explore and determine policy direction on UGB expansion: Work with Council to evaluate and determine policy direction regarding a future UGB expansion and community dialogue.

- ◆ Complete Transportation analysis for UGB discussion
- ◆ Conduct community outreach to discuss UGB topic.
- ◆ Develop policy direction on UGB topic.

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
✓	Perform transportation analysis for UGB discussion	<ul style="list-style-type: none"> ◆ Complete assessing the EOA/HNA information for Periodic Review ◆ Develop policies to address any deficiencies in Comprehensive Plan based on EOA/HNA data. 	Com Dev Dir Planning Com City Attorney City Manager City Council Finance Dir	25	2015-17	9-1-15 Grant request through ODOT for Transportation analysis work has been denied, therefore we are changing gears to cost out hiring a consultant to perform this work for the City outside of the TGM grant process. 2-1-17 – The City has received grant funds to perform traffic system studies based on UGB scenarios. This work is getting ready to spin up and consultants are currently being sought.
	UGB Discussion community outreach	<ul style="list-style-type: none"> ◆ Develop community outreach strategy to discuss the UGB topic with citizenry. ◆ Execute community outreach program and gather input. 	Com Dev Dir City Attorney Planning Com City Council City Manager Finance Dir	50	2015-17	
	Develop policy direction on UGB topic	<ul style="list-style-type: none"> ◆ Deliberate EOA/HNA data and public comment to develop policy direction on UGB topic. 	Com Dev Dir Planning Com City Attorney City Council City Manager	25	2015-17	

✓

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to create a Youth Council program: Work with Mayor, City Council, and Youth Councilor to develop a Youth Council/Page program.

- ♦ Develop a Youth Council/Page program where local high school students shadow City Councilors to gain experience with City Government and build leadership skills.

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
	Initiate program	♦ City Council initiates Youth Councilor/Page program	City Council Youth Councilor City Manager City Attorney City Recorder	100	2015-17	2-1-17 – Work has not yet begun on this goal.
✓	Total % of Goal Completed to date			0		

2015 - 17 City Council Goals

Business Plan for Completion within 24-months

Goal to facilitate a youth sports program round table: Work with Mayor, City Council, and leadership of the various youth sports programs in Keizer to facilitate a round table forum for sharing of information and fostering collaboration.

- ♦ Work with Mayor, City Council, and leadership of various youth sports programs in Keizer to facilitate a round table forum for sharing of information and fostering collaboration.

Next Steps:

✓	<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
	Initiate round table	♦ City Council initiates Task Force for the purposes identified above.	City Council PW Director City Manager City Recorder	100	2015-17	2-1-17 – Work has not yet begun on this goal.
✓	Total % of Goal Completed to date			0		