

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, February 25, 2019

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. Possible Charter Amendment

b. 2019-2020 Goal Setting Session

4. ADJOURN

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through the City's website and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

WORK SESSION MEETING: February 25, 2019

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: POSSIBLE CHARTER AMENDMENT

The Mayor asked that I provide some background information on Keizer's Charter in connection with the City Council goal setting meeting.

The City of Keizer was incorporated in 1982. The first original Charter was adopted March 29, 1983. It was based on a model charter at the time. The Charter was amended in 1985 to require all water department funds to be used exclusively for water department fund expenses. It was also amended in 1992 to make several relatively minor changes.

In 1993, a third amendment was done by an initiative process. The No Special Rights Committee, together with the Oregon Citizens Alliance gathered sufficient signatures to place a measure on the ballot that prohibited the City from granting "special rights" to persons based on sexual orientation. (These groups had failed to have similar measures adopted statewide, and subsequently made a push to adopt them at the city and county level. Several of these local measures were passed around the state.)

Keizer voters approved the measure which was placed in the Charter as Section 44, a copy of which is attached. Shortly after that, state law made all the local "no special rights" provisions unenforceable. ORS 659.870 also provides that a lawsuit can be brought if such local legislation is enacted or enforced.

Though state law makes the provision moot and unenforceable, that does not actually remove it from the Charter. To do that requires a Charter revision or amendment passed by the voters.

If the Council wishes to address this issue, there are two options: 1) place a measure on the ballot that would delete Section 44 only, or 2) review the Charter to see if other changes would be appropriate. For Council's information, the May 2020 and November 2020 elections do not cost the City, unlike the special election dates.

The League of Oregon Cities' Model Charter has been updated several times since Keizer's initial Charter was adopted. If the Council wishes to move forward with any amendments, it would be appropriate to review the League's 2018 Model Charter to determine if other revisions would be appropriate. My quick review of the latest model charter is that there are several possible changes that could improve Keizer's Charter.

RECOMMENDATION:

Council should determine if they wish to make this a Goal moving forward, and if so I recommend a review of the Charter to see if other amendments or revisions are appropriate. For a starting place, a Goal could be stated as follows: "Form a Charter Review Committee to consider revisions/amendments to the Charter to be placed before the voters in May or November 2020."

Please let me know if you have any questions or concerns. Thank you.

ESJ/tmh

SECTION 44. PROHIBIT MINORITY STATUS FOR HOMOSEXUALITY.

- (a) The City of Keizer, including its Council and elected or appointed officers, shall not make, pass, adopt, or enforce any ordinance, rule, regulation, policy or resolution that extends minority status, affirmative action, quotas, special class status, or any similar concepts, based on homosexuality or which establishes any categorical provision such as "sexual orientation, " "sexual preference," or any similar provision which includes homosexuality.
- (b) City funds shall not be expended to promote homosexuality or express approval of homosexual behavior.
- (c) This Section shall not be construed to deny any Citizen, based on perceived or actual private lawful sexual practices, any City services, licenses, or approvals otherwise due or available.
- (d) This Section shall not be construed to limit public libraries from providing materials for adults which address homosexuality.
- (e) Subsection (a) of this Section shall not nullify or be construed to nullify any city, state, or federal civil rights protection based on race, religion, color, sex, marital status, familial status, national origin, age or disability. Neither shall subsection (a) be construed to abrogate, abridge, impede, or otherwise diminish the holding, enjoyment, or exercise of any rights guaranteed to Citizens by the Constitution of the State of Oregon or the Constitution of the United States.
- (f) Subsection (a) of this Section shall not be construed to forbid the adoption of provisions prohibiting employment decisions based on factors not directly related to employment. If such a provision is adopted, it is the intent of the People that lawful private sexual behavior, or rumor, perception, or knowledge of a person's lawful private sexual behavior, are factors not directly related to employment. If such a provision is adopted, it is the intent of the People that personal expression, conversation or any other free expression concerning private lawful sexual behavior shall also be considered factors not directly related to employment, unless such actions disrupt the workplace.
- (g) This Section shall be an explicit and necessary restriction and limitation upon the authority of the Council.
- (h) It shall be considered that it is the intent of the People in enacting this Section that if any part thereof is held unconstitutional by a court of competent jurisdiction, the remaining parts shall be held in full force and effect. This Section shall be in all parts self-executing. *[Initiative passed by the voters on November 9, 1993]*

COUNCIL MEETING: February 25, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCILOR MEMBERS

FROM: CHRIS EPPLEY
CITY MANAGER

SUBJECT: 2019-2020 CITY COUNCIL GOAL

Tonight's work session was scheduled to allow the City Council an opportunity to discuss goal setting as defined in Section 19 of the Keizer City Council Rules of Procedure.

Section 19.1-Council Goal Setting

- 1) **Goal Setting Parameters.** *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.*
- 2) **Creation of initial list.** *Following the election in November of even numbered years, the newly elected Council members shall meet with the current Council members in a work session meeting to establish an initial list of potential Council goals. This initial "brainstorming" session shall be completed by December 31 of the election year.*
- 3) **Work Session.** *During the first calendar quarter of the year following an election a work session shall be dedicated to Council Goal Setting. During this work session the initial list of potential Council goals will be refined and amended to reflect the needs, and goals of the community. These 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 City Councilors.*
- 4) **Adoption.** *Council Goals 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.*

The City Council and the newly elected City Councilors met in December 2018 to discuss the status and/or completion of the 2017-2018 City Council goals. Those work sheets along with the minutes from that work session are attached.

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

2 **Resolution R2017-2758**

3 **ADOPTION OF 2017-2019 CITY COUNCIL GOALS**

4 **BE IT RESOLVED** that the City Council of the City of Keizer does hereby adopt the
5
6 **following Council goals for 2017-2019:**

7 **Short Term Goals**

- 8 • **Complete the steps necessary to have all appropriate data collected in order to**
9 **facilitate a comprehensive community wide Urban Growth Boundary**
10 **discussion.**
- 11 • **Develop and implement a stable Parks funding mechanism for maintenance**
12 **and operations of the City's parks system.**
- 13 • **Continue expanding and enhancing methods and opportunities to engage with**
14 **as many Keizer citizens as possible so as to broaden communication with all of**
15 **our residents.**
- 16 • **Expand youth council program to all schooling types (public, private, and**
17 **homeschool) with the objective of having a youth voice on all city boards and**
18 **commissions**
- 19 • **Facilitate conversations with and between volunteer groups who run youth**
20 **sports and recreation programs within Keizer so as to foster widely successful**
21 **programs for our residents to enjoy.**
- 22 • **Develop and implement a stable funding source to attain sustainable police**
23 **staffing at acceptable levels now and into the future.**

24 **Long Term Goals**

- 25 • **Engage in a comprehensive community wide Urban Growth Boundary**
26 **Expansion (or not) discussion with residents.**
- 27 • **Use the proceeds from the sale of Keizer Station Area A LID properties**
28 **(Rawlins parcels and Tract C) to promote Economic Development purposes**



1 and programs to be determined by the City Council as revenues become
2 available. The use of such revenues will be consistent with the intent set forth
3 in Urban Renewal Agency Resolution UR2012-156. Consider using the
4 proceeds from the sale of other City owned properties to support economic
5 development purposes as such opportunities arise and the Council
6 determines it is advantageous to commit such resources to those types of
7 efforts.

- 8 • Consider adding a Public Information Officer or City-wide
9 Communications/Volunteer Coordinator position to further the community's
10 outreach initiatives as stable funding becomes available.
- 11 • Initiate a comprehensive update of the Transportation System Development
12 plan

13
14 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
15 upon the date of its passage.

16 PASSED this 3rd day of April, 2017.

17
18 SIGNED this 3rd day of April, 2017.

19
20
21 
22 Mayor
23 
24 City Recorder

2017 - 19 City Council Goals

Business Plan for Completion within 24-months

Goal to continuously expand 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.

- ◆ City Council holds public forums and performs outreach to actively engage with the community in many venues.
- ◆ Work with community partners to develop forums and opportunities for positive communications between all members of the community and the City Council.
- ◆ The City Council should develop strategies for ongoing positive community involvement and consider adopting them in.

Next Steps:

<u>Task</u>	<u>Next Steps</u>	<u>Who</u>	<u>% Goal</u>	<u>FY</u>	<u>Update</u>
Initiate community outreach	◆ City Council continues to find opportunities to outreach to the community in as many ways as possible	City Council City Manager City Attorney City Recorder	90	2017-19	5/15/17 – The City Council wishes to continue expanding the ways in which they outreach and engage with all members of the Keizer Community. 11/26/18 – Staff has begun publishing a number of documents including our City Council agenda on our webpage in Spanish in an attempt. We are looking at other documents, forms, and processes where we can publish in Spanish as well.
Consider adopting an inclusivity resolution declaring our intent to be a welcoming community for all peoples	◆ Council directs staff to create an inclusivity resolution for consideration	City Council City Manager City Attorney City Recorder	10	2017-19	11/26/18 – City Council has held a work session on the topic and has discussed the adoption of an inclusivity resolution a number of times but has not yet adopted one.
Total % of Goal Completed to date			60		

2017 - 19 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 desired 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	80	2017-18	5/15/17 – Parks Board and City Council conducted a series of public forums and a comprehensive citizen survey identifying the community’s desired level of service for parks and willingness to support a parks fee collected in some manner to support parks operations and maintenance.
Adopt Parks Fee Ordinance or refer to citizen vote	◆ City Council adopts ordinance implementing parks fee or 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	20	2017-18	5/15/17 – Staff has been directed to draft an ordinance on a proposed parks fee of \$4/month per residence and business with some exception and to bring it back in July for City Council review. 11/26/18 – The Parks fee has been adopted and collected for approximately a year now and has been making great headway on accomplishing the Parks maintenance items as prioritized by the community and Parks Committee.
Total % of Goal Completed to date			100		

2017 - 19 City Council Goals

Business Plan for Completion within 24-months

Goal to identify Police levels of service and stable funding platform: Initiate process to dialogue with the community and identify an appropriate level of service and sustainable funding source for Public Safety personnel.

- ♦ **Initiate community dialogue to identify Police level of service**
- ♦ **Pass ordinance or refer to the voters a funding platform to sustainably support Public Safety in Keizer**
- ♦ **Identify stable funding platform to support Police levels of service**

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 Police service levels	♦ Hold a series of outreach meetings and/or town hall forums to converse with the public on appropriate Police levels of service and funding platforms	Chief of Police Finance Dir City Manager City Attorney City Council	80	2017-18	5/15/17 – The Chiefs of Police, both current and immediate past, have conducted a number of outreach efforts to engage neighborhood associations, religious and other community groups, and the general public at town hall forums to educate and identify an appropriate level of Police staffing to adequately provide Public Safety services to Keizer residents. That level has been determined to be 5-additional officers at a rate of roughly \$4 per resident, proposed to be collected via a fee delivered by some method. Another Public Forum is scheduled for a Special City Council Meeting to be held on the 2 nd Monday of June.
Council either passes an ordinance or refers the matter to the voters adopting a Public Safety fee	♦ City Council adopts ordinance implementing Public Safety fee or refers an initiative to a general election for voter approval on the selected funding platform or enact such a platform if preferred	City Manager Finance Dir City Manager City Attorney City Council	20	2017-18	11/26/18 – The Police Fee was adopted by the City Council and has been collected now for nearly a year. The five positions identified in the discussions surrounding the Police Fee have been filled and the department is standing up those units identified for modification through the public discussions.

Total % of Goal Completed to date

100

2017 - 19 City Council Goals

Business Plan for Completion within 24-months

Goal to Complete steps necessary to gather all data required for a community wide UGB discussion: Complete gathering all data and finish all research necessary to engage the community in a meaningful way to determine the future of Keizer's portion of the UGB.

- ◆ Complete analysis of River Road business district opportunities and strategies through ODOT grant.
- ◆ 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>
Complete downtown core strategies plan	◆ Develop a plan to enhance and take advantage of all of the opportunities associated with a strong downtown business district along River Road.	Com Dev Dir Planning Com City Attorney City Manager City Council Finance Dir	25	2017-18	5/15/17 – RFP has been reviewed and a firm has been selected to accomplish this project in conjunction with ODOT.
Transportation analysis for UGB scenarios	◆ Perform transportation system analysis based on UGB scenarios	Com Dev Dir	25	2017-19	11/26/18 – various studies are currently underway regarding the costs associated with growth should the UGB be expanded. In addition, a process has been identified for separating from Salem should Keizer decide to establish our own independent UGB.
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	25	2017-19	
Develop policy direction on UGB topic	◆ 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	2017-19	

2017 - 19 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 Councilor/Liaison program.

- ♦ Further develop the Youth Council/liaison program where local high school students serve as representatives of Keizer youth on all City boards and commissions.

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 Recorder VCC	50	2017-19	5/15/17 – The Youth Councilor program has been in place for a number of years but Councilor Reid is helping to expand the program to include a Deputy Youth Councilor, to become the Youth Councilor the following year, and Youth representatives to various boards and committees. 11/26/18 – City Council has made great strides toward filling youth councilor positions on various boards and committees within the City. This will be an ongoing effort.
Total % of Goal Completed to date			80		

2017 - 19 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	2017-19	5/15/17—Work has not begun on this matter yet, though it will be very timely to have this type of discussion if a Parks fee is enacted. 11/26/18 – The Mayor has enacted a task force to open discussions between KLL and MYB regarding ongoing approaches to stabilize youth baseball programs that utilize the Little League Park owned by the City. A number of meetings have been held and will continue to be had until a clear path for the future is negotiated and memorialized.
Total % of Goal Completed to date			60		



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, December 10, 2018
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER Mayor Clark called the meeting to order at 6:00 pm. Roll was called as follows:

Present:

Cathy Clark, Mayor
Marlene Parsons, Councilor
Laura Reid, Councilor
Bruce Anderson, Councilor
Roland Herrera, Councilor

Also Present:

Dan Kohler, Councilor Elect
Elizabeth Smith, Councilor Elect

Absent:

Kim Freeman, Councilor
Amy Ryan, Councilor

Staff Present:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
Tim Wood, Finance Director
Shane Witham, Senior Planner
Tracy Davis, City Recorder

DISCUSSION –
Review of
2017-19
Council Goals

Mayor Clark and City Manager Chris Eppley provided information about short- and long-term goals:

- *Urban growth boundary*: On the list for several years but work is being done. New requirements are delaying completion and data accumulated early on is now obsolete.
- *Stable funding mechanism for parks*: accomplished through Parks Board efforts, public outreach, and Council decision. Parks Department is making visible things happen and showing results for the fee.
- *Stable funding mechanism for Police staffing*: accomplished through Police efforts, public outreach and Council decision. The fee pays for five specific positions but does not affect the rest of the police budget.
- *Continue expanding and enhancing methods and opportunities to engage with as many Keizer citizens as possible*: Taken on by Councilor Herrera to engage the Latino community. Council agenda and the City webpage are now available in Spanish. This goal is not one that will ever be completed but will be an ongoing effort to improve upon.

Councilor Elects were urged to find a goal or two that resonates and focus on that during their tenure on Council and to serve as liaison on a

committee of interest to them.

- *Expand youth council program:* Councilor Reid has been successful in getting McNary youth engaged in this program. Councilor Reid provided additional information regarding the students and urged that committee members recruit liaisons for their committees.
- *Facilitate conversations with and between volunteer groups who run youth sports and recreation programs:* Being addressed presently through a specific task force. Feedback has been received from sports groups to get their ideas on what their expectations are for area parks.

Community Development Director Nate Brown provided detailed information regarding the possible expansion of the urban growth boundary including history, the Education and Outreach grant, the Keizer Revitalization Project, the Buildable Lands Inventory/Housing Needs Analysis, 'divorcing' from Salem and transportation impacts from growth.

Staff reminded Councilors of the importance of maintaining a good relationship with Salem since they partner with Keizer for sewer, traffic signals, and police work.

Discussion followed regarding expansion and development to the north of Keizer.

ADJOURNMENT Meeting adjourned at 7:26 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

~ Absent ~

Councilor #2 – Kim Freeman

~ Absent ~

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Bruce Anderson

Minutes approved: _____