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**AGENDA**  
**KEIZER CITY COUNCIL**  
**REGULAR SESSION**

Monday, March 6, 2023

7:00 p.m.

Robert L. Simon Council Chambers  
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

a. **PROCLAMATION** – Women's History Month

5. **COMMITTEE REPORTS**

6. **PUBLIC COMMENTS**

*This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.*

7. **PUBLIC HEARINGS**

a. **2023 Liquor License Renewals**

8. **ADMINISTRATIVE ACTION**

a. **RESOLUTION** – Authorizing The City Manager To Enter Into A Personal Services Agreement With Buffalo Cloud Consulting LLC For Consulting Services

b. **RESOLUTION** – Adopting Eligible Project To Be Used By City For Funds Received From County Under Intergovernmental Agreement For Community Prosperity Initiative; Repeal Of Resolution R2022-3281

## 9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing The City Manager To Enter Into Lease Agreement With Pitney Bowes For Keizer Police Department Postage Meter
- b. RESOLUTION – Authorizing The City Manager To Award And Enter Into An Agreement With Pacific Excavation, Inc. For Upgrades To ADA Curb Ramps
- c. RESOLUTION - Authorizing City Manager To Enter Into Lubricate And Survey Agreement With Otis Elevator Company
- d. RESOLUTION – Authorizing The City Manager To Purchase 2022 Dodge Durango Vehicle For Police Department Detective

## 10. OTHER BUSINESS

*This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.*

## 11. STAFF UPDATES

## 12. COUNCIL MEMBER REPORTS

## 13. AGENDA INPUT

March 13, 2023 – 6:00 p.m.  
Long Range Planning Task Force Meeting

March 20, 2023 – 7:00 p.m.  
City Council Regular Session

March 27, 2023 – 6:00 p.m.  
City Council Work Session  
 • Safety Training

April 3, 2023 – 7:00 p.m.  
City Council Regular Session

## 14. ADJOURNMENT

City of Keizer Mission Statement

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



*WHEREAS, in the human experience of civilization, exploration, invention, and governance, men and women have worked together; yet, as noted by President Jimmy Carter, “too often, the women were unsung and sometimes their contributions went unnoticed. But the achievements, leadership, courage, strength and love of the women who built America was as vital as that of the men whose names we know so well.” and,*

*WHEREAS, The United Nations has sponsored International Women’s Day since 1975. When adopting its resolution on the observance of International Women’s Day, the United Nations General Assembly cited the following reasons: “To recognize the fact that securing peace and social progress and the full enjoyment of human rights and fundamental freedoms require the active participation, equality and development of women; and to acknowledge the contribution of women to the strengthening of international peace and security.” and,*

*WHEREAS, the 2023 theme is "Embrace Equity" to recognize that people start from different places, that equal opportunities alone are not enough to achieve true inclusion and belonging, and we all can challenge gender stereotypes, call out discrimination, draw attention to bias, and seek out inclusion; and,*

*WHEREAS, recognition, celebration and inspiration of women’s achievements promote the health, well-being, and success of women and girls worldwide; and,*

*WHEREAS, the City of Keizer recognizes that celebration of Women’s History Month is part of our values of treating all people with dignity and respect.*

*NOW, therefore, I, Cathy Clark, Mayor of the City of Keizer, here with the Keizer City Council assembled in Regular Session, do hereby proclaim March 2023 as*

## *Women’s History Month*

*And encourage all the people of Keizer to celebrate, honor and promote the achievements of girls and women in our community, state, and nation and world.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 6<sup>th</sup> day of March 2023.*

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*MAYOR CATHY CLARK  
City of Keizer, Oregon*



CITY COUNCIL MEETING: MARCH 6, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **2023 LIQUOR LICENSE RENEWALS**

**PROPOSED MOTION:**

*I move the City Council recommend the renewal of the listed liquor licenses of establishments located in the city of Keizer and forward this recommendation to the Oregon Liquor Control Commission.*

**I. SUMMARY:**

The following establishments are required to renew their liquor license annually through the Oregon Liquor Control Commission (OLCC). The OLCC requests cities make a recommendation on the renewals in March of each year. Keizer Ordinance No. 2010-623 establishes the criteria to be considered in making recommendations for renewing all liquor licenses for premises within the city limits and to establish a process to be utilized for the investigation of such license applications. The review process ensures that all premises licensed to sell and dispense liquor in any form meet the high expectations of this community and that all such businesses are conducted in a lawful manner that does not unreasonably disturb the peace and tranquility of this city and its neighbors.

7-Eleven Store #2362-17727G  
 7-Eleven Store #2362-17762C  
 7-Eleven Store #41537AA  
 Abby's Pizza  
 AJ's Hideaway Bar and Grill  
 All Stars Sports Grill  
 B&S Market  
 Bai Bua Thai Kitchen  
 Best Western Premier Keizer  
 Bi Mart #624

Bubba's Pub and Lotto  
 Café Yum  
 Casa Los Dos Amigos Mexican  
 Restaurant  
 Chemawa Market  
 Chen's Dynasty  
 Cherry Ave Market and Deli  
 Chipotle Mexican Grill  
 Coopers Deli & Pub  
 Cost Plus World Market

## 2023 Liquor License Renewals

March 6, 2023

Eagles Lodge #2081  
 Elks Lodge #2472  
 Good Times 1  
 Growl Movement  
 Gustav's Bargarten Keizer  
 Holiday Inn Express  
 Hops N Drops  
 JC's Pizzeria  
 John's Chinese Restaurant  
 Keizer Food Market  
 Keizer Liquor Store  
 Keizer Mart  
 Keizer Shell Food Mart  
 Keizer Sub Shop  
 Kolby's Restaurant Bar & Billiards  
 La Hacienda Real  
 Los Dos Hermanos  
 Love of the Game  
 Mario's Bar  
 Mariscos La Sirenita  
 McNary Golf Club  
 Mommy and Maddi's  
 Nancy's Burgers and Fries  
 Neighborhood Mini Mart

Odd Moe's Pizza  
 Outback Steak House  
 Pats 1 Cigs  
 Pho Keizer  
 Plaza Morelia  
 Ringo's Tavern  
 Rite Aid #5364  
 Round Table Pizza #964  
 Royal Pub  
 Safeway Store #1516  
 Sammies Keizer  
 Shari's of Keizer  
 Smoker Friendly #2  
 Smoker Friendly #3  
 Target Store #2110  
 Teriyaki Town and Sushi  
 Thai Lotus  
 The Pour House Saloon  
 Town and Country Lanes Inc  
 US Market #125  
 VIP Beverage and Event Services  
 Walgreens #04230  
 Waremart by Winco  
 Willow Lake Golf Center

## II. **BACKGROUND:**

- A. Keizer Ordinance requires a public hearing notice be published not less than fourteen (14) days prior to the Council hearing. Anyone wishing to comment on the renewals shall provide written objections no less than seven (7) days prior to the Council hearing. As of the writing of this report, no comments have been received.
- B. The Keizer Police Department has reviewed the 2022 calls for service at each of the establishments. The report is attached.
- C. The Keizer Planning Department had an opportunity to comment on any zoning issues for each of these establishments. There were no zoning violations noted.

**III. CURRENT SITUATION:**

- A. The public hearing was noticed for this meeting.
- B. The current liquor license for each of the listed establishments will expire on March 31, 2023.
- C. No written comments to the renewal of these licenses have been received.

**IV. ANALYSIS:**

- A. **Strategic Impact** – N/A
- B. **Financial** – Each establishment pays the City of Keizer a \$35 renewal processing fee.
- C. **Timing** – The current OLCC licenses will expire on March 31, 2023. The City recommendation should be sent to OLCC prior to expiration.
- D. **Policy/legal** – The criteria and guidelines for the renewal process are outlined in Keizer Ordinance 2010-623.

**ALTERNATIVES:**

- A. Open the public hearing, receive testimony, close the public hearing, and recommend approval of the liquor licenses for the coming year.
- B. Open the public hearing, receive testimony, close the public hearing, and recommend denial of the liquor licenses for the coming year.
- C. Open the public hearing, receive testimony, close the public hearing, and not make any recommendation on the renewal of the liquor licenses.

**RECOMMENDATION:**

Staff recommends the City Council open the public hearing, receive testimony, close the public hearing and make a motion to recommend approval of the liquor licenses for the listed establishments in the city of Keizer for the upcoming year.

**ATTACHMENTS:**

- Report from the Keizer Police Department



# KEIZER POLICE DEPARTMENT

930 Chemawa Rd NE • PO Box 21000 • Keizer OR 97307  
[www.keizer.org](http://www.keizer.org) • Phone 503-390-3713 • Fax 503-390-8295

COUNCIL MEETING: March 6, 2023

AGENDA ITEM NUMBER: \_\_\_\_\_

TO: Mayor Clark and City Council Members

THRU: Adam Brown, City Manager

FROM: John Teague, Chief of Police  
Paula Collins, Support Services Supervisor

SUBJECT: Liquor License Renewals for 2023

DATE: March 01, 2023

## ISSUE:

Shall the City Council approve the renewal of the liquor licenses for businesses which sell and/or serve alcoholic beverages within the City of Keizer?

## BACKGROUND:

Under the direction of the chief of police, the support services supervisor conducted a review of police calls for service at the establishments that sell and/or serve alcohol in the City of Keizer for calendar year 2022. Using the guidelines set forth in City Ordinance 2010-623, it was determined that none of the establishments reviewed were found to be in violation of the ordinance in that there was no history of serious or persistent problems detected.

## RECOMMENDATION:

The Keizer Police Department has no reason to recommend denial of the liquor license renewals for the establishments which sell and/or serve alcoholic beverages within the City of Keizer.

JOT/pfc



CITY COUNCIL MEETING: MARCH 6, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **RESOLUTION - AUTHORIZING THE CITY MANAGER TO ENTER INTO A PERSONAL SERVICES AGREEMENT WITH BUFFALO CLOUD CONSULTING LLC FOR CONSULTING SERVICES**

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**PROPOSED MOTION:**

*Take no action at this time.*

**I. SUMMARY:**

At the February 21, 2023 regular City Council meeting, the City Council moved this agenda item to the March 6<sup>th</sup> meeting to provide additional time for consideration. Given the potential impact of the city-wide strategic planning process on the Community Diversity Engagement Committee's potential work plan it is recommended to take up this item in the future.

**II. BACKGROUND:**

- A. The Community Diversity Engagement Committee was established November 1, 2021 and held its first meeting January 26, 2022.
- B. The Committee has experienced significant turnover in committee members, throughout 2022.

**III. CURRENT SITUATION:**

- A. During the January 2023 meeting a new Committee Chair and Vice Chair were elected.
- B. Due to the complex and specialized nature of community engagement and diversity the Committee recommended engaging a consultant to assist with developing a workplan.



- C. Staff reached out to multiple consultants who specialize in community diversity and engagement activities.
- D. Buffalo Cloud Consulting LLC prepared a proposal that provides for:
  - 1. Monthly workshops for the Community Diversity Engagement Team,
  - 2. Two meetings with City Council, and
  - 3. An Equity Engagement Plan.
- E. Most of the meetings were proposed to be conducted by zoom. This is not the ideal format for facilitating an in-person group.

#### IV. **ANALYSIS:**

- A. **Strategic Impact** – This action supports the Council’s 2021-2022 workplan by supporting the Community Diversity Engagement Committee. The Council kicked off its strategic planning process on February 27, 2023. As we look at the strategic planning process and involving the CDEC and the work of planning for Keizer’s 40<sup>th</sup> birthday party, we believe these two latter projects may consume enough of the committee’s time such that we should wait put the facilitation on the backburner. We can re-assess our need after the strategic planning process is concluded.
- B. **Financial** – The proposed personal services agreement is for \$24,050. Staff was requesting permission to use the American Rescue Plan Act (ARPA) Fund.
- C. **Timing** – The personal services agreement covers proposed work through June 30, 2023. The committee will be busy during that time period and would likely not be able to dedicate the time before June.
- D. **Policy/legal** – This matter is before the Council as the result of a motion by the Community Diversity Engagement Committee, which is an advisory committee.

#### **ALTERNATIVES:**

- A. Authorize the City Manager to enter into a personal services agreement with Buffalo Cloud Consulting LLC for consulting services.
- B. Take No Action – The City will not enter into a personal services agreement with Buffalo Cloud Consulting LLC. The committee would continue its work without a facilitator.

#### **RECOMMENDATION:**

Staff recommends that the City Council take no action at this time.

Personal Services Agreement with Buffalo Cloud Consulting

March 6, 2023

**ATTACHMENTS:**

- R2023-\_\_\_\_\_ Authorizing the City Manager to enter into a personal services agreement with Buffalo Cloud Consulting, LLC for consulting services

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

## Resolution R2023-\_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
PERSONAL SERVICES AGREEMENT WITH BUFFALO  
CLOUD CONSULTING LLC FOR CONSULTING SERVICES

WHEREAS, the Community Diversity Engagement Committee made a motion to direct staff to recommend to Council that a consultant be retained to assist the Committee in developing a work plan for the upcoming fiscal year;

WHEREAS, the City solicited proposals from consultants who specialize in community diversity and engagement activities;

WHEREAS, one proposal for this project was received;

WHEREAS, Buffalo Cloud Consulting LLC submitted a proposal for \$24,050.00;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to enter into an agreement with Buffalo Cloud Consulting LLC to perform consulting services to assist the Community Diversity Engagement Committee in developing a work plan for the upcoming fiscal year. Funding for this project is from the American Rescue Plan Act (ARPA) Fund.

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

3 PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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5 SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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\_\_\_\_\_  
Mayor

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\_\_\_\_\_  
City Recorder



CITY COUNCIL MEETING: MARCH 6, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **COMMUNITY PROSPERITY GRANT**

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**PROPOSED MOTION:**

*I move the City Council adopt Resolution R2023-\_\_\_\_\_ Adopting Eligible Project to be Used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative; Repeal of Resolution R2022-3281.*

**I. SUMMARY:**

At the May 16, 2022 regular City Council meeting, the Council adopted a resolution to create a matching grant program for the creation of new food truck pods or for upgrading existing pod locations. The City has been unsuccessful in soliciting applicants for the matching grant program and needs to repurpose the funds. At the meeting the need for food truck pod infrastructure at Keizer Rapids Park near the Keizer Rotary Amphitheater was identified as an alternate use of the funds.

**II. BACKGROUND:**

- A. The City of Keizer has entered into an intergovernmental agreement with Marion County as part of their Community Prosperity Initiative to receive \$15,000 during Fiscal 2022-23 and 2023-24.
- B. At the May 16, 2022 regular City Council meeting, the Council adopted Resolution R2022-3281 to create a matching grant program for food truck pods. The grants shall include, but shall not be limited to the following:
  - i. Each grant shall be to businesses with no more than \$5,000 per grant with a 50% match;

- ii. Funds will be provided on a reimbursement basis;
  - iii. Funds can be used towards predevelopment work, studies, and infrastructure for a food truck pod;
  - iv. Funds can be used to build new food truck pods or upgrade existing pod locations;
  - v. Preference will be given to properties on River Road
- C. Creating food truck pod infrastructure at Keizer Rapids Park near the Keizer Rotary Amphitheater was identified as an alternate use of the funds.

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

- A. The City utilized social media, website, word of mouth and community business networks to solicit applicants for the matching grant program.
- B. The City has been unsuccessful in soliciting applicants and needs to repurpose the funds.

### IV. **ANALYSIS:**

- A. **Strategic Impact** – Not Applicable
- B. **Financial** – There is no financial impact for adopting this resolution.
- C. **Timing** – The Community Prosperity Initiative grant funds need to be spent by June 30, 2023
- D. **Policy/legal** – City Council action is required to repurpose the funds for an alternate purpose.

### **ALTERNATIVES:**

- A. Adopt the resolution to use the grant funds to create a food truck pod on city owned property at Keizer Rapids Park near the Keizer Rotary Amphitheater.
- B. Take No Action – The existing matching grant program will remain in place with funds not used by June 30, 2023 remaining with Marion County.
- C. Direct staff to revise the resolution for an alternate purpose in support of the goals outlined in Marion County's Economic Development Strategy.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the attached Resolution to use the grant funds to create a food truck pod on city owned property at Keizer Rapids Park near the Keizer Rotary Amphitheater.

**ATTACHMENTS:**

- Resolution R2022-3281 – Adopting Eligible Project to be Used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative.
- Resolution R2023-\_\_\_\_ Adopting Eligible Project to be Used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative; Repeal of Resolution R2022-3281

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022- 3281

ADOPTING ELIGIBLE PROJECT TO BE USED BY CITY FOR FUNDS  
RECEIVED FROM COUNTY UNDER INTERGOVERNMENTAL  
AGREEMENT FOR COMMUNITY PROSPERITY INITIATIVE

WHEREAS, Council authorized City Manager to sign the Intergovernmental Agreement between Marion County and City of Keizer for Community Prosperity Initiative at its January 21, 2020 meeting;

WHEREAS, Council authorized City Manager to sign an amendment to the Intergovernmental Agreement extending it for two additional years;

WHEREAS, Council directed staff to create a program to utilize the funds to provide for food truck pod improvements along River Road at its March 7, 2022 meeting;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the \$15,000 funding received during Fiscal Year 2022-2023 from Marion County under the Intergovernmental Agreement for Community Prosperity Initiative shall be used for a matching grant program for food truck pods. The grants shall include, but shall not be limited to the following:

1. Each grant shall be to businesses with no more than \$5,000 per grant with a 50% match;
2. Funds will be provided on a reimbursement basis;



- 1           3.     Funds can be used towards predevelopment work, studies, and  
2                 infrastructure for a food truck pod;
- 3           4.     Funds can be used to build new food truck pods or upgrade existing pod  
4                 locations;
- 5           5.     Preference will be given to properties on River Road.

6           BE IT FURTHER RESOLVED the program will end when the funds are spent or  
7     March 31, 2023;

8           BE IT FURTHER RESOLVED that any funds not spent by March 31, 2023 will  
9     be reallocated to an alternate economic development project as determined by City  
10    Council;

11          BE IT FURTHER RESOLVED that the City Manager shall establish and  
12    administer the program and take all further actions related to the program without further  
13    Council action other than required budget adjustment or approvals.

14          BE IT FURTHER RESOLVED that the anticipated \$15,000 for fiscal year 2023-  
15    2024 will be brought to Council for determination of an economic development project.

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

18          PASSED this 16th day of May, 2022.

19          SIGNED this 16th day of May, 2022.

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Cathy Clark  
Mayor  
Amy Dole  
City Recorder

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

## Resolution R2023-\_\_\_\_\_

ADOPTING ELIGIBLE PROJECT TO BE USED BY CITY FOR FUNDS  
RECEIVED FROM COUNTY UNDER INTERGOVERNMENTAL  
AGREEMENT FOR COMMUNITY PROSPERITY INITIATIVE;  
**REPEAL OF RESOLUTION R2022-3281**

WHEREAS, Council authorized City Manager to sign the Intergovernmental Agreement between Marion County and City of Keizer for Community Prosperity Initiative at its January 21, 2020 meeting;

WHEREAS, Council authorized City Manager to sign an amendment to the Intergovernmental Agreement extending it for two additional years;

WHEREAS, Council directed staff to create a program to utilize the funds to provide for food truck pod improvements along River Road at its March 7, 2022 meeting and adopted Resolution R2022-3281 on May 16, 2022;

WHEREAS, the City has been unsuccessful in soliciting applicants for the food truck pod improvements anticipated under Resolution R2022-3281;

WHEREAS, Council provided that any funds not spent by March 31, 2023 will be reallocated to an alternate economic development project as determined by City Council;

WHEREAS, Council has determined that there is a need to reallocate the funds so that an economic development project can be completed prior to June 30, 2023;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the \$15,000 funding received during Fiscal Year 2022-2023 from Marion County under the Intergovernmental Agreement for Community Prosperity Initiative shall be used for a food truck pod infrastructure at Keizer Rapids Park near the Keizer Rotary Amphitheater.

BE IT FURTHER RESOLVED that the anticipated \$15,000 for fiscal year 2023-2024 will be brought to Council for determination of an economic development project.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution R2022-3281 (Adopting Eligible Project to be Used by City for Funds Received From County Under Intergovernmental Agreement for Community Prosperity Initiative) is hereby repealed in its entirety.

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

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder



CITY COUNCIL MEETING: MARCH 6, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

THRU: John Teague, Chief of Police

FROM: Wanda Blaylock, Police Executive Assistant

SUBJECT: **POSTAGE MACHINE LEASE**

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**PROPOSED MOTION:**

*I move the City Council adopt Resolution R2023-\_\_\_\_\_ Authorizing the City Manager to Enter into Lease Agreement with Pitney Bowes for Keizer Police Department Postage Meter.*

**I. SUMMARY:**

The lease between City of Keizer Police Department and Pitney Bowes for a postage machine is reaching the end of its term.

**II. BACKGROUND:**

- A. The Police Department has had a long-standing arrangement with Pitney Bowes to provide postage services.
- B. The existing lease was implemented in April 2018 for a period of 60 months.

**III. CURRENT SITUATION:**

- A. If not renewed, the lease will expire in April, after which time use will be month-to-month and not subject to the benefits and savings of state contracting.
- B. Because of the length of the lease, the matter must be presented to the City Council.

**IV. ANALYSIS:**

- A. **Strategic Impact** – This action supports the long-term goals of the council by allowing employees to operate in an efficient and cost effective manner.
- B. **Financial** – The financial impact of this request is \$88.22 per month, to be billed quarterly at \$264.66 for a period of 60 months. Funds sufficient to cover the costs are included in the budget.
- C. **Timing** – Prior to the expiration of the current, 60-month lease in April.
- D. **Policy/legal** – Because of the length of the lease, the matter must be presented to the City Council. The lease terms are compliant with Oregon State Contract #NASPO Valuepoint CTR058808. Partnering with and utilizing state negotiated contracts obviates the need for City staff to conduct a solicitation process.

**ALTERNATIVES:**

- A. Adopt the attached Resolution.
- B. Take No Action – The agreement between City of Keizer and Pitney Bowes will no longer be in effect and not subject to negotiated prices and guidelines obtained under the state contract.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the attached Resolution.

**ATTACHMENT:**

- Resolution R2023-\_\_\_\_ Authorizing the City Manager to Enter Into Lease Agreement with Pitney Bowes for Keizer Police Department Postage Meter

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-\_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO ENTER INTO LEASE  
AGREEMENT WITH PITNEY BOWES FOR KEIZER POLICE  
DEPARTMENT POSTAGE METER

WHEREAS, the City of Keizer has been utilizing a leasing program for postage meters for  
the last several years;

WHEREAS, the lease for the Police Department postage meter is at the end of its term with  
Pitney Bowes;

WHEREAS, a new five-year lease agreement has been negotiated with Pitney Bowes as  
allowed through the Oregon Cooperative Procurement Program (ORCPP);

WHEREAS, the lease agreement has been included in the approved budget and will be  
included in upcoming fiscal year budgets;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby  
authorized to sign the NASPO ValuePoint FMV Lease Agreement (Option C) for a five-year lease  
agreement with Pitney Bowes, a copy of which is attached hereto and by this reference incorporated  
herein.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

Agreement Number

543800633

Contact E-Mail Address: [BlaylockW@Keizer.org](mailto:BlaylockW@Keizer.org)

Qty	Item	Business Solution Description
1	SENDPROC SERIES4	SendPro C Series - Version 4
1	1E47	SP100 Label Printer with Lifter Base
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	8H00	C Series IMI Base
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C200	SendPro C200
1	CAAB	Basic Cost Accounting
	F90I	Basic Installation and Training
1	HZ80001	SendPro C Series Drop Stacker
1	ME1A	Meter Equipment - C Series

1	MP81	C Series Integrated Scale
1	NV50	InView Dashboard 1 unit DM125/DM225
1	NV90	InView Subscription
1	NV90KIT	InView Welcome Kit
1	NV99	InView MMS Base Software
1	NV99KIT	InView Welcome Kit
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip
1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS1	C200 SoftGuard
1	SPCRK	Return Kit for SendPro C Series
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Series - Version 4)
1	ZH24	Manual Weight Entry
1	ZH26	HZ02 50 LPM Speed
1	ZHC2	SendPro C200 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

## Your Payment Plan

<b>Initial Term: 60 months</b>	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
<b>60</b>	<b>\$ 88.22</b>	<b>\$ 264.66</b>

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

( ) Tax Exempt Certificate Attached

( ) Tax Exempt Certificate Not Required

(X) Purchase Power® transaction fees included

( ) Purchase Power® transaction fees extra



**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808;  
State/Entity's Contract#

Lessee Signature  
Adam J. Brown  
Print Name  
City Manager  
Title  
Date  
BrownA@Keizer.org  
Email Address

Pitney Bowes Signature  
Print Name  
Title  
Date

**Sales Information**

Jacob Leonard	jacob.leonard@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

2023 Curb Ramp Replacement Project

March 6, 2023



CITY COUNCIL MEETING: Monday March 6<sup>th</sup>, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **2023 CURB RAMP REPLACEMENT PROJECT**

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**PROPOSED MOTION:**

*I move the City Council adopt Resolution R2023-\_\_\_\_ Authorizing the City Manager to Award and Enter Into an Agreement With Pacific Excavation Inc. for Upgrades to ADA Curb Ramps.*

**I. SUMMARY:**

This project includes the replacement of 26 curb ramps, pedestrian signal upgrades and pavement markings on Cherry Avenue. This project also includes the installation of a rectangular rapid flashing beacon for the existing pedestrian crossing on Chemawa Road NE and Rickman Road NE.

**II. BACKGROUND:**

The Public Works Department Streets Division is planning to resurface Cherry Avenue during the summer of 2023. Requirements of the American with Disabilities Act (ADA) mandate that curb ramps and pedestrian signals be brought up to current ADA standards as part of, or prior to resurfacing the roadway. Staff determined separating the ADA ramp work from the road resurfacing work would result in a cost savings to the city and plans to have this work done prior to the resurfacing work.

Public Works solicited bids for the project and received 5 bids which were opened on Thursday February 23<sup>rd</sup>, 2023 at 2:00pm. The bids ranged from a high of \$697,877.00 to a low of \$588,000.00. The lowest bid was deemed not responsible and non-responsive based on the experience listed in their bid proposal. Therefore, staff is recommending the project be awarded to the next lowest bidder which was Pacific Excavation Inc. whose total bid was \$594,155.00.

2023 Curb Ramp Replacement Project

March 6, 2023

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

- A. Cherry Avenue needs resurfacing and therefore this project is required.

### **IV. ANALYSIS:**

- A. **Strategic Impact** – Resurfacing of streets within the City is necessary to prevent them from failing to a point that reconstruction is necessary.
- B. **Financial** – Funds for this project are identified in the City Council adopted Fiscal Year 2022/2023 budget.
- C. **Timing** – Approval of this request will allow the project to be completed prior to the resurfacing of Cherry Avenue in the summer of 2023.
- D. **Policy/legal** – City council approval is required to award this contract.

### **ALTERNATIVES:**

- A. Approve the attached Resolution authorizing the City Manager to enter into a contract with Pacific Excavation Inc. for the 2023 Curb Ramp Replacement project.
- B. Take no action – Not approving this project will result in the needed resurfacing of Cherry Avenue to be delayed or cancelled.

### **RECOMMENDATION:**

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to enter into a contract with Pacific Excavation Inc. for the 2023 Curb Ramp Replacement project.

### **ATTACHMENTS:**

- Resolution R2023-\_\_\_\_ Authorizing the City Manager to Award and Enter Into an Agreement With Pacific Excavation, Inc. for Upgrades to ADA curb Ramps

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-\_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO AWARD AND  
ENTER INTO AN AGREEMENT WITH PACIFIC EXCAVATION,  
INC. FOR UPGRADES TO ADA CURB RAMPS

WHEREAS, the Public Works Department is planning to resurface various streets in the  
City during the summer of 2023;

WHEREAS, the American with Disabilities Act (ADA) requires that curb ramps be  
brought up to current ADA standards as part of, or prior to resurfacing of the roadway;

WHEREAS, bids for the ADA curb ramp portion of the project was solicited;

WHEREAS, five bids for this project were received. The low bid was for a total amount  
of \$588,000.00, but that bid was found not responsible and nonresponsive. The next low bid  
was submitted by Pacific Excavation, Inc. for a total amount of \$594,155.00. The City  
Engineer has reviewed and certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders on February 27,  
2023;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is  
hereby authorized to award the contract to, and if no objections are received, enter into an  
agreement with Pacific Excavation, Inc. for a total cost of \$594,155.00 for upgrades to ADA  
curb ramps on various streets in the City. Funding for this project is from the Street Fund.

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

3 PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

4  
5 SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Mayor

City Recorder



CITY COUNCIL MEETING: MARCH 6, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **AUTHORIZING CITY MANAGER TO ENTER INTO AN OTIS LUBRICATE AND SURVEY AGREEMENT**

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**PROPOSED MOTION:**

*"I move the City Council adopt Resolution R2023-\_\_\_ Authorizing City Manager to Enter into Lubricate and Survey Agreement with Otis Elevator Company."*

**I. SUMMARY:**

The Public Works facility at 641 Chemawa Road NE has an elevator to provide ADA compliant access to the second floor of the facility. This elevator is required to have regular maintenance and inspections performed by a qualified company.

**II. BACKGROUND:**

- A. The City was required to install an elevator in the Public Works facility in the early 2000's when the building was expanded and the second floor was converted from storage area to office space.
- B. The current agreement with Otis expires March 31<sup>st</sup>, 2023.

**III. CURRENT SITUATION:**

- A. The City researched qualified companies to perform the required services and Otis Elevators has provided the best pricing and services.

**IV. ANALYSIS:**

- A. **Strategic Impact** – N/A

- B. **Financial** – The fee schedule for these services is \$53.53 per month which equals a total of \$3,211.80 for the life of the agreement.
- C. **Timing** – The current contract expires on March 31<sup>st</sup>, 2023 and the city requires ongoing maintenance and inspection services
- D. **Policy/legal** – In accordance with the City’s purchasing policy the contract must be authorized by the City Council as the term is greater than two years.

**V. ALTERNATIVES:**

- A. Authorize the City Manager to into an Lubricate and Survey agreement with Otis Elevator Company.
- B. Take No Action – The City would be without the required maintenance and inspection services.

**VI. RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to enter into an Lubricate and Survey contract with Otis Elevator Company.

**ATTACHMENTS:**

- Resolution R2023\_\_\_\_\_ - Authorizing City Manager to enter into Lubricate and Survey agreement with Otis Elevator Company.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-\_\_\_\_\_

AUTHORIZING CITY MANAGER TO ENTER INTO LUBRICATE  
AND SURVEY AGREEMENT WITH OTIS ELEVATOR COMPANY

WHEREAS, the City of Keizer Public Works shop building has an elevator in  
need of an annual survey and regular lubrication by a qualified examiner;

WHEREAS, Otis Elevator Company is a qualified examiner;

WHEREAS, Otis Elevator Company and City desire to enter into a five year  
agreement for the services required;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City  
Manager is authorized to enter into a Lubricate and Survey Agreement with Otis  
Elevator Company.

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

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder





CITY COUNCIL MEETING: MARCH 6, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

THRU: John Teague, Chief of Police

FROM: Trevor Wenning, Police Support Division Commander

SUBJECT: **2022/23 DETECTIVE VEHICLE PURCHASE**

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**PROPOSED MOTION:**

*"I move the City Council adopt Resolution R2023-\_\_\_ Authorizing the City Manager to Purchase 2022 Dodge Durango Vehicle for Police Department Detective."*

**I. SUMMARY:**

Keizer Police Department detective vehicle 0908 is overdue to be replaced. The Keizer Police Department budgeted for the replacement of this vehicle. Staff has determined that one Dodge Durango vehicle will meet the needs of the Police Department and they are available utilizing the State of Oregon purchasing contract number PA1651 with Withnell Motor Company. The cost of the vehicle is \$39,761.52.

**II. BACKGROUND:**

- A. Due to wear and tear on detective vehicles, they are replaced every ten years.
- B. Supply chain issues in recent past have prevented some purchases and have prolonged the use of some detective vehicles.

**III. CURRENT SITUATION:**

- A. Vehicle 0908 is overdue to be replaced.
- B. The police department needs to move forward with purchasing budgeted vehicles.

**IV. ANALYSIS:**

- A. **Strategic Impact** – N/A
- B. **Financial** – This vehicle was included in the 2022/23 budget year and was approved by the Keizer Budget Committee and Keizer City Council. The cost for this vehicle is \$39,761.52
- C. **Timing** – N/A
- D. **Policy/legal** – Pursuant to the Local Contract Bidding Ordinance, Council must authorize the City Manager to purchase the vehicles.

**ALTERNATIVES:**

- A. Adopt the attached Resolution so the new replacement vehicle can be purchased.
- B. Take no action and the current vehicle will continue to deteriorate possibly to the degree it is removed from service at times for costly and un-warranted repairs. This in turn causes other vehicles to be used on a more frequent basis inflicting undue wear and tear.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the Resolution authorizing the purchase of one Dodge Durango vehicle.

**ATTACHMENTS:**

- Resolution R2023-\_\_\_\_\_ Authorizing the City Manager to Purchase 2022 Dodge Durango Vehicle for Police Department Detective

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-\_\_\_\_\_

AUTHORIZING THE CITY MANAGER TO PURCHASE  
2022 DODGE DURANGO VEHICLE FOR POLICE  
DEPARTMENT DETECTIVE

WHEREAS, the City of Keizer budgeted funds in the 2022-2023 Police  
Services Fee to purchase a vehicle for the Police Department;

WHEREAS, it has been determined that the Dodge Durango vehicle meets the  
needs of the Police Department;

WHEREAS, the City has determined procurement through the Oregon  
Cooperative Procurement Program (ORCPP) provided the best price of \$39,761.52  
from Withnell Motor Company;

WHEREAS, State of Oregon Contract No. PA1651 authorizes ORCPP  
participants to purchase vehicles from Withnell Motor Company by issuance of a  
Purchase Order;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City  
Manager is hereby authorized to purchase a 2022 Dodge Durango vehicle from  
Withnell Motor Company for a purchase price of \$39,761.52 by issuing a Purchase  
Order containing the mandatory language.

BE IT FURTHER RESOLVED that the City Manager is authorized to take any  
and all necessary acts to effectuate the purchase of the vehicles.

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

3           PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

4

5           SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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\_\_\_\_\_  
 Mayor

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 City Recorder