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AGENDA

KEIZER CITY COUNCIL

REGULAR SESSION

Monday, August 7, 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**
- 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 HEARING**
- 8. ADMINISTRATIVE ACTION**

- a. Fee Waiver Request – Lakepoint Community Church Center for Annual ServeFest event.
- b. Fee Waiver Request – Town Hall with Congresswoman Salinas
- c. Fee Waiver Request – IYO Middle school exchange program
- d. Fee Waiver Request – Keizer Chamber of Commerce Concert in the Park
- e. RESOLUTION – Adopting regular hiring procedures for the City Attorney.
- f. RESOLUTION – Dissolving the Stormwater Advisory Committee (SWAC); Repeal of Resolutions R2008-1865 and R2016-2728.
- g. RESOLUTION – Amending the Traffic Safety/ Bikeways/ Pedestrian Committee; amending Resolution No. R2012-2256.

- 9. CONSENT CALENDAR**

- a. 2022-23 Surplus Property Report
- b. RESOLUTION – Authorizing the City Manager to purchase 2023 Caterpillar 305 Compact Excavator and a Felling FT-16-IT-I Trailer through Sourcewell for the Public Works Department and authorizing the disposition of surplus property.

- c. RESOLUTION – Authorizing the City Manager to Enter Into a Contract With Gelco Construction Inc for the Construction of a Speed Table on Cummings Lane N.
- d. Approval of July 17, 2023 Regular Session Minutes.

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

August 14, 2023 – 6:00 p.m.

City Council Work Session

August 21, 2023 – 7:00 p.m.

City Council Regular Session

September 5, 2023 – 7:00 p.m.

City Council Regular Session

14. ADJOURNMENT



CITY COUNCIL MEETING: AUGUST 7, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **LAKEPOINT CHURCH COMMUNITY CENTER FOR ANNUAL SERVEFEST
EVENT**

PROPOSED MOTION:

I move the City Council approve a waiver of the Community Center rental fee and Community Center refundable security deposit for the Lakepoint Community Church ServeFest event for August 26, 2023 and August 27, 2023.

I. SUMMARY:

Lakepoint Community Church has requested a fee waiver for the use of the Community Center for their annual ServeFest event on Sunday, August 27, 2023. The ServeFest has served Keizer families since 2010 as a free event providing families with haircuts, bike repairs, manicures, family portraits, veterinary care and many other services. In addition, school supplies and clothing are distributed to area families during the event. Further event details are included in the attached letter from Lakepoint Community Church. Between 2010 and 2019, Lakepoint Community Church held their weekly services in the Community Center and as part of their contractual agreement, the rental fee for the annual ServeFest event was waived. Each year, the event became more successful and benefited many families in our community. As a result of the pandemic, Lakepoint Community Church was forced to relocate their weekly services from the Community Center and cancel this annual community event. With the status of the pandemic, they would like to resume their service to our community and restart this event.

The rental fee for use of the Community Center for set up on Saturday, August 26th and the event on Sunday, August 27th would be \$2,475. In addition, there is a refundable security deposit of \$1,500. With Lakepoint's familiarity of our facility during their tenure in the building, they would be responsible for all of the pre-event set up, event coverage, and post event clean up.

II. **BACKGROUND:**

- A. Lakepoint Community Church contracted with the City to rent the Community Center for their weekly service since 2010. The contractual agreement provided free rental for the annual ServeFest event.
- B. The ServeFest event provides needed items for families in the Keizer community.
- C. Lakepoint Community Church has been a great community partner to Keizer.
- D. The Council waived all fees and deposit for the same event during 2022.
- E. City Resolution R2018-2932 states the City Council may reduce or waive rates, deposits, or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

III. **CURRENT SITUATION:**

- A. As of this date, no other requests for room reservations on this date have been received.

IV. **ANALYSIS:**

- A. **Strategic Impact** – This event is a significant benefit to the Keizer Community.
- B. **Financial** – The financial impact of this request is a reduction in rental income for the Community Center.
- C. **Timing** – Approval of this request will allow Lakepoint Community Church to move forward with the advertising and organization of this event.
- D. **Policy/legal** – The City Council has the sole authority to grant fee waivers for use of the Community Center. Lakepoint Community Church will be required to provide a certificate of general liability insurance for the event.

ALTERNATIVES:

- A. Approve a waiver of the Community Center rental fee of \$2,475 and refundable security deposit of \$1,500.
- B. Deny the request for a waiver of the Community Center rental fee of \$2,475 and refundable security deposit of \$1,500.

RECOMMENDATION:

Staff recommends the City Council approve a waiver of the Community Center rental fee and Community Center refundable security deposit for the Lakepoint Community Church ServeFest event on August 26, 2023 and August 27, 2023.

ATTACHMENTS:

- Letter from Lakepoint Community Church requesting the waiver of fees.
- Resolution 2018-2932 – Adopting Use Policies and Rates for the Keizer Community Center Rooms



June 29, 2023

Keizer City Council,

We are extremely grateful for years of partnership with the City of Keizer in serving our community. Because of your generosity, we have seen thousands of families cared for by way of providing an annual free event called ServeFest, where we provide practical necessities through a fun, family experience.

This year, Lakepoint Community Church would love to continue partnering with the City, and we are requesting a fee waiver for the event. Spaces, dates and times requested are:

Saturday, August 26: Community Center; 9 AM to 11 AM (setup)

Sunday, August 27: Community Center, outdoor space and gazebo; 7 AM to 2 PM (event)

Since 2010, Lakepoint and the service providers in the community have banded together to care for families through this event. Thousands of people over the years have enjoyed free haircuts, clothing, bike repair, school supplies, family portraits, and veterinary care, just to name a few. While families are cared for in the practical sense, they also enjoy a free family carnival, indoor/outdoor gaming for youth, a raffle with big-ticket items, food, and everybody's favorite: snow cones. In excitement, families have literally lined up for hours.

It is our mission and heart to serve the people of our city. Along with the support of various local businesses, including the City of Keizer, we are able to devote all funds toward the sole benefit of assisting local families. Story after story has been shared with us of families being impacted through ServeFest. We would love the opportunity to continue this free community outreach in Keizer.

Please consider joining with us in supporting our great community and its families.

Thank you,
Lakepoint Community Church

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2018- 2932ADOPTING USE POLICIES AND RATES FOR THE
KEIZER COMMUNITY CENTER ROOMS;
REPEALING RESOLUTION R2015-2612

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2015;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2015-2612;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the policies for the Community Center Rooms;

WHEREAS, the City Council desires to amend the Community Center Room policies;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Community Center Rooms and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Community Center Rooms and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.

- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Community Rooms and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$1,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of Keizer" includes its officers, agents, contractors, and employees. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' rental of the Keizer Community Center Rooms and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The Comprehensive General Liability Insurance required shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of

Keizer" includes its officers, agents, contractors, and employees. Client must provide the City with the proof of the insurance and additional insured endorsement evidencing such insurance at least fourteen (14) days prior to the date of the contracted event. Failure to provide the proof of insurance and endorsement will result in cancellation of the event.

b. No insurance is required for non-alcoholic events when client is using one or two small rooms.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the

following use rates are hereby established:

1. Base Use Rates. The following base use rates shall be charged for the Keizer Community Center Rooms:

- a. Small room (1,000 square feet) - \$25.00 per hour with a three hour minimum.
- b. Medium room (3,000 square feet) - \$100.00 per hour with a four hour minimum.
- c. Large ballroom (9,000 square feet) - \$250.00 per hour with an eight hour minimum.
- d. Keizer-based 501(c) organizations may host fundraiser activities using two Medium rooms or the Large ballroom for a base use fee of \$500.00. This fee shall include the use of the facility and amenities. The user will be responsible to pay all fees associated with required staffing. The use under this provision is limited to one (1) event per calendar year per Keizer-based 501(c) organization and is limited to a maximum of twelve (12) hours usage.
- e. Keizer residents and Keizer-based 501(c) non-profit organizations are entitled to a twenty-five percent (25%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted. Keizer residents' use is limited to personal, non-business use only, including, but not limited to birthday parties, anniversary parties, and baby showers.)
- f. Government and quasi-government entities, e.g., City of Salem, Marion County, State of Oregon, Salem-Keizer School District, Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber of Commerce, League of Oregon Cities, Mid-Willamette Valley Council of Governments, are entitled to a twenty percent (20%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted.)

- g. City-hosted activities directly benefiting City operations are entitled to a fifty percent (50%) discount on the base use rates outlined in 1(b) subject to the following:
- i. Registration fees charged to participants shall total no more than the actual out-of-pocket costs of the event.
 - ii. This discount is only available for one or two medium rooms. The large ballroom and small room rates are not discounted.
 - iii. For Friday, Saturday or Sunday dates, the event may not be reserved more than six (6) months prior to the event.
 - iv. No alcohol is allowed for City hosted events. Insurance is not required.
- h. The above discounts are not transferrable.

2. Exempt Uses. The following uses are exempt from payment of use rates and insurance requirements, except caterer insurance if applicable. No alcohol is allowed for these events:

- a. City Meetings. City Council/Urban Renewal Agency meetings, City/Urban Renewal Agency committee, task force, or staff meetings, trainings, recruitments or exercises.
- b. Neighborhood Associations. Recognized neighborhood associations may hold their regular meetings, up to twelve (12) meetings per year in one or two small rooms.
- c. Keizer-based Youth Sports. Keizer-based youth sports organizations may hold up to three (3) events per year using one medium room or one or two small rooms.
- d. Town Hall/Community Forums. City, Urban Renewal Agency, Salem Area Mass Transit District, Marion County, and other governmental agencies may hold town hall/community forums for the purpose of gathering public input.
- e. Keizer Library. The Keizer library may hold up to two (2) book sale events per year.
- f. City Employee/City Volunteer Training. Training and meetings for City employees or City volunteers are exempt. The trainings or meetings are limited to one or two small rooms during regular City Hall business hours. Other governmental employees or volunteers may also attend. No fee may be charged to participants other than the actual meal cost, if a meal is served.
- g. City-Hosted Educational Outreach Events. No registration fee may be charged to the participants.
- h. Outside Committees/Groups. With City Manager approval, organizations connected with the City or benefitting City residents

such as Keizer United, Claggett Creek Watershed Council, and Community Emergency Response Team may hold one meeting per month in one or two small rooms. No registration fee may be charged to the participants.

3. Other Agreements Exempt. Organizations with specific agreements for Community Room use are not subject to the above rates. The City Manager is authorized to negotiate and reduce the use rates for organizations who request repeating scheduled use for a term not exceeding two (2) years.
4. Council Approved Uses. The City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
5. Additional Facility Charges. The City Manager is authorized to adopt and impose surcharges for rental rates for additional facilities, including, but not limited to stages, audio/visual equipment, computer equipment, kitchen usage and additional labor expenses. The City Manager is authorized to impose deposits, fees or additional charges as City Manager may deem appropriate in his/her discretion.
6. Use Rates Subject to Facility Agreement. The use rates set forth herein are subject to the provisions of the Facility Use Agreement as authorized by the City Manager. The City Manager is authorized to amend the use rates if in the City Manager's discretion such amended rates provide increased transient occupancy taxes, other identifiable economic benefits to the citizens of the City as a whole, or other identifiable fiscal benefits to the City of Keizer administratively.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that

Resolution R2015-2612 (Adopting Use Policies and Rates for the Keizer Community Center Rooms) is hereby repealed in its entirety except for already booked events.

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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 3rd day of December, 2018.

4
5 SIGNED this 3rd day of December, 2018.

6
7 Cathy Clark
8 Mayor

9
10 Gary Dyl
11 City Recorder



CITY COUNCIL MEETING: AUGUST 7, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **COMMUNITY CENTER FEE WAIVER – TOWN HALL WITH
CONGRESSWOMAN SALINAS**

PROPOSED MOTION:

I move the City Council approve the requested waiver of the Community Center Facility Use Fees of \$400 including the Refundable Deposit of \$750 for the August 24, 2023 Town Hall with Congresswoman Salinas.

I. SUMMARY:

The City has received a fee waiver request from the Office of Congresswoman Andrea Salinas for a town hall event on August 24, 2023.

II. BACKGROUND:

- A. On July 21, 2023 the City received and approved a Community Center Use Agreement for a town hall meeting with Congresswoman Salinas.
- B. The event is scheduled on August 24, 2023 from 5:30 PM to 6:30 PM and will utilize the Iris A room.
- C. The event is open to the public.
- D. City Resolution R2018-2932 states the City Council may reduce or waive rates, deposits, or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
- E. The Keizer City Council does not have the ability to waive any required insurance,

alcohol, or catering requirements as outlined in the facility use agreement.

III. CURRENT SITUATION:

- A. The date requested have been secured as requested by the Office of Congresswoman Andrea Salinas (OR-06).
- B. The Community Center Use Agreement has been approved and required insurance documents have been received.

IV. ANALYSIS:

- A. **Strategic Impact** – This event is a benefit to the residents of Keizer.
- B. **Financial** – The financial impact of this request is as follows:
 - 1. Refundable Deposit - \$750
 - 2. Facility Use Fees - \$400 (4 hour minimum @ \$100 per hour)
- C. **Timing** – Approval of this request will allow the Office of Congresswoman Andrea Salinas to move forward with organization of this event.
- D. **Policy/legal** – Keizer Resolution R2018-2932, Adopting Use Policies and Rates for the Keizer Community Center Rooms, allows the City Council to reduce or waive rates, deposits or other costs.

V. ALTERNATIVES:

- A. Approve the waiver of the Community Center Facility Use Fee of \$400 and refundable deposit amount of \$750
- B. Deny the request for a waiver of the Community Center Facility Use Fee of \$400 and refundable deposit amount of \$750.

RECOMMENDATION:

Staff recommends the City Council approve the requested waiver of the Community Center Facility Use Fees of \$400 and the refundable deposit of \$750 for the August 24, 2023 Town Hall with Congresswoman Salinas.

ATTACHMENTS:

- Resolution 2018-2932 – Adopting Use Policies and Rates for the Keizer Community Center Rooms

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2018- 2932ADOPTING USE POLICIES AND RATES FOR THE
KEIZER COMMUNITY CENTER ROOMS;
REPEALING RESOLUTION R2015-2612

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2015;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2015-2612;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the policies for the Community Center Rooms;

WHEREAS, the City Council desires to amend the Community Center Room policies;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Community Center Rooms and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Community Center Rooms and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.

- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Community Rooms and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$1,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of Keizer" includes its officers, agents, contractors, and employees. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' rental of the Keizer Community Center Rooms and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The Comprehensive General Liability Insurance required shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of

Keizer" includes its officers, agents, contractors, and employees. Client must provide the City with the proof of the insurance and additional insured endorsement evidencing such insurance at least fourteen (14) days prior to the date of the contracted event. Failure to provide the proof of insurance and endorsement will result in cancellation of the event.

b. No insurance is required for non-alcoholic events when client is using one or two small rooms.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the

following use rates are hereby established:

1. Base Use Rates. The following base use rates shall be charged for the Keizer Community Center Rooms:

- a. Small room (1,000 square feet) - \$25.00 per hour with a three hour minimum.
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- c. Large ballroom (9,000 square feet) - \$250.00 per hour with an eight hour minimum.
- d. Keizer-based 501(c) organizations may host fundraiser activities using two Medium rooms or the Large ballroom for a base use fee of \$500.00. This fee shall include the use of the facility and amenities. The user will be responsible to pay all fees associated with required staffing. The use under this provision is limited to one (1) event per calendar year per Keizer-based 501(c) organization and is limited to a maximum of twelve (12) hours usage.
- e. Keizer residents and Keizer-based 501(c) non-profit organizations are entitled to a twenty-five percent (25%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted. Keizer residents' use is limited to personal, non-business use only, including, but not limited to birthday parties, anniversary parties, and baby showers.)
- f. Government and quasi-government entities, e.g., City of Salem, Marion County, State of Oregon, Salem-Keizer School District, Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber of Commerce, League of Oregon Cities, Mid-Willamette Valley Council of Governments, are entitled to a twenty percent (20%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted.)

- g. City-hosted activities directly benefiting City operations are entitled to a fifty percent (50%) discount on the base use rates outlined in 1(b) subject to the following:
- i. Registration fees charged to participants shall total no more than the actual out-of-pocket costs of the event.
 - ii. This discount is only available for one or two medium rooms. The large ballroom and small room rates are not discounted.
 - iii. For Friday, Saturday or Sunday dates, the event may not be reserved more than six (6) months prior to the event.
 - iv. No alcohol is allowed for City hosted events. Insurance is not required.
- h. The above discounts are not transferrable.

2. Exempt Uses. The following uses are exempt from payment of use rates and insurance requirements, except caterer insurance if applicable. No alcohol is allowed for these events:

- a. City Meetings. City Council/Urban Renewal Agency meetings, City/Urban Renewal Agency committee, task force, or staff meetings, trainings, recruitments or exercises.
- b. Neighborhood Associations. Recognized neighborhood associations may hold their regular meetings, up to twelve (12) meetings per year in one or two small rooms.
- c. Keizer-based Youth Sports. Keizer-based youth sports organizations may hold up to three (3) events per year using one medium room or one or two small rooms.
- d. Town Hall/Community Forums. City, Urban Renewal Agency, Salem Area Mass Transit District, Marion County, and other governmental agencies may hold town hall/community forums for the purpose of gathering public input.
- e. Keizer Library. The Keizer library may hold up to two (2) book sale events per year.
- f. City Employee/City Volunteer Training. Training and meetings for City employees or City volunteers are exempt. The trainings or meetings are limited to one or two small rooms during regular City Hall business hours. Other governmental employees or volunteers may also attend. No fee may be charged to participants other than the actual meal cost, if a meal is served.
- g. City-Hosted Educational Outreach Events. No registration fee may be charged to the participants.
- h. Outside Committees/Groups. With City Manager approval, organizations connected with the City or benefitting City residents

such as Keizer United, Claggett Creek Watershed Council, and Community Emergency Response Team may hold one meeting per month in one or two small rooms. No registration fee may be charged to the participants.

3. Other Agreements Exempt. Organizations with specific agreements for Community Room use are not subject to the above rates. The City Manager is authorized to negotiate and reduce the use rates for organizations who request repeating scheduled use for a term not exceeding two (2) years.
4. Council Approved Uses. The City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
5. Additional Facility Charges. The City Manager is authorized to adopt and impose surcharges for rental rates for additional facilities, including, but not limited to stages, audio/visual equipment, computer equipment, kitchen usage and additional labor expenses. The City Manager is authorized to impose deposits, fees or additional charges as City Manager may deem appropriate in his/her discretion.
6. Use Rates Subject to Facility Agreement. The use rates set forth herein are subject to the provisions of the Facility Use Agreement as authorized by the City Manager. The City Manager is authorized to amend the use rates if in the City Manager's discretion such amended rates provide increased transient occupancy taxes, other identifiable economic benefits to the citizens of the City as a whole, or other identifiable fiscal benefits to the City of Keizer administratively.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that

Resolution R2015-2612 (Adopting Use Policies and Rates for the Keizer Community Center Rooms) is hereby repealed in its entirety except for already booked events.

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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 3rd day of December, 2018.

4
5 SIGNED this 3rd day of December, 2018.

6
7 Cathy Clark
8 Mayor

9
10 Gary Dyl
11 City Recorder



CITY COUNCIL MEETING: AUGUST 7, 2023

To: Mayor Clark and City Council Members

FROM: Adam J. Brown, City Manager

SUBJECT: **COMMUNITY CENTER FEE WAIVER – IYO MIDDLE SCHOOL EXCHANGE PROGRAM**

PROPOSED MOTION:

I move the City Council approve the requested waiver of the Community Center Facility Use Fees of \$200 including the Refundable Deposit of \$200 for the Iyo, Japan Middle School Exchange Program.

I. SUMMARY:

The City has received a fee waiver request from the Creekside Rotary Club to host a middle school exchange program with the City of Iyo, Japan on August 21st and 24th 2023.

II. BACKGROUND:

- A. On July 7, 2023 the City received a letter from Ed Davis, Chair of the Salem-IYO International Exchange Committee to be able to use our conference center room for the middle school students to receive English language instruction for four hours each morning.
- B. In working with Mr. Davis, the program will only need the space on Monday (21st) and Thursday (24th) for four hours each day.
- C. City Resolution R2018-2932 states the City Council may reduce or waive rates, deposits, or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

III. CURRENT SITUATION:

- A. One room in the community center is open for use that would fit the 16 students and teachers.
- B. The Community Center Use Agreement has been approved and required insurance documents have been received.

IV. **ANALYSIS:**

- A. **Strategic Impact** – No strategic impact.
- B. **Financial** – The financial impact of this request is as follows:
 - 1. Refundable Deposit - \$200
 - 2. Facility Use Fees - \$200 (two days for 4-hours each @ \$25 per hour)
- C. **Timing** – Approval of this request will allow the Iyo Exchange Program to proceed on the 21st and 24th.
- D. **Policy/legal** – Keizer Resolution R2018-2932, Adopting Use Policies and Rates for the Keizer Community Center Rooms, allows the City Council to reduce or waive rates, deposits or other costs.

V. **ALTERNATIVES:**

- A. Approve the waiver of the Community Center Facility Use Fee of \$200 and refundable deposit amount of \$200
- B. Deny the request for a waiver of the Community Center Facility Use Fee of \$200 and refundable deposit amount of \$200.

VI. **RECOMMENDATION:**

Staff recommends the City Council approve the requested waiver of the Community Center Facility Use Fees of \$200 and the refundable deposit of \$200 for the Iyo Middle School International Exchange Program.

ATTACHMENTS:

- Letter from Ed Davis
- Resolution 2018-2932 – Adopting Use Policies and Rates for the Keizer Community Center Rooms



SALEM -IYO INTERNATIONAL EXCHANGE COMMITTEE
Edward E. Davis, Chair

July 7, 2023

Cathy Clark, Mayor
Adam Brown, City Manager
City of Keizer
930 Chemawa Rd. NE
P. O. Box 21000
Keizer, OR 97307-1000

Re: Salem-Iyo International Exchange

Dear Cathy & Adam:

Thank you again for your time and encouragement this morning regarding our middle-school exchange program with the City of Iyo in the Ehime Prefecture on Japan's southern island of Shikoku.

Our program began with a visit in 2009 from adults representing various components of Iyo's government & civic organizations (Mayor, Education, Chamber of Commerce, Rotary Club, etc.) They wanted to develop an opportunity for Iyo's middle-school students to experience other cultures & gain a broader understanding of international relationships. Katsumi "Chuck" Itoh and I had pre-existing connections with Iyo through Rotary Youth Exchange, and we put together a local group to meet with them and discuss how such a program might be implemented here in the Salem-Keizer area.

Our visits began in August, 2010, with 16 middle-school students, 2 teacher chaperones, an adult group leader, travel coordinator, & a few others. The group arrived on a Saturday, and students were connected in pairs with local host families. Monday through Friday included morning classes to practice English and learn about American culture, followed by a box lunch and various afternoon activities. Afternoon activities have included visits to City Hall, Police & Fire Stations, Library, Willamette University & TIUA, Mission Mill, Oregon State Capitol, Riverfront Park (including the Carousel & Discovery Village), Historic Elsinore Theater, Boys & Girls Club, bike rides, etc.

945 Holiday Ct. S | Salem, OR 97302-5927
P: (503) 399-0689 | C: (503) 586-4685 | E: eddavis@comcast.net



SALEM -IYO INTERNATIONAL EXCHANGE COMMITTEE
Edward E. Davis, Chair

As we discussed, after a 2-year COVID hiatus, the City of Salem has advised they need to reduce their direct involvement with our program to allow them to strengthen their 37-year Sister City relationship with the City of Kawagoe, Japan. Our incoming group will include 14 middle school students & five adults (2 teacher chaperones, a travel coordinator, & Iyo Mayor & Mrs. Takechi as group leaders).

Our request of the City of Keizer is as follows:

- 1) to allow us to use a meeting room at Keizer City Hall for our morning classes Monday – Thursday,
- 2) to accept a formal greeting to Mayor Clark, City Manager Brown, & other interested City officials from Iyo Mayor Takechi,
- 3) to allow our group access to City Hall & Council Chambers for an explanation of how our local governments work,
- 4) to assist us in connecting with appropriate people to identify and arrange group visits throughout the week to nearby attractions (Keizer Heritage Center & Library, Police & Fire stations, Keizer Rapids Park, etc.), and
- 5) to attend, as guests, a formal reception & program hosted by our visitors on Wednesday evening, August 23rd in the 2nd floor west lobby of the Salem Convention Center.

Chuck Itoh and I will be glad to attend your Council meeting on Monday, July 17th, to answer any questions you or your councilors may have about our program & request. Please know how much we appreciate your consideration, encouragement, and courtesy.

Sincerely,

Edward E. Davis, Chair
 Salem-Iyo International Exchange Committee

EED:e

cc: Katsumi "Chuck" Itoh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2018- 2932ADOPTING USE POLICIES AND RATES FOR THE
KEIZER COMMUNITY CENTER ROOMS;
REPEALING RESOLUTION R2015-2612

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2015;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2015-2612;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the policies for the Community Center Rooms;

WHEREAS, the City Council desires to amend the Community Center Room policies;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Community Center Rooms and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Community Center Rooms and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.

- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Community Rooms and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$1,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of Keizer" includes its officers, agents, contractors, and employees. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' rental of the Keizer Community Center Rooms and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The Comprehensive General Liability Insurance required shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of

Keizer" includes its officers, agents, contractors, and employees. Client must provide the City with the proof of the insurance and additional insured endorsement evidencing such insurance at least fourteen (14) days prior to the date of the contracted event. Failure to provide the proof of insurance and endorsement will result in cancellation of the event.

b. No insurance is required for non-alcoholic events when client is using one or two small rooms.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the

following use rates are hereby established:

1. Base Use Rates. The following base use rates shall be charged for the Keizer Community Center Rooms:

- a. Small room (1,000 square feet) - \$25.00 per hour with a three hour minimum.
- b. Medium room (3,000 square feet) - \$100.00 per hour with a four hour minimum.
- c. Large ballroom (9,000 square feet) - \$250.00 per hour with an eight hour minimum.
- d. Keizer-based 501(c) organizations may host fundraiser activities using two Medium rooms or the Large ballroom for a base use fee of \$500.00. This fee shall include the use of the facility and amenities. The user will be responsible to pay all fees associated with required staffing. The use under this provision is limited to one (1) event per calendar year per Keizer-based 501(c) organization and is limited to a maximum of twelve (12) hours usage.
- e. Keizer residents and Keizer-based 501(c) non-profit organizations are entitled to a twenty-five percent (25%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted. Keizer residents' use is limited to personal, non-business use only, including, but not limited to birthday parties, anniversary parties, and baby showers.)
- f. Government and quasi-government entities, e.g., City of Salem, Marion County, State of Oregon, Salem-Keizer School District, Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber of Commerce, League of Oregon Cities, Mid-Willamette Valley Council of Governments, are entitled to a twenty percent (20%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted.)

- g. City-hosted activities directly benefiting City operations are entitled to a fifty percent (50%) discount on the base use rates outlined in 1(b) subject to the following:
 - i. Registration fees charged to participants shall total no more than the actual out-of-pocket costs of the event.
 - ii. This discount is only available for one or two medium rooms. The large ballroom and small room rates are not discounted.
 - iii. For Friday, Saturday or Sunday dates, the event may not be reserved more than six (6) months prior to the event.
 - iv. No alcohol is allowed for City hosted events. Insurance is not required.
- h. The above discounts are not transferrable.

2. Exempt Uses. The following uses are exempt from payment of use rates and insurance requirements, except caterer insurance if applicable. No alcohol is allowed for these events:

- a. City Meetings. City Council/Urban Renewal Agency meetings, City/Urban Renewal Agency committee, task force, or staff meetings, trainings, recruitments or exercises.
- b. Neighborhood Associations. Recognized neighborhood associations may hold their regular meetings, up to twelve (12) meetings per year in one or two small rooms.
- c. Keizer-based Youth Sports. Keizer-based youth sports organizations may hold up to three (3) events per year using one medium room or one or two small rooms.
- d. Town Hall/Community Forums. City, Urban Renewal Agency, Salem Area Mass Transit District, Marion County, and other governmental agencies may hold town hall/community forums for the purpose of gathering public input.
- e. Keizer Library. The Keizer library may hold up to two (2) book sale events per year.
- f. City Employee/City Volunteer Training. Training and meetings for City employees or City volunteers are exempt. The trainings or meetings are limited to one or two small rooms during regular City Hall business hours. Other governmental employees or volunteers may also attend. No fee may be charged to participants other than the actual meal cost, if a meal is served.
- g. City-Hosted Educational Outreach Events. No registration fee may be charged to the participants.
- h. Outside Committees/Groups. With City Manager approval, organizations connected with the City or benefitting City residents

such as Keizer United, Claggett Creek Watershed Council, and Community Emergency Response Team may hold one meeting per month in one or two small rooms. No registration fee may be charged to the participants.

3. Other Agreements Exempt. Organizations with specific agreements for Community Room use are not subject to the above rates. The City Manager is authorized to negotiate and reduce the use rates for organizations who request repeating scheduled use for a term not exceeding two (2) years.
4. Council Approved Uses. The City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
5. Additional Facility Charges. The City Manager is authorized to adopt and impose surcharges for rental rates for additional facilities, including, but not limited to stages, audio/visual equipment, computer equipment, kitchen usage and additional labor expenses. The City Manager is authorized to impose deposits, fees or additional charges as City Manager may deem appropriate in his/her discretion.
6. Use Rates Subject to Facility Agreement. The use rates set forth herein are subject to the provisions of the Facility Use Agreement as authorized by the City Manager. The City Manager is authorized to amend the use rates if in the City Manager's discretion such amended rates provide increased transient occupancy taxes, other identifiable economic benefits to the citizens of the City as a whole, or other identifiable fiscal benefits to the City of Keizer administratively.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that

Resolution R2015-2612 (Adopting Use Policies and Rates for the Keizer Community Center Rooms) is hereby repealed in its entirety except for already booked events.

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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 3rd day of December, 2018.

4
5 SIGNED this 3rd day of December, 2018.

6
7 
8 _____
9 Mayor

10 
11 _____
City Recorder



CITY COUNCIL MEETING: August 7, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **FEE WAIVER FOR KEIZER CHAMBER OF COMMERCE CONCERT IN THE PARK**

PROPOSED MOTION:

I move the City Council approve a waiver of the Keizer Rotary Amphitheater use fee, application fee and refundable deposit for the August 26, 2023 Concert in the Park.

I. SUMMARY:

The Keizer Chamber of Commerce is requesting a fee waiver for a Concert in the Park at Keizer Rotary Amphitheatre on August 26, 2023, 2023 from 4:00 PM – 9:00 PM. The concert will feature JFK. Setup for the concert will begin Friday morning with tear down Sunday morning. The concert will be free to the public with food and beverages (including beer and wine) available for purchase.

II. BACKGROUND:

- A. The Keizer Chamber of Commerce will be hosting a Concert in the Park at Keizer Rotary Amphitheatre on August 26, 2023 from 4:00 PM – 9:00 PM. Setup will begin Friday morning with tear down Sunday morning.
- B. The concert will feature JFK.
- C. The concert will be free to the public however food and beverages (including beer and wine) will be available for purchase.
- D. The concert is expected to have between 500 and 800 attendees.
- E. The Council waived fees for a similar Keizer Chamber of Commerce Concert in the Park on July 14, 2023.
- F. The application/permit for the concert has been approved by the Parks and Facilities Division Manager.

III. **CURRENT SITUATION:**

- A. This matter is before the City Council to consider whether it is appropriate to waive or reduce fees for this event.

IV. **ANALYSIS:**

- A. **Strategic Impact** – This event is a benefit to the Keizer Community.

- B. **Financial** – The breakdown of the total fees for the event are;

Refundable Deposit - \$170.00

Application Fee - \$63.00

Use Fee (29 hrs. at \$42.00 per hr.) \$1,218.00

Total Fees \$1,451.00

- C. **Timing** – The concert is August 26, 2023.

- D. **Policy/legal** – Requests for fee waivers must be considered by the City Council.

ALTERNATIVES:

- A. Approve the waiver of the Keizer Rotary Amphitheater use fee, application fee and refundable deposit.
- B. Approve the waiver for a combination of the Keizer Rotary Amphitheater use fee, application fee and refundable deposit.
- C. Deny the request for waiver of the Keizer Rotary Amphitheater use fee, application fee and refundable deposit.

RECOMMENDATION:

Staff recommends that the City Council approve a waiver of the Keizer Rotary Amphitheater use fee, application fee and refundable deposit for the August 26, 2023 Concert in the Park.

ATTACHMENTS:

- Keizer Chamber of Commerce August 26th Fee Waiver Request

James Hutches, President
Jane Lowery, President Elect
Jaci Smith, Secretary
Jonathan Thompson, Treasurer
Bob Shackelford, Past President



Directors:
Claire Juran, Mike Adams,
Leslie Risewick, Markey Toomes,
Jeremy Turner, Dave Walery,
Darrell Fuller, Kalynn Wright

6/23/23

To Mayor Cathy Clark, Council President Shaney Starr, City Councilors, and City Manager Adam Brown,

I am requesting to have all fees waived for the Keizer Chambers Concert in the Park on August 26, 2023. This is a free to the community event in which the Keizer Chamber and JKF are working together to put on a "End of Summer Concert."

Willamette Valley Bank has graciously sponsored our event, we are actively working on finding more sponsors to help too. JFK see's the importance of this community concert and is partnering with the Chamber, typically their fees are way more than what we can cover however, they want to make sure this is one end of the summer bash we won't soon forget.

Having all the fees waived in their entirety puts that money back into the equipment we will need to purchase to make the concert safe, along with provide an adequate number of toilets and hand washing stations. Loren's Sanitation has generously offered to sponsor the trash bins and pick for this and the several other Keizer Chamber events in the park. It will mean we can promote and market the concert properly so that everyone knows there are a couple concerts in the park this summer!

Thank you for your consideration,

Corri Falardeau
Executive Director
Keizer Chamber



CITY COUNCIL MEETING: Monday August 7, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Machell DePina, Human Resources Director

SUBJECT: **ADOPTING REGULAR HIRING PROCEDURES FOR THE CITY ATTORNEY
RECRUITMENT PROCESS**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-____ Adopting Regular Hiring Procedures for the City Attorney.

I. SUMMARY:

Oregon Public Meeting laws allows for the City Council to consider the employment of the City Attorney in Executive Session if the City has advertised for the position and adopted regular procedures for hiring. After this has been completed, the City Council can then meet in Executive Session to review and interview candidates and consider the employment of the City Attorney. The final decision to hire a City Attorney must be done in a public meeting.

II. BACKGROUND:

- A. The 2020 Keizer City Charter outlines the powers and duties of the City Attorney as follows:

Section 8.2. City Attorney. The office of city attorney is established as the chief legal officer of the City government. A majority of the council must appoint and may remove the attorney. The attorney may appoint, supervise, and may remove any employees who work in and for the city attorney's office.

III. CURRENT SITUATION:

- A. Ralph Andersen & Associates has conducted stakeholder interviews and drafted a position profile for the electronic recruitment brochure. The recruitment has been posted and this is the primary document used to attract and evaluate City Attorney candidates. A copy of the electronic brochure is attached.

- B. A Resolution has been drafted for Council's consideration and outlines the regular procedures for hiring to be used for hiring a City Attorney. Such Resolution is attached for Council's consideration. Also attached is a copy of the Draft Recruitment Schedule.
- C. Ralph Andersen & Associates has advertised the position to solicit applications from qualified candidates. They will prepare a list of semi-finalists for the Council's consideration and invite selected candidates for an interview with the Council.
- D. A comprehensive and complete background check will be performed on any final candidates and further interviews and discussions shall occur in executive session. Once a final candidate has been tentatively identified, they will be appointed City Attorney in an open public meeting.
- E. It is important to mention that throughout the entire process the City will honor the commitments of confidentiality of candidates to the fullest extent possible, within the requirements of Oregon Public Meetings Law and Public Records Law.

IV. ANALYSIS:

- A. **Strategic Impact** – This action supports the long-term goals of the council by providing capacity to ensure the critical resource of municipal legal counsel.
- B. **Financial** – No financial impact.
- C. **Timing** – Approval at this request will allow the City Council to meet in executive session based on the attached Draft Recruitment Schedule.
- D. **Policy/legal** – This is what is required to meet the legal requirements of Oregon Public Meeting Law.

ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. The City Council could direct staff to work with the Executive Recruiter to revise the Draft Recruitment Schedule and/or to change portions of the regular hiring procedures outlined in the attached Resolution.
- C. Take No Action – The City Council could choose not to adopt regular procedures for hiring. This would likely guarantee fewer or no candidates will remain in the pool as most candidates expect confidentiality until such time as they are finalists.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution R2023-____ adopting regular hiring procedures for the City Attorney recruitment process.

ATTACHMENTS:

- Recruitment Brochure – Keizer City Attorney
- Draft Recruitment Schedule – Keizer City Attorney
- Resolution R2023-____ Adopting Regular Hiring Procedures for the City Attorney



City of Keizer, Oregon

invites your interest in the position of

City Attorney



Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The City of Keizer, Oregon seeks a legal advisor to join this municipal organization to replace a long-tenured and highly regarded City Attorney. This recruitment effort, statewide and national in scope, seeks a municipal generalist to provide value-driven leadership to this high-volume municipal organization. Reporting to the elected City Council, the City Attorney will be hands-on and work collaboratively in support of the seven-member City Council. As a member of the Executive Leadership Team, the City Attorney collaborates with the City Manager and the operating departments. The City Attorney will have the support of a legal assistant with additional staffing augmentation through outside counsel for various specialty areas.

The City of Keizer is truly a great place to work! Both the City Council and City Management strive to create a relaxed, friendly, and supportive environment.

The Community

The City of Keizer, with a population of 39,376 residents, is a great place to live and work! The City is in the beautiful Willamette Valley and boasts nineteen public city parks, a volunteer community library and cultural center, world-class schools, and annual community celebrations including KeizerFEST. Keizer's weather is moderate throughout the year with summer temperatures in the 70's and 80's. Despite its growth since the 1990's and with the motto of Pride, Spirit, and Volunteerism, Keizer continues to preserve its small-town feel by supporting many volunteer organizations and community-wide events.

The Keizer area offers many cultural, sporting, and recreational activities, including the Oregon coast, water activities, hiking, mountain biking, and winter sports.



Keizer Bottom was the original settlement site on the banks of the Willamette, but floods destroyed homes and businesses. The community was rebuilt in the present site. The original site of Keizer Bottom is now a city park named Keizer Rapids Park and features a dog park, playground, and nature walking trails.



Splash Pad at Chalmers Jones Park

City Government/Organization Structure³⁹

Incorporated in 1982, the City of Keizer has adopted fiscally conservative policies to maintain vital services in a coordinated, high quality and sustainable fashion. This philosophy has enabled the City to continue to provide basic services (parks, public works, planning, and public safety) while continuing strategic growth.

Keizer is governed by a volunteer council made up of a Mayor and six City Council Members. The Mayor serves a two-year term while the City Council Members serve four-year terms. Appointed by the City Council, the City Manager is the administrative leader of city government. The City of Keizer has a fiscal year **2023-24 budget** of approximately \$64.3 million with a staff of 103 full-time employees. To view the City's Organization Chart, click [here](#).



Office of the City Attorney

The Office of the City Attorney serves as legal counsel to the City Council, City Manager, City departments, and various boards and commissions.

A vibrant and active city generates legal questions across a broad array of departments, and the City Attorney must be able to address a wide range of issues and work with various partners to find suitable solutions. Many of the areas of law handled by the City Attorney's Office revolve around land use and environmental concerns with recent legal matters encompassing issues related to urban growth boundaries and the need for expanded city services. Additional areas include code compliance, economic development, elections law, zoning, procurement and contracts, safety force issues, public records, municipal finance, and general municipal law. The City Attorney's Office occasionally prosecutes municipal code and state traffic violations in the Keizer Municipal Court. There are no criminal trials. Additionally, the City Attorney's Office is also involved to varying degrees in support and collaboration with city administration related to human resources, risk management, and staff training.

The City Attorney handles most legal matters while some specialty areas are outsourced to outside law firms with the City Attorney giving direction to participating law firms on behalf of the City.

This is an at-will position and reports directly to the City Council. As such, the City Attorney provides legal advice, opinion, and research for the Mayor, City Council, and staff of the City of Keizer on City matters and represents the City in legal matters. The position covers a wide range of legal matters from prosecuting ordinance violations to representing the City in civil lawsuits. This work is done on a confidential and nonpartisan basis. In addition, the City Attorney may be directed or requested by the City Council to provide assistance to committees and commissions such as the Planning Commission.

The City Attorney often represents the City of Keizer and makes presentations to councils, boards, committees, commissions, and task forces about pressing or forthcoming legal issues. The City Attorney works with the Planning Director and attends most Planning Commission meetings.

The City Council performs annual performance evaluation through a formal and detailed process to assure that work is completed in accordance with Council goals, policies, guidelines, and directives.

The Ideal Candidate

The incoming City Attorney will have exceptional communication and interpersonal skills and thrive in an organization that values frequent one-on-one interaction with a collaborative approach to problem-solving. The ideal candidate will support transparency, innovation, and community engagement resulting in understandable, usable solutions. Important to the City Council, the top candidate will demonstrate the ability to craft simple solutions that allow the Council and administration to move initiatives forward.

The incoming City Attorney will be recognized as an inclusive and thoughtful legal advisor who listens first, seeks input, and then consistently presents legal options for consideration, allowing for a thorough analysis of an issue. The City Council, as well as the City Manager, appreciates a City Attorney who is confident in stating a preferred course of action among the options presented, in order to further guide the policymakers and city management in determining the approach going forward. The ideal candidate will have the capacity to give strong, well-researched, and unbiased legal advice on a wide range of topics.

A commitment to public service and the core values of integrity, honesty, equity, and straight-forwardness are vital to the long-term success in this position. The ideal candidate should also be committed to City's recently adopted Customer Service Principles: friendly, trustworthy, empathetic, helpful, knowledgeable, and communicative. Other personal attributes include having a can-do attitude and knowing when a legal strategy may need to be re-visited due to new information or a change in Council policy and direction.

The City Council seeks a strategic legal advisor who can operate at a high-level yet is very involved in providing practical advice and counsel on operational issues. This position is a working attorney, so the need to be hands-on, performing the legal analysis, and doing the work is as equally important to being at 40,000 feet. Patience and approachability are also desired personal traits for the City Attorney. A desire for a busy activity level coupled with a sense of humor and humility will fully round out this legal professional to ensure a long-term commitment to the City of Keizer.

Education and Experience⁴¹

Education & Experience

A minimum of five years of law practice with extensive and progressively responsible experience in municipal law. Qualifying experience may be gained through direct involvement with a municipality or through a law firm that provides legal services to local government.

Licenses, Certifications, and Other Requirements

- Active membership in good standing with the Oregon State Bar including meeting Continuing Legal Education (CLE) requirements (or qualifying for Admission through reciprocity with the ability to obtain OSB membership). Municipal attorneys practicing outside of Oregon are also encouraged to submit credentials for consideration provided reciprocity is achieved at start date.
- While there is no residency requirement, the City Council would prefer that the new City Attorney live within a 30-minute commute of the City of Keizer.
- Standard work week of Monday – Friday is anticipated at City Hall.
- Ability to pass a full background check (references, verifications, etc.).
- Possession of valid Oregon driver license or ability to obtain within 30 days after start date and continuous possession of such license thereafter.

Compensation and Benefits

The City Attorney's employment contract is an at-will position and placement within the salary range is at the discretion of the City Council. The approved salary range is \$127,192 to \$165,942 and is dependent on the overall qualifications and experience of the successful candidate. The City Council may consider moving and relocation expense reimbursement typical for a public agency for the selected candidate.

Additional benefits include the following:

- Oregon Public Employees Retirement System
- Optional Deferred Comp with City match up to 6%
- Medical, Prescription, Dental, and Vision with choice of plans (pays up to 90%-100% of the premium based on selected plan)
- Term Life Insurance up to \$250,000
- Long Term Disability Insurance
- Vacation and Sick Leave
- Eleven (11) Paid Holidays
- Two (2) Personal Days
- Optional Flex Accounts
- On-Site Fitness/Weight Room
- Health and Wellness Incentive Program
- Access to On-Site Massage Chair
- Language Incentive

Note: The City does not participate in Social Security except Medicare. More information available on request.

Application and Selection Process⁴²

Candidates are encouraged to **apply prior to Monday, September 18, 2023**. To be considered, candidates must submit a cover letter and comprehensive resume to apply@ralphandersen.com.

The City Council will conduct screening interviews in Round #1, potentially with the use of technology, although the final series of interviews will be done in person.

If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed. Additionally, requesting a specific date/time to discuss this career opportunity may be arranged by sending an email to: scheduling@ralphandersen.com.

Equal Employment Opportunity

The City of Keizer is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status or disability.



www.keizer.org

City of Keizer
City Attorney Recruitment
Draft Recruitment Schedule
Prepared July 28, 2023

Elements	Time to Complete	
Beginning of Recruitment Process June 22, 2023		
Task 1: Project Management / Create Project Timeline <u>Kick-off Meetings (via Zoom):</u> <ul style="list-style-type: none">Mayor and City Council (1:1 Mtgs) – 6/27 to 7/7Outgoing City Attorney – CompletedCity Manager – Pending <u>Request and Review Material:</u> <ul style="list-style-type: none">Prior brochure, job spec, organization chart, benefitsObtain pictures, logo and design guidelines	<u>2 weeks</u>	Completed (July 10, 2023)
Task 2: Candidate Profile (Brochure) Development <ul style="list-style-type: none">Initial draft – July 10Candidate profile drafted, edited, and approvedPersonnel Policy Committee Review – July 24Final draft to City Council – July 25 to 27	<u>2 weeks</u>	Completed (July 28, 2023)
Recruitment Opens Tuesday, August 1, 2023		
Task 3: Recruiting and Outreach <ul style="list-style-type: none">Advertisements placedOutreach and recruiting to prospective candidatesOutreach and recruiting to researched candidates	<u>7 weeks</u> (49 days)	Aug 1 – Sept 18, 2023
Recruitment Closes Monday, September 18, 2023		
Task 4: Candidate Evaluation/Top Group Identified <ul style="list-style-type: none">Recruiter’s screening interviews on top candidatesInternet/News Articles/Social	<u>2 weeks</u> Ongoing	No later than Sept 30, 2023
Task 5: Review of Resumes (via Zoom) <ul style="list-style-type: none">Review Resumes with Mayor and City Council including research in Executive SessionReview and Confirmation of Interview Questions	2 weeks	Schedule in Early-to-Mid October, Coordinate with scheduled City Council Meetings (October 2, 9 and 16)
Task 6: Selection/Interviews <ul style="list-style-type: none">In-Person Interviews with Mayor and City CouncilIntroduction to City ManagerIntroduction with Executive Team	2 weeks	Week of October 30 or Week of November 6 Week of November 13
Task 7: Final Selection and Negotiation <ul style="list-style-type: none">Conduct backgrounds/reference checks on top candidate(s)Final Selection– City Council in Executive SessionOffer & Negotiation of Salary/Benefits – with Finalist, Mayor, HR Director & Finance Director	2 weeks	Coordinate with scheduled City Council Meetings (November 6, November 20, December 4, December 18)
Task 8: Project Close Out <ul style="list-style-type: none">Candidate in Place	1 week	Jan 2024 / Feb 2024 (or sooner)
Total Time Required:	20 weeks	



CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

ADOPTING REGULAR HIRING PROCEDURES FOR THE
CITY ATTORNEY

WHEREAS, on August 7, 2023, the Keizer City Council provided the public an opportunity to comment on the employment of a City Attorney, and also to comment on the hiring procedures to be used for the hiring of a City Attorney;

WHEREAS, the City has contracted with Ralph Andersen & Associates, an executive search firm, to solicit stakeholder input and develop a profile that will be used to advertise and recruit candidates for the position of City Attorney;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following regular hiring procedure shall apply to the City's search for a new City Attorney:

1. Professional Recruitment. The City has contracted with Ralph Andersen & Associates to recruit for the position of City of Keizer City Attorney.
2. Advertisement. The City, through Ralph Andersen & Associates, shall advertise nationally for candidates for the City Attorney position through professional associations and personal solicitations, as well as other methods.
3. Procedure. In addition to the City's regular hiring procedures, the City shall use the following procedure in recruiting and hiring a City Attorney:

- 1 A. Proposals have been requested from professional recruiters to
2 conduct an executive search process for City Attorney candidates.
- 3 B. The City has contracted with a professional recruiter to recruit
4 candidates for the City Attorney position.
- 5 C. A brochure has been created that presents a profile of the City,
6 states the desired attributes for a City Attorney, and invites interest
7 in the position.
- 8 D. The professional recruiter shall advertise and solicit candidates for
9 the position. Advertising shall include professional associations,
10 an email campaign to city attorneys, internet job postings, a mailer,
11 and direct contacts with potential candidates who meet the criteria
12 for the position.
- 13 E. The professional recruiter shall review all applications. Based
14 upon the recruiter's professional judgment, the professional
15 recruiter shall establish a recommended list of semi-finalists for the
16 position. In doing so, the professional recruiter will utilize a
17 combination of techniques including, but not limited to,
18 supplemental questionnaires, interviews, background
19 investigations and reviews of work samples and articles. Upon
20 request, the Council may see the entire list of applicants and their
21 application materials.

- 1 F. In executive session the City Council shall consult with the
2 professional recruiter as to the selection of candidates to be invited
3 for interviews with the City Council. In addition, at City Council
4 direction candidates may be invited to interview with members of
5 City staff and/or members of the community.
- 6 G. The professional recruiter shall investigate the backgrounds of the
7 final candidates to ensure the accuracy of application information
8 and fitness for service. Such background investigations and
9 information shall be conducted in confidence. The material shall
10 be kept confidential to the extent allowed by law.
- 11 H. The City Council may invite certain candidates for subsequent or
12 final interview(s) with the City Council.
- 13 I. City Council interviews with candidates shall occur in executive
14 sessions. City Council may also review the matter in executive
15 session.
- 16 J. The City Council, in an open public session, shall select the
17 candidate to be appointed City Attorney.
- 18 K. Nothing in this procedure shall obligate the City Council to offer
19 the position of City Attorney to any particular candidate, or to
20 select any candidate or other person.
- 21

L. Nothing in this procedure shall prevent the City Council from soliciting input, comments or other information from any person, group or the public concerning the candidates.

M. The City will honor commitments of confidentiality to City Attorney candidates to the fullest extent possible, within the requirements of Oregon Public Meetings Law and Public Records Law. Nothing in this procedure shall create any liability of the City of Keizer, its City Council, officers, agents or employees for any breach of confidentiality.

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: August 7, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

THROUGH: Bill Lawyer, Public Works Director

FROM: Kaileigh Westermann-Lewis, Senior Environmental Program Coordinator

SUBJECT: **STORMWATER ADVISORY COMMITTEE**

PROPOSED MOTION:

I move that the City Council adopt Resolution R2023-___ Dissolving the Stormwater Advisory Committee (SWAC); Repeal of Resolutions R2008-1865 and R2016-2728.

I. SUMMARY:

In 2008, the SWAC was established to provide recommendations to Council and staff pertaining to the development of required stormwater ordinances, programs and the stormwater utility. With the assistance of SWAC the City has adopted and continues to implement all necessary stormwater programs that both meet permit requirements and provide a high level of service to the community. Having met the purpose of the committee, combined with staff facing changing permit requirements, staff recommends that the SWAC be dissolved. With SWAC dissolved, staff would evaluate the need for a new committee that has a broader environmental focus.

II. BACKGROUND:

- A. The illicit discharge detection and elimination, construction site runoff control and post construction stormwater management ordinances and programs have been implemented and are running successfully.
- B. Staff are exceeding requirements for public involvement through community outreach, website and social media outreach.
- C. All three regulatory requirements are expiring (NPDES Permit, WPCF Permit & TMDL) and additional requirements (Opportunity to Recycle & Recycling Modernization Act) are being added, resulting in staff reevaluating future

management strategies.

- D. SWAC members have recommended to dissolve the committee.

III. **CURRENT SITUATION:**

- A. SWAC meets on an as-needed basis, where staff provides program updates to the Committee.
- B. Should SWAC dissolve, staff would like to explore the possibility of developing a committee with a broader environmental / sustainability focus.

IV. **ANALYSIS:**

- A. **Strategic Impact** – This action supports the long-term goals of the council by encouraging thoughtful and effective community engagement in the development of long-term environmental management strategies.
- B. **Financial** – There is no fiscal impact to this action.
- C. **Timing** – Approval at this request will allow staff to explore alternative public engagement strategies.
- D. **Policy/legal** – The City is already meeting public involvement requirements.

V. **ALTERNATIVES:**

- A. Alternative A: SWAC continues to meet on an as-needed basis, discussing stormwater programming.
- B. Alternative B: SWAC is dissolved, freeing up staff to explore the potential to convene a committee with a broader environmental focus.

VI. **RECOMMENDATION:**

Staff recommends that the City Council dissolve the SWAC established under Resolution R2008-1865, which would allow staff to explore an alternative committee, focused on broader environmental / sustainability issues.

ATTACHMENTS:

- Resolution R2023-____ Dissolving the Stormwater Advisory Committee (SWAC); Repeal of Resolutions R2008-1865 and R2016-2728

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

**DISSOLVING THE STORMWATER ADVISORY
COMMITTEE (SWAC); REPEAL OF
RESOLUTIONS R2008-1865 AND R2016-2728**

WHEREAS, the City Council formed the Stormwater Advisory Committee by
Resolution R2008-1865;

WHEREAS, the City Council amended the membership of the Committee by
Resolution R2016-2728;

WHEREAS, the City Council finds that the Stormwater Advisory Committee has
completed its purpose and is no longer necessary;

WHEREAS, the City Council finds that the Stormwater Advisory Committee
should be dissolved;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Stormwater
Advisory Committee is hereby dissolved.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
Resolutions R2008-1865 and R2016-2728 are hereby repealed in its entirety.

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

City Recorder



CITY COUNCIL MEETING: AUGUST 7, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: E. Shannon Johnson, City Attorney

SUBJECT: **TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN COMMITTEE**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-___ Amending the Traffic Safety/Bikeways/Pedestrian Committee; Amending Resolution No. R2012-2256; Repealing Resolution R2017-2820.

I. SUMMARY:

The Traffic Safety/Bikeways/Pedestrian Committee made a motion to request the City Council to amend the purpose of the Committee and recommends that the Council adopt the attached Resolution.

II. BACKGROUND:

- A. The City Council established the Traffic Safety/Bikeways/Pedestrian Committee on July 2, 2012 by Resolution R2012-2256.
- B. The City Council amending the membership of the Committee on December 4, 2017 by Resolution R2017-2820.
- C. The Traffic Safety/Bikeways/Pedestrian Committee requests that the Council amend the purpose of the Committee.

III. CURRENT SITUATION:

- A. The Traffic Safety/Bikeways/Pedestrian Committee has been working on revisions to its purpose for several months.

- B. The Traffic Safety/Bikeways/Pedestrian Committee moved to request that the City Council amend its purpose at its July 20, 2023 meeting.

IV. ANALYSIS:

- A. **Strategic Impact** – None.
- B. **Financial** – None.
- C. **Timing** – None.
- D. **Policy/legal** – To revise the purpose of a Committee, the Council must adopt it.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Decline to adopt changes.

VI. RECOMMENDATION:

Adopt the resolution amending the purpose section of the Traffic Safety/Bikeways/Pedestrian Committee. Please let me know if you have any questions. Thank you.

ATTACHMENTS:

- Resolution R2012-2256
- Resolution R2017-2820
- Resolution R2023-____ Amending the Traffic Safety/Bikeways/Pedestrian Committee; Amending Resolution No. R2012-2256; Repealing Resolution R2017-2820

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012- 2256

ESTABLISHING THE TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN
COMMITTEE; **REPEALING RESOLUTION NO. R2003-1403 AND
RESOLUTION NO. R2007-1779**

WHEREAS, the Council has previously established a Traffic Safety Commission
(Resolution R2003-1403) and a Bikeways Committee (Resolution R2007-1779);

WHEREAS, the Council has considered the matter and wishes to merge these two
groups;

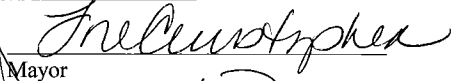

NOW, THEREFORE,

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

BE IT FURTHER RESOLVED that Resolution No. R2003-1403 and Resolution
No. R2007-1779 are hereby repealed in their entireties.

PASSED this 2nd day of July, 2012.

SIGNED this 2nd day of July, 2012.


Mayor

City Recorder

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 nine voting members. One of the voting members shall be a representative from the Keizer Fire District and at least three (3) of the voting members shall be bicycle enthusiasts and actively engaged in recreational and/or commuter bicycling. Liaisons from the City Council and the City staff shall serve as non-voting ex officio members. 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: 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 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.

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

3 PASSED this 4th day of December, 2017.

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5 SIGNED this 4th day of December, 2017.

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Mayor

Cathy Clark

City Recorder

Mary Davis

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.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2023-_____
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6 AMENDING THE TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN
7 COMMITTEE; AMENDING RESOLUTION NO. R2012-2256;
8 REPEALING RESOLUTION R2017-2820
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11 WHEREAS, the City Council adopted Resolution No. R2012-2256 establishing
12 the Traffic Safety/Bikeways/Pedestrian Committee on July 2, 2012;13 WHEREAS, the City Council adopted Resolution No. R2017-2820 amending the
14 membership section of the Committee on December 4, 2017;15 WHEREAS, the City Council wishes to amend the purpose section of the
16 Committee as recommended by the Committee;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.
19 R2012-2256 is hereby amended by replacement of Appendix "A" with the attached
20 Appendix "A", and by this reference incorporated herein.21 BE IT FURTHER RESOLVED that the current members shall continue in their
22 terms of office as appointed.23 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
24 Resolution No. R2017-2820 is hereby repealed in its entirety.
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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

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. Develop, prioritize, and recommend coordinated traffic safety programs.
2. Develop recommendations for inclusion in the Bicycle System component of the Keizer Transportation System Plan, including an assessment of the need for bikeways, recommended routes with costs and priorities, proposed funding sources, and implementation program.
3. Proactively recommend traffic safety priorities for the City.
4. Review and recommend project applications for funding (e.g. Safe Routes to School, Connect Oregon, other bike/pedestrian funding competitions)
5. Serve in a liaison capacity between the City and the Oregon Traffic Safety Committee in developing the statewide highway safety program and in meeting National Highway Safety Association Program Standards.
6. Provide traffic and transportation-related research and information to official agencies of the City.
7. Coordinate and disseminate information to the public on routes and rules for bicyclists, pedestrians, and transit.
8. Promote public knowledge and compliance with traffic safety programs and laws and emerging issues (e.g. policy development on issues like e-bikes and autonomous vehicles)
9. Promote expanding transportation options that increase safety, efficiency, health, and independence.
10. 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 MEETING: AUGUST 7, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Finance Director

SUBJECT: **2022-23 SURPLUS PROPERTY REPORT**

PROPOSED MOTION:

No action is required, this report is for information purposes only.

I. SUMMARY:

City Ordinance 2008-579 provides that staff shall provide a Surplus Property Report to the City Council no later than August 31st each year for the previous fiscal year. Such report shall indicate the surplus items sold or otherwise disposed of, the method of sale and the revenue from sales.

II. BACKGROUND:

- A. The last surplus property report was presented at the August 15, 2022 City Council meeting.

III. CURRENT SITUATION:

- A. The list of items disposed of during Fiscal Year 2022-23 is included as attachment one.

IV. ANALYSIS:

- A. **Strategic Impact** – Not Applicable
- B. **Financial** – Proceeds from the sale of surplus property totaled \$87,301 during 2022-23.
- C. **Timing** – The surplus property report must be provided to City Council no later

2022-23 Surplus Property Report

August 7, 2023

than August 31st

- D. **Policy/legal** – City Ordinance 2008-579 provides that staff shall provide a surplus property report to the City Council.

ALTERNATIVES:

- A. No action is required

RECOMMENDATION:

No action is recommended

ATTACHMENTS:

- Attachment One – Surplus Property Report

City of Keizer
Surplus Property Report
Fiscal Year 2022-23

Attachment One

Description	Method of Sale/Disposal	Revenue from Sale
Various electronics	Auction	\$ 45.00
Solitaire diamond ring	Auction	2,375.00
Three stone diamond wedding ring set	Auction	2,025.00
Three stone diamond wedding ring set	Auction	2,026.00
Religious gold necklace	Auction	320.00
Religious gold necklace	Auction	250.00
2012 Dodge Charger	Auction	5,100.00
2008 VacCon Combination Truck	Auction	74,370.00
Bullet Proof Vest	Interagency Agreement	715.00
Computer Monitor (3)	Sold	75.00
Computer Monitor (9)	Recycled	-



CITY COUNCIL MEETING: Monday August 7, 2023

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **COMPACT EXCAVATOR & TRAILER PURCHASE AND AUCTION OF 2004 JOHN DEERE 50ZTS EXCAVATOR**

PROPOSED MOTION:

"I move the City Council adopt Resolution R2023 - ____ Authorizing the City Manager to purchase a 2023 Caterpillar 305 Compact Excavator and a Felling FT-16-IT-I Trailer through Sourcewell for the Public Works Department and Authorizing Disposition of Surplus Property."

I. SUMMARY:

The Public Works Department researched options for purchasing a new compact excavator and trailer and determined the Sourcewell cooperative purchasing agreement provides the best pricing to the City for the equipment. The compact excavator cost is \$103,368.73 and the Felling trailer cost is \$19,003.20. This purchase is identified in the City Council adopted FY 23-24 Water Fund and Stormwater Fund budgets.

II. BACKGROUND:

The 2004 John Deere 50ZTS excavator has performed well for the Public Works staff and needs replacement. This equipment allows staff to perform excavations in tight areas as compared to a traditional backhoe. This results in less disturbance in all areas and has become the first line excavator for the field staff.

Staff researched options for trading in or selling the existing piece of equipment and determined placing it up for auction would realize the best return on investment for the City.

III. CURRENT SITUATION:

A. The 2004 John Deere 50ZTS machine needs replacement and will no longer be needed.

- B. The existing trailer for the John Deere machine is not rated for the Caterpillar machine and therefore needs to be replaced. The existing trailer will be re-purposed to the Parks Division.

IV. ANALYSIS:

- A. **Strategic Impact** – No definitive strategic impact with this action.
- B. **Financial** – The purchase of this equipment is allocated in the current FY 23-24 budget. Authorizing the auctioning of the current equipment will provide more funds than trading it in on the new equipment.
- C. **Timing** – Approval at this request will allow the purchase of the compact excavator & trailer and will allow for the current equipment to be placed for auction.
- D. **Policy/legal** – This is what is required to meet the legal requirements and the policy of the City of Keizer.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Take No Action – The existing equipment will remain in service and maintenance costs will increase.

VI. RECOMMENDATION:

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to purchase a new 2023 Caterpillar 305 compact excavator for \$103,957.93 and a Felling FT-16-IT-I Trailer for \$19,003.20 through Sourcewell and declaring the 2004 John Deere 50ZTS excavator surplus property and authoring staff to place the excavator for auction through Richie Brothers or another public auction process.

ATTACHMENTS:

- Resolution R2023-____ Authorizing the City Manager to Purchase 2023 Caterpillar 305 Compact Excavator and a Felling FT-16-IT-I Trailer Through Sourcewell for the Public Works Department and Authorizing Disposition of Surplus Property

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

AUTHORIZING THE CITY MANAGER TO PURCHASE 2023
CATERPILLAR 305 COMPACT EXCAVATOR AND A FELLING
FT-16-IT-I TRAILER THROUGH SOURCEWELL FOR THE
PUBLIC WORKS DEPARTMENT AND AUTHORIZING
DISPOSITION OF SURPLUS PROPERTY

WHEREAS, the City of Keizer has funds budgeted in the 2023-2024 Water and
Stormwater Funds to purchase a new vehicle to replace a 2004 John Deere 50ZTS
excavator;

WHEREAS, the City has determined procurement through Sourcewell provided
the best price of \$103,368.73 for the 2023 Caterpillar 305 Compact Excavator and
\$19,003.20 for the FT-16-IT-I Trailer;

WHEREAS, Ordinance No. 2008-579 allows the disposal of City-owned surplus
property by several methods, including any method that in the City's discretion is in the
best interests of the City;

WHEREAS, staff has recommended the disposal of the 2004 John Deere 50ZTS
Excavator as surplus property because it is no longer useful or needed;

WHEREAS, the City Manager approves of the disposal of the 2004 John Deere
50ZTS Excavator as surplus property;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City
Manager is hereby authorized to purchase a 2023 Caterpillar 305 Compact Excavator for

1 the purchase price of \$103,368.73 and a FT-16-IT-I Trailer for the purchase price of
2 \$19,003.20.

3 BE IT FURTHER RESOLVED that the City Council of the City of Keizer
4 declares the 2004 John Deere 50ZTS Excavator as surplus property.

5 BE IT FURTHER RESOLVED that the 2004 John Deere 50ZTS Excavator be
6 disposed of by auctioning as allowed under the procedures set forth in Ordinance No.
7 2008-579.

8 BE IT FURTHER RESOLVED that the City Manager is authorized to take any
9 and all necessary acts to effectuate the purchase of the 2023 Caterpillar 305 Compact
10 Excavator and a FT-16-IT-I Trailer and the disposal of the surplus property.

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

13 PASSED this _____ day of _____, 2023.

14

15 SIGNED this _____ day of _____, 2023.

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Mayor

City Recorder



CITY COUNCIL MEETING: Monday August 7, 2023

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **CUMMINGS LANE SPEED TABLE**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-_____ Authorizing the City Manager to Enter Into a Contract with Gelco Construction Inc for the Construction of a Speed Table on Cummings Lane N.

I. SUMMARY:

The proposed project includes the construction of a speed table on Cummings Lane N and Delight Street N and other associated improvements necessary for this project.

II. BACKGROUND:

The Department of Public Works solicited bids through the informal bid process for the construction of a speed table on Cummings Lane N. A total of three bids were received ranging from a low of \$88,147.00 to a high of \$122,835.00. Pacific Excavation Inc. submitted the lowest price but they were unable to complete the work before September 1st as the bid documents indicated, therefore Gelco Construction Inc. is the lowest responsive bidder.

III. CURRENT SITUATION:

The City Council directed to construct a speed table on Cummings Lane N and Delight Street N in the location of the existing crosswalk on Cummings Lane.

IV. ANALYSIS:

A. **Strategic Impact** – No strategic impact.

- B. **Financial** – Funds for this project are available in the City Council adopted Fiscal Year 2023/2024 Street Fund Budget. The initial estimate for this project was \$70,000.00 to \$80,000.00.
- C. **Timing** – Approval of this request will allow the project to be completed prior to the start of the school year.
- D. **Policy/legal** – City Council approval is required to award this contract.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Take No Action – The speed table will not be constructed.

VI. RECOMMENDATION:

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to enter into this contract.

ATTACHMENTS:

- Resolution R2023-___ Authorizing the City Manager to Enter Into a Contract With Gelco Construction Inc for the Construction of a Speed Table on Cummings Lane N

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO A
CONTRACT WITH GELCO CONSTRUCTION INC FOR THE
CONSTRUCTION OF A SPEED TABLE ON CUMMINGS LANE N

WHEREAS, the City Council directed staff to construct a speed table on Cummings Lane
N and Delight Street N in the location of the existing crosswalk on Cummings Lane;

WHEREAS, bids were solicited through the information bid process for the construction of
a speed table on Cummings Lane N;

WHEREAS, funds available to complete this project are from the street fund;

WHEREAS, three bids for this project were received. Gelco Construction Inc. submitted
the low responsive bid for a total amount of \$98,250.00.

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is
hereby authorized to enter into a contract with Gelco Construction Inc. for a total cost of
\$98,250.00 to construct a speed table on Cummings Lane N. Funding for this project is from the
Street Fund.

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



MINUTES
KEIZER CITY COUNCIL
Monday, July 17, 2023
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:02 p.m. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Councilor
Kyle Juran, Councilor
Soraida Cross, Councilor
Robert Husseman,
Councilor
Daniel Kohler, Councilor

Absent:

Laura Reid, Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shannon Johnson, City Attorney
John Teague, Police Chief
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

None

**COMMITTEE
REPORTS**

Rick Kuehn, Traffic Safety/Bikeways/Pedestrian Committee, provided an update with most of the current issues have been on Verda Lane. Discussion ensued regarding future grant opportunities.

**PUBLIC
COMMENTS**

Mayor Clark acknowledged for the record written comments received from *Corrie Falardeau*, Keizer Chamber of Commerce, regarding the new City of Salem – Employee Paid Payroll Tax.

Jose Filemon Ceja, Keizer Resident, explained that Claggett Creek is flooding and the algae and mosquitos are a problem.

Devon Kraxberger, Keizer, spoke about concerns related to Claggett Creek flooding damage. She explained that it is making the yard recede. She shared all of the various points of contact that she has had with the City, County, and State agencies.

City Manager Brown explained the work that the City had done and that the City would continue to have conversations toward a solution.

Ed Davis, Salem Resident and *Katsamier “Chuck” Itoh*, Keizer

Resident, shared that in 2010, a program began to host middle school students from Iyo, Japan, as part of the Salem-Iyo International Exchange. Mr. Davis discussed the various activities that the students would be participating in when this program comes to Keizer.

**PUBLIC HEARING
RESOLUTION –
Exemption of
Subscription for
Specialized Software
Services for Legal
Department from
Competitive Bidding
and Awarding Contract
to Caret.**

Mayor Clark opened the Public Hearing.

Mayor Clark called the Public Hearing to order at 7:27 p.m. City Attorney Johnson shared that the software has been in place since 2009. It is proprietary software, and it would be extremely difficult move to another vendor. Discussion ensued regarding the length of the contract and other options.

Councilor Starr moved that the Keizer City Council adopt Exemption of Subscription for Specialized Software Services for Legal Department from Competitive Bidding and Awarding Contract to Caret. Motion was seconded by Councilor Kohler.

Mayor Clark shared that continuity would be critical for the legal staff with the City Attorney's upcoming departure.

Mayor Clark closed the Public Hearing at 7:35 p.m.

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

**ADMINISTRATIVE
ACTION
a. Keizer
Community
Foundation
– Keizer
Klosets
American
Rescue
Plan Act
(ARPA)
Grant
Request.**

Assistant City Manager Wood explained the request from Keizer Klosets for ARPA funds to partner with schools in Keizer to provide food, hygiene products and clothing for students in need.

Ms. Audrey Butler, Keizer Community Foundation and *Ms. Lori Kristopher*, Keizer resident thanked the Mayor and Council for their support noting that over 8,000 were impacted over the last year. Ms. Butler shared the history of the program and the impact on local children.

Mayor Clark noted that during the shutdown the Keizer Klosets made sure to continue to reach children in the community.

Discussion ensued regarding funding and sustainability of the program.

Ms. Butler said there were donors, and they had requested grants. Council President Starr moved that the City Council designate \$14,700 of the Strategic Planning Initiatives line item in the ARPA Fund's Fiscal

Year 2023-24 Adopted Budget as support for the Keizer Community Foundation's Keizer Klosets program. Councilor Kohler seconded. Motion passed unanimously as follows.

Mayor Clark asked that Keizer Klosets reports back to the Council as to how the ARPA Fund's were leveraged for an additional match or additional funds used. It would be nice to know the number of students served to track the overall level of need and outreach plan of additional resources for sustainability.

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

- b. **RESOLUTION** Mr. Johnson reviewed the staff report and request from the Keizer Chamber of Commerce for KeizerFEST.
– Authorizing
Temporary
Use and
Signs
Subject to
Conditions
for
KeizerFEST
(2023).
- Council President Starr moved that the Keizer City Council adopt Resolution authorizing Temporary Use and Signs subject to conditions for KeizerFEST (2023). Councilor Kohler seconded. Motion passed unanimously as follows:
- AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (1) Reid
- c. **RESOLUTION** Mr. Johnson summarized the staff report.
– Authorizing
a Temporary
Suspension
of the
Ordinance
Prohibiting
Street
Vendors.
- Council President Starr moved that the Keizer City Council adopt a Resolution Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors. Councilor Kohler seconded. Motion passed unanimously as follows.
- AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (1) Reid
- d. **Verda and**
Chemawa
Public Art
- Mr. Johnson summarized the staff report with concern of last week as to whether or not a resolution was adopted. A Motion was passed, so the Council is free to rename the public art and has a proposed Motion for "Rosalie's Silly Cows."

Lori Kristopher, Keizer resident spoke on the history of the proposed

name change for the cows. The name change will be on the storyboard.

Council President Starr moved that the Keizer City Council rename the public art of Rosalie's Cows to Rosalie's Silly Cows. Councilor Kohler seconded. Motion passed unanimously as follows.

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

- e. **RESOLUTION** – Amending the City of Keizer Budget Committee; Amending Resolution R2013-2311. Mr. Johnson advised that State law requires that a Planning Commissioner could not also serve on the Budget Committee. It would be appropriate to amend the Planning Commission ordinance and Budget Committee resolution.
- Council President Starr moved to adopt a Resolution Amending the City of Keizer Budget Committee; Amending Resolution R2013-2311. Councilor Kohler seconded. Motion passed unanimously as follows.

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

- ORDINANCE** – Amending the Ordinance Creating a Planning Commission; amending Ordinance No. 2020-824; Declaring an Emergency. Council President Starr moved to adopt an Ordinance Amending the Ordinance Creating a Planning Commission; amending Ordinance No. 2020-824; Declaring an Emergency. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading. Councilor Kohler seconded.
- AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)
- NAYS: None (0)
- ABSTENTIONS: None (0)
- ABSENT: None (1) Reid

- f. **RESOLUTION** – Establishing the amount of the Sewer System Development Charge for Wastewater Mr. Wood shared that there was an increase. The biggest driver was the Capital Outlay, such as concrete and steel. Sewer System Development Charge is for new development only. The charges collected go to the City of Salem for this pass-through program.
- Council President Starr moved to adopt a Resolution Establishing the amount of the Sewer System Development Charge for Wastewater Treatment Facilities; Repealing Resolution R2022-3311. Councilor

**Treatment
Facilities;
Repealing
Resolution
R2022-3311.**

Kohler seconded. Motion passed unanimously as follows.

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

**g. League of
Oregon Cities
(LOC)
Foundation –
Donation**

Mr. Wood reviewed the staff report in which the funds support city councilors and mayors for trainings, meetings, and conferences. Mayor Clark added that the City of Keizer no longer needs the scholarship money but can invest in smaller cities to support the governing bodies of member cities. Mr. Wood clarified that the budget line item does allow for all Keizer councilors to attend the conference at the same time and for the mayor to attend the Mayor's Association conference.

Councilor Starr moved that the Keizer City Council designate \$500 of the Keizer City Council expenditure line item in the administrative services fund 2023-24 adopted budget as a donation to the League of Oregon Cities Foundation. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

**CONSENT
CALENDAR**

Councilor Husseman requested to pull item 9c.

**a. RESOLUTION –
Authorizing the
Finance Director
to enter into an
agreement with
Centurylink
Communications,
LLC D/B/A Lumen
Technologies
Group for Fiber
Internet Service.**

Councilor Starr moved for approval of the Consent Calendar items A, B, D and E. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Husseman, Cross, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

**b. RESOLUTION –
Authorizing the
City Manager to
sign Pipe
Cleaning and
Television
Inspection
Contract with
Pacific Int-R-Tek.**

**d. Approval of July
3, 2023 Regular
Session Minutes.**

e. Approval of July 10, 2023 Work Session Minutes.

c. RESOLUTION – Authorizing the City Manager to purchase four Dodge Durango Patrol Vehicles and one Dodge Utility Truck for Police Department.

Item 9.c. was then discussed. There was dialogue related to the life of City vehicles. Police Chief Teague explained that it is a judicious and thoughtful approach to cycling and purchasing the police vehicles.

Councilor Starr moved that the Council adopt a Resolution Authorizing the City Manager to purchase four Dodge Durango Patrol Vehicles and one Dodge Utility Truck for Police Department. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr and Juran (5)

NAYS: None (1) Husseman

ABSTENTIONS: None (0)

ABSENT: None (1) Reid

OTHER BUSINESS

At the next meeting, there would be a fee request waiver for Congresswoman Salinas' Office.

STAFF UPDATES

There were reminders about the upcoming events of National Night Out, Blast Camp, and Trashy Tuesday.

COUNCIL MEMBER REPORTS

Councilor Cross reported on several meetings that she attended including YMCA board, Keizer Chamber board luncheon, met on the new City of Salem – Employee Paid Payroll Tax and the Boys and Girls Club, and attended the Press Conference for the Salem Airport.

Councilor Juran attended the Keizer Chamber board installation. He shared that he had assistants in mowing Keizer Rapids Park to prepare it for KeizerFEST.

Councilor Starr attended the Library Board meeting and the Concert in the Park. She reminded the community to watch the Library's social media page for programs.

Councilor Kohler attended the Education Business Leaders meeting, Chamber Greeters and Installation, Parks Board, Keizer Heritage Foundation Dinner, Latino Business Alliance meeting, retirement party for Tracy and Debbie, and Foodbank. He will be attending the Keizer Community Dinner, a Marion County Meeting, and the Traffic Safety/Bikeways/Pedestrian meeting.

Councilor Husseman spoke on a meeting he had with a Salem councilor, the Salem public works director, and ODOT to discuss the parkway path for new pavement and signage. They'll review the situation.

Mayor Clark shared that the ribbon cutting for the Turner Road Young Adult Village Community will house up to 38 persons for ages 18-24 to

leave homelessness safely. She expressed her appreciation to Church at the Park and others who partnered to make this happen. She attended a meeting with the Mid-Willamette Valley Alliance on the annual notice of funding from Housing and Urban Development (HUD) that was released. She hosted the July edition of Coffee with Cathy, which is an informative program with jurisdictional representatives. Coming up is the Mayor's Coalition, Mayor's Breakfast, Keizer Area Transportation Study, and Keizer Summer Night Out on July 29th.

AGENDA INPUT

August 7, 2023 – 7:00 p.m. - City Council Regular Session
 August 14, 2023 – 6:00 p.m. - City Council Work Session
 August 21, 2023 – 7:00 p.m. - City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:46 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Soraida Cross

~ Absent ~

Councilor #2 – Shaney Starr

Councilor #5 – Robert Husseman

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: _____