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

Monday, May 18, 2020

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 TESTIMONY**

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

7. **PUBLIC HEARINGS**

8. **ADMINISTRATIVE ACTION**

a. **Scheduling In-Person City Council Meetings**

b. **Charter Review Timeline**

c. **RESOLUTION – Ratifying the Community Development Director’s Submittal of a Proposal to Receive Funds for Small Business Assistance from Business Oregon**

d. **Municipal Judge Report – Councilor Check In**

9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing the City Manager to Sign Public Body Work Order Contract with Galt Foundation, Inc. For Temporary Staffing Services
- b. Approval of May 4, 2020 City Council Regular Session Minutes

10. COUNCIL LIAISON REPORTS

11. 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.*

12. WRITTEN COMMUNICATIONS

*To inform the Council of significant written communications.*

13. AGENDA INPUT

June 1, 2020

7:00 p.m. - City Council Regular Session

June 8, 2020

6:00 p.m. – Executive Session

7:30 p.m. – City Council Work Session

- City of Keizer Charter Amendments

June 15, 2020

7:00 p.m. - City Council Regular Session

14. ADJOURNMENT

City of Keizer Mission Statement

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

**CITY COUNCIL MEETING: May 18, 2020**

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

**TO: MAYOR CLARK AND COUNCIL MEMBERS**

**THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER**

**FROM: E. SHANNON JOHNSON, CITY ATTORNEY**

**SUBJECT: SCHEDULING IN-PERSON COUNCIL MEETINGS**

After discussion with Department Heads and Council Members, the City Manager issued amendments regarding front counter opening, field staff schedules and telecommuting in connection with the COVID-19 crisis. The City Manager will be reviewing changes for the Community Rooms and committee meetings in the next two weeks, and is monitoring the situation with updated Governor's Orders and other resources.

The Council should determine when it wishes to resume in-person Council meetings. In addition, the Council may want to direct any special safeguards or procedures for such meetings, such as additional spacing or other accommodations.

**RECOMMENDATION:**

By motion, determine when Council shall meet in person and what safeguards or other arrangements shall be made.

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

ESJ/tmh

**CITY COUNCIL MEETING: May 18, 2020**

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

**TO: MAYOR CLARK AND COUNCIL MEMBERS**

**THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER**

**FROM: E. SHANNON JOHNSON, CITY ATTORNEY**

**SUBJECT: CHARTER REVIEW TIMELINE**

Last year, the City Council determined that it would be appropriate to delete Section 44 (No Special Rights amendment) from the Charter and review the Charter to see if other changes would be appropriate. The City Council formed the Charter Review Committee to develop recommendations for changes to the Charter and forward such changes to the City Council.

The Charter Review Committee has compared the League of Oregon Cities' Model Charter with the current Keizer Charter and has made recommendations for consideration. Sections have been moved, grammatical revisions have been made, sections have been deleted, and some of the sections in the Keizer Charter have been replaced with the League of Oregon Cities' Model Charter to make it easier to read.

The Charter Review Committee has now completed its tasks and is recommending a proposed Charter to the City Council for its review.

This item is before you tonight to review the proposed timeline for Council's review of the proposed Charter. The timeline set forth below is tentative and can be changed slightly. However, Council must be finished by the end of July to allow for the ballot title process and filing to be completed.

Below is the suggested proposed timeline:

June 8, 2020 – City Council Work Session  
 June 15, 2020 – Public Hearing  
 July 6, 2020 – Council Meeting – Review and Directions  
 July 20, 2020 – Council Meeting – Final Review (if necessary)

**RECOMMENDATION:**

Review the proposed timeline above and give directions on any changes desired.

Please contact me if you have any questions in this regard. Thank you.

ESJ/tmh

**COUNCIL MEETING: May 18, 2020**

**TO: MAYOR CLARK AND CITY COUNCIL MEMBERS**

**THROUGH: CHRIS EPPLEY, CITY MANAGER**

**FROM: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR**

**SUBJECT: AUTHORIZATION TO SUBMIT A PROPOSAL FOR EMERGENCY BUSINESS ASSISTANCE MATCHING FUNDS**

**ATTACHMENTS: BUSINESS OREGON REQUEST FOR PROPOSALS**

**BACKGROUND:** Business Oregon on behalf of the State of Oregon notified the City on Monday, May 11<sup>th</sup>, a program to assist small businesses financially in filling gaps not met by other programs--whereby three rounds of \$2.5 million will be made available to local jurisdictions to grant to small businesses adversely affected by the COVID-19 pandemic (closure order or at least 50% direct sales decrease), and who have not been successful in receiving federal CARES Act grants.

These would be those businesses who employ less than 25 employees. The State has set a target of 50% of these funds to be awarded to sole proprietors. There is to be special emphasis on outreach to historically disadvantaged population groups (minority owned, women owned, etc).

The program will provide up to a 1:1 match for local funds. The grants will be awarded to jurisdictions which have had or will have a business assistance program, and which match the programs requirements.

The deadline to submit proposals to Business Oregon is May 18. Therefore, staff has submitted a proposal based on the expenditure of funds received (and will receive) from Marion County in the Community Prosperity program. As the program we established does not match all of the State program's requirements, we will commit to meeting these requirements if awarded the grant.

**RECOMMENDATION:**

It is recommended City Council:

Ratify the submission to Business Oregon of a Proposal to receive funds for small business assistance based on our program of small business assistance which is already underway, with a commitment to match the state program requirements.



**State of Oregon COVID-19  
Emergency Business Assistance Matching Fund  
Request for Proposals**

**ANNOUNCEMENT**

The Oregon Legislature, in partnership with the Governor, allocated \$5 million from the State General Fund, which will be combined with \$5 million redirected from existing programs at the Oregon Business Development Department (Business Oregon), for the purpose of providing financial assistance to small businesses adversely affected by economic conditions associated with the COVID-19 pandemic that have not received federal emergency assistance under the federal CARES Act or other federal program for emergency pandemic funding.

Many small businesses in Oregon face cash flow shortfalls due to the economic conditions arising from efforts to reduce the number and severity of COVID-19 infections. Some businesses have been closed by executive emergency orders, while others have voluntarily closed or reduced operations to address health and economic concerns.

Many communities throughout Oregon are providing local assistance to small businesses, and this announcement provides up to a 1:1 match to augment these community-level assistance programs.

To fill gaps not reached by other programs, these state funds are directed to adversely affected businesses with 25 or fewer employees, and only those that have been unable to receive federal CARES Act funding, including the Small Business Administration's Paycheck Protection Program, Economic Injury Disaster Loan Emergency Advance program, or other federal programs for emergency pandemic funding to date. Businesses may use the proceeds for any business related operating expenses, particularly to support businesses that were closed as they move into the first phase of statewide reopening.

This announcement is for the first of three rounds of funding tied to this program, this round consists of \$2,500,000, available up to a 1:1 match to funds in community programs to provide emergency economic assistance to local small businesses. Awards will be made to public entities (cities, counties, economic development districts, council of governments) that have or will develop a community business assistance program in response to the COVID-19 crisis and are able to meet the parameters of this program.

Program awards made to public entities will be structured as forgivable loans. Forgiveness will be based upon a recipient's ability to meet the program values and priorities outlined below and in contract. Public entities will be required to make sub-awards from this program to eligible individual businesses as grants.

Awards for this round of funds will be based on a community program's ability to achieve the parameters, values, and goals of the program. If you have such a program that meets the State's program parameters, please submit a funding proposal.

**Proposals for this round of funding are due Monday, May 18, 2020 by 5:00 PM.**

## **Program Values**

- Ensure that historically disadvantaged individuals that own businesses have access to these funds.
- Ensure these funds are supporting the small businesses unable to access or apply for federal funds.
- Ensure that these funds are reaching every corner of Oregon.
- Ensure that these funds are keeping businesses operational.

## **Eligible Applicants**

Public entities (cities, counties, economic development districts, council of governments) that have or will develop a local business assistance loan or grant fund and are able to meet the parameters of this program as described below. Priority will be given to those public entities that were not allocated direct funding through the CARES Act.

## **Local Program Funding Priorities**

Local assistance programs are expected to make one-time-only awards to businesses as follows:

- Businesses that have been adversely affected economically in one of the following two categories:
  - Those for-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
  - Those eligible for-profit businesses that can demonstrate a one month decline in revenue greater than 50% in the month of March 2020 or April 2020 as compared against sales in the month of January 2020 or February 2020. Those non-profit businesses (limited to 501(c)(3) corporations) that can demonstrate a decline in revenue greater than 50% across the months of March 2020 and April 2020 as compared against the same period of time in 2019.
- Businesses with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funds including:
  - Small Business Administration's Paycheck Protection Program (PPP);
  - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
  - Other federal programs to date for emergency pandemic funding.

## **Ineligibility Factors**

- Passive real estate holding companies and others holding passive investments.
- Non-profit entities that do not have federal 501(c)(3) status.
- Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
- Businesses that do not comply with all federal, state and local laws and regulations. Businesses not headquartered and with principal operations in Oregon.

- Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.

### **Program Design**

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of two figures based on an applicant's ability and desire to submit support documentation: the first based on the number of employees before the COVID-19 crisis (as of February 29, 2020); or the second based on the documented amount of fixed operating expenses for the 60 day period of January 1 through February 29, 2020:

- 0-5 employees
  - \$2,500, or
  - 60-day fixed expenses up to a maximum of \$5,000.
- 6-10 employees
  - \$5,000, or
  - 60-day fixed expenses up to a maximum of \$10,000.
- 11-15 employees
  - \$7,500, or
  - 60-day fixed expenses up to a maximum of \$15,000.
- 16-20 employees
  - \$10,000, or
  - 60-day fixed expenses up to a maximum of \$20,000.
- 20-25 employees
  - \$12,500, or
  - 60-day fixed expenses up to a maximum of \$25,000.

### **Program Award Targets**

The State will make awards to various local assistance programs designed to achieve geographical delivery across the state, with a target of at least 60% of awards reaching those in rural areas outside of the largest urban growth areas (see Award Process below). The State has set a target of 50% of these funds to be awarded to sole proprietors, where possible, by the local assistance program. The State will encourage outreach to historically disadvantaged population groups. The funds must be rapidly deployed to meet immediate business needs and applicants will be required to fully deploy the proceeds within 45 days of receipt.

### **Business Applications and Support Documentation**

- Businesses must:
- Self-certify they have not received CARES Act PPP or SBA EIDL assistance as of the date of application.
- Demonstrate:
  - That they were prohibited from operation as directed by Executive Order 20-12; or

- That they had a sales or revenue decrease of 50% or more in the month of March or April 2020, as compared against the sales or revenues of January or February 2020, or as compared against the same period in 2019.
- Demonstrate they are headquartered and with principal operations in Oregon.
- Self-certify they are not subject to any of the ineligibility criteria.
- Self-certify that the business and its operations are, and will, remain compliant with all local, state and federal laws.
- Provide business, financial and ownership information necessary to determine and verify eligibility.

### **Other program details and next steps**

Local entities administering COVID-19 business assistance programs (loan or grant programs, new or existing) may apply to receive an award under this announcement. If approved, the applicant will enter into a contract with Business Oregon in short order. During the contract process, Business Oregon will consult on the detailed operational steps proposed by the local assistance programs, and the basic reporting needed by the State.

### **Program Access**

It is intended that these state funds are equally accessible to all Oregonians, so a robust marketing program that reaches out locally to businesses owned by members of historically disadvantaged population groups (Asian, Black, Hispanic, Native American, and Women Owned Businesses) is a requirement of this program. Only those applicants that can demonstrate such a marketing program and fair access procedures will be considered for funding. Local community program awardees will be required to:

- Have program marketing materials available in languages that are representative of the local population.
- Develop a stepped marketing program that reaches out and markets to members of historically disadvantaged population groups in advance of marketing to the general public.
- Deploy the awarded funds to eligible businesses within 45 days of the receipt of funds.
- Demonstrate, for loan forgiveness, that all agreed Program Access activities as described in the application and agreed upon in contract have been fulfilled.

### **Application Process**

Local assistance programs should submit a written Proposal that describes the following:

- Amount of award requested to match new or existing local funds (state funds up to, but will not exceed, local funds).
- Description of your established or proposed small business support program responding to the COVID-19 crisis.

- For matching funds being requested for a new program, describe how the program will be operational no later than May 30, 2020, and how the local assistance program eligibility requirements comply with the requirements in this State of Oregon COVID-19 Emergency Business Assistance announcement.
- For matching funds for an established program, describe when the program was formed and how the local assistance program eligibility requirements comply with the requirements of the State of Oregon COVID-19 Emergency Business Assistance.
- For either, describe amount and source(s) of capitalization, the eligible applicants, the type(s) of awards made, award ranges, number of awards, amount deployed to date, and the amount remaining to be deployed.
- Describe marketing activities and outreach to encourage participation of businesses owned by members of historically disadvantaged populations groups in the applicant's jurisdiction(s). Describe any procedures to ensure equitable awards are made to those businesses owned by members of historically disadvantaged populations groups. (See Program Access above.)
- Describe the plans to market the grant program, including partnerships and marketing strategies with chambers, business associations, Small Business Development Centers, etc.
- Description of your grant/loan announcement and application process.
- Description of your grant/loan review and award process.
- Estimate geographic distribution of awards (list all municipalities and/or counties served):
  - The percent of allocation awarded to urban (cities with populations greater than 30,000) businesses, and
  - The percent of allocation awarded to rural (cities with populations of 30,000 or less, or unincorporated areas) businesses.
- Estimate the percent of allocation awarded to sole proprietors.
- Briefly describe the background of the executive in charge of the program, and description of any other key team members if desired, and description of any audit or oversight measures if desired. Provide contact information for a designated lead contact.

There is no minimum or maximum page limit for Proposals or other format requirements, except that the Proposal must be delivered electronically in a Microsoft Office compatible file type, less than 20 megabytes.

**Proposals for this round of funding are due May 18, 2020 by 5:00 PM.**

Please deliver your Proposal by email to:

Melisa Drugge, Regional Development Manager  
[melisa.drugge@oregon.gov](mailto:melisa.drugge@oregon.gov)  
 (503) 508-3147 for any questions

**A GoToMeeting teleconference for questions and answers regarding this announcement will be held Monday, May 11 from 3:00-4:30 PM.**

**From your computer, tablet or smartphone:** <https://global.gotomeeting.com/join/441110725>

**From dialing in with your phone:** : +1 (872) 240-3412 **Access Code:** 441-110-725

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/441110725>

### **Award Process**

Business Oregon will coordinate an expeditious review process and may contact any proposer for further clarification or negotiation. Decisions will be made in the State's sole discretion, endeavoring to meet the objectives and targets described above and below:

- No less than 50% of the awards to be made to Sole Proprietors.
- No less than 60% of awards to be deployed in rural communities with population fewer than 30,000 per the last decennial census (2010) data including all areas outside of the following urban growth boundaries:
  - Albany
  - Bend
  - Corvallis
  - Eugene/Springfield
  - Grants Pass
  - McMinnville
  - Medford
  - Portland Metro (City of Portland, Multnomah and Washington County and communities in Clackamas County with populations of 30,000 or more)
  - Salem/Keizer
- To the extent possible, evenly balanced allocations to the following regions:
  - Central Region
    - Crook, Deschutes, Hood, Jefferson, Sherman and Wasco County
  - Coastal Region
    - Clatsop, Coos, Curry, Lincoln and Tillamook County, Lane and Douglas County west of Coastal Range
  - Eastern Oregon Region
    - Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler County
  - Metro Region
    - Multnomah, Clackamas, and Washington County
  - Southern Oregon Region
    - Jackson, Josephine, Klamath and Lake County and Douglas County east of Coastal Range
  - Valley Region
    - Benton, Clackamas, Columbia, Linn, Marion, Polk and Yamhill County and Lane County east of the Coastal Range

## **Grant fund deployment deadlines and reporting requirements**

A final report is due the sooner of:

- 30 days from when the capital is deployed by the local assistance program to eligible businesses, or
- July 15, 2020.

Any proceeds not deployed by June 30, 2020 are to be repaid to Business Oregon on or before July 1, 2020, unless waived in writing by the department.

In the final report, the local assistance program will be required to report program and recipient information on a form prescribed by Business Oregon, including but not limited to:

- Number of applications received
- Number of awards made
  - Awards as #, \$ and % of allocation by voluntary reported demographic information
  - Award as #, \$, and % of allocation by region
  - Award as #, \$, and % of allocation by company size
  - Award as #, \$ and % of allocation to sole proprietors
- Sub recipient data
  - Name of company
  - Employer Identification Number (EIN)
  - Oregon Business Identification Number (BIN)
  - Business Owner(s) Social Security Number
  - Address of company
  - Industry/NAICS
  - Amount of award
  - Legal business structure
  - # of employees as of February 29, 2020

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-\_\_\_\_\_

RATIFYING THE COMMUNITY DEVELOPMENT DIRECTOR’S  
SUBMITTAL OF A PROPOSAL TO RECEIVE FUNDS FOR SMALL  
BUSINESS ASSISTANCE FROM BUSINESS OREGON

WHEREAS, Business Oregon launched a program to assist small businesses financially in filling gaps not met by other programs;

WHEREAS, the City of Keizer desires to participate in this program to the greatest extent possible;

WHEREAS, the grants will be awarded to jurisdictions which have had or will have a business assistance program and will match the program requirements;

WHEREAS, the City has initiated a business assistance program;

WHEREAS, the City match will be 1:1 for local funds;

WHEREAS, the City’s program does not match all of the state’s program’s requirements and the City’s local funds have already been committed to businesses;

WHEREAS, the City will commit to meeting the state’s requirements for the money received if awarded the grant;

WHEREAS, the Community Development Director has submitted the proposal for the first round of funding because the deadline was due May 18, 2020 by 5:00 p.m.;

WHEREAS, the authority to submit the proposal must be authorized by the City Council;

1 NOW, THEREFORE,

2 BE IT RESOLVED by the City Council of the City of Keizer that the submittal of  
3 the Business Oregon Emergency Business Assistance Matching Fund proposal by the  
4 Community Development Director is ratified.

5 BE IT FURTHER RESOLED that the local match be the funds used for the City’s  
6 small business assistance program which has already been committed to businesses.

7 BE IT FURTHER RESOLVED the any funds received from Business Oregon as  
8 part of this program will be used as required under the state’s requirements.

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

11 PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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13 SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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\_\_\_\_\_  
Mayor

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City Recorder

**CITY COUNCIL MEETING: May 18, 2020**

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

**TO: MAYOR CLARK AND COUNCIL MEMBERS**

**THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER**

**FROM: E. SHANNON JOHNSON, CITY ATTORNEY**

**SUBJECT: MUNICIPAL JUDGE REPORT – COUNCILOR CHECK IN**

At the May 18, 2015 Council meeting, the Council adopted the updated Municipal Judge Evaluation process (Resolution R2015-2572). In accordance with such process, no later than the first City Council meeting in June each year, the Mayor is to announce two Councilors to attend arraignments and/or hearings and check in with the Judge for the upcoming year. The appointed Councilors are to report their observations to the Council at a regularly scheduled meeting no later than the announcement of the Councilors each year.

On January 7, 2019, Mayor Clark appointed Mayor Clark and Councilor Smith to attend arraignments and/or hearings and check in with the Judge for the 2020 evaluation. Due to COVID-19, court cases are on hold and the observation of the Judge has not occurred. Therefore, it is appropriate to extend the process. This process does not affect the Municipal Judge's position of validity, effectiveness or jurisdiction of the municipal court or the Municipal Judge.

**RECOMMENDATION:**

If Council deems it appropriate, a minute motion should be made as follows: "Move to extend the evaluation process to October 19, 2020 when the reports shall be given and when the Mayor shall announce the Councilors for the upcoming year."

Please contact me if you have any questions in this regard. Thank you.

ESJ/tmh

**CITY COUNCIL MEETING: May 18, 2020**

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

**TO: MAYOR CLARK AND COUNCIL MEMBERS**

**THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER**

**FROM: E. SHANNON JOHNSON, CITY ATTORNEY**

**SUBJECT: TEMPORARY STAFFING SERVICES FOR PARKS  
DEPARTMENT AND COMMUNITY CENTER**

The City used Galt Foundation for the temporary employees for seasonal work at the Parks Department and additional janitorial services in the Community Center for the past couple of years. State law requires that a Qualified Rehabilitation Facility be used when the particular product or service is available. Galt Foundation is a Qualified Rehabilitation Facility and the State of Oregon has negotiated the terms under the Oregon Cooperative Purchasing Program. A copy of the contract required under the State contract is attached to the enclosed Resolution. Staff has determined that it is appropriate to continue to use such services for the upcoming year.

**RECOMMENDATION:**

Adopt the attached Resolution Authorizing the City Manager to Sign the Public Body Work Order Contract with Galt Foundation, Inc.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-\_\_\_\_\_

AUTHORIZING CITY MANAGER TO SIGN PUBLIC BODY  
WORK ORDER CONTRACT WITH GALT FOUNDATION, INC.  
FOR TEMPORARY STAFFING SERVICES

WHEREAS, the City uses temporary employees for seasonal work during the  
spring and summer for the Parks Department;

WHEREAS, the City uses temporary employees for additional janitorial services  
in the Community Center;

WHEREAS, Galt Foundation, Inc. has performed this work for the past couple of  
years;

WHEREAS, the contract with Galt Foundation, Inc. is ready to expire;

WHEREAS, the City has determined that temporary staffing services continue to  
be provided through the Qualified Rehabilitation Facility program administered by the  
Oregon Department of Administrative Services;

WHEREAS, the City has determined that the Oregon Cooperative Procurement  
Program (ORCPP) has garnered contractors and negotiated the terms of contracts for the  
Qualified Rehabilitation Facility temporary staffing services;

WHEREAS, State of Oregon Price Agreement #8275 authorizes ORCPP  
participants to enter into a Public Body Work Order Contract with the Galt Foundation  
for temporary staffing services;

1 NOW, THEREFORE,

2 BE IT RESOLVED by the City Council of the City of Keizer that the City  
3 Manager is authorized to sign the Public Body Work Order Contract for temporary  
4 staffing services with Galt Foundation, Inc., a copy of which is attached.

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

7 PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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9 SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor

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City Recorder

## **Public Body Work Order Contract (WOC)**

**Agreement to Agree – Price Agreement # 8275 (“ATA – Price Agreement”)**

**WOC # GALT 2020**

This Work Order Contract (“WOC”) # GALT 2020 is between City of Keizer, an Oregon municipal corporation, (“Authorized Public Body”) and Galt Foundation, Inc. (“Contractor”). This WOC is placed against State of Oregon Agreement to Agree – QRF Price Agreement #8275 (“Price Agreement”). The terms and conditions of the ATA – Price Agreement are hereby incorporated into this Work Order Contract.

### **1 WORK ORDER CONTRACT TERM**

The “Effective Date” is the date this WOC has been fully executed by each party and approved as required by applicable law. Unless extended or terminated earlier in accordance with its terms, this WOC terminates on February 5, 2021. The termination of this WOC will not extinguish or prejudice Authorized Public Body’s right to enforce this WOC with respect to any default by Contractor that has not been cured.

### **1 WOC-SPECIFIC ABBREVIATIONS, ACRONYMS AND DEFINITIONS.**

General terms not specifically defined in this document are defined in ORS 65.001, ORS 279.835 through 279.855, ORS 279A.010, OAR chapter 125, division 055 (“OAR 125-055”), OAR 125-246-0110, and the ATA – Price Agreement.

- 1.1 "Authorized Agency" means Agencies that are subject to the procurement authority of the Director of the Department under ORS 279A.050 and 279A.140 and have delegated procurement authority pursuant to OAR 125-246-0170. Authorized Agency also includes the Oregon Department of Administrative Services (the "Department") when the Department is engaged in Public Contracting (as defined by ORS 279A.010).
- 1.2 “Authorized Purchaser” means a public body authorized by law to conduct a procurement. “Authorized Purchaser” includes, but is not limited to, the Director of the Oregon Department of Administrative Services (DAS) and any person authorized by an Authorized Purchaser to conduct a procurement on the Authorized Purchaser’s behalf. “Authorized Purchaser” also includes: (a) any State Agency; (b) Judicial Department; (c) Legislative Department; (d) any Unit of Local Government as that term is defined in ORS 190.003; and (e) any ORCPP Participant.
- 1.3 “DAS” means the Department of Administrative Services for the State of Oregon.
- 1.4 "Goods and Services" or “Goods or Services” means the goods and services as described in Attachment A.
- 1.5 “Independent Authorized Purchaser” means agencies of the State of Oregon that are not subject to the procurement authority of the Director of the Department under ORS 279A.050 and 279A.140.
- 1.6 "Individual with a Disability" is defined in ORS 279.835(3), and is further defined as a person who has a physical or mental impairment (a residual, limiting condition resulting from an injury, disease or congenital defect) that so limits the person's functional capabilities (such as mobility, communication, self-care, self-direction, work tolerance or

work skills) that the individual is not able to engage in normal competitive employment over an extended period of time and, as a result, must rely on the provision of specialized employment opportunities.

- 1.7 "ORCPP Participant" means any participant in the Oregon cooperative purchasing program who is in good standing and who is a party to the current cooperative procurement participation agreement with the state. ORCPP participants may include units of local government as defined in ORS 190.003, state contracting agencies as defined in ORS 279A.010 and exempted from application of the public contracting code under ORS 279A.025, semi-independent state agencies listed in ORS 182.454, special government bodies as defined in ORS 174.117, special districts as defined in ORS 198.010, united states governmental agencies with offices in Oregon, and American Indian Tribes located in Oregon, and the entities specified in and meeting the requirements of ORS 279.855(1), (2) and (3) and oar 125-055-0045 "QRF" means a Qualified Rehabilitation Facility.
- 1.8 "Price" or "Prices" means the amount or amounts to be paid to the Contractor by the Authorized Purchasers as specified in Attachment B of the ATA - Price Agreement.
- 1.9 "QRF" means a Qualified Rehabilitation Facility as defined in OAR 125-055-0005(8).
- 1.10 "QRF Program" means the program created by ORS 279.835 to 279.855 and OAR 125-055-005 to 125-055-0045.
- 1.11 "QRF Statute" means ORS 279.835 through 279.855, as amended from time to time, or successor statute adopting the QRF policy of the State.
- 1.12 "QRF Rules" means OAR 125-055-0005 to OAR 125-055-0045, as amended from time, or successor rules implementing the QRF Statute.
- 1.13 "Services" means the services as described in Attachment A - Statement of Services.
- 1.14 "State" means the State of Oregon
- 1.15 "State Agency" means every state Security Officer, board, commission, department, institution, branch or agency of the state government, whose costs are paid wholly or in part from funds held in the State Treasury, as well as the Legislative Assembly, the courts and their Officers, the Public Defense Services Commission and committees and the Secretary of State and the State Treasurer in the performance of the duties of their constitutional offices. "QRF Program" means the program created by ORS 279.835 to 279.855 and OAR 125-055-005 to 125-055-0045.
- 1.16 "WOC" means Work Order Contract.

## **2 STATEMENT OF WORK**

The Statement of Work attached as Exhibit A is hereby incorporated into this WOC by this reference.

## **3 CERTIFICATION:**

The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury that:

- (a) the number shown on QRF Price Agreement #8275, Section 5, is correct taxpayer identification for the Contractor; (i) Contractor is exempt from backup withholding, (ii)

Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 (Amusement Device Taxes), 403.200 to 403.250 (Tax For Emergency Communications), 118 (Inheritance Tax), 314 (Income Tax), 316 (Personal Income Tax), 317 (Corporation Excise Tax), 318 (Corporation Income Tax), 321 (Timber and Forest Land Taxation) and 323 (Cigarettes And Tobacco Products) and any local taxes administered by the Department of Revenue under ORS 305.620; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the supplied Contractor data is true and accurate.

**4 SIGNATURES:**

**CONTRACTOR: GALT FOUNDATION, INC.**

By: *Blake Purnell*

Print Name: *Blake Purnell*

Title: *Account Manager* Date: *4/30/2020*

**AUTHORIZED PUBLIC BODY**

**CITY OF KEIZER**

By: \_\_\_\_\_

Print Name: *Christopher C. Eppley*

Title: *City Manager* Date: \_\_\_\_\_

**AUTHORIZED PUBLIC BODY LEGAL:**

Approved By: \_\_\_\_\_

Print Name: *E. Shannon Johnson*

Title: *City Attorney* Date: \_\_\_\_\_

## **EXHIBIT A STATEMENT OF WORK**

### **1 INTRODUCTION AND BACKGROUND**

Contractor shall provide Temporary Services in accordance with the ATA – Price Agreement #8275.

### **2 LOCATION OF SERVICES**

Contractor is suitable as provide Temporary Services described in Attachment A – Specification and Position Description to public agencies subject to ORS 279.850(1), and shall accept Ordering Instruments for goods and services to be provided in the following counties: **Benton, Clackamas, Clatsop, Columbia, Deschutes, Hood River, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill.**

### **3 TERMS AND CONDITIONS**

Terms and conditions are defined in the ATA – Price Agreement and all Attachments.

### **4 GENERAL DESCRIPTION**

Contractor shall provide Temporary Services in accordance with QRF Price Agreement 8275 as outlined in Exhibit B – Statement of Work.

### **5 PROJECT TITLE: Parks Division Temporary Employees/Community Center Temporary Employees.**

### **6 SITE LOCATION**

Various parks throughout the City of Keizer and the Community Center at 930 Chemawa Road NE, Keizer, Oregon.

### **7 CONTRACTOR’S WORK SCHEDULE**

Authorized Purchaser to add schedule i.e. hours per week, weekly service, monthly service, date and time of service.

### **8 WORK ORDER CONTRACT SERVICES**

Following are the Temporary Services to be provided by Contractor, select the Temporary Services from Attachment A – Specifications and Position Descriptions; and Pricing from Attachment B – Schedule of Pricing.

<b>ITEM #</b>	<b>QUANTITY/UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT COST</b>	<b>MONTHLY COST</b>
33	1 HOUR/HOUR(S)	General Maintenance 1	19.94	
33	1 HOUR/HOUR(S)	General Maintenance 1	19.94	
35	1 HOUR/HOUR(S)	General Maintenance 3	23.32	
50	1 HOUR/HOUR(S)	Janitor/Custodian 3 – Swing/Night Start	20.35	

## **9 AUTHORIZED PURCHASER ADDITIONAL INFORMATION**

### **9.1 Duties/Service details/ other**

General Maintenance: Mowing, edging, leaf clean up, general landscape maintenance, irrigation repairs and other tasks associated with parks maintenance.

Janitor/Custodian: See attached Exhibit A-1.

## **10 AUTHORIZED PUBLIC BODY PREMISES**

Contractor and Contractor staff shall comply with all policies, rules, procedures, and regulations established by Authorized Public Body for access to and activities in and around premises, facilities, work sites, or projects controlled by Authorized Public Body or any other public agency.

## **11 COMPENSATION**

### **11.1 Method of Payment:**

11.1.1 Authorized Public Body will pay Contractor for the actual Services performed under this WOC according to the Fixed Price amount(s) established in this WOC. The Fixed Price amount(s) includes all labor costs, overhead, profit, and may include expenses (if travel or other expenses are approved). The Fixed Price amount(s) must not include any unallowable indirect or direct costs, including travel which must be based on the allowable travel and lodging rates identified in this Attachment D-2.

11.1.2 The Fixed Price amount(s) are subject to the ATA – Price Agreement.

11.1.3 Contractor shall complete all Services as defined in this WOC. If the applicable compensation is exhausted, but Services are not complete, Contractor shall complete the Services to Authorized Public Body's satisfaction without additional compensation.

11.1.4 Contractor acknowledges and agrees that the Fixed Price is only due and payable for work authorized by Authorized Public Body and satisfactorily completed by Contractor.

**TOTAL NOT-TO-EXCEED (NTE) AMOUNT: N/A.**

### **11.2 Payment Options**

11.2.1 Payments will occur only after Authorized Public Body has determined that Contractor has completed, and Authorized Public Body has accepted, the required Services for which payment is sought via a properly submitted and correct invoice.

11.2.2 Authorized Public Body will pay Contractor monthly amounts due under this WOC in one lump-sum payment, up to this WOC's NTE or Fixed-Price amount, upon Authorized Public Body's acceptance and approval of all Services required under this WOC.

### **11.3 Travel**

The Fixed Price amount(s) in this WOC includes all travel, lodging, per diem, and mileage expenses. Authorized Public Body will not reimburse Contractor separately for travel-related costs.

### **11.4 Invoicing**

Contractor shall prepare invoice(s) as follows:

11.4.1 Contractor shall submit invoices electronically via email to the following address:

**Authorized Public Body Name:** City of Keizer.

**Attn:** Karen Sergent.

**Street Address:** 930 Chemawa Rd. NE.

**City, State, Zip:** Keizer Oregon 97303.

**Email:** sergentk@keizer.org

11.4.2 Each invoice must state:

- The WOC number: GALT 2020.
- Public Body Internal Number: 353620.
- A detailed description of Services performed.
- Dates Services were performed.
- Rate or rates for Services performed.
- The total amount due and the payment address.
- Contractor shall submit an invoice requesting payment for the full Fixed-Price amount.
- Contractor's claims to Authorized Public Body for overdue payments on invoices are subject to ORS 293.462.

11.5 Additional Requirements

11.5.1 If Contractor fails to present invoices in proper form within 60 calendar days after the end of the month in which Services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor.

11.5.2 Any overdue payments to Contractor by Authorized Public Body for an approved invoice are subject to ORS 293.462.

11.6 Payment Terms

Payment will be made to Contractor no later than 45 calendar days from receipt of invoice completed in conformance with all contractual requirements. Authorized Public Body will endeavor to notify Contractor within 10 business days of receipt of invoice regarding any necessary revisions or corrections to the invoice. If revisions are necessary, payment will be made no later than 45 calendar days from receipt of the revised invoice. Any interest for overdue payment will be in conformance with Oregon law.

## 12 Deficiency; Corrective Work

If Authorized Public Body, in its sole discretion, determines that the Services were deficiently performed, Authorized Public Body shall notify Contractor in writing of the deficiency. Within 7 calendar days (unless a different timeframe is agreed to by the parties) of receipt of the deficiency notification, Contractor shall respond to Authorized Public Body outlining how the deficiency shall be corrected. Contractor shall correct any deficiencies in the Services to Authorized Public Body's satisfaction without further compensation. If resolution is not achieved, Authorized Public Body may withhold other payments until deficiencies have been corrected to the standard of care for such Services. Authorized Public Body shall not unreasonably withhold payment.

ATA – Price Agreement, Section 1.20 shall apply.

### **13 Payment Reduction**

Authorized Public Body, in its sole discretion, may reduce the payment for Services by withholding the inaccurate or improper amounts from any future payment to Contractor, withhold the inaccurate or improper amounts from final payment to Contractor, or may use any other means to seek recovery of already paid but improperly calculated amounts.

### **14 Insurance**

Insurance is established in the ATA - Price Agreement #8275, Attachment C – Insurance.

## EXHIBIT B CONTACT INFORMATION FOR THE PARTIES

<p><b><u>CONTRACTOR CONTACT</u></b>  Company Name: Galt Foundation  Person Name: Blake Purnell  Title: Account Manager  Address Street: 2405 Front St NE  City State Zip: Salem, OR 97301  Phone: 503.361.1277  Cell:  Toll Free: 1-877-361-1277  Fax: 541-743-0204  Email: <a href="mailto:bpurnell@gmail.com">bpurnell@gmail.com</a></p>	<p><b><u>AUTHORIZED PUBLIC BODY CONTACT</u></b>  Person Name: Bill Lawyer/Tracy Davis  Title: Public Works Director/City Recorder  Address Street: PO Box 21000  City State Zip: Keizer, OR 97307  Phone: 503-856-3555/503-856-3412  Cell:  Email: <a href="mailto:LawyerB@Keizer.org">LawyerB@Keizer.org</a>/<a href="mailto:DavisT@Keizer.org">DavisT@Keizer.org</a></p>
<p><b><u>CONTRACTOR: CONTRACT ADMINISTRATOR</u></b>  Company Name: Galt Foundation  Person Name: Blake Purnell  Title: Account Manager  Address Street: 2405 Front St NE  City State Zip: Salem, OR 97301  Phone: 503.361.1277  Cell:  Toll Free: 1-877-361-1277  Fax: 541-743-0204  Email: <a href="mailto:bpurnell@gmail.com">bpurnell@gmail.com</a></p>	<p><b><u>AUTHORIZED PUBLIC BODY CONTRACT ADMINISTRATOR</u></b>  Person Name: Christopher C. Eppley  Title: City Manager  Address Street: PO Box 21000  City State Zip: Keizer, OR 97307  Phone: 503-390-3700  Cell:  Email: <a href="mailto:EppleyE@Keizer.org">EppleyE@Keizer.org</a></p>
<p><b><u>CONTRACTOR: ACCOUNTS RECEIVABLE</u></b>  Company Name:  Person Name:  Title:  Address Street:  City State Zip:  Phone:  Cell:  Fax:  Email:</p>	<p><b><u>AUTHORIZED PUBLIC BODY: ACCOUNTS PAYABLE</u></b>  Person Name: Karen Sergent  Title: Accounting Technician  Address Street: PO Box 21000  City State Zip: Keizer, OR 97307  Phone: 503-856-3422  Cell:  Fax: 503-393-9437  Email: <a href="mailto:SergentK@Keizer.org">SergentK@Keizer.org</a></p>
<p><b><u>ORF COORDINATOR</u></b>  Person Name: Darvin Pierce  Title: QRF Coordinator  Address Street: 1225 Ferry St SE, Suite U140  City State Zip: Salem OR 97301-4285  Phone: 503-378-4811  Cell:  Email: <a href="mailto:Darvin.Pierce@oregon.gov">Darvin.Pierce@oregon.gov</a></p>	<p><b><u>ORF PRICE AGREEMENT ADMINISTRATOR</u></b>  Person Name: Rena Sawyer  Title: QRF Contract Administrator  Address Street: 1225 Ferry St SE, Suite U140  City State Zip: Salem OR 97301-4285  Phone: 503-378-2272  Cell:  Email: <a href="mailto:Rena.Sawyer@oregon.gov">Rena.Sawyer@oregon.gov</a></p>

# Exhibit A-1

## City of Keizer Community Center Galt Temporary Support Duties

### Effective March 2020

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The overall role of Temporary Support is to provide facility support to the clients of the City of Keizer Events Center. Workers will be partnered with a City of Keizer employee or On-Call Temporary Community Center support staff. Workers may perform any of the following duties; however, these examples do not include all the specific tasks which a worker may be expected to perform.

#### **Role during set-up of the facility (pre-event)**

- Set-up the rooms to the specifications requested by the client(s)
  - Move walls to specification
  - Set up tables and chairs according to selected floor plan
  - Set up projector, screen, microphone, A/V, and stage
  - Ensure set-up meets fire code regulations
  - Log any broken or damaged equipment
  - Ensure room is clean (vacuumed, no visible trash, tables wiped down)

#### **Role during event**

- Ensure trash cans are emptied as needed
- Ensure bathroom supplies are resupplied as needed
- Clean up any significant spills and/or major messes to prevent permanent facility damage
- Ensure event complies with fire code regulations
- Politely decline food or beverage or any other gifts from client group

#### **Role after the event (post-event)**

- Walk through facility with client(s) to identify their post-event responsibilities
- Wipe down all tables
- Vacuum the floors
- Spot shampoo any stains
- Wipe off counters, tables, refrigerator, freezer, microwaves, and range top in warming kitchen
- Scrub sink, sweep and mop in warming kitchen
- Reset facility to specification provided (tables, chairs, screens, etc.)
- Empty all trash cans and wipe the lids
- Restrooms: Restock paper product(s), empty trash, wipe down counters, clean soiled stalls

#### **Event Center Maintenance**

- Carpet cleaning
- Deep cleaning of warming kitchen and Community Center surfaces
- Chair and table cleaning
- Chair and table glide replacements

**Working Conditions:** Physical effort is required to perform heavy manual labor, janitorial duties (mop, sweep, vacuum), climb ladders, bend, reach, talk, hear and stand for long periods of time. Regular lifting of objects and equipment up to 75 pounds is required. Occasional contact with customers in conflict situations.



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, May 4, 2020**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the 'virtual' meeting to order at 7:00 pm. Councilors participated through the Zoom app. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Kim Freeman, Councilor  
Daniel Kohler, Councilor  
Marlene Parsons, Councilor  
Elizabeth Smith, Councilor  
Roland Herrera, Councilor  
Laura Reid, Councilor

**Staff:**

Chris Eppley, City Manager  
Shannon Johnson, City Attorney  
Nate Brown, Community Development  
Bill Lawyer, Public Works Director  
John Teague, Police Chief  
Tim Wood, Finance Director  
Tracy Davis, City Recorder

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS  
OF BUSINESS**

Mayor Clark announced the passing Jill Bonney-Hill who had served on the Keizer Points of Interest Committee since 2009, reviewed all the projects that she was instrumental in completing and noted that she was a special person and would be missed. Councilor Herrera, Council liaison to the committee shared additional thoughts about Ms. Bonney-Hill.

**COMMITTEE REPORTS** None

**PUBLIC TESTIMONY** None

**PUBLIC HEARING** *Mayor Clark opened the Public Hearing.*

**a. Liquor License  
– Change of  
Ownership for  
Town and  
Country Lanes  
(New Owner  
Brothers of  
Valor)**

City Manager Chris Eppley read his staff report noting that the youth center will be in the upstairs portion of the building and the liquor will be served downstairs in the bowling alley section. Mayor Clark confirmed that the name was "Brothers of Valor" (plural).

*With no further testimony Mayor Clark closed the public hearing.*

Councilor Freeman moved that the Keizer City Council approve the application for a Liquor License for Brothers of Valor under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer and forward the application to the Oregon Liquor Control Commission for final approval. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)  
 NAYS: None (0)  
 ABSTENTIONS: None (0)  
 ABSENT: None (0)

- a. **RESOLUTION** – *Mayor Clark opened the Public Hearing.*  
**Authorization** Finance Director Tim Wood summarized his staff reports for the first two  
**for** resolutions and fielded questions.  
**Supplemental** *With no further testimony, Mayor Clark closed the Public Hearing.*  
**Budget –** Councilor Freeman moved that the Keizer City Council adopt a  
**General Fund –** Resolution Authorization for Supplemental Budget – General Fund –  
**Non-Departmental** Non-Departmental Resources and Non-Departmental Requirements.  
**Resources and** Councilor Herrera seconded. Motion passed unanimously as follows:  
**Non-Departmental**  
**Requirements** AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)  
 NAYS: None (0)  
 ABSTENTIONS: None (0)  
 ABSENT: None (0)
- RESOLUTION** – Councilor Freeman moved that the Keizer City Council adopt a  
**Authorization** Resolution Authorization for Supplemental Budget – General Fund –  
**for** Non-Departmental Resources. Councilor Herrera seconded. Motion  
**Supplemental** passed unanimously as follows:  
**Budget –**  
**General Fund –** AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)  
**Non-Departmental** NAYS: None (0)  
**Resources** ABSTENTIONS: None (0)  
 ABSENT: None (0)
- RESOLUTION** - Councilor Freeman moved that the Keizer City Council adopt a  
**Authorization** Resolution Authorization for Supplemental Budget – Street Fund.  
**for** Councilor Herrera seconded. Motion passed unanimously as follows:  
**Supplemental** AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)  
**Budget – Street** NAYS: None (0)  
**Fund** ABSTENTIONS: None (0)  
 ABSENT: None (0)
- RESOLUTION** – Councilor Freeman moved that the Keizer City Council adopt a  
**Authorization** Resolution Authorization for Supplemental Budget – Administrative  
**for** Services Fund. Councilor Herrera seconded. Motion passed unanimously  
**Supplemental** as follows:  
**Budget –** AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)  
**Administrative** NAYS: None (0)  
**Services Fund** ABSTENTIONS: None (0)  
 ABSENT: None (0)

**ADMINISTRATIVE ACTION**

**a. ORDINANCE – Amending Keizer Development Code Regarding Section 2.203 AND Section 2.312**

City Attorney Shannon Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council Adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 2.203 (Permitted Uses Generally) AND Section 2.312 (Yard and Lot Standards); Amending Ordinance 98-389. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**CONSENT CALENDAR**

- a. Keizer Police Department Report on Disbursement of Petty Cash Funds Fiscal Year 2019/2020
- b. Approval of April 20, 2020 City Council Regular Session Minutes

Councilor Freeman moved that the Keizer City Council approve the Consent Calendar. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**COUNCIL LIAISON REPORTS**

Councilor Smith announced that the final document will be reviewed by the Charter Review Committee on Tuesday and then be sent to Council. She encouraged everyone to study the Charter in order to understand how the City runs. Mayor Clark thanked the Committee and staff noting that there will be opportunity for public comment at the Council level before the final ballot title is crafted.

Councilor Parsons announced upcoming meetings and her retirement.

Councilor Reid reported on events she had participated in, explained that on-line learning is underway, announced that McNary construction is on schedule and that Southeast Keizer Neighborhood Association will not meet again until this fall. She also thanked Public Works for the improvements on Delight Street.

Councilor Kohler reported on events he had participated in, announced cancellations and upcoming Budget meetings and thanked Bill Lawyer and Public Works for their work on the Park Meadow River Road access.

Councilor Freeman wished mothers and mothers-to-be a Happy Mother's Day, urged drivers to slow down in residential areas, announced meeting cancellations and the Budget and Charter Review Committee meetings. She urged citizens to review the Budget and the Charter.

Mayor Clark reported on meetings she had participated in, announced upcoming ones, and thanked everyone and the Chamber for supporting

local businesses and local non-profits. She provided information about the upcoming Annual Mayor’s Prayer Breakfast and announced that the Keizer Fire Mother’s Day breakfast was cancelled.

Councilor Herrera could not report due to technical difficulties. Mayor Clark, on his behalf, urged everyone to complete the 2020 Census.

**OTHER BUSINESS** Finance Director Tim Wood announced upcoming Budget Committee meetings and that copies are available on line or hard copies at City Hall.

Community Development Director Nate Brown provided a status update of the small business grant program noting that the deadline is May 7. Staff will go through applications to check criteria and qualify as many as possible and then the winning applications will be drawn out of a bucket.

Chief Teague reported that no officers have missed any days due to Covid-19, the academy attendee will go back for the final three weeks, and then the department will be at full staffing.

**WRITTEN COMMUNICATIONS** None

**AGENDA INPUT** May 11, 2020 - 6:00 p.m. – City of Keizer Budget Committee Meeting  
May 12, 2020 - 6:00 p.m. – City of Keizer Budget Committee Meeting  
May 14, 2020 (if necessary) - 6:00 p.m. – City of Keizer Budget Committee Meeting  
May 18, 2020 - 7:00 p.m. - City Council Regular Session  
June 1, 2020 - 7:00 p.m. - City Council Regular Session

**ADJOURNMENT** Mayor Clark adjourned the meeting at 8:16 p.m.

MAYOR:

APPROVED:

\_\_\_\_\_  
Cathy Clark

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

COUNCIL MEMBERS

\_\_\_\_\_  
Councilor #1 – Laura Reid

\_\_\_\_\_  
Councilor #4 – Roland Herrera

\_\_\_\_\_  
Councilor #2 – Kim Freeman

\_\_\_\_\_  
Councilor #5 – Elizabeth Smith

\_\_\_\_\_  
Councilor #3 – Marlene Parsons

\_\_\_\_\_  
Councilor #6 – Daniel R. Kohler

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