

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

A G E N D A
KEIZER CITY COUNCIL
EXECUTIVE SESSION

Monday, August 8, 2011

5:45 p.m.

**Keizer Civic Center
Keizer, Oregon 97303**

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

- a. Pursuant to ORS 192.660(2)(i) – *To review and evaluate the employment related performance of the chief executive officer of a public body.*

4. ADJOURN

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public. The media may attend the session, unless the Oregon State Statutes specifically prohibits media attendance. The governing body is not allowed to take any final action or make any final decisions during the executive sessions. Any final action or decision must be made after returning or at the next regularly scheduled meeting.

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A G E N D A
KEIZER URBAN RENEWAL AGENCY
WORK SESSION

Monday, August 8, 2011

6:30 p.m.

**Keizer Civic Center
930 Chemawa Road NE
Keizer, Oregon 97303**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. Visitor Information Services Facility**
- 4. ADJOURN**



URBAN RENEWAL AGENCY WORKSESSION: AUGUST 8, 2011

MEMORANDUM

To: Urban Renewal Agency

Thru: Christopher Eppley, City Manager

From: Nate Brown, Community Development Director

Date: August 4, 2011

Re: Visitor Information Services Facilities

BACKGROUND:

The Agency has adopted an amendment to list Visitor Information Services as a project in the Urban Renewal Plan. Staff seeks direction from the Agency to know how to proceed with the issue. The Agency has been presented with requests for participation with the Transit District project, and another proposal to fund a portion of an interior remodel in Keizer Station for the Chamber of Commerce including visitor information services in conjunction with their administrative offices.

DISCUSSION: The following issues have been presented to the Agency and require discussion and direction from the Agency:

Is the Agency going to participate with the Transit District in the construction of a shared facility at the Transit Center site that would combine the Transit's needs (1,200 to 1,500 sq. feet, consisting of an employee break room, employee restrooms, and possibly a small individual administrative office) with other functions such as a Visitor Information Services Facility? Construction costs in the range of \$150 to \$200/sqft are anticipated. Visitor Information Services would be about that same amount of space. Anticipated construction costs for a 3000 sq.ft. building would, therefore, be \$450,000 to \$600,000. The Transit District has selected a design consultant and will be proceeding with the design of the facility in September.

1. How would the shared costs of construction be allocated? Would the Agency endeavor to fund full construction of the Building and enter into a long term lease arrangement with the Transit District—though the Agency's participation would be capped at the \$500,000 level due to the Urban Renewal Plan limitations for Visitor Information Services.
2. Is the Agency willing to fund an interior building improvement at the Keizer Station, Area A, to facilitate the Chamber of Commerce locating there, to provide

Visitor Information Services as part of the Chamber's operations? The Chamber has presented information to the Keizer Urban Renewal Board indicating an estimated \$30,000 contribution from the Agency. The Chamber has negotiated a two year lease arrangement with the property owners.

3. Is the Agency willing to provide funding for either one of these concepts, both of them, or neither?
4. If the Agency is willing to participate in this construction, what implications does this have on the other projects, or future needs of the City yet to be funded? Funding for other programs such as River Road Renaissance has been reduced significantly over the life of the district. Does the Agency have the desire to restore funding to these affected programs or to preclude the options for funding needs of others? Put succinctly, in the overall list of the City's priorities, where does the provision of Visitor Information Services Facilities lie?
5. If the Agency did participate in the construction of these facilities, what relationship does the Agency envision the city to have with the vendor? What future process would the City utilize to select the Vendor—or decide who the space would be provided to? If the Agency were to issue a contract for the provision of these services, a public bidding process would be needed in order to select a vendor. If, however, the Agency were to lease the space to a tenant and the tenant has no contractual arrangement with the City for services, no bidding process would be required (these questions are not as immediate as those listed above).

Staff is seeking direction in these points listed above to proceed. If the Agency is to participate with the transit district in the construction of facilities, timeliness is important as their schedule, due to Federal requirements, is a driving factor.