

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 3, 2015

6:15 p.m.

**Keizer Civic Center
Keizer, Oregon 97303**

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

- a. Pursuant to ORS 192.660(2)(e) – *To conduct deliberations with persons designated by the governing body to negotiate real property transactions;*
AND
- b. Pursuant to ORS 192.660(2)(f) - *To consider information or records that are exempt by law from public inspection;*

4. ADJOURN

Upon request, auxiliary aids and/or special services for those with disabilities will be provided. To request services, please contact us at (503) 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days(48 hours) in advance.

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.

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, August 3, 2015

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**

a. **Appointment to the Keizer Public Arts Commission**

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. **RESOLUTION** – Authorization for Supplemental Budget – Parks Matching Grant Program

b. **Request for Allowance of Additional Concert and Movie at Keizer Rotary Amphitheatre**

9. CONSENT CALENDAR

- a. **RESOLUTION** – Authorizing the City Manager to Enter Into Lease Agreement with Ricoh USA Inc. for Community Development Copier

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

August 10, 2015

5:45 p.m. – City Council Work Session

- Tour of Salem Keizer School District Career and Technical Education Campus

August 17, 2015

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

September 8, 2015 (Tuesday)

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

September 14, 2015

5:45 p.m. – City Council Work Session

- Annual Keizer Parks Tour

14. ADJOURNMENT

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CITY COUNCIL MEETING: August 3, 2015

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: APPOINTMENT TO KEIZER PUBLIC ARTS COMMISSION

ISSUE:

One position is open on the Public Arts Commission. A media release was published and an application was received from Jessi Long.

The Volunteer Coordinating Committee has reviewed the application, heard testimony from Ms. Long and recommends Jessi Long for position #7 on the Keizer Public Arts Commission to serve a three-year term ending June 2018.

RECOMMENDATION:

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Jessi Long to position #7 on the Keizer Public Arts Commission to serve a three-year term ending June 2018.

COUNCIL MEETING: August 3, 2015

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, ASSISTANT CONTROLLER

SUBJECT: Authorization for Supplemental Budget – Parks Matching Grant Program

ISSUE: Oregon Budget Law provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial plan.

Parks Matching Grant Program – General Fund

The Parks Board approved a \$5,000 matching grant to pour colored and stamped concrete at the Keizer Rotary Amphitheatre in June 2015. As a result of the hot temperatures, the project was not able to be completed in June and in accordance with the Park Matching Grant guidelines the appropriations for the project lapsed at the end of the fiscal year. The Parks Board reapproved the \$5,000 matching grant for the project in July 2015.

The attached resolution recognizes the additional resources available in FY15-16 as the result of not completing the project in FY14-15 and appropriates those resources to provide for the pouring colored and stamped concrete project during the current fiscal year. This resolution is fiscally neutral as it is moving appropriations for the project from one fiscal year to the next.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the supplemental budget as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2015-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Parks Matching Grant Program

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2016:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Parks Matching Grant Program				
General Fund				
Revenue	11,672,200	5,000		11,677,200
Parks	353,900	5,000		358,900
To transfer appropriations from FY14-15 to FY15-16 to provide for the parks matching grant project to pour colored and stamped concrete at Keizer Rotary Amphitheatre.				

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

PASSED this ____ day of _____, 2015

SIGNED this ____ day of _____, 2015

Mayor

City Recorder

CITY COUNCIL MEETING: August 3, 2015

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: REQUEST FOR ALLOWANCE OF ADDITIONAL CONCERT
AND MOVIE AT KEIZER ROTARY AMPHITHEATRE**

KRA LLC and the City entered into that certain Keizer Rotary Amphitheatre Management Agreement for City Sponsored Concert/Live Theatre/Movie Series on March 17, 2015. Section 3(A) of that agreement states that the City would sponsor no less than eight and no more than twelve concert/theatre/movie series each year without Council's approval. There are a total of twelve events currently scheduled.

Clint Holland (KRA) is requesting approval from the Council to add one additional concert on August 22, 2015 and a movie in September. The exact movie date has not been determined as of the date of writing this staff report.

This matter is before the Council to consider the request and determine if it is appropriate to add an additional concert and movie. The agreement specifies that the use fees are waived for the City sponsored series, but KRA shall pay the application fee and a refundable security deposit. If the event was not part of the City sponsored series, the total fees for an application for a four hour event is as follows:

Application Fee	\$ 55.00
Refundable Deposit	\$150.00
Use Fees	\$155.00
Electricity	<u>\$ 10.00</u>
	\$370.00

Keizer's Park Regulations allow the Public Works Director to allow a special-permitted event to occur after regular closing hours. I anticipate we will handle the movie the same way and be certain that there is sufficient light for exiting the premises.

We will still require appropriate insurance and Oregon Liquor Control Commission paperwork if alcoholic beverages are going to be served.

RECOMMENDATION:

The City Council needs to consider the matter and make a minute motion in connection with the request to add two events to the 2015 City sponsored series at the Keizer Rotary Amphitheatre choosing among the following alternatives:

1. Approving the request for both events.
2. Denying the request for both events.
3. Approving one of the requested events and denying the other.

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

ESJ/tmh

COUNCIL MEETING: August 3, 2015

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Chris Eppley, City Manager

**FROM: Tim Wood
Assistant Controller**

SUBJECT: Authorization to enter into a five year agreement with Ricoh for the lease of a photocopier machine.

BACKGROUND: The City entered into a four year agreement with Ricoh in 2011 for the lease of a photocopier machine. The agreement is set to expire in July 2015.

ISSUE: Upon expiration of this agreement the City can:

1. Continue to lease the existing photocopier machine on a month to month basis for \$186 per month,
2. Enter into a five year agreement to lease a new photocopier machine for \$173 per month using a state negotiated contract,
3. Purchase a new photocopier machine for approximately \$10,000 financed through an interfund loan with a repayment period not to exceed three years.

If the City were to purchase a new photocopier machine the overall expense in comparison to the monthly lease fee would be lower however the City would be responsible for additional charges to repair the machine if it were to break.

In addition if the photocopier machine reached a point that it could not be repaired the City would be forced to purchase a new machine however if the City leased the machine a new machine would be provided at no additional cost.

FISCAL IMPACT: The copier will cost \$173 a month or \$2,076 a year. This expense is covered by existing budget appropriation.

RECOMMENDATION: Staff recommends the City Council authorize the City Manager to enter into a five year agreement with Ricoh to lease a photocopier machine.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2015-____

4
5
6 AUTHORIZING THE CITY MANAGER TO ENTER INTO LEASE
7 AGREEMENT WITH RICOH USA INC FOR COMMUNITY
8 DEVELOPMENT COPIER
9

10
11 WHEREAS, the City of Keizer has been utilizing a leasing program for copier machines for
12 the last few years;

13 WHEREAS, the copier lease for the Community Development Department is at the end of its
14 four-year agreement with Ricoh USA Inc;

15 WHEREAS, the City has determined procurement through the Oregon Cooperative
16 Procurement Program (ORCPP) provided the best price of \$172.52 per month from Ricoh USA Inc.;

17 WHEREAS, State of Oregon Contract No. 3390 authorizes ORCPP participants to use
18 Contract No. 3390 to lease copiers from Ricoh USA Inc. by issuance of a Purchase Order;

19 WHEREAS, the lease has been included in the approved 2015-2016 fiscal year budget and
20 will be included in upcoming fiscal year budgets until the termination date;

21 NOW, THEREFORE,

22 BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby
23 authorized to sign the Purchase Order for a five-year lease agreement with Ricoh USA Inc. as outlined
24 on the attached Purchase Order.
25
26
27

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

3 PASSED this _____ day of _____, 2015.

4
5 SIGNED this _____ day of _____, 2015.

6
7
8 _____
9 Mayor

10
11 _____
12 City Recorder



City of Keizer

P.O. Box 21000
Keizer, Oregon 97307-1000
Phone: 503-390-3700

Purchase Order
Number

Ricoh 8-3-2015

TO
Ricoh Americas Corporation

PO Box 100345

Pasadena, CA 91189

SHIP TO/BILL TO
City of Keizer

930 Chemawa Rd NE

Keizer, OR 97303

PLEASE ENTER OUR ORDER FOR THE FOLLOWING:

THIS LEASE OR PURCHASE IS PLACED AGAINST THE WESTERN STATES CONTRACTING ALLIANCE MASTER SERVICES AGREEMENT #1715. THE TERMS AND CONDITIONS OF THE MASTER SERVICES AGREEMENT AND THE ASSOCIATED PARTICIPATING ADDENDUM ENTERED INTO BY THE STATE OF OREGON, CONTRACT NO. 3390 APPLY TO THIS LEASE OR PURCHASE AND SUPERSEDE ALL ADDITIONAL OR CONFLICTING TERMS AND CONDITIONS, EXPRESSED OR IMPLIED.

1. Master Lease Agreement and Schedule
2. Maintenance Agreement
3. Contract
 - 60 Month Lease
 - Monthly Lease Payment: \$172.52
 - Cost per copy rate: \$0.0067 per B/W page
 - 0 included B/W impressions
 - Itemized list:
 - (1) Ricoh MP5054SP
 - (1) LCIT PB3230
 - (1) SR3130 Internal Finisher
 - (2) PU3040 Punch Unit
 - (3) Fax Option Type M12
 - (1) Removal of MP5001SP Serial# V8015400539

Customer Contact: Tim Wood, 503-856-3413, woodt@keizer.org

PLEASE SEND _____ COPIES OF YOUR INVOICE

Christopher C Eppley

PURCHASING AGENT

PURCHASE ORDER