

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

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, May 20, 2019

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. **PROCLAMATION** – Salem Keizer Coalition for Equality 20th Anniversary
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**
 - a. **ORDINANCE** – Amending Keizer Development Code Regarding Section 2.109 (Commercial Office), Section 2.115 (Agricultural Industrial), and Section 2.434 (Mobile Food Vendors); Amending Ordinance No. 98-389; Declaring an Emergency
 - b. 2019-2020 Annual Action Plan
 - c. **RESOLUTION** – Authorization for Supplemental Budget – General Administration – Contingency
RESOLUTION – Authorization for Supplemental Budget – PEG Fund Contingency
RESOLUTION – Authorization for Supplemental Budget – General Fund – Municipal Court
RESOLUTION – Authorization for Supplemental Budget – Administrative Services Fund – Public Works Civic Center Facilities Contingency
8. **ADMINISTRATIVE ACTION**
 - a. Buchanan House and Park Host Program
 - b. **ORDER** – In The Matter of the Application of Donahue Schriber for a Fourth Amendment to the Keizer Station Master Plan (Area A – Village Center) (Master Plan Case No. 2019-10)

- c. RESOLUTION – Establishing Charter Review Committee
- d. RESOLUTION – Establishing Keizer Park Use Fees; Repealing R2018-2884
- e. Keizer Rotary Use Agreement
- f. RESOLUTION – Authorizing Mayor to Send Letter of Support for a Safe Routes to School Program and Coordinator Position in this Area
- g. RESOLUTION – Declaring the House at 1990 Chemawa Road North, Keizer Oregon to be Surplus and Authorizing its Sale

9. CONSENT CALENDAR

- a. Keizer Police Department Report on Disbursement of Petty Cash Funds Fiscal Year 19
- b. Approval of May 6, 2019 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 3, 2019

7:00 p.m. – City Council Meeting

June 10, 2019

6:00 p.m. – City Council Work Session

June 17, 2019

7:00 p.m. – City Council Meeting

14. ADJOURNMENT

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through the City's website and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.



WHEREAS, in Keizer, Oregon, we are a community in which all people are valued and treated with dignity and respect; and

WHEREAS, the Salem Keizer Coalition for Equality was built on the pillars of equity, accountability, and unity; and

WHEREAS, in 1999, the Salem Keizer Coalition for Equality was founded by Eduardo Angulo and a group of multicultural activists to provide greater support for youth of color, with the goals of closing a wide student achievement gap, addressing English as a Second Language programs, and decreasing disproportionate dropout and expulsion rates; and

WHEREAS, the Salem Keizer Coalition for Equality works for increasing outstanding educational experiences for underserved youth, teaching Latino parents how to help and advocate for their children's success, and connecting teachers and administrators with parents; and

WHEREAS, the work Salem Keizer Coalition for Equality has built partnerships and advocacy with Latino families, schools and communities, improved equitable educational outcomes, and supported strong, stable, and healthy families and communities;

NOW, THEREFORE, I, Cathy Clark, Mayor of the City of Keizer, with the Keizer City Council assembled in Regular Session, do hereby proclaim May 22, 2019 as

***SALEM KEIZER COALITION FOR EQUALITY
20th ANNIVERSARY CELEBRATION***

and call upon all residents to continue the work of the Salem Keizer Coalition for Equality to support the success of all students and their families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer this 20th day of May, 2019.

MAYOR CATHY CLARK

CITY COUNCIL MEETING: May 20, 2019

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: ORDINANCE AMENDING KEIZER DEVELOPMENT CODE

The proposed revisions to the Keizer Development Code (KDC) relate to the recently adopted Mobile Food Vendor Premises Permit Ordinance. The Planning Commission held a public hearing on May 8, 2019 to consider the proposed changes and voted to support the proposed text amendments.

The City Council adopted Ordinance 2019-802 at its April 1, 2019 Council meeting. With the adoption of that Ordinance, some revisions are required in the Keizer Development Code. The proposed amendments will allow mobile food vendors in all commercial zones, as well as in the public zone.

A proposed Ordinance is attached for your review.

RECOMMENDATION:

Open the public hearing and take testimony. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and adopt the attached Ordinance.

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

ESJ/tmh

1 A BILL ORDINANCE NO.
2 2019-_____
3 FOR
4
5 AN ORDINANCE

6 AMENDING KEIZER DEVELOPMENT CODE REGARDING
7 SECTION 2.108 (COMMERCIAL OFFICE), SECTION 2.115
8 (AGRICULTURAL INDUSTRIAL), AND SECTION 2.434
9 (MOBILE FOOD VENDORS); **AMENDING ORDINANCE**
10 **98-389**; DECLARING AN EMERGENCY
11

12 WHEREAS, the Keizer Planning Commission has recommended to the Keizer
13 City Council amendments to the Keizer Development Code (Ordinance No. 98-389);
14 and

15 WHEREAS, the City Council has held a hearing on this matter and considered
16 the testimony given and the recommendation of the Keizer Planning Commission; and

17 WHEREAS, the Keizer City Council has determined that it is necessary and
18 appropriate to amend the Keizer Development Code as set forth herein; and

19 WHEREAS, the Keizer City Council has determined that such amendments
20 meet the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer
21 Development Code;

22 NOW, THEREFORE,

23 The City of Keizer ordains as follows:

24 Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in
25 Exhibit "A" attached hereto and by this reference incorporated herein.

1 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE.

2 The Keizer Development Code (Ordinance No. 98-389) is hereby amended by the
3 adoption of the changes to Section 2.108 (Commercial Office), Section 2.115
4 (Agricultural Industrial), and Section 2.434 (Mobile Food Vendors) as set forth in
5 Exhibit "B" attached hereto, and by this reference incorporated herein.

6 Section 3. SEVERABILITY. If any section, subsection, sentence, clause,
7 phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional,
8 or is denied acknowledgment by any court or board of competent jurisdiction,
9 including, but not limited to the Land Use Board of Appeals, the Land Conservation
10 and Development Commission and the Department of Land Conservation and
11 Development, then such portion shall be deemed a separate, distinct, and independent
12 provision and such holding shall not affect the validity of the remaining portions
13 hereof.

14 Section 4. EFFECTIVE DATE. This Ordinance being necessary for the
15 immediate preservation of the public health, safety and welfare, an emergency is
16 declared to exist and this Ordinance shall take effect immediately upon its passage.

17 PASSED this _____ day of _____, 2019.
18 SIGNED this _____ day of _____, 2019.

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Mayor

City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to Section 2.108 (Commercial Office); Section 2.115 (Agricultural Industrial); and Section 2.434 (Mobile Food Vendor) in the Keizer Development Code (KDC).

The City of Keizer finds that:

1. General Findings.
The particulars of this case are found within Planning file Text Amendment 2019-08. Public hearings were held before the Planning Commission on May 8, 2019, and before the City Council on May 20, 2019. The Planning Commission and the City Council supported the proposed revisions.
2. Criteria for approval are found in Section 3.111.04 of the Keizer Development Code. Amendments to the Comprehensive Plan or Development Code shall be approved if the evidence can substantiate the following. Amendments to the map shall be reviewed for compliance with each of the following, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given that this is a text amendment Section 3.111.04 A is not applicable.
3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revisions to the zone code reflect a demonstrated need. The City Council previously amended the city’s regulations affecting mobile food vendors. It was found that in order to align the changes to the mobile food vendor ordinance, the Keizer Development Code needed to be changed. Specifically to allow for mobile food vendors to be located in all non-residential areas and to specify that the mobile food vendor was to be located on a site that had received appropriate premise permit approval from the City. Therefore this text amendment is found to be necessary to align the Keizer Development Code with the regulations governing the operation and location of mobile food vendors. Therefore, this proposal complies with this review criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The proposed text amendments comply with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice, a public process involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the Keizertimes. Public hearings were held before the Planning Commission on May 8, 2019, and before the City Council on May 20, 2019. Citizens were afforded the opportunity to participate in the public process. This process is consistent with the provision for providing an

opportunity for citizens to be involved in all phases of this proposed planning process as is required by this goal and with implementing administrative rules within Oregon Administrative Rules.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Development Code. The city has an adopted comprehensive plan acknowledged by the state. The adoption proceeding was conducted in a manner consistent with the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. The proposed revisions to the Keizer Development Code are consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits the Exclusive Farm Use (EFU), Special Agriculture (SA), Urban Transition (UT), and Public (P) allow commercial agricultural uses. However, only the city’s SA zone is a state recognized EFU qualifying zone. The amendments involve regulations affecting the use of mobile food vendors and will not affect lands that are outside the city limits or any lawful uses occurring on those lands, nor does it amend any of those existing zoning designations. The proposed amendments will comply with the Farm Land Goal and with implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands designated for commercial forest uses. There are no zoning districts specifically designated within the city limits that will allow for commercial forestry. Also, there are no commercial forest lands near, or adjacent to the city limits of Keizer. The amendments to the KDC do not involve any land which is designated as forest land, nor will it impact the use of any forest lands. The proposed amendments will comply with this Goal and with implementing administrative rules.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. The city has a local wetland inventory of sites where wetland soils may be present. The city has an adopted Willamette River Greenway Overlay zone to protect resources along the Willamette River. There are no identified big game habitats within the city limits of Keizer. The city established a Resource Conservation overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. In addition, the city has been developing storm water regulations to protect water quality of the local water ways. The proposed amendments will not affect or preclude any of the city’s natural resources protection regulations nor the lawful use of any properties that are within this overlay zone. Therefore, the proposed text amendments will be consistent with this goal and with administrative rules which implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city’s air, water and land qualities. The city provides its residents with city water from groundwater sources. The quality of the water is monitored to ensure that it

complies with all state and federal water quality standards. New construction is required to be connected to the established sanitary sewer system thereby reducing the potential of groundwater contamination from failing on-site septic systems. The city has storm water regulations which are to maintain water quality in the Willamette River and local streams. Land quality is preserved through the city's erosion control regulations and through zone code development regulations. Air quality is preserved through the city's development code regulations which limit certain types of uses and are enforced by appropriate state agencies which govern air emission standards. The revisions to the city's standards regarding the use of mobile food vendors will comply with this goal and with the administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of structures within identified 100-year floodplains within the city limits. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. While there are some steep slopes in the northwest quadrant of the city, there are no mapped areas of steep slopes in Keizer that might warrant any special engineering. The proposed text amendments will neither impact this goal nor any administrative rules.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories parks, playgrounds, and recreational opportunities within the city limits and plans for the city's future park and recreation needs. The proposed amendments will have no impact on the recreational activities that occur on any park land within the city and will not impact either this goal or any administrative rules that implement it.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. Current employment were projected forward based on regional job growth estimates and the above target industry goals. The growth forecast calls for a total of 3,774 new jobs over the next 20 years. The adopted Economic Opportunities Analysis found there is a net need for commercial and institutional lands amounting to 63.3 gross acres above and beyond what the City's remaining buildable employment lands can accommodate. The proposed text amendments will not have any adverse impact on the economic development activities or uses within the city. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The adopted Housing Needs Analysis found that

for the upcoming 20-year period that there will be a need for 4,513 new units to house the future population. The inventory of buildable residential lands contain a supply of 315.2 acres which are vacant, partially vacant or re-developable and can accommodate an estimated 2,422 units resulting in 2,090 units which must be accommodated beyond the City's existing capacity. When this remaining land need is apportioned to Keizer's residential zones, the HNA estimates a 20-year need of 267 gross acres of residential land. The revisions to the city's standards regarding the use of mobile food vendors will have no impact on this goal.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, an established street system, administrative services and police services. Sanitary sewer service is provided by the city of Salem through an intergovernmental agreement. Fire protection services are provided by the Keizer Fire District or Marion County Fire District #1. There is sufficient capacity in the municipal water delivery system and also within the sanitary sewer treatment system to accommodate planned growth within the upcoming 20 year planning period. The proposed text amendments will not impact any of the city's public facilities and services. Therefore, the revisions will comply with this goal and all administrative rules.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city's transportation systems. This system includes streets, transit, bike, and pedestrian systems. It inventories the existing systems and contains plans for improving these systems. The city has determined that the text amendment to standards regarding the allowance for the use of mobile food vendors will not significantly affect any transportation facility within the city limits and so is consistent with Section 3.111.05 regarding Transportation Planning Rule compliance. The proposed text amendments will have no adverse impact on the city's transportation systems and so will not affect this goal nor any implementing rules.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The proposed zone code text amendments will have no impact on this goal nor any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The proposed text amendments will affect only land that is within the city limits and will not impact the use of any land being transitioned from rural to urbanized uses and so is therefore consistent with this goal.

Goal 15 – Willamette River: This goal seeks to protect, conserve, and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River. The revisions to the city’s development code will have no impact on the ability of the city to regulate uses along the river or the Willamette River overlay zone regulations and so this goal is not applicable.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 (Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable.

In consideration of the above findings, the proposed zone code revisions comply with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**

- a. It corrects identified error(s) in the previous plan.
- b. It represents a logical implementation of the plan.
- c. It is mandated by changes in federal, state, or local law.
- d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The proposed text amendment will revise multiple sections of the Keizer Development Code to allow and regulate mobile food vendors to operate subject to meeting City adopted standards. Specific regulations and standards governing the operation of mobile food vendors are to be administered through a separate City Ordinance. The proposed changes, align the provisions of the Development Code with the adopted food vendor ordinance and clarify the regulations governing mobile food vendors. While there are no specific Comprehensive Plan goals or policies that offer guidance, it is determined that the proposed amendment to the zone code represents a logical implementation of the Keizer Comprehensive Plan. The City Council has, by this adoption, determined that the text revisions are desirable, appropriate, and proper. As such, the proposal complies with this criterion.

2.108 COMMERCIAL OFFICE (CO)

2.108.01 Purpose

The purpose of the CO (Commercial Office) zone is to provide areas suitable for professional and general commercial offices, membership organizations, similar low intensity, non-retail commercial activities and medium and high density residential accommodations. The Commercial Office zone is appropriate in those areas designated Commercial in the Comprehensive Plan where the location calls for limited traffic generation, and no increase in traffic except during normal business hours; or, commercial uses with low-intensity activity. (5/98)

2.108.02 Permitted Uses

The following uses, when developed under the applicable development standards in this Zoning Ordinance, are permitted in the CO zone:

- A. **One or more buildings with one or more dwelling units** or guest rooms on a lot except as provided in (44) (b). (5/98)
- B. **Rooming and boarding houses** (SIC 702). (5/98)
- C. **Organization hotels and lodging houses** on membership basis (SIC 704). (5/98)
- D. **Landscape counseling and planning** (SIC 0781). (5/98)
- E. **Travel agency** (SIC 4722). (5/98)
- F. **Telephone/telegraph communication and radio and television broadcasting** (SIC 481, 482, 483). (5/98)
- G. **Water supply** (SIC 494). (5/98)
- H. **News dealers and newsstands** (SIC 5994). (5/98)
- I. **Finance, insurance and real estate** (SIC 60, 61, 62, 63, 64, 65, 66, 67). (5/98)
- J. **Beauty and barber shops** (SIC 723, 724). (5/98)
- K. **Consumer-credit reporting agencies, mercantile reporting agencies and adjustment and collection agencies** (SIC 732). (5/98)
- L. **Direct mail advertising services** (SIC 7331). (5/98)
- M. **Stenographic services** and reproduction services, not elsewhere classified (SIC 7339). (5/98)
- O. **News syndicates** (SIC 735). (5/98)

- P. **Personnel supply services** (SIC 736). (5/98)
- Q. **Computer and data processing services** (SIC 737). (5/98)
- R. **Management, consulting and public relations** (SIC 7392). (5/98)
- S. **Detective agencies** and protective services (SIC 7393). (5/98)
- T. **Commercial testing laboratories** (SIC 7397). (5/98)
- U. **Parking lots** (SIC 7523). (5/98)
- V. **Health services** (SIC 80) except hospitals (SIC 806) and nursing and personal care facilities (SIC 805). (5/98)
- W. **Legal services** (SIC 81). (5/98)
- X. **Correspondence schools and vocational schools** (SIC 824). (5/98)
- Z. **Schools** and educational services, not elsewhere classified (SIC 829). (5/98)
- AA. **Individual and family services** (SIC 832). (5/98)
- BB. **Social services**, not elsewhere classified (SIC 839). (5/98)
- CC. **Membership organizations** (SIC 86). (5/98)
- DD. **Miscellaneous services** (SIC 89). (5/98)
- EE. **Executive offices** (SIC 911). (5/98)
- FF. **Executive and legislative** combined (SIC 913). (5/98)
- GG. **Finance, taxation, and monetary policy** (SIC 93). (5/98)
- HH. **Administration of human resources** programs (SIC 94). (5/98)
- II. **Administration of environmental quality and housing** programs (SIC 95). (5/98)
- JJ. **Administration of economic** programs (SIC 96). (5/98)
- KK. **National security and international affairs** (SIC 97). (5/98)
- LL. **Community or neighborhood clubs**. (5/98)
- MM. **Swimming pools** open to the public free or for a fee. (5/98)

- NN. **Public parks, playgrounds, and other public and semi-public uses.** (5/98)
- OO. **Public utility structures** and buildings. (5/98)
- PP. **Residential home care** for 5 or fewer persons and adult residential home care. (5/98)
- QQ. **Family day care provider**, for 16 or fewer children consistent with state regulations. (4/16)
- RR. **Child foster home.** (5/98)
- SS. **Elementary and secondary schools** (SIC 8211). (5/98)
- TT. Transit Facilities (Section 2.305). (05/09)

2.108.03 Special Permitted Uses

The following special uses subject to the applicable standards in Section 2.4:

- A. **Funeral service** and crematories (SIC 726). (5/98)
- B. **Zero side yard dwellings.** (5/98)
- C **Home occupations.** (5/98)
- D. **Day care facility** for 17 or more children consistent with state regulations. (4/16)
- E. **Domiciliary Care Facility** (SIC 836). (5/98)
- F. **Bed and breakfast** establishments. (5/98)
- G. **Veterinary services** (SIC 074). (5/98)
- H. **Mixed-use buildings.** (5/98)
- I. **House of Worship.** (5/98)
- J. **Wireless Telecommunications Facilities** (Section 2.421) (5/98)
- K. **Medical Marijuana Facilities** (Section 2.433). (10/14)
- L. **Marijuana Retailer** (Section 2.433). (1/16)
- M. Mobile Food Vendors (Section 2.434)**

2.108.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. Transit Station (Section 2.429). (05/09)

2.108.05 Dimensional Standards

- A. Minimum Lot Dimension and Height Requirements

DIMENSION	Single Family	Duplex or Multi-Family	Commercial	Mixed Use
Lot Size	4,000 sq. ft. (1)	6,000 sq. ft. (2)	None (3)	None (3)
Average Width	40 feet	50 feet	None	None
Average Depth	70 feet	80 feet	None	None
Maximum Height	35 feet	50 feet	50 feet	50 feet

- (1) *A single family dwelling attached on one side has a minimum lot area of 3500 square feet, and a single family dwelling attached on both sides has a minimum lot area of 3000 square feet. (5/98)*
- (2) *Multi-family development must comply with the density standard in Section 2.107.07. (5/98)*
- (3) *Parcel size shall be adequate to contain all structures within the required yard setbacks and, where applicable, comply with residential density standards in Section 2.108.05. (5/98)*

- B. Minimum Yard Setback Requirements

SETBACKS	Single Family or Duplex	Multi-Family	Commercial	Mixed Use
Front	10 feet	10 feet	10 feet	10 feet
Side	5 feet (1)	(3)	(3)	(3)
Rear	(2)	(3)	(3)	(3)

Street-side (4)	10 feet	10 feet	10 feet	10 feet
Garage entrance (5)	20 feet (5)	20 feet (5)	20 feet (5)	20 feet (5)

- (1) *Zero side yard dwelling units are subject to the setback provisions in Section 2.404. (5/98)*
- (2) *The rear yard setback shall be as follows: 14 feet for a 1-story home, 20 feet for a 2-story home. (5/98)*
- (3) *The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. (5/98)*
- (4) *Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)*
- (5) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)*

2.108.06 Development Standards

All development in the CO Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements. If a conflict exists with a specific standard found in this section and a standard found elsewhere in this Ordinance, the standard in this section shall govern. (5/98)

A. Off-street parking:

1. Parking shall be as specified in Section 2.303. In the event that on-street parking is provided, on-street parking that abuts the property can be used to meet the standard. (5/98)
2. Parking must be located to the side or rear of newly constructed buildings. If located on the side, parking is limited to 50 percent of the street frontage. (5/98)
3. No off-street parking is required for uses above the ground floor. (5/98)
4. The off-street parking requirement for residential uses is one space per unit. (5/98)
5. If mixed uses on the ground floor exhibit peak parking demand at different times, the resulting parking requirement is limited to the number of spaces

generated at the highest combined peak demand at any one particular time. (For example, if there is a movie theater exhibiting peak parking demand between 7:00 and 10:00 PM with a total requirement of 100 spaces, and a pet store exhibiting peak demand between 1:00 and 5:00 PM with a requirement of 50 spaces, the total requirement for the building would be 100 spaces.) (5/98)

- B. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- C. Yards and Lots. Yards and lots shall conform to the standards of Section 2.312. (5/98)
- D. Signs. Signs shall conform to the requirements of Section 2.308. (5/98)
- E. Accessory Structures: Accessory structures shall conform to requirements in Section 2.313. (5/98)
- F. Storage, Trash, and Service Functions: Storage areas, trash, recycling, utilities and other service functions shall be located within the main structure if possible. If any of the above functions are located outside the main structure, the area containing the function must be screened with a solid, durable structure that is architecturally related to the building. (5/98)
- G. Landscaping-General: All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 2.309. The minimum landscaped area requirements shall be as follows: (5/98)
- | | |
|---|-----|
| Commercial development: | 10% |
| Mixed commercial and residential development: | 15% |
| Residential development: | 20% |
- H. Landscaping-Parking Lots: One tree shall be provided for every eight parking spaces in parking lots. The trees shall be dispersed throughout the parking lot in minimum four by four foot planters located between parking spaces. (5/98)
- I. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows: (5/98)
- | | | |
|---|-------------|------------|
| | <u>Max.</u> | <u>Min</u> |
| Commercial development: | 90% | 50% |
| Mixed commercial and residential development: | 85% | 50% |
| Residential development: | 80% | 50% |
- J. Density: The maximum residential density shall be 24 units per acre and minimum residential density shall be 8 units per acre. Developments limited

exclusively to residential uses and containing less than 8 dwelling units per acre are allowed if they comply with the following: (5/98)

1. No more than 50% of the property shall be occupied. The occupied area shall include all buildings, accessory structures, driveways, parking and required landscaping. (5/98)
2. The remaining undeveloped portion of the property shall be in one contiguous piece. Access to a public street, in conformance with Ordinance requirements, shall be available. The undeveloped portion shall have sufficient width and depth to be developed for additional residential, or commercial, uses. (5/98)

2.108.07 Design Standards

All development in the CO Zone shall comply with the applicable design standards described below:

- A. Building Design Standards. Primary buildings shall comply with the following design standards:
 1. Design Standards - Unless specifically modified by provisions in this Section, buildings located within the CO zone shall comply with the following standards: (5/98)
 - a. Single family homes shall comply with the design standards in Section 2.314. (5/98)
 - b. Multi-family buildings and non-residential structures shall comply with the provisions in Section 2.315 Development Standards. (4/12)

2.115 AGRICULTURAL INDUSTRIAL (AI)

2.115.01 Purpose

The purpose of the AI (Ag-Industrial) zone is to provide appropriate areas suitable for agricultural uses, agricultural related industries, warehousing, transportation facilities, and other agricultural, industrial, and recreational uses that have relatively low employees per acre ratios. The Ag-Industrial zone is appropriate in those areas designated Ag-Industrial in the Comprehensive Plan where the location is impacted by the Willow Lake Wastewater Treatment Plan and the site has access to an arterial street for transport of bulk materials. (5/98)

2.115.02 Permitted Uses

The following uses, when developed under the applicable development standards in this Zoning Ordinance, are permitted in the AI zone:

- A. **Lawful uses existing on a property at the time of the effective date of this zone.** (5/98)
- B. **Farm Use**, including farm dwellings as defined in ORS 215.213(e), (f), and (g). (5/98)
- C. **Timber tracts** (081) and forest nurseries (083). (5/98)
- D. **Agricultural services** (07). (5/98)
- E. **Wholesale** (5193) and **retail nurseries** (5261). (5/01)
- F. **Food and kindred products** (20). (5/98)
- G. **Recycling Centers and Depots.** (5/98)

2.115.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the AI zone:

- A. **Non-Residential Partitions**, subject to the provisions in Section 2.310. (5/01)
- B. **Non-Residential Subdivision**, subject to the provisions in Section 2.310. (5/01)
- C. **Non-Residential Planned unit development**, subject to the provisions in Section 2.311. (5/01)
- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)

E. The following special uses subject to the applicable standards in Section 2.4:

1. **Energy facility** (Section 2.425). (5/98)

F. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)

G. **Medical Marijuana Facilities** (Section 2.433). (10/14)

H. **Marijuana Grow Site** (Section 2.433). (10/14)

I. **Marijuana Retailer** (Section 2.433). (1/16)

J. **Marijuana Processor** (Section 2.433). (1/16)

K. **Marijuana Producer** (Section 2.433). (1/16)

L. **Marijuana Wholesaler** (Section 2.433). (1/16)

L.M. **Mobile Food Vendor** (Section 2.434)

2.115.04 Conditional Uses

The following uses may be permitted in a AI zone subject to obtaining a conditional use permit:

A. **Solid waste transfer facility**. (5/98)

B. **Public or Private Golf Course** or Driving Range. (5/98)

C. **Public or Semi-Public Recreation Facility** incorporating outdoor fields for organized team play along with related concession, storage, and maintenance facilities. (5/98)

D. **Composting and recycling facility** for organic yard debris. (5/98)

E. **Construction contractor's offices** and related outdoor storage (15, 16, 17). (5/98)

F. **Manufacturing and Assembly**. (5/98)

1. Textile products and apparel (22). (5/98)

2. Millwork (2431). (5/98)

3. Wood kitchen cabinets (2434). (5/98)

4. Structural wood members, not elsewhere classified (2439). (5/98)
5. Furniture and fixtures (25). (5/98)
6. Chemicals and allied products (28) except miscellaneous chemical products (289). (5/98)
7. Rubber and miscellaneous plastics products (30). (5/98)
8. Leather and leather products (31) except leather tanning and finishing (311). (5/98)
9. Stone, clay, glass products (32) except cement (324); structural clay products (325), concrete, gypsum and plaster products (327) and abrasive, asbestos and miscellaneous non-metallic mineral products (329). (5/98)
10. Fabricated metal products including metal forging and stamping (346) but excluding ordnance and accessories (348). (2/04)
11. Machinery and equipment manufacturers (35). (5/98)
12. Transportation equipment (37). (5/98)
13. Miscellaneous manufacturing industries (39). (5/98)
14. Grain mill products. (2/04)
15. Bakery products. (2/04)
16. Beverages. (2/04)
17. Miscellaneous food preparations and kindred products. (2/04)
18. The manufacture of meat products but excluding both meat packing plant and any on site abattoirs and slaughtering, rendering of fats, processing of hides and maintenance of live animals or fowl. (2/04)
19. Apparel and other finished products made from fabrics and similar products. (2/04)
20. Wood kitchen cabinets. (2/04)
21. Nailed and lock corner wood boxes. (2/04)
22. Wood products, not elsewhere classified. (2/04)

- 23. Furniture and fixtures. (2/04)
- 24. Paperboard containers and boxes. (2/04)
- 25. Printing, publishing, and allied industries. (2/04)
- 26. Drugs. (2/04)
- 27. Soaps detergents, and cleaning preparations, perfumes, cosmetics, and other toilet preparations. (2/04)
- 28. Miscellaneous plastic products. (2/04)
- 29. Glass products, made of purchased glass. (2/04)
- 30. Cutlery, hand tools, and general hardware. (2/04)
- 31. Heating equipment, except electric and warm air, and plumbing fixtures (19). (2/04)
- 32. Screw machine products, and bolts, nuts, screws, rivets, and washers. (2/04)
- 33. Pumps and pumping equipment. (2/04)
- 34. Electrical and electronic machinery, equipment, and supplies. (2/04)
- 35. Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks. (2/04)
- 36. Miscellaneous manufacturing industries. (2/04)

H. Transportation, communications, electric, gas, and sanitary services;

- 1. Motor freight transportation and warehousing. (2/04)
- 2. Communication. (2/04)
- 3. Public Utility Structures and Buildings. (2/04)
- 4. Ancillary facilities for wastewater treatment including but not limited to administrative offices and vehicle maintenance shops. (2/04)

I. Wholesale trade-nondurable goods BUT EXCLUDING poultry and poultry products, livestock, farm-product raw materials, not elsewhere classified,

chemicals and allied products, tobacco and tobacco products, and nondurable goods, not elsewhere classified. (2/04)

- J. **Wholesale trade-durable goods** BUT EXCLUDING automobiles and other motor vehicles, lumber and other construction materials, coal and other minerals and ores, construction and mining machinery and equipment and scrap and waste materials. (2/04)
- K. **Transportation, utilities and communication** (40 - 49), BUT EXCLUDING travel agencies (4722). (5/98)
- L. **Biomass facility** (Section 2.425). (5/98)
- M. **Boat & RV Storage** (section 2.411). (5/98)
- N. **Public and Semi-Public buildings** and structures excluding office space except as specified in H. (2/04)
- O. **Services** (2/04)
 - 1. Research and development laboratories. (2/04)
 - 2. Noncommercial educational, scientific, and research organizations. (2/04)
 - 3. Membership sports and recreation clubs. (2/04)
 - 4. Amusement and recreation (79). (2/04)
 - 5. Public and private sports facilities including but not limited to stadiums, arenas, ice rinks, parks, and aquatic facilities. (2/04)
 - 6. Miscellaneous services. (2/04)
- P. **Public administration;** (5/98)
 - 1. Fire protection. (5/98)
- Q. **Transit stop shelters.** (5/98)

In addition to any other notice required by law, notice shall be also sent to Marion County and the City of Salem for any hearing regarding any conditional use or other land use applications for property within the AI zone. (5/01)

2.115.05 Prohibited Use

The following uses are prohibited in the AI zone:

- A. **Wastewater treatment** including but not limited to primary clarifiers, trickling filters, aeration basins, secondary clarifiers, disinfection facilities and dewatering facilities. (2/04)

2.115.06 Dimensional Standards

- A. Minimum Lot Dimension and Maximum Height Requirements (5/01)

LOT SIZE	The parcel size shall be adequate to contain all structures within the required yard setbacks.
MAXIMUM STRUCTURE HEIGHT	35 feet

- B. Minimum Yard Setback Requirements (5/01)

ADJACENT PROPERTY USE		
SETBACKS	Residential	Non-Residential
Front	20 feet	20 feet
Side	20 feet*	15 feet
Rear	20 feet*	15 feet
Street-side	20 feet	20 feet
*Plus 1 foot for each foot of building height over 10 feet		

Adjacent to residential zones, an eight (8) foot sight obscuring fence, wall or hedge is required. (5/01)

2.115.07 Development Standards

All development in the AI Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking.** Parking shall be as specified in Section 2.303. (5/98)
- B. **Non Residential Subdivisions and Partitions.** Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/01)

- C. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the AI zone shall comply with the Development Standards in Section 2.315. (5/98)
- D. **Yards and Lots.** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- E. **Signs.** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** A minimum of 10% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)
- H. **Lot Coverage:** The combined maximum building and parking area coverage shall not exceed 90%. (5/98)
- I. **Open Storage:** (5/98)
 - 1. Open storage of materials used for the manufacture or assembly of goods, and equipment is prohibited in required yards, but is otherwise permitted provided that such storage is enclosed with a sight-obscuring fence, wall, hedge, or berm a minimum of 8 feet in height. (5/98)
 - 2. Materials and equipment stored as permitted in this section shall be no more than 14 feet in height above the elevation of the storage area. (5/98)
 - 3. Landscaping shall screen open storage over six feet in height above the elevation of the storage area. (5/98)
- J. **Easement/Waiver:** As a condition of approval of any building permit or land use action in the AI zone, and as a precondition of any occupancy permit, the property owner shall sign and cause to be recorded in the real property records of Marion County a document granting an easement and a waiver of claims with regard to impacts from the Willow Lake Wastewater Treatment Plant. Such easement/waiver shall be approved by the City Attorney and be in substantially the same form as that attached to that certain Willow Lake Settlement Agreement executed by Salem, Marion County and Keizer. The recorded easement/waiver shall also be referenced on the plat of any partition, subdivision or PUD. (5/01)

2.434 MOBILE FOOD VENDORS

Where permitted as a Special Permitted Use, Mobile Food Vendors may be allowed provided that they comply with the following:

- A. Obtain a license from Marion County Environmental Health or appropriate governing agency.
- B. ~~Obtain a Keizer permit consistent with all applicable Keizer regulations to operate a Mobile Food Vendor.~~ Must be located on a site which has obtained a Mobile Food Vendor Premises Permit.

CITY COUNCIL MEETING: May 20, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: 2019-2020 ANNUAL ACTION PLAN

The City of Keizer and the City of Salem participate in a joint program that provides funds to low-to-moderate income home owners for the rehabilitation of existing housing stock that is in poor condition. The funding for the program comes from the Federal Housing and Urban Development (HUD) and is associated with the Home Investment Partnership Program (HOME). The City of Salem is in a consortium with the City of Keizer for this program through the Consortium Cooperation Agreement entered into between the cities in 2002.

The City of Salem manages this program for the City of Keizer. The City of Salem has now placed the 2019-2020 annual action plan out for public comment. Attached for your convenience is the draft 2019-2020 Annual Action Plan.

Tonight's public hearing is to take comments from citizens and direct staff accordingly.

RECOMMENDATION:

Open the public hearing and take testimony. Following testimony, close the public hearing and deliberate the matter. If you have no further questions, direct staff to send comments to the City of Salem, if any and to bring the final 2019-2020 Annual Action Plan back to the Council at its July 1, 2019 meeting for final adoption.

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

ESJ/tmh

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As an entitlement community with a population of over 160,000, the City of Salem receives annual funding from the following HUD programs: 1) Community Development Block Grant (CDBG) and 2) HOME Investment Partnerships (HOME). These programs are intended to benefit low- and moderate-income households in the jurisdictions of Salem and Keizer.

This Annual Action Plan is developed in accordance with the amended 2015-2019 Consolidated Plan, which identifies strategies, program priorities and targets for the allocation and use of CDBG and HOME.

The estimated 2019 funding allocations are detailed below:

- **Community Development Block Grant (CDBG): \$1,482,573**
- **HOME Investment Partnerships Program (HOME): \$1,265,949**

Total Available: \$2,748,522

Program income, reallocation of funds from canceled projects, and past project funding reduction are included in the total funding allocation. They will supplement the entitlement funds received by the City to complete projects. Program income is an additional source of funds generated in whole or in part by repayment of CDBG or HOME loan funds.

This Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development as the application for program year 2019 funds.

	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year: \$	Total: \$		
CDBG	public - federal	Admin, Planning & Monitoring Housing Expanded and Rehab Public Services Economic Development	1,307,573	175,000	0	1,482,573	0	Final ConPlan Year
HOME	public - federal	Admin, Planning & Monitoring Homeowner rehab Multifamily rental rehab TBRA Security Deposits CHDO Activity	750,949	275,000	240,000	1,265,949	0	Final ConPlan Year

2. Summarize the objectives and outcomes identified in the Plan

As of October 1, 2006, all HUD-funded activities must fit within the Outcome Performance Measurement Framework to provide standardized measurements nationwide. The framework consists of a matrix of three objectives (i.e., Decent Housing, Suitable Living Environment, and Economic Opportunity) and three outcomes (i.e., Availability/Accessibility, Affordability, and Sustainability).

Funds for the 2019 Program Year will be allocated among these objectives and outcomes. Please refer to the 2015 – 2019 Consolidated Plan for descriptions of the specific objectives and outcomes. Please also refer to sections AP-35 and AP-38 for detailed information on specific activities, including the amount of funds to be expended for each project or activity.

The City's Federal Programs staff utilizes the above objectives and outcomes to determine the eligibility of programs and projects submitted during the application eligibility process.

3. Evaluation of past performance

The City of Salem evaluates its performance annually on meeting the goals of the strategic plan and the action plan. The Consolidated Annual Performance & Evaluation Report (CAPER) is submitted to HUD 90 days after the close of the Consolidated Plan program year. The most recent past performance and evaluation reports can be found at: <https://www.cityofsalem.net/citydocuments/consolidated-annual-performance-and-evaluation-report-2017-2018.pdf>

4. Summary of Citizen Participation Process and consultation process

The Citizen Participation Plan provides for, and encourages, citizens to participate in the planning, development, implementation, and evaluation of the City Housing and Community Development plans and programs. The Citizen Participation Plan focuses on public involvement in the process of developing the City's Housing and Community Development Consolidated Plan (Consolidated Plan), Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). Substantial amendments to the Consolidated Plan and the Annual Action Plan go before citizens for evaluation and comment prior to City Council approval.

The Consolidated Plan relies on multiple planning efforts from a variety of sources to inform the allocations of the Consolidated Plan funds. Most important to this effort is the awareness that the HUD funds are part of a much larger funding picture for housing, human services, and community development in the City of Salem.

Annual Plan Consultation Process

- February 1, 2019 the City published a notice announcing the opening of the 2019-2020 application cycle. The notice included the funding priorities and timeline. The priorities and availability of the timeline were publicized in the Statesman Journal, on the City's website and other social media.
- The City hosted three application technical assistance workshops to assist potential applicants. Interested persons were encouraged to attend the sessions.
 - Tues., Feb. 5, 2019 at 10:30 a.m., City of Salem Urban Development Conference Room located at 350 Commercial St. NE, Salem, Ore.
 - Wed., Feb. 6, 2019 at 9 a.m., City of Salem Urban Development Conference Room located at 350 Commercial St. NE, Salem, Ore.
 - Mon., Feb. 11, 2019 at 3 p.m., City of Salem Urban Development Conference Room located at 350 Commercial St. NE, Salem, Ore.

Workshop training material was also made available at regularly held meetings of the housing and social service community: • Health and Housing Committee Meeting on Mon., Feb. 11 and Emergency Housing Network (EHN) on Feb. 14
- April 19, 2019 the City issued funding recommendations on website and to persons on the City's listserve.
- Advertised availability of the draft 2019 Annual Action Plan for public comment and the public hearing. Public Comment Period –April 20, 2019 – May 20, 2019
- Keizer City Council Public Hearing – TBD
- Salem City Council Public Hearing – May 28, 2019

5. Summary of public comments

TBD after Public Comment Period

6. Summary of comments or views not accepted and the reasons for not accepting them

TBD after Public Comment Period

7. Summary

The Consolidated Plan and subsequent Annual Action Plan take into consideration current planning efforts across the City of Salem including, but not limited to, the Housing Needs Assessment, Economic Opportunity Analysis, and the Community Economic Development Strategy. The Consolidated Plan utilizes coordinated planning, analysis of local, regional, and national data, and citizen input to identify projects of the highest priority during the five year plan period.

The City issued an RFP for a consultant to assist staff in gathering data and community input for the 2020-2024 Consolidated Plan. The responses are currently under review. It is anticipated that the successful responder will be procured by June 30, 2019. The City will then embark on a multi-month community planning process to develop local priorities applicable to the conditions in the jurisdiction for the 2020-2024 AAP.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Agency Role	Name	Department/Agency
Lead Agency	SALEM	
CDBG Administrator		City of Salem
HOME Administrator		City of Salem

Table 1 – Responsible Agencies

Annual Action Plan
2019

5

Narrative (optional)

City of Salem Urban Development Department's Federal Programs Division manages housing and community development activities with CDBG and HOME funds. HOME funds are received through the Salem/Keizer HOME Consortium - an intergovernmental partnership between the cities of Salem and Keizer. The City of Salem receives both CDBG and HOME funds. Annually, the City awards funding through a competitive application process. These funds provide financing for housing activities, economic development, community development, social services (public services), and public improvements for the benefit of low and moderate income individuals, families, and neighborhoods across the area.

Activities and programs funded by both CDBG and HOME are carried out in cooperation with several partners: community based non-profit organizations, for-profit organizations, faith-based groups, private developers, and other City and State agencies and departments.

The Federal Programs staff is housed in the City's Urban Development Department. Our mailing address is 350 Commercial Street NE, Salem, OR 97301. The Federal Programs staff may be reached by calling 503-588-6178; TTY 503-588-6370.

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The citizen participation process implemented by the City is developed to encourage input from community stakeholders and citizens of Salem and Keizer. These entities, along with community members are given an opportunity to review and comment on the information contained in this Annual Action Plan and other plans and reports developed by the City.

This AAP relies on planning efforts conducted by the Mayors and Councils for both Salem and Keizer, Oregon Housing and Community Services (OHCS), Salem Housing Authority, and service providers. Staff also participated in national conferences, seminars and policy/strategy sessions to learn about best and promising practices in housing, community sustainability, equity issues and homelessness intervention and prevention.

- The City of Salem is committed to work alongside the businesses, property owners, private non-profit organizations, and communities of faith, to reduce homelessness and serve the needs of homeless families and individuals. City Council also formed the Downtown Homeless Solutions Task Force. The task force recommendations were reported back to the Council in January. Task Force information is located on the City's website: <https://www.cityofsalem.net/Pages/downtown-homeless-solutions-task-force.aspx>
- The City of Keizer is in the process of completing a Housing Needs Analysis. The City of Keizer is developing a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI). The project will provide information to the City about Keizer's housing market, provide a basis for updating the Housing Element and housing policies of Keizer's Comprehensive Land Use Plan, and will determine if the city has enough residential land to accommodate future projected population growth. The project will provide information about housing and socio-economic trends, inventory buildable residential land, and describe the need for new housing, and ultimately determine whether Keizer currently has enough land to meet identified housing needs. The HNA will provide a factual basis for understanding housing needs, particularly need for housing affordable for households of all income levels, and for developing policies to better meet Keizer's housing needs. Information about the Keizer HNA can be found at: <https://www.keizer.org/housing-needs-analysis-and-buildable-lands-inventory>
- The Mid-Willamette Homeless Initiative (MWHI) Strategic Plan (Strategic Plan) was adopted in February of 2017. The City of Salem has partially-funded a Program Coordinator position housed with the Mid-Willamette Valley Council of Governments to implement the Strategic Plan. The collaboration resulted in a Service and Resource Inventory Map, a Money Map based upon 2017-2018 information,

research on panhandling programs and an analysis of the Continuum of Care organizational structure. Homeless Initiative information can be found on the Mid-Willamette Valley Council of Governments (COG) website: <http://www.mwvcog.org/programs/homeless-initiative/>

- OHCS completed the Oregon Statewide Housing Plan – Breaking New Ground – City of Salem participated in the plan development. A summary can be found at this link: <https://www.oregon.gov/ohcs/DO/shp/SWHP-Executive-Summary.pdf>

The framework set by these initiatives helped serve as guides for the allocation of federal and local funds via this AAP.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Activities to enhance coordination between social service providers, developers and healthcare groups include participation in the Emergency Housing Network (EHN), Mid-Willamette Valley Health and Housing Work Group, and the Salem Keizer Collaboration. Additionally, staff has strengthen coordination between CDBG / HOME funding and the Salem Keizer School District.

A series of agency meetings were held to encourage private and non-profit developers to apply for resources (Federal, State, and Local) to meet the regions current housing production needs. The City is evaluating multifamily design standards and invited non-profits currently receiving CDBG/HOME funds to participate in the focus groups. The project goals are to provide greater flexibility in how multifamily design standards can be met and create new design standards for small multifamily housing projects. More information on the process can be found at: <https://www.cityofsalem.net/Pages/updating-multifamily-housing-design-requirements.aspx>.

The City entered into an Intergovernmental Agreement with the Council of Governments (COG) to hire a regional Homeless Program Coordinator. Other partners include Marion County, the cities of Keizer, Monmouth and Independence. The duties of the position include, but not limited to: convening identified stakeholders on a regular basis, creating specialty subgroups as needed, to facilitate implementation of Mid-

Willamette Valley Homeless Initiative (MWHI) plan. The Urban Development Director is on the steering committee. The link to the plan is provided above.

The City of Salem continues to monitor projects that received both City of Salem federal funds and State of Oregon funding (LIFT, LIHTC, and Section 8 HAP). This coordination is a streamlining effort to reduce the burden of entry for tenants occupying funded units, and to reduce the administrative burden of monitoring on the City of Salem and the State of Oregon.

City staff attend and participate in the Mid-Willamette Valley Health and Housing Work Group. The purpose of the Work Group is to ensure accountability within our community as it pertains to the social determinants of health with regards to safe and suitable housing. Additional information regarding MWVHH can be found at: <https://mwvhealthandhousing.blogspot.com/>

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City Federal Programs staff actively participate in the Continuum of Care (CoC) HMIS and Coordinated Entry workgroups. Monthly meetings are held to address policies and procedures for the member entities. Staff is also involved in the benchmarking of accomplishments and development of scoring for project funding.

In July 2011, members of the Mid-Valley Housing and Services Collaborative, the steering committee for the Salem/Marion/Polk CoC, voted unanimously to join the Rural Oregon Continuum of Care (ROCC), a “balance of state” CoC model, now comprised of 28 counties including Marion and Polk. The ROCC is administered by Community Action Partners of Oregon and has two designated staff.

The rationale for joining the ROCC included concerns about increasing federal expectations for data collection and reporting, a hope that the Marion-Polk region would become more successful to compete for “bonus” dollars, and assurances from the ROCC that the Marion-Polk region’s projects would be held harmless in the first year and would be supported to be successful in future years. Since 2011, homelessness has become

a more prominent community issue, with increasing numbers of visible homeless people and expectations from constituents that cities and counties invest in strategies that “fix the problem.”

An issue brief was prepared to examine policy questions relating to whether or not the region should withdraw from the ROCC and re-establish its own CoC. The results of this research and recommendations will be presented to the Salem City Council at a work session scheduled for April 22, 2019. The City of Keizer will also review this policy question.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Mid-Willamette Valley Community Action Agency (MWVCAA) administers the McKinney-Vento resources for the City. The MWVCAA, as a member of the Rural Oregon Continuum of Care (CoC), also coordinates the local CoC effort for Marion and Polk counties through the Marion and Polk Counties Plan to End Homelessness. The City is working with MWVCAA to ensure that the ESG resources align with previously mentioned community efforts to address homelessness. To that end street outreach, expansion of the day resource center and homelessness prevention and rapid rehousing, emergency shelter facilities, warming center network and coordinated entry assessments that the jurisdiction worked with MWVCAA to develop standards, policies and procedures.

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2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Salem Interfaith Hospitality Network
	Agency/Group/Organization Type	Services-homeless Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Salem Interfaith submitted applications for a tenant based rental assistance program, Fresh Start, and for homeless case management. The TBRA program was awarded funding. This is also CoC funded organization.
2	Agency/Group/Organization	NORTHWEST HUMAN SERVICES
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Persons with Disabilities Services-homeless Services-Education Health Agency

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Northwest Human Services submitted two applications for General Funds dedicated to public services. They have been awarded funding for both programs. One is the Crisis Hotline and the other is the HOST program. Crisis Hotline provides case management and emergency direct assistance to those in crisis. The HOST program provides homeless case management services to youth.
3	Agency/Group/Organization	Congregations Helping People
	Agency/Group/Organization Type	Services - Housing Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Congregations Helping People submitted an application for funding. The Housing Assistance Program provides one-time subsistence payments to families in crisis for rent.
5	Agency/Group/Organization	SALEM HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In 2018 SHA submitted both HOME and CDBG applications for Yaquina Hall rehabilitation of affordable rental housing. The project is expected to be completed in 2020. SHA works with Federal Programs staff in review of plans, updates regarding the Housing Authority properties and programs, and in consultation with Federal Programs as needed about overlaying of funding sources and the outcome in regards to income restrictions and rent restrictions. The City reviewed the SHAs Annual and Five year Plan to ensure consistency with the Consolidated.
6	Agency/Group/Organization	Marion Polk Food Share
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Marion Polk Food Share has been awarded funding for the purchase of emergency food resources through General Fund dollars dedicated to public services.
7	Agency/Group/Organization	Micro-Enterprise Resources Initiatives and Training
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MERIT has been provided funding for a microenterprise program for low and moderate income business owners.

9	Agency/Group/Organization	St. Francis Shelter
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	St. Francis Shelter has been awarded General Funds dedicated to public services for homeless case management for families living in transitional housing.
10	Agency/Group/Organization	Center for Hope and Safety
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Center for Hope and Safety has been awarded funding for case management that will be provided to victims of domestic violence, human trafficking, and stalking.

11	Agency/Group/Organization	Women at the Well
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Women at the Well Grace House submitted an application for general funds for case management that would be provided to homeless women. They were funded.
13	Agency/Group/Organization	Emergency Housing Network
	Agency/Group/Organization Type	Inclusive Service Network
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Federal Programs staff regularly attends the Emergency Housing Network meetings, providing updates and information including opportunities for input and review.
14	Agency/Group/Organization	NEDCO
	Agency/Group/Organization Type	Housing Community Development Financial Institution

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	NEDOC and Northwest Housing Services are recognized as a Community Housing Development Organization (CHDO).
15	Agency/Group/Organization	Garten Services, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Garten provided tours of recycling facility and discussed need for economic opportunities for specialized populations. They submitted an application in 2018 for equipment to increase production and add jobs. This project was stalled and is included as a carryover project.
16	Agency/Group/Organization	Rural Oregon Continuum of Care
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The ROCC local provided updated information in the Annual Action Plan related to the leveraging of McKinney Vento funding within our community. City staff provide input into the overlapping areas addressing homelessness and housing.
18	Agency/Group/Organization	Mid-Willamette Community Action Agency
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Services - Victims Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Mid-Willamette Valley Community Action Agency, as the local arm of the Rural Oregon Continuum of Care provided information from the Point in Time Count including numbers, updates to questions asked etc. The outcomes of consulting with MWVCAA include more up to date information and the ability for improved coordination in data collection and use.
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Identify any Agency Types not consulted and provide rationale for not consulting

A wide range of affordable housing agencies, social service agencies, economic development partners, and others were consulted during this Consolidated Plan process and subsequently as listed above for the Annual Action Plan and public meetings.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Mid-Willamette Valley Community Action Agency	The 2015-2019 ConPlan will steer community housing, and economic development programs to ensure that homeless persons recover, and acquire necessary support services that ensure self-sufficiency. This will be achieved by implementing the CoC's 10-Year Plan to End Chronic Homelessness. The objectives of the CoC 10-Year Plan to End Chronic Homelessness include: Create new permanent housing beds for the chronically homeless (60 beds in 10 years); increase the percentage of homeless persons staying in permanent housing over six months to at least 71 percent (increase from 80 percent to 85 percent); increase the percentage of homeless persons moving from transitional housing to permanent housing; increase the percentage of homeless persons employed at completion of the self-sufficiency program (from 33 to 40 percent); decrease the number of homeless households with children (from 292 to at most 155). City staff participate in the annual Point in Time Count (PIT) led by MWVCAA.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Housing Needs Assessment	City of Salem City of Keizer	The HNA validates information collected during the Consolidated Plan process. The goal of more aging in place housing and the increase in job training and job creation programs and projects over the next five years is a shared goal. The HNA indicates the need for additional affordable housing.
Community Economic Development Strategy	Mid-Willamette Council of Governments	The CEDS report contains a shared vision for increased economic opportunities for low to moderate income families. Some of the shared goals include increasing capital for microenterprises, continued development of job creation activities, and increased financial capacity of existing companies to continue adding living wage jobs.
Mid-Willamette Homeless Initiative	City of Salem, Marion County, City of Keizer, and Polk County	The Mid-Willamette Homeless Initiative Strategic Plan contains a shared vision with a regional approach. As the City of Salem was actively engaged in the Initiative, the City will work collaboratively with the other partners in the Initiative to move the goals in the strategic plan forward. The strategies address affordable housing, transportation, addictions and mental health, veterans, domestic violence, runaway and homeless youth, and seniors.
City of Salem Strategic Plan	City of Salem	Housing First strategy, development of new affordable housing, coordination of local social services, and funding a program for rental assistance for homeless people.
Statewide Housing Plan	Oregon Housing and Community Services	The Statewide Housing Plan includes reliable data that will allow decision makers to consider impacts and alternatives to funding affordable housing.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Federal regulations require recipients of CDBG and HOME funds follow an approved Citizen Participation Plan in order to receive continued funding. The City of Salem's Citizen Participation Plan sets forth policies and procedures for the City for citizen participation. The citizen participation process implemented by the City is developed to encourage input from community stakeholders and citizens of Salem and Keizer. Local private and public support organizations including social service agencies, state assistance programs, local housing authorities, and citizen boards and commissions, work to meet the needs of the homeless and low and moderate-income persons in Salem and Keizer. These households and individuals are given an opportunity to review and comment on the information contained in this Consolidated Plan, subsequent Annual Action Plan and other plans and reports developed by the City.

Key components of the citizen participation process for this Annual Action Plan include:

- Notifications in media outlets including English and Spanish publications
- Informational reports to the Emergency Housing Network and other community groups
- Final public comment period and a public hearing on the draft Annual Action Plan

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	The Public Notice was posted in the April 19, 2019 Statesman Journal for the comment period of April 20, 2019 – May 20, 2019.	TBD after comment period expires	TBD after comment period expires	
2	Public Hearing	Social Service and Housing Agencies	Salem Public Hearing to be held on May 28, 2019.	TBD after comment period expires	TBD after comment period expires	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Media Release	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	A media release was issued to announce the comment period. Salem, Marion & Polk Media: KBZY, Keizertimes, KMUZ 88.5/KYAC, Salem; LPFM 94.9 Mill City, KSHO 920;KGAL 1580, Salem News, Polk County Itemizer Observer, Dallas, Statesman Journal, Stayton Mail, The Appeal Tribune, Silverton, Woodburn IndependentPortland Metro Multicultural Media:Asian Reporter Portland, El Hispanic News Portland, The Portland Observer, Yuuyake Shimbun PortlandAnd also sent via email to:'lvilla@kwip.com'; 'news@asianreporter.com'; 'noticias@kunptv.com'; 'carmenlu@latinmedianw.com'; 'nvtbnews@aol.com'; 'ktoon@orcities.org'; 'rrivero@bustosmedia.com'; 'alan@cctvsalem.org'; 'contact@ellatinodehoy.com'; 'ddc@lapantera940.com';	TBD after comment period expires	TBD after comment period expires	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Mailing to City of Salem Listserves	Non-targeted/broad community	A media release was issued to announce the comment period and public hearing information.	TBD after comment period expires	TBD after comment period expires	
5	Meeting Attendance	Minorities	Attended monthly meeting. Announced the public comment period. NAACP May, 2019.	TBD after comment period expires	TBD after comment period expires	
6	Public Hearing	Non-targeted/broad community	The Keizer City Council conducted a public hearing date TBD.	TBD after comment period expires	TBD after comment period expires	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Community Development Block Grants (CDBG) entitlement program, established in 1974 and administered by HUD, provides metropolitan cities and urban counties with funds to assist in the efforts of providing economic development, assistance to low and moderate-income persons, decent housing, neighborhood revitalization, and the prevention and elimination of slums and blight. In conjunction with the entitlement allocations, the City contributes \$400,000 of General Fund dollars for various social service programs and for the annual Salem-Keizer Community Connect. The General Funds will be allocated to support individuals and families in need of essential services such as food, shelter, health care, etc. The 15% CDBG social service allocation works in conjunction with the General Funds toward meeting the same goals.

Eligible CDBG activities include, but are not limited to:

- Housing-New construction, rehabilitation for residential purposes, acquisition, lead-based paint testing, and mitigation
- Public Services-Job training and employment, health care, homeless services and substance abuse services
- Community Revitalization-Urban renewal activities and the removal of slums and blight
- Economic Development-Microenterprise, special economic development, financial assistance
- Community Facilities-Rehabilitation, construction, or acquisition of neighborhood facilities

The HOME program addresses a variety of activities such as acquisition, rehabilitation, new construction, tenant-based rental assistance, and

homebuyer assistance; these activities are aimed at developing and providing affordable housing for low and moderate-income persons.

Eligible HOME activities include:

- Tenant-Based Rental Assistance- Rental assistance, and Security Deposit programs
- Rental Housing Activities- New construction, rehabilitation, site improvement
- Housing- Homebuyer activities and homeowner rehabilitation

	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year: \$	Total: \$		
CDBG	public - federal	Admin, Planning & Monitoring Housing Public Services Economic Development	1,307,573	175,000	0	1,482,573		Final ConPlan Year
HOME	public - federal	Admin, Planning & Monitoring Homeowner rehab Multifamily rental rehab TBRA Security Deposits CHDO Activity	750,949	275,000	240,000	1,265,949		Final ConPlan Year

Program Income (PI), reallocation of funds from canceled projects, and past project funding reduction will supplement the entitlement funds received by the City to complete projects. PI is an additional source of funds generated in whole, or in part by repayment of CDBG or HOME loan funds. The City does not participate in a Section 108 loan guarantee program therefore does not receive any loan proceeds.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Leveraged Funds

As a result of both federal mandate and local policy, each of the City's entitlement programs requires or encourages some level of "match" or "leveraging" - financing from other sources in addition to the requested entitlement funds. For instance, locally adopted policies for the HOME program require that 25% of the project cost be accounted for by matching funds.

HOME Match

The City will ensure matching contributions from non-federal sources are made to housing that qualifies under the HOME program (other than Tenant Based Rental Assistance). Possible sources of match may include, but are not limited to private grants, donated real property, value of donated or voluntary labor of professional services, sweat equity, cash contribution by non-federal sources, proceeds from bonds not repaid with revenue from an affordable housing project and/or state and local taxes, charges or fees.

It should be noted that some HOME projects may not yet meet the 25% match requirement at the time of application but future match may be obtained through things such as property tax exemption which is realized once the property is leased up and operating. Currently, Salem/Salem & Keizer Consortium has a surplus of match in its account. Federal funds from other agencies are not considered eligible match.

CDBG Match

CDBG funds will be leveraged with other sources of funds (ie. private, local government, non-profit, etc.) These funds are used to spur economic development for job creation and retention, address the affordable housing and public facilities needs via rehabilitation, reconstruction, relocation/temporary relocation, clearance for affordable housing, parks, public facilities and substantial rehabilitation.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

This is not applicable to the City of Salem. There is no publically owned land or property to use in addressing the needs identified in the Annual Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Promote Economic Development	2015	2019	Non-Housing Community Development	Salem Citywide	Direct Assistance to Microenterprises Microenterprise Training and Technical Assistance	CDBG: \$106,800	Jobs created/retained: Businesses assisted: 20 Businesses Assisted
2	End Homelessness-Public Service	2015	2019	Homeless	Salem Citywide	Emergency Shelters: Case Management and Facility	CDBG: \$90,000	Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
3	End Homelessness-Subsistence Payments	2015	2019	Homeless	Salem Citywide	Homeless Prevention Subsidies/Subsistence Payments	CDBG: \$55,000 HOME: \$270,000	Public service activities for Low/Moderate Income Housing Benefit: 200 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	End Homelessness-TBRA and Transitional Housing	2015	2019	Homeless	Salem Citywide	Coordinated Access to Housing Security Deposit Warming Center Network	HOME: \$743,354 CDBG: \$77,386	Tenant-based rental assistance / Rapid Rehousing: 90 Households Assisted Security Deposits: 180 households assisted Warming Centers: 400 Persons Assisted
5	Expand Affordable Housing	2015	2019	Affordable Housing	Salem Citywide	Rehabilitation/Conversion Affordable Housing	CDBG: \$856,872	Household Housing Unit Rental units rehabilitated: 105 Household Units
6	Housing Development/Rehab/Expansion	2015	2019	Affordable Housing	Salem Citywide	Rehabilitation/Conversion Affordable Housing	HOME: \$223,354	CHDO Set-aside

Table 5 – Goals Summary

Goal Descriptions

1	Goal Name	Promote Economic Development
	Goal Description	The following program has been awarded funding under Economic Development: • MERIT - Microenterprise training and technical assistance
2	Goal Name	End Homelessness-Public Service
	Goal Description	The following programs have been awarded under End Homelessness- Public Service: Case management provided by the following: • Center for Hope and Safety (Case Management) • Women at the Well (Case Management)
3	Goal Name	End Homelessness-Subsistence Payments
	Goal Description	The following program has been awarded funding under End Homelessness-Subsistence Payments: • Congregations Helping People - Interim Housing (one-time rental assistance/Subsistence Payments)
4	Goal Name	End Homelessness-TBRA and Transitional Housing
	Goal Description	The following programs have been awarded funding under goal End Homelessness-TBRA and Housing Payments: • Salem Interfaith Hospitality Network - TBRA in conjunction with supportive services funded by CDBG • Salem Housing Authority – Security Deposits
5	Goal Name	Expand Affordable Housing
	Goal Description	The following are programs and projects included in this Project that have been awarded funding for the 2019-2020 Plan Year: • Salem Housing Authority-Yaquina Hall (rehabilitation of 50 affordable housing units) CDBG & HOME carryover allocation
6	Goal Name	Housing activities based upon CHDO designation
	Goal Description	CHDO Activity - TBD

Projects

AP-35 Projects – 91.220(d)

Introduction

The CDBG funding is restricted to use for residents of the City of Salem. The area is outlined by the city limits. This boundary has been applied to a Google Maps and Salem Maps application for a much easier determination of eligibility of projects and clients.

The HOME funding is restricted to use for residents of the cities of Salem and Keizer. This area is also determined by the city limits of the two cities. This boundary has been applied as an area to a Google Maps application for easier determination of eligibility.

The City has a HUD approved Neighborhood Revitalization Strategy Area (NRSA), an area of low-income and minority concentration. This area encompasses the central core of the City of Salem, stretching to the Northeast, to the Southeast, and to the east of downtown. There are many industrial, residential and commercial opportunities in this area. This area has been layered to the jurisdictional map the City created for project and/or client eligibility on the Salem Maps application.

Projects

#	Project Name
1	End Homelessness
2	Expand Affordable Housing
3	Neighborhood Revitalization
4	Promote Economic Development
5	Administrative Costs

Table 6 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Oregon has disproportionately large homeless populations. Oregon's general population represents 1.3 percent of the total U.S. population. By contrast, the state's homeless population is proportionately twice as large, reaching 2.6 percent of the U.S. total. The state's chronically homeless population represents 4.5 percent of U.S. total, and its unsheltered population is 4.6 percent of the national total.

High rents are to blame for the severity of the state's homelessness crisis. Economist John Quigley and Steven Raphael were among the first to demonstrate that housing affordability—rather than personal circumstances—is the key to predicting the relative severity of homelessness across the United States. They estimated that a 10.0 percent increase in rent leads to a 13.6 percent increase in the rate of homelessness. To afford a two-bedroom home in Salem, Oregon, you need a job paying at least \$21.26 an hour (\$43,370 a year), according to a new report from the National Low Income Housing Coalition. The average income of a Salem resident is \$11.37 per hour (\$23,201 a year).

Homelessness disproportionately affects many racial or ethnic minority groups. The African American share of the homeless population (6.0 percent) is more than three times their share of the general population (1.9 percent). Similarly, the share of homeless individuals who identify as American Indian/Alaskan Native is 3.5 times this group's representation in the general population, and the share of homeless individuals who identify as Native Hawaiian/Pacific Islander is 3.25 times this group's representation in the general population.

Housing instability affects many more children than conventional homeless counts would suggest. The U.S. Department of Housing and Urban Development (HUD) point-in-time (PIT) counts show about 2,500 children are experiencing homelessness in recent years. By contrast, the Oregon Department of Education (ODE) reports almost 22,000 in the 2017-18 school year. Homeless students under the ODE definition are those who lack a "fixed, regular, or adequate nighttime residence." This count includes sheltered and unsheltered students who are included in the HUD PIT definition but additionally extends to students who are doubled-up in shared housing, living in a hotel or motel, or who are unaccompanied by adults.

Major factors in AAP activities in Salem and Keizer include:

- The preliminary results from the 2019 PIT Count indicate that the number of persons experiencing homelessness in Salem has increased by as much as 20% in 12 months.
- A trend of charging "double-deposits" as well as first and last month rent has limited the number of formerly homeless individuals that can be rapidly re-housed.
- The current housing market with vacancy rates under 4% and escalating rents is causing displacement of low-income households especially seniors and persons with disabilities on fixed incomes.

- An increase in Veterans living unsheltered and experiencing mental health diagnosis.
- Housing units needed to address the crisis is calculated at over 20,000.
- Warming Centers for persons who are unsheltered is a matter of life and death.

AP-38 Project Summary

Project Summary Information

1	Promote Economic Development	Direct Assistance to Microenterprises Microenterprise Training and Technical Assistance	CDBG: \$106,800	Jobs created/retained: Businesses assisted: 20 Businesses Assisted
2	End Homelessness-Public Service	Emergency Shelters: Case Management and Facility	CDBG: \$90,000	Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
3	End Homelessness-Subsistence Payments	Homeless Prevention Subsidies/Subsistence Payments	CDBG: \$55,000 HOME: \$270,000	Public service activities for Low/Moderate Income Housing Benefit: 200 Households Assisted
4	End Homelessness-TBRA and Transitional Housing	Coordinated Access to Housing Security Deposit Warming Center Network	HOME: \$670,000 CDBG: \$77,386	Tenant-based rental assistance / Rapid Rehousing: 90 Households Assisted Security Deposits: 180 households assisted Warming Centers: 400 Persons Assisted
5	Expand Affordable Housing	Rehabilitation/Conversion on Affordable Housing	CDBG: \$856,872	Household Housing Unit Rental units rehabilitated: 105 Household Units
6	Housing Development/Rehab/Expansion	Rehabilitation/Conversion on Affordable Housing	HOME: 223,354	CHDO set-aside

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Funding	CDBG: \$296,515 HOME: \$102,595
Description	This project is for the payment of administrative costs.
Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	This project is for administrative costs.
Location Description	City of Salem and City of Keizer (Keizer included for HOME Program as a Consortium).
Planned Activities	Payment of Administrative costs associated with the HOME and CDBG program funds.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The CDBG funding is restricted to use for residents of the city of Salem. The area is outlined by the city limits. This boundary has been applied to a Google maps and Salem Maps application for a much easier determination of eligibility of projects and clients. The CDBG eligibility map can be found on the City's website at: <https://www.cityofsalem.net/federalprograms>.

The HOME funding is restricted to use for residents of the cities of Salem and Keizer. This area is also determined by the city limits of the two cities. This boundary has been applied as an area to a Google Maps and Salem Maps application for easier determination of eligibility. The Salem eligibility area can be found at <https://www.cityofsalem.net/federalprograms>. A map of Keizer's boundaries can be found at: <https://evogov.s3.amazonaws.com/media/60/media/16710.pdf>.

Table 7 - Geographic Distribution

Target Area	Percentage of Funds
Central Salem	
Salem / Keizer Citywide (HOME is eligible in Keizer)	95.5%
NRSA	4.5%

Rationale for the priorities for allocating investments geographically

The City of Salem is a Community Development Block Grant (CDBG) entitlement community and receives the grant funds from the US Department of Housing and Urban Development (HUD). The annual allocations are determined through specific formulas created by HUD and Congress. The CDBG funds received by the City are utilized within the city limits of Salem. This includes all physical projects and services provided only for those with addresses within the boundary described. Physical addresses are verified against a Google and or Salem Maps boundary map to ensure compliance with this restriction. For microenterprise training recipients, the residential or business address must be within these boundaries.

HOME Investment Partnership (HOME) grant is allocated to both the City of Salem and Keizer through a consortium agreement making both cities and entitlement community. The HOME funds received by the consortium are utilized within the city limits of Salem and Keizer.

The city of Salem created a Neighborhood Revitalization Strategy Area (NRSA) in 2009. During the 2015-2019 Consolidated Planning period, the NRSA was renewed. Programs and projects submitting applications for funding within the NRSA are given additional points during the application scoring. The city of Salem continues to provide outreach and technical assistance regarding the NRSA and the

advantages of programs and projects within this area. For the 2019-2020 Plan Year, one project, MERIT has been awarded funding in the NRSA.

Discussion

Special considerations for projects and/or programs applying within the NRSA are given if they meet one of the goals defined in the Consolidated Plan.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The project/program goals described in the Annual Plan will target the homeless, non-homeless, and special needs households in the tables below. These goals provide affordable housing through rehabilitation of existing affordable housing, conversion of non-housing to affordable housing units, and rental assistance. All projects will target extremely low-income to moderate-income households.

Table 8 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	2975
Non-Homeless	20
Special-Needs	
Total	2995

Table 9 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	90
The Production of New Units	0
Rehab of Existing Units	105
Acquisition of Existing Units	0
Total	195

Discussion

The numbers above represent the funding provided through the HOME and CDBG programs for rehabilitation of affordable housing units, conversion of non-housing units to affordable housing, and tenant-based rental assistance. These numbers do not reflect the additional funding through CDBG for interim housing assistance (subsistence payments) provided through Congregations Helping People.

AP-60 Public Housing – 91.220(h)

The Salem Housing Authority (SHA) owns and operates 245 public housing units for families, seniors and persons with disabilities under the HUD Public Housing Program. HUD funds annual operating subsidies for Public Housing, as well as a Capital Fund Grant for capital improvements of the housing stock and management systems.

The quasi-governmental entity also own 392 non-federal, affordable housing units to meet needs of persons of low to moderate income. Over the next 18 months, SHA and its equity investors, will add an additional 80 units of affordable housing to its current portfolio.

SHA administers several rental voucher programs. A chart of the total allocation and currently issued is provided below:

<i>Voucher Type</i>	<i>Allocation</i>	<i>Total Issued as of March 2019</i>
<i>Regular Vouchers</i>	2,889	2,650
<i>Family Unification (FUP) SPRF</i>	19	8
<i>Family Unification (FUP) Vouchers</i>	100	80
<i>Veterans Administration Supportive Housing (VASH) Vouchers</i>	64	56
<i>Section 8 Mod Rehab</i>	36	24
<i>VASH Project Based Vouchers</i>	4	4
	3,112	2,822

SHA is under the umbrella of the City's Urban Development Department. This is the same City Department supporting the CDBG, HOME, Opportunity Zone and Urban Renewal Area (URA) resources.

Actions planned during the next year to address the needs to public housing

SHA will be revitalizing the public housing portfolio by participating in the Rental Assistance Demonstration Program (RAD). This national competitive initiative allows Public Housing properties to convert to long-term Section 8 rental assistance contracts. RAD is a central part of HUD's rental housing preservation strategy, which works to safeguard the long-term affordability of publicly subsidized properties by promoting capital improvements and cost

saving efficiencies.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Public Housing Resident Initiatives and Outreach

SHA has a Central Resident Council/Resident Advisory Board that meets several times a year to review the annual Public Housing Authority (PHA) Plan, as well as other topics including how to use resident participation funds. SHA solicits resident input on the capital needs assessment each year, and alerts tenants of potential policy changes to allow opportunity for tenant comment. The bylaws of both the SHA Commission and the Housing Advisory Committee (HAC) require at least one tenant serve on the Commission. All tenants are always welcome to attend meetings without actually serving on the Committee or Commission. A resident advisory board is comprised of tenants who review the Family Self-Sufficiency Program Action Plan, and review any proposed changes. Tenants are sent newsletters and other correspondence to ensure awareness of SHA activities, and are encouraged to provide feedback to staff. All tenants are given a 30-60 day period to comment on updated utility allowances, changes made to the security deposits, updates to maintenance charges, modifications to the Admissions and Continued Occupancy Policy, as well as revisions to leases and addendums or other items that could directly affect them. Housing Commission and HAC meetings are open to the public with meeting details included on the City of Salem's Meetings of Interest website.

SHA also provides Valley Individual Development Accounts (VIDA), a program that prepares and assists families and individuals who qualify, to plan and reach financial goals such as becoming a first time homeowner, start/expand a small business, pursue a college degree or job training to get a better paying job. VIDA allows families to save a maximum amount of \$3000. If a family saves the maximum of \$3000 in their savings the family's savings is matched three to one. Meaning for every dollar the family saves, they get \$3 up to a total of \$12,000.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.

The PHA is not troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Reducing homelessness, ending chronic homelessness, providing temporary emergency services, diverting persons from shelter into stable housing and shortening shelter stays, and rapidly connecting to permanent housing for persons who fall into homelessness are the policy and programmatic priorities of Salem and Keizer.

These objectives are being advanced through a coordinated care approach with the following components:

1. Ongoing outreach and assessment of persons who are homeless.
2. Helping to meet emergency shelter needs of homeless persons and individuals with special needs.
3. Rapidly rehousing individuals and families into permanent housing through the HRAP program funded with general fund and administered by SHA.
4. Providing prevention services to individuals and families with low-income, especially those with extremely low incomes.
5. Regional collaborating with other jurisdictions via the Mid-Willamette Homeless Initiative and Salem Keizer Collaborative hosted by Salvation Army.
6. Strengthening existing partnerships and developing new collaborations with private and not-for-profit agencies.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

During 2019, the jurisdiction will take a multipronged approach to reducing and ending homelessness, the goals include:

- Prevent people from becoming homeless.
- Consistent street outreach to provide services and information to unsheltered persons (food, clothes, pet resources, etc.), connect individuals with emergency shelter and/or housing options and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- Rapidly move people into housing via HRAP.
- Educate and advocate to remove barriers.
- Increase income support and economic opportunities.
- Expand data collection.

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The coordinated entry access points utilize the Vulnerability Index – Service Prioritization

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2019

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Decision Assistance Tool (VISPDAT) to assess and prioritize services for people who have the highest needs first and through this assessment, individuals and families are directed to the appropriate housing and support services solutions – transitional, rapid rehousing or permanent supportive housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

Specific projects and programs will provide emergency shelter and transitional housing to prevent low-income individuals, and families with children from becoming homeless. CDBG and HOME funds assist with emergency warming shelters and transitional housing needs of unsheltered persons. ARCHES recently received funding for expanding the Day Resource Center. At the Day Center persons can obtain information regarding HRAP and emergency shelter services available in the jurisdiction. Other expanded services include:

- Day Time Shelter
- Sack Lunches
- Hot Lunches
- Housing Assessments
- Resource Navigation
- Veteran's Services
- Mailboxes
- Laundry
- Showers
- Client Computers
- Limited Medical & Dental
- Telephone Access
- Classes/Support Groups
- Bus Passes
- Crisis Intervention
- Haircuts
- Clothing Closets
- Lockers
- ID & Birth Certificate support
- Health Screenings
- Social Security assistance
- Tenant Prep Education

WestCare Oregon will receive resources to improve a Veterans Transitional Housing facility to make it compliant with the Americans with Disability Act. Salem Interfaith Hospitality Network (SIHN) will receive funds to provide HOME Tenant Based Rental Assistance (TBRA) temporary rental housing assistance. SIHN networks with local churches provide sleeping facilities for the families until they can transition into permanent and independent housing. Congregations Helping People will receive funds to provide one-time crisis rent assistance, preventing the

need for emergency shelter and keeping families in their homes. Center for Hope and Safety will receive funds for domestic violence case management. Center for Hope and safety not only provides case management, they also provide shelter for survivors of domestic violence while they rebuild their lives.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Center for Hope and Safety will receive funding to provide case management to victims of Domestic Violence and Human Trafficking. Emergency housing assistance will be provided by Salem Interfaith Hospitality Network and Congregations Helping People which are funded with CDBG. St. Francis Shelter will receive funding for case management services for homeless families. Congregations Helping People will receive funding to provide utility support to those at risk of homelessness. Northwest Human Services will receive funding for the Crisis Hotline providing direct emergency assistance as needed by clients to remain housed.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Congregations Helping People (CHP) will be receiving CDBG funding for one-time crisis rental assistance (subsistence payments).

These two programs provide assistance during crisis situations, reducing the possibility of the families becoming homeless. CHP has a strong evaluation system to ensure the client will be able to pay their costs in the future and that this is truly a crisis situation.

Discussion

As described above, the City will be continuing the effort to prevent and eliminate homelessness. The issue of homelessness will be addressed through multiple programs with a focus on preventing homelessness.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The Analysis of Impediments to Fair Housing Choice, completed in 2014, summarizes barriers to affordable housing. The report is available at <https://www.cityofsalem.net/CityDocuments/analysis-of-impediments-to-fair-housing.pdf>. A more recent analysis is located in the Statewide Housing Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City is addressing barriers to affordable housing through:

- The prioritization of addressing homelessness and housing development as a City Strategic Plan goal.
- Revising the multifamily housing standards.
- Granting System Development Charges (SDC) waivers for non-profit affordable housing developments using HOME/CDBG funding.
- Providing property tax exemption for non-profits operating low-income housing.
- Advocating with and educating Federal and State partners about affordable housing needs in Salem.
- Approving code amendments to allow additional, smaller residences on the same property as a single-family home.
- Continuing to update Community Plans, which are components of the City's Comprehensive Plan and which specify the location & intensity of proposed residential development; and
- Providing technical assistance with completing tax credit or foundation funding applications.

AP-85 Other Actions – 91.220(k)

Introduction:

This section will outline other actions the City has planned to address the needs of underserved populations, fostering and maintaining affordable housing, reduction of lead-based paint hazards, reduction in the number of poverty-level families, development of institutional structure, and coordinated efforts.

Actions planned to address obstacles to meeting underserved needs

Housing affordability encompasses a large number of eligible activities under both the CDBG and HOME formula grant programs. These activities include the production of new housing units, rehabilitation of existing housing units, preservation of housing, and rental assistance for tenants. In order to ensure effective use of affordable housing funds, local market characteristics and the potential to leverage other sources of funds must be considered.

All of the actions taken by the City in the management of HOME and CDBG funds are completed within program guidelines and address one or more goals identified in the Consolidated Plan.

Actions planned to foster and maintain affordable housing

As amended in 2018, the 2015-2019 Consolidated Plan, the first priority for the City is to Expand Affordable Housing. With CDBG and HOME funds several projects are in the development/redevelopment pipeline.

New construction of affordable housing - Willamette Neighborhood Housing Services (Nueva Luz);

Rehabilitation of housing – Salem Housing Authority (Yaquina Hall a project previously funded with CDBG dollars, and provided additional HOME and CDBG funding in 2019-2020); and

Fisher Road / Redwood Crossing – a project funded in 2019 with CDBG resources.

Actions planned to reduce lead-based paint hazards

According to the Code of Federal Regulations (CFR) 24 part 35, any housing rehabilitation project involving housing constructed before 1978, and receiving \$5,000 or more in Federal funds, shall be tested for lead-based paint. All projects meeting those parameters with identified lead-based paint hazards are to be mitigated or abated. City policy is to abate all reported lead based paint with levels

exceeding the acceptable limits.

Actions planned to reduce the number of poverty-level families

Based on the Consolidated Plan's Needs Assessment and available resources for program year 2019-2020, the City will allocate available resources (CDBG and HOME) to support public service programs for the benefit of low to moderate-income residents. The City will also expand and create new partnerships with service providers and community based organizations to provide community enrichment programming, affordable housing, case management services, and focus on self-sufficiency.

These actions will be achieved by:

- Creating new affordable housing by leveraging limited funding resources with private, federal, and state governmental subsidies and grants;
- Supporting permanent supportive housing for chronically homeless veterans by fostering effective supportive services that will promote self-sufficiency;
- Allocating 15 percent of CDBG entitlement funds for public services; and
- Funding case management services for homeless individuals / families and those at risk of becoming homeless.
- Collaborating with various City Departments, businesses and Salem Keizer School District to support ongoing academic achievement for low-to moderate-income students.

Actions planned to develop institutional structure

The City will proactively work with non-profit agencies, for-profit developers, quasi-public entities, advocacy groups, and clubs, and organizations, neighborhood associations, City departments and with the private sector to implement the City's Strategic Plan and the Consolidated Plan. Engaging the community and partners in the delivery of services and programs for the benefit of low to moderate residents will be vital in the overcoming gaps in service delivery.

The single most significant impediment in the delivery system remains the lack of available funding to support community development, economic development and affordable housing projects. The City of Salem is trying to address this gap via more strategic targeting, data driven decision-making, and leveraging of resources.

Actions planned to enhance coordination between public and private housing and social service agencies

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low-income individuals and families,

and other special needs. The City will continue to expand on developing partnerships with public service organizations throughout FY 2019-2020.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Program income, reallocation of funds from canceled projects, and past project funding reductions will supplement the entitlement funds received by the City. Program income is an additional source of funds generated in whole, or in part, by repayment of HOME loan funds. The City allocates program income to qualifying projects that support the needs of low and moderate- income persons. HOME funding is utilized to assist Low to Moderate Income (LMI) residents of Salem and Keizer.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95%

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**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The HOME funds allocated are not being utilized for any forms of investments beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

For down payment assistance and homebuyer activities that incorporate a direct benefit to the homebuyer (i.e. down payment assistance, closing cost, interest subsidies, or other HOME assistance provided directly to the homebuyer which can additionally include the amount of assistance that reduced the purchase price from fair market value (appraised value) to an affordable price), the City will follow the recapture provisions as mandated by 24 CFR 92.254 (a) (5)(ii)(A)(2). A Trust Deed will be executed between the City or sub recipient and the homeowner and recorded in the office of the Marion County or Polk County Recorder's office depending on the location of the property. Assistance will be provided in the form of a deferred loan, which will be deferred until the sale, refinance and/or transfer of the property. If HOME funds are used for the cost of developing a property and the unit is sold below fair market value the difference between the fair market value and the purchase price is considered to be directly attributable to the HOME subsidy.

- Home Investment under \$15,000 has a 5-year affordability period.
- HOME Investment \$15,000-\$40,000 has a 10-year affordability period.
- HOME Investment over \$40,000 has a 15-year affordability period.

The City will recapture an amount that does not exceed the net sale proceeds from the sale of the property. In effect, the City will recapture the amount that is still outstanding (based on the remaining balance due on the loan including any interest incurred), however, not in an amount that is greater than the net sale proceeds. If the net proceeds are sufficient, the borrower shall repay to the City the full HOME subsidy plus interest, which is outlined in the promissory note. Should the net proceeds be insufficient to repay, the City will opt to forgive the difference. In the event only a development subsidy is provided to a home, or the property has multiple funding sources (providing homebuyer and/or development subsidy) and the other funding sources are more restrictive, the City will utilize resale provisions in these instances. The property must be resold to an income eligible household making less than or equal to 80% AMI. The homeowner will be allowed to base the sales price of the home on the original cost of the home inflated by the consumer price index, reflecting the sales price cap. The new owner's principal, interest, taxes and insurance (PITI) will not

exceed 30% of the homebuyer's gross wages. This will allow for a reasonable range of homebuyers to afford the property.

The PJ is currently enforcing recapture/resale provisions for projects covered under previous plans; however the City of Salem is not carrying out homebuyer assistance with the 2016 allocation.

For owner-occupied rehabilitation projects, the after-rehab value will not exceed the HUD Homeownership Sales Price Limits. After-rehab value is established by utilizing the assessed value and adding the cost of rehabilitation of the home.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

For homebuyer projects, the above-mentioned recapture provisions apply. As required by HOME funding, all rental units acquired with HOME funding will be subject to resale provisions to ensure the affordability of the units. The same per unit funding amounts apply to the affordability period of the rental units unless it is new construction. Under new construction, regardless of the amount of funding provided, the affordability period will be 20 years. Rental project affordability period is also secured through an agreement, covenant, note, and trust deed.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no projects being refinanced with HOME funding scheduled for this plan year.

Subrecipient Monitoring

Monitoring and technical assistance are vital to ensure a successful partnership with the Subrecipient and City to help guarantee short and/or long term compliance. Pay requests for all projects and programs are processed only after all required documents are received. When construction or rehabilitation projects are completed out, documentation of client eligibility is obtained. Projects funded in past years are monitored annually to ensure the original intended use has not changed during the change of use period. For all construction or rehabilitation projects, ongoing physical inspections occur throughout the project to ensure local codes are met. For projects triggering Davis Bacon, staff provides extensive training with the Subrecipient to ensure all federal requirements are met. This includes mandatory contractor and payroll pre-construction meeting, review of certified payroll, and any additional training depending on the level of sub recipient expertise.

HOME monitoring is undertaken to ensure recipients are managing projects in compliance with funded activities. HOME assisted rental projects must meet the low-income occupancy and rent level

requirements at initial occupancy and throughout the period of affordability. Property inspections must meet the requirement of State and local codes, and rehabilitation standards for projects in the cities of Salem and Keizer. The City continues to monitor HOME funded projects in accordance with HOME monitoring requirements of at least every three years. If determined a “high-risk” property, the project will be monitored more frequently. Additionally, HOME Annual Reports are required to be submitted for all projects in the affordability period in January of each year. Through this annual monitoring, the City is able to provide technical assistance and address any issues of compliance if noted. Replacement reserve reports are required quarterly on HOME-assisted properties still in the affordability period.

Due to the shift in the economy, the Homebuyer Program was eliminated July 1, 2010. Homebuyers who were funded in the past are reviewed annually, for a minimum of five years after project completion, to ensure they are still residing at the funded residence. This same process is used for homebuyers in the Habitat for Humanity program. The City is a participant in the streamlining effort coordinated by Oregon Housing and Community Services (OHCS). The goal of streamlining is to reduce staff time and tenant interruptions throughout the year. Every recipient and Subrecipient, with programs or projects that are not closed out, must submit Quarterly Status Reports (QSR) that clearly define the progress made for the quarter, anticipated progress, and any challenges or barriers that may have occurred. These reports help ensure timeliness of expenditures, project status, and provide an indication of when onsite inspections are required.

The TBRA program planned for the 2019-2020 plan year includes a preference to certain populations. Family Promise’s (Salem Interfaith Hospitality Network) TBRA Program gives preference to homeless families. It is the policy of the City of Salem to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, as provided by Salem Revised Code Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities.

2019-2020

Community Development Block Grant

Application Title	Agency	Funding Recommendation
CDBG – Non-Public Service		
Goal 1- Homelessness		
Veterans Housing - ADA Improvements/Facility Upgrades	WestCare	\$ 69,984
Goal 2 -Affordable Housing		
Fisher/Sizemore Apartments	Integrated Supports for Living	\$ 81,358
LMI Owner-Occupied Housing Rehabilitation	Polk CDC	\$ 180,530
Yaquina Rehabilitation	Salem Housing Authority	\$ 525,000
Goal 4 - Economic Development		
Microenterprise	MERIT	\$ 106,800
CDBG - Public Service		
Services for Victims of Domestic Violence	Center For Hope and Safety	\$ 90,000
Interim Rent and Deposit Support to Prevent homelessness	CHP	\$ 55,000
Warming Center Network	MWVCAA	\$ 77,386
Community Job Development for People with Disabilities	Garten Inc.	0
Family Case Management	Salem Interfaith Hospitality Network (SIHN)	0

2019-2020 HOME

Application Title	Agency	Award
TBRA Program	Salem Interfaith Hospitality Network (SIHN)	\$ 473,354
Security Deposit	Salem Housing Authority	\$ 270,000

2019-2020 General Fund

Application Title	Agency	Award
Crisis and Information Hotline	NWHS	\$ 121,300
Case Management	St. Francis Shelter	\$ 39,000
Grace House	Women at the Well	\$ 48,200
HOST Youth Center	NWHS	\$ 31,500
Emergency Food Procurement	MPFS	\$ 145,000
Utility Support	CHP	\$ 15,000
HOME	MWVCAA	\$ 0

2019-2020

Community Development Block Grant

Application Title	Agency	Funding Recommendation
CDBG – Non-Public Service		
Goal 1- Homelessness		
Veterans Housing - ADA Improvements/Facility Upgrades	WestCare	\$ 69,984
Goal 2 -Affordable Housing		
Fisher/Sizemore Apartments	Integrated Supports for Living	\$ 81,358
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Goal 4 - Economic Development		
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CDBG - Public Service		
Services for Victims of Domestic Violence	Center For Hope and Safety	\$ 90,000
Interim Rent and Deposit Support to Prevent homelessness	CHP	\$ 55,000
Warming Center Network	MWVCAA	\$ 77,386
Community Job Development for People with Disabilities	Garten Inc.	0
Family Case Management	Salem Interfaith Hospitality Network (SIHN)	0

2019-2020 HOME

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Security Deposit	Salem Housing Authority	\$ 270,000

2019-2020 General Fund

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Crisis and Information Hotline	NWHS	\$ 121,300
Case Management	St. Francis Shelter	\$ 39,000
Grace House	Women at the Well	\$ 48,200
HOST Youth Center	NWHS	\$ 31,500
Emergency Food Procurement	MPFS	\$ 145,000
Utility Support	CHP	\$ 15,000
HOME	MWVCAA	\$ 0

COUNCIL MEETING: May 20, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: Authorization for Supplemental Budget

ISSUE: Oregon Budget Law, when authorized by resolution of the governing body of a municipal corporation, 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.

Administrative Services Fund – General Administration

The City participates in a “Retro Plan” agreement for its General and Auto liability insurance premiums. Under this plan, initial premium contributions are 75% of the base premium. The City is then responsible for claims up to a maximum exposure of 112.5% of the base premium. The City budgets the difference between the 75% base premium and the 112.5% maximum exposure as contingency to be used in the event a claim is received.

The supplemental budget is to transfer \$20,000 from Contingency to General Administration to provide appropriations for the retrospective liability insurance claim.

Peg Fund

During Fiscal Year 2018-19 several pieces of audio/visual equipment are in need of replacement or upgrade. The total is in excess of the \$25,000 originally appropriated for Capital Outlay.

The supplemental budget is to transfer \$10,000 from Contingency to PEG Fund appropriations to provide for the ongoing equipment replacement and upgrades.

General Fund - Municipal Court

The 2018-19 adopted budget anticipated \$440,700 in Municipal Court revenue however the revised projection is approximately \$460,700 in revenue. The higher than anticipated revenue has resulted in an increase in variable costs such as State/County assessments, credit card fees and contractual services.

The supplemental budget is to recognize \$10,000 of the additional revenues and appropriate the amount to cover the increased variable costs.

Administrative Services Fund - Civic Center Facilities

The 2018-19 adopted budget for the Administrative Services Fund - Civic Center Facilities budget provides for \$73,500 in appropriations for Capital Outlay. In order to accommodate two projects (HVAC Upgrade and Reader Board Sign) an additional \$40,000 in appropriations is needed.

The supplemental budget is to transfer \$40,000 from Contingency to Administrative Services Fund – Civic Center Facilities appropriations to provide for the additional capital outlay.

RECOMMENDATION: Staff recommends the council open the public hearing and receive any public testimony. Once the public hearing is closed the council should adopt the attached resolutions authorizing the supplemental budgets as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - GENERAL ADMINISTRATION
- CONTINGENCY**

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, 2019:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Administrative Services Fund - General Administration				
General Administration	299,700	20,000		319,700
Contingency	50,000		20,000	30,000
To transfer appropriations from Contingency to General Administration to provide for a retrospective liability insurance payment.				

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

PASSED this ____ day of _____, 2019

SIGNED this ____ day of _____, 2019

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - PEG Fund Contingency

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, 2019:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
PEG Fund				
PEG Fund	136,700	10,000		146,700
Contingency	50,000		10,000	40,000
To transfer appropriations from Contingency to PEG Fund to provide for equipment repairs.				

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

PASSED this ____ day of _____, 2019

SIGNED this ____ day of _____, 2019

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund - Municipal Court

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, 2019:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund - Municipal Court				
Municipal Court Revenue	440,700	10,000		450,700
Municipal Court Expenditures	212,500	10,000		222,500
To recognize and appropriate additional Municipal Court Revenue and the associated Materials and Services Costs				

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

PASSED this ____ day of _____, 2019

SIGNED this ____ day of _____, 2019

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Administrative Services
Fund - Public Works Civic Center Facilities Contingency**

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, 2019:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Administrative Services Public Wroks Civic center Facilities				
Public Works - Civic Center Facilities	386,200	40,000		426,200
Contingency	111,400		40,000	71,400
To transfer appropriations from Contingency to Civic Center Facilities to provide for the Civic Center Sign.				

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

PASSED this ____ day of _____, 2019

SIGNED this ____ day of _____, 2019

Mayor

City Recorder

CITY COUNCIL MEETING: May 20, 2019**AGENDA ITEM NUMER: _____****TO: MAYOR AND CITY COUNCIL****FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER****SUBJECT: BUCHANAN HOUSE AND PARK HOST PROGRAM**

BACKGROUND

In 2006, The City of Keizer created a volunteer Park Host role to provide hosting and maintenance duties at Keizer Rapids Park. The Park Host role was modeled after the Oregon State Parks Park Host program. The Host was required to reside in the residence on the property, originally the Charge house but later the Buchanan house, as a condition of service. All utilities and upkeep to the house were the responsibility of the Park Host and, in lieu of rent, the Park Host was to provide 20-40 hours of volunteer service per week within Keizer Rapids Park.

Examples of daily activities expected to be performed by the Park Host included:

- Be generally aware of activities occurring in the park and know/enforce the park rules and regulations.
- Answer questions by the public on matters regarding the park and park amenities.
- Provide assistance to park visitors as needed.
- Acted as a conduit of information to and from neighbors about Park matters and be a first point of contact for those living near the park.
- Provide security for the park by patrolling the trails, forested areas, boat-in camping areas, and other areas of the park on a daily basis and at closing time. This responsibility frequently required the Park Host to confront and vacate persons or groups of people who were using the park after hours or inappropriately, including vacating homeless persons from camping in the park.
- Enforced the dog leash laws.
- Operated power equipment to perform routine maintenance like mowing and trail maintenance.
- Emptied garbage receptacles as needed.
- Performed maintenance work in coordination with the City Parks Department.
- Other duties as may be necessary from time to time.

This position was considered a volunteer and therefore, was recruited and vetted through the Volunteer Coordinating Committee (VCC) for recommendation to City Council. Shane and Maleah Witham were nominated by the VCC to serve in this position and confirmed

by the City Council. There were several other applicants for this position. Two of whom were City employee from the Public Works Department who were ultimately deemed ineligible due to BOLI laws and our Collective Bargaining Agreement because an employee is not allowed to volunteer for work that is substantially similar to what they do in their paid position. Our labor attorney was consulted in determining eligibility.

Approximately two-years ago, at the request of the Park Host and because of continuing questions and criticism received about the appearance of impropriety of having a City employee also serve as the Park Host, we agreed to migrate the relationship to a purely traditional rental agreement. Shane continued to provide eyes-on services but all maintenance was moved to the Parks Department, the cost of which was supplemented by the rental income received from the Buchanan House.

The Witham's terminated the rental agreement in February and moved out of the Buchanan house. Staff has been working to prepare the house for re-entry into the rental market as soon as possible.

Since questions have arisen regarding the desirability of re-implementing the Park Host program versus a strictly traditional rental relationship, Staff have identified a number of options Council could choose to take and a simple cost/benefit analysis of each.

RECOMMENDATION

Staff recommends that the City Council review the options provided and make a determination as to which you would like to direct staff to pursue.

Buchanan House Use Options:

1. Do not rent out the Buchanan house or place a Park Host in it.

Pros:

- Simple option.
- Would provide the property for use as park equipment and other storage.
- Could be converted to some other use like a support facility to the amphitheater.

Cons:

- Forfeit revenues from rent.
- Forfeit potential services from a Park Host.
- Would likely require an amendment to the KRP Master Plan.
- Could result in degradation of the structure over time if not kept in use.
- Could potentially result in issues with squatters or homeless camping.

2. Rent out the Buchanan House:

Pros:

- Simple option.
- Easy to define and explain to public.
- Would provide revenues, which could be used for KRP maintenance.
- Would place a presence in the house, keeping the property maintained and deterring issues with squatters and/or vandalism.
- Easy to define how much KRP maintenance the rent would purchase.

Cons:

- Potential issues with the wrong renter.
- Potentially less value than the right Park Host.
- Would likely require a KRP Master Plan amendment.
- Potential conflict between the wrong renter and park uses.

3. Re-implement the Park Host program:

Pros:

- Potentially high value for park maintenance with the right Host in place.
- Places a presence in the Park for security purposes.
- Occupies the Buchanan house to maintain the structure and deter potential issues with squatters and/or homelessness.
- Is more in line with the “Keizer Way” of maximizing value in a creative manner.
- Would not require a KRP Master Plan amendment.
- Quick to implement.

Cons:

- Less straight forward than renting and potentially ongoing criticism of whoever is placed as Park Host.
- Could be hard to get just the right person recruited to maximize value for the park.
- Harder to calculate the value of the services received versus purely purchasing labor at market rate with rental proceeds.

4. **Implement new program (Park Ranger):** This would be a paid position utilizing the Buchanan house as part of the compensation package. The person in this position would be a City employee and would have a formal work relationship with the City. Ideally, a true Park Ranger would have some law enforcement capacity providing for enhanced security at the KRP.

Pros:

- 40-hour/week position that could be held accountable through formal employment arrangement.
- The right Park Ranger could potentially provide some law enforcement presence in the Park.
- Buchanan house would be occupied providing benefits for maintenance and deterrence of squatters or homeless activity.

Cons:

- Most expensive option requiring additional expense in salary and benefits for the Parks Department.
- A Park Ranger may be less inclined to perform basic maintenance activities in the park like cleaning restrooms and removing trash.
- May forfeit rental income if use of the house is included as part of compensation.
- Not fully researched at this point.

5. **Hybrid Option:** This could be a mix of the options above. For instance, the City could enter into a rental agreement but at a discounted rate in exchange for nightly patrols through the park and alerting the police when illegal activity is taking place at night.

Pros:

- The City could craft a unique agreement to realize some revenue and the exact services that would be the most useful.
- All of the pros that apply with regards to having the Buchanan house occupied apply here.
- Would not likely include salary like the Park Ranger option.

Cons:

- The more unique the arrangement becomes, the more difficult it will be to recruit and describe the arrangement to the public.
- This option is not fully researched at this point

CITY COUNCIL MEETING: May 20, 2019

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: ORDER – APPROVAL OF FOURTH AMENDMENT TO AREA
A MASTER PLAN**

This matter came before the City Council for public hearing at the May 6, 2019 meeting. After closing the hearing and deliberating, the Council directed staff to prepare an appropriate Order approving the application. Such Order is attached for your review.

RECOMMENDATION:

Adopt the attached Order.

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

ESJ/tmh
attachment

CITY COUNCIL, CITY OF KEIZER, STATION OF OREGON

ORDER

**IN THE MATTER OF THE APPLICATION OF DONAHUE
SCHRIER FOR A FOURTH AMENDMENT TO THE
KEIZER STATION MASTER PLAN (AREA A – VILLAGE
CENTER) (MASTER PLAN CASE NO. 2019-10)**

The City of Keizer orders as follows:

Section 1. THE APPLICATION. This matter comes before the Keizer City Council on the application of Donahue Schrier for a fourth amendment to the Keizer Station Master Plan (Area A - Village Center).

Section 2. JURISDICTION. The land in question in this Order is within the city limits of the City of Keizer. The City Council is the governing body for the City of Keizer. As the governing body, the City Council has the authority to make final land use decisions concerning land within the city limits of the City of Keizer.

Section 3. PUBLIC HEARING. A public hearing was held on this matter before the Keizer City Council on May 6, 2019. The following persons either appeared at the City Council hearing or provided written testimony on the application:

1. Nate Brown, Community Development Director
2. Justin Labhart, Applicant

1 Section 4. EVIDENCE. Evidence before the City Council in this matter is
2 summarized in Exhibit "A" attached.

3 Section 5. OBJECTIONS. No objections have been raised as to notice,
4 jurisdiction, alleged conflicts of interest, evidence presented or testimony taken at the
5 hearing.

6 Section 6. CRITERIA AND STANDARDS. The criteria and standards relevant
7 to the decision in this matter are set forth in Exhibit "B" attached.

8 Section 7. FACTS. The facts before the City Council in this matter are set forth
9 in Exhibit "C" attached.

10 Section 8. JUSTIFICATION. Justification for the City Council's decision in this
11 matter is explained in Exhibit "D" attached.

12 Section 9. ACTION. The decision of the City Council is set forth in Exhibit "E"
13 attached.

14 Section 10. FINAL DETERMINATION. This Order is the final determination in
15 this matter.

16 Section 11. EFFECTIVE DATE. This Order shall take effect immediately upon
17 its passage.

18

1 Section 12. APPEAL. A party aggrieved by the final determination in a
 2 proceeding for a discretionary permit or a zone change may have it reviewed under ORS
 3 197.830 to ORS 197.834.

4 PASSED this _____ day of _____, 2019.

5

6 SIGNED this _____ day of _____, 2019.

7

8

9

10

Mayor

11

12

13

City Recorder

EXHIBIT "A"

Evidence

Official notice has been taken of the Planning Department files and reports in this matter, including the application and exhibits contained therein.

The minutes of the City Council meeting of May 6, 2019 are incorporated herein as if fully set forth.

EXHIBIT "B"

Criteria and Standards

The criteria and standards relevant to this application are found in the Keizer Development Code (KDC). The specific criteria are set forth below:

1. KDC 3.101.02 (Type II Actions – Summary).
2. KDC 3.113.04 (Keizer Station Master Plan Review Criteria).

No other specific criteria and standards were identified at the hearing.

EXHIBIT "C"

Facts

FINDINGS: GENERAL

1. The applicant is Donahue Schriber.
2. The subject property is within Area A (Village Center) of the Keizer Station Plan which is located at the Chemawa/Interstate 5 interchange. The specific request is to allow for the installation of 2 additional freestanding signs at the locations shown on the applicant's submitted site plan. One sign will be located adjacent to Stadium Dr. north of REI and the other is to be located near the intersection of Stadium Dr. and Keizer Station Blvd. The proposed signs will match the existing freestanding signs found throughout the Keizer Station Area A development, and will be approximately 18 square feet in area and 5'6" in height.
3. Keizer Station Area A (Village Center) has street frontage along Chemawa Road, Lockhaven Drive, Tepper Lane and Keizer Station Blvd, which are all public streets. I-5 and the Chemawa Interchange are immediately east of the site. The specific area of this amendment has street frontage along Stadium Dr. and Keizer Station Blvd.
4. The subject property is designated Special Planning District on the Comprehensive Plan Map and is zoned EG (Employment General) for the parcels in Area A.
5. The proposal is for a fourth amendment to the Keizer Station Master Plan for Area A to modify the signage site plan, which was adopted (by exhibit) with the original Master Plan approval. The specific request is to allow for the installation of 2 additional freestanding signs at the locations shown on the applicant's submitted site plan. One sign will be located adjacent to Stadium Dr. north of REI, and the other is to be located near the intersection of Stadium Dr. and Keizer Station Blvd. The proposed signs will match the existing freestanding signs found throughout Keizer Station Area A, and will be approximately 18 square feet in area and 5'6" in height. No other changes are proposed.
6. This is the fourth amendment to the approved KSP master plan. This master plan amendment is subject to a Type II-B procedure (KDC 3.101.02), which includes a public hearing and decision by the City Council. Following City Council approval, subsequent city review of the proposed signs will be completed as part of the sign zoning permit approval process.

FINDINGS: KEIZER STATION MASTER PLAN AMENDMENT

7. The Review Criteria for a Keizer Station Master Plan amendment are listed in Section 3.113.04 of the Keizer Development Code (KDC). The criteria and findings are listed below:

- A. All applicable review criteria of Section 3.113.04 considering the type and extent of the proposed amendment.

FINDINGS: The review criteria found in Section 3.113.04 is wide ranging and includes things such as overall master plan objectives and arrangement of uses to landscaping, site planning, and architectural details. There are no specific criteria in Section 3.113.04 that specifically address signage. The proposed amendment is only for a change to the number of signs allowed within Area A, Village Center, which was approved by the original Master Plan order identifying the location and types of signs to be located throughout the center. No other changes are proposed. This criterion is not applicable to this amendment request.

- B. The amendment is consistent with the adopted Master Plan, or achieves an equally desirable result.

FINDINGS: The adopted Master Plan includes a signage site plan which identifies the locations of signs allowed within Area A, Village Center. The adopted Master Plan included a variance to allow a large freestanding sign oriented toward the freeway in excess of the allowable height and size requirements found in the Keizer Development Code. In order to achieve the desired result of adequately identifying and advertising business within the Village Center (without giving unfair advantages to businesses there) the signage site plan and specific sign design standards were established. This proposal is to add two additional signs of 18 square feet in area and 5'6" in height at locations that do not currently contain signs. The signs will help to identify the businesses within the center and will not cause any adverse impacts on the surrounding area. The applicant's proposal satisfies this criterion.

- C. The amendment does not result in additional traffic generation and is consistent with the adopted Traffic Impact Analysis.

FINDINGS: The proposal is to increase the number of allowed freestanding signs and will not result in any additional traffic generation. It should be noted that the proposed signs will be required to be located outside of vision clearance and site distance areas to further assure no traffic hazards are created by this proposal. The applicant's proposal satisfies this criterion.

Based on the above discussed findings, the proposed master plan amendment complies with the applicable review criteria.

EXHIBIT "D"

Justification

The applicant has the burden of proving that the application meets relevant standards and criteria to be applied in the particular case.

In this case, the applicant is requesting a fourth amendment to the Keizer Station Master Plan (Area A - Village Center).

The applicant has proposed changes to the amended master plan to modify the number of freestanding monument signs allowed for the development. The applicant proposes to install two additional monument signs of approximately 5'6" in height and approximately 18 square feet in area at the locations shown on the attached plan (Exhibit E-1). The fourth amended plan meets the criteria of the current Keizer Station Plan and Keizer Development Code provisions.

The applicant has demonstrated that when the conditions set forth in Exhibit "E" are imposed and complied with, the proposal meets the applicable criteria set forth in the Keizer Development Code. As conditioned, the application should be granted.

EXHIBIT "E"

Action

The City of Keizer hereby ORDERS as follows:

The requested fourth amendment to the Keizer Station Master Plan (Area A - Village Center) is hereby GRANTED subject to the following conditions and requirements:

1. Except as amended herein, all previous conditions of the approved Master Plan for Keizer Station Area A Village Center shall remain in full force.
2. The proposed freestanding monument signs shall be located in substantial conformance to the attached plan. (See Exhibit E-1.)
3. The proposed freestanding monument signs shall be no more than 5'6" in height and no more than 18 square feet in area. The signs shall be in substantial conformance with the design as set forth in attached Exhibit E-2.

104

Proposed new monument sign to match existing

Monument signs 13-14: Proposed new to match existing

LOCATION
OF EXISTING
LOCOMOTIVE

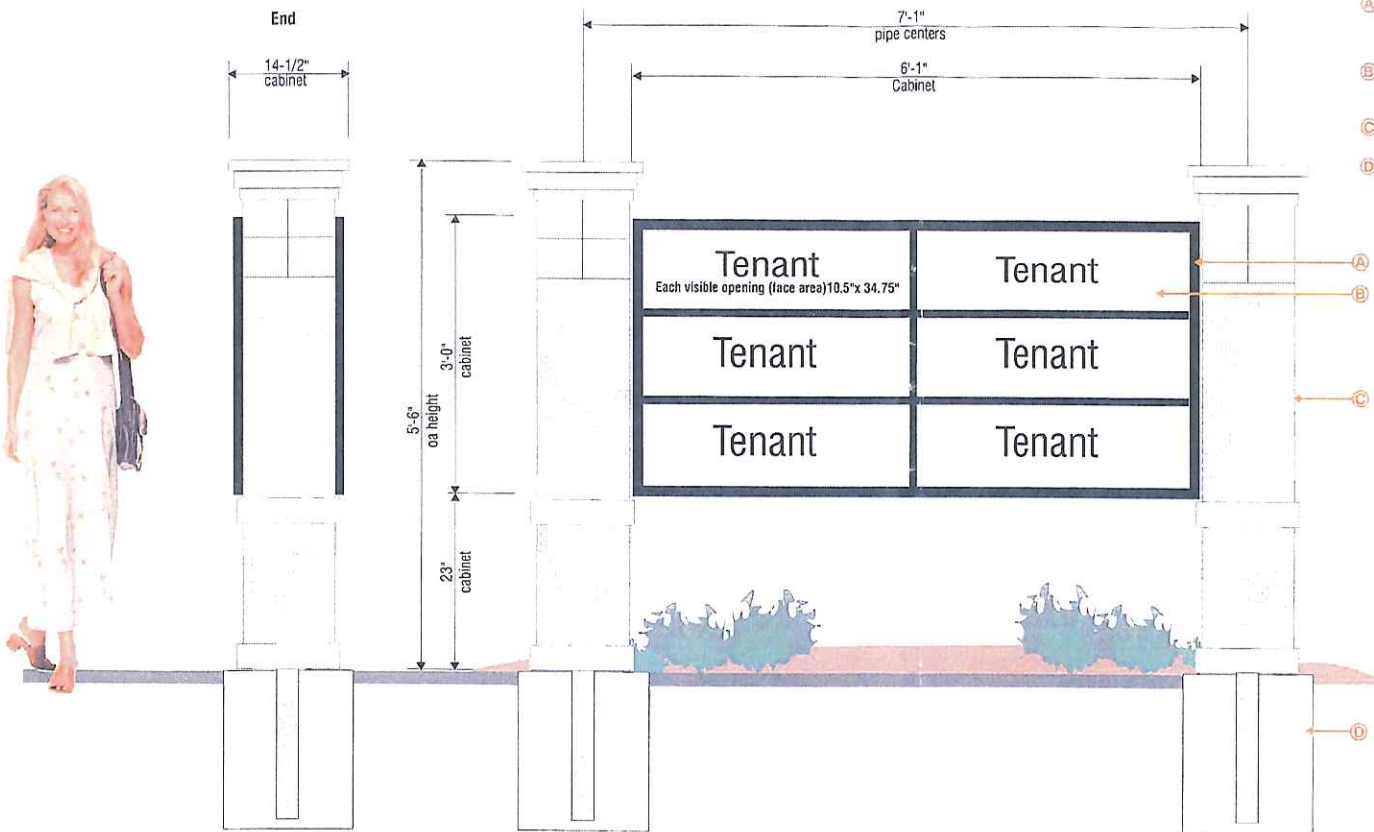
EXHIBIT E-1

RECEIVED
CITY OF KEIZER 105

MAR 12 2019

COMMUNITY DEVELOPMENT

Manufacture and install:
Ten (10), double face, illuminated tenant monument displays.
Sca. 3/4"=1'



- A Cabinet/s - Alum.extru. #9 body, #13 retainer. Fluor illum. 72" HODA on 12" centers. Paint all exterior Black semi-gloss. Top hinge, and center hang between pipes with end supports extending to pipes at 7' centers.
- B Faces - Flat sheet White lexan with Black 1" vinyl dividers. All tenant graphics (NIC) to be first surface vinyl. All vo's equal as shown.
- C Masonry column by others. NIC.
- D Concrete footing sized to provide pad for masonry column/s.

Verify voltage

Option F

TubeArt
Signs & Sports Displays
4243-A SE International Way
Portland, OR 97222
TEL 503-653-1133
FAX 503-659-9191

102534-K2 QUOTE NUMBER	A. Conant SALESPERSON	9-20-05 DATE
4907 CUSTOMER NUMBER	L. Dailey DRAWN BY	REVISIONS
Keizer Station K2 FILE NAME	CHECKED BY	

[] Approved
[] Approved with changes noted

CUSTOMER SIGNATURE	LANDLORD SIGNATURE
DATE	DATE

Keizer Station

I-5 at Chemawa
Keizer, OR

This official drawing is prepared and issued by the City of Keizer, Oregon. It is the property of the City of Keizer, Oregon and is not to be reproduced or used for any other purpose without the written permission of the City of Keizer, Oregon. Colors on print do not necessarily depict special colors.

sh. 4

EXHIBIT E-2

CITY COUNCIL MEETING: May 20, 2019

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: *RESOLUTION ESTABLISHING THE CHARTER
REVIEW COMMITTEE***

At the last Council meeting, Council discussed the formation of the Charter Review Committee.

The direction is to have a seven-member Committee, with two members being City Councilors appointed by the Mayor and the other five members being citizen electors nominated by the Volunteer Coordinating Committee (VCC) and appointed by the Council.

Following establishment of the Committee, staff will begin recruitment of volunteers for consideration by VCC. The recommendations by the VCC and the City Councilors shall be brought back to Council at a later date.

RECOMMENDATION:

Adopt the attached Resolution.

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

ESJ/tmh
attachment

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2018-_____

ESTABLISHING CHARTER REVIEW COMMITTEE

WHEREAS, the Charter of the City of Keizer was adopted by the voters on March 29, 1983;

WHEREAS, the Charter has been amended by the voters on March 26, 1985, November 3, 1992, and November 9, 1993;

WHEREAS, the Keizer City Council finds it necessary and appropriate to appoint a committee to review and make recommendations regarding proposed revisions to the current Charter;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Charter Review Committee is hereby established as outlined in Appendix "A", which is attached hereto and by this reference made a part hereof.

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

Mayor

City Recorder

Appendix “A” City Council Committee

Name: Charter Review Committee

Purpose: The Committee will serve in an advisory capacity to the City Council relating to Charter revisions. The Committee will receive recommendations for changes to the Charter, hold public hearings on proposed changes to the Charter and recommend appropriate changes to the City Council. The Committee will provide a written report with the proposed changes to the City Council on or before December 9, 2019.

Membership: The Committee will consist of seven (7) voting members: Two (2) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, and five (5) citizen electors of the City of Keizer. The five (5) citizen electors shall be nominated by the Volunteer Coordinator Committee and appointed as outlined by the City Council Rules of Procedure. The Committee will be staffed by the City Attorney and any other staff as appointed by the City Manager.

Since all members are non-liaison voting members, no member may have a substitute or proxy appear for them.

Term of Office: Each member shall be appointed for the duration of the Committee.

Chair and Vice-Chair: The Committee shall elect a Chair and Vice-Chair at the first meeting.

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 Roberts 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 a two-thirds majority vote of the City Council.

Duration: This Committee shall be dissolved no later than December 16, 2019, unless extended by City Council action. However, the Committee may make recommendations to the City Council at any time.

CITY COUNCIL MEETING: May 20, 2019**AGENDA ITEM NUMBER:_____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: RESOLUTION ESTABLISHING KEIZER PARK USE FEES

Council adopted Resolution R2018-2884 on July 2, 2018 establishing the Keizer Park Use Fees. The rates established in Resolution R2018-2884 did not include an exempt classification for City-hosted events. Staff believes it is appropriate for such exempt classification be added to the fees for park uses. See Section 12. I have prepared a Resolution for your consideration.

State law requires that all fees be adopted by the City Council and that public comment be accepted. There is no requirement for a formal public hearing, but the Mayor should ask if any party wants to provide comment.

RECOMMENDATION:

Allow for public comment and unless there are objections or questions, adopt the attached Resolution.

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

ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2019-_____

3 ESTABLISHING KEIZER PARK USE FEES; **REPEALING**
4 **RESOLUTION R2018-2884**

5
6 WHEREAS, Keizer Parks Regulations provide for use fees to be set by resolution;

7 WHEREAS, Resolution R2018-2884 set such fees;

8 WHEREAS, the City Council of the City of Keizer wishes to amend the Keizer
9 Park Use Fees;

10 NOW, THEREFORE,

11 BE IT RESOLVED by the City Council of the City of Keizer that park use fees
12 for reserved exclusive use shall be as follows:

13 Section 1. \$40.00 minimum for two (2) hours and then \$15.00 per hour for
14 each additional hour for park areas in which any shelters, temporary structures or
15 facilities are constructed, except for the Keizer Rotary Amphitheater.

16 Section 2. \$100.00 minimum for two (2) hours and then \$50.00 per hour for
17 each additional hour for park areas that do not include shelters, temporary structures or
18 constructed facilities in which an event is reserved for exclusive use by private parties,
19 non-profit entities, or organizations benefiting the City of Keizer community.

20 Section 3. \$80.00 minimum for two (2) hours and then \$40.00 per hour for
21 each additional hour up to a maximum of \$400.00 per day for any single sport field

1 reserved for organized events organized by private parties, non-profit entities, or
2 organizations benefiting the City of Keizer community.

3 Section 4. \$160.00 minimum for four (4) hours and then \$40.00 per hour for
4 each additional hour reserved for any events organized at the Keizer Rotary
5 Amphitheatre by private parties, non-profit entities, or organizations benefiting the City
6 of Keizer community.

7 Section 5. \$160.00 minimum for four (4) hours and then \$40.00 per hour for
8 each additional hour or ten percent (10%) of ticket sales, whichever is greater, for any
9 single organized events at the Keizer Rotary Amphitheatre by private parties, non-profit
10 entities, for-profit organizations or organizations benefiting the City of Keizer
11 community.

12 Section 6. In addition to the use fees set forth above, there shall be a fee of
13 \$20.00 a day for any organized events at the Keizer Rotary Amphitheatre that require
14 electrical power. The City Manager or designee is authorized to establish fees for any
15 additional amenities, such as tables, additional labor charges, or equipment.

16 Section 7. In addition to the use fees set forth above, there shall be a fee of
17 \$20.00 a day for any organized events at Chambers Jones Park that require electrical
18 power. The City Manager or designee is authorized to establish fees for any additional
19 amenities, such as tables, additional labor charges, or equipment.

20

1 Section 8. In addition to the use fees set forth above, there shall be a permit
 2 application fee submitted in the amount of \$60.00. If the event is cancelled within city
 3 regulations (see below) or the event permit denied, the use fees shall be refunded. The
 4 permit application fee shall only be refunded if the event permit is denied.

5 Section 9. Use fees shall be refunded in full if the event is cancelled thirty or
 6 more days prior to the date of the event. Such cancellation shall be in writing to the City
 7 and must be confirmed by the City in order to receive a refund. The City Manager or
 8 designee is authorized to establish appropriate procedures and process as set forth in the
 9 Use Agreement signed by all users. In additional, the City Manager or designee is
 10 authorized to establish other fees such as a refundable deposit.

11 Section 10. The process set forth herein shall be followed instead of the process
 12 set forth in the Parade/Special Event Ordinance (Ordinance No. 2000-419).

13 Section 11. Waiver of Fees. At the discretion of the City Manager or the City
 14 Manager's designee, fees may be waived for State of Oregon approved schools when
 15 requesting a park for educational use.

16 At the discretion of the City Manager or the City Manager's designee, park
 17 materials or services may be accepted in lieu of all or part of the applicable park
 18 reservation fee.

19 ///

20 ///

1 Section 12. Exempt Uses. Any City activity held in a Keizer City Park or
 2 Keizer Rotary Amphitheatre is exempt from payment of all fees set forth in this
 3 Resolution.

4 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that this
 5 Resolution shall take effect immediately upon its passage.

6 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
 7 fees established herein shall automatically be adjusted every three years using the
 8 Portland Consumer Price Index for Wage Earners beginning July 2021.

9 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
 10 automatic adjustments be rounded pursuant to the following methodology:

- 11 1. Fees that are one dollar or less shall be rounded to the
- 12 nearest cent.
- 13 2. Fees that are over one dollar and up to ten dollars shall be
- 14 rounded to the nearest five cent increment.
- 15 3. Fees over ten dollars and up to one hundred dollars shall
- 16 be rounded to the nearest whole dollar.
- 17 4. Fees over one hundred dollars shall be rounded to the
- 18 nearest five dollar increment.
- 19 5. When an indexed fee is half way or more between the
- 20 lower increment and the higher increment, the fee will be
- 21 increased to the next increment.
- 22 6. When an indexed fee is less than half way between the
- 23 lower increment and the higher increment, the fee will be set
- 24 to the lower increment.

25

26

27

1 BE IT FURTHER RESOLVED that Resolution R2018-2884 is hereby repealed in
2 its entirety.

3 PASSED this _____ day of _____, 2019.

4 SIGNED this _____ day of _____, 2019.

5

6

7

8

9

10

Mayor

City Recorder

CITY COUNCIL MEETING: May 20, 2019**AGENDA ITEM NUMBER: _____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: KEIZER ROTARY USE AGREEMENT

In 2009, shortly after the new city hall opened, the City and Rotary entered into a ten-year agreement for Rotary's use of the community rooms. Rotary paid \$30,000 at that time, and \$10,000 per year for seven years for total of \$100,000 for ten years use of the rooms. Rotary uses Iris A for their weekly luncheons, and uses the entire ballroom for the annual raffle dinner event. Rotary also may use the ballroom for one or two additional events each year.

The ten-year term is expiring shortly. Rotary has submitted a proposal to not pay any direct fee to the City for use of the rooms. Instead, Rotary would commit to pay \$10,000 to City projects as a whole, and 700 hours community service per year. See attached May 6, 2019 letter from Rotary. The City also received a letter from Mark Adams, chairman of the Keizer Rotary Club Foundation. See attached April 3, 2019 letter.

Through recent negotiations, the parties are considering a version of Rotary's proposal to allow the dollar contribution and volunteer hours to be the compensation for the use of the rooms. The additional items are as follows:

1. The \$10,000/700 hours per year would be for projects directly benefiting City parks, property and operations or the public within the City, together with school projects. Each year the parties would meet to discuss the upcoming year's projects. Rotary would deliver a report each year detailing the past year's activity.
2. Rotary would commit to communicate with City staff regarding Rotary's use of the Community Rooms.
3. The proposal also clarifies that insurance requirements apply. Rotary has always provided the necessary insurance paperwork, but the old agreement did not require it.

Rotary's proposal presents two areas of concern. First, paying no direct fees at all for the use of the rooms could be seen as unfair to other Keizer nonprofits who have to pay for use of the rooms.

Second, the rent revenue is an important part of covering the cost of the community room upkeep and operations. The rent revenue assists the City in covering expenses and it is important to identify revenue resources as they become available.

On the other hand, it is undisputed Rotary's contributions to the community in both dollars and volunteer hours is substantial. Their work at Keizer Rapids Park, the Little League fields, and school projects has been a tremendous asset to the City and the community.

RECOMMENDATION:

The Council needs to determine how it wants to forward. Here are some options for Council to consider:

A. Move forward with the modified Rotary proposal as indicated above. Council may want to further modify this proposal.

B. Propose that Rotary pay the rates as established. Keizer based nonprofits are allowed a 25 percent discount, along with an annual one-time fundraiser event for \$500.

C. Propose a discounted rate based on volume use by Rotary and Rotary contributions to the community. Based on Rotary's contributions and the volume usage of the Community Rooms, a significant discount could be justified if Council feels it is appropriate.

The above list is not exclusive and Council may have other options they would like to explore. Council should consider the matter carefully and by motion direct staff as Council feels appropriate.

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

May 6, 2019

Traci Davis
City Recorder
City of Salem

Dear Traci

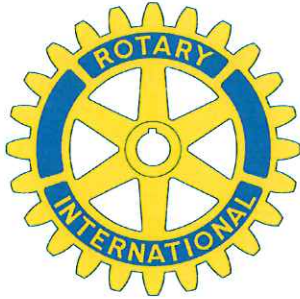
At tonight's City Council Meeting, would you please read the attached letter into the record?

Thanks for your help.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Amy McLeod', with a stylized, flowing script.

Amy McLeod
Keizer Rotary Foundation
Lease Task Force Secretary



May 3, 2019

Keizer City Council
City of Keizer
930 Chemawa Rd NE
Keizer, OR. 97303

Madam Mayor and City Councilors:

The members of the Keizer Rotary Lease Task Force would first like to thank you for sending representatives to meet with us last Thursday, April 25th, 2019, to clarify and discuss the User Agreement outlining the terms of our future use of the Community Center.

The terms you offered were:

1. Consideration. Rotary would pay the City \$10,000 per year for use of the community rooms as outlined in Rotary's draft agreement (lunches and up to a total of two ballrooms uses-not assignable). These funds would be dedicated to the Community Rooms/Capital Outlay budget. They will not be used for personnel or benefits, maintenance, utilities, contractual services (except for capital projects), etc. By way of example only, the funds would be used for AV equipment, furniture replacement, carpet, re-painting or storage additions. Each year the City would report to Rotary on any use of the funds.
2. "Bump" of lunch dates. As stated in Rotary's draft agreement, the City could "bump" Rotary up to four times per calendar year if another user requests the time slot. Over that amount, the City would have to make other space available per Rotary's draft.
3. Term of Agreement. The agreement would be for five years.
4. Miscellaneous items. Other items to be addressed were confirming the insurance requirements, clarifying the storage/cabinet issues, and confirming that only city staff moves the walls.

We appreciate you feel this proposal will maintain the partnership with Rotary and allow improvements to the facility that will benefit both Rotary and the citizens of Keizer.

As we are willing to appreciate your viewpoint, we respectfully ask that you hear ours:

- Over our history, Keizer Rotary has raised over One Million Dollars to fund our charitable giving. No less than 26% of that money has been reinvested directly into official City of Keizer projects, along with innumerable volunteer hours.

During our meeting on the 25th, it was shared that our contributions in the past could arguably be called “Wants”, not “Needs” and therefore the significance of our gifts to the City are debatable.

Each of us were taken aback by the minimization of Rotary’s contribution to the City of Keizer, given the magnitude of money and time we have invested every year, beginning long before the City was incorporated.

- We have also presented to you that our initial investment of \$100,000, in the Community Center, 10 years ago, was never intended as rent. It was pledged and paid as an investment in the dream of having a true “Community” Center that was built **FIRST** for the benefit of every non-profit group in the City.

Our investment was intended as inspiration and a show of faith to those that would have preferred not to spend the extra money for the space; a space that could easily have been described as a “Want” vs a “Need.”

- In the design phase, the Community Center was never intended to be a money-making enterprise for the City, and yet we find today it is....and sadly, it seems, making money is the first priority.

To that end, we heard you say the Center is so popular it requires more supervision and maintenance than was anticipated; even though at the time of construction we were promised the energy savings alone, from *the increased cost of building to the Silver LEEDS designation*, would result in savings to cover those costs. Apparently that is not the case.

You have shared that the facility is most popular among the State, the County, Municipalities, School Districts and other government agencies, who are able to rent the building, at a 20% discount.

We are left wondering; would there be such a high need for supervision and maintenance if the facility was used as it was intended – for Keizer’s non-profits?

When we requested that you at least remove the discount for those agencies, and allow the additional funds to subsidize the non-profit use of the “Community”

Rooms, you responded that you could not imagine doing *that* to those government and public entities because *they* are struggling.

We are left asking ourselves, “are *they* struggling more than any non-profit in our own City?” ... “are *they* more of a concern for our City Officials than the non-profits in Keizer that make this such a wonderful place to live?” We were surprised by your order of priorities.

- It became clear to us that the current intention for the “Community Center,” which many of us helped bring into reality, has dramatically changed into that of a “Convention Center.” We acknowledge your right as a Council to make this change, although it deeply disappoints us.

As a counter- proposal, we have offered to you our ongoing commitment to the community of Keizer, both financially and through volunteer hours, as our payment for use of the Community Room. Specifically, we have offered to commit no less than \$10,000 a year directly into projects in the community, as well as promising no less than 700 verifiable volunteer hours, per year, in the city.

It is our understanding that you believe you cannot accept this as our “rent” for the facility. We acknowledge your right as a Council to decline our proposal.

Therefore, at this time, it is our intent to decline your offer to renew the user agreement under the terms you have proposed.

Our reasons are as follows:

- We believe we are better stewards of our funds if we are free to deploy them into projects we select; allowing us the opportunity to double and/or triple our investment by inspiring matching funds and providing volunteer labor.
- We do not believe we are properly using the funds entrusted to us by paying rent to the City for improvements to the City Hall/Convention Center complex, which now primarily benefits other government agencies.

- We do not believe Keizer Rotary should be subsidizing a business run by the City, which thereby is in direct competition with current private operators and which reduces interest on the part of other entrepreneurs to bring convention opportunities into the community.

In closing, we have enjoyed our long running working relationship with the City of Keizer. We look forward to continuing our contributions to projects in our community, both at a local and global level.

We sincerely appreciate each of you for your willingness to serve Keizer in your capacity as a volunteer Councilor. We know it's not easy.

We are open to renewing our user agreement for use of the Community Center if the City can accept our counter-proposal; Keizer Rotary will underwrite an annual grant of \$10,000 to projects in Keizer, selected by the Keizer Rotary Foundation. In addition, the user agreement shall be for a period of 10 years rather than the 5 year term proposed. All other terms as proposed are acceptable.

If the Council cannot embrace our counter-proposal, we respect your decision and will vacate the space by Midnight on May 31, 2019.

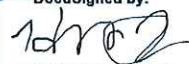
Respectfully,

DocuSigned by:

 37B8F13C51C94AF...
 AJ Nash

President

Keizer Rotary

DocuSigned by:

 B74854D499624DF...
 Marc Adams

President

Keizer Rotary Foundation

3 April 2019

Dear Mayor Clark and City Council

I'm emailing you to ask your support for passage of the Keizer Rotary Club's proposed Keizer Rotary Club/City of Keizer Civic Center Rooms Use Agreement.

The Keizer Rotary Club has been a fixture in Keizer for over 30 years. The Keizer Rotary Club is a service organization focused on the City of Keizer. Our motto is "Service Above Self." Unlike fraternal or charitable organizations we have no employees or administrative expenses. We raise our charitable funds primarily through our Annual Go For The Gold Raffle and monies raised are distributed by the Keizer Rotary Club Foundation.

As of this year the Keizer Rotary Club Foundation has contributed nearly ONE MILLION DOLLARS to local and international programs. 96% of our donations have been local and 26% have been directly to City of Keizer programs.

Over the years we have donated over \$89,000 to City of Keizer Parks, \$50,000 to McNary High School for the artificial sports field surface project, \$4,000 to the Keizer Rapids Park Arboretum, \$32,000 towards the BIG TOY over \$40,000 in scholastic scholarships, thousands to MHS Graduation Celebrations and over the next two years we will complete donations of \$25,000 to the Keizer Little League Park for park upgrades and \$25,000 to Keizer Parks for Fitness Stations. (see attached list of donations) Nearly all of our grants include matching cash by the grantee as well as materials and labor.

The club volunteered thousands of hours to build the Keizer Rapids Park Amphitheater, installing 3,000 feet of irrigation lines to Keizer Rapids Park Arboretum, installed 800 feet of conduit and a vault to power the new bathrooms at Keizer Rapids Park, put in irrigation for the Keizer Dog Park, Annual City Hall clean up, Whittaker Middle School sports field development, and KLL Park field improvements. We continue to provide ongoing maintenance to projects like KLL fields, the amphitheatre, picnic shelters, KRP Arboretum, etc.

Prior to 2009 the club held our weekly meetings in various locations, never finding a location that really worked. When the City of Keizer began planning the new City Hall, members of the club (Bob Zilinski and Dr. Mike Gaynor) approached the city with an idea of adding some type of meeting room in the new City Hall that could be used by the Rotary Club. As the planning continued the Civic Center as we know it evolved.

In 2009 the club stepped up and offered to give the city \$100,000 to furnish the new Civic Center. We paid \$30,000 in the first year then \$10,000 a year for the next seven years. In exchange the City agreed to allow the Rotary Club to use the West end room for our weekly meetings and the entire Civic Center for a nighttime event up to three times a year for ten years.

It is now time to renew our agreement for using the Civic Center. We have made a proposal for a new ten year agreement to use the Civic Center for our meetings and annual fund raising event. In exchange for using the Civic Center the Rotary Club will over the ten year period provide 7000 hours of volunteer service to the community and donate at least \$100,000 to City of Keizer charities, schools, parks, etc.

We are proud of the support the community has provided the Keizer Rotary Foundation through their purchase of Go for the Gold tickets year after year. The money raised goes right back into worthy projects. Any funds expended as rent decreases the funds we have available for the community.

I am asking you to accept the Keizer Rotary Club/City of Keizer Civic Center Use Agreement.

Marc Adams
Chairman Keizer Rotary Club Foundation

Attachment: Keizer Rotary Foundation Donations to the Community

KEIZER ROTARY FOUNDATION
DONATIONS TO THE COMMUNITY
 As of 04/01/19

Oct 2018 through Apr 2019 (approximate)

\$ 12,500	Keizer Little League	Field Renovations 3 rd of 3 payments
\$ 5,000	Shelter Box	emergency housing
\$ 2,500	Liberty House	
\$ 25,000	Keizer Parks	Fitness Stations (two payments
\$12,500)		
\$ 10,000	Home Grown Theater	chairs and risers
\$ 500	MHS	Graduation Party
\$ 2,500	KLOSETS	Chamber Student Project
\$ 58,000	Total this year	

Oct 2017 through Sep 2018

\$ 12,500	Keizer Little League	Field Renovations 2nd of 3 payments
\$ 48	McNary High School	Softball Balance on new dugouts
\$ 2,000	The Rotary Foundation	Thailand (Global Grants)
\$ 4,074	City of Keizer	Arboretum
\$ 5,616	The Rotary Foundation	Annual Fund
\$ 500	McNary High School	Celtic Celebration - Grad Party
\$ 714	The Rotary Foundation	Polio Plus
\$ 5,000	MHS	Scholarships to graduating seniors
\$ 30,452	Total this year	

Oct 2016 through Sep 2017

\$ 12,500	Keizer Little League	Field Renovations 1st of 3 Payments
\$ 5,000	Kennedy School	Audio Reading Program
\$ 4,477	McNary	Softball New Dugouts
\$ 2,670	The Rotary Foundation	Annual Fund
\$ 2,100	The Rotary Foundation	Tanzania water project
\$ 500	McNary High School	Celtic Celebration - Grad Party
\$ 3,000	MHS	Scholarships to graduating seniors
\$ 30,247	Total this year	

Oct 2015 through Sep 2016

\$ 1,000	Boys and Girls Club	soccer items, computer supplies
\$ 1,500	The Rotary Foundation	Haiti water project

\$	2,603 The Rotary Foundation	Annual fund
\$	500 McNary High School	Celtic Celebration - Grad Party
\$	10,000 City of Keizer	Community Room - City Hall
\$	375 Keizer Community Library	chairs
\$	3,000 MHS	Scholarships to graduating seniors

\$ 18,978 Total this year

Oct 2014 through Sep 2015

\$	400 McNary High School	intramural project
\$	500 Keizer Art Assn	mural
\$	1,000 McNary High School	Interact club
\$	3,270 The Rotary Foundation	polio eradication
\$	2,000 The Rotary Foundation	Haiti water project
\$	500 McNary High School	Celtic Celebration - Grad Party
\$	2,000 The Rotary Foundation	Guatemala stoves
\$	32,000 Keizer Parks Foundation	Big Toy - Playground
\$	50,000 McNary Booster Club	Turf field
\$	3,000 Simonka House	play area
\$	10,000 City of Keizer	Community Room - City Hall
\$	2,204 Claggett Creek School	weight equipment
\$	5,500 MHS	Scholarships to graduating seniors

\$ 112,374 Total this year

Oct 2013 through Sep 2014

\$	500 Shelter Box	Philippines typhoon relief
\$	3,500 McNary High School	pipes and drape theater
\$	500 Salem-Keizer Ed Fdn board	games-after school
\$	3,920 The Rotary Foundationn	polio eradication
\$	4,000 The Rotary Foundation	Indonesia, Honduras
\$	500 McNary High School	Celtic Celebration - Grad Party
\$	10,000 City of Keizer	Community Room - City Hall
\$	3,000 City of Keizer	picnic tables
\$	2,500 Keizer Little League	field improvements
\$	2,500 Gervais High School	weight equipment
\$	1,000 Paul and Jean Harris Home Fdn	Museum
\$	3,000 MHS	Scholarships to graduating seniors

\$ 34,920 Total this year

Oct 2012 through Sept 2013

\$	1,250 Keizer Community Library	computers
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\$	515 Whitaker Middle School	AVID project-National Guard
\$	3,140 The Rotary Foundation	polio eradication
\$	1,000 The Rotary Foundation	World community service projects
\$	500 MHS	Celtic - Grad Party
\$	236 First United Methodist Church	Mary Bluhm Memorial
\$	3,000 Tillamook Anglers	BBQ pit shelter
\$	500 Marion Polk Food Share	gardens
\$	300 City of Keizer	Keizer Corner replacement lettering
\$	1,500 Keizer Chamber Fdn	Historical murals
\$	2,488 McNary HS	Baseball Press box
\$	10,000 City of Keizer	Community Room - City Hall
\$	2,881 Boys & Girls Club	computers and garden beds
\$	3,000 City of Keizer	picnic tables for area parks
\$	300 McNary HS	Senior Banquet Awards
\$	1,666 City of Keizer	picnic shelter roofs
\$	2,500 MHS	Scholarships to graduating seniors
\$	34,776 Total this year	

Oct 2011 through Sept 2012

\$	500 Operation Homefront	support overseas troops
\$	1,74 3Boys and Girls Club	repairs-Keizer site
\$	1,095 McNary High School	security lighting-concessions stand
\$	4,200 The Rotary Foundation	polio eradication
\$	674 Keizer Fire District	River Rd flags
\$	1,000 The Rotary Foundation	Indonesia
\$	250 MHS	Grad Party
\$	1,000 The Rotary Foundation	Spina bifida
\$	1,000 Global Mission Readiness	auto extraction equipment-Peru
\$	1,000 Salem-Keizer Ed Fdn	lunches for school kids
\$	10,000 City of Keizer	Community Room - City Hall
\$	900 The Rotary Foundation	nurses in Fiji
\$	1,000 Keizer Homegrown Theater	costumes and props
\$	1,000 Missoula Children's Theater	programs for local kids
\$	3,500 McNary Baseball Press box	
\$	500 Rotary District 5100	Indonesia water
\$	3,000 MHS	Scholarships to graduating seniors
\$	32,362 Total this year	

Oct 2010 through Sept 2011

\$	250 Children's Theater Foundation	drama enrichment classes-McNary
\$	250 Celtic Celebration	Grad Party

\$	2,270 The Rotary Foundation	Polio eradication
\$	1,050 McNary High School	track
\$	898 Global Mission Readiness	Fire fighting equipment-Bolivia
\$	1,000 Keizer Parks Foundation	Roving recreation program
\$	480 Clear Lake School	guitar lab
\$	750 Marion-Polk Food Share	garden planters
\$	10,000 City of Keizer	Community Room - City Hall
\$	1,250 The Rotary Foundation	polio eradication
\$	448 Community Action Agency	drug drop off box
\$	3,000 MHS	Scholarships to graduating seniors

\$ 21,646 Total this year

Oct 2009 through Sept 2010

\$	1,500 Operation Homefront	support overseas troops
\$	2,420 The Rotary Foundation	polio eradication
\$	1,000 Somos Amigos	free dental clinic-Haiti
\$	2,000 Boys and Girls Club	Computers and software
\$	2,000 Whitaker Middle School	wrestling mats
\$	2,500 World Community Service projects	Indonesia, Guatemala
\$	250 Celtic celebration	Grad Party
\$	2,850 Keizer Parks Foundation	Wild Wild Rec trailer
\$	1,500 McNary High School	Baseball Stadium
\$	6,500 McNary High School	choir program piano lab
\$	10,000 City of Keizer	Community Room - City Hall
\$	480 City of Keizer	carpet cleaner
\$	3,500 City of Keizer	dog park irrigation
\$	3,600 Keizer Young Life	help cover rent
\$	3,000 MHS	Scholarships to graduating seniors

\$ 43,100 Total this year

Oct 2008 through Sep 2009

\$	30,000 City of Keizer	Community Room - City Hall
\$	10,000 City of Keizer	Keizer Rapids Park
\$	3,114 City of Keizer	picnic shelters
\$	5,000 Keizer Fire District	CERT trailer
\$	1,300 Cummings School	Cameras and projectors
\$	500 Checkpoint One	troop support
\$	1,718 Pdx Rotary Fdn	scholarships in memory of exchange students
\$	250 Celtic Celebration	Grad Party
\$	1,000 The Rotary Foundation	Indonesia
\$	1,000 Claggett Creek Middle School	choir

\$	500 Keizer Youth Sports Assn	team sponsorships
\$	100 Marion County Safety Council	Volcanoes tickets for foster kids
\$	250 Walton Guest House	overnight guest stays
\$	250 Oregon Symphony	youth concert
\$	3,000 MHS	Scholarships to graduating seniors
\$	57,982 Total this year	

Oct 2007 through Sep 2008

\$	804 City of Keizer	park shelter entry signs
\$	2,000 Keizer Police	No Meth not in my Neighborhood
\$	6,000 The Rotary Foundation	egg farm
\$	5,692 The Rotary Foundation	polio eradication
\$	1,000 Countrywide Church	New Orleans Katrina relief
\$	2,594 City of Keizer	picnic tables
\$	2,000 McNary High School	theater lights
\$	600 Keizer Youth Sports	team sponsorships
\$	2,769 Boys and Girls Club	kitchen equipment
\$	1,500 The Rotary Foundation	World Community Service
\$	134 UNICEF	
\$	250 McNary High School	Celtic Celebration - Grad Party
\$	500 The Rotary Foundation	Simferopol project
\$	15,000 City of Keizer	KR Park amphitheater
\$	1,000 Medical Teams Intl	International Medical Aid
\$	500 Keizer Youth Peer Court	Operating expenses
\$	3,000 MHS	Scholarships to graduating seniors
\$	45,343 Total this year	

Oct 2006 through Sep 2007

\$	500 John Knox Food Bank	Meals on Wheels
\$	2,162 City of Keizer	Picnic tables
\$	2,000 McNary High School	Baseball field
\$	500 City of Keizer	Bike helmets
\$	2,000 The Rotary Foundation	Polio eradication
\$	1,330 Keizer Community Food Bank	Food Bank
\$	1,000 COTS Troop support	concert
\$	3,000 MHS	Scholarships to graduating seniors
\$	12,492 Total this year	

Donations to Community since 1992

GRAND TOTAL \$926,921

CITY COUNCIL MEETING: May 20, 2019**AGENDA ITEM NUMBER:_____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: LETTER OF SUPPORT FOR A SAFE ROUTES TO SCHOOL PROGRAM

Mid-Willamette Valley Council of Governments (MWVCOG) and Salem-Keizer School District are applying for a Safe Route to School non-infrastructure grant to hire a Safe Route to School coordinator. If awarded the grant, the initial list of four to five schools that the coordinator would work with includes Cummings Elementary School.

MWVCOG is requesting that the City of Keizer provide a letter of support to attach to its grant application. They have already received letters of support from the City of Salem and Marion County Health (copies attached) and have indicated that they have requested letters from Cherriots and the School District.

RECOMMENDATION:

Adopt the attached Resolution authorizing the Mayor to send letter of support for a Safe Routes to School program and coordinator position in the area.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING MAYOR TO SEND LETTER OF SUPPORT FOR A
SAFE ROUTES TO SCHOOL PROGRAM AND COORDINATOR
POSITION IN THIS AREA

WHEREAS, the Mid-Willamette Valley Council of Governments and Salem-
Keizer School District are applying for a Safe Route to School non-infrastructure grant
to hire a Safe Route to School coordinator;

WHEREAS, the Mid-Willamette Valley Council of Governments has requested
that the Keizer City Council prepare a letter of support for a Safe Route to School
program and coordinator position in the area;

WHEREAS, the City Council desires to have the Mayor send a letter supporting a
Safe Route to School program and coordinator position in the area;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Mayor is
authorized to send the attached letter supporting a Safe Route to School program and
coordinator position in the area.

BE IT FURTHER RESOLVED that the City of Keizer's support does not include
any promise or commitment for financial support.

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

3 PASSED this _____ day of _____, 2019.

4

5 SIGNED this _____ day of _____, 2019.

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 Mayor

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13

 City Recorder

May 20, 2019

Re: Letter of Support for ODOT Non-Infrastructure Grant

To whom it may concern:

Please accept this letter as confirmation of the City of Keizer Council's support for the Mid-Willamette Valley Council of Governments application for a Safe Route to School Non-Infrastructure Grant to hire a Safe Route to School coordinator.

The City of Keizer is working to support all modes to maximize the efficiency and opportunity of the transportation network, with careful consideration of the safety of transportation users. Over the last several years, Keizer has been growing its capacity to support bicycle and pedestrian safety improvements through planning and increased project funding. Keizer is continually looking for opportunities to support its efforts.

Keizer is motivated to work with regional partners in supporting a coordinated Safe Routes to School program in our community. A district coordinator could assist with developing school action plans which will support our continued efforts for infrastructure improvements that reduce barriers to walking and bicycling near schools.

At its regular meeting on May 20, 2019, the Keizer City Council unanimously voted to support this grant and we will work closely with the coordinator to identify and prioritize safety improvements around and near schools, and we would welcome the added support and perspective for a Safe Route to School coordinator. Members of the City Council voiced the importance and support of the project.

Please accept this letter as a strong statement of support for a Safe Route to School program and coordinator position in the area. Thank you for your considerate review of the application submitted by our regional partners.

Sincerely,

Cathy Clark
Mayor

CITY COUNCIL MEETING: May 20, 2019**AGENDA ITEM NUMBER:_____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: DECLARING HOUSE AT 1990 CHEMAWA ROAD NORTH,
KEIZER, OREGON SURPLUS PROPERTY**

In 2012, the park host at Keizer Rapids Park moved from 1990 Chemawa Road North, Keizer, Oregon to 2010 Chemawa Road North, Keizer, Oregon because the house was no longer habitable. It has been determined that the structure has nominal value and is of no further use for public purposes. Staff recommends that the house be declared surplus property and the City Manager be authorized to set the terms of the sale pursuant to the Surplus Property Ordinance (Ordinance No. 2008-579).

RECOMMENDATION:

Review the matter and adopt the attached Resolution.

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

ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-____4
5 DECLARING THE HOUSE AT 1990 CHEMAWA ROAD NORTH,
6 KEIZER OREGON TO BE SURPLUS AND AUTHORIZING ITS SALE7
8 WHEREAS, the Public Works Director responsible for City property has declared
9 the structure (without the real property) owned by the City and located at 1990 Chemawa
10 Road North, Keizer, Oregon to be of no further use for public purposes;11 WHEREAS, the City Manager has approved the determination of the Public
12 Works Director and has declared the structure to be surplus property;13 WHEREAS, the Public Works Director has determined that such structure has
14 nominal value;

15 NOW, THEREFORE,

16 BE IT RESOLVED by the City Council of the City of Keizer that the structure
17 (without the real property) located at 1990 Chemawa road North, Keizer, Oregon to be of
18 no further use for public purposes and is hereby declared surplus property.19 BE IT FURTHER RESOLVED that the City Manager is authorized to set the
20 terms of the sale pursuant to Ordinance No. 2008-579, Section 2(D), including, but not
21 limited to, a requirement that there be a minimum bid and that the transferee of the house
22 be responsible for all liability with regard to the transaction and that the grounds be
23 leveled and appropriately prepared.

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

3 PASSED this _____ day of _____, 2019.

4

5 SIGNED this _____ day of _____, 2019.

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Mayor

City Recorder

CITY COUNCIL MEETING: May 20, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: JOHN TEAGUE
CHIEF OF POLICE**

SUBJECT: REPORT ON DISBURSEMENT OF PETTY CASH FUNDS FY 19

BACKGROUND:

In Fiscal Year 2007 the City Council established petty cash funds for the Keizer Police Department Community Services Unit and the Community Response Unit. By council resolution, the department was instructed to report the expenditures from each of these funds each fiscal year.

Community Assistance Fund. In Fiscal Year 2011-12, through policy revision, the department changed the description of this to Community Assistance Fund to avoid confusion with a specific unit within the department. Also, for greater accountability and tracking, the policy was updated and funds were assigned specifically to individual sergeants instead of being shared between the patrol sergeant vehicles.

Community Response Unit. This unit is staffed with a sergeant and three officers.

REPORT:

As of this date, \$5 has been disbursed in FY 18-19 for the following purpose:

- \$5, gas for stranded transient who was causing disturbance, KZP201903190022

If you have any questions please contact Administrative Assistant Wanda Blaylock, 503-856-3468 or blaylockw@keizer.org.



MINUTES
KEIZER CITY COUNCIL
Monday, May 6, 2019
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Daniel Kohler, Councilor
Anne Farris, Youth Councilor

Absent:

Kim Freeman, Councilor
Elizabeth Smith, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development Director
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

a. Career

**Technical
Education
Center Student
Spotlight**

Mayor Clark introduced Linda Llanos who described the Video Game and Animation Design Program in which she is enrolled at the Career Technical Education Center and introduced her family.

COMMITTEE REPORTS

Matt Lawyer, Keizer, reported on the *Keizer Little League Long Range Planning Task Force* efforts, noting that the two baseball organizations have developed a plan for establishment of a third entity which would be responsible for maintenance and operations of the facility and will work with the organizations to meet their individual operational needs. The organizations have also been looking at concession plans, long term goals and initial operating procedures. The Task Force will meet in August to look at contracts with the intent of implementation during next calendar year. Conversations will also take place at the August meeting regarding memorializing the history of the fields.

Mr. Lawyer then reported on the recent *Claggett Creek Watershed Council* "Soggy Day in the Park" event noting that there were about 200-250 people who attended in spite of the fact that it was Easter weekend. He thanked volunteers who had participated and noted that next year it would be on April 18 and will be more highly advertised. Mr. Lawyer also announced work planned at the arboretum.

City Attorney Shannon John declared that the City had received a hand delivered letter from the Rotary Foundation regarding the Rotary Use Agreement for the community rooms. The letter is included as part of the record and it will be on the May 20 meeting agenda.

PUBLIC TESTIMONY

Joe Tilman, Keizer, Southeast Keizer Neighborhood Association, read a statement from the Association stating that the KeizerFest was no longer welcome in the neighborhood. Responding to questioning, Mr. Tilman noted that this statement was not forwarded to the organizers of the event and that five people in the association had voted. Councilor Parsons noted that the Chamber has worked with area businesses to get their support but that perhaps a community conversation should be considered. Mayor Clark noted that the permit had already been granted for this year and the traffic/safety complaints from the Grass Hut had been addressed. She urged the neighborhood association to contact the KeizerFest planners to work out difficulties.

PUBLIC HEARING

a. Bai Bua Thai Kitchen Liquor License Application

Mayor Clark opened the Public Hearing.

Chris Eppley summarized his staff report.

With no further testimony, Mayor Clark closed the Public Hearing.

Councilor Parsons moved that the Keizer City Council recommend approval of the application for a liquor license for Bai Bua Thai Kitchen under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer and to forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Reid, Parsons, Herrera and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Smith (2)

b. RESOLUTION – Exemption of Professional Services Agreement for Carving of

Mayor Clark opened the Public Hearing.

City Attorney Shannon Johnson summarized his staff report.

Lore Christopher, Keizer, shared details and background relating to the Cultural History Pole project and explained why only one tree was being carved at this time. She also noted that the Arts Commission had wanted to get the bell from the schoolhouse for the top of the Cultural History

Keizer Cultural History Pole From Competitive Bidding and Awarding Agreement to Oregon 3D Art and Chainsaw Sculptures LLC

Pole, but it is currently in place in the schoolhouse.

Discussion followed regarding cost of maintenance and scheduling.

With no further testimony, Mayor Clark closed the Public Hearing.

Councilor Parsons moved that the Keizer City Council adopt a Resolution Exemption of Professional Services Agreement for Carving of Keizer Cultural History Pole From Competitive Bidding and Awarding Agreement to Oregon 3D Art and Chainsaw Sculptures LLC. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Reid, Parsons, Herrera and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Smith (2)

c. Minor Amendment to Keizer Station Area A Master Plan

Mayor Clark opened the Public Hearing.

Community Development Director Nate Brown summarized his staff report.

Justin Laphart, Tualatin, from Donahue Schriber, reviewed proposed locations for the signage.

With no further testimony, Mayor Clark closed the Public Hearing.

Councilor Parsons moved that the Keizer City Council adopt a Resolution Minor Amendment to Keizer Station Area A Master Plan. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Reid, Parsons, Herrera and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Smith (2)

ADMINISTRATIVE ACTION

a. RESOLUTION – Supporting Establishment of Continuum of Care for Mid-Willamette Region

City Attorney Shannon Johnson summarized his staff report.

Discussion followed regarding outreach and impact.

Councilor Parsons moved that the Keizer City Council adopt a Resolution Supporting Establishment of Continuum of Care for Mid-Willamette Region. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Reid, Parsons, Herrera and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Smith (2)

b. RESOLUTION – Supporting PERS Long Term Liability

Taken out of order.

Sal Peralta, McMinnville City Councilor and Interim Deputy Director for PERS Solutions for Public Services introduced himself, explained the purpose of the organization and shared a power point presentation about

Relief for Public Services

cost sharing reforms to the state's public pension system.

Mayor Clark noted that the resolution relating to this matter in the packet had been revised and was on the dais.

Councilor Parsons moved that the Keizer City Council adopt the revised Resolution Urging the Oregon Legislature to Enact Public Employee Retirement System (PERS) Reforms that Reduce Pension Costs for Public Employers, and Approving City of Keizer's Membership in PERS Solutions for Public Services Coalition. Councilor Herrera seconded.

Mayor Clark and Councilor Reid declared a potential conflict of interest.

Mayor Clark then explained that this resolution is simply to encourage work toward stabilizing the PERS system and make sure cities are included in the conversation.

Motion passed as follows:

AYES: Clark, Reid, Parsons, Herrera and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman and Smith (2)

c. Charter Review Committee or Task Force

City Attorney Shannon Johnson summarized his staff report adding that Council might want to consider whether task force members be electors or residents of the city.

Council concurred that they wished to have a 7 member committee with five Keizer citizen members recommended by the Volunteer Coordinating Committee and 2 Councilors appointed by the Mayor.

d. Municipal Judge Report – Councilor Check In

Councilors Parsons and Kohler reported on their municipal judge findings with both indicating that the judge does a great job and is patient and compassionate. Chief Teague provided information regarding security.

CONSENT CALENDAR

- A. RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with R&R General Contractors Inc for Lockhaven Drive NE – 14th Avenue NE Improvements
- B. Approval of April 15, 2019 Regular Session Minutes
- C. Approval of April 22, 2019 Work Session Minutes

Councilor Parsons moved for approval of the Consent Calendar. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Parsons, Reid, Herrera and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Smith and Freeman (2)

COUNCIL LIAISON REPORTS

Councilor Herrera thanked staff for their work on the Budget and Scott Keniston who participated in a recent Kennedy Academy of Leadership gathering. He announced the death of Dennis Koho's mother, reported on meetings/events he had attended and announced upcoming ones.

Councilor Parsons reported on meetings and events she had attended, announced that Councilor Herrera would be taking her place at the Latino Business Alliance meeting, listed volunteer openings and announced upcoming events.

Councilor Reid reported on various meetings and events that she had attended, noted that she would be covering the Planning Commission meeting for Councilor Freeman, announced upcoming meetings and events and invited everyone to the Homegrown Theater production beginning May 9.

Councilor Kohler, reported on meetings and events he had attended, announced the passing of Ted Anagnos and upcoming meetings/events.

Youth Councilor Farris reported on McNary events, thanked McNary teachers, declared that McNary Seniors have received to date around \$5 million in scholarships, and announced upcoming McNary events.

Mayor Clark thanked everyone who had properly disposed of their medications at the recent drug take-back event, reported on meetings and events she had attended and announced upcoming meetings and changes to Salem transit schedules.

OTHER BUSINESS

Public Works Director Bill Lawyer announced that work will likely start on the 14th Avenue street improvements after school gets out.

WRITTEN COMMUNICATIONS

Mayor Clark read a letter from two Whiteaker Middle School students urging the implementation of an "Adopt a Park" program. She suggested that the Parks Board explore this possibility.

AGENDA INPUT

May 13, 2019 - 6:00 p.m. – City Council Work Session

o Cost of Growth Summary

May 20, 2019 - 7:00 p.m. – City Council Meeting

June 3, 2019 - 7:00 p.m. – City Council Meeting

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:02 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

~ Absent ~

~ Absent ~

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved:_____

Written Communications/Testimony and Submitted Documents

From: [Marlene Parsons](#)
To: [Lockhart, Debbie](#)
Subject: FW: cherry Av business
Date: Monday, May 20, 2019 6:12:27 AM

Debbie

Please forward to all Keizer city councilors so that it can be part of the record for tonight's city council meeting

From: Barbara Hittle [beehitt@msn.com]
Sent: Sunday, May 19, 2019 8:17 PM
To: Marlene Parsons
Subject: cherry Av business

To keizer City council my name is Barbara Hittle I own Red B Barber & styling on Cherry av four over 17 years . I support the keizer festival .When keizer Iris festival starts the chamber comes over to see what they can do to make the week easier on the business. This year they had more open business signs so people would know that we were open.Every year it seems to be getting easier. During the time the festival is going yes it is slower but my customers are adapting to it. It is only I believe in supporting keizer.

Get Outlook for Android<<https://aka.ms/ghei36>>

From: [Marlene Parsons](#)
To: [Lockhart, Debbie](#)
Subject: FW: Iris Festival Business Feedback
Date: Monday, May 20, 2019 3:58:45 PM

Debbie
Could you forward this one to!! Thanks

From: SKBJJ Academy [info@skbjj.com]
Sent: Monday, May 20, 2019 2:00 PM
To: Marlene Parsons
Subject: Iris Festival Business Feedback

Hi,

My husband and I own Salem-Keizer Brazilian Jiu-Jitsu Academy located at 4122 River Road N Keizer, OR 97303. I wanted to pass along feedback on our experience as business owners. The coordinators communicated with us about the event and road closures. They arranged for another parking lot for our members to use on the day of the parade since our entrances were blocked off. It worked out well.

Overall we were happy with everything and think the Iris Festival is a great thing for the community and support it. It takes a little extra coordinating from us, but it's once a year and we are happy to be flexible!

Best,
Michelle & James Puopolo
Salem-Keizer Brazilian Jiu-Jitsu Academy

From: [Marlene Parsons](#)
To: [Lockhart, Debbie](#)
Subject: FW: Keizerfest
Date: Monday, May 20, 2019 4:00:06 PM

Debbie
Another one to pass on....

From: Travis York [travis.york@yorkcustom.com]
Sent: Monday, May 20, 2019 12:25 PM
To: Marlene Parsons; Marlene Parsons
Subject: Keizerfest

I wanted to email reagrding this year's Keizerfest. Although the weather didn't fully cooperate, as a small business right in the heart of the festivities, we had a blast. Every year we look forward to the setup and volunteering wherever we can. This year we helped with some of the food truck needs and got some good meals. My kids loved it as well. We spent a good couple of dollars riding rides, eating food and playing games. Luckily our shop is right there next to the Chamber, so when the weather hit, we just ran over there for a little while and then went back. I also want to complement Danielle for all her hard work and coordination. She did a great job!!

Thank you everyone. Always a blast.

Travis York
York Custom Mechanical Inc.

Get Outlook for iOS<<https://aka.ms/o0ukef>>

From: [Marlene Parsons](#)
To: [Lockhart, Debbie](#)
Subject: FW: American Classic Barbershop vs Iris Festival
Date: Monday, May 20, 2019 5:29:15 PM

Debbie
Here is one more!!

From: Dave Paul [dave.p0000@yahoo.com]
Sent: Monday, May 20, 2019 4:51 PM
To: Marlene Parsons
Subject: American Classic Barbershop vs Iris Festival

Keizer City Council Members;

As a Keizer business owner I want to thank you for all the hard work you folks put in to the KeizerFest! It was fantastic! Another home run!

I'm so thankful all the activities are literally feet from my business. I own and operate American Classic Barbershop which is located in the same parking lot as JC's Pizzeria.

Three years ago I was a bit uneasy about the road closures from Iris Fest.... but I quickly I learned that not only did it NOT hurt my business, it brought me new clientele. All the exposure from the foot traffic was fantastic. In the past two years I've turned away potential clients from Keizer Fest. (Two year ago there were three barbers in my shop) so plenty of barbers but not enough to keep up with day to day demand even outside of KeizerFest. By choice I am now a single chair shop by appointment only, and even though my Cherry Street entrance is blocked, I still had potential customers walking in that I was unable to accommodate.

I've been at this location nearly 10 years, and again I say thank you! Keep it up! I love Keizer!

David Box
American Classic Barbershop



May 20, 2019

To: Mayor Clark and Keizer City Council

From: West Keizer Neighborhood Association

Re: Park Host Program

We would like to state our support of the Keizer Rapid's Park host program. The park host position was discussed at our May 2nd Board of Directors meeting and again at the general meeting on May 9th. At both meetings, a vote was taken and there was unanimous support for reinstating the KRP host program.

Since 2006 when the park host program was initiated and included in the Keizer Rapid's Park Master Plan, the West Keizer Neighborhood Association was very supportive of this position. The main reason being that the position provided an onsite security presence not only for the amenities at the park but to deter and report any undesirable activity in the park. Activities that would directly affect the livability for adjacent neighboring properties to the park.

The issue of security continues to be a major concern for our neighborhood. As the park grows and becomes more popular there needs to continue to be monitoring of the park after hours and on weekends. Taking preventative measures now by having a park host will minimize vandalism and illegal camping.

Amongst the five options presented to you by the city staff, we would fully support Option 3: Reimplement the Park Host program.

Thank you for your consideration for our request.

This letter is endorsed by the West Keizer Neighborhood Association Board members:

Carol Doerfler, President
Carol Phipps, Vice President
Carolyn Homan, Secretary
Rhonda Rich, Director
Gary Blake, Director
Art Mauer, Director
Kathy Lincoln, Director

-----Original Message-----

From: Marlene Parsons <ParsonsM@keizer.org>

Sent: Monday, June 3, 2019 5:55 PM

To: Davis, Tracy <DavisT@keizer.org>

Subject: FW: KeizerFEST

For the Record

From: Ivonne Cline [aspenclinics@gmail.com]

Sent: Monday, May 20, 2019 11:59 AM

To: Marlene Parsons

Subject: KeizerFEST

To who it may concern;

We are the owners of Aspen Grove located on 3990 Cherry Ave NE, Keizer, OR 97303.

This is our first year experiencing KeizerFest as a new business and also as Landlords in the Keizer area.. We were very pleased with the Festival and all the activities that surrounded our clinic. Our renters were so excited to find out the Festival was right up the street from us and they all got involved in some way to get to know the community better and what it has to offer. We had such a great time and are looking forward to next year.

Sincerely,

Michael and Ivonne Cline

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