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To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, May 18, 2026

6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. **PROCLAMATION** - Jewish American Heritage Month
 - b. **PROCLAMATION** - Gold Star Families Month
 - c. **RECOGNITION** - 2025-2026 Youth Councilor Felicia Guptill
 - d. Keizer Community Fields Association Bi-Annual Report
5. **COMMITTEE REPORTS**
6. **PUBLIC COMMENTS**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. **CONSENT CALENDAR**
 - a. Approval of April 27, 2026 Special Meeting Minutes
 - b. Approval of May 4, 2026 Regular Session Minutes
8. **PUBLIC HEARINGS**
 - a. **RESOLUTION** - Authorization for a Supplemental Budget - PERS Obligation Fund Reclassification

RESOLUTION - Authorization for a Supplemental Budget - General Fund - Transient Occupancy Tax and Event Center Fund Transfer

RESOLUTION - Authorization for a Supplemental Budget - Sport Facility Operations Fund - Little League Operations

RESOLUTION - Authorization for a Supplemental Budget - Administrative Services - Finance Utility Billing - Contractual Services

9. **ADMINISTRATIVE ACTION**

- a. Consideration of the Volunteer Video
- b. **RESOLUTION** - Adopting Attendance Policy for City of Keizer Boards, Commissions and Committees Except for the Planning Commission
- c. **RESOLUTION** - Authorizing the City Manager to Award and Enter Into an Agreement With KNL Industries, Inc. for 2026 Pavement Resurfacing
- d. **RESOLUTION** - Adopting Policy for Keizer Committees, Boards, and Commissions Desiring to Apply for Grants
- e. **RESOLUTION** - Amending the City of Keizer Police Services Fee; Repealing Resolution R2023-3376
- f. Referral Ordinance for Advisory Question

10. **OTHER BUSINESS**

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

11. **STAFF UPDATES**

12. **COUNCIL MEMBER REPORTS**

13. **AGENDA INPUT**

Monday, June 1, 2026 - 6:00 p.m.
City Council Regular Session

Monday, June 8, 2026 - 6:00 p.m.
City Council and Multi-Modal Safety Committee Joint Meeting

Monday, June 15, 2026 - 6:00 p.m.
City Council Regular Session

Monday, June 29, 2026 - 6:00 p.m.
City Council Work Session

14. **ADJOURNMENT**

City of Keizer Mission Statement

The City of Keizer is committed to fostering a safe, unified, and economically vibrant community while

maintaining fiscal responsibility. By delivering city services in a coordinated, efficient, and cost-effective manner, we strive to provide exceptional value to residents, ensuring sustainability and responsiveness to community needs to enhance the quality of life for all.



Proclamation

WHEREAS, Jewish American Heritage Month celebrates the contributions Jewish Americans have made in the United States since twenty-three immigrants from Brazil first arrived in New Amsterdam in 1654 in search of better opportunities and made America their new home; and,

WHEREAS, the first amendment to the US Constitution states that “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof” which creates the expectation that each of us shall have the freedom to openly practice and live out our faith in peace; and,

WHEREAS, as a religious and cultural minority in the United States, the contributions and experiences of Jewish Americans have often been omitted from our country’s national narrative through bias, ignorance, antisemitism, and violence; and,

WHEREAS, On April 20, 2006, President George W. Bush proclaimed that May would be Jewish American Heritage Month; and,

WHEREAS, despite facing persecution and racism through millennia, the Jewish people have continued to use their values and skills to contribute to the economic, faith, cultural and governance strength and diversity of communities like Keizer; and,

WHEREAS, the people of Keizer desire to fully and authentically celebrate and honor the influence and achievements of Jewish Americans in our community and American society.

NOW, THEREFORE, the Keizer City Council assembled here in Regular Session, does hereby proclaim May 2026 as

Jewish American Heritage Month

And ask all the people of Keizer to join together in learning about and celebrating the tremendous achievements and contributions of Jewish Americans.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 18th day of May 2026.

*MAYOR CATHY CLARK
City of Keizer, Oregon*



Proclamation

WHEREAS, Gold Star Families are those who have lost a loved one who was on active duty in service to the United States Armed Forces, bearing a profound and enduring sacrifice on behalf of our nation; and,

WHEREAS, Gold Star Families Memorial Monuments, established through the vision of Hershel “Woody” Williams and the Woody Williams Foundation, provide permanent places of remembrance, reflection, and education for communities to honor fallen service members and their families; and,

WHEREAS, on February 7, 2026, the City of Keizer became the first community in the State of Oregon to establish a Gold Star Families Memorial Monument, demonstrating leadership in honoring and supporting Gold Star Families from Oregon and across the nation; and,

WHEREAS, the success of this monument was made possible through meaningful collaboration between the City of Keizer and the Keizer Rotary Satellite Club, along with an Oregon Parks and Recreation Department Veteran and War Memorials Grant and generous local business and community partners, whose shared commitment brought together public leadership, volunteer coordination, fundraising, and community engagement to turn vision into reality; and,

WHEREAS, the Gold Star Families Memorial Monument serves as a lasting, visible reminder that the cost of freedom is carried not only by those who serve, but by the families who continue to live with that loss, and it provides a dedicated space where those families are seen, acknowledged, and supported; and,

WHEREAS, the monument also serves an enduring educational role as a place to learn about the sacrifices made by service members and their families, strengthening civic understanding and appreciation for those who serve; and,

WHEREAS, by investing in this effort, the City of Keizer affirms that honoring Gold Star Families is not a one-time event, but an ongoing responsibility to remember, to support, and to stand alongside those who have given so much; and,

WHEREAS, designating the month of May as Gold Star Families Month provides an opportunity for all residents of Keizer to reflect, remember, and express appreciation for these families.

NOW, THEREFORE, the Keizer City Council assembled here in Regular Session, does hereby proclaim May 2026 as Gold Star Families Month in the City of Keizer and encourages all residents to honor Gold Star Families through remembrance, education, and acts of gratitude.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 18th day of May 2026.

MAYOR CATHY CLARK
City of Keizer, Oregon



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Keizer Community Fields Association Report

Proposed Motion

No motion needed.

I. Summary

Keizer Community Fields BiAnnual Report

II. Background

A. Keizer Community Fields Association (KCFA) was established to manage the city's newly built synthetic turf fields.

III. Current Situation

A. As part of their agreement, they are expected to report to Council twice a year. Staff met with KCFA as per the contract prior to the reporting period.

B. KCFA has undergone some administrative changes over the last 8 months. Their March report to the City Council was delayed by two months due to the administrative changes that have occurred recently.

C. I have worked frequently with the new leadership of KCFA over the last three months and I believe they are headed in the right direction. They are looking to improve their financial position. They are looking for a third board member to fill a vacancy. They will report on these things to the Council.

D. Their next reporting period will be between August 1 and October 15, 2026.

IV. Analysis

A. **Strategic Impact** -
Does not apply

B. **Financial** - The facility was built without any general fund dollars. It has been

managed without the need for any general fund or parks fund support.

The KCFA President will provide a profit and loss statement at the meeting. A memo and list of users has been included in the packet.

C. **Timing** -

They are required to report to their City Council twice a year.

D. **Policy/Legal** -

Does not apply

V. **Alternatives**

A. No action needed.

VI. **Recommendation**

Staff recommends receiving the attached documents, listening to the oral report, and then asking questions of KCFA leadership.

Attachments

1. ATT_CC_KCFA Statment To Council_5 13 2026

05/13/2026

Keizer City Council
Keizer, Oregon

Dear Members of the Keizer City Council,

On behalf of the Keizer Community Fields Association (KCFA), I would like to provide an update regarding our organization, recent operational changes, and our vision moving forward as we continue working in partnership with the City of Keizer to support and maintain our community athletic fields.

KCFA has always existed to serve the youth, families, and athletic organizations that rely on these fields every day. Since 2024, we have worked to provide quality facilities while building a strong foundation for the long-term sustainability of our field complex. As we continue to evolve, our organization is taking meaningful steps to improve operations, strengthen accountability, and increase financial support dedicated specifically to field preservation, maintenance, and continued service to our community.

Recently, KCFA made the decision to switch from a General Manager paid employee operation style, to a volunteer Board of Director led operation style. In light of this change, the organization is now operating entirely through volunteer leadership and support. While this transition represents a significant operational shift, we believe it creates an opportunity to become more efficient, community-driven, and financially responsible. The feedback we have received from community members and city employees has been 100% positive so far that we are aware.

As part of this restructuring, KCFA intends to implement a hybrid custodial and maintenance approach. We are currently pursuing local, cost-effective custodial services to assist with facility cleaning and upkeep two to three times per week, as well as on an as-needed basis. Remaining day-to-day surface-level custodial responsibilities will be managed by member volunteers through a structured schedule designed to ensure accountability and consistency.

In addition, we have addressed maintenance concerns raised by the City as they have been identified and remain committed to improving field conditions and operational standards. KCFA is actively working toward developing a highly trained volunteer field maintenance team. To ensure proper oversight and quality control, all participating volunteers will be approved and signed off on by Robert, Division Manager of Parks in the Public Works Department, prior to performing maintenance responsibilities.

Financial sustainability also remains a major priority for our organization. KCFA is proposing the addition of new membership reservation costs specifically intended to increase contributions to the sinking fund. This approach allows members to take a more direct role in protecting and supporting the long-term future of our home fields. Based on our current projections, we expect these operational and financial changes to result in at least a fourfold increase in contributions to the sinking fund. This projection does not yet include additional anticipated revenue opportunities such as field sponsorships or fundraising events, including a golf tournament currently in development.

We believe these changes represent an important step forward for KCFA and demonstrate our commitment to responsible stewardship, community involvement, and partnership with the City of Keizer. Our goal is not only to maintain the fields entrusted to us today, but to build a sustainable operational model that benefits the community for years to come.

We appreciate the continued support and collaboration of the City Council and City staff, and we look forward to continuing to work together in service of the Keizer community.

Sincerely,

Nicholas Wells
President
Keizer Community Fields Association

Customer Name	Amount Paid
Mid Valley Soccer Club	\$30,760.00
Willamette Valley Soccer League	\$18,277.50
Collin Box (Capital Futball Club)	\$10,560.00
USYS National League	\$6,070.00
Carlos Martinez	\$5,570.00
Salem Women's Football Association	\$5,415.00
Salem Rugby	\$5,320.00
Jake Biviano	\$4,462.50
South Salem Lacrosse	\$4,445.00
Boys & Girls Club	\$4,217.50
Rene	\$4,212.50
Salem Panthers FC	\$4,192.50
Laura Schott Soccer	\$3,375.00
Nike	\$3,000.00
McNary Lacrosse	\$2,820.00
West Lacrosse	\$1,380.00
Juan Cuellar	\$1,235.00
Kelli Nielsen	\$1,057.50
Lily Von	\$1,000.00
Jon Jarvill	\$1,000.00
Griffin Walker	\$1,000.00
Aleta Utaatu	\$955.00
Jose Ramirez	\$900.00
Anna Mendez	\$875.00
Tom Hand	\$840.00
Grant Shackelton@gmail.com	\$787.50
Samual Thurman	\$585.00
Ashley Burton	\$570.00
Gina Munguia Martinez	\$540.00
Philip DuPont	\$450.00
Likius Hafeni	\$440.00
Miquel Camerena	\$420.00
Justin Miller	\$320.00
Mike Cowan	\$300.00
Hailey Backenstos	\$285.00
Juan Vargas	\$270.00
Brendan Frizelle	\$240.00
Ashley Fox	\$225.00
Travez Whyte	\$200.00
Carrie Reichelt	\$187.50
Bryan Keo	\$180.00
Katie Bearden	\$150.00
Chantelle Hicks	\$150.00

Jorge Martinez	\$150.00
Diana Moranchel	\$127.50
James Hootsman	\$120.00
Karmin Hassoun	\$120.00
Jr Delgado	\$120.00
Luis Montes	\$110.00
Javi Zepeda	\$110.00
Andy Tyssen	\$90.00
Max Shipuk	\$80.00
Eric Marston	\$80.00
Jessica Godinez	\$40.00
Salina Martinez	\$40.00
Alex Engelking	\$40.00
Jennifer Kennedy	\$30.00
Frank Rios	\$30.00
Josh Wagner	\$30.00
Misti Miller	\$30.00

Past Due Invoices

Customer Name	Amount	Oldest Invoice Due Date
Salem Women's Football Association	\$3,460.00	1/1/2025
Willamette Valley Soccer League	\$1,010.00	4/9/2026
SKDynasty	\$975.00	3/22/2026
Rene	\$900.00	3/11/2026
Five Star	\$232.50	3/21/2025
Salem Panthers FC	\$225.00	4/25/2026
Rene	\$112.50	3/11/2026
Juan Vargas	\$75.00	4/14/2026



**MINUTES
KEIZER CITY COUNCIL
Monday, April 27, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President (via Zoom)
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor
Felicia Guptill, Youth Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Keare Blaylock, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources Direc
Melissa Bisset, City Recorder

SPECIAL ORDERS OF BUSINESS

a. Discussion on deeming it important that Councilor Cross appear electronically and be considered "in attendance" (Council Rules of Procedure Section 3.10 - Attendance Duty)

Mayor Clark asked the Council to consider deeming it important that Council Vice President Cross appear electronically and be considered "in attendance" pursuant to Council Rules of Procedure Section 3.10 - Attendance Duty.

Council President Starr moved to deem it important that Council President Cross appear electronically and be considered "in attendance" (Council Rules of Procedure Section 3.10 - Attendance Duty) Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

ADMINISTRATIVE ACTION

- a. **Reconsider the motion directing "staff to apply for the economic development grant and work with the identified City Councilors that are willing to help put this grant together for the DMO grant from Marion County".**

Mayor Clark asked the City Council to reconsider the motion directing staff to apply for the economic development grant and work with the identified City Councilors who were willing to help put this grant together for the Destination Marketing Organization (DMO) grant from Marion County.

Council President Starr moved to reconsider the motion directing staff to apply for the economic development grant and directing them to work with the identified City Councilors that are willing to help put the grant together for the DMO grant with Marion County. Councilor Kohler seconded.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Since the motion was placed back on the table, there was a re-vote.

Council President Starr moved to that the Keizer City Council direct staff to apply for the economic development grant and work with the identified City Councilors that are willing to help put the grant together for the DMO grant with Marion County. Councilor Kohler seconded. Motion failed unanimously as follows:

AYES: None (0)

NAYS: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

ABSTENTIONS: None (0)

ABSENT: None (0)

- b. **Consider a request by the Keizer Chamber of Commerce for a letter of support for their application for a "Marion County Grant for Chambers, Cities, non-profit organizations, and businesses" grant.**

City Manager Adam Brown explained that the Chamber hoped that the City would support their grant application to fund their eat, play, stay material, listing places to eat, lodging, and things to do while visitors were in town to attend games and enjoy the parks.

Dan Clem, Executive Director, Keizer Chamber of Commerce shared about the grant application, explaining that the Chamber was looking to take tourism to the next level and to bring more tournaments to Keizer.

It was noted that there was a lot of investment in the two sports facilities.

There was discussion about the decision to make the grant application.

Council President Starr moved that the Keizer City Council write a letter of support for the Keizer Chamber's application for the Marion County Tourism Grant. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

It was noted that Mr. Chico from the Holiday Inn Express would be issuing a letter of support.

Council President Starr moved to suspend the rules to take up another request for the letter of support from Travel Salem. Seconded by Councilor Kohler. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Council President Starr moved that the Keizer City Council authorize writing a letter of support for the Travel Salem's application for the Salem-Metro Area grant for Marion County's Tourism Grant Program. Seconded by Councilor Christopher.

It was clarified that this was not a competing grant. Appreciation was expressed to the Chamber of Commerce and Travel Salem.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:16 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____



MINUTES
KEIZER CITY COUNCIL
Monday, May 4, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE, Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:02 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor
Felicia Guptill, Youth Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Keare Blaylock, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources Direc
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Proclamation: Asian American Native Hawai'ian Pacific Islander Heritage Month

Tasi Keener, founder of Paradise of Samoa and Keizer resident, shared about their dance troupe and the artifacts currently on display.

Mayor Clark read the Proclamation recognizing May as Asian American Native Hawaiian Pacific Islander Heritage Month. She presented the Proclamation to Ms. Keener.

COMMITTEE REPORTS (Committees, Neighborhood Associations, Youth Liaison)

David Philbrick, Multi-Modal Safety Committee (MMSC), summarized the recent meeting, highlighting the discussion topics for the upcoming Joint Work Session with the Council and concerns raised by neighborhood associations. There was discussion about the anticipated timeline for the Transportation System Plan (TSP). Planning Director Witham and Public Works

Director added that the MMSC would be involved. There was a request to provide a high level overview of the TSP process to the MMSC.

Tammy Kunz, President of the Greater Northeast Keizer Neighborhood Association (GNEKNA), shared that they were working on a new hybrid model for additional meetings beginning in September.

Youth Councilor Felicia Guptill announced she would be graduating the following week, and May 18th would be her final meeting.

PUBLIC COMMENTS

Mayor Clark acknowledged the written comments from Mickey Walker, Jonathan Thompson, and Anthony Kurt Blanco Jr.

CONSENT CALENDAR

- a. **Approval of the April 20, 2026 Regular Session Minutes**
- b. **Event Center Use Fee Waiver - Soaring Heights Recovery Homes - Fourth Annual Vision Dinner**
- c. **RESOLUTION - Repeal of Petty Cash Funds in Police Department; Repeal of Resolutions R90-490, R2006-1727, and R2006-1730**
- d. **RESOLUTION - Amending the Keizer Personnel Policies; Amending Resolution R2025-3549**

Council President Starr moved the City Council approve the Consent Calendar. Seconded by Councilor Kohler. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

PUBLIC HEARINGS

- a. **Text Amendment Case 2026-02: Amending Keizer Code Appendix A (multiple sections) pertaining to child care allowances in order to provide consistency with state law. In addition, amending Section 3.101.04 to correct an identified error in the process for alternative design review for a detached ADU located in a front yard.**

Mayor Clark opened the Public Hearing.

Planning Director Shane Witham summarized the staff report. A document was distributed which updated the definition of Home Occupation to bring it into compliance with State categories. It was clarified that the change should read "Registered Family Child Care Home, a Certified Family Child Care Home or a Child Care Center."

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

Council President Starr moved the City Council approve the proposed amended text amendments and direct staff to prepare an ordinance and findings for adoption of the proposed amendments as

corrected, along with any other identified changes necessary to maintain consistency within the Keizer Code. Councilor Kohler seconded.

It was noted that this was part of the Development Code.

Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Naming one of the Athletic Fields Located Within Keizer Rapids Park "Loren's Field" and Authorizing City Manager to Sign Field Naming Sponsorship Agreement with Loren's Sanitation

City Manager Adam Brown summarized the staff report.

Council Vice President Cross appreciated the Americans with Disabilities Act (ADA) parking locations. She was not in favor of a 10-year contract. There was discussion about the various sponsorship opportunities.

It was noted that approximately \$10,000 was required to stitch in the logo. There was a question about the size of the logo. The frame of reference was based on McNary's field. There was a question about the number of logos that would be allowed. Mr. Brown felt that there would be a maximum of 10-12. The funds would be received in year one and year two.

Council President Starr moved to adopt Resolution R2026- Naming One of the Athletic Fields Located Within Keizer Rapids Park "Loren's Field" and Authorizing City Manager to Sign Field Naming Sponsorship Agreement with Loren's Sanitation. Councilor Kohler seconded.

Council Vice President Cross wanted to know about the warranty on the logo and felt it was important that the size of the logo was in the contract.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. ORDINANCE - Establishing a Franchise Agreement with Forged Fiber 37, LLC for the Provision of Telecommunications Services Within the City of Keizer

City Attorney Joseph Lindsay summarized the staff report. Meridee Pabst, Washougal Wireless Policy Group, explained that AT&T was acquiring some of Luman Technologies Fiber assets. Some of the asset transfers were being delayed to allow time for the team to complete the franchise agreements. Ms. Pabst thanked City staff for their work on putting the Franchise Agreement together. There was no planned construction in the short term, but the company was planning on extending services.

Council President Starr moved to adopt an Ordinance No. 2026- Establishing a Franchise Agreement with Forged Fiber 37, LLC for the Provision of Telecommunications Services Within the City of Keizer. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Keizer Little League Park Budget

City Manager Adam Brown summarized the staff report. It was noted that the budget included projections and that the City had data from Sports Facilities Companies (SFC) for January through March. The next proposed budget from SFC would be discussed during the Budget Committee Meeting.

Council President Starr moved the Keizer City Council approve the budget for Fiscal Year 2026 for the Keizer Little League Park and request staff to bring back a supplemental budget for Fiscal Year 2026. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

d. Amendment to the Marion County Community Prosperity Initiative Grant

City Manager Adam Brown summarized the staff report. Mr. Brown explained that he had spoken with the County, and County staff felt that the proposed use fit within the scope of the grant.

Council President Starr moved the Keizer City Council allow the City Manager to request an amendment to the Marion County Community Prosperity Initiative Grant Program allocation. Councilor Kohler seconded.

If there were any changes to the grant, Mr. Brown would bring them back to the Council.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

e. Police Fee Discussion

City Manager Adam Brown summarized the staff report. Mr. Brown noted that there had been an inquiry about gas tax and that gas tax could not be used on Police Services. The definition of Equivalent Service Unit (ESU) was explained. There was a question about if there had been outreach from the Keizer Chamber to the business community and whether their Government Affairs Committee had discussed the matter. Mr. Brown shared that there would be additional

communication with the Keizer Chamber.

City Attorney Lindsay explained the process and timeline for an advisory vote.

There was a question about discontinuing the discount on apartments in the event of vacancies from July through December.

Mr. Lindsay noted that for fee changes, there would need to be an opportunity for the public to be heard.

There was a question about how many positions would need to be reduced. At least ten positions would need to be eliminated in order to maintain the current level of service if the fee was not increased. The number of positions needed would be dependent upon which positions.

Council Vice President Cross expressed her support for staffing the Police Department.

There was no objection to moving forward with discussing a new rate model specific to Fiscal Year 2026-2027.

There was a suggestion to stop the multi-family discount. Discussion ensued regarding the impact if the discount was eliminated. Assistant City Manager and Finance Director Tim Wood shared that it would be approximately \$200,000. The Long Range Planning Task Force was also supportive of eliminating the multi-family discount. It was noted that the fee could also be collected on Accessory Dwelling Units. However, there was some complexity to the collection. There was a suggestion for staff to look at billing single-family residential doors.

There would be discussion with the Budget Committee.

It was noted that if the rate structure was not changed going into the new fiscal year, positions would be eliminated.

The amount of funds needed was included in the proposed budget.

There was a question about the amount of potential increase in fees at the Volcanoes Stadium. Mr. Brown noted that this was not the intention and that it was an outlier.

Concern was expressed about the third model based on the feedback from the few people who attended the meeting with the Chamber of Commerce, City Manager Brown, and Chief Copeland. Councilor Juran noted that it had not been brought to the Government Affairs Committee.

Mr. Brown shared that he and Chief Copeland would be willing to meet with any group in the community when they wanted to learn more.

Mayor Clark acknowledged that there was no longer a consensus to move forward with a rate increase, so a motion would need to be placed on the table to move forward.

Discussion ensued regarding the increase in apartment doors in the last ten years, as well as a desire from some in the community to be billed electronically and monthly rather than bi-monthly.

Council President Starr moved to direct staff to look at the feasibility of moving to a monthly billing. Councilor Christopher seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark moved to have the Keizer City Council have the rate conversation about using one of the increased rate structures for the 2026-2027 fiscal year. Council President Starr seconded.

Councilor Christopher confirmed with Assistant City Manager Wood that if the current rate of \$6.90 were used, add to it the ESU's, and have the multi-family rate change, that it would cover the Police payroll with no reductions from July through December of 2026. Councilor Christopher felt that there would then be time to discuss a new model to go into effect in January. She thought an advisory vote would be about which model to choose. She felt that the discussion was about what the fairest way to distribute the cost of police between the residents and businesses.

Mayor Clark was in favor of an increase July 1 but was not okay with a model that cost-shifted everything to the residents.

Councilor Christopher made a friendly amendment to say that the first six months would be at \$6.90 plus ESU for July through December and then whatever rate structure we decide on would begin in January 1st. The friendly amendment was **not accepted** by the mover.

Councilor Christopher moved that the first six months would be at \$6.90 plus ESU for July through December and then whatever rate structure we decide on would begin on January 1st. Seconded by Council Vice President Cross.

There was discussion about the increase for the big box stores.

A roll call vote was taken.

Motion passed as follows:

AYES: Cross, Kohler, Juran, and Christopher (4)

NAYS: Parsons, Clark, and Starr (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

There was a ten-minute bio break at 8:34 p.m. The meeting resumed at 8:44 p.m.

Discussion ensued regarding the variety of businesses. There was consideration for being business-friendly. It was noted that all properties would pay the fees, including schools.

Councilor Christopher moved to adopt recommendation B, which is \$14.34 based on ESUs from the period of time from January through June and that becomes the methodology. Seconded by Council Vice President Cross.

Mayor Clark clarified that the motion would be for 2026/2027 fiscal year, starting January 1st, that the base rate for the Police fee would rise to \$14.34 per ESU.

Councilor Christopher stated that it would be considered every year and that she still wished to go out for an advisory vote. She thought it was a soft entry as they would have six months to budget and plan for it. She felt the ESU model was the fairest model once some adjustments were made to the outlier businesses. It was noted that the Police Fee Task Force recommended the ESU model.

Council President Starr felt that there needed to be more work on the ESU model tiering.

A friendly Amendment was made by Council President Starr that it is conditional on whether we reconvene the Police Fee Task Force or have another work session. The mover and seconder accepted the motion. Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr, Christopher, and Parsons (6)

NAYS: Juran (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Kohler moved to **reconsider** the previous motion to set the base rate of \$6.90 from July 1 through December 31, using the ESU methodology. Seconded by Parsons. Motion passed as follows:

AYES: Clark, Kohler, Starr, and Parsons (4)

NAYS: Cross, Christopher, and Juran (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark announced that tonight's Executive Session meeting would be rescheduled.

It was noted that the reconsidered motion was as follows: "Councilor Christopher moved that the first six months would be at \$6.90, plus ESU for July through December and then whatever rate structure we decide on would begin on January 1st."

There was no consensus to extend the meeting until 9:30 p.m.

Council President Starr moved to extend the meeting until we are done discussing the Police Fee. Seconded by Councilor Kohler. Motion passed as follows:

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

NAYS: Christopher and Cross (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Kohler spoke to the reconsideration motion by stating that he didn't feel that the residential rate at \$6.90 with the ESU at \$6.90 would accomplish the goal.

The reconsidered motion: Councilor Christopher moved that the first six months would be at \$6.90 per ESU for July 1 through December 31 and then whatever rate structure we decide on would begin on January 1st. Seconded by Councilor Cross.

A roll call vote was taken.

Motion failed as follows:

AYES: Cross, Juran, and Christopher (3)

NAYS: Parsons, Kohler, Clark, and Starr (4)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Kohler moved that we adopt a rate of \$14.34 for single-family residential and ESU of \$6.90 for the remainder of this year based on a monthly rate rather than an every two-months rate. Mayor Clark seconded.

Mr. Brown asked a clarifying question about the intent of the motion. Mayor Clark shared that if a classification had more than one ESU, it would go into the \$6.90 rate, so two ESU's and up would be at the \$6.90, but the single-family of one ESU would go to \$14.34.

Mayor Clark made a friendly amendment for three and up ESU's. Councilor Kohler accepted the amendment.

Mayor Clark clarified that the motion would be at \$14.34 for one and two ESU's and \$6.90 for three and up ESU's for July 1 through December 31.

With Councilor Kohler's concurrence, Mayor Clark restated that his logic was that the community supports the police services and understands that there was a real cost. Mayor Clark further stated that our businesses would have an increase, but with the lower-rate, the work necessary could be done to understand the tiering more correctly and be able to right-size it for the next calendar year. Councilor Kohler added to that statement that in the meantime, the Council could do the work to place an advisory vote on the ballot for sustainable, long-term funding.

Councilor Christopher made a friendly amendment to add that this will give an opportunity to make the necessary adjustments to go out for an advisory vote. The seconder did not accept.

Councilor Cross expressed concern about the increase in the fee due to rising costs, such as food, gas, and other expenses.

There was a suggestion to increase the single-family amount from \$6.90 to \$10.62 until January, and then increase it on January 1st, and increase the rate to \$14.34 for residential. There were comments about easing residents into the increased amount. Mr. Wood noted that the \$10.62 monthly amount on July 1 would be approximately \$200,000 more than in the proposed budget. There would be time to right-size the tiering. There were comments that it would provide an easing in time for both residential and commercial. Councilor Kohler and Mayor Clark agreed to the amendment.

Mayor Clark summarized for clarity that from July 1 to December 31, there would be an increased amount of \$10.62 per month for single-family residential/ per door for multi-family and \$6.90 per ESU for commercial.

It was noted that the Council would meet again in a work session to discuss the tiering and methodology.

Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Christopher moved for the City Attorney to bring back a local ordinance for the allowance of advisory votes. Councilor Kohler seconded.

Mayor Clark would not support the motion because the Council already had a Charter, and the Council was supporting the work of a basic service that people could refer if they wanted.

Council President Starr made a friendly amendment that instead of bringing back the ordinance, bring back a staff report that outlines the pros and cons, including what was already in the City Charter. Mover and seconder agreed.

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

NAYS: Clark and Parsons (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

OTHER BUSINESS

There was no other business.

STAFF UPDATES

There were no staff updates.

COUNCIL MEMBER REPORTS

Mayor Clark noted some upcoming events.

AGENDA INPUT

Monday, May 11, 2026 - 6:00 p.m.

Budget Committee Meeting

Tuesday, May 12, 2026 - 6:00 p.m.

Budget Committee Meeting

Thursday, May 14, 2026 - 6:00 p.m. - If needed

Budget Committee Meeting

Monday, May 18, 2026 - 6:00 p.m.

City Council Regular Session

Monday, June 1, 2026 - 6:00 p.m.
City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:25 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Supplemental Budget

Proposed Motion

I move the City Council adopt Resolution R2026-____ Authorization for Supplemental Budget - PERS Obligation Fund Reclassification.

I move the City Council adopt Resolution R2026-____ Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax and Event Center Fund Transfer.

I move the City Council adopt Resolution R2026-____ Authorization for Supplemental Budget - Sport Facility Operations Fund - Little League Operations.

I move the City Council adopt Resolution R2026-____ Authorization for Supplemental Budget - Administrative Services - Finance Utility Billing - Contractual Services.

I. Summary

The supplemental budget is to:

- Reclassify \$64,000 from debt service to materials and services in the PERS Obligation Fund to provide appropriations for debt issuance costs.
- Eliminate the \$73,000 interfund transfer from the General Fund - Transient Occupancy Tax to the Event Center Fund as the resources will be split between the two funds in accordance with Resolution R2012-2238 upon receipt rather than through the interfund transfer process.
- Recognize and appropriate \$318,500 in the Sport Facility Operations Fund to provide for the ongoing operations at the little league fields.
- Recognize and appropriate \$40,000 of working capital carryforward in the Administrative Services Fund - Finance Utility Billing to provide for increased credit card payment utilization.

II. Background

The supplemental budget is to:

- Reclassify \$64,000 from debt service to materials and services in the PERS Obligation Fund to provide appropriations for debt issuance costs.
- Eliminate the \$73,000 interfund transfer from the General Fund - Transient Occupancy Tax to the Event Center Fund as the resources will be split between the two funds in accordance with Resolution R2012-2238 upon receipt rather than through the interfund transfer process.
- Recognize and appropriate \$318,500 in the Sport Facility Operations Fund to provide for the ongoing operations at the little league fields.
- Recognize and appropriate \$40,000 of working capital carryforward in the Administrative Services Fund - Finance Utility Billing to provide for increased credit card payment utilization.

III. **Current Situation**

A. The supplemental budget was noticed in the May 8, 2026 edition of Keizertimes.

IV. **Analysis**

A. **Strategic Impact** - Not applicable

B. **Financial** - The supplemental budget will amend the 2025-26 City of Keizer Adopted Budget by:

- Reclassify \$64,000 of appropriations in the PERS Obligation Fund.
- Eliminate \$73,000 of interfund transfers from the General Fund - Transient Occupancy Tax to the Event Center Fund.
- Recognize and appropriate \$318,500 of resources in the Sport Facility Operations Fund.
- Recognize and appropriate \$40,000 of additional working capital in the Administrative Services Fund - Finance Utility Billing.

C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2025-26 - City of Keizer Adopted Budget.

D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

V. **Alternatives**

A. Adopt the attached resolutions authorizing the supplemental budget.

B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt the attached resolutions.

Attachments

1. RES_CC_Authorization for Supplemental Budget - PERS Obligation Fund_05 18 2026
2. RES_CC_Authorization for Supplemental Budget - General Fund - TOT and Event Center Fund_05 18 2026
3. RES_CC_Authorization for Supplemental Budget - Sport Facility Operations_05 18 2026
4. RES_CC_Authorization for Supplemental Budget - Administrative Services UB_05 18 2026

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - PERS Obligation Fund

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared 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, 2026:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
PERS Obligation Fund				
Debt Service	350,000	-	64,000	286,000
Materials and Services	-	64,000	-	64,000
This supplemental budget request is to reclassify \$64,000 from debt service to materials and services in the PERS Obligation Fund to provide appropriations for debt issuance costs.				

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

PASSED this _____ day of _____, 2026

SIGNED this _____ day of _____, 2026

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund - Transient
Occupancy Tax and Event Center Fund**

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared 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, 2026:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund - Transient Occupancy Tax				
Transfers Out	938,800	-	73,000	865,800
Taxes and Assessments	7,373,000	-	73,000	7,300,000
Event Center Fund				
Taxes and Assessments	-	73,000	-	73,000
Transfers In	73,000	-	73,000	-
This supplemental budget request is to eliminate the \$73,000 interfund transfer from the General Fund - Transient Occupancy Tax to the Event Center Fund.				

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

PASSED this _____ day of _____, 2026

SIGNED this _____ day of _____, 2026

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Sport Facility Operations

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared 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, 2026:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Sport Facility Operations				
Charges for Services	-	294,500	-	294,500
Intergovernmental	-	24,000	-	24,000
Materials and Services	125,000	228,900	-	353,900
Capital Outlay	20,000	2,000	-	22,000
Ending Fund Balance	-	87,600	-	87,600
This supplemental budget request is to recognize and appropriate \$318,500 in the Sport Facility Operations Fund to provide for the ongoing little league operations.				

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

PASSED this _____ day of _____, 2026

SIGNED this _____ day of _____, 2026

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Administrative Services Fund -
Finance Utility Billing**

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared 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, 2026:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Administrative Services Fund - Finance Utility Billing				
Working Capital Carryforward	862,300	40,000	-	902,300
Materials and Services	202,000	40,000	-	242,000
This supplemental budget request is to recognize and appropriate \$40,000 in additional working capital to provide for increased credit card payment utilization.				

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

PASSED this _____ day of _____, 2026

SIGNED this _____ day of _____, 2026

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Consideration of the Volunteer Video

Proposed Motion

I move to approve the Volunteer Video.

I. Summary

The Volunteer Coordinating Committee, in partnership with the Community Diversity Engagement Committee and McNary, has been developing a Volunteer Recruitment Video to promote volunteerism. McNary students are currently finalizing the video. If completed by May 14, the Volunteer Coordinating Committee will meet that afternoon to review the video and provide a recommendation to Council. The matter is time-sensitive as the school year is nearing its end.

II. Background

A. The Volunteer Coordinating Committee, in partnership with the Community Diversity Engagement Committee and McNary, has been working on a script and a Volunteer Recruitment Video to promote volunteerism.

III. Current Situation

A. McNary Students are in the process of finishing the video. If the video is completed by May 14, the Volunteer Coordinating Committee will meet that afternoon to review the video and make a recommendation to Council. The matter is timely as the school year is coming to an end.

IV. Analysis

A. Strategic Impact -

This project supports Goal Five of the Strategic Plan: Fostering an Engaged Community.

B. Financial - Does not apply.

C. **Timing** - There is a timeliness issue since the students are nearing the end of their school year.

D. **Policy/Legal** - Does not apply.

V. Alternatives

A. Approve the video.

B. Take no action.

C. Proposed suggested edits to the video.

VI. Recommendation

Staff recommends the Council review the video and determine next steps.

Attachments

None



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Resolution adopting Attendance Policy for Boards, Commissions and Committees

Proposed Motion

I move to adopt Resolution R2026-____ Adopting Attendance Policy for City of Keizer Boards, Commissions and Committees Except for the Planning Commission.

I. Summary

Since 2003, the City's Boards, Commissions, and Committees have operated under a 75% attendance requirement, but without a formal policy to address attendance issues. This lack of guidance has created uncertainty and, at times, risked meeting quorum. The Volunteer Coordinating Committee (VCC) developed a proposed attendance policy and gathered feedback from several Boards, Commissions and Committees. On April 9, the VCC voted to recommend adoption of the policy to the City Council. The goal of the policy is to encourage consistent participation while providing some flexibility and clear communication when attendance issues occur.

II. Background

- A. Since 2003, the City's Boards, Commissions, and Committees have included a 75% attendance requirement. However, there is no formal policy outlining how attendance issues should be addressed. The Volunteer Coordinating Committee developed a proposed policy.

III. Current Situation

- A. Lack of procedural guidance has created uncertainty in responding to absenteeism and maintaining consistent quorum levels for the Boards, Commissions, and Committees.
- B. Attendance issues have occasionally resulted in meetings nearly lacking a quorum.
- C. The Volunteer Coordinating Committee (VCC) provided the draft policy suggestions to the various Boards, Commissions, and Committees for their feedback. Feedback

was received from the Community Diversity Engagement Committee, Parks and Recreation Advisory Board, Keizer Public Arts Commission and the Multi-Modal Safety Committee.

- D. The VCC has developed a proposed policy outlining how attendance issues should be addressed.
- E. The VCC recommends that the City Council adopt the Attendance Policy for Boards, Commissions, and Committees.
- F. The Planning Commission is a state required board and has its own rules regarding attendance and should not be included in the rules being considered by Council.

IV. **Analysis**

- A. **Strategic Impact** - The proposed Attendance Policy supports Goal 5 of the Strategic Plan: Fostering an Engaged Community.
- B. **Financial** - NA
- C. **Timing** - NA
- D. **Policy/Legal** - Appendix A of the Resolutions for the City's various Boards, Commissions, and Committees includes a 75 % attendance requirement. There is no formal policy or procedure on how attendance issues should be addressed. The Council is the policy maker of the City.

V. **Alternatives**

- A. Adopt the attached Resolution.
- B. Amend the proposed attendance policy for Boards, Commissions, and Committees and adopt the attached Resolution as amended.
- C. Amend the proposed attendance policy and direct staff to return for adoption at a date certain.
- D. Take no action.

VI. **Recommendation**

Staff recommends the Keizer City Council adopt the attached Resolution.

Attachments

1. RES_CC_Adopting Attendance Policies_5 4 2026
2. ATT_CC_Attendance Policy for Boards_5 4 2026

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 ADOPTING ATTENDANCE POLICY FOR CITY OF KEIZER
6 BOARDS, COMMISSIONS, AND COMMITTEES EXCEPT FOR
7 THE PLANNING COMMISSION

8
9 WHEREAS, the City’s boards, commissions, and committees currently include
10 a 75% attendance requirement in the resolutions making up the boards, commissions,
11 and committees;

12 WHEREAS, except for the Planning Commission, there is no formal policy
13 outlining how attendance issues should be addressed;

14 WHEREAS, the City wishes to adopt the attendance policy for City’s boards,
15 commissions, and committees;

16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that the attendance
18 policies attached hereto, and by this reference incorporated herein, are hereby adopted.

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

21 PASSED this _____ day of _____, 2026.

22
23 SIGNED this _____ day of _____, 2026.

24
25 _____
26 Mayor

27
28 _____
29 City Recorder



Attendance Policy for Boards, Commissions, and Committees Except for the Planning Commission

These attendance policies do not apply to the Planning Commission. The Planning Commission has attendance policies outlined in its own rules.

- It is the duty of each member to attend at least 75% of the meetings each calendar year.
- An attendance concern is defined as either missing two consecutive meetings or falling below 75% attendance within a calendar year.
- Members are expected to notify the Deputy City Recorder as far in advance as possible, preferably at least 48 hours before the meeting, if they are unable to attend. The Deputy City Recorder will notify the Committee Chair of member absences.
- When attendance concerns arise, the Committee Chair and the City Recorder's Office will work together to contact the member to discuss their availability, continued interest in serving, and the importance of regular meeting attendance. The intent of this outreach is to be supportive and to determine whether the member wishes and is able to continue serving.
- The policy recognizes that extenuating circumstances such as medical issues, family obligations, work conflicts, or other unexpected situations may affect attendance. When appropriate, flexibility in participation may be considered. Electronic participation may be considered in accordance with the Council Rules of Procedure when a particular need exists and the Chair approves electronic participation without objection from the Committee.
- If attendance problems continue after initial outreach and discussion, the City Recorder's Office will coordinate with the Committee Chair and Council Liaison to determine the next steps. If necessary, the Council Liaison may bring the matter forward to the City Council for consideration of member

“Pride, Spirit and Volunteerism”

removal and appointment of a new volunteer. Members of the Committee may be removed by two-thirds majority vote of the City Council.

- Attendance tracking will be conducted by the City Recorder's Office only when attendance concerns arise, rather than as a routine tracking process for all members.

The goal of this policy is to encourage consistent participation while providing some flexibility and clear communication when attendance issues occur.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Keare Blaylock, Public Works Director
Subject: 2026 Street Resurfacing Project

Proposed Motion

I move the City Council adopt Resolution R2026-___ authorizing the City Manager to award and enter into an agreement with KNL Industries, Inc. for 2026 pavement resurfacing.

I. Summary

The proposed project will resurface approximately 1.42 miles of city streets.

II. Background

A. The Public Works Department solicited bids through the formal bid process for the resurfacing of various city streets. A total of five bids were received and opened Tuesday, May 5th, 2026. The bids ranged from \$1,729,164.00 to \$1,272,089.00 with KNL Industries, Inc. submitting the lowest bid. Schedule I was removed to accommodate budget constraints. KNL Industries, Inc. remained the low bid at \$1,190,805.00 for the remaining schedules.

III. Current Situation

A. The selected streets have been evaluated by staff using the Pavement Condition Index (PCI) and were determined to be the priority streets for resurfacing this year.

IV. Analysis

A. **Strategic Impact** - The project supports Strategic Goal 2, to maintain vital infrastructure in the best condition available resources allow.

B. **Financial** - Funds for this project are planned in the City Council Fiscal Year 2026-27 Street Fund Budget, when the project will be executed.

C. **Timing** - Approval of this request will allow the project to be completed this summer.

D. **Policy/Legal** - City Council approval is required to award this contract.

V. **Alternatives**

A. Adopt the attached Resolution.

B. Take No Action — The selected streets will continue to deteriorate and will need additional repairs in the future before they can be resurfaced.

VI. **Recommendation**

Staff recommends the City Council adopt the attached Resolution.

Attachments

1. RES_CC_Authorizing City Manager to Enter Contract for 2026 Annual Resurfacing_5 18 2026
2. ATT_CC_SR_Exhibit 1 Maps of Streets for 2026 Resurfacing_05-18-2026

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER
6 INTO AN AGREEMENT WITH KNL INDUSTRIES, INC. FOR 2026
7 PAVEMENT RESURFACING

8
9 WHEREAS, the Public Works Department resurfaces streets annually;

10 WHEREAS, bids were solicited for resurfacing of various streets in Keizer;

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

12 WHEREAS, five bids for this project were received. KNL Industries, Inc. submitted the
13 low responsive bid for a total amount of \$1,190,805.00. The City Engineer has reviewed and
14 certified the bids;

15 WHEREAS, a notice of intent to award the bids was sent to the bidders;

16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is
18 hereby authorized to award the contract to and enter into an agreement with KNL Industries, Inc.
19 for a total cost of \$1,190,805.00 to resurface various city streets in Keizer. Funding for this
20 project is from the Street Fund.

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

23 PASSED this _____ day of _____, 2026.

24 SIGNED this _____ day of _____, 2026.

25
26 _____
27 Mayor

28 _____
29 City Recorder

EXHIBIT 1: Map of Streets for 2026 Resurfacing Project

Street Name	Beg Location	End Location
DEARBORN AVE N	SHORELINE DR	DELIGHT AVE
WAYNE DR N	MATCH LINE B4 SHORELINE	RIVERCREST DR
NORTH WIND CT N	JUNIPER ST	CUL-DE-SAC
MEADOWGLEN ST NE	PARKMEADOW ST NE	PRAIRIE GRASS AVE
HARMONY DR NE	TRAIL AVE	14TH AVE
SHEPHERD CT N	RUSSETT DR	CUL-DE-SAC
FENWICK CT N north and south	S CUL DE SAC	N CUL DE SAC
RIVERCREST DR N	MENLO DR	WAYNE-SOUTH SIDE OF INT.

Street Paving





To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Process for Committees who Want to Apply for Grants

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-____ Adopting Policy for Keizer Committees, Boards, and Commissions Desiring to Apply for Grants.

I. Summary

At the April 20, 2026 City Council meeting, a motion was made to bring back a process outlining committee steps when they want to apply for a grant. The proposed process is attached to the accompanying Resolution.

II. Background

- A. On April 20, 2026, a discussion regarding a grant application by the Multi-Modal Safety Committee was brought up.
- B. Council expressed concern about not seeing grant applications.
- C. Following discussion, Council moved to direct staff to bring back a process outlining committee steps when they want to apply for a grant.

III. Current Situation

- A. Council desires a process outlining committee steps when they want to apply for a grant.
- B. The attached Resolution adopts the policy and process for committees, boards and commissions to use when desiring to apply for grants.

IV. Analysis

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - No direct financial impact except that applying for grant's without a process could financially impact the City by having matches that are not available in

the future.

C. **Timing** - None.

D. **Policy/Legal** - The City Council makes policy for the City. The boards, committees, and commissions are advisory to the Council and therefore, the Council should direct them on how to proceed with grant applications.

V. Alternatives

A. Adopt the attached Resolution.

B. Amend the attached Resolution and adopt it.

C. Take no action.

VI. Recommendation

Staff recommends that the Council adopt the attached Resolution.

Attachments

1. R93-684_1993-11-01
2. RES_CC_Grant Policy for Keizer Committees_5 18 2026
3. EXH_CC_Grant Policy for Committees_5 18 2026

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R93- 684

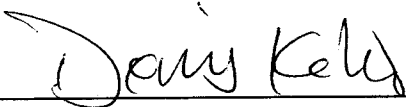
3 ADOPTING POLICY STATEMENT GOVERNING THE APPLICATION
4 FOR GRANT FUNDS

5
6 WHEREAS, the City of Keizer believes it is in the best interest of the citizens to
7 aggressively pursue outside grant funding for local projects when feasible, and to be
8 constantly aware of opportunities to leverage local dollars for projects that are of benefit
9 to the community. NOW THEREFORE;

10 BE IT RESOLVED by the City Council of the City of Keizer to adopt the attached
policy statement governing the application for grant funds.

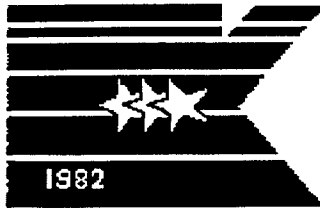
12
13 PASSED this 1st day of November, 1993

14 SIGNED this 1st day of November, 1993.

15
16 
17 _____
18 Mayor

19
20 
21 _____
22 City Recorder
23

FMAGIC



EFFECTIVE: November 1, 1993

REVISED:

APPROVED:

A handwritten signature in cursive script, appearing to read 'Dorothy Tryk'.

Dorothy Tryk, City Manager

- Subject:** Grant Funds, Application for
- Applicability:** City employees, agents and representatives.
- Responsibility:** The City Manager is responsible for oversight and compliance.
- Purpose:** To clarify City Manager's authority over the initiation of certain grant applications.

POLICY STATEMENT GOVERNING THE APPLICATION FOR GRANT FUNDS

The City of Keizer believes it is in the best interest of the citizens to aggressively pursue outside grant funding for local projects when feasible, and to be constantly aware of opportunities to leverage local dollars for projects that are of benefit to the community.

The City Manager will have authority to make grant applications for projects under the guidelines listed below. Any grant application which exceeds these guidelines will require Council approval prior to submitting the application.

Guidelines:

- The local match funds for the project are within current budget authority.
- The project is consistent with approved long-range plans and is in keeping with the City's mission and goals.
- The project does not require the addition of personnel.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2026-_____

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6 ADOPTING POLICY FOR KEIZER COMMITTEES, BOARDS, AND
7 COMMISSIONS DESIRING TO APPLY FOR GRANTS

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9
10 WHEREAS, the Keizer City Council adopted Resolution R93-684 on November
11 1, 1993 adopting policy statement governing the application for grant funds;

12 WHEREAS, occasionally, Keizer Committees, Boards, and Commissions desire
13 to apply for grants;

14 WHEREAS, Keizer Committees, Boards, and Commissions are advisory to the
15 Keizer City Council;

16 WHEREAS, there is a need for a policy on how Keizer Committees, Boards, and
17 Commissions can apply for grants to stay in line with Council adopted policy;

18 NOW, THEREFORE,

19 BE IT RESOLVED by the City Council of the City of Keizer that the attached
20 grant application policies for the Keizer Committees, Boards, and Commissions are
21 hereby adopted.

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

3 PASSED this _____ day of _____, 2026.

4

5 SIGNED this _____ day of _____, 2026.

6

7

8

Mayor

9

10

City Recorder

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POLICY FOR
KEIZER COMMITTEES, BOARDS, AND COMMISSIONS
DESIRING TO APPLY FOR GRANTS

Purpose.

The purpose of this policy is to align with the Keizer City Council policy statement governing the application for grant funds. It is to provide guidance to Keizer committees, boards, and commissions desiring to apply for grants.

Process.

Keizer Committees, Boards, and Commission desiring to apply for grants must take the following steps prior to the submittal of a grant application:

1. The advisory Committee, Board or Commission shall meet to discuss the proposed grant application. A motion and vote must be made prior to the grant application being moved forward to the next step.
2. If the motion passes, the grant application is to be reviewed by the Department Director for appropriateness for the City.
3. If the Department Director believes it is appropriate, the Department Director shall place the matter on the next City Council meeting agenda for the Council's consideration. Such consideration shall include the financial information.
4. If the City Council approves the application, the Department Director shall sign the grant application on behalf of the City and submit it. Council has the sole right to deny the authorization to sign the grant application.

Monitoring.

The Department Director shall be responsible for monitoring the project to ensure that the project is being completed as required under the terms of the grant agreement. The Committee, Board and/or Commission shall be responsible for the day-to-day activities connected with the project and shall report to the Department Director.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Police Fee

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-____ Amending the City of Keizer Police Services Fee; Repealing Resolution R2023-3376.

I. Summary

Over the past nine months, a special task force and then the full Keizer City Council have analyzed the issue of how to fund our City Police Department which is more than 75% of the City budget. The task force and council have determined that the current staffing level of the Keizer Police Department is necessary and needs to be funded. Several key policy discussions were held on May 4, 2026. This action is a result of the decisions tentatively agreed upon at that meeting.

II. Background

- A. A Police Fee Task Force was created on June 2, 2025. The Task Force first met on September 25, 2025. The first meeting was an opportunity for the task force to direct staff on what data they wanted to see for their deliberations.
- B. As a result, staff conducted an in-depth analysis of the state of public safety in Keizer and the state of funding for public safety in Keizer. After several meetings, the task force made a recommendation to the Keizer City Council in February 2026. The recommendation to council was to consider a tiered rate based on Equivalent Service Units (ESU's), with commercial businesses paying at a higher rate per ESU. Equivalent Service Unit is based on an impermeable surface area on property, or in other words, roofs and paved areas.
- C. The Keizer City Council met at a special work session on Saturday, March 7, 2026, to receive the recommendation of the Police Fee Task Force, receive the study by staff, and discuss future steps.
- D. Following that meeting, the City Council directed staff to meet with businesses. The Keizer Chamber of Commerce worked collaboratively with us to schedule a meeting with businesses. We made a brief presentation to businesses on April 9, 2026, and

answered questions during the remaining time.

- E. On May 4, 2026, the City Council held a discussion regarding the Police Services Fee for the purpose of receiving policy direction from Council for the coming fiscal year.

III. Current Situation

- A. To get to a structural balance, where our expenditures match our revenues, the police services fee needs to change from \$6.90 to \$14.34. The recommendation coming out of the City Council discussion was to increase the fee half way beginning on July 1, 2026, and then to the full amount on January 1, 2027.
- B. With an understanding of what additional income is needed to keep the police department whole, the budget committee recommended a budget to the City Council that keeps the police department at the same staffing levels. The budget committee does not set the fees, only the council can set the fees.
- C. To actually fund the budget as recommended by the City Council, the City Council must adopt the fee changes.
- D. The budget was prepared prior to the council discussion on the police fees due to the timing of the budget committee. The prepared budget was built on an assumption of moving to the model where everyone would pay \$6.90 per ESU on July 1, and then it would increase to \$14.34 on January 1, 2027. That would bring in revenue of \$2,479,000.
- E. A proposal was made and accepted by the City Council at the discussion on May 4, 2026 to increase the fee halfway between the current fee of \$6.90 and the final fee of \$14.34 for residential payers and then begin to have the businesses begin paying \$6.90 per ESU on July 1, 2027, which would mean setting the fee at \$10.62 for residential. That proposal would bring in revenue of \$2,829,000.
- F. During the budget committee discussion, staff was asked to put together a model that would delay the start for everyone but still earn the necessary funding needed to sustain operations. Assistant City Manager/Finance Director Tim Wood ran a new model where we delayed the start of any increases until September 1, 2026. If we implemented the residential rate at \$10.62 on September 1, begin the per ESU cost for non-residential at \$6.90 per ESU on September 1, and then implemented the increase to \$14.34 for everyone per ESU on January 1, 2027 we could achieve the budget target. That proposal brings us close to the budget target, generating \$2,553,000.

IV. Analysis

- A. **Strategic Impact** - This request falls under the Council's Public Safety Strategic Goal. Specifically, the plan contains a task to "develop a long-term staffing and funding plan for the Police Department, seeking community input and approval."
- B. **Financial** - Changes to revenue or staffing must be made in the Fiscal Year 2026-2027 for the city to remain financially solvent with the current staffing level. If no changes are made, the City would need to reduce our work force by at least 10

positions.

Both the option that the budget was prepared with, or the option staff was directed to calculate following the budget committee would achieve the revenue target. Given that delaying it would be helpful for both businesses, residents, and the city, staff recommends that as the best option for Keizer. With the assistance of the existing fund balance, the City will be able to fund the Police Department at current levels through the end of the fiscal year. The full year's fee will then move the city closer to a structural balance moving into the next fiscal year.

- C. **Timing** - The Council made preliminary decisions prior to the budget meeting. The budget committee funded the police department at the levels needed to keep them whole. Action from the City Council to change fees is needed to actually approve the fees.
- D. **Policy/Legal** - From a policy level, several decisions were made by the council:
- The council decided that every residential unit should pay the same fee (e.g. single family, apartment, duplex, triplex, row houses, etc).
 - The Council decided that the ESU model was the fairest way to approach funding the police. This method was chosen because, in comparison to a levy, a fee provides opportunities for exceptions, outliers, and discounts.
 - Broadly speaking, residential and non-residential will pay the same amount per ESU.
 - Council directed staff to explore the cost of going to monthly billing, versus bi-monthly billing.

Only the City Council can approve rate increases.

V. **Alternatives**

- A. Approve the fee increase as recommended by the City Council following their meeting on May 4, 2026, switching residential to \$10.62 and moving non-residential to \$6.90 per ESU on July 1, 2026. On January 1, 2027 residential would move to \$14.34 and non-residential would move to \$14.34 per ESU.
- B. Adopt the attached Resolution delaying the first increase to September 1, 2026. Residential would go to \$10.62 and non-residential would start paying \$6.90 per ESU. On January 1, 2027 residential would move to \$14.34 and non-residential would move to \$14.34 per ESU.

VI. **Recommendation**

Staff recommends adopting the attached resolution which is the model that delays the start to September and then increases again on January 1, 2027.

Attachments

1. RES_CC_Amending Police Services Fee_5 18 2026
2. EXH_CC_Police Fee Structure - Exhibit A_5 18 2026

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 AMENDING THE CITY OF KEIZER POLICE SERVICES FEE;
6 REPEALING RESOLUTION R2023-3376
7

8 WHEREAS, by Ordinance 2017-775 as codified in Keizer Code, Article IX, Division
9 2, the City Council imposed police services fee on all Premises within the Keizer City limits;

10 WHEREAS, Keizer Code, Article IX, Division 2, Section 2-326 provides for the
11 amount of the police services fee to be set by Resolution of the City Council;

12 WHEREAS, by Resolution R2023-3376, the City Council established the amount of
13 the police services fee;

14 WHEREAS, Resolution R2023-3376 states that the Council shall review the amount
15 of the fee annually;

16 WHEREAS, the City Council wishes to increase the police services fees;

17 WHEREAS, the City has met the requirement for providing an opportunity for
18 public comment prior to the adoption of this amended fee resolution;

19 NOW, THEREFORE,

20 BE IT RESOLVED by the City Council of the City of Keizer that the amount of the
21 police services fee and associated charges established by Keizer Code, Article IX, Division 2
22 shall be as set forth in Exhibit "A" attached hereto and by this reference incorporated herein.
23 The increases shall occur on September 1, 2026 under the column Proposed Effective
24 9/1/2026 and the additional increases shall occur on January 1, 2027 under the column
25 Proposed Effective 1/1/2027.

1 BE IT FURTHER RESOLVED that the terms used in this Resolution shall have the
2 meaning set forth in Keizer Code, Article IX, Division 2, Section 2-324.

3 BE IT FURTHER RESOLVED that the term ESU (Equivalent Service Unit) shall
4 mean an area which is estimated to place approximately equal demand on the public facilities
5 as defined in the Keizer Development Code (Keizer Code, Appendix A) as “Dwelling, single
6 household”. One (1) ESU shall be equal to 3,000 square feet of impervious surface.

7 BE IT FURTHER RESOLVED that the amount of the fee shall be reviewed annually
8 by Council.

9 BE IT FURTHER RESOLVED that Resolution R2023-3376 (Establishing the City of
10 Keizer Police Services Fee) shall be repealed in its entirety on September 1, 2026.

11 BE IT FURTHER RESOLVED that this Resolution shall become effective from and
12 after the September 2026 billings and all successive billings.

13 PASSED this _____ day of _____, 2026.

14 SIGNED this _____ day of _____, 2026.

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20
21

Mayor

City Recorder

**City of Keizer
Police Services Fee Comparison
May 18, 2026**

	Proposed Effective			Existing Fee
	1/1/2027	9/1/2026		
Residential per dwelling unit	\$ 14.34	\$ 10.62	Single/Duplex	\$ 6.90
Commercial/Non-dwelling unit per Equivalent Service Unit	\$ 14.34	\$ 6.90	Multi-Family Dwelling Units	\$ 5.95
Senior ⁽¹⁾ /Head of Household Low Income ⁽²⁾	\$ 7.17	\$ 5.31	Senior ⁽¹⁾ /Head of Household Low Income ⁽²⁾	\$ 1.93
Delinquency Fee ⁽³⁾	\$ 37.00	\$ 37.00	Commercial Utility Accounts	\$ 6.90
Administrative Fee ⁽³⁾	10%	10%	Delinquency Fee ⁽³⁾	\$ 37.00
			Administrative Fee ⁽³⁾	10%

(1) For Single-Family/Duplex unit only. Responsible party must apply and show proof that they are over 75 years of age.

(2) For Single-Family/Duplex unit only. Responsible party must apply and show household income is equal to or less than 30% of the Salem/Keizer area median income, based on family size, as published annually by the U.S. Department of Housing and Urban Development.

(3) Imposed fourteen (14) days after the police services fee is considered delinquent.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Discussion of Ordinance for Advisory Question

Proposed Motion

No motion.

I. Summary

At the May 4, 2026 City Council meeting, the City Council directed staff to bring back a staff report regarding the adoption of an ordinance for an advisory question for discussion.

II. Background

- A. Under the Keizer City Charter Section 7.1: "City elections must conform to state law except as this Charter or ordinances provide otherwise."
- B. The Keizer Code currently doesn't have any ordinances about election referrals or advisory votes.
- C. The Oregon statutory election process allows for referral of legislative enactments by the City Council, but is silent on advisory votes for local governments. Other local governments have adopted ordinances that do allow for advisory votes from their electors.
- D. In the past, the City passed an ordinance (legislative enactment) for referral to voters regarding the library levy that would only be enacted upon passage by vote of the people.
- E. If the City Council desires to refer any advisory question to the voters, the Council first has to either revise its Charter or adopt an ordinance.
- F. An advisory question is a non-binding and non-legislative measure that cities can use to seek guidance from the voters on a particular topic.
- G. The City Council directed staff to bring back a staff report at the May 18, 2026, general city council meeting for discussion.

III. Current Situation

- A. The City does not have a mechanism for referring an advisory question to the voters.
- B. The Council directed staff to bring back a staff report to discuss whether a mechanism for referring an advisory question to the voters is desirable.

IV. Analysis

- A. **Strategic Impact** - None.
- B. **Financial** - None.
- C. **Timing** - If the Council wants to place an advisory question to the voters at the November 3, 2026, general election, the Council would need to adopt an ordinance allowing an advisory question no later than the first meeting in June to allow for a second reading if necessary at the second meeting in June. This timing would account for a non-unanimous vote which would necessitate two readings and a thirty-day appeal period before a Keizer ordinance would become law. Once the ordinance is law, Council would have to adopt a resolution by the August 3, 2026, general meeting including a ballot title (caption, question, and summary). Then, the City Elections Official (City Recorder) would receive this ballot title on August 4th-- giving the City the ability to go to publication in a timely manner. Specifically, this would allow for the ballot title to be posted on the City's website by August 5th and sent in for publication in the Keizertimes for August 7th. The ballot title challenge period would then expire on August 14th. Not later than September 3, 2026, the referral measure (ballot title and explanatory statement) would be filed with Marion County Elections.
- D. **Policy/Legal** - This is a policy decision for the City Council. Only the City Council can adopt an ordinance.

V. Alternatives

- A. Discuss the matter and direct staff to prepare an ordinance to allow for an advisory question.
- B. Discuss the matter and direct staff that this is not desirable.
- C. Take no action.

VI. Recommendation

Staff recommends that the Council discuss the matter and direct staff accordingly.

Attachments

None