



MINUTES KEIZER CITY COUNCIL

**Monday, June 10, 2024
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:07 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor (arrived at 6:25 p.m.)
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Melissa Bisset, City Recorder

Absent:

Robert Husseman, Councilor

DISCUSSION

a. Public Contracting Ordinance Amendments

City Manager Adam Brown reviewed definitions and detailed the proposed update to purchasing policies as explained in the document attached to the staff report in the council packet. There was discussion regarding the type of exemptions, how often Oregon Revised Statutes (ORS) may change, and how the Council would be notified of the changes.

Discussion ensued on the Public Contracting Ordinance Amendments. "Housekeeping" items were proposed, and there was no concern from the Council about including the proposed changes as outlined in the staff report for the draft ordinance.

There was discussion regarding the various levels of spending authority. Discussion ensued about how often the purchasing policy was reviewed and how frequently it would be reviewed.

City Manager Brown reviewed the levels of spending authority and how a change would reduce the number of purchases that were required to go through a formal procurement process. During the 2023 calendar year, there were six contracts that went before the Council. These contracts wouldn't have needed to go to Council if the limit was increased to \$100,000. Mr. Wood estimated that staff spends six to eight hours per report to write the staff report, draft a resolution, and prepare any attachments related to procurements that were required to come before Council.

City Attorney Lindsay explained the efficiencies for the vendor and for staff by increasing the amounts for the informal process.

There was discussion about the spending of contingency and unanticipated funds. All contingency items require the City Council's approval.

Unanticipated funds are for projects that go over the cost that was budgeted and would be presented in a staff report to the City Council at the time the project goes before the Council for consideration. If the overage cost was within the 25% allowable Change Order, then the overage would not go before the City Council.

Mayor Clark commented on budgeted projects and clarified that unanticipated funds were for budgeted projects and not for a new project. Mr. Lawyer agreed with the exception that at the end of a fiscal cycle, if there was a project identified through public comment or public need and there were available funds, then they could be identified at that point and would require Council approval.

There was discussion about streamlining the process for staff and business simplicity, and the efficiencies that would be created.

Mr. Brown summarized the recommendations to have similar benchmarks as follows:

- Move the \$5,000 to \$10,000 in each category, which would reduce staff work.
- Move the informal process to the \$150,000 mark.
- Use the formal process for \$150,000 and above.
- Transportation items would have its own \$100,000 mark.

There was discussion about moving the dollar threshold for contracts when they should have an "Approved as to Form" line by the City Attorney to be \$5,000. The City Council was interested in hearing from the Executive Leadership Team about their thoughts on the contract thresholds and when they need to go through the Legal Department.

The Department Director's authority would move from the \$25,000 budgeted amount and not-to-exceed two years to \$50,000 and not-to-exceed three years. City Manager authority would require the City Council's authorization after \$50,000. The Council would like to receive notification for \$25,000 to \$50,000 expenditures.

There was a consensus to treat transportation projects the same as all Public Improvement projects.

City Attorney Lindsay noted that an Ordinance would be brought before Council soon.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:08 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."