



**MINUTES**  
**KEIZER BUDGET COMMITTEE MEETING**  
**Monday, May 9, 2022**  
**Keizer Civic Center, Council Chambers**

**Call to  
Order**

Mayor Clark called the meeting to order at 6:00 pm. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Shaney Starr, Councilor  
Roland Herrera, Councilor (6:37 pm)  
Kyle Juran, Councilor  
Dan Kohler, Councilor  
Laura Reid, Councilor  
Susan London  
Hersch Sangster  
Jonathan Thompson

Melissa Martin  
Ali Rasouli

**Absent:**

Elizabeth Smith, Councilor  
Francisco Saldivar Gerard Graveline

**Staff:**

Adam Brown, City Manager  
Tim Wood, Finance Director  
Shannon Johnson, City Attorney  
Shane Witham, Planning Director  
John Teague, Police Chief  
Bill Lawyer, Public Works Director  
Machell DePina, Human Resources Director  
Tracy Davis, City Recorder

**Volunteer  
Appreciation**

*Guillermo Rodriguez* on behalf of the Volunteer Coordinating Committee, thanked Budget Committee members for their continued dedication to the City through their volunteer efforts and distributed candy bars as a token of appreciation.

**Election of  
Budget  
Committee  
Chair/Vice  
Chair**

Cathy Clark nominated Laura Reid as Chair. Dan Kohler seconded. There were no other nominations. **Nomination approved by unanimous consent.** (10-0-4)

Cathy Clark nominated Melissa Martin as Vice Chair. Dan Kohler seconded. There were no other nominations. **Nomination approved by unanimous consent.** (10-0-4)

**Approval of  
Budget  
Calendar**

Cathy Clark moved to approve the 2022-23 Budget Calendar. Melissa Martin seconded. Motion passed as follows: Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent and Herrera absent at time of vote. (10-0-4)

**Approval of  
Budget  
Committee  
Minutes**

Melissa Martin moved for approval of the FY21-22 Budget Committee Minutes. Dan Kohler seconded. Motion passed as follows: Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent and Herrera absent at time of vote. (10-0-4)

## **City Manager Budget Message**

Because City Manager Adam Brown had only been serving for three weeks, Finance Director and Official Budget Officer Tim Wood brought attention to several handouts including outside budget requests and ARPA Fund information. He explained that overall the City is in a somewhat stable condition, recovery from the pandemic impacts is underway, services impacted by the pandemic are being restored, hiring procedures streamlined, and investments are being made into city infrastructure. He shared details on various increases in rates, fees, staffing and benefits and concluded thanking Budget Committee members and staff for their commitment to this process.

Mr. Wood explained that Oregon has very strict laws to promote transparency and public involvement through the budget process. He noted that each fund is a stand-alone entity and funds cannot be taken from one to supplement another. The emphasis of the City is to provide services into the future so the City focuses on each line item and determines a reasonable number for each. The committee will not necessarily review specific line items but will focus on the budget in total concentrating on each department, transfers, debt service and contingency. He added that there are funds available for all outside budget requests.

## **Public Testimony**

*Rhonda Rich*, President of West Keizer Neighborhood Association, thanked the committee for funds allocated to the Association in the past and asked that their budget request be approved.

Chair Reid read into the record written testimony received from *Sherrie Gottfried* of the Southeast Keizer Neighborhood Association.

## **BUDGET PRESENTATIONS AND DELIBERATION**

**Administrative Services Fund** Mr. Wood brought attention to the Distinguished Budget Presentation Award received for the 8<sup>th</sup> year in a row, state requirements, Budget Committee responsibility, staffing changes, wages and employee benefits, and the Administrative Services Fund.

Individual Department budgets were reviewed as follows:

*City Manager*: 3.2% standard cost of living increase.

*City Attorney*: Similar to previous years. Increase due to outside counsel legal services contract.

*City Recorder*: Unchanged from last year except for increase in retirement costs.

*Human Resources*: No significant changes in the budget other than the increase due to the need to replace expensive batteries and increased costs for Blood Born Pathogen Program. Questions fielded regarding Human Resources software systems and Worker's Comp.

*Finance ~ Non-Departmental:* No significant changes other than one retirement and resultant shift in staffing. Request for proposals for audit services will be done this year and costs will likely be higher. Questions fielded regarding overtime.

*Information Technology:* No changes other than replacement of old phone system. Discussion took place regarding cyber security.

*Utility Billing:* Increases including credit card charges explained.

*Non-Departmental Public Works:* This budget captures costs for public works operations that are spread over multiple funds. The only change is in capital outlay for improvements at the shop.

*Civic Center Facilities:* This fund manages the entire facility. Primary cost this year is replacement of pergolas and purchase of a lift so that maintenance staff can replace light bulbs. Replacement furnishings will come out of this fund. Reserve funds are being increased to \$300,000.

*General Administration:* Explanation provided. Increase anticipated in liability insurance.

Melissa Martin moved to approve the Administrative Services Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, London, Reid, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

## **Public Works Funds**

The following funds were reviewed by Bill Lawyer or Tim Wood.

*Street:* (Revenues from gas tax) Gas taxes are returning to normal. Changes in fund are primarily in Capital Outlay section. Projects include Verda Lane, resurfacing of city streets, ADA upgrades, fiber optic upgrade, and installation of rapid flashing beacon on Chemawa by Heritage building. Information provided regarding the Wheatland Road project, traffic studies in west Keizer, traffic calming measures for Alder Drive and the impact of higher gas prices.

Melissa Martin moved to approve the Street Fund. Cathy Clark seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Street Lighting District:* Over 200 in the city. The City fronts the cost of installation and electricity and then assesses reimbursement from the property owners. One or two more are anticipated this year. Consolidation would be difficult because of unique issues in Keizer.

Melissa Martin moved to approve the Street Lighting District Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Transportation Improvement:* (Revenues from System Development Charges) All the funds available in this budget are in the 'unanticipated expenses' line item. There are projects available for this funding but they are not on the project list. Staff is looking at updating that list.

Melissa Martin moved to approve the Transportation Improvement Fund. Susan London seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Stormwater:* No proposed rate increase. This division is now fully staffed. Funding included for wetlands enhancement project along Claggett Creek and repair and replacement of portions of the storm drain system. Information provided regarding public education and outreach and maintenance of proposed wetland improvements.

Melissa Martin moved to approve the Stormwater Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Sewer:* A pass-through fund to Salem. There may be a 3% increase sometime later this summer. If the increase is greater, staff will come back to Council with a budget adjustment.

Melissa Martin moved to approve the Sewer Fund. Hersch Sangster seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Sewer Reserve:* Funded from SDC funds. No plans for current projects.

Melissa Martin moved to approve the Sewer Reserve Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Water Fund:* Similar to last year with some increased costs. Specific line changes reviewed. Questions fielded.

Melissa Martin moved to approve the Water Fund. Hersch Sangster seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Water Facility Replacement:* Revenue from a combination of rates, system development fees and new connections to the water system. Highlights from this fund include mainline replacements, Meadows filter plant, and drilling of new well at the Reitz facility. Discussion held

regarding water demands, population growth and water needs.

Melissa Martin moved to approve the Water Facility Replacement Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Park Services:* Revenue from General Fund and Parks Fee. Changes include temporary labor increase, new mower, update of system development methodology, replacement of play structure at Ben Miller Park, trail/road improvements at Keizer Rapids Park. Discussion followed regarding staffing needs, potential increase in Parks fee, and lighting at Bair Park and Keizer Rotary Amphitheater.

Melissa Martin moved to approve the Park Services Fund. Cathy Clark seconded. **Motion passed as follows:** Clark, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Starr opposed and Smith, Saldivar and Graveline absent. (10-1-3)

*Park Improvements:* Funded by system development charges from residential development. Primary projects are the pathway project and lower field at Keizer Rapids Park and two picnic shelters at the Big Toy.

Melissa Martin moved to approve the Park Improvements Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

Mr. Wood urged everyone to be prepared to discuss the ARPA funds and the General Fund at the next meeting.

## **Other Business**

Next Meetings:  
✓ Tuesday, May 10, 2022, 6:00 pm

**Adjournment** Meeting was adjourned at 8:03 p.m.

05/08/2023

Approved: (Date)

*Debbie Lockhart*

Debbie Lockhart, Deputy City Recorder



**MINUTES**  
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**Tuesday, May 10, 2022**  
**Keizer Civic Center, Council Chambers**

**Call to  
Order**

Chair Reid called the meeting to order at 6:00 pm. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Shaney Starr, Councilor  
Roland Herrera, Councilor  
Kyle Juran, Councilor  
Dan Kohler, Councilor  
Laura Reid, Councilor  
Susan London  
Hersch Sangster  
Jonathan Thompson

Melissa Martin  
Ali Rasouli

**Absent:**

Elizabeth Smith, Councilor  
Francisco Saldivar Gerard Graveline

**Staff:**

Adam Brown, City Manager  
Tim Wood, Finance Director  
Shannon Johnson, City Attorney  
Shane Witham, Planning Director  
John Teague, Police Chief  
Bill Lawyer, Public Works Director  
Machell DePina, Human  
Resources Director  
Tracy Davis, City Recorder

**Public  
Testimony**

*Meredith Mooney*, Keizer, representing Keizer United, shared the organization's vision and mission, presented the annual report and thanked the City for its support. Discussion followed regarding developing the technology to hold 'hybrid' meetings in the event center and details about funding and collaborative efforts.

**BUDGET PRESENTATIONS AND DELIBERATION**

**General  
Services  
Fund**

Finance Director Tim Wood explained everything that is not required to be accounted for somewhere else is accounted for in this fund. He reviewed total revenues and expenditures and provided details for various line items.

The following funds were reviewed with additional information and clarification provided as needed:

*General Services Fund, Non-Departmental Resources and Non-Departmental Requirements:* Revenue sources were reviewed including taxes, licenses and fees, intergovernmental taxes, and miscellaneous revenues. Mr. Wood suggested increasing the neighborhood association budgets by \$1700 on a reimbursement basis.

Chair Reid pointed out that the Arts Commission had requested \$6,000. Discussion took place regarding previous allocation amounts, and maintenance and acquisition costs. Because of the lack of clarity on specific maintenance needs, committee tabled this request until the June meeting when the budget would be on the agenda for adoption.

Melissa Martin moved to increase the Neighborhood Association allocations by \$1700. Hersch Sangster seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Planning Department:* Planning Director Shane Witham explained the various duties of the department. He noted that the budget is similar to the previous budgets except for increases for Nuisance Abatement and Grant/Study Expenditures.

*Municipal Court:* Decline in court fines revenue continues. Staffing reviewed. New municipal court software implemented last year is showing significant benefits including the ability to pay fines on line.

*Police Operations:* Substantial decrease in number of crashes over the last three years due to more staffing allowed through the Police Services Fee. Line items reviewed in detail. Information shared regarding the Willamette Valley Communications Center and car washing restrictions.

Melissa Martin moved to approve the General Services Fund as amended. Kyle Juran seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

## **Special Purpose Funds**

*Police Services:* \$1 increase requested at this time to maintain existing staffing levels.

Melissa Martin moved to approve the Police Services Fund. Cathy Clark seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*American Rescue Plan Act:* This line accounts for all ARPA funds and \$350,000 received from the state through Bill Post. Based on the consensus of the Long Range Planning Task Force, the majority of the projects identified have been moved into the approved line and incorporated into the proposed budget for next year. Projects may be delayed due to supply issues. Individual line items explained. Requests received: \$15,000 from the Keizer Public Arts Commission, \$14,700 from the Keizer Community Foundation, \$30,000 from Cherriots.

Melissa Martin moved to approve moving of the Keizer Public Arts Commission request to the recommended budget. Dan Kohler seconded.

Mayor Clark indicated that she would like more information regarding why this piece was being purchased when all others were loaned with a stipend paid to the artist. Mr. Wood explained that Council would have to approve the purchase; this action is simply to include the amount in the budget.

Shaney Starr offered a friendly amendment that a budget note be added that stipulates that Council approval is required prior to the expenditure of those funds. Amendment accepted by Starr and Kohler.

**Motion passed as follows:** Starr, Juran, Kohler, Martin, Reid, London, Herrera, Sangster and Thompson in favor with Clark and Rasouli opposed and Smith, Saldivar and Graveline absent. (9-2-3)

Melissa Martin moved to approve the \$14,700 request for the Keizer Community Foundation for one year. Cathy Clark seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

No action was taken on the Cherriots request pending receipt of more information. Action may be taken at the June Council meeting.

Melissa Martin moved to approve the ARPA fund as amended. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Community Center Fund:* Revenues coming back after closure.

Melissa Martin moved to approve the Community Center Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Public Education Government:* City entered into new contract with Comcast and a new production services provider. Funds are now restricted to equipment but there is enough in the ending fund balance to allow the same level of service for another year or two.

Melissa Martin moved to approve the Public Education Governmental Fund. Cathy Clark seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Keizer Youth Peer Court:* Fund set up in memory of Cari Emery Coleman, former Peer Court coordinator, to receive donations.

Melissa Martin moved to approve the Youth Peer Court fund. Susan London seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)



*Housing Rehabilitation:* Revolving loan to help lower income homeowners remodel houses. Repayment takes place when property owner refinances or sells their home. Details provided.

Melissa Martin moved to approve the Housing Rehabilitation Fund. Hersch Sangster seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Energy Efficiency Loans:* Revolving loan to help lower income homeowners make their homes more energy efficient. Repayment takes place when property owner refinances or sells their home. Details provided.

Melissa Martin moved to approve the Energy Efficiency Revolving Loan Fund. Cathy Clark seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

*Keizer Station LID:* Assessments received are used to pay down the debt. Loan originally due in 2031 but it is anticipated to be paid off in 2029.

Melissa Martin moved to approve the Keizer Station LID Fund. Kyle Juran seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

## **Budget Committee Motions**

Melissa Martin moved to approve the City of Keizer Budget for Fiscal Year 2022-2023 as amended by the Budget Committee. Dan Kohler seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

Melissa Martin moved to impose the full permanent rate of \$2.0838 per \$1,000 of assessed value on the tax rolls of the City of Keizer for Fiscal Year 2022-2023. Susan London seconded. **Motion passed as follows:** Clark, Starr, Juran, Kohler, Martin, Rasouli, Reid, London, Herrera, Sangster and Thompson in favor with Smith, Saldivar and Graveline absent. (11-0-3)

**Adjournment** Meeting was adjourned at 7:52 p.m.

05/08/2023

Approved: (Date)

*Debbie Lockhart*

Debbie Lockhart, Deputy City Recorder