



MINUTES
KEIZER BUDGET COMMITTEE MEETING
April 30, 2019
Keizer Civic Center, Council Chambers

Call To Order

Meeting was called to order at 6:00 pm. Roll Call was taken as follows:

Present:

Ron Bersin
Keith Blair
Cathy Clark, Mayor
Don Clark
Kevin Dial
Kim Freeman, Councilor
J.D. Gillis
Roland Herrera, Councilor
Dan Kohler, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Elizabeth Smith, Councilor
Jonathan Thompson

Absent:

One Position Vacant

Staff:

Chris Eppley, City Manager
Tim Wood, Finance Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Shannon Johnson, City Attorney
Nate Brown, Community Development Director
John Teague, Police Chief
Bill Lawyer, Public Works Director

Election of Budget Committee Chair/Vice Chair

Cathy Clark nominated Ron Bersin as Chair. Jonathan Thompson seconded. **Nomination approved as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Marlene Parsons nominated Laura Reid as Vice Chair. Cathy Clark seconded. **Nomination approved as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Approval of Budget Calendar

Cathy Clark moved to approve the 2019 Budget Calendar. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Approval of Budget Committee Minutes

Kim Freeman moved for approval of the FY18-19 Budget Committee Minutes. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

**City
Manager
Budget
Message**

City Manager Chris Eppley read selected quotes on democracy and his Budget Message from the Manager’s Recommended Budget, summarized his message on page 8 of the Recommended Budget and directed attention to the Distinguished Budgeting Presentation Award received by the City from the Government Finance Officers Association.

**Public
Testimony**

Robin Barney, Keizer, representing Keizer Cultural Center, shared information about the changes that have taken place over the past year, the tenants of the building, improvements made and planned, and some of the events that have taken place.

Lore Christopher, Keizer, noted that the City contributed \$20,000 to the Keizer Cultural Center operations last year and many seniors and children have benefitted. It is the only historic building in Keizer and, now that the tenants work together, it is possible to preserve the building and provide a service to the citizens of Keizer.

It was noted that \$20,000 is already set aside in the budget.

David Dempster, Keizer, representing the Traffic Safety/Bikeways/Pedestrian Committee, explained that the Committee is requesting that money be set aside in the budget for (1) improvements on Delight to improve the safety of children walking to Cummings Elementary School and (2) improvements on Ridge Road near the Keizer Little League Park.

Public Works Director, Bill Lawyer provided details about the improvements that are planned on Delight in this and next year’s budget.

Jonathan Thompson, Keizer, President Elect of the Keizer Chamber of Commerce voiced support for the budget request in the packet and requested an additional \$6500 in TOT funds for the new visitor center and \$275 for advertisement in the annual Keizer Lifestyle Directory. He provided additional information about partnerships and relationships with schools.

BUDGET PRESENTATIONS AND DELIBERATION

**Administrative
Services Fund**

Finance Director Tim Wood explained that Oregon has very strict laws regarding the budget process to promote transparency and public involvement. He noted that each fund is a stand-alone entity and funds cannot be taken from one to supplement another. Unlike a personal budget or commercial business, the emphasis of the City is to provide services into the future. The City therefore focuses on each line item and determines a reasonable number for each.

Referring to page 67 of the Budget document, Mr. Wood explained that this is a summary of employee benefits and the big drivers are PERS retirement costs and insurance. He provided details regarding the increases. He then directed attention to page 95, Administrative Services and reviewed the numbers.

Department Heads reviewed their budgets as follows:

City Manager: Status quo except for the increase in CPI and PERS and insurance benefits increases. Discussion followed regarding the adequacy of the training/travel allowance.

City Attorney: Status quo except for the CPI increase and PERS and insurance benefits increases. Mayor Clark suggested that additional staffing be considered in the future.

City Recorder: Status quo.

Human Resources: No significant changes in the budget. The City received a 10-year summary of the City's Alternative Plan Performance and it is 29% less expensive than the average for the entire state; the City has saved \$665,735 in the last ten years being on this plan.

Non-Departmental Finance: Personal Services: Similar to previous years with standard impacts of insurance and pension costs. Materials and services: Fiduciary review of the 457 plans cannot be done this year so will be moved to the next budget cycle.

Information Technology: Personal services: no changes other than retirement and insurance costs. Software: no new software packages planned. Hardware: Most changes planned are compliance related. New ruggedized laptops will continue to be phased in and the police evidence backup system will be replaced. Upgraded door system will be rolled into the next budget cycle.

Utility Billing: Changes due to turnover in the department. A new on-line bill pay system will be implemented to provide better customer service, credit card fees are a significant component and continue to grow.

Non-Departmental Public Works: This particular budget captures costs for public works operations that are spread over multiple funds. The fund remains largely unchanged. The only change is for a remodel the shop kitchen to create more space.

Civic Center Facilities: This fund manages the entire facility. No significant changes other than a planned energy efficient upgrade to the building heating/air conditional system. Consideration is being given to upgrading the lighting in the building to more energy efficient LED.

City-Wide Administration: Liability insurance costs decreased but retro contingency plan costs increased.

Marlene Parsons moved to approve the Administrative Services Fund. Kim Freeman seconded. Motion passed as follows: Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Volunteer Appreciation

Marlene Parsons, representing the Volunteer Coordinating Committee, thanked committee members for their continued dedication and commitment to the City and distributed candy bars as a token of appreciation.

Public Works Funds

The following funds were reviewed by Bill Lawyer or Tim Wood. Discussion and clarification took place in each.

Street: (Revenues from gas tax) Past, current and future projects reviewed. Line 66, Signage and Signal Upgrades, projected column should be \$25,000, proposed should be \$25,000 (not \$20,000) making the ending fund balance \$30,000 less.

J. D. Gillis moved to approve the Street Fund as amended. Keith Blair seconded. Motion passed as follows: Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

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; 1 or 2 more are anticipated this year. Electricity costs have been flat. Specific assessments to property owners will go down.

J. D. Gillis moved to approve the Street Lighting District Fund. Cathy Clark seconded. Motion passed as follows: Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Transportation Improvement: (Revenues from System Development Charges) Unchanged except for possible additional revenue from System Development Charges. A commitment of funds for improvement to the on-ramp at exit 260 is on hold.

Marlene Parsons moved to approve the Transportation Improvement Fund. J. D. Gillis seconded. Motion passed as follows: Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Off-Site Transportation Improvement: Significantly different from previous years because funds available in that fund will help pay for the project at Lockhaven and 14th.

J. D. Gillis moved to approve the Off-Site Transportation Improvement Fund. Keith Blair seconded. Motion passed as follows: Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Stormwater: Includes a rate increase of \$.55 per ESU and a fairly significant realignment of a storm drain line. National Pollutant Discharge Elimination System Permit was received in March. Staff is working on implementing all the requirements.

J. D. Gillis moved to approve the Stormwater Fund. Cathy Clark seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Sewer: This is a pass-through fund to Salem. Salem anticipates no more than 2% increase which has been budgeted. The increase will support the capital improvement investment into the sewer infrastructure.

Marlene Parsons moved to approve the Sewer Fund. Kim Freeman seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Sewer Reserve: Revenues come from fees paid by properties that need sewer service that were not part of the original sewer district. There are only a couple more places left that need trunk sewer lines; one is Windsor Island Road north of Lockhaven. As development occurs in that area, the City will assist in the building of that trunk sewer line.

J. D. Gillis moved to approve the Sewer Reserve Fund. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Water: Revenue comes from user fees. This includes a 4% rate increase for the next year. Fund is basically unchanged. Discussion followed regarding water sales, charging the same rates to multi-family and commercial as to residents, and Keizer water rates and quality.

J. D. Gillis moved to approve the Water Fund. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Water Facility Replacement: Revenue comes from a combination of rates, system development fees and new connections to the water system. Update of the McNary pump station to an automatic start on the auxiliary engine drive is planned for the next fiscal year. That will change line item 18; Projected will change from \$150,000 to \$100,000 and Proposed for next year will be \$75,000 reducing the ending fund balance by \$25,000. Planned projects were described.

J. D. Gillis moved to approve the Water Facility Replacement Fund as amended. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Park Services: Projects completed, staff hired, and equipment purchased over the last 18 months were reviewed as well as projects, vehicle purchases and grant funding increases planned for the next fiscal year. A change on line 62 (Capital Improvements) was noted: Projected to \$420,100 and Proposed to \$452,000.

J. D. Gillis moved to approve the Park Services Fund as amended. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

Park Improvements: A new page (138) was handed out. The change on line 7 was because the original projection was to receive no grant funds in the current fiscal year; they would be received next year, but that is wrong. Grand funding from Oregon Parks and Recreation for improvements at Keizer Rapids Park (pathways, rubberized surfacing and restrooms) are now anticipated to be received by the end of June.

J. D. Gillis moved to approve the Park Improvements Fund as revised by the handout. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid, Smith and Thompson with one position vacant. (13-0-1)

**Other
Business**

Next Meetings:

- ✓ Thursday, May 2, 2019, 6:00 pm
- ✓ Thursday, May 9, 2019, 6:00 pm

Adjournment Meeting was adjourned at 8:48 p.m.

May 11, 2020

Approved: (Date)

Debbie Lockhart, Deputy City Recorder



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 2, 2019
Keizer Civic Center, Council Chambers

Call To Order

Meeting was called to order at 6:00 pm by Chair Ron Bersin. Roll Call was taken as follows:

Present:

Ron Bersin
Keith Blair
Cathy Clark, Mayor
Don Clark
Kevin Dial
Kim Freeman, Councilor
J.D. Gillis
Roland Herrera, Councilor
Dan Kohler, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Jonathan Thompson (6:22pm)

Absent:

Elizabeth Smith, Councilor
One Position Vacant

Staff:

Chris Eppley, City Manager
Tim Wood, Finance Director
Tracy Davis, City Recorder
Machell DePina, Human Resources
Shannon Johnson, City Attorney
John Teague, Police Chief
Nate Brown, Community Development
Bill Lawyer, Public Works Director

Public Testimony

Carol Doerfler, Keizer, West Keizer Neighborhood Association President, requested \$550 for association expenses.

Meredith Mooney, Keizer, Keizer United reviewed Keizer United's vision, mission, and philanthropic efforts in detail and requested \$2000 – the same amount as last year.

BUDGET PRESENTATIONS AND DELIBERATION

General Services Fund

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 property taxes, sales tax, franchise fees, intergovernmental taxes, transfer activity, administrative services, and outside budget requests. It was noted that West Keizer Neighborhood Association had requested \$50 more than what was already allocated in the Budget and Greater Gubser Neighborhood Association had requested \$500. The Chamber had requested \$400 for the Mission Membership Package and Visitor Services Support.

Mayor Clark moved that the Budget Committee fund the allocations requested by the neighborhood associations by increasing the total for neighborhood associations \$600. Councilor Herrera seconded. Ron Bersin offered a friendly amendment to give \$50 to Southeast Keizer Neighborhood Association. Clark and Herrera accepted the amendment. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Mayor Clark moved that the Budget Committee increase the allocation for the Keizer Chamber of Commerce from \$3000 to \$3100. Councilor Freeman seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

It was noted that all other requests are already included in the budget.

Community Development: Similar to last year. Information provided regarding the role of the Code Enforcement officer, expenditures and funds set aside for consultants.

Municipal Court: Traffic team came on board in December. It is anticipated that budget projections for citations and collections will be accurate.

Police Operations: Budget is current service level budget. Line items reviewed in detail. Discussion held regarding possible changes in the 9-1-1 line item.

Revenue Sharing: Vehicle Purchases line item reviewed and explained.

Laura Reid moved to approve the General Services Fund budget as amended. J.D. Gillis seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Special Purpose Funds

Police Services: A pass-through fund so that the Police Fee can be accounted for outside the General Fund. Money is collected in this fund and transferred to the General Fund. Explanation of amounts provided.

J. D. Gillis moved to approve the Police Services Fund. Keith Blair seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Community Center: Community Center is not yet self-sufficient from rental income. Transient Occupancy Tax (TOT) revenue is used to support the operation. Information and clarification provided on the Community Center revenues, expenses, room schedules, personnel costs, marketing, staffing and return customers. Discussion followed regarding the Chamber request for funds from the TOT.

Laura Reid moved to approve the Chamber request for an additional \$7500 to come out of the Community Center Fund to support their efforts. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

J.D. Gillis moved to approve the Community Center Fund as amended. Laura Reid seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Public Education Government: Collects revenue from Comcast bill and is used for public access television. Supports K-23 administrative costs, camera operators and equipment replacement.

Laura Reid moved to approve the Public Education Government Fund. Keith Blair seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Housing Rehabilitation: A place holder for housing rehabilitation loans.

Laura Reid moved to approve the Housing Rehabilitation Fund. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Energy Efficiency Revolving Loan: A place holder for energy efficiency projects.

Laura Reid moved to approve the Energy Efficiency Revolving Loan Fund. Marlene Parsons seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Keizer Station LID: Assessments received are used to pay down the debt. Final debt payment is projected to be June 2031.

Laura Reid moved to approve the Keizer Station LID Fund. Marlene Freeman seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Budget Committee Motions

Laura Reid moved to approve the City of Keizer Budget for Fiscal Year 2019-2020 as amended by the Budget Committee. Roland Herrera seconded. **Motion passed as follows:** Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

Laura Reid 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 2019-2020. Marlene Parsons seconded. Motion passed as follows: Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Reid and Thompson in favor with Smith absent and one position vacant. (12-0-2)

**Other
Business**

Mr. Wood and Mr. Eppley thanked everyone for participating in the budget approval process. Mr. Bersin noted that his term on the committee would be expiring in August. He served on the Budget Committee for 12 years and would be volunteering to serve on other committees in the future. Laura Reid thanked Mr. Wood for his dedication and expertise.

Adjournment Meeting was adjourned at 7:59 p.m.

May 11, 2020

Approved: (Date)

Debbie Lockhart, Deputy City Recorder