



MINUTES
KEIZER BUDGET COMMITTEE MEETING
Monday, May 11, 2020
Keizer Civic Center, Council Chambers

Call to Order

Mayor Clark called the 'virtual' meeting to order at 6:00 pm. Committee members participated through the Zoom app. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Don Clark
Kevin Dial
Kim Freeman, Councilor
J.D. Gillis
Roland Herrera, Councilor
Dan Kohler, Councilor
Marlene Parsons, Councilor
Ali Rasouli
Laura Reid, Councilor
Francisco Saldivar
Julia Sargent
Elizabeth Smith, Councilor
Jonathan Thompson

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 Councilor Parsons as Chair and Kevin Dial as Vice Chair. Kim Freeman seconded. There were no other nominations.
Nomination approved as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Approval of Budget Calendar

Cathy Clark moved to approve the 2020 Budget Calendar. Kevin Dial seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Approval of Budget Committee Minutes

Kevin Dial moved for approval of the FY18-19 Budget Committee Minutes. Kim Freeman seconded. Cathy Clark amended the motion to be for approval of the FY19-20 Minutes. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

**City
Manager
Budget
Message**

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

**Public
Testimony**

Cathy Clark, as Board member of the Keizer Cultural Center (formerly Keizer Heritage Center) provided information related to the maintenance and operations of the building, assuring everyone that the dollars allocated have been wisely spent, and noting that funds are already allocated in the current budget.

Danielle Bethell, Chamber Director, provided an update of the past year's activities and bi-lingual/Latino efforts and pointed out that the budget request from the Chamber for the coming budget year is for 15% of the Transient Occupancy Tax dollars which would, according to projections, be \$27,000 instead of the \$15,000 which was awarded last year. She further explained efforts being made to help the business community through the Covid-19 crisis.

BUDGET PRESENTATIONS AND DELIBERATION

**Administrative
Services Fund**

Finance Director Tim 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.

Referring to page 40 of the Budget document, Mr. Wood explained that Keizer has one of the lowest tax rates in Oregon because the City founders wanted a limited government that provided only essential services. Because of this limited government Keizer has not been adversely affected by the Covid-19 crisis. He then directed attention to pages 63-67, Staffing History, Allocations, Pay Ranges and Insurance Benefits, providing explanation and clarification on each.

Department Heads reviewed their budgets as follows:

City Manager: Unchanged from last year with the exception of CPI, retirement and insurance benefit increases. There will be some savings in the travel and training line because the professional association conference this year will be electronic.

City Attorney: Unchanged with the exception of the requested outside counsel budget to help him get caught up. Mayor Clark added that it was still her hope that the City could establish a Municipal Code and have it on line for public reference.

City Recorder: Unchanged from last year. Travel and training may be decreased based on whether or not the annual conference takes place.

Human Resources: No significant changes in the budget. Details reviewed, travel/training may decrease as staff utilizes web-based training opportunities. The Human Resource Information System is still on the wish list but not in this budget.

Finance ~ Non-Departmental: Numbers similar. Fiduciary Review Study was not completed so those budget dollars are getting rolled into next year. Will be trying to find dollars for the HRIS system and to support police department staffing. Numbers reviewed and details provided.

Information Technology: Email/voicemail upgrade, network switches, upgrade of police vehicle cameras, and backup battery systems for servers planned. Looking for money here for the HRIS system and the Utility Billing system. Questions fielded regarding Facebook Live costs.

Utility Billing: Expect increase in postage costs, hoping online bill pay will continue to be used so that resources can be reallocated elsewhere. Information provided regarding travel/training and credit card charges.

Non-Departmental Public Works: This particular budget captures costs for public works operations that are spread over multiple funds. The fund remains largely unchanged.

Civic Center Facilities: This fund manages the entire facility. HVAC upgrades have resulted in utility savings. Questions fielded regarding equipment maintenance and operations.

City-Wide Administration: Expect increase in postage and printing costs, includes cost of a Citizen Survey, Council travel expenses have been increased, liability insurance costs decreased. City Recorder Tracy Davis explained that the City is on a 'retro plan' and over 10 years has saved about \$120,000. Additional information provided regarding supplies of personal protective equipment.

Cathy Clark moved to approve the Administrative Services Fund. Kim Freeman seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Public Works Funds

The following funds were reviewed by Bill Lawyer or Tim Wood. Mr. Lawyer noted that all Public Works funds are remarkably similar to last year. Discussion and clarification took place in each.

Street: (Revenues from gas tax) Expectation is that revenue will go down; plan is to adjust capital projects funding. Reviewed projects accomplished in this budget cycle. Questions fielded regarding Delight Street parking, Cummings Street pathway improvements, and graffiti.

Cathy Clark moved to approve the Street Fund. J.D. Gillis seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

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 continue to rise but specific assessments to property owners will remain unchanged in order to keep the fund balance down. Questions were fielded regarding Area D of Keizer Station, the cost of upgrading lights to LED, and sidewalks around Kennedy Elementary School.

Kevin Dial moved to approve the Street Lighting District Fund. Kim Freeman seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Transportation Improvement: (Revenues from System Development Charges) Unchanged. A commitment of funds for improvement to the on-ramp at exit 260 is on hold pending go-ahead from ODOT.

Cathy Clark moved to approve the Transportation Improvement Fund. Kim Freeman seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Stormwater: No proposed rate increase. Planned projects reviewed. Compliance with National Pollutant Discharge Elimination System Permit is on track and ahead of the game in some areas. Explanation provided regarding Graphic Information System mapping.

Dan Kohler moved to approve the Stormwater Fund. Cathy Clark seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Sewer: A pass-through fund to Salem. Salem anticipates about a 2% increase which will require a supplemental budget request. The increase will support the capital improvement investment into the sewer infrastructure.

Kim Freeman moved to approve the Sewer Fund. Cathy Clark seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Sewer Reserve: Revenues from fees paid by properties that were not part of the original sewer district that need sewer service. 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.

Kim Freeman moved to approve the Sewer Reserve Fund. Cathy Clark seconded. **Motion passed unanimously as follows:** Cathy Clark, Don

Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Water: Revenue from user fees. Specific line changes reviewed. Questions fielded regarding unpaid accounts and anticipated payment schedule.

Kim Freeman moved to approve the Water Fund. Kevin Dial seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Water Facility Replacement: Revenue from a combination of rates, system development fees and new connections to the water system. Conversion of the McNary pump station to an automatic start on the auxiliary engine drive is nearing completion. Watermain replacement program continues. Goal is to design and install a filter system at the Meadows pump station to improve water quality. Planned projects described.

Kim freeman moved to approve the Water Facility Replacement Fund. J.D. Gilliss seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Park Services: Completed/planned projects reviewed. Questions fielded regarding mobile food vendors and shade sails at the Big Toy.

Kim Freeman moved to approve the Park Services Fund. Cathy Clark seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Park Improvements: Funded by system development charges from residential development. Detailed explanation provided.

Kim Freeman moved to approve the Park Improvements Fund. Dan Kohler seconded. Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

**Other
Business**

Next Meetings:
✓ Tuesday, May 12, 2020, 6:00 pm
✓ Thursday, May 14, 2020, 6:00 pm

Adjournment Meeting was adjourned at 8:23 p.m.

May 24, 2021

Approved: (Date)

Debbie Lockhart, Deputy City Recorder



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 12, 2020
Keizer Civic Center, Council Chambers

Call to Order

Marlene Parsons called the 'virtual' meeting to order at 6:00 pm. Committee members participated through the Zoom app. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Don Clark
Kevin Dial
Kim Freeman, Councilor
J.D. Gillis
Roland Herrera, Councilor
Dan Kohler, Councilor
Marlene Parsons, Councilor
Ali Rasouli
Laura Reid, Councilor
Francisco Saldivar
Julia Sargent
Elizabeth Smith, Councilor
Jonathan Thompson

Staff:

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

Public Testimony

Kim Freeman read the budget request from West Keizer Neighborhood Association. Finance Director Tim Wood noted that Southeast Keizer Neighborhood Association and Greater Gubser Neighborhood Association had sent in requests as well. All associations are good stewards of the funds and their requests have been included in the budget.

Mr. Wood thanked the committee and staff for their ongoing efforts and for their understanding throughout the 'virtual meeting' process.

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, and miscellaneous revenues and transfer activity. The fund consists of the Police Department, Community Development, Municipal Court and non-

departmental requirements and will show an impact due to the Covid-19 pandemic. The prepared budget reflects a conservative estimate. Mayor Clark provided details regarding the City's commitment to the Mid-Willamette Homeless Initiative/Continuum of Care. Questions submitted via Facebook were fielded by Mr. Wood. Discussion took place regarding funds set aside for Keizer United and the appropriateness of tax dollars supporting organizations that normally would not get City funds.

Community Development: Similar to last year. Committee was asked to consider adding a Code Enforcement Officer so that the City could provide services such as housing inspections and pro-active functions that other cities do.

Municipal Court: Will likely be impacted by Covid-19. Past due collections continue to come in. Interpreter use is increasing which is an added expense. Peer Court is available to the City through an agreement with Marion County. The City will be applying for grants to defray administration costs. Discussion followed regarding the feasibility of a Councilor observing the Peer Court proceedings.

Police Operations: No change to the bottom line. Line items reviewed in detail. Personnel changes reviewed. Questions fielded regarding court security, carryover of unused overtime funds, labor attorney costs, wellness costs, vehicle replacement, and funding of BLAST Camp and Citizen Police Academy. It was noted that the notes at the bottom of page 146 should be removed since they are from the previous fiscal year.

Kevin Dial moved to approve the General Services Fund budget as presented. Kim Freeman seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Special Purpose Funds

Police Services: A pass-through fund to account for the Police Fee outside the General Fund. Money is collected in this fund and transferred to the General Fund. Age-related discounts are available for this fee. No increase is recommended for this year. Mayor Clark noted that an increase will be necessary in the future to maintain current levels of service.

Cathy Clark moved to approve the Police Services Fund. Kim Freeman seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Community Center: Revenue to support the Community Center comes from rental fees and Transient Occupancy Tax (TOT). Projections for rental income will likely not be met since the Center has been closed since mid-March due to the Covid-19 pandemic. A 20% decreased rental income is reflected in this budget. Anticipated personnel changes were reviewed as well as improvements made to the Center and upgrades to equipment. Lengthy discussion followed regarding the Chamber request for additional revenue – increasing Line Item 32 from \$16,000 to \$20,000 or \$28,000 -

with questions fielded regarding the proposed new position and attorney's allocation.

Kim Freeman moved to approve the Chamber request for an additional \$12,000. J. D. Gillis seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Kim Freeman moved to approve the Community Center Fund as amended. J. D. Gillis seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Public Education Government: Mr. Wood thanked Rex Robertson, Phillip Wade and David Dahle for helping put together the virtual meeting being broadcast through cable television and social media in English with simultaneous live Spanish interpretation. This is the fund that pays their fees with revenue from Comcast bills. It supports K-23 administrative costs, camera operators and equipment replacement. Staff was asked to put together a cost estimate for duplicating the process for all Council meetings. Mr. Eppley explained that this fund is under review at the moment by Comcast and there is a possibility that the City may lose these funds. However, the virtual meeting/Spanish interpretation is an excellent tool for reaching all members of the community.

Kim Freeman moved to approve the Public Education Government Fund. Cathy Clark seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Housing Rehabilitation: A place holder for housing rehabilitation loans. Details shared regarding outstanding loans. Questions fielded regarding the defederalization of the funds and partnering with local agencies.

Kim Freeman moved to approve the Housing Rehabilitation Fund. Cathy Clark seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Energy Efficiency Revolving Loan: A place holder for energy efficiency projects. Details shared regarding outstanding loans.

Kim Freeman moved to approve the Energy Efficiency Revolving Loan Fund. Kevin Dial seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Keizer Station LID: Assessments received are used to pay down the debt. Final debt payment is projected to be June 2031 but will likely be paid off before that. 25 properties have assessments and they are all current on

their payments.

Kim Freeman moved to approve the Keizer Station LID Fund. Dan Kohler seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Budget Committee Motions

Kevin Dial moved to approve the City of Keizer Budget for Fiscal Year 2020-2021 as amended by the Budget Committee. J. D. Gillis seconded.

Responding to question regarding long range plan items and carried forward dollars, Mr. Wood explained that those items have significant General Fund impact. He recommended that those items not be added at this time, but that they be part of an ongoing conversation over the next few years.

Motion passed unanimously as follows: Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Kevin Dial 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 2020-2021. Kim Freeman seconded. **Motion passed unanimously as follows:** Cathy Clark, Don Clark, Dial, Freeman, Gillis, Herrera, Kohler, Parsons, Rasouli, Reid, Saldivar, Sargent, Smith and Thompson. (14-0-0)

Other Business

Kim Freeman and Marlene Parsons noted that this would be their last Budget meeting as a Councilors and thanked staff for all their work. Jonathan Thompson echoed their comments and urged the City to invest in the HRIS software.

Mr. Wood noted that the priority list has not changed from the Long Range Planning meeting. Maintaining the services offered is a number one priority - keeping departments whole and keeping staffing going. Second to this is to identify areas that can be leveraged and HRIS is a perfect example.

Mr. Eppley thanked everyone for participating in the budget approval process and praised city staff.

Adjournment Meeting was adjourned at 8:05 p.m.

May 4, 2021

Approved: (Date)

Debbie Lockhart, Deputy City Recorder