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

**Present:**
- Cathy Clark, Mayor
- Kim Freeman, Councilor
- Marlene Parsons, Councilor
- Laura Reid, Councilor
- Roland Herrera, Councilor (6:19)
- Elizabeth Smith, Councilor
- Dan Kohler, Councilor

**Staff:**
- Chris Eppley, City Manager
- Shannon Johnson, City Attorney
- Nate Brown, Community Development Director
- Machell DePina, Human Resources
- Tracy Davis, City Recorder
- Bill Lawyer, Public Works Director
- Tim Wood, Finance Director

**DISCUSSION**

a. 2019-2020 City Council Goal Progress Review

City Manager Chris Eppley reviewed his work sheet noting that he would give Council quarterly progress reports.

Community Development Director Nate Brown explained that the UGB expansion in general is tied to major decisions on the funding and the process. In working though this, it occurred to him that Keizer already has identified an aspirational goal of 63 acres of employment land. He would like to develop a plan to move forward. He explained that the rules are different for an employment land UGB expansion than for housing; there is more flexibility and it could be accomplished more quickly.

Mr. Eppley added that UGB expansion specifically for employment grounds is a significantly different kind of discussion than a full-blown UGB expansion. Discussion has been taking place with 1000 Friends and people who may oppose UGB expansion.

Mr. Brown explained that the next step will be to open discussion with potential consultants, develop a roadmap to guide the process and to engage the other SKAPAC members. Discussion followed regarding the location of potential employment lands and the process for determining that.

Mr. Eppley reviewed the short-term goals providing details and fielding questions about each. Council discussed Community Outreach suggesting closed captions for televised meetings and educating the public if the option is available and increasing youth outreach.
b. Potential Future Staffing Needs

Mayor Clark noted that in 10 years Keizer has seen a 7.5% population increase and staffing should be increased to serve that increased population. Each department then reported on their needs as follows:

City Manager: Full-time Public Information Officer/Community Outreach/Cultural Engagement Coordinator to help the City connect with different ethnic communities, work with all departments to develop a unified public message, work with Council, and possibly take on the task of emergency management. This position would enhance existing services.

Discussion followed regarding the importance of ensuring access to citizens with language, hearing and sight barriers and all cultures and separating the Emergency Management position from the PIO position.

Community Development: Increased Code Enforcement staff to address increased infractions being reported and to staff a possible Multi-Family Housing Inspection Program to make sure housing stock is adequate and safe. Discussion followed regarding the split of time spent by Code Enforcement staff between Code Enforcement and Police work.

Human Resources: The addition of another position could be postponed with the purchase of the HRIS system. Successful programs need to be continued and that requires additional time/staffing to provide the same level of service. The future position would focus primarily on benefits.

Mr. Eppley noted that the City's fiscal position has not changed and with the increased PERS costs, these positions will not be funded in any future budget. Staff continues to discuss ways to increase revenue. Finance Director Tim Wood shared methods used to keep costs at a minimum.

Legal: City Attorney Shannon Johnson reported that when Legal came in-house 10 years ago, the staffing level dropped because he no longer had assistance from John Lien. Outside counsel are used when needed but they are expensive.

Police: There is a need for a second position in Property and Evidence. Staff is exploring the option of not filling the vacant CSO position and using funds from that and two part-time temps to cobble together enough to fund the second position. Also needed is a DMS program which manages policy type items reducing work load for the Police Department.

Utility Billing: No staffing needs. As utility billing becomes more automated, staffing needs decline.

Public Works: No staffing needs. Temporary services are an option when needed. In 5 years, another full-time position may be needed for Parks. A priority would be an additional Facilities Maintenance person since the building is getting older and needing more maintenance and the work is currently being done by a single employee.

Mayor Clark suggested that codification of ordinances and an Economic Development Manager or Director be added to the City needs. Discussion
then took place on how to fund additional positions.

Mayor Clark pointed out that these issues would be addressed and prioritized at the Long-Range Planning Task Force meeting on March 9. She summarized that items she thought important were the HRIS program, and Code Enforcement staffing. Councilor Freeman added that it would be appropriate for Council to consider the fee waivers they have granted in the past and possibly reconsider the waivers in the future to augment budget needs. She also requested that a list of completed projects funded by the Parks Fee be provided to the Budget Committee as well as a list of what the Police Fee has accomplished.

Mr. Eppley indicated that a written report will be prepared and shared on the City website.

**ADJOURNMENT**  Mayor Clark adjourned the meeting at 7:33 p.m.

MAYOR:  APPROVED:

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Cathy Clark  Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

______________________________  ________________________________
Councilor #1 – Laura Reid  Councilor #4 – Roland Herrera

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Councilor #2 – Kim Freeman  Councilor #5 – Elizabeth Smith

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Councilor #3 – Marlene Parsons  Councilor #6 – Daniel R. Kohler

Minutes approved: 02-03-20