



**MINUTES**  
**KEIZER GENERAL FUND LONG RANGE PLANNING TASK FORCE**  
**Monday, March 8, 2021**  
**VIRTUAL MEETING**

**CALL TO  
ORDER  
ROLL CALL**

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

**Present:**

Cathy Clark, Mayor  
Kyle Juran, Councilor  
Ross Day, Councilor  
Laura Reid, Councilor  
Roland Herrera, Councilor  
Dan Kohler, Councilor  
Elizabeth Smith Councilor  
Melissa Martin  
J. D. Gillis

Ali Rasouli

Francisco Saldivar

**Staff**

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

**Absent:**

Hersch Sangster      Gerard Graveline  
Jonathan Thompson

**APPROVAL OF  
MINUTES**

Councilor Smith moved for approval of the March 9, 2020 Minutes. Councilor Reid seconded. Motion passed as follows: Clark, Reid, Herrera, Kohler, Smith, Rasouli, and Gillis, with Juran, Day, Martin and Saldivar abstaining and Sangster, Graveline and Thompson absent.

**DISCUSSION**

Mayor Clark explained the function of the Task Force.

Tim Wood explained that this meeting is to provide an update on the status of the City as of December 31, 2020, and, based on trends, to make projections into the future and to get feedback on priorities and direction. He explained that the City operates differently than a private business with emphasis on providing services. Each fund is a stand-alone entity and there are restrictions on how City funds can be spent.

**a. Stormwater  
Long Range  
Plan**

Mr. Wood summarized his staff report. He and Public Works Director Bill Lawyer then fielded questions regarding what the annual rate increase funds (which will be forgone this year due to the pandemic) are used for, the inspection and cleaning schedule, impacts of the ice storm, mercury level management requirements, and the impact of personnel related to implementation of the permit. Mr. Wood then reviewed highlights of the plan.

**b. Water Long Range Plan**

Mr. Wood summarized his staff report noting that the City's goal is to be cost effective and provide low-cost water that meets all state and federal drinking water regulations. He pointed out that water cost in Keizer is significantly lower than many comparable cities and the City is on track to complete capital improvements set out in the Master Plan. He noted that because the 4% increase was postponed last year due to the pandemic, it will be implemented this year in order for the fund to get back to normal and reinvest funds back into the infrastructure system.

Mr. Wood and Mr. Lawyer then fielded questions and shared information regarding plans for an updated Master Plan, utility assistance programs, and updating the current rate structure.

**c. General Fund Long Range Plan**

Mr. Wood explained that this is the general operating fund for the City, includes the Police and Parks Services funds, and is supported by property tax, fees and intergovernmental revenues. It is the most constrained fund and significantly impacted by population growth. He provided details and clarification of property taxes, licenses and fees, and intergovernmental revenues. He and Mr. Eppley fielded questions regarding the impact of commercial growth and denser development, urban renewal, revenues from cannabis sales tax, and Measure 110. Mr. Wood provided clarification and fielded questions regarding General Fund expenditures including personnel services and related costs including those related to PERS. He then reviewed materials and services, costs for the 911 call center and capital outlay.

The General Fund Long Range Forecast was reviewed with Mr. Wood sharing information regarding the budget impact of the June cyber-attack. Mr. Wood concluded noting that the City tries to maintain a 15% ending balance and should be able to continue this practice.

Police Services Fee review then took place with Mr. Wood noting that a \$2 increase in the fee is anticipated effective July 1. Mr. Eppley added that re-evaluating the specific purpose of this fee might be appropriate and Chief Teague offered to provide details at the Budget Committee meeting.

**d. Parks Long Range Plan**

Mr. Wood explained that since the Parks Master Plan is currently being updated, figures may change. Public Works Director Bill Lawyer noted that included in the packet is a list of items accomplished since the implementation of the Parks Fee and an updated priority list. He noted that there were no changes other than the years of the projects being done. He then fielded questions regarding food truck revenues at the amphitheater and maintenance of play structures. Mr. Eppley added that this plan includes the ADA planned improvements. Mr. Wood then reviewed the Park Services Long Range Plan and the status of previously identified budget priorities.

**OTHER  
BUSINESS**

- a. **Budget Committee Meeting Timelines**
  - Tuesday, May 4, 6 p.m. – Budget Committee Meeting
  - Thursday, May 6, 6 p.m. – Budget Committee Meeting
  - Monday, May 10, 6 p.m. – Budget Committee Meeting
- b. **Monday, March 14, 2022, 6 p.m. – Long Range Planning Task Force**

**Adjourn**

Meeting adjourned at 7:50 p.m.

Minutes approved:  
10-25-2021

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Debbie Lockhart

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Debbie Lockhart, Deputy City Recorder