



CITY MANAGER'S WEEKLY UPDATE

March 7, 2025

Adam J. Brown, City Manager

This week has really wiped me out with meetings 3 nights this week and my youth group the other night. It is a reminder to me of how much effort our volunteer elected officials and other volunteers put in on top of the responsibilities of caring for their own family and homes.

Long Range Planning Task Force and Budget - Monday night is the Long-Range Planning Task Force (LRPT) at 6 pm. The Executive Leadership Team reviewed the numbers and presentation early this week. We have a sobering task over the next few years to find a sustainable position. We have been able to float with rolling vacancies, but we are not in a sustainable position with the current revenue stream and expense line in the general fund. We also have other funds that are suffering and have needs to be met.

Council Meeting – The Council covered a lot of ground Monday night. They were able to clear out some of the backlog that was piling up. Great job! Updating our personnel manual was great to get behind us. We have been working on that for a long time.

Public Engagement – I attended Chamber Greeters, Rotary, the Mid-Willamette Valley Council of Government annual dinner, and the Community Diversity Engagement Committee this week.

Keizer Chamber Agreement – The group working with the Chamber board on the City and Chamber agreement met this week and came up with a path forward. We believe that we can get it back on the agenda for the 17th of March.

Service – I have two opportunities to serve my professional association and a national organization this week. I'm on the conference planning committee for the Oregon City County Managers Association and we met briefly on Tuesday over zoom. On Saturday I get to enjoy a 3-hour zoom call for the National League of Cities Research Advisory Committee. It's going to be a blast!

Mid-Willamette Council of Governments Dinner – We received recognition with the City of Salem for our collaboration with the Council of Governments on the safe routes to school program. Our public works staff have been moving the bike trailers to Keizer elementary schools so that they can teach kids to ride bikes and talk to them about how to safely get to school. I'll bring the award to the next Council.



Public Works Space – Assistant City Manager Tim Wood and I walked the Public Works Building with Bill this week. It's good to get out of our space and see how the rest of the team lives. We are very fortunate to have this great city hall.

Help a Neighbor – At his request I assisted the Dallas City Manager with their interviews for a police chief this week. This is a kind way to help out our neighbors with whom we also call on occasionally to help us with our hires.

Upgrade of Audio Visual System and Lighting – We received a quote and had a vendor walk us through it, for AV upgrades in the Conference Center, Council Chamber, and also the light replacements. They provided us quotes to upgrade other conference rooms, but those are not things we can afford. We will evaluate them as a team and give some consideration as to how we can fund them.

Economic Development - I met with Eric Meurer today to discuss plans for marketing our properties. He signed the agreement so he is an official advisor now. I prepared some maps for our discussion. We are going to get some signage made and placed on our properties to get more attention.

PERS – We received notification this week from PERS about the Employer Incentive Fund (EIF). This is the fund that matches contributions made to a side account. The employer incentive fund will match up to \$300,000. Our most recent Unfunded Actuarially Accrued Liability (UAAL) is \$24,528-160 which is up almost \$2 million from the previous actuary study. The EIF is open on April 1 to members whose UAAL is more than 200% of payroll and is on a first come first serve basis.

Letter Carriers Association – We were given a heads-up and request for direction from the Letter Carriers Association. They plan to have a Rally at Keizer Station or the Post Office and they want to make sure it is lawful and safe. We provided feedback for them.

Public Works

Dirt - We received lidar (3-dimensional mapping) data on the Rawlins property this week. There is far more dirt there than we realized or that we have budgeted to move. We can still move some to Keizer Rapids Park, but it will only put a dent in it. We can bid that out soon, however, that work won't happen until after KeizerFEST because it would just be a mud bog trying to do it in the rainy season leading up to KeizerFEST. That being said we would be happy if any developers wanted to remove it from our site. Please send them our way!

Staff – Public Works made some progress on filling positions. I believe offers are out or will be going out soon to fill vacancies.

Planning Department

Building Permits

We received building permit applications from the Salem Keizer School District for remodeling/upgrading to the school's vestibules at Clearlake Elementary and Claggett Creek Middle School.

The building permit for the new hotel in Area D is getting close to being issued. Public Works is working with their engineers to wrap up a few outstanding things.

A partition application for the Windsor Island mini-storage facility was deemed complete and request for comments was sent out this week. The applicant is requesting to separate the mini-storage facility from the undeveloped portion of the property - no additional development is proposed at this time.

A partition decision was issued for a 2 lot Partition on Crater Avenue. The applicant has indicated they intend to develop the property with middle housing products.

Planning

We had a "pre-evaluation" meeting for the Transportation System Plan (TSP) Update this week with the selection committee, and we will be able to share more information after the RFP (request for proposal) process is complete. The good news is that we are officially moving toward the TSP update.

Code Enforcement

Code Enforcement Officer Ben Crosby met with the Junior ROTC volunteer group from McNary High School this past weekend to provide them with some training and they all did some graffiti abatements together. We are excited for this new volunteer group to continue to work with the City to address graffiti concerns.

Code enforcement continues to be busy - we received several new code enforcement complaints for solid waste, sidewalk issues, signs, parking, and graffiti.

Police

Event

We attended the Western Oregon University (WOU) Criminal Justice Career Fair this week. This was a great opportunity for us to talk to high school and college students about what we do at our department and law enforcement overall. It was a great experience!

Patrol Division

On Friday, February 28, 2025, Officers responded to a reported crash involving a vehicle and motorcyclist on River Road near Bever Drive. The motorcyclist was transported to the hospital with serious injuries. This crash is still being investigated.

While on patrol, one of our officers located a truck in a ditch. It was discovered the vehicle had crashed into an electrical box and a traffic sign. The truck was able to make it back on the roadway and the officer attempted to conduct a traffic stop, but the vehicle began eluding. The officer later located the vehicle parked. The driver attempted to hide behind a nearby vehicle, then attempted to jump over a fence, but was ultimately taken into custody. The driver was transported to the Marion County Jail.

An officer attempted to stop a vehicle, which proceeded to elude him. Officers attempted to locate the vehicle, but were unsuccessful. Later, a neighboring agency received a report of a hit and run crash involving the vehicle that eluded our officer. The officer is still investigating this incident.

Officers responded to an area due to a welfare check request of three occupants in a parked vehicle. It was determined occupants inside the vehicle were in possession of controlled substances, a scale, and a sizeable amount of cash.

Criminal Investigation Division (CID):

Detectives are working on multiple new cases this week, including child abuse and sexual offenses that required trips to neighboring counties.

Community Response Unit (CRU)

One of our CRU Detectives assisted patrol officers with a call for service that originally began as a welfare check of three occupants in a parked vehicle. It was determined occupants inside the vehicle were in possession of controlled substances, a scale, and a sizable amount of cash.

CRU Detectives conducted follow-up on multiple cases this week.

Traffic Safety Unit (TSU):

On Friday, February 28, 2025, our Traffic Officer worked extra hours for the Distracted Driving Grant provided by the Oregon Department of Transportation (ODOT). He stopped working the traffic grant and responded to the previously mentioned crash involving a vehicle and a motorcyclist and assisted patrol officers as a crash reconstructionist.

During the past few days, along with other calls for service, our Traffic Officer has continued working on the crash investigation.

Property and Evidence Unit

Our Property and Evidence Specialist visited another agency to see how their body-worn camera evidence management system worked this week.