The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service such as language translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at bissetm@keizeror.gov or phone at (503)390-3700 or (503)856-3412. To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

KEIZER LONG RANGE PLANNING TASK FORCE AGENDA

Tuesday, November 12, 2024, 6:00 PM
Keizer Civic Center

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

   a. **February 26, 2024**

3. **1ST QUARTER FINANCIAL UPDATE**

4. **OTHER BUSINESS**

5. **ADJOURNMENT**

Reminder: Next Long Range Planning Task Force Meeting - February 24, 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

MINUTES
KEIZER LONG RANGE PLANNING TASK FORCE
Monday, February 26, 2024
Keizer Civic Center

1. CALL TO ORDER Mayor Clark called the meeting to order at 6:02 p.m.

2. ROLL CALL Roll call was taken as follows:

Present:
Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Matthew Stalheim
Melissa Martin
Elaine Wilson
Jane Herb
Lore Christopher
Susan London
Jonathan Thompson

Staff:
Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Machell DePina, Human Resources Director
Melissa Bisset, City Recorder
Lieutenant Chris Nelson
Detective Sergeant Arsen Avetisyan

Absent:
Robert Husseman, Councilor

3. APPROVAL OF MINUTES

a. February 12, 2024 Council President Starr moved for approval of the February 12, 2024, Minutes. Councilor Reid seconded. Motion passed unanimously as follows: Clark, Reid, Starr, Cross, Juran, Kohler, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor and Husseman absent.

4. PRESENTATION BY STAFF FOR FISCAL YEAR 2023-24

a. Long Range Assistant City Manager and Finance Director Tim Wood presented a

Planning Task Force Presentation

continuation of the February 12, 2024, meeting on a City-wide Overview and the General Operating Fund, along with the Water System and Stormwater System Revenues.

Mr. Wood explained the financial benefit for Keizer's unique water system noting that it helps keep costs low. He explained that there was a 2012 Water System Main Plan.

Mr. Lawyer noted that Master Plans were reviewed every 10 years. He explained that the Water System Master Plan is not necessary to update because the CIP Plan of waterline replacements would not change, and there would be an additional reservoir and pump station up North based upon the projected population, and the City is below that population. It was determined that it was not feasible to update a plan that the City would not receive a lot of changes. The City would continue to look at trends to see how it impacts the Plan to determine when it needs to be updated. He shared that the water use was not increasing. Discussion ensued regarding the amount related to credit card payments and related card fees, staff time for preparing statements and mailing, past due statements, and related cost-saving ideas.

Mr. Wood reviewed the proposed rate increases and financial projections for the Water System.

Mr. Wood explained that no property taxes were used for the Water System.

Discussion ensued regarding how the rates were categorized with regards to residential and multi-family.

Mr. Wood provided an overview of the Stormwater System. He explained that the Stormwater fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act. The City's stormwater programs are administered by the State through the Department of Environnmental Quaility (DEQ).

Mr. Lawyer shared that the City was initially reactive but are now proactive with cleaning and inspecting the pipes so that debris do not end up in the waterways.

Mr. Wood reviewed the comparable rates for the Stormwater System. Keizer's stormwater rates were lower than the comparable jurisdictions. He noted that the last rate increase was in 2020. There would not be a recommendation from Staff to increase the rate for the upcoming fiscal year.

Mr. Wood provided an overview of the American Rescue Plan Act (ARPA) that had been signed into law on March 11, 2021. The City entered into three agreements to receive ARPA relief funds: Federal Government

($8,820,850), State of Oregon ($850,000), and Marion County ($2,000,000). Mr. Wood reviewed the ARPA expenditures to date, as well as anticipated expenditures. There was discussion regarding the Reitz Well project challenges, the Event Center storage, Police Evidence Storage projects, License Plate Reader Cameras, and Police Body Cameras.

It was noted that in the future, Transient Lodging Tax (TLT) may be able to be distributed to the Keizer Heritage Foundation.

Lieutenant Chris Nelson presented the business case for the use of license plate reader cameras for the Police Department. He shared several recent incidents where License Plate Reader (LPR) cameras would have helped expedite and possibly solve the investigations. He explained that partner agencies would have access to the LPR system. The Keizer Police Department had access to the Salem Police Department's LPR system.

Lieutenant Nelson noted that the City of Salem would allow for the City of Keizer to install LPR cameras on traffic signals in the city of Keizer. The cameras would be maintained by the City of Salem and operate over the City of Salem's network by means of power over ethernet. The initial cost would be around $80,000 for the first five years and then approximately $15,000 annually.

Marion County and the City of Keizer would contribute to a law enforcement database for this region where all the law enforcement agencies would have access to the data. The various benefits of the LPR systems were discussed. Discussion ensued regarding personal privacy. It was noted that the City of Keizer previously had a LPR system and a camera system. The Police Department had quite a bit of experience using cameras to help solve crimes.

Detective Sergeant Arsen Avetisyan shared that the proposed parks' cameras needed to have night vision. In the parks, there was additional infrastructure needed, which increased the cost. The Police Department identified the four parks in Keizer where the most vandalism occurred and suggested that those would be the first parks to install the cameras. He provided examples of various crimes occurring at the parks and stated he felt the cameras would be a deterant and help with the investigation. There was discussion about the significant amount of staff time required to clean up the graffiti.

Chief Copeland provided the four primary benefits to body cameras, which improves officers' safety, increases evidence quality, reduces civilian complaints, and reduces agency liability. He explained that the cameras that the Police Department had looked into what would work with the current cameras inside the patrol cars. The body and car cameras work simultaneously to turn on to capture as much as possible on camera. The

upfront cost would be about $85,000 to adequately staff the Police Department with the body cameras, and there would be some ongoing costs after five years.

Discussion ensued regarding the ongoing, anticapated costs related to the cameras.

There was discussion regarding City staffing levels and the backfilling and recruitment of various positions.

Discussion ensued regarding potential projects related to APRA funds expenditures for the Fiscal Year 2024-2025, as there was $1,954,500 in unallocated ARPA Funds. The potential projects would be discussed further during the upcoming budget process.

There were questions and discussion related to the cost of the Event Center Storage, the Police Department Evidence Storage, and the website update.

There was discussion about the ARPA federal requirements on how funds were to be used and how the requirements had changed.

The PERS Work after Retirement Policy was explained and included the financial benefit to the City.

Mr. Wood shared that the City was party to multiple national opioid settlement agreements. It was anticipated that the City would receive approximately $50,000 annually over the term of the various agreements for approximately 20 years. The settlement proceeds were restricted and could only be used for opioid remediation efforts. Staff would be recommending that the settlement proceeds be used to support Police Department staffing and community outreach. Discussion ensued regarding what the Police Department position would look like.

There was a question about adding an advisory vote on the November Ballot for a fee up to $10 per month for Police Services. Discussion ensued regarding level of service for the Police Department and the related amount of funding. Mr. Brown explained that he would rely on Chief Copeland to evaluate the Police Department's staffing needs and associated costs.

Discussion ensued regarding Police Department staffing and the Police Chief's needs for staff.

There was a brief recess. The meeting resumed at 8:35 p.m.

Mr. Brown explained that the current strategy for Keizer Station City-owned properties, which was to lease the property for development in Keizer Station to increase diversity revenues. He then reviewed the City's PERS

obligation.

Mr. Brown displayed the PERS Advisory Rates for 2017 through 2027, a chart with the City's Unfunded Accrued Libability (UAL), and graphs related to the Keizer PERS Liability, and the Unfunded Libability. Mr. Brown suggested that if the City were to eliminate the UAL, it would provide the City with over $1.5 million less in PERS retirement expenses to be able to provide more services. A graph of the Oregon Public Employee Reserve Fund was displayed.

Mr. Brown shared that in 2004, the City chose to remain independently responsible for the pension obligation rather than join the State and Local Government Rate Pool. Mr. Brown explained that the current return rate of $1 put away today could cut the UAL by $1.84 million. Four million property proceeds could cut the UAL by $7.36 million. He stated that reducing the UAL by $7.36 million could cut the annual required contribution by $286,064.

Mr. Wood suggested an alternative strategy of selling the Keizer Station City-owned properties and use the proceeds to pay down the UAL.

5. OTHER BUSINESS

a. Upcoming Meeting Dates

- **Budget Committee Meeting - Monday, May 13, 2024 at 6:00 p.m.**
- **Budget Committee Meeting - Tuesday, May 14, 2024 at 6:00 pm.**

6. ADJOURNMENT Mayor Clark adjourned the meeting at: 8:57 p.m.

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”