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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.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, May 4, 2026
6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE, Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. **Proclamation: Asian American Native Hawai'ian Pacific Islander Heritage Month**
5. **COMMITTEE REPORTS (COMMITTEES, NEIGHBORHOOD ASSOCIATIONS, YOUTH LIAISON)**
6. **PUBLIC COMMENTS**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. **CONSENT CALENDAR**
 - a. **Approval of the April 20, 2026 Regular Session Minutes**
 - b. **Event Center Use Fee Waiver - Soaring Heights Recovery Homes - Fourth Annual Vision Dinner**
 - c. **RESOLUTION - Repeal of Petty Cash Funds in Police Department; Repeal of Resolutions R90-490, R2006-1727, and R2006-1730**
 - d. **RESOLUTION - Amending the Keizer Personnel Policies; Amending Resolution R2025-3549**
8. **PUBLIC HEARINGS**
 - a. **Text Amendment Case 2026-02: Amending Keizer Code Appendix A (multiple sections) pertaining to child care allowances in order to provide consistency with state law. In addition, amending Section 3.101.04 to correct an identified error in the**

process for alternative design review for a detached ADU located in a front yard.

9. **ADMINISTRATIVE ACTION**

- a. **RESOLUTION** - Naming one of the Athletic Fields Located Within Keizer Rapids Park "Loren's Field" and Authorizing City Manager to Sign Field Naming Sponsorship Agreement with Loren's Sanitation
- b. **ORDINANCE** - Establishing a Franchise Agreement with Forged Fiber 37, LLC for the Provision of Telecommunications Services Within the City of Keizer
- c. Keizer Little League Park Budget
- d. Amendment to the Marion County Community Prosperity Initiative Grant
- e. Police Fee Discussion

10. **OTHER BUSINESS**

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

11. **STAFF UPDATES**

12. **COUNCIL MEMBER REPORTS**

13. **AGENDA INPUT**

Monday, May 11, 2026 - 6:00 p.m.
Budget Committee Meeting

Tuesday, May 12, 2026 - 6:00 p.m.
Budget Committee Meeting

Thursday, May 14, 2026 - 6:00 p.m. - If needed
Budget Committee Meeting

Monday, May 18, 2026 - 6:00 p.m.
City Council Regular Session

Monday, June 1, 2026 - 6:00 p.m.
City Council Regular Session

14. **ADJOURNMENT**

City of Keizer Mission Statement

The City of Keizer is committed to fostering a safe, unified, and economically vibrant community while maintaining fiscal responsibility. By delivering city services in a coordinated, efficient, and cost-effective manner, we strive to provide exceptional value to residents, ensuring sustainability and responsiveness to community needs to enhance the quality of life for all.



Proclamation

WHEREAS, the month of May was designated as Asian American Native Hawai’ian Pacific Islander (AANHPI) Heritage Month to commemorate the immigration of the first Japanese to the United States on May 7, 1843, and the anniversary of the completion of the transcontinental railroad on May 10, 1869, in which the majority of the workers who laid the tracks were Chinese immigrants; and

WHEREAS, Asian, Hawai’ian and Pacific Islander community members have made significant contributions to the culture, economy and heritage of Keizer; and

WHEREAS, Asian, Hawai’ian and Pacific Islander encompasses all of the Asian continent and Pacific Islands and is comprised of many nations, ethnic groups and cultures, each with a unique identity and rich heritage, including over 100 different languages; and

WHEREAS, each nation deserves the respect to be named and recognized individually herein; and

WHEREAS, Eastern Asia includes China, Hong Kong, Japan, South Korea, North Korea, Macau, Mongolia, Paracel Islands, and Taiwan; and,

WHEREAS, Southeastern Asia includes Brunei, Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, and Vietnam; and

WHEREAS, South Central Asia includes Afghanistan, Bangladesh, Bhutan, India, Iran, Kazakhstan, Kyrgyzstan, Maldives, Nepal, Pakistan, Sri Lanka, Tajikistan, Turkmenistan, and Uzbekistan; and,

WHEREAS, Western Asia includes Armenia, Azerbaijan, Georgia, Bahrain, Cyprus, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Turkey, the United Arab Emirates, and Yemen; and

WHEREAS, the Pacific islands include Melanesia (New Guinea, New Caledonia, Vanuatu, Fiji and the Solomon Islands), Micronesia (Marianas, Guam, Wake Island, Palau, Marshall Islands, Kiribati, Nauru and the Federated States of Micronesia), and Polynesia (New Zealand, Hawai’ian Islands, Rotuma, Midway Islands, Samoa, American Samoa, Tonga, Tuvalu, Cook Islands, French Polynesia and Easter Island); and

WHEREAS, the Federal Asian Pacific American Council’s theme for 2026 is “Power in Unity: Strengthening Communities Together,” which highlights the importance of leveraging collective power, telling stories and being bridge builders in communities. The 2026 AANHPI Heritage Month poster features a bridge that represents values “prevalent in AANHPI leaders who inspire us to work collaboratively and embolden the next generation to build on their legacies.”

NOW, THEREFORE, the Keizer City Council assembled here in Regular Session, does hereby proclaim May 2026 as

Asian American, Native Hawai’ian, and Pacific Islander Heritage Month

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 4th day of May 2026.

*MAYOR CATHY CLARK
City of Keizer, Oregon*



**MINUTES
KEIZER CITY COUNCIL
Monday, April 20, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:02 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor
Felicia Guptill, Youth Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Keare Blaylock, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources Direc
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION: Volunteer Recognition Month

Mayor Clark read the Proclamation recognizing April as Volunteer Recognition Month.

Chair Jane Herb from the Volunteer Coordinating Committee expressed appreciation for the Mayor and City Councilors, and she handed out Certificates of Appreciation and pens as tokens of appreciation.

b. KeizerFEST Update from Keizer Chamber of Commerce

Jeremy Turner, President, Keizer Chamber of Commerce, provided an update on the planned

events during KeizerFEST. Dan Clem, Executive Director of the Keizer Chamber of Commerce, encouraged the community to attend KeizerFEST and have some fun. The Art Walk would also be going on during KeizerFEST. A 15-day city-wide scavenger hunt would begin on May 1st and there would be prizes. The Mayor's Prayer Breakfast was also coming up.

Angela Plowhead, Board Chair, Marion Soil and Water Conservation District, shared about the District and its various grants, programs, and projects.

Từ Đức Tháo, President of the Vietnamese Community of Oregon, expressed his appreciation for the Proclamation recognizing Vietnamese-American Remembrance Day. Carlos Green, Keizer, Veteran shared about Vietnam. Veteran Jesus Montes shared about a program that included the involvement of children. A Certificate of Appreciation was presented to the Council.

COMMITTEE REPORTS (Committees, Neighborhood Associations, Youth Liaison)

a. West Keizer Neighborhood Association Annual Report

Rhonda Rich, President of the West Keizer Neighborhood Association (WKNA), summarized their annual report. Mandy Hanson, Vice President, was also present.

Council President Starr moved the City Council accept the report of the West Keizer Neighborhood Association and extend recognition to the West Keizer Neighborhood Association for an additional year. Councilor Kohler seconded.

Gratitude was expressed for the work of WKNA.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Northwest Keizer Neighborhood Association Annual Report

Griffin Walker, President of the Northwest Neighborhood Association (NWKNA), summarized their annual report. It was noted that NWKNA would be the first Neighborhood to have street art.

Tammy Saldivar, Vice President, was also present.

Gratitude was expressed to NWKNA for their work.

Council President Starr moved the City Council accept the report of the Northwest Keizer Neighborhood Association and extend recognition to the Northwest Keizer Neighborhood Association for an additional year. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

On item 5b in the Bylaws, NWKNA asked to expand the possibility of who could be on their board.

They wanted to change it to the Board shall be members of the association and shall "reside, own property, or operate a business" within the boundaries of the association.

Council President Starr moved the City Council to suspend the rules to take up the Northwest Keizer Neighborhood Association bylaw amendment. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved the Keizer City Council approve the proposed Northwest Keizer Neighborhood Association bylaw amendment. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Lindsey King, Planning Commissioner, provided an update on the most recent Planning Commission meeting on two proposed text amendments to the code. There was a discussion on Child Care Allowances amendments to align with state law. The Commissioners reached consensus to strike specific items from the code and rely on definitions instead, allowing automatic alignment with future state law changes without requiring repeated code amendments.

Ms. King also shared that the Commissioners also discussed Alternative Design Review (ADUs) and considered a correction to an identified error in the process for detached accessory dwelling units (ADUs) located in front yards. The Commission agreed to amend the Code accordingly.

Tanya Hamilton with Lisa Cejka present, members of the Parks Recreation and Advisory Board, summarized the recent meeting and noted that they recommended adding back into the Master Plan an Indoor Activity Center in Keizer Rapids Park with limited development to a maximum of 20 percent, locate it in Area B, and retain the dog park. The Board also recommended approval of field sponsorship naming at the turf field complex. There was a request to tour the Northridge Park at the annual Parks Tour with the Council and Parks and Recreation Advisory Board.

Mayor Clark commented that additional land, including the Buckles property acquired in 2014, was purchased following earlier planning efforts and is reflected in the 2014 urban growth boundary map. It was clarified that the City cannot expand further beyond its current boundaries, does not own or control land outside those limits, and cannot plan development on such property without County approval. It was also noted that any leases associated with the land are nominal, primarily intended to allow the City to maintain and manage the property.

There was a suggestion to add the legal limit of 20 percent to the Parks Master Plan. On page 108 of the 2021 Master Plan, was the list of amenities to consider. Mr. Brown shared that it was taken out of the Capital Project List, and without being on that list, it is ineligible for System Development Charges (SDC). It was listed in Section 4.1 and on the list. There was a suggestion that it should be included in the Capital Project List if they wished to be able to use SDCs.

Discussion ensued regarding the history of the Parks Master Plan and the intent of the green space in relation to the Plan.

Robin Barney, Community Diversity Engagement Committee (CDEC) Member, shared about a new event the CDEC would be hosting on Saturday, October 10. It would be a multicultural event. She shared that they were looking for 40 volunteers to help. They were looking for donations, and this would be a free event. Tammy Kunz, Chair, CDEC shared about their most recent meeting.

Youth Councilor Guptill shared that Little League games were happening.

PUBLIC COMMENTS

Written comments from Brent Deart, President of LBD, Inc., doing business as Salem Aviation, for the Fly Salem grant applications, and another from Daniel Potter, Keizer, who was opposed to the proposed event pavilion at Keizer Rapids Park, were acknowledged for the record.

Michael Welsch, Keizer, Country Glen Park, thought that the park needs to be made ADA (Americans with Disabilities Act) accessible. He was in support of upgraded equipment for the Park. He would like to see a fence installed around the Park and more Disc Golf courses.

Jane Titchenal, Keizer, wanted to keep Keizer Rapids Park free, accessible, and have as much green space as possible. She felt that whatever type of center may be placed, there needs to be more family-focused. She encouraged community involvement with this decision.

Rhonda Rich and Mandy Hanson, WKNA, requested that an adventure course be included in the Parks Master Plan. They felt there were other members of the community, the Junior ROTC (Reserve Officers' Training Corps) and the U.S. Army Keizer Recruiting Station, that would enjoy an adventure course. It was noted that the adventure course was already included in the Parks Master Plan.

Tim Hay, President, Fly Salem Foundation, asked for the Council's support for a Travel Oregon grant application and SCASDP (Small Community Air Service Development Program). He was working in partnership with the Keizer- and Salem-area Chamber, Travel Salem, the City of Salem, and SEDCOR (Strategic Economic Development Corporation) to restore commercial airline service to the Salem Willamette Valley Airport.

Mr. Hay reported recent meetings with airlines in California and noted strong interest from carriers in re-entering the Salem market. He referenced a prior airline that operated successfully in Salem, noting that its departure was due to broader market shifts rather than local viability, and emphasized that Salem and the Willamette Valley have been demonstrated to be a viable market for air service. He requested a letter of support from the City for the effort.

Council President Starr moved that the Keizer City Council suspend the rules to take up the matter of a letter of support. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved that the Keizer City Council authorize the writing of a letter of support for the Small Community Air Service Development Grant Proposal being submitted by the Salem Willamette Valley Airport. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

There was a 10-minute recess at 8:10 p.m.

CONSENT CALENDAR

a. Approval of March 30, 2026 Work Session Minutes

Mayor Clark pulled items b and c.

Council Vice President Cross pulled item d.

Council President Starr moved to approve the Consent Calendar, consisting of Item a, approval of the March 30, 2026, Work Session. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Approval of April 6, 2026 Regular Session Minutes

Mayor Clark noted that on the Child Abuse Prevention Awareness Month Proclamation, she asked to add that the Proclamation was also issued to Eva Pignotti, the Chief Program Officer of Early Learning and Childcare, at the Mid-Willamette Valley Community Action Agency.

Council President Starr moved to approve the April 6, 2026, Regular Session Minutes with corrections. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Approval of April 13, 2026 Work Session Minutes

On page 3 of the Work Session Minutes, it stated that the Budget Committee wanted the joint budget for marketing, but the Budget Committee did not want a joint budget for marketing and wanted to keep it in the individual neighborhood associations' budgets.

Council President Starr moved to approve the April 13, 2026, Work Session Minutes with corrections. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

d. RESOLUTION - Authorizing Disposition of Unclaimed Found Personal Property

Council Vice President Cross asked what other Cities are doing for the unclaimed, lost and found personal property.

It was clarified that all of the items are lost and found, and the owners were unknown, when the value of the unclaimed property was under \$250. There was a suggestion to add information about lost and found on the website. There was a suggestion that if there were items that were in good condition, they should be donated.

Council President Starr moved to adopt Resolution R2026- Authorizing Disposition of Unclaimed Found Personal Property. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

PUBLIC HEARINGS

a. RESOLUTION - Authorizing City Manager to Sign Purchase and Sale Agreement with John E. Batzer, Trustee of the North Pacific Trust, SM3KZR LLC, and Keizer Petroleum LLC (Keizer Station Area C-1)

Mayor Clark opened the Public Hearing and noted that it was to continue the Public Hearing that was open at the City Council Meeting on April 6th.

City Manager Adam Brown summarized the staff report. Discussion followed regarding when the funds would be received. Environmental testing and a traffic impact analysis would be conducted. The goal was for permits to be issued and the land to be cleared within four to six months.

Tammy Kunz, GNEKNA President, shared that the community members she had spoken with were in support.

With no further testimony, Mayor Clark closed the Public Hearing.

Council President Starr moved to adopt Resolution R2026- Authorizing City Manager to Sign Purchase and Sale Agreement with John E. Batzer, Trustee of the North Pacific Trust, SM3KZR LLC, and Keizer Petroleum LLC (Keizer Station Area C-1). Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Authorizing Chief of Police to Enter Into Intergovernmental Agreements with Salem-Keizer School District 24J (Safety and Support Response Team Officer; and

Youth Safety and Support Officer)

Police Chief Andrew Copeland summarized the staff report. There was a question about whether the four percent escalator would be enough to cover all of the increasing expenses over the five years. Mr. Brown noted that it was four percent over the entire contract amount. The projection was to break even.

Council President Starr moved to adopt Resolution R2026- Authorizing Chief of Police to Enter Into Intergovernmental Agreements with Salem-Keizer School District 24J (Safety and Support Response Team Officer; and Youth Safety and Support Officer). Councilor Kohler seconded.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

OTHER BUSINESS

Mayor Clark commented that the League of Oregon Cities was asking Cities to issue letters opposing HR 2289. Mr. Lindsay explained that the League of Oregon Cities had previously retained outside counsel, Nancy Warner, to provide comments related to rulemaking before the Federal Communications Commission (FCC).

Mr. Lindsay noted that a separate matter was now pending before Congress in the form of proposed legislation that would change existing law. The proposal could limit local governments' authority over public rights-of-way by restricting revenue to a cost-recovery model only. He explained that, under current Oregon law, municipalities manage rights-of-way through franchise agreements that may allow for fees up to 7%, which function similarly to rent for use of public infrastructure and help cover administrative, regulatory, and oversight responsibilities. The proposed federal changes could significantly reduce this revenue and local control.

Mr. Lindsay recommended that the City send a letter to its legislators expressing opposition to the proposed legislation and supporting the preservation of local control over rights-of-way.

Council President Starr moved to suspend the rules and take up the matter of the letter to Congress. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved that the Keizer City Council authorize a letter to our congressional delegation regarding the recent request from the League of Oregon Cities. Councilor Kohler seconded.

There was a request to include all of the signatures of the Mayor and Councilors.

Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

City Manager Brown explained that Travel Salem would be applying for a grant from Marion County aimed at tourism marketing for the Destination Marketing Organization (DMO) from a \$300,000 grant opportunity. It was noted that while the Keizer Chamber supported the grant, they would not be applying for the grant. There were questions about why the City was not applying for the grant funds.

Mr. Brown suggested that he could apply for \$10,000 from the \$300,000 in available funds to help supplement the fryer purchase for Keizer Little League Park. Councilor Christopher, Council President Starr, and Council Vice President Cross offered their help with the grant application to help pay for park improvements. There was a suggestion to have Sports Facilities Companies assist with the grant application.

Council President Starr moved to suspend the rules to take up the issue of applying for this DMO grant. Councilor Kohler seconded. Motion passed unanimously.

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved that the Keizer City Council direct staff to apply for the economic development grant and work with the identified City Councilors that are willing to help put this grant together for the DMO grant from Marion County. Councilor Kohler seconded.

There was clarification that City Manager Brown would still apply for a portion of the grant fund for the fryer.

Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to suspend the rules to take up the matter of extending the meeting until 9:30 p.m. Councilor Christopher seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Christopher (4)

NAYS: Juran, Cross, Parsons (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to suspend the rules to bring up the item of the Grant Application from the City of Keizer's Multi-Modal Safety Committee to the Keizer Rotary Foundation. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Cross, Parsons, and Christopher (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr shared about a \$500 grant application for the bike helmet program. She also requested that the Council direct staff to bring back to the Agenda suggestions for addendum A for each of the committee resolutions where it prohibits committees from seeking grant funds for any activity that does not come before the committee or the City Council.

Councilor Kohler moved to authorize the submission of the grant application to the Keizer Rotary Foundation for \$500 worth of bicycle helmets. Councilor Christopher seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Cross, Parsons, and Christopher (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Juran and Council Vice President Cross expressed concern about not seeing the grant application. Council President Starr read the grant application for the helmet program for education and equipment (helmets) to riders in the Keizer community.

Mayor Clark provided a substitute motion that the Keizer City Council request that the Keizer Rotary Foundation pause on this grant application until it can be put through proper channels through our processing for resubmission.

The current number of helmets and fund balance were noted.

Seconded by Council President Starr. Motion passed as follows:

AYES: Clark, Starr, Juran, Cross, Parsons, and Christopher (6)

NAYS: Kohler (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to suspend the rules to take up the matter of bringing back a process outlining how committees go about applying for grant funding. Councilor Kohler seconded.

Council President Starr moved that the Keizer City Council direct staff to bring back a process outlining committee steps when they want to apply for a grant. Councilor Christopher seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Cross, Parsons, and Christopher (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Kohler moved to suspend the rules and take up the matter of the video script for the volunteering video that the McNary High School has agreed to provide for us and produce. Councilor Christopher seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Cross, Parsons, and Christopher (7)

NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Kohler moved to approve the script as written in the final edit. Councilor Christopher seconded.

There was a question about whether the script went through staff. Mr. Brown shared that he had read through it and was okay with the language. Councilor Christopher suggested that in Scene 4, the word "review" be changed to "interview" and "put forward to be approved" be changed to "recommended to be appointed."

There was a timeliness issue since the students were only in session for a couple more months. Jane Herb, Chair of the Volunteer Coordinating Committee, shared that the Council would see the video.

Councilor Kohler noted the urgency to have the Volunteer Recruitment Video produced before the school year ended, so that students could do the video production, so the script needed to be approved as soon as possible.

Mayor Clark noted that the motion was as-amended by consensus with the changes.

Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Cross, Parsons, Christopher (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

STAFF UPDATES

There were no staff updates.

COUNCIL MEMBER REPORTS

There was a reminder to attend the Keizer Community Dinner on Wednesday.

AGENDA INPUT

Monday, May 4, 2026 - 6:00 p.m.

City Council Regular Session

Monday, May 11, 2026 - 6:00 p.m.

Budget Committee Meeting

Tuesday, May 12, 2026 - 6:00 p.m.

Budget Committee Meeting

Thursday, May 14, 2026 - 6:00 p.m. - If needed

Budget Committee Meeting

Monday, May 18, 2026 - 6:00 p.m.

City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:28 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Use Fee Waiver - Soaring Heights Recovery Homes - Fourth Annual Vision Dinner

Proposed Motion

I move the City Council approve a waiver of the Event Center use fee of \$925 for the Soaring Heights Recovery Homes - Fourth Annual Vision Dinner on September 25, 2026.

I. Summary

Soaring Heights Recovery Homes is hosting a fundraising dinner on September 25, 2026, from 5:30 pm to 7:30 pm using the Event Center Iris Ballroom. On April 8, 2026, the City received a request from Soaring Heights Recovery Homes for a waiver of fees associated with the event.

In accordance with Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, Keizer-based 501(c) organizations may host fundraiser activities using the Iris Ballroom for a base use fee of \$600. Additional charges for use of the stage, audio/visual equipment and coat rack are \$325. In addition, the user will be responsible for a refundable deposit of \$1,500.

Staffing costs for room setup and support during the event are approximately \$600.

II. Background

- A. Soaring Heights Recovery Homes previously held a fundraiser dinner at the Keizer Event Center on October 10, 2025, November 1, 2024, and October 20, 2023.
- B. The use fees associated with these previous events were waived by the City Council.

III. Current Situation

- A. The City has received a completed Event Center Use Agreement dated April 8, 2026.
- B. The City has received a request for a use fee waiver on April 8, 2026.

C. As of this date, no other requests for room reservations on this date have been received.

IV. **Analysis**

A. **Strategic Impact** - Not applicable

B. **Financial** - The use fee waiver will result in \$925 less revenue for the Event Center Fund.

C. **Timing** - The Soaring Heights Recovery Homes Fourth Annual Vision Dinner is scheduled for September 25, 2026.

D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. **Alternatives**

A. Approve a waiver of the Event Center use fee of \$925.

B. Approve a waiver of the Event Center use fee for an alternate amount.

C. Deny the request for a waiver of the Event Center use fee of \$925.

VI. **Recommendation**

Staff recommends the City Council approve a waiver of the Event Center use fees of \$925 for the Soaring Heights Recovery Homes - Fourth Annual Vision Dinner.

Attachments

1. LTR_CC_Soaring Heights Fee Waiver Request_05 04 2026
2. RES_CC_R2024-3435_2023-01-02 - Adopting Use Policies and Rates for the Keizer Event Center_05 04 2026

Subject

Request for Fee Waiver – Soaring Heights Vision Dinner 2026

Dear Keizer City Council,

I hope this message finds you well. I am writing on behalf of Soaring Heights Recovery Homes to respectfully request a fee waiver for our upcoming Vision Dinner, scheduled to be held at the City of Keizer Event Center in 2026.

Over the past year, Soaring Heights has continued to grow its impact within the Keizer community. We are proud to provide safe, stable housing for women in recovery — including those with minor children — offering not just shelter, but structure, accountability, and a pathway toward long-term stability. Our homes serve some of the most vulnerable members of our community, helping them rebuild their lives with dignity and support.

The Vision Dinner is one of our most important annual fundraising events. The funds raised directly support housing operations, program development, and essential services for the women and families we serve. Every dollar saved through a fee waiver is a dollar that goes directly back into our mission and into the lives of those working hard to overcome addiction and rebuild their futures.

We are deeply grateful for the continued support and partnership of the Keizer community. Your consideration of this fee waiver request would make a meaningful difference in our ability to serve more individuals in need.

Thank you for your time and consideration. Please feel free to reach out if any additional information or documentation is needed.

Eric Rasor

Sincerely,
Eric Rasor
Executive Director
Soaring Heights Recovery Homes
eric@soaringheights.life
(971) 719-4963

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-3435

4
5 ADOPTING USE POLICIES AND RATES FOR THE
6 KEIZER EVENT CENTER; **REPEALING**
7 **RESOLUTION R2023-3423**
8

9 WHEREAS, the City Council adopted policies for community use of city hall
10 facilities in 1986;

11 WHEREAS, the adopted policies for community use of city hall facilities has been
12 amended several times with the last revision taking place in 2023;

13 WHEREAS, the City Council adopted the current use rates for the Civic Center
14 Community Rooms pursuant to Resolution R2023-3423;

15 WHEREAS, the Keizer Community Center name has been used since the Civic
16 Center was built in 2009;

17 WHEREAS, the City Council has reviewed the matter and finds that it is
18 appropriate to amend the name, policies and fees for the Community Center;

19 WHEREAS, the City Council desires to amend the name, policies and fees;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the Keizer
22 Community Center shall be referred to as the Keizer Event Center and that staff is directed
23 to revise all documentation referencing the name as agreements expire.

24 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
25 following policies for use of the Keizer Event Center and lobby are hereby adopted:

1 **Alcohol Policies:** The following regulations apply to the allowance, sale
2 or consumption of alcoholic beverages in the Keizer Event Center and
3 lobby:
4

- 5 a. Only individuals twenty-one (21) years of age or older may consume
6 alcohol in accordance with this policy.
7 b. No person shall sell, give or otherwise make available any alcoholic
8 beverage to a person under the age of 21 years.
9 c. No person shall sell, give or otherwise make available any alcoholic
10 beverage to any person who is visibly intoxicated.
11 d. Alcoholic beverages are permitted only in the Keizer Event Center
12 and the adjoining lobby areas. Alcoholic beverages are prohibited
13 outdoors and in other areas of the building.
14 e. Alcoholic beverages are allowed only in conjunction with a reserved
15 event and only after written approval has been given by the City.
16 f. Alcoholic beverages will be served only by a licensed and bonded
17 server pursuant to all Oregon Liquor Control Commission laws and
18 regulations.
19 g. Alcoholic beverages will be served only when acceptable Oregon
20 Liquor Control Commission documentation has been provided to the
21 City.
22 h. Alcohol Caterer/server shall secure at its own expense General
23 Liability Insurance with minimum limits of \$2,000,000.00 per
24 occurrence and Liquor Liability Insurance with minimum limits of
25 \$2,000,000.00 per occurrence unless specified by a specific contract
26 approved by the City Attorney. The insurance policy is to be issued
27 by an insurance company authorized to do business in the State of
28 Oregon. The City of Keizer, its officers, agents, contractors, and
29 employees shall be included as additional insured in said insurance
30 policy. Evidence of the insurance and additional insured
31 endorsement must be provided to City at least fourteen (14) days
32 prior to the date of the event. As part of the event reservation
33 process, the applicant and caterer/server shall agree to defend and
34 indemnify the City, its employees, agents and contractors from any
35 and all claims in connection with alcohol use on the premises.
36 i. The City Manager may place reasonable conditions on the event to
37 protect persons and property.
38

39 **Insurance Policies:** The following regulations apply to clients' use of the
40 Keizer Event Center and lobby:

- 41 a. The client shall, at its sole cost and expense, procure and maintain
42 through the term of the rental a Commercial General Liability insurance

1 policy providing coverage against claims for bodily injury or death and
2 property damage occurring in or upon or resulting from the facilities used
3 hereunder in the amount of \$2,000,000, unless a different amount is
4 approved by the City Attorney. The Commercial General Liability
5 Insurance required shall be issued by an insurance company authorized to
6 do business in the State of Oregon. The City of Keizer, its officers, agents,
7 contractors, and employees shall be included as additional insured in said
8 insurance policy. Client must provide the City with the proof of the
9 insurance and additional insured endorsement evidencing such insurance at
10 least fourteen (14) days prior to the date of the contracted event. Failure to
11 provide the proof of insurance and endorsement will result in cancellation
12 of the event.

13 b. No insurance is required for non-alcoholic events when client is
14 using one or two small rooms.
15

16 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
17 following use rates are hereby established:

- 18 1. Base Use Rates. The following base use rates shall be charged for the
19 Keizer Event Center:
20
- 21 a. Small room (828 - 864 square feet) - \$35.00 per hour with a three
22 hour minimum.
 - 23 b. Medium room (2,556 - 2,769 square feet) - \$125.00 per hour with a
24 four hour minimum.
 - 25 c. Large ballroom (8,165 square feet) - \$325.00 per hour with an eight
26 hour minimum.
 - 27 d. Keizer-based 501(c) organizations may host fundraiser activities
28 using two Medium rooms or the Large ballroom for a base use fee
29 of \$600.00. This fee shall include the use of the facility and
30 amenities. The user will be responsible to pay all fees associated
31 with required staffing and security. The use under this provision is
32 limited to one (1) event per calendar year per Keizer-based 501(c)
33 organization and is limited to a maximum of twelve (12) hours
34 usage.
 - 35 e. Keizer residents and Keizer-based 501(c) non-profit organizations
36 are entitled to a twenty-five percent (25%) discount on the base use
37 rates outlined in 1(b) and 1(c) herein. Keizer residents' use is limited
38 to personal, non-business use only, including, but not limited to
39 birthday parties, anniversary parties, and baby showers. (Small
40 rooms are not discounted.)

- 1 f. Government and quasi-government entities, e.g., City of Salem,
2 Marion County, State of Oregon, Salem-Keizer School District,
3 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
4 of Commerce, League of Oregon Cities, Mid-Willamette Valley
5 Council of Governments, are entitled to a twenty percent (20%)
6 discount on the base use rates outlined in 1(b) and 1(c) herein.
7 (Small rooms are not discounted.)
8 g. City-hosted activities directly benefiting City operations are entitled
9 to a fifty percent (50%) discount on the base use rates outlined in
10 1(b) subject to the following:
11 i. Registration fees charged to participants shall total no more
12 than the actual out-of-pocket costs of the event.
13 ii. This discount is only available for one or two medium rooms.
14 The large ballroom and small room rates are not discounted.
15 iii. For Friday, Saturday or Sunday dates, the event may not be
16 reserved more than six (6) months prior to the event.
17 iv. No alcohol is allowed for City hosted events. Insurance is not
18 required.
19 h. The above discounts are not transferrable.
20
21 2. Exempt Uses. The following uses are exempt from payment of use rates
22 and insurance requirements, except caterer insurance if applicable. No
23 alcohol is allowed for these events:
24
25 a. City Meetings. City Council/Urban Renewal Agency meetings,
26 City/Urban Renewal Agency committee, task force, or staff
27 meetings, trainings, recruitments or exercises.
28 b. Neighborhood Associations. Recognized neighborhood
29 associations may hold their regular meetings, up to twelve (12)
30 meetings per year in one or two small rooms.
31 c. Keizer-based Youth Sports. Keizer-based youth sports
32 organizations may hold up to three (3) events per year using one
33 medium room or one or two small rooms.
34 d. Town Hall/Community Forums. City, Urban Renewal Agency,
35 Salem Area Mass Transit District, Marion County, and other
36 governmental agencies may hold town hall/community forums for
37 the purpose of gathering public input.
38 e. Keizer Library. The Keizer library may hold up to two (2) book sale
39 events per year using up to one medium room for up to three days.
40 f. City Employee/City Volunteer Training. Training and meetings for
41 City employees or City volunteers are exempt. Other governmental
42 employees or volunteers may also attend. No fee may be charged to

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- participants other than the actual meal cost, if a meal is served.
 - g. City-Hosted Educational Outreach Events. No registration fee may be charged to the participants.
 - h. Outside Committees/Groups. With City Manager approval, organizations connected with the City or benefitting City residents such as Keizer United, Claggett Creek Watershed Council, and Community Emergency Response Team may hold one meeting per month in one or two small rooms. No registration fee may be charged to the participants.
3. Other Agreements Exempt. Organizations with specific agreements for Event Center Room use are not subject to the above rates. The City Manager is authorized to negotiate and reduce the use rates for organizations who request repeating scheduled use for a term not exceeding two (2) years.
4. Council Approved Uses. The City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
5. Additional Facility Charges. The City Manager is authorized to adopt and impose surcharges for rental rates for additional facilities, including, but not limited to stages, audio/visual equipment, computer equipment, kitchen usage and additional labor expenses. The City Manager is authorized to impose deposits, fees or additional charges as City Manager may deem appropriate in their discretion.
6. Use Rates Subject to Facility Agreement. The use rates set forth herein are subject to the provisions of the Facility Use Agreement as authorized by the City Manager. The City Manager is authorized to amend the use rates if in the City Manager's discretion such amended rates provide increased transient occupancy taxes, other identifiable economic benefits to the citizens of the City as a whole, or other identifiable fiscal benefits to the City of Keizer administratively.

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
2 Resolution R2023-3423 (Adopting Use Policies and Rates for the Keizer Community
3 Center Rooms; Repealing Resolution R2018-2932) is hereby repealed in its entirety
4 except for already booked events.

5 BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1,
6 2024.

7 PASSED this 2nd day of January, 2024.

8
9 SIGNED this 2nd day of January, 2024.

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12
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15

Anthony Clark
Mayor

Dawn Wilson
Deputy City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Andrew Copeland, Police Chief
Subject: Police Department Petty Cash Funds

Proposed Motion

I move that the City Council adopt Resolution R2026-___ Repeal of Petty Cash Funds in Police Department; Repeal of Resolutions R90-490, R2006-1727, and R2006-1730.

I. Summary

The Council established petty cash funds for the Keizer Police Department by Resolutions. In the past, these funds were needed for expenditures for out-of-the ordinary assistance to the public. It has been determined that use of a credit card, rather than cash allows for greater accountability and tracking. Therefore, it is desired to repeal the resolutions that established the petty cash funds for the Keizer Police Department.

II. Background

- A. Council adopted Resolution R90-490 on October 1, 1990 establishing a police petty cash fund.
- B. Council adopted Resolution R2006-1727 on September 5, 2006 establishing a community service petty cash fund.
- C. Council adopted Resolution R2006-7130 on October 2, 2006 establishing a community response unit petty cash fund.
- D. In Fiscal Year 2011-2012, through policy revision, the department changed the description of these funds to community assistance fund to avoid confusion with a specific unit within the department. Also, for greater accountability and tracking, the policy was updated and funds were assigned specifically to individual sergeants instead of being shared between the patrol sergeant vehicles.
- E. Recently, credit cards have been the desired use instead of cash.

III. Current Situation

- A. There are three resolutions that set up petty cash funds in the police department.

- B. The police department has recently started using credit cards instead of cash because it is easier to track.
- C. The police department would like to repeal the resolutions that set up petty cash funds in the police department and return any remaining cash to the finance department to be placed in the General Fund.

IV. Analysis

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - There is currently \$275 remaining in the petty cash funds that is to be returned to the finance director and placed back in the General Fund.
- C. **Timing** - There is no specific timing.
- D. **Policy/Legal** - Only the Council can repeal resolutions.

V. Alternatives

- A. Adopt the attached Resolution.
- B. Take no action and the police department will be holding cash that will not be available for other uses.

VI. Recommendation

Staff recommends that the Council adopt the attached Resolution.

Attachments

- 1. R90-490
- 2. R2006-1727
- 3. R2006-1730
- 4. RES_CC_Repeal of Police Petty Cash Funds_5 4 2026

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION R90- 490

ESTABLISHING POLICE PETTY CASH FUND;
REPEALING RESOLUTION R87-259

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R87-259 is hereby repealed in its entirety.

BE IT FURTHER RESOLVED that \$100.00 be transferred from the General Fund to establish a Police Petty Cash Fund. The object and purpose of this account is for the payment of minor disbursements of the City of Keizer Police Department that arise from time to time and for providing correct change when copies of police reports are purchased.

BE IT FURTHER RESOLVED that the Police Chief, Chief's Secretary, Sergeants, Police Support Specialist, and Police Clerks are the only persons authorized to make disbursements or change from the Petty Cash Fund. Each disbursement shall be evidenced by a written report indicating the date and purpose of the expenditure. In addition to the receipt, the person authorizing the expenditure shall indicate the date, the amount, to whom the expenditure was made, and the current balance of the account on a log kept with the account. Monies received in the Police Petty Cash Fund shall be properly receipted, and a log of monies received shall be kept by the designee(s) and turned over to the City Accountant at the appropriate time along with any checks or cash received and recorded on said log.


FMAGIC

BE IT FURTHER RESOLVED that the fund shall be under the care and custody of the department designee(s). The fund shall be reconciled and replenished from the General Fund by the City Accountant as needed but, in any event, not less than once a month. The account shall be reconciled by use of the written receipts and the log of expenditures and receipts.

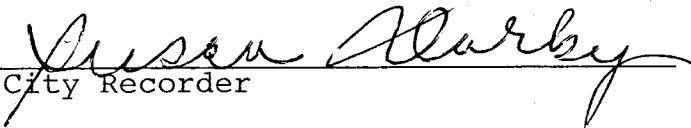
BE IT FURTHER RESOLVED that no person shall expend or encumber or authorize expenditure or encumbrance of the balance of this fund in excess of the cash balance of the account, or for any purpose for which there is no appropriation or source of reimbursement authorized at the time.

PASSED this 1st day of October, 1990.

SIGNED this 3rd day of October, 1990.



Mayor



City Recorder

DRAFT 9/10/90 KPD

1 **CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**

2 **Resolution R2006- 1727**

3 **ESTABLISHING POLICE DEPARTMENT COMMUNITY SERVICE PETTY CASH FUND**

4

5 **BE IT RESOLVED by the City Council of the City of Keizer that \$200.00 be**

6 **transferred from the General Fund to establish a Police Department Community**

7 **Service Petty Cash Fund. The object and purpose of this account is to provide for**

8 **out-of-the-ordinary assistance to the public. As outlined in the Keizer Police**

9 **Department Policy and Procedures Manual Chapter 19.38 Community Service Fund**

10 **Policy (attached). The maximum amount expended in each fiscal year shall be no**

11 **more than \$1000 without additional City Council approval.**

12 **BE IT FURTHER RESOLVED that the Patrol Supervisors and Acting**

13 **Supervisors, are the only persons authorized to make disbursements or change from**

14 **the Petty Cash Fund. Each disbursement shall be evidenced by documenting on the**

15 **Dispatch Report and routing a copy of this report to the Administrative Assistant in**

16 **addition to when possible attempting to get a receipt. The fund shall be reconciled**

17 **and replenished from the General Fund by the Administrative Assistant as needed**

18 **but, in any event, not less than once a month. The account shall be reconciled by**

19 **use of the Dispatch Reports and log of expenditures and receipts. The Department**

1 shall report an itemization of expenditures to the City Council and Budget Committee
2 no later than May 1, 2007.

3 BE IT FURTHER RESOLVED that no person shall expend or encumber or
4 authorize expenditure or encumbrance of the balance of this fund in excess of the
5 cash balance of the account, or for any purpose for which there is no appropriation
6 or source of reimbursement authorized at the time.

7
8 PASSED this 5th day of September, 2006.

9 SIGNED this 5th day of September, 2006.

10
11 
12 Mayor
13 
14 City Recorder
15
16

INDEX

19.38.01	PURPOSE
19.38.02	DEFINITION
19.38.03	POLICY
19.38.04	TRACKING

19.38.01 PURPOSE. The purpose of the Community Cash Fund is to provide police officers with cash resources to solve an acute, small problem that they would otherwise leave unanswered or commonly pay for themselves.

19.38.02 DEFINITION. The Community Service Fund is a cash account of \$200 available to patrol supervisors and acting supervisors to provide for out-of-the-ordinary assistance to the public. Examples of such assistance are providing a taxi ride for someone who is otherwise stranded or providing a meal for a person held in custody for an extended period of time.

19.38.03 POLICY. The Community Cash Fund shall be used with some degree of liberality, but not as a means of using public funds to temporarily address the chronic problems of the recipient's own making. A good rule of thumb is to determine if the public would overwhelmingly consent to the use of the Community Cash Fund in the particular circumstance.

19.37.04 TRACKING.

- 1. Keeping.** The Community Service Fund and a receipt book shall be kept in a bank bag in the door of each of the two patrol sergeants' patrol cars. Each car shall hold \$100 of the fund.
- 2. Accounting.** Upon each use of the Community Service Fund, the supervisor or acting supervisor shall complete a receipt and have the vendor sign or initial it. He shall document the use of the fund on the Dispatch Report, copy and sign the Dispatch Report, and route it and a copy of the receipt to the Administrative Assistant. The Administrative Assistant will reimburse the fund on a monthly basis (or sooner if necessary).

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2006- 1730

3 ESTABLISHING POLICE DEPARTMENT COMMUNITY RESPONSE UNIT
4 PETTY CASH FUND

5
6 BE IT RESOLVED by the City Council of the City of Keizer that \$800.00 be
7 transferred from the General Fund to establish a Police Department Community
8 Response Unit Petty Cash Fund. The object and purpose of this account is to
9 provide for confidential reliable informant (CRI) expense funds for the Community
10 Response Unit (CRU) officers when working narcotics investigations. . As outlined
11 in the Keizer Police Department Policy and Procedures Manual Chapter 19.30.04
12 Community Response Unit Fund Policy (attached). The maximum amount expended
13 in each fiscal year shall be no more than \$2,000 without additional City Council
14 approval.

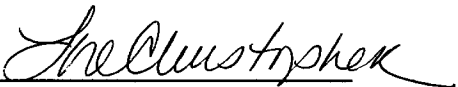
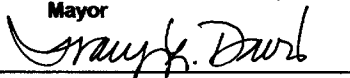
15 BE IT FURTHER RESOLVED that the CRU Sergeant or the Administrative
16 Assistant, are the only persons authorized to make disbursements or change from
17 the Petty Cash Fund. Each disbursement shall be evidenced by documenting the
18 circumstances on the Expenditure Receipt Form and routing a copy of this form to
19 the Administrative Assistant. The fund shall be reconciled by the Administrative
20 Assistant as needed but, in any event, not less than once a month. The

1 Administrative Assistant shall request replenishment from the General Fund by the
2 Finance Department as needed. The account shall be reconciled by use of the
3 expenditure record form and log of expenditures and receipts. The Department shall
4 report an itemization of expenditures to the City Council and Budget Committee no
5 later than May 1 of each fiscal year.

6 BE IT FURTHER RESOLVED that no person shall expend or encumber or
7 authorize expenditure or encumbrance of the balance of this fund in excess of the
8 cash balance of the account, or for any purpose for which there is no appropriation
9 or source of reimbursement authorized at the time.

10
11 PASSED this 2nd day of October, 2006.

12 SIGNED this 2nd day of October, 2006.

13
14 
15 Mayor
16 
17 City Recorder
18
19

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 REPEAL OF PETTY CASH FUNDS IN POLICE DEPARTMENT;
6 REPEAL OF RESOLUTIONS R90-490, R2006-1727, AND R2006-1730

7
8 WHEREAS, Council adopted Resolution R90-490 on October 1, 1990
9 establishing a police petty cash fund;

10 WHEREAS, Council adopted Resolution R2006-1727 on September 5, 2006
11 establishing a community service petty cash fund;

12 WHEREAS, Council adopted Resolution R2006-1730 on October 2, 2006
13 establishing a community response unit petty cash fund;

14 WHEREAS, the police department desires to repeal Resolution R90-490,
15 Resolution R2006-1727, and Resolution R2006-1730 because it no longer wants to have
16 petty cash funds;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that Resolutions
19 R90-490, R2006-1727, and R2006-1730 are hereby repealed in their entireties.

20 BE IT FURTHER RESOLVED that any remaining funds in the petty cash funds
21 be returned to the Finance Director to be reconciled and returned to the General Fund.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2026.

4

5 SIGNED this _____ day of _____, 2026.

6

7

8

Mayor

9

10

City Recorder

11



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Garrett Klever, Human Resources Director
Subject: RESOLUTION - City Contribution to Health Savings Accounts

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-___ Amending the Keizer Personnel Policies; Amending Resolution R2025-3549.

I. Summary

The City is planning to add new health insurance options called high-deductible health plans (HDHPs). These plans cost less each month but require employees to pay more upfront before insurance begins covering costs. Because these plans save the City money, staff recommends that the City contribute to employees' Health Savings Accounts (HSAs): \$2,500 a year for employees enrolled alone, and \$5,000 a year for employees enrolled with family coverage.

II. Background

- A. High deductible health plans (HDHPs) have lower premium rates but higher deductibles and out-of-pocket maximums.
- B. Starting with the new plan year, July 1, 2026, the City will add options for high-deductible versions of the current HealthNet and Kaiser Permanente health insurance plans offered to employees.
- C. Employees who choose these high deductible plans will be able to open a Health Savings Account (HSA) through an administrator selected by the City. HSAs are a special savings account that allow employees to set aside money tax-free to pay for medical expenses. It is common for employers that offer HDHPs to use some of the premium savings to partially fund HSAs for employees, typically at the deductible level of the plan.

III. Current Situation

- A. The City's HDHP options will have a deductible of \$2,500 for employee-only coverage and a \$5,000 deductible for family coverage. Employees can use money in an HSA to help

pay for healthcare expenses until these higher deductibles are met.

B. Because HDHP premiums are approximately 30% lower than other plans, the City can afford to make HSA contributions at the amounts listed above.

C. The City's Personnel Policies would need to be revised to add the contribution amounts. Staff recommends policy language as written in the report attachment.

IV. **Analysis**

A. **Strategic Impact** - Goal 4 — Operational Excellence and Community Centered Quality Service.

B. **Financial** -

A. Staff recommends depositing the full HSA amount at the beginning of each plan year, July 1. Employees would receive a partial amount if they join the plan mid-year.

B. If an estimated 20% of employees switch to HDHPs, the City would see a direct cost savings in FY2026/27 of \$98,439, even after contributing to the HSAs.

C. Administering new plans and accounts will cost approximately \$700 per year.

C. **Timing** - City of Keizer open enrollment is scheduled to begin May 7, 2026. To ensure employees have the information they need to choose a plan, the City Council should decide on HSA contributions as soon as possible.

D. **Policy/Legal** - Changes in the level of benefits for employees are required to be addressed in the City's Personnel Policy Manual. The Keizer City Council has authority to authorize changes in the level of benefits through the City's personnel policies.

V. **Alternatives**

A. Adopt the attached Resolution.

B. Take no action. The City would not contribute to HSAs.

VI. **Recommendation**

Staff recommends adopting the attached Resolution.

Attachments

1. RES_CC_Amending the Personnel Policies_Health Savings Accounts_5 4 2026
2. Personnel Policy Manual - Health Savings Account Contributions

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 **AMENDING THE KEIZER PERSONNEL POLICIES; AMENDING**
6 **RESOLUTION R2025-3549**

7
8 WHEREAS, the City Council of the City of Keizer adopted personnel policies
9 that directly impacted the Council and that the Council was required or suggested to
10 adopt pursuant to agreement, law or regulation by Resolution R2025-3549;

11 WHEREAS, the City Council of the City of Keizer amended Resolution R2025-
12 3549 by Resolution R3575;

13 WHEREAS, Resolution R2025-3598 states that Council approval is required for
14 portions concerning change in the level of benefits for health insurance benefits;

15 WHEREAS, the City Council wishes to amend the adopted personnel policies by
16 the addition of a new paragraph in the Health Benefits section;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that the personnel
19 policies shall be amended in the Health Benefits section by the addition of the following
20 Contributions to Health Savings Accounts policy and that staff are instructed to include
21 the policy attached in the personnel policies Health Benefits section.

22 BE IT FURTHER RESOLVED that Resolution R2025-3549 is hereby amended
23 as set forth herein.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect on July 1,
2 2026.

3 PASSED this _____ day of _____, 2026.

4
5 SIGNED this _____ day of _____, 2026.

6
7
8 _____
9 Mayor

10
11 _____
12 City Recorder

1 **CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNTS (HSAs)**

2 Employees are eligible for City-funded HSA contributions if they:

- 3 • Elect an HSA-qualified High Deductible Health Plan (HDHP) during open enrollment or other
- 4 benefit-eligible event; and
- 5 • Meet IRS eligibility requirements for contributing to an HSA.

6 **City Contribution Amounts**

7 For enrollments in HSA-qualified High Deductible Health Plans (HDHPs) during new hire, open
8 enrollment, or mid-year change, the City will provide an HSA account administered by a
9 custodian selected by the City. The City will make a one-time HSA contribution for eligible
10 employees according to the employee's medical coverage tier:

- 11 • Employee-Only Coverage: \$2,500 per plan year
- 12 • Employee + Family Coverage: \$5,000 per plan year

13 For new and continuing enrollments in HDHPs during open enrollment, the full contribution
14 amount will be deposited into the current employee's HSA at the start of the new benefit plan
15 year on July 1. The City will deposit a prorated contribution amount for new hires and
16 employees who enroll mid-year due to a qualifying life event.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Shane Witham, Planning Director
Subject: Text Amendment: Child Care and ADU process correction

Proposed Motion

I move the City Council approve the proposed text amendments and direct staff to prepare an ordinance and findings for adoption of the proposed amendments, along with any other identified changes necessary to maintain consistency within the Keizer Code.

I. Summary

The proposed text amendments affect 2 separate issues. The first issue addressed will provide for consistency with state laws governing child care uses. The second issue addressed is to correct an error in the Code that was brought to the attention of staff regarding the process for an alternative design review for an ADU located in the front yard of a property.

II. Background

- A. It was brought to staff's attention that state rules and the licensing process governing child care uses have changed, which necessitated updates to the Code. There are multiple code sections that are proposed to be changed which will clarify the allowances for child care uses. Specifically, the requirement for an operator of a child care use to live in the home the child care is located in was changed and the State of Oregon has preempted the City's ability to regulate that particular aspect.
 - 1. The following sections are being modified to clarify the definitions and categories of child care uses: Section 1.200, 2.102, 2.103, 2.104, 2.105, 2.106, 2.107, 2.108, 2.110, 2.113, 2.119, 2.130, 2.407, and 2.416.
 - 2. The language proposed provides for consistency with state laws and the state licensing process, which will help eliminate confusion over what is allowed.
- B. Section 3.101.04 is a land use process chart which staff found contained an error pertaining to the process for approving an Alternative Design Review for a detached ADU (accessory dwelling unit) located in a front yard. The process is correctly identified as a type 1-C process, but contained inaccurate information as to the approval and appeal authority. Section 3.101.01.C, along with Section 3.202.03 outline the process for Type 1-C reviews, and unfortunately the chart in 3.101.04

was inconsistent with the process outlined in the Code. Therefore, staff proposes to correct this issue.

III. **Current Situation**

- A. Currently, the development code is inconsistent with State Law governing child care uses. The terminology used creates confusion and the City's requirements for conditional use permit approval at certain thresholds and situations has been preempted by State law. The proposed changes for child care uses will align the development code with state law and provide clear and consistent regulations for both staff and citizens to look to for child care uses.
- B. The code contains an error in the land use chart contained in Section 3.101.04 which is inconsistent with the other governing sections of the development code. The proposed change to the chart will correct this error.
- C. The Planning Commission held a public hearing regarding this issue on April 8, 2026 and unanimously recommended approval of the proposed amendments to City Council. Staff has published the appropriate notices for this public hearing for Council to consider the proposed changes and take action on this matter.

IV. **Analysis**

- A. **Strategic Impact** - not applicable
- B. **Financial** - not applicable
- C. **Timing** - The public hearing has been noticed and identified as the time for City Council to consider this change.
- D. **Policy/Legal** - The code identifies the process for a text amendment, which has been followed. Appropriate notices have been sent, and the time has been set for the public hearing to consider the proposed changes.

V. **Alternatives**

- A. Approve the proposed changes and direct staff to prepare an ordinance and findings for adoption.
- B. Deny the proposed changes — (not recommended - this would result in the City being inconsistent with state laws regulating child care uses)
- C. Approve the proposed changes with any identified modifications and direct staff to prepare an ordinance for adoption.

VI. **Recommendation**

Staff recommends that City Council consider approve the proposed changes and direct staff to prepare an ordinance and findings for adoption.

Attachments

1. 1.200. ___ DEFINITIONS
2. 2.102. ___ SINGLE_FAMILY_RESIDENTIAL__RS_(1)
3. 2.103. ___ LIMITED_DENSITY_RESIDENTIAL__RL__
4. 2.104. ___ MEDIUM_DENSITY_RESIDENTIAL__RM_(1)
5. 2.105. ___ HIGH_DENSITY_RESIDENTIAL__RH__
6. 2.106. ___ RESIDENTIAL_COMMERCIAL__RC__
7. 2.107. ___ MIXED_USE__MU_(1)
8. 2.108. ___ COMMERCIAL_OFFICE__CO_(1)
9. 2.110. ___ COMMERCIAL_MIXED_USE__CM_(1)
10. 2.113. ___ INDUSTRIAL_BUSINESS_PARK__IBP_(1)
11. 2.119. ___ GENERAL_EMPLOYMENT__EG_(1)
12. 2.130. ___ RIVER_CHERRY_OVERLAY_DISTRICT__RCOD__
13. 2.407. ___ HOME_OCCUPATIONS
14. 2.416. ___ ACCESSORY_COMMERCIAL_USES
15. 3.101.04. ___ Type_IV_actions_Summary.

1.200. DEFINITIONS

Sec. 1.200.04. Definitions.

Certified Family Child Care Home. A child care facility, certified by the Oregon Department of Early Learning and Care (DELIC), to care for no more than 16 children, and is located in a building constructed as a single-family home consistent with State regulations.

Child care center. A child care facility, certified by the Oregon Department of Early Learning and Care (DELIC), to provide care and education of children, generally in a commercial or nonresidential setting, that is not a certified family child care home consistent with State regulations.

Day care facility. An establishment or place, not a part of a public school system, in which are commonly received three or more children, not of common parentage, under the age of 14 years, for a period not exceeding 12 hours per day for the purpose of being given board, care, or training apart from their parents or guardians. (5/98)

Family day care provider. A day care provider who regularly provides child care in the family living quarters of the home of the provider. (5/98)

Home occupation. A business or professional activity engaged in by a resident of a dwelling unit as a secondary use of the residence and in conformance with the provisions of the ordinance. Such term does not include the lease or rental of a dwelling unit, the rental of guest rooms on the same premises, or the operation of a Registered Family Child Care Home, a Certified Family Child Care Facility or a Certified Family Child day eCare Facility. (5/98)

Registered Family Child Care Home. A child care facility licensed by the Oregon Department of Early Learning and Care (DELIC) operated within the provider's residence, that cares for not more than 10 children consistent with State regulations.

2.102. SINGLE-FAMILY RESIDENTIAL (RS)

Sec. 2.102.02. Permitted uses.

The following uses, when developed under the applicable development standards in this ordinance, are permitted in the RS zone:

- A. Detached single-family dwelling. (6/22)
- B. Duplexes, triplexes, quadplexes, and townhouses. (6/22)
- ~~C. Residential homes. (5/98)~~
- ~~C.D. Registered Family Child Care Home~~
- ~~D.E. Family day care providerCertified Family Child Care Home for 16 or fewer children, consistent with state regulations. (4/16)~~
- ~~E.F. Public or private utility substation, but excluding communication towers and electrical substations. (5/98)~~
- ~~F.G. Child foster home for five or fewer children. (6/99)~~

Sec. 2.102.04. Conditional uses.

The following uses may be permitted, subject to obtaining a conditional use permit; development of the site may also require compliance with development standards in section 2.4: (5/98)

- A. Elementary schools (section 2.424). (5/98)
- B. Public parks, playgrounds, community clubs, including swimming, tennis and similar recreation facilities, and other public or semi-public uses. (5/98)
- C. Civic, social and fraternal organizations (864). (5/98)
- ~~D. Day care facilityChild Care Center. for 17 or more children, consistent with state regulations. (4/16)~~
- E. Bed and breakfast establishment (section 2.408). (5/98)
- F. Use of a mobile home as a temporary hardship dwelling (section 2.406). (5/98)
- G. Child foster home for six, seven or eight children, providing such home: (6/99)
 - 1. Is properly accredited by the Council on Accreditation of Child and Family Programs; (6/99)
 - 2. Be located on a lot of no less than 16,000 square feet; (6/99)
 - 3. The lot shall be located on an arterial or major collector street; (6/99)
 - 4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space; (6/99)
 - 5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property; (6/99)
 - 6. At least one-half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least eight feet wide for permanent visual screening along the sides and back of the property (which landscaping along sides and back of the property shall be designed for a minimum height of no less than six feet after five years).

Decks, patios, paved areas, and parking areas (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping. (6/99)

7. Is not located within one-half mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home. (6/99)

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

- H. Transit station (section 2.429). (5/09)

2.103. LIMITED DENSITY RESIDENTIAL (RL)

Sec. 2.103.02. Permitted uses.

The following uses, when developed under the applicable development standards in the ordinance, are permitted in the RL zone:

- A. Detached single-family dwelling on a lot. (5/98)
- B. Residential homes and facilities. (5/98)
- C. Duplexes, triplexes, quadplexes, and townhouses. (6/22)
- D. Multifamily dwellings. (6/22)
- E. Combination of permitted attached or detached dwellings on a lot. (5/98)
- E.F. Registered Family Child Care Home.
- ~~F. Family day care provider~~Certified Family Child Care Home. for 16 or fewer children, consistent with state regulations. (4/16)
- G. Public or private utility substation but excluding communication towers and electrical substations. (5/98)
- H. Child foster home for five or fewer children. (6/99)

Sec. 2.103.04. Conditional uses.

The following uses may be permitted, subject to obtaining a conditional use permit:

- A. Schools (8211) (section 2.424). (5/98)
- B. Public parks, playgrounds, community clubs, including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- C. Civic, social and fraternal organizations (864). (5/98)
- ~~D. Day care facility~~Child Care Center. for 17 or more children, consistent with state regulations. (4/16)
- E. Bed and breakfast establishment (section 2.408). (5/98)
- F. Rooming and boarding houses (702). (5/98)
- G. Water supply (494). (5/98)
- H. Child foster home for six, seven or eight children, providing such home: (6/99)
 - 1. Is properly accredited by the Council on Accreditation of Child and Family Programs; (6/99)
 - 2. Be located on a lot of no less than 16,000 square feet; (6/99)
 - 3. The lot shall be located on an arterial or major collector street; (6/99)
 - 4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space; (6/99)
 - 5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property; (6/99)

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6. At least one-half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least eight feet wide for permanent visual screening along the sides and back of the property (which landscaping along sides and back of the property shall be designed for a minimum height of no less than six feet after five years). Decks, patios, paved areas, and parking areas (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping. (6/99)
 7. Is not located within one-half mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home. (6/99)

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

2.104. MEDIUM DENSITY RESIDENTIAL (RM)

Sec. 2.104.02. Permitted uses.

The following uses, when developed under the applicable development standards in the ordinance, are permitted in the RM zone:

- A. Detached single-family dwelling on a lot. (5/98)
- B. Duplexes, triplexes, quadplexes, and townhouses. (6/22)
- C. Residential homes and facilities. (5/98)
- D. Multifamily dwellings. (6/22)
- E. Combination of permitted attached or detached dwellings on a lot. (5/98)
- E.F. Registered Family Child Care Home.
- F.G. ~~Family day care provider~~Certified Family Child Care Home. for 16 or fewer children, consistent with state regulations. (4/16)
- G.H. Public or private utility substation but excluding communication towers and electrical substations. (5/98)
- H.I. Child foster home for five or fewer children. (6/99)

Sec. 2.104.04. Conditional uses.

The following uses may be permitted, subject to obtaining a conditional use permit:

- A. Schools (8211) (section 2.424). (5/98)
- B. Public parks, playgrounds, community clubs, including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- C. ~~Day care facility~~Child Care Center. for 17 or more children, consistent with state regulations. (4/16)
- D. Civic, social and fraternal organizations (864). (5/98)
- E. Rooming and boarding houses (702). (5/98)
- F. Water supply (494). (5/98)
- G. Child foster home for six, seven or eight children, provided such home:
 - 1. Is properly accredited by the Council on Accreditation of Child and Family Programs; (6/99)
 - 2. Be located on a lot of no less than 16,000 square feet; (6/99)
 - 3. The lot shall be located on an arterial or major collector street; (6/99)
 - 4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space; (6/99)
 - 5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property; (6/99)
 - 6. At least one-half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least eight feet wide for permanent visual

screening along the sides and back of the property (which landscaping along sides and back of the property shall be designed for a minimum height of no less than six feet after five years). Decks, patios, paved areas, and parking areas (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping; (6/99)

7. Is not located within one-half mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home. (6/99)

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

- H. Transit station (section 2.429). (5/09)
- I. Residential care facilities for more than 15 residents or uses noted in SIC 805 (nursing and personal care facilities) (section 2.431). (6/11)

2.105. HIGH DENSITY RESIDENTIAL (RH)

Sec. 2.105.02. Permitted uses.

The following uses, when developed under the applicable development standards in this zoning ordinance, are permitted in the RH zone:

- A. Any combination of dwellings, attached or detached. (5/98)
- ~~B. Residential homes and facilities. (5/98)~~
- ~~B.C. Registered Family Child Care Home.~~
- ~~C.D. Certified Family Child Care Home. Family day care provider for 16 or fewer children, consistent with state regulations. (4/16)~~
- ~~D.E. Public or private utility substation but excluding communication towers and electrical substations. (5/98)~~
- ~~E.F. Child foster home for five or fewer children. (6/99)~~

Sec. 2.105.04. Conditional uses.

The following uses may be permitted, subject to obtaining a conditional use permit:

- A. Schools (8211) (section 2.424). (5/98)
- B. Public parks, playgrounds, community clubs, including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- ~~C. Child Care Center. Day care facility for 17 or more children, consistent with state regulations. (4/16)~~
- D. Civic, social and fraternal organizations (864). (5/98)
- E. Rooming and boarding houses (702). (5/98)
- F. Water supply (494). (5/98)
- G. Child foster home for six, seven or eight children, providing such home: (6/99)
 - 1. Is properly accredited by the Council on Accreditation of Child and Family Programs; (6/99)
 - 2. Be located on a lot of no less than 16,000 square feet; the lot shall be located on an arterial or major collector street; (6/99)
 - 3. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space; (6/99)
 - 4. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property; (6/99)
 - 5. At least one-half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least eight feet wide for permanent visual screening along the sides and back of the property (which landscaping along sides and back of the property shall be designed for a minimum height of no less than six feet after five years).

Decks, patios, paved areas, and parking areas (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping; (6/99)

6. Is not located within one-half mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home. (6/99)

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

2.106. RESIDENTIAL COMMERCIAL (RC)

Sec. 2.106.02. Permitted uses.

The following uses, when developed under the applicable development standards in this zoning ordinance, are permitted in the RC zone:

- A. One dwelling per each business use on the lot or parcel. (5/98)
- B. Landscape counseling and planning (0781). (5/98)
- C. ~~Day care facility~~ Child Care Center, for 17 or more children, consistent with state regulations. (4/16)
- D. Travel agency (4722). (5/98)
- E. Retail trade. (5/98)
 1. Hardware stores (52). (5/98)
 2. General merchandise stores (53). (5/98)
 3. Food stores (54), provided there is no processing or sale of live animals, and excluding freezer and locker meat provisioners. (5/98)
 4. Eating and drinking places (58), but excluding drive-in or drive-through facilities. The establishment may serve alcohol as a secondary use. (5/98)
 5. News dealers and newsstands (5994). (5/98)
- F. Business, professional and social services. (5/98)
 1. Watch, clock, and jewelry repair (763). (5/98)
 2. Laundries and dry cleaning (7212, 7215). (5/98)
 3. Photography studios (7221). (5/98)
 4. Beauty and barber shops (7231, 7241). (5/98)
 5. Shoe repair (7251). (5/98)
 6. Stenographic services and reproduction services not elsewhere classified (SIC 7339). (5/98)
 7. Computer and data processing services (SIC 737). (5/98)
 8. Health services (80), except hospitals (806). (5/98)
 9. Legal services (81). (5/98)
 10. Accounting, bookkeeping (893).
 11. Pet grooming. (6/01)

2.107. MIXED USE (MU)

Sec. 2.107.02. Permitted uses.

The following uses, when developed under the applicable development standards in the zoning ordinance, are permitted in the MU zone:

- A. One or more buildings with one or more dwelling units or guest rooms on a lot. (5/98)
- B. One or more buildings with one or more dwelling units or guest rooms and one or more other uses allowed in this section on a lot. (5/98)
- C. Residential homes and facilities. (5/98)
- D. Registered Family Child Care Home
- ~~E. Day care facility/Child Care Center, for 17 or more children, consistent with state regulations,~~
- ~~E.F. including Certified Family Child Care Home, family day care provider for 16 or fewer children, consistent with state regulations. (4/16).~~
- ~~F.G.~~ Public parks, playgrounds, community clubs, including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- ~~G.H.~~ Public or private utility substation, but excluding electrical substation. (5/98)
- ~~H.I.~~ Landscape counseling and planning (078). (5/98)
- ~~I.J.~~ Transportation, utilities and communication. (5/98)
 - 1. Travel agency (4722). (5/98)
 - 2. Communication (48), but excluding communication services, not elsewhere classified (489). (5/98)
 - 3. Public utility structures and buildings. (5/98)
 - 4. Transit facilities (section 2.305). (5/09)
- I. Retail trade. Except as allowed under section 2.107.05.B, the following retail uses shall be limited to buildings of 10,000 square feet or less: (4/08)
 - 1. General merchandise stores (53). (4/08)
 - 2. Food stores (54). (4/08)
 - 3. Apparel and accessory stores (56). (4/08)
 - 4. Home furnishing, appliance and equipment stores (57). (4/08)
 - 5. Eating and drinking places (58). (4/08)
 - 6. Retail, (59) but excluding non-store retailers (596) and fuel and ice dealers (598). (4/08)
 - 7. Uses listed in 2.107.02.I.1 through 7, if developed in a vertical mixed-use development, shall not be considered as a specified use in 2.107.05.E. (10/15)
- J. Business, professional and social services. The following business and professional and service-oriented uses are allowed:
 - 1. Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67). (5/98)
 - 2. Hotels, motels and lodging facilities (701). (5/98)

-
3. Personal services (72), but excluding power laundries, family and commercial (7211), linen supply (7213), dry cleaning plants, except rug cleaning (7216), carpet and upholstery cleaning (7217), and industrial launderers (7218). (5/98)
 4. Business services (73), but excluding disinfecting and exterminating services (7342), building and cleaning services (7349), and equipment rental (735). (5/98)
 5. Watch, clock and jewelry repair (763). (5/98)
 6. Recreational or athletic clubs. (5/98)
 7. Health services (80), but excluding hospitals (806). (5/98)
 8. Legal services (81). (5/98)
 9. Miscellaneous services (89). (5/98)
 10. Community or neighborhood clubs. (5/98)
 11. Parking lots. (5/98)
 12. Pet grooming. (6/01)
 13. Veterinary services (section 2.414). (6/15)
- K. Public administration (91—97). (5/98)

2.108. COMMERCIAL OFFICE (CO)

Sec. 2.108.02. Permitted uses.

The following uses, when developed under the applicable development standards in this zoning ordinance, are permitted in the CO zone:

- A. One or more buildings with one or more dwelling units or guest rooms on a lot except as provided in (44)(b). (5/98)
- B. Rooming and boarding houses (SIC 702). (5/98)
- C. Organization hotels and lodging houses on membership basis (SIC 704). (5/98)
- D. Landscape counseling and planning (SIC 0781). (5/98)
- E. Travel agency (SIC 4722). (5/98)
- F. Telephone/telegraph communication and radio and television broadcasting (SIC 481, 482, 483). (5/98)
- G. Water supply (SIC 494). (5/98)
- H. News dealers and newsstands (SIC 5994). (5/98)
- I. Finance, insurance and real estate (SIC 60, 61, 62, 63, 64, 65, 66, 67). (5/98)
- J. Beauty and barber shops (SIC 723, 724). (5/98)
- K. Consumer credit reporting agencies, mercantile reporting agencies and adjustment and collection agencies (SIC 732). (5/98)
- L. Direct mail advertising services (SIC 7331). (5/98)
- M. Stenographic services and reproduction services not elsewhere classified (SIC 7339). (5/98)
- N. News syndicates (SIC 735). (5/98)
- O. Personnel supply services (SIC 736). (5/98)
- P. Computer and data processing services (SIC 737). (5/98)
- Q. Management, consulting and public relations (SIC 7392). (5/98)
- R. Detective agencies and protective services (SIC 7393). (5/98)
- S. Commercial testing laboratories (SIC 7397). (5/98)
- T. Parking lots (SIC 7523). (5/98)
- U. Health services (SIC 80), except hospitals (SIC 806) and nursing and personal care facilities (SIC 805). (5/98)
- V. Legal services (SIC 81). (5/98)
- W. Correspondence schools and vocational schools (SIC 824). (5/98)
- X. Schools and educational services not elsewhere classified (SIC 829). (5/98)
- Y. Individual and family services (SIC 832). (5/98)

- Z. Social services, not elsewhere classified (SIC 839). (5/98)
- AA. Membership organizations (SIC 86). (5/98)
- BB. Miscellaneous services (SIC 89). (5/98)
- CC. Executive offices (SIC 911). (5/98)
- DD. Executive and legislative combined (SIC 913). (5/98)
- EE. Finance, taxation, and monetary policy (SIC 93). (5/98)
- FF. Administration of human resources programs (SIC 94). (5/98)
- GG. Administration of environmental quality and housing programs (SIC 95). (5/98)
- HH. Administration of economic programs (SIC 96). (5/98)
- II. National security and international affairs (SIC 97). (5/98)
- JJ. Community or neighborhood clubs. (5/98)
- KK. Swimming pools open to the public free or for a fee. (5/98)
- LL. Public parks, playgrounds, and other public and semi-public uses. (5/98)
- MM. Public utility structures and buildings. (5/98)
- ~~NN. Residential home care for five or fewer persons and adult residential home care. (5/98)~~
- ~~OO. Registered Family Child Care Home~~
- ~~PP. Family day care provider Certified Family Child Care Home. for 16 or fewer children, consistent with state regulations. (4/16).~~
- ~~QQ. Child foster home. (6/99)~~
- ~~RR. Elementary and secondary schools (SIC 8211). (5/98)~~
- ~~SS. Transit facilities (section 2.305). (5/09)~~

Sec. 2.108.03. Special permitted uses.

The following special uses, subject to the applicable standards in section 2.4:

- A. Funeral service and crematories (SIC 726). (5/98)
- B. Home occupations. (5/98)
- C. ~~Day care facility~~ Child Care Center. for 17 or more children, consistent with state regulations. (4/16)
- D. Domiciliary care facility (SIC 836). (5/98)
- E. Bed and breakfast establishments. (5/98)
- F. Veterinary services (SIC 074). (5/98)
- G. Mixed-use buildings. (5/98)
- H. House of worship. (5/98)
- I. Wireless telecommunications facilities (section 2.421). (5/98)
- J. Medical marijuana facilities (section 2.433). (10/14)
- K. Marijuana retailer (section 2.433). (1/16)
- L. Mobile food vendors (section 2.434). (5/19)

2.110. COMMERCIAL MIXED USE (CM)

Sec. 2.110.02. Permitted uses.

The following uses, when developed under the applicable development standards in the zoning ordinance, are permitted in the CM zone:

- A. One or more buildings with one or more dwelling units or guest rooms and/or one or more other uses allowed in this section on a lot. (5/98)
- B. Residential homes and facilities. (5/98)
- ~~C. Day care facility/Child Care Center. for 17 or more children, consistent with state regulations, including family day care provider~~
- ~~D. Certified Family Child Care Home. for 16 or fewer children~~
- ~~C.E. Registered Family Child Care Home. consistent with state regulations. (4/16)~~
- ~~D.F.~~ Public parks, playgrounds, community clubs, including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- ~~E.G.~~ Landscape counseling and planning (0781). (5/98)
- ~~F.H.~~ Offices for any use listed in SIC Division C, Construction. (5/98)
- ~~G.I.~~ Commercial printing (275). (5/98)
- ~~H.J.~~ Transportation, communication and utilities. (5/98)
 - 1. Public utility structures and buildings. (5/98)
 - 2. Post office (43). (5/98)
 - 3. Travel agency (4722). (5/98)
 - 4. Communications (48). (5/98)
- I. Retail trade. (5/98)
 - 1. Building materials, hardware, retail nurseries, and garden supply (52), but excluding mobile home dealers (527). (5/98)
 - 2. General merchandise stores (53). (5/98)
 - 3. Food stores (54). (5/98)
 - 4. Automobile, recreational vehicle or trailer sales (55), but excluding gasoline service stations (554). (5/98)
 - 5. Apparel and accessory stores (56). (5/98)
 - 7. Furniture, home furnishings, and equipment stores (57). (5/98)
 - 8. Eating and drinking places (58), except as provided in section 2.110.05 below. (5/98)
 - 9. Miscellaneous retail (59), but excluding fuel and ice dealers (598). (5/98)
 - 10. Electrical and lighting shops and office machines and equipment stores. (5/98)
- J. Business, professional and social services. (5/98)

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1. Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67). (5/98)
 2. Hotels, motels and tourist courts (701). (5/98)
 3. Organization hotels and lodging houses on membership basis (704). (5/98)
 4. Personal services (72), but excluding industrial launderers (7218). (5/98)
 5. Business services (73), but excluding disinfecting and exterminating services (7342). (5/98)
 6. Parking lots (7523), except as provided in section 2.110.05 below. (5/98)
 7. Miscellaneous repair services (76). (5/98)
 8. Motion pictures (78), but excluding drive-ins (7838). (5/98)
 9. Amusement and recreation (79), but excluding golf courses (7992) and amusement parks (7996). (5/98)
 10. Health services (80), but excluding hospitals (806). (5/98)
 11. Legal services (81). (5/98)
 12. Elementary and secondary schools (8211). (5/98)
 13. Correspondence schools and vocational schools (824). (5/98)
 14. Schools and educational services not elsewhere classified (829). (5/98)
 15. Social services (83). (5/98)
 16. Museums, art galleries, botanical and zoological gardens (84). (5/98)
 17. Membership organizations (86). (5/98)
 18. Miscellaneous services (89). (5/98)
 19. Pet grooming. (6/01)
- K. Public administration (91—97). (5/98)
- L. Child foster home for five or fewer children as a secondary use. (6/99)

2.113. INDUSTRIAL BUSINESS PARK (IBP)

Sec. 2.113.02. Permitted uses.

The following uses, when developed under the general development standards in this zoning code applicable to the IBP district and to all such uses, generally, are permitted in the IBP district: (5/98)

- A. Agriculture forestry and fishing. (5/98)
 - 1. Agricultural production-crops (01). (5/98)
- B. Manufacturing. (5/98)
 - 1. Grain mill products (204). (5/98)
 - 2. Bakery products (205). (5/98)
 - 3. Beverages (208). (5/98)
 - 4. Miscellaneous food preparations and kindred products (209). (5/98)
 - 5. The manufacture of meat products (201), but excluding both meat packing plant and any on site abattoirs and slaughtering (2011), rendering of fats (2077), processing of hides and maintenance of live animals or fowl. (5/98)
 - 6. Textile mill products (22). (5/98)
 - 7. Apparel and other finished products made from fabrics and similar products (23). (5/98)
 - 8. Wood kitchen cabinets (2434). (5/98)
 - 9. Nailed and lock corner wood boxes and shook (2441). (5/98)
 - 10. Wood products, not elsewhere classified (2499). (5/98)
 - 11. Furniture and fixtures (25). (5/98)
 - 12. Paperboard containers and boxes (265). (5/98)
 - 13. Printing, publishing, and allied industries (27). (5/98)
 - 14. Drugs (283). (5/98)
 - 15. Soaps detergents, and cleaning preparations, perfumes, cosmetics, and other toilet preparations (284). (5/98)
 - 16. Miscellaneous plastic products (308). (5/98)
 - 17. Leather and leather products (31) but excluding leather tanning and finishing (311). (5/98)
 - 18. Glass products made of purchased glass (323). (5/98)
 - 19. Pottery and related products (326). (5/98)
 - 20. Metal cans and shipping containers (341). (5/98)
 - 21. Cutlery, hand tools, and general hardware (342). (5/98)
 - 22. Heating equipment, except electric and warm air, and plumbing fixtures (343). (5/98)
 - 23. Fabricated structural metal products (344). (5/98)
 - 24. Screw machine products, and bolts, nuts, screws, rivets, and washers (345). (5/98)

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25. Metal forgings and stampings (346). (5/98)
 26. Metalworking machinery and equipment (354). (5/98)
 27. Special industry machinery, except metalworking machinery (355). (5/98)
 28. Pumps and pumping equipment (3561). (5/98)
 29. Office, computing, and accounting machines (357). (5/98)
 30. Electrical and electronic machinery, equipment, and supplies (36). (5/98)
 31. Transportation equipment (37). (5/98)
 32. Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks (38). (5/98)
 33. Miscellaneous manufacturing industries (39). (5/98)
- C. Transportation, communications, electric, gas, and sanitary services.
 1. Motor freight transportation and warehousing (42). (5/98)
 2. Communication (48). (5/98)
 3. Public utility structures and buildings (49). (5/98)
 - D. Wholesale trade, nondurable goods (51), but excluding poultry and poultry products (5144), livestock (5154), farm product raw materials, not elsewhere classified (5159), chemicals and allied products (5169), tobacco and tobacco products (5194), and nondurable goods, not elsewhere classified (5199). (5/98)
 - E. Wholesale trade, durable goods (50), but excluding automobiles and other motor vehicles (501), lumber and other construction materials (503), coal and other minerals and ores (5052), construction and mining machinery and equipment (5082) and scrap and waste materials (5093). (5/98)
 - F. The uses (b) through (e), excluding (c)(iii), shall:
 1. Be within an enclosed building; and
 2. Permit retail sales of products manufactured on the site. (5/98)
 - G. Services. (5/98)
 1. Computer and data processing services (737). (5/98)
 2. Research and development laboratories (873). (5/98)
 3. Management, consulting, and public relations services (874). (5/98)
 4. Noncommercial educational, scientific, and research organizations (8733). (5/98)
 - H. Public administration. (5/98)
 1. Public order and safety (922), except correctional institutions (9223). (1/07)
 - I. Office uses. (5/98)
 1. Any use allowed in section 2.108 (commercial office), excluding those residential uses listed in 2.108.02.A, B, C, PP, and RR. (5/98)
 - J. Retail trade. (5/98)
 1. Eating and drinking places (58). (5/98)
 - K. Finance, insurance, and real estate. (5/98)
 1. Commercial and stock savings banks (602). (5/98)
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2. Mutual savings bank (603). (5/98)
 3. Savings and loan associations (603). (5/98)
 4. Personal credit institutions (606). (5/98)
- L. Services. (7/06)
1. Hotels, motels, and tourist courts (7011). (5/98)
 2. ~~Day care facility~~Child Care Center. for 17 or more children, consistent with state regulations.
~~(8351). (4/16)~~
 3. Membership sports and recreation clubs (7997). (5/98)
 4. Amusement and recreation (79), but excluding golf courses (7992) and amusement parks (7996). (2/03)
 5. Motion pictures (78), but excluding drive-in motion picture theaters (7833). (7/06)
 6. Public and private sports facilities, including, but not limited to, stadiums, arenas, ice rinks, parks, and aquatic facilities. (2/03)
 7. Miscellaneous services. (5/98)
- M. Transit facilities. (5/09)
- N. Flexible space uses.
1. The following uses, when restricted, developed, and conducted as required in subsections 2 and 3 below, are permitted in the IBP district:
 - a. Food stores (54). (5/98)
 - b. Apparel and accessory stores (56). (5/98)
 - c. Furniture, home furnishings and equipment stores (57). (5/98)
 - d. Miscellaneous retail (59); but excluding used merchandise stores (5932). (5/98)
 - e. Business services (73). (5/98)
 - f. Miscellaneous repair services (76). (5/98)
 2. In the Keizer Station Plan where flexible space uses are to be developed within the IBP district, the following development limits apply: (2/03)
 - a. No single building shall be more than 25,000 square feet in area, with no more than 10,000 square feet to be utilized for any individual use listed in subsections 1(a) through (d). (7/04)
 - b. The aggregate floor area for uses devoted to food stores (54), apparel and accessory stores (56), furniture, home furnishings, and equipment stores (57), and miscellaneous retail (59) shall not exceed two percent of the total land area in the IBP district. "IBP district" is defined as IBP zoned property within the Keizer Station, including any internal public streets. In no case shall each contiguously zoned IBP district within the Keizer Station exceed 32,400 square feet of flexible use space as set forth in subsections 1.a through d. (7/04)
 - c. The area developed in all flexible space uses shall in the aggregate not exceed 30 percent of the gross area of the IBP district. (5/98)
 - d. Any outdoor storage area shall:
 - i. Be no more than 3,000 square feet per building and shall not be aggregated with the storage of another building;

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- ii. Be enclosed with a sight-obscuring fence or wall;
 - iii. Have at least one side coterminous with the building that it serves;
 - iv. Have no opening within 50 feet and visible from any property boundary; and
 - v. Meet the other applicable requirements of this ordinance. (5/98)
 - e. Loading doors shall have no opening within 75 feet and visible from any street or property boundary. (5/98)
 - f. Buildings fronting a street and within 50 feet of an abutting property shall have glass frontage not less than 35 percent of the area of the street front wall. (5/98)
 - g. All buildings shall be capable of development as flexible industrial space. (5/98)
 - 3. For land that is outside of the Keizer Station where no master plan is established and where flexible space uses are to be developed, the following development limits apply: (1/07)
 - a. Properties to be developed with flexible space uses shall have frontage along an arterial street. (1/07)
 - b. Any outdoor storage area shall: (1/07)
 - i. Be enclosed with a sight-obscuring fence or wall; (1/07)
 - ii. Have at least one side coterminous with the building that it serves; (1/07)
 - iii. Have no opening for loading that is within 50 feet of a property boundary unless it is screened in accordance with provisions as specified in section 2.113.05; and (1/07)
 - iv. Meet the other applicable requirements of this ordinance. (1/07)
 - c. Buildings fronting a street shall have not less than 35 percent of the area of the street front wall with windows, displays or doorway openings. (1/07)
 - O. Wireless telecommunications facilities (section 2.427). (5/98)
 - P. Medical marijuana facilities (section 2.433). (10/14)
 - Q. Marijuana grow site (section 2.433). (10/14)
 - R. Marijuana retailer (section 2.433). (1/16)
 - S. Marijuana processor (section 2.433). (1/16)
 - T. Marijuana producer (section 2.433). (1/16)
 - U. Marijuana wholesaler (section 2.433). (1/16)
 - V. Mobile food vendor (section 2.434). (7/17)

2.119. GENERAL EMPLOYMENT (EG)

Sec. 2.119.03. Permitted industrial uses.

Industrial development. The following uses, drawn from the IBP and IG zones, when developed under the applicable development standards in the zoning ordinance, are permitted in the EG zone on a minimum 25 percent gross acreage of the Village Center: (2/03)

- A. Construction contractor's offices (15). (2/03)
- B. Manufacturing.
 - 1. Bakery products (205). (2/03)
 - 2. Beverages (208). (2/03)
 - 3. Miscellaneous food preparations and kindred products (209). (2/03)
 - 4. The manufacture of meat products (201), but excluding both meat packing plants (2011) and any on site abattoirs and slaughtering, rendering of fats, processing of hides and maintenance of live animals or fowl (poultry slaughtering and processing (2015)). (2/03)
 - 5. Textile mill products (22). (2/03)
 - 6. Apparel and other finished products made from fabrics and similar products (23). (2/03)
 - 7. Wood kitchen cabinets (2434). (2/03)
 - 8. Nailed and lock corner wood boxes and shook (2441). (2/03)
 - 9. Wood products, not elsewhere classified (2499). (2/03)
 - 10. Furniture and fixtures (25). (2/03)
 - 11. Paperboard containers and boxes (265). (2/03)
 - 12. Printing, publishing, and allied industries (27). (2/03)
 - 13. Drugs (283), but excluding biological products, except diagnostic substances (2836). (2/03)
 - 14. Leather and leather products (31) but excluding leather tanning and finishing (311). (2/03)
 - 15. Glass products, made of purchased glass (323). (2/03)
 - 16. Pottery and related products (326). (2/03)
 - 17. Metal cans and shipping containers (341). (2/03)
 - 18. Cutlery, hand tools, and general hardware (342). (2/03)
 - 19. Heating equipment, except electric and warm air, and plumbing fixtures (343). (2/03)
 - 20. Fabricated structural metal products. (344). (2/03)
 - 21. Screw machine products, and bolts, nuts, screws, rivets, and washers. (345). (2/03)
 - 22. Metal forgings and stampings (346). (2/03)
 - 23. Metalworking machinery and equipment (354). (2/03)

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24. Special industry machinery, except metalworking machinery (355). (2/03)
 25. Pumps and pumping equipment (3561). (2/03)
 26. Office, computing, and accounting machines (computer and office equipment (357); calculating and accounting machines, except electronic computers) (3578); office machines, not elsewhere classified (3579). (2/03)
 27. Electrical and electronic machinery, equipment, and supplies (electronic and other electrical equipment and components, except computer equipment (36)). (2/03)
 28. Transportation equipment (37). (2/03)
 29. Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks (38). (2/03)
 30. Miscellaneous manufacturing industries (39). (2/03)
- C. Transportation, communications, electric, gas, and sanitary services.
1. Communication (48). (2/03)
 2. Public utility structures and buildings (electric, gas, and sanitary services (49)). (2/03)
- D. Wholesale trade-nondurable goods (51), but excluding poultry and poultry products (5144), livestock (5154), farm product raw materials, not elsewhere classified (5159), chemicals and allied products (516), tobacco and tobacco products (5194), and nondurable goods, not elsewhere classified (5199). (2/03)
- E. Wholesale trade-durable goods (50), but excluding automobiles and other motor vehicles (5012), lumber and other construction materials (503), coal and other minerals and ores (5052), construction and mining machinery and equipment (5082) and scrap and waste materials (5093). (2/03)
- F. The uses listed in above A through D, excluding B(1), shall:
1. Be within an enclosed building; and (2/03)
 2. Permit retail sales of products manufactured on the site. (2/03)
- G. Services.
1. Computer and data processing services (737). (2/03)
 2. Research and development laboratories. (2/03)
 3. Management, consulting, and public relations services (management and public relations services (874)). (2/03)
 4. Noncommercial educational, scientific, and research organizations. (2/03)
- H. Office uses.
1. Any use allowed in section 2.108 (commercial office), excluding those residential uses listed in section 2.108.02A, B, C, PP, and RR and parking lots U. (2/03)
- I. Finance, insurance, and real estate.
1. Commercial and stock savings banks (602). (2/03)
 2. Mutual savings bank. (2/03)
 3. Savings and loan associations (603). (2/03)
 4. Personal credit institutions (614). (2/03)
- J. Public administration. (2/03)
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1. Fire protection (9224). (2/03)
- K. Retail trade.
1. Eating and drinking places. (2/03)
- L. Services.
1. Hotels, motels, and tourist courts. (2/03)
 2. ~~Day care facility~~Child Care Center. for 17 or more children, consistent with state regulations. (4/16)
 3. Membership sports and recreation clubs. (2/03)
 4. Amusement and recreation (79), but excluding golf courses (7992) and amusement parks (7996). (2/03)
 5. Motion pictures (78), but excluding drive-in motion picture theaters (7833). (7/06)
 6. 8. Public and private sports facilities, including, but not limited to, stadiums, arenas, ice rinks, parks, and aquatic facilities. (2/03)
 7. 9. Miscellaneous services, including pest control (7342). (2/03)
- M. Transit facilities (section 2.305). (5/09)
- N. Flexible space uses. (2/03)
1. The following flexible space uses, when restricted, developed, and conducted as required in subsection 2 below, are permitted as industrial business park uses within the EG zone:
 - a. Food stores (54). (2/03)
 - b. Apparel and accessory stores (56). (2/03)
 - c. Furniture, home furnishings and equipment stores (57). (2/03)
 - d. Miscellaneous retail; but excluding used merchandise stores (59). (2/03)
 - e. Business services. (2/03)
 - f. Miscellaneous repair services. (2/03)
 2. In the Keizer Station, where flexible space uses are to be developed as industrial business park uses within the EG zone, the following development limits apply; (2/03)
 - a. No single building shall be more than 25,000 square feet in area, with no more than 10,000 square feet to be utilized for any individual use listed in subsection (L)(1)(a)—(d). (2/03)
 - b. The aggregate floor area for uses devoted to food stores (54), apparel and accessory stores (56), furniture, home furnishings, and equipment stores (57), and miscellaneous retail (59) shall not exceed two percent of the total land area in the acreage identified for IBP uses within the EG zone. The acreage identified for IBP uses within the EG zone is defined as parcel or area of land used for IBP use land development, including building site, parking, landscaping, drainage facilities and any other development on site to support the use on site. (2/03)
 - c. The area developed in all flexible space uses shall in the aggregate not exceed 30 percent of the gross area of the acreage identified for IBP uses within the EG zone. (2/03)
 - d. Any outdoor storage area shall:
 - 1) Be no more than 3,000 square feet per building and shall not be aggregated with the storage of another building; (2/03)

- 2) Be enclosed with a sight-obscuring fence or wall; (2/03)
 - 3) Have at least one side conterminous with the building that it serves; (2/03)
 - 4) Have no opening within 50 feet and visible from any property boundary; and (2/03)
 - 5) Meet the other applicable requirements of this ordinance. (2/03)
- e. Loading doors shall have no opening within 75 feet and visible from any street or property boundary. (2/03)
 - f. All buildings shall be capable of being redeveloped as flexible industrial space. (2/03)

Sec. 2.119.06. Permitted commercial uses.

Commercial development. The following uses, when developed under the applicable development standards in this zoning ordinance, are permitted in the EG zone on a maximum 75 percent gross acreage of the Village Center: (2/03)

- A. One or more buildings with one or more dwelling units or guest rooms and/or one or more other uses allowed in this section on a lot. (2/03)
- B. Residential homes and facilities. (2/03)
- ~~C. Day-care facility~~ ~~Child Care Center for 17 or more children, consistent with state regulations, including~~
- ~~D. Certified Family Child Care Home family day-care provider for 16 or fewer children~~
- ~~C.E. Registered Family Child Care Home consistent with state regulations. (8351). (4/16)~~
- ~~D.F.~~ Public parks, playgrounds, community clubs, including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (2/03)
- ~~E.G.~~ Landscape counseling and planning (0781). (2/03)
- ~~F.H.~~ Offices for any use listed in SIC Division C, Construction. (2/03)
- ~~G.I.~~ Commercial printing (275). (2/03)
- ~~H.J.~~ Transportation, communication and utilities. (2/03)
 1. Public utility structures and buildings. (2/03)
 2. Post office (43). (2/03)
 3. Travel agency (4722). (2/03)
 4. Communications (48). (2/03)
 5. Transit facilities (section 2.305). (5/09)
- I. Retail trade. (2/03)
 1. Building materials, hardware, retail nurseries, and garden supply (52), but excluding mobile home dealers (527). (2/03)
 2. General merchandise stores (53). (2/03)
 3. Food stores (54). (2/03)
 4. Apparel and accessory stores (56). (2/03)
 5. Home furniture, furnishings, and equipment stores (57). (2/03)

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6. Eating and drinking places (58). (2/03)
 7. Miscellaneous retail (59), but excluding fuel and ice dealers (598). (2/03)
 8. Electrical and lighting shops and office machines and equipment stores. (2/03)
- J. Business, professional and social services. (2/03)
1. Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67). (2/03)
 2. Hotels, motels and tourist courts (701). (2/03)
 3. Organization hotels and lodging houses on membership basis (704). (2/03)
 4. Personal services (72), but excluding industrial launderers (7218). (2/03)
 5. Business services (73), but excluding disinfecting and exterminating services (7342). (2/03)
 6. Parking lots in accordance with section 2.303.04 of this ordinance (7521). (2/03)
 7. Miscellaneous repair services (76). (2/03)
 8. Motion pictures (78), but excluding drive-ins (7838). (2/03)
 9. Amusement and recreation (79), but excluding golf courses (7992) and amusement parks (7996). (2/03)
 10. Health services (80), but excluding hospitals (806). (2/03)
 11. Legal services (81). (2/03)
 12. Elementary and secondary schools (8211). (2/03)
 13. Correspondence schools and vocational schools (824). (2/03)
 14. Schools and educational services not elsewhere classified (829). (2/03)
 15. Social services (83). (2/03)
 16. Museums, art galleries, botanical and zoological gardens (84). (2/03)
 17. Membership organizations (86). (2/03)
 18. Miscellaneous services (89). (2/03)
- K. Public administration (91—97). (2/03)

2.130 RIVER-CHERRY OVERLAY DISTRICT (RCOD)

Sec. 2.130.04. Uses.

A. Permitted uses.

1. The uses in Table 2.130.04-1 are permitted in the Mixed Use (MU) Zone within the RCOD. All other zones remain unchanged. (12/19)
2. Uses that are identified as permitted in the MU zone (section 2.107.02 through 2.107.04) are permitted in the MU zone within the RCOD, excluding commercial parking lots that are surface lots. (12/19)
3. Uses that are not listed in Table 2.130.04-1 and that the zoning administrator determines to be similar to the uses in Table 2.130.04-1 or consistent with the RCOD purpose statement (section 2.130.01) are permitted. (12/19)

Table 2.130.04-1: Uses Permitted in the RCOD (6/23)

P = Permitted outright

S = Permitted subject to special use provisions

C = Permitted conditionally

<i>Use Category</i>	<i>Permitted</i>	<i>Notes</i>
Residential		
Household living	P/S	Such as buildings with one or more dwelling units Special use provisions apply to accessory dwelling units (sections 2.403 and 2.130.05.C), cottage clusters (section 2.432), and home occupations (section 2.407)
Group living	P/S	Such as residential homes and facilities Special use provisions apply to nursing and personal care facilities (section 2.431)
Commercial		
Commercial lodging	P/S	Such as hotels and motels Special use provisions apply to bed and breakfast establishments (section 2.408)
Commercial recreation and entertainment	P	Such as athletic clubs and movie theaters
Commercial parking	P	Only parking structures
Day care facility Child Care Centers	P	
Durable goods sales	P	Such as home improvement, home furnishing, and appliance stores
Eating and drinking establishments	P	
Health care offices	P	

Marijuana facilities	S	Such as medical marijuana facilities and marijuana retailers
		Special use provisions apply (section 2.433)
Offices	P/S	Such as finance, legal, and other professional businesses
		Special use provisions apply to veterinary services (section 2.414)
Retail sales and services	P/S	Such as food, apparel, hardware, and auto supply stores
		Special use provisions apply to used merchandise stores (section 2.417), mobile food vendors (section 2.434), funeral services (section 2.415), and adult entertainment businesses (section 2.418)
		Additional development standards apply to auto-oriented sales and services in RCOD centers (section 2.130.09(B)(4))
Quick vehicle servicing	C	Such as gasoline service stations
		Service stations consistent with section 2.110.04.C are conditional uses
		Additional development standards apply to auto-oriented services in RCOD centers (section 2.130.09(B)(4))
Industrial		
Light manufacturing	C	Craft industries are conditional uses subject to the provisions in section 2.421
Institutional		
Assembly facilities	P/S	Such as social and civic organizations
		Special use provisions apply to places of worship (section 2.423)
Community services	P	Such as public administration buildings
Educational and research facilities	P	Such as schools, vocational schools, educational services, and laboratories
Medical centers	P	Such as clusters of health care offices, surgicenters or day surgery facilities (not a hospital)
Infrastructure/utilities		
Parks and open space	P	Such as parks, plazas, playgrounds, and community clubs
Public safety facilities	P/C	Such as police stations
		Fire and ambulance stations are conditional uses subject to general conditional use criteria in section 3.103.03
Public utility structures	P/S	Such as substations
		Special use provisions apply to electrical substation (section 2.426)
Transportation facilities	S/C	Special use provisions apply to transit facilities (stops) (section 2.305)

		Transit stations (centers) are conditional uses subject to the provisions in section 2.429
Wireless communications facilities	S	Special use provisions apply (section 2.427)

B. *Prohibited uses.* The following uses are prohibited in the Mixed Use Zone of the RCOD. This prohibition does not apply to any legally established use as of the date of the adoption of this ordinance. (12/19)

1. Farm uses. (12/19)
2. Rendering, processing, and/or cleaning of food products for wholesale use. (12/19)
3. Outdoor storage or display whose impacts are not mitigated for consistent with section 2.107.05.B.7. (12/19)
4. Camping and overnight parking in parking lots. (12/19)
5. Hospitals, but not including surgicenters and day surgery facilities. (12/19)

2.407. HOME OCCUPATIONS

The purpose of a home occupation is to allow residents an opportunity to use their homes to engage in small-scale business activities. The standards outlined below are to ensure that home occupations are conducted as a lawful use subordinate to the residential use of the property. Where permitted as a special use, a home occupation shall meet the following use and development standards: (12/11)

- A. *Operations.* The owner/operator of the home occupation(s) shall reside in the home in which the home occupation is conducted. No more than one outside employee shall be permitted per residence. (12/11)
- B. *Compatibility.* The home occupation(s) shall be continuously conducted in such a manner as not to create any off-premises nuisance, public or private, including, but not limited to, noise as outlined in the city's noise ordinance, odors, vibration, fumes, smoke, fire hazard, or electronic, electrical, or electromagnetic interference. This includes uses occurring within the residence, garage, or accessory structure, and also any equipment, such as, but not limited to, air compressors or refrigerator trucks that may be used as part of the home occupation. (12/11)
- C. *Signs.* Signs shall comply with all sign code regulations, including the provisions in section 2.308.08.G(1) of this ordinance. (12/11)
- D. *Location.* The home occupation(s) shall be conducted entirely within the dwelling, an attached garage, or in an unattached accessory building. (12/11)
- E. *Area.* The total floor area devoted to the home occupation(s) shall not exceed 500 square feet. Any structural additions to the dwelling or accessory structure shall be consistent with zoning regulations and shall not result in the change of the primary use of the structure. (12/11)
- F. *Alterations.* Structural alterations are permitted consistent with section 2.314 and provided the residential character of the building is not altered nor will result in the change of the primary use of the structure as the residence. (12/11)
- G. *Parking.* If the home occupation(s) requires an outside employee that will stay on-site, then an additional off-street parking space is recommended. One motor vehicle plus a trailer that is used in conjunction with a home occupation may be parked on the lot. No single vehicle or trailer that is associated with a home occupation may have a gross vehicle weight rating of more than 16,000 pounds. (7/25)
- H. *Hours of operation.* Visits by suppliers or customers are limited to the hours of 8:00 a.m. to 8:00 p.m. (12/11)
- I. *Outdoor storage.* Outdoor storage or display of materials, equipment, or merchandise shall be prohibited. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond that which is normally incidental to residential use is prohibited. (5/98)
- J. *Prohibited activities.* (5/98)
 - 1. Vehicle repair. Repair of vehicles, including automobiles, motorcycles, tractors, recreational vehicles, boats, and similar mechanized equipment, shall be prohibited. Repair of vehicles includes, but is not limited to, mechanical repair, vehicle service, body work and painting. (12/11)
 - 2. Retail or wholesale sales of a product or good(s) on the site. This prohibition does not apply to operation of a mail order business where customers do not come to the site or to retail sales that

PART II - CODE OF ORDINANCES
Appendix A - DEVELOPMENT CODE
2.407. HOME OCCUPATIONS

are incidental to the occupational use, such as, but not limited to, beauty products from salons, sheet music from music teachers, or computer software for computer consultants. (12/11)

3. The home occupation shall not be used for the assembly of more than two nonresident employees engaged primarily in work off-site of the home occupation location. (12/11)

- K. ~~Day-Child care provisions.~~ The provisions in this section do not apply to a day-care facilities or family day-care providers Registered Family Child Care Home, a Certified Family Child Care Home, or a Child Care Center. (4/16)

(Ord. No. 2025-895, § 1(exh. A), 7-7-2025)

2.416. ACCESSORY COMMERCIAL USES

Where permitted as a special use, accessory commercial uses shall meet the following use and development standards: (5/98)

- A. *Where permitted.* Accessory commercial uses shall be limited to a building or complex of buildings on the same lot having more than 25 dwelling units or guest rooms. (5/98)
- B. *Permitted uses.* In addition to the residential and lodging uses permitted in the underlying zone, the following additional uses shall be permitted: (5/98)
 - 1. Food stores (54). (5/98)
 - 2. Apparel and accessory stores (56). (5/98)
 - 3. Eating and drinking places (58). (5/98)
 - 4. Retail, miscellaneous (59) but excluding non-store retailers (596) and fuel and ice dealers (598). (5/98)
 - 5. Commercial, stock savings banks, mutual savings banks and savings and loan associations (602, 603, 612). (5/98)
 - 6. Personal credit institutions (614). (5/98)
 - 7. Insurance agents, brokers, and service; real estate (641, 65). (5/98)
 - 8. Personal services (72) but excluding power laundries, family and commercial (7211), linen supply (7213), dry cleaning plants except rug cleaning (7216), carpet and upholstery cleaning (7217); and industrial launderers (7218). (5/98)
 - 9. Medical offices; physicians, dentists, osteopathic physicians, and other health practitioners (801, 802, 803, 804). (5/98)
 - 10. Legal services (81). (5/98)
 - 11. ~~Day care facilities.~~ (5/98) Child Care Center.
- C. *Use restrictions.* No permitted use shall in any way involve any of the following: (5/98)
 - 1. The keeping of live animals or the rendering, processing, or cleaning of animals, fish, seafood, fowl, poultry, fruits, vegetables, or dairy products except for consumption on the premises. (5/98)
 - 2. The packaging of products, except packaging of individual retail items at the time of purchase. (5/98)
 - 3. Any outdoor display or storage of merchandise or materials. (5/98)
- D. *Location in the building.* Commercial activities shall be confined to the first floor of any building. (5/98)
- E. *Nonresidential floor area.* Commercial activities shall not occupy more than 25 percent of the floor area for the entire building or complex. (5/98)

Sec. 3.101.04. Type IV actions—Summary.

A Type IV action is a legislative review in which the city considers and enacts or amends laws and policies. A Type IV action follows the procedures found in section 3.203. Private parties cannot apply for a Type IV action; it must be initiated by city staff, planning commission, or city council. Public notice and hearings are provided in a Type IV process. The following actions are processed under a Type IV procedure: (2/01)

- A. Text amendments to the comprehensive plan. (5/98)
- B. Text amendments to the development code. (5/98)
- C. Enactment of new comprehensive plan or development code text. (5/98)
- D. Comprehensive plan map amendments (involving more than five adjacent land ownerships or non-adjacent properties). (5/98)
- E. Zone changes (involving more than five adjacent land ownerships or non-adjacent properties). (5/98)

LAND USE APPLICATION PROCESS (6/22)

<i>Land Use Action</i>	<i>Type</i>	<i>Staff</i>	<i>Hearings Officer</i>	<i>Planning Commission</i>	<i>City Council</i>
Signs, temporary use (3/10)	I-A	Final decision	Appeal of staff decision		Appeal of H.O. decision
Floodplain development permit (including floodplain development permit variances) (3/10)	I-B	Final decision	Appeal of staff decision		Appeal of H.O. decision
Greenway development permit (2/01)	I-B	Final decision	Appeal of staff decision		Appeal of H.O. decision
Conditional use (signs) (5/09)	I-B	Final decision	Appeal of staff decision		Appeal of H.O. decision
Variance (signs)	I-B	Final decision	Appeal of staff decision		Appeal of H.O. decision
Property line adjustment	I-B	Final decision	Appeal of staff decision		Appeal of H.O. decision
Partition	I-B	Final decision	Appeal of staff decision		Appeal of H.O. decision

Development review (2/01)	I-C	Final decision		Appeal of staff decision	Appeal of planning commission decision
Alternative design review for detached accessory dwelling unit (front yard) (1/19)	I-C	Recommendation to planning commission <u>Final Decision</u>		Final decision <u>Appeal of staff decision</u>	Appeal of planning commission decision
Subdivision	II	Recommendation to hearings officer	Final decision		Appeal of H.O. decision
Planned unit development	II	Recommendation to hearings officer	Final decision		Appeal of H.O. decision
Manufactured home park	II	Recommendation to hearings officer	Final decision		Appeal of H.O. decision
Transit station (5/09)	II-B	Recommendation to city council			Final decision
Designation or removal of a historic resource (9/18)	II-B	Recommendation to city council			Final decision
Development standards alternative (12/18)	II-C	Recommendation to planning commission		Final decision	Appeal of planning commission decision
Development standards alternative within Keizer Station (12/18)	II-B	Recommendation to city council			Final decision
Conditional use (except transit station, greenway development permit and signs)	II-C	Recommendation to planning commission		Final decision	Appeal of planning commission decision
Variance (minor and major)	II-C	Recommendation to planning commission		Final decision	Appeal of planning

					commission decision
Nursing and residential care facilities (6/11)	II-C	Recommendation to planning commission		Final decision	Appeal of planning commission decision
Permit for demolition, modification, or moving of a Historic Resource (9/18)	II-C	Recommendation to planning commission		Final decision	Appeal of planning commission decision
Comprehensive plan map amendment	III	Recommendation to hearings officer	Recommendation to city council		Final decision
Zone change	III	Recommendation to hearings officer	Recommendation to city council		Final decision
Annexation	III	Recommendation to planning commission		Recommendation to city council	Final decision
Keizer Station Master Plan/Master Plan amendment (9/18)	III	Recommendation to planning commission		Recommendation to city council	Final decision
Lockhaven Center Master Plan	III	Recommendation to planning commission		Recommendation to city council	Final decision
Text amendments; legislative zone and comprehensive plan map changes	IV	Recommendation to planning commission		Recommendation to city council	Final decision

MIDDLE HOUSING LAND DIVISION AND EXPEDITED LAND DIVISION APPLICATION PROCESS (6/22)

<i>Land Use Action</i>	<i>Type</i>	<i>Staff</i>	<i>Referee</i>	<i>Planning Commission</i>	<i>City Council</i>
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Middle housing land division (1)	N/A	Final decision	Appeal of staff decision (2)		
Expedited land division (1)	N/A	Final decision	Appeal of staff decision (2)		

(1) Per ORS 197.360, middle housing land divisions and expedited land divisions are not land use decisions or limited land use decisions under ORS 197.015 or permits under ORS 215.402 or 227.160. (6/22)

(2) ORS 197.375 establishes the requirements for appeals of middle housing land divisions and expedited land divisions. An appeal of the referee's decision is heard by the court of appeals. (6/22)

(Ord. No. 2024-878, § 2(exh. B), 7-15-2024)



To: City Council
From: Adam Brown, City Manager
Subject: Field Naming

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-___ Naming One of the Athletic Fields Located Within Keizer Rapids Park "Loren's Field" and Authorizing City Manager to Sign Field Naming Sponsorship Agreement With Loren's Sanitation.

I. Summary

The City has reached an agreement with Loren's Sanitation to be a field name sponsor for one of the athletic fields located within Keizer Rapids Park. The naming rights to the field are intended to help pay for Phase III of the complex project. City policy dictates that the Parks Board must review the name sponsor and make a recommendation to the Keizer City Council. The Parks Board has approved Loren's Field to be recommended to the City Council.

II. Background

- A. Phase I and Phase II of the Synthetic Turf sports complex are nearly complete. Phase III involves paving the parking lot, adding stormwater facilities and reconstructing the equipment building.
- B. We received an appropriation from Senator Kevin Mannix for \$750,000. We also have System Development Charges to go toward the project.
- C. We are seeking naming rights for the fields and complex to complete the capital construction of the facility.

III. Current Situation

- A. Lorens approached the City about their interest in investing in the youth in our community after hearing about the sponsorship opportunity. The City has agreed on a draft sponsorship agreement from Loren's Sanitation to sponsor a field for \$50,000. The field sponsorship is for the life of the turf. The turf life is approximately 10 years. We are one year into its use. Naming rights include their logo at the entry gate of the complex stitched into the turf. It will also be used in scheduling systems to identify the fields for play.
- B. Lorens is a respected business with a long history in Keizer. They provide critical

services in solid waste removal.

IV. **Analysis**

A. **Strategic Impact** - No strategic plan impact.

B. **Financial** - To date the complex has not required any general fund money. It has all been accomplished through partnership with the County for the initial fields, combining American Rescue Plan Act (ARPA) funds, a grant for Phase II from the Oregon Parks and Recreation Department, and System Development Charges. An appropriation was acquired by Representative Mannix for \$750,000 out of the state budget. We are looking for approximately \$200,000 in sponsors or donations to come up with the remaining amount needed to complete Phase III.

Each sponsorship of \$50,000 will net approximately \$40,000 after the logo work is complete on the turf.

C. **Timing** - The state appropriation needs to be spent prior to the end of the current state biennium which ends June 30, 2027. Bid documents are nearly ready.

D. **Policy/Legal** - Resolution R2020-3069 gives guidance for naming Keizer Parks. It is not as specific as naming/sponsoring fields within the park; however, we are following the same general procedure. The Parks and Recreation Advisory Board is sending a recommendation of yes to the Keizer City Council.

V. **Alternatives**

A. Adopt the attached Resolution approving the field naming as Loren's Field and authorizing the City Manager to sign the Field Naming Sponsorship Agreement.

B. Take No Action — Staff will continue to look for additional sponsors.

VI. **Recommendation**

Staff recommends that the Keizer City Council adopt the attached Resolution.

Attachments

1. R2020-3069_2020-04-20 - Donation and Naming Policies for Keizer Parks
2. RES_CC_Naming Field Lorens Field_5 4 2026
3. DOC_Field Naming Sponsorship Agreement_Loren's at Keizer Rapids Park_4 28 2026

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2020- 3069

4
5
6 ADOPTING DONATION AND NAMING POLICIES
7 FOR KEIZER PARKS; **REPEALING RESOLUTIONS**
8 **R96-894, R2006-1750 AND R2009-1917**
9

10
11 WHEREAS, Resolution R96-894 (Establishing a Process for Naming of City
12 Parks) was adopted by the Keizer City Council on April 15, 1996;

13 WHEREAS, Resolution R96-894 was amended by Resolution R2006-1740 on
14 November 20, 2006;

15 WHEREAS, Resolution R2009-1917 (Adopting Policies for Keizer Parks and
16 Recreation Donation Opportunities) was adopted by the Keizer City Council on February
17 2, 2009;

18 WHEREAS, the City Council wishes to repeal such Resolutions and replace it
19 with new policies;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the attached
22 “City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and
23 Public Spaces” is hereby adopted.

24 BE IT FURTHER RESOLVED that Resolutions R96-894 (Establishing a Process
25 for Naming of City Parks), R2006-1740 (Amending Resolution No. R96-894), and

1 R2009-1917 (Adopting Policies for Keizer Parks and Recreation Donation
2 Opportunities) are hereby repealed in their entireties.

3 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
4 upon the date of its passage.

5 PASSED this 20th day of April, 2020.

6

7 SIGNED this 20th day of April, 2020.

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10

Cathy Clark
Mayor

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Arny D.V.
City Recorder

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City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and Public Spaces

The Keizer City Council and the Keizer Parks and Recreation Advisory Board appreciate individuals and organizations who wish to observe, acknowledge or remember a significant historical event, occasion, or individual through donations to improve public spaces, parks or buildings by planting trees, installing site furnishings or other amenities.

When carried out in a manner that helps accomplish a recognized need within Keizer and that adds to the quality of a public space, park or building, such donations are both a positive memorial and significant contribution to the community.

Donors are encouraged to consider methods that provide a meaningful contribution in the name of an individual or event without the need for a physical memorial. Assisting with the renovation of a feature or structure or the design and construction of a site, trail, structure, or the planting of a tree or grove of trees may be a lasting memory that also contributes to the quality of a site. The donation of land or the assistance with the acquisition of land can be a very significant and lasting memorial.

1. **TYPES OF DONATIONS:** Gifts donated to parks can be designated for a specific park or program or undesignated leaving use of the donation to the discretion of city staff. Donation opportunities are limitless but may include:

- Park Equipment (benches, picnic tables, kiosks, walkways)
- Playground Equipment
- Trees and shrub plantings
- Recreation Programs and Scholarships
- Sports Equipment
- Artwork
- Structures & facilities
- Property

Gifts may be tax deductible. Donors are advised to consult their own tax professional to determine deductibility. If requested, each individual, group, or organization will receive a letter of appreciation and appropriate tax verification information.

2. **CRITERIA FOR ACCEPTING NON-CASH DONATIONS:** The following general principles have been established to help determine the appropriateness of donations:

- A. *Preserve the integrity and artistry of the parks, trails, and open spaces.* Donations should be placed in a park to enhance the master plan and be part of the overall landscape design of the site.

- B. *Provide a "Quiet Reverence" instead of a public display.* Donations should allow the existing natural scenery and architecture to dominate. Donations should not detract from the quality of the visitor's experience or overpower the setting.
- C. *Less is better than more.* A conservative approach is warranted and great consideration must be given to site design if a donation is located in scenic or historic environs of parks, trails, and open spaces.
- D. *Incorporate Broad Community Values.* All donations should have significance that is readily apparent to the general public and not that of a small special interest group.

3. GUIDELINES FOR GENERAL CASH DONATIONS: The City and Keizer Parks and Recreation Advisory Board will work to visibly acknowledge cash donations in a manner that is appropriate for the given donation, that does not detract from the quality of a park or program, and that serves to encourage further donations to improve public facilities and programs. Sponsorships are temporary agreements with the City of Keizer for donations that fund events or recreational activities. The acknowledgement for sponsorships will be in the form of a sign and/or recognition published in event materials or other agreed upon recognition methods.

4. GUIDELINES FOR SPECIFIC CASH DONATIONS: The City may accept cash donations that the donor requires to be used for a specific project. Restricted cash donations will be carefully reviewed on a case-by-case basis. Projects will be approved only if they:

- A. Maintain or improve the public space consistent with its existing or planned character and use. It is important that the character of natural areas, athletic fields, playgrounds, picnic areas, meeting spaces, and other public areas be maintained and enhanced. It is important that if the donation is intended as a memorial that it not transform the site into a location that is perceived as a site of memorials.
- B. Are consistent with specific plans (if any) approved by the City for the proposed site. Only proposals that are consistent with such plans and advance the quality of the area as a public space will be approved.
- C. Involve acceptable liabilities, expenses, and maintenance obligations for the City of Keizer over the expected life of the donation. Any proposal that may have significant impact on financial or other resources, and has not been explicitly approved as part of an existing plan, must be approved by the City Council.

5. GUIDELINES FOR SPECIFIC NON-CASH DONATIONS:

A. Tree Donations

The City accepts trees or financial donations for trees when the following guidelines are met:

- 1. Locating a tree in the proposed site is appropriate and would preserve the integrity and aesthetics of the site.
- 2. Special location requests will be considered with the final location to be determined by the City.
- 3. Tree species and size must be approved by the City.

4. Donations may be made at any time of the year but actual planting will take place during the best time of year for survival; usually in the spring or fall.
5. The City of Keizer will install or arrange for installation of all approved trees. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
6. Trees will be pruned and maintained by the City to the same standard as other trees in the park.
7. In instances where trees do not survive, tree replacements will be provided if the City was responsible for planting the tree. Replacement trees may or may not be of the same variety and in the exact location as that of the original donation.
8. Due to concerns over maintenance, vandalism, and the more natural setting associated with a living memorial, plaques may not be included as part of the tree donation program.
9. Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.

B. Shelters, Table and Bench Donations

Shelters, benches, tables and other amenities of a similar scale enhance the beauty and utility of Keizer's parks and public spaces. In making donations for a specific amenity or site, the following guidelines apply:

1. Staff will work to identify existing benches and other site amenities which need to be replaced or installed. Donors are encouraged to provide amenities at these locations.
2. Although suggestions will be considered for particular locations, placement must be approved by the City. Final decisions as to location will be determined by the City in consultation with the donor.
3. All park amenities will be designed, constructed, and installed in a manner that meets the standards and requirements of the City. The City maintains a list of commercially available tables and benches approved for use in Keizer parks and their approximate cost.
4. The City of Keizer will install or arrange for installation of all approved site furnishings, and amenities. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
5. The City of Keizer will maintain site furnishings and amenities according to the maintenance schedule for the selected park or public space.
6. If intended as a memorial, appropriate plaques may be attached to the amenity provided the following standards are met:
 - a) The size, placement, and wording of the plaque do not change or detract from the public use and enjoyment of the site.
 - b) The plaque materials, construction, and installation meet City standards for durability and maintenance.

- c) Should donors wish to plan a memorial or commemorative ceremony associated with a donated amenity, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.
- 7. If determined necessary by City, a financial donation covering the expected cost of the amenity, its installation, and a ten year maintenance plan shall be provided by the donor.
- 8. Keizer will maintain park amenities accepted as memorials for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated without notice should park needs change.

6. DONATION PROCEDURES:

- A. Cash donations shall be made payable to the City of Keizer.
- B. Proposed non-cash or restricted cash donations must be submitted in writing on a form provided by the City. The form must contain a brief summary of the person who is being memorialized, if applicable.
- C. The City will review proposed donations and approve those that meet an appropriate need of Keizer parks or public spaces, that are appropriate for the site, are consistent with city principles regarding memorials and that meet applicable standards relating to design, materials, construction, and installation.
- D. Depending on the type of potential donation or memorial, other City Departments, the Parks and Recreation Advisory Board, the City Manager, the City Council, and others may review the proposal. Questions can include the desirability or consistency of a proposal within the context of existing plans, aesthetic impact, cost and maintenance implications for the City, liability, etc.
- E. Specific donations will be documented in writing. Once such documentation has been agreed to by a donor and the City, and the associated funding or materials associated with the donation received by the City, the City will proceed with arranging for final design (if needed) and installation.
- F. In no event shall any tree, shrub, other vegetation, shelter, bench, table, site furnishings or any other item of any type be placed on park or other public property without the express written consent of the City. If any item is placed without such permission, it is subject to removal without notice.
- G. As used herein, "the City" shall mean the City Manager or his/her designee.

7. MAINTENANCE/REPLACEMENT OF DONATED ITEMS:

- A. Maintenance of the landscaping at tree donation sites will be maintained by the City according to the maintenance schedule for the selected park or public space.
- B. Donated trees become City property. Donations made previous to the adoption of this document are to be maintained by the City during its salvageable life span.
- C. Donated park elements and/or their associated donation acknowledgement are City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.
- D. Existing memorials may be replaced by another memorial or removed at any time with the approval of the Keizer Parks and Recreation Advisory Board.
- E. Due to limited funding, donated park elements that are destroyed or damaged beyond repair will not be replaced. If appropriate, the City may repair such elements depending on funds being reasonably available.

8. GUIDELINES FOR DONATION NAMING RIGHTS: One of the most visible and sensitive forms of acknowledgement is the naming of a park or a facility within a park after an individual, company, or organization. The following process is for situations where new park land has been donated to the City or the funds for a specific major facility are donated. In an effort to treat all “naming” suggestions in a fair and open manner, and recognizing the potential for controversy surrounding such decisions, the following guidelines must be followed:

A. General Procedure for Naming Rights:

- 1. Naming suggestions from the public, advisory board members, organizations, and others should be made to the Parks Division in Keizer’s Public Works Department in writing. The information provided should include justification for the name in order to aid in considering the suggestion.
- 2. After review by the appropriate City staff, the proposal will be placed on the agenda of the Keizer Parks and Recreation Advisory Board and will be brought forward with a recommendation from City staff. Public input will be solicited via normal publication methods and time will be provided for public input at a designated Keizer Parks and Recreation Advisory Board meeting. Procedures for naming and renaming of parks will at a minimum include the provisions outlined below pertaining to the naming of city parks.
- 3. The Keizer Parks and Recreation Advisory Board recommendation will be forwarded to the Keizer City Council for final action and official designation.

- B. Criteria for Names: The following are criteria the Keizer Parks and Recreation Advisory Board will use in considering suggestions for names:
1. Names will be considered if appropriate for the park, facility, or amenity within a facility. The name must not duplicate, or be closely relate to, or pronounced similarly, to any other name within the Keizer system to minimize confusion to the general public; or be a name associated with a company whose business is deemed illegal; or be discriminatory or derogatory of race, gender, creed, religious or political affiliations, or other similar factors.
 2. To be recommended, names should be relevant to the item being named, be reviewed by other individuals, corporations, and organizations who have made significant contributions to the completion of the park or facility being named, and meet one or more of the following criteria:
 - a) Recognize a person or organization that has made an exceptional contribution to and a positive impact in the community, either through many acts over time or one exceptional contribution. Relevant contributions can include: significant funding or donations of material, time, and/or talent to build, maintain or develop a park or facility; donations enabling the acquisition, development or conveyance of land or facility; or other tangible or intangible contributions or positive impacts.
 - b) Highlight a relevant, important historical event, natural phenomenon or geographic location.
 - c) Names reflecting private business identities will be considered when it results from donations that made a park or facility available to the public that otherwise would not exist and reflects either the initial agreement concerning the donation and/or ongoing contributions helping to maintain or improve the park or facility. Names reflecting business donations will only be considered when the donation covers in excess of 50% of the costs associated with the facility.
 3. The City's commitments for names are only for the period of time specified in the associated agreements.

9. GUIDELINES FOR NAMING AND RENAMING OF CITY PARKS: This process is for non-donation naming or renaming situations. The following process for naming and renaming of City Parks shall be followed:

- A. Criteria: Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer.
- B. Public Input: In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
- C. Parks and Recreation Advisory Board Review: All ideas will be reviewed by the Keizer Parks and Recreation Advisory Board and a recommendation forwarded to the City Council.

- D. City Council Decision: The City Council will receive from the Keizer Parks and Recreation Advisory Board a review of the possible park names along with the recommendation.
- E. Renaming: For the renaming of existing, named parks, the City Council may adopt a new name for a park after such review, recommendation the Parks and Recreation Advisory Board, and public input as the City Council may see fit without necessarily following Section 9(A) through 9(D) above.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 NAMING ONE OF THE ATHLETIC FIELDS LOCATED WITHIN
6 KEIZER RAPIDS PARK “LOREN’S FIELD” AND AUTHORIZING
7 CITY MANAGER TO SIGN FIELD NAMING SPONSORSHIP
8 AGREEMENT WITH LOREN’S SANITATION
9

10 WHEREAS, Resolution R2020-3069 provides a process for naming rights;

11 WHEREAS, the city has reached an agreement with Loren’s Sanitation to be a
12 field name sponsor for one of the athletic fields located within Keizer Rapids Park

13 WHEREAS, the Keizer Parks and Recreation Advisory Board has considered
14 the matter, and voted to recommend the City Council name one of the fields located
15 within Keizer Rapids Park “Loren’s Field”;

16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that the City
18 Manager is authorized to sign the Field Naming Sponsorship Agreement with Loren’s
19 Sanitation, a copy of which is attached hereto and by this reference incorporated
20 herein;

21 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
22 one of the athletic fields located within Keizer Rapids Park is hereby named “Loren’s
23 Field” for the useful life of the field’s artificial turf, estimated to be approximately ten
24 years.
25

1 BE IT FURTHER RESOLVED that the City Manager is authorized to take any
2 and all action necessary as agreed to in the Field Naming Sponsorship Agreement to
3 recognize “Loren’s Field”.

4 BE IT FURTHER RESOLVED that this Resolution shall take effect
5 immediately upon the date of its passage.

6 PASSED this _____ day of _____, 2026.

7

8 SIGNED this _____ day of _____, 2026.

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Mayor

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14

City Recorder

FIELD NAMING SPONSORSHIP AGREEMENT

This Field Naming Sponsorship Agreement (“Agreement”) is entered into this 15th day of April, 2026 by and between the City of Keizer, an Oregon municipal corporation (“City”), and Loren’s Sanitation Services, Inc., a corporation (“Sponsor”).

1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which Sponsor will obtain naming rights for one (1) athletic field located within the Keizer Rapids Park Sports Fields Complex (“Field”).

2. GRANT OF NAMING RIGHTS

The City hereby grants to Sponsor the exclusive right to name the Field (“Naming Rights”). The Field shall be officially designated as:

“Loren’s Field”

The City agrees to use the Field name in all official references, publications, schedules, maps, websites, and printed or digital materials where the Field is identified.

3. TERM

The term of this Agreement shall commence upon full execution of this Agreement and shall continue for the useful life of the Field’s artificial turf, estimated to be approximately ten (10) years (“Term”), unless earlier terminated as provided herein.

4. SPONSORSHIP FEE

In consideration for the Naming Rights granted herein, Sponsor agrees to pay the City a total sponsorship fee of Fifty Thousand Dollars (\$50,000.00).

Payment shall be made as follows: \$25,000 by August 1, 2026 and \$25,000 by February 1, 2027

5. LOGO AND BRANDING

5.1 Turf Logo

The City agrees to incorporate Sponsor’s approved logo into the Field’s artificial turf. The placement, size, orientation, and design specifications shall be subject to City approval and must comply with applicable safety standards and athletic regulations.

5.2 Design Approval

Sponsor shall provide high-resolution artwork suitable for turf integration. Final design, materials, colors, and installation method shall be approved by the City.

5.3 Maintenance and Replacement

The turf logo shall be maintained as part of the Field surface. In the event of damage, wear, or replacement of turf, the logo shall be restored or reinstalled consistent with this Agreement, subject to normal maintenance schedules and budget availability.

6. USE OF NAME

The City agrees to: - Use the Field name in all City-produced materials referencing the Field; - Include the Field name in scheduling systems and public communications; - Encourage third-party users of the facility to utilize the official Field name.

The City does not guarantee use of the Field name by external media or third parties but will make reasonable efforts to promote consistent usage.

7. SPONSOR RECOGNITION AND LIMITATIONS

Sponsor recognition under this Agreement is limited to the Naming Rights and turf logo described herein. No additional advertising, signage, or exclusive marketing rights are granted unless separately agreed to in writing.

Sponsor shall not use the City's name, logo, or likeness without prior written consent, except for factual references to the sponsorship.

8. STANDARDS AND APPROPRIATENESS

Sponsor's name, logo, and business activities must be consistent with community standards and public use of the facility. The City reserves the right to reject or require modification of any branding that is deemed inappropriate, offensive, or inconsistent with public interests.

9A. RENEWAL – FIRST RIGHT OF REFUSAL

At the conclusion of the Term, Sponsor shall have a first right of refusal to renew the Naming Rights for a subsequent term corresponding to the useful life of any replacement turf installed on the Field.

The City shall provide Sponsor with written notice of its intent to offer Naming Rights for the subsequent term no less than one hundred eighty (180) days prior to the expiration of the then-current Term. Such notice shall include the proposed terms and conditions, including the sponsorship fee.

Sponsor shall have sixty (60) days from receipt of such notice to elect, in writing, to exercise its first right of refusal and enter into a renewal agreement on substantially similar terms and conditions, subject to negotiation of the sponsorship fee and any updated provisions.

If Sponsor declines or fails to respond within the sixty (60) day period, the City may offer the Naming Rights to other parties, provided that the sponsorship fee offered to other parties will not be less than the sponsorship fee offered to Sponsor.

Any renewal of this Agreement, including the exercise of the first right of refusal, shall be subject to approval by the Keizer City Council. The parties acknowledge that no renewal shall be effective unless and until such approval is granted.

9. TERMINATION

9.1 For Cause

The City may terminate this Agreement if Sponsor: - Fails to make required payments; - Engages in unlawful activity or conduct that brings disrepute to the City; or - Breaches any material term of this Agreement and fails to cure such breach within thirty (30) days of written notice.

9.2 For Convenience

Sponsor may elect to cancel this Agreement and terminate the Naming Rights at any time, provided that (i) Sponsor will remain responsible for payment of the sponsorship fee in accordance with this Agreement unless otherwise agreed in writing, and (ii) Sponsor will pay for the removal of the logo.

9.3 Effect of Termination

Upon termination, the City shall have the right to remove or replace the Field name and logo. No refund shall be due unless otherwise agreed in writing. If there is a breach with no cure, the sponsor agrees to pay for the removal of the logo.

10. INDEMNIFICATION

Sponsor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses arising out of Sponsor's breach of this Agreement. The City agrees to indemnify, defend, and hold harmless Sponsor, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses arising out of third-party claims with respect to incidents occurring on, at or near the Field.

11. ASSIGNMENT

Sponsor may not assign or transfer this Agreement or any rights granted herein without the prior written consent of the City.

12. NO PARTNERSHIP

Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between the parties.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations or agreements relating to the subject matter herein.

15. AMENDMENTS

This Agreement may be amended only by a written document signed by both parties.

16. NOTICES

All notices required under this Agreement shall be in writing and delivered to the parties at the addresses set forth below.

CITY OF KEIZER

By: _____

Name: _____

Title: _____

Date: _____

SPONSOR

By:  _____

Name: Nicholas A. Dahl

Title: PERSSON

Date: 9/15/26



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Franchise Agreement with Forged Fiber 37, LLC

Proposed Motion

I move that the City Council adopt Ordinance 2026-___ Establishing a Franchise Agreement with Forged Fiber 37, LLC for the Provision of Telecommunications Services Within the City of Keizer.

I. Summary

Forged Fiber 37, LLC reached out in May 2025 to discuss establishing a franchise agreement with the City. We sent them a sample franchise agreement for their consideration and received a message in late September that they wanted to sign an agreement. We developed a non-exclusive franchise agreement with Forged Fiber 37, LLC to operate in the City of Keizer Rights of Way. After development of the franchise agreement, we learned that the transaction that Forged Fiber 37 was involved in was not complete and this was put on hold. Forged Fiber 37 is now ready to move forward.

II. Background

- A. Forged Fiber 37, LLC (a new AT&T entity) has approached the City of Keizer, desiring a non-exclusive telecommunications franchise agreement, so they can offer their services and expand their customer base here.
- B. Under Oregon law, cities can control what is allowable in the right of way via franchise agreements. For telecommunications providers, the appropriate franchise is the telecommunications franchise. The City and Forged Fiber 37 have agreed to the same terms for a non-exclusive telecommunications franchise agreement (attached) that other telecommunications companies currently enjoy in Keizer--in line with industry standards and being mindful of keeping a "level playing field" as required by law. Forged Fiber 37 is agreeing to pay the Oregon statutory maximum telecommunications franchise fee percentage rate of seven percent (7%) of gross revenues. They agree to underground where such underground facilities already exist as well as when redevelopment gives them the opportunity. In line with our electric utility franchises, above-ground facilities will only be allowed where other facilities already exist above ground. There are also provisions that protect the City

in that any subsequent related resolution or ordinance will automatically be incorporated into the franchise agreement, and the construction requirements of the agreement make certain that the franchisee works with the City to "minimize public inconvenience, disruptions, or damages" in the location or construction of facilities.

III. Current Situation

- A. Forged Fiber 37 currently does not have a telecommunications franchise agreement with the City of Keizer.

IV. Analysis

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - The City will make seven percent (7%) of the gross revenues that Forged Fiber 37 earns utilizing our city right of way. The City currently receives approximately \$25,000 annually from existing telecommunication providers.
- C. **Timing** - Forged Fiber 37 cannot move forward with providing services or operating in the City's right-of-way until they have a franchise agreement.
- D. **Policy/Legal** - Having a non-exclusive telecommunications franchise in place allows other telecommunications providers to have their own franchises and sets the bar for what will be the terms of such agreements moving forward. Only the Council can approve franchise agreements. Federal law under 47 U.S.C. Sec. 253 preempts state and local governments and "other legal requirements" that prohibit or effectively prohibit any entity's ability to provide a telecommunications service. The law requires local governments to have fair and reasonable compensation and competitively neutral and nondiscriminatory ROW management rules. Federal law seeks to remove barriers to competition in the telecommunications marketplace.

V. Alternatives

- A. Adopt the ordinance authorizing the agreement in its current form.
- B. Amend the terms of the agreement, then direct staff to return with an authorizing ordinance.
- C. Ask staff to provide more information before making any decisions.
- D. Take no action.

VI. Recommendation

Staff recommends adopting the ordinance authorizing this particular agreement.

Attachments

1. ORD_CC_Ordinance Establishing Franchise Agreement with Forged Fiber_5 4 2026
2. EXH_CC_Forged Fiber 37 Franchise Agreement_5 4 2026

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A BILL

ORDINANCE NO.
2026-_____

FOR

AN ORDINANCE

ESTABLISHING A FRANCHISE AGREEMENT WITH FORGED FIBER 37, LLC FOR THE PROVISION OF TELECOMMUNICATIONS SERVICES WITHIN THE CITY OF KEIZER

WHEREAS, Forged Fiber 37, LLC desires to enter into a telecommunications nonexclusive franchise to operate a telecommunication system within the City;

WHEREAS, the City has the authority to regulate the use of the public right-of-way within the City and to receive compensation for the use of such right-of-way;

WHEREAS, the City and Forged Fiber 37, LLC both desire Forged Fiber 37, LLC to be able to provide telecommunications service within the City and to establish the terms by which Forged Fiber shall use and occupy the public right-of-way;

Now, Therefore, the City of Keizer ordains as follows:

Section 1. The City of Keizer hereby grants to Forged Fiber 37, LLC (“Grantee”), a Franchise Agreement (“Agreement”) to use the public rights of way within the City to provide telecommunications services within the City for an initial term not to exceed five (5) years. The terms, conditions, and effective date of the franchise are set forth in the Agreement, attached hereto and by this reference incorporated herein.

1 Section 2. Should any section or portion of this Ordinance be held unlawful or
2 unenforceable by any court of competent jurisdiction, such decision shall apply only
3 to the specific section or portion thereof directly specified in the decision. All other
4 sections or portions of this Ordinance shall remain in full force and effect.

5 Section 3. The City Manager is hereby authorized to enter into that certain
6 Franchise Agreement with Forged Fiber 37, LLC, a copy of which is attached hereto
7 and by this reference incorporated herein.

8 Section 4. This Ordinance shall take effect thirty (30) days after its passage.

9 PASSED this _____ day of _____, 2026.

10 SIGNED this _____ day of _____, 2026.

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Mayor

City Recorder

FRANCHISE AGREEMENT WITH FORGED FIBER 37, LLC
FOR THE PROVISION OF TELECOMMUNICATIONS SERVICES
WITHIN THE CITY OF KEIZER

WHEREAS, Forged Fiber 37, LLC, a Delaware limited liability company, hereinafter referred to as "Grantee", seeks to provide telecommunications services within the City of Keizer, Oregon, hereinafter referred to as "City";

WHEREAS, Grantee desires to enter into a nonexclusive telecommunications franchise, and the City has reviewed the matter and has determined that it meets all the necessary requirements of the City;

WHEREAS, the City hereby determines that it is in the public interest to enter into a franchise agreement with Forged Fiber 37, LLC to operate a telecommunications system pursuant to the terms and conditions contained herein;

NOW, THEREFORE, the parties agree as follows:

AGREEMENT:

Section 1. The City intends, by entering into this franchise agreement, to encourage the continued development and operation of telecommunications facilities within the City of Keizer. This Agreement will be known as the Forged Fiber 37 Franchise Agreement. Within this document, it will also be referred to as "this Franchise" or "the Franchise."

Section 2. Grant of Franchise. The City hereby grants to Grantee, a nonexclusive franchise to use the public rights of way within the city to provide telecommunications services, subject to these provisions and incorporating any related ordinance or resolution hereafter enacted or amended.

Section 3. Term. Unless sooner terminated, this Franchise will be in full force and effect for period of five (5) years commencing on May 5, 2026 and ending May 4, 2031. This Franchise may be extended for one additional term of five (5) years upon the parties' mutual written agreement.

Section 4. Franchise Area. The Grantee is authorized by this Franchise to make reasonable and lawful use of the public rights of way within the boundaries of the city of Keizer or as these boundaries may be extended in the future.

Section 5. Franchise Fee. As consideration for the use of the City's rights of way, Grantee will remit to the City a franchise fee of seven percent (7%) of gross revenues from delivery of services in the city that this fee lawfully applies to, including Grantee's gross revenues earned in the delivery of services within the corporate limits of the city to parties (including lessees of facilities) who are not the ultimate consumers of those services, but who redistribute services to third parties. Grantee's franchise fee payments to the City will be due quarterly within (30) days following the end of each quarter, defined as the last day of March, June, September and December. Each payment will be accompanied by a statement as to the manner in which the franchise fee is

calculated. The Grantee will provide, and at no cost to the City, any additional reports or information it deems necessary, in its sole discretion, to verify the accuracy of the calculation of the franchise fee by the Grantee. Such information may include, but is not limited to: chart of accounts, total revenues by categories and dates, list of products and services, narrative documenting calculations, details on number of customers within the City limits, or any other information needed for the City to easily verify compliance.

Within thirty (30) days after the termination of this Franchise, compensation will be paid for the period elapsing since the end of the last quarter for which compensation has been paid. In the event any payment due quarterly is not received within thirty (30) days from the end of the preceding quarter, or is underpaid, Grantee will pay in addition to the payment, or sum due, interest at a rate no higher than the current legal interest rate on judgments in the State, calculated from the date the payment was originally due until the date the City receives the payment. Additionally, if any payment becomes ninety (90) days in arrears, a ten (10) percent penalty will be applied. In the event the obligation of Grantee to compensate the City through franchise fee payments is lawfully suspended or eliminated, in whole or part, then Grantee will pay to the City compensation equivalent to the compensation paid to the City by other similarly situated users of the rights of way for Grantee's use of the rights of way (subject to the other provisions contained in this Franchise).

Section 6. Insurance.

A. Grantee will maintain in full force and effect the following liability insurance policies that protect the Grantee and the City, as well as the City's officers, agents, and employees:

- a. Comprehensive general liability insurance with limits not less than:
 - i. Five million dollars (\$5,000,000) for bodily injury or death to each person;
 - ii. Five million dollars (\$5,000,000) aggregate including collapse, explosions, underground hazards and products completed operations.
- b. Commercial automobile liability insurance for owned, non-owned and hired vehicles with a limit of three million dollars (\$3,000,000) combined single limit.
- c. Worker's compensation within statutory limits and employer's liability with limits of not less than one million dollars (\$1,000,000).
- d. Liability insurance will name as additional insured the City and its officers, agents, and employees. Additional insured coverage will be for both on-going operations and products and completed operations, on forms acceptable to the City. Coverage will be Primary and Non-Contributory. Waiver of Subrogation endorsement, in a form acceptable to the City, will be provided for general liability and worker's compensation. Grantee shall furnish acceptable insurance certificates to City with original endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf.

- e. Except to the extent arising from City's gross negligence or willful misconduct, Grantee agrees to defend, indemnify and hold the city and its officers, employees, agents and representatives harmless from and against any and all damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of or result from the negligent, careless or wrongful acts, omissions, failures to act or misconduct of the grantee or its affiliates, officers, employees, agents, contractors or subcontractors in the construction, operation, maintenance, repair or removal of its telecommunications facilities, and in providing or offering telecommunications services over the facilities or network, whether the acts or omissions are authorized, allowed or prohibited by this code or by a franchise agreement made or entered into pursuant to this agreement.

B. The limits of the insurance will be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. The insurance will be without prejudice to coverage otherwise existing. The coverage must apply as to claims between insureds on the policy. The insurance will not be canceled or materially altered without thirty (30) days prior written notice first being given to the City. If the insurance is canceled or materially altered, the Grantee will obtain a replacement policy that complies with the terms of this section and provide the City with a replacement certificate of insurance. The Grantee will maintain continuous uninterrupted coverage, in the terms and amounts required.

C. The Grantee will maintain on file with the City a certificate of insurance and endorsement certifying the coverage required above.

Section 7. Performance Surety.

Upon the effective date of this Agreement, the Grantee will furnish proof of the posting of a faithful performance bond running to the City, with good and sufficient surety approved by the City, in the sum of Thirty Thousand Dollars (\$30,000), conditioned that the Grantee will well and truly observe, fulfill, and being sufficient to assure proper restoration of any street, sidewalk or other surface disturbed by Grantee, their representative or contractor. Grantee will pay all premiums charged for the bond, and will keep the bond in full force and effect at all times throughout the term of the Agreement, including, if necessary, the time required for removal of all of Grantee's Facilities installed in the Public Rights of Way. The Bond may be released on the 5 year anniversary of this agreement at the sole discretion of the City, provided the Grantee has demonstrated the ability to comply with utility construction requirements. The bond will contain a provision that it will not be terminated or otherwise allowed to expire without thirty days prior written notice first being given to the City. The bond will be reviewed and approved as to form by the City Attorney.

City may, in the event of any construction which is likely to be substantially greater than \$30,000, or in the event the City's cost to complete or repair such construction upon Grantee's failure to perform the same would be greater than \$30,000, as reasonably determined by the City, require the amount of the performance bond to be increased. The performance bond is subject to increase each time Grantee applies for permits to perform work within the City. Grantee will provide to

City all necessary documentation demonstrating Grantee's cost estimation in a format reasonable acceptable to the City.

Section 8. Sale of subscriber lists prohibited. Except as otherwise expressly permitted by law, the Grantee will not sell, or otherwise make available any list which identifies subscribers by name or address, to any person, agency, or entity, except as needed to maintain current services or implement new services to subscribers in connection with Grantee's services.

Section 9. Construction.

Grantee shall install its Telecommunications Network in accordance with the City's generally applicable aboveground and underground utility facility placement policies in effect at installation. At such time as the City adopts policies and requirements permitting or requiring the underground installation of telecommunications facilities Grantee shall fully comply with such policies and requirements provided they are imposed on all carriers in a competitively neutral and nondiscriminatory manner.

A. Location of Facilities. All facilities located within the public right-of-way shall be constructed, installed and located in accordance with the following terms and conditions, unless otherwise specified in a franchise agreement:

1. Whenever all existing electric utilities, cable facilities, and telecommunications facilities are located underground within a public right-of-way of the city, the Grantee must also locate its telecommunications facilities underground.

2. Whenever all new or existing electric utilities, cable facilities, and telecommunications facilities are located or relocated underground within a public right-of-way of the city, the Grantee, if currently occupying the same public right-of-way, shall relocate its facilities underground concurrently with the other affected utilities to minimize disruption of the public right-of-way, absent extraordinary circumstances or undue hardship as determined by the city and consistent with applicable state and federal law.

B. Interference with the Public Rights-of-Way. Grantee may not locate or maintain its telecommunications facilities so as to unreasonably interfere with the use of the public rights-of-way by the City, by the general public or by other persons authorized to use or be present in or upon the public rights-of-way. All use of public rights-of-way shall be consistent with city codes, ordinances and regulations.

C. Relocation or Removal of Facilities. Except in the case of an emergency, within 90 days following written notice from the city Grantee shall, at no expense to City, temporarily or permanently remove, relocate, change or alter the position of any telecommunications facilities within the public rights-of-way whenever the city shall have determined that the removal, relocation, change or alteration is reasonably necessary for:

1. The construction, repairs, maintenance or installation of any City or other public improvement in or upon the public rights-of-way;

2. The operations of the City or other governmental entity in or upon the public rights-of-way; and/or

3. The public interest.

D. Removal of Unauthorized Facilities. Within 30 days following written notice from the City, the Grantee shall, at its own expense, remove the facilities or appurtenances from the public rights-of-way of the City. A telecommunications system or facility is unauthorized and subject to removal in the following circumstances:

1. One year after the expiration or termination of the Grantee's telecommunications franchise;
2. Upon abandonment of a facility within the public rights-of-way of the City. A facility will be considered abandoned when it is deactivated, out of service or not used for its intended and authorized purpose for a period of 90 days or longer. A facility will not be considered abandoned if it is temporarily out of service during performance of repairs or if the facility is being replaced;
3. If the system or facility was constructed or installed without the appropriate prior authority at the time of installation; or
4. If the system or facility was constructed or installed at a location not permitted by Grantee's telecommunications franchise or other legally sufficient permit.

E. Coordination of Construction Activities. Grantee is required to make a good-faith effort to cooperate with the City.

1. By January 1 of each year, Grantee shall provide the City with a schedule of its proposed construction activities in, around or that may affect the public rights-of-way.
2. If requested by the City, the Grantee shall meet with the City annually or as determined by the City, to schedule and coordinate construction in the public rights-of-way. At that time, City will provide available information on plans for local, state and/or federal construction projects.
3. All construction locations, activities and schedules shall be coordinated, as ordered by the City Public Works Director or designee, to minimize public inconvenience, disruption or damages.

Section 10. Revocation or Termination. The City may, upon sixty (60) days' prior written notice, terminate or revoke the franchise granted pursuant to this Ordinance for any of the following reasons ("Default"):

- a. Violation of any of the material provisions of this Franchise and/or any future controlling ordinance or resolution;
- b. Misrepresentation in the Franchise application or a rights of way construction application;
- c. The Grantee is found by a court of competent jurisdiction to have practiced any fraud or deceit upon the City.
- d. Failure to pay taxes, compensation, fees or costs due to the City after final determination by the City of the taxes, compensation, fees or costs;
- e. Failure to restore the right-of-way as required by this Agreement or other applicable State and local laws, ordinances, rules and regulations;
- f. Failure to comply with technical, safety and engineering standards related to work in the right-of-way; or
- g. Failure to obtain or maintain any and all licenses, permits, certifications and other authorizations required by state or federal law for the placement, maintenance or operation of the telecommunications facilities.

If, within the sixty-day notice period, Grantee cures the Default or commences to cure a Default that cannot reasonably be cured within sixty days of the notice, the notice of Default shall be deemed withdrawn and the Franchise shall not terminate.

Section 11. Abandonment; Removal of Facilities Upon Expiration.

If the Grantee goes out of business or withdraws service from the area and as a consequence refuses to renew the agreement, all rights to the use of the connection media revert to the City who may sell, lease, or otherwise use the connection media at its sole discretion. The connection media shall be left in working order and not be intentionally cut or destroyed. The City may require the media be removed from all poles and underground conduits by the former Franchisee at the franchisee's expense.

Upon expiration of this Agreement, Grantee shall either remove its facilities in accordance with ORS 221.470(2020) or seek City's written consent to leave its facilities in place.

Section 12. Franchise Acceptance. Within thirty (30) days of the signing by all parties of this Agreement, Grantee will file with the City certificates of insurance and endorsement, and the bond outlined herein. Failure to fulfill this requirement will nullify and void this Agreement, and any and all rights of Grantee to own or operate a telecommunications facility within the Franchise Area under this Agreement will be of no force or effect.

Section 13. Franchise Nonexclusive. The Franchise hereby granted is not exclusive, and will not be construed as any limitation on the right of the City to grant rights, privileges and authority to other persons or corporations or to itself to make any lawful use of the City's rights of way.

Section 14. Change of Law; Amendment to Franchise.

This Franchise may be amended from time to time to conform to any changes in the controlling federal or state law, or other changes material to this Franchise. Each party agrees to bargain in good faith with the other party concerning such proposed amendments. This Franchise also may be amended by mutual consent of the parties or their successors-in-interest. Any amendments hereto shall be by written instrument executed with the same formalities as this Franchise.

To the extent any lawful City rule, ordinance, or regulation is adopted or amended and is generally imposed on all similarly situated persons or entities, the rule, ordinance, or regulation shall apply without need for amendment of this Franchise. The City shall provide Grantee with notice of any such change in law prior to its adoption.

Section 15. Choice of Law/Venue.

The laws of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and other claims related to it. Venue for litigation shall be in the Circuit Courts in and for Marion County, Oregon, or for federal matters, the United States District Court for the District of Oregon.

Section 16. Assignments or Transfers of System or Franchise

Ownership or control of a majority interest in a telecommunications system or franchise may not, directly or indirectly, be transferred, assigned or disposed of by sale, lease, merger, consolidation or other act of the grantee, by operation of law or otherwise, without the prior consent of the city, which consent shall not be unreasonably withheld or delayed, and then only on reasonable conditions as may be prescribed in the consent.

1. Grantee and the proposed assignee or transferee of the franchise or system shall agree, in writing, to assume and abide by all of the provisions of the franchise.

2. No transfer shall be approved unless the assignee or transferee has the legal, technical, financial and other requisite qualifications to own, hold and operate the telecommunications system pursuant to this code.

3. Unless otherwise provided in a franchise agreement, the grantee shall reimburse the city for all direct and indirect fees, costs and expenses reasonably incurred by the city in considering a request to transfer or assign a telecommunications franchise.

4. Any transfer or assignment of a telecommunications franchise, system or integral part of a system without prior approval of the city under this code or pursuant to a franchise agreement shall be void and is cause for revocation of the franchise.

5. Notwithstanding the foregoing, Grantee may at any time, on written notice to the City, assign this Franchise or any or all of its rights and obligations under this Franchise: (a) to any entity that now or in the future, directly or indirectly controls, is controlled with or by, or is under common control with Grantee of Grantee; (b) to any successor in interest of Grantee's business operations in the City in connection with any merger, acquisition, or similar transaction if Franchisee determines after a reasonable investigation that the successor in interest has the resources and ability to fulfill the obligations of this Franchise; or (c) to any purchaser of all or substantially all of Grantee's facilities in the City. Prior to any subsection (c) transfer, Grantee will seek City's written consent which will not be unreasonably withheld.

Forged Fiber 37, LLC
a Delaware limited liability company

City of Keizer

By: _____

By: _____

Its: _____

Adam J. Brown,
City Manager

By: _____

Printed Name: _____

Title: _____



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Baseball Softball Park Budget 2026

Proposed Motion

I move that the Keizer City Council approve the budget for Fiscal Year 2026 for the Keizer Little League Park and request staff to bring back a supplemental budget for Fiscal Year 2026.

I. Summary

The City approved an agreement with the Sports Facilities Companies (SFC) on January 5, 2026 for operation of the Keizer Little League baseball and softball complex. A prospective budget had been completed for purposes of the discussion, but a formal budget was not adopted.

II. Background

- A. The City Council approved a contract with the Sports Facilities Companies on January 5, 2026 to operate the Keizer Little League baseball and softball park.
- B. Council approved a supplemental budget on February 17, 2026 to provide \$145,000 in starter funds. The starting fund came from money allocated to the Phase III of the synthetic turf field project from transient occupancy tax and money already allocated to the baseball softball park for capital costs.

III. Current Situation

- A. A pro forma budget was created for the purpose of consulting with council. A more formal budget was to be brought back for adoption. The Sports Facilities Companies has proposed a budget for 2026. A significant amount of money was put into preparing the facility for play. Since this budget goes through the middle of the calendar year, it is expected that there will be a loss from the starting sum.

IV. Analysis

- A. **Strategic Impact** - No strategic plan impact.

- B. **Financial** - SFC is operating within the \$145,000 budget they were allocated.
- C. **Timing** - The budget needs to be adopted prior to the end of the fiscal year.
- D. **Policy/Legal** - A budget is required for this enterprise to comply with state budgeting law.

V. Alternatives

- A. Approve the recommended budget as presented and request a supplemental budget be advertised and brought back to council.
- B. Take no action - A supplemental budget must be brought back at some point.

VI. Recommendation

Staff recommends that the City Council approve the budget and request staff to bring back a supplemental budget for Fiscal Year 2026.

Attachments

1. SS_CC_KLL Park Budget_4 20 2026

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
40000	Revenue							
40100	Local Programming							
40110	Camps/Clinics/Class							0
40120	Lessons							0
40130	Leagues (Coed, Kickball, other							0
40140	Programs (Softball/baseball,football,pickleball							0
40150	Internal Tournaments							0
40160	Internal Events							0
40170	Select/Travel							0
40180	Private Training							0
40190	Drop In/Pick Up							0
40199	Total Local Programming	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40300	Facility Rentals							
40310	Facility Rental (non-tourn)			4,200.00	9,500.00	8,000.00	6,750.00	28,450
40399	Total Facility Rentals	0.00	0.00	4,200.00	9,500.00	8,000.00	6,750.00	28,450.00
40400	Events & Tournaments							
40410	Gate/Ticketing/Admissions							0.00
40420	Hotel Rebates			2,900.63	5,915.00	6,825.00	7,280.00	22,920.63
40430	License/Facility Fee			6,200.00	10,940.00	13,200.00	13,680.00	44,020.00
40440	Registrations							0
40450	Parking							0.00
40499	Total Events & Tournaments	0.00	0.00	9,100.63	16,855.00	20,025.00	20,960.00	66,940.63
40600	Food and Beverage							
40610	Concessions			19,019.81	55,087.50	49,882.50	62,074.00	186,063.81
40620	Catering							0.00
40630	Restaurant							0.00

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
40640	Beer/Wine/Alcohol							0.00
40650	Vending							0.00
40660	Outsourced/3rd Party Vendor			500.00	2,000.00	2,000.00	2,000.00	6,500.00
40699	Total Food and Beverage	0.00	0.00	19,519.81	57,087.50	51,882.50	64,074.00	192,563.81
40700	Pro/Merch Shop							
40710	Sales			327.38	739.80	785.00	691.20	2,543.38
40720	Commission							0.00
40730	Other							0.00
40799	Total Pro/Merch Shop	0.00	0.00	327.38	739.80	785.00	691.20	2,543.38
40800	Other Revenues							
40830	Trade							0
40840	Tenant Rentals							0
40850	Photography							0
40860	Sponsorship					2000	2000	4000
40870	Revenue Share							0
40880	Hotel Rebates							0
40899	Total Other Revenues	0.00	0.00	0.00	0.00	2,000.00	2,000.00	4000
49999	Total Revenues	0.00	0.00	33,147.81	84,182.30	82,692.50	94,475.20	294,497.81
50000	Cost of Goods Sold (COGS)							
50100	Local Programming COGS							
50110	Camps/Clinics/Class							0
50120	Lessons							0
50130	Leagues							0
50140	Programs							0
50150	Internal Tournaments							0
50160	Internal Events							0
50170	Select/Travel							0
50180	Private Training							0

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
50190	Drop In/Pick Up							0
50199	Total Local Programming COGS	0	0	0	0	0	0	0
50300	Facility Rentals COGS							
50310	Facility Rental (non-tourn)							0
50399	Total Facility Rentals COGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50400	Events & Tournaments COGS							
50410	Events & Tournaments							0
50499	Total Events & Tournaments COGS	0	0	0	0	0	0	0
50600	Food and Beverage COGS							
50610	Concessions	0.00	0.00	6,656.93	19,280.63	17,458.88	21,725.90	65,122
50620	Catering	-	-	-	-	-	-	0
50630	Restaurant	-	-	-	-	-	-	0
50640	Beer/Wine/Alcohol							0
50650	Vending	-	-	-	-	-	-	0
50660	Outsourced/3rd Party Vendor	-	-	-	-	-	-	0
50699	Total Food and Beverage COGS	0.00	0.00	6,656.93	19,280.63	17,458.88	21,725.90	65,122.33
50700	Pro/Merch Shop COGS							
50710	Sales			800.00	800.00	800.00	800.00	3,200
50720	Commission							0
50730	Other							0
50799	Total Pro/Merch Shop COGS	0.00	0.00	800.00	800.00	800.00	800.00	3,200.00
50800	Other Revenues COGS							
50810	Sponsorship/Advertising - Facility							0
50811	Sponsorship - Team/Individual							0
50820	Naming Rights							0
50830	Trade							0
50840	Tenant Rentals							0
50850	Photography							0

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
50860	Other Gate Fee's							0
50870	Revenue Share							0
50880	Hotel Rebates							0
50899	Total Other Revenues COGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50900	Labor COGS							
50910	Staff			4,932.50	9,865.00	12,331.25	9,865.00	36,994
50999	Total Labor COGS	0.00	0.00	4,932.50	9,865.00	12,331.25	9,865.00	36,993.75
59999	Total COGS	0.00	0.00	12,389.43	29,945.63	30,590.13	32,390.90	105,316.08
	Gross Profit	0.00	0.00	20,758.38	54,236.68	52,102.38	62,084.30	189,181.73
60000	EXPENSES							
60100	Advertising / Marketing							
60110	Website			150	150	150	150	600
60120	Assets					1000		1,000
60130	Advertising			6,000.00	2,525.47	2,480.78	2,834.26	13,841
60140	Dues & Subscriptions							0
60150	Business Development		1328.44					1,328
60199	Total Advertising/Marketing	0.00	1,328.44	6,150.00	2,675.47	3,630.78	2,984.26	16,768.94
60200	Bank & Other Service Charges							
60210	Armored Car & Courier Services							0
60220	Bank Service Fee			30	30	30	30	120
60230	Check printing Expense							0
60240	Collection Fee							0
60250	Credit Card/Merchant Fees	0.00	0.00	399.42	1,156.84	1,047.53	1,303.55	3,907
60260	Late Fees							0
60270	Over/Short							0
60299	Total Bank & Other Service Charges	0.00	0.00	429.42	1,186.84	1,077.53	1,333.55	4,027.34
60300	General Office Expenses							
60310	Business Licenses and Permits							0

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
60315	Decorations - Office/Building							0
60320	Dues and Subscriptions			500.00	500.00	500.00	500.00	2,000
60325	Employee Training & Continued Education							0
60330	Employee Uniform			500.00				500
60335	IT & Office Equipment			500.00	500.00	500.00	500.00	2,000
60340	Meals & Entertainment							0
60345	Office Printing & Equipment			200.00	200.00	200.00	200.00	800
60350	Office Supplies			250.00	250.00	250.00	250.00	1,000
60355	POS Fees			500	500	500	500	2,000
60360	POS Software & Equipment			5,300.00	290.00	290.00	290.00	6,170
60365	Postage & Delivery			100.00	100.00	100.00	100.00	400
60370	Travel							0
60399	Total General Office Expenses	0	0	7850	2340	2340	2,340.00	14,870.00
60400	Insurance							
60410	Auto Liability & Physical Damage	-	-	-	-	-	-	0
60420	Employment Practices	-	-	-	-	-	-	0
60430	Errors and Omissions	-	-	-	-	-	-	0
60440	General Liability Insurance			2,500.00	2,500.00	2,500.00	2,500.00	10,000
60450	Property Liability							0
60499	Total Insurance	0.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
60500	Management Company							
60510	Management Fee	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	99,000
60520	Management Company Travel		4,203.87	1,500.00	1500		1500	8,704
60530	Deferred Management Incentive							0
60599	Total Management Company	16,500.00	20,703.87	18,000.00	18,000.00	16,500.00	18,000.00	107,703.87
60600	Salaries and Wages							
60610	Management Salaries		14,095.00	11,000.00	11,500.00	12,650.00	12,000.00	61,245
60620	Hourly Wages							0

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
60630	Employee Bonus							0
60699	Total Salaries and Wages	0.00	14,095.00	11,000.00	11,500.00	12,650.00	12,000.00	61,245.00
60700	Payroll Expenses							
60710	Cell Phone Reimbursements			100	100	100	100	400
60720	Employer Payroll Taxes			1752.575	2350.15	2747.9375	2405.15	9,256
60730	Health Insurance					515.00	515.00	1,030
60740	New Hire Screening Fees			100	100	100	100	400
60750	Payroll Software/Processing Fees			500	500	500	500	2,000
60760	Retirement Employer Match							0
60770	Work Comp Ins			637.30	854.60	999.25	874.60	3,366
60799	Total Payroll Expenses	0.00	0.00	3,089.88	3,904.75	4,962.19	4,494.75	16,451.56
60800	Professional Services							
60810	Legal	-	-					0
60820	Accounting	-	-	-	-	-	-	0
60830	Audit	-	-	-	-	-	-	0
60899	Total Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61100	Facility Maintenance							
61110	Building Ops Maint.	82.00	3,993.00	250.00	250.00	250.00	250.00	5,075
61115	Decorations & Graphics							0
61120	Fuel			200	200	400	400	1,200
61125	Grounds Exterior Maint.		1801.06		1750			3,551
61130	Hardware and Supplies							0
61135	HVAC - Parts & Repairs							0
61140	Janitorial Expense			200.00	250.00	250.00	250.00	950
61145	Kitchen Equipment							0
61150	Locker Room							0
61155	Pest Control							0
61160	Powered Equipment							0

Keizer Little League Park Budget

		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total FY 2026
		Budget	Budget	Budget	Budget	Budget	Budget	
61165	Preventative Maintenance			250.00	250.00	250.00	250.00	1,000
61170	Retail Equipment							0
61175	Safety Inspections & Alarm Expense			250				250
61180	Safety Supplies			100.00	100.00	100.00	100.00	400
61185	Sports Equipment			0.00	0.00	500.00	200.00	700
61190	Storage							0
61195	Tools and Equipment			100	100	100	100	400
61199	Total Facility Maintenance	82.00	5,794.06	1,350.00	2,900.00	1,850.00	1,550.00	13,526.06
61200	Utilities							
61210	Cable & Internet			150.00	150.00	150.00	150.00	600
61220	Electricity			350.00	350.00	350.00	350.00	1,400
61230	Septic/Waste Services			0.00	0.00	0.00	0.00	0
61240	Telephone Expense			25.00	25.00	25.00	25.00	100
61250	Trash Services			450.00	450.00	450.00	450.00	1,800
61260	Water			0.00	0.00	0.00	0.00	0
61299	Total Utilities	0.00	0.00	975.00	975.00	975.00	975.00	3,900.00
69999	TOTAL Expenses	\$ 16,582.00	\$ 41,921.37	\$ 51,344.29	\$ 45,982.06	\$ 46,485.50	\$ 46,177.56	\$ 248,492.77
	NET OPERATING INCOME	\$ (16,582.00)	\$ (41,921.37)	\$ (30,585.91)	\$ 8,254.62	\$ 5,616.88	\$ 15,906.74	\$ (59,311.04)
70000	Other Expenses							
70199	Total Other Expenses	-	-	-	-	-	-	\$ -
70200	Other Income							
70299	Total Other Income	-	-	-	-	-	-	\$ -
	NET INCOME	\$ (16,582.00)	\$ (41,921.37)	\$ (30,585.91)	\$ 8,254.62	\$ 5,616.88	\$ 15,906.74	\$ (59,311.04)



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Community Prosperity Initiative

Proposed Motion

I move that the Keizer City Council allow the City Manager to request an amendment to the Marion County Community Prosperity Initiative Grant Program allocation.

I. Summary

The city has used a grant from Marion County, through their Community Prosperity Initiative Program, to amend the master plan at Keizer Rapids Park. The amendment process has concluded, and we don't see any additional expense going towards that program. There is an opportunity to redirect the remaining funds to improve economic development. Staff is requesting permission to discuss this with Marion County.

II. Background

- A. The City Council approved an Intergovernmental Agreement with Marion County on September 16, 2024 for a \$60,000 grant through the Community Prosperity Initiative (CPI) Program. The prospective use of the grant was to go through a master plan amendment to add a pavilion to the Keizer Parks Master Plan.
- B. Keizer used a consultant, MIG, to facilitate the master plan amendment. The work of the consultant is finished and there is approximately \$25,000 remaining in the grant.
- C. The City does not anticipate proceeding to the design of any structure in the near future.

III. Current Situation

- A. An opportunity exists at the Keizer Little League Complex to add a fryer to the concession stand with the remainder of the funds. If we were to use the remaining funds to add the fryer, hood, vent, and suppression system, the return on investment would be over double the cost in the current operational year.
- B. Based on national data, they believe offering fried chicken strips and french fries can

earn about \$90,000 in any given year of operation.

- C. The baseball and softball complex directly benefits economic development by bringing in 20–40 teams each weekend, many of which stay at local hotels. Our costs for the operation are mostly fixed, so any additional revenue we can generate goes directly to the city.

IV. **Analysis**

- A. **Strategic Impact** - No strategic plan impact
- B. **Financial** - The City was gifted a fryer, but it is a gas fryer. We are looking at opportunities to get credit or value out of the one gifted to purchase an electric fryer. A new electric fryer costs approximately \$15,000. The hood and vent with built in suppression is approximately \$4,000. The remaining costs would be for installation.
- C. **Timing** - We would like to make this change quickly to help revenues for the current year. We would need approval from Marion County and then we would need to amend the intergovernmental agreement before we could move forward. Meanwhile, we can work on estimates and hard costs.
- D. **Policy/Legal** - The funds from the program can only be used for activities that enhance economic development. Approval from the City and County is needed to move forward.

V. **Alternatives**

- A. Allow the City Manager to seek an amendment to the CPI grant.
- B. Take no action — The City will need to look for other possible uses related to economic development for use of the remaining \$25,000. The funds need to be spent by the end of December 2027.

VI. **Recommendation**

Staff recommends authorizing the City Manager to seek an amendment to the Current CPI allocation to be used towards enhancing the food and beverage offerings at the Keizer Little League park.

Attachments

None



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Andrew Copeland, Police Chief
Subject: Police Fee Discussion

Proposed Motion

No motions are requested at this time.

I. Summary

A Police Fee Task Force was created and met on September 25, 2025 to address supporting our community's public safety needs. Staff conducted an in-depth analysis of the state of public safety in Keizer and the state of funding for public safety in Keizer. The task force wrapped up their studies on February 9, 2026 with a recommendation to the City Council. The Keizer City Council met at a special work session on Saturday, March 7, 2026, to receive the recommendation of the Police Fee Task Force. Policy direction is needed to address the issue for the coming fiscal year.

II. Background

- A. Staff and councils have seen this day coming as we have participated in our long-range forecasting and annual budget process for the last three years. Our council and budget committee have done everything they could to delay burdening citizens and businesses with increased costs for service. We are, unfortunately, in a position now where we have exhausted all one-time money and savings such that we cannot continue to provide the same level of services without a revenue increase or without reducing services through severe personnel cuts.
- B. A Police Fee Task Force was created on June 2, 2025, after deferring a vote on a recommended increase to the police fee. The Task Force first met on September 25, 2025. The first meeting was an opportunity for the task force to direct staff on what data they wanted to see for their deliberations.
- C. As a result, staff conducted an in-depth analysis of the state of public safety in Keizer and the state of funding for public safety in Keizer. After several meetings, the task force made a recommendation to the Keizer City Council in February 2026. The recommendation to council was to consider a tiered rate based on Equivalent

Service Units (ESU's), with commercial businesses paying at a higher rate per ESU. Equivalent Service Unit is based on an impermeable surface area on property, or in other words, roofs and paved areas.

- D. In our analysis, staff discovered many ways cities are trying to apply fees like this to be more equitably distributed by the entities that use the services. Some based their fee structure on square footage, water meter size, water pipe size, sewer rate size, and trips per day. Keizer staff believed there was a strong connection to be made between where our officers respond to calls and building and parking size. Additionally, our analysis of police activity over the past two years showed that business generated a greater number of calls per square mile than residential areas. Using a mid-sized commercial box store and a higher end neighborhood, the commercial area generated 13 calls per acre per year while bringing in \$3,670 in property taxes to Keizer, while the higher end neighborhood generated only 5 calls per acre and brought in \$2,616 in property taxes to Keizer.
- E. The Keizer City Council met at a special work session on Saturday, March 7, 2026, to receive the recommendation of the Police Fee Task Force, receive the study by staff, and discuss future steps.
- F. Following that meeting, the City Council directed staff to meet with businesses. The Keizer Chamber of Commerce worked collaboratively with us to schedule a meeting with businesses. We made a brief presentation to businesses on April 9, 2026, and answered questions during the remaining time.

III. Current Situation

- A. Feedback we heard from businesses who attended the community meeting was that they would be more supportive if the businesses with 1–9 ESU's paid the same rate per ESU as residential customers. This would soften the impact on smaller businesses. As a result of that discussion, we prepared a financial model under that scenario. You will find three financial models in the attachment.
 - 1. The first model shown in the Attachment labeled "Financial Modeling" shows the tiered model that was recommended by the task force. Residential would pay \$12.25 per door. Commercial businesses with 1–9 ESU's would pay \$20.00 per ESU. Commercial businesses with 1-50 ESU's would pay \$22.50 per ESU. Commercial businesses with over 50 ESU's would pay \$25.00 per ESU.
 - 2. The second model shows a flat rate per door for all residential and per ESU for commercial businesses. The rate needed in the first year would be \$14.34.
 - 3. The last model, which came as a result of feedback from the Chamber of Commerce meeting attendees, was to use the same rate as residential for small businesses with 1–9 ESU's and then the tiered rate for other commercial users. That would put the rate per door/ESU at \$12.65 for residential units and commercial businesses with 1–9 ESU's.
- B. Questions that need discussion and direction are:
 - 1. Is the council agreed on using per door for residential and per ESU for commercial as the basis for our police fee charge?

- a. If yes, do we go with a fully tiered, partially tiered, no-tiered model?
- 2. Is there a desire to take an advisory vote by ballot?
 - a. If yes, what question do you want the voters to answer?
- 3. What is the implementation timing?
 - a. Would you increase the rate now or some time between now and January?
 - b. Would you like to make the structural changes using the ESU before, after, or in tandem with the change in rate?

IV. **Analysis**

- A. **Strategic Impact** - This subject addresses the Public Safety Goal in the Keizer Strategic Plan to "Develop a long-term staffing plan for the Police Department, seeking community input and approval."
- B. **Financial** - Changes to revenue or staffing must be made in the Fiscal Year 2026-2027 for the city to remain financially solvent.
- C. **Timing** - Staff would like to receive some general direction prior to the budget committee, which meets on the week of May 11th. The budget was made on the strategic plan premise that staffing of the police department would be fully funded.
- D. **Policy/Legal** - The decision points before you are policy decisions that must be made by the City Council to proceed forward with our police funding issue. The budget is being prepared with the expectation that funding for the police department will be made whole. If the council decides to go in a different direction, staff will need to come back with major changes to the budget. The staff understands that outcome and will address it if that is the direction of the City Council.

V. **Alternatives**

- A. Provide direction on whether the fee should be restructured to distribute policing cost more equitably to where services are being used.
- B. Provide direction on which model is preferred.
- C. Provide direction on whether the council will make the decision or send part or all of the issue to voters.
- D. Keep fee as is and direct staff to come up with a reduction in force to meet the operating deficit.

VI. **Recommendation**

Staff recommendation is to adopt the ESU basis for distributing policing costs more equitably with businesses. We recommend the partially tiered model, with smaller businesses (ESU's below 10) paying at the same rate as residential. If the City Council wants to send part or all of the issue to the voters in an advisory capacity, the City Attorney would need to be directed to bring back an ordinance allowing an advisory

vote. Staff recommends that the ESU model be adopted now and the increased rates be implemented January 1, 2027.

Attachments

1. SS_Attachment_Financial Modeling_4 29 2026
2. Doc_WS_2025-26 KPD Analysis & Staffing Overview_3 7 2026
3. PRES_Chamber of Commerce_Presentation to Businesses_4 2026



Unites/ESUS	Units 10717	ESU 850	ESU 1894	ESU 1149	Units 13	Units 103	Units 4611	Units 279	19616
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Smooth Rate Structure

Commercial Tiered Billed by ESU with Low Income Discount (Original Structure)
Police Services Fee Rate Increase by Fiscal Year

	Single Family Residential	Commercial			Government	Irrigation	Multi-family		Discount	Annual Revenue	Percent Rate Increase
		1-9 ESU	10 - 50 ESU	50+ ESU			Per Unit				
2025-26 ^A	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 5.95	\$ 1.93	\$ 1,200,000	-	
2026-27 ^B	6.90	6.90	6.90	6.90	6.90	6.90	6.90	1.93	803,800	-	
2026-27 ^C	12.25	20.00	22.50	25.00	12.25	12.25	12.25	6.13	1,675,400	107%	
2027-28 ^D	14.70	24.00	27.00	30.00	14.70	14.70	14.70	7.36	3,685,900	20%	
2028-29	16.91	27.60	31.05	34.50	16.91	16.91	16.91	8.46	4,155,100	15%	
2029-30	19.44	31.74	35.71	39.68	19.44	19.44	19.44	9.73	4,736,500	15%	
2030-31	21.38	34.91	39.28	43.64	21.38	21.38	21.38	10.70	5,293,100	10%	
2031-32	23.52	38.41	43.21	48.01	23.52	23.52	23.52	11.77	5,863,800	10%	

Commercial Tiered Billed by ESU with Low Income Discount (Original Structure)
Police Services Fee Rate Increase by Fiscal Year

	Single Family Residential	Commercial			Government	Irrigation	Multi-family		Discount	Annual Revenue	Percent Increase
		1-9 ESU	10 - 50 ESU	50+ ESU			Per Unit				
2025-26 ^A	\$ 818,900	\$ 35,800	\$ -	\$ -	\$ 1,100	\$ 8,500	\$ 329,200	\$ 6,500	\$ 1,200,000	-	
2026-27 ^B	443,700	35,200	78,400	47,550	550	4,250	190,900	3,250	803,800	-	
2026-27 ^C	787,700	102,000	255,700	172,350	950	7,550	338,900	10,250	1,675,400	107%	
2027-28 ^D	1,732,900	224,400	562,500	379,200	2,100	16,600	745,600	22,600	3,685,900	49%	
2028-29 ^D	1,953,500	253,000	634,100	427,400	2,400	18,700	840,500	25,500	4,155,100	13%	
2029-30	2,226,800	288,400	722,800	487,200	2,700	21,400	958,100	29,000	4,736,400	14%	
2030-31	2,488,500	322,300	807,800	544,500	3,000	23,900	1,070,700	32,400	5,293,100	12%	
2031-32	2,756,800	357,000	894,900	603,200	3,300	26,500	1,186,100	35,900	5,863,700	11%	

^A Assumes no changes to the existing rate and structure
^B Assumes new rate structure is implemented July 1, 2026
^C Assumes rate increase effective January 1, 2027
^D rate increase effective January 1 going forward



Smooth Rate Structure

Police Services Fee Rate Increase by Fiscal Year

	Single Family Residential		Commercial			Government	Irrigation	Multi-family		Annual Revenue	Percent Rate Increase
	1-9 ESU	10 - 50 ESU	50+ ESU	Per Unit	Discount						
2025-26 ^A	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 5.95	\$ 1.93	\$ 1,200,000	-	
2026-27 ^B	6.90	6.90	6.90	6.90	6.90	6.90	6.90	1.93	803,800	-	
2026-27 ^C	14.34	14.34	14.34	14.34	14.34	14.34	14.34	7.17	1,675,800	107%	
2027-28 ^D	17.21	17.21	17.21	17.21	17.21	17.21	17.21	8.60	3,686,700	20%	
2028-29	19.79	19.79	19.79	19.79	19.79	19.79	19.79	9.89	4,155,900	15%	
2029-30	22.76	22.76	22.76	22.76	22.76	22.76	22.76	11.38	4,737,400	15%	
2030-31	25.03	25.03	25.03	25.03	25.03	25.03	25.03	12.52	5,294,100	10%	
2031-32	27.54	27.54	27.54	27.54	27.54	27.54	27.54	13.77	5,865,000	10%	

Level Rate Structure with Commercial Per ESU
Police Services Fee Rate Increase by Fiscal Year

	Single Family Residential		Commercial			Government	Irrigation	Multi-family		Annual Revenue	Percent Increase
	1-9 ESU	10 - 50 ESU	50+ ESU	Per Unit	Discount						
2025-26 ^A	\$ 818,900	\$ 35,800	\$ -	\$ -	\$ 1,100	\$ 8,500	\$ 329,200	\$ 6,500	\$ 1,200,000	-	
2026-27 ^B	443,700	35,200	78,400	47,550	550	4,250	190,900	3,250	803,800	-	
2026-27 ^C	922,100	73,150	162,950	98,850	1,100	8,850	396,750	12,000	1,675,750	107%	
2027-28 ^D	2,028,600	160,900	358,500	217,500	2,400	19,500	872,800	26,400	3,686,600	49%	
2028-29 ^D	2,286,800	181,400	404,100	245,200	2,700	22,000	983,900	29,800	4,155,900	13%	
2029-30	2,606,800	206,800	460,700	279,500	3,100	25,100	1,121,600	33,900	4,737,500	14%	
2030-31	2,913,100	231,100	514,800	312,300	3,500	28,000	1,253,400	37,900	5,294,100	12%	
2031-32	3,227,200	256,000	570,300	346,000	3,900	31,000	1,388,500	42,000	5,864,900	11%	

^A Assumes no changes to the existing rate and structure
^B Assumes new rate structure is implemented July 1, 2026
^C Assumes rate increase effective January 1, 2027
^D rate increase effective January 1 going forward

Smooth Rate Structure

Commercial Billed by ESU, Tiered Commercial with 1-9 ESU Same Rate as Residential
Police Services Fee Rate Increase by Fiscal Year

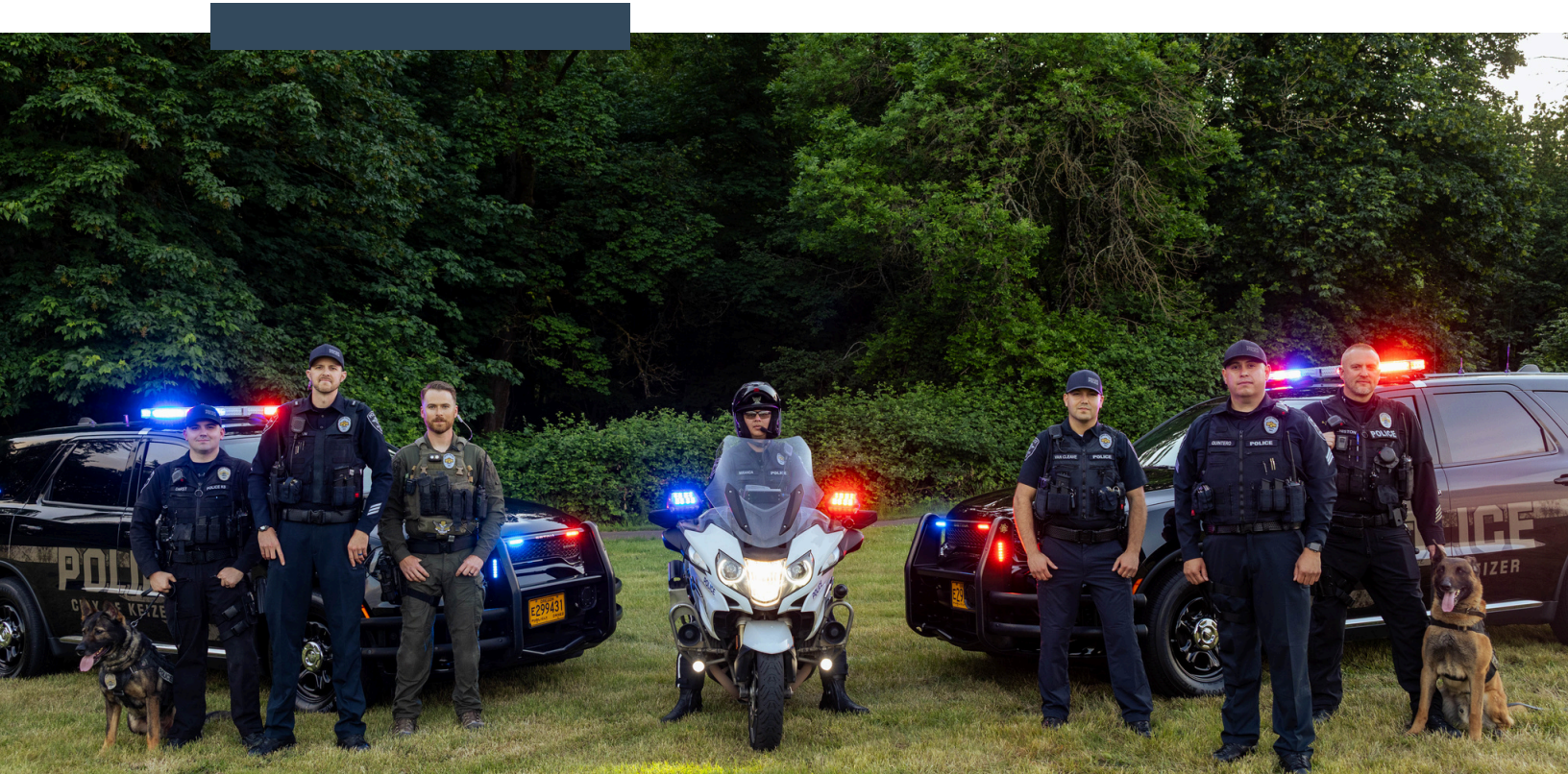
	Single Family Residential		Commercial			Government	Irrigation	Multi-family		Annual Revenue	Percent Rate Increase
	1-9 ESU	10 - 50 ESU	50+ ESU	Per Unit	Discount						
2025-26 ^A	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 5.95	\$ 1.93	\$ 1,200,000	-	
2026-27 ^B	6.90	6.90	6.90	6.90	6.90	6.90	6.90	1.93	803,800	-	
2026-27 ^C	12.65	12.65	22.50	25.00	12.65	12.65	12.65	6.33	1,675,300	107%	
2027-28 ^D	15.18	15.18	27.00	30.00	15.18	15.18	15.18	7.59	3,685,700	20%	
2028-29	17.46	17.46	31.05	34.50	17.46	17.46	17.46	8.73	4,154,800	15%	
2029-30	20.08	20.08	35.71	39.68	20.08	20.08	20.08	10.04	4,736,200	15%	
2030-31	22.08	22.08	39.28	43.64	22.08	22.08	22.08	11.04	5,292,700	10%	
2031-32	24.29	24.29	43.21	48.01	24.29	24.29	24.29	12.15	5,863,500	10%	

Commercial Billed by ESU, Tiered Commercial with 1-9 ESU Same Rate as Residential
Police Services Fee Rate Increase by Fiscal Year

	Single Family Residential		Commercial			Government	Irrigation	Multi-family		Annual Revenue	Percent Increase
	1-9 ESU	10 - 50 ESU	50+ ESU	Per Unit	Discount						
2025-26 ^A	\$ 818,900	\$ 35,800	\$ -	\$ -	\$ 1,100	\$ 8,500	\$ 329,200	\$ 6,500	\$ 1,200,000	-	
2026-27 ^B	443,700	35,200	78,400	47,550	550	4,250	190,900	3,250	803,800	-	
2026-27 ^C	813,400	64,500	255,700	172,350	1,000	7,800	349,950	10,600	1,675,300	107%	
2027-28 ^D	1,789,500	141,900	562,500	379,200	2,200	17,200	769,900	23,300	3,685,700	49%	
2028-29 ^D	2,017,300	160,000	634,100	427,400	2,500	19,400	867,900	26,300	4,154,900	13%	
2029-30	2,299,500	182,400	722,800	487,200	2,800	22,100	989,400	30,000	4,736,200	14%	
2030-31	2,569,700	203,800	807,800	544,500	3,100	24,700	1,105,700	33,500	5,292,800	12%	
2031-32	2,846,800	225,800	894,900	603,200	3,400	27,400	1,224,900	37,100	5,863,500	11%	

^A Assumes no changes to the existing rate and structure
^B Assumes new rate structure is implemented July 1, 2026
^C Assumes rate increase effective January 1, 2027
^D rate increase effective January 1 going forward

2025 Departmental Analysis and Staffing Overview



Prepared for the Police Fee Taskforce

Authored by Keizer Police Department, City
Manager Adam Brown, and Assistant City Manager
Tim Wood



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A MESSAGE FROM CHIEF COPELAND:

It is my privilege to present the 2025 Keizer Police Department Staffing Analysis and Review. This document reflects the professionalism, compassion, and dedication of every person who wears our uniform or supports public safety behind the scenes.

At the heart of our mission is a people-centered approach to policing. When we recruit and hire officers, we do so with an intentional focus on core attributes: helpfulness, humility, empathy, conscientiousness, courage, and integrity. These are not merely words, they define how we serve, how we connect with our community, and how we honor the trust placed in us. We seek individuals who understand that policing is first and foremost a service to people, not simply a job.

One of the realities we face is that the Keizer Police Department operates with one of the lowest officer-to-population ratios among comparable agencies in Oregon, approximately 1.06 officers per 1,000 residents compared to an average of 1.265 in similar cities. This is not due to lack of effort or efficiency; we simply do more with less. Even when accounting for two officers paid by Salem-Keizer School District, we still sit below the regional benchmark. While population-based formulas are often cited when discussing police staffing, the Oregon Association of Chiefs of Police cautions against relying on population metrics alone. Community needs, call complexity, service expectations, and the scope of services provided must be the true drivers of staffing decisions (OACP, Community Policing and Staffing Models, 2024).

Our goal is not to be the largest agency, but to be the right agency for the community, one that remains a full-service police department responsive to the concerns that matter most to the people of Keizer. We commit to addressing quality-of-life concerns such as property crime, impacts of homelessness, and nuisance issues, while also maintaining the capacity to investigate serious criminal conduct through our Criminal Investigations Division (CID) and our Community Response Unit (CRU).

The nature of law enforcement work is inherently demanding. Our officers respond to urgent calls, high-risk traffic incidents, domestic violence situations, and complex investigations, often under emotional and physical stress. Night shifts, overlapping calls, and resource strain can stretch even the most dedicated teams thin. Yet, I am continually inspired by their resilience and resolve.

In the words of President Calvin Coolidge:

“No one is compelled to choose the profession of a police officer, but having chosen it, everyone is obligated to perform its duties and live up to the high standards of its requirements.”

That timeless principle guides us, reminding us that our service is both a calling and a sacred duty.

We recognize the toll this work can take. That is why we emphasize officer wellness, trauma support, and peer care systems. We invest in resources that support mental health, resilience, and recovery because our people matter. A strong department is measured not only by numbers, but by how well we support each other, and how effectively we protect every life in our city.

Through every challenge, we strive to embody the principles of procedural justice, treating every person with dignity, fairness, transparency, and respect. These values build trust, strengthen legitimacy, and enhance community safety.

At the end of the day, the Keizer Police Department will continue to police. The critical question before us is how this community expects us to show up. Staffing and funding decisions directly shape the level of service we can provide, the visibility of officers, the speed of response, the ability to proactively address problems, and the depth of engagement our community has come to expect. Significant reductions or continued constraints will inevitably result in a slimmer model of policing than Keizer residents are accustomed to, and that many would prefer.

I am deeply passionate about law enforcement and honored to lead an agency that exemplifies commitment, courage, and compassion. As you review this document, I respectfully ask for your support in making staffing and resource decisions that align with community expectations, operational realities, and the shared goal of maintaining a safe, responsive, and professional police department for the City of Keizer.

Respectfully,

Andrew Copeland
Chief of Police, Keizer Police Department

SECTION 1: DEPARTMENT OVERVIEW



DEPARTMENT OVERVIEW

The Keizer Police Department (KPD) serves the City of Keizer with professionalism, accountability, and an unwavering commitment to public safety. Our mission is to provide responsive and community-focused policing through collaboration, integrity, and innovation.

- KPD is organized into three major divisions: Patrol, Criminal Investigations (CID), and Support Services. Each division performs distinct yet interconnected roles essential to our mission.
- Patrol provides frontline policing, responding to calls for service, conducting proactive enforcement, and maintaining community engagement.
- CID conducts complex investigations, manages major crimes, and coordinates intelligence-led operations.
- Support Services oversees records management, evidence handling, and administrative support critical to overall departmental efficiency.

KPD continues to integrate technology, specialized training, and interagency partnerships to optimize service delivery. However, staffing limitations continue to impact operational capacity, officer morale, and the department's ability to meet community expectations.

SECTION 2: COMPARATIVE DATA OVERVIEW



COMPARATIVE DATA OVERVIEW

KPD operates efficiently within constrained resources compared to similar Oregon cities. Table 1 below compares sworn staffing, population, and tax rates across jurisdictions.

City	Sworn	Non-Sworn	Population	Officers per 1,000	Tax Rate
Lake Oswego	47	27	40,804	1.174	4.58
McMinnville	41	-	34,434	1.19	5.02
Albany	66	35	57,304	1.151	6.39
Oregon City	47	12.5	37,072	1.26	4.40
Tigard	80	20	55,972	1.42	2.51
Tualatin	38	6	27,049	1.22	2.26
Woodburn	41	9.5	31,069	1.31	6.53
Canby	28	6	17,776	1.57	3.97
Grants Pass	57	6	39,075	1.45	4.13
Redmond	55	15	37,009	1.48	4.41
Keizer	41 (2.5 paid by SKSD)	9	38,564	1.06 (or 0.998)	2.08

Average officers per 1,000 residents: 1.265

Table 1 Staff Comparison



KPD MAINTAINS ONE OF THE LOWEST OFFICER-TO-POPULATION RATIOS IN THE STATE, DESPITE COMPARABLE COMMUNITY SIZE. THIS DISPARITY AFFECTS RESPONSE TIMES, OFFICER WORKLOAD, AND LIMITS PROACTIVE ENFORCEMENT.

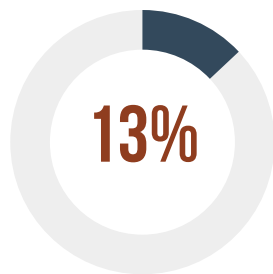
SECTION 2: COMPARATIVE DATA OVERVIEW

POLICE FEE COMPARISON

With the lack of control of property tax rates due to state preemption, cities across Oregon have turned to monthly service fees to fund critical or desired services. Keizer Police Department has two such fees. A parks fee of \$4.00 per month funds care of the Park System and the police fee of \$6.90 is dedicated to the Keizer Police Department. KPD operates efficiently within constrained resources compared to similar Oregon cities.

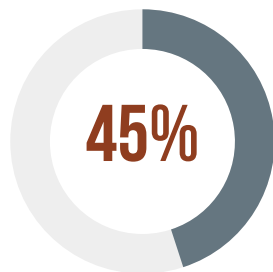
Table 2 below shows some, but not all, cities in Oregon with fees. Police Fees are not easily broken out. Some cities have a police fee like Keizer. Other cities have public safety fee, which among the cities in Table 2, can be a combination of any of the following services: fire, police, 911, and ambulance. Many of the cities who have a city services fee include law enforcement under that label. As such it is difficult to compare city to city fees dedicated strictly to law enforcement.

A detailed breakdown is included in the appendix.



13% BELOW STATEWIDE AVERAGE

Keizer's total monthly fee of \$10.90 (Parks + Police) is 13% below the statewide average police-dedicated fee of \$12.48.



KEIZER FUNDS POLICE AT A LOWER RATE THAN MOST CITIES

Keizer's \$6.90 police fee is 45% below the highest Oregon municipal fee supporting law enforcement (\$35 per month).

Keizer's \$10.90 monthly fee remains below regional averages, while still funding both parks and police services. The average among cities for just police service dedicated fees is \$12.48. The range of charges for fees that include law enforcement support from Oregon municipalities is between \$3–\$35 per month, underscoring the cost-efficiency but also the financial limitation of Keizer's model.

SECTION 2: COMPARATIVE DATA OVERVIEW - POLICE FEE COMPARISON

City	Police	Fire	Public Safety	City Services	Parks	Street	Other
Albany				X			
Ashland			X		X	X	
Bend						X	
Central Point			X				
Coos Bay						X	
Corvallis	X	X	X			X	X
Cornelius				X			
Creswell	X					X	
Dallas			X				
Fairview			X				
Florence	X						
Grants Pass			X				
Gresham				X			
Hermiston	X						
Hillsboro					X	X	
Independence	X						
Jacksonville	X	X					
Keizer	X				X		
Lake Oswego						X	
Lebanon				X			
McMinnville				X			
Medford			X		X	X	X
Milwaukie			X			X	
Monmouth	X						
Newberg			X			X	
North Bend	X						
North Plains						X	
Ontario			X			X	

Table 2 Fees from Other Oregon Cities

SECTION 2: COMPARATIVE DATA OVERVIEW - POLICE FEE COMPARISON

City	Police	Fire	Public Safety	City Services	Parks	Street	Other
Oregon City			X			X	
Pendleton		X				X	
Salem				X			
Sandy	X						X
St. Helens	X						
Sutherlin	X	X					
Tigard					X		
Troutdale			X				
Tualatin		X			X	X	X
Turner	X						
Veneta	X						
West Linn					X	X	
Winston	X	X					

Table 2 Fees from Other Oregon Cities

Some cities have flat fees across all property types. Other cities have more complex ways of dividing the cost of service burden. There are many configurations between those that are flat and complex. For this purpose, Figure 1 just shows the fee calculation for single family units. We will discuss different ways to share the cost of service in Section 7.

At the request of council, we have broken out all fees shown on Figure 1 to the cities that have fees going to police services in Figure 2. In figure 2, the part of the bar shaded in blue is only fees that have some or all of the proceeds going toward police services. Even this still does not paint a completely accurate picture since other services like parks are typically located in the general fund. Any service in the general fund, whether it is planning, parks, or police is fungible because the source of revenues is common. If you are paying for parks with a fee, you are freeing up more money for police (or some other service). For this reason, it is not practical to consider these fees in silos.

SECTION 2: COMPARATIVE DATA OVERVIEW - POLICE FEE COMPARISON

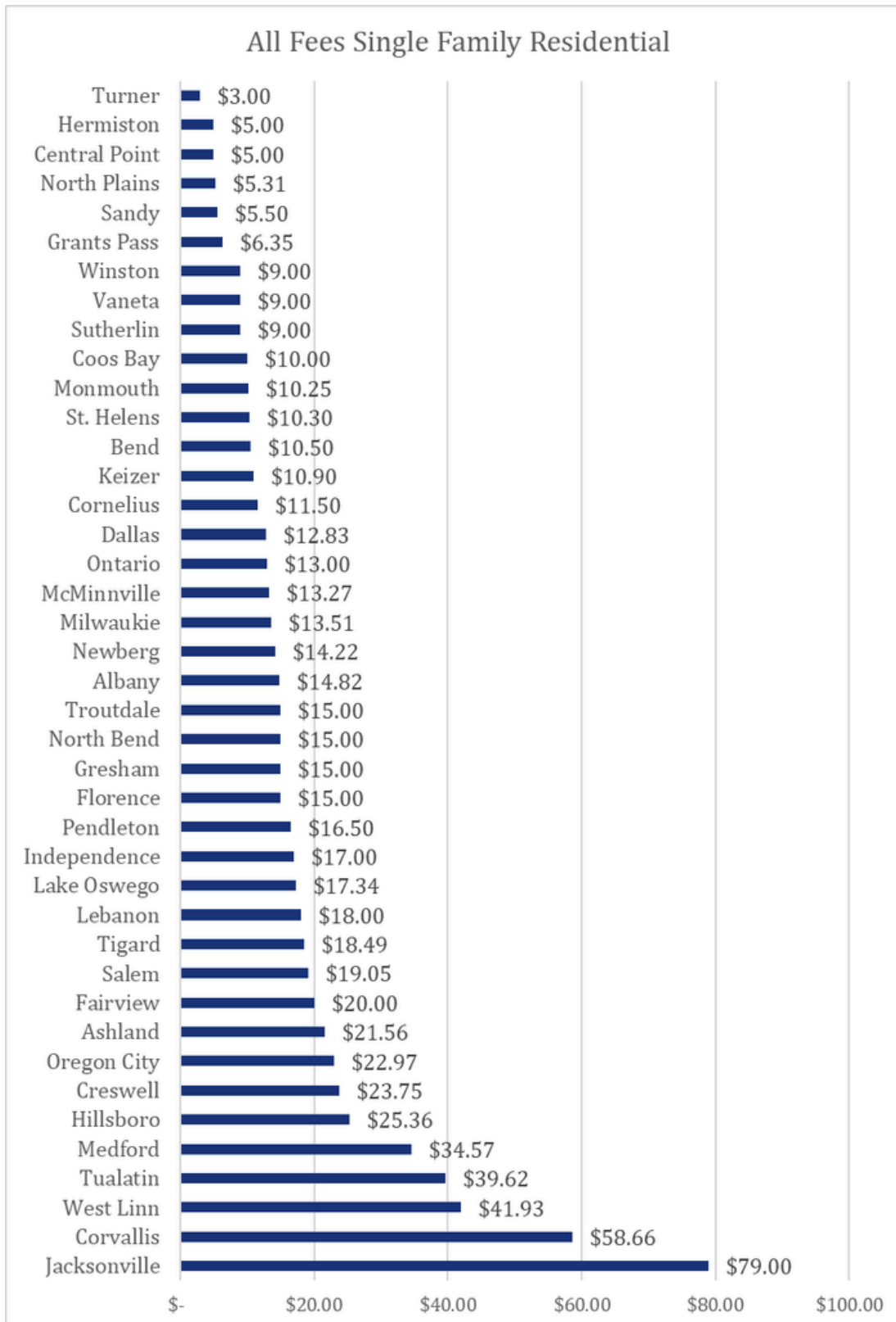


Figure 1 All Fees for Single Family Residential

SECTION 2: COMPARATIVE DATA OVERVIEW - POLICE FEE COMPARISON

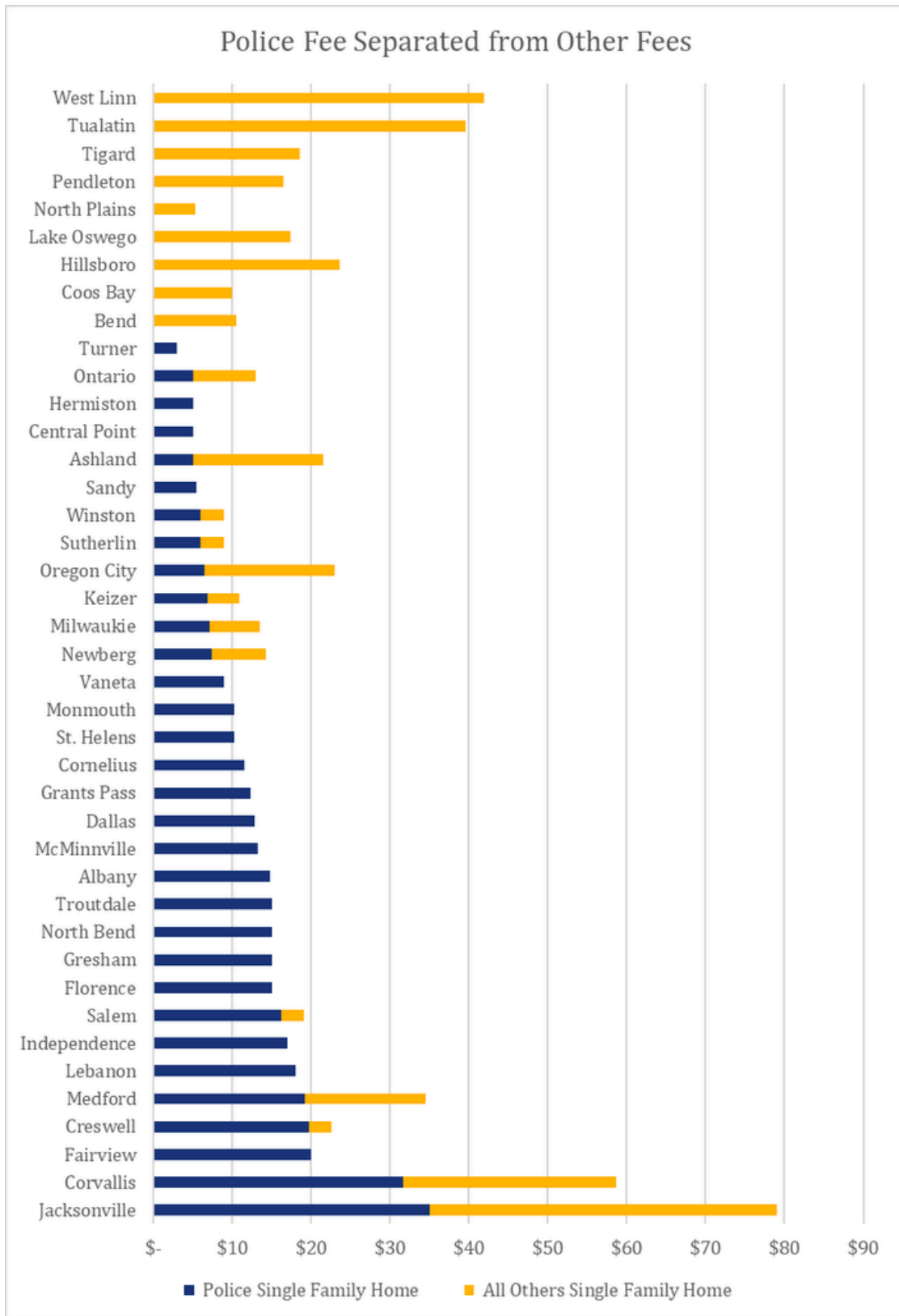


Figure 2 Police Fee Separated from Other Fees

SECTION 2: COMPARATIVE DATA OVERVIEW

COMPARATIVE CALLS FOR SERVICE

Calls for Service (CFS) are the incidents or requests for assistance that law enforcement agencies respond to. These can include 911 calls, non-emergency calls, officer-initiated activity, welfare checks, traffic stops, criminal investigations, disturbances, alarms, and any other event requiring police presence or action.

CFS volume helps illustrate how busy an agency is, how community needs are changing, and how resources must be allocated. The table compares annual Calls for Service for multiple law enforcement agencies from 2022–2024 (with some agencies missing a year).

Table 3 Calls for Service

City	2022	2023	2024
Salem PD	114,018	110,273	112,534
Tualatin PD	21,426	22,491	23,852
Woodburn PD	15,570	16,812	16,936
Marion Co. SO	74,279	63,359	63,462
Albany*	45,035	49,760	46,577
Lake Oswego	25,080	27,303	25,865
McMinnville	32,137	31,867	
Tigard	35,639	36,532	40,026
OSP (Marion Co. Only)	27,362	31,980	35,897
Oregon City	29,253	29,530	29,664
Keizer PD	See Note	*10,455	20,214

*2022 and 2023 – July 1, 2023 to December 31, 2023 – 10,455 (Went to new reporting system and this data is not available). 2025 Calls for Service – 21,409 (This number includes Illegally Parked Vehicles and Graffiti Reports) Without including Graf and Ill Parks - 20,819



20,819 PRIMARY CALLS FOR SERVICE IN 2025, 21,409 TOTAL INCLUDING QUALITY-OF-LIFE REPORTS.

MOST FREQUENT CALL TYPES

TRAFFIC RELATED, CITIZEN CONTACTS, TRESPASS, CHECK WELFARES, AND ASSIST OTHER AGENCIES.

- **TRF – TRAFFIC**

This is the Computer-Aided Dispatch (CAD) abbreviation for traffic-related activity. It includes proactive traffic enforcement stops initiated by officers, as well as calls for service involving traffic matters.

- **CITCON – CITIZEN CONTACT**

This code represents a non-criminal call for service, typically involving a citizen seeking information, advice, or resources to resolve a concern. These interactions often reflect community engagement or advisory discussions where no criminal activity has been reported.

- **CKWELF – CHECK WELFARE**

This call type is used when officers are requested to verify the safety or wellbeing of an individual. Examples include family members concerned about an elderly relative, neighbors requesting a welfare check, or citizens reporting someone who appears in distress—such as a houseless individual in a public area needing assistance.

- **TRSP1 – TRESPASS (IN PROGRESS)**

This code indicates a trespass incident that is actively occurring at the time of dispatch. Common examples include a person refusing to leave private property, a business requesting assistance to remove an unwanted subject, or a previously trespassed individual who has returned to the location.

- **AOA – ASSIST OTHER AGENCY**

This call type can be another agency asking us to assist in their investigation, or us assisting another agency in their city. Common agencies for us to assist with are DHS, Salem PD, Marion County, and OSP.



SECTION 2: COMPARATIVE DATA OVERVIEW

NIBRS CRIME ACTIVITY OVERVIEW AND SERVICE DEMAND TRENDS

Reported crime activity, as captured through the National Incident Based Reporting System (NIBRS) data, reflects a consistent demand for police services across person, property, and society crime categories. While individual offense types fluctuate year to year, overall call volume and officer workload remain substantial.

Property crimes and society crimes continue to represent the largest share of reported activity, requiring significant investigative, enforcement, and administrative resources. Person crimes, though lower in volume, often demand higher officer time, specialized response, and follow-up.

This data supports the need for ongoing cost recovery through some means (e.g. fees, levy, other revenues) to offset operational impacts associated with responding to, investigating, and documenting reported offenses.

Year	Person Crimes	Property Crimes	Society Crimes
2023	367	1,378	710
2024	344	1,289	629
2025	297	1,218	720

Table 4 Summary of NIBRS Offences

2023

2,455

NIBRS-REPORTABLE
CRIMES

2024

2,262

NIBRS-REPORTABLE
CRIMES

2025

2,235

NIBRS-REPORTABLE
CRIMES

Nearly 7,000 NIBRS-reportable crimes were recorded over the past three years.

SECTION 2: COMPARATIVE DATA OVERVIEW - FULL DETAILED TABLE

Table 5 provides a detailed breakdown of reported offenses by category and year as captured through the National Incident-Based Reporting System (NIBRS). This data is provided for reference and supports the summary information presented in the main body of this document. The following tables shows numbers from KPD's report writing system and OSP's system. As you can see the numbers do not match and that is due to KPD reporting to OSP the number of victims of crimes and OSP uses the number of crimes. Why the difference? Keizer's research leads us to believe the more accurate way of reporting is better to use crime data by victim.

	2023		2024		2025	
	KZP	OSP	KZP	OSP	KZP	OSP
PERSON CRIMES						
Aggravated Assault	87	77	79	65	61	
Homicide Offenses	0	0	0	0	0	
<i>Murder and Non-Neg. Manslaughter Negligent Manslaughter</i>						
TOTAL HOMICIDE OFFENSES	0	0	0	0	0	0
Kidnapping/Abduction	5	5	2	1	2	
Other Assaults (KZP only)	240		224		186	
Simple Assault (OSP only)		212		193		
Rape	6	4	6	4	9	
Sex Offenses	29	15	33	17	39	
Intimidation (OSP only)		20		12		
SUB-TOTAL PERSON CRIMES	367	333	344	292	297	
PROPERTY CRIMES						
Arson	3	3	5	5	5	
Bad Checks	2	0	0	0	0	
Bribery	0	0	0	0	0	
Burglary	82	82	71	69	55	
Counterfeiting/Forgery	34	34	29	31	23	
Embezzlement	0	0	0	0	0	
Extortion/Blackmail	2	2	0	0	1	
Fraud Offenses	176	167	140	138	111	
Larceny/Theft						
<i>Pocket-picking</i>	1	1	0	0	0	
<i>Purse-snatching</i>	2	2	1	1	2	
<i>Shoplifting</i>	347	345	408	409	396	
<i>Theft from Building</i>	72	73	51	50	47	
<i>Theft from Coin -Op</i>	3	3	1	1	0	
<i>Theft from Motor Vehicle</i>	100	101	105	101	87	
<i>Theft of Motor Vehicle Parts</i>	8	8	6	6	7	
<i>All Other Larceny</i>	229	222	181	177	190	
TOTAL LARCENY/THEFT	762	755	753	745	729	

Table 5 Full Breakdown of Reported Offenses

SECTION 2: COMPARATIVE DATA OVERVIEW - FULL DETAILED TABLE CONTINUED

	2023		2024		2025		
	KZP	OSP	KZP	OSP	KZP	OSP	
Motor Vehicle Theft	45	59	45	54	39		
Robbery	13	11	18	17	14		
Stolen Property	11	12	13	12	13		
Vandalism	248	250	215	212	228		
SUB-TOTAL PROPERTY CRIMES	1378	1375	1289	1283	1218		0
<u>SOCIETY CRIMES</u>							
All other Offenses	238	48	241	48	206		
Animal Cruelty	4	3	10	11	5		
Curfew/Loitering	5	2	0	3	0		
Disorderly Conduct	134	55	136	42	143		
Driving Under the Influence	96	96	68	67	118		
Drug/Narcotic Offenses	23	23	10	10	55		
Drunkenness	0	0	0	0	0		
Family Offenses, Nonviolent	6	0	6	2	4		
Gambling Offenses	0	0	0	0	0		
intimidation (KZP only)	0	0	0	0	0		
Liquor Law Violations	4	3	8	3	8		
Peeping Tom	1	0	1	0	3		
Pornography/Obscene Material	10	10	12	11	9		
Prostitution	2	2	0	0	1		
Stalking (KZP only)	0	0	0	0	0		
Trespass of Real Property	158	103	117	76	135		
Weapon Law Violations	29	31	20	19	33		
SUB-TOTAL SOCIETY CRIMES	710	376	629	292	720		0
<u>NON-REPORTABLE</u>							
Justifiable Homicide							
SUB-TOTAL NON-REPORTABLE	0		0		0		
GRAND TOTAL	2,455	2,084	2,262	1,867	2,235		0

Table 5 Full Breakdown of Reported Offenses - Cont.

SECTION 2: COMPARATIVE DATA OVERVIEW - KEIZER BREAKOUT 2024

Shown graphically below are the NIBRS numbers from 2024. You can see that our most frequent crimes by numbers are Simple Assaults, Shoplifting, Vandalism, and Larceny Theft. All of these require a great deal of time to respond, document, investigate, and close.

Keizer Breakout 2024

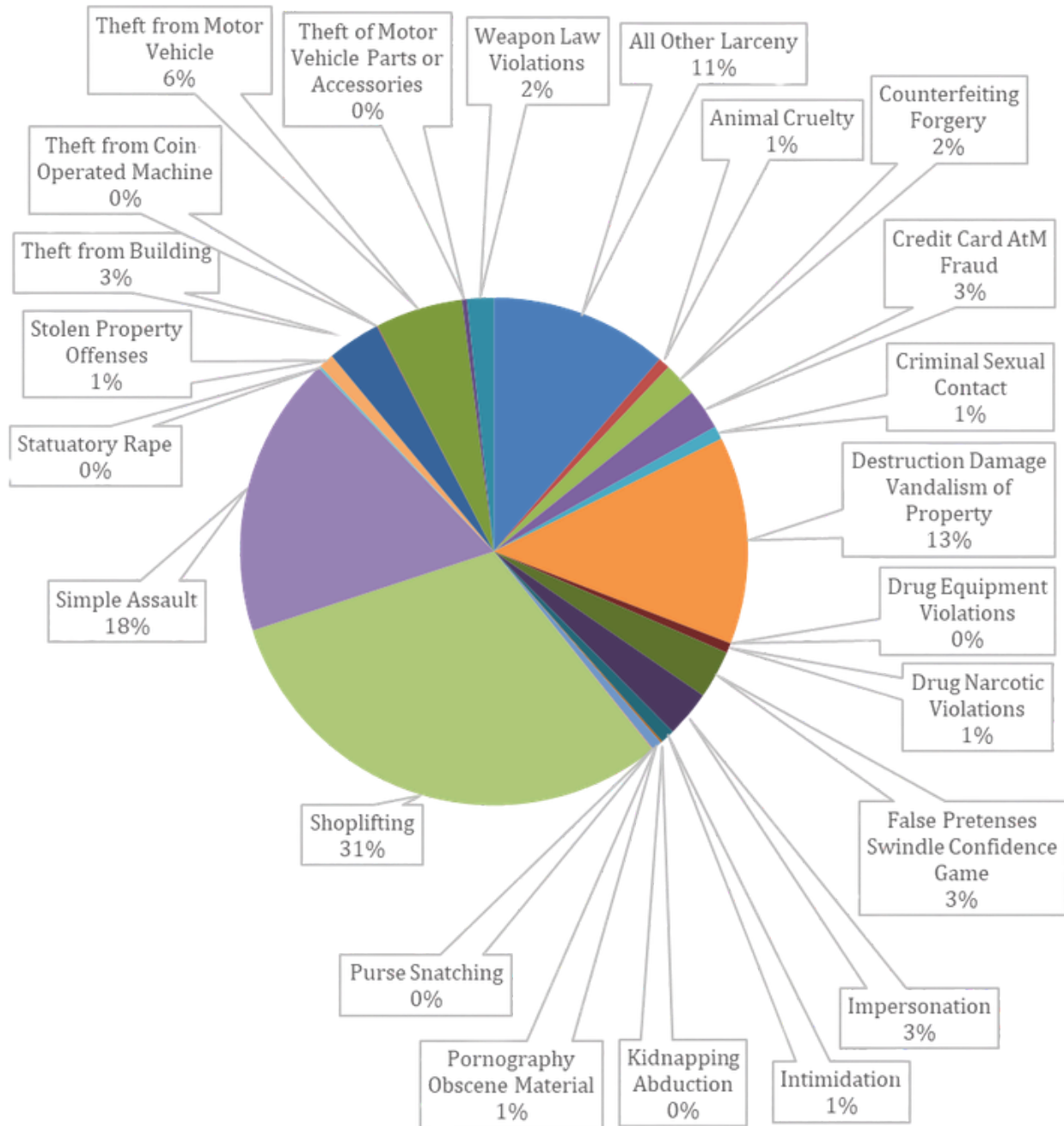


Figure 3 Keizer Crime Data from NIBRS

SECTION 2: COMPARATIVE DATA OVERVIEW

VIOLENT CRIME COMPARISON PER 1,000 BY COMPARISON CITIES

NIBRS breaks crime into three categories useful for comparison to other cities. Violent, Property, and All Others. For the purposes of the comparison charts below Violent Property includes Aggravated Assault, Homicide, Rape, and Robbery. Property Crimes include Arson, Burglary, Larceny Theft, and Motor Vehicle Theft. Any other crimes fall into the Other category.

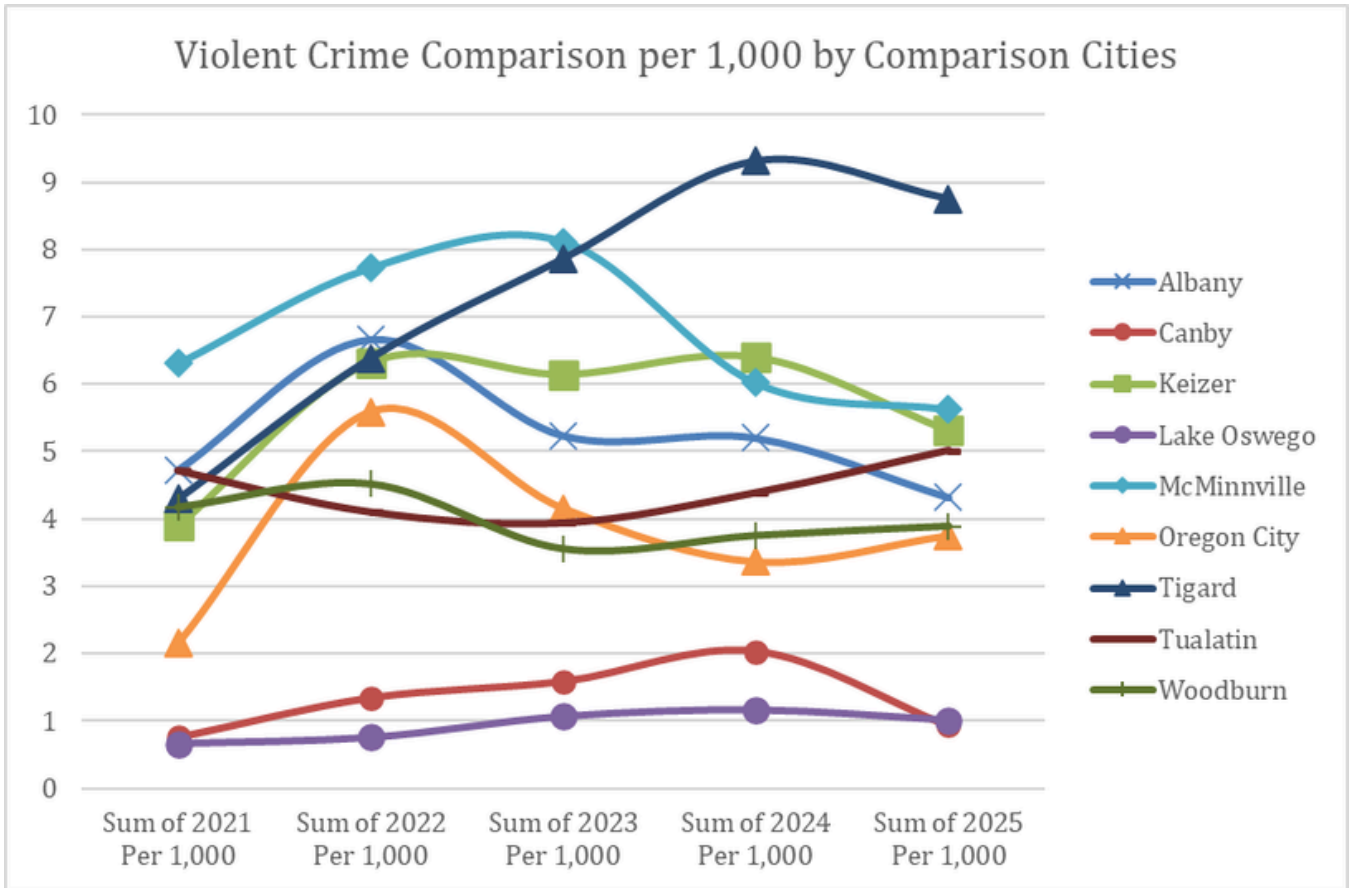


Figure 4 Violent Crime Comparisons

AS CAN BE SEEN IN THIS CHART AND THE TWO FOLLOWING CHARTS, KEIZER FALLS IN THE MIDDLE TO UPPER MIDDLE OF COMPARISON COMMUNITIES IN THE WILLAMETTE VALLEY. THE CHARTS ARE SHOWN IN CRIMES PER 1,000 PERSONS TO CONTROL FOR THE DIFFERENT SIZES OF COMMUNITY



SECTION 2: COMPARATIVE DATA OVERVIEW

PROPERTY CRIMES AND ALL OTHER CRIMES BY COMPARISON

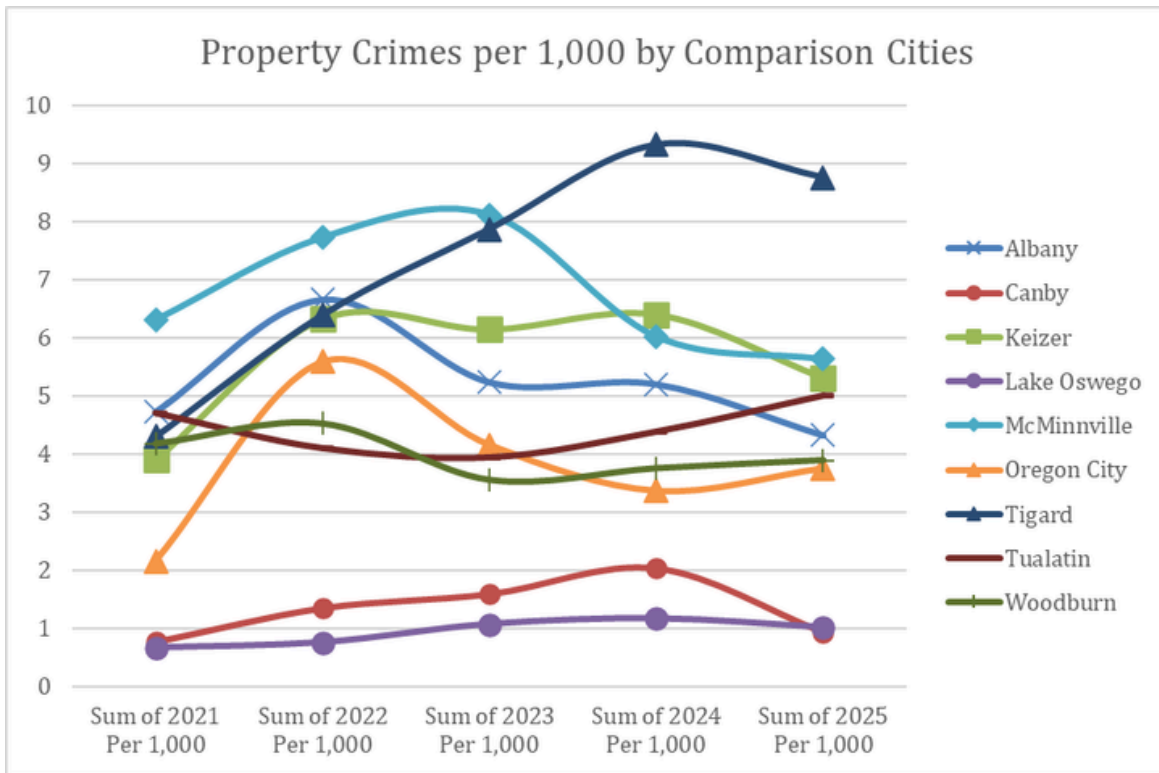


Figure 5 Property Crimes Comparison

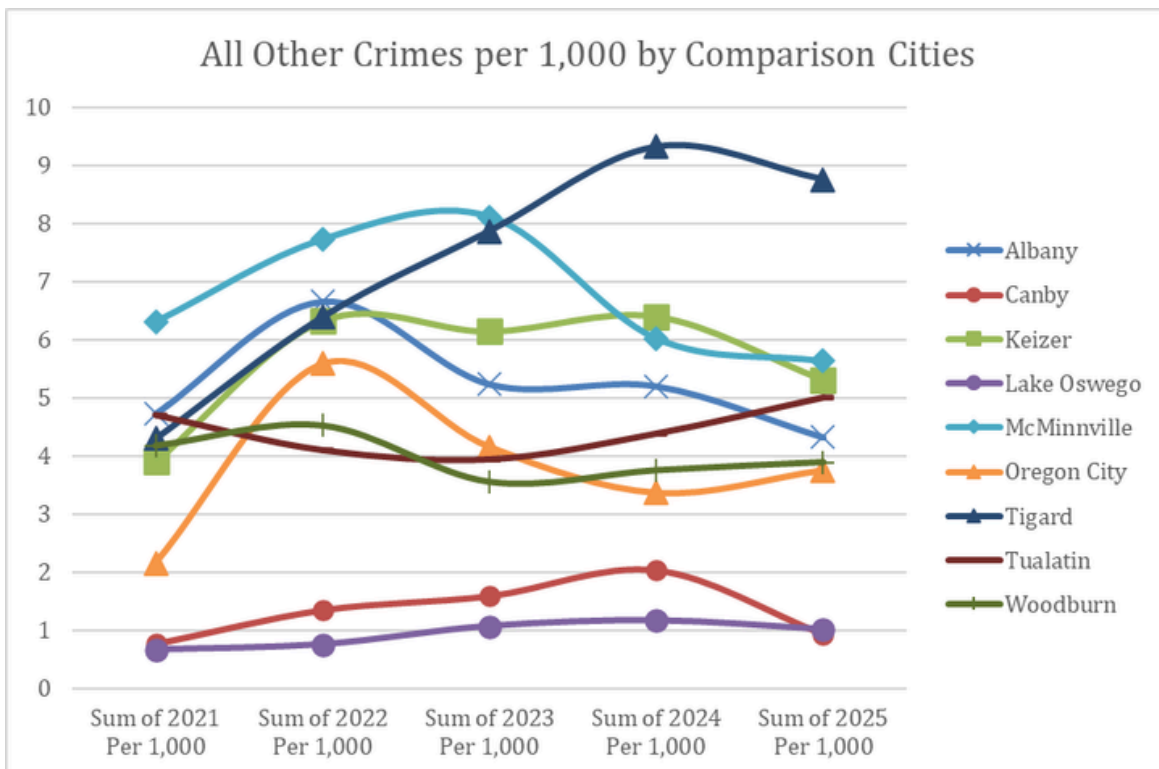


Figure 6 All Other Crimes Comparison

CRIME COMPARISONS OF OTHER CITIES NOT INCLUDING VIOLENT AND PROPERTY CRIMES

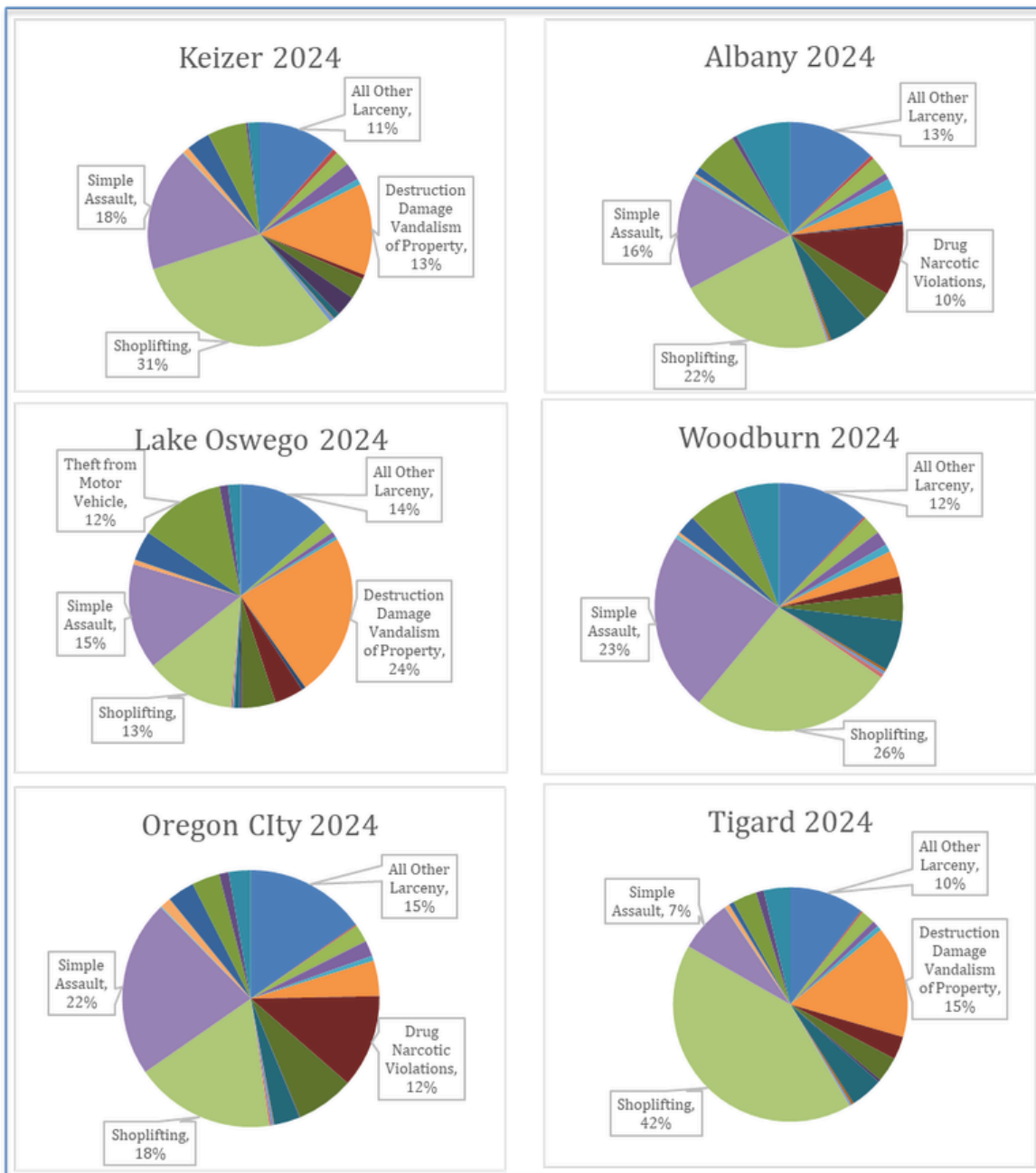


Figure 7 Crime Comparisons of Other Cities Not Including Violent and Property Crimes

The pie charts above show how crimes differ from one community to another. The primary crimes in each of the cities shown above are simple assault, shoplifting, drug narcotic violations, destruction damage and vandalism, theft from motor vehicle, and all other larceny. Keizer's three highest are shoplifting (31%), simple assault (18%), destruction damage and vandalism (13%), and all other larceny (11%).

SECTION 2: COMPARATIVE DATA OVERVIEW

CLEARANCE RATES

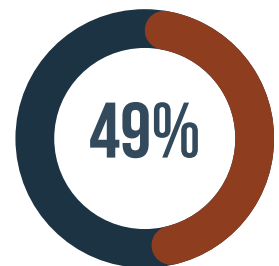
In law enforcement, clearance rates refer to the percentage of reported crimes that police consider solved within a given time period. A crime is cleared either by arrest, when a suspect is arrested, charged, and referred for prosecution, or by exceptional means, when police have identified the offender and have sufficient evidence to make an arrest but cannot do so because of circumstances beyond their control, such as the suspect's death or lack of victim cooperation. Clearance rates are calculated by dividing the number of crimes cleared by the number of crimes reported and are commonly used to assess investigative effectiveness, compare crime types, and inform resource allocation, though they do not necessarily indicate convictions or overall crime levels.

CLEARANCE RATES ARE MORE THAN NUMBERS, THEY REPRESENT ANSWERS, ACCOUNTABILITY, AND RESULTS. IN 2025, WE CONTINUED TO RAISE THE BAR.



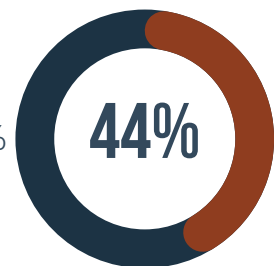
2025

- Persons Crimes – 67%
- Property Crimes – 32%
- Society Crimes – 71%
- Total – 49.2%



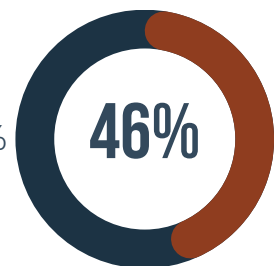
2024

- Persons Crimes – 63.7%
- Property Crimes – 28.2%
- Society Crimes – 65.7%
- Total – 44.0%



2023

- Persons Crimes – 62.4%
- Property Crimes – 30.3%
- Society Crimes – 69.0%
- Total – 46.3%



SECTION 2: COMPARATIVE DATA OVERVIEW

CRIME CLOSURE RATES

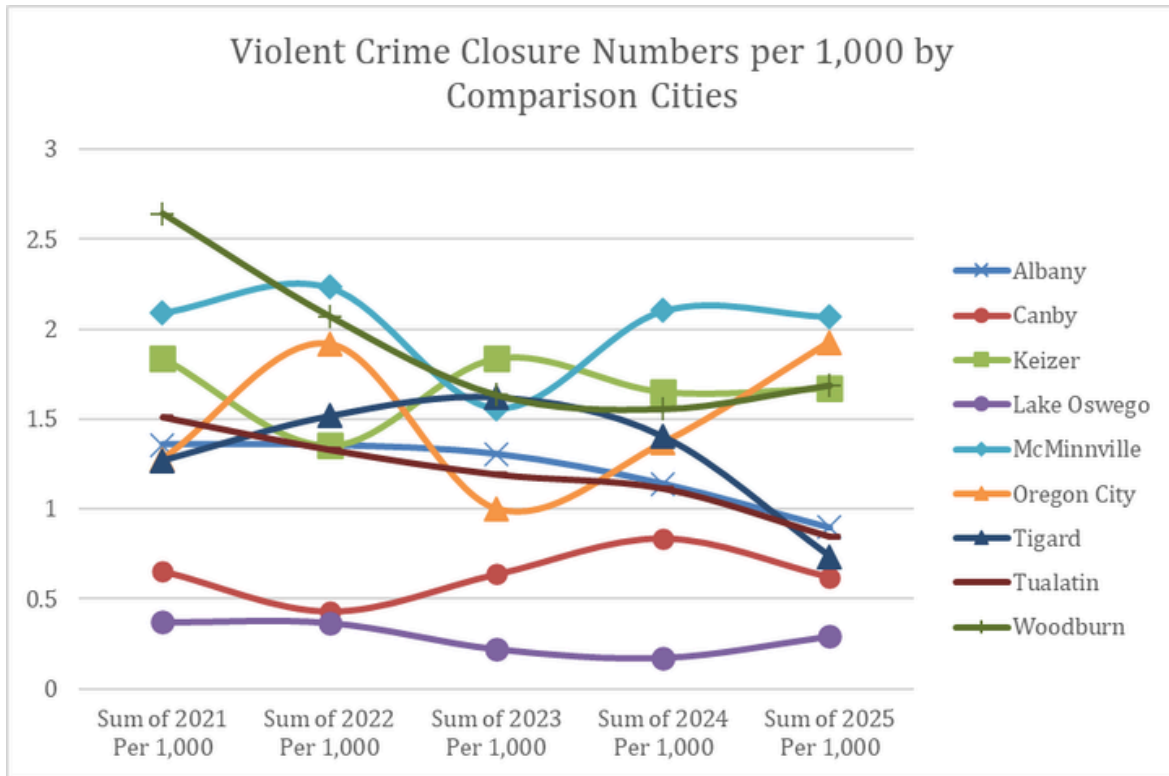


Figure 8 Violent Crime Closure Rates

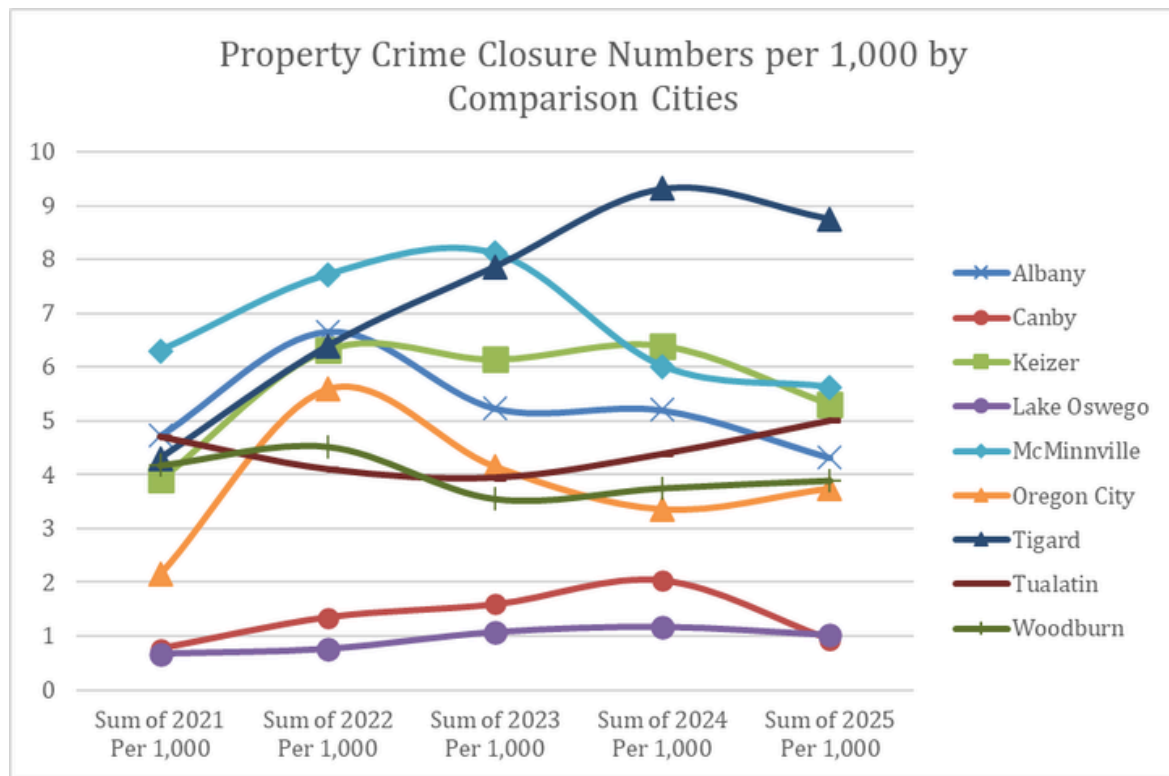


Figure 9 Property Crime Closure Rates

SECTION 2: COMPARATIVE DATA OVERVIEW

CRIME CLOSURE RATES

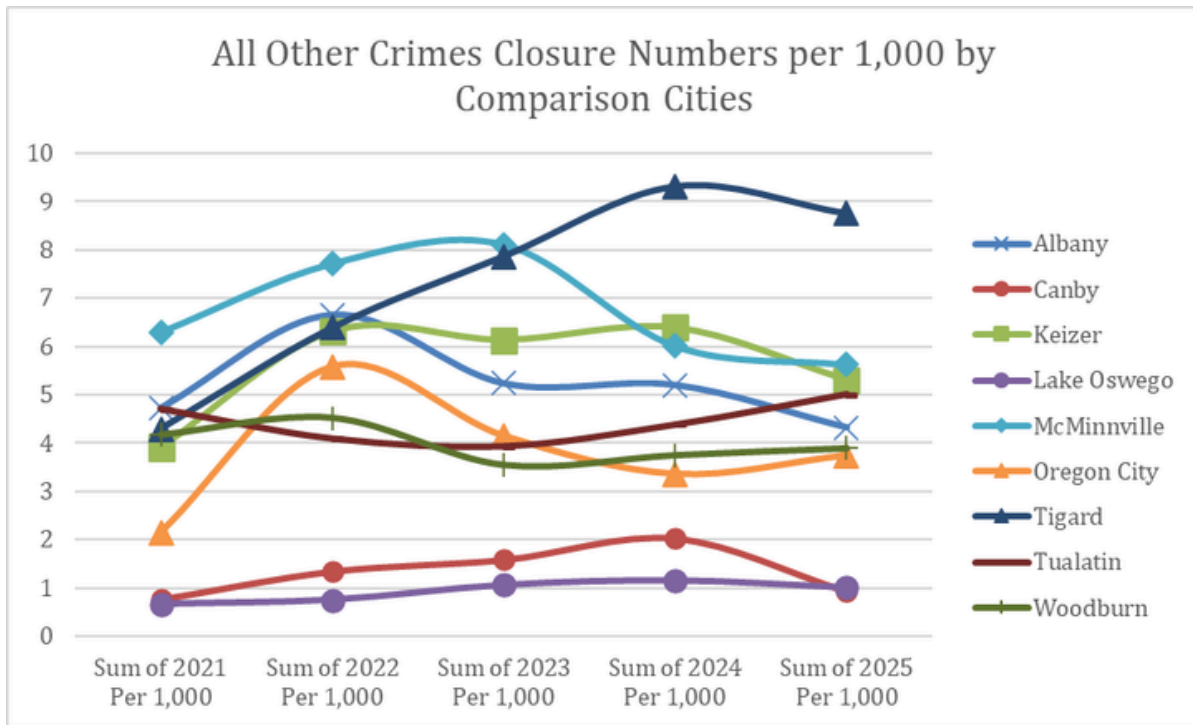
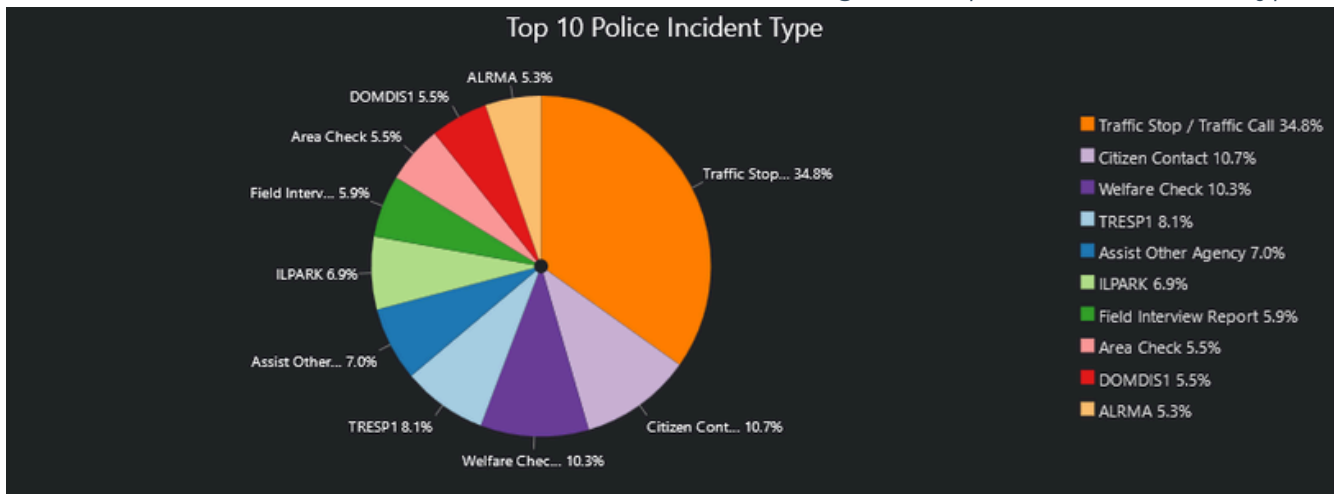


Figure 10 All Other Crimes Closure Rates

Also, see attachments for breakdown of persons, property, and society crimes.

In the analysis above we focused on NIBRS data. The data below looks at total call volume to show where Keizer Police Department spends time and resources. Data was drawn from 2024 and 2025 calendar years. Using call data staff studied spatial patterns or trends. The chart below shows the top 10 police incident types. The highest number of calls are traffic stops, followed by citizen contacts, welfare checks, and trespasses.

Figure 11 Top 10 Police Incident Types



SECTION 2: COMPARATIVE DATA OVERVIEW

INCIDENT HOTSPOT ANALYSIS

Keizer Police Department from 2024 and 2025 was analyzed to find the locations of reported police incidents to see whether they are randomly spread across the city or concentrated in certain areas. Using spatial statistics, the analysis reveals where incidents cluster together more than would be expected by chance. The adjacent graphic identified four key areas in the city where police incidents are consistently higher than in surrounding areas. These hot spots represent locations where the clustering of incidents is strong enough that it is very unlikely to have occurred by random chance, indicating clear concentrations of increased activity.

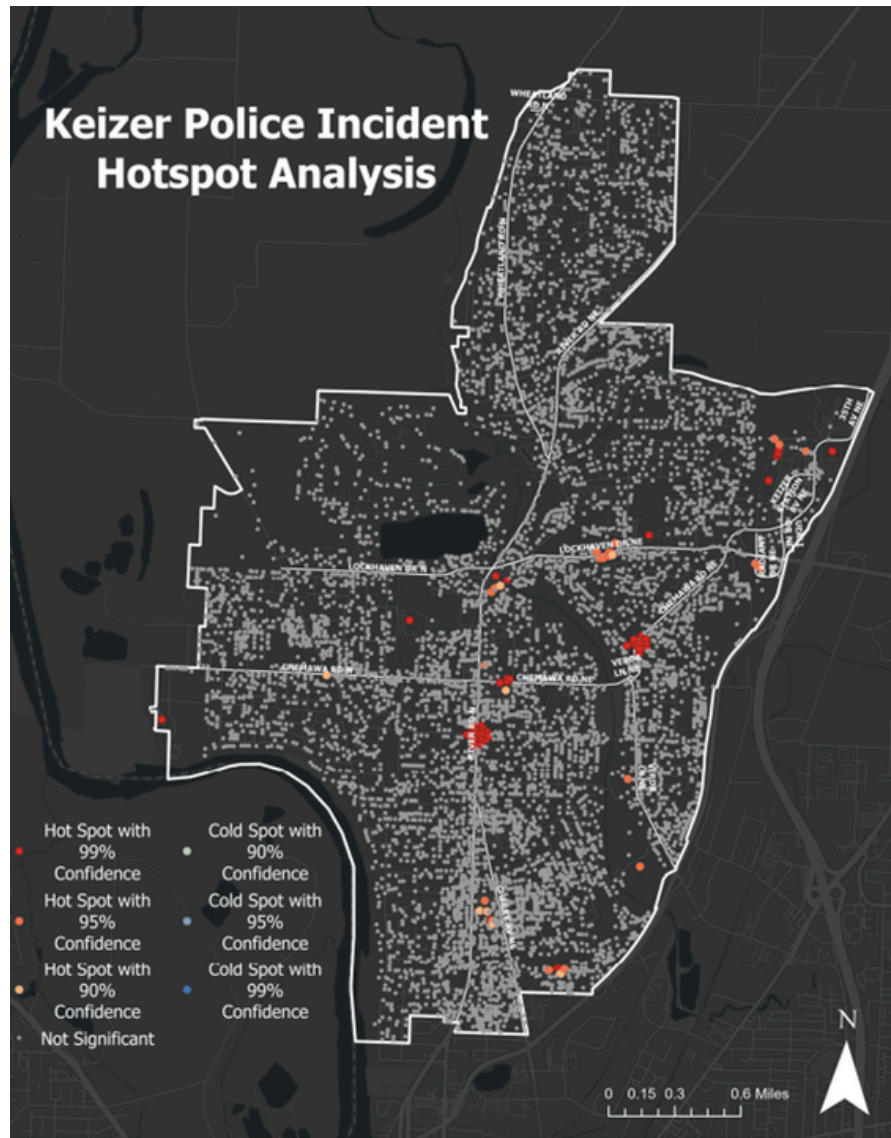


Figure 12 Hotspot Analysis

The hot spots were located along primary arterial roads and retail centers. The analysis did not find any cold spots, which means there are no areas in the city where incident levels are significantly lower than the surrounding pattern. While some neighborhoods have fewer incidents, those lower numbers are consistent with the overall city pattern and are not unusual enough to be considered statistically significant. The graphic above and ones to follow show that police resources are needed throughout the city and relatively evenly distributed outside of the hot spots. The next graphic shows a heat map of police department activity which aligns similarly with the hotspot analysis around primary and arterial routes and retail centers.

SECTION 2: COMPARATIVE DATA OVERVIEW - INCIDENT HOTSPOT ANALYSIS

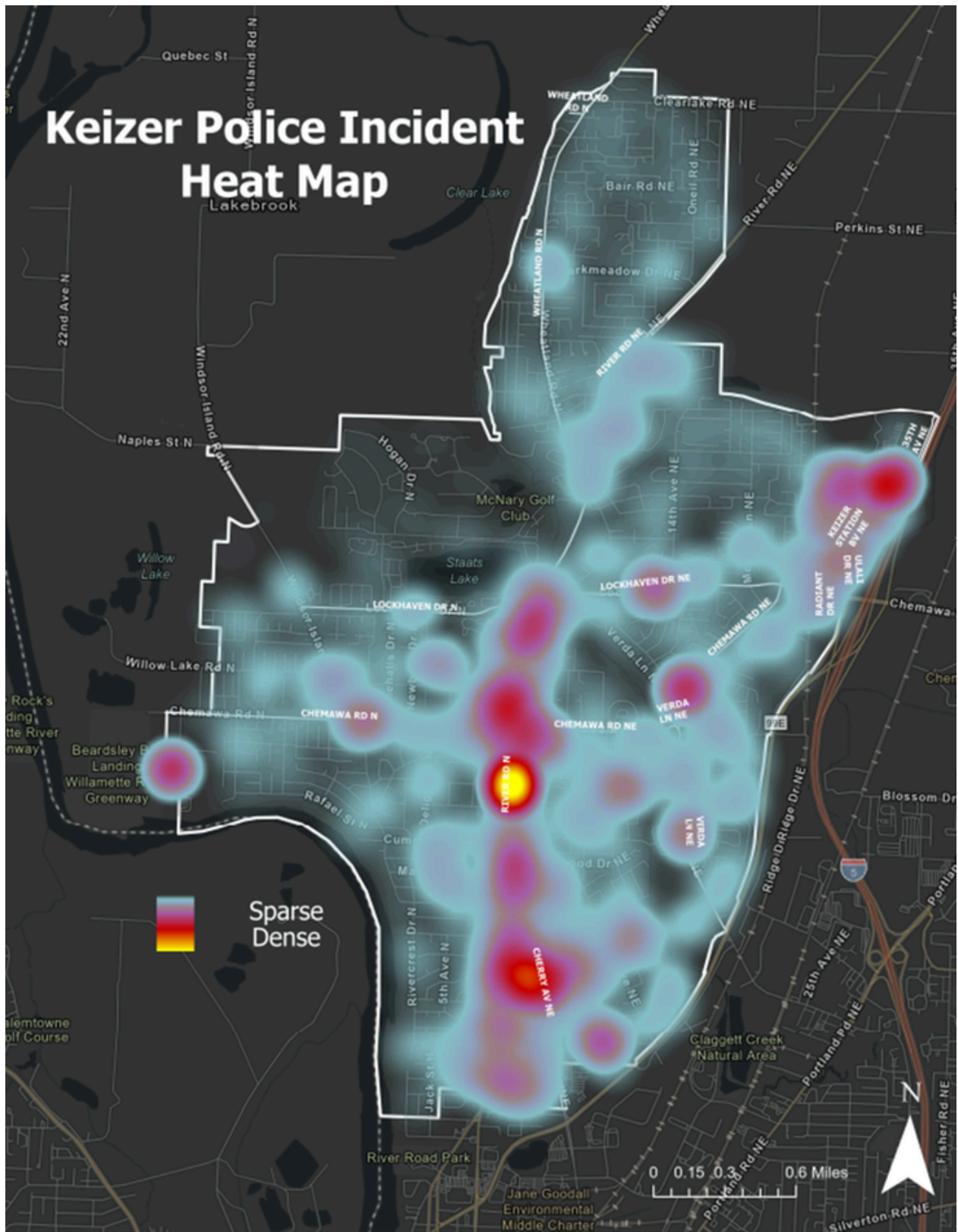


Figure 13 Keizer Incident Heat Map

SECTION 2: COMPARATIVE DATA OVERVIEW - INCIDENT HOTSPOT ANALYSIS

Staff analyzed over 40,000 lines of data between 2024 and 2025 to identify characteristics that describe where police activity occurs in the city. Groupings are consistent with the aforementioned data. The bucket labeled Street Stops include traffic, driving, and parking enforcements and other incidents that occur primarily on primary and arterial roads. As already said and proved again by the chart below shows that 12,335 occurred in low density neighborhoods versus 2,634 that occurred in high density neighborhoods. Commercial centers accounted for 7,950 calls for service.

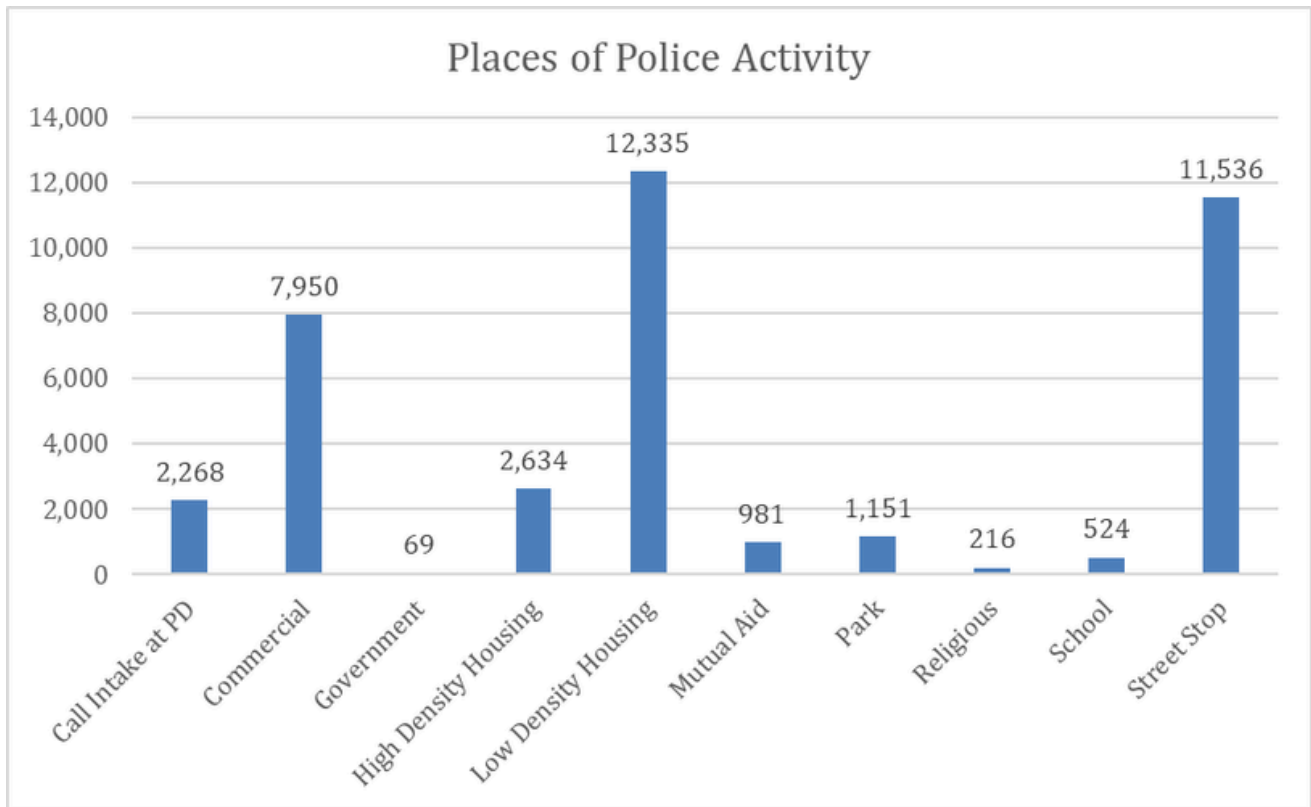


Figure 14 Places Where Police Activity Occur in 2024 & 2025

As the heat map and hot spot analysis shows, there is not a significant difference in high density and low density housing areas. Higher police services occur in and around commercial areas. The following two charts show commercial stores that had over 50 calls for service in 2024 and 2025.

The number of calls may not be consistent with the amount of activity at the businesses. Varying loss prevention policies and staffing in retail stores impact the amount of calls for service. Some stores have policies encouraging calls for service and other stores have policies that discourage calling for service. Some businesses have loss prevention employees and other stores do not.

SECTION 2: COMPARATIVE DATA OVERVIEW - INCIDENT HOTSPOT ANALYSIS

What is consistent is that our greatest number of calls per address come directly from commercial and retail establishments. Almost 4,000 calls came from commercial establishments in 2025.

Figure 15 - 2024 Calls for Service from Commercial Establishments

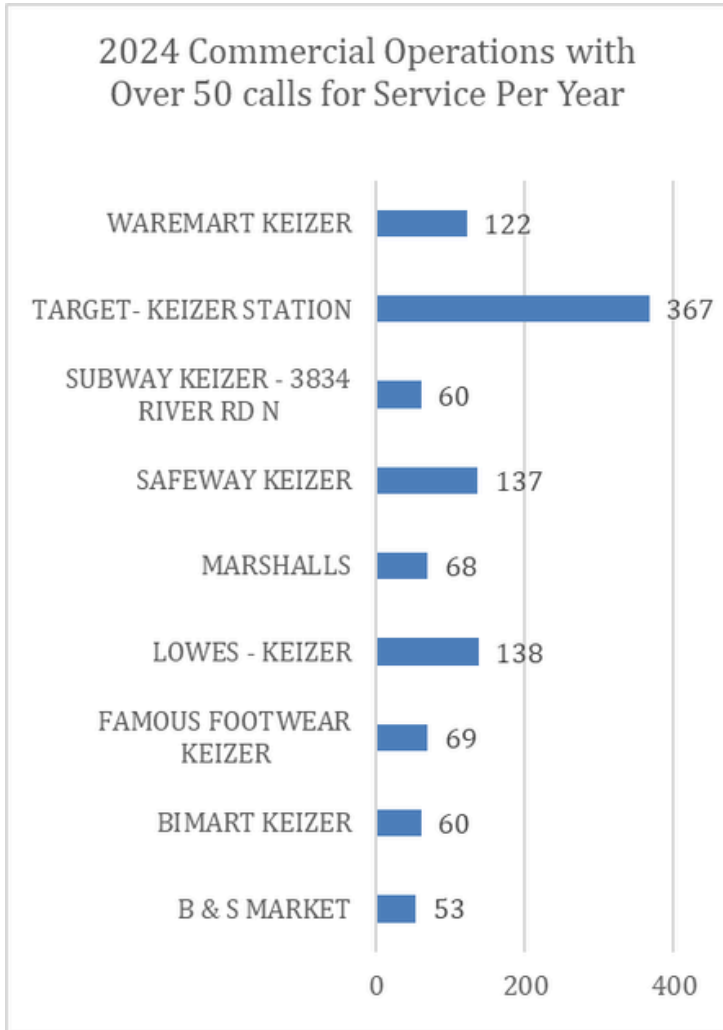
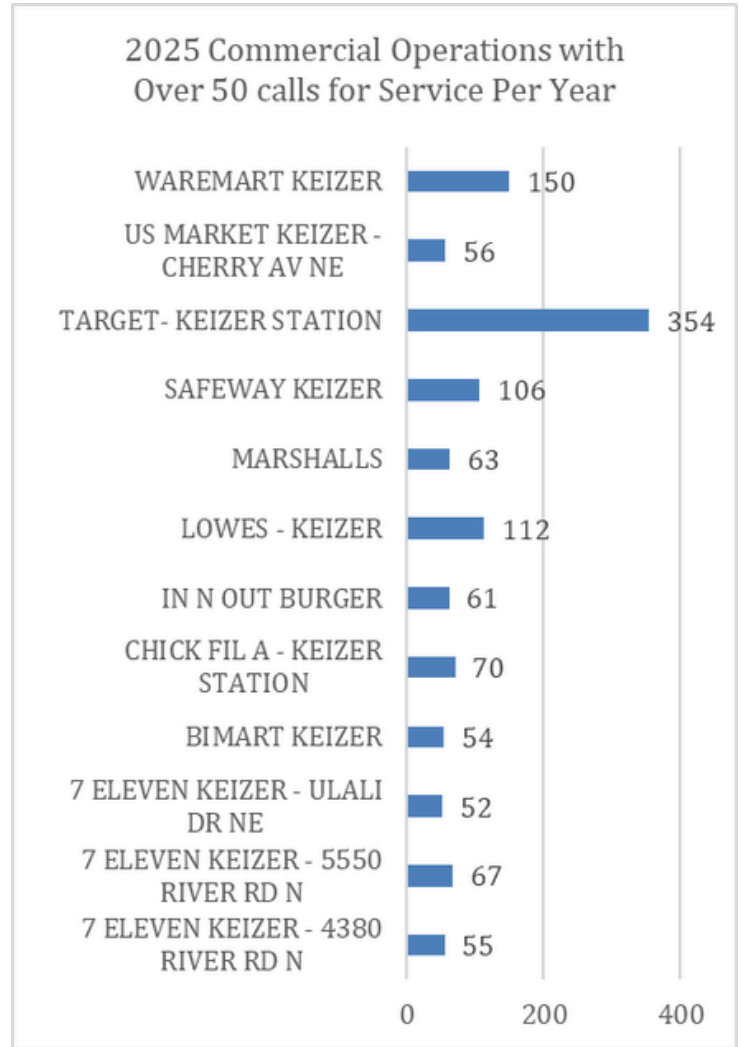


Figure 16 - 2025 Calls for Service from Commercial Establishments



**12,335 INCIDENTS IN LOW-DENSITY AREAS VS.
2,634 IN HIGH-DENSITY AREAS.
ACTIVITY SPANS THE ENTIRE CITY, NOT JUST
DENSE HOUSING ZONES.**



THE NUMBERS ARE RISING,
BUT THE REAL WORKLOAD
IS IN THE FOLLOW-UP.

PARKING ENFORCEMENT, GRAFFITI AND ABATEMENT, AND HOUSELESS

ACTIVITY SUMMARY — 2024–2025

This report was prepared at the request of Chief Copeland following the tracking of parking enforcement, graffiti complaints, and homeless camp contacts through category-specific GIS maps. With the creation of the two CSO positions in the Police Department, these calls are now handled solely by the Police Department.

The purpose of this report is to summarize activity levels for 2024 and 2025 and provide context regarding the workload associated with these calls.

Raw call numbers alone do not fully represent workload, as most calls require multiple contacts, follow-ups, enforcement actions, and coordination before they are fully resolved.

PARKING ENFORCEMENT ACTIVITY

Parking complaints rose 18.5% in 2025, with most cases requiring multiple contacts before resolution.

GRAFFITI COMPLAINTS AND ABATEMENT

Graffiti calls increased 21% in 2025, adding coordination, oversight, and quality control responsibilities to each case.

HOMELESS CAMP CONTACTS & CLEANUPS

Homeless camp responses remained steady with 2024 levels, with each site requiring outreach, cleanup coordination, and follow-up inspections.

WORKLOAD CONSIDERATIONS

Call totals reflect incidents—not the multiple visits, coordination efforts, and follow-up work required to fully resolve each case.

SECTION 2: COMPARATIVE DATA OVERVIEW

PARKING ENFORCEMENT, GRAFFITI AND ABATEMENT, AND HOUSELESS

PARKING ENFORCEMENT ACTIVITY

- 2024: 405 parking complaints responded to
- 2025: 480 parking complaints responded to
- Increase: +75 complaints (approximately 18.5%)



Each parking complaint involves multiple steps, including:

- Initial warning and contact
- Follow-up visit to verify compliance
- Citation issuance when necessary
- Possible vehicle towing if violations continue

Most parking complaints require at least two contacts, and often more, before closure.

GRAFFITI COMPLAINTS AND ABATEMENT

- 2024: 91 graffiti calls responded to
- 2025: 110 graffiti calls responded to
- Increase: +19 calls (approximately 21%)



Graffiti calls commonly involve:

- Contacting property owners for voluntary cleanup
- City abatement when graffiti is not removed
- Oversight and auditing of abatements

Beginning in 2025, JROTC and a volunteer graffiti cleanup bucket program, through Public Works, assisted with abatements, requiring additional coordination and quality checks to ensure all graffiti locations are properly addressed.

HOMELESS CAMP CONTACTS AND CLEANUPS

- 2024: 76 homeless camp contacts requiring cleanup
- 2025: Cleanup totals were not accurately tracked due to CAD reporting limitations; however, activity levels were not lower than 2024.



Responses typically include:

- Initial contact, service outreach and site assessment
- Coordination of cleanup efforts
- Follow-up inspections to confirm no new camps

SECTION 2: COMPARATIVE DATA OVERVIEW

PARKING ENFORCEMENT, GRAFFITI AND ABATEMENT, AND HOUSELESS

WORKLOAD CONSIDERATIONS

Call totals reflect incidents responded to, not total time spent. Many calls require:

- Multiple site visits
- Documentation and case management
- Coordination with City departments, contractors, and volunteer groups
- Enforcement and compliance follow-up

Each case frequently results in multiple work contacts before final resolution.



KEY TAKEAWAYS

- Parking complaints increased nearly 19% from 2024 to 2025.
- Graffiti complaints increased approximately 21% year over year.
- Homeless camp contacts and cleanups remained at least consistent with prior-year activity.
- Each reported incident typically requires multiple contacts and follow-up actions, meaning workload growth exceeds what raw call numbers alone indicate.
- GIS mapping confirms that these activities are occurring citywide, reinforcing ongoing operational demand for response, enforcement, and cleanup coordination.

SECTION 2: COMPARATIVE DATA OVERVIEW

EMPLOYEE COST COMPARISON

The average cost of an employee is \$256,422, while the average cost of a Keizer employee is \$230,912, placing **Keizer \$25,510 below the overall average**. This indicates that the City of Keizer is already operating more cost-effectively than the broader benchmark. Further reductions in staffing or resources would likely have a disproportionate negative impact, as costs are already below average and efficiency gains have been largely realized.

City	Annual Budget	Total Employees	Avg Cost for Each Employee
Tualatin	\$10,582,920	44	\$240,520
Lake Oswego	\$17,493,500	74	\$284,313
Woodburn	\$13,055,760	51.5	\$252,284
McMinnville	\$12,008,731	45	\$266,687
Albany	\$23,523,850	101	\$232,909
Oregon City	\$15,340,400	61	\$251,481
Tigard	\$29,125,472	95	\$306,583
Canby	\$9,324,495	37	\$252,013
Keizer	\$11,545,600	50	\$230,912

Table 6 Comparison of Employee Costs with Other Like-Sized Communities

100%
**KEIZER PD OPERATES 10%
MORE COST-EFFECTIVELY
THAN SIMILAR OREGON
CITIES.**



SECTION 3: PATROL DIVISION



SECTION 3: PATROL DIVISION

STRUCTURE AND OPERATIONS

The Patrol Division is the backbone of the Keizer Police Department, providing 24-hour emergency response, proactive patrol, and community engagement. Each patrol team is supervised by a Sergeant overseeing four to five officers per shift. Supervisors manage calls for service, reports, and field training while also handling collateral duties.

OPERATIONAL HIGHLIGHTS:

- Patrol officers respond to a wide range of calls: disturbances, traffic collisions, domestic violence, thefts, and person crimes.
- Officers handle both proactive and reactive policing while maintaining administrative duties such as report writing and evidence processing.
- Staffing shortages often require reassignment from specialized units (Traffic or Detectives) to maintain minimum patrol coverage.
- This dynamic can cause backlogs in investigations, overtime dependence, and decreased officer wellness.



TIM HEIN
PATROL LIEUTENANT



SCOTT BIGLER
PATROL SERGEANT



KEVIN DEMARCO
PATROL SERGEANT



SCOTT KENISTON
PATROL SERGEANT



PAUL QUINTERO
PATROL SERGEANT

SECTION 3: PATROL DIVISION - PATROL SERGEANT

PATROL SERGEANT



A patrol sergeant supervises a day or night shift team consisting of four patrol officers (the night shift team has five patrol officers when we are at higher staffing levels). During a work shift, a patrol sergeant reviews their team's reports that have been submitted. The sergeant will either approve a report or reject it with corrections needing to be made. The sergeant reviews pursuits and use of force incidents their team is involved in. They provide guidance to patrol officers when needed. They coordinate response to in-progress calls (burglary, assault, elude, armed person) which includes requesting resources (UAS, K9, negotiator, etc.) and coordinating perimeters. They communicate with the Patrol Lieutenant when appropriate (barricaded subject, serious injury or fatal crashes). They coach and counsel patrol officers when improvement is needed. The sergeant can be assigned an administrative inquiry to complete in the role of a fact finder. The sergeant follows up on complaints. The sergeant can have collateral duties such as (Peer Support Coordinator, FTEP Coordinator, UAS Coordinator, Firearms Coordinator, Cadet Supervisor, Ride-Along Coordinator, etc.).

TYPICAL DAY & RESPONSIBILITIES

Patrol sergeants supervise teams, review reports, and coordinate complex operations.

- **Shift Start: 6:50 AM or 6:50 PM**
- Put on uniform and equipment, prepare patrol vehicle.
- Lead shift briefing, sharing updates and guidance with the patrol team.
- **Shift End: 7:10 PM or 7:10 AM**
(unless overtime is required)

PRIMARY DUTIES:

- Report Review and Approval: Approve or return reports with required corrections. Ensure reports meet documentation standards, proper evidence entry, and legal requirements.
- Officer Guidance: Provide direction and mentorship to patrol officers.
- Operational Coordination: Respond to in-progress calls (burglary, assault, elude, armed persons).
- Coordinate resources: UAS, K9, negotiators, perimeter setups.
- Communicate with Patrol Lieutenant on critical incidents (barricaded subjects, serious injuries, fatal crashes).
- Collateral Duties: Peer Support Coordinator, FTEP Coordinator, UAS Coordinator, Firearms Coordinator, Cadet Supervisor, Ride-Along Coordinator.

IF A SERGEANT VACANCY OCCURS, THE DEPARTMENT MUST REASSIGN ONE FROM ANOTHER UNIT, REDUCING SUPERVISION ELSEWHERE AND FURTHER STRAINING LEADERSHIP COVERAGE.

PATROL OFFICER

A patrol officer works on a day or night shift team consisting of three other officers and one patrol sergeant (total of 5). Patrol officers respond to a variety of different types of calls for service, conduct traffic stops, and proactively police. Patrol officers complete call narratives or reports, depending on what call for service/investigation they are dealing with. Patrol officers also have collateral duties such as field training officer, survival skills instructor, UAS operator, K9 handler, etc.

IF WE LOST A PATROL OFFICER POSITION, WE WOULD FILL THE VACANCY BY TRANSFERRING A TRAFFIC OFFICER, CRU DETECTIVE, OR GENERAL DETECTIVE TO THE POSITION, ENSURING THE PATROL DIVISION WAS ADEQUATELY STAFFED. THIS WOULD THEN CREATE MORE WORK FOR THOSE REMAINING IN THE UNIT, AND COULD LEAD TO POOR MORALE AND BURNOUT.

TYPICAL DAY & RESPONSIBILITIES

A typical day for a patrol officer includes a balance of proactive policing, responding to calls, and completing administrative tasks.

- **Shift Start: 6:50 AM or 6:50 PM**
- Put on uniform and equipment, prepare patrol vehicle.
- Prepare patrol vehicle and ensure all necessary gear is available.
- Attend shift briefing, receiving updates on noteworthy calls and relevant information.
- **Shift End: 7:10 PM or 7:10 AM** (unless overtime is required)

PRIMARY DUTIES:

- Responding to Calls for Service: Domestic disturbances, trespass, ordinance violations, assaults, sex offenses, welfare checks, traffic complaints, restraining order violations, etc. Officers document each call in CAD or complete a report.
- Report Writing & Paperwork: Tasks include completing required fields, writing detailed narratives, entering property/evidence, and routing associated forms (tow forms, domestic violence assessments, property forms, etc.).
- Proactive Policing: Traffic stops, addressing suspicious activity, locating stolen vehicles, conducting investigations.
- Investigation Follow-Up: Interviews, canvassing for witnesses, obtaining video surveillance, retrieving evidence.
- Collateral Duties: Developing lesson plans, instructing new hires, assisting with training.

TRAFFIC OFFICER

The Traffic Safety Unit currently consists of two officers working four 10-hour shifts when we have an adequately staffed patrol unit. It is called a Safety Unit rather than an Enforcement Unit, as our focus is changing behavior to make everyone safer, often through education rather than enforcement.

If available, a traffic officer responds to the following types of calls:

1. All traffic crashes to assist drivers with the information exchange, determine the at-fault driver and complete a required DMV crash form. They also respond to calls involving a driver who is suspected of being impaired by drugs or alcohol. They are also on call to assist patrol while off-duty with DUII investigations and search warrants.
2. All hit-and-run complaints are investigated, which can often be resolved and allow the victim to receive insurance information if they choose not to press criminal charges. These minor hit-and-run crashes occur frequently and take a lot of time, which our patrol staff would not have the time to invest. This has proven to be a huge benefit for the victim.
3. They monitor reported parking violations, ensuring they are followed up on and addressed.
4. They conduct traffic stops to ensure there is education and enforcement to increase traffic safety in our community.
5. The traffic unit conducts speed surveys on streets to evaluate specific enforcement needs, or at the request of citizens, committees, and the City Council. Based on these same surveys and areas of speed complaints, they direct their efforts to a specific area using the gathered data.
6. They help the patrol officers with calls for service as needed and are used as a supplement to patrol on large, in-progress calls. Often, assisting patrol with the deployment of a sUAS (drone).
7. The traffic officer investigates serious injury/fatal crashes with assistance from the Mid-Valley Crash Team, of which they are a member.
8. A traffic officer is expected to have extensive knowledge of DUII investigations.

TRAFFIC OFFICER

TYPICAL DAY & RESPONSIBILITIES

- **Shift Start: 7:00 AM**
- Attend morning briefing.
- Put on uniform and prepare all personal and vehicle/motorcycle equipment.
- **Shift End: 5:00 PM** (unless overtime is required)



PRIMARY DUTIES:

- Responding to Calls for Service: Domestic disturbances, trespass, ordinance violations, assaults, sex offenses, welfare checks, traffic complaints, restraining order violations, etc. Officers document each call in CAD or complete a report.
- Report Writing & Paperwork: Tasks include completing required fields, writing detailed narratives, entering property/evidence, and routing associated forms (tow forms, domestic violence assessments, property forms, etc.).
- Proactive Policing: Traffic stops, addressing suspicious activity, locating stolen vehicles, conducting investigations.
- Investigation Follow-Up: Interviews, canvassing for witnesses, obtaining video surveillance, retrieving evidence.
- Collateral Duties: Developing lesson plans, instructing new hires, assisting with training.

LOSS OF ONE TRAFFIC POSITION COULD ELIMINATE THE UNIT, FORCING PATROL OFFICERS TO ABSORB CRASH INVESTIGATIONS, DUIS, AND TARGETED ENFORCEMENT, TASKS THAT ARE TIME-INTENSIVE AND REQUIRE SPECIALIZED TRAINING. IT WOULD REDUCE THE RESOURCES WE HAVE AVAILABLE TO INVESTIGATE SERIOUS INJURY OR FATAL CRASHES, FORCING US TO DEPEND ON ANOTHER AGENCY OR AGENCIES FOR ASSISTANCE.

COMMUNITY SERVICE OFFICER

As a non-sworn employee, the Community Service Officer assists sworn law enforcement personnel with non-emergency calls, completes investigations, and other related law enforcement tasks and acts as a community relations outreach for City services. They will also enforce and investigate complaints and municipal & ORS violations. The CSO tasks and responsibilities make a direct impact on Keizer livability by improving safety, addressing concerns, and fostering positive relationships between residents and law enforcement. This position splits their time between fieldwork, public engagement and community outreach, and collaborative planning with a dedicated public safety team.

ESSENTIAL FUNCTIONS

Under the direction of the Patrol Lieutenant:

- Investigate violations of City ordinances and graffiti reports.
- Handle issues that do not require the presence of sworn law enforcement including, but not limited to, lost and found property, animal complaints, parking complaints, and homelessness.
- Enforces a variety of federal, state, and local codes and regulations, including parking, noise abatement; writes warnings and citations; follows up on complaints.
- Respond to dispatched calls for services. Investigate and complete reports related to “cold” calls including those involving missing persons, burglaries, vandalism, theft, financial crimes, stolen/recovered vehicles, fraud, and other similar incidents.
- Obtain statements and complete standard police reports for review by supervisors or sworn staff.
- Respond to dispatched calls for injury and non-injury traffic crashes and assist in facilitating the exchange of information.
- Administer first aid as needed and conduct crash investigations as needed.
- Complete documents and reports required by the City to include cases generated from online reporting.
- Provide traffic control at various incidents, including potentially hazardous conditions, traffic accidents, crime scenes, fires, funerals, special events, and power outages.

COMMUNITY SERVICE OFFICER

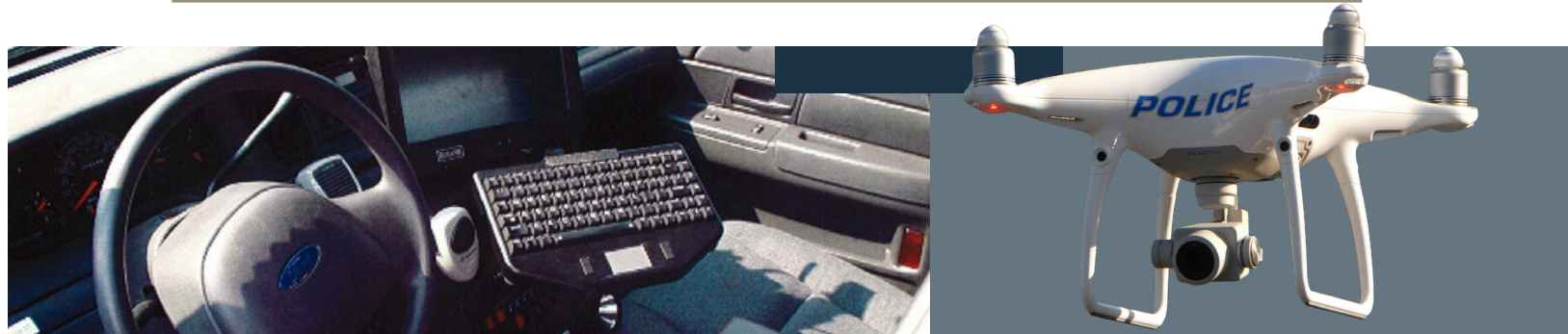
ESSENTIAL FUNCTIONS

Under the direction of a police lieutenant:

- Coordinate and schedule crime prevention/public relations programs including, but not limited to, Neighborhood Watch, Business Watch, National Night Out, and BLAST (Bringing Law Enforcement and Students Together) Camp.
- Maintain crime prevention databases and ensures compliance with program requirements.
- Support special events which may include developing visual aids and other items for public display.
- Effectively interact with the community in person and via email/telephone correspondence; crime prevention liaison to various civic groups.
- Listen and report community concerns and needs relative to law enforcement and community policing.
- Create and maintains brochures, informational pamphlets, and crime prevention bulletins.
- Offer community and city resource referrals and conducts department tours.
- Recruit non-sworn volunteers.

Under the direction of the Administrative Lieutenant:

- Coordinate fleet services by assuring that vehicles and vehicle accessories are properly equipped, maintained and in good working order.
- Schedule and transports vehicles and equipment to repair facilities and other service shops.
- Perform minor maintenance checks, troubleshooting, and repairs as needed.
- Commission and decommission vehicles, prepares vehicles for public auction.
- Maintain accurate service records and complies with safety recall notices.
- Recruit, train and schedule fleet service volunteers.



TECHNOLOGY ADVANCEMENTS

THE FOLLOWING ARE SOME EXAMPLES OF TECHNOLOGY ADVANCEMENTS THAT ASSIST OUR PATROL OFFICERS WITH EFFICIENCY WITH THEIR WORK:

ELECTRONIC TICKETING AND CRASH REPORT SYSTEM.

This system is connected with other systems on the computers our officers use and cut down the time it takes to complete a warning, citation, or crash report due to the officers not having to handwrite them.

COMPUTERS IN THE OFFICER'S PATROL VEHICLE.

Programs on the computer allow officers to check the status of a driver's license, look at the registration of a vehicle, check to see if an individual has any warrants for their arrest, etc.

LICENSE PLATE READERS AND PARKS CAMERAS.

This technology allows officers to quickly search for a specific license plate or check an area during a specific timeframe. This allows an officer to identify a suspect/suspect vehicle quicker.

A setback with the mentioned technology at times is when connectivity issues occur, preventing the programs from being utilized.

We are excited about using body cameras in the future. Ultimately, the body cameras will be connected to a patrol vehicle and will turn on automatically when the emergency lighting is activated, or they can be manually activated. This will allow officers to capture more of the calls for service and investigations they deal with on a daily basis. When there is a complaint made regarding an incident captured on a body camera, the time spent investigating the complaint should be significantly decreased.

INTERAGENCY COORDINATION

KPD FREQUENTLY RELIES ON MUTUAL AID FROM SALEM POLICE DEPARTMENT AND MARION COUNTY SHERIFF'S OFFICE DURING OVERLAPPING INCIDENTS. SIMILARLY, KPD ASSISTS PARTNER AGENCIES WHEN NEEDED.

INTERAGENCY ACCESS TO RESOURCES

The patrol unit has several resources available to them, depending on the type of call for service or investigation being handled. The resources include, but are not limited to:

- Salem Bomb Squad
- Mid Valley Crash Team
- Keizer Police Department's K9s as well as other agencies' K9s.
- UAS
- The Keizer Police Department Criminal Investigation Division
- Detectives from other agencies if needed (homicides, officer involved shootings, etc.)



SWAT

KPD has two officers assigned to the Salem SWAT Team, which has completed 33 missions since May 2024. Each callout affects local staffing, requiring backfill and increasing overtime. When our SWAT operators are called out, it can be on a day they were initially scheduled to work, or they can even be called out for an unplanned mission due to an active incident occurring when they are on duty.

This then effects our staffing levels, often times causing us to call someone in to work overtime to ensure we are at minimum staffing levels. When our SWAT operators are called out for a planned or unplanned mission, it is due to the team executing a search warrant, to apprehend a barricaded subject, murder suspect, robbery suspect, etc. All of these situations require a high level of tactical training and experience to safely complete the mission.

Over the last year and a half, the Keizer Police Department has requested Salem/Marion County SWAT assistance on four occasions.



SPECIALIZED TACTICAL RESPONSE DOES NOT REDUCE LOCAL WORKLOAD , IT REDISTRIBUTES IT TO REMAINING PATROL STAFF THROUGH BACKFILL AND OVERTIME.

INTERAGENCY PATROL SUPPORT

INTERAGENCY PATROL SUPPORT

Our patrol officers routinely cover the Marion County Sheriff's Office, Salem Police Department, and occasionally the Oregon State Police. This coverage is part of a strategy to provide mutual collaboration and support, promoting safety for both the involved agency and the community by addressing risks more quickly. There are a variety of instances why we cover other agencies. The instances include, but are not limited to:

- Covering one of the agencies on a traffic stop within the city of Keizer or near our city limits.
- Covering one of the agencies on a suspect contact within the city of Keizer or near our city limits.
- Responding to assist other agencies with a call for service (disturbance, warrant service, an elude involving a vehicle, bicycle, or person eluding on foot where officers are needed to create a perimeter or to safely take the person or persons into custody, a shooting or stabbing incident where officers are needed to create a perimeter or to take the person or persons into custody safely. An example of this is MCSO responded to a reported shooting and asked for anyone available to respond to assist. At this time, our day shift patrol officers were on duty and our night shift patrol officers were about to begin their shift. We sent multiple officers to assist, leaving limited resources to handle calls for service within our city.
- When the Salem Police Department is busy handling a priority incident or multiple priority incidents, the Keizer Police Department typically will handle the calls for service in the north area of Salem.

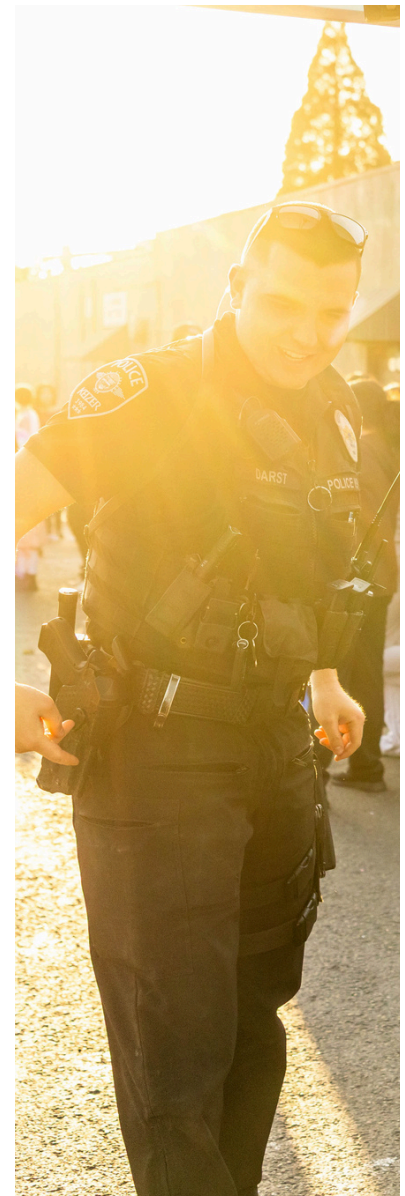
**INTERAGENCY COORDINATION STRENGTHENS
REGIONAL SAFETY, BUT ALSO REQUIRES
CAREFUL STAFFING AND RESOURCE
MANAGEMENT.**

INCIDENTS REQUIRING EXTERNAL ASSISTANCE OR UNATTENDED CALLS



The Keizer Police Department operates with lean staffing levels, particularly during night and weekend day shifts. At times, we are just two priority calls away from exhausting all available on-duty personnel. When that threshold is reached, we must request assistance from our regional partners, including the Salem Police Department, the Marion County Sheriff’s Office, or the Oregon State Police. While mutual aid is a critical component of public safety, the reality is that a small agency’s staffing model leaves little margin for overlapping high-priority incidents. When multiple serious calls occur at once, routine calls may be delayed, supervisors may respond alone, and overtime may be required to restore minimum staffing levels.

A real-world example from May 2025 illustrates this fragility. Within a single hour, officers responded to a multi-person assault, an active bar fight involving a firearm, and a separate report of a gunshot with fleeing suspects. With only two patrol officers and one sergeant on duty, all available personnel were quickly committed. Regional partners were requested to assist, and in one instance a supervisor initially responded alone due to other calls still being in progress. Each incident required extended on-scene time, follow-up, and coordination. This sequence underscores how quickly staffing capacity can be reached, and how even one additional critical incident can create immediate operational strain, trigger outside assistance, and increase overtime demands to maintain safe service levels for the community.



DEVELOPMENT TIMELINE

Example sequence (May 2025):

10:10 PM

CALL 25-7127 - IN-N-OUT FIGHT

Situation: Three individuals were attacking one individual.

Staffing: Two patrol officers and one sergeant on duty.

Response: Suspects (juveniles) located and taken into custody.

Follow-up: Parents notified; juveniles transported to Marion County Juvenile Detention Center.

Breakdown: It took an officer a little over a minute to get to the incident location. Two officers initially responded, with a third arriving later. Two officers were on scene for approximately 22 and 38 minutes with the third officer remaining on scene for approximately 97 minutes.

10:48 PM

CALL 25-7128 – ACTIVE FIGHT AT BAR

Situation: One individual retrieved a firearm from a vehicle and returned to the bar.

Response: KPD requested assistance from Salem Police Department for the bar fight. Marion County Sheriff's Office assisted with custody of the three juveniles from the prior call.

Breakdown: It took one officer approximately 3 minutes to arrive, and the second officer approximately 5 minutes. One officer was on scene for approximately 15 minutes and another for approximately 32 minutes.

11:10 PM

CALL 25-7129 – GUNSHOT REPORT / FLEEING SUBJECTS

Situation: Caller reported hearing a gunshot, followed by a vehicle fleeing and two subjects running down the street.

Response: Patrol sergeant initially responded alone due to the other two priority calls being in progress.

Breakdown: Unknown how long it took the one officer to arrive. A second officer was able to respond approximately 17 minutes after the initial call and it took them one minute drive time to get there. One officer was on scene for approximately 7 minutes and another for approximately 75 minutes.

**THIS INCIDENT SERIES
UNDERScores THE
FRAGILITY OF SMALL-
AGENCY STAFFING,
WHERE THREE
SIMULTANEOUS EVENTS
CAN FULLY EXHAUST
AVAILABLE RESOURCES.**

COLLATERAL DUTIES

Officers carry collateral assignments including Peer Support, Field Training, Firearms Instruction, UAS Operations, and Tactical Medicine. These functions are vital to departmental readiness but stretch available resources. A review of training instructors indicates shortages in several key areas such as Firearms, Defensive Tactics, and EVOC.

Discipline	Current Instructors	Operational Need	Status
Firearms	4	6	Understaffed
Defensive Tactics	3	5	Understaffed
Taser	2	3	Understaffed
First Aid/CPR	3	3	Adequate
Tactical Medicine	3	3	Adequate
Emergency Vehicle Operator (EVOC)	1	2	Understaffed
Baton	1	2	Understaffed
40mm	1	2	Understaffed

Table 7 Collateral Duty Gaps

Collateral duties, including Peer Support, FTO, UAS operation, and SWAT, represent essential departmental functions that demand ongoing time commitments. Many of these areas remain understaffed, impacting training capacity and officer development.



COLLATERAL DUTIES

PATROL COLLATERAL DUTIES:

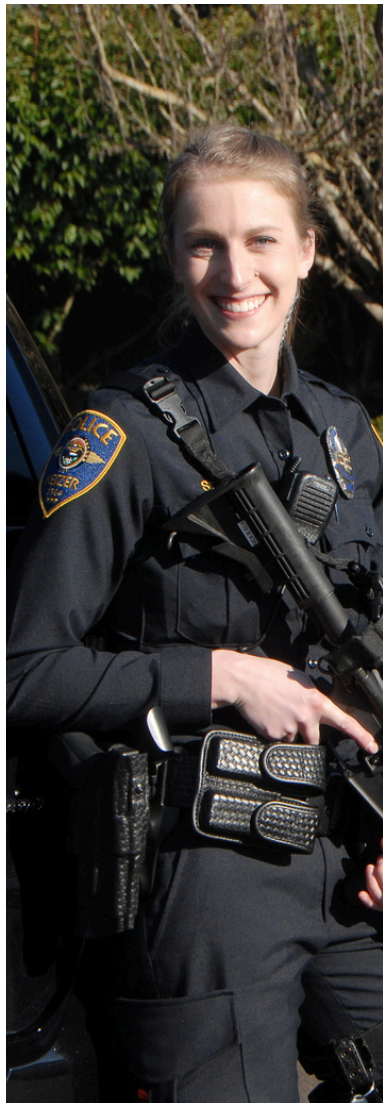
- UAS (Drone) Operators: Currently, we have (5) certified UAS operators. Operationally, we need (8) UAS operators, given the increase in applicable use.
- Field Training Officers (FTOs): We have (1) patrol sergeant who is the Field Training Evaluation Program Coordinator. Currently we have (12) FTO's within our department. Operationally, we need (14) FTO's.
- K9 Officers: We have (2) K9 officers within our department. Operationally, we are fine with this amount.
- Peer Support: We have (1) Peer Support Coordinator and (3) peer support members. This is an adequate number given our current size of department.
- SWAT Operators (2)
- Police Services Liaison (works with dispatch center)
- Reserve Coordinator
- Traffic Safety Coordinator

TRAFFIC UNIT COLLATERAL DUTIES:

- Drug Recognition Expert (DRE) Instructor
- Crash Reconstructionist
- Parade Coordinator
- Traffic Safety / Bicycle / Pedestrian Committee Liaison
- SFST Instructor
- Radar / Lidar Instructor
- Intoxilyzer 8000 Instructor
- Traffic Grant Project Director



TYPICAL CALL & RESPONSE TYPES



Every call for service involves far more than a single officer responding and clearing the scene. Even routine activity, such as a traffic stop, requires multiple administrative and documentation steps beyond the initial contact. After addressing the violation, officers must complete citation documentation, enter detailed stop data for state reporting requirements, update CAD notes, and process and categorize in-car camera footage before clearing the call. What may appear to the public as a brief roadside stop is, in reality, a structured process involving compliance verification, mandated data collection, and layered reporting obligations.

Priority calls such as domestics and burglaries require significantly more personnel and time. A domestic violence call, under minimum staffing, typically requires at least two officers, and preferably three, to ensure safety, separation of parties, investigation, victim support, arrest procedures, and detailed jail intake documentation. If an arrest is made, the process extends to transportation, medical clearance when necessary, and lengthy probable cause reporting. A burglary in progress can quickly escalate into a coordinated operation involving perimeter control, K9 deployment, unmanned aerial systems (UAS), regional mutual aid partners, neighborhood canvassing, evidence processing, and extensive report writing. These incidents often tie up most or all available patrol resources for extended periods.

The common thread across all call types is that response is only one part of the workload. Investigation, documentation, transport, coordination, and follow-up frequently consume substantially more time than the initial dispatch. In a small agency operating near minimum staffing, even one complex call can significantly reduce available patrol coverage, while multiple simultaneous incidents can fully exhaust on-duty resources.

SECTION 3: PATROL DIVISION - TYPICAL CALL AND RESPONSE TYPES

TRAFFIC

When an officer observes a traffic violation, he will request dispatch to create a traffic call or generate it himself using our CAD system. Once the call is generated, the officer will activate his overhead lights, provide dispatch with his location, the license plate of the vehicle, and a brief description of the vehicle.

The officer will contact the driver and request his license, registration, and proof of insurance. The officer will verify that all three documents are valid and current. The officer will return to his vehicle and either complete the traffic citation or issue a verbal/written warning. The officer will re-contact the driver and explain the warning or citation.

The officer will turn off his overhead lights and advise dispatch or change his status to "leaving scene". The officer will then generate a new entry in our stop data program. The stop data program requires the officer to enter the location of the stop, the age, sex, and home zip code of the driver. The officer must also answer whether the driver's race/ethnicity was perceived before the stop, the reason for the stop, the outcome, whether a search was conducted, and whether an arrest was made.

After the stop data information is entered, the officer will complete his notes on the traffic citation. Once he submits the traffic warning or citation, the officer will enter his notes in CAD. Once all the information has been entered, the officer will update the video taken of the traffic stop on our patrol vehicle's camera system, then clear the stop.



SECTION 3: PATROL DIVISION - TYPICAL CALL AND RESPONSE TYPES

BURGLARY

When we respond to a burglary, any available unit will respond to the location. There are several different scenarios of how we respond to a burglary. For example, if the homeowner reports someone inside their residence and signs of forced entry are present, we will immediately establish a perimeter around the residence. A UAS operator will be deployed, along with a K9, if available. When a UAS operator is deployed, an additional officer must accompany the operator and serve as their spotter.

We will request that the Marion County Sheriff's Office or the Salem Police Department respond to provide additional assistance for the immediate perimeter (around the house) and to establish a larger perimeter around the neighborhood.

For the immediate perimeter, we usually have two officers in the back of the residence, and a minimum of three officers making entry in the front of the residence to clear it. For the larger perimeter, we would have a minimum of four units and preferably an additional unit as a roamer.

If the suspect is not located inside the residence, a K9 track will be initiated. A K9 track typically includes the handler and three other officers. During this time, the UAS operator checks the general area and tracks the K9 track for any potential dangers.

If the suspect is apprehended, they will be transported in one of our patrol vehicles to the police station. The primary officer will interview the victim and process the scene with the help of other officers. We will canvass the neighborhood to see if any surveillance video could be retrieved to further the investigation. The primary officer will complete the intake paperwork and then transport the suspect to the Marion County Jail.



SECTION 3: PATROL DIVISION - TYPICAL CALL AND RESPONSE TYPES

DOMESTIC

With our minimum staffing, a typical domestic call usually requires a minimum of two officers, but preferably three. During our initial approach, we will have two officers make contact at the front door and the third stage towards the back of the target location, in case someone attempts to flee. Once contact is made, one officer will speak with the victim, while one or preferably two stay with the potential suspect.

If someone is taken into custody, two officers will escort the suspect to the patrol vehicle. One officer will stay with the victim and provide resources, as well as complete a domestic violence assessment form to investigate any previous incidents.

Once this is complete, the suspect will be taken to the police station, where the primary officer will complete the jail intake forms. The jail intake forms require the information of the arrest, the charges, emergency contact information, a probable cause statement, a probable cause questionnaire, and an intake questionnaire. The probable cause questionnaire asks for the details of the arrest, as well as additional victim information. The intake questionnaire asks several questions about the suspect, including their medical history (mental health and physical health) as well as the incident itself.

The probable cause statement is a summary of the incident and an explanation of why the officer has probable cause to charge the suspect with the crime. After the officer completes these forms, he will transport the suspect to the Marion County Jail. If the suspect is injured or requests immediate medical attention, the officer will need to take them to the Salem Hospital to receive medical attention. The majority of domestic violence crimes are a mandatory arrest, so the officer will need to stay with the suspect until he is released from the hospital. Once they are released by the hospital, they can be transported to jail.



INCIDENT TESTIMONIALS

ELUDE

Officer Johnson responded to a call regarding multiple juveniles riding their motorbikes with no helmets. There had recently been two similar reports. Officer Johnson located one of the juveniles traveling at a high rate of speed through a residential neighborhood. When Officer Johnson attempted to stop the juvenile, but he eluded on the motorbike through the park. With the help of a citizen, Officer Johnson was able to identify the residence that the juveniles were associated with. Officer Johnson located the involved juveniles. The juvenile who eluded was arrested, and the other juveniles were released to the custody of their parents. The mother of the juvenile who had eluded was very upset with her son's behavior.

BURGLARY/RESTRAINING ORDER VIOLATION

Officer Perez responded to a report of a burglary, which involved the victim's ex-husband, against whom she had an active restraining order. Officer Perez was able to collect enough evidence to arrest the suspect in this case, who had stolen prescription medication during the incident. Officer Perez was able to locate him and take him into custody.

PROACTIVE POLICING, STRONG INVESTIGATIONS, AND COMMUNITY PARTNERSHIPS TURN INCIDENTS INTO ACCOUNTABILITY.

ATTEMPTED BURGLARY

Officer Bevens responded to a late attempted burglary, where the suspect had broken out the victim's garage window. Officer Bevens was able to get surveillance video of the incident.

Officer Bevens, along with his Field Training Officer (Perez), was able to positively identify the suspect in the case. The day prior, Officer Bevens and Officer Perez were on routine patrol when they encountered the suspect, who was lingering in the Keizer Station area. When he was contacted at Keizer Station, he was positively identified.

Officer Bevens was able to re-locate the suspect in this case and took him into custody. The suspect was transported to the Marion County Jail.

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID)



SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID)

STRUCTURE AND OPERATIONS

CID is led by a Lieutenant and Detective Sergeant, supervising five detectives and two School Resource Detectives. Half of the Sergeant's salary is paid by the Salem-Keizer School District (SKSD). The full salaries of both school detectives, along with their overtime, vehicles, and equipment, are paid in full by SKSD. Annually SKSD supplements the KPD budget with \$500,000.00 for 2.5 FTEs.

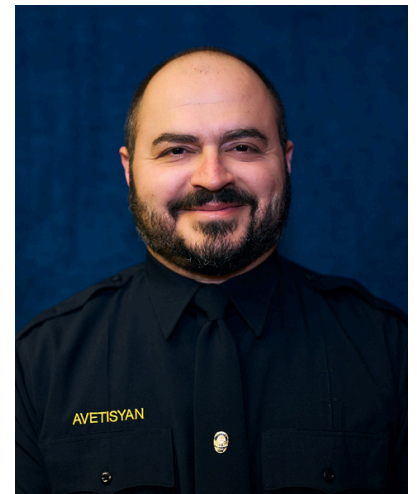
The introduction of technological tools such as License Plate Readers (LPRs) and mobile surveillance units has significantly improved investigative efficiency and contributed to solving major cases, including fatal hit-and-run incidents and high-value thefts. Despite these advancements, CID staffing levels remain consistent with those from 2000, a period when the division also included three School Resource Officers and one part-time Sergeant.

OPERATIONAL HIGHLIGHTS:

- CID investigates complex crimes including homicides, assaults, financial crimes, and organized retail theft.
- Homicide, Suspicious Deaths
- Sex Offenses, Child Abuse, Elder Abuse
- Domestic Violence & Assaults
- Robbery & Armed Crimes
- Major Property & Financial Crimes
- Organized Crime, Missing Persons, Internet Crimes Against Children
- Officer-Involved Incidents, Threat Assessments



CHRIS NELSON
CID LIEUTENANT



ARSEN AVETISYAN
CID SERGEANT



CARRIE ANDERSON
SSRT DETECTIVE



ROLAND FARRENS
GENERAL DETECTIVE



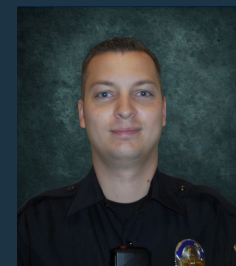
MICHAEL KOWASH
GENERAL DETECTIVE



TIM LATHROP
GENERAL DETECTIVE



KEVIN RENFRO
GENERAL DETECTIVE



NATE SMITH
GENERAL DETECTIVE



JEREMY WORLEDGE
GENERAL DETECTIVE

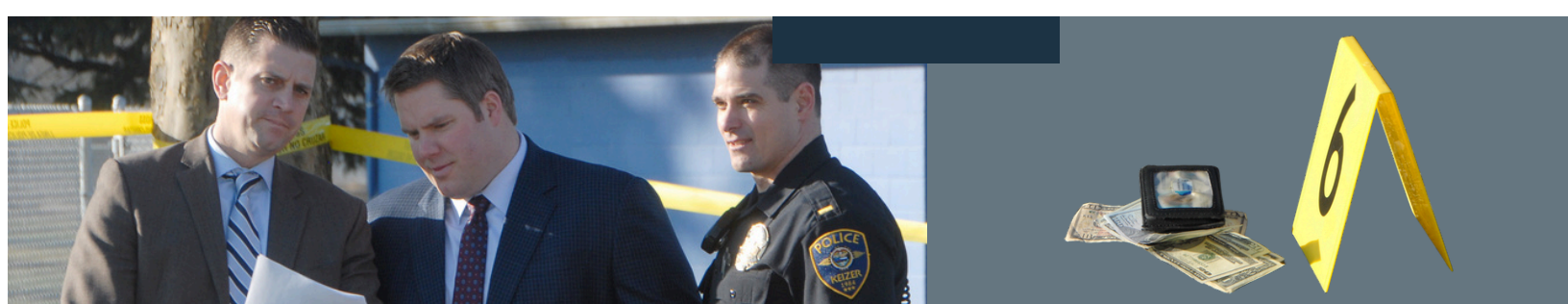
TYPICAL CASELOAD DISTRIBUTION & INVESTIGATION TIMELINES

The Keizer Police Criminal Investigation Division (CID) currently includes five general and two school detective positions, with one having been vacant since the resignation of a general detective in early 2024. One detective position is dedicated to property crimes; however, the detective in this role has been helping with the person crime caseload due to the mentioned staffing shortage. The school detectives, whose positions are funded by the school district, provide law enforcement consultation to school staff throughout the district and investigate major crimes related to schools within Keizer, such as assaults, sex offenses, or threats of violence.

Day-to-day operations for general detectives are based on the types of assigned cases and crimes involved, as cases are prioritized based on the severity of the crime and the urgency of the investigation, person crimes vs. property crimes, victim vulnerability, alleged offender's access to the victim, potential threat to the public, etc. Violent crimes are typically treated as top priority as CID supervisors triage cases routed from the Patrol Division, DHS, Internet Crimes Against Children (ICAC), and other agencies. Some investigations are resolved fairly quickly, while more major ones (homicides, shootings, sex offenses, assaults, child abuse), may take weeks or even months to complete, requiring hundreds of investigative hours.

Detectives are normally able to manage their caseload by juggling cases and prioritizing tasks to be able to work on multiple cases simultaneously, for example, some cases can be worked on while others are awaiting results from the crime lab, subpoena or search warrant returns, etc. The number of cases in each detective's caseload can vary ranging from 10 to 25 at any given time, as some cases are solved and new ones are assigned. Additionally, most completed investigations still remain on a detective's radar as they move forward through the court system and may require follow-up or witness testimony.

With the current staffing levels, even when the currently vacant position is filled, CID detectives are only able to handle person crimes or major property crimes, as most property crimes have to be sent back to Patrol or go unassigned. Detectives are part of the on-call rotation, for one week at a time, often having to put some cases on hold to dedicate their time to major crime callouts, which may require more than one detective to respond. While it is difficult to estimate the time spent on each case or specific types of cases, the vast majority of the detectives' time and effort is invested in investigations of sexual or physical abuse of children and sex offenses involving adults.



CURRENTLY ASSIGNED/OPEN CASES — 11/03/2025

GENERAL DETECTIVES

- Lathrop: 17
- Farrens: 23
- Renfro: 15
- Kowash: 12

SCHOOL DETECTIVES

- Anderson: 10
- Worledge: 12

Additionally, on an average week, detectives assist patrol officers with 5-10 cases that are not reflected in the above numbers (not assigned in RMS). These can be fairly minor tasks, including assistance in the field, quick follow-up, investigative consultation, or device downloads by the computer forensics detective.

In addition to general detectives, patrol officers often receive assistance from school detectives (Anderson and Worledge). Their primary duty is providing consultation to the school district but they also investigate major incidents that occur in Keizer schools, as well as assist officers with information gathering in cases involving school-age juveniles. The numbers of cases assigned to them are usually lower than general detectives.

Marion County Sheriff's Office detectives usually have 5-7 cases per person, and the number sometimes goes up to 10. Salem PD has 15-20 cases per detective.

WHILE FORMAL CASELOADS RANGE FROM 5—7 CASES PER DETECTIVE LOCALLY, ANNUAL INVESTIGATIVE ASSISTS CAN ADD HUNDREDS MORE WORKLOAD DEMANDS.

CASE PROCESSING TIME BY OFFENSE TYPE

BURGLARY INVESTIGATION

Phase	Task Description	Estimated Man-Hours
Initial Response	Officer dispatch, securing scene, initial report	1–2 hours
Crime Scene Processing	Fingerprints, photographs, evidence collection	2–4 hours
Victim Interview	Statements, stolen items list, timeline reconstruction	1–2 hours
Canvassing Area	Interviews with neighbors, looking for witnesses	1–3 hours
Evidence Processing	Submitting fingerprints, DNA, stolen items data	2–6 hours (lab time varies)
Review of Surveillance	Gathering and analyzing video footage (if any)	2–8 hours+
Follow-Up Investigation	Suspect leads, checking pawn shops, background checks	5–10 hours+
Report Writing	Detailed reports for prosecutor and department	1–3 hours
Arrest and Processing	If a suspect is identified and arrested	2–5 hours
Court Testimony Prep	Coordination with prosecutors, reviewing case	2–4 hours

Table 8 Processing Time for Typical Burglary Investigation



TOTAL ESTIMATED MAN-HOURS

- **Basic case** (no suspect, minimal evidence): ~10–20 hours
- **Moderate case** (some leads, video, evidence): ~20–40 hours
- **Complex case** (multiple suspects, forensic evidence, arrest): 40–100+ hours

EACH BURGLARY INVESTIGATION CAN REQUIRE 10 TO 100+ HOURS OF INVESTIGATIVE, FORENSIC, AND COURT PREPARATION WORK.

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - CASE PROCESSING TIME BY OFFENSE TYPE

SEX OFFENSE INVESTIGATION

Phase	Task Description	Estimated Man-Hours
Initial Report / First Response	Interview victim, secure scene, collect preliminary statements	4-8 hours
Victim Interview (Detailed)	Conduct forensic interview (often with a specialist), use trauma-informed approach	4-6 hours
Crime Scene Processing	Photograph, collect physical evidence, document scene, possibly involves multiple officers	4-10 hours
Suspect Interview / Interrogation	Planning, Miranda rights, interrogation (may take multiple sessions)	4-12 hours
Forensic Medical Exam (SANE Kit)	Coordination with hospital, chain of custody for evidence	2-3 hours (LE time)
Witness Interviews	Interview friends, family, or bystanders, possibly re-interview later	3-6 hours
Digital Evidence Collection	Cell phone/computer imaging, search warrants, review of text messages, online activity	10-30+ hours
Evidence Analysis Coordination	Lab processing (DNA, toxicology), coordination with crime labs	2-4 hours (LE time)
Report Writing / Case File Prep	Detailed narrative report, evidence logs, interview summaries, warrant attachments	8-15 hours
Prosecutor Coordination	Meetings, case review, follow-up requests, testifying at grand jury (if applicable)	3-6 hours
Follow-Up Investigations	Supplemental interviews, new leads, responding to prosecutor needs	5-15+ hours

Table 9 Processing Time for Typical Sex Offense Investigation

TOTAL ESTIMATED MAN-HOURS

- **Standard Case:** 50-100 hours
- **Complex Case** (e.g., multiple suspects, child victims, digital evidence): 100-300+ hours



SEX OFFENSE INVESTIGATIONS CAN REQUIRE 50 TO 300+ HOURS OF INVESTIGATIVE WORK PER CASE.

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - CASE PROCESSING TIME BY OFFENSE TYPE

FELONIOUS ASSAULT INVESTIGATION

Phase	Task Description	Estimated Man-Hours
Initial Response & Scene Securing	Patrol officers	4-6 hours
Crime Scene Investigation	CSI techs, detectives	8-20 hours
Evidence Collection & Processing	Forensic specialists, lab techs	10-30 hours
Victim Interview	Detectives, victim advocate	2-5 hours
Suspect Interview / Interrogation	Detectives	4-10 hours
Witness Interviews	Detectives	5-15 hours
Video/Surveillance Review	Detectives or analysts	5-20 hours
Medical Records Analysis	Detectives, legal review	2-4 hours
Report Writing & Case File Prep	Detectives, admin staff	8-12 hours
Legal Coordination (DA/prosecutor)	Detectives, legal team	4-6 hours
Follow-ups & Additional Leads	Detectives	5-10 hours

Table 10 Processing Time for Typical Felonious Assault Investigation

TOTAL ESTIMATED MAN-HOURS: 57-138+ HOURS

This range reflects a basic to moderately complex case the total man-hours can easily exceed 200-300 hours if the case involves:

- Multiple suspects
- Gang involvement
- High-profile victims
- Inter-jurisdictional issues
- Uncooperative witnesses

FELONIOUS ASSAULT INVESTIGATIONS CAN REQUIRE 57 TO 300+ HOURS OF INVESTIGATIVE AND LEGAL COORDINATION PER CASE.

CID STAFFING AND COLLATERAL DUTIES

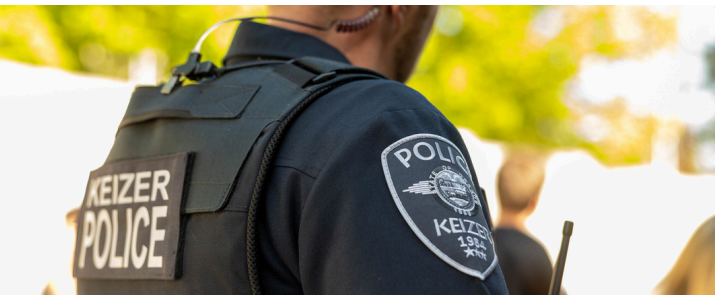
Collateral duties are responsibilities assigned to CID supervisory staff and detectives in addition to their primary investigative roles. These specialized tasks, projects, and functions support the department’s mission by broadening organizational capabilities, enhancing professional expertise, and ensuring critical functions are accomplished without the need for dedicated staffing.



LIEUTENANT

Responsibilities:

- CID Commander
- PIO - Public Information Officer
- Multiple program coordinators



DETECTIVE SERGEANT

Responsibilities:

- Supervises detectives
- Threat assessment



DETECTIVE

Responsibilities:

- Complex investigations
- School liaison
- Domestic violence
- Financial crimes
- Digital forensics

OVERVIEW OF COLLATERAL DUTIES FOR CID

Collateral duties are responsibilities assigned to CID supervisory staff and detectives in addition to their primary investigative roles. These specialized tasks, projects, and functions support the department’s mission by broadening organizational capabilities, enhancing professional expertise, and ensuring critical functions are accomplished without the need for dedicated staffing.

MULTI-DISCIPLINARY OR INTERAGENCY TEAMS

- Homicide Assault Response Team (HART) – Countywide interagency major crimes team comprised of multiple law enforcement agencies
- Adult Threat Assessment Team (TAT) – Includes members from local, state, and federal public safety agencies, Department of Human Services (DHS), educational organizations, and other community partners; Reviews cases involving threats against individuals or society in general
- Child Abuse MDT – Includes law enforcement agencies, DHS, Liberty House Child Abuse Assessment Center, and other community partners; the team regularly staffs cases of alleged child abuse and neglect from around Marion County
- Child Abuse Review Team (CART) – Committee that reviews child abuse cases from prevention perspective
- Child Fatality Review Team – Similar to CART
- Domestic Violence Council
- Retail Crime Association of Oregon (ORCAOR) Law Enforcement Partner

DEPARTMENT INSTRUCTORS

- Field Training Officer (FTO)
- Firearms Instructor
- Defensive Tactics Instructor
- Emergency Vehicle Operation Course (EVOC) Instructor
- Confrontational Simulations Instructor
- Use of Force / Force-on-Force & Scenario Instructor
- Ballistic Shield Instructor

SURVEILLANCE AND COMPUTER FORENSICS

- Computer Forensics Examiner
- Cellebrite (computer forensics software) operation
- Internet Crimes Against Children (ICAC) investigations
- Camera Technology —License Plate Reader (LPR), City Park Cameras, Remote Surveillance Platforms

OTHER COLLATERAL DUTIES

- Reserve Program Supervision
- Background Investigations
- National Integrated Ballistics Information Network (NIBIN) / Integrated Ballistics Information System (IBIS) – processing of firearms and spent casings for entry into a ballistic database)

COLLATERAL DUTIES BY CID MEMBER

CID LIEUTENANT

The Lieutenant holds a senior level management position, overseeing administrative programs, operations and activities of a division of the Police Department through subordinate supervisors and other personnel. This position provides highly responsible and complex staff assistance to the Chief of Police. Acts in the capacity of the Chief of Police during their absence. This position works with and at the direction of the Chief of Police to manage all subordinate functions of the police department; ensuring activities are consistent with community and industry standards and expectations and in keeping with the mission of the Police Department. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

Overview of Collateral Duties for the CID Lieutenant

- Criminal Investigation Division Commander
- Background Investigation Coordinator
- Criminal Intelligence Coordinator
- Surveillance Technology Coordinator (Drop Cars, LPRs, Parks)
- HART/CART Team Coordinator
- Immigration Applications (S & U-Visas)
- Internal Affairs Investigator
- Public Information Officer – secondary
- Student/Adult Threat Assessment Team Coordinator
- CrimeTracer Administrator
- CLEAR Administrator
- Fleet Coordinator Assistant
- NAACP Liaison
- CJAC Committee Member
- RAIN Board Member
- ALPR Administrator
- ICAC Administrator
- CALLYO Administrator
- Power DMS Administrator- secondary
- K9 Handler (Comfort/Facility K9)
- Community Response Unit Supervisor (Temp., Eff. 2024)

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

CID SERGEANT

The Sergeant plans and manages administrative and tactical operations and activities of an assigned unit or patrol shift and/or programs to include leadership, supervision, direction, training and management. The position provides overall command of assigned unit personnel and activities as it pertains to overall operations. This position directs briefing and planning activities prior to the start of a shift or specific police mission and ensures adequate staffing is present 24-hours per day. This position provides leadership, which includes motivation of department personnel, anticipation and response to organizational and community needs and positive direction in conflict resolution. This position works with and at the direction of superiors to manage subordinate functions of the police department, ensuring activities are consistent with community and industry standards and expectations and in keeping with the mission of the Police Department. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

Overview of Collateral Duties for the CID Sergeant

- Criminal Investigation Unit Supervisor*
- SSRT/YSSO (SDU) Supervisor*
- DHS Cross Reports Screener*
- DV Council & MDT Member*
- HART Team Coordinator (secondary)*
- Threat Assessment Team Member*
- Safety Committee Member
- Background Investigator
- Surveillance Technology Coordinator (Drop Cars, LPRs, Parks) – Secondary
- Fleet Coordinator Assistant – Secondary

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

SSRT DETECTIVE

The Safety and Support Response Team (SSRT) is composed of community professionals dedicated to ensuring public and staff safety while supporting the educational success of students who may be at risk of behaviors leading to harm or injury. SSRT members focus on prevention, early intervention, and culturally responsive support rather than discipline, providing wrap-around services to help students succeed. Law enforcement representatives serve as liaisons and consultants to school and community partners, participating in threat assessments, safety planning, and coordination with mental health and crisis response teams. Their work emphasizes collaboration, restorative practices, and proactive strategies to maintain a safe and supportive learning environment.

Overview of Collateral Duties for the SSRT Detective

- Mid-Valley Sexual Incident Response Committee (SIRC) Member*
- Mid-Valley Student Threat Assessment Team (STAT) Member*
- Marion County Juvenile Fire-Setter Intervention Network (JFIN) Committee Member*
- Law Enforcement Liaison for Salem-Keizer Public Schools (SKPS) Emergency Operations Center (EOC)*
- Consultant for SKPS Suicide Risk Assessment Team (SRA)*
- SKPS Representative at Marion County Threat Advisory Team (TAT)*
- Association of Threat Assessment Professionals (ATAP) Member*
- Background Investigator
- Field Training Officer (FTO)
- KPA Vice President

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

YSSO DETECTIVE

The Youth School Safety Officer (YSSO) provides community-based policing support to the Salem/Keizer School District, assisting in the prevention and investigation of juvenile-related incidents on school campuses. Duties include investigating major crimes involving juvenile victims and offenders, coordinating with DHS Child Welfare, Liberty House, and the Marion County Child Abuse Multi-Disciplinary Team, and participating in school threat assessments alongside SSRT members. YSSOs serve as liaisons to the district's Emergency Operations Center, provide critical information affecting school safety, and assist in developing strategies to prevent or mitigate dangerous situations. Additional responsibilities include processing crime scenes, collecting evidence, interviewing witnesses and suspects, preparing reports, appearing in court, serving subpoenas and warrants, responding to after-hours incidents, supporting other detectives as needed, and maintaining training and skills relevant to the role.

Overview of Collateral Duties for the YSSO Detective

- Mid-Valley Sexual Incident Response Committee (SIRC) Member*
- Mid-Valley Student Threat Assessment Team (STAT) Member*
- Law Enforcement Liaison for Salem-Keizer Public Schools (SKPS) Emergency Operations Center (EOC)*
- SKPS Representative at Marion County Threat Advisory Team (TAT)*
- Association of Threat Assessment Professionals (ATAP) Member*
- CRASH Team
- FAA Part 107 Small Unmanned Aircraft System (UAS) Pilot
- Background Investigator
- Field Training Officer (FTO)
- KPA Treasurer

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

THREAT ASSESSMENT/CHILD ABUSE DETECTIVE

The General Detective investigates child abuse cases and conducts threat assessments, focusing on the safety and well-being of vulnerable individuals. Responsibilities include processing crime scenes, collecting and preserving evidence, reviewing reports, conducting in-depth interviews with victims, witnesses, and suspects, and preparing detailed investigative reports. Detectives collaborate with prosecutors, social services, child welfare agencies, and other law enforcement partners, appear in court as professional witnesses, assist patrol officers, and may serve on specialized teams such as HART, CART, SART, or Threat Assessment Teams. Additional duties include preparing subpoenas and warrants, providing community presentations, and maintaining investigative skills through ongoing training, while exercising discretion, professionalism, and trauma-informed practices.

Overview of Collateral Duties

- Adult Threat Assessment Team (TAT) Member*
- Child Abuse MDT Member*
- Child Abuse Review Team (CART) Member*
- Child Fatality Review Team Member*
- HART Member*
- Background Investigator

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

DOMESTIC VIOLENCE DETECTIVE

The General Detective investigates major crimes with a specialized focus on domestic violence cases, as well as other incidents requiring extensive follow-up.

Responsibilities include conducting thorough investigations into domestic violence, intimate partner violence, and family-related offenses, processing crime scenes, collecting and preserving evidence, reviewing reports for solvability, and conducting in-depth interviews with victims, witnesses, and suspects. Detectives prepare detailed reports, collaborate with prosecutors, social services, and child welfare agencies, and appear in court as professional witnesses. Detectives participate in on-call rotations and may respond to major incidents, assist patrol officers, and serve on specialized teams such as the Homicide and Assault Response Team (HART), Child Abuse Review Team (CART), and Threat Assessment Team (TAT). Additional duties include preparing subpoenas and search warrants, conducting background investigations, providing community presentations, and maintaining professional skills through ongoing training.

Overview of Collateral Duties

- Domestic Violence Council Member*
- HART Member*
- Cellebrite Operator
- Background Investigator
- Field Training Officer
- EVOC Instructor

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

PROPERTY CRIMES DETECTIVE

The General Detective investigates major property-related crimes, including theft, burglary, and fraud, as well as cases requiring extensive follow-up. Key responsibilities include processing crime scenes, collecting and preserving evidence, reviewing reports for solvability, conducting in-depth interviews, preparing detailed reports, and appearing in court as a professional witness. Detectives participate in on-call rotations and may respond to major incidents, assist patrol officers, and serve on specialized teams such as the Homicide and Assault Response Team (HART), Child Abuse Review Team (CART), and Threat Assessment Team (TAT). Additional duties include preparing subpoenas and search warrants, conducting background investigations, providing community presentations, and maintaining skills through ongoing training.

Overview of Collateral Duties

- Field Training Officer (FTO)
- Firearms Instructor – LOA Ending 11/08/24
- Defensive Tactics Instructor - LOA Ending 11/08/24
- Confrontational Simulations Instructor - LOA Ending 11/08/24
- Force-on-Force & Scenario Instructor - LOA Ending 11/08/24
- Ballistic Shield Instructor (Paraclete Shield) - LOA Ending 11/08/24
- Use of Force Instructor - LOA Ending 11/08/24
- Reserve Program Supervisor
- Retail Crime Association of Oregon LE Partner (ORCAOR)*
- Employment Background Investigations*
- Financial Activities Team Member (FiAT)*
- Homicide Assault Response Team Member (HART)*
- Suspicious Activity Reports POC (SARs)*
- Oregon Homicide Investigator Association Member (OHIA)*
- Vulnerable Adult Team Member – Temporary

SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COLLATERAL DUTIES BY CID MEMBER

COMPUTER FORENSICS DETECTIVE

The General Detective investigates major crimes and cases requiring extensive follow-up, with a focus on the collection, preservation, and analysis of digital and physical evidence. Responsibilities include processing crime scenes, reviewing reports for solvability, conducting in-depth interviews, preparing detailed reports, and appearing in court as a professional witness. Detectives participate in on-call rotations and may be called back for major incidents, assist patrol officers, and serve on specialized teams such as the Homicide and Assault Response Team (HART), Child Abuse Review Team (CART), Sexual Assault Review Team (SART), and Threat Assessment Team (TAT). Additional duties include preparing subpoenas and search warrants, conducting background investigations, providing community presentations, and maintaining skills through ongoing training.

Overview of Collateral Duties

- Child Abuse MDT Member*
- Child Abuse Fatality Review Team Member*
- Computer Forensics Examiner*
- HART Member*
- SART Member*
- Camera Technology Operator*
- Cellebrite Operator
- Background Investigator
- Defensive Tactics Instructor



TECHNOLOGY ADVANCEMENTS

MODERN INVESTIGATIONS ARE EVOLVING, TECHNOLOGY ENHANCES OUTCOMES, BUT SUCCESS DEPENDS ON TRAINED PERSONNEL, ONGOING MAINTENANCE, AND INNOVATIVE APPLICATION.

CID MOBILE AND REMOTE SURVEILLANCE PROGRAM

Initiated in 2014, now operating on two surveillance platforms. Provides 24/7 live remote monitoring and flexible review of weeks of recorded video from the office. Replaces time-intensive physical stakeouts, reducing work hours and overtime. Has saved significant investigative resources while enhancing evidence collection. Strengthens major investigations, leading to faster case closures and justice for victims

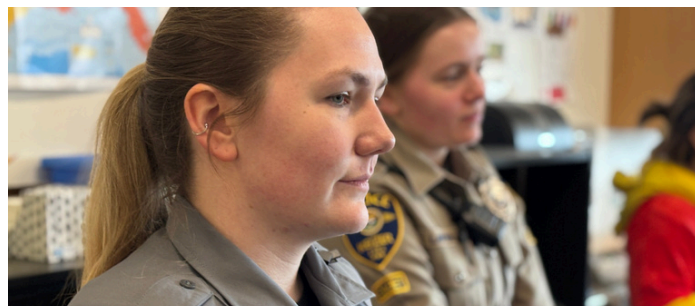
CITY PARKS CAMERAS HELPING SOLVE CRIME

Surveillance footage provides officers and detectives with invaluable evidence in investigations involving city parks. Recent examples include a major investigation involving a fight where multiple juveniles were stabbed. The system captured the incident and saved investigators significant investigative time.

LICENSE PLATE READER (LPR) CAMERAS

LPR cameras automatically scan and log vehicle license plates at multiple intersections; day and night, at slow and high speeds.

- Used by officers daily since program was implemented in 2024
- Since implementation, LPR program saved significant investigative hours by helping investigators track and locate suspect vehicles
- Helped solve countless property crimes; while recent person crimes include two fatal hit-and run crashes



COMMUNITY RESPONSE UNIT (CRU)

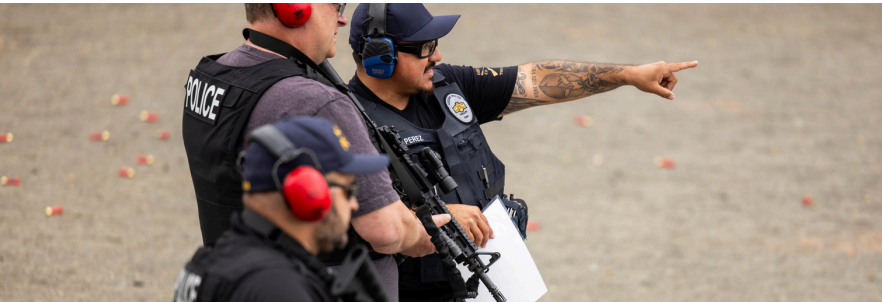
MISSION:

Combats high-impact criminal activity like drug trafficking, gang violence, and property crimes through intelligence-based policing, targeted operations, and community outreach. CRU often works undercover using unmarked vehicles to conduct surveillance, serve warrants, monitor potential criminal activity, and apprehend prolific offenders, thereby improving public safety. The unit relies on public tips, community feedback, and other intelligence sources to identify high-level offenders and address emerging issues. CRU collaborates with CID detectives on significant crimes and call-outs.

**CRU MEMBERS RECEIVE A REPORT
DETAILING THE TOP FIVE PLACES AND TOP
FIVE INDIVIDUALS THAT GENERATE THE
MOST CALLS FOR SERVICE EACH MONTH.
THEY RECEIVE THIS INFORMATION AND
WORK WITH COMMAND STAFF TO ADDRESS
EACH OF THESE ON A FREQUENT BASIS.
THIS TYPE OF PROBLEM-ORIENTED
POLICING HELP US IMPROVE OUR
CLEARANCE RATES AND REDUCE CALLS
FOR SERVICE.**



SECTION 4: CRIMINAL INVESTIGATIONS DIVISION (CID) - COMMUNITY RESPONSE UNIT (CRU)



CASE LOAD MANAGEMENT:

- Gang activity
- Follow-ups from patrol
- Apprehension requests
- Drug crimes
- Chronic homeless complaints
- Weapons offenses
- Pip (problem identification and prioritization) and pop (problem-oriented policing) assignments



CRU DETECTIVES ARE MEMBERS AND ACTIVELY PARTICIPATE IN THE FOLLOWING MULTI-DISCIPLINARY OR INTERAGENCY TEAMS:

- Organized retail crime association of Oregon (ORCAOR)
- Keizer Poi hosts the ORCAOR Willamette Valley Chapter bi-monthly meetings
- Marion county violent crimes task force
- Detectives are deputized special federal officers/special deputy-US Marshall
- Marion county gang monthly meeting
- Marion county monthly shooting review meeting
- CRU detectives regularly partners with the local DEA task force on ongoing investigations



SECTION 5: SUPPORT SERVICES DIVISION



SECTION 5: SUPPORT SERVICES DIVISION

STRUCTURE AND OPERATIONS

The Support Services Division manages records, evidence, and administrative operations critical to departmental function. Staff handle an increasing volume of digital evidence and public records requests. Staffing consists of one lieutenant, one supervisor, three records specialists, and two property and evidence specialists.



TREVOR WENNING
SUPPORT LIEUTENANT

The Keizer Police Department's Support Services Division oversees records management, evidence handling, and administrative support critical to overall departmental efficiency.

Over 20,000 annual calls for service translates to thousands of associated documents and items of property and evidence. In the simplest terms, reports are approved, entered into regional, state and national law enforcement databases, and routed to other agencies and courts. Property and evidence items are processed, stored, tracked, and eventually returned or disposed. Proper storage and detailed chain of custody documentation is paramount in protecting the integrity of any investigation. Our reports and items of evidence are essential for successful prosecution of crimes. The Support Services Unit is often the first voice of the department as they answer and route phone calls, and assist a multitude of customers and visitors every day. We answer general law enforcement related questions, provide referral/resource information, satellite low-level calls for service, and return property to owners.



PAULA COLLINS
SUPPORT SERVICES
SUPERVISOR

Many of our customers are dealing with their mental health (or that of a loved one,) and other domestic/family issues. We have also seen a marked decrease in customer self-sufficiency. We are frequently asked to look things up (directions, phone numbers, etc.) and a rough guesstimate is that 50% or more of folks that come in to speak to us about a citation have lost their citation, don't know their court date, or are lacking other important information that has been previously provided. We provide compassionate customer service and go above-and-beyond to help people every single day.

As our workload continues to increase, however, it is more difficult to provide that level of customer service, and keep up with all of our tasks – many of which are mandated by statute. If we were to lose even one staff person, it would have a huge negative impact on our ability to provide customer service, meet our statutory obligations, and on our morale.

SECTION 5: SUPPORT SERVICES DIVISION

PUBLIC RECORDS REQUESTS:

We have received 1337 requests through September 30, which is an average of 148 requests per month, and is up 7.65% compared to the entirety of last year. 2024 was up 10% from 2023. With the exception of 2020 (COVID), we have seen a steady increase each year. At the end of September, requests had increased by 69% over the last five years.

	JAN	FEB	MAR	APR	MAY	JUN E	JULY	AU G	SEP T	OCT	NOV	DEC	TOTAL	AVE	1-year increase	5-year increase
2018	8 6	85	117	98	105	122	103	115	85	108	93	85	1202	100.16		
2019	101	106	83	128	120	112	111	122	110	125	97	118	1333	111.08	10.90%	
2020	102	81	83	77	98	100	85	104	100	87	65	71	1053	87.75	-21.01%	
2021	79	82	93	93	114	105	99	131	114	120	103	104	1237	103.08	17.47%	
2022	117	146	130	116	117	111	112	113	128	134	111	117	1452	121	17.38%	
2023	124	112	118	114	111	138	96	134	121	162	140	133	1503	125.25	3.51%	
2024	168	133	143	131	139	101	135	128	136	181	116	145	1656	138	10.18%	24.23%
2025	138	123	185	163	167	140	136	140	145				1337	148.55	7.65%	69.29%

Table 11 Records Requests by Month and Year

BILLING:

We charge for hours spent producing large requests. Most requests from citizens are smaller (name scans, reports with less than ten pages, etc.) but we do receive large requests from other government agencies for which we do not charge (DHS for example). We charge \$18.00 for police reports (including CAD and crash reports), and \$8.80 each for name and address scans.



TRANSPARENCY DEMANDS CONTINUE TO RISE, AND SO DOES THE ADMINISTRATIVE WORKLOAD REQUIRED TO MEET THEM.

RECORDS REQUESTS HAVE GROWN NEARLY 70% IN FIVE YEARS, WITH 2025 AVERAGING 148 REQUESTS PER MONTH.

POLICE SUPPORT SPECIALISTS

This front office position is responsible for complex, clerical, and technical work involving extensive computer entry, retrieval, and distribution of sensitive and confidential information, front office reception, providing customer service and resources to citizens, employees, and other agencies both in person and by telephone and responsible for receiving, routing, filing and computer entry of all police incident reports and associated documents in a timely manner. The position utilizes accurate and established filing and database methods and coding to ensure accurate, complete, and detailed records of events and to enable retrieval of information as needed for criminal justice purposes. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

Responsibilities and Duties:

- Receives and disseminates information, requests, and other communications from the general public, other governmental agencies, and to appropriate department personnel in a timely and concise manner; receives and distributes departmental written communications and daily mail.
- Receives calls for service and dispatches low-priority calls.
- Receives requests for police reports and collects fees for same. May independently process such requests and/or route/mail copies of approved incident reports and related documents to appropriate requestors, outside agencies, applicable courts, insurance companies, and citizens.
- Processes Impounded Vehicle Notices, collects fees, and related documentation per City ordinance
- Performs background requests for police clearance letters, military service, other law enforcement and government agencies, etc. as directed.
- Receives and manages the day-to-day flow of paperwork throughout Support Services; assists department members in locating written and computerized information as requested.
- Enters police reports and traffic citations into the records management system ensuring accuracy and quality of each record.

POLICE SUPPORT SPECIALISTS

Responsibilities and Duties Cont.:

- Enters, updates, and removes data for missing persons, stolen vehicles, stolen and recovered property, etc. into State and National Computer Systems as required.
- Maintains Officer Court Calendar and distributes subpoenas to personnel ordered to appear before the courts, in a timely manner.
- Performs document imaging process for record retention and retrieval.
- Assists in training new personnel.
- Participates in the purging and archiving of police files at the direction of the Support Services Supervisor.
- Directs activities of volunteers within Support Services as necessary and acts as Notary Public if properly trained/certified to do so.
- Participates in community policing activities and goals.
- May act as Law Enforcement Data System (LEDS) representative / Criminal Justice Information Standards (CJIS) Terminal Agency Coordinator. May provide support for Property and Evidence as needed.

TYPICAL DAY & RESPONSIBILITIES

Assisting a customer at the front counter can take one minute (directing them to City Hall to pay a citation, or to wait in the lobby for the council chamber doors to open for court, for example), or can take 45 minutes when the questions and matters are more complex.

Releasing a towed vehicle can take ten minutes if the person is prepared with all of the required documents, or can take a significant amount of time if they are not prepared. Sometimes this looks like the customer returning several times as they gather documents, wait for a licensed driver (if they are not a valid driver), or have additional questions. Many times, the current owner of the vehicle has not taken the steps to have it put in their name. In fact, it may have passed through several people before the current owner, and they will bring in documents that do not reflect how the car got from the DMV-listed registered owner to the person standing before us. Helping a person navigate that takes time.

PROPERTY & EVIDENCE SPECIALISTS

Under the general direction of the Police Support Specialist Supervisor and the lead of the Property and Evidence Specialist II, this position is responsible for all phases of property and evidence control in a highly secure environment. This position will also perform other assigned duties within the general scope of the Support Services Unit. These other assigned duties will be determined by the unit supervisor and may vary depending upon operational needs. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

There is also a lead property and evidence specialist position which falls under the general direction of the Police Support Specialist Supervisor, and whose summary includes that above, as well as:

Performs as a lead worker to Property and Evidence Specialist I, temporary staff and volunteers; provides technical and non-technical training and guidance concerning work procedures; plans, assigns, and re-assigns work; monitors and approves work for completion and conformance with quality and safety standards; and provides informal assessment of workers' performance to the Support Services Supervisor. Assists and backs-up or assumes specific duties of Support Services Supervisor when needed.

Responsibilities and Duties:

- Responsible for all phases of property and evidence functions.
- Utilizes extensive knowledge in the security, storage, retrieval and disposition of evidence, found & abandoned property, contraband, and property held for safekeeping. This may include potential exposure to biological / hazardous / explosive materials and items that may be sensitive in nature.
- May be requested to accompany investigators to crime scenes for the purpose of logging and tracking evidence. May be subpoenaed to testify in court.
- Accurately documents, maintains, and preserves records for all current and historical property and evidence from submission to final dispositions. This includes, but is not limited to all digital and physical evidence. Tracks and records all movements of evidence checked out for court, for analysis, to investigators and for disposal.

PROPERTY & EVIDENCE SPECIALISTS

Responsibilities and Duties Cont.:

- Prepares disposal manifests, court disposition requests, legal postings and financial documentation, and other required correspondence often requiring extensive research.
- May at times be requested to oversee training and the direction of duties of Property & Evidence temporary staff and/or volunteers.
- Utilizes and proficiently performs computerized Bar-coding of all property and provides information to management or others as requested.
- Procures and maintains supplies and equipment pertaining to the handling, packaging, storing and disposal of property.
- Transports evidence to and from crime labs or other agencies as needed and coordinates evidence viewings.
- Processes prescription drug drop off materials, schedules and delivers to off-site disposal site.
- Prepares items of evidence for court-required discovery and to fulfill public records requests.
- Prior to firearm release, performs complete criminal history background check on owner for prohibitions.
- Stays current with revised statutes and legal opinions pertaining to property and evidence control, technological advancements in storage, packaging and tracking methods and DNA science applicable to the property and evidence functions. Introduces and makes recommendations for improvement to management.
- Provides routine disinfection and general housekeeping of secured restricted evidence warehouse, office, two processing areas, drying room and evidence garage.

PROPERTY & EVIDENCE SPECIALISTS

Responsibilities and Duties Cont.:

- **The PES I position includes:**
 - Assists the Property and Evidence Specialist II with routine audits and inventories.
- **The PES II (lead) position includes:**
 - Trains and directs duties of Property & Evidence regular and temporary staff and/or volunteers. Trains and instructs Police Officers with proper property/evidence procedures
 - Performs and/or manages routine audits and inventories in accordance with department policy.
 - Serves as Laboratory Online Information System (LOIS) Administrator.
 - Represents the property and evidence room in meetings with management to include work groups within and outside the agency.
 - Produces an annual report that outline statistics, project completion and goal setting.
 - Ensures accuracy of the records management system as it pertains to evidence, troubleshooting system problems and errors, and working with systems support to achieve resolution.

TYPICAL DAY & RESPONSIBILITIES

Releasing property can also be a time-consuming process. People are understandably anxious to get their items returned to them, and sometimes don't understand that we frequently have to get permission from the D.A.'s office to release their property back to them. That process can take weeks if not months at times. Random audits are conducted during the calendar year to verify that all items are properly accounted for. Each audit is performed jointly by evidence personnel and the Patrol Lieutenant, with documentation required upon completion.

SECTION 5: SUPPORT SERVICES DIVISION - PROPERTY & EVIDENCE

PROPERTY & EVIDENCE INVENTORY

We currently have a total of 41,095 items of physical and digital evidence. A complete inventory of these items takes months.

	2021	2022	2023	2024	2025
INCOMING	4070	5058	5409	4241	3569
DISPOSED	4163	1672	1073	896	325
TOTAL PHYSICAL AND DIGITAL AS OF 10/2/25					41095

Table 12 Property & Evidence Inventory

STAFFING AND BWC IMPACT:

We are very good at doing more with less. If one person is out of the office, we feel it. We are very conscientious about not overburdening each other, but frequently feel like we are just keeping our heads above water. We have very little, if any, time for additional projects, such as purging. We have seen a large increase in records requests in the last five years. Following the implementation of body-worn cameras, the number of additional personnel required to sustain a fully operational program has yet to be determined.



SECTION 6: AGENCY OPERATIONAL EXPENSES



AGENCY OPERATIONAL EXPENSES

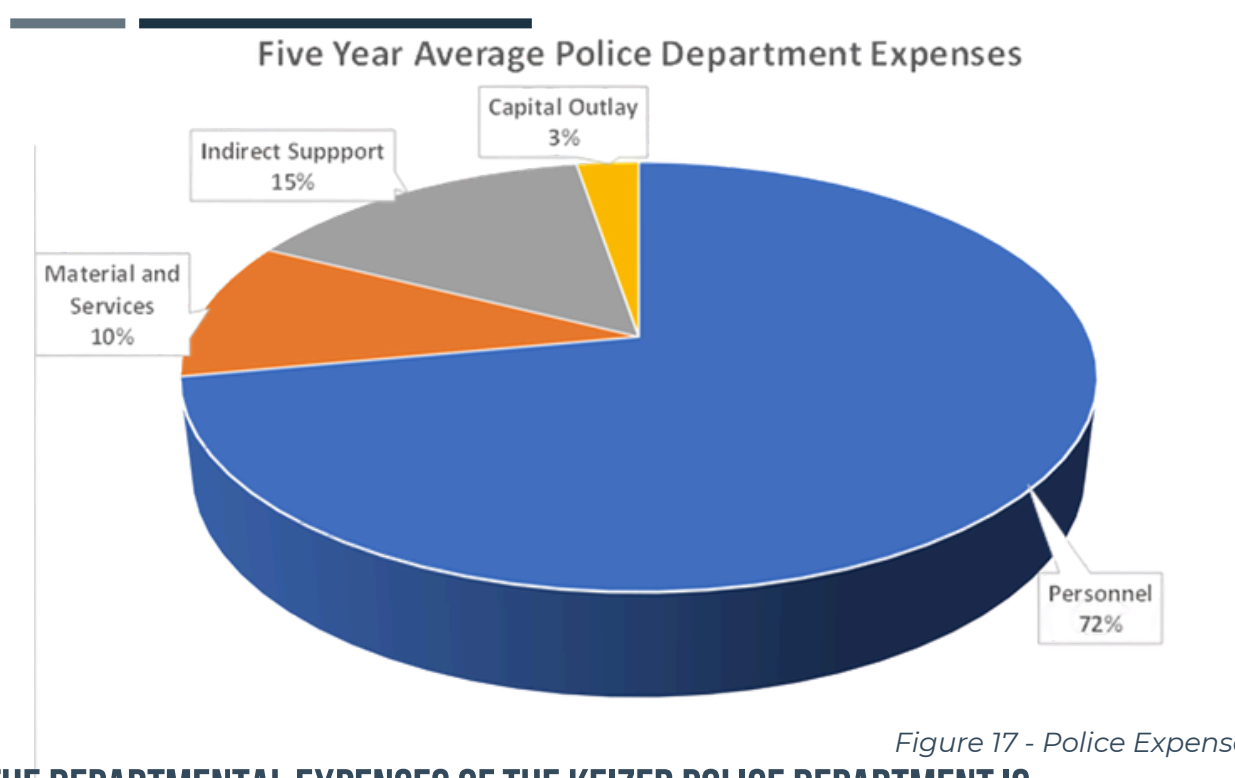


Figure 17 - Police Expense Groupings

THE DEPARTMENTAL EXPENSES OF THE KEIZER POLICE DEPARTMENT IS PREDOMINATELY PERSONNEL, MATERIALS AND SERVICES, INDIRECT COSTS, AND CAPITAL OUTLAY AS SHOWN IN THE PIE CHART BELOW.

Personnel cost constitutes 72% of the budget. We continue to explore technology to leverage our personnel, but there is not a way to replace boots on the ground when it comes to public safety response at this time. Wages for the majority of the police department fall under the collective bargaining agreement. For those not covered by the collective bargaining agreement (also known as unions), wage studies are conducted regularly to ensure wages are competitive with other agencies and ensure that pay is consistent with the hierarchy in the police department.

The city's goal is to remain within 5% of the average of our comparable communities. The comparable communities are largely set by population similarity; however, we do have to take into consideration the agencies immediately around us since we are fighting for the same limited supply of officers. The market for officers is highly competitive

The next section breaks down the cost of vehicles, which is a major cost driver, for both capital outlay, materials, and support.

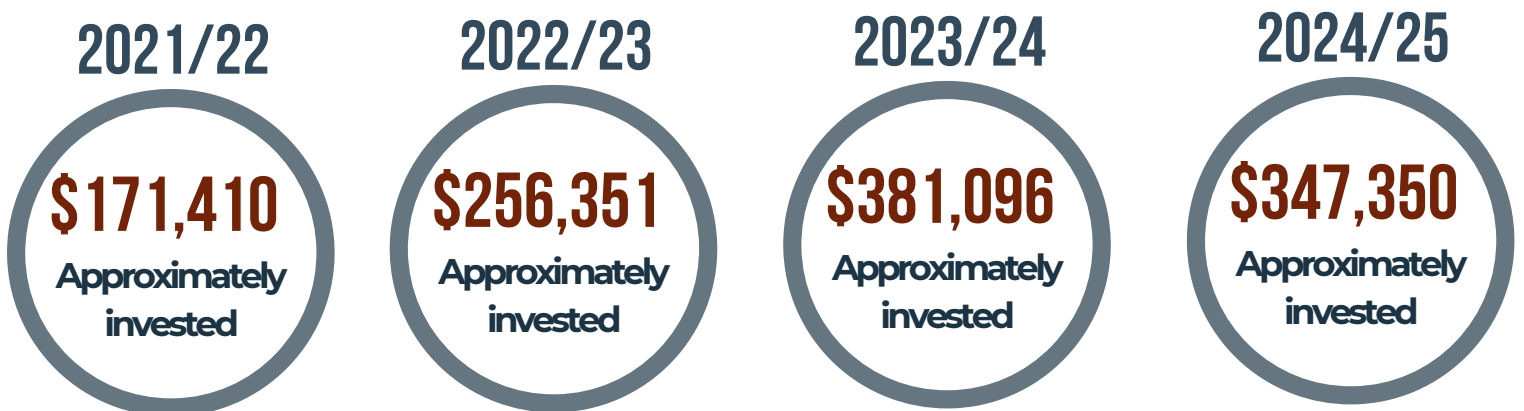
SECTION 6: AGENCY OPERATIONAL EXPENSES



FLEET REPLACEMENT & COST TRENDS

The City of Keizer Police Department's vehicle plan identifies significant replacement needs in FY 2026–27 and FY 2027–28 as multiple patrol and command vehicles reach the end of their service life. In addition to planned replacements, the department must also plan for unplanned maintenance and potential vehicle losses due to accidents to maintain operational readiness through proactive, multi-year budgeting.

Over the past four fiscal cycles, the cost of a fully equipped patrol vehicle has increased 26%, rising from approximately \$73,311 in 2021/22 to \$92,540 in 2024/25, with costs remaining elevated in 2025/26. Build-out costs have increased more than 34%, driven by the growing use of in-car technology such as video systems, radar, mobile data, and communications equipment. Continued proactive fleet management will be critical to controlling costs while maintaining reliable frontline service.



SECTION 6: AGENCY OPERATIONAL EXPENSES

2021/22 VEHICLE BUDGETED

Description	Cost	Quantity	Total
K9 vehicle	\$35,000	2	\$70,000
Build to include video, radio, radar, computer/printer/doc, scanner, stop sticks & K9 specialty parts	\$45,705	2	\$91,410
CRU car	10,000	1	10,000

Table 13 2021/22 Vehicle Budgeted

2022/23 VEHICLE BUDGETED

Description	Cost	Quantity	Total
Detective vehicle	\$30,418	1	\$30,418
Build to include interior lights/tint/radio charger/siren/ Setina box	\$6,000	1	\$6,000
Patrol vehicle	\$37,631	3	\$112,893
Build to include video, radio, radar, computer/printer/doc, scanner, stop sticks	\$35,680	3	\$107,040

Table 14 2022/23 Vehicle Budgeted

2023/24 VEHICLE BUDGETED

Description	Cost	Quantity	Total
Patrol vehicle	\$41,900	4	\$167,600
CSO truck	\$37,100	1	\$37,100
CSO build to include interior lights/siren/tint/canopy	\$6,500	1	\$6,500
Patrol build includes video, radio, radar, computer/printer/doc, scanner, stop sticks, studs	\$42,474	4	\$169,896

Table 15 2023/24 Vehicle Budgeted

2024/25 VEHICLE BUDGETED

Description	Cost	Quantity	Total
Patrol vehicle	\$44,610	2	\$89,220
Administration vehicle	\$44,610	3	\$133,830
Patrol build includes video, radio, radar, computer/printer/doc, scanner, stop sticks	\$47,930	2	\$95,860
Admin build to include interior lights, siren, tint, radio charger	\$9,480	3	\$28,440

Table 16 2024/25 Vehicle Budgeted

2024/25 VEHICLE BUDGETED

Description	Cost	Quantity	Total
Patrol vehicle	\$43,500	2	\$87,000
Administration vehicle	\$43,500	1	\$43,500
Patrol build includes video, radio, radar, computer/printer/doc, scanner, stop sticks	\$48,950	2	\$97,900
Admin build to include interior lights, siren, tint, radio charger	\$11,500	1	\$11,500

Table 17 2025/26 Vehicle Budget Request

VEHICLE ROTATION

The original rationale for vehicle rotation schedules is not fully documented in current records; however, several operational factors likely influenced prior decisions. Vehicles with longer rotation cycles are typically assigned to individual officers rather than shared among shifts, resulting in lower annual mileage accumulation. The department previously operated under a three-year lease model for patrol vehicles but transitioned away from leasing due to high mileage usage, lease overage penalties, and the operational impact of removing vehicles from service when mileage limits were reached. Additionally, leased vehicles provided limited return on investment since installed equipment could not always be recovered. The department has since prioritized purchasing vehicles to allow for the reuse of equipment such as radios, radar units, stop sticks, and in-car video systems, helping reduce overall replacement costs.

Rotation schedules have also been adjusted to better reflect actual usage patterns. For example, sergeant vehicles were previously rotated on a six-year cycle; however, because many sergeants actively perform patrol duties and accumulate mileage comparable to patrol officers, the rotation schedule was reduced to four years in 2020 to align with operational use and fleet wear patterns. These adjustments support more accurate lifecycle management and help ensure fleet readiness while controlling long-term maintenance and replacement costs.

ROTATION SCHEDULE:

- Administrative vehicles for command staff, detectives and CSO are scheduled to be replaced every 10 years.
- Patrol vehicles are scheduled every 4 years.
- K9 vehicles and traffic motorcycles are scheduled every 8 years.
- CRU vehicles have no schedule.
- SWAT vehicles have no schedule and are recycled former admin/detective vehicles.
- Pool vehicles have no schedule and are recycled former admin/detective vehicles.
- Surveillance vehicles have no schedule.
- Miscellaneous trailers, bicycles, RADAR reader boards have no schedule.

SECTION 6: AGENCY OPERATIONAL EXPENSES

GASOLINE EXPENSES

Year	Springbrook Ending Total	Year-to-Year Increase/Decrease %	Gallons used / Avg\$ per Gal	Comments
2020	\$53,506	--	24,023 / \$2.32	Petro Statement \$53,489
2021	\$53,767	0.5%	23,369 / \$3.14	Petro Statement \$79,215
2022	\$79,381	48%	24,991 / \$3.92	Petro Statement \$85,295
2023	\$85,428	8%	25,045 / \$3.16	Petro Statement \$81,164
2024	\$81,436	5%	26,008 / \$2.90	Petro Statement \$74,462

Table 18 Gasoline

VEHICLE MAINTENANCE

Year	Springbrook Ending Total	Year-to-Year Increase/Decrease %	Gallons used / Avg\$ per Gal
2020/21	\$44,995	--	Vehicle break down rates are unpredictable. The longer we have a vehicle the greater the maintenance costs
2021/22	\$43,530	3.5%	
2022/23	\$34,314	21.5%	
2023/24	\$46,734	35%	
2024/25	\$41,465	12%	

Table 19 Vehicle Maintenance

POLICE VEHICLE INSURANCE RATE

Year	Springbrook Ending Total	Year-to-Year Increase/Decrease %	Gallons used / Avg\$ per Gal
2020/21	\$22,020	--	
2021/22	\$23,402	6%	
2022/23	\$24,291	4%	
2023/24	\$25,424	5%	
2024/25	\$35,099	38%	High department crash rate year

**Each patrol vehicle is insured for a replacement value.

Table 20 Police Vehicle Insurance Rate

SECTION 7: PUBLIC SAFETY COST AS A PART OF THE CITY BUDGET



AGENCY OPERATIONAL EXPENSES

2025-2026 General Fund budget absorbed an operating loss of \$2,857,700. This was a planned loss based on the use of fund balance which had grown over the previous years through personnel vacancies. It was appropriate to use the fund balance, but the amount of fund balance burned this year will take us near the amount needed for the city to be able to cover cyclical annual costs without borrowing.

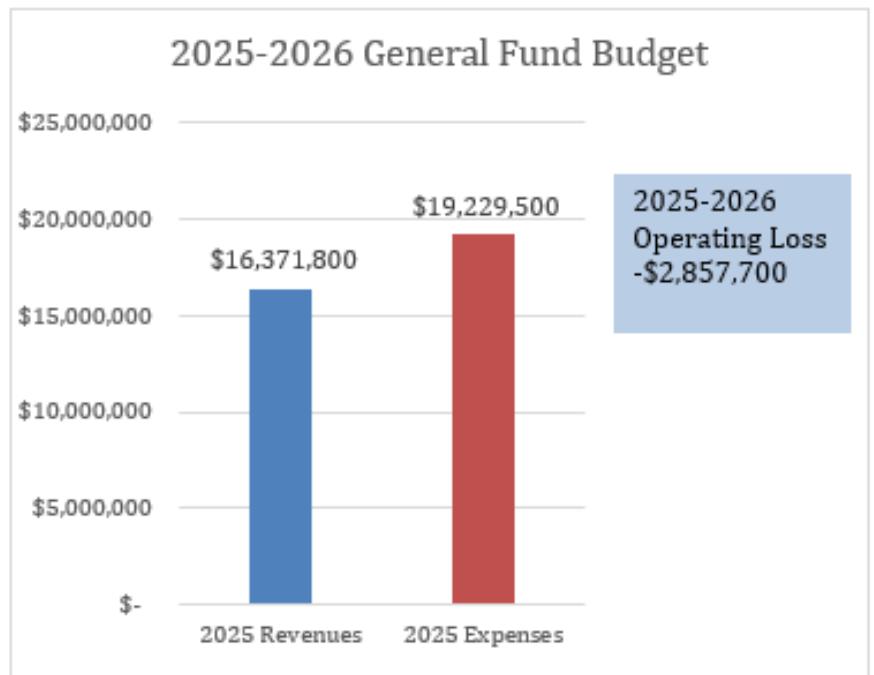


Table 21 General Fund Budget

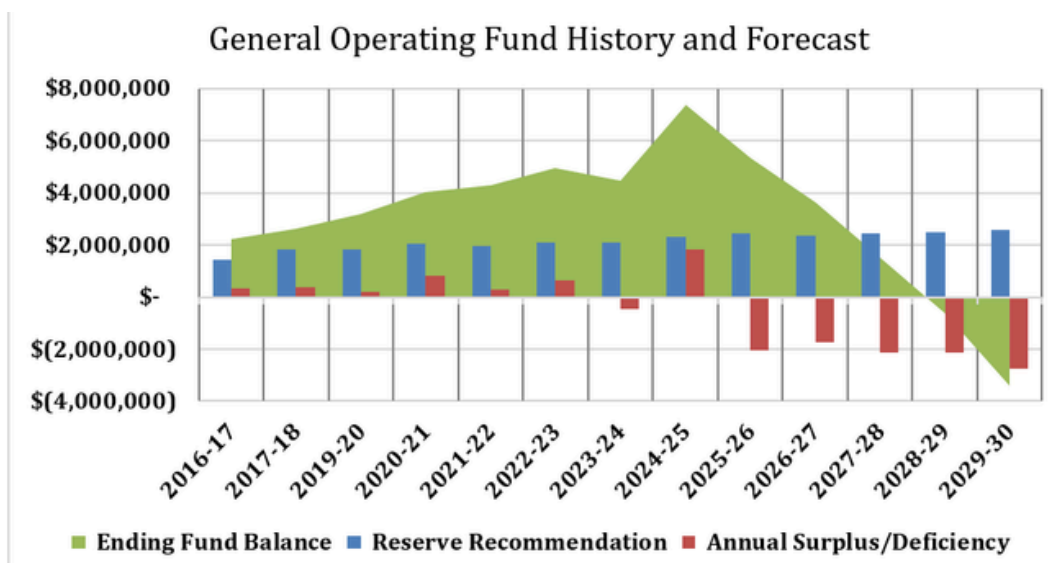


Figure 18 General Fund History and Forecast

AGENCY OPERATIONAL EXPENSES

We have seen this unsustainable cliff coming for three years as shown in the chart above that has been updated each year of the budget. We were able to build ending fund balance through using American Rescue Plan Act (ARPA) funding for operational expenses, holding vacancies for a period of time, and using fund balance.

The original police fee was intended to pay for 5 additional officers and be adjusted each year to keep up with inflation, but annual recommendations for the police fee increase were not made, in the interest of protecting residents pocket books because the city had built up savings, causing us to fall behind on not only other personnel in the department, but to those five it was intended to support.

The chart below shows General Fund Revenues on the stacked columns and the police department expenses in the line above the revenues. The red color is grants and other revenues dedicated to the police department. The green color is the police fee from its inception to the current level.

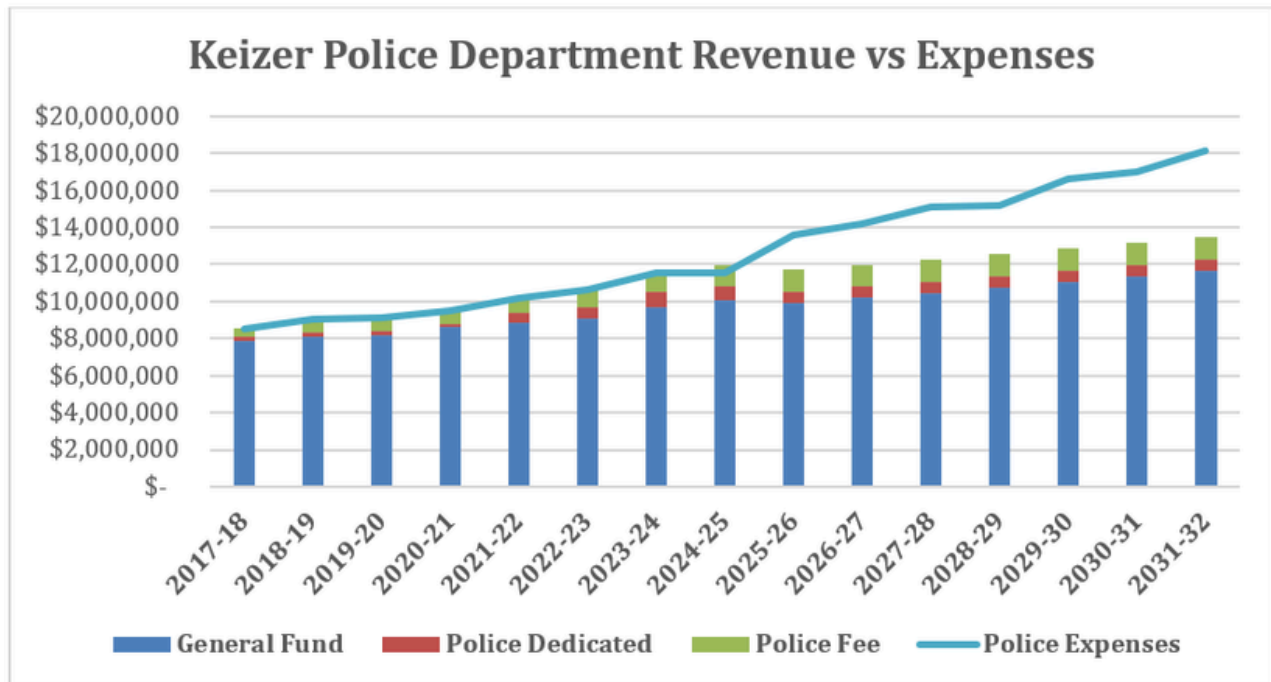


Figure 19 Keizer Police Revenues vs Expenses

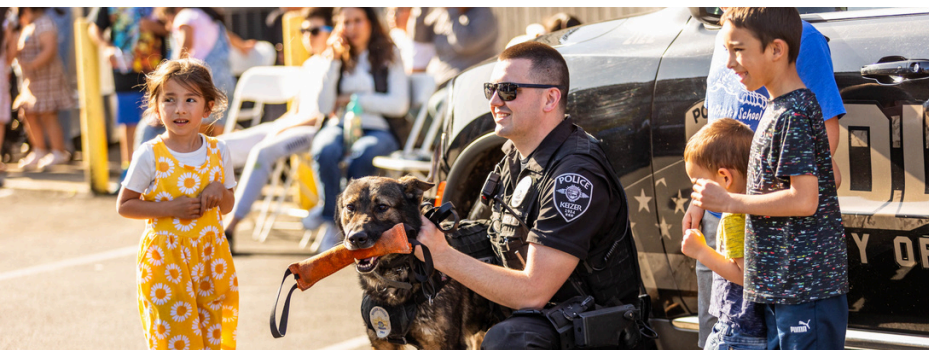
OPTIONS

There are limited ways to address the short fall. First would be a fee on the city services bill. The City Council would have to approve a fee for public safety, but could do so with or without an advisory vote of the public. Second would be a five-year operating levy, which would have to go to the voters. Lastly, the City would have to cut to the number of employees in the City. There are limited options for cuts that would serve the general fund outside the police department.

The analysis below provides a comparison and analysis for the fee or operating levy options.

DEFINITIONS

- **Council-Approved Fee:** A fee imposed by the local government, typically levied on residents, businesses, or specific service users. These fees do not require voter approval and can be adjusted by the local governing body to meet funding needs for police services.
- **Operating Levy:** A tax measure placed on a local ballot to raise funds for police services. This levy typically involves property taxes, and voters must approve it before the local government can implement it. The funds raised are used for the ongoing operations of the police department.



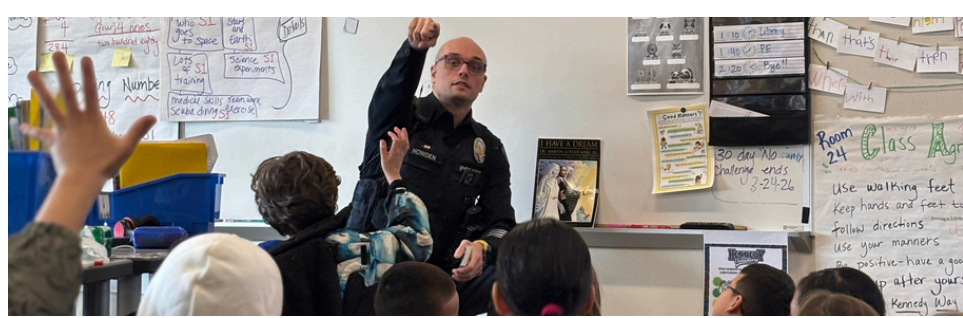
COMPARISON OF BENEFITS

ASPECT	COUNCIL-APPROVED FEE	OPERATING LEVY
SPEED OF IMPLEMENTATION	Quick and can be implemented as soon as approved by the council.	Requires voter approval, which can take time and delay implementation.
REVENUE PREDICTABILITY	Offers a stable and predictable revenue stream. The fee amount can be adjusted based on evolving needs.	Provides a consistent revenue stream once approved, but may not be as easily adjusted over time.
LOCAL CONTROL	Local governments have full control over fee amounts and structure.	Local governments can propose the levy, but it is ultimately up to voters to approve it.
TARGETED FUNDING	Fees can be structured to target specific services or areas of police work (e.g., community policing or special operations).	While levies are generally used for broader funding purposes, they can be tailored to specific initiatives, but may not be as flexible as fees.
VOTER ENGAGEMENT	No need for voter approval, so it can be implemented without waiting for an election.	Allows voters to have a direct say in funding decisions, which may increase transparency and community buy-in.
EQUITABLE CONTRIBUTION	Fees can be designed to be more directly proportional to use or benefit from police services.	Property taxes can be more equitable based on property value, but still may be regressive depending on tax rate and property values.
FLEXIBILITY	Council can adjust fees as needed to match funding requirements or changes in community priorities.	Once an operating levy is set, changes are more difficult and require a new vote.

COMPARISON OF DISADVANTAGES

ASPECT	COUNCIL-APPROVED FEE	OPERATING LEVY
PUBLIC OPPOSITION	May face backlash if residents or businesses perceive the fee as an added financial burden, particularly in lower-income areas.	Voter approval can be difficult to secure, especially if there is resistance to new taxes. Failed votes may create political tension.
REGRESSIVITY	Offers a stable and predictable revenue stream. The fee amount can be adjusted based on evolving needs.	Provides a consistent revenue stream once approved, but may not be as easily adjusted over time.
LOCAL CONTROL	Fees can be regressive, disproportionately affecting lower-income individuals or businesses, especially if flat fees are applied.	Property taxes can also be regressive, with low-income property owners shouldering a disproportionate tax burden.
COMPLEXITY OF IMPLEMENTATION	Establishing a fair and transparent fee structure can be complicated, requiring ongoing administrative resources.	Levy implementation is straightforward but requires additional administrative effort for elections and voter education.
LONG-TERM SUSTAINABILITY	Fees may need to be periodically adjusted to meet growing demands, and future revenue could fluctuate with changing economic conditions.	Operating levies provide more long-term sustainability once passed, but the need for regular renewals may create ongoing political challenges.
IMPACT ON LOCAL ECONOMY	Fees, particularly for businesses, can strain economic activity, especially in areas with already high costs of living or commercial competition.	Levy increases may burden homeowners, especially in communities where property values are high, leading to potential resistance.
PUBLIC ENGAGEMENT	While council approval is efficient, it reduces direct community involvement in funding decisions, which could lead to dissatisfaction.	Voting on a levy provides a democratic process for citizens to decide, promoting a sense of ownership in funding public safety.
EQUITY CONCERNS	Businesses and residents who use police services more frequently may face disproportionately higher fees, which could generate pushback.	While property tax is based on value, it may not always align with the actual use or need for police services, creating inequities for non-property owners or renters.

SECTION 7: PUBLIC SAFETY COST AS A PART OF THE CITY BUDGET



ANALYSIS

1 SPEED OF IMPLEMENTATION

- **Council-Approved Fee:** Provides immediate implementation without the need for voter approval, allowing local governments to quickly address funding needs for police services.
- **Operating Levy:** Requires a public vote, which can delay the process. In times of urgent need, this delay can hinder the ability of the police department to address pressing issues.

2 PUBLIC ENGAGEMENT AND ACCOUNTABILITY

- **Council-Approved Fee:** Lacks direct voter input, potentially reducing public oversight and engagement. However, council members are still accountable to the electorate, which provides an indirect check on their decisions.
- **Operating Levy:** Gives the public a direct say in police funding, which can foster greater community support for the police but may also result in voter fatigue or resistance to new taxes.

3 EQUITY

- **Council-Approved Fee:** While fees can be designed to target specific services or populations, they can be regressive and disproportionately affect low-income individuals or small businesses.
- **Operating Levy:** Property taxes can also be regressive but are often perceived as a more broad-based and fair approach, though they may still unfairly burden lower-income homeowners or renters.



ANALYSIS

4 FLEXIBILITY

- **Council-Approved Fee:** Offers greater flexibility, as the fee structure can be adjusted based on changing needs or economic conditions. This flexibility allows local governments to respond to shifting priorities in public safety.
- **Operating Levy:** Provides more long-term stability but lacks flexibility, requiring voter approval for any adjustments or changes.

5 LONG-TERM SUSTAINABILITY

- **Council-Approved Fee:** Fees may need to be adjusted regularly, which could lead to fluctuations in revenue. While they provide immediate funding, long-term sustainability can be uncertain.
- **Operating Levy:** Once passed, an operating levy offers a stable funding source for the long term, but it is subject to periodic renewal and voter approval, which can create instability if the public does not continue to support it.

CONCLUSION

BOTH COUNCIL-APPROVED FEES AND OPERATING LEVIES PROVIDE VIABLE METHODS TO FUND POLICE SERVICES IN OREGON, BUT EACH HAS ITS UNIQUE BENEFITS AND CHALLENGES.

- **Council-Approved Fees** offer quicker implementation, flexibility, and the ability to target specific services. However, they may face public opposition, particularly due to their regressive nature, and can lack long-term sustainability without periodic adjustments.
- **Operating Levies** provide a more predictable, long-term funding source and involve direct community input. However, they require voter approval, may be difficult to pass, and can result in significant financial strain on certain segments of the population, particularly lower-income homeowners.

Ultimately, the choice between these two options should be guided by the local community's economic conditions, priorities for police services, and the capacity for public support. Combining both methods may also be an option, where a levy covers general operational needs and a fee targets specific services or programs.

Recommendation: Further consultation with community stakeholders, including businesses, residents, and police officers, is recommended to gauge support for either option and identify potential concerns. An educational campaign to clarify the benefits and costs of each option could help build consensus for the chosen approach.



SECTION 7: PUBLIC SAFETY COST AS A PART OF THE CITY BUDGET

WHAT IS THE REVENUE SHORTFALL?

The City of Keizer Police Department represents approximately 70% of the General Fund expenditures. Due to the limitations of Measure 5 and Measure 50, in addition to a period of high inflation the City is projecting the following revenues verse expenditures.

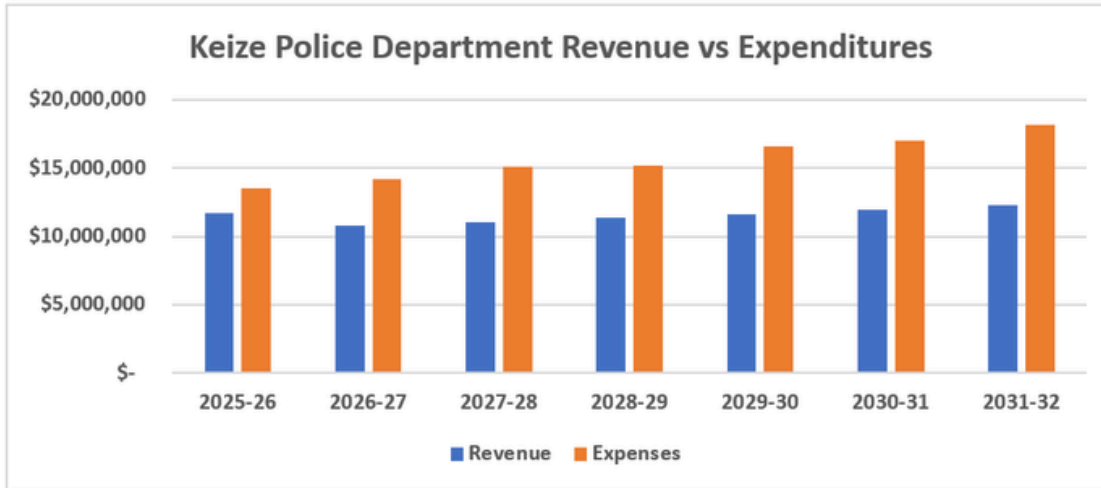


Figure 20 Revenues vs Expenditures Forecast

Historically the City has managed the revenue shortfall by delaying hiring of vacant positions within the Police Department. In addition to the delaying of vacant positions, we had an unusual number of retirements during the last two years, which benefited the city by savings that could be used for future years.

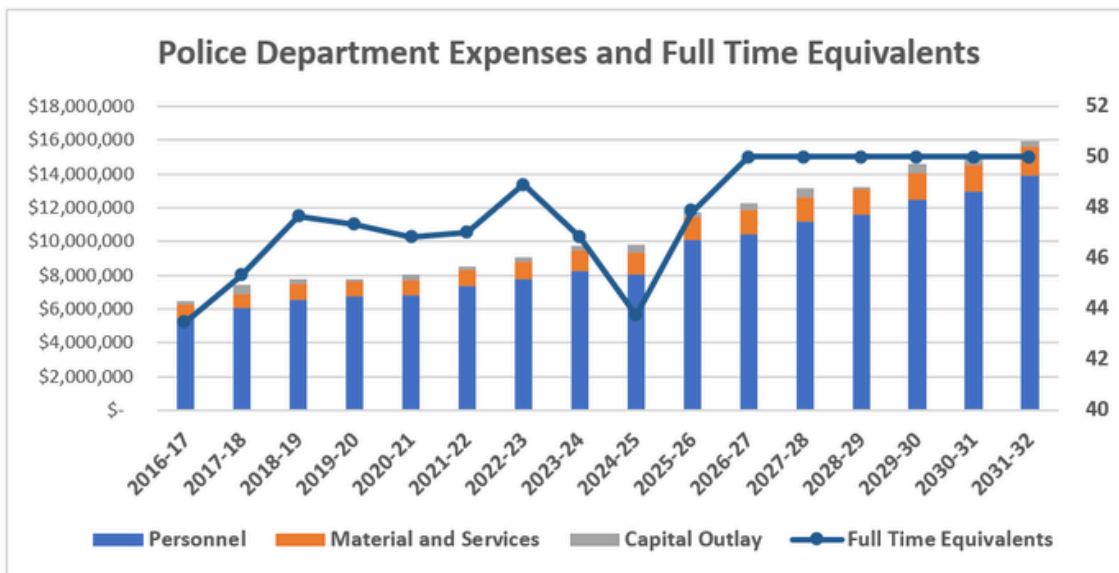


Figure 21 Expenses with Employee Count

SECTION 7: PUBLIC SAFETY COST AS A PART OF THE CITY BUDGET

EXISTING COUNCIL APPROVED POLICE SERVICES FEE

The existing Council approved police services fee became effective November 1, 2017. Revenue generated by the police services fee, since inception, is from the following property types.

	Police Services Fee Revenue by Fiscal Year							Increase	% Increase
	Commercial	Government	Irrigation	Multi Family	Residential	Total			
2017-18	12,982	376	2,588	111,722	296,359	424,027	-	-	
2018-19	20,698	624	4,626	176,003	477,827	679,778	-	-	
2019-20	40,684	624	4,435	176,113	478,756	700,612	20,834	3.1%	
2020-21	20,507	616	4,393	176,488	480,823	682,827	(17,785)	-2.5%	
2021-22	23,090	682	5,151	196,263	527,926	753,112	70,285	10.3%	
2022-23	28,290	838	6,072	245,857	645,380	926,437	173,325	23.0%	
2023-24	33,154	959	7,177	290,159	760,915	1,092,364	165,927	17.9%	
2024-25	35,769	1,033	7,822	323,333	824,472	1,192,429	100,065	9.2%	

Table 22 Fee Since Inception

FLAT RATE

The City chose, like most other cities at the time, to impose a flat rate for all property types from residential to industrial and everything in between. In hindsight, that structure put a larger burden of the cost of services onto residential payers. A single family home, for example, pays the same amount as a grocery store or convenience store. As shown in Section 3, businesses have a higher rate of utilization of public safety, services, specifically the retail sector.

If the City were to continue to charge a flat rate for every business and residence, the fees would have to change to the rates in the following table to keep the police department whole. This table takes into account major budget drivers over the five year period and the incremental increases needed to keep up with the costs each year to maintain the current police staffing.

	Level Rate Structure										Annual Revenue	Percent Rate Increase
	Police Services Fee Rate Increase by Fiscal Year											
	Single Family Residential	Commercial			Government	Irrigation	Multi-family		Discount			
	1-9 ESU	10 - 50 ESU	50+ ESU			Per Unit						
2025-26 \$	6.90 \$	6.90 \$	6.90 \$	6.90 \$	6.90 \$	6.90 \$	6.90 \$	5.95 \$	1.93 \$	1,555,000	-	
2026-27	14.27	14.27	14.27	14.27	14.27	14.27	14.27	14.27	14.27	3,359,000	116%	
2027-28	17.12	17.12	17.12	17.12	17.12	17.12	17.12	17.12	17.12	4,030,900	20%	
2028-29	16.27	16.27	16.27	16.27	16.27	16.27	16.27	16.27	16.27	3,829,300	-5%	
2029-30	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.15	4,978,100	30%	
2030-31	21.57	21.57	21.57	21.57	21.57	21.57	21.57	21.57	21.57	5,077,700	2%	
2031-32	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.02	25.02	5,890,100	16%	

Table 23 Forecasted Fee at Flat Rate

VARIABLE RATE

The research conducted by staff of other Oregon cities fee structures varied widely from flat rates across all housing and commercial types to significantly more complicated formulas based around some type of data. Most revolved around the base unit of a single family residential user. Some were based on Equivalent Dwelling Unit (EDU) or Equivalent Residential Unit (ERU) which is based on either the water or wastewater charges. Other models are built around Annual Average Daily Trips (AADT) to an establishment which is based on the use type and size. And some were built around the water meter size. The exercise is to attempt to find a rational nexus between the use of services and some metric in lieu of charging for each call, dispatch, or service.

Keizer staff proposed amending the fee to be change based on Equivalent Service Units (ESU's). An Equivalent Service Unit (ESU) is a standardized measure used by local governments—most often for utility rates, system development charges (SDCs), or impact fees—to represent the amount of demand a property places on a public stormwater system. The baseline single family home is used to calculate how much other types of properties should pay based on their relative use of a system. It is a way to compare apples to apples across very different types of users. Cities use ESU's as a policy and accounting tool for fairness, consistency, transparency, and planning. Instead of charging everyone the same flat fee, ESUs allow charges to scale fairly based on use or impact. Keizer's ESU is 3,000 square feet of impervious surface. The ESU is based on impervious surface which includes roof and paved areas that create runoff. One single-family home is considered to be 1 ESU.

For other uses each 3,000 square feet of impervious surface is equal to one (1) ESU, with the impervious area rounded to the nearest 3,000 square-foot increment.[1] For example if a building is 6,000 square feet and has a paved area of 3,000 square feet of impervious surface, it would pay the equivalent of 3 ESU's. Staff makes a case that there is a rational nexus between the size of the facility and the need for public safety services at least as rational as any other means of calculation other than paying for each call for service. Paying for each call for service would disincentivize persons or businesses to call on law enforcement for help.

VARIABLE RATE

The taskforce asked staff to analyze how resources are deployed to see if there was a correlation in calls for service and the size of buildings, density of housing, or any other factors. The data collected, analyzed, and displayed in Section 2 of the report. The data does show that retail and commercial in general do account for a significant more calls for service than the typical residence.

Under the current public safety fee, a big box store, restaurant, or small retail store pays the same amount of \$6.90 per month as does a home owner, which has raised questions of equity because of tax burden (how much a fee or tax feels relative to income, wealth, or spending) and tax incidence (which is who actually pays the fee or tax). A user based structure is typically considered to be the fairest (i.e. those who use the service are those who pay for the service).

The taskforce requested that the staff prepare options based on a tiered approach for ESU's. For purposes of this exercise, staff had to break the ESU's into tiers. The next table shows the tiers used for the calculations and how many units exist in each of those tiers. The difference in cost would be born differently in the commercial category. Businesses within 1-9 ESU's would pay one rate, 10-50 ESU's would pay a higher rate, and over 50 ESU's would pay the highest rate.

Property Type	Number of Each	Number in ESU's
Single Family Residential	10717	10,717
Commercial 1-9 ESU's	323	850
Commercial 10-50 ESU's	91	1,894
Commercial more than 50 ESU's	12	1,149
Government	13	13
Irrigation	103	103
Multi-family Per -Unit	280	4,611
Discount	279	279

Table 24 Number of Establishments in Each Category

SECTION 7: PUBLIC SAFETY COST AS A PART OF THE CITY BUDGET

VARIABLE RATE

After running several models, the public safety task force directed staff to prepare a smoothed tiered model based on ESU's. The model below uses increments of \$12.25, \$20.00, \$22.50, and \$25.00 per month per ESU. The following table shows a five year calculation to fund the current policing level.

Commercial Tiered with Low Income Discount
Police Services Fee Rate Increase by Fiscal Year

	Single Family	Commercial			Government	Irrigation	Multi-family	Discount	Annual Revenue	Percent Rate Increase
	Residential	1-9 ESU	10 - 50 ESU	50+ ESU			Per Unit			
2025-26 ^A	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 6.90	\$ 5.95	\$ 1.93	\$ 1,200,000	-
2026-27 ^B	6.90	6.90	6.90	6.90	6.90	6.90	6.90	1.93	803,800	-
2026-27 ^C	12.25	20.00	22.50	25.00	12.25	12.25	12.25	6.13	1,675,400	107%
2027-28 ^D	14.70	24.00	27.00	30.00	14.70	14.70	14.70	7.36	3,685,900	20%
2028-29	16.91	27.60	31.05	34.50	16.91	16.91	16.91	8.46	4,155,100	15%
2029-30	19.44	31.74	35.71	39.68	19.44	19.44	19.44	9.73	4,736,500	15%
2030-31	21.38	34.91	39.28	43.64	21.38	21.38	21.38	10.70	5,293,100	10%
2031-32	23.52	38.41	43.21	48.01	23.52	23.52	23.52	11.77	5,863,800	10%

Commercial Tiered with Low Income Discount
Police Services Fee Rate Increase by Fiscal Year

	Single Family	Commercial			Government	Irrigation	Multi-family	Discount	Annual Revenue	Percent Increase
	Residential	1-9 ESU	10 - 50 ESU	50+ ESU			Per Unit			
2025-26 ^A	\$ 818,900	\$ 35,800	\$ -	\$ -	\$ 1,100	\$ 8,500	\$ 329,200	\$ 6,500	\$ 1,200,000	-
2026-27 ^B	443,700	35,200	78,400	47,550	550	4,250	190,900	3,250	803,800	-
2026-27 ^C	787,700	102,000	255,700	172,350	950	7,550	338,900	10,250	1,675,400	107%
2027-28 ^D	1,732,900	224,400	562,500	379,200	2,100	16,600	745,600	22,600	3,685,900	49%
2028-29 ^D	1,953,500	253,000	634,100	427,400	2,400	18,700	840,500	25,500	4,155,100	13%
2029-30	2,226,800	288,400	722,800	487,200	2,700	21,400	958,100	29,000	4,736,400	14%
2030-31	2,488,500	322,300	807,800	544,500	3,000	23,900	1,070,700	32,400	5,293,100	12%
2031-32	2,756,800	357,000	894,900	603,200	3,300	26,500	1,186,100	35,900	5,863,700	11%

^A Assumes no changes to the existing rate and structure

^B Assumes new rate structure is implemented July 1, 2026

^C Assumes rate increase effective January 1, 2027

^D rate increase effective January 1 going forward

OPERATING LEVY

For comparison only, staff analyzed a comparison to a five-year operating levy. An operating levy can only be approved for a five-year period and must be decided by voters on the ballot.. The first opportunity to bring the matter before the voters is November 2026. If the operating levy is approved, it would be imposed on the tax rolls July 1, 2027.

The City would need to impose the following amounts to provide for the existing Police Department service levels.

Fiscal Year	Estimated Assessed Value	Operating Levy Tax Rate (Per \$1,000)	Tax Revenue
2027-28	\$ 3,624,502,000	\$ 1.23	\$ 4,458,100
2028-29	3,733,237,100	1.23	4,591,900
2029-30	3,845,234,200	1.23	4,729,600
2030-31	3,960,591,200	1.23	4,871,500
2031-32	4,079,408,900	1.23	5,017,700

To understand the financial impact on households and commercial addresses we have shown a comparison of the cost of a fee versus the cost of an operating levy broken down both annually and monthly. The table shows that the fee would be lessor early because the levy has to be set for the five year period versus the fee being able to set each year. Both are significant in impact though. The table below also shows the breakdown by Equivalent Service Unit (ESU) using the assumption that larger businesses should pay according to the size of their office, store, or plant.

SECTION 7: PUBLIC SAFETY COST AS A PART OF THE CITY BUDGET

OPERATING LEVY

	Commercial Tiered Heavy with Low Income Discount					
	Cost Per Year			Cost Per Month		
	Council Approved Fee	Operating Levy	Difference	Council Approved Fee	Operating Levy	Difference
Single Family Residential						
2027-28	\$ 176	\$ 365	\$ (189)	\$ 15	\$ 30	\$ (16)
2028-29	\$ 203	376	(173)	17	31	(14)
2029-30	\$ 233	388	(154)	19	32	(13)
2030-31	\$ 257	399	(143)	21	33	(12)
2031-32	\$ 282	411	(129)	24	34	(11)
Commercial by ESU (23 ESU)						
2027-28	7,452	3,832	3,620	621	319	302
2028-29	8,570	3,947	4,623	714	329	385
2029-30	9,855	4,065	5,790	821	339	483
2030-31	10,841	4,187	6,654	903	349	554
2031-32	11,925	4,313	7,612	994	359	634
Multi-Family (78 units)						
2027-28	13,759	4,994	8,766	1,147	416	730
2028-29	15,823	5,143	10,680	1,319	429	890
2029-30	18,197	5,298	12,899	1,516	441	1,075
2030-31	20,016	5,457	14,560	1,668	455	1,213
2031-32	22,018	5,620	16,398	1,835	468	1,366
Discount						
2027-28	88	319	(231)	7	27	(19)
2028-29	102	329	(228)	8	27	(19)
2029-30	117	339	(222)	10	28	(19)
2030-31	128	349	(221)	11	29	(18)
2031-32	141	360	(218)	12	30	(18)

Table 25 Cost Comparison under Variable Rate

POLICY CONSIDERATIONS

In addition to considering adoption of a tier rate system based upon the type and size of property, there are several other policy decisions that should be considered.

DISCOUNTS

Approximately 29% of the 41 cities we looked at offered discounts for multi-family housing. Several gave further discounts to mobile home parks or congregate care centers. In some cases, the fee for congregate care centers charged by the number of approved beds. Many cities had discounts for financial hardship. Cemetery's received their own rate by acre in some cities. Some communities provided discounts for churches.

EXEMPTIONS

Some cities offered exemptions for churches and public schools. Some cities charged for city buildings and some exempted them, most likely because the city would be paying itself and the cities money comes from the property owners and tenants.

TIMING

There were many cities that adopted a multi-year strategy, such as 3 years or 5 years, with specific amounts forecasted and set to automatically change at set benchmarks in the year, such as budget year or calendar year. There were several cities that targeted fees to a specific capital use such as a building, so the fee had an end date and in at least one instance it went down over time as an expense was covered. Several cities used a sunset clause so that the fee was in place until the sunset date at which point the fee would have to be renewed.

The modeling done by staff shows an increased need over the five-year horizon. If the Council chooses to implement a fee increase, this could be accomplished by adopting a five-year schedule or by taking action each year to adjust the fee.

IMPLEMENTATION/ENACTMENT

The Public Safety Taskforce did not make a recommendation on whether to enact fees based on council authority or with the addition of an advisory vote. The City of Keizer does not currently have the authority to conduct advisory votes. The City would need to pass an ordinance that allows them to put advisory votes on the ballot. Some cities have authorized themselves to use elections for advisory votes.

SECTION 8: STAFFING ANALYSIS AND IDEAL CONDITIONS



STAFFING ANALYSIS AND IDEAL CONDITIONS

KPD operates below regional staffing averages. Incremental increases in sworn and professional staff are recommended to meet service demands and reduce dependence on overtime and mutual aid.

Division	Current FTE	Ideal FTE	Morale & Operational Notes
Patrol	22	24	Morale is good but strained; high call volume; collateral duties stretching staff.
Traffic	2	3	Staff satisfied with enforcement impact, but coverage gaps affect proactive work.
CID	9	10	Satisfaction in complex investigations; backlog and collateral duties reduce capacity.
Support	9	10	Efficient and committed; BWC and public records increase workload, potentially need additional FTE.

Table 26 Current Staff and Optimal Staff Level

Over the past several years, we have operated with reduced staffing because we have intentionally declined to hire candidates who did not meet the high standards of the profession. As of February 2026, the police department remains one officer short of full staffing. We anticipate filling this position when funding permits. Additionally, at least five officers are expected to retire within the next two years, which will create further staffing challenges unless we are authorized to over-hire. On average, a lateral hire requires approximately three months to complete the hiring process, followed by an additional three months of training before becoming fully operational. A new officer with no prior law enforcement experience requires approximately nine months before they are able to serve independently.

SECTION 9: CONCLUSION



CONCLUSION

The Keizer Police Department continues to provide exceptional service within limited means. Sustaining this performance requires investment in personnel, training, and technology. This report demonstrates both the dedication of our officers and the structural challenges that must be addressed to maintain the safety and trust of the Keizer community.

In conclusion, we are not requesting additional officers or support staff, although we would under ideal conditions (see section 8). We are asking the city council to fund the PD so we can maintain current staffing levels.

To fund the staffing at the existing levels there are really only two options currently available, which are a city service fee or a five-year operating levy. The City has a longer-term strategy to recover capacity by paying down PERS through a side account. That is dependent on the city making earnings on the properties it has to dispose. City staff is interested in the approach that best aligns with our city councilors, who represent the citizens, in funding their police department.

The Public Safety Taskforce made a recommendation to the City Council to use a smoothed fee model based on ESU's. The Council can enact these changes if they so choose. If the Council wishes to use an advisory vote then the Council will need to pass an ordinance allowing them to take an advisory vote.

APPENDIX: APPENDIX 1 - COMPARISON TO OTHER OREGON CITIES

City	Police		Fire		Public Safety (Police & Fire)		City Services		Parks		Street Fee		Sidewalk Maintenance Fee	Urban Forestry Fee	Transit Operations Fee	Wildfire Risk Reduction Fee	Streetlight Fee	Total
	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee						
Albany*						\$ 14.82												\$ 14.82
Ashland					3/4" Meter	\$ 7.00			Flat Rate	\$ 5.00	Single Family	\$ 9.56						\$ 21.56
					1" Meter	\$ 7.00				\$ 5.00	Multi-Family	\$ 7.28						\$ 19.28
					1.5" Meter	\$ 19.10				\$ 5.00	Retail \$1.28 /100 ft'	\$ 1.28						\$ 25.38
					2" Meter	\$ 28.02				\$ 5.00	Wholesale \$0.72 per 100 ft'	\$ 0.72						\$ 33.74
					3" Meter	\$ 52.04				\$ 5.00	Office \$0.85 per 100 ft'	\$ 0.85						\$ 57.89
					4" Meter	\$ 79.06				\$ 5.00	Med./Dent. \$1.14 per 100 ft'	\$ 1.14						\$ 85.20
					6" Meter	\$ 154.12				\$ 5.00	Service \$1.14 per 100 ft'	\$ 1.14						\$ 160.26
					8" Meter	\$ 244.19				\$ 5.00	Restaurant Bar \$3.40 per 100 ft'	\$ 3.40						\$ 252.59
										\$ 5.00	Manufacturing \$0.72 per 100 ft'	\$ 0.72						\$ 5.72
										\$ 5.00	Warehouse \$0.41 per 100 ft'	\$ 0.41						\$ 5.41
										\$ 5.00	Hotel/Motel \$3.40 per 100 ft'	\$ 3.40						\$ 8.40
										\$ 5.00	All Others \$3.40 per 100 ft'	\$ 3.40						\$ 8.40
											Churches/Worship Exempt	\$ -						\$ -
Bend											Single Unit Residential	\$ 10.50						\$ 10.50
											Multi-Family Residential	\$ 7.75						\$ 7.75
											Residential Discounted	\$ 5.25						\$ 5.25
											Public Schools K-12 per student	\$ 1.10						\$ 1.10
											High Education per student	\$ 1.25						\$ 1.25
											Tourist Accomodations per room	\$ 9.00						\$ 9.00
											Parks with off-street parking per acre	\$ 0.80						\$ 0.80
											Short Term Rental Supplement - Units authorized for whole house rental - per unit per year	\$ 200.00						\$ 200.00
											Short-Term Rental Supplement - All others - per unit per year	\$ 108.00						\$ 108.00
											Gas Station - per fueling position	\$ 41.00						\$ 41.00
											Gas Station with Convenience Store - Per Fueling position	\$ 61.50						\$ 61.50
											Car wash (auto & Self Service - per bay	\$ 51.25						\$ 51.25
											Cemetery - per acre	\$ 6.25						\$ 6.25
											Golf Course - per hole	\$ 30.75						\$ 30.75
											Bin 1 Non-Residential (0-10 ADT per 1,000 ft')	\$ 6.25						\$ 6.25
											Bin 1 Non-Residential (>10-15 ADT per 1,000 ft')	\$ 8.25						\$ 8.25
											Bin 1 Non-Residential (>15-30 ADT per 1,000 ft')	\$ 10.75						\$ 10.75
											Bin 1 Non-Residential (>30-40 ADT per 1,000 ft')	\$ 15.25						\$ 15.25
											Bin 1 Non-Residential (>40 ADT per 1,000 ft')	\$ 20.50						\$ 20.50
Central Point					Single Family Homes	\$ 5.00												\$ 5.00
					Multi-Family	\$ 4.00												\$ 4.00
					Com/Ind <10,000 ft'	\$ 15.00												\$ 15.00
					Com/Ind 10,000 ft'-19,999 ft'	\$ 30.00												\$ 30.00
					Com/Ind 20,000 ft'-49,999 ft'	\$ 60.00												\$ 60.00
					Major Regional Facilities >50,000 or ADT	\$ 180.00												\$ 180.00
					Public Schools - Exempt	\$ -												\$ -
					Private and Charter Schools	\$ 30.00												\$ 30.00
					Churches	\$ 15.00												\$ 15.00
Coos Bay											Residential	\$ 10.00						\$ 10.00
											Non-Residential	\$ 20.00						\$ 20.00
Corvallis	Flat Rate	\$ 18.62	Flat Rate	\$ 21.46							Flat Fee	\$ 12.28	\$ 2.40	\$ 3.90	\$ 3.87			\$ 58.66
Cornelius								Residential 1 EDU	\$ 11.50									\$ 11.50
								Commercial / EDU	\$ 34.50									\$ 34.50
Creswell	Flat Rate	\$ 19.75									Single Family Res	\$ 4.00						\$ 23.75
		\$ 19.75									Multi-Family Res	\$ 2.79						\$ 22.54
		\$ 19.75									ADT Counts 40 or more - per 1,000'	\$ 16.81						\$ 36.56
		\$ 19.75									Less than 40 ADT - per 1,000 ft'	\$ 5.43						\$ 25.18
Dallas**					Flat Rate	\$ 12.83												\$ 12.83
Eagle Point					Flat Rate	\$ 10.00												\$ 10.00

APPENDIX: APPENDIX 1 - COMPARISON TO OTHER OREGON CITIES

City	Police		Fire		Public Safety (Police & Fire)		City Services		Parks		Street Fee		Sidewalk Maintenance Fee	Urban Forestry Fee	Transit Operations Fee	Wildfire Risk Reduction Fee	Streetlight Fee	Total
	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee						
Fairview					Flat Rate	\$ 20.00												\$ 20.00
Florence***		\$ 15.00																\$ 15.00
Grants Pass					Elderly Care Facility (per bed)	\$ 3.17												\$ 3.17
					Condominiums, Mobile Home Park	\$ 6.35												\$ 6.35
					Single Family Residential	\$ 12.36												\$ 12.36
					Major Home Occupation	\$ 12.36												\$ 12.36
					Multi-Family	\$ 8.38												\$ 8.38
Gresham							Police Fire and Parks	\$ 15.00										\$ 15.00
Hermiston	Flat Rate	\$ 5.00																\$ 5.00
Hillsboro									South Hillsboro parks	\$ 14.76		\$ 10.60						\$ 25.36
									South Hillsboro parks	\$ 14.76		\$ 9.54						\$ 24.30
Independence^^	Flat Rate	\$ 17.00																\$ 17.00
Jacksonville	Flat Rate	\$ 35.00	Fire	\$ 44.00														\$ 79.00
Keizer	Flat Rate	\$ 6.90							Flat	\$ 4.00								\$ 10.90
Lake Oswego											Single Family	\$ 17.34						\$ 17.34
											Multi-family	\$ 12.39						\$ 12.39
											Group 1^	\$ 10.60						\$ 10.60
											Group 2^	\$ 23.85						\$ 23.85
											Group 3^	\$ 89.04						\$ 89.04
Lebanon							Single Family Res.	\$ 18.00										\$ 18.00
							Multi-Family Res.	\$ 18.00										\$ 18.00
							Non-Res. 3/4 " water meter	\$ 18.00										\$ 18.00
							Non-Res. 1" water meter	\$ 45.00										\$ 45.00
							Non-Res. 1.5 " water meter	\$ 90.00										\$ 90.00
							Non-Res. 2" " water meter	\$ 144.00										\$ 144.00
							Non-Res. 3" water meter	\$ 288.00										\$ 288.00
							Non-Res. 4" water meter	\$ 450.00										\$ 450.00
McMinnville****							SFH Residential	\$ 13.27										\$ 13.27
							MultiFamily	\$ 9.95										\$ 9.95
							1" Water Meter	\$ 22.16										\$ 22.16
							1 1/2" Water Meter	\$ 44.19										\$ 44.19
							2" Water Meter	\$ 70.73										\$ 70.73
							3" Water Meter	\$ 141.59										\$ 141.59
							4" Water Meter	\$ 221.21										\$ 221.21
							6" Water Meter	\$ 442.29										\$ 442.29
Medford					Residential	\$ 19.15			Residential	\$ 6.83	Residential	\$ 6.59					\$ 2.00	\$ 34.57
					Commercial	\$ 19.15			Commercial	\$ 6.83	Commercial ii	\$ 19.77						\$ 45.75
Milwaukie					Single Family	\$ 7.11						\$ 6.40						\$ 13.51
					Multi-Family	\$ 5.71						\$ 5.29						\$ 11.00
					Elderly Housing/Mobile Homes (per Unit)	\$ 2.85						\$ 2.63						\$ 5.48
					Tiered# .70	\$ 50.00					Tiered - \$0.66	\$ 50.00						\$ 100.00
					Congregate Care (per unit)	\$ 1.43						\$ 1.32						\$ 2.75
Monmouth	Flat Rate	\$ 10.25																\$ 10.25
Newberg					For Police (\$4.58) and 911 (\$2.78)	\$ 7.36					Flat	\$ 6.86						\$ 14.22
North Bend ^l	Flat Rate	\$ 15.00																\$ 15.00
North Plains											Residential	\$ 5.31						\$ 5.31
Ontario					Flat Rate	\$ 10.00					Flat Rate	\$ 8.00						\$ 18.00
Oregon City					Flat Rate	\$ 6.50					Residential	\$ 16.47						\$ 22.97
					Flat Rate	\$ 6.50					Mult-Family	\$ 11.57						\$ 18.07
					Flat Rate	\$ 6.50					Non-Res \$0.282 * ADT (example 1t	\$ 28.20						\$ 34.70
Pendleton ^o			1" Water Meter (Residential)	\$ 6.60							.75"	\$ 9.90						\$ 16.50
			1 1/2" Water Meter	\$ 26.45							1"	\$ 16.85						\$ 43.30
			2" Water Meter	\$ 41.50							1.5"	\$ 32.70						\$ 74.20
			3" Water Meter	\$ 79.30							2"	\$ 52.55						\$ 131.85
			4" Water Meter	\$ 132.15							3"	\$ 106.05						\$ 238.20
			6" Water Meter	\$ 211.45							4"	\$ 165.60						\$ 377.05
			8" Water Meter	\$ 449.40							6"	\$ 330.15						\$ 779.55
			10" Water Meter	\$ 1,004.45							8"	\$ 193.20						\$ 1,197.65
Salem							Commercial	\$ 78.47										\$ 78.47
							Industrial	\$ 78.47										\$ 78.47
							Institutional	\$ 78.47										\$ 78.47
							Multifamily Res	\$ 13.02										\$ 13.02
							Public	\$ 78.47										\$ 78.47
							Single Family Res.	\$ 16.25									\$ 2.80	\$ 19.05
Sandy	Residential	\$ 5.50																\$ 5.50

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City	Police		Fire		Public Safety (Police & Fire)		City Services		Parks		Street Fee		Sidewalk Maintenance Fee	Urban Forestry Fee	Transit Operations Fee	Wildfire Risk Reduction Fee	Streetlight Fee	Total
	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee	Detail	Fee						
	Commercial	\$ 12.50																\$ 12.50
Shady Cove	Per Dwelling Unit~	\$ 29.00																\$ 29.00
Silverton								Flat Rate	\$ 2.07	Flat Rate	\$ 12.34							\$ 14.41
St. Helens	Residential 1 EDU	\$ 10.30																\$ 10.30
	Commercial per EDU	\$ 10.30																\$ 10.30
Sutherlin	Flat Rate	\$ 6.00	Flat Rate	\$ 3.00														\$ 9.00
Tigard								Residential (1 EDU)	\$ 9.38		\$ 9.11							\$ 18.49
Troutdale					Residential 1 ERU	\$ 15.00												\$ 15.00
					iii Multifamily per ERU	\$ 15.00												\$ 15.00
					iii Nonresidential \$15 x ERU	\$ 15.00												\$ 15.00
Tualatin			Service Size 4"	\$ 24.38				\$ 5.00	Single Family Res	\$ 7.74								\$ 37.12
			Service Size 6"	\$ 25.77				\$ 5.00	Multi-Family Res	\$ 7.00								\$ 37.77
			Service Size 8"	\$ 102.16				\$ 5.00	Group 1 Non-Residential +	\$ 4.80								\$ 111.96
			Service Size 10"	\$ 162.37				\$ 5.00	Group 2 Non-Residential +	\$ 4.80								\$ 172.17
								\$ 5.00	Group 3 Non-Residential +	\$ 4.80								\$ 9.80
								\$ 5.00	Group 4 Non-Residential +	\$ 4.80								\$ 9.80
								\$ 5.00	Group 5 Non-Residential +	\$ 4.80								\$ 9.80
								\$ 5.00	Group 6 Non-Residential +	\$ 4.80								\$ 9.80
								\$ 5.00	Group 7 Non-Residential +	\$ 4.80								\$ 9.80
Turner	Flat Rate	\$ 3.00																\$ 3.00
Vaneta	Flat Rate	\$ 9.00																\$ 9.00
West Linn								Flat	\$ 23.40		\$ 18.53							\$ 41.93
Winston	Flat Rate	\$ 6.00	Flat Rate	\$ 3.00														\$ 9.00

* Indexed to CPI
 **In Dallas the is fee based on the number of sewer base rates we charge. For example, an apartment complex with 12 units will have 12 sewer base rate charges, and 12 public safety fee charges. For hotels, RV parks, hospitals, correctional facilities, and similar uses, we charge a base rate for every 3 spaces / beds. So an RV park with 24 spaces would be charged 8 sewer base
 *** Expected to move to \$18
 **** A CPI-U escalator is built in every year but capped at 5%
 i Asking voters to increase it to \$20 in May.
 ii Based on \$0.659 per trip generated. For calculation 30 trips was used.
 @ Targeted for use for Fire Protection Services'
 # based on trips generated by use and size times unit factor
 ^ Based on trip generation multiplied by every 1,000 square feet
 iii - based on sanitary sewer equivalent residential unit (ERU)
 ^^ Independence will be recomemding a city services fee of \$19.65 to fund the library, Museum, and Parks.
 \$4.8 for sidewalk, street tree, reverse frontage X multiplier for every 1,000 ft' of developed area
 ~ Flat rate, but recreational vehicles or motel rooms staying more than 30 days pay it because they aren't paying Transient Lodging Tax

KEIZER POLICE DEPARTMENT



Business & Police Community Meeting

PUBLIC SAFETY & POLICE FUNDING OVERVIEW





CHIEF COPELAND

“No one is compelled to choose the profession of a police officer, but having chosen it, everyone is obligated to perform its duties and live up to the high standards of its requirements.”

-President Calvin Coolidge

COMPARATIVE DATA OVERVIEW

KPD operates efficiently within constrained resources compared to similar Oregon cities. Table 1 compares sworn staffing, population, and tax rates across jurisdictions.

KPD maintains one of the lowest officer-to-population ratios in the state, despite comparable community size. This disparity affects response times, officer workload, and limits proactive enforcement.

City	Sworn	Non-Sworn	Population	Officers per 1,000	Tax Rate
Lake Oswego	47	27	40,804	1.174	4.58
McMinnville	41	-	34,434	1.19	5.02
Albany	66	35	57,304	1.151	6.39
Oregon City	47	12.5	37,072	1.26	4.40
Tigard	80	20	55,972	1.42	2.51
Tualatin	38	6	27,049	1.22	2.26
Woodburn	41	9.5	31,069	1.31	6.53
Canby	28	6	17,776	1.57	3.97
Grants Pass	57	6	39,075	1.45	4.13
Redmond	55	15	37,009	1.48	4.41
Keizer	41 (2.5 paid by SKSD)	9	38,564	1.06 (or 0.998)	2.08

Average officers per 1,000 residents: 1.265

If Keizer Met the Average:

49 POLICE OFFICERS

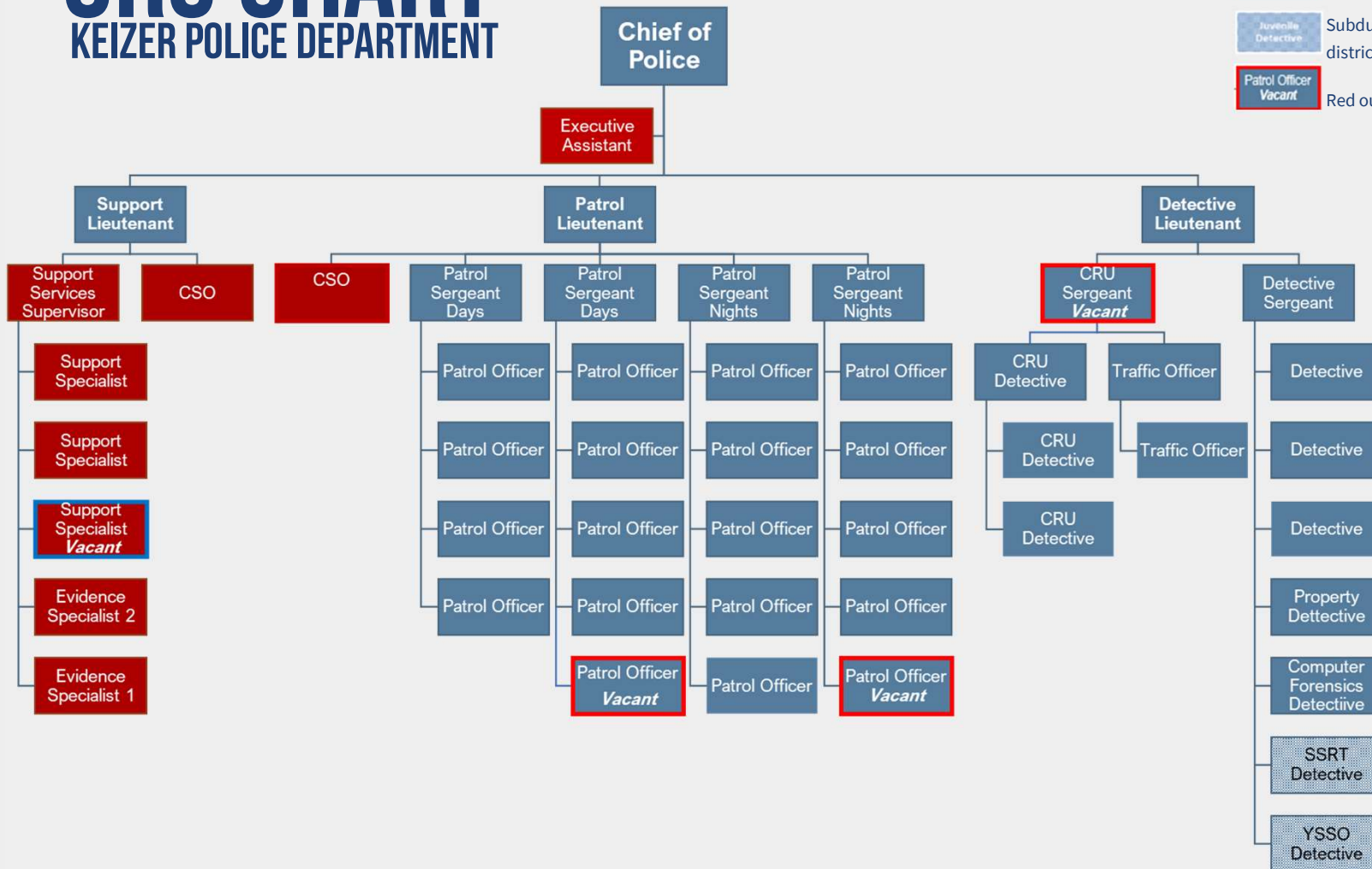
(1.265 per 1,000)

21,409
20,819 PRIMARY CALLS FOR SERVICE IN 2025, 21,409 TOTAL INCLUDING QUALITY-OF-LIFE REPORTS.

ORG CHART

KEIZER POLICE DEPARTMENT

- Administrative Assistant** Red boxes are non-sworn employees
- Juvenile Detective** Subdued blue boxes are funded by the school district
- Patrol Officer Vacant** Red outlined boxes are vacant positions



AGENCY OPERATIONAL EXPENSES

OFFICER COST COMPARISON

City	Annual Budget	Total Employees	Avg Cost for Each Employee
Tualatin	\$10,582,920	44	\$240,520
Lake Oswego	\$17,493,500	74	\$284,313
Woodburn	\$13,055,760	51.5	\$252,284
McMinnville	\$12,008,731	45	\$266,687
Albany	\$23,523,850	101	\$232,909
Oregon City	\$15,340,400	61	\$251,481
Tigard	\$29,125,472	95	\$306,583
Canby	\$9,324,495	37	\$252,013
Keizer	\$11,545,600	50	\$230,912

Table 6 Comparison of Employee Costs with Other Like-Sized Communities

Keizer pays **\$25,510 less per employee** compared to the average of the other cities.

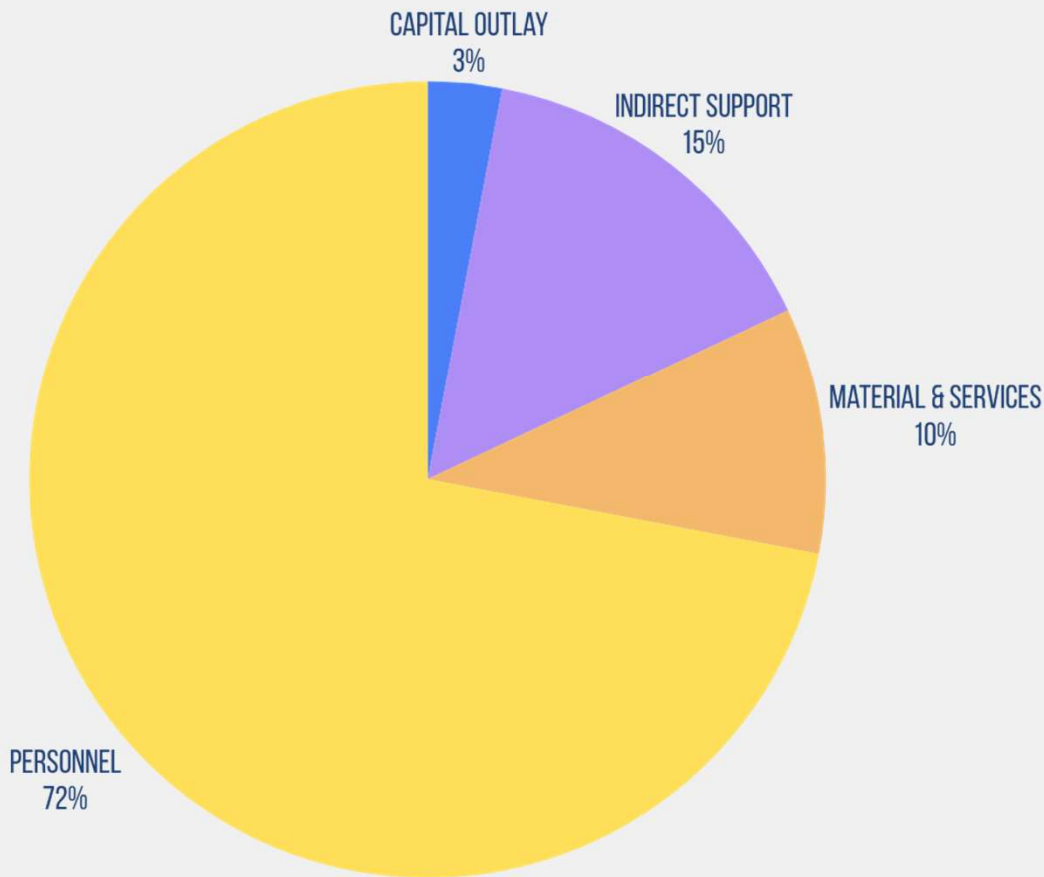
Total annual savings for Keizer:

\$1,275,500

10%
 KEIZER PD OPERATES 10%
 MORE COST-EFFECTIVELY
 THAN SIMILAR OREGON
 CITIES.

OPERATIONAL EFFICIENCY

AGENCY OPERATIONAL EXPENSES



THE DEPARTMENTAL EXPENSES OF THE KEIZER POLICE DEPARTMENT IS PREDOMINATELY PERSONNEL, MATERIALS AND SERVICES, INDIRECT COSTS, AND CAPITAL OUTLAY AS SHOWN IN THE PIE CHART BELOW.

TECHNOLOGY ADVANCEMENTS

MODERN INVESTIGATIONS ARE
EVOLVING, TECHNOLOGY ENHANCES
OUTCOMES, BUT SUCCESS DEPENDS ON
TRAINED PERSONNEL, ONGOING
MAINTENANCE, AND INNOVATIVE
APPLICATION.



CID MOBILE AND REMOTE SURVEILLANCE PROGRAM

Initiated in 2014, now operating two surveillance platforms that provide 24/7 remote monitoring and flexible video review, reducing the need for time-intensive stakeouts, saving investigative resources, and strengthening cases for faster resolution and justice for victims.

CITY PARKS CAMERAS HELPING SOLVE CRIME

Surveillance footage provides officers and detectives with invaluable evidence in investigations involving city parks. Recent examples include a major investigation involving a fight where multiple juveniles were stabbed. The system captured the incident and saved investigators significant investigative time.

LICENSE PLATE READER (LPR) CAMERAS

LPR cameras automatically scan and log vehicle license plates at multiple intersections; day and night, at slow and high speeds.

- Used by officers daily since program was implemented in 2024
- Since implementation, LPR program saved significant investigative hours by helping investigators track and locate suspect vehicles
- Helped solve countless property crimes; while recent person crimes include two fatal hit-and run crashes

BODY-WORN CAMERAS

Projected: May 2026

DRONE PROGRAM

Since 2018, the Keizer Police Department drone program has become a key tool for patrol and investigations.

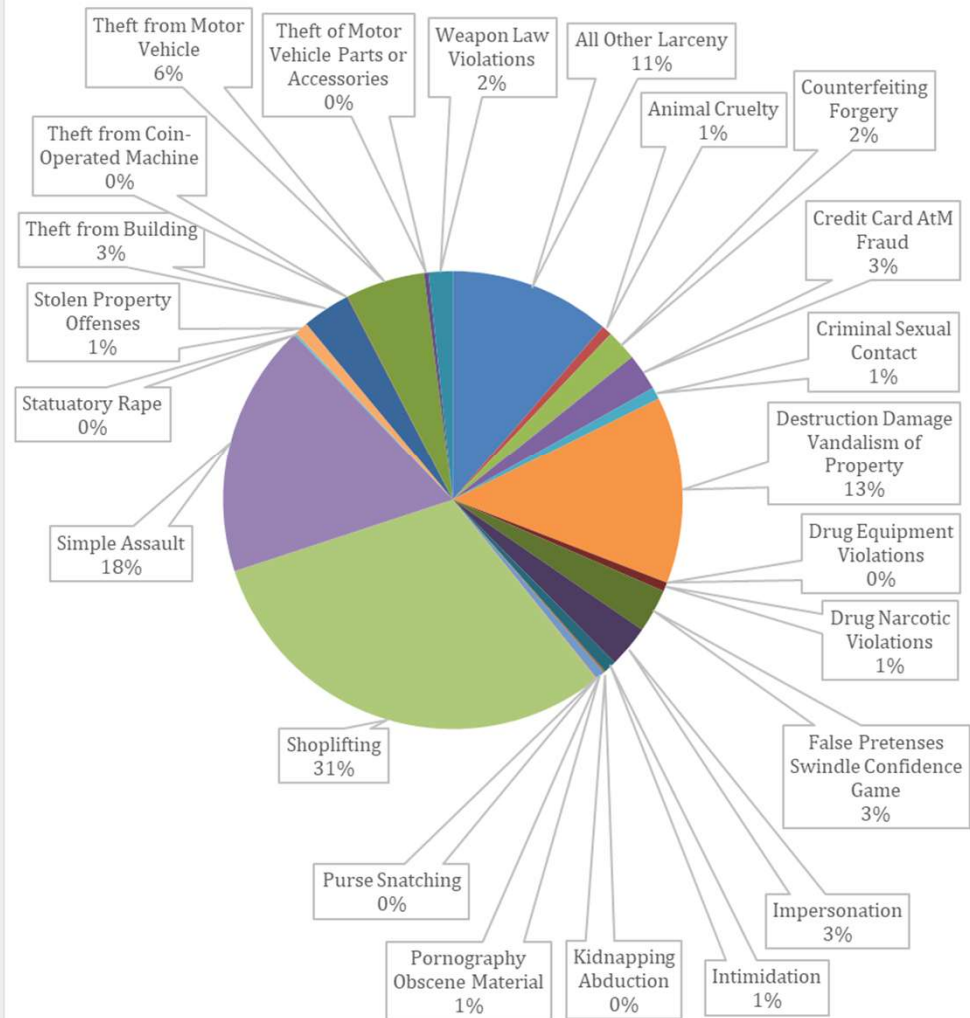
- Enhanced safety & tactical response: Drones allow officers to safely assess scenes, support containment, and even clear indoor spaces, reducing risk to both officers and the public.
- Stronger investigations & outcomes: Used in crash reconstruction and major cases to create detailed, realistic visuals that improve case solvability and help clearly communicate evidence to juries.

BREAKOUT OF NIBRS WITH LABELS

This does not include Traffic or other local ordinance offences.



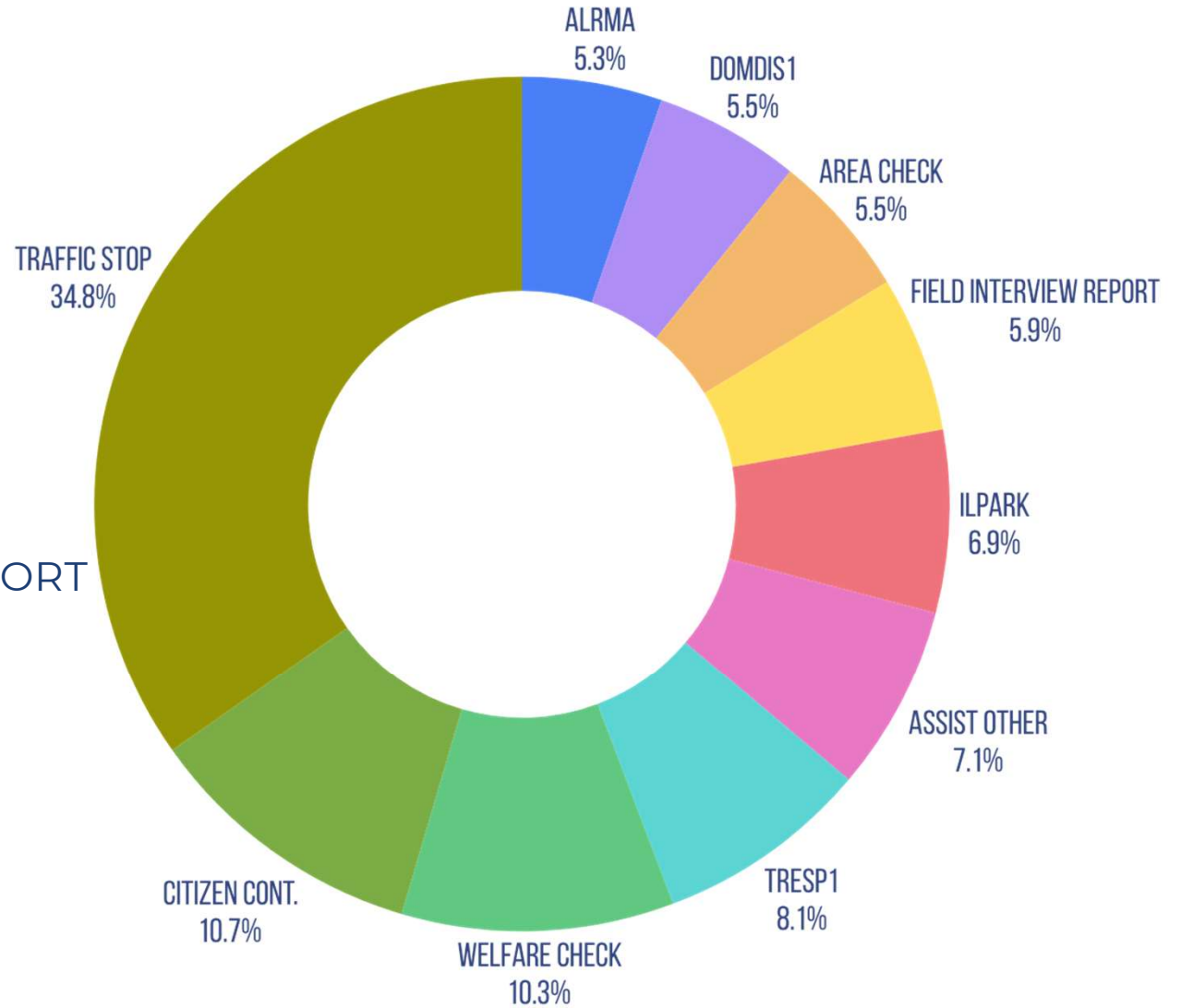
Keizer Breakout 2024



TOP 10

POLICE INCIDENTS AND CALLS

- 5.3 ALRMA
- 5.5 DOMDIS1
- 5.5 AREA CHECK
- 5.9 FIELD INTERVIEW REPORT
- 6.9 ILPARK
- 7.1 ASSIST OTHER
- 8.1 TRESP1
- 10.3 WELFARE CHECK
- 10.7 CITIZEN CONTACT
- 34.8 TRAFFIC STOP



QUALITY OF LIFE POLICING



HOMELESS CAMP CONTACTS & CLEANUPS

2024: 76 homeless camp contacts requiring cleanup

** 2025: Cleanup totals were not accurately tracked due to CAD reporting limitations; however, activity levels were not lower than 2024.*



GRAFFITI COMPLAINTS AND ABATEMENT

Beginning in 2025, JROTC and a volunteer graffiti cleanup bucket program, through Public Works, assisted with abatements, requiring additional coordination and quality checks to ensure all graffiti locations are properly addressed.



PARKING ENFORCEMENT ACTIVITY

Most parking complaints require at least two contacts, and often more, before closure.



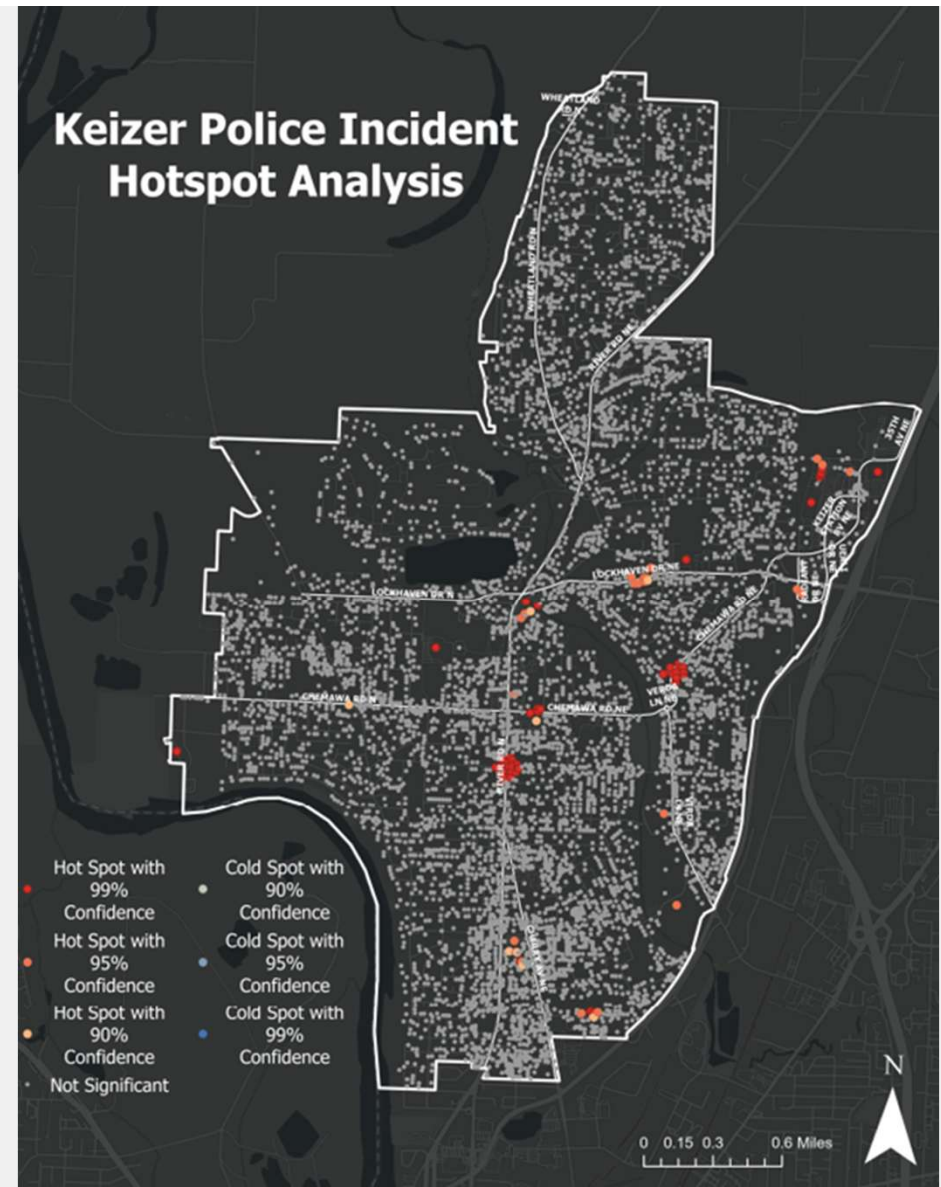
Responses typically include:

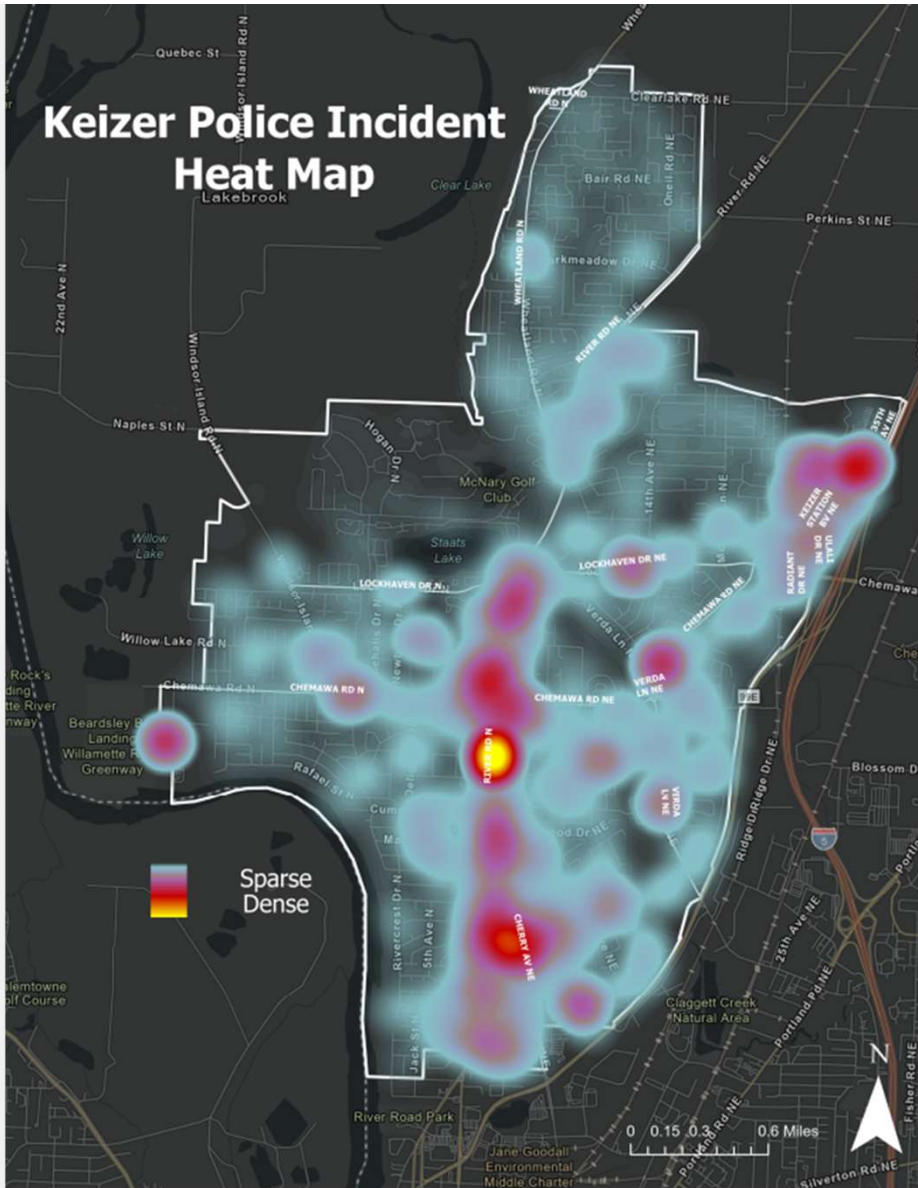
- Initial contact, service outreach and site assessment
- Coordination of cleanup efforts
- Follow-up inspections to confirm no new camps

HOT SPOT ANALYSIS

Call Distribution is fairly consistent across the City.

The map to the right shows that incidents occur fairly equally across the City based on the density of development





HEAT MAP

YELLOW SPOT AT RIVER AND DEARBORN

- Spread pretty evenly among the businesses in the block to the north and south of Dearborn
- A lot of traffic stops
- Trespasses, Alarms, Theft, Disturbance
- Most of the businesses on those blocks have many calls



CLEARANCE RATES



2025

- Persons Crimes - **67%**
- Property Crimes - **32%**
- Society Crimes - **71%**
- Total - **49.2%**



2024

- Persons Crimes - **63.7%**
- Property Crimes - **28.2%**
- Society Crimes - **65.7%**
- Total - **44.0%**



2023

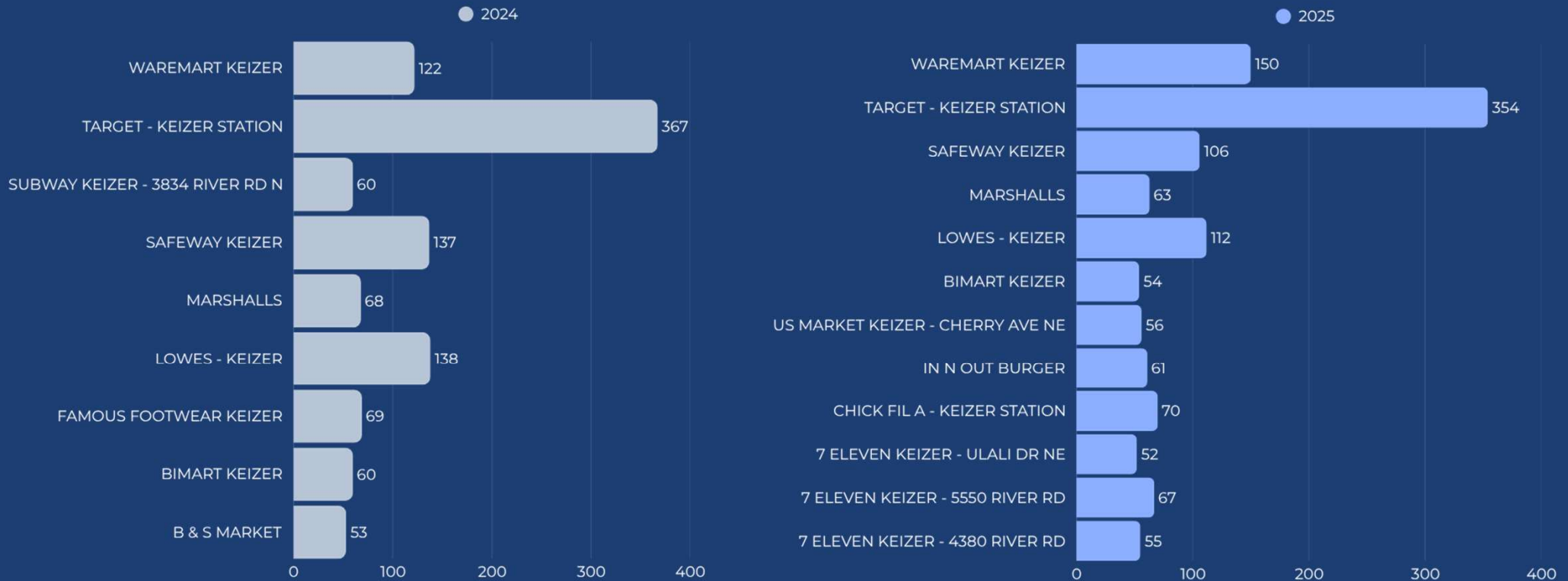
- Persons Crimes - **62.4%**
- Property Crimes - **30.3%**
- Society Crimes - **69.0%**
- Total - **46.3%**



COMMERCIAL CALLS WITH OVER 50 CALLS FOR SERVICE PER YEAR

12,335 INCIDENTS IN LOW-DENSITY AREAS VS.
2,634 IN HIGH-DENSITY AREAS.
ACTIVITY SPANS THE ENTIRE CITY, NOT JUST
DENSE HOUSING ZONES.

What is consistent is that our greatest number of calls per address come directly from commercial and retail establishments. Almost 4,000 calls came from commercial establishments in 2025.





HOW DID WE GET HERE?

ULTIMATELY MEASURE 5, 50, AND 47 HAVE CAUGHT UP TO US LIKE MOST OTHER CITIES, A FROZEN TAX RATE.

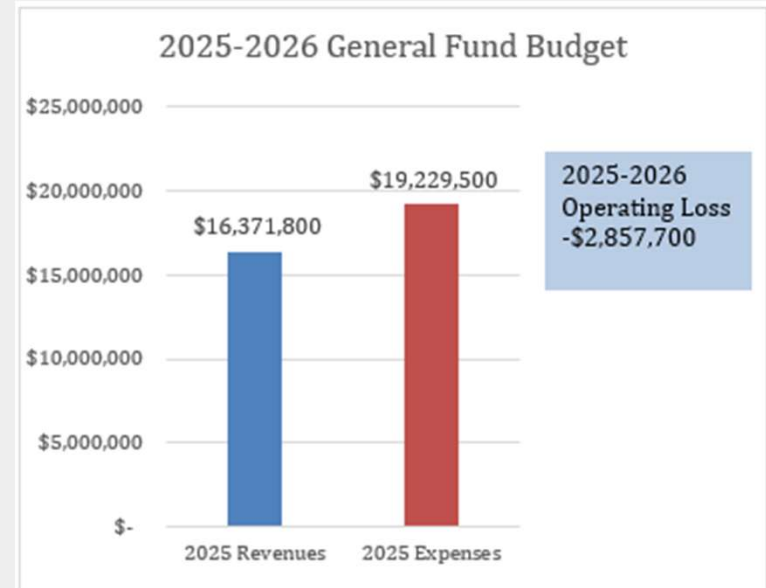
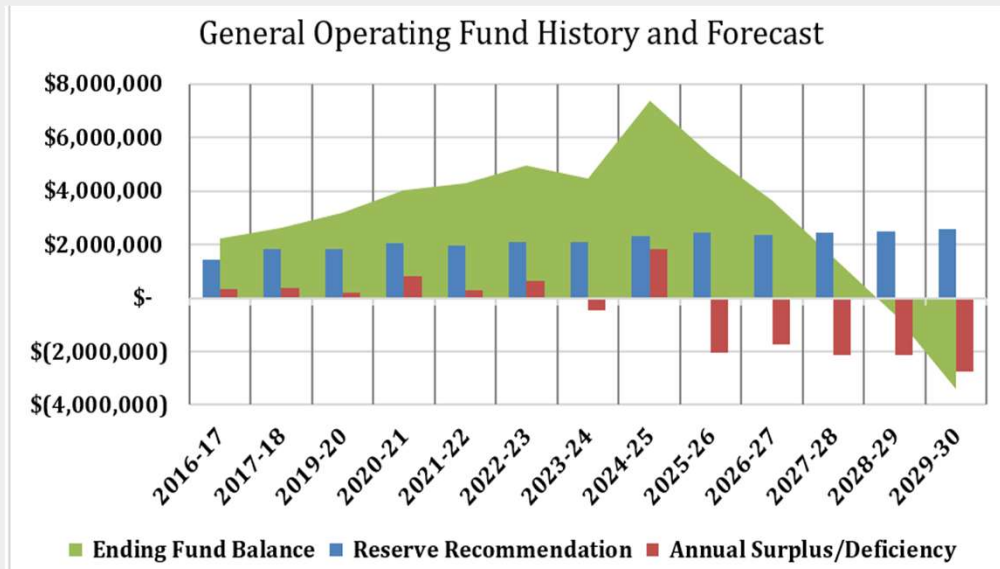
We delayed it, by using American Rescue Plan Act (ARPA) funds

We pushed it out by using fund balance

We did not increase the fees we had in place

AGENCY OPERATIONAL EXPENSES

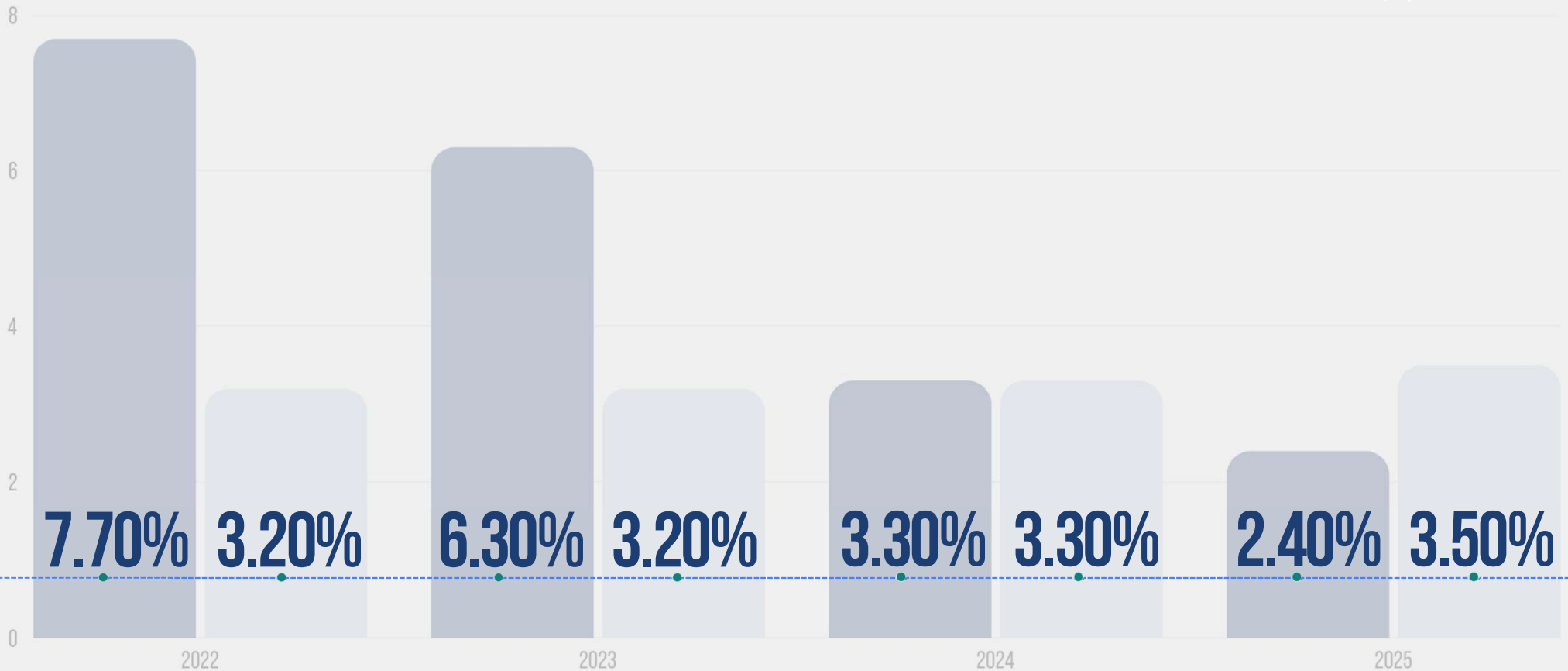
It was appropriate to use the fund balance, but the amount of fund balance burned this year will take us near the amount needed for the city to be able to cover cyclical annual costs without borrowing.



INFLATION VS TAX BASE GROWTH



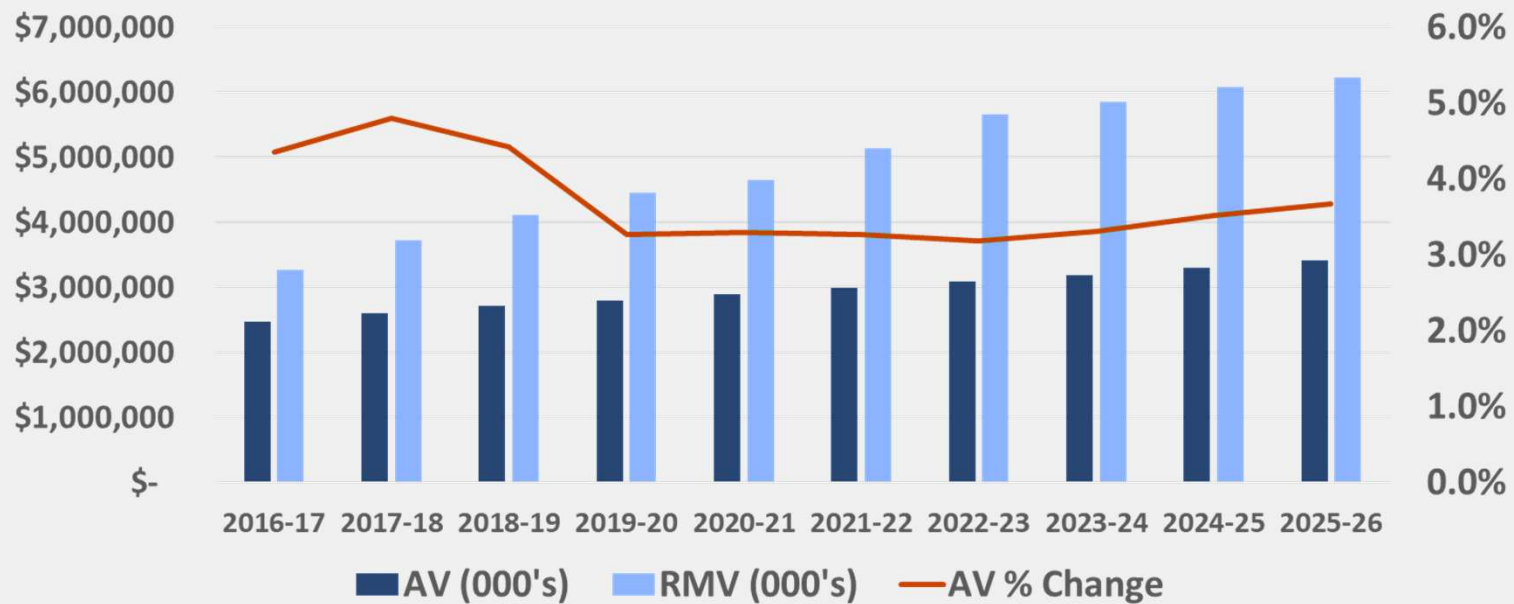
● INFLATION ● APPRECIATION



SAME FORCES THAT ARE IMPACTING ALL CITIES?



Assessed Value Vs Real Market Value



REVENUE VS EXPENSES



Keizer Police Department Revenue vs Expenses



ALTERNATIVES

COUNCIL APPROVED FEE

A fee added to the city services fee dedicated to a specific need / service as set by the council

CITY SERVICES BILL

Account Statement

ACCOUNT INFORMATION

ACCOUNT: [REDACTED]
 SERVICE ADDRESS: [REDACTED]
 SERVICE PERIOD: 12/1/2025 to 1/1/2026
 BILLING DATE: 1/1/2026
 DUE DATE: 2/22/2026

METER READINGS

Service	Index	Previous Reading	Current Reading	Cost
Water	48	124.78	124.78	48.77
Sewer	6	6.25	6.25	124.78
Storm Water	16	16.34	16.34	6.25
Police Fee	1	13.80	13.80	16.34
Parks Fee	1	8.50	8.50	13.80

CURRENT CHARGES

Water 48.77
 Sewer 124.78
 Sewer Admin 6.25
 Storm Water 16.34
 Police Fee 13.80
 Parks Fee 8.50

TOTAL CURRENT CHARGES 216.44

USAGE HISTORY

BILL SUMMARY

Previous Balance 0.00
 Payments Received 0.00
 Adjustments 0.00
 Additional Billing 0.00
 Current Charges 216.44

TOTAL AMOUNT DUE 216.44

Payment Coupon

ACCOUNT INFORMATION
 PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
 PLEASE MAKE CHECK PAYABLE TO:
 CITY OF KEIZER

ACCOUNT: [REDACTED]
 SERVICE ADDRESS: [REDACTED]
 SERVICE PERIOD: 12/1/2025 to 1/1/2026
 BILLING DATE: 1/1/2026
 DUE DATE: 2/22/2026

CITY OF KEIZER
 PO BOX 21000
 KEIZER, OR 97307

AMOUNT DUE
 TOTAL AMOUNT DUE BY 2/22/2026 216.44

AMOUNT ENCLOSED: [REDACTED] REMIT PAYMENT TO: [REDACTED]

OPERATING LEVY

A levy added to the property tax bill in five-year increments

TAX BILL

MARION COUNTY, OREGON 2025-26 PROPERTY TAX STATEMENT JULY 1, 2025 TO JUNE 30, 2026

REAL PROPERTY DESCRIPTION MARION COUNTY TAX COLLECTOR
 CODE: 24200 PCL: 101 ACRES: 0.26 555 COURT ST NE, RM 2242
 MAP: [REDACTED] SALEM, OR 97301
 LEGAL: [REDACTED] (503) 588-5215
 SITUS: [REDACTED]

TAX ACCOUNT NO. [REDACTED]

Payment Due by November 17, 2025

Item	Amount
SALEM-KEIZER SCHOOL	1,302.15
WILLAMETTE REG ESD	91.36
CHEMUKETA COM COL	192.73
EDUCATION TOTAL:	1,676.24
MARION COUNTY	931.55
KEIZER	641.66
MARION SOL & WTR	15.40
MC EXT & 4-H SERV DIST	15.40
KEIZER FD	416.51
KEIZER FD LOCAL OPTION	304.85
REGIONAL LIBRARY	25.19
SALEM MASS TRANSIT	234.30
KALCWOOD PARK LYS	41.21
GENERAL GOVT TOTAL:	2,428.07
KEIZER FD BOND 2016	40.37
SALEM-KEIZER SCH BONDS	826.58
CHEMUKETA COM COL BOND	81.11
BONDS - OTHER TOTAL:	948.06

VALUES

Category	Last Year	This Year
LAND	140,500	156,430
STRUCTURES	382,000	389,000
TOTAL EMV	522,500	545,430
TAXABLE ASSESSED VALUE	298,970	303,590
TAX LEVIED	5,097.16	5,290.87

QUESTIONS ABOUT THE ASSESSED VALUE? CONTACT THE ASSESSOR'S OFFICE (503) 588-5344
 CENLAR FED SVNGS HAS REQUESTED THIS BILL. IF YOU'RE NOT SURE WHO SHOULD PAY THESE TAXES, CONTACT YOUR LENDER.

SEE INSERT FOR PAYMENT OPTIONS

Payment Schedule	11/17/25	02/17/26	05/15/26	Savings
Full Payment	5,092.86	---	---	157.51
2/3 Payment 2% Discount	3,438.25	---	1,754.12	70.00
1/3 Payment No Discount	1,756.13	1,756.12	1,756.12	None

TOTAL DUE by 11/17/25 \$5,092.86
 (After 3% Discount and Prepayments and Excluding Any Delinquent Taxes)

Tear Here PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT — NO STAPLES, PAPER CLIPS, OR TAPE Tear Here ↑

2025-2026 **Marion County Real Property Taxes** ACRES: 0.26
 SITUS: 555M, MIAADONBLARK DR NE KEIZER

Payment Options Net Amount Due by November 17, 2025

Full Payment by 11/17/25	includes 3% Discount	5,092.86
2/3 Payment by 11/17/25	includes 2% Discount	5,438.25
1/3 Payment by 11/17/25	No Discount	5,790.13

Enter Payment Amount \$

Discount is Lost & Interest Applies After Due Date

Payment Due by November 17, 2025 Mailing Address Change on Back

MAKE CHECK PAYABLE TO:
 MARION COUNTY TAX COLLECTOR
 PO BOX 2511
 SALEM OR 97308-2511

POLICE FEE COMPARISON



13% BELOW STATEWIDE AVERAGE

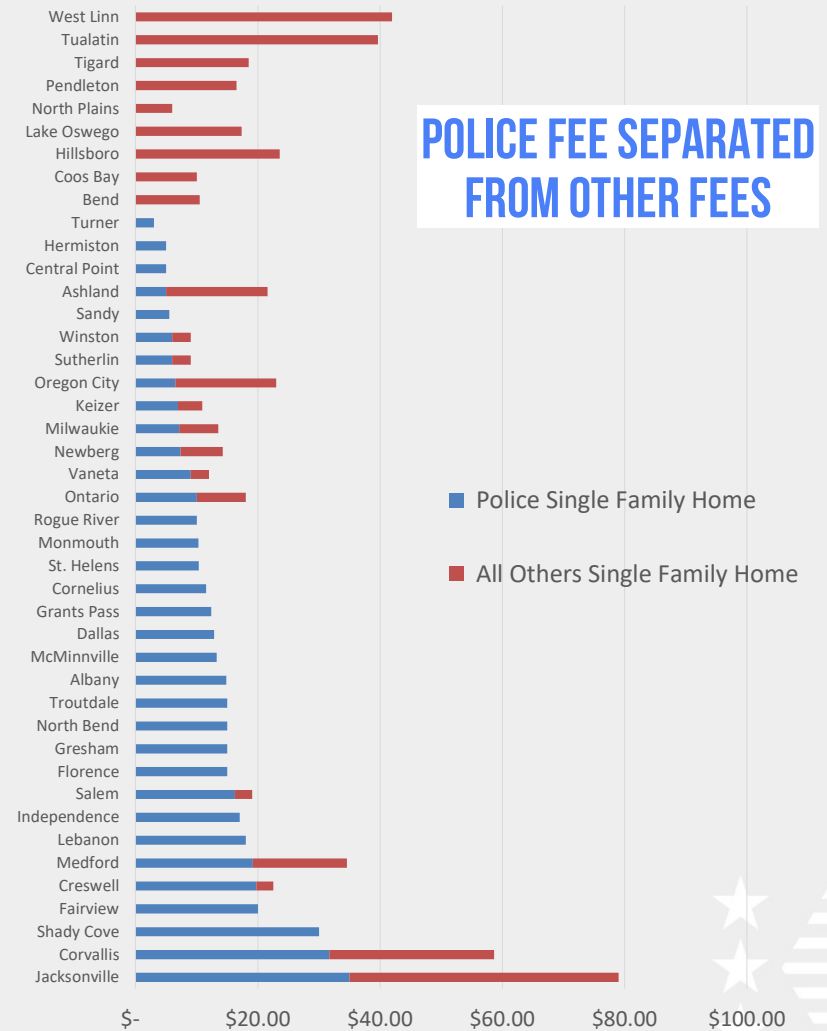
Keizer's total monthly fee of \$10.90 (Parks + Police) is 13% below the statewide average police-dedicated fee of \$12.48.



KEIZER FUNDS POLICE AT A LOWER RATE THAN MOST CITIES

At \$6.90 per month, Keizer's police fee is nearly 60% lower than the average fee charged by comparable Oregon cities.

Table 2 illustrates that fee structures vary across Oregon cities; some, like Keizer, have a dedicated police fee, while others combine multiple services, making direct comparisons of law enforcement funding challenging.

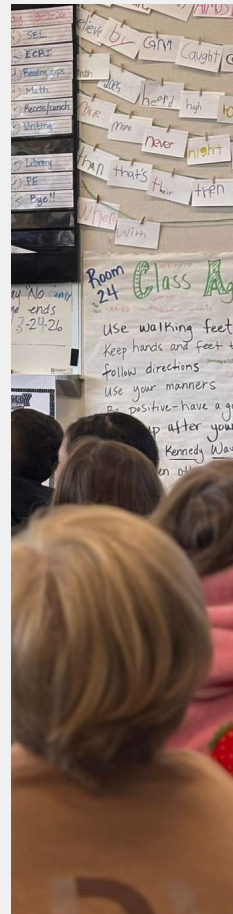
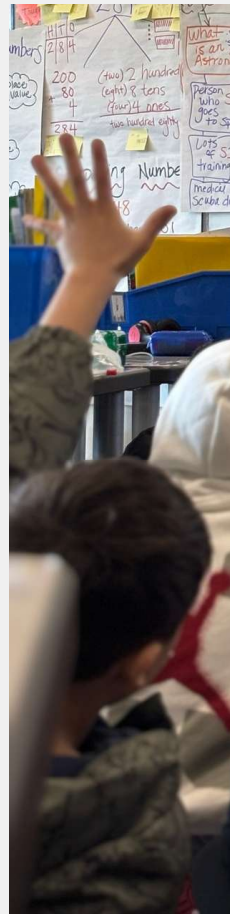


HOW DO WE DISTRIBUTE THE COST TO WHERE THE RESOURCES ARE BEING USED?



VARIETY OF MODELS STATEWIDE

- **EQUIVALENT DWELLING UNIT**
Based on water or wastewater.
- **EQUIVALENT RESIDENTIAL UNIT**
Based on water or wastewater.
- **ANNUAL AVERAGE DAILY TRIPS**
Based on trip equivalents.
- **WATER METER SIZE**
Larger the water meter, the larger the fee
- **WATER PIPE SIZE**
- **SQUARE FOOT**
- **USE**
(e.g. retail, wholesale, Service, Restaurant, etc...)

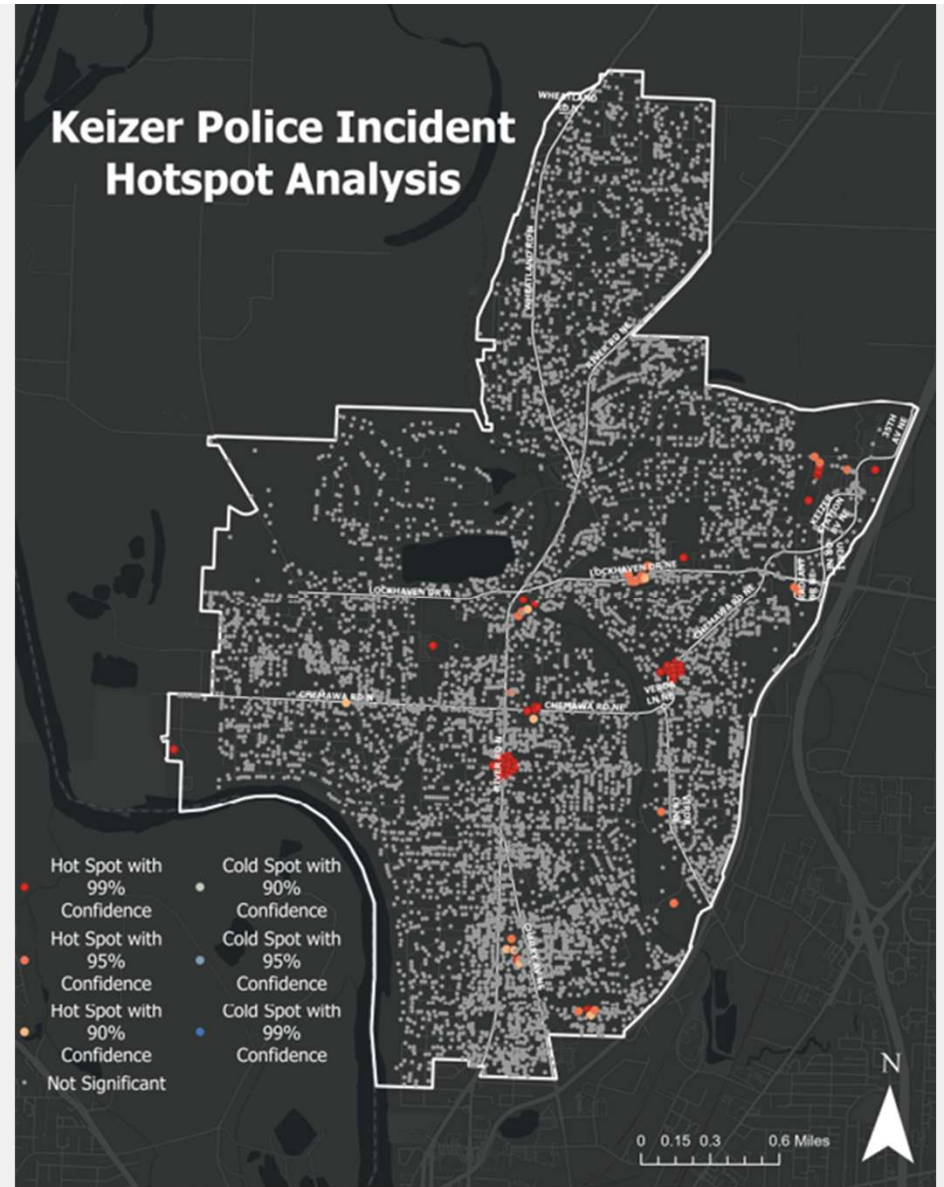


OUR PROPOSAL

EQUIVALENT SERVICE UNIT (ESU)

ESU IS USED TO CALCULATE STORMWATER. IT IS BASED ON THE AMOUNT OF IMPERVIOUS SURFACE ON A PROPERTY, WHICH IS YOUR ROOF AND YOUR PAVED SURFACES.

There is a rational nexus, validated by our call data, that our service aligns with rooftops and parking lots.



DEFINED



HOME IS 1 ESU

OTHER THAN DWELLINGS

1 ESU = each 3,000 square feet of impervious surface, rounded to the nearest 3,000 square feet

HOW DO I FIGURE OUT MY ESU?

- Billing is done every other month
- So you will divide by 2
- Stormwater fee is \$8.17 per month
- Divide by \$8.17 to see how many ESU's you have

$$\frac{596.52}{2} = 298.26$$

$$\frac{298.26}{8.17} = 36.51 \text{ ESU'S}$$

Account Statement

ACCOUNT INFORMATION
 ACCOUNT: [REDACTED]
 SERVICE ADDRESS: [REDACTED]
 SERVICE PERIOD: 1/1/2026 to 2/28/2026
 BILLING DATE: 2/28/2026
 DUE DATE: 3/22/2026

METER READING

Serial No	Date	Previous Reading	Date	Current Reading	Cons
4570 7194	12/1/2025	9453	2/9/2026	9492	39

CURRENT CHARGES

Water	99.68
Sewer	287.11
Sewer Admin	6.25
Storm Water	596.52
Police Fee	13.80
Parks Fee	9.00
TOTAL CURRENT CHARGES	1,012.36

BILL SUMMARY

AMOUNT DUE

Admin	99.68
Water	287.11
Fee	6.25
Fee	596.52
Fee	13.80
Fee	9.00
TOTAL CURRENT CHARGES	1,012.36

SUMMARY

Balance	952.93
Received	-952.93
Items	0.00
Bill	0.00
Charges	1,012.36
TOTAL AMOUNT DUE	1,012.36

Coupon

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
 PLEASE MAKE CHECK PAYABLE TO:
 CITY OF KEIZER

ACCOUNT: [REDACTED]
 SERVICE ADDRESS: [REDACTED]
 SERVICE PERIOD: 1/1/2026 to 2/28/2026
 BILLING DATE: 2/28/2026
 DUE DATE: 3/22/2026

AMOUNT ENCLOSED

AUTO PAY REMIT PAYMENT TO:

CITY OF KEIZER
 PO BOX 21000
 KEIZER, OR 97307

WHAT JUSTIFIES A TIERED SYSTEM?

- FRONT DOOR OPEN TO THE PUBLIC
- SELLING GOODS OR SERVICES
- PROTECTION FROM ELEMENTS
- MONEY OR GOODS



TIERS WORKING MODEL



TYPE	COST PER ESU
Single Family	\$12.25
Commercial 1-9 ESU's	\$20.00
Commercial 10-50 ESU's	\$22.50
Commercial 50+ ESU's	\$25.00
Government	\$12.25
Irrigation	\$12.25
Multi-Family	\$12.25
Discounted	\$6.13

WHY A TIERED SYSTEM WAS PROPOSED?



Real and Personal Property Taxes

EXAMPLE 1



Taxes to Keizer per Acre \$3,670
Calls per acre 13



Taxes to Keizer per Acre \$2,616
Calls per acre 5

WHY A TIERED SYSTEM WAS PROPOSED?

Real and Personal Property Taxes



EXAMPLE 2



Taxes to Keizer per Acre \$3,661
Calls per acre 12



Taxes to Keizer per Acre \$2,616
Calls per acre 5

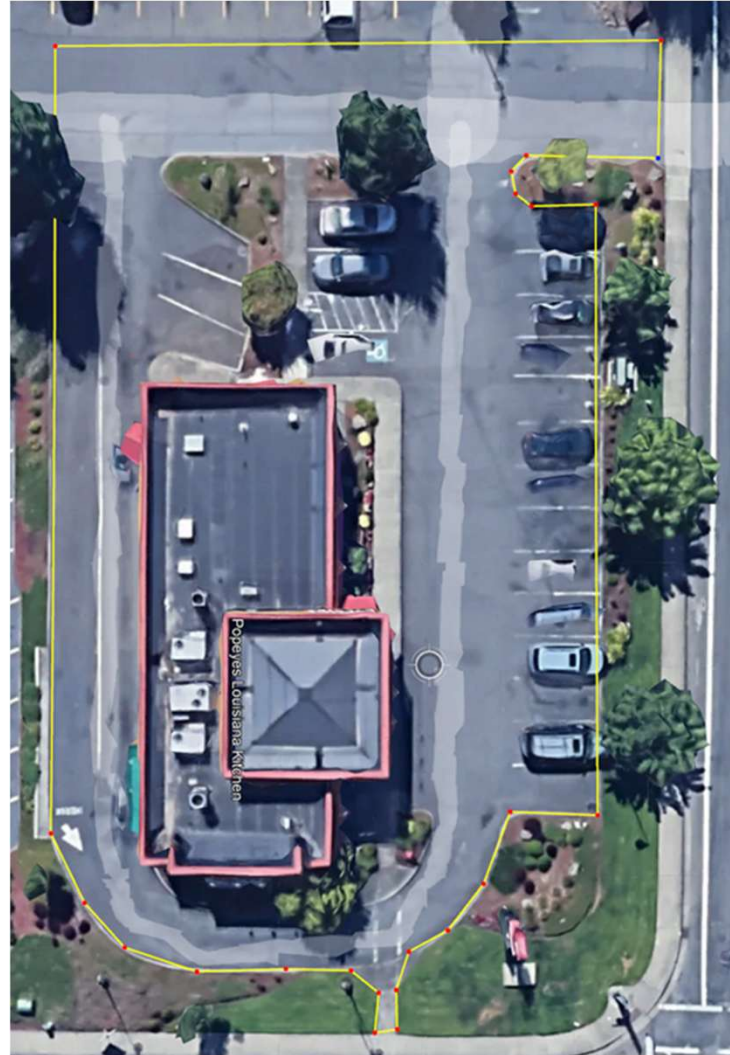
EXAMPLE (NOT FROM KEIZER)

Store and Parking is 20,821 feet

$$\frac{20,821}{3,000} = 6.94$$

6.94 Rounded to the nearest 3,000 square foot increment is 7

Bracket Commercial 1-9 ESU's = \$20.00
\$20.00x7=\$140



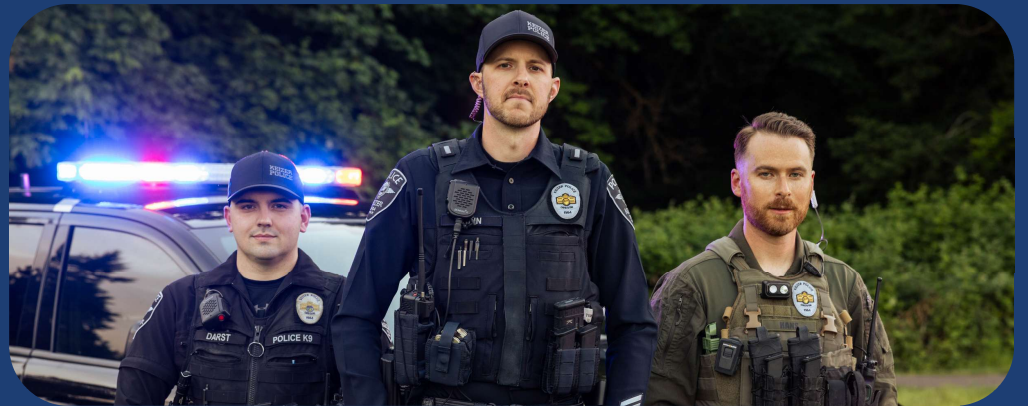
WRAP UP

We continue to provide exceptional service with limited means. Sustaining this performance requires investment in personnel, training, and technology.

We are asking the community to maintain current staffing levels. The options are limited

The City has a longer-term strategy to free up costs, but we can't make up this kind of difference.

The Public Safety Taskforce made a recommendation to the City Council to use a smoothed tiered fee model based on ESU's.



CONCLUSION

The Keizer Police Department continues to provide exceptional service within limited means. Sustaining this performance requires investment in personnel, training, and technology. This report demonstrates both the dedication of our officers and the structural challenges that must be addressed to maintain the safety and trust of the Keizer community.

In conclusion, we are not requesting additional officers or support staff, although we would under ideal conditions. We are asking the city council to fund the PD so we can maintain current staffing levels. To fund the staffing at the existing levels there are really only two options currently available, which are a city service fee or a five-year operating levy. The City has a longer-term strategy to recover capacity by paying down PERS through a side account.

That is dependent on the city making earnings on the properties it has to dispose. City staff is interested in the approach that best aligns with our city councilors, who represent the citizens, in funding their police department. The Public Safety Taskforce made a recommendation to the City Council to use a smoothed fee model based on ESU's. The Council can enact these changes if they so choose. If the Council wishes to use an advisory vote then the Council will need to pass an ordinance allowing them to take an advisory vote.

