MINUTES
KEIZER LONG RANGE PLANNING TASK FORCE
Monday, February 12, 2024
Keizer Civic Center

1. CALL TO ORDER Mayor Clark called the meeting to order at 6:00 p.m.

Roll call was taken as follows:

Present:	Staff:
Cathy Clark, Mayor	Adam Brown, City Manager
Shaney Starr, Council President	Tim Wood, Assistant City Manager
Soraida Cross, Councilor	Shane Witham, Planning Director
Robert Husseman, Councilor	Joseph Lindsay, City Attorney
Kyle Juran, Councilor	Shannon Johnson, City Attorney Emeritus
Daniel Kohler, Councilor	Bill Lawyer, Public Works Director
Laura Reid, Councilor	Andrew Copeland, Police Chief
Matthew Stalheim	Melissa Bisset, City Recorder
Melissa Martin	
Elaine Wilson	
Jane Herb	**Absent:**
Lore Christopher	
Susan London	
Jonathan Thompson	

2. APPROVAL OF MINUTES

a. March 2023 <u>Council President Starr moved for approval of the March 2023 Minutes. Councilor Reid seconded. Motion passed unanimously as follows:</u> Clark, Reid, Starr, Cross, Juran, Husseman, Kohler, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor.

3. APPEARANCE OF INTERESTED CITIZENS None.

a. Written Comments Submitted to the Written comments were submitted to the January 2, 2024, Council meeting from Marlene Parsons, Amy Ryan Courser, and Richard "Dick" Withnell, which are part of the record.

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4. NEW/OLD BUSINESS

Assistant City Manager and Finance Director Tim Wood provided a City-wide Overview and the General Operating Fund, along with the Water System, and Stormwater System Revenues. He explained the ending net position of the City for Fiscal Year 2022-2023. Mr. Wood displayed and explained charts of the City-wide finances.

Mr. Wood stated that over the last 10 years, the City has grown 0.65 percent per year, noting that the limited population growth had a direct impact on property taxes, franchise fees, and the City's per capita allocation of intergovernmental revenues. City Manager Brown felt that the population numbers, received from the Census Bureau, this year were not correct due to the increased density. If these numbers are wrong, it hurts the City.

Mr. Wood noted that staffing was the largest cost. He displayed a chart of Budgeted to Actual Full Time Equivalents. He noted that the average years of service for employees were getting longer.

Mr. Wood displayed a chart of the Cost of Living for the last decade.

Mr. Brown explained that the City participates in the Public Employer Retirement System (PERS) in lieu of contributing to Social Security and that PERS has a significant impact on the General Fund. The advisory contribution rates were discussed.

It was noted that there was another Bill in front of the Legistlature related to PERS.

Mr. Brown reviewed the costs of Health Insurance. There was discussion about the annual review of Health Insurance rates and vendors. Mr. Wood explained that some of the costs fluctuate depending upon which type of coverage an employee signs up for, namely family or individual coverage, or changes the may make from year to year.

A chart of the General Operating Fund Revenue versus Expenditures were displayed and discused. It was noted that there were contingency funds available.

The primary sources of revenue included taxes, assessments, licenses, fees, intergovernmental, and Police and Parks Services Fees. A chart of the General Operating Fund Resources was displayed. It was noted that PGE had recently increased their rates by 18 percent and that the City would be seeing 7 percent in Franchise Fees.

Mr. Wood stated that Keizer was primarily residential, which is more service intensive than industrial properties. A chart of the assessed value by property type was displayed. Keizer had a very low permanent tax rate of $2.0838 applied to its assed value per $1,000.

Mr. Brown explained Measure 5 (1990) and Measure 50 (1997) and their impact on the City's property taxes. Mr. Wood displayed the formula to reach the earned revenue, which is calculated by taking the assessed value, times the tax rate, and subtract some of the uncollectibleand early payment discounts. Mr. Brown stated that it was important to know that new properties are not taxed on the market value. Discussion ensued regarding how the assessor's office calculates property taxes.

Mr. Wood shared that overall franchise fees were growing approximately three and a half percent annually. A chart of the licenses and fees related to electric, natural gas, telephone, cable, sanitation, water, sewer and stormwater was displayed.

The General Operating Fund Expenditures were displayed on a chart reflecting Personnel Service, Materials and Services, and Capital Outlay.

Discussion ensued regarding revenue sharing and the effect of Measure 110 on the revenue sharing on local funds.

A chart of the actual positions directly and indirectly supported by the General Operating Fund was displayed and discused. Mr. Wood explained that there is a methodology adopted by the City Council. For example the Assistant City Manager's salary is based off of revenues and expenses in each given fund to the extent that if sewer is really high, then more of his salary is allocated to sewer than stormwater.

Mr. Wood reviewed the materials and services for the General Government, Parks, Planning, Police, and Municpal Court. Captial Outlay for the General Operating Fund was discussed.

It was noted that there was ongoing cost analyses on the cost of leasing versus purchasing new vehicles.

Discussion ensued regarding concerns with a declining ending fund balance and what could be done.

The Park General Operating Fund was reviewed. Mr. Wood noted that the fee was currently $4 per month and that there were no planned increases for the Parks Servcies Fee.

The Police General Operating Fund was discussed. It was noted that for Fiscal Year 2023-2024, the proposal to raise the monthly Police Services Fee would be $7.94. Discussion ensued regarding filling the Police Department positions and the timing of filling the positions.

a.	**Presentation by Staff for Fiscal Year 2023-24**	
5.	**STAFF REPORT**	Mr. Brown previewed the Agenda for the next Long Range Planning Task Force meeting.
6.	**OTHER BUSINESS**	Next Long Range Planning Task Force Meeting: Monday, February 26th at 6:00 p.m.
7.	**ADJOURNMENT**	Mayor Clark adjourned the meeting at 7:32 p.m.
		Minutes approved: ____________

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