



MINUTES
KEIZER BUDGET COMMITTEE
Monday, May 13, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER Mayor Clark called the meeting to order at 6:01 p.m.

2. ROLL CALL Roll call was taken as follows:

Present:

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

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder
Machell DePina, Human Resources
Director

3. VOLUNTEER APPRECIATION Leslie Risewick, on behalf of the Volunteer Coordinating Committee, thanked Keizer Budget Committee Members for their dedication and ongoing volunteer efforts benefiting the City of Keizer and distributed cookies as a token of appreciation.

4. ELECTION OF BUDGET COMMITTEE CHAIR & VICE CHAIR Melissa Martin nominated Daniel Kohler as Chair. Lore Christopher seconded. There were no other nominations. **Nomination approved by unanimous consent.** Clark, Reid, Starr, Cross, Juran, Kohler, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor with Husseman absent at the time of the vote. (13-0-1)

Lore Christopher nominated Jonathan Thompson as Vice Chair. Susan

London seconded. There were no other nominations. **Nomination approved by unanimous consent.** Clark, Reid, Starr, Cross, Juran, Kohler, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor with Husseman absent at the time of the vote. (13-0-1)

5. APPROVAL OF BUDGET CALENDAR Cathy Clark moved to approve the 2024/25 Budget Calendar. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor, with Husseman absent at the time of the vote. (13-0-1)

6. APPROVAL OF BUDGET COMMITTEE MINUTES Jonathan Thompson moved to approve the Budget Committee Meeting Minutes. Cathy Clark seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Stalheim, Martin, Wilson, London, and Thompson in favor, with Husseman absent at the time of the vote and Christopher and Herb abstaining. (11-1-2)

a. Fiscal Year 2023-24 Minutes

7. CITY MANAGER BUDGET MESSAGE Robert Husseman joined the meeting at 6:10 p.m.
City Manager Adam Brown summarized his Budget Message.

8. PUBLIC TESTIMONY Jessi Zumwalt, Keizer Community Library Manager, presented the budget request from the Keizer Community Library. It was noted that the request was for matching funds.

Jonathan Thompson, Keizer Chamber of Commerce Board Treasurer, Jane Lowery, Keizer Chamber of Commerce Board President, Keizer and Jeremy Turner, KeizerFEST Co-Chair, presented the budget request from the Chamber of Commerce.

Lore Christopher, Keizer Cultural Center, presented the budget request from the Keizer Cultural Center.

Lore Christopher, presented the budget request on behalf of Keizer Klosets.

9. BUDGET PRESENTATIONS AND DELIBERATION

a. The proposed draft budget will be presented in the following order beginning at the first Budget Committee Assistant City Manager Tim Wood brought attention to the Distinguished Budget Presentation Award received for the 10th year in a row. He then reviewed state requirements of the Budget Process, fund restrictions, the responsibilities of the Budget Committee, and revenues and expenditures of all funds combined. He reviewed

Meeting on May 13th.
Items that are not covered during the May 13th meeting will be discussed at the meeting/s May 14th and May 16th if needed.

Administrative Services Fund – Summary – page 93

- **City Manager's Office – pages 95-96**
- **City Attorney's Office – pages 97-96**
- **City Recorder's Office – pages 99-100**
- **Human Resources – pages 101-102**
- **Finance - Non-Departmental – pages 103-104**
- **Information Technology – pages 105-106**
- **Utility Billing – pages 107-108**
- **Public Works - Non-Departmental – pages 109-110**
- **Facility Maintenance – pages 111-112**
- **General Administration – pages 113-115**

Public Works Funds

- **Streets – pages 116-118**
- **Street Lighting –**

staffing, employee benefits, PERS retirement contribution rates, medical and dental insurance, and the use of the American Rescue Plan Act (ARPA) funds for payouts upon employee separations.

There was a recess at 7:20 p.m. The meeting resumed at 7:27 p.m.

Individual Department budgets were reviewed as follows:

City Manager: 4-8 percent increase.

City Attorney: Staffing changes explained.

City Recorder: Staffing changes explained.

Human Resources: No staffing changes but there would be in the future.

Finance: Staffing changes explained.

Information Technology: Staffing changes and planned work were explained.

Utility Billing: Staffing changes explained. Mr. Wood commented on the cost of past due notices. There was some discussion about credit card processing vendors and possible request for proposals for payment portals.

Non-Departmental Public Works: This budget captures costs to maintain and operate the public works shop including staffing.

Facility Maintenance: Repairs to Trellis at the Event Center had been completed. The budget includes a sinking fund that serves as a savings account to make repairs as the building ages.

General Administration:

Jonathan Thompson moved to approve the Administrative Services Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Street Fund:

Jonathan Thompson moved to approve the Street Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Street Lighting District:

Jonathan Thompson moved to approve the Street Lighting District Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson

- page 119
- **Transportation Improvements – page 120**
- **Stormwater– pages 121-123**
- **Sewer – pages 124-125**
- **Sewer Reserve – page 126**
- **Water – pages 127-129**
- **Water Facility Replacement – page 130**
- **Park Services Fee – pages 131-133**
- **Park Improvements – page 134**

in favor. (14-0-0)

Transportation Fund:

Jonathan Thompson moved to approve the Transportation Improvement Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Stormwater Fund: Revenues are derived from user fees. No fee increase was being proposed. Upcoming projects were discussed. It was noted that overall the system was in good condition. It was anticipated that there would be a large project on Willow Lake Road in the future.

Jonathan Thompson moved to approve the Stormwater Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Sewer Fund: A pass-through fund to Salem. Salem would be confirming the increased amount after the task force met.

General Funds – Summary - Page 135

- **Non-Departmental Resources – pages 136-137**
- **Non-Departmental Requirements – pages 138-139**
- **Planning – pages 140-141**
- **Municipal Court – page 142**
- **Police – pages 143-144**

Jonathan Thompson moved to approve the Sewer Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Sewer Reserve:

Jonathan Thompson moved to approve the Sewer Fund. Laura Reid seconded. **Motion passed unanimously as follows:** Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Water Fund: The water rate increase was proposed to be a four percent increase. There was a suggestion to use ARPA funds in lieu of a rate increase. Discussion ensued regarding the potential impact of not increasing the water rate.

Other Funds

- **Police Services Fee – page 145**
- **American Rescue Plan Act – pages 146-147**
- **Event Center –**

Robert Husseman moved to approve the Water Fund. Laura Reid seconded. **Motion failed as follows:** Husseman, Reid, London, Kohler, Thompson, and Clark in favor, and Herb, Christopher, Stalheim, Cross, Wilson, Juran, Starr, and Martin in opposition. (6-0-8)

- pages 148-149
- **Public Education Government Access (PEG) – page 150**
- **Keizer Youth Peer Court – page 151**
- **Housing Rehabilitation Program – page 152**
- **Energy Efficiency Loan Program – page 153**
- **Keizer Station Local Improvement – p 154**

Discussion continued regarding various options.

The Water Fund would be revisited at the next meeting.

Water Facility Replacement Fund: The Water Facility Replacement Fund would be revisited at the next meeting as the Water Fund impacted it.

Park Services Fund: Staffing changes were reviewed. Improvements of a drinking fountain and the beginning of a sinking fund for the Artificial Turf Fields were included. There was discussion regarding the Developers Tree Expenses line item that shows money given to the City by developers when they can't replace the trees on their development property per the City's regulations. This fund must be spent by the City to plant trees on City property or right-of-ways.

Jonathan Thompson moved to approve the Parks Services Fund. Laura Reid seconded. Motion passed unanimously as follows: Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

Park Improvement Fund: Partial funding for the Turf Fields at Keizer Rapids Park. Discussion ensued regarding System Development Fees and growth related projects.

Jonathan Thompson moved to approve the Parks Improvements Fund. Laura Reid seconded. Motion passed unanimously as follows: Clark, Reid, Starr, Cross, Juran, Kohler, Husseman, Stalheim, Martin, Wilson, Herb, Christopher, London, and Thompson in favor. (14-0-0)

10. ADJOURNMENT Chair Kohler adjourned the meeting at 9:20 p.m.

Minutes approved: _____

Deputy City Recorder

“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.”