



MINUTES
KEIZER GENERAL FUND LONG RANGE PLANNING TASK FORCE
Monday, April 13, 2015
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER Mayor Clark called the meeting to order at 5:51 pm. The following were present/absent:

ROLL CALL

Present:

Cathy Clark, Mayor
Dennis Koho, Councilor (left 6:30)
Marlene Quinn, Councilor
Kim Freeman, Councilor
Amy Ripp, Councilor
Brandon Smith, Councilor
Roland Herrera, Councilor
Ron Bersin Joseph Gillis
Jerry McGee Lore Christopher

Absent:

Charlotte Clark David Dempster
Erick Peterson

Staff

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Bill Lawyer, Public Works Director
Nate Brown, Community Development Director
John Teague, Police Chief
Machell DePina, Human Resources Director
Susan Gahlsdorf, Finance Director
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

PUBLIC TESTIMONY

None

APPROVAL OF MINUTES

Assistant Controller, Tim Wood, recommended that, because the minutes had not been distributed in time for review, approval be accomplished at a special meeting held prior to the regular Budget Committee meeting on May 5.

DISCUSSION
a. Stormwater Long Range Plan Update

Mr. Wood provided explanation regarding the Stormwater long-range plan noting that expenditures are lower than expected so there is only a \$.40 rate increase planned for 2015-16 which is projected to increase to \$.50 by 2017-18. Cost savings have made it possible to function without borrowing money.

Mr. Wood and Mr. Lawyer then fielded questions and provided additional information about cost savings in capital improvements and operations, rain gardens, the ending fund balance, keeping a consistent rate slope and evaluating costs.

**b. Water Long
Range
Plan
Update**

Mr. Wood explained that the 4% increase discussed last year will remain at 4% until 2018-19 when it will most likely be increased to 5%. Additionally a loan is anticipated from the Transportation Fund to be paid in full by 2025. Mr. Lawyer explained that the bulk of this expense is water main replacements. City Manager Chris Eppley provided explanation regarding the funding options for capital improvements. Additional discussion took place regarding increased personnel services. Mr. Wood explained that increases are due to a 20% increase in PERS rates. Finance Director Susan Gahlsdorf provided additional information regarding those rates.

**c. General
Fund
Long
Range
Plan**

Variables Update: Mr. Wood explained that the variables are what drive how the plan for the long range general fund is put together. He reviewed the projected variables which included changes in population, personnel services, medical insurance premiums, capital outlay, assessed property value, property taxes, retirement costs, etc. Community Development Director Nate Brown added that the City has seen significant increase in permit activity but UGB constraints limit building. Although the economy appears to be picking up, the City is bound by other things so a moderate approach is recommended. He provided additional information regarding buildable land and construction increases with further discussion taking place regarding growth, law enforcement and fire service needs relating to the growth, and the vacancy rate of Keizer apartment complexes.

Mr. Wood explained that if PERS sees an investment rate of 8% then the City should see some drops in rates. Mr. Eppley added that as Tier One people get out of the system, the program will be more market based and the swings will be smaller because they will not be guaranteeing a rate of return.

Discussion also took place regarding Wage and Salary increases and the possibility of the minimum wage being raised.

Human Resources Director Machell DePina provided information about medical insurance increases and the City's Wellness Program.

Mr. Wood explained that an inflation factor for Materials and Services is not used in building the model, but it is something that is considered. Mr. Eppley explained that Keizer is able to do what other cities do with half the employees because employees are efficient, innovative and dedicated.

Long Range Forecast Update: Mr. Wood reviewed completed and in-process initiatives including the subjects of the Urban Growth Boundary, Event Center, Police staffing, Information Technology, Code Compliance Officer and the Parks Grant program. Mr. Eppley provided clarification regarding Community Center funding and scenarios and the impact it has on the General Fund. Discussion followed regarding Transient Occupancy Taxes, Community Center usage and rates, and police staffing.

Mr. Wood then directed Task Force members to the General Fund Long Range Forecast noting that the current year had been challenging one. He reviewed

projections for upcoming years and areas that have been reduced or adjusted. Mr. Wood noted that the proposed Budget would be a conservative, scaled back status quo. He directed attention to future funding options with discussion following regarding these options and others. Discussion took place regarding increased rates for 911 services with Mr. Eppley providing additional information on the various funding options.

Each committee member was given a ballot chart to indicate their priority preference. Chief Teague and Mr. Lawyer provided clarification regarding the different Police Department and Parks positions. The following indicates the results of that exercise.

Results of Committee Members' Rating of Long-Range Initiatives				
<i>Committee Member</i>	<i>Parks Position</i>	<i>Patrol Officer Position 1</i>	<i>Patrol Officer Position 2</i>	<i>Traffic Officer</i>
Amy Ripp	3	2	1	4
Brandon Smith	3	4	1	2
Cathy Clark	3	2	1	4
Charlotte Clark	Absent			
David Dempster	Absent			
Dennis Koho	Absent at time of vote			
Erick Peterson	Absent			
Jerry McGee	3	4	2	1
J.D. Gillis	3	2	1	4
Kim Freeman	1	4	3	2
Lore Christopher	1	4	3	2
Marlene Quinn	4	1	2	3
Roland Herrera	4	3	2	1
Ron Bersin	2	4	1	3
TOTAL	27	30	17	26
AVERAGE	2.7	3.0	1.7	2.6

**4 indicates highest priority*

Adjourn

Meeting adjourned at 7:40 p.m.

May 5, 2015

Debbie Lockhart, Deputy City Recorder

Minutes approved:



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 5, 2015
Keizer Civic Center, Council Chambers

Call To Order

Meeting was called to order at 6:03 pm by Joseph Gillis. Roll Call was taken as follows:

Present:

Ron Bersin (6:04)
Lore Christopher (6:10)
Cathy Clark, Mayor
Charlotte Clark
David Dempster
Kim Freeman, Councilor
Joseph Gillis
Roland Herrera, Councilor
Dennis Koho, Councilor (6:30)
Jerry McGee
Erick Peterson
Marlene Quinn, Councilor
Amy Ripp, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Susan Gahlsdorf, Finance Director
Machell DePina, Human Resources Director
John Teague, Police Chief
Nate Brown, Community Development Director
Bill Lawyer, Public Works Director
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

Absent:

Brandon Smith, Councilor

Election of Budget Committee Chair/Vice Chair

Cathy Clark nominated Joseph Gillis and Marlene Quinn as Chair and Vice Chair respectively. With no further nominations, Cathy Clark moved to close nominations. David Dempster seconded. **Motion passed as follows:** Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Bersin, Christopher, Koho and Smith absent. (10-0-4)

Fiscal Year 2014-2015 Budget Calendar

Cathy Clark moved to approve the Budget Calendar for 2015-16. Marlene Quinn seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho and Smith absent. (11-0-3)

Approval of FY14-15 Budget Committee Minutes

David Dempster made two corrections to the minutes and moved for approval of the FY14-15 Budget Committee Minutes as corrected. Marlene Quinn seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho and Smith absent. (11-0-3)

Handouts Committee members received a replacement page for #179, the Agenda, the outside budget requests received with a summary page and an update of Community Center activity.

City Manager Budget Message City Manager Chris Eppley explained that during the budget process city staff tries to prioritize the resources received and address the Council goals for the following year. He urged that the City be careful and cautious, and refrain from adding services that cannot be sustained. He directed attention to page 7 of the Budget which summarized the proposed budget.

Public Testimony *Rhonda Rich*, Keizer, representing the West Keizer Neighborhood Association, provided background on the Association, reviewed outreach methods highlighting the conscientious efforts of the Association to keep costs down, and requested that the City allot \$500 for this year.

Richard Walsh, Keizer, urged that the Parks Matching Grant fund not be cut from \$14,000 to \$10,000 and that if any extra funding is found, it be put in the grant program.

Daisy Hickman, President of the Keizer Library Board of Directors, asked that the amount allotted to the library be increased to cover the cost of rent. Last year it was \$7400 and this year it is \$8560. She reviewed the services that the library provides and provided statistics on growth.

Joann Beilke, Vice President of the Keizer Library Board of Directors and Manager of the Heritage Center, explained that the library rent went up in order to pay her salary; her position was previously filled by volunteers.

Lore Christopher, Keizer, representing the Public Arts Commission, requested that \$1,000 be set aside for the Commission for possible expenses related to various future art projects.

Discussion then took place regarding salary increases. Mr. Eppley explained that typically the City gives non-represented employees the same increase as that received by union represented employees, but this year, in order to have a balanced budget, it is unable to do so.

BUDGET PRESENTATIONS AND DELIBERATION

Administrative Department Heads reviewed their budgets as follows:

Services Fund *City Manager*: status quo. The only increases are in PERS rates and insurance costs.

City Attorney: status quo.

City Recorder: status quo with increases related to the cell phone stipend and assistant step increase.

Human Resources: status quo with two exceptions: (1) the reduction in labor attorney costs because there is no bargaining planned during this fiscal year and (2) a small increase related to employee relations.

Non-Departmental Finance: status quo.

Information Technology: not status quo. It includes the effect of hiring an additional IT person; some IT projects have been scaled back, computer upgrades are continuing, a couple of servers are scheduled for replacement, one software program is being added to comply with Criminal Justice Information System requirements.

Utility Billing: status quo with some additional training costs due to employee turnover.

Non-Departmental Public Works: status quo with one change in the capital improvement line for maintenance at the Public Works shop.

Civic Center Facilities: status quo with some reduction.

City-Wide Administration: status quo with an increase in liability insurance rates.

Marlene Quinn moved to approve the Administrative Services Fund budget to include separating the lines for cell phones and uniforms.

Cathy Clark seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Public Works Funds

Mr. Lawyer reviewed the following funds with the exception of the Street Lighting District Fund which was reviewed by Mr. Wood. Discussion and clarification took place in each.

Street Fund: (Revenues from gas tax) A few changes in line items but bottom line is status quo.

Marlene Quinn moved to approve the Street Fund. Joseph Gillis seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho and Smith absent. (11-0-3)

Street Lighting District Fund: Rates will go down 25-27% due to various credits being applied to the accounts. There will be a couple of new street lighting districts coming on within the next year.

Marlene Quinn moved to approve the Street Lighting District Fund. David Dempster seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho and Smith absent. (11-0-3)

Transportation Improvement Fund: (Revenues from System Development Charges) This reflects funds allocated for improvement of Exit 260 I-5 on-ramp when ODOT is ready.

Marlene Quinn moved to approve the Transportation Improvement Fund. David Dempster seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera,

McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho and Smith absent. (11-0-3)

Off-Site Transportation: (Created for future transportation projects in connection with Keizer Station Areas B and C. Resources from developer fees.) Funds are allocated but there are no expenses anticipated.

Marlene Quinn moved to approve the Off-Site Transportation Fund. Joseph Gillis seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho and Smith absent. (11-0-3)

Stormwater: Includes \$.40 per Equivalent Service Unit (ESU) monthly rate increase. Budget is status quo with increase in contractual services and storm sewer pipe extension and repairs. Committee members agreed to adjourn for the evening and continue discussion at the next meeting.

**Other
Business**

Next Meetings:

- ✓ Thursday, May 7, 2015, 6:00 pm
- ✓ Tuesday, May 12, 2015, 6:00 pm
- ✓ Tuesday, May 19, 2015, 6:00 pm

Adjournment Meeting was adjourned at 8:57 p.m.

05-03-16

Debbie Lockhart, Deputy City Recorder

Approved: (Date)



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 7, 2015
Keizer Civic Center, Council Chambers

**Call To
Order**

Meeting was called to order at 6:00 pm by Joseph Gillis. Roll Call was taken as follows:

Present:

Ron Bersin
Lore Christopher
Cathy Clark, Mayor
Charlotte Clark
David Dempster
Kim Freeman, Councilor
Joseph Gillis
Roland Herrera, Councilor
Dennis Koho, Councilor
Jerry McGee
Erick Peterson (6:02)
Marlene Quinn, Councilor
Amy Ripp, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Susan Gahlsdorf, Finance Director
Machell DePina, Human Resources
Director
John Teague, Police Chief
Nate Brown, Community
Development Director
Bill Lawyer, Public Works Director
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

Absent:

Brandon Smith, Councilor

**Public
Testimony**

Krina Lee, Executive Director of the Salem-Keizer Education Foundation, thanked the Committee for their continued support of the Enrichment Academy, reviewed details about the program and requested continued support of \$6000.

Cari Emery, Peer Court Coordinator, provided background information about the Peer Court program and requested that the City continue funding the program.

Dan Clem, Chamber of Commerce, reviewed Chamber efforts put forth that benefit Keizer, asked that the City work with the Chamber to develop a Business Inventory and urged that the Budget Committee support the Chamber request for funding (\$18,000).

Christine Dieker, Executive Director of the Keizer Chamber of Commerce, provided additional information about efforts being made to partner with the City to increase tourism and improve the business climate in Keizer.

Audrey Butler, Chamber of Commerce provided additional information.

BUDGET PRESENTATIONS AND DELIBERATION - Continued

Public Works Funds

Marlene Quinn moved to reconsider the vote on the Off-Site Transportation Fund. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Assistant Controller Tim Wood explained that this fund that has been largely dormant for the past several years will actually have activity. He reviewed changes and requested approval.

The revised budget provided for a \$45,500 increase in Off-Site Transportation Fees and a corresponding increase in Off-Site Transportation Improvements.

Marlene Quinn moved to approve the Off-Site Transportation Fund with the new additions. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Mr. Wood and Mr. Lawyer reviewed the following funds:

Stormwater: Tied to Capital Improvement Plan and the Long Range Financial Plan, this fund is to keep the City compliant with Federal mandates.

Marlene Quinn moved to approve the Stormwater Fund. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Sewer: This is a pass-through fund to Salem. This year Salem has implemented a 3% rate increase.

Marlene Quinn moved to approve the Sewer Fund. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Sewer Reserve: Additional expenses may require adjustment to the submitted numbers due to a sewer line extension in Area C of Keizer Station. This will be done either at a future Budget Committee meeting or at Council.

Marlene Quinn moved to approve the Sewer Reserve Fund. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Water: Showing a 4% rate increase. This is a rate-driven budget and is status quo except for a vehicle purchase.

Marlene Quinn moved to approve the Water Fund. David Dempster seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Water Facility Replacement: This fund is heavily rate driven; it is the project fund and covers the replacement of a steel water main and installation of a filter at the Lacey Court well.

Marlene Quinn moved to approve the Water Facility Replacement Fund. David Dempster seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Park Improvements: Revenues come solely from System Development Charges and has strict guidelines for how it is spent. This year the City plans to apply for a Local Government Grant to put poured-in-place rubber surface at the Big Toy.

Marlene Quinn moved to approve the Park Improvements Fund. Lore Christopher seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Special Purpose Funds

Community Center: Mr. Wood provided information regarding revenue projections and the limited duration position employee and noted that everything else is status quo. City Recorder Tracy Davis reviewed statistics on activities in the Community Center and pointed out additional expenses in the budget.

Cathy Clark proposed that, if it is financially sustainable, the limited duration employee be moved to a full time employee and suggested that a new sound system be put in the center as well.

Dennis Koho suggested the committee revisit distribution of the Transient Occupancy Taxes. Charlotte Clark suggested raising the TOT and expressed shock that the Chamber of Commerce expects funding from the City; in every city she is aware of the Chamber is funded by the local business community.

Lore Christopher proposed that \$5000 be allocated to marketing the Community Center.

David Dempster moved to move \$3500 from contingency fund to marketing to make it \$5000. Dennis Koho seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Marlene Quinn moved to approve the Community Center Fund as amended. Lore Christopher seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Mr. Wood reviewed the following funds with the exception of the Keizer Station LID fund which was reviewed by Finance Director Susan Gahlsdorf.

Public Education Government: A restricted fund. Revenues increase a little every year; a new contract is in place with an increase in the monthly fee.

Dennis Koho moved to approve the Public Education Government Fund. Marlene Quinn seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Law Enforcement Grants: A place holder for any grants received.

Marlene Quinn moved to approve the Law Enforcement Grants Fund. Kim Freeman seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Housing Rehabilitation: A place holder for housing rehabilitation loans.

Marlene Quinn moved to approve the Housing Rehabilitation Fund. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Energy Efficiency Loans: A place holder for energy efficiency projects. A lesser amount is anticipated because it is a newer activity.

David Dempster moved to approve the Energy Efficiency Loans Fund. Dennis Koho seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

Keizer Station LID: Susan Gahlsdorf reported that all properties are current and there are no changes to this fund.

Marlene Quinn moved to approve the Keizer Station LID Fund. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, Koho, McGee, Peterson, Quinn and Ripp in favor with Smith absent. (13-0-1)

General Services Fund

Mr. Wood and Bill Lawyer reviewed the following funds:

Non-Departmental Resources: This is a listing of General Fund Income received every year; the fund is relatively flat as far as overall increases in revenues when everything gets factored in.

Non Departmental Requirements: Items in this fund are already funded; requests above that amount would need discussion. The fund is primarily status quo.

Park Operations: Status quo; the only change was a reduction in Little League Park maintenance.

Dennis Koho moved to take \$5000 from contractual services and move it to the Parks Matching Grant program. Lore Christopher seconded.

Mr. Lawyer noted that this could result in a reduction of the level of service in the park system.

Motion passed as follows: Bersin, Charlotte Clark, Christopher, Koho, Herrera, Quinn and Ripp in favor with Cathy Clark, Dempster, Freeman, Gillis, McGee and Peterson opposed and Smith absent. (7-6-1)

Other Business

Next Meetings:

- ✓ Tuesday, May 12, 2015, 6:00 pm
- ✓ Tuesday, May 19, 2015, 6:00 pm

Adjournment Meeting was adjourned at 9:05 p.m.

5-03-16

Debbie Lockhart, Deputy City Recorder

Approved: (Date)



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 12, 2015
Keizer Civic Center, Council Chambers

Call To Order Meeting was called to order at 6:35 pm by Marlene Quinn. Roll Call was taken as follows:

Present:

Ron Bersin
Lore Christopher
Cathy Clark, Mayor
Charlotte Clark
David Dempster
Kim Freeman, Councilor
Joseph Gillis (7:10)
Roland Herrera, Councilor
Jerry McGee
Erick Peterson
Marlene Quinn, Councilor
Amy Ripp, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Susan Gahlsdorf, Finance Director
Machell DePina, Human Resources
Director
John Teague, Police Chief
Nate Brown, Community
Development Director
Bill Lawyer, Public Works Director (7:10)
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

Absent:

Brandon Smith, Councilor
Dennis Koho, Councilor

**Public
Testimony**

Cheryl Mitchell, Festival of Lights Parade, distributed a Sponsor Packet for review and shared the new logo for the run and the 'After-Glow'. She noted that she had submitted a budget request for 'in kind' donation, the same as the last few years, and was attending to answer any questions. Discussion took place regarding the parade, the run, sponsorship, lighting, and the route.

BUDGET PRESENTATIONS AND DELIBERATION - Continued

**General
Services Fund
(Continued)**

Finance Director Susan Gahlsdorf reviewed the numbers and provided clarification for the *Revised Non-Departmental Resources* and the *Revised Non-Departmental Requirements* noting that these revisions reflected the changes made in the Urban Renewal budget.

Park Dedicated: Mr. Lawyer explained that these funds were either donated or identified for specific uses within the parks. There are no donations anticipated for the next fiscal year.

Community Development: Community Development Director Nate Brown explained that this budget is basically status quo and provided

information regarding budgeting for a Transportation Growth Management grant and code enforcement.

Municipal Court: Assistant Controller Tim Wood explained that the budget shows a drop from 1.25 FTE to 1.0 FTE and an increase in municipal citation revenues and interest in past due collections.

Police Operations: Chief John Teague reviewed changes including termination of the forensic support position which duties will be filled using half of an IT position; a decrease in certain contractual services and an increase in others; and changes in other line items

Revenue Sharing: Chief Teague explained that the vehicle rotation has gone to 4 years to save money so this year only two cars will be purchased and in FY 16 no cars will be purchased.

Budget Committee Motions

Summarized amendment to the General Fund:

- Park Dedicated Funds: Moved \$5,000 from Contractual Services to Park Grant Program (Budget Committee approved)

Staff proposed revisions:

- Police Operations: Moved \$3,000 from Ammunition to Meetings, Travel and Training
- General Fund: Property Taxes increased approximately \$250,000, Interest Income up \$500, and the incremental impact in the legal, administrative and contractual services increased from closure of urban renewal district. Add repayment to the taxing jurisdictions for \$560,000, and the removal of the Reserve of \$385,000.

Lore Christopher moved to move \$1,000 from the Keizer Chamber Support line item (leaving \$1500) to the Community Center Marketing line item. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho and Smith absent. (12-0-2)

Lore Christopher urged that the Civic Center reader board be given a dedicated line so that accumulation of funds for that purchase can be easily tracked. Ms. Gahlsdorf explained that it is already in place; right now there is \$20,000 in it but nothing was added this year.

Lore Christopher moved to move \$10,000 from the sinking fund to the Reader Board line item (making it \$30,000) and reduce the contingency for the rest of the Civic Center by \$10,000. David Dempster seconded. **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho and Smith absent. (12-0-2)

Marlene Quinn moved to approve the City of Keizer Budget for Fiscal Year 2015-2016 as amended by the Budget Committee. Kim Freeman seconded.

Amy Ripp moved to increase the \$7400 line item for the library by \$1200 making the total \$8600 using the contingency fund. Charlotte Clark seconded.

Charlotte Clark offered a friendly amendment to give the Library \$600 instead of \$1200. Amy Ripp did not accept the amendment.

Motion failed as follows: Cathy Clark, Charlotte Clark, Dempster, Gillis, McGee, and Ripp in favor with Bersin, Christopher, Freeman, Herrera, Peterson and Quinn opposed and Koho and Smith absent. (6-6-2)

Vote on Main Motion: **Motion passed as follows:** Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho and Smith absent. (12-0-2)

Marlene Quinn moved to impose the full permanent rate of \$2.0838 per 1,000 on the tax rolls of the City of Keizer for 2015-2016. Kim Freeman seconded. Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Christopher, Dempster, Freeman, Gillis, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho and Smith absent. (12-0-2)

**Other
Business**

Mr. Eppley thanked the Committee noting that Keizer does more for less with the help of volunteers like those on this committee.

Adjournment

Meeting was adjourned at 8:02 p.m.

05-03-16

Approved: (Date)

Debbie Lockhart, Deputy City Recorder



MINUTES
KEIZER URBAN RENEWAL AGENCY
KEIZER BUDGET COMMITTEE MEETING
May 12, 2015
Keizer Civic Center, Council Chambers

Call To Order

Meeting was called to order at 6:00 pm by Marlene Quinn. Roll Call was taken as follows:

Present:

Ron Bersin
Lore Christopher (6:05)
Cathy Clark, Mayor
Charlotte Clark
David Dempster
Kim Freeman, Councilor
Roland Herrera, Councilor
Jerry McGee
Erick Peterson
Marlene Quinn, Councilor
Amy Ripp, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Susan Gahlsdorf, Finance Director
Machell DePina, Human Resources
Director
John Teague, Police Chief
Nate Brown, Community
Development Director
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

Absent:

Joseph Gillis
Brandon Smith, Councilor
Dennis Koho, Councilor

**Election of Urban
Renewal Budget
Chair**

Cathy Clark moved to elect Ron Bersin as Chair and Marlene Quinn as Vice Chair of the Urban Renewal Budget Committee.
Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho, Gillis and Smith absent. (10-0-4)

**Approval of
Urban Renewal
Budget Calendar**

Cathy Clark moved to approve the Urban Renewal Budget Calendar for May 12, 2015. David Dempster seconded.
Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho, Gillis and Smith absent. (10-0-4)

**Approval of
Budget
Committee
Meeting Minutes
FY14-15**

Marlene Quinn moved to approve the Urban Renewal Budget Committee Meeting Minutes for FY 14-15. Cathy Clark seconded.
Motion passed as follows: Bersin, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and Ripp in favor with Christopher, Koho, Gillis and Smith absent. (10-0-4)

Public Testimony None

BUDGET PRESENTATIONS AND DELIBERATION

City Manager Budget Message

City Manager Chris Eppley explained that the 9th Amendment to the Urban Renewal District is anticipated to be the last and that this year is anticipated to be the last year. He explained that over the past three years the District has focused entirely on dealing with the Keizer Station Local Improvement District property owner defaults and because the District and the City have resolved these, staff has determined that it is not beneficial to collect tax increment revenue in Fiscal Year 15-16. Foregoing the fourth year of tax collection will release an additional 1.5 million in taxes to the City of Keizer's overlapping jurisdictions; of this the City expects to receive \$250,000 for its share of property tax revenues.

Mr. Eppley and Finance Director Susan Gahlsdorf then fielded questions and provided clarification regarding interest savings, early pay-off and property sales.

Program Income Fund

Ms. Gahlsdorf explained this fund and obligations.

Marlene Quinn moved to approve the Program Income Fund. Erick Peterson seconded. **Motion passed as follows:** Bersin, Christopher, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho, Gillis and Smith absent. (11-0-3)

Project Fund

Ms. Gahlsdorf reviewed the replacement page.

Marlene Quinn moved to approve the Project Fund. Cathy Clark seconded. **Motion passed as follows:** Bersin, Christopher, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho, Gillis and Smith absent. (11-0-3)

Tax Increment Fund

Ms. Gahlsdorf reviewed the replacement page.

Marlene Quinn moved to approve the Tax Increment Fund. Erick Peterson seconded. **Motion passed as follows:** Bersin, Christopher, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and Ripp in favor with Koho, Gillis and Smith absent. (11-0-3)

Approval of Urban Renewal Budget

Marlene Quinn moved to approve the Urban Renewal Budget for FY15-16 as amended by the Budget Committee (amendments set forth in the revised pages). David Dempster seconded. **Motion passed as follows:** Bersin, Christopher, Cathy Clark, Charlotte Clark, Dempster, Freeman, Herrera, McGee, Peterson, Quinn and

Ripp in favor with Koho, Gillis and Smith absent. (11-0-3)

**Approval of the
Tax Increment
Revenue to be
Raised**

Not necessary because the District is closing.

Mr. Eppley noted that this is a historical moment for the City:
closing out an Urban Renewal District (early) that has been in
existence for over 20 years.

Adjournment

Meeting was adjourned at 6:31 p.m.

05-03-16

Approved: (Date)

Debbie Lockhart, Deputy City Recorder