

*CITY OF KEIZER MISSION STATEMENT*  
*KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY  
SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST  
FASHION*

# **A G E N D A**

## **KEIZER CITY COUNCIL SPECIAL SESSION**

**Monday, May 8, 2017**

**6:00 p.m.**

**Robert L. Simon Council Chambers**

**930 Chemawa Road NE**

**Keizer, Oregon 97303**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC FORUM AND DISCUSSION**

**a. Proposed City of Keizer Parks Fee**

**4. ADJOURN**

*Upon request, auxiliary aids and/or special services for those with disabilities will be provided. To request services, please contact us at 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days(48 hours) in advance*

**CITY COUNCIL MEETING:**

**AGENDA ITEM NUMBER:**\_\_\_\_\_

**TO: MAYOR CLARK AND COUNCIL MEMBERS**

**THROUGH: CHRISTOPHER C. EPPLEY - CITY MANAGER**

**FROM: BILL LAWYER – PUBLIC WORKS DIRECTOR**  
**TIM WOOD – FINANCE DIRECTOR**

**SUBJECT: PROPOSED PARKS FEE**

**BACKGROUND:**

The Parks Advisory Board has recommended the City Council implement a dedicated fee to sustainably fund park operations and improvements into the future. The results of a survey on this topic prepared by the Parks Advisory Board were presented to the City Council at the April 3, 2017 City Council meeting. The City Council directed staff provide information and options to consider for the possible implementation of this fee.

Staff believes the topics and options listed below should be considered by the City Council;

- 1) Should the City Council enact a fee dedicated to Parks operations and improvements?
- 2) What amount should the fee be set at?
- 3) If a fee is enacted, should the fee be charged to residential (single family & multi-family) properties only?
- 4) Should a fee be assessed to “senior living” apartments?
- 5) Should a discounted fee be established and assessed for low income residents?
- 6) How should the fee, if enacted, be collected? Through the water/sewer bill or a separate mailing?
- 7) What is the effective date of the fee if one is enacted?
- 8) If the City utility bill is used as a delivery vehicle for the fee, should then the items on the bill be prioritized for payment received so as to eliminate shutting off a resident’s water for non-payment of the Parks fee?

Attachment One includes information on the revenue potentially created by enacting a

dedicated parks fee, with options for discounted fees and estimated expenses for different fee collection options for the City Council to review and consider.

## **RECOMMENDATION:**

**Though potentially purely policy, there are a few points that Staff feels strongly enough to include as part of our recommendation if the City Council chooses to create a Parks fee.**

1. Provide for a reduction of the fee (50% or some other reduced rate) for residents based on age...perhaps at 65 or at 70 years of age.
2. Provide for an exemption from the fee for residents who are 80 years old or older.
3. Provide for an exemption from the fee for residents who are at or below the federal poverty level.
4. The water bill is the most cost effective and efficient fee delivery method for us to use with likely the highest payment rate versus a separate billing or even a separate stuffer in the same envelope, which could be seen as junk mail and thrown away.
5. Prioritize the items on the water bill so that a resident doesn't experience a water d shut off for non-payment of the parks fee. As such, money paid by a customer would first go toward satisfying their utility bills, then to the Parks fee. The remedy for non-payment of the Parks fee would be to send a customer to collections, not to shut off their water service or lien their property.

The City Council should receive input from the public, consider the information prepared by staff, and deliberate the matter.

Please contact me or Tim if you have any questions. Thank you.

**City of Keizer**  
**Special Session - Parks Fee**  
**May 8, 2017**

	Number of Households	Incremental Base Fee Per Month			
		\$ 2.00	\$ 4.00	\$ 6.00	\$ 8.00
<b>Annual Revenue</b>	14,300	343,200	686,400	1,029,600	1,372,800
<b>Commercial Utility Accounts - Annual Revenue</b>	400	9,600	19,200	28,800	38,400
<b>Senior Living Apartments - Annual Revenue</b>	500	12,000	24,000	36,000	48,000
<b>Bad Debt Expense - Based on Utility Billing History -Annual</b>	143	3,432	6,864	10,296	13,728
<b>Senior Discount @ 50% of Base Fee</b>					
Households 65 or over approximately 23%	3,289	(39,468)	(78,936)	(118,404)	(157,872)
Households 75 or over approximately 12%	1,716	(20,592)	(41,184)	(61,776)	(82,368)
Households 85 or over approximately 4%	572	(6,864)	(13,728)	(20,592)	(27,456)
<b>Low Income Discount Approximately 12% of Households at Federal Poverty Level</b>					
Discount @ 100% off Base Fee	1,716	(41,184)	(82,368)	(123,552)	(164,736)
Discount @ 75% off Base Fee	1,716	(30,888)	(61,776)	(92,664)	(123,552)
Discount @ 50% off Base Fee	1,716	(20,592)	(41,184)	(61,776)	(82,368)
Discount @ 25% off Base Fee	1,716	(10,296)	(20,592)	(30,888)	(41,184)
<b>Incremental Postage and Printing Costs Based on 14,300 Dwelling Units</b>		<b>Monthly</b>	<b>Bi-Monthly</b>	<b>Annual</b>	
Combined on existing utility bill		-	-	-	
Separate Bill Mailed with Utility Bill		17,604	8,802	1,467	
Separate Bill Mailed Separately		111,336	55,668	9,278	