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

AGENDA
KEIZER CITY COUNCIL WORKSESSION

Monday, August 1, 1994
5:30 p.m.
Robert L. Simon Council Chambers
Keizer City Hall
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC TESTIMONY**

   This time is provided for citizens to address the Council on matters not scheduled for public hearing.

4. **COMMITTEE REPORTS**

   Discussion on Fees and Debt
   a. Water Rates
   b. Planning Fees
   c. Lien Search Fees
   d. Hotel/Motel Tax
   e. Publication Charges
   f. Utility Fund Debt

8. **OTHER BUSINESS**

   This time is provided to allow Council members the opportunity to bring matters before the Council which are not on tonight's agenda.

9. **WRITTEN COMMUNICATIONS**

   To inform the Council of significant written communications and petitions.

10. AGENDA INPUT

October 3, 1994
Work Session:
- **Budget Direction**
- **Compensation Package**

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at 390-3700 at least two working days (48 hours) in advance.

City of Keizer, Oregon

City of Keizer

MEMORANDUM

DATE: July 27, 1994

TO: Mayor Koho and Councilmembers

FROM: Dotty Tryk, City Manager Dotty

SUBJECT: Fee Review

This spring staff reviewed all the City's charges and fees to determine if they cover the cost of the associated services. We found that most of them are appropriate. In one instance, the fee for flood plain review of subdivisions was reduced as the majority of the work for the first lot is used on each subsequent lot, so we could give a volume discount.

This review did reveal that some Council discussion is needed in 6 areas which are briefly described below. Two are suggested fee increases, two are new fees, one is a series of charges which should be formalized. The final issue deals with the Utility Fund and Keizer Service District Debt.

1. Water Rates haven't been reviewed since 1990 and current rates won't support the needed improvements to the system over the next 5 years.

2. The Council appointed planning task force recommended a review of planning fees.

3. The City currently does lien searches for title companies at no charge. This takes a fair amount of staff time.

4. The Council may want to explore establishing a motel tax now in anticipation of such an addition to the community.

5. There are some publication charges that have never been adopted by Resolution as well as a couple services we expect to be able to offer in the near future which we have no fee for.

6. I have completed the research on the Utility Fund Balance. We are in a deficit position and have not taxed for the Keizer Service District Bonds issued in 1967. This obligation will continue for three more years. We need to discuss alternatives for paying this debt.

P.O. Box 21000, Keizer, OR 97307-1000

(503) 390-3700 * FAX (503) 393-9437

I have attached more detail on each of these issues to form the basis for discussion. I am not asking for Council action Monday night. I would like discussion on each and some direction as to how to proceed. Any items that require action will be scheduled for a regular Council meeting.

(503) 390-3700 * FAX (503) 393-9437

P.O. Box 21000, Keizer, OR 97307-1000

WATER RATES

In 1984, the Keizer Water District received a Financial Management Plan for the district which outlined operating and capital requirement costs for a ten year horizon and made recommendations for rate increases to support these costs. After the City took over the district, costs did not increase as expected in the report and the rate recommendations were not necessary.

Our last water rate increase was in June of 1990. During that time our customers increased by 18% and average consumption has increased by 30%. The increased customer base and usage have contributed to our ability to maintain rates. There are now some operating and capital improvement needs which are putting pressure on our revenue base.

- The increased customer demand requires adding one additional employee to keep up with meter additions, regular maintenance of the system and customer service.
- Federal and State regulations have required our water testing program to go from $25,000 to $100,000/year.
- We accepted the system with several miles of steel pipe and embarked on a program to replace it over a 15 year span at $250,000/year. We dropped this item from the FY'95 Budget because we didn't have sufficient surplus. We should continue this program
- To meet demand over the next 5-7 years we need one more well at a cost of $200,000.
- We need some reservoir capacity to meet peak demand. This last heat wave we had sufficient water, but were pumping at total capacity to meet the demand. A reservoir will allow some back up. A reservoir costs in the neighborhood of $1.00/gallon for a 600,000 to 1 million gallon reservoir.
- We are experiencing dropped pressure at the higher levels of Clear Lake. As the area continues to develop, we will need to install a pressure regulator to eliminate the problem. A pressure regulator system is expected to cost $200,000.

Table 1 shows water fund projections through 1999 at the current rates.

The assumptions made were:

4%/year increase in personal services and 3% increase in materials and supplies.
Continuing the steel line replacement program.
Issuing debt for the reservoir and pressure equipment over a 10 year term.

This shows that the fund will be in a deficit position at the end of 1996 .The bottom line shows current revenues less current expenditures, excluding capital items which indicates we will be spending more than we take in 1996.

Table 2 shows one rate recommendation-- 5% in January 1995 and 3% in January 1996 using the same assumptions. Such a rate increase will maintain balances to 1999 before we dip into a deficit and shows current revenues covering current expenses and maintaining our fund balance.

Table 3 shows taking the reservoir and pressure equipment to a vote for a G.O. Bond to be paid from property taxes. While this doesn't solve our current operating position, It does maintain a positive fund balance until the year 1998 in the operating fund. Some funds in the projects fund would have to be used to retire debt because they are designated SDC money. That can be done fairly easily.

There are several items that stand some discussion, but the health of the fund and the future of the system should be addressed.

P.O. Box 21000, Keizer, OR 97307-1000

(503) 390-3700 * FAX (503) 393-9437

TABLE 1

WATER CASH PROJECTIONS
No Increase

	1991	1992	1993	1994	1995	1996	1997	1998	1999
RECEIPTS									
Beginning Balance	798,829	1,039,336	1,090,027	815,665	542,428	504,901	242,369	(41,080)	(325,499)
Transfer	5,548	24,170	14,079						
Water Sales	1,164,148	1,259,673	1,255,323	1,279,295	1,417,000	1,480,000	1,520,000	1,555,000	1,600,000
Operating Interest	23,109	38,802	7,515	500	0	0	0	0	0
SDC Interest	64,237	25,885	26,437	24,000	10,000	5,000	0	0	0
Bond Proceeds	117,319								
SDCs	65,376	81,700	71,290	85,000	85,000	85,000	70,000	70,000	50,000
Other Revenues	55,642	68,766	71,656	71,464	85,000	50,000	50,000	50,000	50,000
TOTAL RECEIPTS	2,294,208	2,538,332	2,536,327	2,275,924	2,139,428	2,124,901	1,882,369	1,633,920	1,374,501
DISBURSEMENTS									
Personnel Services	330,744	362,949	440,287	468,400	545,574	567,397	590,093	613,697	638,244
Material & Supplies	257,944	303,938	334,541	326,344	445,500	458,865	472,631	486,810	501,414
Capital Outlay	71,629	139,514	72,908	99,057	73,000	75,000	75,000	75,000	75,000
Steel Main Replacement	192,743	228,087	390,742	175,000	0	250,000	250,000	250,000	250,000
Total Operations	853,060	1,034,488	1,238,478	1,068,801	1,064,074	1,351,262	1,387,724	1,425,506	1,464,659
Debt	401,812	316,330	375,720	374,450	370,453	371,270	375,725	373,913	370,940
Projects									
Production Wells		97,487	106,464	290,245	200,000				
Debt for Improvements						160,000	160,000	160,000	160,000
TOTAL DISBURSEMENTS	1,254,872	1,448,305	1,720,662	1,733,496	1,634,527	1,882,532	1,923,449	1,959,419	1,995,599
ENDING BALANCE	1,039,336	1,090,027	815,665	542,428	504,901	242,369	(41,080)	(325,499)	(621,098)
Audit Check-Ending Balance	1,039,336	1,090,027	815,665	542,428	504,901	242,369	(41,080)	(325,499)	(621,098)
Operating	547,177	484,190	118,565	111,573	264,046	156,514	33,065	(91,354)	(226,953)
Projects	492,159	605,837	697,100	430,855	240,855	85,855	(74,145)	(234,145)	(394,145)
Current Rev less Current Exp	176,270	122,293	(194,335)	(6,992)	152,473	(107,532)	(123,449)	(124,419)	(135,599)

TABLE 2

WATER CASH PROJECTIONS

5%,3%

	1991	1992	1993	1994	1995	1996	1997	1998	1999
RECEIPTS									
Beginning Balance	798,829	1,039,336	1,090,027	815,665	542,428	540,326	375,104	215,535	57,848
Transfer	5,548	24,170	14,079						
Water Sales	1,164,148	1,259,673	1,255,323	1,279,295	1,452,425	1,577,310	1,643,880	1,681,733	1,730,400
Operating Interest	23,109	38,802	7,515	500	0	0	0	0	0
SDC Interest	64,237	25,885	26,437	24,000	10,000	5,000	0	0	0
Bond Proceeds	117,319								
SDCs	65,376	81,700	71,290	85,000	85,000	85,000	70,000	70,000	50,000
Other Revenues	55,642	68,766	71,656	71,464	85,000	50,000	50,000	50,000	50,000
TOTAL RECEIPTS	2,294,208	2,538,332	2,536,327	2,275,924	2,174,853	2,257,636	2,138,984	2,017,268	1,888,248
DISBURSEMENTS									
Personnel Services	330,744	362,949	440,287	468,400	545,574	567,397	590,093	613,697	638,244
Material & Supplies	257,944	303,938	334,541	326,344	445,500	458,865	472,631	486,810	501,414
Capital Outlay	71,629	139,514	72,908	99,057	73,000	75,000	75,000	75,000	75,000
Steel Main Replacement	192,743	228,087	390,742	175,000	0	250,000	250,000	250,000	250,000
Total Operations	853,060	1,034,488	1,238,478	1,068,801	1,064,074	1,351,262	1,387,724	1,425,506	1,464,659
Debt	401,812	316,330	375,720	374,450	370,453	371,270	375,725	373,913	370,940
Projects									
Production Wells		97,487	106,464	290,245	200,000				
Debt for Improvements						160,000	160,000	160,000	160,000
TOTAL DISBURSEMENTS	1,254,872	1,448,305	1,720,662	1,733,496	1,634,527	1,882,532	1,923,449	1,959,419	1,995,599
ENDING BALANCE	1,039,336	1,090,027	815,665	542,428	540,326	375,104	215,535	57,848	(107,350)
Audit Check-Ending Balance	1,039,336	1,090,027	815,665	542,428	540,326	375,104	215,535	57,848	(107,350)
Operating	547,177	484,190	118,565	111,573	299,471	289,249	289,680	291,993	286,795
Projects	492,159	605,837	697,100	430,855	240,855	85,855	(74,145)	(234,145)	(394,145)
Current Rev less Current Exp	176,270	122,293	(194,335)	(6,992)	187,898	(10,222)	431	2,313	(5,199)

TABLE 3

WATER CASH PROJECTIONS
No Increase/GO DEBT

	1991	1992	1993	1994	1995	1996	1997	1998	1999
RECEIPTS									
Beginning Balance	798,829	1,039,336	1,090,027	815,665	542,428	504,901	402,369	278,920	154,501
Transfer	5,548	24,170	14,079						
Water Sales	1,164,148	1,259,673	1,255,323	1,279,295	1,417,000	1,480,000	1,520,000	1,555,000	1,600,000
Operating Interest	23,109	38,802	7,515	500	0	0	0	0	0
SDC Interest	64,237	25,885	26,437	24,000	10,000	5,000	0	0	0
Bond Proceeds	117,319								
SDCs	65,376	81,700	71,290	85,000	85,000	85,000	70,000	70,000	50,000
Other Revenues	55,642	68,766	71,656	71,464	85,000	50,000	50,000	50,000	50,000
TOTAL RECEIPTS	2,294,208	2,538,332	2,536,327	2,275,924	2,139,428	2,124,901	2,042,369	1,953,920	1,854,501
DISBURSEMENTS									
Personnel Services	330,744	362,949	440,287	468,400	545,574	567,397	590,093	613,697	638,244
Material & Supplies	257,944	303,938	334,541	326,344	445,500	458,865	472,631	486,810	501,414
Capital Outlay	71,629	139,514	72,908	99,057	73,000	75,000	75,000	75,000	75,000
Steel Main Replacement	192,743	228,087	390,742	175,000	0	250,000	250,000	250,000	250,000
Total Operations	853,060	1,034,488	1,238,478	1,068,801	1,064,074	1,351,262	1,387,724	1,425,506	1,464,659
Debt	401,812	316,330	375,720	374,450	370,453	371,270	375,725	373,913	370,940
Projects									
Production Wells		97,487	106,464	290,245	200,000				
Debt for Improvements						0	0	0	0
TOTAL DISBURSEMENTS	1,254,872	1,448,305	1,720,662	1,733,496	1,634,527	1,722,532	1,763,449	1,799,419	1,835,599
ENDING BALANCE	1,039,336	1,090,027	815,665	542,428	504,901	402,369	278,920	154,501	18,902
Audit Check-Ending Balance	1,039,336	1,090,027	815,665	542,428	504,901	402,369	278,920	154,501	18,902
Operating	547,177	484,190	118,565	111,573	264,046	156,514	33,065	(91,354)	(226,953)
Projects	492,159	605,837	697,100	430,855	240,855	245,855	245,855	245,855	245,855
Current Rev less Current Exp	176,270	122,293	(194,335)	(6,992)	152,473	(107,532)	(123,449)	(124,419)	(135,599)

Water Rates

Water Meter Size	Water Code	Bi-monthly Charge	Charge Per 100 C/F
5/8 - 3/4	W2	$ 17.75	.41
1 inch	W3	$ 33.38	.41
1 1/2"	W4	$ 59.39	.41
2"	W5	$ 90.50	.41
3"	W6	$173.73	.41
4"	W7	$267.34	.41
6"	W8	$527.32	.41
8"	W9	$839.26	.41

Water Meter Charges

Size of Meter	Meter in a new Subdivision	Meter set not in a new Subdivision
5/8"	$150.00	$500.00
3/4"	$175.00	$550.00
1"	$200.00	$600.00
11/2" Actual Cost plus 15%		

See below for System Development Charge

System Development Charge

Size of Meter	Development Charge	Gallons Per Minute
5/8 - 3/4"	$ 300.00	20
1"	$ 750.00	50
1 1/2"	$ 1,500.00	100
2"	$ 2,400.00	160
3"	$ 4,800.00	320
4"	$ 7,500.00	500
6"	$15,000.00	1,000
8"	$24,000.00	1,600
10"	$34,500.00	2,300

Larger than 10" to be determined by negotiation

PLANNING FEES

The City of Keizer charges fees for various land use cases (see Exhibit "A"). The fee schedule was originally established in 1987 and was updated in 1992. The 1992 revision was a major update based on the establishment of the City's own planning program. This past January the Council requested staff to review planning fees and it is an appropriate time to re-examine the fee schedule as the City has two year's experience in administrating its own codes and can better judge the actual cost of providing the service.

Between the 1992 analysis and now, three activities have changed leading to recommended increases in the planning fees. First, the chargeable hourly rate has been modified to more accurately reflect actual cost. Second, the original fees did not anticipate the time spent in review and coordination between the impacted departments and agencies. Third, the new schedule recognizes more time spent on organizing and preparing mailings than originally estimated.

The time requirements for each step in the process has been reviewed and results in the following adjustments.

PROPOSED LAND USE FEE SCHEDULE

LAND USE CASE	FEE	INCREASE:
Adjustments	230	70
Conditional Use	340	140
Conditional Use/floodplain or greenway	340	165
Lot Line Adjustment	230	70
Partitioning	340	140
Variance	340	140
Subdivision	1000	200
Zone Change	860	135
Comprehensive Plan Amendment	860	135
Annexation	860	135

An important adjustment to be made to the fee schedule is to adjust the fee structure for applications involving several land use actions. Currently, the highest fees of those applied to each type of application is charged for the combined application. However, this has proven inadequate to cover the costs. While the supportive actions, such as preparation of the file, developing of the public hearing notice, and mailing are constant, the time that must go into writing distinct analysis for each application, plus the preparation of independent findings, outweighs much of the savings from combining the cases.

Therefore, it is recommended that the fee for a combined application be the total of one-half of each of the applicable fees. This will generate more fee for each case, and better reflects the cost of processing the total application.

The current planning fee schedule and a copy of Salem's fee schedule are attached for your information.

As noted, the other major planning fee area involves administrative actions. These involve staff time for processing and filing. The following is a list of administrative functions and recommended fee changes. These amendments are based on revised chargeable rate figures, plus a better assessment of the time involved in each.

PROPOSED ADMINISTRATIVE FEE SCHEDULE

ADMINISTRATIVE ACTION	FEE	INCREASE
Dealer License (New)	35	10
Dealer License (Renewal)	15	5
Floodplain Determination	70	20
Land Use Compatibility Statement	35	10
Legal Lot Determination	70	20
Site Plan Review (commercial)	150	0
Site Plan Review (industrial)	200	0
Written Determination	50	35

CITY OF KEIZER - LAND USE FEE SCHEDULE

(Resolution 94-702; Adopted January 18, 1994)

STAFF DECISIONS

1.	Adjustments	$160.00
2.	Conditional Uses	$200.00
3.	Conditional Use/Floodplain Greenway	$175.00
4.	Lot Line Adjustments	$160.00
5.	Partitioning (Minor or Major)	$200.00
6.	Variance	$200.00

PUBLIC HEARINGS

1.	Annexations	$725.00
2.	Annexations w/Zone Change	$800.00
3.	Comprehensive Plan Amendments	$725.00
4.	Comprehensive Plan/Zone Changes	$800.00
5.	Subdivisions	$800.00
6.	Zone Changes	$725.00

All land use applications requiring a public hearing are subject to a supplemental fee of $25/acre for property containing four (4) or more acres.

ADMINISTRATIVE ACTIONS

1.	Dealers License (New)	$25.00	
2.	Dealers License (Renewal)	$10.00	
3.	Floodplain Determination	$50.00	
4.	Floodplain Determination (Subdivision)	$50.00	(plus $10.00 per lot)
5.	Land Use Compatibility Statement	$25.00	
6.	Legal Lot Determination	$50.00	
7.	Site Plan Review, w/Building Permit		
	(Commercial)	$150.00	
	(Industrial)	$200.00	
8.	Written Determination	$35.00	

APPEALS

1.	Appeals of Staff Decisions	$150.00 (Full refund if staff decision is reversed)
2.	Appeals of Hearing Officer	$100.00 (Full refund if Hearings Officer decision reversed)

Refunds are cumulative if a staff decision is eventually reversed by the City Council. The City Council may, at its discretion, refund all or part of the appeal fee for a decision which is upheld but where the Conditions of Approval are substantially modified.

CURRENT FEES LAND USE ISSUES (8-26-91)

PERMIT APPLICATION CENTER
(P.A.C.)
CITY HALL/555 LIBERTY ST. SE
ROOM 320
SALEM, OREGON 97301
503-588-6256

CITY OF SALEM

I. Comprehensive Plan	
1. Comprehensive Plan Changes: Non-Residential	$1,210
2. Comprehensive Plan Changes: Residential	$1,035
3. UGA Permit (plus $3.00 for every acre in excess of 5)	$2,025
II. Subdivision Code	
1. Partition with Variances	$1,495
2. Partition without Variances	$ 575
3. Subdivision (plus $3.00 per lot for every lot in excess of 5)	$1,175
4. Legal Lot Opinion	$ 85
5. Lot Line Adjustment	$ 345
III. Zone Code	
1. Adjustment	$ 445
2. Applicant Initiated Code Interpretation	$ 175
3. Conditional Use	$ 800
4. Greenway Development Permit	$ 395
5. Mobile Home Park (plus $3.00 per dwelling unit for every unit in excess of 5)	$ 845
6. PUD: Outline Plan (plus $3.00 per unit for every unit in excess of 50)	$ 990
7. PUD: Final Plan (plus $3.00 per unit for every unit in excess of 50)	$ 490
8. Variance: Non-Residential	$1,240
9. Variance: Residential	$ 620
10. Zone Change: Non-Residential	$1,210
11. Zone Change: Residential	$1,035
12. Exception to Dispersal Policy	$ 185
13. Historic Designation	$ 355
14. Special Setback/Removal Recordation	$ 85
15. Specified Use Conference	$ 180
IV. General Codes	
1. Annexation	
a. Less than 1 acre	$ 175
b. 1-5 acres (plus $30 per acre for every acre in excess of 1)	$ 175
c. 6-10 acres (plus $3 per acre for every acre in excess of 6)	$ 345
d. 10+ acres (plus $3 per acre for every acre in excess of 10)	$ 520
2. Appeals:	
a. All issues, except partitions and subdivisions	$ 445
b. Appeals by Neighborhood Associations	$ 225
c. Appeals Partitions and Subdivisions	$ 100
d. Appeals Neighborhood Association, Partitions and Subdivisions	No Charge
3. Time Extensions all issues	$ 175
V. Miscellaneous Fees	
1. Verification of Land Use Requirements as Required by Others	$ 15
2. Plans Check	
a. Single Family	$ 15
b. Multiple Family (plus $1.00 per dwelling unit for every unit in excess of 5)	$ 15
c. All Others	$ 30
3. Pre-Application Conference (fee may be applied to application when application is filed within 90 days of conference)	$ 100
4. Septic Tank Recordation	$ 85
5. Wetlands Permit	$ 90
6. Street Name Application (SRC 84.130)	$ 345
7. Multiple Issues One Application	75% of the total charges for all application fees

All fees are subject to the addition of a Permit Application Center processing fee of $7.50 except V.2.

EFFECTIVE DATE: JULY 1, 1991

RESOLUTION NO. 91-62

LIEN SEARCH FEES

On average, the City of Keizer receives 40 requests each week from Salem area title insurance companies for lien searches on property. The searches encompasses: LID, water and/or sewer liens or delinquencies. If liens and/or delinquencies are found, staff must spend time researching original LID contracts to glean the principal and interest charges. Interest is then calculated and the information is sent back to the title company via mail or by phone. The process is somewhat shorter for water/sewer delinquencies, however it does impact staff's time. Currently, the City does not charge for providing this service.

The overall cost for staff conducting the research is just under $5.00 per request. Most of Keizer's comparable cities charge service fees from $10.00 to $20.00 for providing this service. (See Below)

The City should initially notice all title companies to send in a $5.00 check with each lien search request. Requests received without the accompanied $5.00 fee would be returned - unprocessed - with a pre-printed postcard size reminder.

Based upon the scenario listed above, the City could recover (on average) $200.00 each week or $10,400 annually.

Albany	$25.00	Once per month charge to each title company.
Ashland	$20.00	Per lien check (ppty, sewer, water, LID's)
Lake Oswego	$20.00	Per lien check (ppty, sewer, water, LID's)
Milwaukie	$12.00	Per lien check (ppty, sewer, water, LID's)
McMinnville	No Charge	
Newberg	No Charge	
Oregon City	$12.00	Per lien check (ppty, sewer, water, LID's)
Roseburg	No Charge	
Tigard	$10.00	Per lien check (ppty, sewer, water, LID's)
Tualatin	$10.00	Per lien check (ppty, sewer, water, LID's)
Woodburn	$10.00	Per lien check (ppty, sewer, water, LID's)
Keizer	**No Charge**	

HOTEL/MOTEL TAX

Many jurisdictions, including almost all in the I-5 corridor, change a hotel/motel tax to those staying in temporary lodging facilities. This practice recognizes three things: there is a demand on city services from visitors, there is a particular demand on emergency services, and city-coordinated promotional work will help support the lodging industry.

It is reasonable to expect Keizer will be home to one or more motels within the next few years. These will create impacts on city services. To establish a hotel/motel tax now will help avoid it becoming an issue during actual development of a motel facility.

Taxes charged by other I-5 cities, and the use of the revenues, are listed below:

CITY	TAX	USE OF REVENUE
Wilsonville	5%	60% to general fund - 40% to Chamber for tourism development
Woodburn	6%	Most to general fund with a minor amount to Chamber for tourism development
Salem	6%	Annual contract to Chamber for tourism, balance to general fund
Albany	8%	90% to Albany Visitors Association - 10% to City Economic Development
Springfield	4.5%	45% to general fund - 55% for special tourist related projects
Lane County	7.5%	General fund
Roseburg	6%	50% - streets, sidewalks, lights 35% - Visitors and Convention Bureau 10% - Economic Development 5% - Rebate to motel operators
Grants Pass	7%	75% - Public safety 25% - Tourism promotion
Medford	6%	70% - General fund 25% to Chamber for tourism development 5% - Rebate to motel operators

Publication Fees

Current Status of Fees

Currently the City charges the following fees for the publication of records or documents which was authorized by Resolution 90-493:

Searching record to locate item (less than 30 minutes)	$1.00
Searching record to locate item (more than 30 minutes)	Hourly rate of staff person conducting research plus 35% overhead
Charge for copying documents requested	$0.15 per page (1-10)
Charge for copying documents requested	$0.10 per page (11+)
Charge for certification by the City Recorder	$3.00

Initial research indicates these fees are adequate to cover associated costs. However, there are fees the City currently charges that should be made a part of this Resolution to establish the authority for the charge. Such items include:

City Records	
Copy cassette of meetings	$10.00 per tape
Agenda and City Calendar	$20.00 per year
Finance	
Return check fee	$15.00
Community Development	
Bound Documents (10-50 pages)	$ 5.00
Bound Documents (50 plus)	$10.00
Pre-printed Maps 8.5"x11"	.25 sheet
Pre-printed Maps over 8.5"x11"	5.00 sheet

In addition, our new GIS system will be able to generate products for developers and other interested people which have costs associated with them.

Custom Printed Maps 8.5"x11" *-	1.00 sheet
Custom Query Maps 8.5"x11" *	5.00 sheet
Custom Printed Maps over 8.5"x11" *	10.00 sheet
Custom Query Maps over 8.5"x11" *	25.00 sheet
Data Files-Existing Data Layer	50.00 megabyte or portion
Data Files-Custom Query*	75.00 megabyte or portion

*Custom Printed Maps are printed "on-order" for the customer and may be for a particular area or scale, or may include one or more types of data layers such as zoning or district boundaries. Custom Printed Maps contain existing data only and do not involve any custom analysis or representation.

*Custom Query Maps or Data Files include any products where an analysis has been performed comparing or compiling one or more types of data and representing the results graphically. For example, a Custom Query Map may show housing values, or all vacant property over two acres in size zoned Multi-Family.

UTILITY FUND DEBT

Our Utility Fund has historically been used as a "catch-all" for several city activities.

- Sewer payments are collected here, an administrative fee charged and payments made to the City of Salem. Our costs for billing and overseeing developer installed sewer lines are paid here from sewer administrative fees.

- Street Lighting Districts are created, accounted for and billed with an associated administrative fee.

- Sewer related Local Improvement Districts are accounted for here. Property owners are billed, payments received and debt, if any, paid.

- The cash balance and the 1967 sewer debt of the Keizer Service District is also accounted for here.

Having the Local Improvement Districts intermingled in this fund is clearly illegal. I have backed those funds out and reconstructed a fund balance for FY'94. This balance is close to a negative $30,000. In addition, we pay $45,000/year in KSD Sewer debt and at this time we have no corresponding revenues.

To show how we got here, I will offer some history as I understand it. In 1985 the City took over the Keizer Service District along with $462,377 in cash and 12 years of general obligation bond payments of about $45,000/year. There was obviously sufficient money to cover the obligations, so there was no need to levy for the payments, and we didn't. In 1991 the KSD fund balance was probably about $207,000 and a decision was made to fund the sewer portion of the Trail Avenue Improvement. This was at a cost of $242,260, putting the KSD portion of the fund in a deficit. No one knew it for whatever reason and we have continued to pay this bond payment without any revenue source.

We have the authority to levy for the debt payment. We have a budgetary obligation to keep the fund in the black.

There are a few things we can do. We are a little late to levy for the debt this year, but it is possible that the assessor will allow us to do this. We can only levy for the next three years because the last bonds mature in 1997, but we are allowed to levy for our deficit, which we will cover with an interfund loan. If we were to levy for each of these three years plus an amount for the deficit, that would amount to $0.065/thousand. If we are limited to two years, the rate would be about $0.10/thousand.

Our contract with the City of Salem states that we can increase our sewer bills if we follow certain guidelines. To meet our obligations, we would want to increase rates by $1.15/bill for the three years until the debt is retired.

Another alternative is to make a transfer from an eligible fund to cover some of the deficit and debt. However, due to our tight budget circumstances, there is no logical source for such a transfer.

Our bond attorney believes that we have always had the authority and perhaps the obligation to levy a tax if needed for this debt and the service district property owners have had the advantage of not paying taxes now for several years. I have also been told that the East Salem Sewer District, which was created at the same time as ours has recently begun to levy for their debt after going through their fund balance.

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The Resolution should also include a section on waiver of fees for members of the City Council or other boards and commissions, neighborhood associations, other government agencies or at the discretion of the city manager.

A survey of the other Cities indicate the amounts presently being charged or suggested additions are in line.