

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, June 20, 2016

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
5. **COMMITTEE REPORTS**
6. **PUBLIC TESTIMONY**
This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. **PUBLIC HEARINGS**
 - a. Remand of CP/ZC/LLA 2014-11
 - b. **RESOLUTION** – Declaring the City’s Election to Receive State Revenues
RESOLUTION – Certifying that the City of Keizer Provides Four or More Municipal Services
 - c. **RESOLUTION** – Amending the Stormwater Utility Fee; Amending Resolution R2014-2504; Repealing R2015-2578
 - d. **ORDINANCE** – Setting Water Rates (2017); Repealing Ordinance No. 2015-723
 - e. **RESOLUTION** – Adopting the FY16-17 Budget, Making Appropriations and Imposing and Categorizing Taxes
8. **ADMINISTRATIVE ACTION**
 - a. **RESOLUTION** – Certification of Delinquent Sewer Accounts

- b. RESOLUTION - Authorizing Charges for Police Time at Private Events; Repealing Resolution R2009-1960
- c. Municipal Judge Report – Councilor Check In
- d. ORDINANCE – Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer; Creating New Provisions; and Referring Ordinance; Repealing Ordinance No. 2014-706 and Ordinance No. 2015-734
RESOLUTION – Placing on the Ballot the Question of Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer Within the City and Authorizing Filing of Explanatory Statement Relating to this Tax

9. CONSENT CALENDAR

- a. RESOLUTION – Granting Cost of Living Adjustment to City Manager
- b. RESOLUTION – Granting Cost of Living Adjustment to City Attorney
- c. RESOLUTION – Authorizing the City Manager to Sign Pipe Cleaning and Television Inspection Contract with Pacific Int-R-Tek
- d. Approval of June 6, 2016 Regular Session Minutes

10. COUNCIL LIAISON REPORTS

11. OTHER BUSINESS

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

July 5, 2016 (Tuesday)

7:00 p.m. – City Council Regular Session

July 11, 2016

5:45 p.m. – City Council Work Session

July 18, 2016

7:00 p.m. – City Council Regular Session

14. ADJOURNMENT

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at (503)390-3700 or through Oregon Relay at 1-800-735-2900 at least two working days (48 hours) in advance.

COUNCIL MEETING: June 20, 2014

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS
THROUGH: CHRIS EPPLEY, CITY MANAGER
THRU: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR
FROM: SAM LITKE, SENIOR PLANNER

SUBJECT: REMAND OF CP/ZC/LLA 2014-11

ATTACHMENTS:

- Exhibit 101- Notice of Intent to Appeal, dated October 24, 2014
- Exhibit 102-Stipulated Motion for Remand, dated June 1, 2015
- Exhibit 103- Final Opinion and Order, dated June 8, 2015
- Exhibit 104-Applicant's written statement, dated April 20, 2016
- Exhibit 105-Written testimony from Wallace Lien attorney for applicants, dated June 7, 2016
- Exhibit 106-Site plans
- Exhibit 107- Color renderings
- Exhibit 108-Traffic Impact Analysis, ATEP, dated March 17, 2016
- Exhibit 109-Public Works comments
- Exhibit 110-School District comments
- Exhibit 111-Received written testimony – Marylin Prothero; Allan & Susan Kendall; Brittany & Matthew Garza; Daniel Irwin; Bob Jones; Dee Sloan; Robert Thompson; Paul & Many Elder)

BACKGROUND:

Mark Grenz of Multi-tech Engineering on behalf of Tyrene Denlinger and the Herber Farm, LLC submitted an application to re-designate approximately 7.5 acres on the Comprehensive Plan map from Low Density Residential to Medium and High Density Residential; rezone the property from Single Family Residential (RS) to Medium Density Residential (RM); and, for a Lot Line Adjustment to consolidate the existing 14 lots into one large parcel for property located in the 4800 and 4900 block of Verda Lane. On October 6, 2014 the City Council denied the requested Comprehensive Plan change and the Zone change but approved the proposed Lot Line Adjustment. The Council's decision was then appealed to the Land Use Board of Appeals (LUBA). While LUBA did not issue a decision the city and the applicant entered into a Stipulated Motion for Remand allowing the proposal to be brought back to the city for reconsideration (attached as Exhibit 101 thru 103).

It is important to point out that this is not a new application but is rather a continuation of the existing record associated with the previously submitted land use applications. While the existing record is carried over into this hearing it will also be a de novo (new) public hearing which will

permit any issue being raised, whether or not it was raised in the original hearings unless the City Council wishes to limit discussion specifically to only the issues in which the Council had determined the applicant had not met their burden of proof.

The property was approved in the mid-1950s for a single family subdivision that was platted and created the 14 existing lots, but was never built on. While there are members of the community who have indicated a preference to see the property continued to be used as a pasture for cows, this is not supported by its location, availability of all public services, zoning which does not permit commercial farming, or the fact that it has always been planned and in fact approved to be developed with residential uses.

The following chart outlines changes between the original submittal and the current proposal:

Comparison between the original site plan and the revised site plan

Original site plan	Revised site plan
120 apartment units	112 apartment units
244 parking spaces	226 parking spaces
No landscape berm along Verda Lane	Landscaped berm along frontage with Verda Lane
Curb-side sidewalk	Separated sidewalk along Verda Lane
10 apartment buildings - all 3 stories	13 apartment buildings 3 buildings near Verda Lane are 2 stories
4 buildings closest to Verda are oriented such that 3 have their rear façade to the street and 1 building has its side façade to the street. Approximately 270 feet of façade to the street.	5 buildings closest to Verda are oriented such that 3 buildings have their rear façade facing the street, 1 building has its side facing the street and 1 building is non-residential - the office which will have a staggered building off-set. Overall reduced amount of building façade facing the street is approximately 225 feet.
1 building shown close to Chemawa/Verda intersection; some building off-sets; unknown building material or variation; mostly 3 story buildings.	Building moved further away from Chemawa /Verda intersection; Greater use of building off-sets; building materials identified and greater use of varying material varying building heights
6 building along the ridgeline	8 buildings along the ridgeline
3 driveways	3 driveways – 1 full turning; 1 right in right out only; 1 only for emergency access

Written comments:

Newly received written comments (attached as Exhibit 111) discuss the impact that the development would have on the street system and nearby intersections as a result of the increased traffic from the proposed development; impacts on schools; impacts on the surrounding area; increased crime; the size of the proposed development; flooding of Claggett Creek onto the site; and concerns that there isn't a need for this type of development. The comments generally mirror

the comments that were received as part of the previous public hearing before both the Hearings Officer and the City Council. Previously a number of comments were received regarding the property's open space attributes and that it should be left undeveloped or developed as a park.

Staff response: Issues relating to traffic and impacts on nearby streets is discussed in detail below. In addition, Public Works provided comments (Exhibit 109) regarding public improvements that will be required by the developer. Salem-Keizer School District provided comments (Exhibit 110) regarding the impacts to the affected schools from the proposed development. It is estimated that as a result of the proposed development that Kennedy Elementary School would increase by 23 students, Claggett Creek Middle School by 9 students, and McNary High School by 9 students. The development of the subject property is proposed to be confined to the upper portion and not on the lower portion along the creek, so issues associated with creek flooding will not affect the proposed development. Also, the development of the site will be required to comply with all Public Works requirements regarding storm water which will minimize any potential discharge into the creek. The lower portion of the Herber property is not part of this application and is also not designated in the comprehensive plan as an open space resource. The Parks and Recreation Master Plan indicates that while there are opportunities to expand the park by acquiring a portion of the property on the east side of the Claggett Creek Park, the city has not pursued that option. The applicant has indicated a willingness to donate the lower portion of the property (Tax Lot 2900) to the City for public open space. The potential for it to be developed for park/open space, or for any riparian and water quality enhancements will require a separate discussion between the city and the property owner.

ISSUE:

Whether the revised proposal addresses the issues raised by the City Council in its original decision.

DISCUSSION:

In the City Council's decision to deny the original application was based on several factors. These include:

1. Need.

The original City Council decision determined that while there is a projected land need for medium density residential is 9.9 gross acres; high density residential is 37.9 acres; and single family residential is 136.8 acres that a need for residential lands of all densities is shown there is a greater need is shown for single family residential and so the proposal did not meet Comprehensive plan criteria Section 3.109.04.D and Zone change criteria Section 3.110.04.F.2.

The applicant indicates that that city's adopted Housing Needs Analysis (HNA) documents a need for 362 units for RM zoned lands to meet the city's 20 year needs and that by providing 112 units they will be helping the city to realize some of it residential land needs.

Staff response: The Hearings Officer's recommendation to the City Council dated July 8, 2014 noted that the proposal will provide land to allow the city to be able to meet a portion of its projected residential needs as was documented in the HNA, which was adopted by the City Council and acknowledged by DLCD. The result of this analysis established that there is a lack

of land to meet the projected residential needs of Keizer for the next 20 year period. The HNA documented a deficit of 267 acres to meet the needs of the residential needs category. It further documented that only 5.7 acres of land designated for multi-family are currently available to meet this type of need and that this is insufficient to meet the projected need for multi-family housing. Specifically, Figure 14 of the HNA documented a need of 362 units of RM zoned land needed to meet future needs. This proposal will result in the city being able to meet almost 1/3 of the identified residential land need that is forecast. In response to comments that recent multi-family developments appear to meet this projected need it is important to keep in mind that the new apartments in Hawkes Point Phase 2 (120 units) and the current multi-family development in Area C of Keizer Station (180 units) are each zoned Mixed Use and were specifically identified as distinct separate categories that each have their own projected need in units and so the development within these areas does not satisfy the projected land needs in the RM zoned category. Also, while the actual number of apartment units in Area C is slightly more than what was projected the additional units can be carried over into the general Mixed Use land needs with no adverse impact. Finally, while the property was originally approved for 14 lots, as part of the inventory of buildable lands for the HNA it was assumed that the property had the potential to be developed at a higher density and 6.6 dwelling units per acre was used. Which means that the category of single family units is reduced by 49 units and the actual density not from 14 units to 112 but as far as the HNA and the City's Comprehensive Plan is concerned from 49 units to 112 units or a net increase of only 63 units.

2. *Impact.*

The City Council determined that the applicant had not carried the burden of showing that the proposed apartments would not adversely affect adjacent properties and the request did not meet Comprehensive plan criteria Section 3.109.04.F and Zone change criteria Section 3.110.04.F.3.

The applicants indicate that the revised plan address the concerns raised by both adjacent property owners and the City Council in its previous decision. As indicated in the table above the revised plans contain numerous revisions from what was originally submitted.

Staff response: The submitted revised plans indicate that the impact to the surrounding neighborhood can be mitigated by increased landscaping, increased building setbacks, varying building planes, varying or limiting building heights, varying building materials; and by having the buildings have a residential character in their design. Appropriate conditions of approval are proposed to ensure that the appropriate landscaping and design elements are provided.

3. *Traffic.*

The City Council determined that the applicant did not meet their burden of proof with regard to the specific local impacts that the proposed development might cause.

The applicants provided an updated Traffic Impact Analysis from ATEP dated March 17, 2016 (Exhibit 108) which indicates the proposed development of the site with a 112 unit apartment complex will not impact the immediate streets beyond the street design capacity or the round-about that is scheduled to be constructed at the Verda Lane / Chemawa Road intersection. The applicant had submitted a Transportation Planning Rule Analysis with the original application that was performed by DKS, dated January 28, 2014 that studied the impact the proposed development would have on the nearby intersections. The analysis determined that slightly more of this new traffic will use the Chemawa Road / Verda Lane intersection than the Verda Lane / Dearborn Avenue intersection and that each intersection would operate within the city's adopted Level of Service for these intersections so no additional intersection improvements would be needed as a result of the proposed development. The applicant will be responsible for providing additional right of way dedication and some street improvements along the streets fronting the site.

Staff response: Public Works staff and the City Engineer have reviewed the submittal and indicated they agree with the methodology or supporting language. Public Works has also submitted comments regarding the public improvements that will be required as part of the development of the site. These outline street improvements along Verda Lane and Dearborn Ave, sanitary sewer, water, and storm drainage requirements. If this proposal is approved these improvements will be made conditions of approval.

RECOMMENDATION: That the City Council open the public hearing to accept public testimony related to the remand, and if no questions are presented that might warrant additional time for deliberation, then close the public hearing and direct staff to prepare an appropriate ordinance with findings and conditions approving the proposed revised application.

BEFORE THE LAND USE BOARD OF _____
OF THE STATE OF OREGON

HERBER FARM, LLC and
MARK D. GRENZ,

Petitioners,

v.

CITY OF KEIZER,

Respondent.

LUBA No. _____

NOTICE OF INTENT TO APPEAL

COMES NOW petitioners, Herber Farm, LLC and Mark D. Grenz, by and through their attorney, Wallace W. Lien, of Wallace W. Lien, P.C., and do hereby submit the following Notice of Intent to Appeal with the Land Use Board of Appeals.

I.

Notice is hereby given that petitioners intend to appeal that land use decision of respondent entitled "In the Matter of the Application of Herber Farm, LLC for a Comprehensive Plan Map Change from Low Density Residential to Medium and High Density Residential, a Zone Change from Single Family Residential to Medium Density Residential, and a Lot Line Adjustment to Consolidate the Existing Lots into One Large Parcel for an Approximate 7.5 Acre Parcel Located in the 4800 and 4900 Block of Verda Lane, Keizer, Oregon (Case No. 2014-11)," which was decided on October 6, 2014. A copy of the decision being appealed herein is attached hereto as Exhibit 1, and by this reference is incorporated herein.

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PAGE 1 - Notice of Intent to Appeal

CERTIFIED TRUE COPY

WALLACE W. LIEN

A PROFESSIONAL CORPORATION

3265 Liberty Road S. • Salem, OR 97302 • 503-585-0105 office • 503-585-0106 fax
Contact by e-mail at: wallace.lien@lienlaw.com

Wallace W. Lien
Attorney for Petitioners

1 II.

2 Petitioner, Herber Farm, LLC is the owner of the property subject to the above-referenced
3 application. Petitioner, Mark D. Grenz, was the applicant on behalf of the property owner. Neither
4 petitioner was represented in the proceedings before the City of Keizer, but are represented in this
5 proceeding by:

6 Wallace W. Lien
7 Wallace W. Lien, P.C.
8 3265 Liberty Road S.
9 Salem, OR 97302
Telephone: 503-585-0105

10 III.

11 Respondent, City of Keizer, has as its mailing address and telephone number:

12 City of Keizer
13 Community Development
14 Planning Division
P.O. Box 21000
Keizer, OR 97307-1000
Telephone: 503-856-3441

15 and has, as its legal counsel, and will be represented in this proceeding by:

16 E. Shannon Johnson
17 City Attorney
18 P.O. Box 21000
Keizer, OR 97307-1000
Telephone: 503-856-3432

19 IV.

20 All other persons mailed notice of the land use decision by City of Keizer, excluding
21 petitioners and their legal counsel, as indicated by City records are attached hereto as Exhibit 2.

22 **NOTICE**

23 Anyone designated in Paragraph IV of this notice, other than respondent, who desires to
24 participate as a party in this case before the Land Use Board of Appeals must file with the board a
25 Motion to Intervene in this proceeding as required by OAR 661-10-050.

26 /////

1 Due to the large number of pages in the decision being appealed herein, written copies of the
2 decision are being attached only to the original and certified copies of the Notice of Intent to Appeal
3 filed with LUBA. Those who wish to view the decision being appealed may do so by visiting the
4 respondent's website: www.keizer.org.

5 DATED this 24th day of October, 2014, at Salem, Marion County, Oregon.

6
7 /s/ WALLACE W. LIEN
8 Wallace W. Lien, OSB No. 793011
9 of Wallace W. Lien, P.C.
10 Attorney for Petitioners
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1 **CERTIFICATE OF FILING AND SERVICE**

2 I hereby certify that on the 24th day of October, 2014, I filed the original of this **NOTICE OF**
3 **INTENT TO APPEAL**, together with two certified true copies, with the Land Use Board of Appeals,
4 DSL Building, 775 Summer Street NE, Suite 330, Salem, OR 97301-1283, by hand delivery, and that
5 I served the following parties:

6 City of Keizer
7 Community Development
8 Planning Division
P.O. Box 21000
Keizer, OR 97307-1000

E. Shannon Johnson
City Attorney
P.O. Box 21000
Keizer, OR 97307-1000

9 and all those persons listed on Exhibit 2 by depositing a certified true copy thereof in the United
10 States Post Office at Salem, Oregon, enclosed in a sealed envelope with postage prepaid, addressed
11 to said party at the address most recently shown in the City of Keizer records of this case.

12
13 /s/ WALLACE W. LIEN

14 Wallace W. Lien, OSB No. 793011
15 of Wallace W. Lien, P.C.
16 Attorney for Petitioners
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BEFORE THE LAND USE BOARD OF APPEALS
OF THE STATE OF OREGON

HERBER FARM, LLC and
MARK D. GRENZ,

Petitioners,

v.

CITY OF KEIZER,

Respondent.

LUBA No. 2014-091

STIPULATED MOTION FOR REMAND

COMES NOW Petitioners and Respondent and do hereby stipulate to a remand of the above-entitled matter without further proceedings before the Land Use Board of Appeals. The parties have been reviewing the decision on appeal and the options available to them for resolution of the substantive issues with the application. The parties agree that a stipulated remand for reconsideration of the subject decision is warranted.

Based upon this stipulation, the parties do hereby move LUBA for its order remanding this case to the City of Keizer for its further consideration and action on the application at issue.

IT IS SO STIPULATED TO this 1st day of ^{June} ~~May~~, 2015.



Wallace W. Lien, OSB No. 793011
of Wallace W. Lien, P.C.
Attorney for Petitioners



E. Shannon Johnson, OSB No. 852482
Keizer City Attorney
Attorney for Respondent

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BEFORE THE LAND USE BOARD OF APPEALS
OF THE STATE OF OREGON

06/08/15 PM 1:42 LUBA

HERBER FARMS LLC
and MARK D. GRENZ,
Petitioners,

vs.

CITY OF KEIZER,
Respondent.

LUBA No. 2014-091

FINAL OPINION
AND ORDER

Appeal from City of Keizer.

Wallace W. Lien, Salem, represented petitioner.

E. Shannon Johnson, City Attorney, Keizer, represented respondent.

HOLSTUN, Board Member; BASSHAM, Board Chair; RYAN, Board
Member, participated in the decision.

REMANDED

06/08/2015

You are entitled to judicial review of this Order. Judicial review is
governed by the provisions of ORS 197.850.

1 Holstun, Board Member.

2 The parties request that the decision challenged in this appeal be
3 remanded. Accordingly, the decision is remanded.

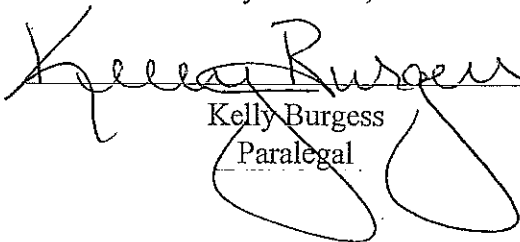
Certificate of Mailing

I hereby certify that I served the foregoing Final Opinion and Order for LUBA No. 2014-091 on June 8, 2015, by mailing to said parties or their attorney a true copy thereof contained in a sealed envelope with postage prepaid addressed to said parties or their attorney as follows:

E. Shannon Johnson
Keizer City Attorney
PO Box 21000
Keizer, OR 97307

Wallace W. Lien
Wallace W. Lien PC
PO Box 5730
Salem, OR 97304

Dated this 8th day of June, 2015.



Kelly Burgess
Paralegal

Kristi Seyfried
Executive Support Specialist

Herber Property-Site Plan Revisions

*Tax Lot 2900:

Tax Lot 2900 is not part of this application proposal and will remain vacant. When this proposal is approved, the applicant will be proposing the donation of Tax Lot 2900 to the City of Keizer for public open space.

*Philip Street NE:

The applicant is also proposing that the City of Keizer initiate a right-of-way vacation for Philip Street NE located adjacent the subject property.

*Neighborhood meeting:

Another neighborhood meeting was held on February 3, 2016, to discuss the changes to the Herber Family Apartment Development.

*Transportation:

After several comments regarding traffic came up from adjacent property owners at the neighborhood meeting, the applicant's Traffic Engineer provided a Transportation Planning Rule memo dated March 17, 2016, to the City of Keizer.

*Building Height:

The applicant took into consider the comments received regarding building height and adjacent property owners views.

After listening to adjacent property owners and further consideration, the buildings adjacent Verda Lane will be a maximum of 2-stories in height. A berm along Verda Lane will be provided as well. The berm will help to eliminate the glare of car lights onto adjacent properties. All three-story buildings will be located along the western side of the property.

*Number of apartment Units:

In order to reconfigure the property and reduce the height of the buildings adjacent Verda Lane, the applicant has reduced the number of apartment units from 120 units to 112 units.

Comprehensive Plan Change-

Zone Change

Revised April 20, 2016

BACKGROUND/PROPOSAL

The subject property is approximately 7.5 acres in size and located on the west side of Verda Lane, the east side of Philip Street, and the south side of Chemawa Road (073W02AA/Tax Lots 3000 through 3600 and 073W02AD/Tax Lots 6700 through 7300). The subject property is zoned Single Family Residential (RS). The subject property is designated as "Low Density Residential" on the Comprehensive Plan Map.

The property also includes 073W02AA/Tax Lot 2900 (4.93 acres in size) and is owned by the applicants. Tax Lot 2900 is not part of this application proposal and will remain vacant. However, when this proposal is approved, the applicant will be proposing the donation of Tax Lot 2900 to the City of Keizer for public open space.

The applicant is proposing to rezone the subject property from Single Family Residential (RS) to High Density Residential (RH) and change the comprehensive plan designation from "Low Density Residential (LDR)" to "Medium and High Density Residential (MHDR)".

The applicant is also proposing that the City of Keizer initiate a right-of-way vacation for Philip Street NE located adjacent the subject property. When vacated the right-of-way will become part of Tax Lot 2900 located to the west of the subject property.

In the 1950's, the subject property was originally subdivided into a 14 lot subdivision. In order to eliminate those lots, the applicant is also requesting to replat the 14 lots into one large property about 7.5 acres in size. The applicant is proposing to replat the properties by applying for a Partition. See Site Plan and Partition application.

The subject property is not located within an established Neighborhood Association. However, a neighborhood meeting with adjacent property owners was held on February 3, 2016. This meeting allowed adjacent property owners and interested citizens the opportunity to ask questions and provide comments regarding the revised proposal.

EXISTING SITE CONDITIONS

The property has street frontage on Verda Lane to the east, Chemawa Road to the north, Philip Street to west (which is unimproved and will not be used), and Dearborn Avenue to the south. The subject property has several structures located throughout. The existing structures will be removed prior to development of the site.

Vicinity Information: The vicinity map is attached as shown. The surrounding land uses within the vicinity are zoned and used as follows and as shown.

North: Across Chemawa Road, Single Family Residential (RS); existing single family dwellings located to the north

East: Across Verda Lane, Single Family Residential (RS) zone; existing single family dwellings

South: Across Dearborn Avenue, Single Family Residential (RS) zone; existing single family dwellings

West: Across Philip Street, Single Family Residential (RS) (Tax Lot 2900); Park land

APPLICANT'S REASONS ADDRESSING THE COMPREHENSIVE PLAN CHANGE CRITERIA

Section 3.109.01 defines a comprehensive plan change: "A Comprehensive Plan Map Amendment Request allows a property owner to amend the Comprehensive Plan Land Use Map that is allowed with the new Comprehensive Plan Land Use Map designation for the property."

This plan change involves only land that the applicant owns. The plan change is consistent with the overall objectives of the Keizer Comprehensive Plan.

Criterion A: The following Statewide Planning Goals apply to this proposal:

The request is in conformance with State Wide Planning and all applicable land use standards imposed by state law and administrative regulation, which permit applications to be filed. Development of the subject property can meet the minimum standards of the zone code and the Transportation System Plan. The proposal complies with the applicable intent statements of the Comprehensive Plan as addressed in this report. The applicant has presented evidence sufficient to prove compliance with these standards.

Goal 1 – Citizen Involvement:

The City's adopted Comprehensive Plan General Development Goal and Policies, and its adopted zone code, implement the Statewide Citizen Involvement Goal. This application will be reviewed according to the public review process established by the City of Keizer. The City's Plan is acknowledged to be in compliance with this Goal. Notice of the proposal will be provided to property owners and public agencies. The published notice will identify the applicable criteria. A public hearing to consider the request will be held by the Hearing's Officer. Through the notification and public hearing process all interested parties are afforded the opportunity to review the application, comment on the proposal, attend the public hearing, and participate in the decision.

The subject property is not located within an established Neighborhood Association. However, a neighborhood meeting with adjacent property owners was held on February 3, 2016. This meeting allowed adjacent property owners and interested citizens the opportunity to ask questions and provide comments regarding the revised proposal.

These procedures meet the requirements of this Goal for citizen involvement in the land use planning process.

Goal 2 – Land Use Planning:

The City's adopted Comprehensive Plan implements the Statewide Land Use Planning Goal. The Keizer Comprehensive Plan is acknowledged to be in compliance with the Statewide Planning Goals. This proposal is made under the goals, policies and procedures of the Keizer Comprehensive Plan and its implementing ordinance. A description of the proposal in relation to the intent of the Plan, its applicable goals and policies, the comprehensive plan change/zone change criteria is part of this review. Facts and evidence have been provided that support and justify the proposed comprehensive plan/zone change, along with findings and evidence to support the replatting (partition application) and zone change applications. For these reasons, the proposal conforms to the land use planning process established by this Goal.

Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces:

The City's adopted General Development, Scenic and Historic Areas, Natural Resources and Hazards Goals and Policies address the Statewide Goal. The City's adopted General Development, Scenic and Historic Areas, Natural Resources and Hazards Goals and Policies

address the Statewide Goal. According to City maps there is a floodplain overlay located on the lower portion of the site. The floodplain area will not be affected by the development of the property. The City's applicable floodplain development standards will apply at the time of development and will ensure compliance with Goal 5 and this policy.

Landslide hazards do not exist on the site. Therefore, a geological assessment is not required.

There are no significant historic buildings on the subject property. The applicant has taken the opportunity to consider existing conditions and influences that enables him to explore potential development. The City has standards in place to address access, internal circulation, topography, drainage, public facilities, overall site design and layout.

Goal 6 – Air, Water and Land Resources Quality:

The City's adopted Comprehensive Plan, Scenic and Historic Areas, Natural Resources and Hazards, Commercial, Industrial and Transportation Goals and Policies along with adopted facilities plans implement this Goal.

Development is required to meet applicable State and Federal requirements for air and water quality. The proposal to redevelop is reviewed by the City and any applicable outside agencies for impacts on environment and compliance to applicable standards and regulations. Development is required to meet applicable water, sewer, and storm drainage system requirements. Upon redevelopment, the City is responsible for assuring that wastewater discharges are treated to meet the applicable standards for environmental quality.

The City has identified the process through which water; sewer and storm drainage will be supplied to the site as stated in previous meetings with the applicant.

The proposed site is outside the noise contours of the air traffic, and that the facility will nevertheless utilize building materials that mitigate such noise, if any.

The major impact to air quality in the vicinity is vehicle traffic along the boundary streets. The traffic generated from the site will be minor compared to the total volume of traffic in this area, and will not create a significant additional air quality impact.

A Transportation Planning Rule memo Dated March 17, 2016, has been submitted to the City as part of this application. See attached memo.

The site is vacant. The proposed change will have no significant impact on the quality of the land. Considering the location of the site within the city, the availability of public facilities to provide water, sewage disposal and storm drainage services, and the surrounding transportation system, the proposal will have no significant impacts to the quality of the air, water or land. The City's adopted facility plans implement Goal 6.

Goal 8 – Recreational Needs:

The City's adopted Comprehensive Plan Activity Centers, Parks and Recreation Goal and Policies implements the Statewide Recreation Needs Goal by encouraging conservation and identification of existing and needed park resources and funding mechanisms. At the time of development, the proposal will provide improved public pedestrian connections via hard-surfaced sidewalks. Claggett Park is located about two blocks to the west (adjacent Tax Lot 2900) of the site on Chemawa Road.

Northview Park is located to the southeast of the subject property. These two sites provide adequate parks and recreation within the area. However, at the time of development, the multi-family development on the site will have common open space and private open space for the residents. Therefore, the proposal complies with this Goal.

Goal 9-Economic Development:

The proposed zone change will have a positive impact on the economy of the City of Keizer. The rezone will allow the underdeveloped property to be developed, which will create a housing type that is a less expensive option for families.

The proposal will provide a location for residential uses and along with that will come a new opportunity for employment with the construction of the apartments. The subject property is currently underutilized. The site is currently unproductive and returns little value to the City. Redevelopment contributes to the economic base of the urban area, which is consistent with this Goal. The site will offer economic diversification because it will provide for the expansion of new residential. The construction of the site will provide an opportunity to encourage hiring of local unemployed, skilled and unskilled local residents.

Goal 10 – Housing:

The City of Keizer has an adopted housing needs analysis, "Keizer Housing Needs Analysis 2013-2033" that is dated May 2013. The City has projected a need for residential units in the City's "Housing Needs Analysis" to address State Land Use Goals 10 by establishing population projections. The Housing Needs Analysis reevaluates the housing needs for all residential types. According to the study, Keizer is in need of 362 multi-family units within the RM and RH zoned residential land in order to help fill the deficit for multi-family housing.

The Housing Needs Analysis looks at both multi-family residential and single family dwelling. Both housing types are needed in Keizer and both housing types provide housing. The Keizer Housing Needs Analysis and Comprehensive Plan Goals and Policies encourage developers to provide all types of housing opportunities. This proposal will provide a needed multi-family housing type in this part of Keizer.

The applicant's proposal is to rezone the site from RS and RH to allow a higher density to be built on the site. As stated above, according to the Housing Needs Analysis, Keizer has a deficit of 362 dwelling units in Multi-Family units. The rezone helps maximize the density while helping to meet housing needs within the City of Keizer.

The housing needs also shows a need of 1,183 single family residential dwellings. However, due to traffic and access issues, this is not an ideal site for single family homes. With single family homes there will be about 14 driveways that would access directly onto Verda Lane. Whereas with a multi-family development 2 driveways (3 driveways max) are needed onto Verda Lane. The development of multi-family on the site is a safer and more efficient use of this site. Proposed subdivisions within the City of Keizer will make up for the loss of this 14 single family lots/dwellings.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial services are currently available to the west along Chemawa Road and River Road N.

The existing neighborhood consists of single family housing. The surrounding properties are zoned for single family development. In order to provide an alternative housing pattern while being consistent with the neighborhood, the proposed development will provide a higher density of needed housing in this area of Keizer. In order to maintain the character of the neighborhood, the site will be developed in compliance with required Design Standards and provide bufferyards along property lines.

The City's adopted Comprehensive Plan, Residential, Transportation Goals and Policies and applicable adopted facilities plans implement the Statewide Housing Goal.

The City's subdivision and land use processes implement applicable Housing Goals and Policies. There is a deficit in multi-family residential land in the City of Keizer.

FIGURE 14: PROJECTED NEW UNIT NEED MINUS REMAINING BLI CAPACITY, KEIZER (2033)

			NEW UNITS NEEDED (2033) vs. CAPACITY							
Zoning Designation		Capacity of Vacant Lands (In Units) ¹	S.F. Detached	S.F. Attached	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Total Units	← New Units Needed (2032)
			2,269	255	38	351	1,437	162	4,513	
RS	Single Family Residential	1,183	1,064	120	-	-	-	-	1,183	← Distribution of Remaining BLI Capacity
RL	Limited Density Residential	-	-	-	-	-	-	-	0	
RL-LU	Limited D.R. - Limited Use	-	-	-	-	-	-	-	0	
RM (Medium)	Medium Density Residential	-	-	-	-	-	-	-	0	
RM (Medium High)	Medium Density Residential	362	-	-	-	-	362	-	362	
RM-LU	MDR - Limited Use	-	-	-	-	-	-	-	0	
RH	High Density Residential	-	-	-	-	-	-	-	0	
UT	Urban Transition	310	279	31	-	-	-	-	310	← Total Capacity of Buildable Lands
MU	Mixed Use (Keizer Station)	153	-	-	-	-	153	-	153	
MU	Mixed Use (Other)	314	-	-	-	-	314	-	314	
Totals/Averages:		2,322	1,343	151	0	0	829	0	2,322	
Accessory Dwelling Unit Assumption:				62	38				100	← Remaining Unit Need
				926	42	0	351	609	162	

Sources: City of KEIZER, MWVCOG, Johnson Reid LLC

"As Figure 14 shows, the projected number of future housing units exceeds the capacity of buildable lands by an estimated 2,090 units. Therefore, there is a projected need for an additional residential land in order to accommodate this additional need for housing by 2033."

The proposal will help provide additional housing units within the City of Keizer.

Goal 11 - Public Facilities and Services:

The City's adopted Comprehensive Plan, residential, and Transportation Goal and Policies and adopted Stormwater and Water Master Plans implement the Statewide Public Facilities and Services Goal by requiring development to be served by public services. The proposal is for revitalized urban development in an area where future extensions of those services can be provided in the most feasible, efficient and economical manner. All necessary and appropriate public services and facilities essential for development will be provided to this property at levels that are adequate to serve the proposed use.

The City maintains an infrastructure of public services that includes sewer, water, and storm drainage facilities. The City will specify any needed changes to the existing service levels at the time building permits are requested.

Sidewalks are or will be provided throughout the site to connect to the public sidewalk system. The location along a major transportation corridor facilitates access to a transit route (Route 15 on Verda Lane and Route 18 on Chemawa Road), bicycle and pedestrian access, provides significant opportunity to reduce vehicle miles traveled. The vehicle, transit, bicycle, and pedestrian circulation systems will be designed to connect major population and employment centers in this Keizer area, as well as provide access to local neighborhood residential, shopping, schools, and other activity centers.

Traffic from this site is diverted away from residential areas and has convenient access to the existing streets. Aesthetics and landscaping will be considered in the design of the circulation system to cut down on headlight glare, heat, and improved traffic direction.

The Salem-Keizer School District provides public education facilities. The education district's master plan provides for growth in the district and has options to meet the demand. The education district reviews the population factors to determine planning, funding and locating new schools or providing additional facilities on the sites of existing schools.

Other private service providers supply garbage, telephone, television, postal and internet services as needed by the development. The required public services and facilities to serve new development will be determined by the City at the time development permits are requested. By providing adequate public facilities and services for the proposed use, the requirements of this Goal are met.

Goal 12 – Transportation:

The City's adopted Comprehensive Plan Transportation Goals and Policies and the adopted Transportation Plan implements the Statewide Transportation Goal by encouraging a safe, convenient and economic transportation system. The subject property is located along Chemawa Road and Verda Lane. The major streets are in place due to previous development.

The development of multi-family units on this site is a safer and more convenient way to development the site. The multi-family development will provide two driveways within and throughout the site onto Verda Lane. Whereas the single family lots would require 14 driveways onto Verda Lane. Therefore, from a traffic and safety standpoint, the development of this site as apartments is safer.

A Transportation Planning Rule memo Dated March 17, 2016, has been submitted to the City as part of this application.

Criterion B: Comprehensive Plan Goals and Policies

The intent of Keizer Comprehensive Plan (KCP) Residential Development goals is to promote a variety of housing and opportunities for all income levels. The comprehensive plan change/zone change will allow the property to be developed at a higher density, therefore, meeting the intent of the residential goals.

Residential Development Policies

General Policies 1 & 2:

The applicant's proposal is to rezone the property from RS to RH to allow a higher density to be built on the site. As stated above, according to the Housing Needs Analysis, Keizer has a deficit of capacity in the multi-family designation. The rezone helps maximize the density while helping to meet housing needs within the City of Keizer.

The rezoning of the subject property will help to provide a variety of housing other than single family dwellings. This is a growing area that already has more than a sufficient amount of single family land for development. Multi-family development will provide a needed housing type in the area while helping to meet housing needs as well. Therefore, establishing a mixture of residential uses within the area.

General Policies 3 & 4:

The City's adopted Comprehensive Plan Transportation Goal and Policies and the adopted Keizer Transportation System Plan implements the Statewide Transportation Goal by encouraging a safe, convenient and economic transportation system. The subject property is located along Chemawa Road and Verda Lane. The major streets are in place due to previous development. Sidewalks and needed improvements will be made to Verda Lane, Philip Street, Chemawa Road, Dearborn Avenue if required.

The City's adopted Comprehensive Plan, residential, and Transportation Goal and Policies and adopted Stormwater and Water Master Plans implement the Statewide Public Facilities and Services Goal by requiring development to be served by public services. The proposal is for revitalized urban development in an area where future extensions of those services can be provided in the most feasible, efficient and economical manner. All necessary and appropriate public services and facilities essential for development will be provided to this property at levels that are adequate to serve the proposed use.

The City maintains an infrastructure of public services that includes sewer, water, and storm drainage facilities. The City will specify any needed changes to the existing service levels at the time building permits are requested.

General Policies 5 & 6:

As stated above, the rezoning of the subject property will help to provide a variety of housing other than single family dwellings. This is a growing area that already has more than a sufficient amount of single family land for development. Multi-family development will provide a needed housing type in the area while helping to meet housing needs as well.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

General Policies 7, 8, & 9:

The subject property has several structures located throughout. The existing structures will be removed prior to development of the site.

In order to provide a mixture of housing in the area, the applicant is requesting a zone change. The comprehensive plan encourages a mixture of housing types within a neighborhood. The infill development will encourage a type of needed housing along Verda Lane and Chemawa Road.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

The existing neighborhood consists of single family housing. The surrounding properties are zoned for single family development. In order to provide an alternative housing pattern while being consistent with the neighborhood, the proposed development will provide a higher density of needed housing in this area of Keizer. In order to maintain the character of the neighborhood, the

site will be developed in compliance with required Design Standards and provide bufferyards along property lines.

The comprehensive plan change/zone change will promote infill development with the development of a property that is already served by City Services and all transportation to be developed with a higher density of housing that is needed in this area.

General Policy 10:

The development will also be located in an area in close proximity to existing and proposed services. The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

General Policy 13:

The subject property is located along Verda Lane (east), Chemawa Road (north), Dearborn Avenue (south), and Philip Street (west). Sidewalks and needed improvements will be made if required. The major streets are in place due to previous development and the subject property is surrounded by right-of-way. Therefore, there will not be any through traffic to existing neighborhoods.

General Policy 15, 18, & 19:

The City of Keizer has an adopted housing needs analysis, "Salem-Keizer Housing Needs Analysis 2012-2023", that is dated May 2011. The Housing Needs Analysis re-evaluates the housing needs for all residential types. According to the study, Keizer is in need of RM and RH zoned residential land in order to help fill the deficit for multi-family housing.

The applicant's proposal is to rezone the site from RS and RH to allow a higher density to be built on the site. As stated above, according to the Housing Needs Analysis, "Keizer has a deficit of capacity in the Multi-Family designation, with a deficit of 362 dwelling units..." The rezone helps maximize the density while helping to meet housing needs within the City of Keizer.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

The existing neighborhood consists of single family housing. The surrounding properties are zoned for single family development. In order to provide an alternative housing pattern while being consistent with the neighborhood, the proposed development will provide a higher density of needed housing in this area of Keizer. In order to maintain the character of the neighborhood, the site will be developed in compliance with required Design Standards and provide bufferyards along property lines.

The buildings adjacent Verda Lane will be a maximum of 2-stories in height as shown on the site plan and colored building elevations. This will help to minimize the any visual impacts on adjacent property owners. A berm along Verda Lane will be provided as well. The berm will help to eliminate the glare of car lights onto adjacent properties. All three-story buildings will be located along the western side of the property.

The City's adopted Comprehensive Plan, Residential, Transportation Goals and Policies and applicable adopted facilities plans implement the Statewide Housing Goal.

The City's subdivision and land use processes implement applicable Housing Goals and Policies. There is a deficit in multi-family residential land in the City of Keizer.

General Policy 16:

Development is required to meet applicable State and Federal requirements for air and water quality. The proposal to redevelop is reviewed by the City and any applicable outside agencies for impacts on environment and compliance to applicable standards and regulations. Development is required to meet applicable water, sewer, and storm drainage system master plan requirements. Upon redevelopment, the City is responsible for assuring that wastewater discharges are treated to meet the applicable standards for environmental quality.

The proposed site is outside the noise contours of the air traffic, and that the facility will nevertheless utilize building materials that mitigate such noise, if any.

The major impact to air quality in the vicinity is vehicle traffic along the boundary streets. The traffic generated from the site will be minor compared to the total volume of traffic in this area, and will not create a significant additional air quality impact. The TIA identifies the traffic needs for the site and mitigation measures.

General Policy 17:

The City's adopted General Development, Scenic and Historic Areas, Natural Resources and Hazards Goals and Policies address the Statewide Goal. According to City map there is a floodplain overlay located on the lower portion of the site. The floodplain area will not be affected by the development of the property. The City's applicable floodplain development standards will apply at the time of development and will ensure compliance with Goal 5 and this policy.

The applicant has provided a tree plan, identifying the location and size of all existing trees on the site.

Landslide hazards do not exist on the site. Therefore, a geological assessment is not required.

The applicant has taken the opportunity to consider existing conditions and influences that enables him to explore potential development. The City has standards in place to address access, internal circulation, topography, drainage, public facilities, overall site design and layout.

General Policy 21:

The cumulative effect of all new residential development in the Keizer Urban Area should average 6.5 dwelling units per gross acre of residential development. The comprehensive plan change/zone change will allow the property to be developed at a higher density, therefore, meeting or exceeding the dwelling average.

Criterion C: Alternative sites

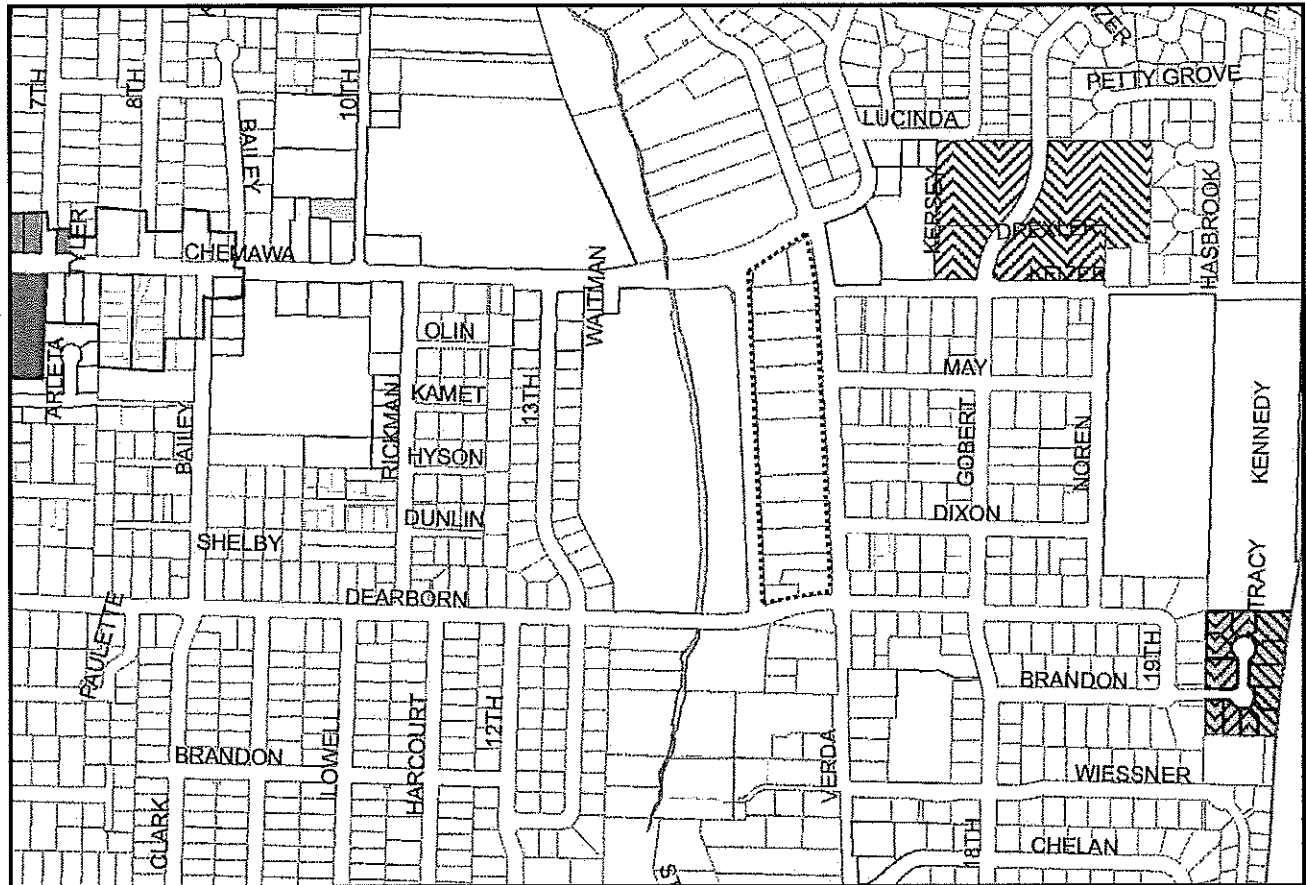
There is a lack of appropriately designated vacant RM and RH sites within this vicinity. This site gives the applicant the ability to provide mixed housing within this area along Chemawa Road and Verda Lane. There is land zoned and designated for Medium High Residential Density. However, these designated properties along Chemawa Road are fully developed.

As shown on the City land zone map there is no property contiguous to the existing site that is vacant, and there is none in the area. The only appropriately designated properties within the necessary proximity to the existing site are located on Chemawa Road and are developed.

According to the Housing Needs Analysis, Keizer has a deficit of capacity in the MF designation, with a deficit of medium and high zoned residential land. With a multi-family designation, the subject property can be developed as multi-family dwellings; the rezone helps maximize the density while helping to meet housing needs within the Keizer Urban Area.

The subject property will not only be a site that will contribute to the multi-family housing needs, but it is also a site that can help improve the transportation circulation in the area. The development of the site will encourage a mixture of housing types and higher densities within an infill lot along Chemawa Road.

There are no appropriately designated alternative sites within the vicinity for the proposed use that are currently vacant. Therefore, the proposal satisfies this criterion met.



Criterion D: Projected Needs

The proposed rezoning will provide 7.5 acres of multi-family (RH) zoned property within the Keizer Urban Area, where a total of 362 units of multi-family dwellings are needed in order to meet the City of Keizer housing needs.

The existing zone is RS. If developed as RS, the site will provide 14 single family lots, where 1,183 lots are needed in order to meet the housing needs. Fourteen lots don't help the housing needs of this area. Furthermore, currently there are several subdivisions with in Keizer that have been approved and will more than make up for the loss of these 14 lots.

The HNA shows that there is a total of 250 acres of RS and UT zoned property (vacant and partially vacant) available for the development of single family dwellings. Whereas, there is only 24.1 acres of medium to high density (RM and RH) land available within Keizer for the development of multi-family units. This indicates that there is a great need for vacant land zoned for the development of multi-family units within the City of Keizer.

Also, due to the requirements of the Comprehensive Plan to provide a mixture of housing types, the need for multi-family housing in this area is greater than the need for single family housing. There are currently a wider range of housing opportunities for single family dwellings in the area than for multi-family units.

This criterion is met, by establishing a use that is consistent with the future residential needs in the area, by addressing how residential needs of the Keizer area are being met by this proposal, and by providing higher density for housing needs and a logical transition along Chemawa Road and Verda Lane.

FIGURE 13: RESIDENTIAL COMPREHENSIVE PLAN DESIGNATIONS, CITY OF KEIZER

ZONING DESIGNATION		Net Vacant Buildable Acres	Observed Density (Units/ Net Acre)	Target Density (Units/ Net Acre) ⁵	Capacity of Vacant Lands (Units)	Underlying Comp Plan Designation
RS (Vacant, Redev.)	Single Family Residential	56.1	6.6	6.6 det. 8.0 att.	378	Low Density Residential
RS (Partially vacant) ¹	Single Family Residential	142.7	na	6.6 det.	805	Low Density Residential
RL	Limited Density Residential	0	4.8	-	-	Medium D.R. or Medium High D.R.
RL-LU	Limited D.R. - Limited Use	0	9.6	-	-	Medium High Density Res.
RM (Medium) ²	Medium Density Residential	0	na	-	-	(See footnote)
RM (Medium High)	Medium Density Residential	24.1	9.6	15.0	362	Medium High Density Res.
RM-LU	MDR - Limited Use	0	9.6	-	-	Medium High Density Res.
RH ³	High Density Residential	0	na	-	-	(See footnote)
UT (Vacant, Redev.)	Urban Transition	9.4	6.6	6.6 det. 8.0 att.	63	Low Density Residential
UT (Partially vacant) ¹	Single Family Residential	41.4	na	6.6 det.	247	Low Density Residential
MU ⁴	Mixed Use (Keizer Station)	22.8	6.7	6.7	153	Mixed Use
MU	Mixed Use (Other)	18.7	16.8	16.8	314	Mixed Use
Accessory Dwelling Unit Assumption:					100	
Totals/Averages:		315.2		9.3	2,422	

Sources: MWVCOG, City of KEIZER, Johnson Reid LLC

Criterion E and Criterion F: Lane Use Patterns and Adjacent Land

The subject property is currently vacant. In order to provide a mixture of housing in the area, the applicant is requesting a zone change. A majority of the properties along Chemawa Road are zoned for single family development and all the properties along Verda Lane are zoned for single family development.

The existing neighborhood consists of single family housing and some multi-family dwellings. In order to maintain the character of the neighborhood, the site will be developed in compliance with required Design Standards.

The buildings adjacent Verda Lane will be a maximum of 2-stories in height as shown on the site plan and colored building elevations. This will help to minimize the any visual impacts on adjacent property owners. A berm along Verda Lane will be provided as well. The berm will help to eliminate the glare of car lights onto adjacent properties. All three-story buildings will be located along the western side of the property. See attached site plans.

There are no foreseeable adverse effects of the proposal to adjacent properties. The adjacent properties have public street frontage on and access to major streets. Therefore, this criterion is met.

Criterion G: Public Facilities and Services

The City's adopted Comprehensive Plan Transportation Goal and Policies and the Transportation System Plan implements the Statewide Transportation Goal by encouraging a safe, convenient and economic transportation system. The subject property is located Chemawa Road (north), Verda Lane (east), Philip Street (west), and Dearborn Avenue (south). The major streets are in place due to previous development. Sidewalks and needed improvements will be made to if required.

The City's adopted Comprehensive Plan, residential, and Transportation Goal and Policies and adopted Stormwater and Water Master Plans implement the Statewide Public Facilities and Services Goal by requiring development to be served by public services. The proposal is for revitalized urban development in an area where future extensions of those services can be provided in the most feasible, efficient and economical manner. All necessary and appropriate public services and facilities essential for development will be provided to this property at levels that are adequate to serve the proposed use.

The City maintains an infrastructure of public services that includes sewer, water, and storm drainage facilities. The City will specify any needed changes to the existing service levels at the time building permits are requested.

APPLICANT'S REASONS ADDRESSING THE ZONE CHANGE CRITERIA

The subject property is currently zoned RS but is underdeveloped. The proposed RH zone will implement the requested "Multi-Family Residential" Comprehensive Plan map designation.

Criterion (a) is addressed as follows:

As stated above, the proposed zone is appropriate for the Comprehensive Plan Land Use designation and is consistent with the applicable Comprehensive Plan policies.

Residential Development Policies

General Policies 1 & 2:

The applicant's proposal is to rezone the property from RS to RH to allow a higher density to be built on the site. As stated above, according to the Housing Needs Analysis, Keizer has a deficit of capacity in the multi-family designated land. The rezone helps maximize the density while helping to meet housing needs within the City of Keizer.

The rezoning of the subject property will help to provide a variety of housing other than single family dwellings. This is a growing area that already has more than a sufficient amount of single family land for development. Multi-family development will provide a needed housing type in the area while helping to meet housing needs as well. Therefore, establishing a mixture of residential uses within the area.

General Policies 3 & 4:

The City's adopted Comprehensive Plan Transportation Goal and Policies and the adopted Keizer Transportation System Plan implements the Statewide Transportation Goal by encouraging a safe, convenient and economic transportation system. The subject property is located along Chemawa Road and Verda Lane. The major streets are in place due to previous development. Sidewalks and needed improvements will be made to Verda Lane, Philip Street, Chemawa Road, Dearborn Avenue if required.

The City's adopted Comprehensive Plan, residential, and Transportation Goal and Policies and adopted Stormwater and Water Master Plans implement the Statewide Public Facilities and Services Goal by requiring development to be served by public services. The proposal is for revitalized urban development in an area where future extensions of those services can be provided in the most feasible, efficient and economical manner. All necessary and appropriate public services and facilities essential for development will be provided to this property at levels that are adequate to serve the proposed use.

The City maintains an infrastructure of public services that includes sewer, water, and storm drainage facilities. The City will specify any needed changes to the existing service levels at the time building permits are requested.

General Policies 5 & 6:

As stated above, the rezoning of the subject property will help to provide a variety of housing other than single family dwellings. This is a growing area that already has more than a sufficient amount of single family land for development. Multi-family development will provide a needed housing type in the area while helping to meet housing needs as well.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

General Policies 7, 8, & 9:

The subject property is currently vacant. In order to provide a mixture of housing in the area, the applicant is requesting a zone change. The comprehensive plan encourages a mixture of housing types within a neighborhood. The infill development will encourage a type of needed housing along Verda Lane and Chemawa Road.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

The existing neighborhood consists of single family housing. The surrounding properties are zoned for single family development. In order to provide an alternative housing pattern while being consistent with the neighborhood, the proposed development will provide a higher density of needed housing in this area of Keizer. In order to maintain the character of the neighborhood, the site will be developed in compliance with required Design Standards and provide bufferyards along property lines.

The comprehensive plan change/zone change will promote infill development with the development of a property that is already served by City Services and all transportation to be developed with a higher density of housing that is needed in this area.

General Policy 10:

The development will also be located in an area in close proximity to existing and proposed services. The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

General Policy 13:

The subject property is located along Verda Lane (east), Chemawa Road (north), Dearborn Avenue (south), and Philip Street (west). Sidewalks and needed improvements will be made if required. The major streets are in place due to previous development and the subject property is surrounded by right-of-way. Therefore, there will not be any through traffic to existing neighborhoods.

General Policy 15, 18, & 19:

The City of Keizer has an adopted housing needs analysis, "Salem-Keizer Housing Needs Analysis 2012-2023", that is dated May 2011. The Housing Needs Analysis evaluates the housing needs for all residential types. According to the study, Keizer is in need of RM and RH zoned residential land in order to help fill the deficit for multi-family housing.

The applicant's proposal is to rezone the site from RS and RH to allow a higher density to be built on the site. As stated above, according to the Housing Needs Analysis, "Keizer has a deficit of capacity in the Multi-Family designated land, with a deficit of 362 dwelling units. The rezoning helps maximize the density while helping to meet housing needs within the City of Keizer.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

The existing neighborhood consists of single family housing. The surrounding properties are zoned for single family development. In order to provide an alternative housing pattern while being consistent with the neighborhood, the proposed development will provide a higher density of needed housing in this area of Keizer. In order to maintain the character of the neighborhood, the site will be developed in compliance with required Design Standards and provide bufferyards along property lines.

The City's adopted Comprehensive Plan, Residential, Transportation Goals and Policies and applicable adopted facilities plans implement the Statewide Housing Goal.

The City's subdivision and land use processes implement applicable Housing Goals and Policies. There is a deficit in multi-family residential land in the City of Keizer.

General Policy 16:

Development is required to meet applicable State and Federal requirements for air and water quality. The proposal to redevelop is reviewed by the City and any applicable outside agencies for impacts on environment and compliance to applicable standards and regulations. Development is required to meet applicable water, sewer, and storm drainage system master plan requirements. Upon redevelopment, the City is responsible for assuring that wastewater discharges are treated to meet the applicable standards for environmental quality.

The proposed site is outside the noise contours of the air traffic, and that the facility will nevertheless utilize building materials that mitigate such noise, if any.

The major impact to air quality in the vicinity is vehicle traffic along the boundary streets. The traffic generated from the site will be minor compared to the total volume of traffic in this area, and will not create a significant additional air quality impact. The TIA identifies the traffic needs for the site and mitigation measures.

General Policy 17:

The City's adopted General Development, Scenic and Historic Areas, Natural Resources and Hazards Goals and Policies address the Statewide Goal. According to City map there is a floodplain overlay located on the lower portion of the site. The floodplain area will not be affected by the development of the property. The City's applicable floodplain development standards will apply at the time of development and will ensure compliance with Goal 5 and this policy.

The applicant has provided a tree plan, identifying the location and size of all existing trees on the site.

Landslide hazards do not exist on the site. Therefore, a geological assessment is not required.

The applicant has taken the opportunity to consider existing conditions and influences that enables him to explore potential development. The City has standards in place to address access, internal circulation, topography, drainage, public facilities, overall site design and layout.

General Policy 21:

The cumulative effect of all new residential development in the Keizer Urban Area should average 6.5 dwelling units per gross acre of residential development. The comprehensive plan change/zone change will allow the property to be developed at a higher density, therefore, meeting or exceeding the dwelling average.

Criterion (b) is addressed as follows:

An RH development should have a positive effect on the neighborhood by providing a needed housing type in the area, while recognizing the physical capacity of the site and the necessary provisions of public facilities and services. All necessary public facilities are required to be made available to the subject property, and adequate transportation facilities are already in place.

An overall positive finding can be made that the effects of the proposal are appropriate considering the impact on the existing single family-density neighborhood, the physical characteristics and capacity of the site, and the availability of public facilities and services to be extended upon development. The development will take an undeveloped site and create a development that is visual appealing to the neighborhood. At the time of building permits, Design Standards will be in place to help eliminate any impacts to the neighborhood and create a positive development.

Criterion (c) is addressed as follows:

The proposed RH zone can be established in compliance with the development requirements of this Code. The applicant will be required to obtain building permits. The building permits will be reviewed for compliance with the Code.

New development on the site will be according to City standards which are the minimum community development standards established by the City. By meeting these requirements at the development stage, the development will meet the City's development standards which are designed to make abutting land uses compatible with each other. The redevelopment of this

site is subject to City codes as well as market forces which dictate an attractive, easily accessible project in order to attract both investors and customers.

The Cities Development Code will help implement direction of outdoor lighting, bufferyards, improved access, street improvements, paved parking lots and paved surfaces to limit dust. The applicant will work with staff to assure that the City of Keizer Design Standards and Code requirements are met prior to development of the site.

Criterion (d) is addressed as follows:

The City's adopted Comprehensive Plan, residential, and Transportation Goal and Policies and adopted Stormwater and Water Master Plans implement the Statewide Public Facilities and Services Goal by requiring development to be served by public services. The proposal is for revitalized urban development in an area where future extensions of those services can be provided in the most feasible, efficient and economical manner. All necessary and appropriate public services and facilities essential for development will be provided to this property at levels that are adequate to serve the proposed use.

The City maintains an infrastructure of public services that includes sewer, water, and storm drainage facilities. The City will specify any needed changes to the existing service levels at the time building permits are requested.

Sidewalks are or will be provided throughout the site to connect to the public sidewalk system. The location along a major transportation corridor facilitates access to a transit route (Route 15 on Verda Lane and Route 18 on Chemawa Road), bicycle and pedestrian access, provides significant opportunity to reduce vehicle miles traveled. The vehicle, transit, bicycle, and pedestrian circulation systems will be designed to connect major population and employment centers in this Keizer area, as well as provide access to local neighborhood residential, shopping, schools, and other activity centers.

Traffic from this site is diverted away from residential areas and has convenient access to the existing streets. Aesthetics and landscaping will be considered in the design of the circulation system to cut down on headlight glare, heat, and improved traffic direction.

The Salem-Keizer School District provides public education facilities. The education district's master plan provides for growth in the district and has options to meet the demand. The education district reviews the population factors to determine planning, funding and locating new schools or providing additional facilities on the sites of existing schools.

Other private service providers supply garbage, telephone, television, postal and internet services as needed by the development. The required public services and facilities to serve new development will be determined by the City at the time development permits are requested. By providing adequate public facilities and services for the proposed use, the requirements of this goal are met.

Criterion (e) is addressed as follows:

The applicant is proposing to rezone the subject property to RH (High Density Residential). The purpose of the RH zone is to encourage high residential densities for multifamily dwellings. The applicant is proposing to develop the site with the maximum multi-family dwellings allowed. The rezone will allow the applicant to develop the site at a higher density than allowed under the

current zone. The development of apartment units on the site will meet the intent of the RH zone.

Criterion (f) is addressed as follows:

The City of Keizer has an adopted housing needs analysis, "Salem-Keizer Housing Needs Analysis 2012-2023", that is dated May 2013. The Housing Needs Analysis evaluates the housing needs for all residential types. According to the study, Keizer is in need of RM and RH zoned residential land in order to help fill the deficit for multi-family housing.

The applicant's proposal is to rezone the site from RS and RH to allow a higher density to be built on the site. As stated above, according to the Housing Needs Analysis, Keizer has a deficit of capacity in the Multi-Family designation, with a deficit of 362 dwelling units. The rezone helps maximize the density while helping to meet housing needs within the City of Keizer.

The development will also be located in an area in close proximity to existing and proposed services. There are at least two parks located within a mile or less of the site. Commercial Services are currently available to the west along Chemawa Road and River Road N.

The existing neighborhood consists of single family housing. The surrounding properties are zoned for single family development. In order to provide an alternative housing pattern while being consistent with the neighborhood, the proposed development will provide a higher density of needed housing in this area of Keizer. In order to maintain the character of the neighborhood, the site will be developed in compliance with required Design Standards and provide bufferyards along property lines.

The City's adopted Comprehensive Plan, Residential, Transportation Goals and Policies and applicable adopted facilities plan implement the Statewide Housing Goal.

The City's subdivision and land use processes implement applicable Housing Goals and Policies. There is a deficit in multi-family residential land in the City of Keizer.

APPLICANT'S REASONS ADDRESSING THE PARTITION CRITERIA

The applicant is requesting a concurrent partition. The partition will replat the existing 14 lots into one large lot consisting of 7.5 acres.

The lot will be of size to accommodate a large apartment development. At the time of development the parcel will have safe and efficient access onto Verda Lane. All services will be in place for the development of the site.

At this time, the applicant is not proposing the removal of any trees on the site. If the applicant decides to remove trees, a tree removal permit will be applied for prior to development of the site.

The partition/replatting of the site is in compliance with the requirements of the Keizer Code. See attached site plan.

1 **BEFORE THE KEIZER CITY COUNCIL**

2 In the Matter of the Application of Herber)
 3 Farm, LLC, and the Herber Family)
 4 individually as successors in interest, for a)
 5 Comprehensive Plan Map Change from)
 6 Low Density Residential to Medium and)
 7 High Density Residential, a Zone Change)
 8 from Single Family Residential to Medium)
 9 Density Residential, and a Lot Line)
 10 Adjustment to Consolidate the Existing)
 11 lots into one large parcel for an)
 12 approximate 7.5 acre parcel located in the)
 13 4800 Block of Verda Lane, Keizer, OR)

Case No. 2014-11

9 COMES NOW Herber Farm, LLC as the applicant, and Judith Ann Peters, Tyrene Ann
 10 Denlinger, Joseph Albert Herber and Mary Ellen Herber Mize (Herber Family, who are successors
 11 in interest to the land previously owned by Herber Farm, LLC), by and through their attorney, Wallace
 12 W. Lien, of Wallace W. Lien, P.C., and does hereby submit the following additional justification for
 13 the above referenced project.

14 **1. Background Information**

15 This case comes back to the City Council on the basis of its May 18, 2015 Reconsideration
 16 of its prior decision denying the application. The prior decision was appealed to the Oregon Land Use
 17 Board of Appeals (LUBA). The appeal was stayed for a period of time, and ultimately upon
 18 stipulation between the parties, the City withdrew its prior decision and allowed that decision to be
 19 reconsidered.

20 In the long period of time since its reconsideration, the Applicants and their consultants have
 21 spent considerable energy revamping the project; dealing with ODOT on the roundabout; and
 22 conducting meetings with staff as well as conducting a neighborhood meeting to gain input on new
 23 design concepts. Significant changes in the design of the project have been accomplished to directly
 24 address the concerns expressed by the Council, and the public in the prior proceedings. The primary
 25 changes are summarized as follows:

26 Transportation issues. There are many transportation issues that have changed for the better

PAGE 1 - *Additional Justification for the Application*

WALLACE W. LIEN

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1 with this new plan. First of all, the Applicants' worked with ODOT to come up with a plan for the
2 new right of way to be taken from the Applicants' property for the Verda Lane Roundabout. The
3 Roundabout is now under construction, and will provide much better traffic flow, and less accidents
4 than the previous stop sign configuration. The Philip Street right of way adjacent to the property will
5 no longer be needed, and it is proposed that the City vacate it. In addition, the Applicants' engaged
6 a traffic engineer to review the proposed new design. That report, dated March 14, 2016, indicates
7 that the level of traffic to be generated from this project will not significantly affect the transportation
8 system. This analysis demonstrates compliance with Oregon's Transportation Planning Rule.

9 In addition, the Traffic study suggested a trip cap be imposed of 750 trips per day, which is
10 sufficient to serve the proposed development, and ensures that this development will not significantly
11 affect the transportation system. The study points out that multi-family units generate approximately
12 one-third less traffic than single family homes. By converting the subject property to multi-family
13 units the additional number of units is nearly off set by the less traffic generated per unit.

14 OAR 660-012-0060(1) provides that a plan amendment and zone change may be approved
15 so long as change will not result in a significant affect on a transportation facility. To have a
16 significant affect, the proposed change would have to involve a change in the functional classification
17 of a transportation facility. OAR 660-012-0060(1)(a). There is no such change proposed here,
18 therefore this element is not relevant. OAR 660-012-0060(1)(b) provides that a significant affect will
19 occur if there is a change in the standards that implement the street functional classification system.
20 There is no such change proposed here, therefore this element is also not relevant. Lastly, a
21 significant affect may be found based on the level of traffic being generated by a new development
22 and its impact on the local street system. This aspect of the Rule also provides for trip caps to ensure
23 that a new development will not significantly impact the transportation system. OAR 660-012-
24 0060(1)(c). The traffic study indicates that the proposed development will not significantly affect the
25 transportation system, and suggests the trip cap of 750 to ensure such compliance. The Applicants
26 are in support of the conditions of approval suggested in the traffic study.

1 Building design. After meeting with the neighborhood and staff, the Applicants' new design
2 will have a maximum two story height on all buildings that face Verda Lane. A new feature will be
3 a Verda Lane berm which will eliminate the glare of car lights onto adjacent property. The western
4 side of the project, where it is not adjacent to a residential area, will be three stories, but will have the
5 look of a two story structure due to the lower story being at the lower grade. The design of the
6 buildings has been greatly enhanced, with each building looking like one single family home. The
7 French Door Covered entry is a new amenity that contributes significantly to the homely feel of the
8 building, and its appearance as if it were one large home.

9 Total number of units. The total number of units in the new design is down to 112 from the
10 originally proposed 120 units. The reduction in the number of units, together with the redesign of the
11 exterior of the buildings do not suggest there are even 112 unit in the project. The density in the
12 Medium Density Residential zones range from a maximum of 10 to a maximum of 22 units per acre
13 in the Medium Higher density zone. Section 2.104.06(I). Theoretically speaking then at the Medium
14 Density level, the total number of units would be 75, which figure increases to 165 units at the
15 Medium High Density zone. At the proposed 112 unit on the combined zone proposal, this site is
16 significantly less dense that it could be if the entire site was zoned Medium High Density. The 112
17 units is a nice compromise in the zoning, and a significant economic concession on the part of the
18 Applicants.

19 Open space dedication. The Applicants' own Tax Lot 2900 which is adjacent to the subject
20 property, but not part of this application. The land is vacant, and the Applicants' propose to donate
21 this land for open space to give the area a nice open feeling.

22 Comparison to What Could be Built Now. With these design changes, this project has gained
23 the support of staff, and should be approved. This is especially so given the alternative development
24 that could occur on the site under the current plan and zone designation. The site is currently
25 available for single family dwellings. Using the pure density levels set by the zone, there could be
26 up to 60 houses built on the site. Realistically however, by the count of Multi/Tech Engineering,

1 there could be a total of 14 single family dwelling built on the site. There would be little, if any, land
2 use control over how and where those houses would be constructed. Since each house would be on
3 an individual lot, there would be 14 driveways directly onto Verda Lane. No street improvements
4 could be imposed. The new design here provides for 2 access points onto Verda Lane, and extensive
5 street improvements. These potential single family dwellings most likely would also be two stories,
6 so that the visual impacts as to structure height would be no different than the buildings proposed
7 here. Visually then, there will be no difference in how the structures will appear. The proposed
8 development here will provide for street improvements and controlled access to ensure that traffic on
9 and off Verda Lane will be safe. Comparing what could be constructed now, with few land use
10 controls, to what is being proposed here makes it clear that this proposal is much better for the City
11 than what currently exists.

12 Mandatory Approval Criteria. This application involves a comprehensive plan amendment,
13 a zone change and a partition to combine the platted lots into one parcel to be used for this
14 development. The approval criteria for the plan amendment is found at Section 3.109.04 of the
15 development code. The approval criteria for the zone change is found at Section 3.110.04. The
16 approval criteria for the partition is found at Section

17 Pursuant to Section 3.109.04 a plan map amendment proposal shall be approved if the
18 applicant provides evidence substantiating the following:

19 A. Compliance is demonstrated with the statewide land use goals that apply to the subject
20 properties or to the proposed land use designation. If the proposed designation on the subject property
21 requires an exception to the Goals, the applicable criteria in the LCDC Administrative Rules for the
22 type of exception needed shall also apply.

23 Many of the statewide goals do not apply to this application (agriculture, forestry, Willamette
24 River Greenway and Coastal Goals). Of those that are relevant, the Applicants' have demonstrated
25 compliance with those Goals by submittal of substantial evidence in the form of the Multi/Tech
26 additional justification document, as well as in the Record of the previous proceedings.

1 It does bear repeating that the City's 2013 adopted housing needs analysis projected a need
2 for 362 multi-family units within the RM and RH zoned residential land in order to help fill the deficit
3 for multi-family housing. This application addresses that need, and helps the City fulfill almost one-
4 third of the shortage of this higher density land.

5 This application satisfies all the relevant statewide goals, and therefore complies with this
6 criteria.

7 B. Consistency with the applicable goals and policies in the Comprehensive Plan is
8 demonstrated.

9 The intent of Keizer Comprehensive Plan (KCP) Residential Development goals is to promote
10 a variety of housing and opportunities for all income levels. The comprehensive plan change/zone
11 change will allow the property to be developed at a higher density, therefore providing more multi-
12 family housing opportunities. The Multi/Tech additional justification addresses all the applicable
13 plan goals and policies, and provided factual and legal justification for compliance with the plan.
14 What bears repeating is that this is an in-fill project which is much favored, as it takes land with
15 developmental limitations and develops it to its maximum potential and provides housing
16 opportunities inside the City which then relieves pressure for future expansion of the city limits or
17 the Urban Growth Boundary.

18 This application satisfies all the relevant Comprehensive Plan goals and policies, and therefore
19 complies with this criteria.

20 C. The Plan does not provide adequate areas in appropriate locations for uses allowed in the
21 proposed land use designation and the addition of this property to the inventory of lands so designated
22 is consistent with projected needs for such lands in the Comprehensive Plan.

23 The Applicants' justification and supplemental justification point out that there is a significant
24 lack of appropriately designated vacant RM and RH sites within this vicinity. The subject property
25 provides the City with the ability to provide a variety of housing opportunities along Chemawa Road
26 and Verda Lane where they are needed.

1 As previously pointed out, the City's Housing Needs Analysis has determined that there is a
2 deficit of lands currently available for this level of multi-family housing options. By approving this
3 application this site can contribute to fulfilling the identified multi-family housing needs, and will
4 help transportation circulation in the area as well. This criteria is satisfied.

5 D. The Plan provides more than the projected need for lands in the existing land use
6 designation.

7 The Applicants' additional justification deals with this criteria is significant detail, going
8 through the City's Housing Needs Analysis, and pointing out that on balance it is important to fulfill
9 at least a part of the multi-family housing needs, even if that is at the expense of a few single family
10 residential units. Providing for 112 units to accommodate a need set at 362, fulfills nearly one-third
11 of the need, whereby losing 14 housing units from the single family designations is not at all
12 significant. On balance, the trade off is an important one. This criteria is satisfied.

13 E. The proposed land use designation will not allow zones or uses that will destabilize the land
14 use pattern in the vicinity.

15 The area zoning is currently predominately low density residential, and available for single
16 family homes. There are a few multi-family units further off Verda Lane and Chemawa Road. This
17 existing pattern of almost entirely residential uses fits nicely with the proposed changes - all of which
18 are also residential in character. There is nothing in the proposed medium or high density residential
19 zones that will destabilize this existing land use development pattern. This criteria is satisfied.

20 F. Uses allowed in the proposed designation will not significantly adversely affect existing
21 or planned uses on adjacent lands.

22 The area is currently a mix of residential uses. The uses allowed in the proposed medium and
23 high density zones allow the same mixture of residential uses. Placing this development at this
24 location with the current design style will actually improve the area, in that it will provide street
25 improvements and will channel the traffic into a couple of access points instead of 14 driveways
26 directly onto Verda Lane. This criteria is satisfied.

1 G. Public facilities and services necessary to support uses allowed in the proposed designation
2 are available or are likely to be available in the near future.

3 Multi/Tech has done a complete study of the local infrastructure, and has determined that there
4 is sufficient street, sewer, water and storm facilities to serve the proposed development. This criteria
5 is satisfied.

6 All of the approval criteria for a map amendment to the Comprehensive Plan have been
7 satisfied, and the plan amendment should be approved.

8 Pursuant to Section 3.110.04 of the Development Code, a zone change proposal shall be
9 approved if the applicant provides evidence substantiating the following:

10 A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the
11 property and is consistent with the description and policies for the applicable Comprehensive Plan
12 land use classification.

13 This application involves a change in both the Comprehensive Plan designation and the zone.
14 The proposed zone is consistent with the new plan designation. This criteria is satisfied.

15 B. The uses permitted in the proposed zone can be accommodated on the proposed site
16 without exceeding its physical capacity.

17 As noted above, the proposed multi-family project fits nicely on the subject property without
18 the need for variances or adjustments. The site will be fully served by all utilities and city services.
19 The new medium and high density residential zones allow this project, which is accommodated on
20 the site without exceeding its physical capacity. This criteria is satisfied.

21 C. Allowed uses in the proposed zone can be established in compliance with the development
22 requirements in this Ordinance.

23 There are no variances or adjustments need to build the proposed project. Any other uses
24 allowed in the proposed new zoning can also be built in compliance with the development standards
25 of the new zone. This criteria is satisfied.

26 D. Adequate public facilities, services, and transportation networks are in place or are planned

1 to be provided concurrently with the development of the property.

2 All public facilities and services and transportation facilities are in place in sufficient capacity
3 to serve the project. Such connections will be a condition of approval to ensure appropriate hook-ups.
4 This criteria is satisfied.

5 E. For residential zone changes, the criteria listed in the purpose statement for the proposed
6 zone shall be met.

7 This application is to rezone the subject property to RH (High Density Residential). The
8 purpose of the RH zone is to encourage high residential densities for multifamily dwellings. The
9 Applicants are proposing to develop the site with the maximum multi-family dwellings allowed. The
10 rezone will allow the Applicants to develop the site at a higher density than allowed under the current
11 zone. The development of apartment units on the site will meet the intent of the RH zone. This
12 criteria is satisfied.

13 F. The following additional criteria shall be addressed:

14 1. The supply of vacant land in the proposed zone is inadequate to accommodate the
15 projected rate of development of uses allowed in the zone during the next 5 years, or the location of
16 the appropriately zoned land is not locationally or physically suited to the particular uses proposed
17 for the subject property, or lack site specific amenities required by the proposed use.

18 This is effectively a duplicate criteria that is addressed above, and in more detail in the
19 Multi/Tech Supplemental Justification. This criteria is satisfied.

20 2. The supply of vacant land in the existing zone is adequate, assuming the zone
21 change is granted, to accommodate the projected rate of development of uses allowed in the zone
22 during the next 5 years.

23 This is effectively a duplicate criteria that is addressed above, and in more detail in the
24 Multi/Tech Supplemental Justification. This criteria is satisfied.

25 3. The proposed zone, if it allows uses more intensive than other zones appropriate for
26 the land use designation, will not allow uses that would destabilize the land use pattern of the area

1 or significantly adversely affect adjacent properties.

2 This is effectively a duplicate criteria that is addressed above, and in more detail in the
3 Multi/Tech Supplemental Justification. This criteria is satisfied.

4 This application also has a partition component to it. The subject property is currently platted
5 into 14 lots. In order to develop the site into this multi-family project, the development must be on
6 one contiguous single parcel of 7.5 acres. While it may seem incongruous to use a partition process
7 to merge lots into a single parcel, that is the process used to eliminate lots.

8 Pursuant to Section 3.107.07, approval of a partitioning requires compliance with the
9 following:

10 A. Each parcel shall meet the access requirements of Section 2.310.03.D.

11 As shown on the site plan, and explained in detail in the Multi/Tech submittals, the access
12 requirements for this development are met, and provide significantly better circulation and access
13 control than if the site were developed in the existing lot configuration. This criteria is satisfied.

14 B. Each parcel shall satisfy the dimensional standards of applicable zoning district, unless a
15 variance from these standards is requested and is approved.

16 The site plan demonstrates full compliance with all dimensional standards, and no variances
17 or adjustments are necessary. This criteria is satisfied.

18 C. Each parcel shall comply with the requirements of Section 2.310.

19 This provision ensures that the development project will comply with all development
20 standards for land divisions. Since this application is essentially a reverse partition, where existing
21 lots are consolidated into one lot, none of the provisions of Section 2.310 are relevant. This criteria
22 is satisfied.

23 D. Rough Proportionality. Improvements or dedications required as a condition of
24 development approval, when not voluntarily accepted by the applicant, shall be roughly proportional
25 to the impact of development. Findings in the development approval shall indicate how the required
26 improvements or dedications are roughly proportional to the impact.

1 This statement is not an approval criteria at all. It is a directive to the City itself in how
2 conditions of approval are to be handled. Since this does not apply to the Applicants', and since no
3 conditions of approval have been adopted, this section is not relevant to the decision and is otherwise
4 satisfied.

5 E. Each parcel shall comply with the applicable requirements within Sections 2.301 (General
6 Provisions) ; 2.302 (Street Standards); 2.303 (Off-Street Parking and Loading); 2.305 (Transit
7 Facilities); 2.306 (Storm Drainage); 2.307 (Utility Lines and Facilities); 2.309 (Site and Landscaping
8 Design); and, 2.316 (Infill Development).

9 Each of these specified code sections are adequately complied with by the Multi/Tech
10 submittal. There is substantial evidence of compliance with each individual code section, therefore
11 this criteria is satisfied.

12 F. Adequate public facilities shall be available to serve the existing and newly created parcels.

13 See the above statements, as well as the Multi/Tech submittals for substantial evidence of the
14 existence of adequate public facilities to serve the proposed development. This criteria is satisfied.

15 There are no other code or plan provisions that apply to this application. As addressed below
16 and in the Multi/Tech additional justification statement, this application complies with each and every
17 approval criteria and should be approved.

18 DATED this 7th day of June, 2016, at Salem, Marion County, Oregon.

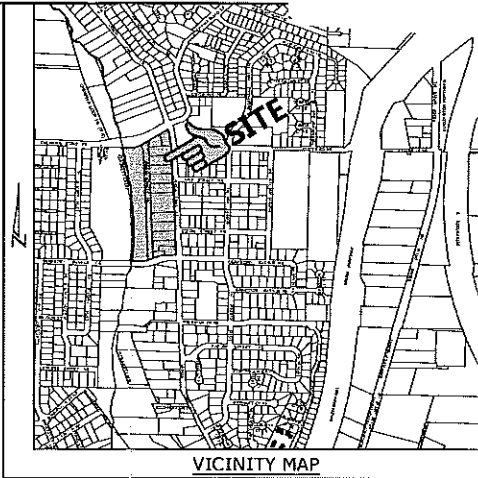
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20 Wallace W. Lien

21 Wallace W. Lien, OSB No. 793011
22 of Wallace W. Lien, P.C.
23 Attorney for Herber Family
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26

HERBER FAMILY APARTMENTS

SEC. 2, T. 7 S., R. 3 W., W.M.
CITY OF KEIZER
MARION COUNTY, OREGON

Owner / Developer:
HERBER FARM LLC
670 CATER DR. N.E.
KEIZER, OREGON 97303



VICINITY MAP



PRELIMINARY
COVER
SHEET

HERBER
FAMILY
APARTMENTS

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DIMENSIONS & NOTES TAKE PRECEDENCE
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MULTITECH ENGINEERING SERVICE, INC.
LIABILITY IF NOT STAMPED AVOIDED

- 112 TOTAL UNITS
30 TYPE 'A' - 2 BED/2 BATH (952 S.F.)
36 TYPE 'B' - 2 BED/2 BATH (1029 S.F.)
23 TYPE 'C' - 1 BED/1 BATH (728 S.F.)
11 TYPE 'D' - 3 BED/2 BATH (1024 S.F.)
12 TYPE 'E' - 2 BED/2 BATH (1028 S.F.)

- 226 TOTAL PARKING STALLS
220 STANDARD STALLS
0 COMPACT STALLS
6 HANDICAP STALLS

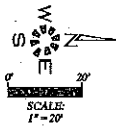
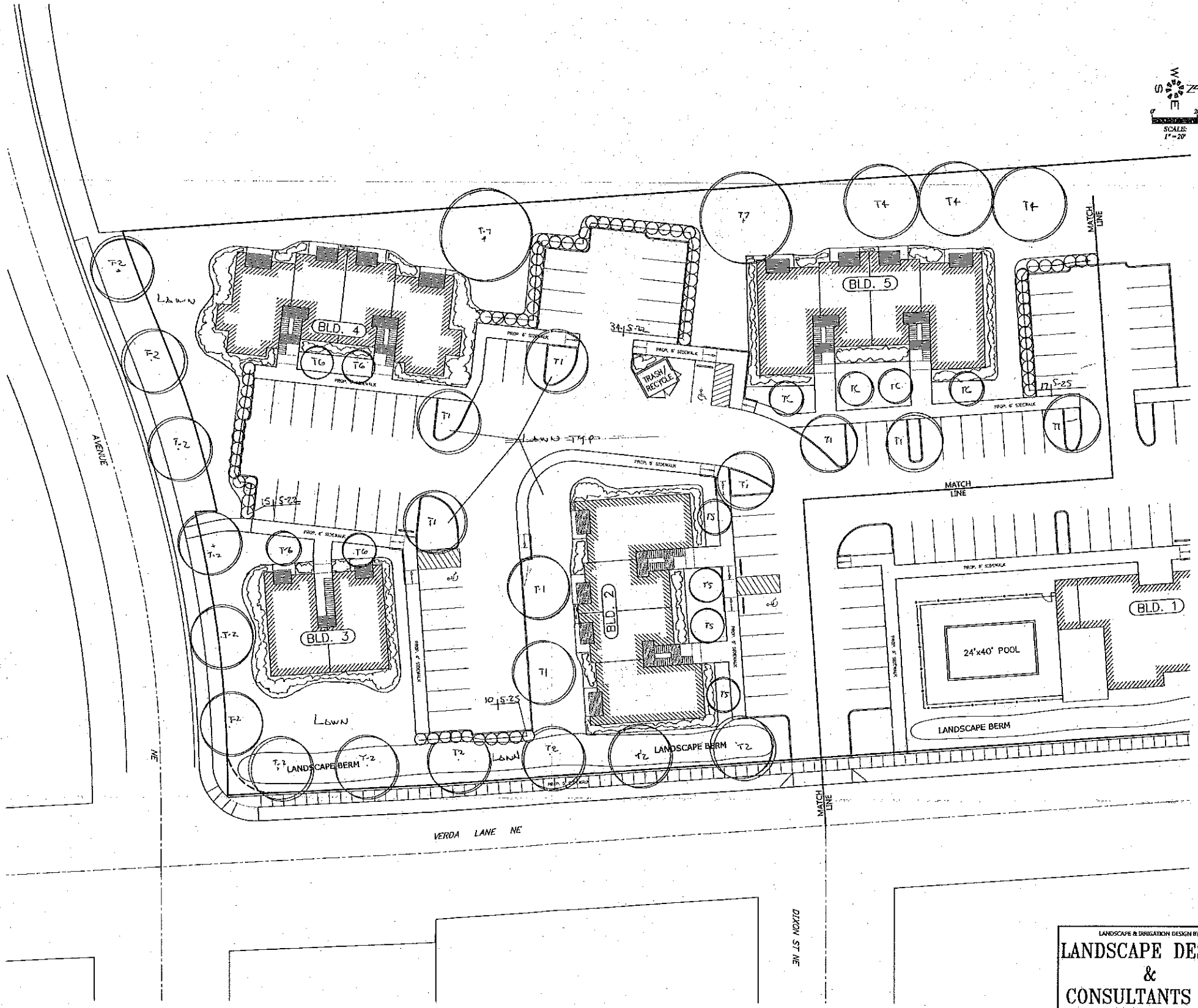
- SITE
1 RECREATION / OFFICE BUILDING
1 POOL
1 U.S. MAIL BOX AREA
1 PLAY/RECREATION AREAS
2 TRASH / RECYCLE

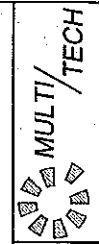
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Drawn: B.L.
Checked: B.L.
Date: FEB. 2016
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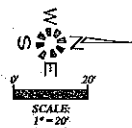
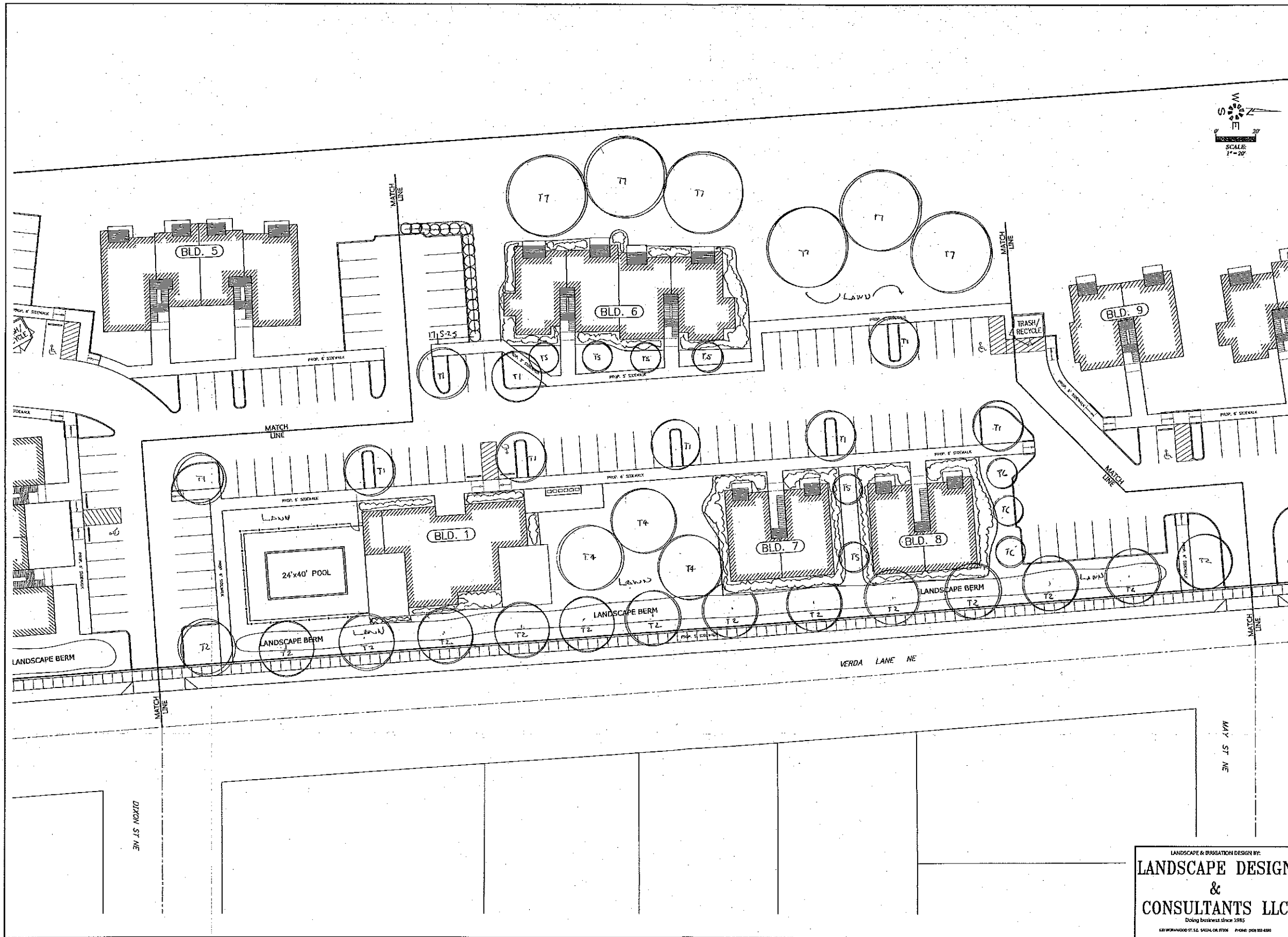


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		SCHEMATIC LANDSCAPE PLAN	
HERBER FAMILY APARTMENTS			
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JOB # 5725			
L1.1			
LANDSCAPE & DRIGATION DESIGN BY: LANDSCAPE DESIGN & CONSULTANTS LLC Doing business since 1985 220 WOODBURY ST. SE, DALLAS, TX 75201 PHONE: (214) 461-6700			



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1100 N.W. 11th St., Suite 100, Ft. Lauderdale, FL 33304
TEL: (954) 583-9837 FAX: (954) 583-9838
www.multitech-engineering.com

SCHEMATIC LANDSCAPE PLAN

HERBER FAMILY APARTMENTS

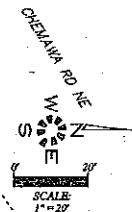
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DATE: FEB. 2016
SCALE: AS SHOWN
AS-BUILT:

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**SCHEMATIC
LANDSCAPE
PLAN**

**HERBER
FAMILY
APARTMENTS**

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As-Built:

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JOB # 5725
L1.3

LANDSCAPE NOTES:

General:

- All local, municipal, state, and federal laws regarding uses, regulations, governing or relating to any portion of the work depicted on these plans are hereby incorporated into and made part of these specifications and their provision shall be carried out by the Contractor. The Contractor shall at all times protect the public throughout the construction process.
- The Contractor shall carefully correlate construction activities with earthwork contractor and other site development.
- The Contractor shall verify drawing dimensions with actual field conditions and inspect related work and adjacent surfaces. Contractor shall verify the accuracy of all finish grades within the work area. The Contractor shall report to the Landscape Design & Consultants LLC (LDC) or Owner all conditions which prevent proper execution of this work.
- The exact location of all existing utilities structures and underground utilities, which may not be indicated on the drawings, shall be determined by the Contractor. The Contractor shall protect existing structures and utility services and is responsible for their replacement if damaged.
- Disturbance and impacts to existing native trees/shrubs shall be minimized to the greatest extent practicable.
- The Contractor shall keep the premises free from rubbish and debris at all times and shall arrange material storage to not interfere with the operation of the project. All unused material, rubbish, and debris shall be removed from the site.
- All plant material and planting supplies shall be warranted for a period of not less than one year from the completion date of installation. All replacement stock shall be subjected to the same warranty requirement as the original stock. Any damage due to replacement operations shall be repaired by the Contractor. At the end of the warranty period, inspections shall be made by LDC, Owner/General Contractor. All plant and lawn areas not in a healthy growing condition shall be removed and replaced with plants and lawn cover of a like kind and size before the close of the next planting season.

Grading / Erosion Control:

- The design and placement of the building on the site lends itself to minimal slope conditions with positive drainage being maintained around the entire building. In this case standard landscaping procedures of topsoil, lawn, and a two inch layer of bark mulch on all planting beds will be sufficient to control erosion. In the event site conditions change or there are Slopes / Bio Swales / Detention Ponds on the project with slopes greater than 30% Poly Jute Netting shall be installed with anchoring pins as per manufacturers recommendations prior to planting. Recommended DeWitt FJM4216 Erosion Control Poly Jute Netting and DeWitt anchor pins or approved equal.
- Seed recommendation is Pro Time 700 Low Profile or approved equal over the jute netting at a rate of 2 lbs. per 1000 sq. feet. The address of Pro Time is 1712 SE Ankeny, Portland OR 97214. Phone 503-239-7518. There email is info@protimeinc.com
- The work limits shown on this plan shall clearly be marked in the field prior to construction. No disturbance beyond the work limits shall be permitted.
- Grading shall be performed during optimal weather conditions.
- Erosion control measures shall be constructed in conjunction with all clearing and grading activities, and in such a manner as to ensure that sediment and sediment-laden water does not enter the drainage system or violate applicable water standards.
- Prior to the commencement of construction activities, Contractor shall place orange construction fencing around perimeters of construction impact areas, and sediment fencing at downhill portions of the site. Contractor is responsible for proper installation, maintenance, replacement, and upgrading of all erosion and sediment control measures, in accordance with local, state, and federal regulations.

Plant Materials:

- Contractor shall verify all plant & tree quantities with LDC or Owner prior to construction.
- In the event of a discrepancy between plants materials listed on the drawings, the drawings shall govern the plant species and quantities required.
- Plant material shall be first quality stock and shall conform to the code of standards set forth in the current edition of the American Standards for Nursery Stock sponsored by the American Association of Nurserymen, Inc. (AAN).
- Species and variety as specified on the drawings and delivered to the site shall be certified true to their genus, species and variety and as defined within the current edition International Code of Nomenclature for Cultivated Plants.
- Obtain freshly dug, healthy, vigorous plants nursery-grown under climatic conditions similar to those in the locality for the project for a minimum of two years. Plants shall have been held out in rows, annually

- cultivated, sprayed, pruned, and fertilized in accordance with good horticultural practice. All container plants shall have been transplanted or root pruned at least once in the past three years. Balled-and-burttaped (B&B) plants must come from soil which will hold a firm root ball. Heeled in plants and plants from cold storage are not acceptable.
- Planting stock shall be well-branched and well-formed, sound, vigorous, healthy, free from disease, sun-scalded, windburn, abrasion, and harmful insects or insect eggs; and shall have healthy, normal, unbroken root systems. Deciduous trees and shrubs shall be symmetrically developed, uniform habit of growth, with straight trunks or stems, and free from objectionable distortions. Evergreen trees and shrubs shall have well-developed symmetrical tops with typical spread of branches for each particular species or variety. Only vines and ground cover plants well-established shall be used. Plants budding into leaf or having soft growth shall be sprayed with an anti-desiccant at the nursery before digging.
 - Contractor shall not make substitutions of plant materials. If required landscape material is not obtainable, submit proof of non-availability and proposal for use of equivalent material. When authorized, adjustments of contract amount (if any) will be made by change order.
 - Plant sizes and grading shall conform to the latest edition of American Standard for Nursery Stock as sponsored by the American Association of Nurserymen Inc. (AAN).
 - All vegetation shown on this plan shall be maintained in a healthy and vigorous growing condition throughout the duration of the proposed use. All vegetation not so maintained shall be replaced with new vegetation at the beginning of the next growing season.

Planting:

- Planting shall be installed between February 1 and May 1 or between October 1 and November 15. If planting is installed outside these time frames, additional measures may be needed to ensure survival and shall be pre-approved by the owner.
- Plant material shall be transported to the site in a timely manner to minimize on-site storage. Where storage is required, all plants shall be kept moist and shaded.
- Plant stock shall be handled in a manner that will not break, scrape, or twist any portion of the plant. Protect plants at all times from conditions that can damage the plant (e.g., sun, wind, freezing conditions).
- Provide the following clearance for planting of trees where applicable:
Maintain 30 foot vision triangles at all intersections and corners
10 feet from the hydrants
5 feet from all utility vaults, meter boxes, etc.
5 feet from all utility vaults, meter boxes, etc.
- No trees or shrubs shall be planted on existing or proposed utility lines.
- All shrub beds shall receive a minimum 2" layer of bark mulch evenly applied immediately after planting is completed. All plant beds shall drain away from buildings.
- Excavate plant pits for shrubs and trees as follows:
Container stock: width = 2 times the container diameter, depth = container depth.
Bare root stock: width = 2 times the widest diameter of the root, depth = of root system.
B & B: width = 2 times ball diameter, depth = ball depth.
Scarify sides and bottom of plant pits to roughen surfaces.
- Place plants plumb in the pit. Backfill with native soil or top soil mixture to the original plant soil line, and tap solidly around the ball and roots. Water plants immediately after planting if soil is not saturated to the surface.

Lawn Areas / Hydro Seeding/Sod:

- All lawn area shall be seeded unless otherwise directed by Owner to install Sod. Seed or Sod shall be procured through Kuenzl Turf Nursery. Seed or Sod shall be Rhizomatous Tall Fescue (RTF). Seed mix shall be applied at a rate of 10 lbs. per 1000 sq. feet. Contact Kuenzl Turf Nursery at (503)585-8337 or approved equal.
- All areas shown on the plan shall be seeded between March 1st and May 1st or between September 1st and October 15th.
- Scarify soil surface to a depth of 3 inches, to ensure adequate seed contact with soil.
- Prior to seeding, clearly delineate seeding limits using flags or non-toxic paint.
- Hydro-seed application rate shall be 60 lbs. per 100 gallons of hose work or 75 lbs. per 100 gallons of tower work.
- If, at the end of one complete growing season, the planted and seeded area fail to exhibit well-established plant communities, or exhibit patchiness in the patterns of vegetative cover, supplemental seeding and planting shall occur.
- Seeding of slopes greater than 30% shall be done by Hydro Seeding using a seed mix of Pro Time 700 Low Profile or approved equal at a rate of 2 lbs. per 1000 sq. feet.

Top Soil Mixture:

- A 2" to 4" layer of garden care compost, mushroom compost or similar material sterilized at 105 degrees Fahrenheit shall be incorporated into the existing soil prior to planting and seeding/lawn areas.

- Incorporate into existing soil prior to planting the following fertilizers at a rate specified per 1000 sq. ft. of planting area.
- 20 lbs. 10-6-4 50% Slow Release
 - 30 lbs. 38-0-0 Nitroform
 - 10 lbs. Iron Sulfate 21%
 - 20 lbs. 0-10-0 Super Phosphate
 - 25 lbs. Dolomite Lime
 - 10 lbs. 13-0-11 Potassium Nitrate

Bark Mulch:

- All shrub beds shall receive a minimum 2" layer of fine hemlock or fir bark mulch evenly applied immediately after panning is completed. All plant beds shall drain away from buildings.

Poly Jute Netting:

- Tight net Poly Jute Netting shall be installed on Bio Swales/Detention Ponds/Vegetated Swale and Rain Gardens as a soil stabilizer and erosion control agent. Jute Netting shall be installed with anchoring pins as per manufacturers recommendations prior to planting. Recommended DeWitt FJM4216 Erosion Control Poly Jute Netting and DeWitt anchor pins or approved equal.

Rain Gardens/Bark Mulch:

- After Poly Jute Netting and Plants are installed a 2" layer of bark mulch shall be installed in rain gardens.

Bio Swales/Detention Ponds/Vegetated Swales:

- Bark Mulch shall not be applied to Bio Swales/Detention Ponds or Vegetated Swales.

Weed Control Agent:

- Apply carteron as a weed control agent after planting as per manufacturers specified recommendations around building or approved equal.

Non-Native Plant Species:

- All non-native, invasive plant species shall be removed from the site.

Growing Medium for Stormwater Bio Swales/Vegetated Swales/Rain Gardens Planter Boxes:

- Furnish imported growing medium for vegetated stormwater facilities conforming to the following:
Standard Blend for Public and Private Facilities: Use this blend for all vegetated stormwater management facilities.
- General Composition: The medium shall be a blend of loamy soil, sand, and compost that is 30 to 40 percent compost (by volume) and sterilized to 105 degrees Fahrenheit.
- Analysis Requirements for the Blended Material:
a. Particle Gradation: A particle gradation analysis of the blended material, including compost, shall be conducted in conformance with ASTM C117/C138 (ASTM T1 1/27). The analysis shall include the following sieve sizes: 1 inch, 3/8 inch, #4, #10, #20, #40, #60, #100, and #200. The gradation of the blend shall meet the following gradation criteria:

Sieve Size	Percent Passing
1 inch	100
#4	60-100
#10	40-100
#40	15-50
#100	5-25
#200	3-5
- The blend shall have a Coefficient of Uniformity (D60/D10) equal to or greater than 6 to ensure that it is well graded (has a broad range of particle sizes). The coefficient is the ratio of two particle diameters on a grain-size distribution curve; it is the particle diameter at 60 percent passing divided by the particle diameter at 10 percent passing.
- Organic Matter Content: An analysis of soil organic matter content shall be conducted in conformance with ASTM D2974 (loss on ignition test). The soil organic matter content shall be a minimum of 10 percent, as reported by that test.
- pH: The blended material shall be tested and have a pH of 5.5 to 7.
- Depth of growing medium shall be 18 inches. Growing medium shall be placed in 4 inch lifts and lightly compacted.

- Once planting is completed Bark Mulch shall not be applied.

General Requirements for the Blended Material:

- The material shall be loose and friable.

- It shall be well mixed and homogenous.

- It shall be free of wood pieces, plastic, screened and free of stones 1 inch (25 mm) or larger in any dimension; free of roots, pebbles, soil clods, clay lumps, pockets of coarse sand, paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, building debris, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, acid, and other extraneous materials harmful to plant growth; and free of weeds and invasive plants including but not limited to:
 - Cirsium arvense (Canadian Thistle)
 - Convolvulus spp. (Morning Glory)
 - Cytisus scoparius (Scotch Broom)
 - Dipsacus sylvestris (Common Teasel)
 - Festuca arundinacea (Tall Fescue)
 - Hedera helix (English Ivy)
 - Holcus lanatus (Velvet Grass)
 - Lolium spp. (Rye Grasses)
 - Lolium comiculatus (Bird's Foot Trefoil)
 - Lythrum salicaria (Purple Loose Strife)
 - Medicago spp. (Sweet Clover)
 - Myriophyllum spicatum (Eurasian Milfoil)
 - Phalaris arundinacea (Reed Canary Grass)
 - Rubus discolor (Himalayan Blackberry)
 - Solanum spp. (Nightshade)
 - Trifolium spp. (Clovers)
- Not infested with nematodes, grubs, other pests, pest eggs, or other undesirable organisms and disease-causing plant pathogens; friable and with sufficient structure to give good lift and aeration; continuous, air-filled, pore-space content on a volumetric basis shall be at least 15 percent when moisture is present at field capacity; and soil shall have a field capacity of at least 15 percent on a dry weight basis.

- Compost: The compost shall be derived from plant material and provided by a member of the U.S. Composting Council Seal of Testing Assurance (STA) program. See www.compostcouncil.org for a list of providers in Portland and surrounding area.
- The compost shall be the result of the biological degradation and transformation of plant-derived materials under conditions designed to promote aerobic decomposition. The material shall be well composted, free of viable weed seeds, and stable with regard to oxygen consumption and carbon dioxide generation. The compost shall have no visible free water and produce no dust when handled. It shall meet the following criteria, as reported by the U.S. Composting Council STA Compost Technical Data Sheet provided by the vendor.

- 100 percent of the material must pass through a 1/2-inch screen. The pH of the material shall be between 6 and 8.
- Manufactured inert material (plastic, concrete, ceramics, metal, etc.) shall be less than 1.0 percent by weight. The organic matter content shall be between 35 and 65 percent.
- The soluble salt content shall be less than 8.0 mmhos/cm. Germination (an indicator of maturity) shall be greater than 80 percent.
- The stability shall be between classes 5-7.
- The carbon/nitrogen ratio shall be less than 25:1.
- The trace metals test result = "pass."

- Submittals: At least 14 working days in advance of construction, submit the following:
 - Two 5-gallon buckets of the blended material.
 - Documentation for the three analyses described in Section (4) of this specification (particle gradation with calculated coefficient of uniformity; organic matter content; pH). The analyses shall be performed by an accredited laboratory with certification maintained current. The date of the analyses shall be no more than 90 calendar days prior to the date of the submittal.

The report shall include the following information:

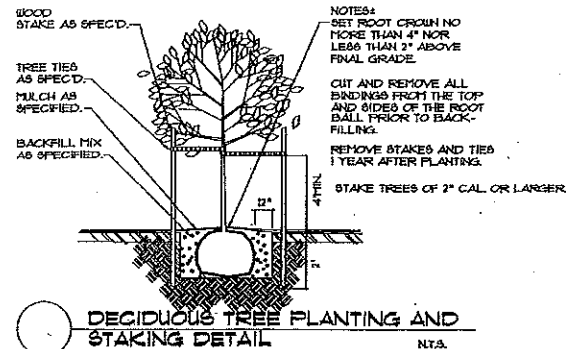
- Name and address of the laboratory
- Phone contact and e-mail address for the laboratory
- Test data, including the data and name of the test procedure

PLANT PALETTE

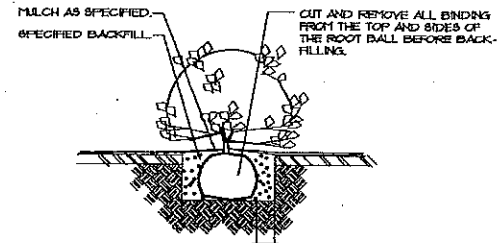
APARTMENTS

QTY.	SYM	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	REMARKS
TREES						
28	T-1	Acer rubrum 'Armstrong'	Armstrong Red Maple	1 1/2" - 2" cal.	B & B	6' Standard
36	T-2	Acer rubrum 'Autumn Blaze'	Autumn Blaze Maple	1 1/2" - 2" cal.	B & B	6' Standard
8	T-3	Acer rubrum 'Red Sunset'	Red Sunset Maple	1 1/2" - 2" cal.	B & B	6' Standard
13	T-4	Acer platanoides 'Emerald Queen'	Emerald Queen Norway Maple	1 1/2" - 2" cal.	B & B	6' Standard
18	T-5	Prunus serrulata 'Amanagawa'	Amanagawa Flowering Cherry	1 1/2" - 2" cal.	B & B	6' Standard
24	T-6	Pyrus calleryana 'Capita'	Capita Flowering Pear	1 1/2" - 2" cal.	B & B	6' Standard
8	T-7	Liriodendron tulipifera	Tulip Tree	1 1/2" - 2" cal.	B & B	6' Standard
SHRUBS						
2	S-1	Abelia grandifolia 'Ed Groucher'	Edward Groucher Abelia	2 gal.	cont.	Full
2	S-2	Aurea Hybrid Lily Golden Splendor	Golden Splendor Lily	2 gal.	cont.	Full
2	S-3	Barberry 'Bunbarge' Clinton Pygmy	Crimson Pygmy Japanese Barberry	2 gal.	cont.	Full
2	S-4	Colanagrostis x acutiflora 'Avalanche'	Avalanche Feather Reed Grass	2 gal.	cont.	Full
2	S-5	Cornus alternifolia 'Kelsey'	Dwarf Redwing Dogwood	2 gal.	cont.	Full
2	S-6	Cornus sericea 'Ardor Fire' Farnon	Ardor Fire Redwing Dogwood	2 gal.	cont.	Full
2	S-7	Daphne odora	Winter Daphne	2 gal.	cont.	Full
2	S-8	Fuchsia glauca 'Elph Blue'	Elph Blue Fuchsia Grass	2 gal.	cont.	Full
2	S-9	Exonymus alatus 'Compacta'	Dwarf Burning Bush	2 gal.	cont.	Full
2	S-10	Mahonia aquifolium 'Compacta'	Compact Oregon Grape	2 gal.	cont.	Full
2	S-11	Penstemon alpestris 'Hamel's'	Alpine Penstemon	2 gal.	cont.	Full
2	S-12	Platanus 'M. Fine'	M. Fine Japanese Andromeda	18"-24"	cont.	Full
2	S-13	Rosa 'prostrata red'	Red Prostrata Rose	2 gal.	cont.	Full
2	S-14	Rhododendron 'Yaku Princess'	Yaku Princess Rhododendron	16"-24"	wholes	Full
2	S-15	Rhododendron 'Duchess'	Duchess Rhododendron	16"-24"	wholes	Full
2	S-16	Rhododendron 'J.M.	J.M. Rhododendron	16"-24"	wholes	Full
2	S-17	Prunus laurocerasus 'Otto Luyken'	Otto Luyken Laurel	2 gal.	cont.	Full
2	S-18	Spirea japonica 'Gold Flame'	Gold Flame Spirea	2 gal.	cont.	Full
2	S-19	Spirea japonica 'Magic Carpet'	Magic Carpet Spirea	2 gal.	cont.	Full
2	S-20	Spirea japonica 'Goldmound'	Goldmound Spirea	2 gal.	cont.	Full
2	S-21	Viburnum davidii	David's Viburnum	2 gal.	cont.	Full
2	S-22	Viburnum lonicera 'Spring Bouquet'	Spring Bouquet Viburnum	5 gal.	cont.	Full
2	S-23	Yucca filamentosa 'Concord'	Concord Japanese Holly	2 gal.	cont.	Full
2	S-24	Yucca filamentosa 'sky pencil'	Sky Pencil Japanese Holly	4"-5"	Planted 2" cal.	Full
2	S-25	Yucca filamentosa 'Texas'	Texas Wax Leaf Yucca	6 gal.	cont.	Full

CONTRACTOR TO VERIFY ALL QUANTITIES OF PLANT MATERIALS WITH LANDSCAPE DESIGN & CONSULTANTS PRIOR TO INSTALLATION. PLANT MATERIAL SUBSTITUTIONS MAY BE MADE BY THE OWNER FOR PLANT MATERIALS OF SIMILAR HABIT, FLOWERING CHARACTERISTICS AND/OR STRUCTURE OF GROWTH DUE TO AVAILABILITY.



DECIDUOUS TREE PLANTING AND STAKING DETAIL
N.T.S.



SHRUB PLANTING DETAIL
N.T.S.

LANDSCAPE & IRRIGATION DESIGN BY:
LANDSCAPE DESIGN & CONSULTANTS LLC
Doing business since 1985
603 NEWBERRY ST., E.F. DALLAS, TX 75208 PHONE: 214.511.8100



SCHEMATIC LANDSCAPE NOTES & DETAILS

HERBER FAMILY APARTMENTS

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CHECKED: T.A.K.
DATE: FEB. 2015
SCALE: AS SHOWN
AS-BUILT:

JOB # 5725

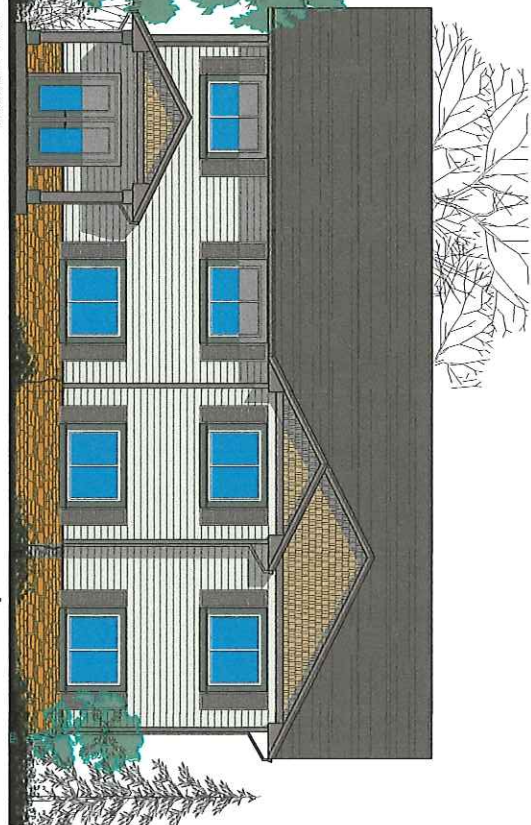
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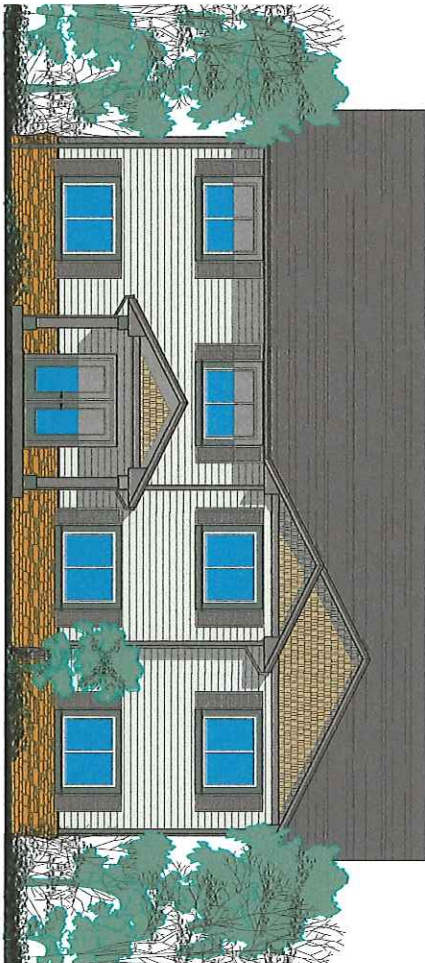
REAR ELEVATION
1/4" = 1'-0"



REAR ELEVATION
1/4" = 1'-0"



REAR ELEVATION
1/4" = 1'-0"



A1.8



DESIGN
Job # 2019-003
Design: P.L.M.
Drawn: S.P.N.
Checked: M.D.G.
Date: MAY 2019
Scale: AS SHOWN

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VERDA LANE APARTMENT COMPLEX

ELEVATIONS PLAN



Transportation Planning Rule Analysis

for

Herber Family Apartments

Keizer, Oregon

March 17, 2016

completed with
MultiTech Engineering Services, Inc.

Prepared by:
Associated Transportation Engineering & Planning, Inc.
Salem, Oregon 97302
16-313



A.T.E.P., Inc.
1155 13th St. S.E.
Salem, OR 97302

**ASSOCIATED
TRANSPORTATION
ENGINEERING &
PLANNING INC.**

Tel.: 503-364-5066
FAX: 503-364-1260
e-mail: kbirky@ateptinc.com

Memo



Date: March 17, 2016
To: Mr. Mark Grenz, PE, IC
From: Karl Birky, PE, PTOE
Re: Transportation Planning Rule - Herber Family Apartments

I thank you for asking ATEP, Inc to provide this Transportation Planning Rule analysis for the proposed comprehensive plan map amendment and zone change of tax lots 3000 through 3600 of tax map 7S 3W Sec 2AA and lots 6700 through 7300 of tax map 7S 3W Sec 2AD. The 7.5 acre site is on the west side of Verda Lane between Chemawa Rd NE and Dearborn Ave in Keizer, OR. The change in the comp plan map you are requesting is from LD (Low Density Residential) to MHRD (Medium High Density Residential) and a zone change from RS to RM. In 2014 the City Council denied the request and it was appealed to LUBA. After subsequent discussion with the City, you have made changes to the site application and are resubmitting it for approval.



The 7.5 acre site is currently zoned for single family homes and the City of Keizer development code allows for single family parcels to develop with a density of 8 units/acre or in this case with 60 (theoretical) single family homes. The application you have submitted requests a comp plan map amendment and zone change to allow construction of 112 apartment units. You have asked ATEP to address the Transportation Planning Rule impact of the requested map amendment and zone change.

The Transportation Planning Rule (TPR) was adopted in Oregon years ago to provide direction and order to development in Oregon cities. The rule limits making changes to zoning and comprehensive maps that would "significantly affect" the transportation system that has developed and/or is being planned for the future in the City. For instance the rule would not allow a fast food restaurant in a residential neighborhood because it would generate significantly more traffic than is expected in a residential neighborhood. Cities use the ITE Trip Generation Manual to estimate the trip generation of a variety of uses. This study will use the Trip Generation Manual to estimate trip generation on this site. Application of the TPR often results in City's setting a cap (a limit) on the number of trips a project can generate so the traffic generated does not "significantly affect" the transportation system. This analysis recommends a cap on the trip generating capacity of development. The City should consider adding a trip generation cap of 750 daily trips, 60 AM Peak hour trips and 70 PM Peak hour trips from the site as a condition of approval.

A single family home generates 9.52 trips per day. 0.75 of those trips will be during the AM Peak hour and 1.00 trips will occur during the PM Peak hour. In this instance the site is zoned RS and could have 60 homes built on it. Sixty homes are estimated to generate 571 trips per day, 45 trips during the AM Peak hour and 60 trips during the PM Peak hour. If the zoning is changed to RM, the City Development Code would allow apartment units to be built on the site. An apartment unit generates 6.65 trips per day. 0.51 in the AM Peak hour and 0.62 trips in the PM Peak hour. The proposed 112 dwelling

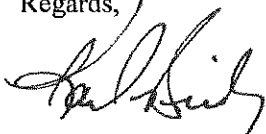
units would generate 745 trips per day, 57 during the AM Peak hour and 69 during the PM Peak hour. During the AM peak traffic periods there would be an estimated 12 (57 - 45) additional vehicles using the transportation system. There would be 9 (69 - 60) additional vehicles during the PM Peak hour. There would be 174 additional trips on an average day. Roadways are designed to carry peak volumes of traffic which generally occurs during the PM Peak hour. PM Peak hour traffic generally has the greatest affect on the roadway system. The 9 additional vehicles per hour (1 vehicle every 6.5 minutes) from the apartments (instead of single family homes) will not have a "significant affect" on the traffic in the City.

The City of Keizer is working with ODOT to construct a roundabout at the intersection of Verda Lane and Chemawa Rd. This intersection is a concern to residents and users of the roadway. Roundabouts are a recent traffic control facility being used in Oregon. The literature indicates a significant increase in the number of roundabouts in the United States in the recent past. Lincoln, Nebraska found a 37% decrease in all accidents at intersections with roundabouts and a 65% decrease in travel delay. Other studies support the Lincoln experience. Traffic may move through a roundabout more slowly, but travel times are reduced because there are fewer stopping points with a roundabout and crashes at the intersection decline significantly.

While not scientific, the "Myth-Busters you-tube video" comparing roundabouts to 4 way stop control is interesting, enlightening and surprising. They found the roundabout handled 460 vehicles in 15 minutes (1840 veh/hour) compared to 385 vehicles in 15 minutes (1540 veh/hour) through a 4 way stop. This 20% improvement in capacity is consistent with other research. The 69 anticipated PM Peak hour trips the 112 apartments will generate can be added to the transportation system and it is reasonable to assume that crashes and travel times will be reduced from today's values with the completion of the roundabout.

Changing the comprehensive plan map and the zoning of the parcels will not generate traffic volumes that "significantly affect" the transportation system. The construction of a roundabout at the Verda Lane at Chemawa Road intersection can be expected to improve crash rates and reduce travel times with the added traffic from the planned apartments. The City should consider adding a trip generation cap of 750 daily trips, 60 AM Peak hour trips and 70 PM Peak hour trips from the site as a condition of approval. I can be reached at 503-364-5066 if there is additional information that you might find helpful. I thank you for asking ATEP to provide this analysis.

Regards,



Karl Birky, PE, PTOE
Traffic Engineer
Associated Transportation Engineering & Planning, Inc.



Attached: Site Map
 Trip Generation sheets
 Washington DOT Information Sheet

HERBER FAMILY APARTMENTS

SEC. 2, T. 7 S., R. 3 W., W.M.
CITY OF KEIZER
MARION COUNTY, OREGON

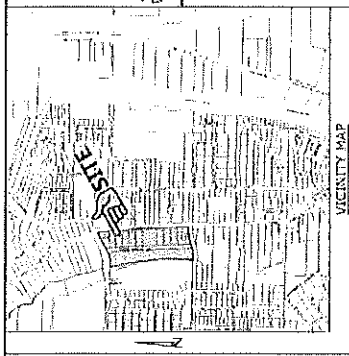
Owner/Developer:
HERBER FARM LLC
670 CATER DR. N.E.
KEIZER, OREGON 97303

PRELIMINARY
COVER
SHEET

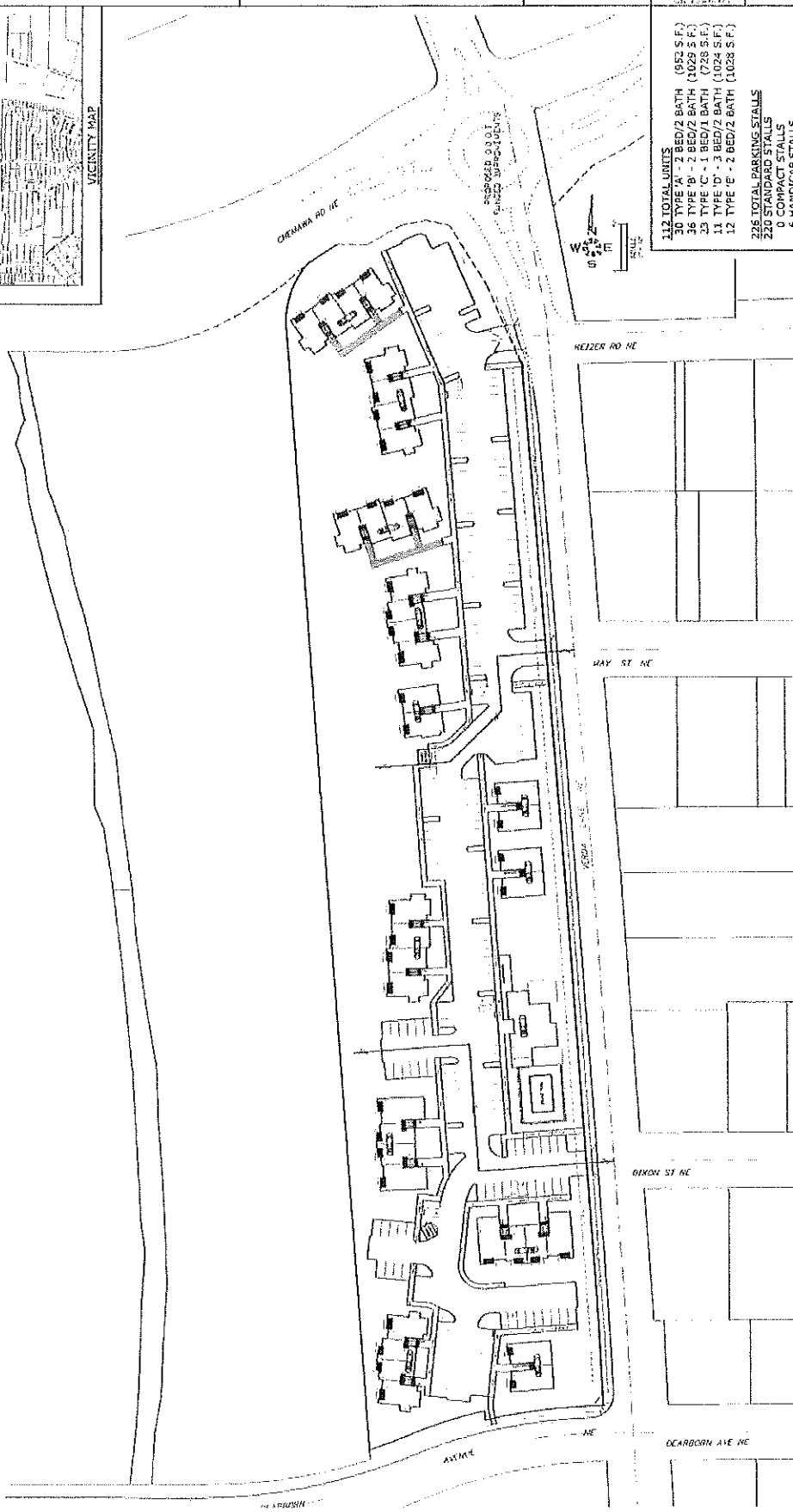
HERBER
FAMILY
APARTMENTS

NO. 100-000000-0000
DATE: 11/11/11
BY: [Signature]
CHECKED: [Signature]
APPROVED: [Signature]
SCALE: 1" = 40' (PLAN)
1" = 20' (SECTION)

C1.0



VICINITY MAP



112 TOTAL UNITS	30 TYPE 'A' - 2 BED/2 BATH (952 S.F.)
36 TYPE 'B' - 2 BED/2 BATH (1029 S.F.)	23 TYPE 'C' - 1 BED/1 BATH (728 S.F.)
11 TYPE 'D' - 3 BED/2 BATH (1024 S.F.)	12 TYPE 'E' - 2 BED/2 BATH (1028 S.F.)
224 TOTAL PARKING STALLS	220 STANDARD STALLS
4 COMPACT STALLS	6 HANDICAP STALLS
SITE	1 RECREATION / OFFICE BUILDING
1 POOL	1 U.S. MAIL BOX AREA
1 PLAY/RECREATION AREAS	2 TRASH / RECYCLE

Single-Family Detached Housing (210)

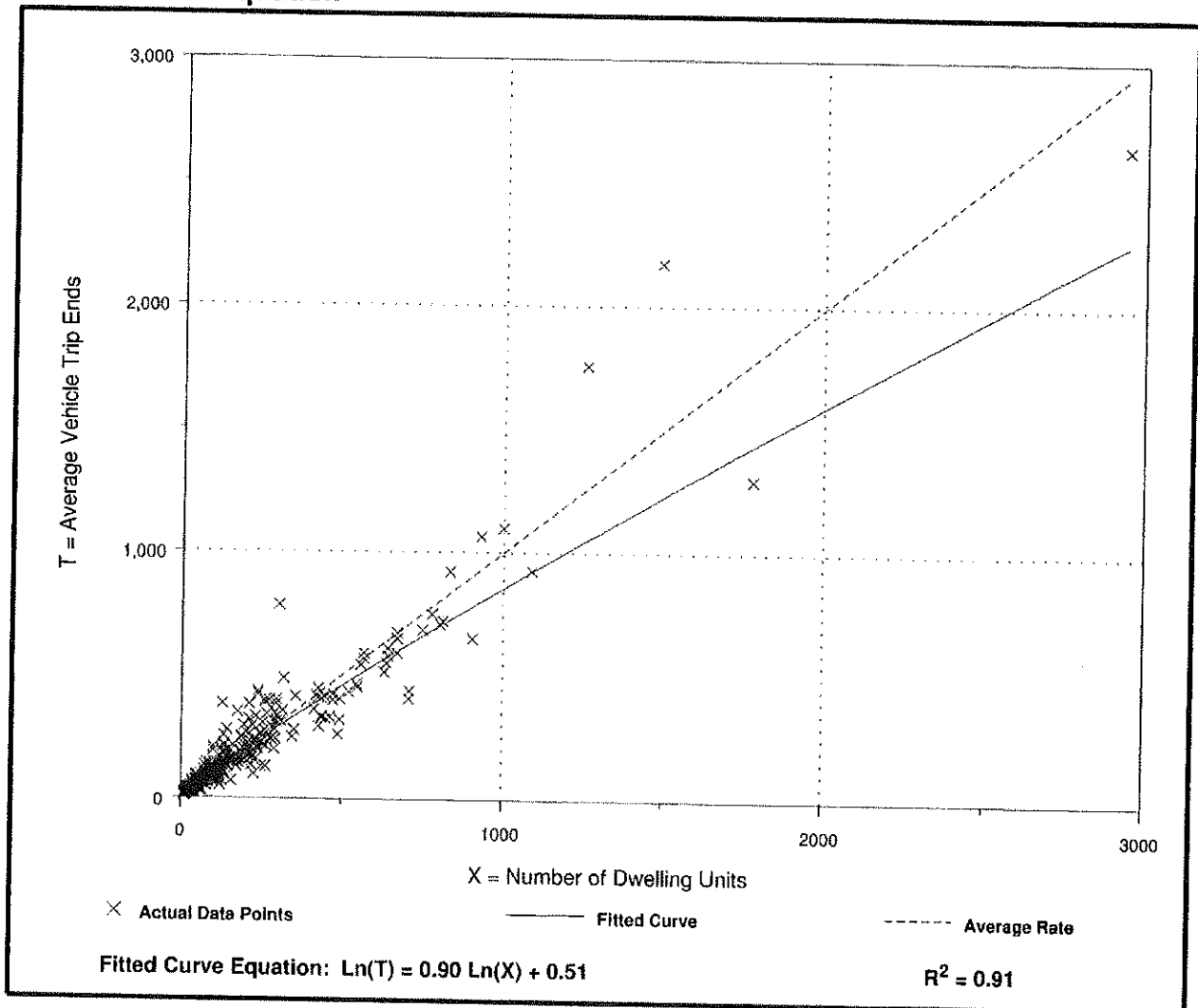
Average Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

Number of Studies: 321
Avg. Number of Dwelling Units: 207
Directional Distribution: 63% entering, 37% exiting

Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
1.00	0.42 - 2.98	1.05

Data Plot and Equation



Apartment (220)

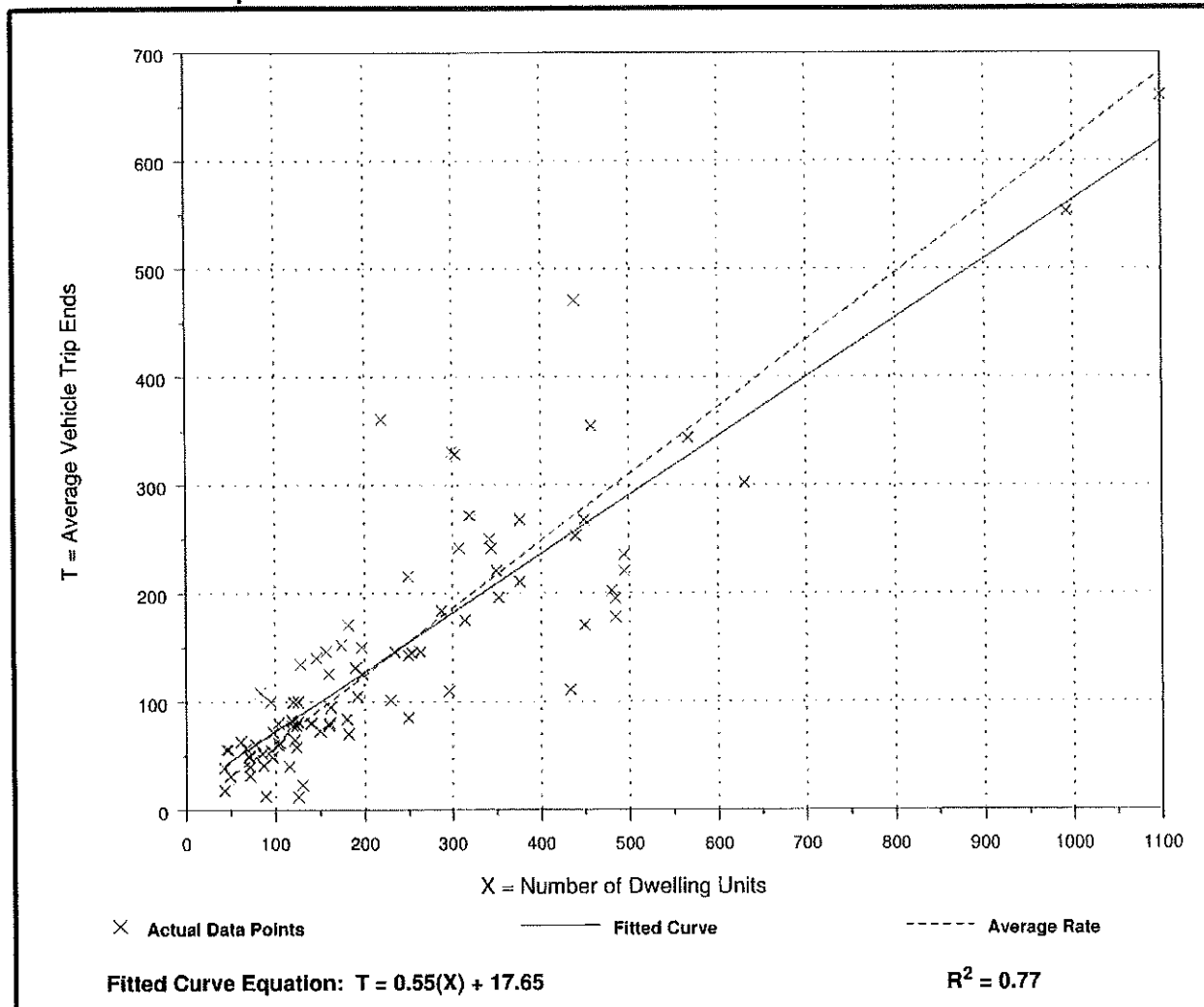
Average Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

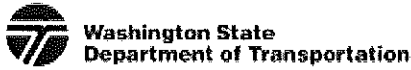
Number of Studies: 90
 Avg. Number of Dwelling Units: 233
 Directional Distribution: 65% entering, 35% exiting

Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.62	0.10 - 1.64	0.82

Data Plot and Equation





Roundabout Benefits

Improve safety

Studies have shown that roundabouts are safer than traditional stop sign or signal-controlled intersections.

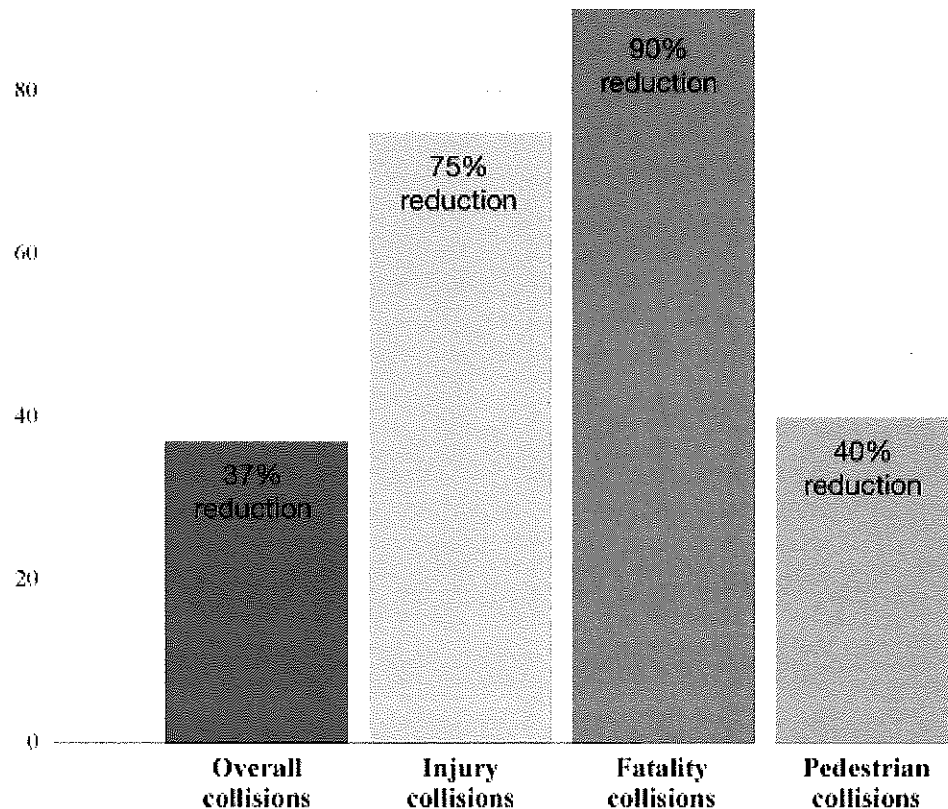
Roundabouts reduced injury crashes by 75 percent at intersections where stop signs or signals were previously used for traffic control, according to a study by the Insurance Institute for Highway Safety (IIHS). Studies by the IIHS and Federal Highway Administration have shown that roundabouts typically achieve:

- A 37 percent reduction in overall collisions
- A 75 percent reduction in injury collisions
- A 90 percent reduction in fatality collisions
- A 40 percent reduction in pedestrian collisions

Reduction in collisions

percent

100



Source: Federal Highway Administration and Insurance Institute for Highway Safety (FHWA and IIHS)

There are several reasons why roundabouts help reduce the likelihood and severity of collisions:

- **Low travel speeds** – Drivers must slow down and yield to traffic before entering a roundabout. Speeds in the roundabout are typically between 15 and 20 miles per hour. The few collisions that occur in roundabouts are typically minor and cause few injuries since they occur at such low speeds.
- **No light to beat** – Roundabouts are designed to promote a continuous, circular flow of traffic.

Drivers need only yield to traffic before entering a roundabout; if there is no traffic in the roundabout, drivers are not required to stop. Because traffic is constantly flowing through the intersection, drivers don't have the incentive to speed up to try and "beat the light," like they might at a traditional intersection.

- **One-way travel** – Roads entering a roundabout are gently curved to direct drivers into the intersection and help them travel counterclockwise around the roundabout. The curved roads and one-way travel around the roundabout eliminate the possibility for T-bone and head-on collisions.

Curious to know more? Watch a video about how roundabouts improve safety.

Reduce delay, improve traffic flow

Contrary to many peoples' perceptions, roundabouts actually move traffic through an intersection more quickly, and with less congestion on approaching roads. Roundabouts promote a continuous flow of traffic. Unlike intersections with traffic signals, drivers don't have to wait for a green light at a roundabout to get through the intersection. Traffic is not required to stop – only yield – so the intersection can handle more traffic in the same amount of time.

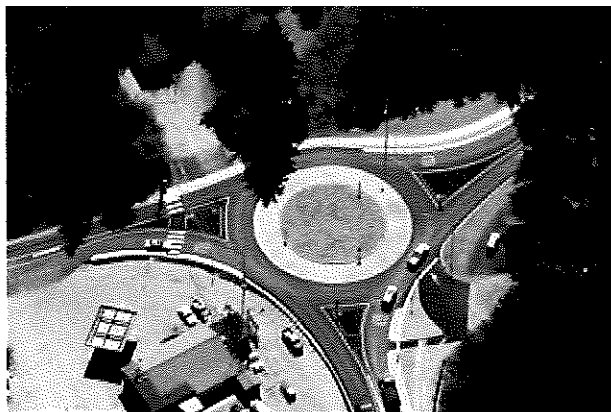
Studies by Kansas State University

<http://www.ksu.edu/roundabouts/> measured traffic

flow at intersections before and after conversion to roundabouts. In each case, installing a roundabout led

to a 20 percent reduction in delays. Additional studies

by the IIHS of intersections in three states, including Washington, found that roundabouts contributed to an 89 percent reduction in delays and 56 percent reduction in vehicle stops.



Less expensive

The cost difference between building a roundabout and a traffic signal is comparable. Where long-term costs are considered, roundabouts eliminate hardware, maintenance and electrical costs associated with traffic signals, which can cost between \$5,000 and \$10,000 per year.

Roundabouts are also more effective during power outages. Unlike traditional signalized intersections, which must be treated as a four-way stop or require police to direct traffic, roundabouts continue to work like normal.

Less space

A roundabout may need more property within the actual intersection, but often take up less space on the streets approaching the roundabout. Because roundabouts can handle greater volumes of traffic more efficiently than signals, where drivers may need to line up to wait for a green light, roundabouts usually require fewer lanes approaching the intersection.

Good locations for roundabouts

Roundabouts are safe and efficient, but they are not the ideal solution for every intersection. We look at several factors when deciding to build a roundabout at a specific intersection. Engineers consider these characteristics when determining the best solution for a particular intersection:

- **Accident history** – data about the number of accidents, type of crash, speeds, and other contributing factors are analyzed.
- **Intersection operation** – the level of current and projected travel delay being experienced, and

backups on each leg of the intersection.

- **Types of vehicles using the intersection** – we look at the different kinds of vehicles that use the intersection. This is especially important for intersections frequently used by large trucks.
- **Cost** – this includes the societal cost of accidents, right-of-way (land purchase) requirements, and long-term maintenance needs.

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TO: Sam Litke, Senior Planner
RE: Comprehensive Plan Map Amendment / Zone Change / Lot
Line Adjustment Case 2014-11 REMAND
APPLICANT: HERBER FARM LLC

PUBLIC WORKS DEPARTMENT REQUIREMENTS:

The application is for a Comprehensive Plan Amendment, a Zone Change, and a Lot Line Adjustment involving 7.5 acres. The subject property is bordered by Chemawa Road, Verda Lane, Dearborn Avenue, and unimproved Philip Street. It appears from the applicant's submittals that the property is made up of 14 tax lots. The lot line adjustment would remove the tax lot lines and result in one parcel. The parcel is proposed to be developed as Medium High Density Residential, which is a change from the existing Low Density zoning. Public and private facilities will be necessary for the development of the parcel, and are listed below.

No building permits will be issued until the required public improvements listed below are completed and accepted by the City, or acceptable guarantees are in place to ensure completion of the required public improvements.

SANITARY SEWERS:

The subject property is located within the original Keizer Sewer District. Therefore a sanitary sewer trunk line acreage fee will not be required.

- a.) City of Salem approval for local sewer permits will need to be issued prior to construction. Prior to submitting plans to the City of Salem for approval, the developer's engineer shall submit plans to the City of Keizer for review and determination of compliance with the City's Master Sewer Plan for the area.
- b.) Connecting to existing sewers that serve the general area will be the responsibility of the developer of the property. Any public sewer facilities located outside of platted right of ways will require that the appropriate easements be shown on the recorded plat. The recorded easement shall be to the City of Keizer and shall meet the City of Salem Design Standards.
- c.) Any existing septic tank and drain fields shall be located and abandoned per state and county regulations.

WATER SYSTEM:

- a.) A master water system plan showing proposed routes of public water mains, fire hydrants and individual services shall be prepared prior to submission of construction plans for the development. Any public water facilities located outside of platted right of ways will require that the appropriate easements be shown on the recorded plat. The recorded easement shall be to the City of Keizer and shall meet the City of Keizer design standards. Any system development charges for water system

improvements will be those in place at the time of individual service connections.

- b.) Final development plans shall be reviewed by the Keizer Fire District with regard to access and adequate location of fire hydrants prior to issuance of any public improvement permits.
- c.) Any existing wells on the subject property are to be abandoned. The developer shall provide evidence that any abandonment of existing wells has been completed in accordance with the rules of the Oregon State Water Resources Department.
- d.) Location of all meters are to be approved by the City of Keizer Public Works Department.

STREET AND DRAINAGE IMPROVEMENTS:

- a) Street improvements will be required to provide an adequate transportation system that will serve the proposed development. Right of way dedication will be required along Verda Lane and Dearborn Avenue. Verda Lane is designated as a Minor Arterial Roadway and Dearborn Avenue is designated as a Collector Roadway. The minimum acceptable Right of Way for Minor Arterials is 72 feet which will result in a 36 foot Right of Way from the center of the current Verda Lane Right of Way. The minimum acceptable Right of Way for Collectors is 68 feet which will result in a 34 foot Right of Way from the center of the current Dearborn Avenue Right of Way. Public street improvements will be required prior to any development of the subject property. At a minimum, public street improvements will include street widening of both Verda Lane and Dearborn Avenue with a 6 foot wide property line sidewalk. Public Street improvements will require appropriate drainage swales if necessary to comply with city water quality standards. A 10 foot wide public utility easement will be required to be dedicated on the Lot Line Adjustment Plat along Chemawa Road, Dearborn Avenue and Verda Lane. No access will be allowed to Philip Street from the subject property. The northerly access to the subject property from Verda Lane will be for emergency vehicles only and will be a gated. The right in, right out southerly access shown on the preliminary cover sheet will need to be constructed such that right turns only movements are allowed.

The applicant submitted a Transportation Planning Rule Analysis dated March 17, 2016 as part of the land use application. The City of Keizer does not disagree with the methodology or supporting language used but further information may be required for review.

The City of Keizer is currently designing roadway improvements for Dearborn Avenue and the subject property will be assessed a portion of the construction costs. The assessment will be for the portion along the frontage of the subject property. The City Engineer will determine the amount of assessment. No development of the subject property will be

approved until the assessment is paid.

b) The developers engineer shall submit an overall storm drainage plan that will provide service to this development consistent with the City Master Storm Drain Plan for this area of Keizer and consistent with the city's adopted design standards. An existing public storm drain line is located on the subject property near the tax lot lines shown as 3200 and 3300 on the applicant's submittal. The applicant's surveyor will be required to locate the storm drain line and plat an appropriate easement consistent with the City of Keizer's Public Works Standards on the proposed Lot Line Adjustment Plat.

Storm water detention for the proposed development shall be required. All storm water and roof drains are to be connected to an approved system designed to provide adequate drainage for the proposed new driveways and other hard surfaces. Storm water quality improvements will be required.

c.) A grading and drainage plan shall be developed for the subject property. Details shall include adequate conveyance of storm water from adjacent property across the subject property. This plan shall be submitted and approved by the Public Works Department prior to the issuance of any permits for street or storm drainage for the subject property. Grading and drainage plans shall be in conformance with the City of Keizer Public Works Standards. Additional information regarding street grades, site grading, inverts, etc, will be required for review prior to any plan approval. The drainage plan for the development shall comply with the Keizer Development Code.

OTHER

a.) Construction permits are required by the Department of Public Works prior to any public facility construction.

b.) A Pre-design meeting with the City of Keizer Public Works Department will be required prior to the Developer's Engineer submitting plans to either the city of Keizer or the City of Salem for review.

c.) Street opening permits are required for any work within the City Right of Way that is not covered by a Construction Permit.

d.) A Pre-construction conference shall be required prior to commencement of any construction under permits issued by the city.

e) An Improvement Agreement shall be executed between the developer and the City of Keizer prior to the recording of the plat.

f) Erosion control permits shall be obtained from the City of Keizer prior to the disturbance of any soil on the subject property. Additionally, if

required by the Oregon Department of Environmental Quality, a 1200-C permit will be required from the Oregon Department of Environmental Quality and furnished to the City of Keizer by the developer prior to issuance of an erosion control permit.



DAVID FRIDENMAKER, Manager
Facility Rental, Planning, Property Services
3630 State Street, Bldg. C • Salem, Oregon 97301-5316
503-399-3335 • FAX: 503-375-7847

Christy Perry, Superintendent

April 11, 2016

Sam Litke, Senior Planner
Keizer Community Development Department
PO Box 21000
Keizer OR 97307-1000

RE: Land Use Activity
Revision to Comprehensive Plan Amendment 2014-11, 4800 block Verda Lane NE

SUMMARY OF COMMENTS

School Assignment: Kennedy Elementary School, Claggett Creek Middle School and McNary High School

School Capacity: Sufficient school capacity currently exists to serve the proposed development at Kennedy Elementary School and Claggett Creek Middle School and does not currently exist at McNary High School.

School Transportation Services: Students residing at the subject property location will be within the walk zone for the assigned schools and will not be eligible for school transportation services.

Please find below information and comments regarding the proposed land use activity identified above. If you have questions, please call at (503) 399-3335.

ELEMENTARY SCHOOL INFORMATION (GRADES K TO 5)

1. School Name: Kennedy Elementary School
2. Estimated change in student enrollment due to proposed development: 23
3. Current school capacity: 598
4. Estimate of school enrollment including new development: 481
5. Ratio of estimated school enrollment to total capacity including new development: 80%.
6. Walk Zone Review: Within walk zone of Elementary School.
7. Estimate of additional students due to previous 2015 land use applications: 0
8. Estimate of additional students due to previous 2016 land use applications: 0
9. Estimated cumulative impact of 2015-2016 land use actions on school capacity: 80% of capacity.

MIDDLE SCHOOL INFORMATION (GRADES 6 TO 8)

1. School Name: Claggett Creek Middle School
2. Estimated change in student enrollment due to proposed development: 9
3. Current school capacity: 1,040
4. Estimate of school enrollment including new development: 935
5. Ratio of estimated school enrollment to total capacity including new development: 90%
6. Walk Zone Review: Within walk zone of Middle School.
7. Estimate of additional students due to previous 2015 land use applications: 4
8. Estimate of additional students due to previous 2016 land use applications: 0
9. Estimated cumulative impact of 2015-2016 land use actions on school capacity: 90% of capacity.

HIGH SCHOOL INFORMATION (GRADES 9 TO 12)

1. School Name: McNary High School
2. Estimated change in student enrollment due to proposed development: 9
3. Current school capacity: 1,964
4. Estimate of school enrollment including new development: 2,055
5. Ratio of estimated school enrollment to total capacity including new development: 105%
6. Walk Zone Review: Within walk zone of High School.
7. Estimate of additional students due to previous 2015 land use applications: 7
8. Estimate of additional students due to previous 2016 land use applications: 0
9. Estimated cumulative impact of 2015-2016 land use actions on school capacity: 105% of capacity.

ESTIMATE SUMMARY (GRADES K TO 12):

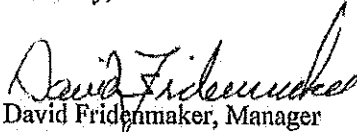
1. Total estimated change in student enrollment: 41
2. Total estimated student enrollment over capacity: 9
3. Total estimated cost to District for new facilities, beyond current facility capacity, due to change in student enrollment: **\$ 139,000**
4. Total estimated additional income to District for new facilities due to change in student enrollment: **\$ 0**

Developer should provide paved walk route(s) to allow pedestrian and bicycle access to school(s) from all residences within the new development and should provide all improvements required by the City of Keizer where new transportation routes are established or existing transportation routes change, such as school flashers, crosswalks, and signage. As per ORS 195.115, when the walk zone review indicates "eligible for transportation due to hazard" the District requests that the City initiate a planning process with the District to identify the barriers and hazards to children walking or bicycling to and from school, determine if the hazards can be eliminated by physical or policy changes and include the hazard elimination in the City's planning and budgeting process.

ASSUMPTIONS:

1. When land use request is granted, 112 additional residences will be built.
2. Estimates are computed using the Student Rate per Dwelling Method described in the District's Long-term Facilities Plan for years 2008-2015.
3. If current capacity exists at the schools currently serving the parcel then an estimate of zero cost, or no significant impact, is made.
4. If current capacity does not exist at the schools currently serving the parcel then an estimate of cost for one-time capital improvements is made.
5. Income from the proposed land use for capital improvement is assumed to be zero since capital improvement funds come from voter approved bond measures that can be an unpredictable and irregular source of income.

Sincerely,



David Fridenmaker, Manager
Facilities and Planning Dept.
Planning and Property Services

c: Mike Wolfe, Chief Operations Office
Jim Jenney, Manager – Custodial and Property Services
William White, Manager – Risk Management
Michael Shields, Director – Auxiliary Services

JUN 03 2016

To: The Planning Dept. for the City of Keizer COMMUNITY DEVELOPMENT
Attn: Mr. Sam Litke, Senior Planner

Dear Mr. Litke and members of the planning dept.,

Thank you for the opportunity to voice my concerns regarding plans to build a large apartment complex on the Herber property. These concerns are as follows:

- Additional traffic on Verda Lane will affect those of us who need to make a left turn onto Verda in order to travel south. We already experience long waits during the morning commute, especially when the schools are in session. Adding another 100 or more cars will only extend the back-up. Trains cutting off access also add to the frustration of trying to get to work on time.
- Adding more students to our local schools is in direct conflict with attempts to lower the student to teacher ratio in the classrooms. There are already a number of large apartment complexes in this area.
- There will be heightened risk of flooding from Claggett Creek during heavy rains in winter and spring: Currently, much of the water is absorbed by the pasture.
- Currently, large flocks of water fowl gather in the lake which forms at the lower elevation just above the creek, turning this into a wetland. Wetlands were already lost when the schools down stream were built.
- Inevitable pollution caused by pesticides, herbicides, and petroleum products from vehicles will find its way in run-off into Claggett Creek and will be detrimental to wildlife which resides in and along the creek.
- The neighboring communities will experience the loss of mental and emotional advantages offered by open green space which is known to reduce stress and anxiety.
- There likely will be a rise in the crime rate as a result of population density and a conflict between socio-economic differences.

Thank you for considering these issues when making your decision on how to move forward with the realization of how that decision could impact the existing neighborhoods.

Respectfully,



Marilyn Prothero
1629 Wiessner Dr.
Keizer, OR

RECEIVED
CITY OF KEIZER

JUN 03 2016

COMMUNITY DEVELOPMENT

To: Mr. Sam Litke

Re: Comprehensive Plan Change / Case 2014-11

As residents of Verda Lane, we feel that the proposed zoning change has great potential to adversely affect the quality of our lives.

We moved to Keizer four years ago with the intent to retire in a nice little community away from the city. What we discovered was an area that already has too much traffic and a disturbing amount of crime. Creating a denser population in our neighborhood can only compound those issues.

Any step toward increasing the noise and congestion on Verda Lane is a very unhappy prospect to us. The Transportation Planning Rule memo provided to the applicants conclude that locating an apartment complex on Verda Lane would only slightly increase the traffic impact over residential use. To those of us who now live on Verda Lane the bubble has already burst, please don't add to the pain. To those who are pleased to remind us that we live on an "arterial street", we say, it is more than that to us: our homes are on the edge of it. And the recommendation to improve the situation by widening the street only brings the problem closer to our front doors.

We are fearful when we read the economic development goal of "create a housing type that is a less expensive option for families." While that sounds very charitable on the surface, it immediately raises a red flag for us. During the previous two public meetings glossy presentations have been made visualizing the happy potential of a dense apartment complex on the street. As we understand it, the property is not yet even in the hands of the final developer, making speculation on the appearance and quality of the complex little more than a red herring. The possibility of more low income housing in our neighborhood, even for the sake of economic development, is a risk to which we are opposed.

We feel that the promotion of a denser population in our community cannot help but adversely affect the quality of our lives, and that of our neighbors. The writers of the Planning Goals (not likely residents of Verda Lane) call the area which places a respectable distance between residences "underutilized property." We believe that the pursuance of this philosophy only fosters the crime and congestion mentioned above, and so we must speak out against it.

Alan and Susan Kendall
4180 Verda Lane
Keizer

June 3, 2016

RECEIVED
CITY OF KEIZER

JUN 03 2016

To Whom It May Concern:

COMMUNITY DEVELOPMENT

We write to you in opposition of the proposed plan to change the zoning of the property located at 4800 and 4900 Verda Ln NE from Low Density Residential to Medium and High Density Residential. We oppose this change for the following reasons:

- With the new senior living facility, as well as according to signs that say Keizer Station Apartments, are being built off Chemawa Rd NE near St Croix Way NE, is there really a need for more apartments to be built on Verda Ln NE? If you look all throughout Keizer there are numerous apartment complexes with signs that say "Now Leasing or Renting". There is one such complex located on Keizer Rd NE, about 2 blocks from the proposed site of the Herber Family Apartments.
- With all of these potential new households being added to Keizer, but only one grocery store (Safeway) for the whole of Keizer, the citizens of Keizer are going to be forced to shop outside of Keizer. As citizens of Keizer who have lived here since we were in grade school and are now raising our own family here, we do 80% of our shopping in Keizer, only going outside of Keizer for items that are not available in Keizer. If the stores, especially the only grocery store, become more crowded due to the addition 100+ more potential households being added, citizens may start going outside of Keizer to shop in order to get away from the crowds and congestion at the stores locally, due to the limited availability of stores for the citizens of Keizer. The heart of Keizer (River Rd.) is dying. There are so many vacant buildings along River Rd. The City of Keizer should be concerned with filling these vacancies with businesses that meet the needs of the current citizens and improve Keizer before it adds 100+ apartments and households.
- Our schools and teachers are already overwhelmed. With the elementary schools in Keizer each having a minimum of 400 students and only 2 middle schools and 1 high school, the addition of the apartments will add more students for teachers and schools whose resources are already stretched thin. Not only will this affect the schools, but what will these kids do during the non-school hours? There is nothing in Keizer to keep kids engaged and out of trouble except a small Boys & Girls Club located in a single portable style classroom at Kennedy Elementary. When there are more citizens, specifically juveniles, with nothing to do, there is a likelihood for an increase in crime.
- The city of Keizer is installing a roundabout at the intersection of Chemawa Rd NE and Verda Ln NE where there is currently a 4-way stop. According to the City, this will ease current traffic congestion. Adding 100+ apartments right by that intersection, which means 100+ more vehicles traveling through that intersection each day seems counterproductive to what the city is claiming to do by adding a roundabout there. As someone who travels through that intersection 5 days a week to get to and from work, that intersection is not congested on a regular basis. If anything, the roundabout will make it more congested.

While we are vehemently opposed to the proposed apartments on Verda Ln NE, we would not be opposed to seeing residential single family homes being built in this same area instead. Citizens of Keizer have already made it clear they do not want apartments at the proposed location on Verda Ln NE when the issue was initially reviewed in 2014. If the City Council decides to approve the proposed changes, then the Council Members are not looking at what is best for the City of Keizer and what is wanted by the Citizens of Keizer.

Sincerely,

Brittany & Matthew Garza

Brittany & Matthew Garza

1880 Keizer RD NE

Keizer OR

JUN 02 2016

PLEASE CHECK THE APPROPRIATE ITEMS: COMMUNITY DEVELOPMENT
Comments submitted will be made a part of the decision and are not considered confidential.

_____ I/we reviewed the proposal and determined I/we have no comment.

_____ My/our comments are in the attached letter.

_____ My/our comments are: what is different since we
denied this request last year lowering the
total units ~~is~~ does not lower the unit
count for the total amount under
the limit for this area. what is the
total count if this is approved?
this is not proper use of this land
in the greater scene of things

Response Date: 6/2/16 Person commenting: Daniel Frwin
Phone No. (not required) 360-521-8625 Address 5080 Verda Ln NE
Email address dfrwinshawt@yahoo.com

Copies of the Keizer Development Code are available for viewing at the Community Development Department or on the web at www.keizer.org

Comments submitted regarding this case must address the review criteria for a Comprehensive Plan map change (found in Section 3.109), Zone change (found in Section 3.110) and Lot Line Adjustment (found in Section 3.106) of the Keizer Development Code (KDC). (See attached)

JUN 02 2016

CASE 2014-11

COMMUNITY DEVELOPMENT

THE WHOLE NIEBERHOOD IS AGAINST HAVING APARTMENTS ON THIS PROPERTY. THE IDEA THAT WE HAVE 3 STORY APARTMENTS IS EVEN WORSE.

THEY BLOCK OUT THE SKYLINE AND ARE NOT WHAT A NIEBERHOOD WANTS.

THE COMMENT THAT KEIZER NEEDS MORE HOUSING IS NOT TRUE. WE NEED TO CONTROL THE POPULATION OF KEIZER AND NOT BECOME ANOTHER PORTLAND.

NOT QUANTITY OF HOUSING BUT QUALITY OF HOUSING. THIS APARTMENT COMPLEX WILL CAUSE THE FOLLOWING

1. LOWER HOUSE VALUES
2. MUCH INCREASE IN TRAFFIC
3. MORE POLICE RESPONSE
4. LOWER STANDARD OF LIVING

PEOPLE HAVE LIVED HERE AND MOVED HERE TO RESIDENTIAL PROPERTY FOR WHAT KEIZER WAS SO PLEASE DON'T RUIN THIS AREA FOR A LARGER TAX BASE.

THANK YOU

BOB JONES

5060 VERDA LANE NE

KEIZER OR 97303

JUN 02 2016

PLEASE CHECK THE APPROPRIATE ITEMS: COMMUNITY DEVELOPMENT

Comments submitted will be made a part of the decision and are not considered confidential.☐ I/we reviewed the proposal and determined I/we have no comment.☐ My/our comments are in the attached letter.☒ My/our comments are: Why does the City of
Keizer seek an ill advised course
of action toward greater population
density, more pollution from vehicles,
more frustrating traffic back up
on the affected adjacent streets and
re-contouring the land (flood plain)?No, No & more NO!High Density Residential, is
for this particular geographical
area, ~~is~~ extremely poor planning.
Look beyond the dollar signs.Response Date: June 2, 2016 Person commenting: Dee A. Sloan
Phone No. (not required) _____ Address 1382 Dearborn Ave N.E., Keizer
Email address dsloan33@me.comCopies of the Keizer Development Code are available for viewing at the Community Development Department or on the web at www.keizer.org

Comments submitted regarding this case must address the review criteria for a Comprehensive Plan map change (found in Section 3.109), Zone change (found in Section 3.110) and Lot Line Adjustment (found in Section 3.106) of the Keizer Development Code (KDC). (See attached)

May 30, 2016

Keizer Planning Department

Ref: Case 2014-11

RECEIVED
CITY OF KEIZER

JUN 02 2016

COMMUNITY DEVELOPMENT

In response to your "Request for Comments" letter dated 5/23/2016, I am writing as a homeowner very close to this new proposed apartment complex.

On the front page in the section labeled APPLICATION, the last sentence references a statement that this information packet "includes a traffic impact analysis addressing traffic impacts." My first comment is that I could not find a reference to any specific traffic impact analysis.

Within the package under Goal 6 – Air, Water, and Land Resources Quality, paragraph 5 includes a statement that "The traffic generated from the site will be minor compared to the total volume of traffic in this area, and will not create a significant additional air quality impact." While the issue of air quality may be valid, the question deals more directly with the total volume of traffic in this area.

Verda lane has evolved to be a primary alternative to River Road and as a result has seen a significant increase in traffic, especially during peak rush hour periods. Add to this the development within Keizer Station Area C with additional apartments being built on Chemawa which will also impact traffic growth.

During the last meeting the issue of widening Verda Lane to 3 so as to include a middle turn lane was discussed and I left that meeting with the understanding that existing code in Keizer required this additional lane. However, when I was reviewing the map included with this packet I could not determine if this was in fact going to occur (inclusion of a middle turn lane).

Please consider the fact that the development of 112 apartments could result in an additional 224 cars on that one section of road, making access and egress difficult.

Bottom line; please ensure a widening of Verda Lane to include at a minimum a middle turn lane.


Robert Thompson
1970 CRANBERRY CT NE
KEIZER OR 97307

RECEIVED
CITY OF KEIZER

JUN 03 2016

COMMUNITY DEVELOPMENT

Paul and Mandy Elder

1968 Wiessner Dr NE

Keizer Or, 97303

06/01/2016

The City of Keizer Planning Department and Keizer City Council,

In regards to subject property located at 4800 and 4900 Verda Ln NE, Marion County, Keizer Oregon plan amendment change/zone change/lot line adjustment for case 2014-11.

Upon receiving a letter in the mail on May 25th, 2016, I was somewhat dismayed that I had to send in a comment on the changes by June 3rd to the Heber property otherwise it would be considered that I had no concerns in this matter. Let me assure you that I have several concerns.

My first concern is that in the February 3rd meeting of 2016, changes that would be coming would be discussed in a public city council meeting before any other changes would be considered. The plan revisions that were provided in the Notice of Public Hearing, which has no page numbers to make reference to, was strategically sent out over a holiday weekend. Most of the people in Keizer that this proposal affects would be vacationing or otherwise preoccupied with family. The caveat of not mailing in a response by June 3rd would render me in favor of the Heber property in question.

The second concern about this revised plan is the Heber Property-Site Plan Revisions page has outlined six bullet point. I will focus on four of those six.

1. The neighborhood meeting bullet point. Yes, there was a neighborhood meeting on February 3rd 1996, however no one was for having the land developed into apartments except the Herber family, and the developer they hired.
2. Transportation. A traffic engineered plan was presented. The community did not like the plan, and was lead to believe that if houses were built their in lieu of apartments that they would have 16 driveways instead of three access points with the apartments. The concerns of increased traffic were again disregarded.
3. Building height. This would not even be a issue if the land were to be developed as single family houses, as it is now zoned.
4. Number of apartment units. We already have enough apartments in Keizer, especially with the new apartments being built next to the Bonaventure Senior Living properties. The plan for development of Keizer mentioned from the city council on October 6th 2014 clearly stated the need for more single family houses, and not more apartments.

I have many more comments I would love to discuss with you and the counsel at the next meeting on june 20th at 7;00pm.

Sincerely Paul and Mandy Elder

JUN 06 2016

COMMUNITY DEVELOPMENT

PLEASE CHECK THE APPROPRIATE ITEMS:

Comments submitted will be made a part of the decision and are not considered confidential.

☐ I/we reviewed the proposal and determined I/we have no comment.

☐ My/our comments are in the attached letter.

☒ My/our comments are: I understand the need for more apartments,
however, I have great concerns as to what will happen
with the overflow of flood water once the Philip Street
Road is built thru the middle of the flood zone. I do
not believe the surveyor or planner of the site have can
fully appreciate the amount of water that flows thru
the creek when it rains. As a property owner on the creek,
I see first hand how narrowing the area as that the water
overflows into will create a higher water mark on
my property, the large park, and the homes on the
flat land along the creek. I strongly urge the council
to deny this request as I believe it will impact many
residential home w/ the potential of flooding. Please deny this request.

Response Date: 5/26/16 Person commenting: Paul & Lillian Weaver
Phone No. (not required) _____ Address 1526 Dearborn Ave NE Keizer
Email address lily-j-b@hotmail.com

Copies of the Keizer Development Code are available for viewing at the Community Development Department or on the web at www.keizer.org

Comments submitted regarding this case must address the review criteria for a Comprehensive Plan map change (found in Section 3.109), Zone change (found in Section 3.110) and Lot Line Adjustment (found in Section 3.106) of the Keizer Development Code (KDC). (See attached)

COUNCIL MEETING: June 20, 2016
AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRISTOPHER EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

**SUBJECT: PUBLIC HEARING ON THE DECLARATION OF THE CITY'S ELECTION
TO RECEIVE STATE REVENUES AND CERTIFYING THE CITY
PROVIDES FOUR OR MORE MUNICIPAL SERVICES**

Oregon law requires cities to annually pass a resolution requesting state revenue sharing money. State law also provides that a city located within a county having more than 100,000 inhabitants must provide four or more municipal services to be eligible to receive state-shared revenue. This fact must be certified by the Oregon Office of Business Administration and supported by a city resolution.

Oregon law also requires the City of Keizer hold a public hearing to give the citizens of Keizer the opportunity to comment on the use of State Revenue Sharing funds.

FISCAL IMPACT:

Approximately \$325k in State Shared Revenues is anticipated in fiscal year 2016-2017.

RECOMMENDATION:

Staff recommends Council open the public hearing to receive comment on the proposed use of State Revenue Sharing funds. After comments are received, if any, Staff recommends the Council close the public hearing and deliberate on any potential changes. If no changes are made, Council should adopt the two attached resolutions, so that the City may receive State Shared Revenues.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2016-_____

3
4 DECLARING THE CITY'S ELECTION TO RECEIVE
5 STATE REVENUES
6

7 The City Council of the City of Keizer resolves as follows:

8 Pursuant to ORS 221.770, the City Council of the City of Keizer hereby
9 elects to receive state revenues for fiscal year 2016-2017.

10 BE IT FURTHER RESOLVED that this Resolution shall take effect
11 immediately upon the date of its passage.

12 PASSED this _____ day of _____, 2016.

13 SIGNED this _____ day of _____, 2016.

14
15
16 _____
17 Mayor
18

19
20 _____
21 City Recorder
22

23
24 I certify that public hearings before the Budget Committee were held on
25 May 3rd and 5th and a public hearing before the City Council was held on June
26 20, 2016, giving citizens opportunity to comment on use of State Revenue
27 Sharing.
28

29 _____
30 City Recorder

1 **CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**

2 **Resolution R2016-_____**

3 **CERTIFYING THAT THE CITY OF KEIZER PROVIDES FOUR**
4 **OR MORE MUNICIPAL SERVICES**

5
6 **WHEREAS, ORS 221.760 provides as follows:**

7 **Section 1. The officer responsible for disbursing funds to cities under**
8 **ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city**
9 **located within a county having more than 100,000 inhabitants according to**
10 **the most recent federal decennial census, disburse such funds only if the city**
11 **provides four or more of the following services:**

- 12 **1) Police protection**
13 **2) Fire protection**
14 **3) Street construction, maintenance and lighting**
15 **4) Sanitary sewer**
16 **5) Storm sewers**
17 **6) Planning, zoning and subdivision control**
18 **7) One or more utility services**

19 **WHEREAS, city officials recognize the desirability of assisting the state**
20 **officer responsible for determining the eligibility of cities to receive such funds**
21 **in accordance with ORS 221.760; NOW THEREFORE,**

BE IT RESOLVED that the City of Keizer hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- 1) **Police protection**
- 2) **Street construction, maintenance and lighting**
- 3) **Storm sewers**
- 4) **Planning, zoning and subdivision control**
- 5) **Water utility services**

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2016.

SIGNED this _____ day of _____, 2016.

Mayor

City Recorder

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: SETTING STORMWATER RATES

BACKGROUND:

During FY12-13 the City reviewed the long range operational funding needs for the Stormwater utility. Staff prepared a plan and first presented it to the Stormwater Advisory Committee (SWAC). Once their questions and issues were resolved, SWAC unanimously recommended the plan be presented to the City Council.

Staff presented the plan to Council at the November 13, 2012 Work Session. The Plan showed that existing staffing levels, contractual services, plant maintenance, operating materials and pipe extension/ repair appropriations were insufficient to maintain the system and meet the regulatory obligations of state and federally mandated permits. Should the City not comply with these mandates it could face heavy fines from the federal government. Adequate funding would require rate increases over the next five years as provided in the Stormwater Long-Range Financial Plan as presented in April 2016.

The following approved rate increases per month per Equivalent Service Unit (ESU) were effective January 1st of the respective year.

2013 - \$0.41

2014 - \$0.45

2015 - \$0.43

2016 - \$0.40

Staff recommends funding the Stormwater operations and improvements with a blended rate model with rate increases at approximately 9% annually augmented by the issuance of debt. A blended rate model will provide equitability to customers; today's customers will not bear the entire cost for improvements that will benefit future customers and future customers will not be burdened with all of the costs incurred today. This increase equates to up to \$0.70 per ESU per month each year over the next five years.

The FY16-17 City Budget (scheduled for discussion on tonight's agenda) includes a \$0.50 monthly ESU rate increase beginning January 2017. Implementing the increase in January is congruent with the Sewer Rate Increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the year. Attachment #1 shows the impact of the increase on the bill for select customers from each customer class (Single-Family, Multi-Family and Commercial).

FISCAL IMPACT:

A \$0.50 monthly ESU increase will bring in an additional \$68,000 in revenue in fiscal year 2016-2017.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed stormwater rate increases. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and approve the attached Resolution, setting new stormwater rates and amending Resolution R2014-2504, if it so chooses.

City of Keizer

Storm Rate Comparison

FY 16-17 Budget

Rates Effective January 1, 2016

	Rate	ESUs	Monthly	Bi-Monthly
	\$ 5.51			\$11.02
Grocery Store		86	\$ 473.86	\$ 947.72
School		94	\$ 517.94	\$ 1,035.88
Apartment Complex		44	\$ 242.44	\$ 484.88
Single Family Residential		1	\$ 5.51	\$ 11.02

Proposed Rates January 1, 2017

	Rate	ESUs	Monthly	Bi-Monthly
	\$6.01			\$12.02
Grocery Store		86	\$ 516.86	\$ 1,033.72
School		94	\$ 564.94	\$ 1,129.88
Apartment Complex		44	\$ 264.44	\$ 528.88
Single Family Residential		1	\$ 6.01	\$ 12.02

Difference

	Rate	ESUs	Monthly	Bi-Monthly
	\$0.500			\$1.000
Grocery Store		86	\$ 43.00	\$ 86.00
School		94	\$ 47.00	\$ 94.00
Apartment Complex		44	\$ 22.00	\$ 44.00
Single Family Residential		1	\$ 0.50	\$ 1.00

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

**AMENDING THE STORMWATER UTILITY FEE; AMENDING
RESOLUTION R2014-2504; REPEALING R2015-2578**

WHEREAS, the City Council of the City of Keizer has adopted Resolution R2014-2504 which imposed a stormwater utility fee;

WHEREAS, the City Council amended such utility fee by the adoption of Resolution R2015-2578;

WHEREAS, an amendment to increase the stormwater utility fee has been brought to the City Council of the City of Keizer for consideration;

WHEREAS, the City Council held a public hearing with regard to the proposed increase on June 20, 2016;

WHEREAS, the City Council finds that it is appropriate to increase the stormwater utility fee in the City of Keizer;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2014-2504 (Imposing a Stormwater Utility Fee) is hereby amended at Section 2, Section 3, and Section 4 as follows:

Section 2. Stormwater Utility Fee Imposed. A stormwater utility fee is hereby imposed at the rate of \$6.01 per ESU per month.

Section 3. Single Family/Duplex/Mobile Home Space Stormwater Utility Fee. Single Family units, Duplex units and Mobile/Manufactured Home units shall pay the following stormwater utility fee:

- a. Single Family Residence: \$6.01 per month
- b. Duplex: \$6.01 per month
- c. Mobile/Manufactured Home Units: \$6.01 per month per space or lot

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Section 4. Stormwater Utility Fee for All Other Improved Property. All other Improved Property within the City of Keizer not listed in Section 3 above, including, but not limited to multifamily residential, assisted living/retirement homes, commercial, industrial and public properties shall pay \$6.01 per month per ESU as calculated for the specific property. This calculation shall be done by or at the direction of the Public Works Director. Any property owner or responsible party may appeal the determination or calculation of the stormwater utility fee as set forth in Ordinance No. 2014-707, Section 8 (Administrative Review – Appeals).

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the amended stormwater utility fees imposed under this Resolution shall be charged beginning with the January 2017 billing period.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution R2015-2578 shall be repealed in its entirety effective January 1, 2017.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2016.
SIGNED this _____ day of _____, 2016.

Mayor

City Recorder

COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: SETTING WATER RATES

BACKGROUND AND ISSUES:

Staff has completed the Water Rate Model update for fiscal year 2016-2017. The model is a cost of service model (COSA) and is the method adopted by the City Council in 2002 and modified in 2004. The modification in 2004 combined the Single-Family and Multi-Family customer classes so that fixed rates and consumption rates are the same for both classes.

During FY12-13 Council approved a new Water Master Plan, which includes \$10 million of infrastructure improvements over the next twenty years. Staff recommends funding this cost with an even rate slope at 4%-5% increase annually, adjusted for variances in revenues and expenses each year. An even rate slope will provide equitability to customers; today's customers will not pay for benefits to future customers and future customers will not be burdened with costs incurred today.

The FY16-17 City Budget (scheduled for discussion on tonight's agenda) includes a 4.0% rate increase beginning January 2017. Implementing the increase in January is congruent with the Sewer Rate increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the fiscal year. Attachment #1 shows the impact of the rate increase on the average customer bill for each

customer class (Single-Family, Multi-Family and Commercial). Attachment #2 shows a comparison of existing water rates with proposed water rates.

FISCAL IMPACT:

A 4.0% system-wide increase effective January 1, 2017 will bring in an estimated \$45,000 in additional revenue in fiscal year 2016-2017.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed water rate increases. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and approve the attached Ordinance, setting new water rates and repealing Ordinance 2015-723, if it so chooses.

Attachment One

City of Keizer Water Rate Comparison for Average Accounts Long-Range Rate Proposal FY16-17

	Flat Rate		Consumption		Total	
	Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
Rate January 2016						
Single Family Residential (1300 ccf)	\$ 4.96	\$ 9.92	\$ 8.39	\$ 16.77	\$ 13.35	\$ 26.69
Multi-family (17500 ccf)	\$ 10.08	\$ 20.16	\$ 112.88	\$ 225.75	\$ 122.96	\$ 245.91
Commercial (5100 ccf)	\$ 4.96	\$ 9.92	\$ 31.62	\$ 63.24	\$ 36.58	\$ 73.16

	Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
Rate January 2017						
Single Family Residential (1300 ccf)	\$ 5.16	\$ 10.32	\$ 8.72	\$ 17.44	\$ 13.88	\$ 27.76
Multi-family (17500 ccf)	\$ 10.48	\$ 20.97	\$ 117.39	\$ 234.78	\$ 127.87	\$ 255.75
Commercial (5100 ccf)	\$ 5.16	\$ 10.32	\$ 32.88	\$ 65.77	\$ 38.04	\$ 76.09

	Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
Cost Increase January 2017						
Single Family Residential (1300 ccf)	\$ 0.20	\$ 0.40	\$ 0.34	\$ 0.67	\$ 0.53	\$ 1.07
Multi-family (17500 ccf)	\$ 0.40	\$ 0.81	\$ 4.52	\$ 9.03	\$ 4.92	\$ 9.84
Commercial (5100 ccf)	\$ 0.20	\$ 0.40	\$ 1.26	\$ 2.53	\$ 1.46	\$ 2.93

	Annual Cost
Residential (1300 ccf)	\$ 6.41
Multi-family (17500 ccf)	\$ 59.02
Commercial (5100 ccf)	\$ 17.56

	Proposed Rates January 1, 2017			
	Flat	Consumption	Monthly	Bi-Monthly
Residential (1,300 ccf)	\$9.92	\$17.42	\$13.67	\$27.34
Commercial (39,900 ccf)	\$59.23	\$514.71	\$286.97	\$573.94
School (14,000 ccf)	\$182.51	\$180.60	\$181.56	\$363.11
Apartment (55,200 ccf)	\$59.23	\$739.68	\$399.46	\$798.91

City of Keizer Water Rate Increase Comparison

	Effective January 2016	Effective January 2017	\$ Increase	% Increase
Water User Fees - bi-monthly charge				
5/8" or 3/4" meter	\$ 9.92	\$ 10.32	\$ 0.40	4.0%
1" meter	\$ 20.16	\$ 20.97	\$ 0.81	4.0%
1 1/2" meter	\$ 38.98	\$ 40.54	\$ 1.56	4.0%
2" meter	\$ 61.60	\$ 64.06	\$ 2.46	4.0%
3" meter	\$ 119.76	\$ 124.55	\$ 4.79	4.0%
4" meter	\$ 189.81	\$ 197.40	\$ 7.59	4.0%
6" meter	\$ 378.26	\$ 393.39	\$ 15.13	4.0%
8" meter	\$ 647.80	\$ 673.71	\$ 25.91	4.0%
 Volume rate - \$/ccf				
Residential	\$ 1.29	\$ 1.34	\$ 0.05	4.0%
Commercial	\$ 1.24	\$ 1.29	\$ 0.05	4.0%
 Private Fire Protection				
4"	\$ 27.64	\$ 28.75	\$ 1.11	4.0%
6"	\$ 76.80	\$ 79.87	\$ 3.07	4.0%
8"	\$ 161.27	\$ 167.72	\$ 6.45	4.0%
10"	\$ 276.47	\$ 287.53	\$ 11.06	4.0%
 Miscellaneous Water Service Fees				
Service fee	\$ 18.86	\$ 19.61	\$ 0.75	4.0%
Shut off processing fee	\$ 37.70	\$ 39.21	\$ 1.51	4.0%
After hours fees	\$ 94.26	\$ 98.03	\$ 3.77	4.0%
Tampering fee	\$ 37.70	\$ 39.21	\$ 1.51	4.0%
Removal of meter following third tampering incident	cost + 15%	cost + 15%		

1 BILL NO. _____ A BILL ORDINANCE NO.
2 2016-_____

3 FOR

4
5 AN ORDINANCE

6
7 SETTING WATER RATES (2017); REPEALING
8 ORDINANCE NO. 2015-723
9

10 WHEREAS, the City Council adopted Ordinance No. 2015-723 on June 1, 2015
11 which imposed water rates;

12 WHEREAS, an amendment to increase the water rates has been brought to the
13 City Council for consideration;

14 WHEREAS, the City Council held a public hearing with regard to the proposed
15 increase on June 20, 2016;

16 WHEREAS, the City Council finds that it is appropriate to increase the water
17 rate in the City of Keizer;

18 WHEREAS, the City Council finds that it is appropriate to repeal Ordinance
19 No. 2015-723 effective January 1, 2017 so there is no confusion as to the adopted water
20 rates;

21 NOW, THEREFORE,

22 The City of Keizer ordains as follows:

23 Section 1. WATER RATES. Water rates for the Keizer Water Department
24 are imposed as set forth on Exhibit "A" attached hereto and by this reference
25 incorporated herein.

1 Section 2. REPEAL OF ORDINANCE NO. 2015-723. Ordinance No.
2 2015-723 is hereby repealed on January 1, 2017.

3 Section 3. EFFECTIVE DATE. This Ordinance shall take effect for the
4 January 2017 billings and all successive billings.

5 PASSED this _____ day of _____, 2016.

6
7 SIGNED this _____ day of _____, 2016.

8

9

10

11

12

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14

Mayor

City Recorder

Exhibit "A"

Water User Fees - bi-monthly charge

5/8" or 3/4" meter	\$	10.32
1" meter	\$	20.97
1 1/2" meter	\$	40.54
2" meter	\$	64.06
3" meter	\$	124.55
4" meter	\$	197.40
6" meter	\$	393.39
8" meter	\$	673.71

Volume rate - \$/ccf

Residential	\$	1.34
Commercial	\$	1.29

Private Fire Protection

4"	\$	28.75
6"	\$	79.87
8"	\$	167.72
10"	\$	287.53

Miscellaneous Water Service Fees

Service fee	\$	19.61
Shut off processing fee	\$	39.21
After hours fees	\$	98.03
Tampering fee	\$	39.21
Removal of meter following third tampering incident	cost + 15%	

The Service fee will be charged for all new accounts, account transfers, landlord/rentals and vacation accounts. The service fee will not be charged for customers voluntarily terminating service or moving out.

The Shut off processing fee will be charged for all accounts remaining unpaid as of the day of shut off, whether or not such meter is physically shut off.

The After hours fee will be charged to customers requesting water to be turned on after regular business hours. This fee does not apply to emergency calls.

The Tampering fee will be charged to all customers whose water has been shut off if they turn the water back on themselves or otherwise tamper with the water meter or City water equipment.

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2016-2017 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

On May 3, 2016, the Budget Committee convened and received the City Manager's Budget Message for fiscal year 2016-17, received public testimony from interested parties and began deliberations on the City Manager Recommended Budget. On May 5th the Committee received additional public testimony, concluded deliberations and passed the Committee Approved Budget (Attachment One).

ISSUES AND FISCAL IMPACT:

Tonight the City has scheduled a public hearing to receive additional citizen input on the fiscal year 2016-17 Committee Approved Budget. After the hearing, the Council may adjust the approved budget as follows:

1. Amend the budget estimates
2. Amend the proposed ad valorem property tax amount or rate in the budget document (maximum is \$2.0838 per \$1,000 of assessed value)
3. The amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater
4. The amount or rate of the total ad valorem property taxes to be certified by the municipal corporation to the assessor may not exceed the amount approved by the budget committee.

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2016. As a reminder, the City Council has the opportunity to adjust the budget mid-year and there is no requirement to reconvene the budget committee to do so. The size and type of the budget adjustment, as noted in item #3 above, determines the circumstances in which a public hearing is required.

RECOMMENDATION:

Staff recommends that the City Council open the public hearing and receive testimony on the fiscal year 2016-2017 Committee Approved Budget. After all testimony has been received, Staff recommends the Council close the public hearing and begin deliberations as you so choose. Finally, Staff recommends that the City Council adopt the attached Budget Resolution for fiscal year 2016-17 with amendments if any.

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Administrative Services Fund Summary

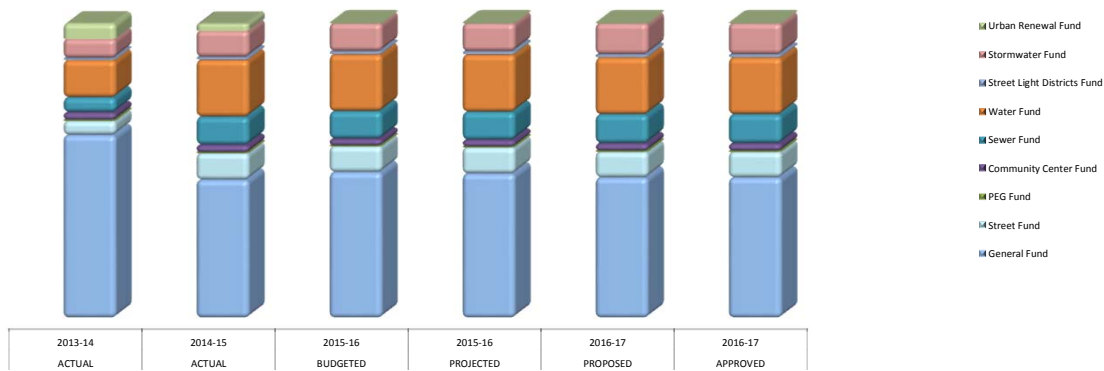
The Administrative Services Fund is an Internal Service Fund which is used to account for the financing of goods and/or services provided to various City funds on a cost-reimbursement basis.

Administrative Services are provided by the following activities: General Administration (City Council and Non-departmental), City Manager's Office, City Attorney's Office, City Records Department, Human Resources Department, Finance – Non-Departmental, Finance – Utility Billing, Finance - Information Systems, Public Works – Non-departmental and Public Works Civic Center Facilities (building maintenance).

The sources from which the fund shall be replenished: The City's operating funds are charged for the services provided by the Administrative Services Fund based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, revenues and expenditures, information technology equipment costs, software costs and maintenance fees.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 113,303	130,610	\$ 130,600	\$ 160,700	\$ 130,600	\$ 130,600		-19%
3 Revenues:								
4 Charges for Services:								
5 Charges for Services	2,194,559	3,140,620	3,499,900	3,344,100	3,567,000	3,567,000		7%
6 Miscellaneous:								
7 Miscellaneous Revenue	1,988	26,579	-	-	-	-		
8 Total Revenues	2,196,547	3,167,199	3,499,900	3,344,100	3,567,000	3,567,000		7%
9 TOTAL RESOURCES	2,309,850	3,297,809	3,630,500	3,504,800	3,697,600	3,697,600		6%
10 REQUIREMENTS:								
11 Expenditures:								
12 Personnel Services:								
13 City Manager	195,610	204,845	213,700	213,800	219,400	219,400		3%
14 City Attorney's Office	239,867	253,583	270,700	270,500	276,700	276,700		2%
15 City Recorder's Office	191,526	199,609	214,200	213,800	221,500	221,500		4%
16 Human Resources	232,444	245,397	265,500	265,100	278,200	278,200		5%
17 Finance - Non-Departmental	399,792	420,712	442,400	415,000	421,500	421,500		2%
18 Finance - Information Systems	96,894	143,927	201,400	200,200	211,700	211,700		6%
19 Finance - Utility Billing	-	257,267	294,200	294,500	305,500	305,500		4%
20 Civic Center Facilities	68,303	74,981	83,000	83,000	87,300	87,300		5%
21 Public Works	-	452,253	470,500	469,500	488,300	488,300		4%
22 Total Personnel Services	1,424,436	2,252,574	2,455,600	2,425,400	2,510,100	2,510,100		3%
23 Materials & Services:								
24 General Administration	263,288	231,680	261,300	258,100	268,200	268,200		4%
25 City Manager	6,530	5,822	6,300	6,200	6,300	6,300		2%
26 City Attorney's Office	6,758	4,196	13,100	8,000	12,400	12,400		55%
27 City Recorder's Office	5,768	5,051	6,200	6,200	6,200	6,200		0%
28 Human Resources	22,436	27,240	26,800	26,100	24,200	24,200		-7%
29 Finance - Non-Departmental	29,990	28,538	29,500	28,600	31,500	31,500		10%
30 Finance - Information Systems	146,636	112,611	155,500	145,500	182,000	182,000		25%
31 Finance - Utility Billing	-	93,077	106,000	102,000	109,000	109,000		7%
32 Civic Center Facilities	194,736	234,650	214,100	207,400	212,100	212,100		2%
33 Public Works	-	44,582	47,500	42,200	44,900	44,900		6%
34 Total Materials & Services	676,142	787,447	866,300	830,300	896,800	896,800		8%
35 Capital Outlay:								
36 Finance - Information Systems	57,840	79,411	88,800	80,000	50,000	50,000		-38%
37 Public Works Administration	-	3,825	35,500	35,500	-	-		-100%
38 Civic Center Facilities	20,822	13,853	2,700	2,900	28,600	28,600		886%
39 Total Capital Outlay	78,662	97,089	127,000	118,400	78,600	78,600		-34%
40 Total Expenditures	2,179,240	3,137,110	3,448,900	3,374,100	3,485,500	3,485,500		3%
41 Other Requirements:								
42 Contingencies	-	-	181,500	-	212,000	212,000		
43 Fund Balance:								
44 Committed	130,610	160,699	100	130,700	100	100		-100%
45 TOTAL REQUIREMENTS	\$ 2,309,850	\$ 3,297,809	\$ 3,630,500	\$ 3,504,800	\$ 3,697,600	\$ 3,697,600		6%

Administrative Services Fund Summary



The increase in the Stormwater, Water, Sewer and Street Funds in fiscal year 2014-15 is due to the new Utility Billing and Public Works cost centers in the Administrative Services Fund. In prior years, Utility Billing and Public Works administrative costs were allocated directly to these funds.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
CHARGES FOR SERVICES BY FUND								
* General Fund	\$ 1,361,709	\$ 1,472,639	\$ 1,731,600	\$ 1,637,500	\$ 1,699,900	\$ 1,699,900		4%
Street Fund	107,227	286,330	311,600	303,100	313,900	313,900		4%
PEG Fund	3,239	3,400	2,300	2,200	6,700	6,700		205%
* Community Center Fund	58,656	82,189	82,300	78,000	93,400	93,400		20%
Sewer Fund	109,923	297,796	324,600	315,500	347,500	347,500		10%
Water Fund	278,240	606,929	675,100	650,200	688,000	688,000		6%
Street Light Districts Fund	13,753	28,323	35,900	34,900	37,100	37,100		6%
Stormwater Fund	147,210	285,998	336,000	322,700	380,500	380,500		18%
* Urban Renewal Fund	114,603	77,017	-	-	-	-		
Adjustments	-	-	500	-	-	-		
Total Allocation by Fund	\$ 2,194,560	\$ 3,140,621	\$ 3,499,900	\$ 3,344,100	\$ 3,567,000	\$ 3,567,000		7%

* In FY14-15 the Community Center Fund did not have sufficient cash to pay the full cost of Administrative Service Charges so \$3,166 was paid by the General Fund. The Urban Renewal Project Fund was closed out in FY14-15 so charges totaling \$11,338 were paid by the General Fund.

City Manager's Office

The City Manager is the Chief Executive Officer for the City of Keizer and Urban Renewal Agency. This position provides the Mayor and City Councilors with information, implements policies adopted by the Council, and manages the City operations in an effective and efficient manner. The City Manager oversees all departments, which provide services to the citizens of Keizer. These Departments include City Recorder, Community Development, Finance, Human Resources, Public Works, and Police. The City Manager is appointed by, reports to and serves at the pleasure of the City Council under contract. The City Manager is the primary liaison with other local Municipal, State and Federal agencies.

Costs are allocated based on a blend of full-time equivalents and time spent on projects as authorized in Council Resolution. A time tracking mechanism, managed by the Legal Department staff, is used and the results are categorized by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 4	\$ 4	\$ -	\$ -	\$ -	\$ -		
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	202,140	210,671	220,000	220,000	225,700	225,700		3%
6 TOTAL RESOURCES	202,144	210,675	220,000	220,000	225,700	225,700		3%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 City Manager	139,835	147,642	147,500	147,500	151,600	151,600		3%
11 Vehicle Allowance	4,200	4,200	4,200	4,200	4,200	4,200		0%
12 Cell Phone Stipend	-	-	-	-	-	-		
13 Wellness	207	386	400	400	400	400		0%
14 Medicare	2,218	2,315	2,400	2,400	2,400	2,400		0%
15 Retirement	32,694	32,965	39,600	39,600	39,900	39,900		1%
16 Insurance Benefits	16,340	17,207	19,400	19,400	20,600	20,600		6%
17 Workers Compensation	116	130	200	300	300	300		0%
18 Total Personnel Services	195,610	204,845	213,700	213,800	219,400	219,400		3%
19 Materials & Services:								
20 Meetings, Travel & Training	6,230	5,522	6,000	5,900	6,000	6,000		2%
21 Liability Insurance	300	300	300	300	300	300		0%
22 Total Materials & Services	6,530	5,822	6,300	6,200	6,300	6,300		2%
23 Total Expenditures:	202,140	210,667	220,000	220,000	225,700	225,700		3%
24 Fund Balance:								
25 Committed for Operations	4	8	-	-	-	-		
26 TOTAL REQUIREMENTS	\$ 202,144	\$ 210,675	\$ 220,000	\$ 220,000	\$ 225,700	\$ 225,700		3%

City Manager's Office



SUMMARY OF CITY MANAGER'S OFFICE CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	FTE/ Project Time
General Fund	\$ 139,751	\$ 151,124	\$ 168,800	\$ 168,800	\$ 167,000	\$ 167,000		74.0%
Street Fund	9,283	10,170	11,900	11,900	13,500	13,500		6.0%
Public Education Government Fund	-	-	100	100	700	700		0.3%
Community Center Fund	4,192	3,013	2,500	2,500	2,900	2,900		1.3%
Sewer Fund	4,292	5,025	4,900	4,900	5,200	5,200		2.3%
Water Fund	18,168	19,182	19,400	19,400	21,700	21,700		9.6%
Street Light Districts Fund	799	365	600	600	700	700		0.3%
Stormwater Fund	10,881	11,238	11,800	11,800	14,000	14,000		6.2%
Urban Renewal Fund	14,774	10,554	-	-	-	-		
Adjustments	-	-	-	-	-	-		
TOTAL CHARGES BY FUND	\$ 202,140	\$ 210,671	\$ 220,000	\$ 220,000	\$ 225,700	\$ 225,700		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 1.5% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

City Attorney's Office

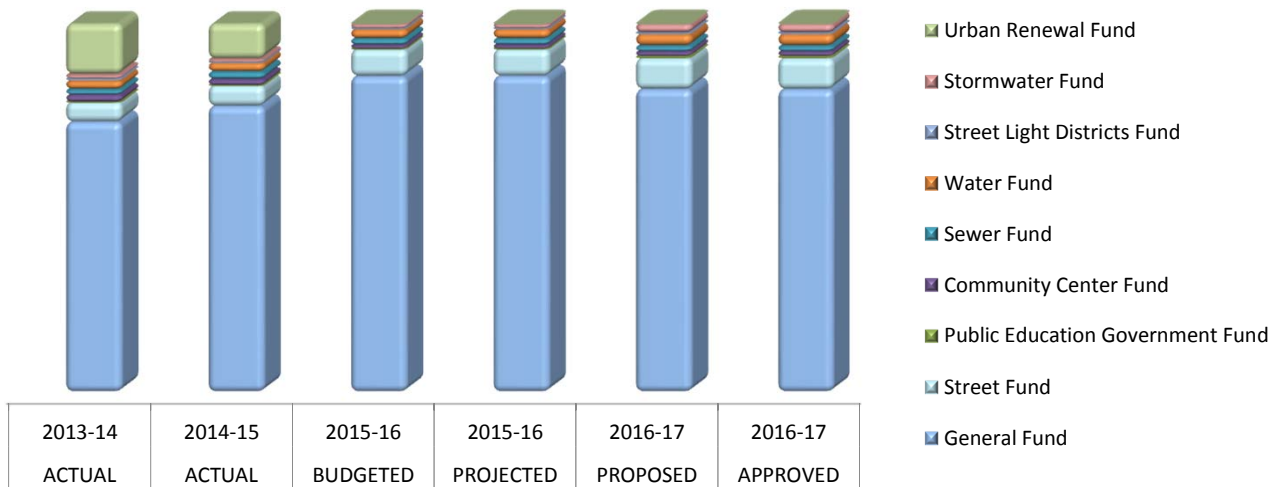
The City Attorney is a Charter officer, answering directly to the City Council. The City Attorney's Office is responsible for most legal matters involving the City, and also oversees the efforts of outside counsel for most matters requiring special expertise.

The City Attorney's Office provides legal advice and representation to the City Council, the City Manager, City staff and various City boards and committees. The Office provides advice at public meetings, including legislative and quasi-judicial hearings of the City Council and Planning Commission.

The City Attorney's Office tracks time spent on various projects and categorizes the results by operating fund. A rolling three-year average is used as the basis for allocating costs.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	246,569	257,778	283,800	278,500	289,100	289,100		4%
6 TOTAL RESOURCES	246,625	257,778	283,800	278,500	289,100	289,100		4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Attorney	126,846	133,903	135,500	135,500	137,500	137,500		1%
11 Administrative Support	51,198	54,058	56,400	56,400	57,200	57,200		1%
12 Cell Phone Stipend	660	660	900	900	900	900		0%
13 Wellness	114	304	600	300	800	800		167%
14 Medicare	2,767	2,928	3,000	3,000	3,000	3,000		0%
15 Retirement	25,375	27,163	35,300	35,300	35,800	35,800		1%
16 Insurance Benefits	32,681	34,318	38,800	38,800	41,200	41,200		6%
17 Workers Compensation	226	249	200	300	300	300		0%
18 Total Personnel Services	239,867	253,583	270,700	270,500	276,700	276,700		2%
19 Materials & Services:								
20 Meetings, Travel & Training	5,320	3,731	8,500	6,000	8,400	8,400		40%
21 Legal Services Contracts	348	440	3,500	1,000	3,500	3,500		250%
22 Law Library Maintenance	1,090	25	1,100	1,000	500	500		-50%
23 Total Materials & Services	6,758	4,196	13,100	8,000	12,400	12,400		55%
24 Total Expenditures:	246,625	257,779	283,800	278,500	289,100	289,100		4%
25 Fund Balance:								
26 Committed for Operations	-	(1)	-	-	-	-		
27 TOTAL REQUIREMENTS	\$ 246,625	\$ 257,778	\$ 283,800	\$ 278,500	\$ 289,100	\$ 289,100		4%

City Attorney's Office



SUMMARY OF CITY ATTORNEY'S OFFICE CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	Project Time
General Fund	\$ 180,822	\$ 200,074	\$ 243,200	\$ 238,700	\$ 237,600	\$ 237,600		82.2%
Street Fund	13,360	14,628	20,900	20,500	24,300	24,300		8.4%
Public Education Government Fund	-	-	400	400	1,700	1,700		0.6%
Community Center Fund	4,943	4,267	3,000	2,900	3,800	3,800		1.3%
Sewer Fund	3,572	5,200	4,700	4,600	4,300	4,300		1.5%
Water Fund	5,996	6,511	7,400	7,300	9,300	9,300		3.2%
Street Light Districts Fund	1,279	152	600	600	900	900		0.3%
Stormwater Fund	2,664	2,253	3,600	3,500	7,200	7,200		2.5%
Urban Renewal Fund	33,933	24,693	-	-	-	-		0.0%
Adjustments	-	-	-	-	-	-		0.0%
TOTAL CHARGES BY FUND	\$ 246,569	\$ 257,778	\$ 283,800	\$ 278,500	\$ 289,100	\$ 289,100		100%

Budget Notes:

Expenditures:

- 9 The Budget provides a 1.5% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.
- For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.
- 21 Legal Services Contracts include outside legal assistance on City matters (excluding Bond Counsel costs).

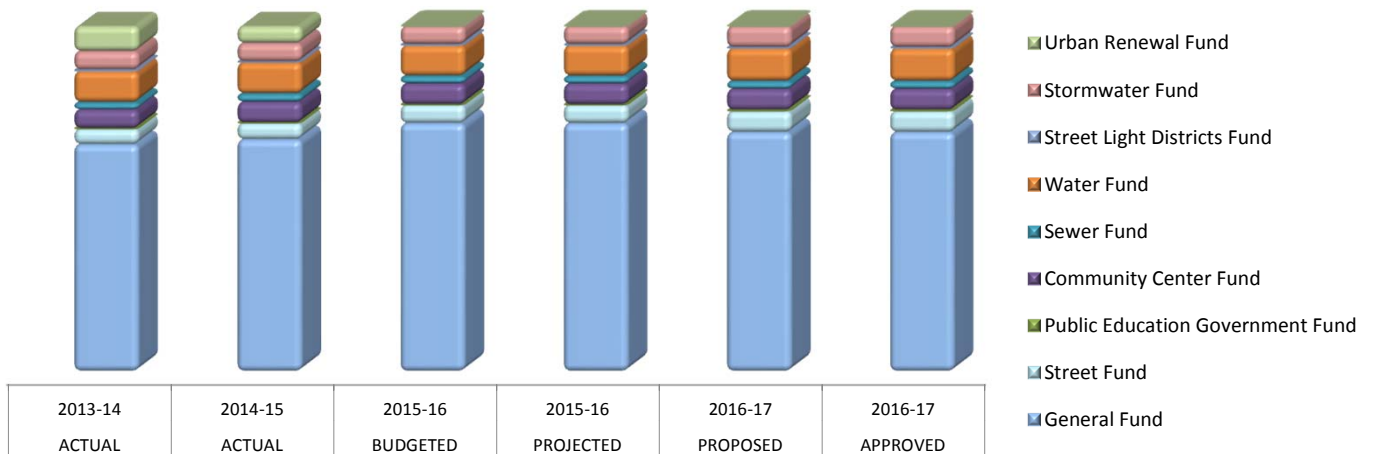
City Records Department

The City Recorder's Department is responsible for the overall administration, coordination and evaluation of all City Recorder and Event Center functions. The City Recorder staff serves as the Clerk of the City Council and related committees and commissions, Records Manager and City Elections Official. This Department is responsible for a variety of highly confidential and sensitive information.

Costs are primarily allocated through a time tracking mechanism managed by the Legal Department staff and the results are categorized by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. An adjustment is made for the Community Center activity since the City Recorder manages that program. The allocation methodology is authorized by Council Resolution.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	197,237	204,662	220,400	220,000	227,700	227,700		4%
6 TOTAL RESOURCES	197,294	204,662	220,400	220,000	227,700	227,700		4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 City Recorder	80,220	82,237	83,300	83,300	84,500	84,500		1%
11 Administrative Support	52,158	55,102	57,500	57,500	60,100	60,100		5%
12 Cell Phone Stipend	605	660	900	900	900	900		0%
13 Wellness	289	333	800	300	800	800		167%
14 Medicare	2,050	2,128	2,200	2,200	2,300	2,300		5%
15 Retirement	23,360	24,583	30,500	30,500	31,400	31,400		3%
16 Insurance Benefits	32,681	34,318	38,800	38,800	41,200	41,200		6%
17 Workers Compensation	163	248	200	300	300	300		0%
18 Total Personnel Services	191,526	199,609	214,200	213,800	221,500	221,500		4%
19 Materials & Services:								
20 Meetings, Travel & Training	5,768	5,051	6,200	6,200	6,200	6,200		0%
21 Total Expenditures:	197,294	204,660	220,400	220,000	227,700	227,700		4%
22 Fund Balance:								
23 Committed for Operations	-	2	-	-	-	-		
24 TOTAL REQUIREMENTS	\$ 197,294	\$ 204,662	\$ 220,400	\$ 220,000	\$ 227,700	\$ 227,700		4%

City Records Department



SUMMARY OF CITY RECORDS DEPARTMENT CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	Time Spent
General Fund	\$ 129,546	\$ 137,344	\$ 158,200	\$ 157,900	\$ 157,600	\$ 157,600		69.2%
Street Fund	9,037	9,880	11,900	11,900	13,900	13,900		6.1%
Public Education Government Fund	-	-	-	-	700	700		0.3%
Community Center Fund	10,848	12,397	13,400	13,400	13,900	13,900		6.1%
Sewer Fund	4,192	4,882	4,900	4,900	5,200	5,200		2.3%
Water Fund	17,724	18,635	19,500	19,500	21,600	21,600		9.5%
Street Light Districts Fund	826	354	600	600	700	700		0.3%
Stormwater Fund	10,607	10,917	11,800	11,800	14,100	14,100		6.2%
Urban Renewal Fund	14,457	10,253	-	-	-	-		0.0%
Adjustments	-	-	100	-	-	-		0.0%
TOTAL CHARGES BY FUND	\$ 197,237	\$ 204,662	\$ 220,400	\$ 220,000	\$ 227,700	\$ 227,700		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 1.5% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

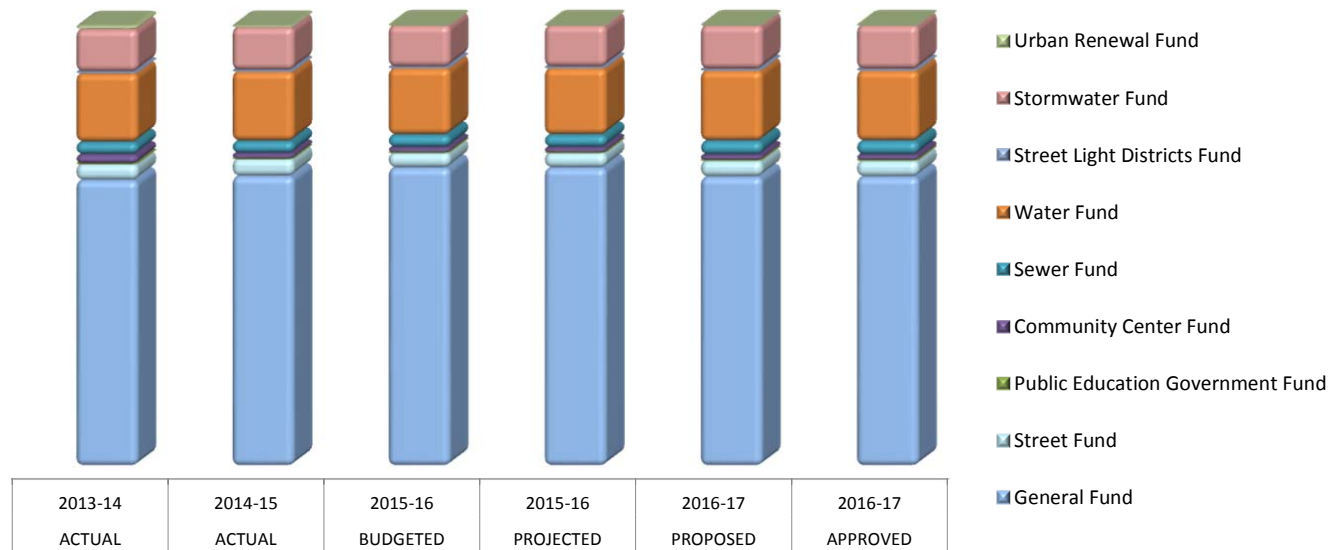
Human Resources Department

The Human Resources Department provides responsive employment and personnel services to the City's managers and employees as well as providing information and assistance to external customers and job applicants. The Department is responsible for a full range of comprehensive human resource services and programs to enhance the efficiency and effectiveness of the organization.

The Human Resource Department costs are allocated based on City-wide FTE allocations as authorized by Council Resolution.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 3,074	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	251,806	272,637	292,300	291,200	302,400	302,400		4%
6 TOTAL RESOURCES	254,880	272,637	292,300	291,200	302,400	302,400		4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Administrative Support	57,851	61,283	63,900	63,900	66,800	66,800		5%
11 Human Resources Director	105,277	111,165	115,800	115,800	121,100	121,100		5%
12 Cell Phone Stipend	1,000	900	900	900	900	900		0%
13 Wellness Program	275	327	800	300	800	800		167%
14 Medicare/Social Security	2,541	2,670	2,800	2,800	2,900	2,900		4%
15 Retirement	32,645	34,472	42,300	42,300	44,200	44,200		4%
16 Insurance Benefits	32,681	34,318	38,800	38,800	41,200	41,200		6%
17 Workers Compensation	174	262	200	300	300	300		0%
18 Total Personnel Services	232,444	245,397	265,500	265,100	278,200	278,200		5%
19 Materials & Services:								
20 Safety & Wellness	6,837	5,558	8,700	7,000	7,000	7,000		0%
21 Meetings, Travel & Training	5,636	5,856	7,500	6,500	6,600	6,600		2%
22 Labor Attorney -- City-wide	3,164	10,091	5,000	7,000	5,000	5,000		-29%
23 Contractual Services	5,839	4,244	3,400	3,400	3,600	3,600		6%
24 Medical Testing	960	1,491	1,700	1,700	1,600	1,600		-6%
25 Recruitment	-	-	500	500	400	400		-20%
26 Total Materials & Services	22,436	27,240	26,800	26,100	24,200	24,200		-7%
27 Total Expenditures:	254,880	272,637	292,300	291,200	302,400	302,400		4%
28 Fund Balance:								
29 Committed for Operations	-	-	-	-	-	-		
30 Total Fund Balance	-	-	-	-	-	-		
31 TOTAL REQUIREMENTS	\$ 254,880	\$ 272,637	\$ 292,300	\$ 291,200	\$ 302,400	\$ 302,400		4%

Human Resources Department



SUMMARY OF HUMAN RESOURCES DEPARTMENT CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	FTE
General Fund	\$ 163,488	\$ 179,544	\$ 198,000	\$ 197,300	\$ 198,700	\$ 198,700		65.7%
Street Fund	9,430	10,851	10,100	10,100	11,200	11,200		3.7%
Public Education Government Fund	-	-	-	-	300	300		0.1%
Community Center Fund	5,274	3,286	3,400	3,400	3,600	3,600		1.2%
Sewer Fund	7,055	7,506	8,200	8,200	9,400	9,400		3.1%
Water Fund	39,133	42,762	44,000	43,800	48,100	48,100		15.9%
Street Light Districts Fund	804	783	800	800	900	900		0.3%
Stormwater Fund	24,362	26,704	27,700	27,600	30,200	30,200		10.0%
Urban Renewal Fund	2,260	1,201	-	-	-	-		0.0%
Adjustments	-	-	100	-	-	-		
TOTAL CHARGES BY FUND	\$ 251,806	\$ 272,637	\$ 292,300	\$ 291,200	\$ 302,400	\$ 302,400		100.00%

Budget Notes:

Expenditures:

- 9 The Budget provides a 1.5% all non-represented and represented staff, respectively. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

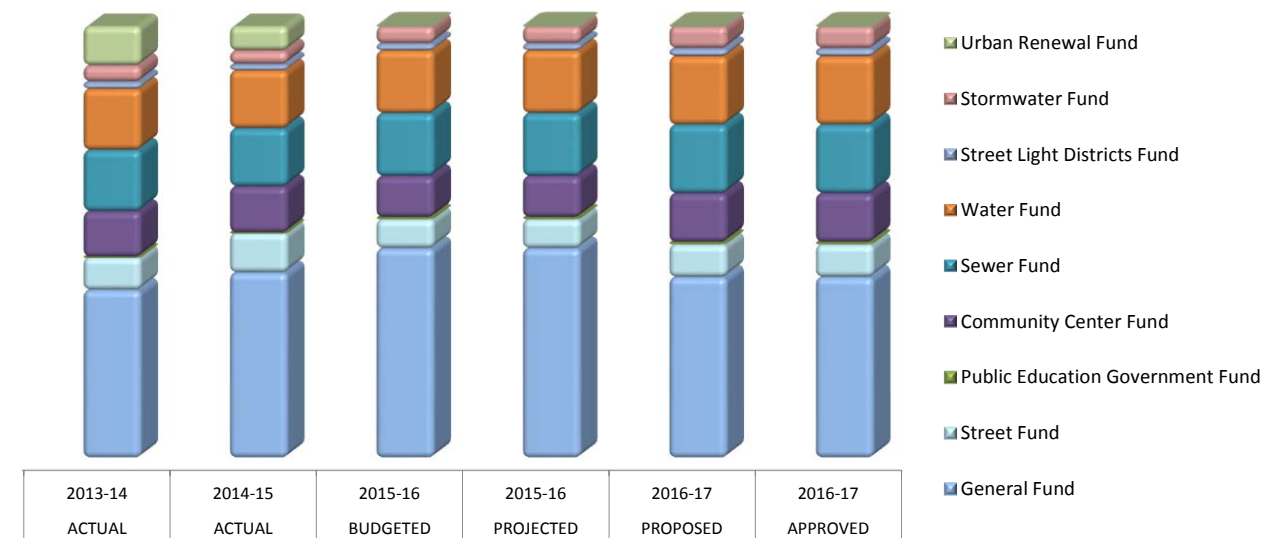
Finance - Non-Departmental

The financial operations of the City are planned and directed by the Finance Department. It establishes and sustains controls over the City's financial activities, and provides accurate, timely financial information to Council and Management.

Costs are allocated based on a blend of revenues and expenditures city-wide except for the Office Assistant's time is allocated 70% to the Community Center as part of the position's regular duties. The Allocation methodology is authorized by Council Resolution.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	427,482	449,255	471,900	443,600	453,000	453,000		2%
6 TOTAL RESOURCES	429,782	449,255	471,900	443,600	453,000	453,000		2%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Administrative Support	173,074	181,197	181,900	157,000	172,100	172,100		10%
11 Finance Director	111,687	117,930	122,900	121,000	104,500	104,500		-14%
12 Overtime	452	-	-	-	-	-		
13 Wellness	580	562	1,300	500	1,600	1,600		220%
14 Medicare	4,383	4,608	4,800	4,800	4,600	4,600		-4%
15 Retirement	44,023	47,367	55,800	55,800	57,700	57,700		3%
16 Insurance Benefits	65,265	68,541	75,300	75,300	80,400	80,400		7%
17 Workers Compensation	328	507	400	600	600	600		0%
18 Total Personnel Services	399,792	420,712	442,400	415,000	421,500	421,500		2%
19 Materials & Services:								
20 Office Materials and Supplies	59	574	-	-	-	-		
21 Meetings, Travel & Training	4,146	2,179	3,000	2,500	4,000	4,000		60%
22 Audit Fees	25,785	25,785	26,500	26,100	27,500	27,500		5%
23 Total Materials & Services	29,990	28,538	29,500	28,600	31,500	31,500		10%
24 Total Expenditures:	429,782	449,250	471,900	443,600	453,000	453,000		2%
25 Fund Balance:								
26 Committed for Operations	-	5	-	-	-	-		
27 Total Fund Balance	-	5	-	-	-	-		
28 TOTAL REQUIREMENTS	\$ 429,782	\$ 449,255	\$ 471,900	\$ 443,600	\$ 453,000	\$ 453,000		2%

Finance - Non-Departmental



SUMMARY OF FINANCE NON-DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	Average Revenue/ Expense
General Fund	\$ 165,818	\$ 192,438	\$ 228,600	\$ 215,000	\$ 189,300	\$ 189,300		41.8%
Street Fund	32,763	41,521	32,000	30,100	34,400	34,400		7.6%
Public Education Government Fund	-	-	1,800	1,700	2,300	2,300		0.5%
Community Center Fund	45,232	48,126	45,100	42,400	51,200	51,200		11.3%
Sewer Fund	60,707	60,467	68,700	64,600	72,000	72,000		15.9%
Water Fund	60,707	60,467	68,700	64,600	72,000	72,000		15.9%
Street Light Districts Fund	7,007	6,539	7,700	7,200	8,200	8,200		1.8%
Stormwater Fund	16,056	13,953	19,100	18,000	23,600	23,600		5.2%
Urban Renewal Fund	39,192	25,744	-	-	-	-		0.0%
Adjustments	-	-	200	-	-	-		0.0%
TOTAL CHARGES BY FUND	\$ 427,482	\$ 449,255	\$ 471,900	\$ 443,600	\$ 453,000	\$ 453,000		100.00%

Budget Notes:

Expenditures:

- 9 The Budget provides a 1.5% wage and salary increase for all non-represented. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

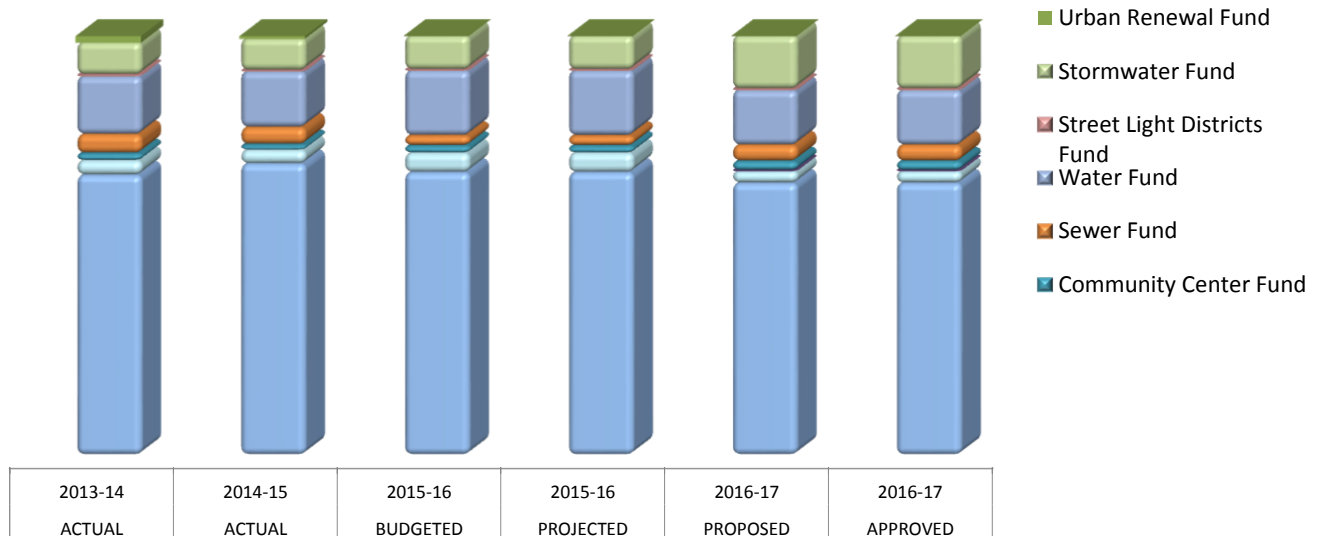
Finance - Information Systems

The Information Technology Division supports the City's software, hardware, telecommunication, and security systems needs.

Costs are allocated based on FTE allocations charged to each operating fund except software and hardware costs are based on dollars expended by fund as authorized by Council Resolution.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 2,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	298,915	335,951	445,700	425,700	443,700	443,700		4%
6 TOTAL RESOURCES	301,370	335,951	445,700	425,700	443,700	443,700		4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Network Support	65,897	98,671	133,400	133,400	139,400	139,400		4%
11 Temporary Help	3,058	272	-	-	-	-		
12 Cell Phone Stipend	660	660	1,800	900	1,800	1,800		100%
13 Wellness	-	-	400	-	800	800		
14 Medicare	1,257	1,552	2,100	2,100	2,200	2,200		5%
15 Retirement	9,563	12,433	24,800	24,800	25,900	25,900		4%
16 Insurance Benefits	16,341	30,112	38,700	38,700	41,200	41,200		6%
17 Workers Compensation	118	227	200	300	400	400		33%
18 Total Personnel Services	96,894	143,927	201,400	200,200	211,700	211,700		6%
19 Materials & Services:								
20 Travel & Training	458	44	1,000	500	1,000	1,000		100%
21 Contractual Services	82	41	-	-	-	-		
22 Telephone	14,364	14,228	16,000	16,000	17,000	17,000		6%
23 Computer Software & Maintenance	111,395	76,961	116,500	105,000	140,000	140,000		33%
24 Office Equipment Maintenance	20,337	21,337	22,000	24,000	24,000	24,000		0%
25 Total Materials & Services	146,636	112,611	155,500	145,500	182,000	182,000		25%
26 Capital Outlay:								
27 Computer Hardware	57,840	79,411	88,800	80,000	50,000	50,000		-38%
28 Total Expenditures:	301,370	335,949	445,700	425,700	443,700	443,700		4%
29 Fund Balance:								
30 Committed for Operations	-	2	-	-	-	-		
31 Total Fund Balance	-	2	-	-	-	-		
32 TOTAL REQUIREMENTS	\$ 301,370	\$ 335,951	\$ 445,700	\$ 425,700	\$ 443,700	\$ 443,700		4%

Finance - Information Systems



SUMMARY OF FINANCE - INFORMATION SYSTEM CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	Allocation
General Fund	\$ 199,711	\$ 233,495	\$ 300,500	\$ 287,100	\$ 288,000	\$ 288,000		64.9%
Street Fund	10,457	11,086	20,700	19,800	12,900	12,900		2.9%
PEG Fund					400	400		0.1%
Community Center Fund	5,042	4,409	7,800	7,400	9,800	9,800		2.2%
Sewer Fund	13,392	13,630	10,600	10,100	16,900	16,900		3.8%
Water Fund	41,348	44,660	68,900	65,800	58,100	58,100		13.1%
Street Light Districts Fund	1,099	832	1,000	1,000	1,300	1,300		0.3%
Stormwater Fund	23,207	25,713	36,100	34,500	56,300	56,300		12.7%
Urban Renewal Fund	4,659	2,126	-	-	-	-		0.0%
Adjustments	-	-	100	-	-	-		0.0%
TOTAL CHARGES BY FUND	\$ 298,915	\$ 335,951	\$ 445,700	\$ 425,700	\$ 443,700	\$ 443,700		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 1.5% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.
- For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.
- 23 The increase in Computer Software & Maintenance is primarily for Public Works GIS, Eledata and Pitometry software for the Stormwater Fund.
- 27 The decrease in Computer Hardware is the result of not needing to buy computers and servers during the current year as the computer and server upgrade project was completed in the prior year.

Finance - Utility Billing

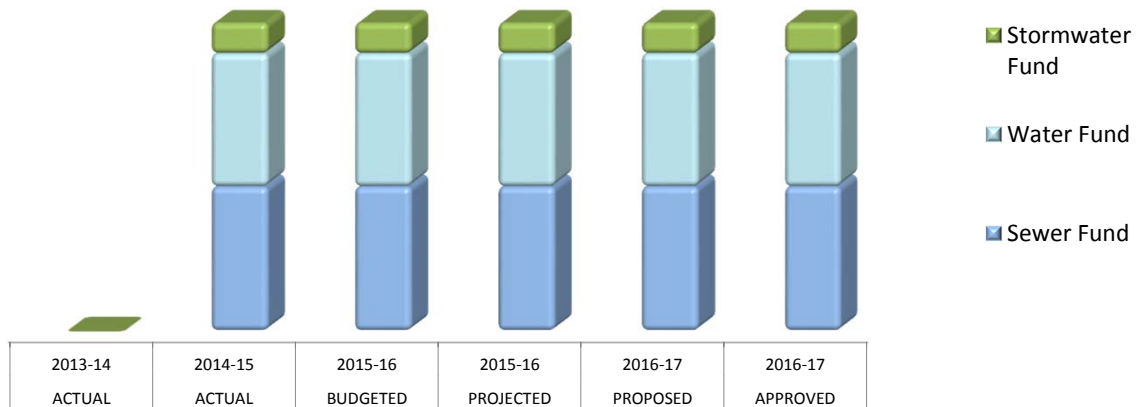
Utility Billing operates and maintains the billing function for the City's water, sewer, and stormwater utilities. The City bills active accounts bi-monthly, billing one-half of the City one month and alternating billing the other half of the City the following month. Emphasis is on excellence in customer service by addressing needs and concerns with a caring attitude on a consistent basis.

Costs are allocated based on effort expended in managing the separate elements of the utility accounts; 47% sewer, 43% water and 10% stormwater. Allocation of costs is authorized by Council Resolution.

*Note: The Finance - Utility Billing unit was a new cost center beginning FY14-15. These costs were previously accounted for directly in the Public Works funds referenced above.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	-	350,344	400,200	396,600	414,500	414,500		5%
6 TOTAL RESOURCES	-	350,344	400,200	396,600	414,500	414,500		5%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Administrative Support	-	168,555	179,200	179,200	183,800	183,800		3%
11 Overtime	-	-	-	500	500	500		0%
12 Wellness	-	286	1,600	800	1,600	1,600		100%
13 Medicare	-	2,590	2,800	2,800	2,900	2,900		4%
14 Retirement	-	20,906	32,900	32,900	33,800	33,800		3%
15 Insurance Benefits	-	59,938	77,300	77,300	82,400	82,400		7%
16 Workers Compensation	-	4,992	400	1,000	500	500		-50%
17 Total Personnel Services	-	257,267	294,200	294,500	305,500	305,500		4%
18 Materials & Services:								
19 Postage & Printing	-	53,708	52,000	52,000	53,500	53,500		3%
20 Contractual Services	-	39,328	52,000	50,000	53,500	53,500		7%
21 Meetings, Travel & Training	-	41	2,000	-	2,000	2,000		
22 Total Materials & Services	-	93,077	106,000	102,000	109,000	109,000		7%
23 Total Expenditures	-	350,344	400,200	396,500	414,500	414,500		5%
24 Fund Balance:								
25 Committed for Operations	-	-	-	-	-	-		
26 Total Fund Balance	-	-	-	-	-	-		
27 TOTAL REQUIREMENTS	\$ -	\$ 350,344	\$ 400,200	\$ 396,500	\$ 414,500	\$ 414,500		5%

Finance - Utility Billing



SUMMARY OF FINANCE - UTILITY BILLING CHARGES BY FUND

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	Utility Account Allocation
	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	
Sewer Fund	\$ -	\$ 164,662	\$ 188,100	\$ 186,400	\$ 194,800	\$ 194,800		47%
Water Fund	-	150,648	172,100	170,500	178,200	178,200		43%
Stormwater Fund	-	35,034	40,000	39,700	41,500	41,500		10%
Adjustments	-	-	-	-	-	-		
TOTAL CHARGES BY FUND	\$ -	\$ 350,344	\$ 400,200	\$ 396,600	\$ 414,500	\$ 414,500		100%

Budget Notes:

The Utility Billing function was previously budgeted proportionately to the Sewer, Water and Stormwater funds. These costs have been compiled and moved to the Administrative Services Fund to better track the costs of utility billing.

Expenditures:

- 9 The Budget provides a 1.5% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.
- For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.
- 20 Contractual services are primarily for credit card fee charges.

Public Works - Non-Departmental

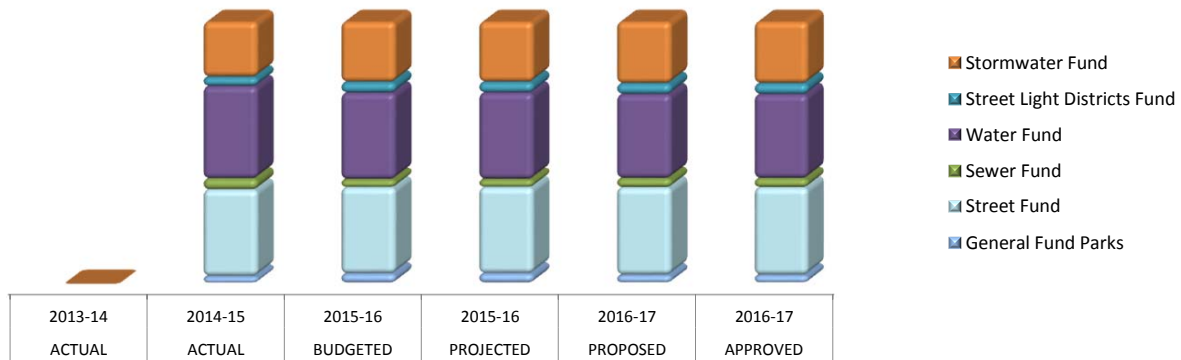
The Public Works Department is responsible for providing efficient and sound infrastructure, facilities, and services regarding the City's transportation, water, wastewater, stormwater, parks and building and property management. These services are required year round and are fundamental in supporting the quality of life enjoyed by residents, businesses and visitors. The Public Works - Non Departmental cost center tracks costs shared by all Public Works funds and includes those staff costs for services provided to multiple funds.

Staff costs are allocated based on effort expended in managing and supporting each Public Works Division. Allocation of costs is authorized by Council Resolution.

*Note: The Public Works - Non-Departmental unit was a new cost center beginning FY14-15. These costs were previously accounted for directly in the Public Works operating funds including General Fund Parks, Street, Water, Sewer, Street Light Districts, and Stormwater.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	-	500,743	553,500	547,200	533,200	533,200		-3%
6 TOTAL RESOURCES	-	500,743	553,500	547,200	533,200	533,200		-3%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Public Works Director	-	107,929	112,500	112,500	117,600	117,600		5%
11 Municipal Utility Workers	-	151,699	154,700	154,700	158,600	158,600		3%
12 Administrative Support	-	51,349	53,700	53,700	54,500	54,500		1%
13 Cell Phone and Clothing Stipend	-	2,120	2,200	2,400	2,700	2,700		13%
14 Wellness	-	547	1,400	1,000	1,600	1,600		60%
15 Medicare	-	4,768	5,900	5,100	5,100	5,100		0%
16 Retirement	-	44,293	58,100	58,100	61,000	61,000		5%
17 Insurance Benefits	-	85,679	77,300	77,300	82,400	82,400		7%
18 Workers Compensation	-	3,869	4,700	4,700	4,800	4,800		2%
19 Total Personnel Services	-	452,253	470,500	469,500	488,300	488,300		4%
20 Materials & Services:								
21 Shop Operations and Supplies	-	12,363	10,500	9,700	10,500	10,500		8%
22 Meetings, Travel & Training	-	331	500	500	500	500		0%
23 Public Notices	-	56	-	-	-	-		
24 Labor Attorney	-	84	5,000	500	1,000	1,000		100%
25 Janitorial Services	-	4,846	5,000	5,000	5,000	5,000		0%
26 Shop Utilities	-	8,478	9,000	9,000	9,000	9,000		0%
27 Telephone, Telemetry & Fire Alarm	-	4,180	1,600	1,600	1,600	1,600		0%
28 Insurance - Auto	-	13,044	14,100	14,100	15,500	15,500		10%
29 Operating Materials	-	1,200	-	-	-	-		
30 Medical Testing	-		1,800	1,800	1,800	1,800		0%
31 Total Materials & Services	-	44,582	47,500	42,200	44,900	44,900		6%
32 Capital Outlay:								
33 Shop Improvements	-	3,825	35,500	35,500	-	-		-100%
34 Total Expenditures	-	500,660	553,500	547,200	533,200	533,200		-3%
35 Fund Balance:								
36 Committed for Operations	-	83	-	-	-	-		
37 Total Fund Balance	-	83	-	-	-	-		
38 TOTAL REQUIREMENTS	\$ -	\$ 500,743	\$ 553,500	\$ 547,200	\$ 533,200	\$ 533,200		-3%

Public Works - Non-Departmental



SUMMARY OF PUBLIC WORKS - NON DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	Allocation
General Fund Parks	\$ -	\$ 13,009	\$ 19,700	\$ 19,800	\$ 16,500	\$ 16,500		3%
Street Fund	-	166,098	182,900	180,800	178,600	178,600		34%
Sewer Fund	-	21,138	17,200	17,000	18,700	18,700		4%
Water Fund	-	176,987	182,900	180,800	171,200	171,200		32%
Street Light Districts Fund	-	17,703	22,800	22,500	22,400	22,400		4%
Stormwater Fund	-	105,808	127,800	126,300	125,800	125,800		24%
Adjustments	-	-	200	-	-	-		
TOTAL CHARGES BY FUND	\$ -	\$ 500,743	\$ 553,500	\$ 547,200	\$ 533,200	\$ 533,200		100.0%

Budget Notes:

Expenditures:

Personnel Services:

- 9 The Budget provides a 1.5% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.
For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Public Works - Civic Center Facilities

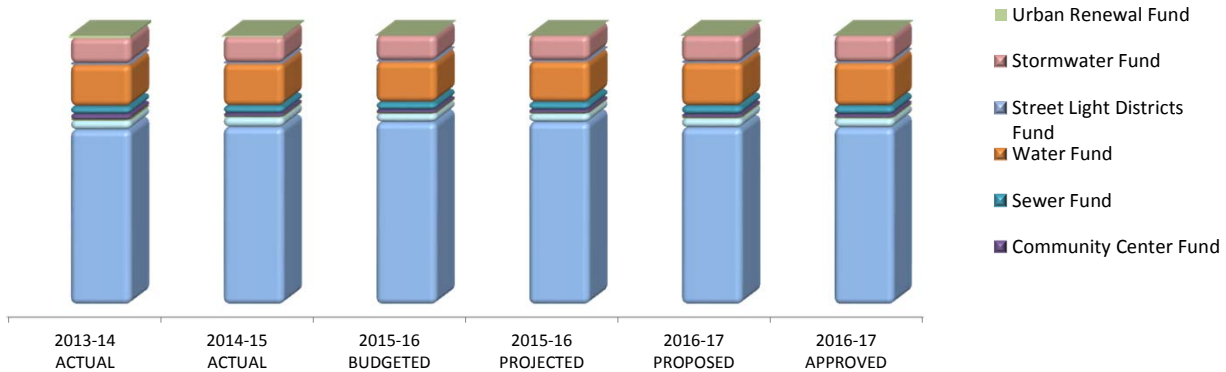
The Civic Center Facility Fund accounts for operations and maintenance of the Civic Center. Facility Maintenance staff will continue to maintain the facility at a level that allows maximum efficiency of all staff. The Facility Maintenance staff will continue refining the programming of the HVAC units for the changing seasons as well as the lighting system in an efficient manner. General and preventive maintenance of the 68,000 sq. ft. building and 4.5 acres of exterior grounds will continue to be addressed throughout the year.

Costs are allocated based on FTE allocations charged to each operating fund as authorized by Council Resolution.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:								
3 Restricted for Civic Center Improvements	\$ 98,807	\$ 130,600	\$ 130,600	\$ 130,600	\$ 130,500	\$ 130,500		0%
4 Unrestricted	-	-	-	-	-	-		
5 Total Beginning Balances	98,807	130,600	130,600	130,600	130,500	130,500		0%
6 Revenues:								
7 Charges for Services:								
8 Administrative Service Charges	315,654	323,499	301,300	293,200	339,500	339,500		16%
9 TOTAL RESOURCES	414,461	454,099	431,900	423,800	470,000	470,000		11%
10 REQUIREMENTS:								
11 Expenditures:								
12 Personnel Services:								
13 Municipal Utility Worker	3,682	5,557	5,900	5,900	6,200	6,200		5%
14 Facility Maintenance Technician	39,651	41,864	43,700	43,700	45,700	45,700		5%
15 Overtime	-	-	400	400	400	400		0%
16 Clothing Allowance	400	440	500	500	500	500		0%
17 Wellness	159	250	500	500	500	500		0%
18 Medicare	675	740	800	800	800	800		0%
19 Retirement	6,228	6,914	9,300	9,300	9,700	9,700		4%
20 Insurance Benefits	17,211	18,806	21,300	21,300	22,700	22,700		7%
21 Workers Compensation	-	410	600	600	800	800		33%
22 Unemployment Insurance	297	-	-	-	-	-		
23 Total Personnel Services	68,303	74,981	83,000	83,000	87,300	87,300		5%
24 Materials & Services:								
25 Materials & Supplies	48	69	-	-	-	-		
26 Contractual Services	9,202	7,214	9,600	9,600	9,600	9,600		0%
27 Janitorial Services	59,637	60,226	62,000	62,000	62,000	62,000		0%
28 Utilities	103,391	100,026	105,000	101,000	105,000	105,000		4%
29 Equipment Maintenance & Replacement	10,565	59,125	25,000	25,000	25,000	25,000		0%
30 Maintenance Supplies	5,656	5,290	8,000	5,300	6,000	6,000		13%
31 Janitorial Supplies	6,237	2,700	4,500	4,500	4,500	4,500		0%
32 Total Materials & Services	194,736	234,650	214,100	207,400	212,100	212,100		2%
33 Capital Outlay:								
34 Civic Center Improvements	20,822	13,853	2,700	2,900	28,600	28,600		886%
35 Total Expenditures	283,861	323,484	299,800	293,300	328,000	328,000		12%
36 Other Requirements:								
37 Contingency:								
38 Operating Contingency	-	-	1,500	-	1,500	1,500		
39 Civic Center Improvements	-	-	130,500	-	140,500	140,500		
40 Total Contingency	-	-	132,000	-	142,000	142,000		

Public Works - Civic Center Facilities

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
41 Fund Balance:								
42 Committed for Civic Center Improvements	130,600	130,615	-	130,500	-	-	-	-100%
43 Committed for Operations	-	-	-	-	-	-	-	
44 Total Fund Balance	130,600	130,615	-	130,500	-	-	-	-100%
45 TOTAL REQUIREMENTS	\$ 414,461	\$ 454,099	\$ 431,800	\$ 423,800	\$ 470,000	\$ 470,000		11%



PUBLIC WORKS - SUMMARY OF FACILITY MAINTENANCE CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	FTE
General Fund	\$ 204,941	\$ 213,039	\$ 204,100	\$ 198,500	\$ 223,000	\$ 223,000		65.7%
Street Fund	11,821	12,875	10,400	10,100	12,600	12,600		3.7%
PEG Fund	-	-	-	-	300	300		0.1%
Community Center Fund	6,612	3,899	3,500	3,400	4,100	4,100		1.2%
Sewer Fund	8,844	8,907	8,500	8,300	10,500	10,500		3.1%
Water Fund	49,055	50,739	45,400	44,200	54,000	54,000		15.9%
Street Light Districts Fund	1,009	929	900	900	1,000	1,000		0.3%
Stormwater Fund	30,539	31,686	28,600	27,800	34,000	34,000		10.0%
Urban Renewal Fund	2,833	1,425	-	-	-	-		0.0%
Adjustments	-	-	(100)	-	-	-		
TOTAL CHARGES BY FUND	\$ 315,654	\$ 323,499	\$ 301,300	\$ 293,200	\$ 339,500	\$ 339,500		100.0%

Budget Notes:

Expenditures:

Personnel Services:

12 The Budget provides a 1.5% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

26 Contractual services includes \$2,000 for bark blown in around Civic Center.

29 Equipment Maintenance & Replacement costs include lighting ballast replacements.

Capital Outlay:

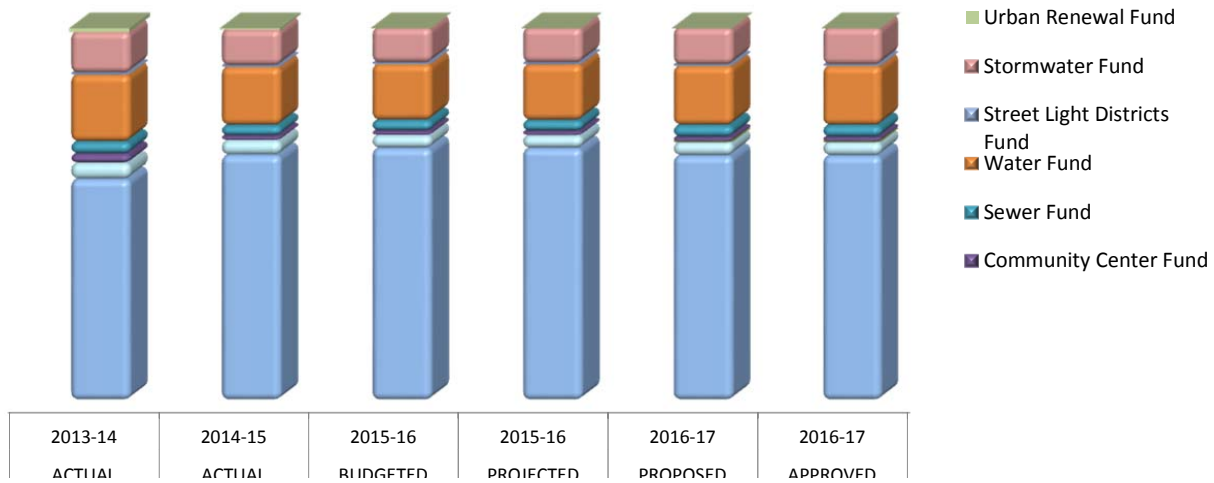
34 Civic Center Improvements includes replacing the A/C unit for the main server room, bird netting for the Police covered parking area, upgrading the control system for the lobby speakers, and purchase of a Gator type unit for maintaining the grounds around the Civic Center.

General Administration

General Administration tracks City-Wide shared costs. Costs are charged to each operating fund based on the full-time equivalents (FTE) of that fund as authorized in Council Resolution.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 6,550	\$ 6	\$ -	\$ 30,100	\$ 100	\$ 100		-100%
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	254,756	235,080	310,800	228,100	338,200	338,200		48%
6 Miscellaneous:								
7 Interest	1,988	26,579	-	-	-	-		
8 TOTAL RESOURCES	263,294	261,665	310,800	258,200	338,300	338,300		31%
9 REQUIREMENTS:								
10 Expenditures:								
11 Materials & Services:								
12 Office Materials & Supplies	17,616	27,036	27,000	28,000	28,000	28,000		0%
13 Postage & Printing	20,561	18,276	25,200	20,000	30,000	30,000		50%
14 Association Memberships	48,241	50,526	51,000	52,000	53,000	53,000		2%
15 City Council Expenses	4,857	9,715	9,000	9,000	9,000	9,000		0%
16 Committee Meeting Expense	249	354	500	500	500	500		0%
17 Public Notices	722	962	1,000	1,000	1,000	1,000		0%
18 Contractual Services	895	669	1,100	1,100	1,200	1,200		9%
19 Liability Insurance	169,616	123,680	146,000	146,000	145,000	145,000		-1%
20 Miscellaneous Expense	531	462	500	500	500	500		0%
21 Total Materials & Services	263,288	231,680	261,300	258,100	268,200	268,200		4%
22 Total Expenditures	263,288	231,680	261,300	258,100	268,200	268,200		4%
23 Other Requirements:								
24 Contingency:								
25 Liability Retro Plan	-	-	49,500	-	70,000	70,000		
26 Fund Balance:								
27 Committed for Operations	6	29,985	-	100	100	100		0%
28 TOTAL REQUIREMENTS	\$263,294	\$261,665	\$310,800	\$ 258,200	\$338,300	\$338,300		31%

General Administration



SUMMARY OF CITY-WIDE ADMINISTRATIVE CHARGES BY FUND

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	FTE
General Fund	\$ 151,404	\$ 152,572	\$ 210,500	\$ 154,400	\$ 222,200	\$ 222,200		65.7%
Street Fund	11,035	9,221	10,800	7,900	12,500	12,500		3.7%
PEG Fund					300	300		0.1%
Community Center Fund	6,172	2,792	3,600	2,600	4,100	4,100		1.2%
Sewer Fund	8,256	6,379	8,800	6,500	10,500	10,500		3.1%
Water Fund	45,794	36,338	46,800	34,300	53,800	53,800		15.9%
Street Light Districts Fund	941	666	900	700	1,000	1,000		0.3%
Stormwater Fund	28,509	22,692	29,500	21,700	33,800	33,800		10.0%
Urban Renewal Fund	2,645	1,021	-	-	-	-		0.0%
Adjustments	-	-	(100)	-	-	-		0.0%
TOTAL CHARGES BY FUND	\$ 254,756	\$ 231,681	\$ 310,800	\$ 228,100	\$ 338,200	\$ 338,200		100.0%

General Administration

Budget Notes:

Expenditures:

- 13 The increase in Postage and Printing is to provide for a citizen survey.
- 14 Association Memberships include organizations such as the Council of Governments, League of Oregon Cities, Chamber of Commerce, & local newspaper subscriptions.
- 15 Funding provides for 5 council members to attend the fall League of Oregon Cities conference and the Mayor to attend the annual Mayor's Association Conference.
- 18 Contractual Services include the ASCAP and BMI licenses. American Society of Composers, Authors & Publishers (ASCAP) licenses the right to perform songs and musical works created and owned by publishers who are ASCAP members. Broadcast Music, Inc. (BMI), a global leader in rights management, collects license fees from businesses that use music, which it distributes as royalties to songwriters, composers & music publishers. Licenses apply to the City's on-hold telephone music and Amphitheater performances.
- 19 The City's Liability Insurance is expected to increase 9%. Premiums cover, Property, General and Auto liability. The City participates in a "Retro Plan" agreement on its General and Auto liability insurance premiums. Under this plan, premium contributions are 75% of the base premium amount with a maximum exposure of 112.5%. Because of the City's good claims loss experience it saves money by participating in this plan, although it does assume additional risk. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY16-17 projections expect premium rates to increase 9% over FY15-16. Liability insurance includes insuring art pieces included as part of the City's Art Walk Program. The premium is estimated at \$750 annually. The deductibles are based on the value. If the value of the art is \$7,500 or under, the City's deductible is \$2,500. If the value is over \$7,500, the deductible is \$5,000. Deductibles will be paid from General Fund resources.
- 25 As explained in the Liability Insurance line item, the City's risk exposure for participating in the "Retro Plan" equates to 37.5% of the premiums paid on General and Auto liability. Premiums paid on property and auto damage are not part of the "Retro Plan".

Public Works Street Fund

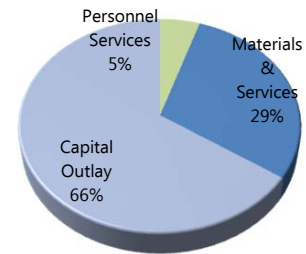
The Street Fund is managed by the Public Works Department to provide quality streets, lighting, traffic signals, sidewalks, and bike paths. The primary source of revenue is State Fuel Taxes, which are apportioned by the State based on population. Fuel tax revenues are restricted by constitutional limits and are to be used for street maintenance and improvements (Const. IX § 3). The Street Fund's share of drainage system maintenance and repair costs is an annual assessment of Stormwater fees. The City currently contracts striping services with Marion County. Traffic Signal System operation and maintenance is contracted with the City of Salem.

Accomplishments for FY15-16

- Resurfaced approximately 2.4 miles of city streets
- Revised sign replacement program
- Updated ADA ramps at 12 locations
- Replaced pathway lighting to Country Glen
- Completed citywide traffic count update

Goals for FY16-17

- Complete the Verda/Chemawa Roundabout project
- Continue the ADA ramp replacement program
- Maintain the street sign replacement program
- Continue annual resurfacing of various City streets
- Complete design, obtain permits, and begin construction of the bridge replacement over Claggett Creek on Dearborn Avenue NE



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:								
3 Unrestricted Beginning Balance	\$ 1,440,562	\$ 1,189,868	\$ 1,126,600	\$ 1,260,800	\$ 1,224,900	\$ 1,224,900		-3%
4 Bike Safety Donations	1,738	1,272	-	-	-	-		
5 Total Beginning Balances	1,442,300	1,191,140	1,126,600	1,260,800	1,224,900	1,224,900		-3%
6 Revenues:								
7 Taxes & Assessments:								
8 Assessments	2,007	3,696	-	-	-	-		
9 Licenses & Fees:								
10 Planning Construction Fees	16,768	19,096	7,500	53,000	7,500	7,500		-86%
11 Driveway Permit Fees	4,410	7,140	4,600	6,500	4,600	4,600		-29%
12 Total Licenses & Fees	21,178	26,236	12,100	59,500	12,100	12,100		-80%
13 Intergovernmental:								
14 Grants	393	-	-	-	-	-		
15 State Fuel Tax	2,100,979	2,131,377	2,100,000	2,150,000	2,161,000	2,161,000		1%
16 Total Intergovernmental	2,101,372	2,131,377	2,100,000	2,150,000	2,161,000	2,161,000		1%
17 Miscellaneous:								
18 Bike Safety Donations	359	236	-	500	-	-		-100%
19 Assessment Interest	178	169	-	-	-	-		
20 Interest	2,449	2,054	1,500	1,500	1,500	1,500		0%
21 Miscellaneous Revenue	1,058	4,671	-	-	-	-		
22 Total Miscellaneous	4,044	7,129	1,500	2,000	1,500	1,500		-25%
23 Other Revenue Sources:								
24 Loan	-	-	-	-	175,000	175,000		
23 TOTAL RESOURCES	3,570,901	3,359,577	3,240,200	3,472,300	3,574,500	3,574,500		3%

Public Works Street Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
24 REQUIREMENTS:								
25 Expenditures:								
26 Personnel Services:								
27 Public Works Director	40,891	-	-	-	-	-	-	
28 Municipal Utility Workers	84,199	43,752	48,600	48,600	50,800	50,800		5%
29 Community Development Director	11,849	12,146	12,300	12,300	12,500	12,500		2%
30 Code Compliance Officer	-	-	7,000	7,000	7,200	7,200		3%
31 Administrative Support	20,956	-	-	-	-	-		
32 Overtime	3,159	5,235	5,200	3,000	5,200	5,200		73%
33 Parade Overtime	-	-	2,200	1,900	1,100	1,100		-42%
34 Duty Pay	6,525	7,835	7,800	7,800	7,800	7,800		0%
35 Clothing Allowance/Cell Phone Stipend	1,187	490	700	300	500	500		67%
36 Wellness	154	14	500	500	500	500		0%
37 Medicare	2,575	1,067	1,200	1,200	1,300	1,300		8%
38 Retirement	24,348	11,088	16,900	16,900	16,900	16,900		0%
39 Insurance Benefits	46,507	21,795	24,200	24,200	27,800	27,800		15%
40 Workers Compensation	1,572	1,494	1,400	1,400	1,500	1,500		7%
41 Total Personnel Services	243,922	104,917	128,000	125,100	133,100	133,100		6%
42 Materials & Services:								
43 Helmets	825	-	1,200	1,200	-	-		-100%
44 Postage & Printing	25	-	-	-	-	-		
45 Meetings, Travel & Training	998	1,149	1,500	1,000	1,500	1,500		50%
46 Public Notices	-	-	500	500	500	500		0%
47 Labor Attorney	126	-	-	-	-	-		
48 Administrative Services Charges	107,227	286,330	311,600	303,100	313,900	313,900		4%
49 Contractual Services	59,037	95,074	139,000	120,000	123,000	123,000		3%
50 Parade Traffic Control	2,358	1,059	2,700	2,700	2,700	2,700		0%
51 Engineering Services	26,863	13,298	25,000	25,000	50,000	50,000		100%
52 Traffic Engineering SDC Review	-	7,624	5,000	-	5,000	5,000		
53 Janitorial	472	(3)	-	-	-	-		
54 Utilities	1,288	-	-	200	300	300		50%
55 Telephone	882	523	-	-	-	-		
56 Auto Insurance	427	-	-	-	-	-		
57 Gasoline/Diesel	2,894	2,650	2,500	2,500	2,500	2,500		0%
58 Equipment Maintenance	3,318	815	5,000	1,000	5,000	5,000		400%
59 Sidewalk Maintenance	1,550	125	5,000	7,400	5,000	5,000		-32%
60 Operating Materials and Supplies	10,715	9,316	15,000	15,000	15,000	15,000		0%
61 Street Maintenance & Repair	104,122	89,989	155,000	155,000	155,000	155,000		0%
62 Street Light Utilities	68,003	57,665	65,000	54,000	60,000	60,000		11%
63 Traffic Light Utilities	22,929	24,326	28,000	25,000	28,000	28,000		12%
64 Medical Testing	193	274	200	200	200	200		0%
65 Rental Property Expenses	799	-	500	-	-	-		
66 MPO Support/ SKATS	6,969	9,863	9,900	9,900	9,900	9,900		0%
67 Total Materials & Services	422,020	600,077	772,600	723,700	777,500	777,500		7%

Public Works

Street Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
68 Capital Outlay:								
69 Heavy Equipment/Vehicles	7,678	26,080	-	-	1,300	1,300		
70 Street Improvements	74,675	501,797	300,000	175,000	675,000	675,000		286%
71 Infill and ADA Sidewalk Completions	26,952	25,150	25,000	25,000	25,000	25,000		0%
72 Street Resurfacing	631,106	497,910	800,000	825,000	800,000	800,000		-3%
73 Signage & Signal Upgrades	62,691	-	20,000	-	20,000	20,000		
74 Field Equipment	-	1,547	1,100	1,100	5,400	5,400		391%
75 Area B Development Costs	-	-	45,000	-	45,000	45,000		
76 Unanticipated Expense	-	-	119,100	-	157,200	157,200		
77 Total Capital Outlay	803,102	1,052,484	1,310,200	1,026,100	1,728,900	1,728,900		68%
78 Debt Service:								
79 Principal	594,000	-	-	-	-	-		
80 Interest	6,080	-	-	-	-	-		
81 Total Debt Service	600,080	-	-	-	-	-		
82 Total Expenditures	2,069,124	1,757,478	2,210,800	1,874,900	2,639,500	2,639,500		41%
83 Other Requirements:								
84 Contingency:								
85 Operating Contingency	-	-	45,300	-	45,500	45,500		
86 Transfers Out:								
87 Stormwater Fund	310,637	341,300	372,500	372,500	406,400	406,400		9%
88 Fund Balance:								
89 Restricted Property Sales Proceeds	143,100	143,100	143,100	-	143,100	143,100		
90 Restricted for Street Improvements	-	-	50,000	-	50,000	50,000		
91 Restricted for Operations	1,048,040	1,117,700	418,500	1,224,900	290,000	290,000		-76%
92 Total Fund Balance	1,191,140	1,260,800	611,600	1,224,900	483,100	483,100		-61%
93 TOTAL REQUIREMENTS	\$ 3,570,901	\$ 3,359,577	\$ 3,240,200	\$ 3,472,300	\$ 3,574,500	\$ 3,574,500		3%

Public Works Street Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 11,035	\$ 9,221	\$ 10,800	\$ 7,900	\$ 12,500	\$ 12,500		58%
City Manager	9,283	10,170	11,900	11,900	13,500	13,500		13%
Information Systems	10,457	11,086	20,700	19,800	12,900	12,900		-35%
Attorney's Office	13,360	14,628	20,900	20,500	24,300	24,300		19%
City Recorder	9,037	9,880	11,900	11,900	13,900	13,900		17%
Human Resources	9,430	10,851	10,100	10,100	11,200	11,200		11%
Finance	32,763	41,521	32,000	30,100	34,400	34,400		14%
Facility Maintenance	11,821	12,875	10,400	10,100	12,600	12,600		25%
Public Works	-	166,098	182,900	180,800	178,600	178,600		-1%
Adjustments	41	-	-	-	-	-		
Administrative Services Charges	\$ 107,227	\$ 286,330	\$ 311,600	\$ 303,100	\$ 313,900	\$ 313,900		4%

Budget Notes:

Revenues:

- 15 The League of Oregon Cities notes that state highway shared revenues are projecting a 0.5% increase next year. The League also noted that in recent years state projections have exceeded actual revenues.

Expenditures:

Personnel Services:

- 26 The Budget provides a 1.5% and a 2.0% wage and salary increase for all non-represented and represented staff, respectively. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies.

27 The Public Works Director, one Municipal Utility Worker and the Administrative Service positions are budgeted in the Public Works
28 section of the Administrative Services Fund and costs are charged back to the Street Fund based on estimated time spent in the
31 Division.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 47 Labor Attorney Costs are included in the Public Works Administrative Services Fund.
48 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
50 Contractual Services include \$75,000 for pavement markings, \$48,000 for routine costs such as landscape maintenance and right of way mowing.

53
54 Janitorial, utilities, telephone and auto insurance costs have been moved to the Public Works Administration Fund.
55
56

Capital Outlay:

- 70 Street Improvements include design, permit fees, and initial construction to replace the bridge over Claggett Creek on Dearborn Ave NE.
73 Signage upgrades are to replace protective and permissive left turn signal heads on River Road.
85 The contingency is 5% of operating costs including personnel services and materials and services.
86 The transfer to the Stormwater Fund is the Street Fund's share of stormwater costs. The Stormwater Fund rate slope provides for a \$0.50 per ESU rate increase effective January 1, 2017.

Public Works

Street Lighting District Fund

The Street Lighting District Fund accounts for the Street Lighting Districts and Local Improvement Districts from establishment and construction, through billing and recording the liens with the county tax collector. The City has approximately 200 Lighting Districts. The City Recorder Department, the Finance Department and the Public Works Department share the responsibility for managing the activities in this fund.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 294,651	\$ 305,847	\$ 346,500	\$ 414,700	\$ 369,600	\$ 369,600		-11%
3 Revenues:								
4 Taxes & Assessments:								
5 Lighting District Assessments	413,282	450,398	305,000	318,000	411,200	411,200		29%
6 Miscellaneous:								
7 Interest Earnings/Miscellaneous	7,426	70,662	7,000	7,000	7,000	7,000		0%
8 Transfers:								
9 Transfer from Sewer Fund	32,900	-	55,600	55,600	-	-		
10 Total Revenues	453,608	521,060	367,600	380,600	418,200	418,200		10%
11 TOTAL RESOURCES	748,259	826,907	714,100	795,300	787,800	787,800		-1%
12 REQUIREMENTS:								
13 Expenditures:								
14 Personnel Services:								
15 Public Works Director	5,111	-	-	-	-	-		
16 Administrative Support Staff	4,874	-	-	-	-	-		
17 Cell Phone Stipend	66	-	-	-	-	-		
18 Wellness	14	-	-	-	-	-		
19 Medicare	152	-	-	-	-	-		
20 Retirement	1,233	-	-	-	-	-		
21 Insurance Benefits	3,094	-	-	-	-	-		
22 Workers Compensation	128	-	-	-	-	-		
23 Total Personnel Services	14,672	-	-	-	-	-		
24 Materials & Services:								
25 Public Notices	566	670	800	800	800	800		0%
26 Administrative Services Charges	13,753	28,322	35,900	34,900	37,100	37,100		6%
27 Engineering Costs	1,929	1,061	3,000	3,000	3,000	3,000		0%
28 Lighting Costs	409,884	375,289	416,500	385,000	405,000	405,000		5%
29 Street Lighting Maintenance - KS Area A	1,608	5,651	2,000	2,000	2,000	2,000		0%
30 Miscellaneous Expense	-	1,197	-	-	-	-		
31 Total Materials & Services	427,740	412,190	458,200	425,700	447,900	447,900		5%
32 Total Expenditures	442,412	412,190	458,200	425,700	447,900	447,900		5%
33 Other Requirements:								
34 Contingency	-	-	23,000	-	25,000	25,000		
35 Fund Balance:								
36 Restricted:								
37 Pole Replacement at KS Area A	-	31,200	31,200	31,200	31,200	31,200		0%
38 Pole Replacement Option B Districts	-	-	-	-	10,000	10,000		
39 Restricted for Operations	305,847	383,518	201,700	338,400	273,700	273,700		
40 Total Restricted Fund Balance	305,847	414,718	232,900	369,600	314,900	314,900		
41 TOTAL REQUIREMENTS	\$ 748,259	\$ 826,907	\$ 714,100	\$ 795,300	\$ 787,800	\$ 787,800		-1%

Public Works

Street Lighting District Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 941	\$ 666	\$ 900	\$ 700	\$ 1,000	\$ 1,000		43%
City Manager	799	365	600	600	700	700		17%
Information Systems	1,099	832	1,000	1,000	1,300	1,300		30%
Attorney's Office	1,279	152	600	600	900	900		50%
City Recorder	826	354	600	600	700	700		17%
Human Resources	804	783	800	800	900	900		13%
Finance	7,007	6,539	7,700	7,200	8,200	8,200		14%
Facility Maintenance	1,009	929	900	900	1,000	1,000		11%
Public Works	-	17,703	22,800	22,500	22,400	22,400		0%
Adjustments	(11)	(1)	-	-	-	-		
Administrative Services Charges	\$ 13,753	\$ 28,322	\$ 35,900	\$ 34,900	\$ 37,100	\$ 37,100		6%

Budget Notes:

Revenues:

- 5 The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax rolls in Year Two. The decrease in Lighting District Assessments is due to applying electricity rebate credits received during
- 9 The transfer from the Sewer Fund is to transfer electricity rebates previously recorded in the Sewer fund to the Street Lighting District where the electricity expenditures were recorded. The credits will reduce future assessment amounts for Salem Electric customers.

Expenditures:

- 14 Personnel service costs were for various Public Works staff time spent on Street Lighting District issues. These costs have been moved to the Public Works Administrative Services fund and are charged back to the Street Lighting District Fund.
- 26 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
- 28 The City is expecting two additional street lighting districts to form in FY2016-17.

Public Works

Transportation Improvement Fund

The Transportation Improvement Fund accounts for system development fees (SDC) designated for transportation improvements resulting from development. The fee varies depending on the land use being developed and the location of the development. The fees are adjusted each July using a blended rate of the Northwest Construction index and the change in undeveloped land values in the Keizer area. These fees can be located on the City's web site.

Recommendations for expenditures in FY16-17:

Begin Engineering design for the improvements to the I-5/Chemawa Southbound on-ramp. ODOT is currently taking the lead planning and designing these improvements. Estimated cost includes the City's share of permits and project management.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 1,980,235	\$ 2,175,283	\$ 2,369,900	\$ 2,416,400	\$ 2,639,600	\$ 2,639,600		9%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fees	162,448	236,101	216,900	218,700	65,700	65,700		-70%
6 Miscellaneous:								
7 Interest	5,894	4,979	4,500	4,500	4,500	4,500		0%
8 Total Revenues	168,342	241,080	221,400	223,200	70,200	70,200		-69%
9 Other Resources:								
10 Sewer Reserve Fund Loan Repayment	26,706	-	-	-	-	-		
11 Total Other Resources	26,706	-	-	-	-	-		
12 TOTAL RESOURCES	2,175,283	2,416,363	2,591,300	2,639,600	2,709,800	2,709,800		3%
13 REQUIREMENTS:								
14 Expenditures:								
15 Capital Outlay:								
16 Improvements	-	-	450,000	-	450,000	450,000		
17 Unanticipated Expenses	-	-	1,750,000	-	2,000,000	2,000,000		
18 Total Capital Outlay	-	-	2,200,000	-	2,450,000	2,450,000		
19 Total Expenditures								
20 Other Requirements:								
21 Transfers Out:								
21 Interfund Loan to Water Facility Fund	-	-	-	-	-	-		
21 Total Transfers Out	-	-	-	-	-	-		
24 Fund Balance:								
25 Restricted for Improvements	2,175,283	2,416,363	391,300	2,639,600	259,800	259,800		-90%
26 TOTAL REQUIREMENTS	\$ 2,175,283	\$ 2,416,363	\$ 2,591,300	\$ 2,639,600	\$ 2,709,800	\$ 2,709,800		3%

Revenues:

5 The System Development Fee projections for FY16-17 assume 50 new single family homes developed during the year.

Expenditures:

16 Improvement costs are for engineering design for the I-5 Chemawa southbound on-ramp.

Public Works

Off-Site Transportation Improvement Fund

The Off-Site Transportation Fund was created for future transportation improvement projects in connection with Keizer Station Areas B and C. The resources are from developer fees required to be paid as set forth in the Keizer Station Master Plan orders.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 52,754	\$ 52,903	\$ 53,000	\$ 53,000	\$ 123,400	\$ 123,400		133%
3 Revenues:								
4 Licenses & Fees:								
5 Off-Site Transportation Fees	-	-	45,500	70,400	-	-		-100%
6 Miscellaneous:								
7 Interest	149	114	-	-	-	-		
8 Total Revenues	149	114	-	-	-	-		
9 TOTAL RESOURCES	52,903	53,017	98,500	123,400	123,400	123,400		0%
10 REQUIREMENTS:								
11 Expenditures:								
12 Capital Outlay:								
13 Off-Site Transportation Improvements	-	-	98,500	-	123,400	123,400		
14 Fund Balance:								
15 Restricted for Improvements	52,903	53,017	-	123,400	-	-		-100%
16 TOTAL REQUIREMENTS	\$ 52,903	\$ 53,017	\$ 98,500	\$ 123,400	\$ 123,400	\$ 123,400		0%

Budget Notes:

Revenues:

- 5 Off-Site Transportation Fees are charges on developers in lieu of constructing certain transportation improvements.

Expenditures:

- 13 Off-Site Transportation Improvements are projects that are identified in the Keizer Station Area B and C master plan orders.

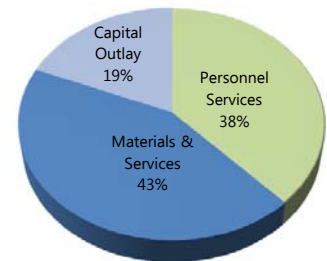
Public Works Stormwater Fund

The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act. The City's stormwater regulatory programs are administered by the State of Oregon through the Department of Environmental Quality (DEQ). The City has 3 regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans for the municipal separate storm sewer system (MS4), the underground injection control (UIC) devices, and the Total Maximum Daily Load (TMDL) Implementation Plan. The City is the permittee for the National Pollutant Discharge Elimination System (NPDES) permit #102904, the Water Pollution Control Facilities (WPCF) permit #103068, and is a designated management agency for the Willamette Basin TMDL.

The City Council approved a long range financial plan for the Stormwater Fund in fiscal year 2012-13 in order to address deficiencies and provide adequate financial planning for a self-sustaining fund. That strategy has been successful in addressing ongoing and upcoming regulatory, maintenance, and repair needs for the stormwater system. The Department continues to elevate repair activities while meeting regulatory permit requirements.

Accomplishments for FY15-16

- Continued repair work identified by the TV inspection contractor
- Continued implementation of the TV inspection contract (goal is 10%)
- Completed the comprehensive integrated public education program for the Department
- Continued participation on the DEQ Steering Committee for development of the new NPDES Phase II permit
- Continued implementation of the City's 3 regulatory stormwater programs
- Initiated revision of Public Works Design Standards
- Completed realignment of storm line at Terrace Green
- Continued installation of public Vegetated Stormwater Facilities for treatment and infiltration
- Initiated private stormwater facility inventory program
- Completed realignment of Shoreline Dr. outfall



Division Goals for FY16-17

- Continue storm line realignments with Capital Improvement funds
- Continue repair work identified by the TV inspection contractor
- Complete and submit the 5th Year Evaluation Report for the TMDL Implementation Plan
- Develop the new Stormwater Management Plan as required by the new Phase II General Permit
- Continue private stormwater facility inventory program
- Continue TV Inspection and Cleaning work
- Develop long term maintenance strategy for Vegetated Stormwater Facilities (VSFs)
- Revise and submit the new TMDL Implementation Plan
- Continue to expand regional Education and Outreach programs
- Meet the required conditions of the new Phase II General Permit

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 460,629	\$ 435,147	\$ 422,500	\$ 441,800	\$ 371,100	\$ 371,100		-16%
3 Revenues:								
4 Charges for Services:								
5 Planning & Construction Fees	12,450	16,736	10,000	21,500	10,000	10,000		-53%
6 Service Fees	886,984	982,803	1,062,500	1,072,000	1,158,600	1,158,600		8%
7 Total Charges for Services	899,434	999,539	1,072,500	1,093,500	1,168,600	1,168,600		7%
8 Miscellaneous:								
9 Interest	882	527	2,000	2,000	2,000	2,000		0%
10 Miscellaneous Revenue	2,557	2,150	-	-	-	-		
11 Total Miscellaneous	3,439	2,676	2,000	2,000	2,000	2,000		0%
12 Total Revenues	902,873	1,002,215	1,074,500	1,095,500	1,170,600	1,170,600		7%
13 Other Resources:								
14 Debt Proceeds:								
15 Loan	-	-	-	-	204,600	204,600		
16 Transfers In:								
17 Charges to Street Fund	310,637	341,300	372,500	372,500	406,400	406,400		9%
18 Total Other Resources	310,637	341,300	372,500	372,500	611,000	611,000		64%
19 TOTAL RESOURCES	1,674,139	1,778,663	1,869,500	1,909,800	2,152,700	2,152,700		13%

Public Works

Stormwater Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
20 REQUIREMENTS:								
21 Expenditures:								
22 Personnel Services:								
23 Public Works Director	18,401	-	-	-	-	-	-	
24 Municipal Utility Workers	178,542	150,570	158,800	158,800	164,400	164,400		4%
25 Community Development Staff	1,905	1,975	2,100	2,100	2,200	2,200		5%
26 Administrative Support	18,007	-	-	-	-	-		
27 Environmental Program Staff	212,071	218,531	236,700	236,700	252,200	252,200		7%
28 Overtime	1,658	1,285	4,800	1,400	3,000	3,000		114%
29 Duty Pay	6,525	7,835	7,800	7,800	7,800	7,800		0%
30 Cell Phone - Clothing Allowances	1,427	1,209	1,300	1,300	2,200	2,200		69%
31 Wellness	879	1,469	2,800	2,800	2,800	2,800		0%
32 Medicare	7,170	5,875	6,300	6,300	6,600	6,600		5%
33 Retirement	69,455	64,965	86,800	86,800	91,400	91,400		5%
34 Insurance Benefits	138,555	122,169	134,600	134,600	151,500	151,500		13%
35 Workers Compensation	7,217	3,290	5,100	5,100	5,200	5,200		2%
36 Total Personnel Services	661,812	579,174	647,100	643,700	689,300	689,300		7%
37 Materials & Services:								
38 Postage & Printing	5,031	-	-	-	-	-		
39 Concrete	1,850	-	3,000	3,000	3,000	3,000		0%
40 Rock & Backfill	699	1,298	1,200	1,000	1,500	1,500		50%
41 Paving	2,415	3,050	4,500	3,500	4,800	4,800		37%
42 Meetings, Travel & Training	8,454	6,380	7,000	7,000	8,000	8,000		14%
43 Public Notices	10	80	-	-	-	-		
44 Labor Attorney	50	-	-	-	-	-		
45 Administrative Services Charges	147,210	286,338	336,000	322,700	380,500	380,500		18%
46 Contractual Services	109,407	95,091	113,300	113,300	159,200	159,200		41%
47 Engineering Services	11,001	18,990	20,000	30,000	45,000	45,000		50%
48 Janitorial	785	(6)	-	-	-	-		
49 Utilities	1,737	513	-	-	-	-		
50 Storm Drain Utilities	5,421	4,694	5,500	5,500	5,500	5,500		0%
51 Telephone	2,430	1,583	-	-	-	-		
52 Auto Insurance	4,098	267	-	-	-	-		
53 Gasoline	2,057	2,429	2,200	2,500	3,000	3,000		20%
54 Diesel Fuel	6,209	4,384	10,000	5,500	8,000	8,000		45%
55 Vehicle Maintenance	3,444	1,419	3,500	700	3,500	3,500		400%
56 Equipment Maintenance	6,546	8,279	14,000	8,500	14,000	14,000		65%
57 Storm Sewer Dumping Costs	65	-	-	-	-	-		
58 Permit Renewal & Registration Fees	850	3,032	4,000	4,000	4,000	4,000		0%
59 Plant Maintenance	5,808	6,229	12,500	8,900	12,500	12,500		40%
60 Pump Maintenance	-	3,626	10,000	2,500	10,000	10,000		300%
61 Operating Materials & Supplies	10,170	18,901	12,800	10,000	12,800	12,800		28%
62 Street Sweeping	105,225	96,602	98,000	98,000	98,000	98,000		0%
63 Medical Testing	349	309	400	400	400	400		0%
64 Lab Tests	3,692	4,060	8,000	4,500	9,000	9,000		100%
65 Consumer Confidence Report/ Public Education	874	3,055	3,000	1,500	4,000	4,000		167%
66 Total Materials & Services	445,887	570,600	668,900	633,000	786,700	786,700		24%

Public Works Stormwater Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
67 Capital Outlay:								
68 Field Equipment	3,824	3,485	9,700	9,000	13,400	13,400		49%
69 Heavy Equipment/Service Vehicle	23,032	26,976	-	-	1,300	1,300		
70 Storm Sewer Pipe Extension or Repair	104,436	156,634	250,000	253,000	325,000	325,000		28%
71 Total Capital Outlay	131,292	187,095	259,700	262,000	339,700	339,700		30%
72 Total Expenditures	1,238,991	1,336,869	1,575,700	1,538,700	1,815,700	1,815,700		18%
73 Other Requirements:								
74 Contingency	-	-	46,600	-	90,800	90,800		
75 Fund Balance:								
76 Assigned	435,148	441,794	247,200	371,100	246,200	246,200		-34%
77 TOTAL REQUIREMENTS	\$ 1,674,139	\$ 1,778,663	\$ 1,869,500	\$ 1,909,800	\$ 2,152,700	\$ 2,152,700		13%

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 28,509	\$ 22,692	\$ 29,500	\$ 21,700	\$ 33,800	\$ 33,800		56%
City Manager	10,881	11,238	11,800	11,800	14,000	14,000		19%
Information Systems	23,207	25,713	36,100	34,500	56,300	56,300		63%
Attorney's Office	2,664	2,253	3,600	3,500	7,200	7,200		106%
City Recorder	10,607	10,917	11,800	11,800	14,100	14,100		19%
Human Resources	24,362	26,704	27,700	27,600	30,200	30,200		9%
Finance	16,056	13,953	19,100	18,000	23,600	23,600		31%
Utility Billing	-	35,034	40,000	39,700	41,500	41,500		5%
Facility Maintenance	30,539	31,686	28,600	27,800	34,000	34,000		22%
Public Works	-	105,808	127,800	126,300	125,800	125,800		0%
Adjustments	385	-	-	-	-	-		
Administrative Services Charges	\$ 147,210	\$ 285,998	\$ 336,000	\$ 322,700	\$ 380,500	\$ 380,500		18%

Budget Notes:

Revenues:

- 6 The City updated the Stormwater Capital Improvement Plan in FY12-13 and is operating with an even rate slope model for setting its stormwater rates. Annual rate increases are expected to be approximately \$0.50 per Equivalent Service Unit for the next few years. The FY16-17 increase is anticipated in January 2017.

Expenditures:

Personnel Services:

- 22 The Budget provides a 1.5% and a 2.0% wage and salary increase for all non-represented and staff represented by the Local 320, respectively. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies.

23 The Public Works Director, one Municipal Utility Worker and the Administrative Support positions are now budgeted in the Public Works
24 section of the Administrative Services Fund and costs are charged back to the Water Fund based on estimated time spent in the Division.
26

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 44 Labor Attorney Costs have moved to the Public Works Administrative Services Fund.
45 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
46 Contractual Services includes Video Inspection services, Vegetated Stormwater Facility Maintenance costs, and other routine costs.

48
49 Janitorial, utility, telephone and auto insurance costs have been moved to the Public Works Administration Fund.
51
52

Public Works Sewer Fund

The City of Keizer is a part of a regional sewer system managed by the City of Salem. Salem sets the sewer rates for the regional system. Keizer appoints Council and Staff liaisons to attend the Regional Task Force meetings. City of Keizer staff manages the billing function and remit Sewer Charges to City of Salem each month.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
RESOURCES:								
1 Beginning Balance:	\$ 248,216	\$ 224,671	\$ 246,000	\$ 239,000	\$ 226,000	\$ 226,000		-5%
2 Revenues:								
3 Charges for Services:								
4 Plan/Construction Fees	3,035	2,626	-	-	-	-		
5 Salem Sewer Billing	4,879,208	5,030,099	5,202,000	5,205,000	5,387,000	5,387,000		3%
6 Sewer Administration Fee	299,041	326,181	360,800	360,800	360,800	360,800		0%
7 Total Charges for Services	5,181,284	5,358,906	5,562,800	5,565,800	5,747,800	5,747,800		3%
8 Miscellaneous:								
9 Miscellaneous	252	99	-	-	-	-		
10 Interest Earnings	32	118	400	400	400	400		0%
11 Total Miscellaneous	284	217	400	400	400	400		0%
12 Total Revenues	5,181,568	5,359,123	5,563,200	5,566,200	5,748,200	5,748,200		3%
13 TOTAL RESOURCES	5,429,784	5,583,794	5,809,200	5,805,200	5,974,200	5,974,200		3%
REQUIREMENTS:								
15 Expenditures:								
16 Personnel Services:								
17 Public Works Director	5,111	-	-	-	-	-		
18 Community Development Staff	1,905	1,976	2,100	2,100	2,200	2,200		5%
19 Administrative Support	79,030	-	-	-	-	-		
20 Overtime	34	-	-	-	-	-		
21 Cell Phone Stipend	75	9	100	100	100	100		0%
22 Wellness	55	4	100	100	100	100		0%
23 Medicare	1,537	30	100	100	100	100		0%
24 Retirement	11,009	454	600	600	600	600		0%
25 Insurance Benefits	30,554	382	400	400	500	500		25%
26 Workers Compensation	270	61	100	100	100	100		0%
27 Total Personnel Services	129,580	2,916	3,500	3,500	3,700	3,700		6%
28 Materials & Services:								
29 Postage & Printing	23,123	-	-	-	-	-		
30 Meetings, Travel & Training	121	-	-	-	-	-		
31 Public Notices	45	64	100	100	100	100		0%
32 Administrative Services Charges	109,923	299,394	324,600	315,500	347,500	347,500		10%
33 Contractual Services	17,804	1	-	-	-	-		
34 Engineering Services	1,083	695	500	500	500	500		0%
35 Salem Sewer Payments	4,890,534	5,041,692	5,202,000	5,202,000	5,387,000	5,387,000		4%
36 Emergency Management Expense	-	-	1,000	1,000	1,000	1,000		0%
37 Miscellaneous Expense	-	-	1,000	1,000	1,000	1,000		0%
38 Total Materials & Services	5,042,633	5,341,846	5,529,200	5,520,100	5,737,100	5,737,100		4%
39 Total Expenditures	5,172,213	5,344,762	5,532,700	5,523,600	5,740,800	5,740,800		4%
40 Other Requirements:								
41 Contingency	-	-	16,200	-	20,000	20,000		
42 Transfer to SLD Fund	32,900	-	55,600	55,600	-	-		-100%
43 Total Other Requirements	32,900	-	71,800	55,600	20,000	20,000		-64%
44 Fund Balance:								
45 Committed for Future Operations	224,671	239,032	204,700	226,000	213,400	213,400		-6%
46 TOTAL REQUIREMENTS	\$ 5,429,784	\$ 5,583,794	\$ 5,809,200	\$ 5,805,200	\$ 5,974,200	\$ 5,974,200		3%

Public Works

Sewer Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 8,256	\$ 6,379	\$ 8,800	\$ 6,500	\$ 10,500	\$ 10,500		62%
City Manager	4,292	5,025	4,900	4,900	5,200	5,200		6%
Information Systems	13,392	13,630	10,600	10,100	16,900	16,900		67%
Attorney's Office	3,572	5,200	4,700	4,600	4,300	4,300		-7%
City Recorder	4,192	4,882	4,900	4,900	5,200	5,200		6%
Human Resources	7,055	7,506	8,200	8,200	9,400	9,400		15%
Finance	60,707	60,467	68,700	64,600	72,000	72,000		11%
Utility Billing	-	164,662	188,100	186,400	194,800	194,800		5%
Facility Maintenance	8,844	8,907	8,500	8,300	10,500	10,500		27%
Public Works	-	21,138	17,200	17,000	18,700	18,700		10%
Adjustments	(387)	-	-	-	-	-		0%
Administrative Services Charges	\$ 109,923	\$ 297,796	\$ 324,600	\$ 315,500	\$ 347,500	\$ 347,500		10%

Budget Notes:

Revenues:

- 5 The City of Salem has been operating off an even rate slope model for setting its sewer rates. Keizer's rate increase is estimated at 3% for
- 6 The Sewer Administration Fee is \$5.94 per bi-monthly bill set January 2015.

Expenditures:

Personnel Services:

- 16 The Public Works and Administrative Service staff are budgeted in the Administrative Services Fund and costs are charged back to the Sewer Fund based on estimated time spent in the Division.
- 29 Postage & Printing and Contractual Services are costs associated with generating and sending utility bills. These costs are budgeted in
- 33 the Utility Billing Administrative Services Fund and changed back to the Sewer Fund.
- 32 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
- 32 The 3% increase in Salem Sewer Payments reflects the rate increase anticipated in FY16-17.

Public Works Sewer Reserve Fund

The Sanitary Sewer Reserve Fund was established in 1994 to cover areas not served by existing sewer lines. The Sewer Reserve is a systems development based fund used to reimburse developers for sewer trunk line improvement extensions and City constructed growth driven sewer capacity improvements outlined in the Sanitary Sewer Master Plan.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ 72,126	\$162,200	\$ 154,900	\$233,100	\$233,100		50%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fee	98,771	82,508	108,700	80,000	35,000	35,000		-56%
6 Miscellaneous:								
7 Interest	61	243	200	200	200	200		0%
8 Total Revenues	98,832	82,751	108,900	80,200	35,200	35,200		-56%
9 TOTAL RESOURCES	98,832	154,877	271,100	235,100	268,300	268,300		14%
10 REQUIREMENTS:								
11 Expenditures:								
12 Capital Outlay:								
13 Sewer Line Extensions	-	-	-	-	75,000	75,000		
14 Unanticipated Expense	-	-	270,500	2,000	178,300	178,300		8815%
15 Total Capital Outlay	-	-	270,500	2,000	253,300	253,300		12565%
16 Other Requirements:								
17 Transfers Out:								
18 Transportation Fund Interfund Loan	26,706	-	-	-	-	-		
19 Fund Balance:								
20 Restricted for Improvements	72,126	154,877	600	233,100	15,000	15,000		-94%
21 TOTAL REQUIREMENTS	\$ 98,832	\$154,877	\$271,100	\$ 235,100	\$268,300	\$268,300		14%

Budget Notes:

Revenues:

- 5 The System Development Fee projections for FY16-17 assumes the 5 acres of development.

Public Works Water Fund

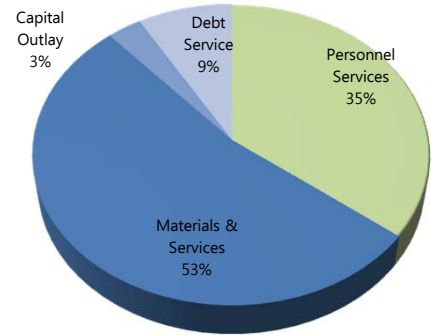
Revenues in the Water fund are derived from user charges. The City's charter designates this as a dedicated fund to be used solely for water related services. The water system is managed by the Public Works Department to provide safe, low cost, high quality drinking water that meets or exceeds state and federal regulations. The Water Division operates under the Oregon Administrative Rules for Public Water Systems enforced by the Oregon Health Authority (OHA), Drinking Water Services (DWS) that administer and enforce drinking water quality standards for public water systems in the state of Oregon.

Accomplishments for FY15-16

- Continued updating distribution system to ensure adequate volume and pressure delivery to residents
- Continued developing a comprehensive integrated public education program with the Stormwater Division
- Completed waterline relocation for roundabout
- Updated (3) 4" meters and (2) 6" meters to more efficient and accurate meters
- Repaired 15 Water Main leaks
- Rehabilitated Keizer Station and Weissner Wells

Division Goals for FY15-20

- Continue updating distribution system to ensure adequate volume and pressure delivery to residents
- Continue developing a comprehensive integrated public education program with the Stormwater Division
- Continue replacement of large meters to a more accurate and efficient meters.



The Water fund promotes public education and outreach through the annual Consumer Confidence Report, instruction at local grade schools, and also by hosting a Public Services Fair each year.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 633,892	\$ 671,481	\$ 598,200	\$ 682,100	\$ 698,500	\$ 698,500		2%
3 Revenues:								
4 Taxes & Assessments:								
5 Assessments	350	-	-	-	-	-	-	
6 Licenses & Fees:								
7 Planning & Construction Fees	11,535	11,422	10,000	12,500	10,000	10,000		-20%
8 Service Fees	20,413	27,041	15,000	25,000	15,000	15,000		-40%
9 Diesel Fuel Sales	31,961	27,787	37,000	25,000	37,000	37,000		48%
10 Live Tap Reimbursement	18,505	26,565	7,500	18,500	7,500	7,500		-59%
11 Total Licenses & Fees	82,414	92,814	69,500	81,000	69,500	69,500		-14%
12 Charges for Services:								
13 Water Sales	2,437,562	2,603,493	2,812,400	2,750,000	2,865,000	2,865,000		4%
14 Miscellaneous:								
15 Interest	1,662	1,506	1,000	1,000	1,000	1,000		0%
16 Miscellaneous	5,167	16,441	7,500	7,500	7,500	7,500		0%
17 Total Miscellaneous	6,829	17,947	8,500	8,500	8,500	8,500		0%
18 Other Resources:								
19 Transfers In:								
20 Transfer from Park Improvement Fund	6,574	-	-	-	-	-		
21 Transfer from Park Operations Fund	-	8,161	17,400	17,400	17,400	17,400		
22 Total Transfers In	6,574	8,161	17,400	17,400	17,400	17,400		0%
23 TOTAL RESOURCES	3,167,621	3,393,896	3,506,000	3,539,000	3,658,900	3,658,900		3%

Public Works Water Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
24 REQUIREMENTS:								
25 Expenditures:								
26 Personnel Services:								
27 Public Works Director	25,557	-	-	-	-	-		
28 Municipal Utility Workers	532,646	517,627	538,700	538,700	557,200	557,200		3%
29 Community Development Staff	1,905	1,975	2,100	2,100	2,200	2,200		5%
30 Administrative Support	81,574	-	-	-	-	-		
31 Overtime	23,900	15,253	19,500	16,000	19,500	19,500		22%
32 Duty Pay	13,050	15,670	15,600	15,600	15,600	15,600		0%
33 Cell Phone/Clothing Allowance	4,602	4,009	5,200	4,500	5,000	5,000		11%
34 Wellness	518	1,256	4,200	4,200	4,100	4,100		-2%
35 Medicare	10,603	8,461	8,600	8,600	8,900	8,900		3%
36 Retirement	93,810	78,008	112,900	112,900	115,300	115,300		2%
37 Insurance Benefits	220,740	180,100	193,500	193,500	223,300	223,300		15%
38 Unemployment	5,070	-	-	-	-	-		
39 Workers Compensation	7,498	7,071	8,400	8,400	8,700	8,700		4%
40 Total Personnel Services	1,021,473	829,429	908,700	904,500	959,800	959,800		6%
41 Materials & Services:								
42 Postage & Printing	21,586	-	-	-	-	-		
43 Concrete	4,870	4,753	10,000	7,600	10,000	10,000		32%
44 Rock & Backfill	4,564	3,904	5,500	2,000	4,500	4,500		125%
45 Paving	14,710	7,912	16,500	7,100	10,000	10,000		41%
46 Sequestering Agent	24,186	14,402	10,500	10,500	10,500	10,500		0%
47 Fluoride	9,658	16,063	10,500	10,500	10,500	10,500		0%
48 Meetings, Travel & Training	14,376	12,994	15,000	15,000	15,000	15,000		0%
49 Public Notices	194	276	300	300	300	300		0%
50 Labor Attorney	327	-	-	-	-	-		
51 Administrative Services Charges	278,240	608,391	675,100	650,200	688,000	688,000		6%
52 Contractual Services	24,233	16,437	25,000	13,000	17,500	17,500		35%
53 Flagging	1,804	2,645	3,000	4,000	5,000	5,000		25%
54 Engineering Services	19,786	22,639	25,000	15,000	35,000	35,000		133%
55 Janitorial	2,126	(22)	-	-	-	-		
56 Electricity	215,200	224,437	230,000	233,000	240,000	240,000		3%
57 Natural Gas	2,382	2,410	2,500	2,500	2,500	2,500		0%
58 Telephone	6,004	3,336	-	-	-	-		
59 Telemetry	10,436	2,848	10,000	10,000	10,000	10,000		0%
60 Auto Insurance	5,464	-	-	-	-	-		
61 Gasoline	17,381	15,412	18,000	13,000	18,000	18,000		38%
62 Diesel Fuel	42,381	37,234	50,000	32,000	45,000	45,000		41%
63 Vehicle Maintenance	7,923	21,354	22,000	20,000	20,000	20,000		0%
64 Equipment Maintenance	16,202	8,043	12,000	12,000	12,000	12,000		0%
65 Plant Maintenance	63,807	44,947	45,000	45,000	45,000	45,000		0%
66 Live Taps	13,135	28,700	10,000	18,000	10,000	10,000		-44%
67 Pump House Maintenance	13,067	12,395	10,000	10,000	10,000	10,000		0%
68 Pump Maintenance	43,916	33,889	65,000	65,000	65,000	65,000		0%
69 Operating Materials & Supplies	23,199	19,530	30,000	30,000	30,000	30,000		0%
70 Medical Testing	1,448	990	1,200	1,200	1,200	1,200		0%
71 Water Mains	18,699	36,024	35,000	40,000	25,000	25,000		-38%
72 Lab Tests	58,818	36,894	49,000	49,000	50,000	50,000		2%
73 Contract Meter Reading	35,420	36,104	38,000	37,500	38,000	38,000		1%
74 Consumer Confidence Report	7,863	8,502	12,000	12,000	12,000	12,000		0%
75 Miscellaneous	(3)	118	1,000	-	1,000	1,000		
76 Total Materials & Services	1,023,402	1,283,559	1,437,100	1,365,400	1,441,000	1,441,000		6%

Public Works Water Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
77 Capital Outlay:								
78 Field Equipment	1,575	11,156	10,500	10,500	21,700	21,700		107%
79 Water Meters	23,117	45,081	50,000	50,000	30,500	30,500		-39%
80 Acquisition & Development	-	-	-	-	-	-		
81 Heavy Equipment/Vehicle	31,583	8,609	30,000	28,600	23,400	23,400		-18%
82 Unanticipated Expense	-	-	9,000	-	7,600	7,600		
83 Total Capital Outlay	56,275	64,845	99,500	89,100	83,200	83,200		-7%
84 Debt Service:								
85 Principal	170,000	180,000	185,000	185,000	190,000	190,000		3%
86 Interest	61,090	53,915	46,500	46,500	38,800	38,800		-17%
87 Total Debt Service	231,090	233,915	231,500	231,500	228,800	228,800		-1%
88 Total Expenditures	2,332,240	2,411,748	2,676,800	2,590,500	2,712,800	2,712,800		5%
89 Other Requirements:								
90 Contingency	-	-	125,000	-	125,000	125,000		
91 Transfer to Water Facility Replacement Reserve	163,900	300,000	250,000	250,000	400,000	400,000		60%
92 Total Other Requirements	163,900	300,000	375,000	250,000	525,000	525,000		110%
93 Fund Balance:								
94 Restricted for Operations	671,481	682,148	454,200	698,500	421,100	421,100		-40%
95 TOTAL REQUIREMENTS	\$3,167,621	\$3,393,896	\$3,506,000	\$3,539,000	\$3,658,900	\$3,658,900		3%

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 45,794	\$ 36,338	\$ 46,800	\$ 34,300	\$ 53,800	\$ 53,800		57%
City Manager	18,168	19,182	19,400	19,400	21,700	21,700		12%
Information Systems	41,348	44,660	68,900	65,800	58,100	58,100		-12%
Attorney's Office	5,996	6,511	7,400	7,300	9,300	9,300		27%
City Recorder	17,724	18,635	19,500	19,500	21,600	21,600		11%
Human Resources	39,133	42,762	44,000	43,800	48,100	48,100		10%
Finance	60,707	60,467	68,700	64,600	72,000	72,000		11%
Utility Billing	-	150,648	172,100	170,500	178,200	178,200		5%
Facility Maintenance	49,055	50,739	45,400	44,200	54,000	54,000		22%
Public Works	-	176,987	182,900	180,800	171,200	171,200		-5%
Adjustments	315	1	-	-	-	-		
Administrative Service Charges	\$ 278,240	\$ 606,930	\$ 675,100	\$ 650,200	\$ 688,000	\$ 688,000		6%

Public Works Water Fund

Budget Notes:

Revenues:

- 13 The City updated the Water Capital Improvement Plan in FY12-13 and is operating with an even rate slope model for setting its water rates. Annual rate increases are expected to be approximately 4% for the next several years. The FY16-17 increase is anticipated in January 2017.

Expenditures:

Personnel Services:

- 26 The Budget provides a 1.5% and a 2.5% wage and salary increase for all non-represented and represented staff, respectively. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies.

- 27 The Public Works Director, one Municipal Utility Worker and the Administrative Support positions are now budgeted in the Public Works section of the
28 Administrative Services Fund and costs are charged back to the Water Fund based on estimated time spent in the Division.
30

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 50 Labor Attorney Costs have moved to the Public Works Administrative Services Fund.
51 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
52 Contractual services include \$11,000 for temporary employees and \$5,000 for hydrant painting.

- 55
58 Janitorial, telephone, and auto insurance costs have been moved to the Public Works Administration Fund.
60

Capital Outlay:

- 78 Field equipment includes updating light bars for both 550's (4.5K), 2-Winches and brackets for whackers for 550's (6.8K), 2-cordless tool sets (2.1K), Shared expense speed shoring, shelving, dump trailer, storage bin (8.1K Water fund portion).
81 Replacement of the 2008 van used for the Customer Service position.

Debt Service:

- 84 The City has a 15-year bond outstanding with an original issue date of 9/30/2005. Remaining payment dates are as follows:

09/01/16	190,000	21,320
03/01/17		17,425
09/01/17	200,000	17,425
03/01/18		13,325
09/01/18	210,000	13,325
03/01/19		9,020
09/01/19	215,000	9,020
03/01/20		4,613
09/01/20	225,000	4,613
Cumulative	\$ 1,040,000	\$ 110,085

Public Works

Water Facility Replacement Fund

The water Facility Replacement Reserve was established for replacement and construction of new facilities needed to provide water production, storage, and distribution.

Revenue consists of System Development Charges, water usage charges transferred from the Water Operating Fund, and revenue bonds.

Expenditures listed in the 2015/2016 Capital Improvements are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary consistent with the City Council adopted 2012 Water System Master Plan Update.

Projects completed FY15-16

- Installed a filter plant at Lacey Court Well for hydrogen sulfide issues
- Continued steel watermain replacement program

Capital Improvements Planned FY16-17

- Continued steel watermain replacement program
- Installation of 3 monitoring wells
- Abandon the Lauderback well

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 636,995	\$ 556,092	\$ 311,000	\$ 316,500	\$ 239,000	\$ 239,000		-24%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fees	51,963	105,561	73,700	97,000	59,400	59,400		-39%
6 Miscellaneous:								
7 Interest	2,003	1,306	2,000	2,000	1,000	1,000		-50%
8 Miscellaneous	50	-	43,500	43,500	-	-		-100%
9 Total Miscellaneous	2,053	1,306	45,500	45,500	1,000	1,000		-98%
10 Total Revenues	54,016	106,867	119,200	142,500	60,400	60,400		-58%
11 Other Resources:								
12 Debt Proceeds:								
13 Loan	-	-	310,000	135,000	100,000	100,000		-26%
14 Transfers In:								
15 Transfer from Water Fund	163,900	300,000	250,000	250,000	400,000	400,000		60%
16 Total Other Resources	163,900	300,000	560,000	385,000	500,000	500,000		30%
17 TOTAL RESOURCES	854,911	962,959	990,200	844,000	799,400	799,400		-5%
18 REQUIREMENTS:								
19 Expenditures:								
20 Capital Outlay:								
21 Supply/Treatment	62,639	114,358	175,000	200,000	95,000	95,000		-53%
22 Transmission & Distribution Mains	227,620	412,747	400,000	400,000	400,000	400,000		0%
23 General Plant	8,560	119,341	-	5,000	-	-		-100%
24 Unanticipated Expenses	-	-	131,500	-	49,500	49,500		
25 Total Capital Outlay	298,819	646,445	706,500	605,000	544,500	544,500		-10%
26 Fund Balance:								
27 Restricted for Debt Service Requirements	234,100	-	234,100	234,100	234,100	234,100		0%
28 Restricted for Improvements	321,992	316,514	49,600	4,900	20,800	20,800		324%
29 Total Fund Balance	556,092	316,514	283,700	239,000	254,900	254,900		7%
30 TOTAL REQUIREMENTS	\$ 854,911	\$ 962,959	\$ 990,200	\$ 844,000	\$ 799,400	\$ 799,400		-5%

Budget Notes:

Revenues:

- 5 The System Development Fee projections for FY16-17 assume 50 new single family homes, and 2 two inch meters for Area C apartments.
The City intends to finance its capital improvements over the next several years to help smooth water rates charged to customers.

Expenditures:

- 21 Supply & Treatment costs are for the installation of three new monitoring wells, and abandonment of the Lauderback well.

Public Works Park Improvement Fund

The Park Improvement Fund was established to account for Systems Development Charges (SDC's) designated for park improvements. These fees are collected from new residential development in the City. Improvements are included in the City Council adopted Parks Master Plan and expenditures follow the adopted SDC Methodology.

Improvements in FY15-16

Completion of landscaping improvements around the Big Toy at Keizer Rapids Park and preliminary design costs for grant application.

Improvements Planned for FY16-17

Restrooms, fall protection surfacing for Big Toy, and paved pathways at Keizer Rapids Park.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 388,606	\$ 371,698	\$ 460,200	\$ 471,900	\$ 915,800	\$ 915,800		94%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fees	45,051	261,778	366,100	454,000	80,100	80,100		-82%
6 Intergovernmental:								
7 Grants	-	30,000	75,000	-	456,800	456,800		
8 Miscellaneous:								
9 Interest	879	1,006	600	600	600	600		0%
10 Donations	10,262	83,538	-	19,300	-	-		-100%
11 Total Miscellaneous	11,141	84,544	600	19,900	600	600		-97%
12 Total Revenues	56,192	376,322	441,700	473,900	537,500	537,500		13%
13 TOTAL RESOURCES	444,798	748,020	901,900	945,800	1,453,300	1,453,300		54%
14 REQUIREMENTS:								
15 Expenditures:								
16 Capital Outlay:								
17 Grant Expenditures	40,666	-	75,000	-	456,800	456,800		
18 Improvements	25,860	276,098	200,000	30,000	50,000	50,000		67%
19 Unanticipated Expenses:								
20 ADA Access to Amphitheater	-	-	10,000	-	10,000	10,000		
21 "New" SDC Money	-	-	616,900	-	-	-		
22 Total Unanticipated Expenses	-	-	626,900	-	10,000	10,000		
23 Total Capital Outlay	66,526	276,098	901,900	30,000	516,800	516,800		1623%
24 Other Requirements:								
25 Transfers Out:								
26 Transfer to Water Fund	6,574	-	-	-	-	-		
27 Fund Balance:								
28 Restricted for Improvements	371,698	471,922	-	915,800	936,500	936,500		2%
29 TOTAL REQUIREMENTS	\$ 444,798	\$ 748,020	\$ 901,900	\$ 945,800	\$ 1,453,300	\$ 1,453,300		54%

Budget Notes:

Revenues:

- 5 The System Development Fee projections for FY16-17 assumes 50 new single family homes during the year.
- 7 The City intends to apply for a grant with the Oregon Parks and Recreation Department to help fund restrooms, pathways, and fall protection surfacing at the "Big Toy" in Keizer Rapids Park.

Expenditures:

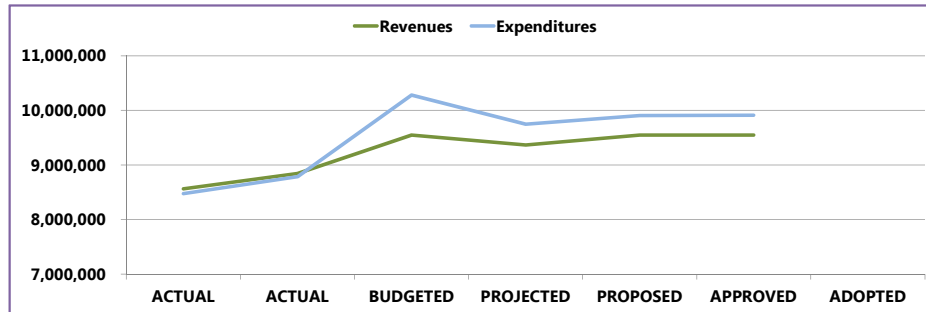
- 17 Capital outlay expenditures are for Keizer Rapids Park project.
- 18

General Fund Summary

The General Fund is the chief operating fund of the city and accounts for all financial resources except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and intergovernmental revenues such as Cigarette and Liquor Tax.

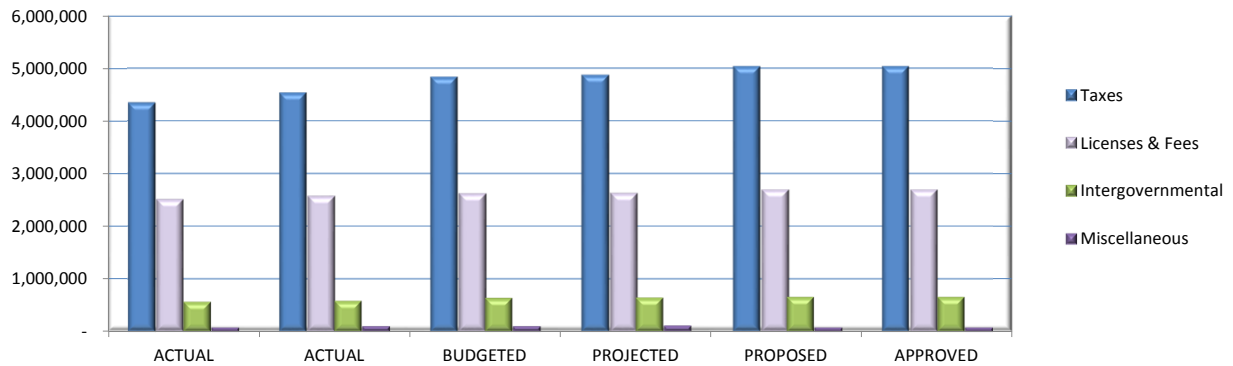
A General Fund looks different from City to City. For example, the Parks Department could be a separate district in some cities. In Keizer, the General Fund's primary expenditures are for Public Safety, Park Operations, Community Development and General Government.

General Fund Revenues and Expenditures



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balances	\$ 2,152,434	\$ 2,238,952	\$ 2,144,900	\$ 2,252,500	\$ 1,851,500	\$ 1,851,500		-18%
3 Revenues:								
4 Taxes & Assessments	4,349,656	4,534,152	4,835,900	4,871,300	5,036,900	5,036,900		3%
5 Licenses & Fees	2,573,015	2,668,491	2,720,200	2,727,400	2,773,500	2,773,500		2%
6 Intergovernmental	1,038,203	1,062,148	1,339,100	1,156,300	1,171,800	1,171,800		1%
7 Fines & Forfeitures	448,092	388,858	419,000	393,000	393,000	393,000		0%
8 Charges for Services	4,275	5,549	17,500	8,000	8,000	8,000		0%
9 Miscellaneous	148,415	184,375	213,500	208,100	166,100	166,100		-20%
10 Total Revenues	8,561,656	8,843,573	9,545,200	9,364,100	9,549,300	9,549,300		2%
11 Other Resources:								
12 Transfers In	-	5,000	-	-	-	-		
13 Total Other Resources:	-	5,000	-	-	-	-		
14 TOTAL RESOURCES	10,714,090	11,087,525	11,690,100	11,616,600	11,400,800	11,400,800		-2%
15 REQUIREMENTS:								
16 Expenditures:								
17 Personnel Services	5,549,112	5,866,150	6,431,000	6,284,200	6,443,100	6,443,100		3%
18 Materials & Services	2,442,784	2,581,365	3,771,100	3,438,300	3,240,700	3,245,860		-6%
19 Capital Outlay	483,242	335,550	76,900	25,200	219,000	219,000		769%
20 Total Expenditures	8,475,138	8,783,065	10,279,000	9,747,700	9,902,800	9,907,960		2%
21 Other Requirements:								
22 Transfers Out	-	52,036	21,800	17,400	17,400	17,400		0%
23 Contingency	-	-	50,000	-	50,000	50,000		
24 Total Other Requirements	-	52,036	71,800	17,400	67,400	67,400		287%
25 Fund Balance:								
26 Committed	-	-	5,000	-	-	-		
27 Unassigned	2,238,952	2,252,424	1,334,300	1,851,500	1,430,600	1,425,440		-23%
28 Total Fund Balance	2,238,952	2,252,424	1,339,300	1,851,500	1,430,600	1,425,440		-23%
29 TOTAL REQUIREMENTS	\$ 10,714,090	\$11,087,525	\$ 11,690,100	\$ 11,616,600	\$ 11,400,800	\$ 11,400,800		-2%

General Fund Non-Departmental Resources



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balances	\$ 2,000,410	\$ 2,122,143	\$ 1,982,800	\$ 2,105,500	\$ 1,758,200	\$ 1,758,200		-16%
3 Taxes:								
4 Current Taxes	4,129,108	4,296,500	4,666,100	4,701,500	4,866,900	4,866,900		4%
5 Prior Year Taxes	166,450	169,209	169,800	169,800	170,000	170,000		0%
6 Hotel/Motel Tax	54,098	68,443	-	-	-	-		
7 Total Taxes	4,349,656	4,534,152	4,835,900	4,871,300	5,036,900	5,036,900		3%
8 Licenses & Fees:								
9 Electric Franchise	1,024,816	1,059,641	1,068,000	1,075,000	1,102,000	1,102,000		3%
10 Natural Gas Franchise	352,125	324,257	357,700	329,000	334,700	334,700		2%
11 Telephone Franchise	53,964	50,067	47,400	47,400	45,000	45,000		-5%
12 Cable Television Franchise	404,376	421,468	435,500	440,000	458,400	458,400		4%
13 Sanitation Franchise	197,625	203,539	209,500	215,800	216,000	216,000		0%
14 Water Sales Assessments	129,055	137,076	139,600	146,800	152,700	152,700		4%
15 Sewer License Fee	272,154	281,707	290,000	290,000	298,700	298,700		3%
16 Stormwater Franchise	46,348	51,189	53,100	56,500	61,600	61,600		9%
17 Wireless Franchise	10,000	10,920	-	-	-	-		
18 Liquor Licenses	2,420	2,785	2,700	2,700	2,700	2,700		0%
19 Lien Search Fee	19,052	27,994	20,000	25,000	25,000	25,000		0%
20 Total Licenses & Fees	2,511,935	2,570,642	2,623,500	2,628,200	2,696,800	2,696,800		3%
21 Intergovernmental:								
22 Cigarette Tax	49,473	49,242	44,700	48,500	45,500	45,500		-6%
23 Liquor Tax	515,010	531,868	595,100	595,100	613,000	613,000		3%
24 Total Intergovernmental	564,483	581,110	639,800	643,600	658,500	658,500		2%
25 Miscellaneous:								
26 Stadium Rent	46,449	48,899	46,700	46,700	46,700	46,700		0%
27 Interest	5,803	4,635	5,500	5,500	5,500	5,500		0%
28 Rentals	200	100	-	-	-	-		
29 Cell Tower Rent	10,224	10,427	10,700	10,700	11,000	11,000		3%
30 Art Walk Revenue	800	800	-	1,800	3,200	3,200		78%
31 Parks SDC Admin Fee	4,999	29,087	40,000	50,000	10,000	10,000		-80%
32 Miscellaneous Revenue	8,615	7,878	2,000	2,000	2,000	2,000		0%
33 Total Miscellaneous	77,090	101,826	104,900	116,700	78,400	78,400		-33%

General Fund Non-Departmental Resources

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
34 Transfers In:								
35 From PEG Fund	-	5,000	-	-	-	-	-	
36 Total Transfers In	-	5,000	-	-	-	-	-	
37 TOTAL RESOURCES	\$9,503,574	\$9,914,874	\$10,186,900	\$10,365,300	\$10,228,800	\$10,228,800		-1%

Budget Notes:

- 4 Property Tax Revenues are expected to increase 4%; 1% from new construction based on permits processed in FY15-16 and 3.0% from increased valuation. Marion County projects a tentative 4% increase overall, however, official estimates are not available at this time.
- 9 PGE anticipates a 1% rate increase effective July 2016 which will primarily impact FY2017-18, in addition financial analysts are projecting a 3-4% increase in overall revenue for calendar years 2016 and 2017. In October 2015 Salem Electric increased the residential basic charge from \$8.00 to \$10.00 per meter which resulted in an approximately 1% revenue increase, this increase is expected to continue into 2016-17.
- 10 NW Natural Gas has requested a 1.7% increase during 2015-16 which will primarily impact FY2016-17.
- 11 Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY16-17 revenue projections are based on a 5% reduction over FY15-16 projected revenues, consistent with the current downward trend.
- 12 Comcast is projecting a 4% increase overall in cable television revenues during calendar year 2016.
- 13 Sanitation franchise operators implemented a 5% rate increase in FY2015-16, no additional rate increases are anticipated for FY2016-17.
- 14

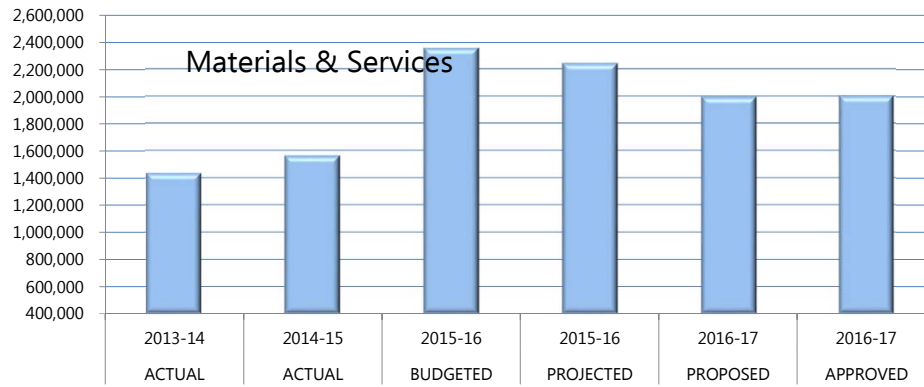
City Utility assessments and fees are expected to increase commensurate with the rate increases anticipated in FY16-17.
- 17 The City's Wireless agreement with Clear Wireless ended during FY14-15.
- 22

The League of Oregon Cities reports that the State projects a 6% decline in Cigarette Tax revenues and a 3% increase in Liquor Tax revenues.
- 23

Both trends are a result of sales and are not due to legislative changes in the tax or allocation of the tax.

General Fund

Non-Departmental Requirements



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 TOTAL REQUIREMENTS:								
2 Expenditures:								
3 Materials & Services:								
4 Public Notices	\$ 780	\$ 906	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400		0%
5 Art Walk Artists' Stipends	1,140	800	1,500	1,800	3,200	3,200		78%
6 Public Art Commission	-	326	1,000	1,000	1,000	3,500		250%
7 Civic Center Art	-	-	500	500	500	500		0%
8 Points of Interest Commission	-	-	-	-	-	1,860		
9 Legal Services	1,484	355	18,900	5,000	18,900	18,900		278%
10 Administrative Services Charges	1,361,709	1,487,143	1,731,600	1,637,500	1,699,900	1,699,900		4%
11 Contractual Services	11,807	12,229	11,900	15,000	38,000	38,000		153%
12 Keizer Chamber Support	3,560	-	1,500	1,500	1,500	1,500		0%
13 Holiday Lights	9,800	4,581	20,000	15,100	-	-		-100%
14 Off-Site Property Maintenance	5,021	6,735	7,500	7,500	7,500	7,500		0%
15 Neighborhood Associations	1,104	1,322	1,000	1,000	1,000	1,200		20%
16 SK Schools Tax Payment	33,515	33,515	541,900	541,900	209,000	209,000		-61%
17 Volunteer Recognition	67	187	200	200	200	200		0%
18 Keizer Community Library	-	7,403	7,400	7,400	7,400	8,000		8%
19 After School Programs	5,000	6,000	6,000	6,000	6,000	6,000		0%
20 Miscellaneous	500	612	1,000	-	1,000	1,000		
21 Emergency Management	203	-	1,000	-	1,000	1,000		
22 Total Materials & Services	1,435,690	1,562,114	2,354,300	2,242,800	1,997,500	2,002,660		-11%
23 Capital Outlay								
24 Area B Development Costs	-	-	51,700	-	51,700	51,700		
25 Total Expenditures	1,435,690	1,562,114	2,406,000	2,242,800	2,049,200	2,054,360		-8%
26 Other Requirements:								
27 Contingencies:								
28 General Contingency	-	-	50,000	-	50,000	50,000		
29 Transfers Out:								
30 Community Center Fund	-	43,875	4,400	-	-	-		
31 Water Fund	-	8,161	17,400	17,400	17,400	17,400		0%
32 Total Transfers Out	-	52,036	21,800	17,400	17,400	17,400		0%
33 TOTAL REQUIREMENTS	\$ 1,435,690	\$1,614,151	\$ 2,477,800	\$2,260,200	\$2,116,600	\$2,121,760		-6%

General Fund

Non-Departmental Requirements

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 151,404	\$ 152,572	\$ 210,500	\$ 154,400	\$ 222,200	\$ 222,200		44%
City Manager	139,751	151,124	168,800	168,800	167,000	167,000		-1%
Information Systems	199,711	233,495	300,500	287,100	288,000	288,000		0%
Attorney's Office	180,822	200,074	243,200	238,700	237,600	237,600		0%
City Recorder	129,546	137,344	158,200	157,900	157,600	157,600		0%
Human Resources	163,488	179,544	198,000	197,300	198,700	198,700		1%
Finance	165,818	192,438	228,600	215,000	189,300	189,300		-12%
Facility Maintenance	204,941	213,039	204,100	198,500	223,000	223,000		12%
Public Works	-	13,009	19,700	19,800	16,500	16,500		-17%
Adjustments	26,228	14,504	-	-	-	-		
Administrative Services Charges	\$ 1,361,709	\$ 1,487,143	\$ 1,731,600	\$ 1,637,500	\$ 1,699,900	\$ 1,699,900		4%

Budget Notes:

- 9 Legal Services include \$10,000 for outside legal counsel who specialize in telecom, to prepare a master telecom ordinance, inclusive of all telecom providers doing business in Keizer. The City currently has an exclusive agreement with CenturyLink (aka Qwest) and does not have a master telecom ordinance. Another \$8,900 is appropriated for bond counsel's assistance in closing out the North River Road Urban Renewal District.
- 10 Administrative Service Charges increased primarily from personnel service increases associated with salary and wage, retirement and insurance expenses.
- 11 Contractual services includes recurring lien search fees and credit card processing fees of \$15,000. In addition \$23,000 is include to payoff outstanding property tax liens associated with property acquired by the Urban Renewal District in the Keizer Station area.
- 16 The City's outstanding debt to the Salem-Keizer School District is \$1,252,204.74, interest exempt, due in fiscal year 2022-2023. Additional annual property tax revenues from the closure of the district will be sufficient to pay off this debt in equal installments for the next six years.

General Fund Park Operations

The Public Works Department Parks Division is funded by City policy using general fund revenues. Additional revenue for Parks operations will also be provided from the rental of property purchased at 1590 Chemawa Road North and includes rental of a house and lease of a filbert orchard. Additional revenue will come from the lease of property in Bair Park for a cellular communications tower. The Parks Division goal is to continue providing clean, safe, open spaces and river access for structured and unstructured recreation.

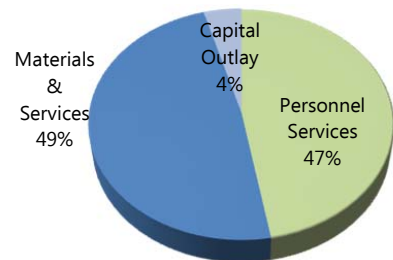
The Parks Division has two full-time employees and supplements staffing in the summer months through a temporary agency. The primary focus of Parks Staff is on maintenance of the Parks system with emphasis on mowing, garbage collection, and maintenance of the various park amenities. Repair or replacement of broken and/or damaged play structures, drinking fountains, and other amenities occur as needed with available funding. The Splash Fountain located at Chalmers Jones Park will operate on the same schedule as the last budget cycle. This additional operation is available because of increased funding for temporary employees.

Accomplishments for FY 2015-16

Resurface Willamette Manor Tennis Court

Division Goal for FY 2016-17

Resurface South Parking Lot at Claggett Creek Park



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
Revenues:								
Licenses & Fees:								
1 Park Reservation Fees	\$ 3,513	\$ 3,580	\$ 2,700	\$ 3,200	\$ 2,700	\$ 2,700		-16%
Miscellaneous:								
3 Park Rental Income	25,013	40,144	58,800	52,900	52,000	52,000		-2%
4 Little League Reimbursement	-	-	-	5,000	-	-		-100%
5 Total Miscellaneous	25,013	40,144	58,800	57,900	52,000	52,000		-10%
6 Total Resources	28,526	43,724	61,500	61,100	54,700	54,700		-10%
Expenditures:								
Personnel Services:								
9 Public Works Director	7,156	-	-	-	-	-		
10 Municipal Utility Workers	67,442	92,230	93,200	93,200	97,400	97,400		5%
11 Overtime	152	9,222	600	600	600	600		0%
12 Clothing/Phone Stipends	486	760	800	800	1,600	1,600		100%
13 Wellness	-	124	800	800	800	800		0%
14 Medicare - Social Security	1,179	1,572	1,500	1,500	1,600	1,600		7%
15 Retirement	10,663	14,652	20,700	18,000	18,800	18,800		4%
16 Insurance Benefits	32,714	32,598	36,700	36,700	40,300	40,300		10%
17 Workers Compensation	681	806	1,300	1,300	1,400	1,400		8%
18 Total Personnel Services	120,473	151,963	155,600	152,900	162,500	162,500		6%

General Fund Park Operations

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
19 Materials & Services:								
20 Parks Materials & Supplies	16,168	23,935	30,000	30,000	30,000	30,000		0%
21 Meetings, Travel & Training	219	789	1,500	1,000	1,500	1,500		50%
22 Public Notices	307	152	-	400	400	400		0%
23 Contractual Services	71,507	71,363	70,000	81,800	82,200	82,200		0%
24 Utilities	4,688	3,923	4,700	3,900	4,200	4,200		8%
25 Telephone	1,858	1,269	1,700	1,300	1,500	1,500		15%
26 Auto Insurance	1,537	59	-	-	-	-		
27 Gasoline	6,226	7,621	7,500	6,500	7,500	7,500		15%
28 Vehicle Maintenance	2,069	2,438	2,500	3,000	3,500	3,500		17%
29 Equipment Maintenance	3,102	4,090	4,000	4,000	4,000	4,000		0%
30 Medical Testing	274	185	-	-	-	-		
31 Grant Program	-	2,930	20,000	20,000	20,000	20,000		0%
32 Park Rental Program Expenses	4,548	2,479	6,000	6,000	6,000	6,000		0%
33 Little League Park Maintenance	20,957	10,049	15,000	10,000	6,000	6,000		-40%
34 Total Materials & Services	133,460	131,283	162,900	167,900	166,800	166,800		-1%
35 Capital Outlay:								
36 Field Equipment	9,899	4,209	3,000	3,000	4,000	4,000		33%
37 Capital Improvements	18,287	3,261	11,000	11,000	11,100	11,100		1%
38 Total Capital Outlay	28,186	7,470	14,000	14,000	15,100	15,100		8%
39 Reserves:								
40 Grant Program Reserve	-	-	5,000	-	-	-		
41 Total Requirements	\$ 282,119	\$ 290,716	\$ 337,500	\$ 334,800	\$344,400	\$ 344,400		3%

Budget Notes:

Expenditures:

- 7 Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as is the policy of the City. The FY16-17 budget is 3.6% of budgeted revenues.

Personnel Services:

- 8 The Budget provides a 1.5% and a 2.0% wage and salary increase for all non-represented and staff represented by the Local 320, respectively. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies.
- 9 The Public Works Director is budgeted in the Public Works section of the Administrative Services Fund and costs are charged back to the General Fund.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 31 Grant funds will be allocated to citizen sponsored projects and are to be approved by the Parks Board.
- 33 Little League Park Maintenance includes \$2,000 for porta potties, \$2,400 for fertilization and weed control, \$1,000 for restroom supplies, \$600 for equipment maintenance (mower).

Capital Outlay:

- 37 Capital improvements include resurfacing the south parking lot at Claggett Creek Park.

General Fund Park Dedicated Funds

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balances:								
3 Dog Park Donations	\$ 528	\$ 528	\$ -	\$ -	\$ -	\$ -		
4 Recreation Donations	314	-	-	-	-	-		
5 Park Donations	1,494	5,590	-	-	-	-		
6 Developers Tree Reimbursements	4,889	4,889	4,700	8,300	-	-		-100%
7 Boat Ramp Grant	165	-	-	-	-	-		
8 Keizer Rotary Amphitheater Fees	7,638	8,275	7,500	6,700	-	-		-100%
9 Total Beginning Balances	15,028	19,282	12,200	15,000	-	-		-100%
10 Revenues:								
11 Intergovernmental:								
12 MAP Boat Ramp Grant	4,100	4,100	4,100	4,700	4,700	4,700		0%
13 Charges for Services:								
14 Amphitheater Rental Fees	3,752	2,951	2,500	3,000	3,000	3,000		0%
15 Miscellaneous:								
16 Dog Park Donations	-	1,600	-	-	-	-		
17 Park Donations	8,752	925	-	-	-	-		
18 Developers Tree Reimbursements	-	3,723	-	-	-	-		
19 Total Miscellaneous	8,752	6,248	-	-	-	-		
20 Total Resources	31,632	32,580	18,800	22,700	7,700	7,700		-66%
21 Expenditures:								
22 Materials & Services:								
23 Dog Park Projects	-	2,200	600	600	-	-		-100%
24 Recreation Projects	2,915	2,000	2,000	2,000	2,000	2,000		0%
25 Park Projects	4,656	4,016	-	-	-	-		
26 Boat Ramp Maintenance	3,115	5,945	4,100	4,100	4,700	4,700		15%
27 Developers Tree Expenses	-	240	4,700	4,700	4,700	4,700		0%
28 Keizer Rotary Amphitheater	3,114	4,463	10,000	10,000	10,000	10,000		0%
29 Total Materials & Services	13,800	18,865	21,400	21,400	21,400	21,400		0%
30 Total Expenditures	\$13,800	\$18,865	\$21,400	\$ 21,400	\$ 21,400	\$ 21,400		0%

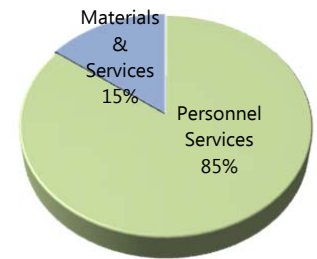
Budget Notes:

Expenditures:

- 28 Upon completion of the concert series, \$2,000 will be paid to the operator as a general sponsorship/stipend in support of the amphitheater concert series.

General Fund Community Development

The Community Development Department provides a variety of services that are important to the economic wellbeing and quality of life of Keizer businesses and residents. Services include managing the City development activities, Urban Renewal activities, community plans, building permit processes, and enforcing City codes. Long-range planning activities include policy issues regarding management of the Comprehensive Plan, State Planning requirements including Periodic Review, Transportation Planning, and development of specific plans such as Master Plans, developing code revisions and ordinance development. Current planning activities include services to the public for development relative to zoning, land dividing, and floodplain management. Code Enforcement regulates zoning violations, solid waste, noxious weeds and unsafe housing issues. Building Permit Administration connects development with other appropriate staff within the City, and to Marion County, implementing the new statewide permit system.



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 Revenues:								
2 Licenses & Fees:								
3 Sign Permits	\$ 2,785	\$ 5,400	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		0%
4 Land Use Application Fees	12,373	24,356	18,000	5,000	18,000	18,000		260%
5 Building Fees - Zoning	25,326	36,613	45,000	50,000	30,000	30,000		-40%
6 Permit Administrative Fee	17,083	24,827	25,000	35,000	20,000	20,000		-43%
7 Facility Fee	-	3,074	2,000	2,000	2,000	2,000		0%
8 Total Licenses & Fees	57,567	94,269	94,000	96,000	74,000	74,000		-23%
9 Intergovernmental:								
10 Grants	-	-	165,000	-	-	-		
11 Charges for Services:								
12 Nuisance Abatement	523	2,598	15,000	5,000	5,000	5,000		0%
13 Total Revenues	58,090	96,867	274,000	101,000	79,000	79,000		-22%
14 Expenditures:								
15 Personnel Services:								
16 Community Development Director	103,090	105,654	106,900	106,900	108,600	108,600		2%
17 Code Compliance Officer	-	9,435	39,600	39,600	40,700	40,700		3%
18 Planning Staff	130,260	137,877	145,000	145,000	149,300	149,300		3%
19 Administrative Support	48,734	51,490	53,700	53,700	54,500	54,500		1%
20 Stormwater Technician	1,948	2,150	2,700	2,700	3,000	3,000		11%
21 Overtime	-	-	2,500	-	1,000	1,000		
22 Cell Phone Stipend	1,487	1,593	1,800	3,400	3,400	3,400		0%
23 Wellness	548	1,074	1,900	1,400	1,900	1,900		36%
24 Medicare	4,355	4,721	5,500	5,500	5,500	5,500		0%
25 Retirement	52,377	57,300	82,600	79,500	81,200	81,200		2%
26 Insurance Benefits	63,524	77,623	91,800	91,800	97,700	97,700		6%
27 Workers Compensation	483	645	900	1,100	1,100	1,100		0%
28 Total Personnel Services	406,806	449,562	534,900	530,600	547,900	547,900		3%

General Fund Community Development

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
29 Materials & Services:								
30 Mapping Supplies & Services	185	212	500	200	300	300		50%
31 Uniforms	-	472	700	400	500	500		25%
32 Postage & Printing	-	117	3,000	500	3,000	3,000		500%
33 Meetings, Travel & Training	385	745	7,200	2,000	7,200	7,200		260%
34 Public Notices	2,663	2,376	2,500	2,500	2,500	2,500		0%
35 Hearings Officer	3,250	3,000	4,000	1,500	3,500	3,500		133%
36 Auto Insurance	427	463	1,000	1,000	1,100	1,100		10%
37 Gasoline & Vehicle Maintenance	930	444	2,000	1,000	1,000	1,000		0%
38 Nuisance Abatement	6,993	3,615	15,000	5,000	5,000	5,000		0%
39 Operating Equipment	-	505	1,700	500	500	500		0%
40 Medical Testing	-	43	-	-	-	-		
41 Land Conservation Grant	1,572	-	-	-	-	-		
42 TGM Grant	-	-	165,000	-	-	-		
43 UGB Land Use Analysis	-	-	35,000	-	70,000	70,000		
44 Total Materials & Services	16,405	11,992	237,600	14,600	94,600	94,600		548%
45 Total Expenditures	\$ 423,211	\$ 461,553	\$ 772,500	\$ 545,200	\$ 642,500	\$ 642,500		18%

Budget Notes:

Revenues:

5 Building Fees and Permit Administration Fees will increase due to Keizer Station Area C and Area D building activity and new subdivision
6 applications.

Expenditures:

Personnel Services:

15 The Budget provides a 1.5% for all non-represented staff, respectively. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

33 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY16-17.

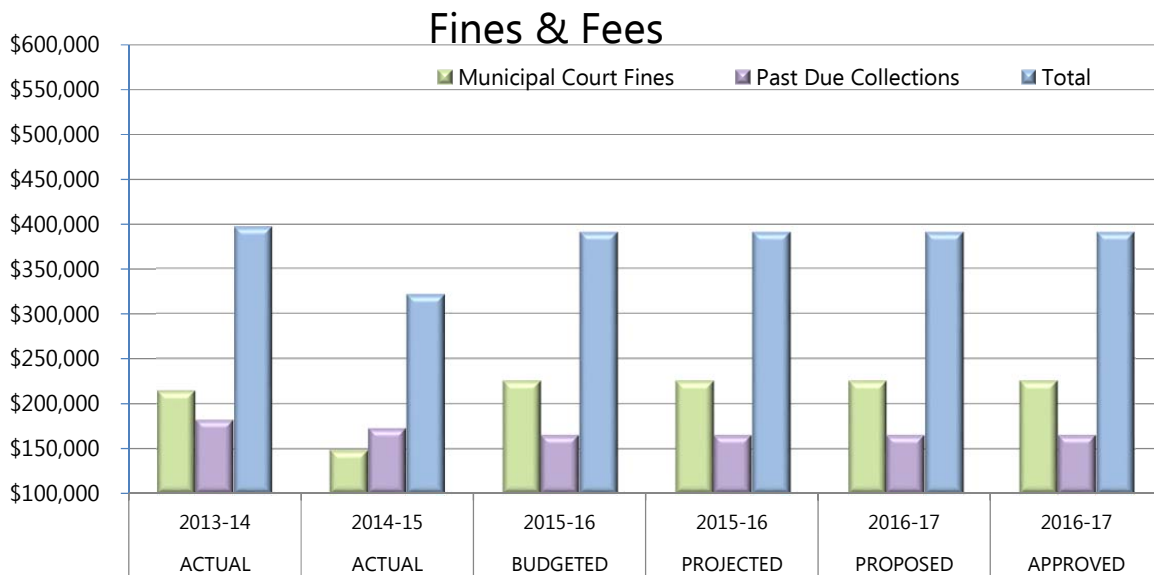
34 Meetings, Travel & Training includes \$5,000 for a national conference and \$1,600 for memberships plus \$600 for the Code Compliance training and memberships.

43 Funding is provided for the periodic review order compliance for the UGB expansion project.

General Fund

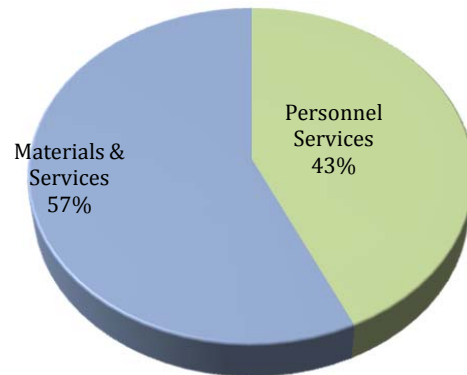
Finance - Municipal Court

The Municipal Court administers the judicial system for the City of Keizer. The Court handles traffic infractions, City code violations and limited Juvenile status violations into Court proceedings, all enforced by the Keizer Police Department. Municipal Court arraignments and hearings are held weekly in the City Hall Council Chambers. An independent contractor serves as the Municipal Court Judge. Staff provides excellent customer service by encouraging compliance with manageable payment schedules and opportunities to fulfill court orders and requirements.



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 Revenues:								
2 Intergovernmental:								
3 Peer Court JABG Grant	\$ 4,845	\$ 3,340	\$ -	\$ -	\$ -	\$ -	\$ -	
4 Fines & Forfeits:								
5 Municipal Court Fines	213,959	148,592	225,000	225,000	225,000	225,000		0%
6 Past Due Collections	182,033	172,208	165,000	165,000	165,000	165,000		0%
7 Peer Court Fees	5,230	1,874	3,000	3,000	3,000	3,000		-
8 Total Fines & Forfeits	401,222	322,674	393,000	393,000	393,000	393,000		-
9 Miscellaneous:								
10 Peer Court Donations	-	3,278	11,200	11,200	11,200	11,200		
11 Interest Past Due Collections	-	-	18,600	1,500	1,500	1,500		
12 Total Miscellaneous	-	3,278	29,800	12,700	12,700	12,700		-
13 Total Revenues	406,067	329,292	422,800	405,700	405,700	405,700		0%

General Fund Finance - Municipal Court



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
Expenditures:								
Personnel Services:								
Court Clerks	69,259	59,517	53,100	53,100	53,500	53,500		1%
Overtime	687	280	500	500	500	500		0%
Wellness	191	307	500	500	500	500		0%
Medicare	1,078	924	900	900	900	900		0%
Retirement	9,953	8,639	10,000	10,000	10,200	10,200		2%
Insurance Benefits	24,559	25,715	21,400	21,400	22,700	22,700		6%
Workers Compensation	135	136	100	100	200	200		100%
Total Personnel Services	105,862	95,518	86,500	86,500	88,500	88,500		2%
Materials & Services:								
Materials & Supplies	343	700	500	500	500	500		0%
Meetings, Travel & Training	548	100	1,000	500	1,000	1,000		100%
Judge's Services	15,367	14,098	14,000	16,000	16,000	16,000		0%
Other Contractual Services	5,238	5,239	5,500	7,500	7,500	7,500		0%
Peer Court	22,470	20,837	24,700	24,700	24,700	24,700		0%
Collections Cost	525	733	800	800	800	800		0%
Interagency Assessments	66,105	42,242	66,300	62,000	66,300	66,300		7%
Total Materials & Services	110,596	83,949	112,800	112,000	116,800	116,800		4%
Total Expenditures	\$ 216,458	\$ 179,467	\$ 199,300	\$ 198,500	\$ 205,300	\$ 205,300		3%

Budget Notes:

5 Municipal Court Fines are expected to remain consistent with the prior year.

Expenditures:

Personnel Services:

15 The Budget provides a 1.5% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

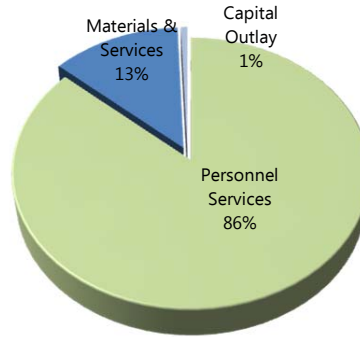
31 Interagency Assessments are approximately 17% of citation revenue

General Fund Police Operations

The mission of the Keizer Police Department is to help the community maintain order while promoting safety and freedom and building public confidence.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
RESOURCES:								
Beginning Balances:								
1 Reserve Donations	\$ 2,079	2,379	\$ 2,600	\$ -	\$ -	\$ -		
2 K-9 Donations	6,645	12,575	14,500	18,800	16,600	16,600		-12%
3 Civil/Criminal Forfeitures	128,272	82,573	132,800	113,200	76,700	76,700		-32%
4 Total Beginning Balances	136,996	97,527	149,900	132,000	93,300	93,300		-29%
Revenues:								
Intergovernmental:								
7 Special Duty Officers	2,555	2,504	5,000	3,000	3,000	3,000		0%
8 School Resource Contract	149,606	154,328	159,700	163,500	168,000	168,000		3%
9 Materials & Services Grants	5,289	5,500	17,900	17,900	5,000	5,000		-72%
10 Overtime Grants	10,727	1,872	2,000	3,000	2,000	2,000		-33%
11 Total Intergovernmental	168,177	164,204	184,600	187,400	178,000	178,000		-5%
Fines & Forfeits:								
13 Impound Fees	21,705	780	1,000	-	-	-		
14 Civil/Criminal Forfeitures	25,165	65,404	25,000	-	-	-		
15 Total Fines & Forfeits	46,870	66,184	26,000	-	-	-		
Miscellaneous:								
17 Police Testing Reimbursements	540	825	-	600	-	-		-100%
18 Reserve Officer Donations	300	300	-	-	-	-		
19 Police Donations	1,750	3,136	-	400	-	-		-100%
20 K-9 Donations	17,728	9,303	-	800	8,000	8,000		900%
21 Event Overtime Reimbursements	-	3,413	5,000	4,000	-	-		-100%
22 Miscellaneous	17,242	15,903	15,000	15,000	15,000	15,000		0%
23 Total Miscellaneous	37,560	32,879	20,000	20,800	23,000	23,000		11%
24 TOTAL RESOURCES	389,603	360,794	380,500	340,200	294,300	294,300		-13%

General Fund Police Operations



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
25 Expenditures:								
26 Personnel Services:								
27 Chief of Police	102,755	115,562	120,400	120,400	125,800	125,800		4%
28 Deputy Chief	106,716	112,368	117,000	117,000	118,800	118,800		2%
29 Lieutenants	240,376	285,987	297,700	260,300	282,900	282,900		9%
30 Sergeants	518,300	516,844	527,600	542,300	542,700	542,700		0%
31 Police Officers	1,810,858	1,868,523	1,982,200	1,946,000	1,935,700	1,935,700		-1%
32 Community Service								
Officer/Evidence Specialist	37,848	40,082	44,200	34,000	44,200	44,200		30%
33 Administrative Support	377,906	394,212	403,900	403,900	393,600	393,600		-3%
34 Reserve Officers	649	-	1,500	-	-	-		
35 Overtime	126,466	122,070	130,400	156,000	156,000	156,000		0%
36 Overtime - Grant Programs	12,784	10,142	12,000	12,000	12,000	12,000		0%
37 Overtime - Community Events	7,300	9,321	8,800	8,800	5,500	5,500		-38%
38 On Call Duty Pay	-	-	-	-	18,200	18,200		
39 Clothing, Cell Phone Stipends	34,113	32,435	42,200	39,000	40,500	40,500		4%
40 Wellness	10,684	10,086	16,700	10,000	15,000	15,000		50%
41 Medicare SSI	57,911	56,567	53,900	58,000	60,000	60,000		3%
42 Retirement & VEBA	691,750	738,012	933,700	900,000	912,000	912,000		1%
43 Insurance Benefits	746,049	807,193	923,300	868,000	941,800	941,800		9%
44 Workers Compensation	33,506	49,704	38,500	38,500	39,500	39,500		3%
45 Total Personnel Services	4,915,971	5,169,107	5,654,000	5,514,200	5,644,200	5,644,200		2%

General Fund Police Operations

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
46 Materials & Services:								
47 Office Materials & Supplies	9,705	-	-	-	-	-	-	
48 Cadet Program	852	507	2,500	2,500	2,500	2,500		0%
49 Reserve Officer Program	690	13,370	21,000	21,000	21,000	21,000		0%
50 K-9 Donation Expense	1,128	2,989	3,000	-	3,000	11,000		
51 Clothing & Duty Gear	27,896	21,680	24,000	48,000	24,000	24,000		-50%
52 Civil/Criminal Forfeiture Expense	13,749	1,095	36,500	37,500	5,000	5,000		-87%
53 K-9 Program	3,150	4,779	5,000	5,500	13,500	5,500		0%
54 Postage & Printing	3,529	-	-	-	-	-		
55 Association Memberships	-	1,849	2,000	2,000	2,000	2,000		0%
56 Meetings, Travel & Training	24,822	28,086	40,900	40,900	34,000	34,000		-17%
57 Tuition Reimbursement	-	1,424	3,000	-	3,000	3,000		
58 Public Notices	192	684	500	500	500	500		0%
59 Labor Attorney	32,687	54,779	40,000	60,000	30,000	30,000		-50%
60 Contractual Services	1,892	8,882	6,500	4,500	5,000	5,000		11%
61 Labor	3,421	4,537	-	-	-	-		
62 Telephone/Internet Service	14,618	13,109	15,000	15,000	15,000	15,000		0%
63 Auto Insurance	11,952	17,866	18,900	19,700	21,600	21,600		10%
64 Office Equipment Rental	1,532	1,343	2,000	1,500	2,000	2,000		33%
65 Gasoline	74,196	59,708	90,000	48,000	55,000	55,000		15%
66 Vehicle Maintenance	15,549	35,540	32,000	28,000	32,000	32,000		14%
67 Equipment Maintenance	3,505	956	2,000	1,000	3,500	3,500		250%
68 Community Events Materials	2,639	810	1,800	800	3,000	3,000		275%
69 Operating Materials	22,044	9,454	12,000	12,500	14,000	14,000		12%
70 Ammo & Weapons	12,054	14,898	12,000	12,000	12,000	12,000		0%
71 Durable Goods	-	12,257	11,000	24,000	8,000	8,000		-67%
72 Willamette Valley Comm Center	358,367	371,599	401,300	401,300	429,400	429,400		7%
73 Salem Radio Bandwidth	31,164	28,728	30,800	30,800	34,000	34,000		10%
74 RAIN	7,178	7,410	8,100	7,600	8,400	8,400		11%
75 PRIORS	42,620	44,200	47,300	47,500	49,200	49,200		4%
76 Investigations	8,752	6,238	10,000	5,500	10,000	10,000		82%
77 Donation Expense	-	2,355	-	-	-	-		
78 Applicant Testing Expense	2,950	2,030	3,000	2,000	3,000	3,000		50%
79 Total Materials & Services	732,833	773,163	882,100	879,600	843,600	843,600		-4%
80 Capital Outlay:								
81 K-9 Dog	10,670	-	-	-	-	-		
82 Computer Equipment	6,800	-	-	-	-	-		
83 Furniture	17,273	-	-	-	-	-		
84 Uniforms & Equipment	15,002	14,719	-	-	-	-		
85 Vehicles	-	18,952	-	-	-	-		
86 Total Capital Outlay	49,745	33,671	-	-	-	-		
87 Total Expenditures	\$5,698,549	\$5,975,941	\$ 6,536,100	\$ 6,393,800	\$ 6,487,800	\$ 6,487,800		1%

General Fund

Police Operations

Budget Notes:

Revenues:

- 8 The Salem-Keizer School District contracts with the Keizer Police Department to provide School Resource Officers. The School District reimburses the City 40% of two School Resource Officer's yearly salary (1/2 the cost for 9.5 months of the school year), benefits & equipment needs and 20% of such costs for the sergeant who supervises the program.
- 14 Civil Forfeiture can be used only to support law enforcement operations, not personnel costs, and may be spent on such costs as equipment, training, and investigations.

Personnel Services:

- 26 The Budget provides a 1.5% wage and salary increase for all non-represented staff. Represented staff receive a 1.5% increase in July and a 1.0% increase in January as provided for in the Keizer Police Association Union Contract. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies.
- 35 Overtime costs are dependent upon after-hours investigations and court appearances. Training rarely incurs overtime. Overtime costs are about 6% of sworn staff wages.

Materials & Services:

- 47 Office Materials & Supplies are tracked in the Administrative Services Fund, City-Wide Administration account.
- 49 This line-item includes all direct costs associated with Reserve Officers, including training, uniforms, and equipment, to provide an accurate accounting of the cost of this program.
- 51 FY16 included \$24,000 in rain/cold weather costs and pants, replacing similar ten-year old gear.
- 54 Postage & Printing costs are tracked in the Administrative Services Fund, City-Wide Administration account.
- 56 FY16 training expenses were offset by \$10,600 in grants (\$40,900 - 10,600 = \$30,300). FY17 training includes one-time costs to send one member to the FBI National Academy and two members to a conference on Problem-Oriented Policing.
- 59 Labor Attorney costs are for union negotiations including dispute resolution.
- 60 Increased costs reflect contracted chaplaincy services, professional services to computer forensics investigators, and the Oregon Accreditation Alliance, a law enforcement accrediting association.
- 63 Auto insurance premiums will increase up to 10%. The increases result from claim loss settlements from prior years.
- 65 The change is a reflection of the price of gasoline from a conservative prediction of \$3.50 for FY15 to \$2.50 per gallon, times 21,000 gallons.
- 71 FY16 included a second speed radar trailer (\$8,000) and "go" bags for active shooter response (\$10,000).

General Fund Revenue Sharing

Fourteen percent of state liquor receipts are allocated to cities on a formula basis as outlined in state statute. This portion of liquor tax distributions is known as "state revenue sharing" and is distributed on a quarterly basis.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCE:								
2 Beginning Balances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Intergovernmental:								
5 State Revenue Sharing	296,598	307,203	340,000	315,000	325,000	325,000		3%
6 Police Capital Grants	-	2,191	5,600	5,600	5,600	5,600		0%
7 Total Intergovernmental	296,598	309,394	345,600	320,600	330,600	330,600		3%
8 TOTAL RESOURCES	296,598	309,394	345,600	320,600	330,600	330,600		3%
9 REQUIREMENTS:								
10 Expenditures:								
11 Capital Outlay:								
12 Police Protective Vests	3,825	8,678	11,200	11,200	11,200	11,200		0%
13 Parks Vehicle	-	28,462	-	-	-	-		
14 Police Vehicle Leases	57,189	975	-	-	-	-		
15 Police Vehicle Purchases	344,297	256,294	-	-	141,000	141,000		
16 Total Capital Outlay	405,311	294,409	11,200	11,200	152,200	152,200		1259%
17 Total Expenditures	\$ 405,311	\$ 294,409	\$ 11,200	\$ 11,200	\$ 152,200	\$ 152,200		1259%

Budget Notes:

Revenues:

- 5 State Revenue Sharing revenues have increased due to an increase in liquor sales in Oregon. The League of Oregon Cities projects a 3% increase in FY16-17. Due to funding constraints, Revenue Sharing dollars are planned to fund operating expenditures.
- 6 Police grants fund 50% of the cost for Protective Vests and the Department has applied for funding 13 vests for FY16-17. The actual amount awarded will not be available until October 2016.

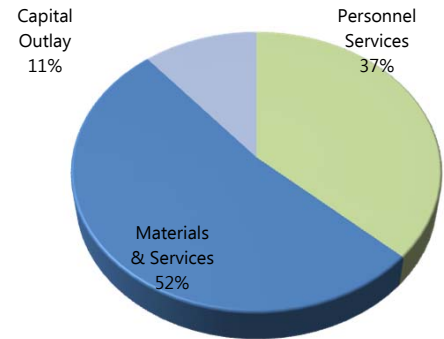
Expenditures:

- 12 The City anticipates the need for 13 Protective Vests funded 50% with federal grant funds.

Community Center Fund

The City of Keizer Community Center is a state of the art facility intended to accommodate the cultural, educational, professional, recreational, and economic needs of its citizens and the community. Rental fees help cover the operation and management of the center. During the last fiscal year, the Center has hosted a variety of events. During the week, the Center is used by many of our City Committees and local community groups such as West Keizer Neighborhood Association, Claggett Creek Watershed Council, and Keizer sports associations. On weekends, the Center has served as the venue for weddings, quinceaneras, anniversary parties, and baby/bridal showers. Keizer Parks Foundation, Union Gospel Mission, Chamber of Commerce, and other non-profit organizations have used the facility for their fundraising ventures.

During the last couple of years, staff has worked towards making the Center self-sustaining. City Staff manage the scheduling and coordination of the facility. Staff provide tours, answer rental inquiries, assist clients with the necessary contractual requirements (insurance, catering requirements, etc.) room sets, audio needs, and other amenities to assure the client's event is successful. Temporary event staffing is used to provide service during the event and upon completion of the event, cleaning and resetting the venue for the next event. During the last year, promotion of the Center has taken place at bridal shows, Chamber of Commerce, Travel Salem gatherings, and membership in the Mid-Willamette Valley Wedding Pro Association.



	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 11,071	\$ -	\$ 100	\$ -	\$ 41,300	\$ 41,300		
3 Revenues:								
4 Taxes & Assessments:								
5 Hotel/Motel Tax	-	-	60,000	80,000	80,000	80,000		0%
6 Charges for Services:								
7 Rental Fees	98,356	115,844	115,000	135,000	145,000	145,000		7%
8 Miscellaneous:								
9 Donations	10,000	10,000	10,000	10,000	-	-		-100%
10 Interest	14	-	-	-	-	-		
11 Total Miscellaneous	10,014	10,000	10,000	10,000	-	-		-100%
12 Total Revenues	108,370	125,844	185,000	225,000	225,000	225,000		0%
13 Other Resources:								
14 Transfer from General Fund	-	43,875	4,400	-	-	-		
15 TOTAL RESOURCES	\$ 119,441	\$ 169,719	\$ 189,500	\$ 225,000	\$ 266,300	\$ 266,300		18%
16 REQUIREMENTS:								
17 Expenditures:								
18 Personnel Services:								
19 Event Center Coordinator	15,045	31,961	31,800	31,800	37,900	37,900		19%
20 Temporary Help	12,458	13,504	20,000	20,000	21,500	21,500		8%
21 Overtime Costs	-	357	-	-	-	-		
22 Cell Phone Stipend	275	660	900	900	900	900		0%
23 Wellness	-	-	-	-	400	400		
24 Medicare	1,251	1,632	800	800	900	900		13%
25 Retirement	2,780	5,963	8,300	8,300	9,900	9,900		19%
26 Insurance	2,788	4,760	4,800	4,800	20,600	20,600		329%
27 Unemployment	105	-	-	-	-	-		
28 Workers Compensation	176	375	600	600	700	700		17%
29 Total Personnel Services	34,878	59,212	67,200	67,200	92,800	92,800		38%

Community Center Fund

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
30 Materials & Services:								
31 Materials & Supplies	980	497	800	800	800	800		0%
32 Association Memberships	15	15	500	500	500	500		0%
33 Legal Notices	152	-	100	100	100	100		0%
34 Administrative Services Fund	58,656	79,024	82,300	78,000	93,400	93,400		20%
35 Contractual Services	8,525	13,261	13,000	13,000	14,000	14,000		8%
36 Marketing Costs	586	1,047	6,000	6,000	6,000	6,000		0%
37 Janitorial Services	4,679	4,758	4,400	4,400	4,400	4,400		0%
38 Utilities	5,205	5,167	5,500	5,500	5,500	5,500		0%
39 Equipment Maintenance & Repair	-	-	-	-	2,200	2,200		
40 Janitorial Supplies	4,790	6,008	5,000	5,000	5,000	5,000		0%
41 Medical Testing	360	123	200	200	200	200		0%
42 Total Materials & Services	83,948	109,900	117,800	113,500	132,100	132,100		16%
43 Capital Outlay:								
44 Furnishings & Fixtures	615	607	3,000	3,000	28,000	28,000		833%
45 Total Expenditures	119,441	169,719	188,000	183,700	252,900	252,900		38%
46 Other Requirements:								
47 Contingency	-	-	1,500	-	11,000	11,000		
48 Fund Balance:								
49 Assigned	-	-	-	41,300	2,400	2,400		-94%
50 TOTAL REQUIREMENTS	\$ 119,441	\$ 169,719	\$ 189,500	\$ 225,000	\$ 266,300	\$ 266,300		18%

Summary of Administrative Service Fund Charges

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
City-Wide Administration	\$ 6,172	\$ 2,792	\$ 3,600	\$ 2,600	\$ 4,100	\$ 4,100		58%
City Manager	4,192	3,013	2,500	2,500	2,900	2,900		16%
Information Systems	5,042	4,409	7,800	7,400	9,800	9,800		32%
Attorney's Office	4,943	4,267	3,000	2,900	3,800	3,800		31%
City Recorder	10,848	12,397	13,400	13,400	13,900	13,900		4%
Human Resources	5,274	3,286	3,400	3,400	3,600	3,600		6%
Finance	45,232	48,126	45,100	42,400	51,200	51,200		21%
Facility Maintenance	6,612	3,899	3,500	3,400	4,100	4,100		21%
Adjustments	(29,659)	(3,166)	-	-	-	-		
Administrative Services Charges	\$ 58,656	\$ 79,023	\$ 82,300	\$ 78,000	\$ 93,400	\$ 93,400		20%

Budget Notes:

- 7 Rental fees are expected to remain consistent with the previous year.
- 19 The Event Center Coordinator position will transition to a regular status position during FY16-17.
- 34 Funds were not sufficient to pay the full Administrative Services Charges, therefore the General Fund paid a portion of these costs in fiscal years 2013-14 and 2014-15.
- 35 Contractual Services are primarily for event security and this cost is reimbursed through rental fees.
- 44 Furnishings and fixtures is to provide for replacement tables/chairs (\$2,000), floor tiles (\$2,000), two projectors (\$6,000), platform stage (\$3,000) and sound system (\$15,000).
- 47 Contingency is approximately 5% of personnel services and materials and services.

Public Education Government Fund

The Public Education Government Fund (PEG) is a Special Revenue Fund set up to account for PEG franchise fees assessed on cable television bills. The fees are to be used exclusively for providing governmental cable programming.

Legislative action taken in fiscal year 2007-2008 continues to threaten PEG revenues. Should revenues cease by the end of the fiscal year, the ending fund balance will be sufficient to pay monthly broadcasting expenses the following year.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 206,728	\$ 243,379	\$ 232,000	\$ 237,400	\$ 253,800	\$ 253,800		7%
3 Revenues:								
4 Intergovernmental:								
5 PEG Fees	121,312	126,951	126,200	128,500	132,400	132,400		3%
6 Miscellaneous:								
7 Interest Earnings/Miscellaneous	726	468	600	600	500	500		-17%
8 TOTAL RESOURCES	328,766	370,798	358,800	366,500	386,700	386,700		6%
9 REQUIREMENTS:								
10 Expenditures:								
11 Materials & Services:								
12 Public Notices	-	64	-	-	500	500		
13 Administrative Costs	3,239	-	2,300	2,200	6,700	6,700		205%
14 Production Services	-	500	-	-	-	-		
15 Broadcasting	81,000	96,900	96,000	96,000	96,000	96,000		0%
16 Total Materials & Services	84,239	97,464	98,300	98,200	103,200	103,200		5%
17 Capital Outlay:								
18 Television Equipment	1,148	30,947	20,000	14,500	25,000	25,000		72%
19 Total Expenditures	85,387	128,411	118,300	112,700	128,200	128,200		14%
20 Other Requirements:								
21 Contingency	-	-	50,000	-	50,000	50,000		
22 Transfers Out	-	5,000	-	-	-	-		
23 Restricted for Operations	243,379	237,387	190,500	253,800	208,500	208,500		-18%
24 Total Other Requirements	243,379	242,387	240,500	253,800	258,500	258,500		2%
25 TOTAL REQUIREMENTS	\$ 328,766	\$ 370,798	\$358,800	\$ 366,500	\$386,700	\$ 386,700		6%

Budget Notes:

Revenues:

- 5 PEG Fees are franchise fees assessed on Comcast cable television bills; revenues continue to trend slightly upward from year to year.

Expenditures:

- 13 The Administrative Fee pays PEGs share of the City's network costs and general administration.
 15 Costs are \$8,000 per month for cable broadcasting.
 18 Capital Outlay expenditures are for ongoing video and television upgrades.
 21 Contingency is sufficient to cover a major equipment failure.

Law Enforcement Grant Fund

Revenues in the Law Enforcement Grant Fund are from state and federal grants with an occasional private sector grant. The appropriate uses of the funds are specifically described by each grant.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Intergovernmental:								
5 Police Grants	3,000	8,325	30,000	-	30,000	30,000		
6 TOTAL RESOURCES	3,000	8,325	30,000	-	30,000	30,000		
7 REQUIREMENTS:								
8 Expenditures:								
9 Materials & Services:								
10 Operating Materials & Training	3,000	8,325	-	-	-	-		
11 Capital Outlay:								
12 Police Equipment	-	-	30,000	-	30,000	30,000		
13 Total Expenditures	3,000	8,325	30,000	-	30,000	30,000		
14 Other Requirements:								
15 Restricted	-	-	-	-	-	-		
16 TOTAL REQUIREMENTS	\$ 3,000	\$ 8,325	\$ 30,000	\$ -	\$ 30,000	\$ 30,000		

Budget Notes:

- 5 Grant funds will not be expended until the award is received and approved by City Council

Housing Rehabilitation Fund

The original source of revenues in the Housing Services Fund was from a State Community Development Block Grant. Uses were restricted to creating loans for housing rehabilitation projects. The original grant was completely expended in fiscal year 1998. The goal of the program is to preserve the existing supply of affordable low income housing and to ensure that the existing housing occupied by low income homeowners is safe, energy efficient and affordable to maintain.

Over the next several years loans were repaid and sufficient cash became available to reestablished the program benefiting low/moderate income households within the Keizer community. This program was combined with the Energy Efficiency Revolving Loan Fund to more effectively serve qualified participants.

This program, combined with the Energy Efficiency Revolving Loan Fund, provided loans to 23 qualified home owners who were able to replace roofs, heating systems, windows, doors and make other improvements.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 23,526	\$ 14,455	\$ 28,700	\$ 13,800	\$ 13,800	\$ 13,800		0%
3 Revenues:								
4 Miscellaneous:								
5 Loan Proceeds	20,431	-	30,000	-	30,000	30,000		
6 Interest Revenue	44	-	-	-	-	-		
7 Total Miscellaneous	20,475	-	30,000	-	30,000	30,000		
8 TOTAL RESOURCES	44,001	14,455	58,700	13,800	43,800	43,800		217%
9 REQUIREMENTS:								
10 Expenditures:								
11 Materials & Services:								
12 Administrative Fee	3,454	317	-	-	-	-		
13 Housing Rehabilitation Services	26,092	363	58,700	-	43,800	43,800		
14 Total Materials & Services	29,546	680	58,700	-	43,800	43,800		
15 Other Requirements:								
16 Restricted	14,455	13,775	-	13,800	-	-		-100%
17 TOTAL REQUIREMENTS	\$ 44,001	\$ 14,455	\$ 58,700	\$ 13,800	\$ 43,800	\$ 43,800		217%

Budget Notes:

- 5 The program typically receives 1-2 repayments each year. The average balance of each loan is approximately \$15,000.
- 8 The City Council adopted policies for the housing services program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.
- 13 Funds have been appropriated to loan should the City wish to continue the program in FY16-17 provided loan repayments come available.

Energy Efficiency Revolving Loan Fund

Revenues for the Energy Efficiency Fund were from the Recovery Act – Energy Efficiency and Conservation Block Grant. Uses for these funds are restricted for energy efficiency improvements within the community. The City elected to develop a revolving loan fund to complement its Housing Rehabilitation loan program. The Energy Efficiency loans will be restricted to permanent enhancements that improve energy efficiency within the residential home of low/moderate income households.

City staff will manage the program by accepting and approving qualified applications. City staff coordinates funds from the Housing Rehabilitation program to enhance the reach of this new program. Staff educates the public of these opportunities through the City's website, Keizer 23 channel, local newsletters, the City of Keizer Facebook page and other media. This funding, combined with the Housing Services funds provided loans to 23 home owners who were able to make energy efficiency improvements to their homes.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 20,402	\$ 3,808	\$ 2,300	\$ 2,400	\$ 2,400	\$ 2,400		0%
3 Revenues:								
4 Miscellaneous:								
5 Loan Proceeds	-	-	15,000	-	15,000	15,000		
6 Interest Revenue	37	-	-	-	-	-		
7 Total Miscellaneous	37	-	15,000	-	15,000	15,000		
8 Total Revenues	37	-	15,000	-	15,000	15,000		
9 TOTAL RESOURCES	20,439	3,808	17,300	2,400	17,400	17,400		625%
10 REQUIREMENTS:								
11 Expenditures:								
12 Materials & Services:								
13 Administrative Fee	1,476	143	-	-	-	-		
14 Energy Efficiency Loans	15,156	1,276	17,300	-	17,400	17,400		
15 Total Materials & Services	16,632	1,419	17,300	-	17,400	17,400		
16 Fund Balance:								
17 Restricted	3,807	2,389	-	2,400	-	-		-100%
18 TOTAL REQUIREMENTS	\$ 20,439	\$ 3,808	\$ 17,300	\$ 2,400	\$ 17,400	\$ 17,400		625%

Budget Notes:

- 5 The program typically receives 1-2 repayments each year. The average balance of each loan is approximately \$15,000.
- 9 The City Council adopted policies for the Energy Efficiency Program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.
- 14 Funds have been appropriated to loan should the City wish to continue the program in FY16-17 provided loan repayments come available.

Keizer Station LID Fund

The Keizer Station Local Improvement Fund accounts for the improvements to the Keizer Station Development Project. The cost of the improvements has been assessed to those property owners who directly benefit from the project. The assessments received are used to pay off the long-term debt scheduled for maturity on June 1, 2031.

During FY13-14 the City foreclosed on two properties which had been delinquent for over three years. Proceeds from the foreclosure were used to pay down on the City's debt. Currently, twenty-five commercial property owners owe assessments on the Keizer Station property development and all properties are current on assessment payments.

	ACTUAL 2013-14	ACTUAL 2014-15	BUDGETED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	APPROVED 2016-17	ADOPTED 2016-17	% CHANGE FROM PROJ
1 RESOURCES:								
2 Beginning Balance:	\$ 2,687,875	\$ 2,685,746	\$ 2,683,700	\$ 2,685,800	\$ 2,685,800	\$ 2,685,800		0%
3 Revenues:								
4 Taxes & Assessments:								
5 Assessments	4,407,155	730,738	1,442,900	1,445,000	776,000	776,000		-46%
6 Net foreclosure proceeds	-	-	-	-	-	-		
7 Total Taxes & Assessments	4,407,155	730,738	1,442,900	1,445,000	776,000	776,000		-46%
8 Miscellaneous:								
9 Interest	8,923	6,667	13,000	7,000	7,000	7,000		0%
10 Assessment Interest	1,009,651	944,938	907,700	910,900	825,000	825,000		-9%
11 Assessment Penalty	12,892	1,094	-	-	-	-		
12 Total Miscellaneous	1,031,466	952,699	920,700	917,900	832,000	832,000		-9%
13 TOTAL RESOURCES	8,126,496	4,369,183	5,047,300	5,048,700	4,293,800	4,293,800		-15%
14 REQUIREMENTS:								
15 Expenditures:								
16 Debt Service:								
17 Principal	4,300,000	770,000	1,490,000	1,490,000	810,000	810,000		-46%
18 Interest	1,140,750	913,380	876,300	872,900	796,000	796,000		-9%
19 Total Debt Service	5,440,750	1,683,380	2,366,300	2,362,900	1,606,000	1,606,000		-32%
20 Total Expenditures	5,440,750	1,683,380	2,366,300	2,362,900	1,606,000	1,606,000		-32%
21 Fund Balance:								
22 Restricted Debt Reserve	2,685,746	2,685,803	2,681,000	2,685,800	2,687,800	2,687,800		0%
23 TOTAL REQUIREMENTS	\$ 8,126,496	\$ 4,369,183	\$ 5,047,300	\$ 5,048,700	\$ 4,293,800	\$ 4,293,800		-15%

Keizer Station LID Fund

Budget Notes:

Debt Service:

- 16 The City's debt obligation provides for annual interest payments on its outstanding debt each year through 2031 and one principal payment (\$15,495,000 currently) due June 1, 2031. The original issue date was May 21, 2008. Semi-annual interest payments of \$402,870 are due on 6/1 and 12/1 each year. The city may pay down the principal if assessment proceeds are available. The principal payment budgeted in FY16-17 assumes the City will receive the total amount of assessment payments due from each property owner.
- 22 Bond covenants require the City to retain at least \$2,681,000 in reserves

Debt Service Schedule

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2016	15,495,000	-	402,870	402,870
6/1/2017	15,495,000	-	402,870	402,870
12/1/2017	15,495,000	-	402,870	402,870
6/1/2018	15,495,000	-	402,870	402,870
12/1/2018	15,495,000	-	402,870	402,870
6/1/2019	15,495,000	-	402,870	402,870
12/1/2019	15,495,000	-	402,870	402,870
6/1/2020	15,495,000	-	402,870	402,870
12/1/2020 through 12/1/2030	15,495,000	-	8,460,270	8,460,270
6/1/2031	15,495,000	15,495,000	402,870	15,897,870
		\$15,495,000	\$12,086,100	24,358,140

CITY OF KEIZER, STATE OF OREGON

RESOLUTION R2016-_____

**ADOPTING THE FY16-17 BUDGET, MAKING APPROPRIATIONS
AND IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the City Council of the City of Keizer hereby adopts a budget for fiscal year 2016-17 in the sum of \$41,638,700 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated:

General Fund	General Services	\$2,049,200	
	Parks	365,800	
	Community Development	642,500	
	Police	6,487,800	
	Municipal Court	205,300	
	Revenue Sharing	152,200	
	Transfers Out	17,400	
	Contingency	50,000	
TOTAL GENERAL FUND			9,970,200
Administrative Services Fund	Admin Services - General	268,200	
	City Manager	225,700	
	City Attorney	289,100	
	City Recorder	227,700	
	Human Resources	302,400	
	Finance – Non-Dept	453,000	
	Information Systems	443,700	
	Utility Billing	414,500	
	Public Works – Non-Dept	533,200	
	Facility Maintenance	328,000	
	Contingency	212,000	
TOTAL ADMINISTRATIVE SERVICES FUND			3,697,500
Public Education Government (PEG) Fund			
TOTAL PUBLIC EDUCATION GOVERNEMENT FUND	PEG	128,200	
	Contingency	50,000	
			178,200

Law Enforcement Grant Fund	Law Enforcement Grant	30,000	
TOTAL LAW ENFORCEMENT GRANT FUND			30,000
Parks Improvement Fund	Park Improvement	516,800	
TOTAL PARKS IMPROVEMENT FUND			516,800
Keizer Station LID Fund	Debt Service	1,606,000	
TOTAL KEIZER STATION LID FUND			1,606,000
Transportation Improvement Fund	Transportation Improvement	2,450,000	
TOTAL TRANSPORTATION IMPROVEMENT FUND			2,450,000
Off-Site Transportation Improvement Fund	Off-Site Transportation Improvement	123,400	
TOTAL OFF-SITE TRANSPORTATION IMPROVEMENT FUND			123,400
Housing Services Fund	Housing Services	43,800	
TOTAL HOUSING SERVICES FUND			43,800
Energy Efficiency Revolving Loan Fund	Energy Efficiency	17,400	
TOTAL ENERGY EFFICIENCY REVOLVING LOANFUND			17,400
Street Fund	Streets	2,639,500	
	Transfers Out	406,400	
	Contingency	45,500	
TOTAL STREET FUND			3,091,400
Sewer Fund	Sewer	5,740,800	
	Contingency	20,000	
TOTAL SEWER FUND			5,760,800

Water Fund	Water	2,484,000	
	Debt Service	228,800	
	Transfers Out	400,000	
	Contingency	125,000	
TOTAL WATER FUND			3,237,800
Water Facility Replacement Reserve Fund			
	Water Facility Replacement	544,500	
TOTAL WATER FACILITY REPLACEMENT RESERVE FUND			544,500
Street Lighting Districts Fund			
	Street Lighting Districts	447,900	
	Contingency	25,000	
TOTAL STREET LIGHTING FUND			472,900
Stormwater Fund			
	Stormwater	1,815,700	
	Contingency	90,800	
STORMWATER FUND			1,906,500
Sewer Reserve Fund			
	Sewer Reserve	253,300	
TOTAL SEWER RESERVE FUND			253,300
Community Center Fund			
	Community Center	252,900	
	Contingency	11,000	
TOTAL COMMUNITY CENTER FUND			263,900
TOTAL APPROPRIATIONS ALL FUNDS			34,164,400
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			7,474,300
TOTAL ADOPTED BUDGET			<u>\$41,638,700</u>

BE IT FURTHER RESOLVED that the ad valorem property taxes are hereby imposed for tax year 2016-17 upon the assessed value of all taxable property within the district in the amount of \$2.0838 per \$1,000 of assessed value for permanent rate tax.

BE IT FURTHER RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as Permanent Rate Tax.

General Government Limitation \$2.0838/\$1000

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this ____ day of _____, 2016.

SIGNED this ____ day of _____, 2016.

Mayor

City Recorder

COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCILORS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: DELINQUENT SEWER ASSESSMENTS

ISSUE:

The City of Keizer collects sewer fees from residents and businesses of Keizer. The attached list marked as exhibit "A" represents an itemized list of delinquent accounts from March 1, 2015 through February 28, 2016. Each resident (and property owner, if different) has been notified by certified letter and given a sufficient amount of time to remit payment for their accounts. ORS 454.225 authorizes the City to certify the delinquent amounts to the County Assessor for the amounts assessed against the premises serviced. The statute also allows the City to collect penalty, interest or costs associated with the delinquencies. A 10% delinquent amount has been added as a penalty and a \$37.00 administration fee has been added to cover the City's costs.

FISCAL IMPACT:

Delinquent assessments total \$5,597.61 for tax year 2016-2017. This compares to \$6,886.75 for tax year 2015-2016.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution, which certifies the delinquent sewer accounts to the County Assessor for collection.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

WHEREAS, the City of Keizer is responsible for the collection of sewer fees from the residents of Keizer;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer that the attached Exhibit "A" is an itemized list of delinquent sewer charges through and including February 28, 2016 that the City has been unable to collect through the usual collection procedures.

BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount has been added as a penalty and that a \$37.00 administration fee has been added to cover the City's costs.

BE IT FURTHER RESOLVED that the amounts certified on the attached Exhibit "A" shall be added to the appropriate tax accounts as indicated pursuant to ORS 454.225.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2016.

SIGNED this day of , 2016.

Mayor

City Recorder

CITY OF KEIZER
DELINQUENT SEWER ACCOUNTS
Exhibit A

Property ID	Service Address	Owner's Name	Total
R43831	5025 JOAN DR N	ESTATE OF MARY MOGLE	\$ 274.68
R19690	7535 WHEATLAND RD N	CHRISTOPHER PILLSBURY	108.21
R20087	7225 WHEATLAND RD N	ROBERT & BARBARA HASKINS	464.28
R45803	1090 BARBARA AV N	JAMES ASHTON	271.20
R45743	1215 JAYS DR NE	KEVER & KANDIS MILLER	463.89
R20165	7029 FIR GROVE LN N	SHANNON & SCOTT WHITE	464.28
R20126	7495 WHEATLAND RD N	PATRICK & TANA BRYANT	464.28
R20048	6995 RIVER RD N	DONALD & TAMARA PALMER	393.07
R20580	5580 ST CROIX WY NE	E-VILLAGE LLC- C/O CHARLES SIDES	239.97
R20577	5625 MCLEOD LN NE	JUSTINDER BHATIA & ALICIA SINGH	465.80
R20570	5530 ST CROIX WY NE	E-VILLAGE LLC- C/O CHARLES SIDES	428.04
R20573	5540 ST CROIX WY NE	E-VILLAGE LLC- C/O CHARLES SIDES	465.80
R20405	1630 CHEMAWA RD NE	TUNG KAR HUNG	376.15
R65528	1551 SIEBURG DR NE	LARUA SCOTCH	465.80
R20579	5565 ST CROIX WY NE	E-VILLAGE LLC- C/O CHARLES SIDES	252.16
TOTAL DELIQUENCIES			\$ 5,597.61

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: RESOLUTION AUTHORIZING CHARGES FOR POLICE TIME
AT PRIVATE EVENTS**

Attached for your consideration is a Resolution authorizing charges for police time at private events. The Council established the fee of \$65 per hour per officer on July 6, 2009; staff is recommending that such fee be increased to \$70 per hour per officer. The City strives to adjust the fees to the City's actual costs; i.e. usually the staff time involved. Therefore, staff is recommending a fee that is a best estimate based on an average of the actual costs.

State law requires that all fees be adopted by the City Council and that public input be accepted. There is no requirement for a formal public hearing, but the Mayor should ask if any party wants to provide input.

RECOMMENDATION:

Allow for public input and unless there are objections or questions, adopt the attached Resolution.

Please let me know if you have any questions. Thank you.

ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2016-_____

4
5 AUTHORIZING CHARGES FOR POLICE TIME AT
6 PRIVATE EVENTS; **REPEALING RESOLUTION**
7 **R2009-1960**
8
9

10 WHEREAS, at certain times private groups or parties request police presence for
11 certain events;

12 WHEREAS, the City Council adopted Resolution R2009-1960 on July 6, 2009
13 authorizing charges for police time at private events;

14 WHEREAS, the City Council has reviewed the matter and finds that it is
15 appropriate to revise the charges for police time at private events;

16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that the Keizer Police
18 Department is authorized to charge \$70.00 per hour per officer for private events, plus
19 actual incurred incidental costs on a contractual basis. This service is only authorized
20 when the use of such police time will not diminish normal staffing levels.

21 BE IT FURTHER RESOLVED that the Police Chief and City Manager are
22 authorized to develop reasonable processes and procedures for use of police time for
23 private events.

24 BE IT FURTHER RESOLVED the Resolution R2009-1960 (Authorizing Charges
25 for Police Time at Private Events) is hereby repealed in its entirety.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2016.

4

5 SIGNED this _____ day of _____, 2016.

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Mayor

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City Recorder

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: MUNICIPAL JUDGE REPORT – COUNCILOR CHECK IN

At the May 18, 2015 Council meeting, the Council adopted the updated Municipal Judge Evaluation process. In accordance with such process, no later than the first City Council meeting in June each year, the Mayor is to announce two Councilors to attend arraignments and/or hearings and check in with the Judge for the upcoming year. The appointed Councilors are to report their observations to the Council at a regularly scheduled meeting.

On June 1, 2015, Mayor Clark appointed Councilor Ryan and Councilor Herrera to attend arraignments and/or hearings and check in with the Judge. Councilors Ryan and Herrera should give their verbal report to Council at tonight's meeting. If the Council deems it necessary, a formal evaluation between the Council and the Municipal Court Judge shall be scheduled, but it is not required. This process does not affect the Municipal Judge's position of validity, effectiveness or jurisdiction of the municipal court or the Municipal Judge.

RECOMMENDATION:

Councilor Ryan and Councilor Herrera should report their observations. Following the report, if the Council deems it necessary to hold a formal evaluation between the Council and the Municipal Court Judge, Council should direct staff to schedule the evaluation in executive session. The Mayor should then announce the two Councilors to attend arraignments and/or hearings and check in with the Judge for the upcoming year.

Please contact me if you have any questions in this regard. Thank you.

ESJ/tmh

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: TAXATION OF RECREATIONAL MARIJUANA

At the February 1, 2016 City Council meeting, Council gave preliminary direction to staff to send a three percent tax on the sale of recreational marijuana to the voters as allowed under House Bill 3400.

The measure that legalized recreational marijuana (Ballot Measure 91) provided for a tax of 20%, with the majority of such tax going to the state with a small portion going to the local government. However, the legislature has made some changes with regard to the tax.

At this point, there is a 17% state tax. A small portion of that tax is shared with local government by way of a formula that provides more revenues to those cities that have more marijuana businesses. In addition, the legislature adopted House Bill 3400 which provided for a local option tax. Such local option tax allows a local governing body to refer to the voters a tax of up to three percent.

Early tax measures adopted by local governments, including Keizer's 10% tax on recreational marijuana may have its legality questioned, as the legislature has attempted to preempt this area and provide for only the three percent local option tax. I am not aware of any local government pursuing the earlier tax method.

I have attached an Ordinance and Resolution for your consideration. The Ordinance imposes a three percent tax on the sale of marijuana items by a marijuana retailer. Medical marijuana is exempt from the tax. The Resolution refers the matter to the voters and adopts a ballot title and an explanatory statement. The election laws require strict ballot title and explanations, and need to be prepared well in advance of the county election deadlines.

RECOMMENDATION:

Review the matter, and if Council deems it appropriate, adopt the attached Ordinance and Resolution.

Please contact me if you have any questions in this regard. Thank you.

ESJ/tmh

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A BILL
ORDINANCE NO.
2016-_____
FOR
AN ORDINANCE

IMPOSING A THREE PERCENT TAX ON THE SALE OF
MARIJUANA ITEMS BY A MARIJUANA RETAILER; CREATING
NEW PROVISIONS; AND REFERRING ORDINANCE; **REPEALING
ORDINANCE NO. 2014-706 AND ORDINANCE NO. 2015-734**

WHEREAS, Section 34a of House Bill 3400 (2015) provides that a city council
may adopt an ordinance to be referred to the voters that imposes up to a three percent tax
or fee on the sale of Marijuana Items by a Marijuana Retailer in the area subject to the
jurisdiction of the city;

WHEREAS, the City Council wants to impose a three percent tax on the sale of
Marijuana Items by a Marijuana Retailer in the area subject to the jurisdiction of the city;

NOW, THEREFORE,

The City of Keizer ordains as follows:

Section 1. PURPOSE. For the purposes of this Ordinance, every person who
sells Marijuana Items in the City of Keizer is exercising a taxable privilege. The purpose
of this Ordinance is to impose a tax upon the Retail Sale of Marijuana Items consistent
with Section 34a of House Bill 3400 (2015).

Section 2. DEFINITIONS. Except as the context otherwise specifically
requires, as used in this Ordinance, the following mean:

1 (a) Director means the Finance Director, or the Finance Director’s designee.

2 (b) Gross taxable sales means the total amount received in money, credits,
3 property, or other consideration from sale of Marijuana Items that is subject to the tax
4 imposed by this Ordinance.

5 (c) Marijuana Item has the meaning given that term in Oregon Laws 2015,
6 chapter 614, Section 1.

7 (d) Medical Marijuana means marijuana that is sold or transferred pursuant to
8 the Oregon Medical Marijuana Act.

9 (e) Marijuana Retailer means a person who sells Marijuana Items to a
10 consumer in this state.

11 (f) Oregon Medical Marijuana Act means the legislation codified at ORS
12 475.300 through 475.346, as it may be amended from time to time, and any
13 administrative rules promulgated thereto.

14 (g) Person means any natural person, partnership, corporation, Limited
15 Liability Company, government entity, association, or other entity in law or fact.

16 (h) Purchase or sale means the acquisition or furnishing for consideration by
17 any person of Marijuana Items within the City.

18 (i) Retail Sale means the transfer of goods or services in exchange for any
19 valuable consideration, and does not include the transfer or exchange of goods or
20 services between a grower or processor and a seller of Marijuana Items.

1 (j) Retail Sale Price means the price paid for a Marijuana Item, excluding tax,
2 to a Marijuana Retailer by or on behalf of a consumer of the Marijuana Item.

3 (k) Seller means any person who is required to be licensed or has been
4 licensed by the State of Oregon to provide Marijuana Items to purchasers for money,
5 credit, property, or other consideration.

6 (l) Tax means either the tax payable by the seller or the aggregate amount of
7 taxes due from a seller during the period for which the seller is required to report
8 collections under this Ordinance.

9 (m) Taxpayer means any person obligated to account to the Director for taxes
10 collected or to be collected, or from whom a tax is due, under the terms of this
11 Ordinance.

12 Section 3. LEVY OF TAX.

13 (a) As described in Section 34a of House Bill 3400 (2015), the City of Keizer
14 hereby imposes a tax of three percent (3%) on the Retail Sale Price of Marijuana Items
15 by a Marijuana Retailer in the area subject to the jurisdiction of the city.

16 (b) The sale of Medical Marijuana shall be exempt from the tax imposed by this
17 Ordinance.

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1 (c) The tax shall be collected at the point of sale of a Marijuana Item by a
2 Marijuana Retailer at the time at which the Retail Sale occurs and remitted by each
3 Marijuana Retailer that engages in the Retail Sale of Marijuana Items as set forth in this
4 Ordinance.

5 Section 4. DEDUCTIONS. The following deductions shall be allowed against
6 sales received by the seller providing Marijuana Items:

7 (a) Refunds of taxable sales actually returned to any purchaser;

8 (b) Any adjustments in sales which amount to a refund to a purchaser,
9 providing such adjustment pertains to the actual sale of Marijuana Items and does not
10 include any adjustments for other services furnished by a seller.

11 Section 5. SELLER RESPONSIBLE FOR PAYMENT OF TAX.

12 (a) Every seller shall, on or before the last day of the month following the end
13 of each calendar quarter (April 30, July 31, October 31, and January 31), make a return
14 to the Director, on forms provided by the City, specifying the total sales subject to this
15 Ordinance and the amount of tax due under this Ordinance. When the due date falls on a
16 Saturday, a Sunday, or any legal holiday, the report may be filed on the next business day
17 without penalty. A return shall not be considered filed until it is actually received by the
18 Director.

19 (b) At the time the return is filed, the full amount of the tax due shall be
20 remitted to the Director. Payments received by the Director for application against

1 existing liabilities will be credited toward the period designated by the Taxpayer under
2 conditions that are not prejudicial to the interest of the city. A condition considered
3 prejudicial is the imminent expiration of the statute of limitations for a period or periods.

4 (c) Non-designated payments shall be applied in the order of the oldest
5 liability first, with the payment credited first toward any accrued penalty, then to interest,
6 then to the underlying tax. If the Director, in the Director's sole discretion, determines
7 that an alternative order of payment application would be in the best interest of the City
8 in a particular tax or factual situation, the Director may order such a change.

9 (d) Returns and payments are due thirty (30) days after a business is sold,
10 ownership is transferred, or upon cessation of business for any reason.

11 (e) All taxes collected by sellers pursuant to this Ordinance shall be held in
12 trust for the account of the City until payment is made to the Director. A separate trust
13 bank account is not required in order to comply with this provision.

14 (f) Every seller must keep and preserve, in a generally-accepted accounting
15 format used for reporting revenue and taxes due on business activity, detailed records of
16 all sales made. Every seller must keep and preserve for a period of six (6) years all such
17 books, invoices, and other records. The Director shall have the right to inspect all such
18 records at all reasonable times.

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1 Section 6. PENALTIES AND INTEREST.

2 (a) Any seller who fails to remit any portion of any tax imposed by this
3 Ordinance within the time required shall pay a penalty of ten percent (10%) of the
4 amount of the tax, in addition to the amount of the tax.

5 (b) Any seller who fails to remit any delinquent remittance on or before a
6 period of sixty (60) days following the date on which the remittance first became
7 delinquent, shall pay a second delinquency penalty of ten percent (10%) of the amount of
8 the tax, in addition to the amount of the tax and the penalty first imposed.

9 (c) If the Director determines that the nonpayment of any remittance due under
10 this Ordinance is due to fraud, a penalty of twenty-five percent (25%) of the amount of
11 the tax shall be added hereto, in addition to the penalties stated in subsections (a) and (b)
12 of this section.

13 (d) In addition to the penalties imposed, any seller who fails to remit any tax
14 imposed by this Ordinance shall pay interest at the rate of nine percent (9%) per month
15 or fraction thereof on the amount of the tax, exclusive of penalties, from the date on
16 which the remittance first became due.

17 (e) Every penalty imposed, and such interest as accrues under the provisions of
18 this section, shall become a part of the tax required to be paid.

19 (f) Notwithstanding Section 5(c), all sums collected pursuant to the penalty
20 provisions in subsection (a), (b), or (c), or the interest provision in subsection (d) of this

1 section shall be distributed to the City of Keizer General Fund to offset the costs of
2 auditing and enforcement of this tax.

3 (g) Waiver of Penalties. A seller may petition the Director for waiver and
4 refund of the penalty or any portion thereof. The granting of any relief shall be in the
5 sole discretion of the Director. The petition must be in writing and submitted to the
6 Director within ninety (90) days of the remittance due date. The Director shall make a
7 determination within thirty (30) days of receiving the petition. The determination by the
8 Director shall be final.

9 Section 7. FAILURE TO REPORT AND REMIT TAX – DETERMINATION
10 OF TAX BY DIRECTOR. If any seller should fail to make, within the time provided in
11 this Ordinance, any report of the tax required by this Ordinance, the Director shall
12 proceed in such manner as deemed best to obtain facts and information on which to base
13 the estimate of tax due. As soon as the Director procures such facts and information as is
14 able to be obtained, the Director shall determine and assess against such seller the tax,
15 interest, and penalties provided for by this Ordinance. The Director shall give a notice of
16 the amount so assessed by having it served personally or by depositing it in the United
17 States certified mail, postage prepaid, addressed to the seller at the last known place of
18 address. The seller may appeal the Director's determination as provided in Section 8. If
19 no appeal is filed, the Director's determination is final and the amount thereby is
20 immediately due and payable.

1 Section 8. APPEAL. A seller aggrieved by a decision of the Director with
2 respect to the amount of any tax or penalty may file a written appeal by filing a Notice of
3 Appeal in writing physically delivered to the Director on or before the effective date.
4 The Director's decision is stayed pending appeal. The matter shall be heard by the
5 Keizer Hearings Officer who shall determine, by preponderance of the evidence, whether
6 the Director's decision should be upheld or reversed, or upheld in part and reversed in
7 part. The hearing shall be conducted no later than twenty (20) days from the date of
8 appeal, unless a different date is stipulated by the City and the applicant, or good cause is
9 shown for setting the matter forward. Testimony at the hearing shall be taken upon oath
10 or affirmation of the witnesses. The Hearings Officer shall consider only the matters set
11 forth in the Notice of Appeal. The Findings and Decision of the Hearings Officer shall
12 be served upon the appellant by first class mail within ten (10) days after the hearing
13 concludes. The Hearings Officer decision shall be effective ten (10) days following the
14 date of the decision. Any amount found to be due shall be immediately due and payable
15 upon the effective date of the decision. The Findings and Decision of the Hearings
16 Officer shall be final and conclusive, subject only to writ of review under ORS 34.010 to
17 34.100, which shall be the sole remedy.

18 Section 9. REFUNDS.

19 (a) Whenever the amount of any tax, interest, or penalty has been overpaid or
20 paid more than once, or has been erroneously collected or received by the City under this

1 Ordinance, it may be refunded as provided in subsection (b) of this section, provided a
2 claim in writing, stating under penalty of perjury the specific grounds upon which the
3 claim is founded, is filed with the Director within one (1) year of the date of payment.
4 The claim shall be on forms furnished by the Director.

5 (b) The Director shall have thirty (30) days from the date of receipt of a claim
6 to make a written determination as to its validity. The Director shall notify the claimant
7 in writing of the Director's determination. Such notice shall be mailed to the address
8 provided by claimant on the claim form. If the Director determines a claim is valid, a
9 credit will be granted against the seller's tax liability for the next reporting period. If the
10 claimant is no longer in business, a refund check will be mailed to the claimant at the
11 address provided in the claim form. The claimant may appeal the Director's decision
12 pursuant to the process set forth in Section 8.

13 (c) No tax credit or refund shall be paid under the provisions of this section
14 unless the claimant established the right by written records showing entitlement to such
15 refund and the Director acknowledged the validity of the claim.

16 Section 10. ACTIONS TO COLLECT. Any tax required to be paid by any
17 seller under the provisions of this Ordinance shall be deemed a debt owed by the seller to
18 the City. Any such tax collected by a seller which has not been paid to the City shall be
19 deemed a debt owed by the seller to the City. When taxes due are more than thirty (30)
20 days delinquent, the City shall submit any outstanding tax to a collection agency. If the

1 City complies with the provisions set forth in ORS 697.105, it may add to the amount
2 owing an amount equal to the collection agency fees.

3 Section 11. VIOLATION.

4 (a) It is a violation of this Ordinance for any seller or other person to:

5 (1) Fail or refuse to comply as required herein;

6 (2) Fail or refuse to furnish any return required to be made;

7 (3) Fail or refuse to permit inspection of records;

8 (4) Fail or refuse to furnish a supplemental return or other data
9 required by the Director;

10 (5) Fail, refuse, or neglect to remit the tax to the City by the due date; or

11 (6) Render a false or fraudulent return or claim.

12 (b) Violation of subsections 11(a)(1), 11(a)(2), 11(a)(3), 11(a)(4), 11(a)(5) or
13 11(a)(6) shall be considered an infraction.

14 (c) The remedies provided by this section are not exclusive and shall not
15 prevent the City from exercising any other remedy available under the law, nor shall the
16 provisions of this Ordinance prohibit or restrict the City or other appropriate authority
17 from pursuing criminal charges under state law or City Ordinance.

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1 Section 12. CONFIDENTIALITY. Except as otherwise required by law, it shall
2 be unlawful for the City, any officer, employee, or agent to divulge, release, or make
3 known in any manner any financial information submitted or disclosed to the City under
4 the terms of this Ordinance. Nothing in this section shall prohibit:

5 (a) The disclosure of the names and addresses of any person who is operating
6 a licensed establishment from which Marijuana Items are sold or provided;

7 (b) The disclosure of general statistics in a form which would not reveal an
8 individual seller's financial information;

9 (c) The presentation of evidence to a court, or other tribunal having
10 jurisdiction in the prosecution of any criminal or civil claim, by the Director or an appeal
11 from the Director for the amount due the City under this Ordinance;

12 (d) The disclosure of information when such disclosure is ordered by a court
13 of competent jurisdiction;

14 (e) The disclosure of information to law enforcement authorities when
15 investigating a crime;

16 (f) The disclosure of records related to a seller's failure to report and remit the
17 tax when the report or tax is in arrears for over six (6) months or the tax exceeds five
18 thousand dollars (\$5,000). The City Council expressly finds and determines that the
19 public interest in disclosure of such records clearly outweighs the interest in
20 confidentiality under ORS 192.501(5).

1 Section 13. AUDIT OF BOOKS, RECORDS, OR PERSONS. The City, for the
2 purpose of determining the correctness of any tax return, or for the purpose of an
3 estimate of taxes due, may examine or may cause to be examined by an agent or
4 representative designated by the City for that purpose, any books, papers, records, or
5 memoranda, including copies of the seller's state and federal income tax returns, bearing
6 upon the matter of the seller's tax return. All books, invoices, accounts, and other records
7 shall be made available within the City limits and be open at any time during regular
8 business hours for examination by the Director or an authorized agent of the Director. If
9 any seller refuses to voluntarily furnish any of the foregoing information when requested,
10 the Director may immediately seek a subpoena or other actions from the Keizer
11 Municipal Court to require that the seller or a representative of the seller attend a hearing
12 or produce any such books, accounts, and records for examination.

13 Section 14. FORMS AND REGULATIONS. The Director is hereby authorized
14 to prescribe forms and promulgate rules and regulations to aid in the making of returns
15 and the ascertainment, assessment, and collection of the tax imposed by this Ordinance.
16 In particular, and without limiting the general language of this section, the Director shall
17 provide for:

- 18 (a) A form of report on sales and purchases to be supplied to all sellers, and;
19 (b) The records which sellers providing Marijuana Items are to keep
20 concerning the tax imposed by this Ordinance.

1 Section 15. ADMINISTRATION AND COLLECTION BY STATE OF
2 OREGON. Notwithstanding any provision of this Ordinance to the contrary, the City
3 Council may in its sole discretion enter into an Intergovernmental Agreement with the
4 State of Oregon for the collection and administration of the tax provided for herein. In
5 such case, the State of Oregon shall be substituted in all appropriate places for the
6 Director or the City in this Ordinance.

7 Section 16. SEVERABILITY. Each section of this Ordinance, and any part
8 thereof, is severable, and if any part of this Ordinance is held invalid by a court of
9 competent jurisdiction, the remainder of this Ordinance shall remain in full force and
10 effect.

11 Section 17. REPEAL. Ordinance No. 2014-706 (Establishing a Tax on the Sale
12 of Marijuana, Medical Marijuana, and Marijuana-Infused Products in the City of Keizer)
13 and Ordinance No. 2015-734 (Amending Ordinance Establishing a Tax on the Sale of
14 Marijuana, Medical Marijuana, and Marijuana-Infused Products in the City of Keizer;
15 Declaring an Emergency; Amendment of Ordinance No. 2014-706) are hereby repealed
16 in their entirety.

17 Section 18. REFERRAL. This Ordinance shall be referred to the electors of the
18 City of Keizer at the next statewide general election on Tuesday, November 8, 2016.

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1 Section 19. EFFECTIVE DATE. If passed by the electors, this Ordinance shall
2 take effect thirty (30) days after the certification of the vote.

3 PASSED this _____ day of _____, 2016.

4 SIGNED this _____ day of _____, 2016.

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Mayor

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City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-_____

PLACING ON THE BALLOT THE QUESTION OF IMPOSING A
THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY
A MARIJUANA RETAILER WITHIN THE CITY AND
AUTHORIZING FILING OF EXPLANATORY STATEMENT
RELATING TO THIS TAX

WHEREAS, Section 34A of House Bill 3400 (2015) provides that a city council
may adopt an Ordinance to be referred to the voters that imposes up to a three percent tax
or fee on the sale of marijuana items by a marijuana retailer in the area subject to the
jurisdiction of the City;

WHEREAS, the City Council of the City of Keizer adopted Ordinance No. 2016-
_____ which imposes a tax of three percent on the sale of marijuana items by a marijuana
retailer in the area subject to the jurisdiction of the City;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that a measure
election is hereby called for the purpose of submitting to the electors of the City of
Keizer a measure imposing a three percent tax on the sale of marijuana items by a
marijuana retailer in the area subject to the jurisdiction of the city.

BE IT FURTHER RESOLVED that the ballot title as set forth in Exhibit "A" be
filed by the City Recorder with the City Elections Officer to be referred to a vote of the
people by placing the measure on the ballot at the November 8, 2016 general election in
accordance with Oregon law.

1 BE IT FURTHER RESOLVED as required by OS 254.465, the measure election
2 shall be conducted by mail by the County Clerk of Marion County, according to the
3 procedures adopted by the Oregon Secretary of State.

4 BE IT FURTHER RESOLVED that the City Council of the City of Keizer
5 authorizes the City Manager to act on behalf of the City to take such further action as is
6 necessary to carry out the intent and purposes set forth herein, in compliance with the
7 applicable provisions of law.

8 BE IT FURTHER RESOLVED that the City Recorder shall publish in the
9 Keizertimes in compliance with the applicable provisions of law a notice of receipt of the
10 ballot title, including notice that an elector may file a petition for review of the ballot
11 title.

12 BE IT FURTHER RESOLVED that the explanatory statement for the measure as
13 set forth in Exhibit "B" attached hereto and by this reference incorporated herein is
14 hereby approved and shall be filed with the city elections officer for use in the Marion
15 County Voter's Pamphlet.

16 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
17 upon the date of its passage.

18 PASSED this _____ day of _____, 2016.

19 SIGNED this _____ day of _____, 2016.

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Mayor

City Recorder

BALLOT TITLE

Caption: IMPOSES CITY TAX ON MARIJUANA RETAILER'S SALE OF MARIJUANA ITEMS

Question: Shall City of Keizer impose a three percent tax on the sale of marijuana items by a marijuana retailer?

Summary: Under state law, a city council may adopt an ordinance to be referred to the voters of the city imposing up to a three percent tax or fee on the sale of marijuana items in the city by a licensed marijuana retailer. Approval of this measure would impose a three percent tax on the sale of marijuana items in the city by a licensed marijuana retailer. The tax would be collected at the point of sale and remitted by the marijuana retailer. The sale of Medical Marijuana would be exempt from the tax.

**EXPLANATORY STATEMENT FOR PRINTING IN THE
MARION COUNTY VOTER PAMPHLET**

Election Date: November 8, 2016

If approved, this measure would result in the establishment of a three percent tax on the sale of marijuana items by a marijuana retailer with the City of Keizer.

Approval of this measure would impose a three percent tax on the sale of marijuana items by a marijuana retailer within the City of Keizer. The tax would apply only to the retail sale of recreational marijuana items, and would not apply to wholesale of marijuana items, or to the sale or transfer of medical marijuana. There is no way to estimate the amount of revenue the tax would provide to the City. There are no restrictions on how the City may use the revenues generated by this tax.

Under Measure 91, adopted by Oregon voters in November 2014 and amended by the Legislature in 2015, the Oregon Liquor Control Commission must license the retail sale of recreational marijuana. The 2015 Legislation provides that a city council may adopt an ordinance imposing up to a three percent tax on the sale of marijuana items (which include marijuana concentrates, extracts, edibles, and other products intended for human consumption and use) by retail licensees in the city, but the council must refer that ordinance to the voters at a statewide general election. The City Council of the City of Keizer has adopted Ordinance No. 2016-_____ imposing a three percent tax on the sale of marijuana items by a retail licensee in the city, and, as a result, has referred this measure to the voters.

A "Yes" vote imposes a three percent tax on the sale of marijuana items by retail licensees. A "No" vote means that the City of Keizer may not collect a three percent tax on the sale of marijuana items by retail licensees.

Total Words: 293

Authorized Signature: _____

Title: Mayor

Printed Name: Cathy Clark

Local Government Unit: City of Keizer

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**FROM: MACHELL DEPINA
HUMAN RESOURCES DIRECTOR**

SUBJECT: CITY MANAGER EVALUATION AND PAY

ISSUE

The City Manager's Employment Contract was previously extended to June 30, 2017 and provides for a yearly performance review. The yearly performance review has been completed for the year ending June 30, 2016 and the Council has determined Chris Eppley's performance is satisfactory.

The City Manager's Employment Contract does not require formal contract amendment for salary increases. Given the City Manager previously reached the top step of the pay range for the City Manager classification (Pay Range 38, Step 10) the one step pay increase which would typically be recommended is not available at this time.

The City Manager is eligible for a Cost of Living Adjustment in the amount of 1.5% as provided to unrepresented employees, effective July 1, 2016, as well as implementation of the 1.5% Cost of Living Adjustment for which he was eligible on July 1, 2015, but voluntarily waived for Fiscal Year 2015-16. This amount was approved in the 2016-17 budget and matches the current pay matrix.

RECOMMENDATION

It is recommended that the Council review the attached Resolution and take appropriate action.

If you have any questions regarding this staff report, please contact me by phone at 503-856-3417 or by email at depinam@keizer.org.

Thank you.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2016-____

3
4 GRANTING COST OF LIVING ADJUSTMENT TO CITY MANAGER
5
6

7 WHEREAS, the Keizer City Council has extended the contract of the City Manager to June 30,
8 2017 pursuant to Resolution R2015-2641;

9 WHEREAS, the Employment Contract between the City of Keizer and Christopher C. Eppley
10 provides for a performance review at least once each fiscal year;

11 WHEREAS, the City Council has conducted the performance review for the fiscal year ending
12 June 30, 2016 and the Council has determined that Christopher C. Eppley's performance is
13 satisfactory;

14 WHEREAS, the Employment Contract does not require formal contract amendment for pay
15 increases;

16 WHEREAS, the City Manager has previously reached the top step of the pay range for the
17 City Manager Classification and the City Manager signed a waiver confirming his decision to forego
18 the Cost of Living Adjustment of 1.5% for which he was eligible for the Fiscal Year 2015-16;

19 WHEREAS, the City Manager is eligible for a Cost of Living Adjustment in the amount of
20 1.5% as provided to unrepresented employees, effective July 1, 2016 as well as implementation of
21 the 1.5% Cost of Living Adjustment for which he was eligible on July 1, 2015;

22 NOW, THEREFORE,

23 BE IT RESOLVED by the City Council of the City of Keizer, as approved in the 2016-2017
24 budget, that the City Manager's pay shall be increased to include a Cost of Living Adjustment of
25 1.5% as provided to unrepresented employees, as well as implementation of the 1.5% Cost of Living
26 Adjustment for which he was eligible on July 1, 2015, effective July 1, 2016.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date
2 of its passage.

3 PASSED this _____ day of _____, 2016.

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5 SIGNED this _____ day of _____, 2016.

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Mayor

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City Recorder

CITY COUNCIL MEETING: July 20, 2016

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**FROM: MACHELL DEPINA
HUMAN RESOURCES DIRECTOR**

SUBJECT: CITY ATTORNEY EVALUATION AND PAY INCREASE

ISSUE

The City Attorney's Employment Contract was previously extended to June 30, 2017 and provides for a yearly performance review. The yearly performance review has been completed for the year ending June 30, 2016 and the Council has determined E. Shannon Johnson's performance is satisfactory.

The City Attorney's Employment Contract does not require formal contract amendment for pay increases. Given the City Attorney previously reached the top step of the pay range for the City Attorney classification (Pay Range 36, Step 10), the one step pay increase which would typically be recommended is not available at this time. The City Attorney is eligible for a Cost of Living Adjustment in the amount of 1.5% as provided to unrepresented employees, effective July 1, 2016.

RECOMMENDATION

It is recommended that the Council review the attached Resolution and take appropriate action.

If you have any questions regarding this staff report, please contact me by phone at 503-856-3417 or by email at depinam@keizer.org.

Thank you.

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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2016-____

GRANTING COST OF LIVING ADJUSTMENT TO CITY ATTORNEY

WHEREAS, the Keizer City Council has extended the contract of the City Attorney to June 30, 2017 pursuant to Resolution R2015-2642;

WHEREAS, the Employment Contract between the City of Keizer and E. Shannon Johnson provides for a performance review at least once each fiscal year;

WHEREAS, the City Council has conducted the performance review for the fiscal year ending June 30, 2016 and the Council has determined that E. Shannon Johnson's performance is satisfactory;

WHEREAS, the Employment Contract does not require formal contract amendment for pay increases;

WHEREAS, the City Attorney has previously reached the top step of the pay range for the City Attorney Classification;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Attorney's pay shall be increased to include a Cost of Living Adjustment of 1.5% as provided to unrepresented employees, effective July 1, 2016.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2016.

SIGNED this _____ day of _____, 2016.

Mayor

City Recorder

CITY COUNCIL MEETING: June 20, 2016

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: RESOLUTION AUTHORIZING CITY MANAGER TO SIGN
PIPE CLEANING AND TELEVISION INSPECTION
CONTRACT**

The pipe cleaning and television inspection contract with Pacific Int-R-Tek expires on June 30, 2016.

Staff recently conducted the Request for Proposals (RFP) process. Four proposals were received. The Selection Committee carefully considered the proposals and chose Pacific-R-Teck based on the criteria in the RFP.

The attached Resolution authorizes the City Manager to sign a pipe cleaning and television inspection contract for a three year period with the possibility of two (2) two-year renewals.

RECOMMENDATION:

Adopt the attached resolution.

If you have any questions in this regard, please contact me. Thank you.

ESJ/tmh
attachments

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2016-____

4
5
6 AUTHORIZING THE CITY MANAGER TO SIGN PIPE
7 CLEANING AND TELEVISION INSPECTION CONTRACT WITH
8 PACIFIC INT-R-TEK
9

10
11 WHEREAS, the pipe cleaning and television inspection contract with Pacific Int-
12 R-Tek expires on June 30, 2016;

13 WHEREAS, a Request for Proposals was distributed by the City and four
14 proposals were received;

15 WHEREAS, the City's evaluation committee determined that Pacific Int-R-Tek
16 submitted the best proposal and recommended that Council authorize the City Manager
17 to sign a contract with Pacific Int-R-Tek;

18 WHEREAS, the City and Pacific Int-R-Tek has negotiated the terms for providing
19 pipe cleaning and television inspection work;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the City
22 Manager is hereby authorized to enter into the attached agreement with Pacific Int-R-Tek
23 for a total cost not to exceed \$112,500 for the initial term of the contract. Funding for
24 this project is from the Storm Water Fund.
25

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2016.

4

5 SIGNED this _____ day of _____, 2016.

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Mayor

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City Recorder

PIPE CLEANING AND
TELEVISION INSPECTION CONTRACT

PARTIES:

CITY OF KEIZER, an Oregon
Municipal corporation

(hereinafter "City")

PACIFIC INT-R-TEK

(hereinafter "Contractor")

Based on the mutual promises and consideration expressed herein, the parties agree as follows:

A. TERM AND GENERAL INFORMATION

1. Unless extended as set forth herein, the term of this Contract shall be from the date of written Notice to Proceed to June 30, 2019.
2. The City and Contractor may extend the Contract for two additional two (2) year terms, upon review of fees, performance and services, and upon mutual written consent of the parties.
3. The City has approximately 450,000 feet of pipe to be cleaned and inspected, with diameters ranging from 6 to 60 inches. City anticipates approximately 32,000 linear feet to be cleaned and inspected each fiscal year. The actual footage to be completed by Contractor each fiscal year is dependent on contract price and budget approval. The total amount paid for the actual linear feet cleaned and inspected for the initial fiscal year (2016-2017) of this Contract will not exceed \$112,500.00. City will notify Contractor no later than June 30 each year of the maximum budgeted amount to be paid for the next fiscal year.

B. SCOPE OF WORK

1. GENERAL

- a. City will provide maps with stormwater pipes, structures and UIC boundaries marked and labeled. These maps will be the basis for the identification of individual pipe segment runs, and

UIC/pipe ID numbers. Pipe segments shall be identified on the video and on any written reports, using UIC and pipe ID numbers labeled on the map, as directed by City. Contractor understands and agrees that Contractor should make an effort to complete the work on one map before beginning work on another map, unless the City directs otherwise in writing. No payment will be authorized for partial work unless written authorization is granted by City or this Contract is terminated.

b. Contractor (and any subcontractors retained by Contractor to complete any aspect of the work described herein) will comply with all city, state and federal rules, regulations and laws including, but not limited to laws established to protect water quality and endangered species, as well as all OSHA regulations applicable to the work being performed (i.e., confined spaces).

c. Contractor will be responsible for all traffic control needed to perform this work. All traffic control measures shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

d. Contractor or City may request meetings as needed to discuss project progress or any issues that might need attention.

e. Contractor (or subcontractors secured by Contractor) will supply and maintain all equipment necessary to accomplish this work.

2. PIPE CLEANING

a. Contractor shall thoroughly clean all pipe segments to provide a clear and unobstructed 360 degree view of pipe, before television inspection work is performed.

b. In the event that a line is not fully clean at the time of television inspection (providing a 360 degree view of pipe) Contractor may be requested to re-clean the line prior to inspection.

c. In the event that a line is found broken or unusually dirty (requiring more than three full passes with the jet truck), Contractor shall immediately notify City before taking further cleaning action. City may, at its discretion, choose to: 1) stop cleaning work on that section of pipe, have Contractor televise the line, and pay

Contractor for the cleaning work at the cost per foot as outlined in Section J; or 2) City may finish cleaning the line itself; or 3) Instruct Contractor to continue cleaning the line at \$250.00 per hour until the pipe is clean enough to television inspect.

d. In the event that a line requires cleaning by confined entry staffing or hand removal of sediment, Contractor shall immediately notify City before proceeding. City may, at its discretion, choose to stop work on that section of pipe and pay Contractor for the cleaning work at the cost per foot as outlined in Section J, or may choose to clean the line using City staff, or may instruct Contractor to continue cleaning the line using confined entry staffing at the additional \$85.00 per hour rate.

e. Contractor shall be responsible for the proper removal and disposal of all line cleaning debris. Contractor shall be responsible for securing a lawful disposal location. City shall reimburse Contractor for debris disposal as outlined in Section J. Decanting of liquids from cleaning truck shall be performed to minimize dumping frequency.

f. Contractor understands that it is not authorized to perform any work that will incur costs outside the per-foot rate and dump fees unless specifically authorized in writing by City.

3. TELEVISED INSPECTION

a. Contractor agrees that lines shall be televised no faster than one foot per second. Footages must be measured from beginning of pipe to end of pipe, accurate to nearest 1/10th foot.

b. Contractor understands that all pipe or structure defects require Contractor to stop camera, pan-n-tilt, and pause to take a photograph to provide the clearest possible view of the defect. Contractor understands that video shall also be taken before entering the starting structure to show the surrounding area as a visual confirmation of starting structure location. Contractor also agrees that pictures shall also be taken to record any significant defects in manholes or other entrance structures.

c. Contractor represents that its staff is knowledgeable in identification of pipe defects and illegal pipe connections.

d. Contractor is responsible to TV inspect all lines thoroughly. If for any reason Contractor cannot complete a segment due to pipe conditions, Contractor will immediately set up from the opposite end of the pipe segment if accessible, and attempt to TV inspect the remaining pipe to the match point.

e. Contractor must provide a minimum of the following for each TV inspection:

i. One (1) paper copy TV Report per line with defects described, with associated footage, and screen shots of all significant defect stapled to the paper TV report. The pipe will be identified using structure ID's on the City-provided map, associated UIC number if applicable, and the address of the tax lot or intersection closest to the initial structure entered to make the run.

ii. One (1) DVD or flash drive, with TV Report file, Videos, and associated Video Log identifying each pipe run, its associated UIC if applicable, the date and footage filmed.

iii. Notes describing significant defects.

f. All electronic and hard copy reports will be submitted to City, to be reviewed for accuracy and completeness.

g. Contractor may be required to do additional TV work at the request of the City. Contractor and City agree that Contractor will perform this additional work as requested by the City from time to time under the same conditions and at the rate as established under the terms of this contract.

C. EQUIPMENT SPECIFICATIONS

1. Contractor represents that it has the following required equipment:

a. Television Camera – Industry standard sewer color pan-n-tilt, digital format.

b. Proper camera equipment and track systems capable of televising from 6" pipe up to 60" pipe.

c. Camera equipment that is able to deal with high humidity conditions while preserving a clear picture.

d. Track system that is capable of reading footage accurately to the nearest 1/10th foot, and give readout of footage on video.

e. Picture quality on all video shall display a clear identifiable picture as determined by City in its sole discretion. Video must show segment ID, date, time, and line footage at all times.

2. Contractor shall use the type of camera which provides the best picture quality and lighting for the clearance requirements of the size of pipe being inspected. A 'push camera' shall not be used except when all larger sized cameras have been considered and found impracticable based on the pipe diameter and entrance structure configuration.

3. Contractor agrees that all motor vehicles must be properly registered and insured in accordance with motor vehicle laws of Oregon.

4. Contractor agrees that all equipment must be in good working condition and kept that way throughout the life of the Contract.

5. Contractor agrees that all equipment must conform to all federal, state, and local safety regulations.

D. WORKMANSHIP

1. No payment will be made until videos, DVD/flash drive logs and other documentation has been reviewed and the work deemed accurate and complete. If there are missing or inaccurate items, these will be brought to the attention of the Contractor for remedy.

2. The Contractor shall, at all times, use best industry practices and will be responsible to make adjustments to the equipment as directed by the City.

3. If Contractor fails to perform the work in the manner specified herein, or if Contractor fails to comply with the scheduled frequency for the performance of any part of the work, City may, at its option, take the following actions:

- a. Notify Contractor of the problem (failure to perform or unsatisfactory performance).
- b. Give Contractor twenty-four (24) hours to correct the problem to City's satisfaction.
- c. If the problem has not been corrected by the end of the twenty-four (24) hour period, City may correct the problem, record the cost for correcting the problem, and deduct the cost from any outstanding amounts earned by, but not yet paid to Contractor.
- d. If Contractor fails to perform three (3) or more times according to the terms of this Contract, City may at its discretion terminate this Contract upon seven (7) calendar days written notice to Contractor.

E. TECHNICAL REQUIREMENTS

1. Contractor shall exercise all reasonable care and diligence in performing the work. Contractor shall take all actions necessary to prevent any spilling, scattering, or dropping of refuse through work activities. If any debris or refuse is spilled, Contractor shall immediately clean up such spills.
2. City shall verbally contact Contractor to forward any citizen or third party complaints which relate to Contractor's operations. Upon the receipt of a complaint, Contractor shall investigate and resolve the complaint with the complainant if possible. Contractor will then notify City of the action taken within forty-eight (48) hours.

F. CITY'S OBLIGATIONS

1. City will provide maps showing location of television inspection work. These maps will include structure numbers which shall be used in the identification of all line segments inspected.
2. City will not provide or maintain disposal sites for dumping debris picked up by the Contractor.
3. City will provide water for line cleaning at the water fill station located at 4975 Rickman Road in Keizer, at no cost to Contractor.

G. CONTRACTOR'S OBLIGATIONS

1. Contractor must be able to meet all requirements of this project.
2. Contractor will provide fuel and maintenance for all vehicles and equipment.
3. Contractor must have a supervisor or responsible person available at all times to direct operations. This supervisor or responsible person will report to City or its designee any problems that occur.
4. Contractor agrees not to sublet or assign this Contract in whole or in part without the prior written authorization of City.
5. Contractor is responsible for disposing of debris. Contractor must obtain City's approval of Contractor's plan for disposal of debris prior to beginning work under this Contract.

H. BREACH OF CONTRACT

If Contractor cancels this Contract or materially breaches this Contract before substantially performing under the terms of this Contract, then the parties agree that Contractor shall receive no further payment from City and Contractor shall pay to City as damages for its cancellation or breach of this Contract the sum of \$5,000.00 which the parties have negotiated recognizing the difficulty of accurately estimating the harm to City caused by Contractor's prospective breach and which sum the parties have negotiated and determined to be reasonable compensation to City for that harm.

I. ENFORCEMENT PROVISIONS

In the event that either party is required to employ an attorney to enforce the provisions of this Contract, the other party agrees to pay reasonable costs of enforcement, including attorney fees, and if either party is required to maintain any suit, action or proceeding upon this Contract or if any appeal is taken therefore, the prevailing party shall be entitled to recovery, in addition to such other sum of money or performance due hereunder, such sums as the Court may adjudge reasonable as attorney

fees in said suit, actions, proceeding or appeal plus the costs and disbursement awarded therein.

J. PAYMENT

City shall pay Contractor as follows:

\$2.00 per lineal foot of inspected 6-12" diameter pipe that Contractor cleaned and televised. This price includes up to 3 passes with jet truck.

\$2.10 per lineal foot of inspected 15-21" diameter pipe that Contractor cleaned and televised. This price includes up to 3 passes with jet truck.

\$2.30 per lineal foot of inspected 24-30" diameter pipe that Contractor cleaned and televised. This price includes up to 3 passes with jet truck.

\$2.75 per lineal foot of inspected over 30" diameter pipe that Contractor cleaned and televised. This price includes up to 3 passes with jet truck.

Hourly rate of \$220.00 for City authorized additional TV work.

Hourly rate of \$250.00 for City authorized cleaning work beyond three cleaning passes.

Additional labor rate of \$85.00 hour for extra labor as authorized by City for confined entry staffing or hand removal of debris.

Dump fees shall be paid as follows: Actual cost plus 10%. Contractor must provide proof of actual cost with invoice. In addition, City shall pay Contractor \$165.00 transportation fee for each load of debris dumped.

Flagging fees shall be paid only when City authorized as follows: Actual cost plus 10%. Contractor must provide proof of actual cost with invoice.

Standby rates if requested by City shall be paid as follows: \$250.00 per hour for jet truck/operator and \$220.00 per hour for TV van/operator.

K. PAYMENT SCHEDULE

Contractor will submit an invoice to City indicating the linear feet cleaned, televised, and inspected and clearly identifying which DVDs

and/or line segments are being requested for payment. Each invoice shall be itemized indicating each type of charged activity as outlined in Section J. This invoice is in addition to the submittal of quarterly TV Books (DVD/flash drive logs, etc. compiled into binder groups). City shall pay Contractor within thirty (30) days of receipt of invoice, provided that all work submitted for payment has been verified as accurate and complete.

L. LIABILITY INSURANCE REQUIREMENTS

Contractor shall procure and maintain at its own expense, during the life of this Contract, liability insurance as hereinafter specified. All such insurance shall be subject to the approval of City for adequacy of protection and shall include a provision preventing cancellation without ten (10) day's prior notice to City in writing. Contractor must provide the City with a certificate of insurance evidencing the insurance within five (5) days from Contractor's execution of this Contract. The certificate of insurance must include the following language: "The City of Keizer, its officers, agents, contractors, and employees are named as additional insured." The liability insurance required is as follows:

1. Contractor's General Public Liability and Property Damage Insurance issued to Contractor and protecting Contractor from all claims for personal injury including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under this Contract, whether such operations be by Contractor or by any subcontractor, or anyone directly or indirectly employed by Contractor or by a subcontractor.

All such insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; a limit of liability of not less than \$1,000,000 for any such damages sustained by two or more persons in any one accident; a limit of liability of not less than \$1,000,000 for all damages arising out of injury or destruction of property, damages arising out of injury or destruction of property, (including property of the City) in any one accident; and a limit of liability of not less than \$1,000,000 for all damage arising out of injury to or destruction of property, including property of City, during the policy period.

2. Automobile Liability Insurance with a limit of liability of not less than \$1,000,000 issued to Contractor and protecting Contractor from all claims arising out of or in connection with any operations under this Contract, whether such operations be by Contractor or by any subcontractor, or anyone directly or indirectly employed by Contractor or by a subcontractor.

M. WORKERS COMPENSATION INSURANCE

Contractor shall procure and maintain, at Contractor's own expense, during the life of this Contract, in accordance with the provision of the laws of the state of Oregon, Workman's Compensation Insurance for all of Contractor's employees at the site of the project and in case any work is sublet, Contractor shall require such subcontractor similarly to provide Workman's Compensation Insurance for all of its employees unless such employees are covered by the protection afforded by Contractor. Certificates evidencing the issuance of such insurance shall be filed with City within ten (10) days after execution of this Contract.

N. NOTICES

Any written notices permitted or required by this Contract shall be deemed given when personally delivered, or three days after deposit in the United States mail, postage fully prepaid, addressed to the parties as set forth below or such other address as either party may provide to the other by notice given in accordance with this provision.

CITY:

Bill Lawyer
Public Works Director
City of Keizer
930 Chemawa Road NE
PO Box 21000
Keizer, OR 97307

CONTRACTOR:

David W. Scott
President
Pacific Int-R-Tek
2501 NW Division St.
Gresham, OR 97030

O. WAIVER

It is expressly understood and agreed that any waiver granted by City of any term, provision or covenant of this Contract shall not constitute a precedent nor breach of the same of any other terms, provisions, or covenants of this Contract. Neither the acceptance of the work by City nor the payment of all or any part of the sum due Contractor hereunder

shall constitute a waiver, by City, of any claim which City may have against Contractor under this Contract.

P. INDEMNITY

Contractor shall indemnify and save harmless City, City's agents and employees from and against all losses and all claims, demands, payments, suit actions, recoveries, and judgment of every nature and description brought or recovered against them by reason of any act or omission of the said Contractor, its agents, or employees, in the execution of the work or in guarding the same.

Q. SUBCONTRACTS

Contractor shall have full responsibility under this Contract for any subcontracts which Contractor may let. Work not performed by Contractor with its own forces shall be performed by subcontractors. Contractor agrees to bind each subcontractor and material supplier (and require every subcontractor to so bind its subcontractors and material suppliers) to all the provisions of this Contract and the Contract Documents as they apply to the subcontractor's and material supplier's portions of the work. Contractor is responsible for the quality of work done by any subcontracting companies secured by Contractor.

R. INDEPENDENT CONTRACTOR STATUS

The service or services to be performed under this Contract are those of an independent contractor as defined in ORS 670.600. Contractor represents and warrants that it is not an officer, employee or agent of City. Contractor is not entitled to, and expressly waives all claim to City benefits including, but not limited to health, life, and disability insurance, overtime pay, paid leave, and retirement.

S. CONTRACT TERMINATION

1. City may terminate this agreement without cause with thirty (30) days prior written notice. In such case, City shall be liable only for the services rendered through date of termination at the Contract rate, plus liquidated damages in the amount of \$5,000. However, in no event will the total amount paid to Contractor exceed the budgeted amount for the contract year.

2. City reserves the right to rebid or obtain competitive quotes on any renewal or extension of this Contract or any additional work requested under this Contract. City also reserves the right to use alternative service methods and service providers when the City deems it appropriate.

T. GOVERNING LAW

This Contract shall be governed by the laws of the State of Oregon.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures below:

CITY OF KEIZER:

PACIFIC INT-R-TEK:

Dated: _____

Dated: 6-6-2016

By: _____

By: David W. Scott

Christopher C. Eppley
City Manager

David W. Scott
President

Approved As To Form:

Dated: _____

City Attorney



MINUTES
KEIZER CITY COUNCIL
Monday, June 6, 2016
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Council President Koho called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:

Dennis Koho, Council President
Kim Freeman, Councilor
Roland Herrera, Councilor
Amy Ryan, Councilor
Bruce Anderson, Councilor
Youth Councilor Siri Scales

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development Director
Bill Lawyer, Public Works Director
Tim Wood, Finance Director
John Teague, Police Chief
Tracy Davis, City Recorder

Absent:

Cathy Clark, Mayor
Marlene Parsons, Councilor

FLAG SALUTE

Council President Koho led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

Councilor Herrera introduced Suzanne Stefanie, Jessie Leonard and Tarik Naccasha from the 'Kennedy Academy for Leadership' (KAL) Club, a collaboration of the Boys & Girls Club, Kennedy Elementary and McNary High School. Ms. Stefani provided a summary of the program details, teambuilding, history and goals. Tarik Hikasha, a junior at McNary, provided additional information about the program and its impact on his life and gave details about the two children he worked with.

Several children who participated in KAL shared their experience in the program. Jesse Leonard, Kennedy Principal, provided additional information and praised the progress made by the children. John Stover also from Kennedy expressed enthusiasm for the program and urged that it be expanded to other schools.

**COMMITTEE
REPORTS**

**a. Appointment
to Keizer Public**

City Manager, Chris Eppley, reported that following publication of notice of a vacancy on the Keizer Public Arts Commission and review of the candidate's application, the Volunteer Coordinating Committee unanimously recommended Lore Christopher to fill the vacancy.

**Arts
Commission**

Councilor Freeman moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Lore Christopher to position number 6 on the Keizer Public Arts Commission, 3-year term expiring June 2019. Councilor Ryan seconded. Motion passed as follows:

AYES: Koho, Ryan, Freeman, Herrera and Anderson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark and Parsons (2)

**PUBLIC
TESTIMONY**

None

**PUBLIC
HEARINGS**

**a. Birdie's Bistro
Liquor License
– Change of
Owner and
License
Privilege**

Chris Eppley reported that an application was submitted for a Change of Owner and Privilege for Birdie's Bistro in Keizer, Oregon. A public hearing was scheduled, notice published, necessary notification given, a background check was done, and Keizer Planning Department found the location of the establishment to be properly zoned and had no comment on the application. Staff recommends that following a public hearing, Council recommend approval of the application.

Councilor Koho opened the Public Hearing.

Katrina Beal, owner, invited everyone to come in for a burger and beer.

With no further testimony Councilor Koho closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council recommend approval of the application for a Change of Owner and License Privilege for Birdie's Bistro under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer and forward the recommendation to the Oregon Liquor Control Commission for final approval. Councilor Ryan seconded. Motion passed as follows:

AYES: Koho, Ryan, Freeman, Herrera and Anderson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark and Parsons (2)

**b. RESOLUTION
– Certification
of Lighting
District
Assessments**

Finance Director Tim Wood explained that the city has over 200 street lighting districts and is required to certify the assessments to Marion County so that the assessments can be placed on the property tax statements. He then provided details about the assessments.

Councilor Koho opened the Public Hearing. With no testimony Councilor Koho closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council adopt a Resolution – Certification of Lighting District Assessments. Councilor Ryan seconded. Motion passed as follows:

AYES: Koho, Ryan, Freeman, Herrera and Anderson (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark and Parsons (2)

**ADMINISTRATIVE
ACTION**

**a. RESOLUTION
– Authorization
for Supplemental
Budget –
General Fund –
Transfer of
Appropriations
from Non-
Departmental
Requirements
to Municipal
Court**

Finance Director Tim Wood explained that the Municipal Court budget has been impacted due to: (1) reinstatement of half of the Traffic Safety Unit which resulted in a 50% increase in citations and (2) provision of Truancy Court in partnership with Salem. Both items have affected the time of the Judge and Translator so staff is requesting transfer of funds from General Fund Non-Departmental Requirements to Municipal Court.

Councilor Freeman moved that the Keizer City Council adopt a Resolution - Authorization for Supplemental Budget – General Fund – Transfer of Appropriations from Non-Departmental Requirements to Municipal Court. Councilor Herrera seconded. Motion passed as follows:

AYES: Koho, Ryan, Freeman, Herrera and Anderson (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark and Parsons (2)

**CONSENT
CALENDAR**

- a. RESOLUTION – Authorizing City Manager and Chief of Police to Sign Memorandum of Understanding No. 3 Relating to 2015-2018 Collective Bargaining Agreement
- b. RESOLUTION – Repealing Resolution R87-316 (Resolution Establishing a Hourly Pay Rate of \$9.00 for Keizer Police Department Reserve Officers)
RESOLUTION – Repealing Resolution R90-481 (Workers Compensation Coverage for Volunteer Reserve Police Officers)
- c. Approval of May 16, 2016 Regular Session Minutes

Councilor Anderson moved for approval of the Consent Calendar. Councilor Herrera seconded. Motion passed as follows:

AYES: Koho, Ryan, Freeman, Herrera and Anderson (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark and Parsons (2)

**COUNCIL
LIAISON
REPORTS**

Councilor Herrera reported that he had attended the McNary fundraising event at the Log Cabin event center and announced that he would be attending the Kennedy promotion ceremony.

Councilor Anderson announced the upcoming concert at McNary and graduation and thanked the Willamette Valley Corvette Club for the nice ride in the Iris Parade.

Councilor Ryan provided information about the Town & Country mural, reported that she had met with the Heritage Center or review their budget

and announced the upcoming Keizer Community dinner and the Walk for Hope benefiting the Simonka House.

Councilor Freeman reviewed the Homeless Initiative Task Force meeting, thanked Iris Festival and mural volunteers and announced upcoming Traffic Safety/Bikeways/Pedestrian and Volunteer Coordinating Committee meetings and the West Keizer Neighborhood Association cleanup event.

Council President Koho reminded everyone of the upcoming vacancy on the City Council with his resignation effective July 1.

Youth Councilor Siri Scales announced that she is leaving for Girls State on the 12th, and that she turned in her application to serve as Youth Councilor next year.

OTHER BUSINESS

Chief Teague reported that Iris Festival was quiet this year.

Public Works Director Bill Lawyer reminded everyone of the upcoming closure of the Chemawa/Verda intersection for construction of the roundabout.

Community Development Director Nate Brown reported that the notice is out for the remand hearing on June 20th regarding the Herber property. Council will receive a summary of the differences in the application.

Councilor Herrera announced that Nick Zuro from Whitaker won the state high jump track event; this is the first time that a Whitaker student has won a state event. Also Volcano players will be coming in on the 13th and housing is still needed. Councilor Koho added that the Volcanoes were having a 20th anniversary of the first opening on the 17th.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

June 13, 2016

5:30 p.m. – Executive Session

6:15 p.m. – Executive Session

7:00 p.m. – Special Council Meeting

June 20, 2016

7:00 p.m. – City Council Regular Session

July 5, 2016 (Tuesday)

7:00 p.m. – City Council Regular Session

ADJOURNMENT

Council President Koho adjourned the meeting at 7:48 pm.

MAYOR:

APPROVED:

~ Absent ~

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

~ Absent ~

Councilor #3 – Marlene Parsons

Councilor #6 – Bruce Anderson

Minutes approved:_____

Written Communications/Testimony and Submitted Documents

3.109.04 Criteria for Approval

Comprehensive Plan map amendment proposals shall be approved if the applicant provides evidence substantiating the following: (2/01)

- A. Compliance is demonstrated with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property requires an exception to the Goals, the applicable criteria in the LCDRC Administrative Rules for the type of exception needed shall also apply. (5/98)
- B. Consistency with the applicable goals and policies in the Comprehensive Plan is demonstrated. (5/98)
- C. The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan. (5/98)
- D. The Plan provides more than the projected need for lands in the existing land use designation. (5/98)
- E. The proposed land use designation will not allow zones or uses that will destabilize the land use pattern in the vicinity. (5/98)
- F. Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands. (5/98)
- G. Public facilities and services necessary to support uses allowed in the proposed designation are available or are likely to be available in the near future. (5/98)

3.110.04 Criteria for Approval

Zone change proposals shall be approved if the applicant provides evidence substantiating the following: (5/98)

- A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification. (5/98)
- B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity. (5/98)
- C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance. (5/98)
- D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. (5/98)
- E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met. (5/98)
- F. The following additional criteria shall be addressed: (5/98)
 - 1. The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not locationally or physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use. (5/98)
 - 2. The supply of vacant land in the existing zone is adequate, assuming the zone change is granted, to accommodate the projected rate of development of uses allowed in the zone during the next 5 years. (5/98)

3. The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties. (5/98)

Litke, Sam

From: desertlotus@bardenterprises.com
Sent: Friday, June 17, 2016 2:02 AM
To: Litke, Sam
Subject: COMMENTS FOR MONDAY JUNE 20, 2016 COW PASTURE HEARING

TO:
Sam Litke
Senior Planner
Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303

SUBMITTING: Comments re: Keizer hearing, Monday, June 20, 2016 regarding property use at Chemawa, Verda & Dearborn -- pasture land right next to Claggett Park, Keizer. Specifically, to reconsider an application for a Comprehensive Plan map change

Permission to build 3-story [3 level high] apartment complex [revised plan includes a reduction in the number of dwelling units from 120 to 112} where the cow pasture now is.

Following the hearing, the Keizer City Council will approve, approve with modified conditions, deny, or remand [send] back to the Hearings Officer for further review.

MY CITIZEN POSITION:
That the Keizer City Council:

1. DENY map change, and, subsequently, DENY revised building plan for the (now) 112-unit, 3 story apartment complex.
2. That any future use of this property be according to zoning for this space that does not permit buildings of this type and size.
3. That there ought to be no changing of zoning for said "cow pasture" space without absolutely clear-cut evidence of benefit, not solely to sellers but to the COMMUNITY.
4. With understanding of the rights of individuals to dispose of private property, but also singling out the responsibility of the officers of the city to its inhabitants, not just to render no harm by their actions -- in this case a zoning change and resultant permission to build a structure not shown to be suitable to the proposed area -- but also, to protect their happiness, safety, and general welfare and by doing so now, that of future residents as well. For, once something of this magnitude has been approved and set into motion, it can never be undone. As Les Zaitz (brother of Lyndon Zaitz, publisher of the Keizer Times) wrote: "As society gets more hemmed in, such open space will become increasingly precious. Once it's gone, there is no getting it back." [Keizer Times, "PRESERVE INSTEAD OF DEVELOP?" Opinions Jun 20, 2014]

FINAL COMMENTS:

Following citizen input where the overwhelming majority of hearing attendees spoke AGAINST this proposal (at one meeting NO ONE spoke in favor), the proposal was soundly **REJECTED** two years ago by the Keizer City Council -- unanimously, in a 7-0 vote -- and is now being resubmitted with mere minor changes.

This appears to be an attempt to make come true the saying, if at first -- or second or third -- you don't succeed, try and try again. That commercial projects will eventually be carried out with enough persistence, in complete disregard of the wishes of the citizenry if need be, and that to "grow" the cityspace at any and ALL costs, it is the job of officials, as practical purveyors of progress and business-minded visionaries, to hold to the doctrine of development first, last, and always... even at the dear cost of the people coming last.

There are many issues of interest and concern regarding re-zoning for sale of this property, issues that have not been sufficiently addressed (if at all) including such things as air quality, noise, space intrusion, aesthetics, historical significance, alternate use possibilities, natural preservation, park enhancement, etc.

Yet, I conclude with these words of the previous long-time mayor of Keizer, which sum up just a single but **MAJOR irreconcilable** issue (caps, underline, and bold for emphases). Contained within the statement (in paragraph three) is a possibility ripe for unwrapping and serious consideration:

"MAYOR LORE CHRISTOPHER was among those believing [developer Mark] Grenz greatly downplayed the potential impact the proposed apartments would have on traffic. A roundabout is **already** planned at the current four-way stop at Verda and Chemawa due to high traffic volume.

"The reason why we're doing the roundabout is it's a major thoroughfare," Christopher said. "The impact will be significant. Any three-level building is significant. They (Herber family members) are entitled to their inheritance. But the decision is my fiduciary responsibility. I knew Rosalie Herber well. This would not be what Rosalie wants. I think **those impacts aren't minor**. You can't mitigate 120 apartments, you can't mitigate 240 cars.

"I would wish you well," the mayor added. "If you want to divest yourself of that land, that is something Keizer could look at. We have never paid millions for park land, but it certainly is an option. They have 14 lots they can develop. What you're proposing is too significant. It's **too much impact on those neighborhoods**. Would I want to live by three-level apartments? Not on your life. And neither would you, Mark."

[Source: Keizer Times article, "APARTMENT PLAN GETS NIXED," by Craig Murphy, Sep 5, 2014]

Respectfully submitted,
Ardith Oakes,
Keizer resident

(Additional reading, "Cow pasture editorial," in e-mail to follow...)

Litke, Sam

From: desertlotus@bardenterprises.com
Sent: Friday, June 17, 2016 2:02 AM
To: Litke, Sam
Subject: Additional reading, "Cow pasture editorial"

Submitted by: Ardith Oakes
Please read with comment letter e-mailed 6.17.16

Editorial: "THINK TWICE ON COW PASTURE"
Written by Lyndon Zaitz, July 11, 2014

People are passionate about green, open spaces, especially in an urban setting. That passion was on display at a hearing in June about zoning and other changes at private property many affectionately call 'the cow pasture.'

The property sits on the west side of Verda Lane between Chemawa Road and Dearborn Avenue. It has been a family farm for decades and the heirs don't want to continue the operation; they are seeking the zone changes to prepare a sale of the property.

More than 100 people packed the city council chambers on June 12, a majority of those who testified before Hearings Officer Cynthia Domas were against development of the property. A proposal calls for more than 100 apartments in several three-story buildings. An argument made against a development that size was the increased traffic in a corridor that is already failing according to traffic studies. A roundabout at Verda and Chemawa is to address that issue.

The city should listen to the people, take a step back and consider what could be lost forever if that property is developed into a large residential complex. The property's owners desire to sell is a rare opportunity for the city to reshape the core of Keizer and preserve a large greenspace that can be enjoyed by thousands of households for years to come.

San Diego has Balboa Park, Chicago has Grant Park, New York has Central Park—all exist because civic leaders had a vision and created oases in the middle of an urban setting. Keizer can join other cities by buying that property and making it part of Claggett Creek Park which sits just to the west.

Some may say that Keizer already has a large park—Keizer Rapids—which many want to develop into a destination place. Keizer Rapids Park has its role to play, it will eventually have many amenities that will draw people from the region. Yet, Keizer Rapids Park's location is still a mystery to a sizable number of Keizer residents—many who never visited or even know where it is. With the boat ramp, the amphitheatre, the disc golf course, the dog park and eventually sports fields and the big playground, Keizer Rapids Park will be a amusement park for a myriad of interests. But, it is off the beaten path.

An expanded Claggett Creek Park would be hard to miss. The existing farmhouse is not up to code for public uses and would have to be razed; the farm buildings would be torn down, too. That would leave a large greenspace beside one of Keizer's high traffic routes.

After the city purchased the land and added it to Claggett Creek Park, improvements would not have to be grandiose. A parking lot would be needed, pathways from the bluff to the creek could be constructed and would be a good project for an Eagle Scout or a community group.

If the property is sold and developed, it is lost forever. This is a chance for the people and leadership of Keizer to contemplate the benefits of a large park in the center of Keizer, what it can mean for the neighborhoods around it and what it can mean for the value of those neighboring households.

City bodies such as the Planning Commission and the city council cannot dismiss the desires and concerns of the people. Development is the be all and end all; there will be many opportunities for development after the Urban Growth Boundary is expanded.

Does the city council have the vision and the political will akin to the developers of Central, Balboa, and Grant Parks? Let's hope so.

—LAZ *

*Lyndon Zaitz, Keizer Times publisher

Litke, Sam

From: Matt Varner <matt.l.varner@gmail.com>
Sent: Sunday, June 19, 2016 6:39 PM
To: Litke, Sam
Subject: Keizer Planning issue: Cows vs. Capital

Mr. Litke,

My name is Matt Varner and I am a resident of Keizer. I'll try to brief as I'm sure there are many others taking up your time in the run up to the community meeting concerning the brouhaha piling up around what I understand is the "Cows versus Apartments" debate.

Without going into too great of detail, let me just say that my life was thoroughly wrecked by the economic collapse of '08 and I found my way here through strange twists of Fate (a friend, from here, having moved to CA for years...moved back after the collapse). I am growing to love Keizer a little more each day and I admit that because I don't have much investment planted in the community, perhaps my opinion doesn't matter all that much. But, after listening to the character of some of the loudest voices decrying a loss of rural-ness by the threat of converting some farmland into a new set of apartments, I felt I had to speak up.

This community is strange mixture of values: a desire for services provided by the city but a general, feverish resistance to taxation; a desire for corporate behemoth retailers to grant ease-of-access by coming and building here, but a general reticence against allowing for the growth that such retailers specifically look for before considering whether to invest; a love of Republican capitalist culture, but a distinctly non-'laissez-faire' attitude toward private asset ownership.

Someone might think that I'd be all-in for the redistribution of wealth, poor as I am (I'm politically centrist). And I do firmly believe that this nation can be both strong and fair, supported by market-driven principles but without producing the by-product of 'market losers' at the expense of our national humanity. But, someone needs to come in on the side of the property owners and say 'enough is enough.'

We are told that we are supposed to strive to start a business, buy a home, have a family, put down roots. But what does it mean to put so much of your time on Earth into these activities if the fruits of that effort can just be stripped from you in the future by the simple act of a majority vote of people whose interest is only tangentially linked to your real issue of what to do with the property you own?

I think the naysayers (the people attempting to block the sale of the land in the interest of pursuing it as a historical landmark) need to put up or shut up. That is, the land owners have the right to sell their land to whoever will buy it for whatever gain they can derive from it. If people want it to go to a historical preservation agency, locking into a non-developmental state to preserve the idea that this is some quiet rural town, they need to invest in a some kind of special fund with the goal of providing a counter-offer to the landowners. Let these people buy the land and then they can decide to donate it to for the stated purpose.

Unless they are willing to do that, they are pursuing a very un-American method of punishing those who may have a hundred good reasons for selling in the first place.

Thanks for considering my babble,

Matt Varner

1162 ORCHARD COURT North, APT D
 Keizer OR 97303

Litke, Sam

From: tshegle@juno.com
Sent: Monday, June 20, 2016 12:33 PM
To: Litke, Sam
Cc: tshegle@juno.com; rahegle@juno.com
Subject: Zone change request Case #2014-11
Attachments: Comments - Case #2014-11.docx

Re: Comprehensive Plan Change / Zone Change / Lot Line Adjustment Case No. 2014-11

According to the "Request for Comments" document regarding the above Case #2014-11, the "Keizer Housing Needs Analysis 2013-2033" there is a need for 362 additional multi-family units in the Medium Density Residential (RM) zoned property to meet the expected demand for a total of 1,437 needed units. This is a gap of only 25% of the total projected RM units needed by 2033. By contrast, the number of Single Family Residential (RS) units for which space is still needed is 1,183, or a gap of 46% of the total projected need of 2524 RS units. If the subject property is rezoned RM, the deficit of space for RS units increases. It does not make sense to reduce one smaller gap by enlarging another larger gap: it make more sense to manage the gaps so that they are relatively even. If any rezone were to occur in this context it should be a rezone of RM land to the RS designation, as RS is the greater shortage at present.

As to traffic and vehicle access onto Verda Lane, the requested change would replace up to 14 driveways, being used by 1-2 vehicles each, with 2 driveways (per the proposed site plan) used by an average of 80 cars each (based on 112 RM units @ 1.5 vehicles per unit = 168 vehicles total). And that's if two driveways are allowed: the petitioner told a meeting of neighbors that the number of driveways would likely be reduced to 1 driveway (probably in an effort to appease the neighbors who objected to the radically increased traffic volume) due to other driveway locations being too close to major intersections (with Chemawa Road and Dearborn Street). This would certainly reduce the incremental impact (only one car at a time entering on to Verda Lane), but can you imagine the frustration of 160 vehicles trying to enter Verda Lane through 1 driveway? And can you imagine the negative impact on current Verda Lane residents who will have to compete with 160 additional vehicles for access to Verda Lane instead of the 40 or so vehicles that would be expected from the RS units for which the property is currently zoned? If the zone change is approved, this will be "death by a thousand cuts": the incremental impact will be less (1-2 driveways), but the overall impact will be devastating (over 160 additional vehicles).

For the above reasons I strongly object to the zone change request and urge you to again deny the request as it was denied in 2014. The changes to the zone change request are not significant enough to be given any different consideration that the original request was given in 2014.

Thank you.

Terry Hegle
 Ruth Hegle
 1869 May St. NE
 Keizer, OR 97303

Viral Piranha

To: Mayor Cathy Clark and Keizer City Council Members

Re: Comprehensive Plan Change/Zone Change/Lot Line Adjustment Case number 2014-11 - REMAND

Date: June 20, 2016

To the Mayor and City Council Members

My name is Karen Okada, and my family lives at 4705 Verda Lane NE, in Keizer. We live down the street from the property that is being reviewed at tonight's council meeting.

Attached you will find my comments on the following topics:

- 1) Comments on the TPR (Transportation Planning Rule) Analysis Report
- 2) Comments on the Salem Keizer School District Summary of Comments
- 3) Kids walking School
- 4) Roundabout

The issue is whether the revised proposal addresses the issues raised by the City Council in its original decision. I do not believe that those issues have been addressed, and the problems identified earlier by the 2014 City Council still remain.

Need: Keizer does not need a 112-unit apartment complex at this location. There are new complexes being built in Keizer right now. While the new complexes are not specifically zoned as RM, they do satisfy the needs of apartment dwelling for the city. This is a much better location for single-family homes, or a city greenspace/park for the entire property.

Impact: a large apartment complex would have a huge, negative impact to this neighborhood. Too many cars, large buildings that do not match the housing in the area, and significant infrastructure changes would need to be made for safe access to Kennedy School. The increased number of students will continue to impact McNary High School, which is already over capacity, and this situation will continue to worsen in future years.

Traffic: the traffic usage in the area would increase above and beyond what is recommended by the engineering firm that was hired by the family requesting the zoning changes. The Impact of a minimum of 100 cars, and probably closer to 200 cars, driving every day on Verda Lane, will not be absorbed by the addition of the roundabout. It will just add more cars to the already long lines that currently exist.

The Verda Lane/Chemawa Road intersection is a gateway to our community. Do we really want a two/three story apartment complex as the first thing that people see? This is a great location for a very nice, single family home complex that a developer could build for our community. Better yet, how about a very large PARK that all city residents can utilize and enjoy!

I urge the City Council to **not approve** the request for a comprehensive plan/zone change/lot line adjustment for the Verda Lane property at this time. More work needs to be done, so that the entire City of Keizer will benefit from major changes to our city.

If you have any questions, please feel free to contact me. Again, thank you for your time and consideration of our concerns.

Sincerely, Karen and David Okada 4705 Verda Lane NE Keizer, OR 503-390-7887 home phone
dkokada1@comcast.net

Comments on the Keizer Verda Lane TPR (Transportation Planning Rule) Analysis Report dated March 17, 2016:

Currently, the Herber property could have up to 60 houses on the property. According to the report, the engineering company estimates that there would be 45 trips in/out of the property during the AM peak time, or .75 trips/unit. For the AM peak time, it is estimated there would be 60 trips in/out of the property - 1.01 trips/unit. This is essentially 45 cars in the morning, and 60 cars in the evening. So, this would be one car for each house that would be traveling during these peak times.

Under the current proposal to change the zoning from Single Family Residential (RS) to Medium Density Residential (RM), the property could be built with 112 apartment units. The new report estimates that 57 in/out trips would be made during the peak AM time - .51 trips/unit. This would be one car for every two apartment units that would be in/out of the complex during the AM peak time. During the PM peak time, the report estimates 69 in/out trips from the property - .62 trips/unit. This is only slightly higher, but still close to the AM numbers - one car for every two apartment units.

These figures for a 112-unit apartment complex seems very low. While there might be a "scientific basis" for the numbers based on references and calculations based on government reports, common sense would indicate that one car for every two apartment units is not a valid assumption in making land use planning decisions. It is true that some families will not have a car, so they will use the city bus system, walk, or find other means of transportation. For a one - bedroom apartment unit, it would seem logical that many of these renters would be single, so there would only be one car/unit. Even for a two- bedroom unit, a single parent with children would again also have one car/unit. **A more realistic number would be one car/unit would be traveling in/out of the apartment complex during both AM and PM peak hours. Many, if not a majority of the units, would have two cars/unit. This would significantly increase the traffic in the neighborhood.**

The new request submitted for review has a proposed 112-unit apartment complex. There are 23 1-bedroom apartments, 78 2-bedroom apartments, and 11 3-bedroom apartments.

For 112 housing units, there are 226 total parking stalls. This would allow each unit to have 2 cars, and some additional spots for visitor parking. While this drawing is only in draft form, and has not been approved as any type of final plan, the number of parking stalls are obviously based on similar apartments that have been built locally. **This new proposal allows for 2 cars for every apartment (112 x 2 = 224 cars). If one car/unit drove during peak traffic times, this would be 112 trips during both AM and PM times. This is significantly more than the currently zoned property trip estimates of 45 AM trips and 60 PM trips. It is almost double what is currently allowed with 60 houses on the property.**

The Engineering Company that wrote the new report, MultiTech Engineering Services, recommends that "the City should consider adding a "Trip Generation Cap" of 750 daily trips, 60 AM Peak Hour trips, and 70 PM Peak Hours trips from the site as a condition of approval." Sixty homes are estimated to generate 571 trips/day (45 during the am peak hour, and 60 during the pm peak hour). The report states that the proposed 112 apartment complex would general 745 trips/day (57 during the AM peak hour, and 69 during the PM peak hour).

The report states that 60 family homes would generate 60 trips during the PM peak trip period. It seems odd that, when doubling the amount of housing units, it would only generate an additional 9 trips in the PM peak trip hours. I find it very difficult to believe that a 112-unit

apartment complex would only generate 69 trips in the PM period. A more realistic estimate would be 85 – 100 PM trips, and this assumes that some tenants are using other forms of transportation (walking, busses, etc.).

It is a great idea that the City have a "Trip Generation Cap" as part of the proposal. **But, 70 PM trips is not even close to realistic, and it could even be almost twice that number if all 112 apartments have 2 vehicles. What happens if the City sets a cap, and then it is immediately exceeded by the new development?** Will the City tear down apartments? No, the City of Keizer will be left with increased traffic issues, further burdening the infrastructure of our city.

Comments on the Salem Keizer School District Summary of Comments:

The Salem Keizer School District (SKSD) was asked to review the application and comment on the effects on the three schools in the attendance area: Kennedy Elementary, Claggett Creek Middle School, and McNary High Schools.

Their report indicated that Kennedy School would increase by 23 students, Claggett Creek by 9 students, and McNary would increase by 9 students. This is a total of 41 students, for an apartment complex of 112 apartments.

When the Herber property was reviewed by the City Council in 2014, I met with the manager of the Keizer Terrace Apartments, Tammi Allen, on June 11, 2014. These apartments are located directly across the street from Kennedy Elementary School. There are a total of 153 units at this apartment complex. There are 53 2-bedroom 1 ½ bath townhome units, and 100 apartments: 24 1-bedroom (probably no children in these units), 28 2-bedroom, and 48 3-bedroom.

I then spoke on the phone with David Fridenmaker, Manager of the Facilities and Planning Department for the SKSD. I asked if the school district could determine the number of children attending the three local schools that lived in the Keizer Terrace Apartment Complex.

I received an email from him on June 12, 2014. There are 70 elementary students, 31 middle school students, and 23 high school students from the Keizer Terrace Area. This is a total of 124 students, which all walk to school from their homes.

So, 124 students from a 153-unit complex currently attend three local Keizer schools. A new, proposed 112-unit development is only estimated to have 41 students? Again, while there might be a "scientific basis" for the numbers based on references and calculations based on government reports, common sense would indicate that a very similar housing complex, located a few blocks from an elementary school, and walking distance to all three schools, would have more than 41 students.

In June 2014, the ratio of students to housing units at Keizer Terrace Apartments was 81%. I would think that ratio would be similar in June 2016. For the proposed new housing complex, a ratio of 81% would be 91 new students, not 28. Estimated changes in student enrollment would be 51 students for Kennedy Elementary, 20 students for Claggett Creek Middle School, and 20 students for McNary High School. With these increased numbers, sufficient school capacity does exist at the elementary and middle schools, but McNary would be at 105% of capacity – more students enrolled than the current school capacity. All the students in the elementary and middle schools will eventually move on to the high school, worsening the capacity issue at McNary.

Kids Walking to School:

With the addition of a minimum of 41 students, or potentially as many as 91 students, from the proposed new housing complex, safety concerns should be reviewed, as all of the children will be walking to school.

Will any part of Verda Lane be designated as a school zone? Portions of Wheatland Road are designated school zones, even though the school is not visible from Wheatland Road. This would change the speed to 20 mph, which could back up traffic coming off of the roundabout. Cars will be moving quickly when they leave the roundabout at Chemawa Road onto Verda. Then, they will have to stop quickly in order to allow for crossing guards, school crosswalks, etc., which will slow down/back up traffic, often during peak trip hours.

The Keizer Street "entrance" is proposed as 'Emergency Access Only' for the apartment complex, and May and Dixon streets will be designated as entrance/exit sites. Both of these streets do not have sidewalks, so students would be walking on the street, or in someone's yard, in order to attend Kennedy School. Some of the homes have ditches in front of them, which would force students on the street to walk to school. These streets will need significant improvements in order to be safe for children and families to walk to school.

Will a crosswalk be added at Dixon Street, which would cross Verda, and extend into the parking lot? A crossing guard will definitely need to be present during school start/ending hours, which has the potential to significantly impact traffic during the peak a.m. times.

Adding up to 97 students walking to school, even with new sidewalks on a small portion of Verda Lane, is a safety issue that should be addressed at this time. Possible traffic delay issues should also be addressed at this time. These issues were not addressed in the traffic study for the property.

The April 11, 2016 letter from the Salem Keizer School District also states "*Developer should provide paved walk route(s) to allow pedestrian and bicycle access to school(s) for all residences within the new development and should provide all improvements required by the City of Keizer where new transportation routes are established or existing transportation routes change, such as school flashers, crosswalks, and signage. As per ORS 119.115, when the walk zone review indicates "eligible for transportation due to hazard" the District requests that the City initiate a planning process with the District to identify the barriers and hazards to children walking or bicycling to and from school, determine if the hazards can be eliminated by physical or policy changes and include the hazard elimination in the City's planning and budgeting process.*"

The current proposal does not address these issues. The increased requirements and costs to the developer need to be specifically listed in their current proposal. The City of Keizer should not have to pay for infrastructure changes that are a direct result of a new apartment complex -the developer should pay these costs.

Roundabout:

The long-awaited roundabout is finally underway at the Chemawa Road/Verda Lane intersection. Traffic with a roundabout will change, in that traffic is constantly moving around and down the four streets. Currently, the traffic is 'stop and go,' which does allow for pauses in the stream of traffic. These pauses allow cars from the side streets to safely enter Verda Lane in both directions.

The current site plan drawing submitted by the applicant shows two main exits from the property, which

line up with the two streets on the other side: May and Dixon. The Kennedy Street "entrance" is designated for "Emergency Access Only."

May Street will be designated "full turning," and Dixon Street will be "right in/right out." However, will 100 cars really all wait to get in/out of the complex with one main driveway? The potential exists for cars to be using all 3 entrances/exits however they choose, with the chaos and potential accidents that will come with having such a large increase in traffic in a small location.

KEIZER → LOCK HAVEN
STATION

30 Rainbow
TRAILERS

112
HERBERS

VERDA

CHEMUNAWA

CHURCH

150

KEIZER

COBERT

MAY

NORAN

Kennedy

95

TRAILERS

CHURCH

SCHOOL

MOBILE HOMES

CHURCHES

SCHOOLS

405 APTS

175

DEARBORN

BRANDON

WIESNER

CRELAY

duplexes

verm
village

DIAMETER

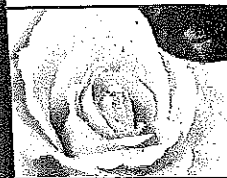
Tiffany
Place

CASCADE
Village

Exhibit 116

NOVEMBER 30, 2007, KEIZERTIMES, PAGE 1'S

Keizer Community



A Keizer pioneer passes

Rosalie Herber operated farm in town for decades

By JASON COX
Of the Keizertimes

Longtime Keizer resident and farmer Rosalie A. Herber died Tuesday, Nov. 20, 2007. She was 89.

She and late husband Joseph A. Herber operated Keizer View Dairy and lived in Keizer's oldest house. Their farm, between Dearborn Lane and Chemawa Road, still stands today, with cows grazing just blocks from the heart of the city.

Daughter Tyrene Denlinger, who still lives in Keizer, said the family plans to keep it as farmland as long as they can.

"I know a lot of people have always loved her farm there and the cattle being in the middle of town," Denlinger said. "We always hoped ... that would never change."

Over the course of her life Herber was a farmer, a school teacher and an active Keizer resident. Even though she was already in her 60s when Keizer incorporated in 1982, she served on the Parks Advisory Board for several years. When she left the board, she was made a lifetime member emeritus of the board.

Her volunteer work included the Daughters of the American Revolution, Daughters of Union Veterans of the Civil War, Business and Professional Womens Club, Home Extension, 4-H, scouting, the Keizer Art Association, Library Services Task Force, Keizer Pioneers and the Keizer Heritage Foundation.

She was particularly adamant about preserving the old Keizer



KEIZERTIMES/Jason Cox

Above, the Herbers' farm in the late 1940s. Pictured are, from left, Judi Peters, Rosalie Herber, Joe Herber Sr. (with Joe Jr.), Ralph Oldenkamp and Tyrene Denlinger. At right, Rosalie Herber and Denlinger. Far right, an undated photo of Herber.

She supported the political campaigns of both former city councilor Jerry McGee and current Mayor Lore Christopher, who used to give Herber a ride



HERBER, continued from Page 5

house. A cow has knocked down a campaign sign!"

He also remembered a "feisty" woman who "wouldn't take no for an answer."

"She told a story of chasing county workers off from Claggett Creek," McGee said. "They were doing something that was detrimental to her land and she chased them off with a shotgun!"

Born April 9, 1918 in Murdo, S.D., she was a schoolteacher at age 17 at Hilltop Breeze in South Dakota. She married Joseph Herber in her early 20s and the two moved to Vancouver, Wash., eventually settling in Keizer. Running the Keizer View Dairy, they delivered milk door-to-door, raised cattle and chickens, and grew strawberries and beans, and running a farm still in operation today.

She worked at the Oregon Deaf School for 16 years, earning an Oregon teaching degree and a master's degree in education at the Oregon College of Education (now Western Oregon University). She taught at St. Boniface in Sublimity and retired from Eugene Field in Silverton, going on to teach Sunday School at St. Edward Catholic church for many years.

Christopher recalled how Herber's teaching experience earned the admiration of new parks board members.

"She was always there early, and she stayed as long as she needed to," Christopher said. "... She had such a nice way of working with people."

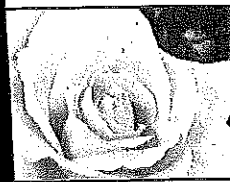
And while the city grew around her, the farm virtually stayed the same. She lived in the same house — Keizer's oldest house — for decades.

Herber told the Keizertimes in 1997 that she "enjoy(s) the land."

"Lots of people think it's crazy," Herber said in 1997. "They say, 'When are you going to get rid of those silly cows?' But I have no desire to sell the land."

She was preceded in death by her husband, Joseph A. Herber Sr., and grandson, Shawn Jeffrey Peters. Survivors include: four children, Tyrene Denlinger and Judith Peters of Keizer, Joseph

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She was particularly adamant about preserving the old Keizer Schoolhouse, now known as the Keizer Heritage Center, recalled her daughter.

"That was one of her goals and highlights for her," Denlinger said. "She loved the building and hated the idea of it getting torn down. She thought it would be something memorable for Keizer."



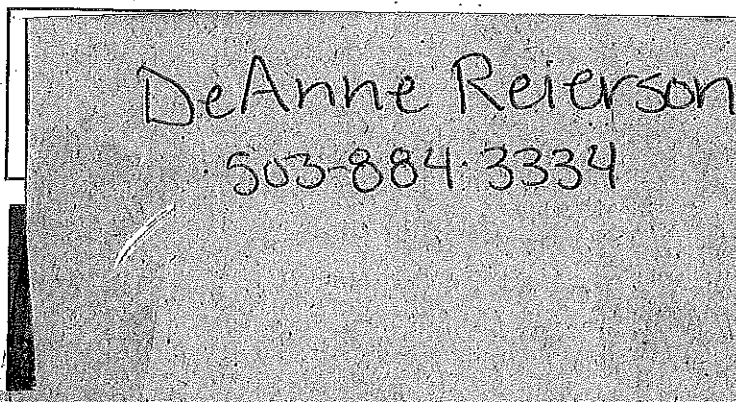
KEIZERTIMES/Jason Cox

Above, the Herbers' farm in the late 1940s. Pictured are, from left, Judi Peters, Rosalie Herber, Joe Herber Sr. (with Joe Jr.), Ralph Oldenkamp and Tyrene Denlinger. At right, Rosalie Herber and Denlinger. Far right, an undated photo of Herber.

She supported the political campaigns of both former city councilor Jerry McGee and current Mayor Lore Christopher, who used to give Herber a ride to the monthly Parks Advisory Board meetings.

"It's a special place - to drive by and see those cows," Christopher said. "When I was first campaigning to be mayor, I would call (husband Ron) and say, 'You need to go to Rosalie's

Please see HERBER, Page 15



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He also remembered a feisty woman who "wouldn't take no for an answer."

"She told a story of chasing county workers off from Claggett Creek," McGee said. "They were doing something that was detrimental to her land and she chased them off with a shotgun!"

Born April 9, 1918 in Murdo, S.D., she was a schoolteacher at age 17 at Hilltop Breeze in South Dakota. She married Joseph Herber in her early 20s and the two moved to Vancouver, Wash., eventually settling in Keizer. Running the Keizer View Dairy, they delivered milk door-to-door, raised cattle and chickens, and grew strawberries and beans, and running a farm still in operation today.

She worked at the Oregon Deaf School for 16 years, earning an Oregon teaching degree and a master's degree in education at the Oregon College of Education (now Western Oregon University). She taught at St. Boniface in Sublimity and retired from Eugene Field in Silverton, going on to teach Sunday School at St. Edward Catholic church for many years.

Christopher recalled how Herber's teaching experience earned the admiration of new parks board members.

"She was always there early, and she stayed as long as she needed to," Christopher said. "... She had such a nice way of working with people."

And while the city grew around her, the farm virtually stayed the same. She lived in the same house - Keizer's oldest house - for decades.

Herber told the Keizertimes in 1997 that she "enjoy(s) the land."

"Lots of people think it's crazy," Herber said in 1997. "They say, 'When are you going to get rid of those silly cows?' But I have no desire to sell the land."

She was preceded in death by her husband, Joseph A. Herber Sr., and grandson, Shawn Jeffrey Peters. Survivors include: four children, Tyrene Denlinger and Judith Peters of Keizer, Joseph Herber Jr. of Portland and Mary Mize of McMinnville; siblings, Joe Waltman of Canby, Ore.; Phyllis Bronson of Salem and Monica Masten of Everett, Wash.; eight grandchildren; and 11 great-grandchildren.

Funeral services were held Saturday, Nov. 24, at St. Edward's Catholic Church. Interment was in City View Cemetery. Arrangements were by Keizer Funeral Chapel.