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

A G E N D A

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, June 15, 2009
6:30 p.m.
Keizer Civic Center - Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC TESTIMONY**

   This time is provided for citizens to address the Urban Renewal Agency on any matter not scheduled for public hearing.

4. **PUBLIC HEARING**

   a. **RESOLUTION – Adopting FY 2009-2010 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment**

5. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION – Authorization for Appropriation Transfer**

6. **CONSENT CALENDAR**

   a. **Keizer Urban Renewal Board Appointment – Position #6 – Douglas Tookey**

7. **OTHER BUSINESS**

   This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency that are not on tonight's agenda.

8 **AGENDA INPUT**

9. **ADJOURN**

[redacted]

BOARD MEETING: June 15, 2009

AGENDA ITEM NUMBER: ______________

TO: CHAIR CHRISTOPHER AND BOARD MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2009-2010 BUDGET, MAKING APPROPRIATIONS, AND DECLARING TAX INCREMENT

BACKGROUND:

On May 12, 2009, the Budget Committee convened, received the City Manager's Budget Message for Fiscal Year 2009-2010, received public testimony from interested parties, deliberated on the Urban Renewal Budget and passed the Committee Approved Budget (Attachment #1).

ISSUES AND FISCAL IMPACT:

Tonight the Agency has scheduled a public hearing to receive additional citizen input on the Fiscal Year 2009-2010 Committee Approved Budget. After the hearing, the Board may adjust the approved budget as follows:

- Reduce the amount of tax increment revenue to be received
- Adjust estimates of resources and requirements
- Raise expenditures in any fund up to $5,000 or 10 percent, whichever is greater

By state law, the Board must adopt the upcoming fiscal year budget by June 30, 2009.

RECOMMENDATION:

Staff recommends the Board open the public hearing and receive testimony on the Fiscal Year 2009-2010 Urban Renewal Agency Budget. After all testimony has been received, staff recommends the Board close the public hearing and begin deliberations on the Fiscal Year 2009-2010 Budget as it so chooses. Finally, staff recommends that the Board adopt the attached Budget Resolution for Fiscal Year 2009-2010, with amendments if any.

KEIZER URBAN RENEWAL AGENCY, STATE OF OREGON

RESOLUTION UR2009-______

ADOPTING THE FY09-10 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND DECLARING TAX INCREMENT REVENUE

BE IT RESOLVED, that the Board of Directors of the Keizer Urban Renewal Agency hereby adopts the budget for fiscal year 2009-2010 in the sum of $6,025,000 now on file at Keizer City Hall.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2009 and for the purposes shown below are hereby appropriated:

Tax Increment Fund			
	Debt Service	$ 4,650,000	
TOTAL TAX INCREMENT FUND			**$4,650,000**
Project Fund			
	Personal Services	$93,900	
	Materials & Services	9,100	
	Capital Outlay	952,700	
	Special Payments	280,900	
	Contingency	38,400	
TOTAL PROJECT FUND			**$1,375,000**
TOTAL ALL FUNDS			**$6,025,000**

BE IT FURTHER RESOLVED that the Board of Directors of the Keizer Urban Renewal Agency hereby resolves to certify to the county assessor for the North River Road Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution with no amount to be raised through the imposition of a special levy.

BE IT FURTHER RESOLVED that no taxes will be imposed from a Special Levy.

PASSED this _____ day of _________________________, 2009.

SIGNED this _____ day of __________________________, 2009.

____
Chair

____
City Recorder

SPECIAL REVENUE FUNDS

URBAN RENEWAL AGENCY

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ 1,852,354	$ 3,690,160	$ 1,174,300	$ 1,602,400	***Working Capital Carryforward***	$ 1,320,100	$ 1,320,100	
				TAXES & ASSESSMENTS			
2,791,901	3,290,705	3,617,700	3,708,200	Tax Increment Revenue	3,804,600	3,804,600	
146,524	118,773	103,500	141,600	Prior Year Taxes	133,200	133,200	
$ 2,938,425	$ 3,409,478	$ 3,721,200	$ 3,849,800	TOTAL TAXES & ASSESSMENTS	$ 3,937,800	$ 3,937,800	
				DEBT PROCEEDS			
-	6,539,000	2,835,400	-	Loan Proceeds	850,000	850,000	
-	-	9,505,700	12,260,000	Bond Proceeds	-	-	
$ -	$ 6,539,000	$ 12,341,100	$ 12,260,000	TOTAL DEBT PROCEEDS	$ 850,000	$ 850,000	
				MISCELLANEOUS			
154,008	193,296	257,800	34,200	Interest	21,600	21,600	
$ 154,008	$ 193,296	$ 257,800	$ 34,200	TOTAL MISCELLANEOUS	$ 21,600	$ 21,600	
				INTERGOVERNMENTAL			
103,392	-	-	-	Reimbursements from City of Keizer	-	-	
$ 5,048,179	$ 13,831,934	$ 17,494,400	$ 17,746,400	**TOTAL RESOURCES**	$ 6,129,500	$ 6,129,500	
				REQUIREMENTS			
				EXPENDITURES			
$ 255,630	$ 273,515	$ 310,000	$ 310,400	Personnel Services	$ 93,900	$ 93,900	
102,231	70,757	92,200	84,000	Materials & Services	9,100	9,100	
997,352	5,345,130	12,411,500	12,411,300	Capital Outlay	952,700	952,700	
-	6,540,090	3,404,100	3,600,000	Debt Service	4,650,000	4,650,000	
-	-	40,300	-	Contingency	38,400	38,400	
$ 1,355,213	$ 12,229,492	$ 16,258,100	$ 16,405,700	TOTAL EXPENDITURES	$ 5,744,100	$ 5,744,100	
				SPECIAL PAYMENTS			
2,806	-	20,600	20,600	Reimbursement to City of Keizer	281,100	280,900	
				FUND BALANCE			
-	-	812,500	-	Restricted for Debt Service	-	-	
3,690,160	1,602,442	403,200	1,320,100	Unrestricted Ending Fund Balance	104,300	104,500	
$ 5,048,179	$ 13,831,934	$ 17,494,400	$ 17,746,400	**TOTAL REQUIREMENTS**	$ 6,129,500	$ 6,129,500	

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 1,473,449	$ 265,043	$ 786,700	$ 1,163,000	***Working Capital Carryforward***	$ 602,700	$ 602,700	
2								
3					***DEBT PROCEEDS***			
4	-	6,539,000	2,835,400	-	Loan Proceeds	850,000	850,000	
5	-	-	9,505,700	12,260,000	Bond Proceeds	-	-	
6	$ -	$ 6,539,000	$ 12,341,100	$ 12,260,000	TOTAL DEBT PROCEEDS	$ 850,000	$ 850,000	
7								
8					***MISCELLANEOUS***			
9	46,221	48,377	150,000	6,000	Interest	5,000	5,000	
10	$ 46,221	$ 48,377	$ 150,000	$ 6,000	TOTAL MISCELLANEOUS	$ 5,000	$ 5,000	
11								
12					***INTERGOVERNMENTAL***			
13	103,392	-	-	-	Reimbursement from Keizer Station LID Fund	-	-	
14								
15	$ 1,623,062	$ 6,852,420	$ 13,277,800	$ 13,429,000	**TOTAL RESOURCES**	$ 1,457,700	$ 1,457,700	

Notes:

4 Loan proceeds are funds borrowed to help pay administrative costs and project expenses in the upcoming year. Tax increment revenues from the Tax Increment Fund are used to repay the debt.

9 Urban Renewal cash balances are pooled with City funds and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

URBAN RENEWAL PROJECT FUND

REQUIREMENTS

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
16					***PERSONNEL SERVICES***			
17	$ 50,648	$ 54,625	$ 58,100	$ 58,100	City Manager (2)	$ -	$ -	
18	-	2,257	18,200	18,200	Assistant to City Manager (4)	-	-	
19	18,771	15,174	15,700	15,700	Public Works Director	5,400	5,400	
20	3,677	3,963	4,100	4,100	Public Works Superintendent	4,300	4,300	
21	-	-	-	-	Municipal Utility Worker	3,300	3,300	
22	6,670	7,117	7,100	7,100	City Recorder (5)	-	-	
23	31,857	35,030	37,300	37,300	Community Development Director	39,600	39,600	
24	-	4,647	4,900	4,900	Associate Planner	5,400	5,400	
25	5,735	5,630	6,000	6,000	Senior Planner	6,400	6,400	
26	32,709	34,448	36,300	35,300	Administrative Support Staff	4,500	4,500	
27	1,475	1,575	1,700	1,700	Network Administrator (4)	-	-	
28	2,553	3,544	2,400	2,400	Human Resources Director (6)	-	-	
29	24,469	24,086	24,900	24,900	Finance Director (7)	-	-	
30	3,603	3,847	4,100	4,100	Facility Maintenance Worker (8)	-	-	
31	-	-	-	1,400	Cell Phone Stipend	500	500	
32	26	171	500	500	Overtime	400	400	
33	4,600	4,600	4,600	4,600	Vehicle Allowance/Tuition Assistance (2)	-	-	
34	2,860	3,067	3,500	3,500	Medicare	1,100	1,100	
35	40,436	40,547	45,800	45,800	Retirement	12,300	12,300	
36	25,143	28,579	34,100	34,100	Insurance Benefits	10,500	10,500	
37	398	608	700	700	Workers Compensation	200	200	
38	$ 255,630	$ 273,515	$ 310,000	$ 310,400	TOTAL PERSONNEL SERVICES	$ 93,900	$ 93,900	

Notes:

16 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

16 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

16 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

26 Beginning FY09-10, Administrative Support Staff includes Community Development staff only. General administrative staff are in the Internal Services Section of the budget.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
39					***MATERIALS & SERVICES***			
40	$ 1,700	$ 1,769	$ 2,000	1,800	Materials & Supplies	$ 2,000	$ 2,000	
41	161	65	100	100	Safety and Wellness (6)	-	-	
42	1,430	1,082	1,600	1,500	Postage & Printing	1,600	1,600	
43	1,225	1,580	1,800	1,800	Association Memberships (1)	-	-	
44	-	-	300	300	Association Memberships* - Ethics Commission	300	300	
45	3,916	6,636	7,900	7,900	Training & Travel (2)-(8)	1,200	1,200	
46	200	225	200	300	Board Expenses (1)	-	-	
47	776	851	1,100	1,100	Advertising	1,100	1,100	
48	35,287	30,964	45,300	45,300	Legal Services (3)	-	-	
49	281	457	500	300	Labor Attorney (6)	-	-	
50	18,569	5,031	5,900	1,100	Contractual Services (1)	-	-	
51	6,291	7,540	9,200	9,200	Audit (7)	-	-	
52	1,101	1,240	1,600	1,600	Janitorial (8)	-	-	
53	691	815	800	800	Gas & Electricity (8)	-	-	
54	923	1,476	1,700	1,700	Telephone (4)	-	-	
55	275	358	400	300	Liability Insurance (1)	-	-	
56	4,177	5,547	5,000	4,500	Computer Software (4)	-	-	
57	649	498	800	800	Equipment Maintenance (4)	-	-	
58	655	430	600	600	Facility Maintenance (8)	-	-	
59	23,371	2,284	2,500	2,500	Engineering	2,500	2,500	
60	20	11	100	100	Medical Testing	-	-	
61	527	1,852	2,800	400	Bond Issue Costs - Overnight Debt	400	400	
62	6	46	-	-	Miscellaneous	-	-	
63	$ 102,231	$ 70,757	$ 92,200	$ 84,000	TOTAL MATERIALS & SERVICES	$ 9,100	$ 9,100	

Notes:

39 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

- (1) Administration
- (2) City Manager
- (3) City Attorney
- (4) Asst to the City Manager & IT
- (5) City Recorder
- (6) Human Resources
- (7) Finance
- (8) Civic Center Facilities

42 Postage costs are expected to increase 5% in FY09-10.

47 Advertising costs are for legal notices for budget hearings and property improvement issues.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
64					***CAPITAL OUTLAY***			
65	$ 528	$ -	$ -	$ -	Street Improvements	$ -	$ -	
66	(330)	-	50,000	50,000	Gateway/Signage (RRR)	50,000	50,000	
67	-	-		-	Crosswalks - ADA Standards	-	-	
68	-	-	-	300	Aerial Photos	-	-	
69	3,099	2,983	5,000	4,400	Computer Hardware	-	-	
70	153,470	-	200,000	200,000	Grant Programs (RRR)	200,000	200,000	
71	262,531	36	-	100	Property Acquisition & Development	-	-	
72	127,346	148,569	300,000	300,000	River Road Renaissance Projects	300,000	300,000	
73	7,008	7,184	-	-	Master Plans	-	-	
74	443,700	5,186,358	11,856,500	11,856,500	Civic Center	402,700	402,700	
75	$ 997,352	$ 5,345,130	$ 12,411,500	$ 12,411,300	TOTAL CAPITAL OUTLAY	$ 952,700	$ 952,700	
76								
77	-	-	40,300	-	Contingency	38,400	38,400	
78								
79					***SPECIAL PAYMENTS***			
80	2,806	-	20,600	20,600	Reimbursement to City of Keizer	281,100	280,900	
81	$ 2,806	$ -	$ 20,600	$ 20,600	TOTAL SPECIAL PAYMENTS	$ 281,100	$ 280,900	
82								
83					***FUND BALANCE***			
84	265,043	1,163,018	403,200	602,700	Unrestricted Ending Fund Balance	82,500	82,700	
85								
86	$ 1,623,062	$ 6,852,420	$ 13,277,800	$ 13,429,000	**TOTAL REQUIREMENTS**	$ 1,457,700	$ 1,457,700	

Notes:

66 Gateway/Signage expenses are part of the River Road Renaissance Project Costs.

70 Grant programs are part of the River Road Renaissance project costs and are the District's matching funds to local businesses who participate in property enhancements such as landscaping.

74 The Civic Center expenses for FY09-10 include completion of the new building and construction of the Civic Center parking lot.

77 Contingency is 10% of Operating Costs (Personnel Services, Materials & Services and Special Payments) and is only to be used for unanticipated Operating Costs that were not known at the time the budget was adopted.

81 The Special Payment to the City of Keizer Internal Services Fund is to pay the Urban Renewal Funds share of administrative costs.

SPECIAL REVENUE FUND

URBAN RENEWAL TAX INCREMENT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 378,905	$ 3,425,117	$ 387,600	$ 439,400	***Working Capital Carryforward***	$ 717,400	$ 717,400	
2								
3					***TAXES & ASSESSMENTS***			
4	2,791,901	3,290,705	3,617,700	3,708,200	Tax Increment Revenue	3,804,600	3,804,600	
5	146,524	118,773	103,500	141,600	Prior Year Taxes	133,200	133,200	
6	2,938,425	3,409,478	3,721,200	3,849,800	TOTAL TAXES & ASSESSMENTS	$3,937,800	3,937,800	
7								
8					***MISCELLANEOUS***			
9	107,787	144,919	107,800	28,200	Interest	16,600	16,600	
10								
11	$ 3,425,117	$ 6,979,514	$ 4,216,600	$ 4,317,400	**TOTAL RESOURCES**	$ 4,671,800	$ 4,671,800	
12								
13					**REQUIREMENTS**			
14								
15					***DEBT SERVICE***			
16	$ -	$ 1,090	$ 568,700	$ 100,000	Interest	$ 150,000	150,000	
17		6,539,000	2,835,400	-	Loan Payment	850,000	850,000	
18	-	-	-	3,500,000	Bond Principal Payment	3,650,000	3,650,000	
19	$ -	$ 6,540,090	$ 3,404,100	$ 3,600,000	TOTAL DEBT SERVICE	$ 4,650,000	$ 4,650,000	
20								
21					***FUND BALANCE***			
22	-	-	812,500	-	Restricted for Debt Service	-	-	
23	3,425,117	439,424	-	717,400	Unrestricted Ending Fund Balance	21,800	21,800	
24								
25	$ 3,425,117	$ 6,979,514	$ 4,216,600	$ 4,317,400	**TOTAL REQUIREMENTS**	$ 4,671,800	$ 4,671,800	

Notes:

4 Tax increment revenues are expected to increase 2.6% over FY08-09 actual receipts. This includes 3% for increases in valuation, .01% (one-tenth of one percent) for new development less 7.9% estimated uncollected by fiscal year end. FY08-09 uncollected taxes are estimated to be 7.4% of amounts levied; up from 6.5% in FY07-08 likely due to the economic downturn.

5 Delinquent tax payments from property taxpayers increase each year with the amount of Tax Increment Revenue apportioned to Urban Renewal.

17 Tax Increment Fund moneys are restricted for debt service payments. Typically, each year overnight debt is issued to bring cash into the Project Fund. The debt is paid from the Tax Increment Fund.

18 The bond principal payment is to pay down on the line-of-credit issued in FY08-09 which partially funds the civic center.

BOARD MEETING: **June 15, 2009**

AGENDA ITEM NUMBER: ________________

TO: **CHAIR CHRISTOPHER AND BOARD MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, CPA**
FINANCE DIRECTOR

SUBJECT: Authorization for Appropriation Transfer

ISSUE: Oregon Budget Law allows for the transfer of appropriations within a fund during the fiscal year and for the appropriation of pass-through revenues during the fiscal year (ORS 294.450);

Oregon Budget Law further provides that a resolution or ordinance be passed to provide authority for the expenditure of these funds.

The attached resolution identifies the budget adjustments needed and a brief description of each adjustment.

FISCAL IMPACT: The adjustments specified in the attached resolution were anticipated in finalizing the fiscal year 2009-2010 budget.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the expenditure of funds as described above.

KEIZER URBAN RENEWAL AGENCY, STATE OF OREGON

Resolution UR2009-_____

AUTHORIZATION FOR APPROPRIATION TRANSFER

WHEREAS ORS 294.450 allows for the transfer of appropriation authority within a fund during the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Keizer Urban Renewal Agency, that the following appropriations be made for fiscal year ending June 30, 2009:

	Increase	Decrease
Urban Renewal Project Fund – Personnel Services	**$1,600**	
Urban Renewal Project Fund – Materials & Services		**$1,600**

Funds are needed to cover costs associated with the cell phone stipend initiated in FY08-09. Sufficient savings are available from the Materials & Services (Contractual Services line item) to cover this expense.

	Increase	Decrease
Urban Renewal Project Fund – Special Payments	**$15,400**	
Urban Renewal Project Fund – Capital Outlay		**$15,400**

$14,700 is needed to cover costs associated with relocating the water fill station from Bailey to Rickman to construct the Civic Center. Sufficient funds are available in the Civic Center Capital Outlay budget to cover this expense.
$700 is needed to cover unanticipated costs for Civic Center furnishings. Sufficient savings are available from the Materials & Services (Contractual Services line item) to cover this expense.

	Increase	Decrease
Urban Renewal Tax Increment Fund – Debt Service	**$138,000**	
Urban Renewal Tax Increment Fund – Debt Reserve		**$138,000**

The District issued a line of credit during the year. A debt reserve was not required for this borrowing as anticipated when the budget was adopted. Consequently, additional funds became available to pay down on the debt during the year.

PASSED this _____ day of ___________________, 2009

SIGNED this _____ day of ___________________, 2009

____
Chair

____
City Recorder

URBAN RENEWAL AGENCY MEETING : June 15, 2009

AGENDA ITEM NUMBER:_____________

TO: **CHAIR CHRISTOPHER AND AGENCY MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **TRACY L. DAVIS, MMC**
CITY RECORDER

SUBJECT: **KEIZER URBAN RENEWAL BOARD APPOINTMENT**

ISSUE:

On February 1st, the Keizer Urban Renewal Board term of Christine Dieker expired. Ms. Dieker was serving in Board position number 6. A press release was distributed requesting interested volunteers to submit applications for this opening. At the May 28th meeting of the Volunteer Coordinating Committee two applications were reviewed. The Committee recommended the appointment of Douglas Tookey.

RECOMMENDATION:

It is recommended the Agency accept the recommendation of the Volunteer Coordinating Committee and appoint Douglas Tookey to position number 6 on the Keizer Urban Renewal Board.

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

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION

Monday, June 15, 2009
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **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.

5. **PUBLIC HEARINGS**

   a. **RESOLUTION – Adopting FY 2009-2010 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes**

6. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION – Authorization for Appropriation Transfer**

   b. **RESOLUTION – Authorization for City Manager to Sign Interagency Agreement for Distribution of 9-1-1 Tax Revenues**

   c. **RESOLUTION – Authorization for Inter Fund Borrowing**

   d. **Neighborhood Association Expense**

   e. **Response to Marion County Population Projections**

7. **CONSENT CALENDAR**

   a. **RESOLUTION – Declaring the City's Election to Receive State Shared Revenues**
      RESOLUTION – Certifying the City of Keizer Provides Four or More Services

   b. **Change of Ownership – Ringo's Tavern Liquor License**

   c. **Change of Privilege – Good Times Liquor License**

d. **RESOLUTION – Initiating New Day Subdivision Street Lighting District**

e. **Authorization to Apply for and Accept Justice Assistant Grant Funds**

f. **Authorization to Apply for and Accept Justice Assistant Grant Funds for FY 2009 Local Solicitation**

g. **Approval of May 4, 2009 Regular Session Minutes**

8. COMMITTEE REPORTS

a. **PROCLAMATION – Recognition of Service – Keizer Fire District Board Member Mark Miedema**

b. **Abbie McKenzie Essay**

9. 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.

a. **New Business or Old Business Issues**

10. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

11. AGENDA INPUT

July 6, 2009
7:00 p.m. City Council Meeting

July 13, 2009
5:45 p.m. – City Council Work Session
- **KROC Center Tour**

July 20, 2009
7:00 p.m. City Council Meeting
- **Keizer Compass Visioning Presentation**

12. ADJOURNMENT

CITY COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER: __________________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2009-2010 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

BACKGROUND:

On May 5, 2009, the Budget Committee convened and received the City Manager's Budget Message for Fiscal Year 2009-2010, received public testimony from interested parties and began deliberations on the City Budget. On May 7th, and May 12th the Committee received additional public testimony and continued deliberations. The Budget Committee concluded its deliberations on May12, 2009 and passed the Committee Approved Budget (Attachment #1).

ISSUES AND FISCAL IMPACT:

Tonight the City has scheduled a public hearing to receive additional citizen input on the Fiscal Year 2009-2010 Committee Approved Budget. After the hearing, the Council may adjust the approved budget as follows:

- Reduce the tax rate or amount (maximum $2.0838 per $1000 of assessed value)
- Adjust estimates of resources and requirements
- Raise expenditures in any fund up to $5,000 or 10 percent, whichever is greater

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2009. After the Committee Approved Budget passed on May 12, 2009, staff identified the need for the following budget adjustments:

- The General Fund Police Department budget inadvertently did not designate funds for ongoing Office Equipment Rental expenses for $9,000. Staff anticipates sufficient savings in the janitorial line item in the FY08-09 budget to cover this expense. These savings will carry over as working capital Carryforward.

- The Police Department as an opportunity to receive an additional $16,400 in Federal Grant funds for Police Officer Equipment. This amount is in addition to the $67,400 designated in the Revenue Sharing fund for Police Grants.

- Staff budgeted $8,000 in FY08-09 for a computer connection to the Police Department's Digital Processing room. Staff does not anticipate expending these funds until FY09-10 and recommends a carryover of this amount.

- The Committee Approved budget identifies $99,000 in the Street Fund Capital Outlay Street Resurfacing line item as a projected expenditure for FY08-09. These are matching funds for a Federal Aid project. Staff does not anticipate expending these funds until FY09-10 and recommends a carryover of this amount.

RECOMMENDATION:

Staff recommends that the City Council open the public hearing and receive testimony on the Fiscal Year 2009-2010 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 2009-2010 (which includes the four budget adjustments identified above), with amendments if any.

CITY OF KEIZER, STATE OF OREGON

RESOLUTION R2009-______

ADOPTING THE FY09-10 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 2009-10 in the sum of $27,654,600 now on file at City Hall.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2009, and for the purposes shown below are hereby appropriated:

General Fund			
	General Services	139,100	
	Parks	319,000	
	Community Development	530,400	
	Police	5,554,400	
	Municipal Court	245,100	
	Transfers	1,343,500	
	Contingency	30,000	
TOTAL GENERAL FUND			**$8,161,500**
Revenue Sharing			
	Capital Outlay	331,200	
TOTAL REVENUE SHARING			**331,200**
Public Education Government			
	Materials & Services	61,800	
	Transfers Out	1,200	
	Contingency	60,000	
TOTAL PUBLIC EDUCATION GOVERNEMENT			**123,000**
911 Communications			
	Materials & Services	435,200	
TOTAL 911 COMMUNICATIONS			**435,200**
Law Enforcement Grant Fund			
	Materials & Services	25,000	
	Capital Outlay	25,000	
TOTAL LAW ENFORCEMENT GRANT FUNDS			**50,000**
Internal Services Fund			
	Personnel Services	1,355,600	
	Materials & Services	636,100	
	Capital Outlay	52,300	
TOTAL Internal Services Fund			**2,044,000**

Parks Improvement	Materials & Services Capital Outlay Transfers Out	2,400 644,800 20,900	
TOTAL PARKS IMPROVEMENT			**668,100**
Keizer Rotary Amphitheater	Materials & Services Capital Outlay	5,000 1,000	
TOTAL KEIZER ROTARY AMPHITHEATER			**6,000**
Keizer Station LID	Materials & Services Debt Service Transfers Out	2,000 2,264,000 2,600	
TOTAL KEIZER STATION LID			**2,268,600**
Transportation Improvement	Capital Outlay Transfers Out	1,390,000 200	
TOTAL TRANSPORTATION IMPROVEMENT			**1,390,200**
Housing Services	Materials & Services	260,500	
TOTAL HOUSING SERVICES			**260,500**
Street	Personnel Services Materials & Services Capital Outlay Debt Service Transfers Out Contingency	240,500 465,600 629,000 210,200 360,600 69,000	
TOTAL STREET			**1,974,900**
Sewer	Personnel Services Materials & Services Transfers Out Contingency	137,200 4,360,700 137,000 15,800	
TOTAL SEWER			**4,650,700**

Water	Personnel Services Materials & Services Capital Outlay Debt Service Transfers Out Contingency	997,900 749,700 26,300 231,900 431,000 88,700	
TOTAL WATER			**2,525,500**
Water Facility Replacement Reserve	Capital Outlay	560,000	
TOTAL WATER FACILITY REPLACEMENT RESERVE			**560,000**
Street Lighting Districts	Personnel Services Materials & Services Contingency Transfers Out	19,900 366,000 21,000 35,000	
TOTAL STREET LIGHTING			**441,900**
Storm Water Utility	Personnel Services Materials & Services Capital Outlay Contingency Transfers Out	336,600 131,100 86,500 50,000 74,100	
STORM WATER UTILITY			**678,300**
Sewer Reserve	Capital Outlay	1,032,900	
TOTAL SEWER RESERVE			**1,032,900**
Community Center	Materials & Services Transfers Out	14,400 37,600	
TOTAL COMMUNITY CENTER			**52,000**
TOTAL ALL FUNDS			**$27,654,500**

BE IT FURTHER RESOLVED that the City Council of the City of Keizer hereby imposes the taxes provided for in the adopted budget at the rate of $2.0838 per $1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2009-10 upon the assessed value of all taxable property within the district.

General Government

General Fund $2.0838/$1000

PASSED this _____ day of ________________________, 2009.

SIGNED this _____ day of _________________________, 2009.

____
Mayor

____
City Recorder

ALL FUNDS COMBINED

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 10,145,610	$ 10,226,952	$ 12,952,700	$ 14,284,200	***Working Capital Carryforward***	$ 12,061,700	$ 12,061,700	
2	3,639,570	5,948,263	5,159,000	4,556,600	Taxes & Assessments	4,665,800	4,665,800	
3	2,893,616	3,532,599	3,277,000	3,034,700	Licenses & Fees	3,014,800	3,014,800	
4	7,273,400	3,047,712	3,086,600	2,915,000	Intergovernmental	3,357,100	3,356,900	
5	654,136	652,000	689,200	589,300	Fines & Forfeits	571,600	571,600	
6	7,434,305	7,057,279	7,371,300	7,080,200	Charges for Services	7,196,500	7,196,500	
7	-	26,810,000	-	-	Bond Proceeds	-	-	
8	1,694,791	1,495,482	2,684,700	2,122,100	Miscellaneous	1,916,800	1,928,800	
9	1,040,229	307,047	2,682,600	2,748,400	Transfers In	2,436,400	2,435,700	
10	$ 34,775,657	$ 59,077,334	$ 37,903,100	$ 37,330,500	**TOTAL RESOURCES**	$ 35,220,700	$ 35,231,800	
11								
12					**REQUIREMENTS**			
13								
14					***EXPENDITURES***			
15	$ 6,651,975	$ 7,202,160	$ 8,048,800	$ 7,921,400	Personnel Services	$ 8,704,800	$ 8,697,200	
16	7,379,446	7,988,719	8,666,700	8,069,600	Materials & Services	8,641,500	8,657,500	
17	8,005,563	4,070,937	7,670,000	3,823,300	Capital Outlay	4,524,700	4,752,100	
18	1,368,072	25,227,023	2,873,700	2,706,100	Debt Service	2,706,100	2,706,100	
19	-	-	331,700	-	Contingency	265,500	265,500	
20	$ 23,405,056	$ 44,488,839	$ 27,590,900	$ 22,520,400	**TOTAL EXPENDITURES**	$ 24,842,600	$ 25,078,400	
21								
22	1,040,229	307,046	2,682,600	2,748,400	Transfers Out	2,436,400	2,435,700	
23	103,392	-	-	-	Special Payment to Urban Renewal Project Fu	-	-	
24								
25					***FUND BALANCE***			
26	-	-	3,293,500	3,286,000	Restricted Fund Balance	3,387,800	3,387,800	
27	10,226,980	14,281,449	4,336,100	8,775,700	Unrestricted Ending Fund Balances	4,553,900	4,329,900	
28	$ 10,226,980	$ 14,281,449	$ 7,629,600	$ 12,061,700	**TOTAL FUND BALANCE**	$ 7,941,700	$ 7,717,700	
29								
30	$ 34,775,657	$ 59,077,334	$ 37,903,100	$ 37,330,500	**TOTAL REQUIREMENTS**	$ 35,220,700	$ 35,231,800	

GENERAL FUND SUMMARY

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ 1,469,416	$ 1,968,775	$ 1,942,500	$ 2,291,200	***Working Capital Carryforward***	$ 1,529,600	$ 1,529,600	
3,228,652	3,323,281	3,448,300	3,430,300	Taxes & Assessments	3,505,400	3,505,400	
2,387,069	2,450,654	2,480,900	2,420,800	Licenses & Fees	2,403,000	2,403,000	
9,857	11,006	19,800	10,000	Charges for Services	10,000	10,000	
735,656	770,233	741,800	758,400	Intergovernmental	1,051,200	1,051,200	
654,136	652,000	689,200	589,300	Fines & Forfeits	571,600	571,600	
281,450	301,892	275,000	218,700	Miscellaneous	170,700	182,700	
5,247	-	130,000	49,600	Transfers In	-	-	
$ 8,771,483	$ 9,477,841	$ 9,727,500	$ 9,768,300	**TOTAL RESOURCES**	$ 9,241,500	$ 9,253,500	
				REQUIREMENTS			
				EXPENDITURES			
$ 5,143,648	$ 5,572,103	$ 6,032,500	$ 5,905,300	Personnel Services	$ 5,616,200	$ 5,609,500	
1,397,552	1,545,942	1,606,700	1,419,500	Materials & Services	1,126,000	1,142,000	
30,880	17,000	56,500	53,200	Capital Outlay	25,400	27,500	
-	-	59,600	-	Contingency	30,000	30,000	
$ 6,572,080	$ 7,135,045	$ 7,755,300	$ 7,378,000	**TOTAL EXPENDITURES**	$ 6,797,600	$ 6,809,000	
$ 230,599	$ 51,540	$ 825,400	$ 860,700	***TRANSFERS OUT***	$ 1,336,100	$ 1,335,600	
				FUND BALANCE			
-	-	32,800	25,300	Restricted Fund Balance	45,900	45,900	
1,968,804	2,291,256	1,114,000	1,504,300	Unrestricted Ending Fund Balances	1,061,900	1,063,000	
$ 8,771,483	$ 9,477,841	$ 9,727,500	$ 9,768,300	**TOTAL REQUIREMENTS**	$ 9,241,500	$ 9,253,500	

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1	$ 1,451,931	$ 1,918,264	$ 1,929,200	$ 2,270,600	***Working Capital Carryforward***	$ 1,507,500	$ 1,507,500	
2								
3					***TAXES***			
4	$ 75,964	$ 79,710	$ 79,200	$ 76,300	Hotel/Motel Tax	$ 76,300	$ 76,300	
5	125,295	110,634	112,500	127,000	Prior Year Taxes	116,000	116,000	
6	3,027,393	3,132,937	3,256,600	3,227,000	Tax Base	3,313,100	3,313,100	
7	$ 3,228,652	$ 3,323,281	$ 3,448,300	$ 3,430,300	TOTAL TAXES	$ 3,505,400	$ 3,505,400	
8								
9					***LICENSES & FEES***			
10	$ 258,995	$ 268,936	$ 288,000	$ 267,100	Salem Electric Franchise Tax	$ 267,100	$ 267,100	
11	580,987	671,435	675,000	667,100	PGE Franchise Tax	667,100	667,100	
12	449,793	447,183	449,700	438,700	NW Natural Franchise Tax	438,700	438,700	
13	157,849	134,939	137,400	116,500	Telephone Franchise Tax	99,000	99,000	
14	308,741	315,969	306,900	344,900	Cable Television Franchise Tax	344,900	344,900	
15	105,000	105,664	107,200	103,400	Loren's Sanitation Franchise Tax	103,400	103,400	
16	81,236	83,132	83,900	80,100	Valley Recycling Franchise Tax	80,100	80,100	
17	126,766	129,124	132,600	125,200	Water Sales Assessments	125,200	125,200	
18	214,601	228,925	235,400	235,800	Sewer License Fee	230,800	230,800	
19	2,365	2,810	2,500	2,500	Liquor Licenses	2,500	2,500	
20	36,590	18,766	16,700	15,200	Lien Search Fee	15,200	15,200	
21	$ 2,322,923	$ 2,406,883	$ 2,435,300	$ 2,396,500	Total Licenses & Fees	$ 2,374,000	$ 2,374,000	

Notes:

5 Property tax revenues are expected to increase 3% over current year actual receipts. This includes 3% for increases in valuation (the maximum allowed by Ballot Measure 50), .02% (two-tenths of one percent) for new development less 7.5% estimated uncollected by fiscal year end. FY08-09 uncollected taxes equal 8.0% of amounts levied; up from 6.5% in FY07-08 likely due to the economic downturn.

9 Franchise revenues steadily increased over the past several years, peaked in FY07-08 and are down slightly in FY08-09. FY09-10 projections anticipate revenues to be equal to FY08-09, except as noted below.

13 Telephone franchise revenues continue to decline (15% per year for the past two years) as more users switch from landlines to cellular phones which are not subject to franchise tax. FY09-10 revenue projections are based on a 15% reduction over FY08-09 projected revenues.

17 Water sales assessments are 5% of water sales (see Water Fund). The City does not anticipate a rate increase in FY09-10.

18 The sewer license fee applies to Salem sewer payments and administrative fees (see Sewer Fund) and represents 5% of those revenues.

20 Lien search fee revenues are based on current year actuals projected to year-end. Revenues are down because of the downturn in the housing market.

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
22					***INTERGOVERNMENTAL***			
23	$ 10,278	$ 7,035	$ 5,000	5,000	Peer Court JABG Grant	5,000	5,000	
24	-	31,500	-	-	Library Grant	-	-	
25	63,420	57,852	57,100	55,500	Cigarette Tax	53,200	53,200	
26	402,528	401,383	405,000	417,900	Liquor Tax	401,500	401,500	
27	$ 476,226	$ 497,770	$ 467,100	$ 478,400	Total Intergovernmental	$ 459,700	$ 459,700	
28								
29					***MISCELLANEOUS***			
30	$ 1,760	$ 1,173	$ 1,000	700	KARE Donations	-	-	
31	-	-	6,300	4,100	Peer Court Donations & Diversion Fees	5,800	5,800	
32	57,425	61,812	58,300	44,800	Stadium Rent	44,800	44,800	
33	151,280	141,238	156,200	79,700	Interest	79,700	79,700	
34	3,083	1,461	-	-	Rentals	-	-	
35	8,706	9,166	9,100	9,300	Cell Tower Rent	9,600	9,600	
36	-	-	-	3,900	Art Walk Revenue	-	12,000	
37	-	-	-	30,000	Civic Center Contributions	10,000	10,000	
38	-	-	-	100	Systems Development Admin Fee - Sewer	-	-	
39	6,398	35,420	4,600	3,300	Systems Development Admin Fee - Parks	3,300	3,300	
40	1,621	7,415	2,000	21,700	Miscellaneous Revenue	2,000	2,000	
41	$ 230,273	$ 257,685	$ 237,500	$ 192,800	Total Miscellaneous	$ 155,200	$ 167,200	
42								
43					***TRANSFERS IN***			
44	$ 1,067	$ -	$ -	$ -	Transfer from PEG Fund	$ -	$ -	
45	-	-	-	49,600	Transfer from Transportation Fund	-	-	
46	4,180	-	-	-	Transfer from Park Improvement Fund	-	-	
47	$ 5,247	$ -	$ -	$ 49,600	Total Transfers	$ -	$ -	
48								
49	$ 7,715,252	$ 8,403,883	$ 8,517,400	$ 8,818,200	**TOTAL RESOURCES**	$ 8,001,800	$ 8,013,800	

Notes:

25 Cigarette tax apportionments are expected to decline 4% from FY08-09 per the League of Oregon Cities. FY09-10 estimates are based on FY08-09 projections.

26 FY08-09 liquor tax revenues increased 4% over FY08. FY09-10 revenues are expected to decrease 4% from FY08-09 per the League of Oregon Cities.

31 FY09-10 revenues include $1,500 from Keizer United, $1,000 from Keizer Rotary, $2,800 in diversion fees, $500 for fundraising. The FY09-10 City match is $8,000

33 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

37 The Civic Center Contributions are from the Keizer Rotary Foundation.

40 Miscellaneous revenues include one-time revenues that are not characterized by line-item descriptions. In FY08-09 PERS refunded the City $16,000 for overpayments on retirement contributions.

45 The General Fund borrowed funds from the Transportation Fund to help finance the cost of furnishing the new Civic Center. The General Fund's share of the cost was budgeted at $459,700. The City plans to repay the loan in FY10-11.

GENERAL FUND

GENERAL SERVICES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 740,042	$ 789,265	$ 1,346,300	$ 1,262,500	**GENERAL SUPPORT**	$ 2,674,700	$ 2,689,900	
2								
3					**REQUIREMENTS**			
4								
5					***PERSONNEL SERVICES***			
6	$ 28,363	$ 30,590	$ 32,500	$ 32,500	City Manager (2)	$ -	$ -	
7	-	3,611	29,100	29,100	Assistant to City Manager (4)	-	-	
8	46,690	46,260	46,000	46,000	City Recorder (5)	-	-	
9	84,898	88,088	86,100	82,700	Administrative Support Staff (5)-(7)	-	-	
10	34,413	36,739	38,000	38,000	Network Administrator (4)	-	-	
11	59,586	82,692	52,400	54,800	Human Resources Director (6)	-	-	
12	19,575	19,269	19,900	19,900	Finance Director (7)	-	-	
13	7,207	7,694	8,200	8,200	Facility Maintenance Worker (8)	-	-	
14	90	700	500	500	Overtime (3), (5), (6), (7)	-	-	
15	2,576	2,576	2,600	2,600	Vehicle Allowance/Tuition Assistance (2)	-	-	
16	-	-	-	1,100	Cell Phone Stipend	-	-	
17	4,347	4,907	4,900	4,900	Medicare (2)-(8)	-	-	
18	53,056	57,557	58,100	58,100	Retirement (2)-(8)	-	-	
19	56,698	45,385	58,400	58,400	Insurance Benefits (2)-(8)	-	-	
20	563	840	700	700	Workers Compensation (2)-(8)	-	-	
21	$ 398,062	$ 426,908	$ 437,400	$ 437,500	TOTAL PERSONNEL SERVICES	$ -	$ -	

Notes:

5 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

- (1) Administration
- (2) City Manager
- (3) City Attorney
- (4) Asst to the City Manager & IT
- (5) City Recorder
- (6) Human Resources
- (7) Finance
- (8) Civic Center Facilities

GENERAL FUND

GENERAL SERVICES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
22					***MATERIALS & SERVICES***			
23	$ 12,907	$ 8,863	$ 13,000	12,300	Materials & Supplies	$ 13,300	$ 13,300	
24	4,025	1,368	2,400	2,400	Safety & Wellness (6)	-	-	
25	1,170	745	900	900	KARE Expenses	900	900	
26	30,606	22,992	35,300	28,200	Postage & Printing (1)	-	-	
27	28,077	32,137	39,600	39,600	Association Membership (1)	-	-	
28	8,175	11,202	15,100	14,700	Training & Travel (2)-(8)	-	-	
29	4,689	5,213	5,500	5,500	City Council Expenses (1)	-	-	
30	2,231	5,630	3,400	3,400	Advertising	2,000	2,000	
31	-	-	-	3,000	Art Walk Display	3,000	12,000	
32	35,500	38,015	35,900	57,400	Legal Services (3)	-	-	
33	6,562	10,035	10,700	3,200	Labor Attorney (6)	-	-	
34	28,734	28,501	28,300	9,800	Contractual Services	16,200	16,200	
35	4,254	6,540	8,100	8,100	Audit (7)	-	-	
36	9,187	9,073	7,500	7,900	Janitorial (8)	-	-	
37	4,201	4,198	4,100	4,400	Utilities (8)	-	-	
38	2,285	2,507	2,500	2,500	Telephone (4)	-	-	
39	7,899	7,972	9,300	7,100	Insurance - Liability (1)	-	-	
40	44,615	40,387	64,400	57,700	Computer Software & Maintenance (4)	-	-	
41	6,800	6,416	7,400	7,400	Office Equipment Maintenance (4)	-	-	
42	17,103	9,461	13,900	13,900	Facility Maintenance (8)	-	-	
43	18,071	17,871	19,300	19,300	Peer Court	18,900	18,900	
44	459	44	500	-	Medical & Pre-Employment Testing	-	-	
45	15,193	15,942	15,900	15,300	Fire District - Hotel/Motel Tax	15,300	15,300	
46	15,193	15,942	15,900	15,300	KAVA - Hotel/Motel Tax	15,300	15,300	
47	-	3,300	3,300	3,300	Chamber Holiday Lights	3,300	3,300	

Notes:

22 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

30 Advertising costs are for notices for liquor license renewals.

34 Contractual services includes the cost of providing Lien Search WEB access to title companies. The cost is offset by Lien Search Fee Revenues. $6,400 is allocated for maintaining the focal point.

43 Peer Court is a youth program where those charged voluntarily agree to have their case heard and decided by their peers. See Peer Court narrative for expenditure details.

45 Fire District payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution.

46 KAVA payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution.

GENERAL SERVICES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					MATERIALS & SERVICES - CONTINUED			
48	2,465	2,532	3,500	3,000	Neighborhood Association Expense	3,500	4,500	
49	-	6,000	6,000	6,000	No Meth Task Force	-	-	
50	847	664	1,000	1,000	Volunteer Recognition	1,500	1,500	
51	578	36,400	-	-	Library Grant	-	-	
52	-	3,500	1,700	1,700	Library Stipend	1,700	1,700	
53	-	-	-	-	Library Ballot Measure	19,200	19,200	
54	2,000	2,000	3,000	3,000	Power - Salem Keizer School District	3,000	3,000	
55	938	2,077	2,200	2,000	Miscellaneous Expense	1,000	1,000	
56	5,077	4,830	10,000	6,000	Emergency Management Expense	5,000	8,000	
57	-	-	-	-	Civic Center Art	-	3,000	
58	$ 319,841	$ 362,357	$ 389,600	$ 365,300	TOTAL MATERIALS & SERVICES	$ 123,100	$ 139,100	
59								
60	-	-	59,600	-	Contingency	30,000	30,000	
61								
62					***TRANSFERS OUT***			
63	$ 3,960	$ 540	$ -	$ -	To Street Fund	$ -	$ -	
64	122,700	-	127,000	113,300	To Revenue Sharing Fund	-	-	
65	81,800	51,000	238,700	247,000	To 9-1-1 Fund	244,900	244,900	
66	-	-	-	22,300	To Transportation Fund	-	-	
67	-	-	-	18,400	To Sewer Reserve Fund	-	-	
68	22,139	-	459,700	459,700	To Internal Services Fund	1,015,900	1,015,500	
69	$ 230,599	$ 51,540	$ 825,400	$ 860,700	TOTAL TRANSFERS OUT	$ 1,260,800	$ 1,260,400	
70								
71	$ 740,042	$ 789,265	$ 1,346,300	$ 1,262,500	**TOTAL REQUIREMENTS**	$ 2,674,700	$ 2,689,900	

Notes:

48 Expenditures are limited to $1,500 per recognized neighborhood association. Additional funds are appropriated so that new organizations can apply to the City Council to support related programs.

53 The Friends of the Library organization plans to place a library measure on the November 2009 ballot and is raising funds to pay one-half of the cost. Should the organization raise the funds, the City anticipates contributing one-half the cost of the ballot measure.

55 Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

60 The contingency is set aside for unanticipated liability insurance claims and partial funding for a library ballot measure estimated at $19,200.

64 Capital Outlay items used for general government purposes are tracked in the Revenue Sharing Fund (except Parks and the K-9 Dog). An annual transfer is needed because Revenue Sharing Funds are not sufficient to cover the entire Capital Outlay needs of the City's General Government Programs.

65 A transfer is needed since projected expenditures exceed projected revenues in the 9-1-1 Fund in FY09-10. The WVCC bill for FY09-10 is $420,200 compared to $410,700 in FY08-09. 9-1-1 related costs are paid from the 9-1-1 Fund and business calls are paid from the Police Operating Budget. Beginning in FY08-09, the allocation changed to more accurately track 9-1-1 related expenses. Overall, the General Fund is not impacted; the increase in the transfer in FY08-09 is offset by the decrease in the WVCC expense in the Police Operating Budget.

66 The FY08-09 transfer to the Transportation Fund is repayment for receipts received in prior fiscal years that belong to the Transportation Improvement Fund.

67 The FY08-09 transfer to the Sewer Reserve Fund is repayment for receipts received in prior fiscal years that belong to the Sewer Reserve Fund.

68 The transfer to the Internal Services Fund is to pay the General Fund - General Service's share of City-wide administrative costs.

GENERAL FUND

PARK OPERATIONS

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
				MISCELLANEOUS			
$ 3,200	$ 2,350	$ 2,500	$ 2,000	Park Reservation Fees	$ 2,500	$ 2,500	
3,200	2,350	2,500	2,000	TOTAL ACTIVITY GENERATED	2,500	2,500	
169,909	228,501	325,100	309,000	GENERAL SUPPORT RESOURCES	311,400	313,700	
$ 173,109	$ 230,851	$ 327,600	$ 311,000	**TOTAL RESOURCES**	$ 313,900	$ 316,200	
				REQUIREMENTS			
				PERSONNEL SERVICES			
$ 1,877	$ 2,023	$ 2,100	$ 2,100	Public Works Director	$ 2,200	$ 2,200	
3,677	3,963	4,100	4,100	Public Works Superintendent	4,300	4,300	
41,108	61,895	82,100	82,100	Municipal Utility Workers	85,700	85,700	
3,642	4,039	4,300	4,300	Administrative Support	-	-	
15,517	26,503	42,000	37,000	Seasonal Help	41,000	41,000	
-	65	-	-	Overtime	4,300	4,300	
-	-	-	500	Clothing Allowances	300	500	
998	1,512	2,100	2,100	Medicare	2,400	2,400	
8,657	11,785	16,500	16,500	Retirement	19,200	19,200	
10,619	21,613	25,800	25,800	Insurance Benefits	27,100	27,100	
127	208	-	-	Unemployment	-	-	
890	1,156	2,500	2,500	Workers Compensation	2,100	2,100	
$ 87,112	$ 134,762	$ 181,500	$ 177,000	TOTAL PERSONNEL SERVICES	$ 188,600	$ 188,800	

Notes:

6 Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as provided for by a vote of the Budget Committee. The FY09-10 budget is over 4% of budgeted revenues.

10 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

14 Administrative Support Staff costs are tracked in the Internal Services Fund - City Recorder budget beginning in FY09-10.

17 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

18 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

19 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

20 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

21 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

GENERAL FUND

PARK OPERATIONS

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
24					***MATERIALS & SERVICES***			
25					***Operations:***			
26	$ 207	$ 246	$ 500	$ 500	Office Materials & Supplies	$ 500	$ 500	
27	9,996	17,884	15,500	16,000	Parks Materials & Supplies	18,000	18,000	
28	-	2,009	500	100	Postage & Printing	500	500	
29	1,143	1,941	1,300	1,500	Travel & Training	1,200	1,200	
30	-	801	-	-	Advertising	-	-	
31	9,858	9,944	24,000	24,000	Legal Services	-	-	
32	-	-	1,100	-	Labor Attorney	100	100	
33	30,312	29,708	30,000	35,000	Contractual Services	30,000	30,000	
34	1,800	992	2,000	2,000	Engineering Services	2,000	2,000	
35	2,006	2,429	2,400	2,400	Utilities	16,500	16,500	
36	1,143	1,987	2,500	2,100	Telephone	2,300	2,300	
37	3,788	6,740	5,000	6,500	Gasoline	6,800	6,800	
38	480	485	1,500	1,000	Vehicle Maintenance	1,500	1,500	
39	2,597	3,448	3,000	1,500	Equipment Maintenance	4,500	4,500	
40	115	475	300	200	Medical Testing	300	300	
41	$ 63,445	$ 79,089	$ 89,600	$ 92,800	TOTAL MATERIALS & SERVICES	$ 84,200	$ 84,200	
42								
43					***CAPITAL OUTLAY***			
44	15,002	-	3,100	3,100	Field Equipment	2,500	2,500	
45	7,550	17,000	53,400	38,100	Capital Improvements	18,700	20,800	
46	$ 22,552	$ 17,000	$ 56,500	$ 41,200	TOTAL CAPITAL OUTLAY	$ 21,200	$ 23,300	
47								
48	-	-	-	-	Transfer to Internal Services Fund	18,700	18,700	
49	-	-	-	-	Restricted for 27th pay period FY15-16	1,200	1,200	
50								
51	$ 173,109	$ 230,851	$ 327,600	$ 311,000	**TOTAL REQUIREMENTS**	$ 313,900	$ 316,200	

Notes:

31 Legal services costs are tracked in the Internal Services Fund - City Attorney budget beginning in FY09-10.

32 Labor Attorney costs are for Union negotiations. The City's Local 320 contract expires on June 30, 2009.

45 Capital Improvements are for projects listed in the narrative preceding this page.

48 The transfer to the Internal Services Fund is to pay the Department's share of administrative support staff and City Attorney costs.

49 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

GENERAL FUND

PARK DONATIONS

Line	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1					***Working Capital Carryforward:***			
2	$ -	$ 681	$ 1,800	$ 2,000	Dog Park Working Capital	$ 400	$ 400	
3	1,668	733	-	2,300	Skate Park Working Capital	2,500	2,500	
4	2,918	2,918	2,900	3,000	Recreation Working Capital	3,000	3,000	
5	7,861	7,862	2,900	3,700	Park Working Capital	1,400	1,400	
6	-	-	-	-	Developers Tree Reimbursements	14,100	14,100	
7	$ 12,447	$ 12,194	$ 7,600	$ 11,000	Total Working Capital Carryforward	$ 21,400	$ 21,400	
8								
9					***MISCELLANEOUS - DONATIONS***			
10	$ 930	$ 14,295	$ -	$ 200	Dog Park Donations	$ -	$ -	
11	460	437	-	600	Park Donations	1,300	1,300	
12	111	5	-	-	Recreation Donations	-	-	
13	918	614	-	200	Skate Park Donations	-	-	
14	-	-	-	-	Developers Tree Reimbursements	-	-	
15	$ 2,419	$ 15,351	$ -	$ 1,000	Total Miscellaneous	$ 1,300	$ 1,300	
16								
17	$ 14,866	$ 27,545	$ 7,600	$ 12,000	**TOTAL RESOURCES**	$ 22,700	$ 22,700	
18								
19					**REQUIREMENTS**			
20								
21					***MATERIALS & SERVICES***			
22	$ 249	$ 13,024	$ 1,800	$ 1,800	Dog Park Projects	$ 400	$ 400	
23	936	2,622	-	-	Skate Park Projects	2,500	2,500	
24	-	-	2,900	-	Recreation Projects	3,000	3,000	
25	-	2,473	2,900	2,900	Park Projects	2,700	2,700	
26	-	-	-	-	Developers Tree Expenses	14,100	14,100	
27	$ 1,185	$ 18,119	$ 7,600	$ 4,700	TOTAL MATERIALS & SERVICES	$ 22,700	$ 22,700	
28								
29	$ 1,185	$ 18,119	$ 7,600	$ 4,700	**TOTAL REQUIREMENTS**	$ 22,700	$ 22,700	

Notes:

[9] Donations are dedicated revenues and are restricted for use in the Parks operations and maintenance.

[14] Developers Tree Reimbursements are contributions to pay for planting trees at City parks and public right-of-way when development has caused significant tree removal.

[19] Costs in the Donation Program are for special projects funded by citizen and developer donations. Funding for these projects will come from donations received through FY08-09 and unexpended at year-end.

GENERAL FUND

COMMUNITY DEVELOPMENT

RESOURCES

#	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					LICENSES & FEES			
1	$ 80	$ 240	$ 200	$ 900	Sign Permits	$ 1,000	$ 1,000	
2	32,830	15,376	15,300	11,600	Land Use Application Fees	12,600	12,600	
3	9,401	9,409	9,100	6,500	Building Fees - Zoning	7,100	7,100	
4	21,835	18,746	21,000	5,300	Permit Fees	5,800	5,800	
5	$ 64,146	$ 43,771	$ 45,600	$ 24,300	Total Licenses & Fees	$ 26,500	$ 26,500	
6								
7					***CHARGES FOR SERVICES***			
8	$ 1,142	$ 1,180	$ 10,000	$ 10,000	Nuisance Abatement	$ 10,000	$ 10,000	
9	8,715	9,826	9,800	-	Developers Tree Reimbursement	-	-	
10	$ 9,857	$ 11,006	$ 19,800	$ 10,000	Total Charges for Services	$ 10,000	$ 10,000	
11								
12					***INTERGOVERNMENTAL***			
13	$ 466	$ -	$ -	$ -	Transportation Grants	$ -	$ -	
14	-	-	-	50,000	Land Conservation Grant	140,000	140,000	
15	$ 466	$ -	$ -	$ 50,000	Total Intergovernmental	$ 140,000	$ 140,000	
16								
17	$ 65,754	$ 44,951	$ 55,600	$ 84,300	TOTAL ACTIVITY GENERATED	$ 176,500	$ 176,500	
18	297,396	340,005	423,600	378,600	GENERAL SUPPORT RESOURCES	404,800	404,700	
19	$ 363,150	$ 384,956	$ 479,200	$ 462,900	**TOTAL RESOURCES**	$ 581,300	$ 581,200	

Notes:

9 Developer Tree Reimbursement revenue has moved to the Parks Donation budget.

14 The City anticipates $70,000 for a Transportation Growth Management grant and $70,000 for a Department of Land Conservation and Development grant.

GENERAL FUND

COMMUNITY DEVELOPMENT

REQUIREMENTS

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
20					***PERSONNEL SERVICES***			
21	$ 52,792	$ 58,049	$ 61,700	$ 61,700	Community Development Director	$ 65,500	$ 65,500	
22	-	41,820	43,800	43,800	Associate Planner	47,900	47,900	
23	66,835	34,944	37,200	37,200	Code Enforcement/Zoning Technician	37,200	37,200	
24	51,611	50,666	53,800	53,800	Senior Planner	57,100	57,100	
25	44,807	45,910	47,700	47,700	Administrative Support	40,300	40,300	
26	-	-	-	600	Cell Phone Stipend	800	800	
27	-	-	2,000	2,000	Overtime	2,100	2,100	
28	3,317	3,556	3,800	3,800	Medicare	3,900	3,900	
29	35,137	39,828	42,500	42,500	Retirement	40,100	40,100	
30	49,399	43,358	52,000	52,000	Insurance Benefits	54,100	54,100	
31	455	509	400	400	Workers Compensation	400	400	
32	$ 304,353	$ 318,640	$ 344,900	$ 345,500	TOTAL PERSONNEL SERVICES	$ 349,400	$ 349,400	

Notes:

20 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

25 Administrative Support Staff costs are tracked in the Internal Services Fund - City Recorder budget beginning in FY09-10.

26 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

28 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

29 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

30 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

31 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

GENERAL FUND

COMMUNITY DEVELOPMENT

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
32					***MATERIALS & SERVICES***			
33	$ 2,816	$ 2,220	$ 3,800	$ 2,200	Materials & Supplies	$ 2,800	$ 2,800	
34	434	427	1,200	500	Mapping Supplies & Services	1,200	1,200	
35	1,321	511	5,300	-	Postage & Printing	5,400	5,400	
36	943	5,648	5,800	5,800	Travel & Training	5,100	5,100	
37	2,322	1,219	2,000	2,000	Legal Advertising	2,000	2,000	
38	31,618	41,212	41,800	32,500	Legal Services	-	-	
39	8,472	1,432	2,800	4,000	Contractual Services	3,000	3,000	
40	8,400	7,643	9,000	3,000	Hearings Officer	9,000	9,000	
41	-	4,471	-	-	Developers Tree Expense	-	-	
42	-	-	1,000	1,000	Engineering Services	1,000	1,000	
43	664	560	700	700	Telephone	700	700	
44	684	576	800	600	Gasoline	800	800	
45	1,088	397	10,000	10,000	Nuisance Abatement	10,000	10,000	
46	35	-	100	-	Medical Testing	-	-	
47	-	-	50,000	55,100	Grant Expenses	140,000	140,000	
48	$ 58,797	$ 66,316	$ 134,300	$ 117,400	TOTAL MATERIALS & SERVICES	$ 181,000	$ 181,000	
49								
50	-	-	-	-	To Internal Services Fund	48,000	47,900	
51	-	-	-	-	Restricted for 27th pay period FY15-16	2,900	2,900	
51								
52	$ 363,150	$ 384,956	$ 479,200	$ 462,900	**TOTAL REQUIREMENTS**	$ 581,300	$ 581,200	

Notes:

35 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY10. Postage costs are expected to increase 5% in FY10.

38 Legal services costs are tracked in the Internal Services Fund - City Attorney budget beginning in FY09-10.

39 Contractual Services are for a dual purpose contract with the Council of Governments for street naming and GIS support.

41 Developers Tree Expense has been moved to the Parks Donation budget.

43 The Department provides a cell phone for staff use during business hours and for day and overnight travel while on business.

47 Grant expense includes $70,000 for a Transportation Growth Management grant and $70,000 for a Department of Land Conservation and Development grant (see Reources section).

50 The transfer to the Internal Services Fund is to pay the Department's share of administrative support staff and City Attorney costs.

51 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

GENERAL FUND

MUNICIPAL COURT

RESOURCES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1					***FINES & FORFEITS***			
2	$ 327,683	$ 344,788	$ 349,200	$ 304,400	Municipal Court Fines	$ 336,000	$ 336,000	
3	240,693	223,679	247,200	192,800	Collections - Past Due	192,800	192,800	
4	$ 568,376	$ 568,467	$ 596,400	$ 497,200	Total Fines & Forfeits	$ 497,200	$ 497,200	
5								
6	$ 351,035	$ 309,957	$ 326,800	$ 245,200	**AVAILABLE FOR GENERAL SUPPORT**	$ 250,900	$ 250,900	
7								
8					***PERSONNEL SERVICES***			
9	$ 15,099	$ 7,605	$ 8,100	$ 8,100	Administrative Support	$ -	$ -	
10	35,488	76,257	79,900	79,900	Court Clerks	82,800	82,800	
11	264	432	500	500	Overtime	500	500	
12	782	1,296	1,400	1,300	Medicare	1,300	1,300	
13	8,645	14,330	15,100	15,100	Retirement	12,400	12,400	
14	14,079	22,399	26,700	26,700	Insurance Benefits	26,200	26,200	
15	106	193	200	200	Workers Compensation	100	100	
16	$ 74,463	$ 122,512	$ 131,900	$ 131,800	TOTAL PERSONNEL SERVICES	$ 123,300	$ 123,300	

Notes:

4 Total revenue projections for FY08-09 are below the amended budget primarily due to police staff shortages in the traffic team at the beginning of the fiscal year. Revenues in February & March 2009 were above $28,000 per month. FY09-10 budget projections are based on average monthly revenue of $28,000. Budget projections also take into consideration the economic downturn and individuals' ability to pay court fines.

9 Administrative Support Staff costs are tracked in the Internal Services Fund - Finance Department budget beginning in FY09-10.

10 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy. Beginning in FY07-08, the Court office is staffed with 2 FTE Court Clerks.

12 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

13 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

14 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

15 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

GENERAL FUND

MUNICIPAL COURT

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
17					***MATERIALS & SERVICES***			
18	$ 1,524	$ 1,166	$ 2,000	$ 2,000	Materials & Supplies	$ 2,000	$ 2,000	
19	364	1,387	7,400	5,000	Travel & Training	1,800	1,800	
20	4	97	100	100	Legal Services	-	-	
21	16,812	16,944	19,000	17,400	Professional Services - Judge	19,000	19,000	
22	3,534	4,179	3,000	3,500	Contractual Services	3,500	3,500	
23	15,348	8,670	9,000	5,400	Collections Cost	6,000	6,000	
24	26,389	26,737	25,100	23,200	CC Assessments	24,900	24,900	
25	78,903	76,818	72,100	63,600	Unitary Assessments	64,600	64,600	
26	$ 142,878	$ 135,998	$ 137,700	$ 120,200	TOTAL MATERIALS & SERVICES	$ 121,800	$ 121,800	
27								
28	-	-	-	-	Transfer to Internal Services Fund	200	200	
29	-	-	-	-	Restricted for 27th pay period FY15-16	1,000	1,000	
30								
31	$ 217,341	$ 258,510	$ 269,600	$ 252,000	**TOTAL REQUIREMENTS**	$ 246,300	$ 246,300	

Notes:

20 Legal services costs are tracked in the Internal Services Fund - City Attorney budget beginning in FY09-10.

23 Prior to House Bill 2055, the City's contract with its collection agency provided for a 25% fee on amounts collected. The revised contract allows the collection agency to collect and retain its fee prior to turning the proceeds over to the City. This cost is expected to decline in future years and eventually go away altogether.

24 County assessments are 5% of municipal court fine revenues (including past due fines).

25 State assessments are 13% of municipal court fine revenues (including past due fines).

28 The transfer to the Internal Services Fund is to pay the Department's share of City Attorney costs.

29 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

GENERAL FUND

POLICE

RESOURCES

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1					***Working Capital Carryforward:***			
2	$ 1,746	$ 1,746	$ 1,200	$ 1,700	Cadet Donations	$ 700	$ 700	
3	(58)	399	-	700	Reserve Donations	-	-	
4	3,350	3,372	4,500	4,700	K-9 Donations	-	-	
5	-	32,800	-	2,500	Meth Task Force Grant	-	-	
6	$ 5,038	$ 38,317	$ 5,700	$ 9,600	Total Working Capital Carryforward	$ 700	$ 700	
7								
8					***INTERGOVERNMENTAL***			
9	$ 6,593	$ 8,820	$ 5,000	$ 5,000	Special Duty Officers	$ 6,000	$ 6,000	
10	164,512	165,938	174,700	174,700	School Resource Officer Contract	189,700	189,700	
11	-	-	-	-	CHRP Grant	230,800	$ 230,800	
12	-	-	25,000	25,000	Overtime Grants	25,000	25,000	
13	60,000	30,000	20,000	20,000	Meth Task Force Grant	-	-	
14	27,859	67,705	50,000	5,300	Materials & Services Grants	-	-	
15	$ 258,964	$ 272,463	$ 274,700	$ 230,000	Total Intergovernmental	$ 451,500	$ 451,500	
16								
17					***FINES & FORFEITS***			
18	$ 83,161	$ 83,048	$ 82,800	$ 64,000	Impound Fees	64,000	64,000	
19	2,599	485	10,000	28,100	Civil/Criminal Forfeitures	10,400	10,400	
20	$ 85,760	$ 83,533	$ 92,800	$ 92,100	Total Fines & Forfeits	$ 74,400	$ 74,400	
21								
22					***MISCELLANEOUS***			
23	$ -	$ -	$ 1,000	$ -	Cadet Donations	$ -	$ -	
24	457	450	1,000	200	Reserve Officer Donations	-	-	
25	20	10,110	20,000	400	Police Donations	-	-	
26	8,350	1,338	3,000	7,300	K-9 Donations	4,200	4,200	
27	36,731	14,608	10,000	15,000	Miscellaneous	10,000	10,000	
28	$ 45,558	$ 26,506	$ 35,000	$ 22,900	Total Miscellaneous	$ 14,200	$ 14,200	
29								
30	$ 395,320	$ 420,819	$ 408,200	$ 354,600	TOTAL ACTIVITY GENERATED	$ 540,800	$ 540,800	
31	4,704,072	5,032,525	5,384,000	5,190,000	GENERAL SUPPORT RESOURCES	5,060,700	5,053,800	
32	$ 5,099,392	$ 5,453,344	$ 5,792,200	$ 5,544,600	**TOTAL RESOURCES**	$ 5,601,500	$ 5,594,600	

Notes:

10 Funds are from the Salem/Keizer School District which partially pay for School Resource Officers plus related overhead costs.

11 The CHRP Grant (Cops Hiring Recovery Program) funds 3 FTE step one Police Officers, all of which are new positions in FY09-10. The grant pays for salary and benefits (step one) for 3 years; beginning in FY12-13 the City is required to pick up the full cost of these positions.

12 Overtime grants fund specific regional programs which require overtime costs.

19 Civil/Criminal Forfeitures are dedicated revenues. The corresponding expenditure is in Materials & Services.

27 Miscellaneous revenue includes receipts for police report requests, surplus sales, and one-time revenues.

GENERAL FUND

POLICE

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
33					**EXPENDITURES**			
34								
35					***PERSONNEL SERVICES***			
36	$ 7,207	$ 7,695	$ 8,200	$ 8,200	Facility Maintenance Worker	$ -	$ -	
37	93,854	103,092	109,600	109,600	Chief of Police	112,900	112,900	
38	162,137	178,104	189,400	189,400	Captain(s)	97,600	97,600	
39	423,197	545,785	549,300	549,300	Sergeants	640,100	640,100	
40	1,722,521	1,820,827	1,863,000	1,849,800	Police Officers	2,048,300	2,048,300	
41	44,661	47,263	50,200	50,200	Community Service Officer	51,800	51,800	
42	309,898	323,222	333,700	333,700	Administrative Support	342,900	342,900	
43	1,843	1,564	5,000	5,000	Background Investigations Officer	1,000	1,000	
44	3,217	1,673	7,500	7,500	Reserve Officers	7,500	7,500	
45	201,294	207,468	266,300	206,000	Overtime	220,300	220,300	
46	-	-	8,200	30,800	Cell Phone - Clothing Allowances	40,900	35,500	
47	45,358	49,329	51,900	51,900	Medicare	50,800	50,800	
48	764,069	754,584	822,600	804,100	Retirement	641,800	640,300	
49	455,349	490,392	583,900	583,900	Insurance Benefits	663,700	663,700	
50	-	287	-	-	Unemployment Insurance	-	-	
51	45,053	37,996	88,000	34,100	Workers Compensation	35,300	35,300	
52	$ 4,279,658	$ 4,569,281	$ 4,936,800	$ 4,813,500	TOTAL PERSONNEL SERVICES	$ 4,954,900	$ 4,948,000	

Notes:

35 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

36 Facility maintenance worker costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

38 The Department does not plan to fill the vacant Captain position and will hire an entry-level Police Officer to be funded with the CHRP Grant.

45 The need for overtime depends on the number and complexity of crimes. Overtime costs are approximately 8% of sworn-represented staff salaries.

46 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

47 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

48 Sworn Police Officers participate in the Oregon Public Employee's Retirement System (PERS). Employer contribution rates are scheduled to decrease beginning in FY09-10. The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

49 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

51 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

POLICE

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
53					***MATERIALS & SERVICES***			
54	$ 10,927	$ 9,126	$ 14,000	$ 14,000	Materials & Supplies	$ 14,000	$ 14,000	
55	-	526	2,000	2,000	Cadet Program	2,000	2,000	
56	3,535	5,121	6,000	6,000	Reserve Officer Program	6,000	6,000	
57	28,793	30,959	34,000	34,000	Clothing	32,500	32,500	
58	3,030	695	10,000	28,100	Civil/Criminal Forfeiture	10,400	10,400	
59	4,764	9,978	6,000	6,000	K-9 Supplies	8,000	8,000	
60	11,182	10,680	15,200	10,000	Postage & Printing	12,000	12,000	
61	21,497	34,816	34,200	34,200	Travel & Training	36,000	36,000	
62	2,338	1,334	4,000	4,000	Tuition Reimbursement	5,000	5,000	
63	2,444	-	-	-	Testing	-	-	
64	2,080	615	2,000	2,000	Advertising - Employee Recruitments	2,000	2,000	
65	7,374	5,723	5,000	5,300	Legal Services	-	-	
66	4,215	2,778	15,000	15,000	Labor Attorney	5,000	5,000	
67	9,969	12,949	13,000	13,000	Contractual Services	16,000	16,000	
68	-	21,495	27,500	27,500	Crime Analyst Contract	29,000	29,000	
69	12,866	12,601	28,500	28,500	Janitorial	-	-	
70	17,170	17,731	19,600	19,600	Utility	-	-	
71	36,511	34,232	23,200	23,200	Telephone	25,000	25,000	
72	72,322	72,199	83,900	57,600	Insurance - Liability	16,500	16,500	
73	35,813	38,034	-	-	Vehicle Lease	-	-	
74	11,848	17,720	10,000	10,000	Vehicle & Equipment Rental	-	-	
75	77,663	104,683	100,000	80,000	Gasoline	80,000	80,000	
76	25,862	31,071	36,200	30,000	Maintenance-Vehicles	36,000	36,000	
77	8,436	4,989	30,600	30,600	Maintenance-Equipment	10,000	10,000	
78	2,600	1,446	5,000	5,000	Community Services Unit	5,000	5,000	
79	22,667	19,513	28,000	28,000	Operating Materials	28,000	28,000	

Notes:

58 Civil/Criminal Forfeitures are for the expenditure of Civil/Criminal Forfeiture Revenue. These funds are restricted for uses directly related to crime fighting.

60 Postage rates are scheduled to increase 5% in FY09-10.

65 Legal services costs are tracked in the Internal Services Fund - City Attorney budget beginning in FY09-10. These costs are City Attorney costs for representing the Department in the occasional Municipal Court case.

66 Labor attorney costs are for union negotiations including dispute resolution. The KPA contract expires June, 30 2009. Negotiations are expected to continue into FY09-10.

67 Contract with Crisis Chaplaincy Services for Emergency Chaplaincy Services funded by all Police agencies within Marion County. The increase in FY07-08 is for the Lexipol Policy and Procedure Training and Update service.

68 The Police Department contracts with the City of Salem to provide Crime Data Analysis services to the City of Keizer. Funds appropriated will support 1/3 of the cost of this position.

69 Janitorial costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

70 Utility costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

72 Liability insurance costs for the City's facilities are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY09-10 budget includes the Department's share of auto insurance premiums.

73 Beginning in FY08-09, all Police vehicle leases are funded in the Revenue Sharing Fund to better track the Department's lease program.

78 Community Services costs include community related activities such as National Night Out.

POLICE

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					MATERIALS & SERVICES - CONTINUED			
80	31,052	11,509	13,000	13,000	Ammo/Weapons	14,000	14,000	
81	209,392	229,347	58,000	58,000	Willamette Valley Communication Center	60,700	60,700	
82	28,562	28,465	46,500	31,000	Radio & Mobile Systems Support	33,900	33,900	
83	82,882	90,842	72,500	73,300	RAIN/PRIORS	74,200	74,200	
84	18,960	9,243	20,000	20,000	Investigations	20,000	20,000	
85	1,078	1,156	4,000	4,000	Crime Prevention	6,000	6,000	
86	-	-	50,000	-	Grants	-	-	
87	-	9,518	20,000	200	Police Donation Expenses	-	-	
88	3,412	2,523	10,000	5,000	Medical & Pre-Employment Testing	5,000	5,000	
89	162	446	1,000	1,000	Miscellaneous	1,000	1,000	
90	$ 811,406	$ 884,063	$ 847,900	$ 719,100	TOTAL MATERIALS AND SERVICES	$ 593,200	$ 593,200	
91								
92					***CAPITAL OUTLAY***			
93	$ 8,328	$ -	$ -	$ 12,000	K-9 Dog	$ 4,200	$ 4,200	
94	$ 8,328	$ -	$ -	$ 12,000	TOTAL CAPITAL OUTLAY	$ 4,200	$ 4,200	
95								
96	-	-	-	-	Transfer to Internal Services Fund	8,400	8,400	
97	-	-	-	-	Restricted for 27th pay period FY15-16	40,800	40,800	
98	-	-	7,500	-	Restricted for K-9 Dog	-	-	
99								
100	$ 5,099,392	$ 5,453,344	$ 5,792,200	$ 5,544,600	**TOTAL EXPENDITURES & RESERVES**	$ 5,601,500	$ 5,594,600	

Notes:

81 The total WVCC bill for FY09-10 is $420,200 compared to $410,700 in FY09. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.

82 Beginning in FY09, Radio & Mobile Systems Support is funded in the Police Operating Budget. In prior years, this expense was partially funded in the 9-1-1 Fund. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been reduced accordingly.

89 Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

93 K-9 costs for FY09-10 include training the new dog purchased in FY08-09.

96 The transfer to the Internal Services Fund is to pay the Department's share of City Attorney costs.

97 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

98 The K-9 Dog Reserve is funded 100% from K-9 donations & includes funds carried over from previous years plus current year anticipated donations.

SPECIAL REVENUE FUND

REVENUE SHARING

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 60,421	$ 116,725	$ 22,500	$ 23,400	***Working Capital Carryforward***	$ 13,400	$ 13,400	
2								
3					***INTERGOVERNMENTAL***			
4	204,238	225,244	228,300	243,500	State Revenue Sharing	234,000	234,000	
5	2,865	31,574	17,000	22,100	Police Grants	67,400	67,400	
6	$ 207,103	$ 256,818	$ 245,300	$ 265,600	Total Intergovernmental	$ 301,400	$ 301,400	
7								
8					***MISCELLANEOUS***			
9	-	4,000	-	-	Police Miscellaneous Revenue	-	-	
10								
11					***TRANSFERS IN***			
12	122,700	-	127,000	113,300	From General Fund			
13	$ 122,700	$ -	$ 127,000	$ 113,300	Total Transfers In	$ -	$ -	
14								
15	$ 390,224	$ 377,543	$ 394,800	$ 402,300	**TOTAL RESOURCES**	$ 314,800	$ 314,800	

Notes:

4 State Revenue Sharing apportionments are expected to decline 4% from FY08-09 per the League of Oregon Cities. FY09-10 estimates are based on FY08-09 projections.

5 The City anticipates receiving a $32,900 grant which will be used to pay for Police Officer equipment (see expenditure section below).

12 The Revenue Sharing Fund is used to track Capital Outlay items purchased for general government use. Transfers from the General Fund are needed because Revenue Sharing Funds are not sufficient to cover all General Government Capital Outlay needs.

SPECIAL REVENUE FUND

REVENUE SHARING

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
16					**REQUIREMENTS**			
17								
18					***CAPITAL OUTLAY***			
19	$ 77	$ -	$ -	$ 5,000	Office Furniture & Equipment	$ -	$ -	
20	55,000	51,677	49,900	39,000	Computer Hardware(4)	-	-	
21	-	2,801	-	-	Signage & Identity	-	-	
22	23,040	23,585	-	-	Parks Vehicle & Equipment	-	-	
23	50	-	-	-	Photocopier	-	-	
24	7,028	-	10,500	10,500	Police Protective Vests	10,500	10,500	
25	10,725	50,948	20,000	24,200	Police Officer Equipment	67,400	67,400	
26	-	7,506	-	-	Motorcycles & Equipment Lease	22,000	22,000	
27	-	159,558	41,000	33,200	Police Vehicle Purchases	-	-	
28	177,579	-	218,900	222,500	Police Vehicle Leases	214,900	214,900	
29	-	56,237	51,500	51,500	E-Citation System	-	-	
30	-	1,810	3,000	3,000	Radar Equipment	-	-	
31	$ 273,499	$ 354,122	$ 394,800	$ 388,900	TOTAL CAPITAL OUTLAY	$ 314,800	$ 314,800	
32								
33					***FUND BALANCE***			
34								
35	116,725	23,421	-	13,400	Unrestricted Ending Fund Balance	-	-	
36								
37	$ 390,224	$ 377,543	$ 394,800	$ 402,300	**TOTAL REQUIREMENTS**	$ 314,800	$ 314,800	

Notes:

20 Computer hardware is now budgeted in the Internal Services Fund- Assistant to the City Manager & IT budget.
25 Police officer equipment will be paid from federal grant funds as shown in the resources section of this budget.
28 Motorcycle & Equipment includes $11,000 for 3 LIDARS, $6,000 for 3 hand held radars, and $4,000 for 2 helmet communication sets.

5 cars	Lease through March 2011	$ 54,100
6 Cars	Lease through June 2010	68,900
1 motorcycle	Lease through November 2010	7,100
CSO Truck	Lease through July 2012	8,900
3 Ad/Det cars	Lease through June 2010	14,400
2 Ad/Det cars	Lease through June 2011	9,700
3 Ad/Det cars		17,400
2 patrol cars		27,400
Carry over car		6,300
document fees		700
Total Leased Vehicles		$214,900

SPECIAL REVENUE FUND

PUBLIC EDUCATION GOVERNMENT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 31,492	$ 38,998	$ 68,400	$ 48,600	***Working Capital Carryforward***	$ 87,500	$ 87,500	
2								
3					***INTERGOVERNMENTAL***			
4	92,622	94,791	92,100	101,200	PEG Fees	101,200	101,200	
5								
6					***MISCELLANEOUS***			
7	174	262	100	100	Interest Earnings	100	100	
8								
9	$ 124,288	$ 134,051	$ 160,600	$ 149,900	**TOTAL RESOURCES**	$ 188,800	$ 188,800	
10								
11					**REQUIREMENTS**			
12								
13					***MATERIALS & SERVICES***			
14	$ 2,160	$ 351	$ 500	$ 200	Legal Services	$ -	$ -	
15	62,220	61,760	62,300	61,800	Broadcasting	61,800	61,800	
16	$ 64,380	$ 62,111	$ 62,800	$ 62,000	TOTAL MATERIALS & SERVICES	$ 61,800	$ 61,800	
17								
18					***CAPITAL OUTLAY***			
19	$ 19,844	$ 23,294	$ 20,000	$ 400	Television Equipment	$ -	$ -	
20								
21	-	-	62,400	-	Contingency	60,000	60,000	
22								
23					***TRANSFERS OUT***			
24	1,067	-	-	-	Transfer to General Fund	-	-	
25	-	-	-	-	To Internal Services Fund	1,200	1,200	
26	$ 1,067	$ -	$ -	$ -	TOTAL TRANSFERS OUT	$ 1,200	$ 1,200	
27								
28					***FUND BALANCE***			
29	38,997	48,646	15,400	87,500	Unrestricted Ending Fund Balance	65,800	65,800	
30								
31	$ 124,288	$ 134,051	$ 160,600	$ 149,900	**TOTAL REQUIREMENTS**	$ 188,800	$ 188,800	

Notes:

4 *PEG Fees are franchise fees assessed on cable television bills.*

16 *Broadcasting costs are $5,110 per month plus $1,000 for maintenance and repair of equipment.*

19 *In FY08-09 the City updated its television equipment when it moved into the new Civic Center. Replacement equipment is not anticipated in FY09-10.*

25 *The transfer to the Internal Services Fund is to pay the Fund's share of City Attorney costs related to PEG.*

29 *Legislative action taken in FY07-98 continues to threaten PEG revenues. Should revenues cease by the end of FY09-10, the ending fund balance will be sufficient to pay monthly broadcasting expenses the following year.*

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ (22,961)	$ (2,722)	$ -	$ (2,800)	***Working Capital Carryforward***	$ -	$ -	
2								
3					***INTERGOVERNMENTAL***			
4	185,204	224,800	200,100	190,300	9-1-1 Excise Tax	190,300	190,300	
5								
6					***TRANSFERS IN***			
7	81,800	51,000	238,700	247,000	Transfer from General Fund	244,900	244,900	
8								
9	$ 244,043	$ 273,078	$ 438,800	$ 434,500	**TOTAL RESOURCES**	$ 435,200	$ 435,200	
10								
11					**REQUIREMENTS**			
12								
13					***MATERIALS & SERVICES***			
14	$ -	$ 14	$ -	$ 800	Legal Services	$ -	$ -	
15	19,804	19,781	-	-	Radio & Mobile Systems Support	-	-	
16	147,324	159,377	352,700	352,700	Emergency 9-1-1 and Dispatch Calls	359,500	359,500	
17	79,638	96,664	86,100	81,800	Distributions to 9-1-1 Agencies	75,700	75,700	
18	$ 246,766	$ 275,836	$ 438,800	$ 434,500	TOTAL MATERIALS & SERVICES	$ 435,200	$ 435,200	
19								
20					***FUND BALANCE***			
21	(2,723)	(2,758)	-	-	Unrestricted Ending Fund Balance	-	-	
22								
23	$ 244,043	$ 273,078	$ 438,800	$ 434,500	**TOTAL REQUIREMENTS**	$ 435,200	$ 435,200	

Notes:

4 *9-1-1 tax disbursements are expected to remain the same from FY08-09 per the League of Oregon Cities. The statutory authorization for the 9-1-1 tax was renewed during the 2007 Legislature, and is now scheduled to sunset 12/31/14.*

5 *A transfer from the General Fund is needed because 9-1-1 expenditures exceed revenues. The total WVCC bill for FY09-10 is $420,200 compared to $410,700 in FY08-09. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY08-09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.*

15 *Beginning in FY08-09, Radio & Mobile Systems Support will be funded in the Police Operating Budget. In prior years, this expense was partially funded in the 9-1-1 Fund. Overall the 9-1-l Fund is not impacted because the transfer to the 9-1-1 Fund has been reduced accordingly.*

16 *The total WVCC bill for FY09-10 is $420,200 compared to $410,700 in FY08-09. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY08-09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.*

17 *Of the estimated $190,100 to be received in 9-1-1 Excise Tax Revenues, 35.6% is to be remitted to the Keizer Rural Fire Protection District and 4% is to be remitted to the Marion County Fire District #1 using a formula agreed to by the two Fire Districts and the City. The formula is in the process of being formally adopted by each agency.*

SPECIAL REVENUE FUND

LAW ENFORCEMENT GRANT FUND

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ (2,730)	$ (189)	$ -	$ (4,800)	***Working Capital Carryforward***	$ -	$ -	
				INTERGOVERNMENTAL			
30,674	20,334	50,000	4,800	Police Grants	50,000	50,000	
				MISCELLANEOUS			
-	20	-	-	Interest/Donations	-	-	
$ 27,944	$ 20,165	$ 50,000	$ -	**TOTAL RESOURCES**	$ 50,000	$ 50,000	
				REQUIREMENTS			
				MATERIALS & SERVICES			
$ -	$ 25,000	$ 25,000	$ -	Materials & Supplies	$ 25,000	$ 25,000	
				CAPITAL OUTLAY			
28,133	-	25,000	-	Equipment	25,000	25,000	
				FUND BALANCE			
(189)	(4,835)	-	-	Unrestricted Ending Fund Balance	-	-	
$ 27,944	$ 20,165	$ 50,000	$ -	**TOTAL REQUIREMENTS**	$ 50,000	$ 50,000	

Notes:

4 *Each year the Police Department applies for and receives various Federal Grants for one-time purchases of Materials and Capital Outlay items.*

SPECIAL REVENUE FUND

HOUSING SERVICES FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 135,204	$ 178,036	$ 195,400	$ 200,300	***Working Capital Carryforward***	$ 225,400	$ 225,400	
2								
3					***MISCELLANEOUS***			
4	34,841	14,425	-	20,000	Loan Proceeds	30,000	30,000	
5	7,991	7,801	7,900	5,100	Interest Revenue	5,100	5,100	
6	$ 42,832	$ 22,226	$ 7,900	$ 25,100	Total Miscellaneous	$ 35,100	$ 35,100	
7								
8	$ 178,036	$ 200,262	$ 203,300	$ 225,400	**TOTAL RESOURCES**	$ 260,500	$ 260,500	
9								
10					**REQUIREMENTS**			
11								
12					***MATERIALS & SERVICES***			
13	$ -	$ -	$ -	$ -	Contractual Services	$ -	$ -	
14	-	-	183,300	-	Housing Rehabilitation Services	260,500	260,500	
15	$ -	$ -	$ 183,300	$ -	TOTAL MATERIALS & SERVICES	$ 260,500	$ 260,500	
16								
17	-	-	20,000	-	Contingency	-	-	
18								
19					***FUND BALANCE***			
20	178,036	200,262	-	225,400	Unrestricted Ending Fund Balance	-	-	
21								
22	$ 178,036	$ 200,262	$ 203,300	$ 225,400	**TOTAL REQUIREMENTS**	$ 260,500	$ 260,500	

Notes:

1 The original funds for this program were received through a Federal Grant. The working capital carryforward is from loan repayments and interest earned on these funds.

2 The City currently has 15 loans outstanding for this program. The program typically receives 1-2 repayments each year. The average balance of each loan is approximately $15,000.

3 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

4 Staff is in the process of reestablishing this program and anticipates loaning funds beginning in FY09-10. Expenditures provide for loaning all available funds should demand for this program warrant.

SPECIAL REVENUE FUND

PARK IMPROVEMENT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09	RESOURCES	RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1	$ 611,939	$ 696,573	$ 929,300	$ 929,300	***Working Capital Carryforward***	$ 732,300	$ 732,300	
2								
3					***INTERGOVERNMENTAL***			
4	152,000	153,640	101,300	101,300	Grants	-	-	
5								
6					***LICENSES & FEES***			
7	48,542	254,123	41,700	24,600	System Development Fees	24,600	24,600	
8								
9					***MISCELLANEOUS***			
10	29,531	33,852	34,300	20,500	Interest	16,400	16,400	
11	-	15,000	-	20,000	Miscellaneous Revenue	-	-	
12	$ 29,531	$ 48,852	$ 34,300	$ 40,500	TOTAL MISCELLANEOUS	$ 16,400	$ 16,400	
13								
14	-	-	-	2,800	Transfer from Transportation Fund	-	-	
15								
16	$ 842,012	$ 1,153,188	$ 1,106,600	$ 1,098,500	**TOTAL RESOURCES**	$ 773,300	$ 773,300	

Notes:

7 FY09-10 SDC's are projected anticipating 22 new single family units and no multi-family units.

10 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

SPECIAL REVENUE FUND

PARK IMPROVEMENT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
17					**REQUIREMENTS**			
18								
19					***MATERIALS & SERVICES***			
20	$ -	$ 17,783	$ -	$ 17,300	Legal Services	$ -	$ -	
21	-	571	-	2,400	Contractual Services	2,400	2,400	
22	$ -	$ 18,354	$ -	$ 19,700	TOTAL MATERIALS & SERVICES	$ 2,400	$ 2,400	
23								
24					***CAPITAL OUTLAY***			
25	$ -	$ -	$ 67,500	$ 67,500	Grant Expenditures	$ -	$ -	
26	141,259	-	-	4,300	Land Acquisition	-	-	
27	-	208,349	215,200	274,700	Improvements	191,400	199,800	
28	-	-	700,000	-	Unanticipated Expenses	445,000	445,000	
29	$ 141,259	$ 208,349	$ 982,700	$ 346,500	TOTAL CAPITAL OUTLAY	$ 636,400	$ 644,800	
30								
31					***TRANSFERS OUT***			
32	$ 4,180	$ -	$ -	$ -	Transfer to General Fund	$ -	$ -	
33	-	-	-	-	Transfer to Internal Services Fund	20,900	20,900	
34	$ 4,180	$ -	$ -	$ -	TOTAL TRANSFERS OUT	$ 20,900	$ 20,900	
35								
36					***FUND BALANCE***			
37	696,573	926,485	123,900	732,300	Unrestricted Ending Fund Balance	113,600	105,200	
38								
39	$ 842,012	$ 1,153,188	$ 1,106,600	$ 1,098,500	**TOTAL REQUIREMENTS**	$ 773,300	$ 773,300	

Notes:

20 Legal Services costs are now budgeted in the Internal Services Fund- City Attorney budget.

27 Improvements are listed on the narrative on the preceding page.

33 The transfer to the Internal Services Fund is to pay the Fund's share of City Attorney costs.

SPECIAL REVENUE FUND

Transportation Improvement Fund

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 854,007	$1,192,556	$1,502,600	$ 1,618,000	***Working Capital Carryforward***	$ 1,262,500	$ 1,262,500	
2								
3					***LICENSES & FEES***			
4	289,934	367,883	107,000	25,400	System Development Fees	27,300	27,300	
5								
6					***MISCELLANEOUS***			
7	48,615	58,164	65,200	37,500	Interest	30,200	30,200	
8								
9					***TRANSFERS IN***			
10	-	-	-	22,300	From General Fund	-	-	
11	-	-	-	-	From Street Fund	90,600	90,600	
12	-	-	-	-	From Convention Center Fund	37,600	37,600	
13	$ -	$ -	$ -	$ 22,300	TOTAL TRANSFERS IN	$ 128,200	$ 128,200	
14								
15	$ 1,192,556	$1,618,603	$1,674,800	$ 1,703,200	**TOTAL RESOURCES**	$ 1,448,200	$ 1,448,200	

Notes:

4 FY09-10 SDC's are projected anticipating 22 new single family units and no multi-family units.

7 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

10 The FY08-09 transfer from the General Fund is repayment for receipts received in prior fiscal years that belong to the Transportation Improvement Fund.

11 The transfer from the Street Fund is repayment for half of an interfund loan made in FY08-09. Funds were borrowed to pay final costs of property acquired at Keizer Station. The balance of the loan is scheduled for repayment in FY10-11.

SPECIAL REVENUE FUND

Transportation Improvement Fund

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
16					**REQUIREMENTS**			
17								
18					***MATERIALS & SERVICES***			
19	$ -	$ 520	$ -	$ 600	Legal Services	$ -	$ -	
20	-	66	-	-	Contractual Services	-	-	
21	$ -	$ 586	$ -	$ 600	TOTAL MATERIALS & SERVICES	$ -	$ -	
22								
23					***CAPITAL OUTLAY***			
24	$ -	$ -	$ 445,000	$ 7,500	Improvements	$ 440,000	$ 440,000	
25	-	-	957,700	-	Unanticipated Expenses	950,000	950,000	
26	$ -	$ -	$1,402,700	$ 7,500	TOTAL CAPITAL OUTLAY	$ 1,390,000	$ 1,390,000	
27								
28					***TRANSFERS OUT***			
29	$ -	$ -	$ 130,000	$ 49,600	Interfund loan to General Fund	$ -	$ -	
30	-	-	-	181,100	Interfund loan to Street Fund	-	-	
31	-	-	142,100	-	Interfund loan to Storm Water Fund	-	-	
32	-	-	-	68,300	Interfund loan to Convention Center	-	-	
33	-	-	-	130,800	Transfer to Sewer Reserve Fund	-	-	
34	-	-	-	2,800	Transfer to Park Improvement Fund	-	-	
35	-	-	-	-	Transfer to Internal Services Funds	200	200	
36	$ -	$ -	$ 272,100	$ 432,600	TOTAL TRANSFERS OUT	$ 200	$ 200	
37								
38					***FUND BALANCE***			
39	1,192,556	1,618,017	-	1,262,500	Unrestricted Ending Fund Balance	58,000	58,000	
40								
41	$ 1,192,556	$1,618,603	$1,674,800	$ 1,703,200	**TOTAL REQUIREMENTS**	$ 1,448,200	$ 1,448,200	

Notes:

19 Legal Services costs are now budgeted in the Internal Services Fund- City Attorney budget.

20 Improvements include engineering design for the I-5/Chemawa southbound on-ramp using an ODOT approved firm. Costs include permits and project management. Construction will also begin on this project in late summer 2009.

35 The transfer to the Internal Services Fund is to pay the Fund's share of City Attorney costs.

SPECIAL REVENUE FUND

STREET FUND

#	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09	RESOURCES	RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1					***WORKING CAPITAL CARRYFORWARD***			
2	$ 2,826,389	$ 2,157,372	$ 1,323,000	$ 1,227,300	Working Capital Carryforward	$ 1,026,800	$ 1,026,800	
3	1,022	854	-	1,200	Helmet Donations	1,200	1,200	
4	$ 2,827,411	$ 2,158,226	$ 1,323,000	$ 1,228,500	TOTAL WORKING CAPITAL CARRYFORWARD	$ 1,028,000	$ 1,028,000	
5								
6					***LICENSES & FEES***			
7	$ 52,983	$ 6,241	$ 4,000	$ 4,100	Planning Construction Fees	$ 4,000	$ 4,000	
8	3,115	5,953	2,500	2,700	Driveway Permit Fees	1,400	1,400	
9	$ 56,098	$ 12,194	$ 6,500	$ 6,800	TOTAL LICENSES & FEES	$ 5,400	$ 5,400	
10								
11					***INTERGOVERNMENTAL***			
12	$ 100,000	$ -	$ 100,000	$ 92,600	Grants	$ -	$ -	
13	1,617,335	1,527,096	1,535,400	1,365,500	State Fuel Tax	1,381,900	1,381,900	
14	$ 1,717,335	$ 1,527,096	$ 1,635,400	$ 1,458,100	TOTAL INTERGOVERNMENTAL	$ 1,381,900	$ 1,381,900	
15								
16					***MISCELLANEOUS***			
17	$ 1,007	$ 3,494	$ -	$ 1,600	Helmet Donations	$ -	$ -	
18	114,470	69,407	114,400	22,000	Interest	11,000	11,000	
19	-	25,797	-	-	Property Sales	-	-	
20	27,627	-	23,200	23,200	Rental Property	23,200	23,200	
21	372	140	-	-	Developer Contributions	-	-	
22	25,726	1,408	-	-	Miscellaneous Revenue	-	-	
23	$ 169,202	$ 100,246	$ 137,600	$ 46,800	TOTAL MISCELLANEOUS	$ 34,200	$ 34,200	
24								
25					***TRANSFERS IN***			
26	$ 23,487	$ -	$ -	$ -	Transfer in from Keizer Station LID	$ -	$ -	
27	-	-	-	181,100	Transfer from Transportation Fund	-	-	
28	3,960	540	-	-	Transfer in from General Fund	-	-	
29	$ 27,447	$ 540	$ -	$ 181,100	TOTAL TRANSFERS IN	$ -	$ -	
30								
31	$ 4,797,493	$ 3,798,302	$ 3,102,500	$ 2,921,300	**TOTAL RESOURCES**	$ 2,449,500	$ 2,449,500	

Notes:

13 Fuel Tax revenue projections for FY08-09 are down 11% from budget. ODOT projects City apportionments to be approximately 1% above FY08-09 revenues. The FY09-10 budget is based on FY08-09 projections adjusted for the 1% increase as estimated by ODOT.

18 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

22 Miscellaneous Revenues are one-time revenues that are not characterized by line-item descriptions.

27 The FY08-09 transfer from the Transportation Fund is an interfund loan to pay final costs of property acquired at Keizer Station. The loan is scheduled to be repaid over the next two years.

SPECIAL REVENUE FUND

STREET FUND

REQUIREMENTS

#	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
32					***PERSONNEL SERVICES***			
33	$ 10,130	$ 5,463	$ 5,900	$ 5,900	City Manager (2)	$ -	$ -	
34	-	722	5,900	5,900	Assistant to City Manager (4)	-	-	
35	40,357	43,500	44,900	44,900	Public Works Director	46,300	46,300	
36	25,738	23,777	24,600	24,600	Public Works Superintendent	25,300	25,300	
37	6,670	7,117	7,100	7,100	City Recorder (5)	-	-	
38	41,040	44,323	64,600	64,600	Municipal Utility Workers	66,500	66,500	
39	4,551	5,004	5,400	5,400	Community Development Director	5,700	5,700	
40	7,426	3,883	4,200	4,200	Code Enforcement/Zoning Technician	4,400	4,400	
41	27,638	26,092	27,000	26,500	Administrative Support	18,700	18,700	
42	1,966	2,099	1,700	1,700	Network Administrator (4)	-	-	
43	3,405	4,725	2,400	2,400	Human Resources Director (6)	-	-	
44	4,894	4,817	5,000	5,000	Finance Director (7)	-	-	
45	7,207	7,695	8,200	8,200	Facility Maintenance Worker (8)	-	-	
46	-	-	-	200	Cell Phone Stipend/Clothing Allowance	500	500	
47	3,739	2,563	3,000	3,000	Overtime	4,300	4,300	
48	-	-	-	-	Duty Pay	1,200	1,200	
49	920	460	600	600	Vehicle Allowance/Tuition Assistance (2)	-	-	
50	2,844	2,796	3,300	3,300	Medicare	2,600	2,600	
51	37,207	33,990	40,700	40,700	Retirement	27,700	27,700	
52	32,991	23,192	39,800	39,800	Insurance Benefits	35,500	35,500	

Notes:

32 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

32 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

32 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

46 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

50 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

51 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

52 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

STREET FUND

#	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					PERSONNEL SERVICES - CONTINUED			
53	1,752	1,468	3,400	3,400	Workers Compensation	1,800	1,800	
54	$ 260,475	$ 243,686	$ 297,700	$ 297,400	TOTAL PERSONNEL SERVICES	$ 240,500	$ 240,500	
					MATERIALS & SERVICES			
55	$ 1,661	$ 1,150	$ 1,500	$ 1,300	Office Materials & Supplies	$ 1,300	$ 1,300	
56	184	53	100	100	Safety & Wellness (6)	-	-	
57	1,175	3,184	1,200	1,600	Helmets	1,200	1,200	
58	1,808	916	2,100	1,900	Postage & Printing	2,000	2,000	
59	1,276	1,208	2,400	2,400	Association Memberships (1)	-	-	
60	4,651	3,653	6,100	4,400	Travel & Training	2,900	2,900	
61	264	177	300	300	City Council Expenses (1)	-	-	
62	180	298	200	100	Advertising	100	100	
63	19,631	24,153	22,000	17,600	Legal Services (3)	-	-	
64	376	373	1,200	1,200	Labor Attorney	400	400	
65	44,739	27,205	35,700	34,000	Contractual Services	35,000	35,000	
66	1,072	3,132	2,700	2,700	Audit (7)	-	-	
67	39,063	35,784	45,000	34,000	Engineering Services	34,000	34,000	
68	3,313	1,560	5,000	8,000	Traffic Engineering SDC Review	6,000	6,000	
69	1,472	1,007	2,200	1,600	Janitorial (8)	-	-	
70	994	674	800	900	Gas & Electricity (8)	-	-	
71	2,145	1,722	1,800	2,100	Telephone	2,100	2,100	
72	13,868	13,347	15,500	10,000	Insurance - Liability	1,400	1,400	
73	58	378	2,500	2,000	Gasoline/Diesel	2,000	2,000	
74	2,590	1,827	2,700	2,400	Computer & Software Maintenance (4)	-	-	
75	2,862	1,791	3,500	2,800	Equipment Maintenance	3,500	3,500	
76	868	351	800	700	Facility Maintenance (8)	-	-	
77	48	-	100	-	Office Equipment Maintenance	-	-	

Notes:

53 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

56 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

- (1) Administration
- (2) City Manager
- (3) City Attorney
- (4) Asst to the City Manager & IT
- (5) City Recorder
- (6) Human Resources
- (7) Finance
- (8) Civic Center Facilities

58 Postage costs are expected to increase 5% in FY09-10.

60 Travel & Training costs are for Public Works staff only. Travel & Training for Administrative staff has been moved to the Internal Services Fund.

72 Liability insurance costs for the City's facilities are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY09-10 budget includes the Street Fund's share of auto insurance premiums.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					MATERIALS & SERVICES - CONTINUED			
78	11,655	-	10,000	9,000	Sidewalk Maintenance	7,000	7,000	
79	7,622	6,876	8,000	8,000	Operating Materials and Supplies	10,000	10,000	
80	21,638	-	-	-	Storm Drain Maintenance	-	-	
81	81,824	94,791	99,000	95,100	Street Sweeping	97,000	97,000	
82	171,891	151,134	165,000	165,000	Street Maintenance & Repair	165,000	165,000	
83	54,567	53,531	55,000	60,000	Street Light Utilities	60,000	60,000	
84	17,338	23,315	24,000	24,000	Traffic Light Utilities	24,000	24,000	
85	16,252	6,160	-	-	Storm Drain Utilities	-	-	
86	26	5	100	400	Medical Testing	400	400	
87	6,552	2,820	4,000	8,100	Rental Property Expenses	3,000	3,000	
88	5,723	6,050	6,400	6,400	MPO Support/ SKATS	6,700	6,700	
89	13	58	-	-	Miscellaneous Expenses	-	-	
90	1,586	497	5,000	600	Flood & Drainage Services	600	600	
91	-	-	6,000	-	Contingency	-	-	
92	$ 540,985	$ 469,180	$ 537,900	$ 508,700	TOTAL MATERIALS & SERVICES	$ 465,600	$ 465,600	
93					***CAPITAL OUTLAY***			
94	$ 4	$ 4,036	$ -	$ -	Office Furniture & Equipment	$ -	$ -	
95	2,778	1,569	3,600	3,200	Computer Hardware	-	-	
96	-	-	64,600	64,600	Storm Sewer Maintenance Truck	-	-	
97	6,569	10,865	-	-	Heavy Equipment/Vehicles	14,800	14,800	
98	25,000	29,850	45,000	5,000	Bike Paths & Lanes	60,000	60,000	
99	305,186	1,267,380	162,500	143,000	Street Improvements	443,000	443,000	
100	5,861	-	25,000	25,000	Infill Sidewalk Completions	-	-	
101	1,601	1,571	-	350,000	Property & Easement Acquisition	-	-	
102	25,022	-	-	-	Storm Drains	-	-	
103	14,044	113,417	-	-	Labish Area Bridge and Drainage	-	-	
104	768,762	-	700,000	99,000	Street Resurfacing	-	-	
105	363,947	5,055	-	-	Chemawa Road Bridge	-	-	
106	-	-	134,000	10,000	Signage Signal Upgrades	-	-	
107	102,733	56,765	-	-	Shop Addition	-	-	
108	3,576	501	1,100	300	Field Equipment	12,200	12,200	
109	-	-	168,900	-	Contingency	69,000	69,000	
110	$ 1,625,083	$ 1,491,009	$ 1,304,700	$ 700,100	TOTAL CAPITAL OUTLAY	$ 599,000	$ 599,000	

Notes:

95 Computer hardware is now budgeted in the Internal Services Fund- Assistant to the City Manager & IT budget.

97 Heavy Equipment/Vehicles costs are for the Street Funds share of new supervisor pick-up, placing a 1995 pick-up in reserve for Parks.

99 Street improvements are for Dearborn and Manbrin North streets.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					DEBT SERVICE			
111	$ 145,000	$ 151,000	$ 157,000	$ 157,000	Principal	$ 163,000	$ 163,000	
112	65,288	59,486	53,500	53,500	Interest	47,200	47,200	
113	$ 210,288	$ 210,486	$ 210,500	$ 210,500	TOTAL DEBT SERVICE	$ 210,200	$ 210,200	
114								
115					***TRANSFERS OUT***			
116	$ -	$ -	$ -	$ -	Transportation Fund - Loan Repayment	$ 90,600	$ 90,600	
117	-	6,406	-	-	Street Lighting District Fund	-	-	
118	-	149,100	149,200	149,200	Storm Utility Fund	151,500	151,500	
119	2,436	-	27,400	27,400	Internal Services Fund	118,600	118,500	
120	$ 2,436	$ 155,506	$ 176,600	$ 176,600	TOTAL TRANSFERS OUT	$ 360,700	$ 360,600	
121								
122	$ -	$ -	$ -	$ -	Contingency	$ -	$ -	
123								
124					***FUND BALANCE***			
125	$ -	$ -	$ 160,000	$ 160,000	Restricted for Grants	$ 220,000	$ 220,000	
126	-	-	1,200	1,200	Restricted for 27th pay period FY15-16	2,000	2,000	
127	-	-	173,800	173,800	Restricted for Future Debt Service	173,800	173,800	
128	2,158,226	1,228,435	240,100	693,000	Unrestricted Ending Fund Balance	177,700	177,800	
129	$ 2,158,226	$ 1,228,435	$ 575,100	$ 1,028,000	TOTAL FUND BALANCE	$ 573,500	$ 573,600	
130								
131	$ 4,797,493	$ 3,798,302	$ 3,102,500	$ 2,921,300	**TOTAL REQUIREMENTS**	$ 2,449,500	$ 2,449,500	

Notes:

116 The transfer to the Transportation fund is repayment for half of an interfund loan made in FY08-09. Funds were borrowed to pay final costs of property acquired at Keizer Station. The balance of the loan is scheduled for repayment in FY10-11.

118 The transfer to the Storm Utility Fund is for the Street Fund's share of Storm Water Maintenance and Improvements.

119 The transfer to the Internal Services Fund is to pay the Street Funds share of City-wide administrative costs.

125 The Grant Reserve is established to save funds for future improvements on Chemawa Road North.

126 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

SPECIAL REVENUE FUND

KEIZER ROTARY AMPHITHEATER

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1					**RESOURCES**			
2								
3	$ -	$ -	$ -	$ -	***WORKING CAPITAL CARRYFORWARD***	$ -	$ -	
4								
5					***CHARGES FOR SERVICES***			
6	-	-	-	-	Rental Fees	6,000	6,000	
7	$ -	$ -	$ -	$ -	TOTAL CHARGES FOR SERVICES	$ 6,000	$ 6,000	
8								
9					***MISCELLANEOUS***			
10	-	-	-		Donations	-	-	
11	-	-	-	-	Interest	-	-	
12	$ -	$ -	$ -	$ -	TOTAL MISCELLANEOUS REVENUE	$ -	$ -	
13								
14	$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 6,000	$ 6,000	
15								
16					**REQUIREMENTS**			
17								
18					***MATERIALS & SERVICES***			
19	-	-	-	-	Operating Materials & Supplies	5,000	5,000	
20	$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 5,000	$ 5,000	
21								
22					***CAPITAL OUTLAY***			
23	-	-	-	-	Improvements	1,000	1,000	
24	$ -	$ -	$ -	$ -	TOTAL CAPITAL OUTLAY	$ 1,000	$ 1,000	
25								
26	-	-	-	-	Unrestricted Ending Fund Balance	-	-	
27								
28	$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 6,000	$ 6,000	

Notes:

6 Rental fees are for use of the amphitheater at Keizer Rapids Park

19 Operating Materials & Supplies are for garbage service, parking attendants, utility costs, portable toilets, security, ground maintenance, etc

CAPITAL PROJECTS FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ (518,476)	$ (581,180)	$ 2,696,200	$ 3,388,800	***Working Capital Carryforward***	$ 3,423,900	$ 3,423,900	
4,150,000	-	-	-	Intergovernmental Loan from Urban Renewal	-	-	
				DEBT PROCEEDS			
-	26,810,000	-	-	Long-Term Debt	-	-	
$ -	$ 26,810,000	$ -	$ -	Total Debt Proceeds	$ -	$ -	
				TAXES & ASSESSMENTS			
-	2,200,000	1,276,700	682,400	Assessments	716,500	716,500	
				MISCELLANEOUS			
926,915	777,605	80,400	83,600	Interest	57,300	57,300	
-	-	1,894,100	1,534,900	Assessment Interest	1,500,800	1,500,800	
-	4,042	-	-	Miscellaneous	-	-	
$ 926,915	$ 781,647	$ 1,974,500	$ 1,618,500	Total Miscellaneous	$ 1,558,100	$ 1,558,100	
$ 4,558,439	$ 29,210,467	$ 5,947,400	$ 5,689,700	**TOTAL RESOURCES**	$ 5,698,500	$ 5,698,500	

Notes:

13 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

CAPITAL PROJECTS FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				REQUIREMENTS			
				MATERIALS & SERVICES			
$ -	$ -	$ 15,000	$ 1,700	Legal Services - Bond Council	$ 2,000	$ 2,000	
42,016	45,134	15,000	600	Contractual Services	-	-	
4,601	203,381	-	600	Line of Credit Issuance Costs	-	-	
$ 46,617	$ 248,515	$ 30,000	$ 2,900	TOTAL MATERIALS & SERVICES	$ 2,000	$ 2,000	
				CAPITAL OUTLAY			
$ 4,047,173	$ 789,952	$ -	$ -	Improvements	$ -	$ -	
				DEBT SERVICE			
$ 918,951	$ 23,720,000	1,605,500	$ 1,432,900	Interest	1,339,000	1,339,000	
-	1,063,239	825,000	830,000	Principal	925,000	925,000	
$ 918,951	$ 24,783,239	$ 2,430,500	$ 2,262,900	TOTAL DEBT SERVICE	$ 2,264,000	$ 2,264,000	
				TRANSFERS OUT			
$ 23,487	$ -	$ -	$ -	Street Fund	$ -	$ -	
-	-	-	-	Internal Services Fund	2,600	2,600	
$ 23,487	$ -	$ -	$ -	TOTAL TRANSFERS OUT	$ 2,600	$ 2,600	
				SPECIAL PAYMENTS			
103,392	-	-	-	Urban Renewal Project Fund	-	-	
				FUND BALANCE			
-	-	2,681,000	2,681,000	Restricted for Future Debt Service	2,681,000	2,681,000	
(581,181)	3,388,761	805,900	742,900	Unrestricted Ending Fund Balance	748,900	748,900	
$ 4,558,439	$ 29,210,467	$ 5,947,400	$ 5,689,700	**TOTAL REQUIREMENTS**	$ 5,698,500	$ 5,698,500	

Notes:

37 *The transfer to the Internal Services Fund is to pay the Fund's share of City Attorney costs.*

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ -	$ -	$ 319,300	$ 306,300	***Working Capital Carry forward***	$ 249,700	$ 249,700	
2								
3					***LICENSES & FEES***			
4	-	2,945	5,000	2,000	Planning & Construction Fees	2,000	2,000	
5	-	364,186	559,200	528,000	Service Fees	528,000	528,000	
6	-	367,131	564,200	530,000	TOTAL LICENSES & FEES	530,000	530,000	
7								
8					***MISCELLANEOUS***			
9	-	5,992	6,500	1,000	Interest	1,000	1,000	
10	-	5,992	6,500	1,000	TOTAL MISCELLANEOUS	1,000	1,000	
11								
12					***TRANSFERS IN***			
13	-	-	142,100	-	Interfund Borrowing from Transportation Fund	-	-	
14	-	149,100	149,200	149,200	Transfer from Street Fund	151,500	151,500	
15	-	149,100	291,300	149,200	TOTAL TRANSFERS IN	151,500	151,500	
16								
17								
18	$ -	$ 522,223	$ 1,181,300	$ 986,500	**TOTAL RESOURCES**	$ 932,200	$ 932,200	

Notes:

5 *The Service Fee Revenue is based on FY08-09 actual revenues which are approximately $44,000 per month.*

14 *The transfer from the Street Fund is for the Street Fund's share of storm water maintenance and improvements.*

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
19					**REQUIREMENTS**			
20								
21					***PERSONNEL SERVICES***			
22	$ -	$ 5,462	$ 5,900	$ 5,900	City Manager (2)	$ -	$ -	
23	-	722	5,900	5,900	Assistant to City Manager (4)	-	-	
24	-	5,058	5,300	5,300	Public Works Director	16,200	16,200	
25	-	3,963	4,100	4,100	Public Works Superintendent	4,300	4,300	
26	-	712	800	800	City Recorder (5)	-	-	
27	-	21,226	121,900	121,900	Municipal Utility Workers	123,300	123,300	
28	-	-	-	-	Code Enforcement/Zoning Technician	2,200	2,200	
29	-	15,798	47,300	47,300	Environmental Program Coordinator	56,400	56,400	
30	-	9,744	12,800	12,700	Administrative Support	7,400	7,400	
31	-	1,050	3,400	3,400	Network Administrator (4)	-	-	
32	-	2,363	4,700	4,900	Human Resources Director (6)	-	-	
33	-	2,890	3,000	3,000	Finance Director (7)	-	-	
34	-	1,923	2,100	2,100	Facility Maintenance Worker (8)	-	-	
35	-	-	-	-	Temporary Employee	20,000	20,000	
36	-	40	2,100	2,100	Overtime	6,400	6,400	
37	-	-	-	-	Duty Pay	1,200	1,200	
38	-	460	400	400	Vehicle Allowance/Tuition Assistance (2)	-	-	
39	-	-	-	1,000	Cell Phone - Clothing Allowances	800	800	
40	-	1,110	3,400	3,400	Medicare	3,300	3,300	
41	-	12,097	39,200	39,200	Retirement	35,200	35,200	
42	-	46,553	56,800	56,800	Insurance Benefits	57,200	57,200	
43	-	1,525	5,200	5,200	Workers Compensation	2,700	2,700	
44	$ -	$ 132,696	$ 324,300	$ 325,400	TOTAL PERSONNEL SERVICES	$ 336,600	$ 336,600	

Notes:

21 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

21 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

21 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

30 Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Internal Services Section of the budget.

35 Temporary employee will assist in Underground Injection Control (UIC) inventory and registration.

39 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

40 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

41 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

42 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

43 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
45					***MATERIALS & SERVICES***			
46	$ -	$ 1,908	$ 1,400	$ 1,400	Office Materials & Supplies	$ 1,400	$ 1,400	
47	-	106	200	200	Safety & Wellness (6)	-	-	
48	-	2,036	7,100	5,800	Postage & Printing	6,100	6,100	
49	-	-	1,000	500	Concrete	1,000	1,000	
50	-	296	1,000	500	Rock & Backfill	1,000	1,000	
51	-	-	1,000	500	Paving	1,000	1,000	
52	-	2,413	3,000	3,000	Association Memberships (1)	-	-	
53	-	2,114	6,500	6,500	Travel & Training	8,000	8,000	
54	-	367	400	400	City Council Expenses (1)	-	-	
55	-	1,300	1,500	1,300	Advertising	1,000	1,000	
56	-	3,011	6,000	5,000	Legal Services (3)	-	-	
57	-	742	1,900	1,900	Labor Attorney (6)	1,000	1,000	
58	-	18,008	27,800	10,000	Contractual Services	10,000	10,000	
59	-	-	300	300	Audit (7)	-	-	
60	-	3,864	15,000	11,000	Engineering Services	20,000	20,000	
61	-	2,001	2,700	2,700	Janitorial (8)	-	-	
62	-	1,317	1,400	1,400	Utilities (8)	-	-	
63	-	8,096	13,000	4,200	Storm Drain Utilities	6,000	6,000	
64	-	456	400	400	Telephone (4)	-	-	
65	-	627	800	800	Insurance - Liability	3,000	3,000	
66	-	-	27,000	-	Vehicle & Equipment Rental	-	-	
67	-	200	2,000	1,000	Gasoline	2,000	2,000	
68	-	200	3,000	3,000	Diesel Fuel	3,700	3,700	
69	-	947	2,100	1,900	Computer & Software Maintenance (4)	-	-	
70	-	-	1,500	1,300	Vehicle Maintenance	1,500	1,500	
71	-	807	5,000	3,000	Equipment Maintenance	6,000	6,000	
72	-	699	1,000	1,000	Facility Maintenance (8)	-	-	
73	-	-	20,000	1,400	Storm Sewer Dumping Costs	5,000	5,000	
74	-	-	300	-	Office Equipment Maintenance (4)	-	-	

Notes:

45 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

- (1) Administration
- (2) City Manager
- (3) City Attorney
- (4) Asst to the City Manager & IT
- (5) City Recorder
- (6) Human Resources
- (7) Finance
- (8) Civic Center Facilities

48 Postage costs are expected to increase 5% in FY09-10.

57 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2009. Negotiations are expected to continue into FY09-10.

60 Engineering services include costs to decommission UICs.

65 Liability insurance costs for the City's facilities are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY09-10 budget includes the Storm Fund's share of auto insurance premiums.

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
75					***MATERIALS & SERVICES - CONTINUED***			
76	-	-	-	-	MS4 Annual Permit Renewal/UIC Registration Fees	14,000	14,000	
77	-	7,446	20,000	6,000	Plant Maintenance	10,000	10,000	
78	-	10	5,000	10,200	Pump Maintenance	10,000	10,000	
79	-	2,831	7,000	14,000	Operating Materials & Supplies	15,000	15,000	
80	-	105	200	500	Medical Testing	500	500	
81	-	38	1,000	2,100	Lab Tests	2,200	2,200	
82	-	-	1,000	1,500	Consumer Confidence Report/ Public Education	1,700	1,700	
83	-	75	100	-	Miscellaneous	-	-	
84	$ -	$ 62,020	$ 188,600	$ 104,700	TOTAL MATERIALS & SERVICES	$ 131,100	$ 131,100	
85								
86					***CAPITAL OUTLAY***			
87	$ -	$ -	$ -	$ -	Office Furniture & Equipment	$ -	$ -	
88	-	-	2,000	2,000	Field Equipment	9,500	9,500	
89	-	1,356	2,900	2,600	Computer Hardware	-	-	
90	-	-	-	-	Service Vehicle	22,000	22,000	
91	-	-	242,100	242,800	Storm Sewer Maintenance Truck	-	-	
92	-	-	50,000	-	Storm Water Master Plan Update	-	-	
93	-	-	1,000	-	Lift Station Telemetry System	-	-	
94	-	19,804	100,000	25,000	Storm Sewer Pipe Extension or Repair	55,000	55,000	
95	$ -	$ 21,160	$ 398,000	$ 272,400	TOTAL CAPITAL OUTLAY	$ 86,500	$ 86,500	
96								
97					***TRANSFERS OUT***			
98	$ -	$ -	$ 34,300	$ 34,300	To Internal Services Fund	$ 74,100	$ 74,100	
99	$ -	$ -	$ 34,300	$ 34,300	TOTAL TRANSFERS OUT	$ 74,100	$ 74,100	
100								
101	-	-	35,900	-	Contingency	50,000	50,000	
102								
103					***FUND BALANCE***			
104	-	-	1,200	1,200	Restricted for 27th pay period FY15-16	2,500	2,500	
105	-	306,347	199,000	248,500	Unrestricted Ending Fund Balance	251,400	251,400	
106								
107	$ -	$ 522,223	$ 1,181,300	$ 986,500	**TOTAL REQUIREMENTS**	$ 932,200	$ 932,200	

Notes:

76 MS4 Annual Permit Renewal/UIC Registration Fees are required by DEQ.

88 Field equipment includes $8,500 for rehabilitation of the 2001 service truck cargo and tool compartments.

89 Computer hardware is now budgeted in the Internal Services Fund- Assistant to the City Manager & IT budget.

90 Service vehicle is the Storm Fund's share of a new full size pick-up replacing a 1996 mid-size, which will be used by the Parks Division.

98 The transfer to the Internal Services Fund is to pay the Storm Fund's share of City-wide administrative costs.

104 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

ENTERPRISE FUND

SEWER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09	RESOURCES	RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
1	$ 138,767	$ 442,014	$ 177,000	$ 481,200	***Working Capital Carryforward***	$ 476,500	$ 476,500	
2								
3					***CHARGES FOR SERVICES***			
4	8,114	546	500	200	Planning/Construction Fees	200	200	
5	4,118,776	4,060,164	4,217,600	4,204,100	Salem Sewer Billing	4,319,700	4,319,700	
6	281,450	316,918	291,000	296,800	Sewer Administration Fee	296,800	296,800	
7	4,408,340	4,377,628	4,509,100	4,501,100	TOTAL CHARGES FOR SERVICES	4,616,700	4,616,700	
8								
9					***MISCELLANEOUS***			
10	5,462	5,124	6,000	5,200	Miscellaneous	5,000	5,000	
11								
12	$ 4,552,569	$ 4,824,766	$ 4,692,100	$ 4,987,500	**TOTAL RESOURCES**	$ 5,098,200	$ 5,098,200	

Notes:

5 The City of Salem is working with a revenue slope of 6.5% for rate changes beginning January 2009. Salem has agreed to phase out the 7.5% surcharge on the City of Keizer's rates at 1.5% in 2009 and 1% thereafter. FY09-10 rates are base on a net 5.5% rate increase.

6 Projections are based on approximately 10,200 sewer customers billed bi-monthly at $4.85 per bill.

10 Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. Historically, the fund has received at least $5,000 annually in miscellaneous revenue.

ENTERPRISE FUND

SEWER FUND

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				REQUIREMENTS			
				PERSONNEL SERVICES			
$ 1,013	$ 1,092	$ 1,200	$ 1,200	City Manager (2)	$ -	$ -	
-	180	1,500	1,500	Assistant to City Manager (4)	-	-	
2,816	3,035	3,200	3,200	Public Works Director	3,300	3,300	
3,676	3,963	4,100	4,100	Public Works Superintendent	4,300	4,300	
-	1,423	1,500	1,500	City Recorder (5)	-	-	
97,949	95,382	104,900	103,000	Administrative Support	84,200	84,200	
1,966	1,575	1,700	1,700	Network Administrator (4)	-	-	
3,405	3,544	2,400	2,400	Human Resources Director (6)	-	-	
19,576	20,232	20,900	20,900	Finance Director (7)	-	-	
1,802	1,924	2,100	2,100	Facility Maintenance Worker (8)	-	-	
-	-	-	100	Cell Phone Stipend (2)-(8)	-	-	
40	191	1,000	1,000	Overtime	1,900	1,900	
92	92	200	200	Vehicle Allowance/Tuition Assistance (2)	-	-	
2,027	2,039	2,300	2,300	Medicare	1,500	1,500	
23,115	22,374	25,300	25,300	Retirement	14,100	14,100	
29,887	22,963	35,700	35,700	Insurance Benefits	27,800	27,800	
332	317	400	400	Workers Compensation	100	100	
$ 187,696	$ 180,326	$ 208,400	$ 206,600	TOTAL PERSONNEL SERVICES	$ 137,200	$ 137,200	

Notes:

15 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

15 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

15 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

21 Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Internal Services Section of the budget.

29 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

30 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

31 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

32 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

ENTERPRISE FUND

SEWER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
34					***MATERIALS & SERVICES***			
35	$ 2,400	$ 1,869	$ 1,900	$ 1,500	Office Materials & Supplies	$ 2,000	$ 2,000	
36	267	64	100	100	Safety & Wellness (6)	-	-	
37	21,731	21,078	21,300	24,800	Postage & Printing	26,000	26,000	
38	1,589	1,520	1,800	1,800	Association Memberships (1)	-	-	
39	2,639	2,119	5,100	3,500	Travel & Training	2,400	2,400	
40	238	227	200	200	City Council Expenses (1)	-	-	
41	72	538	700	200	Advertising	500	500	
42	6,984	2,558	2,400	6,300	Legal Services (3)	-	-	
43	330	448	500	200	Labor Attorney (6)	-	-	
44	1,793	2,150	2,500	2,000	Contractual Services	2,500	2,500	
45	2,279	4,053	5,100	5,100	Audit (7)	-	-	
46	15,407	18,071	10,000	7,300	Engineering Services	7,500	7,500	
47	1,297	1,121	1,600	1,600	Janitorial (8)	-	-	
48	874	734	800	800	Utilities (8)	-	-	
49	493	770	800	700	Telephone (8)	-	-	
50	12,123	12,182	13,600	9,300	Insurance - Liability (8)	-	-	
51	9,023	5,412	7,600	6,800	Computer & Software Maintenance (4)	-	-	
52	769	463	500	500	Equipment Maintenance (4)	-	-	
53	774	405	600	500	Facility Maintenance (8)	-	-	
54	3,834,210	4,083,897	4,217,600	4,204,100	Salem Sewer Payments	4,319,700	4,319,700	
55	23	21	100	-	Medical Testing	-	-	
56	113	127	200	100	Miscellaneous Expense	100	100	
57	$ 3,915,428	$ 4,159,827	$ 4,295,000	$ 4,277,400	TOTAL MATERIALS & SERVICES	$ 4,360,700	$ 4,360,700	

Notes:

34 *Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:*

(1) Administration	*(5) City Recorder*
(2) City Manager	*(6) Human Resources*
(3) City Attorney	*(7) Finance*
(4) Asst to the City	*(8) Civic Center Facilities*

37 *Postage costs are expected to increase 5% in FY09-10.*

38 *Beginning FY10, Travel & Training is for Utility Billing staff only.*

41 *Advertising is for staff recruitments.*

54 *Salem Sewer Payments are pass-through expenses and equal Salem Sewer Billing revenues in the Resources section.*

ENTERPRISE FUND

SEWER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
58					***CAPITAL OUTLAY***			
59	$ 5	$ -	$ -	$ -	Office Furniture & Equipment	$ -	$ -	
60	4,127	3,345	7,200	6,400	Computer Hardware	-	-	
61	$ 4,132	$ 3,345	$ 7,200	$ 6,400	TOTAL CAPITAL OUTLAY	$ -	$ -	
62								
63	-	-	14,700	-	Contingency	15,800	15,800	
64								
65					***TRANSFERS OUT***			
66	3,299	-	20,600	20,600	Transfer to Internal Services Fund	136,900	136,900	
67	$ 3,299	$ -	$ 20,600	$ 20,600	TOTAL TRANSFERS OUT	$ 136,900	$ 136,900	
68								
69								
70					***FUND BALANCE***			
71	-	-	800	800	Restricted for 27th pay period FY15-16	1,100	1,100	
72	442,014	481,268	145,400	475,700	Unrestricted Ending Fund Balance	446,500	446,500	
73								
74	$ 4,552,569	$ 4,824,766	$ 4,692,100	$ 4,987,500	**TOTAL REQUIREMENTS**	$ 5,098,200	$ 5,098,200	

Notes:

60 Computer hardware is now budgeted in the Internal Services Fund- Assistant to the City Manager & IT budget.

63 Contingency is 5% of total expenses less Salem Sewer Payments.

66 The transfer to the Internal Services Fund is to pay the Sewer Funds share of City-wide administrative costs.

71 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

ENTERPRISE FUND

SEWER RESERVE FUND

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ 818,693	$ 974,129	$ 1,045,100	$ 1,058,800	***Working Capital Carryforward***	$ 1,025,100	$ 1,025,100	
				CHARGES FOR SERVICES			
154,002	84,565	-	36,000	Sewer System Development Fee	-	-	
44,275	-	-	-	Storm Sewer Acreage Fee	-	-	
$ 198,277	$ 84,565	$ -	$ 36,000	TOTAL CHARGES FOR SERVICES	$ -	$ -	
				MISCELLANEOUS			
992	86	1,000	25,000	Interest	7,800	7,800	
				TRANSFERS IN			
-	-	-	18,400	General Fund	-	-	
-	-	-	130,800	Transportation Fund	-	-	
$ -	$ -	$ -	$ 149,200	TOTAL TRANSFERS IN	$ -	$ -	
$ 1,017,962	$ 1,058,780	$ 1,046,100	$ 1,269,000	**TOTAL RESOURCES**	$ 1,032,900	$ 1,032,900	
				REQUIREMENTS			
				MATERIALS & SERVICES			
$ -	$ -	$ 20,000	$ 43,900	Engineering	$ -	$ -	
$ -	$ -	$ 20,000	$ 43,900	TOTAL MATERIALS & SERVICES	$ -	$ -	
				CAPITAL OUTLAY			
$ -	$ -	$ 1,026,100	$ 200,000	Sewer Line Extensions	$ 816,000	$ 816,000	
43,833	-	-	-	Storm Drain Reimbursement	-	-	
-	-	-	-	Unanticipated Expenses	-	216,900	
$ 43,833	$ -	$ 1,026,100	$ 200,000	TOTAL CAPITAL OUTLAY	$ 816,000	$ 1,032,900	
				FUND BALANCE			
$ 974,129	$ 1,058,780	$ -	$ 1,025,100	Unrestricted Ending Fund Balances	$ 216,900	$ -	
$ 1,017,962	$ 1,058,780	$ 1,046,100	$ 1,269,000	**TOTAL REQUIREMENTS**	$ 1,032,900	$ 1,032,900	

Notes:

11 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009. Cash balances in the Sewer Reserve Fund will deplete throughout the year to pay for capital outlay construction.

14 The FY08-09 transfer from the General Fund is repayment for receipts received in prior fiscal years that belong in the Sewer Reserve Fund.

15 The FY08-09 transfer from the Transportation Improvement Fund is repayment for receipts received in prior fiscal years that belong in the Sewer Reserve Fund.

27 Sewer line extension is for continuing construction along McNary Estates Drive to Willow Lake Treatment Plant per agreement with City of Salem.

ENTERPRISE FUND

WATER FUND

#	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 1,162,061	$ 928,875	$ 1,233,700	$ 1,228,900	***Working Capital Carryforward***	$ 347,600	$ 347,600	
2								
3					***TAXES & ASSESSMENTS***			
4	705	705	-	700	Assessments	$ 700	$ 700	
5								
6					***LICENSES & FEES***			
7	21,738	4,508	5,000	200	Planning & Construction Fees	200	200	
8	32,755	33,755	39,700	300	Service Fees	300	300	
9	19,886	28,900	22,000	26,600	Diesel Fuel Sales	24,000	24,000	
10	37,594	13,451	10,000	-	Live Tap Reimbursement	-	-	
11	$ 111,973	$ 80,614	$ 76,700	$ 27,100	TOTAL LICENSES & FEES	$ 24,500	$ 24,500	
12								
13					***CHARGES FOR SERVICES***			
14	2,716,738	2,460,872	2,798,400	2,503,100	Water Sales	2,503,100	2,503,100	
15								
16					***MISCELLANEOUS***			
17	105	91	-	100	Assessment Interest	100	100	
18	70,352	43,031	70,400	27,600	Interest	24,600	24,600	
19	7,897	43,460	-	10,400	Miscellaneous	-	-	
20	$ 78,354	$ 86,582	$ 70,400	$ 38,100	TOTAL MISCELLANEOUS	$ 24,700	$ 24,700	
21								
22					***INTERGOVERNMENTAL***			
23	-	-	-	14,700	Transfer from Urban Renewal	-	-	
24								
25	$ 4,069,831	$ 3,557,648	$ 4,179,200	$ 3,812,600	**TOTAL RESOURCES**	$ 2,900,600	$ 2,900,600	

Notes:

9 Diesel Fuel Sales is for fuel sold to the Keizer Fire District.

14 Water Sales Revenues are budgeted at FY08-09 projections.

18 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

19 Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions.

23 The transfer from Urban Renewal was to pay for the fill station from Bailey Road to Rickman Road NE

ENTERPRISE FUND

WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					REQUIREMENTS			
26					***PERSONNEL SERVICES***			
27	$ 10,130	$ 10,925	$ 11,700	$ 11,700	City Manager (2)	$ -	$ -	
28	-	1,354	10,900	10,900	Assistant to City Manager (4)	-	-	
29	25,341	27,314	28,200	28,200	Public Works Director	29,100	29,100	
30	33,091	35,665	36,800	36,800	Public Works Superintendent	33,700	33,700	
31	-	1,423	1,500	1,500	City Recorder (5)	-	-	
32	422,859	440,433	473,900	473,900	Municipal Utility Workers	495,500	495,500	
33	1,821	2,002	2,200	2,200	Community Development Director	2,300	2,300	
34	123,234	117,940	127,000	124,600	Administrative Support	93,600	93,600	
35	8,849	8,922	9,000	9,000	Network Administrator (4)	-	-	
36	15,322	20,082	12,400	12,900	Human Resources Director (6)	-	-	
37	24,470	20,232	20,900	20,900	Finance Director (7)	-	-	
38	7,207	5,771	6,200	6,200	Facility Maintenance Worker (8)	-	-	
39	-	-	-	3,100	Cell Phone Stipend/Clothing Allowance	2,700	2,700	
40	35,637	25,433	31,000	31,000	Overtime	27,100	27,100	
41	10,400	10,600	10,400	10,400	Duty Pay	12,800	12,800	
42	920	920	1,000	1,000	Vehicle Allowance/Tuition Assistance (2)	-	-	
43	11,000	11,132	12,000	12,000	Medicare	10,300	10,300	
44	123,841	119,928	138,200	138,200	Retirement	105,700	105,700	
45	150,532	156,428	182,600	182,600	Insurance Benefits	177,200	177,200	
46	7,415	6,060	14,400	14,400	Workers Compensation	7,900	7,900	
47	$ 1,012,069	$ 1,022,564	$ 1,130,300	$ 1,131,500	TOTAL PERSONNEL SERVICES	$ 997,900	$ 997,900	

Notes:

26 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administratio	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

26 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

26 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

34 Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Internal Services Section of the budget.

39 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

43 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

44 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

45 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

46 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
48					***MATERIALS & SERVICES***			
49	$ 8,057	$ 6,716	$ 8,200	$ 6,700	Office Materials & Supplies	$ 7,000	$ 7,000	
50	1,159	437	600	600	Safety & Wellness (6)	-	-	
51	28,673	26,251	28,700	31,200	Postage & Printing	32,700	32,700	
52	4,249	2,907	5,000	7,000	Concrete	6,000	6,000	
53	7,363	9,238	8,500	10,500	Rock & Backfill	10,500	10,500	
54	7,148	3,957	7,000	6,000	Paving	7,000	7,000	
55	9,184	12,563	11,000	14,500	Sequestering Agent	15,000	15,000	
56	6,224	3,961	10,000	4,900	Fluoride	7,500	7,500	
57	7,612	8,432	10,100	10,100	Association Memberships (1)	-	-	
58	16,557	17,831	21,500	21,500	Travel & Training	16,900	16,900	
59	1,200	1,320	1,400	1,500	City Council Expenses (5)	-	-	
60	2,860	3,819	1,000	200	Advertising	1,000	1,000	
61	13,557	12,504	10,300	7,600	Legal Services (3)	-	-	
62	3,016	4,189	8,200	5,000	Labor Attorney	3,500	3,500	
63	37,486	29,730	52,800	30,500	Contractual Services	50,000	50,000	
64	1,005	2,395	2,500	2,500	Audit (7)	-	-	
65	558	1,019	2,000	2,500	Flagging	3,000	3,000	
66	22,167	16,878	25,000	15,000	Engineering Services	20,000	20,000	
67	9,194	9,881	11,900	11,900	Janitorial (8)	-	-	
68	3,010	2,923	3,800	3,900	Clothing	-	-	
69	171,249	175,382	195,800	195,800	Gas & Electricity	201,600	201,600	

Notes:

48 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administratio	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

51 Postage costs are expected to increase 5% in FY09-10.

58 Travel & Training costs are for Public Works and Utility Billing staff only. Travel & training for Administrative staff has been moved to the Internal Services Fund.

62 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2009. Negotiations are expected to continue into

68 Clothing allowances are taxable fringe benefits and are therefore part of the Personnel Services section of the budget.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
70					***MATERIALS & SERVICES - CONTINUED***			
71	9,069	8,062	9,500	7,500	Natural Gas	8,500	8,500	
72	26,284	15,434	16,500	12,600	Telephone	15,000	15,000	
73	2,660	1,800	10,000	8,500	Telemetry	10,000	10,000	
74	49,596	49,894	57,900	39,800	Insurance - Liability	10,500	10,500	
75	12,519	14,062	15,000	15,000	Gasoline	15,000	15,000	
76	29,940	40,933	41,000	41,000	Diesel Fuel	37,400	37,400	
77	12,783	10,892	12,000	12,000	Computer & Software Maintenance (4)	-	-	
78	14,845	17,660	15,500	10,000	Vehicle Maintenance	12,000	12,000	
79	11,597	12,240	13,000	13,000	Equipment Maintenance	15,000	15,000	
80	3,910	2,477	3,500	3,500	Facility Maintenance (8)	-	-	
81	348	-	400	400	Office Equipment Maintenance (4)	-	-	
82	50,556	31,398	40,000	35,000	Plant Maintenance	40,000	40,000	
83	25,735	13,760	10,000	5,000	Live Taps	10,000	10,000	
84	17,090	31,111	20,000	23,000	Pump House Maintenance	25,000	25,000	
85	36,097	30,145	30,000	35,000	Pump Maintenance	30,000	30,000	
86	33,298	38,720	35,000	30,000	Operating Materials & Supplies	35,000	35,000	
87	953	32	1,500	500	Medical Testing	1,500	1,500	
88	29,121	2,487	25,000	9,000	Water Mains	15,000	15,000	
89	3,910	4,092	4,100	4,100	Well Property Lease	4,100	4,100	
90	41,732	40,494	77,000	66,000	Lab Tests	42,000	42,000	
91	29,645	30,508	32,000	32,000	Contract Meter Reading	32,000	32,000	
92	7,303	6,581	10,000	8,000	Consumer Confidence Report/ Public Education	10,000	10,000	
93	179	342	-	-	Miscellaneous	-	-	
94	$ 810,698	$ 755,457	$ 904,200	$ 800,300	TOTAL MATERIALS & SERVICES	$ 749,700	$ 749,700	

Notes:

70 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administratio
(2) City Manager
(3) City Attorney
(4) Asst to the City Manager & IT
(5) City Recorder
(6) Human Resources
(7) Finance
(8) Civic Center Facilities

74 Liability insurance costs for the City's facilities are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY09-10 budget includes the Water Fund's share of auto insurance premiums.

93 Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
95					***CAPITAL OUTLAY***			
96	$ 2,943	$ 11,969	$ -	$ 1,300	Office Furniture & Equipment	$ -	$ -	
97	25,351	10,270	18,600	11,000	Field Equipment	11,300	11,300	
98	15,873	9,402	13,500	11,900	Computer Hardware	-	-	
99	14,657	42,330	35,000	33,400	Public Works Vehicle	-	-	
100	28,161	20,834	25,000	10,000	Water Meters	15,000	15,000	
101	-	-	16,200	16,200	Storm Sewer Maintenance Truck	-	-	
102	202	-	-	-	Keizer Station Improvements	-	-	
103	217,687	122,655	-	-	Shop Building Addition	-	-	
104	$ 304,874	$ 217,460	$ 108,300	$ 83,800	TOTAL CAPITAL OUTLAY	$ 26,300	$ 26,300	
105								
106					***DEBT SERVICE***			
107	$ 135,000	$ 135,000	$ 140,000	$ 140,000	Principal	$ 145,000	$ 145,000	
108	103,833	98,298	92,700	92,700	Interest	86,900	86,900	
109	$ 238,833	$ 233,298	$ 232,700	$ 232,700	TOTAL DEBT SERVICE	$ 231,900	$ 231,900	
110								
111	-	-	117,800	-	Contingency	88,700	88,700	
112								
113					***TRANSFERS OUT***			
114	$ 6,783	$ -	$ 116,600	$ 116,600	To Internal Services Fund	281,100	281,000	
115	767,700	100,000	1,230,100	1,100,100	Transfer to Water Facility Replacement Reserve	150,000	150,000	
116	$ 774,483	$ 100,000	$ 1,346,700	$ 1,216,700	TOTAL TRANSFERS OUT	$ 431,100	$ 431,000	
117								
118					***FUND BALANCE***			
119	-	-	4,500	4,500	Restricted for 27th pay period FY15-16	7,900	7,900	
120	928,874	1,228,869	334,700	343,100	Unrestricted Ending Fund Balance	367,100	367,200	
121								
122	$ 4,069,831	$ 3,557,648	$ 4,179,200	$ 3,812,600	**TOTAL REQUIREMENTS**	$ 2,900,600	$ 2,900,600	

Notes:

98 Computer hardware is now budgeted in the Internal Services Fund- Assistant to the City Manager & IT budget.

111 Contingency is 5% of expenditures.

114 The transfer to the Internal Services Fund is to pay the Sewer Funds share of City-wide administrative costs.

119 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

120 The Fund Balance provides for a 60-day cash supply as provided for in the Cost of Service Analysis adopted by the City Council.

ENTERPRISE FUND

WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1	$ 2,376,357	$ 1,907,199	$ 1,274,600	$ 1,267,100	***Working Capital Carryforward***	$ 1,428,200	$ 1,428,200	
2								
3					***TAXES & ASSESSMENTS***			
4	221	1,267	1,400	1,500	Assessments	$ 1,500	$ 1,500	
5								
6					***CHARGES FOR SERVICES***			
7	$ 101,093	$ 123,208	$ 44,000	$ 30,000	System Development Charges	$ 18,700	$ 18,700	
8	-	-	-	-	Oversized Reimbursement Fees	-	-	
9	$ 101,093	$ 123,208	$ 44,000	$ 30,000	TOTAL CHARGES FOR SERVICES	$ 18,700	$ 18,700	
10								
11					***MISCELLANEOUS***			
12	$ 106,225	$ 80,291	$ 106,200	$ 29,500	Interest	$ 23,500	$ 23,500	
13	5,000	21	-	600	Miscellaneous	-	-	
14	$ 111,225	$ 80,312	$ 106,200	$ 30,100	TOTAL MISCELLANEOUS	$ 23,500	$ 23,500	
15								
16					***TRANSFERS IN***			
17	767,700	100,000	1,230,100	1,100,100	Transfer from Water Fund	150,000	150,000	
18								
19	$ 3,356,596	$ 2,211,986	$ 2,656,300	$ 2,428,800	**TOTAL RESOURCES**	$ 1,621,900	$ 1,621,900	

Notes:

4 The Assessments are payments for new waterlines built by the City and repaid by the property owners.

7 System Development Fees are based on 22 Single Family dwellings.

12 City funds are pooled and held at the Oregon State Treasury and a local bank. Interest rates dropped from 3.2% in July 2008 to 1.4% in March 2009.

ENTERPRISE FUND

WATER FACILITY REPLACEMENT RESERVE

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				REQUIREMENTS			
				MATERIALS & SERVICES			
$ -	$ 386	$ -	$ 600	Legal Services	$ -	$ -	
$ -	$ 386	$ -	$ 600	TOTAL MATERIALS & SERVICES	$ -	$ -	
				CAPITAL OUTLAY			
$ -	$ -	$ 5,000	$ -	Repayment on Oversized Water Mains	$ -	$ -	
321,567	332,905	250,000	50,000	Supply/Treatment	450,000	450,000	
36,230	319,832	650,000	940,000	Transmission & Distribution Mains	-	-	
19,200	2,022	150,000	10,000	General Plant	10,000	10,000	
1,072,400	289,764	-	-	Storage	-	-	
-	-	200,000	-	Unanticipated Expenses	100,000	100,000	
$ 1,449,397	$ 944,523	$ 1,255,000	$ 1,000,000	TOTAL CAPITAL OUTLAY	$ 560,000	$ 560,000	
				FUND BALANCE			
$ -	$ -	$ 234,100	$ 234,100	Restricted for Debt Service Requirements	$ 234,100	$ 234,100	
1,907,199	1,267,077	1,167,200	1,194,100	Unrestricted Ending Fund Balance	827,800	827,800	
$ 1,907,199	$ 1,267,077	$ 1,401,300	$ 1,428,200	TOTAL FUND BALANCE	$ 1,061,900	$ 1,061,900	
$ 3,356,596	$ 2,211,986	$ 2,656,300	$ 2,428,800	**TOTAL REQUIREMENTS**	$ 1,621,900	$ 1,621,900	

Notes:

26 For detailed Capital Outlay projects see Water Facility Fund Summary immediately preceding this page.

37 The Ending Fund Balance will be used in future years to pay for projects provided for in the Capital Improvement Program.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ 203,756	$ 207,089	$ 221,300	$ 219,500	***Working Capital Carryforward***	$ 226,500	$ 226,500	
				TAXES & ASSESSMENTS			
409,992	423,010	432,600	441,700	Lighting District Assessments	441,700	441,700	
				TRANSFERS IN			
-	6,407	-	-	Transfer from Water Fund	-	-	
$ 613,748	$ 636,506	$ 653,900	$ 661,200	**TOTAL RESOURCES**	$ 668,200	$ 668,200	

Notes:

4 *The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax roles in Year Two. FY08-09 includes an assessment for pole replacement for $3,900 and street lighting maintenance costs for $5,100.*

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
10					**REQUIREMENTS**			
11								
12					***PERSONNEL SERVICES***			
13	$ 1,013	$ 1,092	$ 1,200	$ 1,200	City Manager (2)	$ -	$ -	
14	-	180	1,500	1,500	Assistant to City Manager (4)	-	-	
15	4,693	5,058	5,300	5,300	Public Works Director	5,400	5,400	
16	3,677	3,963	4,100	4,100	Public Works Superintendent	4,300	4,300	
17	6,670	7,117	7,100	7,100	City Recorder (5)	-	-	
18	10,704	11,223	11,900	11,400	Administrative Support Staff (5)-(7)	4,400	4,400	
19	491	525	600	600	Network Administrator (4)	-	-	
20	851	1,181	800	800	Human Resources Director (6)	-	-	
21	4,894	4,817	5,000	5,000	Finance Director (7)	-	-	
22	1,802	1,924	2,100	2,100	Facility Maintenance Worker (8)	-	-	
23	10	20	100	100	Overtime	300	300	
24	92	92	200	200	Vehicle Allowance/Tuition Assistance (2)	-	-	
25	-	-	-	100	Cell Phone Stipend/Clothing Allowance	-	-	
26	533	569	700	700	Medicare	300	300	
27	6,658	6,784	7,500	7,500	Retirement	2,400	2,400	
28	5,880	6,077	7,300	7,300	Insurance Benefits	2,700	2,700	
29	119	163	200	200	Workers Compensation	100	100	
30	$ 48,087	$ 50,785	$ 55,600	$ 55,200	TOTAL PERSONNEL SERVICES	$ 19,900	$ 19,900	

Notes:

12 Personnel Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

12 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

12 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

26 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

27 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

28 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

29 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
31					***MATERIALS & SERVICES***			
32	$ 453	$ 352	$ 600	$ 500	Materials & Supplies	$ 600	$ 600	
33	111	14	100	100	Safety & Wellness (6)	-	-	
34	333	237	500	400	Postage & Printing	500	500	
35	386	316	600	600	Association Memberships (1)	-	-	
36	758	951	1,100	1,100	Travel & Training (2)-(8)	-	-	
37	47	48	100	100	City Council Expenses (1)	-	-	
38	749	881	1,200	1,200	Advertising	1,200	1,200	
39	121	973	1,000	600	Legal Services (3)	-	-	
40	63	98	200	200	Labor Attorney (6)	-	-	
41	111	133	200	200	Contractual Services	200	200	
42	268	461	500	500	Audit (7)	-	-	
43	248	264	500	500	Janitorial (8)	-	-	
44	167	176	200	500	Utility (8)	-	-	
45	219	269	300	300	Telephone (4)	-	-	
46	275	358	400	400	Insurance - Liability (1)	-	-	
47	919	609	1,800	1,600	Computer & Software Maintenance (4)	-	-	
48	150	106	100	100	Equipment Maintenance (4)	-	-	
49	150	92	200	200	Facility Maintenance (8)	-	-	
50	2,836	6,065	7,400	2,000	Engineering Costs	3,000	3,000	
51	348,652	348,566	352,200	355,400	Lighting Costs	355,400	355,400	
52	-	4,526	5,100	5,100	Street Lighting Maintenance - Keizer Station Area A	5,100	5,100	
53	4	10	100	-	Medical Testing	-	-	
54	$ 357,020	$ 365,505	$ 374,400	$ 371,600	TOTAL MATERIALS & SERVICES	$ 366,000	$ 366,000	

Notes:

33 Materials & Services related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration	(5) City Recorder
(2) City Manager	(6) Human Resources
(3) City Attorney	(7) Finance
(4) Asst to the City Manager & IT	(8) Civic Center Facilities

38 Advertising costs are for Street Lighting District Assessment public notices.

52 The Keizer Station Area A Street Lighting District provides for $5,100 annual maintenance per Council resolution.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

	ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
55					***CAPITAL OUTLAY***			
56	$ -	$ -	$ -	$ -	Office Furniture & Equipment	$ -	$ -	
57	873	723	1,100	1,000	Computer Hardware	-	-	
58	$ 873	$ 723	$ 1,100	$ 1,000	TOTAL CAPITAL OUTLAY	$ -	$ -	
59								
60	-	-	21,300	$ -	Contingency	$ 21,000	$ 21,000	
61								
62					***TRANSFERS OUT***			
63	$ 678	$ -	$ 6,900	$ 6,900	Transfer to Internal Services Fund	$ 35,000	$ 35,000	
64	$ 678	$ -	$ 6,900	$ 6,900	TOTAL TRANSFERS OUT	$ 35,000	$ 35,000	
65								
66					***FUND BALANCE***			
67	$ -	$ -	$ 200	$ 200	Restricted for 27th pay period FY15-16	$ 200	$ 200	
68	-	-	3,900	3,900	Restricted for Pole Replacement at Keizer Station Area A	7,800	7,800	
69	207,090	219,493	190,500	222,400	Unrestricted Ending Fund Balance	218,300	218,300	
70								
71	$ 613,748	$ 636,506	$ 653,900	$ 661,200	**TOTAL REQUIREMENTS**	$ 668,200	$ 668,200	

Notes:

60 Contingency is 5% of total expenses.

63 The transfer to the Internal Services Fund is to pay the Sewer Funds share of City-wide administrative costs.

67 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

68 The Keizer Station Area A Street Lighting District provides for $3,900 annually for depreciation on poles per Council resolution. This amount is collected annually and set aside in a reserve for future use for pole replacement.

SPECIAL REVENUE FUND

COMMUNITY - CONVENTION CENTER

ACTUAL 2006-07	ACTUAL 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ -	$ -	$ -	$ -	***WORKING CAPITAL CARRYFORWARD***	$ -	$ -	
				CHARGES FOR SERVICES			
-	-	-	-	Rental Fees	42,000	42,000	
$ -	$ -	$ -	$ -	TOTAL CHARGES FOR SERVICES	$ 42,000	$ 42,000	
				MISCELLANEOUS			
-	-	-	30,000	Donations	10,000	10,000	
-	-	-	-	Interest	-	-	
$ -	$ -	$ -	$ 30,000	TOTAL MISCELLANEOUS REVENUE	$ 10,000	$ 10,000	
-	-	-	68,300	Transfer from Transportation Fund for Interfund Loan	-	-	
$ -	$ -	$ -	$ 98,300	**TOTAL RESOURCES**	$ 52,000	$ 52,000	
				REQUIREMENTS			
				MATERIALS & SERVICES			
-	-	-	23,200	Contractual Services	14,400	14,400	
$ -	$ -	$ -	$ 23,200	TOTAL MATERIALS & SERVICES	$ 14,400	$ 14,400	
				CAPITAL OUTLAY			
-	-	-	61,800	Tables and Chairs	-	-	
-	-	-	13,300	Dance Floor	-	-	
$ -	$ -	$ -	$ 75,100	TOTAL CAPITAL OUTLAY	$ -	$ -	
$ -	$ -	$ -	$ -	Transfer to Transportation Fund to Repay Loan	$ 37,600	$ 37,600	
-	-	-	-	Unrestricted Ending Fund Balance	-	-	
$ -	$ -	$ -	$ 98,300	**TOTAL REQUIREMENTS**	$ 52,000	$ 52,000	

Notes:

6 The City has hired a consulting firm to create a business plan for the Community/Convention Center. The firm has given a preliminary revenue projection of $42,000 for rental fees, noting that the facility will have low usage in the first few months.

10 Donations are from the Keizer Rotary Foundation. The Foundation has agreed to pay $100,000 as user fees for use of the rooms; $30,000 in FY08-09 and $10,000 for the next seven years. The proceeds are to be used to purchase furniture, equipment, audio/video equipment and other supplies and equipment to be used in the rooms.

14 An interfund loan is needed to pay for furnishings, fixtures and consulting services to get the Center up and running. The City anticipates repaying the Transportation Fund, with interest, with rental fee income and donations over the next two years.

21 Contractual services are for an event coordinator consulting service to create a business plan and get the center up and running.

INTERNAL SERVICE FUND SUMMARY

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ 253	$ 1,848	$ 1,800	$ 1,900	Working Capital Carryforward	$ 5,500	$ 5,500	
				INTERGOVERNMENTAL			
2,806	-	20,600	20,600	Reimbursement from Urban Renewal	281,100	280,900	
39	77	-	5,500	Miscellaneous Revenue	-	-	
				TRANSFERS IN			
22,139	-	459,700	459,700	General Fund	1,015,900	1,015,500	
-	-	-	-	General Fund Parks	18,700	18,700	
-	-	-	-	General Fund Community Development	48,000	47,900	
-	-	-	-	General Fund Police	8,400	8,400	
-	-	-	-	General Fund Municipal Court	200	200	
2,436	-	27,400	27,400	Street Fund	118,600	118,500	
-	-	-	-	PEG Fund	1,200	1,200	
-	-	-	-	Keizer Station LID Fund	2,600	2,600	
-	-	-	-	Park Improvement Fund	20,900	20,900	
-	-	-	-	Transportation Improvement Fund	200	200	
3,299	-	20,600	20,600	Sewer Fund	136,900	136,900	
6,783	-	116,600	116,600	Water Fund	281,100	281,000	
678	-	6,900	6,900	SLD Fund	35,000	35,000	
-	-	34,300	34,300	Storm Water Fund	74,100	74,100	
$ 35,335	$ -	$ 665,500	$ 665,500	TOTAL TRANSFERS IN	$ 1,761,800	$ 1,761,100	
$ 38,433	$ 1,925	$ 687,900	$ 693,500	**TOTAL RESOURCES**	$ 2,048,400	$ 2,047,500	
				REQUIREMENTS			
				EXPENDITURES			
$ -	$ -	$ -	$ -	Personnel Services	$ 1,356,500	$ 1,355,600	
-	-	-	-	Materials & Services	636,100	636,100	
36,583	-	687,900	688,000	Capital Outlay	44,300	44,300	
$ 36,583	$ -	$ 687,900	$ 688,000	TOTAL EXPENDITURES	$ 2,036,900	$ 2,036,000	
				FUND BALANCE			
-	-	-	-	Restricted for 27th pay period FY15-16	11,500	11,500	
1,850	1,925	-	5,500	Unrestricted Ending Fund Balances	-	-	
$ 38,433	$ 1,925	$ 687,900	$ 693,500	**TOTAL REQUIREMENTS**	$ 2,048,400	$ 2,047,500	

INTERNAL SERVICES FUND

CITY-WIDE ADMINISTRATION

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
				INTERGOVERNMENTAL			
$ -	$ -	$ -	$ -	*Reimbursement from Urban Renewal*	$ 7,500	$ 7,500	
				TRANSFERS IN			
-	-	-	-	*General Fund*	165,100	165,100	
-	-	-	-	*Street Fund*	8,900	8,900	
-	-	-	-	*Sewer Fund*	7,900	7,900	
-	-	-	-	*Water Fund*	37,700	37,700	
-	-	-	-	*SLD Fund*	1,300	1,300	
-	-	-	-	*Storm Water Fund*	11,900	11,900	
$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ 232,800	$ 232,800	
$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 240,300	$ 240,300	

INTERNAL SERVICES FUND

CITY-WIDE ADMINISTRATION

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
16					**REQUIREMENTS**			
17								
18					***MATERIALS & SERVICES***			
19	$ -	$ -	$ -	$ -	Association Memberships	$ 61,500	$ 61,500	
20	-	-	-	-	Committee Meeting Expense	3,000	3,000	
21	-	-	-	-	Postage & Printing	56,000	56,000	
22	-	-	-	-	Liability Insurance	97,200	97,200	
23	-	-	-	-	City Council Expenses	8,000	8,000	
24	-	-	-	-	Advertising	2,000	2,000	
25	-	-	-	-	Contractual Services	11,600	11,600	
26	-	-	-	-	Miscellaneous Expense	1,000	1,000	
27	$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 240,300	$ 240,300	
28								
29	$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 240,300	$ 240,300	

Notes:

18 See "Summary of Certain Administrative Costs" for comparison with FY08-09 budgeted expenditures.

19 Association Memberships include organizations such as the Council of Governments, League of Oregon Cities, Chamber of Commerce, International City/County Management Association, & local newspaper subscriptions. The FY09-10 budget is 4% higher than FY08-09.

20 Committee meeting expenses were previously absorbed in the Travel & Training budget. Costs are separated beginning in FY09-10.

21 Postage costs are expected to increase 5% in FY09-10.

22 In FY08-09 the City committed to a three-year "Retro Plan" agreement on its liability insurance premiums. Premium contributions reduced to 65% with a maximum exposure of 117.5%. An additional $5,000 was added in FY09-10 for coverage of the new Civic Center. Auto insurance premiums are paid from the Police Operating budget and

25 Contractual Services include currier services, credit card fees & costs for compilation of the Citizen Survey through the Willamette Valley Council of Governments.

26 Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

INTERNAL SERVICES FUND

CITY MANAGER'S OFFICE

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
				INTERGOVERNMENTAL			
$ -	$ -	$ -	$ -	Reimbursement from Urban Renewal	$ 88,400	$ 88,200	
				TRANSFERS IN			
-	-	-	-	General Fund	49,400	49,400	
-	-	-	-	Street Fund	8,800	8,800	
-	-	-	-	Sewer Fund	1,800	1,800	
-	-	-	-	Water Fund	17,700	17,600	
-	-	-	-	SLD Fund	1,800	1,800	
-	-	-	-	Storm Water Fund	8,800	8,800	
$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ 88,300	$ 88,200	
$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 176,700	$ 176,400	

INTERNAL SERVICES FUND

CITY MANAGER'S OFFICE

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
15					**REQUIREMENTS**			
16								
17					***PERSONNEL SERVICES***			
18	$ -	$ -	$ -	$ -	City Manager	$ 123,200	$ 123,200	
19	-	-	-	-	Vehicle Allowance	4,200	4,200	
20	-	-	-	-	Cell Phone Stipend	1,600	1,400	
21	-	-	-	-	Medicare	2,000	2,000	
22	-	-	-	-	Retirement	24,800	24,700	
23	-	-	-	-	Insurance Benefits	13,100	13,100	
24	-	-	-	-	Workers Compensation	100	100	
25	$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 169,000	$ 168,700	
26								
27					***MATERIALS & SERVICES***			
28	$ -	$ -	$ -	$ -	Travel & Training	$ 5,900	$ 5,900	
29	-	-	-	-	Liability Insurance	300	300	
30	$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 6,200	$ 6,200	
31								
32	-	-	-	-	Restricted for 27th pay period FY15-16	1,500	1,500	
33								
34	$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 176,700	$ 176,400	

Notes:

17 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

18 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

20 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

21 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

22 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

23 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

24 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

25 The City Manager's Travel & Training budget in FY08-09 is projected at $4,900.

29 The City pays premiums on a "Public Officials" bond for the City Manager.

32 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09	RESOURCES	RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				INTERGOVERNMENTAL			
$ -	$ -	$ -	$ -	Reimbursement from Urban Renewal	$ 19,300	$ 19,300	
				TRANSFERS IN			
-	-	-	-	General Fund	242,400	242,100	
-	-	-	-	Street Fund	21,600	21,600	
-	-	-	-	Sewer Fund	24,400	24,400	
-	-	-	-	Water Fund	62,600	62,600	
-	-	-	-	SLD Fund	3,200	3,200	
-	-	-	-	Storm Water Fund	18,000	18,000	
$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ 372,200	$ 371,900	
$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 391,500	$ 391,200	

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
15					**REQUIREMENTS**			
16								
17					***PERSONNEL SERVICES***			
18	$ -	$ -	$ -	$ -	Assistant to the City Manager	$ 75,600	$ 75,600	
19	-	-	-	-	Network Administrator	59,200	59,200	
20	-	-	-	-	Cell Phone Stipend	1,600	1,400	
21	-	-	-	-	Medicare	2,100	2,100	
22	-	-	-	-	Retirement	20,300	20,200	
23	-	-	-	-	Insurance Benefits	26,200	26,200	
24	-	-	-	-	Workers Compensation	100	100	
25	$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 185,100	$ 184,800	

Notes:

17 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

17 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

20 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

21 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

22 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

23 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

24 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
26					***MATERIALS & SERVICES***			
27	$ -	$ -	$ -	$ -	Travel & Training	$ 6,900	$ 6,900	
28	-	-	-	-	Contractual Services	1,300	1,300	
29	-	-	-	-	Telephone	13,400	13,400	
30	-	-	-	-	Office Equipment Maintenance	9,100	9,100	
31	-	-	-	-	Computer Software & Maintenance	129,800	129,800	
32	$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 160,500	$ 160,500	
33								
34					***CAPITAL OUTLAY***			
35	-	-	-	-	Computer Hardware	44,300	44,300	
36	$ -	$ -	$ -	$ -	TOTAL CAPITAL OUTLAY	$ 44,300	$ 44,300	
37								
38	-	-	-	-	Restricted for 27th pay period FY15-16	1,600	1,600	
39								
40	$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 391,500	$ 391,200	

Notes:

27 The Assistant to the City Manager's Office Travel & Training budget in FY08-09 is projected at $5,900.

28 Contractual services include a fire alarm system for $500 and a building security system for $800.

29 See "Summary of Certain Administrative Costs" for comparison with FY08-09 budgeted expenditures.

30 Office equipment maintenance costs are approximately equal to FY08-09 projected costs.

31 See "Summary of Certain Administrative Costs" for comparison with FY08-09 budgeted expenditures.

35 See "Summary of Certain Administrative Costs" for comparison with FY08-09 budgeted expenditures.

38 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

CITY ATTORNEY'S OFFICE

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1					***INTERGOVERNMENTAL***			
2	$ -	$ -	$ -	$ -	*Reimbursement from Urban Renewal*	$ 44,600	$ 44,600	
3								
4					***TRANSFERS IN***			
5	-	-	-	-	*General Fund Administration*	51,800	51,800	
6	-	-	-	-	*General Fund Parks*	11,300	11,300	
7	-	-	-	-	*General Fund Community Development*	48,000	47,900	
8	-	-	-	-	*General Fund Police*	8,400	8,400	
9	-	-	-	-	*General Fund Municipal Court*	200	200	
10	-	-	-	-	*Street Fund*	27,800	27,800	
11	-	-	-	-	*PEG Fund*	1,200	1,200	
12	-	-	-	-	*Keizer Station LID Fund*	2,600	2,600	
13	-	-	-	-	*Park Improvement Fund*	20,900	20,900	
14	-	-	-	-	*Transportation Improvement Fund*	200	200	
15	-	-	-	-	*Sewer Fund*	6,000	6,000	
16	-	-	-	-	*Water Fund*	15,100	15,100	
17	-	-	-	-	*SLD Fund*	500	500	
18	-	-	-	-	*Storm Water Fund*	1,200	1,200	
19	$ -	$ -	$ -	$ -	*TOTAL TRANSFERS IN*	$ 195,100	$ 195,100	
20								
21	$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 239,700	$ 239,700	

Notes:

Effective June 2009, the City Attorney's office will no longer be a contracted service and staff will move in-house. A four-year comparison of costs is as follows:

FY04-05	*Actual*	*$ 268,890*
FY05-06	*Actual*	*$ 214,653*
FY06-07	*Actual*	*$ 198,169*
FY07-08	*Actual*	*$ 222,110*

INTERNAL SERVICES FUND

CITY ATTORNEY'S OFFICE

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				REQUIREMENTS			
				PERSONNEL SERVICES			
$ -	$ -	$ -	$ -	Attorney	$ 112,300	$ 112,300	
-	-	-	-	Administrative Support	45,300	45,300	
-	-	-	-	Cell Phone Stipend	900	900	
-	-	-	-	Overtime	1,000	1,000	
-	-	-	-	Medicare	2,500	2,500	
-	-	-	-	Retirement	23,700	23,600	
-	-	-	-	Insurance Benefits	26,200	26,200	
-	-	-	-	Workers Compensation	200	200	
$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 212,000	$ 212,000	
				MATERIALS & SERVICES			
$ -	$ -	$ -	$ -	Postage & Printing	$ 900	$ 900	
-	-	-	-	Travel & Training	8,300	8,300	
-	-	-	-	Contractual Services	4,000	4,000	
-	-	-	-	Legal Services Contracts	9,000	9,000	
-	-	-	-	Law Library Maintenance	3,700	3,700	
$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 25,900	$ 25,900	
$ -	$ -	$ -	$ -	Restricted for 27th pay period FY15-16	$ 1,800	$ 1,800	
$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 239,700	$ 239,700	

Notes:

27 *Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.*

29 *Medicare costs are 1.45% of eligible wages and deferred compensation contributions.*

30 *The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.*

31 *The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.*

32 *Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.*

38 *Contractual services costs include outside law clerk assistance and temporary legal assistance in the absences of the City's in-house staff.*

39 *Legal Services Contracts include outside legal assistance (not including Bond Counsel).*

43 *The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.*

INTERNAL SERVICES FUND

CITY RECORDER'S DEPARTMENT

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
				INTERGOVERNMENTAL			
$ -	$ -	$ -	$ -	Reimbursement from Urban Renewal	$ 28,900	$ 28,900	
				TRANSFERS IN			
$ -	$ -	$ -	$ -	General Fund	111,400	111,400	
-	-	-	-	Parks Operations	7,400	7,400	
-	-	-	-	Street Fund	12,600	12,600	
-	-	-	-	Sewer Fund	4,300	4,300	
-	-	-	-	Water Fund	4,300	4,300	
-	-	-	-	SLD Fund	7,400	7,400	
-	-	-	-	Storm Water Fund	1,800	1,800	
$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ 149,200	$ 149,200	
$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 178,100	$ 178,100	

CITY RECORDER'S DEPARTMENT

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				REQUIREMENTS			
				PERSONNEL SERVICES			
$ -	$ -	$ -	$ -	City Recorder	$ 72,800	$ 72,800	
-	-	-	-	Administrative Support	45,600	45,600	
-	-	-	-	Overtime	1,000	1,000	
-	-	-	-	Medicare	1,900	1,900	
-	-	-	-	Retirement	17,700	17,700	
-	-	-	-	Insurance Benefits	26,200	26,200	
-	-	-	-	Workers Compensation	100	100	
$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 165,300	$ 165,300	
				MATERIALS & SERVICES			
$ -	$ -	$ -	$ -	Travel & Training	$ 9,200	$ 9,200	
-	-	-	-	Contractual Services	2,200	2,200	
$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 11,400	$ 11,400	
-	-	-	-	Restricted for 27th pay period FY15-16	1,400	1,400	
$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 178,100	$ 178,100	

Notes:

16 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

19 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

22 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

23 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

24 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

25 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

26 The City Recorder's Travel & Training budget in FY08-09 is projected at $7,100.

30 Contractual service costs include meeting attendance and transcription services in the absence of in-house staff.

33 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

INTERNAL SERVICES FUND

HUMAN RESOURCES DEPARTMENT

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
					RESOURCES			
1					***INTERGOVERNMENTAL***			
2	$ -	$ -	$ -	$ -	*Reimbursement from Urban Renewal*	$ 7,300	$ 7,300	
3								
4					***TRANSFERS IN***			
5	-	-	-	-	*General Fund*	162,000	161,900	
6	-	-	-	-	*Street Fund*	8,800	8,700	
7	-	-	-	-	*Sewer Fund*	7,700	7,700	
8	-	-	-	-	*Water Fund*	37,000	37,000	
9	-	-	-	-	*SLD Fund*	1,200	1,200	
10	-	-	-	-	*Storm Water Fund*	11,600	11,600	
11	$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ 228,300	$ 228,100	
12								
13	$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 235,400	$ 235,400	
14								
15					**REQUIREMENTS**			
16								
17					***PERSONNEL SERVICES***			
18	$ -	$ -	$ -	$ -	*Administrative Support*	$ 50,300	$ 50,300	
19	-	-	-	-	*Human Resources Director*	94,700	94,700	
20	-	-	-	-	*Overtime*	1,100	1,100	
21	-	-	-	-	*Cell Phone Stipend*	1,100	900	
22	-	-	-	-	*Medicare*	2,300	2,300	
23	-	-	-	-	*Retirement*	26,000	26,000	
24	-	-	-	-	*Insurance Benefits*	26,200	26,200	
25	-	-	-	-	*Workers Compensation*	100	100	
26	$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 201,600	$ 201,600	

Notes:

17 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

17 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

21 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance

22 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

23 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

24 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium.

25 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

INTERNAL SERVICES FUND

HUMAN RESOURCES DEPARTMENT

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
26					***MATERIALS & SERVICES***			
27	$ -	$ -	$ -	$ -	Safety & Wellness	$ 4,200	$ 4,200	
28	-	-	-	-	Labor Attorney – City-wide	16,000	16,000	
29	-	-	-	-	Contractual Services	4,100	4,100	
30	-	-	-	-	Travel & Training - Human Resources Staff	7,800	7,800	
31	-	-	-	-	Travel & Training - City-wide	2,500	2,500	
32	$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 32,100	$ 32,100	
33								
34	-	-	-	-	Restricted for 27th pay period FY15-16	1,700	1,700	
35								
36	$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 235,400	$ 235,400	

Notes:

27 Safety & Wellness costs include first aid station, hearing tests, publications, Health & Wellness Fair, and other incidentals. FY08-09 costs were budgeted at $3,600.
28 Labor Attorney costs include review of City Policies, assistance with transition to PERS, and employee issues not covered by union contracts.
29 Contractual services include the Employee Assistance Program for $2400 and Flexible Spending Account administration for $1700
30 The Department's Travel & Training budget in FY08-09 is projected at $7,600.
31 Costs include $1,500 for all-staff meetings and $1,000 for CD-ROMS and Materials.
34 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

INTERNAL SERVICES FUND

FINANCE DEPARTMENT

RESOURCES

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				INTERGOVERNMENTAL			
$ -	$ -	$ -	$ -	*Reimbursement from Urban Renewal*	$ 79,300	$ 79,300	
				TRANSFERS IN			
-	-	-	-	*General Fund*	105,100	105,100	
-	-	-	-	*Street Fund*	23,100	23,100	
-	-	-	-	*Sewer Fund*	78,600	78,600	
-	-	-	-	*Water Fund*	77,300	77,300	
-	-	-	-	*SLD Fund*	18,600	18,600	
-	-	-	-	*Storm Water Fund*	11,500	11,500	
$ -	$ -	$ -	$ -	*TOTAL TRANSFERS IN*	$ 314,200	$ 314,200	
$ -	$ -	$ -	$ -	**TOTAL RESOURCES**	$ 393,500	$ 393,500	

INTERNAL SERVICES FUND

FINANCE DEPARTMENT

	ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
14								
15					**REQUIREMENTS**			
16								
17					***PERSONNEL SERVICES***			
18	$ -	$ -	$ -	$ -	Finance Director	$ 102,400	$ 102,400	
19	-	-	-	-	Administrative Support	149,800	149,800	
20	-	-	-	-	Overtime	3,000	3,000	
21	-	-	-	-	Medicare	3,900	3,900	
22	-	-	-	-	Retirement	41,100	41,100	
23	-	-	-	-	Insurance Benefits	52,400	52,400	
24	-	-	-	-	Workers Compensation	200	200	
25	$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 352,800	$ 352,800	
26								
27					***MATERIALS & SERVICES***			
28	$ -	$ -	$ -	$ -	Travel & Training	$ 9,400	$ 9,400	
29	-	-	-	-	Audit Fees	28,400	28,400	
30	$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 37,800	$ 37,800	
31								
32	-	-	-	-	Restricted for 27th pay period FY15-16	2,900	2,900	
33								
34	$ -	$ -	$ -	$ -	**TOTAL REQUIREMENTS**	$ 393,500	$ 393,500	

Notes:

15 Department costs exclude Municipal Court and Utility Billing which are located in the General Fund and the Water, Sewer and Storm Water Funds respectively.

17 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

17 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

21 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

22 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

23 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

24 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

28 The Department's Travel & Training budget in FY08-09 is projected at $9,100 (excluding Municipal Court and Utility Billing).

29 Audit Fees for FY09-10 equal FY08-09 costs; no increase is anticipated.

32 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

INTERNAL SERVICES FUND

CIVIC CENTER FACILITIES

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				RESOURCES			
$ 253	$ 1,848	$ 1,800	$ 1,900	Working Capital Carryforward	$ 5,500	$ 5,500	
2,806	-	20,600	20,600	Reimbursement from Urban Renewal	5,800	5,800	
39	77	-	5,500	Miscellaneous Revenue	-	-	
				TRANSFERS IN			
22,139	-	459,700	459,700	General Fund	128,700	128,700	
2,436	-	27,400	27,400	Street Fund	7,000	7,000	
3,299	-	20,600	20,600	Sewer Fund	6,200	6,200	
6,783	-	116,600	116,600	Water Fund	29,400	29,400	
678	-	6,900	6,900	SLD Fund	1,000	1,000	
-	-	34,300	34,300	Storm Water Fund	9,300	9,300	
$ 35,335	$ -	$ 665,500	$ 665,500	TOTAL TRANSFERS IN	$ 181,600	$ 181,600	
$ 38,433	$ 1,925	$ 687,900	$ 693,500	**TOTAL RESOURCES**	$ 192,900	$ 192,900	

CIVIC CENTER FACILITIES

ESTIMATED 2006-07	ESTIMATED 2007-08	AMENDED 2008-09	PROJECTED 2008-09		RECOMMENDED 2009-10	APPROVED 2009-10	ADOPTED 2009-10
				REQUIREMENTS			
				PERSONNEL SERVICES			
$ -	$ -	$ -	$ -	Public Works Superintendent	$ 4,300	$ 4,300	
-	-	-	-	Facility Maintenance Worker	43,400	43,400	
-	-	-	-	Clothing Allowance	300	300	
-	-	-	-	Medicare	800	800	
-	-	-	-	Retirement	7,100	7,100	
-	-	-	-	Insurance Benefits	13,800	13,800	
-	-	-	-	Workers Compensation	700	700	
$ -	$ -	$ -	$ -	TOTAL PERSONNEL SERVICES	$ 70,400	$ 70,400	
				MATERIALS & SERVICES			
$ -	$ -	$ -	$ -	Travel & Training	$ 1,000	$ 1,000	
-	-	-	-	Contractual Services	70,600	70,600	
-	-	-	-	Janitorial Supplies	6,000	6,000	
-	-	-	-	Utilities	37,500	37,500	
-	-	-	-	Facility Maintenance Supplies	6,800	6,800	
$ -	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ 121,900	$ 121,900	
				CAPITAL OUTLAY			
$ 36,583	$ -	$ 687,900	$ 688,000	Improvements	$ -	$ -	
$ 36,583	$ -	$ 687,900	$ 688,000	TOTAL CAPITAL OUTLAY	$ -	$ -	
				FUND BALANCE			
-	-	-	-	Restricted for 27th pay period FY15-16	600	600	
1,850	1,925	-	5,500	Unrestricted Ending Fund Balances	-	-	
$ 38,433	$ 1,925	$ 687,900	$ 693,500	**TOTAL REQUIREMENTS**	$ 192,900	$ 192,900	

Notes:

19 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

19 Salaries are projected to increase 3% plus step increases for eligible employees per Council policy.

23 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

24 The City anticipates transitioning non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees near retirement will not be expected to change to PERS due to the 5-year vesting period. Research is in progress to identify these situations. PERS employer contribution rates are scheduled to decrease July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

25 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY09-10, the City's health and dental insurance premiums are projected to increase approximately 9% and 6.6% respectively. The City pays the full cost of life insurance ($60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY09-10.

26 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. All rates for City of Keizer classifications are expected to decrease 16% overall beginning July 2009 resulting in an overall savings to the City.

30 Travel & Training has not been separately budgeted prior to FY10.

31 Contractual services include $60,000 for janitorial services plus $10,600 for window washing, floor and rug cleaning and fire sprinkler annual maintenance.

42 The City pays salaries every two weeks, which typically equates to 26 pay-periods per year. However, every 11 years there are 27 pay-periods. The next time this will occur is in FY15-16. A reserve has been established to set funds aside each year to pay this cost.

COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER:_______________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, CPA**
FINANCE DIRECTOR

SUBJECT: Authorization for Appropriation Transfer

ISSUE: Oregon Budget Law allows for the transfer of appropriations within a fund during the fiscal year and for the appropriation of pass-through revenues during the fiscal year (ORS 294.450);

Oregon Budget Law further provides that a resolution or ordinance be passed to provide authority for the expenditure of these funds.

The attached resolution identifies the budget adjustments needed and a brief description of each adjustment.

FISCAL IMPACT: The adjustments specified in the attached resolution were anticipated in finalizing the fiscal year 2009-2010 budget.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the expenditure of funds as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009-_____

AUTHORIZATION FOR APPROPRIATION TRANSFER

WHEREAS ORS 294.450 allows for the transfer of appropriation authority within a fund and for the appropriation of pass-through revenues during the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2009:

General Fund	**Increase**	**Decrease**
Transfer to Transportation Fund	**$22,300**	
Transfer to Sewer Reserve Fund	**$18,500**	
Working Capital Carryforward	**$40,800**	
Transfer to Civic Center Fund	**$32,100**	
Contingency		**$32,100**

Staff discovered that certain SDC revenues were coded to the General Fund in prior fiscal years. These transfers are needed to account for these revenues in the appropriate funds. Working Capital Carryforward is sufficiently above budget projections to cover these transfers.

The Civic Center transfer is needed to pay for final furnishing costs not anticipated when the budget was adopted. Contingency funds are sufficient to cover this cost.

	Increase	**Decrease**
Street Fund – Transfer to Civic Center Fund	**$2,000**	
Street Fund – Materials & Services		**$2,000**

The Civic Center transfer is needed to pay for final furnishing costs not anticipated when the budget was adopted. Savings in the Materials & Services expenses are sufficient to cover this cost.

	Increase	**Decrease**
9-1-1 Fund – Materials & Services	**$5,000**	
9-1-1 Fund – Revenue	**$5,000**	

Funds are needed to cover the costs of Distributions to 9-1-1 Agencies who receive a percentage of 9-1-1 Revenues remitted to the City and designated as pass-through revenues under an interagency agreement. Revenues are above budget; therefore, associated expenditures will increase.

	Increase	Decrease
PEG Fund – Materials & Services	**$2,000**	
PEG Fund – Contingency		**$2,000**

Transfer of appropriation is needed to cover legal costs for Keizer Station 23. Contingency funds are sufficient to cover this cost.

	Increase	Decrease
Civic Center Fund – Capital Outlay	**$48,000**	
Civic Center Fund – Interfund Transfers In		**$46,500**
Civic Center Fund – Intergovernmental Revenue		**$ 1,500**

Funds are needed to pay for final furnishing costs not anticipated when the budget was adopted. Transfers from the City's operating funds and the Keizer Urban Renewal District are needed to fund these expenses.

	Increase	Decrease
Community Center – Revenue	**$30,000**	
Community Center – Transfer from Transportation Fund	**$72,000**	
Community Center – Materials & Services	**$23,200**	
Community Center – Capital Outlay	**$78,800**	

The Community Center is a new fund not anticipated when the FY08-09 budget was adopted. Funds are needed to cover the cost of a contracted Events Coordinator, tables & chairs and a dance floor. Donation revenue is available and an interfund loan is needed to cover the cost of these items.

	Increase	Decrease
Park Improvement Fund – Materials & Services	**$25,000**	
Park Improvement Fund – Capital Outlay		**$25,000**

A transfer from Capital Outlay is needed to cover attorney fees associated with land acquisition.

	Increase	Decrease
Transportation Improvement Fund:		
Materials & Services	**$ 2,000**	
Transfers Out – Community Center	**$ 72,000**	
Capital Outlay Contingency		**$74,000**

Transfer of appropriation is needed to cover Materials & Services for legal costs not anticipated when the budget was adopted. Contingency funds are sufficient to cover this cost.

Funds are needed for an interfund borrowing to the Community Center Fund. Contingency funds are sufficient for this loan.

	Increase	Decrease
Sewer Fund – Materials & Services	**$145,000**	
Sewer Fund – Transfer to Civic Center	**$ 1,500**	
Sewer Fund – Revenue	**$145,000**	
Sewer Fund – Contingency		**$1,500**

A transfer of appropriation is needed to cover pass-through revenue collected for sewer services to be remitted to the City of Salem under an interagency agreement.

The Civic Center transfer is needed to pay for final furnishing costs not anticipated when the budget was adopted. Contingency funds are sufficient to cover this cost.

	Increase	Decrease
Water Fund – Personnel Services	**$3,300**	
Water Fund – Materials & Services		**$3,300**
Water Fund – Transfer to Civic Center	**$8,200**	
Water Fund – Contingency		**$8,200**

Funds are needed to cover the cell phone stipend and clothing allowance. These costs were previously charged to Materials & Services and are now charged to Personnel Services to ensure compliance with IRS tax code. Sufficient savings in Materials & Services (Clothing line item) is available to provide appropriation for these costs.

	Increase	Decrease
Street Lighting District Fund – Personnel Services	**$3,400**	
Street Lighting District Fund – Materials & Services	**$5,400**	
Street Lighting District Fund – Transfer to Civic Center	**$ 500**	
Street Lighting District Fund – Contingency		**$9,300**

Insurance Premium costs were under estimated in the Street Lighting District Fund. Contingency funds are sufficient to cover this cost.

Electricity costs were under estimated in the Street Lighting District Fund. Contingency funds are sufficient to cover this cost.

The Civic Center transfer is needed to pay for final furnishing costs not anticipated when the budget was adopted. Contingency funds are sufficient to cover this cost.

	Increase	Decrease
Storm Water Fund – Transfer to Civic Center	**$2,400**	
Storm Water Fund – Contingency		**$2,400**

The Civic Center transfer is needed to pay for final furnishing costs not anticipated when the budget was adopted. Contingency funds are sufficient to cover this cost.

PASSED this _____ day of __________________, 2009

SIGNED this _____ day of __________________, 2009

____
Mayor

____
City Recorder

CITY COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER:____________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

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

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: ***RESOLUTION AUTHORIZING MAYOR TO SIGN INTERGOVERNMENTAL AGREEMENT FOR 9-1-1 FUND DISTRIBUTION***

The State of Oregon collects a telephone tax for 9-1-1 emergency responder use. The City of Keizer receives the funds for tax collected within the city limits and then distributes a portion of those funds to the Marion County Fire District and the Keizer Fire District. The funds are shared pursuant to an agreement entered into in October 2000.

Discussions have been ongoing on an appropriate distribution allocation. The Fire Districts and the City have reached agreement on a distribution formula that all parties think is fair and just. The allocation is based generally on the amount of true emergency (non-business) calls received by a particular agency in relation to the total calls. That figure is adjusted somewhat as can be seen in the spreadsheet attached to the agreement.

RECOMMENDATION:

Adopt the attached Resolution authorizing the Mayor to sign the intergovernmental agreement for 9-1-1 fund distribution.

Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh
attachment

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009-_____

AUTHORIZING MAYOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF KEIZER, KEIZER RURAL FIRE PROTECTION DISTRICT, AND MARION COUNTY FIRE DISTRICT NO. 1 REGARDING DISTRIBUTION OF 9-1-1 FUNDS

WHEREAS, the City of Keizer, the Keizer Rural Fire Protection District, and Marion County Fire District No. 1 entered into that certain intergovernmental agreement regarding distribution of 9-1-1 funds on or about April 10, 1990;

WHEREAS, the parties entered into an amendment of such intergovernmental agreement on or about October 19, 2000;

WHEREAS, the parties wish to enter into a new intergovernmental agreement to provide for a new 9-1-1 fund distribution formula;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Mayor is authorized to execute the attached intergovernmental agreement for distribution of 9-1-1 funds.

PASSED this __________ day of _________________, 2009.

SIGNED this __________ day of _________________, 2009.

____
Mayor

____
City Recorder

Lien & Johnson
Attorneys at Law
4855 River Road North
Keizer, Oregon 97303
503-390-1635

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF KEIZER, KEIZER RURAL FIRE PROTECTION DISTRICT, AND MARION COUNTY FIRE DISTRICT NO. 1 FOR THE DISTRIBUTION OF 9-1-1 FUNDS TO ELIGIBLE LOCAL JURISDICTIONS WITHIN THE CITY OF KEIZER

THIS AGREEMENT is between the CITY OF KEIZER, hereinafter called "City", the KEIZER RURAL FIRE PROTECTION DISTRICT, hereinafter called "Keizer FD", and the MARION COUNTY FIRE DISTRICT NO. 1, hereinafter called "Marion FD". This Agreement establishes the formula for distribution of all 9-1-1 telephone tax funds received by the City of Keizer to eligible local jurisdictions within the City of Keizer.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. ELIGIBLE LOCAL JURISDICTIONS. In accordance with ORS 401.710(10), City, Keizer FD and Marion FD are public safety agencies providing fire fighting, police and emergency safety services within the City of Keizer and are the eligible jurisdictions entitled to receipt of 9-1-1 funds.

Section 2. DISTRIBUTION FORMULA. City, Keizer FD and Marion FD agree to distribute 9-1-1 telephone tax revenue pursuant to the formula set forth on the attached Exhibit "A". The formula shall be calculated each year based on data from the Willamette Valley Communications Center adopted budget.

Section 3. CITY OF SALEM 9-1-1 SERVICE SUBSCRIPTION AGREEMENT. City, Keizer FD and Marion FD agree to pay City of Salem (Willamette Valley Communications Center) for basic 9-1-1 services from available 9-1-1 funds and to credit the City of Keizer 9-1-1 Emergency Communication Fund for said payments in accordance with the Distribution Formula referenced in Section 2 above.

Section 4. REVIEW. Any party to this Agreement may request and schedule a meeting of the parties for the purpose of review of the terms and conditions of this Agreement. Such notice shall be given not less than 30 days prior to the meeting.

Section 5. AMENDMENTS. This Agreement may only be amended or terminated by joint written agreement of the parties thereto.

Section 6. TERM. Unless previously terminated by written agreement of all the parties, this Agreement shall terminate June 30, 2015.

Section 7. EXECUTION. This Agreement shall be executed on behalf of each jurisdiction. It shall be deemed adopted upon the date of execution by the last so authorized representative.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year endorsed with each signature.

CITY OF KEIZER:

By:________________________
Mayor

DATED:________________________

APPROVED AS TO FORM:

____
City Attorney

DATED:________________________

KEIZER RURAL FIRE PROECTION DISTRICT:

By:________________________
Chairman

DATED: 5/28/09

MARION COUNTY FIRE DISTRICT NO. 1:

By:________________________
~~Chairman~~ Fire Chief

DATED: 6/2/09

CITY OF KEIZER
ALLOCATION OF 9-1-1 FEES
METHODOLOGY FOR ALLOCATION OF 911 TAX REVENUES

EXCERPT FROM WVCC SUMMARY NET OF BUSINESS CALL CHARGES
FY 2009-10 RECOMMENDED BUDGET
PRORATED FOR 911 RELATED CHARGES

AGENCY FEES	BUSINESS CALLS WORK (from pg 6) (A)	FY 2009-10 Budget Rate (B)	FY 2009-10 Budget Rate Less Business Calls (C)	Percentage of Agency Fees Related to 911 Calls (B)/(C)=(D)	Prorated: Less Est. Interest & Other Rev (D)*(4)=(E)	Prorated: FY 2009-10 Base Rate (C)-(E)=(F)	Prorated: Less Adj. FY 2007-08 Savings (D)*(6)=(G)	Prorated: Less Est FY 2008-09 Savings (D)*(7)=(H)	Prorated: FY 2009-10 Agency Fee (F)+(G)+(H)=(I)	Jurisdiction Overlap (J)**	Charges Allocated to Keizer Boundaries (K)	911 Tax Revenue Allocation (K)/(K)Total=(L)	FY 2009-10 Projected 911 Tax Revenues*** (L)*(M)Total=(M)
Keizer Fire District	$ (991)	$ 244,075	$ 243,084	99.59%	$ (11,073)	$ 232,012	$ (6,607)	$ (9,155)	$ 216,250	98.36%	$ 212,703	35.64%	$ 67,830
City of Keizer	(58,153)	462,752	404,599	87.43%	(18,429)	386,171	(11,234)	(15,446)	359,490	100.00%	359,490	60.24%	$ 114,640
Marion County RFPD #1	(3,791)	318,895	315,104	98.81%	(14,353)	300,752	(8,634)	(11,937)	280,180	8.79%	24,616	4.12%	$ 7,850
TOTAL	$ (62,935)	$ 1,025,722	$ 962,787		$ (43,855)	$ 918,935	$ (26,475)	$ (36,538)	$ 855,921		$ 596,810	100.00%	$ 190,320

Note:
For numbered columns see table below

Sources:
* Willamette Valley Communication Center FY09-10 Recommended Budget
**Overlapping Debt Report, State of Oregon Treasury Department
***City of Keizer Finance Department

EXCERPT FROM WVCC SUMMARY
FY 2009-10 RECOMMENDED BUDGET
PAGE 1

AGENCY FEES	(3) FY 2009-10 Budget Rate	(4) Less Est. Interest & Other Rev	(5) FY 2009-10 Base Rate	(6) Less Adj. FY 2007-08 Savings	(7) Less Est FY 2008-09 Savings	(8) FY 2009-10 Agency Fee	
Keizer Fire District	$ 244,075	(11,118)	232,957	(6,634)	(9,192)	217,131	99.59%
City of Keizer	462,752	(21,078)	441,674	(12,849)	(17,666)	411,159	87.43%
Marion County RFPD #1	318,895	(14,526)	304,369	(8,738)	(12,081)	283,550	98.81%
TOTAL	1,025,722	(46,722)	979,000	(28,221)	(38,939)	911,840	93.87%

COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER: _______________

TO: MAYOR CHRISTOPHER AND CITY COUNCILORS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

SUBJECT: INTERFUND BORROWING

ISSUE:

The FY08-09 Amended Budget provides for interfund borrowing from the Transportation Fund to the Community Center Fund in the amount of $72,000 to pay the cost of a contracted Events Coordinator, furnishings and a dance floor for the new Center. Staff anticipates repaying this loan over the next two years.

ORS 294.460 provides for loans from one fund to another when made within compliance with state statues.

FISCAL IMPACT:

The city does not anticipate needing the borrowed funds for other projects until after June 30, 2011. The Transportation Improvement Fund currently has over $1,200,000 in unappropriated funds. Loans made from the Transportation Fund will be repaid with interest at the established State Pool rate. An interfund borrowing is less expensive than borrowing funds from a financial institution and the City keeps the interest earned rather than paying it to an outside entity. Currently, the State Pool interest rate is 1%.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing these interfund loans.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009-_____

AUTHORIZATION OF INTERFUND LOAN TO THE GENERAL FUND AND THE STORM WATER FUND FROM THE TRANSPORTATION IMPROVEMENT FUND

WHEREAS, the Community Center Fund needs up to $72,000 to meet its cash flow needs to pay for operations, furnishings and fixtures;

WHEREAS, the Transportation Improvement Fund has approximately $1,200,000 unappropriated cash available which the City does not anticipate spending until after June 30, 2010. ORS 294.460 provides for loans from one fund to another when made within compliance with state statutes.

NOW, THEREFORE BE IT RESOLVED that the Council authorizes an interfund loan to the Community Center Fund up to $72,000 from the Transportation Improvement Fund.

NOW, THEREFORE BE IT RESOLVED that all monies borrowed during the period authorized be repaid by June 30, 2011 including interest at the established Oregon State Investment Pool interest rate for the applicable the time period.

PASSED this _____ day of __________________, 2009.

SIGNED this _____ day of __________________, 2009.

____

Mayor

____

City Recorder

COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER:______________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

SUBJECT: Neighborhood Association Expense

ISSUE: The attached letter from the Gubser Neighborhood Association requests that the City Council broaden its definition of allowable expenditures to include expenditures for "reward programs" and "refreshments". A review of the City's accounting records shows that historically, reimbursements to neighborhood associations has been for mailing and distribution costs to notify residents of meetings and activities of the associations. No previous formal action by the City Council has been taken to define allowable expenditures.

FISCAL IMPACT: The Committee Approved budget includes $4,500 for Neighborhood Association expenses. Staff does not anticipate a fiscal impact from broadening the definition of allowable expenditures unless neighborhood associations do not need funds for mailing and distribution costs, and the council deems this to be the only allowable use of funds. Should this be the case, up to $4,500 of General Fund money could be saved by restricting its use.

RECOMMENDATION: Staff recommends the council deliberate on the appropriate use of Neighborhood Association funds and pass a motion formally defining that use.

City of Keizer

To the City Council:

I am the newly elected Gubser Neighborhood Association president elect.

The GNA has been allocated $1500 for an annual budget to be used for a Bi annual mailing of fliers and other directly related expenses. Over time I would like to phase out the fliers and rely on E-mail for meeting announcements. Regardless of this anticipated change I understand from Beth Daniels the prior GNA president that there is money left over at the end of the year from the annual budget.

I am asking the City Council to broaden the approved use of this budget for GNA related meeting expenses

1. I would like to increase the GNA attendance and put into place a reward system for participation at our meeting. For example, present an award (a plaque) engraved with a person's name. Initially, I asked for volunteers to sign up for a clean-up project (Teper St. Underpass) and no one placed their name on a volunteer sheet for a once a month clean-up effort. After presenting a small engraved plaque to a volunteer who called me after a (newspaper mention), the volunteer sheet is now completely filled in. People want to be rewarded. $10.00 for a plaque

2. I would also like to provide refreshments at the end of each meeting to promote neighborhood bonding. The cake and juice at our last meeting was $30.00. The GNA attending the meeting that night shared in the expense.

To expand these meeting objectives I am asking for the City Council to approve broadening the annual budget restrictions from mailings to using the funds for awards and refreshments.

Thank you for listening and giving thought and action to this expanded budget use request.

Allen Prell, GNA President

(503)-881-0549

COUNCIL MEETING: June 15, 2009

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: NATE BROWN
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: 2030 Population forecasts for Marion County and its Cities

BACKGROUND:

Marion County is preparing to adopt 2030 population forecasts for the county and its cities. This work is based on the population forecast work done under contract with the professionals and students at the Population research Center, College of Urban and Public Affairs, at Portland State University (PSU). This work analyzed the growth patterns experienced in the state, region and locally. Marion County staff made a presentation of this material at the City Council meeting of April 20, 2009.

Based on their work, PSU projected a high, medium and low growth scenario for the County and the City of Keizer. Marion County proposes to adopt a range of numbers for its population projections which would allow for variability in Marion County and its cities as they deal with individual growth issues in the future. Staff strongly supports this approach. If the City wishes any changes to the study, it must give written notice to Marion County.

ISSUE:

The work done by PSU takes a blind eye to policy decisions/changes and future changes to existing conditions. As such the challenges of the existing constrained Urban Growth Boundary (UGB) are assumed to be part of the background factors used to calculate the projected growth rate. While this may be secondary, meaning the growth rates are clearly stated in the number of building permits issued, the influence of the constrained UGB are not clearly identified, yet are presumed to be a secondary factor in the number of permits issued.

As such, the PSU projections are made with existing conditions playing a predominant role in establishing those future projections. After the Marion County presentation, staff met with Councilor Richard Walsh, James Hague, Christine Dieker, and Brandon Reich and Les Sasaki from Marion County planning office. In that meeting the reasonableness of expanding the upper limit of the projections was discussed. Based on that meeting and phone conversations Marion County Staff had with PSU staff, a reasonable expansion of the upper population range could be requested by the City of Keizer.

This request could be made based on the fact that in the 1990's Keizer experienced a high growth rate which was 22.8% of the growth experienced in the UGB. If this figure was used as the projected high rate of growth, it would equal 20,000 additional people in the 20 year period—Compared with the projected low rate which would add 9,278 people to Keizer or a total population of 57,481.

As an alternative, the average rate of growth over the last 25 years equals 1.8% increase in population to the City of Keizer. If this average rate—which includes the high and lows of the past were used as a projection it would equal a total population of 53,522. See **Exhibit 1.**

The attached letter and its supplement request Marion County modify the population projection to reflect the highest justifiable range as its “High” forecast, while using the lowest rate, that of PSU’s “Low” projection as the basis of the range forecast.

RECOMMENDATION:
Council direct the Mayor to send the attached request to Marion County increasing the projected high population forecast to 57,481.

Exhibit 1

Comparison between population projections

	PSU projection	M.C. alternative	City alternative #1	City alternative #2
Low	41,491	46,295	41,491	41,491
Med.	46,955	51,967	46,955	51,888
High	50,769	57,481	53,522	57,481

PSU projection

The original population projection from Marion County was developed by PSU. It has the smallest range (9,278) of the three alternatives and the lowest population increase in all three ranges. The low range number is the closest to the SKATS projection of 39,994.

Marion County alternative

This projection is provided by Marion County after a meeting with city staff and is technically not an official revision of Marion County's original projection developed by PSU. This alternate projection increases the population in all ranges. It has the highest population increase (57,481). It is built on Keizer's share of Salem-Keizer metropolitan population growth in the 1990's (22.8%). This projects a future growth rate based on a decade in which Keizer experienced its highest growth rate.

Staff alternative #1

Utilizes Marion County's projections for Low and Medium and only increase the high projection. This alternative has the greatest range (12,031). The Low range number is the closest to the SKATS projection of 39,994. Revision to the High is based on the overall average annual growth rate of 1.8% in Keizer from 1983 to 2008. This reflects a bell curve of historical population increase and illustrates growth trends through two economic recessions and a period of economic high growth.

Staff alternative #2

This is a hybrid alternative that utilizes Marion County's original projection for Low growth (41,491) and the County staff's revised projection for High growth (57,481). The Medium growth projection is the mid-point of the two. This alternative provides the greatest range.

City of Keizer

Phone: (503) 856-3442 • Fax: (503) 390-8288
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

June 15, 2009

Brandon Reich
Associate Planner
Marion County Planning
555 Court Street NE
P.O. Box 14500
Salem, OR 97309

Dear Mr. Reich:

The City of Keizer appreciates the opportunity to comment on the planning document, "Population Forecasts for Marion County, its Cities and Unincorporated Area 2010 – 2030". We recognize the time and energy the County has put into this document and support the county's efforts to coordinate population projections for the various cities, including Keizer, within Marion County.

We strongly support the use of a range of population forecasts—Low, Medium, and High, for each city. We believe that this is a realistic approach which will allow flexibility in planning for future growth and help avoid the potential for individual parties to debate specific number allocations when specific factors such as growth boundary adjustments are as yet unknown.

We recommend that the County modify its range of population projection for Keizer. We believe that a High Growth projection which utilizes a rate based on the City's documented percentage of this region's growth—before the limitations of the current growth boundary were experienced—would be a more appropriate high range. A 1.6% annual rate, as is outlined in the proposed document, does not accurately reflect an upper range of potential growth which could occur should an adjustment to the growth boundary take place. We believe this increase is justified by the fact that when Keizer was unconstrained by the growth boundary in the 1990's it experienced 22.8% of the total growth of the shared boundary. Therefore if a high range projected a 22.8% of the total Salem Keizer population increase, it would reflect what has been shown to be an historical high rate while still reflecting the variations in growth rates experienced by the region as a whole. This would represent an increase of the projected high forecast to 57,481 as shown in the attached "Alternate Forecast for Keizer for 2030 (Attachment A).

With an increase in the upper projection, the City of Keizer would simply preserve future options in its deliberations regarding future growth boundary discussions. This is not intended to be construed as a decision about what growth scenario the City may pursue at a future time, but rather simply indicates a more realistic scenario of a high growth rate which has been demonstrated in the past.

At the same time, we recognize that a low range reflecting the kinds of growth experienced in the recent years would also be a reasonable option to look at as a realistic number. The mid range would therefore simply split the difference between the two numbers.

Thank you for your consideration in this matter. Should you have any questions please do not hesitate to contact either myself or city staff.

Respectfully,

Lore Christopher,
Mayor, for Keizer City Council

Attachment A

Alternate Forecast for Keizer for 2030

This alternate forecast for Keizer for 2030 assumes that current growth in Keizer is constrained by the amount of land available for development. This forecast assumes that Keizer will grow similar to how it did during the 1990's when Keizer received approximately 22.8% of new residents in the Salem/Keizer Urban Growth Boundary.

	PSU 2010 Forecast for Keizer	Annual Change in Population for Salem/ Keizer UGB 2010-2030	Years in Forecast Period (20 years)	Total Population Added to S/K UGB from 2010 to 2030	Keizer's Share of Population (Based on 90's share)	Total Population Added to Keizer from 2010 to 2030 based on Share of S/K UGB	Keizer 2030 Forecast	Average Annual Growth Rate 2010-2030
Low	36,067	2,243	20	44,860	22.8%	10,228	46,295	1.3%
Medium	36,892	3,306	20	66,120	22.8%	15,075	51,967	1.7%
High	37,481	4,386	20	87,720	22.8%	20,000	57,481	2.2%

	PSU Forcast in Report	Difference from PSU Forecast	Average Difference per Year
Low	41,491	4,804	240
Medium	46,955	5,012	251
High	50,769	6,712	336

COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

THROUGH: CHRISTOPHER EPPLEY
CITY MANAGER

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

ISSUE:

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.

FISCAL IMPACT:

Approximately $234,000 in State Shared Revenues is anticipated in fiscal year 2009-2010.

RECOMMENDATION:

Staff recommends the Council adopt the attached resolutions so that the City may receive State Shared Revenues.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009-______

DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

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

Pursuant to ORS 221.770, The City Council of the City of Keizer hereby elects to receive state revenues for fiscal year 2009-2010.

PASSED this ______ day of ______________________, 2009.

SIGNED this ______ day of ______________________, 2009.

____
Mayor

____
City Recorder

I certify that public hearings before the Budget Committee were held on May 5, 7, and 12, 2009 and a public hearing before the City Council was held on June 15, 2009, giving citizens opportunity to comment on use of State Revenue Sharing.

____
City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009-______

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

WHEREAS, ORS 221.760 provides as follows:

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

1) Police protection

2) Fire protection

3) Street construction, maintenance and lighting

4) Sanitary sewer

5) Storm sewers

6) Planning, zoning and subdivision control

7) One or more utility services

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds 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 sewer

4) Planning, zoning and subdivision control

5) One or more utility services

PASSED this ______ day of ______________________, 2009.

SIGNED this ______ day of ______________________, 2009.

____

Mayor

____

City Recorder

CITY COUNCIL MEETING: June 15, 2009

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: RINGO'S TAVERN
CHANGE OF OWNERSHIP

BACKGROUND:

On June 2nd, 2009 an application was received from Jason Ringo requesting City approval of a change of ownership for the full on-premises liquor license for Ringo's Tavern located at 4170 River Road N, Keizer, Oregon. Currently, Ringo's Tavern is owned by four members of the Ringo family. Two of the family members (parents) are selling their ownership to the other two members of the corporation (sons).

The City of Keizer Ordinance indicates the Council must review the requested change; however no public hearing is required. As outlined by City of Keizer Ordinance 95-318, a review of the license application was completed by the Keizer Police Department. The Police Department reports there have not been any calls for service which are in conflict of the Ordinance.

RECOMMENDATION:

It is recommended the City Council review the application and forward a recommendation for approval to the Oregon Liquor Control Commission for the change of ownership for Ringo's Tavern.

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES
- ☒ Full On-Premises Sales ($402.60/yr)
  - ☒ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☐ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: ____________

ACTIONS
- ☒ Change Ownership
- ☐ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other ________

Applying as:

☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

____
(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: ____________________
(signature) (date)

Name: ____________________

Title: ____________________

OLCC USE ONLY

Application Rec'd by: SB

Date: 6/2/09

90-day authority: ☒ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① RAND R KEIZER INC. ③ ____________________

② ____________________ ④ ____________________

2. Trade Name (dba): RINGO'S TAVERN

3. Business Location: 4170 RIVER RD NORTH KEIZER MARION OR 97303
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: SAME AS ABOVE
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503 390-1015 SAME
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: RINGO'S INC. Type of License: FULL ON PREMISE

8. Former Business Name: RINGO'S TAVERN

9. Will you have a manager? ☐ Yes ☒ No Name: ____________________
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? KEIZER, MARION
(name of city or county)

11. Contact person for this application: JASON RINGO 503 803-9784
(name) (phone number(s))

1416 SW MEADWYN TERRACE PORTLAND, OR 97219 503 626-1841 ringosbluesky@yahoo.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [signature] Date 4-27-09 ③ ____________ Date ______

② [signature] Date 4/27/09 ④ ____________ Date ______

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: R AND R KEIZER INC. Phone: 503 390-1015

Trade Name (dba): RINGO'S TAVERN

Business Location Address: 4170 RIVER RD. N

City: KEIZER ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:			Outdoor Area Hours:		
Sunday	9AM to 12AM		Sunday	SAME AS to	
Monday	9AM to 1AM		Monday	to	
Tuesday	9AM to 1AM		Tuesday	to	
Wednesday	9AM to 1AM		Wednesday	to	
Thursday	9AM to 1AM		Thursday	to	
Friday	9AM to 2:30 AM		Friday	to	
Saturday	9AM to 2:30 AM		Saturday	to	

The outdoor area is used for:

☒ Food service Hours: 9AM to CLOSE

☒ Alcohol service Hours: 9AM to CLOSE

☒ Enclosed, how FENCE

The exterior area is adequately viewed and/or supervised by Service Permittees.

_______ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _______

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☒ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☒ Coin-operated Games
- ☒ Video Lottery Machines
- ☒ Social Gaming
- ☒ Pool Tables
- ☐ Other: _______

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A

Sunday	to	
Monday	to	
Tuesday	to	
Wednesday	to	
Thursday	to	
Friday	to	
Saturday	to	

SEATING COUNT

Restaurant: _______ Outdoor: 20

Lounge: 65 Other (explain): _______

Banquet: _______ Total Seating: 85

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _______

Date: _______

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [signature] **Date:** 4·27·09

1-800-452-OLCC (6522)

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(rev. 12/07)

CITY COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER:_______________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: GOODTIMES I
LIQUOR LICENSE - CHANGE OF PRIVILEGE

ISSUE:

On June 5, 2009, an application for a change of privilege of their liquor license was received from Goodtimes I located at 122 Chemawa Road N, Keizer. The change being requested is from a Limited On-Premises Sales to a Full On Premises Sales license.

As outlined by City of Keizer Ordinance 95-318, a review of the license application was completed by the Keizer Police Department. The Police Department reports there have not been any calls for service which are in conflict of the Ordinance.

RECOMMENDATION:

It is recommended the City Council approve and forward a favorable recommendation to the Oregon Liquor Control Commission for the change of license type for Goodtimes I.

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES
- ☒ Full On-Premises Sales ($402.60/yr)
  - ☐ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☐ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: ____________

ACTIONS
- ☐ Change Ownership
- ☐ New Outlet
- ☒ Greater Privilege
- ☐ Additional Privilege
- ☐ Other ________

Applying as:

☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

FOR CITY AND COUNTY USE ONLY
The city council or county commission:

____
(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: ____________________
(signature) (date)

Name: ____________________

Title: ____________________

OLCC USE ONLY
Application Rec'd by: GB
Date: 5/29/09
90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]
① Goodtimes Holding INC. ③ ____________
② ____________ ④ ____________

2. Trade Name (dba): Goodtimes I

3. Business Location: 122 Chemawa Rd N. Marion OR 97303
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 345 Snead DR N Keizer OR 97303
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503 881 7817 (phone) 503 390 6688 (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: Goodtimes holding INC Type of License: Limited On Premises

8. Former Business Name: Same

9. Will you have a manager? ☐ Yes ☐ No Name: ____________
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? City of Keizer
(name of city or county)

11. Contact person for this application: Heyou Raymond Lin (name) 503 881 7737 (phone number(s))
345 Snead Dr N. (address) ____ (fax number) RaymonLin456@GMAIL.COM (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [signature] Date 5/29/09 ③ ____________ Date ____
② ____________ Date ____ ④ ____________ Date ____

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
JUN 01 2009
SALEM REGIONAL

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Goodtimes Inc. Phone: ____

Trade Name (dba): Goodtimes I

Business Location Address: 122 Chemawa Rd N.

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:				Outdoor Area Hours:			
Sunday	8	to	2:30	Sunday	8	to	2:30
Monday		to		Monday		to	
Tuesday		to		Tuesday		to	
Wednesday		to		Wednesday		to	
Thursday		to		Thursday		to	
Friday		to		Friday		to	
Saturday		to		Saturday		to	

The outdoor area is used for:

- ☒ Food service Hours: 8 Am to 10 pm
- ☒ Alcohol service Hours: 8 Am to 10 pm
- ☒ Enclosed, how GlASS wall 5' tall

The exterior area is adequately viewed and/or supervised by Service Permittees.

____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: ____

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☒ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☒ Coin-operated Games
- ☒ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: ____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

SEATING COUNT

Restaurant: 30 Outdoor: 16

Lounge: ____ Other (explain): ____

Banquet: ____ Total Seating: ____

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: ____

Date: ____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [signature] **Date:** 5/29/09

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

COUNCIL MEETING: June 15, 2009

AGENDA ITEM NUMBER:__________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: INITIATING NEW DAY SUBDIVISION STREET LIGHTING LOCAL IMPROVEMENT DISTRICT

ISSUE:

Shall the City Council initiate New Day Subdivision Street Lighting Local Improvement District?

DISCUSSION:

A petition was filed on June 2, 2009 by the developer of New Day Subdivision to form a local improvement district for street lights in this area of Keizer. The petition contained the required signatures of the property owner as outlined by City of Keizer Ordinance 94-278.

RECOMMENDATION:

It is recommended that the City Council approve the Resolution Initiating New Day Subdivision Street Lighting Local Improvement District and direct the City Engineer to prepare a survey of the area.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009-______

DECLARING THE CITY'S INTENT TO INITIATE A STREET LIGHTING LOCAL IMPROVEMENT DISTRICT (NEW DAY SUBDIVISION) AND DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND FILE A WRITTEN REPORT WITH THE CITY RECORDER

WHEREAS, the City Council of the City of Keizer has received a petition from the developer to initiate a street lighting district in the New Day Subdivision development in the City of Keizer, Oregon; and

WHEREAS, pursuant to City of Keizer Ordinance 94-278, the necessary signatures of land owner comprising two-thirds of the property to be included within New Day Subdivision Street Lighting District have requested the formation of the district; NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that:

1. The City Council declares its intent to initiate New Day Subdivision Street Lighting Local Improvement District;
2. The map attached hereto, marked Exhibit "A", and by this reference incorporated herein sets forth the proposed boundaries of the district;
3. The City Engineer is hereby directed to make a survey of the District;
4. The City Engineer shall file a written report with the City Recorder to be considered by the City Council on August 3, 2009.

PASSED this _____ day of ______________________, 2009.

SIGNED this _____ day of ______________________, 2009.

____
Mayor

____
City Recorder

PETITION TO FORM LOCAL IMPROVEMENT DISTRICT FOR STREET LIGHTING

To the City Council for the City of Keizer:

The undersigned being the owner or contract purchaser of the described property hereinafter set opposite my or its name, hereby petition the Keizer City Council to form a STREET LIGHTING LOCAL IMPROVEMENT DISTRICT for:

NEW DAY SUBDIVISION

within the City of Keizer.

The legal description of the proposed district is:

SEC 3 T7S R3W, WM CITY OF KEIZER, MARION COUNTY OR.

PLEASE ATTACH A MAP OF THE AREA

This petition to form this district is in conformity with the charter, ordinances and regulations of the City of Keizer.

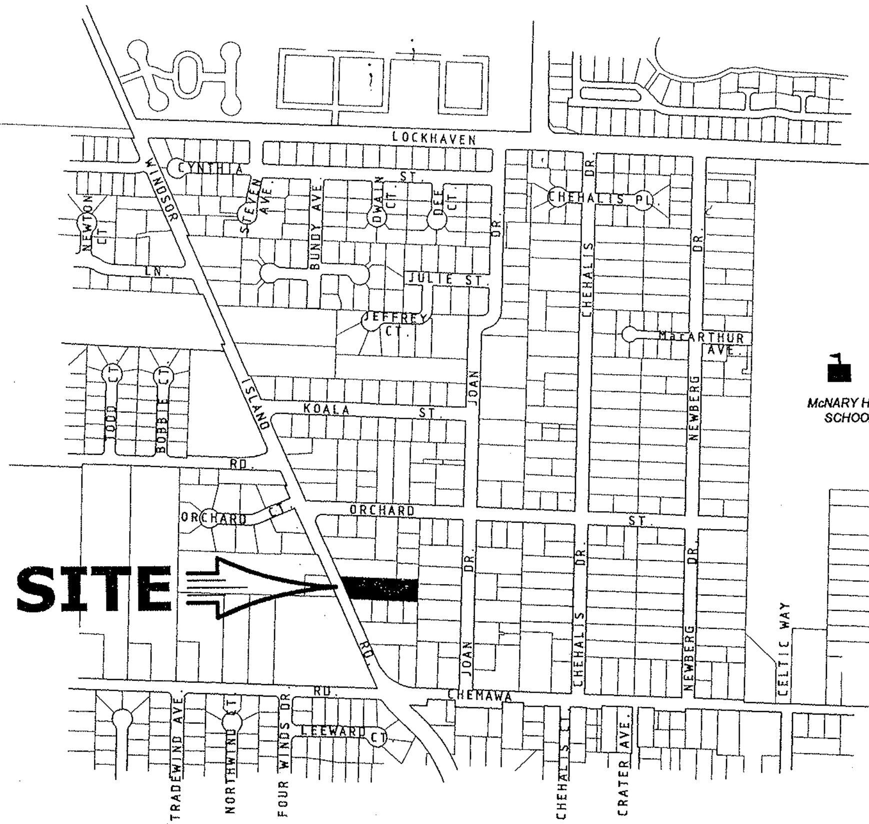
PETITION SUBMITTED BY:

NAME: MULTI/TECH ENGINEERING SVCS (C.J. CROSBY)

ADDRESS: 1155 13TH ST. SE.

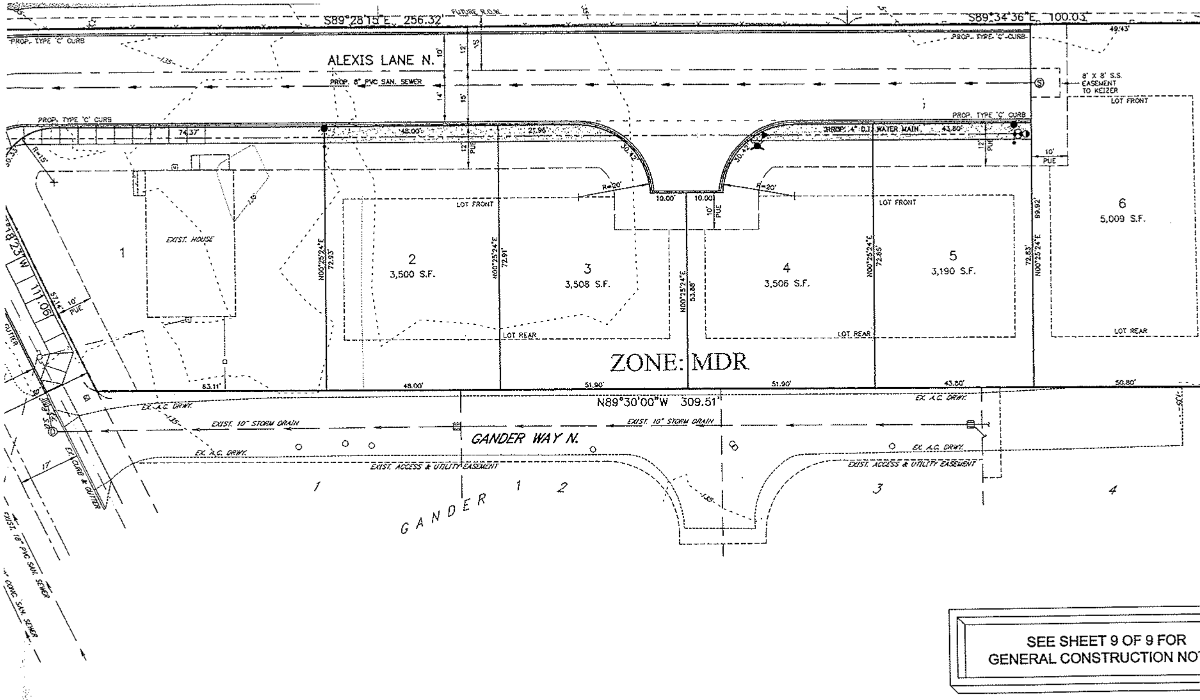
PHONE NUMBER: 503-363-9227

DATE	DEED HOLDER/CONTRACT BUYER	SIGNATURE	ADDRESS OF PROPERTY (IF VACANT - LOT NUMBER/SECTION)
5/27/09	Foundation Properties Inc.		5050 WINDSOR ISLAND RD N TAX LOT 800



VICINITY MAP

er / Developer:



SEE SHEET 9 OF 9 FOR
GENERAL CONSTRUCTION NOT

SHEET INDEX

SHEET 1 OF 9 OVER SHEET
SHEET 2 OF 9 SANITARY SEWER & DOMESTIC WAT
SHEET 3 OF 9 STREET & STORM DRAIN IMPROVEM

CITY COUNCIL MEETING:_______________

AGENDA ITEM NUMBER:___________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: H. MARC ADAMS, CHIEF OF POLICE

SUBJECT: Authorization to Apply for and Accept Justice Assistant Grant Funds

ISSUE:

The US Department of Justice, Office of Justice Programs, has announced the availability of funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program for FY 09 State Solicitation.

BACKGROUND:

The US Department of Justice has funding available for state solicitation under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program to further DOJ's mission of assisting state and local law enforcement efforts to prevent or reduce crime and violence. The funding distribution is based upon population and Part 1 violent crime statistics. The funding is available through a joint application process in coordination with Salem, Woodburn, and Marion County law enforcement agencies. This is a noncompetitive grant offering funding directly to these agencies. JAG funds may be used for local initiatives, technical assistance, training, personnel, equipment, and supplies and is intended to provide agencies with the flexibility to prioritize and place justice funds where they are most needed.

RECOMMENDATION:

It is recommended that Council approve application for and acceptance of a JAG grant in the amount of $16,359 and authorize the City Manager to sign a forthcoming intergovernmental agreement.

If you have any questions please contact H. Marc Adams, 503.390.3713 or adamshm@keizer.org

CITY COUNCIL MEETING:_______________

AGENDA ITEM NUMBER:___________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: H. MARC ADAMS, CHIEF OF POLICE

SUBJECT: **Authorization to Apply for and Accept Justice Assistant Grant Funds for FY 09 Local Solicitation**

ISSUE:

The US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance has announced the availability of funding under the federal American Recovery Reinvestment Act of 2009, Edward Byrne Memorial Justice Assistance Grant (JAG) Program for FY 09 Local Solicitation.

BACKGROUND:

The US Department of Justice has funding available for solicitation under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program to assist state and local law enforcement efforts to prevent or reduce crime and violence. The funding distribution is based upon population, Part 1 violent crime statistics, and law enforcement expenditures. The US Department of Justice, Bureau of Justice Assistance has identified our jurisdiction as “disparate” and requires a joint application with Marion County and the cities of Salem, Silverton, Stayton, Woodburn, and Keizer. This is a noncompetitive grant offering funding directly to these agencies. No local match is required. Keizer’s award for 2009 will be $67,382. The City of Salem will act as the fiscal agent and administer the grant funds as awarded. Salem has agreed to allow the other cities to draw down any or all funds after the funds are received by Salem.

RECOMMENDATION:

It is recommended that Council approve application for and acceptance of a JAG grant in the amount of $67,382.

If you have any questions please contact H. Marc Adams, 503.390.3713 or adamshm@keizer.org

MINUTES
KEIZER CITY COUNCIL
Monday, May 4, 2009
Keizer City Hall Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular meeting to order at 7:02 pm. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Shannon Johnson, City Attorney
Jim Taylor, Council President	Chris Eppley, City Manager
Richard Walsh, Councilor	Kevin Watson, Assistant to the City Manager
David McKane, Councilor	Rob Kissler, Public Works
Brandon Smith, Councilor	Nate Brown, Community Development
Cathy Clark, Councilor	Marc Adams, Chief of Police
Mark Caillier, Councilor (by phone)	Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Jean Gary, Lincoln City, explained that her deceased son's car is parked at a friend's house in Keizer and that she had received a notice labeling the car as junk. She referred to a letter she wrote to Code Enforcement regarding the car and suggested that a more personable approach be taken including omitting the word "junk" from the notice and making a personal inquiry as a follow-up. Ms. Gary concluded that she appreciated the city's desire to keep the area clean but urged a more personal approach to keep people connected and create peace and understanding. Mayor Christopher assured Ms. Gary that there would be further research into this matter.

Chris Cary, Keizer, complained about traffic around Bob Newton Park due to inadequate parking and suggested making the alley one-way for safety. Rob Kissler made several suggestions to improve safety and create additional parking.

Dave Bauer, Keizer, President of the Rotary Foundation, Rick Day, Marion County and *Mike Gaynor, Keizer,* voiced support for naming the Keizer Rapids Park amphitheatre: "Keizer Rapids Park Rotary Amphitheater". Councilor McKane expressed concern regarding billing of events, availability for use by Keizer citizens, exclusivity and City responsibilities.

City Attorney, Shannon Johnson explained that the issue which Ms. Rich was planning on speaking about was addressed at a Public Hearing and that Hearing was closed, but because it is a legislative matter the rules are flexible and therefore it is within the discretion of the Council to allow her testimony.

Rhonda Rich, Keizer, President of the West Keizer Neighborhood Association, voiced opposition to including Rivercrest Drive on the future projects list of the TSP noting that this addition occurred without public input. Community Development Director Nate Brown clarified that this project is listed on the Future Analysis List which is a list of projects that will be subject to future study. Particularly, Ms. Rich objected to the process under which this item was added (without opportunity for public input) and the possibility that other governments would assume that citizens had had an opportunity to comment on this project. Mr. Brown explained that the future projects would undergo a specific process which would include extensive public outreach, notice, and opportunities for input from interested citizens. Councilor McKane expressed disappointment that this item had not been addressed in any of the TSP update public meetings which were held.

PUBLIC HEARING
a. RESOLUTION Adopting the Housing and Community Development Action Plan – One Year Use of Funds – Salem-Keizer 2009-2010 and Housing and Community Development Consolidated Plan Fiscal Year 2009-2013

City Manager Chris Eppley provided background information regarding this program and recommended that following a public hearing Council adopt the 2009-2010 Annual Action Plan and the 2009-2013 Salem-Keizer Housing and Community Development Consolidated Plan.

Mayor Christopher opened the Public Hearing.

Toni Peysano, Salem Urban Development Department, provided background information regarding the program and the approval process, fielded questions and provided clarification.

With no further testimony Mayor Christopher closed the Public Hearing.

<u>Councilor Taylor moved to adopt a Resolution Adopting the Housing and Community Development Action Plan One Year Use of Funds – Salem and Keizer 2009-2010 and Housing and Community Development Consolidated Plan FY 2009-2013. Councilor Caillier seconded. Motion passed unanimously as follows:</u>

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION
A. Keizer Rapids Park Amphitheatre Management

City Attorney Shannon Johnson reviewed the parameters and urged Council to review and decide upon rates and scheduling and direct staff to prepare an agreement for Council approval. Lengthy discussion and clarification followed regarding events that are already on the calendar, the booking process, subsidization, City commitment and rates.

<u>Councilor Taylor moved to direct staff to prepare an agreement with Clint Holland & Associates to implement a Management Agreement for the Keizer Rotary Amphitheatre with an amendment to Rate 3 changing it to a 2-hour minimum for non-profits and community groups, clarification of item</u>

number 5 (additional fees for additional amenities) and that permit fees be refunded for cancellation if the date is rescheduled for a comparable size event. Councilor Walsh seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

B. RESOLUTION Naming the Keizer Rapids Park Amphitheatre – Keizer Rotary Amphitheatre

Taken out of order. City Manager, Chris Eppley, read the staff report which recommended review of the Parks Board recommendation for naming the amphitheatre at Keizer Rapids Park: "Keizer Rotary Amphitheatre" and provide instead provision of significant recognition to Keizer Rotary. Councilor Taylor moved to adopt a Resolution Naming the Keizer Rapids Park Amphitheatre "Keizer Rotary Amphitheatre". Councilor Walsh seconded.

Extensive discussion ensued regarding setting precedents, naming facilities within parks, acknowledgement of non-Rotarians who contributed to this facility, Rotary community involvement and recognition of volunteer efforts. *Darrel Richardson, Keizer,* noted that he had worked on the project, was not a Rotarian, but supported giving the amphitheatre the Rotary name.

Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

C. ORDINANCE Amending Keizer Park Regulations Regarding Use of Alcohol at Keizer Rapids Park

City Attorney Shannon Johnson explained that the wording is virtually identical to that of the Civic Center and that the regulation only applies to Keizer Rapids Park and only through permit authority.

Councilor Taylor moved to adopt a Bill for an Ordinance Amending Keizer Parks Regulations Regarding use of Alcohol at Keizer Rapids Park; Declaring an Emergency (Amending Ordinance No. 2007-558). Councilor Walsh seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

D. RESOLUTION Authorizing City Manager to Enter Into Agreements for Consultant Services and

City Attorney Shannon Johnson reviewed the consultant plan and related costs noting that there were actually two agreements: One for consultant services to produce a marketing and business plan and the other for monthly management. City Manager Chris Eppley provided additional information regarding differentiation between various user groups and development of a base fee so that the facility does not unfairly compete with private businesses in the region. Councilor McKane suggested that

Management Services (Keizer Community Rooms)

the business plan should be in place before signing the monthly management contract.

Councilor Taylor moved to adopt a Resolution Authorizing City Manager to Enter into Agreements for Consultant Services and Management Services (Keizer Community Rooms). Councilor Walsh seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

E. ORDINANCE Adopting the Updates to the Transportation System Plan and Keizer Development Code Text Amendments

City Attorney Shannon Johnson reminded Council that this was before them at the last meeting and was not passed unanimously so was being offered for the second reading. Community Development Director Nate Brown reviewed the amendments that had been incorporated into the TSP.

Councilor Taylor moved to adopt an Ordinance Adopting the City of Keizer Transportation System Plan (April, 2009); Amending Ordinance no. 87-077 (The Keizer Comprehensive Plan) and Ordinance No. 98-389 (The Keizer Development Code); Repealing Ordinance No. 2000-425 (Adopting the Keizer Transportation Systems Plan) and Ordinance No. 2004-505 (amending the Keizer Transportation Systems Plan) as amended. Councilor Smith seconded.

Councilors Walsh and Taylor noted that they would be voting against the Plan because it did not adequately address filling the need for an additional north/south corridor. Councilor Clark responded that study had indicated that the additional north south corridor was not warranted so it was not included in this plan.

Motion passed as follows:

AYES: Christopher, Smith, Caillier and Clark (4)
NAYS: McKane, Walsh and Taylor (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

F. ORDINANCE Providing for Emergency Management

Assistant to the City Manager, Kevin Watson, explained the development of the plan adding that this ordinance would allow the Emergency Manager and/or City Manager to supervise and control the Keizer Emergency Planning Committee and be responsible for developing and maintaining the Emergency Operations Plan. Discussion then took place regarding citizen right to assemble and the right to carry a concealed weapon. Councilors agreed to add “subject to ORS 166” to page 4, Section J.

Councilor Taylor moved to adopt an Ordinance Providing Emergency Management; Declaring an Emergency; Repealing Order dated 4-15-85, Resolution Nos. R84-043, R85-151, R89-401, R96-935, R-98-1089, R2000-1199, R2003-1454, and R2006-1675, as amended. Councilor Smith seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

G. RESOLUTION Authorizing the City Manager to Sign Second Amendment to Option Agreement – Buchanan Property

City Attorney Shannon Johnson explained that this matter was in front of Council pursuant to direction given in Executive Session.

Councilor Taylor moved to adopt a Resolution Authorizing the City Manager to Sign the Second Amendment to Option Agreement and Agreement of Purchase and Sale for Property Located at 2010 Chemawa Road North, Keizer, Marion County, Oregon in Connection with the Keizer Rapids Park (Stephen and Rhonda Buchanan) (Park System Development Charge Fund). Councilor Walsh seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

A. **Approval of March 2, 2009 Regular Session Minutes**
B. **Approval of March 16, 2009 Regular Session Minutes**
C. **Approval of April 6, 2009 Regular Session Minutes**
D. **Approval of April 20, 2009 Work Session Minutes**

Councilor Taylor pulled Item A from the Consent Calendar.

Councilor Taylor moved for approval of Items B, C and D of the Consent Calendar. Councilor McKane seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Walsh moved for approval of Item A of the Consent Calendar. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier and Clark (6)
NAYS: None (0)
ABSTENTIONS: Taylor (1)
ABSENT: None (0)

COMMITTEE REPORTS

a. Swearing In Keizer Police Reserve Officers

Taken out of Order.

Chief Marc Adams introduced Reserve Officers Brian Richards and Travis Ricketts, reviewing their history and qualifications. City Attorney, Shannon Johnson, issued the Oaths of Office.

b. PROCLAMATION – 150 Miles for 150 Years Relay

Mayor Christopher read the proclamation and explained that Saturday, June 27 the relay will continue via river from Keizer Rapids Park to Willamette Mission Park and from there to San Salvador boat ramp.

Councilor Clark reminded everyone of the upcoming Iris Festival.

Councilor Callier reminded everyone of the May 30 park cleanup at Claggett Creek, Wallace House and Palma Ceia Parks.

Mayor Christopher reported that a letter from Freedom from Religion Foundation had voiced concern about City connection to the Mayor's Prayer Breakfast and this will be addressed by the City Attorney.

Councilor Taylor thanked Keizer Police and Bikeways Committee for their assistance at the Monster Cookie ride.

Councilor Walsh reported that

- The Economic Development and Government Affairs meeting discussed concerns about spending stimulus money.
- The Keizer Compass will be at the Ribbon Cutting and will be asking for citizen input on themes being developed for the visioning process.
- He would be meeting with Portland State University regarding census issues. He asked everyone to share their thoughts with him so that he could share them at the meeting.

Councilor Smith reminded everyone of the May 19 School Board election.

Mayor Christopher reminded everyone of the upcoming Budget Committee meetings.

OTHER BUSINESS

a. New Business or Old Business Issues

Public Works Director, Rob Kissler invited everyone to the May 18 Public Works Open House being held in conjunction with the Keizer Fire District. <u>Councilors agreed by consensus to postpone the May 18 Council Meeting until 7:30 pm</u> so that they could attend the Open House.

Senate Bill 681 – Willamette River Channel Maintenance: Mayor Christopher explained that Representative Thatcher had asked for feedback from Council on this. Chris Eppley added that City Stormwater staff believes that maintaining the river around boat ramps is appropriate but elsewhere it is not a healthy stance for the river.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

<u>May 11, 2009</u>

<u>5:45 p.m. City Council Work Session - Cancelled</u>

<u>May 18, 2009</u>

<u>7:30 p.m. City Council Meeting (1/2 hour later than usual)</u>

<u>June 8, 2009</u>

<u>5:45 p.m. City Council Work Session</u>

- Transit District Redesign Issue

ADJOURNMENT Mayor Christopher adjourned the meeting 10:50.

APPROVED:

MAYOR:

Lore Christopher	Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Richard Walsh
Councilor #3 – Mark Caillier	Councilor #6 – James Taylor

Minutes approved:

City of Keizer, Oregon

Proclamation

WHEREAS*, Mark Miedema, Keizer Fire Board Director is retiring after 18 years of professional and dedicated service to the Keizer Fire District;*

WHEREAS*, during Director Miedema's service to the Keizer community, he has served in all Board Officer positions including President, Vice President, Treasurer, and Secretary;*

WHEREAS*, during his term on the Board, Director Miedema was instrumental in the building of the Keizer Fire District station;*

WHEREAS*, during his tenure, Director Miedema's wisdom and financial expertise have contributed to the success and efficiency of the Keizer Fire District;*

NOW THEREFORE, BE IT PROCLAIMED *by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session and speaking on behalf of the citizens of Keizer, do hereby extend our deep appreciation to* ***Mark Miedema*** *for his distinguished service on the Keizer Fire District Board. We wish him success in all future endeavors and are grateful for his contributions to the people of Keizer.*

IN WITNESS WHEREOF*, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 15th day of June, 2009.*

Signed:______________________

Mayor Lore Christopher

CITY COUNCIL MEETING : June 15, 2009

AGENDA ITEM NUMBER:______________

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

FROM: **CHRIS EPPLEY**
CITY MANAGER

SUBJECT: **ABBIE MCKENZIE ESSAY**

ISSUE:

Keizer resident and Englewood Elementary second grader, Abbie McKenzie won a national award for her essay – Fashion with Abbie. Ms. McKenzie has been invited to attend the Council meeting to read her essay.

Pasta Tales

PASTA TALES GRADE 2 WINNER

TITLE: Fashion with Abbie
NAME: Abbie McKenzie

I would make a webpage about giving free clothes to people in need.

This webpage is really only for people who can't afford anything. I would give people clothes that are small for me. I would have an information form that tells you what to do. I would post pictures of clothes so they know what the clothes look like. I would have all the clothes be free. I would wash the clothes so people wouldn't get dirty clothes. They will give me their name, address and phone number so I can mail it to them. When I go home from school, I go on the computer and check my webpage for as long as I can.

I'm no in to just helping the community I'm in to helping people so they can live a fun and happy life.

Olive Garden
ITALIAN RESTAURANT

Jordan Rands
General Manager