The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service such as SPANISH translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION

Monday, June 7, 2021
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

5. **COMMITTEE REPORTS**

6. **PUBLIC COMMENTS**
   This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

7. **PUBLIC HEARINGS**
   a. **ORDINANCE – Setting Water Rates (2022); Repealing Ordinance No. 2019-804**
   b. **RESOLUTION – Amending the City of Keizer Police Services Fee; Repealing Resolution R2017-2787**
   c. **RESOLUTION – Declaring the City's Election to Receive State Revenues**
      RESOLUTION – Certifying That the City of Keizer Provides Four or More Municipal Services
   d. **RESOLUTION - Certification of Lighting District Assessments**
   e. **RESOLUTION – Adopting FY 2021-22 Budget, Making Appropriations, and Imposing and Categorizing Taxes**

8. **ADMINISTRATIVE ACTION**
   a. **Location Approval for Public Sculpture/Carving**
   b. **RESOLUTION – Delegating Authority to City Manager and City Attorney to Negotiate Agreement in Connection with National Opioids Litigation**
   c. **Interim City Manager Update**

9. CONSENT CALENDAR

a. **RESOLUTION – Authorizing Chief of Police to Enter Into Police Firearms Range Use Agreement with City of Dallas**

b. **RESOLUTION – Authorizing the City Manager Pro Tem to Enter Into Agreement with Hicks Striping & Curbing, Inc. For Repainting of Pavement Legends**

c. **RESOLUTION – Authorizing Disposition of Surplus Property – (Police Department Vehicle)**

d. **RESOLUTION – Approving Employment Termination**

e. **RESOLUTION – Accepting and Approving Plans for Placement of Historical Keizer School Sign at Schoolhouse Square**

f. **Approval of May 17, 2021 Regular Session Minutes**

g. **Approval of May 19, 2021 Joint City Council/Planning Commission Work Session Minutes**

h. **Approval of May 24, 2021 Work Session Minutes**

10. 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.

11. STAFF UPDATES

12. COUNCIL MEMBER REPORTS

13. AGENDA INPUT

June 14, 2021
7:00 p.m. - City Council Work Session

June 21, 2021
7:00 p.m. - City Council Regular Session

July 6, 2021 (Tuesday)
7:00 p.m. - City Council Regular Session

14. ADJOURNMENT

COUNCIL MEETING: **June 7, 2021**

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **SETTING WATER RATES**

BACKGROUND AND ISSUES:

Staff has completed the Water Rate Model update for fiscal year 2021-2022. The model is a cost of service model (COSA) and is the method adopted by the City Council in 2002 and modified in 2004. The modification in 2004 combined the Single-Family and Multi-Family customer classes so that fixed rates and consumption rates are the same for both classes.

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

The FY21-22 City Budget (scheduled for discussion on tonight's agenda) includes a 4.0% rate increase beginning January 2022. Implementing the increase in January is congruent with the Sewer Rate increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the fiscal year. Attachment #1 shows the impact of the rate increase on the average customer bill for each customer class (Single-Family, Multi-Family and Commercial). Attachment #2 shows a comparison of existing water rates with proposed water rates.

FISCAL IMPACT:

A 4.0% system-wide increase effective January 1, 2022 will bring in an estimated $52,000 in additional revenue in fiscal year 2021-2022.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed water rate increases. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and approve the attached Ordinance, setting new water rates and repealing Ordinance **2019-804**, if it so chooses.

Attachment One

City of Keizer
Water Rate Comparison for Average Accounts
Long-Range Rate Proposal
FY21-22

	Flat Rate		Consumption		Total	
Rate January 2020	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (12 ccf)	$ 5.81	$ 11.61	$ 9.00	$ 18.00	$ 14.81	$ 29.61
Multi-family (175 ccf)	$ 11.79	$ 23.58	$ 131.25	$ 262.50	$ 143.04	$ 286.08
Commercial (51 ccf)	$ 5.81	$ 11.61	$ 36.98	$ 73.95	$ 42.78	$ 85.56

Rate January 2022	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (12 ccf)	$ 6.04	$ 12.07	$ 9.36	$ 18.72	$ 15.40	$ 30.79
Multi-family (175 ccf)	$ 12.26	$ 24.52	$ 136.50	$ 273.00	$ 148.76	$ 297.52
Commercial (51 ccf)	$ 6.04	$ 12.07	$ 38.51	$ 77.01	$ 44.54	$ 89.08

Cost Increase January 2022	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (12 ccf)	$ 0.23	$ 0.46	$ 0.36	$ 0.72	$ 0.59	$ 1.18
Multi-family (175 ccf)	$ 0.47	$ 0.94	$ 5.25	$ 10.50	$ 5.72	$ 11.44
Commercial (51 ccf)	$ 0.23	$ 0.46	$ 1.53	$ 3.06	$ 1.76	$ 3.52

	Annual Cost
Residential (12 ccf)	$ 7.08
Multi-family (175 ccf)	$ 68.64
Commercial (51 ccf)	$ 21.12

Proposed Rates January 1, 2022

	Flat	**Consumption**	**Monthly**	**Bi-Monthly**
Residential (12 ccf)	$12.07	$18.00	$15.04	$30.07
Commercial (399 ccf)	$72.06	$578.55	$325.31	$650.61
School (140 ccf)	$222.05	$203.00	$212.53	$425.05
Apartment (552 ccf)	$72.06	$828.00	$450.03	$900.06

Attachment Two

City of Keizer
Water Rate Increase Comparison

Water User Fees - bi-monthly charge	Effective January 2020	Effective January 2022	$ Increase	% Increase
5/8" or 3/4"meter	$ 11.61	$ 12.07	$ 0.46	4.0%
1" meter	$ 23.58	$ 24.52	$ 0.94	4.0%
1 1/2" meter	$ 45.60	$ 47.42	$ 1.82	4.0%
2" meter	$ 72.06	$ 74.94	$ 2.88	4.0%
3" meter	$ 140.10	$ 145.70	$ 5.60	4.0%
4" meter	$ 222.05	$ 230.93	$ 8.88	4.0%
6" meter	$ 442.52	$ 460.22	$ 17.70	4.0%
8" meter	$ 757.83	$ 788.15	$ 30.31	4.0%
Volume rate - $/ccf				
Residential	$ 1.50	$ 1.56	$ 0.06	4.0%
Commercial	$ 1.45	$ 1.51	$ 0.06	4.0%
Private Fire Protection				
4"	$ 32.34	$ 33.63	$ 1.29	4.0%
6"	$ 89.84	$ 93.43	$ 3.59	4.0%
8"	$ 188.66	$ 196.21	$ 7.55	4.0%
10"	$ 323.43	$ 336.37	$ 12.94	4.0%
Miscellaneous Water Service Fees				
Service fee	$ 22.05	$ 22.94	$ 0.88	4.0%
Shut off processing fee	$ 44.11	$ 45.87	$ 1.76	4.0%
After hours fees	$ 110.27	$ 114.68	$ 4.41	4.0%
Tampering fee	$ 44.11	$ 45.87	$ 1.76	4.0%
Removal of meter following third tampering incident	cost + 15%	cost + 15%		

BILL NO. ____ A BILL ORDINANCE NO. 2021-__________

FOR

AN ORDINANCE

SETTING WATER RATES (2022); REPEALING ORDINANCE NO. 2019-804

WHEREAS, the City Council adopted Ordinance No. 2019-804 on June 3, 2019 which imposed water rates;

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

WHEREAS, the City Council held a public hearing with regard to the proposed increase on June 7, 2021;

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

WHEREAS, the City Council finds that it is appropriate to repeal Ordinance No. 2019-804 effective January 1, 2022 so there is no confusion as to the adopted water rates;

NOW, THEREFORE,

The City of Keizer ordains as follows:

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

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Section 2. REPEAL OF ORDINANCE NO. 2019-804. Ordinance No. 2019-804 is hereby repealed on January 1, 2022.

Section 3. EFFECTIVE DATE. This Ordinance shall take effect for the January 2022 billings and all successive billings.

PASSED this ________ day of ___________________, 2021.

SIGNED this ________ day of ___________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Exhibit "A"

Water User Fees - bi-monthly charge

5/8" or 3/4"meter	$	12.07
1" meter	$	24.52
1 1/2" meter	$	47.42
2" meter	$	74.94
3" meter	$	145.70
4" meter	$	230.93
6" meter	$	460.22
8" meter	$	788.15

Volume rate - $/ccf

Residential	$	1.56
Commercial	$	1.51

Private Fire Protection

4"	$	33.63
6"	$	93.43
8"	$	196.21
10"	$	336.37

Miscellaneous Water Service Fees

Service fee	$	22.94
Shut off processing fee	$	45.87
After hours fees	$	114.68
Tampering fee	$	45.87
Removal of meter following third tampering incident	cost + 15%	

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

The Shut off processing fee will be charged for all accounts remaining unpaid as of 5:00 PM the day before the actual shut off day, whether or not such meter is physically shut off.

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

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

CITY COUNCIL MEETING: June 7, 2021

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **POLICE SERVICES FEE**

BACKGROUND:

In July 2017 the Keizer City Council adopted Ordinance Number 2017-775 “Imposing a Police Services Fee” with an effective date of November 2017. The purpose of the police services fee is to provide funding for police services that safeguard, facilitate, and encourage the health, safety, and welfare of the residents and enterprises of the City of Keizer.

In accordance with resolution R2017-2787 the Police Services Fee shall be reviewed annually by the City Council.

On May 4th and May 6th, the Keizer Budget Committee convened and approved the Fiscal Year 2021-22 Budget that included the following increase in the Police Services Fee with an effective date of January 1, 2022:

	Monthly			
	Proposed Fee	Existing Fee	Dollar Increase	Percent Increase
Single/Duplex	$ 5.00	$ 4.00	1.00	25%
Multi-Family Dwelling Units	$ 4.31	$ 3.45	0.86	25%
Senior (1) /Head of Household Low Income (2)	$ 1.40	$ 1.12	0.28	25%
Commercial Utility Accounts	$ 5.00	$ 4.00	1.00	25%
Delinquency Fee (3)	$ 37.00	$ 37.00	-	0%
Administrative Fee (3)	10%	10%	-	0%

(1) For Single-Family/Duplex unit only. Responsible party must apply and show proof that they are over 75 years of age.

(2) For Single-Family/Duplex unit only. Responsible party must apply and show household income is equal to or less than 30% of the Salem/Keizer area median income, based on family size, as published annually by the U.S. Department of Housing and Urban Development.

(3) Imposed fourteen (14) days after the police services fee is considered delinquent.

The increase in the Police Services Fee will provide an additional $85,000 in resources during Fiscal Year 2021-22. The Police Services Fee is restricted by City Ordinance and can only be used to provide resources to the Police Department for employee costs such as wages, insurance, retirement and taxes in addition to uniforms, service equipment and vehicles.

This is the first time the Police Services Fee has been adjusted since it was adopted in 2017.

RECOMMENDATION:

Staff recommends that the City Council open the public hearing and receive testimony on the increase in the Police Services Fee. After all testimony has been received, Staff recommends the Council close the public hearing and begin deliberations.

Finally, Staff recommends that the City Council adopt the attached resolution increasing the Police Services Fee.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

AMENDING THE CITY OF KEIZER POLICE SERVICES FEE;
REPEALING RESOLUTION R2017-2787

WHEREAS, by Ordinance 2017-775, the City Council imposed police services fee on all Premises within the Keizer City limits;

WHEREAS, Ordinance 2017-775 provides for the amount of the police services fee to be set by Resolution of the City Council;

WHEREAS, by Resolution R2017-2787, the City Council established the amount of the police services fee;

WHREAS, Resolution R2017-2787 states that the Council shall review the amount of the fee annually;

WHEREAS, upon recommendation of the Budget Committee, the City Council wishes to increase the police services fees;

WHEREAS, the City has met the requirement for providing an opportunity for public comment and held a public hearing prior to the adoption of this amended fee resolution;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the amount of the police services fee and associated charges established by Ordinance 2017-775 shall be as set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that the terms used in this Resolution shall have the meaning set forth in Ordinance 2017-775.

BE IT FURTHER RESOLVED that the amount of the fee shall be reviewed annually by Council.

BE IT FURTHER RESOLVED that Resolution R2017-2787 (Establishing the City of Keizer Police Services Fee) shall be repealed in its entirety upon the effective date of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall become effective from and after the January 2022 billings and all successive billings.

PASSED this _____ day of ______________________, 2021.

SIGNED this _____ day of ______________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Exhibit "A"

City of Keizer
Public Safety Fee
June 7, 2021

	Proposed Fee
Single/Duplex	$ 5.00
Multi-Family Dwelling Units	$ 4.31
Senior [(1)] /Head of Household Low Income [(2)]	$ 1.40
Commercial Utility Accounts	$ 5.00
Delinquency Fee [(3)]	$ 37.00
Administrative Fee [(3)]	10%

(1) For Single-Family/Duplex unit only. Responsible party must apply and show proof that they are over 75 years of age.

(2) For Single-Family/Duplex unit only. Responsible party must apply and show household income is equal to or less than 30% of the Salem/Keizer area median income, based on family size, as published annually by the U.S. Department of Housing and Urban Development.

(3) Imposed fourteen (14) days after the police services fee is considered delinquent.

COUNCIL MEETING: __**June 7, 2021**__

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

FROM: **TIM WOOD, FINANCE DIRECTOR**

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

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

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

FISCAL IMPACT:

Approximately $397,000 in State Revenue Sharing is anticipated to be received in fiscal year 2021-2022.

RECOMMENDATION:

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

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 2021-2022.

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

PASSED this _____ day of ___________________, 2021.

SIGNED this _____ day of ___________________, 2021.

____
Mayor

____
City Recorder

I certify that public hearings before the Budget Committee were held on May 4, 2021 and May 6, 2021 and a public hearing before the City Council was held on June 7, 2021, giving citizens opportunity to comment on use of State Revenue Sharing.

____
City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

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 sewers

4) Planning, zoning and subdivision control

5) Water utility services

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

PASSED this _____ day of ____________________, 2021.

SIGNED this _____ day of ____________________, 2021.

____

Mayor

____

City Recorder

CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER: ________________

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

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **RESOLUTION - CERTIFICATION OF STREET LIGHTING DISTRICT (SLD) ASSESSMENTS**

The fiscal year 2021-22 Street Lighting District assessments, by district, are shown on the attached exhibit “A”. These assessments must be certified to the Marion County Assessor’s office by June 30, 2021 in order to be assessed on the November 2021 tax rolls. These assessments were noticed to the public in the May 21, 2021 edition of the Keizertimes.

FISCAL IMPACT:

Staff has calculated $403,399.58 as the total assessments for the November 2021 tax rolls as compared to $404,743.87 as the total assessments in the prior year.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for fiscal year 2021-22. After testimony, staff recommends council close the public hearing and deliberate this issue. After which, staff recommends the council adopt the attached resolution, certifying the Street Lighting District Assessments, by tax account, to the Marion County Assessor for collection, if it so chooses.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

CERTIFICATION OF LIGHTING DISTRICT ASSESSMENTS

BE IT RESOLVED by the City Council of the City of Keizer that Keizer has determined and computed the amount of money necessary to be raised by assessment to cover funds spent to operate and maintain certain street lighting facilities within Keizer, including administrative costs for a total of $403,399.58; and

BE IT FURTHER RESOLVED that Keizer certifies Exhibit "A" attached hereto, is a true and correct list of the properties within the various lighting assessment district in Keizer giving the proper assessment and apportionment of costs and expenses to be assessed against the respective properties for operation and maintenance of street lighting facilities for the year; and

BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to the County Assessor to be added to the appropriate tax accounts for the respective properties indicated. The totals include the administrative fee of $4.51 per assessed lot.

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

PASSED this _____ day of ____________________, 2021.

SIGNED this _____ day of ____________________, 2021.

Mayor____________________________

City Recorder______________________

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2021-22

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE	
008	MARDELL	$ 4,373.40	$ 22.20	
012	WILARK PARK ST LTG	9,591.20	50.48	
014	MAI LIN	6,516.30	22.47	
015	APPLEBLOSSOM	3,165.93	36.39	
017	RIVERCREST	15,974.00	49.00	
018	IVY WAY	5,435.92	45.68	
019	ARNOLD WAY	1,136.00	28.40	
022	NORTHVIEW	4,856.42	56.47	
023	MCNARY HGHTS	5,703.28	64.81	
024	CEDAR PARK ST LGHT	1,249.63	65.77	
025	MENLO	1,666.17	61.71	
026	SHADY LANE	2,763.00	0.5183	FRONT FOOT
028	NORTHWOOD PARK #1	3,559.36	72.64	
034	GREENWOOD	2,088.30	0.5517	FRONT FOOT
041	WILARK PARK #6	686.88	38.16	
042	WILARK PARK ANN #7	677.76	42.36	
043	NORTHWOOD PARK #2	2,780.81	64.67	
044	MAI-LIN DISTRICT #2	487.14	21.18	
045	MCLEOD PARK	1,374.12	38.17	
046	LANCER PARK	1,567.08	43.53	
047	HILLIGOSS	724.78	51.77	
048	CARLHAVEN ADDITION	446.60	15.95	
049	WINDSOR ESTATES	1,424.62	61.94	
050	WHITAKER PARK	4,711.98	60.41	
079	ANDREW PARK	926.55	61.77	
080	GLYNBROOK	3,382.09	82.49	
081	LAWNDALE SUB	2,332.74	68.61	
082	NORTHWOOD PARK #4	7,866.46	80.27	
083	PALMA CIEA #5	1,262.36	57.38	
084	WILARK PARK ANN #5	888.48	49.36	
086	HICKS JONES	10,035.44	0.5390	FRONT FOOT
087	CARLHAVEN ADD #2	510.16	18.22	
094	WILL MANOR 4	1,847.59	80.33	
095	WHEATLAND LN	471.87	67.41	
096	NORTHTREE ESTATES	7,750.00	77.50	
097	CHEMAWA PARK	1,617.84	89.88	
108	MCLEOD PARK #2	1,332.72	49.36	
120	CHEMAWA EST #1	1,547.40	51.58	
122	SIX SUBDIVISION	423.43	18.41	
126	MCLEOD ESTATES	3,361.08	45.42	
128	CHEHALIS SUB	368.48	23.03	
129	DENNIS LANE N	1,915.20	45.60	
130	CRESTWOOD VILLAGE	457.80	38.15	
131	CHEMAWA EST #2	1,767.32	51.98	

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2021-22

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
132	CHARLOTTE	2,239.20	49.76
141	PALMA CIEA	21,429.00	47.62
142	RIVERVIEW N	1,234.24	42.56
143	MEADOWBROOK	481.68	53.52
144	JUNIPER	972.60	48.63
146	TERRACE GLEN	952.80	59.55
147	WEDGEWOOD ESTATE	985.92	30.81
148	JULIE ESTATES	1,300.40	65.02
150	KEPHART	1,870.40	46.76
159	JOHNISEE ADDN	381.16	29.32
161	WALENWOOD SUB	208.98	23.22
162	WARNER PARK	213.50	21.35
163	SPRINGTIME PK SUB	673.20	44.88
164	STONEHEDGE ESTATE	5,183.00	51.83
165	RIVERVIEW N #2	1,299.76	46.42
181	TIMBERVIEW SUB	5,687.10	40.05
182	VISTAVIEW ESTATE #2	2,288.40	38.14
183	NORTHRIDGE PARK	728.64	22.77
184	JUNIPER #2 SUBDIV	1,417.50	67.50
185	KEIZER HEIGHTS	2,084.67	33.09
191	CLARK ST NE	446.60	15.95
192	FRIENDSHIP ADDITION	390.48	32.54
193	TEN AT MCNARY	1,091.16	77.94
194	BUCHOLZ ADDITION	581.91	27.71
195	PARKLAWN ADDITION	351.00	58.50
205	GLYNBROOK II N	3,059.88	71.16
206	FOUR WINDS ADDN N	5,628.48	45.76
207	FERNBROOK	1,500.33	38.47
208	EDEN ESTATES	2,835.00	67.50
209	COUNTRY CLUB EST	1,302.84	46.53
212	LAWNDALE I SUB PH-2	2,191.80	56.20
213	STONEHEDGE EST II	3,631.20	40.80
215	GARY ST	1,011.95	27.35
216	ARNOLD ST #2	1,057.77	45.99
217	FOUR WINDS III	586.80	29.34
218	GREENWAY	742.68	41.26
219	NOON AVE	1,136.96	35.53
220	STONEHEDGE EST III	1,355.52	42.36
221	STONEHEDGE EST 4&5	1,552.17	50.07
227	WILLOW LAKE EST	2,014.76	45.79
228	THE MEADOWS PH-1	3,398.08	60.68
231	FOURWINDS II	568.48	35.53
232	WHITAKER HGTS	1,632.18	49.46
234	THE MEADOWS PH-3	2,123.80	60.68

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2021-22

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
235	THE MEADOWS PH-2	2,245.16	60.68
236	THE MEADOWS PH-4	2,366.52	60.68
237	ORCHARD CREST	2,080.25	39.25
238	STONEHEDGE EST #6	1,552.17	50.07
239	SPRINGMEADOW EST	3,694.54	3,694.54
241	WILLOW LAKE 2&3	4,066.56	42.36
246	CHERRYLAWN CT NE	477.12	59.64
247	ORCHARD CREST PH-3	1,670.55	47.73
248	MAX CT	512.30	51.23
249	THE MEADOWS PH-5	2,548.56	60.68
250	ORCHARD CREST PH-2	2,088.73	39.41
251	RIVERCREST PH-1&2	1,851.96	42.09
253	THE MEADOWS PH-6	1,881.08	60.68
254	THE MEADOWS PH-7	1,941.76	60.68
255	TIMBERVIEW PH-3	1,739.64	62.13
256	APPLETREE PH-1,2,3	3,026.25	67.25
257	BRIARWOOD	2,583.72	2,583.72
258	HIDDEN CRK EST PH-1	3,387.60	94.10
259	CATERWOOD ESTATES	2,450.04	48.04
260	PARKMEADOW APTS	1,011.51	1,011.51
261	NORTHRUP/NORTHSHIRE	411.24	34.27
262	COUNTRY GLEN EST	9,692.15	52.39
263	FIRCONE	1,810.47	62.43
264	HIDDEN CRK EST PH-2	879.20	54.95
265	CLEARLAKE SUBDIV	2,842.98	58.02
266	SPRINGRIDGE EST	1,837.76	57.43
267	THE RIDGE	1,309.66	59.53
268	NORTHSIDE ESTATES	2,378.33	55.31
269	HOMESTEAD/CLEARVIEW	376.00	37.60
270	HONEYSUCKLE	1,390.00	55.60
272	LARSON PARK SUBDIV	457.80	38.15
273	BAILEY ESTATES	448.60	44.86
274	STICKLES ADDITION	242.64	26.96
275	CEDAR BLUFF SUBDIV	1,735.02	64.26
276	ABT KOUFAX LN	1,510.74	68.67
277	HIDDEN CREEK PH-3	756.03	22.91
278	HOLLY LN/ALDER DR NE	371.34	41.26
282	3RD AVE N	1,911.78	33.54
283	HIDDEN CREEK PH-4	1,075.95	71.73
284	JACOBE ESTATES SUB	833.60	83.36
285	PRAIRIE EST	7,463.04	81.12
286	TECUMSEH ESTATES	1,103.55	52.55
287	TEPPER E SUB	1,828.40	65.30
288	WESTMORE	1,265.04	52.71

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2021-22

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
292	PINEHURST ESTATES	3,282.63	57.59
293	LEEWOOD MEADOWS	2,493.18	46.17
294	BROWER PLACE	1,753.36	56.56
295	HIGHLANDS ESTATES	3,296.40	54.94
296	JACOBE ESTATES PH2	1,089.72	60.54
297	BAHNSEN WOODS EST	3,304.20	55.07
298	FOREST RIDGE EST	2,871.00	52.20
299	WHEATLAND TERRACE	702.94	50.21
300	WATERFORD	2,842.98	58.02
306	ROCKLEDGE ADDITION	677.76	42.36
307	WITTENBERG	1,225.06	1,225.06
308	JORDON RUN	710.38	64.58
309	PRAIRIE CLOVER	514.48	128.62
310	VINEYARDS	4,451.40	49.46
311	HIGHLANDS NORTH	404.16	25.26
312	CHEMAWA GLEN	1,993.48	52.46
315	SPARROW ADDITION	532.88	66.61
316	VINEYARDS NO. PHASE 2	2,742.27	53.77
317	HIDDEN CREEK PHASE 5	717.00	71.70
318	BARNICK ESTATES	1,054.56	87.88
319	MCLEOD ACRES	693.00	69.30
321	BEIER ESTATES	1,256.76	69.82
322	WESTMORE EAST SUBDIV N.	412.74	22.93
323	SHADY ADDITION N.-RING ST. N.E.	742.68	41.26
332	CLEARLAKE HEIGHTS	551.28	45.94
333	PINE MEADOWS ESTATE	567.70	40.55
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,116.96	46.54
336	FULTZ ESTATES	702.60	46.84
338	RICKMAN CROSSING	549.30	54.93
339	CEDAR TREE	721.60	65.60
340	WINDSOR WOODS SUBDV	2,550.68	57.97
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,507.32	41.87
345	FULTZ ESTATES PH 2	372.08	46.51
346	PLEASANT VIEW NE	1,846.80	46.17
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	246.60	24.66
351	HUNTER ADDITION I	358.30	71.66
352	LENT ESTATES STLT DIST. KUD	525.69	19.47
353	TREBBER ESTATES	1,075.50	71.70
354	WINDSOR WOODS SUBDV PH2	1,497.99	38.41
355	EVERWOOD MEADOWS	745.95	49.73
356	MEGAN LEE PROP.	196.60	39.32
358	CLEARLAKE MEADOWS STLT DIST	156.70	31.34
359	CLAGGET GROVE DIST.	228.18	38.03
360	SELENA ESTATES DIST.	546.21	32.13

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2021-22

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
361	CANDLEWOOD IND PARK NE	197.19	28.17
363	BRIAN MDWS ST LT DIST.-KUD	435.60	19.80
365	JACOBE ESTATES PH3	170.48	21.31
366	MADALYN TERRACE	264.32	18.88
367	GRISWOLD AVE NE	343.77	114.59
368	HALEY ESTATES	477.54	26.53
369	KEIZER STATION LIGHTING-AREA A	12,661.29	174.18 PER ACRE
370	WHEATLAND MEADOWS ESTATE	777.10	20.45
372	SARAH JEAN COURT	165.90	23.70
373	BENSON ESTATES SUBDIVISION	358.30	71.66
374	PEYTON-HAYLEY SUBDIVISION	187.90	37.58
375	MCGEE COURT	168.35	33.67
377	CRAFTSMAN RIDGE STREET	402.30	26.82
378	TAYLOR RIDGE SUB	237.36	29.67
379	TEETS ESTATES STREET	193.44	14.88
384	AVALON MEADOWS STREET	2,050.11	25.31
385	MAGEE ESTATES STREET	94.26	15.71
386	MCNARY HGHTS ADDN STREET	336.60	22.44
387	NEW DAY STREET	166.56	27.76
391	TATE ESTATES ST LTG	179.70	17.97
392	ALDINE MEADOWS LTG	606.90	20.23
393	WINDSOR ISLAND LTG	1,854.90	34.35
394	NORTHFIELD ESTS LTG	1,340.16	111.68
395	WILLOWLAKE LAKE VIEW	785.23	25.33
397	MISTY MEADOWS	1,045.20	69.68
399	BOWDEN MEADOWS	2,159.68	67.49
400	KEIZER STATION LTG AREA C	5,456.69	170.11 PER ACRE
403	GALINA COURT ST LTG	195.12	32.52
404	PINECREST ADDN ST LTG	254.15	50.83
405	SUMMERVIEW ESTS LTG	518.80	64.85
406	SNOOK GROVE LTG	535.20	53.52
407	STERLING MEADOW LTG	619.65	41.31
462	NAOMI'S START	373.76	93.44
	TOTAL ASSESSMENT	$ 403,399.58	

CITY COUNCIL MEETING: June 7, 2021

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **RESOLUTION ADOPTING FISCAL YEAR 2021-2022 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES**

On May 4, 2021, the Budget Committee convened and received the City Manager's Budget Message for fiscal year 2021-2022, received public testimony from interested parties and began deliberations on the City Manager Recommended Budget. On May 6, 2021 the Committee received additional public testimony, concluded deliberations and passed the Committee Approved Budget (Attachment One).

Tonight, the City has scheduled a public hearing to receive additional citizen input on the fiscal year 2021-22 Committee Approved Budget. After the hearing, the Council may adjust the approved budget as follows:

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

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2021. The City Council has the opportunity to adjust the budget throughout the year and is not required to reconvene the budget committee. The size and type of the budget adjustment, as noted in item #3 above, determines the circumstances in which a public hearing is required.

The Fiscal Year 2021-2022 Committee Approved Budget includes the following:

Police Services Fee – In accordance with resolution R2017-2787 the Police Services Fee shall be reviewed annually by the City Council. The fee is budgeted to change to the following amounts effective January 1, 2022:

- $5.00 per month for Single/Duplex and Commercial Utility Accounts,
- $4.31 per month per unit for Multi-Family Dwelling Units, and
- $1.40 for Low Income and those over 75 years of age.

Park Services Fee – In accordance with resolution R2017-2788 the Park Services Fee shall be reviewed annually by the City Council. The fee is not budgeted to change during Fiscal Year 2021-2022 and is currently:

- $4.00 per month for Single/Duplex and Commercial Utility Accounts,
- $3.45 per month per unit for Multi-Family Dwelling Units, and
- $1.12 for Low Income and those over 75 years of age.

RECOMMENDATION:
Staff recommends that the City Council open the public hearing and receive testimony on the fiscal year 2021-2022 Committee Approved Budget. After all testimony has been received, Staff recommends the Council close the public hearing and begin deliberations.

Finally, Staff recommends that the City Council:

- review the Police Services Fee and the Parks Services Fee,
- adopt the attached Budget Resolution for fiscal year 2021-22 with amendments if any.

City of Keizer
Marion County, Oregon

Budget Committee Approved

Budget FY 2021-22

FISCAL YEAR 2021-2022

BUDGET COMMITTEE MEMBERS

Council Members:

Cathy Clark, Mayor
Elizabeth Smith, President
Ross Day
Roland Herrera
Kyle Juran
Dan Kohler
Laura Reid

Public Members:

J.D. Gillis
Gerard Graveline
Melissa Martin
Ali Rasouli
Francisco Saldivar
Hersh Sangster
Jonathan Thompson

STAFF

Tim Wood, City Manager, Pro Tem
Shannon Johnson, City Attorney

Department Head Team

Shane Witham, Planning Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Bill Lawyer, Public Works Director
John Teague, Chief of Police
Tim Wood, Finance Director

“We’re Building a Better Community - Together!”

Quotes on Democracy

As I would not be a slave, so I would not be a master. This expresses my idea of democracy.

Abraham Lincoln

Democracy and socialism have nothing in common but one word, equality. But notice the difference: While democracy seeks equality in liberty, socialism seeks equality in restraint and servitude.

Alexis de Tocqueville

Democracy shows not only its power in reforming governments, but in generating a race of men that is the greatest blessing of free government.

Andrew Jackson

I am a firm believer in the people. If given the truth, they can be depended upon to meet any national crisis. The great point is to bring them the real facts…and beer.

Abraham Lincoln

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Keizer

Oregon

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morrill

Executive Director

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Table of Contents

Budget Message

City Manager's Budget Message
City of Keizer
Fiscal Year 2021-22

Honorable Mayor Clark, City Councilors, Budget Committee and Citizens of Keizer:

I am pleased to present the City of Keizer's annual budget for Fiscal Year 2021-22.

Overall the City of Keizer is in a relatively stable financial position given the COVID-19 pandemic's impact on the economic environment. Consistent with the rest of the state and nation, the City has experienced a significant drop in revenues associated with the hospitality and travel industry, specifically venue rental revenue, transient occupancy tax and gas taxes as residents have been encouraged to stay home, work from home and not gather in large groups for most of Fiscal year 2020-21. The impact from the COVID-19 pandemic is expected to be felt for the near future.

The Fiscal Year 2021-22 budget has been prepared with the following priorities:

1. Mitigating and recovering from the impact of the COVID-19 pandemic,
2. Maintaining and restoring existing services,
3. Continued capital investment into all of the City's services, and
4. The City Council's short-term goals.

Overall the Fiscal Year 2021-22 annual budget is approximately $48.0 million and includes $8.8 million in capital spending and $1.8 million in debt service payments.

In order to sustain the existing service levels and fund necessary capital improvements the budget also includes a:

- proposed 4% water rate increase,
- 3% sewer rate increase, and
- proposed $1.00 per month increase in the Police Services Fee.

The Fiscal Year 2021-22 budget provides for 101 full-time employees as compared to 103 full-time employees during Fiscal year 2020-21. The change staffing is the result of restructuring in the Planning and Finance Departments.

I thank the City Council and Budget Committee for providing helpful policy direction in creating this balanced budget, the important questions you ask, and the requests for detail needed to understand and appreciate the City services.

Respectfully submitted,

Timothy E. Wood

Timothy E. Wood
City Manager Pro Tem

City Overview

Demographics

CITY OF KEIZER

Keizer, a mid-size city in Oregon, is nestled in the center of the Willamette Valley and is recognized as the "*Iris Capital of the World*." In the 1990's, the City experienced a rapid amount of new residential building and growth, establishing Keizer as one of the fastest growing cities in Oregon. In spite of this growth, the community continues to preserve its small-town pride by supporting the largest volunteer youth baseball program in Oregon and community-wide events, such as the KeizerFEST, the Keizer Holiday Lights Parade and the annual Miracle of Christmas lighting display. In 2021 the Salem-Keizer Volcanoes created the Mavericks Independent Baseball League which will begin play in May 2021 and feature top level non-drafted and released players who hope to someday reach the Major Leagues. The citizens of Keizer can be proud of the progress of this great community. Pride, Spirit, and Volunteerism are alive and well in the City of Keizer.

DEMOGRAPHICS & STATISTICS

Incorporation	1982
Government	Council/Manager
Population (July 1, 2020)	38,585
Neighborhood	3
Area in square miles	7.36
Keizer School Enrollment	7,600

Public Safety

Number of sworn officers	42
Number of holding cells	2

Culture & Recreation

Heritage center	1
Community center	1
Neighborhood parks	15
Community parks	2
Regional park	1
Dog park	1
Amphitheater	1
Splash fountain	1
Public golf course	1
Independent league ball	1

City Debt

Moody's Bond Rating	Aa3
General obligation debt	None
General obligation debt limit*	$133,480,718
Revenue bonds debt	$1,506,000
Full faith and credit debt	$10,865,000
Line of Credit outstanding	None

**3% of real market value in Keizer*

ECONOMIC INDICATORS

Largest Private Enterprise Tax Payers Assessed Value:

Donahue Schriber Realty Group	$70,188,410
MWIC Keizer LLC	15,432,080
MWSH Keizer LLC	14,490,490
Target Corporation	13,247,188
Lowe's HIW Inc	13,045,480
CCP Keizer 1526 LLC	12,794,620
Emerald Pointe LLC	12,656,925
Per capita personal income	43,042
Total personal income	$1.7 billion
Average annual unemployment	6.3%
Real market value of property	$4.7 billion
Assessed value of property	$2.9 billion

Budget Process

BUDGETING IN THE STATE OF OREGON

A budget as defined by Oregon State Law [Oregon Revised Statutes (ORS)] is a financial plan containing estimates of revenues and expenditures for a given period of purpose. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Oregon's local governments are highly regulated and controlled in state statute. The state's local budget law is set out in ORS 294. Oregon local budget law has several important objectives:

- Establish standard procedures,
- Outline programs and services and the fiscal policy to carry them out,
- Provide estimates of revenues, expenditures, and proposed tax levies (if any),
- Inform citizens and encourage citizen involvement in budget formulation before budget adoption, and
- Provide controls to promote efficiency and economy in expenditure of public funds.

BUDGETING IN THE CITY OF KEIZER

Budget Adoption

The City prepares its budget in accordance with state statute and City Charter. The budget is presented by fund either by function or object class. Over-expenditure in any function or object class are prohibited and unexpended budget appropriations lapse at the fiscal year's end.

As provided by City Council resolution, the Finance Director serves as the Budget Officer and has the responsibility to prepare the budget document and maintain budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditure is performed by the Finance Department and the appropriate operating departments. Under the City's expenditure limitation, total expenditures cannot exceed the final appropriation once the budget is adopted. Any amendments to the budget come about via the supplemental budget process.

The City employs baseline (or status quo) budgeting which assumes current service levels are maintained into the next budget year. Increases or decreases are considered separately and are dependent upon available resources and priorities.

Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental budget (ORS 294.471 to 294.473). By transferring appropriations, the City is able to carry out the programs prescribed in its adopted budget. There will be times, however, when an adopted budget has no authority to make certain expenditures or when revenues are received for which the City had no prior knowledge. In those cases it is possible to use a supplemental budget to authorize expenditures and/or appropriate additional revenues in the current fiscal year.

Budget Process

Supplemental budgets are adopted through a process similar to that of the regular budget process (including public hearings but excluding Budget Committee meetings) and shall not extend beyond the end of the fiscal year in which they are submitted. Supplemental budgets cannot be used to authorize a tax levy.

BUDGET TIMELINE AND INTERNAL PROCESS

October through January

- Finance staff review financial position and report to City Manager and Department Directors
- Finance develops basic departmental and program worksheets

January

- City Council updates goals for the year
- Finance staff submit worksheets to departments for completion
- Department Directors gather data for departmental workload indicators
- Finance staff send outside budget request forms to City partners

February

- Finance staff compile revenue estimates
- Department Directors submit requests for new or expanded programs
- Finance computes indirect costs and interfund transfers
- Department Directors submit narratives for Finance staff review
- Finance staff develop and update long-range financial forecasts
- Human Resource staff provide personnel services information to finance staff for incorporation in to budget

March

- Department Directors submit preliminary budget drafts for Finance staff review
- City partners submit outside budget request forms
- Department Directors hold internal meetings on departmental budget requests
- Long Range Planning Committee meets and discusses upcoming initiative and challenges

April

- Finance staff determine City Manager proposed budget
- Finance staff, in coordination with Department Directors, make final adjustments to balance each fund
- Finance staff prepare Proposed Budget document
- Finance staff deliver Proposed Budget to Budget Committee members and post on City web site
- City Recorder advertise notice of Budget Committee public hearings
- City Recorder advertise notice of State Shared Revenues public hearings

Budget Process

May

- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Continue Budget Committee meetings, deliberations, discuss changes, approve the budget and specify tax levies
- Finance staff update budget to reflect committee changes, if any
- City Recorder advertise notice of State Shared Revenues
- City Recorder advertise budget adoption public hearing and publish legal forms summarizing approved budget

June

- Council receives public input on budget approved by Budget Committee
- Council discusses and proposes changes, if any
- Council passes resolutions for state revenue sharing eligibility and proposed uses
- Council adopts budget, makes appropriations and declares tax levies
- Finance staff finalize Adopted Budget, distribute and post on City Website

July

- Adopted Budget takes effect
- Finance staff submit budget packets to County Assessor and revenue sharing certifications to State of Oregon

BUDGET COMMITTEE

The Budget Committee reviews and approves the budget as proposed by the City Manager and Budget Officer. The committee consists of the governing body (City Council) plus an equal number of voters within the City. The non-elected positions are appointed by the Council and serve three year terms. Terms are staggered so no more than three members' terms expire in any given year. Keizer's Budget Committee consists of fourteen members. Each member has an equal vote. The City alternates between Council members and non-elected members each year to serve as chair of the Budget Committee. Members receive no compensation for their services.

The Budget Committee reviews the proposed budget as presented by the City Manager. The Committee may approve the proposed budget intact, or change part or all of it prior to final approval. After notices and publications are filed according to law, the budget is forwarded to the City Council for formal adoption prior to June 30.

The powers and duties of the Budget Committee are:

- Receive the proposed budget
- Receive public testimony
- Discuss and deliberate on the budget
- Request from officers or employees information the committee requires for the revision of the proposed budget
- Specify the ad valorem property tax amount or rate
- Approve the proposed budget with changes as voted on by the committee

Budget Process

The Budget Committee is comprised of:

City Council Member	Citizen Members
Cathy Clark, Mayor	J.D. Gillis
Elizabeth Smith, President	Gerard Graveline
Ross Day	Melissa Martin
Roland Herrera	Ali Rasouli
Kyle Juran	Francisco Saldivar
Dan Kohler	Hersch Sangster
Laura Reid	Jonathan Thompson

After the Budget Committee reviews and recommends changes, if any, the budget is forwarded to the City Council for formal adoption prior to June 30. Once the budget hearing has been held, the governing body can make changes to the budget that was approved by the budget committee.

Any expenditure in any fund can be reduced as long as resources and requirements in the fund remain in balance. The total budget must also remain in balance. No additional process steps are required when expenditures are reduced. Any tax levy can be reduced from the rate or amount that was approved by the Budget Committee. Otherwise, no additional process steps are required when taxes are reduced.

Expenditures may be increased. If the total increase in a fund does not exceed $5,000 or 10 percent, whichever is greater, then no additional process steps are required. However, if the expenditures in any fund are increased by more than $5,000 or 10 percent, the governing body must publish notice of a second budget hearing and a new financial summary, and hold the second hearing before the adjusted budget can be adopted. If taxes are increased at all above the rate or amount approved by the budget committee, a second notice and hearing are required before a budget including those additional revenues can be adopted. Oregon law prohibits the increase of a municipality's tax rate above its permanent rate ($2.0838 per $1,000 of assessed value for Keizer).

BUDGETING BY FUND

The City's budget is organized on the basis of funds and each is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. The various funds are grouped by three types: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds finance two-thirds of the City's services and include the general fund, special revenue funds, debt service funds, and capital projects funds. Proprietary funds are used to account for the City's activities that are similar to those often found in the private sector and include enterprise and internal services. All of the City funds in the budget document are listed later on in this section and are appropriated.

Budget Process

Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

The City's funds are budgeted by either:

- Organizational unit – any administrative subdivision of a municipal corporation, especially one charged with carrying on one or more functions or activities, or
- Program and Activities – A group of related activities aimed at accomplishing a major service or function for which the municipality is responsible.

BASIS OF ACCOUNTING

Budget Basis

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Measureable means that the dollar value of the revenue is known. Available means that it is collectible within the current period or soon enough after the end of the current period to pay off liabilities of the current period.

Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes, franchise fees, and assessment lien installments received within approximately 60 days of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for interest on general long-term obligations which is recorded when due.

Audit Basis

The Audit, as reported in the Comprehensive Annual Financial Report (CAFR), accounts for the City's finances on the basis of generally accepted accounting principles. Generally Accepted Accounting Principles or GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time.

The modified accrual basis of accounting, a GAAP-approved method, is also used in the audit for all funds except for the Proprietary Fund Types. The audit uses the full accrual method of accounting for the Proprietary Funds. The CAFR shows all of the City's funds on both a budgetary and GAAP basis for comparison purposes.

Budget Calendar

Friday, **April 16** & Friday, **April 23**	Notice of Budget Committee meeting on City Budget posted to website and for publication for purpose of receiving proposed budget, and a public hearing to be held on Tuesday, May 4th on the proposed budget and state revenue sharing.
Friday, **April 23**	Budget documents to be distributed to Budget Committee
Tuesday, **May 4** 6:00 p.m.	City Budget Committee Meeting ♦ Election of City of Keizer Budget Committee Chair ♦ Approval of Budget Calendar ♦ Public Testimony ♦ Presentation of City of Keizer Budget Message ♦ Staff presentations & discussions
Thursday, **May 6** 6:00 p.m.	City Budget Committee Meeting ♦ Public Testimony ♦ Continuation of presentations and discussion
Monday, **May 10** 6:00 p.m.	City Budget Committee Meeting ♦ Continuation of discussion from Thursday, May 6th as needed ♦ Budget recommendations to City Council
Friday, **May 21**	Financial Summaries and notice of budget hearings for publication
Monday **June 7** 7:00 p.m.	Public hearing on City Budget. Council adoption of City Budget, if approved.
Monday **June 21** 7:00 p.m.	Alternate public hearing on City Budget (if needed). Council adoption of City Budget.

Financial Policies

STATEMENT OF FINANCIAL POLICIES

Financial management policies provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

In addition, financial policies provide a level of security for the community by ensuring tax dollars, user charges and other public resources are being used openly, legally, efficiently and effectively and in a manner that provides insulation from fiscal crisis and economic disruption.

The City's financial policies accomplish the following:

1. Ensure the financial integrity and accountability of the City
2. Ensure compliance with financially related legal mandates, laws and regulations
3. Guide policy decisions that have a significant fiscal impact and direct attention to the total financial picture of the City rather than single-issue areas
4. Ensure the City maintains a financial base to sustain a consistent level of municipal services
5. Ensure the City is able to withstand local and regional economic variations
6. Adjust to changes in the service requirements of the community

GENERAL

1. The City shall keep City government costs and services to a minimum by providing City services to the community in a coordinated, efficient and least cost fashion.
2. The City shall seek federal, state, and local funding to support its current priorities and policy objectives.
3. The City shall initiate, encourage, and participate in economic development efforts to create job opportunities, broaden the community's tax base and strengthen the local economy.
4. The City shall commit existing resources to continue developing a proactive Police Department with a strong Problem-oriented Policing philosophy.
5. The City's shall set the anniversary dates for all financially related decisions at July 1 of each year in its contractual agreements.

OPERATING BUDGET

Present a balanced budget that serves as a policy document, financial tool, and communications tool, to demonstrate fiscal integrity and measure performance.

1. The City shall comply with Oregon Budget Law in preparing, presenting, adopting and amending the annual budget.
2. The City shall adopt a balanced budget based on one of the following scenarios:
   a. Revenues equal expenditures
   b. Revenues exceed expenditures
   c. Revenues plus appropriated fund balances equal expenditures
3. Revenue forecasts shall be based on actual historical data adjusted for any known changes in the underlying assumptions. Assumptions will be based on likely outcomes versus more extreme aggressive or conservative outcomes.
4. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years.

Financial Policies

LONG-RANGE PLANNING

Provide "road map" for where the City wants to go financially and how it plans to get there, by combining financial forecasting with financial strategizing.

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing years shall be forecasts.
2. Operating budgets shall be tested for sustainability using long-range forecasts. Corrective action plans will be created and implemented in the year deficiencies are noted.
3. All fund designations and reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the City's Long-Range Financial Forecast.
4. The City's updated Long-Range Financial Forecast is a picture of the City's financial future given existing resources and service levels and agreed upon assumptions. The Long-Range Financial Forecast is the basis for preparing the Long-Range Financial Plan. The Long-Range Financial Plan incorporates changes in resources and service levels as needed to attain a sustainable financial condition while providing an acceptable level of service.
5. Major financial decisions shall be made in the context of the Long-Range Financial Plan.

CAPITAL IMPROVEMENT PLANS (CIPS)

Annually review and monitor the state of the City's capital equipment and infrastructure, set priorities for replacement and renovation based on needs, funding alternatives and availabilities of resources.

1. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. Capital projects will conform to the following criteria:
   a. Will be part of an approved City plan
   b. Will be part of a maintenance and/or replacement schedule
   c. Will minimize operating costs
   d. Will be selected according to the established Capital Improvement Plan
4. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

REVENUES

Design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

1. The City will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source.
2. The City shall collect revenues aggressively, including past due bills of any type.
3. Restricted revenue will only be used for the purposes legally permissible and in a fiscally responsible manner.
4. One-time revenue will be used for one-time expenses whenever possible. If one-time revenue is considered for ongoing expenditures the City will balance the need for the additional ongoing expenditure with the on-going ability to pay prior to approving the program.

5. Fees, licenses, permits and fines shall be set to recover the City's full cost (operating, direct, indirect, capital) of providing the related service. A fee shall be charged for any service that benefits limited interests within the community, except for basic unavoidable human needs type services provided to persons with limited ability to pay. Such concessions shall be authorized by Council resolution. Fees will be indexed periodically using a formula adopted by Council resolution for that fee.
6. Enterprise and Internal Service operations will be self-supporting.
7. As provided for in the City Charter, all revenue generated by the Water Fund shall be used exclusively to pay for Water Fund expenses.
8. Utility fees and related system development charges will be based on the cost of providing the service so that total resources of each utility are at least equal to its operating expenditures, reserves, debt coverage and planned infrastructure replacement.
9. The City shall follow State adopted guidelines in setting fines and forfeiture amounts.

EXPENDITURES

Identify priority services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. All purchases shall comply with State laws and regulations and the City's Purchasing Policies.
2. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases (if approved by City Council), or use of contingencies. Expenditure deferrals into future years, short-term loans, or use of one-time revenues to balance the budget shall be avoided.
3. The City shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other entities will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
4. The City shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall also use competitive bidding to attain the best possible price on goods and services.
5. The City shall commit a minimum 2.5% of General Fund Budgeted Revenues (net grants and other dedicated revenues) to the operation and maintenance of its Park system.
6. Subject to available funding and budget approval, salary surveys for all classifications will be performed on a schedule of no less than every four years.

CONTINGENCIES, UNANTICIPATED EXPENSES, RESERVES, AND FUND BALANCE

Maintain contingencies, reserves, and ending fund balances of the City's operating funds at levels sufficient to protect the City's credit as well as its financial position from adversity.

1. Funds shall be set aside each year to build reserves necessary to fulfill long-term commitments.
2. Fund balance in each of the City's operating funds is projected to ensure that there is adequate cash on hand to meet the expected cash flow needs for that fund.
3. General Fund:
   a. Contingency levels are based on historical usage and represent approximately 1% of operating expenditures (Personnel Services and Materials and Services less grant expenditures).
   b. Ending fund balance is projected to ensure that there is adequate cash on hand to meet the expected cash flow needs from July until November, when the bulk of the property tax revenue is received. Ending fund balance shall be at least 15% of annual operating revenues.
4. Street Fund:
   a. Contingency is 5% of operating expenditures (Personnel Services and Materials and Services).

Financial Policies

   b. Unanticipated expenses within the Capital Outlay category shall be at least 10% of appropriated expenditures. Use of these funds shall be identified and then authorized by City Council prior to expenditure.
   c. Fund balance provides for at least a 30-day cash supply to correspond with the monthly gas tax revenue receipts.
   d. The gas tax revenue bond covenant requires a reserve in the amount of $150,000 for debt service.
5. Sewer Fund:
   a. Contingency is 5% of total expenses less the Salem Sewer Payments which are a pass-through of Salem Sewer Billings.
   b. Fund balance provides for at least a 60-day cash supply to correspond with the bi-monthly sewer billings.
6. Water Fund:
   a. Contingency equals 5% of total expenditures (excluding debt service), as provided for in the Cost of Service Analysis adopted by the City Council.
   b. Unanticipated expenses within the Capital Outlay category shall be at least 10% of appropriated expenditures. Use of these funds shall be identified and then authorized by City Council prior to expenditure.
   c. Fund balance provides for at least a 60-day cash supply, as provided for in the Cost of Service Analysis adopted by the City Council.
7. Water Facility Fund:
   a. Unanticipated expenses within the Capital Outlay category shall be at least 10% of appropriated expenditures. Use of these funds shall be identified and then authorized by City Council prior to expenditure.
   b. The Water Bond covenant requires a reserve in the amount of $234,000 for debt service.
8. Street Lighting Districts Fund:
   a. Contingency shall be at least 5% of operating expenditures (Personnel Services and Materials and Services).
   b. The City has contractual agreements with various property owners to set aside reserves for pole replacement. Reserves are funding through assessments collected through property tax bills.
   c. Ending fund balance is projected to ensure that there is adequate cash on hand to meet the expected cash flow needs from July until November, when the bulk of the lighting assessments are received. Ending fund balance shall be at least 15% of annual revenues.
9. Stormwater Fund:
   a. Contingency shall be at least 5% of total expenditures.
   b. Fund balance shall provide for at least a 60-day cash supply to correspond with the bi-monthly stormwater billings.
10. Administrative Services Fund:
    a. Reserves shall be maintained for Civic Center Improvements using a long-range replacement forecasting model. Reserves are appropriated to contingency each year so that funds may be accessed to cover unforeseen expenses.
    b. General, auto and liability insurance reserves shall be maintained at the maximum exposure level as defined in the City's insurance policy agreement. Reserves are appropriated to contingency each year to cover the maximum claims loss if needed.
11. Debt reserves shall be maintained in the amounts provided for in the debt covenants.

Financial Policies

CAPITAL ASSET MANAGEMENT

Safeguard the capital assets of the City which is property owned in-common by the citizens of our community.

1. Capital assets will not be degraded, given away, or allowed to deteriorate except by action of the City Council.
2. Capital assets include land, right-of-way, buildings, improvements, equipment, infrastructure, and other tangible and intangible assets costing $5,000 or more and used in operations that have initial useful lives extending beyond two years.
3. Adequate insurance shall be maintained on all capital assets.

INVESTMENTS

Invest the City's operating cash to ensure its legality, safety, necessary liquidity, prudent risk, and to optimize yield. Legality is first priority, followed by preservation of principal, with rate-of-return last.

1. The City shall invest funds subject to arbitrage regulations, bond indenture requirements, and the Prudent Person Rule which states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
2. Pursuant to the provisions of ORS 294.035 and 294.125, the City Manager is authorized to invest surplus funds to include all bond and sinking funds, into allowable investments at current market prices as described in ORS 294.035, subject to any limitations imposed by law.
3. Investment objectives are:
   a. Compliance with all applicable statutes and legal provisions.
   b. Preservation of capital and the protection of principal.
   c. Maintenance of sufficient liquidity to meet operating requirements.
   d. Avoidance of imprudent credit, market, or speculative risk.
   e. Attainment of a market rate-of-return throughout all economic and fiscal cycles.
   f. Safekeeping shall be consistent with modern investment, banking, and commercial practices and may include physical possession, book entry, and automated recordation.

DEBT POLICIES

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The City will confine long-term borrowing to capital improvements.
2. General Obligation Debt issued by the City shall not exceed three percent of the total assessed value of property in the City, in accordance with Oregon State law (ORS 287.004).
3. The City will follow a policy of full disclosure on every financial report and bond prospectus.
4. The City will strive to maintain its Aa3 Moody's bond rating.
5. General obligation debt will not be used for self-supporting enterprise activity.
6. The City shall strive to repay its debt as expeditiously as is financially prudent within the constraints of debt covenants as a means of reducing interest expense.
7. The City shall balance its future debt obligations with its current rate structure to ensure a balance so that current rate payers do not bear the burden of future goods and services and future rate payers do not bear the burden of past goods and services.

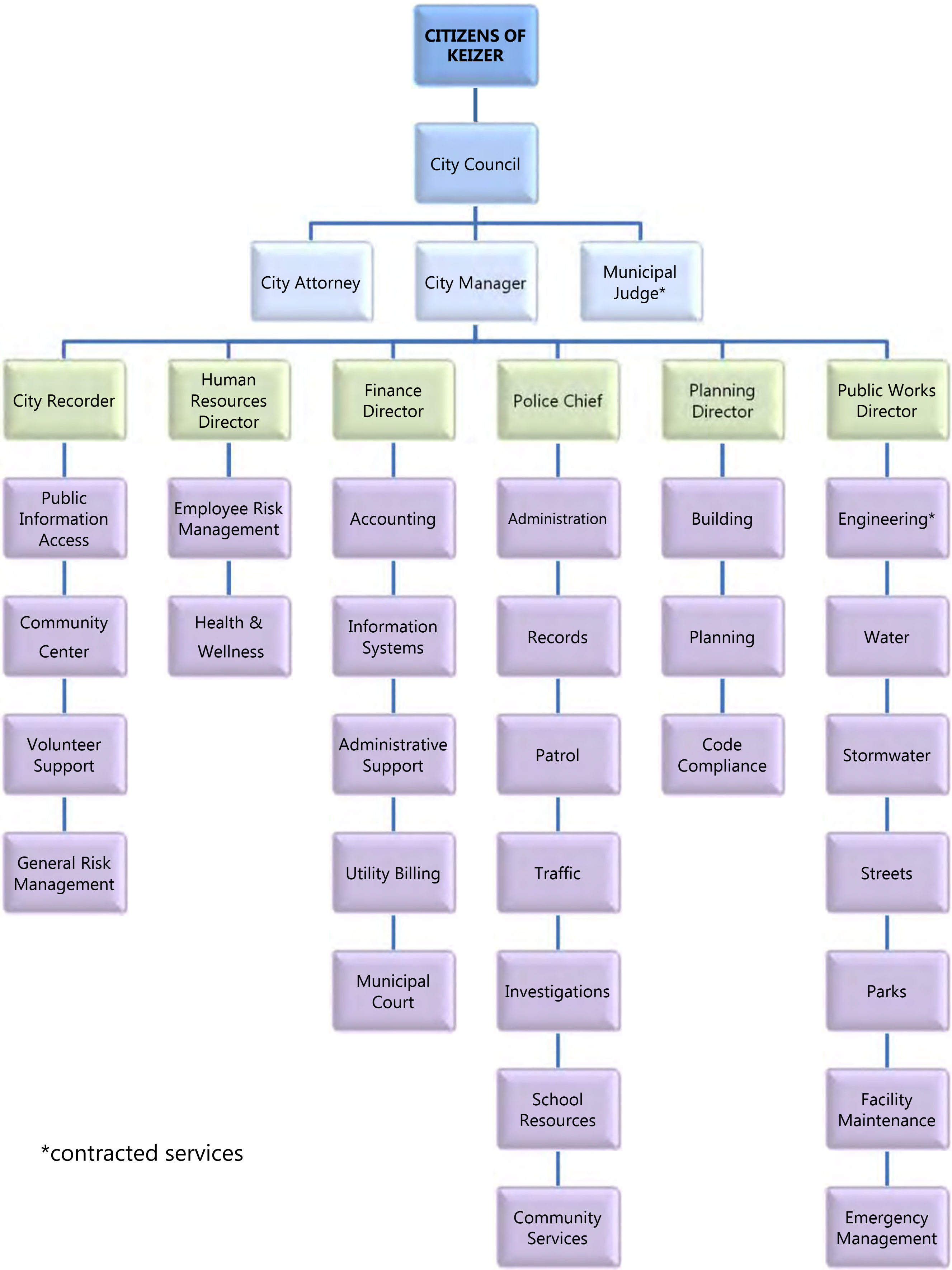
Financial Policies

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

1. The City shall establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City achieves the following objectives:
    a. Effective and efficient operations
    b. Reliable and accurate financial information
    c. Compliance with applicable laws and regulations
    d. Safeguarding assets against unauthorized acquisition, use or disposition
2. The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City.
3. The City will establish and maintain only those funds that are necessary by law and for sound financial management.
4. The City shall prepare and adopt an annual budget by June 30th of each year.
5. The City shall annually prepare and publish, by December 31st of each year, a Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles.
6. In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.

Organizational Chart



*contracted services

Fund - Department Matrix

	FUND	City Manager	Legal	City Records	Human Resources	Finance	Planning	Public Works	Police
M	**GENERAL FUND - By Function**								
	Planning						X		
	General Administration			X		X			
	Municipal Court					X			
	Police								X
	SPECIAL REVENUE FUNDS								
N	Energy Loan Program						X		
N	Housing Services						X		
N	Off-Site Transportation Improvement							X	
N	Park Improvements							X	
N	Park Services							X	
N	Police Services								X
N	Public Education Government Access	X							
N	Sewer Reserve							X	
M	Street							X	
M	Transportation Improvements							X	
	PROPRIETARY FUNDS								
	Enterprise Funds								
N	Community Center			X					
M	Sewer					X		X	
M	Stormwater							X	
N	Street Lighting Districts							X	
M	Water							X	
M	Water Facility Replacement Reserve							X	
	Internal Services Fund								
M	**Administrative Services Fund**								
	City Attorney's Office		X						
	City Manager's Office	X							
	City Records			X					
	City-Wide Administration			X					
	Civic Center Facilities							X	
	Finance					X			
	Human Resources				X				
	Information Systems					X			
	Utility Billing					X			
	Public Works							X	
	DEBT SERVICE FUNDS								
M	Keizer Station Local Improvement					X			

X indicates primary responsibility for budget and services provided
M Major Fund
N Non-major Fund

City Council Goals

Introduction
Each year at a City Council work session, the Council reviews, reprioritizes and updates the City Council Goals. Below is a listing of the Council's goal list as adopted in April 2021.

Council Goals Established for 2021 through 2023

SHORT TERM GOALS

- Parks Master Plan Update
- Water Rate Structure Study
- UGB Studies and Next Steps
  - Housing
  - Employment
  - Transportation
  - Considerations in Decision Making
- Emergency Preparedness Update
- City Ordinance Codification

LONG TERM GOALS

- Sidewalk Gap and Repair Program
- Water Master Plan Update
  - Water Main Replacement
- Transportation System Plan Update
  - Grant Cycle Funding
- UGB Studies
- River Cherry Overlay District
  - Funding Opportunities to Spur Development and Redevelopment

Financial Trends

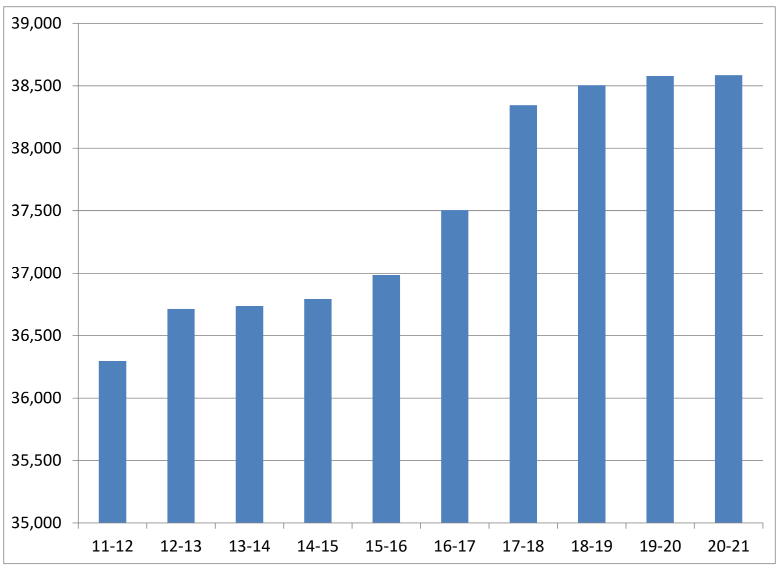
General & Economic Information

Keizer is located in northwestern Oregon in Marion County, along the 45th parallel. As of July 1, 2020, its population was 38,585. It lies inside of the Willamette Valley and is part of the Metropolitan Statistical Area. Keizer shares its southern border with Salem, the state capitol. Keizer is primarily a residential community having a low level of commercial activity. Most new commercial development is at Keizer Station, near Interstate 5.

POPULATION TRENDS

The City's population increased marginally yet steadily over the past 10 years at an average 0.66% growth rate per year. Keizer anticipates an increase in growth over the next several years at between 0.5% and 1.0% annually compared with the State of Oregon, which is increasing in population at 0.75% annually.

Population Trend



AVERAGE ANNUAL CPI-U

The Bureau of Labor Statistics for the U.S. Department of Labor tracks the Consumer Price Index (CPI-U) for most U.S. cities. The CPI-U is a leading economic indicator that measures inflation, which is central to assessing the cost of living and whether living standards are rising or falling. The table below shows the annual percentage change in this measure for the past 10 years. Nationally, over the last 12 months, the all items index increased 1.7 percent before seasonal adjustment.

Percent Change in Average Annual CPI-Urban Wage Earners and Clerical Workers, West – Size Class B/C

Year	CPI-U Increase
2011	103.2%
2012	101.7%
2013	101.0%
2014	101.3%
2015	100.1%
2016	100.9%
2017	102.4%
2018	103.0%
2019	102.4%
2020	101.7%

General & Economic Information

	City Population vs. Number of City Employees by Fiscal Year									
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Population	36,295	36,715	36,735	36,795	36,985	37,505	38,345	38,505	38,580	38,585
Staffing	90	90	92	95	95	94	100.5	100.5	101.5	103
Per Capita	2.5	2.5	2.5	2.6	2.6	2.5	2.6	2.6	2.6	2.7

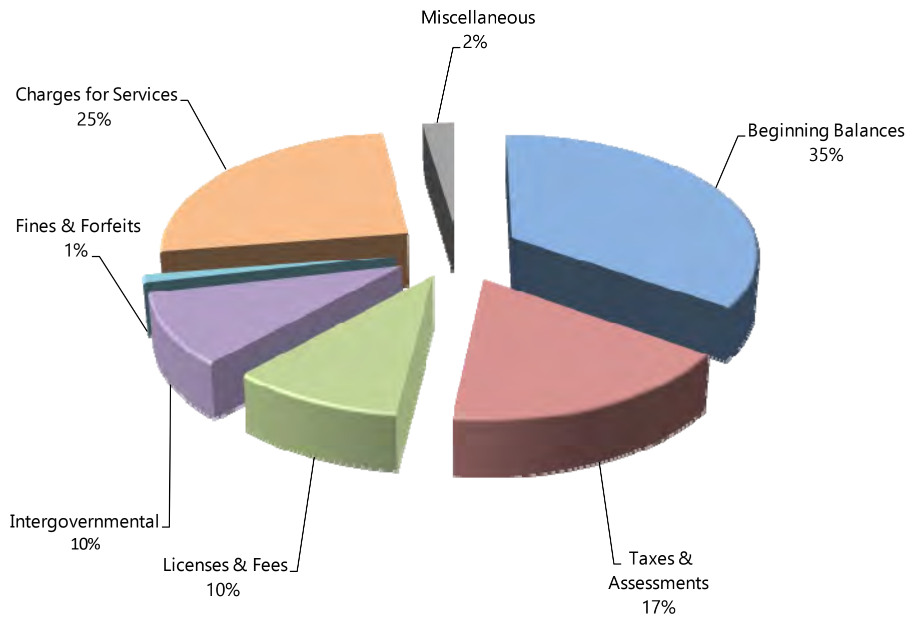
This chart compares the City of Keizer's population to the City's number of budgeted full-time employees over the past ten years. For the 2021-22 fiscal year, the City budgeted 101.0 full-time equivalents (FTE). Expressed in per capita terms, the FTE count is 2.6 employees per thousand of population.

Revenue Trends & Assumptions

This section describes the City's major revenue sources, explains the underlying assumptions for the revenue estimates, and discusses significant revenue trends. The City uses 'moderate' assumptions in its revenue projections as opposed to more aggressive or conservative estimates. The City believes this is the appropriate balance between mitigating risk and allowing the city to provide a responsible level of service.

The City is expecting overall operating revenues to remain consistent with the prior year budget. The primary revenue increase is for property taxes and intergovernmental revenue.

This chart shows the make-up of the City's revenue sources by category.



The revenue sources and assumptions used in the fiscal year 2021-22 budget are summarized below:

TAXES AND ASSESSMENTS

Property Taxes

Property taxes are assessed using a levy rate on each $1,000 of assessed valuation. They are classified into three types: permanent rate levy for general purpose operations, local option serial levies for specific purposes approved by voters, and bonded debt principal and interest. The City's permanent rate levy is a function of its permanent tax rate applied to its assessed value. The City has no local option serial levies or bonded debt levies.

The budget projects the tax base levy by estimating the new assessed value and applying it to the City's applicable tax rate. The estimation of the assessed value starts with the previous year's assessed value and adds three factors: a growth factor (maximum allowed by law is 3%), an allowance for new construction, and an allowance for annexed property. The City's permanent tax rate is $2.0838 per $1,000 assessed value. Assessed value is projected to be $3.0 billion for fiscal year 2021-22 compared to real market value which is approximately $4.9 billion; over 63% above assessed value.

Revenue Trends & Assumptions

At $5.9 million, property tax revenues continue to be a major source of revenue for the City, comprising 20% of total revenues. Despite the economic downturn and slow recovery during the past ten-year period, property taxes increased 40% or $1.7 million. A significant factor in this was the reduction of the North River Road Urban Renewal District tax increment collections. When the district collects less than the maximum allowable, those taxes revert to the overlapping jurisdictions. The North River Road Urban Renewal District completed its plan in fiscal year 2014-15 and will no longer collect tax increment revenue.

Beginning in fiscal year 2008-09 real market value was 67% more than assessed value. That margin narrowed to 22% by fiscal year 2013-14 however since then the margin has slowly increased with fiscal year 2020-21 increasing to 61%. The higher the percentage the more likely the City will receive the full 3% growth in future years.

For fiscal year 2021-22, Marion County projects approximately 3.0% increase in current property tax revenues. The increase is primarily attributable to the 3% increase in taxable assessed value. There may be a slight impact from new construction which could favorably impact future property tax collections.

Assessments

Assessments are primarily from Local Improvement Districts (LID). An LID is a method by which a group of property owners can share in the cost of transportation and utility infrastructure improvements.

The Keizer Station Local Improvement Fund has been established to account for the improvements to the Keizer Station Development Project. Money expended in this fund was financed with a line-of-credit and an interfund loan during the construction phase of the project. Now that the project is complete, the City has arranged for long-term financing to pay off the line-of-credit and interfund loan. The cost of the improvements has been assessed to the property owners who directly benefit from the project. The assessments received will be used to pay off the long-term debt scheduled for maturity on June 1, 2031. These assessments make up 5% of the City's total revenues. Revenue projections are based on contractual agreements with property owners totaling $1.6 million annually.

LICENSES AND FEES

For 2021-22, revenue from licenses and fees is projected to be 15% of the City's total revenues.

Franchise Fees

Franchise fees are received from several franchises currently operating within the City of Keizer. These fees are collected based upon rates applied to the gross operating revenues generated within the City. Franchise fee rates have been set at 5% for natural gas, electricity, garbage, cable and broadband, water, sewer and stormwater and at 7% for telephone. Franchise Fees are an important revenue source for the City. Revenue is estimated at $2.9 million for fiscal year 2021-22 and represents 10% of total revenues. Revenue estimates are based on a five-year trend analysis and adjusted for known changes in utility rates. Over the past five years, franchise fees have increased 8% primarily due to rate increases for water, sewer, stormwater and sanitation services. Electricity fee revenues make up over 39% of total franchise fees and have increased 3% during this time.

Assumptions for fiscal year 2021-22 include:

- Electricity and Gas franchises expect revenues to be consistent with the projected fiscal year 2020-21 revenues.
- Telephone franchise revenues continue to decline as more users switch from landlines to cellular

phones which are not subject to franchise tax. Fiscal year 2021-22 revenue projections are based on a 3% reduction over fiscal year 2020-21 projected revenues, consistent with the current downward trend.

- The area's cable television provider has consistently declined over the last several years as users are turning to alternative streaming services. However, during fiscal year 2020-21 revenues increased slightly as the result of the stay at home recommendations due to the COVID-19 pandemic. Revenues for Fiscal Year 2021-22 are expected to be consistent with the prior year.
- City Utility assessments and fees are expected to increase 4% for water and 2% for sewer services.

Park Fees

In November 2017 the City started collecting Park Fees to provide resources to increase the level of repairs and maintenance in the City's park system. The fee covers additional employee's costs such as wages, health insurance, retirement and taxes for two additional park's employees in addition to costs associated with maintaining and repairing existing park amenities. The fee is expected to provide $680,000 per year in revenue.

Police Fee

In November 2017 the City started collecting Police Fees to provide resources to hire and equip five additional police officers. The fee covers employee costs such as wages, health insurance, retirement and taxes in addition to uniforms, service equipment and vehicles. Due to ongoing increases in wages, health insurance and retirement the fee is expected to increase from $4.00 per month to $5.00 per month in Fiscal Year 2021-22. The fee is expected to provide $765,000 in revenue during Fiscal year 2021-22.

System Development Charges

System Development Charges (SDCs) are one-time fees based on the proposed new use or increase in use of a property. These fees apply to both new construction and residential projects which increase impact to city infrastructure. The City has four SDC fees including water, sanitary sewer, transportation, and park improvements. These fees make up 1% of the City's total revenues. Revenue estimates are based on expected growth of 1% in fiscal year 2021-22 using assumptions from Marion County and the City's Planning Department. By Council action, these SDCs are indexed annually taking an average of the Northwest construction cost index (CCI) and the change in land values in the Keizer area.

Building and Permit Fees

This revenue category includes, building permits and fees, and planning development review fees. All licenses and fees are authorized by council resolution or ordinance and located on the City's website. Revenue estimates are based on expected growth of 1% in fiscal year 2021-22 using assumptions from Marion County and the City's Planning Department. These fees make up less than 1% of the City's total revenues.

INTERGOVERNMENTAL REVENUES

Intergovernmental revenues include federal, state, and local grant revenues and state-shared revenues received from the State of Oregon. All the grant revenues directly support specific programs that are reviewed annually and adjusted to incorporate any changes in funding levels. The State of Oregon collects gas, cigarette, and liquor taxes and shares these taxes with its political subdivision based upon a per capita distribution. The City's share is budgeted at $4.3 million or 15% of the City's total revenue. State shared revenue estimates are based on five-year trend analysis and adjusted using information provided by the State of Oregon through the League of Oregon Cities (League).

Revenue Trends & Assumptions

FINES AND FORFEITS

The City operates a municipal court to handle traffic citations and municipal code violations with the primary goal of encouraging compliance. These revenues have remained consistent in recent years. Revenue estimates are based on five-year trend analysis adjusted for any changed in the traffic control efforts as planned by the Keizer Chief of Police.

CHARGES FOR SERVICES

Utility Revenues

The City operates a water and stormwater utility and does the billing for the sewer utility (which is operated by the City of Salem). Water utility rates are expected to increase 4% while stormwater rates are expected to remain consistent with fiscal year 2020-21. Sewer rates are expected to increase approximately 3.0%. These revenues make up 40% of the City's operating revenues. Revenue estimates are based on approved rate structures for each utility and adjusted for changes in consumption in consultation with the Public Works Director.

Over the past five year's water consumption has declined due to customer conservation measures and wetter than average summers. These trends are typically offset by modest annual rate increases. The rate increase is necessary to reinvestment into the water system infrastructure to meet the requirements of the Water System Master Plan.

Sewer charges are set using average water consumption per customer account. Revenue trends are similar to water sales given annual modest sewer rate increases are similar to water rates. Sewer revenues are expected to increase 3.0% in fiscal year 2021-22 over the previous year.

Stormwater charges are based on equivalent service unit (ESU) which is set at one ESU per single family dwelling and impervious surface measurements for multifamily and commercial accounts. Revenue increases are driven by rate increases and new construction which adds impervious surface to the system. The City does not expect to increase the stormwater rate during Fiscal Year 2021-22.

Administrative Services Charges

Administrative Service charges represent costs between departments for administration, insurance, maintenance, and operational services and are reflected in both the resource category and as the requirements of the respective funds. Revenue estimates are based on total expenditures appropriated for the fund plus increases in reserve requirements. Revenues are expected to increase 8% over projected fiscal year 2020-21 amounts.

MISCELLANEOUS

For fiscal year 2021-22, miscellaneous revenue is projected to be 3% of the City's total revenues and is primarily interest revenue.

Investment Income

Investment income is dependent upon short-term interest rates and the amount of resources available for investment. Our investment policy, as summarized in the *Financial Polices* section, outlines the investment objectives as follows: legality, safety of principal, adequate liquidity, avoidance of unnecessary risk, and then obtaining a market yield. Generally, the City invests heavily in the State of Oregon Local Government Investment Pool (LGIP) and has sizable deposits with banks as needed to offset banking fees.

Revenue Trends & Assumptions

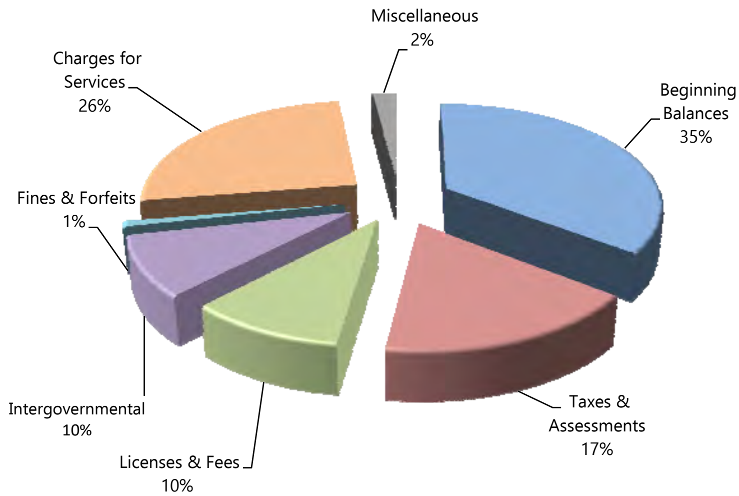
Currently, the LGIP is earning 0.60% on its investments. For this coming fiscal year, the rate of return on the City's investments is projected to remain consistent with the previous year. Investment income is budgeted in each fund based upon its estimated share of pooled cash at the projected interest rate for the upcoming year.

TRANSFERS

Transfers represent payments between departments for subsidizing operations or funding capital projects and are reflected in both the resource category as well as the requirements of a fund.

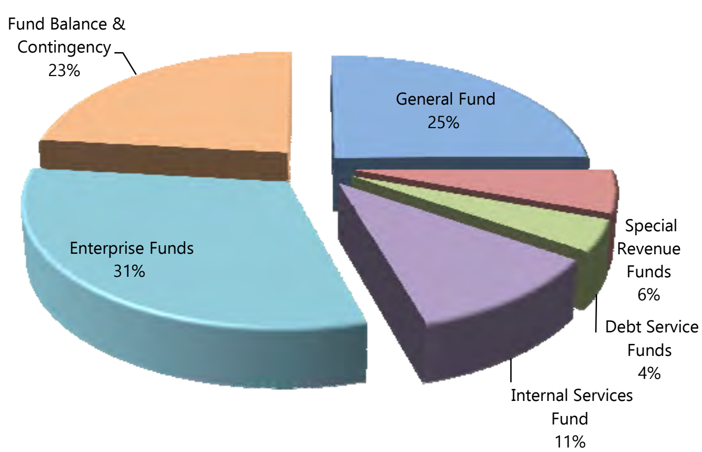
Financial Trends – Resources & Requirements

RESOURCES BY SOURCE – FY 2021-22



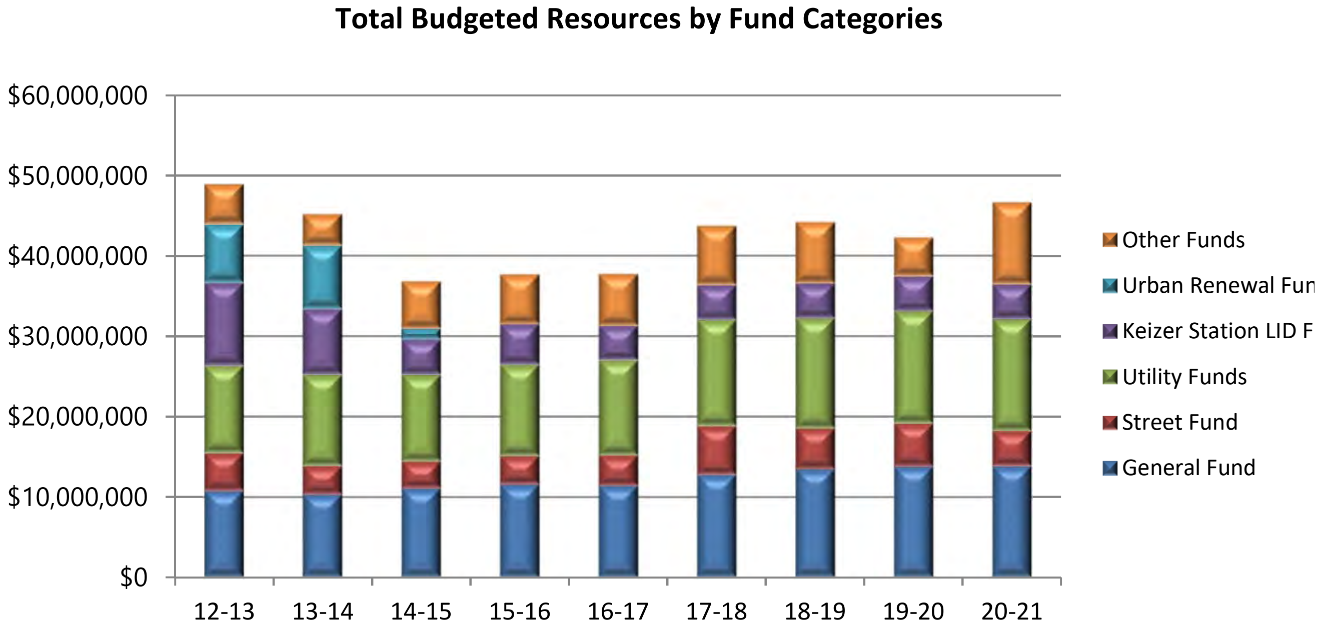
For fiscal year 2021-22, total resources come to $48 million. Charges for Services support the City's utilities including Water, Sewer and Stormwater. Property tax revenues, including delinquencies continue to be a major source of resources for the City. For this fiscal year, City property taxes are projected to be 3% above the previous fiscal year.

REQUIREMENTS BY USE – FY 2021-22

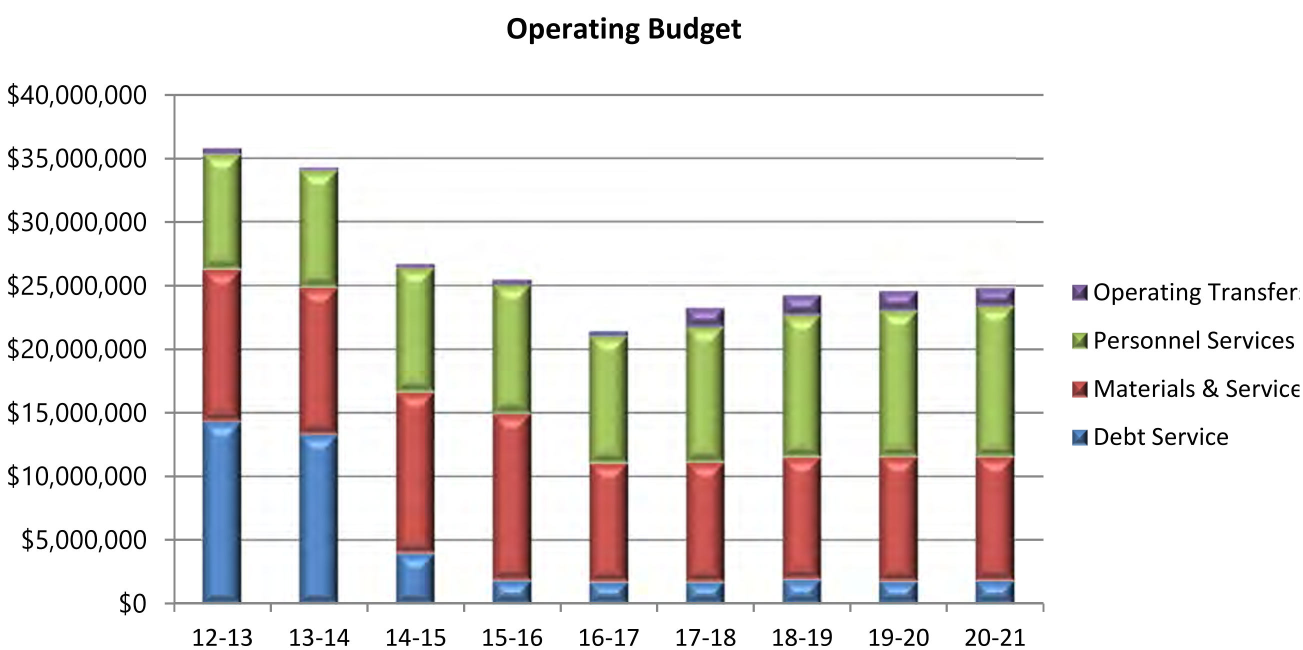


Requirements are balanced to fiscal year 2021-22 resources at $48 million. As the pie chart above shows, 23% of this fiscal year's requirements are budgeted as contingency and ending fund balances. The remaining budgeted requirements are allocated between the General Fund, Special Revenue Funds, Capital Projects, Debt Service and Utility Funds.

Financial Trends - Budgets

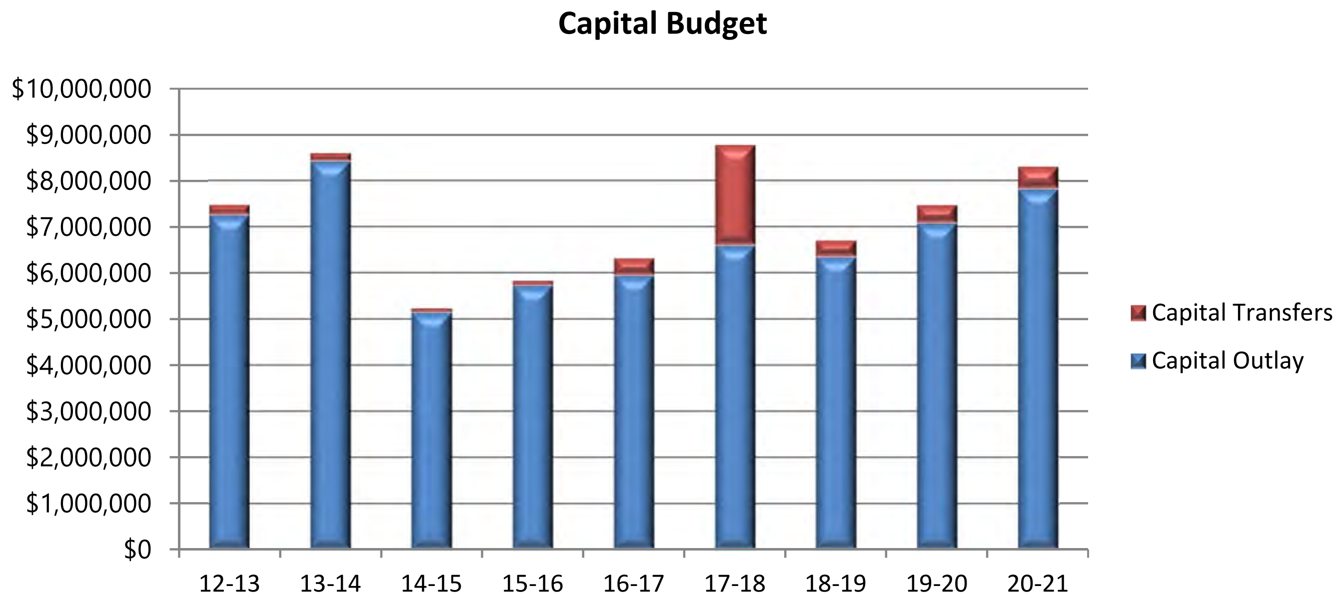


This graph depicts the total resources budgeted in each fund category for the past ten fiscal years. The graph indicates the combined General Fund, which includes General Services, Planning, Municipal Court and Police Services. The Utility funds include Water, Sewer and Stormwater both Operations and Capital Improvements. The Urban Renewal Funds significantly declined in recent years as the district accomplished its plan and stopped collecting tax increment revenue at the end of FY14-15.

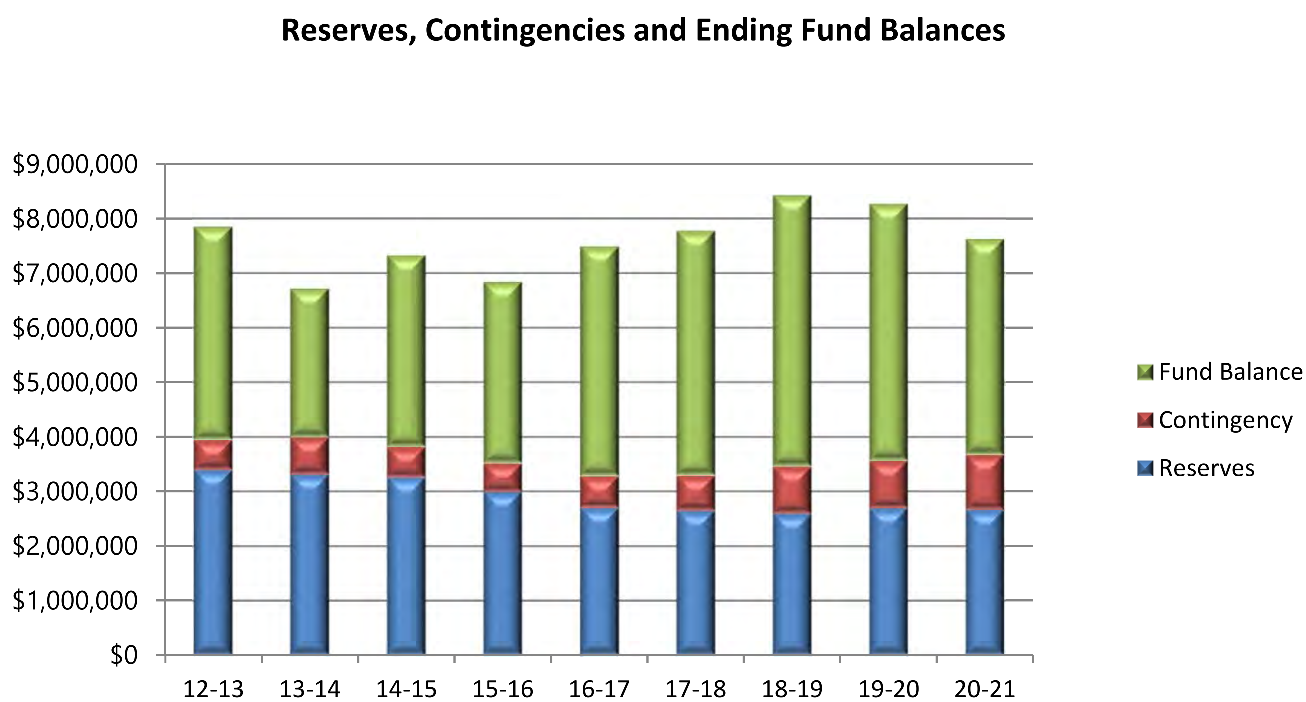


The above graph depicts the total operating expenditures by category for the past ten fiscal years, adjusted for inflation. Spikes in debt service payments in FY12-13 and FY13-14 represent pay down of Keizer Station Local Improvement District debt resulting from the foreclosure of delinquent properties. Proceeds from these properties were used to repay debt owed by those properties. Operating costs, other than debt service have increased gradually over the ten year period.

Financial Trends - Budgets



The above graph depicts the total capital expenditures by category for the past ten fiscal years, adjusted for inflation. Capital construction in FY12-13 through FY20-21 is for road, water and stormwater improvements. FY17-18 includes a capital transferthat was used as short term working capital for the construction of the bridge over Claggett Creek on Dearborn Ave NE.



The above graph depicts budgeted reserves, contingencies, and unappropriated ending fund balances for the past ten fiscal years, adjusted for inflation. Generally, these balances reflect what is left after revenues and expenditures have been accounted for. Each year, these balances have met or exceeded the City's adopted policy in their respective area. Reserves are primarily for the Keizer Station Local Improvement District debt. The City has also established contingencies and reserves for Liability Insurance and Civic Center Facility Improvements.

Financial Trends - Debt Service

FULL FAITH AND CREDIT BONDS

Full faith and credit bonds are long-term obligations that are payable solely from a designated source of revenue. They do not carry any taxing power. The City has two obligations that are full faith and credit, the Keizer Station Local Improvement District Debt and the 2018 Gas Tax Revenue loan.

Keizer Station Local Improvement District Debt Service Schedule

Assessment payments from property owners are used to pay this debt. Interest payments are due semi-annually and principal is not due until maturity. The debt service schedule below represents the City's legally obligated debt service requirements. However, the City intends to make principal payments semi-annually from assessments received. Future assessments due and existing reserves are sufficient to repay the full principal and interest due on this debt.

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2021	$ 10,865,000	$ -	$ 282,490	$ 282,490
6/1/2022	10,865,000	-	282,490	282,490
12/1/2022	10,865,000	-	282,490	282,490
6/1/2023	10,865,000	-	282,490	282,490
12/1/2023	10,865,000	-	282,490	282,490
6/1/2024	10,865,000	-	282,490	282,490
12/1/2024	10,865,000	-	282,490	282,490
6/1/2025	10,865,000	-	282,490	282,490
12/1/2025 through 12/1/2031	10,865,000	-	3,107,390	3,107,390
6/1/2031	10,865,000	10,865,000	282,490	11,147,490
		$ 10,865,000	$ 5,649,800	$ 16,514,800

2018 Gas Tax Revenue Loan Debt Service Schedule

Interest Rate	Original Date	Maturity Date	Original Principal	Principal Outstanding	Annual Debt Service
3.05%	4/26/2018	6/1/2033	$ 1,800,000	$ 1,506,000	$ 152,000

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2021	$ 1,506,000	$ -	$ 22,967	$ 22,967
6/1/2022	1,400,000	106,000	22,967	128,967
12/1/2022	1,400,000	-	21,350	21,350
6/1/2023	1,291,000	109,000	21,350	130,350
12/1/2023	1,291,000	-	19,688	19,688
6/1/2024	1,179,000	112,000	19,688	131,688
12/1/2024	1,179,000	-	17,980	17,980
6/1/2025	1,063,000	116,000	17,980	133,980
12/1/2025	1,063,000	-	16,211	16,211
6/1/2026	944,000	119,000	16,211	135,211
12/1/2026 through 12/1/32	382,000	797,000	116,342	116,342
6/1/2033	147,000	147,000	2,242	149,242
		$ 1,506,000	$ 314,976	$ 1,820,976

Financial Trends - Debt Service

REIMBURSEMENT AGREEMENT

The City entered into reimbursement agreements with the North River Road Urban Renewal District's overlapping taxing jurisdictions to repay the districts for their foregone revenues as described in the agreements. The City has repaid all Districts[1] the amounts owed for tax increment collected plus interest at 4% per annum, except the Salem-Keizer School District. The City closed the Urban Renewal District at the end of fiscal year 2014-15 and the Urban Renewal District no longer collects tax increment revenue.

Beginning in fiscal year 2016-17 the City needs to pay $208,700 each year over the next six years to repay the Salem-Keizer School District for tax increment revenue foregone to the Keizer Urban Renewal District. By contractual agreement, repayment of $1,252,205 must be paid by December 2022. The additional property tax revenues received into the General Fund as the result of closing the Urban Renewal District will be sufficient to repay the annual obligation to the Salem-Keizer School District.

[1] Note: the City of Keizer is a North River Road Urban Renewal District overlapping taxing jurisdiction, however, the City did not elect to be repaid for foregone taxes.

FUTURE DEBT ISSUANCE

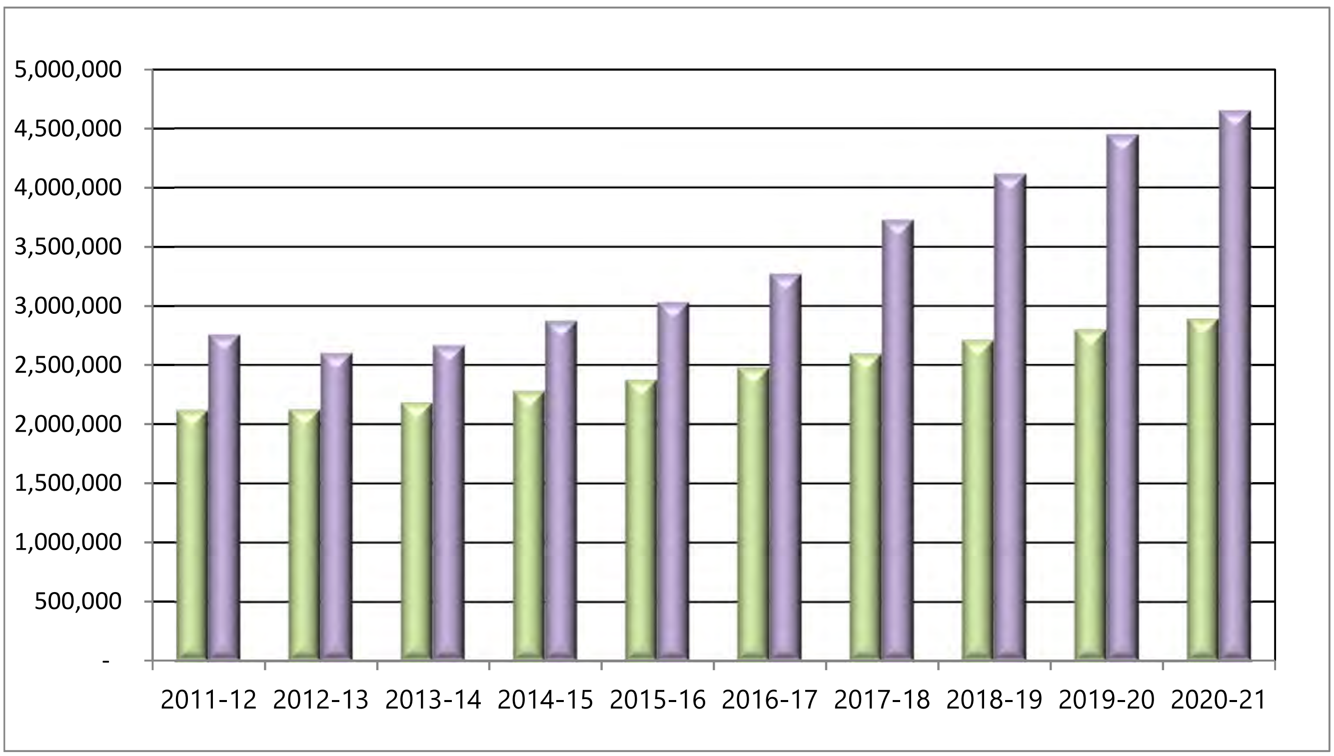
The City does not anticipate issuing any new debt in the immediate future.

Financial Trends - Property Taxes

	City Property Tax Revenues	2020-21 Actual Tax Revenue	2021-22 Estimated Tax Revenues 103%
1	District Assessed Value	$2,891,410,123	$2,978,152,427
2	Permanent Tax Rate per $1,000	$2.0838	$2.0838
3	Gross Property Tax Revenues	$6,025,120	$6,205,874
4	Penalties/Compression/Adjustments	137	-
5	Property Tax Revenues	$6,025,257	$6,205,874
6	Uncollectables and Discounts (5.0%)	(301,263)	(310,294)
7	Net Anticipated Tax Collected	$ 5,723,994	$ 5,895,580

Assessed value is expected to increase 3%, primarily from the maximum growth value.

Total Real Market Value Compared to Assessed Value (000's) for City of Keizer



This graph provides some insight into the growth of the City of Keizer's property values over the past 10 years. The trend shows that both assessed value and real market value continue to increase. The estimation of the assessed value starts with the previous year's assessed value and adds three factors: a growth factor (maximum allowed by law is 3%), an allowance for new construction, and an allowance for annexed property. The assessed value now reflects about 61% of the real market value compared to fiscal year 2012-13 which was the high at 82%. This is a positive trend and shows that real market value is increasing faster than assessed value which has a legal cap as previously noted.

Comparative Tax Rate & FTE by City

FY20-21

Jurisdiction	*Pop*	*City Tax Rate/$1,000*	*City FTE*	*Fire District Tax Rate/$1,000, Enhanced Police*	*Park & Rec Tax Rate/$1,000*	*Total FTE*	*Total FTE/1,000 Residents*	*Total Tax Rate*
Roseburg	24,915	8.48	171.35			171.35	6.88	8.48
Beaverton	99,255	4.43	622.76	1.32	1.59	701.76	7.07	8.00
Klamath Falls	21,940	5.59	158.70	2.88		232.70	10.61	8.47
Woodburn	25,185	6.39	169.10	2.13		185.10	7.35	8.52
Albany	54,935	7.83	420.21			420.21	7.65	7.83
Pendleton	17,025	7.10	168.00			168.00	9.87	7.10
La Grande	13,460	7.44	163.43			163.43	12.14	7.44
Forest Grove	25,435	5.56	176.40	1.28		176.40	6.94	7.50
Milwaukie	20,600	4.51	145.25	2.49		196.25	9.53	7.66
Eugene	173,620	8.23	1580.19			1580.19	9.10	8.23
Oregon City	35,885	4.41	210.37	2.49		266.37	7.42	7.56
Redmond	32,215	4.41	209.50	1.75	0.37	268.50	8.33	6.53
Sherwood	19,885	3.44	122.70	2.12		134.70	6.77	6.22
Salem	168,970	7.01	1281.92			1281.92	7.59	7.01
McMinnville	34,615	6.31	233.72			233.72	6.75	6.31
Newberg	24,120	2.65	139.55	2.12	1.28	181.55	7.53	6.05
Lake Oswego	39,480	5.21	346.70			346.70	8.78	5.87
Hillsboro	104,670	5.39	912.15			912.15	8.71	6.05
Medford	83,115	5.35	456.00			456.00	5.49	5.35
The Dalles	14,845	3.35	103.24	2.10	0.68	129.99	8.76	6.13
Corvallis	59,730	6.18	491.09			491.09	8.22	6.18
Springfield	61,535	7.16	416.42			416.42	6.77	7.16
Tigard	54,520	3.13	332.95	2.12	0.09	369.95	6.79	6.00
Wilsonville	25,915	2.52	178.29	2.12		196.29	7.57	5.30
Tualatin	27,195	2.86	159.20	2.12	0.09	178.20	6.55	5.73
West Linn	25,975	2.54	129.98	2.12		165.98	6.39	5.32
Ashland	21,105	4.36	259.57			259.57	12.30	4.36
Bend	92,840	3.15	703.71	1.25	1.61	703.71	7.58	6.01
Grants Pass	37,725	5.92	241.77			241.77	6.41	5.92
Keizer	**38,585**	**2.08**	**103.00**	**2.09**		**141.00**	**3.65**	**4.17**
Average FTE for All Listed Cities							**7.85**	
Average Tax Rate for All Listed Cities								**6.62**

Notes:

Tax rate calculation does not take into account Roadway Districts, Water Districts, Library Districts, or Port Authorities, which exist in a number of the above referenced cities.

Total Tax Rate does not include the Trimet employment tax.

Source Documents include:

- Population by Portland State University Population Research Center - Certified 12.15.20.
- 2020-21 Tax Roll from County Assessor for Benton, Clackamas, Deschutes, Douglas, Jackson, Klamath, Lane, Linn, Marion, Multnomah, Union, Washington, and Yamhill Counties and from the budget documents for the listed cities.
- 2020/21 Budget Documents for all listed Cities and Fire Districts (FTE data) or direct contact where FTE data is not present in budget documents.

Budget Summary

Budget Overview

The following provides an overview of the fiscal year 2021-22 Budget as a supplement to the Citywide Budget summaries by fund found in this section.

The total budget for fiscal year 2021-22 is $47,997,300 a 0.2% decrease from the current year budget primarily due to a decrease in intergovernmental revenues as the City received $1.1 million in funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) that is not accounted for in the current fiscal year. This amount is offset by an increase in taxes and assessments, and charges for services. The City is expecting to receive additional funding during Fiscal Year 201-22 related to the American Rescue Plan however the amount and timing has not yet been determined. The City's total operating budget, excluding transfers and debt proceeds, is $29,641,900.

REVENUES

The City of Keizer is a full-service organization and receives revenue from a number of sources and for a variety of purposes. The largest source of ongoing revenue is charges for services including water, sewer and stormwater charges. Property taxes make up the next largest revenue source.

Revenue projections for fiscal year 2021-22 total $29,641,900 (excluding transfers and debt proceeds). Revenue trends are described in detail starting on page 29.

EXPENDITURES

Expenditures for fiscal year 2021-22 total $36,582,500 (excluding transfers and contingency).

Personnel Services

City services are labor intensive operations including public safety and water, sewer and stormwater utilities. Consequently, personnel services make up the largest operating expense and include salaries and benefits. Personnel services reflect an overall increase of 3.3% primarily due to increases in wages, insurance and retirement costs. The budget provides for salary and

Budget Overview

wage increases of 2.0% for non-represented employees and 2.5% for employees represented by the Keizer Police Union. The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefor actual wage increases for Fiscal Year 2021-22 are not know. In addition, the budget includes a 5% increase in medical insurance premiums. Employees from the City's two labor groups, Keizer Police Association and Local 737, contribute 5% to their health and dental insurance premiums while non-represented staff contributes 10%. The City's share of the cost for employee health and dental insurance is estimated at $2.7 million. Retirement costs are expected to increase 17% primarily due to the biannual PERS employer contribution rate increase.

Materials & Services

Materials and Services expenditures include administrative costs, a variety of contractual services, and operating and maintenance costs. Materials and Services is expected to be consistent with the prior years budgeted amounts.

Capital Outlay

The City's total capital outlay budget for fiscal year 2021-22 is $8,849,000 of which $4,362,800 is for routine expenditures and $4,486,200 is for non-routine expenditures. A summary of total capital expenditures is on page 59.

Debt Service

Citywide debt service is budgeted at $1,793,000 and includes the following payments:

- Keizer Station Local Improvement District - $1,641,000, and
- Street Fund - $152,000

Transfers

The fiscal year 2021-22 Budget includes the following transfers:

- From the Police Services Fund to the General Fund to provide for the costs associated with adding five additional police officers - $765,000
- From the General Fund to the Park Services Fund to provide at least 2.5% of the General

Fund revenues in support of the park operations - $360,800

- From the General Fund to the Transportation Improvement Fund to repay an interfund loan - $30,000
- From the Park Services Fund to the Park Improvement Fund for capital improvements - $65,000
- From the Street Fund to the Stormwater Fund to cover the cost of maintaining public street impervious surfaces - $521,000
- From the Water Fund to the Water Facility Fund for capital improvements - $650,000
- From the Park Services Fund to the Water Fund to share the proceeds from the cell tower lease located in Bair Park - $7,300.

FUND BALANCES

The City's reserves and fund balances consist of restricted funds for specific purposes and planned future expenditures, set aside for emergencies and unforeseen circumstances and for operating capital. The City's total projected Ending Fund Balance is $7,653,700. Projections by fund are on pages 61-63.

Budget Highlights

The fiscal year 2021-22 City of Keizer Budget was developed per the City's Financial Policies and City Council directives, and is balanced in accordance with state budget law. The total budget is $47,997,300 and includes $8,849,000 in capital spending and $1,793,000 in debt service payments.

Since incorporating in 1982 the City of Keizer (the "City") has embraced the philosophy that the City should keep costs and services to a minimum by providing City services to the community in a coordinated, efficient and least cost fashion. This philosophy has enabled the City to continue to provide basic services, such as public safety and community development, while maintaining the City's infrastructure (park, street, water, sewer and stormwater) at a time when other cities were forced to make drastic cuts in response to the challenging economic environment that continues to face our country.

The predominant short-term factors that influence the decisions made in the development of the fiscal year 2021-22 budget include:

1. The impact of the COVID-19 pandemic,
2. The City Council's short term goals,
3. Marginal increases in other general fund revenues,
4. Maintain existing services and
5. Continued capital investment into all of the City's service areas to ensure continued sustainability.

While stable economic indicators continue, the City is mindful to ensure that all increases in service level are sustainable into the near future. The City uses long-range planning tools to assist in this endeavor (pages 156-175).

The following is a summary of the financial highlights of the 2021-22 fiscal year budget.

FINANCIAL AND BUDGET TRENDS

The City uses 'moderate' assumptions in its revenue and expenditure projections as opposed to more aggressive or conservative estimates. The City believes this is the appropriate balance between mitigating risk and allowing the city to provide a responsible level of service.

As shown on page 27, the City averages 0.66% growth in its population rate per year. The City expects an increase in growth over the next several years at 0.5-1.0% annually. The Consumer Price Index in Oregon for 2020 was up 1.70% over 2019. These marginal economic increases were factored into the City's budget projections.

REVENUES

The City is expecting overall operating revenues to remain consistent with the prior year. The primary revenue increase is for taxes and assessment and intergovernmental offset by a decrease in license and fees and miscellaneous revenues.

Taxes

Property tax revenues are the General Fund's single most important revenue source and support operating programs such as Police, Municipal Court, Parks, Community Development and Administration. The City has a permanent tax rate of $2.0838 per $1,000 of assessed value, which cannot increase under the current Oregon law. The City is expecting property tax revenue to increase approximately 3% in fiscal year 2021-22 as compared to increasing 3.3% during fiscal year 2020-21. The increase is primarily attributed to a 3% increase in assessed value.

Budget Highlights

Assessments
Assessments are expected to remain consistent at approximately $1.4 million in fiscal year 2021-22 as compared to fiscal year 2020-21. The assessments are primarily associated with the Keizer Station Local Improvement District and the Street Light Local Improvement Districts.

Intergovernmental Revenues
Intergovernmental Revenues are expected to decrease 21.3% in fiscal year 2021-22 as compared to fiscal year 2020-21. The decrease is attributed to receiving $1.1 million in intergovernmental funding through the CARES Act in 2020-21 that won't recur in 2021-22. This decrease does not take into consideration potential funding through the American Rescue Plan as the amount and timing has not yet been determined.

Charges for Services
Charges for services are expected to increase approximately 4.7%. The increase is attributed to:

- the annualized impact of a 4% water rate increase that will take effect January 1, 2022,
- an expected 3.0% sewer rate increase effective January 1, 2022. The City of Salem, who manages the regional sewer system, sets the sewer rates for the City of Keizer,
- an expected $1.00 per month increase in the Police Services fee.

OPERATING EXPENDITURES
In total, the City's operating expenditures, which include personnel services and materials and services are expected to increase 5%.

Personnel Services
Personnel Services include employee salaries and wages, retirement benefits and health and welfare benefits. The City anticipates a $1.4 million increase in personnel services expense in fiscal year 2021-22 as compared to fiscal year 2020-21. A summary of employee benefits City-wide is provided on page 67.

Salaries and Wages
Employee salary and wages comprise the largest category of personnel services. Salaries and wages are expected remain consistent at $8.1 million in fiscal year 2021-22 as compared to fiscal year 2020-21 budget.

For employees not subject to the provisions of a collective bargaining agreement salaries and wages are projected to increase 2.0%. Employees subject to the Keizer Police Association collective bargaining agreement are projected to increase 2.5%. The City is in negotiation with the Local 737 as the applicable labor agreement expires June 30, 2021 therefor actual wage increase for Fiscal Year 2021-22 are not know. The City strives to provide a consistent wage and salary adjustment to all employees, represented and unrepresented alike.

The budgeted regular status full-time equivalents for fiscal year 2021-22 will be 101 employees as compared to 103 in fiscal year 2020-21. The City anticipates not replacing the Community Development Director or the Administrative Specialist positions.

Budget Highlights

Retirement Benefits

Retirement benefits provided to City employees are remaining the same but the cost of those benefits will increase approximately $0.6 million in fiscal year 2021-22 as compared to fiscal year 2020-21. The increase is the result of the biannual employer PERS contribution rate adjustment offset by the cost savings from not backfilling two open positions.

Health and Welfare Benefits

Health and welfare benefits provided to city employees will remain the same however, the cost to provide those benefits is expected to increase approximately 5% in fiscal year 2021-22 as compared to fiscal year 2020-21. Health insurance premiums will increase no more than 5% and dental insurance premiums will increase no more than 3%. Consistent with fiscal year 2020-21 represented and non-represented employees will be required to pay 5% and 10%, respectively, of the cost of the medical and dental insurance premiums.

The City is limited in its ability to eliminate or reduce specific health and welfare benefits provided as doing so would be a violation of the terms of the collective bargaining agreement for represented employees. In addition given the total number of employees, creating separate health and welfare benefit packages for unrepresented employees in which the specific benefits could be modified would likely result in the loss of the pooled rate structure and an increase in administrative costs that would offset any potential premium expense savings. However, should rates increase beyond sustainable levels, the City will have to consider potentially significant changes, which would include collaboration and bargaining with employees and the two unions representing City employees.

Materials and Services

Materials and services are expected to decrease $0.2 million from $12.0 million in fiscal year 2020-21 to $10.8 million in fiscal year 2021-22. The primary reasons for the decrease is that the City spent approximately $1.1 million in CARES Act funding during 2020-21 that is not expected to recur during Fiscal Year 2021-22. This is offset by increase in sewer payments remitted to the City of Salem.

NON-OPERATING EXPENDITURES

Non-operating expenditures which include capital outlay and debt service are expected to increase $5.2 million in fiscal year 2021-22 as compared to fiscal year 2020-21.

Capital Outlay

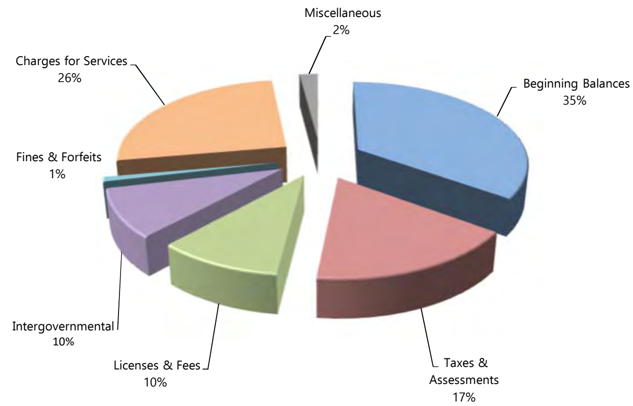
Capital outlay costs are expected to increase $5.4 million from $3.4 million in fiscal year 2020-21 to $8.8 million in fiscal year 2021-22. The City has appropriated over $3.4 million for development of the I-5 Chemawa southbound on-ramp should the Oregon Department of Transportation proceed with this project. The remaining increase is attributable to ongoing street resurfacing projects, primarily River Road.

Debt Service

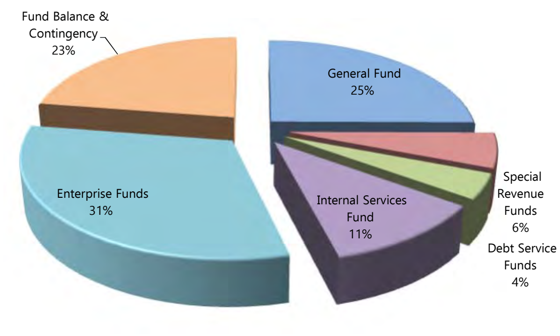
Payments of principal and interest on the City's debt obligations is expected to remain consistent with the prior year as no new debt is anticipated. The City continues to pay down the debt associated with the Keizer Station Local Improvement District bonds and Gas Tax loan.

All Funds Combined

Revenues (net eliminations)*



Expenditures (net eliminations)*



		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 15,356,485**	**$ 16,962,539**	**$ 15,536,100**	**$ 15,926,800**	**$ 15,923,800**	**$ 15,923,800**		**2.5%**
3	**Revenues:**								
4	Taxes & Assessments	7,324,063	7,452,222	7,600,400	7,542,700	7,723,900	7,723,900		1.6%
5	Licenses & Fees	4,756,755	4,604,271	4,455,100	4,539,300	4,554,100	4,554,100		2.2%
6	Intergovernmental	4,641,548	4,115,586	5,480,400	5,369,900	4,313,800	4,313,800		-21.3%
7	Fines & Forfeits	472,632	444,041	464,000	400,500	402,700	402,700		-13.2%
8	Charges for Services	10,838,233	11,116,592	11,190,800	11,328,000	11,716,400	11,716,400		4.7%
9	Miscellaneous	1,364,834	1,155,715	1,002,500	1,005,100	931,000	931,000		-7.1%
10	**Total Revenues:**	**29,398,065**	**28,888,428**	**30,193,200**	**30,185,500**	**29,641,900**	**29,641,900**		**-1.8%**
11	**Other Resources:**								
12	Transfers In	1,958,200	2,253,849	2,378,700	2,374,700	2,431,600	2,431,600		2.2%
13	**Total Other Resources**	**1,958,200**	**2,253,849**	**2,378,700**	**2,374,700**	**2,431,600**	**2,431,600**		**2.2%**
14	**TOTAL RESOURCES**	**46,712,750**	**48,104,816**	**48,108,000**	**48,487,000**	**47,997,300**	**47,997,300**		**-0.2%**
15	**REQUIREMENTS:**								
16	**Expenditures:**								
17	Personnel Services	12,068,737	12,576,217	13,664,300	12,682,700	14,112,100	14,112,100		3.3%
18	Materials & Services	10,112,579	10,436,831	12,357,400	12,023,500	11,828,400	11,828,400		-4.3%
19	Capital Outlay	3,593,433	4,899,774	9,036,600	3,433,600	8,849,000	8,849,000		-2.1%
20	Debt Service	2,017,263	2,011,312	2,048,700	2,048,700	1,793,000	1,793,000		-12.5%
21	**Total Expenditures:**	**27,792,012**	**29,924,133**	**37,107,000**	**30,188,500**	**36,582,500**	**36,582,500**		**-1.4%**
22	**Other Requirements:**								
23	Transfers Out	1,958,200	2,253,849	2,378,700	2,374,700	2,431,600	2,431,600		2.2%
24	Contingency	-	-	1,156,200	-	1,329,500	1,329,500		15.0%
25	**Total Other Requirements**	**1,958,200**	**2,253,849**	**3,534,900**	**2,374,700**	**3,761,100**	**3,761,100**		**6.4%**
26	**Fund Balance:**								
27	Restricted	12,781,251	11,413,015	5,074,900	11,251,300	5,010,800	5,010,800		-1.3%
28	Committed	624,519	686,896	217,900	754,800	509,700	509,700		133.9%
29	Assigned	1,087,753	1,321,731	544,200	1,316,400	540,100	540,100		-0.8%
30	Unassigned	2,469,015	2,505,192	1,629,100	2,601,300	1,593,100	1,593,100		-2.2%
31	**Total Fund Balance**	**16,962,538**	**15,926,834**	**7,466,100**	**15,923,800**	**7,653,700**	**7,653,700**		**2.5%**
32	**TOTAL REQUIREMENTS**	**$ 46,712,750**	**$ 48,104,816**	**$ 48,108,000**	**$ 48,487,000**	**$ 47,997,300**	**$ 47,997,300**		**-0.2%**

Notes:

* As shown on the schedule on the following page, **eliminations** are for internal service fund transactions which have been eliminated in the consolidated schedules so that the transactions would not be duplicated.

Resource & Requirement Summary by Fund Type

Budgets for governments are broken into **funds,** based on the sources of revenue dedicated to each service. For example, the state fuel taxes can only be used for street improvements and maintenance, so a separate "Street Fund" is used to account for those dollars, to keep them separate from other city operations.

		General	Special Revenue	Nonmajor Governmental	Major Enterprise	Nonmajor Enterprise	Internal Service	Debt Service	Eliminations	Total
1	**RESOURCES:**									
2	**Beginning Balance:**	**$ 2,601,300**	**$ 803,400**	**$ 5,474,500**	**$ 3,200,300**	**$ 931,200**	**$ 214,700**	**$2,698,400**	**$ -**	**$15,923,800**
3	**Revenues:**									
4	Taxes & Assessments	6,163,600	-	-	-	530,000	-	1,030,300	-	7,723,900
5	Licenses & Fees	2,930,100	14,100	1,520,400	55,500	-	-	-	-	4,520,100
6	Intergovernmental	1,390,700	2,850,000	73,100	-	-	-	-	-	4,313,800
7	Fines & Forfeits	402,700	-	-	-	-	-	-	-	402,700
8	Charges for Services	5,000	-	-	11,580,400	165,000	4,540,500	-	(4,540,500)	11,750,400
9	Miscellaneous	114,000	20,500	163,300	21,500	12,000	-	599,700	-	931,000
10	**Total Revenues:**	**11,006,100**	**2,884,600**	**1,756,800**	**11,657,400**	**707,000**	**4,540,500**	**1,630,000**	**(4,540,500)**	**29,641,900**
11	**Other Resources:**									
12	Transfers In	797,500	-	455,800	1,178,300	-	-	-	-	2,431,600
13	**Total Other Resources**	**797,500**	**-**	**455,800**	**1,178,300**	**-**	**-**	**-**	**-**	**2,431,600**
14	**TOTAL RESOURCES**	**14,404,900**	**3,688,000**	**7,687,100**	**16,036,000**	**1,638,200**	**4,755,200**	**4,328,400**	**(4,540,500)**	**47,997,300**
15	**REQUIREMENTS:**									
16	**Expenditures:**									
17	Personnel Services	8,256,300	140,800	418,200	2,216,800	126,900	2,953,100	-	-	14,112,100
18	Materials & Services	3,920,700	880,300	583,100	9,162,800	608,000	1,214,000	-	(4,540,500)	11,828,400
19	Capital Outlay	194,000	1,465,100	4,492,800	2,107,300	341,700	248,100	-	-	8,849,000
20	Debt Service	-	152,000	-	-	-	-	1,641,000	-	1,793,000
21	**Total Expenditures:**	**12,371,000**	**2,638,200**	**5,494,100**	**13,486,900**	**1,076,600**	**4,415,200**	**1,641,000**	**(4,540,500)**	**36,582,500**
22	**Other Requirements:**									
23	Transfers Out	390,800	521,000	869,800	650,000	-	-	-	-	2,431,600
24	Contingency	50,000	46,000	454,400	314,100	125,000	340,000	-	-	1,329,500
25	**Total Other Requirements**	**440,800**	**567,000**	**1,324,200**	**964,100**	**125,000**	**340,000**	**-**	**-**	**3,761,100**
26	**Fund Balance:**									
27	Restricted	-	482,800	868,800	612,200	359,600	-	2,687,400	-	5,010,800
28	Committed	-	-	-	509,700	-	-	-	-	509,700
29	Assigned	-	-	-	463,100	77,000	-	-	-	540,100
30	Unassigned	1,593,100	-	-	-	-	-	-	-	1,593,100
31	**Total Fund Balance**	**1,593,100**	**482,800**	**868,800**	**1,585,000**	**436,600**	**-**	**2,687,400**	**-**	**7,653,700**
32	**TOTAL REQUIREMENTS**	**$ 14,404,900**	**$ 3,688,000**	**$ 7,687,100**	**$ 16,036,000**	**$ 1,638,200**	**$4,755,200**	**$4,328,400**	**$ (4,540,500)**	**$47,997,300**

Governmental Funds
- General Fund
- Special Revenue Funds
  - Major Funds
    - Street Fund
  - Nonmajor Governmental Funds
    - Park Services Fund
    - Police Services Fund
    - Public Education Government Access Fund
    - Housing Rehabilitation Fund
    - Energy Assistance Fund
    - Park Improvement Fund
    - Trans Improvement Fund
    - Off-Site Transportation Fund

Proprietary Funds
- Enterprise Funds
  - Major Funds
    - Water Fund
    - Water Facility Fund
    - Sewer Fund
    - Stormwater Fund
  - Nonmajor Funds
    - Community Center Fund
    - Street Lighting District Fund
    - Sewer Reserve Fund
- Internal Service Fund
  - Administrative Services Fund

Debt Service Funds
- Keizer Station Local Improvement District Fund

Fund Descriptions

The City's budget is made up of Governmental Funds, Proprietary Funds (business-like activities) and a Debt Service Fund. Governmental Funds are normally supported by taxes and intergovernmental revenues while Proprietary Funds rely to a significant extent on fees and charges for services. Debt Service Funds account for the accumulation of resources for, and the payment of long-term debt principal and interest.

The following is a brief description and purpose of each of the City's budgeted funds.

GOVERNMENTAL FUNDS

General Fund

The General Fund is the chief operating fund of the City and accounts for all financial resources except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and intergovernmental revenues such as Cigarette, Liquor Tax and State Shared Revenue. General Fund's primary expenditures are for Public Safety, Park Operations, Community Development and General Government

Special Revenue Funds

Street Fund

The Street Fund provides quality streets, lighting, traffic signals, sidewalks, and bike paths. The primary source of revenue is State Fuel Taxes, which are apportioned by the State based on population. Fuel tax revenues are restricted by constitutional limits and are to be used for street maintenance and improvements.

Park Services

The Park Services Fund provides for the repair and maintenance of the City's park system. It is funded with the Park Services Fee and support transferred from the General Fund.

Police Services

The Police Services Fund accounts for the financial resources provided by the Police Services Fee. The funds are transferred to the General Fund to provide financial resources to provide for five additional police officers.

Public Education Government

The Public Education Government Fund (PEG) is set up to account for PEG franchise fees assessed on cable television bills. The fees are to be used exclusively for providing governmental cable programming. Legislative action taken in fiscal year 2007-08 continues to threaten PEG revenues. Should revenues cease by the end of the fiscal year, the ending fund balance will be sufficient to pay monthly broadcasting expenses the following year.

Housing Rehabilitation

The original source of revenues in the Housing Services Fund was from a State Community Development Block Grant. Uses were restricted to creating loans for housing rehabilitation projects. The original grant was completely expended in fiscal year 1998.

Fund Descriptions

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

Energy Efficiency

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

Park Improvement

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

Transportation Improvement

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

Off-Site Transportation

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

PROPRIETARY FUNDS

Enterprise Funds

Water

Revenues in the Water fund are derived from user charges. The City's charter designates this as a dedicated fund to be used solely for water related services. The water system is managed by the Public Works Department to provide safe, low cost, high quality drinking water that meets or exceeds state and federal regulations.

Water Facility

The Water Facility Replacement Reserve was established for replacement and construction of new facilities needed to provide water production, storage, and distribution. Revenue consists of System Development Charges, water usage charges transferred from the Water Operating Fund, and revenue bonds. Expenditures are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary consistent with the City Council adopted Water System Master Plan Update.

Fund Descriptions

Sewer

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

Stormwater

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

Community Center

The City of Keizer Community Center is a state of the art facility intended to accommodate the cultural, educational, professional, recreational, and economic needs of its citizens and the community. Rental fees help cover the operation and management of the center. The Center is not currently self-sustaining and relies on full use of Transient Occupancy Tax revenues, to help pay operating costs.

Street Lighting Districts

The Street Lighting District Fund accounts for the Street Lighting Districts and Local Improvement Districts from establishment and construction, through billing and recording the liens with the county tax collector.

Sewer Reserve

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

Internal Services Funds

Administrative Services

The Administrative Services Fund accounts for the financing of goods and/or services provided to various City funds on a cost-reimbursement basis. Administrative Services are provided by General Administration (City Council and Non-departmental), City Manager's Office, City Attorney's Office, City Recorder's Department, Human Resources Department, Finance, Public Works Administration and Civic Center Facilities. The Fund is replenished from the City's operating funds as Charges for Services using various cost allocation plans based on anticipated benefits received.

Fund Descriptions

DEBT SERVICE FUND

Keizer Station Local Improvement District

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

All Funds Summary by Fund

Budgets for governments are broken into **funds,** based on the sources of revenue dedicated to each service. For example, the state fuel taxes can only be used for street improvements and maintenance, so a separate "Street Fund" is used to account for those dollars, to keep them separate from other city operations. All funds presented below are appropriated.

FUND	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
General	$ 13,570,126	$ 13,872,994	$ 15,125,400	$ 15,270,800	$ 14,404,900	$ 14,404,900	
Special Revenue Funds:							
Street	6,070,624	5,434,111	4,447,600	4,008,700	3,688,000	3,688,000	
Park Services	1,258,092	1,544,713	1,480,900	1,553,600	1,473,500	1,473,500	
Police Services	868,305	951,925	979,300	979,900	1,051,900	1,051,900	
Public Government Education	468,682	494,763	465,800	463,600	377,900	377,900	
Housing Rehabilitation	52,248	89,547	99,900	108,500	138,500	138,500	
Energy Efficiency	13,795	14,988	29,600	19,000	34,000	34,000	
Park Improvement	1,112,899	1,012,737	933,100	968,300	1,082,700	1,082,700	
Transportation Improvement	3,280,802	3,397,299	3,433,900	3,592,800	3,528,600	3,528,600	
Off-Site Transportation	95,673	55,609	-	-	-	-	
Enterprise Funds							
Water	4,282,728	4,466,660	4,343,800	4,414,300	4,441,400	4,441,400	
Water Facility	613,666	882,025	930,000	914,500	1,176,000	1,176,000	
Sewer	6,375,065	6,638,650	6,516,600	6,875,300	7,157,900	7,157,900	
Stormwater	2,371,203	2,842,274	2,968,500	3,119,600	3,260,700	3,260,700	
Community Center	606,783	677,548	628,900	426,600	452,700	452,700	
Street Lighting District	848,449	866,489	883,300	883,900	893,800	893,800	
Sewer Reserve	234,268	257,879	267,900	274,700	291,700	291,700	
Internal Services Fund							
Administrative Services	3,910,152	4,084,387	4,404,800	4,339,500	4,755,200	4,755,200	
Debt Service Funds							
Keizer Station LID	4,361,087	4,362,930	4,354,200	4,365,300	4,328,400	4,328,400	
Total	$ 50,394,647	$ 51,947,528	$ 52,293,500	$ 52,578,900	$ 52,537,800	$ 52,537,800	

This schedule does not eliminate charges for services from the administrative services fund to the City's operating funds and therefore the The purpose of the schedule is to show each fund's total requirements in relation to the total budget as a whole.

Consolidated Fund Summary

	General Fund			Major Special Revenue Funds									Non Major Special Revenue Funds		
				Street Fund			Transportation Improvement Fund			Park Services Fund					
	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22
RESOURCES:															
Beginning Balance:	**$ 2,469,016**	**$ 2,275,100**	**$ 2,601,300**	**$ 2,758,097**	**$ 1,516,500**	**$ 803,400**	**$ 3,280,802**	**$ 3,380,800**	**$ 3,444,600**	**$ 277,100**	**$ 348,900**	**$ 339,200**	**$ 1,545,881**	**$ 1,526,000**	**$ 1,690,700**
Revenues:															
Taxes & Assessments	5,932,101	6,037,000	6,163,600	608	-	-	-	-	-	-	-	-	-	-	-
Licenses & Fees	2,891,190	2,923,400	2,930,100	11,470	10,600	14,100	75,075	28,100	29,000	684,650	689,500	687,000	785,279	714,000	804,400
Intergovernmental	1,341,493	2,446,700	1,390,700	2,635,917	2,900,000	2,850,000	-	-	-	4,700	4,700	4,700	133,476	129,000	68,400
Fines & Forfeits	444,041	464,000	402,700	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	2,370	5,000	5,000	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	140,783	133,000	114,000	28,019	20,500	20,500	41,422	25,000	25,000	87,463	77,000	81,800	54,933	58,000	56,500
Total Revenues:	**10,751,978**	**12,009,100**	**11,006,100**	**2,676,014**	**2,931,100**	**2,884,600**	**116,497**	**53,100**	**54,000**	**776,813**	**771,200**	**773,500**	**973,688**	**901,000**	**929,300**
Other Resources:															
Transfers In	652,000	841,200	797,500	-	-	-	-	-	30,000	490,800	360,800	360,800	100,000	80,700	65,000
Total Other Resources	**652,000**	**841,200**	**797,500**	**-**	**-**	**-**	**-**	**-**	**30,000**	**490,800**	**360,800**	**360,800**	**100,000**	**80,700**	**65,000**
TOTAL RESOURCES	**13,872,994**	**15,125,400**	**14,404,900**	**5,434,111**	**4,447,600**	**3,688,000**	**3,397,299**	**3,433,900**	**3,528,600**	**1,544,713**	**1,480,900**	**1,473,500**	**2,619,569**	**2,507,700**	**2,685,000**
REQUIREMENTS:															
Expenditures:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Personnel Services	7,411,364	7,960,600	8,256,300	141,735	153,700	140,800	-	-	-	350,616	384,200	418,200	-	-	-
Materials & Services	3,335,327	4,757,000	3,920,700	752,787	879,500	880,300	-	-	-	202,522	276,100	290,600	108,188	239,300	292,500
Capital Outlay	160,311	352,200	194,000	2,667,763	2,441,800	1,465,100	-	3,266,300	3,459,500	579,935	502,000	458,300	145,739	550,000	575,000
Debt Service	-	-	-	155,139	152,100	152,000	-	-	-	-	-	-	-	-	-
Total Expenditures:	**10,907,002**	**13,069,800**	**12,371,000**	**3,717,424**	**3,627,100**	**2,638,200**	**-**	**3,266,300**	**3,459,500**	**1,133,073**	**1,162,300**	**1,167,100**	**253,927**	**789,300**	**867,500**
Other Requirements:															
Transfers Out	460,800	376,500	390,800	521,000	521,000	521,000	-	148,200	-	20,049	90,000	72,300	782,000	693,000	797,500
Contingency	-	50,000	50,000	-	51,700	46,000	-	-	-	-	98,000	100,000	-	336,300	354,400
Total Other Requirements	**460,800**	**426,500**	**440,800**	**521,000**	**572,700**	**567,000**	**-**	**148,200**	**-**	**20,049**	**188,000**	**172,300**	**782,000**	**1,029,300**	**1,151,900**
Fund Balance:															
Restricted	-	-	-	1,195,687	247,800	482,800	3,397,299	19,400	69,100	391,591	130,600	134,100	1,583,642	689,100	665,600
Committed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unassigned	2,505,192	1,629,100	1,593,100	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund Balance	**2,505,192**	**1,629,100**	**1,593,100**	**1,195,687**	**247,800**	**482,800**	**3,397,299**	**19,400**	**69,100**	**391,591**	**130,600**	**134,100**	**1,583,642**	**689,100**	**665,600**
TOTAL REQUIREMENTS	**$ 13,872,994**	**$ 15,125,400**	**$ 14,404,900**	**$ 5,434,111**	**$ 4,447,600**	**$ 3,688,000**	**$ 3,397,299**	**$ 3,433,900**	**$ 3,528,600**	**$ 1,544,713**	**$ 1,480,900**	**$ 1,473,500**	**$ 2,619,569**	**$ 2,507,700**	**$ 2,685,000**

Continued

Consolidated Fund Summary

	Major Enterprise Funds											
	Water Fund			Water Facility Fund			Sewer Fund			Stormwater Fund		
	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22
RESOURCES:												
Beginning Balance:	**$ 1,142,759**	**$ 1,003,500**	**$ 1,020,000**	**$ 356,018**	**$ 358,500**	**$ 504,500**	**$ 400,886**	**$ 231,600**	**$ 540,100**	**$ 770,394**	**$ 949,500**	**$ 1,135,700**
Revenues:	-	-	-	-	-	-	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Fees	85,083	55,500	55,500	50,726	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	3,192,250	3,245,800	3,342,600	-	19,000	19,000	6,234,424	6,284,000	6,616,800	1,540,975	1,496,000	1,602,000
Miscellaneous	26,519	14,000	16,000	5,281	2,500	2,500	3,340	1,000	1,000	9,905	2,000	2,000
Total Revenues:	**3,303,852**	**3,315,300**	**3,414,100**	**56,007**	**21,500**	**21,500**	**6,237,764**	**6,285,000**	**6,617,800**	**1,550,880**	**1,498,000**	**1,604,000**
Other Resources:												
Transfers In	20,049	25,000	7,300	470,000	550,000	650,000	-	-	-	521,000	521,000	521,000
Total Other Resources	**20,049**	**25,000**	**7,300**	**470,000**	**550,000**	**650,000**	**-**	**-**	**-**	**521,000**	**521,000**	**521,000**
TOTAL RESOURCES	**4,466,660**	**4,343,800**	**4,441,400**	**882,025**	**930,000**	**1,176,000**	**6,638,650**	**6,516,600**	**7,157,900**	**2,842,274**	**2,968,500**	**3,260,700**
REQUIREMENTS:												
Expenditures:	-	-	-	-	-	-	-	-	-	-	-	-
Personnel Services	1,124,367	1,223,300	1,292,100	-	-	-	2,769	3,900	2,400	731,888	887,900	922,300
Materials & Services	1,460,565	1,593,200	1,660,800	-	-	-	6,196,617	6,254,800	6,605,800	718,040	832,800	896,200
Capital Outlay	146,534	48,600	177,300	544,999	650,000	1,100,000	-	-	-	395,766	755,200	830,000
Debt Service	228,633	229,700	-	-	-	-	-	-	-	-	-	-
Total Expenditures:	**2,960,099**	**3,094,800**	**3,130,200**	**544,999**	**650,000**	**1,100,000**	**6,199,386**	**6,258,700**	**6,608,200**	**1,845,694**	**2,475,900**	**2,648,500**
Other Requirements:												
Transfers Out	470,000	550,000	650,000	-	-	-	-	-	-	-	-	-
Contingency	-	125,000	125,000	-	-	-	-	40,000	40,000	-	104,400	149,100
Total Other Requirements	**470,000**	**675,000**	**775,000**	**-**	**-**	**-**	**-**	**40,000**	**40,000**	**-**	**104,400**	**149,100**
Fund Balance:												
Restricted	1,036,561	574,000	536,200	337,026	280,000	76,000	-	-	-	-	-	-
Committed	-	-	-	-	-	-	439,264	217,900	509,700	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	996,580	388,200	463,100
Unassigned	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund Balance	**1,036,561**	**574,000**	**536,200**	**337,026**	**280,000**	**76,000**	**439,264**	**217,900**	**509,700**	**996,580**	**388,200**	**463,100**
TOTAL REQUIREMENTS	**$ 4,466,660**	**$ 4,343,800**	**$ 4,441,400**	**$ 882,025**	**$ 930,000**	**$ 1,176,000**	**$ 6,638,650**	**$6,516,600**	**$7,157,900**	**$ 2,842,274**	**$ 2,968,500**	**$ 3,260,700**

Continued

Consolidated Fund Summary

	Non Major Enterprise Funds			Internal Service Fund			Debt Service Fund		
				Administrative Services			Keizer Station Local Improvement Districts		
	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22
RESOURCES:									
Beginning Balance:	**$ 1,013,546**	**$ 1,002,100**	**$ 931,200**	**$ 223,633**	**$ 219,300**	**$ 214,700**	**$ 2,724,407**	**$ 2,724,300**	**$ 2,698,400**
Revenues:	-	-	-	-	-	-	-	-	-
Taxes & Assessments	599,884	590,000	530,000	-	-	-	919,629	973,400	1,030,300
Licenses & Fees	20,799	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Charges for Services	146,573	175,000	165,000	3,842,712	4,185,500	4,540,500	-	-	-
Miscellaneous	21,114	13,000	12,000	18,042	-	-	718,894	656,500	599,700
Total Revenues:	**788,370**	**778,000**	**707,000**	**3,860,754**	**4,185,500**	**4,540,500**	**1,638,523**	**1,629,900**	**1,630,000**
Other Resources:									
Transfers In	-	-	-	-	-	-	-	-	-
Total Other Resources	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL RESOURCES	**1,801,916**	**1,780,100**	**1,638,200**	**4,084,387**	**4,404,800**	**4,755,200**	**4,362,930**	**4,354,200**	**4,328,400**
REQUIREMENTS:									
Expenditures:	-	-	-	-	-	-	-	-	-
Personnel Services	104,920	188,900	126,900	2,708,558	2,861,800	2,953,100	-	-	-
Materials & Services	570,826	660,000	608,000	934,671	1,050,200	1,214,000	-	-	-
Capital Outlay	65,201	278,500	341,700	193,526	192,000	248,100	-	-	-
Debt Service	-	-	-	-	-	-	1,627,540	1,666,900	1,641,000
Total Expenditures:	**740,946**	**1,127,400**	**1,076,600**	**3,836,755**	**4,104,000**	**4,415,200**	**1,627,540**	**1,666,900**	**1,641,000**
Other Requirements:									
Transfers Out	-	-	-	-	-	-	-	-	-
Contingency	-	50,000	125,000	-	300,800	340,000	-	-	-
Total Other Requirements	**-**	**50,000**	**125,000**	**-**	**300,800**	**340,000**	**-**	**-**	**-**
Fund Balance:									
Restricted	735,819	446,700	359,600	-	-	-	2,735,390	2,687,300	2,687,400
Committed	-	-	-	247,632	-	-	-	-	-
Assigned	325,151	156,000	77,000	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-
Total Fund Balance	**1,060,970**	**602,700**	**436,600**	**247,632**	**-**	**-**	**2,735,390**	**2,687,300**	**2,687,400**
TOTAL REQUIREMENTS	**$ 1,801,916**	**$ 1,780,100**	**$ 1,638,200**	**$ 4,084,387**	**$ 4,404,800**	**$ 4,755,200**	**$ 4,362,930**	**$ 4,354,200**	**$ 4,328,400**

Continued

Consolidated Fund Summary

	Governmental Funds			Proprietary Funds			Debt Service Funds			Eliminations			Total All Funds		
	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22	ACTUAL 2019-20	BUDGETED 2020-21	BUDGET 2021-22
RESOURCES:															
Beginning Balance:	**$ 10,330,896**	**$ 9,047,300**	**$ 8,879,200**	**$ 3,907,236**	**$ 3,764,500**	**$ 4,346,200**	**$ 2,724,407**	**$ 2,724,300**	**$ 2,698,400**	**$ -**	**$ -**	**$ -**	**$ 16,962,539**	**$ 15,536,100**	**$ 15,923,800**
Revenues:															
Taxes & Assessments	5,932,709	6,037,000	6,163,600	599,884	590,000	530,000	919,629	973,400	1,030,300	-	-	-	7,452,222	7,600,400	7,723,900
Licenses & Fees	4,447,664	4,365,600	4,464,600	156,608	55,500	55,500	-	-	-	-	-	-	4,604,271	4,421,100	4,520,100
Intergovernmental	4,115,586	5,480,400	4,313,800	-	-	-	-	-	-	-	-	-	4,115,586	5,480,400	4,313,800
Fines & Forfeits	444,041	464,000	402,700	-	-	-	-	-	-	-	-	-	444,041	464,000	402,700
Charges for Services	2,370	5,000	5,000	14,956,934	15,405,300	16,285,900	-	-	-	(3,842,712)	(4,185,500)	(4,540,500)	11,116,592	11,224,800	11,750,400
Miscellaneous	352,620	313,500	297,800	84,201	32,500	33,500	718,894	656,500	599,700	-	-		1,155,715	1,002,500	931,000
Total Revenues:	**15,294,990**	**16,665,500**	**15,647,500**	**15,797,627**	**16,083,300**	**16,904,900**	**1,638,523**	**1,629,900**	**1,630,000**	**(3,842,712)**	**(4,185,500)**	**(4,540,500)**	**28,888,428**	**30,193,200**	**29,641,900**
Other Resources:															
Transfers In	1,242,800	1,282,700	1,253,300	1,011,049	1,096,000	1,178,300	-	-	-	-	-	-	2,253,849	2,378,700	2,431,600
Total Other Resources	**1,242,800**	**1,282,700**	**1,253,300**	**1,011,049**	**1,096,000**	**1,178,300**	**-**	**-**	**-**	**-**	**-**	**-**	**2,253,849**	**2,378,700**	**2,431,600**
TOTAL RESOURCES	**26,868,686**	**26,995,500**	**25,780,000**	**20,715,912**	**20,943,800**	**22,429,400**	**4,362,930**	**4,354,200**	**4,328,400**	**(3,842,712)**	**(4,185,500)**	**(4,540,500)**	**48,104,816**	**48,108,000**	**47,997,300**
REQUIREMENTS:															
Expenditures:															
Personnel Services	7,903,715	8,498,500	8,815,300	4,672,502	5,165,800	5,296,800	-	-	-	-	-	-	12,576,217	13,664,300	14,112,100
Materials & Services	4,398,824	6,151,900	5,384,100	9,880,719	10,391,000	10,984,800	-	-	-	(3,842,712)	(4,185,500)	(4,540,500)	10,436,831	12,357,400	11,828,400
Capital Outlay	3,553,748	7,112,300	6,151,900	1,346,026	1,924,300	2,697,100	-	-	-	-	-	-	4,899,774	9,036,600	8,849,000
Debt Service	155,139	152,100	152,000	228,633	229,700	-	1,627,540	1,666,900	1,641,000	-	-	-	2,011,312	2,048,700	1,793,000
Total Expenditures:	**16,011,425**	**21,914,800**	**20,503,300**	**16,127,880**	**17,710,800**	**18,978,700**	**1,627,540**	**1,666,900**	**1,641,000**	**(3,842,712)**	**(4,185,500)**	**(4,540,500)**	**29,924,133**	**37,107,000**	**36,582,500**
Other Requirements:															
Transfers Out	1,783,849	1,828,700	1,781,600	470,000	550,000	650,000	-	-	-	-	-	-	2,253,849	2,378,700	2,431,600
Contingency	-	536,000	550,400	-	620,200	779,100	-	-	-	-	-	-	-	1,156,200	1,329,500
Total Other Requirements	**1,783,849**	**2,364,700**	**2,332,000**	**470,000**	**1,170,200**	**1,429,100**	**-**	**-**	**-**	**-**	**-**	**-**	**2,253,849**	**3,534,900**	**3,761,100**
Fund Balance:															
Restricted	6,568,219	1,086,900	1,351,600	2,109,406	1,300,700	971,800	2,735,390	2,687,300	2,687,400	-	-	-	11,413,015	5,074,900	5,010,800
Committed	-	-	-	686,896	217,900	509,700	-	-	-	-	-	-	686,896	217,900	509,700
Assigned	-	-	-	1,321,731	544,200	540,100	-	-	-	-	-	-	1,321,731	544,200	540,100
Unassigned	2,505,192	1,629,100	1,593,100	-	-	-	-	-	-	-	-	-	2,505,192	1,629,100	1,593,100
Total Fund Balance	**9,073,411**	**2,716,000**	**2,944,700**	**4,118,033**	**2,062,800**	**2,021,600**	**2,735,390**	**2,687,300**	**2,687,400**	**-**	**-**	**-**	**15,926,834**	**7,466,100**	**7,653,700**
TOTAL REQUIREMENTS	**$ 26,868,686**	**$ 26,995,500**	**$ 25,780,000**	**$ 20,715,912**	**$ 20,943,800**	**$ 22,429,400**	**$ 4,362,930**	**$ 4,354,200**	**$ 4,328,400**	**$ (3,842,712)**	**$ (4,185,500)**	**$ (4,540,500)**	**$ 48,104,816**	**$ 48,108,000**	**$ 47,997,300**

Capital Expenditures

Capital assets include land, right-of-way, buildings, improvements, equipment, infrastructure, and other tangible and intangible assets costing $5,000 or more and used in operations that have initial useful lives extending beyond two years. Routine capital outlay items listed below may include items less than $5,000 for budget purposes. However, these items are generally not capitalized for financial reporting purposes.

	Routine Capital Outlay		
1	General Fund	Police equipment	$ 194,000
2	Park Services Fund	Field equipment	38,300
3	Street Fund	Equipment, vehicles and minor improvements	275,100
4		Street resurfacing	850,000
5		Street improvements to be identified during FY21-22	150,000
6	Park Improvement Fund	Park improvements to be identified during FY21-22	500,000
7	Public Education Government	Television equipment	50,000
8	Water Fund	Vehicles and equipment	142,300
9		Water Meters	35,000
10	Stormwater Fund	Equipment, vehicles and minor improvements	380,000
11		Storm sewer pipe extension or repair	450,000
12	Community Center Fund	Furnishings and carpet	50,000
13	Administrative Services	Computer equipment	132,000
14		Shop improvements	16,100
15	Water Facility Fund	Transmission & distribution mains	1,000,000
16		Water facility improvements to be identified during FY21-22	100,000
17	**Total Routine Capital Outlay**		**4,362,800**
18	**Non-Routine Capital Outlay**		
19	Administrative Services	Civic Center Improvements	100,000
20	Park Services Fund	Park improvements to be identified during FY21-22	420,000
21	Street Fund	Street Improvements	190,000
22	Street Fund	Infill and ADA Sidewalk Completions	25,000
23	Transportation Improvement Fund	Engineering design for the improvements to the I-5/Chemawa Southbound on-ramp	3,459,500
24	Sewer Reserve Fund	Sewer trunk line improvement to be identified during FY21-22	291,700
25	**Total Non-Routine Capital Outlay**		**4,486,200**
26	**Total Capital Outlay Expenditures**		**$ 8,849,000**

Maintenance costs for the routine Capital Outlay expenditures listed above are included in the on-going maintenance budgets for the funds identified. There are no additional impacts on the operating budget for these items.

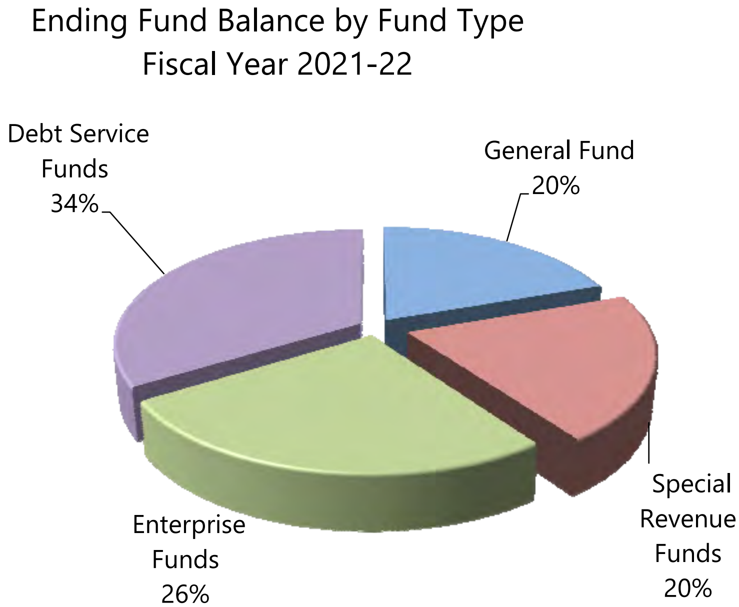
Impact of Non-Routine Capital Outlay on Operating Costs

20 The improvements will have an ongoing maintenance requirement for the Park Services Fund.

23 The Oregon Department of Transportation will be responsible for maintaining the I-5 Chemawa Southbound on-ramp once it is completed.

24 Once the trunk line improvements are completed, City of Salem will be responsible for the operating costs as this is a part of a regional sewer system managed by the City of Salem. These improvements have not been identified so operating costs are not known. However, once identified these costs will be reflected in the City of Keizer's sewer rates in the Sewer Operating Fund.

Fund Balance



Fund Balance refers to the difference between assets and liabilities. The Governmental Accounting Standards Board (GASB) has established a scheme for reporting fund balance into five different classifications as follows:

- Non-Spendable – cannot be spent (legally restricted or in unspendable form)
- Restricted – Externally imposed (law, creditor, bond covenant)
- Committed – Constraints approved by City Council
- Assigned – Constrained by intent by City Council or by the City Manager or by a body to which City Council delegates the authority
- Unassigned – available to spend, unrestricted

The City's reserves consist of restricted funds for specific purposes and planned future expenditures, set aside for emergencies and unforeseen circumstances, and cash flow. Combined, the City's total budgeted contingency and projected Ending

Fund Balance for fiscal year 2021-22 is $7,653,700. The reserves in all Funds meet policy minimums for contingencies and ending fund balances, The City expects cash balances in all funds to be adequate during the year to cover expenses.

Beginning Fund Balances in non-operating funds are typically appropriated for the upcoming budget year. Oregon Budget Law does not allow for the appropriation of Fund Balance and Reserves during the fiscal year and since these funds are dedicated for specific purposes the City needs to allow for the use of the funds should circumstances permit. The exception is when bond covenants require the City to maintain reserves for debt service.

The change in Ending Fund Balance for each fund is provided on the following page.

Change in Fund Balance
Beginning Fund Balance to Ending Fund Balance

Fund	July 1, 2021	Revenues & Transfers In	Expenditures & Transfers Out	June 30, 2022	Change in Fund Balance	% Change
Governmental Funds:						
General	$ 2,601,300	$ 11,006,100	$ 12,811,800	$ 1,593,100	$ (1,008,200)	-39%
Special Revenue Funds:						
Street	803,400	2,884,600	3,205,200	482,800	(320,600)	-40%
Park Services	339,200	1,134,300	1,339,400	134,100	(205,100)	-60%
Police Services	286,900	765,000	797,500	-	(286,900)	-100%
Public Education Government	308,000	69,900	270,000	107,900	(200,100)	-65%
Housing Rehabilitation	108,500	30,000	138,500	-	(108,500)	-100%
Energy Efficiency	19,000	15,000	34,000	-	(19,000)	-100%
Park Improvement	968,300	49,400	525,000	557,700	(410,600)	-42%
Transportation Improvement	3,444,600	54,000	3,459,500	69,100	(3,375,500)	-98%
Total Special Revenue Funds	6,277,900	5,002,200	9,769,100	1,351,600	(4,926,300)	-78%
Total Governmental Funds	$ 8,879,200	$ 16,008,300	$ 22,580,900	$ 2,944,700	$ (5,934,500)	-67%

General Fund - The 2021-22 ending fund balance is $1,008200 less than the beginning fund balance. Available fund balance is being used for repayment to taxing jurisdictions, contingency, to replenish the General Fund's share of reserves in the Administrative Services Fund and for operating expenses.

Street Fund - The 2021-22 ending fund balance is $320,600 less than the beginning fund balance. Available fund balance is being used for one time infrastructure improvements.

Park Services Fund - The 2020-21 ending fund balance is $205,100 less than the beginning fund balance. Available fund balance is being used for future park maintenance and repairs.

Police Services Fund - The 2021-22 ending fund balance is $286,900 less than the beginning fund balance. Available fund balance is being used to offset future cost increases associated with adding five additional police officers.

Public Education Government Fund - The 2021-22 ending fund balance is $200,100 less than the beginning fund balance. Available fund balance is being used for contingency.

Housing Rehabilitation Fund - The 2021-22 ending fund balance is $108,500 less the beginning fund balance. Available fund balance is being used for housing rehabilitation loans to qualifying low-income homeowners.

Energy Efficiency Fund - The 2021-22 ending fund balance is $19,000 less than the beginning fund balance. Available fund balance is being used for energy efficiency loans to qualifying low-income homeowners.

Park Improvement Fund - The 2021-22 ending fund balance is $410,600 less than the beginning fund balance. Available fund balance is being used for one-time capital expenditure.

Transportation Improvement Fund - The 2021-22 ending fund balance is $3,375,500 less than the beginning fund balance. Available fund balance is being used for engineering design for the I-5 southbound on-ramp and for unanticipated expenses should the State of Oregon authorize construction of the on-ramp during the fiscal year.

Change in Fund Balance
Beginning Fund Balance to Ending Fund Balance

Fund	July 1, 2021	Revenues & Transfers In	Expenditures & Transfers Out	June 30, 2022	Change in Fund Balance	% Change
Proprietary Funds:						
Enterprise Funds						
Water	1,020,000	3,414,100	3,905,200	536,200	(483,800)	-47%
Water Facility	504,500	671,500	1,100,000	76,000	(428,500)	-85%
Sewer	540,100	6,617,800	6,648,200	509,700	(30,400)	-6%
Stormwater	1,135,700	2,125,000	2,797,600	463,100	(672,600)	-59%
Community Center	180,700	272,000	375,700	77,000	(103,700)	-57%
Street Lighting District	475,800	418,000	534,200	359,600	(116,200)	-24%
Sewer Reserve	274,700	17,000	291,700	-	(274,700)	-100%
Total Enterprise Funds	4,131,500	13,535,400	15,652,600	2,021,600	(2,109,900)	-51%
Internal Services Fund						
Administrative Services	214,700	4,540,500	4,755,200	-	(214,700)	-100%
Total Proprietary Funds	4,346,200	18,075,900	20,407,800	2,021,600	(2,324,600)	-53%
Debt Service Funds						
Keizer Station LID	2,698,400	1,630,000	1,641,000	2,687,400	(11,000)	0%
Total Debt Service Funds	2,698,400	1,630,000	1,641,000	2,687,400	(11,000)	0%
Total All Funds	$ 15,923,800	$ 35,714,200	$ 44,629,700	$ 7,653,700	$ (8,270,100)	-52%

Water Fund - The 2021-22 ending fund balance is $483,800 less than the beginning fund balance. Available fund balance is being used for contingency and for a transfer to the Water Facility Fund to pay for future infrastructure.

Water Facility Fund - The 2021-22 ending fund balance is $428,500 less than the beginning fund balance. This fund is used to build and replace the City's water infrastructure.

Sewer Fund - The 2021-22 ending fund balance is $30,400 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Stormwater Fund - The 2021-22 ending fund balance is $672,600 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Community Center Fund - The 2021-22 ending fund balance is $103,700 less than the beginning fund balance.

Street Lighting District Fund - The 2021-22 ending fund balance is $116,200 less than the beginning fund balance. Available fund balance is being used for increased electricity costs.

Sewer Reserve Fund - The 2021-22 ending fund balance is $274,700 less than the beginning fund balance. Available fund balance is being used for sewer line extensions.

Administrative Services Fund - The 2021-22 ending fund balance is $214,700 less than the beginning fund balance. Available fund balance is being used for contingency.

Keizer Station Local Improvement District Fund - The 2021-22 ending fund balance is $11,000 less than the beginning fund balance. This fund is used to collect assessment payments from property owners at Keizer Station Area A. Assessment proceeds are used to repay the debt issued to pay infrastructure costs which benefited these property owners.

Staffing History and Pay Ranges

	Budget FY17-18	Budget FY18-19	Budget FY19-20	Budget FY20-21	Budget FY21-22	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	$ 10,847 - $ 14,153
Total City Manager	1.0	1.0	1.0	1.0	1.0	
CITY ATTORNEY						
Attorney	1.0	1.0	1.0	1.0	1.0	$ 9,840 - $ 12,837
Legal Assistant	1.0	1.0	1.0	1.0	1.0	$ 4,302 - $ 5,613
Total City Attorney	2.0	2.0	2.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	$ 6,999 - $ 9,131
Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	$ 4,302 - $ 5,613
Event Center Coordinator	1.0	1.0	1.0	1.0	1.0	$ 3,718 - $ 4,848
Community Center Assistant	0.0	0.0	0.0	1.0	1.0	$ 3,214 - $ 4,193
Total City Recorder	3.0	3.0	3.0	4.0	4.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	$ 8,925 - $ 11,645
Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	$ 5,224 - $ 6,817
Total Human Resources	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	$ 8,926 - $ 11,645
Network Administrator	1.0	1.0	1.0	1.0	1.0	$ 5,760 - $ 7,517
Systems Technician	1.0	1.0	1.0	1.0	1.0	$ 5,224 - $ 6,817
Accounting Technician	2.0	2.0	2.0	2.0	2.0	$ 3,903 - $ 5,096
Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	$ 3,903 - $ 5,096
Utility Billing Clerks	2.0	2.0	2.0	2.0	2.0	$ 3,375 - $ 4,404
Court Clerk II	1.0	1.0	1.0	1.0	1.0	$ 3,539 - $ 4,618
Administrative Specialist	1.0	1.0	1.0	1.0	0.0	$ 3,375 - $ 4,404
Total Finance	10.0	10.0	10.0	10.0	9.0	

Staffing History and Pay Ranges

	Budget FY17-18	Budget FY18-19	Budget FY19-20	Budget FY20-21	Budget FY21-22	Monthly Salary Range (1.0 FTE)
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	0.0	$ 8,925 - $ 11,645
Planning Director	0.0	0.0	0.0	0.0	1.0	$ 7,348 - $ 9,585
Senior Planner	1.0	1.0	1.0	1.0	0.0	$ 5,645 - $ 7,368
Assistant Planner	1.0	1.0	1.0	1.0	1.0	$ 4,514 - $ 5,888
Code Compliance Officer	1.0	1.0	1.0	1.0	1.0	$ 4,302 - $ 5,613
Permit Specialist	1.0	1.0	1.0	1.0	1.0	$ 3,903 - $ 5,096
Total Community Development	5.0	5.0	5.0	5.0	4.0	
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	$ 8,925 - $ 11,645
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	$ 4,098 - $ 5,346
* Municipal Utility Laborer	1.0	1.0	1.0	1.0	1.0	$ 3,252 - $ 4,241
* Municipal Utility Worker I - Parks	3.0	3.0	3.0	3.0	3.0	$ 3,585 - $ 4,678
Parks & Facilities Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,484 - $ 7,157
* Municipal Utility Worker I - General	7.0	7.0	7.0	7.0	7.0	$ 3,765 - $ 4,912
* Municipal Utility Worker II - General	2.0	2.0	2.0	2.0	2.0	$ 4,155 - $ 5,420
* Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	$ 3,952 - $ 5,157
* Municipal Utility Worker II - Stormwater	1.0	1.0	1.0	1.0	1.0	$ 4,155 - $ 5,420
* Municipal Utility Worker III - Water	2.0	2.0	2.0	2.0	2.0	$ 4,579 - $ 5,977
Water Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,760 - $ 7,517
Street & Stormwater Operations Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,760 - $ 7,517
Project Manager	1.0	1.0	1.0	1.0	1.0	$ 5,760 - $ 7,517
Environmental & Technical Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,645 - $ 7,368
Environmental Program Technician	2.0	2.0	2.0	2.0	2.0	$ 4,741 - $ 6,186
Senior Environmental Program Technician	1.0	1.0	1.0	1.0	1.0	$ 5,224 - $ 6,817
GIS Technician	0.0	0.0	1.0	1.0	1.0	$ 4,741 - $ 6,186
Permit Specialist	1.0	1.0	1.0	1.0	1.0	$ 3,903 - $ 5,096
Total Public Works	28.0	28.0	29.0	29.0	29.0	

* The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefore actual wage ranges for fiscal year 2021-22 are not known.

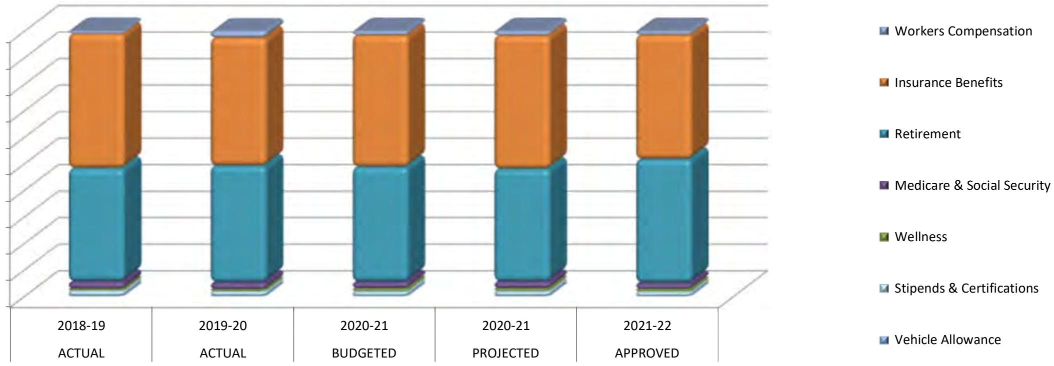
Staffing History and Pay Ranges

	Budget FY17-18	Budget FY18-19	Budget FY19-20	Budget FY20-21	Budget FY21-22	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	$ 9,840 - $ 12,837
Deputy Chief	1.0	1.0	1.0	0.0	0.0	$ 8,505 - $ 11,100
Lieutenants	3.0	3.0	3.0	4.0	4.0	$ 7,710 - $ 10,059
Sergeants	6.0	6.0	6.0	6.0	6.0	$ 6,663 - $ 8,694
Police Officers	31.0	31.0	31.0	31.0	31.0	$ 5,148 - $ 6,737
Total Sworn Positions	42.0	42.0	42.0	42.0	42.0	
Administrative Assistant	1.0	1.0	1.0	1.0	1.0	$ 4,098 - $ 5,346
Crime Analyst	1.0	1.0	1.0	1.0	1.0	$ 4,796 - $ 6,257
Community Services Officer	0.5	0.5	0.5	0.0	0.0	$ 4,143 - $ 5,406
Property & Evidence Specialist II	0.0	0.0	0.0	1.0	1.0	$ 4,143 - $ 5,406
Property & Evidence Specialist I	1.0	1.0	1.0	1.0	1.0	$ 3,950 - $ 5,155
Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	$ 5,224 - $ 6,817
Police Support Specialists	3.0	3.0	3.0	3.0	3.0	$ 3,758 - $ 4,902
Total Non-sworn Positions	7.5	7.5	7.5	8.0	8.0	
Total Police Department	49.5	49.5	49.5	50.0	50.0	
Grand Total All Departments	100.5	100.5	101.5	103.0	101.0	

Staffing Allocations

	General Fund	Park Fund	Street Fund	PEG Fund	Community Center Fund	Sewer Fund	Water Fund	SLD Fund	Stormwater Fund	Total
CITY MANAGER'S OFFICE										
City Manager	72.9%	0.0%	7.3%	0.1%	3.6%	1.3%	8.9%	0.2%	5.7%	100.0%
CITY ATTORNEY										
Attorney Staff	79.6%	0.0%	10.9%	0.1%	4.9%	0.4%	2.6%	0.1%	1.4%	100.0%
HUMAN RESOURCES										
Human Resource Staff	66.5%	0.0%	3.6%	0.1%	2.2%	2.2%	15.3%	0.2%	9.9%	100.0%
FINANCE										
Finance and Accounting Staff	46.3%	0.0%	13.0%	0.4%	1.0%	16.0%	16.0%	1.4%	5.9%	100.0%
Administrative Specialist	14.3%	0.0%	3.9%	0.0%	70.0%	4.8%	4.8%	0.4%	1.8%	100.0%
Utility Billing Staff	0.0%	0.0%	0.0%	0.0%	0.0%	47.0%	43.0%	0.0%	10.0%	100.0%
Court Clerk	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Network Support Staff	68.7%	0.0%	3.2%	0.1%	2.1%	3.3%	13.7%	0.2%	8.7%	100.0%
PUBLIC WORKS										
Director	7.0%	0.0%	40.0%	0.0%	0.0%	5.0%	25.0%	5.0%	18.0%	100.0%
Public Works Permit Specialist	0.0%	0.0%	43.0%	0.0%	0.0%	12.0%	30.0%	10.0%	5.0%	100.0%
Stormwater Program Staff	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
GIS Technician	0.0%	10.0%	5.0%	0.0%	0.0%	0.0%	37.0%	0.0%	48.0%	100.0%
Municipal Utility Laborer	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	70.0%	0.0%	25.0%	100.0%
Municipal Utility Worker I - Parks	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Municipal Utility Worker I - Stormwater	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
Municipal Utility Worker I - Water, Stormwater	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	25.0%	100.0%
Municipal Utility Worker I - Street, Water	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	100.0%
Municipal Utility Worker II - Street, Stormwater	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	100.0%
Municipal Utility Worker I & II - Water	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Municipal Utility Worker III - Water	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Project Manager	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	65.0%	0.0%	10.0%	100.0%
Water Division Manager	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Street & Stormwater Operations Division Manager	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	60.0%	100.0%
Parks & Facilities Division Manager	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Facility Maintenance Staff	67.8%	0.0%	3.5%	0.1%	2.2%	2.3%	14.7%	0.2%	9.2%	100.0%
CITY RECORDER										
City Recorder Staff	70.5%	0.0%	7.3%	0.1%	6.1%	1.3%	8.9%	0.1%	5.7%	100.0%
Community Center Coordinator	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
PLANNING										
Community Development Director	87.0%	0.0%	10.0%	0.0%	0.0%	1.0%	1.0%	0.0%	1.0%	100.0%
Planning Director	87.0%	0.0%	10.0%	0.0%	0.0%	1.0%	1.0%	0.0%	1.0%	100.0%
Senior Planner	97.0%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%	0.0%	1.0%	100.0%
Assistant Planner	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Code Enforcement	85.0%	0.0%	15.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Permit Specialist	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
POLICE										
All staff	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Summary of Employee Benefits



	LINE ITEM	ACTUAL 2018-19	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE FROM BUDGETED 2020-21	% CHANGE FROM PROJECTED 2020-21
1	Salaries and Wages	$ 7,486,097	$ 7,653,212	$ 8,128,000	$ 7,604,800	$ 8,140,400	$ 8,140,400		0%	7%
2	Overtime	228,214	209,900	253,600	220,200	257,600	257,600		2%	17%
3	Vehicle Allowance	4,200	4,200	4,200	3,500	4,200	4,200		0%	20%
4	Stipends & Certifications	83,850	82,340	86,500	84,200	86,600	86,600		0%	3%
5	Wellness	20,570	24,042	51,900	44,000	50,500	50,500		-3%	15%
6	Medicare & Social Security	122,790	127,963	132,800	126,100	132,800	132,800		0%	5%
7	Retirement	1,860,776	2,068,327	2,286,300	2,063,100	2,664,100	2,664,100		17%	29%
8	Insurance Benefits	2,207,115	2,274,728	2,627,400	2,444,500	2,680,300	2,680,300		2%	10%
9	Workers Compensation	55,125	131,503	93,600	92,300	95,600	95,600		2%	4%
		$ 12,068,737	$ 12,576,217	$ 13,664,300	$ 12,682,700	$ 14,112,100	$ 14,112,100		3%	11%

Notes:

1 The budget provides for a 2.0% salary and wage increase for non-represented employees and 2.5% employees represented by the Keizer Police Association. The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefor actual wage increase for Fiscay Year 2021-22 are not know. Salaries and wages provides for 101 full-time employees as compared to 103 full-time employees budgeted in Fiscal Year 2020-21.

3 Vehicle Allowance is for the City Manager as established in an employment contract.

5 The City has a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes a standardized fitness test. The test is offered twice a year. In addition the City offers a Wellness program to City Hall and Public Works employees in which they can receive an incentive up to $500 per year. The City budgets the maximum potential incentive amount to ensure adequate funds are availabe so that every employee can participate.

6 Medicare costs are 1.45% of eligible wages and deferred compensation contributions. Social security is paid to employees who are not otherwise eligible for retirement benefits.

7 Benefits are paid as a percentage of wages and salaries, therefore costs increase as a result of wage, salary, and merit increases. In addition the increase is due to an increase in the PERS employer contribution biannual rate adjustment.

	Employer Contribution Rates		
	2019-21	2021-23	% Increase
Tier1/Tier2	20.65%	24.18%	17.09%
Police & Fire	14.12%	19.40%	37.39%
General Service	9.49%	15.04%	58.48%
Employee Pickup	6.00%	6.00%	0.00%

8 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY21-22, the City's health insurance will increase no more than 5% and dental insurance premiums will increase no more than 3%. 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 FY21-22 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly.

9 Workers Compensation costs are based on a percentage of eligible wage and salary by employee class. Class rates are developed using claims experience in those classes. Class rates are expected to remain consistent with the prior year.

City Manager's Office

OVERVIEW

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

PRIMARY FUNCTIONS

- Provides organizational leadership
- Performs City Charter duties
  - Advise council on affairs and needs of the city
  - Ensure administration of all ordinances
  - Ensure franchises, leases, contracts, permits and privileges granted by the city are fulfilled
  - Prepare and submit the annual budget
  - Supervise operations of city utilities
- Performs City Council duties
  - Recommend policy, program enhancements and public services
  - Keep mayor and city council informed
  - Develop and manage policies and procedures
  - Achieve fiscal objectives through budgets
  - Active in community relations
- Directs the City Management Team
- Performs strategic planning

COUNCIL GOALS ASSIGNED

The City Manager is involved in accomplishing all short and long term council goals either directly or through leadership of management staff.

COMMUNITY INVOLVEMENT

- Chamber of Commerce
- Rotary

ADVISORY COMMITTEES

- Long-Range Planning Committee
- Budget Committee

WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 est.
City Council meetings	29	33	29	28	36
Total Expenditures	$24 million	$29 million	$32 million	$32 million	$33 million
City-wide FTE	93.5	100.5	100.5	101.5	103

City Manager's Office

HIGHLIGHTS

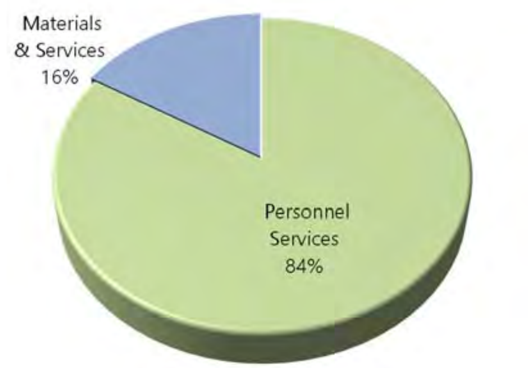
- Worked to promote development of new commercial and residential properties.
- Accomplished all short-term City Council goals that were able to be accomplished.

GOALS AND INITIATIVES

- Strengthen public safety
- Improve parks support and capacity
- Stabilize funding capacity
- Promote economic development
- Complete Periodic Review and proceed with urban growth boundary expansion measures
- Complete council goals

TOTAL EXPENDITURES $319,800
1.O FTE

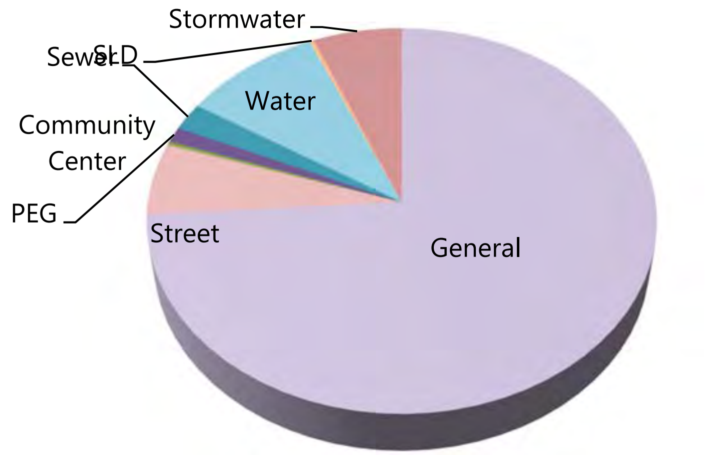
Personnel Services $268,100
Materials & Services $51,700



ALLOCATION OF CITY MANAGER'S COSTS

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

General	$	240,900
Street		17,600
PEG		300
Community Center		11,800
Sewer		3,800
Water		27,500
SLD		300
Stormwater		17,600
	$	319,800



City Manager's Office

PROFESSIONAL CODE OF ETHICS
Because caring for and tendering the public trust is of critical importance, Professional Managers are bound by a code of ethics that guides their actions on a daily basis. These ethical standards are listed below:

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that Professional General Management is essential to the achievement of this objective.

Tenet 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

Tenet 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8. Make it a duty to continually improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

City Attorney's Office

OVERVIEW

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

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

PRIMARY FUNCTIONS

- Constitutional law
- Municipal law
- Land use
- Public contracting
- Public records requests
- Public meetings
- Code enforcement
- Real estate transactions
- Municipal court prosecution

ADVISORY COMMITTEES

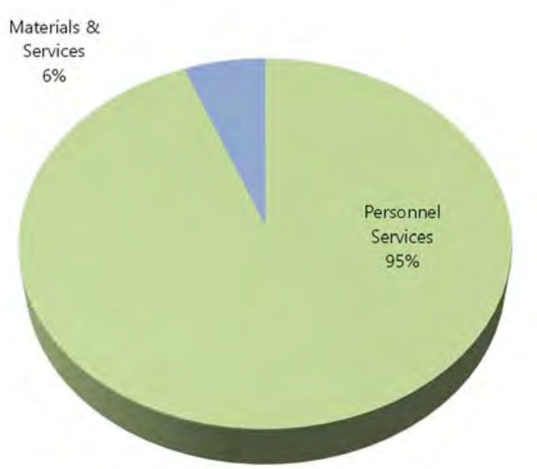
- Planning Commission
- Parks and Recreation Advisory Board
- Keizer Public Arts Commission

COUNCIL GOALS ASSIGNED

- Take appropriate steps to liquidate any Keizer Station Area-A property foreclosed upon and use proceeds to promote economic development purposes. (City Attorney to assist staff on property liquidation.)
- Explore and determine policy direction regarding Urban Growth Boundary expansion. (City Attorney to assist staff on legal issues.)
- Explore and determine policy direction regarding inclusivity. (City Attorney to draft documents and assist staff and Council on legal issues.)
- Charter review (City Attorney to assist Charter Review Committee on revisions and prepare ballot for November 2020 election) - **COMPLETED**

TOTAL EXPENDITURES $359,900
2.O FTE

Personnel Services $339,900
Materials & Services $20,000



WORKLOAD INDICATORS

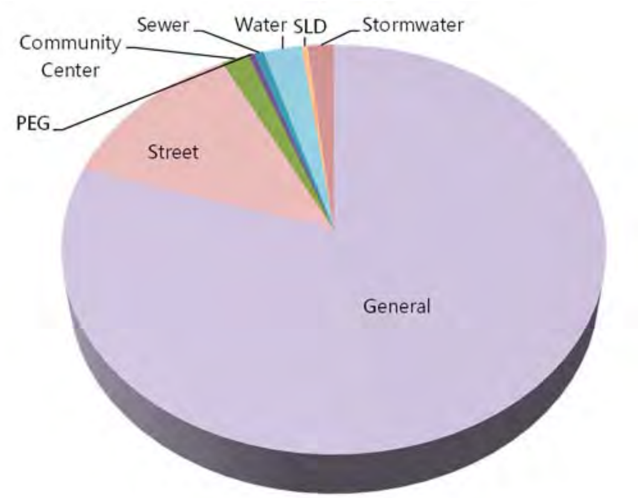
Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 est.
City Council meetings	29	33	29	28	36
City Ordinances/ Orders reviewed and adopted	18	19	16	16	26
City Resolutions reviewed and adopted	77	73	112	75	70
Planning Commission Meetings	9	8	8	9	10

City Attorney's Office

ALLOCATION OF LEGAL COSTS

The City Attorney's Office tracks time spent on various projects and categorizes the results by operating fund. A rolling three-year average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year.

General	$	300,400
Street		28,100
PEG		400
Community Center		18,000
Sewer		1,100
Water		7,900
SLD		400
Stormwater		3,600
	$	359,900



HIGHLIGHTS

- Assisted in matters relating to homelessness
- Successful adoption of the 2020 Charter
- Assisted in matters relating to COVID and the winter storm
- Assisted in matters relating to the Council Rules of Procedures

GOALS AND INITIATIVES

Provide legal support for:

- The priorities established in the City Council's adopted goals
- Continue to provide first class service to City Council, staff, committees and the public
- Always treat citizens with respect and civility even when they have interests contrary to City interests
- Be proactive in identifying problem scenarios in advance

City Recorder’s Department

OVERVIEW

The City Recorder’s Department is responsible for the overall administration, coordination and evaluation of all City Recorder and Community Center functions. The City Recorder staff serves as the Clerk of the City Council and related committees and commissions, Records Manager and City Elections Official. This office is dedicated to maintaining the City’s records, preserving the City’s history, and facilitating open access to the City’s public records.

PRIMARY FUNCTIONS

- Support the legislative needs of the Keizer City Council and its constituents by maintaining access to information as it relates to the legislative process;
- Support the state’s open decision-making policy through the publication and distribution of meeting times and locations, relevant documentation, and preparation and maintenance of agendas, minutes, and supporting documentation as permanent records;
- Administer municipal elections and serve as filing officer for the City of Keizer;
- Manage and oversee the operations of the Keizer Community Center;
- Oversee the City’s Risk Management program with the exception of Personnel Related Risk Management
- Coordinate and Support the City’s Volunteer Program;
- Provide Access to and Manage the City of Keizer’s official records and legislative documents;
- Administer Special Event Permit/Liquor Licensing programs;
- Provide the public with open access to information thru social media and other electronic media outlets.

ADVISORY COMMITTEES

The City Recorder’s Department provides support services to the following city committees:

- Audit Committee
- Budget Committees
- Keizer Points of Interest Committee
- Keizer Public Arts Commission
- Keizer Parks and Recreation Advisory Committee
- Long-Range Planning Committee
- Planning Commission
- Stormwater Advisory Committee
- Traffic Safety/Bikeways/Pedestrian Committee
- Volunteer Coordinating Committee
- Various Task Forces established by City Council

COUNCIL GOALS ASSIGNED

- Assist in the expansion and enhancing of methods and opportunities to engage with as many Keizer citizens as possible so as to broaden communication with our residents.
- Assist in expanding the youth council program to all schooling types (public, private, and homeschool) with the objective of having a youth voice on all city boards and commissions.
- Participate in all mediums and opportunities developed for increased community outreach.
- Assist in the codification of City Ordinances.
- Assist in the training of our City volunteers.

City Recorder's Department

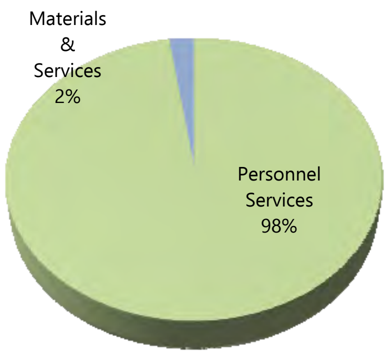
HIGHLIGHTS

- Provided elected officials, staff, and citizens of Keizer with information, both in an electronic and paper format, on current and past proceedings within their City.
- Provided city volunteers with the support and educational information they needed to carry forth the goals and objectives of the City.
- Assisted in the coordination of virtual meetings during the pandemic.
- Increased usage of the Community Center for business related meetings and events.

GOALS AND INITIATIVES

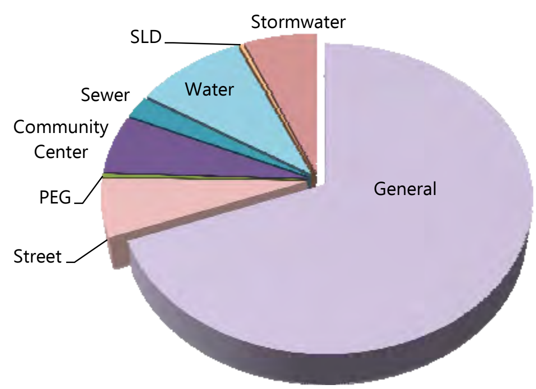
- Rebuild the operation and usage of the Community Center post-Covid.
- Oversee maintenance and updates to the Community Center.
- Improve and streamline the public records request to comply with new state legislation.
- Codify City Ordinances.

TOTAL EXPENDITURES $294,900 (City Recorder's Department)
2.O FTE (the City Recorder's Department also manages 2.0 FTE funded in the Community Center Fund)



Personnel Services $288,700 (City Recorder's Department) $126,900 (Community Center)
Materials & Services $6,200 (City Recorder's Department) $178,800 (Community Center)
Capital Outlay $50,000 (Community Center)
Contingency $20,000 (Community Center)

General	$	215,000
Street		16,200
PEG		300
Community Center		18,000
Sewer		3,500
Water		25,400
SLD		300
Stormwater		16,200
	$	294,900



City Recorder's Department

ALLOCATION OF CITY RECORDER COSTS

Costs are allocated based on a blend of full-time equivalents and time spent on projects. Time spent on projects is based on a time tracking mechanism, used by the Legal Department staff, to categorize time worked by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. An adjustment is made for the Community Center activity since the City Recorder manages that program. The allocation methodology is authorized by Council Resolution.

WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Est
Number of City Council Work and Regular Session Meetings	43	37	34	29	36
City Ordinances/ Orders reviewed and adopted	18	19	16	16	26
City Resolutions reviewed and adopted	77	73	112	75	70
Planning Commission Meetings	9	8	8	9	10
City Records Destruction (following Oregon State Retention policy guidelines)	-	118 cubic feet of paper	42 cubic feet of paper	85.6 cubic feet of paper	96.8 cubic feet of paper

Human Resources

OVERVIEW

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

PRIMARY FUNCTIONS

- Classification & Compensation
- Employee Benefits
- Employee & Labor Relations
- Employee Safety & Risk Management
- Health & Wellness
- HR Information System (HRIS) & Intranet
- HR Policies & Procedures
- HR Records Administration & Management
- Performance Evaluation
- Recruitment, Selection & Orientation
- Workforce Planning

ADVISORY COMMITTEES

- Personnel Policy Committee

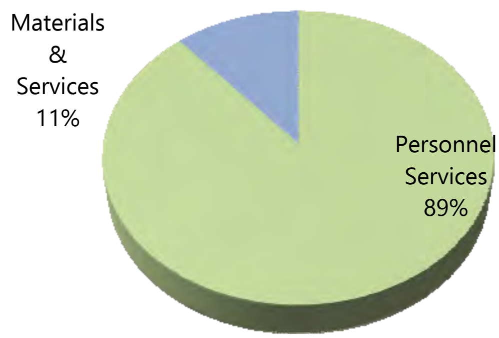
HIGHLIGHTS

- Partnered with City leadership and all employees to respond to COVID-19 beginning March 16, 2020 and continuing into next fiscal year including…research, purchase & provision of PPE, employee consultation, contact tracing, development of return to work parameters, support to employees with school age children, all staff communications, building & vehicle safety, in-person status checks daily then weekly, development of emergency policies and OSHA required policies.
- Developed a FAQ regarding salary and benefits after debilitating on-the-job injuries.
- Completed Open Enrollment during a pandemic and in the midst of a cyber-attack.
- Provided Reasonable Suspicion Training for Supervisors.
- Researched, shared information and attended training specific to Diversity, Equity and Inclusion as potential resources for City staff.
- Partnered with City Manager on Value Statement work with Department Directors, later rolled out to staff for review and input.
- Completed salary survey for positions in the laborer's union and began salary surveys for unrepresented employees including securing third-party review via a Salary Market Study Intergovernmental Agreement (IGA) with Lane Council of Governments (LCOG).
- Partnered with KPD and KPA to reach agreement on rollover of the current Collective Bargaining Agreement (CBA) for two more years, saving time and resources while still handling the extra workload of COVID-19.
- Held an on-site flu clinic for employees to provide the option of not having to go to a medical facility during the height of the pandemic.
- Partnered with facilities staff and leadership to address air quality issues due to wildfires. Consulted with potentially impacted employees daily.
- Completed classification reviews for two departments to support establishment of a new classification of Property & Evidence Specialist I, reclassification of Property & Evidence Technician to Property & Evidence Specialist II and reclassification of Senior Planner to Planning Director.

Human Resources

GOALS AND INITIATIVES

- Secure investment management advisory services and conduct Request for Proposal (RFP) process to select a single, best provider for City's Deferred Compensation Plan.
- Transition to automated HR information system (HRIS) and online recruitment tools to better leverage limited resources and staff, improve data analysis capacity and communication capacity with applicants.

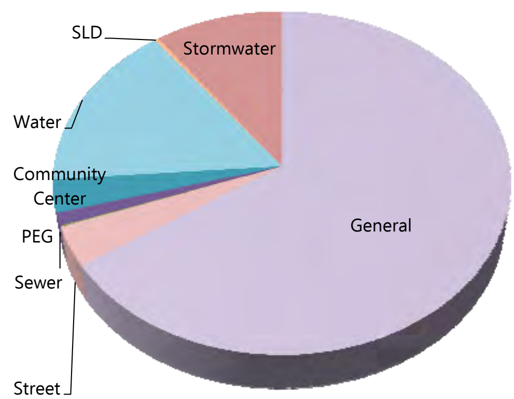


TOTAL EXPENDITURES $398,300
2.O FTE

Personnel Services $353,000
Materials & Services $45,300

OTHER BUDGETARY RESPONSIBILITIES

Wages & Salaries	$8,398,000
Insurance Premiums	$2,37,000
Retirement	$2,680,300
Workers' Compensation	$95,500
Labor Attorney	$36,000
Wellness Programs	$50,500



ALLOCATION OF HUMAN RESOURCE COSTS

Costs are allocated based on City-wide FTE allocations.

General	$	267,300
Street		13,100
PEG		400
Community Center		9,200
Sewer		8,400
Water		59,700
SLD		800
Stormwater		39,400
	$	398,300

Human Resources

Workload Indicators*	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 est.
Budgeted Positions Served	94	100.5	100.5	101.5	103.0
Recruitments Posted	10	14	14	6	9
Employment Applications Processed	253	216	200	100	200
Personnel Action Forms Completed	187	211	200	166	250
FMLA/OFLA Claims Managed	22	18	20	17	15
Workers' Compensation Claims Managed	8	7	4	4	5

Performance Measures	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 est.
% of Regular Status Position Employees Who Pass Probation*	100%	100%	82%	99%	99%
Percentage of Current Job Descriptions	100%	100%	100%	99%	100%
Percentage of Employees with Current Performance Evaluations	100%	100%	100%	100%	100%
Percentage of Employees Participating in Wellness Programs	73%	65%	73%	99%	99%

*The percentage of employees who pass probation indicates the City's performance in developing and retaining a skilled workforce. However, it must be noted the City is also committed to releasing probationary employees during the probationary period if they are not able to meet the City's standards or employees decide the position they accepted is not a good fit.

Finance Department

OVERVIEW

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

PRIMARY FUNCTIONS

- coordinates the annual budget preparation and administration
- analyzes the City's financial condition
- invests and manages funds
- issues and manages debt
- ensures compliance with federal, state and local legal requirements
- recommends financial policies to the City Manager and Council
- maintains the integrity of the City's accounting records
- prepares the annual Comprehensive Annual Financial Report
- facilitates the annual financial statement audit
- administers utility billing
- administers municipal court
- administers information technology
- supports Community Event Center
- provides general office administration

ADVISORY COMMITTEES

- Audit Committee
- Budget Committee
- Long-Range Planning Committee

NON-DEPARTMENTAL

The Finance Director and Accounting Technicians provide for the overall administration of the Finance Department and financial management of the City.

HIGHLIGHTS

- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Received the Distinguished Budget Presentation award from the Government Finance Officers Association.

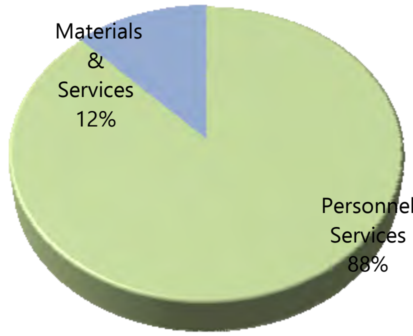
WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY18-19	FY19-20	Est FY20-21
Property Taxes Levied	$4.9 million	$5.2 million	$5.4 million	$5.6 million	$5.7 million
City Funds/ Cost Centers	18/32	20/34	19/33	19/33	19/33
Total Budget	$38 million	$44 million	$45 million	$48 million	$48 million
Debt Outstanding	$16 million	$16 million	$16 million	$14 million	$12 million
Total Revenues	$25 million	$27 million	$28 million	$29 million	$30 million
Total Expenditures	$23 million	$28 million	$30 million	$30 million	$30 million

Finance Department

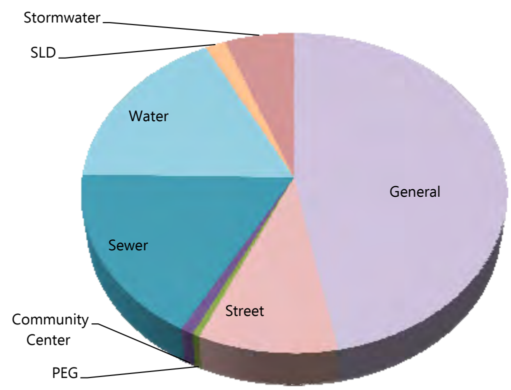
TOTAL EXPENDITURES
$504,400 Administrative Services Fund
3.O FTE

Personnel Services $443,500
Materials & Services $60,900



ALLOCATION OF COSTS
Costs are allocated based on a blend of revenues and expenditures city-wide.

General	$	237,000
Street		48,900
PEG		2,500
Community Center		4,500
Sewer		86,800
Water		86,800
SLD		6,600
Stormwater		29,300
	$	504,400



INFORMATION SYSTEMS

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

HIGHLIGHTS
- Upgraded the City's alarm system
- Upgraded the City's voicemail server

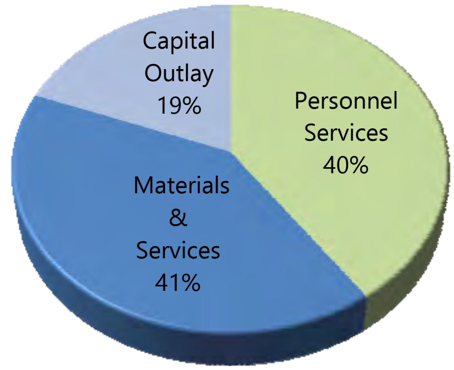
GOALS AND INITIATIVES
- Upgrade the City's data servers

WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY 19-20.	FY 20-21 est.
Computer Workstations supported	157	160	160	165	163
Telephones supported	110	118	118	123	121
City facilities networked	2	2	2	2	2

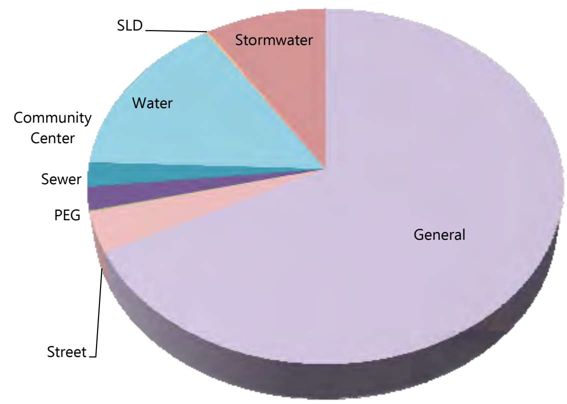
Finance Department

TOTAL EXPENDITURES
$689,800 Administrative Services Fund
2.O FTE
Personnel Services $277,600
Materials & Services $280,200
Capital Outlay $132,000



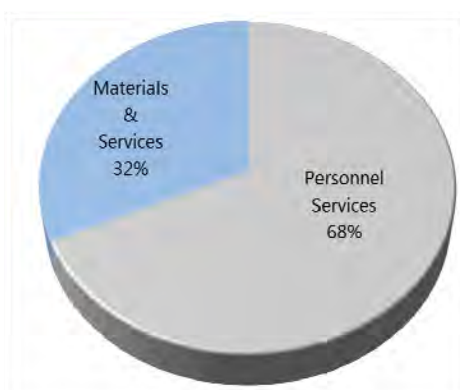
ALLOCATION OF COSTS
Costs are allocated based on FTE allocations charged to each operating fund except software and hardware costs are based on dollars expended by fund.

General	$	473,800
Street		22,100
PEG		700
Community Center		14,500
Sewer		22,800
Water		94,500
SLD		1,400
Stormwater		60,000
	$	689,800



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

HIGHLIGHTS
- Implemented a new on-line bill pay system that is integrated with the existing utility billing software
- Continued commitment to providing excellent customer service



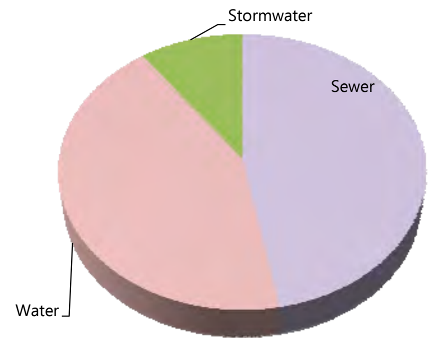
TOTAL EXPENDITURES
$410,500 Administrative Services Fund
3.0 FTE
Personnel Services $263,000
Materials & Services $147,500

Finance Department

ALLOCATION OF COSTS

Costs are allocated based on effort expended in managing the separate elements of the utility accounts; 47% sewer, 43% water and 10% stormwater.

Sewer	$	192,900
Water		176,500
Stormwater		41,100
	$	410,500



WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY 19-20.	FY 20-21 est.
Utility Bills processed	67,806	68,116	68,209	58,873	60,242
Utility accounts maintained	11,103	11,159	11,200	11,245	11,200
Shut-offs processed	1,073	1,028	1,003	777	432
Service Requests	2,972	2,826	2,767	3,263	3,090

MUNICIPAL COURT

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

HIGHLIGHTS, GOALS AND INITIATIVES

- Continued collaboration with Salem Keizer School District and Keizer Police Department regarding incorporation and processing of Attendance violation citations
- Monitor and assess effectiveness of Court process regarding Attendance violations
- Remain current in upcoming legislative changes
- Updated the municipal court software
- Court Web page update

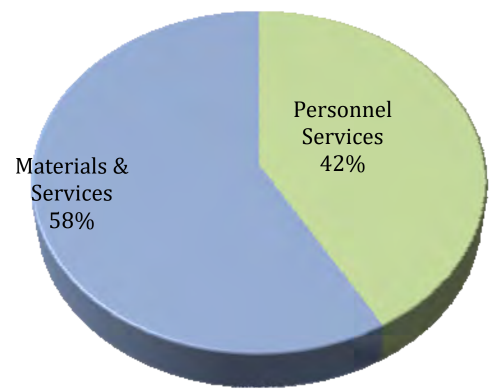
Finance Department

WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 est
Citations Processed	2,016	1,702	2,198	1,700	1,600
Accounts sent to Collections	410	348	598	294	530
Amounts sent to Collections	$375,000	$355,661	$584,332	$375,723	$591,200

The City experienced a significant decrease in municipal court fines in fiscal year 2019-20 and 2020-21 as the result of the COVID-19 pandemic in which a significant number of residents remained at home rather that maintaining their regular travel patterns.

TOTAL EXPENDITURES $227,600
FTE 1.0
Personnel Services $99,400
Materials & Services $128,200



Planning

OVERVIEW

The Planning Department provides a variety of services that are important to the economic wellbeing and quality of life of Keizer businesses and residents. Services include managing the City Economic Development activities, community plans, building permit processes, and enforcing City codes. Long-range planning activities include policy issues regarding management of the Comprehensive Plan, State Planning requirements including Transportation Planning, Urban Growth Boundary issues, and Economic Development. Specific plans such as Master Plans, code revisions and ordinance creation are used to achieve council goals. Current planning activities include services to the public for development relative to zoning, land divisions, and floodplain management and shoreline protection. Code Enforcement regulates zoning violations, solid waste, noxious weeds, ROW vegetation, and unsafe housing issues, parking enforcement, and graffiti abatement. Building Permit Administration connects development with other appropriate staff within the City, and to Marion County.

COUNCIL GOALS ASSIGNED

- Complete the steps necessary to have all appropriate data collected in order to facilitate a comprehensive community wide Urban Growth Boundary discussion.
- Continue expanding and enhancing methods and opportunities to engage with as many Keizer citizens as possible so as to broaden communication with all of our residents.
- Initiate a comprehensive update of the Transportation System Development plan.

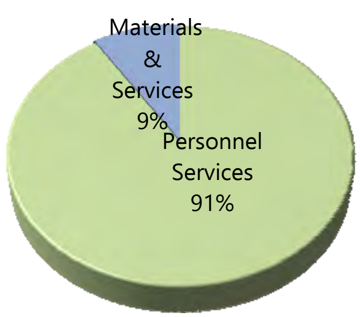
ADVISORY COMMITTEES

- Planning Commission

PRIMARY FUNCTIONS

- Building permits
- State and Federal Grants
- Long-range and Current land use planning
- Sign permits
- Transportation planning
- Code enforcement

TOTAL EXPENDITURES $528,000
4.O FTE
Personnel Services $480,400
Materials & Services
$47,600



WORKLOAD INDICATORS

Workload Indicators	FY 16-17	FY 17-18	FY 18-19	FY19-20	FY20-21 Est YTD
Land Use Applications	18	21	15	20	15
Building Permits Reviewed	242	188	119	147	105
Single Family Permits Issued	34	24	33	33	16
Multi-family Permits Issued	2	23	0	25	1
Valuation of Permits Issued (in thousands)	$23,220	$18,057	$30,880	$30,000	$10,000
Code Enf. Cases	Not available	Not available	Not available	Not available	680 cases

Planning

HIGHLIGHTS

The Planning department, like all areas of the City, has been able to adapt and pivot in response to the COVID-19 pandemic. Various virtual and on-line platforms were deployed to keep business operations going as usual, with little to no impacts to end users. Small business assistance grants were awarded to several Keizer businesses that were impacted by the COVID-19 pandemic. The Department continued updating sections of the Keizer Development Code with several Text Amendment projects outlined with the Planning Commission. The Salem Keizer Area Transportation Study (SKATS) project to identify growth impacts to the transportation system was completed and adopted by Council. In addition, the City is updating it's 2019 "Buildable Lands Inventory and Housing Needs Analysis" through a grant awarded to the city, in order to reflect the policy changes implemented by the Keizer Revitalization Plan. This will result in an updated Goal 10 compliant "Buildable Lands Inventory and Housing Needs Analysis" which will identify the projected amount of needed land for housing in the 20 year planning period.

The anticipated projects coming this year are, continuing with the implementation of the Keizer Revitalization Plan, revisions and Development Code updates, with significant work identified to make updates mandated by HB2001 to address "middle housing" development within the City. In addition, the City is pursuing options for updating the City's Transportation System Plan through a TGM grant, and may be eligible for a TSP assessment to guide that work. The Department continues to be actively involved in coordinating the development of the Keizer Station Area and support to City development plans and activities.

Code enforcement activities include Council adopted ordinances, Development Code requirements, Parking issues including addressing abandoned vehicles, junk, solid waste, and noxious vegetation. Code enforcement continues to provide significant support to the Police department for such things as homeless encampments, graffiti, and other issues. The code compliance officer served as the point of contact for the City for the "Point in Time" Count Workgroup for our region. Addressing ongoing issues of vacant homes, derelict buildings, squatters, and housing code (life safety violations) issues in the rental housing market is also a significant issue being addressed through Code Enforcement.

The Planning Department continues work on strengthening communication and coordination with other departments, agencies and jurisdictions to streamline the development process, eliminate business obstacles, and ensure effective administration of development code provisions while delivering a high level of customer support and assistance.

GOALS AND INITIATIVES

Address the specific questions formulated by the Council to address Keizer Urban Growth Boundary issues. It is expected that significant effort and time will be spent working with the Community, the Planning Commission, and City Council to strategize how the City will address its residential land supply need.

Adopt the updated Buildable Lands Inventory and Housing Needs Analysis, and begin work on updating the Transportation System Plan.

Develop effective regulatory tools to assist in meeting future growth needs through Keizer Development Code revisions, and implement additional tools for the City Council to use in addressing the difficult issues regarding urban development in the City of Keizer.

Police Department

OVERVIEW

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

DEPARTMENT-WIDE EMPLOYEES
42 sworn FTE, 8 non-sworn FTE

TOTAL EXPENDITURES:
$8,945,400 General Fund – Police Operations
Personnel Services $7,676,500
Materials & Services $1,074,900
Capital Outlay - $194,000

Performance Measurements

As modern policing strategies develop, agency performance measurements are changing, with a growing number of scholars and practitioners calling for the measurement of outcomes, not outputs. Outcomes are those things residents hope for and expect, namely safety in their community and confidence in their police department.

Output Measurements	**Outcome Measurements**
Number of arrests and citations	Perceptions of crime and disorder
Number of calls for service	Perceptions of risk of victimization
Crime clearance rates	Police legitimacy (satisfaction with the police)

Outputs are frequently measured as numbers and are often more indicative of workload than of the quality of work. Depending upon the variables, it is often difficult or imprudent to compare outputs between years or between agencies; nevertheless, they may tell a story, so some of them are included in the following table.

	2016	2017	2018	2019	2020
NIBRS Persons, Property, and Society Crimes Investigated	2,684	2,939	2,917	2,746	2,552
Traffic crashes	-	-	712	559	408
Traffic injury crashes	61	83	71	72	37
Traffic citations	1,533	1,750	1,904	2,286	1,447
Traffic written warnings	936	920	1,075	1,579	1,426

The crime numbers shown above are those that are reflected in our report to the FBI though NIBRS. There are many other crimes—warrant arrests, for example; about 500 per year—that do not appear in NIBRS. 2019 marked the first year the FBI began requiring and publishing data using the National Incident-Based Reporting System (NIBRS). Previously, it collected and published data and information only through the Uniform Crime Reporting (UCR) program. Comparisons between the two are difficult; nevertheless, using NIBRS criteria, we hand calculated figures for 2016, 2017, and 2018. More information about NIBRS can be found here: https://tinyurl.com/2svzksry

Any given year averages about 19,000 documented police activities, though that average can vary significantly, with an average daily workload of between 52 and 74 law enforcement-related events. All of the NIBRS crimes, and many others that aren't reflected in NIBRS, require significant documentation. It's noteworthy that one documented police activity out of the 19,000 can be as simple as a three-minute traffic stop involving one police officer or as complex as a months-long death investigation involving many officers and hundreds of pages of documentation.

Outcomes. Again, outcomes reflect those things we aspire towards. Though not as discrete as outputs, outcomes can still be measured using qualitative research, which is generally done through observation and by asking questions. The City's last survey of its residents was in 2017, but extemporaneous conversations and unsolicited feedback since then indicate the sentiments reflected in the 2017 survey continue. The police department's

Police Department

questions and the responses appear below. The percentages reflect those who answered neutral, agree, or strongly agree.

	2014	2017
I have confidence in police officers in general, not just Keizer police officers.	86.4%	94.6%
I have confidence in Keizer police officers, specifically.	89.4%	93.8%
I feel safe living in Keizer and in neighborhood.	93.2%	93.9%
I feel safe letting my child walk to school	73.5%	71.4%
I feel safe walking down my street during the day.	93.8%	96.0%
I feel safe walking down my street during the night.	78.2%	82.4%
Traffic congestion is a significant problem in Keizer.	72.6%	83.6%
Violations of traffic laws are a significant problem in Keizer.	63.6%	70.9%

We also asked, how much time should Keizer police officers spend enforcing traffic laws? 33.5% responded "More"; 7.2% responded "Less"; and 59.3% responded "Already Just Right."

Since the last survey, a lot has happened, including calls for significant police reformation. We think the Keizer Police Department was already and continues to be appropriately reforming policing. In Keizer, using a least-harm, most-just approach, we're serious about our mission "to help the community maintain order while promoting safety and freedom while building public confidence."

We "help the community maintain order." The residents and visitors want order in Keizer's neighborhoods, schools, stores, places of business, and streets. When you call us, you expect us to help maintain order and we try to do that in the least intrusive manner possible.

To maintain order "while promoting safety and freedom." Our job, obviously, is law enforcement, but we try to wisely limit our application of the law. We look first to prevention. If the most prudent means to prevention or to prevent recurring unlawful conduct is a citation or an arrest, we will do that, but it's not where we go first.

To maintain order while "building public confidence." We want to retain the trust and support of Keizer's residents. Part of cultivating and retaining that confidence is solving underlying crime and disorder problems instead of responding to the same problems over and over again. We also strive to treat people with dignity and respect. We try to make decisions using the procedural justice model:

- Treat people with dignity and respect
- Give them an opportunity to be heard
- Convey trustworthy motives
- Make reasonable, informed, and transparent decisions

Keizer is a very safe place. It even feels safe, and we want to keep it that way. Our bottom line is to use the most respectful, least-intrusive means to prevent crime from happening in the first place.

Public Works Department

OVERVIEW

The Public Works Department is responsible for providing efficient and sound infrastructure, facilities, and services regarding the City's transportation, water, wastewater, stormwater, parks and building and property management. These services are required year round and are fundamental in supporting the quality of life enjoyed by residents, businesses and visitors. Capital Improvement projects for the various Divisions within the Department are managed by Division staff in coordination with contracted a City Engineering firm.

PRIMARY FUNCTIONS

- Manages the activities and operations of the of the following Public Works systems:
  a. Streets
  b. Water
  c. Stormwater
  d. Parks
  e. Facility Maintenance
- Administers major Capital Improvement projects for all Public Works Divisions
- Facilitates and develops Master Plans
- Directs and monitors contract engineer, construction activities, operations maintenance of each Public Works system and the regional sewer system and Street Lighting systems
- Manages the City's Emergency Management function

ADVISORY COMMITTEES

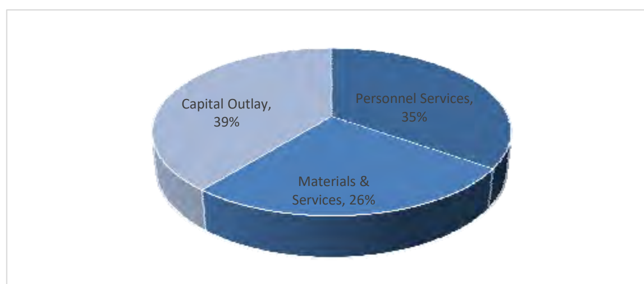
- Parks and Recreation Advisory Committee
- Stormwater Advisory Committee
- Traffic/Bikeways/Pedestrian Safety Committee

PARKS DIVISION

The Parks Division oversees the planning, development, management, and maintenance of over 239 acres of parks, natural and landscaped areas, a skate park, splash fountain, boat ramp and amphitheater. The Parks Division goal is to continue providing clean, safe open spaces and river access for structured and unstructured activities.

HIGHLIGHTS

- Completed phase 2 repairs to the Carlson Skate Park
- Replaced the tennis court at Willamette manor Park
- Replaced the swing set at Northview Terrace Park
- Installed Shade Sails at the Big Toy



TOTAL EXPENDITURES – $1,167,100 Services Fund
Personnel Services $418,200
Materials & Services $290,600
Capital Outlay $458,300

Public Works Department

PARK IMPROVEMENT FUND
Capital Outlay - $525,000

HIGHLIGHTS
- Irrigation and seeding of lower field at Keizer Rapids Park and 2 picnic shelters at the Big Toy.

INFRASTRUCTURE OPERATED AND MAINTAINED
- 19 Individual Parks Totaling 239 Acres
- 9 Play Structures
- Splash Fountain
- Boating Facility
- 5.44 Miles of Trails
- 13 Irrigation Systems

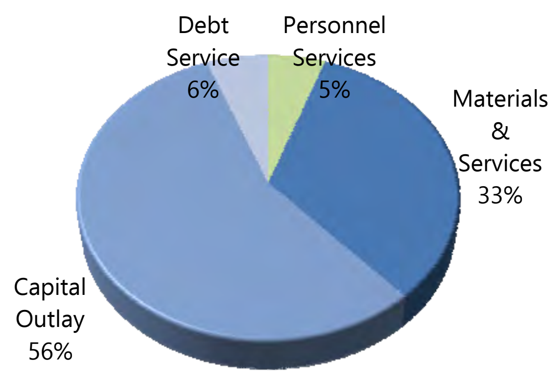
STREETS DIVISION

The Street Division provides quality streets, lighting, traffic signals, sidewalks, and bike paths. The Division provides total right of way maintenance services for the City. The City contracts striping services with Marion County. Traffic signal system operations and maintenance is contracted with the City of Salem.

HIGHLIGHTS
- Resurfaced River Road from Sandy Drive to Swingwood Court
- Upgraded identified arterials and collectors with reflective pavement markers
- Completed various LED street light upgrades

TOTAL REVENUES – $3,688,000
primary source State Fuel tax

TOTAL EXPENDITURES – $2,638,200 Street Fund
Personnel Services $140,800
Materials & Services $880,300
Capital Outlay $1,465,100
Debt Service $152,000



INFRASTRUCTURE OPERATED AND MAINTAINED
- 110.55 Miles of Streets
- 21 Traffic Signals
- 7 Bridges
- 1,800 Street Signs
- 1,378 Traffic Signs

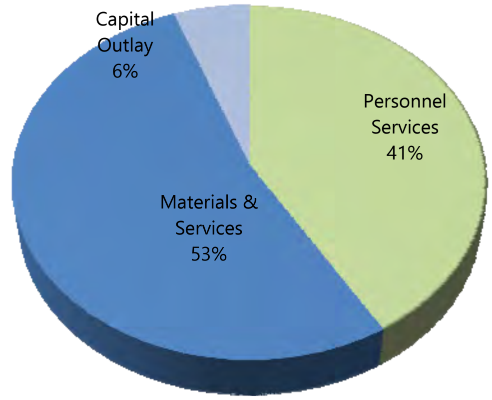
WATER DIVISION

The Water Division provides safe, high quality, low cost drinking water that meets or exceeds state and federal regulations mandated by the Safe Drinking Water Act and the State of Oregon. The Water Division staff operates and maintains the production, treatment, and distribution system.

HIGHLIGHTS
- Continued updating distribution system to ensure adequate volume and pressure delivery to residents
- Continued developing a comprehensive integrated public education program with Stormwater Division
- Repaired 7 Water Main leaks
- Completed the Water Management and Conservation Plan update
- Installed 35 new meters
- Installed circulation fans in most pump stations with fluoride

Public Works Department

TOTAL REVENUES (Water & Water Facility Funds)
$3,421,400- primarily user charges



TOTAL EXPENDITURES – $3,130,200 Water Fund
Personnel Services $1,292,100
Materials & Services $1,660,800
Capital Outlay $177,300

$1,100,000 Water Facility Fund (Capital Outlay)

INFRASTRUCTURE OPERATED AND MAINTAINED

- 15 Individual Pump Station Facilities
- 3 Reservoirs
- 126.7 Miles of Pipe
- 907 Fire Hydrants
- 1,853 Valves
- 10,871 Service Connections

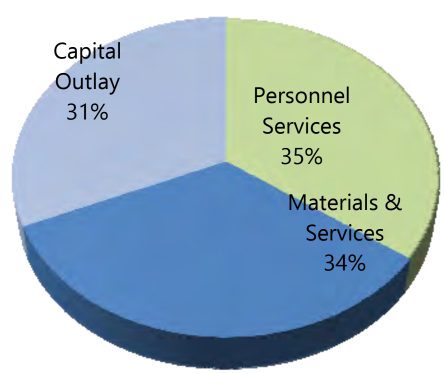
STORMWATER DIVISION

The Stormwater Division maintains and operates the City's stormwater system and implements the Department of Environmental Quality approved management plans. The City's 3 regulatory programs are mandated by the Federal Clean Water Act, the Safe Drinking Water Act, and the State of Oregon. The permits associated with these programs allow the City to discharge untreated stormwater to local waterways, overland flow, and injection into the ground. Adherence to permit conditions allows the City to remain in compliance with State and Federal law.

HIGHLIGHTS

- Continued repair work as identified by the TV inspection program
- Updated programs to comply with the NPDES Phase II General permit
- Continued implementation of the City's 3 regulatory stormwater programs
- Hosted 10th Annual Erosion Control Summit (Virtually)
- Hosted 5th Annual Water Festival (Virtually)
- Developed and implemented the Public Education and Involvement Plan
- Completed pipeline realignment on Shoreline Dr. and Cummings Ln.

TOTAL REVENUES – $1,604,000



TOTAL EXPENDITURES – $2,648,500
Personnel Services - $922,300
Materials & Services – $896,200
Capital Outlay - $830,000

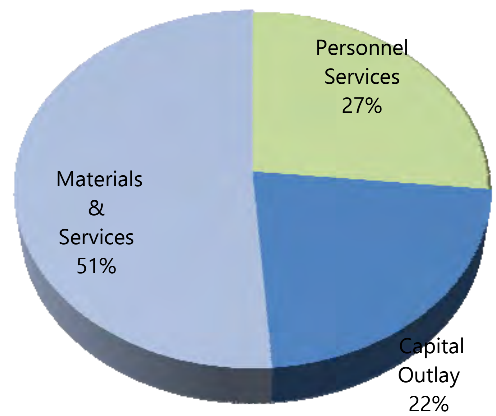
INFRASTRUCTURE OPERATED AND MAINTAINED

- 73.6 Miles of Pipe (this includes solid and perforated pipe)
- 125 Underground Injection Control Systems (UIC's)
- 1206 Manholes
- 2392 Catch Basins
- 118 Outfalls (Keizer owned and maintained)
- 71,703 square feet of Vegetated Stormwater Facilities (VSFs)

Public Works Department

FACILITY MAINTENANCE

Facility Maintenance operates, maintains, and repairs the City's Civic Center and grounds to safe and clean standards. The City contracts out janitorial services which Facility Maintenance oversees. Responsibilities also include project management for remodel and repair projects, and assigning Community Service workers to assist with grounds maintenance.



HIGHLIGHTS

- Installed Variable Message Sign
- Completed HVAC system controls upgrade

GOALS AND INITIATIVES

- Repair or replace pergolas in the employee break area at City Hall and the Police Department

INFRASTRUCTURE OPERATED AND MAINTAINED

- 69,000 Square foot Civic Center building
- 8 HVAC Systems
- 4.5 Acres of Grounds Maintenance
- Annual Fire Safety System Testing
- Community Service Coordination
- Focal Point Maintenance

TOTAL EXPENDITURES – $450,400 Facility Maintenance
Administrative Services Fund FTE 1.0
Personnel Services $120,100
Materials & Services $230,300
Capital Outlay $100,000

ALLOCATION OF FACILITY MAINTENANCE COSTS

Costs are allocated based on FTE allocations charged to each operating fund

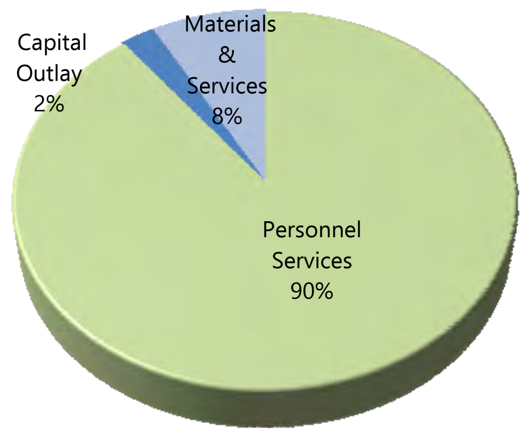
General	$	327,200
Street		16,100
PEG		500
Community Center		11,200
Sewer		10,200
Water		73,200
SLD		1,000
Stormwater		48,300
	$	487,100

PUBLIC WORKS NON-DEPARTMENTAL

Beginning in FY14-15 shared overhead costs are tracked in the Administrative Services fund and include those staff which supports all or most Public Works funds. Shared Materials and Services costs are also tracked in this cost center and include the Public Works Shop building costs and other overhead items such as auto insurance.

Public Works Department

TOTAL EXPENDITURES – $669,200 Public Works Administrative Services Fund 4.0 FTE
Personnel Services $599,200
Materials & Services $53,900
Capital Outlay - $16,100



ALLOCATION OF PUBLIC WORKS NON-DEPARTMENTAL COSTS

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

General	$	26,200
Street		230,200
Sewer		23,400
Water		210,100
Street Light Districts		21,400
Stormwater		157,900
	$	669,200

Funds & Departments

Administrative Services Fund Summary

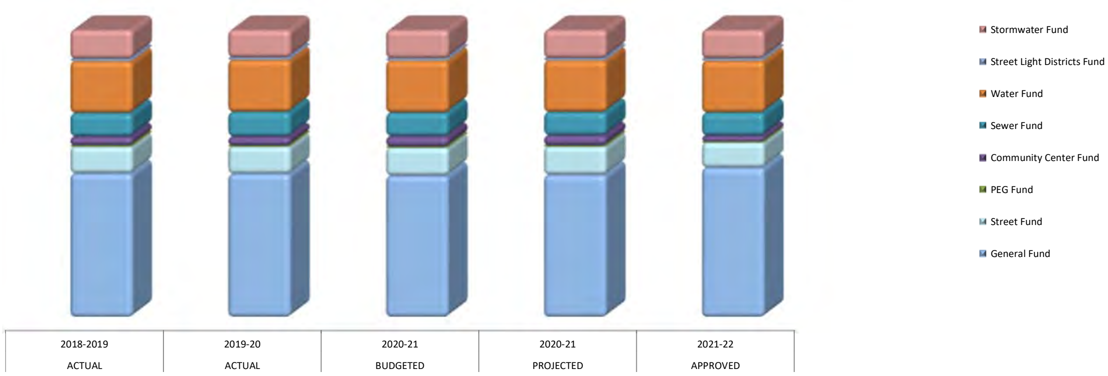
The Administrative Services Fund is an Internal Service Fund which is used to account for the financing of goods and/or services provided to various City funds on a cost-reimbursement basis.

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 219,326**	**$ 223,633**	**$ 219,300**	**$ 247,600**	**$ 214,700**	**$ 214,700**		**-2.1%**
3	**Revenues:**								
4	**Charges for Services:**								
5	Charges for Services	3,681,896	3,842,712	4,185,500	4,091,900	4,540,500	4,540,500		**8.5%**
6	**Miscellaneous:**								
7	Miscellaneous Revenue	8,930	18,042	-	-	-	-		
8	**Total Revenues**	**3,690,826**	**3,860,754**	**4,185,500**	**4,091,900**	**4,540,500**	**4,540,500**		**8.5%**
9	**TOTAL RESOURCES**	**3,910,152**	**4,084,387**	**4,404,800**	**4,339,500**	**4,755,200**	**4,755,200**		**8.0%**
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Personnel Services:**								
13	City Manager	234,431	247,162	254,200	330,100	268,100	268,100		5.5%
14	City Attorney's Office	292,318	307,554	319,600	318,800	339,900	339,900		6.4%
15	City Recorder's Office	241,589	258,250	273,400	272,700	288,700	288,700		5.6%
16	Human Resources	302,108	322,969	335,100	334,700	353,000	353,000		5.3%
17	Finance - Non-Departmental	416,339	442,676	472,700	425,000	443,500	443,500		-6.2%
18	Finance - Information Systems	230,227	244,748	261,100	258,400	277,600	277,600		6.3%
19	Finance - Utility Billing	221,768	243,672	267,800	262,900	263,000	263,000		-1.8%
20	Civic Center Facilities	95,927	102,433	110,800	109,700	120,100	120,100		8.4%
21	Public Works	515,797	539,094	567,100	561,900	599,200	599,200		5.7%
22	**Total Personnel Services**	**2,550,504**	**2,708,558**	**2,861,800**	**2,874,200**	**2,953,100**	**2,953,100**		**3.2%**
23	**Materials & Services:**								
24	General Administration	314,643	300,909	302,500	287,900	318,000	318,000		5.1%
25	City Manager	6,051	5,806	6,500	40,600	51,700	51,700		695.4%
26	City Attorney's Office	3,654	5,256	20,000	18,300	20,000	20,000		0.0%
27	City Recorder's Office	5,067	4,032	6,200	3,000	6,200	6,200		0.0%
28	Human Resources	23,712	22,503	25,300	38,300	45,300	45,300		79.1%
29	Finance - Non-Departmental	38,732	35,051	58,300	57,000	60,900	60,900		4.5%
30	Finance - Information Systems	167,879	175,243	218,000	218,000	280,200	280,200		28.5%
31	Finance - Utility Billing	117,283	133,934	142,000	145,000	147,500	147,500		3.9%
32	Civic Center Facilities	200,836	200,921	222,800	201,500	230,300	230,300		3.4%
33	Public Works	44,203	51,016	48,600	52,200	53,900	53,900		10.9%
34	**Total Materials & Services**	**922,060**	**934,671**	**1,050,200**	**1,061,800**	**1,214,000**	**1,214,000**		**15.6%**
35	**Capital Outlay:**								
36	Finance - Information Systems	143,594	144,494	172,000	172,000	132,000	132,000		-23.3%
37	Public Works Administration	9,142	-	20,000	16,800	16,100	16,100		-19.5%
38	Civic Center Facilities	61,219	49,032	-	-	100,000	100,000		
39	**Total Capital Outlay**	**213,955**	**193,526**	**192,000**	**188,800**	**248,100**	**248,100**		**29.2%**
40	**Total Expenditures**	**3,686,519**	**3,836,755**	**4,104,000**	**4,124,800**	**4,415,200**	**4,415,200**		**7.6%**
41	**Other Requirements:**								
42	Contingencies	-	-	300,800	-	340,000	340,000		13.0%
43	**Fund Balance:**								
44	Committed	223,633	247,632	-	214,700	-	-		
45	**TOTAL REQUIREMENTS**	**$ 3,910,152**	**$ 4,084,387**	**$ 4,404,800**	**$ 4,339,500**	**$ 4,755,200**	**$ 4,755,200**		**8.0%**

Administrative Services Fund Summary



	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
CHARGES FOR SERVICES BY FUND								
General Fund	$ 1,840,317	$ 1,915,965	$ 2,059,900	$ 2,025,400	$ 2,360,300	$ 2,360,300		14.6%
Street Fund	347,893	370,072	414,800	410,100	405,700	405,700		-2.2%
PEG Fund	8,926	6,109	4,300	4,200	5,500	5,500		27.9%
Community Center Fund	116,422	122,177	154,800	148,600	96,500	96,500		-37.7%
Sewer Fund	300,048	327,337	342,200	329,800	361,400	361,400		5.6%
Water Fund	665,354	697,802	760,600	737,500	822,500	822,500		8.1%
Street Light Districts Fund	30,867	31,418	31,800	30,900	35,000	35,000		10.1%
Stormwater Fund	372,069	371,832	417,100	405,400	453,600	453,600		8.8%
Total Allocation by Fund	$ 3,681,896	$ 3,842,712	$ 4,185,500	$ 4,091,900	$ 4,540,500	$ 4,540,500		8.5%

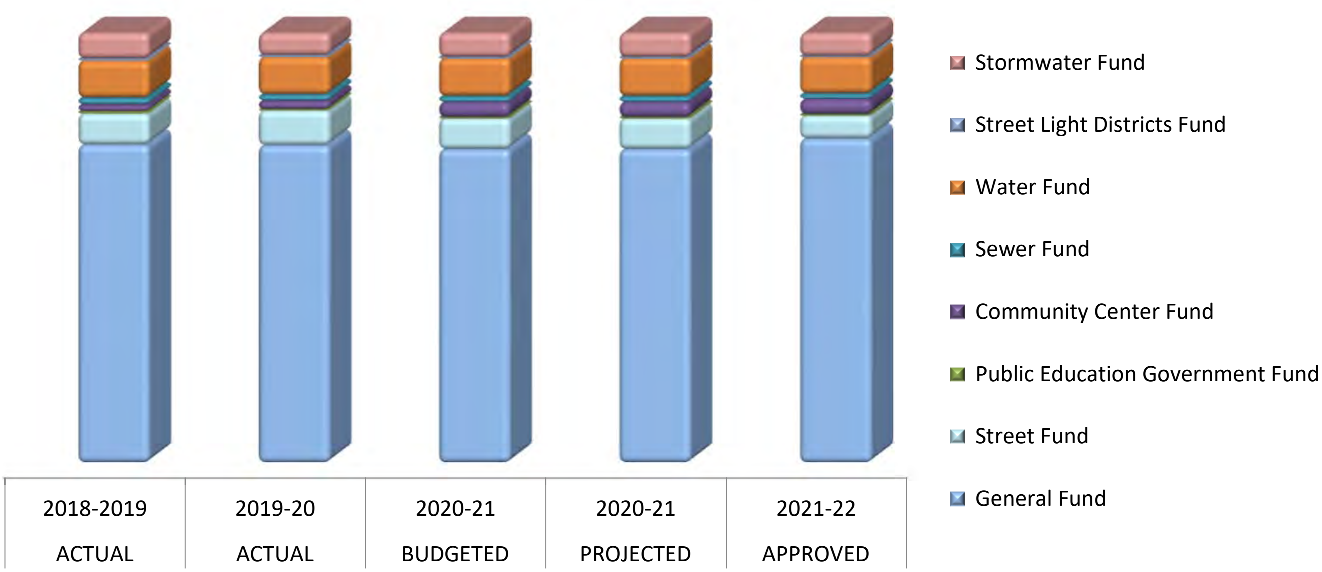
City Manager's Office

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	240,482	252,968	260,700	370,700	319,800	319,800		22.7%
6	**TOTAL RESOURCES**	**240,482**	**252,968**	**260,700**	**370,700**	**319,800**	**319,800**		**-13.7%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	City Manager	158,434	163,677	166,500	246,800	169,900	169,900		2.0%
11	Vehicle Allowance	4,200	4,200	4,200	3,500	4,200	4,200		0.0%
12	Cell Phone Stipend	-	-	-	-	900	900		
13	Wellness	365	328	500	500	500	500		0.0%
14	Medicare	2,503	2,583	2,700	3,800	2,700	2,700		0.0%
15	Retirement	48,173	54,554	55,100	50,500	63,500	63,500		15.2%
16	Insurance Benefits	20,450	21,543	24,800	24,600	26,100	26,100		5.2%
17	Workers Compensation	306	277	400	400	300	300		-25.0%
18	**Total Personnel Services**	**234,431**	**247,162**	**254,200**	**330,100**	**268,100**	**268,100**		**5.5%**
19	**Materials & Services:**								
20	Meetings, Travel & Training	5,751	5,506	6,200	2,300	6,300	6,300		1.6%
21	Labor Attorney & Contractual Services	-	-	-	38,000	45,000	45,000		
22	Liability Insurance	300	300	300	300	400	400		33.3%
23	**Total Materials & Services**	**6,051**	**5,806**	**6,500**	**40,600**	**51,700**	**51,700**		**695.4%**
24	**Total Expenditures:**	**240,482**	**252,968**	**260,700**	**370,700**	**319,800**	**319,800**		**22.7%**
25	**Fund Balance:**								
26	Committed for Operations	-	-	-	-	-	-		
27	**TOTAL REQUIREMENTS**	**$ 240,482**	**$ 252,968**	**$ 260,700**	**$ 370,700**	**$ 319,800**	**$319,800**		**22.7%**

City Manager's Office



SUMMARY OF CITY MANAGER'S OFFICE CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	FTE/ Project Time
General Fund	$ 177,774	$ 186,628	$ 190,000	$ 270,200	$ 240,900	$ 240,900		75.3%
Street Fund	17,519	20,781	19,000	27,000	17,600	17,600		5.5%
Public Education Government Fund	1,194	500	300	400	300	300		0.1%
Community Center Fund	3,882	5,095	9,400	13,400	11,800	11,800		3.7%
Sewer Fund	3,583	3,497	3,400	4,800	3,800	3,800		1.2%
Water Fund	20,903	22,280	23,200	33,000	27,500	27,500		8.6%
Street Light Districts Fund	995	799	500	700	300	300		0.1%
Stormwater Fund	14,632	13,388	14,900	21,200	17,600	17,600		5.5%
TOTAL CHARGES BY FUND	$ 240,482	$ 252,968	$ 260,700	$ 370,700	$ 319,800	$ 319,800		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

10 The Fiscal Year 2020-21 amount includes $83,200 in severance to the former City Manager.

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

21 Labor attorney and contractual services provides for the estimated costs associated with the investigation into the prior City Manager and the recruitment of the new City Manager.

City Attorney's Office

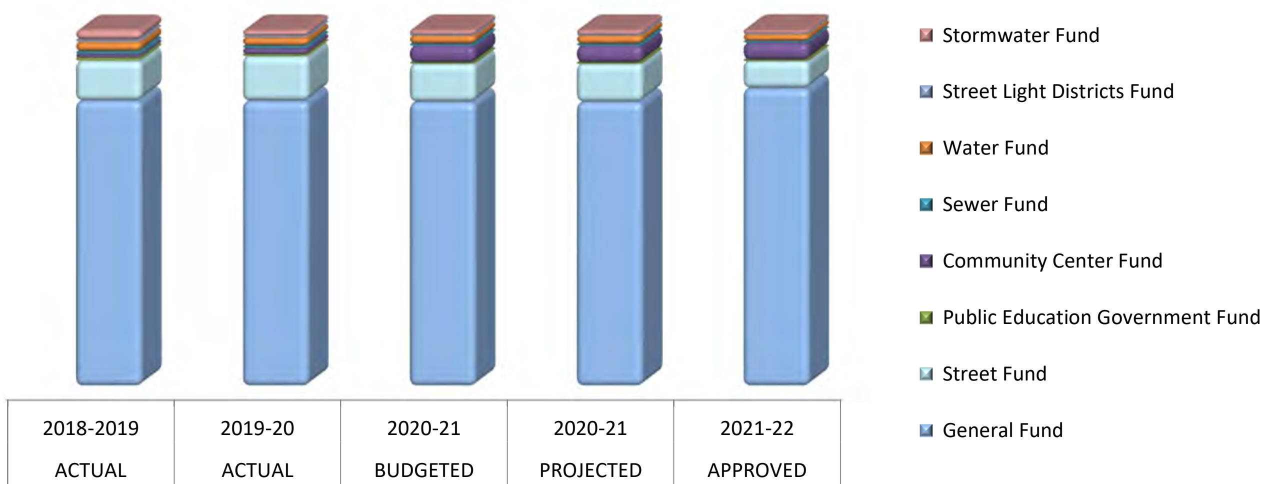
The City Attorney is a Charter officer, answering directly to the City Council. The City Attorney’s Office is responsible for most legal matters involving the City, and also oversees the efforts of outside counsel for most matters requiring special expertise.

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	295,972	312,810	339,600	337,100	359,900	359,900		6.0%
6	**TOTAL RESOURCES**	**295,972**	**312,810**	**339,600**	**337,100**	**359,900**	**359,900**		**6.0%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	Attorney	143,749	148,460	151,100	151,100	154,100	154,100		2.0%
11	Administrative Support	62,837	64,913	66,100	66,100	67,400	67,400		2.0%
12	Cell Phone Stipend	900	900	900	900	900	900		0.0%
13	Wellness	283	338	1,000	600	1,000	1,000		0.0%
14	Medicare	3,217	3,323	3,400	3,400	3,500	3,500		2.9%
15	Retirement	40,099	46,218	47,100	47,100	60,500	60,500		28.5%
16	Insurance Benefits	40,900	43,087	49,600	49,200	52,100	52,100		5.0%
17	Workers Compensation	333	315	400	400	400	400		0.0%
18	**Total Personnel Services**	**292,318**	**307,554**	**319,600**	**318,800**	**339,900**	**339,900**		**6.4%**
19	**Materials & Services:**								
20	Meetings, Travel & Training	2,255	2,499	4,700	3,000	4,600	4,600		-2.1%
21	Legal Services Contracts	1,399	1,972	15,000	15,000	14,500	14,500		-3.3%
22	Law Library Maintenance	-	785	300	300	900	900		200.0%
23	**Total Materials & Services**	**3,654**	**5,256**	**20,000**	**18,300**	**20,000**	**20,000**		**0.0%**
24	**Total Expenditures:**	**295,972**	**312,810**	**339,600**	**337,100**	**359,900**	**359,900**		**6.0%**
25	**Fund Balance:**								
26	Committed for Operations	-	-	-	-	-	-		
27	**TOTAL REQUIREMENTS**	**$ 295,972**	**$ 312,810**	**$ 339,600**	**$ 337,100**	**$ 359,900**	**$ 359,900**		**6.0%**

City Attorney's Office



SUMMARY OF CITY ATTORNEY'S OFFICE CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	Project Time
General Fund	$ 236,739	$ 249,937	$ 270,400	$ 268,400	$ 300,400	$ 300,400		83.5%
Street Fund	33,186	39,710	37,000	36,700	28,100	28,100		7.8%
Public Education Government Fund	2,701	1,265	300	300	400	400		0.1%
Community Center Fund	2,991	5,645	16,600	16,500	18,000	18,000		5.0%
Sewer Fund	2,026	1,849	1,400	1,400	1,100	1,100		0.3%
Water Fund	8,296	7,786	8,800	8,700	7,900	7,900		2.2%
Street Light Districts Fund	1,447	1,265	300	300	400	400		0.1%
Stormwater Fund	8,586	5,353	4,800	4,800	3,600	3,600		1.0%
TOTAL CHARGES BY FUND	$ 295,972	$ 312,810	$ 339,600	$ 337,100	$ 359,900	$ 359,900		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

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

21 Legal Services Contracts include outside legal assistance on City matters (excluding Bond Counsel and Labor Attorney costs).

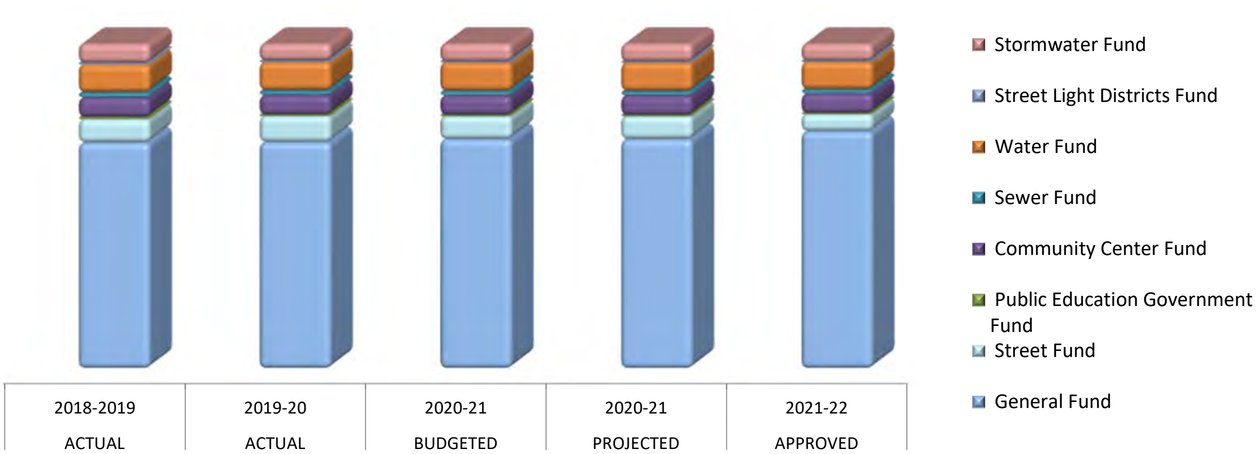
City Recorder's Department

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

Costs are allocated based on a blend of full-time equivalents and time spent on projects. Time spent on projects is based on a time tracking mechanism, used by the Legal Department staff, to categorize time worked by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. An adjustment is made for the Community Center activity since the City Recorder manages that program. The allocation methodology is authorized by Council Resolution.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	246,656	262,282	279,600	275,700	294,900	294,900		5.5%
6	**TOTAL RESOURCES**	**246,656**	**262,282**	**279,600**	**275,700**	**294,900**	**294,900**		**5.5%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	City Recorder	96,325	102,494	107,500	107,500	109,600	109,600		2.0%
11	Administrative Support	62,837	64,913	66,100	66,100	67,400	67,400		2.0%
12	Cell Phone Stipend	900	900	900	900	900	900		0.0%
13	Wellness	299	333	1,000	700	1,000	1,000		0.0%
14	Medicare	2,465	2,594	2,700	2,700	2,800	2,800		3.7%
15	Retirement	37,528	43,610	45,200	45,200	54,600	54,600		20.8%
16	Insurance Benefits	40,900	43,087	49,600	49,200	52,100	52,100		5.0%
17	Workers Compensation	335	319	400	400	300	300		-25.0%
18	**Total Personnel Services**	**241,589**	**258,250**	**273,400**	**272,700**	**288,700**	**288,700**		**5.6%**
19	**Materials & Services:**								
20	Materials & Supplies	-	-	-	-	-	-		
21	Meetings, Travel & Training	5,067	4,032	6,200	3,000	6,200	6,200		0.0%
22	**Total Materials & Services**	5,067	4,032	6,200	3,000	6,200	6,200		**0.0%**
23	**Total Expenditures:**	**246,656**	**262,282**	**279,600**	**275,700**	**294,900**	**294,900**		**5.5%**
24	**Fund Balance:**								
25	Committed for Operations	-	-	-	-	-	-		
26	**TOTAL REQUIREMENTS**	**$ 246,656**	**$ 262,282**	**$ 279,600**	**$ 275,700**	**$ 294,900**	**$ 294,900**		**5.5%**

City Recorder's Department



SUMMARY OF CITY RECORDER'S DEPARTMENT CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	Time Spent
General Fund	$ 171,321	$ 182,525	$ 197,100	$ 194,400	$ 215,000	$ 215,000		72.9%
Street Fund	17,998	21,537	20,400	20,000	16,200	16,200		5.5%
Public Education Government Fund	1,279	492	300	300	300	300		0.1%
Community Center Fund	15,047	16,030	17,100	16,900	18,000	18,000		6.1%
Sewer Fund	3,737	3,639	3,600	3,500	3,500	3,500		1.2%
Water Fund	21,440	23,111	24,900	24,600	25,400	25,400		8.6%
Street Light Districts Fund	787	787	300	300	300	300		0.1%
Stormwater Fund	15,047	14,161	15,900	15,700	16,200	16,200		5.5%
TOTAL CHARGES BY FUND	$ 246,656	$ 262,282	$ 279,600	$ 275,700	$ 294,900	$ 294,900		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

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

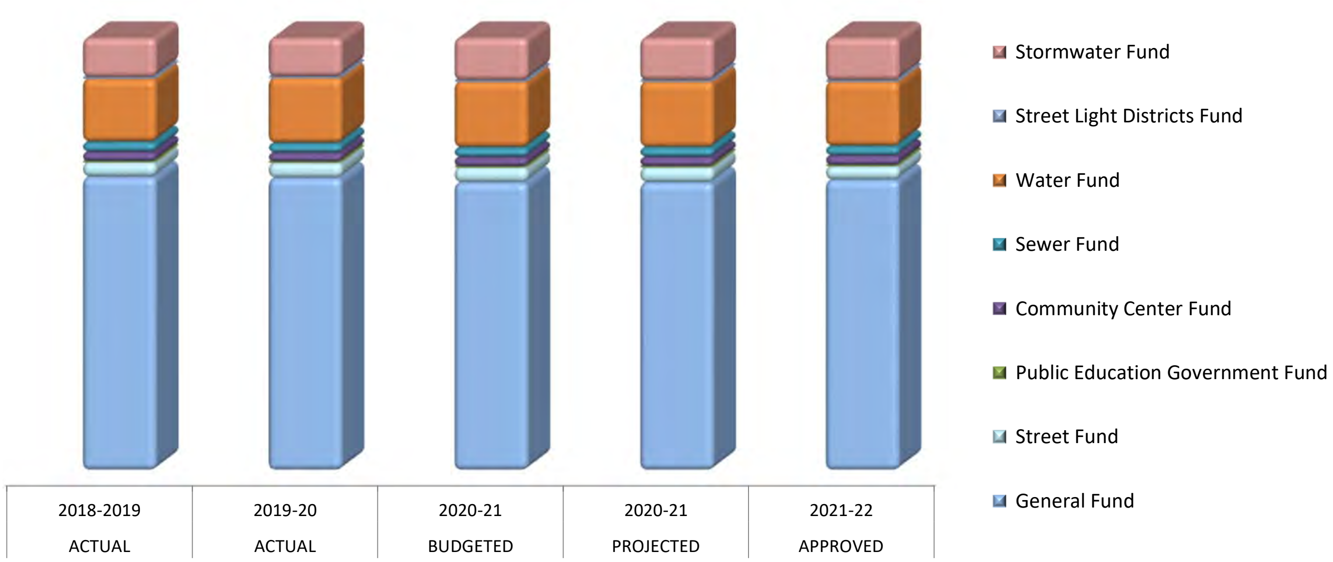
Human Resources Department

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	325,820	345,472	360,400	373,000	398,300	398,300		10.5%
6	**TOTAL RESOURCES**	**325,820**	**345,472**	**360,400**	**373,000**	**398,300**	**398,300**		**10.5%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	Administrative Support	74,048	78,747	80,200	80,200	81,900	81,900		2.1%
11	Human Resources Director	130,312	134,647	137,000	137,000	139,800	139,800		2.0%
12	Cell Phone Stipend	900	900	900	900	900	900		0.0%
13	Wellness Program	188	532	1,000	1,000	1,000	1,000		0.0%
14	Medicare/Social Security	3,143	3,303	3,400	3,400	3,500	3,500		2.9%
15	Retirement	52,278	61,438	62,600	62,600	73,400	73,400		17.3%
16	Insurance Benefits	40,900	43,087	49,600	49,200	52,100	52,100		5.0%
17	Workers Compensation	339	315	400	400	400	400		0.0%
18	**Total Personnel Services**	**302,108**	**322,969**	**335,100**	**334,700**	**353,000**	**353,000**		**5.3%**
19	**Materials & Services:**								
20	Safety & Wellness	6,951	8,205	8,200	8,200	8,200	8,200		0.0%
21	Meetings, Travel & Training	5,983	2,938	6,000	4,000	6,000	6,000		0.0%
22	Labor Attorney -- City-wide	5,268	5,786	5,000	15,000	20,000	20,000		300.0%
23	Contractual Services	4,465	4,521	5,000	10,000	10,000	10,000		100.0%
24	Medical Testing	1,045	1,053	1,100	1,100	1,100	1,100		0.0%
25	**Total Materials & Services**	**23,712**	**22,503**	**25,300**	**38,300**	**45,300**	**45,300**		**79.1%**
26	**Total Expenditures:**	**325,820**	**345,472**	**360,400**	**373,000**	**398,300**	**398,300**		**10.5%**
27	**Fund Balance:**								
28	Committed for Operations	-	-	-	-	-	-		
29	**Total Fund Balance**	**-**	**-**	**-**	**-**	**-**	**-**		
30	**TOTAL REQUIREMENTS**	**$ 325,820**	**$ 345,472**	**$ 360,400**	**$ 373,000**	**$ 398,300**	**$ 398,300**		**10.5%**

Human Resources Department



SUMMARY OF HUMAN RESOURCES DEPARTMENT CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	FTE
General Fund	$ 220,925	$ 233,312	$ 239,700	$ 248,100	$ 267,300	$ 267,300		67.1%
Street Fund	11,425	12,748	13,000	13,500	13,100	13,100		3.3%
Public Education Government Fund	295	296	400	400	400	400		0.1%
Community Center Fund	7,190	7,214	7,900	8,200	9,200	9,200		2.3%
Sewer Fund	7,486	7,609	7,900	8,200	8,400	8,400		2.1%
Water Fund	47,868	52,473	55,100	57,000	59,700	59,700		15.0%
Street Light Districts Fund	689	692	700	700	800	800		0.2%
Stormwater Fund	29,942	31,128	35,700	36,900	39,400	39,400		9.9%
TOTAL CHARGES BY FUND	$ 325,820	$ 345,472	$ 360,400	$ 373,000	$ 398,300	$ 398,300		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.0% all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

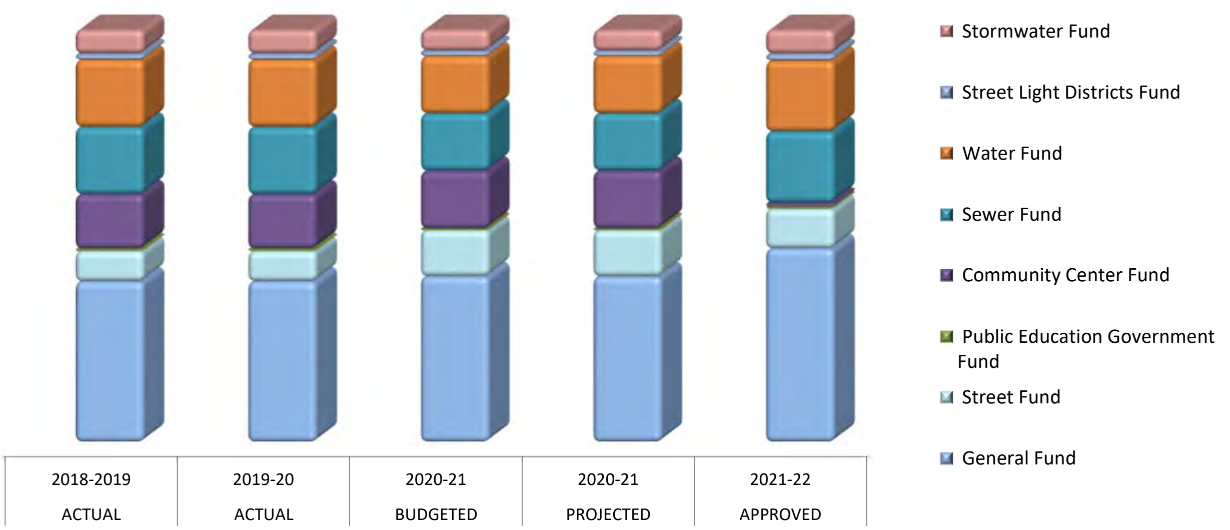
For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Finance - Non-Departmental

The financial operations of the City are planned and directed by the Finance Department. It establishes and sustains controls over the City's financial activities, and provides accurate, timely financial information to Council and Management.
Costs are allocated based on a blend of revenues and expenditures city-wide. The Allocation methodology is authorized by Council Resolution.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	455,071	477,727	531,000	482,000	504,400	504,400		-5.0%
6	**TOTAL RESOURCES**	**455,071**	**477,727**	**531,000**	**482,000**	**504,400**	**504,400**		**-5.0%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	Administrative Support	158,725	167,324	171,600	146,000	138,700	138,700		-19.2%
11	Finance Director	115,794	123,224	129,200	129,200	135,700	135,700		5.0%
12	Overtime	-	-	-	500	1,000	1,000		
13	Cell Phone Stipend	-	-	-	-	900	900		
14	Wellness	978	1,072	2,000	1,700	1,600	1,600		-20.0%
15	Medicare	4,195	4,440	4,700	4,200	4,200	4,200		-10.6%
16	Retirement	50,365	59,796	65,300	57,000	74,900	74,900		14.7%
17	Insurance Benefits	81,705	86,174	99,200	85,100	85,900	85,900		-13.4%
18	Workers Compensation	4,577	646	700	1,300	600	600		-14.3%
19	**Total Personnel Services**	**416,339**	**442,676**	**472,700**	**425,000**	**443,500**	**443,500**		**-6.2%**
20	**Materials & Services:**								
21	Meetings, Travel & Training	2,183	1,386	3,500	2,000	3,500	3,500		0.0%
22	Audit Fees & Contractual Services	36,549	33,665	54,800	55,000	57,400	57,400		4.7%
23	**Total Materials & Services**	**38,732**	**35,051**	**58,300**	**57,000**	**60,900**	**60,900**		**4.5%**
24	**Total Expenditures:**	**455,071**	**477,727**	**531,000**	**482,000**	**504,400**	**504,400**		**-5.0%**
25	**Fund Balance:**								
26	Committed for Operations	-	-	-	-	-	-		
27	**Total Fund Balance**	**-**	**-**	**-**	**-**	**-**	**-**		
28	**TOTAL REQUIREMENTS**	**$ 455,071**	**$ 477,727**	**$ 531,000**	**$ 482,000**	**$ 504,400**	**$ 504,400**		**-5.0%**

Finance - Non-Departmental



SUMMARY OF FINANCE NON-DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	Average Revenue/ Expense
General Fund	$ 177,452	$ 186,336	$ 213,500	$ 193,700	$ 237,000	$ 237,000		47.0%
Street Fund	33,705	35,332	60,000	54,500	48,900	48,900		9.7%
Public Education Government Fund	2,279	2,349	1,600	1,500	2,500	2,500		0.5%
Community Center Fund	60,100	63,052	74,300	67,400	4,500	4,500		0.9%
Sewer Fund	74,152	77,898	73,800	67,000	86,800	86,800		17.2%
Water Fund	74,152	77,898	73,800	67,000	86,800	86,800		17.2%
Street Light Districts Fund	6,836	7,142	6,900	6,300	8,600	8,600		1.7%
Stormwater Fund	26,395	27,720	27,100	24,600	29,300	29,300		5.8%
TOTAL CHARGES BY FUND	$ 455,071	$ 477,727	$ 531,000	$ 482,000	$ 504,400	$ 504,400		100.00%

Budget Notes:

Expenditures:

9 The Budget provides a 2.0% wage and salary increase for all non-represented. In addition step increases for those eligible as provided for in the City Personnel Policies.

11 In response to the COVID-19 pandemic the Administrative Specialist position which primarily supported the Community Center was eliminated during Fiscal Year 2020-21. The Administrative Specialist responsibilities were shifted to the Community Center Coordinator and Utility Billing positions.

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

22 Audit fees and contractual services includes the annual financial audit, fiduciary review of the City's deferred compensation plans and an actuarial analysis of the City's post employment benefit offerings as required by Government Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits other than Pensions.

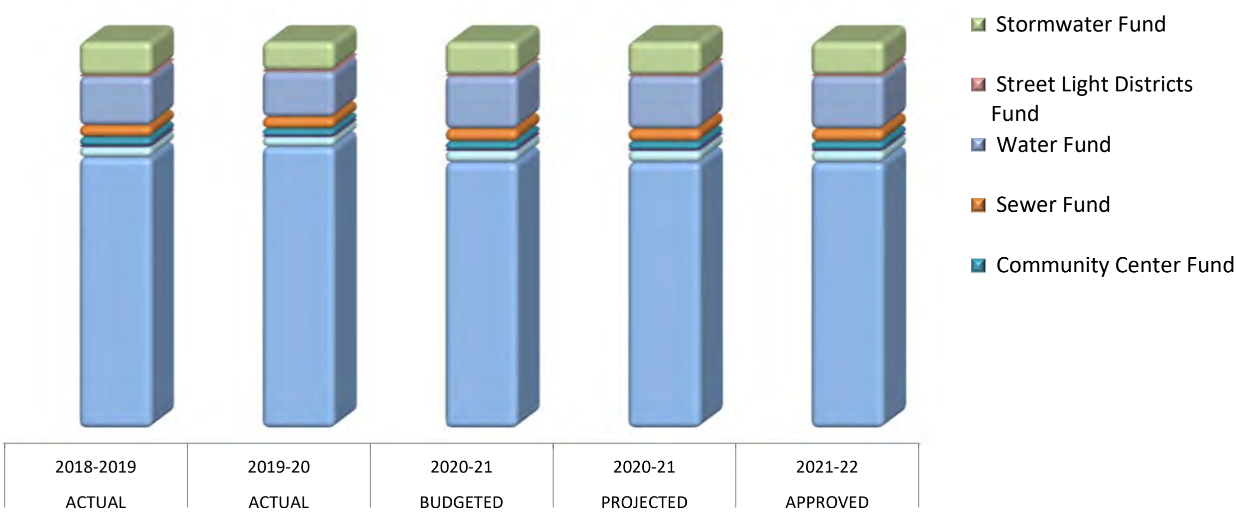
Finance - Information Systems

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 47,000**		**$ -**	**$ -**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	494,700	564,485	651,100	648,400	689,800	689,800		5.9%
6	**TOTAL RESOURCES**	**541,700**	**564,485**	**651,100**	**648,400**	**689,800**	**689,800**		**5.9%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	Network Support	156,021	163,320	168,700	168,700	172,200	172,200		2.1%
11	Cell Phone Stipend	1,800	1,800	1,800	1,800	1,800	1,800		0.0%
12	Wellness	315	318	1,000	600	1,000	1,000		0.0%
13	Medicare	2,400	2,511	2,600	2,600	2,700	2,700		3.8%
14	Retirement	28,363	33,318	36,900	35,000	47,400	47,400		28.5%
15	Insurance Benefits	40,900	43,087	49,600	49,200	52,100	52,100		5.0%
16	Workers Compensation	428	394	500	500	400	400		-20.0%
17	**Total Personnel Services**	**230,227**	**244,748**	**261,100**	**258,400**	**277,600**	**277,600**		**6.3%**
18	**Materials & Services:**								
19	Travel & Training	89	731	1,000	1,000	1,000	1,000		0.0%
20	Telephone	17,590	17,851	20,000	20,000	21,000	21,000		5.0%
21	Computer Software & Maintenance	127,688	133,662	172,000	172,000	232,200	232,200		35.0%
22	Office Equipment Maintenance	22,512	22,999	25,000	25,000	26,000	26,000		4.0%
23	**Total Materials & Services**	**167,879**	**175,243**	**218,000**	**218,000**	**280,200**	**280,200**		**28.5%**
24	**Capital Outlay:**								
25	Computer Hardware	143,594	144,494	172,000	172,000	132,000	132,000		-23.3%
26	**Total Expenditures:**	**541,700**	**564,485**	**651,100**	**648,400**	**689,800**	**689,800**		**5.9%**
27	**Fund Balance:**								
28	Committed for Operations	-	-	-	-	-	-		
29	**Total Fund Balance**	**-**	**-**	**-**	**-**	**-**	**-**		
30	**TOTAL REQUIREMENTS**	**$ 541,700**	**$ 564,485**	**$ 651,100**	**$ 648,400**	**$ 689,800**	**$ 689,800**		**5.9%**

Finance - Information Systems



SUMMARY OF FINANCE - INFORMATION SYSTEM CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	Allocation
General Fund	$ 346,220	$ 410,705	$ 447,300	$ 445,500	$ 473,800	$ 473,800		68.7%
Street Fund	14,329	15,229	20,800	20,700	22,100	22,100		3.2%
PEG Fund	537	561	700	700	700	700		0.1%
Community Center Fund	11,373	10,744	13,700	13,600	14,500	14,500		2.1%
Sewer Fund	14,866	16,910	21,500	21,400	22,800	22,800		3.3%
Water Fund	62,867	66,894	89,200	88,800	94,500	94,500		13.7%
Street Light Districts Fund	985	1,120	1,300	1,300	1,400	1,400		0.2%
Stormwater Fund	43,523	42,322	56,600	56,400	60,000	60,000		8.7%
TOTAL CHARGES BY FUND	$ 494,700	$ 564,485	$ 651,100	$ 648,400	$ 689,800	$ 689,800		100.0%

Budget Notes:

Expenditures:

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

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

21 The increase in Computer Software is primarily associated with annual increases in software maintenance agreements for existing software packages. In addition the City has added additional network security and monitoring software.

25 The City will be replacing two data servers and access points while continuing to replace desktop computers.

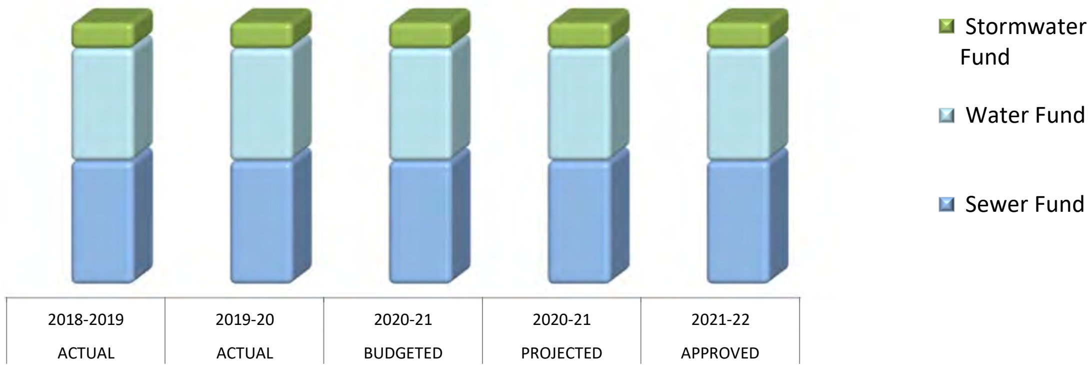
Finance - Utility Billing

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 3,357**	**$ -**	**$ -**	**$ 6,000**	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	335,694	383,564	409,800	401,900	410,500	410,500		0.2%
6	**TOTAL RESOURCES**	**339,051**	**383,564**	**409,800**	**407,900**	**410,500**	**410,500**		**0.2%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	Administrative Support	136,141	143,475	154,200	139,000	145,900	145,900		-5.4%
11	Overtime	737	1,603	1,000	2,000	2,500	2,500		150.0%
12	Wellness	870	825	1,500	14,000	1,400	1,400		-6.7%
13	Medicare	2,065	2,197	2,400	2,300	2,300	2,300		-4.2%
14	Retirement	19,970	28,318	33,500	31,000	39,900	39,900		19.1%
15	Insurance Benefits	61,350	64,630	74,400	73,800	70,300	70,300		-5.5%
16	Workers Compensation	635	2,624	800	800	700	700		-12.5%
17	**Total Personnel Services**	**221,768**	**243,672**	**267,800**	**262,900**	**263,000**	**263,000**		**-1.8%**
18	**Materials & Services:**								
19	Postage & Printing	51,922	49,366	60,000	60,000	60,000	60,000		0.0%
20	Contractual Services	65,361	84,568	80,000	85,000	85,000	85,000		6.3%
21	Meetings, Travel & Training	-	-	2,000	-	2,500	2,500		25.0%
22	**Total Materials & Services**	**117,283**	**133,934**	**142,000**	**145,000**	**147,500**	**147,500**		**3.9%**
23	**Total Expenditures**	**339,051**	**377,606**	**409,800**	**407,900**	**410,500**	**410,500**		**0.2%**
24	**Fund Balance:**								
25	Committed for Operations	-	5,958	-	-	-	-		
26	**Total Fund Balance**	**-**	**5,958**	**-**	**-**	**-**	**-**		
27	**TOTAL REQUIREMENTS**	**$ 339,051**	**$383,564**	**$ 409,800**	**$ 407,900**	**$ 410,500**	**$ 410,500**		**0.2%**

Finance - Utility Billing



SUMMARY OF FINANCE - UTILITY BILLING CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	Utility Account Allocation
Sewer Fund	$ 157,832	$ 180,272	$ 192,600	$ 188,900	$ 192,900	$ 192,900		47%
Water Fund	144,321	164,925	176,200	172,800	176,500	176,500		43%
Stormwater Fund	33,541	38,367	41,000	40,200	41,100	41,100		10%
TOTAL CHARGES BY FUND	$ 335,694	$ 383,564	$ 409,800	$ 401,900	$ 410,500	$ 410,500		100%

Budget Notes:

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

Expenditures:

9 The Budget provides a 2.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

10 In response to the COVID-19 pandemic the Utility Billing group has absorbed part of the former Administrative Specialist position resulting in a portion of the groups costs to be reallocated to the Finance - Non-Departmental budget.

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

20 Contractual services are primarily for credit card fee charges.

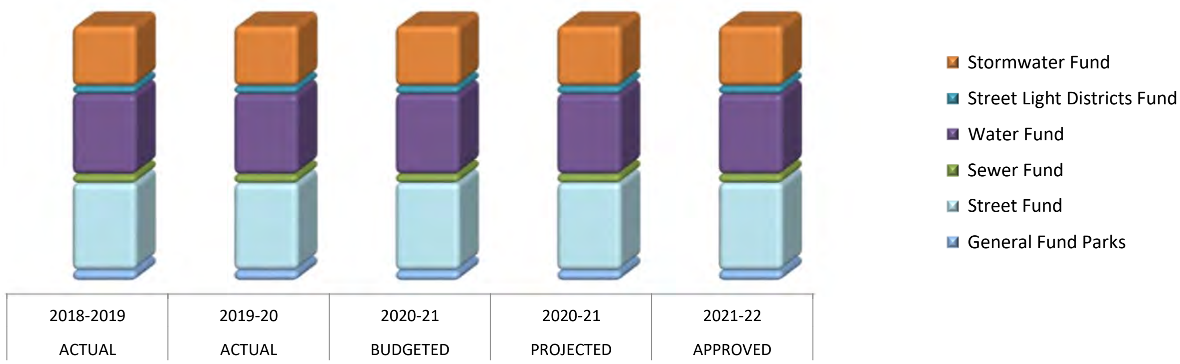
Public Works - Non-Departmental

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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	$ -	$ -	$ -	$ -	$ -	$ -		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	569,142	590,110	635,700	630,900	669,200	669,200		5.3%
6	**TOTAL RESOURCES**	**569,142**	**590,110**	**635,700**	**630,900**	**669,200**	**669,200**		**5.3%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Personnel Services:**								
10	Public Works Director	130,312	134,647	137,000	137,000	139,800	139,800		2.0%
11	Municipal Utility Workers	168,272	173,716	177,000	177,000	180,600	180,600		2.0%
12	Administrative Support	56,992	58,513	59,900	59,900	61,200	61,200		2.2%
13	Cell Phone and Clothing Stipend	2,600	2,600	2,600	2,600	2,600	2,600		0.0%
14	Wellness	645	633	2,000	1,000	2,000	2,000		0.0%
15	Medicare	5,471	5,641	5,800	5,800	5,900	5,900		1.7%
16	Retirement	65,026	73,104	78,400	75,000	96,400	96,400		23.0%
17	Insurance Benefits	81,800	86,174	99,200	98,400	104,100	104,100		4.9%
18	Workers Compensation	4,679	4,066	5,200	5,200	6,600	6,600		26.9%
19	**Total Personnel Services**	**515,797**	**539,094**	**567,100**	**561,900**	**599,200**	**599,200**		**5.7%**
20	**Materials & Services:**								
21	Shop Operations and Supplies	10,558	14,839	10,500	12,000	12,500	12,500		19.0%
22	Meetings, Travel & Training	-	900	500	-	500	500		0.0%
23	Labor Attorney	413	1,595	1,000	3,800	1,000	1,000		0.0%
24	Janitorial Services	5,748	6,945	6,000	7,400	7,500	7,500		25.0%
25	Shop Utilities	11,026	10,331	11,000	11,000	11,000	11,000		0.0%
26	Telephone, Telemetry & Fire Alarm	1,715	1,725	1,800	1,800	1,800	1,800		0.0%
27	Insurance - Auto	14,678	14,681	17,600	16,000	19,400	19,400		10.2%
28	Medical Testing	65	-	200	200	200	200		0.0%
29	**Total Materials & Services**	**44,203**	**51,016**	**48,600**	**52,200**	**53,900**	**53,900**		**10.9%**
30	**Capital Outlay:**								
31	Shop Improvements	9,142	-	20,000	16,800	16,100	16,100		-19.5%
32	**Total Expenditures**	**569,142**	**590,110**	**635,700**	**630,900**	**669,200**	**669,200**		**5.3%**
33	**Fund Balance:**								
34	Committed for Operations		-	-	-	-	-		
35	**Total Fund Balance**	-	-	-	-	-	-		
36	**TOTAL REQUIREMENTS**	**$ 569,142**	**$ 590,110**	**$ 635,700**	**$ 630,900**	**$ 669,200**	**$ 669,200**		**5.3%**

Public Works - Non-Departmental



SUMMARY OF PUBLIC WORKS - NON DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	Allocation
General Fund Parks	$ 22,824	$ 23,620	$ 24,900	$ 24,800	$ 26,200	$ 26,200		3.9%
Street Fund	194,645	201,834	218,700	217,000	230,200	230,200		34.4%
Sewer Fund	19,886	20,619	22,200	22,000	23,400	23,400		3.5%
Water Fund	179,853	186,442	199,600	198,100	210,100	210,100		31.4%
Street Light Districts Fund	17,632	18,296	20,300	20,100	21,400	21,400		3.2%
Stormwater Fund	134,302	139,299	150,000	148,900	157,900	157,900		23.6%
TOTAL CHARGES BY FUND	$ 569,142	$ 590,110	$ 635,700	$ 630,900	$ 669,200	$ 669,200		100.0%

Budget Notes:

Expenditures:

Personnel Services:

9 The Budget provides a 2.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

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

Capital Outlay

31 Resurfacing, seal coating and striping of the parking lot at the Public Works shop.

Public Works - Civic Center Facilities

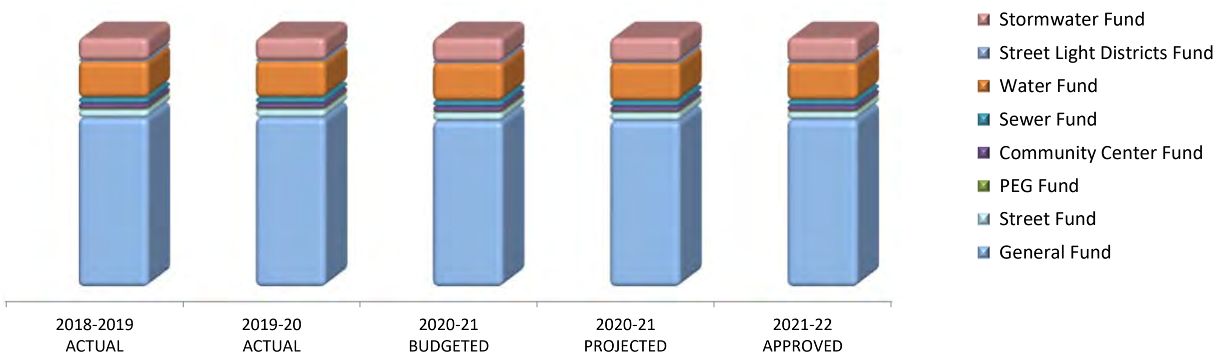
The Civic Center Facility Fund accounts for operations and maintenance of the Civic Center. Facility Maintenance staff will continue to maintain the facility at a level that allows maximum efficiency of all staff. The Facility Maintenance staff will continue refining the programming of the HVAC units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

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**								
3	Restricted for Civic Center Improvements	$ 168,969	$ 214,703	$ 219,300	$ 241,600	$ 214,700	$ 214,700		-2.1%
4	Unrestricted	-	-	-	-	-	-		
5	**Total Beginning Balances**	**168,969**	**214,703**	**219,300**	**241,600**	**214,700**	**214,700**		**-2.1%**
6	**Revenues:**								
7	**Charges for Services:**								
8	Administrative Service Charges	403,716	352,386	335,100	284,300	487,700	487,700		45.5%
9	**TOTAL RESOURCES**	**572,685**	**567,089**	**554,400**	**525,900**	**702,400**	**702,400**		**26.7%**
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Personnel Services:**								
13	Municipal Utility Worker	6,910	7,349	7,800	7,800	8,100	8,100		3.8%
14	Facility Maintenance Technician	51,584	54,915	57,600	57,600	60,500	60,500		5.0%
15	Overtime	874	337	600	100	600	600		0.0%
16	Clothing Allowance	530	530	500	500	500	500		0.0%
17	Wellness	375	317	600	400	600	600		0.0%
18	Medicare	927	976	1,100	1,100	1,100	1,100		0.0%
19	Retirement	11,633	13,662	14,400	14,300	19,000	19,000		31.9%
20	Insurance Benefits	22,343	23,688	27,300	27,000	28,700	28,700		5.1%
21	Workers Compensation	751	659	900	900	1,000	1,000		11.1%
22	**Total Personnel Services**	**95,927**	**102,433**	**110,800**	**109,700**	**120,100**	**120,100**		**8.4%**
23	**Materials & Services:**								
24	Contractual Services	8,564	5,877	14,000	11,000	14,000	14,000		0.0%
25	Janitorial Services	67,486	72,034	65,000	72,000	72,500	72,500		11.5%
26	Utilities	100,288	98,177	105,000	92,000	105,000	105,000		0.0%
27	Equipment Maintenance & Replacement	10,174	14,738	24,000	14,500	24,000	24,000		0.0%
28	Maintenance Supplies	6,925	3,618	7,000	5,000	7,000	7,000		0.0%
29	Janitorial Supplies	7,392	6,477	7,800	7,000	7,800	7,800		0.0%
30	Medical Testing	7	-	-	-	-	-		
31	**Total Materials & Services**	**200,836**	**200,921**	**222,800**	**201,500**	**230,300**	**230,300**		**3.4%**
32	**Capital Outlay:**								
33	Civic Center Improvements	61,219	49,032	-	-	100,000	100,000		
34	**Total Expenditures**	**357,982**	**352,386**	**333,600**	**311,200**	**450,400**	**450,400**		**35.0%**
35	**Other Requirements:**								
36	**Contingency:**								
37	Operating Contingency	-	-	1,500	-	2,000	2,000		33.3%
38	Civic Center Improvements	-	-	219,300	-	250,000	250,000		14.0%
39	**Total Contingency**	**-**	**-**	**220,800**	**-**	**252,000**	**252,000**		**14.1%**

Public Works - Civic Center Facilities

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
40	**Fund Balance:**								
41	Committed for Civic Center Improvements	214,703	214,703	-	214,700	-	-		
42	Committed for Operations	-	-	-	-	-	-		
43	**Total Fund Balance**	**214,703**	**214,703**	**-**	**214,700**	**-**	**-**		
44	**TOTAL REQUIREMENTS**	**$ 572,685**	**$ 567,089**	**$ 554,400**	**$ 525,900**	**$ 702,400**	**$ 702,400**		**27%**



PUBLIC WORKS - SUMMARY OF FACILITY MAINTENANCE CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	FTE
General Fund	$ 273,641	$ 238,971	$ 222,700	$ 188,800	$ 327,200	$ 327,200		67.1%
Street Fund	14,109	12,353	12,100	10,300	16,100	16,100		3.3%
PEG Fund	371	319	300	300	500	500		0.1%
Community Center Fund	8,911	7,774	7,400	6,300	11,200	11,200		2.3%
Sewer Fund	9,282	8,094	7,400	6,300	10,200	10,200		2.1%
Water Fund	59,407	51,756	51,300	43,500	73,200	73,200		15.0%
Street Light Districts Fund	866	745	700	600	1,000	1,000		0.2%
Stormwater Fund	37,129	32,374	33,200	28,200	48,300	48,300		9.9%
TOTAL CHARGES BY FUND	$ 403,716	$ 352,386	$ 335,100	$ 284,300	$ 487,700	$ 487,700		100.0%

Budget Notes:

Expenditures:

Personnel Services:

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

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

Capital Outlay:

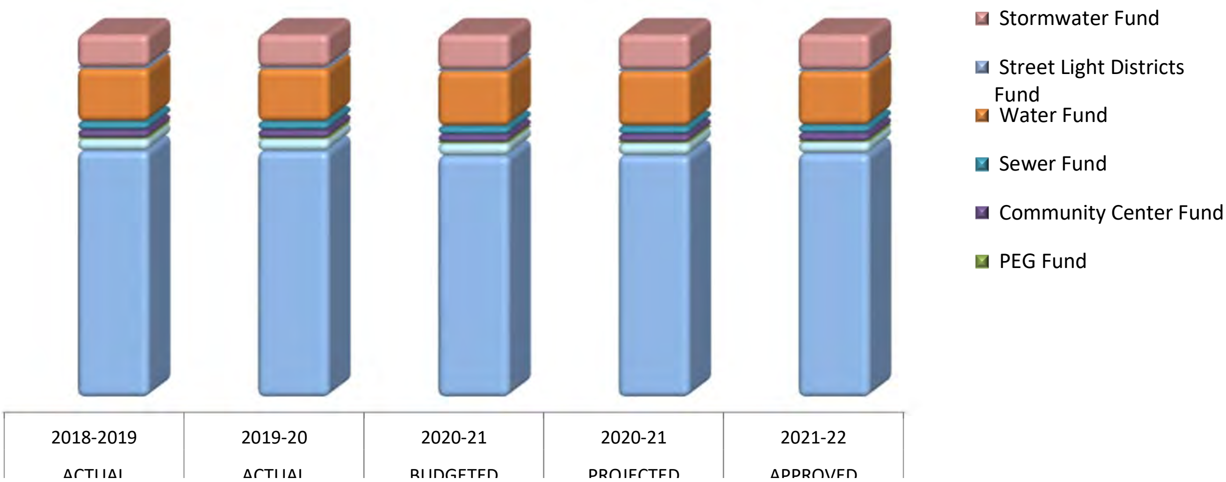
33 Repair/replace pergolas in employee break area at City Hall and the Police Department

General Administration

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ -**	**$ 8,930**	**$ -**	$ -	**$ -**	**$ -**		
3	**Revenues:**								
4	**Charges for Services:**								
5	Administrative Service Charges	314,643	300,908	382,500	287,900	406,000	406,000		6.1%
6	**Miscellaneous:**								
7	Interest	8,930	18,042	-	-	-	-		
8	**TOTAL RESOURCES**	**323,573**	**327,880**	**382,500**	**287,900**	**406,000**	**406,000**		**6.1%**
9	**REQUIREMENTS:**								
10	**Expenditures:**								
11	**Materials & Services:**								
12	Office Materials & Supplies	26,474	24,950	29,000	26,000	29,000	29,000		0.0%
13	Postage & Printing	19,631	14,243	26,000	24,000	26,000	26,000		0.0%
14	Association Memberships	57,207	57,673	58,500	58,000	60,300	60,300		3.1%
15	City Council Expenses	12,076	10,019	12,000	4,000	12,000	12,000		0.0%
16	Committee Meeting Expense	359	1,164	500	500	500	500		0.0%
17	Public Notices	680	938	1,000	800	1,000	1,000		0.0%
18	Contractual Services	666	684	1,200	700	1,000	1,000		-16.7%
19	Liability Insurance	197,285	190,723	173,800	173,800	187,700	187,700		8.0%
20	Miscellaneous Expense	265	515	500	100	500	500		0.0%
21	**Total Materials & Services**	**314,643**	**300,909**	**302,500**	**287,900**	**318,000**	**318,000**		**5.1%**
22	**Total Expenditures**	**314,643**	**300,909**	**302,500**	**287,900**	**318,000**	**318,000**		**5.1%**
23	**Other Requirements:**								
24	**Contingency:**								
25	Liability Retro Plan	-	-	80,000	-	88,000	88,000		10.0%
26	**Fund Balance:**								
27	Committed for Operations	8,930	26,971	-	-	-	-		
28	**TOTAL REQUIREMENTS**	**$323,573**	**$327,880**	**$382,500**	**$ 287,900**	**$406,000**	**$406,000**		**6.1%**

General Administration



SUMMARY OF CITY-WIDE ADMINISTRATIVE CHARGES BY FUND

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	FTE
General Fund	$ 213,421	$ 203,931	$ 254,300	$ 191,500	$ 272,500	$ 272,500		67.1%
Street Fund	10,977	10,548	13,800	10,400	13,400	13,400		3.3%
PEG Fund	270	327	400	300	400	400		0.1%
Community Center Fund	6,928	6,623	8,400	6,300	9,300	9,300		2.3%
Sewer Fund	7,198	6,950	8,400	6,300	8,500	8,500		2.1%
Water Fund	46,247	44,237	58,500	44,000	60,900	60,900		15.0%
Street Light Districts Fund	630	572	800	600	800	800		0.2%
Stormwater Fund	28,972	27,720	37,900	28,500	40,200	40,200		9.9%
TOTAL CHARGES BY FUND	$ 314,643	$ 300,908	$ 382,500	$ 287,900	$ 406,000	$ 406,000		100.0%

General Administration

Budget Notes:

Expenditures:

14 Association Memberships includes: League of Oregon Cities $28,900, Mid-Willamette Valley Council of Goverments $20,000, SEDCOR $4,800, Oregon Procurement Network $2,000, Oregon Government Ethics Division $700 and local newspaper

15 Funding provides for 5 council members to attend the fall League of Oregon Cities conference and the Mayor to attend the annual Mayor's Association Conference.

18 Contractual Services include the ASCAP and BMI licenses. American Society of Composers, Authors & Publishers (ASCAP) licenses the right to perform songs and musical works created and owned by publishers who are ASCAP members. Broadcast Music, Inc. (BMI), a global leader in rights management, collects license fees from businesses that use music, which it distributes as royalties to songwriters, composers & music publishers. Licenses apply to the City's on-hold telephone music and Amphitheater performances.

19 The City's Liability Insurance is expected to remain the same as the prior year. Premiums cover, Property, General and Auto liability. The City participates in a "Retro Plan" agreement on its General and Auto liability insurance premiums. Under this plan, premium contributions are 75% of the base premium amount with a maximum exposure of 112.5%. Because of the City's good claims loss experience it saves money by participating in this plan, although it does assume additional risk. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY21-22 projections expect premium rates to increase 10% over FY20-21. Liability insurance includes insuring art pieces included as part of the City's Art Walk Program. The premium is estimated at $750 annually. The deductibles are based on the value. If the value of the art is $7,500 or under, the City's deductible is $2,500. If the value is over $7,500, the deductible is $5,000. Deductibles will be paid from General Fund resources.

25 As explained in the Liability Insurance line item, the City's risk exposure for participating in the "Retro Plan" equates to 37.5% of the premiums paid on General and Auto liability. Premiums paid on property and auto damage are not part of the "Retro Plan". In addition this contingency includes a provision for claims from prior years that are not yet resolved.

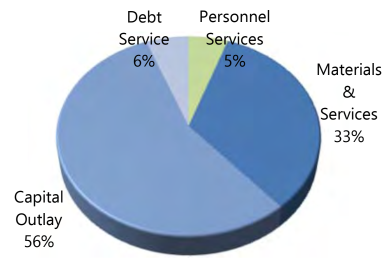
Public Works

Street Fund

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

Accomplishments for FY20-21

- Resurfaced River Road from Sandy Drive to Swingwood Court.
- Upgraded identified arterials and collectors with reflective pavement markers.
- Completed various LED street light upgrades.



Goals for FY21-22

- Continue annual resurfacing of various City streets which includes ADA ramp updates.
- Provide continued ADA upgrades.
- Maintain street sign replacement program and City owned streetlight LED upgrade program.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**								
3	Unrestricted Beginning Balance	$ 3,036,252	$ 2,757,442	$ 1,516,500	$ 1,195,700	$ 803,400	$ 803,400		**-47.0%**
4	Bike Safety Donations	1,162	655	-	-		-		
5	**Total Beginning Balances**	**3,037,414**	**2,758,097**	**1,516,500**	**1,195,700**	**803,400**	**803,400**		**-47.0%**
6	**Revenues:**								
7	**Taxes & Assessments:**								
8	Assessments	1,542	608	-	300	-	-		
9	**Licenses & Fees:**								
10	Planning Construction Fees	58,404	6,378	6,000	8,500	9,100	9,100		51.7%
11	Driveway Permit Fees	3,618	5,092	4,600	3,500	5,000	5,000		8.7%
12	**Total Licenses & Fees**	**62,022**	**11,470**	**10,600**	**12,000**	**14,100**	**14,100**		**33.0%**
13	**Intergovernmental:**								
14	State Fuel Tax	2,818,182	2,635,917	2,900,000	2,780,000	2,850,000	2,850,000		-1.7%
15	**Total Intergovernmental**	**2,818,182**	**2,635,917**	**2,900,000**	**2,780,000**	**2,850,000**	**2,850,000**		**-1.7%**
16	**Miscellaneous:**								
17	Bike Safety Donations	355	680	500	500	500	500		0.0%
18	Assessment Interest	30	132	-	-	-	-		
19	Interest	41,712	24,458	20,000	20,000	20,000	20,000		0.0%
20	Miscellaneous Revenue	109,367	2,749	-	200	-	-		
21	**Total Miscellaneous**	**151,464**	**28,019**	**20,500**	**20,700**	**20,500**	**20,500**		**0.0%**
22	**Other Revenue Sources:**								
23	Loan	-	-	-	-	-	-		
22	**TOTAL RESOURCES**	**6,070,624**	**5,434,111**	**4,447,600**	**4,008,700**	**3,688,000**	**3,688,000**		**-17.1%**

Public Works
Street Fund

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
23	**REQUIREMENTS:**								
24	**Expenditures:**								
25	**Personnel Services:**								
26	Municipal Utility Workers	45,727	48,802	51,000	51,000	52,900	52,900		3.7%
27	GIS	-	2,082	3,000	3,000	3,200	3,200		6.7%
28	Community Development Director	13,031	14,904	13,700	-	-	-		-100.0%
29	Code Compliance Officer	8,131	8,649	9,100	9,100	9,600	9,600		5.5%
30	Overtime	3,283	4,825	5,200	10,600	5,200	5,200		0.0%
31	Parade Overtime	-	-	2,000	-	2,000	2,000		0.0%
32	Duty Pay	9,100	9,170	10,400	10,400	10,400	10,400		0.0%
33	Clothing Allowance/Cell Phone Stipenc	605	598	700	700	700	700		0.0%
34	Wellness	14	34	700	100	700	700		0.0%
35	Medicare	1,226	1,368	1,500	1,500	1,500	1,500		0.0%
36	Retirement	16,664	20,736	20,900	20,000	21,500	21,500		2.9%
37	Insurance Benefits	27,740	29,284	33,800	30,000	31,300	31,300		-7.4%
38	Workers Compensation	1,471	1,283	1,700	1,700	1,800	1,800		5.9%
39	**Total Personnel Services**	**126,992**	**141,735**	**153,700**	**138,100**	**140,800**	**140,800**		**-8.4%**
40	**Materials & Services:**								
41	Helmets	863	592	500	500	500	500		0.0%
42	Meetings, Travel & Training	1,234	459	3,000	800	3,000	3,000		0.0%
43	Public Notices	-	334	500	500	500	500		0.0%
44	Administrative Services Charges	347,893	370,072	414,800	410,100	405,700	405,700		-2.2%
45	Contractual Services	81,138	112,288	125,000	115,000	125,000	125,000		0.0%
46	Parade Traffic Control	-	-	2,000	2,000	2,000	2,000		0.0%
47	Engineering Services	36,982	19,128	50,000	20,000	50,000	50,000		0.0%
48	Traffic Engineering SDC Review	-	-	5,000	3,000	5,000	5,000		0.0%
49	Utilities	426	190	500	200	300	300		-40.0%
50	Telephone	620	604	800	700	800	800		0.0%
51	Gasoline/Diesel	2,720	2,118	2,900	2,100	2,500	2,500		-13.8%
52	Equipment Maintenance	876	1,513	5,000	2,000	5,000	5,000		0.0%
53	Sidewalk Maintenance	-	-	5,000	3,000	5,000	5,000		0.0%
54	Operating Materials and Supplies	11,752	11,446	17,000	15,000	17,000	17,000		0.0%
55	Street Maintenance & Repair	111,046	144,990	155,000	202,000	165,000	165,000		6.5%
56	Street Light Utilities	56,633	53,440	58,000	55,000	58,000	58,000		0.0%
57	Traffic Light Utilities	25,406	25,748	26,000	26,500	26,000	26,000		0.0%
58	Medical Testing	94	142	200	-	200	200		0.0%
59	MPO Support/ SKATS	6,900	8,257	8,300	8,800	8,800	8,800		6.0%
60	Miscellaneous Expense	-	1,466	-	-				
61	**Total Materials & Services**	**684,583**	**752,787**	**879,500**	**867,200**	**880,300**	**880,300**		**0.1%**
62	**Capital Outlay:**								
63	Heavy Equipment/Vehicles	3,169	16,423	-	-	-	-		
64	Street Improvements	1,257,591	625,269	289,000	274,100	190,000	190,000		-34.3%
65	Infill and ADA Sidewalk Completions	25,200	16,940	-	-	25,000	25,000		
66	Street Resurfacing	579,957	2,009,131	2,000,000	1,250,000	850,000	850,000		-57.5%
67	Signage & Signal Upgrades	-	-	-	-	246,500	246,500		
68	Field Equipment	3,797	-	2,800	2,800	3,600	3,600		28.6%
69	Unanticipated Expense	-	-	150,000	-	150,000	150,000		0.0%
70	**Total Capital Outlay**	**1,869,714**	**2,667,763**	**2,441,800**	**1,526,900**	**1,465,100**	**1,465,100**		**-40.0%**
71	**Debt Service:**								
72	Principal	88,000	103,000	103,000	103,000	106,000	106,000		2.9%
73	Interest	60,238	52,139	49,100	49,100	46,000	46,000		-6.3%
74	**Total Debt Service**	**148,238**	**155,139**	**152,100**	**152,100**	**152,000**	**152,000**		**-0.1%**
75	**Total Expenditures**	**2,829,527**	**3,717,424**	**3,627,100**	**2,684,300**	**2,638,200**	**2,638,200**		**-27.3%**
76	**Other Requirements:**								
77	**Contingency:**								
78	Operating Contingency	-	-	51,700	-	46,000	46,000		-11.0%
79	**Transfers Out:**								
80	Stormwater Fund	483,000	521,000	521,000	521,000	521,000	521,000		0.0%

Public Works

Street Fund

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
81	**Fund Balance:**								
82	Restricted for Debt Service Requiremen	-	150,000	150,000	150,000	150,000	150,000		0.0%
83	Restricted for Operations	2,758,097	1,045,687	97,800	653,400	332,800	332,800		240.3%
84	**Total Fund Balance**	**2,758,097**	**1,195,687**	**247,800**	**803,400**	**482,800**	**482,800**		**94.8%**
85	**TOTAL REQUIREMENTS**	**$ 6,070,624**	**$ 5,434,111**	**$ 4,447,600**	**$ 4,008,700**	**$ 3,688,000**	**$3,688,000**		**-17.1%**

Summary of Administrative Service Fund Charges

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 10,977	$ 10,548	$ 13,800	$ 10,400	$ 13,400	$ 13,400		-2.9%
City Manager	17,519	20,781	19,000	27,000	17,600	17,600		-7.4%
Information Systems	14,329	15,229	20,800	20,700	22,100	22,100		6.3%
Attorney's Office	33,186	39,710	37,000	36,700	28,100	28,100		-24.1%
City Recorder	17,998	21,537	20,400	20,000	16,200	16,200		-20.6%
Human Resources	11,425	12,748	13,000	13,500	13,100	13,100		0.8%
Finance	33,705	35,332	60,000	54,500	48,900	48,900		-18.5%
Facility Maintenance	14,109	12,353	12,100	10,300	16,100	16,100		33.1%
Public Works	194,645	201,834	218,700	217,000	230,200	230,200		5.3%
Administrative Services Charges	$ 347,893	$ 370,072	$ 414,800	$ 410,100	$ 405,700	$ 405,700		-2.2%

Budget Notes:

Revenues:

14 The League of Oregon Cities notes that state highway shared revenues are projecting an increase next year.

Expenditures:

Personnel Services:

25 The Budget provides a 2.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement. The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefore actual wage ranges for fiscal year 2021-22 are not known.

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

Materials & Services:

44 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.

46 Contractual Services include $60,000 for pavement markings, $55,000 for routine costs such as landscape maintenance and right of way mowing.

Capital Outlay:

64 Street Improvements include city's share of the Transit District traffic signal on Keizer Station Boulevard and city's match funding for design work for Verda

78 The contingency is 5% of operating costs including personnel services and materials and services.

79 The transfer to the Stormwater Fund is the Street Fund's share of stormwater costs.

Debt Service:

71 The City's debt obligation provides for annual principal and semi-annual interest payments on its outstanding debt each year. The original issue date was April 26, 2018.

Debt covenants require the City to retain at least $150,000 in reserves.

Debt Service Schedule

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2021	$ 1,506,000	$ -	$ 22,967	$ 22,967
6/1/2022	1,400,000	106,000	22,967	128,967
12/1/2022	1,400,000	-	21,350	21,350
6/1/2023	1,291,000	109,000	21,350	130,350
12/1/2023	1,291,000	-	19,688	19,688
6/1/2024	1,179,000	112,000	19,688	131,688
12/1/2024	1,179,000	-	17,980	17,980
6/1/2025	1,063,000	116,000	17,980	133,980
12/1/2025	1,063,000	-	16,211	16,211
6/1/2026	944,000	119,000	16,211	135,211
12/1/2026 through 12/1/2032	494,000	797,000	116,342	116,342
6/1/2033	147,000	147,000	2,242	149,242
		$ 1,506,000	$ 314,974	$ 1,820,974

Public Works

Street Lighting District Fund

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 421,525**	**$ 462,126**	**$ 465,300**	**$ 477,900**	**$ 475,800**	**$ 475,800**		**2.3%**
3	**Revenues:**								
4	**Taxes & Assessments:**								
5	Lighting District Assessments	413,350	390,965	410,000	400,000	410,000	410,000		0.0%
6	**Miscellaneous:**								
7	Interest Earnings/Miscellaneous	13,574	13,398	8,000	6,000	8,000	8,000		0.0%
8	**Total Revenues**	426,924	404,363	418,000	406,000	418,000	418,000		0.0%
9	**TOTAL RESOURCES**	**848,449**	**866,489**	**883,300**	**883,900**	**893,800**	**893,800**		**1.2%**
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Materials & Services:**								
13	Public Notices	794	816	1,200	1,200	1,200	1,200		0.0%
14	Administrative Services Charges	30,867	31,419	31,800	30,900	35,000	35,000		10.1%
15	Engineering Costs	729	2,985	3,000	-	3,000	3,000		0.0%
16	Lighting Costs	353,499	353,137	380,000	376,000	380,000	380,000		0.0%
17	Street Lighting Maintenance - KS Area A	434	111	10,000	-	10,000	10,000		0.0%
18	Miscellaneous	-	81						
19	**Total Materials & Services**	**386,323**	**388,549**	**426,000**	**408,100**	**429,200**	**429,200**		**0.8%**
20	**Total Expenditures**	**386,323**	**388,549**	**426,000**	**408,100**	**429,200**	**429,200**		**0.8%**
21	**Other Requirements:**								
22	Contingency	-	-	30,000	-	105,000	105,000		250.0%
23	**Fund Balance:**								
24	**Restricted:**								
25	Pole Replacement at KS Area A	37,500	40,000	42,500	42,500	-	-		-100.0%
26	Pole Replacement Option B Districts	20,000	25,000	27,500	27,500	-	-		-100.0%
27	Restricted for Operations	404,626	412,940	357,300	405,800	359,600	359,600		0.6%
28	**Total Restricted Fund Balance**	**462,126**	**477,940**	**427,300**	**475,800**	**359,600**	**359,600**		**-15.8%**
29	**TOTAL REQUIREMENTS**	**$ 848,449**	**$ 866,489**	**$ 883,300**	**$ 883,900**	**$ 893,800**	**$ 893,800**		**1.2%**

Summary of Administrative Service Fund Charges

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 630	$ 572	$ 800	$ 600	$ 800	$ 800		0.0%
City Manager	995	799	500	700	300	300		-40.0%
Information Systems	985	1,120	1,300	1,300	1,400	1,400		7.7%
Attorney's Office	1,447	1,265	300	300	400	400		33.3%
City Recorder	787	787	300	300	300	300		0.0%
Human Resources	689	692	700	700	800	800		14.3%
Finance	6,836	7,142	6,900	6,300	8,600	8,600		24.6%
Facility Maintenance	866	745	700	600	1,000	1,000		42.9%
Public Works	17,632	18,296	20,300	20,100	21,400	21,400		5.4%
Administrative Services Charges	$ 30,867	$ 31,418	$ 31,800	$ 30,900	$ 35,000	$ 35,000		10.1%

Budget Notes:

Revenues:

5 The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax rolls in Year Two.

Expenditures:

14 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.

16 The City is expecting one to two additional street lighting districts to form in FY2021-22.

25-26 In order to have funds available in the event pole replacement is necessary the appropriations have been moved to contingency for Fiscal Year 2021-22

Public Works
Transportation Improvement Fund

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

Recommendations for expenditures in FY21-22:
Design of the improvements to the I-5/Chemawa Southbound on-ramp is pending. ODOT is currently taking the lead planning and designing these improvements, the actual timing is unknown however funding needs to be available during FY21-22.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$2,997,194**	**$3,280,802**	**$3,380,800**	**$3,397,300**	**$3,444,600**	**$3,444,600**		**1.9%**
3	**Revenues:**								
4	**Licenses & Fees:**								
5	System Development Fees	239,105	75,075	28,100	170,500	29,000	29,000		3.2%
6	**Miscellaneous:**								
7	Interest	44,503	41,422	25,000	25,000	25,000	25,000		0.0%
8	**Total Revenues**	**283,608**	**116,497**	**53,100**	**195,500**	**54,000**	**54,000**		**1.7%**
	Transfers In:								
	General Fund	**-**	**-**	**-**	**-**	30,000	**30,000**		
9	**TOTAL RESOURCES**	**3,280,802**	**3,397,299**	**3,433,900**	**3,592,800**	**3,528,600**	**3,528,600**		**2.8%**
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Capital Outlay:**								
13	Unanticipated Expenses	-	-	3,266,300	-	3,459,500	3,459,500		**5.9%**
14	**Total Capital Outlay**	**-**	**-**	**3,266,300**	**-**	**3,459,500**	**3,459,500**		**5.9%**
15	**Total Expenditures**								
16	**Other Requirements:**								
17	**Transfers Out:**								
18	Interfund Loan to the General Fund	-	-	148,200	148,200	-	-		**-100.0%**
19	**Total Transfers Out**	**-**	**-**	**148,200**	**148,200**	**-**	**-**		**-100.0%**
20	**Fund Balance:**								
21	Restricted for Improvements	3,280,802	3,397,299	19,400	3,444,600	69,100	69,100		256.2%
22	**TOTAL REQUIREMENTS**	**$3,280,802**	**$3,397,299**	**$3,433,900**	**$3,592,800**	**$3,528,600**	**$3,528,600**		**2.8%**

Revenues:

5 The System Development Fee projections for Fiscal Year 2021-22 assumes 20 new single family homes developed during the year.

Expenditures:

16 No improvements are anticipated in Fiscal Year 2021-22.

Public Works
Off-Site Transportation Improvement Fund

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 94,485**	**$ 55,609**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
3	**Revenues:**								
4	**Licenses & Fees:**								
5	Off-Site Transportation Fees	-	-	-	-	-	-	-	
6	**Miscellaneous:**								
7	Interest	1,188	-	-	-	-	-	-	
8	**Total Revenues**	1,188	-	-	-	-	-	-	
9	**TOTAL RESOURCES**	**95,673**	**55,609**	**-**	**-**	**-**	**-**	**-**	
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Capital Outlay:**								
13	Off-Site Transportation Improvements	40,064	55,609	-	-	-	-	-	
14	**Fund Balance:**								
15	Restricted for Improvements	55,609	-	-	-	-	-	-	
16	**TOTAL REQUIREMENTS**	**$ 95,673**	**$ 55,609**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

Budget Notes:

Revenues:

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

Expenditures:

13 Construct a dedicated right turn lane at Lockhaven & 14th. Balance of project costs are in the Street Fund.

Public Works

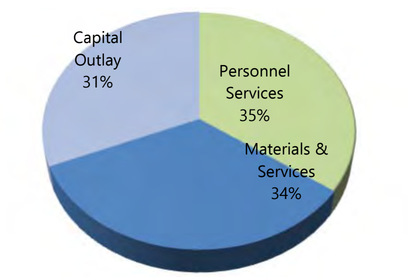
Stormwater Fund

The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act. The City's stormwater regulatory programs are administered by the State of Oregon through the Department of Environmental Quality (DEQ). The City has 3 regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans for the municipal separate storm sewer system (MS4), the underground injection control (UIC) devices, and the Total Maximum Daily Load (TMDL) Implementation Plan. The City is the permittee for the National Pollutant Discharge Elimination System (NPDES) permit #100032, the Water Pollution Control Facilities (WPCF) permit #103068, and is a designated management agency for the Willamette Basin TMDL.

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

Accomplishments for FY20-21

- Continued repair work identified by the TV inspection contractor
- Continued implementation of the TV inspection contract
- Updated programs to comply with the NPDES Phase II General permit
- Continued implementation of the City's 3 regulatory stormwater programs
- Hosted 10th Annual Erosion Control Summit (Virtually)
- Hosted 5th Annual Water Festival (Virtually)
- Developed and implemented the Public Education and Involvement Plan
- Completed pipeline realignment on Shoreline Dr. and Cummings Ln.



Division Goals for FY21-22

- Continue storm line realignments with Capital Improvement funds
- Continue inspection and repair work identified by the TV inspection contractor
- Continue to implement the Stormwater Management Program, TMDL Implementation Plan and the UIC Management Plan.
- Update the Municipal Pollution Prevention Plan and Illicit Discharge Detection & Elimination programs to meet new requirements.
- Continue to implement the UIC Stormwater Monitoring Plan to ensure groundwater protection.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 452,039**	**$ 770,394**	**$ 949,500**	**$ 996,600**	**$ 1,135,700**	**$1,135,700**		**19.6%**
3	**Revenues:**								
4	**Charges for Services:**								
5	Planning & Construction Fees	15,880	8,703	10,000	8,000	10,000	10,000		0.0%
6	Service Fees	1,414,928	1,532,272	1,486,000	1,592,000	1,592,000	1,592,000		7.1%
7	**Total Charges for Services**	**1,430,808**	**1,540,975**	**1,496,000**	**1,600,000**	**1,602,000**	**1,602,000**		**7.1%**
8	**Miscellaneous:**								
9	Interest	4,121	8,394	2,000	2,000	2,000	2,000		0.0%
10	Miscellaneous Revenue	1,235	1,511	-	-	-	-		
11	**Total Miscellaneous**	**5,356**	**9,905**	**2,000**	**2,000**	**2,000**	**2,000**		**0.0%**
12	**Total Revenues**	**1,436,164**	**1,550,880**	**1,498,000**	**1,602,000**	**1,604,000**	**1,604,000**		**7.1%**
13	**Other Resources:**								
14	**Transfers In:**								
15	Charges to Street Fund	483,000	521,000	521,000	521,000	521,000	521,000		0.0%
16	**Total Other Resources**	**483,000**	**521,000**	**521,000**	**521,000**	**521,000**	**521,000**		**0.0%**
17	**TOTAL RESOURCES**	**2,371,203**	**2,842,274**	**2,968,500**	**3,119,600**	**3,260,700**	**3,260,700**		**9.8%**

Public Works

Stormwater Fund

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
18	**REQUIREMENTS:**								
19	**Expenditures:**								
20	**Personnel Services:**								
21	Municipal Utility Workers	188,856	197,128	202,600	202,600	206,900	206,900		2.1%
22	Planning Staff	2,120	2,362	2,300	1,000	1,000	1,000		-56.5%
23	Environmental Program Staff	254,902	216,342	282,700	200,000	290,400	290,400		2.7%
24	GIS	-	19,374	28,400	28,400	29,900	29,900		5.3%
25	Overtime	446	576	3,000	1,000	3,000	3,000		0.0%
26	Duty Pay	8,838	9,258	10,400	10,400	10,400	10,400		0.0%
27	Cell Phone - Clothing Allowances	2,258	1,657	2,600	2,600	2,600	2,600		0.0%
28	Wellness	876	646	4,000	1,000	4,000	4,000		0.0%
29	Medicare	7,044	6,876	8,600	7,000	8,700	8,700		1.2%
30	Retirement	95,584	96,934	134,700	100,000	150,100	150,100		11.4%
31	Insurance Benefits	147,788	175,705	202,300	180,700	208,800	208,800		3.2%
32	Workers Compensation	5,133	5,030	6,300	5,500	6,500	6,500		3.2%
33	**Total Personnel Services**	**713,845**	**731,888**	**887,900**	**740,200**	**922,300**	**922,300**		**3.9%**
34	**Materials & Services:**								
35	Concrete	-	1,037	5,000	3,000	5,000	5,000		0.0%
36	Rock & Backfill	178	1,018	1,200	1,200	1,200	1,200		0.0%
37	Paving	821	3,109	6,000	3,500	6,000	6,000		0.0%
38	Meetings, Travel & Training	8,508	3,996	8,000	8,000	8,000	8,000		0.0%
39	Public Notices	30	346	-	-	400	400		
40	Administrative Services Charges	372,069	371,832	417,100	405,400	453,600	453,600		8.8%
41	Contractual Services	133,307	139,057	150,000	135,000	171,500	171,500		14.3%
42	Engineering Services	21,235	13,166	35,000	30,000	35,000	35,000		0.0%
43	Storm Drain Utilities	5,137	4,964	5,800	5,200	5,800	5,800		0.0%
44	Telephone	2,120	2,472	2,800	2,700	2,800	2,800		0.0%
45	Gasoline	4,653	5,850	7,000	5,500	7,000	7,000		0.0%
46	Diesel Fuel	4,939	3,323	6,000	3,500	6,000	6,000		0.0%
47	Vehicle Maintenance	997	2,224	5,000	2,500	5,000	5,000		0.0%
48	Equipment Maintenance	19,833	18,560	23,000	15,000	23,000	23,000		0.0%
49	Permit Renewal & Registration Fees	6,951	7,267	7,300	7,900	8,000	8,000		9.6%
50	Plant Maintenance	5,627	7,860	10,000	8,500	12,500	12,500		25.0%
51	Pump Maintenance	8,989	7,044	10,000	5,000	10,000	10,000		0.0%
52	Operating Materials & Supplies	8,895	10,192	15,000	15,000	15,000	15,000		0.0%
53	Street Sweeping	101,937	102,392	105,000	102,400	105,000	105,000		0.0%
54	Medical Testing	297	327	400	400	400	400		0.0%
55	Lab Tests	3,391	5,001	5,200	5,200	7,000	7,000		34.6%
56	Consumer Confidence Report/ Public Educatior	7,603	2,971	8,000	8,000	8,000	8,000		0.0%
57	Miscellaneous	-	4,032	-	-	-	-		
58	**Total Materials & Services**	**717,517**	**718,040**	**832,800**	**772,900**	**896,200**	**896,200**		**7.6%**

Public Works

Stormwater Fund

#		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
59	**Capital Outlay:**								
60	Field Equipment	12,058	2,513	5,200	5,800	5,000	5,000		-3.8%
61	Heavy Equipment/Service Vehicle	56,025	44,098	-	-	375,000	375,000		
62	Storm Sewer Pipe Extension or Repair	101,364	349,155	750,000	465,000	450,000	450,000		-40.0%
63	**Total Capital Outlay**	**169,447**	**395,766**	**755,200**	**470,800**	**830,000**	**830,000**		**9.9%**
64	**Total Expenditures**	**1,600,809**	**1,845,694**	**2,475,900**	**1,983,900**	**2,648,500**	**2,648,500**		**7.0%**
65	**Other Requirements:**								
66	Contingency	-	-	104,400	-	149,100	149,100		42.8%
67	**Total Other Requirements**	-	-	104,400	-	149,100	149,100		42.8%
68	**Fund Balance:**								
69	Assigned	770,394	996,580	388,200	1,135,700	463,100	463,100		19.3%
70	**TOTAL REQUIREMENTS**	**$2,371,203**	**$ 2,842,274**	**$2,968,500**	**$ 3,119,600**	**$ 3,260,700**	**$3,260,700**		**9.8%**

Summary of Administrative Service Fund Charges

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 28,972	$ 27,720	$ 37,900	$ 28,500	$ 40,200	$ 40,200		6.1%
City Manager	14,632	13,388	14,900	21,200	17,600	17,600		18.1%
Information Systems	43,523	42,322	56,600	56,400	60,000	60,000		6.0%
Attorney's Office	8,586	5,353	4,800	4,800	3,600	3,600		-25.0%
City Recorder	15,047	14,161	15,900	15,700	16,200	16,200		1.9%
Human Resources	29,942	31,128	35,700	36,900	39,400	39,400		10.4%
Finance	26,395	27,720	27,100	24,600	29,300	29,300		8.1%
Utility Billing	33,541	38,367	41,000	40,200	41,100	41,100		0.2%
Facility Maintenance	37,129	32,374	33,200	28,200	48,300	48,300		45.5%
Public Works	134,302	139,299	150,000	148,900	157,900	157,900		5.3%
Administrative Services Charges	$ 372,069	$ 371,832	$ 417,100	$ 405,400	$ 453,600	$ 453,600		8.8%

Budget Notes:

Revenues:

6 The City updated the Stormwater Capital Improvement Plan in FY12-13 and is operating with an even rate slope model for setting its stormwater rates. Annual rate increases are expected to be approximately $0.50 per Equivalent Service Unit for the next few years. Due to a delay in a large capital outlay project a rate increase is not deemed necessary for Fiscal Year 2021-22.

Expenditures:

Personnel Services:

20 The Budget provides a 2.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement. The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefore actual wage ranges for fiscal year 2021-22 are not known.

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

Materials & Services:

40 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.

41 Contractual Services includes Video Inspection services, Vegetated Stormwater Facility Maintenance costs, and other routine costs.

Capital Outlay

61 Stormwater Fund's portion of a new pipeline cleaning/hydro-excavating truck.

62 Replacement or re-alignment projects identified through video inspection program.

Public Works
Sewer Fund

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
	RESOURCES:								
1	**Beginning Balance:**	**$ 351,186**	**$ 400,886**	**$ 231,600**	**$ 439,300**	**$ 540,100**	**$ 540,100**		**133.2%**
2	**Revenues:**								
3	**Charges for Services:**								
4	Plan/Construction Fees	5,867	1,847	-	-	-	-		
5	Salem Sewer Billing	5,641,273	5,855,001	5,910,000	6,060,000	6,241,800	6,241,800		5.6%
6	Sewer Administration Fee	374,364	377,576	374,000	375,000	375,000	375,000		0.3%
7	**Total Charges for Services**	**6,021,504**	**6,234,424**	**6,284,000**	**6,435,000**	**6,616,800**	**6,616,800**		**5.3%**
8	**Miscellaneous:**								
9	Miscellaneous	-	203	-	-	-	-		
10	Interest Earnings	2,375	3,138	1,000	1,000	1,000	1,000		0.0%
11	**Total Miscellaneous**	**2,375**	**3,340**	**1,000**	**1,000**	**1,000**	**1,000**		**0.0%**
12	**Total Revenues**	**6,023,879**	**6,237,764**	**6,285,000**	**6,436,000**	**6,617,800**	**6,617,800**		**5.3%**
13	**TOTAL RESOURCES**	**6,375,065**	**6,638,650**	**6,516,600**	**6,875,300**	**7,157,900**	**7,157,900**		**9.8%**
14	**REQUIREMENTS:**								
15	**Expenditures:**								
16	**Personnel Services:**								
17	Planning Staff	2,120	1,490	2,300	2,300	1,000	1,000		-56.5%
18	Cell Phone Stipend	18	17	100	100	100	100		0.0%
19	Wellness	4	1	100	100	100	100		0.0%
20	Medicare	33	37	100	100	100	100		0.0%
21	Retirement	541	680	700	700	700	700		0.0%
22	Insurance Benefits	473	466	500	400	300	300		-40.0%
23	Workers Compensation	90	77	100	100	100	100		0.0%
24	**Total Personnel Services**	**3,279**	**2,769**	**3,900**	**3,800**	**2,400**	**2,400**		**-38.5%**
25	**Materials & Services:**								
26	Public Notices	-	-	100	100	100	100		0.0%
27	Administrative Services Charges	300,048	327,337	342,200	329,800	361,400	361,400		5.6%
28	Engineering Services	-	-	500	-	500	500		0.0%
29	Salem Sewer Payments	5,670,362	5,868,384	5,910,000	6,001,500	6,241,800	6,241,800		5.6%
30	Emergency Management Expense	-	-	1,000	-	1,000	1,000		0.0%
31	Miscellaneous Expense	490	896	1,000	-	1,000	1,000		0.0%
32	**Total Materials & Services**	**5,970,900**	**6,196,617**	**6,254,800**	**6,331,400**	**6,605,800**	**6,605,800**		**5.6%**
33	**Total Expenditures**	**5,974,179**	**6,199,386**	**6,258,700**	**6,335,200**	**6,608,200**	**6,608,200**		**5.6%**
34	**Other Requirements:**								
35	Contingency	-	-	40,000	-	40,000	40,000		0.0%
36	**Total Other Requirements**	**-**	**-**	**40,000**	**-**	**40,000**	**40,000**		**0.0%**
37	**Fund Balance:**								
38	Committed for Future Operations	400,886	439,264	217,900	540,100	509,700	509,700		133.9%
39	**TOTAL REQUIREMENTS**	**$ 6,375,065**	**$ 6,638,650**	**$6,516,600**	**$6,875,300**	**$ 7,157,900**	**$ 7,157,900**		**9.8%**

Public Works

Sewer Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 7,198	$ 6,950	$ 8,400	$ 6,300	$ 8,500	$ 8,500		1.2%
City Manager	3,583	3,497	3,400	4,800	3,800	3,800		11.8%
Information Systems	14,866	16,910	21,500	21,400	22,800	22,800		6.0%
Attorney's Office	2,026	1,849	1,400	1,400	1,100	1,100		-21.4%
City Recorder	3,737	3,639	3,600	3,500	3,500	3,500		-2.8%
Human Resources	7,486	7,609	7,900	8,200	8,400	8,400		6.3%
Finance	74,152	77,898	73,800	67,000	86,800	86,800		17.6%
Utility Billing	157,832	180,272	192,600	188,900	192,900	192,900		0.2%
Facility Maintenance	9,282	8,094	7,400	6,300	10,200	10,200		37.8%
Public Works	19,886	20,619	22,200	22,000	23,400	23,400		5.4%
Administrative Services Charges	$ 300,048	$ 327,337	$ 342,200	$ 329,800	$ 361,400	$ 361,400		5.6%

Budget Notes:

Revenues:

5 The City of Salem has been operating off an even rate slope model for setting its sewer rates. Keizer's rate increase is expected to be no more than 3%.

6 The Sewer Administration Fee is $5.95 per bi-monthly bill set January 2015.

Expenditures:

Personnel Services:

16 The Public Works and Administrative Service staff are budgeted in the Administrative Services Fund and costs are charged back to the Sewer Fund based on estimated time spent in the Division.

27 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.

29 The increase in Salem Sewer Payments reflects the rate increase anticipated in FY21-22.

Public Works

Sewer Reserve Fund

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$199,472**	**$234,061**	**$250,900**	**$ 257,900**	**$274,700**	**$274,700**		**9.5%**
3	**Revenues:**								
4	**Licenses & Fees:**								
5	System Development Fee	31,736	20,799	15,000	14,800	15,000	15,000		0.0%
6	**Miscellaneous:**								
7	Interest	3,060	3,019	2,000	2,000	2,000	2,000		0.0%
8	**Total Revenues**	**34,796**	**23,818**	**17,000**	**16,800**	**17,000**	**17,000**		**0.0%**
9	**TOTAL RESOURCES**	**234,268**	**257,879**	**267,900**	**274,700**	**291,700**	**291,700**		**8.9%**
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Capital Outlay:**								
13	Sewer Line Extensions	-	-	98,500	-	141,700	141,700		43.9%
14	Unanticipated Expense	207	-	150,000	-	150,000	150,000		0.0%
15	**Total Capital Outlay**	**207**	**-**	**248,500**	**-**	**291,700**	**291,700**		**17.4%**
16	**Fund Balance:**								
17	Restricted for Improvements	234,061	257,879	19,400	274,700	-	-		-100.0%
18	**TOTAL REQUIREMENTS**	**$234,268**	**$257,879**	**$267,900**	**$ 274,700**	**$291,700**	**$291,700**		**8.9%**

Budget Notes:

Revenues:

5 The System Development Fee projections for FY21-22 assumes 2 acres of development.

Public Works
Water Fund

Revenues in the Water fund are derived from user charges. The City's charter designates this as a dedicated fund to be used solely for water related services. The water system is managed by the Public Works Department to provide safe, low cost, high quality drinking water that meets or exceeds state and federal regulations.

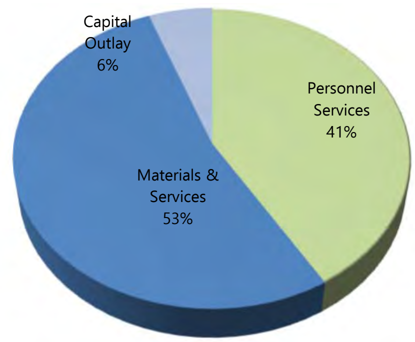
The Water Division operates under the Oregon Administrative Rules for Public Water Systems enforced by the Oregon Health Authority (OHA), Drinking Water Services (DWS) that administer and enforce drinking water quality standards for public water systems in the state of Oregon.

Accomplishments for FY20-21

· Continued updating distribution system to ensure adequate volume and pressure delivery to residents
· Continued developing a comprehensive integrated public education program with the Stormwater Division
· Replaced (1) 3" meter, (2) 2" meters and (7) 1.5" meters to more efficient and accurate meters.
· Repaired 7 Water Main leaks
· Completed the Water Management and Conservation Plan update.
· Installed 35 new meters including (1) 2" meter.
· Installed circulation fans in most pump stations with fluoride.

Division Goals for FY21-22

· Continue updating distribution system to ensure adequate volume and pressure delivery to residents
· Continue developing a comprehensive integrated public education program with the Stormwater Division
· Evaluate revenue increases on accounts with new large meters installed in previous years.
· Complete the Risk and Resilience Certification as required by the Environmental Protection Agency (EPA)



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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 1,023,359**	**$ 1,142,759**	**$ 1,003,500**	**$ 1,036,600**	**$ 1,020,000**	**$ 1,020,000**		**1.6%**
3	**Revenues:**								
4	**Licenses & Fees:**								
5	Planning & Construction Fees	6,914	10,561	5,000	5,900	5,000	5,000		0.0%
6	Service Fees	13,674	32,738	15,000	15,000	15,000	15,000		0.0%
7	Diesel Fuel Sales	32,911	27,134	28,000	21,000	28,000	28,000		0.0%
8	Live Tap Reimbursement	14,525	14,650	7,500	8,800	7,500	7,500		0.0%
9	**Total Licenses & Fees**	**68,024**	**85,083**	**55,500**	**50,700**	**55,500**	**55,500**		**0.0%**
10	**Charges for Services:**								
11	Water Sales	3,149,491	3,192,250	3,245,800	3,290,000	3,342,600	3,342,600		3.0%
12	**Miscellaneous:**								
13	Interest	16,176	14,410	9,000	9,000	9,000	9,000		0.0%
14	Miscellaneous	8,278	12,109	5,000	7,000	7,000	7,000		40.0%
15	**Total Miscellaneous**	**24,454**	**26,519**	**14,000**	**16,000**	**16,000**	**16,000**		**14.3%**
16	**Other Resources:**								
17	**Transfers In:**								
18	Transfer from Park Operations Fund	17,400	20,049	25,000	21,000	7,300	7,300		-70.8%
19	**Total Transfers In**	**17,400**	**20,049**	**25,000**	**21,000**	**7,300**	**7,300**		**-70.8%**
20	**TOTAL RESOURCES**	**4,282,728**	**4,466,660**	**4,343,800**	**4,414,300**	**4,441,400**	**4,441,400**		**2.2%**

Public Works

Water Fund

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
21	**REQUIREMENTS:**								
22	**Expenditures:**								
23	**Personnel Services:**								
24	Municipal Utility Workers	621,530	651,484	677,400	625,000	683,900	683,900		1.0%
25	GIS	-	15,403	21,900	21,900	23,100	23,100		5.5%
26	Planning Staff	2,120	2,362	2,300	1,000	1,000	1,000		-56.5%
27	Overtime	17,986	15,676	19,500	22,000	20,000	20,000		2.6%
28	Duty Pay	18,463	18,253	20,800	20,800	20,800	20,800		0.0%
29	Cell Phone/Clothing Allowance	4,298	4,297	5,200	5,200	5,200	5,200		0.0%
30	Wellness	1,291	1,297	5,600	3,000	5,600	5,600		0.0%
31	Medicare	10,205	10,838	11,100	10,000	11,300	11,300		1.8%
32	Retirement	126,461	148,741	164,200	150,000	208,900	208,900		27.2%
33	Insurance Benefits	241,422	247,889	285,400	261,300	302,300	302,300		5.9%
34	Workers Compensation	9,966	8,127	9,900	9,000	10,000	10,000		1.0%
35	**Total Personnel Services**	**1,053,742**	**1,124,367**	**1,223,300**	**1,129,200**	**1,292,100**	**1,292,100**		**5.6%**
36	**Materials & Services:**								
37	Concrete	10,048	7,709	10,000	8,000	10,000	10,000		0.0%
38	Rock & Backfill	5,735	6,762	5,500	4,000	5,500	5,500		0.0%
39	Paving	16,728	13,838	15,000	12,000	15,000	15,000		0.0%
40	Sequestering Agent	11,179	22,642	32,000	20,000	30,000	30,000		-6.3%
41	Fluoride	9,700	7,897	11,500	11,500	11,500	11,500		0.0%
42	Meetings, Travel & Training	13,881	12,051	24,000	21,000	24,000	24,000		0.0%
43	Public Notices	30	-	300	-	300	300		0.0%
44	Administrative Services Charges	665,354	697,802	760,600	737,500	822,500	822,500		8.1%
45	Contractual Services	18,576	14,906	9,000	13,000	14,500	14,500		61.1%
46	Flagging	1,388	3,693	3,200	1,200	2,500	2,500		-21.9%
47	Engineering Services	31,609	9,659	20,000	15,000	20,000	20,000		0.0%
48	Electricity	262,231	241,865	265,000	265,000	265,000	265,000		0.0%
49	Natural Gas	1,163	2,100	3,800	2,700	3,000	3,000		-21.1%
50	Telephone	5,932	5,634	5,500	5,800	6,000	6,000		9.1%
51	Telemetry	862	7,032	10,000	5,000	10,000	10,000		0.0%
52	Gasoline	10,891	8,056	13,000	9,000	12,000	12,000		-7.7%
53	Diesel Fuel	37,132	34,246	38,000	30,000	38,000	38,000		0.0%
54	Vehicle Maintenance	7,333	6,376	20,000	24,000	20,000	20,000		0.0%
55	Equipment Maintenance	8,187	19,204	15,000	10,000	15,000	15,000		0.0%
56	Plant Maintenance	56,375	74,722	70,000	60,000	70,000	70,000		0.0%
57	Live Taps	5,725	18,000	15,000	18,500	15,000	15,000		0.0%
58	Pump House Maintenance	10,824	20,809	10,000	18,700	20,500	20,500		105.0%
59	Pump Maintenance	93,077	104,285	95,000	35,000	75,000	75,000		-21.1%
60	Operating Materials & Supplies	21,547	22,942	30,000	28,000	30,000	30,000		0.0%
61	Medical Testing	1,893	732	800	-	800	800		0.0%
62	Water Mains	(974)	-	25,000	-	25,000	25,000		0.0%
63	Lab Tests	58,942	43,440	34,000	35,500	45,700	45,700		34.4%
64	Contract Meter Reading	39,702	39,841	42,000	42,000	44,000	44,000		4.8%
65	Consumer Confidence Report	8,110	8,091	10,000	10,000	10,000	10,000		0.0%
66	Miscellaneous	-	6,231	-	-	-	-		
67	**Total Materials & Services**	**1,413,180**	**1,460,565**	**1,593,200**	**1,442,400**	**1,660,800**	**1,660,800**		**4.2%**
68	**Capital Outlay:**								
69	Field Equipment	6,317	-	8,000	8,000	1,300	1,300		-83.8%
70	Water Meters	33,590	36,911	35,000	35,000	35,000	35,000		0.0%
71	Heavy Equipment/Vehicle	-	109,623	-	-	125,000	125,000		
72	Unanticipated Expense	795	-	5,600	-	16,000	16,000		185.7%
73	**Total Capital Outlay**	**40,702**	**146,534**	**48,600**	**43,000**	**177,300**	**177,300**		**264.8%**

Public Works

Water Fund

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
74	**Debt Service:**								
75	Principal	210,000	215,000	225,000	225,000	-	-		-100.0%
76	Interest	22,345	13,633	4,700	4,700	-	-		-100.0%
77	**Total Debt Service**	**232,345**	**228,633**	**229,700**	**229,700**	**-**	**-**		**-100.0%**
78	**Total Expenditures**	**2,739,969**	**2,960,099**	**3,094,800**	**2,844,300**	**3,130,200**	**3,130,200**		**1.1%**
79	**Other Requirements:**								
80	Contingency	-	-	125,000	-	125,000	125,000		0.0%
81	Equipment Contingency	-	-	-	-	-	-		
82	Transfer to Water Facility Replacement Reserve	400,000	470,000	550,000	550,000	650,000	650,000		18.2%
83	**Total Other Requirements**	**400,000**	**470,000**	**675,000**	**550,000**	**775,000**	**775,000**		**14.8%**
84	**Fund Balance:**								
85	Restricted for Operations	1,142,759	1,036,561	574,000	1,020,000	536,200	536,200		-6.6%
86	**TOTAL REQUIREMENTS**	**$ 4,282,728**	**$4,466,660**	**$4,343,800**	**$4,414,300**	**$4,441,400**	**$4,441,400**		**2.2%**

Summary of Administrative Service Fund Charges

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 46,247	$ 44,237	$ 58,500	$ 44,000	$ 60,900	$ 60,900		4.1%
City Manager	20,903	22,280	23,200	33,000	27,500	27,500		18.5%
Information Systems	62,867	66,894	89,200	88,800	94,500	94,500		5.9%
Attorney's Office	8,296	7,786	8,800	8,700	7,900	7,900		-10.2%
City Recorder	21,440	23,111	24,900	24,600	25,400	25,400		2.0%
Human Resources	47,868	52,473	55,100	57,000	59,700	59,700		8.3%
Finance	74,152	77,898	73,800	67,000	86,800	86,800		17.6%
Utility Billing	144,321	164,925	176,200	172,800	176,500	176,500		0.2%
Facility Maintenance	59,407	51,756	51,300	43,500	73,200	73,200		42.7%
Public Works	179,853	186,442	199,600	198,100	210,100	210,100		5.3%
Administrative Service Charges	$ 665,354	$ 697,802	$ 760,600	$ 737,500	$ 822,500	$ 822,500		8.1%

Budget Notes:

Revenues:

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

Expenditures:

Personnel Services:

23 The Budget provides a 2.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement. The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefore actual wage ranges for fiscal year 2021-22 are not known.

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

Materials & Services:

44 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.

59 Pump maintenance includes $10,000 for control valve maintenance parts.

Capital Outlay:

71 The Water Fund's portion of a new pipeline cleaning/hydro-excavating truck.

Public Works

Water Facility Replacement Fund

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

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

Expenditures listed in the Fiscal Year 2021-22 Capital Improvements are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary consistent with the City Council adopted 2012 Water System Master Plan Update.

Projects completed FY20-21

- Design work for the filter system at Meadows Pump Station.
- Continued steel water main replacement program

Capital Improvements Planned FY21-22

- Continue the steel water main replacement program
- Construct additional building and install the filter system at Meadows Pump Station to improve water quality

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 171,317**	**$ 356,018**	**$ 358,500**	**$ 337,000**	**$ 504,500**	**$ 504,500**		**40.7%**
3	**Revenues:**								
4	**Licenses & Fees:**								
5	System Development Fees	37,590	50,726	19,000	25,000	19,000	19,000		0.0%
6	**Miscellaneous:**								
7	Interest	4,759	5,281	2,500	2,500	2,500	2,500		0.0%
8	**Total Miscellaneous**	**4,759**	**5,281**	**2,500**	**2,500**	**2,500**	**2,500**		**0.0%**
9	**Total Revenues**	**42,349**	**56,007**	**21,500**	**27,500**	**21,500**	**21,500**		**0.0%**
10	**Other Resources:**								
11	**Transfers In:**								
12	Transfer from Water Fund	400,000	470,000	550,000	550,000	650,000	650,000		18.2%
13	**Total Other Resources**	**400,000**	**470,000**	**550,000**	**550,000**	**650,000**	**650,000**		**18.2%**
14	**TOTAL RESOURCES**	**613,666**	**882,025**	**930,000**	**914,500**	**1,176,000**	**1,176,000**		**26.5%**
15	**REQUIREMENTS:**								
16	**Expenditures:**								
17	**Capital Outlay:**								
18	Supply/Treatment	90,958	79,795	300,000	85,000	700,000	700,000		133.3%
19	Transmission & Distribution Mains	166,690	465,204	300,000	325,000	300,000	300,000		0.0%
20	Unanticipated Expenses	-	-	50,000	-	100,000	100,000		100.0%
21	**Total Capital Outlay**	**257,648**	**544,999**	**650,000**	**410,000**	**1,100,000**	**1,100,000**		**69.2%**
22	**Fund Balance:**								
23	Restricted for Debt Service Requirements	-	-	230,000	-	-	-		-100.0%
24	Restricted for Improvements	356,018	337,026	50,000	504,500	76,000	76,000		52.0%
25	**Total Fund Balance**	**356,018**	**337,026**	**280,000**	**504,500**	**76,000**	**76,000**		**-72.9%**
26	**TOTAL REQUIREMENTS**	**$ 613,666**	**$ 882,025**	**$ 930,000**	**$ 914,500**	**$ 1,176,000**	**$ 1,176,000**		**26.5%**

Budget Notes:

Revenues:

5 The System Development Fee projections for Fiscal Year 2021-22 assumes 20 new single family homes.

General Fund
Park Services Fund

The Public Works Department Parks Division is funded by City policy using both General Fund and Parks Fee revenues. Additional revenue for Parks operations will also be provided from the rental of two houses from property purchased at 1590 Chemawa Road North and 2010 Chemawa Road N as well as the lease of property in Bair Park for a cellular communictions tower. The Parks Division goal is to continue providing clean, safe, open spaces and river access for structured and unstructured recreation.

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

Accomplishments for FY 2020-21

Initiated an update to the Master Plan, replaced the play structure including rubberized fall protection surfacing at Claggett Creek Park, expanded and resurfaced of the north parking lot at Claggett Creek Park, replaced the stairs at Northview Park, installed power, water and gravel pad at the Keizer Rotary amphitheatre for food trucks and performed miscellaneous paving repairs throughout the parks system.

Division Goals for FY 2021-22

Complete the Master Plan update, install 2 picnic shelters at the Big Toy, ADA upgrades at Bob Newton Family Park, Level, irrigate and seed lower field at Keizer Rapids Park, add pathway lighting at Bair Park, additional tree work system wide.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balances:**								
3	Unrestricted Beginning Balance	$ 81,664	$ 271,288	$ 348,900	$ 391,600	$ 339,200	$ 339,200		-2.8%
4	Developers Tree Reimbursements	1,931	5,812	-	-	-	-		
5	Keizer Rotary Amphitheater Fees	6,615	-	-	-	-	-		
6	**Total Beginning Balances**	**90,210**	**277,100**	**348,900**	**391,600**	**339,200**	**339,200**		**-2.8%**
7	**Revenues:**								
8	**Licenses & Fees:**								
9	Park Services Fees	679,778	680,668	680,000	680,000	680,000	680,000		0.0%
10	Park Reservation Fees	5,345	3,494	4,500	0	3,500	3,500		-22.2%
11	Amphitheater Rental Fees	2,760	488	5,000	-	3,500	3,500		-30.0%
12	**Total Licenses & Fees**	**687,883**	**684,650**	**689,500**	**680,000**	**687,000**	**687,000**		**-0.4%**
13	**Intergovernmental:**								
14	MAP Boat Ramp Grant	4,700	4,700	4,700	4,700	4,700	4,700		0.0%
15	**Total Intergovernmental**	**4,700**	**4,700**	**4,700**	**4,700**	**4,700**	**4,700**		**0.0%**
16	**Miscellaneous:**								
17	Park Rental Income	75,892	71,240	77,000	80,000	81,800	81,800		6.2%
18	Park Donations	33,686	512	-	-	-	-		
19	Developers Tree Reimbursements	4,921	13,875	-	36,500	-	-		
20	Miscellaneous	-	1,836	-	-	-			
21	**Total Miscellaneous**	**114,499**	**87,463**	**77,000**	**116,500**	**81,800**	**81,800**		**6.2%**
22	**Other Resources:**								
23	**Transfers In:**								
24	Transfer from the General Fund	360,800	360,800	360,800	360,800	360,800	360,800		0.0%
25	Transfer from the Park Improveme	-	130,000	-	-	-	-		
26	**Total Other Resources**	**360,800**	**490,800**	**360,800**	**360,800**	**360,800**	**360,800**		**0.0%**
27	**Total Resources**	**1,258,092**	**1,544,713**	**1,480,900**	**1,553,600**	**1,473,500**	**1,473,500**		**-0.5%**

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
28	**Expenditures:**								
29	**Personnel Services:**								
30	Municipal Utility Workers	182,591	203,019	214,600	214,600	224,500	224,500		4.6%
31	GIS	-	4,163	6,000	6,000	6,300	6,300		5.0%
32	Overtime	872	343	800	800	800	800		0.0%
33	Clothing/Phone Stipends	2,770	2,370	2,400	2,400	2,400	2,400		0.0%
34	Wellness	1,226	1,058	2,000	1,200	2,000	2,000		0.0%
35	Medicare - Social Security	2,894	3,244	3,400	3,400	3,600	3,600		5.9%
36	Retirement	35,422	45,426	49,900	49,900	66,300	66,300		32.9%
37	Insurance Benefits	76,308	88,692	102,200	101,400	108,400	108,400		6.1%
38	Workers Compensation	2,674	2,301	2,900	2,900	3,900	3,900		34.5%
39	**Total Personnel Services**	**304,757**	**350,616**	**384,200**	**382,600**	**418,200**	**418,200**		**8.8%**
40	**Materials & Services:**								
41	Parks Materials & Supplies	36,862	28,363	40,000	40,000	40,000	40,000		0.0%
42	Meetings, Travel & Training	1,593	946	1,500	1,000	1,500	1,500		0.0%
43	Public Notices	-	56	400	-	400	400		0.0%
44	Contractual Services	62,723	83,847	70,000	116,200	70,000	70,000		0.0%
45	Temporary Labor	40,251	33,755	65,000	65,000	65,000	65,000		0.0%
46	Developers Tree Expenses	1,040	895	10,000	1,300	25,000	25,000		150%
47	Utilities	5,840	5,315	6,500	6,500	6,500	6,500		0.0%
48	Telephone	1,702	1,919	1,500	1,700	1,700	1,700		13.3%
49	Gasoline	8,532	6,807	9,000	7,500	7,500	7,500		-16.7%
50	Diesel	1,398	1,163	1,000	1,000	1,200	1,200		20.0%
51	Vehicle Maintenance	3,932	488	3,500	3,000	3,500	3,500		0.0%
52	Equipment Maintenance	8,380	6,059	7,000	8,000	7,000	7,000		0.0%
53	Boat Ramp Maintenance	2,384	4,225	4,700	4,700	4,700	4,700		0%
54	Keizer Rotary Amphitheater	3,121	2,703	10,000	1,000	10,000	10,000		0%
55	Grant Program	9,999	11,466	15,000	15,000	15,000	15,000		0.0%
56	Park Rental Program Expenses	43,707	8,622	25,000	38,000	25,000	25,000		0.0%
57	Medical Testing	638	560	-	-	600	600		
58	Little League Park Maintenance	5,519	5,333	6,000	6,000	6,000	6,000		0.0%
59	**Total Materials & Services**	**237,621**	**202,522**	**276,100**	**315,900**	**290,600**	**290,600**		**5.3%**
60	**Capital Outlay:**								
61	Field Equipment	2,103	3,400	2,000	2,000	3,300	3,300		65.0%
62	Vehicles	3,098	33,068	-	-	-	-		
63	Equipment	15,372	14,570	-	12,900	35,000	35,000		
64	Capital Improvements	400,641	528,897	500,000	415,000	420,000	420,000		-16.0%
65	**Total Capital Outlay**	**421,214**	**579,935**	**502,000**	**429,900**	**458,300**	**458,300**		**-8.7%**
66	**Total Expenditures**	**963,592**	**1,133,073**	**1,162,300**	**1,128,400**	**1,167,100**	**1,167,100**		**0.4%**
67	**Other Requirements:**								
68	**Contingency:**								
69	Operating Contingency	-	-	98,000	-	100,000	100,000		2.0%
70	**Transfers Out:**								
71	Park Improvement Fund	-	-	65,000	65,000	65,000	65,000		0.0%
72	Water Fund	17,400	20,049	25,000	21,000	7,300	7,300		-70.8%
73	**Total Transfers Out**	17,400	20,049	90,000	86,000	72,300	72,300		
74	**Fund Balance:**								
75	Restricted for Operations	277,100	391,591	130,600	339,200	134,100	134,100		2.7%
76	**Total Fund Balance**	**277,100**	**391,591**	**130,600**	**339,200**	**134,100**	**134,100**		**2.7%**
77	**Total Requirements**	**$ 1,258,092**	**$1,544,713**	**$ 1,480,900**	**$ 1,553,600**	**$ 1,473,500**	**$ 1,473,500**		**5.4%**

Budget Notes:

Resources:

9 The Park Services Fee is currently $4.00 per month for single family residences and non-residential locations and $3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available.

Expenditures:

24 Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as is the policy of the City. The FY21-22 budget is 3.3% of budgeted revenues.

Personnel Services:

29 The Budget provides a 2.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement. The City is currently in negotiations with the Local 737 as the applicable labor agreement expires June 30, 2021 therefore actual wage ranges for fiscal year 2021-22 are not known.

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

Materials & Services:

54 Upon completion of the concert series and submittal of documentation, $2,000 will be paid to the operator as a general sponsorship/stipend in support of the amphitheater concert series.

58 Little League Park Maintenance includes porta potties, fertilization and weed control, restroom supplies and equipment maintenance (mowers).

Capital Outlay:

64 Complete the Master Plan update, install 2 picnic shelters at the Big Toy, ADA upgrades at Bob Newton Family Park, Level, irrigate and seed lower field at Keizer Rapids Park, add pathway lighting at Bair Park, additional tree work system wide.

Public Works

Park Improvement Fund

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 509,980**	**$ 797,901**	**$ 808,400**	**$ 853,600**	**$ 968,300**	**$ 968,300**		**19.8%**
3	**Revenues:**								
4	**Licenses & Fees:**								
5	System Development Fees	53,520	104,659	34,000	24,000	39,400	39,400		15.9%
6	**Intergovernmental:**								
7	Grants	434,140	-	-	-	-	-		
8	**Miscellaneous:**								
9	Interest	6,067	10,177	10,000	10,000	10,000	10,000		0.0%
10	Donations	9,192	-	-	-	-	-		
11	**Total Miscellaneous**	**15,259**	**10,177**	**10,000**	**10,000**	**10,000**	**10,000**		**0.0%**
12	**Total Revenues**	**502,919**	**114,836**	**44,000**	**34,000**	**49,400**	**49,400**		**12.3%**
13	**Transfers In:**								
14	General Fund	100,000	100,000	15,700	15,700	-	-		
15	Park Services Fund	-	-	65,000	65,000	65,000	65,000		
16	**Total Transfers In**	**100,000**	**100,000**	**80,700**	**80,700**	**65,000**	**65,000**		**-19.5%**
17	**TOTAL RESOURCES**	**1,112,899**	**1,012,737**	**933,100**	**968,300**	**1,082,700**	**1,082,700**		**16.0%**
18	**REQUIREMENTS:**								
19	**Expenditures:**								
20	**Capital Outlay:**								
21	Grant Expenditures	69,367	-	-	-	-	-		
22	Improvements	245,631	29,128	-	-	25,000	25,000		
23	Unanticipated Expenses	-	-	500,000	-	500,000	500,000		0.0%
24	**Total Capital Outlay**	**314,998**	**29,128**	**500,000**	**-**	**525,000**	**525,000**		**5.0%**
25	**Transfers Out:**								
26	General Fund	-	130,000	-	-	-	-		
27	**Fund Balance:**								
28	Restricted for Improvements	797,901	853,609	433,100	968,300	557,700	557,700		28.8%
29	**TOTAL REQUIREMENTS**	**$ 1,112,899**	**$ 1,012,737**	**$ 933,100**	**$ 968,300**	**$ 1,082,700**	**$ 1,082,700**		**16.0%**

Budget Notes:

Revenues:

5 The System Development Fee projections for FY21-22 assumes 20 new single family homes during the year.

Expenditures:

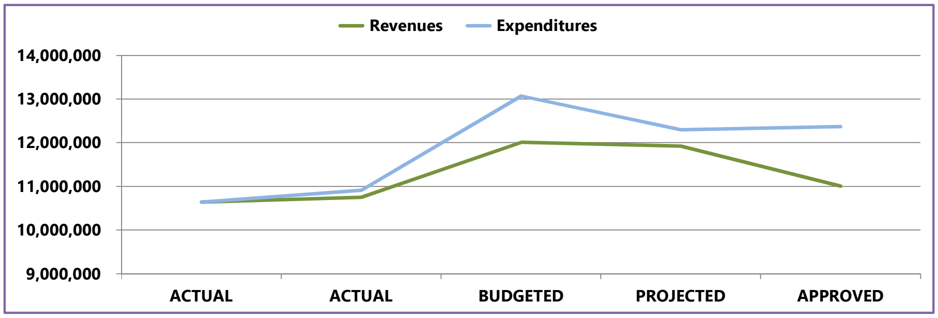
21
22 Irrigation and seeding of lower field at Keizer Rapids Park and 2 picnic shelters at the Big Toy.

General Fund Summary

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

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

General Fund Revenues and Expenditures

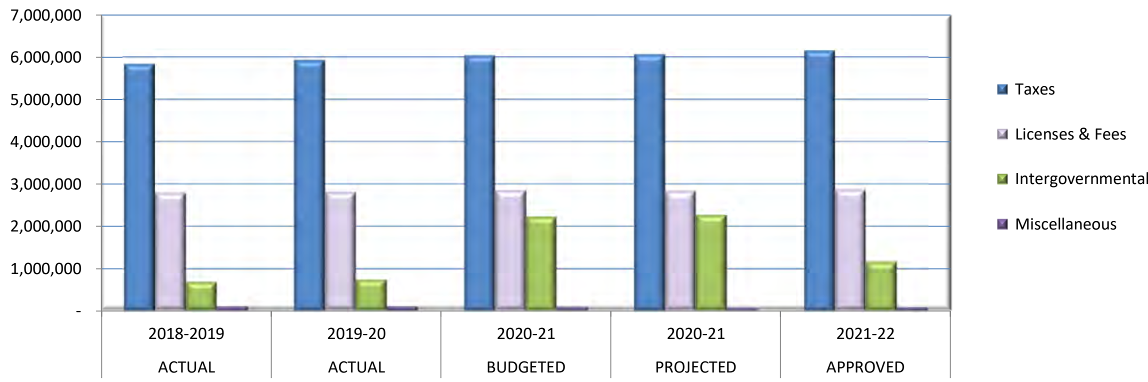


		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balances**	**$ 2,331,172**	**$ 2,469,016**	**$ 2,275,100**	**$ 2,505,200**	**$ 2,601,300**	**$ 2,601,300**		**14.3%**
3	**Revenues:**								
4	Taxes & Assessments	5,841,664	5,932,101	6,037,000	6,069,000	6,163,600	6,163,600		2.1%
5	Licenses & Fees	2,897,097	2,891,190	2,923,400	2,882,300	2,930,100	2,930,100		0.2%
6	Intergovernmental	1,248,820	1,341,493	2,446,700	2,450,200	1,390,700	1,390,700		-43.2%
7	Fines & Forfeitures	472,632	444,041	464,000	400,500	402,700	402,700		-13.2%
8	Charges for Services	150	2,370	5,000	3,000	5,000	5,000		0.0%
9	Miscellaneous	181,591	140,783	133,000	119,400	114,000	114,000		-14.3%
10	**Total Revenues**	**10,641,954**	**10,751,978**	**12,009,100**	**11,924,400**	**11,006,100**	**11,006,100**		**-8.4%**
11	**Other Resources:**								
12	Transfers In	597,000	652,000	841,200	841,200	797,500	797,500		-5.2%
13	**Total Other Resources:**	597,000	652,000	841,200	841,200	797,500	797,500		-5.2%
14	**TOTAL RESOURCES**	**13,570,126**	**13,872,994**	**15,125,400**	**15,270,800**	**14,404,900**	**14,404,900**		**-4.8%**
15	**REQUIREMENTS:**								
16	**Expenditures:**								
17	Administration	2,116,035	2,258,143	3,496,800	3,428,800	2,670,000	2,670,000		-23.6%
18	Planning	563,072	682,664	720,800	512,700	528,000	528,000		-26.7%
19	Municipal Court	214,420	203,453	221,100	211,500	227,600	227,600		2.9%
20	Police	7,497,955	7,609,631	8,631,100	8,140,000	8,945,400	8,945,400		3.6%
21	Revenue Sharing	248,828	153,111	-	-	-	-		
22	**Total Expenditures**	**10,640,310**	**10,907,002**	**13,069,800**	**12,293,000**	**12,371,000**	**12,371,000**		**-5.3%**
23	**Other Requirements:**								
24	Transfers Out	460,800	460,800	376,500	376,500	390,800	390,800		3.8%
25	Contingency	-	-	50,000	-	50,000	50,000		0.0%
26	**Total Other Requirements**	460,800	460,800	426,500	376,500	440,800	440,800		3.4%
27	**Fund Balance:**								
28	Committed	-	-	-	-	-	-		
29	Unassigned	2,469,016	2,505,192	1,629,100	2,601,300	1,593,100	1,593,100		-2.2%
30	**Total Fund Balance**	**2,469,016**	**2,505,192**	**1,629,100**	**2,601,300**	**1,593,100**	**1,593,100**		**-2.2%**
31	**TOTAL REQUIREMENTS**	**$ 13,570,126**	**$13,872,994**	**$ 15,125,400**	**$ 15,270,800**	**$ 14,404,900**	**$ 14,404,900**		**-4.8%**

	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22
Ending Fund Balance As a Percentage of Revenue	**13.6%**	**21.8%**	**14.5%**
Cost savings required to meet 15%			**$57,800**

General Fund

Non-Departmental Resources



		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balances**	**$ 2,225,647**	**$ 2,363,346**	**$ 2,148,900**	**$ 2,399,600**	**$ 2,510,900**	**$ 2,510,900**		**16.8%**
3	**Taxes:**								
4	Current Taxes	5,403,540	5,557,161	5,707,000	5,724,000	5,895,600	5,895,600		3.3%
5	Prior Year Taxes	200,826	98,251	100,000	100,000	100,000	100,000		0.0%
6	Sales Taxes	237,298	276,689	230,000	245,000	168,000	168,000		-27.0%
6	**Total Taxes**	**5,841,664**	**5,932,101**	**6,037,000**	**6,069,000**	**6,163,600**	**6,163,600**		**2.1%**
7	**Licenses & Fees:**								
8	Electric Franchise	1,115,632	1,105,286	1,120,000	1,104,000	1,120,000	1,120,000		0.0%
9	Natural Gas Franchise	322,336	319,456	334,000	327,800	334,000	334,000		0.0%
10	Telephone Franchise	34,391	32,771	33,000	32,000	32,000	32,000		-3.0%
11	Cable Television Franchise	452,220	444,228	447,500	452,900	447,500	447,500		0.0%
12	Sanitation Franchise	277,905	306,656	290,000	307,000	315,000	315,000		8.6%
13	Water Sales Assessments	166,658	168,840	173,300	173,300	180,200	180,200		4.0%
14	Sewer License Fee	316,583	327,528	338,500	338,500	345,300	345,300		2.0%
15	Stormwater Franchise	73,966	80,156	79,100	79,000	79,100	79,100		0.0%
16	Other Franchise	4,000	4,000	4,000	4,000	4,000	4,000		0.0%
17	Liquor Licenses	2,655	2,710	3,000	2,800	3,000	3,000		0.0%
18	Lien Search Fee	23,230	23,604	30,000	13,000	15,000	15,000		-50.0%
19	**Total Licenses & Fees**	**2,789,576**	**2,815,235**	**2,852,400**	**2,834,300**	**2,875,100**	**2,875,100**		**0.8%**
20	**Intergovernmental:**								
21	Cigarette Tax	44,186	42,114	39,700	40,400	39,700	39,700		0.0%
22	Liquor Tax	640,484	684,224	676,000	715,600	715,000	715,000		5.8%
23	State Revenue Sharing	-	-	383,400	397,000	397,000	397,000		3.5%
24	Grants - State	-	-	1,130,000	1,100,000	-			
25	Grants - County	-	15,000	-	15,000	15,000	15,000		
26	**Total Intergovernmental**	**684,670**	**741,338**	**2,229,100**	**2,268,000**	**1,166,700**	**1,166,700**		**-47.7%**
27	**Miscellaneous:**								
28	Stadium Rent	48,888	42,406	54,000	35,000	35,000	35,000		-35.2%
29	Interest	40,622	37,590	20,000	20,000	20,000	20,000		0.0%
30	Rental Property Income	100	200	100	-	100	100		0.0%
31	Cell Tower Rent	11,013	11,232	11,000	11,200	11,500	11,500		4.5%
32	Art Walk Revenue	1,200	1,200	3,200	2,000	3,200	3,200		0.0%
33	Parks SDC Admin Fee	4,735	10,606	5,000	3,000	5,000	5,000		0.0%
34	Miscellaneous Revenue	2,534	9,128	2,000	2,500	2,000	2,000		0.0%
35	**Total Miscellaneous**	**109,092**	**112,362**	**95,300**	**73,700**	**76,800**	**76,800**		**-19.4%**

General Fund
Non-Departmental Resources

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
36	**Transfers In:**								
37	From Police Services Fund	597,000	652,000	693,000	693,000	797,500	797,500		15.1%
38	From Transportation Impro	-	-	148,200	148,200	-	-		-100.0%
39	**Total Transfers In**	**597,000**	**652,000**	**841,200**	**841,200**	**797,500**	**797,500**		**-5.2%**
40	**TOTAL RESOURCES**	**$ 12,247,649**	**$ 12,616,382**	**$ 14,203,900**	**$14,485,800**	**$ 13,590,600**	**$13,590,600**		**-4.3%**

Budget Notes:

4 Property Tax Revenues are expected to increase 3% primarily from increased taxable assessed value.

8 Electric utilities are not anticipating a revenue increase during FY2021-22 as such the franchise fee is expected to be consistent with FY2020-21.

9 NW Natural Gas anticipates revenues to be consistent with the prior year.

10 Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY2021-22 revenue projections are based on a 3.0% reduction over FY2020-21 projected revenues, consistent with the current downward trend.

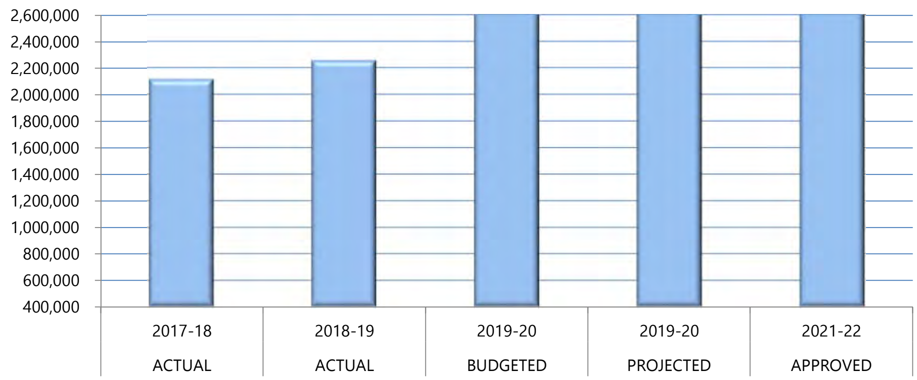
11 Comcast franchise revenue has been decreasing the last several years as customers are dropping cable in favor of other streaming media sources.

12 Sanitation revenues were adjusted during FY2020-21, no additional changes are anticipated that would impact FY2021-22.

13-15 City Utility assessments and fees are expected to increase commensurate with the rate increases anticipated in FY2021-22.

21
22 The League of Oregon Cities reports that the State projects a decline in Cigarette Tax revenues and an increase in Liquor Tax revenues.

General Fund
Non-Departmental Requirements



		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**TOTAL REQUIREMENTS:**								
2	**Expenditures:**								
3	**Materials & Services:**								
4	Public Notices	$ 1,314	$ 1,277	$ 1,400	$ 2,000	$ 1,400	$ 1,400		0.0%
5	Art Walk Artists' Stipends	1,200	1,200	3,200	2,000	3,200	3,200		0.0%
6	Public Art Commission	1,007	373	3,000	1,000	1,500	1,500		-50.0%
7	Civic Center Art	80	145	500	100	500	500		0.0%
8	Points of Interest Commission	-	-	-	500	500	500		
9	Legal Services	1,058	2,753	10,000	10,000	10,000	10,000		0.0%
10	Administrative Services Charges	1,840,317	1,915,967	2,059,900	2,025,400	2,360,300	2,360,300		14.6%
11	Contractual Services	18,343	44,202	35,000	35,000	35,000	35,000		0.0%
12	Insurance	-	361	500	500	500	500		0.0%
13	Keizer Chamber Support	2,999	-	-	-	-	-		
14	Holiday Lights	1,963	831	2,000	1,000	2,000	2,000		0.0%
15	CARES Act Grant	-	-	1,130,000	1,100,000	-	-		-100.0%
16	Community Prosperity Grant	-	45,000	-	-	-			
17	Off-Site Property Maintenance	4,365	8,715	7,500	7,500	8,000	8,000		6.7%
18	Neighborhood Associations	808	1,164	1,500	1,500	1,500	1,500		0.0%
19	SK Schools Tax Payment	209,000	209,000	209,000	209,000	207,300	207,300		-0.8%
20	Volunteer Recognition	281	155	300	300	300	300		0.0%
21	Keizer United	2,000	2,000	2,000	2,000	2,000	2,000		0.0%
22	Keizer Heritage Center	20,000	20,000	20,000	20,000	20,000	20,000		0.0%
23	After School Programs	6,000	-	-	-	-	-		
24	Mid-Willamette Homeless Initiative	5,000	5,000	10,000	10,000	15,000	15,000		50.0%
25	Emergency Management	300	-	1,000	1,000	1,000	1,000		0.0%
26	**Total Materials & Services**	**2,116,035**	**2,258,143**	**3,496,800**	**3,428,800**	**2,670,000**	**2,670,000**		**-23.6%**
30	**Total Expenditures**	**2,116,035**	**2,258,143**	**3,496,800**	**3,428,800**	**2,670,000**	**2,670,000**		**-23.6%**
31	**Other Requirements:**								
32	**Contingencies:**								
33	General Contingency	-	-	50,000	-	50,000	50,000		0.0%
34	**Transfers Out:**								
35	Park Improvement Fund	100,000	100,000	15,700	15,700	-	-		-100.0%
36	Park Services Fund	360,800	360,800	360,800	360,800	360,800	360,800		0.0%
37	Transportation Improvement Fund	-	-	-	-	30,000	30,000		
38	**Total Transfers Out**	**460,800**	**460,800**	**376,500**	**376,500**	**390,800**	**390,800**		**3.8%**
39	**TOTAL REQUIREMENTS**	**$2,576,835**	**$2,718,943**	**$3,923,300**	**$ 3,805,300**	**$ 3,110,800**	**$ 3,110,800**		**-20.7%**

General Fund
Non-Departmental Requirements

Summary of Administrative Service Fund Charges

	ACTUAL 2015-16	ACTUAL 2016-17	BUDGETED 2017-18	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 213,421	$ 203,931	$ 254,300	$ 191,500	$ 272,500	$ 272,500		7.2%
City Manager	177,774	186,628	190,000	270,200	240,900	240,900		26.8%
Information Systems	346,220	410,705	447,300	445,500	473,800	473,800		5.9%
Attorney's Office	236,739	249,937	270,400	268,400	300,400	300,400		11.1%
City Recorder	171,321	182,525	197,100	194,400	215,000	215,000		9.1%
Human Resources	220,925	233,312	239,700	248,100	267,300	267,300		11.5%
Finance	177,452	186,336	213,500	193,700	237,000	237,000		11.0%
Facility Maintenance	273,641	238,971	222,700	188,800	327,200	327,200		46.9%
Public Works	22,824	23,620	24,900	24,800	26,200	26,200		5.2%
Administrative Services Charges	$ 1,840,317	$ 1,915,965	$ 2,059,900	$ 2,025,400	$ 2,360,300	$ 2,360,300		14.6%

Budget Notes:

9 Legal Services include outside legal assistance on City matters specific to General Fund related activities (excluding Bond Counsel and Labor Attorney costs).

10 Administrative Service Charges increased primarily from personnel service increases associated with salary and wage, retirement and insurance

11 Contractual services includes recurring lien search fees, credit card processing fees and costs associated with completing an American's with Disabilities Act (ADA) compliance plan.

19 The City's outstanding debt to the Salem-Keizer School District related to amending the Urban Renewal District is $207,205, interest exempt, due in fiscal year 2021-22.

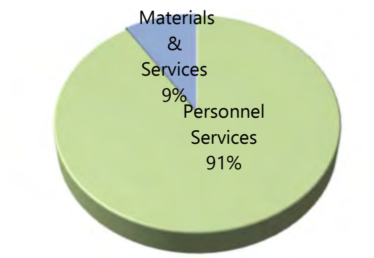
21 Payment to Keizer United is subject to approval by the City of Keizer City Council upon review of a plan for expenditures.

35 The General Fund owes the Park Improvement Fund $15,700 for funds borrowed during fiscal year 2017-18 to pay for the police radio system upgrade.

36 The City policy dictates that at least 2.5% of General Fund budgeted revenues be used in support of the City's park system. The current year transfer amount is 3.3%.

37 During Fiscal Year 2020-21 the General Fund borrowed $148,200 from the Transportation Improvement Fund to provide appropriations for upgrading the Police Department's car video systems. The loan will be repaid over five years.

General Fund
Planning



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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**Revenues:**								
2	**Licenses & Fees:**								
3	Sign Permits	$ 3,041	$ 4,050	$ 5,000	$ 3,000	$ 4,000	$ 4,000		-20.0%
4	Land Use Application Fees	26,635	26,926	25,000	20,000	20,000	20,000		-20.0%
5	Building Fees - Zoning	43,792	24,737	20,000	12,000	15,000	15,000		-25.0%
6	Permit Administrative Fee	26,053	15,742	13,000	7,000	10,000	10,000		-23.1%
7	Facility Fee	8,000	4,500	8,000	6,000	6,000	6,000		-25.0%
8	**Total Licenses & Fees**	**107,521**	**75,955**	**71,000**	**48,000**	**55,000**	**55,000**		**-22.5%**
9	**Intergovernmental:**								
10	Planning Grants - State	-	-	-	99,200	-	-		
11	**Total Intergovernmental**	**-**	**-**	**-**	**99,200**	**-**	**-**		
12	**Charges for Services:**								
13	Nuisance Abatement	150	2,370	5,000	3,000	5,000	5,000		0.0%
14	**Total Revenues**	**107,671**	**78,325**	**76,000**	**51,000**	**60,000**	**60,000**		**-21.1%**
15	**Expenditures:**								
16	**Personnel Services:**								
17	Community Development Director	113,371	129,662	119,200	-	-	-		-100.0%
18	Planning Director	-	-	-	50,000	96,300	96,300		
19	Code Compliance Officer	46,074	49,012	51,400	51,400	54,000	54,000		5.1%
20	Planning Staff	195,378	208,193	213,300	163,300	131,900	131,900		-38.2%
21	GIS	2,175	609	3,500	3,500	3,500	3,500		0.0%
22	Overtime	-	-	1,000	1,000	1,000	1,000		0.0%
23	Cell Phone Stipend	2,421	2,356	2,500	1,700	1,700	1,700		-32.0%
24	Wellness	688	516	2,400	1,400	2,000	2,000		-16.7%
25	Medicare	5,525	5,994	6,000	5,000	5,500	5,500		-8.3%
26	Retirement	86,003	104,697	105,000	67,000	83,900	83,900		-20.1%
27	Insurance Benefits	102,250	101,965	117,600	105,200	99,400	99,400		-15.5%
28	Workers Compensation	1,325	1,267	1,500	1,500	1,200	1,200		-20.0%
29	**Total Personnel Services**	**555,210**	**604,271**	**623,400**	**451,000**	**480,400**	**480,400**		**-22.9%**

General Fund
Planning

		ACTUAL 2018-2019	ACTUAL 2019-20	APPROVED 2017-18	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
30	**Materials & Services:**								
31	Mapping Supplies & Services	12	-	300	-	300	300		0.0%
32	Uniforms	358	497	500	500	500	500		0.0%
33	Postage & Printing	151	-	3,000	1,000	3,000	3,000		0.0%
34	Meetings, Travel & Training	1,859	722	7,200	1,000	7,200	7,200		0.0%
35	Public Notices	1,614	1,858	2,500	2,000	2,500	2,500		0.0%
36	Hearings Officer	210	790	3,000	1,000	3,000	3,000		0.0%
37	Telephone	420	480	500	500	500	500		0.0%
38	Auto Insurance	1,101	1,101	1,200	1,200	1,400	1,400		16.7%
39	Gasoline	750	773	1,200	1,000	1,200	1,200		0.0%
40	Vehicle Maintenance	429	637	2,500	2,000	2,500	2,500		0.0%
41	Nuisance Abatement	958	4,991	5,000	5,000	5,000	5,000		0.0%
42	Operating Equipment	-	275	500	500	500	500		0.0%
43	Grant Expenditures	-	66,269	70,000	46,000	20,000	20,000		-71.4%
44	**Total Materials & Services**	**7,862**	**78,393**	**97,400**	**61,700**	**47,600**	**47,600**		**-51.1%**
45	**Total Expenditures**	**$ 563,072**	**$ 682,664**	**$ 720,800**	**$ 512,700**	**$ 528,000**	**$ 528,000**		**-26.7%**

Budget Notes:

Revenues:

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

Expenditures:

Personnel Services:

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

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

Materials & Services:

33 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY21-22.

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

43 This is appropriations in the event the City needs matching funds for any upcoming State sponsored studies.

General Fund
Finance - Municipal Court

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**Revenues:**								
2	**Fines & Forfeits:**								
3	Municipal Court Fines	$ 265,243	$ 253,027	$ 286,000	$ 217,700	$ 217,700	$ 217,700		-23.9%
4	Past Due Collections	177,658	187,983	175,000	180,000	180,000	180,000		2.9%
5	Peer Court Fees	1,825	2,355	3,000	800	3,000	3,000		0.0%
6	**Total Fines & Forfeits**	**444,726**	**443,366**	**464,000**	**398,500**	**400,700**	**400,700**		**-13.6%**
7	**Miscellaneous:**								
8	Peer Court Donations	13,570	-	11,200	16,500	11,200	11,200		
9	**Total Miscellaneous**	**13,570**	**-**	**11,200**	**16,500**	**11,200**	**11,200**		**0.0%**
10	**Total Revenues**	**458,296**	**443,366**	**475,200**	**415,000**	**411,900**	**411,900**		**-13.3%**
11	**Expenditures:**								
12	**Personnel Services:**								
13	Court Clerks	51,646	53,385	54,400	54,400	55,500	55,500		2.0%
14	Overtime	828	258	1,000	1,000	1,000	1,000		0.0%
15	Wellness	253	331	500	500	500	500		0.0%
16	Medicare	808	830	900	900	900	900		0.0%
17	Retirement	10,140	11,621	11,800	11,800	15,200	15,200		28.8%
18	Insurance Benefits	20,450	22,196	25,500	24,600	26,100	26,100		2.4%
19	Workers Compensation	213	189	300	300	200	200		-33.3%
20	**Total Personnel Services**	**84,338**	**88,810**	**94,400**	**93,500**	**99,400**	**99,400**		**5.3%**
21	**Materials & Services:**								
22	Materials & Supplies	580	183	500	500	500	500		0.0%
23	Meetings, Travel & Training	-	-	1,000	-	1,000	1,000		0.0%
24	Judge's Services	16,754	12,741	17,500	17,000	18,500	18,500		5.7%
25	Other Contractual Services	9,837	8,615	10,500	10,500	11,000	11,000		4.8%
26	Peer Court	25,047	25,235	25,000	25,000	25,000	25,000		0.0%
27	Interagency Assessments	77,864	67,868	72,200	65,000	72,200	72,200		0.0%
28	**Total Materials & Services**	**130,082**	**114,643**	**126,700**	**118,000**	**128,200**	**128,200**		**1.2%**
29	**Total Expenditures**	**$214,420**	**$203,453**	**$ 221,100**	**$ 211,500**	**$ 227,600**	**$227,600**		**2.9%**

Budget Notes:

3 Municipal Court Fines are expected to increase as the result of additional traffic safety officers however until the impact is known

Expenditures:

Personnel Services:

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

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

General Fund
Police Operations

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
	RESOURCES:								
	Beginning Balances:								
1	K-9 Donations	$ 25,786	$ 25,931	$ 24,800	$ 25,900	$ 20,100	$ 20,100		-19.0%
2	Civil/Criminal Forfeitures	79,739	79,739	101,400	79,700	70,300	70,300		-30.7%
3	**Total Beginning Balances**	**105,525**	**105,670**	**126,200**	**105,600**	**90,400**	**90,400**		**-28.4%**
4	**Revenues:**								
5	**Intergovernmental:**								
6	Special Duty Officers	1,908	3,671	3,000	1,500	3,000	3,000		0.0%
7	School Resource Contract	180,597	191,088	192,100	59,000	198,500	198,500		3.3%
8	Overtime Grants	17,007	6,644	15,000	15,000	15,000	15,000		0.0%
9	Police Capital Grants	-	-	7,500	7,500	7,500	7,500		0.0%
9	**Total Intergovernmental**	**199,512**	**201,403**	**217,600**	**83,000**	**224,000**	**224,000**		**2.9%**
10	**Fines & Forfeits:**								
11	Police Impound Fees	2,175	675	-	2,000	2,000	2,000		
12	Civil/Criminal Forfeitures	25,731	-	-	-	-	-		
13	**Total Fines & Forfeits**	**27,906**	**675**	**-**	**2,000**	**2,000**	**2,000**		
14	**Miscellaneous:**								
15	Police Testing Reimbursements	555	540	-	-	600	600		
16	Cadet Donations	504	-	-	-	-	-		
17	Reserve Officer Donations	250	350	-	-	300	300		
18	Police Donations - Blast Camp	3,936	100	1,500	1,500	-	-		-100.0%
19	Police Donations	8	7,278	-	-	-	-		
20	K-9 Donations	145	30	-	100	100	100		
21	Event Overtime Reimbursements	-	-	-	-	-	-		
22	Surplus Property Proceeds	2,079	858	5,000	7,600	5,000	5,000		0.0%
23	Miscellaneous	51,452	19,265	20,000	20,000	20,000	20,000		0.0%
24	**Total Miscellaneous**	**58,929**	**28,421**	**26,500**	**29,200**	**26,000**	**26,000**		**-1.9%**
25	**Other Resources:**								
26	From Police Services Fund	597,000	652,000	693,000	693,000	797,500	**797,500**		15.1%
27	From General Fund	6,509,083	6,621,462	7,567,800	7,227,200	7,805,500	**7,805,500**		3.1%
28	**Total Other Resources**	**7,218,688**	**7,322,036**	**8,312,300**	**7,977,100**	**8,654,100**	**8,654,100**		**4.1%**
29	**TOTAL RESOURCES**	**7,610,560**	**7,658,205**	**8,682,600**	**8,196,900**	**8,996,500**	**8,996,500**		**3.6%**
30	**Expenditures:**								
31	**Personnel Services:**								
32	Chief of Police	139,628	148,520	151,100	151,100	154,100	154,100		2.0%
33	Deputy Chief	138,610	-	-	-	-	-		
34	Lieutenants	322,782	427,912	449,800	449,800	472,600	472,600		5.1%
35	Sergeants	594,384	613,730	611,200	523,400	610,100	610,100		-0.2%
36	Police Officers	2,283,491	2,291,855	2,465,600	2,374,000	2,555,200	2,555,200		3.6%
37	Community Service Officer	25,976	10,373	-	-	-	-		
38	Administrative Support	417,205	432,996	506,500	476,000	518,900	518,900		2.4%
39	Temporary Employees	16,118	15,763	-	-	-	-		
40	Overtime	174,108	161,604	197,300	160,000	198,000	198,000		0.4%
41	Overtime - Grant Programs	14,138	7,736	12,000	12,000	12,000	12,000		0.0%
42	Overtime - Community Events	13,186	16,078	9,200	9,200	9,500	9,500		3.3%
43	On Call Duty Pay	18,200	18,340	18,200	18,200	18,200	18,200		0.0%
44	Clothing, Cell Phone Stipends	44,750	44,175	45,400	45,400	45,400	45,400		0.0%
45	Wellness	11,724	15,282	25,000	16,000	25,000	25,000		0.0%
46	Medicare SSI	65,713	69,182	68,500	68,500	69,500	69,500		1.5%
47	Retirement & VEBA	1,127,289	1,214,469	1,335,800	1,241,600	1,573,900	1,573,900		17.8%
48	Insurance Benefits	1,138,986	1,132,430	1,287,200	1,215,100	1,354,100	1,354,100		5.2%
49	Workers Compensation	21,166	97,838	60,000	60,000	60,000	60,000		0.0%
50	**Total Personnel Services**	**6,567,454**	**6,718,283**	**7,242,800**	**6,820,300**	**7,676,500**	**7,676,500**		**6.0%**

General Fund

Police Operations

		ACTUAL 2018-2019	ACTUAL 2019-20	APPROVED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
51	**Materials & Services:**								
52	Cadet Program	3,089	5,150	5,500	3,500	8,000	8,000		45.5%
53	Reserve Officer Program	13,382	5,886	20,000	20,000	20,000	20,000		0.0%
54	K-9 Donation Expense	-	-	5,800	5,800	5,800	5,800		0.0%
55	Clothing & Duty Gear	31,701	34,920	35,000	35,000	35,000	35,000		0.0%
56	Civil/Criminal Forfeiture Expense	3,204	-	5,000	9,400	5,000	5,000		0.0%
57	K-9 Program	6,495	7,051	6,000	6,000	6,000	6,000		0.0%
58	Association Memberships	2,072	2,105	4,500	4,500	4,500	4,500		0.0%
59	Meetings, Travel & Training	34,823	28,183	35,000	20,000	35,000	35,000		0.0%
60	Tuition Reimbursement	-	-	1,000	1,000	2,000	2,000		100.0%
61	Public Notices	81	175	500	500	500	500		0.0%
62	Labor Attorney	53,202	1,638	35,000	10,000	20,000	20,000		-42.9%
63	Contractual Services	15,858	5,190	9,000	9,000	16,000	16,000		77.8%
64	Telephone/Internet Service	14,905	23,175	20,000	25,000	25,000	25,000		25.0%
65	Auto Insurance	20,183	22,021	25,700	23,500	28,300	28,300		10.1%
66	Office Equipment Rental	975	731	1,400	1,400	1,400	1,400		0.0%
67	Gasoline	61,483	53,506	64,000	64,000	70,000	70,000		9.4%
68	Vehicle Maintenance	41,125	44,995	45,000	45,000	45,000	45,000		0.0%
69	Equipment Maintenance	2,236	330	2,000	2,000	2,000	2,000		0.0%
70	Community Services	3,677	3,495	5,500	5,500	5,500	5,500		0.0%
71	Operating Materials	16,015	13,687	16,000	16,000	16,000	16,000		0.0%
72	Ammo & Weapons	22,798	14,661	17,000	17,000	17,000	17,000		0.0%
73	Durable Goods	13,949	13,679	10,000	10,000	10,000	10,000		0.0%
74	Willamette Valley Comm Center	469,800	498,329	543,900	543,900	571,100	571,100		5.0%
75	Salem Radio Bandwidth	29,014	35,371	43,000	43,000	44,900	44,900		4.4%
76	RAIN	7,526	6,021	8,600	6,300	8,600	8,600		0.0%
77	Report Management Systems	40,430	42,450	46,200	46,200	46,800	46,800		1.3%
78	Investigations	10,921	12,346	12,000	12,000	12,000	12,000		0.0%
79	Blast Camp	3,146	3,237	3,500	-	3,500	3,500		0.0%
80	Hiring Expense	8,411	5,816	10,000	15,000	10,000	10,000		0.0%
81	**Total Materials & Services**	**930,501**	**884,148**	**1,036,100**	**1,000,500**	**1,074,900**	**1,074,900**		**3.7%**
82	**Capital Outlay:**								
83	Furniture & Office Equipment	-	7,200	-	-	-	-		
84	Radios	-	-	-	14,000	-	-		
85	Police Protective Vests	-	-	14,000	7,000	14,000	14,000		0.0%
86	Police Auto Video Cameras	-	-	148,200	148,200	-	-		-100.0%
87	Police Vehicle Purchases	-	-	190,000	150,000	180,000	180,000		-5.3%
88	**Total Capital Outlay**	**-**	**7,200**	**352,200**	**319,200**	**194,000**	**194,000**		**-44.9%**
89	**Total Expenditures**	**$ 7,497,955**	**$ 7,609,631**	**$ 8,631,100**	**$ 8,140,000**	**$ 8,945,400**	**$8,945,400**		**3.6%**

Budget Notes:

Personnel Services:

31 The Budget provides a 2.0% wage and salary increase for all non-represented and 2.5% for staff represented by the Keizer Police Association. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies. The collective bargaining agreement with the Keizer Police Association has been extended until June 30, 2023.

40 Overtime costs are based upon after-hours investigations and court appearances. Training rarely incurs overtime. Overtime costs are about 6% of sworn staff wages.

42 The overtime attributed to community events relates to assistance provided by the Keizer Police Department during canyon wildfires.

Materials & Services:

52 To accommodate COVID-19, the cadets' annual competition was moved to July. This should be a one-time increase of $2,500.

63 Approximately $6,000 is for triennial accreditation.

65 Auto insurance premiums will increase up to 10%. The increases result from claim loss settlements from prior years.

67 Gasoline is based on an estimate of 23,500 gallons at $3.00 per gallon.

74 The Willamette Valley Communication Center (WVCC) costs are presented net of the State 911 tax received directly by WVCC on behalf of the City. During Fiscal Year 2019-20 and 2020-21 the City was credited with $127,500 and $150,000 in State 911 tax, respectively.

75 The City of Salem has indicated that the radio bandwith rental will be $37.27 per unit with the City having approximately 96 units.

80 One-time incease of $5,000 reflects testing of applicants to be ready to fill up to five police officer positions upon budget approval.

85 Previously accounted for in the Revenue Sharing department.

87 Previously accounted for in the Revenue Sharing department.

General Fund

Revenue Sharing

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	Beginning Balances	$ -	$ -	$ -	$ -	$ -	$ -		
3	**Revenues:**								
4	**Intergovernmental:**								
5	State Revenue Sharing	358,771	394,576	-	-	-	-		
6	Police Capital Grants	5,867	4,176	-	-	-	-		
7	**Total Intergovernmental**	**364,638**	**398,752**	**-**	**-**	**-**	**-**		
8	**TOTAL RESOURCES**	**364,638**	**398,752**	**-**	**-**	**-**	**-**		
9	**REQUIREMENTS:**								
10	**Expenditures:**								
11	**Capital Outlay:**								
12	Police Protective Vests	7,073	7,892	-	-	-	-		
13	Police Equipment	6,297	-	-	-	-	-		
14	Police Vehicle Purchases	235,458	145,219	-	-	-	-		
15	**Total Capital Outlay**	**248,828**	**153,111**	**-**	**-**	**-**	**-**		
16	**Total Expenditures**	**$ 248,828**	**$ 153,111**	**$ -**	**$ -**	**$ -**	**$ -**		

Budget Notes:

Revenues:

5 State Revenue Sharing revenues are included in the non-departmental resources budget for FY 2021-22.

6 Police Capital Grants are included in the Police Operations budget for FY 2021-22.

Expenditures:

12 Police Protective Vests are included in the Police Operations budget for FY 2021-22.

14 Police vehicle purchases are included in the Police Operations budget for FY 2021-22.

Police Services Fund

The Police Services Fee is to provide resources to hire and equip five additional police officers. The fee covers employee costs such as wages, health insurance, retirement and taxes in addition to uniforms, service equipment and vehicles. Fees received are intitially credited to this fund and as approved through the budget process transfered to the General Fund.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 188,527**	**$ 271,305**	**$ 299,300**	**$ 299,900**	**$ 286,900**	**$ 286,900**		**-4.1%**
3	**Revenues:**								
4	Licenses & Fees								
5	Police Services Fee	679,778	680,620	680,000	680,000	765,000	765,000		12.5%
6	**TOTAL RESOURCES**	**868,305**	**951,925**	**979,300**	**979,900**	**1,051,900**	**1,051,900**		**7.4%**
7	**REQUIREMENTS:**								
8	**Expenditures:**								
9	**Transfers Out:**								
10	General Fund	597,000	652,000	693,000	693,000	797,500	797,500		15.1%
11	**Total Expenditures**	**597,000**	**652,000**	**693,000**	**693,000**	**797,500**	**797,500**		**15.1%**
12	**Other Requirements:**								
13	Contingency	-	-	286,300	-	254,400	254,400		-11.1%
14	**Fund Balance:**								
15	Restricted	271,305	299,925	-	286,900	-	-		
16	**TOTAL REQUIREMENTS**	**$ 868,305**	**$ 951,925**	**$ 979,300**	**$ 979,900**	**$1,051,900**	**$1,051,900**		**7.4%**

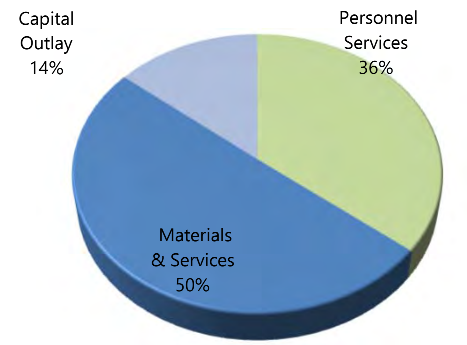
5 The Police Services Fee is currently $4.00 per month for single family residences and non-residential locations and $3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available. The Fiscal Year 2021-22 provides for a $1.00 per month increase effective January 1, 2022.

10 The salary, wages and benefits for an average officer is approximately $137,500. In addition the costs to equip a police officer with vehicle, computer and other personal protective gear is approximately $22,000 per year.

Community Center Fund

The City of Keizer Community Center is a state of the art facility intended to accommodate the cultural, educational, professional, recreational, and economic needs of its citizens and the community. Rental fees help cover the operation and management of the center. During the week, the Center is busy with business meetings, trainings, seminars, and association meetings. On the weekends, social events such as weddings, birthdays, and fundraising events occur in the Center. The Keizer Rotary Club holds their weekly luncheons, the Keizer Community Library holds books sales, and the American Red Cross uses the facility for blood drives.

Beginning in March 2020, the operation was significantly reduced and eventually the Community Center was closed due to the Covid-19 pandemic. The Community Center staffing was reduced during this time. We hope the coming year will allow the Center to reopen and let us continue to pursue our vision of making the Community Center self-sustaining.



		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 168,317**	**$ 317,359**	**$ 285,900**	**$ 325,100**	**$ 180,700**	**$ 180,700**		**-36.8%**
3	**Revenues:**								
4	**Taxes & Assessments:**								
5	Hotel/Motel Tax	198,658	208,919	180,000	100,000	120,000	120,000		-33.3%
6	**Charges for Services:**								
7	Rental Fees	236,280	146,573	160,000	-	150,000	150,000		-6.3%
8	**Miscellaneous:**								
9	Interest	3,528	4,697	3,000	1,500	2,000	2,000		-33.3%
10	**Total Miscellaneous**	**3,528**	**4,697**	**3,000**	**1,500**	**2,000**	**2,000**		**-33.3%**
11	**Total Revenues**	**438,466**	**360,189**	**343,000**	**101,500**	**272,000**	**272,000**		**-20.7%**
12	**TOTAL RESOURCES**	**$ 606,783**	**$ 677,548**	**$ 628,900**	**$ 426,600**	**$ 452,700**	**$ 452,700**		**-28.0%**
13	**REQUIREMENTS:**								
14	**Expenditures:**								
15	**Personnel Services:**								
16	Event Center Support	42,847	45,588	85,600	23,000	50,200	50,200		-41.4%
17	Temporary Help	29,590	17,035	20,000	400	30,000	30,000		50.0%
18	Overtime Costs	1,756	865	1,000	-	1,000	1,000		0.0%
19	Cell Phone Stipend	900	900	1,800	300	900	900		-50.0%
20	Wellness	176	181	1,000	200	500	500		-50.0%
21	Medicare and Social Security	2,956	2,027	3,900	400	3,000	3,000		-23.1%
22	Retirement	9,237	11,005	24,800	4,400	14,000	14,000		-43.5%
23	Insurance	20,450	21,543	49,600	20,100	26,100	26,100		-47.4%
24	Workers Compensation	704	5,776	1,200	1,000	1,200	1,200		0.0%
25	**Total Personnel Services**	**108,616**	**104,920**	**188,900**	**49,800**	**126,900**	**126,900**		**-32.8%**

Community Center Fund

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
26	**Materials & Services:**								
27	Materials & Supplies	766	1,035	800	-	800	800		0.0%
28	Association Memberships	-	-	500	-	500	500		0.0%
29	Meetings, Travel & Training	-	-	500	-	500	500		0.0%
30	Legal Notices	-	336	100	-	100	100		0.0%
31	Chamber of Commerce	8,935	15,000	31,100	31,100	31,100	31,100		0.0%
32	Administrative Services Fund	116,422	122,177	154,800	148,600	96,500	96,500		-37.7%
33	Contractual Services	23,291	16,962	22,500	1,000	25,000	25,000		11.1%
34	Marketing Costs	1,358	5,024	3,400	400	4,000	4,000		17.6%
35	Janitorial Services	4,800	4,800	5,500	5,000	5,500	5,500		0.0%
36	Utilities	5,945	5,662	5,600	3,000	5,600	5,600		0.0%
37	Equipment Maintenance & Repair	2,517	5,908	2,500	1,000	2,500	2,500		0.0%
38	Janitorial Supplies	5,710	4,477	6,500	1,000	6,500	6,500		0.0%
39	Medical Testing	180	-	200	-	200	200		0.0%
40	Miscellaneous	-	896	-	-	-	-		
41	**Total Materials & Services**	**169,924**	**182,277**	**234,000**	**191,100**	**178,800**	**178,800**		**-23.6%**
42	**Capital Outlay:**								
43	Furnishings & Fixtures	10,884	65,201	30,000	5,000	50,000	50,000		66.7%
44	**Total Expenditures**	**289,424**	**352,397**	**452,900**	**245,900**	**355,700**	**355,700**		**-21.5%**
45	**Other Requirements:**								
46	Contingency	-	-	20,000	-	20,000	20,000		0.0%
47	**Fund Balance:**								
48	Assigned	317,359	325,151	156,000	180,700	77,000	77,000		-50.6%
49	**TOTAL REQUIREMENTS**	**$ 606,783**	**$ 677,548**	**$ 628,900**	**$ 426,600**	**$ 452,700**	**$ 452,700**		**-28.0%**

Summary of Administrative Service Fund Charges

	ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 6,928	$ 6,623	$ 8,400	$ 6,300	$ 9,300	$ 9,300		10.7%
City Manager	3,882	5,095	9,400	13,400	11,800	11,800		25.5%
Information Systems	11,373	10,744	13,700	13,600	14,500	14,500		5.8%
Attorney's Office	2,991	5,645	16,600	16,500	18,000	18,000		8.4%
City Recorder	15,047	16,030	17,100	16,900	18,000	18,000		5.3%
Human Resources	7,190	7,214	7,900	8,200	9,200	9,200		16.5%
Finance	60,100	63,052	74,300	67,400	4,500	4,500		-93.9%
Facility Maintenance	8,911	7,774	7,400	6,300	11,200	11,200		51.4%
Administrative Services Charges	$ 116,422	$122,177	$ 154,800	$ 148,600	$ 96,500	$ 96,500		-37.7%

Budget Notes:

7 Rental fees are expected to remain consistent with the previous year.

31 Payment to the Chamber of Commerce is subject to approval by the City of Keizer City Council upon review of a plan for expenditures.

33 Contractual Services are primarily for event security and this cost is reimbursed through rental fees.

43 Furnishings and fixtures is to provide for replacement tables/chairs, screens, and projectors.

Public Education Government Fund

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

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$328,295**	**$ 355,023**	**$333,800**	**$ 325,600**	**$ 308,000**	**$ 308,000**		**-7.7%**
3	**Revenues:**								
4	**Intergovernmental:**								
5	PEG Fees	135,706	133,476	129,000	135,000	68,400	68,400		-47.0%
6	**Miscellaneous:**								
7	Interest Earnings/Miscellaneous	4,681	6,264	3,000	3,000	1,500	1,500		-50.0%
8	**TOTAL RESOURCES**	**468,682**	**494,763**	**465,800**	**463,600**	**377,900**	**377,900**		**-18.9%**
9	**REQUIREMENTS:**								
10	**Expenditures:**								
11	**Materials & Services:**								
12	Public Notices	-	-	500	500	500	500		
13	Administrative Costs	8,927	6,109	4,300	4,200	5,500	5,500		27.9%
14	Production and Broadcasting	98,960	102,079	105,000	110,900	114,000	114,000		8.6%
15	**Total Materials & Services**	**107,887**	**108,188**	**109,800**	**115,600**	**120,000**	**120,000**		**9.3%**
16	**Capital Outlay:**								
17	Television Equipment	5,772	61,002	50,000	40,000	50,000	50,000		0.0%
18	**Total Expenditures**	**113,659**	**169,190**	**159,800**	**155,600**	**170,000**	**170,000**		**6.4%**
19	**Other Requirements:**								
20	Contingency	-	-	50,000	-	100,000	100,000		100.0%
21	Restricted for Operations	355,023	325,573	256,000	308,000	107,900	107,900		-57.9%
22	**Total Other Requirements**	**355,023**	**325,573**	**306,000**	**308,000**	**207,900**	**207,900**		**-32.1%**
23	**TOTAL REQUIREMENTS**	**$468,682**	**$ 494,763**	**$465,800**	**$ 463,600**	**$ 377,900**	**$377,900**		**-18.9%**

Budget Notes:

Revenues:

5 PEG Fees are franchise fees assessed on Comcast cable television bills. The City is in the process of negotiating a new agreement with Comcast that as the result of legislative changes will limit PEG revenues to only be used for television related equipment.

Expenditures:

13 The Administrative Fee pays PEGs share of the City's network costs and general administration.

14 Costs include broadcasting and language interpretation services associated with City Council meetings and select committee meetings. Currently the Parks Board, Planning Commission, Traffic Safety Bikeways, Long Range Planning and Budget Committees are being broadcast. The existing broadcasting agreement with KeizerTV expires January 31, 2022.

17 Capital Outlay expenditures are for ongoing video and television upgrades.

20 Contingency is sufficient to cover a major equipment failure.

Housing Rehabilitation Fund

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

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

This program, combined with the Energy Efficiency Revolving Loan Fund, provided loans to qualified home owners who were able to replace roofs, heating systems, windows, doors and make other improvements. There are 21 loans outstanding totaling $244,088 as of July 1, 2021.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 45,045**	**$ 52,248**	**$ 69,900**	**$ 89,500**	**$ 108,500**	**$ 108,500**		**55.2%**
3	**Revenues:**								
4	**Miscellaneous:**								
5	Loan Proceeds	7,203	37,299	30,000	19,000	30,000	30,000		0.0%
6	**Total Miscellaneous**	**7,203**	**37,299**	**30,000**	**19,000**	**30,000**	**30,000**		**0.0%**
7	**TOTAL RESOURCES**	**52,248**	**89,547**	**99,900**	**108,500**	**138,500**	**138,500**		**38.6%**
8	**REQUIREMENTS:**								
9	**Expenditures:**								
10	**Materials & Services:**								
11	Housing Rehabilitation Services	-	-	99,900	-	138,500	138,500		38.6%
12	**Total Materials & Services**	**-**	**-**	**99,900**	**-**	**138,500**	**138,500**		**38.6%**
13	**Other Requirements:**								
14	Restricted	52,248	89,547	-	108,500	-	-		
15	**TOTAL REQUIREMENTS**	**$ 52,248**	**$ 89,547**	**$99,900**	**$108,500**	**$ 138,500**	**$138,500**		**38.6%**

Budget Notes:

5 The program typically receives 1-2 repayments each year.

7 The City Council adopted policies for the housing services program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.

11 Funds have been appropriated to loan should the City wish to continue the program in FY21-22 provided loan repayments come available.

Energy Efficiency Revolving Loan Fund

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

City staff will manage the program by accepting and approving qualified applications. City staff coordinates funds from the Housing Rehabilitation program to enhance the reach of this new program. Staff educates the public of these opportunities through the City's website, Keizer 23 channel, local newsletters, the City of Keizer Facebook page and other media. This funding, combined with the Housing Services funds provided loans to home owners who were able to make energy efficiency improvements to their homes. There are 15 loans outstanding totaling $80,120 as of July 1, 2021.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 11,247**	**$ 13,795**	**$ 14,600**	**$ 15,000**	**$ 19,000**	**$ 19,000**		**30.1%**
3	**Revenues:**								
4	**Miscellaneous:**								
5	Loan Proceeds	2,548	1,193	15,000	4,000	15,000	15,000		0.0%
6	**Total Miscellaneous**	2,548	1,193	15,000	4,000	15,000	15,000		0.0%
7	**TOTAL RESOURCES**	**13,795**	**14,988**	**29,600**	**19,000**	**34,000**	**34,000**		**14.9%**
8	**REQUIREMENTS:**								
9	**Expenditures:**								
10	**Materials & Services:**								
11	Energy Efficiency Loans	-	-	29,600	-	34,000	34,000		14.9%
12	**Total Materials & Services**	**-**	**-**	**29,600**	**-**	**34,000**	**34,000**		**14.9%**
13	**Fund Balance:**								
14	Restricted	13,795	14,988	-	19,000	-	-		
15	**TOTAL REQUIREMENTS**	**$ 13,795**	**$ 14,988**	**$ 29,600**	**$ 19,000**	**$ 34,000**	**$ 34,000**		**14.9%**

Budget Notes:

5 The program typically receives 1-2 repayments each year.

7 The City Council adopted policies for the Energy Efficiency Program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.

11 Funds have been appropriated to loan should the City wish to continue the program in FY21-22 provided loan repayments come available.

Keizer Station LID Fund

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

Currently, twenty-five commercial property owners owe assessments on the Keizer Station property development and all properties are current on assessment payments.

		ACTUAL 2018-2019	ACTUAL 2019-20	BUDGETED 2020-21	PROJECTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 2,716,375**	**$ 2,724,407**	**$ 2,724,300**	**$ 2,735,400**	**$ 2,698,400**	**$ 2,698,400**		**-1.0%**
3	**Revenues:**								
4	**Taxes & Assessments:**								
5	Assessments	868,850	919,629	973,400	973,400	1,030,300	1,030,300		5.8%
6	**Total Taxes & Assessments**	**868,850**	**919,629**	**973,400**	**973,400**	**1,030,300**	**1,030,300**		**5.8%**
7	**Miscellaneous:**								
8	Interest	44,867	38,678	30,000	30,000	30,000	30,000		0.0%
9	Assessment Interest	730,995	680,216	626,500	626,500	569,700	569,700		-9.1%
10	**Total Miscellaneous**	**775,862**	**718,894**	**656,500**	**656,500**	**599,700**	**599,700**		**-8.7%**
11	**TOTAL RESOURCES**	**4,361,087**	**4,362,930**	**4,354,200**	**4,365,300**	**4,328,400**	**4,328,400**		**-0.6%**
12	**REQUIREMENTS:**								
13	**Expenditures:**								
14	**Debt Service:**								
15	Principal	930,000	970,000	1,060,000	1,060,000	1,090,000	1,090,000		2.8%
16	Interest	706,680	657,540	606,900	606,900	551,000	551,000		-9.2%
17	**Total Debt Service**	**1,636,680**	**1,627,540**	**1,666,900**	**1,666,900**	**1,641,000**	**1,641,000**		**-1.6%**
18	**Total Expenditures**	**1,636,680**	**1,627,540**	**1,666,900**	**1,666,900**	**1,641,000**	**1,641,000**		**-1.6%**
19	**Fund Balance:**								
20	Restricted Debt Reserve	2,724,407	2,735,390	2,687,300	2,698,400	2,687,400	2,687,400		0.0%
21	**TOTAL REQUIREMENTS**	**$ 4,361,087**	**$ 4,362,930**	**$ 4,354,200**	**$ 4,365,300**	**$ 4,328,400**	**$ 4,328,400**		**-0.6%**

Budget Notes:

Debt Service:

14 The City's debt obligation provides for annual interest payments on its outstanding debt each year through 2031 and one principal payment ($10,865,000 currently) due June 1, 2031. The original issue date was May 21, 2008. Semi-annual interest payments of $282,490 are due on 6/1 and 12/1 each year. The City may pay down the principal if assessment proceeds are available. The principal payment budgeted in FY21-22 assumes the City will receive the total amount of assessment payments due from each property owner.

20 Bond covenants require the City to retain at least $2,681,000 in reserves.

Debt Service Schedule

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2021	10,865,000	-	282,490	282,490
6/1/2022	10,865,000	-	282,490	282,490
12/1/2022	10,865,000	-	282,490	282,490
6/1/2023	10,865,000	-	282,490	282,490
12/1/2023	10,865,000	-	282,490	282,490
6/1/2024	10,865,000	-	282,490	282,490
12/1/2024	10,865,000	-	282,490	282,490
6/1/2025	10,865,000	-	282,490	282,490
12/1/2025	10,865,000	-	282,490	282,490
6/1/2026	10,865,000	-	282,490	282,490
12/1/2026 through 6/1/31	10,865,000	10,865,000	2,824,900	2,824,900
		$10,865,000	$5,649,800	$16,514,800

Long Range Planning

LONG RANGE PLANNING MEETING: March 8, 2021

AGENDA ITEM NUMBER: 4a

TO: LONG RANGE PLANNING COMMITTEE

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: STORMWATER LONG RANGE PLAN

Overview of the Stormwater System

The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act. The City's stormwater regulatory programs are administered by the State of Oregon through the Department of Environmental Quality (DEQ).

The City has 3 regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans for the municipal separate storm sewer system (MS4), the underground injection control (UIC) devices, and the Total Maximum Daily Load (TMDL) Implementation Plan.

The City is the permittee for the National Pollutant Discharge Elimination System (NPDES) permit #102904, the Water Pollution Control Facilities (WPCF) permit #103068, and is a designated management agency for the Willamette Basin TMDL.

The Stormwater Division operates and maintains:

- 79.6 Miles of Pipe,
- 89 Underground Injection Control Systems (UICs),
- 1,141 Manholes,
- 2,824 Catchbasins,
- 132 Outfalls, and
- 2.5 miles of Vegetated Stormwater Facilities.

The stormwater system can become clogged by trash, debris, sediment and mud, or other stormwater pollutants, however; the City's maintenance plan of routinely inspecting, repairing, and cleaning the system can reduce local flooding, remove pollution carried by stormwater and protect our local streams and rivers.

The City's goal is to provide a storm drainage system that is safe, clean and cost-effective.

Cost-effective System

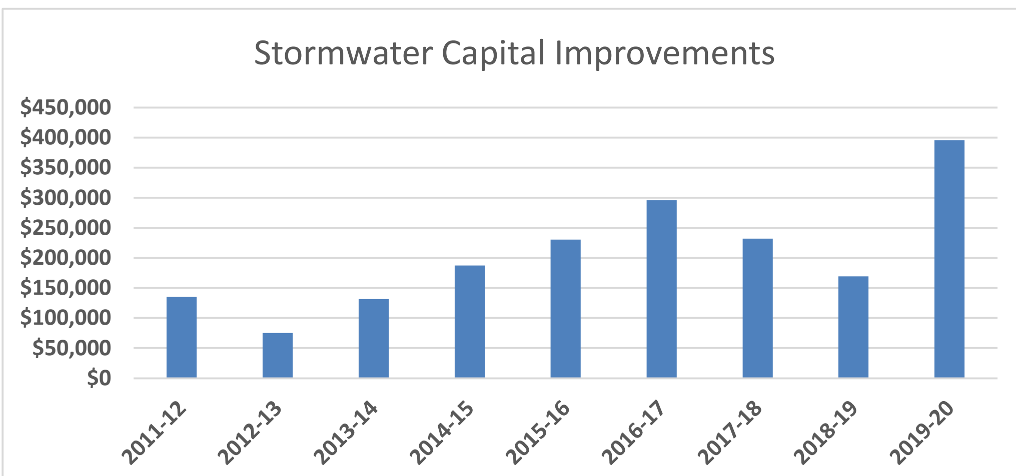
In comparison to other cities, Keizer stormwater charges are consistent with other jurisdictions. The residential stormwater billing rates for several comparative cities is as follows:

	Effective Date	Monthly Billing Rate
Albany	3/1/2021	$ 10.18
Corvallis	2/1/2021	9.57
Lake Oswego	7/1/2020	17.64
Oregon City	1/1/2021	10.86
Salem	1/1/2021	17.99
Tigard	7/1/2019	9.25
Tualatin	7/1/2020	10.24
West Linn	1/1/2021	7.85
Wilsonville	1/1/2021	11.90
Keizer	1/1/2020	$ 7.66

Long Term Sustainability of the Stormwater System

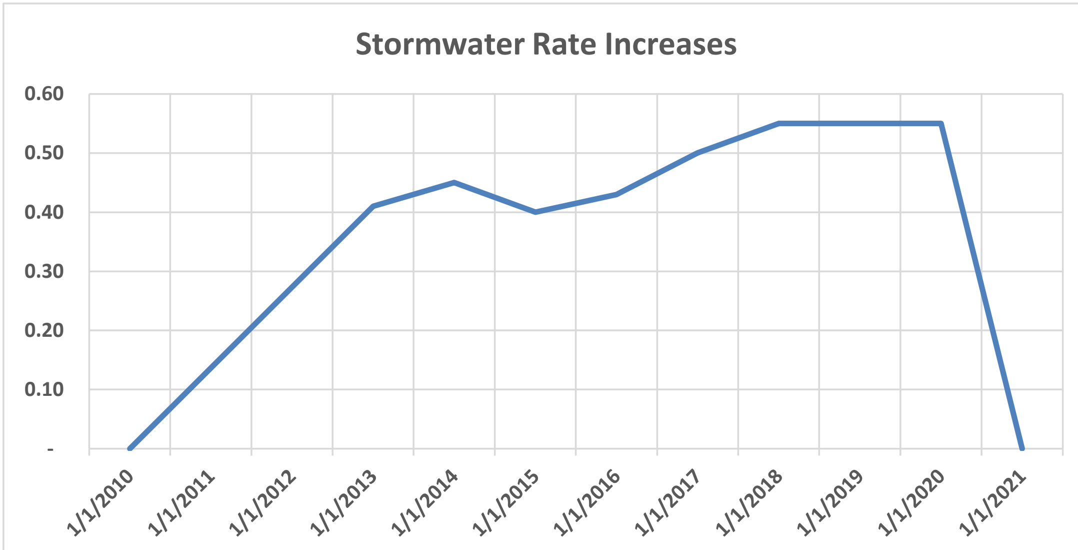
The stormwater infrastructure was largely inherited by the City from Marion County. Starting in 2012-13 the City began videotaping the stormwater system, with a goal of visually inspecting approximately 10% of the system every year. The visual inspections are to aid in the identification of potential system failures. At this point 100% of the stormwater system has been visually inspected through the video process.

Since the start of the visual inspections, the City has spent approximately $1.9 million in capital improvements to address identified system failures.



Stormwater Rate History

In conjunction with the visual inspection process the City started reviewing and adjusting the stormwater billing rate to ensure adequate resources would be available for any identified reports. Original estimates indicated that an increase of $0.40 - $0.60 per month per equivalent service unit would be necessary to support the system improvements. Consistent with those estimates the rate has consistently been adjusted between $0.40 and $0.55 each year. In response to the COVID-19 pandemic the City decided to forgo a rate increase during Fiscal Year 2020-21.



City of Keizer

Long Range Plan - Stormwater System

Fiscal Year 2020-21

		PROJECTED	FORECASTED				
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1	**RESOURCES:**						
2	**Beginning Balance:**	**$ 996,600**	**$ 810,600**	**$ 546,400**	**$ 501,400**	**$ 441,400**	**$ 431,400**
3	Service Fees	2,113,000	2,113,000	2,136,000	2,244,000	2,353,000	2,463,000
4	Other Revenues	12,000	12,000	12,000	12,000	12,000	13,000
5	**TOTAL RESOURCES**	**$ 3,121,600**	**$ 2,935,600**	**$ 2,694,400**	**$ 2,757,400**	**$ 2,806,400**	**$ 2,907,400**
6							
7	**REQUIREMENTS:**						
8	**Expenditures:**						
9	Personnel Services	740,200	929,400	957,000	1,053,000	1,085,000	1,194,000
10	Materials & Services	820,800	859,800	886,000	913,000	940,000	968,000
11	Capital Outlay	750,000	600,000	350,000	350,000	350,000	350,000
12	**Total Expenditures**	2,311,000	2,389,200	2,193,000	2,316,000	2,375,000	2,512,000
13	**Fund Balance:**						
14	Unrestricted Fund Balance	810,600	546,400	501,400	441,400	431,400	395,400
15	**TOTAL REQUIREMENTS**	**$ 3,121,600**	**$ 2,935,600**	**$ 2,694,400**	**$ 2,757,400**	**$ 2,806,400**	**$ 2,907,400**
	Day's Cash Supply at End of Year	140	94	86	72	67	59

In order to maintain at least a 60-day cash supply to correspond with the bi-monthly stormwater billings the following rate increase per ESU with a January 1st effective date is required:

	Per ESU	**$ Increase**	**% Increase**
2020-21	$ -	$ -	0.0%
2021-22	$ -	$ -	0.0%
2022-23	$ 0.40	$ 0.40	5.2%
2023-24	$ 0.40	$ 0.40	5.2%
2024-25	$ 0.40	$ 0.40	5.0%

Proposed 2021-22 Rate Increase Analysis

		Bi-Monthly Bill	
	ESUs	**Current**	**Proposed**
Single Family Residential	1	$ 15.32	$ 15.32
Commercial	86	$ 1,317.52	$ 1,317.52
School	94	$ 1,440.08	$ 1,440.08
Apartment	44	$ 674.08	$ 674.08

		Incremental Cost of Rate Increase		
	ESUs	**Monthly**	**Bi-Monthly**	**Annual**
Single Family Residential	1	$ -	$ -	$ -
Commercial	86	$ -	$ -	$ -
School	94	$ -	$ -	$ -
Apartment	44	$ -	$ -	$ -

LONG RANGE PLANNING MEETING: March 8, 2021

AGENDA ITEM NUMBER: 4b

TO: LONG RANGE PLANNING COMMITTEE

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: WATER SYSTEM LONG RANGE PLAN

Overview of the Water System

The City of Keizer's Water Division operates under the Oregon Administrative Rules for Public Water Systems enforced by the Oregon Health Authority Drinking Water Services (DWS) who administer and enforce drinking water quality standards for public water systems in the state of Oregon.

The City of Keizer's water system consists of:

- 3 reservoirs,
- 15 pump stations, and
- 126.7 miles of water line.

The water system produces approximately 187 million cubic feet of water annually with a storage capacity of 2.75 million gallons. Additionally the water system includes 907 public fire hydrants.

The water system serves approximately 11,100 metered accounts.

Low Cost Water

The City strives to provide low cost water while ensuring that the water system is maintained for long-term sustainability as outlined in the 2012 Water System Master Plan.

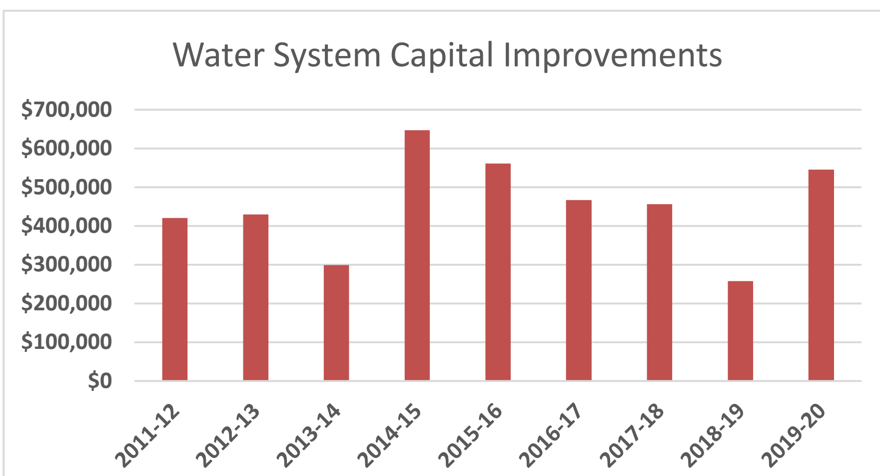
In comparison to other cities, Keizer residents benefit from the availability of local ground water that requires minimal processing to meet federal and state drinking water regulations. The residential water billing rates for several comparative cities is as follows:

	Billing Frequency	Effective Date	Connection - Flat Rate	Consumption - Variable Rate	Average Units	Total Per Month
Salem	Monthly	1/1/2021	$ 11.72	$ 2.62	6.00	$ 27.44
Albany	Monthly	1/1/2021	20.64	4.60	6.00	48.24
Corvallis	Monthly	2/1/2021	16.60	2.11	6.00	29.26
Lake Oswego	Monthly	7/1/2020	28.23	2.97	6.00	46.05
McMinnville	Monthly	1/1/2021	13.70	1.59	6.00	23.24
Oregon City	Monthly	1/1/2021	17.55	1.94	6.00	29.19
Tigard	Monthly	1/1/2021	30.31	3.92	6.00	53.83
Tualatin	Monthly	7/1/2020	4.49	3.20	6.00	23.69
West Linn	Monthly	7/1/2021	26.09	-	6.00	26.09
Wilsonville	Monthly	5/1/2021	17.09	4.23	4.00	34.01
Woodburn	Monthly	7/1/2020	16.12	1.95	6.00	27.82
Keizer	Bimonthly	1/1/2020	$ 11.61	$ 1.50	12.00	$ 14.81

Long Term Sustainability of the Water System

The 2012 Water System Master Plan outlines the requirements to ensure that the water system is able to meet the expected demand over the next 20 years. The plan outlines approximately $9.9 million in capital improvements. The majority of the improvements are to replace the existing steel waterlines throughout the City with ductile iron pipe ($6.1 million) and adding an additional reservoir and pump station ($1.8 million).

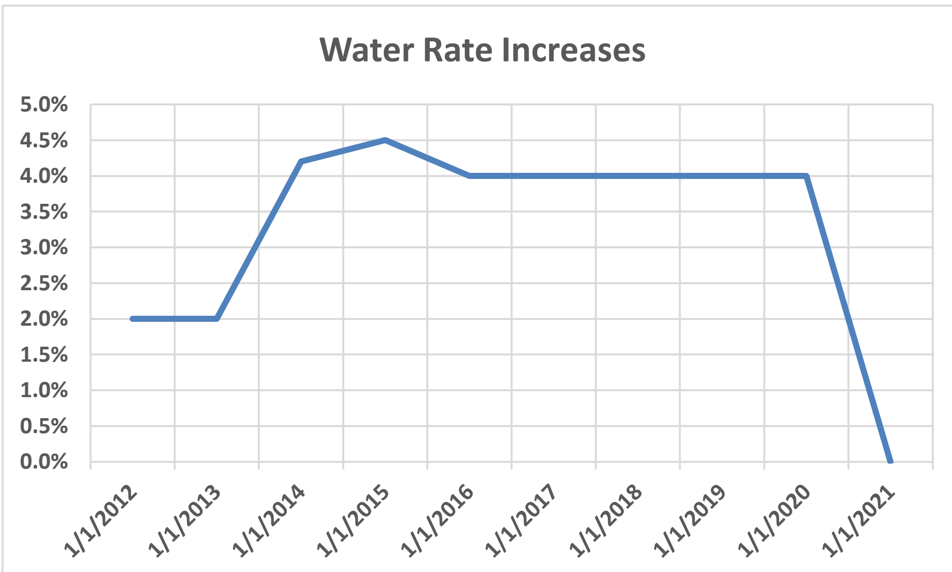
Since the effective date of the master plan, the City has spent approximately $4.0 million in capital improvements.



The only outstanding future capital projects are the additional reservoir and pump station ($1.8 million) and the ongoing steel waterline replacement ($3.6 million). The City has benefited over the last 10 years as the majority of the capital improvement projects have been completed below the original estimate, saving approximately $0.7 million.

Water Rate History

In order to support the requirements of the 2012 Water System Master Plan the City utilizes a cost of service model that projects into the future, based on city growth and water consumption trends, the rate increases needed to complete the plan. The cost of service model has projected a 3-4% annual rate increase for the foreseeable future. Since the plan was adopted rate increases have ranged from 2-4.5%. In response to the COVID-19 pandemic the City elected to forgo a rate increase during the 2020-21 Fiscal Year. Prior to the adoption of the plan water rates had not been increased since August 1, 2008 or almost 3.5 years.



High Quality Drinking Water

The City of Keizer's ground water comes from deep wells and is high in naturally occurring minerals. The City has a testing program in place to monitor the level of microorganisms, inorganic contaminants, volatile organic contaminants and radioactive contaminants. The results of the testing program are published annually in the Annual Drinking Water Quality Report that is available on the City's website at www.keizer.org/annualwaterreport.

City of Keizer

Long Range Plan - Water System

Fiscal Year 2020-21

		PROJECTED	FORECASTED				
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1	**RESOURCES:**						
2	**Beginning Balance:**	$ 1,373,600	$ 1,199,600	$ 1,074,200	$ 883,600	$ 645,000	$ 317,400
3	Water Sales	3,290,000	3,356,000	3,490,000	3,630,000	3,775,000	3,926,000
4	Other Revenues	114,000	114,000	115,000	116,000	117,000	118,000
5	**TOTAL RESOURCES**	**$ 4,777,600**	**$ 4,669,600**	**$ 4,679,200**	**$ 4,629,600**	**$ 4,537,000**	**$ 4,361,400**
6							
7	**REQUIREMENTS:**						
8	**Expenditures:**						
9	Personnel Services	$ 1,126,700	$ 1,302,400	$ 1,351,600	$ 1,430,600	$ 1,486,600	$ 1,575,600
10	Materials & Services	1,574,000	1,643,000	1,794,000	1,904,000	2,083,000	2,211,000
11	Capital Outlay	648,600	650,000	650,000	650,000	650,000	650,000
12	Debt Service	228,700	-	-	-	-	-
13	**Total Expenditures**	**3,578,000**	**3,595,400**	**3,795,600**	**3,984,600**	**4,219,600**	**4,436,600**
14	**Fund Balance:**						
15	Reserves	234,100	-	-	-	-	-
16	Fund Balance	965,500	1,074,200	883,600	645,000	317,400	(75,200)
17	**TOTAL REQUIREMENTS**	**$ 4,777,600**	**$ 4,669,600**	**$ 4,679,200**	**$ 4,629,600**	**$ 4,537,000**	**$ 4,361,400**
	Days Cash Supply at End of Year	130	133	103	71	32	(7)

Conclusion: The update to the Water Services Long-Range plan supports a 4% rate increase for FY21-22 as anticipated when the model was presented to the Long Range Planning Committee last year (March 2020).

Proposed 2021-22 Rate Analysis	**Flate Rate**		**Variable Rate**	
	Current	**Proposed**	**Current**	**Proposed**
Residential 5/8" meter	$ 11.61	$ 12.07	$ 1.50	$ 1.56
Multi-family 1" meter	$ 23.58	$ 24.52	$ 1.50	$ 1.56
Commercial 5/8" meter	$ 11.61	$ 12.07	$ 1.45	$ 1.51

Proposed 2021-22 Rate Increase Impact	**Bi-Monthly Bill**		**Incremental Cost of Rate Increase**		
	Current	**Proposed**	**Monthly**	**Bi-Monthly**	**Annual**
Residential (12 ccf)	$ 29.61	$ 30.79	$ 0.59	$ 1.18	$ 7.08
Multi-family (175 ccf)	$ 286.08	$ 297.52	$ 5.72	$ 11.44	$ 68.64
Commercial (51 ccf)	$ 85.56	$ 89.08	$ 1.76	$ 3.52	$ 21.12

LONG RANGE PLANNING MEETING: March 8, 2021

AGENDA ITEM NUMBER: 4c

TO: LONG RANGE PLANNING COMMITTEE

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

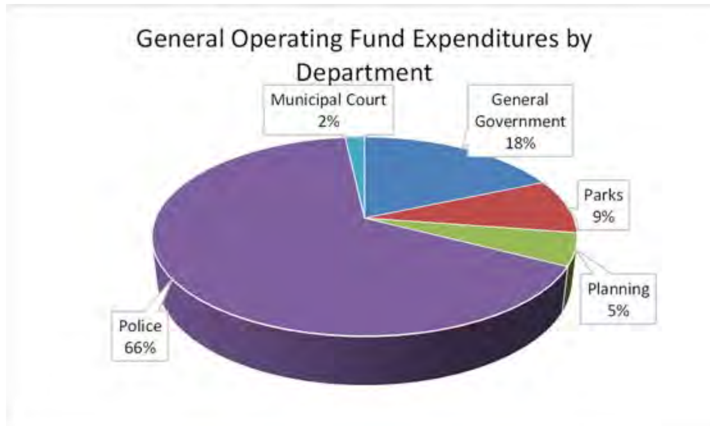
SUBJECT: GENERAL OPERATING FUND LONG RANGE PLAN

Overview of the General Operating Fund

The General Operating Fund is the chief operating fund of the City and accounts for all financial resources and expenditures except those required to be accounted for in another fund.

The General Operating Fund provides for:

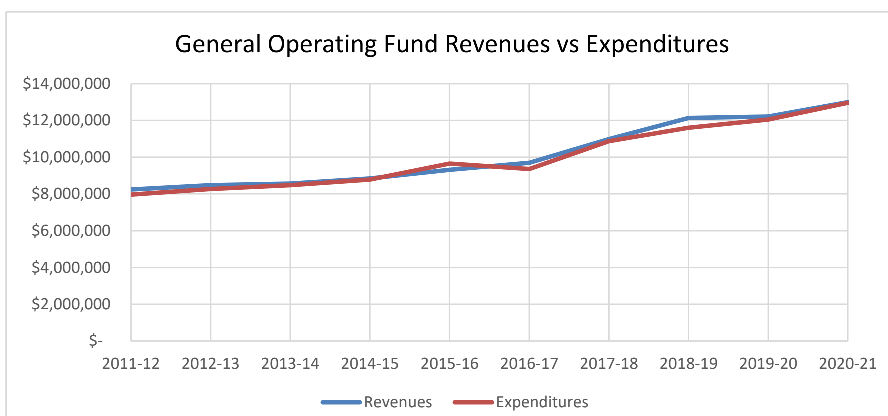
- Police Department,
- Municipal Court,
- Planning
- Parks Operation, and
- General Government



The primary sources of revenue are property taxes, licenses/fees and intergovernmental revenues such as Cigarette and Liquor Tax. The General Operating Fund is the City's most constrained fund in relation to the level of services provided and highly dependent on ongoing City growth. The limited population growth has a direct impact on property taxes, franchise fees and the City's per capita allocation of intergovernmental revenues.

Population			
July 1,	**Total**	**Increase**	**% Increase**
2011	36,295	75	0.2%
2012	36,715	420	1.2%
2013	36,735	20	0.1%
2014	36,795	60	0.2%
2016	36,985	190	0.5%
2016	37,505	520	1.4%
2017	38,345	840	2.2%
2018	38,505	160	0.4%
2019	38,580	75	0.2%
2020	38,585	5	0.0%

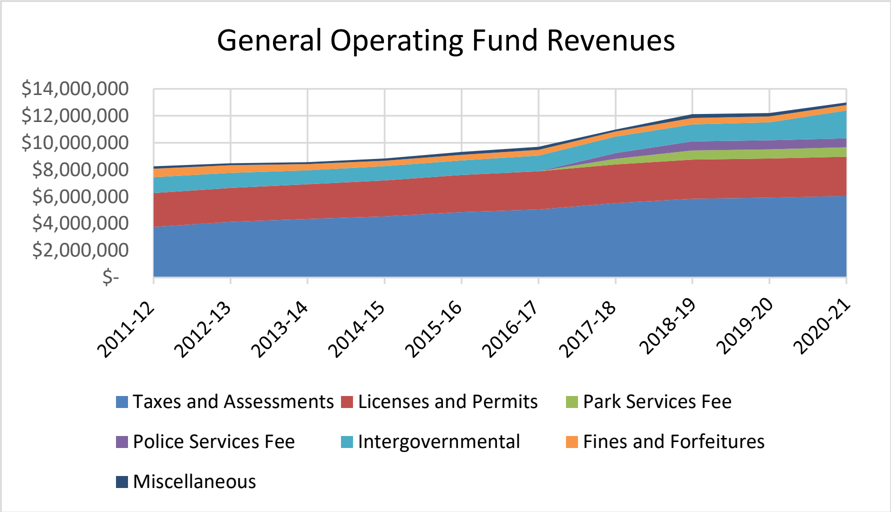
Objective: Provide the most services possible given the available resources.



General Fund Resources

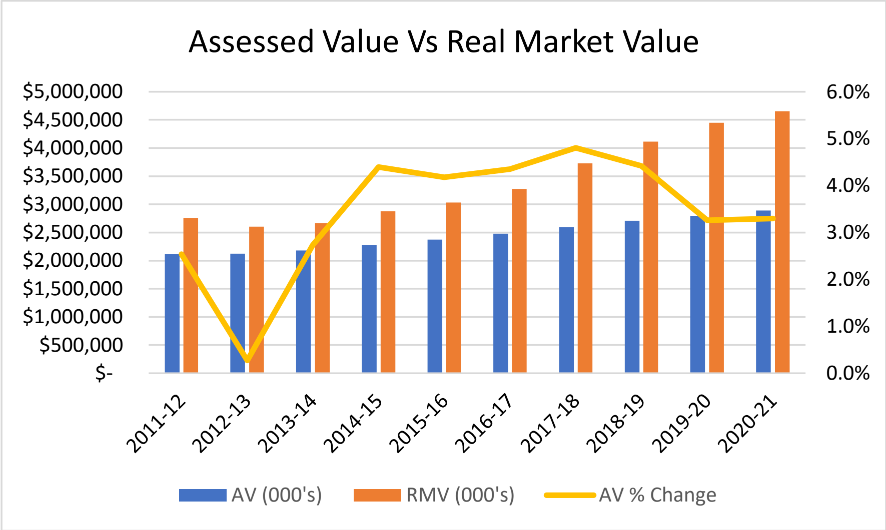
Objective: Diversify General Fund resources so as not to be dependent on any one source.

The General Operating Fund continues to be primarily funded by property taxes and licenses and permits (franchise fees).



Property Taxes

Property taxes are assessed using a levy rate on each $1,000 of assessed valuation. They are classified into three types: permanent rate levy for general purpose operations, local option serial levies for specific purposes approved by voters, and bonded debt principal and interest. The City's permanent rate levy is a function of its permanent tax rate applied to its assessed value. The City has no local option serial levies or bonded debt levies.



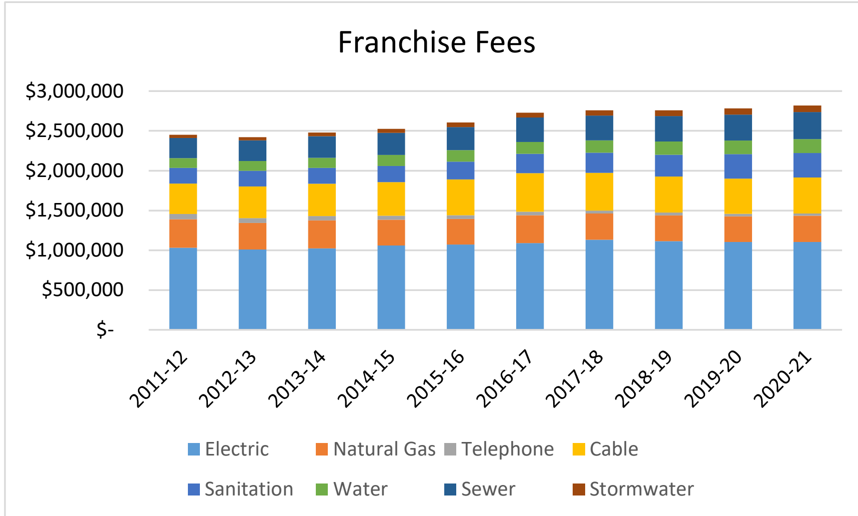
The long-range plan projects the tax base levy by estimating the new assessed value and applying it to the City's applicable tax rate. The estimation of the assessed value starts with the previous year's assessed value and adds three factors: a growth factor (maximum allowed by law is 3%), an allowance for new construction, and an allowance for annexed property. The City's permanent tax rate is $2.0838 per $1,000 assessed value.

For the last several years the City has estimated that assessed value would increase approximately 4%, 3% from the growth factor and 1% from new construction.

Going forward given the limited availability of buildable land for new construction within the City limits it is expected that the increase in assessed value will be closer to 3% reflecting only the annual growth factor. The difference between the 4% assumption and the 3% assumption is approximately $55,000 - $65,000 of lost property tax revenue on an annual basis.

License and Fees

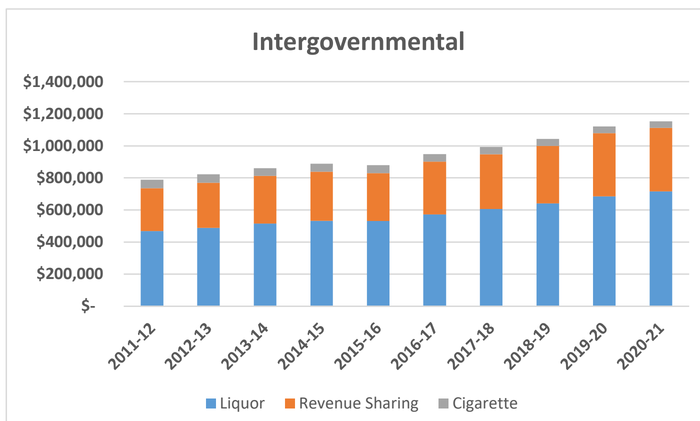
Franchise fees are received from several franchises currently operating within the City of Keizer. These fees are collected based upon rates applied to the gross operating revenues generated within the City. Franchise fee rates have been set at 5% for natural gas, electricity, garbage, cable and broadband, water, sewer and stormwater and at 7% for telephone.



Franchise fees are impacted by population growth, rate increases, energy efficient appliances, weather and lower cost alternatives. Overall franchise fees are growing approximately 1% per year primarily as the result of rate increases associated with water, sewer, stormwater and sanitation services. Electricity and natural gas fluctuate based on the weather. Telephone and cable continue to decrease as customers continue to "cut the cord."

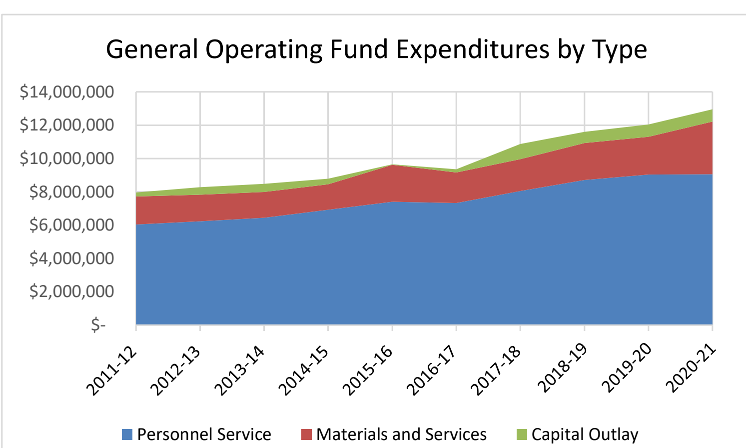
Intergovernmental

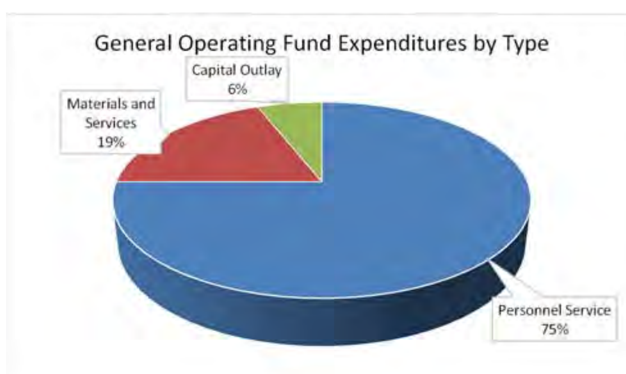
Intergovernmental revenues include federal, state, and local grant revenues and state-shared revenues received from the State of Oregon. All the grant revenues directly support specific programs that are reviewed annually and adjusted to incorporate any changes in funding levels. The State of Oregon collects gas, cigarette, and liquor taxes and shares these taxes with its political subdivision based upon a per capita distribution.



Intergovernmental revenues continue to increase in total with liquor taxes offsetting the decrease in cigarette taxes. To the extent that the City's population growth is lower than the rest of the state the City's proportion share of certain intergovernmental revenues will be less.

General Fund Expenditures

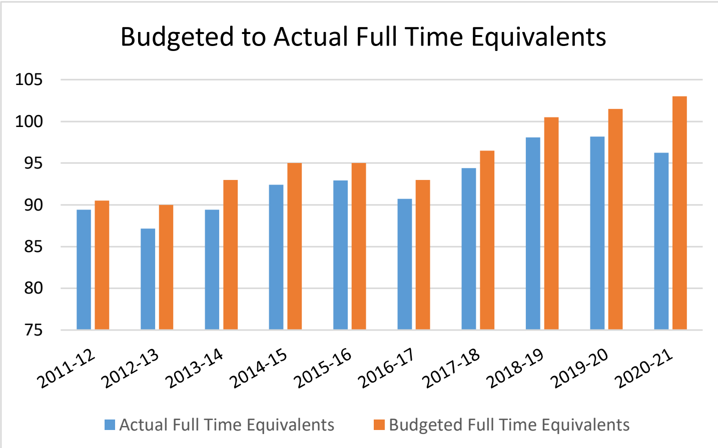




Personnel Services

Objective: Maintain full staffing as resources are available

City Wide Full Time Equivalents



Years of Service	# Employees	% of Total Employees
0-5	29	30%
5-10	12	13%
10-15	15	16%
15-20	13	14%
20-25	16	17%
25-30	9	9%
30+	2	2%
	96	100%

Average Years of Service 12.50

Positions Directly and Indirectly Supported by the General Operating Fund

Department	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Direct										
Police	45.00	44.25	45.00	45.17	44.42	43.46	45.33	47.67	47.33	47.17
Planning	3.84	3.84	3.84	3.84	3.84	3.42	3.84	3.84	3.76	2.84
Code Enforcement	-	-	-	0.25	0.85	0.85	0.85	0.85	0.85	0.85
Parks	1.90	1.90	1.48	1.90	1.90	1.90	2.73	3.73	3.90	3.90
Municipal Court	1.58	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Indirect										
Finance	1.98	2.00	1.92	1.94	1.69	1.36	1.60	1.56	1.56	1.30
Information Technology	0.67	0.66	0.66	1.05	1.36	1.31	1.31	1.36	1.35	1.35
City Recorder	1.31	1.17	1.46	1.44	1.44	1.38	1.38	1.39	1.39	1.39
City Attorney	1.61	1.67	1.74	1.74	1.71	1.64	1.64	1.60	1.60	1.60
Human Resources	1.35	0.99	1.32	1.33	1.36	1.31	1.31	1.36	1.35	1.35
City Manager	0.94	0.81	0.76	0.77	0.77	0.74	0.74	0.74	0.74	0.74
Facilities	0.67	0.66	0.66	0.66	0.68	0.66	0.65	0.68	0.68	0.68
Public Works Administration	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07
Total	**60.93**	**59.02**	**59.91**	**61.16**	**61.08**	**59.11**	**62.46**	**65.84**	**65.57**	**64.23**

Objective: Provide compensation that is consistent with comparative agencies.

By policy the City performs a salary survey at least every four years for non-represented positions to ensure that wages are consistent with comparable agencies. For represented employees the salary survey is performed each time a contract is negotiated. The City strives to be within 5% of the comparable cities average for each classification. If the results of the salary survey indicates that the classificiation is above or below the comparable cities the range is adjusted accordingly.

Fiscal	Cost of Living (non-represented)			
Year	CPI-W*	Unrep	KPA	Local 737
2011-12	1.8%	0.0%	0.0%	0.0%
2012-13	3.0%	2.5%	2.5%	2.5%
2013-14	2.0%	2.0%	2.5%	2.5%
2014-15	2.3%	2.5%	2.5%	2.5%
2015-16	2.3%	1.5%	2.5%	2.0%
2016-17	0.4%	1.5%	2.5%	2.0%
2017-18	1.7%	1.5%	2.5%	2.0%
2018-19	3.9%	3.0%	3.0%	3.0%
2019-20	3.0%	2.5%	2.5%	3.0%
2020-21	2.4%	2.5%	2.5%	2.4%

* changed from CPI-W Portland-Salem to CPI-W West Class B/C as index ended December 2017.

During the 2016-17 non-represented salary survey 9 classifications were adjusted as compared to 28 classificiations during the 2013-14 survey. The 2020-21 survey is in process.

In order to reduce the impact of salary surveys the City provides a cost of living adjustment annually based on the CPI-Urban Wage Earners and Clerical Workers: West – Size Class B/C adjusted for trends from comparable agencies. The 2021-22 CPI is approximately 1.7%. Represented employees are provided cost of living adjustments based on negotiated collective bargaining agreements.

Health Insurance

The City provides health insurance to all permanent status employees. Employees from the City's two labor groups, Keizer Police Association and the Local 737 contribute 5% to their health insurance while non-represented contribute 10%. The City in conjunction with a third party broker aggressively negotiate any rate increases. It is expected that the historical increases will continue into the near future.

Fiscal Year	Health Insurance	FTE	Avg Cost Per Employee	% Percent Increase
2011-12	$ 1,303,357	89.42	$ 14,576	9.3%
2012-13	1,396,776	87.17	16,024	9.9%
2013-14	1,522,282	89.42	17,024	6.2%
2014-15	1,655,572	92.42	17,914	5.2%
2015-16	1,722,945	92.92	18,542	3.5%
2016-17	1,785,752	90.71	19,686	6.2%
2017-18	1,990,213	94.42	21,078	7.1%
2018-19	2,207,114	98.08	22,503	6.8%
2019-20	2,274,729	98.17	23,171	3.0%
2020-21 (Est)	2,366,427	96.58	24,502	5.7%

Retirement

The City participates in the Public Employer Retirement System (PERS) in lieu of contributing to Social Security. PERS contributions are actuarially calculated and assessed to the City as a percentage of gross compensation. The contribution rates are for a two-year period. Starting in 2015-16 the rates increased significantly in response to poor stock market performance.

The City's historical PERS experience is as follows.

	Tier 1/2			OPSRP Police & Fire			OPSRP General				
	Employees Covered	Contribution Rate	Annual Expense	Employees Covered	Contribution Rate	Annual Expense	Employees Covered	Contribution Rate	Annual Expense	Employer Match	Total Expense
2011-12	37	10.62%	312,939	7	5.57%	27,628	39	2.86%	60,926	335,131	736,624
2012-13	36	10.62%	316,147	9	5.57%	30,613	36	2.86%	58,443	334,199	739,402
2013-14	37	10.69%	320,062	8	4.92%	30,031	40	2.19%	47,758	347,040	744,891
2014-15	37	10.69%	336,046	10	4.92%	33,133	42	2.19%	52,612	373,164	794,955
2015-16	35	14.09%	464,154	10	10.30%	83,421	44	6.19%	165,492	406,660	1,119,727
2016-17	34	14.09%	429,374	12	10.30%	88,832	44	6.19%	166,739	396,210	1,081,155
2017-18	32	17.72%	544,473	12	12.07%	123,277	45	7.30%	202,751	412,285	1,282,786
2018-19	27	17.72%	537,382	17	12.07%	156,973	48	7.30%	227,458	446,963	1,368,776
2019-20	24	20.65%	544,591	20	14.12%	225,372	50	9.49%	315,488	451,052	1,536,503
2020-21 - Est	21	20.65%	570,759	23	14.12%	277,925	50	9.49%	376,458	515,727	1,740,869

The City has been notified that the employer contribution rates effective July 1, 2021 are 24.18%, 19.40% and 15.04% for Tier ½, OPSRP Police and Fire, and OPSRP General respectively. The increases in these rates will have a significant impact on the City's personnel services costs.

Materials and Services

Materials and services represent approximately 19% of the General Operating Funds budget. Included in materials and services is 911 Call Center costs of approximately $550,000 per year. This amount is the net amount after the City's share of 911 tax, approximately $225,000, is applied against the balance.

In addition to 911 call center costs other individually significant costs include property and liability insurance, information technology costs and municipal court assessments.

During 2015-16 there was a significant increase in materials and services cost as the result of contractual payments to the overlapping tax jurisdictions associated with amending the Urban Renewal District.

During 2020-21 there is a significant increase in materials and services cost as the result of the City receiving the CARES Act Grant from the State of Oregon. The Grant was to provide resources to mitigate the COVID-19 pandemic.

Looking to the future it is anticipated that materials and services costs will continue to increase 1-3% per year due to inflation.

Capital Outlay

Capital Outlay represents approximately 6% of the General Operating Funds budget. Capital outlay consists of park improvements outlined in the Parks Master Plan and ongoing Police Department Vehicle purchases. It is anticipated that capital outlay will remain consistent for the foreseeable future.

City of Keizer

General Fund Long Range Forecast

Fiscal Year 2020-21

		PROJECTED		FORECASTED									
		2020-21	% of Rev	2021-22	% of Rev	2022-23	% of Rev	2023-24	% of Rev	2024-25	% of Rev	2025-26	% of Rev
1	**REVENUES:**												
2	Taxes & Assessments	6,054,000	47%	6,270,600	48%	6,450,700	48%	6,644,200	48%	6,843,500	47%	7,048,800	47%
3	Licenses & Fees	2,913,400	22%	2,952,900	23%	2,975,400	22%	3,005,200	22%	3,035,300	21%	3,065,700	21%
4	Intergovernmental	2,079,900	16%	1,395,400	11%	1,444,500	11%	1,516,700	11%	1,592,500	11%	1,672,100	11%
5	Fines & Forfeitures	387,300	3%	387,300	3%	390,700	3%	394,600	3%	398,500	3%	402,500	3%
6	Other	196,800	2%	196,000	2%	220,100	2%	221,000	2%	221,900	2%	222,800	1%
7	New Revenues	-	0%	60,000	0%	120,000	1%	123,600	1%	127,300	1%	131,100	1%
8	**TOTAL NET REVENUES**	**11,631,400**	89%	**11,262,200**	87%	**11,601,400**	86%	**11,905,300**	85%	**12,219,000**	85%	**12,543,000**	84%
9	Police Services Fee	693,000	5%	1,020,000	8%	1,189,300	9%	1,359,300	10%	1,529,200	11%	1,700,400	11%
10	Park Services Fee	680,000	5%	680,000	5%	680,000	5%	680,000	5%	680,000	5%	680,000	5%
11	**TOTAL REVENUES**	**$ 13,004,400**	100%	**$ 12,962,200**	100%	**$ 13,470,700**	100%	**$ 13,944,600**	100%	**$ 14,428,200**	100%	**$ 14,923,400**	100%
12													
13	**EXPENDITURES:**		% of Exp		% of Exp		% of Exp		% of Exp		% of Exp		% of Exp
14	General Government	$ 2,980,200	23%	$ 2,477,200	18%	$ 2,342,500	17%	$ 2,412,800	17%	$ 2,485,200	17%	$ 2,559,800	17%
15	Planning	512,700	4%	511,400	4%	551,900	4%	575,900	4%	614,200	4%	641,300	4%
16	Municipal Court	220,500	2%	228,400	2%	225,300	2%	230,600	2%	238,600	2%	244,500	2%
17	Parks	1,157,700	9%	1,173,600	9%	1,169,600	9%	1,221,700	9%	1,244,800	8%	1,203,100	8%
18	Police	8,079,300	62%	9,094,000	67%	9,355,900	69%	9,834,300	69%	10,254,500	69%	10,789,800	70%
19	Interfund Loan Repayment	15,700	0%	30,000	0%	30,000	0%	30,000	0%	30,000	0%	30,000	0%
20	**TOTAL EXPENDITURES**	**$ 12,950,400**	100%	**$ 13,484,600**	100%	**$ 13,645,200**	100%	**$ 14,275,300**	100%	**$ 14,837,300**	100%	**$ 15,438,500**	100%
21													
22	**REVENUES IN EXCESS OF EXPENDITURES**	54,000		(522,400)		(174,500)		(330,700)		(409,100)		(515,100)	
23													
24	**BEGINNING FUND BALANCE**	3,159,800		3,213,800		2,691,400		2,516,900		2,186,200		1,777,100	
25													
26	**ENDING FUND BALANCE**	**$ 3,213,800**		**$ 2,691,400**		**$ 2,516,900**		**$ 2,186,200**		**$ 1,777,100**		**$ 1,262,000**	
				21%		19%		16%		12%		8%	

City of Keizer
Police Services Fee Update
Fiscal Year 2021-22

	PROJECTED	FORECASTED				
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
REVENUES:						
Police Service Fees	$ 693,000	$ 1,020,000	$ 1,189,300	$ 1,359,300	$ 1,529,200	$ 1,700,400
General Fund Support	7,236,600	7,727,400	7,809,600	8,110,900	8,353,900	8,710,600
Other Existing Revenues	160,300	346,600	357,000	364,100	371,400	378,800
TOTAL REVENUES	**$ 8,089,900**	**$ 9,094,000**	**$ 9,355,900**	**$ 9,834,300**	**$ 10,254,500**	**$ 10,789,800**
EXPENDITURES:						
Personnel Services	$ 6,820,300	$ 7,722,700	$ 8,063,200	$ 8,519,700	$ 8,917,600	$ 9,430,200
Materials & Services	1,029,300	1,071,300	1,092,700	1,114,600	1,136,900	1,159,600
Capital Outlay	229,700	300,000	200,000	200,000	200,000	200,000
TOTAL EXPENDITURES	**$ 8,079,300**	**$ 9,094,000**	**$ 9,355,900**	**$ 9,834,300**	**$ 10,254,500**	**$ 10,789,800**
REVENUES IN EXCESS OF EXPENDITURES	**$ 10,600**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

The fee is currently $4.00 per month for single family residences and non-residential locations and $3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available.

Based on the current analysis the fee amount will need to be adjusted to maintain the overall Police Department level of service as follows:

Fiscal Year	Police Fee Revenue	Increase from PY	Monthly Fee	Monthly Increase	Annual Fee
2020-21	$ 680,000	$ -	$ 4.00	$ -	$ 48.00
2021-22	1,020,000	340,000	6.00	2.00	72.00
2022-23	1,189,300	169,300	7.00	1.00	83.95
2023-24	1,359,300	170,000	8.00	1.00	95.95
2024-25	1,529,200	169,900	9.00	1.00	107.94
2025-26	1,700,400	171,200	10.00	1.01	120.03

LONG RANGE PLANNING MEETING: March 8, 2021

AGENDA ITEM NUMBER: 4d

TO: LONG RANGE PLANNING COMMITTEE

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: PARK SYSTEM LONG RANGE PLAN

Overview of the Park System

The goal of the Public Works Department Park Division is to provide the community with a diversified program to meet the recreational, educational and leisure needs of the citizens through a blend of pleasing landscapes, open spaces, parks and recreational facilities for both passive and active interests. The Park System is governed by 2008 Parks & Recreation Master Plan. The Park System master plan is being reviewed and updated during fiscal year 2020-21.

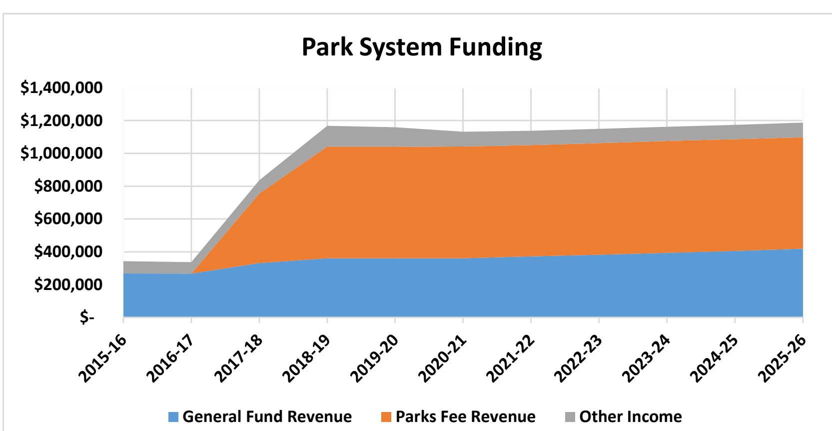
The Park System consists of:

- 15 Neighborhood parks covering 65.5 acres,
- 2 Community parks covering 27 acres,
- 1 Region park covering 148 acres
- 1 Landscape area covering 0.5 acres, and
- 1 Historical area covering 0.5 acres.

Park System Funding

The Park System is funded by three primary sources:

- General Fund Revenue,
- Parks Fee Revenue, and
- Other Income which includes park reservation fees and property rental income



Long Term Sustainability of the Park System

The Parks Division has four full-time employees and supplements staffing in the summer months through a temporary agency. The primary focus of Parks Staff is on maintenance of the Parks system with emphasis on mowing, garbage collection, and maintenance of the various park amenities as well as repair or replacement of broken and/or damaged play structures, drinking fountains and other park amenities.

In addition to the ongoing maintenance and repair requirements, the Park System has or will be completing the following capital improvements:

Year 1 – FY 19/20

- Skate Park Update
- Willamette Manor Sport Court Replacement
- Northview Swing Set Replacement
- Replace 2000 F-250
- Tree Work System Wide
- Demo Charge House and Gravel Pad for Food Trucks

Year 2 – FY 20/21

- Replace Claggett Play Structure
- Replace Northview Stairs
- Power and Water for Food Truck Pads
- Resurface and Expand North Parking Lot at Claggett Creek
- Repair Backstops/Fences at Claggett Creek & Other Parks
- Master Plan/SDC Methodology Update
- Tree Work System Wide
- Create Equipment Access to Lower Portion of Wallace House
- Paint Gazebo at Chalmers Park (completed by an Eagle Scout)

Year 3 – FY21/22

- New Pathway Lighting at Bair Park and Additional Lighting at Country Glen
- Tree Work System Wide
- Replace Kubota Tractor
- Big Toy Picnic Shelters (2)
- ADA Compliance Work in Various Parks

Year 4 – FY 22/23

- Picnic Shelter by the River at Keizer Rapids
- Replace Play Structure at Bob Newton
- Expand Trail/Road to Boat In Camp Site in Keizer Rapids
- Replace Play Structure at Ben Miller
- Tree Work System Wide

Year 5 – FY 23/24

- New Sports Court at Keizer Rapids

- Expand Parking Lot by Dog Park at Keizer Rapids
- Replace 2 Zero Turn Mowers

City of Keizer

Long Range Plan - Park Services

Fiscal Year 2021-22

		PROJECTED	FORECASTED				
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1	**RESOURCES:**						
2	**Beginning Balance:**	**$ 389,800**	**$ 364,100**	**$ 328,300**	**$ 308,500**	**$ 249,000**	**$ 179,100**
3	Park Service Fees *	680,000	680,000	680,000	680,000	680,000	680,000
4	General Fund Support	360,800	371,600	382,700	394,200	406,000	418,200
5	Other Revenues	91,200	86,200	87,100	88,000	88,900	89,800
6	**TOTAL RESOURCES**	**$ 1,521,800**	**$ 1,501,900**	**$ 1,478,100**	**$ 1,470,700**	**$ 1,423,900**	**$ 1,367,100**
7							
8	**REQUIREMENTS:**						
9	**Expenditures:**						
10	Personnel Services	381,600	421,900	434,600	478,100	492,400	541,600
11	Materials & Services	276,100	276,700	285,000	293,600	302,400	311,500
12	Capital Outlay	500,000	475,000	450,000	450,000	450,000	350,000
14	**Total Expenditures**	1,157,700	1,173,600	1,169,600	1,221,700	1,244,800	1,203,100
15	**Fund Balance:**						
16	Unrestricted Fund Balance	364,100	328,300	308,500	249,000	179,100	164,000
17	**TOTAL REQUIREMENTS**	**$ 1,521,800**	**$ 1,501,900**	**$ 1,478,100**	**$ 1,470,700**	**$ 1,423,900**	**$ 1,367,100**
	Day's Cash Supply at End of Year	195	176	166	134	96	88

* The Park Services Fee is to provide resources to increase the level of repairs and maintenance in the City's park system. The fee covers additional employee costs such as wages, health insurance, retirement and taxes for two additional park's employees in addition to costs associated with maintaining and repairing existing park amenities.

The fee is currently $4.00 per month for single family residences and non-residential locations and $3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available.

Based on the current analysis the fee amount is sufficient to provide for the increased level of service for the park system until Fiscal 2025-26.

Glossary

Glossary

ACCRUAL ACCOUNTING – A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenditures are recognized in the period in which they are incurred.

ACTUAL – Denotes revenues are recognized or received and expenditures incurred or recorded for a given period which is in contrast to "Budget" which denotes plans for a period.

ADMINISTRATIVE SERVICES FUND – An Internal Services Fund which tracks City-wide shared expenditures including the offices and departments of the City Manager, City Attorney, City Recorder, Human Resources, Finance, Facility Maintenance and Public Works Administration.

ADOPTED BUDGET – The financial plan adopted by the City Council, which forms the basis and limits for appropriations for the fiscal year.

AD VALOREM TAX – A tax based on the assessed value of a property.

ARRA (AMERICAN RECOVERY AND REINVESTMENT ACT) – On February 17, 2009 President Obama signed the American Recovery and Reinvestment Act or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

APPROVED BUDGET – The budget recommended by the Budget Committee and reviewed by the City Council prior to adoption.

APPROPRIATION – The legal authorization granted by the City Council to spend specific amounts of public funds for specific purposes during specific periods of time.

ASSESSED VALUE – The portion of value of real or personal property which is taxable. It is the lesser of the property's real market value or the constitutional value limit (Maximum Assessed Value – MAV). The value limit may increase 3% annually unless qualifying improvements or changes are made to the property. These improvements or changes allow the value limit to increase by more than 3%.

AUDIT – A review of City accounts by an independent auditing firm to substantiate year-end fund balances, reserves, and cash in hand.

BALLOT MEASURE 50 – In May 1997 voters approved Ballot Measure 50 which fundamentally changed the structure of property taxes in Oregon from a tax base system to a permanent tax rate.

BOND – A written promise to pay a sum of money, called principal or face value at future date, called the maturity date, along with periodic interest paid at the specified percentage of the principal (interest rate). Bonds are typically used to finance long-term Capital Improvements.

BUDGET – The City's financial plan for a period of one year. By statute, the budget must be balanced and include a statement of actual revenues and expenditures for each of the last two years. Also required are estimated revenues and expenditures for the current and forthcoming year.

BUDGETARY BASIS – Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP), with the exception that neither depreciation nor amortization is budgeted and bond principal is subject to appropriation.

Glossary

BUDGET CALENDAR – The schedule of key dates which the City follows in the preparation and adoption of the budget.

BUDGET COMMITTEE – The fiscal planning board of the local government, consisting of the Mayor and City Council plus an equal number of legal voters from the district.

BUDGET MESSAGE – An explanation of the budget and the City's financial priorities. Prepared by or under the direction of the City Manager.

BUDGET OFFICER – Person appointed by the City Council to be responsible for assembling the budget. For City of Keizer, the Finance Director serves this role.

BUDGET RESOLUTION – The budget is adopted each year by the City Council through passage of a Resolution. This Budget Resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year.

CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) – The complete annual financial report of the City that is prepared in conformity with generally accepted accounting principles. An independent auditing firm audits the financial statements in this annual report.

CAPITAL BUDGET – The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

CAPITAL OUTLAY – Items which generally have a useful life of one or more years and a cost of $5,000 or more. Examples include machinery, land, furniture, computers, equipment, vehicles, and buildings.

CASH MANAGEMENT – Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

CHARGES FOR SERVICES – Includes a wide variety of fees charged for services provided to the public and other agencies.

CITY COUNCIL – The legislative branch of the City composed of seven elected officials who serve a four-year term.

CIP (CAPITAL IMPROVEMENT PLAN) – An allocation plan for capital expenditures to be incurred over several future years. It sets forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

CONTINGENCY – A special amount set aside for necessary unforeseen and unplanned expenses. Contingencies may not be spent without City Council approval via a Transfer Resolution or Supplemental Budget.

CONTRACTUAL SERVICES – The costs related to services performed for the City by individuals, businesses, or utilities.

Glossary

DEBT SERVICE – The payment of general long-term debt, consisting of principal and interest payments.

DEPARTMENT – A major administrative organizational unit of the City which indicates overall management responsibility for one or more divisions.

DEPRECIATION – Expensing the cost of a capital asset over its useful life.

DEVELOPMENT CODE AND STANDARDS – The City's procedures and criteria for the review and approval of land development proposals.

DIVISION OF TAXES – Division of taxes refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the "excess" to "frozen value" (i.e. tax increment revenue).

EMPLOYEE BENEFITS – Contributions made by a government to meet commitments or obligations for employee related expenses. Included is the government's share of costs for social security and the various pensions, medical, dental, life insurance, workers' compensation, and disability insurance.

ENDING FUND BALANCE – As shown in the budget, an amount representing the difference between the resources received by the fund compared to the amount expended in the fund. This becomes the subsequent year's beginning working capital or beginning fund balance.

ENTERPRISE FUND – A fund established to account for operations financed and operated in a manner similar to private business enterprises. The City's enterprise funds include Water, Sewer, Stormwater, Street Lighting District's, and Community Center.

ESU – (EQUIVALENT SERVICE UNIT) An area which is estimated to place approximately equal demand on the public stormwater facilities as defined in the Keizer Development Code as "Dwelling, single family". One (1) ESU shall be equal to 3,000 square feet of impervious surface.

EOC (EMERGENCY OPERATIONS CENTER) – Command center for coordination and intervention for city-wide or regional emergencies.

EXPENDITURES – The payment for goods and services, debt service, and Capital Outlay from a governmental fund.

FINANCIAL AUDIT – A comprehensive examination of the accounting and financial information by a qualified auditing firm. The auditing firm examines whether funds are spent according to intended purpose, within appropriations, and as authorized. It also examines if revenues, expenses, assets, and liabilities are stated fairly. The auditing firm reports to the City Audit Committee.

FISCAL YEAR – The twelve months beginning July 1 and ending June 30 of the following year.

FTE (FULL-TIME EQUIVALENT) – An abbreviation for full-time equivalent employees. Staffing levels are measured in FTE to give a consistent comparison from year to year.

FRANCHISE FEE – A fee charged each year to utilities as a payment in lieu of permit fees for the use of City streets. The fee is generally based on a percentage of revenues.

Glossary

FULL FAITH AND CREDIT BONDS – Long-term obligations that are payable solely from a designated source of revenue. They do not carry any taxing power.

FUND – A fiscal and accounting entity with balancing revenues and appropriations.

FUND BALANCE – The difference between fund assets and fund liabilities of governmental and similar trust funds.

GAAP (GENERAL ACCEPTED ACCOUNTING PRINCIPLES) – Conventions, rules, and procedures used in performing accepted accounting practice and at a particular time.

GASB (GOVERNMENTAL ACCOUNTING STANDARDS BOARD) – The body that establishes accounting principles for state and local governments.

GENERAL FUND – Accounts for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS – Long-term obligations backed by the "full faith and credit" pledge of the City's general fund revenues. They carry an unlimited taxing power, require voter-approval, and are limited in total to 3% of the City's true cash value.

GFOA (GOVERNMENT FINANCE OFFICERS ASSOCIATION) – The premier association of the public-sector finance professionals and is dedicated to providing high-quality support to state and local governments.

GIS (GEOGRAPHIC INFORMATION SYSTEM) – A program which facilitates the efficient management of spatial information; offering enhanced analytical, cartographic, and reporting capabilities for internal and external customers.

GRANT – A contribution by one governmental unit to another. The contribution may be made to aid in the support of a specified purpose or function.

INFRASTRUCTURE – Public domain fixed assets such as roads, bridges, streets, sidewalks, and similar assets that are immovable.

INTERGOVERNMENTAL REVENUES – Revenues received from another governmental entity, such as county, state, or federal governments.

INTERNAL SERVICES FUND – Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

KEDC – (KEIZER ECONOMIC DEVELOPMENT COMMISSION) – The City Council established KEDC in 2014 to provide strategic planning recommendations regarding the economic development of the City.

LINE OF CREDIT – Short term credit provided by a bank whereby the lender can draw upon funds at any time and interest begins to accrue once funds are drawn.

Glossary

LEVEL OF SERVICE – The amount and type of existing services, programs, and facilities provided. Level of service depends on the available resources.

LOCAL BUDGET LAW – Oregon Revised Statute (ORS) 294.305 to 294.565 Local Budget Law has several purposes: 1) establish standard procedures for presenting a local government budget; 2) outline programs and services provided; 3) provide a standard method of estimating revenues, expenditures, and proposed tax levies; and 4) encourage citizen involvement in the preparation of the budget before formal adoption.

LINE ITEM BUDGET – The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division.

MATERIALS AND SERVICES – An object classification which includes contractual and other services, materials and supplies, and other charges.

MEASURE 5 – On November 6, 1990, Oregon citizens approved an amendment to the State Constitution (Measure 5) which limits the ability of state and local governments to levy property taxes, impose certain types of charges, and to issue certain types of debt. Measure 5 sets a maximum tax rate of $10 per $1,000 of true value for overlapping general-purpose governments. The amendment also subjects school districts to a property tax cap of $15 per $1,000 full market value in 1991-92, declining in $2.50 increments to $5 in 1995-96.

MEASURE 50 – On May 29, 1997, Oregon citizens approved an amendment to the State Constitution (Measure 50) which limits the ability of state and local governments to levy property taxes, impose certain types of charges and issue certain types of debt. Measure 50 sets a statewide property tax reduction of 17% which was authorized for 1996-97 fiscal year. Certain types of property tax levies are exempt or may be added outside of the reduced amount. Limits assessed value to 3% growth and requires that certain fees receive voter approval if increased.

MODIFIED ACCRUAL BASIS OF ACCOUNTING – The accrual basis of accounting adopted to governmental funds where revenues are recognized when they become both “measureable” and “available to finance expenditures of the current period.”

NEIGHBORHOOD ASSOCIATIONS – A group of people organized and recognized by the Council within a geographical area for the purpose of acting on issues affecting neighborhood and community livability.

OBJECTIVES – A specific measurable and observable result of an organization’s activity which advances the organization toward a goal.

OPERATING BUDGET – The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personnel services, supplies, utilities, materials, and debt service.

ORDINANCE – Written directive or act of a governing body. Has the full force and effect of law within the local government’s boundaries, provided it does not conflict with a State Statute or Constitutional Provision. See “Resolution.”

ORS (OREGON REVISED STATUTE) – Governing state law in Oregon.

Glossary

PERMANENT RATE LIMIT – A tax rate calculated under the limitations of Measure 50 that would extend the full amount of "operating taxes" that could be imposed.

PERS (PUBLIC EMPLOYEE RETIREMENT SYSTEM) – The State of Oregon retirement program for about 95 percent of state and local government employees in Oregon.

PERSONNEL SERVICES – Costs associated with employees, including salaries, overtime, and fringe benefit costs.

PROPERTY TAX – Amounts imposed on taxable property by a local government within its operating rate limit, levied under local option authority, or levied to repay bonded debt.

PROJECTED ACTUAL – The amount of total estimated revenues collected and expenditures incurred during the fiscal year.

PROPOSED BUDGET – The proposed budget is the one proposed by the City Manager and is reviewed by the Budget Committee.

PERMANENT RATE – A district's permanent ad valorem property tax rate for operating purposes. This rate levied against the assessed value of property raises taxes for general operations. Permanent tax rate limits were either computed by the Department of Revenue for districts existing prior to 1997-1998 or are voter-approved for districts formed in 1997-1998 and later.

PROJECTED – The amount of projected revenues and expenditures to be collected during the fiscal year.

REAL MARKET VALUE – Value set on real and personal property as a basis for imposing tax.

RESERVE – An accumulation of funds for a specific future purpose. Reserves may only be spent during the fiscal year with City Council approval through a Transfer Resolution or a Supplemental Budget.

RESOLUTION – An order of a governing body. Requires less legal formality and has lower legal status than an Ordinance. Statutes or Charter will specify which actions must be by ordinance and which may be by resolution. (For cities, revenue raising measures such as taxes, special assessments, and service charges always require ordinances.) See "Ordinance."

REVENUE BONDS – Long-term obligations that are payable solely from a designated source of revenue generated by the project which was financed. No taxing power of general fund pledge is provided as security.

RESOURCES – Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year.

REVENUE – Moneys received during the year to finance City services.

SPECIAL ASSESSMENTS – A way to finance a local improvement which allows benefited property owners to pay the City back over time. Special assessments may be bonded through a special bond or unbonded.

SPECIAL REVENUE FUND – Accounts for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted for specified purposes.

Glossary

STATE SHARED REVENUE – Revenues received from the State of Oregon from cigarette, liquor, and highway taxes under ORS 221. These funds are available to cities located in counties with at least 100,000 in habitants that provide at least four types of municipal services.

STATE REVENUE SHARING – A share of certain revenues from the State of Oregon that are apportioned among and distributed to cities for general purposes. These funds require a public hearing before the budget committee to discuss possible uses.

SUPPLEMENTAL BUDGET – An amendment to the adopted budget that is prepared to meet unexpected needs or to appropriate revenues not anticipated at the time the budget was adopted. The supplemental budget cannot increase the tax levy.

TAX INCREMENT FINANCING – A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area. The City's urban renewal plans, as carried out by the Keizer Urban Renewal Agency, cover approximately 7 acres of the City.

TAX LEVY – The total amount of property taxes required by the City to meet requirements.

TAX RATE – The amount of tax stated in terms of a unit of the district's assessed value. For example, the City of Keizer's tax rate is $2.0838 per $1,000 of assessed value of taxable property.

Transient Occupancy Tax (TOT) – The City imposes a tax, which is 6% of gross revenues on establishments that meet the criteria.

TRANSFER – An amount distributed from one fund to finance activities in another fund. It is shown as a requirement in the originating fund and a resource in the receiving fund.

UNAPPROPRIATED ENDING FUND BALANCE – An amount set aside to be used as cash carry-over for the next fiscal year's budget.

WORKING CAPITAL CARRYFORWARD – Funds which allow the City to meet current cash flow requirements, shortfalls in revenues, or unexpected demands until tax revenues or other major revenues are available.

CITY OF KEIZER, STATE OF OREGON

RESOLUTION R2021-______

ADOPTING THE FY 2021-22 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 2021-22 in the sum of $52,537,800 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated:

General Fund			
	General Services	$2,670,000	
	Planning	528,000	
	Police	8,945,400	
	Municipal Court	227,600	
	Transfers Out	390,800	
	Contingency	50,000	
TOTAL GENERAL FUND			**$12,811,800**
Administrative Services Fund			
	Admin Services - General	318,000	
	City Manager	319,800	
	City Attorney	359,900	
	City Recorder	294,900	
	Human Resources	398,300	
	Finance – Non-Dept	504,400	
	Information Systems	689,800	
	Utility Billing	410,500	
	Public Works – Non-Dept	669,200	
	Facility Maintenance	450,400	
	Contingency	340,000	
TOTAL ADMINISTRATIVE SERVICES FUND			**4,755,200**
Police Services Fund			
	Transfers Out	797,500	
	Contingency	254,400	
TOTAL POLICE SERVICES FUND			**1,051,900**

Park Services Fund **TOTAL PARK SERVICES FUND**	Park Services Transfers Out Contingency	1,167,100 72,300 100,000	**1,339,400**
Public Education Government (PEG) Fund **TOTAL PUBLIC EDUCATION GOVERNEMENT FUND**	PEG Contingency	170,000 100,000	**270,000**
Parks Improvement Fund **TOTAL PARKS IMPROVEMENT FUND**	Park Improvement	525,000	**525,000**
Keizer Station LID Fund **TOTAL KEIZER STATION LID FUND**	Debt Service	1,641,000	**1,641,000**
Transportation Improvement Fund **TOTAL TRANSPORTATION IMPROVEMENT FUND**	Transportation Improvement	3,459,500	**3,459,500**
Housing Services Fund **TOTAL HOUSING SERVICES FUND**	Housing Services	138,500	**138,500**
Energy Efficiency Revolving Loan Fund **TOTAL ENERGY EFFICIENCY REVOLVING LOANFUND**	Energy Efficiency	34,000	**34,000**
Street Fund **TOTAL STREET FUND**	Streets Transfers Out Debt Service Contingency	2,486,200 521,000 152,000 46,000	**3,205,200**

Sewer Fund **TOTAL SEWER FUND**	Sewer Contingency	6,608,200 40,000	**6,648,200**
Water Fund **TOTAL WATER FUND**	Water Transfers Out Contingency	3,130,200 650,000 125,000	**3,905,200**
Water Facility Replacement Reserve Fund **TOTAL WATER FACILITY REPLACEMENT RESERVE FUND**	Water Facility Replacement	1,100,000	**1,100,000**
Street Lighting Districts Fund **TOTAL STREET LIGHTING FUND**	Street Lighting Districts Contingency	429,200 105,000	**534,200**
Stormwater Fund **STORMWATER FUND**	Stormwater Contingency	2,648,500 149,100	**2,797,600**
Sewer Reserve Fund **TOTAL SEWER RESERVE FUND**	Sewer Reserve	291,700	**291,700**
Community Center Fund **TOTAL COMMUNITY CENTER FUND**	Community Center Contingency	355,700 20,000	**375,700**
TOTAL APPROPRIATIONS ALL FUNDS			**44,884,100**
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			**7,653,700**
TOTAL ADOPTED BUDGET			**$52,537,800**

BE IT FURTHER RESOLVED that the ad valorem property taxes are hereby imposed for tax year 2021-22 upon the assessed value of all taxable property within the district in the amount of $2.0838 per $1,000 of assessed value for permanent rate tax.

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

General Government Limitation $2.0838/$1000

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

PASSED this _____ day of ________________________, 2021.

SIGNED this _____ day of _________________________, 2021.

____
Mayor

____
City Recorder

CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER:____________

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **TIMOTHY E WOOD, CITY MANAGER PRO TEM**

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

SUBJECT: **LOCATION APPROVAL FOR PUBLIC ART SCULPTURE/CARVING**

In accordance with the Public Art Ordinance, the City Council determines the location of where sculptures would go and the Keizer Public Arts Commission (KPAC) chooses the sculptures for each location.

KPAC has been diligently working with an artist to carve a sculpture of a sasquatch to install at Keizer Rapids Park. KPAC has chosen two locations within Keizer Rapids Park for Council's consideration. (See attached photos.) The Public Works Director recommends the location where Kim Steen is standing. This is by the patio adjacent to the amphitheater.

KPAC requests that the City Council choose the specific location and approve it as a location for the placement of public art. If Council authorizes this new location, KPAC intends to engage in working with the artist to develop another enjoyable addition to the growing body of Keizer's community art.

The estimated cost of $1,500 would be funded from the General Fund – Nondepartmental Resource (KPAC) line item.

RECOMMENDATION:

Review the matter and if the Council deems it appropriate, make a minute motion to approve an exact location for the new art in Keizer Rapids Park.

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

ESJ/tmh

CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER:____________

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **TIMOTHY E. WOOD, CITY MANAGER PRO TEM**

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

SUBJECT: **OPIOIDS MULTI-DISTRICT LITIGATION**

Cities and counties have been on the frontlines of the opioid epidemic which has devastated Oregon cities and counties and caused ongoing devastation by the uncontrolled and misleading distribution of millions of addicting opioid pills. Given the far-reaching impact of the opioid crisis, ten (10) Oregon counties and one Oregon city (Clackamas County, Clatsop County, Columbia County, Curry County, Jackson County, Josephine County, Lane County, Multnomah County, Washington County, Yamhill County and the City of Portland) filed suit against the major pharmaceutical companies and are part of the national Multi-District Litigation (MDL), which includes the combination of over 3,000 federal court cases.

Local governments are hopeful that a proposed National Settlement Agreement with some of the major companies in the MDL, and Purdue Pharma (in Chapter 11 bankruptcy), may be forthcoming. Under the national settlement and bankruptcy resolution (taken together), up to $400 million could be allocated to Oregon to address the opioid epidemic in our state. Under the proposed Settlement Fund Allocation Model that has been distributed to local governments, the potential settlement money would be allocated amongst states (and cities and counties) based on population and the local impact of the opioid crisis, as determined by public health statistics related to opioid misuse.

The goal is to have counties and cities manage the bulk of the expenditures related to the opiate settlement because those are the entities that have been and will continue to be addressing the crisis in their local jurisdictions in the future. To that end, it is being proposed by the litigating entities that any settlement funds should flow directly to the local entities. Furthermore, the cities and counties, and even the MDL defendants, desire that the funds be used directly for control and abatement of the opioid crisis.

The amount of money that will come to Oregon jurisdictions is directly related to the number of cities and counties who agree to participate in the settlement agreement (currently estimated at $350-400 million). By participating in the settlement agreement, Keizer will help maintain or increase the overall amount of settlement funds allocated to Oregon and will become eligible to receive a share of such funds, but would have to forgo its ability to file a separate lawsuit against the defendants in this matter.

Staff is requesting that the City Council delegate authority to the City Manager and City Attorney to negotiate an agreement with the entities that have already filed opioid litigation on behalf of Oregon local entities. The proposal by the litigating entities will seek to require settlement funds from the litigation intended for local entities are paid directly to the local entities and not pass through the State of Oregon. We will update City Council and will bring any proposed final agreement to City Council for final approval.

RECOMMENDATION:

Council should consider the matter and if it desires to join the settlement discussion, the Council should adopt the attached Resolution.

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

DELEGATING AUTHORITY TO CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AGREEMENT IN CONNECTION WITH NATIONAL OPIOIDS LITIGATION

WHEREAS, certain manufacturers of prescription opioids have aggressively pushed highly addictive, dangerous opioids, by advocating that doctors and patients use opioids for the treatment of chronic pain, while trivializing or misrepresenting the risks of serious addiction from opioid use;

WHEREAS, certain wholesale distributors of opioids have breached their statutory obligations to monitor, detect, investigate, refuse to fill, and report suspicious orders of prescription opioids, resulting in widespread unlawful diversion of prescription opioids;

WHEREAS, increased marketing of opioids for chronic pain, dissemination of inaccurate and deceptive information regarding the addictive nature of opioids, and widespread diversion of prescription opioids have resulted in a nationwide epidemic of opioid addiction and overdose deaths;

WHEREAS, Keizer Police Department spends resources annually responding to opioid-related drug calls and cases;

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

WHEREAS, the City directly expends funds to cover the costs of prescription opioids for members of City health insurance plans, as well as the costs of opioid addiction treatment for members of City health insurance plans;

WHEREAS, the law provides a remedy for the City to recover costs attributable to the acts and omissions of those responsible for the opioid epidemic;

WHEREAS, it is in the public interest for the City to recover the public funds expended because of manufacturers' misleading and deceptive advocacy for increased use of prescription opioids and distributors' negligent distribution of prescription opioids;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager and City Attorney are delegated the authority to negotiate an agreement with the entities that have already filed opioid litigation on behalf of Oregon local entities (Clackamas County, Clatsop County, Columbia County, Curry County, Jackson County, Josephine County, Lane County, Multnomah County, Washington County, Yamhill County and the City of Portland) that will require settlement funds from that litigation intended for local entities be paid directly to the local entities and not pass through the State of Oregon. The City Attorney and City Manager will bring any proposed agreement to the City Council for final approval.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this __________ day of _________________, 2021.

SIGNED this __________ day of _________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: June 7, 2021

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **Interim City Manager Update**

BACKGROUND AND ISSUES:

The City has received two applications for the Interim City Manager Position. The Mid-Willamette Council of Governments (MWCOG) received the applications and verified that the applicants met the minimum qualifications. In addition, the MWCOG Executive Director ranked the applicants based on the criteria outlined in the:

- job announcement,
- City Council short/long term goals, and
- Upcoming projects/areas of emphasis

Based on the preliminary review Wes Hare rated higher than the other candidate overall.

The higher rating is primarily the result of the perceived ability to provide stability and a public face that supports the City's continuity of services which was identified as a significant area of emphasis for the immediate future. This higher rating was supported by Mr. Hare having over 29 years of City Manager experience among three different agencies with the shortest duration being over 7 years. The majority of Mr. Hare's experience was as Albany's City Manager where he served for 12 years. This is in comparison to the other candidate that has over 17 years of experience as a City Manager at three different agencies with two of the three positions being 4 years or less.

Mr. Hare also has experience as an Interim City Manager which was identified as preferred in the job announcement. The other candidate did not have Interim City Manager experience.

In addition, Mr. Hare also placed higher in the ability to support the Council short/long term goals based on prior work experience.

The City Manager Pro Tem, Human Resources Director and City Attorney reviewed the preliminary assessments and concur with the overall ranking, and recommend moving forward with appointing Wes Hare as interim city manager.

RECRUITMENT PROCESS

By Council Resolution, the Mayor has been tasked with working with City Staff to outline the Interim City Manager recruitment process. The Mayor agrees with moving forward with appointing Mr. Hare subject to the next steps as follows:

- Perform background and reference checks,
- Schedule an informal meet and greet with the City Council (tentatively scheduled for June 14, 2021 at 7:00 p.m.) and separate meetings with the City management team, and
- Negotiate an offer of temporary employment

RECOMMENDATION:

The Mayor and staff recommend that the Council move forward with the appointment of Wes Hare as interim city manager.

If Council agrees with this recommendation, the appropriate motion would be as follows: “Move to direct staff to move forward with the process of appointing Wes Hare as interim city manager by performing background and reference checks, scheduling a ‘meet-and-greet’ and, if there are no questions or concerns, negotiating an offer of temporary employment.”

The final hiring decision would not be effective until Council approves the temporary employment contract. The proposed terms of that contract, including the salary will be reviewed with Council.

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

CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER:___________

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: TIMOTHY E WOOD, CITY MANAGER PRO TEM

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: POLICE FIREARMS RANGE USE AGREEMENT WITH CITY OF DALLAS

The Police Department previously entered into an agreement with the City of Dallas to use the Dallas Police Department police firearms range. Such agreement continues to be in effect until replaced with a revised agreement. The City of Dallas has requested that the City enter into a revised agreement. The Police Department desires to continue to use the Dallas Police Department police firearms range. Staff believes that entering into this agreement will be a benefit to the Police Department and the community.

RECOMMENDATION:

Adopt the attached Resolution authorizing the Chief of Police to enter into the Police Firearms Range Use Agreement with the City of Dallas.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

AUTHORIZING CHIEF OF POLICE TO ENTER INTO POLICE FIREARMS RANGE USE AGREEMENT WITH CITY OF DALLAS

WHEREAS, the City previously entered into a Police Firearms Range Agreement with the City of Dallas in 2015;

WHEREAS, the City of Dallas requested that the City enter into a revised agreement to replace the agreement entered into in 2015;

WHEREAS, the City wishes to enter into that certain Police Firearms Range Use Agreement with the City of Dallas for use of the Dallas Police Department police firearms range;

WHEREAS, the City Council of the City of Keizer has considered this matter and wishes to move forward with such agreement;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Chief of Police is authorized to enter into the Police Firearms Range Use Agreement with the City of Dallas attached hereto and by this reference incorporated herein.

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Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this __________ day of _________________, 2021.

SIGNED this __________ day of _________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Dallas Police Department
Police Firearms Range Use Agreement

(Version April 2021)

This Agreement is between the City of Dallas, Oregon, acting on behalf of the Dallas Police Department and City of Keizer ("USER AGENCY") for use of the Dallas Police Department police firearms range and facilities.

TERMS OF AGREEMENT

1. EFFECTIVE DATE AND DURATION.

1.1 This Agreement shall become effective on the date this Agreement has been signed by each party hereto or, if the USER AGENCY is an agency of the State of Oregon for which approval by the Department of Justice is required, upon such approval.

1.2 This Agreement shall remain in full force and effect unless and until either Party exercises its right to terminate, as provided for in Section 13 below, or as otherwise provided by the laws governing the Parties to this Agreement.

2. CONSIDERATION.

2.1 In exchange for the Dallas Police Department and the City of Dallas authorizing USER AGENCY to use the Dallas Police Department police firearms range, USER AGENCY shall pay a yearly user fee to the Dallas Police Department of $500.00

2.2 USER AGENCY shall pay the yearly fee no later than ninety (90) days following the receipt of the invoice issued by the Dallas Police Department or the City of Dallas, referencing the Range Use Agreement. The billing shall occur July 1, for July through June 30 of the following year.

2.3 USER AGENCY, the City of Dallas, and the Dallas Police Department understand and agree that the yearly user fee, once paid by USER AGENCY, will be encumbered by the Dallas Police Department. Accordingly, the yearly user fee, once paid by USER AGENCY, shall not be refunded to USER AGENCY by the City of Dallas or the Dallas Police Department.

3. INDEMNIFICATION.

3.1 To the extent permitted by the Oregon Constitution and any applicable law of the state of Oregon, USER AGENCY shall hold harmless and indemnify the City of Dallas, the Dallas Police Department, and its officers, employees and agents from all claims, suits, actions, losses arising out of the negligent acts of USER AGENCY's officers, employees, or agents while acting within the scope of their duties and while using the Dallas Police Department's police firearms range under this Agreement.

3.2 To the extent permitted by the Oregon Constitution and any applicable law of the state of Oregon, the City of Dallas shall hold harmless and indemnify USER AGENCY and its officers, employees and agents from all claims, suits, actions, losses arising out of the negligent acts of the City of Dallas, the Dallas Police Department, and their officers, employees, or agents while acting within the scope of their duties and responsibilities concerning the use, maintenance, and operation of the Dallas Police Department's police firearms range.

3.3 [This paragraph (3.3) only applies if USER AGENCY is an agency of the State of Oregon.]

Notwithstanding paragraph 3.2, above, the Oregon Attorney General must give written authorization to any legal counsel purporting to act in the name of, or represent the interests of, the state and its officers, employees and agents prior to such action or representation. Further, the state, acting by and through its Department of Justice, may assume its own defense, including that of its officers, employees and agents, at any time when in the state's sole discretion it determines that (i) proposed counsel is prohibited from the particular representation contemplated; (ii) counsel is not adequately defending or able to defend the interests of the state, its officers, employees and agents; (iii) important governmental interests are at stake; or (iv) the best interests of the State of Oregon are served thereby.

The City of Dallas's obligation to pay for all costs and expenses pursuant to paragraph 3.2, above, shall include those incurred by the State of Oregon in assuming its own defense and/or that of its officers, employees, or agents under (i) and (ii) above.

3.4 Pursuant to sections 6 and 7, and notwithstanding section 3.2 above, the City of Dallas shall hold harmless and indemnify USER AGENCY (and the State of Oregon, if USER AGENCY is a state agency) and its officers, employees and agents from and against all claims, suits, actions, losses, or liability arising out of any state or federal environmental law, including, but not limited to, 42 USC §9601 *et seq*. (Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)), 33 USC. §1251 *et seq*. (Clean Water Act), 42 USC §321 *et seq*. (Federal Resource Conservation and Recovery Act (RCRA)), Oregon Revised Statutes Chapter 465 (state hazardous waste statutes), Oregon Revised Statutes Chapter 468b (state clean water statutes), Oregon Revised Statutes 30.260 to 30.300 (Oregon Tort Claims Act), regarding the testing, removal, or remediation of any lead or lead contamination on, next to, or associated with the use, maintenance, or operation of the Dallas Police Department's police firearms range, unless such claim, suit, action, loss or liability is arises from USER AGENCY's failure to comply with sections 6 and 7, in which case USER AGENCY shall indemnify and hold harmless the City of Dallas pursuant to paragraph 3.1, above.

4. **INSURANCE**.

4.1 USER AGENCY Insurance Responsibility. USER AGENCY *(check one)* ☐ is self-insured to the maximum limits of the Oregon Torts Claim Act and per ORS 30.260 through 30.300 or ☒ agrees to obtain and maintain in force at all times during the term of this Agreement a policy of general liability insurance with liability limits of at least $1 million, which shall name the City of Dallas as an additional insured. A certificate of insurance will be provided upon request to the Dallas Police Department or the City of Dallas, and shall not be subject to cancellation or amendment without at least 30 days' notice to the Dallas Police Department Chief of Police.

4.2 City of Dallas Insurance Responsibility. The City of Dallas shall provide Commercial

General Liability Insurance per the limits required in ORS 30.271.

5. **USER AGENCY OBLIGATIONS.** The USER AGENCY agrees to the following:

5.1 The Dallas Police Department will provide range personnel contact information to USER AGENCY. USER AGENCY shall provide up-to-date contact information for USER AGENCY'S primary contact to the Dallas Police Department range personnel, including the primary contact's email, business phone, and after-hours phone information.

5.2 USER AGENCY will schedule range use dates annually in coordination with other user agencies. Scheduling will be coordinated by Dallas Police Department range personnel and at the discretion of the Dallas Police Department range personnel. Annual scheduling will occur with the scheduling process starting in September for the following calendar year.

5.3 After annual scheduling, the range schedule may be viewed on the Dallas Police Department website (via https://www.ci.dallas.or.us/123/Police) as a quick link to a Microsoft Excel spreadsheet. After annual scheduling, USER AGENCY may schedule or reschedule range dates after reviewing the online schedule and requesting changes via email. Contact the Dallas Police Department for the password to access the online schedule. Immediate requests may also be made during business hours at 503-831-3516 or email to Joshua.calef@dallasor.gov.

5.4 Firearms may not be discharged unless supervised by a qualified range master.

5.5 Discharging firearms is only permitted from 0700 to 2200 hours, Monday through Saturday. Discharging firearms is not permitted on Sundays.

5.6 Discharges of firearms on the main range shall be directed only toward the east berm. Less-lethal munitions are not subject to this requirement.

5.7 Discharges of firearms in the Robert Hatchell Annex shall be directed only toward the south or west berms, between posted signs, and into a safe backstop. Other directions do not have adequate backstops and have signage to indicate such.

5.8 All targets and target stands shall let rounds pass through them into the above mentioned berms or shall direct rounds downward into the dirt or gravel. No targets or target stands shall direct rounds onto the pavement.

5.9 Minimally, the *Cooper's Rules of Firearms Safety* shall be followed by all persons and enforced by supervising range masters. Cooper's rules are:

- Treat every firearm as if it may be loaded.
- Do not let the muzzle cover anything you are not willing to shoot.
- Keep your finger off the trigger until your sights are on the target.
- Be sure of your target and the target's background.

5.10 Receptacles for garbage, brass, aluminum and corrugated cardboard recycling containers are provided at the range. If the containers become full, the USER AGENCY is expected to remove their own refuse from the range. If the USER AGENCY chooses to use the available containers, they must not use recycling containers for the purpose of disposing of garbage, or the garbage containers to dispose otherwise recyclable materials (ie:

corrugated cardboard). In addition, brass and aluminum containers are for the exclusive disposal of brass and/or aluminum cartridge casings, which must be sorted by type before placing in the appropriate receptacle. Shotgun shell hulls are considered garbage disposed of as such.

5.11 Upon completion of training, USER AGENCY shall configure the range with one row of cover barrels at each of the 10 and 25 yard lines with two target stands at the end of each shooting lane.

5.12 No equipment shall be stored at the range without the approval of Dallas Police Department range personnel.

5.13 No vehicles are allowed on the pavement without prior approval of Dallas Police Department range personnel.

5.14 Use of Chemical Agents:

5.14.1 Without the prior written approval of the Dallas Chief of Police, the use of chemical agents of any kind is prohibited.

5.14.2 Disposal of chemical agent containers and or cartridges at the range is prohibited.

5.14.3 All chemical-agent contaminated items/containers/cartridges shall be removed from the range at the conclusion of the training day.

5.15 Communications to emergency medical services and first aid supplies must be provided by USER AGENCY and kept readily available to all personnel on the range. See also Exhibit A, *Medical Emergencies*.

5.16 If range equipment becomes damaged or otherwise unusable, unserviceable or unsafe to use, the USER AGENCY shall cease using it immediately and notify Dallas Police Department range personnel.

5.17 USER AGENCY understands that failing to adhere to any of the above or egregious misuse may result in termination of use with no reimbursement of the annual fee.

6. HAZARDOUS SUBSTANCE.

USER AGENCY shall not cause or permit any Hazardous Substance to be spilled, leaked, disposed of, or otherwise released on the Dallas Police Department police firearms range. USER AGENCY may use only those Hazardous Substances typically used or sold in the prudent and safe usage of a shooting facility. USER AGENCY shall comply with all Environmental Laws and exercise the highest degree of care in the use, handling, and storage of Hazardous Substances. USER AGENCY shall take all practicable measures to minimize the quantity and toxicity of Hazardous Substances used or handled on the premises. Upon expiration or termination of this Agreement, USER AGENCY shall remove from the Dallas Police Department police firearms range all Hazardous Substances that it brought to the Dallas Police Department police firearms range.

7. PRESENCE OF LEAD.

The Dallas Police Department and the City of Dallas acknowledge the presence of lead as a recyclable material within the Dallas Police Department police firearms range. USER AGENCY also acknowledges the presence of lead previous to this Agreement. If the presence of lead at any time in the future warrants testing or removal by requirement of Environmental Law, USER AGENCY and the City of Dallas agree that the City of Dallas is wholly responsible for the cost of lead removal, remediation, or both if required. USER AGENCY and the City of Dallas agree that the City of Dallas shall, when required, obtain Oregon Department of Environmental Quality approval and follow all applicable laws in the lead concentration removal/remediation process.

8. FUNDS AVAILABLE AND AUTHORIZED; PAYMENTS.

8.1 [This paragraph (8.1) only applies if USER AGENCY is an agency of the State of Oregon.]

Neither the Dallas Police Department nor the City of Dallas shall be compensated under this Agreement for the use of the Dallas Police Department police firearms range by any other agency or department of the State of Oregon.

8.2 USER AGENCY certifies that, at the time this Agreement is executed, sufficient funds are available and authorized for expenditure to finance the costs of this Agreement within the USER AGENCY's current appropriation or limitation of the current biennial budget.

8.3 The Dallas Police Department and the City of Dallas understands and agrees that USER AGENCY's payment of amounts under this Agreement is contingent on USER AGENCY receiving appropriations, limitations, allotments or other expenditure authority sufficient to allow USER AGENCY, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement.

9. COMPLIANCE WITH APPLICABLE LAWS.

The Dallas Police Department and the City of Dallas and USER AGENCY shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, the Dallas Police Department and the City of Dallas and USER AGENCY expressly agree to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

10. AGREEMENT DOCUMENTS; WAIVER AND MERGER.

10.1 The Agreement includes the following document(s), each of which is attached and incorporated in this Agreement as though fully set forth herein:

Exhibit A, "Medical Emergencies"

10.2 This Agreement constitutes the entire Agreement between the Parties on the subject matter thereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

10.3 No waiver, consent, modification or change of terms of this Agreement shall bind the parties unless in writing and signed by all Parties and all necessary state approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

10.4 The failure of any party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision.

11. AMENDMENTS.

Any changes, modification, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submission, and other requirements applicable to the original Agreement.

12. SEVERABILITY.

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term held to be invalid.

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13. TERMINATION.

Either party may terminate this Agreement for convenience upon 30-days written notice to the other party. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.

14. SIGNATURES.

FOR THE CITY OF DALLAS:

______________________________ Date ______________
Thomas N. Simpson, Chief of Police

______________________________ Date ______________
Brian Latta, City Manager

FOR USER AGENCY:

Print Name	Title
Signature	Date
Print Name	Title
Signature	Date
Print Name	Title
Signature	Date
Print Name	Title
Signature	Date

EXHIBIT A

MEDICAL EMERGENCIES

First aid kits and communications to emergency medical services are the responsibility of and shall be supplied by the User Agency.

For medic response, the location of the range may be described as the Dallas Police Department firearms range at the Dallas water treatment facility, located at

1070 Bowersville Rd., Dallas, Oregon

Consider posting someone at the gate to direct or escort the medic to the range.

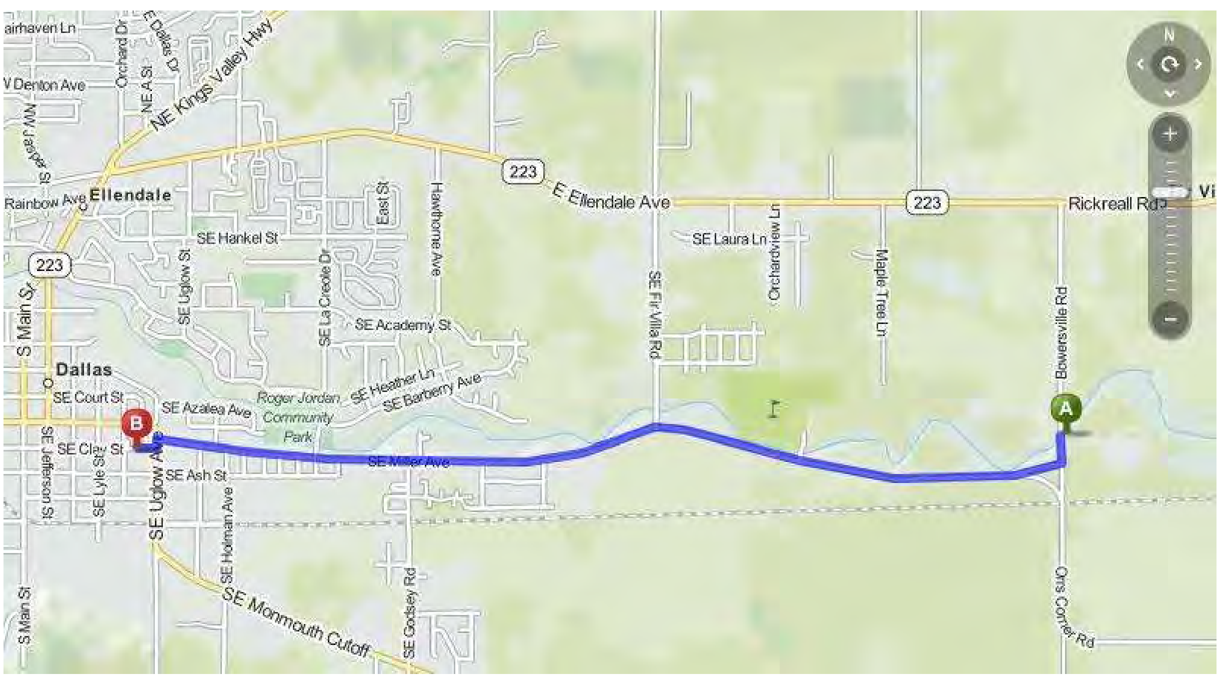
The nearest hospital is West Valley Hospital, at 525 SE Washington St., Dallas, Oregon. The phone number is 503-623-8301.

Directions from the range to West Valley Hospital:

Take a left (south) onto Bowersville Rd, then a right (west) on the gravel access road to Orrs Corner Rd.

Continue (west) onto Orrs Corner Rd, which becomes Miller Av. for 2.5 miles.

At the light (on Miller Av), turn left, then immediately right (continuing west) onto Clay St to the West Valley Hospital Emergency Department.



CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER:_____________

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **TIMOTHY E WOOD, CITY MANAGER PRO TEM**

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

SUBJECT: **PAVEMENT MARKINGS CONTRACT**

Staff issued a request for proposals on March 31, 2021 soliciting proposals for repainting of the City's pavement marking legends. Three proposals were received and independently evaluated by the selection committee.

This project involves painting the stop bars, turning arrows, crosswalks, school zone markings, bike lane legends, and yellow curbs throughout the City. This work also includes repair or replacement of thermos-plastic plastic pavement markings Citywide.

Based on the selection committee's recommendation, a notice of intent was sent to the proposers indicating that Hicks Striping & Curbing, Inc. was the successful proposer.

Subject to Council approval, Hicks Striping & Curbing, Inc. and the City have agreed to the terms of an agreement. The agreement is for two years, with an additional two year renewal if agreeable by the parties.

RECOMMENDATION:

Adopt the attached Resolution Authorizing the City Manager Pro Tem to Enter into Agreement with Hicks Striping & Curbing, Inc. for Repainting of Pavement Legends.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

AUTHORIZING THE CITY MANAGER PRO TEM TO ENTER INTO AGREEMENT WITH HICKS STRIPING & CURBING, INC. FOR REPAINTING OF PAVEMENT LEGENDS

WHEREAS, the pavement legends in the City requires repainting;

WHEREAS, a request for proposal was issued on March 31, 2021 soliciting proposals for repainting of the City's pavement marking legends;

WHEREAS, three proposals for this project were received.

WHEREAS, the proposals were independently evaluation by the selection committee and the selection committee recommended that Hicks Striping & Curbing, Inc. be awarded the Contract.

WHEREAS, the proposers were notified that the evaluation resulted in the intent to award the Contract to Hicks Striping & Curbing, Inc.;

WHEREAS, the parties have negotiated the terms of the Contract and desire to enter into such Contract;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager Pro Tem is hereby authorized to enter into the attached agreement with Hicks Striping & Curbing, Inc. to repaint the pavement legends.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this __________ day of _________________, 2021.

SIGNED this __________ day of _________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CONTRACT
FOR
REPAINTING OF PAVEMENT MARKING LEGENDS

THIS AGREEMENT, made this ______ day of ______________________, 2021, at Keizer, Oregon, by and between the City of Keizer, an Oregon municipal corporation, hereinafter called "Owner", and Hicks Striping & Curbing, Inc., an Oregon corporation, hereinafter called "Contractor".

WITNESSETH THAT: In consideration of the mutual covenants and conditions hereinafter set forth, the Owner and Contractor hereby agree as follows:

1. WORK BY CONTRACTOR. The Contractor shall perform the work of repainting pavement marking legends as described in Attachment "A" (Attachment "A" may include Contractor's Proposal, Scope of Work, Plans, Specifications, Drawings, Special Provisions, and any other related Contract documents) which is attached hereto and by this reference incorporated herein.

2. TIME OF COMPLETION. Upon full execution of the Contract and submittal of all required insurance documentation, the Contractor shall commence the work covered by this Contract on July 1, 2021 and shall coordinate this work with the Public Works Director and/or designee to assure completion of all aspects of the project relating to schools or school zones for the first year no later than September 1, 2021. The remainder of the work for the first year shall be completed between July 1, 2021 and October 18, 2021. Contractor shall commence the work covered by this Contract on July 1, 2022 to assure completion of all aspects of the project relating to schools or school zones for the second year no later than September 1, 2022. The remainder of the work for the second year shall be completed between July 1, 2022 and October 18, 2022. These timelines are subject to adjustments as provided for in the Contract Documents. **Time limits stated above are of the essence of this Contract.** Upon written mutual agreement of the parties, this Contract may be extended for two additional years.

3. LIQUIDATED DAMAGES. Contractor and Owner recognize that time is of the essence of this Contract and that Owner will suffer financial loss if the Work is not completed within the times specified in Section 2 above, plus any extensions allowed herein. The parties recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Therefore, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner One Hundred and no/100 Dollars ($100.00) for each calendar day that expires after each of the timelines specified in Section 2 until the Work is complete.

4. PROJECT SCHEDULE. Contractor shall submit to the Public Works Director a weekly project schedule every Friday beginning July 1 each year and ending October 18 each year or if the timeline is extended, through the extended completion date each year. The project schedule shall provide the dates that are included in the list, a detailed list indicating the exact description of work performed, and the exact locations that have been completed from the date of the last project schedule up to the date of the submittal of the current weekly project schedule. Contractor understands and agrees that the weekly project schedule is MANDATORY and if not provided weekly is a breach of this Contract and Owner may immediately terminate this Contract. If no work is performed during any particular reporting period, a report indicating that no work was performed is required.

5. PRECONSTRUCTION CONFERENCE. Before any Work is started, a Preconstruction Conference attended by the Contractor, Public Works Director, and others as appropriate, will be held to establish a working understanding among the parties as to the Work and to discuss the schedules referred to in Section 4, procedures for handling submittals, processing applications for payment, and maintaining records. Contractor is required to request such Preconstruction Conference as soon as possible to prevent delays in the project.

6. CONTRACT SUM. The Contract Sums are as described on the Contractor's Proposal attached hereto and by this reference incorporated herein. Unless the Contract states otherwise, the actual sum payable to Contractor for the work shall be based on the Contractor's Proposal, as modified by Change Orders and adjustments made as provided herein.

7. PAYMENTS. Contractor may request partial payments as work progresses. Partial payment requests shall be submitted to the Public Works Director by the 10th calendar day of each month for processing. Payment requests shall accurately and completely detail all work completed since the last payment request up to the last day of the month. Any and all additional forms and documentation required by statute or this Agreement shall be submitted with the pay request.

   When final completion and acceptance of the work has been achieved each year, Contractor shall prepare for Owner's acceptance a final application for payment stating that to the best of Contractor's knowledge, and based on Owner's inspections, the work has reached final completion for the year in accordance with the Contract Documents. Payment of the Contract Sum shall be made to Contractor within twenty (20) days after acceptance of the work by Owner and Contractor's submittal of the final application for payment and the following submissions:

   A. Any and all additional forms and documentation required by statute or this Agreement;

B. An affidavit declaring any indebtedness connected with the work, e.g. payrolls or invoices for materials or equipment, to have been paid, satisfied or to be paid with the proceeds of final payment, so as not to encumber the project property;
C. A statement, under oath, that it has complied with all provisions of State law governing contractors on a public contract and it has complied with the provisions governing fair employment practices;
D. Release of any liens, conditioned on final payment being received;
E. A report of any accidents or injuries experienced by Contractor at the worksite.

If the work has been substantially completed and full completion thereof is materially delayed through no fault of the Contractor and the Public Works Director so certifies, the Owner shall, upon the certificate of the Public Works Director, and without terminating the Contract, make payment for the balance due for that portion of the work fully complete and accepted, less a retained amount equal to five percent (5%) of the amount requested.

8. PAYMENTS WITHHELD. Owner may withhold, or on account of subsequently discovered evidence, nullify the whole or part of any estimate to such extent as may be necessary to protect the Owner from losses on account of:

   a. Defective work not remedied within a reasonable time after written notice.
   b. Claims filed or reasonable evidence indicating probable filing of claims.
   c. Failure of the Contractor to make payments properly for material.
   d. A reasonable doubt that the Contract can be completed for the balance then unpaid.
   e. Damage to the site, adjacent public or private property, or to another contractor.
   f. Failure of the Contractor to keep Contractor's work progressing in accordance with Contractor's time schedule.

   When the above grounds are removed, payment shall be made for amounts withheld because of them.

9. CHANGES. Contractor may request and/or Owner may order changes in the work or the timing or sequencing of performance of the work that impacts the Contract Unit Price or the Contract Time. All such changes in the work that affect Contract Time or Contract Unit Price shall be formalized in a written Change Order. Acceptance of the Change Order and any adjustment in the Contract Unit Price and/or Contract Time must be signed by all parties.

10. NOTICES. Any written notices permitted or required by this Contract shall be deemed given when personally delivered, or three days after deposit in the United States mail, postage fully prepaid, addressed to the parties as set forth below or

such other address as either party may provide to the other by notice given in accordance with this provision.

OWNER:	CONTRACTOR:
Bill Lawyer Public Works Director City of Keizer 930 Chemawa Road NE PO Box 21000 Keizer, OR 97307	Hicks Striping & Curbing, Inc. PO Box 9127 Brooks, OR 97305

11. LICENSES AND PERMITS. The Contractor shall obtain and maintain all licenses required for public works contracts in the State of Oregon and shall secure and pay for all fees and permits required for the project, if any. Contractor shall comply with all laws, ordinances and regulations, (Federal, State, or local) which may be applicable to the project to be conducted hereunder.

12. RESPONSIBILITY OF PUBLIC WORKS DIRECTOR. The term "Public Works Director" herein shall be Bill Lawyer, or his duly authorized representative. The Public Works Director shall have full authority to interpret the plans and specifications and shall determine the amount, quality, and acceptance of the work and supplies to be paid for under this Contract. It shall be the duty of the Public Works Director to enforce the specifications in a fair and unbiased manner, although he has the right to waive any term of the specifications if that term is found to be unreasonable and inconsistent with the general spirit of the specifications.

13. WAIVER. It is expressly understood and agreed that any waiver granted by the Public Works Director or the Owner of any term, provision or covenant of this Contract shall not constitute a precedent nor breach of the same of any other terms, provisions, or covenants of this Contract. Neither the acceptance of the work by Owner nor the payment of all or any part of the sum due the Contractor hereunder shall constitute a waiver, by the Owner, of any claim which the Owner may have against the Contractor.

14. LIABILITY INSURANCE. The Contractor shall procure and maintain ongoing and completed liability insurance as hereinafter specified at Contractor's own expense. All such insurance shall be subject to the approval of the Owner for adequacy of protection and shall include a provision preventing cancellation without ten (10) day's prior notice to the Owner in writing. Contractor must provide the Owner with a certificate of insurance and endorsement evidencing the insurance within five (5) days from Contractor's execution of this Contract. Contractor shall not commence work until the required evidence has been delivered to Owner. The endorsement must insure the City of Keizer as an additional insured. The "City of Keizer" includes its officers, agents, contractors, and employees. This insurance

requirement is to be in effect during the life of this Contract. The liability insurance required is as follows:

a. Contractor's General Public Liability and Property Damage Insurance issued to the Contractor and protecting him from all claims for personal injury including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under this Contract, whether such operations be by himself or anyone directly or indirectly employed by the Contractor.

   All such insurance shall be written with a limit of liability of not less than $1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; a limit of liability of not less than $2,000,000 for any such damages sustained by two or more persons in any one accident; a limit of liability of not less than $1,000,000 for all damages arising out of injury or destruction of property, damages arising out of injury or destruction of property, (including property of the City) in any one accident; and a limit of liability of not less than $2,000,000 for all damage arising out of injury to or destruction of property, including property of City, during the policy period.

b. Automobile Liability Insurance with a limit of liability of not less than $1,000,000 issued to Contractor and protecting him from all claims arising out of or in connection with any operations under this Contract, whether such operations be by himself or anyone directly or indirectly employed by Contractor.

15. WORKERS COMPENSATION INSURANCE. The Contractor shall procure and maintain, at Contractor's own expense, during the life of this Contract, in accordance with the provision of the laws of the state of Oregon, Workman's Compensation Insurance for all of Contractor's employees at the site of the project. Certificates evidencing the issuance of such insurance shall be filed with the Owner within five (5) days after execution of this Contract.

16. INDEMNITY. The Contractor shall indemnify and save harmless the Owner, the Owner's agents and employees from and against all losses and all claims, demands, payments, suit actions, recoveries, and judgment of every nature and description brought or recovered against them by reason of any act or omission of the said Contractor, Contractor's agents, or employees, in the execution of the work or in guarding the same.

17. SUBCONTRACTS. The Contractor shall not subcontract any work under this Contract.

18. CONTRACTOR PAYMENTS. Contractor shall: (1) make payment promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution

of the Work provided for in this Contract; (2) pay all contributions or amounts due the State Industrial Accident Fund and the State Unemployment Compensation Trust Fund from such Contractor incurred in the performance of the Contract; (3) not permit any lien or claim to be filed or prosecuted against the Owner because of any labor or material furnished; and (4) pay to the Department of Revenue all sums withheld from employees.

If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the Contractor by any person in connection with the Project as such claim becomes due, the proper officer(s) representing the Owner may pay the claim and charge the amount of the payment against funds due or to become due Contractor under this Contract.

19. PROTECTION OF WORK AND PROPERTY. The Contractor shall continuously maintain adequate protection of all Contractor's work and materials from damage or theft and shall protect the Owner's property and all adjacent property from injury or loss arising in connection with the activities under this Contract. The Contractor shall make good any such damage, injury, or loss, except such as may be due to errors in the Contract documents or such as may be caused by agents or employees of the Owner.

The Contractor shall take, use, provide, and maintain all necessary precautions, safeguards, and protection to prevent accidents, or injury to persons or property on, about, or adjacent to the work site, warning against any hazards created by the work being done under this Contract. Contractor shall designate a responsible member of Contractor's organization on the work, whose duty shall be the prevention of accidents, and the name of the person so designated shall be reported to the Owner in writing. In any emergency affecting the safety of life, or of the work or adjoin property, the Contractor, without special instruction or authorization from the Owner, is hereby permitted to act, at Contractor's discretion, to prevent such threatened loss or injury, and Contractor must take such action if so instructed or authorized by the Owner. The Contractor shall also protect adjacent property as required by law.

Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical, and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such Contractor and sums of which the Contractor agrees to pay for such services and all moneys and sums which the Contractor has collected or deducted from the wages of personnel pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

20. WORK HOURS. Contractor agrees that all work on River Road must be done after 9:00 a.m. and complete by 3:00 p.m. each day to avoid commuting traffic. Contractor may work at night upon notification to and written permission by Owner.

21. TRAFFIC CONTROL MEASURES. Contractor understands and agrees that work sites under this project vary from low traffic to very high traffic flow and that Contractor shall use appropriate traffic control measures. All traffic control measures must comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD). Contractor agrees that all personnel must wear safety vests at all times and use safety cones as required.

22. SAFETY MEASURES. Contractor agrees that Contractor and Contractor employees will comply with all OSHA regulations applicable to the work being performed.

23. INSPECTION. Owner and his representative shall at all times have access to the work during its construction, and shall be furnished with every reasonable facility for ascertaining that the stock and materials used and employed, and the workmanship are in accordance with the requirements and intentions of the specifications. All work done and all materials furnished shall be subject to inspection and approval. If any work should be covered up without approval or consent of Owner, it must, if required by Owner, be uncovered for examination at the Contractor's expense.

    Re-examination of questioned work may be ordered by Owner. If such work be found in accordance with the Contract documents, the Owner shall pay the cost of re-examination and replacement. If such work is found to not be in accordance with the Contract documents, the Contractor shall pay such costs unless Contractor shall show that the defect in the work was caused by another contractor, and in that event, the Owner shall pay such costs.

    The inspection of the work shall not relieve the Contractor of any of Contractor's obligations to fulfill the Contract in full and as prescribed. Defective work shall be made good and unsuitable material shall be rejected, notwithstanding that such defective work and material may have been previously overlooked and accepted on estimates for payment. No work shall be done at night without the prior written approval of Owner.

24. DEFECTIVE WORK OR MATERIAL. The Contractor shall promptly remove from the premises all work and materials condemned by Owner as failing to conform to the Contract, whether incorporated or not, and the Contractor shall promptly replace and re-execute Contractor's own work in accordance with the Contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

25. LIENS. Contractor shall not permit any lien or claim to be filed or prosecuted against the City of Keizer, Oregon or the private property owner, in connection with this contract and agrees to assume responsibility should such lien or claim be filed. If at any time there shall be evidence of any lien or claim for which the Owner might become liable and which is chargeable to the Contractor, the Owner shall have the

right to retain out of any payment then due or thereafter to become due, an amount sufficient to provide complete indemnification against such lien or claim. In the event the Owner has already paid to the Contractor all sums due under this Contract or the balance remaining unpaid is insufficient to protect the Owner, the Contractor shall be liable to the Owner for any loss so sustained.

26. OWNER'S RIGHT TO TAKE OVER THE WORK. If the Contractor should be adjudged as bankrupt, or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed to take over its affairs, or if it should fail to prosecute its work with due diligence and carry the work forward in accordance with its work schedule and the time limits set forth in the Contract documents, or if it should fail to substantially perform one or more of the provisions of the Contract documents to be performed by it, the Owner may serve written notice on the Contractor stating its intention to exercise one of the remedies hereinafter set forth and the grounds upon which the Owner bases its right to exercise such remedy.

In any event, unless the matter complained of is satisfactorily corrected within ten (10) days after service of such notice, the Owner may, without prejudice to any other right or remedy, exercise one of the following such remedies, at once, having first obtained a certificate from the Public Works Director that sufficient cause exists to justify such action.

a. The Owner may terminate the services of the Contractor, which termination shall take effect immediately upon service of notice thereof on the Contractor, whereupon Owner may itself take over the work, take possession of and use all materials, tools, equipment and appliances on the premises and prosecute the work to completion by such means as it shall deem best. In the event of such termination of its service, the Contractor shall not be entitled to any further payment under this Contract until the work is completed and accepted. If the Owner takes over the work and if the unpaid balance of the Contract price when the Owner takes over the work exceeds the cost of completing the work, including compensation for any damages or expenses incurred by Owner through the default of the Contractor, such excess shall be paid to the Contractor. In such event, if such costs, expenses and damages shall exceed such unpaid balance of the Contract price, the Contractor shall pay the difference to the Owner. Such costs, expenses, and damages shall be certified by the Public Works Director.
b. The Owner may take control of the work and either make good the deficiencies of the Contractor itself or direct the activities of the Contractor in doing so, employing such additional help as the Owner deems advisable. In such event, the Owner shall be entitled to collect from the Contractor, or to deduct from any payment then or thereafter due the Contractor, the cost incurred by it through the default of the Contractor, provided the Public Works Director approves the amount thus charged to the Contractor.

The above remedies are in addition to any other remedies allowed by law or equity.

27. CONTRACTOR'S RIGHT TO STOP OR TERMINATE CONTRACT. If the work shall be stopped under an order of any court or other public authority for a period of no less than three (3) months through no act or fault of the Contractor or of any one employed by it, then the Contractor may on seven (7) days written notice to the Owner stop work or terminate this Contractor and recover from the Owner payment for all work executed to the date of stoppage, any losses sustained from any plant or material, and a reasonable profit. If the Public Works Director shall fail to issue any certificate for payment within ten (10) days after it is due, or if the Owner shall fail to pay the Contractor within fifteen (15) days after its maturity and presentation to the Owner any sum certified by the Public Works Director, then the Contractor may, on seven (7) days written notice to Owner, terminate the Contract and recover from the Owner payment for all work executed to date, any losses sustained upon any plant for material, and a reasonable profit.

28. DELAYS AND EXTENSION OF TIME. If the Contractor is delayed at any time in the progress of the work by an act or neglect of the Owner, or any employee of Owner, or by any separate contractor employed by the Owner, or by changes ordered in the work, or by strike, lockouts, fire, unusual delay in transportation, unavoidable casualties, or any cause beyond the Contractor's control, or by delay authorized by the Public Works Director, or by any cause which the Public Works Director shall decide to justify the delay, then the time of completion shall be extended for such reasonable time as the Public Works Director may decide.

No such extensions shall be made for a delay occurring more than seven (7) days before claim therefore is made in writing to the Public Works Director. In the case of a continued cause of delay, only one claim is necessary. This section does not exclude the recovery of damages for delays by either party under other provisions in the Contract documents.

29. ACCEPTANCE. Final inspection and acceptance of the work shall be made by the Owner and local appointed authority. Such inspection shall be made as soon as practical after the Contractor has notified the Owner in writing that the work is ready for such inspection.

30. GUARANTEE. Except for normal wear and tear, Contractor agrees to guarantee all work under this Contract for a period of six (6) months from the date of acceptance of the work. If any unsatisfactory condition or damage develops within the time of this guarantee due to materials or workmanship which were defective, inferior, or not in accordance with the Contract, Contractors agrees, whenever notified by Owner, to immediately place such guaranteed work in a condition satisfactory to Owner and make repairs of all damage made necessary in the fulfillment of the guarantee. This provision shall survive termination of this Contract.

31. DISPUTE RESOLUTION.

(a) Any dispute arising out of or in connection with this Agreement, which is not settled by mutual agreement of the Contractor and the Owner within sixty (60) days of notification in writing by either party, shall be submitted to an arbitrator mutually agreed upon by the parties. In the event the parties cannot agree on the arbitrator, then the arbitrator shall be appointed by the Presiding Judge (Civil) of the Circuit Court of the State of Oregon for the County of Marion. The arbitrator shall be selected within thirty (30) days from the expiration of the sixty (60) day period following notification of the dispute. The arbitration, and any litigation arising out of or in connection with this Agreement, shall be conducted in Salem, Oregon, shall be governed by the laws of the State of Oregon, and shall be as speedy as reasonably possible. The applicable arbitration rules for the Marion County courts shall apply unless the parties agree in writing to other rules. The arbitrator shall render a decision within forty-five (45) days of the first meeting with the Contractor and the Owner. Insofar as the Contractor and the Owner legally may do so, they agree to be bound by the decision of the arbitrator.

(b) Notwithstanding any dispute under this Agreement, whether before or during arbitration, the Contractor shall continue to perform its work pending resolution of a dispute, and the Owner shall make payments as required by the Agreement for undisputed portions of work.

32. ASSIGNMENT. Neither Owner nor Contractor shall assign its interest in this Contract without the written consent of the other except as to the assignment of proceeds. The terms and conditions of this Contract shall be binding upon both parties, their partners, successors, assigns and legal representatives. Neither party to this Contract shall assign the Contract as a whole without written consent of the other.

33. INDEPENDENT CONTRACTOR STATUS. The service or services to be performed under this Contract are those of an independent contractor as defined in ORS 670.600. Contractor represents and warrants that it is not an officer, employee or agent of the Owner. Contractor is not entitled to, and expressly waives all claim to City benefits including, but not limited to health, life, and disability insurance, overtime pay, paid leave, and retirement.

34. GOVERNING LAW. This Contract shall be governed by the laws of the State of Oregon.

35. SEVERABILITY. Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor. Owner and Contractor agree that this Contract shall be amended to replace such stricken provision or part thereof with a valid and enforceable

provision that comes as close as possible to expressing the intention of the stricken provision.

36. COMPLIANCE. The Contractor shall comply with all applicable provisions of Federal, State and local statutes, ordinance, orders, rules, regulations, and all other specifications and provisions as contained within these Contract documents.

37. INCORPORATION; PRECEDENCE. The Exhibits, if any, attached to this Contract are incorporated herein as if fully set forth in this Contract. If any provision of any Exhibit conflicts with the provisions of this Contract, the terms of this Contract shall govern.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed the day and year first above written.

CITY OF KEIZER	HICKS STRIPING & CURBING, INC.
By:____________________	By: Ron Hicks
Christopher C. Eppley, City Manager	Ron Hicks, President
Dated:____________________	Dated: 5/24/21

APPROVED AS TO FORM:

____

Keizer City Attorney

Exhibit "A"

Repainting of Pavement Marking Legends
Scope of Services

1. Obtain appropriate Utility Work in Right-of-Way Permits, if any.

2. Repaint/redo approximately 625+/- combined painted and thermo stop bars, 287 +/- bike w/arrows symbols (painted and thermo combined), 20 painted right arrows, 19 left arrows, 5 straight arrows, 8 combo, and 3 "ONLY". We have +/- 36 thermoplastic right arrows, 186 left arrows, 6 straight arrows, 8 combo, 5 "ONLY", 17 crosswalks (needing paint refreshed), 35 school, 33 crossing, 17 speed bumps, 20 feet of red curbing and 6,548 +/- feet of yellow curbing including bumper islands. Patch thermo crosswalks as needed. There is a good chance that some of the totals may vary +/- due to slurry seals, street resurfacing, new projects, and conversion to thermoplastic.

3. The City is incorporating the thermoplastic for our crosswalks and bike legends to be included in this project with a standard minimum of 3' strips of replacement.

4. All paint and thermoplastic materials shall meet current ODOT specifications for VOC content and reflectivity using glass beads.

5. Supply stencils needed to repaint/redo legends.

6. At City's direction, replace reflective pavement markers.

7. The project shall be finished pursuant to any and all City standards and requirements as of the date of the contract.

8. Comply with appropriate Erosion Prevention and Sediment Control and obtain satisfactory final inspection from the Stormwater Division of the City of Keizer.

9. Comply with appropriate safety measures.

PAINTED STOP BARS

AMT	LOCATED ON	AT/NEAR	DBL BAR
1	1st "CT" GOING	West from Sandra	
2	2nd Ave	Appleblossom	
1	2nd Ave	Garland Way	
1	2nd Ave	Wheatland Rd	
1	2nd "CT" GOING	West from Sandra	
1	3rd St	Hollyhock Place	
1	4th Place N	Cummings Ln	
1	5th Avenue	Fall Creek Drive	
1	5th Avenue	Sunset	
1	6th Avenue	James St	
1	7th St	Chemawa Rd	
2	7th Ave	Claggett St	
1	8th Ave	Claggett St	
1	8th St	Chemawa Rd	
1	8th Ct	Nottingham Dr	
1	9th Ct	Nottingham Dr	
1	10th Ave	Chemawa Rd	
2	10th Pl	Moneda Ave	
1	10th Pl	Rafael Ave	
2	10th Pl	Ventura Ave	
2	11th Ave	Manzanita St	
1	12th Ave	Dearborn Ave NE	
2	13th Ave	Manzanita Rd	
2	13th Ave	Dearborn Rd	
1	13th Ave	Chemawa Rd	
1	13th Ave	Rafael	
2	14th Ave	Mandarin Way	
2	14th Ave	Manzanita St	
2	15th Ave	Chemawa Rd	
1	15th Ave	Willow Lake Rd	
1	15th Ave	Tate	Thermo
2	18th St	Chelan St	
2	18th St	Wiessner Dr	
2	18th St	Dearborn Rd	
1	18th St	Verda Lane	
1	35th Ave	Volcano Stadium Exit	
1	Abigail Ln	Bair Rd	Thermo
1	Alder Dr	Cherry Ave	
2	Alder Dr	Pleasant View Dr	
1	Alder Dr	Verda Lane	
2	Aldine	McLeod Ln	
1	Aldridge	Wheatland Rd	
1	Alexis Lane	Windsor Island RD	
1	Allendale Way	Keizer Rd	
1	Alliance Ct	Northside Dr.	
1	Alta Ln	Bair Rd	Thermo
2	Amy	Rockledge Dr.	
1	Amy	Stone Hedge	
1	Angie	Brooks Ave	
2	Appleblossom	River Rd	
1	Arborwood Ct	Horizon Ridge Ct	
2	Arcade	Kalmia	
1	Arcade	Chemawa Rd	
1	Arleta	Alder Dr	

PAINTED STOP BARS

1	Arrow Point Ct	Country Glen	
73			
AMT	**LOCATED ON**	**AT/NEAR**	**DBL BAR**
1	Arrowwood	Horizon Ridge Ct	
1	Autumn Leaf Ct	Willow Lake Rd	
2	Bailey Rd	Chemawa Rd	
1	Bailey Rd	Dearborn Ave NE	
1	Bair Rd	O'Neil	
1	Barnick	O'Neil	
1	Beebe	Alder	
1	Benevan Ct NE	Harmony Dr	
1	Bent Grass Ct	Prairie St.	
1	Bent Grass	Pineview St	
1	Bever	Cherry Avenue	
1	Bever	River Rd	
1	Bingtree	Northtree	
1	Birch Ave	Manbrin Dr	
2	Birchwood Ct	Russett Dr	
1	Blarney Stone Ct	Amy Ln	
1	Bobbie Ct	Willow Lake Rd	
1	Bolf Terrace	Wheatland Rd	
1	Bolin Ct	Glynbrook	
1	Bond	Northside Dr.	
1	Brandon Ave	18th St.	
1	Briarwood Circle	Chemawa Rd	
1	Broken Top Ave	Merlot Ave	
1	Brookhollow Ct.	Hidden Creek Dr.	
2	Brooks Ave	Alder Dr	
1	Brooks Ave	Manbrin/Thorman	
1	Brunner Ct	June Reid Place	
1	Bundy Ave	Cynthia	
1	Caleb	Harbour Ln	
1	Caleb	Maddy Ave	
1	Cade Ave	Cherry Ave	Thermo
1	Camden St	Barnick Rd	
1	Candlewood Rd	Cherry Avenue	
1	Caneberry	Parkmeadow	
1	Carilor Ct	Kalmia	
1	Carmen Ave	Dearborn Rd	
1	Cater	Wheatland Rd	
1	Cedar Ct	Cummings Ln	
1	Cedar Ave	Manbrin Dr	
1	Cedar Bluff	Wheatland Rd	
1	Celtic Way	Chemawa Rd	
1	Chardonnay Lp	Zinfandel St	
1	Charolais St	Leewood Ave	
2	Chemawa Rd	Shoreline/Windsor Island	1
1	Chemawa Rd	Verda Lane	
1	Chemawa Lp	Chemawa Rd	
1	Chehalis Dr	Chemawa Rd	
1	Chelhalis Pl	Chehalis Dr	
1	Chehalis Pl	Chehalis Dr	
1	Chehalis	Lockhaven Dr	
1	Chehalis Ct	Chemawa Rd	
1	Cherry Ave	Greenwood Dr	

PAINTED STOP BARS

1	Cherry Ave	Manbrin Dr	
1	Chetco	Chemawa Rd	
1	Churchdale	Bailey Rd	
1	Churchdale	River Rd	
1	Churchdale	Delight St	
2	Clark Ave	Dietz/Lawless	
63			

AMT	LOCATED ON	AT/NEAR	DBL BAR
2	Clark Ave	Dietz/Lawless	
1	Clark Ave	Dearborn Rd	
1	Claxter	Verda Lane	
1	Clearlake Rd	Wheatland Rd	
1	Clearview Ave	Brooks St	
1	Clearview Ct.	Clearview Ave	Thermo
1	Clearview Ave	Cherry Avenue	
1	Cloverleaf Ln	Bailey Rd	
1	Country Glen	River Rd	
1	Courtlyn St	Lucinda Ave	
1	Craftsman Loop	Bolf Terrace	
1	Craftsman Loop	Veranda Ct	
1	Crater	Chemawa Rd	
1	Crater	Ventura St	
1	Crestview Ct	Lockhaven Dr	
1	Crestwood	Lockhaven Dr	
2	Crystal Springs	McClure	
1	"CT" @ or near	3583 Jack St	
2	Cummings Ln	Shoreline	
1	Cummings Ln	Cummings Pl	
1	Cynthia	Joan Dr	
1	Dale	Oneil	Thermo
2	Dearborn Ave	Shoreline Dr	
2	Dearborn Ave	Ventura	
2	Dearborn Ave	Verda Lane	
1	Dearborn Ave	Delight St	
2	Dearborn Ave	18th St.	
2	Delaplane St	Rupp Ave	
2	Delight St	Evans St	
2	Delight St	Dearborn Ave	
1	Delight St	Chemawa Rd	
2	Delight St	Cummings Ln	
1	Delight St	Menlo Dr	
1	Dennis Ray	McLeod Ln	
1	Delta	Wheatland Rd	1
1	Delta	Wheatland Rd	
1	Dennis Ln	Rivercrest Dr	
2	Dennis Ln	5th Ave	
1	Denny Ct	Glynbrook	
1	Dietz	River Rd	
1	Dixon	Noren Avenue	
1	Dixon	Verda Ln	
1	Donnan	Rickman	
1	Dorcas Dr	Jack St	
1	Dorcas Dr	Dorcas Dr East end	
1	Dorcas Dr	Dorcas Dr West end	
1	Drysdale St	Koufax Ln	

PAINTED STOP BARS

2	Drysdale Ct	Jacobe St
1	Eastward Ct	Four Winds Dr
1	El Segundo Ave	O'Neil
1	Elizabeth	Chemawa Rd
2	Elizabeth	Churchdale
2	Elizabeth	Dearborn Ave N
1	Elizabeth	Evans Ave
1	Elvira	Dearborn Ave N
1	Erika	O'Neil
1	Erika	St Charles

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AMT	LOCATED ON	AT/NEAR	DBL BAR
1	Espana Ave	10th Pl	
1	Espana Ave	Shoreline	
1	Eugene Ct	Kalmia	
1	Evans Ave	Delight St	
1	Evans Ave	River Rd	
1	Fall Creek Ct	Fall Creek Drive	
1	Farmland Ln	Wheatland Rd	1
2	Fenwick	Russet Dr	
1	Fieldview	Parkmeadow	
1	Filbert St	Alder DR	
1	Fillmore St	Dearborn Ave N	
1	Fillmore St	Evans Ave	
1	Fir Cone	River Rd	1
1	Firview Pl	Briarwood East	
1	Florgon	Dale	Thermo
1	Foothill Ct	Wheatland Rd	1
1	Four Winds Dr	Chemawa Rd	
1	Freeman Ct	Kalmia Dr	
1	Garland	River Rd	
1	Garland Ct	Jack St	
1	Garland Wy	Jack St	
1	Garland Wy	River Rd	
1	Glynbrook	Rivercrest Dr	
2	Gobert	Dixon St	
2	Gobert	May St	
2	Gobert	Keizer Rd	
1	Golden Ln	Willow Leaf St	
1	Golden Ln	Windsor Island Rd	
2	Greenwood	Thorman Ave	
1	Greenwood	River Rd	1
1	Greenwood	Cherry Avenue	
2	Greenwood	Harcourt/Arnold	2
1	Griswold Ave	Pleasant View Dr	
1	Harcourt	Dearborn Ave N	
2	Harcourt	Lawless	
1	Harmony Dr	14th St	
1	Harmony Dr	Trail Ave	
1	Harvest	Fir Cone	
1	Hasbrook Ave	Allendale Wy	
1	Hasbrook Ave	Keizer Rd	
1	Hassel Ct	Jacobe St	
1	Hazelbrook Dr	Wheatland Rd	
1	Hidden Creek Dr	River Rd	

PAINTED STOP BARS

1	Hills Creek Ct	Fall Creek Drive	
1	Holly Ct	Alder DR	
1	Hollyhock Pl	5th Ave	
1	Hollyhock Pl	River Rd	
1	Homestead Ct	Clearview	
1	Homewood Ct	River Rd	
1	Honeysuckle St	5th Ave	
1	Honeywood Ct	Tepper Ln	
1	Hopkins	Cherry Avenue	
1	Horizon	Cherry Avenue	
1	Hornet Ct	5th Ave	
1	Hornet Dr	5th Ave	
1	Inland Shores	Lockhaven Dr	
63			

AMT	LOCATED ON	AT/NEAR	DBL BAR
1	Ivy Way	Harcourt	
2	Ivy Way	Thorman Ave	
1	Jack St	Rivercrest Dr	
2	Jack St	Appleblossom	
2	Jack St	Wilshire Dr	
1	Jacobe Dr	Tepper Ln	
1	Jakewood	Horizon Ridge	
1	James St	River Rd	
1	Jani Ct	Erica	
1	Jaspen	Pierce	
1	Jaymar	Tepper Ln	
2	Jaymar	Manzanita	
1	Jays Dr	Wheatland Rd	1
1	Jerdon Ct	New Terrace	
1	Joan Dr	Lockhaven Dr	
1	Jo Delle Ct	15th Ave	
1	Joan Ct	Chemawa Rd	
1	Juedes	Delight St	
1	Juedes	River Rd	
1	Julie	Joan Dr	
1	June Reid Pl	Clearlake	1
1	Juniper Ct	Four Winds Dr	
2	Juniper St	13th Ave	
1	Juniper St	Four Winds Dr	
1	Juniper St	15th Ave	
1	Kalmia	Verda Lane	
1	Kalmia	Lockhaven Dr	
1	Karm	Alder Dr	
1	Katie Ave	O'Neil	
1	Keizer Rd	Allendale	
1	Kelly St	Kalmia	
1	Kephart Ct	18th Ave	
1	Keystone Lp	Bair Rd	
1	Keizer Rd	Verda Lane	
1	Kinglet Way	Chemawa Rd	
1	Kinglet Way	Kalmia	
1	Kirby	Caleb St	
1	Klicitat	Lockhaven Dr	
1	Koala	Joan Dr	
1	Koala	Windsor Island Rd	

PAINTED STOP BARS

1	Lacey Ct.	Willow Lake Rd	
1	Lacey St.	Willow Lake Rd	Thermo
1	Laguna	Wheatland Rd	
1	Lake Fair	Lockhaven Dr	
1	Lakeport	Trent Ave	
1	Larchwood St	Verda Lane	
1	Larchwood St	Kafir Dr	
1	Larry Ave	Rivercrest Dr	
1	Larry Ave	Sraw Dr N	
2	Lauderback	Northtree	
2	Laurelridge St	Meadowwood	
2	Lawless	Harcourt	
2	Lawless	Thorman Ave	
1	Leeward Ct	Four Winds Dr	
1	Leewood	Kayla Shae St	
1	Leewood	O'Neil	
1	Lent Ct	June Reid Place	
66			
AMT	**LOCATED ON**	**AT/NEAR**	**DBL BAR**
1	Larry Ave	Straw	
1	Leo	Brooks Ave	
2	Leo	Arnold	
1	Leprichaun Ct	Amy Ln	
1	Lexie Ct	Jacobe St	
1	Linda Ave	River Rd	
2	Lockhaven Dr	Windsor Island Rd	
1	Long Creek	Fall Creek Drive	
2	Lowell	Lawless	
1	Lowell	Dearborn Ave	
1	Lucinda Ave	Chemawa Rd	
1	Lydia	Windsor Island Rd	Thermo
1	Lydia	Willow Leaf St	Thermo
1	Mac Arthur Sr	Newberg	
1	Maebelle Ln	Bair Rd	
1	Maine Ave	River Rd	
1	Maddy Ave	Caleb St	
1	Madelyn Ct	McLeod Ln	
1	Manbrin Dr	Adam	
2	Manbrin Dr	Cherry Ave	
1	Manbrin Dr	Shoreline Dr	
2	Manbrin Dr	Rivercrest Dr	
1	Mandarin Way	14th Ave	
1	Mandarin Way	Trail Ave	
1	Manzanita	13th Ave	
1	Manzanita	14th Ave	
2	Manzanita	McLeod Ln	
2	Manzanita	River Rd	
1	Manzanita	Trail Ave	
2	Marigold	14th St	
2	Marino Dr	Rivercrest Dr	
1	Marino Dr	Shoreline Dr	
1	Marks Dr	Wheatland Rd	
1	Mason St	Merlot Ave	
1	Max Ct	Newberg	
1	May St	Noren Ave	

PAINTED STOP BARS

1	May St	Verda Ln	
1	McClure	McNary Estates Dr	
1	McClure	Lockhaven Dr	1
1	McGee Ct	River Rd	
1	McLeod Ln	Chemawa Rd	
1	McLeod Ln	Rock Ledge Dr	
2	McLeod Ln	Stone Hedge Dr	
1	McNary Hts	Wheatland Rd	1
1	Meadowbrook	Manbrin	
1	Meadowlark	14th St	
1	Meadowlark	McLeod Ln	
1	Meadowglen St	Parkmeadow Dr	
1	Meadowridge	River Rd	
1	Meadowwood	Meadowridge	
1	Meeks	River Rd	
1	Melrose	Golden	
1	Menlo Dr	Shoreline	
1	Menlo Dr	Cedar Dr	
1	Merlot	Wheatland Rd	
1	Merlot	Zinfandel St	
1	Mirage St	Trent Ave	
1	Mistletoe Lp	Wheatland Rd	
68			

AMT	LOCATED ON	AT/NEAR	DBL BAR
2	Mistwood	14th St	
1	Mistwood	McLeod Ln	
1	Modoc Dr	Chemawa Rd	
1	Moneda Ave	Shoreline	
1	Moneda ct	Shoreline	
1	Mulvehill Ct	Glynbrook	
1	Murphy Ave	O'Neil	
1	Mykala St	Clearlake Rd	
1	Mykala St	Timothy Lane	
1	Nandina Ct	Nottingham Dr	
1	New Terrace Ct	Wheatland Rd	
1	New Terrace Drive	Wheatland Rd	1
1	Newberg	Lockhaven Dr	
1	Newberg	Chemawa Rd	
1	Newton Ct	Golden	
1	Nightengale Ct	Nottingham Dr	
1	Nomore St	Chemawa Rd	
1	Nomore St	Dearborn Ave	
1	Noren	Keizer Rd	
1	Northern Hts	Ridgetop	
1	Northern Hts	Country Glen	
1	Northridge	Pierce	
1	Northside	River Rd	
1	Northside	Claxter	
1	Northshire Ct	River Rd	
1	Northtree	McLeod Ln	
1	Northwind	Juniper St	
1	Norhtrup Ct	River Rd	
1	Nottingham	River Rd	1
1	Nottingham	Wheatland Rd	
1	Oakwood St	River Rd	

PAINTED STOP BARS

1	Offenbach Ct	Nottingham Dr	
1	O'Neil	Clearlake Rd	
1	O'Neil	Parkmeadow	
1	Oppek	O'Neil	
2	Orchard St	Windsor Island Rd	
1	Orchard St	Joan Dr	
1	Orchard St	Newberg	
2	Orchard St	Chehalis	
1	Orchard Ct	Windsor Island Rd	
1	Otter way	1st	
1	Otter way	Wheatland Rd	
1	Parklawn Ct	Trail Ave	
1	Parkmeadow	River Rd	
2	Parkmeadow	Meadowglen	
2	Parkplace	Parkmeadow	
1	Parkplace	Boardwalk	
2	Parkplace	Cater Ct	
1	Parkplace	Wheatland Rd	
1	Parkshadow Ct.	Hidden Creek Dr.	
1	Parkside Ct	Jakewood Ct	
1	ParkTerrace Dr	Parkmeadow	
1	Park Tree	Parkmeadow	
1	Paulette St	Dearborn Ave	
1	Peyton St	Chemawa Rd	
1	Pierce Dr	Aldridge Dr	
2	Pierce Dr	Russett	
64			

AMT	LOCATED ON	AT/NEAR	DBL BAR
1	Pinehurst	Wheatland Rd	1
1	Pineview	Parkmeadow	
1	Pleasant View Dr	Alder Dr	
1	Plum Tree	Northtree	
1	Plymouth Dr	Cherry Ave	
1	Plymouth Dr	River Rd	
1	Powder Creek Ct	Fall Creek Drive	
1	Prairie Clover	O'Neil	
1	Prairie Grass	Meadowglen	
1	Prairie St	Bent Grass	
1	Prairie St	Prairie Clover Ave	
1	Prestige Ct	Chemawa Rd	
1	Ridgetop	Country Glen	
1	Rafeal Ave	15th Ave	
2	Rafeal Ave	Shoreline	
1	Rickman	Dearborn Ave	
1	Rickman	Chemawa Rd	
1	Ridgecrest	Pierce	
1	Ridgecrest	Wheatland Rd	1
1	Ridgemont Dr	Ridgeview	
1	Ridgemont Dr	Aldridge Dr	
1	Ridgetop	Horizon Ridge	
1	Ridgetop	Country Glen	
1	Ridgeview Ct	Pierce	
1	Ridgeview Dr	Pierce	
1	Rim Rock	Stone Hedge	
1	Ring St	Cherry Avenue	

PAINTED STOP BARS

1	River Rock	14th St	
1	River Rock	Amy Ln	
1	Rivercrest Dr	Menlo Dr	
1	Rivercrest Dr	Menlo Dr	
2	Rivercrest Dr	Wayne	
1	Rivercrest Dr	Dearborn Ave	
1	Rivercrest Dr	Cummings Ln	
1	Rivergrove Ct	Rafael-added 1.16	
1	Riverwood Dr	15th Ave	
1	Riverwood Dr	Rafael	
1	Robindale	Chemawa Rd	
2	Rock Crystal Ln	Rockledge Dr.	
1	Rock Ledge Ct	Rock Ledge Dr	
1	Rooftop	Horizon Ridge	
2	Rowan	Manbrin Dr	
1	Rupp Ave	Wheatland Rd	
1	Rushmore	15th St	
1	Russett Dr	Wheatland Rd	
2	Sandra	Glynbrook	
1	Sandy Dr	River Rd	
1	Sarah Jean Ct	O'Neil	
2	Sea Gale Wy	Juniper St	
1	Segundo	O'Neil	
2	Shadowwood St	Merlot Ave	
2	Shady Ln	Pleasant View Dr	
2	Shady Ln	Brooks Ave	
1	Shady Ln	Cherry Avenue	
1	Shannon Ct	Wheatland Rd	1
1	Shepherd Ct	Russet Dr	1
2	Shoreline	Cummings Ln	
67			

AMT	LOCATED ON	AT/NEAR	DBL BAR
1	Shoreline Dr	Shoreline Lp	
2	Shoreline Lp	Shoreline Dr	
1	Shoreline Dr	Chemawa Rd	
1	Shyrina Ct	Wheatland Rd	
1	Sir Lancelot	Harmony Dr	
1	Sonata	McClure	
1	Sophia	Bair Rd	
1	Spring Leaf Ct	Willow Lake Rd	
1	Springridge Dr	Wheatland Rd	
1	Springtime Ct	Chemawa Rd	1
1	Spirit Way	Chemawa Rd	
1	St Charles	Bair Rd	
1	St Charles	Clearlake Rd	
1	St Croix Way	Ridge Drive	
1	Steven	Lockhaven Dr	
1	Stickles	Tepper Ln	
1	Stone Bridge	Taurus Lp	
2	Stone Hedge Dr	McLeod Ln	1
1	Stone Hedge Ct	14th St	1
1	Stone Hedge Dr	14th St	1
1	Stone Mason	Rockledge Dr.	
1	Stone Mason	Stone Hedge	
1	Straw Dr	Manbrin Dr	

PAINTED STOP BARS

1	Summer Leaf Ct	Willow Lake Rd		
1	Sunset Ave	Rivercrest Dr		
1	Swingwood Dr	River Rd		
1	Tecumseh St	Chemawa Rd		
1	Tepper Ln	McLeod Ln		
2	Thorman Ave	Greenwood		
1	Thorman Ave	Dearborn Ave		
2	Thorman Ave	Lawless		
1	Timothy	Clearlake Rd	1	
1	Todd Ct	Willow Lake Rd		
2	Toni Ave	Manbrin Dr		
1	Trade Wind	Juniper St		
1	Trade Wind	Chemawa Rd		
2	Trail Ave	Harmony Dr		
1	Trail Ave	Mandarin St		
1	Trail Ave	Lockhaven Dr	1	
1	Trail Ave	Manzanita	1	
1	Trent Ave. N.	Windsor Island Rd		
3	Trent Ave. N.	Burbank St. N.	Thermo	added 10.16
1	Trent Ave. N.	Bernard St. N.	Thermo	added 10.16
1	Troy	Brooks St		
1	Troy	Filbert St		
1	Ventura Ave	Shoreline Dr		
1	Ventura St	Shoreline Dr		
2	Ventura St	Dearborn Ave		
1	Ventura Lp	Dearborn Ave		
2	Verda Ln	Chemawa Rd		
1	Verda Ln	Dearborn Ave		
1	Verda Ln	Lockhaven Dr		
1	Veranda Ct	Bolf Terrace	1	
1	Village Pl	Country Glen		
2	Walsh Way	At ped crossing in park		
1	Walsh Way	Chemawa Rd. N.		
1	Waterloo	Clearlake Rd		
2	Windsor Island/Shoreline	Chemawa Rd	1	
2	Wayne Dr	Rivercrest Dr		
72				

AMT	LOCATED ON	AT/NEAR	DBL BAR
1	Weeks Dr	Cherry Avenue	
1	Weeks Dr	Potts	
1	Weeks Dr	River Rd	
1	Whiper Cr, Lp	Hidden Creek Dr.	
1	Wiessner	Verda Ln	
1	Willow Lake Rd	Windsor Island Rd	
2	Willow Leaf St	Golden	
1	Willow Leaf St	Trent Ave	
1	Winter Leaf Ct	Willow Lake Rd	
1	Wittenburg Ln	Chemawa Rd	
1	Wittenburg Ln	Claggett	
1	Wolf	Churchdale	
1	Woodcrest Ct	Hazelbrook	
1	Woodgrove Ct	Hazelbrook	
1	Woodwind Ct	Willow Lake Rd	
1	Zachris Ct	McLeod Ln	
17			

PAINTED STOP BARS

625 TOTAL

BIKE LANE SYMBOLS

AMT	LOCATION
PAINTED	
3	CHEMAWA RD N JUST WEST OF RIVER RD
4	WESTBOUND ON CUMMINGS LANE EAST OF RIVER RD
3	EASTBOUND ON CUMMINGS LANE EAST OF RIVER RD
10	NORTHBOUND ON CHERRY AVENUE
10	SOUTHBOUND ON CHERRY AVENUE
5	EASTBOUND ON CLEARVIEW FROM CHERRY TO BROOKS
4	WESTBOUND ON CLEARVIEW FROM CHERRY TO BROOKS
4	WESTBOUND ON DEARBORN FROM RIVER TO DELIGHT ST
4	EASTBOUND ON DEARBORN FROM RIVER TO DELIGHT ST
5	CANDLEWOOD FROM BROOKS TO CHERRY
19	BOTH SIDES OF KEIZER STA BLVD
17	BOTH SIDES OF ULALI DRIVE
12	BOTH SIDES OF STADIUM DRIVE
4	BOTH SIDES OF JORIE LANE
4	BOTH SIDES OF HARMONY DRIVE
6	BOTH SIDES OF TRAIL AVE
114	**TOTAL**

THERMO

AMT	LOCATION
15	RIVER RD FROM CHEMAWA TO CITY LIMITS
33	CHEMAWA RD NE FROM RIVER RD TO VERDA LN
22	CHEMAWA RD N FROM RIVER TO KEIZER RAPIDS PARK
20	DEARBORN AVENUE NE FROM RIVER RD TO VERDA LN

BIKE LANE SYMBOLS

2	VERDA LANE NORTH OF CHEMAWA
11	VERDA LANE SOUTH OF CHEMAWA
1	NE CORNER OF DEARBORN AND VERDA
1	WEST SIDE OF WIESSNER AND VERDA LANE
1	5273 VERDA LANE
25	LOCKHAVEN NE FROM RIVER RD TO RAIL RD TRACKS
13	LOCKHAVEN N WEST OF RIVER RD
15	MCLEOD LOCKHAVEN TO STONEHEDGE
1	MCLEOD FROM LOCKHAVEN TO CHEMAWA
5	CHEMAWA FROM LOCKHAVEN TO MCLEOD
4	WESTBOUND ON ALDER NEAR SCHOOL
4	EASTBOUND ON ALDER NEAR SCHOOL
173	**TOTAL**

RIVER RD N & NE

INTERSECTION	ITEM	QTY	TYPE	NOTES
PARKMEADOW DR NE	LEFT TURN	2	PAINT	
	RIGHT TURN	2		
MEADOWRIDGE ST NE	LEFT TURN	1	THERMO	
COUNTRY GLEN AVE NE	LEFT TURN	1	THERMO	
NORTHRUP CT NE	LEFT TURN	1	THERMO	
NORTHSHIRE CT NE	LEFT TURN	1	THERMO	
NOTTINGHAM DR NE	LEFT TURN	1	THERMO	
FIR CONE DR NE	LEFT TURN	2	THERMO	
HIDDEN CREEK DR NE	RIGHT TURN	1	THERMO	
	RIGHT TURN	1	PAINT	
SWINGWOOD CT NE / WHEATLAND RD NE	LEFT TURN	6	THERMO	
	RIGHT TURN	4	THERMO	
	CROSSWALK	3	THERMO	
MANZANITA ST NE / McNARY EST. DR N	CROSSWALK	3	THERMO	
	LEFT TURN	6	THERMO	
	LEFT TURN	1	PAINT	
	STRAIGHT/RIGHT TURN	1	PAINT	
LOCKHAVEN DR N & NE	LEFT TURN	8	THERMO	
	RIGHT TURN	4	THERMO	
	STRAIGHT/LEFT TURN	2	THERMO	
	STRAIGHT	2	THERMO	
	CROSSWALK	4	THERMO	
WAREMART 5450 RIVER RD	LEFT TURN	1	THERMO	
CLAGGET ST NE	LEFT TURN	4	THERMO	
	CROSSWALK	4	THERMO	
CHEMAWA RD N & NE	LEFT TURN	8	THERMO	
	RIGHT TURN	4	THERMO	
	STRAIGHT	2	THERMO	
	CROSSWALK	4	THERMO	
DEARBORN AVE N & NE	LEFT TURN	4	THERMO	
	RIGHT TURN	2	THERMO	
	RIGHT TURN	1	PAINT	
	"ONLY"	1	PAINT	
	CROSSWALK	4	THERMO	
CUMMINGS LN N	LEFT TURN	4	THERMO	
	CROSSWALK	3	THERMO	
MANBRIN DR N & NE	LEFT TURN	4	THERMO	
	RIGHT TURN	7	PAINT	
	STRAIGHT/LEFT TURN	4	PAINT	
	"ONLY"	2	PAINT	
	CROSSWALK	4	THERMO	
SUNSET AVE N	LEFT TURN	4	THERMO	
	CROSSWALK	3	THERMO	
SAM ORCUTT WAY NE	LEFT TURN	6	THERMO	
	STRAIGHT/RIGHT TURN	2	THERMO	
	CROSSWALK	3	THERMO	
GLYNBROOK ST N	LEFT TURN	4	THERMO	
	RIGHT TURN	2	THERMO	
	CROSSWALK	3	THERMO	

LOCKHAVEN DR N & NE

INTERSECTION	ITEM	QTY	TYPE	NOTES
WINDSOR ISLAND RD n	LEFT TURN	2	THERMO	
	"ONLY"	1	THERMO	
STEVEN AVE N	LEFT TURN	1	THERMO	
JOAN DR N	LEFT TURN	1	THERMO	
MCLURE ST N	LEFT TURN	2	THERMO	
	RIGHT TURN	1	THERMO	
	CROSSWALK	1	THERMO	
CHEHALIS DR N	LEFT TURN	1	THERMO	
NEWBERG DR N	LEFT TURN	1	THERMO	
CELTIC WAY N	LEFT TURN	1	THERMO	
RIVER RD N	###SEE RIVER RD###	###	########	
5452 RIVER RD RITE AID	RIGHT TURN	2	THERMO	
600 LOCKHAVEN DR NE NORTHWOOD APTS	LEFT TURN	1	THERMO	
761 LOCKHAVEN DR NE DAIRY QUEEN	LEFT TURN	1	THERMO	
TRAIL AVE NE	LEFT TURN	2	THERMO	
VERDA LN NE	LEFT TURN	1	THERMO	
CRESTWOOD CT NE	LEFT TURN	1	THERMO	
14TH AVE NE / KAFIR DR NE	LEFT TURN	4	THERMO	
	RIGHT TURN	1	THERMO	
	"ONLY"	4	THERMO	
KLICITAT DR NE	LEFT TURN	2	THERMO	
MCLEOD LN NE	LEFT TURN	4	THERMO	
	STRAIGHT/RIGHT TURN	2	THERMO	
	RIGHT TURN	1	THERMO	
KEIZER STATION BLVD / CHEMAWA RD NE	#####SEE KSB####	###	########	

KEIZER STATION

	ITEM	QTY	TYPE
	LEFT TURN	68	THERMO
	STRAIGHT	2	THERMO
	RIGHT TURN	10	THERMO
	STRAIGHT/RIGHT TURN	2	THERMO
	CROSSWALK	10	THERMO

CHERRY AVE

INTERSECTION	ITEM	QTY	TYPE	NOTES
MANBRIN DR NE	RIGHT TURN	5	PAINT	
	STRAIGHT	5	PAINT	
	LEFT TURN	2	PAINT	
	LEFT TURN	2	THERMO	
	STRAIGHT/RIGHT TURN	3	PAINT	
	CROSSWALK	4	3 PT. 1 THRM	
ALDER DR NE	LEFT TURN	1	PAINT	

SAM ORCUTT	LEFT TURN	3	PAINT	
	RIGHT TURN	2	PAINT	
CLEARVIEW	LEFT TURN	1	PAINT	
HORIZON CT	LEFT TURN	1	PAINT	
RING ST	LEFT TURN	1	PAINT	
HOPKINS CT	LEFT TURN	1	PAINT	
SHADY LN	LEFT TURN	1	PAINT	
BEVER DR	LEFT TURN	1	PAINT	
CANDLEWOOD DR	LEFT TURN	1	PAINT	
PLYMOUTH	RIGHT TURN	2	PAINT	
	LEFT TURN	2	PAINT	
	RIGHT TURN	2	THERMO	
	LEFT TURN	2	THERMO	
WEEKS	LEFT TURN	1	PAINT	

CHEMAWA RD N & NE

INTERSECTION	ITEM	QTY	TYPE	NOTES
DELIGHT/CELTIC WAY	LEFT TURN	4	THERMO	
	CROSSWALK	4	THERMO	
13TH	LEFT TURN	4	THERMO	
RICKMAN	LEFT TURN	1	THERMO	
	CROSSWALK	1	THERMO	
10TH	LEFT TURN	1	THERMO	
BAILEY	LEFT TURN	4	THERMO	
8TH	LEFT TURN	1	THERMO	
7TH	LEFT TURN	1	THERMO	

VERDA

INTERSECTION	ITEM	QTY	TYPE	NOTES
ALDER	LEFT TURN	1	THERMO	
	RIGHT TURN	1	THERMO	
	CROSSWALK	2	THERMO	
SALEM PKYWAY	LEFT TURN	2	THERMO	
	RIGHT TURN	1	THERMO	

PARKMEADOW

INTERSECTION	ITEM	QTY	TYPE	NOTES
RIVER RD	RIGHT TURN	2	PAINT	
	LEFT TURN	2	PAINT	

TOTAL

	RIGHT TURN	20	PAINT
	LEFT TURN	19	PAINT
	STRAIGHT	5	PAINT

"ONLY"	3	PAINT
STRAIGHT/RIGHT TURN	4	PAINT
STRAIGHT/LEFT TURN	4	PAINT
CROSSWALKS	1	PAINT
RIGHT TURN	36	THERMO
LEFT TURN	186	THERMO
STRAIGHT	6	THERMO
"ONLY"	5	THERMO
STRAIGHT/RIGHT TURN	6	THERMO
STRAIGHT/LEFT TURN	2	THERMO
CROSSWALKS	59	THERMO

PAINTED CROSSWALKS

AMT	CROSSWALK LOCATION	AT/NEAR	
2	14TH ST	STONEHEDGE	REFRESH PAINT
1	14TH ST	GUBSER SCHOOL	REFRESH PAINT
1	WHEATLAND	PARKMEADOW	REFRESH PAINT
3	CHERRY AVE	SAM ORCUTT	REFRESH PAINT
3	MANBRIN	CHERRY	REFRESH PAINT
1	DELIGHT	JUEDES/SCHOOL	REFRESH PAINT
1	CUMMINGS	DELIGHT/SCHOOL	REFRESH PAINT
1	NOREN	MAY/SCHOOL	REFRESH PAINT
1	KEIZER RD	HASBROOK/SCHOOL	REFRESH PAINT
2	KEIZER RD	NOREN/SCHOOL	REFRESH PAINT
1	VERDA	DEARBORN	REFRESH PAINT
17			

THERMO

AMT	CROSSWALK LOCATION	AT/NEAR	
2	VERDA	ALDER	3' PATCHING AS NEEDED
2	BROOKS	ALDER	3' PATCHING AS NEEDED
2	ALDER	PLEASANT VIEW/ALDER	3' PATCHING AS NEEDED
2	WHEATLAND RD	CLEAR LAKE	3' PATCHING AS NEEDED
1	JUNE REID	CLEAR LAKE	3' PATCHING AS NEEDED
1	JUNE REID	BRUNNER	3' PATCHING AS NEEDED
1	McCLURE	AT SCHOOL	3' PATCHING AS NEEDED
1	SHORELINE	RAFAEL	3' PATCHING AS NEEDED
1	LOCKHAVEN	MCCLURE/SCHOOL	3' PATCHING AS NEEDED
1	PARKMEADOW	MEADOWGLEN	3' PATCHING AS NEEDED
4	LOCKHAVEN	14TH ST	3' PATCHING AS NEEDED
4	LOCKHAVEN DRIVE	McLEOD ST	3' PATCHING AS NEEDED
1	MANBRIN	CHERRY	3' PATCHING AS NEEDED
1	WINDSOR ISLAND	KOALA	3' PATCHING AS NEEDED
1	CHEMAWA RD	RICKMAN	3' PATCHING AS NEEDED
4	CHEMAWA RD	DELIGHT	3' PATCHING AS NEEDED
3	RIVER RD	GLYNBROOK ST	3' PATCHING AS NEEDED
2	RIVER RD	SAM ORCUTT WAY	3' PATCHING AS NEEDED
3	RIVER RD	SUNSET AVENUE	3' PATCHING AS NEEDED
4	RIVER RD	MANBRIN DRIVE	3' PATCHING AS NEEDED
3	RIVER RD	CUMMINGS LANE	3' PATCHING AS NEEDED
4	RIVER RD	DEARBORN AVENUE	3' PATCHING AS NEEDED
4	RIVER RD	CHEMAWA RD	3' PATCHING AS NEEDED
3	RIVER RD	CLAGGETT ST	3' PATCHING AS NEEDED
4	RIVER RD	LOCKHAVEN DRIVE	3' PATCHING AS NEEDED
3	RIVER RD	MANZANITA ST	3' PATCHING AS NEEDED
3	RIVER RD	WHEATLAND RD	3' PATCHING AS NEEDED
1	RIVER RD	SWINGWOOD	3' PATCHING AS NEEDED
3	LOCKHAVEN DRIVE	CHEMAWA RD/KZR STATION BLVD	3' PATCHING AS NEEDED
3	CHEMAWA RD	STADIUM DRIVE	3' PATCHING AS NEEDED
4	ULALI DRIVE	PAN HANDLE/CHEMAWA STATION	3' PATCHING AS NEEDED
76			

* NOTE:THIS SHEET INCLUDES THE SCHOOL CROSSWALK LOCATIONS

TOTAL

92 COMBINED PAINTED AND THERMO CROSSWALKS

SCHOOL LOCATIONS

SCHOOL	LOCATION
Claggett Creek Middle School/ Weddle Elementary "SCHOOL"- 4 "CROSSING"- 4 CROSSWALKS- 6 (Thermo)	On Alder Drive between Verda Lane (Painted) and Holly Ct. & Verda Ln. north & south of Alder Drive (Thermo)
Clearlake Elementary "SCHOOL"- 4 "CROSSING"- 2 & 2 - "X-ING" CROSSWALKS- 2 (Thermo)	On Meadowglen and Parkmeadow Drive (Thermo) On Wheatland Rd. north and south of Parkmeadow (Thermo)
Cummings Elementary "SCHOOL"- 7 "CROSSING"- 6 CROSSWALKS- 3 (1 Thermo, 2 Paint)	On Cummings & Delight, Shoreline & Rafael (Painted) and 1 "School" at 4450 Delight (Thermo).
Forest Ridge & Centenial Elementary "SCHOOL"- 6 "CROSSING"- 5 CROSSWALKS-4 (Thermo)	On Clearlake Rd and June Reid Place Wheatland Road and Clearlake Area (All Thermo)
Gubser Elementary "SCHOOL"- 2 "CROSSING"- 2 CROSSWALKS- 3 (Painted)	On 14th Street and also various vincinity locations (All Painted)
Keizer Elementary "SCHOOL"- 5 (thermo) 1 (paint) "CROSSING"- 5 (thermo) 1 (paint) CROSSWALKS- 3 (Thermo)	On McClure and Lockhaven and crossings at Windsor Island Road. (5 ea. Thermo, 1 ea. Paint located south of Koala)
Kennedy Elementary "SCHOOL"- 4 "CROSSING"- 4 CROSSWALKS- 4 (3 Painted, 1 Thermo)	On Noren Avenue and Keizer Rd (All Painted)
McNary High School	N/A
Whiteaker Middle School "SCHOOL"- 1 (thermo) 1 (paint) "CROSSING"- 1 (thermo) 1 (paint) CROSSWALKS-4 (Thermo)	On Lockhaven Drive and crossings near 14th St (1 set Thermo east of 14th & 1 set Painted west of 14th)

TOTAL
"SCHOOL"- 35 (19 PAINTED, 16 THERMO)
"CROSSING"- 33 (19 PAINTED, 14 THERMO)
CROSSWALKS-30 (12 PAINTED, 18 THERMO)

PAINTED YELLOW CURBING

AMT	LOCATION	AT OR NEAR	FEET
1	CHERRY	SALEM PARKWAY (ISLAND)	1180'
1	PLYMOUTH	CHERRY	16'
2	HOLLYHOCK	RIVER	65'
3	HOLLYHOCK	3RD	166'
1	WHEATLAND	RIVER (ISLAND AREA)	123'
1	RIVERCREST	MANBRIN	20'
1	MANBRIN	CHERRY (ISLAND)	295'
1	CHERRY	MANBRIN (ISLAND)	705'
3	MEADOWBROOK	MANBRIN	65'
1	LOCKHAVEN	RIVER (ISLAND)	108'
2	KEIZER RD	MOBILE PARK	94'
2	RIVER RD	COUNTRY GLEN	114'
2	COUNTRY GLEN	RIVER	106'
2	14TH ST	GUBSER SCHOOL	131'
4	DELTA CT	WHEATLAND	268'
2	JERDON CT	NEW TERRACE	63'
2	15TH AVE	GARWOOD WAY	33'
1	SHORELINE	WAYNE DR	129'
1	SHORELINE	RAFAEL	143'
2	SWINGWOOD DR	RIVER RD	26'
5	NIGHTENGALE CT	NOTTINGHAM DR	223'
1	GARY	BEEBE	103'
2	GARWOOD WAY	15TH AVE	36'
4	BAILEY RD	CHEMAWA RD NE	106'
1	PEYTON ST	CHEMAWA RD N	30'
1	LOCKHAVEN	EAST OF RIVER RD-ALBERTSONS ENTRANCE	851'
1	RIVER RD	SOUTH OF LOCKHAVEN-ALBERTSONS ENTRANCE	174'
1	CHEMAWA RD NE	ST. CROIX/JUST SOUTH OF LOCKHAVEN	40'
1	DELIGHT	CHEMAWA RD. N.	50'
2	JUEDES	RIVER RD.	167'
1	14TH ST	LOCKHAVEN	24'
6	NANDINA	NOTTINGHAM DR	168'
4	9TH CT.	NOTTINGHAM DR	163'
4	8TH CT.	NOTTINGHAM DR	179'
2	ALDER DR	MIDDLE SCHOOL (BEG. & END ONLY OF ISLAND)	104'
1	JOAN	CHEMAWA RD. N.	78'
2	13 AVE NE	DEARBORN	40'
2	HONEYSUCKLE	5TH AVE N.	40'
2	MAINE AVE	RIVER RD	110'
1	DEARBORN	DELIGHT	12'
79			
		TOTAL	6,548'
1	CHEHALIS	MACARTHUR	20' RED 8.16 ADDED 20' RED CURBING, 10' EITHER SIDE OF FIRE HYDRANT

PAINTED WHITE CHECKERED SPEED BUMPS and YELLOW

AMT	LOCATION	AT OR NEAR
11	KEIZER RD	B/T VERDA & LITTLE LEAGUE FIELDS
2	ALDER	CLAGGETT MIDDLE SCHOOL
4	WALSH WAY	CHEMAWA RD. N.

1st YEAR (2021) SCHEDULE OF CONTRACT PRICES PROJECT: PAVEMENT MARKINGS OWNER: CITY OF KEIZER				UNIT PRICE	AMOUNT
ITEM	DESCRIPTION	QUANTITY	UNITS		
1	PAINTED/THERMO STOP BARS	625 +/- 1	EA	27-	16,875-
2	PAINTED BIKE w/ARROWS	114	EA	44-	5016-
3	THERMO BIKE w/ARROWS-if refreshing with paint	173	EA	44-	7612-
4	PAINTED RIGHT ARROWS	20	EA	37-	740-
5	PAINTED LEFT ARROWS	19	EA	37-	703-
6	PAINTED STRAIGHT ARROWS	5	EA	37-	185-
7	PAINTED COMBO ARROWS	8	EA	60-	480-
8	PAINTED "ONLY"	3	EA	49-	147-
9	THERMO RIGHT ARROWS-if refreshing with paint	36	EA	37-	1332-
10	THERMO LEFT ARROWS-if refreshing with paint	186	EA	37-	6882-
11	THERMO STRAIGHT ARROWS- if refreshing with paint	6	EA	37-	222-
12	THERMO COMBO ARROWS- if refreshing with paint	8	EA	60-	480-
13	THERMO "ONLY'- if refreshing with paint	5	EA	51-	255-
15	PAINTED CROSSWALKS	17	EA	305-	5185-
16	PAINTED "SCHOOL"	20	EA	72-	1440-
17	PAINTED "CROSSING"	20	EA	80-	1600-
18	THERMO "SCHOOL" if refreshing with paint	15	EA	72-	1080-
19	THERMO "CROSSING" if refreshing with paint	13	EA	80-	1040
20	YELLOW CURBING	6,548' +/-	PER FOOT	.55	3601.40
21	RED CURBING	20'	PER FOOT	5.00	100-
22	SPEED BUMPS	17	EA	155-	2635
	TOTAL BID				57,610.40

1ST YEAR (2021) ADDITIONAL PRICES			
ITEM	DESCRIPTION	UNITS	UNIT PRICE
A	THERMO STOP BARS	EA	120-
B	THERMO STOP BARS-patch work	PER FOOT	14-
C	THERMO BIKE w/ARROWS	EA	240-
D	THERMO RIGHT ARROWS	EA	240-
E	THERMO LEFT ARROWS	EA	240-
F	THERMO STRAIGHT ARROWS	EA	215-
G	THERMO COMBO ARROWS	EA	330-
H	THERMO ARROWS-patch work	PER FOOT	16-
I	THERMO CROSSWALKS-3' minimum patching	PER FOOT	14-
J	THERMO "SCHOOL"	EA	500-
K	THERMO "CROSSING"	EA	566-
L	THERMO RAIL ROAD CROSSING-"R" X "R"	EA	1050-
M	THERMO ONLY	EA	375-
N	REPLACE REFLECTIVE PAYMENT MARKERS	EA	5.00

2nd YEAR (2022) SCHEDULE OF CONTRACT PRICES

PROJECT: PAVEMENT MARKINGS
OWNER: CITY OF KEIZER

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	AMOUNT
1	PAINTED/THERMO STOP BARS	625 +/- 1	EA	28-	17,500-
2	PAINTED BIKE w/ARROWS	114	EA	46-	5244-
3	THERMO BIKE w/ARROWS-if refreshing with paint	173	EA	46-	7958-
4	PAINTED RIGHT ARROWS	20	EA	39-	780-
5	PAINTED LEFT ARROWS	19	EA	39-	741-
6	PAINTED STRAIGHT ARROWS	5	EA	39-	195-
7	PAINTED COMBO ARROWS	8	EA	63-	504-
8	PAINTED "ONLY"	3	EA	52-	156-
9	THERMO RIGHT ARROWS-if refreshing with paint	36	EA	39-	1404-
10	THERMO LEFT ARROWS-if refreshing with paint	186	EA	39-	7254-
11	THERMO STRAIGHT ARROWS- if refreshing with paint	6	EA	39-	234-
12	THERMO COMBO ARROWS- if refreshing with paint	8	EA	63-	504-
13	THERMO "ONLY'- if refreshing with paint	5	EA	52-	260-
15	PAINTED CROSSWALKS	17	EA	320	5440-
16	PAINTED "SCHOOL"	20	EA	75-	1500-
17	PAINTED "CROSSING"	20	EA	85-	1700-
18	THERMO "SCHOOL" if refreshing with paint	15	EA	75-	1125-
19	THERMO "CROSSING" if refreshing with paint	13	EA	85-	1105-
20	YELLOW CURBING	6,548' +/-	PER FOOT	.55-	3601.40
21	RED CURBING	20'	PER FOOT	5-	100-
22	SPEED BUMPS	17	EA	160-	2720-
	TOTAL BID				60,025.40

2nd YEAR (2022) ADDITIONAL PRICES			
ITEM	DESCRIPTION	UNITS	UNIT PRICE
A	THERMO STOP BARS	EA	130-
B	THERMO STOP BARS-patch work	PER FOOT	15-
C	THERMO BIKE w/ARROWS	EA	255-
D	THERMO RIGHT ARROWS	EA	255-
E	THERMO LEFT ARROWS	EA	255-
F	THERMO STRAIGHT ARROWS	EA	225-
G	THERMO COMBO ARROWS	EA	350-
H	THERMO ARROWS-patch work	PER FOOT	20-
I	THERMO CROSSWALKS-3' minimum patching	PER FOOT	18-
J	THERMO "SCHOOL"	EA	550-
K	THERMO "CROSSING"	EA	590-
L	THERMO RAIL ROAD CROSSING-"R" X "R"	EA	1150-
M	THERMO ONLY	EA	395-
N	REPLACE REFLECTIVE PAYMENT MARKERS	EA	6-

If Extended, 3rd YEAR (2023) SCHEDULE OF CONTRACT PRICES PROJECT: PAVEMENT MARKINGS OWNER: CITY OF KEIZER				UNIT PRICE	AMOUNT
ITEM	DESCRIPTION	QUANTITY	UNITS		
1	PAINTED/THERMO STOP BARS	625 +/- 1	EA	30-	18,750-
2	PAINTED BIKE w/ARROWS	114	EA	47-	5358-
3	THERMO BIKE w/ARROWS-if refreshing with paint	173	EA	47-	8131-
4	PAINTED RIGHT ARROWS	20	EA	41-	820-
5	PAINTED LEFT ARROWS	19	EA	41-	779-
6	PAINTED STRAIGHT ARROWS	5	EA	41-	205-
7	PAINTED COMBO ARROWS	8	EA	65-	520-
8	PAINTED "ONLY"	3	EA	55-	165-
9	THERMO RIGHT ARROWS-if refreshing with paint	36	EA	41	1476-
10	THERMO LEFT ARROWS-if refreshing with paint	186	EA	41	7626-
11	THERMO STRAIGHT ARROWS- if refreshing with paint	6	EA	41	246-
12	THERMO COMBO ARROWS- if refreshing with paint	8	EA	65-	520-
13	THERMO "ONLY'- if refreshing with paint	5	EA	55-	275-
15	PAINTED CROSSWALKS	17	EA	340-	5780-
16	PAINTED "SCHOOL"	20	EA	78-	1560-
17	PAINTED "CROSSING"	20	EA	88-	1760-
18	THERMO "SCHOOL" if refreshing with paint	15	EA	78-	1170-
19	THERMO "CROSSING" if refreshing with paint	13	EA	88-	1144-
20	YELLOW CURBING	6,548' +/-	PER FOOT	.65	4256-
21	RED CURBING	20'	PER FOOT	6-	120-
22	SPEED BUMPS	17	EA	175-	2975-
	TOTAL BID				63,636.20

If Extended, 3rd YEAR (2023) ADDITIONAL PRICES			
ITEM	DESCRIPTION	UNITS	UNIT PRICE
A	THERMO STOP BARS	EA	135 -
B	THERMO STOP BARS-patch work	PER FOOT	17 -
C	THERMO BIKE w/ARROWS	EA	260 -
D	THERMO RIGHT ARROWS	EA	260 -
E	THERMO LEFT ARROWS	EA	260 -
F	THERMO STRAIGHT ARROWS	EA	230 -
G	THERMO COMBO ARROWS	EA	370 -
H	THERMO ARROWS-patch work	PER FOOT	24 -
I	THERMO CROSSWALKS-3' minimum patching	PER FOOT	21 -
J	THERMO "SCHOOL"	EA	560 -
K	THERMO "CROSSING"	EA	600 -
L	THERMO RAIL ROAD CROSSING-"R" X "R"	EA	1175 -
M	THERMO ONLY	EA	410 -
N	REPLACE REFLECTIVE PAVEMENT MARKERS	EA	6 -

If Extended, 4th YEAR (2024) SCHEDULE OF CONTRACT PRICES PROJECT: PAVEMENT MARKINGS OWNER: CITY OF KEIZER				UNIT PRICE	AMOUNT
ITEM	DESCRIPTION	QUANTITY	UNITS		
1	PAINTED/THERMO STOP BARS	625 +/- 1	EA	31-	19,375-
2	PAINTED BIKE w/ARROWS	114	EA	48-	5472-
3	THERMO BIKE w/ARROWS-if refreshing with paint	173	EA	48-	8304-
4	PAINTED RIGHT ARROWS	20	EA	42-	840-
5	PAINTED LEFT ARROWS	19	EA	42-	798-
6	PAINTED STRAIGHT ARROWS	5	EA	42-	210-
7	PAINTED COMBO ARROWS	8	EA	66-	528-
8	PAINTED "ONLY"	3	EA	56-	168-
9	THERMO RIGHT ARROWS-if refreshing with paint	36	EA	42-	1512-
10	THERMO LEFT ARROWS-if refreshing with paint	186	EA	42	7812-
11	THERMO STRAIGHT ARROWS- if refreshing with paint	6	EA	42-	252-
12	THERMO COMBO ARROWS- if refreshing with paint	8	EA	66-	528-
13	THERMO "ONLY'- if refreshing with paint	5	EA	56-	280-
15	PAINTED CROSSWALKS	17	EA	345-	5865-
16	PAINTED "SCHOOL"	20	EA	79-	1580-
17	PAINTED "CROSSING"	20	EA	90-	1800-
18	THERMO "SCHOOL" if refreshing with paint	15	EA	79-	1185-
19	THERMO "CROSSING" if refreshing with paint	13	EA	90-	1170-
20	YELLOW CURBING	6,548' +/-	PER FOOT	.66	4321,68
21	RED CURBING	20'	PER FOOT	6.25	125-
22	SPEED BUMPS	17	EA	185-	3145-
	TOTAL BID				65,270.68

If Extended, 4th YEAR (2024) ADDITIONAL PRICES			
ITEM	DESCRIPTION	UNITS	UNIT PRICE
A	THERMO STOP BARS	EA	133.-
B	THERMO STOP BARS-patch work	PER FOOT	16-
C	THERMO BIKE w/ARROWS	EA	257-
D	THERMO RIGHT ARROWS	EA	257-
E	THERMO LEFT ARROWS	EA	257-
F	THERMO STRAIGHT ARROWS	EA	230-
G	THERMO COMBO ARROWS	EA	360-
H	THERMO ARROWS-patch work	PER FOOT	22-
I	THERMO CROSSWALKS-3' minimum patching	PER FOOT	19-
J	THERMO "SCHOOL"	EA	555-
K	THERMO "CROSSING"	EA	595-
L	THERMO RAIL ROAD CROSSING-"R" X "R"	EA	1160-
M	THERMO ONLY	EA	400-
N	REPLACE REFLECTIVE PAVEMENT MARKERS	EA	6 50

COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER: ______

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

FROM: **TIM WOOD**
CITY MANAGER PRO TEM

THROUGH: **JOHN TEAGUE**
CHIEF OF POLICE

SUBJECT: **SURPLUS OF POLICE VEHICLE**

ISSUE:

The City of Keizer owns the following vehicle that is of no further use to the Keizer Police Department:

2012 Black Kawasaki Concours 1400 - VIN: JKBZGNC19CA016934
Estimated Value: $3,000

RECOMMENDATION:

Adopt the attached Resolution Authorizing the vehicle to be auctioned following the procedures set forth in Surplus Property Ordinance 2008-579. Proceeds of the surplus vehicle sale to be transferred to Police Miscellaneous Revenue.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

AUTHORIZING DISPOSITION OF SURPLUS PROPERTY
(POLICE DEPARTMENT VEHICLE)

WHEREAS, Ordinance No. 2008-579 allows for surplus property to be disposed of;

WHEREAS, Keizer Police Department 2012 Black Kawasaki Concours 1400, VIN: JKBZGNC19CA016934 with a value of $3,000 has been identified as being of no further use for public purposes;

WHEREAS, the above referenced Ordinance allows the disposal of City-owned surplus property by several methods, including any method that in the City's discretion is in the best interests of the City;

WHEREAS, staff has recommended the disposal of the 2012 Black Kawasaki Concours 1400, VIN: JKBZGNC19CA016934 as surplus property because it is no longer useful or needed;

WHEREAS, the City Manager approves of the disposal of the 2012 Black Kawasaki Concours 1400, VIN: JKBZGNC19CA016934 as surplus property;

NOW, THEREFORE,

BE IT RESOLVED that the City Council of the City of Keizer declares the 2012 Black Kawasaki Concours 1400, VIN: JKBZGNC19CA016934 to be surplus property.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the 2012 Black Kawasaki Concours 1400, VIN: JKBZGNC19CA016934 be disposed of by auctioning as allowed under the procedures set forth in Ordinance No. 2008-579.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that the City Manager is authorized to take any and all necessary acts to effectuate the disposal of the surplus property.

BE IT FURTHER RESOLVED that the proceeds of the surplus property shall be applied to the police miscellaneous revenue in the General Fund.

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

PASSED this __________ day of _________________, 2021.

SIGNED this __________ day of _________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER: _______________

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

THROUGH: **TIMOTHY E. WOOD**
CITY MANAGER PRO TEM

FROM: **MACHELL DEPINA**
HUMAN RESOURCES DIRECTOR

SUBJECT: **TERMINATION OF A CITY EMPLOYEE**

ISSUE

The City is currently under the direction of a City Manager Pro Tem. Per the City Charter, a Pro Tem has all the powers of a regular City Manager except they "may appoint or remove employees only with council approval."

Public Works Director Lawyer has determined employee Matthew Wieberdink should be terminated for serious violations of City policies, failure to maintain minimum qualification for his position, and violation of the terms of a Last Chance Agreement applicable to his employment. City Manager Pro Tem Wood has confirmed his approval of this action. Normally, that would be sufficient to move forward and effectuate the termination, however, given the Charter language mentioned above, Council approval is required.

Mr. Wieberdink was notified of the requirement to have Council approval should a decision be made that termination of employment was appropriate. Mr. Wieberdink declined the opportunity to provide additional information or explanation on his own behalf prior to Director Lawyer's determination. Members of the City Council have been provided additional information under Attorney Client Privilege.

The attached Resolution approves the termination and authorizes the City Manager Pro Tem and Human Resource Director to take action to effectuate the termination in their discretion.

RECOMMENDATION

It is recommended that the Council adopt the attached Resolution.

If you have any questions regarding this staff report, please contact me by phone at 503-856-3417 or by email at depinam@keizer.org.

Thank you.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

APPROVING EMPLOYMENT TERMINATION

WHEREAS, Public Works Director Bill Lawyer has determined employee Matthew Wieberdink is to be terminated for serious violations of City policies, failure to maintain minimum qualification for his position, and violation of the terms of a Last Chance Agreement applicable to his employment;

WHEREAS, City Manager Pro Tem Tim Wood has confirmed his approval of this action;

WHEREAS, Charter provisions require Council approval of City Manager Pro Tem decision to remove an employee;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager Pro Tem's decision to terminate the employment of Matthew Wieberdink is hereby approved.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager Pro Tem and Human Resource Director are authorized to take action to effectuate the termination in their discretion.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this __________ day of _________________, 2021.

SIGNED this __________ day of _________________, 2021.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: June 7, 2021

AGENDA ITEM NUMBER:_____________

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **TIMOTHY E WOOD, CITY MANAGER PRO TEM**

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

SUBJECT: ***RESOLUTION ACCEPTING AND APPROVING PLANS FOR PLACMENT OF HISTORICAL KEIZER SCHOOL SIGN AT SCHOOLHOUSE SQUARE***

The Keizer Points of Interest Committee (KPIC) was established by City Council in 2007. KPIC has worked diligently to develop a proposal for placement of an historical sign of the Keizer School at Schoolhouse Square.

The Schoolhouse Square owner has indicated acceptance of allowing the historical sign to be placed on the building located at the corner of River Road North and Chemawa Road on the River Road side under the awning and above the gas meters.

The sample of the historical sign is attached to the enclosed Resolution. The Resolution accepts and approves the plans and allows placement of the sign at Schoolhouse Square in the location authorized by the owner. The cost of the sign and installation is estimated to be $50.00 and will be paid from the General Fund – Nondepartmental Requirements (KPIC) line item.

RECOMMENDATION:

Adopt the attached Resolution accepting and approving the plans for placement of a sign of the Keizer School at Schoolhouse Square.

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

ESJ/tmh
attachment

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-_____

ACCEPTING AND APPROVING PLANS FOR PLACEMENT OF HISTORICAL KEIZER SCHOOL SIGN AT SCHOOLHOUSE SQUARE

WHEREAS, the Keizer Points of Interest Committee (KPIC) was established by the Keizer City Council in 2007;

WHEREAS, KPIC has approved plans for the placement of a sign of the Keizer School at Schoolhouse Square;

WHEREAS, KPIC has obtained permission to place the sign at Schoolhouse Square from the property owner;

WHEREAS, the collaborate effort of KPIC and the property owner has resulted in KPIC's request that the City Council of the City of Keizer accept and approve the proposal of placing a historical sign of the Keizer School at Schoolhouse Square;

WHEREAS, the Keizer City Council has considered the request and wishes to accept and approve the proposal;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the attached sample of the historical sign of the Keizer School is hereby accepted and approved by the City Council.

BE IT FURTHER RESOLVED that any and all expenses connected with the production and placement of the sign shall be paid from City funds.

BE IT FURTHER RESOLVED that the placement of the historical sign at Schoolhouse Square is to be approved by the property owner.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-390-3700

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

PASSED this __________ day of _________________, 2021.

SIGNED this __________ day of _________________, 2021.

____
Mayor

____
City Recorder

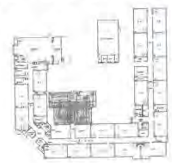
Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-390-3700

Keizer School was located here!

Keizer School Timeline 1877-1987

1878 John and Sally (Claggett) Pugh donated property for school.

March 1916 meeting to discuss building new school.



c.1877 W.P. Pugh teaching agreement.

1878 One room schoolhouse built on corner of River Road and Chemawa (then Spong's Landing Road).

March 29, 1916
Daily Capital Journal

1916 New four-room school with basement built.

1939 Second building added with four classrooms.

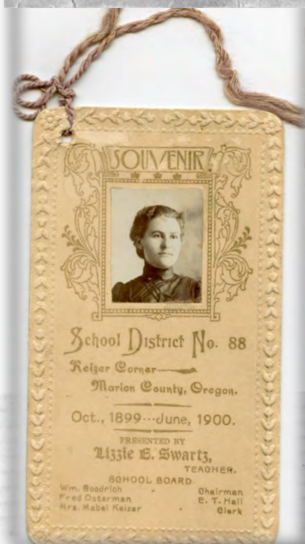
1948 Ten more classrooms added.

1949 Another addition was built.

1980 School complex deemed obsolete and unsafe.

1985 Preserve Keizer School committee formed.

1986-87 Last year for students at the old Keizer School.



Keizer Heritage Museum

The entire Keizer School student body is represented in the panorama photo from 1933. There were about 200 students in attendance at that time. By 1952 Keizer would be designated as the largest school in all of Marion County. To relieve crowding a bond was passed and the new Cummings Elementary opened in 1953.

Keizer School District #88 consolidated with Salem School District 24JC on July 1, 1955.

Exhibit "B"

MINUTES
KEIZER CITY COUNCIL
Monday, May 17, 2021
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Council President Smith called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:
Elizabeth Smith, Councilor
Roland Herrera, Councilor
Daniel Kohler, Councilor
Ross Day, Councilor
Kyle Juran, Councilor
Laura Reid, Councilor

Absent:
Cathy Clark, Mayor

Staff:
Tim Wood, City Manager Pro Tem /Finance Director
Shannon Johnson, City Attorney
Bill Lawyer, Public Works Director
John Teague, Police Chief
Shane Witham, Planning Director
Tracy Davis, City Recorder

FLAG SALUTE

Councilor Smith led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

None

COMMITTEE REPORTS
a. Volunteer of the Quarter Award

Councilor Kohler introduced the nominees Tyler and Jessica Davidson and the First Ward of the Church of Jesus Christ of Latter-day Saints and described their service. Ms. Davidson and Bishop expressed their appreciation for the recognition and shared details of the service they had performed. Councilor Kohler presented the clocks and certificates.

COMMITTEE REPORTS

Clay Rushton, Keizer, reported that the Parks Advisory Board had approved a proposal by the McNary Junior ROTC for an obstacle course at Keizer Rapids Park and approved historical park information to be included in the updated Parks Master Plan. He also shared information about Pickle Ball.

PUBLIC COMMENT

Cyndi Swaney, Keizer, read a letter to Mayor Clark requesting that June 4th be declared National Gun Violence Awareness Day She shared photographs of an event where her cousin was killed and asked everyone to wear orange on June 4 to show their support. Councilor Smith noted that she would forward this information to Mayor Clark and would wear orange on that day.

PUBLIC HEARING

a. 7-11 Store Liquor License – Change of Ownership

Councilor Smith opened the Public Hearing.

City Manager Pro Tem Tim Wood summarized the staff report.

With no further testimony Councilor Smith closed the public hearing.

Councilor Reid moved that the Keizer City Council recommend approval of the application for 7-11 Store Liquor License Change of Ownership under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer and forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

b. RESOLUTION - Exemption of Jack Street Phase 2 Storm Drain Repair Contract from Competitive Bidding and Awarding Contract to Michels Corporation

Councilor Smith opened the Public Hearing.

Public Works Director Bill Lawyer summarized his staff report.

With no further testimony Councilor Smith closed the public hearing.

Councilor Reid moved that the Keizer City Council approve a Resolution - Exemption of Jack Street Phase 2 Storm Drain Repair Contract from Competitive Bidding and Awarding Contract to Michels Corporation. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

c. Proposed Text Amendments to the Keizer Development Code to Clarify RCOD Parking Requirements/ Density Provisions for ADU Development/ Eliminating Infill Development Standards

Councilor Smith opened the Public Hearing.

Planning Director Shane Witham summarized his staff report.

With no further testimony Councilor Smith closed the public hearing.

Councilor Reid moved that the Keizer City Council direct staff to prepare an ordinance with findings to adopt the proposed revisions. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

d. RESOLUTION – Authorization for Supplemental Budget – Sewer Fund

Councilor Smith opened the Public Hearing.

City Manager Pro Tem/Finance Director Tim Wood summarized his staff report.

With no further testimony Councilor Smith closed the public hearing.

Councilor Reid moved that the Keizer City Council approve a Resolution - Authorization for Supplemental Budget – Sewer Fund. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

RESOLUTION – Authorization for Supplemental Budget – Administrative Services

Councilor Reid moved that the Keizer City Council approve a Resolution - Authorization for Supplemental Budget – Administrative Services. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

RESOLUTION – Authorization for Supplemental Budget – Park Services

Councilor Reid moved that the Keizer City Council approve a Resolution - Authorization for Supplemental Budget – Park Services. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

ADMINISTRATIVE ACTION

a. Possible Councilor Investigation

City Attorney Shannon Johnson summarized his staff report.

Councilor Reid moved that Keizer City Council accept the corrective action memorandum form in regards to Councilor Herrera. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Smith, Kohler, Day and Juran (5)
NAYS: None (0)
ABSTENTIONS: Herrera (1)
ABSENT: Clark (1)

b. Southeast Keizer Neighborhood Association Annual Report

Sherrie Gottfried, Keizer, gave the annual report for the Southeast Keizer Neighborhood Association in the absence of Chair Ken Gierloff. She distributed the newly developed brochure for the association and shared information regarding neighborhood cleanup, the association Facebook page, and area schools.

Councilor Reid moved that the Keizer City Council accept the Southeast Keizer Neighborhood Association Annual Report and extend recognition for an additional year. Councilor Kohler seconded. Motion passed as follows:

AYES: Reid, Herrera, Smith, Kohler, Day and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

CONSENT CALENDAR

A. Approval of April 26, 2021 Work Session Minutes
B. Approval of May 3, 2021 Regular Session Minutes

A spelling correction was made on the April 26 Minutes.

Councilor Reid moved that the Keizer City Council approve the Consent Calendar as corrected. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Reid, Juran, Day, Herrera, Smith and Kohler (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

OTHER BUSINESS

Public Works Director Bill Lawyer explained that he would be giving a report on the Pedestrian Safety Flag program after the Traffic Safety-Bikeways-Pedestrian Committee meets and makes a motion for a formal recommendation.

City Manager Pro Tem Tim Wood announced that the recruitment for an Interim City Manager closed today and several applications were received.

COUNCIL MEMBER REPORTS

Councilor Reid reported on the Commissioner Breakfast, the Mid-Valley Homeless Alliance Board and the Latino Scholarship event.

Councilor Herrera shared details about the Latino Scholarship event, reported on the Keizer United and the Oregon Latinex Leadership Round Table, announced upcoming meetings and urged everyone to vote.

Councilor Kohler reported on the Parks Board and Chamber meetings and the League of Oregon Cities training and announced upcoming meetings and events.

Councilor Day urged everyone to vote and encouraged everyone to attend the next Coffee with Cathy.

Councilor Smith expressed appreciation for Council teamwork and support.

WRITTEN COMMUNICATIONS

Councilor Smith listed written testimony received: Rich Rodriguez - Prudent Steward of City and County Policies; Carol Doerfler - Gun Violence Awareness Day; Cara Fisher, Lynnette Graves and Tim Emmerich - Say No to the Salem Casino; and Cyndi Sweeny - June 4 Wear Orange Proclamation Request.

AGENDA INPUT

May 19, 2021, 6:00 p.m. - City Council/Planning Commission Work Session (Virtual)
May 24, 2021, 6:00 p.m. - City Council Work Session (Virtual)
June 7, 2021, 7:00 p.m. - City Council Regular Session
June 14, 2021, 7:00 p.m. - City Council Regular Session

ADJOURNMENT

Councilor Smith adjourned the meeting at 8:12 p.m.

MAYOR:	APPROVED:
~ Absent ~ Cathy Clark	Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid	Councilor #4 – Roland Herrera
Councilor #2 – Ross Day	Councilor #5 – Elizabeth Smith
Councilor #3 – Kyle Juran	Councilor #6 – Daniel R. Kohler

Minutes approved:____________

MINUTES
KEIZER CITY COUNCIL/PLANNING COMMISSION JOINT WORK SESSION

(Virtual Meeting)

Wednesday, May 19, 2021
Keizer, Oregon

CALL TO ORDER

Mayor Clark/Matt Lawyer called the meeting to order at 6:03 pm. Attendance was as follows:

Council:	Planning Commission:	Other:
Cathy Clark, Mayor	Matt Lawyer	Tim Wood, City Manager Pro Tem
Laura Reid	Jeremy Grenz	Shannon Johnson, City Attorney
Elizabeth Smith	Francisco Saldivar	Shane Witham, Planning Director
Dan Kohler	Jane Herb	Dina Horner, Assistant Planner
Ross Day	Mark Caillier	Debbie Lockhart, Deputy City Recorder
Kyle Juran	Jeffrey Watson	Beth Goodman, EcoNorthwest
Absent:	**Absent:**	
Roland Herrera	Frank Hostler	

DISCUSSION

Buildable Land Inventory/ Housing Needs Analysis Study

Planning Director Shane Witham reminded attendees that they had met in February and that this meeting would be focusing on updates.

Consultant Beth Goodman shared a Power Point presentation providing an overview of the Housing Needs Analysis project, land use planning questions, why Keizer is updating its 2019 HNA, status of coordinating land needs with the City of Salem, land sufficiency results, unconstrained vacant and partially vacant buildable land, the new population forecast, a preliminary housing forecast, review of households by income, forecast of units requiring vacant or partially vacant land, density assumptions, capacity analysis, preliminary land sufficiency results, strategies to address Keizer's land needs, Keizer's 2019 draft housing strategy and next steps.

Ms. Goodman and Mr. Witham fielded questions throughout the presentation regarding population growth, housing growth, housing affordability, unmet housing needs, cost burdened households, development of affordable housing, tax exemptions and subsidies to encourage affordable and low-income housing, capacity deficiency in dwelling units, the need to continue with strategies to address Keizer's land needs, housing need vs. housing demand, working with Salem, deciding on what will make the most balanced city, providing housing with what the city has to work with and working with the community to find what is best for the city.

ADJOURN Mayor Clark adjourned the meeting at 7:25 p.m.

MAYOR: APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

~ Absent ~

Councilor #4 – Roland Herrera

Councilor #2 – Ross Day

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved:__________________

MINUTES KEIZER CITY COUNCIL WORK SESSION

Monday, May 24, 2021

***Virtual Meeting,* Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 pm. Attendance was taken as follows:

Council:
Cathy Clark, Mayor
Laura Reid, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor
Dan Kohler, Councilor
Ross Day, Councilor
Kyle Juran, Councilor

Staff:
Tim Wood, City Manager Pro Tem
Shannon Johnson, City Attorney
Keare Blaylock, Environmental & Technical
Tracy Davis, City Recorder

DISCUSSION

Presentation by Portland General Electric - Resiliency

Wendy Veliz, Kevin Putnam, Bill Messner and *Maria Pope* shared a slide presentation related to resiliency as the key to Oregon's clean energy future, increasing threats to resiliency such as ice, fire and pandemic events, the importance of strong partnerships, strengthening resiliency, and how to prepare for emerging threats including earthquakes and wildfires. They then fielded questions regarding hydroelectric and wind power, undergrounding wire and utility assistance programs.

Mid-Willamette Valley Homeless Alliance Update

Janet Carlson, Jan Calvin and *Carla Munns* shared a slide presentation progress report for Spring 2021 which focused on identifying the homeless in the Marion-Polk region and causes of homelessness; the mission, structure, goals, strategies, plan and accomplishments of the Mid-Willamette Valley Homeless Alliance; and the purpose and history of the continuum of care.

Following the presentation dialog took place regarding collaboration, outreach, partnerships, engaging people, information on the website, affordable housing options and subsidized housing.

ADJOURN

Mayor Clark adjourned the meeting at 7:41 p.m.

MAYOR: APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid	Councilor #4 – Roland Herrera
Councilor #2 – Ross Day	Councilor #5 – Elizabeth Smith
Councilor #3 – Kyle Juran	Councilor #6 – Daniel R. Kohler

Minutes approved:____________

Written Comments/Testimony and Submitted Documents

Davis, Tracy

From: Administrator
Sent: Friday, June 4, 2021 3:53 PM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Bill Hopkins
Information Technology
City Of Keizer
503-856-3435

From: Kathey Sprague <elkaspra@yahoo.com>
Sent: Friday, June 4, 2021 3:15 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

Hello,

I was very disheartened to learn of a proposed casino in north Salem. There are ENOUGH casinos and gambling opportunities already in this state and in nearby Washington. Not just in casinos but in many everyday establishments.

- Why should Siletz Tribe be allowed to operate another casino? Don't they already run Chinook Winds? Even if that particular tribe is not, why do we need another casino?
- If the petitioners would look at this venture from the perspective of a person struggling with gambling addiction, rather than the almighty $$, they would see there is more to be gained in life that money.
- It reminds me of a little child who keeps asking--pushing-- for what they want. If they keep asking long and hard enough the parent(s) will give in and the child gets what they want. They cannot understand "no." No matter how many times they ask.

-- Kathey Sprague
elkaspra@yahoo.com

Davis, Tracy

From: Wood, Tim
Sent: Tuesday, May 18, 2021 9:33 AM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written testimony for the next council meeting.

From: Denise Pierce <denise.pierce38@yahoo.com>
Sent: Tuesday, May 18, 2021 9:31 AM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

Hello,

I am a concerned citizen that is urging you to publically oppose the Siletz Tribe's proposal to build a new Vegas-style casino in the heart of Salem.

A new 180,000 square foot casino right off of I-5 would create unprecedented traffic issues, causing our already congested streets to become more dangerous. In addition, if this casino is allowed to move forward, it would completely change the rules of the game regarding gambling in Oregon, which would open the door to new Vegas-sized casinos all over Oregon's cities. If this were to happen, rural economies that rely on casinos would be devastated, costing hundreds of jobs.

Without your public opposition, this casino is more likely to be built. Please, listen to our community and say "no" to the Salem Casino!

www.nosalemcasino.com

-- Denise Pierce
denise.pierce38@yahoo.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, May 21, 2021 12:55 PM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written Testimony

From: Sheila Kalafsky <kalafsky1215@comcast.net>
Sent: Friday, May 21, 2021 12:52 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

Hello,

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www.nosalemcasino.com

-- Sheila Kalafsky
kalafsky1215@comcast.net

Davis, Tracy

From: Wood, Tim
Sent: Wednesday, May 26, 2021 9:41 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Public testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Jill Peterson Misko <tfmjpm@comcast.net>
> **Date:** May 26, 2021 at 9:35:01 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
>
> Hello,
>
> I am a concerned citizen that is urging you to publically oppose the Siletz Tribe's proposal to build a new Vegas-style casino in the heart of Salem.
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> A new 180,000 square foot casino right off of I-5 would create unprecedented traffic issues, causing our already congested streets to become more dangerous. In addition, if this casino is allowed to move forward, it would completely change the rules of the game regarding gambling in Oregon, which would open the door to new Vegas-sized casinos all over Oregon's cities. If this were to happen, rural economies that rely on casinos would be devastated, costing hundreds of jobs.
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> Without your public opposition, this casino is more likely to be built. Please, listen to our community and say "no" to the Salem Casino!
>
> www.nosalemcasino.com
>
> -- Jill Peterson Misko
> tfmjpm@comcast.net

Davis, Tracy

From: Wood, Tim
Sent: Thursday, May 27, 2021 8:47 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

More written testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Amanda Syversen <A.syversen@yahoo.com>
> **Date:** May 27, 2021 at 8:31:35 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
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>
> www.nosalemcasino.com
>
> -- Amanda Syversen
> A.syversen@yahoo.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, May 28, 2021 8:48 AM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written testimony

From: Mary Bushling <joelsmomma07@gmail.com>
Sent: Friday, May 28, 2021 6:33 AM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Mary Bushling
joelsmomma07@gmail.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, May 28, 2021 9:31 AM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written testimony

From: Kim Daley <daleyk503@yahoo.com>
Sent: Friday, May 28, 2021 9:28 AM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Kim Daley
daleyk503@yahoo.com

Davis, Tracy

From: Wood, Tim
Sent: Saturday, May 29, 2021 5:01 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Written testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Tahner de Jongh <tahner45@gmail.com>
> **Date:** May 29, 2021 at 1:40:19 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
>
> Hello,
>
> I am a concerned citizen that is urging you to publically oppose the Siletz Tribe's proposal to build a new Vegas-style casino in the heart of Salem.
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> A new 180,000 square foot casino right off of I-5 would create unprecedented traffic issues, causing our already congested streets to become more dangerous. In addition, if this casino is allowed to move forward, it would completely change the rules of the game regarding gambling in Oregon, which would open the door to new Vegas-sized casinos all over Oregon's cities. If this were to happen, rural economies that rely on casinos would be devastated, costing hundreds of jobs.
>
> Without your public opposition, this casino is more likely to be built. Please, listen to our community and say "no" to the Salem Casino!
>
> www.nosalemcasino.com
>
> -- Tahner de Jongh
> tahner45@gmail.com

Davis, Tracy

From: Wood, Tim
Sent: Wednesday, June 2, 2021 12:35 PM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written testimony

From: Diane Dawson <diadaw@comcast.net>
Sent: Wednesday, June 2, 2021 12:31 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Diane Dawson
diadaw@comcast.net

Davis, Tracy

From: Wood, Tim
Sent: Wednesday, June 2, 2021 1:13 PM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written Testimony

From: Elizabeth Grant <egflowers4me@icloud.com>
Sent: Wednesday, June 2, 2021 1:08 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

Hello,

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www.nosalemcasino.com

-- Elizabeth Grant
egflowers4me@icloud.com

Davis, Tracy

From: Administrator
Sent: Thursday, June 3, 2021 8:53 AM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Bill Hopkins
Information Technology
City Of Keizer
503-856-3435

From: Bruce Armstrong <highlander_2@comcast.net>
Sent: Wednesday, June 2, 2021 11:31 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Bruce Armstrong
highlander_2@comcast.net

Davis, Tracy

From: Administrator
Sent: Thursday, June 3, 2021 8:53 AM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Bill Hopkins
Information Technology
City Of Keizer
503-856-3435

From: Debi Lane <fluffnstuff@earthlink.net>
Sent: Wednesday, June 2, 2021 7:57 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Debi Lane
fluffnstuff@earthlink.net

Davis, Tracy

From: Wood, Tim
Sent: Thursday, June 3, 2021 2:25 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Written testimony

Sent from my iPhone

Begin forwarded message:

> **From:** "F. D. Lopez" <ttahoe3@yahoo.com>
> **Date:** June 3, 2021 at 2:13:28 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
>
> Hello,
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> www.nosalemcasino.com
>
> -- F. D. Lopez
> ttahoe3@yahoo.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 7:33 AM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Written testimony from Salem Resident

Sent from my iPhone

Begin forwarded message:

> **From:** Brenda <sandinsocks@yahoo.com>
> **Date:** June 3, 2021 at 7:04:41 PM PDT
> **To:** "Wood, Tim" <WoodT@keizer.org>
> **Subject: Re: Say NO to the Salem Casino!**
>
> 97305 Salem
>
> On Thursday, June 3, 2021, 06:30:32 PM PDT, Wood, Tim <woodt@keizer.org> wrote:
>
> What is your city of residence?
>
> Sent from my iPhone
>
>> On Jun 3, 2021, at 5:59 PM, Brenda P. <sandinsocks@yahoo.com> wrote:
>>
>> Hello,
>>
>> I am a concerned citizen that is urging you to publically oppose the Siletz Tribe's proposal to build a new Vegas-style casino in the heart of Salem.
>>
>> A new 180,000 square foot casino right off of I-5 would create unprecedented traffic issues, causing our already congested streets to become more dangerous. In addition, if this casino is allowed to move forward, it would completely change the rules of the game regarding gambling in Oregon, which would open the door to new Vegas-sized casinos all over Oregon's cities. If this were to happen, rural economies that rely on casinos would be devastated, costing hundreds of jobs.
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>> Without your public opposition, this casino is more likely to be built. Please, listen to our community and say "no" to the Salem Casino!
>>
>> www.nosalemcasino.com
>>
>> -- Brenda P.
>> sandinsocks@yahoo.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 1:59 PM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written Testimony

From: Donalda Speight <donaldaspeight@gmail.com>
Sent: Friday, June 4, 2021 8:19 AM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Donalda Speight
donaldaspeight@gmail.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 4:21 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Testimony

Sent from my iPhone

Begin forwarded message:

From: Mirna Ibarra <ibarra.m66@gmail.com>
Date: June 4, 2021 at 4:12:26 PM PDT
To: citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
Subject: Say NO to the Salem Casino!

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www.nosalemcasino.com

-- Mirna Ibarra
ibarra.m66@gmail.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 4:21 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Hector Ibarra <hector.ibarra21@gmail.com>
> **Date:** June 4, 2021 at 4:10:44 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
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> www.nosalemcasino.com
>
> -- Hector Ibarra
> hector.ibarra21@gmail.com

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 4:21 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Steve Agee <steveagee@comcast.net>
> **Date:** June 4, 2021 at 3:40:12 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
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>
> www.nosalemcasino.com
>
> -- Steve Agee
> steveagee@comcast.net

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 4:20 PM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Audrey Agee <audreyagee@comcast.net>
> **Date:** June 4, 2021 at 3:37:35 PM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
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>
> www.nosalemcasino.com
>
> -- Audrey Agee
> audreyagee@comcast.net

Davis, Tracy

From: Wood, Tim
Sent: Friday, June 4, 2021 3:20 PM
To: Davis, Tracy
Subject: FW: Say NO to the Salem Casino!

Written Testimony

From: Jan Scofield <janscofield@hotmail.com>
Sent: Friday, June 4, 2021 2:22 PM
To: citycouncil@cityofsalem.net; commissioners@co.marion.or.us; atha.ciera@co.polk.or.us; Wood, Tim <WoodT@keizer.org>; Administrator <Administrator@keizer.org>
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I am a concerned citizen that is urging you to publically oppose the Siletz Tribe's proposal to build a new Vegas-style casino in the heart of Salem.

A new 180,000 square foot casino right off of I-5 would create unprecedented traffic issues, causing our already congested streets to become more dangerous. In addition, if this casino is allowed to move forward, it would completely change the rules of the game regarding gambling in Oregon, which would open the door to new Vegas-sized casinos all over Oregon's cities. If this were to happen, rural economies that rely on casinos would be devastated, costing hundreds of jobs.

Without your public opposition, this casino is more likely to be built. Please, listen to our community and say "no" to the Salem Casino!

www.nosalemcasino.com

-- Jan Scofield
janscofield@hotmail.com

Davis, Tracy

From: Wood, Tim
Sent: Monday, June 7, 2021 7:13 AM
To: Davis, Tracy
Subject: Fwd: Say NO to the Salem Casino!

Written testimony

Sent from my iPhone

Begin forwarded message:

> **From:** Elizabeth Fielding <betsyfielding@comcast.net>
> **Date:** June 5, 2021 at 8:53:11 AM PDT
> **To:** citycouncil@cityofsalem.net, commissioners@co.marion.or.us, atha.ciera@co.polk.or.us, "Wood, Tim" <WoodT@keizer.org>, Administrator <Administrator@keizer.org>
> **Subject: Say NO to the Salem Casino!**
>
> Hello,
>
> I am a concerned citizen that is urging you to publically oppose the Siletz Tribe's proposal to build a new Vegas-style casino in the heart of Salem.
>
> A new 180,000 square foot casino right off of I-5 would create unprecedented traffic issues, causing our already congested streets to become more dangerous. In addition, if this casino is allowed to move forward, it would completely change the rules of the game regarding gambling in Oregon, which would open the door to new Vegas-sized casinos all over Oregon's cities. If this were to happen, rural economies that rely on casinos would be devastated, costing hundreds of jobs.
>
> Without your public opposition, this casino is more likely to be built. Please, listen to our community and say "no" to the Salem Casino!
>
> www.nosalemcasino.com
>
> -- Elizabeth Fielding
> betsyfielding@comcast.net