

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

A G E N D A
URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, June 7, 2010

6:30 p.m.

Keizer Civic Center - Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

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

4. PUBLIC HEARING

a. RESOLUTION – Adopting FY 2010-2011 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment

5. ADMINISTRATIVE ACTION

6. CONSENT CALENDAR

a. Approval of May 3, 2010 Urban Renewal Agency Minutes

7. OTHER BUSINESS

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

8 AGENDA INPUT

9. ADJOURN

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at (503) 390-3700 at least two working days (48 hours) in advance.

BOARD MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: CHAIR CHRISTOPHER AND BOARD MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

**SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2010-2011 BUDGET, MAKING
APPROPRIATIONS, AND DECLARING TAX INCREMENT**

BACKGROUND:

On May 11, 2010, the Budget Committee convened, received the City Manager's Budget Message for Fiscal Year 2010-2011, received public testimony from interested parties, deliberated on the Urban Renewal Budget and passed the Committee Approved Budget (Attachment #1).

ISSUES AND FISCAL IMPACT:

Tonight the Agency has scheduled a public hearing to receive additional citizen input on the Fiscal Year 2010-2011 Committee Approved Budget. After the hearing, the Board may adjust the approved budget as follows:

- ♦ Adjust estimates of resources and requirements (except the Agency must receive all the division of tax revenues as provided by ORS 457.010(4) (a).
- ♦ Raise expenditures in any fund up to \$5,000 or 10 percent, whichever is greater. If the Board wishes to change any fund by more than \$5,000 or 10% (whichever is greater) the Agency must republish the budget summary in the newspaper and hold another public hearing (which can be schedule for June 21st).

By state law, the Board must adopt the upcoming fiscal year budget by June 30, 2010.

RECOMMENDATION:

Staff recommends the Board open the public hearing and receive testimony on the fiscal year 2010-2011 Urban Renewal Agency Budget. After all testimony has been received, staff recommends the Board close the public hearing and begin deliberations on fiscal year 2010-2011 budget as you so choose. Finally, staff recommends that the Board adopt the attached Budget Resolution for Fiscal Year 2010-2011, with amendments if any.

KEIZER URBAN RENEWAL AGENCY, STATE OF OREGON

RESOLUTION UR2010-_____

ADOPTING THE FY10-11 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND DECLARING TAX INCREMENT REVENUE

BE IT RESOLVED, that the Board of Directors of the Keizer Urban Renewal Agency hereby adopts the budget for fiscal year 2010-2011 in the sum of \$7,536,100 now on file at Keizer City Hall.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2010 and for the purposes shown below are hereby appropriated:

Tax Increment Fund

Debt Service	\$ 4,227,500
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TOTAL TAX INCREMENT FUND	\$4,227,500
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Project Fund

Personal Services	\$ 91,400
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Materials & Services	309,900
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Capital Outlay	2,308,800
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Contingency	598,500
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TOTAL PROJECT FUND	\$3,308,600
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TOTAL ALL FUNDS	\$7,536,100
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BE IT FURTHER RESOLVED that the Board of Directors of the Keizer Urban Renewal Agency hereby resolves to certify to the county assessor for the North River Road Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution with no amount to be raised through the imposition of a special levy.

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

PASSED this _____ day of _____, 2010.

SIGNED this _____ day of _____, 2010.

Chair

City Recorder

URBAN RENEWAL AGENCY SUMMARY

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>																	
1	\$	3,690,160	\$	1,602,442	\$	960,300	\$	952,700	Working Capital Carryforward		\$	109,400	\$	109,400			-88.61%
2																	
3		-		-		-		5,400	Land Sale Proceeds			2,273,000		2,273,000			
4																	
5	<u>TAXES & ASSESSMENTS</u>																
6		3,290,705		3,700,993		3,941,100		3,953,500	Tax Increment Revenue			4,102,000		4,102,000			4.08%
7		118,773		146,047		133,200		118,900	Prior Year Taxes			118,900		118,900			-10.74%
8	\$	3,409,478	\$	3,847,040	\$	4,074,300	\$	4,072,400	TOTAL TAXES & ASSESSMENTS		\$	4,220,900	\$	4,220,900			3.60%
9																	
10	<u>DEBT PROCEEDS</u>																
11		6,539,000		11,350,000		450,000		910,000	Loan Proceeds			-		-			-100.00%
12		-		-		1,868,800		1,596,500	Bond Proceeds			1,100,000		1,100,000			-41.14%
13	\$	6,539,000	\$	11,350,000	\$	2,318,800	\$	2,506,500	TOTAL DEBT PROCEEDS		\$	1,100,000	\$	1,100,000			-52.56%
14																	
15		193,296		34,593		21,600		7,000	Miscellaneous			7,000		7,000			-67.59%
16																	
17	\$	13,831,934	\$	16,834,075	\$	7,375,000	\$	7,544,000	TOTAL RESOURCES		\$	7,710,300	\$	7,710,300			4.55%
18																	
19	<u>REQUIREMENTS</u>																
20																	
21	<u>EXPENDITURES</u>																
22	\$	273,515	\$	312,337	\$	93,900	\$	93,900	Personnel Services		\$	91,400	\$	91,400			-2.66%
23		70,757		63,016		270,700		279,200	Materials & Services			310,100		309,900			14.48%
24		5,345,130		11,869,869		2,083,800		2,261,800	Capital Outlay			2,298,800		2,308,800			10.80%
25		6,540,090		3,600,142		4,781,100		4,769,000	Debt Service			4,227,500		4,227,500			-11.58%
26		-		-		36,600		30,700	Contingency			608,200		598,500			1535.25%
27	\$	12,229,492	\$	15,845,364	\$	7,266,100	\$	7,434,600	TOTAL EXPENDITURES		\$	7,536,000	\$	7,536,100			3.72%
28																	
29	<u>SPECIAL PAYMENTS</u>																
30		-		35,919		-		-	Reimbursements to City of Keizer			-		-			
31																	
32	<u>FUND BALANCE</u>																
33		1,602,442		952,792		108,900		109,400	Unrestricted Ending Fund Balance			174,300		174,200			59.96%
34																	
35	\$	13,831,934	\$	16,834,075	\$	7,375,000	\$	7,544,000	TOTAL REQUIREMENTS		\$	7,710,300	\$	7,710,300			4.55%

DEBT SERVICE FUND

URBAN RENEWAL TAX INCREMENT FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>																	
1	\$	3,425,117	\$	439,424	\$	712,000	\$	712,000	<i>Beginning Fund Balance</i>		\$	21,800	\$	21,800			-96.94%
2																	
3	<i>TAXES & ASSESSMENTS</i>																
4		3,290,705		3,700,993		3,941,100		3,953,500	Tax Increment Revenue			4,102,000		4,102,000			4.08%
5		118,773		146,047		133,200		118,900	Prior Year Taxes			118,900		118,900			-10.74%
6	\$	3,409,478	\$	3,847,040	\$	4,074,300	\$	4,072,400	TOTAL TAXES & ASSESSMENTS		\$	4,220,900	\$	4,220,900			3.60%
7																	
8	<i>MISCELLANEOUS</i>																
9		144,919		25,768		16,600		6,400	Interest			6,400		6,400			-61.45%
10																	
11	\$	6,979,514	\$	4,312,232	\$	4,802,900	\$	4,790,800	TOTAL RESOURCES		\$	4,249,100	\$	4,249,100			-11.53%
12																	
13	<u>REQUIREMENTS</u>																
14																	
15	<i>DEBT SERVICE</i>																
16	\$	1,090	\$	100,142		242,800	\$	172,500	Interest		\$	97,500	\$	97,500			-59.84%
17		6,539,000		3,500,000		1,868,800		1,596,500	Loan Payment (Project Fund)			1,100,000		1,100,000			-41.14%
18		-		-		2,669,500		3,000,000	Bond Principal Payment (line of credit)			3,030,000		3,030,000			13.50%
19	\$	6,540,090	\$	3,600,142	\$	4,781,100	\$	4,769,000	TOTAL DEBT SERVICE		\$	4,227,500	\$	4,227,500			-11.58%
20																	
21	<i>FUND BALANCE</i>																
22		439,424		712,090		21,800		21,800	Unrestricted Ending Fund Balance			21,600		21,600			-0.92%
23																	
24	\$	6,979,514	\$	4,312,232	\$	4,802,900	\$	4,790,800	TOTAL REQUIREMENTS		\$	4,249,100	\$	4,249,100			-11.53%

Notes:

4 Tax increment revenues are expected to increase 4% over FY09-10 actual receipts which includes 3% for increases in valuation.

16 Interest expense is for the line of credit the Agency has outstanding. Current balance outstanding is \$5.4M; we plan to repay over \$4M of that next year

17 Tax Increment Fund moneys are restricted for debt service payments. Typically, each year overnight debt is issued to bring cash into the Project Fund. The debt is paid from the Tax Increment Fund. (see line 14 of Project Fund).

18 The bond principal payment is to pay down on the line-of-credit issued in FY08-09 which partially funds capital outlay projects and administrative costs.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>																	
1	\$	265,043	\$	1,163,018	\$	248,300	\$	240,700	Working Capital Carryforward	\$	87,600	\$	87,600				-64.72%
2																	
3		-		-		-		5,400	Land Sale Proceeds		2,273,000		2,273,000				
4																	
5									DEBT PROCEEDS								
6		6,539,000		11,350,000		450,000		910,000	Loan Proceeds		-		-				-100.00%
7		-		-		1,868,800		1,596,500	Bond Proceeds		1,100,000		1,100,000				-41.14%
8	\$	6,539,000	\$	11,350,000	\$	2,318,800	\$	2,506,500	TOTAL DEBT PROCEEDS	\$	1,100,000	\$	1,100,000				-52.56%
9																	
10									MISCELLANEOUS								
11		48,377		7,410		5,000		600	Interest		600		600				-88.00%
12		-		1,415		-		-	Donations		-		-				
13	\$	48,377	\$	8,825	\$	5,000	\$	600	TOTAL MISCELLANEOUS	\$	600	\$	600				-88.00%
14																	
15																	
16	\$	6,852,420	\$	12,521,843	\$	2,572,100	\$	2,753,200	TOTAL RESOURCES	\$	3,461,200	\$	3,461,200				34.57%

3 Proceeds from sale of Area B at Keizer Station; \$503K from RJMEW & \$1.77M from Transit District
6 Line of Credit primarily for Civic Center construction. Agency plans to fully draw on this line by June 30, 2010.
7 Funds come indirectly from tax increment revenues (line 17 of Tax Increment Budget). This revenue is not received until early December 2010, after property tax payments are due. River Road Renaissance projects will be on hold from July through November 2010, pending land sales which could be used for River Road Renaissance projects.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS							
PERSONNEL SERVICES							
17							
18	\$ 54,625	\$ 59,551	\$ -	\$ -	\$ -	\$ -	
19	2,257	18,072	-	-	-	-	
20	15,174	16,071	5,400	5,400	5,400	5,400	0.00%
21	3,963	4,197	4,300	4,300	4,300	4,300	0.00%
22	7,117	7,252	-	-	-	-	
23	-	-	3,300	3,300	3,300	3,300	0.00%
24	35,030	38,202	39,600	39,600	39,600	39,600	0.00%
25	4,647	5,143	5,400	5,400	5,400	5,400	0.00%
26	5,630	6,160	6,400	6,400	6,400	6,400	0.00%
27	34,448	35,864	4,500	4,500	2,700	2,700	-40.00%
28	1,575	1,716	-	-	-	-	
29	3,544	2,519	-	-	-	-	
30	24,086	25,521	-	-	-	-	
31	3,847	4,194	-	-	-	-	
32	171	33	400	400	-	-	-100.00%
33	4,600	4,600	-	-	-	-	
34	-	1,568	500	500	400	400	-20.00%
35	3,067	3,563	1,100	1,100	1,100	1,100	0.00%
36	40,547	45,950	12,300	12,300	12,100	12,100	-1.63%
37	28,579	31,844	10,500	10,500	10,500	10,500	0.00%
38	608	317	200	200	200	200	0.00%
39	\$ 273,515	\$ 312,337	\$ 93,900	\$ 93,900	\$ 91,400	\$ 91,400	-2.66%

Notes:

17 Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Internal Services Fund as follows:

(1) Administration

(2) City Manager

(3) City Attorney

(4) Asst to the City Manager & IT

(5) City Recorder

(6) Human Resources

(7) Finance

(8) Civic Center Facilities

No wage increases are provided for in the Urban Renewal Agency Budget.

27 Beginning FY09-10, Administrative Support Staff includes Community Development staff only. General administrative staff are in the Internal Services Section of the budget. During the first half of FY10-11 Administrative Support staff will be moved to the Utility Billing Department to help cover for a staff shortage.

37 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES								
\$ 1,769	\$ 2,095	\$ -	\$ -	Materials & Supplies	\$ -	\$ -		
65	59	-	-	Safety and Wellness (6)	-	-		
1,082	1,404	1,600	1,600	Postage & Printing	-	-		-100.00%
1,580	1,655	300	500	Association Memberships (1)	500	500		66.67%
6,636	7,251	1,200	1,200	Training & Travel (2)-(8)	300	300		-75.00%
225	287	-	-	Board Expenses (1)	-	-		
851	1,089	1,100	1,100	Advertising	1,100	1,100		0.00%
30,964	29,879	-	-	Legal Services (3)	-	-		
457	1,275	-	-	Labor Attorney (6)	-	-		
-	-	263,600	262,400	Administrative Services Charges	262,400	262,200		-0.53%
5,031	1,285	-	9,500	Contractual Services	35,200	35,200		
7,540	8,632	-	-	Audit (7)	-	-		
1,240	1,443	-	-	Janitorial (8)	-	-		
815	984	-	-	Gas & Electricity (8)	-	-		
1,476	1,298	-	-	Telephone (4)	-	-		
358	259	-	-	Liability Insurance (1)	-	-		
5,547	2,855	-	-	Computer Software (4)	-	-		
498	433	-	-	Equipment Maintenance (4)	-	-		
430	358	-	-	Facility Maintenance (8)	-	-		
2,284	115	2,500	2,500	Engineering	2,500	2,500		0.00%
11	8	-	-	Medical Testing	-	-		
1,852	352	400	400	Bond Issue Costs - Overnight Debt	8,100	8,100		1925.00%
46	-	-	-	Miscellaneous	-	-		
\$ 70,757	\$ 63,016	\$ 270,700	\$ 279,200	TOTAL MATERIALS & SERVICES	\$ 310,100	\$ 309,900		14.48%

Notes:

50 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1) City-wide Administration	\$ 7,700	\$ 7,700
(2) City Manager	86,500	86,500
(3) Assistant to the City Manager	13,100	13,100
(4) Attorney's Office	46,400	46,400
(5) City Recorder	27,500	27,500
(6) Human Resources	6,500	6,500
(7) Finance	68,100	68,100
(8) Facility Maintenance	6,600	6,400
	<u>\$ 262,400</u>	<u>\$ 262,200</u>

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

51 Contractual services are costs associated with land sales; \$20,200 for RJMEW sale & \$15,000 for Transit District sale.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
CAPITAL OUTLAY								
\$ -	\$ -	\$ -	\$ -	Street Improvements	\$ -	\$ -		
-	504	50,000		Gateway/Signage (RRR)	50,000	50,000		0.00%
-	-	-	-	Crosswalks - ADA Standards	-	-		
-	-	-	-	Aerial Photos	-	-		
2,983	3,419	-	-	Computer Hardware/Office Furniture	-	-		
-	-	200,000		Grant Programs (RRR)	200,000	200,000		0.00%
36	34	-	648,000	Property Acquisition & Development	1,598,800	1,598,800		
148,569	54,941	450,000	230,000	River Road Renaissance Projects	450,000	450,000		0.00%
7,184	-	-	-	Master Plan	-	-		
5,186,358	11,810,971	1,365,800	1,365,800	Civic Center	-	10,000		-99.27%
-	-	18,000	18,000	Kitchen Design	-	-		-100.00%
\$ 5,345,130	\$ 11,869,869	\$ 2,083,800	\$ 2,261,800	TOTAL CAPITAL OUTLAY	\$ 2,298,800	\$ 2,308,800		10.80%
-	-	36,600	30,700	Contingency	608,200	598,500		1535.25%
SPECIAL PAYMENTS								
-	20,852	-	-	Reimbursement to City of Keizer Facility Fund	-	-		
-	15,067	-	-	Reimbursement to City of Keizer Water Fund	-	-		
\$ -	\$ 35,919	\$ -	\$ -	TOTAL SPECIAL PAYMENTS	\$ -	\$ -		
FUND BALANCE								
1,163,018	240,702	87,100	87,600	Unrestricted Ending Fund Balance	152,700	152,600		75.20%
\$ 6,852,420	\$ 12,521,843	\$ 2,572,100	\$ 2,753,200	TOTAL REQUIREMENTS	\$ 3,461,200	\$ 3,461,200		34.57%

Notes:

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

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

In FY09-10, RRR projects have been reduced from \$700,000 (\$50K, \$200K, \$450K) to \$230K so that the agency could take advantage of a property acquisition at Keizer Station. Projects for FY09-10 include the bowling alley and the Sonic Restaurant. RRR funding is at \$700K for FY10-11. RRR projects are on hold until property tax increment revenues are turned over from the County in December 2010.

79 The contingency has been set aside to cover unforeseen costs that are not anticipated when the budget is adopted. The FY10-11 contingency includes land sale proceeds, less anticipated property acquisition & development, and 15% of operating expenditures.

87 Fund balance equals five months operating expenses to provide working capital the following year.



MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, May 3, 2010
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Agent Christopher called the session to order at 6:40 p.m. Roll Call was taken as follows:

Present:

Lore Christopher, Chair
Cathy Clark
Brandon Smith
Mark Caillier
David McKane
Jim Taylor
Richard Walsh

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Marc Adams, Police Chief
Rob Kissler, Public Works Director
Kevin Watson, Assistant to the City Manager
Tracy Davis, City Recorder

**PUBLIC
TESTIMONY**

None

**ADMINISTRATIVE
ACTION**

**a. RESOLUTION ~
Approving the
Seventh
Amendment
to the North
River Road
Urban
Renewal Plan
(Acquisition
of Tiersma
Property)**

City Attorney Shannon Johnson explained that purchase of the Tiersma property by the Urban Renewal Agency was conditioned upon adoption of an amendment to the Urban Renewal Plan relating to acquisition for redevelopment which is before Council for adoption. City Manager Chris Eppley explained that this amendment does not extend the length of the District and fielded questions regarding the purpose of acquiring this property and the location of the property.

Agent Taylor moved for the Agency to approve a Resolution Approving the Seventh Amendment to the North River Road Urban Renewal Plan (Acquisition of Tiersma Property). Agent Clark seconded. Motion passed unanimously as follows:

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

**CONSENT
CALENDAR**

- a. Approval of March 15, 2010 Urban Renewal Agency Minutes
- b. Approval of April 5, 2010 Urban Renewal Agency Minutes
- c. Approval of April 5, 2010 Joint City Council/Urban Renewal Agency Minutes

Agent Taylor moved to approve the Consent Calendar. Agent Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**OTHER
BUSINESS**

None

ADJOURNMENT

The meeting was adjourned at 6:48 p.m.

APPROVED:

Lore Christopher, Chair

Debbie Lockhart, Deputy City Recorder

AGENCY MEMBERS

David McKane

Mark Caillier

Jim Taylor

Cathy Clark

Brandon Smith

Richard Walsh

Minutes approved:

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

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, June 7, 2010

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC TESTIMONY**
This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
5. **PUBLIC HEARINGS**
 - a. **ORDINANCE** – Amending the Utility License Fees for Sewer Utilities
 - b. **RESOLUTION** – Amending the Storm Water Utility Fee
 - c. **ORDINANCE** – Establishing Utility License Fees for Storm Water Utilities
 - d. **RESOLUTION** – Certification of Street Lighting District Assessments
 - e. **RESOLUTION** – Adopting FY2010-2011 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes
6. **ADMINISTRATIVE ACTION**
 - a. **RESOLUTION** – Authorization for Budget Adjustments for Additional 9-1-1 Communications, Police Equipment, Keizer Station Debt Service, Community Center, Sewer, Water and Street Lighting District Costs
 - b. **ORDINANCE** – Allowing Reallocation of Keizer Station Retail Limitation; Amending Keizer Development Code Regarding Section 2.107 (Mixed Use), Section 2.109 (Commercial Retail), Section 2.110 (Commercial Mixed Use) Section 2.119 (General Employment), Section 2.125 (Activity Center Overlay Zone), and Section 3.113 (Keizer Station Master Plan Review); Amending Keizer Station Plan Areas and Design Guidelines (Pages 9 to 10 of Keizer Station Plan); Amending Ordinance 98-389, Ordinance 2003-479 (Exhibit 2, Pages 9 to 10) and Ordinance No. 2007-562 (Exhibit “C”) (Second Reading)

c. ORDINANCE – Amending Keizer Development Code Regarding Section 2.102 (Single Family Residential), and Section 2.430 (Public Water Supply); Amending Ordinance 98-389

d. ORDINANCE – Amending Keizer Development Code Regarding Section 3.112 (Annexations); Amending Ordinance 98-389

7. CONSENT CALENDAR

a. RESOLUTION – Certification of Delinquent Sewer Accounts

b. RESOLUTION – Declaring the City's Election to Receive State Shared Revenues

RESOLUTION – Certifying the City of Keizer Provides Four or More Services

c. Approval of April 26, 2010 Work Session Minutes

d. Approval of May 3, 2010 Regular Session Minutes

8. COMMITTEE REPORTS

a. Swearing In of Keizer Police Reserve Officers – Dustin Barth and Timothy Dinsmore

9. OTHER BUSINESS

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

a. New Business or Old Business Issues

10. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

11. AGENDA INPUT

June 14, 2010

5:45 p.m. – City Council Work Session

- Chamber of Commerce

June 21, 2010

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

- Benevan Court Street Lighting District Public Hearing
- Solid Waste Rate Increase Public Hearing

July 6, 2010 (Tuesday)

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

12. ADJOURNMENT

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

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILORS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: INCREASING SEWER UTILITY LICENSE FEE

In June 2002 the Council established a Sewer Utility License Fee. In June 2003 the City of Keizer increased the Sewer Utility Fee to five percent (5%) for all sewer utilities in Keizer. Attached are Ordinance No. 2002-468 and Ordinance No. 2003-488 for your convenience. The fiscal year 2010-2011 Committee Approved Budget provides for a seven-percent (7%) license fee on Sewer utility revenues.

All utility customers have received notice of potential fee increases on their utility bills. Tonight's public hearing has been noticed in the May 28, 2010 edition of the Keizertimes. This license fee will be reviewed annually during the City's budget process to determine whether continuation of this license fee is in the best interest of the City of Keizer community.

FISCAL IMPACT:

A seven-percent (7%) license fee on Sewer utility revenues will generate approximately \$100K in additional revenue to the General Fund. The fiscal year 2010-11 Committee Approved budget provides that these funds will be used to pay for Police, Parks, Community Development, and Administrative services.

The annual cost of a license fee by customer class is:

- average residential customer \$10 per year
- mid-sized multifamily facility \$110 per year
- commercial (grocery store) \$500 per year

RECOMMENDATION:

Staff recommends the City Council adopt the attached Ordinance increasing the sewer utility license fee to seven-percent (7%), if it so chooses. Staff recommends the fee go into effect on utility bills beginning with the July-August 2010 billing.

If Council does not approve a seven-percent (7%) license fee on the proposed sewer utility rates, staff recommends the council adjust the fiscal year 2010-2011 budget accordingly.

1 BILL NO. 447

A BILL

ORDINANCE NO.

2

2002-468

3

FOR

4

AN ORDINANCE RELATING TO SEWER UTILITIES

5

IN THE CITY OF KEIZER ESTABLISHING UTILITY

6

LICENSE FEES; DECLARING AN EMERGENCY

7

The City of Keizer ordains as follows:

8

Section1. Municipal Public Sewer Utility. The term "Municipal Public Sewer

9

Utility" as used in this Ordinance shall be construed to mean any individual, partnership,

10

corporation, cooperative, municipal corporation or other association and all other legal

11

entities installing, owning, operating, or maintaining any sewer systems, sewer

12

equipment, and appliances in, upon, under, over, or along the public streets, alleys, and

13

other public ways within the City of Keizer for the purpose of providing Sanitary Sewer

14

Services to any of the residents of the City, or outside the City which sewer is paid for

15

wholly or in part by the users thereof.

16

Section 2. Fee Required. Each Municipal Public Sewer Utility shall pay to the

17

City of right-of-way use or business license fee as follows: two percent (2%) paid

18

monthly of any and all gross revenues of such public utility received for sewer service

19

within the City for the users thereof. "Gross Revenue" as the term is used herein will

20

include any and all revenues for providing Sanitary Sewer Services, including any one-

21

time miscellaneous charges.

22

Section 3. Payment of Use or License Fee. Each Municipal Public Sewer Utility

23

shall file with the Finance Director on or before the twentieth (20th) day of each calendar

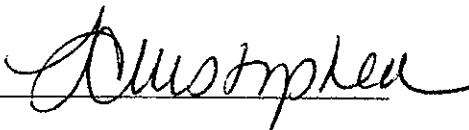
1 month, the monthly fee and statement showing the amount of Gross Revenue of the
2 Municipal Public Sewer utility for the month immediately preceding the date upon which
3 such statement is required to be filed.

4 Section 4. Ordinance Does Not Constitute Grant or Franchise. This Ordinance
5 shall not be construed as being a grant or franchise.

6 Section 5. Effective Date. This Ordinance being necessary for the immediate
7 preservation of the public health, safety, and welfare, an emergency is declared to exist
8 and this Ordinance shall take effect on July 1, 2002.

9 PASSED this 17th day of June, 2002

10 SIGNED this 17th day of June, 2002.

11
12 

13 MAYOR

14
15 

16 CITY RECORDER

1 BILL NO. 467

A BILL

ORDINANCE NO.

2

2003-488

3

FOR

4

AN ORDINANCE

5

AMENDING THE UTILITY LICENSE FEES FOR SEWER UTILITIES

6

IN THE CITY OF KEIZER AND DECLARING AN EMERGENCY

7

(AMENDING ORDINANCE NO. 2002-468)

8

WHEREAS, the City Council of the City of Keizer has adopted Ordinance No.

9

2002-468 which establishes utility license fees for sewer utilities;

10

WHEREAS, an amendment to increase the right-of-way use or business license

11

fee from two percent (2%) to five percent (5%) has been brought to the City Council of

12

the City of Keizer for consideration;

13

WHEREAS, the City Council held a public hearing with regard to the proposed

14

increase from two percent (2%) to five percent (5%) on June 16, 2003;

15

WHEREAS, the City Council finds that it is appropriate to increase the right-of-

16

way use or business license fee from two percent (2%) to five percent (5%) for all sewer

17

utilities in the City of Keizer;

18

NOW THEREFORE, the City of Keizer ordains as follows:

19

Section 1. AMENDMENT OF ORDINANCE NO. 2002-468. Ordinance No.

20

2004-468 (An Ordinance Relating to Sewer Utilities in the City of Keizer Establishing

21

Utility License Fees; Declaring an Emergency) is hereby amended at Section 2 as

22

follows:

Page 1 - ORDINANCE NO. 2003- 488

FMAGIC

Lien & Johnson

Attorneys at Law
4855 River Road N
Keizer, Oregon 97303
(503) 390-1635

1 Section 2. Fee Required. Each Municipal Public Sewer Utility shall pay
2 to the City of right-of-way use or business license fee as follows: five
3 percent (5%) paid monthly of any and all gross revenues of such public
4 utility received for sewer service within the City for the users thereof.
5 "Gross Revenue" as the term is used herein will include any and all
6 revenues for providing Sanitary Sewer Services, including any one-time
7 miscellaneous charges.

8 Section 2. EFFECTIVE DATE. This Ordinance being necessary for the
9 immediate preservation of the public health, safety and welfare, an emergency is
10 declared to exist and this Ordinance shall take effect on July 1, 2003.

First Reading - June 16, 2003

11 PASSED this 23rd day of June, 2003.

12 SIGNED this 23rd day of June, 2003.

13 Joe OChristopher
14 Mayor

15 Laurel K. Davis
16 City Recorder

1 BILL NO. ____

A BILL

ORDINANCE NO.

2010-_____

3 FOR

4
5 AN ORDINANCE

6
7 AMENDING THE UTILITY LICENSE FEES FOR SEWER
8 UTILITIES IN THE CITY OF KEIZER AND DECLARING AN
9 EMERGENCY (**AMENDING ORDINANCE NO. 2002-468;**
10 **REPEALING ORDINANCE 2003-488)**
11

12 WHEREAS, the City Council of the City of Keizer has adopted Ordinance No.

13 2002-468 which establishes utility license fees for sewer utilities;

14 WHEREAS, an amendment to increase the right-of-way use or business license
15 fee from two percent (2%) to five percent (5%) was adopted on June 23, 2003 by
16 Ordinance No. 2003-488;

17 WHEREAS, an amendment to increase the right-of-way use or business license
18 fee from five percent (5%) to seven percent (7%) has been brought to the City Council of
19 the City of Keizer for consideration;

20 WHEREAS, the City Council held a public hearing with regard to the proposed
21 increase from five percent (5%) to seven percent (7%) on June 7, 2010;

22 WHEREAS, the City Council finds that it is appropriate to increase the right-of-
23 way use or business license fee from five percent (5%) to seven percent (7%) for all
24 sewer utilities in the City of Keizer;

25 NOW THEREFORE, the City of Keizer ordains as follows:
26

1 Section 1. AMENDMENT OF ORDINANCE NO. 2002-468. Ordinance No.
2 2002-468 (An Ordinance Relating to Sewer Utilities in the City of Keizer Establishing
3 Utility License Fees; Declaring an Emergency) is hereby amended at Section 2 as
4 follows:

5 Section 2. Fee Required. Each Municipal Public Sewer Utility
6 shall pay to the City of right-of-way use or business license fee
7 as follows: seven percent (7%) paid monthly of any and all
8 gross revenues of such public utility received for sewer service
9 within the City for the users thereof. "Gross Revenue" as the
10 term is used herein will include any and all revenues for
11 providing Sanitary Sewer Services, including any one-time
12 miscellaneous charges.

13
14 Section 2. REPEAL OF ORDINANCE NO. 2003-488. Ordinance No. 2003-
15 488 (Amending the Utility License Fees for Sewer Utilities in the City of Keizer and
16 Declaring an Emergency) is hereby repealed in its entirety.

17 Section 3. EFFECTIVE DATE. This Ordinance being necessary for the
18 immediate preservation of the public health, safety and welfare, an emergency is
19 declared to exist and this Ordinance shall take effect beginning with the July-August
20 2010 billing period.

21 PASSED this _____ day of _____, 2010.
22 SIGNED this _____ day of _____, 2010.

23
24
25
26
27
28
29

Mayor

City Recorder

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILORS

THROUGH: CHRIS EPPLEY, CITY MANAGER

**FROM: ROB KISSLER, PUBLIC WORKS DIRECTOR AND
SUSAN GAHLSDORF, FINANCE DIRECTOR**

SUBJECT: AMENDING STORM WATER UTILITY RATE

In July 2007 the City of Keizer established a Storm Water Utility Fee to be paid by each person(s) responsible, including but not limited to, commercial, industrial, governmental, duplexes, mobile home parks, multiple family, single family units and equivalent residential units, such as retirement/assisted living residences and any other residential development (see attached resolution).

The fee is currently \$2.70 per equivalent service unit per month or \$5.40 per bi-monthly bill per residential household.

The City of Keizer is required by Federal and State regulations to develop two additional Storm Water programs, Willamette River TMDL and Underground Injection Control, which were not originally anticipated in the current rate structure. In order to meet regulations additional staff is needed to implement programs, funding for water quality infrastructure improvements and increased operations/maintenance resources.

FISCAL IMPACT:

The fiscal year 2010-2011 Committee Approved Budget provides for a significant increase in the Storm Water Utility Rate. This will generate an additional \$200K in revenue from rates and an additional \$59K transferred from the Street Fund to operate the Storm Water Utility program.

The proposed fee is \$3.825 per equivalent service unit per month or \$7.65 per bi-monthly bill per residential household. This represents an annual increased cost per household of \$13.50.

All utility customers have received notice of potential fee increases on their utility bills. Tonight's public hearing has been noticed in the May 28, 2010 edition of the Keizertimes. The Storm Water Utility rate will be reviewed annually during the City's budget process and may be adjusted upward or downward depending on the circumstances at the time.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution amending the Storm Water Utility Fee. Staff recommends the fee go into effect on utility bills beginning with the July-August 2010 billing.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2007- 1808

4
5
6 IMPOSING A STORM WATER UTILITY FEE

7
8
9 WHEREAS, the City Council of the City of Keizer established a storm water
10 utility under Ordinance No. 2007-563 (Establishing a Storm water Utility, Providing for
11 Utility Fee);

12 WHEREAS, such Ordinance allowed for the establishment of a storm water
13 utility fee by the City Council;

14 WHEREAS, pursuant to state and federal laws the City is mandated to provide
15 storm water facilities and requires funds to manage, operate and construct storm water
16 facilities within the City;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that a storm water
19 utility fee is hereby established and imposed as set forth below:

20 Section 1. Equivalent Service Unit. Pursuant to Ordinance No. 2007-563, an
21 Equivalent Service Unit (ESU) has been established at 3,000 square feet of Impervious
22 Surface Area as defined in the Ordinance.

23 Section 2. Storm Water Utility Fee Imposed. A storm water utility fee is
24 hereby imposed at the rate of \$2.70 per ESU per month.

25 ///

1 Section 3. Single Family/Duplex/Mobile Home Space Storm Water Utility

2 Fee. Single Family units, Duplex units and Mobile/Manufactured Home units shall pay
3 the following storm water utility fee:

- 4 a. Single Family Residence: \$2.70 per month
5 b. Duplex: \$2.70 per month
6 c. Mobile/Manufactured
7 Home Units: \$2.70 per month per space or lot
8

9 Section 4. Storm Water Utility Fee for All Other Improved Property. All other
10 Improved Property within the City of Keizer not listed in Section 3 above, including, but
11 not limited to multifamily residential, assisted living/retirement homes, commercial,
12 industrial and public properties shall pay \$2.70 per month per ESU as calculated for the
13 specific property. This calculation shall be done by or at the direction of the Public
14 Works Director. Any property owner or responsible party may appeal the determination
15 or calculation of the storm water utility fee as set forth in Ordinance No. 2007-563,
16 Section 8 (Administrative Review – Appeals).

17 Section 5. City Property Exemption. Pursuant to Section 10 of the Ordinance
18 No. 2007-563, the Council hereby exempts property owned by the City of Keizer and
19 Keizer Urban Renewal Agency from the storm water fee as the Council has determined
20 that the public interest deems such exemption necessary.

21 ///

22 ///

23 ///

Section 6. Effective Date. All storm water utility fees imposed under this Resolution shall be charged on the City sewer/water bills beginning with the October/November billing period. Any properties not receiving a sewer or water bill shall be billed beginning November 1, 2007.

5 PASSED this 1st day of October, 2007.

7 SIGNED this 1st day of October, 2007.


 Mayor

Mauph. Davis
City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2010-_____

AMENDING THE STORM WATER UTILITY FEE AND DECLARING
AN EMERGENCY (**AMENDING RESOLUTION R2007-1808**)

WHEREAS, the City Council of the City of Keizer has adopted Resolution R2007-1808 which imposed a storm water utility fee;

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

WHEREAS, the City Council held a public hearing with regard to the proposed increase on June 7, 2010;

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

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2007-1808 (Imposing a Storm Water Utility Fee) is hereby amended at Section 2, Section 3, and Section 4 as follows:

Section 2. Storm Water Utility Fee Imposed. A storm water utility fee is hereby imposed at the rate of \$3.825 per ESU per month.

Section 3. Single Family/Duplex/Mobile Home Space Storm Water Utility Fee. Single Family units, Duplex units and Mobile/Manufactured Home units shall pay the following storm water utility fee:

- | | | |
|----|---------------------------------|------------------------------------|
| a. | Single Family Residence: | \$3.825 per month |
| b. | Duplex: | \$3.825 per month |
| c. | Mobile/Manufactured Home Units: | \$3.825 per month per space or lot |

Section 4. Storm Water Utility Fee for All Other Improved Property. All other Improved Property within the City of Keizer not listed in Section 3 above,

1 including, but not limited to multifamily residential, assisted living/retirement
2 homes, commercial, industrial and public properties shall pay \$3.825 per month
3 per ESU as calculated for the specific property. This calculation shall be done by
4 or at the direction of the Public Works Director. Any property owner or
5 responsible party may appeal the determination or calculation of the storm water
6 utility fee as set forth in Ordinance No. 2007-563, Section 8 (Administrative
7 Review – Appeals).

8
9 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the amended
10 storm water utility fees imposed under this Resolution shall be charged beginning with the July-
11 August 2010 billing period.

12 PASSED this _____ day of _____, 2010.

13
14 SIGNED this _____ day of _____, 2010.

15
16 _____
17 Mayor

18
19 _____
20 City Recorder

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILORS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: ESTABLISHING STORM WATER UTILITY LICENSE FEE

The City has imposed a franchise or license fee on all utilities that operate within the city limits including electric, natural gas, telephone, cable, sanitation, recycling, water and sewer, except Storm Water utilities. The fee is five-percent (5%) for each utility except telephone, which is seven-percent (7%). Imposing a license fee on the Storm Water utility provides for equitable treatment with the other utilities. Tonight the City is also considering an increase in the Sewer License Fee from five percent (5%) to seven percent (7%).

All utility customers have received notice of potential fee increases on their utility bills. Tonight's public hearing has been noticed in the May 28, 2010 edition of the Keizertimes. This license fee will be reviewed annually during the City's budget process to determine whether continuation of this license fee is in the best interest of the City of Keizer community.

FISCAL IMPACT:

If the Storm Water rate increase is approved a seven-percent (7%) license fee on Storm Water utility revenues will generate approximately \$52K in revenue to the General Fund. The fiscal year 2010-11 Committee Approved budget provides that these funds will be used to pay for Police, Parks, Community Development, and Administrative services.

If the Storm Water rate increase is not approved by Council a seven-percent (7%) license fee on the existing rate structure will bring approximately \$37K to the General Fund in fiscal year 2010-2011.

The cost of a license fee by customer class is as follows:

Typical Bill by Customer Class Based on Proposed Rates

Customer Class	Monthly Cost per		Bi-Monthly Cost	Annual Cost	Annual License Fee
	ESU	ESU			
single family	1	\$ 3.825	\$ 7.65	\$ 45.90	\$ 3.21
duplex	1	\$ 3.825	\$ 7.65	\$ 45.90	\$ 3.21
mobile home parks					
48 homes	48	\$ 3.825	\$ 367.20	\$ 2,203.20	\$ 154.22
87 homes	87	\$ 3.825	\$ 665.55	\$ 3,993.30	\$ 279.53
multiple family units					
72 unit complex	44	\$ 3.825	\$ 336.60	\$ 2,019.60	\$ 141.37
95 unit complex	50	\$ 3.825	\$ 382.50	\$ 2,295.00	\$ 160.65
retirement/assisted living facilities					
small facility	12	\$ 3.825	\$ 91.80	\$ 550.80	\$ 38.56
large facility	59	\$ 3.825	\$ 451.35	\$ 2,708.10	\$ 189.57
commercial units					
small facility	11	\$ 3.825	\$ 84.15	\$ 504.90	\$ 35.34
large facility	96	\$ 3.825	\$ 734.40	\$ 4,406.40	\$ 308.45

Typical Bill by Customer Class Based on Current Rates

Customer Class	Monthly Cost per		Bi-Monthly Cost	Annual Cost	Annual License Fee
	ESU	ESU			
single family	1	\$ 2.70	\$ 5.40	\$ 32.40	\$ 2.27
duplex	1	\$ 2.70	\$ 5.40	\$ 32.40	\$ 2.27
mobile home parks					
48 homes	48	\$ 2.70	\$ 259.20	\$ 1,555.20	\$ 108.86
87 homes	87	\$ 2.70	\$ 469.80	\$ 2,818.80	\$ 197.32
multiple family units					
72 unit complex	44	\$ 2.70	\$ 237.60	\$ 1,425.60	\$ 99.79
95 unit complex	50	\$ 2.70	\$ 270.00	\$ 1,620.00	\$ 113.40
retirement/assisted living facilities					
small facility	12	\$ 2.70	\$ 64.80	\$ 388.80	\$ 27.22
large facility	59	\$ 2.70	\$ 318.60	\$ 1,911.60	\$ 133.81
commercial units					
small facility	11	\$ 2.70	\$ 59.40	\$ 356.40	\$ 24.95
large facility	96	\$ 2.70	\$ 518.40	\$ 3,110.40	\$ 217.73

*Equivalent Service Unit

RECOMMENDATION:

Staff recommends the City Council adopt the attached Ordinance establishing utility license fees for Storm Water utilities. Staff recommends the fee go into effect on utility bills beginning with the July-August 2010 billing.

If Council does not approve a seven-percent (7%) license fee on the proposed storm water rates, staff recommends the council adjust the fiscal year 2010-2011 budget accordingly.

1 BILL NO. ____

A BILL

ORDINANCE NO.

2010-_____

3 FOR

4
5 AN ORDINANCE

6
7 ESTABLISHING UTILITY LICENSE FEES FOR STORM
8 WATER UTILITIES IN THE CITY OF KEIZER AND
9 DECLARING AN EMERGENCY

10
11 The City of Keizer ordains as follows:

12 Section 1. Municipal Public Storm Water Utility. The term “Municipal Public
13 Storm Water Utility” as used in this Ordinance shall be construed to mean any
14 individual, partnership, corporation, cooperative, municipal corporation or other
15 association and all other legal entities installing, owning, operating, or maintaining any
16 storm water systems, storm water equipment, and appliances in, upon, under, over, or
17 along the public streets, alleys, and other public ways within the City of Keizer for the
18 purpose of providing Storm Water Services to any of the residents of the City.

19 Section 2. Fee Required. Each Municipal Public Storm Water Utility shall pay
20 to the City of right-of-way use or business license fee as follows: seven percent (7%)
21 paid monthly of any and all gross revenues of such public utility received for storm water
22 service within the City for the users thereof. “Gross Revenue” as the term is used herein
23 will include any and all revenues for providing Sanitary Storm Water Services, including
24 any one-time miscellaneous charges.

1 Section 3. Payment of Use of License Fee. Each Municipal Public Storm
2 Water Utility shall file with the Finance Director on or before the twentieth (20th) day of
3 each calendar month, the monthly fee and statement showing the amount of Gross
4 Revenue of the Municipal Public Storm Water Utility for the month immediately
5 preceding the date upon which such statement is required to be filed.

6 Section 4. Ordinance Does Not Constitute Grant or Franchise. This Ordinance
7 shall not be construed as being a grant or franchise.

8 Section 5. Effective Date. This Ordinance being necessary for the immediate
9 preservation of the public health, safety and welfare, an emergency is declared to exist
10 and this Ordinance shall take effect beginning with the July-August 2010 billing period.

11 PASSED this _____ day of _____, 2010.

12 SIGNED this _____ day of _____, 2010.

13

14

15

16

Mayor

17

18

19

City Recorder

CITY COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY, CITY MANAGER
SUSAN GAHLSDORF, FINANCE DIRECTOR**

FROM: TIM WOOD, ASSISTANT CONTROLLER

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

The fiscal year 2010-2011 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, 2010 in order to be assessed on the November 2010 tax rolls. These assessments were noticed to the public in the May 28, 2010 edition of the Keizertimes.

FISCAL IMPACT:

Staff has calculated \$ 468,491.32 as the assessment for the November 2010 tax rolls.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for fiscal year 2010-11. After testimony, staff recommends council close the public hearing and deliberates 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.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2010-_____

3 CERTIFICATION OF LIGHTING DISTRICT ASSESSMENTS

4
5 BE IT RESOLVED by the City Council of the City of Keizer that Keizer has
6 determined and computed the amount of money necessary to be raised by
7 assessment to cover funds spent to operate and maintain certain street lighting
8 facilities within Keizer, including administrative costs for a total of \$ 468,491.32;
9 and

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

15 BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to
16 the County Assessor to be added to the appropriate tax accounts for the respective
17 properties indicated.

18 PASSED this _____ day of _____, 2010.

19 SIGNED this _____ day of _____, 2010.

20
21 Mayor _____

22
23
24 City Recorder _____
25

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2010-11

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
008	MARDELL	7,205.34	35.67
012	WILARK PARK ST LTG	12,737.60	67.04
014	MAI LIN	12,539.60	43.24
015	APPLEBLOSSOM	3,867.61	43.95
017	RIVERCREST	14,689.56	45.06
018	IVY WAY	4,776.66	40.14
019	ARNOLD WAY	1,108.80	27.72
022	NORTHVIEW	4,610.46	53.61
023	MCNARY HGHTS	5,938.24	67.48
024	CEDAR PARK ST LGHT	1,331.52	70.08
025	MENLO	1,373.22	50.86
026	SHADY LANE	3,347.25	0.6262 FRONT FOOT
028	NORTHWOOD PARK #1	3,697.05	75.45
034	GREENWOOD	1,847.23	0.4880 FRONT FOOT
041	WILARK PARK #6	917.28	50.96
042	WILARK PARK ANN #7	899.84	56.24
043	NORTHWOOD PARK #2	2,887.02	67.14
044	MAI-LIN DISTRICT #2	941.83	42.81
045	MCLEOD PARK	1,834.56	50.96
046	LANCER PARK	2,088.00	58.00
047	HILLIGOSS	696.22	49.73
048	CARLHAVEN ADDITION	869.40	31.05
049	WINDSOR ESTATES	1,456.59	63.33
050	WHITAKER PARK	4,821.18	61.81
079	ANDREW PARK	945.45	63.03
080	GLYNBROOK	2,650.65	64.65
081	LAWNDALE SUB	2,343.96	68.94
082	NORTHWOOD PARK #4	7,929.18	80.91
083	PALMA CIEA #5	1,025.86	46.63
084	WILARK PARK ANN #5	1,170.54	65.03
086	HICKS JONES	9,128.66	0.4903 FRONT FOOT
087	CARLHAVEN ADD #2	994.28	35.51
094	WILL MANOR 4	1,451.53	63.11
095	WHEATLAND LN	479.64	68.52
096	NORTHTREE ESTATES	7,716.00	77.16
097	CHEMAWA PARK	1,622.16	90.12
108	MCLEOD PARK #2	1,755.81	65.03
120	CHEMAWA EST #1	2,035.50	67.85
122	SIX SUBDIVISION	825.71	35.90
126	MCLEOD ESTATES	4,445.92	60.08
128	CHEHALIS SUB	642.08	40.13

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2010-11

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
129	DENNIS LANE N	2,140.54	49.78
130	CRESTWOOD VILLAGE	611.52	50.96
131	CHEMAWA EST #2	2,323.56	68.34
132	CHARLOTTE	1,852.20	41.16
141	PALMA CIEA	20,326.24	45.27
142	RIVERVIEW N	1,209.88	41.72
143	MEADOWBROOK	502.65	55.85
144	JUNIPER	940.00	47.00
146	TERRACE GLEN	976.96	61.06
147	WEDGEWOOD ESTATE	1,244.16	38.88
148	JULIE ESTATES	1,694.60	84.73
150	KEPHART	2,128.00	53.20
159	JOHNISEE ADDN	491.01	37.77
161	WALENWOOD SUB	267.48	29.72
162	WARNER PARK	276.20	27.62
163	SPRINGTIME PK SUB	891.00	59.40
164	STONEHEDGE ESTATE	6,794.00	64.97
165	RIVERVIEW N #2	1,218.28	43.51
181	TIMBERVIEW SUB	7,574.28	53.34
182	VISTAVIEW ESTATE #2	2,799.00	46.65
183	NORTHRIDGE PARK	1,281.60	40.05
184	JUNIPER #2 SUBDIV	1,372.77	65.37
185	KEIZER HEIGHTS	4,106.88	64.17
191	CLARK ST NE	869.40	31.05
192	FRIENDSHIP ADDITION	492.84	41.07
193	TEN AT MCNARY	1,110.06	79.29
194	BUCHOLZ ADDITION	698.04	33.24
195	PARKLAWN ADDITION	395.28	65.88
205	GLYNBROOK II N	3,401.30	79.10
206	FOUR WINDS ADDN N	5,857.26	47.62
207	FERNBROOK	1,737.45	44.55
208	EDEN ESTATES	3,159.66	75.23
209	COUNTRY CLUB EST	1,639.68	58.56
212	LAWNDALE I SUB PH-2	2,636.79	67.61
213	STONEHEDGE EST II	4,830.92	54.28
215	GARY ST	1,266.51	34.23
216	ARNOLD ST #2	960.25	41.75
217	FOUR WINDS III	579.00	28.95
218	GREENWAY	872.64	48.48
219	NOON AVE	1,352.64	42.27
220	STONEHEDGE EST III	1,799.68	56.24

CITY OF KEIZER
"EXHIBIT A"
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LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2010-11

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
221	STONEHEDGE EST 4&5	2,053.12	64.16
227	WILLOW LAKE EST	2,664.20	60.55
228	THE MEADOWS PH-1	4,472.72	79.87
231	FOURWINDS II	676.32	42.27
232	WHITAKER HGTS	2,144.38	63.07
234	THE MEADOWS PH-3	2,795.45	79.87
235	THE MEADOWS PH-2	2,955.19	79.87
236	THE MEADOWS PH-4	3,114.93	79.87
237	ORCHARD CREST	2,807.41	52.97
238	STONEHEDGE EST #6	2,044.14	65.94
239	SPRINGMEADOW EST	4,391.66	4,391.66
241	WILLOW LAKE 2&3	5,399.04	56.24
246	CHERRYLAWN CT NE	535.36	66.92
247	ORCHARD CREST PH-3	2,099.30	59.98
248	MAX CT	718.90	71.89
249	THE MEADOWS PH-5	3,354.54	79.87
250	ORCHARD CREST PH-2	2,655.30	50.10
251	RIVERCREST PH-1&2	2,351.36	53.44
253	THE MEADOWS PH-6	2,475.97	79.87
254	THE MEADOWS PH-7	2,555.84	79.87
255	TIMBERVIEW PH-3	2,271.08	81.11
256	APPLETREE PH-1,2,3	3,939.30	87.54
257	BRIARWOOD	3,121.85	3,121.85
258	HIDDEN CRK EST PH-1	4,375.62	118.26
259	CATERWOOD ESTATES	3,231.87	63.37
260	PARKMEADOW APTS	1,275.09	1,275.09
261	NORTHRUP/NORTHSHIRE	706.80	58.90
262	COUNTRY GLEN EST	12,761.30	68.98
263	FIRCON	2,246.05	77.45
264	HIDDEN CRK EST PH-2	1,153.12	72.07
265	CLEARLAKE SUBDIV	3,721.06	75.94
266	SPRINGRIDGE EST	2,481.60	77.55
267	THE RIDGE	1,712.04	77.82
268	NORTHSIDE ESTATES	2,966.14	68.98
269	HOMESTEAD/CLEARVIEW	445.10	44.51
270	HONEYSUCKLE	1,648.75	65.95
272	LARSON PARK SUBDIV	611.52	50.96
273	BAILEY ESTATES	594.00	59.40
274	STICKLES ADDITION	332.10	36.89
275	CEDAR BLUFF SUBDIV	2,262.33	83.79
276	ABT KOUFAX LN	1,965.48	89.34

CITY OF KEIZER
"EXHIBIT A"
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ASSESSMENT YEAR 2010-11

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
277	HIDDEN CREEK PH-3	1,048.41	31.77
278	HOLLY LN/ALDER DR NE	436.32	48.48
282	3RD AVE N	2,286.27	40.11
283	HIDDEN CREEK PH-4	1,397.55	93.17
284	JACOBE ESTATES SUB	1,100.60	110.06
285	PRAIRIE EST	9,677.58	104.06
286	TECUMSEH ESTATES	1,450.05	69.05
287	TEPPER E SUB	2,597.56	92.77
288	WESTMORE	1,461.36	60.89
292	PINEHURST ESTATES	4,422.06	77.58
293	LEEWOOD MEADOWS	3,328.56	61.64
294	BROWER PLACE	2,514.72	81.12
295	HIGHLANDS ESTATES	4,323.60	72.06
296	JACOBE ESTATES PH2	1,423.80	79.10
297	BAHNSEN WOODS EST	4,516.80	75.28
298	FOREST RIDGE EST	3,773.55	68.61
299	WHEATLAND TERRACE	927.15	61.81
300	WATERFORD	3,721.06	75.94
306	ROCKLEDGE ADDITION	899.84	56.24
307	WITTENBERG	1,918.20	1,918.20
308	JORDON RUN	811.36	73.76
309	PRAIRIE CLOVER	624.20	156.05
310	VINEYARDS	5,815.80	64.62
311	HIGHLANDS NORTH	532.80	33.30
312	CHEMAWA GLEN	2,492.80	65.60
315	SPARROW ADDITION	659.20	82.40
316	VINEYARDS NO. PHASE 2	3,433.83	67.33
317	HIDDEN CREEK PHASE 5	884.40	88.44
318	BARNICK ESTATES	1,327.08	110.59
319	MCLEOD ACRES	685.80	68.58
321	BEIER ESTATES	1,552.14	86.23
322	WESTMORE EAST SUBDIV N.	514.98	28.61
323	SHADY ADDITION N.-RING ST. N.E.	872.64	48.48
332	CLEARLAKE HEIGHTS	817.20	68.10
333	PINE MEADOWS ESTATE	720.16	51.44
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,405.44	58.56
336	FULTZ ESTATES	981.15	65.41
338	RICKMAN CROSSING	685.20	68.52
339	CEDAR TREE	893.20	81.20
340	WINDSOR WOODS SUBDV	3,174.16	72.14
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,908.72	53.02

CITY OF KEIZER
"EXHIBIT A"
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ASSESSMENT YEAR 2010-11

DISTRICT		TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
#	NAME		
345	FULTZ ESTATES PH 2	468.48	58.56
346	PLEASANT VIEW NE	1,770.00	44.25
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	368.70	36.87
351	HUNTER ADDITION I	442.20	88.44
352	LENT ESTATES STLT DIST. KUD	798.39	29.57
353	TREBBER ESTATES	1,326.60	88.44
354	WINDSOR WOODS SUBDV PH2	2,374.72	57.92
355	EVERWOOD MEADOWS	952.05	63.47
356	MEGAN LEE PROP.	266.75	53.35
358	CLEARLAKE MEADOWS STLT DIST	231.20	46.24
359	CLAGGET GROVE DIST.	333.72	55.62
360	SELENA ESTATES DIST.	804.78	47.34
361	CANDLEWOOD IND PARK NE	239.96	34.28
363	BRIAN MDWS ST LT DIST.-KUD	660.88	30.04
365	JACOBE ESTATES PH3	257.44	32.18
366	MADALYN TERRACE	406.42	29.03
367	GRISWOLD AVE NE	383.82	127.94
368	HALEY ESTATES	714.78	39.71
369	KEIZER STATION LIGHTING-AREA A	16,041.76	206.33
370	WHEATLAND MEADOWS ESTATE	1,175.72	30.94
372	SARAH JEAN COURT	248.71	35.53
373	BENSON ESTATES SUBDIVISION	417.85	83.57
374	PEYTON-HAYLEY SUBDIVISION	222.45	44.49
375	MCGEE COURT	289.38	48.23
377	CRAFTSMAN RIDGE STREET	604.95	40.33
378	TAYLOR RIDGE SUB	351.20	43.90
379	TEETS ESTATES STREET	301.21	23.17
384	AVALON MEADOWS STREET	3,164.07	34.77
385	MAGEE ESTATES STREET	217.92	36.32
386	MCNARY HGHTS ADDN STREET	1,592.70	106.18
387	NEW DAY STREET	265.08	44.18
462	NAOMI'S START	365.60	91.40
	TOTAL ASSESSMENT	\$ 468,491.32	

CITY COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS
THROUGH: CHRIS EPPLEY, CITY MANAGER
FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR
SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2010-2011 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

On May 4, 2010, the Budget Committee convened and received the City Manager's Budget Message for Fiscal Year 2010-2011, received public testimony from interested parties and began deliberations on the City Budget. On May 6th, May 11th and May 18th the Committee received additional public testimony and continued deliberations. The Budget Committee concluded its deliberations on May 18, 2010 and passed the Committee Approved Budget (Attachment #1).

ISSUES AND FISCAL IMPACT:

Tonight the City has scheduled a public hearing to receive additional citizen input on the fiscal year 2010-2011 Committee Approved Budget. After the hearing, the Council may adjust the approved budget as follows:

- Reduce the tax rate or amount (maximum \$2.0838 per \$1000 of assessed value)
- Adjust estimates of resources and requirements
- Raise expenditures in any fund up to \$5,000 or 10 percent, whichever is greater. If Council wishes to change any fund by more than \$5,000 or 10% (whichever is greater) the City must republish the budget summary in the newspaper and hold another public hearing (which can be scheduled for June 21st).

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2010. After the Committee Approved Budget passed on May 18, 2010, staff identified the need for the following budget adjustments:

Water Fund	Approved	Adopted
Miscellaneous Revenue	\$ -	\$19,000
Water mains	\$15,000	\$34,000

This change reflects an agreement between the City of Salem and the City of Keizer for water line relocation for a sanitary sewer project schedule to begin July 2010.

RECOMMENDATION:

Staff recommends that the City Council open the public hearing and receive testimony on the fiscal year 2010-2011 Committee Approved Budget. After all testimony has been received, Staff recommends the Council close the public hearing and begin deliberations as you so choose. Finally, Staff recommends that the City Council adopt the attached Budget Resolution for fiscal year 2010-2011 (which includes the budget adjustments identified above), with amendments if any.

CITY OF KEIZER, STATE OF OREGON

RESOLUTION R2010-_____

**ADOPTING THE FY10-11 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 2010-11 in the sum of \$28,355,300 now on file at City Hall.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2010 and for the purposes shown below are hereby appropriated:

General Fund	General Services Parks Community Development Police Municipal Court Transfers Contingency	\$1,114,100 242,900 348,800 5,357,900 244,600 259,900 70,300	
TOTAL GENERAL FUND			\$7,638,500
Revenue Sharing	Capital Outlay Transfers	223,400 6,700	
TOTAL REVENUE SHARING			230,100
Public Education Government	Materials & Services Capital Outlay Contingency	80,300 27,000 50,000	
TOTAL PUBLIC EDUCATION GOVERNEMENT			157,300
911 Communications	Materials & Services	439,900	
TOTAL 911 COMMUNICATIONS			439,900
Law Enforcement Grant Fund	Capital Outlay	90,500	
TOTAL LAW ENFORCEMENT GRANT FUNDS			90,500
Administrative Services	Personnel Services Materials & Services Capital Outlay	\$1,352,500 592,700 29,600	
TOTAL ADMINISTRATIVE SERVICES			1,974,800

Parks Improvement	Capital Outlay	640,000	
TOTAL PARKS IMPROVEMENT			640,000
Keizer Rotary Amphitheater	Materials & Services	2,000	
TOTAL KEIZER ROTARY AMPHITHEATER	Capital Outlay	2,200	4,200
Keizer Station LID	Materials & Services	5,000	
TOTAL KEIZER STATION LID	Debt Service	2,266,700	2,271,700
Transportation Improvement	Capital Outlay	1,740,000	
TOTAL TRANSPORTATION IMPROVEMENT			1,740,000
Housing Services	Materials & Services	304,100	
TOTAL HOUSING SERVICES			304,100
Energy Efficiency Revolving Loan	Materials & Services	130,300	
TOTAL ENERGY EFFICIENCY REVOLVING LOAN			130,300
Street	Personnel Services	247,400	
	Materials & Services	601,500	
	Capital Outlay	692,800	
	Debt Service	209,700	
	Transfers Out	210,500	
	Contingency	64,300	
TOTAL STREET			2,026,200
Sewer	Personnel Services	147,300	
	Materials & Services	4,990,300	
	Contingency	15,500	
TOTAL SEWER			5,153,100

Water	Personnel Services Materials & Services Capital Outlay Debt Service Transfers Out Contingency	1,034,400 1,112,000 79,400 230,900 200,000 60,700	
TOTAL WATER			2,717,400
Water Facility Replacement Reserve	Capital Outlay	1,026,000	
TOTAL WATER FACILITY REPLACEMENT RESERVE			1,026,000
Street Lighting Districts	Personnel Services Materials & Services Contingency	19,500 402,900 21,100	
TOTAL STREET LIGHTING			443,500
Storm Water Utility	Personnel Services Materials & Services Capital Outlay Contingency	503,500 251,900 127,000 44,000	
STORM WATER UTILITY			926,400
Sewer Reserve	Capital Outlay	405,800	
TOTAL SEWER RESERVE			405,800
Community Center	Personnel Services Materials & Services Capital Outlay Debt Service	5,000 5,400 1,000 24,100	
TOTAL COMMUNITY CENTER			35,500
TOTAL ALL FUNDS			\$28,355,300

BE IT FURTHER RESOLVED that the City Council of the City of Keizer hereby imposes the taxes provided for in the adopted budget at the rate of \$2.0838 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2010-11 upon the assessed value of all taxable property within the district.

General Government

General Fund \$2.0838/\$1000

PASSED this _____ day of _____, 2010.

SIGNED this _____ day of _____, 2010.

Mayor

City Recorder

City of Keizer
Committee Approved Budget
FY2010-11

Attachment #1

All Funds Combined1

GENERAL FUND

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ALL FUNDS COMBINED

						RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10						
RESOURCES									
1	\$ 10,226,952	\$ 14,281,450	\$ 12,185,500	\$ 12,951,500	<i>Working Capital Carryforward</i>	\$ 10,357,500	\$ 10,358,500		80.0%
2	5,948,263	4,550,726	4,665,800	4,678,700	Taxes & Assessments	4,817,300	4,817,300		103.0%
3	3,532,599	3,142,550	3,042,900	3,231,000	Licenses & Fees	3,542,000	3,542,000		109.6%
4	3,047,712	2,900,727	3,092,400	2,983,100	Intergovernmental	2,986,800	2,986,800		100.1%
5	652,000	618,026	571,600	715,800	Fines & Forfeits	534,500	534,500		74.7%
6	7,057,279	7,087,939	7,163,000	7,426,900	Charges for Services	9,683,700	9,625,100		130.4%
7	26,810,000	-	-	-	Bond Proceeds	-	-		
8	1,495,482	2,113,084	1,976,800	1,864,200	Miscellaneous	2,596,600	2,615,600		139.3%
9	307,047	2,532,113	885,300	588,700	Transfers In	700,700	700,700		119.0%
10	\$ 59,077,334	\$ 37,226,615	\$ 33,583,300	\$ 34,439,900	TOTAL RESOURCES	\$ 35,219,100	\$ 35,180,500		102.3%
11									
12	REQUIREMENTS								
13									
14	EXPENDITURES								
15	\$ 7,202,160	\$ 8,034,633	\$ 8,742,100	\$ 8,506,200	Personnel Services	\$ 8,753,800	\$ 8,755,400		102.9%
16	7,988,719	8,145,672	8,543,500	8,182,700	Materials & Services	8,780,500	8,806,000		107.3%
17	4,070,937	3,686,353	4,954,800	2,561,700	Capital Outlay	5,094,700	5,084,700		198.9%
18	25,227,023	1,875,955	2,706,100	4,236,000	Debt Service	2,731,400	2,731,400		64.5%
19	-	-	219,400	-	Contingency	375,300	326,900		
20	\$ 44,488,839	\$ 21,742,613	\$ 25,165,900	\$ 23,486,600	TOTAL EXPENDITURES	\$ 27,719,500	\$ 27,679,200		118.0%
21						-	-		
22	307,046	2,532,116	865,000	588,900	Transfers Out	677,100	677,100		115.0%
23						-	-		
24					FUND BALANCE	-	-		
25	3,388,761	4,250,757	4,065,800	3,319,700	Restricted Fund Balance	4,009,600	4,009,600		120.8%
26	10,892,688	8,701,129	3,621,000	7,044,700	Unrestricted Ending Fund Balances	2,812,900	2,814,600		39.9%
27	\$ 14,281,449	\$ 12,951,886	\$ 7,675,300	\$ 10,364,400	TOTAL FUND BALANCE	\$ 6,822,500	\$ 6,824,200		
28									
29	\$ 59,077,334	\$ 37,226,615	\$ 33,583,300	\$ 34,439,900	TOTAL REQUIREMENTS	\$ 35,219,100	\$ 35,180,500		102.3%

GENERAL FUND SUMMARY

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>RESOURCES</u>								
\$ 1,968,775	\$ 2,291,256	\$ 1,559,900	\$ 1,435,000	<i>Working Capital Carryforward</i>	\$ 1,231,500	\$ 1,232,500		-20.99%
3,323,281	3,423,834	3,505,400	3,490,900	Taxes & Assessments	3,588,100	3,588,100		2.36%
2,450,654	2,444,021	2,431,100	2,439,600	Licenses & Fees	2,639,200	2,639,200		8.56%
11,006	110	10,000	10,000	Charges for Services	5,000	5,000		-50.00%
770,233	761,439	1,051,200	834,100	Intergovernmental	679,300	679,300		-35.38%
652,000	618,026	571,600	715,800	Fines & Forfeits	534,500	534,500		-6.49%
301,892	209,235	221,100	147,400	Miscellaneous	88,500	88,500		-59.97%
-	1,105	-	-	Transfers In	6,700	6,700		
\$ 9,477,841	\$ 9,749,026	\$ 9,350,300	\$ 9,072,800	TOTAL RESOURCES	\$ 8,772,800	\$ 8,773,800		-6.17%
<u>REQUIREMENTS</u>								
<i>EXPENDITURES</i>								
\$ 5,572,103	\$ 6,018,026	\$ 5,624,500	\$ 5,397,500	Personnel Services	\$ 5,444,200	\$ 5,445,800		-3.18%
1,545,942	1,376,678	2,278,800	2,112,300	Materials & Services	1,863,200	1,862,500		-18.27%
17,000	47,435	73,400	70,900	Capital Outlay	-	-		-100.00%
-	-	100	-	Contingency	70,000	70,300		70200.00%
\$ 7,135,045	\$ 7,442,139	\$ 7,976,800	\$ 7,580,700	TOTAL EXPENDITURES	\$ 7,377,400	\$ 7,378,600		-7.50%
\$ 51,540	\$ 871,577	\$ 259,900	\$ 259,600	<i>TRANSFERS OUT</i>	\$ 259,900	\$ 259,900		0.00%
<i>FUND BALANCE</i>								
-	-	-	179,000	Restricted	8,400	8,400		
2,291,256	1,435,310	1,113,600	1,053,500	Unrestricted Ending Fund Balances	1,127,100	1,126,900		1.19%
\$ 9,477,841	\$ 9,749,026	\$ 9,350,300	\$ 9,072,800	TOTAL REQUIREMENTS	\$ 8,772,800	\$ 8,773,800		-6.17%

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
1	\$ 1,918,264	\$ 2,270,645	\$ 1,537,800	\$ 1,402,500	<i>Working Capital Carryforward</i>	\$ 1,033,600	\$ 1,034,600		-32.72%
2									
3					TAXES				
4	\$ 79,710	\$ 68,917	\$ 76,300	\$ 57,600	Hotel/Motel Tax	\$ 57,600	\$ 57,600		-24.51%
5	110,634	132,886	116,000	112,500	Prior Year Taxes	112,500	112,500		-3.02%
6	3,132,937	3,222,031	3,313,100	3,320,800	Tax Base	3,418,000	3,418,000		3.17%
7	\$ 3,323,281	\$ 3,423,834	\$ 3,505,400	\$ 3,490,900	TOTAL TAXES	\$ 3,588,100	\$ 3,588,100		2.36%
8									
9					LICENSES & FEES				
10	\$ 268,936	\$ 269,339	\$ 267,100	\$ 260,100	Salem Electric Franchise Tax	\$ 260,100	\$ 260,100		-2.62%
11	671,435	672,937	667,100	739,000	PGE Franchise Tax	739,000	739,000		10.78%
12	447,183	446,971	469,300	355,000	NW Natural Franchise Tax	396,600	396,600		-15.49%
13	134,939	114,424	99,000	93,200	Telephone Franchise Tax	75,900	75,900		-23.33%
14	315,969	336,504	344,900	361,300	Cable Television Franchise Tax	361,300	361,300		4.76%
15	105,664	103,914	103,400	112,100	Loren's Sanitation Franchise Tax	112,100	112,100		8.41%
16	83,132	80,500	80,100	78,700	Valley Recycling Franchise Tax	78,700	78,700		-1.75%
17	-	-	-	-	Storm Water Franchise Tax	52,400	52,400		
18	129,124	133,947	125,200	131,200	Water Sales Assessments	133,800	133,800		6.87%
19	228,925	239,853	230,800	252,300	Sewer License Fee	372,600	372,600		61.44%
20	2,810	2,420	2,500	2,400	Liquor Licenses	2,400	2,400		-4.00%
21	18,766	16,216	15,200	20,800	Lien Search Fee	20,800	20,800		36.84%
22	\$ 2,406,883	\$ 2,417,025	\$ 2,404,600	\$ 2,406,100	Total Licenses & Fees	\$ 2,605,700	\$ 2,605,700		8.36%

Notes:

- ⁶ Property tax revenues are expected to increase 3% for increases in valuation (the maximum allowed by Ballot Measure 50), 0.6% (six-tenths of one percent) for new development, less 8.0% for uncollected taxes.
- ⁹ FY10-11 projections anticipate revenues to be equal to FY09-10 projections, except as noted below.
- ¹² NW Natural rates decreased approximately 20% in FY09-10. The company also changed their meter reading time on 6000 accounts which shorted the City's franchise revenue approximately one-month for the year. This is a one-time adjustment.
- ¹³ Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY10-11 revenue projections are based on a 20% reduction over FY09-10 projected revenues, consistent with the current downward trend.
- ¹⁸ The FY10-11 water sales assessment fees are 5% of water sales. The City anticipates a 2% water rate increase in FY10-11.
- ¹⁹ The sewer license fee applies to Salem sewer payments and administrative fees (see Sewer Fund) and represents 7% of those revenues, an increase from 5% in FY09-1-. The City of Salem has scheduled a 5.5% fee increase beginning January 1, 2011.

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
23					<i>INTERGOVERNMENTAL</i>				
24	\$ 7,035	\$ -	\$ 5,000	\$ 5,000	Peer Court JABG Grant	\$ 5,000	\$ 5,000		0.00%
25	31,500	-	-	-	Library Grant	-	-		
26	57,852	56,286	53,200	55,700	Cigarette Tax	55,700	55,700		4.70%
27	401,383	432,265	401,500	419,500	Liquor Tax	419,500	419,500		4.48%
28	-	8,019	-	8,000	FEMA Reimbursement	-	-		
29	\$ 497,770	\$ 496,570	\$ 459,700	\$ 488,200	Total Intergovernmental	\$ 480,200	\$ 480,200		4.46%
30									
31					<i>MISCELLANEOUS</i>				
32	\$ 1,173	\$ 733	\$ -	\$ 300	KARE Donations	\$ -	\$ -		
33	-	-	-	400	EVAK Donations	-	-		
34	-	11,015	5,800	2,500	Peer Court Donations & Diversion Fees	5,500	5,500		-5.17%
35	61,812	47,275	44,800	44,100	Stadium Rent	44,100	44,100		-1.56%
36	141,238	68,622	79,700	6,200	Interest	6,200	6,200		-92.22%
37	1,461	353	-	-	Rentals	-	-		
38	9,166	9,327	9,600	9,400	Cell Tower Rent	9,400	9,400		-2.08%
39	-	2,500	12,000	1,400	Art Walk Revenue	-	-		-100.00%
40	-	144	-	1,200	Systems Development Admin Fee - Sewer	700	700		
41	35,420	3,959	3,300	10,800	Systems Development Admin Fee - Parks	3,300	3,300		0.00%
42	7,415	23,649	2,000	4,000	Miscellaneous Revenue	2,000	2,000		0.00%
43	\$ 257,685	\$ 167,577	\$ 157,200	\$ 80,300	Total Miscellaneous	\$ 71,200	\$ 71,200		-54.71%
44									
45					<i>TRANSFERS IN</i>				
46	\$ -	\$ 1,105	\$ -	\$ -	Transfer from Transportation Fund	\$ -	\$ -		
47	-	-	-	-	Transfer from Revenue Sharing Fund	6,700	6,700		
48	\$ -	\$ 1,105	\$ -	\$ -	Total Transfers	\$ 6,700	\$ 6,700		
49									
50	\$ 8,403,883	\$ 8,776,756	\$ 8,064,700	\$ 7,868,000	TOTAL RESOURCES	\$ 7,785,500	\$ 7,786,500		-3.45%

Notes:

³⁴ FY09-10 revenues include \$1,500 from Keizer United, \$1,000 from Keizer Rotary, \$2,800 in diversion fees, \$500 for fundraising. The FY09-10 City match is \$8,000.

³⁵ 5% of ticket sales and 20% of parking lot fees

³⁶ City funds are pooled and held at primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.

⁴¹ The Park SDC fee is based on 30 residential fees anticipated in FY10-11.

⁴² Miscellaneous revenues include one-time revenues that are not characterized by line-item descriptions. In FY08-09 PERS refunded the City \$16,000 for overpayments on retirement contributions.

⁴⁷ The transfer is to repay the general fund for moneys transferred in previous years. These funds are not needed for Capital Outlay in FY10-11.

GENERAL FUND

GENERAL SERVICES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	840,805	\$	1,666,941	\$	1,474,200	\$	1,378,200		GENERAL SUPPORT	\$	1,450,800	\$	1,444,300		-2.03%
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REQUIREMENTS*PERSONNEL SERVICES*

6	\$	30,590	\$	33,349	\$	-	\$	-	City Manager (2)	\$	-	\$	-
7		3,611		28,915		-		-	Assistant to City Manager (4)		-		-
8		46,260		47,135		-		-	City Recorder (5)		-		-
9		88,088		84,599		-		-	Administrative Support Staff (5)-(7)		-		-
10		36,739		38,943		-		-	Network Administrator (4)		-		-
11		82,692		57,095		-		-	Human Resources Director (6)		-		-
12		19,269		20,417		-		-	Finance Director (7)		-		-
13		7,694		8,387		-		-	Facility Maintenance Worker (8)		-		-
14		700		21		-		-	Overtime (3), (5), (6), (7)		-		-
15		2,576		2,576		-		-	Vehicle Allowance/Tuition Assistance (2)		-		-
16		-		1,415		-		-	Cell Phone Stipend		-		-
17		4,907		5,047		-		-	Medicare (2)-(8)		-		-
18		57,557		56,007		-		-	Retirement (2)-(8)		-		-
19		45,385		51,025		-		-	Insurance Benefits (2)-(8)		-		-
20		840		401		-		-	Workers Compensation (2)-(8)		-		-
21	\$	426,908	\$	435,332	\$	-	\$	-	TOTAL PERSONNEL SERVICES	\$	-	\$	-

Notes:

5 Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

GENERAL FUND

GENERAL SERVICES

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
22					MATERIALS & SERVICES				
23	\$ 8,863	\$ 14,772	\$ -	-	Materials & Supplies	\$ -	\$ -	-	
24	1,368	1,328	-	-	Safety & Wellness (6)	-	-	-	
25	745	471	900	900	KARE Expenses	2,000	2,000	122.22%	
26	22,992	31,348	-	-	Postage & Printing (1)	-	-	-	
27	32,137	36,839	-	-	Association Membership (1)	-	-	-	
28	11,202	13,611	-	-	Training & Travel (2)-(8)	-	-	-	
29	5,213	6,446	-	-	City Council Expenses (1)	-	-	-	
30	5,630	2,564	2,000	-	Advertising	-	-	-100.00%	
31	-	2,500	12,000	2,000	Art Walk Display	-	-	-100.00%	
32	-	-	3,000	1,200	Civic Center Art	-	-	-100.00%	
33	38,015	47,488	10,000	10,000	Legal Services	4,000	4,000	-60.00%	
34	10,035	28,488	-	-	Labor Attorney (6)	-	-	-	
35	-	-	1,075,200	1,029,900	Administrative Services Charges	1,050,700	1,044,800	-2.83%	
36	28,501	13,874	9,800	9,800	Contractual Services	9,800	9,800	0.00%	
37	6,540	7,380	-	-	Audit (7)	-	-	-	
38	9,073	13,553	-	-	Janitorial (8)	-	-	-	
39	4,198	9,432	-	-	Utilities (8)	-	-	-	
40	2,507	4,010	-	-	Telephone (4)	-	-	-	
41	7,972	6,656	-	-	Insurance - Liability (1)	-	-	-	
42	40,387	36,775	-	-	Computer Software & Maintenance (4)	-	-	-	
43	6,416	5,930	-	-	Office Equipment Maintenance (4)	-	-	-	
44	9,461	7,898	-	-	Facility Maintenance (8)	-	-	-	

Notes:

³⁰ Advertising costs are for notices for liquor license renewals.

³⁵ Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1) City-Wide Administration	\$ 145,100	\$ 145,100
(2) City Manager	48,400	48,400
(3) Assistant to the City Manager	220,400	220,400
(4) Attorney's Office	126,800	126,800
(5) City Recorder	113,900	113,900
(6) Human Resources	142,000	142,000
(7) Finance	106,700	106,700
(8) Facility Maintenance	147,400	141,500
Administrative Services Charges	<u>\$ 1,050,700</u>	<u>\$ 1,044,800</u>

³⁶ Contractual services includes the cost of providing Lien Search WEB access to title companies. The cost is offset by Lien Search Fee Revenues.

5/25/2010

GENERAL FUND

GENERAL SERVICES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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MATERIALS & SERVICES - CONTINUED

45	17,871	19,688	18,900	18,900	Peer Court	18,900	18,900	0.00%
46	44	28	-	-	Medical & Pre-Employment Testing	-	-	
47	15,942	13,783	15,300	11,600	Fire District - Hotel/Motel Tax	11,600	11,600	-24.18%
48	15,942	13,783	15,300	11,600	KAVA - Hotel/Motel Tax	11,600	11,600	-24.18%
49	3,300	3,300	3,300	3,300	Chamber Holiday Lights	-	-	-100.00%
50	-	-	6,400	6,400	Focal Point Expenses	3,000	3,000	-53.13%
51	2,532	2,315	4,500	1,400	Neighborhood Association Expense	1,500	1,100	-75.56%
52	6,000	6,000	-	-	No Meth Task Force	-	-	
53	664	704	1,500	100	Volunteer Recognition	300	300	-80.00%
54	36,400	-	19,200	-	Library Grant	-	-	-100.00%
55	3,500	1,700	1,700	1,700	Library Stipend	-	-	-100.00%
56	2,000	3,000	4,000	4,000	After School Programs	4,000	4,000	0.00%
57	2,077	353	3,200	3,200	Miscellaneous Expense	500	500	-84.38%
58	4,830	7,574	8,000	2,600	Emergency Management Expense	3,000	2,500	-68.75%
59	\$ 362,357	\$ 363,591	\$ 1,214,200	\$ 1,118,600	TOTAL MATERIALS & SERVICES	\$ 1,120,900	\$ 1,114,100	-8.24%
60								
61	-	-	100	-	Contingency	70,000	70,300	70200.00%

Notes:

⁴⁵ Peer Court is a youth program where those charged voluntarily agree to have their case heard and decided by their peers. See Peer Court narrative for expenditure details.

⁴⁷ Fire District payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution.

⁴⁸ KAVA payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution.

⁵⁰ FY09-10 expenditures include one-time costs for upgrading the focal point at Keizer Station. FY10-11 include regular monthly operating costs for focal point fountains.

⁵¹ \$1,100 is allocated to fund the neighborhood associations.

⁵⁷ Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

⁶¹ The contingency has been set aside to cover unforeseen costs that are not anticipated when the budget is adopted. The City typically uses \$50,000 to \$60,000 of its general fund contingency each year. The FY10-11 contingency has been set at \$75,000 because the expenditure line-items significantly diminishes with the 12% reduction in materials & services over FY09-10 projections.

GENERAL FUND

GENERAL SERVICES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
TRANSFERS OUT								
\$ 540	\$ -	\$ -	\$ -	To Street Fund	\$ -	\$ -		
-	105,300	15,000	7,400	To Revenue Sharing Fund	-	-		-100.00%
51,000	248,404	244,900	252,200	To 9-1-1 Fund	259,900	259,900		6.12%
-	22,257	-	-	To Transportation Fund	-	-		
-	18,426	-	-	To Sewer Reserve Fund	-	-		
-	-	-	-	To Community Center Fund				
-	-	-	-	To Amphitheater Fund				
-	473,631	-	-	City Hall Facility	-	-		
\$ 51,540	\$ 868,018	\$ 259,900	\$ 259,600	TOTAL TRANSFERS OUT	\$ 259,900	\$ 259,900		0.00%
\$ 840,805	\$ 1,666,941	\$ 1,474,200	\$ 1,378,200	TOTAL REQUIREMENTS	\$ 1,450,800	\$ 1,444,300		-2.03%

Notes:

⁶⁵ Capital Outlay items used for general government purposes are tracked in the Revenue Sharing Fund (except Parks and the K-9 Dog). An annual transfer is needed because Revenue Sharing Funds are not sufficient to cover the entire Capital Outlay needs of the City's General Government Programs.

⁶⁶ A transfer to the 9-1-1 Fund is needed since projected expenditures exceed projected revenues in FY10-11. The WVCC cost for FY10-11 is \$436,500 compared to \$420,300 in FY09-10. 9-1-1 related costs are paid from the 9-1-1 Fund and business calls are paid from the Police Operating Budget. Beginning in FY08-09, the allocation changed to more accurately track 9-1-1 related expenses. Overall, the impact to the General Fund does not change because the increase in the transfer out is offset by the decrease in the WVCC expense in the Police Operating Budget.

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

⁶⁸ The FY08-09 transfer to the Sewer Reserve Fund is repayment for receipts received in prior fiscal years that belong to the Sewer Reserve Fund.

⁷¹ The transfer to the City Hall Facility Fund was to pay the General Fund - General Service's share of furnishings for the new civic center.

GENERAL FUND

PARK OPERATIONS

					RECOMMENDED	APPROVED	ADOPTED	PERCENT
					2010-11	2010-11	2010-11	INC (DEC)
								AMENDED
ACTUAL	ACTUAL	AMENDED	PROJECTED					
2007-08	2008-09	2009-10	2009-10					
RESOURCES								
1	\$ 2,350	\$ 2,844	\$ 2,500	\$ 2,100	Park Reservation Fees	\$ 2,100	\$ 2,100	-16.00%
2	-	-	45,900	45,900	Insurance Reimbursement	-	-	-100.00%
3								
4	2,350	2,844	48,400	48,000	TOTAL ACTIVITY GENERATED	2,100	2,100	-95.66%
5	228,501	295,215	312,000	287,500	GENERAL SUPPORT RESOURCES	217,300	232,300	-25.54%
6	\$ 230,851	\$ 298,059	\$ 360,400	\$ 335,500	TOTAL RESOURCES	\$ 219,400	\$ 234,400	-34.96%

² Insurance reimbursement is for damage to the Keizer Little League Park. The expenditure is in the Capital Outlay section.

⁶ Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as provided for by a vote of the Budget Committee. The FY09-10 budget is approximately 3% of budgeted revenues.

GENERAL FUND

PARK OPERATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS**PERSONNEL SERVICES**

11	\$	2,023	\$	2,143	\$	2,200	\$	2,200	Public Works Director	\$	1,100	\$	1,100	-50.00%
12		3,963		4,197		4,300		4,300	Public Works Superintendent		3,400		3,400	-20.93%
13		61,895		90,525		85,700		85,700	Municipal Utility Workers		89,600		89,600	4.55%
14		4,039		4,433		-		-	Administrative Support		-		-	
15		26,503		28,297		41,000		34,300	Seasonal Help		18,200		26,300	-35.85%
16		65		-		4,300		-	Overtime		-		-	-100.00%
17		-		500		500		500	Cell Phone/Clothing Stipends		800		800	60.00%
18		1,512		1,978		2,400		14,000	Medicare - Social Security		1,800		1,900	-20.83%
19		11,785		16,460		19,200		19,200	Retirement		13,500		14,100	-26.56%
20		21,613		21,229		27,100		27,100	Insurance Benefits		28,100		28,100	3.69%
21		208		-		-		-	Unemployment		-		-	
22		1,156		902		2,100		2,100	Workers Compensation		1,800		1,900	-9.52%
23	\$	134,762	\$	170,664	\$	188,800	\$	189,400	TOTAL PERSONNEL SERVICES	\$	158,300	\$	167,200	-11.44%

Notes:

- ¹⁰ Salaries are projected to increase 1% plus step increases for union represented employees per the Local 320 Contract. No increase is projected for non-union staff.
- ¹⁴ Administrative Support Staff costs are tracked in the Administrative Services Fund - City Recorder budget beginning in FY09-10.
- ¹⁷ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ¹⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ¹⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ²⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ²² Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

PARK OPERATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES								
<i>Operations:</i>								
\$ 246	\$ 364	\$ -	\$ -	Office Materials & Supplies	\$ -	\$ -		
17,884	15,244	18,000	15,700	Parks Materials & Supplies	16,400	16,400		-8.89%
2,009	-	500	-	Postage & Printing	-	-		-100.00%
1,941	1,804	1,200	1,800	Travel & Training	1,300	1,300		8.33%
801	-	-	-	Advertising	-	-		
9,944	21,520	-	-	Legal Services	-	-		
-	-	100	100	Labor Attorney	200	200		100.00%
-	-	18,700	17,200	Administrative Services Charges	-	-		-100.00%
29,708	30,674	30,000	25,900	Contractual Services	26,400	32,500		8.33%
992	1,454	2,000	2,000	Engineering Services	-	-		-100.00%
2,429	4,341	16,500	2,500	Utilities	3,100	3,100		-81.21%
1,987	2,092	2,300	1,100	Telephone	1,100	1,100		-52.17%
-	-	-	600	Insurance	600	600		
6,740	6,422	6,800	6,300	Gasoline	6,300	6,300		-7.35%
485	1,038	1,500	3,100	Vehicle Maintenance	1,000	1,000		-33.33%
3,448	2,760	4,500	2,900	Equipment Maintenance	4,500	4,500		0.00%
475	195	300	200	Medical Testing	200	200		-33.33%
\$ 79,089	\$ 87,908	\$ 102,400	\$ 79,400	TOTAL MATERIALS & SERVICES	\$ 61,100	\$ 67,200		-34.38%
CAPITAL OUTLAY								
\$ -	\$ 3,032	\$ 2,500	\$ -	Field Equipment	\$ -	\$ -		-100.00%
17,000	32,896	66,700	66,700	Capital Improvements	-	-		-100.00%
\$ 17,000	\$ 35,928	\$ 69,200	\$ 66,700	TOTAL CAPITAL OUTLAY	\$ -	\$ -		-100.00%
\$ -	\$ 1,787	\$ -	\$ -	Transfer to Water Fund	\$ -	\$ -		
-	1,772	-	-	Transfer to Water Facility Fund	-	-		
\$ -	\$ 3,559	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -		
\$ 230,851	\$ 298,059	\$ 360,400	\$ 335,500	TOTAL REQUIREMENTS	\$ 219,400	\$ 234,400		-34.96%

- Notes:
- ³¹ Legal services costs are tracked in the Administrative Services Fund - City Attorney budget beginning in FY09-10.
- ³³ Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.
- ⁴⁷ Capital Improvements for FY09-10 include \$45K for restoring the building at Keizer Little League Park. This cost is off-set by an insurance payment. The City's net cost is \$1K.

GENERAL FUND

PARK DONATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	Working Capital Carryforward:													
2	\$	681	\$	1,952	\$	400	\$	8,600	Dog Park Working Capital	\$	5,100	\$	5,100	1175.00%
3		733		2,265		2,500		2,400	Skate Park Working Capital		-		-	-100.00%
4		2,918		3,009		3,000		3,000	Recreation Working Capital		2,100		2,100	-30.00%
5		7,862		3,688		1,400		1,900	Park Working Capital		-		-	-100.00%
6		-		-		14,100		14,100	Developers Tree Reimbursements		9,700		9,700	-31.21%
7	\$	12,194	\$	10,914	\$	21,400	\$	30,000	Total Working Capital Carryforward	\$	16,900	\$	16,900	-21.03%
8														
9	MISCELLANEOUS - DONATIONS													
10	\$	14,295	\$	6,710	\$	-	\$	-	Dog Park Donations	\$	-	\$	-	
11		437		679		1,300		100	Park Donations		-		-	-100.00%
12		5		25		-		-	Recreation Donations		-		-	
13		614		171		-		100	Skate Park Donations		-		-	
14		-		-		-		-	Developers Tree Reimbursements		-		-	
15	\$	15,351	\$	7,585	\$	1,300	\$	200	Total Miscellaneous	\$	-	\$	-	-100.00%
16														
17	\$	27,545	\$	18,499	\$	22,700	\$	30,200	TOTAL RESOURCES	\$	16,900	\$	16,900	-25.55%

GENERAL FUND

PARK DONATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

MATERIALS & SERVICES

\$	13,024	\$	-	\$	400	\$	3,500	Dog Park Projects	\$	5,100	\$	5,100	1175.00%
	2,622		-		2,500		2,500	Skate Park Projects		-		-	-100.00%
	-		-		3,000		900	Recreation Projects		2,100		2,100	-30.00%
	2,473		2,378		2,700		2,000	Park Projects		-		-	-100.00%
	-		-		14,100		4,400	Developers Tree Expenses		1,300		1,300	-90.78%
\$	18,119	\$	2,378	\$	22,700	\$	13,300	TOTAL MATERIALS & SERVICES	\$	8,500	\$	8,500	-62.56%
	-		-		-		-	Reserve for Developer Tree Expense		8,400		8,400	
\$	18,119	\$	2,378	\$	22,700	\$	13,300	TOTAL REQUIREMENTS	\$	16,900	\$	16,900	-25.55%

Notes:

- ⁹ Donations are dedicated revenues and are restricted for use in the Parks operations and maintenance.
- ¹⁴ Developers Tree Reimbursements are contributions to pay for planting trees at City parks and public right-of-way when development has caused significant tree removal.
- ¹⁹ Costs in the Donation Program are for special projects funded by citizen and developer donations. Funding for these projects will come from donations received through FY09-10 and unexpended at year-end.

GENERAL FUND

COMMUNITY DEVELOPMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

LICENSES & FEES

1	\$	240	\$	450	\$	1,000	\$	1,800	Sign Permits	\$	1,800	\$	1,800	80.00%
2		15,376		10,573		12,600		6,300	Land Use Application Fees		6,300		6,300	-50.00%
3		9,409		6,231		7,100		7,600	Building Fees - Zoning		7,600		7,600	7.04%
4		18,746		6,898		5,800		17,800	Permit Fees		17,800		17,800	206.90%
5	\$	43,771	\$	24,152	\$	26,500	\$	33,500	Total Licenses & Fees	\$	33,500	\$	33,500	26.42%

CHARGES FOR SERVICES

8	\$	1,180	\$	110	\$	10,000	\$	10,000	Nuisance Abatement	\$	5,000	\$	5,000	-50.00%
9		9,826		-		-		-	Developers Tree Reimbursement		-		-	
10	\$	11,006	\$	110	\$	10,000	\$	10,000	Total Charges for Services	\$	5,000	\$	5,000	-50.00%

INTERGOVERNMENTAL

13	\$	-	\$	-	\$	-	\$	-	Transportation Grants	\$	-	\$	-	
14		-		50,000		140,000		140,000	Land Conservation Grant		-		-	-100.00%
15	\$	-	\$	50,000	\$	140,000	\$	140,000	Total Intergovernmental	\$	-	\$	-	-100.00%

17	\$	44,951	\$	74,262	\$	176,500	\$	183,500	TOTAL ACTIVITY GENERATED	\$	38,500	\$	38,500	-78.19%
18		340,005		381,403		404,700		369,400	GENERAL SUPPORT RESOURCES		310,300		310,300	-23.33%
19	\$	384,956	\$	455,665	\$	581,200	\$	552,900	TOTAL RESOURCES	\$	348,800	\$	348,800	-39.99%

Notes:

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

GENERAL FUND

COMMUNITY DEVELOPMENT

					RECOMMENDED	APPROVED	ADOPTED	PERCENT INC
					2010-11	2010-11	2010-11	(DEC)
								AMENDED
ACTUAL	ACTUAL	AMENDED	PROJECTED					
2007-08	2008-09	2009-10	2009-10					
REQUIREMENTS								
PERSONNEL SERVICES								
20								
21	\$ 58,049	\$ 63,307	\$ 65,500	\$ 65,500	Community Development Director	\$ 65,500	\$ 65,500	0.00%
22	41,820	46,287	47,900	47,900	Associate Planner	47,900	47,900	0.00%
23	34,944	38,080	37,200	37,200	Code Enforcement/Zoning Technician	37,200	37,200	0.00%
24	50,666	55,439	57,100	57,100	Senior Planner	57,100	57,100	0.00%
25	45,910	48,933	40,300	40,300	Administrative Support	24,200	24,200	-39.95%
26	-	650	800	800	Cell Phone Stipend	600	600	-25.00%
27	-	-	2,100	-	Overtime	-	-	-100.00%
28	3,556	3,879	3,900	3,900	Medicare	3,600	3,600	-7.69%
29	39,828	43,470	40,100	40,100	Retirement	39,100	39,100	-2.49%
30	43,358	53,074	54,100	54,100	Insurance Benefits	51,700	51,700	-4.44%
31	509	696	400	400	Workers Compensation	400	400	0.00%
32	\$ 318,640	\$ 353,815	\$ 349,400	\$ 347,300	TOTAL PERSONNEL SERVICES	\$ 327,300	\$ 327,300	-6.33%

Notes:

- ²⁵ Administrative Support costs for the City Recorder staff are tracked in the Internal Services Fund - City Recorder budget beginning in FY09-10. During the first half of FY10-11 Administrative Support staff will be moved to the Utility Billing Department to help cover for a staff shortage. This is a 45% reduction in the position's personnel services costs to the Department.
- ²⁶ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ²⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ²⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ³⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ³¹ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

COMMUNITY DEVELOPMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1						Working Capital Carryforward:								
2	\$	1,746	\$	1,746	\$	700	\$	1,700	Cadet Donations	\$	-	\$	-	-100.00%
3		399		728		-		500	Reserve Donations		-		-	
4		3,372		4,710		-		200	K-9 Donations		1,900		1,900	
5		-		-		-		100	Car Seat Donations		100		100	
6		-		-		-		-	Civil Forfeitures		179,000		179,000	
7		32,800		2,513		-		-	Meth Task Force Grant		-		-	
8	\$	38,317	\$	9,697	\$	700	\$	2,500	Total Working Capital Carryforward	\$	181,000	\$	181,000	25757.14%
9														
10									INTERGOVERNMENTAL					
11	\$	8,820	\$	5,572	\$	6,000	\$	5,600	Special Duty Officers		5,600		5,600	-6.67%
12		165,938		173,815		189,700		189,700	School Resource Officer Contract		193,500		193,500	2.00%
13		-		-		230,800		-	CHRP Grant		-		-	-100.00%
14		-		2,632		25,000		10,600	Overtime Grants		-		-	-100.00%
15		30,000		15,000		-		-	Meth Task Force Grant		-		-	
16		67,705		17,850		-		-	Materials & Services Grants		-		-	
17	\$	272,463	\$	214,869	\$	451,500	\$	205,900	Total Intergovernmental	\$	199,100	\$	199,100	-55.90%

Notes:

¹² Funds are from the Salem/Keizer School District which partially pay for School Resource Officers plus related overhead costs.

¹³ The City did not receive The CHRP Grant (Cops Hiring Recovery Program) funds which would have paid for three police officer positions in FY09-10. Consequently, these positions were not filled.

¹⁴ Overtime grants fund specific regional programs which require overtime costs.

GENERAL FUND

POLICE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
18					<i>FINES & FORFEITS</i>				
19	\$ 83,048	\$ 55,599	\$ 64,000	\$ 27,500	Impound Fees	\$ 27,500	\$ 27,500		-57.03%
20	485	68,600	10,400	181,300	Civil/Criminal Forfeitures	-	-		-100.00%
21	\$ 83,533	\$ 124,199	\$ 74,400	\$ 208,800	Total Fines & Forfeits	\$ 27,500	\$ 27,500		-63.04%
22									
23					<i>MISCELLANEOUS</i>				
24	\$ -	\$ -	\$ -	\$ -	Cadet Donations	\$ -	\$ -		
25	450	150	-	300	Reserve Officer Donations	200	200		
26	10,110	422	-	-	Police Donations	-	-		
27	1,338	6,970	4,200	1,700	K-9 Donations	-	-		-100.00%
28	14,608	26,531	10,000	16,900	Miscellaneous	15,000	15,000		50.00%
29	\$ 26,506	\$ 34,073	\$ 14,200	\$ 18,900	Total Miscellaneous	\$ 15,200	\$ 15,200		7.04%
30									
31	\$ 420,819	\$ 382,838	\$ 540,800	\$ 436,100	TOTAL ACTIVITY GENERATED	\$ 422,800	\$ 422,800		-21.82%
32	5,032,525	5,258,563	5,022,000	5,063,100	GENERAL SUPPORT RESOURCES	4,942,400	4,935,100		-1.73%
33	\$ 5,453,344	\$ 5,641,401	\$ 5,562,800	\$ 5,499,200	TOTAL RESOURCES	\$ 5,365,200	\$ 5,357,900		-3.68%

Notes:

¹⁹ Due to a recent court ruling, KPD has modified our policy on towing of vehicles for violations of State law and City ordinances. The rulings greatly restricted the circumstances in which the police can tow a traffic violator's vehicle. This has caused a 50% decrease in revenue from FY08-09.

²⁰ Civil/Criminal Forfeitures are dedicated revenues. The corresponding expenditure is in the Materials & Services section of this budget.

²⁸ Miscellaneous revenue includes receipts for police report requests, surplus sales, and one-time revenues.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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34

EXPENDITURES

35

36

PERSONNEL SERVICES

37	\$	7,695	\$	8,387	\$	-	\$	-	Facility Maintenance Worker	\$	-	\$	-	
38		103,092		112,425		112,900		112,900	Chief of Police		112,900		112,900	0.00%
39		178,104		192,549		97,600		97,600	Captain(s)		97,600		97,600	0.00%
40		-		-		-		-	Lieutenants		174,600		174,600	
41		545,785		594,065		640,100		707,200	Sergeants		532,600		532,600	-16.79%
42		1,820,827		1,926,338		2,063,300		1,848,200	Police Officers		1,873,100		1,873,100	-9.22%
43		47,263		51,503		51,800		51,800	Community Service Officer		52,800		52,800	1.93%
44		323,222		342,531		342,900		342,900	Administrative Support		348,800		348,800	1.72%
45		1,564		-		1,000		-	Background Investigations Officer		-		-	-100.00%
46		1,673		2,205		7,500		1,000	Reserve Officers		1,500		1,500	-80.00%

Notes:

³⁶ Salaries are projected to increase 2% plus step increases for union represented employees per the Keizer Police Association contract. No increases are projected for non-represented

³⁷ Facility maintenance worker costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

³⁹ The Department reorganized its staff over the past two years. In FY09-10 Captain positions reduced from 2 to 1 & Sergeant positions increased from 7 to 8, although two sergeants served as Acting Lieutenants during the year. Beginning FY10-11 the Department anticipates reclassing these positions as Lieutenants.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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PERSONNEL SERVICES - CONTINUED

47	207,468	214,258	220,300	198,200	Overtime	203,300	203,300	-7.72%
48	-	30,651	35,500	32,900	Clothing & Cell Phone Stipends	34,700	34,700	-2.25%
49	49,329	52,908	50,800	48,500	Medicare	49,900	49,100	-3.35%
50	754,584	808,391	640,300	615,500	Retirement	640,500	634,100	-0.97%
51	490,392	562,725	663,700	624,500	Insurance Benefits	654,200	654,200	-1.43%
52	287	352	-	23,000	Unemployment Insurance	26,000	26,000	
53	37,996	30,696	35,300	33,500	Workers Compensation	34,000	33,900	-3.97%
54	\$ 4,569,281	\$ 4,929,984	\$ 4,963,000	\$ 4,737,700	TOTAL PERSONNEL SERVICES	\$ 4,836,500	\$ 4,829,200	-2.70%

Notes:

⁴⁷ The need for overtime depends on the number and complexity of crimes. Overtime costs are approximately 8.5% of sworn-represented staff salaries.

⁴⁸ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

⁴⁹ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

⁵⁰ Sworn Police Officers participate in the Oregon Public Employee's Retirement System (PERS). Employer contribution rates decreased beginning in FY09-10.

The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

⁵¹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

⁵³ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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55					MATERIALS & SERVICES				
56	\$ 9,126	\$ 10,539	\$ 12,000	\$ 10,000	Materials & Supplies	\$ 12,000	\$ 12,000		0.00%
57	526	401	2,000	2,000	Cadet Program	500	500		-75.00%
58	5,121	5,299	6,000	6,000	Reserve Officer Uniforms & Equipment	4,000	4,000		-33.33%
59	30,959	42,917	32,500	31,500	Clothing	32,000	32,000		-1.54%
60	695	30,287	10,400	10,400	Civil/Criminal Forfeiture	-	-		-100.00%
61	9,978	6,056	7,000	6,000	K-9 Supplies	5,000	5,000		-28.57%
62	10,680	9,672	12,000	7,200	Postage & Printing	7,000	7,000		-41.67%
63	34,816	25,011	36,000	34,000	Travel & Training	34,000	34,000		-5.56%
64	1,334	3,754	2,000	1,200	Tuition Reimbursement	1,000	1,000		-50.00%
65	615	205	500	500	Advertising - Employee Recruitments	500	500		0.00%
66	5,723	7,459	-	-	Legal Services	-	-		
67	2,778	29,913	5,000	5,000	Labor Attorney	5,000	5,000		0.00%
68	-	-	8,400	7,700	Administrative Services Charges	-	-		-100.00%
69	12,949	10,019	16,000	16,000	Contractual Services	16,000	16,000		0.00%
70	21,495	29,694	29,000	29,000	Crime Analyst Contract	29,000	29,000		0.00%
71	12,601	16,177	-	-	Janitorial	-	-		
72	17,731	12,807	-	-	Utility	-	-		
73	34,232	29,939	25,000	25,000	Telephone	23,000	23,000		-8.00%
74	72,199	54,360	16,500	16,500	Insurance - Liability	16,500	16,500		0.00%
75	38,034	-	-	-	Vehicle Lease	-	-		
76	17,720	5,235	9,000	12,000	Equipment Rental	12,000	12,000		33.33%

Notes:

⁶⁶ Legal services costs are tracked in the Internal Services Fund - City Attorney budget beginning in FY09-10. These costs are City Attorney costs for representing the Department in the occasional Municipal Court case.

⁶⁷ Labor attorney costs are for union negotiations including dispute resolution. The KPA contract expires June, 30 2012.

⁶⁸ Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.

⁶⁹ Contracts include Crisis Chaplaincy Services for Emergency Chaplaincy Services which is funded by all Police agencies within Marion County and the Lexipol Policy and Procedure Training and Update service.

⁷⁰ The Police Department contracts with the City of Salem to provide Crime Data Analysis services to the City of Keizer. Funds appropriated will support 1/2 of the cost of this position.

⁷¹ Janitorial costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

⁷² Utility costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

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

⁷⁵ Beginning in FY08-09, all Police vehicle leases are funded in the Revenue Sharing Fund to better track the Department's lease program.

GENERAL FUND

POLICE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES - CONTINUED									
77	104,683	82,390	80,000	80,000	Gasoline	80,000	80,000		0.00%
78	31,071	30,382	35,500	35,500	Maintenance-Vehicles	32,000	32,000		-9.86%
79	4,989	24,966	10,000	8,000	Maintenance of Equipment	8,000	8,000		-20.00%
80	1,446	1,253	4,000	2,000	Community Services Unit	1,000	1,000		-75.00%
81	19,513	23,409	26,000	24,000	Operating Materials	26,000	26,000		0.00%
82	11,509	12,708	14,000	14,000	Ammo/Weapons	6,000	6,000		-57.14%
83	229,347	58,005	60,700	60,700	Willamette Valley Communication Center	62,500	62,500		2.97%
84	28,465	31,164	33,900	33,900	Radio & Mobile Systems Support	33,900	33,900		0.00%
85	90,842	73,349	74,200	74,200	RAIN/PRIORS	59,800	59,800		-19.41%
86	9,243	24,652	19,000	19,000	Investigations	19,000	19,000		0.00%
87	1,156	1,870	4,000	2,000	Crime Prevention	1,000	1,000		-75.00%
88	9,518	150	-	-	Police Donation Expenses	-	-		
89	2,523	5,834	5,000	5,000	Medical & Pre-Employment Testing	2,000	2,000		-60.00%
90	446	34	-	-	Miscellaneous	-	-		
91	\$ 884,063	\$ 699,910	\$ 595,600	\$ 578,300	TOTAL MATERIALS AND SERVICES	\$ 528,700	\$ 528,700		-11.23%
92									
93	CAPITAL OUTLAY								
94	\$ -	\$ 11,507	\$ 4,200	\$ 4,200	K-9 Dog	\$ -	\$ -		-100.00%
95	\$ -	\$ 11,507	\$ 4,200	\$ 4,200	TOTAL CAPITAL OUTLAY	\$ -	\$ -		-100.00%
96									
97	-	-	-	-	Restricted for K-9 Dog	-	-		
98	-	-	-	179,000	Restricted Civil Forfeitures	-	-		
99	\$ -	\$ -	\$ -	\$ 179,000	TOTAL RESTRICTED FUNDS	\$ -	\$ -		
100									
101	\$ 5,453,344	\$ 5,641,401	\$ 5,562,800	\$ 5,499,200	TOTAL EXPENDITURES & RESERVES	\$ 5,365,200	\$ 5,357,900		-3.68%

Notes:

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

GENERAL FUND
MUNICIPAL COURT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	<i>FINES & FORFEITS</i>													
2	\$	344,788	\$	302,031	\$	304,400	\$	297,600	Municipal Court Fines	\$	297,600	\$	297,600	-2.23%
3		223,679		191,796		192,800		209,400	Collections - Past Due		209,400		209,400	8.61%
4	\$	568,467	\$	493,827	\$	497,200	\$	507,000	Total Fines & Forfeits	\$	507,000	\$	507,000	1.97%
5														
6	\$	309,957	\$	244,555	\$	253,900	\$	266,800	AVAILABLE FOR GENERAL SUPPORT	\$	262,400	\$	262,400	3.35%
7														
8	<i>PERSONNEL SERVICES</i>													
9	\$	7,605	\$	8,288	\$	-	\$	-	Administrative Support	\$	-	\$	-	
10		76,257		81,114		82,800		82,800	Court Clerks		82,800		82,800	0.00%
11		432		729		500		300	Overtime		-		-	-100.00%
12		1,296		1,386		1,300		1,300	Medicare		1,300		1,300	0.00%
13		14,330		15,322		12,400		12,400	Retirement		10,500		10,500	-15.32%
14		22,399		21,230		26,200		26,200	Insurance Benefits		27,400		27,400	4.58%
15		193		162		100		100	Workers Compensation		100		100	0.00%
16	\$	122,512	\$	128,231	\$	123,300	\$	123,100	TOTAL PERSONNEL SERVICES	\$	122,100	\$	122,100	-0.97%

Notes:

- ⁹ Administrative Support Staff costs are tracked in the Internal Services Fund - Finance Department budget beginning in FY09-10.
- ¹² Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ¹³ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ¹⁴ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹⁵ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

MUNICIPAL COURT

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
17					MATERIALS & SERVICES				
18	\$ 1,166	\$ 2,000	\$ -	\$ 500	Materials & Supplies	\$ 700	\$ 700		
19	1,387	4,547	1,800	1,400	Travel & Training	1,400	1,400		-22.22%
20	97	54	-	-	Legal Services	-	-		
21	-	-	200	200	Administrative Services Charges	-	-		-100.00%
22	16,944	15,022	19,000	14,800	Professional Services - Judge	20,000	20,000		5.26%
23	4,179	5,455	3,500	6,000	Contractual Services	6,000	6,000		71.43%
24	8,670	5,880	6,000	2,800	Collections Cost	3,000	3,000		-50.00%
25	26,737	23,757	24,900	25,400	CC Assessments	25,400	25,400		2.01%
26	76,818	64,326	64,600	66,000	Unitary Assessments	66,000	66,000		2.17%
27	\$ 135,998	\$ 121,041	\$ 120,000	\$ 117,100	TOTAL MATERIALS & SERVICES	\$ 122,500	\$ 122,500		2.08%
28									
29	\$ 258,510	\$ 249,272	\$ 243,300	\$ 240,200	TOTAL REQUIREMENTS	\$ 244,600	\$ 244,600		0.53%

Notes:

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

²¹ Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.

²⁴ Prior to House Bill 2055, the City's contract with its collection agency provided for a 25% fee on amounts collected. The revised contract allows the collection agency to collect and retain its fee prior to turning the proceeds over to the City. This cost is expected to decline in future years and eventually go away altogether.

²⁵ County assessments are 5% of municipal court fine revenues (including past due fines).

²⁶ State assessments are 13% of municipal court fine revenues (including past due fines).

SPECIAL REVENUE FUND

REVENUE SHARING

				ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10					RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>RESOURCES</u>															
1	\$	116,725	\$	23,421	\$	13,400	\$	29,800	<i>Working Capital Carryforward</i>		\$	-	\$	-	-100.00%
2															
3	<i>INTERGOVERNMENTAL</i>														
4		225,244		244,273		234,000	\$	225,200	State Revenue Sharing		\$	225,200	\$	225,200	-3.76%
5		31,574		15,741		83,800		-	Police Grants			4,900		4,900	-94.15%
6	\$	256,818	\$	260,014	\$	317,800	\$	225,200	Total Intergovernmental		\$	230,100	\$	230,100	-27.60%
7															
8	<i>MISCELLANEOUS</i>														
9		4,000		-		-		-	Police Miscellaneous Revenue		\$	-	\$	-	
10															
11	<i>TRANSFERS IN</i>														
12		-		105,300		15,000		7,400	From General Fund			-		-	-100.00%
13	\$	-	\$	105,300	\$	15,000	\$	7,400	Total Transfers In		\$	-	\$	-	-100.00%
14															
15	\$	377,543	\$	388,735	\$	346,200	\$	262,400	TOTAL RESOURCES		\$	230,100	\$	230,100	-33.54%

Notes:

⁴ State Revenue Sharing apportionments are based on FY09-10 year-to-date receipts.

⁵ The City anticipates receiving a \$4,900 grant which will be used to pay for Protective Vests. This is a 50% matching grant and provides for 14 new vests.

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

SPECIAL REVENUE FUND

REVENUE SHARING

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS***CAPITAL OUTLAY***

19	\$	-	\$	4,961	\$	-	\$	-	Office Furniture & Equipment	\$	-	\$	-	
20		51,677		31,907		-		-	Computer Hardware(4)		-		-	
21		2,801		-		-		-	Signage & Identity		-		-	
22		23,585		-		-		-	Parks Vehicle & Equipment		-		-	
23		-		3,520		10,500		10,500	Police Protective Vests		9,800		9,800	-6.67%
24		50,948		17,452		83,800		-	Police Officer Equipment		-		-	-100.00%
25		7,506		-		37,000		37,000	Motorcycles & Equipment Lease		31,400		31,400	-15.14%
26		-		232,481		214,900		214,900	Police Vehicle Leases		182,200		182,200	-15.22%
27		56,237		49,404		-		-	E-Citation System		-		-	
28		1,810		-		-		-	Radar Equipment		-		-	
29		159,558		19,200		-		-	Police Vehicle Purchases		-		-	
30	\$	354,122	\$	358,925	\$	346,200	\$	262,400	TOTAL CAPITAL OUTLAY	\$	223,400	\$	223,400	-35.47%
31														
32		-		-		-		-	Transfer to General Fund		6,700		6,700	
33														
34									<i>FUND BALANCE</i>					
35														
36		23,421		29,810		-		-	Unrestricted Ending Fund Balance		-		-	
37														
38	\$	377,543	\$	388,735	\$	346,200	\$	262,400	TOTAL REQUIREMENTS	\$	230,100	\$	230,100	-33.54%

Notes:

²⁰ Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.

²³ The City anticipates the need for 14 new Protective Vests. A federal grant is anticipated to pay 50% of the costs.

²⁵ A listing of Motorcycle & Equipment Leases is on the narrative preceding the Revenue Sharing budget

²⁶ A listing of Vehicle leases is on the narrative preceding the Revenue Sharing budget

³² The transfer is to repay the general fund for moneys transferred in previous years. These funds are not needed for Capital Outlay in FY10-11.

SPECIAL REVENUE FUND

PUBLIC EDUCATION GOVERNMENT FUND

					RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10					
RESOURCES								
1	\$ 38,998	\$ 48,646	\$ 87,500	\$ 87,300	Working Capital Carryforward	\$ 128,600	\$ 128,600	46.97%
2								
3					INTERGOVERNMENTAL			
4	94,791	100,973	101,200	106,800	PEG Fees	106,800	106,800	5.53%
5								
6					MISCELLANEOUS			
7	262	429	100	500	Interest Earnings	500	500	400.00%
8								
9	\$ 134,051	\$ 150,048	\$ 188,800	\$ 194,600	TOTAL RESOURCES	\$ 235,900	\$ 235,900	24.95%
10								
11					REQUIREMENTS			
12								
13					MATERIALS & SERVICES			
14	\$ 351	\$ 1,000	\$ -	\$ -	Legal Services	\$ -	\$ -	
15	-	-	1,200	1,100	Administrative Fee	1,800	1,800	50.00%
16	61,760	61,321	61,800	61,800	Broadcasting	78,500	78,500	27.02%
17	\$ 62,111	\$ 62,321	\$ 63,000	\$ 62,900	TOTAL MATERIALS & SERVICES	\$ 80,300	\$ 80,300	27.46%
18								
19					CAPITAL OUTLAY			
20	\$ 23,294	\$ 378	\$ 3,100	\$ 3,100	Television Equipment	\$ 27,000	\$ 27,000	770.97%
21								
22	-	-	56,900	-	Contingency	50,000	50,000	-12.13%
23								
24					FUND BALANCE			
25	48,646	87,349	65,800	128,600	Unrestricted Ending Fund Balance	78,600	78,600	19.45%
26								
27	\$ 134,051	\$ 150,048	\$ 188,800	\$ 194,600	TOTAL REQUIREMENTS	\$ 235,900	\$ 235,900	24.95%

Notes:

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

15 The Administrative Fee pays PEGs share of the City's network costs.

16 Costs are \$5,000 per month for cable broadcasting, \$1,250 for KeizerTV.com plus a one-time set-up fee of \$2,500 and \$1,000 for maintenance and repair of equipment.

20 Equipment purchases are to improve the program and enhance flexibility for in-the-field programming.

25 Legislative action taken in FY07-08 continues to threaten PEG revenues. Should revenues cease by the end of FY010-11, the ending fund balance will be sufficient to pay monthly broadcasting expenses the following year.

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
RESOURCES								
1	\$ (2,722)	\$ (2,758)	\$ -	\$ -	Working Capital Carryforward	\$ -	\$ -	
2								
3					INTERGOVERNMENTAL			
4	224,800	189,223	190,300	180,000	9-1-1 Excise Tax	180,000	180,000	-5.41%
5								
6					TRANSFERS IN			
7	51,000	248,404	244,900	252,200	Transfer from General Fund	259,900	259,900	6.12%
8								
9	\$ 273,078	\$ 434,869	\$ 435,200	\$ 432,200	TOTAL RESOURCES	\$ 439,900	\$ 439,900	1.08%

Notes:

⁴ According to Oregon Emergency Management, the 9-1-1 tax revenue distributions should remain constant from the previous year. Based on current wireless and landline trends, OEM assumes this consistency will continue for the next few fiscal years. The statutory authorization for the 9-1-1 tax was renewed during the 2007 Legislature, and is now scheduled to sunset 12/31/14. (2/10 issue of League of Oregon Cities, Local Focus).

⁷ A transfer from the General Fund is needed because 9-1-1 expenditures exceed revenues. The total Willamette Valley Communication Center bill for FY10-11 is \$436,500 compared to \$420,300 in FY09-10. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY08-09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

MATERIALS & SERVICES

13	\$	14	\$	798	\$	-	\$	-	Legal Services	\$	-	\$	-	
14		19,781		-		-		-	Radio & Mobile Systems Support		-		-	
15		159,377		352,729		359,500		360,900	Emergency 9-1-1 and Dispatch Calls		367,800		367,800	2.31%
16		96,664		81,342		75,700		71,300	Distributions to 9-1-1 Agencies		72,100		72,100	-4.76%
17	\$	275,836	\$	434,869	\$	435,200	\$	432,200	TOTAL MATERIALS & SERVICES	\$	439,900	\$	439,900	1.08%
18														
19	FUND BALANCE													
20		(2,758)		-		-		-	Unrestricted Ending Fund Balance		-		-	
21														
22	\$	273,078	\$	434,869	\$	435,200	\$	432,200	TOTAL REQUIREMENTS	\$	439,900	\$	439,900	1.08%

¹⁴ Beginning in FY08-09, Radio & Mobile Systems Support will be funded in the Police Operating Budget. In prior years, this expense was partially funded in the 9-1-1 Fund. Overall the 9-1-1 Fund is not impacted because the transfer to the 9-1-1 Fund has been reduced accordingly.

¹⁵ The total Willamette Valley Communications Center bill for FY10-11 is \$436,500 compared to \$420,300 in FY09-10. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY08-09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.

¹⁶ Of the estimated \$190,100 to be received in 9-1-1 Excise Tax Revenues, 35.88% is to be remitted to the Keizer Rural Fire Protection District and 4.16% is to be remitted to the Marion County Fire District #1 using a formula agreed to by the two Fire Districts and the City through an interagency agreement.

SPECIAL REVENUE FUND

LAW ENFORCEMENT GRANT FUND

					ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
					RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>RESOURCES</u>								
1	\$	(189)	\$	(4,835)	\$	-	\$	-
2								
3								
4		20,334		4,666		50,000		43,600
5						Police Grants		90,500
6								90,500
7								81.00%
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
<u>INTERGOVERNMENTAL</u>								
<u>MISCELLANEOUS</u>								
<u>TOTAL RESOURCES</u>								
<u>REQUIREMENTS</u>								
<u>MATERIALS & SERVICES</u>								
<u>CAPITAL OUTLAY</u>								
<u>FUND BALANCE</u>								
<u>TOTAL REQUIREMENTS</u>								

Notes:

⁴ Each year the Police Department applies for and receives various Federal Grants for one-time purchases of Materials and Capital Outlay items. The increase from FY09-10 to FY10-11 includes funds awarded in FY09-10 and not yet received. An additional \$50K is budgeted in anticipation of additional awards in FY10-11. Funds will not be expended until the grant award is received and approved by City Council.

SPECIAL REVENUE FUND
HOUSING SERVICES FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>																	
\$	178,036	\$	200,262	\$	225,400	\$	265,900	<i>Working Capital Carryforward</i>		\$	281,900	\$	281,900	25.07%			
<i>MISCELLANEOUS</i>																	
	14,425		61,200		30,000		13,600	Loan Proceeds			30,000		30,000	0.00%			
	7,801		4,490		5,100		2,400	Interest Revenue			2,400		2,400	-52.94%			
\$	22,226	\$	65,690	\$	35,100	\$	16,000	Total Miscellaneous		\$	32,400	\$	32,400	-7.69%			
\$	200,262	\$	265,952	\$	260,500	\$	281,900	TOTAL RESOURCES		\$	314,300	\$	314,300	20.65%			

Notes:

- ¹ The original funds for this program were received through a Federal Grant. The working capital carryforward is from loan repayments and interest earned on these funds.
- ⁴ The City currently has loans outstanding for this program totaling \$113,700. The program typically receives 1-2 repayments each year. The average balance of each loan is approximately \$15,000.

SPECIAL REVENUE FUND
HOUSING SERVICES FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS								
MATERIALS & SERVICES								
\$ -	\$ -	\$ -	\$ -	Materials and Supplies	\$ 1,000	\$ 1,000		
-	-	-	-	Administrative Fee	5,100	5,100		
-	-	260,500	-	Housing Rehabilitation Services	298,000	298,000		14.40%
\$ -	\$ -	\$ 260,500	\$ -	TOTAL MATERIALS & SERVICES	\$ 304,100	\$ 304,100		16.74%
FUND BALANCE								
-	-	-	-	Reserve for Administration	10,200	10,200		
200,262	265,952	-	281,900	Unrestricted Ending Fund Balance	-	-		
\$ 200,262	\$ 265,952	\$ 260,500	\$ 281,900	TOTAL REQUIREMENTS	\$ 314,300	\$ 314,300		20.65%

Notes:

¹³ Materials & Supplies are for outreach, brochures, etc to inform potential recipients of the program.

¹⁴ The Administrative Fee is approximately 5% of the Assistant to the City Manager's Personnel Services costs for managing this program.

¹⁵ Staff is in the process of reestablishing this program and anticipates loaning funds beginning in FY10-11. Expenditures provide for loaning all available funds should demand for this program warrant.

¹⁹ The Reserve for Administrative Fee is 5% of the Assistant to the City Manager's Personnel Services costs for managing this program in years two and three.

SPECIAL REVENUE FUND

RESIDENTIAL ENERGY EFFICIENCY REVOLVING LOANS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	-	\$	-	\$	-	\$	-	Working Capital Carryforward	\$	-	\$	-
2													
3		-		-					- Grant Funds		138,500		138,500
4													
5									MISCELLANEOUS				
6		-		-					- Loan Proceeds		-		-
7		-		-					- Interest Revenue		-		-
8	\$	-	\$	-	\$	-	\$	-	Total Miscellaneous	\$	-	\$	-
9													
10	\$	-	\$	-	\$	-	\$	-	TOTAL RESOURCES	\$	138,500	\$	138,500
11													

REQUIREMENTS

14									MATERIALS & SERVICES				
15	\$	-	\$	-	\$	-	\$	-	- Materials and Supplies	\$	1,000	\$	1,000
16		-		-		-		-	- Administrative Fee		4,600		4,600
17		-		-		-		-	- Energy Efficiency Loans		124,700		124,700
18	\$	-	\$	-	\$	-	\$	-	TOTAL MATERIALS & SERVICES	\$	130,300	\$	130,300
19													
20									FUND BALANCE				
21		-		-		-		-	- Reserved for Administration		8,200		8,200
22		-		-		-		-	- Unrestricted Ending Fund Balance		-		-
23													
24	\$	-	\$	-	\$	-	\$	-	TOTAL REQUIREMENTS	\$	138,500	\$	138,500

Notes:

³ This is a new federal grant program to provide low-income homes with funds to make energy efficiency improvements.

¹⁵ Materials & Supplies are for outreach, brochures, etc to inform potential recipients of the program.

¹⁶ The Administrative Fee is one-third of 10% of grant proceeds for staff time administering the program. The remaining two-thirds is held in reserve for years two and three.

²² The Reserve is two-thirds of 10% of grant proceeds for staff time administering the program in years two and three.

CAPITAL PROJECTS FUND
PARK IMPROVEMENT FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10		RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>															
1	\$	696,573	\$	926,485	\$	732,300	\$	692,400	<i>Working Capital Carryforward</i>		\$	622,500	\$	622,500	-14.99%
2															
3	<i>INTERGOVERNMENTAL</i>														
4		153,640		70,082		-		-	Grants			-		-	
5															
6	<i>LICENSES & FEES</i>														
7		254,123		25,711		24,600		98,300	System Development Fees			29,900		29,900	21.54%
8															
9	<i>MISCELLANEOUS</i>														
10		33,852		17,462		16,400		5,600	Interest			5,600		5,600	-65.85%
11		15,000		28,000		-		-	Miscellaneous Revenue			-		-	
12	\$	48,852	\$	45,462	\$	16,400	\$	5,600	TOTAL MISCELLANEOUS		\$	5,600	\$	5,600	-65.85%
13															
14		-		2,822		-		-	Transfer from Transportation Fund			-		-	
15															
16	\$	1,153,188	\$	1,070,562	\$	773,300	\$	796,300	TOTAL RESOURCES		\$	658,000	\$	658,000	-14.91%

Notes:
7 Revenues are based on SDCs for 30 new single-family dwelling units
10 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.

CAPITAL PROJECTS FUND
PARK IMPROVEMENT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS								
MATERIALS & SERVICES								
\$ 17,783	\$ 18,779	\$ -	\$ -	Legal Services	\$ -	\$ -		
-	-	20,900	-	Internal Service Charges	-	-		-100.00%
571	1,779	2,400	4,100	Contractual Services	-	-		-100.00%
\$ 18,354	\$ 20,558	\$ 23,300	\$ 4,100	TOTAL MATERIALS & SERVICES	\$ -	\$ -		-100.00%
CAPITAL OUTLAY								
\$ -	\$ 24,683	\$ -	\$ 15,700	Grant Expenditures	\$ -	\$ -		
-	24,972	50,000	60,000	Land Acquisition	-	-		-100.00%
208,349	307,916	199,800	94,000	Improvements	40,000	40,000		-79.98%
-	-	395,000	-	Unanticipated Expenses	600,000	600,000		51.90%
\$ 208,349	\$ 357,571	\$ 644,800	\$ 169,700	TOTAL CAPITAL OUTLAY	\$ 640,000	\$ 640,000		-0.74%
FUND BALANCE								
926,485	692,433	105,200	622,500	Unrestricted Ending Fund Balance	18,000	18,000		-82.89%
\$ 1,153,188	\$ 1,070,562	\$ 773,300	\$ 796,300	TOTAL REQUIREMENTS	\$ 658,000	\$ 658,000		-14.91%

Notes:

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

²¹ Ten percent of all Park SDC revenue is given to the General Fund for administrative costs. The City cannot legally charge the Park SDC fund for internal service costs and no costs were charged in FY09-10. These costs are paid from the City's General Fund.

²⁷ Land Acquisition in FY09-10 is \$50K option on the Buchholtz property and \$10K option on the Buchanan Property. Other funding sources have been identified to pay the remaining purchase price of these properties.

²⁸ Improvements are listed on the narrative on the preceding page.

CAPITAL PROJECTS FUND

Transportation Improvement Fund

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$ 1,192,556	\$ 1,618,017	\$ 1,262,500	\$ 1,544,900	<i>Working Capital Carryforward</i>	\$ 1,666,200	\$ 1,666,200	31.98%
2								
3					<i>LICENSES & FEES</i>			
4	367,883	79,623	27,300	114,800	System Development Fees	75,300	75,300	175.82%
5								
6					<i>MISCELLANEOUS</i>			
7	58,164	32,196	30,200	14,000	Interest	14,000	14,000	-53.64%
8								
9					<i>TRANSFERS IN</i>			
10	-	22,258	-	-	From General Fund	-	-	
11	-	-	90,600	-	From Street Fund	-	-	-100.00%
12	-	-	3,000	-	From Community Center Fund	23,600	23,600	686.67%
13	\$ -	\$ 22,258	\$ 93,600	\$ -	TOTAL TRANSFERS IN	\$ 23,600	\$ 23,600	-74.79%
14								
15	\$ 1,618,603	\$ 1,752,094	\$ 1,413,600	\$ 1,673,700	TOTAL RESOURCES	\$ 1,779,100	\$ 1,779,100	25.86%

Notes:

- ⁴ FY09-10 SDC's are projected anticipating 30 new single family units plus one commercial Keizer Station development.
- ⁷ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.
- ¹⁰ The FY08-09 transfer from the General Fund is repayment for receipts received in prior fiscal years that belong to the Transportation Improvement Fund.
- ¹¹ The transfer budgeted from the Street Fund in FY09-10 was intended as repayment for an interfund loan made in FY08-09; however, it was not necessary to borrow these funds so the transfer will not be made.
- ¹² The transfer budgeted from the Community Center Fund is repayment for an interfund loan made in FY08-09; however, the fund does not have sufficient cash in FY09-10 to repay this loan. The loan has been extended and a portion is anticipated to be repaid in FY10-11.

CAPITAL PROJECTS FUND

Transportation Improvement Fund

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS***MATERIALS & SERVICES***

\$	520	\$	709	\$	-	\$	-	Legal Services	\$	-	\$	-	
	66				200			- Services		-		-	-100.00%
\$	586	\$	709	\$	200	\$	-	TOTAL MATERIALS & SERVICES	\$	-	\$	-	-100.00%

CAPITAL OUTLAY

\$	-	\$	7,213	\$	440,000	\$	7,500	Improvements	\$	440,000	\$	440,000	0.00%
	-		-		755,500		-	Unanticipated Expenses		1,300,000		1,300,000	72.07%
\$	-	\$	7,213	\$	1,195,500	\$	7,500	TOTAL CAPITAL OUTLAY	\$	1,740,000	\$	1,740,000	45.55%

TRANSFERS OUT

\$	-	\$	1,105	\$	-	\$	-	Repayment to General Fund	\$	-	\$	-	
	-		64,502		-		-	Interfund loan to Community Center		-		-	
	-		130,773		-		-	Transfer to Sewer Reserve Fund		-		-	
	-		-		194,500		-	Interfund loan to Storm Water Fund		-		-	-100.00%
	-		2,822		-		-	Repayment to Park Improvement Fund		-		-	
\$	-	\$	199,202	\$	194,500	\$	-	TOTAL TRANSFERS OUT	\$	-	\$	-	-100.00%

FUND BALANCE

	1,618,017		1,544,970		23,400		1,666,200	Unrestricted Ending Fund Balance		39,100		39,100	67.09%
\$	1,618,603	\$	1,752,094	\$	1,413,600	\$	1,673,700	TOTAL REQUIREMENTS	\$	1,779,100	\$	1,779,100	25.86%

Notes:

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

²⁴ Begin engineering design for improvements to 1-5/Chemawa southbound on-ramp including permits and project management. Also begin construction of the on-ramp widening in late 2011.

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
RESOURCES								
WORKING CAPITAL CARRYFORWARD								
\$ 2,157,372	\$ 1,227,271	\$ 1,125,800	\$ 1,010,700	Working Capital Carryforward	\$ 789,400	\$ 789,400		-29.88%
854	1,164	1,200	600	Helmet Donations	1,900	1,900		58.33%
\$ 2,158,226	\$ 1,228,435	\$ 1,127,000	\$ 1,011,300	TOTAL WORKING CAPITAL CARRYFORWARD	\$ 791,300	\$ 791,300		-29.79%
LICENSES & FEES								
\$ 6,241	\$ 8,131	\$ 4,000	\$ 600	Planning Construction Fees	\$ 3,000	\$ 3,000		-25.00%
5,953	3,095	1,400	4,600	Driveway Permit Fees	2,600	2,600		85.71%
\$ 12,194	\$ 11,226	\$ 5,400	\$ 5,200	TOTAL LICENSES & FEES	\$ 5,600	\$ 5,600		3.70%
INTERGOVERNMENTAL								
\$ -	\$ 92,685	\$ -	\$ -	Grants	\$ -	\$ -		
1,527,096	1,379,293	1,381,900	1,466,600	State Fuel Tax	1,466,600	1,466,600		6.13%
-	6,434	-	4,100	FEMA Reimbursement	-	-		
\$ 1,527,096	\$ 1,478,412	\$ 1,381,900	\$ 1,470,700	TOTAL INTERGOVERNMENTAL	\$ 1,466,600	\$ 1,466,600		6.13%
MISCELLANEOUS								
\$ 3,494	\$ 1,686	\$ -	\$ 3,100	Bike Safety Donations	\$ 3,200	\$ 3,200		
69,407	21,782	11,000	10,300	Interest	10,300	10,300		-6.36%
25,797	-	9,600	9,600	Property Sales	894,000	894,000		9212.50%
-	20,035	23,200	21,000	Rental Property	21,000	21,000		-9.48%
1,548	598	-	7,300	Miscellaneous Revenue	-	-		
\$ 100,246	\$ 44,101	\$ 43,800	\$ 51,300	TOTAL MISCELLANEOUS	\$ 928,500	\$ 928,500		2019.86%
TRANSFERS IN								
\$ 540	\$ -	\$ -	\$ -	Transfer in from General Fund	\$ -	\$ -		
\$ 540	\$ -	\$ -	\$ -	TOTAL TRANSFERS IN	\$ -	\$ -		
\$ 3,798,302	\$ 2,762,174	\$ 2,558,100	\$ 2,538,500	TOTAL RESOURCES	\$ 3,192,000	\$ 3,192,000		24.78%

Notes:

¹³ Fuel Tax revenue projections for FY09-10 are coming in slightly above budget. FY10-11 estimates are based on FY09-10 receipts projected to year end.

¹⁹ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.

²⁰ From FY09-10 through FY10-11 the City & Urban Renewal District will pursue sale of Area B at Keizer Station. The property is 36% Urban Renewal and 64% Street Fund.

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

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS*PERSONNEL SERVICES*

30								
31	\$	5,463	\$	5,955	\$	-	\$	-
32		722	\$	5,783		-		-
33		43,500		46,070	46,300	46,300	Public Works Director	47,400 47,400 2.38%
34		23,777		25,184	25,300	25,300	Public Works Superintendent	25,300 25,300 0.00%
35		7,117		7,252	-	-	- City Recorder (5)	- -
36		44,323		57,833	66,500	66,500	Municipal Utility Workers	69,400 69,400 4.36%
37		5,004		5,457	5,700	5,700	Community Development Director	5,700 5,700 0.00%
38		3,883		4,231	4,400	4,400	Code Enforcement/Zoning Technician	4,400 4,400 0.00%
39		26,092		26,959	18,700	18,700	Administrative Support	18,700 18,700 0.00%
40		2,099		1,737	-	-	- Network Administrator (4)	- -
41		4,725		2,519	-	-	- Human Resources Director (6)	- -
42		4,817		5,104	-	-	- Finance Director (7)	- -
43		7,695		8,387	-	-	- Facility Maintenance Worker (8)	- -
44		-		636	500	500	Cell Phone Stipend/Clothing Allowance	700 700 40.00%
45		2,563		4,301	4,300	4,300	Overtime	2,200 2,200 -48.84%
46		-		-	1,200	1,200	Duty Pay	5,200 5,200 333.33%
47		460		460	-	-	- Vehicle Allowance/Tuition Assistance (2)	- -

Notes:

³⁰ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

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

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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PERSONNEL SERVICES - CONTINUED

48	2,796	3,207	2,600	2,600	Medicare	2,700	2,700	3.85%
49	33,990	38,849	27,700	27,700	Retirement	26,600	26,600	-3.97%
50	23,192	42,459	35,500	35,500	Insurance Benefits	37,300	37,300	5.07%
51	1,468	1,175	1,800	1,800	Workers Compensation	1,800	1,800	0.00%
52	\$ 243,686	\$ 293,558	\$ 240,500	\$ 240,500	TOTAL PERSONNEL SERVICES	\$ 247,400	\$ 247,400	2.87%

Notes:

- ⁴⁴ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ⁴⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁴⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ⁵⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ⁵¹ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES									
53	\$ 1,150	\$ 1,313	\$ -	\$ -	Office Materials & Supplies	\$ -	\$ -		
54	53	79	-	-	Safety & Wellness (6)	-	-		
55	3,184	2,280	1,200	1,800	Helmets	2,000	2,000		66.67%
56	916	1,876	2,000	400	Postage & Printing	1,000	1,000		-50.00%
57	1,208	2,207	-	-	Association Memberships (1)	-	-		
58	3,653	3,242	2,900	3,000	Travel & Training	3,000	3,000		3.45%
59	177	385	-	-	City Council Expenses (1)	-	-		
60	298	213	100	100	Advertising	100	100		0.00%
61	24,153	16,578	-	-	Legal Services (3)	-	-		
62	373	1,701	400	-	Labor Attorney	200	200		-50.00%
63	-	-	122,200	116,800	Administrative Services Charges	104,600	104,300		-14.65%
64	27,205	31,642	44,600	34,000	Contractual Services	70,000	70,000		56.95%
65	3,132	2,460	-	-	Audit (7)	-	-		
66	35,784	24,915	34,000	19,000	Engineering Services	30,000	30,000		-11.76%
67	1,560	6,450	6,000	5,000	Traffic Engineering SDC Review	6,000	6,000		0.00%
68	1,007	2,099	-	600	Janitorial	600	600		
69	674	1,799	-	-	Gas & Electricity (8)	-	-		
70	1,722	2,281	2,100	1,800	Telephone	2,000	2,000		-4.76%

Notes:

⁵⁴ Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1) City-Wide Administration	\$ 9,300	\$ 9,300
(2) City Manager	8,700	8,700
(3) Assistant to the City Manager	12,100	12,100
(4) Attorney's Office	22,800	22,800
(5) City Recorder	12,200	12,200
(6) Human Resources	7,900	7,900
(7) Finance	23,400	23,400
(8) Facility Maintenance	8,200	7,900
Administrative Services Charges	<u>\$ 104,600</u>	<u>\$ 104,300</u>

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

⁶⁴ Includes right of way maintenance and costs related to the sale of Area B property.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES - CONTINUED									
71	13,347	10,043	1,400	1,400	Insurance - Liability	1,400	1,400		0.00%
72	378	218	2,000	500	Gasoline/Diesel	1,000	1,000		-50.00%
73	1,827	1,542	-	-	Computer & Software Maintenance (4)	-	-		
74	1,791	1,963	3,500	1,500	Equipment Maintenance	2,000	2,000		-42.86%
75	351	563	-	-	Facility Maintenance (8)	-	-		
76	-	7,273	7,000	5,000	Sidewalk Maintenance	7,000	7,000		0.00%
77	6,876	8,542	10,000	5,500	Operating Materials and Supplies	8,000	8,000		-20.00%
78	94,791	95,429	97,000	97,000	Street Sweeping	97,000	97,000		0.00%
79	151,134	135,316	165,000	160,000	Street Maintenance & Repair	165,000	165,000		0.00%
80	53,531	58,054	60,000	58,000	Street Light Utilities	63,000	63,000		5.00%
81	23,315	21,657	24,000	23,000	Traffic Light Utilities	25,000	25,000		4.17%
82	6,160	-	-	-	Storm Drain Utilities	-	-		
83	5	239	400	200	Medical Testing	200	200		-50.00%
84	2,820	7,031	3,000	9,000	Rental Property Expenses	6,000	6,000		100.00%
85	6,050	6,350	6,700	6,700	MPO Support/ SKATS	6,700	6,700		0.00%
86	58	-	-	-	Miscellaneous Expenses	-	-		
87	497	1,219	600	100	Flood & Drainage Services	-	-		-100.00%
88	\$ 469,180	\$ 456,959	\$ 596,100	\$ 550,400	TOTAL MATERIALS & SERVICES	\$ 601,800	\$ 601,500		0.91%

Notes:

- ⁷¹ Liability insurance costs for the City's facilities are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY09-10. Beginning with FY09-10, liability insurance includes the Street Fund's share of auto insurance premiums.

SPECIAL REVENUE FUND

STREET FUND									
ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10			RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<i>CAPITAL OUTLAY</i>									
89									
90	\$ 4,036	\$ 296	\$ -	\$ -	- Office Furniture & Equipment	\$ -	\$ -		
91	1,569	2,302	-	-	- Computer Hardware	-	-		
92	-	64,749	-	-	- Storm Sewer Maintenance Truck	-	-		
93	10,865	-	14,800	-	- Heavy Equipment/Vehicles	14,800	14,800		
94	29,850	10,581	60,000	44,000	- Bike Paths & Lanes	-	-		-100.00%
95	1,267,380	145,024	443,000	450,000	- Street Improvements	50,000	50,000		-88.71%
96	-	22,953	-	-	- Infill Sidewalk Completions	30,000	30,000		
97	1,571	351,595	-	-	- Property & Easement Acquisition	-	-		
98	-	-	-	-	- Storm Drains	-	-		
99	113,417	-	-	-	- Labish Area Bridge and Drainage	-	-		
100	-	14,893	99,000	84,000	- Street Resurfacing	420,000	420,000		324.24%
101	5,055	-	-	-	- Chemawa Road Bridge	-	-		
102	-	-	-	-	- Signage Signal Upgrades	178,000	178,000		
103	56,765	-	-	-	- Shop Addition	-	-		
104	501	656	12,200	-	- Field Equipment	-	-		-100.00%
105	\$ 1,491,009	\$ 613,049	\$ 629,000	\$ 578,000	TOTAL CAPITAL OUTLAY	\$ 692,800	\$ 692,800		10.14%

Notes:

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

95 Install street lights along Wheatland Road N.

102 Generator upgrades for 9 signals, School Zone flashers and River Road Pedestrian Crossing.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
DEBT SERVICE									
106	\$ 151,000	\$ 157,000	\$ 163,000	\$ 163,000	Principal	\$ 169,000	\$ 169,000		3.68%
107	59,486	53,449	47,200	47,200	Interest	40,700	40,700		-13.77%
108	\$ 210,486	\$ 210,449	\$ 210,200	\$ 210,200	TOTAL DEBT SERVICE	\$ 209,700	\$ 209,700		-0.24%
109									
110	TRANSFERS OUT								
111	\$ -	\$ -	\$ 90,600	\$ -	Transportation Fund - Loan Repayment	\$ -	\$ -		-100.00%
112	6,406	-	-	-	Street Lighting District Fund	-	-		
113	-	28,231	-	-	City Hall Facility Fund	-	-		
114	149,100	149,200	170,000	170,000	Storm Utility Fund	210,500	210,500		23.82%
115	\$ 155,506	\$ 177,431	\$ 260,600	\$ 170,000	TOTAL TRANSFERS OUT	\$ 210,500	\$ 210,500		-19.22%
116									
117	\$ -	\$ -	\$ 48,200	\$ -	Contingency	\$ 64,300	\$ 64,300		33.40%
118									
119	FUND BALANCE								
120	\$ -	\$ -	\$ 220,000	\$ -	Restricted for Grants	\$ -	\$ -		-100.00%
121	-	-	-	-	Reserve Proceeds from Property Sales	858,000	858,000		
122	-	-	173,800	173,800	Restricted for Future Debt Service	173,800	173,800		0.00%
123	1,228,435	1,010,728	179,700	615,600	Unrestricted Ending Fund Balance	133,700	134,000		-25.43%
124	\$ 1,228,435	\$ 1,010,728	\$ 573,500	\$ 789,400	TOTAL FUND BALANCE	\$ 1,165,500	\$ 1,165,800		103.28%
125									
126	\$ 3,798,302	\$ 2,762,174	\$ 2,558,100	\$ 2,538,500	TOTAL REQUIREMENTS	\$ 3,192,000	\$ 3,192,000		24.78%

Notes:

¹¹⁴ The transfer to the Storm Utility Fund is for the Street Fund's share of Storm Water Maintenance and Improvements.

¹²¹ Proceeds from the sale of Area B, less sales costs, will be held in a reserve until use of funds is identified.

SPECIAL REVENUE FUND

KEIZER ROTARY AMPHITHEATER

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

3	\$	-	\$	-	\$	-	\$	300	WORKING CAPITAL CARRYFORWARD	\$	2,600	\$	2,600	
6		-		325		6,000		4,700	Rental Fees		2,100		2,100	-65.00%
7	\$	-	\$	325	\$	6,000	\$	4,700	TOTAL CHARGES FOR SERVICES	\$	2,100	\$	2,100	-65.00%
9									MISCELLANEOUS					
10		-		-		-		-	Donations		-		-	
11		-		-		-		-	Interest		-		-	
12	\$	-	\$	-	\$	-	\$	-	TOTAL MISCELLANEOUS REVENUE	\$	-	\$	-	
14	\$	-	\$	325	\$	6,000	\$	5,000	TOTAL RESOURCES	\$	4,700	\$	4,700	-21.67%

REQUIREMENTS

19	-	-		5,000		2,000			Operating Materials & Supplies		2,000		2,000	-60.00%
20	-	-		-		400			Noise Variance Analysis		-		-	
21	\$	-	\$	-	\$	5,000	\$	2,400	TOTAL MATERIALS & SERVICES	\$	2,000	\$	2,000	-60.00%
24	-	-		1,000		-			Improvements		2,200		2,200	120.00%
25	\$	-	\$	-	\$	1,000	\$	-	TOTAL CAPITAL OUTLAY	\$	2,200	\$	2,200	120.00%
27	-		325		-			2,600	Unrestricted Ending Fund Balance		500		500	
29	\$	-	\$	325	\$	6,000	\$	5,000	TOTAL REQUIREMENTS	\$	4,700	\$	4,700	-21.67%

Notes:

⁶ Rental fees are for use of the amphitheater at Keizer Rapids Park. City Council significantly reduced rental fees during FY09-10. This reduction is reflected in the FY10-11 revenue forecast.

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

DEBT SERVICE FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT

						RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10						
RESOURCES									
1	\$ (581,180)	\$ 3,388,761	\$ 3,423,900	\$ 4,246,800	<i>Working Capital Carryforward</i>	\$ 2,725,000	\$ 2,725,000		-20.41%
2									
3					DEBT PROCEEDS				
4	26,810,000	-	-	-	Long-Term Debt	-	-		
5	\$ 26,810,000	\$ -	\$ -	\$ -	Total Debt Proceeds	\$ -	\$ -		
6									
7					TAXES & ASSESSMENTS				
8	2,200,000	682,359	716,500	722,200	Assessments	\$ 764,400	\$ 764,400		6.69%
9									
10					MISCELLANEOUS				
11	777,605	76,564	57,300	59,300	Interest	19,600	19,600		-65.79%
12	-	1,534,929	1,500,800	1,495,000	Assessment Interest	1,452,900	1,452,900		-3.19%
13	4,042	-	-	-	Miscellaneous	-	-		
14	\$ 781,647	\$ 1,611,493	\$ 1,558,100	\$ 1,554,300	Total Miscellaneous	\$ 1,472,500	\$ 1,472,500		-5.49%
15									
16	\$ 29,210,467	\$ 5,682,613	\$ 5,698,500	\$ 6,523,300	TOTAL RESOURCES	\$ 4,961,900	\$ 4,961,900		-12.93%

Notes:

¹¹ In FY09-10 the City was able to invest in a CD at 3.3%. Current CD rates are .1%-.2%; Funds are held at the Oregon State Treasury & currently earning 0.5%.

DEBT SERVICE FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS								
MATERIALS & SERVICES								
\$	-	\$ 1,784	\$ 2,000	\$ 1,700	Legal Services - Bond Council	\$ 2,000	\$ 2,000	0.00%
	-	-	2,600	2,400	Administrative Services Charges (Legal Services)	2,200	2,200	-15.38%
	45,134	576	-	800	Contractual Services	800	800	
	203,381	550	-	-	Line of Credit Issuance Costs	-	-	
\$	248,515	\$ 2,910	\$ 4,600	\$ 4,900	TOTAL MATERIALS & SERVICES	\$ 5,000	\$ 5,000	8.70%
CAPITAL OUTLAY								
\$	789,952	\$ -	\$ -	\$ -	Improvements	\$ -	\$ -	
DEBT SERVICE								
\$	1,063,239	\$ -	\$ 925,000	\$ 2,450,000	Principal	\$ 1,000,000	\$ 1,000,000	8.11%
	23,720,000	1,432,846	1,339,000	1,343,400	Interest	1,266,700	1,266,700	-5.40%
\$	24,783,239	\$ 1,432,846	\$ 2,264,000	\$ 3,793,400	TOTAL DEBT SERVICE	\$ 2,266,700	\$ 2,266,700	0.12%
FUND BALANCE								
\$	3,388,761	\$ 4,246,857	\$ 3,429,900	\$ 2,725,000	Restricted for Future Debt Service	\$ 2,690,200	\$ 2,690,200	-21.57%
\$	29,210,467	\$ 5,682,613	\$ 5,698,500	\$ 6,523,300	TOTAL REQUIREMENTS	\$ 4,961,900	\$ 4,961,900	-12.93%

CAPITAL PROJECTS FUND

CITY HALL FACILITY

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	1,848	\$	1,925	\$	-	\$	-	Working Capital Carryforward	\$	-	\$	-
2													
3		-		21,224		-		-	Reimbursement from Urban Renewal		-		-
4													
5		77		8,122		-		-	Miscellaneous Revenue		-		-
6													
7									TRANSFERS IN				
8		-		473,631		-		-	General Fund		-		-
9		-		28,231		-		-	Street Fund		-		-
10		-		21,224		-		-	Sewer Fund		-		-
11		-		120,134		-		-	Water Fund		-		-
12		-		7,109		-		-	SLD Fund		-		-
13		-		35,340		-		-	Storm Water Fund		-		-
14	\$	-	\$	685,669	\$	-	\$	-	TOTAL TRANSFERS IN	\$	-	\$	-
15													
16	\$	1,925	\$	716,940	\$	-	\$	-	TOTAL RESOURCES	\$	-	\$	-

REQUIREMENTS

17									MATERIALS & SERVICES				
18													
19													
20	\$	-	\$	2,249	\$	-	\$	-	Facility Maintenance Supplies	\$	-	\$	-
21	\$	-	\$	2,249	\$	-	\$	-	TOTAL MATERIALS & SERVICES	\$	-	\$	-
22													
23									CAPITAL OUTLAY				
24	\$	-	\$	714,691	\$	-	\$	-	Improvements	\$	-	\$	-
25	\$	-	\$	714,691	\$	-	\$	-	TOTAL CAPITAL OUTLAY	\$	-	\$	-
26													
27									FUND BALANCE				
28		1,925		-		-		-	Unrestricted Ending Fund Balances		-		-
29													
30	\$	1,925	\$	716,940	\$	-	\$	-	TOTAL REQUIREMENTS	\$	-	\$	-

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>																	
\$	-	\$	306,347	\$	249,700	\$	205,600	<i>Working Capital Carry forward</i>		\$	114,100	\$	114,100			-54.31%	
<i>LICENSES & FEES</i>																	
\$	2,945	\$	1,456	\$	2,000	\$	-	Planning & Construction Fees		\$	-	\$	-			-100.00%	
	364,186		526,738		528,000		528,800	Service Fees			749,100		749,100			41.88%	
\$	367,131	\$	528,194	\$	530,000	\$	528,800	TOTAL LICENSES & FEES		\$	749,100	\$	749,100			41.34%	
<i>MISCELLANEOUS</i>																	
\$	5,992	\$	1,195	\$	1,000	\$	1,600	Interest		\$	1,600	\$	1,600			60.00%	
	-		-		-		2,200	Miscellaneous Revenue			-		-				
\$	5,992	\$	1,195	\$	1,000	\$	3,800	TOTAL MISCELLANEOUS		\$	1,600	\$	1,600			60.00%	
<i>TRANSFERS IN</i>																	
\$	149,100	\$	149,200	\$	170,000	\$	169,800	Transfer from Street Fund		\$	210,500	\$	210,500			23.82%	
	-		-		194,500		-	Transfer from Transportation Fund			-		-			-100.00%	
\$	149,100	\$	149,200	\$	364,500	\$	169,800	TOTAL TRANSFERS IN		\$	210,500	\$	210,500			-42.25%	
\$	522,223	\$	984,936	\$	1,145,200	\$	908,000	TOTAL RESOURCES		\$	1,075,300	\$	1,075,300			-6.10%	

Notes:

⁵ The City anticipates a 42% fee increase in FY10-11; for residential customers the fee will increase from \$5.40 per bi-monthly bill to \$7.65 per bi-monthly bill.

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

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08				ACTUAL 2008-09				AMENDED 2009-10				PROJECTED 2009-10				RECOMMENDED 2010-11				APPROVED 2010-11				ADOPTED 2010-11				PERCENT INC (DEC) AMENDED			
REQUIREMENTS																															
PERSONNEL SERVICES																															
\$	5,462	\$	5,955	\$	-	\$	-	City Manager (2)	\$	-	\$	-																			
	722		5,783		-		-	Assistant to City Manager (4)		-		-																			
	5,058		5,357		16,200		16,200	Public Works Director		16,200		16,200																		0.00%	
	3,963		4,197		4,300		4,300	Public Works Superintendent		4,300		4,300																		0.00%	
	712		725		-		-	City Recorder (5)		-		-																			
	21,226		122,177		129,900		129,900	Municipal Utility Workers		137,500		137,500																		5.85%	
	-		-		2,200		2,200	Code Enforcement/Zoning Technician		2,200		2,200																		0.00%	
	15,798		53,482		56,400		56,400	Environmental Program Coordinator		56,400		56,400																		0.00%	
	-		-		-		-	Storm Water Technicians		85,600		85,600																			
	9,744		12,427		7,400		7,400	Administrative Support		7,900		7,900																		6.76%	
	1,050		3,350		-		-	Network Administrator (4)		-		-																			
	2,363		5,038		-		-	Human Resources Director (6)		-		-																			
	2,890		3,062		-		-	Finance Director (7)		-		-																			
	1,923		2,097		-		-	Facility Maintenance Worker (8)		-		-																			
	-		3,229		34,600		34,600	Temporary Employee		34,600		34,600																		0.00%	
	40		5,739		6,400		6,400	Overtime		6,900		6,900																		7.81%	
	-		-		1,200		1,200	Duty Pay		5,200		5,200																		333.33%	
	460		460		-		-	Vehicle Allowance/Tuition Assistance (2)		-		-																			

Notes:

22 Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

(1) Administration

(2) City Manager

(3) City Attorney

(4) Asst to the City Manager & IT

(5) City Recorder

(6) Human Resources

(7) Finance

(8) Civic Center Facilities

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

22 Salaries are projected to increase 1% plus step increases for union represented employees per the Local 320 Contract. No increase is projected for non-union staff.

31 Two full time employees are added in FY10-11 to complete required compliance regulations of the NPDES PH II to meet the Federal Clean Water Act by Oct 2011.

32 Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Administrative Services Section of the budget. The increase from FY09-10 is Community Development staff assisting in utility billing to cover staff shortages for the first half of FY10-11.

37 A temporary employee will assist in Underground Injection Control (UIC) inventory, registration & public outreach.

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<i>PERSONNEL SERVICES - CONTINUED</i>								
41	-	1,000	800	800	Cell Phone - Clothing Allowances	1,200	1,200	50.00%
42	1,110	3,655	4,700	4,700	Medicare	5,300	5,300	12.77%
43	12,097	38,531	35,200	35,200	Retirement	48,000	48,000	36.36%
44	46,553	53,074	57,200	57,200	Insurance Benefits	87,500	87,500	52.97%
45	1,525	2,345	2,700	2,700	Workers Compensation	4,700	4,700	74.07%
46	\$ 132,696	\$ 331,683	\$ 359,200	\$ 359,200	TOTAL PERSONNEL SERVICES	\$ 503,500	\$ 503,500	40.17%

Notes:

⁴¹ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

⁴² Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

⁴³ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

⁴⁴ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

⁴⁵ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain constant with FY09-10.

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
MATERIALS & SERVICES																	
\$	1,908	\$	1,599	\$	-	\$	-	Office Materials & Supplies		\$	-	\$	-				
	106		99		-		-	Safety & Wellness (6)			-		-				
	2,036		3,637		6,100		3,000	Postage & Printing			4,000		4,000				-34.43%
	-		-		1,000		1,000	Concrete			1,000		1,000				0.00%
	296		-		1,000		1,000	Rock & Backfill			1,000		1,000				0.00%
	-		1,070		1,000		1,000	Paving			1,500		1,500				50.00%
	2,413		2,759		-		-	Association Memberships (1)			-		-				
	2,114		6,847		8,000		4,000	Travel & Training			5,000		5,000				-37.50%
	367		481		-		-	City Council Expenses (1)			-		-				
	1,300		138		1,000		-	Advertising			1,500		1,500				50.00%
	3,011		6,002		-		-	Legal Services (3)			-		-				
	742		2,126		1,000		-	Labor Attorney			400		400				-60.00%
	-		-		78,600		75,600	Administrative Services Charges			101,900		101,300				28.88%
	18,008		5,606		6,200		6,000	Contractual Services			30,000		30,000				383.87%
	-		274		-		-	Audit (7)			-		-				
	3,864		15,478		13,700		3,500	Engineering Services			20,000		20,000				45.99%
	2,001		2,802		-		1,100	Janitorial			600		600				
	1,317		2,855		-		-	Utilities (8)			-		-				
	8,096		4,392		6,000		4,000	Storm Drain Utilities			4,000		4,000				-33.33%
	456		2,394		-		2,000	Telephone			2,000		2,000				
	627		518		3,000		3,000	Insurance - Liability			2,700		2,700				-10.00%

Notes:

59 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012.

60 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1)	City-Wide Administration	\$ 17,700	\$ 17,700
(2)	City Manager	8,700	8,700
(3)	Assistant to the City Manager	28,000	28,000
(4)	Attorney's Office	3,400	3,400
(5)	City Recorder	1,700	1,700
(6)	Human Resources	15,100	15,100
(7)	Finance	11,800	11,800
(8)	Facility Maintenance	15,500	14,900
	Administrative Services Charges	\$ 101,900	\$ 101,300

60 Administrative Service Charges are for City Administration; allocations are based on full-time equivalents. The Storm Water fund allocation increased to account for the two new technician positions.

61 Camera inspection on 20% of the Storm system

63 Engineering services include costs to decommission UICs.

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

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES - CONTINUED								
200	481	2,000	1,500	Gasoline	2,000	2,000		0.00%
200	5,094	3,700	7,000	Diesel Fuel	7,500	7,500		102.70%
947	1,199	-	-	Computer & Software Maintenance (4)	-	-		
-	1,180	1,500	1,600	Vehicle Maintenance	1,700	1,700		13.33%
807	3,176	6,000	7,500	Equipment Maintenance	7,500	7,500		25.00%
699	773	-	-	Facility Maintenance (8)	-	-		
-	1,400	5,000	1,000	Storm Sewer Dumping Costs	5,000	5,000		0.00%
-	-	14,000	13,000	MS4 Annual Permit Renewal/UIC Registration Fees	10,000	10,000		-28.57%
7,446	5,919	10,000	7,800	Plant Maintenance	10,000	10,000		0.00%
85	8,295	10,000	3,000	Pump Maintenance	10,000	10,000		0.00%
2,831	13,567	15,000	10,000	Operating Materials & Supplies	15,000	15,000		0.00%
105	471	500	200	Medical Testing	400	400		-20.00%
38	2,264	2,200	2,500	Lab Tests	6,000	6,000		172.73%
-	-	1,700	1,700	Consumer Confidence Report/ Public Education	1,800	1,800		5.88%
\$ 62,020	\$ 102,896	\$ 198,200	\$ 162,000	TOTAL MATERIALS & SERVICES	\$ 252,500	\$ 251,900		27.09%
CAPITAL OUTLAY								
\$ -	\$ 370	\$ -	\$ -	Office Furniture & Equipment	\$ 2,300	\$ 2,300		
-	1,864	9,500	9,700	Field Equipment	2,700	2,700		-71.58%
1,356	1,854	-	-	Computer Hardware	-	-		
-	242,808	-	-	Storm Sewer Maintenance Truck	-	-		
-	-	-	-	Service Vehicle	22,000	22,000		
19,804	62,427	324,600	263,000	Storm Sewer Pipe Extension or Repair	100,000	100,000		-69.19%
\$ 21,160	\$ 309,323	\$ 334,100	\$ 272,700	TOTAL CAPITAL OUTLAY	\$ 127,000	\$ 127,000		-61.99%
TRANSFERS OUT								
\$ -	\$ 35,340	\$ -	\$ -	To City Hall Facility Fund	\$ -	\$ -		
\$ -	\$ 35,340	\$ -	\$ -	TOTAL TRANSFERS OUT	\$ -	\$ -		
-	-	-	-	Contingency	44,000	44,000		
FUND BALANCE								
\$ -	\$ -	\$ -	\$ -	Storm Maintenance Truck Reserve	\$ 15,000	\$ 15,000		
306,347	205,694	253,700	114,100	Unrestricted Ending Fund Balance	133,300	133,900		-47.22%
\$ 522,223	\$ 984,936	\$ 1,145,200	\$ 908,000	TOTAL REQUIREMENTS	\$ 1,075,300	\$ 1,075,300		-6.10%

Notes:

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

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

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

92 Construct disposal containment facility, install water quality infrastructure & replace storm water piping/outfall.

ENTERPRISE FUND SEWER FUND

					RECOMMENDED	APPROVED	ADOPTED	PERCENT
					2010-11	2010-11	2010-11	INC (DEC)
								AMENDED
ACTUAL	ACTUAL	AMENDED	PROJECTED					
2007-08	2008-09	2009-10	2009-10					
RESOURCES								
1	\$ 442,014	\$ 481,269	\$ 476,500	\$ 445,300	<i>Working Capital Carryforward</i>	\$ 365,900	\$ 365,900	-23.21%
2								
3								
4	546	583	200	-	<i>CHARGES FOR SERVICES</i>			
5	4,060,164	4,252,847	4,319,700	4,575,900	Planning/Construction Fees	-	-	-100.00%
6	316,918	286,508	296,800	288,200	Salem Sewer Billing	4,827,600	4,827,600	11.76%
7	4,377,628	4,539,938	4,616,700	4,864,100	Sewer Administration Fee	288,200	288,200	-2.90%
8					TOTAL CHARGES FOR SERVICES	5,115,800	5,115,800	10.81%
9								
10	5,124	5,210	5,000	6,600	<i>MISCELLANEOUS</i>			
11	-	-	-	10,700	Miscellaneous	5,000	5,000	0.00%
12	5,124	5,210	5,000	17,300	Interest Earnings	10,700	10,700	
13					TOTAL MISCELLANEOUS	15,700	15,700	214.00%
14	-	-	-	9,300	Transfer from Sewer Reserve Fund	-	-	
15								
16								
17	\$ 4,824,766	\$ 5,026,417	\$ 5,098,200	\$ 5,336,000	TOTAL RESOURCES	\$ 5,497,400	\$ 5,497,400	7.83%

Notes:

- ⁵ The City of Salem is working with a revenue slope of 6.5% for rate changes beginning January 2009. Salem has agreed to phase out the 7.5% surcharge on the City of Keizer's rates at 1.5% in 2009 and 1% thereafter. FY10-11 rates are based on a net 5.5% rate increase.
- ⁶ Projections are based on approximately 10,000 sewer customers billed bi-monthly at \$4.85 per bill.
- ¹⁰ Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. Historically, the fund has received at least \$5,000 annually in miscellaneous revenue.
- ¹¹ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010. Prior to FY10-11, interest earnings were not reflected in the budget; this has been corrected going forward.

ENTERPRISE FUND
SEWER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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18 REQUIREMENTS

19

20 *PERSONNEL SERVICES*

21	\$	1,092	\$	1,191	\$	-	\$	-			
22		180		1,446		-		-			
23		3,035		3,214		3,300		3,300			0.00%
24		3,963		4,197		4,300		4,300			0.00%
25		1,423		1,450		-		-			
26		95,382		104,779		84,200		84,200			10.69%
27		1,575		1,716		-		-			
28		3,544		2,519		-		-			
29		20,232		21,438		-		-			
30		1,924		2,097		-		-			
31		191		260		1,900		100			-100.00%
32		92		163		-		-			

Notes:

²⁰ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

²⁰ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

²⁶ Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Administrative Services Section of the budget. The increase from FY09-10 is Community Development staff assisting in utility billing to cover staff shortages for the first half of FY10-11.

ENTERPRISE FUND
SEWER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<i>PERSONNEL SERVICES - CONTINUED</i>									
33	2,039	2,222	1,500	1,500	Medicare	1,600	1,600		6.67%
34	22,374	24,948	14,100	14,100	Retirement	13,000	13,000		-7.80%
35	22,963	31,844	27,800	27,800	Insurance Benefits	31,700	31,700		14.03%
36	317	251	100	100	Workers Compensation	200	200		100.00%
37	\$ 180,326	\$ 203,735	\$ 137,200	\$ 135,400	TOTAL PERSONNEL SERVICES	\$ 147,300	\$ 147,300		7.36%

Notes:

³³ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

³⁴ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

³⁵ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

³⁶ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND
SEWER FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
MATERIALS & SERVICES																	
\$	1,869	\$	2,003	\$	-	\$	-	Office Materials & Supplies		\$	-	\$	-				
	64		59		-		-	Safety & Wellness (6)			-		-				
	21,078		22,589		26,000		22,100	Postage & Printing			23,200		23,200				-10.77%
	1,520		1,655		-		-	Association Memberships (1)			-		-				
	2,119		1,937		2,400		500	Travel & Training			500		500				-79.17%
	227		289		-		-	City Council Expenses (1)			-		-				
	538		391		500		-	Advertising			500		500				0.00%
	2,558		5,577		-		-	Legal Services (3)			-		-				
	448		1,276		-		-	Labor Attorney (6)			-		-				
	-		-		140,900		131,500	Administrative Services Charges			133,300		133,000				-5.61%
	2,150		1,784		2,500		2,500	Contractual Services			2,500		2,500				0.00%
	4,053		4,647		-		-	Audit (7)			-		-				
	18,071		5,572		7,500		2,100	Engineering Services			3,000		3,000				-60.00%
	1,121		1,443		-		-	Janitorial (8)			-		-				
	734		835		-		-	Utilities (8)			-		-				
	770		717		-		-	Telephone (8)			-		-				
	12,182		8,812		-		-	Insurance - Liability (8)			-		-				
	5,412		4,340		-		-	Computer & Software Maintenance (4)			-		-				
	463		433		-		-	Equipment Maintenance (4)			-		-				

Notes:

43 Beginning with FY09-10, Travel & Training is for Utility Billing staff only.

45 Advertising is for staff recruitments, if needed.

48 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1) City-Wide Administration	\$	9,100	\$	9,100
(2) City Manager		1,700		1,700
(3) Assistant to the City Manager		16,700		16,700
(4) Attorney's Office		5,800		5,800
(5) City Recorder		4,100		4,100
(6) Human Resources		7,700		7,700
(7) Finance		80,200		80,200
(8) Facility Maintenance		8,000		7,700
Administrative Services Charges	\$	133,300	\$	133,000

ENTERPRISE FUND SEWER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES - CONTINUED							
58	405	356	-	-	-	-	
59	4,083,897	4,286,503	4,319,700	4,675,900	4,827,600	4,827,600	11.76%
60	21	15	-	-	-	-	
61	127	20	100	100	-	-	-100.00%
62	\$ 4,159,827	\$ 4,351,253	\$ 4,499,600	\$ 4,834,700	\$ 4,990,600	\$ 4,990,300	10.91%
63							
64							
65	CAPITAL OUTLAY						
66	\$ -	\$ 222	\$ -	\$ -	\$ -	\$ -	
67	3,345	4,604	-	-	-	-	
68	\$ 3,345	\$ 4,826	\$ -	\$ -	\$ -	\$ -	
69							
70	-	-	14,000	-	15,500	15,500	10.71%
71							
72	TRANSFERS OUT						
73	-	21,224	-	-	-	-	
74	\$ -	\$ 21,224	\$ -	\$ -	\$ -	\$ -	
75							
76	FUND BALANCE						
77	481,268	445,379	447,400	365,900	344,000	344,300	-23.04%
78							
79	\$ 4,824,766	\$ 5,026,417	\$ 5,098,200	\$ 5,336,000	\$ 5,497,400	\$ 5,497,400	7.83%

Notes:

59 Salem Sewer Payments are pass-through expenses and equal Salem Sewer Billing revenues in the Resources section. In FY09-10 payments are \$100K more than billings to account for funds collected in previous years and remitted to Salem in FY09-10.

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

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

CAPITAL PROJECTS FUND
SEWER RESERVE FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10		RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
RESOURCES															
\$	974,129	\$	1,058,780	\$	1,025,100	\$	955,300	Working Capital Carryforward		\$	298,600	\$	298,600	-70.87%	
CHARGES FOR SERVICES															
	84,565		651		-		800	Sewer System Development Fee			6,800		6,800		
INTERGOVERNMENTAL															
	-		-		-		122,700	City of Salem Reimbursement			95,000		95,000		
MISCELLANEOUS															
	86		74		7,800		5,400	Interest			5,400		5,400	-30.77%	
TRANSFERS IN															
	-		18,426		-		-	General Fund			-		-		
	-		130,774		-		-	Transportation Fund			-		-		
\$	-	\$	149,200	\$	-	\$	-	TOTAL TRANSFERS IN		\$	-	\$	-		
\$	1,058,780	\$	1,208,705	\$	1,032,900	\$	1,084,200	TOTAL RESOURCES		\$	405,800	\$	405,800	-60.71%	

CAPITAL PROJECTS FUND
SEWER RESERVE FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS								
MATERIALS & SERVICES								
\$	-	\$ 150,965	\$ -	\$ -	Contractual Services	\$ -	\$ -	
\$	-	\$ 150,965	\$ -	\$ -	TOTAL MATERIALS & SERVICES	\$ -	\$ -	
CAPITAL OUTLAY								
\$	-	\$ 58,626	\$ -	\$ -	Engineering	\$ -	\$ -	
	-	43,784	816,000	776,300	Sewer Line Extensions	365,000	365,000	-55.27%
	-	-	216,900	-	Unanticipated Expenses	40,800	40,800	-81.19%
\$	-	\$ 102,410	\$ 1,032,900	\$ 776,300	TOTAL CAPITAL OUTLAY	\$ 405,800	\$ 405,800	-60.71%
			\$ 9,300		Transfer to Sewer Fund	\$ -	\$ -	
FUND BALANCE								
\$ 1,058,780	\$ 955,330	\$ -	\$ 298,600	Unrestricted Ending Fund Balances	\$ -	\$ -		
\$ 1,058,780	\$ 1,208,705	\$ 1,032,900	\$ 1,084,200	TOTAL REQUIREMENTS	\$ 405,800	\$ 405,800		-60.71%

Notes:

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

¹⁶ The FY08-09 transfer from the Transportation Improvement Fund is repayment for receipts received in prior fiscal years that belong in the Sewer Reserve Fund.

²⁹ Council approved the staff recommendation in 2010 to construct a portion of the 36" master sewer trunk line extension along McNary Estates Drive to Willow Lake Treatment Plant fulfilling part of the City's distribution capacity agreements with the City of Salem. Staff is recommending the final phase of the 36" Sanitary Sewer Trunk Line be constructed in 2011 to complete capacity upgrades.

ENTERPRISE FUND

WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	928,875	\$	1,228,869	\$	347,600	\$	393,500	<i>Working Capital Carryforward</i>	\$	548,700	\$	548,700	57.85%
2														
3									<i>TAXES & ASSESSMENTS</i>					
4		705		354		700		700	Assessments		700		700	0.00%
5														
6									<i>LICENSES & FEES</i>					
7		4,508		3,715		200		600	Planning & Construction Fees		600		600	200.00%
8		33,755		20,905		300		11,900	Service Fees		4,500		4,500	1400.00%
9		28,900		26,925		24,000		24,000	Diesel Fuel Sales		26,000		26,000	8.33%
10		13,451		2,230		-		7,000	Live Tap Reimbursement		5,000		5,000	
11	\$	80,614	\$	53,775	\$	24,500	\$	43,500	TOTAL LICENSES & FEES	\$	36,100	\$	36,100	47.35%
12														
13									<i>CHARGES FOR SERVICES</i>					
14		2,460,872		2,511,909		2,503,100		2,479,100	Water Sales		2,528,700		2,479,100	-0.96%
15														
16									<i>MISCELLANEOUS</i>					
17		91		40		100		100	Assessment Interest		100		100	0.00%
18		43,031		22,946		24,600		7,000	Interest		7,000		7,000	-71.54%
19		43,460		12,540		-		16,700	Miscellaneous		-		19,000	
20	\$	86,582	\$	35,526	\$	24,700	\$	23,800	TOTAL MISCELLANEOUS	\$	7,100	\$	26,100	5.67%
21														
22									<i>INTERGOVERNMENTAL</i>					
23		-		14,694		-		-	Reimbursement from Urban Renewal		-		-	
24														
25									<i>TRANSFERS IN</i>					
26		-		5,360		-		-	Transfer from Park Improvement Fund		-		-	
27				1,787		-		-	Transfer from Park Operating Fund		-		-	
28	\$	-	\$	7,147	\$	-	\$	-	TOTAL TRANSFERS IN	\$	-	\$	-	
29														
30	\$	3,557,648	\$	3,852,274	\$	2,900,600	\$	2,940,600	TOTAL RESOURCES	\$	3,121,300	\$	3,090,700	6.55%

Notes:

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

¹⁴ The City anticipates a 2% water rate increase in FY10-11.

¹⁹ Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. The FY10-11 budget includes \$19K from the City of Salem, per interagency agreement, to relocate a water line for a sanitary sewer project beginning in July 2010.

ENTERPRISE FUND

WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS*PERSONNEL SERVICES*

	PERSONNEL SERVICES												
32	\$	10,925	\$	11,910	\$	-	\$	-	City Manager (2)	\$	-	\$	-
33		1,354		10,843		-		-	Assistant to City Manager (4)		-		-
34		27,314		28,927		29,100		29,100	Public Works Director		29,100		29,100
35		35,665		37,776		33,700		33,700	Public Works Superintendent		34,600		34,600
36		1,423		1,450		-		-	City Recorder (5)		-		-
37		440,433		480,812		495,500		495,500	Municipal Utility Workers		503,700		503,700
38		2,002		2,183		2,300		2,300	Community Development Director		2,300		2,300
39		117,940		127,001		93,600		93,600	Administrative Support		103,100		103,100
40		8,922		9,174		-		-	Network Administrator (4)		-		-
41		20,082		13,434		-		-	Human Resources Director (6)		-		-
42		20,232		21,438		-		-	Finance Director (7)		-		-
43		5,771		6,291		-		-	Facility Maintenance Worker (8)		-		-
44		-		-		-		-	Seasonal Help		11,900		11,900
45		25,433		30,636		27,100		27,100	Overtime		28,300		28,300
46		10,600		10,683		12,800		12,800	Duty Pay		10,400		10,400
47		920		920		-		-	Vehicle Allowance/Tuition Assistance (2)		-		-

Notes:

³¹ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

³¹ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

³¹ Salaries are projected to increase 1% plus step increases for union represented employees per the Local 320 Contract. No increase is projected for non-union staff.

³⁹ Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Administrative Services Section of the budget. The increase from FY09-10 is Community Development staff assisting in utility billing to cover staff shortages for the first half of FY10-11.

⁴⁴ A seasonal position is added to accomplish fire hydrant maintenance previously done by the Keizer Fire District.

ENTERPRISE FUND

WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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PERSONNEL SERVICES - CONTINUED

48	-	3,176	2,700	4,300	Clothing Allowance	4,300	4,300	59.26%
49	11,132	12,212	10,300	10,300	Medicare	10,900	10,900	5.83%
50	119,928	133,801	105,700	105,700	Retirement	98,300	98,300	-7.00%
51	156,428	180,451	177,200	177,200	Insurance Benefits	188,600	188,600	6.43%
52	-	805	-	-	Unemployment	-	-	
53	6,060	5,615	7,900	7,900	Workers Compensation	8,900	8,900	12.66%
54	\$ 1,022,564	\$ 1,129,538	\$ 997,900	\$ 999,500	TOTAL PERSONNEL SERVICES	\$ 1,034,400	\$ 1,034,400	3.66%

- Notes:
- 48 Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
 - 49 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - 50 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - 51 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - 53 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND

WATER FUND

ACTUAL 2007-08				ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10					RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES														
\$	6,716	\$	6,260	\$	-	\$	-	Office Materials & Supplies	\$	-	\$	-		
	437		337		-		-	Safety & Wellness (6)		-		-		
	26,251		29,485		32,700		25,000	Postage & Printing		30,000		30,000		-8.26%
	2,907		7,394		6,000		7,000	Concrete		7,200		7,200		20.00%
	9,238		12,563		10,500		5,000	Rock & Backfill		10,500		10,500		0.00%
	3,957		5,210		7,000		10,000	Paving		7,000		7,000		0.00%
	12,563		14,368		15,000		20,800	Sequestering Agent		26,000		26,000		73.33%
	3,961		6,462		7,500		9,800	Fluoride		15,000		15,000		100.00%
	8,432		9,379		-		-	Association Memberships (1)		-		-		
	17,831		18,753		16,900		15,000	Travel & Training		17,000		17,000		0.59%
	1,320		1,635		-		-	City Council Expenses (5)		-		-		
	3,819		600		1,000		1,000	Advertising		1,000		1,000		0.00%
	12,504		8,754		-		-	Legal Services (3)		-		-		
	4,189		7,228		3,500		1,000	Labor Attorney		1,700		1,700		-51.43%
	-		-		297,300		280,700	Administrative Services Charges		281,400		279,900		-5.85%
	29,730		38,344		50,000		33,500	Contractual Services		99,000		99,000		98.00%
	2,395		2,278		-		-	Audit (7)		-		-		
	1,019		3,643		3,000		500	Flagging		2,500		2,500		-16.67%
	16,878		13,958		20,000		18,000	Engineering Services		20,000		20,000		0.00%
	9,881		11,358		-		3,700	Janitorial (8)		4,100		4,100		

Notes:

70 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1) City-Wide Administration	\$ 42,200	\$ 42,200
(2) City Manager	17,300	17,300
(3) Assistant to the City Manager	54,200	54,200
(4) Attorney's Office	13,500	13,500
(5) City Recorder	4,100	4,100
(6) Human Resources	35,900	35,900
(7) Finance	77,000	77,000
(8) Facility Maintenance	37,200	35,700
Administrative Service Charges	\$ 281,400	\$ 279,900

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

69 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012.

ENTERPRISE FUND

WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES - CONTINUED								
76								
77	2,923	(98)	-	-	Clothing	-	-	
78	175,382	190,072	201,600	200,000	Gas & Electricity	214,000	214,000	6.15%
79	8,062	6,008	8,500	5,000	Natural Gas	7,500	7,500	-11.76%
80	15,434	12,504	15,000	7,000	Telephone	7,500	7,500	-50.00%
81	1,800	7,206	10,000	10,000	Telemetry	10,000	10,000	0.00%
82	49,894	37,514	10,500	10,500	Insurance - Liability	10,500	10,500	0.00%
83	14,062	15,186	15,000	12,000	Gasoline	14,000	14,000	-6.67%
84	40,933	37,201	37,400	34,500	Diesel Fuel	36,000	36,000	-3.74%
85	10,892	6,993	-	-	Computer & Software Maintenance (4)	-	-	
86	17,660	11,050	12,000	10,000	Vehicle Maintenance	12,000	12,000	0.00%
87	12,240	15,986	15,000	15,000	Equipment Maintenance	15,000	15,000	0.00%
88	2,477	2,656	-	-	Facility Maintenance (8)	-	-	
89	31,398	44,029	40,000	40,000	Plant Maintenance	40,000	40,000	0.00%
90	13,760	2,175	10,000	12,000	Live Taps	10,000	10,000	0.00%
91	31,111	20,947	25,000	25,000	Pump House Maintenance	25,000	25,000	0.00%
92	30,145	36,262	30,000	41,000	Pump Maintenance	35,000	35,000	16.67%
93	38,720	34,138	35,000	35,000	Operating Materials & Supplies	30,000	30,000	-14.29%
94	32	490	1,500	100	Medical Testing	1,000	1,000	-33.33%
95	2,487	8,806	15,000	15,000	Water Mains	15,000	34,000	126.67%
96	4,092	4,261	4,100	4,100	Well Property Lease	4,100	4,100	0.00%
97	40,494	66,176	42,000	42,000	Lab Tests	42,000	42,000	0.00%
98	30,508	31,664	32,000	32,000	Contract Meter Reading	33,500	33,500	4.69%
99	6,581	8,432	10,000	10,000	Consumer Confidence Report/ Public Education	10,000	10,000	0.00%
100	342	17	-	-	Miscellaneous	-	-	
101	\$ 755,457	\$ 797,684	\$ 1,040,000	\$ 991,200	TOTAL MATERIALS & SERVICES	\$ 1,094,500	\$ 1,112,000	6.92%

Notes:

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

76 Materials & Services related to general administration are now budgeted in the Administrative Services Fund as referenced below. Please see previous page for allocation.

(1) Administration

(5) City Recorder

(2) City Manager

(6) Human Resources

(3) City Attorney

(7) Finance

(4) Asst to the City Manager & IT

(8) Civic Center Facilities

82 Liability insurance costs for the City's facilities are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY10-11 budget includes the Water Fund's share of auto insurance premiums.

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

ENTERPRISE FUND

WATER FUND

						RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10						
CAPITAL OUTLAY									
\$ 11,969	\$ 1,259	\$ -	\$ -	Office Furniture & Equipment	\$ -	\$ -			
10,270	10,087	11,300	11,300	Field Equipment	4,400	4,400			-61.06%
9,402	8,632	-	-	Computer Hardware	-	-			
42,330	33,357	-	-	Public Works Vehicle	35,000	35,000			
20,834	9,041	15,000	8,000	Water Meters	15,000	15,000			0.00%
-	16,187	-	-	Storm Sewer Maintenance Truck	-	-			
122,655	-	-	-	Shop Building Addition	-	-			
-	-	-	-	Heavy Equipment	25,000	25,000			
\$ 217,460	\$ 78,563	\$ 26,300	\$ 19,300	TOTAL CAPITAL OUTLAY	\$ 79,400	\$ 79,400			201.90%
DEBT SERVICE									
\$ 135,000	\$ 140,000	\$ 145,000	\$ 145,000	Principal	\$ 150,000	\$ 150,000			3.45%
98,298	92,660	86,900	86,900	Interest	80,900	80,900			-6.90%
\$ 233,298	\$ 232,660	\$ 231,900	\$ 231,900	TOTAL DEBT SERVICE	\$ 230,900	\$ 230,900			-0.43%
-	-	79,700	-	Contingency	110,400	61,700			-22.58%
TRANSFERS OUT									
-	120,134	-	-	City Hall Facility Fund	-	-			
100,000	1,100,100	150,000	150,000	Transfer to Water Facility Replacement Reserve	200,000	200,000			33.33%
\$ 100,000	\$ 1,220,234	\$ 150,000	\$ 150,000	TOTAL TRANSFERS OUT	\$ 200,000	\$ 200,000			33.33%
FUND BALANCE									
1,228,869	393,595	374,800	548,700	Unrestricted Ending Fund Balance	371,700	372,300			-0.67%
\$ 3,557,648	\$ 3,852,274	\$ 2,900,600	\$ 2,940,600	TOTAL REQUIREMENTS	\$ 3,121,300	\$ 3,090,700			6.55%

Notes:

¹⁰⁵ Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.

¹¹⁸ Contingency is 5% of expenditures excluding debt service.

¹²⁶ The Fund Balance provides for a 60-day cash supply as provided for in the Cost of Service Analysis adopted by the City Council.

CAPITAL PROJECTS FUND

WATER FACILITY REPLACEMENT RESERVE

						RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10						
RESOURCES									
1	\$ 1,907,199	\$ 1,267,077	\$ 1,428,200	\$ 1,412,500	Working Capital Carryforward	\$ 1,327,200	\$ 1,327,200		-7.07%
2									
3	TAXES & ASSESSMENTS								
4	1,267	2,060	1,500	10,800	Assessments	10,000	10,000		566.67%
5									
6	CHARGES FOR SERVICES								
7	123,208	35,006	18,700	46,000	System Development Charges	25,300	25,300		35.29%
8									
9	MISCELLANEOUS								
10	80,291	24,331	23,500	13,200	Interest	13,200	13,200		-43.83%
11	21	20	-	-	Miscellaneous	-	-		
12	\$ 80,312	\$ 24,351	\$ 23,500	\$ 13,200	TOTAL MISCELLANEOUS	\$ 13,200	\$ 13,200		-43.83%
13									
14	TRANSFERS								
15	100,000	1,100,100	150,000	150,000	Transfer from Water Fund	200,000	200,000		33.33%
16	-	(5,360)	-	-	Transfer to Park Improvement Fund	-	-		
17	-	1,772	-	-	Transfer from Park Operating Fund	-	-		
18	\$ 100,000	\$ 1,096,512	\$ 150,000	\$ 150,000	TOTAL TRANSFERS IN	\$ 200,000	\$ 200,000		33.33%
19									
20									
21	\$ 2,211,986	\$ 2,425,006	\$ 1,621,900	\$ 1,632,500	TOTAL RESOURCES	\$ 1,575,700	\$ 1,575,700		-2.85%

Notes:

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

7 System Development Fees are based on 30 Single Family dwellings.

10 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010. Prior to FY10-11, interest earnings were not reflected in the budget; this has been corrected going forward.

CAPITAL PROJECTS FUND

WATER FACILITY REPLACEMENT RESERVE

					RECOMMENDED	APPROVED	ADOPTED	PERCENT
					2010-11	2010-11	2010-11	INC (DEC)
								AMENDED
ACTUAL	ACTUAL	AMENDED	PROJECTED					
2007-08	2008-09	2009-10	2009-10					
REQUIREMENTS								
MATERIALS & SERVICES								
\$ 386	\$ -	\$ -	\$ -	Legal Services	\$ -	\$ -		
\$ 386	\$ -	\$ -	\$ -	TOTAL MATERIALS & SERVICES	\$ -	\$ -		
CAPITAL OUTLAY								
\$ 332,905	\$ 38,855	\$ 450,000	\$ 280,000	Supply/Treatment	\$ 376,000	\$ 376,000		-16.44%
319,832	961,190	-	18,000	Transmission & Distribution Mains	550,000	550,000		
2,022	9,558	10,000	7,300	General Plant	-	-		-100.00%
289,764	2,841	-	-	Storage	-	-		
-	-	100,000	-	Unanticipated Expenses	100,000	100,000		0.00%
\$ 944,523	\$ 1,012,444	\$ 560,000	\$ 305,300	TOTAL CAPITAL OUTLAY	\$ 1,026,000	\$ 1,026,000		83.21%
FUND BALANCE								
\$ -	\$ -	\$ 234,100	\$ 234,100	Restricted for Debt Service Requirements	\$ 234,100	\$ 234,100		0.00%
1,267,077	1,412,562	827,800	1,093,100	Unrestricted Ending Fund Balance	315,600	315,600		-61.87%
\$ 1,267,077	\$ 1,412,562	\$ 1,061,900	\$ 1,327,200	TOTAL FUND BALANCE	\$ 549,700	\$ 549,700		-48.23%
\$ 2,211,986	\$ 2,425,006	\$ 1,621,900	\$ 1,632,500	TOTAL REQUIREMENTS	\$ 1,575,700	\$ 1,575,700		-2.85%

Notes:

²⁸ For detailed Capital Outlay projects see Water Facility Fund Summary immediately preceding this page.

³⁸ The Ending Fund Balance will be used in future years to pay for projects provided for in the Capital Improvement Program.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>RESOURCES</u>								
\$ 207,089	\$ 219,493	\$ 226,500	\$ 225,600	Working Capital Carryforward	\$ 250,900	\$ 250,900		10.77%
<u>TAXES & ASSESSMENTS</u>								
423,010	442,119	441,700	454,100	Lighting District Assessments	454,100	454,100		2.81%
<u>MISCELLANEOUS</u>								
-	-	-	1,600	Interest Earnings	1,600	1,600		
<u>TRANSFERS IN</u>								
6,407	-	-	-	Transfer from Water Fund	-	-		
\$ 636,506	\$ 661,612	\$ 668,200	\$ 681,300	TOTAL RESOURCES	\$ 706,600	\$ 706,600		5.75%

Notes:

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

⁷ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010. Prior to FY10-11, interest earnings were not reflected in the budget; this has been corrected going forward.

ENTERPRISE FUND
STREET LIGHTING DISTRICT FUND

ACTUAL 2007-08				ACTUAL 2008-09				AMENDED 2009-10				PROJECTED 2009-10				RECOMMENDED 2010-11				APPROVED 2010-11				ADOPTED 2010-11				PERCENT INC (DEC) AMENDED						
<u>REQUIREMENTS</u>																																		
<i>PERSONNEL SERVICES</i>																																		
\$	1,092	\$	1,191	\$	-	\$	-	City Manager (2)	-	\$	-																							
	180		1,446		-		-	Assistant to City Manager (4)	-		-																							
	5,058		5,357		5,400		5,400	Public Works Director	\$	5,400		5,400																						0.00%
	3,963		4,197		4,300		4,300	Public Works Superintendent		4,300		4,300																						0.00%
	7,117		7,252		-		-	City Recorder (5)		-		-																						
	11,223		11,468		4,400		4,400	Administrative Support Staff (5)-(7)		4,400		4,400																						0.00%
	525		572		-		-	Network Administrator (4)		-		-																						
	1,181		840		-		-	Human Resources Director (6)		-		-																						
	4,817		5,104		-		-	Finance Director (7)		-		-																						
	1,924		2,097		-		-	Facility Maintenance Worker (8)		-		-																						
	20		2		300		300	Overtime		-		-																						-100.00%
	92		92		-		-	Vehicle Allowance/Tuition Assistance (2)		-		-																						
	-		61		-		-	Cell Phone Stipend/Clothing Allowance		-		-																						
	569		609		300		300	Medicare		300		300																						0.00%
	6,784		7,248		2,400		2,400	Retirement		2,200		2,200																						-8.33%
	6,077		10,615		2,700		2,700	Insurance Benefits		2,800		2,800																						3.70%
	163		(58)		100		100	Workers Compensation		100		100																						0.00%
\$	50,785	\$	58,093	\$	19,900	\$	19,900	TOTAL PERSONNEL SERVICES	\$	19,500	\$	19,500																						-2.01%

Notes:

15 Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

(1) Administration

(2) City Manager

(3) City Attorney

(4) Asst to the City Manager & IT

(5) City Recorder

(6) Human Resources

(7) Finance

(8) Civic Center Facilities

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

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

30 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

31 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

32 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND
STREET LIGHTING DISTRICT FUND

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED			
MATERIALS & SERVICES												
\$	352	\$	501	\$	-	\$	-	\$	-			
	14		20		-		-		-			
	237		467		500		-		-100.00%			
	316		552		-		-		-			
	951		987		-		-		-			
	48		96		-		-		-			
	881		870	1,200	1,200	Advertising	1,200	1,200	0.00%			
	973		673		-		-		-			
	98		425		-		-		-			
	-		-	36,300	34,200	Administrative Services Charges	34,500	34,400	-5.23%			
	133		38	200	-		-		-100.00%			
	461		456		-		-		-			
	264		481		-		-		-			
	176		279		-		-		-			
	269		312		-		-		-			
	358		259		-		-		-			
	609		1,028		-		-		-			
	106		144		-		-		-			
	92		120		-		-		-			
	6,065		1,495	3,000	6,800	Engineering Costs	6,800	6,800	126.67%			
	353,092		355,327	355,400	355,400	Lighting Costs	355,400	355,400	0.00%			
	-		5,508	5,100	5,100	Street Lighting Maintenance - Keizer Station Area A	5,100	5,100	0.00%			
	10		4		-		-		-			
\$	365,505	\$	370,042	\$	401,700	\$	402,700	\$	403,000	\$	402,900	0.30%

Notes:

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

44 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS 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, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1) City-Wide Administration	\$	1,400	\$	1,400
(2) City Manager		1,700		1,700
(3) Assistant to the City Manager		2,500		2,500
(4) Attorney's Office		700		700
(5) City Recorder		7,100		7,100
(6) Human Resources		1,200		1,200
(7) Finance		18,600		18,600
(8) Facility Maintenance		1,300		1,200
Administrative Services Charges	\$	34,500	\$	34,400

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

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<i>CAPITAL OUTLAY</i>								
\$ -	\$ 74	\$ -	\$ -	Office Furniture & Equipment	\$ -	\$ -		
723	703	-	-	Computer Hardware	-	-		
\$ 723	\$ 777	\$ -	\$ -	TOTAL CAPITAL OUTLAY	\$ -	\$ -		
-	-	\$ 20,500	\$ -	Contingency	21,100	21,100		2.93%
<i>TRANSFERS OUT</i>								
-	7,108	-	-	Transfer to City Hall Facility Fund	\$ -	\$ -		
<i>FUND BALANCE</i>								
-	3,900	8,000	7,800	Restricted for Pole Replacement at Keizer Station Area A	11,700	11,700		46.25%
219,493	221,692	218,100	250,900	Unrestricted Ending Fund Balance	251,300	251,400		15.27%
\$ 636,506	\$ 661,612	\$ 668,200	\$ 681,300	TOTAL REQUIREMENTS	\$ 706,600	\$ 706,600		5.75%

Notes:

⁶⁴ Contingency is 5% of total expenses.

⁷⁰ The Keizer Station Area A Street Lighting District provides for \$3,900 annually for depreciation on poles per Council resolution. This amount is collected annually and set aside in a reserve for future use for pole replacement.

ENTERPRISE FUND
COMMUNITY CENTER

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10				RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>																	
3	\$	-	\$	-	\$	-	\$	-	WORKING CAPITAL CARRYFORWARD	\$	2,500	\$	2,500				
CHARGES FOR SERVICES																	
6	-	-	8,500	23,000	Rental Fees	\$	23,000	\$	23,000	170.59%							
7	\$	-	\$	-	\$	8,500	\$	23,000	TOTAL CHARGES FOR SERVICES	23,000	23,000	170.59%					
MISCELLANEOUS																	
10	-	30,000	10,000	10,000	Donations	10,000	10,000	0.00%									
11	\$	-	\$	30,000	\$	10,000	\$	10,000	TOTAL MISCELLANEOUS REVENUE	\$	10,000	\$	10,000	0.00%			
13	-	64,496	17,300	-	Transportation Fund Interfund Loan	\$	-	\$	-	-100.00%							
15	\$	-	\$	94,496	\$	35,800	\$	33,000	TOTAL RESOURCES	\$	35,500	\$	35,500	-0.84%			

ENTERPRISE FUND
COMMUNITY CENTER

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

\$	-	\$	-	\$	10,000	\$	5,000	Overtime Costs	\$	5,000	\$	5,000	-50.00%
\$	-	\$	-	\$	10,000	\$	5,000	TOTAL PERSONNEL SERVICES	\$	5,000	\$	5,000	-50.00%

MATERIALS & SERVICES

\$	-	\$	2,568	\$	-	\$	-	Legal Services	\$	-	\$	-	
	-		-		-		-	Administrative Services Charges		900		900	
	-		-		-		-	Janitorial Services		2,500		2,500	
	-		13,180		22,800		22,900	Contractual Services		2,000		2,000	-91.23%
\$	-	\$	15,748	\$	22,800	\$	22,900	TOTAL MATERIALS & SERVICES	\$	5,400	\$	5,400	-76.32%

CAPITAL OUTLAY

	-		78,748		3,000		2,100	Furnishings		1,000		1,000	-66.67%
\$	-	\$	78,748	\$	3,000	\$	2,100	TOTAL CAPITAL OUTLAY	\$	1,000	\$	1,000	-66.67%

DEBT SERVICE

	-		-		-		500	Interest on Interfund Loan		500		500	
	-		-		-		-	Repay Portion of Transportation Fund Loan		23,600		23,600	
\$	-	\$	-	\$	-	\$	500	TOTAL DEBT SERVICE	\$	24,100	\$	24,100	

	-		-		-		2,500	Unrestricted Ending Fund Balance		-		-	
\$	-	\$	94,496	\$	35,800	\$	33,000	TOTAL REQUIREMENTS	\$	35,500	\$	35,500	-0.84%

Notes:

- ¹⁰ Donations are from the Keizer Rotary Foundation. The Foundation has agreed to pay \$100,000 as user fees for use of the rooms; \$30,000 in FY08-09 and \$10,000 for the next seven years. The proceeds are to be used to purchase furniture, equipment, audio/video equipment and other supplies and equipment to be used in the rooms.
- ¹³ An interfund loan is needed to pay for furnishings, fixtures and consulting services to get the Center up and running. The City anticipates repaying the Transportation Fund, with interest, with rental fee income and donations over the next two years.
- ²⁸ Contractual services in FY10-11 are for two trade shows to promote use of the community center.

INTERNAL SERVICES FUND

ADMINISTRATIVE SERVICE FUND SUMMARY

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED	
<u>RESOURCES</u>									
\$	-	\$	-	\$ 5,500	\$	-	\$	-	-100.00%
<i>CHARGES FOR SERVICES</i>									
-	-	2,132,700	2,003,800	Charges for Services	1,983,800	1,974,800		-7.40%	
\$	-	\$	-	\$ 2,138,200	\$	1,983,800	\$	1,974,800	-7.64%
<u>REQUIREMENTS</u>									
<i>EXPENDITURES</i>									
Personnel Services									
\$	-	\$	-	\$ 168,700	\$	169,100	\$	169,100	0.24%
-	-	184,800	184,800	Assistant to the City Manager & IT	183,000	183,000		-0.97%	
-	-	212,000	210,400	City Attorney's Office	211,500	211,500		-0.24%	
-	-	165,300	164,300	City Recorder's Office	165,800	165,800		0.30%	
-	-	198,900	197,800	Human Resources	197,300	197,300		-0.80%	
-	-	352,800	352,800	Finance	355,800	355,800		0.85%	
-	-	70,400	70,400	Facility Maintenance	70,000	70,000		-0.57%	
\$	-	\$	-	\$ 1,352,900	\$	1,352,500	\$	1,352,500	-0.03%
Materials & Services									
\$	-	\$	-	\$ 266,600	\$	232,500	\$	232,500	-12.79%
-	-	6,200	3,900	City Manager	3,900	3,900		-37.10%	
-	-	151,400	136,000	Assistant to the City Manager & IT	144,600	144,600		-4.49%	
-	-	26,900	10,100	City Attorney's Office	12,500	12,500		-53.53%	
-	-	11,400	3,400	City Recorder's Office	4,800	4,800		-57.89%	
-	-	34,600	21,900	Human Resources	19,000	19,000		-45.09%	
-	-	37,800	30,000	Finance	30,000	30,000		-20.63%	
-	-	158,400	160,500	Facility Maintenance	144,400	145,400		-8.21%	
\$	-	\$	-	\$ 693,300	\$	591,700	\$	592,700	-14.51%

INTERNAL SERVICES FUND

ADMINISTRATIVE SERVICE FUND SUMMARY

ACTUAL 2007-08				ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10		RECOMMENDED 2010-11				APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED														
32																		Capital Outlay														
33																		\$	-	\$	-	\$	23,800	\$	23,800	General Administration		\$	-	\$	-	-100.00%
34																			-		-		56,700		27,000	Assistant to the City Manager & IT			29,600		29,600	-47.80%
35																			-		-		-		-	Facility Maintenance			10,000		-	
36																		\$	-	\$	-	\$	80,500	\$	50,800	TOTAL CAPITAL OUTLAY		\$	39,600	\$	29,600	-63.23%
37																																
38																		\$	-	\$	-	\$	2,126,700	\$	2,003,800	TOTAL EXPENDITURES		\$	1,983,800	\$	1,974,800	-7.14%
39																																
40																		FUND BALANCE														
41																			-		-		11,500		-	Unrestricted Ending Fund Balances			-		-	-100.00%
42																																
43																		\$	-	\$	-	\$	2,138,200	\$	2,003,800	TOTAL REQUIREMENTS		\$	1,983,800	\$	1,974,800	-7.64%
																		SUMMARY OF COSTS BY DEPARTMENT														
																		Administration		\$	232,500	\$	232,500									
																		City Manager			173,000		173,000									
																		Assistant to the City Manager			357,200		357,200									
																		City Attorney			224,000		224,000									
																		City Recorder			170,600		170,600									
																		Human Resources			216,300		216,300									
																		Finance			385,800		385,800									
																		Facilities			224,400		215,400									
																		TOTAL ADMINISTRATIVE SERVICES		\$	1,983,800	\$	1,974,800									

INTERNAL SERVICES FUND
CITY-WIDE ADMINISTRATION

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

MATERIALS & SERVICES

1													
2													
3													
4	\$	-	\$	-	\$	26,300	\$	22,000					
5						56,000		32,300					
6		-		-		61,500		61,500					
7		-		-		8,000		7,000					
8		-		-		3,000		500					
9		-		-		2,000		2,000					
10		-		-		11,600		1,000					
11		-		-		97,200		110,700					
12		-		-		1,000		1,000					
13	\$	-	\$	-	\$	266,600	\$	238,000					
14													
15													
16	\$	-	\$	-	\$	23,800		23,800					
17	\$	-	\$	-	\$	23,800	\$	23,800					
18													
19	\$	-	\$	-	\$	11,500	\$	-					
20													
21	\$	-	\$	-	\$	301,900	\$	261,800					

CAPITAL OUTLAY

Notes:

⁶ Association Memberships include organizations such as the Council of Governments, League of Oregon Cities, Chamber of Commerce, International City/County Management Association, & local newspaper subscriptions.

⁷ FY10-11 budget provides for 5 council members to attend the fall League of Oregon Cities conference and the Mayor to attend the annual Oregon Mayor's Association Conference.

⁸ In FY08-09 the City committed to a three-year "Retro Plan" agreement on its liability insurance premiums. Premium contributions reduced to 65% with a maximum exposure of 117.5%. An additional \$5,000 was added in FY09-10 for coverage of the new Civic Center. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY09-10 projections are greater than budgeted because of paid losses relating to prior years. FY10-11 premiums are not expected to increase over FY09-10. FY10-11 projections include an estimate for prior year paid losses equal to that paid in FY09-10.

¹⁰ Contractual Services include courier services, credit card fees & costs for compilation of the Citizen Survey through the Willamette Valley Council of Governments.

¹² Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

INTERNAL SERVICES FUND

CITY-WIDE ADMINISTRATION

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF CITY-WIDE ADMINISTRATIVE COSTS ALLOCATED BY FUND

General Fund	\$ 145,100	\$ 145,100
Street Fund	9,300	9,300
Sewer Fund	9,100	9,100
Water Fund	42,200	42,200
SLD Fund	1,400	1,400
Storm Water	17,700	17,700
Urban Renewal	7,700	7,700
TOTAL EXPENDITURES BY FUND	\$ 232,500	\$ 232,500

INTERNAL SERVICES FUND
CITY MANAGER'S OFFICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

\$	-	\$	-	\$	123,200	\$	123,200	City Manager	\$	123,200	\$	123,200	0.00%
	-		-		4,200		4,200	Vehicle Allowance		4,200		4,200	0.00%
	-		-		1,400		1,400	Cell Phone Stipend		1,400		1,400	0.00%
	-		-		2,000		2,000	Medicare		2,000		2,000	0.00%
	-		-		24,700		24,700	Retirement		24,500		24,500	-0.81%
	-		-		13,100		13,100	Insurance Benefits		13,700		13,700	4.58%
	-		-		100		100	Workers Compensation		100		100	0.00%
\$	-	\$	-	\$	168,700	\$	168,700	TOTAL PERSONNEL SERVICES	\$	169,100	\$	169,100	0.24%

MATERIALS & SERVICES

\$	-	\$	-	\$	5,900	\$	3,600	Travel & Training	\$	3,600	\$	3,600	-38.98%
	-		-		300		300	Liability Insurance		300		300	0.00%
\$	-	\$	-	\$	6,200	\$	3,900	TOTAL MATERIALS & SERVICES	\$	3,900	\$	3,900	-37.10%
\$	-	\$	-	\$	174,900	\$	172,600	TOTAL REQUIREMENTS	\$	173,000	\$	173,000	-1.09%

Notes:

- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- ⁶ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹⁰ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain constant with FY09-10.
- ¹⁵ The City pays premiums on a "Public Officials" bond for the City Manager.

INTERNAL SERVICES FUND

CITY MANAGER'S OFFICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF CITY MANAGER'S OFFICE ALLOCATED BY FUND

General Fund	\$	48,400	\$	48,400
Street Fund		8,700		8,700
Sewer Fund		1,700		1,700
Water Fund		17,300		17,300
SLD Fund		1,700		1,700
Storm Water		8,700		8,700
Urban Renewal		86,500		86,500
TOTAL EXPENDITURES BY FUND	\$	173,000	\$	173,000

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

4	\$	-	\$	-	\$	75,600	\$	75,600	Assistant to the City Manager	\$	75,600	\$	75,600	0.00%
5		-		-		59,200		59,200	Network Administrator		59,200		59,200	0.00%
6		-		-		1,400		1,400	Cell Phone Stipend		1,400		1,400	0.00%
7		-		-		2,100		2,100	Medicare		2,100		2,100	0.00%
8		-		-		20,200		20,200	Retirement		17,200		17,200	-14.85%
9		-		-		26,200		26,200	Insurance Benefits		27,400		27,400	4.58%
10		-		-		100		100	Workers Compensation		100		100	0.00%
11	\$	-	\$	-	\$	184,800	\$	184,800	TOTAL PERSONNEL SERVICES	\$	183,000	\$	183,000	-0.97%

Notes:

- 3 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- 6 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- 7 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 8 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- 9 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- 10 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS
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	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
12					MATERIALS & SERVICES				
13	\$ -	\$ -	\$ 6,900	\$ 3,600	Travel & Training	\$ 1,500	\$ 1,500		-78.26%
14	-	-	1,300	100	Contractual Services	100	100		-92.31%
15	-	-	13,400	28,400	Telephone	28,400	28,400		111.94%
16	-	-	120,700	90,000	Computer Software & Maintenance	100,700	100,700		-16.57%
17	-	-	9,100	13,900	Office Equipment Maintenance	13,900	13,900		52.75%
18	\$ -	\$ -	\$ 151,400	\$ 136,000	TOTAL MATERIALS & SERVICES	\$ 144,600	\$ 144,600		-4.49%
19									
20					CAPITAL OUTLAY				
21	-	-	56,700	27,000	Computer Hardware	29,600	29,600		-47.80%
22	\$ -	\$ -	\$ 56,700	\$ 27,000	TOTAL CAPITAL OUTLAY	\$ 29,600	\$ 29,600		-47.80%
23									
24	\$ -	\$ -	\$ 392,900	\$ 347,800	TOTAL REQUIREMENTS	\$ 357,200	\$ 357,200		-9.09%

Notes:

- ¹⁶ FY10-11 costs are primarily for maintenance of the City's existing software license agreements.
²¹ FY10-11 costs include replacement of the e-mail server and related expense.

SUMMARY OF ASSISTANT TO THE CITY MANAGER'S OFFICE ALLOCATED BY FUND

General Fund	\$ 220,400	\$ 220,400
Street Fund	12,100	12,100
Housing Rehabilitation Loan Fund	4,600	4,600
Energy Efficiency Loan Fund	5,100	5,100
PEG	500	500
Sewer Fund	16,700	16,700
Water Fund	54,200	54,200
SLD Fund	2,500	2,500
Storm Water	28,000	28,000
Urban Renewal	13,100	13,100
TOTAL EXPENDITURES BY FUND	\$ 357,200	\$ 357,200

INTERNAL SERVICES FUND
CITY ATTORNEY'S OFFICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

1	<u>REQUIREMENTS</u>													
2														
3														
4	<i>PERSONNEL SERVICES</i>													
5	\$	-	\$	-	\$	112,300	\$	112,300	Attorney	\$	113,900	\$	113,900	1.42%
6		-		-		45,300		45,300	Administrative Support		46,000		46,000	1.55%
7		-		-		900		300	Cell Phone Stipend		1,100		1,100	266.67%
8		-		-		1,000		-	Overtime		-		-	
9		-		-		2,500		2,500	Medicare		2,500		2,500	0.00%
10		-		-		23,600		23,600	Retirement		20,400		20,400	-13.56%
11		-		-		26,200		26,200	Insurance Benefits		27,400		27,400	4.58%
12		-		-		200		200	Workers Compensation		200		200	0.00%
13	\$	-	\$	-	\$	212,000	\$	210,400	TOTAL PERSONNEL SERVICES	\$	211,500	\$	211,500	0.52%

Notes:

- ⁵ Increases in wages reflect contractual agreements between the City and both the City Attorney and Legal Assistant entered into prior to FY09-10 providing a step increase after initial 6 months as City employees. Step increases were given in December 2009 and are fully reflected in FY10-11.
- ⁷ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ⁹ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ¹⁰ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ¹¹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹² Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND
CITY ATTORNEY'S OFFICE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
14					<i>MATERIALS & SERVICES</i>				
15	\$ -	\$ -	\$ 900	\$ 400	Postage & Printing	\$ 200	\$ 200		-77.78%
16	-	-	9,300	4,200	Travel & Training	6,300	6,300		-32.26%
17	-	-	9,000	2,800	Legal Services Contracts	4,500	4,500		-50.00%
18	-	-	4,000	700	Contractual Services	500	500		-87.50%
19	-	-	3,700	2,000	Law Library Maintenance	1,000	1,000		-72.97%
20	\$ -	\$ -	\$ 26,900	\$ 10,100	TOTAL MATERIALS & SERVICES	\$ 12,500	\$ 12,500		-53.53%
21									
22	\$ -	\$ -	\$ 238,900	\$ 220,500	TOTAL REQUIREMENTS	\$ 224,000	\$ 224,000		-6.24%

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

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

- 17 Legal Services Contracts include outside legal assistance (not including Bond Counsel).
18 Contractual services costs include outside law clerk assistance and temporary legal assistance in the absences of the City's in-house staff.

SUMMARY OF ATTORNEY'S OFFICE ALLOCATED BY FUND

General Fund	\$ 126,800	\$ 126,800
Street Fund	22,800	22,800
Community Center Fund	900	900
Keizer Station LID Fund	2,200	2,200
PEG	1,300	1,300
9-1-1 Fund	200	200
Sewer Fund	5,800	5,800
Water Fund	13,500	13,500
SLD Fund	700	700
Storm Water	3,400	3,400
Urban Renewal	46,400	46,400
TOTAL EXPENDITURES BY FUND	\$ 224,000	\$ 224,000

INTERNAL SERVICES FUND
CITY RECORDER'S DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10			RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED	
<u>REQUIREMENTS</u>										
<i>PERSONNEL SERVICES</i>										
\$	-	\$	-	\$	72,800	\$	72,800	\$	72,800	0.00%
	-		-		45,600		45,600		45,600	0.00%
	-		-		1,000		-		-	-100.00%
	-		-		1,900		1,900		1,900	0.00%
	-		-		17,700		18,000		18,000	1.69%
	-		-		26,200		27,400		27,400	4.58%
	-		-		100		100		100	0.00%
\$	-	\$	-	\$	165,300	\$	165,800	\$	165,800	0.30%
<i>MATERIALS & SERVICES</i>										
\$	-	\$	-	\$	9,200	\$	4,800	\$	4,800	-47.83%
	-		-		2,200		-		-	-100.00%
\$	-	\$	-	\$	11,400	\$	4,800	\$	4,800	-57.89%
\$	-	\$	-	\$	176,700	\$	170,600	\$	170,600	-3.45%

Notes:

³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

¹⁰ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistant with FY09-10.

¹⁵ Contractual service costs include meeting attendance and transcription services in the absence of in-house staff. Funding is not available in FY10-11 for this service.

INTERNAL SERVICES FUND

CITY RECORDER'S DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF CITY RECORDER'S OFFICE ALLOCATED BY FUND

General Fund	\$	113,900	\$	113,900
Street Fund		12,200		12,200
Sewer Fund		4,100		4,100
Water Fund		4,100		4,100
SLD Fund		7,100		7,100
Storm Water		1,700		1,700
Urban Renewal		27,500		27,500
TOTAL EXPENDITURES BY FUND	\$	170,600	\$	170,600

INTERNAL SERVICES FUND

HUMAN RESOURCES DEPARTMENT

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10						RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
<u>REQUIREMENTS</u>																			
<i>PERSONNEL SERVICES</i>																			
\$	-	\$	-	\$	50,300	\$	50,300	Administrative Support	\$	50,300	\$	50,300							0.00%
	-		-		92,000		92,000	Human Resources Director		92,000		92,000							0.00%
	-		-		1,100		-	Overtime		-		-							-100.00%
	-		-		900		900	Cell Phone Stipend		1,100		1,100							22.22%
	-		-		2,300		2,300	Medicare		2,200		2,200							-4.35%
	-		-		26,000		26,000	Retirement		24,200		24,200							-6.92%
	-		-		26,200		26,200	Insurance Benefits		27,400		27,400							4.58%
	-		-		100		100	Workers Compensation		100		100							0.00%
\$	-	\$	-	\$	198,900	\$	197,800	TOTAL PERSONNEL SERVICES	\$	197,300	\$	197,300							-0.80%

Notes:

- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- ⁷ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs.
- ⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ¹⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹¹ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

HUMAN RESOURCES DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES								
\$ -	\$ -	\$ 4,200	\$ 3,000	Safety & Wellness	\$ 2,900	\$ 2,900		-30.95%
-	-	10,300	4,800	Travel & Training	2,000	2,000		-80.58%
-	-	16,000	10,000	Labor Attorney -- City-wide	10,000	10,000		-37.50%
-	-	4,100	4,100	Contractual Services	4,100	4,100		0.00%
\$ -	\$ -	\$ 34,600	\$ 21,900	TOTAL MATERIALS & SERVICES	\$ 19,000	\$ 19,000		-45.09%
\$ -	\$ -	\$ 233,500	\$ 219,700	TOTAL REQUIREMENTS	\$ 216,300	\$ 216,300		-7.37%

Notes:

- ¹⁴ Safety & Wellness costs include first aid station, hearing tests, and CPR/AED Training only.
- ¹⁷ Contractual services include the Employee Assistance Program for \$2400 and Flexible Spending Account administration for \$1700. Funds for a Salary Survey RFP estimated at \$18K are not included. It must be determined that the City will utilize internal resources, or postpone the survey until future years.

SUMMARY OF HUMAN RESOURCE DEPARTMENT ALLOCATED BY FUND

General Fund	\$ 142,000	\$ 142,000
Street Fund	7,900	7,900
Sewer Fund	7,700	7,700
Water Fund	35,900	35,900
SLD Fund	1,200	1,200
Storm Water	15,100	15,100
Urban Renewal	6,500	6,500
TOTAL EXPENDITURES BY FUND	\$ 216,300	\$ 216,300

INTERNAL SERVICES FUND

FINANCE DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

4	\$	-	\$	-	\$	149,800	\$	152,800	Administrative Support	\$	156,200	\$	156,200	4.27%
5		-		-		102,400		102,400	Finance Director		102,400		102,400	0.00%
6		-		-		3,000		-	Overtime		-		-	-100.00%
7		-		-		3,900		3,900	Medicare		4,000		4,000	2.56%
8		-		-		41,100		41,100	Retirement		38,200		38,200	-7.06%
9		-		-		52,400		52,400	Insurance Benefits		54,800		54,800	4.58%
10		-		-		200		200	Workers Compensation		200		200	0.00%
11	\$	-	\$	-	\$	352,800	\$	352,800	TOTAL PERSONNEL SERVICES	\$	355,800	\$	355,800	0.85%

MATERIALS & SERVICES

14	\$	-	\$	-	\$	9,400	\$	3,300	Travel & Training	\$	3,300	\$	3,300	-64.89%
15		-		-		28,400		26,700	Audit Fees		26,700		26,700	-5.99%
16	\$	-	\$	-	\$	37,800	\$	30,000	TOTAL MATERIALS & SERVICES	\$	30,000	\$	30,000	-20.63%
17														
18	\$	-	\$	-	\$	390,600	\$	382,800	TOTAL REQUIREMENTS	\$	385,800	\$	385,800	-1.23%

Notes:

- ¹ Department costs exclude Municipal Court and Utility Billing which are located in the General Fund and the Water, Sewer and Storm Water Funds respectively.
- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- ⁴ Administrative support wages increase represent a step increase mid-year in FY09-10 for a newly hired employee after successfully completing probation in December 2009, consistent with compensation policy.
- ⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹⁰ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

FINANCE DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF FINANCE DEPARTMENT ALLOCATED BY FUND

General Fund	\$	106,700	\$	106,700
Street Fund		23,400		23,400
Sewer Fund		80,200		80,200
Water Fund		77,000		77,000
SLD Fund		18,600		18,600
Storm Water		11,800		11,800
Urban Renewal		68,100		68,100
TOTAL EXPENDITURES BY FUND	\$	385,800	\$	385,800

INTERNAL SERVICES FUND
CIVIC CENTER FACILITIES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS								
PERSONNEL SERVICES								
\$ -	\$ -	\$ 4,300	\$ 4,300	Public Works Superintendent	\$ 4,300	\$ 4,300		0.00%
-	-	43,400	43,400	Facility Maintenance Worker	43,400	43,400		0.00%
-	-	300	300	Clothing Allowance	400	400		33.33%
-	-	800	800	Medicare	800	800		0.00%
-	-	7,100	7,100	Retirement	6,100	6,100		-14.08%
-	-	13,800	13,800	Insurance Benefits	14,400	14,400		4.35%
-	-	700	700	Workers Compensation	600	600		-14.29%
\$ -	\$ -	\$ 70,400	\$ 70,400	TOTAL PERSONNEL SERVICES	\$ 70,000	\$ 70,000		-0.57%
MATERIALS & SERVICES								
\$ -	\$ -	\$ 1,000	\$ -	Travel & Training	\$ -	\$ -		-100.00%
-	-	76,600	51,700	Janitorial Services	35,700	35,700		-53.39%
-	-	74,000	95,100	Utilities	95,000	95,000		28.38%
-	-	-	700	Vehicle Maintenance	100	100		
-	-	6,800	6,200	Maintenance Supplies	6,800	6,800		0.00%
-	-	-	-	Contractual Services	-	1,000		
-	-	-	6,800	Janitorial Supplies	6,800	6,800		
\$ -	\$ -	\$ 158,400	\$ 160,500	TOTAL MATERIALS & SERVICES	\$ 144,400	\$ 145,400		-8.21%
CAPITAL OUTLAY								
-	-	-	-	Civic Center Improvements	10,000	-		
\$ -	\$ -	\$ 228,800	\$ 230,900	TOTAL REQUIREMENTS	\$ 224,400	\$ 215,400		-5.86%

Notes:

- 1 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- 5 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 6 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- 7 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- 8 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.
- 13 Costs are for janitorial service once per week for all of Civic Center facilities. Costs do not include any additional cleaning costs (e.g. carpets, windows, etc).
- 22 Improvements are for disability access buttons to be installed at the civic center.

INTERNAL SERVICES FUND

CIVIC CENTER FACILITIES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
------------------------	---------------------	--------------------	---------------------------------

SUMMARY OF FACILITY MAINTENANCE ALLOCATED BY FUND

General Fund	\$	147,400	\$	141,500
Street Fund		8,200		7,900
Sewer Fund		8,000		7,700
Water Fund		37,200		35,700
SLD Fund		1,300		1,200
Storm Water		15,500		14,900
Urban Renewal		6,600		6,400
Rounding		200		100
TOTAL EXPENDITURES BY FUND	\$	224,400	\$	215,400

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: Authorization for Budget Adjustments

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

ORS allows for the use of special purpose grants, payment of debt service from a debt service reserve fund and for unanticipated expenditures for specific purposes beyond the amount budgeted for which nontax funds are available.

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

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

FISCAL IMPACT: The adjustments specified in the attached resolution were either anticipated in finalizing the fiscal year 2010-2011 budget or have no net impact on next year's budget.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the budget adjustments as described in the attached resolution.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
Resolution R2010-_____

**AUTHORIZATION FOR BUDGET ADJUSTMENTS FOR ADDITIONAL 9-1-1 COMMUNICATIONS,
POLICE EQUIPMENT, KEIZER STATION DEBT SERVICE, COMMUNITY CENTER, SEWER,
WATER & STREET LIGHTING DISTRICT COSTS**

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

WHEREAS ORS 294.326 allows for the use of special purpose grants, payment of debt service from a debt service reserve fund and for expenditures for specific purposes beyond the amount budgeted for which nontax funds are available.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2010:

		Adopted/ Amended Budget	Adjustment		Revised Budget
			INC	DEC	
General Fund					
Expenditures	General Services	1,214,200		10,000	1,204,200
Transfers	Transfers Out	259,900	10,000		269,900
		1,474,100	10,000	10,000	1,474,100
9-1-1 tax revenues are not sufficient to cover the cost of 9-1-1 communication services. Savings from Administrative Services Charges are needed to cover this cost.					
Law Enforcment Grant Fund					
Expenditures	Materials & Services	25,000	10,000		35,000
Expenditures	Capital Outlay	25,000	30,000		55,000
Resources	Revenue	50,000	40,000		90,000
		100,000	80,000	-	180,000
Additional Grant Funds are anticipated and are dedicated revenues to be used for Police equipment.					
Keizer Station LID Fund					
Expenditures	Debt Service	2,264,000	1,550,000		3,814,000
Resources		5,698,500	820,000		6,518,500
Debt Reserve Ending Balance		748,900	730,000		1,478,900
		8,711,400	3,100,000	-	11,811,400
Additional working capital carryforward and reserves are available to pay down on the long-term debt.					
Community Center Fund					
Expenditures	Materials & Services	22,800	500		23,300
Expenditures	Debt Service	-	3,000		3,000
Expenditures	Personnel Services	10,000	3,500		13,500
		32,800	7,000	-	39,800
City does not anticipate needing full \$10K for personnel services. Appropriation transfer is needed to pay additional credit card costs on room rental revenues and to pay down the loan due to the Transportation Fund through an Interfund borrowing.					
Sewer Fund					
Expenditures	Materials & Services	4,499,600	280,000		4,779,600
Resources	Revenues	4,319,700	280,000		4,599,700
		8,819,300	560,000	-	9,379,300

	Adopted/ Amended Budget	Adjustment		
		INC	DEC	Revised Budget
A transfer of appropriation is needed to cover pass-through revenue collected for sewer services to be remitted to the City of Salem under an interagency agreement.				

		Adopted/ Amended Budget	Adjustment		Revised Budget
			INC	DEC	
Sewer Reserve Fund					
Expenditures	Materials & Services	1,032,900		9,300	1,023,600
Expenditures	Transfers Out	-	9,300		9,300
		1,032,900	9,300	9,300	1,032,900
A transfer is needed to repay the Sewer Fund for engineering cost that should have been paid out of the sewer reserve fund in previous years.					
Water Fund					
Expenditures	Contingency	79,700		36,000	43,700
Expenditures	Materials & Services	1,040,000	36,000		1,076,000
		1,119,700	36,000	36,000	1,119,700
Contingency funds are needed to pay for unanticipated failure of pump equipment (\$15,000) and for a filter media that is at the end of its useful life (\$21,000).					
Street Lighting District Fund					
Expenditures	Contingency	20,500		20,000	500
Expenditures	Materials & Services	401,700	20,000		421,700
		422,200	20,000	20,000	422,200
Electricity costs and engineering costs were under estimated in the Street Lighting District Fund approximately \$15,000 and \$5,000 repectively. Contingency funds are sufficient to cover this cost.					

PASSED this ____ day of _____, 2010

SIGNED this ____ day of _____, 2010

Mayor

City Recorder

KEIZER CITY COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: A Bill for an Ordinance Allowing Reallocation of Keizer Station Retail Limitation; Amending Keizer Development Code Regarding Section 2.107 (Mixed Use), Section 2.109 (Commercial Retail), Section 2.110 (Commercial Mixed Use) Section 2.119 (General Employment), Section 2.125 (Activity Center Overlay Zone), and Section 3.113 (Keizer Station Master Plan Review); Amending Keizer Station Plan Areas and Design Guidelines (Pages 9 to 10 of Keizer Station Plan); Amending Ordinance 98-389, Ordinance 2003-479 (Exhibit 2, Pages 9 to 10) and Ordinance No. 2007-562 (Exhibit "C")

ISSUE:

On May 17, 2010 an Ordinance Allowing Reallocation of Keizer Station Retail Limitation; Amending the Keizer Development Code, was presented to the Council for adoption. Discussion was held with the following motion being made.

Council President Taylor moved a Bill for an Ordinance Allowing Reallocation of Keizer Station Retail Limitation; Amending Keizer Development Code Regarding Section 2.107 (Mixed Use), Section 2.109 (Commercial Retail), Section 2.110 (Commercial Mixed Use) Section 2.119 (General Employment), Section 2.125 (Activity Center Overlay Zone), and Section 3.113 (Keizer Station Master Plan Review); Amending Keizer Station Plan Areas and Design Guidelines (Pages 9 to 10 of Keizer Station Plan); Amending Ordinance 98-389, Ordinance 2003-479 (Exhibit 2, Pages 9 to 10) and Ordinance No. 2007-562 (Exhibit "C"), Councilor Walsh seconded the Motion.

The Motion passed with the following votes:

AYES: Christopher, McKane, Smith, Taylor, and Walsh (5)

NAYS: Caillier and Clark (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

The Charter states *“an ordinance of the Council shall, before being put upon its final passage, be read fully and distinctly in open council meeting on two different dates. The exception to this is an ordinance may be enacted at a single meeting of the Council by unanimous vote of all councilors present.* Since the vote was not unanimous on May 17th, the Ordinance is before the Council for a second reading.

RECOMMENDATION:

It is recommended the Council make a motion to adopt a Bill for an Ordinance Allowing Reallocation of Keizer Station Retail Limitation; Amending Keizer Development Code Regarding Section 2.107 (Mixed Use), Section 2.109 (Commercial Retail), Section 2.110 (Commercial Mixed Use) Section 2.119 (General Employment), Section 2.125 (Activity Center Overlay Zone), and Section 3.113 (Keizer Station Master Plan Review); Amending Keizer Station Plan Areas and Design Guidelines (Pages 9 to 10 of Keizer Station Plan); Amending Ordinance 98-389, Ordinance 2003-479 (Exhibit 2, Pages 9 to 10) and Ordinance No. 2007-562 (Exhibit “C”)

CITY COUNCIL MEETING: May 17, 2010

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: TEXT AMENDMENT REGARDING KEIZER STATION PLAN
AREAS AND DESIGN GUIDELINES**

This matter is before the City Council for consideration of the proposed text amendment regarding the retail square footage reallocation process for the Keizer Station area. The current provision in the Keizer Station Plan and Keizer Development Code allocates a total of 975,000 square feet for retail-type uses in all of Keizer Station. This total is allocated among the areas as follows:

<u>Areas</u>	<u>Square Footage Limitation for Specified Uses</u>
Area A –	
<i>Village Center</i>	675,000 sq. ft.
<i>Sports Center</i>	15,000 sq. ft.
Area B – <i>Retail Service Center</i>	80,000 sq. ft.
Area C – <i>Keizer Station Center</i>	135,000 sq. ft.
Area D – <i>Commerce Center</i>	70,000 sq. ft.
TOTAL	975,000 sq. ft.

Currently, if a property owner or developer wanted to change the maximum square footage for a particular area, they would have to request a text amendment. This type of proceeding is a legislative process, and although the Council could choose (or not) to initiate it, the Council would not be obligated to adopt any change in the allocation. If upon the conclusion of the public process, the Council chooses not to adopt any legislative change, that action is not appealable.

The proposed amendment would change this process. An applicant could request a reallocation of the maximum square footage in a master plan or master plan amendment application. This application is a quasi-judicial process in which the Council is bound to reach a decision to either deny, grant, or grant the application with conditions.

As discussed at the conclusion of the hearing, the advantage to this change is that the Council and the public would see a specific master plan proposal along with the reallocation request. The disadvantage is that if an applicant meets the criteria, the reallocation request must be granted. However, this disadvantage can be mitigated with the imposition of specific criteria.

The specific language is set forth in the pages immediately following this staff report. I reworded some of the text in the beginning paragraphs and in subsections (a), (b), and (c). However, these are not meant to be substantive changes. With regard to subsection (c), I felt the additional language that shows as deleted was not necessary and that a property owner can make an argument that another Area is not unduly burdened without the extra requirements.

New Subsection (d) requires a showing that the residents and property owners in the vicinity of Keizer Station will not be unduly burdened by the direct or indirect effects of the reallocation. New Subsection (e) requires a finding that the citizens of Keizer will benefit from the reallocation considering all positive and negative impacts overall.

I also added a section clarifying that if the proposal suggests reducing the square footage in another Area that already has an approved Master Plan, then the proposed new limit cannot be less than what was approved in the Master Plan for such different area. To use an example, Area D currently has a limitation on retail-type uses of 70,000 square feet. Area D also has an approved Master Plan that shows approximately 39,000 square feet of retail uses. An applicant for a Master Plan in Area B or C could request a reallocation reducing Area D from the current 70,000 square feet, but it could not be reduced to a level less than 39,000 square feet.

The proposal reallocation language, in addition to being inserted in the Keizer Station Plan, was also repeated verbatim throughout all the different zoning chapters connected with the Keizer Station. I have revised that portion since it would be inappropriate to put in an actual number of square feet in the text of the Keizer Development Code if that number might change under the new process. Therefore, those chapters have a simple notation that there is a limit on the square foot usage without identifying the exact limit and indicating that that could change in a master plan or master plan amendment process.

RECOMMENDATION:

Review the matter and take appropriate action.

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

ESJ/tmh
attachments

SITE CHARACTERISTICS

One factor that will influence future development in the Keizer Station Plan area is the site's physical constraints. These constraints will shape where future development and infrastructure will be located include:

- Utility easements, including the BPA and PGE powerline easements;
- ODOT access easements; and
- Rail right-of-way.

Keizer Station Plan Areas and Design Guidelines

The Keizer Station Plan has evaluated each of the four areas from a development, urban design, transportation and public facilities perspective. Based on this evaluation, this Plan recommends a number of specific design guidelines and identifies development issues that will need to be addressed as development occurs in each area. The following section provides the specific area descriptions, design guidelines and issues that will guide future development for each of the following areas:

- Area A – Village Center/Sports Center
- Area B – Retail Service Center
- Area C – Keizer Station Center
- Area D – Commerce Center

To help create the mix of uses envisioned in the Keizer Station Plan, the floor area for specified uses, which generally have retail and commercial characteristics, is limited as provided in the Keizer Development Code (KDC). ~~Each area is limited with a prescribed amount of floor area for specific uses. The types of uses that are restricted are set forth in the applicable zones. The specific use restrictions are also included in the Keizer Development Code for each applicable zone and the Activity Center Overlay (ACO) Zone. The areas are restricted recommended guidelines are to the following amount of square footage for these specified uses as follows~~ Subject to an approved reallocation as provided below and in the KDC, the square footage of Specified Uses is allocated among the following areas as follows:

<u>Areas</u>	<u>Square Footage Limitation for Specified Uses</u>
Area A –	
<i>Village Center</i>	675,000 sq. ft.
<i>Sports Center</i>	15,000 sq. ft.

DRAFT to City Council

5-10

Area B – Retail Service Center	80,000 sq. ft.
Area C – Keizer Station Center	135,000 sq. ft.
Area D – Commerce Center	70,000 sq. ft.
TOTAL	975,000 sq. ft.

As part of a master plan application, an applicant may request a ~~different~~ reallocation of specified uses among Area A Keizer Station, Area A Sports, Area B, Area C, or Area D other than is specified herein. Approval of such a reallocation shall not be considered an amendment to this Keizer Station Plan, the City Keizer Comprehensive Plan or the Keizer Development Code. Any proposed reallocations of square footage of Specified Uses in Areas A-D may occur in either the context of an application for an amendment to a master plan or an application for master plan approval. The Council may approve such a request if it finds such request for a ~~revised~~ reallocation of the square footage for such specified uses meets all of the ~~requirements~~ criteria below:

- (a) Does not result in significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA as that TIA now exists or as it may from time to time be amended (Keizer Station TIA), ~~provided, however, the Council may approve such a request if it finds there are (a) significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA, and the Council (b) requires~~ unless additional mitigation beyond that specified in the Keizer Station TIA is required to make such identified traffic impacts consistent with the Level of Service and volume/capacity Standards in the Keizer Station TIA;
- (b) ~~Is consistent with the overall allowed amount of square footage for specified uses for the totality of all the KSP areas;~~ The reallocation results in a total limitation of no more than 975,000 square feet for all of the Keizer Station Plan area;
- (c) ~~No o~~ Other property owners in the Keizer Station will not be unduly burdened by the direct or indirect effects of the ~~any~~ reallocation. (i) If no property owner in the Keizer Station areas (Areas A – D) formally objects to a proposed reallocation, then the city may presume (but is not required to presume) that the reallocation does not cause an undue burden. (ii) The city may find a proposed reallocation does not result in an undue burden notwithstanding that a one or more property owners in the Keizer Station areas (Areas A-D) claims otherwise.
- (d) Residents and/or property owners in the vicinity of Keizer Station will not be unduly burdened by the direct or indirect effects of the reallocation.
- (e) Considering all positive and negative impacts overall, the citizens of Keizer will benefit from the reallocation.

DRAFT to City Council
5-10

A reallocation shall not reduce the amount of square footage allowed in an approved Master Plan for a different Area without the amendment of the Master Plan for such different Area. In other words, a reallocation can reduce the square footage for another Area, but not below the restricted use levels approved in the Master Plan for that Area.

1 BILL NO. ____

A BILL

ORDINANCE NO.

2010-_____

3 FOR

4
5 AN ORDINANCE

6
7 ALLOWING REALLOCATION OF KEIZER STATION RETAIL
8 LIMITATION; AMENDING KEIZER DEVELOPMENT CODE
9 REGARDING SECTION 2.107 (MIXED USE), SECTION 2.109
10 (COMMERCIAL RETAIL), SECTION 2.110 (COMMERCIAL
11 MIXED USE), SECTION 2.119 (GENERAL EMPLOYMENT),
12 SECTION 2.125 (ACTIVITY CENTER OVERLAY ZONE), AND
13 SECTION 3.113 (KEIZER STATION MASTER PLAN REVIEW);
14 AMENDING KEIZER STATION PLAN AREAS AND DESIGN
15 GUIDELINES (PAGES 9 TO 10 OF KEIZER STATION PLAN);
16 AMENDING ORDINANCE 98-389, ORDINANCE 2003-479
17 (EXHIBIT 2, PAGES 9 TO 10) AND ORDINANCE 2007-562
18 (EXHIBIT "C")
19

20 WHEREAS, the Keizer Planning Commission has recommended to the Keizer

21 City Council amendments to the Keizer Development Code (Ordinance No. 98-389), the
22 Keizer Station Plan (Ordinance No. 2003-479), and an Ordinance Amending the Keizer
23 Station Plan (Ordinance No. 2007-562); and

24 WHEREAS, the City Council has held public hearings on this matter and
25 considered the testimony given and the recommendation of the Keizer Planning
26 Commission; and

27 WHEREAS, the Keizer City Council has determined that it is necessary and
28 appropriate to amend the Keizer Development Code and Keizer Station Plan as set forth
29 herein; and

1 WHEREAS, the Keizer City Council has determined that such amendments meet
2 the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer
3 Development Code;

4 NOW, THEREFORE,

5 The City of Keizer ordains as follows:

6 Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in
7 Exhibit "A" attached hereto and by this reference incorporated herein.

8 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE. The
9 Keizer Development Code (Ordinance No. 98-389) is hereby amended by the adoption
10 of the changes to Section 2.107 (Mixed Use), Section 2.109 (Commercial Retail),
11 Section 2.110 (Commercial Mixed Use), Section 2.119 (General Employment), Section
12 2.125 (Activity Center Overlay Zone), and Section 3.113 (Keizer Station Master Plan
13 Review) as set forth in Exhibit "B" attached hereto, and by this reference incorporated
14 herein.

15 Section 3. AMENDMENT TO THE KEIZER STATION PLAN. The Keizer
16 Station Plan (Ordinance No. 2003-479, Exhibit 2, Pages 9-10) and amendment to the
17 Keizer Station Plan (Ordinance No. 2007-562, Exhibit "C") is hereby amended by the
18 adoption of the changes to the Keizer Station Plan Areas and Design Guidelines as set
19 forth in Exhibit "C" attached hereto, and by this reference incorporated herein.

1 Section 4. SEVERABILITY. If any section, subsection, sentence, clause,
2 phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional, or
3 is denied acknowledgment by any court or board of competent jurisdiction, including,
4 but not limited to the Land Use Board of Appeals, the Land Conservation and
5 Development Commission and the Department of Land Conservation and Development,
6 then such portion shall be deemed a separate, distinct, and independent provision and
7 such holding shall not affect the validity of the remaining portions hereof.

8 Section 5. EFFECTIVE DATE. This Ordinance being necessary for the
9 immediate preservation of the public health, safety and welfare, an emergency is
10 declared to exist and this Ordinance shall take effect immediately upon its passage.

11 PASSED this _____ day of _____, 2010.

12
13 SIGNED this _____ day of _____, 2010.
14
15

16 _____
17 Mayor
18

19 _____
20 City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to the Keizer Station Master Plan and to the Keizer Development Code (Section 2.107, Mixed Use; Section 2.109, Commercial Retail; Section 2.110, Commercial Mixed Use; Section 2.119, General Employment; Section 2.125, Activity Center Overlay; and Section 3.113, Keizer Station Master Plan Review)

The review criteria are listed in Section 3.111.04 of the Keizer Development Code.

The City of Keizer finds that:

1. General Findings.
 - a. Amendments to Keizer Station Master Plan; Section 2.107 (Mixed Use); 2.109 (Commercial Retail); 2.110 (Commercial Mixed Use); 2.119 (General Employment); 2.125 (Activity Center Overlay); and, 3.113 (Keizer Station Master Plan Review) of the Keizer Development Code (KDC) will establish a process to permit the reallocation of the maximum commercial square foot limit between the Keizer Station sub-areas.
 - b. The Keizer Station is a mixed used Activity Center that received design plan approval from the city in 2004. The Keizer Station is comprised of sub-areas A through D. Currently, Area A and Area D each have received separate master plan approval. At this time only Area A has any new development on it.
 - c. The particulars of this case are found within planning file Text Amendment 2010-02. Public hearings were held before the Planning Commission on March 17, 2010 and also before the City Council on April 5, 2010 and April 19, 2010. The Planning Commission reviewed the proposed revisions and unanimously recommended that they be adopted. The City Council directed staff to prepare findings and an ordinance to adopt the proposed text amendments.
 - d. On April 19, 2010 the City Council adopted Ordinance 2010-602 and Ordinance 2010-603 approving the relocation of the future commuter rail station from Area C to Area B; revisions to the master plan review criteria; and revisions to make the review of Keizer Station master plan proposals a Type III application process.
2. Amendments to the Comprehensive Plan or Development Ordinance text shall be approved if the evidence can substantiate the following. Amendments to the map shall be reviewed for compliance with each of the following, while text amendments

shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given that this is a text amendment Section 3.111.04 A is not applicable.

3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revisions to the Keizer Development Code and to the Keizer Station Master Plan reflect a demonstrated need. The City Council has recognized that periodically the KDC, and accompanying special plans, should be updated to avoid having these codes and other planning documents become so out of date that an update would be massive and costly.

Amendments to Keizer Station Master Plan; Sections 2.107 (Mixed Use); 2.109 (Commercial Retail); 2.110 (Commercial Mixed Use); 2.119 (General Employment); 2.125 (Activity Center Overlay); and, 3.113 (Keizer Station Master Plan Review) of the Keizer Development Code (KDC) will permit a process to consider the reallocation of the maximum retail square foot limit between the Keizer Station sub-areas. The total commercial area (975,000 square feet) for the whole Keizer Station will not change. The existing square footage allocation in the Keizer Station Master Plan is:

<u>Areas</u>	<u>Square Footage Limitation for Specified Uses</u>
Area A –	
<i>Village Center</i>	675,000 sq. ft.
<i>Sports Center</i>	15,000 sq. ft.
Area B – <i>Retail Service Center</i>	80,000 sq. ft.
Area C – <i>Keizer Station Center</i>	135,000 sq. ft.
Area D – <i>Commerce Center</i>	70,000 sq. ft.

The intent of this revision is to allow flexibility relative to accommodating unforeseen issues associated with a large scale development. It does not reflect a desire by any developer. The provision will establish a process whereby the City Council will be the approving body that grants a request to adjust a request for a reallocation of commercial square footage from one area to another area within the Keizer Station. An integral component of this process will be that it will allow for public participation. The specific need is directly related to the clear lack of a defined process for any reallocation request. Without a defined process any reallocation proposal then must utilize the text amendment process. This process was used in a recent reallocation of commercial square footage from Area A to Area C and was noted to be lacking in criteria for review and public notice. This revision will correct those flaws and will include clear criteria that will be used to consider if a reallocation request is appropriate. Another improvement is that it will include a defined public notice and public hearing process. It was observed that utilizing the legislative public notice process did not appear to

provide sufficient notice to all of the interested parties of adjacent property owners. This text amendment will expand the notice to include all adjacent property owners and will thereby result in a greater effort on behalf of the city to provide outreach for public participation. For these reasons this is determined that this amendment will meet this identified need and so meets with this criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The proposed text amendments comply with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice to interested parties, a public process of decision making involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the Keizer Times. Public hearings were held before the Planning Commission and the City Council. Public hearings were held before the Planning Commission on March 17, 2010, and before the City Council on April 5, 2010 and also on April 19, 2010. Citizens were afforded the opportunity to participate in the public process. Finally, the City Council meetings are televised which further provides an avenue for awareness of the issue. This process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of the planning process as required by this goal and with implementing administrative rules within Oregon Administrative Rules. As such the amendment to the city’s development code and to the Keizer Station Master Plan will be consistent with this goal.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Development Code and the Keizer Station Master Plan. The adoption proceeding was conducted in a manner consistent with requirements of the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. Notice was published in the Keizer Times. Public hearings were conducted before both the planning commission and city council where an opportunity for both verbal and written testimony was provided and the City Council considered such testimony before making its decision. Therefore, the proposed revisions to the zone code and the Keizer Station Master Plan are consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits there is only one zone located in the northwest portion of the city near the city’s urban growth boundary that is designated to allow for commercial agricultural uses. The amendments involve regulations within the boundaries of the city limits of Keizer. The amendment establishing a process to consider the reallocation of commercial square footage within the Keizer Station will not impact any

properties that are designated to allow for agricultural uses. Especially, since there are no properties designated for commercial farm use either within the Keizer Station or adjacent to the Keizer Station. The nearest properties which are in farm use are to the east of the Keizer Station and the north of the Keizer Station and separated by significant features such as I-5 and the Labish Ditch. Both areas are outside of the city's urban growth boundary. Therefore, the proposed amendments will comply with the Farm Land Goal and with any implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands that are designated for commercial forest uses. There are no lands designated within the city limits that allow for commercial forestry. Nor are there any commercial forest lands either within the Keizer Station or on lands that area adjacent to the Keizer Station. This amendment that will establish a process to reallocate commercial square footage within the Keizer Station does not impact any properties that are designated as forest land, nor will it impact the use of any forest lands. Therefore, this Goal and implementing administrative rules are not applicable to the proposed zone code and Keizer Station Master Plan amendments.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. The city established a Resource Conservation Overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. Much of this area is within an identified 100-year floodplain. The proposed amendments to the zone code regulations and to the Keizer Station Master Plan will only affect lands that are in the Keizer Station. None of this land is within the Resource Conservation Overlay zone. These amendments will not prohibit the lawful use of any properties that are within this overlay zone. A small portion of the Keizer Station along the edge of Labish Ditch is within a 100 year floodplain associated with this ditch. Any future development within this area will be required to be done in accordance with the city's floodplain regulations. There is no identified big game habitat area in the Keizer Station. There is a small wetland area within the small park located in the east central portion of Area A of the Keizer Station. This area has been identified and will be preserved for the natural qualities associated with this area and no development will be permitted within this area. Therefore, the amendments to the Keizer Station Master Plan, Section 2.107; Section 2.109; Section 2.100; Section 2.119; and Section 2.125 will be consistent with this goal and with administrative rules designed to implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city's air, water and land qualities. The city provides its residents with city water from groundwater sources. New construction is required to be connected to the established sanitary sewer system thereby reducing the likelihood of groundwater contamination from a failing on-site septic system. The city has

storm water regulations which are geared to maintain water quality in local rivers and streams. Land quality is preserved through the city's erosion control regulations and through zone code development regulations. Air quality is preserved through the city development code regulations which limit certain types of uses in certain zones. Primarily, air quality regulations will continue to be enforced by the appropriate state agencies which govern air emission standards. The proposed revisions to the city's zone code regulations and revision to the Keizer Station Master Plan will establish a process to consider reallocation of commercial square footage with the Keizer Station and will have no impact on the quality of air, water, or land resources. It will not result in the overall commercial square footage building cap being increased since it will only allow a process to consider shifting some of commercial square footage between the various sub-areas within the Keizer Station. All development will still be required to connect to the established sanitary sewer system, connect to the city's water system, and minimize any adverse impacts to the land quality by adhering to the city's development code, storm water, and erosion control regulations and so will comply with this goal and with administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of structures within identified 100-year floodplains. A floodplain is the area that is adjacent to a body of water which may be subject to periodic inundation. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. With the exception of areas removed from the 100-year floodplain through the Letter of Map Amendment the 100-year floodplain is the area of greatest concern. While this area is referred to as a 100-year floodplain it is because it has a statistical probability of having a 1% chance of flooding in any one year. The last major 100 year flood event was the 1964 flood. By contrast, the 1996 flood was not a 100 year flood event for Keizer, although clearly there was a significant amount of water flowing through parts of Keizer during that flood event. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. Only in the area identified as a floodway will most forms of development be prohibited. The floodway is that area that is generally the channels of rivers and streams which during a flood event will experience very significant water depth and velocity flows. Only a small portion of the Keizer Station that is located along the edge of Labish Ditch to the north is in a 100 year floodplain. Any development within this portion of the Keizer Station will be required to be done in accordance with the city's floodplain development regulations. There are no steep slopes within any of the Keizer Station so there will be no slope hazards issues. The revisions to the zone code and to the Keizer Station Master Plan to allow a process for considering reallocation of

commercial square footage in the Keizer Station will not impact any of the city's regulations that implement this goal and any administrative rules.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories the parks, playgrounds, and other recreational opportunities within the city limits and also plans for the city's future park and recreation needs. There is an existing small park within Area A of the Keizer Station. No other park land is identified as being needed to serve future park needs within the Keizer Station. This existing park is developed and will not be affected by any of these revisions being considered. The proposed amendments to the Keizer Station Master Plan and to Section 2.107; Section 2.109; Section 2.100; Section 2.119; and Section 2.125 will have no impact on the recreational activities or uses of park lands within both the Keizer Station and the city. Therefore, this goal and any related rules are not applicable.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. The city is currently engaged with Marion and Polk Counties and with the City of Salem to conduct a planning study of an economic opportunity analysis for the Salem – Keizer regional area. The intent of this study is to identify potential economic opportunities facing the area so as to be able to better plan to take advantage of these opportunities. Because this text amendment will not alter the already adopted commercial square footage cap approved for the entire Keizer Station but will only allow the shifting of commercial square footage within the Keizer Station it will have no impact on any regional economic strategies that might be developed as a result of this planning study. The Keizer Station was approved by the City Council in 2004 with plans that it would be developed as a multi-phase development with 4 sub areas that, when fully developed, would become a regional economic cornerstone of the city overall economic strategies. The Keizer Station is intended to provide a variety of commercial retail shopping options for consumers as well as provide employment opportunities for residents of Keizer and other nearby communities. Not only did the city endorse this type of development with the master plan approval but also with the formation of the urban renewal district and a local improvement district which were aimed to provide needed funding to facilitate the public improvements that were needed to develop the site. At present only Area A has any commercial development on it. Area D has received master plan approval and much of the necessary infrastructure is in place although there is no development in this area at this time. Areas B and C have not yet received master plan approval so there is no development in either of these areas. The intent of the text amendments is to clarify code requirements and to establish a process for the city to be able to consider any requests for reallocation of commercial square footage from one area of the Keizer Station to another area. The proposed amendment to the city's regulations will clarify and enhance the process which will be used for

any potential reallocation proposal. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The proposed amendments to allow a process to consider any reallocation of commercial square footage within the Keizer Station will have no impact the city’s housing inventory. Lands within the Keizer Station are primarily intended to be development with a variety of commercial uses so any potential reallocation will not take away from any land that might otherwise be developed with residential uses. The exception to this is a portion of Area C which is likely to be developed with a residential component. This is consistent with the Mixed Use zoning and with the original master plan approval for the Keizer Station. However, at this time no proposal for master plan approval for Area C has been submitted. The proposed amendments to the Keizer Station Master plan and to the various sections of the Keizer Development Code will not impact either this goal or any related rules.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, sanitary sewer through an arrangement with the City of Salem, has an established street system, administrative and police safety are also provided by the city. Fire protection service is provided by the Keizer Fire Department. The result of the proposed amendments to develop a process to consider reallocation requests within the Keizer Station will have no impact on these services. Area A and Area D are both developed with regard to public facilities (streets, water lines, sanitary sewer lines, storm drainage). Area B has some of the need facilities already in place and Area C has virtually none of needed facilities in place. Prior to any development occurring in these areas a master plan will need to be approved by the city identifying which public facilities are needed and then they will need to be located. The proposed amendments to Keizer Station Master Plan, Section 2.107; Section 2.109; Section 2.100; Section 2.119; Section 2.125 will only establish a process for the city to consider any request to reallocate the commercial square footage and will not impact the city’s public facilities and services. It will continue to be a city requirement that new development connect to all of the required public facilities and that these facilities are sized accordingly to handle this development. Nothing in this text amendment will eliminate or remove any of those requirements. Any reallocation requests will have to show that the public facilities can accommodate the additional commercial square footage. Therefore, this text amendment complies with this goal and any rules which implement it.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city’s transportation systems. This system includes streets, transit, bike, and pedestrian systems. Area A in the Keizer Station is developed with fully improved streets that meet city standards and are classified

as collector or local street depending the particular street. Area B and D each has an improved street within it, although Area B will likely require specific improvements as part of the development of this area. Area C has an existing street system which is inadequate to accommodate any development in this area and will need street improvements as part of any proposal to develop this area. As part of any master plan proposal a traffic impact analysis is required to be submitted which will then be used to determine the level of street improvements that will be needed to serve the new developments. The revision to the Keizer Station Master Plan, Section 2.107; Section 2.109; Section 2.100; Section 2.119; Section 2.125 to establish a process to consider request for reallocation of commercial square footage has within a provision regarding impacts on the transportation system. Specifically it will require that a finding be made that the request does not result in significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA as that TIA now exists or as it may from time to time be amended (Keizer Station TIA), provided, however, the Council may approve such a request if it finds there are (a) significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA , and the Council (b) requires additional mitigation beyond that specified in the Keizer Station TIA to make such identified traffic impacts consistent with the LOS and v/c Standards in the Keizer Station TIA. Matt Hughant, Senior Planner with Kittleson and Associates submitted a letter stating that “in his professional opinion that the text amendment would result in no significant impact on an existing or planned transportation facility”. As such, the text amendment will not have any adverse impact any of the city’s public transportation systems, and so this goal and any rules will be met.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The proposed zone code text amendments and the amendment to the Keizer Station Master Plan to allow a process to consider the reallocation of commercial square footage within the Keizer Station will have not impact this goal nor any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The proposed zone code revisions will only affect land that is within the Keizer Station which is also within the city limits of Keizer. This is land that has been approved for development with the Keizer Station, a shopping center development. However, each sub-area requires a separate master plan approval. To date only Areas A and D have received master plan approval from the city. The proposed zone code revision to establish a process for the city consider requests for reallocation of commercial square footage will only affect those areas within the Keizer Station. It will not result in the approved commercial square footage for the entire Keizer Station being increased so will not result in an increase in the

overall development. With the Keizer Station being bounded by I-5 to the east and Labish Ditch to the north creates a natural transition from urban to non-urban uses. It is not the intent of this text amendment to interfere with any lawful uses on lands that are outside of the city's urban growth boundary. As such, the text amendment will have no impact on the intent of this goal as it only will involve land that is within the city limits and not the use of land being transitioned from rural to urbanized uses.

Goal 15 – Willamette River: This goal seeks to protect, conserve, maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River. While the Willamette River is located along the western flanks of Keizer the proposed text amendments will not impact the Willamette River since the Keizer Station is located several miles inland from the river and so the proposed amendment to the Keizer Station Master Plan, Section 2.107; Section 2.109; Section 2.100; Section 2.119; Section 2.125 will not impact this goal or any implementing administrative rules.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable

In consideration of the above findings, the proposed zone code revision to the Keizer Station Master Plan, Section 2.107; Section 2.109; Section 2.100; Section 2.119; Section 2.125; and Section 3.113 complies with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**

- a. It corrects identified error(s) in the previous plan.
- b. It represents a logical implementation of the plan.
- c. It is mandated by changes in federal, state, or local law.
- d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The proposed amendment is intended in part to correct several identified errors within the existing development regulations. The intent of the text amendment is to resolve a number of ambiguities within this section and to clarify code requirements. The provision will establish a process whereby the City Council will be the approving body that grants a request for a allocation of commercial square footage within the Keizer Station. An integral component of this process will be that it will allow for public participation. The specific need is directly related to the clear lack of a defined process for any reallocation requests. Without a defined process any reallocation then utilizes the text amendment process. This was the process that was used in a recent reallocation of commercial square footage from Area A to Area C and was noted to be lacking in criteria

for review and public notice. This revision will correct those flaws and will include clear criteria that will be used to consider if the reallocation is appropriate. Another improvement is that it a reallocation proposal to either an amendment for an existing master plan or to an application for a new master plan proposal will assure that there will be a defined public notice and public hearing process. The proposed amendment spells out the process that will be used such that any proposed reallocations of square footage of Specified Uses in Areas A-D may occur in either the context of an application for an amendment to a master plan or an application for master plan approval.

The proposed amendments are not mandated by any federal, state, or local laws. The City Council has, by this adoption, determined that the text revisions to the Keizer Station Master Plan, Section 2.107; Section 2.109; Section 2.100; Section 2.119; Section 2.125; and Section 3.113 are desirable, appropriate, and proper. As such, the proposal complies with this criterion.

2.107 MIXED USE (MU)

2.107.01 Purpose

The Mixed Use (MU) zone promotes development that combines differing uses (permitted or special permitted) in a single building or complex. This zone will allow increased development on busier streets without fostering a strip commercial appearance. The zone encourages the formation of neighborhood "nodes" of activity where residential and commercial uses mix in a harmonious manner. This development type will support transit use, provide a buffer between busy streets and residential neighborhoods, and provide new housing opportunities in the City.

(4/08)

The Mixed Use zone is intended to include a variety of uses identified in this section in relative close proximity to each other as compared to a traditional zone district in which differing uses are segregated. Vertical mixed use is a building in which significant amounts of differing uses are located in the same building with different uses on different floors. While mixed use development is primarily intended to consist of retail or other businesses on the ground floor with housing or office uses on upper stories it is not required that every building within a mixed use area is developed with different uses within it. Clusters of residential and commercial uses around landscaping features or parking areas will also occur. Development is intended to be pedestrian-oriented with buildings close to and oriented to the sidewalk. Parking may be shared between residential and commercial uses. (4/08)

The Mixed Use zone is suitable for the Medium Density Residential, Medium-High Density Residential and Mixed Use Comprehensive Plan designations. (5/98)

2.107.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Zoning Ordinance, are permitted in the MU zone:

- A. **One or more buildings with one or more dwelling units** or guest rooms on a lot. (5/98)
- B. **One or more buildings with one or more dwelling units** or guest rooms and one or more other uses allowed in this section on a lot. (5/98)
- C. **Residential homes** and facilities. (5/98)
- D. **Child day care service**, including family day care provider. (5/98)
- E. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)

F. **Public or private utility substation**, but excluding electrical substation. (5/98)

G. **Landscape counseling and planning (078)**. (5/98)

H. **Transportation, Utilities and Communication**. (5/98)

1. **Travel agency (4722)**. (5/98)

2. **Communication (48) BUT EXCLUDING** communication services, not elsewhere classified (489). (5/98)

3. **Public utility** structures and buildings. (5/98)

4. **Transit Facilities (Section 2.305)**. (Ordinance No. is 2009-586, 5/09)

I. **Retail Trade:**

Except as allowed under Section 2.107.05.B, the following retail uses shall be limited to buildings of 10,000 square feet or less:

a. **General merchandise stores (53)**. (04/08)

b. **Food stores (54)**. (04/08)

c. **Apparel and accessory stores (56)**. (04/08)

d. **Home furnishing, appliance and equipment stores (57)**. (04/08)

e. **Eating and drinking places (58)**. (04/08)

f. **Retail, (59) BUT EXCLUDING** non-store retailers (596) and fuel and ice dealers (598). (04/08)

g. Uses listed in 2.107.02.I. a through f if developed in a vertical mixed use development shall not be considered as a specified use in 2.107.05.E. (04/08)

J. **Business, Professional and Social Services:** The following business and professional and service oriented uses are allowed:

1. **Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67)**. (5/98)

2. **Hotels, motels and lodging facilities (701)**. (5/98)

3. **Personal services (72) BUT EXCLUDING:** power laundries, family and commercial (7211), linen supply (7213), dry cleaning plants,

except rug cleaning (7216), carpet and upholstery cleaning (7217); and industrial laundries (7218). (5/98)

4. **Business services** (73) BUT EXCLUDING disinfecting and exterminating services (7342), building and cleaning services (7349), and equipment rental (735). (5/98)
 5. **Watch, clock and jewelry repair** (763). (5/98)
 6. **Recreational or athletic clubs.** (5/98)
 7. **Health services** (80) BUT EXCLUDING hospitals (806). (5/98)
 8. **Legal services** (81). (5/98)
 9. **Miscellaneous services** (89). (5/98)
 10. **Community or neighborhood clubs.** (5/98)
 11. **Parking lots.** (5/98)
 12. **Pet Grooming** (6/01)
- K. **Public administration** (91 - 97). (5/98)

2.107.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the MU zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)
- E. The following special uses subject to the applicable standards in Section 2.4:
 1. **Shared housing facilities** (Section 2.403). (5/98)
 2. **Zero side yard dwelling** units (Section 2.404). (5/98)
 3. **Home occupations** (Section 2.407). (5/98)
 4. **Bed and breakfast** establishments (Section 2.408). (5/98)

5. **Residential sales offices** (Section 2.409). (5/98)
6. **Public golf course** (SIC 7992) or membership recreation club having golf course (SIC 7997) (Section 2.410). (5/98)
7. **Boat and RV storage area** (Section 2.411). (5/98)
8. **House of Worship** (Section 2.423). (5/98)
9. **Recreational vehicle storage space** (Section 2.413). (5/98)
10. **Electrical substations** (Section 2.426). (5/98)
11. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)

2.107.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Craft Industries**, subject to the provisions in Section 2.421. (5/98)
- B. **Transit Station** (Section 2.429). (Ordinance No. is 2009-586, 5/09)

2.107.05 Use Restrictions

- A. The following uses are not permitted: (04/08)
 1. **Farm Use**. (5/98)
 2. The rendering, processing, or cleaning of animals, fish, seafoods, fowl, poultry, fruits, vegetables, or dairy products for wholesale use. (5/98)
 3. Any outdoor display or storage of merchandise or materials unless consistent with Section 2.107.05.B.7. (04/08)
 4. **Camping or over-night in parking lots**. (04/08)
- B. Retail uses as set forth in Section 2.107.02(I) are limited to buildings not exceeding 10,000square feet of gross leasable area except as provided herein. Such retail uses over 10,000 square feet may be permitted as allowed in an approved master plan subject to meeting the following requirements: (04/08)
 1. In addition to the requirements in Section 2.309 (Site and Landscaping Design), provide increased screening and buffering

when any portion of the building is located adjacent (as defined in Section 1.200) to existing or planned residential areas so as to adequately screen the building. (04/08)

2. In addition to the requirements in Section 2.107.06(B), provide increased building setbacks when any portion of the building is located adjacent (as defined in Section 1.200) to existing or planned residential areas. (04/08)
3. In addition to the requirements in Section 2.315.08, provide increased architectural features such as the use of three differing materials, color, textures, on building facades that are visible from a public street so as to minimize the effect of large blank walls. The elevations of all buildings shall be varied in textures, and material and shall incorporate human scale design elements. Elevations of all buildings shall incorporate no more than fifteen feet between varied vertical elements such as materials, patterns and textures, architectural features such as columns, projections, and differing planes shall be used liberally with no greater than 22 feet between such features. Materials shall be varied at the same frequency as the architectural elements. These materials shall incorporate cultured stone, split face Concrete mortar units (CMU's), as well as smooth faced CMU walls. (04/08)
4. Include architectural features that reflect those of the remainder of the building around any outdoor garden / nursery area to include such things as hard walls, windows and awnings. (04/08)
5. Limit any outdoor display or storage of merchandise to the area adjacent to the building. (04/08)
6. Direct lighting to avoid causing glare onto adjacent properties and be generally low in height, light sources shall not be visible beyond development boundaries. (04/08)
7. Provide mitigation measures that address adverse traffic and livability impacts in the surrounding neighborhood. This will include such things as enclosing all service equipment and service areas and any other issues identified in a master plan or traffic impact analysis. (04/08)
8. Drive-thru businesses shall have the drive-thru oriented away from both existing and planned residential areas. (04/08)

C. A retail building of the type described in Section 2.107.02(I) is allowed to exceed the 10,000 square foot limit subject to Master Plan approval and compliance with all requirements of this Chapter. (04/08)

D. Larger Format Stores.

1. Retail buildings of the type described in Section 2.107.02(I) that exceed 10,000 square feet ("Larger Format Stores") require the development of non-retail/non-single family home uses in the Master Plan area that have a total square footage of at least 25% of the gross leasable area of the Larger Format Store. As used herein, "non-retail" shall mean uses other than those listed in Section 2.107.02(I). (04/08)
2. Larger Format Stores in excess of 80,000 square feet of the type described in Section 2.107.02(I) shall meet the requirement set forth in Subsection D(1) above. In addition to such requirement, for each square foot of vertical mixed use development in the Master Plan area, the Larger Format Store can be increased above 80,000 square feet by an equivalent amount. The mixed use square footage requirements of Subsection D(1) and this Subsection cannot be combined. (04/08)
3. The development required in Subsections D(1) and D(2) above shall take place in the same Master Plan area. The approved Master Plan shall be conditioned to require such development to be constructed before or concurrently with the Larger Format Store. (04/08)

E. A limitation of the total floor area for specified uses applies to all of Area C – Keizer Station Center of the Keizer Station Plan. A maximum total floor area of ~~135,000 square feet~~ shall apply to the uses identified in Section 2.107.02(I). This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved master plan or amended master plan. (04/08)

F. Proposals to develop properties within Area C of the Keizer Station shall comply with Master Plan requirements outlined in Section 3.113, and also with requirements specified in 2.107.05.G.1 through 6 below. (04/08)

G. Proposals to develop properties outside of Area C of the Keizer Station shall require approval of a Master Plan and compliance with the following: (04/08)

1. Pedestrian Access, Safety and Comfort (04/08)
 - a. To ensure safe, direct, and convenient pedestrian circulation, development shall provide a continuous pedestrian and/or multi-use path system. (04/08)
 - b. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas wherever possible. (04/08)

- c. Pathways with developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets and parking areas. (04/08)
 - d. For all developments subject to Master Plan review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable. (04/08)
 - e. Recessed entries, canopies, and/or similar features shall be used at the entries to a building in order to create a pedestrian scale. (04/08)
 - f. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (04/08)
- 2. Vehicular Movement (04/08)
 - a. Encourage traffic to enter and exit the development at locations in a safe manner. (04/08)
- 3. Crime Prevention and Security (04/08)

Crime prevention shall be considered in the site design through application of all of the following guidelines: (04/08)

 - a. Territoriality – All proposed building entrances, parking areas, pathways and other elements are defined with appropriate features that express ownership. For example, landscaping, fences, pavement treatments, art and signs are some physical ways to express ownership through design. Such features should not conflict with the need for natural surveillance, as described in b.; and (04/08)
 - b. Natural Surveillance – The proposed site layout, building and landscape design promote natural surveillance. Physical features and activities should be oriented and designed in ways that maximize the ability to see throughout the site. For example, window placement, the use of front porches or stoops, use of low or see-through walls, and appropriate use of landscaping and lighting can promote natural surveillance. Sight-obscuring shrubs and walls should be avoided, except as necessary for buffering between commercial uses and lower density residential districts, and then shall be minimized; and (04/08)
 - c. Activity Support – The proposed site layout and building design encourage legitimate activity in public spaces. For example, locating outdoor seating in areas that are visible from inside a restaurant helps to discourage crime and supports the activity of dining; and (04/08)

- d. Access Control – By properly siting and designing entrances and exits (i.e., in clear view from the store), and through the appropriate use of lighting, signs and/or other features, the proposed plan controls access in ways that discourage crime; and/or (04/08)
 - e. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (04/08)
4. Reduced Parking (04/08)
- Reduce or waive minimum off-street parking standards. The applicant may request a reduction to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service, and likelihood of car pool use; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City. (04/08)
5. Creating and Protecting Public Spaces (04/08)
- a. The development provides an appropriate amount of public space as determined by the City Council in addition to sidewalks and landscaping. (04/08)
 - b. Public space may be a landscaped open space or plaza with pedestrian amenities, as approved by the City Council. (04/08)
6. Human Scaled Building Design (04/08)
- Building facades are designed to a human-scale, for aesthetic appeal, pedestrian comfort, and design character of a development. The City Council may determine architectural character, continuity of building sizes, roof forms, rhythm of window and door spaces and the general relationship of buildings to public spaces such as street, plazas, other open space and public parking. (04/08)
- The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (04/08)

In addition, the provisions within Section 3.113.05 apply.

2.107.06 Dimensional Standards

A. Minimum Lot Dimension and Height Requirements

DIMENSION	Single Family	Duplex or Multi-Family	Commercial	Mixed Use
Lot Size	4,000 sq. ft. (1)	6,000 sq. ft. (2)	None (3)	None (3)
Average Width	40 feet	50 feet	None	None

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Average Depth	70 feet	80 feet	None	None
Maximum Height	35 feet	50 feet	50 feet	50 feet(4)

- (1) *A single family dwelling attached on one side has a minimum lot area of 3500 square feet, and a single family dwelling attached on both sides has a minimum lot area of 3000 square feet. (5/98)*
- (2) *Multi-family development must comply with the density standard in Section 2.107.07.I (06/07)*
- (3) *Parcel size shall be adequate to contain all structures within the required yard setbacks. (06/07)*
- (4) *Height of vertical mixed use development may exceed this limitation without a concurrent variance and maximum height will be determined during master plan process. (04/08)*

B. Minimum Yard Setback Requirements

SETBACKS (5)	Single Family or Duplex	Multi-Family	Commercial	Mixed Use
Front	10 feet	10 feet (1)	10 feet (1)	10 feet (1)
Side	5 feet (2)	10 feet	(4)	(4)
Rear	(3)	(3)	(4)	(4)
Street-side (4)	10 feet	10 feet	10 feet	10 feet
Garage entrance (5)(6)	20 feet	20 feet	20 feet	20 feet

- (1) *For all MU zoned property fronting Cherry Avenue south of Manbrin Drive the minimum setback shall be 5 feet and the maximum shall be 10 feet for yards adjacent to Cherry Avenue. The maximum setback shall apply to the primary wall of the building. Indentations in the primary wall, such as alcoves, courtyards, etc. have no maximum setback. (5/98)*
- (2) *Zero side yard dwelling units are subject to the setback provisions in Section 2.404. (5/98)*
- (3) *The rear yard setback shall be as follows: 14 feet for a 1-story single family home, duplex, or multi-family building; 20 feet for a 2-story single family home, duplex, or multi-family building. Setbacks are to be measured from the architectural rear of the building regardless of the building's orientation to the property lines. (06/07)*
- (4) *The rear and side yard setbacks adjacent to a residential zone shall be no less than the minimum rear yard setback of the zone on the*

adjacent property. In no case shall the setback be less than 10 feet, except there is no required setback adjacent to a non-residential zone. (5/98)

- (5) Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)*
- (6) The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)*

2.107.07 Development Standards

All development in the MU Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking:** Parking shall be as specified in Section 2.303. (5/98)
- B. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the MU zone shall comply with the following standards: (5/98)
 - 1. Single family homes shall comply with the design standards in Section 2.314. (5/98)
 - 2. Residential structures with four or more attached dwelling units and non-residential structures shall comply with the provisions in Section 2.315 - Development Standards. (5/98)
 - 3. For MU zoned property fronting Cherry Avenue south of Manbrin Drive; residential use shall occupy no less than 35% and no more than 65% of the building floor area on any property. (5/98)
- C. **Subdivisions and Partitions:** Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- D. **Yards and Lots:** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- E. **Signs:** Signs shall conform to the requirements of Section 2.308. (5/98)

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F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)

G. **Landscaping:** All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 2.309. The minimum landscaped area requirements shall be as follows: (5/98)

Commercial development:	15%
Mixed commercial and residential development:	20%
Residential development:	25%

H. **Lot Coverage:** The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows: (5/98)

Commercial development:	85%
Mixed commercial and residential development:	80%
Residential development:	75%

I. **Density:**

1. For property zoned MU as identified in the Keizer Station Plan, the minimum density for subdivisions, partitions, multi-family or any residential development shall be a minimum 8 units per acre and a maximum 24 units per acre, except there shall be no minimum residential density requirement for multi-family development within a mixed use building. (12/03)

The minimum density for multi-family development shall be 8 units per acre; the maximum density shall be 24 units per acre, except there shall be no minimum residential density requirement for multi-family development within a mixed use building. (05/98)

2.109 COMMERCIAL RETAIL (CR)

2.109.01 Purpose

The purpose of the CR (Commercial Retail) zone is to provide areas suitable for professional and general commercial offices, retail sales within a building, eating and drinking places, commercial accommodations and commercial services. The Commercial Retail zone is appropriate in those areas designated Commercial in the Comprehensive Plan when the location has access to a collector or arterial street. (5/98)

2.109.02 Uses

The following uses, when developed under the applicable development standards in this Zoning Ordinance, are permitted in the CR zone:

- A. **One dwelling unit in conjunction with the commercial uses(s) of the lot.** (5/98)
- B. **Offices for any use listed in SIC Division C - Construction.** (5/98)
- C. **Post offices (43).** (5/98)
- D. **Building materials, hardware, retail nurseries, and garden supply (52) except mobile home dealers (527).** (5/98)
- E. **General merchandise stores (53).** (5/98)
- F. **Food stores (54).** (5/98)
- G. **Auto and home supply stores (553).** (5/98)
- H. **Gasoline service stations (554) (SU 12.52) except as provided in Section 28.03, below.** (5/98)
- I. **Eating and drinking places (58) except as provided in Section 28.03, below.** (5/98)
- J. **Miscellaneous retail (59) except fuel and ice dealers (598) provided all display is within a building.** (5/98)
- K. **Used Merchandise Store (SU 12.48) provided all display is within a building.** (5/98)
- L. **Vehicle sales and secondary repair except as provided in Section 28.03, below.** (5/98)
- M. **Finance, insurance, and real estate (60, 61, 63, 64, 65, 66 and 67).** (5/98)

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- N. **Hotels, motels, and tourist courts (701).** (5/98)
- O. **Religious organizations (SU 12.60).** (5/98)
- P. **Veterinary services (074) (SU 12.42 in urban areas).** (5/98)
- Q. **Membership organizations (86).** (5/98)
- R. **Public utility structures and buildings** except as provided in Section 28.03, below. (5/98)
- S. **Recreational vehicle parks (7033) (SU 12.40)** except as provided in Section 28.03, below. (5/98)
- T. Uses prescribed in Chapter 21. (5/98)
- U. **Unlimited number of guest rooms** including **rooming and boarding houses (702)**, organization hotels and lodging homes on membership basis (704). (5/98)
- V. **Signs (SU Chapter 15).** (5/98)
- W. **Bed and breakfast establishments (SU 12.26).** (5/98)
- X. **Miscellaneous amusement and recreation services (799)** except golf courses (7992) and amusement parks (7996). (5/98)
- Y. **Landscape counseling and planning (0781).** (5/98)
- Z. **News dealers and newsstands (5994).** (5/98)
- AA. **Commercial printing (275).** (5/98)
- BB. **Communications (48).** (5/98)
- CC. **Apparel and accessory stores (56).** (5/98)
- DD. **Furniture, home furnishings, and equipment stores (57).** (5/98)
- EE. **Electrical and lighting shops and office machines and equipment stores.** (5/98)
- FF. **Personal services (72)** except carpet and upholstery cleaning (7217) and industrial launderers (7218). (5/98)

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- GG. **Business services** (73) except disinfecting and exterminating services (7342) and research and development laboratories (7391). (5/98)
- HH. **Automobile parking** (752) except as provided in Section 28.03, below. (5/98)
- II. **Watch, clock, and jewelry repair** (763). (5/98)
- JJ. **Motion picture distribution** and allied services (782). (5/98)
- KK. **Motion picture theaters** (783) except drive-ins (7838). (5/98)
- LL. **Dance halls, studios, and schools** (791). (5/98)
- MM. **Theatrical producers** (except motion pictures), **bands, orchestras**, and **entertainers** (792). (5/98)
- NN. **Bowling alleys** and **billiard and pool establishments** (793). (5/98)
- OO. **Health services** (80) except hospitals (806). (5/98)
- PP. **Ambulance service**. (5/98)
- QQ. **Legal services** (81). (5/98)
- RR. **Educational services** (82). (5/98)
- SS. **Social services** (83). (5/98)
- TT. **Museums, art galleries, botanical and zoological gardens** (84). (5/98)
- UU. **Miscellaneous services** (89). (5/98)
- VV. **Executive offices** (911). (5/98)
- WW. **Executive and legislative combined** (913). (5/98)
- XX. **Finance, taxation, and monetary policy** (93). (5/98)
- YY. **Administration of human resources programs** (94). (5/98)
- ZZ. **Administration of environmental quality and housing programs** (95). (5/98)
- AAA. **Administration of economic programs** (96). (5/98)
- BBB. **National security and international affairs** (97). (5/98)

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- CCC. **Automotive Dealers** (55) but excluding gasoline service stations (554) except as provided in Section 28.03, below. (5/98)
- DDD. **Adult entertainment business** (SU 12.50). (5/98)
- EEE. **Billboards** (non appurtenant signs) (SU Chapter 15). (5/98)
- FFF. **Mixed-use buildings** (SU 12.46). (5/98)
- GGG. **Residential home care and adult residential home care.**
- HHH. **Printing & Publishing** (Ord 87-078) (Ord 92-232) (Ord 96-357)
- III. **Child foster home** for five or fewer children as a secondary use. (6/99)
- JJJ. **Pet Grooming** (6/01)
- KKK. **Transit Facilities** (Section 2.305). (Ordinance 2009-586 – 05/09)

2.109.03 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Water supply** (494). (5/98)
- B. **Carpet and upholstery cleaning** (7217). (5/98)
- C. **Automotive rental and leasing, without drivers** (751) except as provided in Section 28.03, below. (5/98)
- D. **Automotive repair shops** (753) except as provided in Section 28.03, below. (5/98)
- E. **Automotive services**, except repair (754) except as provided in Section 28.03, below. (5/98)
- F. **Electrical repair shops** (762). (5/98)
- G. **Reupholstery and furniture repair** (764). (5/98)
- H. **Professional sports clubs and promoters** (7941). (5/98)
- I. **Utilities - secondary truck parking and material storage yard** except as provided in Section 28.03, below. (5/98)
- J. **Manufacture of jewelry, silverware, and plated ware** (391). (5/98)

- K. **Manufacture of costume jewelry, novelties, buttons, etc.** (396). (5/98)
- L. **Local and suburban passenger transportation** (411). (5/98)
- M. **Intercity and rural highway passenger transportation** within 2,000 feet from the center point of an I-5 interchange and having direct access onto a major arterial (413).(Ord 87-078)(Ord 96-357) (5/98)
- N. **Transit Station** (Section 2.429). (Ordinance 2009-586 – 05/09)

2.109.04 Prohibited Uses

The following uses are prohibited from the any property fronting on River Road or Chemawa Road in the following area; the west side of River Road between 5119 River Road on the north and Janet Avenue extended on the south; the east side of River Road between Claggett Street on the north and James Avenue on the south; and either side of Chemawa Road between Elizabeth Street on the west and Bailey Road on the east. This prohibition does not apply to any business facility, legally established as of the date of the adoption of this Ordinance, which as of that date has drive-through window facilities. (5/98)

- A. **Gasoline service stations** (554) (SU 12.52). (5/98)
- B. **Drive-Through windows or car service associated with eating and drinking places** (58). (5/98)
- C. **Vehicle sales and secondary repair.** (5/98)
- D. **Public utility structures and buildings.** (5/98)
- E. **Recreational vehicle parks** (7033) (SU 12.40). (5/98)
- F. **Automobile parking not associated with an allowed use** (752). (5/98)
- G. **Automotive Dealers** (55). (5/98)
- H. **Automotive rental and leasing, without drivers** (751). (5/98)
- I. **Automotive repair shops** (753). (5/98)
- J. **Automotive services, except repair** (754). (5/98)
- K. **Utilities – secondary truck parking and material storage yard.** (Ord 96-357) (5/98)

2.109.05 Use Restrictions

A limitation of the total floor area of specified uses applies to all of Area C – Keizer Station Center of the Keizer Station Plan. A maximum total floor area of ~~135,000 square feet~~ shall apply to the uses identified in Sections 2.109.02 (D) – (M), (Z), (CC) – (EE), (CCC) and (DDD). This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved master plan or amended master plan. (07/07)

2.109.06 Dimensional Standards

A. Minimum Lot Dimension and Height Requirements

DIMENSION	Commercial	Mixed Use
Lot Size	None (1)	None (1)
Average Width	None	None
Average Depth	None	None
Maximum Height	50 feet	50 feet

- (1) *Parcel size shall be adequate to contain all structures within the required yard setbacks and, where applicable, comply with residential density standards in Section 2.107.07.* (5/98)

B. Minimum Yard Setback Requirements

SETBACKS	Commercial	Mixed Use
Front	10 feet	10 feet
Side	(1)	(1)
Rear	(1)	(1)
Street-side (2)	10 feet	10 feet
Garage entrance (3)	20 feet (3)	20 feet (3)

- (1) *The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property* (5/98)
- (2) *Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street.* (5/98)

- (3) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks.* (5/98)

2.109.07 Development Standards

All development in the CR Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements. If a conflict exists with a specific standard found in this section and a standard found elsewhere in this Ordinance, the standard in this section shall govern. (5/98)

A. Off-street parking:

1. Parking shall be as specified in Section 2.303. In the event that on-street parking is provided, on-street parking that abuts the property can be used to meet the standard. (5/98)
2. No off-street parking is required for uses above the ground floor. (5/98)
3. The off-street parking requirement for residential uses is one space per unit. (5/98)
4. If mixed uses on the ground floor exhibit peak parking demand at different times, the resulting parking requirement is limited to the number of spaces generated at the highest combined peak demand at any one particular time. (For example, if there is a movie theater exhibiting peak parking demand between 7:00 and 10:00 PM with a total requirement of 100 spaces, and a pet store exhibiting peak demand between 1:00 and 5:00 PM with a requirement of 50 spaces, the total requirement for the building would be 100 spaces.)

B. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)

C. Yards and Lots. Yards and lots shall conform to the standards of Section 2.312. (5/98)

D. Signs. Signs shall conform to the requirements of Section 2.308. (5/98)

E. Accessory Structures: Accessory structures shall conform to requirements in Section 2.313. (5/98)

- F. Storage, Trash, and Service Functions: Storage areas, trash, recycling, utilities and other service functions shall be located within the main structure if possible. If any of the above functions are located outside the main structure, the area containing the function must be screened with a solid, durable structure that is architecturally related to the building. (5/98)
- G. Landscaping-General: All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 2.309. The minimum landscaped area is 10%. (5/98)
- H. Landscaping-Parking Lots: One tree shall be provided for every eight parking spaces in parking lots. The trees shall be dispersed throughout the parking lot in minimum four by four foot planters located between parking spaces. (5/98)
- I. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows: (5/98)

	<u>Max.</u>	<u>Min</u>
Commercial development:	90%	50%

2.109.08 Design Standards

All development in the CR Zone shall comply with the applicable design standards described below:

- A. Building Design Standards. Primary buildings shall comply with the following design standards: (5/98)
1. Design Standards - Unless specifically modified by provisions in this Section, buildings located within the CR zone shall comply with the following standards: (5/98)
 - a. Non-residential structures shall comply with the provisions in Section 2.314 - Design Standards. (5/98)
- B. Circulation - Circulation standards apply for projects that are applicable and are developed within the River and Chemawa Specific Area boundaries. As stated in the Specific Plan: (5/98)
1. Streets - New streets shall conform to the street sections depicted in Figure 10 in the Specific Plan. In cases where the right-of-way varies, the sidewalk may need to be provided in an easement or private property. New Streets shall be provided in accordance with the Circulation Plan (Figure 9 in the Specific Plan). (5/98)

2. Internal Driveway Connections - Where possible, internal parking lot driveways shall be designed to connect from parcel to parcel to allow travel through the site without the need to access a public street. (5/98)
3. Pedestrian Ways - Where indicated on the Development Plan and Circulation Plan in the Specific Plan Specific Plan, 10 foot wide pedestrian pathways shall be provided across development parcels. The pathways shall be improved with distinctive paving material that differentiates the pathway from any adjoining parking area. Where crossing parking area, the pathways shall be raised and shall include a minimum two feet landscape planter between the pathway and the adjoining parking lot. (5/98)
4. Pedestrian Connections - Pedestrian walkways shall be provided between buildings and the public right-of-way. Walkways shall be provided between adjoining commercial buildings when not connected by a public sidewalk. Walkways shall be not less than five feet in width and shall be constructed of concrete or similar material that is clearly distinguished from parking area pavement. (5/98)

2.110 COMMERCIAL MIXED USE (CM)

2.110.01 Purpose

The Commercial Mixed Use (CM) zone is the primary commercial zone within the City. The zone is specifically designed to promote development that combines commercial and residential uses. This zone will support transit use, provide new housing opportunities while allowing a full range of commercial retail, service and office uses. Development is intended to be pedestrian-oriented with buildings close to and oriented to the sidewalk. Parking may be shared between residential and commercial uses. Clusters of residential and commercial uses around landscaping features or parking areas can occur and are encouraged. The Commercial Mixed Use zone is suitable for the Commercial Plan designation. (5/98)

2.110.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Zoning Ordinance, are permitted in the CM zone:

- A. **One or more buildings with one or more dwelling units** or guest rooms, and/or, one or more other uses allowed in this section on a lot. (5/98)
- B. **Residential homes** and facilities. (5/98)
- C. **Child day care** service, including family day care provider. (5/98)
- D. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- E. **Landscape** counseling and planning (0781). (5/98)
- F. **Offices** for any use listed in SIC Division C - Construction. (5/98)
- G. **Commercial printing** (275). (5/98)
- H. **Transportation, Communication and Utilities.** (5/98)
 - 1. **Public utility** structures and buildings. (5/98)
 - 2. **Post office** (43). (5/98)
 - 3. **Travel agency** (4722). (5/98)
 - 4. **Communications** (48). (5/98)

I. Retail Trade. (5/98)

1. **Building materials, hardware, retail nurseries, and garden supply** (52), BUT EXCLUDING mobile home dealers (527). (5/98)
2. **General merchandise stores** (53). (5/98)
3. **Food stores** (54). (5/98)
4. **Automobile, recreational vehicle or trailer sales** (55), BUT EXCLUDING gasoline service stations (554). (5/98)
5. **Apparel and accessory stores** (56). (5/98)
7. **Furniture, home furnishings, and equipment stores** (57). (5/98)
8. **Eating and drinking places** (58) except as provided in Section 2.110.05, below. (5/98)
9. **Miscellaneous retail** (59), BUT EXCLUDING fuel and ice dealers (598). (5/98)
10. **Electrical and lighting shops and office machines and equipment stores.** (5/98)

J. Business, Professional and Social Services. (5/98)

1. **Finance, insurance and real estate** (60, 61, 62, 63, 64, 65, 67). (5/98)
2. **Hotels, motels and tourist courts** (701). (5/98)
3. **Organization hotels and lodging houses on membership basis** (704). (5/98)
4. **Personal services** (72) BUT EXCLUDING industrial launderers (7218). (5/98)
5. **Business services** (73) BUT EXCLUDING disinfecting and exterminating services (7342). (5/98)
6. **Parking lots** (7523) except as provided in Section 2.110.05, below. (5/98)
7. **Miscellaneous repair services** (76). (5/98)
8. **Motion pictures** (78), BUT EXCLUDING drive-ins (7838). (5/98)

9. **Amusement and recreation (79), BUT EXCLUDING** golf courses (7992) and amusement parks (7996). (5/98)
10. **Health services (80), BUT EXCLUDING** hospitals (806). (5/98)
11. **Legal services (81).** (5/98)
12. **Elementary and secondary schools (8211).** (5/98)
13. **Correspondence schools and vocational schools (824).** (5/98)
14. **Schools and educational services** not elsewhere classified (829). (5/98)
15. **Social services (83).** (5/98)
16. **Museums, art galleries, botanical and zoological gardens (84).** (5/98)
17. **Membership organizations (86).** (5/98)
18. **Miscellaneous services (89).** (5/98)
19. **Pet Grooming** (6/01)

K. Public Administration (91 - 97). (5/98)

L. Child foster home for five or fewer children as a secondary use. (6/99)

2.110.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the CM zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures and uses** prescribed in Section 2.203. (5/98)
- E. **Transit Facilities (Section 2.305).** (Ordinance 2009-586 – 05/09)

F The following **special uses** subject to the applicable standards in Section 2.4:

1. **Shared housing facilities** (Section 2.403). (5/98)
2. **Zero side yard dwelling units** (Section 2.404). (5/98)
3. **Home occupations** (Section 2.407). (5/98)
4. **Bed and breakfast establishments** (Section 2.408). (5/98)
5. **Residential sales offices** (Section 2.409). (5/98)
6. **Public golf course** (7992) or membership recreation club having golf course (7997) (Section 2.410). (5/98)
7. **Boat and RV storage area** (Section 2.411) except as provided in Section 2.110.05, below. (5/98)
8. **House of Worship** (Section 2.423). (5/98)
9. **Recreational vehicle storage space** (Section 2.413) except as provided in Section 2.110.05, below. (5/98)
10. **Veterinary services** (074) (Section 2.414). (5/98)
11. **Funeral service and crematories** (726) (Section 2.415). (5/98)
12. **Used Merchandise Store** (Section 2.417)
13. **Adult entertainment business** (Section 2.418). (5/98)
14. **Service stations** (554) (Section 2.419) except as provided in Section 2.110.05, below. (5/98)
15. **Recreational vehicle parks** (7033) (Section 2.412) except as provided in Section 2.110.05, below. (5/98)
16. **Automobile services** (75) (Section 2.420) except as provided in Section 2.110.05, below. (5/98)
17. **Manufacturing and Assembly Facilities** (Section 2.421). (5/98)
18. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)

2.110.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Craft Industries**, subject to the provisions in Section 2.421. (5/98)
- B. Transit Station (Section 2.429). (Ordinance 2009-586 – 05/09)

2.110.05 Use Restrictions

No permitted or special permitted use shall in any way involve any of the following:

- A. Farm Use. (5/98)
- B. The rendering, processing, or cleaning of animals, fish, seafoods, fowl, poultry, fruits, vegetables, or dairy products for wholesale use. (5/98)
- C. The following uses are prohibited from any property fronting on River Road or Chemawa Road in the following area: the west side of River Road between 5119 River Road on the north and Janet Avenue extended on the south; the east side of River Road between Claggett Street on the north and James Avenue on the south; and either side of Chemawa Road between Elizabeth Street on the west and Bailey Road on the east; and (2) Any property contained within the Area B as described in the Keizer Station Plan. This prohibition does not apply to any business facility, legally established as of the date of the adoption of this Ordinance, which as of that date has drive-through window facilities. (12/03)
 - 1. Gasoline service stations (554). (5/98)
 - 2. Drive-Through windows or car service associated with eating and drinking places (58). (5/98)
 - 3. Vehicle sales and secondary repair. (5/98)
 - 4. Public utility structures and buildings. (5/98)
 - 5. Recreational vehicle parks (7033). (5/98)
 - 6. Automobile parking not associated with an allowed use (752). (5/98)
 - 7. Automotive Dealers (55). (5/98)
 - 8. Automotive rental and leasing, without drivers (751). (5/98)
 - 9. Automotive repair shops (753). (5/98)

10. Automotive services, except repair (754). (5/98)

11. 11. Utilities - secondary truck parking and material storage yard. (5/98)

- D. A limitation of the total floor area of specified uses applies to all of Area B – Retail Service Center of the Keizer Station Plan. A maximum total floor area of ~~80,000 square feet~~ shall apply to the uses identified in Sections 2.110.02 (I) and 2.110.03 (E)(12) – (14). This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved master plan or amended master plan. (07/07)

2.110.06 Dimensional Standards

A. Minimum Lot Dimension and Height Requirements

DIMENSION	Single Family	Duplex or Multi-Family	Commercial	Mixed Use
Lot Size	4,000 sq. ft. (1)	6,000 sq. ft. (2)	None (3)	None (3)
Average Width	40 feet	50 feet	None	None
Average Depth	70 feet	80 feet	None	None
Maximum Height	35 feet	50 feet	50 feet	50 feet

- (1) *A single family dwelling attached on one side has a minimum lot area of 3500 square feet, and a single family dwelling attached on both sides has a minimum lot area of 3000 square feet.* (5/98)
- (2) *Multi-family development must comply with the density standard in Section 2.110.07.* (5/98)
- (3) *Parcel size shall be adequate to contain all structures within the required yard setbacks and, where applicable, comply with residential density standards in Section 2.110.07.* (5/98)

B. Minimum Yard Setback Requirements

SETBACKS	Single Family or Duplex	Multi-Family	Commercial	Mixed Use
Front	10 feet	10 feet	10 feet	10 feet
Side	5 feet (1)	(3)	(3)	(3)
Rear	(2)	(3)	(3)	(3)
Street-side (4)	10 feet	10 feet	10 feet	10 feet
Garage entrance (5)	20 feet (5)	20 feet (5)	20 feet (5)	20 feet (5)

- (1) *Zero side yard dwelling units are subject to the setback provisions in Section 2.404. (5/98)*
- (2) *The rear yard setback shall be as follows: 14 feet for a 1-story home, 20 feet for a 2-story home. (5/98)*
- (3) *The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. For the CM zone, the rear yard setback is 0 feet. (5/98)*
- (4) *Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)*
- (5) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)*

2.110.07 Development Standards

All development in the CM Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements. If a conflict exists with a specific standard found in this section and a standard found elsewhere in this Ordinance, the standard in this section shall govern. (5/98)

A. Off-street parking:

1. *Parking shall be as specified in Section 2.303. In the event that on-street parking is provided, on-street parking that abuts the property can be used to meet the standard. (5/98)*

2. No off-street parking is required for uses above the ground floor.
(5/98)
 3. The off-street parking requirement for residential uses is one space per unit. (5/98)
 4. If mixed uses on the ground floor exhibit peak parking demand at different times, the resulting parking requirement is limited to the number of spaces generated at the highest combined peak demand at any one particular time. (For example, if there is a movie theater exhibiting peak parking demand between 7:00 and 10:00 PM with a total requirement of 100 spaces, and a pet store exhibiting peak demand between 1:00 and 5:00 PM with a requirement of 50 spaces, the total requirement for the building would be 100 spaces.)
- B. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- C. Yards and Lots. Yards and lots shall conform to the standards of Section 2.312. (5/98)
- D. Signs. Signs shall conform to the requirements of Section 2.308. (5/98)
- E. Accessory Structures: Accessory structures shall conform to requirements in Section 2.313. (5/98)
- F. Storage, Trash, and Service Functions: Storage areas, trash, recycling, utilities and other service functions shall be located within the main structure if possible. If any of the above functions are located outside the main structure, the area containing the function must be screened with a solid, durable structure that is architecturally related to the building. (5/98)
- D. Landscaping-General: All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 2.309.
1. The minimum landscaped area requirements shall be as follows:

Commercial development:	10%
Mixed commercial and residential development:	15%
Residential development:	20%
 2. Properties located within Area B as defined in the Keizer Station Plan shall have a 20-foot landscape buffer along all property lines adjacent to any residential zone. Landscape and buffer requirements shall be met as defined in the Keizer Station Plan.
(12/03)

- H. Landscaping-Parking Lots: One tree shall be provided for every eight parking spaces in parking lots. The trees shall be dispersed throughout the parking lot in minimum four by four foot planters located between parking spaces. (5/98)
- I. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows: (5/98)

<u>Min</u>	<u>Max.</u>	
Commercial development:	90%	50%
Mixed commercial and residential development:	85%	50%
Residential development:	80%	50%

- J. Density: The maximum residential density shall be 24 units per acre and minimum residential density shall be 8 units per acre. Developments limited exclusively to residential uses and containing less than 8 dwelling units per acre are allowed if they comply with the following: (5/98)
1. No more than 50% of the property shall be occupied. The occupied area shall include all buildings, accessory structures, driveways, parking and required landscaping. (5/98)
 2. The remaining undeveloped portion of the property shall be in one contiguous piece. Access to a public street, in conformance with Ordinance requirements, shall be available. The undeveloped portion shall have sufficient width and depth to be developed for additional residential, or commercial, uses. (5/98)

2.110.08 Design Standards

All development in the CM Zone shall comply with the applicable design standards described below:

- A. Building Design Standards. Primary buildings shall comply with the following design standards: (5/98)
1. Design Standards - Unless specifically modified by provisions in this Section, buildings located within the CM zone shall comply with the following standards: (5/98)
 - a. Single family homes shall comply with the design standards in Section 2.314. (5/98)

- b. Multi-family buildings and non-residential structures shall comply with the provisions in Section 2.314 - Design Standards. (5/98)
- B. Circulation - Circulation standards apply for projects that are applicable and are developed within the River and Chemawa Specific Area boundaries. As stated in the Specific Plan: (5/98)
 - 1. Streets - New streets shall conform to the street sections depicted in Figure 10 in the Specific Plan. In cases where the right-of-way varies, the sidewalk may need to be provided in an easement or private property. New Streets shall be provided in accordance with the Circulation Plan (Figure 9 in the Specific Plan). (5/98)
 - 2. Internal Driveway Connections - Where possible, internal parking lot driveways shall be designed to connect from parcel to parcel to allow travel through the site without the need to access a public street. (5/98)
 - 3. Pedestrian Ways - Where indicated on the Development Plan and Circulation Plan in the Specific Plan Specific Plan, 10 foot wide pedestrian pathways shall be provided across development parcels. The pathways shall be improved with distinctive paving material that differentiates the pathway from any adjoining parking area. Where crossing parking area, the pathways shall be raised and shall include a minimum two feet landscape planter between the pathway and the adjoining parking lot. (5/98)
 - 4. Pedestrian Connections - Pedestrian walkways shall be provided between buildings and the public right-of-way. Walkways shall be provided between adjoining commercial buildings when not connected by a public sidewalk. Walkways shall be not less than five feet in width and shall be constructed of concrete or similar material that is clearly distinguished from parking area pavement. (5/98)

2.119 GENERAL EMPLOYMENT (EG)

2.119.01 Purpose

The General Employment (EG) zone is located within the Keizer Station Plan (KSP) Area A – Village Center, and it corresponds directly with the Special Planning District (SPD) designation as described in the KSP and the Keizer Comprehensive Plan. Consistent with the KSP, the EG zone promotes a complementary mix of economic uses, development intensity, and development standards along with a wide range of employment opportunities. The EG zone regulations protect the health, safety and welfare of the public, address area character, and address environmental concerns, while enhancing economic opportunities in Keizer. The intent is to promote attractive industrial/commercial areas, which will support the economic viability of the City. In addition, the regulations provide certainty to property owners, developers, and neighbors about the limits of what is allowed. (2/03)

2.119.02 Commercial and Industrial Use Limitations

- A. To implement the KSP, the EG zone requires that a minimum of 25% of all the EG zone land area be devoted to listed Industrial Uses and allows a maximum of 75% of the EG zone land area to be developed with Commercial Uses. The specific Industrial and Commercial Uses are defined in this chapter. The EG zone is unique because the location of the particular areas devoted to Industrial and Commercial Uses shall be determined as part of the required Site Master Plan review described in Chapter 2.125 of this Zoning Ordinance. (2/03)
- B. The land use limitations of the EG zone include: (2/03)
1. Permitted and Special Permitted Industrial Uses, in Sections 2.119.03 and 2.119.04 respectively, represent the allowable uses for the portion of the EG zone so designated as part of the Site Master Plan approval required by Chapter 2.125. A minimum of 25% of the land area of the EG zone shall be devoted to these uses. (2/03)
 2. Permitted and Special Permitted Commercial Uses, in Sections 2.119.05 and 2.119.06 respectively, represent the allowable uses for the portion of the EG zone so designated as part of a Site Master Plan approval required by Chapter 2.125. A maximum of 75% of the land area of the EG zone may be devoted to these uses. (2/03)
 3. Use restrictions, which apply to the entire EG zone, are identified in Section 2.119.07. (2/03)

2.119.03 Permitted Industrial Uses

Industrial Development. The following uses, drawn from the IBP and IG zones, when developed under the applicable development standards in the Zoning Ordinance, are permitted in the EG zone on a minimum 25% gross acreage of the Village Center: (2/03)

A Construction contractor's offices. (15) (2/03)

B. Manufacturing;

1. Bakery products. (205) (2/03)
2. Beverages. (208) (2/03)
3. Miscellaneous food preparations and kindred products. (209) (2/03)
4. The manufacture of meat products (201) but excluding both meat packing plant (2011) and any on site abattoirs and slaughtering, rendering of fats, processing of hides and maintenance of live animals or fowl. (Poultry slaughtering and processing (2015)) (2/03)
5. Textile mill products. (22) (2/03)
6. Apparel and other finished products made from fabrics and similar products. (23) (2/03)
7. Wood kitchen cabinets. (2434) (2/03)
8. Nailed and lock corner wood boxes and shook. (2441) (2/03)
9. Wood products, not elsewhere classified. (2499) (2/03)
10. Furniture and fixtures. (25) (2/03)
11. Paperboard containers and boxes. (265) (2/03)
12. Printing, publishing, and allied industries. (27) (2/03)
13. Drugs (283), **BUT EXCLUDING biological products, except diagnostic substances (2836)** (2/03)
14. Leather and leather products (31) **BUT EXCLUDING** leather tanning and finishing. (311) (2/03)

15. Glass products, made of purchased glass. (323) ^(2/03)
16. Pottery and related products. (326) ^(2/03)
17. Metal cans and shipping containers. (341) ^(2/03)
18. Cutlery, hand tools, and general hardware. (342) ^(2/03)
19. Heating equipment, except electric and warm air, and plumbing fixtures. (343) ^(2/03)
20. Fabricated structural metal products. (344) ^(2/03)
21. Screw machine products, and bolts, nuts, screws, rivets, and washers. (345) ^(2/03)
22. Metal forgings and stampings. (346) ^(2/03)
23. Metalworking machinery and equipment. (354) ^(2/03)
24. Special industry machinery, except metalworking machinery. (355) ^(2/03)
25. Pumps and pumping equipment. (3561) ^(2/03)
26. Office, computing, and accounting machines. (Computer and Office Equipment (357); Calculating and Accounting Machines, Except Electronic Computers (3578); Office Machines, Not Elsewhere Classified (3579) ^(2/03)
27. Electrical and electronic machinery, equipment, and supplies. (Electronic and other electrical equipment and components, except computer equipment (36) ^(2/03)
28. Transportation Equipment. (37) ^(2/03)
29. Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks. (38) ^(2/03)
30. Miscellaneous manufacturing industries. (39) ^(2/03)

C. Transportation, communications, electric, gas, and sanitary services;

1. Communication. (48) ^(2/03)

1. Public Utility Structures and Buildings. (Electric, Gas, and Sanitary Services (49)) (2/03)
- D. **Wholesale trade-nondurable goods (51)** BUT EXCLUDING poultry and poultry products (5144), livestock (5154), farm-product raw materials, not elsewhere classified (5159), chemicals and allied products (516), tobacco and tobacco products (5194), and nondurable goods, not elsewhere classified. (5199) (2/03)
- E. **Wholesale trade-durable goods (50)** BUT EXCLUDING automobiles and other motor vehicles (5012), lumber and other construction materials (503), coal and other minerals and ores (5052), construction and mining machinery and equipment (5082) and scrap and waste materials. (5093) (2/03)
- F. **The uses listed in above A through D, excluding B(1) shall:**
 1. Be within an enclosed building; and (2/03)
 2. Permit retail sales of products manufactured on the site. (2/03)
- G. **Services**
 1. Computer and data processing services. (737) (2/03)
 2. Research and development laboratories. (2/03)
 3. Management, consulting, and public relations services. (Management and Public Relations Services (874)) (2/03)
 4. Noncommercial educational, scientific, and research organizations. (2/03)
- H. **Office Uses:**
 1. Any use allowed in Section 2.108, Commercial Office excluding those residential uses listed in Section 2.108.02A, B, C, PP, and RR and parking lots U. (2/03)
- I. **Finance, Insurance, and Real Estate;**
 1. Commercial and Stock Savings Banks. (602) (2/03)
 2. Mutual Savings Bank. (2/03)

3. Savings and Loan Associations. (603) (2/03)
4. Personal Credit Institutions. (614) (2/03)

J Public Administration; (2/03)

1. Fire Protection. (9224) (2/03)

K. Retail trade;

1. Eating and drinking places. (2/03)

L. Services;

1. Hotels, motels, and tourist courts. (2/03)
2. Child daycare services. (2/03)
3. Membership sports and recreation clubs. (2/03)
4. Amusement and recreation (79), BUT EXCLUDING golf courses (7992) and amusement parks (7996). (2/03)
5. Motion pictures (78), BUT EXCLUDING drive-in motion picture theaters (7833). (07/06)
6. Public and private sports facilities including but not limited to stadiums, arenas, ice rinks, parks, and aquatic facilities. (2/03)
7. Miscellaneous services, including pest control (7342). (2/03)

M. Transit facilities (Section 2.305) (Ordinance 2009-586 May 2009)

N. Flexible Space Uses. (2/03)

1. The following flexible space uses, when restricted, developed, and conducted as required in subsection 2 below, are permitted as industrial business park uses within the EG zone:
 - a. Food Stores (54). (2/03)
 - b. Apparel and Accessory Stores (56). (2/03)
 - c. Furniture, Home Furnishings and Equipment Stores (57). (2/03)

- d. Miscellaneous Retail; BUT EXCLUDING used merchandise stores (59). (2/03)
 - e. Business Services. (2/03)
 - f. Miscellaneous Repair Services. (2/03)
2. In the Keizer Station where Flexible Space uses are to be developed as industrial business park uses within the EG zone, the following development limits apply; (2/03)
- a. No single building shall be more than 25,000 square feet in area, with no more than 10,000 square feet to be utilized for any individual use listed in subsection (L)(1)(a) – (d). (2/03)
 - b. The aggregate floor area for uses devoted to food stores (54), apparel and accessory stores (56), furniture, home furnishings, and equipment stores (57), and miscellaneous retail (59) shall not exceed two percent of the total land area in the acreage identified for IBP uses within the EG zone. The acreage identified for IBP uses within the EG zone is defined as parcel or area of land used for IBP use land development including building site, parking, landscaping, drainage facilities and any other development on site to support the use on site. (2/03)
 - c. The area developed in all flexible space uses shall in the aggregate not exceed 30 percent of the gross area of the acreage identified for IBP uses within the EG zone. (2/03)
 - d. Any outdoor storage area shall:
 - i. Be no more than 3,000 square feet per building and shall not be aggregated with the storage of another building; (2/03)
 - ii. Be enclosed with a sight-obscuring fence or wall; (2/03)
 - iii. Have at least one side conterminous with the building that it serves; (2/03)
 - iv. Have no opening within fifty feet and visible from any property boundary; and (2/03)
 - v. Meet the other applicable requirements of this ordinance. (2/03)

- e. Loading doors shall have no opening within 75 feet and visible from any street or property boundary. (2/03)
- f. All buildings shall be capable of being redeveloped as flexible industrial space. (2/03)

2.119.04 Special Permitted Industrial Uses

- A. **Accessory structures and uses** prescribed in Section 2.203 are permitted when developed in conjunction with a use listed in Section 2.119.03 under the applicable development standards in this Zoning Ordinance. (2/03)

2.119.05 Conditional Uses (Industrial Uses)

The following uses may be permitted subject to obtaining a conditional use permit:

- A. Transit Stations (Section 2.429). (Ordinance 2009-586 – 05/09)

2.119.06 Permitted Commercial Uses

Commercial Development. The following uses, when developed under the applicable development standards in this Zoning Ordinance, are permitted in the EG zone on a maximum 75% gross acreage of the Village Center: (2/03)

- A. **One or more buildings with one or more dwelling units** or guest rooms, and/or, one or more other uses allowed in this section on a lot. (2/03)
- B. **Residential homes** and facilities. (2/03)
- C. **Child day care** service, including family day care provider. (8351) (2/03)
- D. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (2/03)
- E. **Landscape** counseling and planning (0781). (2/03)
- F. **Offices** for any use listed in SIC Division C - Construction. (2/03)
- G. **Commercial printing** (275). (2/03)
- H. **Transportation, Communication and Utilities.** (2/03)
 - 1. **Public utility structures and buildings.** (2/03)
 - 2. **Post office** (43). (2/03)

3. **Travel agency (4722).** (2/03)
4. **Communications (48).** (2/03)
5. **Transit Facilities (Section 2.305).** (Ordinance 2009-586 – 05/09)
- I. **Retail Trade.** (2/03)
 1. **Building materials, hardware, retail nurseries, and garden supply (52), BUT EXCLUDING mobile home dealers (527).** (2/03)
 2. **General merchandise stores (53).** (2/03)
 3. **Food stores (54).** (2/03)
 4. **Apparel and accessory stores (56).** (2/03)
 5. **Home furniture, furnishings, and equipment stores (57).** (2/03)
 6. **Eating and drinking places (58).** (2/03)
 7. **Miscellaneous retail (59), BUT EXCLUDING fuel and ice dealers (598).** (2/03)
 8. **Electrical and lighting shops and office machines and equipment stores.** (2/03)
- J. **Business, Professional and Social Services.** (2/03)
 1. **Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67).** (2/03)
 2. **Hotels, motels and tourist courts (701).** (2/03)
 3. **Organization hotels and lodging houses on membership basis (704).** (2/03)
 4. **Personal services (72) BUT EXCLUDING industrial launderers (7218).** (2/03)
 5. **Business services (73) BUT EXCLUDING disinfecting and exterminating services (7342).** (2/03)
 6. **Parking lots in accordance with Section 2.303.04 of this Ordinance. (7521)** (2/03)
 7. **Miscellaneous repair services (76).** (2/03)
 8. **Motion pictures (78), BUT EXCLUDING drive-ins (7838).** (2/03)
 9. **Amusement and recreation (79), BUT EXCLUDING golf courses (7992) and amusement parks (7996).** (2/03)

10. **Health services (80), BUT EXCLUDING hospitals (806).** (2/03)
11. **Legal services (81).** (2/03)
12. **Elementary and secondary schools (8211).** (2/03)
13. **Correspondence schools and vocational schools (824).** (2/03)
14. **Schools and educational services not elsewhere classified (829).**
(2/03)
15. **Social services (83).** (2/03)
16. **Museums, art galleries, botanical and zoological gardens (84).**
(2/03)
17. **Membership organizations (86).** (2/03)
18. **Miscellaneous services (89).** (2/03)

K. Public Administration (91 - 97). (2/03)

2.119.07 Special Permitted Commercial Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the EG zone: (2/03)

- A. **Accessory structures and uses** prescribed in Section 2.203 are permitted when developed in conjunction with a use listed in Section 2.119.05 under the applicable development standards in this Zoning Ordinance. (2/03)
- B. The following **special uses** subject to the applicable standards in Section 2.4 and shall be considered commercial uses in the EG zone: (2/03)
 1. **House of Worship (Section 2.423).** (2/03)
 2. **Veterinary services (074) (Section 2.414).** (2/03)
 3. **Funeral service and crematories (726) (Section 2.415).** (2/03)
 4. **Used Merchandise Store (Section 2.417).** (2/03)
 5. **Service stations (554) (Section 2.419)** (2/03)
 6. **Automobile services (75) (Section 2.420) BUT EXCLUDING** automotive rental and leasing, without drivers (751), automotive repair shops (753), automotive repair (754). (2/03)
 7. **Commuter Rail Station** (2/03)

2.119.08 Conditional Uses (Commercial Uses)

The following uses may be permitted subject to obtaining a conditional use permit:

- A. Transit Station (Section 2.429). (Ordinance 2009-586 – 05/09)

2.119.09 Use Restrictions

- A. The following uses are **prohibited** to be established in the EG zone: (2/03)
1. Farm Use. (2/03)
 2. The rendering, processing, or cleaning of animals, fish, seafood's, fowl, poultry, fruits, vegetables, or dairy products for wholesale use.
 3. Vehicle sales and secondary repair.
 4. General Storage, including boat and RV storage.
 5. Recreational vehicle parks (7033).
 6. Automotive Dealers (55).
 7. Automotive rental and leasing, without drivers (751).
 8. Automotive repair shops (753).
 9. Automotive services, except repair (754).
- B. A limitation of the total floor area of specified uses applies to all of Area A – Village Center of the Keizer Station Plan. A maximum total floor area of ~~675,000 square feet~~ shall apply to the uses identified in Sections 2.119.03 (K) and 2.119.06 (I). This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved master plan or amended master plan. (07/07)

2.119.010 Development Standards

- A. Purpose. The Keizer Station Plan requires the development of Master Plans for each of the four areas. This process provides the City Council with an opportunity to review development proposals in conformance with the Keizer Development Code and the adopted Keizer Station Plan. Master Plans for each sub-area are required to meet the criteria identified in Section 3.113 of the Code.
- B. Master Plan Required. A master plan must be reviewed and approved by the City Council prior to subdivision platting or development. The Master

Plan shall be reviewed through a Type II-B review process in accordance with this Section. It is recognized that the applicant of the master plan for the area may not own or control all the land within the master plan boundary. The master plan shall still cover the entire EG zone. For those portions not owned or controlled by the applicant, the Master Plan shall focus on a cohesive interconnected system of planned public facilities and shall set general guidelines to be used throughout the Master Plan area. Subdivision approval shall be based upon the zone and Section 3.108 as applicable.

1. The Master Plan will be developed and considered in accordance with the requirements of the Activity Center Overlay provisions (Section 2.125 of the Keizer Development Code). Once a Master Plan is adopted, the proposed development of each use shall be reviewed through Development Review as required in Section 2.315 of the Keizer Development Code. In the case of conflicts between the Keizer Station Plan and the Keizer Development Code, the Keizer Station Plan standards will apply.
2. The Master Plan shall include a detailed transportation system design plan for the EG zone. The location of transit facilities shall conform to Section 2.305 of the Code.

2.119.011 Dimensional Standards

- A. Purpose. The lot size standards promote new lots and parcels with sizes and shapes that are practical to assemble and develop. The standards are intended to prevent the creation of small lots or parcels, which are difficult to develop or to aggregate with other lots or parcels. The standards also discourage narrow lots or parcels, which increase demand for curb cuts. The EG zone is specifically designed for the property Contained in Area A – Village Center in the Keizer Station Plan. Uses in the gross acreage described shall be developed as a maximum seventy-five percent (75%) commercial uses listed in Sections 2.119.05 and .06 and a minimum twenty-five percent (25%) industrial uses listed in Sections 2.119.03 and 04. Uses shall be established in conformity with this Section and all other applicable regulations within the Keizer Development Code. Therefore, the division of such ground shall be approved to the standards in subsection 2.119.09.B. below. (07/06)
- B. Minimum Lot Dimension Requirements.
 1. Unless exempted under Section (4) below, within the acreage identified for commercial uses, at least eighty percent (80%) of the area of lots or qualified abutting lots must meet Standard A stated in the table within this subsection and the remainder lots or parcels must meet Standard B. (07/06)

2. Unless exempted under Section (4) below, within the acreage identified for industrial uses, at least eighty percent (80%) of the area of lots or qualified abutting lots must meet Standard C stated in the table within this subsection and the remainder of the lots or parcels must meet Standard D. (07/06)
3. Qualified abutting lots:
 - a. Qualified abutting lots are defined as lots or parcels having the same classification as either all industrial or all commercially designated lands, that abut one another on at least one side and where there is no plan or proposal for curb cuts that would otherwise not be allowed if each individual lot was required to meet the dimensional standards of this Section. Qualified abutting lots may be considered in the aggregate as if they were a single whole lot for purposes of determining such qualified abutting lots' compliance with the dimensional standards of this Section. Qualified abutting lots may be considered in the aggregate as if they were a single whole lot for purposes of classification of such qualified abutting lots under Section A, B, C, or D below. (07/06)
 - b. In the absence of the approval of a variance, for purposes of determining compliance with the dimensional standards below, any groups of qualified abutting lots shall consist of no more than four (4) individual lots or parcels. (07/06)
4. Exempt Lots, Parcels or Tracts. Lots, parcels or tracts created only for the purposes of providing a right-of-way or dedicated utilities, public drainage facilities or open space are exempt from the lot size and shape standards of this section. Lots, parcels, or tracts that are less than one acre in size, the perimeter of which is 80% or more surrounded by existing public rights of way or land that has previously been dedicated to the public for public access purposes are exempt from the classification standards and dimensional standards in the chart in the section that immediately follows. (07/06)

Development Type	Lot or Qualified Abutting Lots Standard	Minimum Lot or Qualified Abutting Lots Area	Minimum Average Width of individual Lot or of Qualified Abutting Lots*	Minimum Average Depth of individual Lots or of Qualified Abutting
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				Lots*
COMMERCIAL (2.119.05 & .06)	Standard A	20,000 sq. ft.	100 ft.	100 ft.
	Standard B	10,000 sq. ft.	75 ft.	75 ft.
INDUSTRIAL (2.119.03 & .04)	Standard C	3 acres	350 ft.	350 ft.
	Standard D	1 acre	150 ft.	150 ft.

*Note: by definition, Qualified Abutting lots are lots or parcels of the same use type designation – either commercial or industrial – that may be considered as if they are single lot or parcel for purposes of determining compliance with applicable dimensional standards and to determine classification as Standard A-D under this chart.

2.119.12 Development Standards

A. Height, Setback, Coverage, and Landscaping Requirements (07/06)

Development Type	Building Standards		Building Setbacks				Minimum Landscaping
	Maximum Height	Maximum Lot or parcel Coverage	Street-side		Side/Rear Not Adjacent to Residential zone	Adjacent to Residential zone	Percentage of Lot or parcel Area
Commercial (2.119.05 & .06)	100 ft. (1)	85% (2)	10 ft.	20 ft. (3)	None	40 ft.	15% (5)(6)
Industrial (2.119.03 & .04)	100 ft. / 15ft. within 50 of any residential zone (1)	80% (2)	10 ft.	None	None	40 ft.	20% (5)(6)

- (1) Height Exceptions. Exceptions to the maximum height standard are stated below.
 - a. Projections allowed. Chimneys, flag poles, satellite receiving dishes, and other items similar with a width, depth, or diameter of 5 feet or less may rise 10 feet above the height limit, or 5 feet above the highest point of the roof, whichever is greater. If they are greater than 5 feet in width, depth, or diameter, they are subject to the height limit.
 - b. Rooftop mechanical equipment. All rooftop mechanical equipment must be set back at least 15 feet from all roof edges that are parallel to street lot lines. Elevator mechanical equipment may extend up to 16 feet above the height limit. Other rooftop mechanical equipment, which cumulatively covers no more than 10 percent of the roof area may extend 10 feet above the height limit.
 - c. Radio and television antennas, utility power poles, and public safety facilities are exempt from the height limit.
- (2) Maximum lot coverage allowed for buildings, accessory structures and paved parking.
- (3) Alternative maximum setback option for large commercial uses.
 - a. Purpose. The intent of these regulations is to allow significantly deeper street setbacks for very large retail stores locating along transit street or street in a pedestrian district in exchange for a pedestrian and transit-friendly main street type of development. These large commercial sites can still be transit-supportive and pedestrian-friendly by placing smaller commercial buildings close to the street and by creating an internal circulation system that is similar to streets to separate the parking area into blocks. The intent is to encourage development that will, over time, form a pedestrian-friendly main street along the perimeter of the parking blocks. (2/03)
 - b. Regulation. Commercial buildings that exceed 100,000 square feet of floor area are exempt from the maximum setback requirements identified in Section 2.119.10.A. provided the pedestrian system connects buildings on the site to all adjacent properties. (2/03)
- (4) Landscaping. All required yards, except driveways, are required to be landscaped; that portion within the required yard, which is landscaped, may be included in the calculation to meet minimum landscape area requirements. Landscaping shall meet all

applicable standards identified in Section 2.309 of the Keizer Development Code. In addition to landscaping provisions identified in Section 2.309, landscaping for properties within the EG zone shall be defined as follows: (07/06)

“Landscaped Area” must be native or non-native trees, vegetation, ponds, rocks, ground cover, bark chips, cinders, terraces, vegetable or flower gardens, trellises, pathways, or structural features including but not limited to fountains, reflecting pools, outdoor art work, screen walls, fences and benches, which reasonably requires and continues to reasonably require human management to distinguish the area from a natural area. (07/06)

Within the EG zone, landscape area requirements may be determined by the City Council to have a portion of landscaped or streetscaped area within the right-of-way to be included within the minimum landscape area requirement. (2/03)

- (5) Streetscaping. Streetscaping is defined as pedestrian oriented improvements to property. Streetscaping may include, but is not limited to, walkways with varied materials (other than plain concrete or asphalt), art features, water features, planters, benches, hanging plant baskets, and plazas. (07/06)

- (a) In accordance with Section 3.113 Keizer Station Master Plan Review, at the time of master plan approval by the Council, the Council may determine if streetscaped areas may be included in the minimum landscape area for a proposed development. (2/03)

- (6) Parking

- (a) Averaging. KSP areas are master planned and as such are designed to be both planned and developed as a whole. Shared parking is encouraged in master planned areas. Therefore, parking within the KSP areas subject to a master plan, shall be deemed to meet the maximum and the minimum parking requirements set forth in the City’s code so long as a parking plan is approved that contains a total number of parking spaces which is neither above the aggregate maximums nor below the aggregate minimums which result when parking requirements for the individual uses within the parking plan are calculated separately and the resulting maximums and minimums are totaled. (07/06)
 - (b) Modify or waive off-street parking standards. The applicant may request a modification to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on

estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service, and likelihood of carpool use; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City. (07/06)

B. Design Standards. All development in the EG zone shall comply with applicable standards in Section 2.315 of the Keizer Development Code, in addition to the standards below: (07/06)

1. Exterior Display, Storage, and Work Activities.
 - a. Exterior display and storage is allowed. Exterior display and storage shall not be located within required setbacks nor required landscaped areas. Exterior display and exterior storage areas shall not be located within 100 feet of any property line within 60 feet of a residential zone. (2/03)
 - b. Exterior work activities are allowed in the areas identified for industrial development. Exterior work activities shall not be located within required setbacks nor required landscaped areas. Such exterior work activities shall not be located within 100 feet of any property line within 60 feet of a residential zone. (2/03)
2. All development must comply with the applicable standards identified in the Keizer Development Code including, but not limited to, the following: (2/03)

Section 2.125	Activity Overlay Zone
Section 2.3	General Development Standards
Section 2.301	General Provisions
Section 2.302	Street Standards
Section 2.303	Off-Street Parking and Loading
Section 2.305	Transit Facilities
Section 2.306	Storm Drainage
Section 2.307	Utility Lines and Facilities
Section 2.308	Signs
Section 2.309	Site and Landscaping Design
Section 2.310	Development Standards for Land Divisions
Section 2.312	Yard and Lots Standards
Section 2.315	Development Standards
Section 2.4	Special Uses

2.125 ACTIVITY CENTER OVERLAY ZONE (ACO)

2.125.01 Purpose

The ACO (ACTIVITY CENTER OVERLAY) zone is adopted to implement the policies of the Comprehensive Plan for Activity Centers which include provisions for a mixture of intensive land uses emphasizing employment opportunities, transit and pedestrian facilities, and circulation. (5/98)

2.125.02 Application

The provisions of this Section apply to Activity Centers as identified in the Comprehensive Plan. (5/98)

2.125.03 Uses

Uses allowed in an Activity Center shall be as specified in the underlying district. (5/98)

2.125.04 General Development Standards

All development within an Activity Center is subject to City review as provided in Chapter 3.101, and shall also include the following factors: (02/03)

- A. Activity Center Design Plan. All new developments and expansions of existing developments shall comply with the adopted activity center design plan for each Activity Center. (5/98)
- B. Site Master Plan. Developments in an activity center shall be required to submit a master plan for approval as part of the application process. The elements of such master plan shall include, but are not limited to, the following: (5/98)
 - 1. A master plan map showing the location of land uses, open spaces, and pedestrian and vehicular circulation and a written explanation showing how these features achieve the purpose of the activity center design plan. (5/98)
 - 2. For any project for which the projected average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual, a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated. (5/98)

2.125.05 Keizer Station Plan Development Standards – IBP Zone

All development within the Keizer Station Activity Center, which is zoned Industrial Business Park (IBP) shall be subject to the following additional requirements. (02/03)

- A. Specific Use Restrictions. A limitation of the total floor area of specified IBP uses applies to all of Area A – Sports Center and Area D – Commerce Center of the Keizer Station Plan. The uses identified in Sections 2.113.02 (J) and

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(N) shall be subject to ~~the following total floor area limitations.~~ This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved master plan or amended master plan. ~~÷(02/03)~~

~~1. 15,000 square feet in Area A—Sports Center; and (02/03)~~

~~2. 70,000 square feet in Area D—Commerce Center. (02/03)~~

B. Flexible Space Uses.

The following uses, when restricted, developed, and conducted as required in Section 2.113.02 N. 2. are also permitted in the IBP district: (02/03)

1. Within Area A “Sports” of the Keizer Station Plan boundary: (02/03)
 - a. Recreational Vehicle Parks and Campsites (7033), provided, however, that such uses are not subject to the limitation in Section 2.113.02 N. 2. (c). (02/03)
2. Within Area D of the Keizer Station Plan boundary: (02/03)
 - a. General Merchandise Stores (5399). (02/03)
 - b. Gasoline Service Stations (554) in accordance with Section 2.419. (02/03)

2.125.06 Keizer Station Plan Prohibited Uses – IBP and EG Zones

The following uses are prohibited on properties within the Keizer Station Plan boundary, which are zoned IBP or EG: (02/03)

- A. Manufacturing of grain mill products (204) (02/03)
- B. Manufacturing of biological products, except diagnostic substances (2836) (02/03)
- C. Soaps, detergents, and cleaning preparations, perfumes, cosmetics, and other toilet preparations (284) (02/03)
- D. Miscellaneous plastic products (308) (02/03)
- E. Motor freight transportation and warehousing (42) (02/03)

2.125.07 Conditions of Approval

The City may attach conditions to any development within an Activity Center to achieve the following objectives:

- A. Transit Orientation. The development shall emphasize transit usage by residents, employees and customers. This may require: (5/98)
 - 1. Orienting building and facilities towards transit services. (5/98)
 - 2. Minimizing transit/auto conflicts. (5/98)
 - 3. Encouraging transit supportive uses. (5/98)
 - 4. Minimizing walking distance to transit stops. (5/98)
 - 5. Avoiding excess parking areas. (5/98)
 - 6. Encouraging shared parking and structures or understructure parking. (5/98)
- B. Pedestrian/Bicycle Circulation. The development shall facilitate pedestrian/bicycle circulation. This may require: (5/98)
 - 1. Providing efficient, convenient, and continuous pedestrian and bicycle transit circulation systems, linking developments with the Activity Center facilities, and surrounding development. (5/98)
 - 2. Separating auto and truck circulation and activities from pedestrian areas. (5/98)
 - 3. Pedestrian-oriented design. (5/98)
 - 4. Pedestrian amenities. (5/98)
 - 5. Bicycle parking. (5/98)
 - 6. Outdoor lighting. (5/98)
- C. Coordination. Coordination of development within an Activity Center area. This may require: (5/98)
 - 1. Continuity and/or compatibility of landscaping, circulation, access, public facilities, and other improvements. (5/98)
 - 2. Siting and orientation of land uses. (5/98)
 - 3. Frontage roads or shared access. (5/98)

- D. Compatibility. Developments within the Activity Center should be compatible with, and complement the surrounding neighborhood. This may require: (5/98)
1. Sensitive use of landscaping, building heights, building scale, materials, lighting, circulation systems, and architectural features. (5/98)
 2. Buffering of adjacent residential uses. (5/98)

3.113 KEIZER STATION MASTER PLAN REVIEW

3.113.01 Area of Application

The Keizer Station Plan requires the development of Master Plans for each of the five sub-areas. This process provides the City Council with an opportunity to review development proposals in conformance with the Keizer Development Code and the adopted Keizer Station Plan. Each Master Plan shall be reviewed through a Type III review process. (4/10)

3.113.02 Review Procedures

The Keizer Station Plan identifies different areas for planned development. Each area has provisions to be approved through the Keizer Station Master Plan Review (Type III) application procedure. (4/10)

Type III actions follow the procedures found in Section 3.204.02. Staff has an advisory role. The Zoning Administrator shall make a recommendation to the Planning Commission which then makes a recommendation to the City Council for public hearing and decision bypassing the Hearings Officer. Public notice and a public hearing are provided. Section 3.202 lists the notice requirements. Section 3.205 and 3.206 sets forth the hearings process. (4/10)

Properties in Area C may develop as an individual parcel with a Conditional Use Permit (Type I-B) approved by the Zoning Administrator in accordance with the applicable criteria and subject to conditions of approval in Section 3.113.04. Areas A, B, D, and two or more parcels in Area C, may develop with Type III Keizer Station Master Plan Review approval by the City Council. (4/10)

3.113.03 Submittal Requirements

1. Infrastructure engineering and architectural site plans showing all structures in relation to projected final topography of the project, all proposed connections to existing or proposed roads, transportation facilities (including proposed right-of-way and pedestrian connections), utilities, open space and parking areas, depicting the number and types of spaces. (2/03)
2. Landscape plans generally showing the common and botanical name of plant species, the number and size of plantings and demonstrating the location and type of irrigation. (2/03)

3. Building elevations, typical cross-sections and typical wall sections of all building areas. (2/03)
4. Typical elevations of the buildings to determine the specific configuration and relationship of design elements of the typical building exteriors, which describe the general aesthetic and technical aspects of the building exterior, including materials. (2/03)
5. Elevations, typical cross sections of the interior space layout of the building areas, entrance canopies, interior public courts, specialty areas, and service area layouts. (2/03)
6. Proposed layouts for exterior signage and graphics. (2/03)
7. Preliminary outline specifications describing exterior construction materials and methods, including indications of colors, finishes, and patterns. (2/03)
8. An outline of amenities, including, but not limited to, public art, furniture, handrails, seating areas and food areas, if any. (2/03)
9. A description of servicing requirements, trash compactors and related areas, loading docks, etc. (2/03)
10. Calculation of gross building, parking and open space. (2/03)
11. For any project for which the projected daily average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual, a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated. (2/03)
12. Location of land uses, open spaces, and pedestrian and vehicular circulation and a written explanation showing how these features achieve the purpose of the activity center design plan. (2/03)

3.113.04 Review Criteria

Approval of a Master Plan for an area of the Keizer Station Plan shall require compliance with the following: (2/03)

- A. The master plan shall meet the purpose and objectives identified in the Keizer Station Design Plan. (2/03)
- B. The master plan shall meet the following standards as identified in the Keizer Station Plan in addition to standards within applicable zones: (2/03)
 - 1. Design standards (2/03)
 - 2. Transportation system standards (2/03)
 - 3. Utility standards (2/03)
 - 4. Parking standards (2/03)
 - 5. Landscape standards (2/03)

If a conflict exists between standards within the Keizer Station Plan and the Keizer Development Code, the Keizer Station Plan standards shall be applied. (2/03)

- C. Development Strategies (4/10)
 - 1. Pedestrian Access, Safety and Comfort (2/03)
 - a. To ensure safe, direct, and convenient pedestrian circulation, development, shall provide a continuous pedestrian and/or multi-use path system. (4/10)
 - b. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas wherever possible. (2/03)
 - c. Pathways with developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets and parking areas. (2/03)

- d. For all developments subject to Master Plan review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable. (2/03)
- e. Recessed entries, canopies, and/or similar features shall be used at the entries to a building in order to create a pedestrian scale. (2/03)
- f. For driveways that service more than 100 parking spaces, shall not have any parking within twenty-five feet of the driveway intersection. This area shall be landscaped in accordance with Section 2.309 of the Keizer Development Code. (4/10)
- g. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (2/03)

2. Crime Prevention and Security (2/03)

Crime prevention shall be considered in the site design through application of all of the following guidelines: (2/03)

- a. Territoriality – All proposed building entrances, parking areas, pathways and other elements are defined with appropriate features that express ownership. For example, landscaping, fences, pavement treatments, art and signs are some physical ways to express ownership through design. Such features should not conflict with the need for natural surveillance, as described in b.; and (2/03)
- b. Natural Surveillance – The proposed site layout, building and landscape design promote natural surveillance. Physical features and activities should be oriented and designed in ways that maximize the ability to see throughout the site. For example, window placement, the use of front porches or stoops, use of low or see-through walls, and appropriate use of landscaping and lighting can promote natural surveillance. Sight-obscuring shrubs and walls should be avoided, except as necessary for buffering between commercial uses and lower density residential districts, and then shall be minimized; and (2/03)

- c. Activity Support – The proposed site layout and building design encourage legitimate activity in public spaces. For example, locating outdoor seating in areas that are visible from inside a restaurant helps to discourage crime and supports the activity of dining; and (2/03)
- d. Access Control – By properly siting and designing entrances and exits (i.e., in clear view from the store), and through the appropriate use of lighting, signs and/or other features, the proposed plan controls access in ways that discourage crime; and/or (2/03)
- e. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (2/03)

3. Reduced Parking (2/03)

Reduce or waive minimum off-street parking standards. The applicant may request a reduction to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service, and likelihood of car pool use; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City. (2/03)

4. Creating and Protecting Public Spaces (2/03)

- a. The development provides an appropriate amount of public space as determined by the City Council in addition to sidewalks and landscaping. (2/03)
- b. Public space may be a landscaped open space or plaza with pedestrian amenities, as approved by the City Council. (2/03)

5. Human Scaled Building Design (2/03)

Building facades are designed to a human-scale, for aesthetic appeal, pedestrian comfort, and design character of a development. The City Council may determine architectural character, continuity of building sizes, roof forms, rhythm of window and door spaces and the general relationship of buildings to

public spaces such as street, plazas, other open space and public parking.
(2/03)

6. Request for Reallocation of Retail Square Footage Limit

The Keizer Station Plan (as amended) allows an applicant to request a reallocation of the retail square footage limits in the context of a master plan or master plan amendment application. If an applicant is requesting such reallocation, the applicant shall comply with the following criteria:

- (a) Does not result in significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA as that TIA now exists or as it may from time to time be amended (Keizer Station TIA unless additional mitigation beyond that specified in the Keizer Station TIA is required to make such identified traffic impacts consistent with the Level of Service and volume/capacity Standards in the Keizer Station TIA;
- (b) The reallocation results in a total limitation of no more than 975,000 square feet for all of the Keizer Station Plan area;
- (c) Other property owners in the Keizer Station will not be unduly burdened by the direct or indirect effects of the any reallocation.
- (d) Residents and/or property owners in the vicinity of Keizer Station will not be unduly burdened by the direct or indirect effects of the reallocation.
- (e) Considering all positive and negative impacts overall, the citizens of Keizer will benefit from the reallocation.

A reallocation shall not reduce the amount of square footage allowed in an approved Master Plan for a different Area without the amendment of the Master Plan for such different Area. In other words, a reallocation can reduce the square footage for another Area, but not below the restricted use levels approved in the Master Plan for that Area.

3.113.05 Conditions of Approval

The City may attach conditions to any development within an Activity Center to achieve the following objectives: (2/03)

- A. Transit Orientation. The development shall emphasize transit usage by residents, employees and customers. This may require: (2/03)

1. Orienting building and facilities towards transit services. (2/03)
 2. Minimizing transit/auto conflicts. (2/03)
 3. Encouraging transit supportive uses. (2/03)
 4. Minimizing walking distance to transit stops. (2/03)
 5. Avoiding excess parking areas. (2/03)
 6. Encouraging shared parking and structures or under-structure parking.
- B. Pedestrian/Bicycle Circulation. The development shall facilitate pedestrian/bicycle circulation. This may require: (2/03)
1. Providing efficient, convenient, and continuous pedestrian and bicycle transit circulation systems, linking developments with the Activity Center facilities, and surrounding development. (2/03)
 2. Separating auto and truck circulation and activities from pedestrian areas. (2/03)
 3. Pedestrian-oriented design. (2/03)
 4. Pedestrian amenities. (2/03)
 5. Bicycle parking. (2/03)
 6. Outdoor lighting. (2/03)
- C. Coordination. Coordination of development within an Activity Center area. This may require: (2/03)
1. Continuity and/or compatibility of landscaping, circulation, access, public facilities, and other improvements. (2/03)
 2. Siting and orientation of land uses. (2/03)
 3. Frontage roads or shared access. (2/03)
- D. Compatibility. Developments within the Activity Center should be compatible with, and complement the surrounding neighborhood. This may require: (2/03)

1. Sensitive use of landscaping, building heights, building scale, materials, lighting, circulation systems, and architectural features. (2/03)
 2. Buffering of adjacent residential uses. (2/03)
- E. Other Conditions. The Council may impose other conditions of approval it deems appropriate for the health, safety, and welfare of the citizens of Keizer or to ensure the desired implementation of the approved master plan. (2/03)
- F. Traffic Impact. To minimize congestion and traffic impact within the development and in adjacent areas. (2/03)

SITE CHARACTERISTICS

One factor that will influence future development in the Keizer Station Plan area is the site's physical constraints. These constraints will shape where future development and infrastructure will be located include:

- Utility easements, including the BPA and PGE powerline easements;
- ODOT access easements; and
- Rail right-of-way.

Keizer Station Plan Areas and Design Guidelines

The Keizer Station Plan has evaluated each of the four areas from a development, urban design, transportation and public facilities perspective. Based on this evaluation, this Plan recommends a number of specific design guidelines and identifies development issues that will need to be addressed as development occurs in each area. The following section provides the specific area descriptions, design guidelines and issues that will guide future development for each of the following areas:

- Area A – Village Center/Sports Center
- Area B – Retail Service Center
- Area C – Keizer Station Center
- Area D – Commerce Center

To help create the mix of uses envisioned in the Keizer Station Plan, the floor area for specified uses, which generally have retail and commercial characteristics, is limited as provided in the Keizer Development Code (KDC). ~~Each area is limited with a prescribed amount of floor area for specific uses. The types of uses that are restricted are set forth in the applicable zones. The specific use restrictions are also included in the Keizer Development Code for each applicable zone and the Activity Center Overlay (ACO) Zone. The areas are restricted recommended guidelines are to the following amount of square footage for these specified uses as follows Subject to an approved reallocation as provided below and in the KDC, the square footage of Specified Uses is allocated among the following areas as follows:~~

<u>Areas</u>	<u>Square Footage Limitation for Specified Uses</u>
Area A –	
<i>Village Center</i>	675,000 sq. ft.
<i>Sports Center</i>	15,000 sq. ft.

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Area B – Retail Service Center	80,000 sq. ft.
Area C – Keizer Station Center	135,000 sq. ft.
Area D – Commerce Center	70,000 sq. ft.
TOTAL	975,000 sq. ft.

As part of a master plan application, an applicant may request a ~~different~~ reallocation of specified uses among Area A Keizer Station, Area A Sports, Area B, Area C, or Area D other than is specified herein. Approval of such a reallocation shall not be considered an amendment to this Keizer Station Plan, the ~~City~~ Keizer Comprehensive Plan or the Keizer Development Code. Any proposed reallocations of square footage of Specified Uses in Areas A-D may occur in either the context of an application for an amendment to a master plan or an application for master plan approval. The Council may approve such a request if it finds such request for a ~~revised~~ reallocation of the square footage for such specified uses meets all of the ~~requirements~~ criteria below:

- (a) Does not result in significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA as that TIA now exists or as it may from time to time be amended (Keizer Station TIA), ~~provided, however, the Council may approve such a request if it finds there are (a) significant adverse traffic impacts beyond those mitigated in the Keizer Station Master Plan TIA, and the Council (b) requires~~ unless additional mitigation beyond that specified in the Keizer Station TIA is required to make such identified traffic impacts consistent with the Level of Service and volume/capacity Standards in the Keizer Station TIA;
- (b) ~~Is consistent with the overall allowed amount of square footage for specified uses for the totality of all the KSP areas;~~ The reallocation results in a total limitation of no more than 975,000 square feet for all of the Keizer Station Plan area;
- (c) ~~No o~~ Other property owners in the Keizer Station will not be unduly burdened by the direct or indirect effects of the ~~any~~ reallocation. (i) ~~If no property owner in the Keizer Station areas (Areas A – D) formally objects to a proposed reallocation, then the city may presume (but is not required to presume) that the reallocation does not cause an undue burden. (ii) The city may find a proposed reallocation does not result in an undue burden notwithstanding that a one or more property owners in the Keizer Station areas (Areas A-D) claims otherwise.~~
- (d) Residents and/or property owners in the vicinity of Keizer Station will not be unduly burdened by the direct or indirect effects of the reallocation.
- (e) Considering all positive and negative impacts overall, the citizens of Keizer will benefit from the reallocation.

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A reallocation shall not reduce the amount of square footage allowed in an approved Master Plan for a different Area without the amendment of the Master Plan for such different Area. In other words, a reallocation can reduce the square footage for another Area, but not below the restricted use levels approved in the Master Plan for that Area.

CITY COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: ORDINANCE AMENDING KEIZER DEVELOPMENT
CODE REGARDING SECTION 2.102 (SINGLE FAMILY
RESIDENTIAL) AND 2.430 (PUBLIC WATER SUPPLY)**

At the May 3, 2010 Council meeting, following the close of the public hearing, the Council directed staff to return with an Ordinance adopting revisions to the Single Family Residential and Public Water Supply sections of the Keizer Development Code. Such Ordinance is attached for your review.

RECOMMENDATION:

Adopt the attached Ordinance.

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

ESJ/tmh
attachment

1 BILL NO. ____

A BILL

ORDINANCE NO.

2010-_____

3 FOR

4
5 AN ORDINANCE

6
7 AMENDING KEIZER DEVELOPMENT CODE REGARDING
8 SECTION 2.102 (SINGLE FAMILY RESIDENTIAL), AND
9 SECTION 2.430 (PUBLIC WATER SUPPLY); AMENDING
10 ORDINANCE 98-389

11
12 WHEREAS, the Keizer Planning Commission has recommended to the Keizer
13 City Council amendments to the Keizer Development Code (Ordinance No. 98-389); and

14 WHEREAS, the City Council has held a hearing on this matter and considered the
15 testimony given and the recommendation of the Keizer Planning Commission; and

16 WHEREAS, the Keizer City Council has determined that it is necessary and
17 appropriate to amend the Keizer Development Code as set forth herein; and

18 WHEREAS, the Keizer City Council has determined that such amendments meet
19 the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer
20 Development Code;

21 NOW, THEREFORE,

22 The City of Keizer ordains as follows:

23 Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in
24 Exhibit "A" attached hereto and by this reference incorporated herein.

1 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE. The
2 Keizer Development Code (Ordinance No. 98-389) is hereby amended by the adoption
3 of the changes to Section 2.102 (Single Family Residential), and the addition of Section
4 2.430 (Public Water Supply) as set forth in Exhibit "B" attached hereto, and by this
5 reference incorporated herein.

6 Section 3. SEVERABILITY. If any section, subsection, sentence, clause,
7 phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional, or
8 is denied acknowledgment by any court or board of competent jurisdiction, including,
9 but not limited to the Land Use Board of Appeals, the Land Conservation and
10 Development Commission and the Department of Land Conservation and Development,
11 then such portion shall be deemed a separate, distinct, and independent provision and
12 such holding shall not affect the validity of the remaining portions hereof.

13 Section 4. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days
14 after its passage.

15 PASSED this _____ day of _____, 2010.
16 SIGNED this _____ day of _____, 2010.

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Mayor

City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to the Keizer Development Code (Section 2.102, Single Family Residential; and Section 2.430 Public Water Supply)

The review criteria are listed in Section 3.111.04 of the Keizer Development Code.

The City of Keizer finds that:

1. General Findings.
 - a. The Public Water Supply section of the Keizer Development Code contains the requirements used for the siting of new public water supply facilities. The proposal is to amend Section 2.102 (Single Family Residential) of the Keizer Development Code by removing “Water Supply” as a Conditional Use and to list it as a Special Permitted Use within this same section subject to meeting the standards within the newly created section 2.430 (Public Water Supply).
 - b. The particulars of this case are found within planning file Text Amendment 2010-01. Public hearings were held before the Planning Commission on April 14, 2010 and also before the City Council on May 3, 2010. The Planning Commission reviewed the proposed revisions and unanimously recommended that it be adopted. The City Council unanimously directed staff to prepare findings and an ordinance to adopt the proposed text amendment.
2. Amendments to the Comprehensive Plan or Development Code shall be approved if the evidence can substantiate the following. Amendments to the map shall be reviewed for compliance with each of the following, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given that this is a text amendment Section 3.111.04 A is not applicable.

3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revision to the zone code reflects a demonstrated need. The City Council has recognized that from time to time the Keizer Development Code should be updated to avoid having the code become so out of date that it would require a massive and costly comprehensive update. This section of the Development Code was last reviewed in 1998. The proposed amendment is intended in part to correct several identified errors within the existing regulations. The city obtains its water supply from underground sources and has 16 wells located throughout the city. In an effort to be able to meet future demand Public Works

envisions that it will be necessary to drill several additional wells in the future. Currently, this requires that the city submit an application for a conditional use permit prior to drilling and then connecting to the city's water supply system. The conditional use permit review criteria are not particularly helpful in this type of review and offer little guidance. There also is the risk if the application were denied or an appeal resulted in its denial that the ability of the city to provide water to some parts of the city could significantly be impacted. Not only could this affect personal water use but could also affect the ability of the fire district to adequately provide a high level of fire service. The amendment will eliminate the need to process a conditional use application but will require that the development of any property with either a public well or any public water delivery equipment must be done in accordance with the standards within this new section. The standards include setbacks, building height, screening, outdoor storage, and design requirements. This revision will establish clear development standards. Therefore, the proposed code revision complies with this review criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The proposed text amendment complies with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice to interested parties, a public process of decision making involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the KeizerTimes. Public hearings were held before the planning commission and the city council. Public hearings were held before the Planning Commission on April 14, 2010 and also before the City Council on May 3, 2010. Citizens were afforded the opportunity to participate in the public process. Finally, the city council meetings are televised further providing an avenue for awareness of the issue. This process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of this planning process as required by this goal and with implementing administrative rules within Oregon Administrative Rules.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Development Code. The adoption proceeding was conducted in a manner consistent with requirements of the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. Notice was published in the Keizer Times. Public hearings were conducted before both the planning commission and city council where an opportunity for both verbal and written testimony was provided. No public testimony was received. Therefore, the proposed revision to the zone code is consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits there is only one zone which is located in the northwest portion of the city near the city’s urban growth boundary that is designated to allow commercial agricultural uses. The amendment involves regulations within the boundaries of the city limits of Keizer. The amendment governing public water supply will not impact any properties that are designated to allow for agricultural uses. Therefore, the proposed amendment will comply with the Farm Land Goal and with any implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands that are designated for commercial forest uses. There are no lands designated within the city limits to allow for commercial forestry. Also, there are no commercial forest lands near or adjacent to Keizer. The amendment to Section 2.102 and to Section 2.430 of the Keizer Development Code does not involve any land which is designated as forest land, nor will it impact the use of any forest lands. Therefore, this Goal and implementing administrative rules are not applicable to the proposed zone code amendments.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. The city established a Resource Conservation overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. The city has no plans to locate new wells in a natural resource area. The proposed amendment to the zone code regulations will not affect any of the city’s natural resources protection regulations or the lawful use of any properties that are within this overlay zone. Therefore, the amendments to the public water supply code regulations will be consistent with this goal and with administrative rules designed to implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city’s air, water and land qualities. The city provides its residents with city water from groundwater sources. New construction is required to be connected to the established sanitary sewer system thereby reducing the likelihood of groundwater contamination from failing on-site septic systems. The city has storm water regulations which are geared to maintain water quality in Willamette River or any local streams. Land quality is preserved through the city’s erosion control regulations and through zone code development regulations. Air quality is preserved through the city development code regulations which limit certain types of uses in certain zones. Primarily, air quality regulations will continue to be enforced by the appropriate state agencies which govern air emission standards. In the case of public water supply facilities they are an integral part of the city’s water system. They are designed so that they do not produce any effluent, smoke, odors, or other forms of pollution that may degrade environmental attributes. The revision to the city’s zone code regarding public water supply regulations will have no impact on the

quality of air, water, or land resources and so complies with this goal and with administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of structures within identified 100-year floodplains. A floodplain is the area that is adjacent to a body of water which may be subject to periodic inundation. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. With the exception of areas removed from the 100-year floodplain through the Letter of Map Amendment the 100-year floodplain is the area of greatest concern. While this area is referred to as a 100-year floodplain it is because it has a statistical probability of having a 1% chance of flooding in any one year. The last major 100 year flood event was the 1964 flood. By contrast, the 1996 flood was not a 100 year flood event for Keizer, although clearly there was a significant amount of water flowing through parts of Keizer during that flood event. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. Only in the area identified as a floodway will most forms of development be prohibited. The floodway is that area that is generally the channels of rivers and streams which during a flood event will experience very significant water depth and velocity flows. The city has no plans to locate any future public water supply facility in either a floodway or in a floodplain. Public water supply facilities will be required to obtain building permits which may require an engineering study which would include information relating to soils and ground depending on the unique aspect of a site but it will not an automatic requirement of every permit application. The revision to the zone code will neither impact this goal nor any administrative rules.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories the parks, playgrounds, and other recreational opportunities within the city limits and also plans for the city's future park and recreation needs. There are a number of parks, playgrounds, and other recreational opportunities within the city limits. No park land is identified as being needed to serve future water supply needs. The proposed amendment to the public water supply regulations will have no impact on the recreational activities or uses within the city as the amendment only applies to the RS zone and not the Public zone where most parks are located. Therefore, this goal and any related rules are not applicable.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. The city is currently engaged with Marion and Polk Counties and with the City of Salem to conduct a planning

study of an economic opportunity analysis for the Salem – Keizer regional area. The intent of this study is to identify potential economic opportunities facing the region so as to better plan to take advantage of these economic opportunities. While the proposed amendment to the city’s public water supply regulations does reflect new requirements the intent is to streamline the process by adopting clear standards by which these public facilities can be developed and so will clarify the existing code requirements. In addition, the existence of public water supply facilities can be argued to have a positive impact on the local economy since it results in more efficient water delivery within the city. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. Public water supply facilities by their design are intended to provide water supply to the city’s residents and will not have any residential component to them. The proposed amendment to Section 2.102 and to Section 2.430 will have no impact on either this goal or on any related rules.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, sanitary sewer, has an established street system, administrative and police and public safety also are provided by the city. Fire protection services will continue to be provided by the Keizer Fire District. Public water supply facilities are located to provide water delivery service where it is lacking or to enhance existing water delivery system. These are considered as part of the city’s public facilities system. Their impacts on the city street system, administrative and police service have been almost nonexistent. The proposed amendment to Section 2.102 and to Section 2.430 will positively impact the city’s public facilities and services, and so this goal and any rules are satisfied.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city’s transportation systems. This system includes streets, transit bike, and pedestrian systems. The revisions to the public water supply provisions within the Keizer Development Code will have no impact on the city’s street system. Public water supply facilities are constructed to operate automatically and do not require any manual operation by any staff. After construction it can be expected that only routine maintenance will be necessary. Since they are constructed to provide water to the city water supply system they will not have any patrons coming to the site. This means that their impacts on the city’s transportation systems are virtually nonexistent. The revision to Section 2.102 and to Section 2.430 will have no impact any of the city’s public transportation systems, and so this goal and any rules will be met.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The proposed zone code text

amendments will have not impact this goal nor any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The proposed zone code revision on the public water supply regulations will have no impact on the intent of this goal as it only will involve land that is within the city limits and not the use of land being transitioned from rural to urbanized uses.

Goal 15 – Willamette River: This goal seeks to protect, conserve, maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River. While the Willamette River is located along the western flanks of Keizer the proposed text amendments will not impact the Willamette River. The revisions will have no impact on the ability of the city to regulate uses along the river or the Willamette River overlay zone regulations and so this goal is not applicable.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable

In consideration of the above findings, the proposed zone code revision to Section 2.102 and to Section 2.430 complies with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**

- a. It corrects identified error(s) in the previous plan.
- b. It represents a logical implementation of the plan.
- c. It is mandated by changes in federal, state, or local law.
- d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The proposed amendment is intended in part to correct several identified errors within the existing regulations. The amendment will eliminate the need to process a conditional use application but will require that the development of any property with either a public well or any public water delivery equipment must be done in accordance with the standards within this new section. The standards include setbacks, building height, screening, outdoor storage, and design requirements.

While there are no Comprehensive Plan goals or policies that offer guidance it is determined that the proposed amendment to the zone code represents a logical implementation of the Keizer Comprehensive Plan. The proposed amendment is not mandated by any federal, state, or local laws. The City Council has, by this adoption,

determined that the text revision to Section 2.102 and to Section 2.430 is desirable, appropriate, and proper. As such, the proposal complies with this criterion.

2.102 SINGLE FAMILY RESIDENTIAL (RS)

2.102.01 Purpose

The purpose of the RS (Single Family Residential) zone is to allow development of single family homes on individual lots provided with urban services at low urban densities. Other uses compatible with residential development are also appropriate. These areas are designated as Low Density Residential in the Comprehensive Plan. (5/98)

2.102.02 Permitted Uses

The following uses, when developed under the applicable development standards in this Ordinance, are permitted in the RS zone:

- A. **Detached single family dwelling** on a lot. (5/98)
- B. **Residential homes.** (5/98)
- C. **Child day care** service, including family day care provider, for 12 or fewer children. (5/98)
- D. **Public or private utility substation**, but excluding communication towers and electrical substations. (5/98)
- E. **Child foster home** for five or fewer children. (6/99)

2.102.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in this Ordinance and special development requirements, are permitted in the RS zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)
- E. **Transit Facilities** (Section 2.305). (Ordinance No. is 2009-586, 5/09)
- F. The following special uses subject to the applicable standards in Section 2.400. (5/98)

1. **Duplex** on a corner lot (Section 2.403). (5/98)
2. **Shared housing Facilities** (Section 2.403). (5/98)
3. **Zero side yard dwelling** units (Section 2.404). (5/98)
4. **Home occupations** (Section 2.407). (5/98)
5. **Residential sales offices** (Section 2.409). (5/98)
6. **Public golf course** (7992) or membership recreation club having golf course (7997) (Section 2.410). (5/98)
7. **House of Worship** (Section 2.423). (5/98)
8. **Manufactured homes** on individual lots (Section 2.402). (5/98)
9. **Recreational vehicle storage space** (Section 2.413). (5/98)
10. **Electrical substation** (Section 2.426) (5/98)
11. **Wireless Telecommunication Facilities (Section 2.427)** (5/98)
12. **Manufactured home parks** (Section 2.405). (5/98)
13. **Public Water Supply** (Section 2.430)

2.102.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit. Development of the site may also require compliance with development standards in Section 2.4. (5/98)

- A. **Elementary schools** (Section 2.424). (5/98)
- B. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreation facilities; and other public or semi-public uses. (5/98)
- C. **Civic, social and fraternal organizations** (864). (5/98)
- D. **Child daycare** services for 13 or more children. (5/98)
- E. ~~**Water supply** (494).~~ (5/98)
- F. **Bed and breakfast establishment** (Section 2.408). (5/98)

G. **Use of a mobile home as a temporary hardship dwelling** (Section 2.406)
(5/98)

H. **Child foster home** for six, seven or eight children, providing such home:

1. Is properly accredited by the Council on Accreditation on Child and Family Programs;
2. Be located on a lot of no less than 16,000 square feet;
3. The lot shall be located on an arterial or major collector street;
4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space;
5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property;
6. Shall have usable paved off-street parking for no less than 6 vehicles, plus one additional usable off-street paved parking space is to be provided for each foster child that owns or is the principal driver of any vehicle;
7. At least on half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least 8 feet wide for permanent visual screening along the sides and back of the property. (which landscaping along sides and back of the property shall be designed for a minimum height of no less than 6 feet after five years) Decks, patios, paved areas, and parking areas, (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping.
8. Is not located within one-half (1/2) mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home.

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

I. **Transit Station** (Section 2.429). (Ordinance No. is 2009-586, 5/09)

2.102.05 Dimensional Standards

The following dimensional standards shall be the minimum requirements for all development in the RS Zone except for modifications permitted under Section 2.202, General Exceptions or as required in Section 2.4. (5/98)

DRAFT to City Council
4-10

A. Minimum Lot Dimension and Height Requirements

DIMENSION	Residential Uses	Non-Residential Uses
Lot Size	4000 square feet (1)	(2)
Average Width	40 feet	None
Average Depth	70 feet	None
Maximum Height	35 feet	(3)

- (1) *Newly created lots or parcels less than 5000 square feet in area shall be limited to zero lot line dwellings (2.404). (5/98)*
- (2) *Parcel size shall be adequate to contain all structures within the required yard setbacks. (5/98)*
- (3) *50 Feet - Required setbacks shall increase 1 foot for every foot the height exceeds 35 feet. (5/98)*

B. Minimum Yard Setback Requirements

SETBACKS	Residential Uses	Non-Residential Uses
Front	10 feet	20 feet
Side	5 feet (1)	10 feet
Rear	(2)	20 feet
Street-side (3)	10 feet	20 feet
Garage Entrance (4)	20 feet	20 feet

- (1) *Zero side yard dwelling units are subject to the setback provisions in Section 2.404. (5/98)*
- (2) *The rear yard setback shall be as follows: 14 feet for a 1-story home; 20 feet for a 2-story home. (5/98)*
- (3) *Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)*
- (4) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)*

2.102.06 Development Standards

All development in the RS Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking:** Parking shall be as specified in Section 2.303. (5/98)
- B. **Subdivisions and Partitions:** Land divisions shall comply with provisions of Section 2.310. (5/98)
- C. **Yards and Lots:** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- D. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the RS zone shall comply with the following standards: (5/98)
 - 1. Single family homes shall comply with the design standards in Section 2.314. (5/98)
 - 2. Residential structures with four or more attached dwelling units and non-residential structures shall comply with the provisions in Section 2.315 - Development Standards. (5/98)
- E. **Signs:** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** A minimum of 30% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)
- H. **Lot Coverage:** The maximum coverage allowed for buildings, accessory structures and paved parking shall be 70%. (5/98)
- I. **Density:** When RS zoned property is subdivided the minimum density shall be 4 units per acre; the maximum density shall be 8 units per acre except in the RS zoned area north of Barnick Road where the maximum density shall be 6 units per acre with no minimum. (5/98)
- J. **Number of Buildings.** No more than one primary building shall be located on a lot or parcel. (5/98)

2.430 PUBLIC WATER SUPPLY

Where permitted as a special use, Public Water Supply shall meet the following additional use and development standards. (5/98)

- A. Setbacks. All buildings shall be setback from any adjacent property line consistent with provision within Section 2.102. (5/98)
- B. Height. The maximum building height shall be 35 feet. (5/98)
- C. Screening. With the exception of the front yard the perimeter of the property shall be screened with a minimum six foot sight obscuring fence. With the exception of the front yard, a hedge row shall be planted on the side of the fence facing adjacent properties. Neither the fence nor hedge shall violate clear vision provisions in Section 2.312. Notwithstanding the provisions in Section 2.312.10.A (2) barbed wire is allowed as needed to comply with security requirements. Electrical wire shall be prohibited. (5/98)
- D. Outdoor Storage. The outdoor storage of vehicles, tools, parts and disassembled equipment shall be prohibited unless screened from view. (5/98)
- E. Design. Any building which is constructed to house public water supply equipment shall incorporate design elements which are typically found on residential houses, however need not to fully comply with the provisions in Section 2.314.
- F. Underground. Public water supply equipment which is located underground shall be exempt from these requirements.
- G. Landscaping. Yards fronting an improved street shall be landscaped in a manner to be compatible with the surrounding area.

CITY COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: ORDINANCE AMENDING KEIZER DEVELOPMENT
CODE REGARDING SECTION 3.112 (ANNEXATIONS)**

At the May 3, 2010 Council meeting, following the close of the public hearing, the Council directed staff to return with an Ordinance adopting revisions to the Annexations section of the Keizer Development Code. Such Ordinance is attached for your review.

RECOMMENDATION:

Adopt the attached Ordinance.

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

ESJ/tmh
attachment

1 BILL NO. ____

A BILL

ORDINANCE NO.

2010-_____

3 FOR

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5 AN ORDINANCE

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7 AMENDING KEIZER DEVELOPMENT CODE REGARDING
8 SECTION 3.112 (ANNEXATIONS); AMENDING
9 ORDINANCE 98-389

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11 WHEREAS, the Keizer Planning Commission has recommended to the Keizer
12 City Council amendments to the Keizer Development Code (Ordinance No. 98-389); and

13 WHEREAS, the City Council has held a hearing on this matter and considered the
14 testimony given and the recommendation of the Keizer Planning Commission; and

15 WHEREAS, the Keizer City Council has determined that it is necessary and
16 appropriate to amend the Keizer Development Code as set forth herein; and

17 WHEREAS, the Keizer City Council has determined that such amendments meet
18 the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer
19 Development Code;

20 NOW, THEREFORE,

21 The City of Keizer ordains as follows:

22 Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in
23 Exhibit "A" attached hereto and by this reference incorporated herein.

24 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE. The
25 Keizer Development Code (Ordinance No. 98-389) is hereby amended by the adoption

1 of the changes to Section 3.112 (Annexations) as set forth in Exhibit "B" attached hereto,
2 and by this reference incorporated herein.

3 Section 3. SEVERABILITY. If any section, subsection, sentence, clause,
4 phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional, or
5 is denied acknowledgment by any court or board of competent jurisdiction, including,
6 but not limited to the Land Use Board of Appeals, the Land Conservation and
7 Development Commission and the Department of Land Conservation and Development,
8 then such portion shall be deemed a separate, distinct, and independent provision and
9 such holding shall not affect the validity of the remaining portions hereof.

10 Section 4. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days
11 after its passage.

12 PASSED this _____ day of _____, 2010.
13 SIGNED this _____ day of _____, 2010.

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Mayor

City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to the Keizer Development Code (Section 3.112 Annexations)

The review criteria are listed in Section 3.111.04 of the Keizer Development Code.

The City of Keizer finds that:

1. General Findings.
 - a. Section 3.112 (Annexations) of the Keizer Development Code (KDC) contains the requirements governing annexations into the city limits.
 - b. The particulars of this case are found within planning file Text Amendment 2010-03. Public hearings were held before the Planning Commission on April 14, 2010 and also before the City Council on May 3, 2010. The Planning Commission reviewed the proposed revisions and unanimously recommended that it be adopted. The City Council unanimously directed staff to prepare findings and an ordinance to adopt the proposed text amendment.
2. Amendments to the Comprehensive Plan or Development Code shall be approved if the evidence can substantiate the following. Amendments to the map shall be reviewed for compliance with each of the following, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given that this is a text amendment Section 3.111.04 A is not applicable.
3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revision to the zone code reflects a demonstrated need. The City Council has recognized that from time to time the Keizer Development Code should be updated to avoid having the code become so out of date that it would require a massive and costly comprehensive update. This section of the Development Code was last reviewed in 1998. The proposed amendment is intended in part to correct several identified errors within the existing regulations. This revision will establish clear development standards. Currently, the city is prohibited by its own ordinance from annexing any land outside of the urban growth boundary. While state law technically does not prohibit such an application the county’s comprehensive plan policies only permits the annexation of land that is outside of an urban growth boundary if it is for health reasons such as failing sanitary systems, or failing water supplies. The amendment would allow the option of annexing land that is outside the city’s urban growth boundary provided that it is

consistent with Marion County's Comprehensive Plan policies. Therefore, the proposed code revision complies with this review criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The proposed text amendment complies with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice to interested parties, a public process of decision making involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the Keizer Times. Public hearings were held before the planning commission and the city council. Public hearings were held before the Planning Commission on April 14, 2010 and also before the City Council on May 3, 2010. Citizens were afforded the opportunity to participate in the public process. Finally, the city council meetings are televised further providing an avenue for awareness of the issue. This process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of this planning process as required by this goal and with implementing administrative rules within Oregon Administrative Rules.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Development Code. The adoption proceeding was conducted in a manner consistent with requirements of the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. Notice was published in the Keizer Times. Public hearings were conducted before both the planning commission and city council where an opportunity for both verbal and written testimony was provided. No public testimony was received at either the planning commission or the city council's public hearing. Therefore, the proposed revision to the zone code is consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits there is only one zone which is located in the northwest portion of the city near the city's urban growth boundary that is designated to allow commercial agricultural uses. The amendment involves regulations within the boundaries of the city limits of Keizer. The amendment governing annexation requirements will allow the annexation of lands provided the proposed annexation is consistent with Marion County Comprehensive Plan policies. While this may result in the annexation of lands that are currently designated to allow agricultural uses it is not possible to accurately predict what impact that this have on any properties that are designated to allow for agricultural uses. If lands are annexed but are allowed to remain outside to the city urban growth boundary then the city would be required to place an Exclusive Farm Use qualifying zone designation on the

property. This would limit the type of uses that could occur on the property and so would then result in it being compatible with any adjacent farm uses. Therefore, the proposed amendment will comply with the Farm Land Goal and with any implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands that are designated for commercial forest uses. There are no lands designated within the city limits to allow for commercial forestry. Also, there are no commercial forest lands near or adjacent to Keizer. The amendment to Section 3.112 KDC does not involve any land which is designated as forest land, nor will it impact the use of any forest lands. Therefore, this Goal and implementing administrative rules are not applicable to the proposed zone code amendments.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. The city established a Resource Conservation overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. The proposed amendment to the zone code regulations will not affect any of the city's natural resources protection regulations nor the lawful use of any properties that are within this overlay zone. Therefore, the amendments to the annexation regulations will be consistent with this goal and with administrative rules designed to implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city's air, water and land qualities. The city provides its residents with city water from groundwater sources. New construction is required to be connected to the established sanitary sewer system thereby reducing the likelihood of groundwater contamination from failing on-site septic systems. The city has storm water regulations which are geared to maintain water quality in Willamette River or any local streams. Land quality is preserved through the city's erosion control regulations and through zone code development regulations. Air quality is preserved through the city development code regulations which limit certain types of uses in certain zones. Primarily, air quality regulations will continue to be enforced by the appropriate state agencies which govern air emission standards. Any potential annexation will not automatically be required to be connected to all city utilities but will be reviewed on a case by case basis to determine if public utilities are available to serve the area proposed to be annexed or if it is not practical, feasible or warranted to serve the area with city facilities. The revision to the city's zone code regarding annexation regulations will have no impact on the quality of air, water, or land resources and so complies with this goal and with administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of

structures within identified 100-year floodplains. A floodplain is the area that is adjacent to a body of water which may be subject to periodic inundation. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. With the exception of areas removed from the 100-year floodplain through the Letter of Map Amendment the 100-year floodplain is the area of greatest concern. While this area is referred to as a 100-year floodplain it is because it has a statistical probability of having a 1% chance of flooding in any one year. The last major 100 year flood event was the 1964 flood. By contrast, the 1996 flood was not a 100 year flood event for Keizer, although clearly there was a significant amount of water flowing through parts of Keizer during that flood event. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. Only in the area identified as a floodway will most forms of development be prohibited. The floodway is that area that is generally the channels of rivers and streams which during a flood event will experience very significant water depth and velocity flows. Upon annexation the property would be required to comply with city floodplain regulation and any other natural hazard regulations enforced by the city. The revision to the zone code will neither impact this goal nor any administrative rules.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories the parks, playgrounds, and other recreational opportunities within the city limits and also plans for the city’s future park and recreation needs. There are a number of parks, playgrounds, and other recreational opportunities within the city limits. The proposed amendment to the annexation regulations will not have a direct impact on the recreational activities or uses within the city. However, it may result in the annexation of land that could become utilized for park and recreation purposes and so would then have a positive impact on the recreational opportunities of the city. A case in point is this ordinance combined with amendments to the Marion County Comprehensive Plan would then allow the potential annexation of land adjacent to the Keizer Rapids Park which would result in greater park and recreational opportunities and would then satisfy this goal and any related rules.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. The city is currently engaged with Marion and Polk Counties and with the City of Salem to conduct a planning study of an economic opportunity analysis for the Salem – Keizer regional area. The intent of this study is to identify potential economic opportunities facing the region so as to better plan to take advantage of these economic opportunities. While the proposed amendment to the city’s annexation regulations does not reflect new requirements but allows the annexations which are consistent with

Marion County's Comprehensive Plan policies. Since this is a legislative matter and there is no actual application for annexation it is impossible to accurately assess the impact which may result from this text amendment. Lands which might be annexed range from park lands with no development and therefore no economic impact all the way to lands to be which could be development with employment or commercial opportunities. Again, with this text amendment there is no way to gauge the impact that might be associated with any specific annexation. In addition, annexation of land can be argued to have a positive impact on the local economy since it will result in increased consumers within the city. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The proposed amendment to Section 3.112 KDC will have no impact on either this goal or on any related rules.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, sanitary sewer, has an established street system, administrative and police and public safety also are provided by the city. Fire protection services will continue to be provided by the Keizer Fire District or Marion County Fire District #1 depending on which district the land proposed to be annexed is located. It is not possible the full impacts on the city street system, administrative and police service and other services that might result from this text amendment. While future annexation may have impacts to the city's public facilities and services the proposed amendment to Section 3.112 KDC will have no impact the city's public facilities and services, and so this goal and any rules are satisfied.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city's transportation systems. This system includes streets, transit bike, and pedestrian systems. While any future annexation may have impact on the city's transportation systems the proposed revisions to the annexation provisions within the Keizer Development Code will by themselves have no impact on any of the city's public transportation systems, and so this goal and any rules will be met.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The proposed zone code text amendments will have not impact this goal nor any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The proposed

zone code revision on the public water supply regulations will have no impact on the intent of this goal as it only will involve land that is within the city limits and not the use of land being transitioned from rural to urbanized uses.

Goal 15 – Willamette River: This goal seeks to protect, conserve, maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River. While the Willamette River is located along the western flanks of Keizer the proposed text amendments will not impact the Willamette River. The revisions to the annexation requirements in Section 3.112 KDC will have no impact on the ability of the city to regulate uses along the river or the Willamette River overlay zone regulations and so this goal is not applicable.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable

In consideration of the above findings, the proposed zone code revision to Section 3.112 complies with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**

- a. It corrects identified error(s) in the previous plan.
- b. It represents a logical implementation of the plan.
- c. It is mandated by changes in federal, state, or local law.
- d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The proposed amendment is intended in part to correct several identified errors within the existing regulations. Currently, the city is prohibited by its own ordinance from annexing any land outside of the urban growth boundary. While state law technically does not prohibit such an application the county's comprehensive plan policies only permits the annexation of land that is outside of an urban growth boundary if it is for health reasons such as failing sanitary systems, or failing water supplies. The reason for this amendment is that the city is seeking to annex land adjacent to the Keizer Rapids Park which will then be included as part of the park. The money that will be used to purchase this land is from the sale of land which is within the urban renewal district. For this transaction to occur the land must be within the city limits. This text amendment will allow the option to annex land provide it is consistent with Marion County's Comprehensive Plan policies.

While there are no Comprehensive Plan goals or policies that offer guidance it is determined that the proposed amendment to the zone code represents a logical implementation of the Keizer Comprehensive Plan. The proposed amendment is not mandated by any federal, state, or local laws. The City Council has, by this adoption,

determined that the text revision to Section 3.112 KDC is desirable, appropriate, and proper. As such, the proposal complies with this criterion.

3.112 ANNEXATIONS

3.112.01 Authority of City to Annex

The boundary of the City may be extended by the annexation of territory not then within the City and which territory is within the urban growth boundary and contiguous to the City or separated from it by a stream or right-of-way only or is consistent with Marion County Comprehensive Plan Policies and applicable state regulations. (5/98)

3.112.02 General Annexation Procedure

- A. Public Hearing. Following submission of annexation proposal or initiation, the City Recorder shall set a date for hearing with the Planning Commission. Notice shall be pursuant to the proposed method of annexation. (5/98)
- B. Planning Commission Action. The Planning Commission shall hear testimony and shall recommend approval or denial of the proposed annexation and submit such recommendation to the Council ~~within 10 days for the hearing~~. The Planning Commission's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. For all annexations the decision shall state how the proposal will: (5/98)
 - 1. Affect the community's air resources; (5/98)
 - 2. Promote an orderly, timely and economical transition of rural and agricultural lands into urbanized lands; (5/98)
 - 3. Relate to areas with natural hazards; (5/98)
 - 4. Affect the fish and wildlife in the proposed annexation; (5/98)
 - 5. Utilize energy resources and conserve energy use; (5/98)
 - 6. Protect open spaces and scenic views and areas; (5/98)
 - 7. Provide for transportation needs in a safe, orderly and economic manner; (5/98)
 - 8. Provide for an orderly and efficient arrangement of public services; (5/98)
 - 9. Provide for the recreation needs of the citizens; (5/98)
 - 10. Affect identified historical sites and structures and provide for the preservation of such sites and structures; (5/98)

11. Improve and enhance the economy of the City; and
 12. Provide quality, safe housing through a variety of housing types and price ranges. (5/98)
- C. City Council Action. The City shall set a date for a public hearing with the Council upon receipt of the Planning Commission's recommendation. Notice shall be pursuant to the proposed method of annexation. After considering all testimony the Council shall sustain or reverse the Planning Commission's recommendation. The Council shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. The decision shall state how the proposed annexation will address the criteria stated in 3.112.02 (B). (5/98)

3.112.03 Annexation by Election

- A. Election Process. The Council, upon approval of the annexation proposal, has the authority to submit, except when not required under ORS. 222.850 to 222.915, or to dispense with submitting the proposal for annexation to the registered voters of the City. (2/01)
- B. General or Special Election. The proposal for annexation may be voted upon at a general election or at a special election to be held for that purpose. The proposal for annexation may be voted upon by the voters of the City and of the territory simultaneously or at different times not more that twelve months apart. (5/98)
- C. Multiple Annexations. Two or more proposals for annexation may be voted upon simultaneously; however in the City each proposal shall be stated separately on the ballot and voted on separately, and in the territory proposed for annexation no proposal for annexing other territory shall appear on the ballot. (5/98)
- D. Notice. The Council shall give notice of each annexation election by publication prior to such election one each week for four successive weeks in a newspaper of general circulation in the City. Whenever simultaneous elections are held, the same notice and publication shall fulfill the requirements of publication for the City election and the election held in the territory. Notice shall also be given by posting notices of the election in four public places within the City if votes are to be cast therein and four public places in each territory proposed to be annexed for a like period as provided in this section for publication of notice. The notice shall distinctly state the proposition to be submitted, shall contain a legal description of, and a map indicating the boundaries of each territory proposed to be annexed, and the registered voters shall be invited thereby to vote upon such annexation. The

Council shall also designate and the notice shall state the hours during which the polls will be open within the City and each territory proposed to be annexed. If the election is to be held at the usual precinct polling places designated for a general election held at that time, or if the election is not held at the same time as a general election, but is held at the same polling places used for the last preceding general election, the notice shall so state; if any polling place is to be different than the regular polling places, the notice shall describe the location of the polling places to be used in the area or precincts in which the polling places are different. (5/98)

3.112.04 Annexation Procedure Without City Election

- A. Council Hearing. By ordinance, the Council may elect to conduct a hearing on the annexation and set a date for a public hearing, at which time the registered voters of the City can be heard on the annexation proposal. (5/98)
- B. Published Notice. Notice of the public hearing shall be published once a week for two successive weeks prior to the day of the hearing, in a newspaper of general circulation in the City, and posted in four public places in the City for a like period. (5/98)
- C. Written Notice. Written notice shall be given to all property owners within the boundaries of the proposed annexation and within 500 feet of the external boundaries of the proposed annexation. (5/98)
- D. Public Hearing. After the public hearing the Council, by ordinance subject to referendum, and containing a legal description of the proposed annexation declare that the territory is annexed to the City where persons with land ownership in the proposed territory consent in writing to such annexation as provided in Section 3.200. (2/01)

3.112.05 Annexation Procedure with Election in Proposed Territory

Property Owner Petition. The Council need not call or hold an election in any contiguous territory proposed to be annexed, or post notice in the contiguous territory, if more than half the owners of land in the territory, who also own more than half of the land in the contiguous territory and of real property therein representing more than half of the assessed value of all real property in the contiguous territory consent in writing to the annexation of their land in the territory and file the annexation proposal on or before the day: (5/98)

- A. The public hearing procedure shall be pursuant to Subsections 3.112.02 (A) and (B); and Subsections 3.112.04 (B), and (C). If the Council dispenses with submitting the question to the registered voters of the City; or (5/98)
- B. The Council takes the necessary action to call the annexation election in the City under Subsection 3.112.03 (D), if the Council submits the question to the registered voters of the City. (5/98)

3.112.06 Island Annexation

- A. City Council Authority. It is within the power and authority of the City by ordinance subject to referendum, to annex land, provided it is not an incorporated City, that is surrounded by the corporate limits or boundaries of the City, with or without consent of any property owner or resident in the territory. (5/98)
- B. Notice and Procedures. Notice and procedures for public hearing without election shall be provided pursuant to the provisions of Section 3.112.02 and 3.112.04 Notice and procedures by election shall be provided pursuant to Section 3.112.03. & 3.112.05 (2/01)

3.112.07 Submission of Annexation Reports

- A. Notice to County. The City shall report all changes in the boundaries or limits of the City to the County Clerk and County Assessor. The report shall contain a legal description of the new boundaries and shall be filed within 10 days from the effective date of the change of any boundary lines. (5/98)
- B. Notice to State. With the exception of "Island Annexation" the City Recorder shall submit to the Secretary of State: (5/98)
 - 1. A copy of the annexation ordinance; (5/98)
 - 2. An abstract of the vote within the City if votes were cast therein, which shall show the whole number of registered voters voting therein on the annexation, the number of votes cast against annexation; (5/98)
 - 3. A copy of the statement of consent of landowners in the territory annexed; (5/98)
 - 4. A copy of the ordinance of the City declaring that no election is required in the City; and (5/98)
 - 5. An abstract of the vote upon the referendum if a referendum petition was filed with respect to the deferred ordinance. (5/98)

3.112.08 Effective Date of Annexation

The annexation shall be complete from the date of filing with the Secretary of State as provided in ORS 222.150, 222.160, 222.170, 111.900, and Subsection 3.112.07 (B). Thereafter, the annexed territory shall be and remain part of the City. The date of such filing shall be the effective date of annexation, provided such filing is not made later than 90 days prior to any general or primary election; otherwise, the effective date of such annexation shall be the day after the primary or general election next following the date of filing. (5/98)

3.112.09 Zone Designation of Annexed Property

The City Council shall establish the appropriate Comprehensive plan designation and Zoning district upon annexation of the property to the City. (5/98)

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILORS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: DELINQUENT SEWER ASSESSMENTS

ISSUE:

The City of Keizer collects sewer fees from residents and businesses of Keizer. The attached list marked as exhibit "A" represents an itemized list of delinquent accounts from February 28, 2009 through February 27, 2010. Each resident (and property owner, if different) has been notified by certified letter and given a sufficient amount of time to remit payment for their account. ORS 454.225 authorizes the City to certify the delinquent amounts to the County Assessor for the amounts assessed against the premises serviced. The statute also allows the City to collect penalty, interest or costs associated with the delinquencies. A 10% delinquent amount has been added as a penalty and a \$35.00 administration fee has been added to cover the City's costs.

FISCAL IMPACT:

Delinquent assessments total \$4,769.05 for tax year 2010-2011.

RECOMMENDATION:

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

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2010-_____

3 CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

4
5 WHEREAS, the City of Keizer is responsible for the collection of sewer fees
6 for the City of Salem from the residents of Keizer; NOW THEREFORE,

7 BE IT RESOLVED that the attached Exhibit "A" is an itemized list of
8 delinquent sewer charges through and including February 27, 2010 that the City
9 has been unable to collect through the usual collection procedures; and

10 BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount
11 has been added as a penalty and that a \$35.00 administration fee has been added
12 to cover the City's costs; and

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

16
17 PASSED this _____ day of _____, 2010.

18 SIGNED this _____ day of _____, 2010.

19
20 _____
21 Mayor

22
23 _____
24 City Recorder
25

**CITY OF KEIZER
EXHIBIT "A"
DELINQUENT SEWER ACCOUNTS**

Tax ID	Owner's Name	Service Address	Total
R25449	JACK & NANCY	HOLT	752 CHEMAWA RD N \$ 239.64
R51899	HENRY & CAROL	CHRISTENSEN	5085 WINDSOR ISLAND RD N 361.37
R20126	PATRICK & TANA	BRYANT	7495 WHEATLAND RD N 426.64
R20551	MELISSA	JOSLIN	1817 CHEMAWA RD NE 426.64
R45948	JOHN	VELDINK	1136 OLIN CT NE 371.64
R65528	DALE	BERRY	1551 SIEBURG DR NE 100.27
R20087	ROBERT & BARBARA	HASKINS	7225 WHEATLAND RD N 301.33
R51948	MARGARITO	ESTRADA	4890 GOBERT AV NE 426.64
R43799	JAMES	CUNNINGHAM	5056 JOAN DR N 101.75
R20578	MANJIT & ALICIA	SINGH	2045 CHEMAWA RD NE 100.27
R45743	KEVER & KANDIS	MILLER	1215 JAYS DR NE 426.64
R20048	DONALD & TAMARA	PALMER	6995 RIVER RD N 427.48
R20342	STACY BROWN &	COLLEGE ANYONE ?	1060 HARMONY DR NE 489.30
R50011	TYRENE DENLINGER & JOSEPH ALBERT &	JUDITH ANN & PETER HERBER	4845 VERDA LN NE 120.82
R20165	SHANNON & SCOTT	WHITE	7029 FIR GROVE LN N 100.27
R20589	E-VILLAGE LLC	CHARLES SIDES	2290 CHEMAWA RD NE 348.31
TOTAL DELINQUENT ACCOUNTS			\$ 4,769.05

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

THROUGH: CHRISTOPHER EPPLEY, CITY MANAGER

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

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

FISCAL IMPACT:

Approximately \$225K in State Shared Revenues is anticipated in fiscal year 2010-2011.

RECOMMENDATION:

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

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

2 **Resolution R2010-_____**

3

4 **DECLARING THE CITY'S ELECTION TO RECEIVE**

5 **STATE REVENUES**

6

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

8 **Pursuant to ORS 221.770, The City Council of the City of Keizer hereby**

9 **elects to receive state revenues for fiscal year 2010-2011.**

10

11 **PASSED this _____ day of _____, 2010.**

12 **SIGNED this _____ day of _____, 2010.**

13

14

15 _____

16 **Mayor**

17

18

19 _____

20 **City Recorder**

21

22

23 **I certify that public hearings before the Budget Committee were held on**

24 **May 4, 6, 11, and 18, 2010 and a public hearing before the City Council was**

25 **held on June 7, 2010, giving citizens opportunity to comment on use of State**

26 **Revenue Sharing.**

27

28 _____

29 **City Recorder**

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

2 **Resolution R2010-_____**

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

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

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

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

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

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

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

PASSED this _____ day of _____, 2010.

SIGNED this _____ day of _____, 2010.

Mayor

City Recorder



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, April 26, 2010
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER Mayor Christopher called the work session to order at 12:07 p.m. The following were present:

Councilors:

Lore Christopher, Mayor
Jim Taylor, Council President
Cathy Clark, Councilor
David McKane, Councilor
Mark Caillier, Councilor (via phone)
Brandon Smith, Councilor
Richard Walsh, Councilor (12:10)

Staff

Chris Eppley, City Manager
Nate Brown, Community Development
Rob Kissler, Public Works Director
Marc Adams, Police Chief
Tracy Davis, City Recorder

DISCUSSION

**a. Solid Waste
and Recycling
Services and
Rates**

City Manager Chris Eppley explained that the work session was to introduce a new service that the waste management service would like to roll out and to justify the requested rate increase. He explained that this program has been developed because the burning plant is nearing capacity and landfills are not a good option and programs like these help keep rates lower over the long run.

Mary Kanz, Executive Director of the Haulers Association, distributed a flyer describing the composting program which allows residents to place organic food waste in the yard waste cart with yard debris. She then fielded questions regarding other cities participating in this program, public outreach, the environmental aspect of this form of disposal, frequency of pickup, odor mitigation, allowed items and the beneficial affect this program would have on the burn facility.

Estelle Harlan, Solid Waste Management Consultant, fielded questions regarding multifamily residential participation and distributed information regarding the rate history for waste disposal. She explained that there would be no increase in commercial service, it has been 13 years since the last increase and a 7% increase on cart rates is being proposed but there would be no additional charge for the composting program. Mike Willis, Wayne Thackery and John Sullivan provided clarification regarding rates, services and transportation.

Mr. Eppley explained that the next steps would be to hold a public hearing for the rate increase and to address weekly vs. bi-weekly pickup. Councilors agreed that they wanted to hold the public hearing.

ADJOURN

Meeting adjourned at 1:00 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

Councilor #2 – Brandon Smith

Councilor #5 – Richard Walsh

Councilor #3 – Mark Caillier

Councilor #6 – James Taylor

Minutes approved:



MINUTES
KEIZER CITY COUNCIL
Monday, May 3, 2010
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:

Lore Christopher, Mayor
Jim Taylor, Council President
Richard Walsh, Councilor
Cathy Clark, Councilor
Mark Caillier, Councilor
David McKane, Councilor
Brandon Smith, Councilor

Staff:

Shannon Johnson, City Attorney
Chris Eppley, City Manager
Rob Kissler, Public Works
Nate Brown, Community Development
Marc Adams, Police Chief
Kevin Watson, Assist. to the City Mgr.
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Kate Tartar, Salem Keizer Transit District, provided a monthly update on what the community task forces and community work groups are doing including review of costs for Saturday, Sunday, evening and additional daily service. She also explained that the OMPOC group was reviewing unfunded mandates and Senior and Disabled issues and exploring ways to work with other groups to lobby for issues held in common.

Gene Benson, Keizer, questioned the City Code as it relates to beekeeping, reviewed issues that he and neighbors have dealt with due to bees being kept in an adjacent yard, asked if Council had a plan and questioned the liability of the beekeeper. Community Development Director, Nate Brown, explained that contact has been made with the beekeeper and this use is allowed as long as there is no commercial operation. Discussion then took place regarding the definition of a nuisance and if it would fit this situation with City Attorney Shannon Johnson agreeing to follow up on this.

Kim Lewis, Keizer, complained about the Keizer sign laws noting that her portable sign was an effective way to generate business but is not allowed. She indicated that she thought the City Council was out of touch with business and suggested that the laws be modified. Discussion then took place regarding reaching a compromise with Mr. Brown explaining that the Code prohibits portable signs but that the City has worked hard

to develop an equitable sign code. Councilor McKane expressed the desire that the Code be enforced consistently and requested that this be discussed in the future. Additional discussion took place regarding flags, allowed signage and signs owned by other businesses.

Mardi Smith, Town & Country Lanes, Keizer, explained that signage is important as a method to reach the public. She noted that she would like to use flags and temporary signs in the future and would like to be included in any compromise that is reached regarding signs.

Diane Hughes and Darrell Williamson, D & D Jewelry, Keizer, explained that signage allowed is not conducive to attracting customers so business owners must rely on advertising and other sources. She too requested that the City revisit the Sign Code. Discussion then took place regarding surrounding jurisdiction's sign codes and determination of what is best for Keizer with Mr. Johnson explaining what took place when the Sign Code was changed.

Margie Ray, Images Hair Salon, Keizer, Hugh Baker, Keizer, and Melissa Sheppard, Encore Salon, Keizer reiterated previous testimony regarding sign regulations.

Councilor Walsh urged the business owners to attend the next Chamber Economic Development and Government Affairs meeting to address this. Mr. Johnson cautioned the Council against initiating a text change until they have a chance to review what the Chamber comes up with. Following additional discussion Mayor Christopher summarized that Council would await input from EDGA before making a recommendation to the Planning Commission and would handle this as expeditiously as possible starting with a Work Session in June which would include the Chamber and Planning Commission.

PUBLIC HEARING

a. RESOLUTION~ Adopting the Housing and Community Development Action Plan – One Year Use of Funds – Salem/Keizer HOME Consortium

Mayor Christopher opened the Public Hearing.

Rena Peck, City of Salem, Federal Programs Manager for Salem Home Consortium Funds, introduced Evelyn Roth, the Keizer representative on the Housing Committee, reviewed the history and requirements of the program and submitted the annual plan for review and adoption. She provided details of the projects funded and the approval process and responded to questions regarding other funds, marketing and solicitation of potential clients.

With no further testimony, Mayor Christopher closed the Public Hearing.

Councilor Taylor moved to approve a Resolution Adopting the Housing and Community Development Action Plan – One Year Use of Funds – Salem/Keizer HOME Consortium 2010/2011. Councilor Clark seconded. Motion passed unanimously as follows:

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

**b. Keizer
Development
Code Text
Amendment –
Section 2.102
Residential
Single Family
and Section
2.430 Public
Water Supply**

Community Development Director Nate Brown explained that under the existing code public water supply systems are required to go through a conditional use process prior to development within a residential zone. He noted this amendment identifies common standards that would make it compatible with the neighborhood and would streamline the process. Mr. Brown and Public Works Director, Rob Kissler then fielded questions regarding screening and security.

Mayor Christopher opened the Public Hearing. With no testimony, Mayor Christopher closed the Public Hearing.

Councilor Taylor moved to direct staff to prepare an ordinance with findings to adopt the proposed revisions for Keizer Development Code Text Amendment, Section 2.102 Residential Single Family and Section 2.430 Public Water Supply. Councilor Clark seconded. Motion passed unanimously as follows:

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

**c. Keizer
Development
Code Text
Amendment –
Section 3.112 -
Annexations**

Mr. Brown explained that this matter is before Council in response to their direction regarding the acquisition of property adjacent to Keizer Rapids Park. He read the additional language noting that it would give the City flexibility to work with Marion County on the annexation. He then fielded questions regarding responsibility for consistency, statewide goals and planning policies, state laws, DLCD review, and zoning.

Mayor Christopher opened the Public Hearing. With no testimony, Mayor Christopher closed the Public Hearing.

Councilor Taylor moved to direct staff to prepare an ordinance with findings to adopt the proposed revisions for Keizer Development Code Text Amendment, Section 3.112 Annexations. Councilor Walsh seconded. Motion passed unanimously as follows:

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

ADMINISTRATIVE ACTION

a. ORDINANCE – Approving the Seventh Amendment to the North River Road Urban Renewal Plan for the City of Keizer, Oregon

City Attorney Shannon Johnson explained that this change specifically authorizes the purchase of the Tiersma property for redevelopment purposes and the same ordinance was adopted earlier by the Urban Renewal Agency.

Councilor Taylor moved to approve an Ordinance Approving the Seventh Amendment to the North River Road Urban Renewal Plan for the City of Keizer, Oregon. Councilor Smith seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, Smith, McKane, Caillier, Taylor and Clark (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

A. Resolution – Authorizing City Manager to Award Bid for Carlhaven East and Carlhaven West Well Drilling

B. Resolution – Authorizing City Manager to Execute Second Extension of City of Keizer Street and Right of Way Landscape Maintenance Services Contract with All-Seasons Ground Care

C. Approval of March 15, 2010 Regular Session Minutes

D. Approval of April 5, 2010 Regular Session Minutes

E. Approval of April 5, 2010 Joint City Council/Urban Renewal Agency Minutes

F. Approval of April 12, 2010 Work Session Minutes.

Mr. Kissler fielded questions regarding funding of the Street and Right of Way Maintenance Services Contract.

Mayor Christopher pulled Item C.

Councilor Taylor moved for approval of Items A, B, D, E and F of the Consent Calendar. Councilor Smith seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Caillier, Taylor, Smith and Clark (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

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

AYES: Walsh, Smith, McKane, Caillier, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: Christopher (1)

ABSENT: None (0)

COMMITTEE REPORTS

Councilor Clark reported on meetings she had attended including Leadership Keizer, League of Oregon Cities Transportation Policy, Connect Oregon 3, Oregon Municipal Planning Organizations Consortium and Music Task Force for the Amphitheater. She commended Mayor Christopher for speaking at the recent League of Women Voters 90th Anniversary event.

Councilor McKane reported that Good Vibrations Task Force is working with the promoter and penciling out events. He reviewed significant developments including concerts at Keizer Raids Park, shuttle services, camping opportunities, and a civic center breakfast. He added that so far there are 78 registrations. Councilor McKane also reminded everyone of the upcoming Parks Advisory Board meeting.

Councilor Caillier reviewed upcoming meetings including Claggett Creek Watershed Council, League of Oregon Cities Telecom Policy Committee and the Water Wastewater Policy Committee, and Gubser Neighborhood Association. He also reported that the Planning Commission meeting for May was cancelled.

Mayor Christopher commended the Police Department reading a letter from Police Chief Marc Adams written in response to a complaint regarding off-leash and aggressive dogs at Keizer Rapids Park. She urged everyone to police themselves and work together in the park. She reminded everyone of the upcoming Mayor's Prayer Breakfast which will be the first event in the 2010 Iris Festival.

Councilor Taylor reported on Bikeways Committee meetings and extended an invitation to the Public Works Open House Bike Rodeo and the Family Bike Ride during the Iris Festival. He also reported that the Keizer Points of Interest did not meet in May and confirmed attendees for the Commissioners Breakfast.

Councilor Walsh reported on the Economic Development and Government Affairs and Amphitheater Task Force meetings. He added that he had given a presentation about Keizer Rapids Park and the Water Trail at the Department of the Interior's Conference on the Environment. He provided additional information regarding informing the amphitheater neighbors about concerts noting that a representative for the neighbors is serving on the committee. Councilor Walsh reminded everyone of upcoming Budget Committee meetings and the National Park Service event at Keizer Rapids Park on May 5. In closing, Councilor Walsh commended Ben Johnson for achieving the Eagle Scout Award and reported that Michel passed the board for the award as well.

Councilor Smith reported on recent meetings including Iris Festival and League of Oregon Cities General Government Committee.

OTHER BUSINESS

City Recorder Tracy Davis announced volunteer openings in the Bikeways Committee and reminded everyone of the closing dates for the "If I Were Mayor" Contest.

Rob Kissler provided an update on the Dearborn Sanitary Sewer project, explained that resurfacing projects are being scheduled and Public Works is going to try a new subscription to Nixel that will be posted on the website and Facebook.

Chief Adams commended the Community Center noting that a training was held with over 125 people from all over the state. Mayor Christopher praised the Keizer Police Department for their Annual Report noting that it is a wonderful communication tool.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

May 10, 2010

5:45 pm – City Council Work Session

- Storm Drain Marker Project

May 17, 2010

7:30 pm (Note time change) – City Council Regular Session

- Gubser Neighborhood Association Annual Report
- Benevan Court Street Lighting District Public Hearing

June 7, 2010

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

ADJOURNMENT

Mayor Christopher adjourned the meeting at 9:40 p.m.

MAYOR:

APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane

~ Absent ~

Councilor #2 – Brandon Smith

Councilor #3 – Mark Caillier

Councilor #4 – Cathy Clark

Councilor #5 – Richard Walsh

Councilor #6 – James Taylor

Minutes approved:

COUNCIL MEETING: June 7, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: CHIEF H. MARC ADAMS
KEIZER POLICE DEPARTMENT**

SUBJECT: SWEARING IN OF POLICE OFFICERS

ISSUE:

City Attorney Shannon Johnson will be present to issue the oath of office to Keizer Police Reserve Officers Dustin Barth and Timothy Dinsmore.

Reserve Officer Dustin Barth was born and raised in Sublimity, Oregon. He attended and graduated from Salem Academy. Becoming a reserve officer is his first step into what he hopes will become a career in law enforcement.

Reserve Officer Timothy Dinsmore was born and raised in the local area. As a Reserve Officer, he will be able to combine his desire to become a police officer with his continuing commitment to serve the community.

Please join us in congratulating and welcoming Reserve Officers Barth and Dinsmore to the Keizer Police Department.

OATH OF OFFICE

STATE OF OREGON)
COUNTY OF MARION) ss.
CITY OF KEIZER)

I, DUSTIN BARTH, do solemnly swear that I will support the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, the laws and ordinances of the City of Keizer, and the Rules and Regulations of the Keizer Police Department; and that I will well and faithfully discharge the duties of the office to which I have been appointed, in and for the City of Keizer, according to law, and to the best of my ability.

Dustin Barth

Subscribed and sworn to before me on this 7th day of June 2010.

Notary Public, State of Oregon

OATH OF OFFICE

STATE OF OREGON)
COUNTY OF MARION) ss.
CITY OF KEIZER)

I, TIMOTHY DINSMORE, do solemnly swear that I will support the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, the laws and ordinances of the City of Keizer, and the Rules and Regulations of the Keizer Police Department, and that I will well and faithfully discharge the duties of the office to which I have been appointed, in and for the City of Keizer, according to law, and to the best of my ability.

Timothy Dinsmore

Subscribed and sworn to before me on this 7th day of June 2010.

Notary Public, State of Oregon