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 4, 2012
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 2012-2013 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment**

5. **ADMINISTRATIVE ACTION**

6. **CONSENT CALENDAR**

   a. **Approval of April 2, 2012 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.

AGENCY MEETING: June 4, 2012

AGENDA ITEM NUMBER: ________________

TO: **CHAIR CHRISTOPHER AND AGENCY MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **RESOLUTION ADOPTING FISCAL YEAR 2012-2013 BUDGET, MAKING APPROPRIATIONS, AND DECLARING TAX INCREMENT**

BACKGROUND:

On May 8, 2012, the Budget Committee convened, received the City Manager's Budget Message for Fiscal Year 2012-2013, opened a public hearing to receive 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 2012-2013 Committee Approved Budget. After the hearing, the Agency may adjust the approved budget as follows:

1. Amend the budget estimates
2. The amount of estimated expenditures for each fund in an annual budget may not be increased by more than $5,000 or 10 percent of the estimated expenditures, whichever is greater

The Agency must adopt the upcoming fiscal year budget by June 30, 2012.

In addition to the above restrictions, in February 2012, the City Council passed the Ninth Amendment to the North River Road Urban Renewal Plan restricting the use of future tax increment revenues to be used solely for dealing with the Keizer Station LID issue. The Committee Approved Budget complies with these restrictions.

The Ninth Amendment also provides for the District to collect $1,395,602 in tax increment revenue, net uncollectable, discounts and compression. Assuming 92.7% collection rate and $30 compression (verified with Marion County) the Agency needs to approve $1,505,592 in increment value be used for the purpose of dividing the taxes. This amount is provided for in the attached resolution.

RECOMMENDATION:

Staff recommends the Agency open the public hearing and receives testimony on the fiscal year 2012-2013 Urban Renewal Agency Budget. After all testimony has been received, staff recommends the Agency close the public hearing and begin deliberations on fiscal year 2012-2013 budget as you so choose. Finally, staff recommends that the Agency adopt the attached Budget Resolution for Fiscal Year 2012-2013, with amendments if any.

Keizer Urban Renewal District

Committee Approved Budget

Fiscal Year 2012-2013

Geo Design by Emily Solberg, McNary High School

KEIZER URBAN RENEWAL AGENCY

FISCAL YEAR 2012-2013

Lore Christopher
Chair

Members of the Budget Committee

Council Members:	Public Members:
Lore Christopher, Chair	JoAnne Beilke
Cathy Clark, President	Ronald Bersin
Mark Caillier	Kim Freeman
Joe Egli	Joseph Gillis
David McKane	Ronald Hart
Brandon Smith	Dale Henson
James Taylor	Jeff Lewis

Chris Eppley, City Manager
Shannon Johnson, City Attorney

Management Team:

H. Marc Adams, Chief of Police
Nathan Brown, Community Development Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Susan Gahlsdorf, Finance Director
Bill Lawyer, Acting Public Works Director

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

FISCAL YEAR 2012-13 BUDGET QUOTES ON DEMOCRACY

No man is good enough to govern another man without that other's consent.

~Abraham Lincoln

Majority rule only works if you're also considering individual rights. Because you can't have five wolves and one sheep voting on what to have for supper. **~Attributed to Larry Flynt**

Democracy is the only system that persists in asking the powers that be whether they are the powers that ought to be.

~Sydney J. Harris

The most important political office is that of the private citizen. **~Louis Brandeis**

People often say that, in a democracy, decisions are made by a majority of the people. Of course, that is not true. Decisions are made by a majority of those who make themselves heard and who vote - a very different thing.

~Walter H. Judd

Man's capacity for justice makes democracy possible; but man's inclination to injustice makes democracy necessary.

~Reinhold Niebuhr

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BUDGET OVERVIEW

Welcome to Keizer Urban Renewal Agency's Fiscal Year 2012-2013 Budget Document. This document was prepared to assist you in understanding the Financial Plan and Operation of the Agency. It is the financial tool which enables the Agency to allocate its resources, a policy tool to communicate decisions to the staff and citizens, and a communication tool to express the goals and priorities for the next fiscal year. The staff uses the budget document as an accounting tool to ensure financial integrity and as a management audit tool to measure performance. In summary, this budget document will serve many purposes.

BASIS OF BUDGETING

The budget is prepared on a line-item basis. However, the budget is adopted by object within all funds (e.g. Personnel Services, Materials & Services, Capital Outlay, Debt Service). Generally, the budget is prepared on a modified accrual basis. Revenues are recognized when they become measurable and available, and Expenditures are recognized when they are incurred. While the Agency reserves funds to replace equipment, depreciation is not shown in the budget, although the full price of equipment and Capital Improvements is and the purchase of Capital Improvements is depreciated in the Annual Financial Report. All appropriations lapse at fiscal year-end to the extent that they have not been expended or lawfully re-budgeted.

The Agency adopts the budget on a fund basis; therefore, cash disbursements of a fund may not legally exceed that fund's appropriations for cash disbursements. Public hearings before a Budget Committee and the Board as well as formal newspaper publications of certain budgetary information must be conducted prior to the formal adoption of the budget by Agency Resolution. The Board may amend the budget to expend unforeseen receipts by Supplemental Appropriations. Supplemental Budgets require approval by the Board prior to enactment. All Supplemental Appropriations are included in the budget comparison statements. Appropriations lapse at year-end and may not be carried over. Appropriations are made by object for all funds.

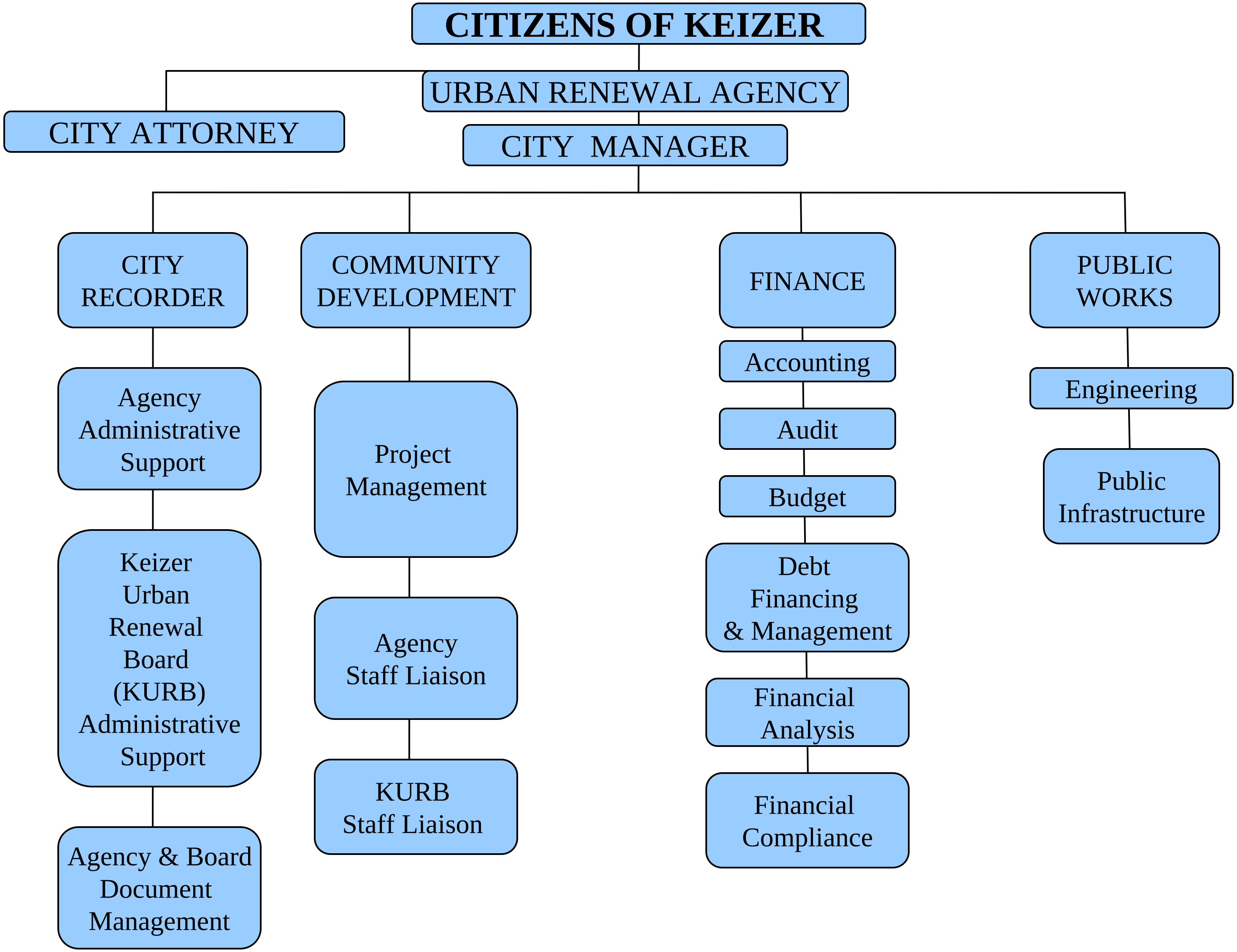
BUDGET PROCESS

This document was prepared under the guidelines set forth under Oregon's Local Budget Law. This law establishes the standard procedures for preparing, presenting, and administering the budget. It also requires citizen involvement in the preparation and public disclosure before final adoption. Staff works together with the City Manager to develop the annual City Manager's Recommended Budget taking into consideration the projects specified in the Urban Renewal Plan. Once complete, the document is presented to the Budget Committee for deliberation and approval, as amended.

KEIZER URBAN RENEWAL AGENCY
FISCAL YEAR 2012-2013 BUDGET CALENDAR

Tuesday, April 10th	Notice of Budget Committee meeting on Urban Renewal Budget to Keizertimes for publication on Friday, April 13th and Friday, April 20th for meeting on Tuesday, May 8th at 6:00 p.m.
Tuesday, May 1st	Urban Renewal Budget Document distributed to Budget Committee
Tuesday, May 8th – 6:00 p.m.	Urban Renewal Budget Committee Meeting ♦ Election of Urban Renewal Budget Committee Chair ♦ Approval of Urban Renewal Budget Calendar ♦ Public Testimony ♦ Presentation of Keizer Urban Renewal District Budget Message ♦ Discussion of Urban Renewal Agency Budget
Tuesday, May 15th – 6:00 p.m.	Alternate meeting to complete Urban Renewal Budget (if needed)
Tuesday, May 22nd	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 25th.
Monday June 4th – 6:30 p.m.	Public hearing on Urban Renewal Budget. Board adoption of Budget.
Monday June 18th – 7:00 p.m.	Alternate public hearing on Urban Renewal Budget (if needed)

ORGANIZATIONAL STRUCTURE



FINANCIAL POLICIES

General

- The Agency shall keep government costs and services to a minimum by providing services to the community in a coordinated, efficient and least cost fashion.

Revenue

- Revenue forecasts are based on actual historical data adjusted for any known changes in the underlying assumptions.

Fund Balance

- At June 30 of each year, sufficient reserves shall exist to adequately cover the cash flow needs of the fund and to adequately provide for economic uncertainties for the upcoming year. Should the fund balance fall below the targeted amount in a given fund, a plan for expenditure reductions and/or revenue increases shall be submitted to the Urban Renewal Board via the Budget Committee. If, at the end of a fiscal year, the fund balance falls below the target, then the Agency shall develop a plan to restore the fund balance.

Accounting Policies

- The City manages the Urban Renewal District and it is the City's policy to establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City is achieving the following objectives:
    - Effective and efficient operations,
    - Reliable and accurate financial information,
    - Compliance with applicable laws and regulations, and safeguarding assets against unauthorized acquisition, use or disposition.
- The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City. The City's accounting and reporting system shall be designed to reasonably ensure the following:
    - Effectiveness and efficiency of operations,
    - Reliability of financial reporting, and
    - Compliance with applicable laws and regulations.

- The Agency will establish and maintain only those funds that are necessary by law and for sound financial management.

- The City shall annually prepare and publish, by December 31st of each year, a Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles.

- The City shall annually prepare and publish, by December 31st of each year, an Annual Financial Report in conformity with generally accepted accounting principles for the Keizer Urban Renewal District.

- In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.

- The Agency shall prepare and adopt an annual budget by June 30th of each year.

- The Agency shall invest funds subject to arbitrage regulations, Bond Indenture requirements, and the Prudent Person Rule which states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- General Obligation Debt issued by the City shall not exceed three percent of the total assessed value of property in the City, in accordance with Oregon State law (ORS 287.004).

* Where applicable, the City of Keizer's financial policies are adhered to in administering the Keizer Urban Renewal Agency

"PRIDE, SPIRIT, AND VOLUNTEERISM"

Motto of the City of Keizer

Volunteers are the foundation of the Keizer community. Many volunteers assist the City in performing a multitude of duties, often providing services that would be reduced or non-existent. Beginning with the citizens of this former rural area who tried seven times at incorporation to the many individuals who serve in various volunteer positions today, volunteerism has served as a successful basis for our City. These volunteer efforts grow out of the leadership of creative, committed people who believe in working together to solve issues for the betterment of our community.

Some of the most prevalent and dedicated volunteers are the members of the City Council. Each of these seven elected officials volunteer numerous hours attending City Council meetings, work sessions, committee meetings, community gatherings, as well as meeting with residents to discuss concerns, ideas, and other important issues facing the community. As one Council member noted, "We really don't view ourselves as politicians, only neighbors who care about the community, working together as a team to do what is best for the citizens." During our 30-year history, Keizer has elected 5 Mayors and 36 individuals to serve as City Councilors.

Assisting the City Council in setting policy and guiding the future development of the community are many volunteers who serve on various boards and commissions. Such volunteers are members of the Planning Commission, Budget Committee, Keizer Urban Renewal Board, Bikeways Committee, Volunteer Coordinating Committee, Traffic Safety Commission, Keizer Points of Interest Committee, Storm Water Advisory Committee and the Parks and Recreation Advisory Board. Most of these Boards meet on a monthly basis gathering information and forming recommendations to assist the City Council in guiding the City.

In addition to the various boards and commissions, the City Council regularly forms citizen task forces to assist with specific projects or events. During the last year, citizen groups have participated in the Keizer Rotary Amphitheatre operation, Good Vibrations Motorcycle Event, Keizer Chamber of Commerce Iris Festival, and the Holiday Festival of Lights Parade.

Additionally, volunteerism has enriched our community in a number of other ways. The independently established Keizer Parks Foundation supports parks and recreation in the city of Keizer. This dedicated group of individuals organizes a community garden program benefiting the Keizer Community Food Bank, a Roving Recreation Summer Program for youth, and through their legacy donation program, provided funds for benches and trees to Keizer parks. Some other community events that City volunteers have assisted in this year were Claggett Creek Watershed projects and the Mayor's Art Gala. Another exciting volunteer project coming to fruition is the oral history project being coordinated through the Keizer Points of Interest Committee in conjunction with the Keizer Channel 23 Advisory Committee. Filmed interviews are conducted with some of our life long citizens and broadcast over Keizer Channel 23. This project will help preserve the history of our community for generations to come. The Keizer community has also benefited from the number of volunteers who have contributed their time and energy to the Keizer Community Library located in the Keizer Heritage Building. This small all volunteer library has doubled their space and inventory over the last year. Volunteers also work with City staff in the information technology area, records management, park maintenance, and police services. Services and projects such as these truly show the pride, spirit and volunteerism of our community.

Heartfelt thanks to all of those volunteers who have built a community of which every resident should be proud to be a part. Volunteerism in the City of Keizer is alive, healthy and growing.

THANK YOU KEIZER VOLUNTEERS!!!!

Keizer Urban Renewal Agency

May 1, 2012

Honorable Chair Christopher, Board Members, Budget Committee, and Citizens of Keizer:

We are pleased to submit to you the Manager Recommended Budget for fiscal year 2012-2013. This budget will continue to strengthen the overall economic health of the commercial corridors, and enhance the aesthetic appeal and safety within the district.

The Urban Renewal Agency is managed and operated by the City of Keizer. The Agency Board is comprised of the City Council members. The budget of the City of Keizer is disclosed in a separate document. Detailed Financial Policies, compiled in a separate section of this document, set forth the basic framework of the overall fiscal management of the Agency.

Urban Renewal Districts in the state of Oregon are required to establish a maximum indebtedness which is the total cost to complete all of the projects in the Urban Renewal Plan. Once it reaches its maximum indebtedness the District has theoretically completed its purpose and stops collecting tax increment revenue for new projects.

The Keizer Urban Renewal District was scheduled to reach its maximum indebtedness in FY11-12 however, in February 2012, the City Council passed the ninth amendment to the District which increased the maximum indebtedness to $51,653,891, an additional $5,763,507. The ninth amendment narrows the immediate purpose of the district to dealing exclusively with the Keizer Station Local Improvement District (LID). Two property owners are in default on their assessment payments and the City is pursuing foreclosure and ownership of these properties. The extension of the Urban Renewal District is to raise cash to pay down on the City's debt because assessment payments on these properties are not coming in as scheduled.

The following is a summary of the financial highlights of the 2012-2013 fiscal year budget.

Revenues

Prior to adopting the ninth amendment, the District sought and obtained concurrence with all the District's overlapping taxing jurisdictions to allow it to extend the maximum indebtedness. The ninth amendment provides for a set amount of tax increment revenues to be raised over the next four years, $1,395,600 each year. The District will use these funds, combined with reserves, property sales proceeds and all other urban renewal cash resources to deal with the Keizer Station Property defaults. Once the real estate market recovers to an acceptable level, the City plans to sell the foreclosed properties and use the proceeds to repay the taxing jurisdictions their foregone revenues.

Expenditures

The city entered into reimbursement agreements with each jurisdiction (except the City of Keizer) which provides that the increase in maximum indebtedness of $5,763,507 be used solely for the purpose of addressing the default by the current property owners in making payments on account of the LID including costs and fees in the administration and issues dealing with the default of the LID, or to reimburse the taxing districts.

Personnel Services

There are no Program Expenses planned for FY12-13, therefore no program staff costs are allocated to the Project Fund. Personnel Services related to general administration are now budgeted in the City of Keizer's Administrative Services Fund.

Materials and Services

Materials & Services related to general administration are budgeted in the City of Keizer's Administrative Services Fund and are charged to the Agency on a monthly basis. Details of the Administrative Services Fund are located in the City of Keizer budget document. Administrative staff most directly involved with the LID default includes the City Attorney, Finance Director, and Legal Assistant.

The Agency anticipates a 33% decrease in Materials & Services in fiscal year 2012-2013 as compared to fiscal year 2011-2012. The decrease is primarily attributed to a decrease in Administrative Service costs reflecting a decrease in administrative staff time spent on urban renewal related projects.

Capital Outlay

River Road Renaissance Projects and related grant programs have been suspended until the District resolves the Keizer Station LID issues. The only capital outlay project planned for FY12-13 is for completion of a wall at Keizer Station Area B west which is needed to honor a commitment to the property owners in Area B. Funds used for this project are from property sales proceeds.

Debt Service

Debt Service is primarily for assessment payments on the Keizer Station LID debt. Loan payments are needed for debts incurred in the project fund related to the administration of the district and interest owed on the District's outstanding line of credit.

Summary

We would like to compliment and thank everyone involved in the development of the fiscal year 2012-13 Manager Recommended Budget. We appreciate the thoughtfulness that the Chair, Board Members, and Budget Committee take in reviewing this document, the important questions they ask and the requests for details needed to understand and appreciate the Agency services and to provide a document that is easily read by the citizens we serve.

On behalf of the entire staff of the City of Keizer, we pledge to you our very best efforts to help the Agency operate effectively and efficiently during the next fiscal year.

Respectfully submitted,

Chris Eppley
City Manager

Susan Gahlsdorf
Budget Officer

KEIZER URBAN RENEWAL AGENCY

RESOURCE AND EXPENDITURE SUMMARY

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ 952,792	$ 15,322	$ 2,809,500	$ 1,374,300	*Capital Carryforward*	$ 5,003,500	$ 5,003,500		264.08%
				TAXES & ASSESSMENTS				
3,961,468	3,885,851	3,973,400	4,052,600	Tax Increment Revenue	1,261,800	1,261,800		-68.86%
161,837	159,985	143,000	146,300	Prior Year Taxes	133,800	133,800		-8.54%
$ 4,123,305	$ 4,045,836	$ 4,116,400	$ 4,198,900	TOTAL TAXES & ASSESSMENTS	$ 1,395,600	$ 1,395,600		-66.76%
				DEBT PROCEEDS				
650,000	260,000	-	-	Loan Proceeds	-	-		
1,697,166	356,790	1,503,900	315,500	Bond Proceeds	150,000	150,000		-52.46%
$ 2,347,166	$ 616,790	$ 1,503,900	$ 315,500	TOTAL DEBT PROCEEDS	$ 150,000	$ 150,000		-52.46%
				MISCELLANEOUS				
-	2,253,919	-	-	Land Sale Proceeds	-	-		
11,665	11,653	5,100	7,600	Miscellaneous	3,600	3,600		-52.63%
$ 11,665	$ 2,265,572	$ 5,100	$ 7,600	TOTAL MISCELLANEOUS	$ 3,600	$ 3,600		-52.63%
$ 7,434,928	$ 6,943,520	$ 8,434,900	$ 5,896,300	**TOTAL RESOURCES**	$ 6,552,700	$ 6,552,700		11.13%
				REQUIREMENTS				
				EXPENDITURES				
$ 92,797	$ 90,632	$ 96,300	$ 95,100	Personnel Services	$ -	$ -		-100.00%
278,854	300,698	242,600	205,900	Materials & Services	128,400	128,400		-37.64%
2,218,694	1,576,341	2,936,800	206,400	Capital Outlay	40,300	40,300		-80.47%
4,829,261	3,601,660	4,233,800	385,400	Debt Service	6,285,700	6,285,700		1530.95%
-	-	474,000	-	Contingency	10,000	10,000		
$ 7,419,606	$ 5,569,331	$ 7,983,500	$ 892,800	TOTAL EXPENDITURES	$ 6,464,400	$ 6,464,400		624.06%
				FUND BALANCE				
15,322	1,374,189	451,400	5,003,500	Fund Balance	88,300	88,300		-98.24%
$ 7,434,928	$ 6,943,520	$ 8,434,900	$ 5,896,300	**TOTAL REQUIREMENTS**	$ 6,552,700	$ 6,552,700		11.13%

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND

PROJECT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 240,702	$ -	$ 258,200	$ 171,100	*Capital Carryforward*	$ 76,600	$ 76,600		-55.23%
2									
3					*DEBT PROCEEDS*				
4	650,000	260,000	-	-	Loan Proceeds	-	-		
5	1,697,166	356,790	1,503,900	315,500	Bond Proceeds (from Tax Increment Fund)	150,000	150,000		-52.46%
6	$ 2,347,166	$ 616,790	$ 1,503,900	$ 315,500	TOTAL DEBT PROCEEDS	$ 150,000	$ 150,000		-52.46%
7									
8					*MISCELLANEOUS*				
9	399	337	100	100	Interest	100	100		0.00%
10	2,078	4,060	-	-	Miscellaneous	-	-		
11	$ 2,477	$ 4,397	$ 100	$ 100	TOTAL MISCELLANEOUS	$ 100	$ 100		0.00%
12									
13	$ 2,590,345	$ 621,187	$ 1,762,200	$ 486,700	**TOTAL RESOURCES**	$ 226,700	$ 226,700		-53.42%

4 Loan Proceeds are from a line-of-credit primarily for Civic Center construction. The Agency drew the final amount on this line in fiscal year 2010-2011.

5 Funds come indirectly from tax increment revenues (line 17 of Tax Increment Budget). This revenue is not received until early December each year, after property tax payments are due. River Road Renaissance projects will be on hold from July through November 2011 until proceeds can be deposited into the Project Fund.

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND

PROJECT FUND

REQUIREMENTS

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
14					*PERSONNEL SERVICES*				
15	$ 5,395	$ 5,396	$ 5,400	$ 4,200	Public Works Director	$ -	$ -		-100.00%
16	4,227	4,228	4,300	4,300	Public Works Superintendent	-	-		-100.00%
17	3,332	3,360	3,300	3,300	Municipal Utility Worker	-	-		-100.00%
18	39,642	39,661	39,600	39,600	Community Development Director	-	-		-100.00%
19	5,337	5,339	5,400	5,400	Associate Planner	-	-		-100.00%
20	6,363	6,366	6,400	6,400	Senior Planner	-	-		-100.00%
21	4,484	2,705	4,500	4,500	Administrative Support Staff	-	-		-100.00%
22	-	-	-	-	Overtime	-	-		
23	357	377	500	500	Cell Phone Stipend/Clothing Allowance	-	-		-100.00%
24	1,063	1,035	1,100	1,100	Medicare	-	-		-100.00%
25	13,280	11,946	14,400	14,400	Retirement	-	-		-100.00%
26	9,126	10,059	11,200	11,200	Insurance Benefits	-	-		-100.00%
27	191	160	200	200	Workers Compensation	-	-		-100.00%
28	$ 92,797	$ 90,632	$ 96,300	$ 95,100	TOTAL PERSONNEL SERVICES	$ -	$ -		-100.00%

Notes:

14 There are no Program Expenses planned for FY12-13, therefore no Program Staff costs are allocated to the Project Fund.

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND

PROJECT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
29					*MATERIALS & SERVICES*				
30	$ 116	$ -	$ -	$ 1,900	Postage & Printing	$ -	$ -		-100.00%
31	421	337	500	500	Association Memberships	-	-		-100.00%
32	279	85	200	200	Meetings, Training & Travel	-	-		-100.00%
33	649	693	1,100	1,100	Public Notices	1,500	1,500		36.36%
34	494	924	31,000	15,000	Legal Services	40,000	40,000		166.67%
35	269,795	260,178	167,300	166,900	Administrative Services Charges	86,600	86,600		-48.11%
36	4,350	37,919	30,000	20,000	Contractual Services	-	-		-100.00%
37	250	250	-	300	Audit	300	300		0.00%
38	121	-	-	-	Telephone	-	-		
39	2,028	(39)	2,500	-	Engineering	-	-		
40	351	351	10,000	-	Bond Issue Costs	-	-		
41	-	-	-	-	Miscellaneous	-	-		
42	$ 278,854	$ 300,698	$ 242,600	$ 205,900	TOTAL MATERIALS & SERVICES	$ 128,400	$ 128,400		-37.64%

Notes:

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

34 Legal Services provide $26,000 for foreclosure of Keizer Station Properties in FY11-12 and an additional $15,000 to be expended in FY12-13.

35 Materials & Services related to general administration are 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.

	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	PERCENT INC (DEC) PROJECTED
(1)	$ 6,400	$ 5,800	City-wide Administration	$ 4,800	$ 4,800	-17.24%
(2)	31,500	31,600	City Manager	3,800	3,800	-87.97%
(3)	9,300	9,100	Information Systems	3,200	3,200	-64.84%
(4)	41,100	41,200	Attorney's Office	35,000	35,000	-15.05%
(5)	31,500	31,600	City Recorder	3,700	3,700	-88.29%
(6)	5,300	5,300	Human Resources	1,700	1,700	-67.92%
(7)	36,500	36,700	Finance	32,000	32,000	-12.81%
(8)	5,600	5,600	Facility Maintenance	2,400	2,400	-57.14%
	100	-	Rounding	-	-	
	$ 167,300	$ 166,900		$ 86,600	$ 86,600	-48.11%

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND

PROJECT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
43					*CAPITAL OUTLAY*				
44	$ -	$ -	$ 50,000	$ -	Gateway/Signage (RRR)	$ -	$ -		
45	-	-	159,000	-	Grant Programs (RRR)	-	-		
46	643,314	771	-	100	Property Acquisition & Development	-	-		-100.00%
47	181,182	57,705	470,000	109,000	River Road Renaissance Projects (RRR)	-	-		-100.00%
48	13,380	(13,380)	-	-	Master Plan	-	-		
49	1,362,903	9,917	-	-	Civic Center	-	-		
50	17,915	3,773	-	-	Kitchen Design	-	-		
51	$ 2,218,694	$ 58,786	$ 679,000	$ 109,100	TOTAL CAPITAL OUTLAY	$ -	$ -		-100.00%
52									
53	-	-	474,000	-	Contingency	10,000	10,000		
54									
55					*FUND BALANCE*				
56	-	171,071	270,300	76,600	Fund Balance	88,300	88,300		15.27%
57									
58	$ 2,590,345	$ 621,187	$ 1,762,200	$ 486,700	TOTAL REQUIREMENTS	$ 226,700	$ 226,700		-53.42%

Notes:

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

45 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

47 Sufficient funds are available to cover approximately $1.2 million in projects plus administrative staff costs for two years (through fiscal year 2012-2013).

53 Contingency funds are available should additional River Road Renaissance Projects get underway.

56 Fund balance includes Administrative costs for one year in anticipation of project costs carrying over into fiscal year 2012-2013.

KEIZER URBAN RENEWAL AGENCY
DEBT SERVICE FUND

TAX INCREMENT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 712,090	$ 15,322	$ 293,500	$ 464,200	*Capital Carryforward*	$ 4,282,900	$ 4,282,900		822.64%
2									
3					*TAXES & ASSESSMENTS*				
4	3,961,468	3,885,851	3,973,400	4,052,600	Tax Increment Revenue	1,261,800	1,261,800		-68.86%
5	161,837	159,985	143,000	146,300	Prior Year Taxes	133,800	133,800		-8.54%
6	$ 4,123,305	$ 4,045,836	$ 4,116,400	$ 4,198,900	TOTAL TAXES & ASSESSMENTS	$ 1,395,600	$ 1,395,600		-66.76%
7									
8					*MISCELLANEOUS*				
9	9,188	4,656	5,000	5,200	Interest	1,300	1,300		-75.00%
10									
11	$ 4,844,583	$ 4,065,814	$ 4,414,900	$ 4,668,300	TOTAL RESOURCES	$ 5,679,800	$ 5,679,800		21.67%
12									
13					**REQUIREMENTS**				
14									
15					*DEBT SERVICE*				
16	$ 132,094	$ 144,870	$ 69,900	$ 69,900	Interest	$ 79,800	$ 79,800		14.16%
17	1,697,167	356,790	1,503,900	315,500	Loan Payment (Project Fund)	150,000	150,000		-52.46%
18	-	-	-	-	Assessment Payment on Foreclosed Property	5,450,000	5,450,000		
19	3,000,000	3,100,000	2,660,000	-	Bond Principal Payment (line of credit)	-	-		
20	$ 4,829,261	$ 3,601,660	$ 4,233,800	$ 385,400	TOTAL DEBT SERVICE	$ 5,679,800	$ 5,679,800		1373.74%
21									
22					*FUND BALANCE*				
23	15,322	464,154	181,100	4,282,900	Fund Balance	-	-		-100.00%
24									
25	$ 4,844,583	$ 4,065,814	$ 4,414,900	$ 4,668,300	TOTAL REQUIREMENTS	$ 5,679,800	$ 5,679,800		21.67%

Notes:

4 The District's Ninth Plan Amendment provides for collection of approximately $1,395,600 in Tax Increment Revenues each year for the next four years (FY12-13 through FY15-16).

16 Interest expense is for the line of credit the Agency has outstanding. At July 1 the balance outstanding is $2.66M. Interest is a variable rate and is estimated at 3% for FY12-13.

17 Tax Increment Fund moneys are restricted for the payment of debt. Loan payments are for debts incurred by the Project Fund.

19 The Line of Credit was issued in 2008 primarily to finance the Civic Center. The balance outstanding on the line of credit is $2.66M. The Agency is requesting a waiver from the bank to allow it to pay interest only on this debt until maturity in December 2015. In the interim, revenues will be used to pay assessments on the foreclosed Keizer Station LID properties which accrue at a higher interest rate (5.2%).

KEIZER URBAN RENEWAL AGENCY

SPECIAL REVENUE FUND

PROGRAM INCOME FUND

#	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ -	$ 2,257,800	$ 739,000	***Capital Carryforward***	$ 644,000	$ 644,000		-12.86%
2									
3					*MISCELLANEOUS*				
4	-	2,253,919	-	-	Land Sale Proceeds	-	-		
5	-	2,600	-	2,300	Interest	2,200	2,200		-4.35%
6	$ -	$ 2,256,519	$ -	$ 2,300	TOTAL MISCELLANEOUS	$ 2,200	$ 2,200		-4.35%
7									
8	$ -	$ 2,256,519	$ 2,257,800	$ 741,300	**TOTAL RESOURCES**	$ 646,200	$ 646,200		-12.83%
9									
10					**REQUIREMENTS**				
11									
12					*CAPITAL OUTLAY*				
13	$ -	$ 1,517,334	$ 1,734,500	$ -	Property Acquisition & Development	-	-		
14	-	221	96,900	97,300	Area B Development Costs	40,300	40,300		-58.58%
15	-	-	426,400	-	Unanticipated Expense	-	-		
16	$ -	$ 1,517,555	$ 2,257,800	$ 97,300	TOTAL CAPITAL OUTLAY	$ 40,300	$ 40,300		-58.58%
17									
18					*DEBT SERVICE*				
19	$ -	$ -	$ -	$ -	Assessment Payment on Foreclosed Property	$ 605,900	$ 605,900		
20									
21					*FUND BALANCE*				
22	-	738,964	-	644,000	Fund Balance	-	-		-100.00%
23									
24	$ -	$ 2,256,519	$ 2,257,800	$ 741,300	**TOTAL REQUIREMENTS**	$ 646,200	$ 646,200		-12.83%

Notes:

4 Land Sale proceeds in FY10-11 includes Area B property sales to the Transit District and RJMEW.

13 Property Acquisition & Development included purchase of the Buchanan and Buchholtz properties in FY10-11.

14 Area B Development costs are for project commitments to the Transit District and RJMEW from the land sales proceeds received from these entities.

BUDGET NOTES

TAX INCREMENT FUND

Revenues

Each year the Agency is required to assess taxes at least equal to upcoming debt service regardless of the cash balances in the fund.

Debt Service

Tax Increment Funds shall only be used for payment of debt service.

Reserves

Reserve amounts are provided for in the bond documents and must be fully funded until extinguishment of the related debt if any.

PROJECT FUND

The FY08-09 Urban Renewal Budget for the Civic Center construction includes $150,000 for public art in the form of the T.D. Keizer statue.

The River Road Renaissance Projects are on hold until the Keizer Station Property Foreclosure project is completed.

Note: The Keizer Urban Renewal Agency has passed nine amendments for the district.

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2012

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Actual FY11-12	Budget FY12-13	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	$8,556 - $11,164
Total	1.0	1.0	1.0	1.0	1.0	
ASSISTANT TO THE CITY MANAGER						
Assistant to the City Manager	1.0	1.0	1.0	0.0	0.0	6,081 - 7,933
Total	1.0	1.0	1.0	0.0	0.0	
CITY ATTORNEY						
Attorney	0.0	1.0	1.0	1.0	1.0	8,148 - 10,631
Legal Assistant	0.0	1.0	1.0	1.0	1.0	3,387 - 4,420
Total	0.0	2.0	2.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	4,765 - 6,217
* Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	3,073 - 4,007
Total	2.0	2.0	2.0	2.0	2.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	6,384 - 8,330
* Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	3,387 - 4,420
Total	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	6,705 - 8,748
* Assistant Controller	0.0	1.0	1.0	1.0	1.0	5,515 - 7,197
Network Administrator	1.0	1.0	1.0	1.0	1.0	4,765 - 6,217
* Accountant	1.0	0.0	0.0	0.0	0.0	3,920 - 5,113
* Accounting Technician	1.0	1.0	1.0	1.0	1.0	3,073 - 4,007
* Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	3,073 - 4,007
* Utility Billing Clerks	3.0	3.0	3.0	3.0	2.5	2,787 - 3,637
Court Clerk I	1.0	1.0	1.0	1.0	1.0	2,654 - 3,461
Court Clerk II	1.0	1.0	1.0	1.0	0.5	2,926 - 3,817
* Office Assistant/Receptionist	1.0	1.0	1.0	1.0	1.0	2,527 - 3,299
Total	11.0	11.0	11.0	11.0	10.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2012

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Actual FY11-12	Budget FY12-13	Monthly Salary Range (1.0 FTE)
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	1.0	7,391 - 9,643
Senior Planner	1.0	1.0	1.0	1.0	1.0	4,538 - 5,921
Planner	1.0	1.0	1.0	1.0	1.0	3,921 - 5,113
Code Enforcement/Zoning Technician	1.0	1.0	1.0	0.0	0.0	3,226 - 4,209
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,926 - 3,817
Total	5.0	5.0	5.0	4.0	4.0	
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	7,041 - 9,185
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	5,515 - 7,197
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	2,926 - 3,817
Municipal Utility Worker I - Parks	1.0	1.0	1.0	1.0	1.0	2,955 - 3,857
Municipal Utility Worker II - Parks	1.0	0.0	0.0	0.0	0.0	3,104 - 4,047
Municipal Utility Worker I - General	8.0	8.0	8.0	8.0	8.0	3,104 - 4,047
Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	3,259 - 4,250
Municipal Utility Worker II - General	3.0	3.0	3.0	3.0	3.0	3,423 - 4,463
Municipal Utility Worker III - Parks	0.0	1.0	1.0	1.0	1.0	3,921 - 5,113
Municipal Utility Worker III	3.0	3.0	3.0	3.0	3.0	4,321 - 5,639
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	4,538 - 5,921
Storm Water Technician	0.0	0.0	1.0	1.0	2.0	3,387 - 4,420
Senior Storm Water Technician	0.0	0.0	1.0	1.0	1.0	3,921 - 5,113
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,926 - 3,817
Total	22.0	22.0	24.0	24.0	25.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2012

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Actual FY11-12	Budget FY12-13	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	7,391 - 9,643
Captain(s)	2.0	1.0	1.0	1.0	1.0	6,384 - 8,330
Lieutenants	0.0	0.0	2.0	2.0	2.0	5,791 - 7,556
Sergeants	7.0	8.0	7.0	7.0	7.0	5,252 - 6,854
Police Officers	31.0	30.0	26.0	26.0	26.0	4,089 - 5,348
Total Sworn Positions	41.0	40.0	37.0	37.0	37.0	
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,387 - 4,420
* Investigative Services Specialist	1.0	1.0	1.0	1.0	1.0	3,292 - 4,293
Community Services Officer	1.0	1.0	1.0	1.0	1.0	3,292 - 4,293
* Property & Evidence Specialist	1.0	1.0	1.0	1.0	1.0	3,136 - 4,089
* Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	2,983 - 3,893
* Police Support Specialists	3.0	3.0	3.0	3.0	3.0	2,707 - 3,531
Total Non-sworn Positions	8.0	8.0	8.0	8.0	8.0	
Total	49.0	48.0	45.0	45.0	45.0	
Grand Total	93.0	94.0	93.0	91.0	91.0	

(1) Due to staff reorganizations, this position previously reported to a different Department but full FTE history is listed in its current Department for comparative purposes.

* Classified as Administrative Support in budget document.
Actual FTE numbers represent positions funded in the year represented.

CITY OF KEIZER
SALARY ALLOCATIONS
FISCAL YEAR 2012-2013 BUDGET

	General Fund					Other Funds							
			Comm		Muni		Comm				Storm	Urban	
	Admin	Parks	Dev	Police	Court	Street	Center	Sewer	Water	SLD	Water	Renewal	
TITLE	102	106	108	111	115	O12	021	O40	O42	043	046	O50	TOTAL
*CITY MANAGER**													
City Manager	78.9%					8.0%	2.6%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
*CITY ATTORNEY**													
Attorney	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Legal Assistant	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
*CITY RECORDER**													
City Recorder	56.4%					8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
Deputy City Recorder	56.4%					8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
*HUMAN RESOURCES***													
Human Resources Director	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Administrative Assistant	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
FINANCE													
Finance Director*	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Assistant Controller	34.0%					10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	34.0%					10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Municipal Court Clerks					100.0%								100%
Utility Billing Technician								47.0%	43.0%		10.0%		100%
Utility Billing Clerks								47.0%	43.0%		10.0%		100%
Utility Billing Clerk/Municipal Court					50.0%			23.5%	21.5%		5.0%		100%
Receptionist/Administrative Assistant**	4.0%					5.0%	70.0%	7.0%	7.0%	1.0%	5.0%	1.0%	100%
*INFORMATION SYSTEMS***													
Network Administrator	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%

*Hours are tracked in the Legal Department on a project basis

**Hours are based on Full-Time Equivelents within each fund

CITY OF KEIZER
SALARY ALLOCATIONS
FISCAL YEAR 2012-2013 BUDGET

	General Fund					Other Funds							
			Comm		Muni		Comm				Storm	Urban	
	Admin	Parks	Dev	Police	Court	Street	Center	Sewer	Water	SLD	Water	Renewal	
TITLE	**102**	**106**	**108**	**111**	**115**	**O12**	**021**	**O40**	**O42**	**043**	**046**	**O50**	**TOTAL**
COMMUNITY DEVELOPMENT													
Community Development Director			87.0%			10.0%		1.0%	1.0%	0.0%	1.0%	0.0%	100%
Senior Planner			97.0%					1.0%	1.0%		1.0%		100%
Planner			100.0%										100%
Permit Specialist/Utility Billing			75.0%					12.0%	12.0%		1.0%		100%
POLICE DEPARTMENT													
All Staff				100.0%									100%
PUBLIC WORKS													
Public Works Director		1.0%				44.0%		5.0%	27.0%	5.0%	18.0%		100%
Public Works Superintendent	7.0%	5.0%	0.0%	0.0%	0.0%	28.0%	0.0%	5.0%	40.0%	5.0%	10.0%		100%
Permit Specialist						43.0%		12.0%	30.0%	10.0%	5.0%		100%
Facility Maintenance	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Municipal Utility Worker I (2)											100.0%		100%
Municipal Utility Worker I (1)		100.0%											100%
Municipal Utility Worker I (1)						75.0%					25.0%		100%
Municipal Utility Worker I (4)									100.0%				100%
Municipal Utility Worker II (1)		100.0%											100%
Municipal Utility Worker II (4)									100.0%				100%
Municipal Utility Worker III (1)						40.0%					60.0%		100%
Municipal Utility Worker III (1)						25.0%			65.0%		10.0%		100%
Municipal Utility Worker III (1)									100.0%				100%
Environmental Program Manager											100.0%		100%
Storm Water Technician											100.0%		100%
Senior Storm Water Technicians (2)											100.0%		100%
**Hours are based on Full-Time Equivelents within each fund													
Municipal Utility Workers (#) = number of staff													

CITY OF KEIZER
SALARY ALLOCATION CHANGES FROM PREVIOUS FISCAL YEAR
FISCAL YEAR 2012-2013 BUDGET

	General Fund				Other Funds								General Fund				Other Funds						
	Admin	Parks	Comm Dev	Muni Court	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal		Admin	Parks	Comm Dev	Muni Court	Street	Sewer	Water	SLD	Storm Water	Urban Renewal	
TITLE	102	106	108	115	O12	021	O40	O42	043	046	O50	TOTAL	102	106	108	115	O12	O40	O42	043	046	O50	TOTAL
CITY MANAGER*																							
City Manager	78.9%				8.0%	2.6%	2.2%	3.8%	0.7%	1.8%	2.0%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
CITY ATTORNEY*																							
Attorney	69.2%				6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Legal Assistant	69.2%				6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
CITY RECORDER*																							
City Recorder	56.4%				8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Deputy City Recorder	56.4%				8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
HUMAN RESOURCES**																							
Human Resources Director	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
Administrative Assistant	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
FINANCE																							
Finance Director*	69.2%				6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Assistant Controller	34.0%				10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%	35.0%				10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	34.0%				10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%	35.0%				10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Utility Billing Clerk/Municipal Court				50.0%			23.5%	21.5%		5.0%		100%						47.0%	43.0%		10.0%		100%
Receptionist/Administrative Assistant**	4.0%				5.0%	70.0%	7.0%	7.0%	1.0%	5.0%	1.0%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
INFORMATION SYSTEMS**																							
Network Administrator	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%

*Hours are tracked in the Legal Department on a project basis
**Hours are based on Full-Time Equivelents within each fund

COMMUNITY DEVELOPMENT																							
Community Development Director			87.0%		10.0%		1.0%	1.0%		1.0%		100%			58.0%		5.0%		2.0%			35.0%	100%
Senior Planner			97.0%				1.0%	1.0%		1.0%		100%			90.0%							10.0%	100%
Planner			100.0%									100%			90.0%							10.0%	100%
Permit Specialist/Utility Billing			75.0%				12.0%	12.0%		1.0%		100%			85.0%			2.0%	2.0%	0.0%	1.0%	10.0%	100%
PUBLIC WORKS																							
Public Works Director		1.0%			44.0%		5.0%	27.0%	5.0%	18.0%		100%		1.0%			44.0%	3.0%	27.0%	5.0%	18.0%	2.0%	100%
Public Works Superintendent	7.0%	5.0%			28.0%		5.0%	40.0%	5.0%	10.0%		100%	5.0%	5.0%			30.0%	5.0%	40.0%	5.0%	5.0%	5.0%	100%
Facility Maintenance	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
Municipal Utility Worker III (1)					25.0%			65.0%		10.0%		100%					25.0%		60.0%		10.0%	5.0%	100%
Municipal Utility Worker III (1)								100.0%				100%							100.0%				100%

**Hours are based on Full-Time Equivelents within each fund
Municipal Utility Workers (#) = number of staff

GLOSSARY OF COMMON BUDGET TERMS

Administration: The group of departments and positions including the City Manager, City Attorney's Office, City Recorder's Office, Finance Department and Human Resources Department.

Adopted Budget: The financial plan adopted by the City Council which forms the basis and limits for appropriations for the fiscal year.

Approved Budget: The budget recommended by the Budget Committee and reviewed by the City Council prior to adoption.

Appropriation: The legal authorization granted by the City Council to spend specific amounts of public funds for specific purposes during specific periods of time.

Arbitrage: The investment of proceeds, of a relatively low interest rate state or municipal obligation, in taxable market securities which bear a higher interest rate.

Assessed Value: The portion of value of real or personal property which is taxable. It is the lesser of the property's real market value or the constitutional value limit (Maximum Assessed Value – MAV). The value limit may increase 3% annually unless qualifying improvements or changes are made to the property. These improvements or changes allow the value limit to increase by more than 3%.

Audit: A review of City accounts by an independent auditing firm to substantiate year-end fund balances, reserves and cash in hand.

Balance Budget: "The...total resources in a fund equal the total of expenditures and requirements for that fund." Oregon Administrative Rule 150-294.352(1)-(B),

Ballot Measure 50: In May 1997 voters approved Ballot Measure 50 which fundamentally changed the structure of property taxes in Oregon from a tax base system to a permanent tax rate.

Bonds: A written promise to pay a sum of money, called principal or face value at future date, called the maturity date, along with periodic interest paid at the specified percentage of the principal (interest rate). Bonds are typically used to finance long-term Capital Improvements.

Budget: The City's financial plan for a period of one year. By statute, the budget must be balanced and include a statement of actual revenues and expenditures for each of the last two years. Also required are estimated revenues and expenditures for the current and forthcoming year.

Budget Committee: The fiscal planning board of the local government, consisting of the Mayor and City Council plus an equal number of legal voters from the district.

Budget Message: An explanation of the budget and the City's financial priorities. Prepared by or under the direction of the City Manager.

Budget Officer: Person appointed by the City Council to be responsible for assembling the budget. For City of Keizer, the Finance Director serves this role.

Budget Resolution: The budget is adopted each year by the City Council through passage of a Resolution. This Budget Resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year.

Capital Outlay: Items which generally have a useful life of one or more years, such as machinery, land, furniture, computers and other equipment, and buildings.

Contingency: A special amount set aside for necessary unforeseen and unplanned expenses. Contingencies may not be spent without City Council approval via a Transfer Resolution or Supplemental Budget.

Debt Service: The payment of general long-term debt, consisting of principal and interest payments.

Debt Service Fund: Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Department: An organizational unit of the City.

Enterprise Fund: A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water and utilities).

Expenditure: The payment for goods and services, debt service, and Capital Outlay from a governmental fund.

Expenses: The payment for goods and services from a Proprietary Fund.

Fiscal Year: The twelve months beginning July 1 and ending June 30 of the following year.

Franchise Fee: A fee charged each year to utilities as a payment in lieu of permit fees for the use of City streets. The fee is generally based on a percentage of revenues.

Fund: A fiscal and accounting entity with balancing revenues and appropriations.

Fund Balance: The difference between fund assets and fund liabilities of governmental and similar trust funds.

FTE: An abbreviation for full-time equivalent employees. Staffing levels are measured in FTE to give consistent comparison from year to year.

General Fund: Accounts for all financial resources except those required to be accounted for in another fund.

Internal Services Fund: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

Line-Item Budget: The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division.

Materials & Services: An object classification which includes contractual and other services, materials and supplies and other charges.

Net Working Capital: Funds which allow the City to meet current cash flow requirements, shortfalls in revenues or unexpected demands until tax revenues or other major revenues are available.

Ordinance: Written directive or act of a governing body. Has the full force and effect of law within the local government's boundaries, provided it does not conflict with a State Statute or Constitutional Provision. See "Resolution."

Personnel Services: Costs associated with employees, including salaries, overtime and fringe benefit costs.

Property Taxes: Amounts imposed on taxable property by a local government within its operating rate limit, levied under local option authority, or levied to repay bonded debt.

Proposed Budget: The proposed budget is the one proposed by the City Manager and is reviewed by the Budget Committee.

Proprietary Fund: A fund classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., Enterprise Funds).

Rate Limit: A district's permanent ad valorem property tax rate for operating purposes. This rate levied against the assessed value of property raises taxes for general operations. Permanent tax rate limits were either computed by the Department of Revenue for districts existing prior to 1997-1998 or are voter-approved for districts formed in 1997-1998 and later.

Real Market Value: Value set on real and personal property as a basis for imposing tax.

Reserve Fund: Established to accumulate money from one fiscal year to another for a specific purpose.

Reserves: An accumulation of funds for a specific future purpose. Reserves may only be spent during the fiscal year with City Council approval through a Transfer Resolution or a Supplemental Budget.

Resolution: An order of a governing body. Requires less legal formality and has lower legal status than an Ordinance. Statutes or Charter will specify which actions must be by ordinance and which may be by resolution. (For cities, revenue raising measures such as taxes, special assessments and service charges always require ordinances.) See "Ordinance."

Resources: Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year.

Revenue: Moneys received during the year to finance City services.

Special Assessments: A way to finance a local improvement which allows benefited property owners to pay the City back over time. Special assessments may be bonded through a special bond or unbonded.

Special Revenue Fund: Accounts for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

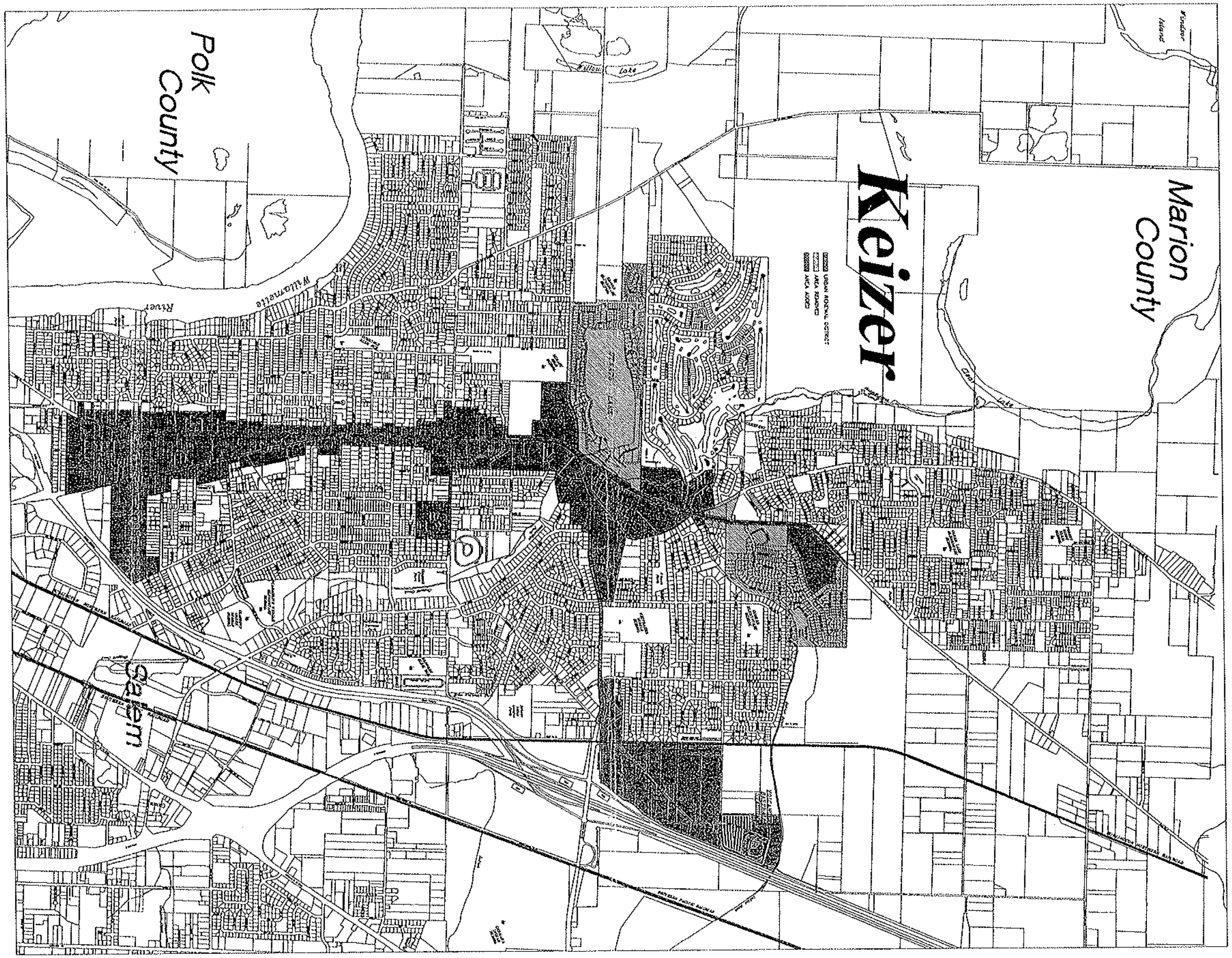
Supplemental Budget: An amendment to the adopted budget that is prepared to meet unexpected needs or to appropriate revenues not anticipated at the time the budget was adopted. The supplemental budget may not increase the tax levy.

Tax Levy: The total amount of property taxes required by the City to meet requirements.

Tax Rate: The amount of tax stated in terms of a unit of the district's assessed value. For example, the City of Keizer's tax rate is $2.0838 per $1,000 of assessed value of taxable property.

Transfer: An amount distributed from one fund to finance activities in another fund. It is shown as an expenditure in the originating fund and a resource in the receiving fund.

Unappropriated Ending Fund Balance: An amount set aside to be used as cash carry-over for the next fiscal year's budget.


Polk County
Marion County
Keizer
Salem

KEIZER URBAN RENEWAL AGENCY, STATE OF OREGON

RESOLUTION UR2012-_________

ADOPTING THE FY12-13 BUDGET, MAKING APPROPRIATIONS, 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 2012-2013 in the sum of $6,464,400 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated:

Tax Increment Fund **TOTAL TAX INCREMENT FUND**	Debt Service	$ 5,679,800	**$5,679,800**
Project Fund **TOTAL PROJECT FUND**	Materials & Services Contingency	128,400 10,000	**$138,400**
Program Income Fund **TOTAL PROGRAM INCOME FUND**	Capital Outlay Debt Service	40,300 605,900	**646,200**
TOTAL APPROPRIATIONS ALL FUNDS			**$6,464,400**

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 that $1,505,592 in increment value be used for the purpose of 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.

PASSED this _____ day of _________________________, 2012.

SIGNED this _____ day of _________________________, 2012.

____
Chair

____
City Recorder

MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, April 2, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the session to order at 6:47 p.m. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Chair	Chris Eppley, City Manager
Cathy Clark	Shannon Johnson, City Attorney
Jim Taylor	Bill Lawyer, Public Works
Joe Egli	Marc Adams, Police Chief
Brandon Smith	Tracy Davis, City Recorder
Mark Caillier	
David McKane	
Michael Courser	

PUBLIC TESTIMONY

None

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. RESOLUTION – Authorization for Resolution Transfer for Foreclosure Costs in the Project Fund

City Attorney Shannon Johnson explained that this does not initiate the foreclosure action but puts the funds in the right department so that the City can move forward with the proceedings.

Agent Clark noted that the words “City Council” in the Resolution should be replaced with “Urban Renewal Agency”.

<u>Agent Clark moved that the Keizer Urban Renewal Agency adopt a Resolution - Authorization for Resolution Transfer for Foreclosure Costs in the Project Fund as amended. Agent Taylor seconded. Motion passed unanimously as follows:</u>

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

CONSENT CALENDAR

A. Approval of February 6, 2012 Agency Minutes
B. Approval of February 21, 2012 Agency Minutes

Agent Clark moved for approval of Item B of the Consent Calendar. Agent Taylor seconded. Motion passed unanimously as follows:

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

Agent Clark moved from approval of Item A of the Consent Calendar. Agent Taylor seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, Taylor and Clark (5)
NAYS: None (0)
ABSTENTIONS: Caillier and McKane (2)
ABSENT: None (0)

OTHER BUSINESS None

ADJOURNMENT With no further business the meeting was adjourned at 6:55 p.m.

APPROVED:

Debbie Lockhart, Deputy City Recorder

Lore Christopher, Chair

AGENCY MEMBERS

David McKane | Mark Caillier

Jim Taylor | Cathy Clark

Brandon Smith | Joe Egli

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 4, 2012
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 – Setting Water Rates (2013) – Repealing Ordinance 2011-636**

   b. **RESOLUTION – Certification of Lighting District Assessments**

   c. **RESOLUTION – Adopting FY 2012-2013 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes**

6. **ADMINISTRATIVE ACTION**

   a. **ORDINANCE – Repealing Ordinance Withdrawing Territory from Marion County Fire District No. 1 – Repealing Ordinance 2011-644**

   b. **RESOLUTION – Directing Distribution of Revenues from the Transient Occupancy Tax – Repealing R2011-2136**

   c. **RESOLUTION – Authorization for Supplemental Budget – Police, 9-1-1, PEG, Community Center and Street Lighting District Expenses**

   d. **RESOLUTION – Authorizing Temporary Use and Signs Subject to Conditions for Keizer Friday Market (2012)**

7. **CONSENT CALENDAR**

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

   b. **RESOLUTION – Certification of Delinquent Sewer and Storm Water Accounts**

   c. **RESOLUTION – Authorizing the City Manager to Enter Reimbursement Agreement with Chemeketa Community College (Repealing R2012-2204)**

RESOLUTION – Authorizing the City Manager to Enter Into Reimbursement Agreement with Chemekta Cooperative Regional Library Service Council (Repealing R2012-2205)

d. **RESOLUTION – Authorizing the City Manager to Sign the Personal Services Agreement for Courtroom Interpreter Services**

e. **RESOLUTION – Authorizing the City Manager to Execute Extension of City of Keizer Custodial Services Contract with Willamette Valley Rehabilitation Center, Inc.**

f. **RESOLUTION – Authorizing the City Manager to Enter Into an Agreement with Johnson Reid, LLC for Periodic Review Consultant Work (Economic Analysis and Housing Needs Analysis)**

g. **RESOLUTION – Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction for Annual Street Resurfacing Project**

8. COMMITTEE REPORTS

a. **PROCLAMATION – Wallace House Bicentennial**

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 11, 2012
5:45 p.m. – City Council/Planning Commission Joint Work Session
- **Interchange Area Management Plan**

June 18, 2012
7:00 p.m. – City Council Meeting

July 2, 2012
7:00 p.m. – City Council Meeting

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 4, 2012**

AGENDA ITEM NUMBER: ______________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: WATER RATE INCREASE

BACKGROUND AND ISSUES:

Staff has completed the Water Rate Model update for fiscal year 2012-2013. The model is a cost of service model (COSA) and is the method adopted by the City Council in 2002 and modified in 2004. The modification in 2004 combined the Single-Family and Multi-Family customer classes so that fixed rates and consumption rates are the same for both classes.

Water Sales revenues have declined over the past three years by a projected $130,000 total. The decline reflects a reduction in consumption attributed to an increase in housing vacancies in Keizer and customer conservation measures. Updates to the COSA in FY09-10, FY10-11 and FY11-12 identified a need to increase rates by at least 3% each year. However, due to the economic downturn City Officials elected to forgo these rate increases the first two years and impose a 2% rate increase for the second half of FY11-12.

To accommodate the reduced rate increase, the City postponed some capital improvements to the water system infrastructure to the maximum timeline outlined in the water system master plan. Using the revised infrastructure replacement schedule, the model shows that a 2.0% system-wide increase is necessary in FY12-13 to pay for increases in operating costs and infrastructure costs. Delaying a rate increase at this time could exponentially increase future rates and/or increase the risk of escalating infrastructure costs.

Attachment #1 shows the impact of the rate increase on the average customer bill for each customer class (Single-Family, Multi-Family and Commercial). Attachment #2 shows a comparison of existing water rates with proposed water rates.

FISCAL IMPACT:

A 2.0% system-wide increase will bring in an additional $47,800 in revenue in fiscal year 2012-2013. The FY12-13 Committee Approved Budget provides for a 2.0% increase in water rates beginning with the January 1, 2013 billings. Implementing the increase in January is congruent with the Sewer Rate Increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the fiscal year.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed water rate increases. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and approve the attached Ordinance, setting new water rates and repealing Ordinance 2011-636 if it so chooses.

ATTACHMENT #1

Proposed Public Utility Rate Changes
Impact on Bi-Monthly Bill
Example - Typical Residential Customer
FY12-13

Current Rates

Water			
Flat			$8.59
Cons	17	1.12	$19.07
Total Water			**$27.66**
Sewer			
Flat			$20.48
Cons	13	2.91	$37.83
Adm			$4.85
Total Sewer			**$63.16**
Storm			
Flat			**$7.65**
License Fee			
wtr flt 5%			$0.43
wtr cons 5%			$0.95
swr flat 5%			$1.02
swr cons 5%			$1.89
adm 5%			$0.24
Stm 5%			$0.38
License Fee Total			**$4.92**
Total Bill			**$103.40**

New Rates

Water			
Flat			$8.76
Cons	17	1.14	$19.46
Total Water			**$28.22**
Sewer			
Flat			$21.30
Cons	13	3.03	$39.34
Adm			$4.85
Total Sewer			**$65.49**
Storm			
Flat			**$7.65**
License Fee			
wtr flt 5%			$0.44
wtr cons 5%			$0.97
swr flat 5%			$1.06
swr cons5%			$1.97
adm 5%			$0.24
Stm 5%			0.38
License Fee Total			**$5.07**
Total Bill			**$106.43**

Rate Increase

Water				
Flat			$0.17	2%
Cons	17	0.02	$0.38	2%
Total Water			**$0.55**	2%
Sewer				
Flat			$0.82	4%
Cons	13	0.12	$1.51	4%
Adm			$0.00	0%
Total Sewer			**$2.33**	4%
Storm				
Flat			**$0.00**	0%
License Fee				
wtr flt 5%			$0.01	2%
wtr cons 5%			$0.02	2%
swr flat 5%			$0.04	4%
swr cons5%			$0.08	4%
adm 5%			$0.00	0%
Stm 5%			$0.00	0%
License Fee Total			**$0.14**	3%
Total Bill			**$3.03**	3%

ATTACHMENT #1

Proposed Public Utility Rate Changes
Impact on Bi-Monthly Bill
Example - Multilple Customer - 4-Plex
FY12-13

Current Rates

Water	**1" meter**		
Flat			$17.45
Cons	47	1.12	$52.73
Total Water			**$70.19**
Sewer			
Flat			$81.90
Cons	40	2.91	$116.40
Adm			$4.85
Total Sewer			**$203.15**
Storm			
Flat	Per	ESU	**$7.65**
License Fee			
wtr flt 5%			$0.87
wtr cons 5%			$2.64
swr flat 5%			$4.10
swr cons 5%			$5.82
adm 5%			$0.24
Stm 5%			$0.38
License Fee Total			**$14.05**
Total Bill			**$295.04**

New Rates

Water	**1" meter**		
Flat			$17.80
Cons	47	1.14	$53.79
Total Water			**$71.59**
Sewer			
Flat			$85.18
Cons	40	3.03	$121.06
Adm			$4.85
Total Sewer			**$211.08**
Storm			
Flat			**$7.65**
License Fee			
wtr flt 5%			$0.89
wtr cons 5%			$2.69
swr flat 5%			$4.26
swr cons5%			$6.05
adm 5%			$0.24
Stm 5%			0.38
License Fee Total			**$14.52**
Total Bill			**$304.84**

Rate Increase

Water				
Flat			$0.35	2%
Cons	47	1.12	$1.05	2%
Total Water			**$1.40**	2%
Sewer				
Flat			$3.28	4%
Cons	40	2.91	$4.66	4%
Adm			$0.00	0%
Total Sewer			**$7.93**	4%
Storm				
Flat			**$0.00**	0%
License Fee				
wtr flt 5%			$0.02	2%
wtr cons 5%			$0.05	2%
swr flat 5%			$0.16	4%
swr cons5%			$0.23	4%
adm 5%			$0.00	0%
Stm 5%			$0.00	0%
License Fee Total			**$0.47**	3%
Total Bill			**$9.80**	3%

ATTACHMENT #1

Proposed Public Utility Rate Changes
Impact on Bi-Monthly Bill
Example - Commercial Customer (Grocery Store)
FY12-13

Current Rates

Water	**1.5" meter**		
Flat			$33.74
Cons	78	1.07	$83.54
Total Water			**$117.28**
Sewer			
Flat			$35.58
Cons	50	4.06	$203.00
Adm			$4.85
Total Sewer			**$243.43**
Storm			
Flat	Per	ESU	**$7.65**
License Fee			
wtr flt 5%			$1.69
wtr cons 5%			$4.18
swr flat 5%			$1.78
swr cons 5%			$10.15
adm 5%			$0.24
Stm 5%			$0.38
License Fee Total			**$18.42**
Total Bill			**$386.78**

New Rates

Water	**1.5" meter**		
Flat			$34.42
Cons	78	1.09	$85.21
Total Water			**$119.63**
Sewer			
Flat			$37.00
Cons	50	4.22	$211.12
Adm			$4.85
Total Sewer			**$252.97**
Storm			
Flat	Per	ESU	**$7.65**
License Fee			
wtr flt 5%			$1.72
wtr cons 5%			$4.26
swr flat 5%			$1.85
swr cons5%			$10.56
adm 5%			$0.24
Stm 5%			0.38
License Fee Total			**$19.01**
Total Bill			**$399.26**

Rate Increase

Water				
Flat			$0.67	2%
Cons	78	1.07	$1.67	2%
Total Water			**$2.35**	2%
Sewer				
Flat			$1.42	4%
Cons	50	4.06	$8.12	4%
Adm			$0.00	0%
Total Sewer			**$9.54**	4%
Storm				
Flat			**$0.00**	0%
License Fee				
wtr flt 5%			$0.03	2%
wtr cons 5%			$0.08	2%
swr flat 5%			$0.07	4%
swr cons5%			$0.41	4%
adm 5%			$0.00	0%
Stm 5%			$0.00	0%
License Fee Total			**$0.59**	3%
Total Bill			**$12.48**	3%

ATTACHMENT #2

CITY OF KEIZER

Water Rate Increase Comparison
Rates effective January 2012 and Rates effective January 2013

Meter Charge - $/Meter/Bi-Monthly Meter Size	January 2012 Rate	January 2013 Rate	Increase	
5/8 - 3/4"	$ 8.59	$ 8.76	102%	$ 0.17
1"	$ 17.45	$ 17.80	102%	$ 0.35
1-1/2"	$ 33.74	$ 34.42	102%	$ 0.67
2"	$ 53.34	$ 54.40	102%	$ 1.07
3"	$ 103.67	$ 105.75	102%	$ 2.07
4"	$ 164.32	$ 167.61	102%	$ 3.29
6"	$ 327.47	$ 334.02	102%	$ 6.55
8"	$ 560.82	$ 572.03	102%	$ 11.22
Volume Rate - $/ccf Customer Class				
Residential	$ 1.12	$ 1.14	102%	$ 0.02
Commercial	$ 1.07	$ 1.09	102%	$ 0.02
Private Fire Protection - $/Hydrant-Bi-Monthly Hydrant Size				
4"	$ 23.93	$ 24.41	102%	$ 0.48
6"	$ 66.49	$ 67.82	102%	$ 1.33
8"	$ 139.62	$ 142.41	102%	$ 2.79
10"	$ 239.35	$ 244.14	102%	$ 4.79
Miscellaneous Fees:				
Service Fee	$ 16.32	$ 16.65	102%	$ 0.33
Shut Off Processing Fee	$ 32.64	$ 33.29	102%	$ 0.65
After Hours Fee	$ 81.60	$ 83.23	102%	$ 1.63
Tampering Fee	$ 32.64	$ 33.29	102%	$ 0.65
Removal of Meter Following Third Tampering Incident	Cost Plus 15%			

BILL NO. ____ A BILL ORDINANCE NO. 2012-__________

FOR

AN ORDINANCE

SETTING WATER RATES (2013); REPEALING ORDINANCE 2011-636

The City of Keizer ordains as follows:

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

Section 2. REPEAL OF ORDINANCE NO. 2011-636. Ordinance No. 2011-636 is hereby repealed.

Section 3. EFFECTIVE DATE. This Ordinance shall take effect for the January 2013 billings and all successive billings.

PASSED this ________ day of ___________________, 2012.

SIGNED this ________ day of ___________________, 2012.

____
Mayor

____
City Recorder

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

EXHIBIT "A"

Meter Charge - $/Meter/Bi-Monthly

Meter Size		Rate
5/8 - 3/4"	$	8.76
1"	$	17.80
1-1/2"	$	34.42
2"	$	54.40
3"	$	105.75
4"	$	167.61
6"	$	334.02
8"	$	572.03

Volume Rate - $/ccf

Customer Class		
Residential	$	1.14
Commercial	$	1.09

Private Fire Protection - $/Hydrant-Bi-Monthly

Hydrant Size		
4"	$	24.41
6"	$	67.82
8"	$	142.41
10"	$	244.14

Miscellaneous Fees:

Service Fee	$	16.65
Shut Off Processing Fee	$	33.29
After Hours Fee	$	83.23
Tampering Fee	$	33.29
Removal of Meter Following Third Tampering Incident		Cost Plus 15%

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

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

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

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

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER: ________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

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

The fiscal year 2012-13 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, 2012 in order to be assessed on the November 2012 tax rolls. These assessments were noticed to the public in the May 25, 2012 edition of the Keizertimes.

During Budget Committee deliberations in May staff noted that the Street Lighting District Fund had more than a sufficient ending fund balance projected for fiscal year 2012-13. Staff recommended the City reduce the administrative fee from $8.10 per assessment to $4.05 per assessment. The reduction in administrative fee is partially offset by an increase in electricity costs. While the annual assessments vary by lighting district typical residences could see a $1-$3 reduction in their 2012 assessment over their 2011 assessment.

FISCAL IMPACT:

Staff has calculated $415,571.80 as the assessment for the November 2012 tax rolls. Reducing the administrative fee will reduce the ending fund balance approximately $20,000 by the end of fiscal year 2012-13.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for fiscal year 2012-13. 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.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

CERTIFICATION OF LIGHTING DISTRICT ASSESSMENTS

BE IT RESOLVED by the City Council of the City of Keizer that Keizer has determined and computed the amount of money necessary to be raised by assessment to cover funds spent to operate and maintain certain street lighting facilities within Keizer, including administrative costs for a total of $415,571.80; and

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

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

PASSED this _____ day of ___________________, 2012.

SIGNED this _____ day of ___________________, 2012.

Mayor___________________________

City Recorder_____________________

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2012-13

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE	
008	MARDELL	6,064.04	30.02	
012	WILARK PARK ST LTG	11,287.90	59.41	
014	MAI LIN	10,750.31	37.07	
015	APPLEBLOSSOM	3,527.04	40.08	
017	RIVERCREST	13,274.72	40.72	
018	IVY WAY	4,275.67	35.93	
019	ARNOLD WAY	940.41	23.51	
022	NORTHVIEW	4,122.84	47.94	
023	MCNARY HGHTS	5,289.68	60.11	
024	CEDAR PARK ST LGHT	1,195.29	62.91	
025	MENLO	1,255.23	46.49	
026	SHADY LANE	2,913.79	0.5451	FRONT FOOT
028	NORTHWOOD PARK #1	3,316.81	67.69	
034	GREENWOOD	1,716.55	0.4535	FRONT FOOT
041	WILARK PARK #6	794.70	44.15	
042	WILARK PARK ANN #7	786.40	49.15	
043	NORTHWOOD PARK #2	2,573.12	59.84	
044	MAI-LIN DISTRICT #2	804.11	36.55	
045	MCLEOD PARK	1,589.40	44.15	
046	LANCER PARK	1,829.88	50.83	
047	HILLIGOSS	630.70	45.05	
048	CARLHAVEN ADDITION	710.08	25.36	
049	WINDSOR ESTATES	1,292.60	56.20	
050	WHITAKER PARK	4,267.38	54.71	
079	ANDREW PARK	837.15	55.81	
080	GLYNBROOK	2,462.05	60.05	
081	LAWNDALE SUB	2,105.62	61.93	
082	NORTHWOOD PARK #4	7,145.18	72.91	
083	PALMA CIEA #5	924.66	42.03	
084	WILARK PARK ANN #5	1,035.00	57.50	
086	HICKS JONES	8,272.82	0.4443	FRONT FOOT
087	CARLHAVEN ADD #2	829.08	29.61	
094	WILL MANOR 4	1,345.73	58.51	
095	WHEATLAND LN	428.05	61.15	
096	NORTHTREE ESTATES	7,030.00	70.30	
097	CHEMAWA PARK	1,471.50	81.75	
108	MCLEOD PARK #2	1,552.50	57.50	
120	CHEMAWA EST #1	1,805.10	60.17	
122	SIX SUBDIVISION	689.32	29.97	
126	MCLEOD ESTATES	3,907.94	52.81	
128	CHEHALIS SUB	371.36	23.21	

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2012-13

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
129	DENNIS LANE N	1,957.78	45.53
130	CRESTWOOD VILLAGE	529.68	44.14
131	CHEMAWA EST #2	2,061.76	60.64
132	CHARLOTTE	1,644.75	36.55
141	PALMA CIEA	18,287.78	40.73
142	RIVERVIEW N	1,074.74	37.06
143	MEADOWBROOK	458.28	50.92
144	JUNIPER	846.60	42.33
146	TERRACE GLEN	864.64	54.04
147	WEDGEWOOD ESTATE	1,047.68	32.74
148	JULIE ESTATES	1,523.40	76.17
150	KEPHART	1,890.00	47.25
159	JOHNISEE ADDN	411.84	31.68
161	WALENWOOD SUB	216.27	24.03
162	WARNER PARK	220.40	22.04
163	SPRINGTIME PK SUB	782.25	52.15
164	STONEHEDGE ESTATE	6,026.00	60.26
165	RIVERVIEW N #2	1,088.08	38.86
181	TIMBERVIEW SUB	6,590.22	46.41
182	VISTAVIEW ESTATE #2	2,407.20	40.12
183	NORTHRIDGE PARK	1,084.80	33.90
184	JUNIPER #2 SUBDIV	1,271.76	60.56
185	KEIZER HEIGHTS	3,641.60	56.90
191	CLARK ST NE	710.08	25.36
192	FRIENDSHIP ADDITION	417.60	34.80
193	TEN AT MCNARY	999.04	71.36
194	BUCHOLZ ADDITION	575.61	27.41
195	PARKLAWN ADDITION	350.70	58.45
205	GLYNBROOK II N	3,169.10	73.70
206	FOUR WINDS ADDN N	5,282.85	42.95
207	FERNBROOK	1,541.67	39.53
208	EDEN ESTATES	2,934.96	69.88
209	COUNTRY CLUB EST	1,439.48	51.41
212	LAWNDALE I SUB PH-2	2,340.78	60.02
213	STONEHEDGE EST II	4,209.70	47.30
215	GARY ST	1,115.92	30.16
216	ARNOLD ST #2	870.09	37.83
217	FOUR WINDS III	495.20	24.76
218	GREENWAY	791.10	43.95
219	NOON AVE	1,207.36	37.73
220	STONEHEDGE EST III	1,573.12	49.16

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2012-13

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
221	STONEHEDGE EST 4&5	1,813.44	56.67
227	WILLOW LAKE EST	2,343.00	53.25
228	THE MEADOWS PH-1	3,998.96	71.41
231	FOURWINDS II	603.68	37.73
232	WHITAKER HGTS	1,891.42	55.63
234	THE MEADOWS PH-3	2,499.35	71.41
235	THE MEADOWS PH-2	2,642.17	71.41
236	THE MEADOWS PH-4	2,784.99	71.41
237	ORCHARD CREST	2,444.89	46.13
238	STONEHEDGE EST #6	1,809.16	58.36
239	SPRINGMEADOW EST	4,164.53	4,164.53
241	WILLOW LAKE 2&3	4,719.36	49.16
246	CHERRYLAWN CT NE	493.28	61.66
247	ORCHARD CREST PH-3	1,846.60	52.76
248	MAX CT	640.30	64.03
249	THE MEADOWS PH-5	2,999.22	71.41
250	ORCHARD CREST PH-2	2,299.67	43.39
251	RIVERCREST PH-1&2	2,152.92	48.93
253	THE MEADOWS PH-6	2,213.71	71.41
254	THE MEADOWS PH-7	2,285.12	71.41
255	TIMBERVIEW PH-3	2,037.00	72.75
256	APPLETREE PH-1,2,3	3,547.80	78.84
257	BRIARWOOD	2,959.65	2,959.65
258	HIDDEN CRK EST PH-1	3,995.26	107.98
259	CATERWOOD ESTATES	2,852.43	55.93
260	PARKMEADOW APTS	1,204.77	1,204.77
261	NORTHRUP/NORTHSHIRE	623.52	51.96
262	COUNTRY GLEN EST	11,331.25	61.25
263	FIRCONE	2,010.86	69.34
264	HIDDEN CRK EST PH-2	1,026.88	64.18
265	CLEARLAKE SUBDIV	3,324.16	67.84
266	SPRINGRIDGE EST	2,220.80	69.40
267	THE RIDGE	1,531.64	69.62
268	NORTHSIDE ESTATES	2,635.90	61.30
269	HOMESTEAD/CLEARVIEW	399.70	39.97
270	HONEYSUCKLE	1,536.75	61.47
272	LARSON PARK SUBDIV	529.68	44.14
273	BAILEY ESTATES	521.50	52.15
274	STICKLES ADDITION	277.29	30.81
275	CEDAR BLUFF SUBDIV	2,032.83	75.29
276	ABT KOUFAX LN	1,772.10	80.55

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2012-13

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
277	HIDDEN CREEK PH-3	856.68	25.96
278	HOLLY LN/ALDER DR NE	395.55	43.95
282	3RD AVE N	2,027.49	35.57
283	HIDDEN CREEK PH-4	1,262.55	84.17
284	JACOBE ESTATES SUB	1,002.00	100.20
285	PRAIRIE EST	8,789.43	94.51
286	TECUMSEH ESTATES	1,287.30	61.30
287	TEPPER E SUB	2,349.20	83.90
288	WESTMORE	1,353.36	56.39
292	PINEHURST ESTATES	3,837.24	67.32
293	LEEWOOD MEADOWS	2,932.74	54.31
294	BROWER PLACE	2,021.82	65.22
295	HIGHLANDS ESTATES	3,850.20	64.17
296	JACOBE ESTATES PH2	1,274.94	70.83
297	BAHNSEN WOODS EST	4,035.60	67.26
298	FOREST RIDGE EST	3,348.95	60.89
299	WHEATLAND TERRACE	817.50	54.50
300	WATERFORD	3,324.16	67.84
306	ROCKLEDGE ADDITION	786.40	49.15
307	WITTENBERG	1,819.55	1,819.55
308	JORDON RUN	762.19	69.29
309	PRAIRIE CLOVER	575.64	143.91
310	VINEYARDS	4,956.30	55.07
311	HIGHLANDS NORTH	438.88	27.43
312	CHEMAWA GLEN	2,207.80	58.10
315	SPARROW ADDITION	592.16	74.02
316	VINEYARDS NO. PHASE 2	3,046.74	59.74
317	HIDDEN CREEK PHASE 5	797.90	79.79
318	BARNICK ESTATES	1,209.36	100.78
319	MCLEOD ACRES	610.70	61.07
321	BEIER ESTATES	1,398.24	77.68
322	WESTMORE EAST SUBDIV N.	432.72	24.04
323	SHADY ADDITION N.-RING ST. N.E.	791.10	43.95
332	CLEARLAKE HEIGHTS	608.64	50.72
333	PINE MEADOWS ESTATE	624.96	44.64
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,233.84	51.41
336	FULTZ ESTATES	869.40	57.96
338	RICKMAN CROSSING	608.50	60.85
339	CEDAR TREE	802.01	72.91
340	WINDSOR WOODS SUBDV	2,829.20	64.30
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,661.76	46.16

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2012-13

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
345	FULTZ ESTATES PH 2	411.12	51.39
346	PLEASANT VIEW NE	1,608.80	40.22
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	309.70	30.97
351	HUNTER ADDITION I	398.70	79.74
352	LENT ESTATES STLT DIST. KUD	648.27	24.01
353	TREBBER ESTATES	1,196.55	79.77
354	WINDSOR WOODS SUBDV PH2	2,083.62	50.82
355	EVERWOOD MEADOWS	841.35	56.09
356	MEGAN LEE PROP.	232.75	46.55
358	CLEARLAKE MEADOWS STLT DIST	199.55	39.91
359	CLAGGET GROVE DIST.	293.22	48.87
360	SELENA ESTATES DIST.	696.66	40.98
361	CANDLEWOOD IND PARK NE	208.11	29.73
363	BRIAN MDWS ST LT DIST.-KUD	538.12	24.46
365	JACOBE ESTATES PH3	212.00	26.50
366	MADALYN TERRACE	328.86	23.49
367	GRISWOLD AVE NE	370.74	123.58
368	HALEY ESTATES	606.60	33.70
369	KEIZER STATION LIGHTING-AREA A	14,775.71	190.05
370	WHEATLAND MEADOWS ESTATE	962.16	25.32
372	SARAH JEAN COURT	207.83	29.69
373	BENSON ESTATES SUBDIVISION	398.70	79.74
374	PEYTON-HAYLEY SUBDIVISION	199.80	39.96
375	MCGEE COURT	247.20	49.44
377	CRAFTSMAN RIDGE STREET	513.75	34.25
378	TAYLOR RIDGE SUB	301.44	37.68
379	TEETS ESTATES STREET	232.57	17.89
384	AVALON MEADOWS STREET	2,636.27	28.97
385	MAGEE ESTATES STREET	114.24	19.04
386	MCNARY HGHTS ADDN STREET	419.55	27.97
387	NEW DAY STREET	205.32	34.22
462	NAOMI'S START	350.72	87.68
	TOTAL ASSESSMENT	415,571.80	

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER: ________________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2012-2013 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

On May 1, 2012, the Budget Committee convened and received the City Manager's Budget Message for fiscal year 2012-13, received public testimony from interested parties and began deliberations on the City Budget. On May 3rd the Committee received additional public testimony, concluded deliberations 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 2012-13 Committee Approved Budget. After the hearing, the Council may adjust the approved budget as follows:

1. Amend the budget estimates
2. Amend the proposed ad valorem property tax amount or rate in the budget document (maximum is $2.0838 per $1000 of assessed value)
3. The amount of estimated expenditures for each fund in an annual budget may not be increased by more than $5,000 or 10 percent of the estimated expenditures, whichever is greater
4. The amount or rate of the total ad valorem property taxes to be certified by the municipal corporation to the assessor may not exceed the amount approved by the budget committee.

Since the Budget Committee Approved the Budget on May 3rd, 2012, staff has identified one adjustment to the FY12-13 budget. The police department has been collecting donations and fund-raising for a new K-9 Dog and expects to have approximately $15,000 by September 2012. Staff recommend increasing the Committee Approved Police Operating budget $15,000 for the purchase of this item.

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2012. As a reminder, the City Council has the opportunity to adjust the budget mid-year and there is no requirement to reconvene the budget committee to do so. The size and type of the budget adjustment, as noted in item #3 above, determines the circumstances in which a public hearing is required.

RECOMMENDATION:

Staff recommends that the City Council open the public hearing and receive testimony on the fiscal year 2012-2013 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 2012-13 (which includes the budget adjustment identified above), with amendments if any.

To access the City Budget Document please click here.

Committee Approved Budget

Fiscal Year 2012-2013

Geo Coin Design by Emily Solberg, McNary High School

CITY OF KEIZER

FISCAL YEAR 2012-2013

Lore Christopher
Mayor

Members of the Budget Committee

Council Members:	Public Members:
Lore Christopher, Mayor	JoAnne Beilke
Cathy Clark, President	Ronald Bersin
Mark Caillier	Kim Freeman
Joe Egli	Joseph Gillis
David McKane	Ronald Hart
Brandon Smith	Dale Henson
James Taylor	Jeff Lewis

Chris Eppley, City Manager
Shannon Johnson, City Attorney

Management Team:

H. Marc Adams, Chief of Police
Nathan Brown, Community Development Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Susan Gahlsdorf, Finance Director
Bill Lawyer, Acting Public Works Director

"We're Building a Better Community - Together!"

FISCAL YEAR 2011-12 BUDGET QUOTES ON DEMOCRACY

No man is good enough to govern another man without that other's consent.

~Abraham Lincoln

Majority rule only works if you're also considering individual rights. Because you can't have five wolves and one sheep voting on what to have for supper. **~Attributed to Larry Flynt**

Democracy is the only system that persists in asking the powers that be whether they are the powers that ought to be.

~Sydney J. Harris

The most important political office is that of the private citizen. **~Louis Brandeis**

People often say that, in a democracy, decisions are made by a majority of the people. Of course, that is not true. Decisions are made by a majority of those who make themselves heard and who vote - a very different thing.

~Walter H. Judd

Man's capacity for justice makes democracy possible; but man's inclination to injustice makes democracy necessary.

~Reinhold Niebuhr

TABLE OF CONTENTS

BUDGET OVERVIEW

Welcome to the City of Keizer's Fiscal Year 2012-2013 Budget Document. This document was prepared to assist you in understanding the financial plan and operation of City government. It is the financial tool that enables the City to allocate its resources, a policy tool to communicate decisions to the staff and citizens, and a communication tool to express the goals and priorities for the next fiscal year. The staff uses the budget document as an accounting tool to ensure financial integrity and as a management audit tool to measure performance. In summary, this budget document will serve many purposes.

BASIS OF BUDGETING

The budget is prepared on a line-item basis. However, the budget is adopted by function within the General Fund and by object within all other funds. Generally, the budget is prepared on a modified accrual basis. Revenues are recognized when they become measurable and available, and expenses are budgeted when they are incurred. Enterprise Funds are budgeted on a full accrual basis (not only are expenses recognized when incurred, but revenues are also recognized when they are billed). This is essentially the same as the City's basis of accounting.

One exception is the treatment of depreciation in the Enterprise Funds. While the City reserves funds to replace equipment, depreciation is not shown in the budget, although the full price of equipment and capital improvements is, and the purchase of capital improvements is depreciated in the Comprehensive Annual Financial Report for Enterprise Funds. All appropriations lapse at fiscal year-end to the extent that they have not been expended or lawfully re-budgeted.

The City adopts the budget on a fund basis; therefore, cash disbursements of a fund may not legally exceed that fund's appropriations for cash disbursements. Public hearings before a Budget Committee and the City Council as well as formal newspaper publications of certain budgetary information must be conducted prior to the formal adoption of the budget by city resolution. The City Council may amend the budget to expend unforeseen receipts by supplemental appropriations. Supplemental Budgets require approval by the City Council prior to enactment. All supplemental appropriations are included in the budget comparison statements. Appropriations lapse at year-end and may not be carried over. Appropriations are made by department for the General Fund and by object for all other funds.

BUDGET PROCESS

This document was prepared under the guidelines set forth under Oregon's Local Budget Law. This law establishes the standard procedures for preparing, presenting, and administering the budget. It also requires citizen involvement in the preparation and public disclosure before final adoption. Staff works together with the Budget Committee to establish comprehensive financial policies, update the long-range financial plan, which includes funding basic service levels and meeting the cash flow needs of the City.

The budget process includes input at the department level. Each employee is asked to provide a "needs" assessment for his or her position. Priorities and alternatives are discussed with the department Director and after careful analysis; the projections are presented to the City Manager. Each Director discusses the departmental budget over a series of meetings. After final approval by the City Manager, the draft budget documents are prepared for presentation to the budget committee.

CITY OF KEIZER
FISCAL YEAR 2012-2013 BUDGET CALENDAR

Tuesday, April 10th	Notice of Budget Committee meeting on **City Budget** to Keizertimes for publication on Friday, April 13th and Friday, April 20th for meeting on Tuesday, May 1st at 6:00 p.m.
Tuesday, April 10th	Notice of Budget Committee meeting on **Urban Renewal Budget** to Keizertimes for publication on Friday, April 13th and Friday, April 20th for meeting on Tuesday, May 8th at 6:00 p.m.
Wednesday, April 25th	**City Budget** Document distributed to Budget Committee
Tuesday, May 1st	**Urban Renewal Budget** Document distributed to Budget Committee
Tuesday, May 1st – 6:00 p.m.	**City Budget** Committee Meeting ♦ Introductions ♦ Election of City of Keizer Budget Committee Chair ♦ Approval of Budget Calendar ♦ Public Testimony ♦ Presentation of City of Keizer Budget Message ♦ Staff presentations & discussion of Administrative Services Fund ♦ Staff presentations & discussion of Public Works related Funds ♦ Staff presentations & discussion of Dedicated Funds

Thursday, May 3rd – 6:00 p.m.	**City Budget** Committee Meeting
	♦ Public Testimony
	♦ Continuation of discussion from Tuesday, May 1st as needed
	♦ Staff presentation & discussion of
	♦ Presentation and discussion of
	    ♦ General Fund long-range plan
	    ♦ General Fund operations

Tuesday, May 8th – 6:00 p.m.	**Urban Renewal Budget** Committee Meeting ♦ Election of Urban Renewal Budget Committee Chair ♦ Approval of Urban Renewal Budget Calendar ♦ Public Testimony ♦ Presentation of Keizer Urban Renewal District Budget Message ♦ Discussion of Urban Renewal Agency Budget
Tuesday, May 8th – after Urban Renewal Agency Budget (continued)	**City Budget** Committee Meeting ♦ Continuation of discussion from Thursday, May 3rd as needed ♦ Budget recommendations to Council and Urban Renewal Board
Tuesday, May 15th – 6:00 p.m.	Alternate meeting to complete **City** or **Urban Renewal Budgets** (if needed)
Tuesday, May 22nd	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 25th.
Monday June 4th – 6:30 p.m.	Public hearing on **Urban Renewal Budget**. Board adoption of Budget.
Monday June 4th – 7:00 p.m.	Public hearing on **City Budget**. Council adoption of Budget.
Monday June 18th – 7:00 p.m.	Alternate public hearing on **City Budget** and/or **Urban Renewal Budget** (if needed)

ORGANIZATIONAL STRUCTURE

- **CITIZENS OF KEIZER**
  - CITY COUNCIL
    - CITY ATTORNEY
    - MUNICIPAL JUDGE
    - CITY MANAGER
      - CITY RECORDER
        - Committee/ Volunteer Support
        - Council Support
        - Elections
        - Keizer Community Event Center
        - Public Information
        - Records Management
        - Risk Management
        - Street Lighting Districts
        - Web Page
      - COMMUNITY DEVELOPMENT
        - Building Permits
        - Federal Grants
        - Long-Range Land Use Planning
        - Sign Permits
        - Subdivision Administration
        - Transportation Planning
        - Code Enforcement
      - FINANCE
        - Accounting
        - Audit
        - Budget
        - Debt Management
        - Financial Analysis
        - Information Technology
        - Investments
        - Keizer Community Event Center
        - Long-Range Financial Planning
        - Municipal Court
        - Payroll
        - Reception
        - Utility Billing
      - HUMAN RESOURCES
        - Classification Compensation
        - Employee Benefits
        - Employee Labor Relations
        - Employee Safety & Risk Management
        - Health/Wellness
        - H.R. Information System
        - Intranet
        - Policies/Procedures
        - Recruitment/ Selection
      - POLICE
        - Administration
        - Code Enforcement
        - Community Services
        - Investigations
        - K-9 Unit
        - Patrol
        - Patrol Support
        - Records
        - Schools
        - Traffic Safety
      - PUBLIC WORKS
        - Engineering
        - Emergency Management
        - Facility Maintenance
        - Park Services
        - Sanitary Sewer Services
        - Storm Water Services
        - Transportation Services
        - Water Services
      - URBAN RENEWAL

2011-2013 CITY COUNCIL GOALS

Adopted March 21, 2011

Short Term Goals

- Enhance E-Government Services
  - Research online bill pay opportunities
  - Website upgrade

- Increase Economic Development
  - Development an Advisory Committee to the City Council
  - Initiate Council Approved Recommendations from Events and Festivals Task Force
  - Integrate and Set Goals as identified in Keizer Compass Plan

- Create a Reserve Fund for Facility Maintenance to protect Civic Center initial investment

- Sunset the Urban Renewal District – Anticipate 2012 end date

- Develop a communication plan for community outreach on federal mandates – potential to initiate a town forum.

- Update City Council Rules and Procedures – Establish a Task Force

- Develop a new Keizer Heritage Agreement

- Identify the necessary level of service from the Police Department – Identify funding mechanism and opportunities.

- 30 year community event – citizen appreciation after 30 years of incorporation of a City and recognition of the Wallace House bicentennial

- Dedicate Transient Occupancy Tax to fund community engagement opportunities.

Long Term Goals

- Citizen Volunteer Plan
  - Integration in police programs
  - Integration in park programs
  - Community Outreach to encourage volunteer opportunities

- Parks – Identify funding mechanism to support level of service plan

- Fund Facility Reserve Fund

- Parks – Keizer Rapids Park Master Plan Update

- Explore and determine policy, direction for the Urban Growth Boundary

“PRIDE, SPIRIT, AND VOLUNTEERISM”

Motto of the City of Keizer

Volunteers are the foundation of the Keizer community. Many volunteers assist the City in performing a multitude of duties, often providing services that would be reduced or non-existent. Beginning with the citizens of this former rural area who tried seven times at incorporation to the many individuals who serve in various volunteer positions today, volunteerism has served as a successful basis for our City. These volunteer efforts grow out of the leadership of creative, committed people who believe in working together to solve issues for the betterment of our community.

Some of the most prevalent and dedicated volunteers are the members of the City Council. Each of these seven elected officials volunteer numerous hours attending City Council meetings, work sessions, committee meetings, community gatherings, as well as meeting with residents to discuss concerns, ideas, and other important issues facing the community. As one Council member noted, “We really don’t view ourselves as politicians, only neighbors who care about the community, working together as a team to do what is best for the citizens.” During our 30-year history, Keizer has elected 5 Mayors and 36 individuals to serve as City Councilors.

Assisting the City Council in setting policy and guiding the future development of the community are many volunteers who serve on various boards and commissions. Such volunteers are members of the Planning Commission, Budget Committee, Keizer Urban Renewal Board, Bikeways Committee, Volunteer Coordinating Committee, Traffic Safety Commission, Keizer Points of Interest Committee, Storm Water Advisory Committee and the Parks and Recreation Advisory Board. Most of these Boards meet on a monthly basis gathering information and forming recommendations to assist the City Council in guiding the City.

In addition to the various boards and commissions, the City Council regularly forms citizen task forces to assist with specific projects or events. During the last year, citizen groups have participated in the Keizer Rotary Amphitheatre operation, Good Vibrations Motorcycle Event, Keizer Chamber of Commerce Iris Festival, and the Holiday Festival of Lights Parade.

Additionally, volunteerism has enriched our community in a number of other ways. The independently established Keizer Parks Foundation supports parks and recreation in the city of Keizer. This dedicated group of individuals organizes a community garden program benefiting the Keizer Community Food Bank, a Roving Recreation Summer Program for youth, and through their legacy donation program, provided funds for benches and trees to Keizer parks. Some other community events that City volunteers have assisted in this year were Claggett Creek Watershed projects and the Mayor’s Art Gala. Another exciting volunteer project coming to fruition is the oral history project being coordinated through the Keizer Points of Interest Committee in conjunction with the Keizer Channel 23 Advisory Committee. Filmed interviews are conducted with some of our life long citizens and broadcast over Keizer Channel 23. This project will help preserve the history of our community for generations to come. The Keizer community has also benefited from the number of volunteers who have contributed their time and energy to the Keizer Community Library located in the Keizer Heritage Building. This small all volunteer library has doubled their space and inventory over the last year. Volunteers also work with City staff in the information technology area, records management, park maintenance, and police services. Services and projects such as these truly show the pride, spirit and volunteerism of our community.

Heartfelt thanks to all of those volunteers who have built a community of which every resident should be proud to be a part. Volunteerism in the City of Keizer is alive, healthy and growing.

THANK YOU KEIZER VOLUNTEERS!!!!

FINANCIAL POLICIES

General

- The City shall keep City government costs and services to a minimum by providing City services to the community in a coordinated, efficient and least cost fashion.

- The City shall commit existing resources to continue developing a proactive Police Department with a strong Community Policing philosophy.

- The City shall aggressively seek Federal funding and local donations to support its public safety initiatives.

- The City's shall set the anniversary dates for all financially related decisions at July 1 of each year in its contractual agreements.

Revenue and Expenditure

- Revenue forecasts are based on actual historical data adjusted for any known changes in the underlying assumptions.

- The City will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source.

- The City shall collect revenues aggressively, including past due bills of any type.

- Restricted revenue will only be used for the purposes legally permissible and in a fiscally responsible manner.

- One-time revenue will be used for one-time expenses whenever possible. If one-time revenue is considered for ongoing expenditures the City will balance the need for the additional ongoing expenditure with the on-going ability to pay prior to approving the program.

- The City shall commit a minimum 2.5% of General Fund Budgeted Revenues (net grants and other dedicated revenues) to the operation and maintenance of its Park system.

- Due to the unpredictable long-term nature of Revenue Sharing Funds, Council has elected to appropriate only Capital Outlay and one-time expenditures to this fund.

- Fees, licenses, permits and fines shall be set to recover the City's direct expense in providing the related service. A fee shall be charged for any service that benefits limited interests within the community, except for basic, unavoidable human needs type services provided to persons with limited ability to pay.

- Utility fees will be based on the cost of providing the service so that operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage and planned infrastructure replacement.

- In FY06-07 the City Council established petty cash funds for the Police Department Community Services Unit for $200 and the Community Response Unit for $800. By Council resolution, the Department shall report an itemization of expenditures from each of these funds to the City Council and Budget Committee no later than May of each fiscal year.

Fund Balance

- Fund balance in each of the City's operating funds is projected to ensure that there is adequate cash on hand to meet the expected cash flow needs for that fund.

- The General Fund's ending fund balance is projected to ensure that there is adequate cash on hand to meet the expected cash flow needs from July until November when the bulk of the property tax revenue is received. In general ending fund balance is projected at 15% of annual revenues.

Accounting Policies

- The City shall establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City is achieving the following objectives:

    - Effective and efficient operations,
    - Reliable and accurate financial information,
    - Compliance with applicable laws and regulations, and safeguarding assets against unauthorized acquisition, use or disposition.

- The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City.

- The City will establish and maintain only those funds that are necessary by law and for sound financial management.

- The City shall annually prepare and publish, by December 31st of each year, a Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles.

- In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.

- The City shall prepare and adopt an annual budget by June 30th of each year.

- The City shall invest funds subject to arbitrage regulations, Bond Indenture requirements, and the Prudent Person Rule which states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

- General Obligation Debt issued by the City shall not exceed three percent of the total assessed value of property in the City, in accordance with Oregon State law (ORS 287.004).

- The City shall follow State adopted guidelines in setting fines and forfeiture amounts.

CITY OF KEIZER HISTORY

On November 2, 1982 an unincorporated area of Marion County – north of the City of Salem – 4713 acres or 7.36 square miles - was incorporated at the General Election. The seventh and final attempt resulted in a successful vote of 4440 to 3341. The City of Keizer became the 12th largest city in Oregon with a population of 19,650.

Presently, at a population of greater than 36,250, Keizer is the 14th largest city in Oregon. It is nestled in the center of the Willamette Valley and is recognized as the "*Iris Capital of the World*." The City is bordered on the western edge by the Willamette River, southern edge by the City of Salem, eastern edge by Interstate 5, and the northern edge by rural portions of Marion County. In the 1990's, the City experienced a rapid amount of new residential building and growth, establishing Keizer as one of the fastest growing cities in Oregon. In spite of this growth, the community continues to preserve its small-town pride by supporting the largest volunteer youth baseball program in Oregon and community-wide events, such as the Keizer Iris Festival and the annual Miracle of Christmas lighting display. Opening for the first season in 1997, the Keizer Stadium is home to the Volcanoes, a Minor League baseball team affiliated with the San Francisco Giants.

The City of Keizer has 19 community and neighborhood parks, which includes the Keizer Little League Park. In addition, the City, in conjunction with Marion County, the City of Salem and other regional partners are in the process of developing a large regional park (Keizer Rapids Park) along the banks of the Willamette that will provide more and more incredible opportunities for residents to recreate and connect with this Heritage River as development continues to occur. Keizer Rapids Park is the home of an enormously popular off-leash dog park that is used year round and a 400-seat amphitheatre recently built by volunteers and given to the City as our newest amenity for residents to enjoy. The combined value of the dog park and amphitheatre is estimated at $450,000.

In the summer of 1999, a 20,000 square foot skate park was opened. The Carlson Skate Park was constructed largely by volunteer labor and donations. Volunteers provide a great and active asset to the City. For example, the Keizer Rotary Club often donates time and materials to construct park shelters, big toys, and the like throughout our park system.

2010 marked the grand opening of the new City Hall / Police Department / Community Center that will be a jewel for the community. This building is 68,500 square feet and includes the 9,000 square foot community center which is available to the public for community use. It is a LEED (Leadership in Energy Efficient Design) Silver credentialed building and is designed to meet our organizational growth needs for at least 20-years.

The City of Keizer operates under a Council-Manager form of government. The City Council consists of a Mayor and six Councilors. The City Manager is the administrative head of City government and is appointed by the City Council. There are nearly 100 City employees working in seven departments: Administration, Finance, Human Resources, Public Works, Community Development, Municipal Court and Police Services.

The water supply for the City of Keizer is provided by a series of underground wells. Keizer sits on one of the largest aquifers on the Northwest coast. Since 1983, water service connections have grown from 5,200 to over 13,000 services and in 1998 the first water reservoir was constructed. On an average, the City uses approximately 3 million gallons of water per day.

In 1997, the City of Keizer was given an award for the "Best Tasting Ground Water in Oregon."

The Keizer Fire District and Marion County Fire District #1 provide fire and emergency services for the City.

The citizens of Keizer can be proud of the progress of this great community. Pride, Spirit, and Volunteerism are alive and well in the City of Keizer.

City of Keizer

May 1, 2012

Honorable Mayor Christopher
City Councilors
Budget Committee
Citizens of Keizer

I am pleased to present the fiscal year 2012-13 Manager Recommended Budget.

Since incorporating in 1982 the City of Keizer (the "City") has embraced the philosophy that the City should keep costs and services to a minimum by providing City services to the community in a coordinated, efficient and least cost fashion. This philosophy has enabled the City to continue to provide basic services, such as public safety and community development, while maintaining the City's infrastructure (park, street, water, sewer and storm water) through the challenging economic times that continue to face our country.

Over the past three years, the City reduced its expenses in line with the reduction in revenues. The expense reductions included travel and training, and elimination of non-emergency related overtime and other nonessential services and programs. In addition two administrative positions have been eliminated, a third has been left vacant and four police officer positions have been left unfilled. Non-represented employees have had a salary freeze for the past two years and the City reduced its contributions to their insurance premiums from 95% to 90%. Represented employees voluntarily gave up their contractual cost of living increases that would have been effective July 2011.

These cost reductions have helped restore and maintain the City's financial integrity. During fiscal year 2012-13 the City will begin to add back some of the expenses that have been previously eliminated or reduced specifically in the area of park operations, training and employee compensation.

The following is a summary of the financial highlights of the 2012-13 fiscal year budget.

Revenues

The City is expecting revenues to increase approximately 27% in fiscal year 2012-13 as compared to fiscal year 2011-12. The increase is attributed to an increase in property taxes, assessments, charges for services and miscellaneous income. Other revenue sources are expected to remain consistent with the prior year.

Property Taxes

Property tax revenues are the General Fund's single most important revenue source and support operating programs such as Police, Municipal Court, Parks, Community Development and Administration. The City has a permanent tax rate of $2.0838 per $1,000 of assessed value, and cannot be increased under the current Oregon law. The City is expecting property tax revenue to increase approximately 14% in fiscal year 2012-13 as compared to fiscal year 2011-12. This increase is primarily attributed to the partial sun setting of the Keizer Urban Renewal District which will result in approximately $440k of additional property tax revenue in the general fund. In addition the increase is attributed to an increase in the assessed value plus new development.

Assessments

Assessments are expected to increase $4.9 million in fiscal year 2012-13 as compared to fiscal year 2011-12. The increase is the result of the City foreclosing on five properties within the Keizer Station Local Improvement District. . Once the City takes possession of the properties it will use urban renewal funds to pay down the assessments and reduce the City's outstanding debt. The City intends to sell the properties when the market recovers.

Charges for Services

Charges for services are expected to increase approximately 1.7%. The increase is attributed to the City proposing a 2% water rate increase and the City of Salem who manages the City's sewer infrastructure expected to propose a 4% sewer rate increase. Both rate increases would go into effect January 2013.

Operating Expenditures

In total the City's operating expenditures which include personnel services and materials and services are expected to increase approximately 7.3% or $1.2 million.

Personnel Services

Personnel Services includes employee salaries and wages, retirement benefits and health and welfare benefits. The City anticipates a $480k or 5.6% increase in personnel service expense in fiscal year 2012-13 as compared to fiscal year 2011-12.

Salaries and Wages

Employee salary and wages comprise the largest category of personnel services. Salaries and wages are expected to increase $215k or 3.7% in fiscal year 2012-13 as compared to fiscal year 2011-12.

The City is subject to collective bargaining agreements with the Keizer Police Association ("KPA") and the Laborers International Union of North America, Local 320 ("Local 320"). In accordance with those collective bargaining agreement's salaries and wages for employees who are members of the KPA and local 320 is set to increase 2.5% for cost of living plus merit increases for those eligible.

For employees not subject to the provisions of a collective bargaining agreement salaries and wages will be adjusted 2.5% for cost of living, plus merit increases for those eligible.

Consistent with fiscal year 2011-12 the budgeted headcount for fiscal year 2012-13 will remain at 91 employees.

Retirement Benefits

Retirement benefits provided to City employees are remaining the same but the cost of those benefits will increase approximately $40k in fiscal year 2012-13 as compared to fiscal year 2011-12. The primary reason for the increase in the cost of retirement benefits is the increase in base wages in which retirement contributions are based upon.

Health Insurance Benefits

Health Insurance benefits provided to city employees will remain the same however the cost to provide those benefits is expected to increase 11% or $157k in fiscal year 2012-13 as compared to fiscal year 2011-12. The increase in the cost of health insurance benefits is due to 9% premium increases implemented by the City's third party service providers and are in line with overall industry trends. The other 2% increase is from employees moving from Employee/Spouse to Family coverage. Consistent with fiscal year 2011-12 represented and non-represented employees will be required to pay 5% and 10%, respectively, of the cost of the medical and dental insurance premiums.

The City is limited in its ability to eliminate or reduce specific health and welfare benefits provided as doing so would be a violation of the terms of the collective bargaining agreement for represented employees. In addition given the total number of employees, creating separate health and welfare benefit packages for unrepresented employees in which the specific benefits could be modified would likely result in the loss of the pooled rate structure and an increase in administrative costs that would offset any potential premium expense savings.

Materials and Services

Materials and services are expected to increase $0.7 million from $8.3 million in fiscal year 2011-12 to $9.0 million in fiscal year 2012-13. Approximately $0.3 million of the increase is due to implementing an energy efficiency and housing improvement program that will loan out money to low income homeowners for specific improvements. This program is funded by available cash on hand received from Federal Grants and payoffs from previous loans made. In addition $0.1 million of the increase is due to an increase in sewer rates by the City of Salem.

Non-Operating Expenditures

Non-operating expenditures which include capital outlay, debt service and contingency are expected to increase $9.5 million in fiscal year 2012-13 as compared to fiscal year 2011-12.

Capital Outlay

Capital outlay costs are expected to increase $4.0 million from $2.0 million in fiscal year 2011-12 to $6.0 million in fiscal year 2012-13. The increase is due to a $1.0 million increase in street related capital improvements including street resurfacing and signal upgrades. These improvements are being funded by available cash on hand received from the State Fuel Tax which is legally restricted and can only be used for street related projects. $1.4 million of the increase in capital outlay is associated with I-5/Chemawa southbound intersection improvement project. This project is being funded by available cash on hand received from system development fees collected in previous years and is legally restricted to fund this type of project. In addition $1.3 million of the increase is associated with the construction of a boat ramp in Keizer Rapids park. This project is largely funded by grant revenue.

Debt Service

Payments of principal and interest on the City's debt obligations is expected to increase by $5.5 million from $2.5 million in fiscal year 2011-12 to $8.0 million in fiscal year 2012-13. The increase is due to a $5.5 million increase in the payment on the Keizer Station Local Improvement District debt. This payment is funded by tax increment funds collected in the Keizer Urban Renewal Agency.

Like fiscal year 2011-12, fiscal year 2012-13 will continue to present the City with a challenging economic environment in which to operate. However the budget presented will ensure the City continues to operate in a financially stable manner.

We would like to compliment and thank everyone involved in the development of the fiscal year 2012-13 Adopted Budget. We appreciated the thoughtfulness in which the Mayor, City Councilors, and Budget Committee take in reviewing this document, the important questions they ask and the requests for detail needed to understand and appreciate the City services and to provide a document that is easily read by the citizens we serve.

On behalf of the entire staff of the City of Keizer, we pledge to you our very best efforts to help the city operate effectively and efficiently during the next fiscal year.

Respectfully submitted,

Chris Eppley
City Manager

Susan Gahlsdorf
Budget Officer

CITY OF KEIZER

ALL FUNDS COMBINED

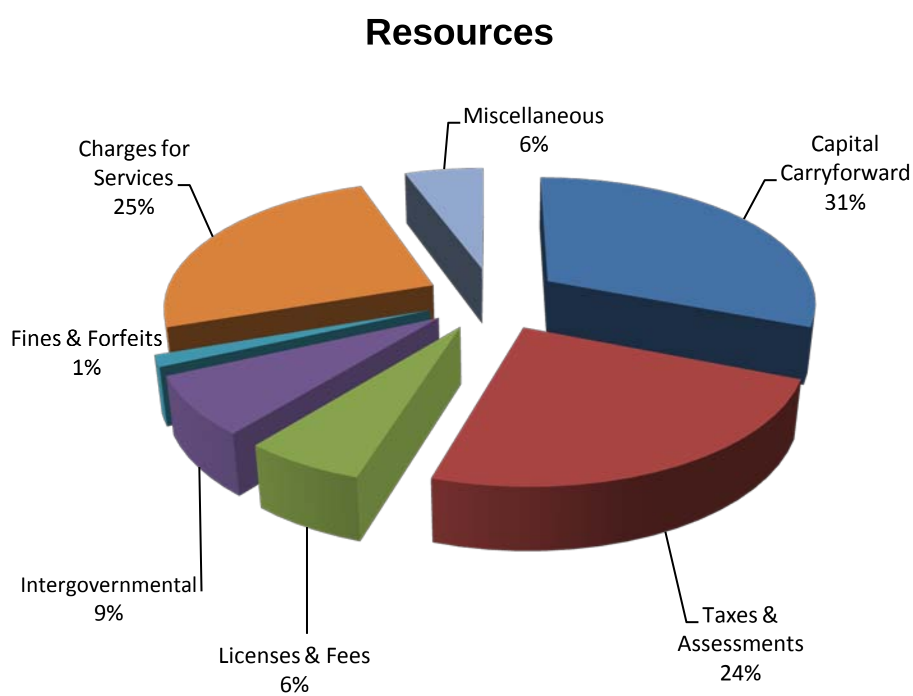
ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ 12,951,884	$ 11,285,865	$ 12,670,300	$ 13,058,100	*Capital Carryforward*	$ 13,166,200	$ 13,166,200		0.83%
4,721,002	4,599,343	5,175,700	4,717,800	Taxes & Assessments	10,141,700	10,141,700		114.97%
2,721,137	2,741,581	2,606,300	2,621,200	Licenses & Fees	2,570,300	2,570,300		-1.94%
2,946,553	3,235,375	3,874,200	3,968,700	Intergovernmental	3,125,800	3,125,800		-21.24%
734,182	581,624	565,100	611,200	Fines & Forfeits	610,300	610,300		-0.15%
9,787,906	10,025,673	10,418,000	10,232,100	Charges for Services	10,539,600	10,539,600		3.01%
-	-	-	-	Debt Proceeds	-	-		
1,841,096	2,468,096	2,282,100	1,216,000	Miscellaneous	2,378,900	2,378,900		95.63%
580,059	707,600	831,900	745,000	Transfers In	889,500	889,500		19.40%
$ 36,283,819	$ 35,645,157	$ 38,423,600	$ 37,170,100	**TOTAL RESOURCES**	$ 43,422,300	$ 43,422,300		16.82%
				REQUIREMENTS				
				EXPENDITURES				
$ 8,361,115	$ 8,558,610	$ 8,667,000	$ 8,550,700	Personnel Services	$ 9,034,900	$ 9,034,900		5.66%
9,763,659	9,785,969	11,237,500	10,304,900	Materials & Services	11,246,300	11,264,400		9.14%
2,057,706	1,762,966	6,212,300	1,890,900	Capital Outlay	6,333,100	6,335,000		234.93%
4,235,415	1,771,985	4,108,300	2,512,400	Debt Service	8,042,300	8,042,300		220.10%
-	-	257,100	-	Contingency	628,900	628,900		
$ 24,417,895	$ 21,879,530	$ 30,482,200	$ 23,258,900	**TOTAL EXPENDITURES**	$ 35,285,500	$ 35,305,500		51.71%
580,059	707,600	831,900	745,000	Transfers Out	889,500	889,500		19.40%
				FUND BALANCE				
2,720,400	3,283,030	3,954,900	3,948,400	Restricted Fund Balances	3,388,400	3,388,400		-14.18%
8,565,465	9,774,997	3,154,600	9,217,800	Fund Balances	3,858,900	3,838,900		-58.14%
$ 11,285,865	$ 13,058,027	$ 7,109,500	$ 13,166,200	**TOTAL FUND BALANCE**	$ 7,247,300	$ 7,227,300		-44.96%
$ 36,283,819	$ 35,645,157	$ 38,423,600	$ 37,170,100	**TOTAL REQUIREMENTS**	$ 43,422,300	$ 43,422,300		16.82%

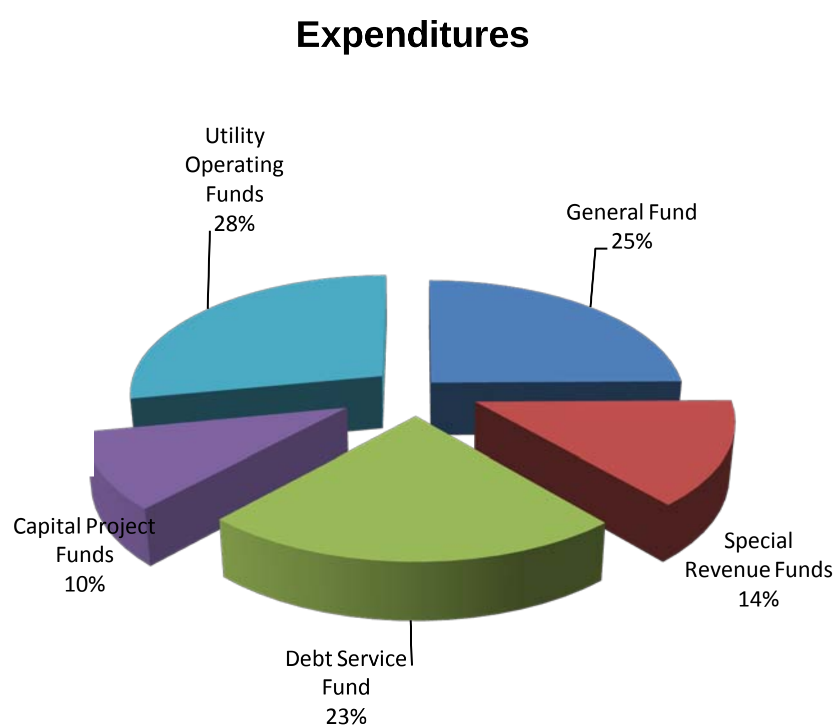
Notes:

Operating Funds include General Fund, Administrative Services, Streets, Housing Rehabilitation, Energy Efficiency, Revenue Sharing, Law Enforcement Grants, 9-1-1 Communications, PEG, Amphitheater, Community Center, Sewer, Water, Street Lighting Districts, and Storm Water.

Non-Operating Funds include Off-Site Transportation, Park Improvements, Transportation Improvements, Keizer Station Local Improvements, Sewer Reserve and Water Facility Funds.

CITY OF KEIZER
ALL FUNDS - ALLOCATION OF RESOURCES
FISCAL YEAR 2012-2013





CITY OF KEIZER

ALL OPERATING FUNDS COMBINED

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ 4,099,732	$ 4,574,934	$ 5,719,500	$ 6,299,600	*Capital Carryforward*	$ 6,476,000	$ 6,476,000		2.80%
3,987,591	4,086,917	4,104,900	4,180,400	Taxes & Assessments	4,687,000	4,687,000		12.12%
2,505,704	2,594,942	2,477,300	2,551,200	Licenses & Fees	2,541,800	2,541,800		-0.37%
2,773,764	3,233,566	3,074,200	3,168,700	Intergovernmental	3,125,800	3,125,800		-1.35%
734,182	581,624	565,100	611,200	Fines & Forfeits	610,300	610,300		-0.15%
7,780,589	8,018,113	8,329,200	8,161,100	Charges for Services	8,300,500	8,300,500		1.71%
-	-	-	-	Debt Proceeds	-	-		
262,860	1,036,199	223,100	258,200	Miscellaneous	188,900	188,900		-26.84%
424,699	507,600	581,900	495,000	Transfers In	669,500	669,500		35.25%
$ 22,569,121	$ 24,633,895	$ 25,075,200	$ 25,725,400	**TOTAL RESOURCES**	$ 26,599,800	$ 26,599,800		3.40%
				REQUIREMENTS				
				EXPENDITURES				
$ 8,361,115	$ 8,558,610	$ 8,667,000	$ 8,550,700	Personnel Services	$ 9,034,900	$ 9,034,900		5.66%
7,800,000	7,797,183	9,132,200	8,254,700	Materials & Services	9,033,900	9,052,000		9.44%
847,059	738,960	2,353,300	1,269,700	Capital Outlay	3,003,900	3,005,800		136.58%
441,995	505,265	439,600	439,600	Debt Service	442,900	442,900		0.75%
-	-	257,100	-	Contingency	628,900	628,900		
$ 17,423,346	$ 17,626,842	$ 20,846,200	$ 18,504,400	**TOTAL EXPENDITURES**	$ 22,130,400	$ 22,150,400		19.60%
570,841	707,600	756,500	745,000	Transfers Out	889,500	889,500		19.40%
				FUND BALANCE				
-	-	1,026,200	1,030,200	Restricted Fund Balances	473,300	473,300		-54.06%
4,574,934	6,299,453	2,446,300	5,445,800	Fund Balances	3,106,600	3,086,600		-42.95%
$ 4,574,934	$ 6,299,453	$ 3,472,500	$ 6,476,000	**TOTAL FUND BALANCE**	$ 3,579,900	$ 3,559,900		-44.72%
$ 22,569,121	$ 24,633,895	$ 25,075,200	$ 25,725,400	**TOTAL REQUIREMENTS**	$ 26,599,800	$ 26,599,800		3.40%

Notes:

Operating Funds include General Fund, Administrative Services, Streets, Housing Rehabilitation, Energy Efficiency, Revenue Sharing, Law Enforcement Grants, 9-1-1 Communications, PEG, Amphitheater, Community Center, Sewer, Water, Street Lighting Districts, and Storm Water.

CITY OF KEIZER

ALL NON-OPERATING FUNDS COMBINED

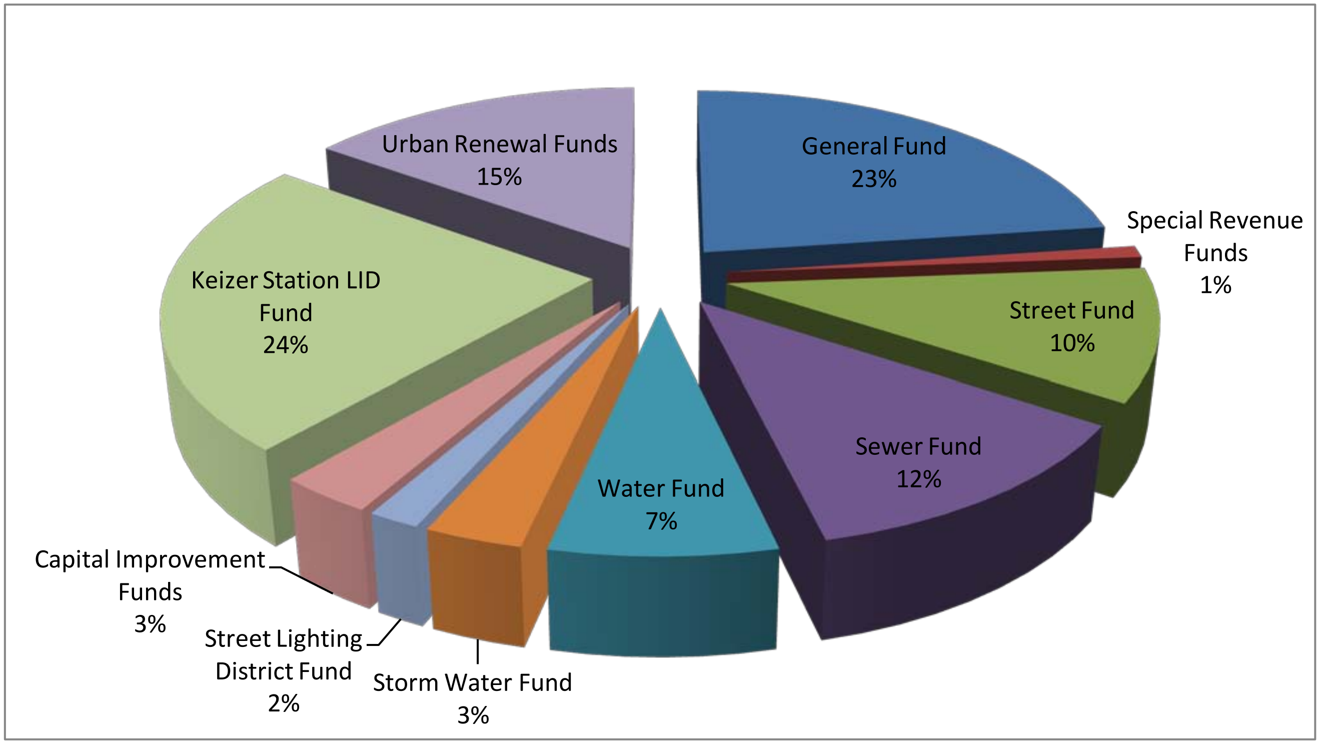
ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ 8,852,152	$ 6,737,433	$ 6,934,200	$ 6,734,700	*Capital Carryforward*	$ 6,676,600	$ 6,676,600		-0.86%
733,411	512,426	1,070,800	537,400	Taxes & Assessments	5,454,700	5,454,700		915.02%
215,433	146,639	129,000	70,000	Licenses & Fees	28,500	28,500		-59.29%
172,789	1,809	800,000	800,000	Intergovernmental	-	-		-100.00%
-	-	-	-	Fines & Forfeits	-	-		
50,630	23,139	20,400	30,800	Charges for Services	26,700	26,700		-13.31%
-	-	-	-	Debt Proceeds	-	-		
1,577,915	1,408,397	2,059,000	957,700	Miscellaneous	2,189,300	2,189,300		128.60%
155,360	200,000	250,000	250,000	Transfers In	220,000	220,000		-12.00%
$ 11,757,690	$ 9,029,843	$ 11,263,400	$ 9,380,600	**TOTAL RESOURCES**	$ 14,595,800	$ 14,595,800		55.60%
				REQUIREMENTS				
				EXPENDITURES				
$ -	$ -	$ -	$ -	Personnel Services	$ -	$ -		
6,972	4,365	36,900	10,000	Materials & Services	-	-		-100.00%
1,210,647	1,024,006	3,859,000	621,200	Capital Outlay	3,329,200	3,329,200		435.93%
3,793,420	1,266,720	3,668,700	2,072,800	Debt Service	7,599,400	7,599,400		266.62%
-	-	-	-	Contingency	-	-		
$ 5,011,039	$ 2,295,091	$ 7,564,600	$ 2,704,000	**TOTAL EXPENDITURES**	$ 10,928,600	$ 10,928,600		304.16%
9,218	-	75,400	-	Transfers Out	-	-		
				FUND BALANCE				
2,720,400	3,283,030	2,915,100	2,918,200	Restricted Fund Balances	2,915,100	2,915,100		-0.11%
4,017,033	3,451,722	708,300	3,758,400	Fund Balances	752,100	752,100		-79.99%
$ 6,737,433	$ 6,734,752	$ 3,623,400	$ 6,676,600	**TOTAL FUND BALANCE**	$ 3,667,200	$ 3,667,200		-45.07%
$ 11,757,690	$ 9,029,843	$ 11,263,400	$ 9,380,600	**TOTAL REQUIREMENTS**	$ 14,595,800	$ 14,595,800		55.60%

Notes:

Non-Operating Funds include Off-Site Transportation, Park Improvements, Transportation Improvements, Keizer Station Local Improvements, Sewer Reserve and Water Facility Funds.

CITY OF KEIZER
ALLOCATION OF BUDGET BY FUND
FISCAL YEAR 2012-2013

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



Special Revenue Funds:
- Revenue Sharing Fund
- PEG Fund
- 9-1-1 Communications
- Law Enforcement Grant
- Housing Rehabilitation
- Energy Efficiency Fund
- Facility Reserve Fund
- Community Center Fund
- Amphitheater Fund

Capital Improvement Funds:
- Park Improvement Fund
- Sewer Reserve Fund
- Water Facility Fund
- Transportation
- Off-Site Transportation

GENERAL FUND

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

A General Fund looks different from City to City. For example, the Parks Department could be a separate district in some cities. In Keizer, the General Fund's primary expenditures are for Public Safety, Park Operations, Community Development and General Government. Beginning in FY09-10, the City's administrative costs are tracked through an internal services fund. The General Fund pays its share of these costs through Charges for Services from the City's Administrative Services Fund.

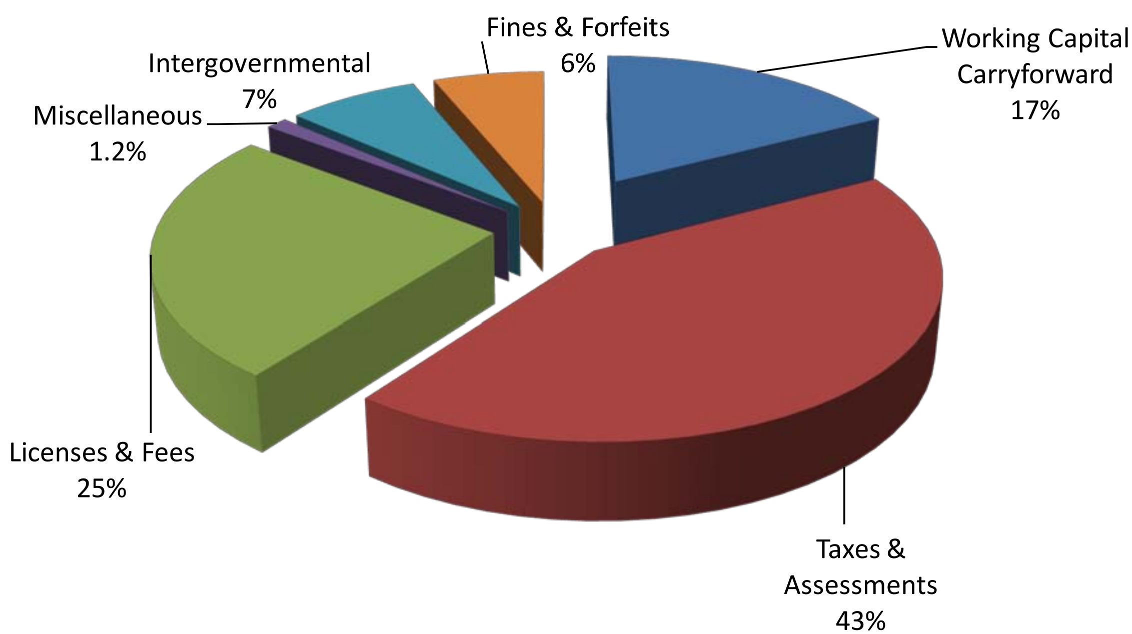
CITY OF KEIZER

GENERAL FUND SUMMARY

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ 1,435,308	$ 1,514,528	$ 1,422,900	$ 1,646,100	*Working Capital Carryforward*	$ 1,705,100	$ 1,705,100		3.58%
3,531,180	3,628,515	3,671,700	3,742,900	Taxes & Assessments	4,272,500	4,272,500		14.15%
2,449,034	2,532,593	2,425,300	2,509,300	Licenses & Fees	2,494,100	2,494,100		-0.61%
695,225	722,130	638,200	650,500	Intergovernmental	722,400	722,400		11.05%
734,182	581,624	565,100	611,200	Fines & Forfeits	610,300	610,300		-0.15%
699	1,293	5,000	5,000	Charges for Services	5,000	5,000		0.00%
158,987	97,770	80,700	119,800	Miscellaneous	115,100	115,100		-3.92%
-	6,700	83,900	-	Transfers In	-	-		
$ 9,004,615	$ 9,085,153	$ 8,892,800	$ 9,284,800	**TOTAL RESOURCES**	$ 9,924,500	$ 9,924,500		6.89%
				REQUIREMENTS				
				EXPENDITURES				
$ 5,322,164	$ 5,326,314	$ 5,280,800	$ 5,258,000	Personnel Services	$ 5,530,100	$ 5,530,100		5.17%
1,843,934	1,822,358	2,149,800	2,019,700	Materials & Services	2,324,600	2,342,700		15.10%
73,089	-	10,000	17,500	Capital Outlay	24,300	26,200		38.86%
-	-	52,200	-	Contingency	100,000	100,000		
$ 7,239,187	$ 7,148,672	$ 7,492,800	$ 7,295,200	**TOTAL EXPENDITURES**	$ 7,979,000	$ 7,999,000		9.37%
$ 250,900	$ 290,400	$ 287,500	$ 284,500	***TRANSFERS OUT***	$ 459,000	$ 459,000		61.34%
				FUND BALANCE				
$ -	$ -	$ -	$ -	Restricted Fund Balance	$ 85,000	$ 85,000		
1,514,528	1,646,081	1,112,500	1,705,100	Fund Balances	1,401,500	1,381,500		-17.81%
$ 1,514,528	$ 1,646,081	$ 1,112,500	$ 1,705,100	TOTAL FUND BALANCE	$ 1,486,500	$ 1,466,500		-12.82%
$ 9,004,615	$ 9,085,153	$ 8,892,800	$ 9,284,800	**TOTAL REQUIREMENTS**	$ 9,924,500	$ 9,924,500		6.89%

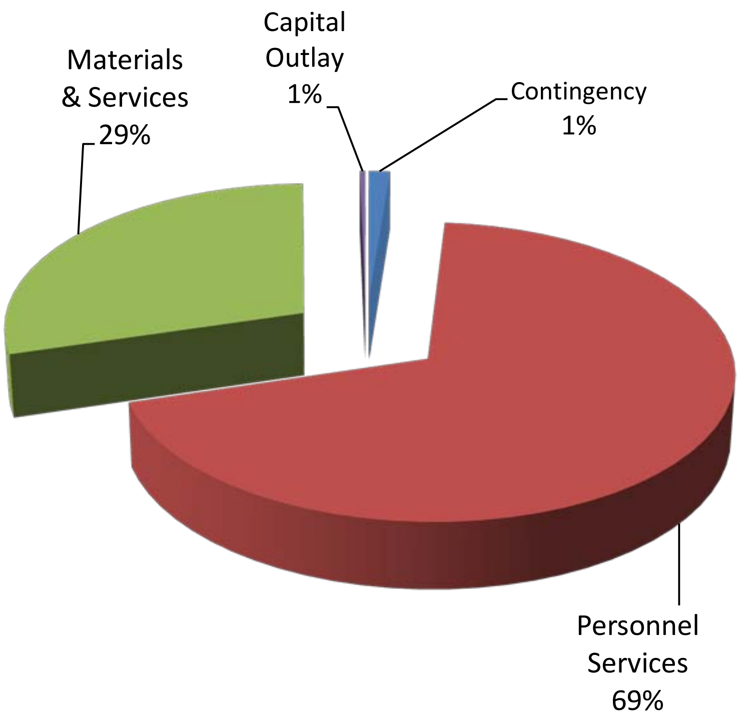
CITY OF KEIZER
GENERAL FUND RESOURCES
FISCAL YEAR 2012-13

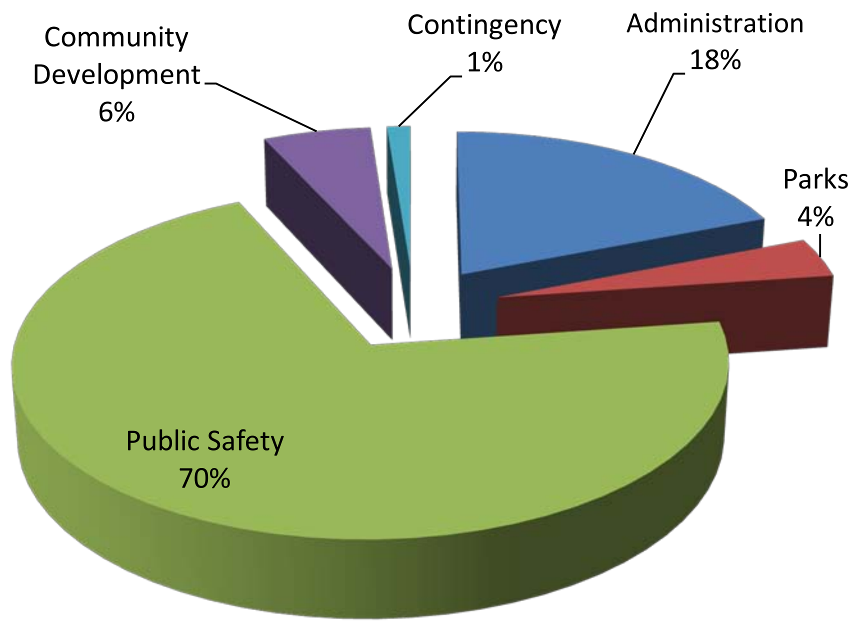
The General Fund is the chief operating fund of the city and accounts for all financial resources except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and intergovernmental revenues such as Cigarette and Liquor Tax.



CITY OF KEIZER
GENERAL FUND EXPENDITURES
FISCAL YEAR 2012-13

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





5/29/2012

CITY OF KEIZER
2012-2013 Property Tax Revenue Estimates

	City Property Tax Revenues	2011-12 Actual Tax Revenues	2012-13 Estimated Tax Revenues 102.5%
1	District Assessed Value	$2,118,730,463	$2,172,518,431
2	Urban Renewal Increment (see below)	(300,854,248)	(308,556,673)
3	District Net Value w/o Urban Renewal	$1,817,876,215	$1,863,961,758
4			
5	Permanent Tax Rate per $1,000	$2.0838	$2.0838
6			
7	Gross Property Tax Revenues	$3,788,090	$3,884,124
8	Penalties/Compression/Adjustments	(25)	(26)
9	Property Tax Revenues	$3,788,065	$3,884,097
10	Uncollectables and Discounts	($235,352)	(256,350)
11	Property Tax Revenues Released from Urban Renewal (below)		442,975
12	Net Anticipated Tax Collected	$3,552,713	$4,070,722
13			

	Urban Renewal Tax Increment Revenues		2012-13 Estimated Tax Revenues 102.6%
15	Assessed Value inside Keizer's Plan Area	$346,182,841	
16	Assessed Value (frozen)	45,328,593	
17	Increment Value	$300,854,248	$308,556,673
18			
19	Tax Rate per $1,000 Increment Value	$14.3951	$14.3951
20	Division of Tax Before Adjustments	4,330,827	4,441,704
21	Adjustments	(1,173)	(1,203)
22	Division of Tax Revenues - Adjusted	4,329,654	$4,440,501
23	Uncollectables and Discounts	(316,219)	(324,315)
24	Net Anticipated Tax Generated	$4,013,435	$4,116,186
25	Urban Renewal Extension		1,395,602
26	Balance to Overlapping Jurisdictions		2,720,584
27	City of Keizer's Share	16.3%	$442,975

1 Assessed Value as of February 2012 provided by Marion County Assessor's Office
17 Urban Renewal Increment Value as of February 2012 provided by Marion County Assessor's Office
19 Tax Rates of Overlapping Jurisdictions per Marion County Assessor's Office February 2012

Oregon Comparative Tax Rate & FTE by City

FY 2012 - 2013

Jurisdiction	*Pop*	*City Tax Rate/$1,000*	*Fire District Tax Rate/$1,000*	*Park & Rec Tax Rate/$1,000*	*Total FTE*	*Total FTE/1,000 Residents*	*Total Tax Rate*
Roseburg	21,690	8.48			161.00	7.40	8.48
Beaverton	90,835	4.82	1.93	1.74	566.31	6.23	8.49
Klamath Falls	21,120	5.63	2.88		239.00	11.31	8.51
Woodburn	24,090	6.44	1.91		175.91	7.30	8.35
Albany	50,520	8.06			424.93	8.41	8.06
Pendleton	16,625	7.26			134.50	8.09	7.26
La Grande	13,095	7.47			121.79	9.30	7.47
Forest Grove	21,275	5.67	1.28		159.50	7.49	6.95
Milwaukie	20,400	4.07	2.46		243.24	11.92	6.53
Eugene	157,010	8.44			1466.83	9.34	8.44
Oregon City	32,220	4.28	2.46		276.96	8.59	6.74
Redmond	26,305	6.26	1.75	0.37	190.00	7.22	8.38
Sherwood	18,255	3.96	1.93		112.90	6.18	5.89
Salem	155,710	6.79			1189.90	7.64	6.79
McMinnville	32,270	5.74			203.28	6.29	5.74
Newberg	22,230	4.69		0.91	158.75	7.14	5.60
Lake Oswego	36,725	5.58			354.50	9.65	5.58
Hillsboro	92,350	5.39			698.80	7.56	5.39
Medford	75,180	5.38			449.00	5.97	5.38
The Dalles	14,440	3.02	2.10		134.00	9.27	5.12
Corvallis	54,520	5.59			441.34	8.09	5.59
Springfield	59,695	7.09			421.96	7.06	7.09
Tigard	48,415	2.97	1.93	0.09	294.75	6.08	4.99
Wilsonville	19,565	2.69	1.93		199.38	10.19	4.62
Tualatin	26,060	2.56	1.93	0.09	151.13	5.79	4.58
West Linn	25,250	2.45	1.93		168.83	6.68	4.38
Ashland	20,255	4.60			249.10	12.29	4.60
Bend	76,925	2.80		1.46	452.85	5.88	4.26
Grants Pass	34,660	6.33			220.82	6.37	6.33
Keizer	*36,715*	***2.0838***	***1.6054***		***116.50***	***3.17***	***3.69***
Average FTE						**7.96**	
Average Tax Rate for All Listed Cities							**6.31**

Notes: Tax rate calculation does not take into account Roadway Districts, Water Districts, Library Districts, or Port Authorities, which exist in a number of the above referenced cities.
Redmond Fire annexed to Deschutes County 7/1/11

Source Documents include:

2011-2012 Tax Roll from County Assessor for Benton, Clackamas, Deschutes, Douglas, Jackson, Klamath, Lane, Linn, Marion, Multnomah, Union, Wasco, Washington, and Yamhill Counties
2011-12 Budget Documents for all listed Cities and Fire Districts (FTE data)

CITY OF KEIZER

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	$ 1,402,554	$ 1,324,387	$ 1,403,800	$ 1,452,400	*Working Capital Carryforward*	$ 1,594,400	$ 1,594,400		9.78%
2									
3					*TAXES*				
4	$ 61,190	$ 62,877	$ 46,200	$ 46,500	Hotel/Motel Tax	$ 58,100	$ 58,100		24.95%
5	143,719	145,515	122,600	143,700	Prior Year Taxes	143,700	143,700		0.00%
6	3,326,271	3,420,123	3,502,900	3,552,700	Tax Base	4,070,700	4,070,700		14.58%
7	$ 3,531,180	$ 3,628,515	$ 3,671,700	$ 3,742,900	TOTAL TAXES	$ 4,272,500	$ 4,272,500		14.15%
8									
9					*LICENSES & FEES*				
10	$ 254,978	$ 247,171	$ 243,500	262,100	Salem Electric Franchise Tax	$ 262,100	$ 262,100		0.00%
11	723,336	709,741	706,000	774,500	PGE Franchise Tax	774,500	774,500		0.00%
12	370,970	384,344	353,100	351,600	NW Natural Franchise Tax	334,000	334,000		-5.01%
13	91,423	75,948	59,800	66,200	Telephone Franchise Tax	57,700	57,700		-12.84%
14	364,395	374,087	380,100	379,300	Cable Television Franchise Tax	379,300	379,300		0.00%
15	186,770	192,464	189,300	192,600	Sanitation Franchise Tax	192,600	192,600		0.00%
16	130,406	123,864	127,500	124,400	Water Sales Assessments	126,900	126,900		2.01%
17	249,064	309,438	256,100	255,100	Sewer License Fee	257,700	257,700		1.02%
18	-	46,315	37,800	39,700	Storm Water Franchise Tax	39,700	39,700		0.00%
19	-	11,865	10,000	10,000	Wireless Franchise Tax	10,000	10,000		0.00%
20	2,490	2,430	2,400	2,500	Liquor Licenses	2,500	2,500		0.00%
21	18,874	20,881	22,500	20,400	Lien Search Fee	20,400	20,400		0.00%
22	$ 2,392,706	$ 2,498,548	$ 2,388,100	$ 2,478,400	Total Licenses & Fees	$ 2,457,400	$ 2,457,400		-0.85%

Notes:

4 Beginning FY11-12 20% of the Hotel/Motel Tax was allocated to the Event Center to support tourism functions.

6 Property values are expected to increase 2.5% to reflect increases in assessed value and new development, less 6.6% for uncollected taxes. According to Marion County, Keizer's value seem to hold up better than the County as a whole.

9 FY12-13 License & Fee projections anticipate revenues to be equal to FY11-12 projections, except as noted below.

12 According to NW Natural, gas prices are down which means a decrease in franchise fees; exact amounts are not known at this time but we estimate a 5% decrease in FY12-13 over FY11-12. NW Natural has been able to buy gas at a lower rate on the open market which has resulted in a financial surplus which will likely be returned to customers in June/July, this will result in a reduction in revenue for next year and for the payment for the quarter ending June 30, 2012. NW Natural has asked for a 6% rate increase effective in December 2012 however it is undetermined how much the regulators will approve. This will impact FY13-14 revenues.

13 Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY12-13 revenue projections are based on a 13% reduction over FY11-12 projected revenues, consistent with the current downward trend.

CITY OF KEIZER

GENERAL FUND

GENERAL SUPPORT RESOURCES

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				INTERGOVERNMENTAL				
52,941	55,422	50,900	53,200	Cigarette Tax	53,200	53,200		0.00%
408,357	424,159	365,900	416,800	Liquor Tax	416,800	416,800		0.00%
$ 461,298	$ 479,581	$ 416,800	$ 470,000	Total Intergovernmental	$ 470,000	$ 470,000		0.00%
				MISCELLANEOUS				
$ 300	$ 440	$ -	$ -	KARE Donations	$ -	$ -		
400	-	-	-	EVAK Donations	-	-		
42,390	41,627	29,400	45,400	Stadium Rent	45,400	45,400		0.00%
7,165	5,946	2,000	5,000	Interest	5,000	5,000		0.00%
-	100	-	-	Rentals	-	-		
9,425	9,511	9,400	9,800	Cell Tower Rent	9,800	9,800		0.00%
3,890	200	3,000	3,000	Art Walk Revenue	3,000	3,000		0.00%
1,980	504	400	6,900	Systems Development Admin Fee - Sewer	6,900	6,900		0.00%
10,564	2,248	2,800	2,300	Systems Development Admin Fee - Parks	1,500	1,500		-34.78%
8,904	13,513	4,300	1,300	Miscellaneous Revenue	1,300	1,300		0.00%
-	650	-	400	Good Vibrations Donations	-	-		-100.00%
$ 85,018	$ 74,739	$ 51,300	$ 74,100	Total Miscellaneous	$ 72,900	$ 72,900		-1.62%
				TRANSFERS IN				
$ -	$ -	$ 3,100	$ -	Transfer from Keizer Station LID Fund	$ -	$ -		
-	6,700	8,500	-	Transfer from Revenue Sharing Fund	-	-		
-	-	72,300	-	Transfer from Transportation Fund	-	-		
$ -	$ 6,700	$ 83,900	$ -	Total Transfers	$ -	$ -		
$ 7,872,756	$ 8,012,470	$ 8,015,600	$ 8,217,800	**TOTAL RESOURCES**	$ 8,867,200	$ 8,867,200		7.90%

Notes:

31 Stadium rent is 5% of ticket sales and 20% of parking lot fees.

32 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

37 The Park SDC fee is based on 10 residential fees anticipated in FY11-12.

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

CITY OF KEIZER
GENERAL FUND
GENERAL SERVICES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 1,312,156	1,433,234	$ 1,620,700	$ 1,541,900	**GENERAL SUPPORT**	$ 2,078,900	$ 2,097,000		36.00%
2									
3					**REQUIREMENTS**				
4									
5					***PERSONNEL SERVICES***				
6	(957)	(1,820)	-	-	Insurance Benefits (2)-(8)	-	-		
7	$ (957)	(1,820)	$ -	$ -	TOTAL PERSONNEL SERVICES	$ -	$ -		
8									
9					***MATERIALS & SERVICES***				
10	$ 1,104	845	$ -	-	KARE Expenses	$ -	$ -		
11	217	920	400	1,200	Public Notices	1,200	1,200		0.00%
12	2,270	2,535	3,000	3,000	Art Walk Display	3,000	3,000		0.00%
13	1,200	-	-	-	Civic Center Art	-	-		
14	6,490	10,771	10,000	1,000	Legal Services	10,000	10,000		900.00%
15	994,123	1,059,959	1,220,800	1,202,600	Administrative Services Charges	1,355,700	1,355,700		12.73%
16	10,394	12,218	9,800	12,300	Contractual Services	12,300	12,300		0.00%

Notes:

14 Legal Services are primarily for outside legal council, who specialize in telecom, to prepare a master telecom ordinance, inclusive of all telecom providers doing business in Keizer. The City currently has an exclusive agreement with CenturyLink (aka Qwest) and does not have a master telecom ordinance.

15 Materials & Services related to general administration are 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. The increases over the past few years is reflective of the change in allocation for administrative staff to reflect the shift in workload from Urban Renewal to General Service related projects, net the elimination of the Assistant to the City Manager position.

	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	PERCENT INC (DEC) PROJECTED
(1)	$ 132,700	$ 120,300	City-Wide Administration	$ 178,800	$ 178,800	48.63%
(2)	108,600	108,900	City Manager	148,800	148,800	36.64%
(3)	294,400	287,000	Information Systems	193,700	193,700	-32.51%
(4)	138,500	138,900	Attorney's Office	167,800	167,800	20.81%
(5)	80,500	80,700	City Recorder	105,000	105,000	30.11%
(6)	151,300	151,600	Human Resources	164,300	164,300	8.38%
(7)	153,900	154,300	Finance	173,800	173,800	12.64%
(8)	160,900	160,900	Facility Maintenance	223,500	223,500	38.91%
	$ 1,220,800	$ 1,202,600	Administrative Services Charges	$ 1,355,700	$ 1,355,700	12.73%

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

CITY OF KEIZER
GENERAL FUND

GENERAL SERVICES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					MATERIALS & SERVICES CONTINUED				
17	-	264	-	-	Insurance	-	-		
18	12,238	12,575	-	-	Fire District - Hotel/Motel Tax	-	-		
19	12,238	12,575	-	-	KAVA - Hotel/Motel Tax	-	11,000		
20	-	-	-	-	River Road Banners	4,500	4,500		
21	3,300	-	-	-	Chamber Holiday Lights	-	3,000		
22	-	-	-	-	Good Vibrations	-	3,000		
23	7,341	6,075	6,000	6,000	Off-Site Property Maintenance	6,000	6,000		0.00%
24	-	20,184	23,300	23,300	Election Expense	-	-		-100.00%
25	1,442	765	400	400	Neighborhood Association Expense	400	500		25.00%
26	95	180	-	200	Volunteer Recognition	200	200		0.00%
27	1,700	-	-	-	Library Stipend	-	-		
28	4,000	4,000	4,000	4,000	After School Programs	4,000	5,000		25.00%
29	-	-	-	-	SK Schools TI Repayment	33,600	33,600		
30	1,893	650	800	3,200	Miscellaneous Expense	3,000	3,000		-6.25%
31	2,168	138	2,500	200	Emergency Management Expense	1,000	1,000		400.00%
32	$ 1,062,213	1,144,654	$ 1,281,000	$ 1,257,400	TOTAL MATERIALS & SERVICES	$ 1,434,900	$ 1,453,000		15.56%

Notes:

18 In previous years, Fire District payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution. The City intends to repeal this resolution effective July 1, 2011.

19 Costs include:

iRIS Kiosk @ Civic Center	3,500
Visitor Center Signage	500
Community Calendar	1,200
Oregon Governor's Conference of Tourism	800
Police Overtime	5,000
Total	11,000

20 Funds are designated to replace the Banners on River Road which have been removed because they are worn and tattered which does not meet the intended purpose of local business promotion. Traditionally the City's Urban Renewal District has funded this item, however, with the restrictions imposed in the Plan Amendment (to deal with the Keizer Station default) Urban Renewal Funds are not available.

22 To cover costs for police overtime services

23 Off-Site maintenance includes regular monthly operating costs for focal point fountains and mowing City property behind the Volcano Stadium.

24 A ballot measure restricting retail buildings bigger than 65,000 square feet went to voters in March 2011 costing the City $20,000 in election expenses. The City had another ballot measure in November 2011 to request funding for Police services.

29 During FY11-12 the City entered into a reimbursement agreement with Salem-Keizer School District to repay the district for taxes forgone from extending the Urban Renewal District's maximum indebtedness.

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

31 Emergency Management expenses are now shared with Public Works operating funds. FY12-13 costs are for software for the Emergency Operations Center.

CITY OF KEIZER
GENERAL FUND
GENERAL SERVICES

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-	-	52,200	-	Contingency	100,000	100,000		
				TRANSFERS OUT				
$ -	$ 20,500	$ -	$ -	To Revenue Sharing Fund	$ 102,300	$ 102,300		
250,900	269,900	287,500	284,500	To 9-1-1 Fund	286,700	286,700		0.77%
-	-	-	-	To Community Center Fund	70,000	70,000		
$ 250,900	$ 290,400	$ 287,500	$ 284,500	TOTAL TRANSFERS OUT	$ 459,000	$ 459,000		61.34%
-	-	-	-	Interest Due on Tax Increment Revenue	85,000	85,000		
$ 1,312,156	$ 1,433,234	$ 1,620,700	$ 1,541,900	**TOTAL REQUIREMENTS**	$ 2,078,900	$ 2,097,000		36.00%

PARK OPERATIONS

The Public Works Department Parks Division is funded by City policy using general fund revenues at approximately 2.5% of total revenues. The proposed budget for FY 12/13 provides for over 3% of general fund revenues. Additional revenue for Parks operations will also be provided from the rental of recently purchased property at 1590 Chemawa Road North. This includes rental of a house and lease of a filbert orchard. The Parks Division goal is to continue providing clean, safe open spaces and river access for structured and unstructured recreation. Additional funding provided this year for Parks will make these goals easier to obtain.

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

Capital improvements may occur this year provided matching funds can be obtained. The projects identified by the Parks and Recreation Advisory Board are providing $15,000 for the replacement of the play structure at Willamette Manor Park and providing $5,000 for retaining wall improvements at the Keizer Little League Park.

NUMBER OF PARKS AND ACREAGE

	Number	Acres
Small City	11	38.1
Waterfront Parks	3	14.3
Large City Parks	1	10.6
Regional Parks	1	148.0
Special Use Area Parks	1	15.4
Natural Area/ Open Space Parks	2	13.2

CITY OF KEIZER
GENERAL FUND

PARK OPERATIONS

RESOURCES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	$ 2,587	$ 2,534	$ 2,500	$ 2,500	Park Reservation Fees	$ 2,600	$ 2,600		4.00%
2	-	-	21,300	21,300	Park Rental Income	25,300	25,300		18.78%
3	45,913	-	-	-	Insurance Reimbursement	-	-		
4									
5	48,500	2,534	23,800	23,800	TOTAL ACTIVITY GENERATED	27,900	27,900		17.23%
6	275,354	216,623	243,700	237,300	GENERAL SUPPORT RESOURCES	267,600	269,500		13.57%
7	$ 323,854	$ 219,157	$ 267,500	$ 261,100	**TOTAL RESOURCES**	$ 295,500	$ 297,400		13.90%

2 Park Rental program began in FY11-12 with the purchase of the Buchholz property. Income includes house and orchard rental.
3 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 FY12-13 budget is over 3% of budgeted revenues.

CITY OF KEIZER
GENERAL FUND
PARK OPERATIONS

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
8									
9					**REQUIREMENTS**				
10									
11					*PERSONNEL SERVICES*				
12	$ 2,158	$ 1,087	$ 1,100	$ 900	Public Works Director	$ 1,000	$ 1,000		11.11%
13	4,227	4,228	4,300	4,300	Public Works Superintendent	4,400	4,400		2.33%
14	88,153	89,775	91,400	91,400	Municipal Utility Workers	96,000	96,000		5.03%
15	29,879	15,690	-	-	Seasonal Help	-	-		
16	-	-	-	-	Overtime	-	-		
17	-	800	800	800	Clothing Stipends	800	800		0.00%
18	15,043	2,666	1,500	1,500	Medicare - Social Security	1,600	1,600		6.67%
19	13,763	12,101	14,600	14,600	Retirement	15,300	15,300		4.79%
20	23,553	26,921	29,600	29,600	Insurance Benefits	33,700	33,700		13.85%
21	1,218	6,978	9,100	4,000	Unemployment	4,000	4,000		0.00%
22	2,024	1,119	1,500	1,500	Workers Compensation	1,500	1,500		0.00%
23	$ 180,018	$ 161,365	$ 153,900	$ 148,600	TOTAL PERSONNEL SERVICES	$ 158,300	$ 158,300		6.53%

Notes:

11 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

15 In FY11-12 Personnel Services - Seasonal Help has moved to the Contractual Services line-item. The City plans to use a temporary agency to hire seasonal staff to eliminate unemployment costs.

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

19 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

20 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
GENERAL FUND

PARK OPERATIONS

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
24					*MATERIALS & SERVICES*				
25	$ 14,167	$ 10,326	$ 16,400	$ 16,400	Parks Materials & Supplies	$ 20,000	$ 20,000		21.95%
26	1,573	901	1,300	1,000	Meetings, Travel & Training	1,000	1,000		0.00%
27	177	110	1,300	1,300	Labor Attorney	200	200		-84.62%
28	16,467	-	-	-	Administrative Services Charges	-	-		
29	26,220	30,881	56,300	56,300	Contractual Services	66,700	66,700		18.47%
30	2,565	-	-	-	Engineering Services	-	-		
31	2,185	3,441	3,000	3,400	Utilities	3,500	3,500		2.94%
32	1,321	1,157	1,200	1,200	Telephone	1,200	1,200		0.00%
33	535	737	800	500	Insurance	800	800		60.00%
34	6,313	5,984	6,500	6,000	Gasoline	7,000	7,000		16.67%
35	2,782	914	1,000	1,300	Vehicle Maintenance	1,000	1,000		-23.08%
36	562	3,261	4,500	3,000	Equipment Maintenance	4,500	4,500		50.00%
37	80	80	-	-	Medical Testing	-	-		
38	-	-	11,300	4,600	Park Rental Program Expenses	7,000	7,000		52.17%
39	$ 74,947	$ 57,792	$ 103,600	$ 95,000	TOTAL MATERIALS & SERVICES	$ 112,900	$ 112,900		18.84%
40									
41					*CAPITAL OUTLAY*				
42	$ 373	$ -	$ 10,000	$ 17,500	Field Equipment	$ 4,300	$ 4,300		-75.43%
43	68,516	-	-	-	Capital Improvements	20,000	21,900		
44	$ 68,889	$ -	$ 10,000	$ 17,500	TOTAL CAPITAL OUTLAY	$ 24,300	$ 26,200		49.71%
45									
46	$ 323,854	$ 219,157	$ 267,500	$ 261,100	**TOTAL REQUIREMENTS**	$ 295,500	$ 297,400		13.90%

Notes:

27 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012 therefore, costs for negotiations are anticipated in FY11-12 but not in FY12-13 as it is a three-year contract.

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

29 In FY11-12 Personnel Services - Seasonal Help has moved to the Contractual Services line-item. The City plans to use a temporary agency to hire seasonal staff to eliminate unemployment costs.

38 Park Rental Income pays for the following expenses:

Contractual Services	$ -	$ 4,000
Park Rental Program*	4,600	7,000
Field Equipment	-	4,300
Capital Improvements	16,700	10,000
	$ 21,300	$ 25,300

* For Property Taxes and house repairs

42 FY11-12 cost is for a new mower paid primarily from Park Rental income. In FY12-13 cost includes a trailer for a new mower.

5/29/2012

CITY OF KEIZER
GENERAL FUND
PARK DEDICATED FUND

RESOURCES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					*Working Capital Carryforward:*				
2	$ 8,662	$ 8,662	$ 8,600	$ 7,900	Dog Park Working Capital	$ -	$ -		-100.00%
3	2,436	23	-	-	Skate Park Working Capital	-	-		
4	3,034	4,615	2,200	1,900	Recreation Working Capital	-	-		-100.00%
5	1,969	126	700	1,100	Park Working Capital	-	-		-100.00%
6	14,070	9,767	7,600	7,700	Developers Tree Carryforward	7,700	7,700		0.00%
7	$ 30,171	$ 23,193	$ 19,100	$ 18,600	Total Working Capital Carryforward	$ 7,700	$ 7,700		-58.60%
8									
9					***MISCELLANEOUS - DONATIONS***				
10	$ -	$ 6,545	$ -	$ 1,800	Dog Park Donations	$ -	$ -		-100.00%
11	157	2,297	-	300	Park Donations	-	-		-100.00%
12	1,860	5	-	-	Recreation Donations	2,000	2,000		
13	88	-	-	-	Skate Park Donations	-	-		
14	75	-	-	-	Developers Tree Reimbursements	-	-		
15	-	-	-	-	Clagett Creek Tennis Donations	-	-		
16	$ 2,180	$ 8,847	$ -	$ 2,100	Total Miscellaneous	$ 2,000	$ 2,000		-4.76%
17									
18	$ 32,351	$ 32,040	$ 19,100	$ 20,700	**TOTAL RESOURCES**	$ 9,700	$ 9,700		-53.14%

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.

CITY OF KEIZER
GENERAL FUND

PARK DEDICATED FUND

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
19									
20					**REQUIREMENTS**				
21									
22					*MATERIALS & SERVICES*				
23	$ -	$ 7,308	$ 8,600	$ 9,700	Dog Park Projects	$ -	$ -		-100.00%
24	2,500	-	-	-	Skate Park Projects	-	-		
25	279	2,739	2,200	2,100	Recreation Projects	2,000	2,000		-4.76%
26	2,000	1,368	700	1,400	Park Projects	-	-		-100.00%
27	4,378	2,092	7,600	-	Developers Tree Expenses	7,700	7,700		
28	$ 9,157	$ 13,507	$ 19,100	$ 13,200	TOTAL MATERIALS & SERVICES	$ 9,700	$ 9,700		-26.52%
29									
30	$ 9,157	$ 13,507	$ 19,100	$ 13,200	**TOTAL REQUIREMENTS**	$ 9,700	$ 9,700		-26.52%

Notes:

20 Costs in the Dedicated Parks Program are for special projects funded by citizen, developer donations and rental income. Funding for these projects will come from receipts received through FY11-12 and unexpended at year-end.

25 Funds are used for the "Wild, Wild Rec" Program.

26 FY11-12 funds are for additional chips for fall protection in various parks.

COMMUNITY DEVELOPMENT

The Community Development Department manages City development activities, Urban Renewal activities, community plans, building permit processes, and enforces City codes. Long-range planning activities include policy issues regarding management of the Comprehensive Plan, State Planning requirements, Transportation Planning, and development of other specific plans such as Master Plans, development code revisions and ordinance development. Current planning activities include services to the public for development relative to zoning, land dividing, and floodplain management. Code Enforcement regulates zoning violations, solid waste, noxious weeds and unsafe housing issues. Building Permit Administration connects development permits with other appropriate staff within the City and also to Marion County.

Accomplishments

The Community Development Department has had an integral involvement in the planning and ongoing development at Keizer Station and Keizer Rapids Park. The Community Development Department is instrumental in region-wide planning and transportation issues such as the Salem-Keizer Transportation Study, the Mid-Willamette Valley Area Commission on Transportation and the I-5/Chemawa Rd Interchange Area Management Plan (IAMP). It is in these forums where the City is able to voice its concerns and needs regarding future growth and development.

The Community Development Department has continually improved its efficiency and customer service, providing services such as land use planning, building permit processing, zoning information, and design review and code enforcement. The department also administers ordinances to improve infill development, address noxious weeds, floodplain management and is responsible for reviewing and processing land use applications for residential and commercial development. Along with providing excellent Customer Service, enforcing City codes, which affect the community's livability and quality of life, continues to be a high priority for the Community Development Department. This past year the Department lost a full-time Code Enforcement/Zoning Technician employee and an additional 20% of staff time to Utility Billing. With this in mind, the Department has been flexible and innovative in balancing the needs of the citizens and City with limited staff resources.

The Department also is proactive in seeking out and developing partnerships with community organizations, businesses, and individuals to identify issues facing the community and propose alternatives for consideration.

Year	Total Land Use Applications Processed	Total Building Permits Reviewed
2001	68	346
2002	69	438
2003	49	348
2004	57	311
2005	39	289
2006	45	324
2007	45	325
2008	25	216
2009	24	188
2010	19	209
2011	16	147

Future Goals

The Department continues the process of updating sections of the Keizer Development Code with several Text Amendment projects outlined with the Planning Commission. These will include amendments to consider such things as Health and Social Care Facilities, changes to infill standards and parking standards. The Department will also stay actively involved in coordinating the development of the Keizer Station Area and the construction of a boat ramp at Keizer Rapids Park, made possible by a grant from the State of Oregon Marine Board and the Oregon Department of Fish and Wildlife (with local matching monies).

The Department recently reestablished a City program to give homeowners no-interest loans to improve their homes with funds received from the federal Energy Assistance program and funds from repayments of the existing Community Development Block Grant program.

The Community Development Department is also working on State mandated periodic review of the city's Comprehensive Plan. This process is necessary to plan for future development in the City and ensure there are adequate policies and goals in place to guide decisions regarding transportation, land supply issues (such as infill requirements and Urban Growth Boundary expansion), economic development, and public facilities needs for the next 20 year planning period. The City has finished participation in a regional Economic Opportunity Analysis as well as a Buildable Lands Inventory and Housing Needs Analysis and is now in process of a local EOA and HNA.

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

CITY OF KEIZER
GENERAL FUND
COMMUNITY DEVELOPMENT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
					LICENSES & FEES				
1	$ 2,415	$ 4,690	$ 4,000	$ 4,800	Sign Permits	$ 4,800	$ 4,800		0.00%
2	13,208	11,096	11,700	2,400	Land Use Application Fees	4,800	4,800		100.00%
3	7,674	7,185	10,800	13,000	Building Fees - Zoning	16,300	16,300		25.38%
4	30,444	8,540	8,200	8,200	Permit Fees	8,200	8,200		0.00%
5	$ 53,741	$ 31,511	$ 34,700	$ 28,400	Total Licenses & Fees	$ 34,100	$ 34,100		20.07%
6									
7					***CHARGES FOR SERVICES***				
8	$ 699	$ 1,293	$ 5,000	$ 5,000	Nuisance Abatement	$ 5,000	$ 5,000		0.00%
9	$ 699	$ 1,293	$ 5,000	$ 5,000	Total Charges for Services	$ 5,000	$ 5,000		0.00%
10									
11					***INTERGOVERNMENTAL***				
12	$ -	$ -	$ -	$ -	Transportation Grants	$ -	$ -		
13	-	-	70,000	10,000	Land Conservation Grant	60,000	60,000		500.00%
14	$ -	$ -	$ 70,000	$ 10,000	Total Intergovernmental	$ 60,000	$ 60,000		500.00%
15									
16	$ 54,440	$ 32,804	$ 109,700	$ 43,400	TOTAL ACTIVITY GENERATED	$ 99,100	$ 99,100		128.34%
17	342,464	308,609	285,900	281,400	GENERAL SUPPORT RESOURCES	357,600	357,600		27.08%
18	$ 396,904	$ 341,413	$ 395,600	$ 324,800	**TOTAL RESOURCES**	$ 456,700	$ 456,700		40.61%

Notes:

2 Land Use Application Fee charges are expected to increase 200% over FY11-12 based on the number of recent inquiries received in the Department.

3 The National Home Builders and the Oregon Office of Economic Analysis are predicting a slight increase of housing starts for the year 2012/13. According to the OOEA ""…our perspective is for a prolonged and sluggish return to growth in new construction." The Department has had interest in new subdivision requirements, as indicated by recent activity in pre-application meetings for subdivision applications. Based on this, building fee revenues are anticipated to increase an estimated 25% over FY11-12.

CITY OF KEIZER

GENERAL FUND

COMMUNITY DEVELOPMENT

REQUIREMENTS

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
19					*PERSONNEL SERVICES*				
20	$ 65,693	$ 65,723	$ 65,500	$ 65,500	Community Development Director	$ 101,000	$ 101,000		54.20%
21	48,029	48,051	47,900	47,900	Associate Planner	56,400	56,400		17.75%
22	37,324	38,710	-	-	Code Enforcement/Zoning Technician	-	-		
23	57,270	57,297	57,100	57,100	Senior Planner	65,200	65,200		14.19%
24	-	-	-	-	Storm Water Technician	2,200	2,200		
25	40,356	24,343	38,000	34,800	Administrative Support	34,500	34,500		-0.86%
26	-	-	-	-	Overtime	-	-		
27	591	591	1,400	1,400	Cell Phone Stipend	1,700	1,700		21.43%
28	3,830	3,603	3,300	3,300	Medicare	4,000	4,000		21.21%
29	44,069	39,026	40,800	40,300	Retirement	51,800	51,800		28.54%
30	47,020	49,530	47,600	46,400	Insurance Benefits	57,900	57,900		24.78%
31	496	409	200	400	Workers Compensation	400	400		0.00%
32	-	992	13,000	6,500	Unemployment	-	-		-100.00%
33	$ 344,678	$ 328,275	$ 314,800	$ 303,600	TOTAL PERSONNEL SERVICES	$ 375,100	$ 375,100		23.55%

Notes:

19 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

22 Due to funding constraints and a downturn in development, the Code Enforcement/Zoning Technician position was eliminated at the end of FY10-11. Certain duties were reassign, primarily to other Community Development staff.

24 The Storm Water Technician works primarily in the Storm Water Fund, however 5% of the duties are assigned to Community Development for GIS street naming functions previously contracted out to Mid-Willamette Valley Council of Governments.

25 During the first half of FY10-11 Administrative Support staff was moved to the Utility Billing Department to help cover for a staff shortage. This was a 45% reduction in the position's personnel services costs to the Department. This position was primarily reallocated back to Community Development in FY11-12. In FY12-13, this position will be75% general fund and 25% shared between Water, Sewer, & Storm funds to recognize the Utility Billing back up assignments.

27 Due to reassignment of duties after the layoff of the Code Enforcement/Zoning Technician an additional cell phone stipend is needed for the Planner to take calls in the field and after hours. These costs are offset by the reduction in the telephone line-item in the materials & services section.

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

29 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

30 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER

GENERAL FUND

COMMUNITY DEVELOPMENT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
34					*MATERIALS & SERVICES*				
35	100	-	-	-	Mapping Supplies & Services	2,500	2,500		
36	189	370	800	3,000	Postage & Printing	3,000	3,000		0.00%
37	717	480	1,400	1,100	Meetings, Travel & Training	6,600	6,600		500.00%
38	1,479	3,017	2,500	1,200	Public Notices	2,500	2,500		108.33%
39	42,175	-	-	-	Administrative Services Charges	-	-		
40	3,327	3,011	-	-	Contractual Services	-	-		
41	-	420	500	300	Hearings Officer	500	500		66.67%
42	631	329	-	-	Telephone	-	-		
43	213	180	200	200	Insurance	300	300		50.00%
44	540	406	400	400	Gasoline & Vehicle Maintenance	1,200	1,200		200.00%
45	2,855	4,925	5,000	5,000	Nuisance Abatement	5,000	5,000		0.00%
46	-	-	70,000	10,000	Land Conservation Grant	60,000	60,000		500.00%
47	$ 52,226	$ 13,138	$ 80,800	$ 21,200	TOTAL MATERIALS & SERVICES	$ 81,600	$ 81,600		284.91%
48									
49	$ 396,904	$ 341,413	$ 395,600	$ 324,800	TOTAL REQUIREMENTS	$ 456,700	$ 456,700		40.61%

Notes:

36 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY12-13.

37 The FY12-13 Meetings, Travel & Training budget includes $5000 for a national conference and $1600 for memberships.

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

MUNICIPAL COURT

The Municipal Court administers the judicial system for the City of Keizer. The Court handles traffic infractions, City code violations and has recently incorporated limited Juvenile status violations into our Court proceedings, all enforced by the Keizer Police Department. Municipal Court arraignments and hearings are held weekly in the City Hall Council Chambers. An independent contractor serves as the Municipal Court Judge.

Accomplishments

The Municipal Court continues to feel the impact of the troubled economy. The Court has put much effort into conveying to defendants that we acknowledge and understand the hardships people are facing. For the majority of defendants, receiving a citation is not a common occurrence. Imposed fines are an unplanned expense and result in hardship for many people. The Court staff has encouraged defendants to stay in compliance by setting up manageable payment schedules and providing other opportunities to fulfill their court orders and other requirements.

Staff completed a formal Request for Proposal for the City's collections services. Our contracted collection agency plays a vital role in the recovery of fines due to the City of Keizer.

On December 31, 2011 HB 2287 sunset after it had been in effect since October 1, 2009. HB 2287 imposed a $45.00 surcharge on all violations as described in ORS 153.008. In an already strained economic environment, this bill imposed additional difficulty on staff's ability to execute court orders and collect imposed fines. The Court saw an increased amount of accounts processed for suspension and submitted for collection since the inception of HB 2287. Since the sunset, the Court experienced increased payments and quicker payoffs of fines. The $45.00 surcharges helped offset unpaid fines and since the sunset, increased collections have kept Municipal Court revenue projections on target for the year.

The Court and Keizer Police Department have worked together to publicize diversion programs that are offered for specific correctable violations. Defendants are informed by the citing officer, and it is noted on the citation, when a violation is correctable. This compliance program offers defendants the opportunity to have the charge dismissed by correcting the violation cited, educates our community members and puts safer vehicles on our roadways.

Finance staff worked together with the Peer Court Coordinator to add peer court information to the City's web site, making materials more accessible to participants and their parents. Staff also edited and revised various peer court documents and suggested process changes to improve communications between the Peer Court Coordinator, participants and City staff.

Early in 2012, one of the City's two Municipal Court Clerks resigned her position to pursue other opportunities, leaving that position vacant due to the mandated hiring freeze. The Finance Department reorganized, assigning a Utility Billing Clerk to Court half-time. The restructure necessitated implementation of an automated inbound calling system to free up staff time to manage increased workload. Staff continually works to streamline processes in order to maintain a high level of efficiency and customer service despite reduced staffing.

On January 1, 2012, HB 2712 went into effect bringing the following impacts to Keizer Municipal Court:

- Lowers the bottom of the range a judge can fine and significantly raises the top end. The impact on revenues is unknown at this time.
- Eliminates all of the old individual assessments (i.e., LEMLA, Unitary, County Assessments) in favor of a single $60 assessment that is the first amount paid out of any revenues received. The assessments are paid to the Oregon Department of Revenue which will then allocate monies to other entities. The impact on City revenues is unknown at this time.
- Created ambiguity as to whether the $60 assessment applies to parking violations. Our Municipal Court Judge has determined that such assessments do not apply to local parking ordinances.
- Changed the process for turning monies over to the state, particularly as they relate to the old assessments which we are likely going to continue to collect for some time into the future.

The Oregon Supreme Court issued a new fine schedule at the end of calendar year 2011 which staff then implemented into the Court system.

In April 2011 Keizer Municipal Court began accepting and processing limited Juvenile status charges issued within Keizer City limits such as truancy, possession of tobacco and curfew violations. Prior to this date, these violations were cited into the Marion County Juvenile Department. Defendants' cases are reviewed for Peer Court program eligibility and if found ineligible, continue through Municipal Court. We have added an additional Court session specifically to accommodate these cases and hope to see continued improvement in the rate of compliance for these violations.

Future Goals

Keizer Municipal Court will continue to provide high quality customer service to our customers and justice to our community, even within the constraints of staff shortages and severely limited budgets. We will continue to educate, assist and encourage defendants to stay in compliance and fulfill their Court orders and requirements.

The Municipal Court staff will continue to stay current on changing laws and requirements for the State of Oregon. This includes new State Legislation that could come from the current legislative session. Our Municipal Court Judge is actively involved in monitoring legislative actions and is considered an expert among his peers in emerging legislation.

CITY OF KEIZER
GENERAL FUND

MUNICIPAL COURT

RESOURCES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					INTERGOVERNMENTAL				
1	$ 5,000	$ 5,000	$ 5,000	$ 5,000	Peer Court JABG Grant	$ 6,700	$ 6,700		34.00%
2									
3					*FINES & FORFEITS*				
4	$ 318,366	$ 333,360	$ 354,300	$ 359,300	Municipal Court Fines	$ 359,300	$ 359,300		0.00%
5	200,055	183,333	171,500	186,200	Collections - Past Due	186,200	186,200		0.00%
6	2,718	7,049	6,300	3,800	Peer Court Donations & Diversion Fees	3,800	3,800		0.00%
7	$ 521,139	$ 523,742	$ 532,100	$ 549,300	Total Fines & Forfeits	$ 549,300	$ 549,300		0.00%
8									
9	$ 272,615	$ 279,034	$ 276,100	$ 314,000	**AVAILABLE FOR GENERAL SUPPORT**	$ 299,700	$ 299,700		-4.55%

Notes:

4 In FY09-10 the State Legislature imposed a $45 surcharge on all municipal court fines. The surcharge sunset on December 31, 2011. The City did not seen an appreciable increase in Fine revenues from this surcharge. The surcharge increased the cost of citations to the point where police officers gave more warnings than traffic tickets. Warning to ticket ratio prior to the surcharge was 25% warnings to 75% tickets; with the surcharge it was 50% warnings to 50% tickets. Effective January 2012 legislative changes were made to municipal fines. It is difficult to determine how these changes will affect Fines, however staff anticipates no significant change in revenues; see Municipal Court narrative preceding this page.

6 Peer Court Donations & Diversion Fees

	FY10-11	FY11-12
Keizer United	$1,500	$2,500
Keizer Rotary	1,000	-
Diversion	2,500	3,400
Fundraising	500	400
	$5,500	$6,300

5/29/2012

CITY OF KEIZER
GENERAL FUND
MUNICIPAL COURT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
10					*PERSONNEL SERVICES*				
11	$ 82,927	$ 78,088	$ 82,800	$ 69,000	Court Clerks	$ 65,100	$ 65,100		-5.65%
12	251	-	-	-	Overtime	-	-		
13	1,279	1,200	1,300	1,100	Medicare	1,100	1,100		0.00%
14	12,348	9,863	12,400	10,300	Retirement	9,700	9,700		-5.83%
15	22,771	26,250	28,000	23,300	Insurance Benefits	23,900	23,900		2.58%
16	164	160	100	100	Workers Compensation	200	200		100.00%
17	$ 119,740	$ 115,561	$ 124,600	$ 103,800	TOTAL PERSONNEL SERVICES	$ 100,000	$ 100,000		-3.66%

Notes:

10 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

11 During FY11-12 one of the court clerks resigned, the position is vacant and will remain frozen for an undetermined time. Through a reorganization, one-half of a FTE has been assigned to Court, in addition to the existing one-FTE, to cover workload. See Municipal Court narrative preceding this page.

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

14 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

15 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

16 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
GENERAL FUND
MUNICIPAL COURT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
18					*MATERIALS & SERVICES*				
19	$ 350	$ 365	$ 700	$ 1,200	Materials & Supplies	$ 1,200	$ 1,200		0.00%
20	1,206	791	-	-	Meetings, Travel & Training	1,200	1,200		
21	211	-	-	-	Administrative Services Charges	-	-		
22	15,030	17,274	20,000	18,900	Professional Services - Judge	20,000	20,000		5.82%
23	6,025	7,090	6,300	6,500	Contractual Services	6,500	6,500		0.00%
24	19,200	19,917	19,300	21,300	Peer Court	21,300	21,300		0.00%
25	2,119	1,440	2,000	1,500	Collections Cost	1,400	1,400		-6.67%
26	23,051	17,876	18,200	15,700	County Assessments	-	-		-100.00%
27	66,592	69,394	69,900	71,400	Unitary Assessments	104,700	104,700		46.64%
28	$ 133,784	$ 134,147	$ 136,400	$ 136,500	TOTAL MATERIALS & SERVICES	$ 156,300	$ 156,300		14.51%
29									
30	$ 253,524	$ 249,708	$ 261,000	$ 240,300	**TOTAL REQUIREMENTS**	$ 256,300	$ 256,300		6.66%

Notes:

20 Meetings, Travel & Training is for Oregon Association of Court Administrators membership and conference attendance.

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

24 Peer Court is a youth program where those charged voluntarily agree to have their case heard and decided by their peers. The cost to run this program has increased primarily due to the Peer Court Coordinator spending more time working in this program. See Peer Court narrative for expenditure details.

25 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.

26 & 27 Prior to House Bill 2712, State & County assessments were approximately 17% of municipal court fine revenues (including past due fines). Effective January 1, 2012, a flat $60 assessment is due on all state violations. All assessments are now remitted to the Oregon Department of Revenue who will distribute the County's share. There is much concern in the Municipal Court arena that assessment costs will increase significantly. Multiple factors will affect the assessment to fine ratio, ratios to date show an increase to 19% of fine revenues.

POLICE

In review

In 1997 the Keizer Police Department was staffed with 37 sworn officers and 8 non-sworn support staff, the population was less than 30,000 and the only business district was along River Road and Cherry Ave NE.

Today

We have a population approaching 37,000, Keizer Station, three additional schools, multiple new neighborhoods and multi-family apartment complexes. And, once again, we're down to 37 sworn officers and 8 non-sworn support staff.

In the 2011-12 budget year the number of School Resource Officers was reduced from three to two, four vacant officer positions were frozen, and we entered a second year with wages and merit step increases frozen, including the Keizer Police Association (union) forgoing their 3% negotiated COLA.

The economic downturn continues to play a dual role for the police department in 2011-12. As in all economic crises, the police have to deal with the results of the pressures of job loss and financial struggles that tend to create increases in domestic violence, alcohol, drug, fraud and theft crimes. This year we saw numerous drug house complaints and a resurgence of the potent drug heroin. We have responded to two heroin overdose deaths in the past three months alone.

Staffing continues to be a major issue. We have mothballed our Community Response Unit except for one officer. As a result, proactive investigations of street level narcotics trafficking have all but ceased.

The Salem-Keizer School District pulled funding for one School Resource Officer at the middle school level so we continue to have one officer covering two middle schools and all seven grade schools.

Traffic safety and the management of traffic congestion continue to grow in importance to the citizens of Keizer. We have placed emphasis on traffic safety and we will continue to try to keep our three-officer Traffic Safety Unit staffed.

We reduced all materials and services budget amounts; reduced skills maintenance training for police officers to the minimum allowed by law; reduced our Criminal Investigations line item which limits out of area follow-up on some felony and many misdemeanor cases; cut the overtime budget which eliminates staffing of non-emergency city events; eliminated funding that supports our Cadet Unit; froze all vacant Reserve Police Officer positions; eliminated funding for crime prevention; eliminated funding for Community Service Unit activities; reduced our patrol car fleet by two cars and reduced funding for ammo/weapons.

The requested budget leaves four police officer positions unfilled and any revenue decreases in the budget will result in further cuts.

The Future

We just completed negotiations of a three year labor contract with the Keizer Police Association (KPA). The KPA gave the City numerous concessions in contract language that will result in savings and allow for additional officer training. The savings and contract language concessions will allow for the KPA to receive COLAs over the next three years and will allow the City to eliminate costly overtime resulting from our twelve hour shifts and training. Compaction of wages between represented department members and non-represented management members has become an issue that will have serious negative impacts on retaining or recruiting supervisors.

We are seeing signs of street gangs in our lower income apartment complexes in some areas of town. We are seeing a marked increase in complaints from neighborhoods regarding drug houses and code enforcement issues. The reduced number of officers has resulted in citizens experiencing long waits for response to complaints.
Any further loss of personnel will impact the safety of both the citizens of Keizer and the police officers providing public safety services to the city.

No matter the results of the final budget package, the Police Department personnel are dedicated to provide the very best service we can with the resources allotted.

CITY OF KEIZER

GENERAL FUND

POLICE

RESOURCES

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					*Working Capital Carryforward:*				
2	$ 1,746	$ 479	$ -	$ -	Cadet Donations	$ -	$ -		
3	579	929	-	1,300	Reserve Donations	1,600	1,600		23.08%
4	173	-	-	2,800	K-9 Donations	7,800	7,800		178.57%
5	85	85	-	-	Car Seat Donations	-	-		
6	-	165,455	-	171,000	Civil/Criminal Forfeitures	93,600	93,600		-45.26%
7	$ 2,583	$ 166,948	$ -	$ 175,100	Total Working Capital Carryforward	$ 103,000	$ 103,000		-41.18%
8									
9					*INTERGOVERNMENTAL*				
10	$ -	$ 4,000	$ -	$ -	CRU Investigations	$ -	$ -		
11	3,146	5,027	5,600	5,600	Special Duty Officers	5,600	5,600		0.00%
12	189,707	193,081	140,800	140,800	School Resource Officer Contract	145,100	145,100		3.05%
13	36,074	35,441	-	19,100	Overtime Grants	35,000	35,000		83.25%
14	$ 228,927	$ 237,549	$ 146,400	$ 165,500	Total Intergovernmental	$ 185,700	$ 185,700		12.21%
15									
16					*FINES & FORFEITS*				
17	$ 31,216	$ 31,680	$ 33,000	$ 36,000	Impound Fees	$ 36,000	$ 36,000		0.00%
18	181,827	26,202	-	25,900	Civil/Criminal Forfeitures	25,000	25,000		-3.47%
19	$ 213,043	$ 57,882	$ 33,000	$ 61,900	Total Fines & Forfeits	$ 61,000	$ 61,000		-1.45%
20									
21					*MISCELLANEOUS*				
22	$ -	$ -	$ -	$ -	Cadet Donations	$ -	$ -		
23	350	400	-	300	Reserve Officer Donations	400	400		33.33%
24	253	746	-	-	Police Donations	-	-		
25	2,683	2,824	-	10,000	K-9 Donations	4,500	4,500		-55.00%
26	22,590	10,214	8,100	12,000	Miscellaneous	10,000	10,000		-16.67%
27	$ 25,876	$ 14,184	$ 8,100	$ 22,300	Total Miscellaneous	$ 14,900	$ 14,900		-33.18%
28									
29	$ 470,429	$ 476,563	$ 187,500	$ 424,800	TOTAL ACTIVITY GENERATED	$ 364,600	$ 364,600		-14.17%
30	4,724,063	4,705,490	5,028,900	4,773,600	GENERAL SUPPORT RESOURCES	5,061,300	5,061,300		6.03%
31	$ 5,194,492	$ 5,182,053	$ 5,216,400	$ 5,198,400	**TOTAL RESOURCES**	$ 5,425,900	$ 5,425,900		4.38%

Notes:

11 The Salem/Keizer School District pays the City for Police Officer presence at school activities such as football games. The City does not charge for Police services at special events such as the Iris Festival and Good Vibrations. Coverage for these events is approximately $7,400.

12 Beginning FY11-12 Salem Keizer School District reduced funding for School Resource Officers to help balance its budget. Funding currently supports 2 SROs, down from 3 SROs in FY10-11. The District covers 40% of an SRO's yearly salary (1/2 the cost for 9.5 months of the school year), benefits & equipment needs and 20% of such costs for the sergeant who supervises the program.

13 Overtime grants pay overtime costs related to specific regional programs in which the City participates.

18 Civil Forfeiture can be used only to support law enforcement operations and may be spent on equipment, training, investigations, etc. Annual receipts are unpredictable; notification comes when funds are transferred to the City's bank account.

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

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					EXPENDITURES				
32									
33					*PERSONNEL SERVICES*				
34	$ 113,328	$ 113,325	$ 112,900	$ 112,900	Chief of Police	$ 116,100	$ 116,100		2.83%
35	97,901	97,895	97,600	97,600	Captain	100,300	100,300		2.77%
36	-	141,328	178,300	178,300	Lieutenants	188,700	188,700		5.83%
37	647,762	571,688	532,600	532,600	Sergeants	553,900	553,900		4.00%
38	1,918,956	1,854,513	1,691,700	1,691,700	Police Officers	1,780,000	1,780,000		5.22%
39	51,922	52,962	52,800	52,800	Community Service Officer	54,300	54,300		2.84%
40	346,057	349,760	348,800	348,800	Administrative Support	360,000	360,000		3.21%
41	462	181	1,500	1,500	Reserve Officers	1,500	1,500		0.00%
42	183,934	187,299	194,700	194,700	Overtime	102,200	90,600		-50.08%
43	-	-	-	-	Overtime - Grant Programs	35,000	35,000		
44	-	-	-	-	Overtime - Community Events	-	11,600		
45	27,850	31,470	32,200	32,200	Clothing & Cell Phone Stipends	32,500	32,500		0.93%
46	53,797	51,791	46,500	46,500	Medicare	48,600	48,600		4.52%
47	608,090	615,355	699,700	699,700	Retirement & VEBA	715,600	715,600		2.27%
48	576,840	626,748	653,300	653,300	Insurance Benefits	744,000	744,000		13.88%
49	12,818	8,408	13,000	13,000	Unemployment Costs	13,200	13,200		1.54%
50	38,968	20,210	31,900	46,400	Workers Compensation	50,800	50,800		9.48%
51	$ 4,678,685	$ 4,722,933	$ 4,687,500	$ 4,702,000	TOTAL PERSONNEL SERVICES	$ 4,896,700	$ 4,896,700		4.14%

Notes:

33 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

36 Beginning FY10-11 the Department reclassified two Sergeants positions to Lieutenants.

38 The Collective Bargaining agreement effective July 1, 2012 includes a 2.5% COLA for all union represented employees, step increases for those eligible, and a new half-step increase (2.5%) for officers who meet performance expectations after 10 years of service. The overall reduction in Police Officer wages from FY09-10 reflects the three police officer positions that became vacant during FY10-11, through attrition, and will remain vacant during FY12-13. The forth vacancy occurred in FY08-09 with the resignation of a police captain; that position remains unfilled.

42 Overtime costs depend on the number of crimes, court appearances and the training needs of the department. Overtime costs are budgeted at less than 4.5% of sworn-represented staff wages. Concessions made during collective bargaining will reduce the cost of over time for mandated training and excess shift pay in FY12-13. Due to lowered staffing levels the Police Department will be unable to staff a booth at the Iris Festival, Good Vibrations or River Fest events in FY12-13. The Department will continue to provide traffic control during parades and major events on public roadways.

44 Overtime for community events includes $5,000 for the Iris Festival, $3,000 for Good Vibrations, and $3,000 for Festival of Lights.

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

47 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

48 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

50 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
52					***MATERIALS & SERVICES***				
53	$ 8,594	$ 7,730	$ 12,000	$ 9,500	Materials & Supplies	$ 10,000	$ 10,000		5.26%
54	2,267	1,083	-	-	Cadet Program	800	800		
55	3,713	2,788	1,000	600	Reserve Officer Uniforms & Equipment	1,000	1,000		66.67%
56	23,715	19,741	32,000	18,000	Clothing	30,000	30,000		66.67%
57	16,373	230	-	9,000	Civil/Criminal Forfeiture	25,000	25,000		177.78%
58	5,231	2,903	4,000	9,800	K-9 Supplies	4,000	4,000		-59.18%
59	6,544	5,160	7,000	7,200	Postage & Printing	6,000	6,000		-16.67%
60	30,368	18,024	10,000	15,000	Meetings, Travel & Training	25,000	25,000		66.67%
61	1,151	2,464	-	-	Tuition Reimbursement	2,000	2,000		
62	616	120	-	300	Public Notices	400	400		33.33%
63	4,859	4,984	73,800	70,000	Labor Attorney	5,000	5,000		-92.86%
64	7,381	-	-	-	Administrative Services Charges	-	-		
65	9,436	6,352	16,000	6,500	Contractual Services	9,200	9,200		41.54%
66	30,423	26,585	29,000	29,000	Crime Analyst Contract	29,000	29,000		0.00%
67	1,208	1,478	-	-	Utility	-	-		
68	25,685	23,684	23,000	19,700	Telephone	20,000	20,000		1.52%
69	14,629	17,608	16,500	16,500	Insurance - Auto Liability	20,700	20,700		25.45%
70	12,174	11,795	2,900	2,200	Office Equipment Rental	2,900	2,900		31.82%

Notes:

60 Over $30,000 was budgeted for meetings, travel & training in FY09/10, but with the significant reduction in revenues this amount dropped over fifty percent (50%) the last two fiscal years to less than $15,000 for FY11/12. Police meetings, travel & training for FY12/13 will increase to allow for specialized training (K-9, Narcotics, Criminal Investigations, School Resource Officers and Executive level training) that has been eliminated or reduced over the last two fiscal years.

63 Labor attorney costs are for union negotiations including dispute resolution. The KPA contract negotiations occurred in FY11-12, therefore Labor Attorney expenses spike that year. There were also a number of grievances filed and arbitrated in FY11-12.

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

65 Contracts include Crisis Chaplaincy Services for Emergency Chaplaincy Services which is funded by all Police agencies within Marion County.

66 The Police Department contracts with the City of Salem to provide Crime Data Analysis services to the City of Keizer. Funds appropriated will support one-half of the cost of this position. Should Salem not fund this position in FY12-13, the Department plans to do a reorganization to staff this position.

67 Utility costs are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY11-12.

69 Liability insurance premiums are expected to increase 2% in FY12-13. The balance of the increase is an increase in the ratio of Police Vehicles insured to Public Works vehicles insured.

70 Office Equipment Rental is for a postage machine. Beginning in FY11-12, copier leases are budgeted in the Information Systems - software line item, Administrative Services Budget. FY12-13 costs are expected to remain consistent with FY11-12 costs.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					MATERIALS & SERVICES - CONTINUED				
71	67,876	80,963	80,000	86,000	Gasoline	115,000	115,000		33.72%
72	-	2,795	-	-	Software	-	-		
73	22,372	22,377	32,000	22,600	Maintenance-Vehicles	32,000	32,000		41.59%
74	2,677	3,843	4,000	800	Maintenance of Equipment	4,000	4,000		400.00%
75	1,737	148	1,000	700	Community Services Unit	1,500	1,500		114.29%
76	21,977	19,954	26,000	16,500	Operating Materials	23,000	23,000		39.39%
77	12,611	4,667	4,000	4,000	Ammo/Weapons	4,000	4,000		0.00%
78	59,349	63,395	57,100	57,100	Willamette Valley Communication Center	59,100	59,100		3.50%
79	31,248	32,424	32,300	32,300	Radio & Mobile Systems Support	32,300	32,300		0.00%
80	9,688	9,729	7,000	7,000	RAIN	7,000	7,000		0.00%
81	51,980	50,060	48,300	48,300	PRIORS	48,300	48,300		0.00%
82	17,548	10,694	10,000	7,100	Investigations	10,000	10,000		40.85%
83	1,592	707	-	-	Crime Prevention	-	-		
84	6,050	4,635	-	700	Medical & Pre-Employment Testing	2,000	2,000		185.71%
85	535	-	-	-	Miscellaneous	-	-		
86	$ 511,607	$ 459,120	$ 528,900	$ 496,400	TOTAL MATERIALS AND SERVICES	$ 529,200	$ 529,200		6.61%
87									
88					*CAPITAL OUTLAY*				
89	$ 4,200	$ -	$ -	$ -	K-9 Dog	$ -	$ -		
90	$ 4,200	$ -	$ -	$ -	TOTAL CAPITAL OUTLAY	$ -	$ -		
91									
92	$ 5,194,492	$ 5,182,053	$ 5,216,400	$ 5,198,400	**TOTAL EXPENDITURES & RESERVES**	$ 5,425,900	$ 5,425,900		4.38%

Notes:

75 The Community Services Unit costs are for materials used for National Night Out.

78 The total Willamette Valley Communications Center (WVCC) bill for FY12-13 is $452,200 compared to $453,500 in FY11-12. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. While the overall cost of WVCC is down from FY11-12, the percentage of business calls has increased.

82 Due to funding cuts, the Department will expend less effort on criminal investigations beginning in FY11-12.

83 Due to funding cuts, the Crime Prevention program has been discontinued.

REVENUE SHARING FUND

State Revenue Sharing Funds are state apportionments based on population. The primary use of funds is for general use; however, there are certain regulatory requirements in which the City must comply. Due to the unpredictable long-term nature of these funds, Council has elected to appropriate only capital outlay expenditures for general government use.

Fiscal Year 2012-13 listing of Police motorcycle and vehicle leases:

Vehicle	Program	Term of Lease	Amount
1 Motorcycle	Traffic	11/10 to 11/13	11,700
1 Vehicle	CSO	07/08 to 07/13	8,900
2 Vehicles	Patrol Sgts	07/10 to 07/13	31,500
2 Vehicles	Patrol K9	07/10 to 07/13	31,800
1 Vehicle	CSU	07/10 to 07/14	10,700
1 Vehicle	Patrol	07/10 to 07/13	12,800
1 Vehicle	Detective	07/10 to 07/14	4,700
2 Vehicles	Admin	07/10 to 07/14	10,900
3 Vehicle	Patrol	07/11 to 07/14	32,300
			Total $143,600

In lieu of leasing vehicles the City has determined that it is more economical in certain situations to purchase vehicles. The 2012-13 budget provides for the acquisition of the following motorcycles and vehicles.

Vehicle	Program	Acquisition Date	Amount
2 Motorcycles	Traffic	July 2012	65,400
3 Vehicles	Patrol	October 2012	116,000
3 Vehicles	Detective/Admin	July 2012	45,000
			Total $226,400

CITY OF KEIZER
SPECIAL REVENUE FUND
REVENUE SHARING

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 29,810	$ 11,245	$ 19,400	$ 38,900	*Capital Carryforward*	$ 66,200	$ 66,200		70.18%
2									
3					*INTERGOVERNMENTAL*				
4	230,241	248,009	204,900	239,700	State Revenue Sharing	$ 239,700	$ 239,700		0.00%
5	4,200	3,600	1,500	3,200	Police Grants	1,500	1,500		-53.13%
6	$ 234,441	$ 251,609	$ 206,400	$ 242,900	Total Intergovernmental	$ 241,200	$ 241,200		-0.70%
7									
8					*MISCELLANEOUS*				
9	56	310	-	-	Miscellaneous Revenue	-	-		
10									
11					*TRANSFERS IN*				
12	-	20,500	-	-	From General Fund	102,300	102,300		
13	$ -	$ 20,500	$ -	$ -	Total Transfers In	$ 102,300	$ 102,300		
14									
15	$ 264,307	$ 283,664	$ 225,800	$ 281,800	**TOTAL RESOURCES**	$ 409,700	$ 409,700		45.39%

Notes:

4 FY11-12 revenue estimates were adjusted for the League of Oregon Cities forecasts at the time which indicated a 12% decline in these revenues. The decline was less than anticipated (3%) and although the League projects a 4% increase in FY12-13 the unreliability of the data suggests keeping projections equal with FY11-12.

5 Police grants fund 50% of the cost for Protective Vests. The City anticipates the need for 4 new vests in FY11-12.

12 The Revenue Sharing Fund is used to track Capital Outlay items purchased for general government use. The transfer from the General Fund includes $25,000 in Civil Forfeiture funds used to License Plate Reader equipment.

CITY OF KEIZER
SPECIAL REVENUE FUND
REVENUE SHARING

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
16					**REQUIREMENTS**				
17									
18					*CAPITAL OUTLAY*				
19	$ 4,550	$ 9,825	$ 3,000	$ 1,500	Police Protective Vests	$ 3,000	$ 3,000		100.00%
20	-	-	-	-	Police Officer Equipment	25,000	25,000		
21	36,909	31,701	31,400	31,400	Motorcycles & Equipment Lease	11,700	11,700		-62.74%
22	211,603	176,932	182,900	182,700	Police Vehicle Leases	143,600	143,600		-21.40%
23	-	19,650	-	-	Police Vehicle Purchases	226,400	226,400		
24	$ 253,062	$ 238,108	$ 217,300	$ 215,600	TOTAL CAPITAL OUTLAY	$ 409,700	$ 409,700		90.03%
25									
26					*TRANSFERS OUT*				
27	-	6,700	8,500	-	Transfer to General Fund	-	-		
28									
29					*FUND BALANCE*				
30	11,245	38,856	-	66,200	Fund Balance	-	-		-100.00%
31									
32	$ 264,307	$ 283,664	$ 225,800	$ 281,800	**TOTAL REQUIREMENTS**	$ 409,700	$ 409,700		45.39%

Notes:

19 The City anticipates the need for 4 new Protective Vests. A federal grant is anticipated to pay 50% of the costs.

20 The License Plate Reader system is a patrol-car based license plate recognition system that improves officer safety and effectiveness. The system continuously scans the surrounding area for license plates. Images can be converted into a text file that is instantly checked against onboard databases (LEDS/NCIC, DMV, etc.) for stolen vehicles, wanted felons, drug enforcement, suspended driver's, uninsured vehicles, AMBER alerts, etc. In the event of a "hit", an audible and visual alert notifies the officer who is able to take appropriate police action within seconds. Civil forfeiture funds transferred from the General Fund will be used to purchase this equipment.

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

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

23 The City can save money by purchasing vehicles versus leasing them as long as funds are available. The City has sufficient reserves for interfund borrowing if needed. Vehicle financing will be analyzed each year to determine the best funding mechanism. The City will continue to pay on existing vehicle leases initiated in prior years.

PUBLIC EDUCATION GOVERNMENT FUND

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

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

CITY OF KEIZER
SPECIAL REVENUE FUND
PUBLIC EDUCATION GOVERNMENT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 87,349	$ 133,602	$ 139,100	$ 140,200	*Capital Carryforward*	$ 156,300	$ 156,300		11.48%
2									
3					*INTERGOVERNMENTAL*				
4	109,769	111,776	112,400	114,300	PEG Fees	114,300	114,300		0.00%
5									
6					*MISCELLANEOUS*				
7	588	442	400	400	Interest Earnings	400	400		0.00%
8									
9	$ 197,706	$ 245,820	$ 251,900	$ 254,900	**TOTAL RESOURCES**	$ 271,000	$ 271,000		6.32%
10									
11					**REQUIREMENTS**				
12									
13					*MATERIALS & SERVICES*				
14	$ 1,054	$ 1,300	$ 1,800	$ 1,800	Administrative Fee	$ 1,800	$ 1,800		0.00%
15	-	-	14,000	17,500	Production Services	1,500	1,500		-91.43%
16	60,000	77,500	76,000	75,800	Broadcasting	76,000	76,000		0.26%
17	$ 61,054	$ 78,800	$ 91,800	$ 95,100	TOTAL MATERIALS & SERVICES	$ 79,300	$ 79,300		-16.61%
18									
19					*CAPITAL OUTLAY*				
20	$ 3,050	$ 26,775	$ 3,500	$ 3,500	Television Equipment	$ 15,000	$ 15,000		328.57%
21									
22	-	-	50,000	-	Contingency	50,000	50,000		
23									
24					*FUND BALANCE*				
25	133,602	140,245	106,600	156,300	Fund Balance	126,700	126,700		-18.94%
26									
27	$ 197,706	$ 245,820	$ 251,900	$ 254,900	**TOTAL REQUIREMENTS**	$ 271,000	$ 271,000		6.32%

Notes:

4 PEG Fees are franchise fees assessed on Comcast cable television bills; revenues continue to trend slightly upward from year to year.
14 The Administrative Fee pays PEGs share of the City's network costs.
16 Costs are $6,250 per month for cable broadcasting, plus $1,000 for maintenance and repair of equipment.
20 Equipment purchases are to improve the program and enhance flexibility for in-the-field programming.
22 Contingency is sufficient to cover a major equipment failure.
25 Legislative action taken in FY07-08 continues to threaten PEG revenues. Should revenues cease by the end of FY12-13, the ending fund balance will be sufficient to pay monthly broadcasting expenses the following year.

9-1-1 COMMUNICATIONS FUND

The 9-1-1 Communications Fund is supported by the 9-1-1 Excise Tax: a State apportionment based on telephone bills. The primary use of funds is restricted by statute to be used for the Emergency Dispatch Program and accordingly has been distributed to the Police Department and the Fire Districts to support this purpose. Due to a recent change in legislation, State 9-1-1 Excise Tax revenues will be remitted directly to our Public Safety Answering Point, Willamette Valley Communications Center (WVCC): City of Salem effective January 1, 2013.

The City of Keizer has an interagency agreement with Keizer Rural Fire Protection District (KRFPD) and Marion County Fire District #1 (MCFD#1 for the apportionment of 9-1-1 Excise Tax revenues. Using data from the Willamette Valley Communication Center (WVCC), the agencies have agreed to an allocation methodology, which changes each year based on activity from the preceding year. Once the annual allocation is determined the City will notify WVCC of the percentage of 9-1-1 Excise Tax revenues to apportion to each of the three districts.

9-1-1 Excise Tax revenues have been insufficient in recent years to fully pay WVCC costs. Consequently, the General Fund subsidizes this fund through an interfund transfer.

CITY OF KEIZER

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ 36	$ 1,700	$ 6,100	*Capital Carryforward*	$ -	$ -		-100.00%
2									
3					*INTERGOVERNMENTAL*				
4	182,665	182,517	179,700	176,900	9-1-1 Excise Tax	46,400	46,400		-73.77%
5									
6					*TRANSFERS IN*				
7	250,900	269,900	287,500	284,500	Transfer from General Fund	286,700	286,700		0.77%
8									
9	433,565	452,453	468,900	467,500	**TOTAL RESOURCES**	333,100	333,100		-28.75%

Notes:

4 The Oregon Military Department notified the City that after its 1st quarter receipt 9-1-1 Excise Tax revenues will be remitted directly to Willamette Valley Communications Center on our behalf. There is no net fiscal impact to this change in process. Based on current wireless and landline trends, Oregon Emergency Management projects that the 9-1-1 tax revenue distributions to cities and counties should drop slightly and then remain constant 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. (2/2012 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 FY11-12 is $453,500 compared to $436,600 in FY10-11. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget.

CITY OF KEIZER

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				REQUIREMENTS				
				MATERIALS & SERVICES				
$ -	$ 216	$ 200	$ -	Administrative Service Charges	$ -	$ -		
360,901	373,064	396,400	396,400	Emergency 9-1-1 and Dispatch Calls	314,200	314,200		-20.74%
72,628	73,080	72,300	71,100	9-1-1 Agency Distributions	18,900	18,900		-73.42%
433,529	446,360	468,900	467,500	TOTAL MATERIALS & SERVICES	333,100	333,100		-28.75%
				FUND BALANCE				
36	6,093	-	-	Restricted Fund Balance	-	-		
433,565	452,453	468,900	467,500	**TOTAL REQUIREMENTS**	333,100	333,100		-28.75%

Notes:

14 The total Willamette Valley Communications Center (WVCC) bill for FY12-13 is $452,200 compared to $453,500 in FY10-11. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. While the overall cost of WVCC is down from FY11-12, the percentage of business calls has increased. The net decline is further contributed to the direct payment of 9-1-1 Excise Tax to WVCC on the City's behalf. See note 4 above for further explanation.

15 Of the estimated revenue to be received in 9-1-1 Excise Tax Revenues, 36.1% is to be remitted to the Keizer Rural Fire Protection District and 4.5% 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.

LAW ENFORCEMENT GRANT FUND

Revenues in the Law Enforcement Grant Fund are from federal grants. Uses are restricted to each specific grant received and have traditionally been for one-time purchases of operating materials and Police equipment.

CITY OF KEIZER
SPECIAL REVENUE FUND

LAW ENFORCEMENT GRANT FUND

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ -	$ (153)	$ -	$ 1,000	*Capital Carryforward*	$ -	$ -		-100.00%
				INTERGOVERNMENTAL				
49,020	49,680	100,000	55,600	Police Grants	75,000	75,000		34.89%
$ 49,020	$ 49,527	$ 100,000	$ 56,600	**TOTAL RESOURCES**	$ 75,000	$ 75,000		32.51%
				REQUIREMENTS				
				MATERIALS & SERVICES				
$ 914	$ -	$ 15,000	$ -	Operating Materials	$ 10,000	$ 10,000		
				CAPITAL OUTLAY				
48,259	48,526	85,000	56,600	Police Equipment	65,000	65,000		14.84%
				FUND BALANCE				
(153)	1,001	-	-	Fund Balance	-	-		
$ 49,020	$ 49,527	$ 100,000	$ 56,600	**TOTAL REQUIREMENTS**	$ 75,000	$ 75,000		32.51%

Notes:

4 Each year the Police Department applies for and receives various Federal Grants for one-time purchases of Materials and Capital Outlay items. Funds will not be expended until the grant award is received and approved by City Council. The Federal government has significantly reduced the pool of money available for new grants next year; funds have been budgeted to account for grants still in process through 2013 and some new grants should the opportunity arise.

HOUSING SERVICES FUND

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

The City has reestablished the former program to benefit low/moderate income households within the Keizer community. This program is being combined with the Energy Efficiency Revolving Loan Fund to more effectively serve the qualified participants. In addition, staff intends to educate the public of these opportunities through the City's website, Keizer 23 channel, local newsletters, the City of Keizer Facebook page and other media.

CITY OF KEIZER

SPECIAL REVENUE FUND

HOUSING SERVICES FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 265,952	$ 281,229	$ 282,500	$ 282,500	*Capital Carryforward*	$ 248,000	$ 248,000		-12.21%
2									
3					*MISCELLANEOUS*				
4	13,520	-	30,000	-	Loan Proceeds	30,000	30,000		
5	1,921	1,234	1,300	900	Interest Revenue	100	100		-88.89%
6	$ 15,441	$ 1,234	$ 31,300	$ 900	TOTAL MISCELLANEOUS	$ 30,100	$ 30,100		3244.44%
7									
8	$ 281,393	$ 282,463	$ 313,800	$ 283,400	**TOTAL RESOURCES**	$ 278,100	$ 278,100		-1.87%
9									
10					**REQUIREMENTS**				
11									
12					*MATERIALS & SERVICES*				
13	$ -	$ -	$ 1,000	$ 500	Materials and Supplies	$ 1,000	$ 1,000		100.00%
14	-	-	5,100	5,100	Administrative Fee	7,700	7,700		50.98%
15	164	-	297,500	29,800	Housing Rehabilitation Services	269,400	269,400		804.03%
16	$ 164	$ -	$ 303,600	$ 35,400	TOTAL MATERIALS & SERVICES	$ 278,100	$ 278,100		685.59%
17									
18					*FUND BALANCE*				
19	$ -	$ -	$ 10,200	$ 7,700	Restricted for Administration	$ -	$ -		-100.00%
20	281,229	282,463	-	240,300	Fund Balance	-	-		-100.00%
21	$ 281,229	$ 282,463	$ 10,200	$ 248,000	TOTAL FUND BALANCE	$ -	$ -		-100.00%
22									
23	$ 281,393	$ 282,463	$ 313,800	$ 283,400	**TOTAL REQUIREMENTS**	$ 278,100	$ 278,100		-1.87%

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.

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

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

14 The City contracts with Mid-Willamette Valley Council of Governments for administration of this program.

15 The City has received over 30 applications for Housing and Energy Grant loans. Loans will combine Energy Conservation improvements with Housing Rehabilitation improvements for an average $15,000 per loan ($20,000 is the maximum loan amount). Community Development staff anticipate loaning all available funds for this program by December 31, 2012.

ENERGY EFFICIENCY REVOLVING LOAN FUND

The City of Keizer has recently received funding from the Recovery Act – Energy Efficiency and Conservation Block Grant. Uses for these funds were restricted programs that improved energy efficiency within the community. The City elected to develop a revolving loan fund to complement the current Housing Rehabilitation loan program. The Energy Efficiency loans will be restricted to permanent enhancements that improve energy efficiency within the residential home of low/moderate income households.

City staff will manage the program by accepting and approving qualified applications. City staff coordinates funds from the Housing Rehabilitation program to enhance the reach of this new program. Staff educates the public of these opportunities through the City's website, Keizer 23 channel, local newsletters, the City of Keizer Facebook page and other media.

CITY OF KEIZER

SPECIAL REVENUE FUND

RESIDENTIAL ENERGY EFFICIENCY REVOLVING LOANS

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ -	$ -	$ 139,100	$ 139,100	*Capital Carryforward*	$ 100,500	$ 100,500		-27.75%
				INTERGOVERNMENTAL				
-	138,500	-	-	Grant Funds	-	-		
				MISCELLANEOUS				
-	-	-	-	Loan Proceeds	-	-		
-	608	600	500	Interest Revenue	100	100		-80.00%
$ -	$ 608	$ 600	$ 500	TOTAL MISCELLANEOUS	$ 100	$ 100		-80.00%
$ -	$ 139,108	$ 139,700	$ 139,600	**TOTAL RESOURCES**	$ 100,600	$ 100,600		-27.94%
				REQUIREMENTS				
				MATERIALS & SERVICES				
$ -	$ -	$ 1,000	$ 1,000	Materials and Supplies	$ 1,000	$ 1,000		0.00%
-	-	4,600	4,600	Administrative Fee	6,900	6,900		50.00%
-	-	134,100	33,500	Energy Efficiency Loans	92,700	92,700		176.72%
$ -	$ -	$ 139,700	$ 39,100	TOTAL MATERIALS & SERVICES	$ 100,600	$ 100,600		157.29%
				FUND BALANCE				
-	139,108	-	100,500	Fund Balance	-	-		-100.00%
$ -	$ 139,108	$ -	$ 100,500	TOTAL FUND BALANCE	$ -	$ -		-100.00%
$ -	$ 139,108	$ 139,700	$ 139,600	**TOTAL REQUIREMENTS**	$ 100,600	$ 100,600		-27.94%

Notes:

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

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

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

17 The City contracts with Mid-Willamette Valley Council of Governments for administration of this program.

18 The City has received over 30 applications for Housing and Energy Grant loans. Loans will combine Energy Conservation improvements with Housing Rehabilitation improvements for an average $15,000 per loan ($20,000 is the maximum loan amount). Community Development staff anticipate loaning all available funds for this program by December 31, 2012.

PARK IMPROVEMENT FUND
Fiscal Year 2012/2013

The Park Improvement Fund was established to account for system development fees designated for park improvements.

Improvements Completed
Keizer Rapids Park
- Completed installation of irrigation system and seeding of dog park. This project was funded by a combination of volunteer time and donations with Park Improvement funds covering the balance of the project costs

Proposed Improvements
Keizer Rapids Park
- Construction of Boating Facility is planned for in FY 12/13. This project is funded by a combination of grant monies and Park Improvement funds
- Install 2 sports courts

Willamette Manor Park
- Replace the play structure. This improvement is funded by a combination of the Parks Operating Fund and donations being solicited by the West Keizer Neighborhood Association.

CITY OF KEIZER
CAPITAL PROJECTS FUND
PARK IMPROVEMENT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12	RESOURCES	RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	$ 692,433	$ 669,186	$ 532,200	$ 590,700	*Capital Carryforward*	$ 1,313,300	$ 1,313,300		122.33%
2									
3					*LICENSES & FEES*				
4	97,372	20,234	29,400	5,000	System Development Fees	16,300	16,300		226.00%
5									
6					*INTERGOVERNMENTAL*				
7	50,076	1,809	750,000	750,000	Grants	-	-		-100.00%
8									
9					*MISCELLANEOUS*				
10	4,634	2,710	2,900	1,800	Interest	1,800	1,800		0.00%
11	-	-	-	-	Miscellaneous Revenue	-	-		
12	$ 4,634	$ 2,710	$ 2,900	$ 1,800	TOTAL MISCELLANEOUS	$ 1,800	$ 1,800		0.00%
13									
14	$ 844,515	$ 693,939	$ 1,314,500	$ 1,347,500	**TOTAL RESOURCES**	$ 1,331,400	$ 1,331,400		-1.19%
15									

5 FY12-13 revenues are based on SDCs for 10 new single-family dwelling units.
11 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

CITY OF KEIZER
CAPITAL PROJECTS FUND

PARK IMPROVEMENT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
12					**REQUIREMENTS**				
14					***MATERIALS & SERVICES***				
15	$ 4,092	$ -	$ -	$ -	Contractual Services	$ -	$ -		
16	$ 4,092	$ -	$ -	$ -	TOTAL MATERIALS & SERVICES	$ -	$ -		
18					***CAPITAL OUTLAY***				
19	$ 11,736	$ -	$ 1,000,000	$ 20,000	Grant Expenditures	$ 980,000	$ 980,000		4800.00%
20	75,157	65,410	-	-	Land Acquisition	-	-		
21	84,344	37,840	14,200	14,200	Improvements	70,000	70,000		392.96%
22	-	-	300,300	-	Unanticipated Expenses	281,400	281,400		
23	$ 171,237	$ 103,250	$ 1,314,500	$ 34,200	TOTAL CAPITAL OUTLAY	$ 1,331,400	$ 1,331,400		3792.98%
26					***FUND BALANCE***				
27	669,186	590,689	-	1,313,300	Fund Balance	-	-		-100.00%
29	$ 844,515	$ 693,939	$ 1,314,500	$ 1,347,500	**TOTAL REQUIREMENTS**	$ 1,331,400	$ 1,331,400		-1.19%

Notes:

19 Grant expenditures are for the boating facility at Keizer Rapids Park.

20 Land Acquisition in FY10-11 includes option money paid on the Buchholtz property.

5/29/2012

TRANSPORTATION IMPROVEMENT FUND

The Transportation Improvement Fund was established in Fiscal Year 2004-2005 to account for system development fees. The city currently charges a system development fee of $1,215 per single-family dwelling unit and $746 per each Multi Family Unit to help cover the cost of transportation improvements resulting from development. The system development fees are adjusted each July using a blended rate of the Northwest Construction index and the change in undeveloped land values in the Keizer area.

<u>Staff recommendations for expenditures in fiscal year 2012/2013 are as follows:</u>

- Begin Engineering Design for the improvements to the I-5/Chemawa Southbound on-ramp. ODOT is currently taking the lead planning and designing improvements. Estimated cost includes permits and project management

- Begin construction of the on-ramp widening late spring 2013

CITY OF KEIZER
CAPITAL PROJECTS FUND

Transportation Improvement Fund

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 1,544,970	$ 1,674,060	$ 1,820,900	$ 1,820,500	*Working Capital Carryforward*	$ 1,891,500	$ 1,891,500		3.90%
2									
3					*LICENSES & FEES*				
4	118,061	74,041	99,600	65,000	System Development Fees	12,200	12,200		-81.23%
5									
6					*MISCELLANEOUS*				
7	11,029	7,582	8,600	6,000	Interest	6,000	6,000		0.00%
8	-	64,825	-	-	Repayment of Community Center Loan	-	-		
9	$ 11,029	$ 72,407	$ 8,600	$ 6,000	TOTAL MISCELLANEOUS	$ 6,000	$ 6,000		0.00%
10									
11					*TRANSFERS IN*				
12	-	-	-	-	From General Fund	-	-		
13	$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ -	$ -		
14									
15	$ 1,674,060	$ 1,820,508	$ 1,929,100	$ 1,891,500	**TOTAL RESOURCES**	$ 1,909,700	$ 1,909,700		0.96%

Notes:

4 In FY12-13 System Development Fees are based on 10 Single Family dwelling units.

7 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

8 The transfer from the Community Center Fund in FY10-11 is repayment in full, plus interest, for an interfund loan made in FY08-09.

CITY OF KEIZER
CAPITAL PROJECTS FUND
Transportation Improvement Fund

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				REQUIREMENTS				
				CAPITAL OUTLAY				
$ -	$ -	$ 440,000	$ -	Improvements	$ 440,000	$ 440,000		
-	-	1,027,700	-	Unanticipated Expenses	1,000,000	1,000,000		
$ -	$ -	$ 1,467,700	$ -	TOTAL CAPITAL OUTLAY	$ 1,440,000	$ 1,440,000		
				TRANSFERS OUT				
$ -	$ -	$ 72,300	$ -	Interfund loan to General Fund	$ -	$ -		
$ -	$ -	$ 72,300	$ -	TOTAL TRANSFERS OUT	$ -	$ -		
				FUND BALANCE				
1,674,060	1,820,508	389,100	1,891,500	Fund Balance	469,700	469,700		-75.17%
$ 1,674,060	$ 1,820,508	$ 1,929,100	$ 1,891,500	**TOTAL REQUIREMENTS**	$ 1,909,700	$ 1,909,700		0.96%

Notes:

19 Improvements include beginning engineering design for 1-5/Chemawa southbound on-ramp including permits and project management. Also begin construction of the on-ramp widening beginning in FY12-13.

OFF-SITE TRANSPORTATION IMPROVEMENT FUND

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

CITY OF KEIZER
SPECIAL REVENUE FUND
OFF-SITE TRANSPORTATION SYSTEM IMPROVEMENTS

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1					*CAPITAL CARRYFORWARD*				
2	$ -	$ -	$ 52,000	$ 52,400	Capital Carryforward	$ 52,500	$ 52,500		0.19%
3									
4					*LICENSES & FEES*				
5	-	52,364	-	-	Off-Site Transportation Fees	-	-		
6	$ -	$ 52,364	$ -	$ -	TOTAL LICENSES & FEES	$ -	$ -		
7									
8					*MISCELLANEOUS*				
9	-	54	100	100	Interest	100	100		0.00%
10	$ -	$ 54	$ 100	$ 100	TOTAL MISCELLANEOUS	$ 100	$ 100		0.00%
11									
12	$ -	$ 52,418	$ 52,100	$ 52,500	**TOTAL RESOURCES**	$ 52,600	$ 52,600		0.19%

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

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					REQUIREMENTS				
13					*CAPITAL OUTLAY*				
14	-	-	52,100	-	Off-Site Transportation Improvements	52,600	52,600		
15	$ -	$ -	$ 52,100	$ -	TOTAL CAPITAL OUTLAY	$ 52,600	$ 52,600		
16									
17									
18					*FUND BALANCE*				
19	-	52,418	-	52,500	Fund Balance	-	-		-100.00%
20									
21	$ -	$ 52,418	$ 52,100	$ 52,500	**TOTAL REQUIREMENTS**	$ 52,600	$ 52,600		0.19%

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

STREET FUND

The Street Fund is managed by the Public Works Department to provide quality streets, lighting, traffic signals, sidewalks, and bike paths. Drainage improvements for the City's street system, has been consolidated into the Stormwater Fund. The Street Fund's share of drainage maintenance and repairs will be an annual transfer to that fund. The primary revenue source is State Fuel Taxes, which are state apportionments based on population. Fuel tax revenues are restricted by constitutional limits and are to be used for street maintenance (Const. IX § 3). The Street Division is staffed with 2.5 full time maintenance employees and a portion of various administrative staff to provide total right of way maintenance services for the City. The City currently contracts striping and signing services with Marion County. Traffic Signal System operation and maintenance is contracted with the City of Salem.

Street Fund Capital Improvement Expenditures 2011-2012

- Phase I planning and design of shoulder widening along Delight Street from Chemawa to Cummings.
- Begin Planning and Preliminary Design on the Chemawa/Verda Roundabout and Lockhaven/14th signal.
- Construct area B access and drainage improvements as identified in property sales agreement.
- Resurface various streets as indicated from the Pavement Condition Index (PCI).
- ODOT to continue the Chemawa Road Improvement Project using awarded Federal Grants and local matching funds.
- Complete the Hornet Court and Sieberg Ave Local Improvement Districts (LID) as designed per Council approval.
- Complete installations of the School Zone Flasher systems and Signal interconnect along Lockhaven Dr.
- Install additional Streetlights along Lockhaven NE and Dearborn N.
- Completed citywide ADA sidewalk upgrades inside the Lockhaven/Verda/Chemawa triangle NE.
- Completed the Lockhaven Signal Interconnect from River Road to 14th Ave.

Street Fund Capital Improvement Expenditures 2012-2013

- ODOT to continue the Chemawa Road Improvement Project using awarded Federal Grants and local matching funds.
- Continue Planning and Preliminary Design on the Chemawa/Verda Roundabout using Federal Grant funds.
- Continue citywide ADA sidewalk upgrades.
- Resurface various streets as indicated from the Pavement Condition Index (PCI).
- Install additional Streetlights along Dearborn N on existing poles.
- Begin Planning and Preliminary Design for Wheatland Road Pedestrian, Drainage and Bike Lane improvements using Federal Grant funds.
- Complete computer controller upgrade to nine River Road Signals.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
45					***MATERIALS & SERVICES***				
46	$ 2,252	$ 1,049	$ 1,200	$ 100	Helmets	$ -	$ -		-100.00%
47	177	38	500	200	Postage & Printing	200	200		0.00%
48	2,394	984	2,500	2,000	Meetings, Travel & Training	2,000	2,000		0.00%
49	101	431	500	1,200	Public Notices	500	500		-58.33%
50	118	126	1,700	1,700	Labor Attorney	500	500		-70.59%
51	112,066	104,594	128,400	127,300	Administrative Services Charges	134,900	134,900		5.97%
52	-	-	-	-	Parade Traffic Control	2,700	2,700		
53	28,213	51,419	41,000	33,000	Contractual Services	35,000	35,000		6.06%
54	25,315	21,110	30,000	28,500	Engineering Services	28,000	28,000		-1.75%
55	2,964	4,734	7,000	1,000	Traffic Engineering SDC Review	7,000	7,000		600.00%
56	547	393	400	400	Janitorial	400	400		0.00%
57	782	679	-	800	Utilities	800	800		0.00%
58	1,681	1,481	2,000	1,600	Telephone	1,700	1,700		6.25%

Notes:

45 Materials & Services related to general administration are 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. The increase from FY10-11 to FY11-12 primarily reflects a reallocation of staff from Urban Renewal to the other operating funds net of the elimination of the Assistant to the City Manager position.

	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
(1)	$ 11,200	$ 10,200	City-Wide Administration	$ 20,100	$ 20,100		97.06%
(2)	15,800	15,800	City Manager	15,100	15,100		-4.43%
(3)	11,900	11,600	Information Systems	11,900	11,900		2.59%
(4)	20,300	20,400	Attorney's Office	16,600	16,600		-18.63%
(5)	15,600	15,600	City Recorder	14,900	14,900		-4.49%
(6)	9,300	9,300	Human Resources	9,600	9,600		3.23%
(7)	34,500	34,600	Finance	33,600	33,600		-2.89%
(8)	9,800	9,800	Facility Maintenance	13,100	13,100		33.67%
	$ 128,400	$ 127,300	Administrative Services Charges	$ 134,900	$ 134,900		5.97%

50 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012 therefore, costs for negotiations are anticipated in FY11-12.

52 Costs include barracades for the Festival of Lights parade ($2,000) and the Iris Festival parade ($700).

53 Contractual services includes right of way maintenance.

55 Need to conduct a Traffic Count for all Arterials and Collectors Citywide.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1					*CAPITAL CARRYFORWARD*				
2	$ 1,010,158	$ 1,293,657	$ 2,230,900	$ 2,458,600	Working Capital Carryforward	$ 2,624,100	2,624,100		6.73%
3	570	1,426	1,200	2,000	Bike Safety Donations	1,900	1,900		-5.00%
4	$ 1,010,728	$ 1,295,083	$ 2,232,100	$ 2,460,600	TOTAL CAPITAL CARRYFORWARD	$ 2,626,000	$ 2,626,000		6.72%
5									
6					*TAXES & ASSESSMENTS*				
7	$ -	$ -	$ -	$ 23,400	Assessments	$ 2,200	$ 2,200		-90.60%
8									
9					*LICENSES & FEES*				
10	$ 1,215	$ 8,779	$ 3,000	$ 200	Planning Construction Fees	$ 200	$ 200		0.00%
11	6,070	2,145	1,500	2,000	Driveway Permit Fees	1,500	1,500		-25.00%
12	$ 7,285	$ 10,924	$ 4,500	$ 2,200	TOTAL LICENSES & FEES	$ 1,700	$ 1,700		-22.73%
13									
14					*INTERGOVERNMENTAL*				
15	$ -	$ -	$ -	$ 17,000	Grants	$ 15,000	$ 15,000		-11.76%
16	1,502,644	1,777,354	1,837,500	1,911,500	State Fuel Tax	1,911,500	1,911,500		0.00%
17	$ 1,502,644	$ 1,777,354	$ 1,837,500	$ 1,928,500	TOTAL INTERGOVERNMENTAL	$ 1,926,500	$ 1,926,500		-0.10%
18									
19					*MISCELLANEOUS*				
20	$ -	$ 867,901	$ -	$ -	Property Sales	$ -	$ -		
21	3,107	1,579	-	-	Bike Safety Donations	-	-		
22	-	-	-	-	Assessment Interest	100	100		
23	7,830	6,789	5,200	8,400	Interest	7,000	7,000		-16.67%
24	20,904	10,538	9,000	9,400	Rental Property	9,000	9,000		-4.26%
25	7,327	2,263	71,000	74,300	Miscellaneous Revenue	2,500	2,500		-96.64%
26	$ 39,168	$ 889,070	$ 85,200	$ 92,100	TOTAL MISCELLANEOUS	$ 18,600	$ 18,600		-79.80%
27									
28	$ 2,559,825	$ 3,972,431	$ 4,159,300	$ 4,483,400	**TOTAL RESOURCES**	$ 4,575,000	$ 4,575,000		2.04%

Notes:

15 FY11-12 ODOT grant for engineering services for the Chemawa N project. FY12-13 anticipate grant for refinement of the Rain Gardens for Chemawa N.

16 Fuel Tax revenues increase January 2011 due to the six-cent increase in state gas tax, increases in vehicle title and registration fees, & weight-mile fees paid by truckers. FY12-13 estimates are based on FY11-12 projections plus a 1.5% increase as projected by the League of Oregon Cities (February 2012 Local Focus).

23 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

25 Miscellaneous Revenues are one-time revenues that are not characterized by line-item descriptions. The FY11-12 revenue was primarily from a performance bond payment for the Avalon Meadows development.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
73					*CAPITAL OUTLAY*				
74	$ -	$ 10,606	$ 10,500	$ -	Heavy Equipment/Vehicles	$ 14,900	$ 14,900		
75	43,347	-	55,000	10,000	Bike Paths & Lanes	-	-		-100.00%
76	104	232,711	280,000	360,000	Street Improvements	796,000	796,000		121.11%
77	-	27,380	35,000	30,000	Infill and ADA Sidewalk Completions	25,000	25,000		-16.67%
78	1,694	-	-	-	Property & Easement Acquisition	-	-		
79	83,732	27,268	821,000	26,000	Street Resurfacing	1,264,000	1,264,000		4761.54%
80	-	16,474	195,000	95,000	Signage & Signal Upgrades	55,900	55,900		-41.16%
81	6,305	-	3,900	3,900	Field Equipment	5,700	5,700		46.15%
82	-	209	91,200	84,700	Area B Development Costs	38,100	38,100		-55.02%
83	-	-	33,000	25,500	Seiberg LID	-	-		-100.00%
84	-	-	59,000	43,500	Hornet CT LID	-	-		-100.00%
85	-	-	85,000	-	Arterial/Collector Street Light Improvements	-	-		
86	$ 135,182	$ 314,648	$ 1,668,600	$ 678,600	TOTAL CAPITAL OUTLAY	$ 2,199,600	$ 2,199,600		224.14%

Notes:

74 Street Fund's share of new backhoe purchase which costs $110,000.

75 No Bike Path and Lane funding is planned for FY12-13 as funds are needed for completion of the Chemawa Improvements project.

76 Construction of Chemawa Road N, Phase 2 match for Verda roundabout and 10.27% match for Wheatland Improvement Design. $600,000 of Property Sales proceeds in Area B are used to fund this project.

79 Annual cost of pavement preservation projects including shoulder widening of Sunset Avenue.

80 Upgrade computer controllers for River Road signals from Lockhaven to Glynbrook preparing for flashing yellow left turn signal head and future fiber optics communication cable, cost $35,900. Optional Pedestrian button and count down timer improvements at two intersections along River Road, cost $20,000.

81 FY12-13 Equipment includes funding for Emergency Operations Center Equipment

82 Property sales proceeds are used to fund this costs.

85 The Arterial/Collector Street Light Improvements project has been postponed until FY13-14

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					REQUIREMENTS				
29					*PERSONNEL SERVICES*				
30	$ 46,399	$ 47,480	$ 47,400	$ 36,600	Public Works Director	$ 40,200	$ 40,200		9.84%
31	25,363	27,048	25,300	25,300	Public Works Superintendent	24,300	24,300		-3.95%
32	70,198	69,780	70,900	70,900	Municipal Utility Workers	74,000	74,000		4.37%
33	5,663	5,666	5,700	5,700	Community Development Director	11,700	11,700		105.26%
34	4,391	4,554	-	-	Code Enforcement/Zoning Technician	-	-		
35	18,711	18,720	18,700	18,700	Administrative Support	19,800	19,800		5.88%
36	1,222	3,263	2,300	2,300	Overtime	2,400	2,400		4.35%
37	-	-	-	-	Parade Overtime	2,100	2,100		
38	768	5,432	5,200	5,200	Duty Pay	5,200	5,200		0.00%
39	51	611	700	700	Clothing Allowance/Cell Phone Stipend	700	700		0.00%
40	2,629	2,698	2,600	2,600	Medicare	2,700	2,700		3.85%
41	26,517	23,479	30,100	30,100	Retirement	30,400	30,400		1.00%
42	30,854	35,735	37,500	37,500	Insurance Benefits	42,900	42,900		14.40%
43	1,613	1,119	1,900	1,900	Workers Compensation	1,800	1,800		-5.26%
44	$ 234,379	$ 245,585	$ 248,300	$ 237,500	TOTAL PERSONNEL SERVICES	$ 258,200	$ 258,200		8.72%

Notes:

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

29 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

37 The City anticipates $1,600 in overtime will be spent on the Festival of Lights parade and $500 on the Iris Festival parade.

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

41 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

42 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

43 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					MATERIALS & SERVICES - CONTINUED				
59	483	480	500	300	Insurance - Auto Liability	500	500		66.67%
60	464	1,505	1,500	1,500	Gasoline/Diesel	1,800	1,800		20.00%
61	1,339	828	2,000	2,000	Equipment Maintenance	2,000	2,000		0.00%
62	2,903	6,744	7,000	1,000	Sidewalk Maintenance	5,000	5,000		400.00%
63	5,728	8,304	8,000	7,700	Operating Materials and Supplies	7,000	7,000		-9.09%
64	96,955	96,805	79,900	79,900	Street Sweeping	79,900	79,900		0.00%
65	129,334	128,020	155,000	130,000	Street Maintenance & Repair	160,000	160,000		23.08%
66	61,912	61,972	69,000	65,000	Street Light Utilities	67,000	67,000		3.08%
67	21,883	22,309	24,000	23,900	Traffic Light Utilities	25,000	25,000		4.60%
68	-	-	200	200	Medical Testing	200	200		0.00%
69	10,698	10,426	3,000	4,100	Rental Property Expenses	2,500	2,500		-39.02%
70	6,675	7,015	7,400	7,400	MPO Support/ SKATS	5,800	5,800		-21.62%
71	79	-	-	-	Flood & Drainage Services	-	-		
72	$ 515,063	$ 531,446	$ 572,700	$ 520,800	TOTAL MATERIALS & SERVICES	$ 570,400	$ 570,400		9.52%

Notes:

59 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.

64 A portion of street sweeping costs are allocated to the storm fund to reflect NPDES PHII permit requirements.

65 Includes higher costs for routine stop bar and school zone crossing striping.

66 Anticipate a 3% increase in power costs.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					DEBT SERVICE				
87	$ 163,000	$ 169,000	$ 176,000	$ 176,000	Principal	$ 183,000	$ 183,000		3.98%
88	47,177	40,670	34,000	34,000	Interest	26,900	26,900		-20.88%
89	$ 210,177	$ 209,670	$ 210,000	$ 210,000	TOTAL DEBT SERVICE	$ 209,900	$ 209,900		-0.05%
90									
91					***TRANSFERS OUT***				
92	$ 169,941	$ 210,500	$ 210,500	$ 210,500	Storm Utility Fund	$ 210,500	$ 210,500		0.00%
93	$ 169,941	$ 210,500	$ 210,500	$ 210,500	TOTAL TRANSFERS OUT	$ 210,500	$ 210,500		0.00%
94									
95	$ -	$ -	$ 79,400	$ -	Contingency	$ 151,500	$ 151,500		
96									
97					***FUND BALANCE***				
98	$ -	$ -	$ 776,600	$ 783,100	Committed Proceeds from Property Sales	$ 145,000	$ 145,000		-81.48%
99	-	-	173,800	173,800	Restricted for Future Debt Service	173,800	173,800		0.00%
100	1,295,083	2,460,582	219,400	1,669,100	Fund Balance	656,100	656,100		-60.69%
101	$ 1,295,083	$ 2,460,582	$ 1,169,800	$ 2,626,000	TOTAL FUND BALANCE	$ 974,900	$ 974,900		-62.88%
102									
103	$ 2,559,825	$ 3,972,431	$ 4,159,300	$ 4,483,400	**TOTAL REQUIREMENTS**	$ 4,575,000	$ 4,575,000		2.04%

Notes:

89 The City has a 10-year bond outstanding and pays principal annually and interest semi-annually with a maturity date of 10/1/2015.

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

95 Contingency is 5% of expenditures except debt service and transfers out.

98 The reserve includes proceeds from the sale of Area B, less sales costs. A portion of the Chemawa Road North project costs and Street Fund share of costs for Area B development are allocated in FY12-13. Balance will be held in a reserve until use of funds is identified will be held in a reserve until use of funds is identified.

KEIZER ROTARY AMPHITHEATER
At Keizer Rapids Park

Construction of the Keizer Rotary Amphitheater was completed in spring of 2009. Funds from City Park System Development Charges, Keizer Rotary and other generous volunteer donations made this facility possible. The open outdoor amphitheater seats 550-600 guests from spring to fall providing a venue having the capability for music, theatre, church services, weddings and many other diverse events. The City Public Works Department Parks Division currently manages the day-to-day operations, which include reservations, capital improvements, and general maintenance. Funding for continued maintenance and improvements on the amphitheater will come from user fees. The City's General Fund may also supplement ongoing maintenance for the amphitheater in future years.

CITY OF KEIZER
ENTERPRISE FUND

KEIZER ROTARY AMPHITHEATER

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					**RESOURCES**				
3	$ 325	$ 4,067	$ 4,700	$ 5,700	*CAPITAL CARRYFORWARD*	$ 5,500	$ 5,500		-3.51%
5					*CHARGES FOR SERVICES*				
6	5,380	2,531	1,800	1,800	Rental Fees	1,800	1,800		0.00%
7	$ 5,380	$ 2,531	$ 1,800	$ 1,800	TOTAL CHARGES FOR SERVICES	$ 1,800	$ 1,800		0.00%
9					*MISCELLANEOUS*				
10	-	-	-	-	Donations	-	-		
11	20	23	-	-	Interest	-	-		
12	$ 20	$ 23	$ -	$ -	TOTAL MISCELLANEOUS REVENUE	$ -	$ -		
14	$ 5,725	$ 6,621	$ 6,500	$ 7,500	**TOTAL RESOURCES**	$ 7,300	$ 7,300		-2.67%
16					**REQUIREMENTS**				
18					*MATERIALS & SERVICES*				
19	1,658	950	3,000	1,000	Operating Materials & Supplies	2,000	2,000		100.00%
20	$ 1,658	$ 950	$ 3,000	$ 1,000	TOTAL MATERIALS & SERVICES	$ 2,000	$ 2,000		100.00%
22					*CAPITAL OUTLAY*				
23	-	-	3,500	1,000	Improvements	5,300	5,300		430.00%
24	$ -	$ -	$ 3,500	$ 1,000	TOTAL CAPITAL OUTLAY	$ 5,300	$ 5,300		430.00%
26					*FUND BALANCE*				
27	4,067	5,671	-	5,500	Fund Balance	-	-		-100.00%
29	$ 5,725	$ 6,621	$ 6,500	$ 7,500	**TOTAL REQUIREMENTS**	$ 7,300	$ 7,300		-2.67%

Notes:

6 Rental fees are for use of the amphitheater at Keizer Rapids Park. City Council significantly reduced rental fee rates during FY09-10.

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

KEIZER STATION LOCAL IMPROVEMENT FUND

The Keizer Station Local Improvement Fund has been established to account for the improvements to the Keizer Station Development Project. Money expended in this fund was financed with a line-of-credit and an interfund loan during the construction phase of the project. Now that the project is complete, the City has arranged for long-term financing to pay off the line-of-credit and interfund loan. The cost of the improvements has been assessed to the property owners who directly benefit from the project. The assessments received will be used to pay off the long-term debt scheduled for maturity on June 1, 2031.

Twenty-four commercial property owners owe assessments on the Keizer Station property development. Five property owners are in default on these assessments. The City is actively pursuing foreclosure on the delinquent properties and expects to own them in FY12-13. Once the City takes ownership it can use urban renewal funds to make the LID assessment payments and in turn use the assessment payments to pay down its debt on the Keizer Station project.

CITY OF KEIZER
DEBT SERVICE FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 4,246,857	$ 2,720,400	$ 3,284,500	$ 3,283,000	Capital Restricted for Future Debt Service	$ 2,684,100	$ 2,684,100		-18.24%
2									
3					*TAXES & ASSESSMENTS*				
4	722,239	507,715	1,065,800	537,400	Assessments	568,800	568,800		5.84%
5	-	-	-	-	Assessment Payments on Delinquent Properties	4,885,900	4,885,900		
6	$ 722,239	$ 507,715	$ 1,065,800	$ 537,400	TOTAL ASSESSMENTS	$ 5,454,700	$ 5,454,700		915.02%
7									
8					*MISCELLANEOUS*				
9	52,556	14,847	14,800	11,300	Interest	67,800	67,800		500.00%
10	1,495,048	1,186,111	1,899,600	935,200	Assessment Interest	903,800	903,800		-3.36%
11	-	-	-	-	Assessment Interest on Delinquent Properties	1,170,000	1,170,000		
12	-	125,042	125,000	-	Assessment Penalty	-	-		
13	$ 1,547,604	$ 1,326,000	$ 2,039,400	$ 946,500	Total Miscellaneous	$ 2,141,600	$ 2,141,600		126.27%
14									
15	$ 6,516,700	$ 4,554,115	$ 6,389,700	$ 4,766,900	**TOTAL RESOURCES**	$ 10,280,400	$ 10,280,400		115.66%

Notes:

6 Twenty-four commercial property owners owe assessments on the Keizer Station property development. Five property owners are in default on these assessments. The City is actively pursuing foreclosure on the delinquent properties and expects to own them in FY12-13. Once the City takes ownership it can use urban renewal funds to make the LID assessment payments and in turn use the assessment payments to pay down its debt on the Keizer Station project.

9 Funds are held at the Oregon State Treasury & currently earning 0.5%. The increase in interest earnings reflects earnings on Assessment Payments on Delinquent Properties. These earnings will be used to pay on the City's outstanding debt.

CITY OF KEIZER
DEBT SERVICE FUND
KEIZER STATION LOCAL IMPROVEMENT DISTRICT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
16					**REQUIREMENTS**				
17									
18					*MATERIALS & SERVICES*				
19	$ 160	$ 1,009	$ 26,900	$ 10,000	Legal Services	$ -	$ -		-100.00%
20	2,320	2,170	-	-	Administrative Services Charges	-	-		
21	400	1,186	10,000	-	Contractual Services	-	-		
22	$ 2,880	$ 4,365	$ 36,900	$ 10,000	TOTAL MATERIALS & SERVICES	$ -	$ -		-100.00%
23									
24					*DEBT SERVICE*				
25	$ 2,450,000	$ -	$ 2,402,000	$ 823,500	Principal	$ 6,378,600	$ 6,378,600		674.57%
26	1,343,420	1,266,720	1,266,700	1,249,300	Interest	1,220,800	1,220,800		-2.28%
27	$ 3,793,420	$ 1,266,720	$ 3,668,700	$ 2,072,800	TOTAL DEBT SERVICE	$ 7,599,400	$ 7,599,400		266.62%
28									
29					*FUND BALANCE*				
30	$ -	$ -	$ 3,100	$ -	Transfer to General Fund	$ -	$ -		
31									
32					*FUND BALANCE*				
33	$ 2,720,400	$ 3,283,030	$ 2,681,000	$ 2,684,100	Restricted for Future Debt Service	$ 2,681,000	$ 2,681,000		-0.12%
34									
35	$ 6,516,700	$ 4,554,115	$ 6,389,700	$ 4,766,900	**TOTAL REQUIREMENTS**	$ 10,280,400	$ 10,280,400		115.66%

Notes:

19 Legal Services in FY11-12 are for matters dealing with the property owners' assessment delinquencies.

24 The City's debt obligation provides for annual interest payments on it's outstanding debt each year through 2031 and one principal payment ($23,690,000 currently) due in 2031. The city may pay down the principal if assessment proceeds are available. The principal payment in FY12-13 assumes the City will take possession of five properties currently facing foreclosure due to delinquencies on assessment payments.

UTILITY BILLING DIVISION

The Utility Billing Division operates within the Finance Department and maintains approximately 10,400 accounts for water, sewer and storm water services, providing customer service to Keizer citizens. The staff includes one Utility Billing Technician and three Utility Billing Clerks.

The City of Keizer contracts with the City of Salem to provide sewer services to Keizer residences. Much of the activity in the fund is "passed through"; it is collected from the customer and paid to the City of Salem for sewer services. A portion of each billing receipt is retained in the fund to pay the cost of administering the bill.

Accomplishments

- Staff modified tenant accounts to automatically notify landlord/property manager when the bill becomes past due. There has been a significant increase in interest from landlord/property managers encouraging tenants to pay on past due accounts.
- Staff began utilizing the new automatic phone calling service, reaching cell phones as well as land lines; effectively reducing the number of accounts being shut-off for non-payment
- Completed the UB procedures manual
- Cross-trained staff to have full coverage during absences
- Sent approximately 79,519 utility bills compared to 73,691in 2010-11.

Future Goals

- Merge the Finance and Utility Billing systems to fully automate the cash receipting process; and eliminate hand written receipts and the monthly sewer adjustment spreadsheet
- The Utility Billing staff continues its commitment to providing excellent customer service
- Staff will attend customer service classes with the re-established training budget
- Upgrade Utility Billing software
- Staff will complete training for the software upgrade
- Begin creating the new procedure manual for the upgraded software
- Select new format for billing and past due statements
- Provide customers an option to be notified by email or by an automated phone call when their bill is past due and they are scheduled for shut-off

STORMWATER FUND

The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act administered by Oregon Department of Environmental Quality (DEQ). The City of Keizer has been identified as a Phase II City by DEQ. The City was issued a National Pollutant Discharge Elimination System (NPDES) permit to discharge stormwater into the Willamette River, and Claggett and Labish Creeks in March 2007. The City has completed the final year of the 5 year permit. Negotiations with DEQ for a new permit are underway.

City Council approved a stormwater fee increase for fiscal year 2010/2011 in order to meet the NPDES PH II permit requirements for the first 5 year permit term, to move forward with WPCF permit requirements, to address Stormwater Systems maintenance and upgrades, and meet the conditions of the TMDL Implementation Plan. The Street Fund will continue to transfer money to fund its share of the cost for maintaining city owned impervious surfaces based on square footage, which is adjusted annually as new roads are dedicated to the public.

Projects Completed in FY11-12

- Erosion Control program completed. Fee Schedule and Ordinance adopted
- Stormwater Management Plan revised and new NPDES permit application filed
- Awarded a $890 grant from the Oregon Department of Fish and Wildlife for riparian restoration work
- Awarded a $800 grant from the Marion Soil and Water Conservation District for educational supplies for Keizer schools
- Completed annual outfall inspection including dry weather sampling for illicit discharges
- TV work for UICs continues. Repairs identified and prioritized
- Decommissioning Arleta UIC in order to avoid state non-compliance issues
- Catchbasin cleaning and UIC pipe cleaning continues
- Global Positioning System (GPS) system purchased through a grant. Asset inventory and location documentation in progress

Division Goals for FY12-13

- Negotiate and obtain renewed NPDES permit
- TV remaining pipe footage for UIC storm systems and make repairs on deficiencies discovered
- TV 10% of the municipal separate storm sewer system and make repairs on deficiencies discovered
- Revise TMDL Implementation Plan
- Prepare for negotiations of WPCF permit
- Administer a contract for a Groundwater Protectiveness Model to avoid decommissioning and allow ongoing operation of approximately 65 UICs
- Complete comprehensive 5th year report for TMDL implementation plan

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
18					**REQUIREMENTS**				
19									
20					*PERSONNEL SERVICES*				
21	$ 16,185	$ 16,189	$ 16,200	$ 12,500	Public Works Director	$ 16,500	$ 16,500		32.00%
22	4,227	6,746	4,300	4,300	Public Works Superintendent	8,700	8,700		102.33%
23	132,024	138,073	142,300	142,300	Municipal Utility Workers	148,600	148,600		4.43%
24	2,196	2,277	-	-	Community Development Staff	1,900	1,900		
25	56,538	56,564	56,400	56,400	Environmental Program Staff	59,700	59,700		5.85%
26	7,140	7,142	19,500	19,500	Administrative Support	18,200	18,200		-6.67%
27	-	68,256	85,600	85,600	Storm Water Technicians	132,000	132,000		54.21%
28	31,700	28,563	34,600	34,600	Temporary Employee	-	-		-100.00%
29	2,628	2,200	7,200	3,500	Overtime	5,100	5,100		45.71%
30	768	5,432	5,200	5,200	Duty Pay	5,200	5,200		0.00%
31	-	1,180	1,200	1,200	Cell Phone - Clothing Allowances	1,200	1,200		0.00%
32	6,490	6,766	5,600	5,600	Medicare	5,900	5,900		5.36%
33	36,290	44,542	61,400	61,400	Retirement	65,800	65,800		7.17%
34	49,714	83,828	94,200	94,200	Insurance Benefits	123,100	123,100		30.68%
35	2,903	2,902	97,700	68,100	Workers Compensation	35,600	35,600		-47.72%
36	-	-	-	-	Unemployment	-	-		
37	$ 348,803	$ 470,660	$ 631,400	$ 594,400	TOTAL PERSONNEL SERVICES	$ 627,500	$ 627,500		5.57%

Notes:

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

20 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

26 As the Storm Water Program grows, more administrative staff is needed to answer customer questions and manage the Storm Water aspects of Utility Billing.

27 Two full time employees were added in FY10-11 to complete required compliance regulations of the NPDES PH II to meet the Federal Clean Water Act by Oct 2011. During FY11-12 the Temporary position was replaced with a permanent full-time Environmental Program position to perform the same work.

28 During FY11-12 the Temporary position was replaced with a permanent full-time Environmental Program position to perform the same work.

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

33 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

34 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

35 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
38					*MATERIALS & SERVICES*				
39	$ 2,277	$ 1,638	$ 2,500	$ 6,400	Postage & Printing	$ 5,400	$ 5,400		-15.63%
40	520	-	1,500	1,000	Concrete	1,000	1,000		0.00%
41	685	513	2,000	1,000	Rock & Backfill	1,500	1,500		50.00%
42	823	2,044	4,000	2,000	Paving	2,500	2,500		25.00%
43	3,051	3,773	3,000	3,000	Meetings, Travel & Training	4,900	4,900		63.33%
44	145	153	500	200	Public Notices	400	400		100.00%
45	251	299	3,700	3,700	Labor Attorney	1,000	1,000		-72.97%
46	73,717	103,912	120,300	117,800	Administrative Services Charges	137,600	137,600		16.81%
47	6,120	28,975	40,000	30,000	Contractual Services	72,300	72,300		141.00%
48	2,717	5,648	18,000	3,000	Engineering Services	10,000	10,000		233.33%
49	1,218	979	900	900	Janitorial	900	900		0.00%
50	1,627	1,656	1,500	1,600	Utilities	1,600	1,600		0.00%
51	4,315	3,840	3,500	3,500	Storm Drain Utilities	3,500	3,500		0.00%
52	2,534	2,335	2,000	2,400	Telephone	2,400	2,400		0.00%
53	1,074	928	-	1,000	Insurance - Liability	1,400	1,400		40.00%

Notes:

38 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.

	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	PERCENT INC (DEC) PROJECTED
(1)	$ 22,700	$ 20,600	City-Wide Administration	$ 11,400	$ 11,400	-44.66%
(2)	3,500	3,500	City Manager	3,400	3,400	-2.86%
(3)	20,900	20,400	Information Systems	35,900	35,900	75.98%
(4)	4,400	4,400	Attorney's Office	3,700	3,700	-15.91%
(5)	3,400	3,400	City Recorder	3,300	3,300	-2.94%
(6)	18,700	18,700	Human Resources	22,900	22,900	22.46%
(7)	26,800	26,900	Finance	25,800	25,800	-4.09%
(8)	19,900	19,900	Facility Maintenance	31,200	31,200	56.78%
	$ 120,300	$ 117,800	Administrative Services Charges	$ 137,600	$ 137,600	16.81%

39 Cost increases include the Storm Water program's share of the cost for Public Works Consumer Confidence Report.

43 Meetings, Travel & Training includes Public Works association memberships, field staff training, and Red Cross training. Funding has been added back for one class each for the Utility Billing staff and the annual Springbrook User Group Conference, the City's utility billing software vendor. With the exception of the Utility Billing Technician, staff have not attended training since FY08-09. In FY12-13 the City will be converting to upgraded software and it will be critical for staff to have exposure to the new software.

45 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012 therefore, costs for negotiations are anticipated in FY11-12.

46 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.

47 $15,000 for a Consultant to begin developing groundwater protectiveness model potentially saving the City millions of CIP dollars; $19,000 to finish UIC video inspections; $35,000 to perform 10% of video inspection on MS4 system & $3,300 for routine credit card fees.

48 Engineering services include costs to decommission or verify rule authorization of UICs.

53 Liability insurance includes the Storm Fund's share of auto insurance premiums.

CITY OF KEIZER
ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12	RESOURCES	RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	$ 205,694	$ 131,480	$ 383,000	$ 398,600	*Capital Carryforward*	$ 389,600	$ 389,600		-2.26%
2									
3					*CHARGES FOR SERVICES*				
4	$ 615	$ 451	$ 1,000	$ 2,200	Planning & Construction Fees	$ 1,000	$ 1,000		-54.55%
5	531,226	754,544	755,600	752,800	Service Fees	752,800	752,800		0.00%
6	$ 531,841	$ 754,995	$ 756,600	$ 755,000	TOTAL CHARGES FOR SERVICES	$ 753,800	$ 753,800		-0.16%
7									
8					*MISCELLANEOUS*				
9	$ 1,024	$ 661	$ 400	$ 1,000	Interest	$ 1,000	$ 1,000		0.00%
10	4,974	1,390	-	15,000	Miscellaneous Revenue	-	-		-100.00%
11	$ 5,998	$ 2,051	$ 400	$ 16,000	TOTAL MISCELLANEOUS	$ 1,000	$ 1,000		-93.75%
12									
13					*TRANSFERS IN*				
14	$ 169,941	$ 210,500	$ 210,500	$ 210,500	Transfer from Street Fund	$ 210,500	$ 210,500		0.00%
15	$ 169,941	$ 210,500	$ 210,500	$ 210,500	TOTAL TRANSFERS IN	$ 210,500	$ 210,500		0.00%
16									
17	$ 913,474	$ 1,099,026	$ 1,350,500	$ 1,380,100	**TOTAL RESOURCES**	$ 1,354,900	$ 1,354,900		-1.83%

Notes:

5 Current equivalent service unit (ESU) rate is $7.65 per bi-monthly bill. ESU rates will remain at current levels for 2012-13.

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

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
54					*MATERIALS & SERVICES - CONTINUED*				
55	2,279	2,092	2,200	1,800	Gasoline	2,200	2,200		22.22%
56	6,440	7,509	7,500	8,600	Diesel Fuel	13,000	13,000		51.16%
57	1,575	2,037	1,800	2,500	Vehicle Maintenance	3,000	3,000		20.00%
58	7,154	18,530	13,000	13,000	Equipment Maintenance	14,000	14,000		7.69%
59	1,000	2,192	2,000	900	Storm Sewer Dumping Costs	1,500	1,500		66.67%
60	12,153	3,455	7,000	3,000	MS4 Annual Permit Renewal/UIC Registration Fees	4,000	4,000		33.33%
61	9,561	1,729	15,000	6,000	Plant Maintenance	10,000	10,000		66.67%
62	2,651	-	10,000	2,000	Pump Maintenance	10,000	10,000		400.00%
63	13,377	17,159	15,000	12,000	Operating Materials & Supplies	12,500	12,500		4.17%
64	-	-	20,000	20,000	Street Sweeping	20,000	20,000		0.00%
65	40	80	200	200	Medical Testing	-	-		-100.00%
66	2,809	-	3,000	1,000	Lab Tests	8,000	8,000		700.00%
67	821	970	1,500	1,000	Consumer Confidence Report/ Public Education	1,000	1,000		0.00%
68	$ 160,934	$ 212,446	$ 301,600	$ 249,500	TOTAL MATERIALS & SERVICES	$ 345,600	$ 345,600		38.52%
69									
70					*CAPITAL OUTLAY*				
71	$ 9,678	$ 913	$ 6,100	$ 6,400	Field Equipment	$ -	$ -		-100.00%
72	-	15,909	10,500	-	Heavy Equipment/Service Vehicle	14,900	14,900		
73	262,579	522	130,000	130,000	Storm Sewer Pipe Extension or Repair	90,000	90,000		-30.77%
74	$ 272,257	$ 17,344	$ 146,600	$ 146,600	TOTAL CAPITAL OUTLAY	$ 104,900	$ 104,900		-28.44%
75									
76	$ -	$ -	$ -	$ -	Contingency	$ 53,900	$ 53,900		
77									
78					*FUND BALANCE*				
79	-	-	40,000	40,000	Committed for Storm Water Maintenance Truck	40,000	40,000		0.00%
80	131,480	398,576	230,900	349,600	Fund Balance	183,000	183,000		-47.65%
81	$ 131,480	$ 398,576	$ 270,900	$ 389,600	TOTAL FUND BALANCE	$ 223,000	$ 223,000		-42.76%
82									
83	$ 913,474	$ 1,099,026	$ 1,350,500	$ 1,380,100	**TOTAL REQUIREMENTS**	$ 1,354,900	$ 1,354,900		-1.83%

Notes:

60 MS4 Annual Permit Renewal/UIC Registration Fees are required by DEQ.
63 Includes the Storm Funds share of the Emergency Operations Center upgrade materials and grant matching funds.
64 Storm funds share of ongoing street sweeping costs to meet State Permit obligations.
66 Costs include field data necessary to provide information to the groundwater protectiveness model including all shipping costs and required annual and collaborative sampling.
72 Storm Fund's share of new backhoe purchase which costs $110,000.
73 Install water quality infrastructure, replace storm water piping/outfall and continue UIC decommissioning as annual video inspections continue.
76 The FY11-12 Adopted budget included $69,200 in contingency. During the year, the full amount plus some, was appropriated to personnel services to cover a worker's compensation claim. Contingency for FY12-13 represents 5% of budgeted expenditures.

CITY OF KEIZER
ENTERPRISE FUND
SEWER FUND

RESOURCES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	$ 445,379	$ 307,927	$ 181,300	$ 239,900	*Capital Carryforward*	$ 220,200	$ 220,200		-8.21%
2									
3					*CHARGES FOR SERVICES*				
4	4,482,913	4,557,800	4,834,700	4,640,600	Salem Sewer Billing	4,733,400	4,733,400		2.00%
5	288,732	289,871	288,100	293,700	Sewer Administration Fee	293,700	293,700		0.00%
6	4,771,645	4,847,671	5,122,800	4,934,300	TOTAL CHARGES FOR SERVICES	5,027,100	5,027,100		1.88%
7									
8					*MISCELLANEOUS*				
9	5,370	5,975	5,000	5,400	Miscellaneous	5,000	5,000		-7.41%
10	1,878	491	500	400	Interest Earnings	400	400		0.00%
11	7,248	6,466	5,500	5,800	TOTAL MISCELLANEOUS	5,400	5,400		-6.90%
12									
13	9,218	-	-	-	Transfer from Sewer Reserve Fund	-	-		
14									
15	$ 5,233,490	$ 5,162,064	$ 5,309,600	$ 5,180,000	TOTAL RESOURCES	$ 5,252,700	$ 5,252,700		1.40%

Notes:

4 The City of Keizer is a part of a regional sewer system managed by the City of Salem. Salem sets the sewer rates for the regional system. Keizer appoints Council and Staff liaisons to attend the Regional Task Force meetings . Salem plans to set upcoming sewer rates in November 2012. Keizer has been advised that the City of Turner is being considered for a 3%-5% rate adjustment for 2013. Keizer rate information is unavailable at this time. 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; phase out will be completed by 2015. FY12-13 rates are base on a net 4% rate increase effective January 2013. Sewer charges are based on water usage; usage has declined since the economic downturn in 2008.

5 Projections are based on approximately 10,000 sewer customers billed bi-monthly. In FY11-12 the Administrative Fee was $4.90 per bill. Beginning January 2012 the City proposes to reduce the fee to $3.90 per bill to bring operating capital in line with the amount needed.

9 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.

10 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

CITY OF KEIZER
ENTERPRISE FUND
SEWER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
16					**REQUIREMENTS**				
17									
18					*PERSONNEL SERVICES*				
19	$ 3,237	$ 3,238	$ 3,300	$ 2,500	Public Works Director	$ 4,600	$ 4,600		84.00%
20	4,227	4,228	4,300	4,300	Public Works Superintendent	4,400	4,400		2.33%
21	84,651	93,126	83,800	83,800	Administrative Support	84,700	84,700		1.07%
22	37	19	-	-	Overtime	-	-		
23	1,414	1,544	1,500	1,500	Medicare	1,500	1,500		0.00%
24	-	-	-	-	Cell Phone Stipend	100	100		
25	13,613	12,693	13,900	13,900	Retirement	14,400	14,400		3.60%
26	24,162	30,370	29,400	29,400	Insurance Benefits	31,900	31,900		8.50%
27	174	255	100	100	Workers Compensation	300	300		200.00%
28	$ 131,515	$ 145,473	$ 136,300	$ 135,500	TOTAL PERSONNEL SERVICES	$ 141,900	$ 141,900		4.72%

Notes:

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

18 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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

25 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

26 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

27 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
ENTERPRISE FUND
SEWER FUND

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
29					*MATERIALS & SERVICES*				
30	$ 22,723	$ 23,109	$ 23,200	$ 22,800	Postage & Printing	$ 24,200	$ 24,200		6.14%
31	305	9	500	500	Meetings, Travel & Training	1,400	1,400		180.00%
32	-	-	-	100	Public Notices	100	100		0.00%
33	129,417	133,136	89,300	88,300	Administrative Services Charges	108,300	108,300		22.65%
34	21,510	20,481	20,600	20,600	Contractual Services	21,200	21,200		2.91%
35	1,944	4,552	5,000	5,000	Engineering Services	5,000	5,000		0.00%
36	95	67	-	-	Telephone	-	-		
37	4,618,054	4,595,345	4,834,700	4,687,000	Salem Sewer Payments	4,780,700	4,780,700		2.00%
38	-	-	-	-	Emergency Management Expense	1,000	1,000		
39	-	-	-	-	Miscellaneous Expense	-	-		
40	$ 4,794,048	$ 4,776,699	$ 4,973,300	$ 4,824,300	TOTAL MATERIALS & SERVICES	$ 4,941,900	$ 4,941,900		2.44%
41									
42	-	-	13,300	-	Contingency	15,200	15,200		
43									
44					*FUND BALANCE*				
45	307,927	239,892	186,700	220,200	Fund Balance	153,700	153,700		-30.20%
46									
47	$ 5,233,490	$ 5,162,064	$ 5,309,600	$ 5,180,000	**TOTAL REQUIREMENTS**	$ 5,252,700	$ 5,252,700		1.40%

Notes:

31 Meetings, Travel & Training includes one class each for the Utility Billing staff plus costs for the annual Springbrook User Group Conference, the City's utility billing software vendor. With the exception of the Utility Billing Technician, staff have not attended training since FY08-09.

33 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. The decrease from FY10-11 to FY11-12 is reflective of the change in allocation for the City Manager and Finance staff to reflect the shift in workload to General Service related projects net the elimination of the Assistant to the City Manager position.

	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13
(1)	$ 8,400	$ 7,600	City-Wide Administration	$ 7,200	$ 7,200
(2)	3,500	3,500	City Manager	4,200	4,200
(3)	12,700	12,400	Information Systems	22,200	22,200
(4)	3,900	3,900	Attorney's Office	4,600	4,600
(5)	3,000	3,000	City Recorder	4,100	4,100
(6)	7,000	7,000	Human Resources	7,500	7,500
(7)	43,400	43,500	Finance	48,300	48,300
(8)	7,400	7,400	Facility Maintenance	10,200	10,200
	$ 89,300	$ 88,300	Administrative Services Charges	$ 108,300	$ 108,300

37 Salem Sewer Payments are pass-through expenses and equal Salem Sewer Billing revenues in the Resources section. Slight differences occur because overall collections lag amounts billed. The increase in FY12-13 is primarily due to a projected 4% rate increase effective January 2013.

42 Contingency is 5% of total expenses less the Salem Sewer Payments which are a pass-through of Salem Sewer Billings.

SANITARY SEWER RESERVE FUND

The Sanitary Sewer Reserve Fund was established in 1994 to cover areas not served by existing sewer lines. The Sewer Reserve is a systems development based fund used to reimburse developers for sewer trunk line improvement extensions and City constructed growth driven sewer capacity improvements outlined in the Sanitary Sewer Master Plan. The McNary 36" Sewer Trunk identified in the Sewer Master Plan is complete and in service to the Willow Lake Treatment Plant. Keizer's Sanitary Sewer collection system is complete. Additional capacity improvements are not planned in the next few years.

CITY OF KEIZER

CAPITAL PROJECTS FUND

SEWER RESERVE FUND

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ 955,330	$ 309,417	$ 259,700	$ 54,400	*Capital Carryforward*	$ 26,500	$ 26,500		-51.29%
				INTERGOVERNMENTAL				
122,713	-	50,000	50,000	City of Salem Reimbursement	-	-		-100.00%
				CHARGES FOR SERVICES				
1,130	4,035	3,600	14,000	Sewer System Development Fee	3,600	3,600		-74.29%
				MISCELLANEOUS				
3,623	1,295	1,400	100	Interest	100	100		0.00%
$ 1,082,796	$ 314,747	$ 314,700	$ 118,500	TOTAL RESOURCES	$ 30,200	$ 30,200		-74.51%
				REQUIREMENTS				
				CAPITAL OUTLAY				
$ -	$ -	$ -	$ -	Engineering	$ -	$ -		
764,161	260,350	304,000	92,000	Sewer Line Extensions	3,000	3,000		-96.74%
-	-	10,700	-	Unanticipated Expenses	27,200	27,200		
$ 764,161	$ 260,350	$ 314,700	$ 92,000	TOTAL CAPITAL OUTLAY	$ 30,200	$ 30,200		-67.17%
$ 9,218	$ -	$ -	$ -	Transfer to Sewer Fund	$ -	$ -		
				FUND BALANCE				
$ 309,417	$ 54,397	$ -	$ 26,500	Fund Balances	$ -	$ -		-100.00%
$ 1,082,796	$ 314,747	$ 314,700	$ 118,500	TOTAL REQUIREMENTS	$ 30,200	$ 30,200		-74.51%

Notes:

21 FY11-12 is completion of McNary sewer project. FY12-13 is for possible trench settlement repair for the McNary Sewer line.

WATER FUND

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

The Water Division is staffed with eleven Municipal Utility Workers, a Public Works Permit Specialist, a Public Works Superintendent and the Director of Public Works. The Finance Department manages the billing function, and is staffed with three Utility Billing Clerks and a Utility Billing Technician. Expenses include the costs of customer service, billing, and water system maintenance, portions of facility maintenance, personnel services and administrative costs.

Accomplishments

- Continued updating distribution system to ensure adequate volume and pressure delivery to residents
- Performed comprehensive maintenance service to all auxiliary engines and generators
- Completed a city-wide maintenance program for all fire hydrants
- Replaced failed pumps at Delta and Reitz Pump Stations

Future Goals

- Purchase a new backhoe to replace a 1991 model
- Continue updating distribution system to ensure adequate volume and pressure delivery to residents
- Update the Water Master Plan
- Complete the Water Management Plan as required by the Oregon Water Resources Department

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

CITY OF KEIZER
ENTERPRISE FUND
WATER FUND

RESOURCES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	$ 393,595	$ 629,493	$ 599,500	$ 613,600	*Capital Carryforward*	$ 626,600	$ 626,600		2.12%
2									
3					***TAXES & ASSESSMENTS***				
4	705	705	700	700	Assessments	700	700		0.00%
5									
6					***LICENSES & FEES***				
7	615	-	-	200	Planning & Construction Fees	1,000	1,000		400.00%
8	14,896	11,641	15,000	7,000	Service Fees	10,000	10,000		42.86%
9	26,914	34,804	27,500	27,500	Diesel Fuel Sales	30,000	30,000		9.09%
10	6,960	4,980	5,000	5,000	Live Tap Reimbursement	5,000	5,000		0.00%
11	$ 49,385	$ 51,425	$ 47,500	$ 39,700	TOTAL LICENSES & FEES	$ 46,000	$ 46,000		15.87%
12									
13					***CHARGES FOR SERVICES***				
14	2,445,468	2,326,091	2,351,700	2,390,000	Water Sales	2,437,800	2,437,800		2.00%
15									
16					***MISCELLANEOUS***				
17	62	47	100	100	Assessment Interest	100	100		0.00%
18	5,175	2,659	2,500	1,700	Interest	2,000	2,000		17.65%
19	18,350	23,717	5,000	9,800	Miscellaneous	5,000	5,000		-48.98%
20	$ 23,587	$ 26,423	$ 7,600	$ 11,600	TOTAL MISCELLANEOUS	$ 7,100	$ 7,100		-38.79%
21									
22					***TRANSFERS IN***				
23	(5,360)	-	-	-	Transfer from Park Improvement Fund	-	-		
24	$ (5,360)	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ -	$ -		
25									
26	$ 2,907,380	$ 3,034,137	$ 3,007,000	$ 3,055,600	**TOTAL RESOURCES**	$ 3,118,200	$ 3,118,200		2.05%

Notes:

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

14 The City anticipates a 2% water rate increase effective January 2013. Due to cooler than average summer weather and consumer conservation, water consumption, thus water sales are below FY09-10 revenues.

18 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

19 Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. Miscellaneous revenue in FY09-10 includes water sales to City of Salem and FY10-11 includes reimbursement from the City of Salem for Waterline replacement at Dearborn.

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND

REQUIREMENTS

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
27					*PERSONNEL SERVICES*				
28	$ 29,134	$ 29,141	$ 29,100	$ 24,300	Public Works Director	$ 24,700	$ 24,700		1.65%
29	33,818	33,826	33,700	33,700	Public Works Superintendent	34,700	34,700		2.97%
30	484,251	504,996	509,600	490,500	Municipal Utility Workers	524,500	526,700		7.38%
31	2,265	2,266	2,300	2,300	Community Development Staff	1,900	1,900		-17.39%
32	94,138	103,062	85,100	85,100	Administrative Support	84,900	84,900		-0.24%
33	-	6,072	-	-	Seasonal Help	-	-		
34	23,390	20,236	28,700	27,400	Overtime	29,200	29,200		6.57%
35	15,064	9,776	10,400	10,400	Duty Pay	10,400	10,400		0.00%
36	20	4,260	4,300	4,300	Cell Phone/Clothing Allowance	6,500	4,300		0.00%
37	10,505	11,331	10,500	10,200	Medicare	10,400	10,400		1.96%
38	100,819	89,227	109,800	106,300	Retirement	108,500	108,500		2.07%
39	154,009	180,686	193,200	183,400	Insurance Benefits	219,000	219,000		19.41%
40	434	2,172	3,000	16,200	Unemployment	16,200	16,200		0.00%
41	9,827	6,222	8,500	8,200	Workers Compensation	8,200	8,200		0.00%
42	$ 957,674	$ 1,003,273	$ 1,028,200	$ 1,002,300	TOTAL PERSONNEL SERVICES	$ 1,079,100	$ 1,079,100		7.66%

Notes:

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

27 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

33 A seasonal position was added on FY09-10 to accomplish fire hydrant maintenance previously done by the Keizer Fire District.

#REF! Certification Pay is a pay incentive for obtaining an Advanced Water Certification and was previously budgeted in the Municipal Utility Worker line item; this is not a new expense.

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

39 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

41 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
43					*MATERIALS & SERVICES*				
44	$ 24,199	$ 27,340	$ 30,000	$ 27,000	Postage & Printing	$ 27,000	$ 27,000		0.00%
45	6,289	9,409	8,500	9,000	Concrete	9,500	9,500		5.56%
46	3,162	6,283	8,000	4,000	Rock & Backfill	5,500	5,500		37.50%
47	13,065	13,140	10,000	7,000	Paving	10,000	10,000		42.86%
48	20,738	21,746	25,000	14,500	Sequestering Agent	15,000	15,000		3.45%
49	9,643	10,073	14,000	7,500	Fluoride	10,000	10,000		33.33%
50	14,794	14,689	14,400	13,500	Meetings, Travel & Training	15,800	15,800		17.04%
51	97	46	-	600	Public Notices	300	300		-50.00%
52	929	2,732	38,400	45,000	Labor Attorney	1,500	1,500		-96.67%
53	274,580	283,603	236,300	231,200	Administrative Services Charges	229,700	229,700		-0.65%
54	12,410	30,308	40,900	17,700	Contractual Services	65,900	65,900		272.32%
55	818	716	2,500	700	Flagging	1,000	1,000		42.86%
56	16,617	20,323	20,000	5,000	Engineering Services	20,000	20,000		300.00%
57	4,436	3,219	3,200	3,200	Janitorial	3,600	3,600		12.50%

Notes:

50 Meetings, Travel & Training includes Public Works certifications, renewals, water association conferences & dues, and Red Cross training. Funding has been added back for one class each for the Utility Billing staff and the annual Springbrook User Group Conference, the City's utility billing software vendor. With the exception of the Utility Billing Technician, staff have not attended training since FY08-09. In FY12-13 the City will be converting to upgraded software and it will be critical for staff to have exposure to the new software.

52 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012 therefore, costs for negotiations are anticipated in FY11-12.

53 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. The decrease from FY10-11 to FY11-12 is reflective of the change in allocation for the City Manager and Finance staff to reflect the shift in workload to General Service related projects net the elimination of the Assistant to the City Manager position.

		AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
(1)		$ 45,000	$ 40,800	City-Wide Administration	$ 21,400	$ 21,400		-47.55%
(2)		8,800	8,800	City Manager	7,200	7,200		-18.18%
(3)		43,100	42,000	Information Systems	51,900	51,900		23.57%
(4)		10,300	10,300	Attorney's Office	8,000	8,000		-22.33%
(5)		7,900	7,900	City Recorder	7,100	7,100		-10.13%
(6)		37,100	37,200	Human Resources	39,900	39,900		7.26%
(7)		44,500	44,700	Finance	39,900	39,900		-10.74%
(8)		39,500	39,500	Facility Maintenance	54,300	54,300		37.47%
		100	-	Rounding	-	-		
		$ 236,300	$ 231,200	Administrative Service Charges	$ 229,700	$ 229,700		-0.65%

54 $11,900 for Temp Employee, $9,000 for routine costs based on history, $5,000 for hydrant painting, $40,000 for Master Plan update.

CITY OF KEIZER
ENTERPRISE FUND
WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
58					***MATERIALS & SERVICES - CONTINUED***				
59	181,651	184,558	200,000	208,300	Electricity	214,500	214,500		2.98%
60	3,216	2,711	3,200	2,000	Natural Gas	2,000	2,000		0.00%
61	8,084	6,803	7,500	6,500	Telephone	7,000	7,000		7.69%
62	4,653	2,944	10,000	5,000	Telemetry	10,000	10,000		100.00%
63	3,813	3,720	10,500	5,500	Insurance - Liability	5,600	5,600		1.82%
64	11,858	15,289	15,500	15,500	Gasoline	16,500	16,500		6.45%
65	36,900	43,336	39,500	43,500	Diesel Fuel	45,000	45,000		3.45%
66	11,185	15,164	12,000	12,000	Vehicle Maintenance	12,000	12,000		0.00%
67	10,004	9,437	15,000	10,000	Equipment Maintenance	15,000	15,000		50.00%
68	45,733	45,365	45,000	30,000	Plant Maintenance	45,000	45,000		50.00%
69	11,880	2,175	10,000	5,000	Live Taps	10,000	10,000		100.00%
70	18,373	20,426	25,000	13,000	Pump House Maintenance	25,000	25,000		92.31%
71	55,736	27,512	45,000	45,000	Pump Maintenance	65,000	65,000		44.44%
72	24,712	27,696	30,000	25,000	Operating Materials & Supplies	30,000	30,000		20.00%
73	-	110	1,000	100	Medical Testing	500	500		400.00%
74	13,919	10,109	30,000	17,000	Water Mains	20,000	20,000		17.65%
75	4,283	4,275	4,300	4,300	Well Property Lease	4,300	4,300		0.00%
76	34,462	36,954	39,000	35,000	Lab Tests	43,500	43,500		24.29%
77	32,239	33,209	33,500	33,500	Contract Meter Reading	33,500	33,500		0.00%
78	7,432	7,269	10,000	10,000	Consumer Confidence Report/ Public Education	10,000	10,000		0.00%
79	123	136	-	10,000	Miscellaneous	10,000	10,000		0.00%
80	$ 922,033	$ 942,825	$ 1,037,200	$ 922,100	TOTAL MATERIALS & SERVICES	$ 1,039,200	$ 1,039,200		12.70%

Notes:

59 FY12-13 costs assume a 3% increase in electricity rates.

63 Liability insurance is for the Water Fund's share of auto insurance premiums.

79 Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions. The FY11-12 and FY12-13 costs are for property tax payment reimbursements to the Tribes for the Water Tower property.

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
81					*CAPITAL OUTLAY*				
82	$ 10,321	$ 1,679	$ 16,500	$ 15,000	Field Equipment	$ 5,500	$ 5,500		-63.33%
83	6,041	12,753	20,000	10,000	Water Meters	15,000	15,000		50.00%
84	-	29,214	56,000	-	Heavy Equipment	80,300	80,300		
85	$ 16,362	$ 43,646	$ 92,500	$ 25,000	TOTAL CAPITAL OUTLAY	$ 100,800	$ 100,800		303.20%
86									
87					*DEBT SERVICE*				
88	$ 145,000	$ 150,000	$ 155,000	$ 155,000	Principal	$ 165,000	$ 165,000		6.45%
89	86,818	80,770	74,600	74,600	Interest	68,000	68,000		-8.85%
90	$ 231,818	$ 230,770	$ 229,600	$ 229,600	TOTAL DEBT SERVICE	$ 233,000	$ 233,000		1.48%
91									
92	-	-	36,100	-	Contingency	111,000	111,000		
93									
94					*TRANSFERS OUT*				
95	150,000	200,000	250,000	250,000	Transfer to Water Facility Replacement Reserve	220,000	220,000		-12.00%
96	$ 150,000	$ 200,000	$ 250,000	$ 250,000	TOTAL TRANSFERS OUT	$ 220,000	$ 220,000		-12.00%
97									
98					*FUND BALANCE*				
99	629,493	613,623	333,400	626,600	Fund Balance	335,100	335,100		-46.52%
100									
101	$ 2,907,380	$ 3,034,137	$ 3,007,000	$ 3,055,600	**TOTAL REQUIREMENTS**	$ 3,118,200	$ 3,118,200		2.05%

Notes:

84 Water Fund's share of new backhoe purchase which costs $110,000.

90 The City has a 15-year bond outstanding and pays principal annually and interest semi-annually with a maturity date of 9/1/2020.

92 The Cost of Service Analysis recommends Contingency equal to 5% of expenditures excluding debt service. Contingency covers unanticipated expenses such as Workers' Compensation claims under the City's Retro Insurance plan.

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

WATER FACILITY REPLACEMENT RESERVE

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

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

Expenditures listed in the 2012/2013 Capital Improvements are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary consistent with the Council adopted 2001 Water System Master Plan Update Capital Improvement Plan.

Projects Completed Fiscal Year 2011/2012

- Completed Carlhaven East Replacement Well and Pump Station Modifications
- Completed Replacement of Carlhaven West Well and Pump Station Modifications
- Drilled Replacement Well at 17th Avenue Site and Completed Modifications to the Pump Station
- Abandoned 13th Avenue and 17th Avenue Wells

Water Facility Fund Capital Improvements Fiscal Year 2012/2013

- Construct New Pump Station on Lacey Court

CITY OF KEIZER
CAPITAL PROJECTS FUND
WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 1,412,562	$ 1,364,370	$ 984,900	$ 933,700	*Capital Carryforward*	$ 708,700	$ 708,700		-24.10%
2									
3					*TAXES & ASSESSMENTS*				
4	11,172	4,711	5,000	-	Assessments	-	-		
5									
6					*CHARGES FOR SERVICES*				
7	49,500	19,104	16,800	16,800	System Development Charges	23,100	23,100		37.50%
8									
9					*MISCELLANEOUS*				
10	11,260	5,931	6,600	3,200	Interest	3,200	3,200		0.00%
11	(235)	-	-	-	Miscellaneous	36,500	36,500		
12	$ 11,025	$ 5,931	$ 6,600	$ 3,200	TOTAL MISCELLANEOUS	$ 39,700	$ 39,700		1140.63%
13									
14					*TRANSFERS*				
15	150,000	200,000	250,000	250,000	Transfer from Water Fund	220,000	220,000		-12.00%
16	5,360	-	-	-	Transfer to Park Improvement Fund	-	-		
17	$ 155,360	$ 200,000	$ 250,000	$ 250,000	TOTAL TRANSFERS IN	$ 220,000	$ 220,000		-12.00%
18									
19	$ 1,639,619	$ 1,594,116	$ 1,263,300	$ 1,203,700	TOTAL RESOURCES	$ 991,500	$ 991,500		-17.63%

Notes:

4 The Assessments are payments for new waterlines built by the City and repaid by the property owners. No assessment payments are expected in FY12-13.
7 In FY12-13 System Development Fees are based on 10 Single Family dwelling units and a 3" meter for Emerald Pointe Phase 2.
10 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.
11 Reimbursement from Transit for the elevated storage tank on the tribes property.

CITY OF KEIZER

CAPITAL PROJECTS FUND

WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
20					**REQUIREMENTS**				
21									
22					*CAPITAL OUTLAY*				
23	$ 238,057	$ 384,559	$ 400,000	$ 495,000	Supply/Treatment	$ 400,000	$ 400,000		-19.19%
24	29,957	275,847	210,000	-	Transmission & Distribution Mains	-	-		
25	7,235	-	-	-	General Plant	-	-		
26	-	-	-	-	Storage	-	-		
27	-	-	100,000	-	Unanticipated Expenses	75,000	75,000		
28	$ 275,249	$ 660,406	$ 710,000	$ 495,000	TOTAL CAPITAL OUTLAY	$ 475,000	$ 475,000		-4.04%
29									
30					*FUND BALANCE*				
31	$ -	$ -	$ 234,100	$ 234,100	Restricted for Debt Service Requirements	$ 234,100	$ 234,100		0.00%
32	1,364,370	933,710	319,200	474,600	Fund Balance	282,400	282,400		-40.50%
33	$ 1,364,370	$ 933,710	$ 553,300	$ 708,700	TOTAL FUND BALANCE	$ 516,500	$ 516,500		-27.12%
34									
35	$ 1,639,619	$ 1,594,116	$ 1,263,300	$ 1,203,700	**TOTAL REQUIREMENTS**	$ 991,500	$ 991,500		-17.63%

Notes:

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

32 The Ending Fund Balance will be used in future years to pay for projects provided for in the Capital Improvement Program as outlined in the narrative section of this budget.

STREET LIGHTING DISTRICT FUND

The Street Lighting District Fund accounts for the Street Lighting Districts and Local Improvement Districts from establishment and construction; through billing and recording the liens with the county tax collector. The City currently has 197 Lighting Districts. The City Recorder, the Finance Department and the Public Works Department share the responsibility for managing the activities in this fund.

CITY OF KEIZER
ENTERPRISE FUND
STREET LIGHTING DISTRICT FUND

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 225,592	$ 259,359	$ 294,200	$ 301,700	*Capital Carryforward*	$ 317,900	$ 317,900		5.37%
2									
3					*TAXES & ASSESSMENTS*				
4	455,706	457,697	421,000	425,200	Lighting District Assessments	400,000	400,000		-5.93%
5									
6					*MISCELLANEOUS*				
7	1,767	1,601	1,300	1,000	Interest Earnings/Miscellaneous	1,000	1,000		0.00%
8									
9	$ 683,065	$ 718,657	$ 716,500	$ 727,900	TOTAL RESOURCES	$ 718,900	$ 718,900		-1.24%

Notes:

4 The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax rolls in Year Two. The City experienced a 3% increase in electrical costs in FY11-12 which will be assessed to lighting districts in FY12-13. The City proposed to reduce the Administrative fee from $8.10 per assessment to $4.00 per assessment to bring operating capital in line with what is needed.

7 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
10					**REQUIREMENTS**				
11									
12					*PERSONNEL SERVICES*				
13	$ 5,395	$ 5,396	$ 5,400	$ 4,200	Public Works Director	$ 4,600	$ 4,600		9.52%
14	4,227	4,228	4,300	4,300	Public Works Superintendent	4,400	4,400		2.33%
15	4,352	4,799	4,400	4,400	Administrative Support Staff	4,600	4,600		4.55%
16	-	16	-	-	Overtime	-	-		
17	212	219	300	300	Medicare	300	300		0.00%
18	2,152	2,001	2,500	2,500	Retirement	2,400	2,400		-4.00%
19	2,347	2,683	2,800	2,800	Insurance Benefits	3,200	3,200		14.29%
20	92	67	100	100	Workers Compensation	200	200		100.00%
21	$ 18,777	$ 19,409	$ 19,800	$ 18,600	TOTAL PERSONNEL SERVICES	$ 19,700	$ 19,700		5.91%

Notes:

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

12 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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

18 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

19 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

20 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
ENTERPRISE FUND
STREET LIGHTING DISTRICT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
22					*MATERIALS & SERVICES*				
23	$ 1,189	$ 273	$ 1,200	$ 300	Public Notices	$ 300	$ 300		0.00%
24	33,383	34,491	20,100	20,000	Administrative Services Charges	22,200	22,200		11.00%
25	94	-	-	-	Telephone	-	-		
26	6,830	-	5,700	-	Engineering Costs	3,000	3,000		
27	357,094	356,610	371,500	368,100	Lighting Costs	379,100	379,100		2.99%
28	6,339	5,891	5,100	3,000	Street Lighting Maintenance - Keizer Station Area A	5,100	5,100		70.00%
29	-	301	-	-	Miscellaneous Expense	-	-		
30	$ 404,929	$ 397,566	$ 403,600	$ 391,400	TOTAL MATERIALS & SERVICES	$ 409,700	$ 409,700		4.68%
31									
32	-	-	$ 21,100	$ -	Contingency	$ 21,500	$ 21,500		
33									
34					*FUND BALANCE*				
35	-	-	15,600	15,600	Restricted for Pole Replacement at Keizer Station Area A	19,500	19,500		25.00%
36	-	-	10,000	10,000	Restricted for Pole Replacement for Option B Districts	10,000	10,000		0.00%
37	259,359	301,682	246,400	292,300	Fund Balance	238,500	238,500		-18.41%
38	$ 259,359	$ 301,682	$ 272,000	$ 317,900	TOTAL FUND BALANCE	$ 268,000	$ 268,000		-15.70%
39									
40	$ 683,065	$ 718,657	$ 716,500	$ 727,900	**TOTAL REQUIREMENTS**	$ 718,900	$ 718,900		-1.24%

Notes:

23 Public notice costs are for Street Lighting District Assessments.

24 Materials & Services related to general administration are 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. The decrease from FY10-11 to FY11-12 is reflective of the change in allocation of staff to reflect the shift in workload net the elimination of the Assistant to the City Manager position.

		AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
(1)		$ 1,100	$ 1,000	City-Wide Administration	$ 1,900	$ 1,900		90.00%
(2)		1,800	1,800	City Manager	1,400	1,400		-22.22%
(3)		1,400	1,400	Information Systems	1,900	1,900		35.71%
(4)		1,600	1,600	Attorney's Office	1,500	1,500		-6.25%
(5)		1,200	1,200	City Recorder	1,300	1,300		8.33%
(6)		900	900	Human Resources	1,000	1,000		11.11%
(7)		11,100	11,100	Finance	11,800	11,800		6.31%
(8)		1,000	1,000	Facility Maintenance	1,400	1,400		40.00%
		$ 20,100	$ 20,000	Administrative Services Charges	$ 22,200	$ 22,200		11.00%

27 FY12-13 assumes a 3% increase in electricity costs.

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

32 Contingency is 5% of total expenses.

35 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.

36 Most Lighting Districts in the Keizer area are Option A districts whereby the electric company pays for pole replacement. However, in more recent years newer districts have formed as Option B districts whereby pole replacement is the responsibly of the property owners within the district. $10,000 has been reserved for potential future pole replacement.

COMMUNITY CENTER

The City of Keizer Community Center is a state of the art facility intended to accommodate the cultural, educational, professional, recreational and economic needs of Keizer citizens and the community. During the last fiscal year, the Community Center hosted a variety of events, both large and small, ranging from weddings with 500 guests to community meeting groups of 20 or less. Rental fees are used to cover the operation and management of the Center.

City staff manages the scheduling and marketing of the facility. This includes coordination of the facilitates logistical needs such as security, janitorial, A/V, and catering services. In addition, staff provides day-to-day management of the facility, which includes room scheduling, responding to event rental inquiries, promoting events, and guiding potential clients through the facility.

The City of Keizer will continue to evaluate the needs of the community and the facility and will make appropriate changes as becomes necessary.

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ -	$ 7,038	$ 20,000	$ 25,600	***WORKING CAPITAL CARRYFORWARD***	$ 14,100	$ 14,100		-44.92%
				TAXES				
-	-	11,500	11,600	Hotel/Motel Tax	11,600	11,600		0.00%
$ -	$ -	$ 11,500	$ 11,600	TOTAL TAXES	$ 11,600	$ 11,600		0.00%
				CHARGES FOR SERVICES				
25,556	85,532	91,300	75,000	Rental Fees	75,000	75,000		0.00%
$ 25,556	$ 85,532	$ 91,300	$ 75,000	TOTAL CHARGES FOR SERVICES	$ 75,000	$ 75,000		0.00%
				MISCELLANEOUS				
10,000	10,000	10,000	10,000	Donations	10,000	10,000		0.00%
-	201	100	100	Interest	100	100		0.00%
$ 10,000	$ 10,201	$ 10,100	$ 10,100	TOTAL MISCELLANEOUS REVENUE	$ 10,100	$ 10,100		0.00%
				TRANSFERS				
-	-	-	-	Transfer from General Fund	70,000	70,000		
$ -	$ -	$ -	$ -	TOTAL TRANSFERS IN	$ 70,000	$ 70,000		
$ 35,556	$ 102,771	$ 132,900	$ 122,300	**TOTAL RESOURCES**	$ 180,800	$ 180,800		47.83%

Notes:

14 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. Per the City's agreement with the Rotary, the proceeds are to be used to purchase furniture, equipment, audio/video equipment and other supplies and equipment to be used in the rooms.

	Rotary Donations	Furnishings & Fixtures	
FY08-09	$30,000	$78,748	actual
FY09-10	10,000	393	actual
FY10-11	10,000	0	actual
FY11-12	10,000	600	projected
FY12-13	10,000	7,600	budgeted
Cumulative	$70,000	$87,341	

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
24					**REQUIREMENTS**				
25									
26					*PERSONNEL SERVICES*				
27	$ 3,331	3,479	$ 400	$ 1,100	Overtime Costs	$ 2,000	$ 2,000		81.82%
28	-	-	-	1,000	Social Security & Medicare	1,100	1,100		10.00%
29	-	-	-	100	Workers Compensation	100	100		0.00%
30	-	3,346	20,000	10,000	Temporary Help	10,000	10,000		0.00%
31	-	-	-	100	Unemployment	200	200		100.00%
32	$ 3,331	$ 6,825	$ 20,400	$ 12,300	TOTAL PERSONNEL SERVICES	$ 13,400	$ 13,400		8.94%
33									
34					*MATERIALS & SERVICES*				
35	$ -	863	$ 86,500	$ 86,300	Administrative Services Fund	$ 123,500	$ 123,500		43.11%
36	23,129	4,346	8,000	5,500	Contractual Services	8,000	8,000		45.45%
37	-	289	1,000	3,500	Janitorial Services	4,000	4,000		14.29%
38	-	-	-	-	Utilities	4,300	4,300		
39	-	-	-	-	Janitorial Supplies	3,000	3,000		
40	$ 23,129	$ 5,498	$ 95,500	$ 95,300	TOTAL MATERIALS & SERVICES	$ 142,800	$ 142,800		49.84%

Notes:

27 Overtime costs are for City Hall Administrative staff time specifically dedicated to Community Center activities after hours.

30 The City hires Temporary staff to oversee events held outside normal operating hours, typically evenings and weekends.

35 Costs 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 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. The increase from FY11-12 to FY11-12 is reflective of the change in allocation to reflect the shift in workload after the elimination of the Assistant to the City Manager position.

	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	PERCENT INC (DEC) PROJECTED
(1)	$ 3,400	$ 3,100	City-Wide Administration	$ 6,700	$ 6,700	116.13%
(2)	1,700	1,700	City Manager	4,800	4,800	182.35%
(3)	5,600	5,500	Information Systems	5,200	5,200	-5.45%
(4)	3,100	3,100	Attorney's Office	5,300	5,300	70.97%
(5)	28,000	28,100	City Recorder	46,500	46,500	65.48%
(6)	2,800	2,800	Human Resources	3,800	3,800	35.71%
(7)	38,900	39,000	Finance	46,100	46,100	18.21%
(8)	3,000	3,000	Facility Maintenance	5,100	5,100	70.00%
	$ 86,500	$ 86,300	Administrative Services Charges	$ 123,500	$ 123,500	43.11%

38 Beginning FY12-13 the Community Center will pay its share of utility costs as it represents 13% of the building and is used 30% of the hours in a year.

39 Beginning FY12-13 the Community Center will pay its share of janitorial supplies including rest room supplies.

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
41					***CAPITAL OUTLAY***				
42	2,058	43	1,600	$ 600	Furnishings & Fixtures	7,600	7,600		1166.67%
43	$ 2,058	$ 43	$ 1,600	$ 600	TOTAL CAPITAL OUTLAY	$ 7,600	$ 7,600		1166.67%
44									
45					***DEBT SERVICE***				
46	-	323	-	-	Interest on Interfund Loan	-	-		
47	-	64,502	-	-	Repay Transportation Fund Loan	-	-		
48	$ -	64,825	$ -	$ -	TOTAL DEBT SERVICE	$ -	$ -		
49									
50	$ -	-	$ 5,000	$ -	Contingency	$ 5,000	$ 5,000		
51									
52	$ 7,038	25,580	$ 10,400	$ 14,100	Fund Balance	$ 12,000	$ 12,000		-14.89%
53									
54	$ 35,556	$ 102,771	$ 132,900	$ 122,300	**TOTAL REQUIREMENTS**	$ 180,800	$ 180,800		47.83%

Notes:

42 In FY12-13, furnishings & fixtures are for the following:
Ice Maker for the Community Center - $4000 (ice-0-matic air cooled ice maker with 850 lb bin plus filtering system)
Freezer for the Community Center Kitchen - $1800
Coat rack - $900 (folding-storable for 100 coats) We could buy assembled racks for less money, however storage space for these racks comes into question.
6 banquet tables - $900

ADMINISTRATIVE SERVICES FUND

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

Purpose: The Administrative Services Fund provides services to City funds as identified in the City's annual budget. Those services are provided by the following activities: City-wide Administration (City Council and Non-departmental), City Manager's Office, Information Systems, City Attorney's Office, City Recorder's Department, Human Resources Department, Finance Department and Civic Center Facilities (building maintenance).

The sources from which the fund shall be replenished: Each Operating fund is charged for the services provided by the Administrative Services Fund based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information – systems equipment, software and maintenance fees.

The appropriation or appropriations to be charged in order to provide the initial money for financing the fund: The Administrative Services Fund will receive one-twelfth of budgeted Charges for Services from each City fund as the initial money for financing the fund. At the end of the first month, the City shall return the initial money to each operating fund and each operating fund shall thereafter reimburse the Administrative Services Fund for monthly costs as provided for in the cost allocation plans.

The methods for controlling of expenditures and encumbering of such funds: Each internal services activity is tracked in a separate cost center. City-wide Administration, Human Resources, the Network Administrator and Civic Center Facility costs are allocated to each operating fund based on the full-time equivalents (FTE) of that fund.

Costs directly attributed to the City Manager, City Recorder's Department, City Attorney's Office and Finance Department are based on effort staff expects to expend in each program for the upcoming year. Information Systems is based on approved budgeted expenditures for each department. Auditing services are based on the current year's projected expenditures at the time the upcoming budget is prepared.

The method for handling any fiscal year end surplus or deficit: At fiscal yearend any excess revenues over total expenditures will be refunded Citywide using the same allocation proportion as when initially charged. An allowance for the estimated beginning balance of the new fiscal year will be considered when determining the amount of the refund. In a deficit situation significant additional charges would be approved and program expenditures appropriated by City Council action.

CITY OF KEIZER

ADMINISTRATIVE SERVICE FUND SUMMARY

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				RESOURCES				
$ -	$ (26,502)	$ 16,600	$ 23,800	Working Capital Carryforward	$ 13,600	$ 13,600		-42.86%
				CHARGES FOR SERVICES				
1,956,687	1,984,421	2,068,400	2,040,200	Charges for Services	2,212,400	2,212,400		8.44%
				MISCELLANEOUS				
321	23,500	-	100	Miscellaneous Revenue	700	700		600.00%
321	23,500	-	100	TOTAL MISCELLANEOUS REVENUE	700	700		600.00%
$ 1,957,008	$ 1,981,419	$ 2,085,000	$ 2,064,100	**TOTAL RESOURCES**	$ 2,226,700	$ 2,226,700		7.88%
				ALLOCATION BY FUND				
		$ 1,220,800	$ 1,202,600	General Fund	$ 1,355,700	$ 1,355,700		12.73%
		86,500	86,300	Community Center Fund	123,500	123,500		43.11%
		128,400	127,300	Street Fund	134,900	134,900		5.97%
		89,300	88,300	Sewer Fund	108,300	108,300		22.65%
		236,300	231,200	Water Fund	229,700	229,700		-0.65%
		20,100	20,000	SLD Fund	22,200	22,200		11.00%
		120,300	117,800	Storm Water	137,600	137,600		16.81%
		167,300	166,900	Urban Renewal Agency	86,600	86,600		-48.11%
		(600)	(200)	Resources, Rounding & Reserves	13,900	13,900		-7050.00%
		$ 2,068,400	$ 2,040,200	Total Allocation by Fund	$ 2,212,400	$ 2,212,400		8.44%

ADMINISTRATIVE SERVICE FUND SUMMARY

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				REQUIREMENTS				
				EXPENDITURES				
				Personnel Services				
$ 167,630	$ 167,347	$ 172,100	$ 172,600	City Manager	$ 183,300	$ 183,300		6.20%
182,637	182,294	113,100	103,400	Information Systems	90,100	90,100		-12.86%
204,926	210,671	215,200	215,800	City Attorney's Office	230,100	230,100		6.63%
162,162	165,001	169,600	170,100	City Recorder's Office	180,200	180,200		5.94%
210,495	196,282	205,000	205,500	Human Resources	219,300	219,300		6.72%
347,898	354,529	360,400	361,300	Finance	381,000	381,000		5.45%
68,724	64,947	66,400	63,400	Facility Maintenance	81,000	81,000		27.76%
$ 1,344,472	$ 1,341,071	$ 1,301,800	$ 1,292,100	TOTAL PERSONNEL SERVICES	$ 1,365,000	$ 1,365,000		5.64%
				Materials & Services				
$ 227,598	$ 190,086	$ 230,900	$ 216,700	General Administration	$ 219,700	$ 219,700		1.38%
4,038	4,015	3,000	3,000	City Manager	5,300	5,300		76.67%
141,054	145,996	161,200	161,200	Information Systems	178,200	178,200		10.55%
6,974	5,177	8,000	8,000	City Attorney's Office	12,300	12,300		53.75%
3,441	4,686	1,400	1,400	City Recorder's Office	5,800	5,800		314.29%
23,114	16,026	27,300	27,300	Human Resources	31,500	31,500		15.38%
29,099	28,174	29,400	29,400	Finance	30,500	30,500		3.74%
159,980	172,496	183,700	186,700	Facility Maintenance	185,700	185,700		-0.54%
$ 595,298	$ 566,656	$ 644,900	$ 633,700	TOTAL MATERIALS & SERVICES	$ 669,000	$ 669,000		5.57%

ADMINISTRATIVE SERVICE FUND SUMMARY

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				Capital Outlay				
$ 19,163	$ -	$ -	$ -	General Administration	$ 1,000	$ 1,000		
24,577	43,344	124,700	124,700	Information Systems	57,400	57,400		-53.97%
-	6,526	-	-	Facilities Improvements	13,300	13,300		
$ 43,740	$ 49,870	$ 124,700	$ 124,700	TOTAL CAPITAL OUTLAY	$ 71,700	$ 71,700		-42.50%
$ 1,983,510	$ 1,957,597	$ 2,071,400	$ 2,050,500	TOTAL EXPENDITURES	$ 2,105,700	$ 2,105,700		2.69%
				CONTINGENCY				
$ -	$ -	$ -	$ -	Restricted for Civic Center Improvements	$ 75,300	$ 75,300		
-	-	-	-	Restricted for Liability Retro Plan	45,500	45,500		
$ -	$ -	$ -	$ -	TOTAL CONTINGENCY	$ 120,800	$ 120,800		
				FUND BALANCE				
(26,502)	23,822	13,600	13,600	Fund Balances	200	200		-98.53%
$ (26,502)	$ 23,822	$ 13,600	$ 13,600	TOTAL FUND BALANCE	$ 200	$ 200		-98.53%
$ 1,957,008	$ 1,981,419	$ 2,085,000	$ 2,064,100	**TOTAL REQUIREMENTS**	$ 2,226,700	$ 2,226,700		7.88%
				SUMMARY OF COSTS BY DEPARTMENT				
		$ 230,900	$ 216,700	Administration	$ 266,200	$ 266,200		22.84%
		175,100	175,600	City Manager	188,600	188,600		7.40%
		399,000	389,300	Assistant to the City Manager	325,700	325,700		-16.34%
		223,200	223,800	City Attorney	242,400	242,400		8.31%
		171,000	171,500	City Recorder	186,000	186,000		8.45%
		232,300	232,800	Human Resources	250,800	250,800		7.73%
		389,800	390,700	Finance	411,500	411,500		5.32%
		263,700	263,700	Facilities	355,300	355,300		34.74%
		(16,600)	(23,900)	Working Capital and Interest	(14,300)	(14,300)		-40.17%
		-	-	Rounding	200	200		
		$ 2,068,400	$ 2,040,200	**TOTAL ADMINISTRATIVE SERVICES**	$ 2,212,400	$ 2,212,400		8.44%

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND

CITY-WIDE ADMINISTRATION

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ (26,812)	$ -	$ 7,200	Working Capital Carryforward	$ 13,600	$ 13,600		88.89%
2									
3	11	49	-	100	Miscellaneous (including Interest)	200	200		100.00%
4									
5					**REQUIREMENTS**				
6									
7					*MATERIALS & SERVICES*				
8	$ 19,019	$ 19,222	$ 22,000	$ 22,000	Office Materials & Supplies	$ 22,000	$ 22,000		0.00%
9	30,462	19,562	32,300	18,100	Postage & Printing	18,300	18,300		1.10%
10	54,082	50,034	51,200	51,200	Association Memberships	49,700	49,700		-2.93%
11	6,748	5,040	5,100	5,100	City Council Expenses	7,000	7,000		37.25%
12	508	545	800	800	Committee Meeting Expense	800	800		0.00%
13	1,391	538	2,000	2,000	Public Notices	2,000	2,000		0.00%
14	305	610	1,000	1,000	Contractual Services	1,000	1,000		0.00%
15	114,369	93,850	115,500	115,500	Liability Insurance	117,900	117,900		2.08%
16	714	685	1,000	1,000	Miscellaneous Expense	1,000	1,000		0.00%
17	$ 227,598	$ 190,086	$ 230,900	$ 216,700	TOTAL MATERIALS & SERVICES	$ 219,700	$ 219,700		1.38%

Notes:

10 Association Memberships include organizations such as the Council of Governments, League of Oregon Cities, Chamber of Commerce, & local newspaper subscriptions.

11 Funding 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.

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

15 Premiums cover, Property, General and Auto liability. The City participates in a "Retro Plan" agreement on its General and Auto liability insurance premiums. Under this plan, premium contributions are 75% of the base premium amount with a maximum exposure of 112.5%. Because of the City's good claims loss experience it saves money by participating in this plan, although it does assume additional risk. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY12-13 projections expect premium rates to increase 2% over FY11-12. Liability insurance includes insuring the following art pieces as part of the City's Art Walk Program. The premium is estimated at $570 annually. The deductibles are based on the value. If the value of the art is $7,500 or under, the City's deductible is $2,500. If the value is over $7,500, the deductible is $5,000. Deductibles will be paid from General Fund resources.

	Value	Deductable	
Summer Breeze	$6,500	$2,500	-100.00%
Trilat Relic	$13,400	$5,000	-100.00%
Praise	$12,000	$5,000	-100.00%
Twilight Reverence	$25,000	$5,000	-100.00%

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY-WIDE ADMINISTRATION

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
18					*CAPITAL OUTLAY*				
19	$ 19,163	$ -	$ -	$ -	Office Furniture & Equipment	$ 1,000	$ 1,000		
20	$ 19,163	$ -	$ -	$ -	TOTAL CAPITAL OUTLAY	$ 1,000	$ 1,000		
21									
22					*CONTINGENCY*				
23	$ -	$ -	$ -	$ -	Liability Retro Plan	$ 45,500	$ 45,500		
24									
25	$ 246,761	$ 190,086	$ 230,900	$ 216,700	**TOTAL REQUIREMENTS**	$ 266,200	$ 266,200		22.84%

Notes:

23 As explained in the Liability Insurance line item, the City's risk exposure for participating in the "Retro Plan" equates to 37.5% of the premiums paid on General and Auto liability. Premiums paid on property and auto damage are not part of the "Retro Plan".

SUMMARY OF CITY-WIDE ADMINISTRATIVE COSTS ALLOCATED BY FUND

AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
$ 132,700	$ 120,300	General Fund	$ 178,800	$ 178,800		48.63%
3,400	3,100	Community Center Fund	6,700	6,700		116.13%
11,200	10,200	Street Fund	20,100	20,100		97.06%
8,400	7,600	Sewer Fund	7,200	7,200		-5.26%
45,000	40,800	Water Fund	21,400	21,400		-47.55%
1,100	1,000	SLD Fund	1,900	1,900		90.00%
22,700	20,600	Storm Water	11,400	11,400		-44.66%
6,400	5,800	Urban Renewal	4,800	4,800		-17.24%
	7,300	Resources	13,800	13,800		89.04%
-	-	Rounding	100	100		
$ 230,900	$ 216,700	TOTAL EXPENDITURES BY FUND	$ 266,200	$ 266,200		22.84%

CITY MANAGER'S OFFICE

City Manager Position

The City Manager is the administrative head of the City government as provided by the City Charter. This position provides the Mayor and City Councilors with information, implements policies adopted by the Council, and manages the City operations in an effective and efficient manner. The City Manager oversees all departments, which provide services to the citizens of Keizer. These departments consist of Police, Public Works, City Recorder, Municipal Court, Finance, Human Resources, and Community Development. Currently, staffing is comprised of 92 Full Time Equivalents (FTE). The City Manager also acts as the primary liaison with other local Municipal, State and Federal agencies.

Form of Government

The Council-Manager form of local government combines the strong political leadership of elected officials (in the form of a council, board, or other governing body) with the strong professional experience of an appointed Local Government Administrator. Under the Council-Manager form, power is concentrated in the elected council, which hires a professional administrator to implement its policies. This appointee serves at the pleasure of the Council and has responsibility for preparing the budget, directing day-to-day operations, hiring and firing personnel, and serving as the Council's Chief Policy Advisor.
Functioning much like a business organization's Chief Executive, the appointed Professional Manager administers the daily operations of the community. Through a professional staff, the Manager ensures the provision of services and enforces the policies adopted by the elected Council. He or she is selected by the Council on the basis of education, training, and experience. Qualifications and performance, not political savvy, are the characteristics that make an appointed Manager attractive to a Council.

Since 1908, when Staunton, Virginia, became the first community to adopt Council-Manager government and ran the first advertisement for a City Manager, the form has become the most popular system of local government for communities with populations of 5,000 or over. In 1935, the International City Manager's Association (now the International City/County Management Association), recognized 418 U.S. cities and 7 counties as operating under the Council-Manager form. By 1985, the number of Council-Manager communities had grown to 2,548 cities and 86 counties in the U.S. Today, more than 3,543 U.S. cities and 819 counties operate under this system of local government.

The Council-Manager form continues to gain popularity and as of 2010, is the form of government of the majority of U.S. Municipalities with a Population of 2,500 or greater. During the past 12 years, an average of 44 U.S. cities annually have adopted the Council-Manager form, while an average of only two have abandoned it. The form also is flexible enough to meet the needs of larger communities, including Dallas, Texas (population 1,197,816); Kansas City, Missouri (5,988,927), Phoenix, Arizona (1,445,632), San Jose, California (945,942), and San Diego, California (1,307,402).

Appointed Local Government Managers have no guaranteed term of office or tenure. They can be dismissed by the Council at any time, for any reason. As a result, they constantly must respond to citizens and be dedicated to the highest ideals of honesty, integrity, and excellence in the management and delivery of public services. In short, appointed Managers are charged with providing government "for the people."

continued

Professional Code of Ethics

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

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

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

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

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

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

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

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

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

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

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

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

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

Organizational Accomplishments

Fiscal Year (FY) 2011-12 was a year of continuing budget difficulties but also a year of opportunity and hope for the City of Keizer. Certain key revenues, specifically franchise fees, continued to perform significantly below their level of several years ago, but showed signs of stabilizing and beginning to rise again. So even though FY 2011-12 required the continuation of budget constraining measures in order to focus support on basic operations and service deliver, revenue trending appears to be making an upward turn, which will provide additional resources in FY 2012-13 and beyond. Additionally, even though we continued to experience a general sluggishness in construction, the end of the year began to show small signs of recovery with an uptick in requests for building permits and increased commercial/office projects on the horizon with some already beginning construction.

Through the last several years of difficult budgets and declining revenues, we have trimmed our expenses, reduced staff and maintained the same or higher level of workload but asking each of our employees to do more than they have before. I am very proud of how our people have responded and stepped up to the plate to do more than their share. I consider our high retention rate of existing long-term employees and our strong dedication to public service to be a couple of our greatest accomplishments for the last several years. The good news is that with the proposed FY 2012-13 budget, we hope to begin the process of restoring some of these reductions and, though we must continue to operate with fewer employees, we hope to end multi-year wage freezes which will help us retain the majority of our dedicated and hard-working staff as both the public and private sectors in Oregon are beginning to ramp up hiring and provide wage increases. The following areas are a sample of the indicators that point to the beginning of a slow recovery that, while still requiring us to be very cautious, give me hope that the worst is behind us.

- Keizer Station Area A continues to be impacted by the national economic slowdown, however, some new construction activity

continued

is near completion and more is anticipated during this next building cycle.

- The City's long-range financial plan continues to be updated each year as we provide sound financial guidance to the City. This year's planning group was provided with a significantly more positive projection of the City's position over the next five-years

- The Community Center continues to see a steady increase in use as citizens, businesses, and governmental agencies around us learn about it. We have gained a number of 'regular' customers as well as many new users and anticipate usage to continue to climb as time goes on.

- The Keizer Rapids Park, with its volunteer built 400-seat amphitheatre, recently established dog park and theatre activity planned for this summer, continues to be a very popular asset that we anticipate will see escalating usage in the years to come.

- Some of our key revenue sources that are indicators of the health of the economy (utility franchise fees) have stabilized and are beginning to trend upward.

Future Goals

As the City heads into the next fiscal year and beyond, we will be mindful of the goals set by Council and the Budget Committee so as to continue providing excellent service to the Citizens of Keizer. The Council Goals have been provided for you separately. Additionally, Staff will strive to accomplish the goals we have developed internally to continue to promote a more effective and efficient organization. The staff goals are very simple and are as follows:
Provide exceptional customer service in all areas of our organization.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY MANAGER'S OFFICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					*PERSONNEL SERVICES*				
4	$ 123,651	$ 123,651	$ 123,200	$ 123,700	City Manager	$ 130,500	$ 130,500		5.50%
5	4,200	4,200	4,200	4,200	Vehicle Allowance	4,200	4,200		0.00%
6	1,320	110	-	-	Cell Phone Stipend	-	-		
7	1,990	1,958	2,000	2,000	Medicare	2,100	2,100		5.00%
8	24,950	24,186	28,600	28,600	Retirement	30,300	30,300		5.94%
9	11,386	13,125	14,000	14,000	Insurance Benefits	16,000	16,000		14.29%
10	133	117	100	100	Workers Compensation	200	200		100.00%
11	$ 167,630	$ 167,347	$ 172,100	$ 172,600	TOTAL PERSONNEL SERVICES	$ 183,300	$ 183,300		6.20%
12									
13					*MATERIALS & SERVICES*				
14	$ 3,738	$ 3,715	$ 2,700	$ 2,700	Meetings, Travel & Training	$ 5,000	$ 5,000		85.19%
15	300	300	300	300	Liability Insurance	300	300		0.00%
16	$ 4,038	$ 4,015	$ 3,000	$ 3,000	TOTAL MATERIALS & SERVICES	$ 5,300	$ 5,300		76.67%
17									
18	$ 171,668	$ 171,362	$ 175,100	$ 175,600	**TOTAL REQUIREMENTS**	$ 188,600	$ 188,600		7.40%

Notes:

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

3 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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

8 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

9 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

14 Costs include various League of Oregon Cities, Council of Governments, & City Manager conferences, memberships, various meeting expenses including Rotary & Chamber lunches. Due to funding cuts over the past three years, the City Manager did not attend a number of these events. FY12-13 allows for an increase in attendance.

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

CITY OF KEIZER

ADMINISTRATIVE SERVICES FUND

CITY MANAGER'S OFFICE

SUMMARY OF CITY MANAGER'S OFFICE ALLOCATED BY FUND

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
		$ 108,600	$ 108,900	General Fund	$ 148,800	$ 148,800		36.64%
		1,700	1,700	Community Center Fund	4,800	4,800		182.35%
		15,800	15,800	Street Fund	15,100	15,100		-4.43%
		3,500	3,500	Sewer Fund	4,200	4,200		20.00%
		8,800	8,800	Water Fund	7,200	7,200		-18.18%
		1,800	1,800	SLD Fund	1,400	1,400		-22.22%
		3,500	3,500	Storm Water	3,400	3,400		-2.86%
		31,500	31,600	Urban Renewal	3,800	3,800		-87.97%
		(100)	-	Rounding	(100)	(100)		
		$ 175,100	$ 175,600	TOTAL EXPENDITURES BY FUND	$ 188,600	$ 188,600		7.40%

CITY ATTORNEY'S OFFICE

City Attorney Position

The **City Attorney** is a Charter officer, answering directly to the City Council. In addition to the Council, the City Attorney advises the Urban Renewal Agency, City staff, and citizen committees on various legal matters. These include reviewing contracts, regulations, statutes and answering questions regarding the impact of new laws and court decisions. The City Attorney attends City Council and Planning Commission meetings, and guides the City officials and employees through a myriad of situations, from complex real estate transactions to land use matters, from public records requests to code enforcement disputes, from municipal court traffic prosecution to drafting development agreements.

The **Legal Assistant** provides administrative support to the City Attorney. The Legal Assistant maintains records, calendars important dates/deadlines, prepares drafts of simple documents and prioritizes workload tasks.

Projects and Work Tasks

The City Attorney has assisted the City on several projects and day-to-day tasks such as:

Keizer Station Development

- Advised staff regarding on-going Area A Local Improvement District process
- Assisted in multiple land use matters in connection with the Keizer Station project
- Assisted staff regarding Master Plan process
- Assisted staff regarding transportation/development issues
- Assisted in litigation process regarding Master Plan opposition

Keizer Rapids Park

- Advised regarding land use issues on Keizer Rapids Park
- Reviewed and advised regarding funding alternatives
- Assisted staff with amphitheatre policies
- Drafted documents and advised staff regarding amphitheatre
- Drafted lease and related documents for filbert orchards
- Negotiated tax matters with Marion County

General Land Use Counsel

- Advised/assisted with text amendments, such as Keizer Station Master Plan, off-street parking, allowance of chickens, and allowance of temporary storage containers
- Advised/assisted with individual quasi-judicial land use cases
- Answered day-to-day questions on code interpretation and process

General Legal Counsel

- Prosecuted traffic cases
- Assisted on City vehicle leases
- Advised/researched regarding code enforcement matters
- Drafted documents and advised staff regarding art program
- Reviewed and advised regarding public records/public meetings questions
- Prepared Ballot Titles for public safety communications fee and annexation of Clear Lake area
- Negotiated settlements
- Drafted Resolutions, Ordinances and Orders
- Advised staff regarding setting up street and sidewalk Local Improvement Districts
- Assisted staff regarding Urban Renewal Plan amendments

Goals

In the next fiscal year, the City Attorney's Office will:

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

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY ATTORNEY'S OFFICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3									
4					*PERSONNEL SERVICES*				
5	$ 112,874	$ 114,339	$ 113,900	$ 114,300	Attorney	$ 120,600	$ 120,600		5.51%
6	45,330	46,124	46,000	46,200	Administrative Support	48,700	48,700		5.41%
7	-	-	-	-	Overtime	-	-		
8	220	860	700	700	Cell Phone Stipend	700	700		0.00%
9	2,535	2,494	2,500	2,500	Medicare	2,700	2,700		8.00%
10	20,918	20,369	23,900	23,900	Retirement	25,300	25,300		5.86%
11	22,771	26,250	28,000	28,000	Insurance Benefits	31,900	31,900		13.93%
12	278	235	200	200	Workers Compensation	200	200		0.00%
13	$ 204,926	$ 210,671	$ 215,200	$ 215,800	TOTAL PERSONNEL SERVICES	$ 230,100	$ 230,100		6.63%

Notes:

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

4 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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

10 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30,

11 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER

ADMINISTRATIVE SERVICES FUND

CITY ATTORNEY'S OFFICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
14					***MATERIALS & SERVICES***				
15	$ 88	$ -	$ 200	$ 200	Postage & Printing	$ -	$ -		-100.00%
16	4,279	3,970	3,800	3,800	Meetings, Travel & Training	7,800	7,800		105.26%
17	750	-	3,000	3,000	Legal Services Contracts	4,000	4,000		33.33%
18	-	691	-	-	Contractual Services	-	-		
19	1,857	516	1,000	1,000	Law Library Maintenance	500	500		-50.00%
20	$ 6,974	$ 5,177	$ 8,000	$ 8,000	TOTAL MATERIALS & SERVICES	$ 12,300	$ 12,300		53.75%
21									
22	$ 211,900	$ 215,848	$ 223,200	$ 223,800	**TOTAL REQUIREMENTS**	$ 242,400	$ 242,400		8.31%

Notes:

16 Costs include various Legal conferences, memberships, and travel to meetings. Due to funding cuts over the past three years, the City Attorney did not attend a number of conferences. FY12-13 allows for an increase in attendance.

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

AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
$ 138,500	$ 138,900	General Fund	$ 167,800	$ 167,800		20.81%
3,100	3,100	Community Center Fund	5,300	5,300		70.97%
20,300	20,400	Street Fund	16,600	16,600		-18.63%
3,900	3,900	Sewer Fund	4,600	4,600		17.95%
10,300	10,300	Water Fund	8,000	8,000		-22.33%
1,600	1,600	SLD Fund	1,500	1,500		-6.25%
4,400	4,400	Storm Water	3,700	3,700		-15.91%
41,100	41,200	Urban Renewal	35,000	35,000		-15.05%
-	-	Rounding	(100)	(100)		
$ 223,200	$ 223,800	TOTAL EXPENDITURES BY FUND	$ 242,400	$ 242,400		8.31%

CITY RECORDER'S DEPARTMENT

The **City Recorder** provides administrative support to the City Council, serves as Election Officer, Risk Manager, and Community Center Manager. In addition, the City Recorder acts as a "hub" for many of the departments providing project research, procedural support for preparation of staff reports, ordinances, and resolutions, records management and oversees the public notification process. Other areas of responsibility include processing of public records requests, liquor license applications and street lighting district petitions. The City Recorder provides supervisory authority to the Deputy City Recorder.

The **Deputy City Recorder** gives administrative support, prepares minutes and agenda packets and attends meetings for most of the City's Boards, Commissions and Task Forces. In addition, the Deputy City Recorder coordinates the Volunteer Program, Records Management program, the City's webpage and Face book page, and assists the City Recorder in preparation of minutes for the City Council, Urban Renewal Agency and Budget Committee. The Deputy City Recorder serves as pro tem during the absence of the City Recorder.

Accomplishments

During the last fiscal year, the City Recorder added the management of the Community Center. We've averaged approximately 45 meetings or events each month, providing facilitation of the events from planning to completion. The larger events and those after hours require scheduling and supervising of event hosts. Additionally, we've managed two measure elections; public safety charter amendment and the Keizer Fire District annexation issue.

We've completed the conversion of the electronic Records Management system, which allows internal and external users to search, review, and print City documents. The City's webpage information continues to be updated and expanded. We have also utilized the City's Face book page for news items of interest. We will continue to utilize technological advances to keep the citizens of Keizer informed of their government action.

The Department also handled several volunteer recruitments over the last year keeping positions filled on our citizen volunteer committees, boards, and commissions. As in past years, organization of the annual volunteer recognition program occurred in April during National Volunteer Recognition month.

Future Goals

In the upcoming year, the **City Recorder** and **Deputy City Recorder** will remain focused on providing the elected officials, staff, and citizens of Keizer with information, both in an electronic and paper format, on current and past proceedings within their City. In addition, we will strive to provide our volunteers with the support and educational information they need to carry forth the goals and objectives of the City. With a year of managing the Community Center and understanding the various event needs of the City and our customers, we will be updating the facility use agreement and possibly restructuring the rates. We will oversee the November City Council election process and provide orientation to any newly elected officials. Another busy year to look forward to!

We are excited to provide you outstanding service in 2012-2013.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY RECORDER'S DEPARTMENT

#	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					*PERSONNEL SERVICES*				
4	$ 73,042	$ 73,059	$ 72,800	$ 73,100	City Recorder	$ 74,900	$ 74,900		2.46%
5	45,706	45,727	45,600	45,800	Administrative Support	48,300	48,300		5.46%
6	-	-	-	-	Overtime	-	-		
7	-	-	-	-	Cell Phone Stipend	800	800		
8	1,826	1,827	1,900	1,900	Medicare	1,900	1,900		0.00%
9	18,644	17,989	21,200	21,200	Retirement	22,200	22,200		4.72%
10	22,771	26,250	28,000	28,000	Insurance Benefits	31,900	31,900		13.93%
11	173	149	100	100	Workers Compensation	200	200		100.00%
12	$ 162,162	$ 165,001	$ 169,600	$ 170,100	TOTAL PERSONNEL SERVICES	$ 180,200	$ 180,200		5.94%
13									
14					*MATERIALS & SERVICES*				
15	$ 3,441	$ 4,686	$ 1,400	$ 1,400	Meetings, Travel & Training	$ 5,800	$ 5,800		314.29%
16	-	-	-	-	Contractual Services	-	-		
17	$ 3,441	$ 4,686	$ 1,400	$ 1,400	TOTAL MATERIALS & SERVICES	$ 5,800	$ 5,800		314.29%
18									
19	$ 165,603	$ 169,687	$ 171,000	$ 171,500	**TOTAL REQUIREMENTS**	$ 186,000	$ 186,000		8.45%

Notes:

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

3 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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

9 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

10 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

15 Costs included are for educational training sessions to help sustain the municipal clerk certification designation and membership dues. In FY 11-12, the department deferred or participated in limited training opportunities with the use of personal funds and the receipt of scholarships through their professional association. In FY 12-13, training funds are being restored for attendance at educational programs associated with the municipal clerk certification and the professional association conferences, which this year will be held outside the local area.

16 Contractual service costs include meeting attendance and transcription services in the absence of in-house staff. Due to funding cuts, this service is not provided and the City is attempting to combine or eliminate the number of committees and task forces in order to manage work load.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND

CITY RECORDER'S DEPARTMENT

SUMMARY OF CITY RECORDER'S OFFICE ALLOCATED BY FUND

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
		$ 80,500	$ 80,700	General Fund	$ 105,000	$ 105,000		30.11%
		28,000	$ 28,100	Community Center Fund	46,500	46,500		65.48%
		15,600	$ 15,600	Street Fund	14,900	14,900		-4.49%
		3,000	$ 3,000	Sewer Fund	4,100	4,100		36.67%
		7,900	$ 7,900	Water Fund	7,100	7,100		-10.13%
		1,200	$ 1,200	SLD Fund	1,300	1,300		8.33%
		3,400	$ 3,400	Storm Water	3,300	3,300		-2.94%
		31,500	$ 31,600	Urban Renewal	3,700	3,700		-88.29%
		(100)	-	Rounding	100	100		
		$ 171,000	$ 171,500	TOTAL EXPENDITURES BY FUND	$ 186,000	$ 186,000		8.45%

HUMAN RESOURCES

Service with integrity defines how we approach everything we do in the Human Resources Department! To be truly successful in providing the necessary services, it is critical that employees trust us to treat them with dignity and respect and to balance their best interests with the needs of the City as a whole. Our approach to maintaining and growing that trust is to operate with as much transparency as possible. We also strive to balance creativity and resourcefulness with professional standards and best practice to meet our customers' needs and ensure the highest fiscal responsibility to the citizens of Keizer.

The Human Resources Department develops, administers and provides service to staff and the public in the following areas:

- **Classification and Compensation**
- **Employee Benefits**
- **Employee and Labor Relations**
- **Health and Wellness**
- **Human Resources Information System (HRIS)**
- **Intranet**
- **Policies and Procedures**
- **Recruitment and Selection**
- **Risk Management**

Accomplishments

- Researched and implemented additional Roth 457 benefit option.
- Conducted annual hearing tests, partnered with Keizer Police Department (KPD) to deliver annual CPR/AED training.
- Partnered with IT to implement platform change MS Access to SQL & upgrade to Version 7 of our HRIS System.
- Developed and recommended an Internal Emergency Communication Plan and Building Access Procedures.
- Held quarterly Personnel Policy Committee (PPC) meetings.
- Partnered with Safety Committee Chair & Committee Members to hold quarterly meetings and building safety inspections.
- Negotiated medical benefit rates, adjusted benefit year to match fiscal year and conducted open enrollment for employees' health and retirement benefits.
- Qualified for insurance rate reductions based on quality of Personnel Policy Manual. Partnered with Public Works to secure Return-to-Work Grant to purchase mobile GIS equipment.
- Assisted with and provided consultation on grievances & requests for information addressing employee concerns.
- Responded to significant number of public records requests.
- Completed Police Officer salary survey.
- Supported Police and Public Works Departments in negotiating new Collective Bargaining Agreements.
- Processed 5 terminations, completed 4 recruitments, processed 5 Worker's Comp & 20 FMLA/OFLA Claims.
- Supported Department Directors in ensuring completion of performance evaluations for all employees.
- Held Health & Wellness Fair.

Goals

- Continue implementation of HRIS system.
- Establish Safety & Health Loss Prevention Program.
- Renew focus on Health & Wellness information and services.
- Utilize employee advisory committees to review the City's health benefits and performance management programs.
- Continue to audit internal processes and controls to ensure practices support policy and organization goals.
- Continue documentation protocols including transition away from paper files to electronic records wherever possible.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
HUMAN RESOURCES DEPARTMENT

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				REQUIREMENTS				
				PERSONNEL SERVICES				
$ 50,381	$ 52,925	$ 52,800	$ 53,000	Administrative Support	$ 55,900	$ 55,900		5.47%
92,226	92,269	92,000	92,300	Human Resources Director	97,400	97,400		5.53%
900	1,099	900	900	Cell Phone Stipend	900	900		0.00%
2,173	2,202	2,300	2,300	Medicare	2,400	2,400		4.35%
41,864	21,386	28,900	28,900	Retirement	30,600	30,600		5.88%
22,771	26,250	28,000	28,000	Insurance Benefits	31,900	31,900		13.93%
180	151	100	100	Workers Compensation	200	200		100.00%
$ 210,495	$ 196,282	$ 205,000	$ 205,500	TOTAL PERSONNEL SERVICES	$ 219,300	$ 219,300		6.72%

Notes:

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

3 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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.

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

8 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

9 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND

HUMAN RESOURCES DEPARTMENT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
12					*MATERIALS & SERVICES*				
13	$ 2,984	$ 2,380	$ 2,800	$ 2,800	Safety & Wellness	$ 4,000	$ 4,000		42.86%
14	4,572	3,390	4,500	4,500	Meetings, Travel & Training	7,500	7,500		66.67%
15	10,481	5,734	15,000	15,000	Labor Attorney -- City-wide	15,000	15,000		0.00%
16	5,077	4,522	5,000	5,000	Contractual Services	5,000	5,000		0.00%
17	$ 23,114	$ 16,026	$ 27,300	$ 27,300	TOTAL MATERIALS & SERVICES	$ 31,500	$ 31,500		15.38%
18									
19	$ 233,609	$ 212,308	$ 232,300	$ 232,800	**TOTAL REQUIREMENTS**	$ 250,800	$ 250,800		7.73%

Notes:

13 Safety & Wellness costs include required CPR/First Aid Training and Hearing Tests as well as funds to support a small amount of educational material and capacity to host Annual Health & Wellness Fair.

14 Travel & Training declined in FY11-12 from FY10-11 from $4,000 budgeted to $3,000 budgeted; the $1500 difference is for the Local Government Personnel Institute (LGPI) membership that was previously budgeted in the Administrative Services Membership budget. FY 12-13 Recommended provides additional training but is still $1,800 below prior budgets.

15 Labor Attorney - City-wide costs anticipated to stay static in FY12-13 to ensure resources available as needed for advice on potential changes to employee health benefits, performance management practices and continued impact of limited staffing.

16 Contractual services include the Employee Assistance Program and Flexible Spending Account administration.

SUMMARY OF HUMAN RESOURCE DEPARTMENT ALLOCATED BY FUND

AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
$ 151,300	$ 151,600	General Fund	$ 164,300	$ 164,300		8.38%
2,800	2,800	Community Center Fund	3,800	3,800		35.71%
9,300	9,300	Street Fund	9,600	9,600		3.23%
7,000	7,000	Sewer Fund	7,500	7,500		7.14%
37,100	37,200	Water Fund	39,900	39,900		7.26%
900	900	SLD Fund	1,000	1,000		11.11%
18,700	18,700	Storm Water	22,900	22,900		22.46%
5,300	5,300	Urban Renewal	1,700	1,700		-67.92%
(100)	-	Rounding	100	100		
$ 232,300	$ 232,800	TOTAL EXPENDITURES BY FUND	$ 250,800	$ 250,800		7.73%

FINANCE DEPARTMENT

The financial operations of the City are planned and directed by the Finance Department. It establishes and sustains controls over the City's financial activities, and provides accurate, timely financial information to Council and Management. The Finance Department coordinates the annual budget preparation and administration in accordance with Oregon Budget Law. The Department analyzes the City's financial condition, invests funds, coordinates bond financing, ensures compliance with tax laws and bond covenants, and recommends financial policies to the City Manager and Council. It maintains the integrity of the City's accounting records and facilitates the annual audit. The Department also manages the Utility Billing Division, the Municipal Court office and the Reception desk.

Accomplishments

During fiscal year 2011-12 the Finance Department:

- Issued the fiscal year 2010-11 Comprehensive Annual Financial Report, which received an unqualified audit opinion by the City's external financial auditors. In addition, the City received the Certificate of Achievement for Excellence in Financial Reporting, a nationally recognized honor, for the twelfth consecutive year.

- Implemented Government Accounting Standards Board's Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions

- Issued the fiscal year 2012-13 Council Adopted Budget document

- Automated the cash application process for utility billing customers who utilize third party bill pay applications

- Implemented a new outbound calling system which is used to send out reminders for utility billing pass due accounts.

- Implemented an inbound automated calling system

- Integrated the Information Technology Department into the Finance Department after a City Hall reorganization left two positions vacated as a cost saving measure

- Facilitated the development and implementation of a sustainable General Fund revenues and services plan
  - As part of the multi-departmental team, extended 30% of the Urban Renewal District's collection of tax increment revenues for an additional four years to address Keizer Station LID property default issues saving General Fund operating dollars
  - Assisted with the foreclosure process on Keizer Station property defaults
  - Implemented departmental reorganization saving 50% General Fund FTE through attrition
  - Lead Long Range Planning Committee process. Proposed implementation of 7 of 10 funding issues within the 2011-2013 period and remaining 3 issues to be funded within 2-4 years (see Long Range Planning section of budget document for details)
  - Identified Interfund borrowing opportunities for leased vehicles and office equipment at a cost savings to the City

- Conceived and drafted the revised Keizer Police Union wage package and thereby accomplished Council and Management goals, ensured fair market wages for all positions, and was successfully bargained into the upcoming three-year contract

- Researched debt restructuring for the Keizer Station Local Improvement District debt and found it not to be a viable option

- Updated City's user fees per annual and tri-annual indexing methodologies

- Began researching viability of outsourcing various utility billing functions

Future Goals

This coming year, the Department will continue focusing on customer service, streamlining processes and meeting City Council goals including:

- Upgrade the accounting and utility billing software to provide a platform that will support on-line bill pay and invoice presentment features

- Implement on-line utility billing payment options and research electronic utility billing invoice presentment options

- Continue facilitating the development and implementation of a sustainable General Fund revenues and services plan

- Provide support for City Council Goal to generate Economic Development initiatives

- Implement Urban Renewal District extension

- Document and refine as needed, existing financial and investment policies

- Continue research on viability of outsourcing various utility billing functions

Please refer to the Municipal Court summary and the Utility Billing Division summary for specific accomplishments and goals related to those Divisions

CITY OF KEIZER

ADMINISTRATIVE SERVICES FUND

FINANCE DEPARTMENT

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					*PERSONNEL SERVICES*				
4	$ 155,057	$ 156,642	$ 156,200	$ 156,700	Administrative Support	$ 164,000	$ 164,000		4.66%
5	102,768	102,792	102,400	102,800	Finance Director	105,300	105,300		2.43%
6	-	-	-	-	Overtime	-	-		
7	4,032	3,989	4,000	4,000	Medicare	4,200	4,200		5.00%
8	40,144	38,286	41,700	41,700	Retirement	43,400	43,400		4.08%
9	45,542	52,500	55,900	55,900	Insurance Benefits	63,700	63,700		13.95%
10	355	320	200	200	Workers Compensation	400	400		100.00%
11	$ 347,898	$ 354,529	$ 360,400	$ 361,300	TOTAL PERSONNEL SERVICES	$ 381,000	$ 381,000		5.45%
12									
13					*MATERIALS & SERVICES*				
14	$ 2,490	$ 1,918	$ 2,700	$ 2,700	Meetings, Travel & Training	$ 3,800	$ 3,800		40.74%
15	26,609	26,256	26,700	26,700	Audit Fees	26,700	26,700		0.00%
16	$ 29,099	$ 28,174	$ 29,400	$ 29,400	TOTAL MATERIALS & SERVICES	$ 30,500	$ 30,500		3.74%
17									
18	$ 376,997	$ 382,703	$ 389,800	$ 390,700	**TOTAL REQUIREMENTS**	$ 411,500	$ 411,500		5.32%

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.

3 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

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 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

9 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

14 Meetings, Travel, & Training include 2 Finance conferences for the Finance Director and 1 finance conference for the Assistant Controller, an increase of 1 conference from FY11-12. Additional costs are for meeting travel, license renewal and membership fees.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
FINANCE DEPARTMENT

SUMMARY OF FINANCE DEPARTMENT

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
		$ 153,900	$ 154,300	General Fund	$ 173,800	$ 173,800		12.64%
		38,900	39,000	Community Center Fund	46,100	46,100		18.21%
		34,500	34,600	Street Fund	33,600	33,600		-2.89%
		43,400	43,500	Sewer Fund	48,300	48,300		11.03%
		44,600	44,700	Water Fund	39,900	39,900		-10.74%
		11,100	11,100	SLD Fund	11,800	11,800		6.31%
		26,800	26,900	Storm Water	25,800	25,800		-4.09%
		36,600	36,700	Urban Renewal	32,000	32,000		-12.81%
		-	(100)	Rounding	200	200		-300.00%
		$ 389,800	$ 390,700	TOTAL EXPENDITURES BY FUND	$ 411,500	$ 411,500		5.32%

INFORMATION SYSTEMS

The Information Technology Division supports the City's software, hardware, telecommunication systems, and security by providing the following critical services to the City:

- Network: Email, internet, intranet, network connectivity, backup, voice, and network security

- Application: IT planning, application programming and development, major software system implementation, software system maintenance and support

- Desktop Help: Assists employees and Councilors with laptop and personal computer hardware and software needs

- Telecommunications: Phone system administration, handset and station maintenance, and voicemail administration

- Wireless access: Maintenance and support for wireless access points in the civic center and remote public works locations

Major Accomplishments in 2011-2012

- Coordinated the acquisition and deployment of a new digital media storage system for the Police Department which will meet the Police Department's storage capacity needs for the next 7-10 years

- Coordinated the acquisition and deployment of twenty tough book laptops for the Police Department which will increase officer efficiency and effectiveness while in the field and reduce administrative time dealing with equipment failures associated with the fleet of aged lap tops

- Changed service providers for the City's electronic records retention system saving the City approximately $7,000 in Fiscal Year 2011-12

- Changed the City's internet service provider saving the City approximately $6,000 annually

Major Goals for 2012-2013

- Support the Springbrook software upgrade from version 6.05 to version 7.14 which will result in increased efficiency in the Accounting and Utility Billing departments as well as provide a platform for e-government transactions

- Research new website upgrades and construction in order to enhance the existing websites functionality and user friendliness

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
INFORMATION SYSTEMS DIVISION

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					*PERSONNEL SERVICES*				
4	$ 75,780	$ 75,815	$ 12,600	$ 15,700	Assistant to the City Manager	$ -	$ -		-100.00%
5	59,376	59,404	59,200	59,400	Network Administrator	62,700	62,700		5.56%
6	1,320	1,320	-	-	Cell Phone Stipend	700	700		
7	2,098	2,098	1,200	1,200	Medicare	1,000	1,000		-16.67%
8	21,111	17,234	10,700	10,700	Retirement	9,500	9,500		-11.21%
9	22,771	26,250	16,300	16,300	Insurance Benefits	16,000	16,000		-1.84%
10	181	173	100	100	Workers Compensation	200	200		100.00%
11	-	-	13,000	-	Unemployment	-	-		
12	$ 182,637	$ 182,294	$ 113,100	$ 103,400	TOTAL PERSONNEL SERVICES	$ 90,100	$ 90,100		-12.86%

Notes:

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

3 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

4 Due to funding constraints, the Assistant to the City Manager position was eliminated beginning September 1, 2011. Duties have been reassigned to various other City Departments.

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

8 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

9 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

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. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
INFORMATION SYSTEMS DIVISION

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
13					*MATERIALS & SERVICES*				
14	$ 3,490	$ 2,396	$ 200	$ 200	Travel & Training	$ 500	$ 500		150.00%
15	869	886	100	1,300	Contractual Services	1,300	1,300		0.00%
16	28,580	28,954	28,400	30,000	Telephone	28,400	28,400		-5.33%
17	92,833	102,845	119,500	108,200	Computer Software & Maintenance	123,600	123,600		14.23%
18	15,282	10,915	13,000	21,500	Office Equipment Maintenance	24,400	24,400		13.49%
19	$ 141,054	$ 145,996	$ 161,200	$ 161,200	TOTAL MATERIALS & SERVICES	$ 178,200	$ 178,200		10.55%
20									
21					*CAPITAL OUTLAY*				
22	24,577	43,344	124,700	124,700	Computer Hardware	57,400	57,400		-53.97%
23	$ 24,577	$ 43,344	$ 124,700	$ 124,700	TOTAL CAPITAL OUTLAY	$ 57,400	$ 57,400		-53.97%
24									
25	$ 348,268	$ 371,634	$ 399,000	$ 389,300	**TOTAL REQUIREMENTS**	$ 325,700	$ 325,700		-16.34%

Notes:

15 Costs include annual ADT Security coverage and Ikon Hard Drive Surrender.

17 FY11-12 Computer software and maintenance costs are primarily for maintenance of the City's existing software license agreements. Beginning in FY11-12, costs also include photocopy leases which were previously budgeted in various operating funds.

18 Includes purchases and maintenance for all City photocopiers and fax machines.

22 FY11-12 Computer Hardware costs include replacement of twenty police car laptops totaling $80,000.

SUMMARY OF INFORMATION SYSTEMS ALLOCATED BY FUND

AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
$ 294,400	$ 287,000	General Fund	$ 193,700	$ 193,700		-32.51%
5,600	5,500	Community Center Fund	5,200	$ 5,200		-5.45%
11,900	11,600	Street Fund	11,900	$ 11,900		2.59%
12,700	12,400	Sewer Fund	22,200	$ 22,200		79.03%
43,100	42,000	Water Fund	51,900	$ 51,900		23.57%
1,400	1,400	SLD Fund	1,900	$ 1,900		35.71%
20,900	20,400	Storm Water	35,900	$ 35,900		75.98%
9,300	9,100	Urban Renewal	3,200	$ 3,200		-64.84%
(300)	(100)	Rounding	(200)	(200)		100.00%
$ 399,000	$ 389,300	TOTAL EXPENDITURES BY FUND	$ 325,700	$ 325,700		-16.34%

CIVIC CENTER FACILITIES

The Civic Center Facility Fund accounts for operations and maintenance of the new Civic Center. Facility Maintenance staff will continue to maintain the facility at a level that allows maximum efficiency of all staff. There are no major maintenance needs forecasted in the upcoming year. Staff will continue to focus on refining the programming within the HVAC units and lighting systems to improve their efficiencies in addition to regular carpet cleaning and landscape maintenance. One of the City Council's Long-Term goals is to establish a facility replacement reserve to pay ongoing maintenance and replacement costs for this facility.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CIVIC CENTER FACILITIES

Line	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ -	$ 16,300	$ 16,300	Restricted for Civic Center Improvements	$ 13,300	$ 13,300		-18.40%
2	-	310	300	300	Restricted for Statue Maintenance	300	300		0.00%
3	$ -	$ 310	$ 16,600	$ 16,600	TOTAL CAPITAL CARRYFORWARD	$ 13,600	$ 13,600		-18.07%
4									
5					*MISCELLANEOUS*				
6	310	-	-	-	Statue Maintenance	-	-		
7	-	-	-	-	Resale Facility Equipment	500	500		
8	-	23,451	-	-	LEEDS Certification	-	-		
9	$ 310	$ 23,451	$ -	$ -	TOTAL MISCELLANEOUS	$ 500	$ 500		
10									
11	$ 310	$ 23,761	$ 16,600	$ 16,600	**TOTAL RESOURCES**	$ 14,100	$ 14,100		-15.06%
12									

Notes:

7 The gym equipment is in need of replacement, one unit per year for three years at $4000 each. The city will attempt to sell the used equipment on Craig's list.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CIVIC CENTER FACILITIES

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
13									
14					**REQUIREMENTS**				
15									
16					*PERSONNEL SERVICES*				
17	$ 4,227	$ 32	$ 4,300	$ 4,300	Public Works Superintendent	$ 6,100	$ 6,100		41.86%
18	43,915	43,535	38,400	31,200	Facility Maintenance Worker	36,100	36,100		15.71%
19	-	-	-	100	Overtime	-	-		-100.00%
20	-	400	400	400	Clothing Allowance	400	400		0.00%
21	745	671	800	600	Medicare	700	700		16.67%
22	7,213	5,513	7,200	5,100	Retirement	6,400	6,400		25.49%
23	11,994	13,796	14,700	14,700	Insurance Benefits	17,100	17,100		16.33%
24	630	1,000	600	400	Workers Compensation	1,000	1,000		150.00%
25	-	-	-	6,600	Unemployment Insurance	13,200	13,200		100.00%
26	$ 68,724	$ 64,947	$ 66,400	$ 63,400	TOTAL PERSONNEL SERVICES	$ 81,000	$ 81,000		27.76%

Notes:

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

16 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.

17 At the beginning of FY10-11, Facilities management was reassigned to the Assistant to the City Manager. Due to funding constraints, the ATTCM position was eliminated in FY11-12 and facility management was reassigned to the Public Works Superintendent. The increase from FY11-12 to FY12-13 reflects an increase in allocation from 5% to 7% of the Superintendent's time.

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

22 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

23 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

24 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CIVIC CENTER FACILITIES

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
				MATERIALS & SERVICES				
$ -	$ 142	$ -	$ -	Materials & Supplies	$ -	$ -		
-	-	-	-	Meetings, Travel & Training	-	-		
55,240	46,561	58,800	58,800	Janitorial Services	56,500	56,500		-3.91%
91,056	105,282	100,000	100,000	Utilities	107,700	107,700		7.70%
765	-	100	100	Vehicle Maintenance	-	-		-100.00%
-	491	-	-	Equipment Maintenance & Replacement	4,000	4,000		
6,223	8,903	14,800	14,800	Maintenance Supplies	9,500	9,500		-35.81%
-	873	1,000	4,000	Contractual Services	1,500	1,500		-62.50%
6,696	10,244	9,000	9,000	Janitorial Supplies	6,500	6,500		-27.78%
$ 159,980	$ 172,496	$ 183,700	$ 186,700	TOTAL MATERIALS & SERVICES	$ 185,700	$ 185,700		-0.54%
				CAPITAL OUTLAY				
-	6,526	-	-	Civic Center Improvements	13,300	13,300		
-	-	-	-	***CONTINGENCY***	10,000	10,000		
				RESERVES				
-	16,925	13,300	13,300	Restricted for Civic Center Improvements	65,000	65,000		388.72%
310	300	300	300	Restricted for Statue Maintenance	300	300		0.00%
$ 310	$ 17,225	$ 13,600	$ 13,600	TOTAL RESERVES	$ 65,300	$ 65,300		380.15%
$ 229,014	$ 261,194	$ 263,700	$ 263,700	**TOTAL REQUIREMENTS**	$ 355,300	$ 355,300		34.74%

Notes:

30 Costs are for janitorial service twice per week for all of Civic Center facilities except the Community Center which is accounted for in the Community Center Fund. Costs do not include any additional cleaning costs (e.g. carpets, ground maintenance etc).

33 The gym equipment is in need of replacement, one unit per year for three years at $4000 each. The city will attempt to sell the used equipment on Craig's list.

36 Janitorial Supplies do not include costs for the Community Center. These costs are now allocated to the Community Center Fund.

40 In FY10-11 the City received over $23,000 for its LEEDS certification. The City Council designated these funds for Civic Center improvements of which $13,300 is available for FY12-13 should the need arise.

SUMMARY OF FACILITY MAINTENANCE ALLOCATED BY FUND

AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
$ 160,900	$ 160,900	General Fund	$ 223,500	$ 223,500		38.91%
3,000	3,000	Community Center Fund	5,100	5,100		70.00%
9,800	9,800	Street Fund	13,100	13,100		33.67%
7,400	7,400	Sewer Fund	10,200	10,200		37.84%
39,500	39,500	Water Fund	54,300	54,300		37.47%
1,000	1,000	SLD Fund	1,400	1,400		40.00%
19,900	19,900	Storm Water	31,200	31,200		56.78%
5,600	5,600	Urban Renewal	2,400	2,400		-57.14%
16,600	16,600	Resources	14,100	14,100		-15.06%
-	-	Rounding	-	-		
$ 263,700	$ 263,700	TOTAL EXPENDITURES BY FUND	$ 355,300	$ 355,300		34.74%

CITY OF KEIZER
General Fund Long Range Planning Process

Early in fiscal year 2010-2011 the City began a comprehensive long-range planning process. The General Fund Long-Range Planning Task Force was established and staff developed a year-long process which is outline on the flowchart and narrative following this introduction.

The Task Force held its first meeting in December 2010 to discuss the following agenda items.

1. Receive update from staff on year-to-date General Fund Revenue Status

2. Review Long-Range Planning Process
   a. Identify Purpose of the Long-Range Plan which is to sustain services for 5 years based on relative uncertainty
   b. Review the Flowchart and timelines
   c. Review the Action steps

3. Discuss Sustaining Current Services
   a. Staff introduced the variables to consider in developing the Long-Range Plan and provided forecast scenarios using the following risk factors:
      i. Conservative
      ii. Moderate
      iii. Aggressive
   b. Through a consensus exercise the Task Force agreed on the level to be used for each variable in forecasting

4. Staff provided the Task Force with additional information to consider for Council Goal setting in January 2011 and Long-Range Plan update in March 2011.
   a. Staff Issues List
   b. Citizen Survey Results

The Task Force met again in March 2011 to discuss the following agenda items:

1. Receive update on the General Fund Revenue Status & preliminary FY11-12 budget issues

2. Receive Staff presentations on General Fund Long-Range Issues

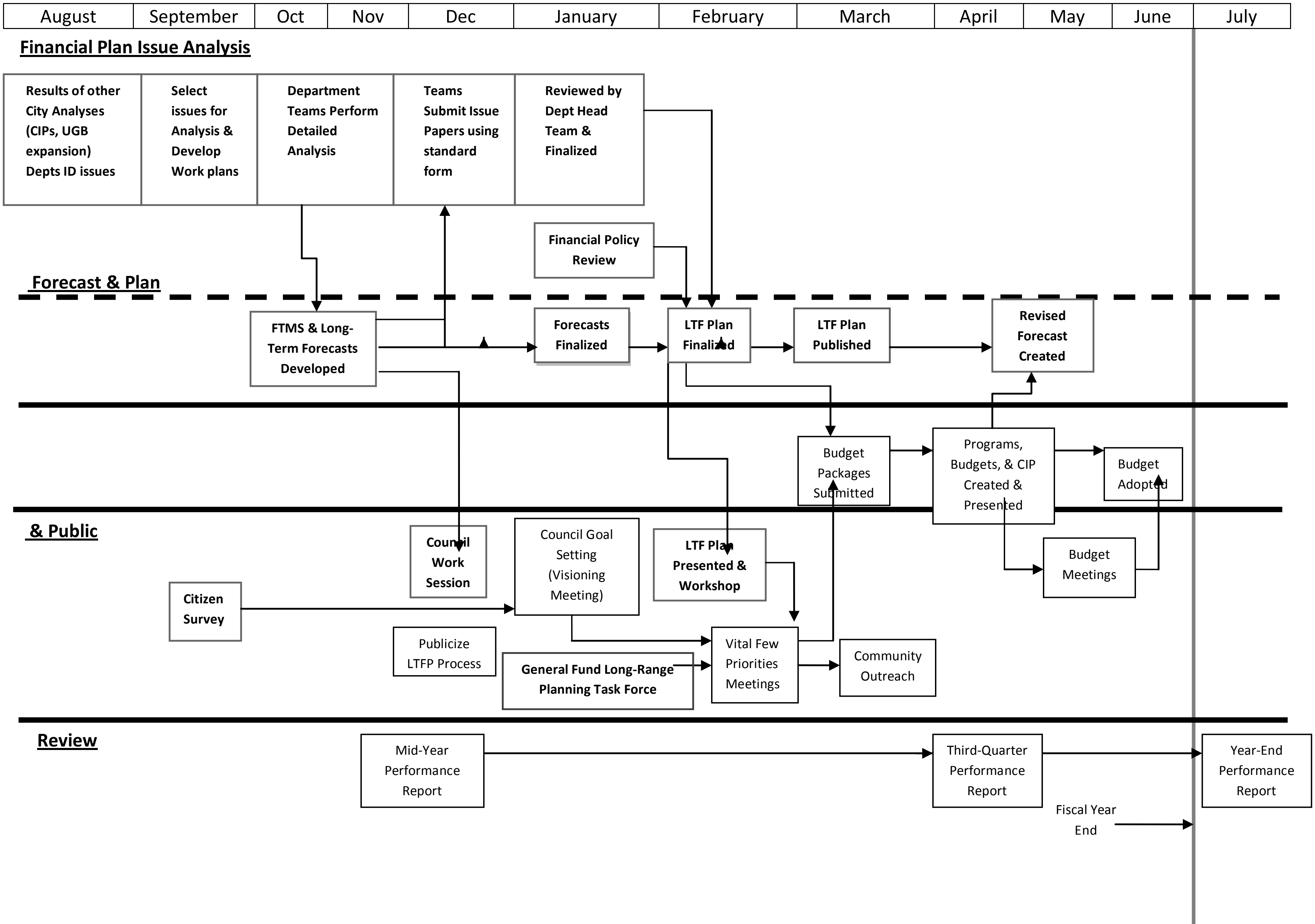
3. Task Force prioritized Issues

Also during fiscal year 2010-2011 the City held a series of Town Hall meetings to discuss Police Service levels with the community and to receive input on how best to fund these services. In November 2011, the City put a ballot measure to vote on funding police services by adding a fee to utility bills. The measure was defeated.

The Task Force met again in April 2012 and received an updated Long Range Planning forecast, revised the variables assumed for the upcoming five-year period, and discussed funding the Issues identified the previous year.

CITY OF KEIZER

GENERAL FUND LONG-TERM PLANNING PROCESS FLOWCHART



GENERAL FUND LONG-RANGE PLANNING PROCESS NARRATIVE

1. **Identify Issues for Analysis** – Department Heads suggest issues arising over the next five years to be analyzed as part of planning process.

2. **Identify Results of other City Analyses** – Review information from other formal city planning processes like master land-use plans and capital improvement plans.

3. **Finalize Issues for Analysis & Work Plans** – Finance compiles critical issues having fiscal impact (Liability Insurance plan, Civic Center facilities sinking fund, traffic safety, park maintenance, infill, telecom costs, urban renewal sunset).

4. **Citizen Survey** – Send out survey based on questions arising from Department Issues and council input.

5. **Department Teams Perform Analysis** – Departments carry out work plans; coordinating among departments when needed.

6. **Develop FTMS & Long-Term Forecasts** – Finance develops preliminary forecast.

7. **Teams Submit Issue Papers** – Objective, summary, background, conclusions, recommendations, fiscal impact for the issue studied.

8. **Publicize LTFP process** – Provide notices of meetings.

9. **Mid-Year Performance Report** – Give year-to-date budget to actual analysis; summarize progress of LTFP

10. **Department Head Team Review Issue Papers & Finalize**

11. **Review Financial Policy** – Assess City's compliance with its Financial Policies (e.g. State Shared Revenues for Police Fleet)

12. **Finalize Forecasts** – Complete long-term revenue/expenditure forecast based on new information

13. **Council Goal Setting** – Consider input from Staff Issues and Citizen Survey

14. **General Fund Long-range Planning Task Force** – Bring budget committee members together to reach consensus on long-range plan.

15. **Finalize Long-Term Financial Plan**

16. **Present Long-Term Financial Plan & Hold Workshop**

a. Enables council and staff to provide a vision to the city for how services will develop in coming years.

b. Feeds into the city's priority-setting process and resource allocation.

c. Brings financial issues to council's attention for prioritization.

d. Reminds committee of finite resources with which to accomplish goals, provides a restraint against natural impulse to commit to expanded service levels that can accompany strategic planning initiative.

17. **Vital Few Priorities Meeting** – Council ranks potential projects and creates consensus on top priority projects. Staff subsequently formulates plans to address these projects in the budget. Decision packages are created to weigh various expenditure options against priorities.

18. **Publish Long-Term Financial Plan**

19. **Submit Budget Packages –** Department Budgets due to Finance for compilation into FY11-12 Budget

20. **Community Outreach –** Communicate results of LTFP and prioritization process to community.

21. **Third-Quarter Performance Report –** Provide year-to-date budget to actual; summarize progress of LTFP

22. **Create and Present Programs, Budgets, & CIPs**

23. **Revise Forecast –** Third quarter earnings, expenditure adjustments used to update LTFP.

24. **Budget Meetings**

25. **Budget Adopted**

26. **Year-End Performance Report –** Give summary of budget to actual analysis; summarize LTFP results

City of Keizer
General Fund Long-Range Financial Plan
Five-Year Projection Variables
Estimated to Actual Comparison

otes	Variable	FY11-12 Long Range Plan	FY11-12 Actual	FY12-13 Projected
(1)	Increase Population	1.48%	1.37%	1.48%
(2)	Change in City-wide Assessed Property Valuation	3.00%	2.54%	2.54%
(2)	Change in Urban Renewal Assessed Property Valuation	1.00%	2.56%	2.56%
(3)	Property Tax Uncollectables and Discounts	8.00%	6.21%	6.60%
	Personnel Services Increase:			
(4)	Cost of Living Increase	2.50%	0.00%	2.50%
(5)	Attrition	-2.00%	-2.33%	-2.00%
(6)	Retirement Cost Increases	16.00%	16.00%	NA
(7)	Medical Insurance Premium Increase	14.00%	9.96%	9.95%
(8)	Materials & Services; Capital Outlay Inflation	2.50%	1.95%	1.95%

Notes:

(1) Population History and Projections through 2030 - Marion County Oregon. City of Keizer actual growth over past 5 years averaged 1.12%.

(2) FY11-12 Actual based on assessed value increase - Marion County Oregon

(3) "Plan" & "Actuals" are based on actual tax revenues collected over taxes assessed. Projected from Marion County Assessor.

(4) Projected Based on KPA Union Contract 2012-2015

(5) Based on Personnel Services Budget to Actual variance. The long-term average attrition is 3%; however recent unemployment figures indicate job changes will be less than Moderate in current times.

(6) Based on PERS actuarial evaluation update November 2011. New rates apply July 1, 2013 estimate 14.5% increase.

(7) Rate increases per HealthNet; the City's primary insurance provider

(8) Actual and Projected based on OSU inflation conversion factor

GENERAL FUND LONG RANGE FINANCIAL PLAN
REVENUE AND EXPENSE PROJECTIONS FY12-13 BUDGET

~ Long-range planning does not deal with future decisions, but with the future of present decisions ~

	2011-12 Projected	2012-13 Budgeted	2013-14 Forecasted	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted
Increase Population			1.48%	1.48%	1.48%	1.48%
Change in City-wide Property Valuation		2.54%	2.50%	2.50%	2.50%	2.50%
Change in Urban Renewal Property Valuation		2.56%	2.00%	2.00%	2.00%	2.00%
REVENUES:						
Property Taxes:	$ 3,700,000	$ 3,770,000	$ 3,860,000	$ 3,960,000	$ 4,060,000	$ 4,160,000
Taxes from Urban Renewal District	-	443,000	452,000	461,000	470,000	663,700
Licenses & Fees:	2,510,000	2,500,000	2,540,000	2,580,000	2,620,000	2,660,000
Intergovernmental:	650,000	720,000	731,000	742,000	753,000	764,000
Fines & Forfeits:	610,000	610,000	619,000	628,000	637,000	646,000
Miscellaneous:	170,000	170,000	172,500	175,100	177,700	180,300
TOTAL RESOURCES	$ 7,640,000	$ 8,213,000	$ 8,374,500	$ 8,546,100	$ 8,717,700	$ 9,074,000

Assumptions:

No new revenue sources with the exception of the City's share of urban renewal tax increment revenue beginning in FY12-13

	2011-12 Projected	2012-13 Budgeted	2013-14 Forecasted	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted
Personnel Services Increase			0.5%	0.5%	0.5%	0.5%
Retirement Rate Increases			14.5%		14.5%	
Medical Insurance Premium Increase		9.95%	10.0%	10.0%	10.0%	10.0%
Materials & Services; Capital Outlay Inflation			1.70%	1.75%	1.85%	2.05%
EXPENDITURES:						
Personnel Services						
Wages & Benefits	$ 5,260,000	$ 5,530,000	$ 5,560,000	$ 5,590,000	$ 5,620,000	$ 5,650,000
Health insurance premium increases*			100,000	210,000	320,000	450,000
Retirement Rate Increases*			130,000	130,000	260,000	260,000
	5,260,000	5,530,000	5,790,000	5,930,000	6,200,000	6,360,000
Materials & Services	2,020,000	2,230,000	2,268,000	2,308,000	2,351,000	2,399,000
Administrative Costs from Urban Renewal District						110,000
Capital Outlay						
Park Improvements	18,000	24,000	24,400	24,800	25,300	25,800
Transfers Out						
Revenue Sharing Fund	-	100,000	60,000			
Transfer to 9-1-1 Fund	280,000	290,000	295,000	300,000	306,000	312,000
Community Center Fund	-	70,000	71,000	72,000	73,000	74,000
TOTAL EXPENDITURES	$ 7,578,000	$ 8,244,000	$ 8,508,400	$ 8,634,800	$ 8,955,300	$ 9,280,800
Contingency		100,000				
Interest Due to Taxing Jurisdictions		85,000	85,000	85,000	85,000	85,000
Reserve Funding and One-Time Expenses		70,000				
TOTAL EXPENDITURES & RESERVES OVER REVENUES	$62,000	($286,000)	($218,900)	($173,700)	($322,600)	($291,800)
Comparison with FY11-12 Long Range Plan	($260,000)	($61,300)	($367,300)	($405,100)	($622,500)	NA

*Increases are included in Wage & Benefit projections for FY11-12 & FY12-13

Assumptions:

No new services or programs are anticipated

No additional personnel (Police currently 4 FTE short of being considered fully staffed plus 3 City FTE (Code Enforcement, Assistant to the City Manager, Municipal Court Clerk)

City of Keizer

General Fund Long Range Planning Task Force

Results of Committee Members' Rating of Long-Range Issues

ISSUE	Brandon Smith	Cathy Clark	Dale Hanson	David Dempster	David McKane	J.D. Gillis	Jim Taylor	JoAnne Beilke	Joe Egli	Kim Freeman	Lore Christopher	Mark Caillier	Ron Bersin	Sandi King	Total	Average
Frozen Police Officer Positions	5	4	5		4	5	4	5	4	5	5	5	5	2	58	4.46
Replace Police Department Lap Tops	4	3	2		4	3	3	3	2	5	5	4	5	5	48	3.69
Computer Server Updates	4	5	3	A	4	4	1	4	3	5	5	4	0	5	47	3.62
Urban Growth Boundary Expansion	5	4	5	b	3	5	5	1	2	3	5	2	0	5	45	3.46
Add Back Service Level Cuts	5	5	5	s	2	2	0	5	3	3	1	5	0	2	38	2.92
Civic Center Facility Sinking Fund	3	2	3	e	2	2	3	4	3	5	1	4	0	4	36	2.77
Parks Matching Funds	3	2	1	n	2	3	5	4	4	3	1	2	5	1	36	2.77
Liability Insurance Reserve Fund	4	4	1	t	3	4	1	2	2	4	1	4	0	4	34	2.62
Website RFP & Service Contract	3	4	2		3	1	2	3	2	4	5	3	0	2	34	2.62
Salary Survey RFP & Implementation	3	5	1		1	0	1	1	2	3	1	3	0	1	22	1.69

Rate from very important (5) to not important at all (0)

City of Keizer
Long Range Planning Issues
Frozen Police Officer Positions

Department Lead: H. Marc Adams, Chief of Police

Issue: Over the past three years four police officer positions were vacated through and, due to funding constraints, the positions remain unfilled.

The Community Response Unit, a four officer team assigned to proactively investigate drug complaints, has been reduced to one officer. No proactive illegal narcotics investigations are being conducted. The Department is unable to respond to drug house complaints in a timely manner.

One School Resource Officer position has been eliminated by the Salem-Keizer School District. Now there is only one School Resource Officer who is responsible for two middle schools and seven elementary schools.

The Department has not recruited to establish a hiring list for police officers since 2010.

In the event of officer injuries, short and long-term illness or family medical leave (FMLA), shift coverage overtime has been needed to meet daily patrol minimum staffing requirements.

Work Plan:

1. Identify number of police officers needed for the police patrol shifts
2. Identify number of police officers needed for the Criminal Investigations Unit
3. Identify number of police officers needed for the Traffic Safety Unit
4. Identify number of police officers needed for the School Resource Officer Unit
5. Identify number of police officers needed for Crime Prevention
6. Identify number of police officers needed for the Community Response Unit (narcotics investigations, etc)
7. Identify number of support personnel needed
8. Identify number of supervisors needed
9. Identify number of Command Staff needed
10. Identify materials and services needed for 24/7 police operations

City of Keizer
Long Range Planning Issues
Frozen Police Officer Positions

Duration: Indefinite. During last year's Long Range Planning process the committee ranked funding the frozen police officer positions as the number one priority. While this is the City's most important funding issue, it is also the most expensive and the longest-term commitment of resources. The City's financial position has improved in FY11-12, and the propose FY12-13 revenue projections indicate stable, and/or mild upward revenue trending. Staff recommends keeping positions frozen one more year to help ensure revenues have stabilized prior to funding any permanent positions.

Revenue Source: General Fund. Potential funding options include:

- Potential funding could include flat utility fee or increase in utility franchise fees. However, this funding source was defeated in the November election as support for Police and Fire services.
- Increase utility franchise rates
- Operating Levy (currently 5 years with proposed legislation increasing to 10 years

Personnel Services: The cost of police officer positions range from $90,000 to $112,000 (wages, benefits and overtime) with the average police officer position going into FY12-13 estimated at $105,000. Filing four positions at step one will cost approximately $360,000 in year one.

Update: The Keizer Police Association three-year contract settled at 2.5% cost of living each year (actual Portland CPIw is 3.0%). Propose FY12-13 funding for COLA and eligible step increases after one-year pay freezes. Concessions made in bargaining will fund these personnel services cost increases and help with employee retention issues.

City of Keizer
Long Range Planning Issues
Replace Police Department Lap Tops

Department Lead: Bill Hopkins, Network Administrator through Tim Wood, Assistant Controller and Susan Gahlsdorf, Finance Director

Issue: Over the next 5 years the City of Keizer will need to replace various police rugged laptops in order to maintain city services at a consistent level. Rugged laptops are used in the patrol cars for essential data communication and on crime scene investigations.

Funded: In FY11-12, the City replaced all 20 rugged laptops using unspent funds carried over from FY10-11.

Revenue Source: General Fund

Personnel Services: All needed personal service with be supplied by the current Information Technology department.

Materials and Services: No additional materials or services will be needed.

Capital Outlay: See Above

City of Keizer
Long Range Planning Issues
Server Updates

<u>Department Lead:</u> Bill Hopkins, Network Administrator through Tim Wood, Assistant Controller and Susan Gahlsdorf, Finance Director

<u>Issue:</u> Beginning in FY11-12 the City began replacing various network servers in order to maintain city services at a consistent level.

<u>Work Plan:</u>

1. Quote out cost for each server.
2. Plan order and delivery time line.

<u>Duration:</u> Server to replace and the estimated cost:

Server Keizermaster 1 year out $4000. This server manages the network and Active directory services for the City Hall and Police operations. Recommended funding in FY12/13.

Server Keizernm (net motion) 1-2 years out $4000. This server manages the secure remote connection for all of the mobile police units and cars. Recommended funding FY12/13.

Server Keizernas (network Attached Storage, backup server) 2-4 years out $6000. This server controls the backup of all data and information on all servers for the City Hall and Police operations. Recommended funding in FY13/14.

Server Keizerdata 2-4 years out $8000. This server holds all the files and data for City Hall operations. Recommended funding in FY14/15.

Server Keizerpolice 4-5 years out $8000. This server holds the all files and data for Police. Recommended funding FY15/16.

City of Keizer
Long Range Planning Issues
Server Updates

Funding needed:

Fiscal Year	Server Description	Total Cost	GF Share	
FY12/13	Keizer Master & Keizernm	$8,000	$5,300	66%
FY13/14	Keizernas	$6,000	$4,000	66%
FY14/15	Keizer Data	$8,000	$2,300	29%
FY15/16	Keizer Police	$8,000	$5,300	100%

Revenue Source: All Operating Funds including General Fund with some potential revenue sharing funds to cover general fund share.

Personnel Services: All needed personal service with be supplied by the current Information Technology department.

Materials and Services: No additional materials or services will be needed.

Capital Outlay: See above.

City of Keizer
Long Range Planning Issues
Urban Growth Boundary Expansion

Department Lead: Nate Brown, Community Development Director

Issue: Prepare materials and information for urban growth boundary expansion

Work Plan:

1. Complete Periodic Review process (implement tasks identified in the Tech Assistance Grant)
2. Identify remaining tasks after completion of Periodic Review
3. Identify necessary submittal materials for UGB expansion.

Duration:

1. Research – 60 days from mid-September (or completion of periodic review)
2. Implementation –1 year

Funding needed: Consultant costs for State Land Use compliance—beginning in FY 2013/14. Expect $70K-$100K price tag.

Revenue Source: Costs associated with research to be funded by General Fund (grants availability are unlikely – to be determined after work plan established)

Revenue Generated: To be determined after work plan completed

Personnel Services: to be completed with existing staffing levels

Materials and Services:

1. Special Mailings for public notices (Number determined after work plan completed)
2. Legal Notices (Number determined after work plan completed)

City of Keizer
Long Range Planning Issues
Add Back General Fund Service Level Cuts

Department Lead: Chris Eppley, City Manager

Issue: Add-back Service Level Cuts to the General Fund (excluding Police Department Service level cuts which are addressed as a separate issue).

Reductions in janitorial services and Parks materials and supplies impact the ability to maintain and operate existing assets (e.g. buildings, land, machinery and equipment). FY11-12 new rental income source $25,000 annually. Funded new Parks mower. FY12-13 propose some additional parks funding for maintenance, increased Splash Fountain operations and Capital Improvements.

Reductions in Community Development impact the ability to improve the economic, social, cultural and environmental conditions of the community to improve the living standards of our citizens. Propose in FY12-13 add back GIS support for Street naming services. Propose increase funding for training to keep staff skills current with industry and regulatory changes.

Reductions in Administrative Services impact our ability to meet various directives established by federal, state and local governments and regulatory agencies. Propose in FY12-13 increase funding for training to keep staff skills current with legal and regulatory changes.

Cost deferrals such as computer hardware and software upgrades are deferred to future years but cannot be eliminated without impacting the quality of services provided to the community. Propose FY12-13 funding for financial and utility billing software upgrades to ensure compatibility with support software which will be cost effective long-term and provides for on-line bill pay, a City Council short term goal. Propose funding for computer replacements on units that are overdue and failing to perform.

Reductions in Emergency Management impact the City's ability to prepare for a disaster before it occurs, respond to a disaster and support and rebuild after a disaster has occurred. FY12-13 propose funding a portion of Emergency Management costs in Public

Works funds as this program supports the functionality of public infrastructure.

Reductions in Administrative Services (e.g. City Manager, Legal, City Recorder, Human Resources, Finance) increase the potential for loss arising from non-compliance with legislation and case law, ability to follow best practices that help avoid risks or mitigate risk by dealing with matters expeditiously and ability to perform due diligence through effective policies, proven processes and consistent actions. Propose limited training dollars in FY12-13.

Reductions in information systems reduce the ability to prevent unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction of information systems. Propose various server upgrades, software upgrades and computer hardware upgrades in FY12-13.

Reductions in the Legal Department increase the potential for loss arising from the uncertainty of legal proceedings and potential legal proceedings. FY11-12, funded legal assistance for Keizer Station LID issues through Urban Renewal District. Propose continued funding in FY12-13. Propose carryover funding for legal services for Master Telecom ordinance. Propose limited training dollars in FY12-13.

Limiting access to current events and community support, updated technological information, professional developments, and networking opportunities will impact the quality of services provided to the community. Propose limited training dollars in FY12-13. Propose funding Keizer Chamber activities with 20% of TOT revenues.

Increasing workload without a corresponding increase in workforce will potentially cause delays in service delivery; projects may not be completed expeditiously resulting in lost opportunities and/or higher costs in the future. Frozen Court Clerk position occurred through attrition in FY11-12. Staff provided workload coverage through inter- and intra-departmental reorganizations and by implementing automated telephone reception system.

Update: Currently three full FTE City Hall positions are frozen; Assistant to the City Manager and Code Enforcement through funding cuts and Municipal Court

Clerk through attrition. Citywide frozen positions total seven FTE including four Police Department positions. Propose modest increased funding from FY11-12 levels for Parks, staff training, GIS support, Emergency Management, and city-wide salary survey. Propose cost of living and step increases to eligible staff to help ensure retention of skilled workforce with strong cross-training skills and strong institutional knowledge and experience after 2 year pay freezes and reduced Health Insurance contributions from 95% to 90%.

Revenue Source: Potential funding could include flat utility fee or increase in utility franchise fees. This funding source was defeated in the November election as support for Police and Fire services. Propose FY12-13 revenue projections indicate stable, and/or mild upward revenue trending. Several City established user fees are scheduled for tri-annual Council directed indexing of 4.85% (Portland CPI-w) including Land Use Fees, records requests, impound fees, NSF check return fees to name a few. Project new Park Rental Income beginning FY11-12, continuing into FY12-13.

City of Keizer
Long Range Planning Issues
Facility Reserve Fund

<u>Department Lead:</u> Bill Lawyer, Public Works Superintendent

<u>Issue:</u> Develop Facility Repair and Replacement Plan to establish Civic Center Sinking Fund for future repairs and replacements to the civic center facility.

<u>Work Plan:</u>

1. Identify items that will need to be replaced over the next 3 to 25 years.
2. Receive quotes/estimates for these items identified.
3. Budget accordingly so that when the items need to be replaced, the funding is available to do so.

<u>Duration:</u> Replacement plan in place by 2013; begin setting aside funds each year into Sinking Fund for the cost of replacement of items on a 25-year life or less. Replacement of building structure is not included in Plan Replacement costs. Community Center replacement costs are not included since rental income may be available for those replacement costs.

<u>Funding needed:</u> $65K-$70K annually to ensure adequate funds are available to replace and repair facilities. Total Replacement cost approximately $1.6M. (Plan assumes interest earned on funds held in reserve will cover future inflationary replacement costs.)

<u>Revenue Source:</u> All operating funds based on expected allocation plan; General Fund share approximately 66% or $43K-$46K annually bringing total replacement cost to over $1 million.

City of Keizer
Long Range Planning Issues
Parks Matching Funds

Department Lead: Bill Lawyer, Public Works Superintendent

Issue: Identify Parks Capital Improvement projects General Fund contributions needed over the next 5 years per January 2010 Methodology Update

Revenue:

1. Existing SDC funds collected from 4/10/2010 to 3/13/2011 - $49,800
2. Estimated SDC funds to be collected over the next 5 years (20 units per year @ $1,500 each) - $150,000

Project Scenarios

1. Install play structure at Keizer Rapids Park
   $54,000 Total Project cost
   - $ 7,300 SDC portion (13.5%)
   - $46,700 General Fund
2. Complete projects to utilize current SDC fund balance
   $368,918 Total Projects cost
   - $ 49,800 SDC portion (13.5%)
   - $319,100 General Fund portion
3. Complete projects to utilize estimated SDC collected over next 5 years
   $1,110,000 Total Project costs
   - $150,000 SDC portion (13.5%)
   - $960,000 General Fund portion

Funding needed: General Fund revenue needed to utilize current SDC Funds and estimated SDC Funds to be collected over the next 5 years - $1,279,100

Revenue Source: Options include capital improvement levy, fee on utility bill, grants, and donations

City of Keizer
Long Range Planning Issues
Liability Insurance Reserve Fund

Department Lead: Tracy Davis – City Recorder

Issue: The City participates in a Liability Retro Financing Plan for our general and auto liability insurance. The innovative pricing program allows eligible members who have a history of minimal claims to take on additional risk in exchange for reduced contributions/premiums. The City pays 75% of our guaranteed cost contribution/premium and is responsible for the cost of claims and loss expenses above this minimum up to a maximum exposure of 112.5%. During the last three fiscal years, the City has experienced savings due to minimal claims. These savings have not been reserved, but expended on other operating costs. However, if the City continues to participate in this program and a large claim is experienced, the only line item to cover the claim would be Contingency, if available. The City may be forced into undesirable budget cuts should the contingency be depleted before a claim occurs. Establishing a reserve account for potential claims would be preferable.

Work Plan: In FY10-11, the City identified funding a reserve as part of its long range planning goals. Staff's analysis included:

1. Identifying the actual general and auto liability costs and savings for the three-year retro-plan period July 2008 through June 2011.
2. Estimating the projected cost savings to support continuation of the plan.
3. Based on the exposure, identify the reserve liability amount needed to cover potential claims.

Duration: Indefinite; the City plans to continue participating in this program unless future claim losses are experienced rendering this program cost ineffective.

Funding needed: The liability contribution is based on the City's cost allocation plan. The General Fund share is approximately 66%.

City of Keizer
Long Range Planning Issues
Liability Insurance Reserve Fund

Revenue Source: The resources available for these costs within the general fund are property taxes, licenses, fees, fines, and forfeiture revenues.

Three options to consider include:

1. Fund liability based on losses incurred and paid on highest year since being on the plan (FY08-09) at $27,500
2. Fund liability based on the 25% premium amount not paid at the beginning of the plan year; $30,000 City-wide, $20,000 General Fund share.
3. Fund liability based on maximum exposure at approximately $45,000, General Fund share $32,000 (staff recommendation based on ability to fund, minimizing exposure to risk)

Should a portion or the entire reserve fund be depleted in any given year, the fund will be replenished the following year through the annual budget process.

City of Keizer
Long Range Planning Issues
City Website

Department Lead: Bill Hopkins, Network Administrator through Tim Wood, Assistant Controller and Susan Gahlsdorf, Finance Director

Issue: The City website is our window to the community and world. Staff is finding that our current website is cumbersome and increasingly less able to meet our needs/demands without significant costs from the current contractor. In addition, the Police Department does not use the current City of Keizer website causing a visual disconnect between Police and City Hall via the web. With increasing demands to use social media and means to communicate with the community, it's becoming necessary to have a website that can easily integrate these new tools.

Work Plan:

1. Receive quotes from municipal website providers.
2. Determine a need for ongoing maintenance of the website or whether this will be provided in-house.
3. Select a vendor to build, develop and possibly maintain a website.

Revenue Source: Shared costs between all funds. General Fund share is approximately 66%.

Personnel Services: None.

Materials and Services: Annual maintenance for a contractor hosted site is approximately $2,400 - $4,200 annually; General Fund share is $1,560 – $2,730 annually.

Capital Outlay:
Contractor Hosted Website:
Website Design $15,000 one-time cost; General Fund Share is $10,500

Staff recommend funding in FY13-14 after other projects are complete and we have more information on cost.

City of Keizer
Long Range Planning Issues
Salary Survey & Implementation of Results

Department Lead: Machell DePina, Human Resources Director

Issue: Salary Survey RFP & Implementation of Results

Work Plan:

1. Estimate cost of external salary survey
2. Recommend conducting survey in FY12-13 and implementing results in FY13-14 based on formal policy and discussions with the Personnel Policy Committee (made up of City Council members) which supports this action.
3. The Personnel Policy Committee recommends the City utilize an external vendor to conduct the survey. This is consistent with past practice.
4. Recommend implementation of survey in FY13-14.

Duration: Policy requires salary surveys performed no less than every four years "subject to available funding and budget approval." Based on last survey completion date, next survey was due no later than FY 2011-12; the City is one year behind in this schedule.

Revenue Source: Outsourcing salary survey to be paid from all operating funds based on expected allocation plan (FTE). General Fund share 66% of total cost.

Personnel Services: None.

Materials and Services: Anticipated RFP process resulting in contract to successful vendor - estimated at $20,000. General Fund share 66% or $13,200.

Additional Information: Completed an internal salary review of represented classifications in the Police Department in preparation for 2012 bargaining.

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2012

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Actual FY11-12	Budget FY12-13	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	$8,556 - $11,164
Total	1.0	1.0	1.0	1.0	1.0	
ASSISTANT TO THE CITY MANAGER						
Assistant to the City Manager	1.0	1.0	1.0	0.0	0.0	6,081 - 7,933
Total	1.0	1.0	1.0	0.0	0.0	
CITY ATTORNEY						
Attorney	0.0	1.0	1.0	1.0	1.0	8,148 - 10,631
Legal Assistant	0.0	1.0	1.0	1.0	1.0	3,387 - 4,420
Total	0.0	2.0	2.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	4,765 - 6,217
* Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	3,073 - 4,007
Total	2.0	2.0	2.0	2.0	2.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	6,384 - 8,330
* Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	3,387 - 4,420
Total	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	6,705 - 8,748
* Assistant Controller	0.0	1.0	1.0	1.0	1.0	5,515 - 7,197
Network Administrator	1.0	1.0	1.0	1.0	1.0	4,765 - 6,217
* Accountant	1.0	0.0	0.0	0.0	0.0	3,920 - 5,113
* Accounting Technician	1.0	1.0	1.0	1.0	1.0	3,073 - 4,007
* Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	3,073 - 4,007
* Utility Billing Clerks	3.0	3.0	3.0	3.0	2.5	2,787 - 3,637
Court Clerk I	1.0	1.0	1.0	1.0	1.0	2,654 - 3,461
Court Clerk II	1.0	1.0	1.0	1.0	0.5	2,926 - 3,817
* Office Assistant/Receptionist	1.0	1.0	1.0	1.0	1.0	2,527 - 3,299
Total	11.0	11.0	11.0	11.0	10.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2012

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Actual FY11-12	Budget FY12-13	Monthly Salary Range (1.0 FTE)
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	1.0	7,391 - 9,643
Senior Planner	1.0	1.0	1.0	1.0	1.0	4,538 - 5,921
Planner	1.0	1.0	1.0	1.0	1.0	3,921 - 5,113
Code Enforcement/Zoning Technician	1.0	1.0	1.0	0.0	0.0	3,226 - 4,209
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,926 - 3,817
Total	5.0	5.0	5.0	4.0	4.0	
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	7,041 - 9,185
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	5,515 - 7,197
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	2,926 - 3,817
Municipal Utility Worker I - Parks	1.0	1.0	1.0	1.0	1.0	2,955 - 3,857
Municipal Utility Worker II - Parks	1.0	0.0	0.0	0.0	0.0	3,104 - 4,047
Municipal Utility Worker I - General	8.0	8.0	8.0	8.0	8.0	3,104 - 4,047
Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	3,259 - 4,250
Municipal Utility Worker II - General	3.0	3.0	3.0	3.0	3.0	3,423 - 4,463
Municipal Utility Worker III - Parks	0.0	1.0	1.0	1.0	1.0	3,921 - 5,113
Municipal Utility Worker III	3.0	3.0	3.0	3.0	3.0	4,321 - 5,639
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	4,538 - 5,921
Storm Water Technician	0.0	0.0	1.0	1.0	2.0	3,387 - 4,420
Senior Storm Water Technician	0.0	0.0	1.0	1.0	1.0	3,921 - 5,113
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,926 - 3,817
Total	22.0	22.0	24.0	24.0	25.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2012

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Actual FY11-12	Budget FY12-13	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	7,391 - 9,643
Captain(s)	2.0	1.0	1.0	1.0	1.0	6,384 - 8,330
Lieutenants	0.0	0.0	2.0	2.0	2.0	5,791 - 7,556
Sergeants	7.0	8.0	7.0	7.0	7.0	5,252 - 6,854
Police Officers	31.0	30.0	26.0	26.0	26.0	4,089 - 5,348
Total Sworn Positions	41.0	40.0	37.0	37.0	37.0	
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,387 - 4,420
* Investigative Services Specialist	1.0	1.0	1.0	1.0	1.0	3,292 - 4,293
Community Services Officer	1.0	1.0	1.0	1.0	1.0	3,292 - 4,293
* Property & Evidence Specialist	1.0	1.0	1.0	1.0	1.0	3,136 - 4,089
* Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	2,983 - 3,893
* Police Support Specialists	3.0	3.0	3.0	3.0	3.0	2,707 - 3,531
Total Non-sworn Positions	8.0	8.0	8.0	8.0	8.0	
Total	49.0	48.0	45.0	45.0	45.0	
Grand Total	93.0	94.0	93.0	91.0	91.0	

(1) Due to staff reorganizations, this position previously reported to a different Department but full FTE history is listed in its current Department for comparative purposes.

* Classified as Administrative Support in budget document.
Actual FTE numbers represent positions funded in the year represented.

CITY OF KEIZER

SALARY ALLOCATIONS

FISCAL YEAR 2012-2013 BUDGET

	General Fund					Other Funds							
			Comm		Muni		Comm				Storm	Urban	
	Admin	Parks	Dev	Police	Court	Street	Center	Sewer	Water	SLD	Water	Renewal	
TITLE	102	106	108	111	115	O12	021	O40	O42	043	046	O50	TOTAL
*CITY MANAGER**													
City Manager	78.9%					8.0%	2.6%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
*CITY ATTORNEY**													
Attorney	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Legal Assistant	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
*CITY RECORDER**													
City Recorder	56.4%					8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
Deputy City Recorder	56.4%					8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
*HUMAN RESOURCES***													
Human Resources Director	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Administrative Assistant	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
FINANCE													
Finance Director*	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Assistant Controller	34.0%					10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	34.0%					10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Municipal Court Clerks					100.0%								100%
Utility Billing Technician								47.0%	43.0%		10.0%		100%
Utility Billing Clerks								47.0%	43.0%		10.0%		100%
Utility Billing Clerk/Municipal Court					50.0%			23.5%	21.5%		5.0%		100%
Receptionist/Administrative Assistant**	4.0%					5.0%	70.0%	7.0%	7.0%	1.0%	5.0%	1.0%	100%
*INFORMATION SYSTEMS***													
Network Administrator	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%

*Hours are tracked in the Legal Department on a project basis

**Hours are based on Full-Time Equivelents within each fund

CITY OF KEIZER

SALARY ALLOCATIONS

FISCAL YEAR 2012-2013 BUDGET

	General Fund					Other Funds							
			Comm		Muni		Comm				Storm	Urban	
	Admin	Parks	Dev	Police	Court	Street	Center	Sewer	Water	SLD	Water	Renewal	
TITLE	**102**	**106**	**108**	**111**	**115**	**O12**	**021**	**O40**	**O42**	**043**	**046**	**O50**	**TOTAL**
COMMUNITY DEVELOPMENT													
Community Development Director			87.0%			10.0%		1.0%	1.0%	0.0%	1.0%	0.0%	100%
Senior Planner			97.0%					1.0%	1.0%		1.0%		100%
Planner			100.0%										100%
Permit Specialist/Utility Billing			75.0%					12.0%	12.0%		1.0%		100%
POLICE DEPARTMENT													
All Staff				100.0%									100%
PUBLIC WORKS													
Public Works Director		1.0%				44.0%		5.0%	27.0%	5.0%	18.0%		100%
Public Works Superintendent	7.0%	5.0%	0.0%	0.0%	0.0%	28.0%	0.0%	5.0%	40.0%	5.0%	10.0%		100%
Permit Specialist						43.0%		12.0%	30.0%	10.0%	5.0%		100%
Facility Maintenance	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Municipal Utility Worker I (2)											100.0%		100%
Municipal Utility Worker I (1)		100.0%											100%
Municipal Utility Worker I (1)						75.0%					25.0%		100%
Municipal Utility Worker I (4)									100.0%				100%
Municipal Utility Worker II (1)		100.0%											100%
Municipal Utility Worker II (4)									100.0%				100%
Municipal Utility Worker III (1)						40.0%					60.0%		100%
Municipal Utility Worker III (1)						25.0%			65.0%		10.0%		100%
Municipal Utility Worker III (1)									100.0%				100%
Environmental Program Manager											100.0%		100%
Storm Water Technician											100.0%		100%
Senior Storm Water Technicians (2)											100.0%		100%
**Hours are based on Full-Time Equivelents within each fund													
Municipal Utility Workers (#) = number of staff													

CITY OF KEIZER
SALARY ALLOCATION CHANGES FROM PREVIOUS FISCAL YEAR
FISCAL YEAR 2012-2013 BUDGET

	General Fund				Other Funds								General Fund				Other Funds						
	Admin	Parks	Comm Dev	Muni Court	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal		Admin	Parks	Comm Dev	Muni Court	Street	Sewer	Water	SLD	Storm Water	Urban Renewal	
TITLE	102	106	108	115	O12	021	O40	O42	043	046	O50	TOTAL	102	106	108	115	O12	O40	O42	043	046	O50	TOTAL
CITY MANAGER*																							
City Manager	78.9%				8.0%	2.6%	2.2%	3.8%	0.7%	1.8%	2.0%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
CITY ATTORNEY*																							
Attorney	69.2%				6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Legal Assistant	69.2%				6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
CITY RECORDER*																							
City Recorder	56.4%				8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Deputy City Recorder	56.4%				8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
HUMAN RESOURCES**																							
Human Resources Director	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
Administrative Assistant	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
FINANCE																							
Finance Director*	69.2%				6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%	63.4%				9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Assistant Controller	34.0%				10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%	35.0%				10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	34.0%				10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%	35.0%				10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Utility Billing Clerk/Municipal Court				50.0%			23.5%	21.5%		5.0%		100%						47.0%	43.0%		10.0%		100%
Receptionist/Administrative Assistant**	4.0%				5.0%	70.0%	7.0%	7.0%	1.0%	5.0%	1.0%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
INFORMATION SYSTEMS**																							
Network Administrator	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%

*Hours are tracked in the Legal Department on a project basis
**Hours are based on Full-Time Equivelents within each fund

	Admin	Parks	Comm Dev	Muni Court	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal	TOTAL	Admin	Parks	Comm Dev	Muni Court	Street	Sewer	Water	SLD	Storm Water	Urban Renewal	TOTAL
COMMUNITY DEVELOPMENT																							
Community Development Director			87.0%		10.0%		1.0%	1.0%		1.0%		100%			58.0%		5.0%		2.0%			35.0%	100%
Senior Planner			97.0%				1.0%	1.0%		1.0%		100%			90.0%							10.0%	100%
Planner			100.0%									100%			90.0%							10.0%	100%
Permit Specialist/Utility Billing			75.0%				12.0%	12.0%		1.0%		100%			85.0%			2.0%	2.0%	0.0%	1.0%	10.0%	100%
PUBLIC WORKS																							
Public Works Director		1.0%			44.0%		5.0%	27.0%	5.0%	18.0%		100%		1.0%			44.0%	3.0%	27.0%	5.0%	18.0%	2.0%	100%
Public Works Superintendent	7.0%	5.0%			28.0%		5.0%	40.0%	5.0%	10.0%		100%	5.0%	5.0%			30.0%	5.0%	40.0%	5.0%	5.0%	5.0%	100%
Facility Maintenance	65.5%				3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%	66.3%				4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
Municipal Utility Worker III (1)					25.0%			65.0%		10.0%		100%					25.0%		60.0%		10.0%	5.0%	100%
Municipal Utility Worker III (1)								100.0%				100%							100.0%				100%

**Hours are based on Full-Time Equivelents within each fund
Municipal Utility Workers (#) = number of staff

CITY OF KEIZER
SUMMARY OF FRINGE BENEFITS
FISCAL YEARS 2010 through 2013

	LINE ITEM	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 AMENDED	FY11-12 PROJECTED	FY12-13 BUDGETED
1	Vehicle Allowance/Tuition Assistance	$ 4,200	$ 4,200	$ 4,200	$ 4,200	$ 4,200
2	Cell Phone Stipend/Clothing Allowance	$ 33,800	$ 45,730	$ 44,700	$ 44,700	$ 47,800
3	Medicare	$ 111,661	$ 98,092	$ 88,900	$ 88,200	$ 91,100
4	Retirement	$ 1,045,785	$ 1,005,196	$ 1,161,800	$ 1,153,600	$ 1,181,600
5	Insurance Benefits	$ 1,100,402	$ 1,257,231	$ 1,311,700	$ 1,296,000	$ 1,488,100
6	Workers Compensation	$ 58,382	$ 34,768	$ 143,600	$ 128,200	$ 101,400
		$ 2,354,230	$ 2,445,217	$ 2,754,900	$ 2,714,900	$ 2,914,200

Notes:

1 Vehicle Allowance/Tuition Assistance is for the City Manager as established in an employment contract.

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

4 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.

5 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. 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 FY12-13 for these premiums.

6 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior

GLOSSARY OF COMMON BUDGET TERMS

Administration: The group of departments and positions including the City Manager, City Attorney's Office, City Recorder's Office, Finance Department and Human Resources Department.

Adopted Budget: The financial plan adopted by the City Council which forms the basis and limits for appropriations for the fiscal year.

Approved Budget: The budget recommended by the Budget Committee and reviewed by the City Council prior to adoption.

Appropriation: The legal authorization granted by the City Council to spend specific amounts of public funds for specific purposes during specific periods of time.

Arbitrage: The investment of proceeds, of a relatively low interest rate state or municipal obligation, in taxable market securities which bear a higher interest rate.

Assessed Value: The portion of value of real or personal property which is taxable. It is the lesser of the property's real market value or the constitutional value limit (Maximum Assessed Value – MAV). The value limit may increase 3% annually unless qualifying improvements or changes are made to the property. These improvements or changes allow the value limit to increase by more than 3%.

Audit: A review of City accounts by an independent auditing firm to substantiate year-end fund balances, reserves and cash in hand.

Balance Budget: "The...total resources in a fund equal the total of expenditures and requirements for that fund." Oregon Administrative Rule 150-294.352(1)-(B),

Ballot Measure 50: In May 1997 voters approved Ballot Measure 50 which fundamentally changed the structure of property taxes in Oregon from a tax base system to a permanent tax rate.

Bonds: A written promise to pay a sum of money, called principal or face value at future date, called the maturity date, along with periodic interest paid at the specified percentage of the principal (interest rate). Bonds are typically used to finance long-term Capital Improvements.

Budget: The City's financial plan for a period of one year. By statute, the budget must be balanced and include a statement of actual revenues and expenditures for each of the last two years. Also required are estimated revenues and expenditures for the current and forthcoming year.

Budget Committee: The fiscal planning board of the local government, consisting of the Mayor and City Council plus an equal number of legal voters from the district.

Budget Message: An explanation of the budget and the City's financial priorities. Prepared by or under the direction of the City Manager.

Budget Officer: Person appointed by the City Council to be responsible for assembling the budget. For City of Keizer, the Finance Director serves this role.

Budget Resolution: The budget is adopted each year by the City Council through passage of a Resolution. This Budget Resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year.

Capital Outlay: Items which generally have a useful life of one or more years, such as machinery, land, furniture, computers and other equipment, and buildings.

Contingency: A special amount set aside for necessary unforeseen and unplanned expenses. Contingencies may not be spent without City Council approval via a Transfer Resolution or Supplemental Budget.

Debt Service: The payment of general long-term debt, consisting of principal and interest payments.

Debt Service Fund: Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Department: An organizational unit of the City.

Enterprise Fund: A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water and utilities).

Expenditure: The payment for goods and services, debt service, and Capital Outlay from a governmental fund.

Expenses: The payment for goods and services from a Proprietary Fund.

Fiscal Year: The twelve months beginning July 1 and ending June 30 of the following year.

Franchise Fee: A fee charged each year to utilities as a payment in lieu of permit fees for the use of City streets. The fee is generally based on a percentage of revenues.

Fund: A fiscal and accounting entity with balancing revenues and appropriations.

Fund Balance: The difference between fund assets and fund liabilities of governmental and similar trust funds.

FTE: An abbreviation for full-time equivalent employees. Staffing levels are measured in FTE to give consistent comparison from year to year.

General Fund: Accounts for all financial resources except those required to be accounted for in another fund.

Internal Services Fund: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

Line-Item Budget: The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division.

Materials & Services: An object classification which includes contractual and other services, materials and supplies and other charges.

Net Working Capital: Funds which allow the City to meet current cash flow requirements, shortfalls in revenues or unexpected demands until tax revenues or other major revenues are available.

Ordinance: Written directive or act of a governing body. Has the full force and effect of law within the local government's boundaries, provided it does not conflict with a State Statute or Constitutional Provision. See "Resolution."

Personnel Services: Costs associated with employees, including salaries, overtime and fringe benefit costs.

Property Taxes: Amounts imposed on taxable property by a local government within its operating rate limit, levied under local option authority, or levied to repay bonded debt.

Proposed Budget: The proposed budget is the one proposed by the City Manager and is reviewed by the Budget Committee.

Proprietary Fund: A fund classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., Enterprise Funds).

Rate Limit: A district's permanent ad valorem property tax rate for operating purposes. This rate levied against the assessed value of property raises taxes for general operations. Permanent tax rate limits were either computed by the Department of Revenue for districts existing prior to 1997-1998 or are voter-approved for districts formed in 1997-1998 and later.

Real Market Value: Value set on real and personal property as a basis for imposing tax.

Reserve Fund: Established to accumulate money from one fiscal year to another for a specific purpose.

Reserves: An accumulation of funds for a specific future purpose. Reserves may only be spent during the fiscal year with City Council approval through a Transfer Resolution or a Supplemental Budget.

Resolution: An order of a governing body. Requires less legal formality and has lower legal status than an Ordinance. Statutes or Charter will specify which actions must be by ordinance and which may be by resolution. (For cities, revenue raising measures such as taxes, special assessments and service charges always require ordinances.) See "Ordinance."

Resources: Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year.

Revenue: Moneys received during the year to finance City services.

Special Assessments: A way to finance a local improvement which allows benefited property owners to pay the City back over time. Special assessments may be bonded through a special bond or unbonded.

Special Revenue Fund: Accounts for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

Supplemental Budget: An amendment to the adopted budget that is prepared to meet unexpected needs or to appropriate revenues not anticipated at the time the budget was adopted. The supplemental budget may not increase the tax levy.

Tax Levy: The total amount of property taxes required by the City to meet requirements.

Tax Rate: The amount of tax stated in terms of a unit of the district's assessed value. For example, the City of Keizer's tax rate is $2.0838 per $1,000 of assessed value of taxable property.

Transfer: An amount distributed from one fund to finance activities in another fund. It is shown as an expenditure in the originating fund and a resource in the receiving fund.

Unappropriated Ending Fund Balance: An amount set aside to be used as cash carry-over for the next fiscal year's budget.

CITY OF KEIZER, STATE OF OREGON

RESOLUTION R2012-______

ADOPTING THE FY12-13 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 2012-13 in the sum of $43,425,000 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated:

General Fund			
	General Services	$1,453,000	
	Parks	307,100	
	Community Development	456,700	
	Police	5,440,900	
	Municipal Court	256,300	
	Transfers	459,000	
	Contingency	100,000	
TOTAL GENERAL FUND			**$8,473,000**
Revenue Sharing			
	Capital Outlay	409,700	
TOTAL REVENUE SHARING			**409,700**
Public Education Government			
	Materials & Services	79,300	
	Capital Outlay	15,000	
	Contingency	50,000	
TOTAL PUBLIC EDUCATION GOVERNEMENT			**144,300**
911 Communications			
	Materials & Services	333,100	
TOTAL 911 COMMUNICATIONS			**333,100**
Law Enforcement Grant Fund			
	Materials & Services	10,000	
	Capital Outlay	65,000	
TOTAL LAW ENFORCEMENT GRANT FUNDS			**75,000**

Administrative Services **TOTAL ADMINISTRATIVE SERVICES**	Personnel Services Materials & Services Capital Outlay Contingency	1,365,000 669,000 71,700 120,800	**2,226,500**
Parks Improvement **TOTAL PARKS IMPROVEMENT**	Capital Outlay	1,331,400	**$1,331,400**
Keizer Rotary Amphitheater **TOTAL KEIZER ROTARY AMPHITHEATER**	Materials & Services Capital Outlay	2,000 5,300	**7,300**
Keizer Station LID **TOTAL KEIZER STATION LID**	Debt Service	7,599,400	**7,599,400**
Transportation Improvement **TOTAL TRANSPORTATION IMPROVEMENT**	Capital Outlay	1,440,000	**$1,440,000**
Off-Site Transportation Improvement **TOTAL OFF-SITE TRANSPORTATION IMPROVEMENT**	Capital Outlay	52,600	**52,600**
Housing Services **TOTAL HOUSING SERVICES**	Materials & Services	278,100	**278,100**
Energy Efficiency Revolving Loan **TOTAL ENERGY EFFICIENCY REVOLVING LOAN**	Materials & Services	100,600	**100,600**

Street			
	Personnel Services	258,200	
	Materials & Services	570,400	
	Capital Outlay	2,199,600	
	Debt Service	209,900	
	Transfers Out	210,500	
	Contingency	151,500	
TOTAL STREET			**3,600,100**
Sewer			
	Personnel Services	141,900	
	Materials & Services	4,941,900	
	Contingency	15,200	
TOTAL SEWER			**5,099,000**
Water			
	Personnel Services	1,079,100	
	Materials & Services	1,039,200	
	Capital Outlay	100,800	
	Debt Service	233,000	
	Transfers Out	220,000	
	Contingency	111,000	
TOTAL WATER			**2,783,100**
Water Facility Replacement Reserve			
	Capital Outlay	475,000	
TOTAL WATER FACILITY REPLACEMENT RESERVE			**475,000**
Street Lighting Districts			
	Personnel Services	19,700	
	Materials & Services	409,700	
	Contingency	21,500	
TOTAL STREET LIGHTING			**450,900**
Storm Water Utility			
	Personnel Services	627,500	
	Materials & Services	345,600	
	Capital Outlay	104,900	
	Contingency	53,900	
STORM WATER UTILITY			**1,131,900**

Sewer Reserve **TOTAL SEWER RESERVE**	Capital Outlay	30,200	**30,200**
Community Center **TOTAL COMMUNITY CENTER**	Personnel Services Materials & Services Capital Outlay Contingency	13,400 142,800 7,600 5,000	**168,800**
TOTAL APPROPRIATIONS ALL FUNDS			**$36,210,000**
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			**7,215,000**
TOTAL ADOPTED BUDGET			**$43,425,000**

BE IT FURTHER RESOLVED that the ad valorem property taxes are hereby imposed for tax year 2012-13 upon the assessed value of all taxable property within the district in the amount of $2.0838 per $1,000 of assessed value for permanent rate tax.

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

General Government Limitation $2.0838/$1000

PASSED this _____ day of _________________________, 2012.

SIGNED this _____ day of __________________________, 2012.

____
Mayor

____
City Recorder

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

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

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

SUBJECT: **REPEAL OF CLEAR LAKE AREA WITHDRAWAL ORDINANCE**

On September 19, 2011, the City Council adopted An Ordinance Withdrawing Territory from Marion County Fire District No. 1. Such Ordinance was conditioned on the annexation measures being passed by the Keizer Fire District and City of Keizer voters.

On March 13, 2012, both the Keizer Fire District and the City ballot measures to annex the Clear Lake area failed. Because the Withdrawal Ordinance was conditioned on all steps being completed in the annexation, the Withdrawal Ordinance was never implemented.

At the close of the public hearing on May 21, 2012, City Council directed staff to prepare an Ordinance repealing the Withdrawal Ordinance. Such Ordinance is attached for your review.

RECOMMENDATION:

Adopt the attached repealing Ordinance.

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

ESJ/tmh

BILL NO. ____ A BILL ORDINANCE NO. 2012-__________

FOR

AN ORDINANCE

REPEALING ORDINANCE WITHDRAWING TERRITORY FROM MARION COUNTY FIRE DISTRICT NO. 1; **REPEALING ORDINANCE NO. 2011-644**

The City of Keizer ordains as follows:

Section 1. <u>FINDINGS.</u> The City Council finds as follows:

1. The City Council adopted Ordinance No. 2011-644 (Withdrawing Territory From Marion County Fire District No. 1) on September 19, 2011. On the same date, City Council adopted Resolution No. R2011-2168 (Proposing Annexation to Keizer Fire). The above-referenced Ordinance (hereinafter "Withdrawal Ordinance") works in conjunction with the above-referenced Resolution (hereinafter "Annexation Resolution") in that the withdrawal of Marion County Fire District No. 1 would only be effective upon the successful annexation of such area to Keizer Fire District.
2. The Annexation Resolution initiated a process in which both Keizer Fire District and the City of Keizer placed separate ballot measures before their respective electors to propose the annexation of the Clear Lake area to Keizer Fire District.

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

3. On March 13, 2012 the election was held and both annexation measures failed.

4. Due to the failure of the annexation measures, the Withdrawal Ordinance condition requiring annexation was not met. Consequently, the Withdrawal Ordinance could not be implemented.

5. The Withdrawal Ordinance provided for extra time in case the processing of the annexation was delayed. The latest date to conclude the annexation process as set forth in the Withdrawal Ordinance is June 29, 2013.

6. The purpose of the extended date referenced above was only to allow processing of the annexation if the ballot measures passed. It was not the City Council's intent to allow the extra time to have another election.

7. Since the annexation ballot measures failed, there is no need to have the Withdrawal Ordinance in place and the Council finds it is appropriate to repeal such Ordinance.

Section 2. <u>REPEALING ORDINANCE NO. 2011-644.</u> Ordinance No. 2011-644 (Withdrawing Territory From Marion County Fire District No. 1) is hereby repealed in its entirety.

///

///

///

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

Section 3. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days after its passage.

PASSED this ________ day of ___________________, 2012.

SIGNED this ________ day of ___________________, 2012.

____
Mayor

____
City Recorder

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

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

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

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

SUBJECT: **RESOLUTION DIRECTING DISTRIBUTION OF REVENUES FROM THE TRANSIENT OCCUPANCY TAX**

On June 6, 2011, the City Council adopted Resolution No. R2011-2136 directing distribution of the transient occupancy tax revenues to the City of Keizer General Fund. While a portion of the tax revenues under Resolution No. R2011-2136 was used to fund tourism promotion or tourism-related facilities, adoption of the attached Resolution will clarify the intent.

RECOMMENDATION:

Adopt the attached Resolution Directing distribution of Revenues from the Transient Occupancy Tax to the General Fund and the Community Center Fund.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

DIRECTING DISTRIBUTION OF REVENUES FROM THE TRANSIENT OCCUPANCY TAX; **REPEALING RESOLUTION NO. R2011-2136**

WHEREAS, the City of Keizer has adopted a Transient Occupancy Tax Ordinance (Ordinance No. 98-382);

WHEREAS, such Ordinance calls for the adoption of a Resolution directing the distribution of revenue from the transient occupancy tax;

WHEREAS, on February 17, 1998, the City Council adopted Resolution No. R98-1012 directing distribution of revenues from the transient occupancy tax;

WHEREAS, on June 6, 2011, the City Council adopted Resolution No. R2011-2136 directing distribution of revenues from the transient occupancy tax to the City of Keizer General Fund and repealing Resolution No. R98-1012;

WHEREAS, the City Council finds it is appropriate to repeal Resolution No. R2011-2136 and distribute the revenues from the transient occupancy tax to the City of Keizer General Fund and the Community Center Fund;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the revenues from the transient occupancy tax shall be distributed quarterly as follows:

Eighty percent (80%) to the City of Keizer General Fund; and

Twenty percent (20%) to the Community Center Fund.

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

BE IT FURTHER RESOLVED that Resolution No. R2011-2136 (Directing Distribution of Revenues From the Transient Occupancy Tax; Repealing Resolution No. R98-1012) is hereby repealed in its entirety.

BE IT FURTHER RESOLVED that this Resolution becomes effective with the 2012-2013 fiscal year and any revenues received from prior fiscal years shall be distributed as previously directed by the City Council.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

COUNCIL MEETING: <u>June 4, 2012</u>

AGENDA ITEM NUMBER: _______________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

<u>SUBJECT</u>: **Budget Adjustments for Police, 9-1-1, PEG, Community Center & Street Lighting District Expenses**

<u>ISSUES:</u> ORS 294 provides that an increase in expenditure is allowed when an occurrence or condition that could not have been foreseen provides a pressing necessity for an expenditure that was not included in the adopted budget. Staff has identified the following items:

1. City Staff is negotiating with the Police Union to cash out Compensatory Time accrued by June 30, 2012. Cashing out this liability at current wage rates will save the City money in the long term. Full cash out of current accruals is $34,000; some employee may however elect to use time off in lieu of cash out which will reduce the City's out of pocket cost. Sufficient savings have been identified and anticipated in the FY12-13 budget, however, staff recommends appropriating General Fund contingency for this expense in the event unanticipated operating costs occur between now and the end of the fiscal year.
2. 9-1-1 Excise Tax revenues are projected to come in above budget. Distributions to 9-1-1 Agencies are based on a percentage of revenues; therefore a budget adjustment is needed to increase expenditures commensurate with revenues.
3. Production Services in the PEG Fund were budgeted as Materials and Services. These expenditures meet the definition of Capital Outlay and are being re-appropriated as such.
4. Operations of the Community Center are fairly new and expenditure history is limited. Administrative Service charges and Janitorial costs are projected to be more than anticipated when the FY11-12 budget was adopted. Furthermore, tables for the Center need replacement costing $1,000 above the $1,600 appropriated in the Adopted Budget. Contingency in the Community Center Fund is sufficient to cover the additional cost.
5. Electricity costs in the Street Lighting District fund are anticipated to exceed the amount anticipated when the FY11-12 budget was adopted. Contingency in the Street Lighting District Fund is sufficient to cover the additional cost.

<u>FISCAL IMPACT:</u>

1. The maximum potential impact to the General Fund is $34,000; however identified savings and use of comp time in lieu of cash could reduce this impact to $0.

2. The 9-1-1 Fund adjustment provides for an increase in revenue and a corresponding increase in expense resulting in zero net fiscal impact.

3. The PEG Fund adjustment is to re-categorize expenses and has no net fiscal impact.

4. Additional expenses in the Community Center are anticipated to cost an additional $5,000. Contingency is sufficient to cover this cost.

5. Additional expenses in the Street Lighting District Fund are anticipated to cost an additional $5,000. Contingency is sufficient to cover this cost.

The above identified expenses are not expected to materially impact the FY12-13 budget.

RECOMMENDATION: Staff recommends the council adopt the attached resolution approving the supplemental budget if you so choose.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-________________

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - POLICE, 9-1-1, PEG, COMMUNITY CENTER & STREET LIGHTING DISTRICT EXPENSES

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not know at the time the adopted budget was prepared requires a change in financial planning;

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, 2012:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund				
Police Operations	5,216,400	34,000		5,250,400
Contingency	52,200		34,000	18,200
9-1-1 Emergency Fund				
Resources	468,900	5,000		473,900
Materials & Services	468,900	5,000		473,900
PEG Fund				
Materials & Services	14,000		14,000	-
Capital Outlay	3,500	14,000		17,500
Community Center Fund				
Materials & Services	95,500	4,000		99,500
Capital Outlay	1,600	1,000		2,600
Contingency	5,000		5,000	-
Street Lighting Districts				
Materials & Services	403,600	10,000		413,600
Contingency	21,100		10,000	11,100

The City is negotiating with the Police Union to cash out Comp Time accrued by June 30, 2012. Pay out of this liability was not anticipated when the FY11-12 budget was adopted. General Fund contingency is sufficient to cover the additional cost.

9-1-1 Excise Tax revenues are projected to come in above budget. Distributions to 9-1-1 Agencies are based on a percentage of revenues, therefore a budget adjustment is needed to increase expenditures commensurate with revenues.

Production Services in the PEG Fund were budgeted as Materials and Services. These expenditures meet the definition of Capital Outlay and are being re-appropriated as such.

Operations of the Community Center are fairly new and expenditure history is limited. Administrative Service charges and Janitorial costs are projected to be more than anticipated when the FY11-12 budget was adopted. Contingency in the Fund is sufficient to cover the additional cost.

Electricity costs in the Street Lighting District fund are anticipated to exceed the amount anticipated when the FY11-12 budget was adopted. Contingency in the Fund is sufficient to cover the additional cost.

PASSED this _____ day of _________________, 2012

SIGNED this _____ day of _________________, 2012

____
Mayor

____
City Recorder

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: KEIZER FRIDAY MARKET TEMPORARY USE AND SIGNS

The Keizer Friday Market is proposed to be located at Chalmers Jones Park on Friday July 20, 2012, Friday, August 17, 2012, and Friday, August 31, 2012. Tina Schneider submitted a packet of materials relating to the farmer's market event for approval. In 2004, the City Council passed Ordinance No. 2004-489, amending Section 2.203 of the Keizer Development Code (Ordinance No. 98-389), which regulates "Permitted Temporary Uses". This amendment affords Council discretion in authorizing "additional temporary uses" during a specific event or festival, and specifically allows for the council to authorize temporary signage in conjunction with a temporary use. The Development Code reads as follows:

> *Additional Permitted Temporary Uses. The City Council may, by resolution, authorize additional permitted temporary uses during a specific event or festival. This may include setting forth reasonable types of uses, appropriate zones for such uses, temporary signs and any time restrictions the Council finds necessary to protect the health, safety and welfare of the Public*. (Section 2.203.04.E)

The farmer's market will be located at Chalmers Jones Park and will be beneficial to the citizens of Keizer and the surrounding communities. Since the market will be operated in the park which has public parking, staff finds the proposal will not be detrimental to the health, safety, or welfare of the general public. The attached Resolution approves the signage and special event for the farmer's market in Chalmers Jones Park.

RECOMMENDATION:

Adopt the attached Resolution Authorizing Temporary Use and Signs Subject to Conditions for Keizer Friday Market (2012).

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

ESJ/tmh

CITY OF KEIZER

PARADE OR SPECIAL EVENT PERMIT

<u>Applications for permits must be submitted 60 days prior to date of parade or special event.</u> This permit is pursuant to City of Keizer Ordinance No. 2000-419, a copy of which is attached to this application for the information of the applicant. A fee of $25.00 must accompany this application.

Tina Schneider
Name of Applicant/Person Responsible

~~[illegible]~~ Salem Saturday Mkt.
Name of Organization/Group

PO Box 13691 Salem 97309
Applicant's Address

May 25 2012
Date Application Submitted

503 910 1236
Residence Phone

503 585-8264
Business/Message Phone

Type of Event: Parade ( ) Walk ( ) Run ( ) Bike Race ( ) Special Event (X) Farmers Mkt

Name of Event: Keizer Friday Market

Date of Event: July 20, Aug 17 & 31 Beginning and Ending Time of Event: 4pm - 8pm

Description of Event: Farmers Market

Number of Persons expected to participate: 300-1000 Number of Vehicles: 70 - 300 plus

Number of Animals: Ø Clean-up Arrangements: SSM Staff & Vendors

Proposed Route: N/A

Assembly Location: N/A

Disassembly Location: N/A

<u>This permit is subject to the following conditions:</u>

1. No alcoholic beverages are permitted on City owned street unless and OLCC license has been issued for a community event.
2. All residents living adjacent to proposed closure or businesses located adjacent to proposed closure have been notified of the event.
3. Barricades must be placed out of through street right-of-way and be positioned to allow access by emergency vehicles. Barricades are available from the City by calling 390-3700. Barricades must be

returned to Public Works no later than the day after closure date.

4. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.

5. The event will be conducted in such a manner as outlined in the ordinance to ensure the safety of the participants and spectators.

6. Permittee shall be responsible for clean up of areas and removal of all paraphernalia and debris as a result of this event.

****NOTICE****

Permittee shall defend, indemnify and hold harmless the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the sponsor of such events carry commercial single limit liability insurance in the minimum amount of $500,000 and name the City of Keizer as an additional insured for this event. Claims made in excess of the policy will be the responsibility of the sponsor of the event. We also require that you have a certificate on file with us prior to the event that stipulates the coverage and limit shown above.

INSURANCE CO. Red Shield Ins. POLICY NO. CLP018151

COVERAGE LIMITS $1mil advertising/personal 1 mil current 100K fire
2mil gen agg. 5K med.

****PERMIT REVOCATION****

The City Manager may revoke this permit if circumstances reasonably show that the parade or special event can no longer be conducted consistent with public safety.

****APPLICATION SIGNATURE****

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

Christina Schneider
SIGNATURE

May 25, 12
DATE

APPROVED ROUTE AND/OR POLICE COMMENTS:

Approved by: ______________________________
Keizer Police Department

Approved by: ______________________________
City Manager

SSM would like to place directional signs for the Keizer Friday Farmers Market at the following locations:

4 Corners of River Road & Chemawa Rd

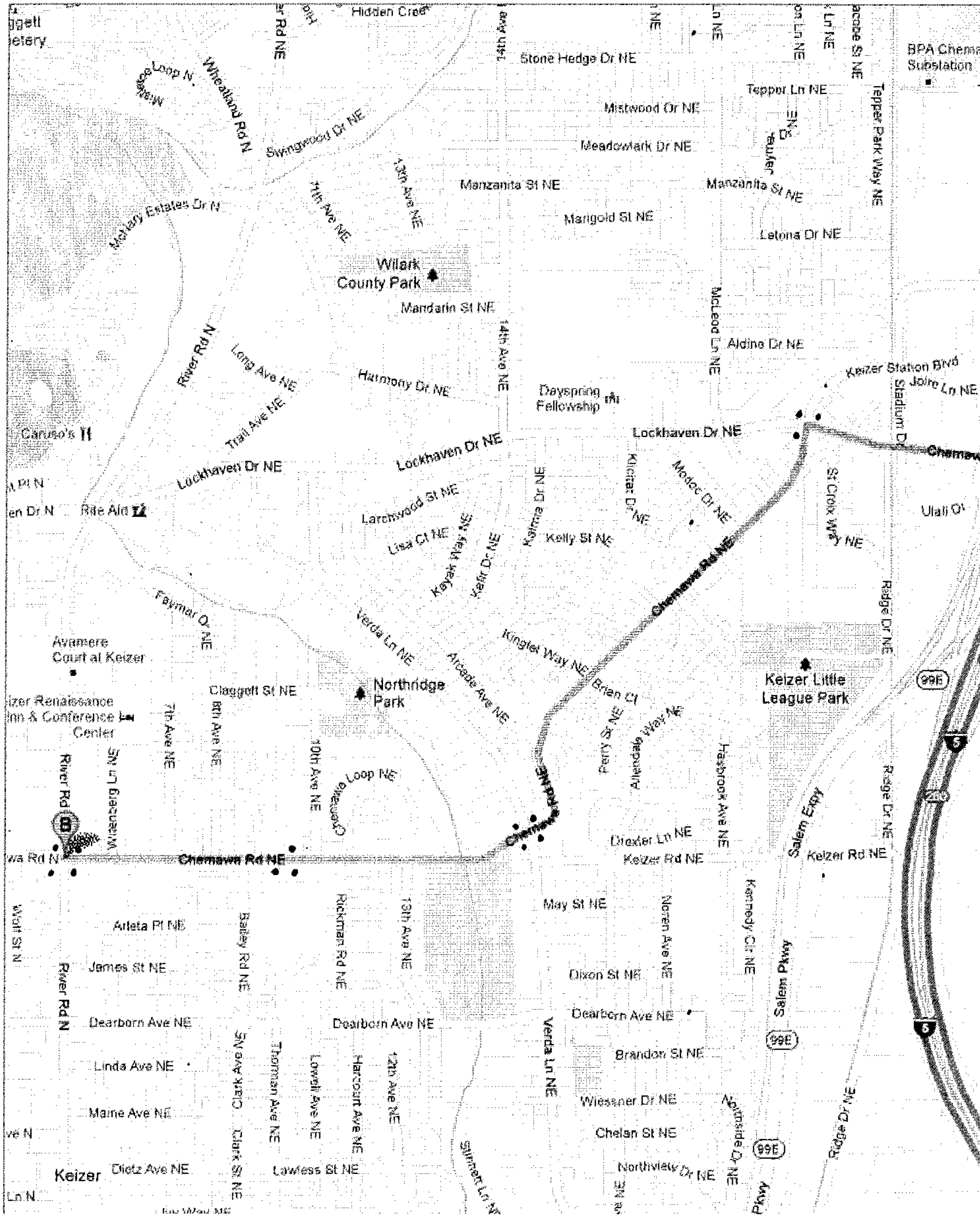
3 Corners of Chemawa Rd./ Keizer Station Blvd. & Lockhaven

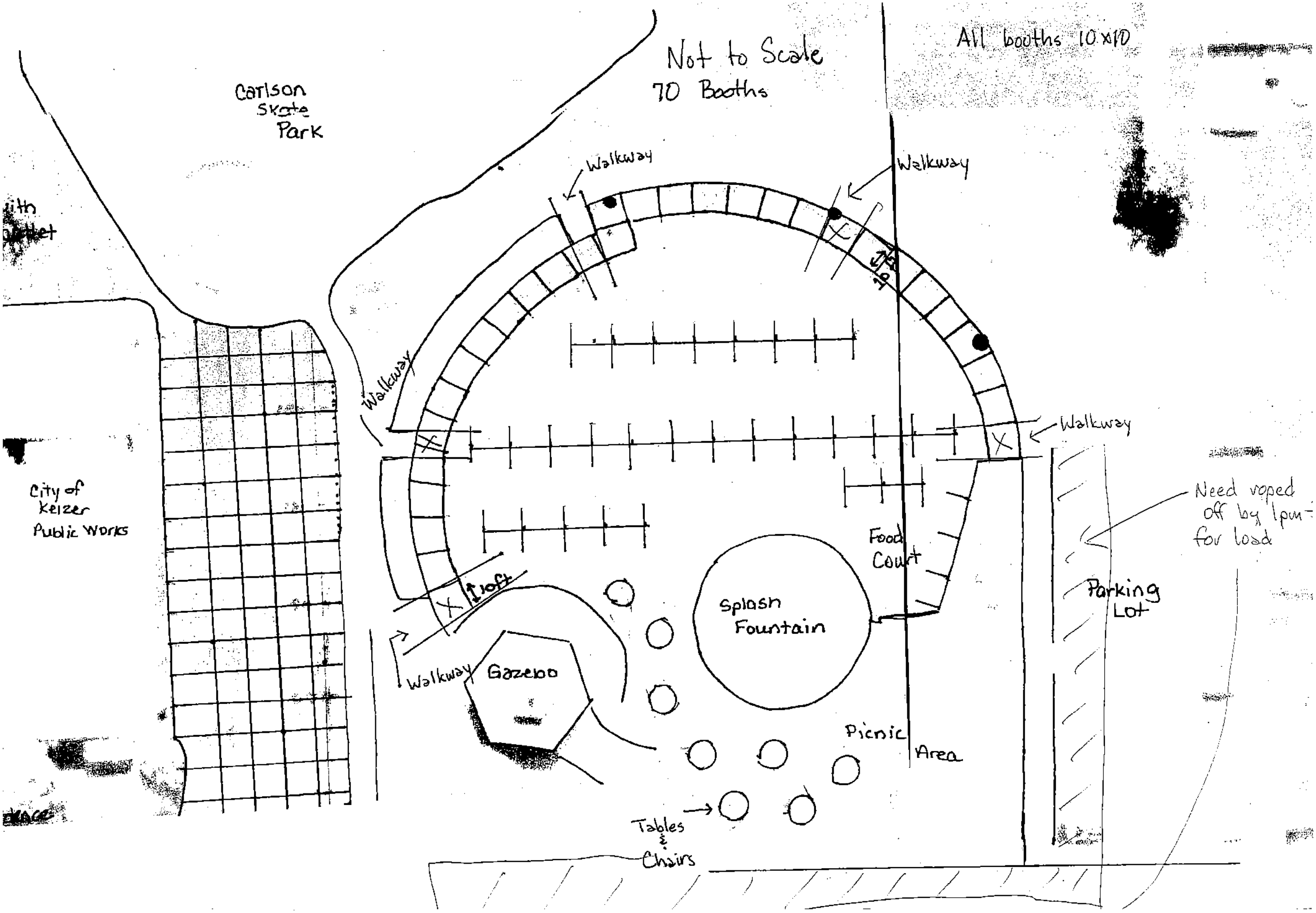
4 Corners Verda Ln & Chemawa

also would like to place a banner on the City Hall building

To see all the details that are visible on the screen, use the "Print" link next to the map.

Google • Indicates sign placement




Not to Scale
70 Booths
All booths 10x10
Carlson Skate Park
City of Keizer Public Works
Walkway
Walkway
Walkway
Walkway
Walkway
10ft
10ft
Food Court
Splash Fountain
Picnic Area
Gazebo
Tables & Chairs
Parking Lot
Need roped off by 1pm for load

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING TEMPORARY USE AND SIGNS SUBJECT
TO CONDITIONS FOR KEIZER FRIDAY MARKET (2012)

WHEREAS, the Keizer Development Code provides pursuant to Section 2.203.04(E) that the City Council may by resolution authorize temporary uses and signage during a specific event or festival;

WHEREAS, the Keizer Development Code also provides that the Council may set forth the reasonable types of uses, zones and time restrictions;

WHEREAS, the Salem Saturday Market has requested the City to authorize a temporary use for a farmer's market, including, but not limited to placement of temporary signage to promote such specific event;

WHEREAS, the City Council has considered this matter and finds that it is appropriate to grant the request with certain restrictions necessary to protect the health, safety and welfare of the public;

NOW, THEREFORE,

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

BE IT RESOLVED by the City Council of the City of Keizer that the 2012 Farmer’s Market is authorized as a specific temporary use and the hours of operation and signage for the 2012 Farmer’s Market is hereby allowed pursuant to the design, restrictions and conditions as set forth in the attached Exhibit "A" which is incorporated herein by this reference.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

EXHIBIT “A”

Design, Restrictions and Conditions

The City Council approves the proposed temporary use, hours of operation and signage for the 2012 farmer’s market as follows:

1. The Keizer Friday Market may market items usually sold at a farmer’s market such as fresh produce, plants, flowers, crafts, food, etc. as a special use at Chalmers Jones Park as shown on the attached map.

2. The Keizer Friday Market’s hours of operation are approved for Friday, July 20, 2012, Friday, August 17, 2012, and Friday, August 31, 2012, from the hours of 4:00 p.m. to 8:00 p.m. with set up beginning at 1:00 p.m. and tear down concluding at 9:00 p.m.

3. The Keizer Friday Market may have up to 70 vendors on any given Friday without further conditions being imposed.

4. Consistent with this decision, the Keizer Friday Market shall be located, operated and conducted pursuant to the proposal submitted by the applicant.

5. The Keizer Friday Market may have one banner not to exceed 16 square feet advertising the event located on the City Hall building. Such banner must be removed immediately following the event. Keizer Friday Market shall contact the Public Works Department for clarification on the appropriate manner to affix the banner to the City Hall building.

6. The Keizer Friday Market may have four portable signs located at the corners of River Road and Chemawa Road, three portable signs located at the corners of Chemawa Road, Keizer Station Boulevard, and Lockhaven Drive, and four portable signs located at the corners of Verda Lane and Chemawa Road. All portable signs shall not exceed 6 square feet. Such portable signs must be removed immediately following the event.

7. No other signs are allowed.

8. No electronic signs of any type are allowed.

COUNCIL MEETING:__June 4, 2012

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 $240k in State Shared Revenues is anticipated in fiscal year 2012-2013.

RECOMMENDATION:

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

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

Pursuant to ORS 221.770, The City Council of the City of Keizer hereby elects to receive state revenues for fiscal year 2012-2013.

PASSED this _____ day of ___________________, 2012.

SIGNED this _____ day of ___________________, 2012.

____
Mayor

____
City Recorder

I certify that public hearings before the Budget Committee were held on May 1st and 3rd and a public hearing before the City Council was held on June 4, 2012, giving citizens opportunity to comment on use of State Revenue Sharing.

____
City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

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

WHEREAS, ORS 221.760 provides as follows:

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

1) Police protection

2) Fire protection

3) Street construction, maintenance and lighting

4) Sanitary sewer

5) Storm sewers

6) Planning, zoning and subdivision control

7) One or more utility services

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

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

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

PASSED this _____ day of ____________________, 2012.

SIGNED this _____ day of ____________________, 2012.

____
Mayor

____
City Recorder

COUNCIL MEETING: **June 4, 2012**

AGENDA ITEM NUMBER: _______________

TO: **MAYOR CHRISTOPHER AND CITY COUNCILORS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **DELINQUENT SEWER AND STORM WATER ASSESSMENTS**

ISSUE:

The City of Keizer collects sewer and storm water fees from residents and businesses of Keizer. The attached list marked as exhibit "A" represents an itemized list of delinquent accounts from March 1, 2011 through February 29, 2012. Each resident (and property owner, if different) has been notified by certified letter and given a sufficient amount of time to remit payment for their accounts. ORS 454.225 authorizes the City to certify the delinquent amounts to the County Assessor for the amounts assessed against the premises serviced. The statute also allows the City to collect penalty, interest or costs associated with the delinquencies. A 10% delinquent amount has been added as a penalty and a $35.00 administration fee has been added to cover the City's costs.

FISCAL IMPACT:

Delinquent assessments total $5,992.95 for tax year 2012-2013. This compares to $6,686.31 for tax year 2011-2012.

RECOMMENDATION:

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

CERTIFICATION OF DELINQUENT SEWER AND STORM WATER ACCOUNTS

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

BE IT RESOLVED that the attached Exhibit "A" is an itemized list of delinquent sewer charges through and including February 29, 2012 that the City has been unable to collect through the usual collection procedures; and

BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount has been added as a penalty and that a $35.00 administration fee has been added to cover the City's costs; and

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

PASSED this _____ day of __________________, 2012.

SIGNED this _____ day of __________________, 2012.

____

Mayor

____

City Recorder

CITY OF KEIZER
EXHIBIT "A"
DELIQUENT SEWER AND STORM WATER ACCOUNTS

TAX ID	Owner Last Name	Owner First Name	Service Street Number	Amount
R20126	BRYANT	PATRICK	7495 WHEATLAND RD N	$ 458.79
R45871	CHIKE	DAWN	4985 BAILEY RD NE	294.92
R20087	HASKINS	ROBERT/BARBARA	7225 WHEATLAND RD N	458.79
R51948	ESTRADA	MARGARITO	4890 GOBERT AV NE	459.85
R20578	SINGH	MANJIT/ALICIA	2045 CHEMAWA RD NE	123.23
R20578	SINGH	MANJIT/ALICIA	2045 CHEMAWA RD NE	70.54
R20578	SINGH	MANJIT/ALICIA	2045 CHEMAWA RD NE	176.33
R45743	MILLER	KEVER/KANDIS	1215 JAYS DR NE	458.79
R20048	PALMER	TAMARA	6995 RIVER RD N	458.79
R20342	COLLEGE-ANYONE LLC		1060 HARMONY DR NE	459.92
R20490	NORTHWEST NATIONAL LLC		5780 MCLEOD LN NE	106.76
R20076	HOPMAN/DERRENGER	RICHARD/ KATHERINE	725 FARMLAND LN NE	88.00
R19782	MARTUSHEFF/AYHAN	ARTIMON / HARTINA	7770 TIMOTHY LN NE	88.00
R50011	HERBER FARMS LLC	C/O TYRENE DENLINGER	4845 VERDA LN NE	106.76
R20165	WHITE	SHANNON & SCOTT	7029 FIR GROVE LN N	485.19
R20577	SINGH	ALICIA	5625 MCLEOD LN NE	459.92
R20579	E- VILLAGE LLC		5565 ST CROIX WY NE	203.85
R20579	E- VILLAGE LLC		5565 ST CROIX WY NE	362.22
R20584	E-VILLAGE LLC		5635 RIDGE DR NE	176.26
R20567	E- VILLAGE LLC		2200 CHEMAWA RD NE	318.66
R20570	E-VILLAGE LLC		5530 ST CROIX WY NE	177.40
	TOTAL ASSESSMENTS DUE			$ 5,992.95

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: REIMBURSEMENT AGREEMENT WITH CHEMEKETA COMMUNITY COLLEGE AND CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE COUNCIL

The Ninth Amendment to the Keizer North River Road Economic Development Area Urban Renewal Plan required that the City approve reimbursement agreements with the affected taxing districts prior to adoption of the amendment. On February 6, 2012, the City Council approved the reimbursement agreements and authorized the City Manager to enter into the agreements.

Chemeketa Community College and Chemeketa Cooperative Regional Library Service Council have requested some minor revisions to the agreements. The changes requested are in Recital B, Section 3, Section 6, Section 10, and Section 12. I have attached the red-line version of the Chemeketa Community College reimbursement agreement for your review.

It is appropriate for Council to approve the revised agreements and authorize the City Manager to enter into them.

RECOMMENDATION:

Adopt the attached Resolutions approving the revised reimbursement agreements and authorizing the City Manager to enter into them.

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

ESJ/tmh

REIMBURSEMENT AGREEMENT

Agreement made this ________ day of ______________, 2012, between the City of Keizer ("City"), an Oregon municipal corporation, and Chemeketa Community College, a community college organized and existing under the laws of the State of Oregon ("College").

R E C I T A L S:

A. The City of Keizer is an Oregon municipal corporation.

B. Chemeketa Community College is a community college organized under Oregon Revised Statutes Chapter 341~~the laws of the State of Oregon~~.

C. On February 3, 2003, the City adopted the "Keizer Station Plan", the purpose of which was to promote business retention, expansion, and growth within the community.

D. In May 2008, the City issued $26,810,000.00 in bonds to finance infrastructure within a portion of a commercial development known as the "Keizer Station" which is part of "Keizer Station Plan". The $26.8 million in bonds described above are backed by the full faith and credit of the City.

E. The City and the Keizer Urban Renewal Agency created the "Keizer North River Road Economic Development Area Urban Renewal Plan" ("Urban Renewal Plan") on September 13, 1990. The Urban Renewal Plan is now in its eighth amendment.

F. A Local Improvement District (LID) was also formed to collect assessments on the property from the property owners within the LID area to pay off the bonds. The LID was formed pursuant to ORS Chapter 223 and City Ordinance.

G. Both the Keizer Urban Renewal Agency and the LID provided funding for the development of the Keizer Station Area.

H. The property owners of five parcels in the Keizer Station are in default for the assessments due to the Local Improvement District. This default puts the City in potential future financial jeopardy as the City has secured the LID's bond repayment obligations with the full faith and credit of the City. The City intends on initiating foreclosure on these parcels.

I. The City proposes to increase the maximum indebtedness of the Urban Renewal Plan from $45,890,384 to $51,653,891 and extend the Urban Renewal Plan for four (4) more years. The City's legal advisors have advised the City that it can use tax increment funds from the existing urban renewal area to support the City's commitment to the LID.

J. The City seeks the concurrence of the overlapping taxing districts, including the College to allow such an extension pursuant to ORS 457.470(7). This extension would result in a partial increase of property tax revenues to the various taxing districts, including the College.

K. Pursuant to ORS 457.470(7), an extension of the Urban Renewal Plan requires the written concurrence of taxing districts imposing at least 75% of the amount of taxes imposed under permanent rate limits in the Urban Renewal Area.

L. It is estimated that the College would forego $250,598.00 over the four year period from 2012 to 2016 due to the extension of the Urban Renewal Plan, which under this agreement would be repaid by the City with interest no later than 2022.

M. By entering into this Agreement, the City believes that its plans to increase the maximum indebtedness and extend the Plan will give the City the option it needs in the event that it is not able to sell the foreclosed property in the next several years.

A G R E E M E N T:

1. **College's Concurrence:** The College concurs with the Plan Amendment and the City's request to increase the maximum indebtedness of the Plan by $5,763,507.00 from $45,890,384 to $51,653,891 and extend the urban renewal plan for four (4) more years.

2. **Restriction on Increase of Indebtedness:** The City agrees to use the increase in the maximum indebtedness of $5,763,507.00 solely for the purpose of addressing the default by current property owners in making payments on account of the LID, including costs and fees in the administration and issues dealing with the default of the LID, or to reimburse the taxing districts.

3. **Total Forgone Revenue:** The parties agree that the total maximum amount of foregone revenue to the College due to the extension of the Urban Renewal Plan is approximately Two Hundred Fifty Thousand, Five Hundred and Ninety-Eight Dollars ($250,598.00) if the full amount of the tax increment is collected. The total amount of foregone revenue shall be verified by the Marion County Tax Assessor for each year of the plan extension. The College may request a copy of the Marion County Tax Assessors annual report. At the end of the 10 year period the College shall be given a full accounting of all ~~taxes collected~~ tax increment revenue foregone during the entire 10 year period. The College shall be paid for all ~~taxes collected~~ foregone revenue lost during the entire 10 year period because of this Plan Amendment.

4. **Payment:** As each defaulting property is sold, the net proceeds will be distributed to the affected taxing districts in proportionate shares based on the ratio of each taxing district's permanent rate to the total permanent rates imposed by all taxing districts in the urban renewal area up to the amounts foregone with interest. Such net proceeds shall be disbursed within thirty (30) days after sale.

5. **Due Date:** On or before February 1, 2022, the City will reimburse to the College the balance remaining on the total foregone revenue in Section 3. Reimbursement shall include interest at the rate of 4% per annum from December 1st each year revenue is foregone to the 1st of the month in which payment is made. Interest will continue to accrue on any outstanding balance until paid in full. The City could use several sources of funds for reimbursement such as: foreclosure sale proceeds if another party is the successful bidder; property sale proceeds if the

City or Agency is the successful bidder at foreclosure; or, any other legally available source of funds.

6. **Guarantee:** The City guarantees with its total assets and property the payment of its obligations regardless of whether the City sells the Subject Property and realizes any net proceeds from the sale of the Subject Property.

7. **Future Amendments to Plan:** Any future amendment or change to the Plan during the City's repayment period between the date of this Agreement and February 1, 2022 that increases the maximum indebtedness requires express written concurrence pursuant to state law. The City agrees not to adopt any future amendments or changes to the Plan which either directly or indirectly have an effect on this Agreement.

8. **Indemnification**: The City agrees to indemnify, defend and hold harmless the College from all claims resulting from the increase in maximum indebtedness, extension of Urban Development Plan, obligation of the LID or any other issue related to the foreclosure or sale of the subject property.

9. **Conditions Precedent:** As set forth in Recital K above, if the City does not receive written concurrence of the taxing districts necessary to amend the Urban Renewal Plan to increase maximum indebtedness and to extend the duration of the plan, then this Agreement is null and void.

10. **Duration of Agreement:** This Agreement is in effect until the City's repayment obligation is satisfied, or until a time mutually agreed upon in writing between the parties~~.~~, but in no event later than February 1, 2022.

11. **Venue:** Marion County Circuit Court is the venue for all legal disputes involving this Agreement.

12. **Attorney Fees and Costs:** ~~The prevailing party i~~In the event of any civil action involving this Agreement, whether at ~~the~~mediation/arbitration, trial court level or on appeal, ~~is entitled to~~each party shall pay its own attorney fees and costs involving the enforcement of this Agreement.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement this __________ day of ___________________, 2012.

CITY OF KEIZER	CHEMEKETA COMMUNITY COLLEGE
By: ______________________________	By: ______________________________
Christopher C. Eppley	Julie Huckestein
City Manager	Vice President/Chief Financial Officer

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO REIMBURSEMENT AGREEMENT WITH CHEMEKETA COMMUNITY COLLEGE; **REPEALING RESOLUTION NO. R2012-2204**

WHEREAS, the Ninth Amendment to the Keizer North River Road Economic Development Area Urban Renewal Plan (Plan) required that the City of Keizer approve reimbursement agreements with the affected taxing districts prior to adoption of the plan amendment;

WHEREAS, on February 6, 2012, the City Council adopted Resolution No. R2012-2204 authorizing the City Manager to enter into an approved reimbursement agreement with Chemeketa Community College;

WHEREAS, Chemeketa Community College has requested revisions to the reimbursement agreement approved on February 6, 2012;

WHEREAS, it is appropriate that the City Council approve the revised reimbursement agreement attached hereto;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to execute the Reimbursement Agreement with Chemeketa

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

Community College, a copy of which is attached hereto and by this reference incorporated herein.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution No. R2012-2204 is hereby repealed in its entirety.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

REIMBURSEMENT AGREEMENT

Agreement made this ________ day of ______________, 2012, between the City of Keizer ("City"), an Oregon municipal corporation, and Chemeketa Community College, a community college organized and existing under the laws of the State of Oregon ("College").

R E C I T A L S:

A. The City of Keizer is an Oregon municipal corporation.

B. Chemeketa Community College is a community college organized under Oregon Revised Statutes Chapter 341.

C. On February 3, 2003, the City adopted the "Keizer Station Plan", the purpose of which was to promote business retention, expansion, and growth within the community.

D. In May 2008, the City issued $26,810,000.00 in bonds to finance infrastructure within a portion of a commercial development known as the "Keizer Station" which is part of "Keizer Station Plan". The $26.8 million in bonds described above are backed by the full faith and credit of the City.

E. The City and the Keizer Urban Renewal Agency created the "Keizer North River Road Economic Development Area Urban Renewal Plan" ("Urban Renewal Plan") on September 13, 1990. The Urban Renewal Plan is now in its eighth amendment.

F. A Local Improvement District (LID) was also formed to collect assessments on the property from the property owners within the LID area to pay off the bonds. The LID was formed pursuant to ORS Chapter 223 and City Ordinance.

G. Both the Keizer Urban Renewal Agency and the LID provided funding for the development of the Keizer Station Area.

H. The property owners of five parcels in the Keizer Station are in default for the assessments due to the Local Improvement District. This default puts the City in potential future financial jeopardy as the City has secured the LID's bond repayment obligations with the full faith and credit of the City. The City intends on initiating foreclosure on these parcels.

I. The City proposes to increase the maximum indebtedness of the Urban Renewal Plan from $45,890,384 to $51,653,891 and extend the Urban Renewal Plan for four (4) more years. The City's legal advisors have advised the City that it can use tax increment funds from the existing urban renewal area to support the City's commitment to the LID.

J. The City seeks the concurrence of the overlapping taxing districts, including the College to allow such an extension pursuant to ORS 457.470(7). This extension would result in a partial increase of property tax revenues to the various taxing districts, including the College.

K. Pursuant to ORS 457.470(7), an extension of the Urban Renewal Plan requires the written concurrence of taxing districts imposing at least 75% of the amount of taxes imposed under permanent rate limits in the Urban Renewal Area.

L. It is estimated that the College would forego $250,598.00 over the four year period from 2012 to 2016 due to the extension of the Urban Renewal Plan, which under this agreement would be repaid by the City with interest no later than 2022.

M. By entering into this Agreement, the City believes that its plans to increase the maximum indebtedness and extend the Plan will give the City the option it needs in the event that it is not able to sell the foreclosed property in the next several years.

A G R E E M E N T:

1. **<u>College's Concurrence:</u>** The College concurs with the Plan Amendment and the City's request to increase the maximum indebtedness of the Plan by $5,763,507.00 from $45,890,384 to $51,653,891 and extend the urban renewal plan for four (4) more years.

2. **<u>Restriction on Increase of Indebtedness:</u>** The City agrees to use the increase in the maximum indebtedness of $5,763,507.00 solely for the purpose of addressing the default by current property owners in making payments on account of the LID, including costs and fees in the administration and issues dealing with the default of the LID, or to reimburse the taxing districts.

3. **<u>Total Forgone Revenue:</u>** The parties agree that the total maximum amount of foregone revenue to the College due to the extension of the Urban Renewal Plan is approximately Two Hundred Fifty Thousand, Five Hundred and Ninety-Eight Dollars ($250,598.00) if the full amount of the tax increment is collected. The total amount of foregone revenue shall be verified by the Marion County Tax Assessor for each year of the plan extension. The College may request a copy of the Marion County Tax Assessors annual report. At the end of the 10 year period the College shall be given a full accounting of all tax increment revenue foregone during the entire 10 year period. The College shall be paid for all foregone revenue lost during the entire 10 year period because of this Plan Amendment.

4. **<u>Payment:</u>** As each defaulting property is sold, the net proceeds will be distributed to the affected taxing districts in proportionate shares based on the ratio of each taxing district's permanent rate to the total permanent rates imposed by all taxing districts in the urban renewal area up to the amounts foregone with interest. Such net proceeds shall be disbursed within thirty (30) days after sale.

5. **<u>Due Date:</u>** On or before February 1, 2022, the City will reimburse to the College the balance remaining on the total foregone revenue in Section 3. Reimbursement shall include interest at the rate of 4% per annum from December 1st each year revenue is foregone to the 1st of the month in which payment is made. Interest will continue to accrue on any outstanding balance until paid in full. The City could use several sources of funds for reimbursement such as: foreclosure sale proceeds if another party is the successful bidder; property sale proceeds if the

City or Agency is the successful bidder at foreclosure; or, any other legally available source of funds.

6. **Guarantee:** The City guarantees with its total assets and property the payment of its obligations regardless of whether the City sells the Subject Property and realizes any net proceeds from the sale of the Subject Property.

7. **Future Amendments to Plan:** Any future amendment or change to the Plan during the City's repayment period between the date of this Agreement and February 1, 2022 that increases the maximum indebtedness requires express written concurrence pursuant to state law. The City agrees not to adopt any future amendments or changes to the Plan which either directly or indirectly have an effect on this Agreement.

8. **Indemnification**: The City agrees to indemnify, defend and hold harmless the College from all claims resulting from the increase in maximum indebtedness, extension of Urban Development Plan, obligation of the LID or any other issue related to the foreclosure or sale of the subject property.

9. **Conditions Precedent:** As set forth in Recital K above, if the City does not receive written concurrence of the taxing districts necessary to amend the Urban Renewal Plan to increase maximum indebtedness and to extend the duration of the plan, then this Agreement is null and void.

10. **Duration of Agreement:** This Agreement is in effect until the City's repayment obligation is satisfied, or until a time mutually agreed upon in writing between the parties, but in no event later than February 1, 2022.

11. **Venue:** Marion County Circuit Court is the venue for all legal disputes involving this Agreement.

12. **Attorney Fees and Costs:** In the event of any civil action involving this Agreement, whether at mediation/arbitration, trial court level or on appeal, each party shall pay its own attorney fees and costs involving the enforcement of this Agreement.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement this __________ day of ___________________, 2012.

CITY OF KEIZER	CHEMEKETA COMMUNITY COLLEGE
By: ________________________________	By: ________________________________
Christopher C. Eppley City Manager	Julie Huckestein Vice President/Chief Financial Officer

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO REIMBURSEMENT AGREEMENT WITH CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE COUNCIL; **REPEALING RESOLUTION NO. R2012-2205**

WHEREAS, the Ninth Amendment to the Keizer North River Road Economic Development Area Urban Renewal Plan (Plan) required that the City of Keizer approve reimbursement agreements with the affected taxing districts prior to adoption of the plan amendment;

WHEREAS, on February 6, 2012, the City Council adopted Resolution No. R2012-2205 authorizing the City Manager to enter into an approved reimbursement agreement with Chemeketa Cooperative Regional Library Service Council;

WHEREAS, Chemeketa Cooperative Regional Library Service Council has requested revisions to the reimbursement agreement approved on February 6, 2012;

WHEREAS, it is appropriate that the City Council approve the revised reimbursement agreement attached hereto;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to execute the Reimbursement Agreement with Chemeketa

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

Cooperative Regional Library Service Council, a copy of which is attached hereto and by this reference incorporated herein.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution No. R2012-2205 is hereby repealed in its entirety.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

REIMBURSEMENT AGREEMENT

Agreement made this ________ day of ______________, 2012, between the City of Keizer ("City"), an Oregon municipal corporation, and Chemeketa Cooperative Regional Library Service Council, a regional library district organized and existing under the laws of the State of Oregon ("District").

R E C I T A L S:

A. The City of Keizer is an Oregon municipal corporation.

B. Chemeketa Cooperative Regional Library Service Council is a regional library district organized under the laws of the State of Oregon.

C. On February 3, 2003, the City adopted the "Keizer Station Plan", the purpose of which was to promote business retention, expansion, and growth within the community.

D. In May 2008, the City issued $26,810,000.00 in bonds to finance infrastructure within a portion of a commercial development known as the "Keizer Station" which is part of "Keizer Station Plan". The $26.8 million in bonds described above are backed by the full faith and credit of the City.

E. The City and the Keizer Urban Renewal Agency created the "Keizer North River Road Economic Development Area Urban Renewal Plan" ("Urban Renewal Plan") on September 13, 1990. The Urban Renewal Plan is now in its eighth amendment.

F. A Local Improvement District (LID) was also formed to collect assessments on the property from the property owners within the LID area to pay off the bonds. The LID was formed pursuant to ORS Chapter 223 and City Ordinance.

G. Both the Keizer Urban Renewal Agency and the LID provided funding for the development of the Keizer Station Area.

H. The property owners of five parcels in the Keizer Station are in default for the assessments due to the Local Improvement District. This default puts the City in potential future financial jeopardy as the City has secured the LID's bond repayment obligations with the full faith and credit of the City. The City intends on initiating foreclosure on these parcels.

I. The City proposes to increase the maximum indebtedness of the Urban Renewal Plan from $45,890,384 to $51,653,891 and extend the Urban Renewal Plan for four (4) more years. The City's legal advisors have advised the City that it can use tax increment funds from the existing urban renewal area to support the City's commitment to the LID.

J. The City seeks the concurrence of the overlapping taxing districts, including the District to allow such an extension pursuant to ORS 457.470(7). This extension would result in a partial increase of property tax revenues to the various taxing districts, including the District.

K. Pursuant to ORS 457.470(7), an extension of the Urban Renewal Plan requires the written concurrence of taxing districts imposing at least 75% of the amount of taxes imposed under permanent rate limits in the Urban Renewal Area.

L. It is estimated that the District would forego $32,751.00 over the four year period from 2012 to 2016 due to the extension of the Urban Renewal Plan, which under this agreement would be repaid by the City with interest no later than 2022.

M. By entering into this Agreement, the City believes that its plans to increase the maximum indebtedness and extend the Plan will give the City the option it needs in the event that it is not able to sell the foreclosed property in the next several years.

A G R E E M E N T:

1. **District's Concurrence:** The District concurs with the Plan Amendment and the City's request to increase the maximum indebtedness of the Plan by $5,763,507.00 from $45,890,384 to $51,653,891 and extend the urban renewal plan for four (4) more years.

2. **Restriction on Increase of Indebtedness:** The City agrees to use the increase in the maximum indebtedness of $5,763,507.00 solely for the purpose of addressing the default by current property owners in making payments on account of the LID, including costs and fees in the administration and issues dealing with the default of the LID, or to reimburse the taxing districts.

3. **Total Forgone Revenue:** The parties agree that the total maximum amount of foregone revenue to the District due to the extension of the Urban Renewal Plan is approximately Thirty-Two Thousand, Seven Hundred and Fifty-One Dollars ($32,751.00) if the full amount of the tax increment is collected. The total amount of foregone revenue shall be verified by the Marion County Tax Assessor for each year of the plan extension. The District may request a copy of the Marion County Tax Assessors annual report. At the end of the 10 year period the District shall be given a full accounting of all tax increment revenue foregone during the entire 10 year period. The District shall be paid for all foregone revenue lost during the entire 10 year period because of this Plan Amendment.

4. **Payment:** As each defaulting property is sold, the net proceeds will be distributed to the affected taxing districts in proportionate shares based on the ratio of each taxing district's permanent rate to the total permanent rates imposed by all taxing districts in the urban renewal area up to the amounts foregone with interest. Such net proceeds shall be disbursed within thirty (30) days after sale.

5. **Due Date:** On or before February 1, 2022, the City will reimburse to the District the balance remaining on the total foregone revenue in Section 3. Reimbursement shall include interest at the rate of 4% per annum from December 1st each year revenue is foregone to the 1st of the month in which payment is made. Interest will continue to accrue on any outstanding balance until paid in full. The City could use several sources of funds for reimbursement such as: foreclosure sale proceeds if another party is the successful bidder; property sale proceeds if the

City or Agency is the successful bidder at foreclosure; or, any other legally available source of funds.

6. **Guarantee:** The City guarantees with its total assets and property the payment of its obligations regardless of whether the City sells the Subject Property and realizes any net proceeds from the sale of the Subject Property.

7. **Future Amendments to Plan:** Any future amendment or change to the Plan during the City's repayment period between the date of this Agreement and February 1, 2022 that increases the maximum indebtedness requires express written concurrence pursuant to state law. The City agrees not to adopt any future amendments or changes to the Plan which either directly or indirectly have an effect on this Agreement.

8. **Indemnification**: The City agrees to indemnify, defend and hold harmless the District from all claims resulting from the increase in maximum indebtedness, extension of Urban Development Plan, obligation of the LID or any other issue related to the foreclosure or sale of the subject property.

9. **Conditions Precedent:** As set forth in Recital K above, if the City does not receive written concurrence of the taxing districts necessary to amend the Urban Renewal Plan to increase maximum indebtedness and to extend the duration of the plan, then this Agreement is null and void.

10. **Duration of Agreement:** This Agreement is in effect until the City's repayment obligation is satisfied, or until a time mutually agreed upon in writing between the parties, but in no event later than February 1, 2022.

11. **Venue:** Marion County Circuit Court is the venue for all legal disputes involving this Agreement.

12. **Attorney Fees and Costs:** In the event of any civil action involving this Agreement, whether at mediation/arbitration, trial court level or on appeal, each party shall pay its own attorney fees and costs involving the enforcement of this Agreement.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement this __________ day of ___________________, 2012.

CITY OF KEIZER	CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE COUNCIL
By: ______________________________	By: ______________________________
Christopher C. Eppley City Manager	Julie Huckestein Vice President/Chief Financial Officer

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

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

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

SUBJECT: **COURTROOM INTERPRETER SERVICES AGREEMENT**

The City and Jose H. Gonzales entered into an agreement for courtroom interpreter services effective July 1, 2009. Such agreement terminates on June 20, 2012. It is appropriate to have an agreement for courtroom interpreter services. Staff wishes to continue to engage the services of Mr. Gonzales and Mr. Gonzales wishes to continue in his capacity as courtroom interpreter.

The proposed agreement provides for a three year term. Compensation has not been modified from the previous agreement. Such agreement is an exhibit to the attached Resolution for your consideration.

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to sign the Personal Services Agreement for Courtroom Interpreter Services.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING THE CITY MANAGER TO SIGN THE PERSONAL SERVICES AGREEMENT FOR COURTROOM INTERPRETER SERVICES

WHEREAS, the City is in need of Spanish language courtroom interpreter services;

WHEREAS, the City entered into an agreement with Jose H. Gonzales effective July 1, 2009 with a termination date of June 20, 2012;

WHEREAS, the City wishes to continue to engage the services of Jose H. Gonzales as a Spanish language courtroom interpreter and Jose H. Gonzales wishes to serve in that capacity;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to execute the attached Personal Services Agreement for Courtroom Interpreter Services on behalf of the City.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

PERSONAL SERVICES AGREEMENT
FOR COURTROOM INTERPRETER SERVICES

DATE: March 15, 2012

PARTIES: CITY OF KEIZER, an Oregon Municipal Corporation (hereinafter "City")

JOSE H. GONZALES (hereinafter "Interpreter")

RECITALS:

A. City is in need of Spanish language courtroom interpreter services.

B. Jose H. Gonzales wishes to provide such service.

Based on the mutual promises contained herein, the parties agree as follows:

AGREEMENT:

1. TERM AND TERMINATION. This Agreement shall be effective from July 1, 2012 to June 20, 2015, unless previously terminated.

This Agreement may be terminated by either party, with or without cause, by not less than thirty (30) days prior written notice.

2. INTERPRETER'S OBLIGATIONS. Interpreter agrees to provide sworn courtroom interpretation of questions by Court, Counsel, and parties, and testimony given. All service to be performed at the direction of the Keizer Municipal Court with arraignments scheduled on Wednesday mornings and hearings scheduled on Wednesday afternoons and evenings. Notice of the hearings will be sent to Interpreter two weeks prior to said hearing. Interpreter represents that he is an Oregon court certified interpreter and during the term of this Agreement shall maintain such certification. Interpreter shall provide a copy of such certification no later than fourteen (14) days after execution of this Agreement and within fourteen (14) days after each renewal of such certification.

3. CITY'S OBLIGATIONS. The City shall pay Interpreter the sum of Forty Dollars ($40.00) per hour with a two-hour minimum per day, prorated to each quarter of an hour. City shall not pay for travel time.

The City shall reimburse Interpreter for the actual cost of postage, telephone toll charges, and consumable materials and supplies necessarily expended in performance of services hereunder. Interpreter shall invoice the City on a monthly basis.

4. GENERAL PROVISIONS. This is a non-exclusive Agreement. Interpreter is obligated to provide service at the rates set forth above during the term of this Agreement unless Interpreter is unavailable because of prior commitment. The City is not obligated to assign any amount of work to Interpreter and is free to engage the similar services of other providers in its sole discretion.

5. INDEPENDENT CONTRACTOR. Interpreter is an independent contractor and not an employee or agent of the city for any purpose. Interpreter agrees to sign the attached "Declaration of Independent Contractor Status" form. Interpreter is not entitled to, and expressly waives all claim to City benefits including, but not limited to health, life, and disability insurance, overtime pay, paid leave, and retirement.

6. NO ASSIGNMENT/SUBCONTRACT. Interpreter shall not assign, subcontract or sublet any interest in this Agreement, it being understood that Interpreter's services are personal and Interpreter was chosen on the basis of the quality and suitability of those personal services.

Interpreter shall not engage the services of any person who would be entitled to the protection of the Oregon Workers' Compensation Law without first obtaining a policy of Workers' Compensation coverage meeting the requirements of the Oregon Workers' Compensation Law.

7. COMPLETE AGREEMENT. This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.

This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY:	INTERPRETER:
CITY OF KEIZER, an Oregon Municipal Corporation	
By:____________________ Christopher C. Eppley, City Manager	____________________ Jose H. Gonzales
DATED:____________________	DATED: 3/15/12

APPROVED AS TO FORM:

____

E. Shannon Johnson
Keizer City Attorney

DECLARATION OF INDEPENDENT CONTRACTOR STATUS

The undersigned, Jose H. Gonzales, does hereby declare and agree as follows:

1. I am a sole proprietor and am the only person interested as a partner or principal in my business. I employ no person for the performance of any work, including clerical and administrative tasks.

2. All work to be done under the attached Personal Services Agreement with the City of Keizer, Oregon for Spanish language courtroom interpreter will be performed by myself only.

3. I am an independent contractor of the City of Keizer, and recognize that I am not entitled to and waive all claim under any Worker's Compensation coverage afforded by the City to its employees as an insured or self-insured employer. I understand and agree that I am not entitled to and expressly waive all claims to City benefits including, but not limited to health, life, and disability insurance, overtime pay, paid leave, and retirement.

Jose H. Gonzales

Dated: 3/15/12

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE EXTENSION OF CUSTODIAL SERVICES CONTRACT

The City has a contract with Willamette Valley Rehabilitation Center, Inc. for custodial services. The contract is set to expire on June 30, 2012, but allows for two (2) one-year extensions. The parties desire to extend the contract for its first one year extension extending the contract to June 30, 2013. In addition, Willamette Valley Rehabilitation Center, Inc. has requested an increase in compensation from $4,897.10 per month to $5,250.75 per month. The increase has been budgeted in the 2012-13 budget.

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to enter into an extension of the custodial service contract.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING CITY MANAGER TO EXECUTE EXTENSION OF CITY OF KEIZER CUSTODIAL SERVICES CONTRACT WITH WILLAMETTE VALLEY REHABILITATION CENTER, INC.

WHEREAS, the City and Willamette Valley Rehabilitation Center, Inc. entered into a Custodial Services Contract effective July 1, 2009;

WHEREAS, during the term of the Contract, the City has submitted change orders to reduce and/or add additional custodial projects to the Scope of Services and Contractor has accepted such change orders;

WHEREAS, the Contract allows for two (2) one-year extensions if agreed to in writing;

WHEREAS, the Contract allows for a price adjustment during the annual renewal of the Contract;

WHEREAS, the City and Willamette Valley Rehabilitation Center, Inc. wish to extend such Contract to June 30, 2013;

WHEREAS, Willamette Valley Rehabilitation Center, Inc. has requested an amendment to the existing Contract to amend the consideration paid for services rendered;

NOW, THEREFORE,

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

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to execute the attached Extension of City of Keizer Custodial Services Contract with Willamette Valley Rehabilitation Center, Inc.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to take such further action as required under state law.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

EXTENSION OF
CITY OF KEIZER CUSTODIAL SERVICES CONTRACT
BETWEEN
WILLAMETTE VALLEY REHABILITATION CENTER, INC.
AND THE
CITY OF KEIZER

THIS EXTENSION AGREEMENT is made and entered into this 1st day of July, 2012, by and between the CITY OF KEIZER, an Oregon municipal corporation, hereinafter referred to as the "City," and WILLAMETTE VALLEY REHABILITATION CENTER, INC., hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, the parties named above entered into that certain City of Keizer Custodial Services Contract effective July 1, 2009;

WHEREAS, during the term of the Contract, the City has submitted change orders to reduce and/or add additional custodial projects to the Scope of Services and Contractor has accepted such change orders;

WHEREAS, the Contract allows for two (2) one-year extensions if the parties agree in writing;

WHEREAS, the Contract allows for a price adjustment during the annual renewal of the Contract;

WHEREAS, the parties have agreed to extend and amend the Contract as set forth below;

NOW, THEREFORE, in consideration of the mutual promises contained in the City of Keizer Custodial Services Contract and herein, the parties agree as follows:

AGREEMENT:

SECTION 1. EFFECTIVE DATE.

> Pursuant to Section 1 of the City of Keizer Custodial Services Contract effective July 1, 2009, the parties agree to extend such Contract to June 30, 2013. There can be no more than one (1) one-year extension remaining under the terms of the Contract.

SECTION 2. PRICE ADJUSTMENT.

Pursuant to Section 3(c) of the City of Keizer Custodial Services Contract effective July 1, 2009, the parties agree that a price adjustment is necessary at this time and that the attached "Request for Price Approval" shall replace all previous price approvals between the parties. City agrees to sign such Request contemporaneously with the signing of this Extension Agreement.

SECTION 3. CONTRACT TO REMAIN IN FORCE.

Except as specifically amended herein, all other terms of the City of Keizer Custodial Services Contract effective July 1, 2009, shall remain in full force and effect.

Dated:__________________	Dated: 5/4/12
THE CITY OF KEIZER, an Oregon municipal corporation	WILLAMETTE VALLEY REHABILITATION CENTER, INC.
By:____________________ Christopher C. Eppley, City Manager	By: [signature] Bob Taylor, Contract Services Manager

DEPARTMENT OF ADMINISTRATIVE SERVICES
Request for Price Approval

For Custodial Service, Contract #____________
(Product or Service)

Total Price: $ 5250.75, per month (month, year, each, doz.)

Requesting Agency: City of Keizer, OR

Requesting QRF: Willamette Valley Rehabilitation Center, Inc.

Agency and QRF agree the proposed price and supporting documentation meets the requirements of OAR 125-055-0030.

________________________, date: ____________
Authorized Agency Signature

________________________, phone #____________
Email Address

________________________, date: 4/30/12
Authorized QRF Signature

bobt@wvrc.org, phone # 541-258-8121
Email Address

DAS/SPO has reviewed the submitted documentation supporting the price offered by the QRF and approves the price for procurement of the above stated product or service in accordance with OAR 125-055-0030.

________________________, date: ____________
DAS QRF Coordinator

CITY OF KEIZER

JANITORIAL PRICING SCHEDULE

Revised 4/30/12 increasing costs at all sites to a total of $5250.75 per month

1. Custodial service for the Police Department:
   a. Two days per week on Tuesday and Thursday
   b. Doesn't include periodics
   c. Cost per month = $2049.91

2. Custodial service for the City Hall and Community Center
   a. Two days per week on Monday and Wednesday
   b. Doesn't include periodics
   c. Cost per month = $2966.13
      i. City Hall = $2637.88
      ii. CC = $328.25

3. Custodial service for Public Works
   a. One day per week service on Friday
   b. Cost per month = $234.71

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: RESOLUTION AUTHORIZING CITY MANAGER TO ENTER INTO AGREEMENT WITH JOHNSON REID LLC FOR PERIODIC REVIEW CONSULTANT WORK

The City has been approved for a grant from the Department of Land Conservation and Development to allow the completion of periodic review tasks relating to the Economic Opportunities Analysis and Housing Needs Analysis. The grant funding will allow the City to hire a consultant to assist in the tasks. A Request for Proposals was issued and four responses were received.

It was determined that Johnson Reid LLC submitted the best bid. Staff has worked with Johnson Reid LLC to develop an agreement that outlines the terms for providing the periodic review work. Such agreement is an exhibit to the attached Resolution.

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to enter into an agreement with Johnson Reid, LLC for periodic review consultant work.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH JOHNSON REID, LLC FOR PERIODIC REVIEW CONSULTANT WORK (ECONOMIC OPPORTUNITIES ANALYSIS AND HOUSING NEEDS ANALYSIS)

WHEREAS, the City received a grant from the Department of Land Conservation and Development to allow the completion of periodic review tasks relating to the Economic Opportunities Analysis and Housing Needs Analysis;

WHEREAS, staff anticipated that if the grant was authorized the City would hire a consultant to assist in these tasks;

WHEREAS, on April 6, 2012, four proposals for this project were received and opened. The City's Evaluation Committee determined that Johnson Reid LLC submitted the best proposal;

WHEREAS, the City and Johnson Reid LL has negotiated the terms for providing the periodic review work;

NOW, THEREFORE,

///

///

///

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

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to enter into the attached agreement with Johnson Reid LLC for a total cost not to exceed $70,000.00. Funding for this project is from the Community Development operating budget along with the Department of Land Conservation and Development grant funds.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

CONTRACT AGREEMENT

This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

THIS AGREEMENT is made this _______ day of _________, 2012 by and between the CITY OF KEIZER, an Oregon municipal corporation, herein referred to as "CITY," and JOHNSON REID, LLC, herein referred to as "CONSULTANT."

In consideration of the mutual promises set forth herein, CITY and CONSULTANT agree as follows:

1) Term of Agreement. This Contract shall cover services rendered from June 5, 2012 through April 30, 2013. Work will not begin until June 5, 2012.

2) Description of Work: CONSULTANT agrees to perform the services set forth in the attached Scope of Work and in compliance with the attached Estimated Budget, all set forth in Exhibit "A" and incorporated herein by this reference. Time is of the essence in completing this Contract and CONSULTANT agrees to complete the services set forth in the Scope of Work within the time frame(s) provided in the Estimated Timeline. CONSULTANT shall provide one CD copy and two paper copies of all products.

3) Changes. CONSULTANT and/or CITY may request changes in the Scope of Work. If agreed to, such changes shall be formalized in writing and signed by both parties.

4) Payment: CITY agrees to pay CONSULTANT a sum not to exceed $70,000.00 Dollars. Payment to be made in periodic payments within thirty (30) days of receipt of CONSULTANT's billings.

5) Relationship of the Parties: The parties intend that an independent contractor relationship will be created by this Contract. CITY is interested only in the results to be achieved, and the conduct and control of the work will lie solely with CONSULTANT. CONSULTANT is not to be considered an agent or employee of CITY for any purpose, and the employees of CONSULTANT are not entitled to any of the benefits that CITY provides for CITY's employees. It is understood that CITY does not agree to use CONSULTANT exclusively. It is further understood that CONSULTANT is free to contract for similar services to be performed for other persons while he is under contract with CITY.

6) Liability: The work to be performed under this Contract will be performed entirely at CONSULTANT's risk. CONSULTANT shall acquire and maintain, for the duration of this Contract, at a minimum, the following insurance:

a) General Liability. CONSULTANT shall maintain commercial general liability insurance in the amount of $1,000,000 per occurrence/$2,000,000 annual aggregate, which protects it from claims for personal injury, bodily injury and property damage.

b) Automobile Liability. CONSULTANT shall maintain automobile liability coverage for non-owned and hired autos, in the amount of $1,000,000 per occurrence which protects Consultant from claims for bodily injury and property damage.

c) Workers' Compensation Insurance. Prior to commencing services, and on an annual basis thereafter, CONSULTANT shall, if requested, provide CITY with certificates of insurance attesting to existence of the insurance coverage required by this Agreement. Certificates shall be endorsed to name the City of Keizer, its officers, agents, contractors, and employees as additional insured. Such certificates shall provide that no coverage shall be cancelled without 30 days written notice to CITY except 10 days notice for non-payment of premium. In the event CONSULTANT does not obtain or maintain the coverage required by this Agreement, CITY may, at its option, terminate this Agreement.

7) Compliance with Rules and Regulations: CONSULTANT shall comply with all rules and regulations as contained in all applicable Federal, State and local laws, rules and regulations and shall require any and all subcontractors to comply with all applicable provisions of the same and of this Contract.

a) CONSULTANT shall make payment promptly, as due, to all persons supplying to CONSULTANT labor or material for the performance of the work to be performed under this Contract. CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished. [ORS 279B.220(1)&(3)]

b) CONSULTANT shall pay all contributions or amounts due the Industrial Accident Fund from CONSULTANT, or any subcontractor, incurred in the performance of this Contract. [ORS 279B.220(2)]

c) CONSULTANT shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. [ORS 279B.220(4)]

d) CONSULTANT shall comply with the overtime and maximum hours of labor provisions of ORS 279B.020 and 279B.235.

e) CONSULTANT, and all other employers working under this Contract, will comply with the workers' compensation provisions of ORS 656.017 (unless CONSULTANT or other employers are exempt under ORS 656.126.) [ORS 279B.230(2)]

f) If the CONSULTANT fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONSULTANT or a subcontractor by any person, or the assignee of the person in connection with this Contract as the claim becomes due, CITY may, at its option, pay such claim and charge the amount of payment against funds due or to become due CONSULTANT by reason of this Contract. [ORS 279C.515(1)]

g) CONSULTANT shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to employees of CONSULTANT, of all sums that the CONSULTANT agrees to pay for the services and all moneys and sums that the CONSULTANT collected or deducted from the wages of the CONSULTANT'S employees under any law, contract or agreement for the purpose of providing or paying for the services. [ORS 279B.230(1)]

8) Responsibility of CONSULTANT: CONSULTANT shall provide the services set forth herein in an efficient, expeditious, and professional manner in accordance with all applicable laws governing such work, and shall work closely with and be guided by CITY. CONSULTANT shall be responsible for the professional quality, technical adequacy and accuracy, and timely completion of services performed by CONSULTANT as set forth in Exhibit "A". It is the intent of CITY that said services be completed to achieve the best possible results in accordance with generally accepted professional standards applicable to the types of services and work provided hereunder at the most economical cost. CONSULTANT shall be and remain liable, in accordance with applicable law, for all damage to and costs incurred by the CITY to the extent caused by, arising from or connected with the CONSULTANT's negligent errors, omissions or performance of any of the services furnished under this Agreement.

9) Subcontracts. The CONSULTANT shall have full responsibility under these conditions, general provisions, plans and specifications for any subcontracts which he may let. Work not performed by CONSULTANT with its own forces shall be performed by subcontractors. CONSULTANT agrees to bind each subcontractor (and require every subcontractor to so bind its subcontractors) to all the provisions of this Contract and the Contract Documents as they apply to the subcontractor's portions of the work.

10) Ownership of Work Product. Upon payment of all fees and expenses, all instruments of professional services prepared by CCONSULTANT on this project, including but not limited to, drawings and specifications are the property of the CITY.

11) Services Performed Consistent With Grant Agreement. Funds provided for this Contract are pursuant to the grant agreement between the Department of Land Conservation and Development (DLCD) and CITY. CONSULTANT agrees to abide by all applicable terms of such grant agreement, a copy of which is attached as Exhibit "B", and by this reference incorporated herein. Should there be any inconsistency or conflict between the terms of this Contract and the grant agreement, the terms of the grant agreement shall control.

12) Acknowledgement. CONSULTANT agrees that all reports, studies, and other documents produced under this Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD and bear the following legend: "This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon."

13) Equal Employment Opportunity/Affirmative Action/Minority Business Enterprises:

a) Throughout the term of this Contract, CONSULTANT shall fully comply with the equal employment opportunity requirements of federal, state and local law and shall maintain a policy that all employment decisions, practices and procedures are based on merit and ability without discrimination on the basis of an individual's race, color, religion, age, sex, national origin, or physical or mental disability. CONSULTANT's policy shall apply to all employment actions including advertising, recruiting, hiring, promotion, transfer, disciplinary action, lay-off and termination.

b) CONSULTANT shall carry out its equal employment opportunity policy by making a determined and good-faith effort at affirmative action to employ, and advance in employment, women, minorities, the physically and mentally disabled and other disadvantaged groups.

c) CONSULTANT shall make a determined and good faith effort to utilize minority and female business enterprises in its contracted expenditures, including without limitation contracts for the acquisition of goods, services, materials, supplies and equipment used in the performance of this Contract.

d) CONSULTANT may not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055. By executing this Contract, CONSULTANT certifies that CONSULTANT has not discriminated and will not discriminate, in violation of this subsection, against any minority, women or emerging small business enterprise in obtaining any required subcontract. If the CONSULTANT violates this certification, the CITY may regard the violation as a breach of contract that permits: (a) termination of the contract; or (b) the CITY to exercise any remedies for breach of contract that are reserved or allowed in this Contract. [ORS 279A.110]

14) Indemnification: CONSULTANT shall indemnify, hold harmless and defend CITY, its officers and employees, against all liability or loss, and against all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature based upon, caused by or arising out of the negligent acts, errors or omissions of CONSULTANT, or violation of any statute, ordinance or regulation. CONSULTANT shall also indemnify CITY against all liability and loss in connection with, and shall assume full responsibility for, payment of all Federal, State and local taxes or contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to CONSULTANT's employees, including any subcontractors, engaged in performance of the contract.

15) Assignment: The parties each hereby bind themselves, their successors, assigns and legal representatives to each other with respect to the terms of this agreement. Neither party shall assign, sublet or transfer any interest in this agreement without written authorization of the other.

16) Notices: All written notices given to the CITY by CONSULTANT shall be addressed to and filed with the City Manager, City of Keizer, PO Box 21000, Keizer, Oregon 97307. All written notices from the CITY to CONSULTANT shall be addressed to Johnson Reid, LLC, 319 SW Washington, Suite 1020, Portland, OR 97204 unless notice of change of address is received by the CITY.

17) Termination. Either City or Consultant may terminate this Agreement upon seven days' written notice. If this Agreement is terminated, City agrees to pay Consultant for all services rendered and reimbursable expenses incurred up to the date

of termination. Upon not less than seven days' written notice, Consultant may suspend the performance of its services if City fails to pay Consultant in full for services rendered or expense incurred. Consultant shall have no liability because of such suspension of services or termination due to City's non-payment.

18) Legal Actions:

a) This agreement shall be enforceable in Marion County, Oregon, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein.

b) If suit or action is taken to enforce any of the provisions of this agreement, the party prevailing therein shall be entitled to recover from the other such sum as the Court may adjudge reasonable as attorney fees therein, including any appeal thereof, in addition to all other sums provided by law.

IN WITNESS WHEREOF, the parties have executed this agreement.

CITY OF KEIZER	**JOHNSON REID, LLC**
By: ______________________________	By: __________________________
Name: Christopher C. Eppley	Name: __________________________
Position: City Manager	Position: ________________________

EXHIBIT A: SCOPE AND BUDGET

City of Keizer Periodic Review local EOA and HNA Scope of Work

Background

The purpose of this project is to take the work done by EcoNorthwest on the Salem-Keizer regional EOA and the regional HNA and develop Keizer's local EOA and local HNA. These two planning documents, together with a detailed analysis of the feasibility of proposed solutions, and proposed revisions to the city's comprehensive plan and the city's development code will be the result of this project. The selected consultant will consist of a team that can address the issues in this project.

EOA

This project will result in a refined definition of high value opportunity sites and realistic appraisal of businesses that the city would like to attract to these employment sites. It will also result in a clearer understanding of the costs associated with the identified high value opportunity sites and potential funding scenarios in an effort to identify viable solutions. A public involvement process will help decision makers gauge the level of support for the concept of high value opportunity sites within the regional plan and also for the financing of infrastructure improvements. The sites that were designated high value opportunity site in the regional EOA will be referred to as Special Purpose sites in the local EOA.

HNA

This project will incorporate the regional housing needs analysis into a local HNA that will compliment the regional analysis and focus on the future residential needs of Keizer. The HNA will refine the regional housing needs projections to incorporate the city council's anticipated adoption of a 20 year population forecast. In 2009, Marion County adopted a regional 20 year population forecast for the Salem-Keizer UGB but left the actual adoption of a local forecast to the local jurisdictions. This forecast will then be incorporated into the local HNA, and also the EOA, and any revisions will be included based on the adoption of the population forecast. The public involvement process will gauge the level of support of strategies that would address the identified future residential needs. With the development of local housing goals and objectives, and the revisions to the city's comprehensive plan, the local HNA will be a planning document that will help guide the City in the coming years.

Project overview and management

City's Role

Overall management of the project will be the responsibility of the city of Keizer Community Development Department. Specific duties will include:

- Organization and management of advisory committee
- Schedule and manage meetings, including activities such as prepare and distribute meeting notices, agendas, and summaries, and assist with meeting facilitation.

- Oversee consultant work described in this scope of work.
- Review and approval of consultant payment requests.

Technical Advisory Committee

This project will make use of a Technical Advisory Committee (TAC). The role of the TAC is to review project material and advise on technical issues throughout the project. TAC members will consist of representatives of the city council, planning commission, Chamber of Commerce, and members of the general public. Additional representatives from other affected groups or organization may serve as identified by TAC members. The TAC will meet at regular intervals during the project to review material developed by either staff or the consultant.

Agency Role

The Department of Land Conservation and Development will provide financial and technical assistance to the project.

Consultant Role

The consultant will be responsible for technical analysis related to evaluating economic trends, synthesizing economic analysis with buildable land information, market analysis of identified sites, cost analysis, Goal 14 compliance, and drafting documents and revisions to the development code and comprehensive plan as required.

Written and graphic Products

All reports, studies, and other documents produced under this scope of work shall indicate on the cover or title page an acknowledgment of the financial assistance by the Department of Land Conservation and Development and shall be in a format that is compatible with city's computer system.

Products and Outcomes

This project will allow the city to complete the final 2 tasks left on the city's periodic review. The tasks that the city has left to complete are:

a) Local buildable lands inventory / local housing needs analysis; and,
b) A local economic opportunities analysis.

The specific products the consultant will be expected to produce include:

1. A local EOA;
2. A local HNA;
3. Revisions to the comprehensive plan relating to EOA and HNA;
4. Revisions to development code to implement EOA and HNA;
5. Economic goals and objectives;
6. Economic vision;
7. Findings to support the adopted ordinances;
8. Preparation of material for potential UGB expansion to provide land needed as part of EOA and HNA and Goal 14 compliance;
9. Analysis of market feasibility of the selected businesses that will be attracted to the high value opportunity sites;

10. Funding scenarios needed to pay for costs associated with development of high value sites.

Consultant shall provide one CD copy and two paper copies of all products. The City shall forward one hard copy and one electronic copy to DLCD.

Timeline

This project will commence upon the city and the consultant signing a contract agreement. It will be completed within 9 months to 12 months with public hearings scheduled before the planning commission and final adoption by the city council.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Mon 10
Task 1	•	•								
Task 2	•	•								
Task 3	•		•							
Task 4			•		•					
Task 5			•		•					
Task 6					•	•				
Task 7						•	•			
Task 8						•		•		
Task 9								•	•	
Task 10										•

Work Program, Timelines and Payment

Task 1. Economic Vision

The purpose of this task is to develop an economic vision specific to the City of Keizer. This vision will build on the economic vision that is within Vision 2020 and will specifically deal with vision for the Special Purpose sites. In addition, the city will send a Request for Proposal (RFP) to qualified consultants; review submitted RFPs; interview and select a consultant; and sign a contract with consultant.

1st TAC meeting (without consultant) to review the regional EOA and the regional HNA; introduce issues facing the Keizer EOA; define parameters for TAC; adopt visioning statement; introduce population projection.

City products:
- Economic vision
- Contract with consultant
- TAC meeting #1, room location, agenda and meeting minutes

Consultant products: NA

Schedule: Month 1-2

Cost Estimate: NA

Task 2. Population estimate
The purpose of this task is to review the adopted population projection for the up-coming 20 year planning period for the City. Marion County has adopted a coordinated 20 year population projection for the county and for most of the cities within the county but left it for both Salem and Keizer to adopt individual projections. At this time it is anticipated that Keizer will formally adopt a local projection. The population projection needs to be consistent with the county's population projection and also with the projection that was used as part of the regional EOA and regional HNA. This projection will be integrated into both the local EOA and HNA. If a consultant is hired before this task is complete then the consultant will participate in this task and advise the city regarding the implications of such and if necessary any desirable modifications.

City products:
- Develop and have council adopt 20-year population projection
- TAC meeting #1 room location, agenda and meeting minutes

Consultant products: NA

Schedule: Month 1-2

Task 3. Review of documents and identify additional research / documentation
The purpose of this task is to provide the consultant with all relevant documents relating to this project. The consultant shall review all the documents that will be used as a basis for this project. The consultant shall work with staff to identify any additional research or documentation that may be needed to enhance the local EOA and HNA for the success of this project.

City products:
- City shall provide consultant copies of regional EOA and regional HNA that were prepared by EcoNorthwest, draft local EOA, draft local HNA, and associated

draft comp plan amendments which have been prepared by city staff, and city's development code and comprehensive plan.

Consultant products:

- Consultant shall review and identify any issues that need to be resolved (such as but not limited to greater supporting documentation for need for identified high value opportunity sites, recent court hearings affecting EOA methodology, costs associated with servicing identified lands, and any other issues consultant feels are appropriate to consider).
- Consultant shall work with city staff to provide or coordinate efforts to provide needed documentation on issues not adequately covered by regional EOA or HNA that will need to be addressed in either, or both the local EOA and local HNA.

Schedule: Month 2-3

Task 4 - Inventory assessment and consideration of alternatives
The purpose of this task is to review the inventories that were developed in the regional EOA and regional HNA and to provide any additional supporting documentation and analysis to support both the local EOA and local HNA. This will include a review of pertinent local trends and local expectations. Additional analysis of the inventory that may be redeveloped, as was identified in the regional EOA, shall be reviewed to determine if additional analysis or clarification is needed. In addition, an assessment of potential and competitive short-term supply for employment inventory shall be done.

The residential inventory in the regional HNA will be the basis for the local HNA. Consultant will develop a variety of alternatives for the city to evaluate that can be used to meet all or some of the projected residential land needs.

All EOA and HNA analysis are to be consistent with the respective regional work and with all applicable state requirements.

City products:

- Provide staff and meeting room for TAC #2 meeting, agenda and minutes of meeting.

Consultant products:

- EOA inventory assessment, refinements as needed and analysis.
- Redevelopment analysis of inventory of needed lands for employment.
- HNA inventory assessment including analysis of recommended residential alternatives for the city to consider.

Schedule: Month 3-5

Task 5 - Analysis of Special Purpose sites
The purpose of this task is to review the high value employment opportunity sites that were identified in the regional EOA to assure that they are consistent with community objectives. For the purpose of the local EOA these sites will be classified as Special Purpose sites. This task will evaluate the suitability of the development of these sites with an analysis to determine whether there is a demand for the identified sites to be used for medical / research developments given the sites location, acreage, and other physical attributes. Consultant shall include pending revisions to the economic development provisions within the State's Transportation Planning Rule as part of this analysis.

City products:
- Provide staff and meeting room for TAC #2 meeting, agenda and minutes of meeting.

Consultant products:
- Review and analysis of Special Purpose sites.
- Analysis of market feasibility of the selected businesses that will be attracted to the Special Purpose sites.
- Strategies that can be used by the city to manage and protect Special Purpose sites from incompatible development.

Schedule: Month 3-5

Task 6 - Public outreach
The intent of this task is to develop a methodology and materials that can be used to engage the public. Consultant shall work with the city to devise a process to engage the public on the issues relating to the local EOA and local HNA. This may involve survey, open house forum, or other mechanism to engage the public.

Topics consultant shall include, but are not limited to, discussion and refinement of high value opportunity sites and appropriate business, and level of support for infrastructure improvements needed to serve the opportunity sites. Results from this public outreach will be integrated into the final document.

City products:
- Staff support.

Consultant products:
- Devise an effective and efficient public engagement process and presentation materials to be used by the city.

Schedule: Month 5 - 6

Task 7- Funding scenarios
The purpose of this task is to refine the costs associated with the development of the identified Special Purpose sites; and, costs to serve land that are needed for projected residential needs.

City products:

- Provide staff and meeting room for TAC #3 meeting, agenda and minutes of meeting.

Consultant products:

- Analysis of the costs associated with the development of the identified high value opportunity sites and land needed for projected residential needs.
- Realistic funding scenarios for the needed public improvements.

Schedule: Month 6 - 7

Task 8 - Document preparation
The purpose of this task is to prepare the materials developed by the consultant relating to tasks 4 thru 7 and including tasks 1 and 2 done by the city relating to this project.

City products:

- City staff to review submitted material

Consultant products:

1. A local EOA;
2. A local HNA;
3. Revisions to the comprehensive plan relating to EOA;
4. Revisions to the comprehensive plan relating to HNA;
5. Revisions to development code to implement EOA and HNA;
6. Economic goals and objectives;
7. Findings to support the adopted ordinances adopting the products in tasks 4 thru 6 and tasks 1 and 2.

Task 9 – Suitability for Goal 14 compliance
The purpose of this task is to address the State requirements governing Urban Growth Boundary (UGB) expansion if one is determined to be necessary to provide for the land to support employment and residential needs if it is shown can not be met by lands currently within the UGB.

City products:

- Staff support as determined to be needed.

Consultant products:

- Preparation of material with supporting findings that can be used for UGB expansion if determined to be necessary to provide for additional needed land identified as part of EOA and HNA and Goal 14 compliance and other applicable state requirements;

Schedule: Month 6 - 8

Task 10. Public hearing process

The purpose of this task is to present to the public the material developed by the consultant relating to this project. This process may take more than one meeting at either or both the planning commission and the city council for completion.

City products:

- City staff to provide meeting room, notice, meeting schedule, meeting agenda, staff at meeting and meeting minutes.

Consultant products:

- Consultant to present draft documents to city staff to forward to planning commission and consultant to present draft documents to planning commission for their consideration and incorporate comments into revised document as determined to be warranted.
- Consultant to present revised draft documents to city staff to forward to city council and consultant to present revised draft documents to city council for their consideration.
- Consultant to prepare final documents incorporating any changes as directed by the council and supporting findings that can be included in material to be adopted by city council.

Schedule: Month 8-9

BUDGET ESTIMATE

	JOHNSON REID			ANGELO PLANNING		TOTALS	
	Johnson $185	Reid $145	Blakney $90	Hastie $126	Rehberg $69	Hours	Cost
Task 0: Project Preparation and Management							
1.1 Kick-Off Meeting/Scope Refinement	5			5		**10**	$1,555
1.2 Additional meetings with city staff	4			4		**8**	$1,244
1.6 Project Management	4		4	8		**16**	$2,108
Task 1: Economic Vision							
Task 2: Population Estimate							
2.1 Review and advise on estimates prepared by staff	1			1		**2**	$311
Task 3: Document review and assessment							
3.1 Review materials		2	2	2		**6**	$722
3.2 Prepare summary of issues			2	2		**4**	$432
3.3 Identify remaining documentation needs		1		1		**2**	$271
Task 4: Inventory, assessment & consideration of alternatives							
4.1 EOA Assessment	8	4	16	1		**29**	$3,626
4.2 Redevelopment analysis assessment	4		8			**12**	$1,460
4.3 HNA assessment	2	8	16	2		**28**	$3,222
Task 5: Analysis of special purpose sites							
5.1 Review and analysis of sites	8	8	32			**48**	$5,520
5.2 Analysis of market feasibility	10		10			**20**	$2,750
5.3 Strategies to minimize incompatible development	8		8	4		**20**	$2,704
Task 6: Public Outreach							
6.1 Identify public outreach approach	2			3	2	**7**	$886
6.2 Attend TAC meetings	8			8		**16**	$2,488
6.3 Other stakeholder communication	5	5	8	6	8	**32**	$3,678
6.4 Public meetings	6		6	6		**18**	$2,406
Task 7: Funding Scenarios							
7.1 Identify development-related costs			12	1		**13**	$1,206
7.2 Recommend funding scenarios		8		1		**9**	$1,286
Task 8: Document Preparation							
8.1 Local EOA		4	32	1		**37**	$3,586
8.2 Local HNA	4		28	2		**34**	$3,512
8.3 EOA Comp Plan revisions	2		4	1		**7**	$856
8.4 HNA Comp Plan revisions	2		4	1		**7**	$856
8.5 Implementing code revisions				8	30	**38**	$3,078
8.6 Economic goals and objectives		2				**2**	$290
8.7 Supporting findings			4	4		**8**	$864
Task 9: Suitability for Goal 14 Compliance							
9.1 Refine scope, cost estimate and outreach strategy	2			3	2	**7**	$886
9.2 Clarify extent of needed UGB amendment	2		3	3	2	**10**	$1,156
9.3 Identify potential expansion areas	1			6	12	**19**	$1,769
9.4 Evaluate potential alternative expansion areas	2			12	40	**54**	$4,642
9.5 Recommend preferred expansion areas	2			6	10	**18**	$1,816
9.6 Assist with findings and adoption strategy	2			10	20	**32**	$3,010
Task 10: Public Hearings Process							
9.1 Draft documents for Planning Commission	2	4	12	1		**19**	$2,156
9.2 Draft documents for City Council	2		8	1		**11**	$1,216
9.3 Final documents	4		8	1		**13**	$1,586
Total Hours	***102***	***46***	***227***	***115***	***126***	***616***	
Total Labor Costs	$18,870	$6,670	$20,430	$14,490	$8,694		**$69,154**
Direct Expenses (travel, materials, fax, phone)			500		300		$800
TOTAL PROJECT COST			**$45,970**		**$23,184**		**$69,954**

The timeline to complete this project is estimated at approximately 9 months. Actual time required to complete individual tasks will vary based on the needs identified during the course of the analysis, but we are confident we can meet the overall timeline and budget for this assignment.

EXHIBIT "B"

<table>
<tr><td colspan="2" rowspan="2">Oregon
Department of Land Conservation and Development
635 Capitol Street N.E. Salem, Oregon 97301
2011-2013 Grant Contract</td><td>Date
January 31, 2012</td></tr>
<tr><td>Type of Grant
Periodic Review - Urban</td></tr>
<tr><td colspan="2">Grantee Name
City of Keizer Community Development Department</td><td>Grant No.
PR-U-13-162</td></tr>
<tr><td colspan="2">Street Address
930 Chemawa Road NE
P.O. Box 21000
Keizer, Oregon 97307-1000</td><td>DLCD Share of Cost
$70,000.00</td></tr>
<tr><td>State General Fund
X</td><td>Closing Date
May 30, 2013</td><td>Grantee Share of Cost (if applicable)
$5,000.00</td></tr>
<tr><td>Last Legal Date to Amend Grant per Standard Condition 16.</td><td><u>Amendments Deadline to this Grant NO LATER THAN</u>
March 1, 2013</td><td>Total Cost
$75,000.00</td></tr>
<tr><td colspan="3">Project Title
Economic Opportunities Analysis and Housing Needs Analysis</td></tr>
<tr><td colspan="2">Grantee Representative
Sam Litke, Senior Planner
Phone: 503.856.3442
litkes@keizer.org</td><td>DLCD Representative
Steve Oulman, DLCD Grant Manager
Phone: 503.373.0050 ext. 259
steve.oulman@state.or.us</td></tr>
</table>

This State of Oregon grant Contract herein referred to as **Contract**, and is by and between the **Department of Land Conservation and Development,** herein referred to as **DLCD,** and the **City of Keizer** herein referred to as **Grantee.**

This Contract, approved by the Director of the Department of Land Conservation and Development, acting on behalf of the Land Conservation and Development Commission, is issued in duplicate and constitutes an obligation of funds in return for the work described herein. By signing the two documents, Grantee agrees to comply with the grant provisions checked below and attached. **Upon acceptance by Grantee, the two signed complete documents shall be returned to DLCD.**

<u>Grantee shall sign both copies of this Contract and return both signed copies to DLCD within thirty (30) days of the date at the top of this page.</u> If not signed and returned without modification by Grantee within thirty (30) days of receipt, the DLCD Grant Program Manager may unilaterally terminate the grant award. Upon receipt of the signed Contract the DLCD Grant Program Manager shall sign and return one copy to Grantee.

The Effective Date of this Contract is the latest date on which all parties have signed this Contract and all necessary approvals have been obtained by the "Effective Date".

Funds provided under this Contract can only be used for **<u>expenditures incurred on or after the Effective Date</u>** and **<u>on or before the Closing Date specified above</u>.**

This grant may be amended according to the policies and procedures of DLCD, and with the Contract of all parties to the Contract, but the Closing Date cannot go beyond **May 30, 2013.**

This Contract consists of the required signatures and attachments listed and checked below. The attachments are listed in descending order of precedence. In the case of any conflict among the documents, the document with the higher precedence shall control.

Components of the Contract and required signatures are below.

- ☑ Department of Land Conservation and Development Special Award Conditions
- ☑ Department of Land Conservation and Development Standard Award Conditions
- ☑ Attachment A: Grantee Grant Application and Narrative
- ☑ Attachment B: Contact Names and Addresses identified in Attachment B
- ☑ Attachment C: Request for Reimbursement Form and Instructions
- ☑ Attachment D: DLCD Form1 Periodic Review Submittal Form
- ☑ Attachment E: DLCD Standards and Requirements for EOA Product(s)
- ☑ Attachment F: Intergovernmental/Regional Solutions Team (IGRST) Names
- ☑ Attachment G: Periodic Review Assistance Team (PRAT) Names and Addresses

Print Name of Authorized Official For the Grantee	Title	Date
Christopher C. Eppley	City Manager	2-22-12
Signature of Authorized Official For the Grantee		
Print Name of ~~DLCD~~ Grant Program Manager	Title	Date
Patty Snow	**Community Services Manager**	2/28/12
Signature of DLCD Grant Program Manager Rob Hallyburton, PSD Mgr. for Snow		

DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT SPECIAL AWARD CONDITIONS

Subject to any applicable debt limitation set forth in Article XI, Section 10, of the Oregon Constitution, by city charter or otherwise, and contingent upon funds being appropriated by the Legislative Assembly and sufficient allotment authority therefore, Grantee agrees to the provisions below.

1. ***Grantee agrees*** that this grant, number **PR-U-13-162, to the City of Keizer Community Development Department** supports the work described in the Grantee's grant application (the "Project" or the "Work"), which is incorporated into this Contract as **Attachment A-Grantee Grant Application and Narrative**. Where the terms of the other Contract documents and Attachment A differ, Attachment A will be given the priority set forth above and these special award conditions shall prevail.

2. ***Grantee agrees*** that all reports, studies, and other documents produced under this scope of work must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD and Bear the following legend: "This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon."

3. ***Grantee agrees*** to identify the location of the originals of any Product(s) or "Work Product(s)", if the copy is submitted to DLCD or if the "Product(s)" or "Work Products" is one-of-a-kind document.

4. ***Grantee agrees*** to <u>first obtain DLCD approval of any chosen facilitator (consultant)</u>, before locally approving a facilitator (consultant), and signing a Local Agreement or Local Contract to perform all, or a portion of the Project.

5. ***Grantee agrees*** to provide a legible copy of the signed Local Agreement or Local Contract between the jurisdiction and the facilitator, no later than 3 business days after both parties have signed the Local Agreement or Local Contract.

6. ***Grantee agrees*** in performing the Project under this Contract, to ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with the following activities: The periodic review work programs and related tasks.

7. ***Grantee agrees*** to make every reasonable effort to adopt the Final Product(s) (i.e., ordinances, maps, data bases, supporting documents, and photographs) or otherwise seek approval by the governing body

8. ***Grantee agrees*** if it is determined necessary by the DLCD Grant Manager to submit a request to DLCD to revised the Periodic Review Work Program if there is an amendment to the activities and products of this Contract that are different from their approved periodic review program.

9. ***Grantee agrees*** that any Periodic Review Contract Final Products will be adopted Products and identified with a Work Task number and submitted under Attachment F- DLCD Form 1 Periodic Review Submittal Form per ORS 197.633 and OAR 660-025-130(1).

10. ***Grantee agrees*** that Draft Product(s) may be accepted for approval instead of Adopted Product(s) when requested in writing on jurisdiction letterhead an original signature of the grantee, or an authorized representative and if received in the DLCD Salem Office at least ninety (90) days prior to Closing Date of this Contract or the Amendments Deadline Date specified on Page 1 of this Contract. The request will be reviewed and approved in writing by the DLCD Grant Manager if substantial progress has been made toward adoption and the adoption is scheduled to occur on or before the date that is one hundred twenty (120) days after the Closing Date. See also, Department of Land Conservation and Development Standard Award Condition 16 on Page 16 of this Contract.

11. ***Grantee agrees*** that any Final Draft Product(s) (i.e., ordinances, maps, websites, databases, supporting documents, and photographs) shall be hearings ready drafts approved by a resolution of the governing body and shall be accompanied by a report in detailing why the Product(s) were not adopted and a time frame for the future adoption of the Product(s).

12. ***Grantee agrees*** that any notice issued by Grantee, which is eligible for reimbursement under ORS 227.186 – Notice to City property owners, for costs incurred for Measure 56 – Land Owner Notification are not reimbursable under this Contract.

13. ***Grantee agrees*** to submit a written report at the request of the DLCD Grant Manager at anytime outside of the payment schedule in addition to the reports submitted with Attachment C.

14. ***Grantee agrees*** that DLCD will provide no more than **one interim payment** and **a final payment** before the Closing Date, and agrees that payments will be made only upon submittal of qualifying Product(s) and progress report(s) in accordance with the terms of Attachment C to this Contract. The report(s) must describe the progress to date on each Work Task(s) or Product(s) undertaken during the billing period. Other written or verbal progress reports will be provided upon reasonable request by the DLCD Grant Manager.

15. ***Grantee agrees*** that the total reimbursement request for Work Task(s) or Product(s) 3 through 6 shall not exceed $35,000.00, and for Work Task(s) or Product(s) 7 through 10 shall not exceed $35,000.00. The total reimbursement of all Work Task(s) or Product(s) shall not exceed **$70,000.00**.

16. **Grantee agrees** and understands that payments under this Contract will be reduced if Work Task(s) or Product(s) scheduled to be completed are not completed by its governing body by the timeline provided in the Work Program and Timeline set Forth on the Scope of Work. The total grant payments under this Contract will not be reduced under this paragraph by more than 20% rounded up to the near dollar amount which equals **$14,000.00**. Grantee further understands and agrees that DLCD's payment obligations under this Contract are conditioned upon DLCD's receiving funding, appropriations, limitations, allotments or other expenditures authority sufficient to allow DLCD in the exercise of its reasonable administrative discretion, to meet its payment obligations under this Contract.
17. ***Grantee agrees*** to submit Economic Opportunities Analysis (EOA) materials according to the EOA specifications in Attachment-E.

18. ***Grantee agrees*** to comply with EOA standards and contents requirements per Attachment-E. Any EOA Product(s) will comply with the Oregon Statewide Planning Goal 9 – Economic Development requirements and OAR 660-09-0015 as defined in Attachment-E.

19. ***Grantee agrees*** that if a new comprehensive map or zoning map is created or an existing map is revised or updated the product(s) need to be submitted in an electronic form compatible with the Environmental Systems Research Institute's (ESRI) ArcGIS (Coverage, Shapefile and Geodatabase)

20. ***Grantee agrees*** GEO/GIS data should be free of topological errors and Metadata compliant with the current State of Oregon Metadata Standards accessible at http://www.oregon.gov/DAS/EISPD/GEO/standards/standards.shtml under file name Introduction to Oregon Metadata Standard (metadata_Opportunity[1].pdf). The Projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.

21. ***Grantee agrees*** that DLCD may display appropriate Product(s) on its web interface or corporate GIS data generated under this Contract and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCD may also share the data specifically generated under this Contract with other agencies and organizations, as this is data that DLCD owns as Work Product(s) under Standard Award Conditions Number 5.

Scope of Work

Economic Opportunities Analysis (EOA) and Housing Needs Analysis (HNA)

Background

The purpose of this project is to take the work done by ECONorthwest on the Salem-Keizer regional EOA and the regional HNA and develop Keizer's local EOA and local HNA. These two planning documents, together with a detailed analysis of the feasibility of proposed solutions, and proposed revisions to the city's comprehensive plan and the city's development code will be the result of this project. The selected consultant will consist of a team that can address the issues in this project.

EOA

This project will result in a refined definition of high value opportunity sites and realistic appraisal of businesses that the city would like to attract to these employment sites. It will also result in a clearer understanding of the costs associated with the identified high value opportunity sites and potential funding scenarios in an effort to identify viable solutions. A public involvement process will help decision makers gauge the level of support for the concept of high value opportunity sites within the regional plan and also for the financing of infrastructure improvements. The sites that were designated high value opportunity site in the regional EOA will be referred to as Special Purpose sites in the local EOA.

HNA

This project will incorporate the regional housing needs analysis into a local HNA that will complement the regional analysis and focus on the future residential needs of Keizer. The HNA will refine the regional housing needs projections to incorporate the city council's anticipated adoption of a 20 year population forecast. In 2009, Marion County adopted a regional 20 year population forecast for the Salem-Keizer UGB but left the actual adoption of a local forecast to the local jurisdictions. This forecast will then be incorporated into the local HNA, and also the EOA and any revisions will be included based on the adoption of the population forecast. The public involvement process will gauge the level of support of strategies that would address the identified future residential needs. With the development of local housing goals and objectives, and the revisions to the city's comprehensive plan, the local HNA will be a planning document that will help guide the City in the coming years.

Project overview and management

City's Role
Overall management of the project will be the responsibility of the city of Keizer Community Development Department. Specific duties will include:

- Organization and management of advisory committee
- Schedule and manage meetings, including activities such as prepare and distribute meeting notices, agendas, and summaries, and assist with meeting facilitation.
- Oversee consultant work described in this scope of work.
- Review and approval of consultant payment requests.

Technical Advisory Committee
This project will make use of a Technical Advisory Committee (TAC). The role of the TAC is to review project material and advise on technical issues throughout the project. TAC members will consist of representatives of the city council, planning commission, Chamber of Commerce, and members of the general public. Additional representatives from other affected groups or organization may serve as identified by TAC members. The TAC will meet at regular intervals during the project to review material developed by either staff or the consultant.

Agency Role
The Department of Land Conservation and Development will provide financial and technical assistance to the project.

Consultant Role
The consultant will be responsible for technical analysis related to evaluating economic trends, synthesizing economic analysis with buildable land information, market analysis of identified sites, cost analysis, Goal 14 compliance, and drafting documents and revisions to the development code and comprehensive plan as required.

Written and graphic Products
All reports, studies, and other documents produced under this scope of work shall indicate on the cover or title page an acknowledgment of the financial assistance by the Department of Land Conservation and Development and shall be in a format that is compatible with city's computer system.

Products and Outcomes

This project will allow the city to complete the final 2 tasks left on the city's periodic review. The tasks that the city has left to complete are:

a) Local buildable lands inventory / local housing needs analysis; and,
b) A local economic opportunities analysis.

The specific products the consultant will be expected to produce include:

1. A local EOA;
2. A local HNA;

3. Revisions to the comprehensive plan relating to EOA and HNA;
4. Revisions to development code to implement EOA and HNA;
5. Economic goals and objectives;
6. Economic vision;
7. Findings to support the adopted ordinances;
8. Preparation of material for potential UGB expansion to provide land needed as part of EOA and HNA and Goal 14 compliance;
9. Analysis of market feasibility of the selected businesses that will be attracted to the high value opportunity sites;
10. Funding scenarios needed to pay for costs associated with development of high value sites.

Consultant shall provide one CD copy and two paper copies of all products. The City shall forward one hard copy and one electronic copy to DLCD.

Timeline

This project will commence upon the city and the consultant signing a contract agreement. It will be completed within 9 months to 12 months with public hearings scheduled before the planning commission and final adoption by the city council.

	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Task 1	•	•								
Task 2	•	•								
Task 3	•		•							
Task 4			•		•					
Task 5			•		•					
Task 6					•	•				
Task 7						•	•			
Task 8						•		•		
Task 9								•	•	
Task 10										•

Task 1: Economic Vision

The purpose of this task is to develop an economic vision specific to the City of Keizer. This vision will build on the economic vision that is within Vision 2020 and will specifically deal with vision for the Special Purpose sites. In addition, the city will send a Request for Proposal (RFP) to qualified consultants; review submitted RFPs; interview and select a consultant; and sign a contract with consultant.

Have the 1st TAC meeting (without consultant) to review the regional EOA and the regional HNA. Introduce the issues facing the Keizer EOA; define the parameters for TAC; adopt visioning statement; introduce population projection.

Task 1 City products:

- Economic vision
- Contract with consultant
- TAC meeting #1, room location, agenda and meeting minutes

Task 1 Consultant products: NA

Task 1 Schedule: Month 1-2

Task 1 Cost Estimate: NA

Task 2: Population estimate

The purpose of this task is to review the adopted population projection for the up-coming 20 year planning period for the City. Marion County has adopted a coordinated 20 year population projection for the county and for most of the cities within the county but left it for both Salem and Keizer to adopt individual projections. At this time it is anticipated that Keizer will formally adopt a local projection. The population projection needs to be consistent with the county's population projection and also with the projection that was used as part of the regional EOA and regional HNA. This projection will be integrated into both the local EOA and HNA. If a consultant is hired before this task is complete then the consultant will participate in this task and advise the city regarding the implications of such and if necessary any desirable modifications.

Task 2 City products:

- Develop and have council adopt 20-year population projection
- TAC meeting #1 room location, agenda and meeting minutes

Task 2 Consultant products: NA

Task 2 Schedule: Month 1-2

Task 2 Cost Estimate: NA

Task 3: Review of documents and identify additional research / documentation

The purpose of this task is to provide the consultant with all relevant documents relating to this project. The consultant shall review all the documents that will be used as a basis for this project. The consultant shall work with staff to identify any additional research or documentation that may be needed to enhance the local EOA and HNA for the success of this project.

Task 3 City products:

- City shall provide consultant copies of regional EOA and regional HNA that were prepared by ECONorthwest, draft local EOA, draft local HNA, and associated draft comp plan amendments which have been prepared by city staff, and city's development code and comprehensive plan.

Task 3 Consultant products:

- Consultant shall review and identify any issues that need to be resolved (such as but not limited to greater supporting documentation for need for identified high value opportunity sites, recent court hearings affecting EOA methodology, costs associated with servicing identified lands, and any other issues consultant feels are appropriate to consider).
- Consultant shall work with city staff to provide or coordinate efforts to provide needed documentation on issues not adequately covered by regional EOA or HNA that will need to be addressed in either, or both the local EOA and local HNA.

Task 3 Schedule: Month 2-3

Task 3 Cost Estimate: $2,500

Task 4: Inventory assessment and consideration of alternatives

The purpose of this task is to review the inventories that were developed in the regional EOA and regional HNA and to provide any additional supporting documentation and analysis to support both the local EOA and local HNA. This will include a review of pertinent local trends and local expectations. Additional analysis of the inventory that may be redeveloped, as was identified in the regional EOA, shall be reviewed to determine if additional analysis or clarification is needed. In addition, an assessment of potential and competitive short-term supply for employment inventory shall be done.

The residential inventory in the regional HNA will be the basis for the local HNA. Consultant will develop a variety of alternatives for the city to evaluate that can be used to meet all or some of the projected residential land needs.

All EOA and HNA analysis are to be consistent with the respective regional work and with all applicable state requirements.

Task 4 City products:

- Provide staff and meeting room for TAC #2 meeting, agenda and minutes of meeting.

Task 4 Consultant products:

- EOA inventory assessment, refinements as needed and analysis.
- Redevelopment analysis of inventory of needed lands for employment.
- HNA inventory assessment including analysis of recommended residential alternatives for the city to consider.

Task 4 Schedule: Month 3-5

Task 4 Cost Estimate: $10,000

Task 5: Analysis of Special Purpose sites

The purpose of this task is to review the high value employment opportunity sites that were identified in the regional EOA to assure that they are consistent with community objectives. For the purpose of the local EOA these sites will be classified as Special Purpose sites. This task will evaluate the suitability of the development of these sites with an analysis to determine whether there is a demand for the identified sites to be used for medical / research developments given the sites location, acreage, and other physical attributes. Consultant shall include pending revisions to the economic development provisions within the State's Transportation Planning Rule as part of this analysis.

Task 5 City products:

- Provide staff and meeting room for TAC #2 meeting, agenda and minutes of meeting.

Task 5 Consultant products:

- Review and analysis of Special Purpose sites.
- Analysis of market feasibility of the selected businesses that will be attracted to the Special Purpose sites.
- Strategies that can be used by the city to manage and protect Special Purpose sites from incompatible development.

Task 5 Schedule: Month 3-5

Task 5 Cost Estimate: $20,000

Task 6 Public outreach
The intent of this task is to develop a methodology and materials that can be used to engage the public. Consultant shall work with the city to devise a process to engage the public on the issues relating to the local EOA and local HNA. This may involve survey, open house forum, or other mechanism to engage the public.

Topics consultant shall include, but are not limited to, discussion and refinement of high value opportunity sites and appropriate business, and level of support for infrastructure improvements needed to serve the opportunity sites. Results from this public outreach will be integrated into the final document.

Task 6 City products:
- Staff support

Task 6 Consultant products:
- Devise an effective and efficient public engagement process and presentation materials to be used by the city.

Task 6 Schedule: Month 5 - 6

Task 6 Cost Estimate: $5,000

Task 7: Funding scenarios
The purpose of this task is to refine the costs associated with the development of the identified Special Purpose sites; and, costs to serve land that are needed for projected residential needs.

Task 7 City products:
- Provide staff and meeting room for TAC #3 meeting, agenda and minutes of meeting.

Task 7 Consultant products:
- Analysis of the costs associated with the development of the identified high value opportunity sites and land needed for projected residential needs.
- Realistic funding scenarios for the needed public improvements.

Task 7 Schedule: Month 6 - 7

Task 7 Cost Estimate: $2,500

Task 8: Document preparation
The purpose of this task is to prepare the materials developed by the consultant relating to tasks 4 thru 7 and including tasks 1 and 2 done by the city relating to this project.

Task 8 City products:
- City staff to review submitted material

Task 8 Consultant products:
1. A local EOA;
2. A local HNA;
3. Revisions to the comprehensive plan relating to EOA;
4. Revisions to the comprehensive plan relating to HNA;

5. Revisions to development code to implement EOA and HNA;
6. Economic goals and objectives;
7. Findings to support the adopted ordinances adopting the products in tasks 4 thru 6 and tasks 1 and 2.

Task 8 Cost Estimate: $7,500

Task 9: Suitability for Goal 14 compliance
The purpose of this task is to address the State requirements governing Urban Growth Boundary (UGB) expansion if one is determined to be necessary to provide for the land to support employment and residential needs if it is shown cannot be met by lands currently within the UGB.

Task 9 City products:
- Staff support as determined to be needed.

Task 9 Consultant products:
- Preparation of material with supporting findings that can be used for UGB expansion if determined to be necessary to provide for additional needed land identified as part of EOA and HNA and Goal 14 compliance and other applicable state requirements;

Task 9 Schedule: Month 6 - 8

Task 9 Cost Estimate: $15,000

Task 10: Public hearing process
The purpose of this task is to present to the public the material developed by the consultant relating to this project. This process may take more than one meeting at either or both the planning commission and the city council for completion.

Task 10 City products:
- City staff to provide meeting room, notice, meeting schedule, meeting agenda, staff at meeting and meeting minutes.

Task 10 Consultant products:
- Consultant to present draft documents to city staff to forward to planning commission and consultant to present draft documents to planning commission for their consideration and incorporate comments into revised document as determined to be warranted.

- Consultant to present revised draft documents to city staff to forward to city council and consultant to present revised draft documents to city council for their consideration.
- Consultant to prepare final documents incorporating any changes as directed by the council and supporting findings that can be included in material to be adopted by city council.

Task 10 Schedule: Month 8-9

Task 10 Cost Estimate: $10,000

Budget Summary

Task 1 – Economic Vision		$ 000
Task 2 – Population Estimate		$ 000
Task 3 – Document Review		$ 2,500
Task 4 – Inventory Assessment		$ 10,000
Task 5 – Special Purpose Sites		$ 20,000
Task 6 – Public Outreach		$ 5,000
Task 7 – Funding Scenarios		$ 2,500
Task 8 – Document Preparation		$ 7,500
Task 9 – Goal 14 Analysis		$ 15,000
Task 10 – Public Hearing		$ 10,000
	TOTAL	$ 70,000

Interim Payment

Interim Payment: Reimbursement **up to $35,000** upon submittal of work product(s) listed in Tasks 3 through 6 of the Scope of Work and a signed **Attachment C:** DLCD Interim Reimbursement Form request acceptable to DLCD.

Submit: one (1) copy each of the work product(s) in a hard copy and one (1) CD to the grant manager, and one (1) copy each product(s) in a hard copy and One (1) CD to the grant administrative specialist to addresses listed in **Attachment B – DLCD Contact Information**.

Send Attachment C – Interim Reimbursement Form, and accompanying Work product(s) to the grant administrative specialist. Payment will not be made until all copies are received in the Salem Office and approved by DLCD.

Final Payment

Final Payment: Reimbursement **on or before May 30, 2013, of up to $35,000** upon submittal of work product(s) listed Tasks 7 through 10 of the Scope of Work and a signed **Attachment C - DLCD Final Reimbursement Form** request acceptable to DLCD.

Submit, no later than **June 30, 2013** (30 days after the closeout): one (1) copy each of the work product(s) in a hard copy and one (1) CD to the grant manager, and one (1) copy each product(s) in a hard copy and One (1) CD to the grant administrative specialist to addresses listed in **Attachment B – DLCD Contact Information.**

Send Attachment C – Final Reimbursement Form, and the accompanying product(s) to the grant administrative specialist. Payment will not be made until all copies are received in the Salem office and approved by DLCD.

DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT STANDARD AWARD CONDITIONS

Subject to any applicable debt limitation set forth in Article XI, Section 10, of the Oregon Constitution, by city Charter or otherwise, and contingent upon funds being appropriated by the Legislative Assembly and sufficient allotment authority therefore, Grantee agrees to the provisions below.

1. ***DLCD Funds:*** DLCD certifies that on the Effective Date of this grant sufficient funds are authorized, available, and set-aside, Subject to the provision of ORS 291.261.

2. ***Reporting:*** At any time before the Closing Date, when requested by the DLCD Grant Manager, Grantee shall provide a written report on the status and progress of Work performed under this Contract within a mutually agreed time frame.

3. ***Payments:*** DLCD payments to Grantee under this Contract shall be made in accordance with the grant payment schedule described in the "Special Award Conditions Product(s), Activities, or Payments Table or Scope of Work" of this Contract. Payment is contingent upon DLCD's acceptance of the Product(s) or Work Product(s) produced under the Contract. Grantee agrees that reimbursement of all amounts requested by Grantee is contingent upon compliance with all the terms and conditions of this Contract.

4. ***Penalty*:** Payments to Grantee may be withheld or reduced if DLCD determines that work performed under this Contract is unsatisfactory, based on the best professional judgment of the DLCD Grant Manager, or if one or more terms or conditions of this Contract have not been met to the extent required by law.

5. ***Ownership of Work Product(s).***
   a. **Definitions.** As used in this Paragraph 5 and elsewhere in this Contract, the following terms have the meanings set forth below:

      i. **"Grantee Intellectual Property"** means any intellectual property owned by Grantee and developed independently from the Project.

      ii. **"Third Party Intellectual Property"** means any intellectual property owned by parties other than DLCD or Grantee.

      iii. **"Product(s)" or "Work Product(s)"** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is required to deliver to DLCD pursuant to the Project and this Contract, including but not limited to any Product(s) or Work Product(s) described in Special Award Conditions Number 2.

b. **Original Works**. All Product(s) or Work Product(s) created by Grantee pursuant to the Project and this Contract, including derivative works and compilations, and whether or not such Work Product(s) is considered a work made for hire or an employment to invent, shall be the exclusive property of DLCD. DLCD and Grantee agree that such original works of authorship are "work made for hire" of which DLCD is the author within the meaning of the United States Copyright Act. If for any reason the original Product(s) or Work Product(s) created pursuant to the Project is not "work made for hire," Grantee hereby irrevocably assigns to DLCD any and all of its rights, title, and interest in all original Product(s) or Work Product(s) created pursuant to the Project, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine.

c. **Upon DLCD's reasonable request,** Grantee shall execute such further documents and instruments necessary to fully vest such rights in DLCD. Grantee forever waives any and all rights relating to original Product(s) or Work Product(s) created pursuant to the Project, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

   i. **In the event that Product(s) or Work Product(s)** created by Grantee under this Contract is Grantee Intellectual Property or is a derivative work based on Grantee Intellectual Property is a compilation that includes Grantee Intellectual Property, Grantee hereby grants to DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the pre-existing elements of the Grantee Intellectual Property employed in the Product(s) or Work Product(s), and to authorize others to do the same on DLCD's behalf.

   ii. **In the event that Product(s) or Work Product(s)** created by Grantee under this Contract is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the pre-existing elements of the Third Party Intellectual Property employed in the Product(s) or Work Product(s), and to authorize others to do the same on DLCD's behalf.

d. **Grantee Intellectual Property**. In the event that Product(s) or Work Product(s) is Grantee Intellectual Property, Grantee hereby grants to DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Grantee Intellectual Property, and to authorize others to do the same on DLCD's behalf.

e. **Third Party Works**. In the event that Product(s) or Work Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Third Party Intellectual Property, and to authorize others to do the same on DLCD's behalf.

6. *Indemnity.*
   a. **General Indemnity. Subject to Limitation of State of Oregon Constitution and State of Oregon Tort Claims Act.** Grantee shall defend, save, hold harmless, and indemnify the State of Oregon and DLCD and their Officers, Employees, Agents from and against all Claims, Suits, Actions, Losses, Damages, Liabilities, Costs and Expenses of any Nature whatsoever, including Attorney Fees, resulting from, arising out of, relating to the Activities of Grantee or its Officers, Employees, Subcontractors, or Agents under Contract.

   b. **Indemnity for Infringement Claims. Subject to Limitation of State of Oregon Constitution and State of Oregon Tort Claims Act. Without limiting the generality of section 6.a**, Grantee Expressly agrees to Defend, Indemnify, and hold DLCD, the State of Oregon and their Agencies, Subdivisions, Officers, Directors, Agents, and Employees harmless from any and all Claims, Suits, Actions, Losses, Liabilities, Costs, Expenses, including Attorney's Fees, and Damages arising out of or related to any claims that the Product(s) or Work Product(s) or Work Task(s) or any other tangible or intangible items delivered to DLCD by Grantee that may be the subject of protection under any State or Federal Intellectual Property Law or Doctrine, or DLCD's use thereof, infringes any Patent, Copyright, Trade Secret, Trademark, Trade Dress, Mask Work, Utility Design, or Other Proprietary Right of any Third Party; provided, that State shall provide Grantee with prompt written notice of any infringement claim.

   c. **Control of Defense and Settlement.** Grantee shall have control of the Defense and Settlement of any claim that is subject to sections 6.a or 6.b; however, neither Grantee nor any Attorney engaged by Grantee shall defend the claim in the name of the State of Oregon or any Agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its Agencies, without first receiving from the Oregon Attorney General, in a form and manner determined appropriate by the Attorney General, Authority to Act as Legal Counsel for the State of Oregon, nor shall Grantee settle any claim on behalf of the State of Oregon without the Approval of the Attorney General. the State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that grantee is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense.

7. *Termination:*
   a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Contract:

      i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;

      ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, pay for the Product(s) or Work Product(s) or Work Task(s) hereunder; or

      iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the DLCD's financial assistance under this Grant Contract is prohibited or DLCD is prohibited from paying for the Product(s) or Work Product(s) or Work Task(s) hereunder from the planned funding source.

b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Contract, DLCD may terminate this Contract immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, or upon expiration of the time period and with such notice as provided below, upon the occurrence of any of the following events:

   i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;

   ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or Contract under this grant Contract, fails to perform any of its obligations under this grant Contract within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this grant Contract in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.

c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this grant Contract with written notice to DLCD upon the occurrence of the following events:

   i. **DLCD is in default** because DLCD fails to pay Grantee any amount due pursuant to the terms of this Contract, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or

   ii. **DLCD is in default** because DLCD commits any material breach or default of any covenant, warranty, or obligation under this Contract, fails to perform its commitments hereunder within the time specified or any extension thereof, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice.

d. **Return of Property.** Upon termination of this Contract for any reason whatsoever, Grantee shall immediately deliver to DLCD all of DLCD's property (including without limitation any Product(s) or Work Product(s) or Work Task(s) for which DLCD has made payment in whole or in part) that is in the possession or under the control of Grantee in whatever stage of development and form of recordation such property is expressed or embodied at that time. Upon receiving a notice of termination of this Contract, Grantee shall immediately cease all activities hereunder, unless DLCD expressly directs otherwise in such notice of termination. Upon DLCD's request, Grantee shall surrender to anyone DLCD designates, all documents, research or objects or other tangible things needed to complete the Product(s) or Work Product(s) or Work Task(s).

e. **Termination** under Paragraph 7 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

8. ***Failure to Comply:*** If a party fails to comply with any of the requirements or conditions of this Contract, the other may, without incurring liability, refuse to perform further pursuant to this Contract. DLCD shall make no further reimbursement to Grantee and Grantee shall upon demand by DLCD promptly repay DLCD all unexpended grant funds and grant funds expended in breach of this Contract.

9. ***Accounting and Fiscal Records:*** Using standard accepted accounting and fiscal records, the Grantee shall maintain records of the receipt and expenditure of all funds subject to this Contract for a period of six (6) years after the Closing Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later. Accounting records related to this Contract will be separately maintained from other accounting records.

10. ***Closeout report:*** The Grantee shall submit a closeout report to DLCD within thirty (30) days after termination of the grant or the Closing Date of this Contract whichever is earlier.

11. ***Closeout Payment:*** Reimbursement up to the total amount of remaining grant funds will be made upon submittal of all required Product(s) or Work Product(s), up to and including those required for the final reimbursement, and a signed DLCD closeout form acceptable to DLCD. DLCD shall authorize payment to the Grantee within ninety (90) days of such submittal for all required Product(s) or Work Product(s) or Work Task(s) that are accepted by the DLCD Grant Manager after review for compliance with the Contract.

12. ***Closeout Penalty:*** DLCD reserves the right to reduce or withhold final payment if a closeout report is submitted to DLCD after the thirty (30) days, as referenced in Standard Condition Number 10.

13. ***Subsequent funding:*** Eligibility for subsequent funding to the Grantee is contingent upon receipt of the closeout report as referenced in Standard Condition Number 10.

14. ***Audit:*** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to and the right to examine any records of transactions related to this Contract for six (6) years after the final reimbursement under this Contract is authorized by DLCD.

15. ***Appropriate use of funds:*** Grant funds cannot be used for any purpose other than for the Project and Product(s) or Work Product(s) or Work Task(s) done in accordance with the Work Program and Timeline described in the Scope of Work.

16. ***Amendments:*** Amendments must be facilitated by the DLCD Grant Manager. An amendment to this Contract may be initiated at any time during the grant period, but must be received at the DLCD Salem Office at least ninety (90) days prior to the Closing Date and be signed by all parties on or before sixty 60 days prior to the Closing Date.

Attachment A Form and Narrative
Department of Land Conservation and Development
2011-2013 Periodic Review and Technical Assistance Grants

GRANT APPLICATION

Please complete each Section in the form below
Type or write requested information in the space provided
Submit completed applications no later than SEPTEMBER 1, 2011

Application Date: 8-3-11

Grant Type: X **Periodic Review** *(for scheduled periodic review tasks)*
☐ **Technical Assistance**

Applicant: City of Keizer

Address: P.O. Box 21000, Keizer OR 97307

Phone: 503-856-3442 **Fax:** 503-390-8288

Contact name and title: Sam Litke, Senior Planner

Email: litkes@keizer.org

Grant Request Amount: $ $70,000

Local Contribution (not required): $ $5,000

Project Title:
City of Keizer Periodic Review grant application for local EOA and HNA

Project summary: (Describe the project and products in 50 words or less)

The purpose of this project is to take the work that was done by EcoNorthwest on the Salem-Keizer regional EOA and the regional HNA and develop Keizer's local EOA and local HNA, along with accompanying revisions to the comprehensive plan, and any revisions to development code as determined to be warranted.

Project Narrative

Please describe the proposed project addressing each section below:

1. **Goals and Objectives**
   State the goals or overall purpose of the project. Describe particular objectives the community hopes to accomplish: meeting planning, technical, or information needs beyond basic planning activities in your jurisdiction, or as appropriate, among partner jurisdictions. Please indicate whether this is a one-biennium, stand-alone project or is part of a longer, multi-year/multi-biennium program. If it is the latter, describe how this work would contribute to the longer-term project and how the work beyond this project would be funded.

2. **Products and Outcomes**
   Clearly describe the products and outcomes expected from this grant. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, compliance with federal requirements, socioeconomic gains, and other relevant factors. If the proposed project relates to work under a periodic review work program, identify the PR work task(s). If the project is part of a multi-year effort, please describe subsequent phases and expected results, any previous work completed, and how work beyond this project will be funded.

3. **Work Program, Timeline & Payment**

   A. Tasks
   List and briefly describe the major tasks and subtasks, in sequence of expected start dates and the resulting products.

   B. Timeline
   List beginning and end dates of project start, tasks, progress milestones, interim products, and project completion. If the project is part of a multi-year effort, provide an overview of the expected timeline, and describe subsequent phases to be completed.

   C. Payment Schedule
   Develop a requested payment schedule, showing the number, timing, and amount of interim and final payments. Relate interim payments to products, if applicable. The payment schedule should include the minimum number of payments possible **(1 to 2 are ideal).**

4. **Review Criteria**
   Technical Assistance grant applications, include a statement in the narrative that addresses the approval criteria presented in the application instructions, and that addresses priorities stated in the Grants Allocation Plan

5. **Project Partners**
   List other local governments, special districts, state agencies, or other entities, if any, that will participate in the project. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc).

6. **Cost-Sharing, and Local Contribution**
   DLCD funds are only a part of overall project costs, please identify sources and amounts of other funds or services that will contribute to the project's success. Cost-sharing (match) is not required on general fund grants, but will be a contributing factor to the success of the application, all else being equal. Describe the kinds and list the amounts of local contribution for the grant (see page 4 of this application).

Will a consultant be retained to assist in completing grant products? Yes X No ☐

Grant Budget

Grant Budget Summary

	Grant Request	Local Contribution	Total Budget
Personal Services	$	$ $5,000 (in-kind)	$ $5,000
Supplies	$	$	$
Contract services	$ $70,000	$	$ $70,000
Other *(Please explain "other" expenses)*	$	$	$
TOTAL	$ $70,000	$ $5,000 (in-kind)	$ $75,000

Grant Product Cost Summary

Product	Grant Request	Local Contribution	Total Budget
1	$ NA	NA	NA
Tasks: 2, 3 & 4	$ $35,000	$ $2,500 (in-kind)	$ $37,500
	$		
	$		
Tasks: 5, 6, and 7	$ $35,000	$ $2,500 (in-kind)	$ $37,500
	$		
TOTAL	$ $70,000	$ $5,000 (in-kind)	$ $75,000

Please submit your application with all supplemental information to
Attn: Larry French, Grants Administrative Specialist

City of Keizer Periodic Review grant application for local EOA and HNA

Project Narrative
The city of Keizer seeks to obtain funding for Periodic Review grant that will allow the city to complete 2 Periodic Review tasks. These are: Economic Opportunities Analysis (EOA) and Housing Needs Analysis (HNA). The city of Keizer has been in period review for the past three years and has already completed several tasks. A community vision has been completed (funded by a periodic review grant) and while technically not a periodic review task the city's Transportation System Plan (funded by a TGM grant) has recently been updated.

The city of Keizer along with the city of Salem and the city of Turner partnered together to work on a regional EOA. This was funded by DLCD and also included the participation of Marion and Polk counties. This resulted in a regional analysis and a 20-year projection of lands needed to serve the region's economic and employment needs. Concurrent to the EOA a regional HNA was also undertaken using the same consultant, EcoNorthwest. This included a building lands inventory of both Keizer and Salem and a regional analysis of the 20-year residential housing needs.

The purpose of this application is to take the work that was done by EcoNorthwest on the Salem-Keizer regional EOA and also on the regional HNA and develop Keizer's local EOA and local HNA out of the regional studies. These two long range planning documents, along with accompanying revisions to the city's comprehensive plan, and any revisions to the city's development code as determined to be warranted will result from this project.

1. Goals and Objectives
The goal of this project is to allow the city of Keizer to incorporate relevant data and conclusion in the Salem-Keizer regional EOA and Salem-Keizer regional HNA into a local EOA and local HNA in a manner that is consistent with and compliments the regional analysis yet at the same time a distinctly local focus.

EOA
With the development of local economic goals, and objectives, and the revisions to the city's comprehensive plan the local EOA will be a planning document that will help guide the city in the coming years. In particular, this effort will result in a more refined definition of high value opportunity sites and realistic appraisal of businesses that the city would like to attract to the employment sites. It will also result in a clearer understanding of the costs associated with the identified high value opportunity sites. While these were addressed as part of the regional EOA, the cost estimates were considered high considering the complexity of the I-5 interchange assessment. A more refined analysis will better asses the actual costs associate with these improvements. The public engagement process will allow the city to gauge the level of public support for the concept of high value opportunity sites forwarded within the regional plan and also for the level of support for the financing of the needed infrastructure improvements.

HNA
This grant project will incorporate the regional housing needs analysis into a local HNA that will be consistent and compliment the regional analysis yet will focus on the forecasted future residential needs of Keizer and less on the projected regional needs. The HNA will refine the regional housing needs projections to incorporate the city council's anticipated adoption of a 20 year population forecast.

Marion County had in 2009 adopted a regional 20 year population forecast for the Salem-Keizer region but left the actual adoption of a local forecast to the local jurisdictions. As part of this process that will be accomplished. This forecast will then be incorporated into the local HNA, and also the EOA, and any revisions will be included based on the adoption of the population forecast. The public engagement process will be useful to gauge the level of support for a variety of strategies that could be used to off-set the identified future residential needs. With the development of local housing goals, and objectives, and the revisions to the city's comprehensive plan the local HNA will be a planning document that will help guide the city in the coming years.

2. Products and Outcomes

This project will allow the city to complete the final 2 tasks left on the city's periodic review. The tasks that the city has left to complete are:

a) buildable lands inventory / housing needs analysis; and,
b) an economic opportunities analysis.

The specific products associated with this project include:

1. A local EOA;
2. A local HNA;
3. Revisions to the comprehensive plan relating to EOA;
4. Revisions to the comprehensive plan relating to HNA;
5. Any revisions to development code as determined to be warranted;
6. Economic goals and objectives;
7. Economic vision; and
8. Findings to support the adopted ordinances adopting the material

3. Work Program, Timelines and Payment

A. Tasks

1. City staff to work with DLCD staff to review and sign grant agreement between city and State.

Time estimated to complete this task – 30-45 days.

2. Contract with consultant
   a. City staff to prepare an RFP and distribute to an identified list of qualified consultants to solicit proposals to provide their services for this project.
   b. City staff shall select consultant. Staff shall advise DLCD staff of selection.
   c. Consultant shall provide city staff with a work agreement specifying tasks to be completed and dates of expected completion. Agreement to be reviewed and signed by all parties. Staff shall allow DLCD opportunity to review agreement and copy of agreement.

   Time estimated to complete Task 2 - approximately 30-45 days after signed agreement with State is signed.

3. Review of documents and needed additional research / documentation
   a. City shall provide consultant copies of regional EOA and regional HNA were prepared by EcoNorthwest, draft local EOA, draft local HNA, and associated draft comp plan amendments which have been prepared by city staff.

b. Consultant shall review and identify any issues that need to be resolved (such as but not limited to greater supporting documentation for need for identified high value opportunity sites, recent court hearings affecting EOA methodology, costs associated with servicing identified lands, and any other issues consultant feels are appropriate to consider).
c. Consultant shall work with city staff to provide or coordinate efforts to provide needed documentation on issues not adequately covered by regional EOA.

Time estimated to complete Task 3 - approximately 3 months after signed agreement with State is signed.

4. Technical Advisory Committee meetings
   a. Consultant and city staff to facilitate 2 local EOA TAC meetings to identify and discuss issues such as, but not limited to those identified in Task 3, that need to be resolved through the local EOA TAC process.
   b. City staff to be responsible for selecting members of the TAC; schedule dates for meetings and meeting room; prepare minutes; review agenda that is prepared by consultant and attend meetings. It is intended that the TAC will include representatives from the city council, planning commission, business community, home builders, and general citizens.
   c. Consultant shall prepare agenda for meeting, facilitate discussion, prepare any documents needed for review by TAC members, and present the material in advance of the meeting to staff for distribution to TAC members.
   d. First TAC meeting to take place 1 ½ – 2 months after signed agreement with consultant is signed.

5. Public outreach
   a. Consultant shall work with the city to devise a process to engage the public on the issues of importance to the local EOA. This may involve survey, open house forum, or other mechanism to engage the public.
   b. Topics consultant shall include, but are not limited to, include discussion and refinement of high value opportunity sites and appropriate business, and level of support for infrastructure improvements needed to serve the opportunity sites.
   c. Results from public outreach to be integrated into documentation preparation.

6. Draft document preparation
   a. Consultant to prepare revisions to local draft documents (draft local EOA, draft local HNA, and associated draft comp plan amendments) which incorporate recommendations of the local ECO TAC / staff and send to city staff for review.
   b. Second TAC meeting to take place after this task is completed approx. 4 to 5 months after agreement with consultant is signed.
   c. Consultant to incorporate comments into documents as warranted.

7. Public hearings
   a. Consultant to present draft documents to city staff to forward to planning commission.
   b. Consultant to present draft documents to planning commission for their consideration. City staff to provide meeting room, notice, meeting schedule, meeting agenda, staff at meeting and meeting minutes. Meeting to be scheduled 5 – 6 months after agreement with consultant is signed.

c. May require more than 1 planning commission meeting depending on issues and amount of public testimony.
d. Consultant to incorporate comments from planning commission into revised document as determined to be warranted.
e. Consultant to present revised draft documents to city staff to forward to city council. City staff to provide council meeting room, meeting schedule, meeting agenda, staff at meeting, notice and meeting minutes. Meeting to be scheduled 7 – 8 months after agreement with consultant is signed.
f. Consultant to present revised draft documents to city council for their consideration.
g. May require more than 1 city council meeting depending on issues and amount of public testimony.
h. Consultant to prepare final documents incorporating any changes as directed by the council and supporting findings that can be included in material to be adopted by city council.

B. Timeline

This project is intended to be completed within a short timeline all within this current fiscal year. The project will commence within 30 days of being notified of grant approval and will be completed within 9 months to 12 months with public hearings scheduled before the planning commission and final adoption by the city council. This would be a completion date of September 30, 2012.

C. Payment

The city is requesting funding of $70,000. This project would make use of 2 payments to the consultant. The first payment of $35,000 will be tied to the completion of tasks 2 thru 4 identified in #3 above, and the second payment of $35,000 with the completion of tasks 5, 6 and 7 identified #3.

4. Review criteria

Not applicable.

5. Project partners

This is a city of Keizer periodic review project and will not involve any partners.

8. Cost-sharing and Local Contribution

The city will provide an in-kind contribution of approximately $5,000. This will include staff time to arrange meetings, work with the selected consultant, provide for public notices, attend all meetings, provide meeting minutes, review consultant work, and manage the grant project.

Attachment B

DLCD General Fund PR Grants
DLCD Contact Information
For the City of Keizer Grant Contract PR-U-13-162

For questions regarding the scope of work of your grant, please contact:

Grant Manager:

DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97401

Phone: 503.373.0050 ext.259 Cell: 971.239.9448 Steve Oulman steve.oulman@state.or.us
Fax: 503.378.5518

Grant Program Manager:
DLCD Salem Office
635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540

Phone: 503.373.0050 ext.281 Cell: 971.239.9458 Patty Snow patty.snow@state.or.us
Fax: 503.378.5518

For questions regarding the contract, processing of paperwork and payments, please contact:

Grant Administrative Specialist

DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Phone: 503.373.0050 ext. 283 Larry French larry.french@state.or.us
Fax: 503.378.5518

Attachment C

Department of Land Conservation and Development (DLCD)
2011-2013 Request for Reimbursement or Final Closeout

Grantee Name City of Keizer Community Development Department		Grant No. assigned by DLCD PR-U-13-162	Final Payment Yes No
Grant Contract Start Date From:	Grant Contract Closing Date To: April 30, 2011	Period covered by this Payment From:	Period covered by this Payment To:
DLCD Grant Expenditures	*DLCD Grant Expenditures*	*DLCD Grant Expenditures*	*DLCD Grant Expenditures*
Transactions	**Previously reported**	**This Payment**	**Cumulative**
1. Salaries and Benefits			
2. Supplies and services			
3. Contracts (Hired by Grantee including consultants provide name and contact information)			
4. Other (provide list & explain)			
5. **Total (add lines 1,2,3,4)**			
Local Contributions (if applicable)	**Local Previously**	**Local This Payment**	**Local Previously reported**
6. Salaries and Benefits			
7. Supplies and services			
8. Contracts			
9. Other			
10. **Total (add lines 6,7,8,9,)**			
11. **Payment requested (from line 5)**	**DO NOT WRITE IN THIS SPACE**		**DO NOT WRITE IN THIS SPACE**

12. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for 5 years after the Final Payment.**

13. Typed or Printed Name and Title (Use Black Ink Only)	14. Address where payment is to be sent (Use Black Ink Only)
15. Signature of Authorized Certifying Official (Use Black Ink Only)	16. Date Payment Submitted (Use Black ink Only)

Do Not Write Below This Line **FOR DLCD USE ONLY** **Do Not Write Below This Line**

DLCD CERTIFICATION

I certify as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee:

_____ Has met the terms and conditions of the grant and that payment in the amount of $ _________ should be issued

_____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and payment in the amount of $ _______________ should be issued.

Signature of DLCD Grant Manager (Use Black Ink Only)	Date (Use Black Ink Only)
Signature of DLCD Program Manager (Use Black Ink Only)	Date (Use Black Ink Only)

BATCH #	**DATE**	**VOUCHER#**	**DATE**
PCA#	**OBJECT #**	**VENDOR #**	**AMOUNT**

Department of Land Conservation and Development
2011-2013 Planning Technical Assistance Grant Contract
Interim Reimbursement and Closeout Form Instructions

One copy of the Request for Reimbursement or Closeout report form is attached. If you would like an electronic version, please contact Larry French at (503) 373-0050 ext. 283, or larry.french@state.or.us .

Note: <u>It is important that you retain documentation of expenditures in a grant file maintained in your jurisdiction as provided in Paragraph 14 of the Standard Award Conditions, which provides that records be maintained for at least five (5) years after the final payment has been received by the jurisdiction.</u>

Note: <u>It is important that the grant funds disbursed to you must be used between the Effective Date (Signed by Last Party) and NOT AFTER the Closing Date of this Contract.</u>

The report documents the allowable expenditures of previously distributed funds. **<u>Unexpended funds must be returned to DLCD</u>**. They will revert to the State's General Fund.

Please show **<u>total actual expenditures only</u>** of DLCD Grant Award and Local Contributions.

- In the first row, please fill in the Grantee Name, Grant Number, and highlight or circle Final Payment "Yes or "No.
- In the second row, please fill in the "Period Covered By This Payment" Date for which the reimbursable expenditures were incurred.
- The form than splits into three vertical columns for each expense category:
  - The first column, **"DLCD Grant Expenditures Previous Reported"**, should be blank if the submission is Payment 1 or interim payment. If the payment is the final payment enter payment 1 in this "Previous Reported" column.
  - The second column, **"DLCD Grant Expenditures This Payment"** captures and identifies expenditures for which products that are currently being submitted for review and payment.
  - The third Column, **"DLCD Grant Expenditures Cumulative"** is the total of the first and second columns.

- In **DLCD Grant Funding Expenditures – (required)** DLCD Grant Funds fill in items 1 – 4 and 5 total line, and **(if applicable)** Local Contributions items 6-9 and 10 total line.
- **Salary and Benefits** (*<u>Identified as box "1" under DLCD Grant Funding</u>*) includes the grantee's staff time, including Other Personnel Expenses. Receipts are not required with this report submission.
- **Supplies and Services include the grantee supplies used and personal services** (*<u>Identified as box "2" under DLCD Grant Funding</u>*)**.** Receipts are not required with this report submission.
- **Contracts** (*<u>Identified as box "3" under DLCD Grant Funding</u>*) include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report is: Name, address, phone number, and email address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each, individually.

- **Other** - Please provide a brief explanation and dollar breakdown for amounts listed as **"Other"**. Receipts are not required (*Identified as box "4" under DLCD Grant Expenditures*). **Note: Travel expenses** will not be reimbursed, and will not be approved. This also includes contractors and consultants travel.

- The **Totals** *Identified as Line "5" summarize the three columns DLCD Grant Expenditures Previous Reported DLCD Grant Expenditures This Payment, and Previous Reported DLCD Grant Expenditures Cumulative* and are addition of lines 1 through 4. The Total payments at the end of the grant contact cannot exceed the agreed amount on the Grant Contract as specified on Page 1 in the "DLCD Share of Cost" box. Note: If payment 1 or interim payment has a left-over balance, the balance can be added to the final payment in the "DLCD Grant Expenditures This Payment". Note on the final payment or at the end of the contract, the "DLCD Grant Expenditures Cumulative" cannot exceed the Grant Contract dollars as specified on Page 1 in the "DLCD Share of Cost box".
- Re-enter the payment request from Line 5 "DLCD Grant Expenditures This Payment" on Line 11.
- **Reporting of** Local Contributions **(*Identified as box "6-10" under DLCD Local Contributions*) if applicable. This section is included in order to provide DLCD with accurate information regarding the cost of activities and/or products worked on in compliance with this grant. This category includes both in-kind and cash contributions.**
- **Certification: Please read and understand the box on the form.** *(identified as box "12" on form)*.

The next Group of boxes is for taking responsibility for the information being submitted and requesting payment (identified as boxes "13 – 16"). **Please use Black Ink Only in filling out the form.**

- Print Name and Title box is required *(identified as box "13")*.
- Mailing address including City, State and zip code where payment can be sent *(Identified as box "14")*.
- Signature of Authorized Certifying Official by signing this box this person takes responsibility of the information and accuracy of the information *(identified as box "15")*.
- Date Report submitted is the date the form is signed *(identified as box "16")*.

Before a payment can be issued, **all grant products, required documentation and the signed reimbursement form** must be received as complete, accepted and reviewed by the grant manager and department, as stipulated in the grantee Contract.

Please follow the payment schedule as identified in the Special Award Conditions Table or Scope of Work of the Grant Contract, when submitting a request for payment or closeout. Cover Letter-Signed, Attachment C-Signed, Products, CD, and all accompanying information to the address provided below or Email **PDF files** of the signed cover letter, signed Attachment C, and accompanying information per Grant Contract to Larry French – larry.french@state.or.us .

VIA - USPS mail to:
Attention: Larry French, Planning Assistance Grants Manager
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540

FORM PR 1

Attachment D

PERIODIC REVIEW WORK TASK SUBMITTAL FORM

This form must accompany ALL PRODUCTS SUBMITTED for completion of a work task identified on an approved periodic review work program to the DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT, Salem office. ***(See OAR 660-025-0130) and see Page 3 for submittal requirements.***

WAS THIS TASK GRANT-FUNDED? YES_X_ NO ____ GRANT NUMBER: PR-U-13-162

Please complete the following:

JURISDICTION: City of Keizer Community Development Dept DATE:____________

LOCAL CONTACT:______________________________
Name Title

ADDRESS:______________________ **CITY & ZIP CODE:**______________

PHONE:______________________ **FAX:**______________

EMAIL:______________________________

____ **COMPLETED WORK TASK NO:** ________

Task Title or Description:

For a submittal to be considered complete, a work task must include all of the following: (1) the final product as specified on the work program. This will usually be an adopted, signed ordinance updating the comprehensive plan and/or land use regulations; (2) the record of the local government proceedings pursuant to OAR 660-025-0130; (3) notice of the final decision (see reverse side for example of a task notification letter); and (4) a list of persons who requested notice of final decision in writing, or check below.

____ **PARTIALLY COMPLETED TASK OR COMPLETED SUBTASK NO:** _____

Task Title or Description:

Only submit a partially completed task or subtask if the work program identifies it as an item for adoption separately from the rest of the task. For a submittal to be considered complete, a partial work task or subtask must have all of the following: (1) the product as specified on the work program. This will usually be an adopted, signed ordinance updating the comprehensive plan and/or land use regulations; (2) the record of the local government proceedings pursuant to OAR 660-025-0130; (3) notice of the final decision (see reverse side for example of a work task notification letter); and (4) a list of persons who requested notice of final decision in writing, or check below.

Send To: Attention: Periodic Review Specialist; Department of Land Conservation and Development 635 Capitol Street, N.E. Suite 150; Salem, Oregon 97301-2540

If you need additional forms, have questions about which forms to use, or need help filling out this form,
Phone: Larry French at 503-373-0050 extension 283 or email larry.french@.state.or.us Revised: 1/22/2007

This sample satisfies requirements for local government notice of completed periodic review work tasks in OAR 660-025-0140. Adapt this sample (*example language in italics*) to: 1. Describe your work task, 2. Explain the local procedures for examining a copy of the action, and 3. Identify the DLCD staff person responsible for you jurisdiction's periodic review.

July 1, 2006

NOTICE OF PERIODIC REVIEW WORK TASK ADOPTION

On June 25, 2006, River City made its final decision on periodic review Task 1. This work task *amended the city's Economic Development Element of the comprehensive plan.* In reaching this decision, the city updated the comprehensive plan and zoning ordinance by *including an Economic Opportunities Analysis and revising the downtown commercial design standards.*

You may review a copy of this decision at the planning department office. The office is at *One Main Street, River City, Oregon 97000.* Office hours are *8:00 a.m. to 5:00 p.m., Monday through Friday.* You may purchase a copy of the decision for *$2.00* at the planning department or by mailing your request for Task 1 along with the payment. Call *Jane at 503-555-1111,* if you have questions.

If you believe the city did not satisfactorily complete the work task, or that the work task does not comply with the statewide planning goals, you may object to DLCD. To file an objection, you must do three things. First, address these requirements in your objection:

1. Show how you participated in the city's periodic review process, either by testifying at a public meeting or by sending written comments about the work task, and

2. Explain your objection to the action taken by the city. Be specific and try to relate the objection to a specific law or rule that has been violated, and

3. Recommend a specific change to the work task that would resolve your objection.

Second, submit the written objection(s) to:

Attention: Periodic Review Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301

DLCD must receive the objection <u>no later than 21 days from the date the notice was mailed by the local government (i.e., postmark date on the envelope)</u>. [*Or:* DLCD must receive the objection by *Jul y XX, 2006.* Third, send a copy of the objection to the River City Planning Department.

See Oregon Administrative Rule Chapter 660, Division 25 for specific requirements for participating in periodic review. Note especially OAR 660-025-0140 regarding objections to a work task submittal. http://arcweb.sos.state.or.us/rules/OARS_600/OAR_660/660_025.html

If you have questions about DLCD's review of this work task, please contact the city's DLCD Regional Representative: [*name, phone number and email address*]

<J:\PR\A FORMS.LTR\Work Task Order Forms and Orders\WK TASK Submittal Form PR 1 - USE.doc>

Submittal requirements required for all Periodic Review Work Tasks

Any submittal that is missing any element will be return to the jurisdiction.

Please send to the Department of Land Conservation and Development the following:

1. A CD and one hard copy of the complete work task to Larry French, Periodic Review Specialist; and a CD and one hard copy to your regional representative, include the following to be a complete work task submittal, **any submittal minus any of the parts below will be returned:**

2. PR Submittal Form 1 plus the following:

3. PR Notice to Public on objection rights;
4. Participation list of persons who participated in orally or in writing; and
5. List of Persons requesting copy of ordinance.
6. **Any task submittal over 500 pages MUST INCLUDE AN INDEX OF ALL SUBMITTED MATERIALS;**

And the following from OAR 660-025-0130---->

7A. If the local record does not exceed 2,000 pages, a submittal must include the entire local record, including but not limited to adopted ordinances and orders, studies, inventories, findings, staff reports correspondence, hearings minutes, written testimony and evidence, and any other items specifically listed in the work program.

OR

7B. if the local record exceeds 2,000 pages, a submittal must include adopted ordinances and orders, findings, hearing minutes, written testimony and evidence, and detailed index listing items not included in the submittal. Items in the local record not included in the submittal must be made available for public review during the period for submitting objections under OAR 660-025-140. The Director or Commission may require submission of any materials not included in the initial submittal.

8. Send all of the parts to me, when you have it ready.

Note: There is no 5 day rule in the PR process.

Please give me a call if you have any questions at the number listed below.

Thank you

Larry J. French
Grants Administrative Specialist
Periodic Review Specialist and
635 Capitol Street NE Suite 150
Salem OR 97301-2540
Phone 503-373-0050 x283
Fax No. 503-378-5518
Email: Larry.French@state.or.us

DLCD Content Standards and Requirements For Economic Opportunities Analysis [EOA] Products For the City of Keizer PR-U-13-162

Objective: To identify likely industrial and other economic development opportunities and corresponding employment land needs over the planning period of the next 20 years, plus up to an additional 30 years for communities planning for designated urban reserve land. This document suggests the typical tasks and required deliverables of an Economic Opportunities Analysis funded by the Department of Land Conservation and Development [DLCD].

1. **Preparation**

   Purpose: Reduce cost and delay, anticipate obstacles, prevent surprises and keep planning activities aligned with local policy.

   Deliverables: A locally approved Statement of Community Economic Development Objectives. Evidence of support and coordination from key cooperating organizations and agencies.

   Typical activities include:

   a. Review Oregon's land use program with staff of the Oregon Department of Land Conservation and Development to understand key concepts. Pay special attention to:
      i. OAR 660, division 9, Economic Development;
      ii. 660-009-0005(10) - Short-term supply of land;
      iii. 660-009-0010(5) - Adequate planning effort;
      iv. 660-009-0020(1)(a) - Economic development objectives;
      v. OAR 660, division 24, Urban Growth Boundaries [UGB];
      vi. 660-024-0040(5) - Employment land need; and
      vii. 660-024-0040(8) - Safe harbors.

   b. Prepare an informal draft Statement of Community Economic Development Objectives. Economic development planning typically looks back at the economic history of the area and changes affecting that tradition; looks forward at new opportunities; and defines a series of actions to be taken by local government to achieve a desired and sustainable result.

   c. Define a study area to analyze for economic and land use trends, which is typically a region sharing inter-dependent economic activity. Describe why the area was chosen and include a brief narrative about current conditions and activity.

d. Define a planning area, which is typically the existing urban growth boundary and may include potential expansion and urban reserve areas. It is useful to describe why the area was chosen, and include a brief narrative about current conditions and activity.

e. Gather and review any available regional economic development, employment data, real estate market data and area context information that has been published by entities such as: state and local governments; economic development agencies; ports and other development districts; the regional Business Development Officer for the Oregon Economic and Community Development Department; and Oregon's interagency Economic Revitalization Team.

f. Meet with federal, state, regional and local economic development agencies to discuss cooperation, participation and possible sources of funding for planning and implementation activities.

g. Identify typical planning and implementation policies, activities and tools, and gather evidence of support from key cooperating organizations [especially municipal and county boards and commissions, and Oregon's Economic Revitalization Team].

2. Trend Analysis

Purpose: Identify economic development opportunities likely to expand or locate in the study area within the planning period. Determine the percentage of that employment growth reasonably expected within the planning area.

Deliverable: An estimate of job growth associated with the economic development opportunities likely to expand or locate in the planning area within the planning period consistent with OAR 660-024-0040(5) - Employment Land Need. It should be based on an employment forecast from the Oregon Department of Employment, a custom employment forecast prepared by a competent professional, or an estimate of job growth including reasonable justification for the job growth estimate.

Clearly indicate the method being used, and include the data, the analysis and the conclusions.

Typical activities include:

a. Review OAR 660-009-0005 – Definitions, to understand of key concepts and terms, and OAR 660-009-0015(1) – Review of Economic Trends.

b. Meet with Oregon Department of Employment staff to discuss employment trends in the Economic Opportunities Analysis study area.

c. An Economic Opportunities Analysis that relies on an employment forecast provided by the Oregon Department of Employment may reduce delay and cost. Refer to OAR 660-024-0040(8) - Safe Harbors. Communities with circumstances that require a customized estimate of job growth that is not available from the Oregon Department of Employment may wish to contract for specialized services from competent professionals.

d. Review national, state, regional, county, and local economic trend data including, but not limited to, population and job forecasts by sector over the planning period.

e. Assess economic development potential by analyzing factors such as location, size and buying power of local and export markets for goods and services; workforce training opportunities; availability of transportation facilities for access and freight mobility; access to suppliers and utilities, including telecommunications; and other service infrastructure.

f. Interview and/or consult with local and state economic development professionals regarding local economic development potential for industrial and other employment opportunities in the study area. Incorporate results from interviews or consultations into the Economic Opportunities Analysis.

g. Acquire and incorporate information published by the Oregon Economic and Community Development Department documenting demand for sites in the study area that may not be reflected in the current employment data.

3. Site suitability analysis

Purpose: Understand the types of sites needed to successfully implement the Statement of Community Economic Development Objectives.

Deliverable: Catalog of the range of site types suitable for the employment uses likely to expand or locate in the study area.

Typical activities include:

a. Based on results of the trend analysis, identify the employment land uses appropriate for the study area. Include specific site sizes, special site requirements or other characteristics affecting the needed land supply such as a mixture of site sizes or sites with proximity to facilities. Also identify land needs that may arise from the expansion of existing businesses and the recruitment or location of new businesses into the study area.

b. Acquire and incorporate information published by the Oregon Economic and Community Development Department that documents specific market-based development practices and site requirements that may affect the current inventory and need for additional suitable employment land.

4. Inventory of suitable sites

Purpose: Determine the current availability of sites suitable for employment uses likely to expand or locate in the planning area.

Deliverable: Inventory of available sites suitable for employment uses likely to expand or locate in the planning area within the planning period.

Typical activities include:

a. Inventory and analyze the planning area's existing supply of industrial and other employment lands for development constraints which may include: wetlands, habitat areas, environmental contamination, topography, cultural resources, infrastructure deficiencies, parcel fragmentation, natural hazard areas, ownership patterns; and other suitability and availability criteria in order to determine the readiness of the current land supply for industrial and other employment development. It is important to examine opportunities for redevelopment of existing sites, including sites in the core areas of cities. A local government may consider the cost of preparing land for the designated use as part of an Economic Opportunity Analysis, by including a residual value analysis prepared by a competent professional as part of the analysis of development constraints.

b. As part of any adjustment to an Urban Growth Boundary for employment land, review employment land need and associated policies in OAR 660, division 024. OAR 660-024-0040(5) requires a determination of the need for a short-term supply of land. OAR 660, division 9, encourages local governments to include policies relating to the short-term supply of land. Designation of short-term supply is described in OAR 660-009-0025(3).

5. Assessment of potential

Purpose: Understand the process, and reduce the cost and risk associated with designating the amount of employment land.

Deliverables: An estimate of the need for employment land within the planning area for the planning period by category of site type. Include a brief narrative of any identified process, cost or risk factors; and describe the community's ability to manage those factors.

Typical activities include:

a. Based on information collected in the previous tasks, estimate the total number of sites needed in the study area for the planning period by categories of sites. Include a minimum, maximum and most likely number of sites needed for each identified category within the planning period.

b. Estimate the types and amounts of industrial and other employment uses likely to occur in the planning area. Refer to Assessment of Community Economic Development Potential in OAR 660-009-0015(4). Include a brief narrative that explains the factors that determine the planning area's capture of employment growth in the study area.

c. Identify pertinent planning, implementation, specific site, financial and real estate market process, cost and risk factors associated with the designation of additional employment land.

d. Analyze the information gathered to estimate total number of sites by the various categories defined by the local government needed within the planning area for the planning period.

6. Develop detailed implementation policies based on completion of previous steps

Purpose: Provide specific guidance to community leaders and staff.

Deliverables: A list of recommended economic development implementation policies to be included in the comprehensive plan update or plan amendment that were identified by the EOA process. It is not necessary for an EOA to include a complete implementation plan, which may follow and could include additional items.

Typical activities include:

a. Identify local government activities that will be needed to successfully implement the Statement of Community Economic Development Objectives. Include changes to the land supply, updates to comprehensive plans, additions to infrastructure facilities, new intergovernmental agreements, updated management practices, public-private partnerships, workforce training and adjustments to real estate economic factors. Include techniques to increase the community's ability to respond to economic development opportunities with speed and flexibility.

b. Identify appropriate local government actions and investments of leadership, capacity, staff time, public finance tools and statutory authority needed to successfully implement the Statement of Community Economic Development Objectives.

c. Identify available methods to fund local government activities that will be needed to successfully implement the Statement of Community Economic Development Objectives.

d. If using an estimate of job growth with reasonable justification to complete the trend analysis, the local government must identify investments in infrastructure, work force, amenities and other community improvements necessary in order to attract the job growth. Demonstrate that methods are available and there is local commitment to fund those improvements.

e. If using a residual value analysis to justify an adjustment to the current supply of suitable sites, the local government must apply the same analysis to all sites proposed for changes of designation, including all proposed expansion sites outside the current UGB. The local government must identify policies to correct residual value development constraints within the planning period, or reasonably demonstrate that correction is not possible. Use of a residual value analysis is intended to remove from the short-term inventory, those industrial sites with a persistent negative residual value. These sites have development constraints that can't be resolved for the designated use by reasonable local government action.

7. **Present a draft Economic Opportunities Analysis** to the EOA Project Team and the regional Business Development Officer for the Oregon Economic and Community Development Department; receive and incorporate comments into final product.

8. **The Economic Opportunities Analysis** submitted to satisfy grant requirements must be prepared in accordance with the procedures provided in this attachment and Oregon Administrative Rule 660-009-0015 – Economic Opportunity Analysis.

Attachment F

DLCD General Fund PR Grants
For the City of Keizer Community Development Department
Grant Contract PR-U-13-162

Governor's Office Intergovernmental/Regional Solutions Team (IGRS)

Salem Address: 900 Capitol Street NE Salem, OR 97301-4047; Phone: 503-378-6502 Fax: 503-378-6827

Greg Wolf, Director	(503) 378-5539	greg.wolf@das.state.or.us
Nancy Salber, Executive Assistant	(503) 378-6502	nancy.salber@das.state.or.us

IGRS Regional Offices and Coordinators

Central Corridor (Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco and Wheeler Counties) **Annette Liebe** Regional Coordinator Cell: (541) 610-7215 annette.liebe@das.state.or.us	**Southwest Oregon** (Coos, Douglas, Curry, Jackson, and Josephine Counties) **Jeff Griffin** Regional Coordinator (Central Point) P.O. Box 3275 155 North First St. Central Point, OR 97502 Cell: (541) 601-0408 jeff.griffin@state.or.us
Eastern Oregon (Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa Counties) **Scott G Fairley** Regional Coordinator Cell: (541) 429-2120 scott.g.fairley@state.or.us	**Valley/North Coast** (Benton, Clatsop, Columbia, Linn, Lane, Lincoln, Marion, Polk, Tillamook, and Yamhill Counties) **Mark Ellsworth** Regional Coordinator Cell: (503) 703-6706 mark.ellsworth@state.or.us
	Metro (Washington, Multnomah, and Clackamas Counties) **Vacant** Regional Coordinator Contact the Office of the Director

December 21, 2011

Department of Land Conservation and Development
Periodic Review Assistance Team
Statewide Except Metro Jurisdictions

City of Keizer Community Development Departmen *Attachment G* *PR-U-13-162*

Name & Title	*Address*	*Phone & Fax*	*Email Address*	*Counties or other info.*
AVIATION				
Mitch Swecker, Interim Dir	3040 25th Street SE Salem, Oregon 97302-1125	(503) 378-4880 (503) 373-1688f	mitch.t.swecker@state.or.us	
AGRICULTURE (ODA)				
Jim Johnson	635 Capitol Street NE Salem, Oregon 97301	(503) 986-4706 (503) 986-4730 f	jjohnson@oda.state.or.us	
BUSINESS DEVELOPMENT (BDD)				
Paul Grove	775 Summer St, Suite 200 Salem, Oregon 97301	(503) 986-0192 (503) 581-5115f	paul.grove@state.or.us	
ENVIRONMENTAL QUALITY (DEQ)				
Greg Aldrich	811 SW 6th Avenue Portland, Oregon 97204	(503) 229-6345 (503) 229-6762 f	greg.aldrich@state.or.us	
FISH & WILDLIFE (ODFW)				
Jon Germond Habitat Resource Program Mgr	3406 Cherry Avenue NE Salem, Oregon 97303	(503) 947-6088 (503) 947-6117f	jon.p.germond@state.or.us	
FORESTRY (DOF)				
Kevin Birch	2600 State Street Salem, Oregon 97310	(503) 945-7405 (503) 945-7314 f	kevin.r.birch@state.or.us	

December 21, 2011

Department of Land Conservation and Development
Periodic Review Assistance Team
Statewide Except Metro Jurisdictions

Name & Title	*Address*	*Phone & Fax*	*Email Address*	*Counties or other info.*
GEOLOGY & MINERAL INDUSTRIES (DOGAMI)				
Ian Madin	800 NE Oregon, Suite 965 Portland, Oregon 97232	(971) 673-1542 (971) 731-4066 f	ian.madin@state.or.us	
HUMAN SERVICES (DHS)				
Tom Pattee	800 NE Oregon, Suite 611 Portland, Oregon 97232	(541) 726-2587 x24 (503) 731-4077 f	tom.pattee@state.or.us	Drinking Water Systems
HOUSING & COMMUNITY SERVICES (OHCSD)				
Rick Crager	725 Summer Street NE, Ste B Salem, Oregon 97301	(503) 986-2076 (503) 986-2020 f	richard.w.crager@state.or.us	
LAND CONSERVATION & DEVELOPMENT (DLCD)				
Larry French	635 Capitol Street NE, Suite 150 Salem, Oregon 97301	(503) 373-0050 x283 (503) 378-5518f	larry.french@state.or.us	
Rob Hallyburton	635 Capitol Street NE, Suite 150 Salem, Oregon 97301	(503) 373-0050 x239 (503) 378-5518f	rob.hallyburton@state.or.us	
Patty Snow	635 Capitol Street NE, Suite 150 Salem, Oregon 97301	(503) 373-0050 x281 (503) 378-5518f	patty.snow@state.or.us	

Department of Land Conservation and Development
Periodic Review Assistance Team
Statewide Except Metro Jurisdictions

December 21, 2011

Name & Title	*Address*	*Phone & Fax*	*Email Address*	*Counties or other info.*
STATE LANDS (DSL) Wetlands				
Anna Buckley	775 Summer St NE, Suite 100 Salem, OR 97301	(503) 986-5321 (503) 378-4844 f	anna.buckley@state.or.us	
LOCAL GOVERNMENT PARTICIPANTS				
Art Schlack Land Use Specialist	1212 Chemeketa NE Salem, OR. 97301	(503) 585-8351 (503) 373-7876 f	aschlack@aocweb.org	
PARKS & RECREATION (OPRD)	Land Use Coordination by regions	(Outside Willamette Valley)		
Kathy Schutt	725 Summer St NE, Suite C Salem OR 97301	(503) 986-0745 (541) 986-0792f	kathy.schutt@state.or.us	Harney, Grant, Malheur, Baker, Wallowa, Umatilla,
STATE HISTORIC PRESERVATION OFFICE	**PARKS & RECREATION-**			Backup Contact
Julie Osborne	725 Summer St NE, Suite C Salem, OR 97301	(503) 986-0661 (503) 986-0793f	julie.osborne@state.or.us	Ian.Johnson 503-986-0678 Ian.Johnson@state.or.us
TRANSPORTATION (ODOT)				
Region #2 Dick Reynolds Mill Creek Office	555 13th St. NE Salem, OR 97301	(503) 986-4222 (503) 986-4174 f	richard.d.reynolds@state.or.us	
Region #3 Michael Baker	3500 NW Steward Parkway Roseburg, OR 97470	(541) 957-3658 (541) 957-3547 f	michael.baker@state.or.us	Coos, Curry, Douglas, Jackson, Josephine, Klamath

December 21, 2011

Department of Land Conservation and Development
Periodic Review Assistance Team
Statewide Except Metro Jurisdictions

Name & Title	*Address*	*Phone & Fax*	*Email Address*	*Counties or other info.*
TRANSPORTATION (ODOT)				
Region #4				
Mark Devoney	63085 N Highway 97, Suite 107 Bend, OR 97701	(541) 388-6333 (541) 388-6361	mark.devoney@odot.state.or.us	Crook, Deschutes, Gilliam, Jefferson, Klamath, Lake, Sherman, Wasco, Wheeler
Region #5				
Teresa Penninger	3012 Island Avenue La Grande, OR 97850	(541) 963-1344 (541) 963-9079	teresa.b.penninger@odot.state.or.us	Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa
WATER RESOURCES (WRD)				
Bill Fujii Northwest Region	725 Summer Street NE, Ste A Salem, OR 97301	(503) 986-0887 (503) 986-0904 f	william.h.fujii@state.or.us	Benton, Clatsop, Clackamas, Columbia, Lane, Lincoln, Linn, Marion, Multnomah, Polk,Tillamook, Washington Yamhill
Bill Fujii South Central Region	725 Summer Street NE, Ste A Salem, OR 97301	(503) 986-0887 (503) 986-0904 f	william.h.fujii@state.or.us	Jefferson, Deschutes, Crook Klamath, Lake
Bill Fujii Southwest Region	725 Summer Street NE, Ste A Salem, OR 97301	(503) 986-00887 (503) 986-0904 f	william.h.fujii@state.or.us	Douglas, Curry, Josephine Coos, Jackson, Clackamas

CITY COUNCIL MEETING: June 4, 2012

AGENDA ITEM NUMBER:________________

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **ANNUAL STREET RESURFACING**

BACKGROUND:

The Department of Public Works in conjunction with Marion County Public Works solicited bids for resurfacing various streets in Keizer. This project consists of 27 streets totaling approximately 5.18 miles and includes shoulder widening on Sunset Avenue. See attachment "A" for maps showing the selected streets. A total of four bids were received and opened May 22nd 2012. Bids ranged from $1,167,916.35 to $910,139.61. The lowest bid price was received from Roy Houck Construction LLC in the amount of $910,139.61.

FISCAL IMPACT:

Funds for this project are available in the fiscal year 12/13 Street Fund Budget line 77.

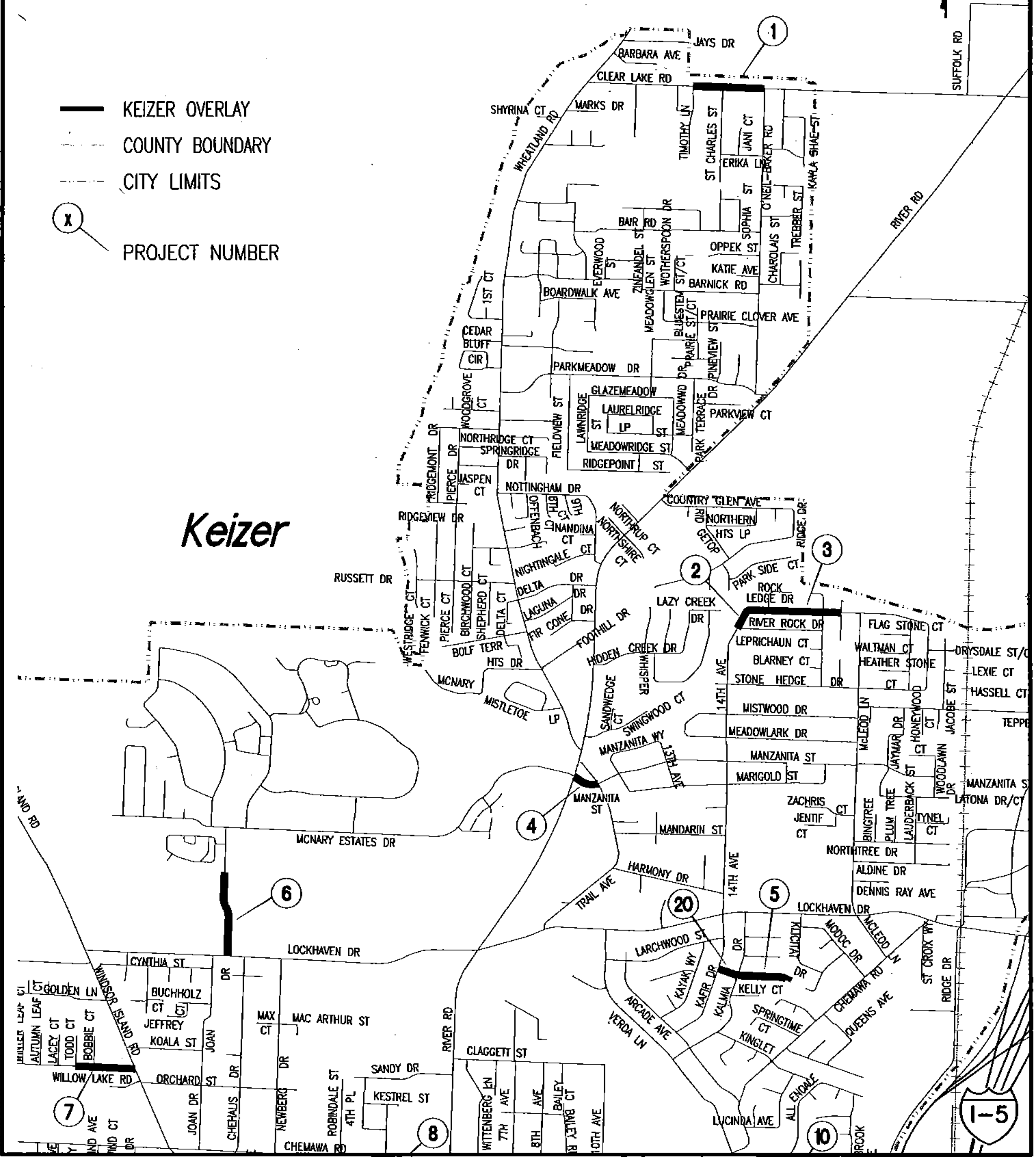
RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manger to enter into a contract with Roy Houck Construction LLC in the amount of $910,139.61 for the resurfacing of various City streets.

Please contact me with any questions or concerns.

2012 KEIZER OVERLAYS
NORTH SECTION

CONTRACT 2012-150



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2012 KEIZER OVERLAYS
SOUTH SECTION

CONTRACT 2012-150

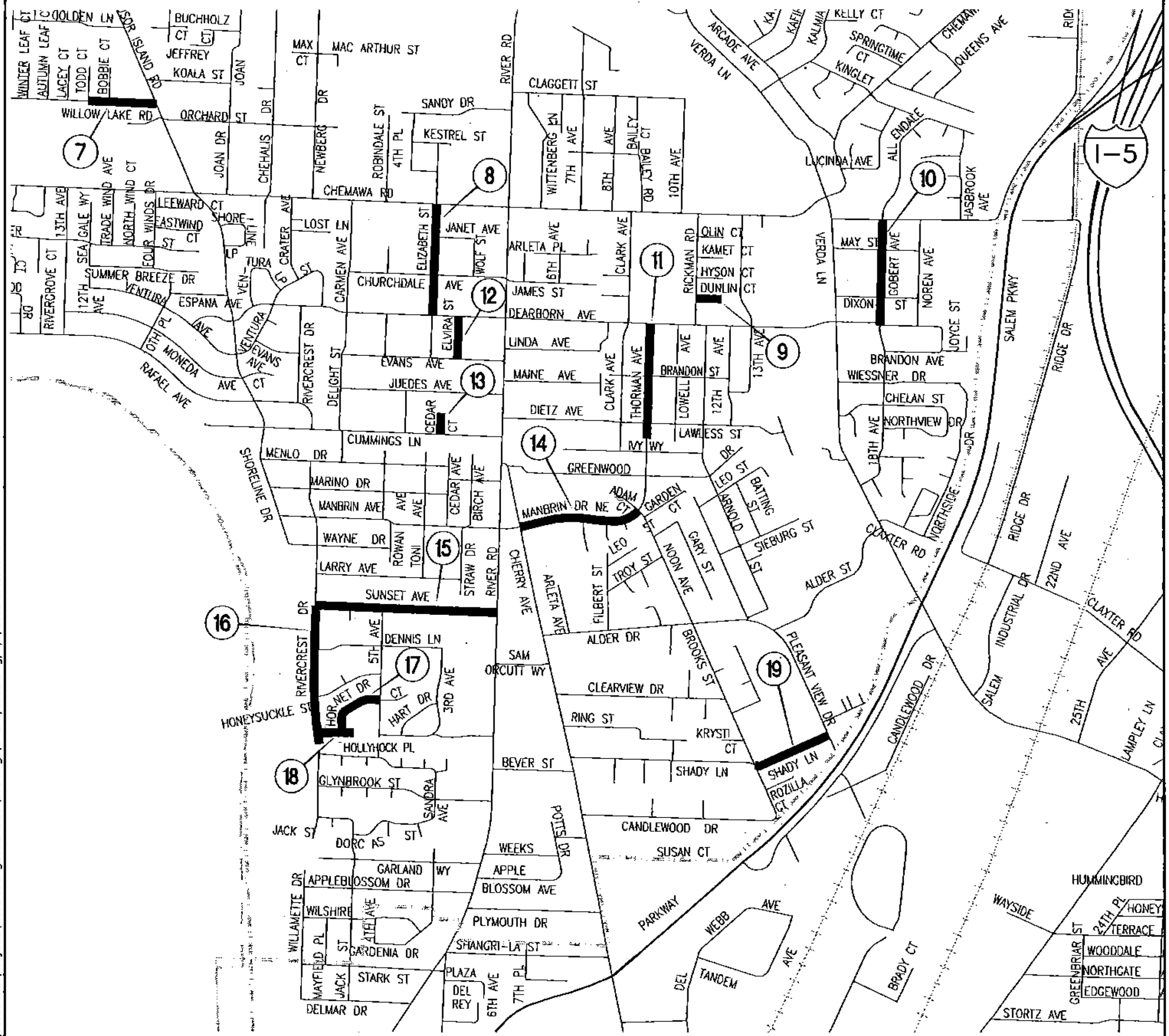
KEIZER OVERLAY

COUNTY BOUNDARY

CITY LIMITS

X PROJECT NUMBER

Keizer



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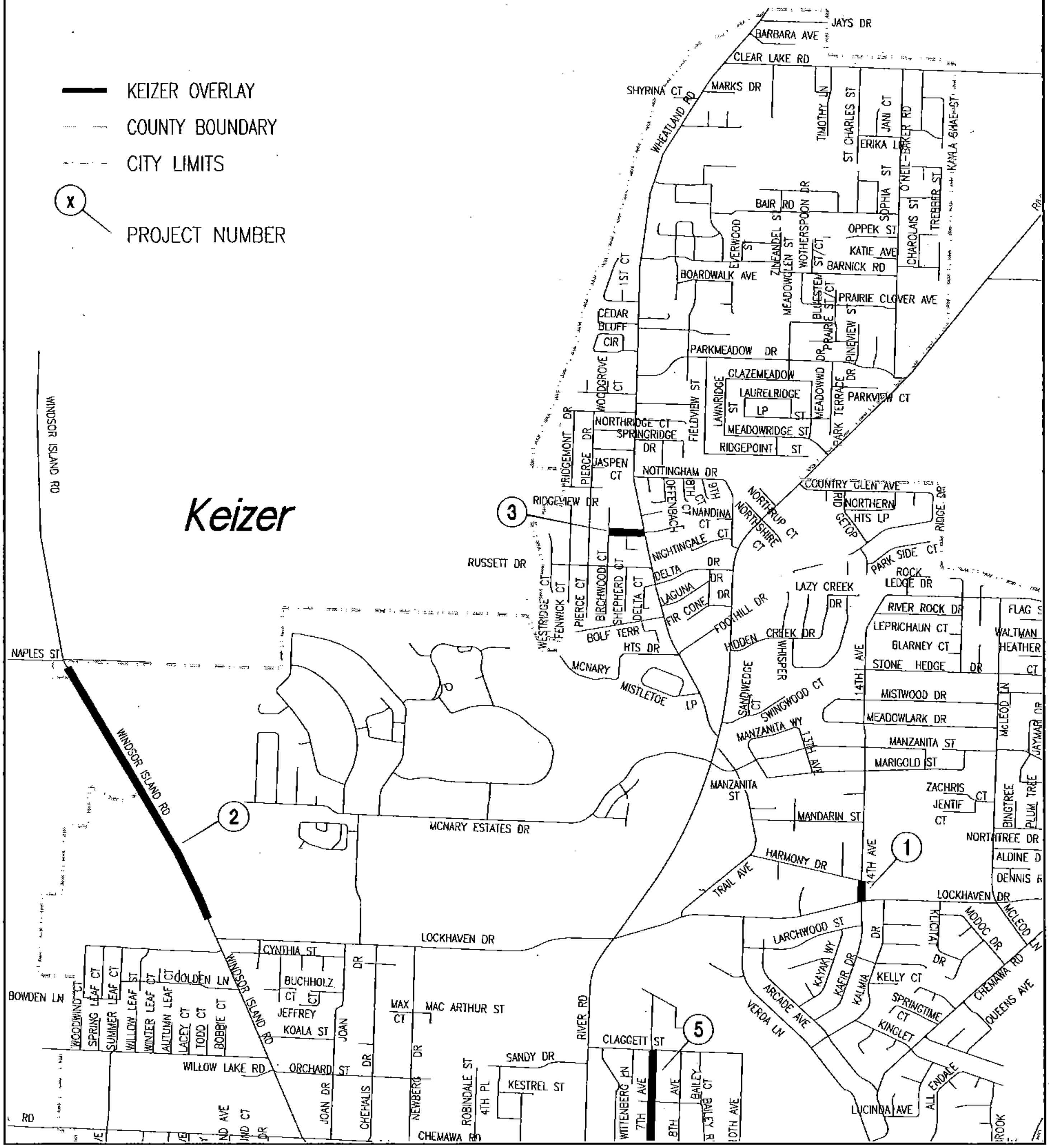
2012 KEIZER OVERLAYS
NORTH SECTION

CONTRACT 2012-151

- KEIZER OVERLAY
- COUNTY BOUNDARY
- CITY LIMITS
- (X) PROJECT NUMBER



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2012 KEIZER OVERLAYS
SOUTH SECTION

CONTRACT 2012-151

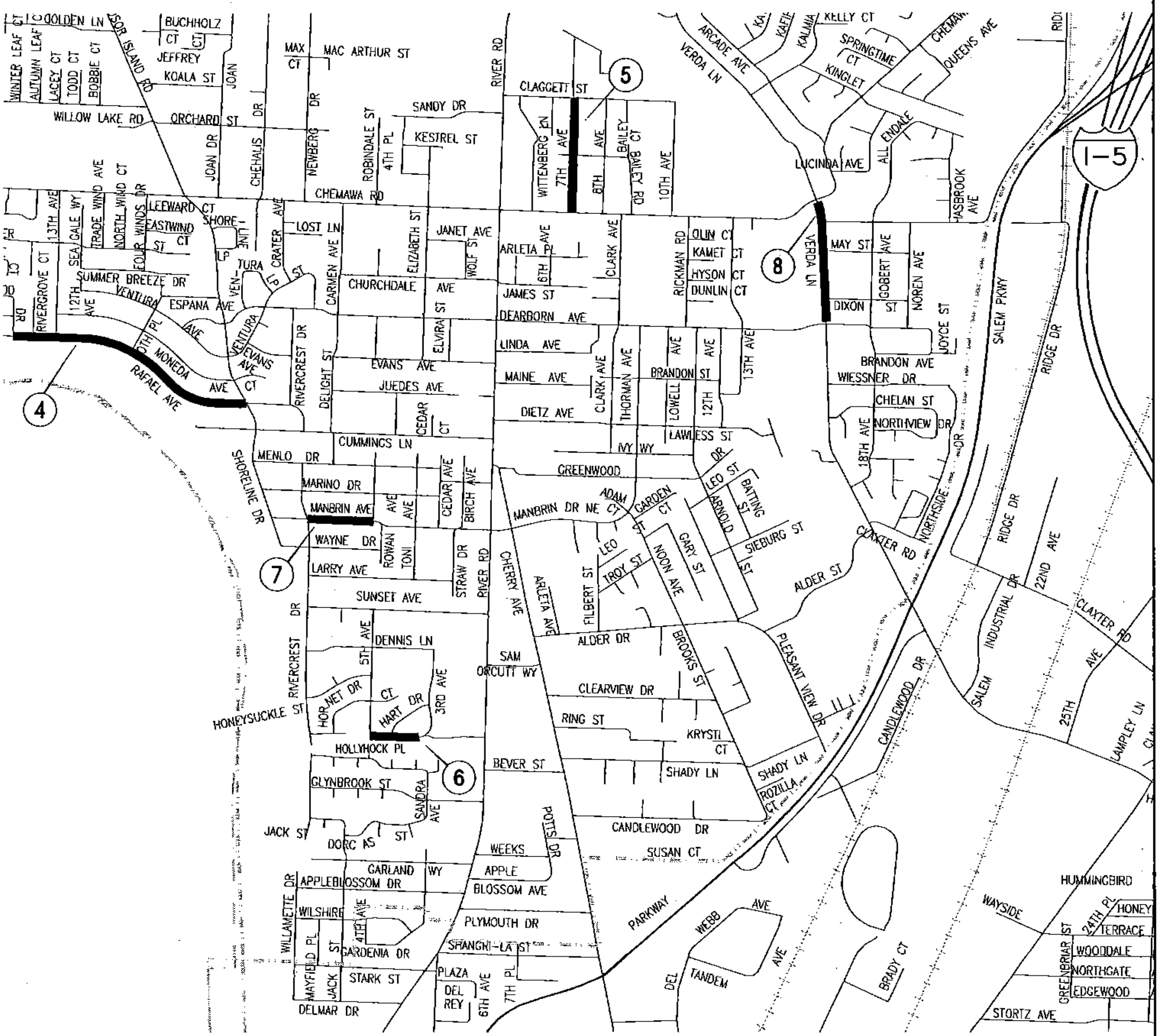
KEIZER OVERLAY

COUNTY BOUNDARY

CITY LIMITS

X PROJECT NUMBER

Keizer



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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER INTO AN AGREEMENT WITH ROY HOUCK CONSTRUCTION LLC FOR ANNUAL STREET RESURFACING PROJECT

WHEREAS, the Public Works Department in conjunction with Marion County Public Works Department resurfaces streets annually;

WHEREAS, bids were solicited for resurfacing various streets in Keizer;

WHEREAS, funds available to complete this project are in the 2012/13 Street Fund;

WHEREAS, four bids for this project were received. Roy Houck Construction LLC submitted the low bid for a total amount of $910,139.61. This bid has been reviewed and certified by the Marion County Public Works Department;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to award the contract to, and if no objections are received, enter into an agreement with Roy Houck Construction LLC for a total cost of $910,139.61 to resurface various city streets in Keizer. Funding for this project is from the Street Fund.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

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

City of Keizer, Oregon

KEIZER
SINCE 1982

Proclamation

WALLACE HOUSE BICENTENNIAL

WHEREAS, the Keizer Points of Interest Committee (KPIC) was established "to steer and coordinate efforts to … memorialize sites of interest in or near Keizer,"

WHEREAS, the Wallace House, also known as Fort Wallace, was established in 1812 in southwest Keizer in what is now Wallace House Park, and was the first permanent settlement in the Willamette Valley

WHEREAS, KPIC designated the Wallace House Bicentennial Committee to plan a series of events to commemorate this historic year,

WHEREAS, the Bicentennial Committee events include:

- ***A float in the Iris Festival Parade, sponsored by Keizer Rotary***
- ***The Wallace House kiosk, funded through the Oregon Cultural Trust - Marion Cultural Development Corporation, and the June 9th unveiling ceremony at Wallace House Park***
- ***Wallace House displays and events at RIVER fair 2012***
- ***A Geo-cache coin of the Wallace House Bicentennial and City of Keizer 30th Anniversary, with artwork by McNary High School student Emily Solberg***
- ***A Wallace House book & reference collection at the Keizer Community Library, on loan from Dr. Jerry McGee***
- ***A Wallace House History Essay contest***
- ***A display of a collection of fur animal pelts native to the Willamette Valley, on loan from the Oregon Department of Fish & Wildlife***
- ***An informational brochure on the Wallace House, edited by Jane Kirby, illustrated by Jeanne Bond-Esser, and graphic design by Debbie Lockhart***

NOW THEREFORE, BE IT PROCLAIMED by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session that the month of June 2012 as Wallace House Bicentennial month for the city of Keizer. I ask that the City fly a historic, fifteen star and stripe flag at Keizer Corner and encourage all citizens use these events as a way to learn more about our rich cultural heritage.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 4th day of June, 2012.

Signed:__________________________, ______________

Lore Christopher, Mayor   Date