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 3, 2013
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 2013-2014 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment**

5. **ADMINISTRATIVE ACTION**

6. **CONSENT CALENDAR**

   a. **Approval of April 1, 2013 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 3, 2013

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 2013-2014 BUDGET, MAKING APPROPRIATIONS, AND DECLARING TAX INCREMENT

BACKGROUND:

On May 7, 2013, the Budget Committee convened, received the City Manager's Budget Message for Fiscal Year 2013-2014, 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 2013-2014 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, 2013.

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.

RECOMMENDATION:

Staff recommends the Agency open the public hearing and receives testimony on the fiscal year 2013-2014 Urban Renewal Agency Budget. After all testimony has been received, staff recommends the Agency close the public hearing and begin deliberations on fiscal year 2013-2014 budget as you so choose. Finally, staff recommends that the Agency adopt the attached Budget Resolution for fiscal year 2013-2014, with amendments if any.

Keizer Urban Renewal District

Committee Approved Budget FY2013-14

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BUDGET OVERVIEW

Welcome to Keizer Urban Renewal Agency's Fiscal Year 2013-2014 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 DISTRICT
FISCAL YEAR 2013-2014 BUDGET CALENDAR

Tuesday, April 9th	Notice of Budget Committee meeting on Urban Renewal Budget to Keizertimes for publication on Friday, April 12th and Friday, April 19th for meeting on Tuesday, May 7th at 6:00 p.m.
Thursday, May 2nd	Urban Renewal Budget Document distributed to Budget Committee
Tuesday, May 7th – 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 14th – 6:00 p.m.	Alternate meeting to complete City or Urban Renewal Budgets (if needed)
Tuesday, May 21st	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 24th.
Monday June 3rd – 6:30 p.m.	Public hearing on Urban Renewal Budget. Board adoption of Budget.
Monday June 17th – 7:00 p.m.	Alternate public hearing on City Budget and/or Urban Renewal Budget (if needed)

Keizer Urban Renewal Agency

May 7, 2013

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 2013-2014. 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 $51,653,900, an additional $5,763,500. 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 2013-2014 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 a four year period beginning with FY12-13 equal to $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 any remaining balances owed to the taxing jurisdictions for 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 $5,763,500 be used solely for the purpose of addressing the default by the two 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 FY13-14, therefore no program staff costs are allocated to the Project Fund. Personnel Services related to 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 Manager, City Attorney, Finance Director, and Legal Assistant.

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 FY13-14 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. The remaining expenditures pay property taxes on the delinquent properties to secure the City's lien position.

Debt Service

Debt Service is primarily for assessment payments on the Keizer Station LID debt, repayment of the District's outstanding line of credit, repayment to the taxing jurisdictions and related interested owed on each debt outstanding.

Summary

We would like to compliment and thank everyone involved in the development of the fiscal year 2013-2014 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 15,322	$ 1,374,189	$ 5,003,500	$ 5,051,900	*Capital Carryforward*	$ 5,828,900	$ 5,828,900		15.38%
2									
3					*TAXES & ASSESSMENTS*				
4	3,885,851	4,068,466	1,261,800	1,384,300	Tax Increment Revenue	1,101,800	1,101,800		-20.41%
5	159,985	158,354	133,800	152,500	Prior Year Taxes	152,500	152,500		0.00%
6	-	-	-	-	Assessment Payments on Foreclosure Property	546,400	546,400		
7	$ 4,045,836	$ 4,226,820	$ 1,395,600	$ 1,536,800	TOTAL TAXES & ASSESSMENTS	$ 1,800,700	$ 1,800,700		17.17%
8									
9					*DEBT PROCEEDS*				
10	260,000	247,217	-	-	Loan Proceeds	-	-		
11	356,790	-	752,200	706,800	Bond Proceeds	3,920,300	3,920,300		454.65%
12	$ 616,790	$ 247,217	$ 752,200	$ 706,800	TOTAL DEBT PROCEEDS	$ 3,920,300	$ 3,920,300		454.65%
13									
14					*MISCELLANEOUS*				
15	2,253,919	2,880	-	-	Land Sale Proceeds	-	-		
16	11,653	13,118	100,400	114,500	Miscellaneous	15,500	15,500		-86.46%
17	$ 2,265,572	$ 15,998	$ 100,400	$ 114,500	TOTAL MISCELLANEOUS	$ 15,500	$ 15,500		-86.46%
18									
19	$ 6,943,520	$ 5,864,224	$ 7,251,700	$ 7,410,000	**TOTAL RESOURCES**	$ 11,565,400	$ 11,565,400		56.08%
20									
21					**REQUIREMENTS**				
22									
23					*EXPENDITURES*				
24	$ 90,632	$ 92,510	$ -	$ -	Personnel Services	$ -	$ -		
25	300,698	216,502	275,200	209,300	Materials & Services	185,000	185,000		-11.61%
26	1,576,341	206,725	647,800	602,400	Capital Outlay	3,820,800	3,820,800		534.26%
27	3,601,660	296,626	6,230,400	769,400	Debt Service	7,545,000	7,545,000		880.63%
28	-	-	10,000	-	Contingency	10,000	10,000		
29	$ 5,569,331	$ 812,363	$ 7,163,400	$ 1,581,100	TOTAL EXPENDITURES	$ 11,560,800	$ 11,560,800		631.19%
30									
31					*FUND BALANCE*				
32	1,374,189	5,051,861	88,300	5,828,900	Fund Balance	4,600	4,600		-99.92%
33									
34	$ 6,943,520	$ 5,864,224	$ 7,251,700	$ 7,410,000	**TOTAL REQUIREMENTS**	$ 11,565,400	$ 11,565,400		56.08%

KEIZER URBAN RENEWAL AGENCY
DEBT SERVICE FUND
TAX INCREMENT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 15,322	$ 464,154	$ 4,282,900	$ 4,404,100	*Capital Carryforward*	$ 5,187,000	$ 5,187,000		17.78%
2									
3					*TAXES & ASSESSMENTS*				
4	3,885,851	4,068,466	1,261,800	1,384,300	Tax Increment Revenue	1,101,800	1,101,800		-20.41%
5	159,985	158,354	133,800	152,500	Prior Year Taxes	152,500	152,500		0.00%
6	$ 4,045,836	$ 4,226,820	$ 1,395,600	$ 1,536,800	TOTAL TAXES & ASSESSMENTS	$ 1,254,300	$ 1,254,300		-18.38%
7									
8					*MISCELLANEOUS*				
9	$ -	$ -	$ -	$ -	Foreclosure Acquisition Funds	$ 546,400	$ 546,400		
10	4,656	9,742	1,300	15,500	Interest	15,500	15,500		0.00%
11									
12	$ 4,065,814	$ 4,700,716	$ 5,679,800	$ 5,956,400	**TOTAL RESOURCES**	$ 7,003,200	$ 7,003,200		17.57%
13									
14					**REQUIREMENTS**				
15									
16					*DEBT SERVICE*				
17	$ 144,870	$ 49,408	$ 79,800	$ 62,600	Interest on Line of Credit	$ 39,300	$ 39,300		-37.22%
18	356,790	247,218	150,000	706,800	Loan Payment (Project Fund)	3,920,300	3,920,300		454.65%
19	-	-	5,450,000	-	Assessment Payment on Foreclosed Property	-	-		
20	3,100,000	-	-	-	Bond Principal Payment (line of credit)	1,730,000	1,730,000		
21	-	-	-	-	Interest Payment to Taxing Jurisdictions	30,200	30,200		
22	-	-	-	-	Repayment of Tax Increment to Taxing Jurisdictions	1,278,800	1,278,800		
23	$ 3,601,660	$ 296,626	$ 5,679,800	$ 769,400	TOTAL DEBT SERVICE	$ 6,998,600	$ 6,998,600		809.62%
24									
25					*FUND BALANCE*				
26	464,154	4,404,090	-	5,187,000	Fund Balance	4,600	4,600		-99.91%
27									
28	$ 4,065,814	$ 4,700,716	$ 5,679,800	$ 5,956,400	**TOTAL REQUIREMENTS**	$ 7,003,200	$ 7,003,200		17.57%

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). The District collected above the targeted projections in FY12-13 and will adjust the amount to be collected in FY13-14 accordingly.

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

20 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 as of July 1, 2013. The terms of the loan require a principal payment of $1.2M in January 2014.

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND
PROJECT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ 171,071	$ 76,600	$ -	***Capital Carryforward***	$ -	$ -		
2									
3					***DEBT PROCEEDS***				
4	260,000	247,217	-	-	Loan Proceeds	-	-		
5	356,790	-	752,200	706,800	Bond Proceeds (from Tax Increment Fund)	3,920,300	3,920,300		454.65%
6	$ 616,790	$ 247,217	$ 752,200	$ 706,800	TOTAL DEBT PROCEEDS	$ 3,920,300	$ 3,920,300		454.65%
7									
8					***MISCELLANEOUS***				
9	337	99	100	-	Interest	-	-		
10	4,060	1	96,800	96,800	Miscellaneous	-	-		-100.00%
11	$ 4,397	$ 100	$ 96,900	$ 96,800	TOTAL MISCELLANEOUS	$ -	$ -		-100.00%
12									
13	$ 621,187	$ 418,388	$ 925,700	$ 803,600	**TOTAL RESOURCES**	$ 3,920,300	$ 3,920,300		387.84%

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.

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND
PROJECT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					REQUIREMENTS				
14					***PERSONNEL SERVICES***				
28	$ 90,632	$ 92,510	$ -	$ -	TOTAL PERSONNEL SERVICES	$ -	$ -		

Notes:

14 There are no Program Expenses planned for after FY11-12 therefore no Program Staff costs are allocated to the Project Fund.

29					***MATERIALS & SERVICES***				
30	$ -	$ 1,848	$ -	$ -	Postage & Printing	$ -	$ -		
31	337	325	-	400	Association Memberships	400	400		0.00%
32	85	176	-	100	Meetings, Training & Travel	-	-		-100.00%
33	693	596	1,500	1,000	Public Notices	1,000	1,000		0.00%
34	924	18,660	72,000	49,600	Legal Services	15,000	15,000		-69.76%
35	260,178	172,156	86,600	85,200	Administrative Services Charges	118,300	118,300		38.85%
36	37,919	22,130	-	-	Contractual Services	-	-		
37	250	250	300	300	Audit	300	300		0.00%
38	351	352	-	-	Bond Issue Costs	-	-		
39	(39)	9	64,800	64,800	Miscellaneous	-	-		-100.00%
40	$ 300,698	$ 216,502	$ 225,200	$ 201,400	TOTAL MATERIALS & SERVICES	$ 135,000	$ 135,000		-32.97%

Notes:

33 Public Notices are legal notices for budget hearings and property improvement issues.

34 Legal Services provide $15,000 for potential foreclosure of one Keizer Station Property, the "hotel" lot, which became delinquent in March 2013 and will go into default in March 2014 if not brought current.

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.

FY13-14 administrative service costs are primarily for the City Manager, Legal Department and Finance Department's time dealing with property delinquencies and foreclosures at Keizer Station.

	$ 4,800	$ 3,900	City-wide Administration	$ 2,500	$ 2,500		-35.90%
(2)	3,800	3,800	City Manager	14,800	14,800		289.47%
(3)	3,200	3,000	Information Systems	5,100	5,100		70.00%
(4)	35,000	35,000	Attorney's Office	35,800	35,800		2.29%
(5)	3,700	3,700	City Recorder	14,300	14,300		286.49%
(6)	1,800	1,700	Human Resources	2,400	2,400		41.18%
(7)	32,000	31,900	Finance	39,500	39,500		23.82%
(8)	2,400	2,200	Facility Maintenance	3,900	3,900		77.27%
	(100)	-	Rounding				
	$ 86,600	$ 85,200		$ 118,300	$ 118,300		38.85%

KEIZER URBAN RENEWAL AGENCY
SPECIAL REVENUE FUND
PROJECT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
41					***CAPITAL OUTLAY***				
42	$ -	$ -	$ -	$ -	Gateway/Signage (RRR)	$ -	$ -		
43	-	-	-	-	Foreclosure Acquisition Funds	3,750,100	3,750,100		
44	771	38	602,200	602,200	Property Acquisition & Development	25,200	25,200		-95.82%
45	57,705	109,338	-	-	River Road Renaissance Projects (RRR)	-	-		
46	(13,380)	-	-	-	Master Plan	-	-		
47	9,917	-	-	-	Civic Center	-	-		
48	3,773	-	-	-	Kitchen Design	-	-		
49	$ 58,786	$ 109,376	$ 602,200	$ 602,200	TOTAL CAPITAL OUTLAY	$ 3,775,300	$ 3,775,300		526.92%
50									
51	-	-	10,000	-	Contingency	10,000	10,000		
52									
53					***FUND BALANCE***				
54	171,071	-	88,300	-	Fund Balance	-	-		
55									
56	$ 621,187	$ 418,388	$ 925,700	$ 803,600	**TOTAL REQUIREMENTS**	$ 3,920,300	$ 3,920,300		387.84%

KEIZER URBAN RENEWAL AGENCY

SPECIAL REVENUE FUND

PROGRAM INCOME FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ 738,964	$ 644,000	$ 647,800	*Capital Carryforward*	$ 641,900	$ 641,900		-0.91%
2									
3					*MISCELLANEOUS*				
4	2,253,919	2,880	-	-	Land Sale Proceeds	-	-		
5	2,600	3,276	2,200	2,200	Interest	-	-		-100.00%
6	$ 2,256,519	$ 6,156	$ 2,200	$ 2,200	TOTAL MISCELLANEOUS	$ -	$ -		-100.00%
7									
8	$ 2,256,519	$ 745,120	$ 646,200	$ 650,000	**TOTAL RESOURCES**	$ 641,900	$ 641,900		-1.25%
9									
10					**REQUIREMENTS**				
11									
12					*MATERIALS & SERVICES*				
13	$ -	$ -	50,000	$ 7,900	Legal Services	50,000	50,000		
14									
15					*CAPITAL OUTLAY*				
16	$ 1,517,334	$ -	$ 5,300	$ -	Property Acquisition & Development	5,400	5,400		
17	221	97,349	40,300	200	Area B Development Costs	40,100	40,100		19950.00%
18	$ 1,517,555	$ 97,349	$ 45,600	$ 200	TOTAL CAPITAL OUTLAY	$ 45,500	$ 45,500		22650.00%
19									
20					*DEBT SERVICE*				
21	$ -	$ -	$ 550,600	$ -	Assessment Payment on Foreclosed Property	$ 546,400	$ 546,400		
22									
23					*FUND BALANCE*				
24	738,964	647,771	-	641,900	Fund Balance	-	-		-100.00%
25									
26	$ 2,256,519	$ 745,120	$ 646,200	$ 650,000	**TOTAL REQUIREMENTS**	$ 641,900	$ 641,900		-1.25%

Notes:

16 Costs are for payment of property taxes on Rawlins parcels prior to foreclosure.

17 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.

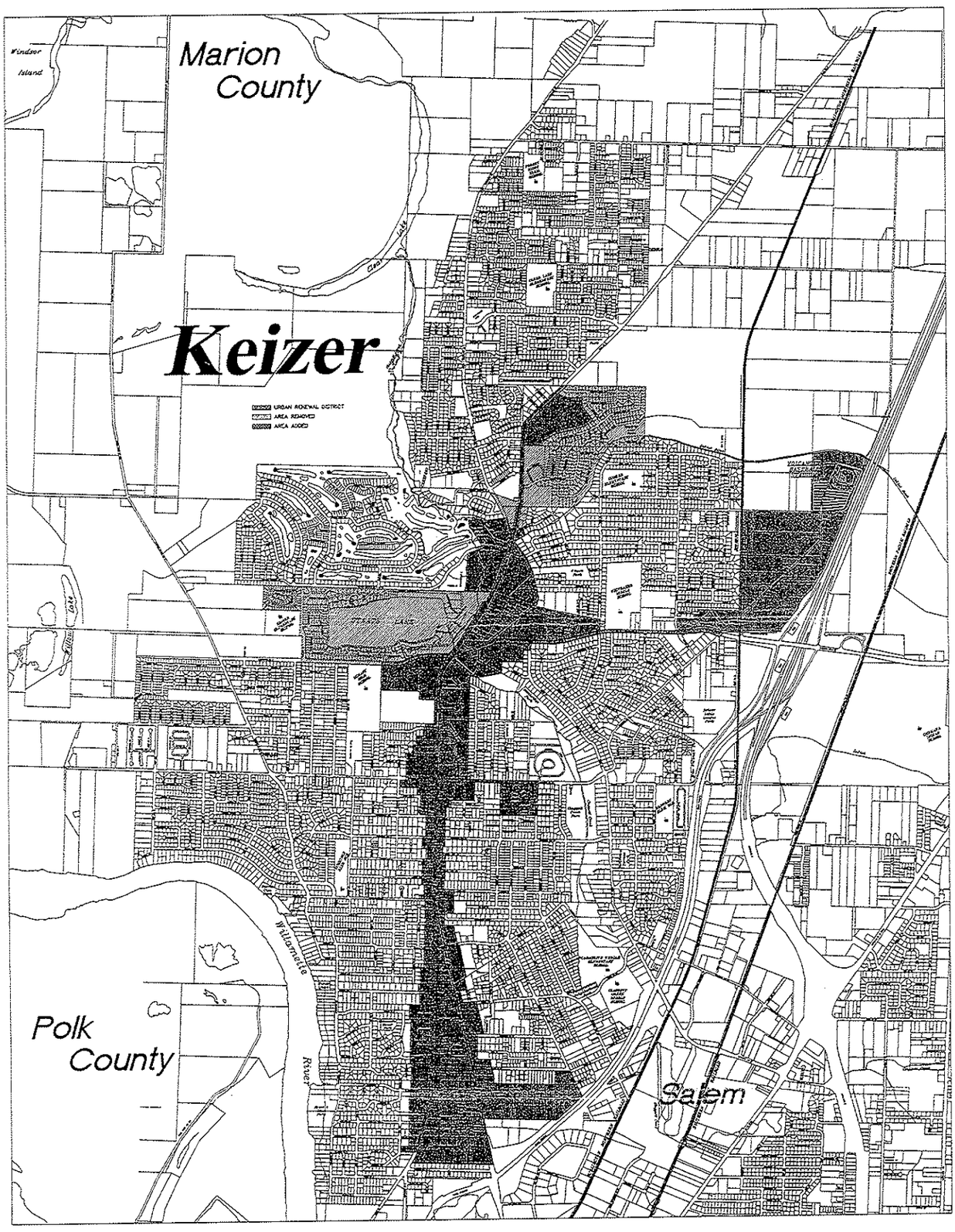
Debt Service
Tax Increment Funds shall only be used for payment of debt service.

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 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.


Marion
County
Keizer
URBAN RENEWAL DISTRICT
AREA REMOVED
AREA ADDED
Polk
County
Willamette
River
Salem

KEIZER URBAN RENEWAL AGENCY, STATE OF OREGON

RESOLUTION UR2013-_____

ADOPTING THE FY13-14 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 2013-2014 in the sum of $11,565,000 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated:

Tax Increment Fund	Debt Service	$6,998,600	
TOTAL TAX INCREMENT FUND			**$6,998,600**
Project Fund	Materials & Services	$ 135,000	
	Capital Outlay	3,775,300	
	Contingency	10,000	
TOTAL PROJECT FUND			**3,920,300**
Program Income Fund	Materials & Services	50,000	
	Capital Outlay	45,500	
TOTAL PROGRAM INCOME FUND	Debt Service	546,400	**641,900**
TOTAL APPROPRIATIONS ALL FUNDS			**11,560,800**
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			**4,600**
TOTAL ADOPTED BUDGET			**$11,565,400**

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 $81,431,960 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 _____, 2013.

SIGNED this _____ day of _____, 2013.

_____
Chair

_____
City Recorder

MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, April 1, 2013
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:
Lore Christopher, Chair
Cathy Clark
Jim Taylor
Joe Egli
Marlene Quinn
Ken LeDuc
Dennis Koho
Jaquine Bell-Uribe

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Marc Adams, Police Chief
Bill Lawyer, Public Works Director
Tracy Davis, City Recorder

PUBLIC TESTIMONY

None

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. RESOLUTION ~ Dissolving the Keizer Urban Renewal Board (KURB) Repealing UR2005-089, UR2009-122 and UR2010-136

City Attorney Shannon Johnson reminded the Agency that at an earlier meeting they had directed staff to bring this matter back for review. The Committee on Committees had suggested that the Keizer Urban Renewal Board be combined with the River Road Renaissance Advisory Committee and possibly a Business Advisory Committee be formed. He explained that at this time the Keizer Chamber of Commerce is not ready to propose the makeup of a Business Advisory Committee so staff felt it was appropriate to bring this back to the Agency's attention. The dissolution of the River Road Renaissance Advisory Committee is on the Council meeting agenda.

Discussion then took place regarding Board membership, the need for the Board, establishing a replacement prior to disbanding, and putting the Board on hiatus until there is a recommendation in response to the Economic Opportunities Analysis. Agent Clark suggested that the Business Advisory Committee have a defined mission in terms of advising on redevelopment and business growth prior to dissolving KURB. Agent Koho volunteered to assist Agent Clark in defining parameters for this committee.

Agent Koho moved to postpone consideration of this matter until the first meeting in August, 2013. Agent Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

A. Approval of February 4, 2012 Urban Renewal Agency Minutes

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

AYES: Christopher, Egli, Taylor, Clark, Koho, Quinn and LeDuc (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

OTHER BUSINESS None

ADJOURNMENT With no further business the meeting was adjourned at 7:01 p.m.

APPROVED:

Lore Christopher, Chair

Debbie Lockhart, Deputy City Recorder

AGENCY MEMBERS

Dennis Koho

Cathy Clark

Ken LeDuc

Joe Egli

Marlene Quinn

Jim Taylor

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 3, 2013
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. **Outback – Steakhouse Liquor License Application**

   b. **ORDINANCE – Setting Water Rates (2014) – Repealing Ordinance 2012-657**

   c. **RESOLUTION – Setting Storm Water Rates (2014) – Amending Resolution R2007-1808; Repealing Resolution R2012-2294**

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

   e. **RESOLUTION – Adopting FY 2013-2014 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes**

   f. **Housing Needs Analysis and Economic Opportunities Analysis**

6. **ADMINISTRATIVE ACTION**

   a. **Candidate for Councilor Presentation Process**

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 City Manager to sign TWI Agreement**

   d. **RESOLUTION – Authorizing Resolution Transfer**

   e. **Approval of May 6, 2013 Regular Session Minutes**

f. Approval of May 13, 2013 Work Session Minutes

g. Approval of May 15, 2013 Special Session Minutes

8. COMMITTEE REPORTS

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

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.

CITY COUNCIL MEETING: June 3, 2013

AGENDA ITEM NUMBER:

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

THROUGH: **CHRIS C. EPPLEY**
CITY MANAGER

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

SUBJECT: **OUTBACK STEAKHOUSE - LIQUOR LICENSE APPLICATION**

BACKGROUND:

On May 8, 2013, the City received an application for an Full On-Premises Sales liquor license for Outback Steakhouse which is located at 6260 Keizer Station Blvd NE, Keizer, Oregon.

As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the proposed establishment. A request was sent to the Keizer Police Department to conduct a background check on the applicants. The Department reports a clear background report on the applicants. In addition, the Keizer Planning Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

The manager of the Keizer location, Timothy Flora has been invited to attend the meeting to answer any questions the Council may have.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony from the applicant or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for a Full On-Premises Sales liquor license for Outback Steakhouse under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.

KEIZER POLICE DEPARTMENT

930 Chemawa Road NE • P.O. Box 21000 • Keizer, OR 97307-1000 • www.keizerpd.com
Phone (503) 390-3713 • **Fax** (503) 390-8295

City Council Meeting of_____

Agenda Item No._____

To: Mayor and City Council

Thru: Chris Eppley, City Manager

From: Marc Adams, Chief of Police
Rita Powers, Police Support Supervisor RP

Subject: Liquor License Application for:
Outback Steakhouse

Issue: Shall the City Council approve the liquor license application for Outback Steakhouse, located at 6260 Keizer Station Blvd. N.E, Keizer, Oregon 97303?

Background

This is new construction. History of police response is non-applicable.

The applicants, Jeffrey K. Jones and Timothy L. Flora have no Oregon Criminal History.

Thus, the background investigation did not reveal any information to be in conflict with Keizer City Ordinance 2010-623.

Recommendation

The Keizer Police Department recommends approval of the liquor license application for Outback Steakhouse, 6260 Keizer Station Blvd. N.E., Keizer, Oregon 97303.

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- [X] Full On-Premises Sales ($402.60/yr)
  - [X] Commercial Establishment
  - [ ] Caterer
  - [ ] Passenger Carrier
  - [ ] Other Public Location
  - [ ] Private Club
- [ ] Limited On-Premises Sales ($202.60/yr)
- [ ] Off-Premises Sales ($100/yr)
  - [ ] with Fuel Pumps
- [ ] Brewery Public House ($252.60)
- [ ] Winery ($250/yr)
- [ ] Other: _____

ACTIONS

- [ ] Change Ownership
- [ ] New Outlet
- [ ] Greater Privilege
- [ ] Additional Privilege
- [X] Other C/LOC

90-DAY AUTHORITY

[ ] Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

[ ] Limited Partnership [ ] Corporation [X] Limited Liability Company [ ] Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

_____ (name of city or county)

recommends that this license be:

❑ Granted ❑ Denied

By: _____ (signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OLCC SD

Date: 5/8/2013

90-day authority: ❑ Yes ❑ No

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

① Evergreen Restaurant LLC 3810 ③ _____

② _____ ④ _____

2. Trade Name (dba): Outback Steakhouse

3. Business Location: 6260 Keizer Station Blvd, NE Keizer, Marion, OR 97303
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 7554 185th AVE NE, Ste 150, Redmond WA 98052
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (TBD) _____
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? [ ] Yes [X] No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? [X] Yes [ ] No Name: Timothy Mora
(manager must fill out an Individual History form)

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

11. Contact person for this application: Kari Rockabrand 425.557.7711 X117
(name) (phone number(s))

7554 185th AVE NE, Ste 150, Redmond WA 98052 425.557.0770 krockabrand@outbackwest.com
(address) (fax number) (e-mail address)

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
MAY 08 2013
SALEM REGIONAL OFFICE

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

Applicant(s) Signature(s) and Date:

① _____ Date 5/2/13 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Evergreen Restaurant LLC 3810 Phone: TBD

Trade Name (dba): Outback Steakhouse

Business Location Address: 6260 Keizer Station Blvd NE

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	12 PM	to	9 PM
Monday	4pm	to	9:30pm
Tuesday	4pm	to	9:30pm
Wednesday	4PM	to	9:30PM
Thursday	4PM	to	9:30PM
Friday	4 PM	to	9:30PM
Saturday	12 PM	to	10:PM

Outdoor Area Hours:

Sunday	same as business	to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

The outdoor area is used for:

☑ Food service Hours: same as business to

☑ Alcohol service Hours: to

☑ Enclosed, how railing, no access from outside

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

_____ (Investigator's Initials)

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

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: 130 Outdoor: 32

Lounge: 72 Other (explain): _____

Banquet: _____ Total Seating: 234

OLCC USE ONLY

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

Investigator Initials: _____

Date: _____

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

Applicant Signature: _____ **Date:** 5/3/12

1-800-452-OLCC (6522)

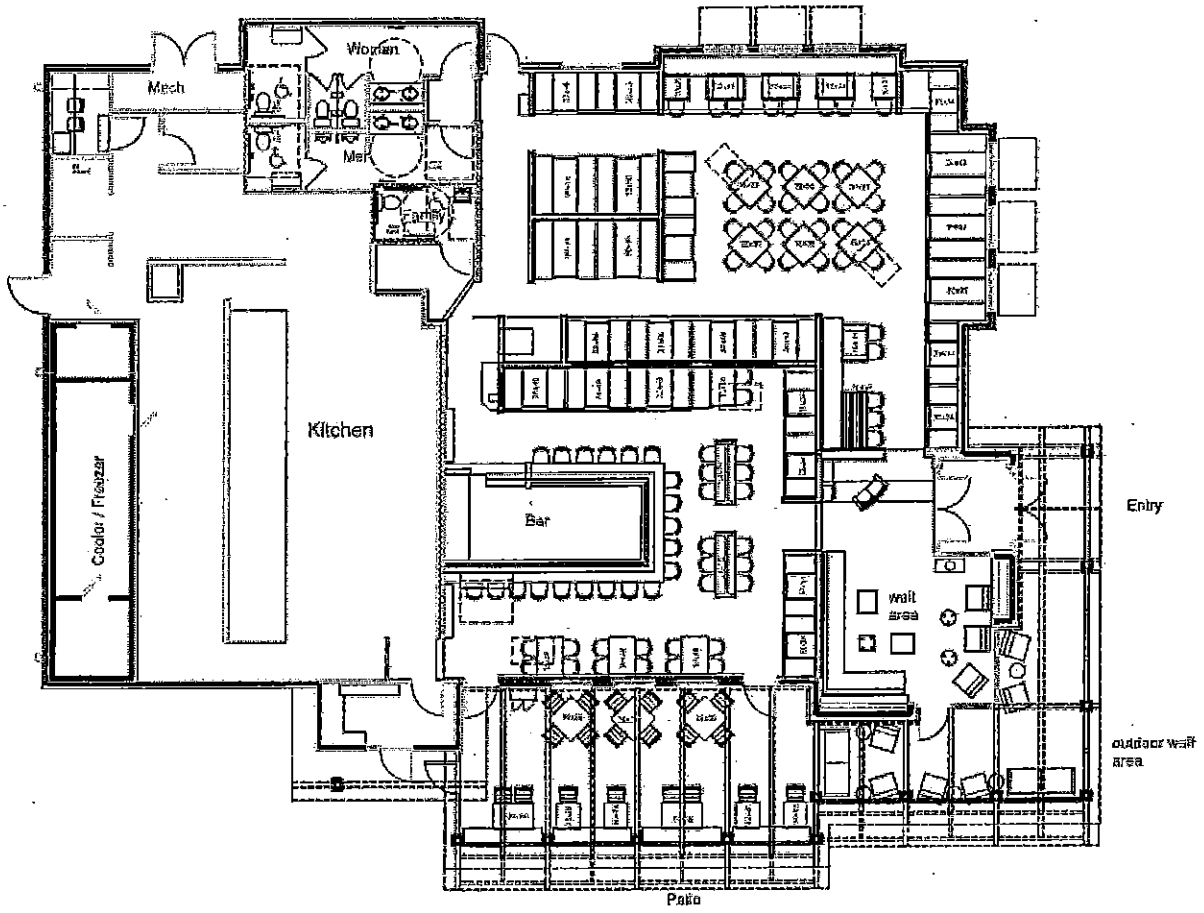
www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR CONTROL COMMISSION

FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Evergreen Restaurant LLC 3810
Applicant Name

Outback Steakhouse
Trade Name (dba):

Keizer 97303
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date:_____ Initials:_____

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

(rev. 09/12)

COUNCIL MEETING: **June 3, 2013**

AGENDA ITEM NUMBER: _____

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, FINANCE DIRECTOR**

SUBJECT: **SETTING WATER RATES**

BACKGROUND AND ISSUES:

Staff has completed the Water Rate Model update for fiscal year 2013-2014. 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 few years and are approximately $150,000 less than FY08-09 revenues. The decline reflects a reduction in consumption attributed to an increase in housing vacancies in Keizer and customer conservation measures.

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

The FY13-14 City Budget (scheduled for discussion on tonight's agenda) includes a 4.2% rate increase beginning January 2014. Implementing the increase in January is congruent with the Sewer Rate Increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the fiscal year. Attachment #1 shows the impact of the rate increase on the average customer bill for each customer class (Single-Family, Multi-Family and Commercial). Attachment #2 shows a comparison of existing water rates with proposed water rates.

FISCAL IMPACT:

A 4.2% system-wide increase will bring in an additional $50,000 in revenue in fiscal year 2013-2014. The FY13-14 budget also provides for an estimated 0.70% growth factor as approved by the Long Range Planning Task Force for the upcoming two-year period. Staff expects revenues to increase approximately $16,000 next year due to growth.

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 2012-657, if it so chooses.

BILL NO. ____ A BILL ORDINANCE NO. 2013-_____

FOR

AN ORDINANCE

SETTING WATER RATES (2014); REPEALING ORDINANCE 2012-657

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. 2012-657. Ordinance No. 2012-657 is hereby repealed.

Section 3. EFFECTIVE DATE. This Ordinance shall take effect for the January 2014 billings and all successive billings.

PASSED this _____ day of _____, 2013.

SIGNED this _____ day of _____, 2013.

_____
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"	$	9.13
1"	$	18.55
1-1/2"	$	35.87
2"	$	56.68
3"	$	110.19
4"	$	174.65
6"	$	348.05
8"	$	596.06

Volume Rate - $/ccf

Customer Class		
Residential	$	1.19
Commercial	$	1.14

Private Fire Protection - $/Hydrant-Bi-Monthly

Hydrant Size		
4"	$	25.44
6"	$	70.67
8"	$	148.39
10"	$	254.39

Miscellaneous Fees:

Service Fee	$	17.35
Shut Off Processing Fee	$	34.69
After Hours Fee	$	86.73
Tampering Fee	$	34.69
Removal of Meter Following Third Tampering Incident		

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 OF KEIZER

Water Rate Increase Comparison
Rates effective January 2013 and Proposed Rates effective January 2014

Meter Charge - $/Meter/Bi-Monthly Meter Size	January 2013 Rate	January 2014 Rate	Increase	
5/8 - 3/4"	$ 8.76	$ 9.13	4.2%	$ 0.37
1"	$ 17.80	$ 18.55	4.2%	$ 0.75
1-1/2"	$ 34.42	$ 35.87	4.2%	$ 1.45
2"	$ 54.40	$ 56.68	4.2%	$ 2.28
3"	$ 105.75	$ 110.19	4.2%	$ 4.44
4"	$ 167.61	$ 174.65	4.2%	$ 7.04
6"	$ 334.02	$ 348.05	4.2%	$ 14.03
8"	$ 572.03	$ 596.06	4.2%	$ 24.03
Volume Rate - $/ccf **Customer Class**				
Residential	$ 1.14	$ 1.19	4.4%	$ 0.05
Commercial	$ 1.09	$ 1.14	4.6%	$ 0.05
Private Fire Protection - $/Hydrant-Bi-Monthly **Hydrant Size**				
4"	$ 24.41	$ 25.44	4.2%	$ 1.03
6"	$ 67.82	$ 70.67	4.2%	$ 2.85
8"	$ 142.41	$ 148.39	4.2%	$ 5.98
10"	$ 244.14	$ 254.39	4.2%	$ 10.25
Miscellaneous Fees:				
Service Fee	$ 16.65	$ 17.35	4.2%	$ 0.70
Shut Off Processing Fee	$ 33.29	$ 34.69	4.2%	$ 1.40
After Hours Fee	$ 83.23	$ 86.73	4.2%	$ 3.50
Tampering Fee	$ 33.29	$ 34.69	4.2%	$ 1.40
Removal of Meter Following Third Tampering Incident	Cost Plus 15%			

City of Keizer
Water Rate Comparison for Average Accounts
FY13-14

	Flat Rate		Consumption		Total	
Current Rate	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (1300 ccf)	$ 4.38	$ 8.76	$ 7.41	$ 14.82	$ 11.79	$ 23.58
Multi-family (17500 ccf)	$ 8.90	$ 17.80	$ 99.75	$ 199.50	$ 108.65	$ 217.30
Commercial (5100 ccf)	$ 4.38	$ 8.76	$ 27.80	$ 55.59	$ 32.18	$ 64.35

Rate Increase January 2014	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (1300 ccf)	$ 4.57	$ 9.13	$ 7.74	$ 15.47	$ 12.30	$ 24.60
Multi-family (17500 ccf)	$ 9.28	$ 18.55	$ 104.13	$ 208.25	$ 113.40	$ 226.80
Commercial (5100 ccf)	$ 4.57	$ 9.13	$ 29.07	$ 58.14	$ 33.64	$ 67.27

Cost Increase January 2014	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (1300 ccf)	$ 0.19	$ 0.37	$ 0.33	$ 0.65	$ 0.51	$ 1.02
Multi-family (17500 ccf)	$ 0.38	$ 0.75	$ 4.38	$ 8.75	$ 4.75	$ 9.50
Commercial (5100 ccf)	$ 0.19	$ 0.37	$ 1.28	$ 2.55	$ 1.46	$ 2.92

	Annual Cost
Single Family Residential (1300 ccf)	$ 6.12
Multi-family (17500 ccf)	$ 57.00
Commercial (5100 ccf)	$ 17.52

CITY COUNCIL MEETING: June 3, 2013

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF
FINANCE DIRECTOR

SUBJECT: SETTING STORM WATER RATES

DATE: June 3, 2013

BACKGROUND:

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

Staff presented the plan to Council at the November 13, 2012 Work Session. The Plan showed that existing staffing levels, contractual services, plant maintenance, operating materials and pipe extension/ repair appropriations were insufficient to maintain the system and meet the regulatory obligations of state and federally mandated permits. Adequate funding would require rate increases over the next five years as provided in the Storm Water Long-Range Financial Plan. The first such rate increase was approved effective January 1, 2013 at $0.41 per monthly Equivalent Service Unity (ESU).

Staff recommends funding the Storm Water operations and improvements with an even rate slope at 10%-12% increases annually, adjusted for variances in revenues and expenses each year. An even rate slope will provide equitability to customers; today's customers will not pay for benefits to future customers and future customers will not be burdened with costs incurred today. This increase equates to approximately $0.40 to $0.60 per ESU per month over the five-year plan. To smooth out the rate slope staff recommends an Interfund borrowing with the Transportation Fund as the most cost effective financing mechanism for this purpose.

The FY13-14 City Budget (scheduled for discussion on tonight's agenda) includes a $0.45 monthly ESU rate increase beginning January 2014. Implementing the increase in January is congruent with

the Sewer Rate Increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the year. Attachment #1 shows the impact of the increase on the bill for select customers from each customer class (Single-Family, Multi-Family and Commercial).

FISCAL IMPACT:

A $0.45 monthly ESU increase will bring in an additional $45,000 in revenue in fiscal year 2013-2014. A growth factor of 0.70% (as approved by the Long Range Planning Task Force for the upcoming two-year period) will bring an additional estimated $5,500.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed storm 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 Resolution, setting new storm water rates and repealing Resolution R2012-2294, and amending Resolution R2007-1808, if it so chooses.

City of Keizer
Storm Water Rate Comparison
FY13-14

Current Rates January 1, 2013

	Rate	ESUs	Monthly	Bi-Monthly
Monthly	**$4.23**			**$8.46**
Safeway		86	$ 363.78	$ 727.56
Whiteaker Middle School		94	$ 397.62	$ 795.24
Hidden Creek Apartments		44	$ 186.12	$ 372.24
Single Family Residential		1	$ 4.23	$ 8.46

Proposed Rates January 1, 2014

	Rate	ESUs	Monthly	Bi-Monthly
Monthly	**$4.68**			**$9.36**
Safeway		86	$ 402.48	$ 804.96
Whiteaker Middle School		94	$ 439.92	$ 879.84
Hidden Creek Apartments		44	$ 205.92	$ 411.84
Single Family Residential		1	$ 4.68	$ 9.36

ESU Increase from current rates	**$0.45**
	11%

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AMENDING THE STORM WATER UTILITY FEE AND DECLARING AN EMERGENCY **(AMENDING RESOLUTION R2007-1808; REPEALING RESOLUTION R2012-2294)**

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

WHEREAS, the City Council of the City of Keizer amended Resolution R 2007-1808 by Resolution R2012-2294 which amended the storm water utility fee;

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

WHEREAS, the City Council held a public hearing with regard to the proposed increase on June 3, 2013;

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

NOW, THEREFORE,

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

Section 2. Storm Water Utility Fee Imposed. A storm water utility fee is hereby imposed at the rate of $4.68 per ESU per month.

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

a. Single Family Residence: $4.68 per month
b. Duplex: $4.68 per month

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

c. Mobile/Manufactured Home Units: $4.68 per month per space or lot

Section 4. Storm Water Utility Fee for All Other Improved Property. All other Improved Property within the City of Keizer not listed in Section 3 above, including, but not limited to multifamily residential, assisted living/retirement homes, commercial, industrial and public properties shall pay $4.68 per month per ESU as calculated for the specific property. This calculation shall be done by or at the direction of the Public Works Director. Any property owner or responsible party may appeal the determination or calculation of the storm water utility fee as set forth in Ordinance No. 2007-563, Section 8 (Administrative Review – Appeals).

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the amended storm water utility fees imposed under this Resolution shall be charged beginning with the January 2014 billing period.

BE IT FURTHER RESOLVED that Resolution R2012-2294 shall be repealed in its entirety effective January 1, 2014.

PASSED this _____ day of _____, 2013.

SIGNED this _____ day of _____, 2013.

_____
Mayor

_____
City Recorder

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

CITY COUNCIL MEETING: June 3, 2013

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 2013-14 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, 2013 in order to be assessed on the November 2013 tax rolls. These assessments were noticed to the public in the May 24, 2013 edition of the Keizertimes.

During Budget Committee deliberations in May 2012 staff noted that the Street Lighting District Fund had more than a sufficient ending fund balance projected for the year. Consequently the City reduced the administrative fee from $8.10 per assessment to $4.05 per assessment. The FY13-14 Committee Approved Budget keeps the administrative fee at $4.05 per assessment. This reduction represents a cost savings to the property owner.

FISCAL IMPACT:

Staff has calculated $418,231.89 as the total assessments for the November 2013 tax rolls.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for fiscal year 2013-14. 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 R2013-_____

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 $418,231.89; 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 _____, 2013.

SIGNED this _____ day of _____, 2013.

Mayor_____

City Recorder_____

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2013-14

DISTRICT		TOTAL PER	PER LOT OR FRONT	
#	NAME	DISTRICT	FOOTAGE	
008	MARDELL	6,096.36	30.18	
012	WILARK PARK ST LTG	11,305.00	59.50	
014	MAI LIN	10,788.00	37.20	
015	APPLEBLOSSOM	3,607.13	40.99	
017	RIVERCREST	13,525.76	41.49	
018	IVY WAY	4,361.35	36.65	
019	ARNOLD WAY	959.61	23.99	
022	NORTHVIEW	4,164.98	48.43	
023	MCNARY HGHTS	5,299.36	60.22	
024	CEDAR PARK ST LGHT	1,197.38	63.02	
025	MENLO	1,278.72	47.36	
026	SHADY LANE	2,976.28	0.5568	FRONT FOOT
028	NORTHWOOD PARK #1	3,323.18	67.82	
034	GREENWOOD	1,755.38	0.4637	FRONT FOOT
041	WILARK PARK #6	795.78	44.21	
042	WILARK PARK ANN #7	787.52	49.22	
043	NORTHWOOD PARK #2	2,577.42	59.94	
044	MAI-LIN DISTRICT #2	806.52	36.66	
045	MCLEOD PARK	1,591.92	44.22	
046	LANCER PARK	1,832.40	50.90	
047	HILLIGOSS	641.06	45.79	
048	CARLHAVEN ADDITION	711.76	25.42	
049	WINDSOR ESTATES	1,294.67	56.29	
050	WHITAKER PARK	4,275.18	54.81	
079	ANDREW PARK	838.35	55.89	
080	GLYNBROOK	2,504.69	61.09	
081	LAWNDALE SUB	2,116.84	62.26	
082	NORTHWOOD PARK #4	7,157.92	73.04	
083	PALMA CIEA #5	940.28	42.74	
084	WILARK PARK ANN #5	1,036.62	57.59	
086	HICKS JONES	8,450.37	0.4539	FRONT FOOT
087	CARLHAVEN ADD #2	831.32	29.69	
094	WILL MANOR 4	1,368.96	59.52	
095	WHEATLAND LN	428.82	61.26	
096	NORTHTREE ESTATES	7,037.00	70.37	
097	CHEMAWA PARK	1,474.02	81.89	
108	MCLEOD PARK #2	1,554.66	57.58	
120	CHEMAWA EST #1	1,807.50	60.25	
122	SIX SUBDIVISION	691.17	30.05	
126	MCLEOD ESTATES	3,913.12	52.88	
128	CHEHALIS SUB	483.84	30.24	

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2013-14

DISTRICT		TOTAL PER	PER LOT OR FRONT
#	NAME	DISTRICT	FOOTAGE
129	DENNIS LANE N	1,996.07	46.42
130	CRESTWOOD VILLAGE	530.52	44.21
131	CHEMAWA EST #2	2,064.82	60.73
132	CHARLOTTE	1,672.20	37.16
141	PALMA CIEA	18,602.08	41.43
142	RIVERVIEW N	1,091.85	37.65
143	MEADOWBROOK	465.21	51.69
144	JUNIPER	860.40	43.02
146	TERRACE GLEN	866.08	54.13
147	WEDGEWOOD ESTATE	1,049.60	32.80
148	JULIE ESTATES	1,525.80	76.29
150	KEPHART	1,598.40	39.96
159	JOHNISEE ADDN	412.62	31.74
161	WALENWOOD SUB	216.63	24.07
162	WARNER PARK	220.70	22.07
163	SPRINGTIME PK SUB	783.30	52.22
164	STONEHEDGE ESTATE	6,035.00	60.35
165	RIVERVIEW N #2	1,105.72	39.49
181	TIMBERVIEW SUB	6,600.16	46.48
182	VISTAVIEW ESTATE #2	2,431.20	40.52
183	NORTHRIDGE PARK	1,087.36	33.98
184	JUNIPER #2 SUBDIV	1,292.55	61.55
185	KEIZER HEIGHTS	3,652.48	57.07
191	CLARK ST NE	711.76	25.42
192	FRIENDSHIP ADDITION	418.44	34.87
193	TEN AT MCNARY	1,000.72	71.48
194	BUCHOLZ ADDITION	576.45	27.45
195	PARKLAWN ADDITION	351.36	58.56
205	GLYNBROOK II N	3,213.82	74.74
206	FOUR WINDS ADDN N	5,368.95	43.65
207	FERNBROOK	1,562.34	40.06
208	EDEN ESTATES	2,976.12	70.86
209	COUNTRY CLUB EST	1,442.00	51.50
212	LAWNDALE I SUB PH-2	2,345.07	60.13
213	STONEHEDGE EST II	4,215.93	47.37
215	GARY ST	1,139.97	30.81
216	ARNOLD ST #2	889.41	38.67
217	FOUR WINDS III	505.60	25.28
218	GREENWAY	804.78	44.71
219	NOON AVE	1,227.84	38.37
220	STONEHEDGE EST III	1,575.36	49.23

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2013-14

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
221	STONEHEDGE EST 4&5	1,815.68	56.74
227	WILLOW LAKE EST	2,346.52	53.33
228	THE MEADOWS PH-1	4,014.64	71.69
231	FOURWINDS II	613.92	38.37
232	WHITAKER HGTS	1,893.80	55.70
234	THE MEADOWS PH-3	2,509.15	71.69
235	THE MEADOWS PH-2	2,652.53	71.69
236	THE MEADOWS PH-4	2,795.91	71.69
237	ORCHARD CREST	2,450.19	46.23
238	STONEHEDGE EST #6	1,811.64	58.44
239	SPRINGMEADOW EST	4,172.84	4,172.84
241	WILLOW LAKE 2&3	4,726.08	49.23
246	CHERRYLAWN CT NE	500.16	62.52
247	ORCHARD CREST PH-3	1,849.75	52.85
248	MAX CT	641.40	64.14
249	THE MEADOWS PH-5	3,010.98	71.69
250	ORCHARD CREST PH-2	2,303.38	43.46
251	RIVERCREST PH-1&2	2,190.76	49.79
253	THE MEADOWS PH-6	2,222.39	71.69
254	THE MEADOWS PH-7	2,294.08	71.69
255	TIMBERVIEW PH-3	2,040.08	72.86
256	APPLETREE PH-1,2,3	3,553.20	78.96
257	BRIARWOOD	2,965.74	2,965.74
258	HIDDEN CRK EST PH-1	4,001.18	108.14
259	CATERWOOD ESTATES	2,856.51	56.01
260	PARKMEADOW APTS	1,206.60	1,206.60
261	NORTHRUP/NORTHSHIRE	624.84	52.07
262	COUNTRY GLEN EST	11,347.90	61.34
263	FIRCONE	2,014.63	69.47
264	HIDDEN CRK EST PH-2	1,028.32	64.27
265	CLEARLAKE SUBDIV	3,329.06	67.94
266	SPRINGRIDGE EST	2,224.64	69.52
267	THE RIDGE	1,534.06	69.73
268	NORTHSIDE ESTATES	2,641.06	61.42
269	HOMESTEAD/CLEARVIEW	406.60	40.66
270	HONEYSUCKLE	1,564.25	62.57
272	LARSON PARK SUBDIV	530.52	44.21
273	BAILEY ESTATES	522.20	52.22
274	STICKLES ADDITION	277.56	30.84
275	CEDAR BLUFF SUBDIV	2,035.80	75.40
276	ABT KOUFAX LN	1,774.52	80.66

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2013-14

DISTRICT		TOTAL PER	PER LOT OR FRONT
#	NAME	DISTRICT	FOOTAGE
277	HIDDEN CREEK PH-3	857.67	25.99
278	HOLLY LN/ALDER DR NE	402.39	44.71
282	3RD AVE N	2,061.69	36.17
283	HIDDEN CREEK PH-4	1,264.50	84.30
284	JACOBE ESTATES SUB	1,003.50	100.35
285	PRAIRIE EST	8,802.45	94.65
286	TECUMSEH ESTATES	1,289.19	61.39
287	TEPPER E SUB	2,353.68	84.06
288	WESTMORE	1,377.60	57.40
292	PINEHURST ESTATES	3,842.94	67.42
293	LEEWOOD MEADOWS	2,937.06	54.39
294	BROWER PLACE	2,025.23	65.33
295	HIGHLANDS ESTATES	3,855.60	64.26
296	JACOBE ESTATES PH2	1,276.92	70.94
297	BAHNSEN WOODS EST	4,042.20	67.37
298	FOREST RIDGE EST	3,353.90	60.98
299	WHEATLAND TERRACE	819.00	54.60
300	WATERFORD	3,329.06	67.94
306	ROCKLEDGE ADDITION	787.52	49.22
307	WITTENBERG	1,824.30	1,824.30
308	JORDON RUN	775.94	70.54
309	PRAIRIE CLOVER	576.76	144.19
310	VINEYARDS	4,966.20	55.18
311	HIGHLANDS NORTH	439.68	27.48
312	CHEMAWA GLEN	2,211.98	58.21
315	SPARROW ADDITION	593.28	74.16
316	VINEYARDS NO. PHASE 2	3,052.35	59.85
317	HIDDEN CREEK PHASE 5	799.30	79.93
318	BARNICK ESTATES	1,211.64	100.97
319	MCLEOD ACRES	611.90	61.19
321	BEIER ESTATES	1,400.76	77.82
322	WESTMORE EAST SUBDIV N.	439.56	24.42
323	SHADY ADDITION N.-RING ST. N.E.	804.78	44.71
332	CLEARLAKE HEIGHTS	609.84	50.82
333	PINE MEADOWS ESTATE	626.08	44.72
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,236.00	51.50
336	FULTZ ESTATES	871.20	58.08
338	RICKMAN CROSSING	609.50	60.95
339	CEDAR TREE	803.44	73.04
340	WINDSOR WOODS SUBDV	2,834.48	64.42
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,664.64	46.24

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2013-14

DISTRICT #	NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
345	FULTZ ESTATES PH 2	411.92	51.49
346	PLEASANT VIEW NE	1,642.80	41.07
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	310.80	31.08
351	HUNTER ADDITION I	399.50	79.90
352	LENT ESTATES STLT DIST. KUD	650.70	24.10
353	TREBBER ESTATES	1,198.80	79.92
354	WINDSOR WOODS SUBDV PH2	2,087.72	50.92
355	EVERWOOD MEADOWS	843.00	56.20
356	MEGAN LEE PROP.	233.40	46.68
358	CLEARLAKE MEADOWS STLT DIST	200.35	40.07
359	CLAGGET GROVE DIST.	294.24	49.04
360	SELENA ESTATES DIST.	699.21	41.13
361	CANDLEWOOD IND PARK NE	211.54	30.22
363	BRIAN MDWS ST LT DIST.-KUD	539.88	24.54
365	JACOBE ESTATES PH3	212.72	26.59
366	MADALYN TERRACE	329.84	23.56
367	GRISWOLD AVE NE	377.64	125.88
368	HALEY ESTATES	608.76	33.82
369	KEIZER STATION LIGHTING-AREA A	15,140.04	194.73
370	WHEATLAND MEADOWS ESTATE	965.58	25.41
372	SARAH JEAN COURT	208.60	29.80
373	BENSON ESTATES SUBDIVISION	399.50	79.90
374	PEYTON-HAYLEY SUBDIVISION	203.30	40.66
375	MCGEE COURT	248.35	49.67
377	CRAFTSMAN RIDGE STREET	515.55	34.37
378	TAYLOR RIDGE SUB	302.48	37.81
379	TEETS ESTATES STREET	233.35	17.95
384	AVALON MEADOWS STREET	2,646.28	29.08
385	MAGEE ESTATES STREET	114.60	19.10
386	MCNARY HGHTS ADDN STREET	421.35	28.09
387	NEW DAY STREET	206.40	34.40
462	NAOMI'S START	358.04	89.51
	TOTAL ASSESSMENT	418,231.89	

CITY COUNCIL MEETING: June 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: RESOLUTION ADOPTING FISCAL YEAR 2013-2014 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

On May 2, 2013, the Budget Committee convened and received the City Manager's Budget Message for fiscal year 2013-14, received public testimony from interested parties and began deliberations on the City Budget. On May 7th and 9th 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 2013-14 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 9th, 2013, staff has identified one adjustment to the FY13-14 budget. The Amphitheater Fund was established as a stand-alone fund to track fee revenues dedicated to Amphitheater operations and improvements. The amphitheater site is part of the City's park system and should be part of the Parks Dedicated Funds section of the parks budget (see attachment #2). Staff recommends making this adjustment for accounting and budgeting efficiencies. This change has no net fiscal impact.

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2013. 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 2013-2014 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 2013-14 (which includes the budget adjustment identified above), with amendments if any.

City of Keizer, Oregon

Committee Approved Budget FY2013-14

CITY OF KEIZER

FISCAL YEAR 2013-2014

Lore Christopher
Mayor

Members of the Budget Committee

Council Members:

Lore Christopher, Mayor
Joe Egli, President
Cathy Clark
Dennis Koho
Ken LeDuc
Marlene Quinn
James Taylor

Public Members:

Ronald Bersin
William Criteser
David Dempster
Kim Freeman
Joseph Gillis
Ronald Hart
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, Public Works Director

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

FISCAL YEAR 2013-14 BUDGET QUOTES ON DEMOCRACY

Always vote for principle, though you may vote alone, and you may cherish the sweetest reflection that your vote is never lost.
~ John Quincy Adams

All deductions having been made, democracy has done less harm, and more good, than any other form of government. It gave to human existence a zest and camaraderie that outweighed its pitfalls and defects. It gave to thought and science and enterprise the freedom essential to their operation and growth. It broke down the walls of privilege and class, and in each generation it raised up ability from every rank and place. **~ Will Durant**

Timid men prefer the calm of despotism to the tempestuous sea of liberty. **~Thomas Jefferson**

Just because you do not take an interest in politics doesn't mean politics won't take an interest in you. **~Pericles (430 B.C)**

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BUDGET OVERVIEW

Welcome to the City of Keizer's Fiscal Year 2013-2014 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.

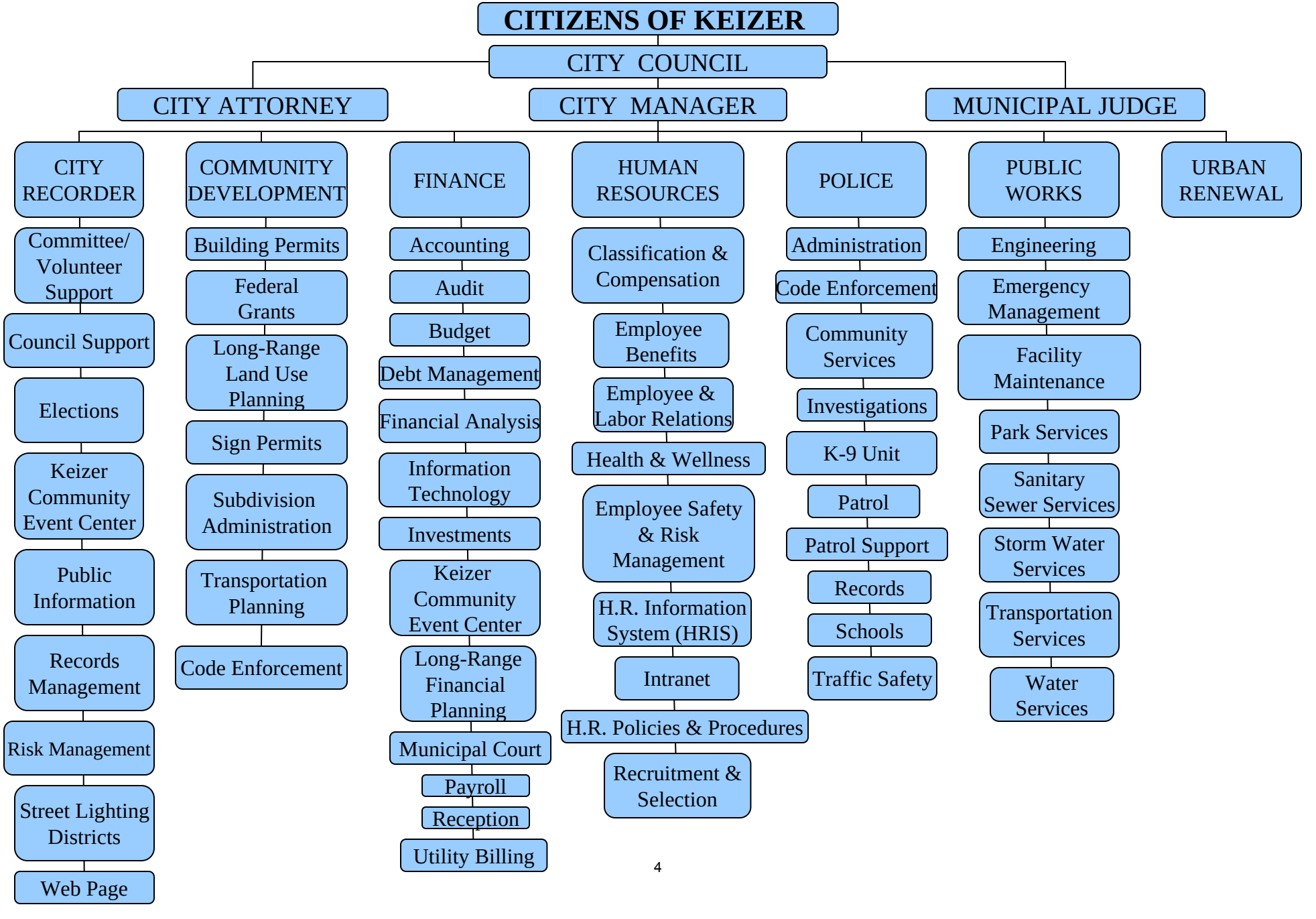
CITY OF KEIZER
FISCAL YEAR 2013-2014 BUDGET CALENDAR

Tuesday, April 9th	Notice of Budget Committee meeting on **City Budget** to Keizertimes for publication on Friday, April 12th and Friday, April 19th for meeting on Thursday, May 2nd at 6:00 p.m.
Tuesday, April 9th	Notice of Budget Committee meeting on **Urban Renewal Budget** to Keizertimes for publication on Friday, April 12th and Friday, April 19th for meeting on Tuesday, May 7th at 6:00 p.m.
Friday, April 26th	**City Budget** Document distributed to Budget Committee
Thursday, May 2nd	**Urban Renewal Budget** Document distributed to Budget Committee
Thursday, May 2nd – 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
Tuesday, May 7th – 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

CITY OF KEIZER
FISCAL YEAR 2013-14 BUDGET CALENDAR *continued*

Tuesday, May 7th – after Urban Renewal Agency Budget (continued)	**City Budget** Committee Meeting ♦ Public Testimony ♦ Continuation of discussion from Thursday, May 2nd as needed ♦ Presentation and discussion of ♦ General Fund long-range forecast ♦ General Fund operations
Thursday, May 9th – 6:00 p.m.	**City Budget** Committee Meeting ♦ Continuation of discussion from Tuesday, May 7th as needed ♦ Budget recommendations to Council and Urban Renewal Board
Tuesday, May 14th – 6:00 p.m.	Alternate meeting to complete **City** or **Urban Renewal Budgets** (if needed)
Tuesday, May 21st	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 24th.
Monday June 3rd – 6:30 p.m.	Public hearing on **Urban Renewal Budget**. Board adoption of Budget.
Monday June 3rd – 7:00 p.m.	Public hearing on **City Budget**. Council adoption of Budget.
Monday June 17th – 7:00 p.m.	Alternate public hearing on **City Budget** and/or **Urban Renewal Budget** (if needed)

ORGANIZATIONAL STRUCTURE



2013-2015 CITY COUNCIL GOALS

Adopted March 18, 2013

Short Term Goals

- Unfreeze 1 to 4 police officer positions
- Develop sustainable code enforcement strategy
- Develop sustainable community center management strategy
- Keizer Rapids Park/Keizer Little League Park – Master Plan Update
- Explore and determine Policy direction regarding Urban Growth Boundary expansion
- Revisit and potentially update infill standards
- Implement joint quarterly informational meetings with fire districts
- Create business advisory committee
- Support city website overhaul
- Prepare and adopt a water system emergency plan

Long Term Goals

- End North River Road Urban Renewal District tax increment collections, for no more than the authorized maximum indebtedness as provided for in the District's Ninth amendment (anticipated by FY15-16)
- Take appropriate steps to liquidate any Keizer Station Area-A property foreclosed upon and refund the River Road Renaissance program after completing a review of the program's goals and proposed projects
- Explore Public Safety funding mechanisms to fill frozen police positions and support an agreed upon level of service for the Police Department
- Explore hiring a Volunteer Coordinator and investigate implementing a volunteer based code enforcement and park patrol program to augment the City's capabilities
- Identify Parks funding mechanism to support both the construction of the Parks Master Plan CIP and also operations & maintenance of the parks at an adequate level of service
  - ✓ Update Parks Master Plan
  - ✓ Include Little League Park improvements in CIP for SDC allocation as appropriate and allowed for by statute.
  - ✓ Develop mechanism to fund General Fund match for SDC supported CIP projects.
- Continue and effectively advertise the Sidewalk LID program
- Replace Holiday Decorations over the next 5-years

"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 31-year history, Keizer has elected 5 Mayors and 39 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, Volunteer Coordinating Committee, Traffic/Bikeways/Pedestrian Committee, 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. Recently, a work group was established to assist the Council in improving communications and a task force was created to research the feasibility of development of a community playground at Keizer Rapids Park. During the last year, citizen groups have participated in the Keizer Rotary Amphitheatre operation, Good Vibrations Motorcycle Event, Holiday Festival of Lights Parade and the Keizer Chamber of Commerce Iris Festival. Named appropriately, the motto for the 2013 Iris Festival is "Pride, Spirit, and Volunteerism".

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 Marion-Polk Food Share, the Wild Wild West Recreation Summer Program for youth, and through their legacy donation program, provided funds for benches and trees to Keizer parks. The Parks Foundation has also contributed to the development of the dog park at Keizer Rapids Park thru their paw paver fundraising program. Some other community events that City volunteers have assisted in this year were Claggett Creek Watershed projects and the annual Riverfair event. 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.

- 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.

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

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 36,760, 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 600-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. The City is currently working toward a community build playground project at Keizer Rapids that would be very large in scope and would be a destination for the entire community.

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 2, 2013

Honorable Mayor Christopher
City Councilors
Budget Committee
Citizens of Keizer

We are pleased to present the fiscal year 2013-14 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) at a time when other Cities have been forced to make drastic cuts in response to the challenging economic environment that continues to face our country.

In response to the challenging economic environment that began in fiscal year 2008-09 the City reduced its discretionary operating expenses in line with the reduction in projected revenues. These reductions allowed the City, in the short term, to continue to provide the existing services with minimal disruptions.

During fiscal 2012-13, in response to a stabilizing economic environment, the City began to add back some of the expenses that had been previously eliminated or reduced specifically in the area of training and employee compensation in order to ensure, in the long term, that the City is able to continue to provide the existing levels of service.

While stable economic indicators continue, the City is cautiously approaching the fiscal year 2013-14 budget in order to ensure that any increases in service level are sustainable into the immediate future.

The following is a summary of the financial highlights of the 2013-14 fiscal year budget.

Revenues

The City is expecting overall revenues to remain consistent with the prior year. The primary revenue increase is for charges for services.

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 2% in fiscal year 2013-14 as compared to fiscal year 2012-13. The increase is attributed to a larger share of property values reverting to the City's tax rolls from its urban renewal district.

Assessments
Assessments are expected to increase $2.4 million in fiscal year 2013-14 as compared to fiscal year 2012-13. The increase is associated with assessment payments on properties in the foreclosure process within the Keizer Station Local Improvement District.

Charges for Services
Charges for services are expected to increase approximately 8%. The increase is attributed to the City proposing a 4% water rate increase, 11% Storm Water rate increase and the City of Salem who manages the City's sewer infrastructure expected to propose a 5% sewer rate increase. The rate increases would go into effect January 2014.

Operating Expenditures

In total the City's operating expenditures, which include personnel services and materials and services, are expected to increase approximately 5% or $1.0 million.

Personnel Services

Personnel Services include employee salaries and wages, retirement benefits and health and welfare benefits. The City anticipates a $0.6 million increase in personnel services expense in fiscal year 2013-14 as compared to fiscal year 2012-13.

Salaries and Wages

Employee salary and wages comprise the largest category of personnel services. Salaries and wages are expected to increase $0.3 million in fiscal year 2013-14 as compared to fiscal year 2012-13.

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 employees not subject to the provisions of a collective bargaining agreement salaries and wages will be adjusted 2.0%.

The budgeted full-time equivalents for fiscal year 2013-14 will be 92 employees as compared to 91 employees in fiscal year 2012-13. The increase is attributed to the City adding an Event Center Coordinator and a Storm Water Municipal Utility Worker offset by the elimination of the Community Services Officer position.

Retirement Benefits

Retirement benefits provided to City employees are remaining the same but the cost of those benefits will increase approximately $0.2 million in fiscal year 2013-14 as compared to fiscal year 2012-13. The primary reason for the increase in the cost of retirement benefits is the impact of the biannual adjustment of the PERS employer contribution rates taking effect July 1, 2013 in addition to the increase in base wages in which retirement contributions are based.

Health and Welfare Benefits

Health and welfare benefits provided to city employees will remain the same however the cost to provide those benefits is expected to increase approximately 10% in fiscal year 2013-14 as compared to fiscal year 2012-13. The increase in the cost of health and welfare benefits is due to premium increases implemented by the City's third party service providers and are in line with overall industry trends. Consistent with fiscal year 2012-13 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 $0.3 million from $11.1 million in fiscal year 2012-13 to $11.4 million in fiscal year 2013-14. The primary reason for the increase in materials and services is due to an increase in sewer rates by the City of Salem.

Non-Operating Expenditures

Non-operating expenditures which include capital outlay and debt service are expected to increase $3.5 million in fiscal year 2013-14 as compared to fiscal year 2012-13.

Capital Outlay

Capital outlay costs are expected to increase $0.4 million from $4.3 million in fiscal year 2012-13 to $4.7 million in fiscal year 2013-14. The increase is primarily attributed the anticipated construction of the Exit 260 southbound onramp project during fiscal year 2013-14.

Debt Service

Payments of principal and interest on the City's debt obligations is expected to increase by $3.3 million from $3.1 million in fiscal year 2012-13 to $6.4 million in fiscal year 2013-14. The increase is primarily due to a $3.0 million principal payment on the Keizer Station Local Improvement District debt. This payment is funded by a combination of assessment payments and the proceeds from the sale of foreclosed properties in Keizer Station.

Like fiscal year 2012-13, fiscal year 2013-14 will continue to present the City with a challenging economic environment in which to operate. 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 2013-14 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 11,285,865	$ 13,058,027	$ 13,415,900	$ 12,901,000	*Capital Carryforward*	$ 10,671,400	$ 10,671,400		-17.28%
2	4,599,343	4,745,469	10,141,700	5,839,600	Taxes & Assessments	8,441,000	8,416,000		44.12%
3	2,741,581	2,631,627	2,575,700	2,721,100	Licenses & Fees	2,624,700	2,624,700		-3.54%
4	3,235,375	3,420,287	3,231,700	3,986,800	Intergovernmental	3,349,100	3,349,300		-15.99%
5	581,624	653,596	613,800	541,500	Fines & Forfeits	514,400	514,400		-5.00%
6	10,236,173	10,341,101	10,805,600	10,591,400	Charges for Services	11,447,200	11,425,200		7.87%
7	-	-	37,800	37,800	Debt Proceeds	200,000	200,000		429.10%
8	2,468,096	1,299,218	2,388,000	1,614,300	Miscellaneous	1,852,600	1,852,600		14.76%
9	497,100	549,071	679,000	605,400	Transfers In	278,600	233,600		-61.41%
10	$ 35,645,157	$ 36,698,396	$ 43,889,200	$ 38,838,900	**TOTAL RESOURCES**	$ 39,379,000	$ 39,287,200		1.15%
11									
12					**REQUIREMENTS**				
13									
14					*EXPENDITURES*				
15	$ 8,558,610	$ 8,536,259	$ 9,051,200	$ 8,847,300	Personnel Services	$ 9,525,000	$ 9,503,000		7.41%
16	9,996,469	10,291,203	11,634,200	11,056,500	Materials & Services	11,478,700	11,463,900		3.74%
17	1,762,966	1,912,046	6,597,200	4,341,000	Capital Outlay	4,721,100	4,721,100		8.61%
18	1,771,985	2,508,726	8,080,100	3,157,000	Debt Service	6,343,000	6,343,000		100.92%
19	-	-	552,200	-	Contingency	635,200	610,200		
20	$ 22,090,030	$ 23,248,234	$ 35,914,900	$ 27,401,800	**TOTAL EXPENDITURES**	$ 32,703,000	$ 32,641,200		19.12%
21									
22	497,100	549,071	679,000	605,400	Transfers Out	278,600	233,600		-61.41%
23									
24					*FUND BALANCE*				
25	3,283,030	-	3,339,100	3,323,000	Restricted Fund Balances	3,411,600	3,411,600		2.67%
26	9,774,997	12,901,091	3,871,200	7,348,400	Fund Balances	2,985,800	3,000,800		-59.17%
27	$ 13,058,027	$ 12,901,091	$ 7,210,300	$ 10,671,400	**TOTAL FUND BALANCE**	$ 6,397,400	$ 6,412,400		-39.91%
28									
29	$ 35,645,157	$ 36,698,396	$ 43,889,200	$ 38,838,900	**TOTAL REQUIREMENTS**	$ 39,379,000	$ 39,287,200		1.15%

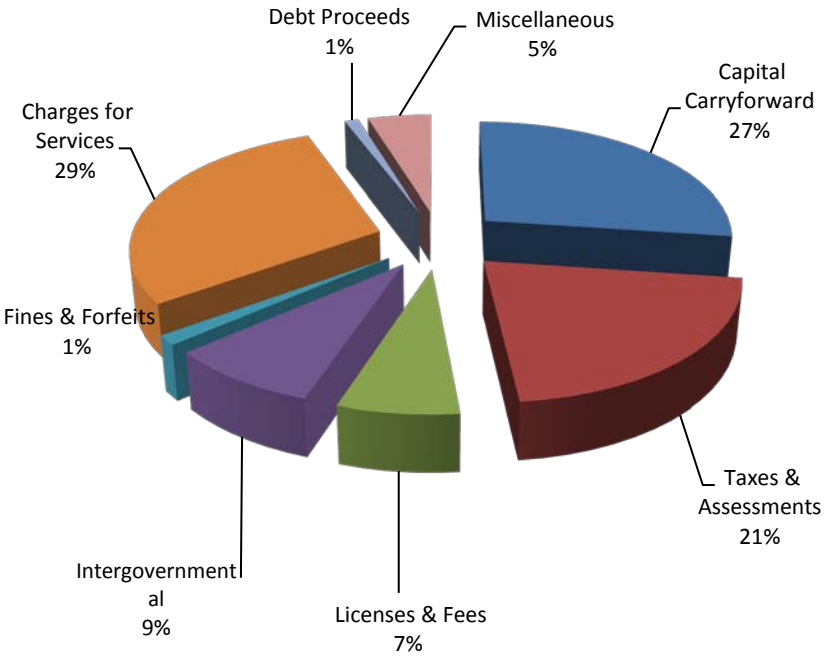
Notes:

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

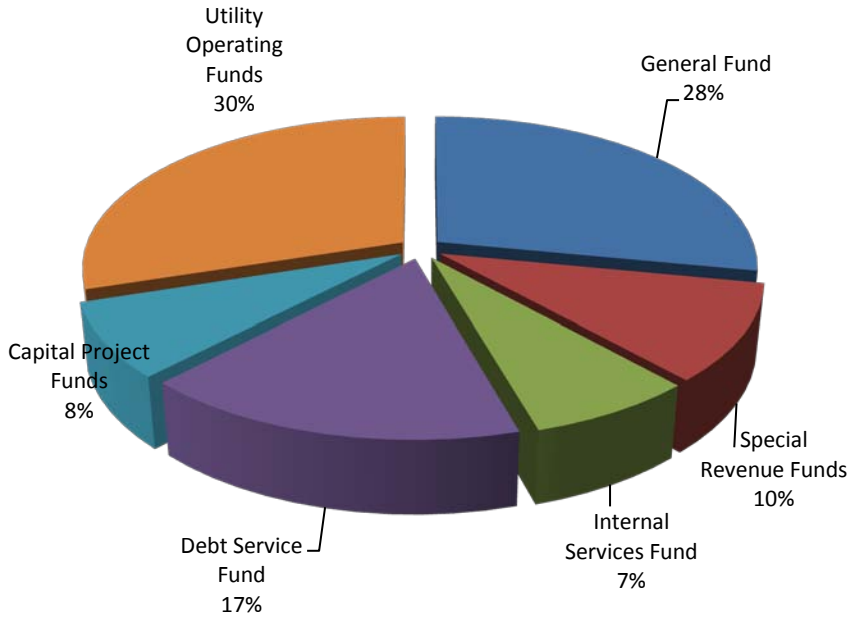
Non-Operating Funds include Off-Site Transportation, Park Improvements, Transportation Improvements, Keizer Station Local Improvements, Sewer Reserve and Water Facility Funds.

CITY OF KEIZER
ALL FUNDS - ALLOCATION OF RESOURCES
FISCAL YEAR 2013-2014

Resources



Expenditures



CITY OF KEIZER

ALL OPERATING FUNDS COMBINED

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 4,548,432	$ 6,323,275	$ 6,689,300	$ 6,926,700	*Capital Carryforward*	$ 4,893,500	$ 4,893,500		-29.35%
2	4,086,917	4,208,081	4,687,000	4,524,200	Taxes & Assessments	4,632,500	4,607,500		1.84%
3	2,594,942	2,565,004	2,547,200	2,604,800	Licenses & Fees	2,571,100	2,571,100		-1.29%
4	3,233,566	3,370,287	3,231,700	3,323,000	Intergovernmental	3,349,100	3,349,300		0.79%
5	581,624	653,596	613,800	541,500	Fines & Forfeits	514,400	514,400		-5.00%
6	10,213,034	10,309,594	10,768,900	10,542,600	Charges for Services	11,417,700	11,395,700		8.09%
7	-	-	-	-	Debt Proceeds	75,000	30,000		
8	1,059,699	295,674	198,700	195,700	Miscellaneous	203,900	203,900		4.19%
9	297,100	299,071	459,000	385,400	Transfers In	131,800	131,800		-65.80%
10	$ 26,615,314	$ 28,024,582	$ 29,195,600	$ 29,043,900	**TOTAL RESOURCES**	$ 27,789,000	$ 27,697,200		-4.64%
11									
12					**REQUIREMENTS**				
13									
14					*EXPENDITURES*				
15	$ 8,558,610	$ 8,536,259	$ 9,051,200	$ 8,847,300	Personnel Services	$ 9,525,000	$ 9,503,000		7.41%
16	9,992,104	10,281,169	11,634,200	11,056,500	Materials & Services	11,478,700	11,463,900		3.74%
17	738,960	1,294,983	3,208,000	3,038,000	Capital Outlay	2,150,800	2,150,800		-29.41%
18	505,265	439,426	442,900	442,900	Debt Service	836,800	836,800		88.94%
19	-	-	552,200	-	Contingency	635,200	610,200		
20	$ 19,794,939	$ 20,551,837	$ 24,888,500	$ 23,384,700	**TOTAL EXPENDITURES**	$ 24,626,500	$ 24,564,700		5.05%
21									
22	497,100	546,000	679,000	605,400	Transfers Out	48,900	48,900		-91.92%
23									
24					*FUND BALANCE*				
25	-	-	424,000	348,300	Restricted Fund Balances	496,500	496,500		42.55%
26	6,323,275	6,926,745	3,119,100	4,545,200	Fund Balances	2,617,100	2,587,100		-43.09%
27	$ 6,323,275	$ 6,926,745	$ 3,543,100	$ 4,893,500	**TOTAL FUND BALANCE**	$ 3,113,600	$ 3,083,600		-36.99%
28									
29	$ 26,615,314	$ 28,024,582	$ 29,195,600	$ 29,043,900	**TOTAL REQUIREMENTS**	$ 27,789,000	$ 27,697,200		-4.64%

Notes:

Operating Funds include General Fund, Administrative Services, Streets, Housing Rehabilitation, Energy Efficiency, 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 NON-OPERATING FUNDS COMBINED

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 6,737,433	$ 6,734,752	$ 6,726,600	$ 5,974,300	***Capital Carryforward***	$ 5,777,900	$ 5,777,900		-3.29%
2	512,426	537,388	5,454,700	1,315,400	Taxes & Assessments	3,808,500	3,808,500		189.53%
3	146,639	66,623	28,500	116,300	Licenses & Fees	53,600	53,600		-53.91%
4	1,809	50,000	-	663,800	Intergovernmental	-	-		-100.00%
5	-	-	-	-	Fines & Forfeits	-	-		
6	23,139	31,507	36,700	48,800	Charges for Services	29,500	29,500		-39.55%
7	-	-	37,800	37,800	Debt Proceeds	200,000	200,000		429.10%
8	1,408,397	1,003,544	2,189,300	1,418,600	Miscellaneous	1,671,600	1,671,600		17.83%
9	200,000	250,000	220,000	220,000	Transfers In	48,900	48,900		-77.77%
10	$ 9,029,843	$ 8,673,814	$ 14,693,600	$ 9,795,000	**TOTAL RESOURCES**	$ 11,590,000	$ 11,590,000		18.33%
11									
12					**REQUIREMENTS**				
13									
14					***EXPENDITURES***				
15	$ -	$ -	$ -	$ -	Personnel Services	$ -	$ -		
16	4,365	10,034	-	-	Materials & Services	-	-		
17	1,024,006	617,063	3,389,200	1,303,000	Capital Outlay	2,570,300	2,570,300		97.26%
18	1,266,720	2,069,300	7,637,200	2,714,100	Debt Service	5,735,900	5,690,900		109.68%
19	-	-	-	-	Contingency	-	-		
20	$ 2,295,091	$ 2,696,397	$ 11,026,400	$ 4,017,100	**TOTAL EXPENDITURES**	$ 8,306,200	$ 8,261,200		105.65%
21									
22	-	3,071	-	-	Transfers Out	-	-		
23									
24					***FUND BALANCE***				
25	3,283,030	-	2,915,100	2,974,700	Restricted Fund Balances	2,915,100	2,915,100		-2.00%
26	3,451,722	5,974,346	752,100	2,803,200	Fund Balances	368,700	413,700		-85.24%
27	$ 6,734,752	$ 5,974,346	$ 3,667,200	$ 5,777,900	**TOTAL FUND BALANCE**	$ 3,283,800	$ 3,328,800		-42.39%
28									
29	$ 9,029,843	$ 8,673,814	$ 14,693,600	$ 9,795,000	**TOTAL REQUIREMENTS**	$ 11,590,000	$ 11,590,000		18.33%

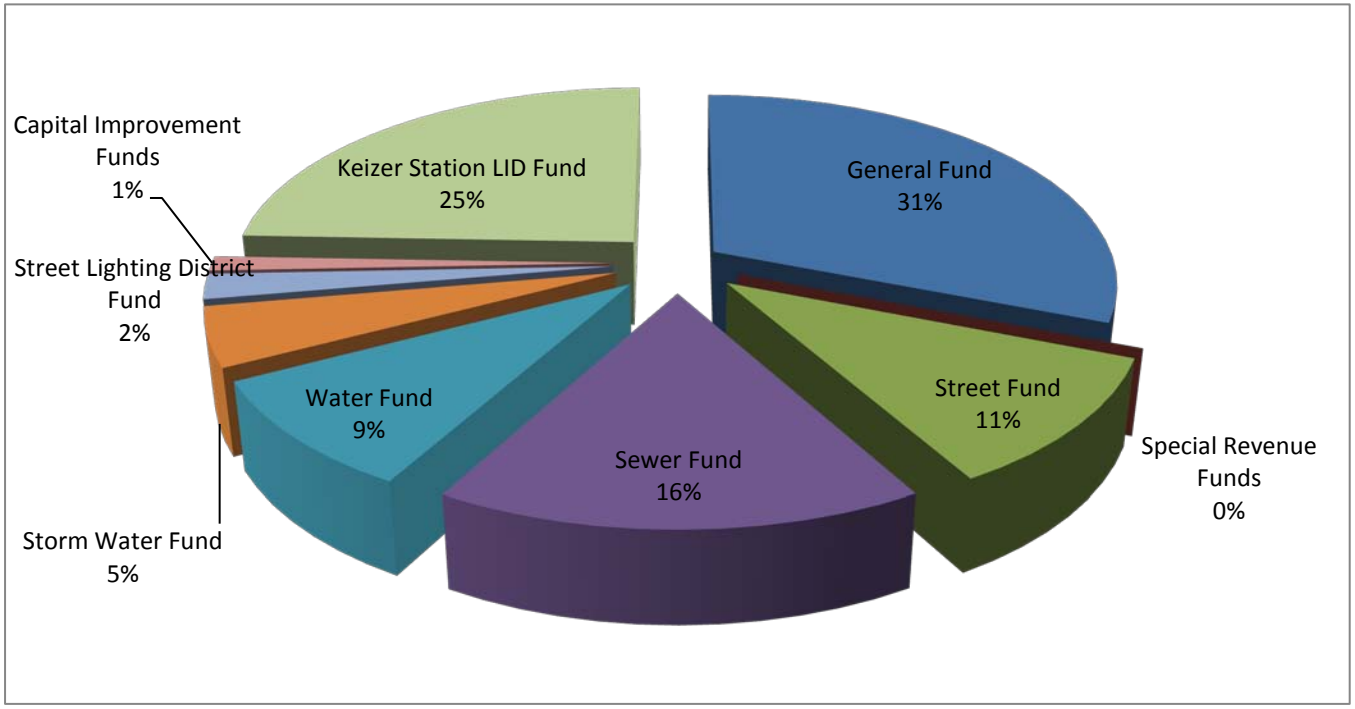
Notes:

Operating Funds include General Fund, Administrative Services, Streets, Housing Rehabilitation, Energy Efficiency, 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
ALLOCATION OF BUDGET BY FUND
FISCAL YEAR 2013-2014

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:
- PEG Fund
- Law Enforcement Grant
- Housing Rehabilitation Fund
- Energy Efficiency Fund
- Community Center Fund
- Amphitheater Fund

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

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.

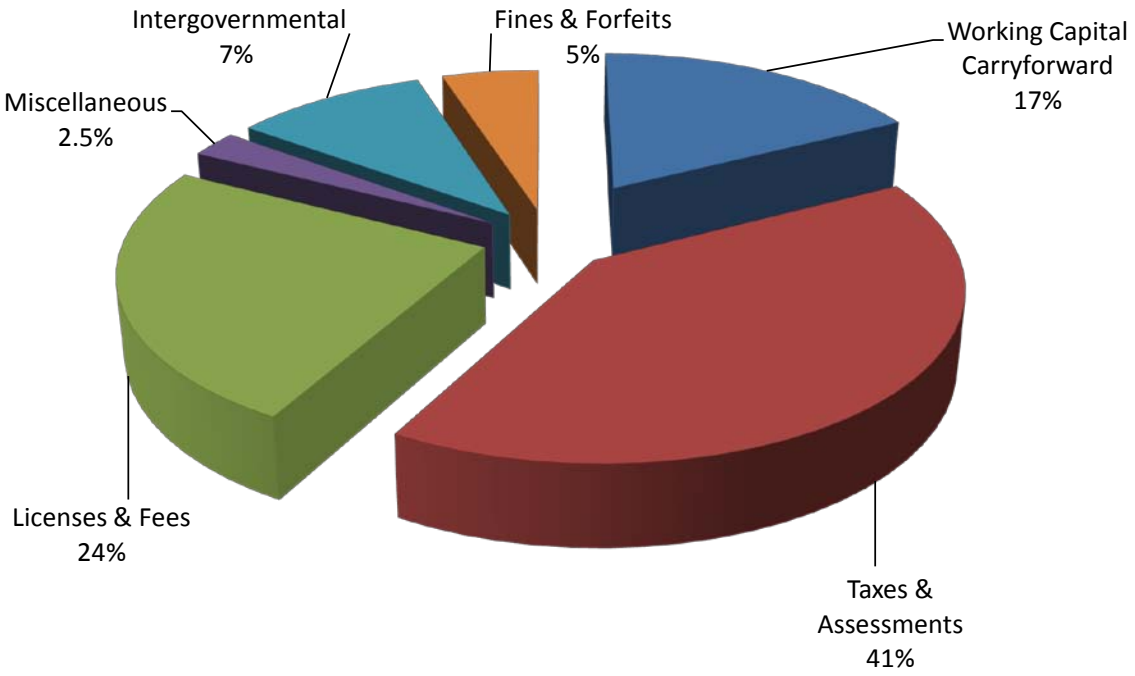
CITY OF KEIZER

GENERAL FUND SUMMARY

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**RESOURCES**				
2									
3	$ 1,525,773	$ 1,684,937	$ 1,780,600	$ 1,968,100	***Working Capital Carryforward***	$ 1,790,600	$ 1,790,600		-8.64%
4	3,628,515	3,744,901	4,272,500	4,105,700	Taxes & Assessments	4,219,300	4,194,300		2.16%
5	2,532,593	2,516,987	2,499,500	2,544,200	Licenses & Fees	2,511,600	2,511,600		-1.28%
6	973,739	998,735	967,500	1,039,400	Intergovernmental	1,028,800	1,029,000		-1.00%
7	581,624	653,596	613,800	541,500	Fines & Forfeits	514,400	514,400		-5.00%
8	1,293	4,923	5,000	5,000	Charges for Services	5,000	5,000		30.00%
9	-	-	-	-	Debt Proceeds	-	-		
10	98,080	135,154	124,200	124,200	Miscellaneous	117,000	117,000		-5.80%
11	27,200	11,571	102,300	39,500	Transfers In	131,800	131,800		233.67%
12									
13	$ 9,368,817	$ 9,750,804	$ 10,365,400	$ 10,367,600	**TOTAL RESOURCES**	$ 10,318,500	$ 10,293,700		-0.63%
14									
15					**REQUIREMENTS**				
16									
17					***EXPENDITURES***				
18	$ 5,326,314	$ 5,265,684	$ 5,540,200	$ 5,450,200	Personnel Services	$ 5,744,800	$ 5,744,800		5.41%
19	1,822,358	1,983,544	2,389,000	2,209,200	Materials & Services	2,649,800	2,650,000		20.36%
20	238,108	237,490	447,600	447,200	Capital Outlay	471,600	471,600		5.46%
21	-	-	93,300	-	Contingency	118,600	93,600		
22	$ 7,386,780	$ 7,486,718	$ 8,470,100	$ 8,106,600	**TOTAL EXPENDITURES**	$ 8,984,800	$ 8,960,000		10.64%
23									
24	$ 297,100	$ 296,000	$ 459,000	$ 385,400	***TRANSFERS OUT***	$ -	$ -		-100.00%
25									
26					***FUND BALANCE***				
27	$ -	$ -	$ -	$ -	Restricted Fund Balance	$ 170,000	$ 170,000		
28	1,684,937	1,968,086	1,351,300	1,790,600	Fund Balances	1,163,700	1,163,700		-35.01%
29	$ 1,684,937	$ 1,968,086	$ 1,351,300	$ 1,790,600	TOTAL FUND BALANCE	$ 1,333,700	$ 1,333,700		-25.52%
30			-						
31	$ 9,368,817	$ 9,750,804	$ 10,365,400	$ 10,367,600	**TOTAL REQUIREMENTS**	$ 10,318,500	$ 10,293,700		-0.63%

CITY OF KEIZER
GENERAL FUND RESOURCES
FISCAL YEAR 2013-14

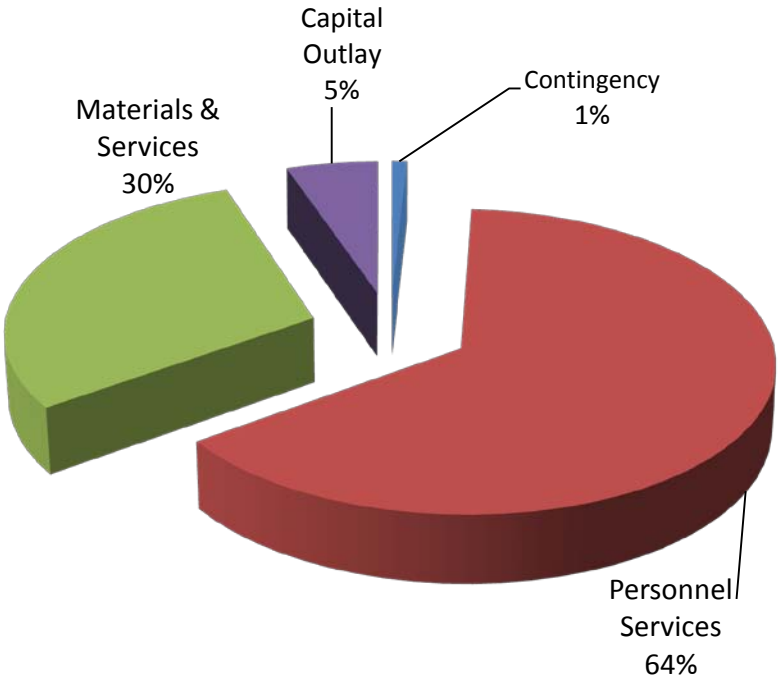
The General Fund is the chief operating fund of the city and accounts for all financial resources except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and intergovernmental revenues such as Cigarette and Liquor Tax.

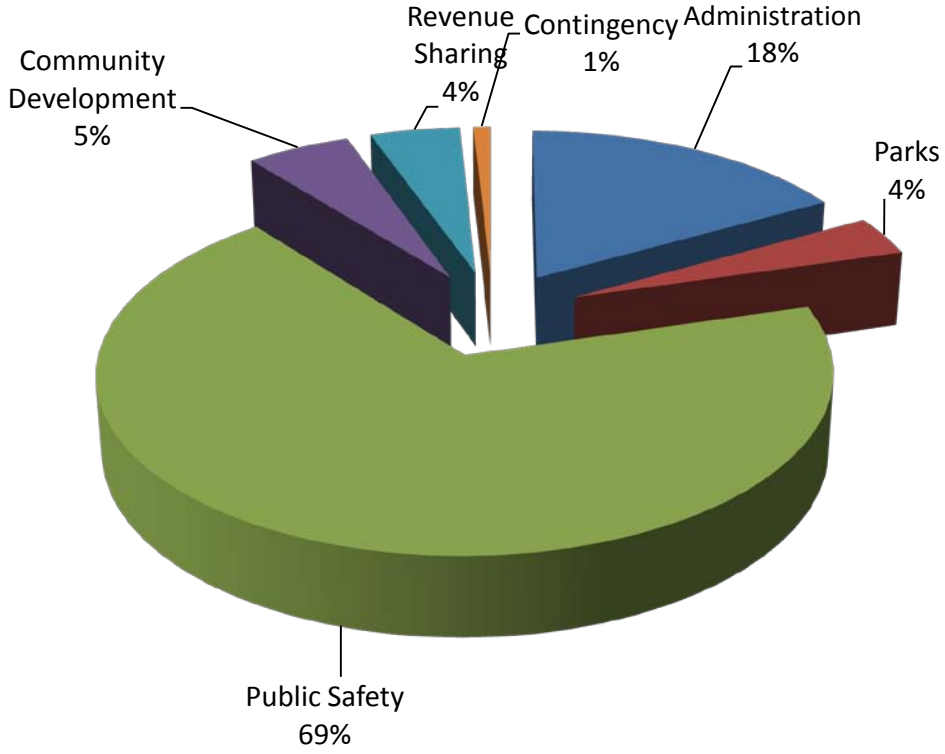


Note: Miscellaneous includes Charges for Services and Debt Proceeds

CITY OF KEIZER
GENERAL FUND EXPENDITURES
FISCAL YEAR 2013-14

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.





CITY OF KEIZER

2013-2014 Property Tax Revenue Estimates

	City Property Tax Revenues	2012-13 Actual Tax Revenues	2013-14 Estimated Tax Revenues 100.6%
1	District Assessed Value	$2,124,522,638	$2,136,502,281
2	Urban Renewal Increment Value	(102,226,900)	(81,295,512)
3	District Net Value w/o Urban Renewal	$2,022,295,738	$2,055,206,769
4			
5	Permanent Tax Rate per $1,000	$2.0838	$2.0838
6			
7	Gross Property Tax Revenues	$4,214,060	$4,282,640
8	Penalties/Compression/Adjustments	263	265
9	Property Tax Revenues	$4,214,323	$4,282,905
10	Uncollectables and Discounts	($264,738)	(269,046)
11	Net Anticipated Tax Collected	$3,949,585	$4,013,859
12			
13	**Urban Renewal Tax Increment Revenues**		
14	Increment Value		81,295,512
15			
16	Tax Rate per $1,000 Increment Value		$14.4429
17	Division of Tax Before Adjustments		1,174,143
18	Division of Tax Revenues - Adjusted		1,174,143
19	Uncollectables and Discounts		(72,323)
20	Net Anticipated Tax Generated		$1,101,820
21	Net Past Dues Collected for FY12-13		141,282
22	Past Dues Projected for FY13-14		152,500
23	Net Tax Increment to be Collected		$1,395,602

1	District Assessed Value per Marion County Assessor's Office SAL Report	
10	Uncollectables are estimated at 6.3% as was the rate experienced in FY12-13. Marion County projects 6.1% which will provide a favorable variance	$1,395,602
19	should this occur.	$1,101,820

Comparative Tax Rate & FTE by City

FY 2013 - 2014

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	21,920	8.48			163.50	7.46	8.48
Beaverton	91,205	4.84	1.91	1.72	573.26	6.29	8.47
Klamath Falls	21,465	5.44	2.88		228.00	10.62	8.32
Woodburn	24,090	6.48	1.73		158.88	6.60	8.21
Albany	50,710	7.50			382.83	7.55	7.50
Pendleton	16,715	7.20			154.86	9.26	7.20
La Grande	13,110	7.44			127.23	9.70	7.44
Forest Grove	21,460	5.75	1.40		159.83	7.45	7.15
Milwaukie	20,435	4.07	2.47		237.14	11.60	6.54
Eugene	158,335	7.31			1445.43	9.13	7.31
Oregon City	32,500	4.28	2.47		278.42	8.57	6.75
Redmond	26,345	6.43	1.75	0.37	186.00	7.06	8.55
Sherwood	18,265	3.92	1.91		108.00	5.91	5.83
Salem	156,445	6.82			1140.50	7.29	6.82
McMinnville	32,435	5.65			197.53	6.09	5.65
Newberg	22,300	4.66		0.91	152.45	6.84	5.57
Lake Oswego	36,770	5.57			362.50	9.86	5.57
Hillsboro	92,550	5.39			710.60	7.68	5.39
Medford	75,545	5.21			449.00	5.94	5.21
The Dalles	14,440	3.02	2.10		142.00	9.83	5.12
Corvallis	54,055	5.59			428.40	7.93	5.59
Springfield	59,840	6.69			408.49	6.83	6.69
Tigard	48,695	2.95	1.91	0.09	277.75	5.70	4.95
Wilsonville	20,515	2.69	1.91		211.35	10.30	4.60
Tualatin	26,120	2.56	1.91	0.09	155.88	5.97	4.56
West Linn	25,370	2.56	1.91		168.83	6.65	4.47
Ashland	20,325	4.43			254.15	12.50	4.43
Bend	77,455	3.15		1.46	440.50	5.69	4.61
Grants Pass	34,740	6.33			223.72	6.44	6.33
Keizer	***36,735***	***2.0838***	***1.6054***		***116.00***	***3.16***	***3.69***
Average FTE						**7.89**	
Average Tax Rate for All Listed Cities							**6.23**

Note: 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.

Note: Source Documents include:

March 2013 League of Oregon Cities Web Page/City Links/City Populations

2012-2013 Tax Roll from County Assessor for Benton, Clackamas, Deschutes, Douglas, Jackson, Klamath, Lane, Linn, Marion, Multnomah, Union, Wasco, Washington, and Yamhill Counties

2012-13 Budget Documents for all listed Cities and Fire Districts (FTE data)

CITY OF KEIZER
GENERAL FUND
GENERAL SUPPORT RESOURCES

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1	$ 1,324,387	$ 1,452,346	$ 1,602,300	$ 1,720,400	***Working Capital Carryforward***	$ 1,623,400	$ 1,623,400		-5.64%
2									
3					***TAXES***				
4	$ 62,877	$ 45,659	$ 58,100	$ 12,200	Hotel/Motel Tax	$ 58,600	$ 33,600		175.41%
5	145,515	138,895	143,700	143,900	Prior Year Taxes	146,800	146,800		2.02%
6	3,420,123	3,560,347	4,070,700	3,949,600	Tax Base	4,013,900	4,013,900		1.63%
7	$ 3,628,515	$ 3,744,901	$ 4,272,500	$ 4,105,700	TOTAL TAXES	$ 4,219,300	$ 4,194,300		2.16%
8									
9					***LICENSES & FEES***				
10	$ 247,171	$ 261,762	$ 262,100	$ 295,200	Salem Electric Franchise Tax	$ 286,500	$ 286,500		-2.95%
11	709,741	767,850	774,500	746,200	PGE Franchise Tax	724,100	724,100		-2.96%
12	384,344	358,858	334,000	326,200	NW Natural Franchise Tax	297,000	297,000		-8.95%
13	75,948	67,924	57,700	61,600	Telephone Franchise Tax	55,400	55,400		-10.06%
14	374,087	381,509	379,300	392,000	Cable Television Franchise Tax	399,800	399,800		1.99%
15	192,464	195,414	192,600	192,400	Sanitation Franchise Tax	192,400	192,400		0.00%
16	123,864	124,140	126,900	125,800	Water Sales Assessments	132,000	132,000		4.93%
17	309,438	255,067	257,700	262,400	Sewer License Fee	275,700	275,700		5.07%
18	46,315	39,767	39,700	58,600	Storm Water Franchise Tax	64,800	64,800		10.58%
19	11,865	10,000	10,000	10,000	Wireless Franchise Tax	10,000	10,000		0.00%
20	2,430	2,525	2,500	2,400	Liquor Licenses	2,500	2,500		4.17%
21	20,881	21,937	20,400	20,900	Lien Search Fee	20,900	20,900		0.00%
22	$ 2,498,548	$ 2,486,753	$ 2,457,400	$ 2,493,700	Total Licenses & Fees	$ 2,461,100	$ 2,461,100		-1.31%

Notes:

4 The City stopped receiving Hotel/Motel Tax revenues in FY12-13 when the City's only hotel filed Chapter 11 bankruptcy protection. Should the City begin receiving these revenues in FY13-14 staff recommends retaining these funds in the General Fund to support Community Events and specific Chamber of Commerce expenses.

6 Property values are expected to increase less than 1% based on permit applications received in FY12-13, less 6.3% for uncollected taxes. Marion County estimates uncollectables at 6.1% and Assessed Value increases at 2%. However, using this source in FY12-13 resulted in a property tax revenue shortfall, therefore staff recommend more conservative estimates.

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

10 Electricity rates declined 3% in FY12-13 which will cause a decrease in franchise fees since these fees are paid in arrears.
11

12 Natural gas prices continue to decline causing a decrease in franchise fees; exact amounts are not known at this time but we estimate a 9% decrease in FY13-14 over FY12-13 based on rate decreases in the past year.

13 Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY13-14 revenue projections are based on a 10% reduction over FY12-13 projected revenues, consistent with the current downward trend.

16 City Utility assessments and fees are expected to increase commensurate with rate increases anticipated in FY13-14.
17
18

CITY OF KEIZER
GENERAL FUND
GENERAL SUPPORT RESOURCES

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
23					***INTERGOVERNMENTAL***				
24	55,422	53,592	53,200	51,300	Cigarette Tax	52,100	52,100		1.56%
25	424,159	468,156	416,800	476,000	Liquor Tax	492,100	492,100		3.38%
26	-	16,642	-	-	Fire District Reimbursement	-	-		
27	$ 479,581	$ 538,390	$ 470,000	$ 527,300	Total Intergovernmental	$ 544,200	$ 544,200		3.21%
28									
29					***MISCELLANEOUS***				
30	$ 440	$ -	$ -	$ -	KARE Donations	$ -	$ -		
31	41,627	46,696	45,400	47,700	Stadium Rent	47,700	47,700		0.00%
32	5,946	5,466	5,000	5,000	Interest	5,000	5,000		0.00%
33	100	300	-	-	Rentals	-	-		
34	9,511	9,819	9,800	10,000	Cell Tower Rent	10,100	10,100		1.00%
35	200	1,100	3,000	1,200	Art Walk Revenue	3,000	3,000		150.00%
36	504	7,033	6,900	200	Systems Development Admin Fee - Sewer	200	200		0.00%
37	2,248	2,114	1,500	1,500	Systems Development Admin Fee - Parks	3,300	3,300		120.00%
38	13,513	2,074	1,300	3,400	Miscellaneous Revenue	2,000	2,000		-41.18%
39	650	350	-	400	Good Vibrations Donations	-	-		-100.00%
40	$ 74,739	$ 74,952	$ 72,900	$ 69,400	Total Miscellaneous	$ 71,300	$ 71,300		2.74%
41									
42					***TRANSFERS IN***				
43	$ -	$ 3,071	$ -	$ -	Transfer from Keizer Station LID Fund	$ -	$ -		
44	6,700	8,500	-	-	Transfer from Revenue Sharing Fund	-	-		
45	$ 6,700	$ 11,571	$ -	$ -	Total Transfers	$ -	$ -		
46									
47	$ 8,012,470	$ 8,308,913	$ 8,875,100	$ 8,916,500	**TOTAL RESOURCES**	$ 8,919,300	$ 8,894,300		-0.25%

Notes:

25 According to the League of Oregon Cities, Liquor Tax revenue will increase as a result of changes to Washington state's liquor distribution laws and taxes.

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 approximately 0.5% since March 2010.

37 The Park SDC fee is based on 20 residential fees anticipated in FY13-14.

CITY OF KEIZER

GENERAL FUND

GENERAL SERVICES

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 1,163,334	$ 1,270,473	$ 1,813,100	$ 1,542,900	**GENERAL SUPPORT**	$ 1,795,600	$ 1,795,600		16.38%
2									
3					**REQUIREMENTS**				
4									
5					***PERSONNEL SERVICES***				
6	(1,820)	630	-	-	Insurance Benefits (2)-(8)	-	-		
7	$ (1,820)	$ 630	$ -	$ -	TOTAL PERSONNEL SERVICES	$ -	$ -		
8									
9					***MATERIALS & SERVICES***				
10	$ 845	$ -	$ -	$ -	KARE Expenses	$ -	$ -		
11	920	1,378	1,200	1,200	Public Notices	1,300	1,300		8.33%
12	2,535	2,230	3,000	1,200	Art Walk Display	3,000	3,000		150.00%
13	-	-	-	-	Civic Center Art	-	-		
14	10,771	5,000	10,000	-	Legal Services	10,000	10,000		
15	1,059,959	1,197,121	1,365,200	1,290,100	Administrative Services Charges	1,432,100	1,432,100		11.01%
16	12,218	10,368	12,300	9,500	Contractual Services	10,400	10,400		9.47%

Notes:

12 Art Walk is stipends to artists for public art.

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.

$ 117,527	$ 178,800	$ 143,600	City-Wide Administration	$ 144,900	$ 144,900		0.91%
112,867	148,800	148,800	City Manager	140,000	140,000		-5.91%
267,285	193,700	181,900	Information Systems	208,300	208,300		14.51%
140,649	167,800	167,800	Attorney's Office	190,700	190,700		13.65%
83,730	105,000	105,000	City Recorder	127,800	127,800		21.71%
152,557	167,300	158,300	Human Resources	174,000	174,000		9.92%
158,984	173,800	173,300	Finance	167,000	167,000		-3.64%
163,523	230,000	211,400	Facility Maintenance	279,400	279,400		32.17%
$ 1,197,121	$ 1,365,200	$ 1,290,100	Administrative Services Charges	$ 1,432,100	$ 1,432,100		11.01%

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					MATERIALS & SERVICES CONTINUED				
17	264		-	-	Insurance	-	-		
18	12,575	-	-	-	Fire District - Hotel/Motel Tax	-	-		
19	12,575	-	11,000	11,000	KAVA - Hotel/Motel Tax	-	-		-100.00%
20	-	-	4,500	4,500	River Road Banners	-	-		-100.00%
21	-	-	3,000	3,000	Chamber Holiday Lights	-	-		-100.00%
22	-	-	3,000	3,000	Good Vibrations	-	-		-100.00%
23	6,075	4,886	6,000	6,000	Off-Site Property Maintenance	6,000	6,000		0.00%
24	20,184	42,199	-	-	Election Expense	-	-		
25	765	420	500	500	Neighborhood Association Expense	1,400	1,400		180.00%
26	180	152	200	200	Volunteer Recognition	200	200		0.00%
27	4,000	4,000	5,000	5,000	After School Programs	5,000	5,000		0.00%
28	-	-	33,600	33,600	SK Schools TI Repayment	33,600	33,600		0.00%
29	650	1,930	3,000	1,000	Miscellaneous Expense	3,000	3,000		200.00%
30	138	159	1,000	-	Emergency Management Expense	1,000	1,000		
31	$ 1,144,654	$ 1,269,843	$ 1,462,500	$ 1,369,800	TOTAL MATERIALS & SERVICES	$ 1,507,000	$ 1,507,000		10.02%

Notes:

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

25 $500 for WKNA and $850 for Gubser in FY13-14.

28 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. The agreement provides for $33,600 per year with the balance due in year 10.

30 Emergency Management expenses are now shared with Public Works operating funds.

CITY OF KEIZER

GENERAL FUND

GENERAL SERVICES

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					CONTINGENCIES				
32	$ -	$ -	$ 93,300	$ -	General Contingency	$ 60,000	$ 60,000		
33	-	-	-	-	Holiday Lights	5,000	5,000		
34	-	-	-	-	Festival of Lights Holiday Parade	5,000	5,000		
35	-	-	-	-	Keizer Chamber Support	10,000	10,000		
36	-	-	-	-	Civic Center Reader Board	35,000	10,000		
37	-	-	-	-	Good Vibrations Motorcycle Rally Parade	3,300	3,300		
38	-	-	-	-	Keizer Renaissance Inn Directional Maps	300	300		
39	$ -	$ -	$ 93,300	$ -	TOTAL CONTINGENCIES	$ 118,600	$ 93,600		
40									
41					***TRANSFERS OUT***				
42	$ 20,500	$ -	$ 102,300	$ 39,500	To Revenue Sharing Fund	$ -	$ -		-100.00%
43	-	-	70,000	48,600	To Community Center Fund	-	-		-100.00%
44	$ 20,500	$ -	$ 172,300	$ 88,100	TOTAL TRANSFERS OUT	$ -	$ -		-100.00%
45									
46	-	-	85,000	85,000	Interest Due on Tax Increment Revenue	170,000	170,000		100.00%
47									
48	$ 1,163,334	$ 1,270,473	$ 1,813,100	$ 1,542,900	**TOTAL REQUIREMENTS**	$ 1,795,600	$ 1,770,600		14.76%

Notes:

32 The contingency has been set aside to cover unforeseen costs that are not anticipated when the budget is adopted. The City typically uses $50,000 to $60,000 of its general fund contingency each year.

The City stopped receiving Hotel/Motel Tax revenues in FY12-13 when the City's only hotel filed Chapter 11 bankruptcy protection. Should the City begin receiving these revenues in FY13-14 staff recommends retaining these funds in the General Fund to support Community Events and specific Chamber of Commerce expenses. Specific contingencies have been established based on outside budget requests and will be appropriated upon council approval should funds be received. The Budget Committee ranked the contingency items in order of funding priority as shown above.

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 13/14 provides for over 3% of general fund revenues. Additional revenue for Parks operations will also be provided from the rental of property purchased 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.

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 operate on the same schedule as the last budget cycle. This additional operation is available because of increased funding for temporary employees.

Capital improvements planned to occur this year are listed below and are the projects identified by the Parks and Recreation Advisory Board as priorities for this budget cycle.

Connect the KLL Complex irrigation to City water - $8,500
Replace Drinking Fountain at Skate Park - $3,500
Replace Roof of Covered Shelter at Claggett Creek - $5,000
10 Replacement Picnic Tables - $3,000

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	120.0
Special Use Area Parks	1	15.4
Natural Area/ Open Space Parks	2	13.2

CITY OF KEIZER
GENERAL FUND
PARK OPERATIONS

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 2,534	$ 2,604	$ 2,600	$ 3,300	Park Reservation Fees	$ 3,300	$ 3,300		0.00%
2	-	21,400	25,300	25,300	Park Rental Income	25,300	25,300		0.00%
3	-	-	-	-	KLL Electricity Reimbursement	3,700	3,700		
4									
5	2,534	24,004	27,900	28,600	TOTAL ACTIVITY GENERATED	32,300	32,300		12.94%
6	216,623	227,487	274,300	269,700	GENERAL SUPPORT RESOURCES	283,300	283,300		5.04%
7	$ 219,157	$ 251,491	$ 302,200	$ 298,300	**TOTAL RESOURCES**	$ 315,600	$ 315,600		5.80%

2 Park Rental program began in FY11-12 with the purchase of the Buchholz property. Income includes $15,000 for house rental and $10,000 for orchard rental.

3 The Keizer Little League reimbursement is based on the KYSA 2012 proposed budget for field lights.

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 FY13-14 budget is over 3% of budgeted revenues.

CITY OF KEIZER
GENERAL FUND
PARK OPERATIONS

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
8									
9					**REQUIREMENTS**				
10									
11					***PERSONNEL SERVICES***				
12	$ 1,087	$ 898	$ 1,000	$ 1,000	Public Works Director	7,100	7,100		610.00%
13	4,228	3,788	4,400	-	Public Works Superintendent	2,700	2,700		
14	89,775	91,345	96,000	96,000	Municipal Utility Workers	84,600	84,600		-11.88%
15	15,690	-	-	-	Seasonal Help	-	-		
16	-	-	-	-	Overtime	500	500		
17	800	800	800	800	Clothing Stipends	900	900		12.50%
18	-	-	-	-	Wellness	600	600		
19	2,666	1,506	1,600	1,500	Medicare - Social Security	1,500	1,500		0.00%
20	12,101	14,486	15,300	14,600	Retirement	20,400	20,400		39.73%
21	26,921	29,652	33,700	32,900	Insurance Benefits	33,900	33,900		3.04%
22	6,978	979	4,000	4,000	Unemployment	-	-		-100.00%
23	1,119	1,046	1,500	1,000	Workers Compensation	1,000	1,000		0.00%
24	$ 161,365	$ 144,500	$ 158,300	$ 151,800	TOTAL PERSONNEL SERVICES	$ 153,200	$ 153,200		0.92%

Notes:

11 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

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

14 The City's Parks Supervisor is retiring at the end of FY12-13 and the City anticipates hiring a new Supervisor at a lower step on the Salary Range reducing the cost of this line item.

18 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

20 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

21 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

23 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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
GENERAL FUND
PARK OPERATIONS

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
25					***MATERIALS & SERVICES***				
26	$ 10,326	$ 13,609	$ 20,000	$ 20,000	Parks Materials & Supplies	$ 20,000	$ 20,000		0.00%
27	901	883	1,000	1,200	Meetings, Travel & Training	1,500	1,500		25.00%
28	110	-	200	100	Labor Attorney	200	200		100.00%
29	30,881	53,677	66,700	66,700	Contractual Services	66,700	66,700		0.00%
30	3,441	3,865	3,500	3,500	Utilities	3,900	3,900		11.43%
31	1,157	1,271	1,200	1,400	Telephone	1,400	1,400		0.00%
32	737	606	800	600	Insurance	1,800	1,800		200.00%
33	5,984	6,069	7,000	6,500	Gasoline	7,000	7,000		7.69%
34	914	1,299	1,000	1,500	Vehicle Maintenance	1,500	1,500		0.00%
35	3,261	3,601	4,500	4,000	Equipment Maintenance	4,500	4,500		12.50%
36	80	-	-	-	Medical Testing	100	100		
37	-	-	9,100	9,100	Little League Park Maintenance	26,300	26,300		189.01%
38	-	4,662	6,000	7,200	Park Rental Program Expenses	6,000	6,000		-16.67%
39	$ 57,792	$ 89,542	$ 121,000	$ 121,800	TOTAL MATERIALS & SERVICES	$ 140,900	$ 140,900		15.68%
40									
41					***CAPITAL OUTLAY***				
42	$ -	$ 17,449	$ 2,800	$ 2,800	Field Equipment	$ 1,500	$ 1,500		-46.43%
43	-	-	20,100	21,900	Capital Improvements	20,000	20,000		-8.68%
44	$ -	$ 17,449	$ 22,900	$ 24,700	TOTAL CAPITAL OUTLAY	$ 21,500	$ 21,500		-12.96%
45									
46	$ 219,157	$ 251,491	$ 302,200	$ 298,300	**TOTAL REQUIREMENTS**	$ 315,600	$ 315,600		5.80%

Notes:

28 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2015 therefore, the City anticipates minimal need for Labor Attorney services in FY13-14.

37 Costs include electricity and sewer for the full fiscal year, porta potties, garbage, fertilization, weed control, bathroom supplies, and temporary employee costs from November 1, 2013 through June 30, 2014 and $600 for equipment maintenance.

43 Capital Improvements are as follows:

Connect Keizer Little League Complex Irrigation System to City Water	$ 8,500	$ 8,500
Replace Drinking Fountain at Skate Park	3,500	3,500
Replace Roof on Picnic Shelter at Claggett Creek Park	5,000	5,000
Replacement Picnic Tables (10)	3,000	3,000
	$ 20,000	$ 20,000

CITY OF KEIZER
GENERAL FUND
PARK DEDICATED FUNDS

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1					***Working Capital Carryforward:***				
2	$ 8,662	$ 7,899	$ 1,400	$ 2,200	Dog Park Working Capital	$ -	$ -		-100.00%
3	23	24	-	-	Skate Park Working Capital	-	-		
4	4,615	1,881	-	-	Recreation Working Capital	300	300		
5	126	1,056	-	1,500	Park Working Capital	2,500	2,500		66.67%
6	9,767	7,675	7,700	7,700	Developers Tree Carryforward	4,800	4,800		-37.66%
7	-	-	-	-	Keizer Rotary Amphitheater	-	-		
8	$ 23,193	$ 18,535	$ 9,100	$ 11,400	Total Working Capital Carryforward	$ 7,600	$ 7,600		31.58%
9									
10					***INTERGOVERNMENTAL***				
11	$ -	$ -	$ 3,900	$ 3,900	MAP Boat Ramp Grant	$ 3,900	$ 4,100		5.13%
12									
13					***CHARGES FOR SERVICES***				
14	-	-	-	-	Amphitheater Rental Fees	-	-		
15									
16					***MISCELLANEOUS - DONATIONS***				
17	$ 6,545	$ 1,900	$ -	$ 100	Dog Park Donations	$ -	$ -		-100.00%
18	2,297	413	1,000	1,000	Park Donations	-	-		-100.00%
19	5	-	2,000	2,000	Recreation Donations	-	-		-100.00%
20	-	-	-	-	Skate Park Donations	-	-		
21	-	-	-	-	Developers Tree Reimbursements	-	-		
22	-	-	-	-	Keizer Rotary Amphitheater	-	-		
23	$ 8,847	$ 2,313	$ 3,000	$ 3,100	Total Miscellaneous	$ -	$ -		-100.00%
24									
25	$ 32,040	$ 20,848	$ 16,000	$ 18,400	**TOTAL RESOURCES**	$ 11,500	$ 11,700		11.96%

Notes:

16 Donations are dedicated revenues and are restricted for use in the Parks operations and maintenance.

21 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 FUNDS

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
26									
27					**REQUIREMENTS**				
28									
29					***MATERIALS & SERVICES***				
30	$ 7,308	$ 7,647	$ 1,400	$ 2,300	Dog Park Projects	$ -	$ -		-100.00%
31	-	-	-	-	Skate Park Projects	-	-		
32	2,739	2,558	2,000	1,700	Recreation Projects	2,000	2,000		17.65%
33	1,368	-	-	-	Park Projects	800	800		
34	-	-	3,900	3,900	Boat Ramp Maintenance	3,900	4,100		5.13%
35	2,092	-	7,700	2,900	Developers Tree Expenses	4,800	4,800		65.52%
36	-	-	-	-	Keizer Rotary Amphitheater	-	-		
37	$ 13,507	$ 10,205	$ 15,000	$ 10,800	TOTAL MATERIALS & SERVICES	$ 11,500	$ 11,700		90.74%
38									
39	$ 13,507	$ 10,205	$ 15,000	$ 10,800	**TOTAL REQUIREMENTS**	$ 11,500	$ 11,700		90.74%

Notes:

27 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 FY12-13 and unexpended at year-end.

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

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 including Periodic Review, 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 to Marion County, implementing the new statewide permit system.

Accomplishments

The Community Development Department has had an integral involvement in the planning and ongoing development at Keizer Station and other City development activities. 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, design review, pre-construction, 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. The Department continues to address Code Enforcement issues with reduced staffing. 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. A goal of the Department is to explore other planning tools to create more flexibility in land use regulations and economic development.

Year	Total Land Use Applications Processed	Total Building Permits Reviewed
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
2012	16	180

Energy Assistance/CDBG Program

The Department 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. This program has successfully implemented the expenditures of those funds.

Economic Opportunities Analysis/Housing Needs Analysis (EOA/HNA)

The Department has worked to accomplish the tasks of the Periodic Review mandated by the State. The EOA/HNA has been an intensive project that lays the groundwork for much of the future planning work that the City will be engaged in over the coming months and years.

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 Infill Standards, codes and parking standards. The Department will also stay actively involved in coordinating the development of the Keizer Station Area and support to City development plans and activities.

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. With the completion of Keizer EOA/HNA the City will be receiving direction from the State to address issues identified in those studies.

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
					LICENSES & FEES				
1	$ 4,690	$ 5,385	$ 4,800	$ 4,800	Sign Permits	$ 4,800	$ 4,800		0.00%
2	11,096	4,746	10,200	11,000	Land Use Application Fees	11,000	11,000		0.00%
3	7,185	10,304	16,300	20,100	Building Fees - Zoning	20,100	20,100		0.00%
4	8,540	7,195	8,200	11,300	Permit Fees	11,300	11,300		0.00%
5	$ 31,511	$ 27,630	$ 39,500	$ 47,200	Total Licenses & Fees	$ 47,200	$ 47,200		0.00%
6									
7					***CHARGES FOR SERVICES***				
8	$ 1,293	$ 4,923	$ 5,000	$ 5,000	Nuisance Abatement	$ 5,000	$ 5,000		0.00%
9	$ 1,293	$ 4,923	$ 5,000	$ 5,000	Total Charges for Services	$ 5,000	$ 5,000		0.00%
10									
11					***INTERGOVERNMENTAL***				
12	$ -	$ -	$ -	$ -	Transportation Grants	$ -	$ -		
13	-	-	60,000	60,000	DLCD Grant	-	-		-100.00%
14	$ -	$ -	$ 60,000	$ 60,000	Total Intergovernmental	$ -	$ -		-100.00%
15									
16	$ 32,804	$ 32,553	$ 104,500	$ 112,200	TOTAL ACTIVITY GENERATED	$ 52,200	$ 52,200		-53.48%
17	308,609	285,876	365,500	348,000	GENERAL SUPPORT RESOURCES	421,800	421,800		21.21%
18	$ 341,413	$ 318,429	$ 470,000	$ 460,200	**TOTAL RESOURCES**	$ 474,000	$ 474,000		3.00%

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

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					REQUIREMENTS				
19					***PERSONNEL SERVICES***				
20	$ 65,723	$ 65,723	$ 101,000	$ 101,000	Community Development Director	$ 103,000	$ 103,000		1.98%
21	48,051	48,121	56,400	56,400	Associate Planner	59,200	59,200		4.96%
22	38,710	-	-	-	Code Enforcement/Zoning Technician	-	-		
23	57,297	57,297	65,200	65,200	Senior Planner	68,500	68,500		5.06%
24	-	-	2,200	2,200	Storm Water Technician	2,300	2,300		4.55%
25	24,343	37,915	42,400	42,400	Administrative Support	46,900	46,900		10.61%
26	-	1,186	-	-	Overtime	-	-		

Notes:

19 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

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

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 Prior to FY13-14 Administrative Support staff were partially funded in the Water, Sewer, and Storm Water Funds to assist with staff shortages. Due to an increase in Community Development activities this position is funded 100% in Community Development beginning FY13-14.

27 Due to reassignment of duties after the layoff of the Code Enforcement/Zoning Technician an additional cell phone stipend is needed for the Associate 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.

CITY OF KEIZER

GENERAL FUND

COMMUNITY DEVELOPMENT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					PERSONNEL SERVICES - CONTINUED				
27	591	3,233	1,700	1,700	Cell Phone Stipend	1,500	1,500		-11.76%
28	-	-	-	-	Wellness	1,000	1,000		
29	3,603	-	4,000	4,000	Medicare	4,400	4,400		10.00%
30	39,026	40,986	51,800	51,800	Retirement	63,300	63,300		22.20%
31	49,530	47,684	57,900	57,900	Insurance Benefits	65,700	65,700		13.47%
32	409	393	400	400	Workers Compensation	500	500		25.00%
33	992	8,432	-	-	Unemployment	-	-		
34	$ 328,275	$ 310,970	$ 383,000	$ 383,000	TOTAL PERSONNEL SERVICES	$ 416,300	$ 416,300		8.69%

Notes:

28 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

30 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

31 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

32 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER

GENERAL FUND

COMMUNITY DEVELOPMENT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
35					***MATERIALS & SERVICES***				
36	-	-	2,500	500	Mapping Supplies & Services	1,000	1,000		100.00%
37	370	-	3,000	-	Postage & Printing	2,900	2,900		
38	480	401	6,600	6,600	Meetings, Travel & Training	6,600	6,600		0.00%
39	3,017	1,221	3,900	1,300	Public Notices	2,500	2,500		92.31%
40	3,011	-	-	-	Contractual Services	-	-		
41	420	397	4,500	2,300	Hearings Officer	3,000	3,000		30.43%
42	329	27	-	-	Telephone	-	-		
43	180	238	300	300	Insurance	500	500		66.67%
44	406	515	1,200	1,200	Gasoline & Vehicle Maintenance	1,200	1,200		0.00%
45	4,925	1,665	5,000	5,000	Nuisance Abatement	5,000	5,000		0.00%
46	-	2,995	60,000	60,000	Land Conservation Grant	-	-		-100.00%
47	-	-	-	-	UGB Land Use Analysis	35,000	35,000		
48	$ 13,138	$ 7,459	$ 87,000	$ 77,200	TOTAL MATERIALS & SERVICES	$ 57,700	$ 57,700		-25.26%
49									
50	$ 341,413	$ 318,429	$ 470,000	$ 460,200	**TOTAL REQUIREMENTS**	$ 474,000	$ 474,000		3.00%

Notes:

37 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY13-14.

38 The Meetings, Travel & Training budget includes $5000 for a national conference and $1600 for memberships.

47 Start the periodic review order compliance for the UGB expansion project in January 2014 to be completed by December 2014.

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.

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.

A recent Court of Appeals decision has limited a courts ability to work with defendants that are in arrears in payment on judgments. Our court is working within these new constraints to maximize compliance with outstanding judgments and endeavoring, with other courts and groups, to obtain a legislative fix to this problem.

The Court, together with Keizer Police Department, continues 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.

As a cohesive community-based program of prevention and intervention for first-time youth offenders, the Keizer Youth Peer Court Program is a valuable resource to the community. Youth, family and community members work together to promote personal community commitment, accountability, and responsibility. Finance staff continue to assist the Peer Court Coordinator in keeping program information accessible to participants and their parents while facilitating continued communications between the Peer Court Coordinator and program participants. Municipal Court works closely with the Peer Court Coordinator regarding juvenile program eligibility, compliance and case status.

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, leaving many Courts uncertain of the impact it would have. This Bill reduced a fine's minimum assessment and significantly raised the fine maximum. The full impact on revenues remains to be seen as the majority of fines incurring an increase are pending collection. Additionally, HB 2712 eliminated 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 then allocates monies to other entities. Assessments are approximately 29% of total court fine revenues, up 2% above last year indicating the $60 off the top is having a slight negative impact on net revenues.

Keizer Municipal Court will continue to accept and process 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.

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 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. Our Municipal Court Judge is actively involved in monitoring legislative actions and is considered an expert among his peers in emerging legislation. His tenure was recently extended when Keizer City Council voted to approve his contract for another term.

CITY OF KEIZER
GENERAL FUND
MUNICIPAL COURT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
					INTERGOVERNMENTAL				
1	$ 5,000	$ 5,000	$ 6,700	$ 6,700	Peer Court JABG Grant	$ 6,700	$ 6,700		0.00%
2									
3					***FINES & FORFEITS***				
4	$ 333,360	$ 365,182	$ 359,300	$ 274,200	Municipal Court Fines	$ 274,200	$ 274,200		0.00%
5	183,333	188,394	186,200	184,700	Collections - Past Due	184,700	184,700		0.00%
6	7,049	5,432	3,800	4,500	Peer Court Donations & Diversion Fees	4,500	4,500		0.00%
7	$ 523,742	$ 559,008	$ 549,300	$ 463,400	Total Fines & Forfeits	$ 463,400	$ 463,400		0.00%
8									
9	$ 279,034	$ 306,965	$ 299,700	$ 242,600	**AVAILABLE FOR GENERAL SUPPORT**	$ 225,600	$ 225,600		-7.01%

Notes:

4 Municipal Court fine revenues are down significantly in FY12-13 due primarily to a decrease in the number of citations written during the year.

CITY OF KEIZER
GENERAL FUND
MUNICIPAL COURT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
10					***PERSONNEL SERVICES***				
11	$ 78,088	$ 75,244	$ 65,100	$ 65,100	Court Clerks	$ 69,300	$ 69,300		6.45%
12	-	333	-	900	Overtime	1,000	1,000		11.11%
13	-	-	-	-	Wellness	400	400		
14	1,200	1,160	1,100	1,100	Medicare	1,100	1,100		0.00%
15	9,863	11,154	9,700	9,700	Retirement	12,200	12,200		25.77%
16	26,250	25,718	23,900	23,900	Insurance Benefits	25,400	25,400		6.28%
17	160	208	200	200	Workers Compensation	100	100		-50.00%
18	$ 115,561	$ 113,817	$ 100,000	$ 100,900	TOTAL PERSONNEL SERVICES	$ 109,500	$ 109,500		8.52%

Notes:

10 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

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

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 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

15 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

16 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

17 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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
GENERAL FUND
MUNICIPAL COURT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
19					***MATERIALS & SERVICES***				
20	$ 365	$ 798	$ 1,200	$ 1,000	Materials & Supplies	$ 1,000	$ 1,000		0.00%
21	791	-	1,200	1,200	Meetings, Travel & Training	1,200	1,200		0.00%
22	17,274	16,671	20,000	14,600	Professional Services - Judge	23,000	23,000		57.53%
23	7,090	7,248	6,500	6,500	Contractual Services	6,500	6,500		0.00%
24	19,917	19,524	21,300	21,300	Peer Court	21,300	21,300		0.00%
25	1,440	971	1,400	1,500	Collections Cost	1,500	1,500		0.00%
26	17,876	14,003	-	5,500	County Assessments	-	-		-100.00%
27	69,394	84,011	104,700	75,000	Unitary Assessments	80,500	80,500		7.33%
28	$ 134,147	$ 143,226	$ 156,300	$ 126,600	TOTAL MATERIALS & SERVICES	$ 135,000	$ 135,000		6.64%
29									
30	$ 249,708	$ 257,043	$ 256,300	$ 227,500	**TOTAL REQUIREMENTS**	$ 244,500	$ 244,500		7.47%

Notes:

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

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

The Police Department continues to provide the best level of service we can based on the resources provided.

In review

In 1997 the Keizer Police Department was staffed with 37 sworn officers and 8 non-sworn support staff. In 1997 the population of Keizer 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 only 37 sworn officers. In the 2011-12 budget year, we reduced the number of School Resource Officers from three officers to two, froze four vacant officer positions and continued into a second year with wages and merit step increases frozen. The Keizer Police Association (union) forwent their 3% negotiated COLA for the fiscal year 2011-12.

Today

Staffing continues to be a major issue. The requested budget leaves four police officer positions unfilled and any revenue decreases in the budget will result in further cuts.

Our Community Response Unit remains mothballed. We are recalling our officer assigned to the DEA Task Force and assigning him to a two officer team in the investigation unit to investigate local illegal drug activity. This change in staffing will allow some focus on street level drug crimes, but will result in loss of federal drug forfeiture funding that resulted from our working with the DEA.

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 will continue to try and keep our Traffic Safety Unit staffed, however due to a change in supervisory needs we will have one less motorcycle officer working traffic safety.

The Salem-Keizer School District continued to hold 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 and one officer assigned to McNary High School.

We are experiencing several retirements this year: one Lieutenant, one Community Service Officer, one Police Support Specialist and the Chief of Police. As a result, we have made personnel assignment changes in effort to improve our efficiency. We eliminated the Investigative Support Specialist position and did not fill the retired Police Support Specialist position; instead, we have hired a Crime Analyst to assist us in intelligence-driven patrol efforts.

We have decided to not fill our vacant Community Service Officer position.

The Future

A *Patrol Allocation and Deployment* study has been completed that shows the City of Keizer needs a minimum of 45 sworn police officers. This plan will be used for long range planning by the department. The City Council has identified the need to fill the four current allotted but vacant police officer positions as funds become available.

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, Police Department personnel are dedicated to provide the very best service we can with the resources allotted.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1					***Working Capital Carryforward:***				
2	$ 479	$ -	$ -	$ -	Cadet Donations	$ -	$ -		
3	929	1,329	1,600	1,700	Reserve Donations	1,200	1,200		-29.41%
4	-	2,824	7,800	16,500	K-9 Donations	3,500	3,500		-78.79%
5	85	-	-	-	Car Seat Donations	-	-		
6	165,455	171,047	93,600	127,800	Civil/Criminal Forfeitures	154,900	154,900		21.21%
7	$ 166,948	$ 175,200	$ 103,000	$ 146,000	Total Working Capital Carryforward	$ 159,600	$ 159,600		9.32%
8									
9					***INTERGOVERNMENTAL***				
10	$ 4,000	$ -	$ -	$ -	CRU Investigations	$ -	$ -		
11	5,027	3,660	5,600	5,600	Special Duty Officers	8,600	8,600		53.57%
12	193,081	140,853	145,100	145,100	School Resource Officer Contract	152,700	152,700		5.24%
13	-	18,330	-	-	Materials & Services Grants	-	-		
14	35,441	21,471	35,000	12,000	Overtime Grants	35,000	35,000		191.67%
15	$ 237,549	$ 184,314	$ 185,700	$ 162,700	Total Intergovernmental	$ 196,300	$ 196,300		20.65%
16									
17					***FINES & FORFEITS***				
18	$ 31,680	$ 35,980	$ 36,000	$ 26,000	Impound Fees	$ 26,000	$ 26,000		0.00%
19	26,202	58,608	28,500	52,100	Civil/Criminal Forfeitures	25,000	25,000		-52.02%
20	$ 57,882	$ 94,588	$ 64,500	$ 78,100	Total Fines & Forfeits	$ 51,000	$ 51,000		-34.70%

Notes:

6 Forfeiture funds are restricted for specific purposes and will be used to fund the following line-items in FY13-14 (includes working capital and FY13-14 revenues:

	$ 179,900	$ 179,900
Criminal Civil Forfeiture Program Expense	(36,500)	(36,500)
Software	(21,400)	(21,400)
Hardware	(21,500)	(21,500)
Furniture Replacement	(6,500)	(6,500)
Equipment (Tasers)	(12,600)	(12,600)
Criminal Civil Forfeiture balance available for future expenditures	$ 81,400	$ 81,400

11 The Salem/Keizer School District pays the City for Police Officer presence at school activities such as football games. Beginning FY13-14 the School District has agreed to reimburse the City one-half the cost of actual overtime expended for school district related incidences estimated at $3,000 annually.

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. Beginning FY13-14 the City and School District agree to a 3% escalation clause to the annual contract to cover increasing costs.

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

19 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.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
21					***MISCELLANEOUS***				
22	$ 400	$ 350	$ 400	$ 400	Reserve Officer Donations	$ -	$ -		-100.00%
23	746	-	-	300	Police Donations	-	-		-100.00%
24	2,824	20,116	6,300	6,300	K-9 Donations	5,400	5,400		-14.29%
25	10,214	16,023	16,300	19,400	Miscellaneous	15,000	15,000		-22.68%
26	$ 14,184	$ 36,489	$ 23,000	$ 26,400	Total Miscellaneous	$ 20,400	$ 20,400		-22.73%
27									
28	$ 476,563	$ 490,591	$ 376,200	$ 413,200	TOTAL ACTIVITY GENERATED	$ 427,300	$ 427,300		3.41%
29	4,975,390	4,964,945	5,371,600	5,215,500	GENERAL SUPPORT RESOURCES	5,476,800	5,476,800		5.01%
30	$ 5,451,953	$ 5,455,536	$ 5,747,800	$ 5,628,700	**TOTAL RESOURCES**	$ 5,904,100	$ 5,904,100		4.89%

Notes:

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

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					EXPENDITURES				
31									
32					***PERSONNEL SERVICES***				
33	$ 113,325	$ 113,364	$ 116,100	$ 116,100	Chief of Police	$ 112,700	$ 112,700		-2.93%
34	97,895	97,933	100,300	100,300	Captain	102,300	102,300		1.99%
35	141,328	179,024	188,700	188,700	Lieutenants	185,500	185,500		-1.70%
36	571,688	550,509	555,600	555,600	Sergeants	567,400	567,400		2.12%
37	1,854,513	1,743,429	1,780,000	1,780,000	Police Officers	1,808,400	1,808,400		1.60%
38	52,962	52,968	54,300	54,300	Community Service Officer/Evidence Specialist	43,700	43,700		-19.52%
39	349,760	348,444	360,000	318,700	Administrative Support	375,300	375,300		17.76%
40	181	-	1,500	500	Reserve Officers	1,500	1,500		200.00%

Notes:

32 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

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

33 The City's Police Chief is retiring during FY13-14 and the City anticipates hiring a new Chief at a lower step on the Salary Range reducing the cost of this line item.

37 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 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 FY13-14. The forth vacancy occurred in FY08-09 with the resignation of a police captain; that position remains unfilled.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					PERSONNEL SERVICES - CONTINUED				
41	187,299	109,959	97,200	121,700	Overtime	118,300	118,300		-2.79%
42	-	11,144	35,000	12,000	Overtime - Grant Programs	12,000	12,000		0.00%
43	-	12,322	5,000	5,000	Overtime - Community Events	5,200	5,200		4.00%
44	31,470	31,475	32,500	30,700	Clothing, Cell Phone Stipends	32,400	32,400		5.54%
45	-	-	-	10,500	Wellness	10,500	10,500		0.00%
46	51,791	49,673	48,700	48,100	Medicare	49,300	49,300		2.49%
47	615,355	687,371	716,000	712,300	Retirement & VEBA	815,800	815,800		14.53%
48	626,748	654,452	744,000	714,200	Insurance Benefits	771,600	771,600		8.04%
49	8,408	1,462	13,200	-	Unemployment Costs	-	-		
50	20,210	52,238	50,800	45,800	Workers Compensation	53,900	53,900		17.69%
51	$ 4,722,933	$ 4,695,767	$ 4,898,900	$ 4,814,500	TOTAL PERSONNEL SERVICES	$ 5,065,800	$ 5,065,800		5.22%

Notes:

41 Overtime costs depend on the number of crimes, court appearances and the training needs of the department. Overtime costs are budgeted at less than 6% of sworn-represented staff wages. 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.

43 Overtime for community events includes the Iris Festival, Good Vibrations, and Festival of Lights.

45 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

47 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

48 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
52					***MATERIALS & SERVICES***				
53	$ 7,730	$ 10,103	$ 10,000	$ 10,000	Materials & Supplies	$ 10,000	$ 10,000		0.00%
54	1,083	$ -	800	800	Cadet Program	800	800		0.00%
55	2,788	989	1,000	900	Reserve Officer Uniforms & Equipment	1,000	1,000		11.11%
56	19,741	15,231	30,000	25,000	Clothing	25,000	25,000		0.00%
57	230	9,048	28,500	25,000	Civil/Criminal Forfeiture	36,500	36,500		46.00%
58	-	-	1,800	5,400	K-9 Donation Program Costs	5,400	5,400		0.00%
59	2,903	8,138	4,000	4,000	K-9 Supplies for Dogs	4,000	4,000		0.00%
60	5,160	6,047	6,000	6,000	Postage & Printing	6,000	6,000		0.00%
61	18,024	14,949	25,000	20,000	Meetings, Travel & Training	25,000	25,000		25.00%
62	2,464	-	2,000	2,000	Tuition Reimbursement	-	-		-100.00%
63	120	268	400	100	Public Notices	400	400		300.00%
64	4,984	47,321	5,000	4,000	Labor Attorney	4,000	4,000		0.00%
65	6,352	6,358	9,200	7,800	Contractual Services	3,200	3,200		-58.97%
66	26,585	29,760	29,000	26,400	Crime Analyst Contract	-	-		-100.00%
67	1,478	-	-	-	Utility	-	-		
68	23,684	17,857	20,000	14,900	Telephone/Internet Service	15,600	15,600		4.70%
69	17,608	16,961	20,700	20,700	Insurance - Auto Liability	14,000	14,000		-32.37%
70	11,795	2,100	2,900	2,100	Office Equipment Rental	2,100	2,100		0.00%

Notes:

57 Civil Forfeiture program expenses are for program operations including drug investigations. Program costs will increase in FY13-14 when the Keizer Police Officer assigned to the DEA Task Force returns from this assignment and begins working investigations directly from the Keizer Police Department.

64 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. The City is in its second year of a three year contract and therefore does not anticipate a large expense for Labor Attorney costs in FY13-14.

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

66 Towards the end of FY12-13 the Crime Data Analysis position was brought in-house as a full-time permanent position.

69 The Department's liability insurance premiums will decrease in FY13-14 due to a proportionate increase in the Public Works vehicle fleet requiring Public Works funds pay a larger share of premium costs.

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.

CITY OF KEIZER

GENERAL FUND

POLICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					MATERIALS & SERVICES - CONTINUED				
71	80,963	87,616	115,000	105,000	Gasoline	105,000	105,000		0.00%
72	2,795	22,786	-	-	Software	21,400	21,400		
73	22,377	-	38,300	38,300	Maintenance-Vehicles	32,000	32,000		-16.45%
74	3,843	641	4,000	4,000	Maintenance of Equipment	4,000	4,000		0.00%
75	148	554	1,500	1,000	Community Services Unit	1,500	1,500		50.00%
76	19,954	17,552	23,000	20,500	Operating Materials	23,000	23,000		12.20%
77	4,667	131	7,500	7,500	Ammo/Weapons	6,000	6,000		-20.00%
78	63,395	57,094	59,100	59,100	Willamette Valley Communication Center WVCC	357,500	357,500		504.91%
79	32,424	30,240	32,300	32,300	Radio & Mobile Systems Support	32,400	32,400		0.31%
80	9,729	6,985	7,000	7,000	RAIN	7,200	7,200		2.86%
81	50,060	48,242	48,300	46,600	PRIORS	42,700	42,700		-8.37%
82	10,694	5,521	10,000	1,700	Investigations	10,000	10,000		488.24%
83	707	777	-	-	Crime Prevention	-	-		
84	4,635	-	4,900	4,900	Medical & Pre-Employment Testing	2,000	2,000		-59.18%
85	$ 459,120	$ 463,269	$ 547,200	$ 503,000	TOTAL MATERIALS AND SERVICES	$ 797,700	$ 797,700		58.59%
86									
87					***CAPITAL OUTLAY***				
88	$ -	$ -	$ 15,000	$ 13,900	K-9 Dog	$ -	$ -		-100.00%
89	-	-	-	-	Computer Equipment	21,500	21,500		
90	-	-	-	-	Furniture	6,500	6,500		
91	-	9,000	-	-	Equipment	12,600	12,600		
92	$ -	$ 9,000	$ 15,000	$ 13,900	TOTAL CAPITAL OUTLAY	$ 40,600	$ 40,600		192.09%
93									
94					***TRANSFERS***				
95	269,900	287,500	286,700	297,300	To 9-1-1 Fund	-	-		-100.00%
96									
97	$ 5,451,953	$ 5,455,536	$ 5,747,800	$ 5,628,700	**TOTAL EXPENDITURES & RESERVES**	$ 5,904,100	$ 5,904,100		4.89%

Notes:

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

78 Beginning in FY13-14 all 9-1-1 Dispatch related costs will be paid from the Police Operating Budget and the 9-1-1 Excise Tax Fund will be discontinued. 9-1-1 Excise Tax revenue will be credited against the City's Dispatch bill directly rather than being received as income to the City. There is no net fiscal impact to this change.

WVCC	$ 59,100	$ 59,100	$ 357,500	$ 357,500		504.91%
Transfer to 9-1-1 Fund	286,700	297,300	-	-		-100.00%
Cost to General Fund	$ 345,800	$ 356,400	$ 357,500	$ 357,500		0.31%

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

91 Police Equipment includes funding for fifteen new tasters to replace worn and broken ones. Expenditure is eligible from seizure money collected in previous years and carried over.

CITY OF KEIZER
GENERAL FUND
REVENUE SHARING

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 11,245	$ 38,856	$ 66,200	$ 90,300	***Capital Carryforward***	$ -	$ -		-100.00%
2									
3					***INTERGOVERNMENTAL***				
4	248,009	267,656	$ 239,700	275,800	State Revenue Sharing	275,800	275,800		0.00%
5	3,600	3,375	1,500	3,000	Police Grants	1,900	1,900		-36.67%
6	$ 251,609	$ 271,031	$ 241,200	$ 278,800	Total Intergovernmental	$ 277,700	$ 277,700		-0.39%
7									
8									
9					***MISCELLANEOUS***				
10	310	-	-	-	Miscellaneous Revenue	-	-		
11									
12					***TRANSFERS IN***				
13	20,500	-	102,300	39,500	From General Fund	-	-		-100.00%
14	-	-	-	-	Interfund Loan from Transportation	131,800	131,800		
15	$ 20,500	$ -	$ 102,300	$ 39,500	Total Transfers In	$ 131,800	$ 131,800		233.67%
16									
17	$ 283,664	$ 309,887	$ 409,700	$ 408,600	**TOTAL RESOURCES**	$ 409,500	$ 409,500		0.22%

Notes:

4 State Revenue Sharing revenues have increased due to an increase in liquor sales.

5 Police grants fund 50% of the cost for Protective Vests and the City has received grant funding approval for 5 vests in FY13-14.

14 It is more economical for the City to purchase vehicles versus leasing and set up an Interfund borrowing to cover the cost of the purchases.

CITY OF KEIZER
GENERAL FUND
REVENUE SHARING

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
18					**REQUIREMENTS**				
19									
20					*CAPITAL OUTLAY*				
21	$ 9,825	$ 1,501	$ 3,000	$ 6,000	Police Protective Vests	$ 4,500	$ 4,500		-25.00%
22	-	-	25,000	22,900	Police Officer Equipment	-	-		-100.00%
23	31,701	31,351	11,700	11,800	Motorcycles & Equipment Lease	-	-		-100.00%
24	176,932	178,189	143,600	145,900	Police Vehicle Leases	59,000	59,000		-59.56%
25	19,650	-	226,400	222,000	Police Vehicle Purchases	346,000	346,000		55.86%
26	$ 238,108	$ 211,041	$ 409,700	$ 408,600	TOTAL CAPITAL OUTLAY	$ 409,500	$ 409,500		0.22%
27									
28					*TRANSFERS OUT*				
29	6,700	8,500	-	-	Transfer to General Fund	-	-		
30									
31					*FUND BALANCE*				
32	38,856	90,346	-	-	Fund Balance	-	-		
33									
34	$ 283,664	$ 309,887	$ 409,700	$ 408,600	**TOTAL REQUIREMENTS**	$ 409,500	$ 409,500		0.22%

Notes:

21 The City anticipates the need for up to 6 new Protective Vests. A federal grant is anticipated to pay 50% of the costs for 5 vests.

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

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

25 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 133,602	$ 140,245	$ 156,300	$ 162,400	*Capital Carryforward*	$ 188,500	$ 188,500		16.07%
2									
3					*INTERGOVERNMENTAL*				
4	111,776	114,470	114,300	119,900	PEG Fees	119,900	119,900		0.00%
5									
6					*MISCELLANEOUS*				
7	442	431	400	500	Interest Earnings	500	500		0.00%
8									
9	$ 245,820	$ 255,146	$ 271,000	$ 282,800	**TOTAL RESOURCES**	$ 308,900	$ 308,900		9.23%
10									
11					**REQUIREMENTS**				
12									
13					*MATERIALS & SERVICES*				
14	$ 1,300	$ -	$ 1,800	$ 1,800	Administrative Fee	$ 1,800	$ 1,800		0.00%
15	-	-	1,500	1,500	Production Services	1,500	1,500		0.00%
16	77,500	75,845	76,000	76,000	Broadcasting	76,000	76,000		0.00%
17	$ 78,800	$ 75,845	$ 79,300	$ 79,300	TOTAL MATERIALS & SERVICES	$ 79,300	$ 79,300		0.00%
18									
19					*CAPITAL OUTLAY*				
20	$ 26,775	$ 16,927	$ 15,000	$ 15,000	Television Equipment	$ 15,000	$ 15,000		0.00%
21									
22	-	-	50,000	-	Contingency	50,000	50,000		
23									
24					*FUND BALANCE*				
25	140,245	162,374	126,700	188,500	Fund Balance	164,600	164,600		-12.68%
26									
27	$ 245,820	$ 255,146	$ 271,000	$ 282,800	**TOTAL REQUIREMENTS**	$ 308,900	$ 308,900		9.23%

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 FY13-14, the ending fund balance will be sufficient to pay monthly broadcasting expenses the following year.

9-1-1 COMMUNICATIONS FUND

Due to a recent change in legislation, the City will no longer receive State 9-1-1 Excise Tax revenues directly. Those revenues will now be remitted to Willamette Valley Communications Center (WVCC) on the City's behalf, reducing the amount the City is obligated to pay for Emergency Dispatch services. Since the City will no longer directly receive 9-1-1 Excise Tax revenues, this fund will close at the end of FY2012-2013. Beginning FY2013-2014, all WVCC charges will be paid from the General Fund. There is no net fiscal impact to the City related to these changes.

CITY OF KEIZER

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 36	$ 6,093	$ -	$ 4,200	*Capital Carryforward*	$ -	$ -		-100.00%
2									
3					*INTERGOVERNMENTAL*				
4	182,517	179,144	96,400	44,500	9-1-1 Excise Tax	-	-		-100.00%
5									
6					*TRANSFERS IN*				
7	269,900	287,500	286,700	297,300	Transfer from General Fund	-	-		-100.00%
8									
9	$ 452,453	$ 472,737	$ 383,100	$ 346,000	**TOTAL RESOURCES**	$ -	$ -		-100.00%

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. (2/2013 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
10					**REQUIREMENTS**				
11									
12					***MATERIALS & SERVICES***				
13	$ 216	$ -	$ -	$ -	Administrative Service Charges	$ -	$ -		
14	373,064	396,357	344,200	328,000	Emergency 9-1-1 and Dispatch Calls	-	-		-100.00%
15	73,080	72,182	38,900	18,000	9-1-1 Agency Distributions	-	-		-100.00%
16	446,360	468,539	383,100	346,000	TOTAL MATERIALS & SERVICES	-	-		-100.00%
17									
18					***FUND BALANCE***				
19	$ 6,093	$ 4,198	$ -	$ -	Restricted Fund Balance	$ -	$ -		
20									
21	452,453	472,737	383,100	346,000	**TOTAL REQUIREMENTS**	$ -	$ -		-100.00%

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ (153)	$ 1,001	$ -	$ -	*Capital Carryforward*	$ -	$ -		
2									
3					*INTERGOVERNMENTAL*				
4	49,680	55,091	75,000	2,600	Police Grants	75,000	75,000		2784.62%
5									
6	$ 49,527	$ 56,092	$ 75,000	$ 2,600	**TOTAL RESOURCES**	$ 75,000	$ 75,000		2784.62%
7									
8					**REQUIREMENTS**				
9									
10					*MATERIALS & SERVICES*				
11	$ -	$ -	$ 10,000	$ -	Operating Materials	$ 10,000	$ 10,000		
12									
13					*CAPITAL OUTLAY*				
14	48,526	56,092	65,000	2,600	Police Equipment	65,000	65,000		2400.00%
15									
16					*FUND BALANCE*				
17	1,001	-	-	-	Fund Balance	-	-		
18									
19	$ 49,527	$ 56,092	$ 75,000	$ 2,600	**TOTAL REQUIREMENTS**	$ 75,000	$ 75,000		2784.62%

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.

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

CITY OF KEIZER

SPECIAL REVENUE FUND

HOUSING SERVICES FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 281,229	$ 282,463	$ 288,400	$ 288,400	*Capital Carryforward*	$ 45,900	$ 45,900		-84.08%
2									
3					***MISCELLANEOUS***				
4	-	13,091	30,000	-	Loan Proceeds	30,000	30,000		
5	1,234	949	100	400	Interest Revenue	-	-		-100.00%
6	$ 1,234	$ 14,040	$ 30,100	$ 400	TOTAL MISCELLANEOUS	$ 30,000	$ 30,000		7400.00%
7									
8	$ 282,463	$ 296,503	$ 318,500	$ 288,800	**TOTAL RESOURCES**	$ 75,900	$ 75,900		-73.72%
9									
10					**REQUIREMENTS**				
11									
12					***MATERIALS & SERVICES***				
13	$ -	$ 255	$ 1,000	$ -	Materials and Supplies	$ -	$ -		
14	-	7,832	32,200	38,600	Administrative Fee	10,500	10,500		-72.80%
15	-	-	285,300	204,300	Housing Rehabilitation Services	35,400	35,400		-82.67%
16	$ -	$ 8,087	$ 278,100	$ 242,900	TOTAL MATERIALS & SERVICES	$ 45,900	$ 45,900		-81.10%
17									
18					***FUND BALANCE***				
19	282,463	288,416	40,400	45,900	Fund Balance	30,000	30,000		-34.64%
20	$ 282,463	$ 288,416	$ 40,400	$ 45,900	TOTAL FUND BALANCE	$ 30,000	$ 30,000		-34.64%
21									
22	$ 282,463	$ 296,503	$ 318,500	$ 288,800	**TOTAL REQUIREMENTS**	$ 75,900	$ 75,900		-73.72%

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 from original grant funds plus the additional loans made in FY12-13 for $204,300. 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.

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

15 The City has processed over 20 loans in FY13-14 between the Housing Rehabilitation Program and the Energy Efficiency Program. Staff anticipate the balance of the funds will be lent by early FY13-14.

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. Due to the 36 month time frame for use of this Federal funding this loan program is scheduled to terminate in the early part of the next fiscal year. This funding, combined with the Housing Services funds provided loans to 23 home owners who were able to make energy efficiency improvements to their homes.

CITY OF KEIZER

SPECIAL REVENUE FUND

RESIDENTIAL ENERGY EFFICIENCY REVOLVING LOANS

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ 139,108	$ 127,600	$ 127,600	*Capital Carryforward*	$ 28,200	$ 28,200		-77.90%
2									
3					*INTERGOVERNMENTAL*				
4	138,500	-	-	-	Grant Funds	-	-		
5									
6					*MISCELLANEOUS*				
7	-	-	-	-	Loan Proceeds	-	-		
8	608	463	100	200	Interest Revenue	-	-		-100.00%
9	$ 608	$ 463	$ 100	$ 200	TOTAL MISCELLANEOUS	$ -	$ -		-100.00%
10									
11	$ 139,108	$ 139,571	$ 127,700	$ 127,800	**TOTAL RESOURCES**	$ 28,200	$ 28,200		-77.93%
12									
13					**REQUIREMENTS**				
14									
15					*MATERIALS & SERVICES*				
16	$ -	$ 255	$ 1,000	$ -	Materials and Supplies	$ -	$ -		
17	-	11,749	14,800	15,100	Administrative Fee	4,500	4,500		-70.20%
18	-	-	111,900	84,500	Energy Efficiency Loans	23,700	23,700		-71.95%
19	$ -	$ 12,004	$ 100,600	$ 99,600	TOTAL MATERIALS & SERVICES	$ 28,200	$ 28,200		-71.69%
20									
21					*FUND BALANCE*				
22	139,108	127,567	27,100	28,200	Fund Balance	-	-		-100.00%
23	$ 139,108	$ 127,567	$ 27,100	$ 28,200	TOTAL FUND BALANCE	$ -	$ -		-100.00%
24									
25	$ 139,108	$ 139,571	$ 127,700	$ 127,800	**TOTAL REQUIREMENTS**	$ 28,200	$ 28,200		-77.93%

Notes:

4 This federal grant program provides 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.

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

18 The City has processed over 20 loans in FY13-14 between the Housing Rehabilitation Program and the Energy Efficiency Program. Staff anticipate the balance of the funds will be lent by early FY13-14.

PARK IMPROVEMENT FUND
Fiscal Year 2013/2014

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

Improvements Completed FY 12/13

Keizer Rapids Park

- Construction of Boating Facility was completed in FY 12/13. This project was funded by a combination of grant monies and Park Improvement Funds.

Willamette Manor Park

- Replace the play structure. This improvement is funded by a combination of the Parks Operating Funds, Parks Improvement Funds, and donations from the west Keizer neighborhood through the Keizer Parks Foundation.

Proposed Improvements FY 13/14

Keizer Rapids Park

- Begin the Community Build Play Structure process.

CITY OF KEIZER
CAPITAL PROJECTS FUND
PARK IMPROVEMENT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 669,186	$ 590,689	$ 1,313,300	$ 493,900	*Capital Carryforward*	$ 375,200	$ 375,200		-24.03%
2									
3					*LICENSES & FEES*				
4	20,234	5,166	16,300	16,300	System Development Fees	29,300	29,300		79.75%
5									
6					*INTERGOVERNMENTAL*				
7	1,809	-	-	663,800	Grants	-	-		-100.00%
8									
9					*MISCELLANEOUS*				
10	2,710	1,922	1,800	1,200	Interest	1,200	1,200		0.00%
11	-	-	-	-	Miscellaneous Revenue	-	-		
12	$ 2,710	$ 1,922	$ 1,800	$ 1,200	TOTAL MISCELLANEOUS	$ 1,200	$ 1,200		0.00%
13									
14	$ 693,939	$ 597,777	$ 1,331,400	$ 1,175,200	**TOTAL RESOURCES**	$ 405,700	$ 405,700		-65.48%
15									

5 System Development Fees are based on 20 Single Family dwelling units.

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

CITY OF KEIZER
CAPITAL PROJECTS FUND
PARK IMPROVEMENT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
12					**REQUIREMENTS**				
13									
14					***CAPITAL OUTLAY***				
15	$ -	$ 88,388	$ 980,000	$ 800,000	Grant Expenditures	$ 40,000	$ 40,000		-95.00%
16	65,410	-	-	-	Land Acquisition	-	-		
17	37,840	15,527	70,000	-	Improvements	100,000	116,000		
18	-	-	281,400	-	Unanticipated Expenses	265,700	249,700		
19	$ 103,250	$ 103,915	$ 1,331,400	$ 800,000	TOTAL CAPITAL OUTLAY	$ 405,700	$ 405,700		-49.29%
20									
21									
22					***FUND BALANCE***				
23	590,689	493,862	-	375,200	Fund Balance	-	-		-100.00%
24									
25	$ 693,939	$ 597,777	$ 1,331,400	$ 1,175,200	**TOTAL REQUIREMENTS**	$ 405,700	$ 405,700		-65.48%

Notes:

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

17 City Council commitment of $100,000 for Community Build play structure at Keizer Rapids Park, $15,000 for rehabilitation of soccor field and $1,000 for a sign at Ryan Hill Park.

TRANSPORTATION IMPROVEMENT FUND

The Transportation Improvement Fund was established in Fiscal Year 2004-2005 to account for system development fees. The city charges a system development fee to help cover the cost of transportation improvements resulting from development. The fee varies depending on the land use being developed and the location of the 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. These fees can be located on the City's web site.

Staff recommendations for expenditures in fiscal year 2013/2014:

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

CITY OF KEIZER
CAPITAL PROJECTS FUND
Transportation Improvement Fund

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 1,674,060	$ 1,820,508	$ 1,891,500	$ 1,888,200	***Working Capital Carryforward***	$ 1,956,400	$ 1,956,400		3.61%
2									
3					***LICENSES & FEES***				
4	74,041	61,457	12,200	100,000	System Development Fees	24,300	24,300		-75.70%
5									
6					***MISCELLANEOUS***				
7	7,582	6,263	6,000	6,000	Interest	6,000	6,000		0.00%
8	-	-	-	-	Repayment of Sewer Reserve Fund Loan	22,900	22,900		
9	64,825	-	-	-	Repayment of Community Center Loan	-	-		
10	$ 72,407	$ 6,263	$ 6,000	$ 6,000	TOTAL MISCELLANEOUS	$ 28,900	$ 28,900		381.67%
11									
12									
13	$ 1,820,508	$ 1,888,228	$ 1,909,700	$ 1,994,200	**TOTAL RESOURCES**	$ 2,009,600	$ 2,009,600		0.77%

Notes:

4 System Development Fees are based on 20 Single Family dwelling units.

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

CITY OF KEIZER
CAPITAL PROJECTS FUND
Transportation Improvement Fund

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
14					**REQUIREMENTS**				
15									
16					*CAPITAL OUTLAY*				
17	$ -	$ -	$ 440,000	$ -	Improvements	$ 440,000	$ 440,000		
18	-	-	962,200	-	Unanticipated Expenses	1,000,000	1,000,000		
19	$ -	$ -	$ 1,402,200	$ -	TOTAL CAPITAL OUTLAY	$ 1,440,000	$ 1,440,000		
20									
21					*TRANSFERS OUT*				
22	$ -	$ -	$ -	$ -	Interfund loan to General Fund Revenue Sharing	$ 131,800	$ 131,800		
23	-	-	-	-	Interfund loan to Storm Water Fund	75,000	30,000		
24	-	-	37,800	37,800	Interfund loan to Sewer Reserve Fund	-	-		-100.00%
25	$ -	$ -	$ 37,800	$ 37,800	TOTAL TRANSFERS OUT	$ 206,800	$ 161,800		328.04%
26									
27					*FUND BALANCE*				
28	1,820,508	1,888,228	469,700	1,956,400	Fund Balance	362,800	407,800		-79.16%
29									
30	$ 1,820,508	$ 1,888,228	$ 1,909,700	$ 1,994,200	**TOTAL REQUIREMENTS**	$ 2,009,600	$ 2,009,600		0.77%

Notes:

17 City's share of cost for exit 260 southbound onramp project to begin when ODOT notifies City to begin construction.

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1					***CAPITAL CARRYFORWARD***				
2	$ -	$ 52,418	$ 52,500	$ 52,600	Capital Carryforward	$ 52,700	$ 52,700		0.19%
3									
4					***LICENSES & FEES***				
5	52,364	-	-	-	Off-Site Transportation Fees	-	-		
6	$ 52,364	$ -	$ -	$ -	TOTAL LICENSES & FEES	$ -	$ -		
7									
8					***MISCELLANEOUS***				
9	54	176	100	100	Interest	100	100		0.00%
10	$ 54	$ 176	$ 100	$ 100	TOTAL MISCELLANEOUS	$ 100	$ 100		0.00%
11									
12	$ 52,418	$ 52,594	$ 52,600	$ 52,700	**TOTAL RESOURCES**	$ 52,800	$ 52,800		0.19%

Notes:

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

					REQUIREMENTS				
13					***CAPITAL OUTLAY***				
14	-	-	52,600	-	Off-Site Transportation Improvements	52,800	52,800		
15	$ -	$ -	$ 52,600	$ -	TOTAL CAPITAL OUTLAY	$ 52,800	$ 52,800		
16									
17									
18					***FUND BALANCE***				
19	52,418	52,594	-	52,700	Fund Balance	-	-		-100.00%
20									
21	$ 52,418	$ 52,594	$ 52,600	$ 52,700	**TOTAL REQUIREMENTS**	$ 52,800	$ 52,800		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. 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 and improvements (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 Street Fund's share of drainage system maintenance and repair costs will be an annual assessment of Stormwater fees. The City currently contracts striping services with Marion County. Traffic Signal System operation and maintenance is contracted with the City of Salem.

Street Fund Capital Improvement Projects 2012-2013

- Resurfaced approximately 5.18 miles of streets including a shoulder widening on Sunset Avenue,
- ODOT finalized the design and property acquisition for the Chemawa Road North Improvement Project using awarded Federal Grant funds and local matching funds.
- Completed computer controller upgrades to nine River Road Signals.
- Purchased two solar powered speed electronic radar/speed signs to be placed on Lockhaven Drive and Verda Lane as requested by the Keizer Police Department.

Street Fund Capital Improvement Projects 2013-2014

- Construction of the Chemawa Road North Improvement Project using awarded Federal Grant funds and local matching funds will be completed in FY 13-14.
- Continue Planning and Design of the Verda/Chemawa Roundabout Project using Federal Grant funds and local matching funds.
- Resurface various streets as indicated from the Pavement Condition Index (PCI).
- Citywide replacement of traffic signal LED's contracted with the City of Salem.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1					***CAPITAL CARRYFORWARD***				
2	$ 1,293,657	$ 2,458,626	$ 2,740,100	$ 2,740,100	Working Capital Carryforward	$ 1,421,800	$ 1,421,800		-48.11%
3	1,426	1,956	1,900	1,900	Bike Safety Donations	1,500	1,500		-21.05%
4	$ 1,295,083	$ 2,460,582	$ 2,742,000	$ 2,742,000	TOTAL CAPITAL CARRYFORWARD	$ 1,423,300	$ 1,423,300		-48.09%
5									
6					***TAXES & ASSESSMENTS***				
7	$ -	$ 24,567	$ 2,200	$ 4,900	Assessments	$ 2,200	$ 2,200		-55.10%
8									
9					***LICENSES & FEES***				
10	$ 8,779	$ 123	$ 200	$ 2,100	Planning Construction Fees	$ 1,000	$ 1,000		-52.38%
11	2,145	2,210	1,500	2,900	Driveway Permit Fees	2,000	2,000		-31.03%
12	$ 10,924	$ 2,333	$ 1,700	$ 5,000	TOTAL LICENSES & FEES	$ 3,000	$ 3,000		-40.00%
13									
14					***INTERGOVERNMENTAL***				
15	$ -	$ 25,440	$ 15,000	$ 15,000	Grants	$ -	$ -		-100.00%
16	1,777,354	1,995,907	1,963,500	2,101,600	State Fuel Tax	2,125,400	2,125,400		1.13%
17	$ 1,777,354	$ 2,021,347	$ 1,978,500	$ 2,116,600	TOTAL INTERGOVERNMENTAL	$ 2,125,400	$ 2,125,400		0.42%
18									
19					***MISCELLANEOUS***				
20	$ 867,901	$ 5,120	$ -	$ -	Property Sales	$ -	$ -		
21	1,579	-	-	100	Bike Safety Donations	-	-		-100.00%
22	-	57	100	100	Assessment Interest	100	100		0.00%
23	6,789	8,869	7,000	7,000	Interest	7,000	7,000		0.00%
24	10,538	10,304	9,000	9,000	Rental Property	-	-		-100.00%
25	2,263	77,698	2,500	17,500	Miscellaneous Revenue	17,500	17,500		0.00%
26	$ 889,070	$ 102,048	$ 18,600	$ 33,700	TOTAL MISCELLANEOUS	$ 24,600	$ 24,600		-27.00%
27									
28	$ 3,972,431	$ 4,610,877	$ 4,743,000	$ 4,902,200	**TOTAL RESOURCES**	$ 3,578,500	$ 3,578,500		-27.00%

Notes:

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. FY13-14 estimates are based on FY12-13 projections plus a 1.0% increase as projected by the League of Oregon Cities (February 2013 Local Focus).

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

24 Rental home will no longer be occupied and is scheduled to be demolished.

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					REQUIREMENTS				
29					***PERSONNEL SERVICES***				
30	$ 47,480	$ 39,522	$ 40,200	$ 41,400	Public Works Director	$ 40,100	$ 40,100		-3.14%
31	27,048	22,672	24,300	-	Public Works Superintendent	15,000	15,000		
32	69,780	70,471	74,000	74,000	Municipal Utility Workers	86,100	86,100		16.35%
33	5,666	5,666	11,700	11,700	Community Development Director	11,900	11,900		1.71%
34	4,554	-	-	-	Code Enforcement/Zoning Technician	-	-		
35	18,720	18,720	19,800	19,800	Administrative Support	20,200	20,200		2.02%
36	3,263	4,370	2,400	2,400	Overtime	4,000	4,000		66.67%
37	-	180	2,100	2,100	Parade Overtime	2,200	2,200		4.76%
38	5,432	4,920	6,500	6,500	Duty Pay	6,500	6,500		0.00%
39	611	611	700	700	Clothing Allowance/Cell Phone Stipend	1,300	1,300		85.71%
40	-	-	-	-	Wellness	800	800		
41	2,698	3,226	2,700	2,300	Medicare	2,800	2,800		21.74%
42	23,479	22,356	30,400	26,800	Retirement	36,100	36,100		34.70%
43	35,735	37,566	42,900	38,200	Insurance Benefits	48,100	48,100		25.92%
44	1,119	1,305	1,800	1,800	Workers Compensation	2,400	2,400		33.33%
45	$ 245,585	$ 231,585	$ 259,500	$ 227,700	TOTAL PERSONNEL SERVICES	$ 277,500	$ 277,500		21.87%

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 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

42 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

43 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

44 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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
46					***MATERIALS & SERVICES***				
47	$ 1,049	$ 100	$ -	$ 400	Helmets	$ 1,500	$ 1,500		275.00%
48	38	149	200	200	Postage & Printing	200	200		0.00%
49	984	1,154	2,000	1,000	Meetings, Travel & Training	2,000	2,000		100.00%
50	431	765	500	200	Public Notices	500	500		150.00%
51	126	-	500	100	Labor Attorney	500	500		400.00%
52	104,594	129,199	135,500	129,100	Administrative Services Charges	109,400	109,400		-15.26%
53	210,500	210,500	221,700	221,700	Charges for Storm Water Services	295,000	295,000		33.06%
54	-	-	2,700	2,700	Parade Traffic Control	2,700	2,700		0.00%
55	51,419	16,787	35,000	38,000	Contractual Services	92,000	92,000		142.11%
56	21,110	20,982	28,000	7,000	Engineering Services	25,000	25,000		257.14%
57	4,734	600	7,000	3,000	Traffic Engineering SDC Review	5,000	5,000		66.67%
58	393	398	400	400	Janitorial	400	400		0.00%
59	679	851	800	1,000	Utilities	1,100	1,100		10.00%
60	1,481	1,606	1,700	1,600	Telephone	1,700	1,700		6.25%
61									

46 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.

(1)	$ 20,100	$ 16,100	City-Wide Administration	$ 10,500	$ 10,500		-34.78%
(2)	15,100	15,100	City Manager	9,300	9,300		-38.41%
(3)	11,900	11,200	Information Systems	7,500	7,500		-33.04%
(4)	16,600	16,600	Attorney's Office	14,100	14,100		-15.06%
(5)	14,900	14,900	City Recorder	8,900	8,900		-40.27%
(6)	9,800	9,300	Human Resources	10,000	10,000		7.53%
(7)	33,600	33,500	Finance	33,000	33,000		-1.49%
(8)	13,500	12,400	Facility Maintenance	16,100	16,100		29.84%
	$ 135,500	$ 129,100	Administrative Services Charges	$ 109,400	$ 109,400		-15.26%

51 Labor attorney costs are for union negotiations including dispute resolution. The City is in its second year of a three year contract with Local 320 and therefore does not anticipate a large expense for Labor Attorney costs in FY13-14.

53 Beginning in FY13-14 the Street Fund will be charged the full ESU rate rather than a reduced rate to compensate for street sweeping costs. All street sweeping costs will be paid from the Storm Water Fund (previously paid primarily from the Street Fund). The net impact to both funds is minimal; this change provides transparency and a better match of

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

55 Contractual services includes $70,000 for pavement markings and $22,000 for routine costs such as landscaping right of way.

56 Cost estimate assumes Area C development begins in FY13-14.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					MATERIALS & SERVICES - CONTINUED				
61	480	311	500	500	Insurance - Auto Liability	500	500		0.00%
62	1,505	807	1,800	2,000	Gasoline/Diesel	2,200	2,200		10.00%
63	828	1,893	2,000	2,500	Equipment Maintenance	3,000	3,000		20.00%
64	6,744	634	5,000	2,000	Sidewalk Maintenance	5,000	5,000		150.00%
65	8,304	7,997	7,000	9,500	Operating Materials and Supplies	15,000	15,000		57.89%
66	96,805	79,632	79,900	79,500	Street Sweeping	-	-		-100.00%
67	128,020	138,001	160,000	135,000	Street Maintenance & Repair	155,000	155,000		14.81%
68	61,972	65,003	67,000	64,500	Street Light Utilities	65,500	65,500		1.55%
69	22,309	23,611	25,000	23,500	Traffic Light Utilities	25,000	25,000		6.38%
70	-	-	200	-	Medical Testing	200	200		
71	10,426	4,137	2,500	1,000	Rental Property Expenses	5,000	5,000		400.00%
72	7,015	7,367	5,800	5,800	MPO Support/ SKATS	7,000	7,000		20.69%
73	-	-	-	-	Flood & Drainage Services	-	-		
74	$ 741,946	$ 712,484	$ 792,700	$ 732,200	TOTAL MATERIALS & SERVICES	$ 820,400	$ 820,400		12.05%

Notes:

65 Cost includes $4800 to replace 80 street signs, 60 posts, and $1200 for miscellaneous street signs.

66 Beginning in FY13-14 all street sweeping costs are paid from the Storm Water Fund (previously paid primarily from the Street Fund) and the Street Fund will be charged the full ESU rate rather than a reduced rate to compensate for street sweeping costs. Net impact to both funds is minimal; this change provides transparency and a better match of resources and benefits received.

71 Cost is for demolition of the rental property house and abandonment of the well on the property.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
75					*CAPITAL OUTLAY*				
76	$ 10,606	$ -	$ 14,900	$ 12,300	Heavy Equipment/Vehicles	$ 7,500	$ 7,500		-39.02%
77	-	7,174	-	-	Bike Paths & Lanes	-	-		
78	232,711	256,528	1,252,800	1,252,800	Street Improvements	225,000	225,000		-82.04%
79	27,380	37,072	25,000	25,000	Infill and ADA Sidewalk Completions	25,000	25,000		0.00%
80	27,268	120,486	964,000	964,000	Street Resurfacing	800,000	800,000		-17.01%
81	16,474	136,629	55,900	55,000	Signage & Signal Upgrades	60,000	60,000		9.09%
82	-	3,419	5,700	-	Field Equipment	-	-		
83	209	84,715	38,100	-	Area B Development Costs	40,000	40,000		
84	-	25,478	-	-	Seiberg LID	-	-		
85	-	43,411	-	-	Hornet CT LID	-	-		
86	-	-	-	-	Unanticipated Expense	115,800	115,800		
87	$ 314,648	$ 714,912	$ 2,356,400	$ 2,309,100	TOTAL CAPITAL OUTLAY	$ 1,273,300	$ 1,273,300		-44.86%

Notes:

76 Storm Fund's share (25%) of a new vehicle addition to the fleet. The balance of the cost is paid from the Storm Water Fund.

78 Cost for city portion of completing Verda/Chemawa roundabout project.

81 Traffic signal LED replacements

83 Property sales proceeds are used to fund this costs.

CITY OF KEIZER
SPECIAL REVENUE FUND
STREET FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					DEBT SERVICE				
88	$ 169,000	$ 176,000	$ 183,000	$ 183,000	Principal	$ 594,000	$ 594,000		224.59%
89	40,670	33,908	26,900	26,900	Interest	11,700	11,700		-56.51%
90	$ 209,670	$ 209,908	$ 209,900	$ 209,900	TOTAL DEBT SERVICE	$ 605,700	$ 605,700		188.57%
91									
92									
93	$ -	$ -	$ 150,200	$ -	Operating Contingency	$ 54,900	$ 54,900		
94									
95					***FUND BALANCE***				
96	$ -	$ -	$ 145,000	$ 145,000	Committed Proceeds from Property Sales	$ 143,100	$ 143,100		-1.31%
97	-	-	173,800	173,800	Restricted for Future Debt Service	-	-		-100.00%
98	-	-	-	-	Reserve for Future Projects	150,000	150,000		
99	2,460,582	2,741,988	655,500	1,104,500	Fund Balance	253,600	253,600		-77.04%
100	$ 2,460,582	$ 2,741,988	$ 974,300	$ 1,423,300	TOTAL FUND BALANCE	$ 546,700	$ 546,700		-61.59%
101									
102	$ 3,972,431	$ 4,610,877	$ 4,743,000	$ 4,902,200	**TOTAL REQUIREMENTS**	$ 3,578,500	$ 3,578,500		-27.00%

Notes:

90 The City intends to pay off its Street Fund bond early since funds are available and early retirement will save approximately $25,000 in interest expense. The original issue date was 10/28/2005. Remaining payment dates are as follows:

	Principal	Interest
10/01/13	$ 190,000	$ 11,642
04/01/14		7,918
10/01/14	198,000	7,918
04/01/15		4,038
10/01/15	206,000	4,038
Cumulative	$ 594,000	$ 35,554

93 Contingency is 5% of Personnel Service and Materials & Services expenditures.

96 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 reallocated in FY13-14. Balance will be held in a reserve until use of funds is identified.

98 Projects include Shoreline Drive reconstruction and sidewalks on Chemawa Road NE.

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 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

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**RESOURCES**				
2									
3	$ 4,067	$ 5,671	$ 5,500	$ 8,200	***CAPITAL CARRYFORWARD***	$ 7,400	$ 7,400		-100.00%
4									
5					***CHARGES FOR SERVICES***				
6	2,531	3,570	1,800	1,200	Rental Fees	1,500	1,500		-100.00%
7	$ 2,531	$ 3,570	$ 1,800	$ 1,200	TOTAL CHARGES FOR SERVICES	$ 1,500	$ 1,500		-100.00%
8									
9					***MISCELLANEOUS***				
10	-	-	-	-	Donations	-	-		
11	23	24	-	-	Interest	-	-		
12	$ 23	$ 24	$ -	$ -	TOTAL MISCELLANEOUS REVENUE	$ -	$ -		
13									
14	$ 6,621	$ 9,265	$ 7,300	$ 9,400	**TOTAL RESOURCES**	$ 8,900	$ 8,900		-100.00%
15									
16					**REQUIREMENTS**				
17									
18					***MATERIALS & SERVICES***				
19	950	1,053	2,000	2,000	Operating Materials & Supplies	2,500	2,500		-100.00%
20	$ 950	$ 1,053	$ 2,000	$ 2,000	TOTAL MATERIALS & SERVICES	$ 2,500	$ 2,500		-100.00%
21									
22					***CAPITAL OUTLAY***				
23	-	-	5,300	-	Improvements	6,200	6,200		
24	$ -	$ -	$ 5,300	$ -	TOTAL CAPITAL OUTLAY	$ 6,200	$ 6,200		
25									
26					***FUND BALANCE***				
27	5,671	8,212	-	7,400	Fund Balance	200	200		-100.00%
28									
29	$ 6,621	$ 9,265	$ 7,300	$ 9,400	**TOTAL REQUIREMENTS**	$ 8,900	$ 8,900		-100.00%

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-seven commercial property owners owe assessments on the Keizer Station property development. Three property owners are in default on these assessments. The City is pursuing foreclosure on the delinquent properties. Once the City takes ownership it plans to use the foreclosure proceeds 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 2,720,400	$ 3,283,030	$ 2,684,100	$ 2,730,000	Capital Restricted for Future Debt Service	$ 2,740,600	$ 2,740,600		0.39%
2									
3					***TAXES & ASSESSMENTS***				
4	507,715	537,388	568,800	804,500	Assessments	655,200	655,200		-18.56%
5	-	-	4,885,900	510,900	Assessment Payments on Foreclosed Properties	3,153,300	3,153,300		517.20%
6	$ 507,715	$ 537,388	$ 5,454,700	$ 1,315,400	TOTAL ASSESSMENTS	$ 3,808,500	$ 3,808,500		189.53%
7									
8					***MISCELLANEOUS***				
9	14,847	10,950	10,000	16,500	Interest	16,500	16,500		0.00%
10	1,186,111	935,243	903,800	1,220,900	Assessment Interest	1,024,800	1,024,800		-16.06%
11	-	-	1,227,800	69,600	Assessment Interest on Foreclosed Properties	576,300	576,300		728.02%
12	125,042	45,791	-	64,500	Assessment Penalty	20,500	20,500		-68.22%
13	$ 1,326,000	$ 991,984	$ 2,141,600	$ 1,371,500	Total Miscellaneous	$ 1,638,100	$ 1,638,100		19.44%
14									
15	$ 4,554,115	$ 4,812,402	$ 10,280,400	$ 5,416,900	**TOTAL RESOURCES**	$ 8,187,200	$ 8,187,200		51.14%

Notes:

6 Twenty-seven commercial property owners owe assessments on the Keizer Station property development. Three property owners are in default on these assessments. The City is pursuing foreclosure on the delinquent properties. Once the City takes ownership it plans to use the foreclosure proceeds to make the LID assessment payments and in turn use the assessment payments to pay down its debt on the Keizer Station project.

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

CITY OF KEIZER
DEBT SERVICE FUND
KEIZER STATION LOCAL IMPROVEMENT DISTRICT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
16					**REQUIREMENTS**				
17									
18					***MATERIALS & SERVICES***				
19	$ 1,009	$ 41	$ -	$ -	Legal Services	$ -	$ -		
20	2,170	9,993	-	-	Administrative Services Charges	-	-		
21	1,186	-	-	-	Contractual Services	-	-		
22	$ 4,365	$ 10,034	$ -	$ -	TOTAL MATERIALS & SERVICES	$ -	$ -		
23									
24					***DEBT SERVICE***				
25	$ -	$ 820,000	$ 6,378,600	$ 1,485,000	Principal	$ 4,462,100	$ 4,462,100		200.48%
26	1,266,720	1,249,300	1,220,800	1,191,300	Interest	1,044,100	1,044,100		-12.36%
27	$ 1,266,720	$ 2,069,300	$ 7,599,400	$ 2,676,300	TOTAL DEBT SERVICE	$ 5,506,200	$ 5,506,200		105.74%
28									
29					***TRANSFERS***				
30	$ -	$ 3,071	$ -	$ -	Transfer to General Fund	$ -	$ -		
31									
32					***FUND BALANCE***				
33	$ 3,283,030	$ 2,729,997	$ 2,681,000	$ 2,740,600	Restricted for Future Debt Service	$ 2,681,000	$ 2,681,000		-2.17%
34									
35	$ 4,554,115	$ 4,812,402	$ 10,280,400	$ 5,416,900	**TOTAL REQUIREMENTS**	$ 8,187,200	$ 8,187,200		51.14%

Notes:

24 The City's debt obligation provides for annual interest payments on it's outstanding debt each year through 2031 and one principal payment ($22,055,000 currently) due June 1, 2031. The original issue date was May 21, 2008. Semi-annual interest payments of $573,430 are due on 6/1 and 12/1 each year. The city may pay down the principal if assessment proceeds are available. The principal payment in FY13-14 assumes the City will take possession of some properties currently facing foreclosure due to delinquencies on assessment payments.

33 Bond covenants require the City to retain at least $2,681,000 in reserves.

UTILITY BILLING DIVISION

The Utility Billing Division operates within the Finance Department and maintains approximately 10,200 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

- Finance and Utility Billing systems were merged; automating the cash receipting process; eliminating hand written receipts and the monthly sewer adjustment spreadsheet
- Upgraded Utility Billing software to Springbrook Version 7.14
- UB staff completed a week of in-house training on the upgraded software
- Hired a new Utility Billing Clerk
- Sent approximately 79,780 utility bills in 2012-2013
- Notified 130 customers of possible water leaks

Future Goals

- The Utility Billing staff continues its commitment to providing excellent customer service
- Staff will attend customer service classes
- Utility Billing staff will cross train, providing back-up to Accounts Payable and Payroll division
- Create new procedures manual for Springbrook Version 7 software
- 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
- Cross train UB staff in the upgraded billing system to have full coverage during absences
- Implement a shared leadership program in Utility Billing department

STORMWATER FUND

The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act administered by Oregon Department of Environmental Quality (DEQ). The City of Keizer has 3 regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans. The City's Municipal Separate Storm Sewer System (MS4), includes approximately 75 miles of pipe. The City also discharges stormwater to approximately 100 underground injection control (UIC) devices.

City Council approved a long range financial plan for the Stormwater Fund in December 2012 in order to address funding deficiencies and provide adequate financial planning for a self-sustaining fund. The long range plan addresses ongoing and upcoming regulatory requirements for the 3 regulatory programs. In addition, the new financial plan will allow the Department to address stormwater system management, repairs, and upgrades. Costs for street sweeping services will be paid entirely from the Stormwater Fund beginning in FY 13/14 with the Street Fund paying its share through the stormwater fees assessed to the Street Fund.

Projects completed in FY12-13

- 28,000 ft of storm line (6%) TV inspected
- Trail Avenue storm line and outfall realignment
- Completed priority 1 repairs identified by inspection
- TMDL Implementation Plan revised and submitted to DEQ per regulations
- Groundwater Protectiveness Model data collected and submitted to consultant. Findings in summer 2013 will allow continued operation of the majority of UICs
- Initial sampling for high risk UICs. This activity will be the foundation for the required UIC monitoring program.
- Global Positioning System (GPS) location for all public stormwater structures. Data added to the GIS inventory.

Division Goals for FY13-14

- Complete the Groundwater Protectiveness Model
- Complete UIC Management Plan required for the Water Pollution Facilities Permit (WPCF)
- Develop action plan for UICs that are not protective of groundwater based on groundwater model findings
- Revise existing erosion control ordinance and fee schedule
- Continue TV inspection work of storm line. Annual goal is 10%
- Complete priority 1 repairs as a result of TV work
- Implement revised TMDL Implementation Plan

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 131,480	$ 398,576	$ 389,600	$ 388,900	***Capital Carryforward***	$ 416,300	$ 416,300		7.05%
2									
3					***INTERGOVERNMENTAL***				
4	$ -	$ 1,500	$ -	$ -	Grants	$ -	$ -		
5	$ -	$ 1,500	$ -	$ -	TOTAL INTERGOVERNMENTAL	$ -	$ -		
6									
7					***CHARGES FOR SERVICES***				
8	$ 451	$ 4,871	$ 1,000	$ 6,500	Planning & Construction Fees	$ 3,900	$ 3,900		-40.00%
9	210,500	210,500	210,500	221,700	Charges to the Street Fund	295,000	295,000		33.06%
10	754,544	756,220	752,800	792,800	Service Fees	880,000	880,000		11.00%
11	$ 965,495	$ 971,591	$ 964,300	$ 1,021,000	TOTAL CHARGES FOR SERVICES	$ 1,178,900	$ 1,178,900		15.47%
12									
13					***TRANSFERS IN***				
14	$ -	$ -	$ -	$ -	Interfund Loan From Transportation Fund	$ 75,000	$ 30,000		
15									
16					***MISCELLANEOUS***				
17	$ 661	$ 911	$ 1,000	$ 6,500	Interest	$ 6,500	$ 6,500		0.00%
18	1,390	6,028	-	1,100	Miscellaneous Revenue	-	-		-100.00%
19	$ 2,051	$ 6,939	$ 1,000	$ 7,600	TOTAL MISCELLANEOUS	$ 6,500	$ 6,500		-14.47%
20									
21	$ 1,099,026	$ 1,378,606	$ 1,354,900	$ 1,417,500	**TOTAL RESOURCES**	$ 1,676,700	$ 1,631,700		15.11%

Notes:

8 System Development Fees are based on 20 Single Family dwelling units.

9 The charge to the Street Fund is for the Street Fund's share of storm water maintenance and improvements.

10 Current equivalent service unit (ESU) rate is $8.462 per bi-monthly bill. ESU rates are expected to increase to $9.361 January 2014.

14 The Interfund Loan is provided for in the Storm Water Long-Range plan and is needed to fund costs of the program while keeping an even rate slope for user charges.

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

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
22					**REQUIREMENTS**				
23									
24					***PERSONNEL SERVICES***				
25	$ 16,189	$ 13,473	$ 16,500	$ 16,500	Public Works Director	$ 18,100	$ 18,100		9.70%
26	6,746	3,701	8,700	-	Public Works Superintendent	5,400	5,400		
27	138,073	140,816	148,600	148,600	Municipal Utility Workers	187,900	187,900		26.45%
28	2,277	-	1,900	1,900	Community Development Staff	2,000	2,000		5.26%
29	124,820	150,087	191,700	191,700	Environmental Program Staff	203,200	203,200		6.00%
30	7,142	18,940	18,200	18,200	Administrative Support	18,200	18,200		0.00%
31	28,563	26,860	-	-	Temporary Employee	-	-		
32	2,200	1,983	5,100	5,100	Overtime	3,000	3,000		-41.18%
33	5,432	5,220	6,500	6,500	Duty Pay	6,500	6,500		0.00%
34	1,180	1,180	1,200	1,200	Cell Phone - Clothing Allowances	1,800	1,800		50.00%
35	-	-	-	-	Wellness	2,100	2,100		
36	6,766	7,420	5,900	5,800	Medicare	6,800	6,800		17.24%
37	44,542	58,290	65,800	65,000	Retirement	91,900	91,900		41.38%
38	83,828	94,366	123,100	122,300	Insurance Benefits	143,300	143,300		17.17%
39	2,902	85,902	35,600	35,600	Workers Compensation	9,700	9,700		-72.75%
40	-	-	-	-	Unemployment	-	-		
41	$ 470,660	$ 608,238	$ 628,800	$ 618,400	TOTAL PERSONNEL SERVICES	$ 699,900	$ 699,900		13.18%

Notes:

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

24 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

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

35 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

37 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

38 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

39 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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
42					***MATERIALS & SERVICES***				
43	$ 1,638	$ 5,318	$ 5,400	$ 5,400	Postage & Printing	$ 5,400	$ 5,400		0.00%
44	-	-	1,000	1,000	Concrete	1,100	1,100		10.00%
45	513	711	1,500	800	Rock & Backfill	1,500	1,500		87.50%
46	2,044	4,903	2,500	2,500	Paving	3,000	3,000		20.00%
47	3,773	3,487	4,900	4,000	Meetings, Travel & Training	5,000	5,000		25.00%
48	153	181	400	400	Public Notices	400	400		0.00%
49	299	81	1,000	-	Labor Attorney	-	-		
50	103,912	114,798	139,000	130,600	Administrative Services Charges	159,300	159,300		21.98%
51	28,975	29,272	72,300	72,300	Contractual Services	108,300	108,300		49.79%
52	5,648	7,741	10,000	10,000	Engineering Services	10,000	10,000		0.00%
53	979	839	900	800	Janitorial	900	900		12.50%
54	1,656	1,792	1,600	1,600	Utilities	1,700	1,700		6.25%
55	3,840	3,967	3,500	4,100	Storm Drain Utilities	4,200	4,200		2.44%
56	2,335	2,647	2,400	2,500	Telephone	2,500	2,500		0.00%
57	928	287	1,400	1,400	Insurance - Auto	4,800	4,800		242.86%

Notes:

42 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.

As the Storm Water Program grows and FTE are added, more administrative time is needed to manage the program.

(1)	$ 11,400	$ 9,200	City-Wide Administration	$ 27,100	$ 27,100		194.57%
(2)	3,400	3,400	City Manager	10,900	10,900		220.59%
(3)	35,900	33,700	Information Systems	24,300	24,300		-27.89%
(4)	3,700	3,700	Attorney's Office	2,800	2,800		-24.32%
(5)	3,300	3,300	City Recorder	10,500	10,500		218.18%
(6)	23,400	22,100	Human Resources	25,900	25,900		17.19%
(7)	25,800	25,700	Finance	16,200	16,200		-36.96%
(8)	32,100	29,500	Facility Maintenance	41,600	41,600		41.02%
	$ 139,000	$ 130,600	Administrative Services Charges	$ 159,300	$ 159,300		21.98%

47 Meetings, Travel & Training includes Public Works association memberships, field staff training, Red Cross training and Utility Billing staff attendance at the annual Springbrook User Group Conference, the City's utility billing software vendor.

49 Labor attorney costs are for union negotiations including dispute resolution. The City is in its second year of a three year contract with Local 320 and therefore does not anticipate a large expense for Labor Attorney costs in FY13-14.

51 $25,000 for groundwater protectiveness model, $80,000 to perform video inspection of pipelines & $3,300 for routine credit card fees.

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

57 Liability insurance includes the Storm Fund's share of auto insurance premiums. The increase over FY12-13 is in recognition of the cost to insure the Vactor Sewer Cleaner listed at a value of $240,000.

CITY OF KEIZER
ENTERPRISE FUND
STORM WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
58					***MATERIALS & SERVICES - CONTINUED***				
59	2,092	1,802	2,200	1,500	Gasoline	2,200	2,200		46.67%
60	7,509	8,588	13,000	8,500	Diesel Fuel	13,000	13,000		52.94%
61	2,037	3,005	3,000	3,000	Vehicle Maintenance	3,000	3,000		0.00%
62	18,530	10,908	14,000	5,000	Equipment Maintenance	14,000	14,000		180.00%
63	2,192	781	1,500	1,000	Storm Sewer Dumping Costs	1,500	1,500		50.00%
64	3,455	2,710	4,000	2,500	MS4 Annual Permit Renewal/UIC Registration Fees	4,000	4,000		60.00%
65	1,729	4,475	10,000	8,000	Plant Maintenance	15,300	15,300		91.25%
66	-	4,992	10,000	4,000	Pump Maintenance	10,000	10,000		150.00%
67	17,159	11,146	12,500	10,000	Operating Materials & Supplies	15,300	15,300		53.00%
68	-	19,906	20,000	20,000	Street Sweeping	110,000	95,000		375.00%
69	80	4	-	-	Medical Testing	-	-		
70	-	874	8,000	8,000	Lab Tests	8,000	8,000		0.00%
71	970	962	1,000	1,000	Consumer Confidence Report/ Public Education	1,000	1,000		0.00%
72	$ 212,446	$ 246,177	$ 347,000	$ 309,900	TOTAL MATERIALS & SERVICES	$ 505,400	$ 490,400		58.24%
73									
74					***CAPITAL OUTLAY***				
75	$ 913	$ 6,363	$ -	$ -	Field Equipment	$ 4,500	$ 4,500		
76	15,909	-	14,900	12,900	Heavy Equipment/Service Vehicle	22,500	22,500		74.42%
77	522	128,882	90,000	60,000	Storm Sewer Pipe Extension or Repair	150,000	150,000		150.00%
78	$ 17,344	$ 135,245	$ 104,900	$ 72,900	TOTAL CAPITAL OUTLAY	$ 177,000	$ 177,000		142.80%
79									
80	$ -	$ -	$ 52,600	$ -	Contingency	$ 69,100	$ 69,100		
81									
82					***FUND BALANCE***				
83	-	-	40,000	-	Committed for Storm Water Maintenance Truck	-	-		
84	398,576	388,946	181,600	416,300	Fund Balance	225,300	195,300		-53.09%
85	$ 398,576	$ 388,946	$ 221,600	$ 416,300	TOTAL FUND BALANCE	$ 225,300	$ 195,300		-53.09%
86									
87	$ 1,099,026	$ 1,378,606	$ 1,354,900	$ 1,417,500	**TOTAL REQUIREMENTS**	$ 1,676,700	$ 1,631,700		15.11%

Notes:

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

65 The additional employee added in FY13-14 will allow for more repairs and maintenance work to be completed.

68 Beginning in FY13-14 all street sweeping costs are paid from the Storm Water Fund (previously paid primarily from the Street Fund) and the Street Fund will be charged the full ESU rate rather than a reduced rate to compensate for street sweeping costs. Net impact to both funds is minimal; this change provides transparency and a better match of resources and

70 Costs include field data necessary to provide information to the groundwater protectiveness model including all shipping costs and required annual and collaborative sampling.

76 Storm Fund's share (75%) of a new vehicle addition to the fleet. The balance of the cost is paid from the Street Fund.

77 Costs restored to previous funding levels after extensions and repairs were limited in FY12-13 due to budget cuts.

80 Contingency represents 5% of budgeted expenditures.

CITY OF KEIZER
ENTERPRISE FUND
SEWER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 307,927	$ 239,892	$ 220,200	$ 234,400	*Capital Carryforward*	$ 201,400	$ 201,400		-14.08%
2									
3					*CHARGES FOR SERVICES*				
4	4,557,800	4,569,987	4,733,400	4,655,200	Salem Sewer Billing	4,888,000	4,888,000		5.00%
5	289,871	291,531	293,700	298,000	Sewer Administration Fee	298,000	298,000		0.00%
6	$ 4,847,671	$ 4,861,518	$ 5,027,100	4,953,200	TOTAL CHARGES FOR SERVICES	5,186,000	5,186,000		4.70%
7									
8					*MISCELLANEOUS*				
9	5,975	5,436	5,000	5,000	Miscellaneous	5,000	5,000		0.00%
10	491	245	400	400	Interest Earnings	400	400		0.00%
11	$ 6,466	$ 5,681	$ 5,400	$ 5,400	TOTAL MISCELLANEOUS	$ 5,400	$ 5,400		0.00%
12									
13	$ 5,162,064	$ 5,107,091	$ 5,252,700	$ 5,193,000	**TOTAL RESOURCES**	$ 5,392,800	$ 5,392,800		3.85%

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 Council passed a resolution in FY12-13 setting Keizer Sewer rate increases at 5% for the next two years which is net of the surcharge reduction. 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. FY13-14 rates are base on a net 5% rate increase effective January 2014. 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 approximately 0.5% since March 2010.

CITY OF KEIZER
ENTERPRISE FUND
SEWER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
14					**REQUIREMENTS**				
15									
16					***PERSONNEL SERVICES***				
17	$ 3,238	$ 2,695	$ 4,600	$ 4,600	Public Works Director	$ 5,100	$ 5,100		10.87%
18	4,228	3,788	4,400	-	Public Works Superintendent	2,700	2,700		
19	-	-	-	-	Community Development Staff	2,000	2,000		
20	93,126	80,149	84,700	84,700	Administrative Support	79,100	79,100		-6.61%
21	19	330	-	-	Overtime	-	-		
22	-	-	100	100	Cell Phone Stipend	100	100		0.00%
23	1,544	1,396	1,500	1,400	Medicare	1,400	1,400		0.00%
24	-	-	-	-	Wellness	500	500		
25	12,693	12,816	14,400	13,700	Retirement	15,800	15,800		15.33%
26	30,370	29,452	31,900	31,900	Insurance Benefits	31,600	31,600		-0.94%
27	255	219	300	300	Workers Compensation	300	300		0.00%
28	$ 145,473	$ 130,845	$ 141,900	$ 136,700	TOTAL PERSONNEL SERVICES	$ 138,600	$ 138,600		1.39%

Notes:

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

16 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

22 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

25 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

26 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ENTERPRISE FUND
SEWER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
29					***MATERIALS & SERVICES***				
30	$ 23,109	$ 19,582	$ 24,200	$ 24,200	Postage & Printing	$ 24,200	$ 24,200		0.00%
31	9	16	1,400	1,400	Meetings, Travel & Training	1,400	1,400		0.00%
32	-	23	100	100	Public Notices	100	100		0.00%
33	133,136	90,039	108,700	104,400	Administrative Services Charges	115,200	115,200		10.34%
34	20,481	21,221	21,200	21,200	Contractual Services	21,200	21,200		0.00%
35	4,552	1,329	5,000	5,000	Engineering Services	5,000	5,000		0.00%
36	4,595,345	4,604,839	4,780,700	4,697,600	Salem Sewer Payments	4,932,500	4,932,500		5.00%
37	-	-	1,000	1,000	Emergency Management Expense	1,000	1,000		0.00%
38	67	4,800	-	-	Miscellaneous Expense	-	-		
39	$ 4,776,699	$ 4,741,849	$ 4,942,300	$ 4,854,900	TOTAL MATERIALS & SERVICES	$ 5,100,600	$ 5,100,600		5.06%
40									
41	-	-	15,200	-	Contingency	15,300	15,300		
42									
43					***FUND BALANCE***				
44	239,892	234,397	153,300	201,400	Fund Balance	138,300	138,300		-31.33%
45									
46	$ 5,162,064	$ 5,107,091	$ 5,252,700	$ 5,193,000	**TOTAL REQUIREMENTS**	$ 5,392,800	$ 5,392,800		3.85%

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.

33 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.

(1)	$ 7,200	$ 5,800	City-Wide Administration	$ 7,800	$ 7,800		34.48%
(2)	4,200	4,200	City Manager	4,300	4,300		2.38%
(3)	22,200	20,800	Information Systems	14,500	14,500		-30.29%
(4)	4,600	4,600	Attorney's Office	3,800	3,800		-17.39%
(5)	4,100	4,100	City Recorder	4,100	4,100		0.00%
(6)	7,600	7,200	Human Resources	7,500	7,500		4.17%
(7)	48,300	48,100	Finance	61,100	61,100		27.03%
(8)	10,500	9,600	Facility Maintenance	12,100	12,100		26.04%
	$ 108,700	$ 104,400	Administrative Services Charges	$ 115,200	$ 115,200		10.34%

36 Salem Sewer Payments are pass-through expenses and approximate Salem Sewer Billing revenues in the Resources section. Some differences occur because overall collections lag amounts billed. The increase in FY13-14 is primarily due to a projected 5% rate increase effective January 2014.

41 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 Fiscal Year 13/14.

CITY OF KEIZER

CAPITAL PROJECTS FUND

SEWER RESERVE FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**RESOURCES**				
2									
3	$ 309,417	$ 54,397	$ 26,500	$ 26,000	*Capital Carryforward*	$ 11,600	$ 11,600		-55.38%
4									
5					*INTERGOVERNMENTAL*				
6	-	50,000	-	-	City of Salem Reimbursement	-	-		
7									
8					*CHARGES FOR SERVICES*				
9	4,035	14,024	13,600	25,700	Sewer System Development Fee	11,200	11,200		-56.42%
10									
11					*MISCELLANEOUS*				
12	1,295	158	100	100	Interest	100	100		0.00%
13									
14					*TRANSFER IN*				
15	-	-	37,800	37,800	Transportation Interfund Loan	-	-		
16									
17	$ 314,747	$ 118,579	$ 78,000	$ 89,600	**TOTAL RESOURCES**	$ 22,900	$ 22,900		-74.44%
18									
19					**REQUIREMENTS**				
20									
21					*CAPITAL OUTLAY*				
22	$ 260,350	$ 92,551	$ 3,000	$ 3,000	Sewer Line Extensions	$ -	$ -		-100.00%
23	-	-	75,000	75,000	Reimburse Sewer SDC Fees	-	-		-100.00%
24	-	-	-	-	Unanticipated Expense	-	-		
25	$ 260,350	$ 92,551	$ 78,000	$ 78,000	TOTAL CAPITAL OUTLAY	$ -	$ -		-100.00%
26									
27					*TRANSFER OUT*				
28	$ -	$ -	$ -	$ -	Transportation Fund Interfund Loan	$ 22,900	$ 22,900		
29									
30					*FUND BALANCE*				
31	$ 54,397	$ 26,028	$ -	$ 11,600	Fund Balances	$ -	$ -		-100.00%
32									
33	$ 314,747	$ 118,579	$ 78,000	$ 89,600	**TOTAL REQUIREMENTS**	$ 22,900	$ 22,900		-74.44%

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 Public Works Director. 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

- Purchased a new backhoe to replace a 1991 model
- City Council adopted the Updated Water Master Plan
- Completed the Water Management Plan as required by the Oregon Water Resources Department
- Completed a city-wide maintenance program for all fire hydrants
- Rehabilitated the Ridge Drive well including replacing and upsizing well pump.
- Replaced water main on Northrup Court N

Future Goals

- Replace 1998 van
- Replace water main on Northshire Court N
- Continue updating distribution system to ensure adequate volume and pressure delivery to residents

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

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 629,493	$ 613,623	$ 626,600	$ 616,600	***Working Capital Carryforward***	$ 492,600	$ 492,600		-20.11%
2									
3					***TAXES & ASSESSMENTS***				
4	705	705	700	700	Assessments	1,100	1,100		57.14%
5									
6					***LICENSES & FEES***				
7	-	62	1,000	2,800	Planning & Construction Fees	1,500	1,500		-46.43%
8	11,641	6,876	10,000	18,000	Service Fees	15,000	15,000		-16.67%
9	34,804	35,991	30,000	29,800	Diesel Fuel Sales	35,000	35,000		17.45%
10	4,980	2,755	5,000	5,000	Live Tap Reimbursement	5,000	5,000		0.00%
11	$ 51,425	$ 45,684	$ 46,000	$ 55,600	TOTAL LICENSES & FEES	$ 56,500	$ 56,500		1.62%
12									
13					***CHARGES FOR SERVICES***				
14	2,326,091	2,339,180	2,437,800	2,376,800	Water Sales	2,493,300	2,493,300		4.90%
15									
16					***MISCELLANEOUS***				
17	47	33	100	100	Assessment Interest	100	100		0.00%
18	2,659	2,159	2,000	2,000	Interest	2,000	2,000		0.00%
19	23,717	17,244	5,000	5,000	Miscellaneous	5,000	5,000		0.00%
20	$ 26,423	$ 19,436	$ 7,100	$ 7,100	TOTAL MISCELLANEOUS	$ 7,100	$ 7,100		0.00%
21									
22									
23	$ 3,034,137	$ 3,018,628	$ 3,118,200	$ 3,056,800	**TOTAL RESOURCES**	$ 3,050,600	$ 3,050,600		-0.20%

Notes:

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

14 The City anticipates a 4% water rate increase effective January 2014. This increase will allow the City to implememnt it's Water Master Plan as approved by Council in FY12-13.

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

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

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					REQUIREMENTS				
24					***PERSONNEL SERVICES***				
25	$ 29,141	$ 24,252	$ 24,700	$ 24,700	Public Works Director	$ 25,100	$ 25,100		1.62%
26	33,826	30,307	34,700	-	Public Works Superintendent	21,400	21,400		
27	504,996	495,476	524,500	524,500	Municipal Utility Workers	545,500	545,500		4.00%
28	2,266	2,266	1,900	1,900	Community Development Staff	2,000	2,000		5.26%
29	103,062	81,570	84,900	84,900	Administrative Support	81,300	81,300		-4.24%
30	6,072	-	-	-	Seasonal Help	-	-		
31	20,236	17,179	29,200	29,200	Overtime	25,000	25,000		-14.38%
32	9,776	10,740	14,000	14,000	Duty Pay	13,000	13,000		-7.14%
33	4,260	3,860	6,500	6,500	Cell Phone/Clothing Allowance	8,100	8,100		24.62%
34	-	-	-	-	Wellness	3,300	3,300		
35	11,331	10,448	10,400	10,400	Medicare	10,900	10,900		4.81%
36	89,227	92,345	108,500	105,400	Retirement	135,200	135,200		28.27%
37	180,686	189,485	219,000	212,300	Insurance Benefits	228,300	228,300		7.54%
38	2,172	14,620	16,200	16,200	Unemployment	13,200	13,200		-18.52%
39	6,222	11,210	8,200	8,200	Workers Compensation	11,400	11,400		39.02%
40	$ 1,003,273	$ 983,758	$ 1,082,700	$ 1,038,200	TOTAL PERSONNEL SERVICES	$ 1,123,700	$ 1,123,700		8.24%

Notes:

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

24 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

34 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

37 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

39 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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
41					***MATERIALS & SERVICES***				
42	$ 27,340	$ 18,269	$ 27,000	$ 27,000	Postage & Printing	$ 27,000	$ 27,000		0.00%
43	9,409	7,205	9,500	10,000	Concrete	10,000	10,000		0.00%
44	6,283	3,044	5,500	5,000	Rock & Backfill	5,500	5,500		10.00%
45	13,140	15,887	10,000	15,000	Paving	16,500	16,500		10.00%
46	21,746	17,153	15,000	17,000	Sequestering Agent	28,000	28,000		64.71%
47	10,073	7,250	10,000	10,000	Fluoride	10,000	10,000		0.00%
48	14,689	11,448	15,800	14,400	Meetings, Travel & Training	15,800	15,800		9.72%
49	46	205	300	300	Public Notices	300	300		0.00%
50	2,732	44,040	1,500	1,500	Labor Attorney	1,500	1,500		0.00%
51	283,603	222,965	232,100	217,900	Administrative Services Charges	298,800	298,800		37.13%
52	30,308	18,280	65,900	58,000	Contractual Services	25,000	25,000		-56.90%
53	716	522	1,000	2,000	Flagging	1,500	1,500		-25.00%
54	20,323	6,269	20,000	10,000	Engineering Services	20,000	20,000		100.00%
55	3,219	2,885	3,600	2,800	Janitorial	3,000	3,000		7.14%
56	184,558	200,530	214,500	205,000	Electricity	211,000	211,000		2.93%
57	2,711	1,160	2,000	2,200	Natural Gas	2,200	2,200		0.00%
58	6,803	6,191	7,000	6,500	Telephone	6,500	6,500		0.00%

Notes:

46 The increase in cost over FY12-13 is for adding Sequestering Agent to Keizer Station and City Hall wells.

50 Labor attorney costs are for union negotiations including dispute resolution. The City is in its second year of a three year contract with Local 320 and therefore does not anticipate a large expense for Labor Attorney costs in FY13-14.

51 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.
Adminstrative cost increases in the Water Fund are primarily due to reallocation of expenses in line with FTE and are more reflective of amounts charged in FY10-11.

(1)	$ 21,400	$ 17,200	City-Wide Administration	$ 43,500	$ 43,500		152.91%
(2)	7,200	7,200	City Manager	18,200	18,200		152.78%
(3)	51,900	48,700	Information Systems	43,700	43,700		-10.27%
(4)	8,000	8,000	Attorney's Office	6,300	6,300		-21.25%
(5)	7,100	7,100	City Recorder	17,500	17,500		146.48%
(6)	40,700	38,500	Human Resources	41,600	41,600		8.05%
(7)	39,900	39,800	Finance	61,100	61,100		53.52%
(8)	55,900	51,400	Facility Maintenance	66,900	66,900		30.16%
	$ 232,100	$ 217,900	Administrative Service Charges	$ 298,800	$ 298,800		37.13%

52 $11,000 for Temp Employee, $9,000 for routine costs based on history, and $5,000 for hydrant painting.

56 FY12-13 costs assume a 3% increase for potential increase in water production.

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
59					***MATERIALS & SERVICES - CONTINUED***				
59	2,944	1,989	10,000	6,000	Telemetry	10,000	10,000		66.67%
60	3,720	5,525	5,600	5,000	Insurance - Auto	6,400	6,400		28.00%
61	15,289	17,798	16,500	16,500	Gasoline	17,500	17,500		6.06%
62	43,336	41,165	45,000	45,000	Diesel Fuel	48,000	48,000		6.67%
63	15,164	11,433	12,000	15,000	Vehicle Maintenance	15,000	15,000		0.00%
64	9,437	6,869	15,000	8,000	Equipment Maintenance	12,000	12,000		50.00%
65	45,365	34,816	45,000	45,000	Plant Maintenance	45,000	45,000		0.00%
66	2,175	4,370	10,000	11,000	Live Taps	10,000	10,000		-9.09%
67	20,426	9,908	25,000	12,000	Pump House Maintenance	15,000	15,000		25.00%
68	27,512	70,385	65,000	40,000	Pump Maintenance	65,000	65,000		62.50%
69	27,696	24,696	30,000	26,000	Operating Materials & Supplies	30,000	30,000		15.38%
70	110	17	500	500	Medical Testing	500	500		0.00%
71	10,109	16,850	20,000	20,000	Water Mains	20,000	20,000		0.00%
72	4,275	4,275	1,100	1,100	Well Property Lease	-	-		-100.00%
73	36,954	35,643	43,500	43,500	Lab Tests	58,500	58,500		34.48%
74	33,209	33,280	33,500	33,500	Contract Meter Reading	33,500	33,500		0.00%
75	7,269	7,469	10,000	8,000	Consumer Confidence Report/ Public Education	10,000	10,000		25.00%
76	136	9,782	10,000	9,500	Miscellaneous	1,000	1,000		-89.47%
77	$ 942,825	$ 919,573	$ 1,038,400	$ 950,200	TOTAL MATERIALS & SERVICES	$ 1,080,000	$ 1,080,000		13.66%
78									
79					***CAPITAL OUTLAY***				
80	$ 1,679	$ 12,639	$ 5,500	$ 6,500	Field Equipment	$ 5,000	$ 5,000		-23.08%
81	12,753	6,493	15,000	15,000	Water Meters	20,000	20,000		33.33%
82	-	-	31,500	31,500	Acquisition & Development	-	-		
83	29,214	-	80,300	69,800	Heavy Equipment	33,000	33,000		-52.72%
84	$ 43,646	$ 19,132	$ 132,300	$ 122,800	TOTAL CAPITAL OUTLAY	$ 58,000	$ 58,000		-52.77%

Notes:

60 Liability insurance is for the Water Fund's share of auto insurance premiums. The increase is primarily due to a reallocation of insurance premium expenses reflective of the Water Fund's portion of the City's vehicle fleet.

72 The City purchased the Well property from the Lyon's Club in FY12-13 cancelling this lease.

76 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.

80 Filed equipment includes $2000 for a plate compactor and $3000 for routine equipment replacement.

83 Heavy equipment in FY13-14 is for a full size pickup to replace the 1998 cargo van and includes cost of lights and boxes.

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
85									
86					***DEBT SERVICE***				
87	$ 150,000	$ 155,000	$ 165,000	$ 165,000	Principal	$ 170,000	$ 170,000		3.03%
88	80,770	74,518	68,000	68,000	Interest	61,100	61,100		-10.15%
89	$ 230,770	$ 229,518	$ 233,000	$ 233,000	TOTAL DEBT SERVICE	$ 231,100	$ 231,100		-0.82%
90									
91	-	-	79,100	-	Contingency	113,100	113,100		
92									
93					***TRANSFERS OUT***				
94	200,000	250,000	220,000	220,000	Transfer to Water Facility Replacement Reserve	48,900	48,900		-77.77%
95	$ 200,000	$ 250,000	$ 220,000	$ 220,000	TOTAL TRANSFERS OUT	$ 48,900	$ 48,900		-77.77%
96									
97					***FUND BALANCE***				
98	613,623	616,647	332,700	492,600	Fund Balance	395,800	395,800		-19.65%
99									
100	$ 3,034,137	$ 3,018,628	$ 3,118,200	$ 3,056,800	**TOTAL REQUIREMENTS**	$ 3,050,600	$ 3,050,600		-0.20%

Notes:

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

	Principal	Interest
09/01/13	$ 170,000	$ 32,288
03/01/14		28,803
09/01/14	180,000	28,803
03/01/15		25,113
09/01/15	185,000	25,113
03/01/16		21,320
09/01/16	190,000	21,320
03/01/17		17,425
09/01/17	200,000	17,425
03/01/18		13,325
09/01/18	210,000	13,325
03/01/19		9,020
09/01/19	215,000	9,020
03/01/20		4,613
09/01/20	225,000	4,613
Cumulative	$ 1,575,000	$ 271,523

91 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.

94 The transfer from the Water Fund to the Water Facility Replacement Reserve is significantly reduced in FY13-14. The City intends to finance its capital improvements over the next several years to help smooth its rate slope.

98 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 2013/2014 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 2012 Water System Master Plan Update Capital Improvement Plan.

Projects Completed Fiscal Year 2012/2013

- Constructed New Pump Station at Lacey Court

Capital Improvements Planned Fiscal Year 2013/2014

- Construct Wiessner/Ridge Drive Loop Waterline
- Install “Jockey” Pump at the Reitz Pump Station
- Install Standby Generator and Automatic Transfer Switch at Reitz Pump Station

CITY OF KEIZER
CAPITAL PROJECTS FUND
WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 1,364,370	$ 933,710	$ 758,700	$ 783,600	***Capital Carryforward***	$ 641,400	$ 641,400		-18.15%
2									
3					***TAXES & ASSESSMENTS***				
4	4,711	-	-	-	Assessments	-	-		
5									
6					***CHARGES FOR SERVICES***				
7	19,104	17,483	23,100	23,100	System Development Charges	18,300	18,300		-20.78%
8									
9					***DEBT PROCEEDS***				
10	-	-	-	-	Bank Loan	200,000	200,000		
11									
12					***MISCELLANEOUS***				
13	5,931	3,041	3,200	3,200	Interest	3,200	3,200		0.00%
14	-	-	36,500	36,500	Miscellaneous	-	-		-100.00%
15	$ 5,931	$ 3,041	$ 39,700	$ 39,700	TOTAL MISCELLANEOUS	$ 3,200	$ 3,200		-91.94%
16									
17					***TRANSFERS***				
18	200,000	250,000	220,000	220,000	Transfer from Water Fund	48,900	48,900		-77.77%
19	$ 200,000	$ 250,000	$ 220,000	$ 220,000	TOTAL TRANSFERS IN	$ 48,900	$ 48,900		-77.77%
20									
21	$ 1,594,116	$ 1,204,234	$ 1,041,500	$ 1,066,400	**TOTAL RESOURCES**	$ 911,800	$ 911,800		-14.50%

Notes:

7 System Development Fees are based on 20 Single Family dwelling units.

10 The City intends to finance its capital improvements over the next several years to help smooth its rate slope.

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

14 FY12-13 reimbursement from Transit for the elevated storage tank on the tribes property.

18 The transfer from the Water Fund to the Water Facility Replacement Reserve is significantly reduced in FY13-14. The City intends to finance its capital improvements over the next several years to help smooth its rate slope.

CITY OF KEIZER
CAPITAL PROJECTS FUND
WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
22					**REQUIREMENTS**				
23									
24					*CAPITAL OUTLAY*				
25	$ 384,559	$ 420,519	$ 450,000	$ 425,000	Supply/Treatment	$ 39,600	$ 39,600		-90.68%
26	275,847	78	-	-	Transmission & Distribution Mains	439,200	439,200		
27	-	-	-	-	General Plant	132,000	132,000		
28	-	-	-	-	Storage	-	-		
29	-	-	75,000	-	Unanticipated Expenses	61,000	61,000		
30	$ 660,406	$ 420,597	$ 525,000	$ 425,000	TOTAL CAPITAL OUTLAY	$ 671,800	$ 671,800		58.07%
31									
32					*FUND BALANCE*				
33	$ -	$ -	$ 234,100	$ 234,100	Restricted for Debt Service Requirements	$ 234,100	$ 234,100		0.00%
34	933,710	783,637	282,400	407,300	Fund Balance	5,900	5,900		-98.55%
35	$ 933,710	$ 783,637	$ 516,500	$ 641,400	TOTAL FUND BALANCE	$ 240,000	$ 240,000		-62.58%
36									
37	$ 1,594,116	$ 1,204,234	$ 1,041,500	$ 1,066,400	**TOTAL REQUIREMENTS**	$ 911,800	$ 911,800		-14.50%

Notes:

25 Cost of Jockey Pump at Reitz

26 Cost of Wiessner/Ridge loop water line

27 Cost of standby generator and automatic transfer switch at Reitz

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

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ 259,359	$ 301,682	$ 317,900	$ 297,400	*Capital Carryforward*	$ 291,800	$ 291,800		-1.88%
2									
3					*TAXES & ASSESSMENTS*				
4	457,697	426,494	400,000	409,900	Lighting District Assessments	409,900	409,900		0.00%
5									
6					*MISCELLANEOUS*				
7	1,601	1,154	1,000	1,000	Interest Earnings/Miscellaneous	1,000	1,000		0.00%
8	$ 718,657	$ 729,330	$ 718,900	$ 708,300	**TOTAL RESOURCES**	$ 702,700	$ 702,700		-0.79%

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. Staff do not anticipate an increase in cost reimbursements for FY13-14.

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

9					**REQUIREMENTS**				
10									
11					*PERSONNEL SERVICES*				
12	$ 5,396	$ 4,491	$ 4,600	$ 4,600	Public Works Director	$ 5,100	$ 5,100		10.87%
13	4,228	3,788	4,400	-	Public Works Superintendent	2,700	2,700		
14	4,815	4,338	4,600	4,600	Administrative Support Staff	4,700	4,700		2.17%
15	-	-	-	-	Cell Phone Stipend	100	100		
16	-	-	-	-	Wellness	100	100		
17	219	274	300	200	Medicare	200	200		0.00%
18	2,001	1,810	2,400	1,700	Retirement	2,400	2,400		41.18%
19	2,683	2,805	3,200	3,200	Insurance Benefits	3,200	3,200		0.00%
20	67	87	200	200	Workers Compensation	200	200		0.00%
21	$ 19,409	$ 17,593	$ 19,700	$ 14,500	TOTAL PERSONNEL SERVICES	$ 18,700	$ 18,700		28.97%

Notes:

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

11 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

16 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

18 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

19 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ENTERPRISE FUND
STREET LIGHTING DISTRICT FUND

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
22					***MATERIALS & SERVICES***				
23	$ 273	$ 390	$ 300	$ 300	Public Notices	$ 300	$ 300		0.00%
24	34,491	20,048	22,200	21,600	Administrative Services Charges	14,400	14,400		-33.33%
25	-	-	3,000	500	Engineering Costs	3,000	3,000		500.00%
26	356,610	385,812	379,100	379,100	Lighting Costs	379,100	379,100		0.00%
27	5,891	8,125	5,100	500	Street Lighting Maintenance - Keizer Station Area A	5,100	5,100		920.00%
28	301	-	-	-	Miscellaneous Expense	-	-		
29	$ 397,566	$ 414,375	$ 409,700	$ 402,000	TOTAL MATERIALS & SERVICES	$ 401,900	$ 401,900		-0.02%
30									
31	$ -	$ -	$ 21,500	$ -	Contingency	$ 21,000	$ 21,000		
32									
33					***FUND BALANCE***				
34	-	-	19,500	19,500	Restricted for Pole Replacement at Keizer Station Area A	23,400	23,400		20.00%
35	-	-	10,000	10,000	Restricted for Pole Replacement for Option B Districts	10,000	10,000		0.00%
36	301,682	297,362	238,500	262,300	Fund Balance	227,700	227,700		-13.19%
37	$ 301,682	$ 297,362	$ 268,000	$ 291,800	TOTAL FUND BALANCE	$ 261,100	$ 261,100		-10.52%
38									
39	$ 718,657	$ 729,330	$ 718,900	$ 708,300	**TOTAL REQUIREMENTS**	$ 702,700	$ 702,700		-0.79%

Notes:

23 Public notice costs are for annual Street Lighting District Assessments submitted on the tax roles.

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 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.

(1)	$ 1,900	$ 1,500	City-Wide Administration	$ 900	$ 900	-40.00%
(2)	1,400	1,400	City Manager	800	800	-42.86%
(3)	1,900	1,800	Information Systems	1,200	1,200	-33.33%
(4)	1,500	1,500	Attorney's Office	1,300	1,300	-13.33%
(5)	1,300	1,300	City Recorder	800	800	-38.46%
(6)	1,000	1,000	Human Resources	900	900	-10.00%
(7)	11,800	11,800	Finance	7,100	7,100	-39.83%
(8)	1,400	1,300	Facility Maintenance	1,400	1,400	7.69%
	$ 22,200	$ 21,600	Administrative Services Charges	$ 14,400	$ 14,400	-33.33%

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

31 Contingency is 5% of total expenses.

34 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.

35 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. Rental fees are used to cover the operation and management of the Center. During the last fiscal year, the Center hosted a variety of events. During the week, the Center is in use by many of our City Committees and local community groups such as Keizer Communicators, Wilark Park Garden Club, and Keizer Young Life. On weekends, the Center has served as venues for weddings, quinceaneras, fundraising events, and high school proms. The City has also offered the venue for little or no cost to Keizer Parks Foundation, Keizer Chamber of Commerce, Good Vibrations, Festival of Lights, and Keizer Homegrown Theater, to name a few.

During the last few years, staff has been working to separate the operation of the Center to make it self -sustaining. Each year, we have a better understanding of the utilities, janitorial, and associated costs needed to run the Center. City staff has managed the scheduling and coordination of the facility, which includes logistical needs such as room sets, security, janitorial, A/V, and catering services. We have utilized temporary event hosts to be on hand at events to provide service to the customers as well as preserving the City's asset. Very little marketing has been used to promote the use of the center. Most reservations occur from those who attend events at the center or word of mouth. We believe, with a little marketing of our facility, the use will increase. Therefore, you will see the addition of an Event Center Coordinator in this year's budget; for which a portion of salary will be commission based. We believe the Coordinator position will bring more business to the Center as well as the expertise necessary to manage the day-to-day operation of the Center.

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**RESOURCES**				
2									
3	$ 7,038	$ 25,580	$ 16,300	$ 24,800	***WORKING CAPITAL CARRYFORWARD***	$ 7,500	$ 7,500		-69.76%
4									
5					***TAXES***				
6	-	11,414	11,600	3,000	Hotel/Motel Tax	-	-		-100.00%
7	$ -	$ 11,414	$ 11,600	$ 3,000	TOTAL TAXES	$ -	$ -		-100.00%
8									
9					***CHARGES FOR SERVICES***				
10	85,532	93,384	75,000	85,200	Rental Fees	195,000	173,000		103.05%
11	$ 85,532	$ 93,384	$ 75,000	$ 85,200	TOTAL CHARGES FOR SERVICES	$ 195,000	$ 173,000		103.05%

Notes:

6 The City stopped receiving Hotel/Motel Tax revenues in FY12-13 when the City's only Hotel filed Chapter 11 bankruptcy protection. Should the City begin receiving these revenues in FY13-14 staff recommends retaining these funds in the General Fund to support Community Events and specific Chamber of Commerce expenses.

10 Anticipate Rental Fees will increase significantly with a full-time commission based employee on staff to market and manage the Community Center.

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
12									
13					***MISCELLANEOUS***				
14	10,000	10,000	10,000	10,000	Donations	10,000	10,000		0.00%
15	201	75	100	100	Interest	100	100		0.00%
16	$ 10,201	$ 10,075	$ 10,100	$ 10,100	TOTAL MISCELLANEOUS REVENUE	$ 10,100	$ 10,100		0.00%
17									
18					***TRANSFERS***				
19	-	-	70,000	48,600	Transfer from General Fund	-	-		-100.00%
20	$ -	$ -	$ 70,000	$ 48,600	TOTAL TRANSFERS IN	$ -	$ -		-100.00%
21									
22	$ 102,771	$ 140,453	$ 183,000	$ 171,700	**TOTAL RESOURCES**	$ 212,600	$ 190,600		11.01%

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 to FY11-12	$60,000	$81,182	actual
FY12-13	10,000	9,800	projected
FY13-14	10,000	0	budgeted
Cumulative	$80,000	$90,982	

19 Beginning with FY13-14 the City strives to run a financially self-sustaining Community Center. Therefore, no general fund resources are allocated to this fund.

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
23					**REQUIREMENTS**				
24									
25					***PERSONNEL SERVICES***				
26	$ -	$ -	$ -	$ -	Event Center Coordinator	$ 40,800	$ 25,800		
27	-	-	-	-	Revenue Benchmark Incentive	-	7,500		
28	3,479	980	2,000	2,000	Overtime Costs	-	-		-100.00%
29	-	-	-	-	Cell Phone Stipend	700	700		
30	-	-	-	-	Wellness	300	-		
31	-	100	100	100	Medicare	800	600		500.00%
32	-	829	1,000	1,000	Retirement (EC Coordinator)	7,200	3,400		240.00%
33	-	-	-	-	FICA (Temporary Help)	1,400	1,400		
34	-	-	-	-	Insurance Stipend	14,200	4,000		
35	-	228	100	100	Workers Compensation	200	200		100.00%
36	3,346	11,945	10,000	10,000	Temporary Help	10,000	10,000		0.00%
37	-	78	200	200	Unemployment	-	-		-100.00%
38	$ 6,825	$ 14,160	$ 13,400	$ 13,400	TOTAL PERSONNEL SERVICES	$ 75,600	$ 53,600		300.00%

Notes:

26 The Event Center Coordinator is a newly established limited duration position. The responsibilities include marketing and managing the Community Center.

27 Revenue Benchmark Incentive to be paid quarterly if Event Center Coordinator meets Revenue Benchmarks at the end of each quarter. Anticipate Coordinator to be hired in September 2013, therefore three quarters are budgeted for FY13-14. Quarterly revenues need to exceed the historical three-year quarterly average by $30,000 per quarter for the $2,500 incentive to be paid.

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

32 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

34 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

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

CITY OF KEIZER
ENTERPRISE FUND
COMMUNITY CENTER

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
39									
40					***MATERIALS & SERVICES***				
41	$ -	$ 172	$ -	$ 200	Materials & Supplies	$ 300	$ 300		50.00%
42	-	41	-	-	Legal Notices	100	100		
43	863	89,102	123,500	121,400	Administrative Services Fund	95,100	95,100		-21.66%
44	4,346	5,618	8,000	8,000	Contractual Services	8,000	8,000		0.00%
45	289	3,977	4,000	4,000	Janitorial Services	4,000	4,000		0.00%
46	-	-	4,300	4,400	Utilities	5,500	5,500		25.00%
47	-	571	3,000	3,000	Janitorial Supplies	3,000	3,000		0.00%
48	$ 5,498	$ 99,481	$ 142,800	$ 141,000	TOTAL MATERIALS & SERVICES	$ 116,000	$ 116,000		-17.73%

Notes:

41 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 FY12-13 to FY13-14 is primarily due to the reduction in the City Recorder's time managing the community center due the hiring of a new Event Center Coordinator.

(1)	$ 6,700	$ 5,400	City-Wide Administration	$ 5,900	$ 5,900		9.26%
(2)	4,800	4,800	City Manager	4,200	4,200		-12.50%
(3)	5,200	4,900	Information Systems	8,900	8,900		81.63%
(4)	5,300	5,300	Attorney's Office	5,200	5,200		-1.89%
(5)	46,500	46,500	City Recorder	10,700	10,700		-76.99%
(6)	3,900	3,600	Human Resources	5,600	5,600		55.56%
(7)	46,100	46,000	Finance	45,600	45,600		-0.87%
(8)	5,300	4,900	Facility Maintenance	9,000	9,000		83.67%
	$ 123,800	$ 121,400	Administrative Services Charges	$ 95,100	$ 95,100		-21.66%

46 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. In FY13-14 utilities increases to cover the Community Center's cost for garbage service.

47 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
49					***CAPITAL OUTLAY***				
50	43	1,998	9,800	9,800	Furnishings & Fixtures	-	-		-100.00%
51	$ 43	$ 1,998	$ 9,800	$ 9,800	TOTAL CAPITAL OUTLAY	$ -	$ -		-100.00%
52									
53					***DEBT SERVICE***				
54	323	-	-	-	Interest on Interfund Loan	-	-		
55	64,502	-	-	-	Repay Transportation Fund Loan	-	-		
56	$ 64,825	$ -	$ -	$ -	TOTAL DEBT SERVICE	$ -	$ -		
57									
58	-	-	5,000	-	Contingency	5,000	5,000		
59									
60	25,580	24,814	12,000	7,500	Fund Balance	16,000	16,000		113.33%
61									
62	$ 102,771	$ 140,453	$ 183,000	$ 171,700	**TOTAL REQUIREMENTS**	$ 212,600	$ 190,600		11.01%

Notes:

60 Fund balance represents a 30-day cash supply to provide working capital necessary to operate the Community Center which is essential due to the seasonal nature of rental fees.

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, City Attorney's Office, City Recorder's Department, Human Resources Department, Finance Department, Information Systems 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, Network Administration (except hardware and software expenses) 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 Attorney's Office and City Recorder's Department, are based on effort staff expects to expend in each program for the upcoming year. Finance Department costs are based on the average of the previous year's audited revenues and expenses. Computer software and hardware is based on approved budgeted expenditures for each department.

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ (26,502)	$ 23,822	$ 18,300	$ 63,700	Working Capital Carryforward	$ -	$ -		-100.00%
2									
3					***CHARGES FOR SERVICES***				
4	1,984,421	2,035,428	2,257,900	2,100,200	Charges for Services	2,358,000	2,358,000		12.28%
5									
6					***MISCELLANEOUS***				
7	23,500	229	700	5,500	Miscellaneous Revenue	1,700	1,700		-69.09%
8	23,500	229	700	5,500	TOTAL MISCELLANEOUS REVENUE	1,700	1,700		-69.09%
9									
10	$ 1,981,419	$ 2,059,479	$ 2,276,900	$ 2,169,400	**TOTAL RESOURCES**	$ 2,359,700	$ 2,359,700		8.78%
11									
12									
13					**ALLOCATION BY FUND**				
14			$ 1,365,200	$ 1,290,100	General Fund	$ 1,432,100	$ 1,432,100		11.01%
15			123,800	121,400	Community Center Fund	95,100	95,100		-21.66%
16			135,500	129,100	Street Fund	109,400	109,400		-15.26%
17			108,700	104,400	Sewer Fund	115,200	115,200		10.34%
18			232,100	217,900	Water Fund	298,800	298,800		37.13%
19			22,200	21,600	SLD Fund	14,400	14,400		-33.33%
20			139,000	130,600	Storm Water	159,300	159,300		21.98%
21			86,700	85,200	Urban Renewal Agency	118,300	118,300		38.85%
22			13,900	(100)	Resources, Rounding & Reserves	15,400	15,400		
23			$ 2,227,100	$ 2,100,200	Total Allocation by Fund	$ 2,358,000	$ 2,358,000		12.28%

CITY OF KEIZER

ADMINISTRATIVE SERVICE FUND SUMMARY

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
24									
25					**REQUIREMENTS**				
26									
27					*EXPENDITURES*				
28					**Personnel Services**				
29	$ 167,347	$ 173,457	$ 183,300	$ 183,300	City Manager	$ 197,200	$ 197,200		7.58%
30	210,671	215,963	230,100	230,100	City Attorney's Office	246,800	246,800		7.26%
31	165,001	170,148	180,200	180,200	City Recorder's Office	188,700	188,700		4.72%
32	196,282	202,440	219,300	219,000	Human Resources	233,500	233,500		6.62%
33	354,529	360,883	381,000	381,000	Finance	400,000	400,000		4.99%
34	182,294	100,808	90,100	90,100	Information Systems	96,500	96,500		7.10%
35	64,947	60,697	81,000	64,500	Facility Maintenance	83,500	83,500		29.46%
36	$ 1,341,071	$ 1,284,396	$ 1,365,000	$ 1,348,200	TOTAL PERSONNEL SERVICES	$ 1,446,200	$ 1,446,200		7.27%
37									
38					**Materials & Services**				
39	$ 190,086	$ 200,174	$ 265,200	$ 258,200	General Administration	$ 196,000	$ 196,000		-24.09%
40	4,015	3,292	5,300	5,300	City Manager	5,300	5,300		0.00%
41	145,996	144,962	178,200	158,500	Information Systems	158,300	158,300		-0.13%
42	5,177	4,330	12,300	12,300	City Attorney's Office	13,200	13,200		7.32%
43	4,686	2,973	5,800	5,800	City Recorder's Office	5,800	5,800		0.00%
44	16,026	25,817	36,200	22,700	Human Resources	34,500	34,500		51.98%
45	28,174	28,067	30,500	29,200	Finance	30,500	30,500		4.45%
46	172,496	188,543	185,700	195,300	Facility Maintenance	195,100	195,100		-0.10%
47	$ 566,656	$ 598,158	$ 719,200	$ 687,300	TOTAL MATERIALS & SERVICES	$ 638,700	$ 638,700		-7.07%

CITY OF KEIZER

ADMINISTRATIVE SERVICE FUND SUMMARY

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
48									
49					**Capital Outlay**				
50	$ -	$ -	$ 1,000	$ -	General Administration	$ 1,000	$ 1,000		
51	43,344	113,187	57,400	57,400	Information Systems	58,700	58,700		2.26%
52	6,526	-	13,300	1,200	Facilities Improvements	25,000	25,000		1983.33%
53	$ 49,870	$ 113,187	$ 71,700	$ 58,600	TOTAL CAPITAL OUTLAY	$ 84,700	$ 84,700		44.54%
54									
55	$ 1,957,597	$ 1,995,741	$ 2,155,900	$ 2,094,100	TOTAL EXPENDITURES	$ 2,169,600	$ 2,169,600		3.61%
56									
57					***CONTINGENCY***				
58	$ -	$ -	$ 85,300	$ 75,300	Restricted for Civic Center Improvements	$ 140,400	$ 140,400		86.45%
59	-	-	-	-	Restricted for Liability Retro Plan	47,800	47,800		
60	$ -	$ -	$ 85,300	$ 75,300	TOTAL CONTINGENCY	$ 188,200	$ 188,200		149.93%
61									
62					***FUND BALANCE***				
63	23,822	63,738	35,700	-	Fund Balances	1,900	1,900		
64	$ 23,822	$ 63,738	$ 35,700	$ -	TOTAL FUND BALANCE	$ 1,900	$ 1,900		
65									
66									
67	$ 1,981,419	$ 2,059,479	$ 2,276,900	$ 2,169,400	**TOTAL REQUIREMENTS**	$ 2,359,700	$ 2,359,700		8.78%
					SUMMARY OF COSTS BY DEPARTMENT				
			$ 266,200	$ 258,200	Administration	$ 244,800	$ 244,800		-5.19%
			188,600	188,600	City Manager	202,500	202,500		7.37%
			242,400	242,400	City Attorney	260,000	260,000		7.26%
			186,000	186,000	City Recorder	194,500	194,500		4.57%
			255,500	241,700	Human Resources	268,000	268,000		10.88%
			411,500	410,200	Finance	430,500	430,500		4.95%
			325,700	306,000	Information Systems	313,500	313,500		2.45%
			365,300	336,300	Facilities	444,000	444,000		32.02%
			35,700	-	Fund Balance	1,900	1,900		
			$ 2,276,900	$ 2,169,400	**TOTAL ADMINISTRATIVE SERVICES**	$ 2,359,700	$ 2,359,700		8.78%

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY-WIDE ADMINISTRATION

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ (26,812)	$ 23,822	$ 18,300	$ 50,100	Working Capital Carryforward	$ -	$ -		-100.00%
2									
3	49	229	200	5,500	Miscellaneous (including Interest)	1,700	1,700		-69.09%
4									
5					**REQUIREMENTS**				
6									
7					***MATERIALS & SERVICES***				
8	$ 19,222	$ 20,404	$ 22,000	$ 17,000	Office Materials & Supplies	$ 17,000	$ 17,000		0.00%
9	19,562	18,865	18,300	17,800	Postage & Printing	18,200	18,200		2.25%
10	50,034	48,087	49,700	49,700	Association Memberships	49,000	49,000		-1.41%
11	5,040	3,251	7,000	7,000	City Council Expenses	7,000	7,000		0.00%
12	545	566	800	800	Committee Meeting Expense	800	800		0.00%
13	538	269	2,000	1,000	Public Notices	1,000	1,000		0.00%
14	610	736	1,000	1,000	Contractual Services	1,000	1,000		0.00%
15	93,850	107,996	163,400	163,400	Liability Insurance	101,500	101,500		-37.88%
16	685	-	1,000	500	Miscellaneous Expense	500	500		0.00%
17	$ 190,086	$ 200,174	$ 265,200	$ 258,200	TOTAL MATERIALS & SERVICES	$ 196,000	$ 196,000		-24.09%

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 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. FY13-14 projections expect premium rates to increase 9% over FY12-13. 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.

In FY12-13 the City was notified of pending litigation on a liability claim and the full Liability Contingency reserve was appropriated to cover the potential loss.

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

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY-WIDE ADMINISTRATION

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
18					***CAPITAL OUTLAY***				
19	$ -	$ -	$ 1,000	$ -	Office Furniture & Equipment	$ 1,000	$ 1,000		
20	$ -	$ -	$ 1,000	$ -	TOTAL CAPITAL OUTLAY	$ 1,000	$ 1,000		
21									
22					***CONTINGENCY***				
23	$ -	$ -	$ -	$ -	Liability Retro Plan	$ 47,800	$ 47,800		
24									
25	$ 190,086	$ 200,174	$ 266,200	$ 258,200	**TOTAL REQUIREMENTS**	$ 244,800	$ 244,800		-5.19%

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

$ 178,800	$ 143,600	General Fund	$ 144,900	$ 144,900		0.91%
6,700	5,400	Community Center Fund	5,900	5,900		9.26%
20,100	16,100	Street Fund	10,500	10,500		-34.78%
7,200	5,800	Sewer Fund	7,800	7,800		34.48%
21,400	17,200	Water Fund	43,500	43,500		152.91%
1,900	1,500	SLD Fund	900	900		-40.00%
11,400	9,200	Storm Water	27,100	27,100		194.57%
4,800	3,900	Urban Renewal	2,500	2,500		-35.90%
13,800	55,600	Resources	1,700	1,700		-96.94%
100	(100)	Rounding				-200.00%
$ 266,200	$ 258,200	TOTAL EXPENDITURES BY FUND	$ 244,800	$ 244,800		-5.15%

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."

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) 2012-13 was a year of rebuilding our budget after some modest gains in economic conditions. Certain key revenues, specifically franchise fees, continued to perform below their level of several years ago, but are showing signs of stabilizing and beginning to rise again. We firmly believe that the recession has hit bottom and will continue to improve in the years to come, though the immediate future will still require restraint and keen fiscal planning so as to preserve our core services and strong financial standing. As always, conservative fiscal planning has and will continue to serve Keizer well now and into the future.

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. In the FY 2012-13 budget, we began the process of restoring some of these reductions and, though we must continue to carefully monitor our fiscal condition, we are hoping to begin restoring some of those lost positions in the years to come. The following areas are a sample of the indicators of a recovering economy and

- Keizer Station Area A appears to be recovering from the economic downturn with several new stores and restaurants either recently opened or currently under construction.
- The City has seen some modest subdivision activity this last year and is also seeing some significant investment along the river road corridor by the Catholic Church, a new private proposed multi-million dollar memory care facility, and other private investments in stores, restaurants, etc.
- The City's long-range financial plan has proven to be an accurate tool for guiding our budgeting decisions.
- The Community Center has become a steady source of activity at the Civic Center. 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.
- 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, though we will continue to watch then carefully.

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.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY MANAGER'S OFFICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					***PERSONNEL SERVICES***				
4	$ 123,651	$ 123,651	$ 130,500	$ 130,500	City Manager	$ 137,100	$ 137,100		5.06%
5	4,200	4,550	4,200	4,200	Vehicle Allowance	4,200	4,200		0.00%
6	110		-	-	Cell Phone Stipend	-	-		
7	-	-	-	-	Wellness	300	300		
8	1,958	1,972	2,100	2,100	Medicare	2,200	2,200		4.76%
9	24,186	29,143	30,300	30,300	Retirement	36,400	36,400		20.13%
10	13,125	14,025	16,000	16,000	Insurance Benefits	16,900	16,900		5.63%
11	117	116	200	200	Workers Compensation	100	100		-50.00%
12	$ 167,347	$ 173,457	$ 183,300	$ 183,300	TOTAL PERSONNEL SERVICES	$ 197,200	$ 197,200		7.58%

Notes:

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

3 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

7 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

9 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary

10 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY MANAGER'S OFFICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
13									
14					***MATERIALS & SERVICES***				
15	$ 3,715	$ 2,992	$ 5,000	$ 5,000	Meetings, Travel & Training	$ 5,000	$ 5,000		0.00%
16	300	300	300	300	Liability Insurance	300	300		0.00%
17	$ 4,015	$ 3,292	$ 5,300	$ 5,300	TOTAL MATERIALS & SERVICES	$ 5,300	$ 5,300		0.00%
18									
19	$ 171,362	$ 176,749	$ 188,600	$ 188,600	**TOTAL REQUIREMENTS**	$ 202,500	$ 202,500		7.37%

Notes:

15 Costs include various League of Oregon Cities, Council of Governments, & City Manager conferences, memberships, various meeting expenses including Rotary & Chamber lunches.

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

The City Manager's costs have been allocated based on a blend of the percentage of time spent on various projects and city-wide FTE. Projects are tracked by the City Attorney's Office.

SUMMARY OF CITY MANAGER'S OFFICE ALLOCATED BY FUND

$ 148,800	$ 148,800	General Fund	$ 140,000	$ 140,000	-5.91%
4,800	4,800	Community Center Fund	4,200	4,200	-12.50%
15,100	15,100	Street Fund	9,300	9,300	-38.41%
4,200	4,200	Sewer Fund	4,300	4,300	2.38%
7,200	7,200	Water Fund	18,200	18,200	152.78%
1,400	1,400	SLD Fund	800	800	-42.86%
3,400	3,400	Storm Water	10,900	10,900	220.59%
3,800	3,800	Urban Renewal	14,800	14,800	289.47%
(100)	(100)	Rounding	-		
$ 188,600	$ 188,600	TOTAL EXPENDITURES BY FUND	$ 202,500	$ 202,500	7.37%

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 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 issues
- 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
- Assisted staff regarding amphitheatre policies
- Assisted staff regarding use related issues

General Land Use Counsel

- Advised/assisted with text amendments, such as recreational vehicles used as temporary living space and vision clearance
- 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
- Negotiated and drafted new lease with Keizer Heritage Foundation
- Prepared Requests for Proposals
- Negotiated new Park Management Agreement for Keizer Little League Park
- Drafted documents for purchase of well and pump station property
- Drafted Resolutions, Ordinances and Orders
- Advised staff regarding setting up street and sidewalk Local Improvement Districts
- Prepared and presented training to Council and committees
- 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, 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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					***PERSONNEL SERVICES***				
4	$ 114,339	$ 114,339	$ 120,600	$ 120,600	Attorney	$ 126,700	$ 126,700		5.06%
5	46,124	46,124	48,700	48,700	Administrative Support	51,200	51,200		5.13%
6	860	660	700	700	Cell Phone Stipend	800	800		14.29%
7	-	-	-	-	Wellness	500	500		
8	2,494	2,493	2,700	2,700	Medicare	2,800	2,800		3.70%
9	20,369	24,074	25,300	25,300	Retirement	30,800	30,800		21.74%
10	26,250	28,049	31,900	31,900	Insurance Benefits	33,800	33,800		5.96%
11	235	224	200	200	Workers Compensation	200	200		0.00%
12	$ 210,671	$ 215,963	$ 230,100	$ 230,100	TOTAL PERSONNEL SERVICES	$ 246,800	$ 246,800		7.26%

Notes:

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

3 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

7 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

9 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

10 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY ATTORNEY'S OFFICE

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
13					***MATERIALS & SERVICES***				
14	$ 3,970	$ 3,770	$ 7,800	$ 7,800	Meetings, Travel & Training	$ 8,100	$ 8,100		3.85%
15	-	-	4,000	4,000	Legal Services Contracts	4,000	4,000		0.00%
16	691	-	-	-	Contractual Services	-	-		
17	516	560	500	500	Law Library Maintenance	1,100	1,100		120.00%
18	$ 5,177	$ 4,330	$ 12,300	$ 12,300	TOTAL MATERIALS & SERVICES	$ 13,200	$ 13,200		7.32%
19									
20	$ 215,848	$ 220,293	$ 242,400	$ 242,400	**TOTAL REQUIREMENTS**	$ 260,000	$ 260,000		7.26%

Notes:

14 Costs include various Legal conferences, memberships, and travel to meetings.

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

The City Attorney's Office has been allocated based on the percentage of time spent on various projects. A three-year rolling average is used and tracked by Legal staff.

SUMMARY OF ATTORNEY'S OFFICE ALLOCATED BY FUND

$ 167,800	$ 167,800	General Fund	$ 190,700	$ 190,700	13.65%
5,300	5,300	Community Center Fund	5,200	5,200	-1.89%
16,600	16,600	Street Fund	14,100	14,100	-15.06%
4,600	4,600	Sewer Fund	3,800	3,800	-17.39%
8,000	8,000	Water Fund	6,300	6,300	-21.25%
1,500	1,500	SLD Fund	1,300	1,300	-13.33%
3,700	3,700	Storm Water	2,800	2,800	-24.32%
35,000	35,000	Urban Renewal	35,800	35,800	2.29%
(100)	(100)	Rounding	-	-	-100.00%
$ 242,400	$ 242,400	TOTAL EXPENDITURES BY FUND	$ 260,000	$ 260,000	7.26%

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

Since August 2011, the City Recorder has managed the operation of the Community Center. The center continues to grow in popularity, hosting a variety of diverse events. The first indoor theater production by Keizer Homegrown Theater was a huge success. Two high school proms, various non-profit fundraising events, and the weekly meetings of Keizer Young Life and Keizer Rotary were held in the center. We averaged approximately 40 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.

Improvements were made to 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 Facebook 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 was heavily involved with the review and updates to the City's committees, boards, and commissions. We also handled several recruitments keeping positions filled on the citizen 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. We will be working with the City Manager to develop a sustainable community center management plan and be involved in the overhaul of the City's website. Another busy year to look forward to!

We are excited to provide you outstanding service in 2013-2014.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY RECORDER'S DEPARTMENT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					***PERSONNEL SERVICES***				
4	$ 73,059	$ 73,059	$ 74,900	$ 74,900	City Recorder	$ 76,400	$ 76,400		2.00%
5	45,727	45,727	48,300	48,300	Administrative Support	49,200	49,200		1.86%
6	-	-	-	-	Overtime	-	-		
7	-	-	800	800	Cell Phone Stipend	700	700		-12.50%
8	-	-	-	-	Wellness	500	500		
9	1,827	1,828	1,900	1,900	Medicare	2,000	2,000		5.26%
10	17,989	21,319	22,200	22,200	Retirement	26,000	26,000		17.12%
11	26,250	28,049	31,900	31,900	Insurance Benefits	33,800	33,800		5.96%
12	149	166	200	200	Workers Compensation	100	100		-50.00%
13	$ 165,001	$ 170,148	$ 180,200	$ 180,200	TOTAL PERSONNEL SERVICES	$ 188,700	$ 188,700		4.72%
14									
15					***MATERIALS & SERVICES***				
16	$ 4,686	$ 2,973	$ 5,800	$ 5,800	Meetings, Travel & Training	$ 5,800	$ 5,800		0.00%
17	$ 4,686	$ 2,973	$ 5,800	$ 5,800	TOTAL MATERIALS & SERVICES	$ 5,800	$ 5,800		0.00%
18									
19	$ 169,687	$ 173,121	$ 186,000	$ 186,000	**TOTAL REQUIREMENTS**	$ 194,500	$ 194,500		4.57%

Notes:

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

3 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

8 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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11 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CITY RECORDER'S DEPARTMENT

ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13	RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED

The City Recorder's Office has been allocated based on a blend of projects working on and city-wide FTE. Percentages are adjusted to account for the time the City Recorder spends managing the Community Center which is expected to be 15% in FY13-14. Projects are tracked by the City Attorney's Office.

SUMMARY OF CITY RECORDER'S OFFICE ALLOCATED BY FUND

$ 105,000	$ 105,000	General Fund	$ 127,800	$ 127,800		21.71%
46,500	46,500	Community Center Fund	10,700	10,700		-76.99%
14,900	14,900	Street Fund	8,900	8,900		-40.27%
4,100	4,100	Sewer Fund	4,100	4,100		0.00%
7,100	7,100	Water Fund	17,500	17,500		146.48%
1,300	1,300	SLD Fund	800	800		-38.46%
3,300	3,300	Storm Water	10,500	10,500		218.18%
3,700	3,700	Urban Renewal	14,300	14,300		286.49%
100	100	Rounding				-100.00%
$ 186,000	$ 186,000	TOTAL EXPENDITURES BY FUND	$ 194,600	$ 194,600		4.62%

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 & Compensation**
- **Employee Benefits**
- **Employee & Labor Relations**
- **Health & Wellness**
- **Employee Safety & Risk Management**
- **HR Information System (HRIS)**
- **Intranet**
- **HR Policies & Procedures**
- **Recruitment & Selection**

Accomplishments

- Researched and implemented new EAP program at reduced annual cost for similar services as prior vendor.
- Partnered with Keizer Police Department (KPD) and Public Works Department (PWD) to conduct annual hearing tests.
- Partnered with IT and Finance Department to upgrade to Version 9 of HRIS System. Began loading system with employee data.
- Held quarterly Personnel Policy Committee (PPC) meetings.
- Formalized new employee orientation packets and process.
- Partnered with Safety Committee and Leadership to implement Internal Emergency Communication Plan.
- Partnered with Safety Chair and Facilities Staff to develop City's Emergency Action and Fire Prevention Plan.
- Partnered with Safety Committee Chair & Members to hold meetings, conduct safety inspections & facilitate fire drills.
- Negotiated medical benefit rates and conducted open enrollment for employees' health and retirement benefits.
- Assisted with and provided consultation on staff development activities, addressing employee concerns & grievance resolution.
- Partnered with Department Directors on reorganization activities.
- Completed 9 recruitments, 5 new hires, 3 promotions, 7 separations, 3 class reviews, 7 Worker's Comp claims & 15 FMLA/OFLA claims.
- Implemented formal Blood-Borne Pathogen Program.
- Supported Department Directors in ensuring completion of performance evaluations for all employees.
- Updated multiple HR forms for clarity and employee ease of use.
- Conducted Salary Survey for all City classifications except Keizer Police Association (previously completed last year).
- Updated all job descriptions and made them available online.

Goals

- Complete & distribute City of Keizer Safety Manual.
- Develop customized reports and forms within the HRIS system.
- Update Personnel Policy Manual & develop related resources.
- Implement Health & Wellness program for City employees, including newly established incentive program.
- Utilize employee advisory committees to review the City's health benefits and performance management programs.
- Continue self-audits of internal processes and controls.

CITY OF KEIZER

ADMINISTRATIVE SERVICES FUND

HUMAN RESOURCES DEPARTMENT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					***PERSONNEL SERVICES***				
4	$ 52,925	$ 52,925	$ 55,900	$ 43,700	Administrative Support	$ 56,800	$ 56,800		30.0%
5	92,269	92,269	97,400	97,400	Human Resources Director	102,300	102,300		5.0%
6	1,099	900	900	900	Cell Phone Stipend	1,000	1,000		11.1%
7	-	-	-	-	Wellness Program	500	500		
8	2,202	2,201	2,400	2,200	Medicare	2,500	2,500		13.6%
9	21,386	25,931	30,600	29,500	Retirement	36,500	36,500		23.7%
10	26,250	28,049	31,900	31,900	Insurance Benefits	33,800	33,800		6.0%
11	151	165	200	200	Workers Compensation	100	100		-50.0%
12	-	-	-	13,200	Unemployment	-	-		-100.0%
13	$ 196,282	$ 202,440	$ 219,300	$ 219,000	TOTAL PERSONNEL SERVICES	$ 233,500	$ 233,500		6.6%

Notes:

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

3 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

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 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

9 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

10 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER

ADMINISTRATIVE SERVICES FUND

HUMAN RESOURCES DEPARTMENT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
14					***MATERIALS & SERVICES***				
15	$ 2,380	$ 2,082	$ 4,000	$ 2,500	Safety & Wellness	$ 13,400	$ 13,400		436.0%
16	3,390	3,983	7,500	4,500	Meetings, Travel & Training	7,500	7,500		66.7%
17	5,734	15,910	15,000	7,500	Labor Attorney -- City-wide	8,000	8,000		6.7%
18	-	-	1,200	1,200	Medical Testing	1,200	1,200		
19	4,522	3,842	8,500	7,000	Contractual Services	4,400	4,400		-37.1%
20	$ 16,026	$ 25,817	$ 36,200	$ 22,700	TOTAL MATERIALS & SERVICES	$ 34,500	$ 34,500		52.0%
21									
22	$ 212,308	$ 228,257	$ 255,500	$ 241,700	**TOTAL REQUIREMENTS**	$ 268,000	$ 268,000		10.9%

Notes:

15 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. Beginning in FY13-14 the City intends to implement a Wellness program for City Hall and Public Works staff and has received a 3% reduction on premium increase on health insurance benefits for this effort.

17 Labor Attorney - City-wide costs anticipated in FY13-14 ensure resources are available as needed for advice on potential changes to employee health benefits, performance management practices and continued impact of limited staffing.

18 Costs are for the Bloodborne Pathogen program.

19 Contractual services include the Employee Assistance Program and Flexible Spending Account administration.

The Human Resources Department is allocated based on FTE.

SUMMARY OF HUMAN RESOURCE DEPARTMENT ALLOCATED BY FUND

$ 167,300	$ 158,300	General Fund	$ 174,000	$ 174,000		9.92%
3,900	3,600	Community Center Fund	5,600	5,600		55.56%
9,800	9,300	Street Fund	10,000	10,000		7.53%
7,600	7,200	Sewer Fund	7,500	7,500		4.17%
40,700	38,500	Water Fund	41,600	41,600		8.05%
1,000	1,000	SLD Fund	900	900		-10.00%
23,400	22,100	Storm Water	25,900	25,900		17.19%
1,800	1,700	Urban Renewal	2,400	2,400		41.18%
-	-	Rounding				
$ 255,500	$ 241,700	TOTAL EXPENDITURES BY FUND	$ 267,900	$ 267,900		10.84%

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 oversees Utility Billing, Municipal Court, Information Technology and the Reception desk functions.

Accomplishments

During fiscal year 2012-13 the Finance Department:

- Issued the fiscal year 2011-12 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 thirteenth consecutive year.
- Issued the fiscal year 2013-14 Council Adopted Budget document.
- Upgraded the accounting and utility billing software to provide a platform that will support on-line bill pay and invoice presentment features.
- Implemented on-line utility billing payment options and electronic utility billing invoice presentment options.
- 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
    - Developed Storm Water Long-Range Plan and Rate Model for the Storm Water Advisory Committee and City Council.
    - Lead Long Range Planning Committee process. Created and introduced Long-Range Plans for Water System and Storm Water System.
    - Identified Interfund borrowing opportunities for leased vehicles and office equipment at a cost savings to the City

Future Goals

This coming year, the Department will continue focusing on customer service, streamlining processes and meeting City Council goals including:

- Automate the non-utility invoice generation process into the existing accounting software.
- 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

- Continue work on Keizer Station LID assessment delinquencies, including foreclosure proceedings.

- Pursue opportunities, if available, to minimize urban renewal tax increment collections.

- Document and refine as needed, existing financial and investment policies

- Assist in development of self-sustaining Community Center Fund.

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 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					***PERSONNEL SERVICES***				
4	$ 156,642	$ 156,642	$ 164,000	$ 164,000	Administrative Support	$ 170,700	$ 170,700		4.1%
5	102,792	102,792	105,300	105,300	Finance Director	107,400	107,400		2.0%
6	-	-	-	-	Overtime	-	-		
7	3,989	3,978	4,200	4,200	Medicare	4,300	4,300		2.4%
8	-	-	-	-	Wellness	1,000	1,000		
9	38,286	41,142	43,400	43,400	Retirement	48,900	48,900		12.7%
10	52,500	55,998	63,700	63,700	Insurance Benefits	67,500	67,500		6.0%
11	320	331	400	400	Workers Compensation	200	200		-50.0%
12	$ 354,529	$ 360,883	$ 381,000	$ 381,000	TOTAL PERSONNEL SERVICES	$ 400,000	$ 400,000		5.0%
13									

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. The IT budget has its own cost center within the Administrative Services Fund.

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

3 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

6 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

9 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

10 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
FINANCE DEPARTMENT

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
14					***MATERIALS & SERVICES***				
15	$ 1,918	$ 2,282	$ 3,800	$ 2,500	Meetings, Travel & Training	$ 3,800	$ 3,800		52.0%
16	26,256	25,785	26,700	26,700	Audit Fees	26,700	26,700		0.0%
17	$ 28,174	$ 28,067	$ 30,500	$ 29,200	TOTAL MATERIALS & SERVICES	$ 30,500	$ 30,500		4.5%
18									
19	$ 382,703	$ 388,950	$ 411,500	$ 410,200	**TOTAL REQUIREMENTS**	$ 430,500	$ 430,500		4.9%

Notes:

15 Meetings, Travel, & Training include 2 Finance conferences for the Finance Director and 1 finance conference for the Assistant Controller. Additional costs are for meeting travel, license renewals and membership fees.

The allocation for the Finance staff time and Materials & Services is based on a blend of revenues and expenditures city-wide except for the Office Assistant's time is allocated 70% to the Community Center as part of the position's regular duties. These duties are expended to continue to provide support for the new Event Center Coordinator.

SUMMARY OF FINANCE DEPARTMENT

$ 173,800	$ 173,300	General Fund	$ 167,000	$ 167,000		-3.64%
46,100	46,000	Community Center Fund	45,600	45,600		-0.87%
33,600	33,500	Street Fund	33,000	33,000		-1.49%
48,300	48,100	Sewer Fund	61,100	61,100		27.03%
39,900	39,800	Water Fund	61,100	61,100		53.52%
11,800	11,800	SLD Fund	7,100	7,100		-39.83%
25,800	25,700	Storm Water	16,200	16,200		-36.96%
32,000	31,900	Urban Renewal	39,500	39,500		23.82%
200	100	Rounding	100	100		0.00%
$ 411,500	$ 410,200	TOTAL EXPENDITURES BY FUND	$ 430,700	$ 430,700		5.00%

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 2012-2013

- Supported the Springbrook software upgrade from version 6.05 to version 7.14 which resulted in increased efficiency in the Accounting and Utility Billing departments as well as provide a platform for e-government transactions

- Negotiated a new network support contract resulting in approximately $15,000 in savings per year

Major Goals for 2013-2014

- Enhance the existing website to increase functionality and user friendliness

- Assist with the implementation of an advanced user authentication process in the Police Department as required by the Department of Justice CJIS requirements

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
INFORMATION SYSTEMS DIVISION

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
1					**REQUIREMENTS**				
2									
3					***PERSONNEL SERVICES***				
4	$ 75,815	$ 13,058	$ -	$ -	Assistant to the City Manager	$ -	$ -		
5	59,404	59,403	62,700	62,700	Network Administrator	65,900	65,900		5.10%
6	1,320	220	700	700	Cell Phone Stipend	700	700		0.00%
7	-	-	-	-	Wellness	300	300		
8	2,098	1,118	1,000	1,000	Medicare	1,100	1,100		10.00%
9	17,234	10,561	9,500	9,500	Retirement	11,500	11,500		21.05%
10	26,250	16,329	16,000	16,000	Insurance Benefits	16,900	16,900		5.63%
11	173	119	200	200	Workers Compensation	100	100		-50.00%
12	$ 182,294	$ 100,808	$ 90,100	$ 90,100	TOTAL PERSONNEL SERVICES	$ 96,500	$ 96,500		7.10%

Notes:

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

3 The Budget provides a 2.5% cost of living increase for represented staff and step increases for those eligible as provided for in the Union Contract. The budget provides a 2% COLA based on Portland Consumer Price Index for Wage earners for unrepresented staff and step increases for those eligible.

7 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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

9 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. Temporary and limited duration postions qualify for FICA at 7.5% unless the employee has a PERS account, then PERS rates apply. After six months of continued service, PERS applies to all Temporary and Limited Duration positions. PERS rates are effective through June 30, 2015.

10 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

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CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
INFORMATION SYSTEMS DIVISION

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
13					***MATERIALS & SERVICES***				
14	$ 2,396	$ -	$ 500	$ -	Travel & Training	$ 500	$ 500		
15	886	1,264	1,300	300	Contractual Services	300	300		0.00%
16	28,954	27,689	28,400	16,000	Telephone	16,300	16,300		1.88%
17	102,845	93,453	123,600	123,600	Computer Software & Maintenance	122,300	122,300		-1.05%
18	10,915	22,556	24,400	18,600	Office Equipment Maintenance	18,900	18,900		1.61%
19	$ 145,996	$ 144,962	$ 178,200	$ 158,500	TOTAL MATERIALS & SERVICES	$ 158,300	$ 158,300		-0.13%
20									
21					***CAPITAL OUTLAY***				
22	43,344	113,187	57,400	57,400	Computer Hardware	58,700	58,700		2.26%
23	$ 43,344	$ 113,187	$ 57,400	$ 57,400	TOTAL CAPITAL OUTLAY	$ 58,700	$ 58,700		2.26%
24									
25	$ 371,634	$ 358,957	$ 325,700	$ 306,000	**TOTAL REQUIREMENTS**	$ 313,500	$ 313,500		2.45%

Notes:

15 Costs include annual ADT Security coverage and Ikon Hard Drive Surrender.

17 Computer software and maintenance costs are primarily for maintenance of the City's existing software license agreements and include photocopy leases.

18 Costs are for purchases and maintenance for all City photocopiers and fax machines.

The Network Administrator's costs are allocated based on FTE. Software and hardware costs are based on dollars expended by fund.

SUMMARY OF INFORMATION SYSTEMS ALLOCATED BY FUND

$ 193,700	$ 181,900	General Fund	$ 208,300	$ 208,300		14.51%
5,200	4,900	Community Center Fund	8,900	8,900		81.63%
11,900	11,200	Street Fund	7,500	7,500		-33.04%
22,200	20,800	Sewer Fund	14,500	14,500		-30.29%
51,900	48,700	Water Fund	43,700	43,700		-10.27%
1,900	1,800	SLD Fund	1,200	1,200		-33.33%
35,900	33,700	Storm Water	24,300	24,300		-27.89%
3,200	3,000	Urban Renewal	5,100	5,100		70.00%
(200)	-	Rounding	-	-		
$ 325,700	$ 306,000	TOTAL EXPENDITURES BY FUND	$ 313,500	$ 313,500		2.45%

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. Staff continues to focus on refining the programming within the HVAC units and lighting systems to improve their efficiencies. A regular carpet cleaning and window washing program has been implemented and will continue this year. One major maintenance project for FY 13-14 is to re-seal the exterior of the Civic Center building. 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

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
					RESOURCES				
1	$ -	$ -	$ 13,300	$ 13,300	Restricted for Civic Center Improvements	$ 13,300	$ 13,300		0.00%
2	310	-	300	300	Restricted for Statue Maintenance	300	300		0.00%
3	$ 310	$ -	$ 13,600	$ 13,600	TOTAL CAPITAL CARRYFORWARD	$ 13,600	$ 13,600		0.00%
4									
5					***MISCELLANEOUS***				
6	-	-	500	-	Resale Facility Equipment	-	-		
7	23,451	-	-	-	LEEDS Certification	-	-		
8	$ 23,451	$ -	$ 500	$ -	TOTAL MISCELLANEOUS	$ -	$ -		
9									
10	$ 23,761	$ -	$ 14,100	$ 13,600	**TOTAL RESOURCES**	$ 13,600	$ 13,600		0.00%
11									

CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CIVIC CENTER FACILITIES

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
12									
13					**REQUIREMENTS**				
14									
15					***PERSONNEL SERVICES***				
16	$ 32	$ 3,934	$ 6,100	$ -	Public Works Superintendent	$ 3,800	$ 3,800		
17	43,535	30,014	36,100	36,100	Facility Maintenance Worker	38,200	38,200		5.82%
18	-	63	-	-	Overtime	-	-		
19	400	400	400	400	Clothing Allowance	400	400		0.00%
20	-	-	-	-	Wellness	300	300		
21	671	637	700	700	Medicare	900	900		28.57%
22	5,513	4,782	6,400	5,900	Retirement	8,500	8,500		44.07%
23	13,796	9,829	17,100	16,800	Insurance Benefits	17,800	17,800		5.95%
24	1,000	391	1,000	1,000	Workers Compensation	400	400		-60.00%
25	-	10,647	13,200	3,600	Unemployment Insurance	13,200	13,200		266.67%
26	$ 64,947	$ 60,697	$ 81,000	$ 64,500	TOTAL PERSONNEL SERVICES	$ 83,500	$ 83,500		29.46%

Notes:

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CITY OF KEIZER
ADMINISTRATIVE SERVICES FUND
CIVIC CENTER FACILITIES

	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED 2012-13	PROJECTED 2012-13		RECOMMENDED 2013-14	APPROVED 2013-14	ADOPTED 2013-14	PERCENT INC (DEC) PROJECTED
27					***MATERIALS & SERVICES***				
28	$ 142	$ 137	$ -	$ 5,000	Materials & Supplies	$ -	$ -		-100.00%
29	873	2,526	1,500	8,800	Contractual Services	9,600	9,600		9.09%
30	46,561	57,816	56,500	54,700	Janitorial Services	55,000	55,000		0.55%
31	105,282	107,450	107,700	107,700	Utilities	108,000	108,000		0.28%
32	491	222	4,000	2,600	Equipment Maintenance & Replacement	4,500	4,500		73.08%
33	8,903	13,010	9,500	11,000	Maintenance Supplies	12,000	12,000		9.09%
34	10,244	7,382	6,500	5,500	Janitorial Supplies	6,000	6,000		9.09%
35	$ 172,496	$ 188,543	$ 185,700	$ 195,300	TOTAL MATERIALS & SERVICES	$ 195,100	$ 195,100		-0.10%
36									
37					***CAPITAL OUTLAY***				
38	6,526	-	13,300	1,200	Civic Center Improvements	25,000	25,000		1983.33%
39									
40	-	-	10,000	-	***CONTINGENCY***	10,000	10,000		
41									
42					***CONTINGENCY RESERVES***				
43	16,925	-	75,000	75,000	Restricted for Civic Center Improvements	130,100	130,100		73.47%
44	300	-	300	300	Restricted for Statue Maintenance	300	300		0.00%
45	$ 17,225	$ -	$ 75,300	$ 75,300	TOTAL RESERVES	$ 130,400	$ 130,400		73.17%
46									
47	$ 261,194	$ 249,240	$ 365,300	$ 336,300	**TOTAL REQUIREMENTS**	$ 444,000	$ 444,000		32.02%

Notes:

29 Costs include fire sprinkler system maintenance and service $4,400; refinish exterior wood overhangs $5000; annual backflow assembly tests $150

32 Costs include generator service & load test $1,950; replace chains and PD power gates $1000, filters for HVAC units $1,300; Belts for HVAC units $250

34 Janitorial Supplies do not include costs for the Community Center. These costs are now allocated to the Community Center Fund.

38 Costs include resealing the block on the exterior of the Civic Center building.

The Facility Maintenance Department is allocated based on FTE.

SUMMARY OF FACILITY MAINTENANCE ALLOCATED BY FUND

$ 230,000	$ 211,400	General Fund	$ 279,400	$ 279,400	32.17%
5,300	4,900	Community Center Fund	9,000	9,000	83.67%
13,500	12,400	Street Fund	16,100	16,100	29.84%
10,500	9,600	Sewer Fund	12,100	12,100	26.04%
55,900	51,400	Water Fund	66,900	66,900	30.16%
1,400	1,300	SLD Fund	1,400	1,400	7.69%
32,100	29,500	Storm Water	41,600	41,600	41.02%
2,400	2,200	Urban Renewal	3,900	3,900	77.27%
14,100	13,600	Resources	13,600	13,600	0.00%
100	-	Rounding			
$ 365,300	$ 336,300	TOTAL EXPENDITURES BY FUND	$ 444,000	$ 444,000	32.02%

CITY OF KEIZER

Long Range Planning Process

Long-Range Planning Task Force met in April 2013 and reviewed the following items:

1. Storm Water Long Range Plan

2. Water System Long Range Plan

3. General Fund Long Range Plan

    a. Variables Update
    b. Issues Update
    c. Five Year Forecast Update

The materials presented at the meeting are provided on the following pages.

CITY OF KEIZER

STORM WATER FUND
LONG-RANGE FINANCIAL PLAN

Indicates change in status quo budget

	AMENDED 2012-13	PROPOSED 2013-14	PROPOSED 2014-15	PROPOSED 2015-16	PROPOSED 2016-17	PROPOSED 2017-18	CUMULATIVE
RESOURCES							
Capital Carryforward	$ 389,600	$ 274,200	$ 229,900	$ 238,200	$ 249,900	$ 259,200	$ 389,600
CHARGES FOR SERVICES							
Planning & Construction Fees	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 6,000
Service Fees	792,800	890,000	999,100	1,121,600	1,259,100	1,413,400	6,476,000
TOTAL CHARGES FOR SERVICES	$ 793,800	$ 891,000	$ 1,000,100	$ 1,122,600	$ 1,260,100	$ 1,414,400	$ 6,482,000
MISCELLANEOUS							
Interest	$ 1,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 11,000
Interfund Borrowing	-	146,000	114,000	32,000	-	-	292,000
TOTAL MISCELLANEOUS	$ 1,000	$ 148,000	$ 116,000	$ 34,000	$ 2,000	$ 2,000	$ 303,000
TRANSFERS IN							
Transfer from Street Fund	$ 221,700	$ 295,000	$ 326,300	$ 361,000	$ 399,300	$ 441,700	$ 2,045,000
TOTAL TRANSFERS IN	$ 221,700	$ 295,000	$ 326,300	$ 361,000	$ 399,300	$ 441,700	$ 2,045,000
TOTAL RESOURCES	$ 1,406,100	$ 1,608,200	$ 1,672,300	$ 1,755,800	$ 1,911,300	$ 2,117,300	$ 9,219,600
REQUIREMENTS							
PERSONNEL SERVICES							
Public Works Director	$ 16,500	$ 16,900	$ 17,300	$ 17,700	$ 18,100	$ 18,600	$ 105,100
Public Works Superintendent	8,700	8,900	9,100	9,300	9,500	9,700	55,200
Municipal Utility Workers	148,600	152,300	156,100	160,000	164,000	168,100	949,100
MUII July 2013 (75% Storm Fund)	-	44,400	46,900	49,500	52,300	55,200	248,300
Community Development Staff	1,900	2,000	2,100	2,200	2,300	2,400	12,900
Environmental Program Staff	59,700	61,200	62,700	64,300	65,900	67,500	381,300
Administrative Support	18,200	18,700	19,200	19,700	20,200	20,700	116,700
Storm Water Technicians	132,000	135,300	138,700	142,200	145,800	149,400	843,400
Overtime	5,100	7,400	9,800	12,300	15,000	17,800	67,400
Duty Pay	6,500	6,500	7,800	7,800	7,800	7,800	44,200
Cell Phone - Clothing Allowances	1,200	1,600	1,700	1,800	1,900	2,000	10,200
Medicare	5,900	6,900	7,300	7,700	8,100	8,600	44,500
Retirement	65,800	88,900	93,900	115,000	121,400	148,700	633,700
Insurance Benefits	123,100	155,800	171,400	188,500	207,400	228,100	1,074,300
Workers Compensation	35,600	5,400	5,700	6,000	6,300	6,700	65,700
Unemployment	-	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	$ 628,800	$ 712,200	$ 749,700	$ 804,000	$ 846,000	$ 911,300	$ 4,652,000

CITY OF KEIZER

STORM WATER FUND
LONG-RANGE FINANCIAL PLAN

Indicates change in status quo budget

	AMENDED 2012-13	PROPOSED 2013-14	PROPOSED 2014-15	PROPOSED 2015-16	PROPOSED 2016-17	PROPOSED 2017-18	CUMULATIVE
MATERIALS & SERVICES							
Postage & Printing	$ 5,400	$ 5,500	$ 5,600	$ 5,700	$ 5,800	$ 5,900	$ 33,900
Concrete	1,000	1,100	1,200	1,300	1,400	1,400	7,400
Rock & Backfill	1,500	1,600	1,700	1,800	1,900	1,900	10,400
Paving	2,500	2,600	2,700	2,800	2,900	3,000	16,500
Meetings, Travel & Training	4,900	5,000	5,100	5,200	5,300	5,400	30,900
Public Notices	400	400	400	400	400	400	2,400
Labor Attorney	1,000	1,100	1,200	1,300	1,400	1,400	7,400
Administrative Services Charges	137,600	140,300	143,000	145,800	148,600	151,500	866,800
Contractual Services	72,300	95,000	96,900	98,800	100,700	102,700	566,400
Engineering Services	10,000	10,200	10,400	10,600	10,800	11,000	63,000
Janitorial	900	1,000	1,100	1,200	1,300	1,300	6,800
Utilities	1,600	1,700	1,800	1,900	2,000	2,000	11,000
Storm Drain Utilities	3,500	3,600	3,700	3,800	3,900	4,000	22,500
Telephone	2,400	2,500	2,600	2,700	2,800	2,900	15,900
Insurance - Liability	1,400	1,500	1,600	1,700	1,800	1,800	9,800
Gasoline	2,200	2,300	2,400	2,500	2,600	2,700	14,700
Diesel Fuel	13,000	13,300	13,600	13,900	14,200	14,500	82,500
Vehicle Maintenance	3,000	3,100	3,200	3,300	3,400	3,500	19,500
Equipment Maintenance	14,000	14,300	14,600	14,900	15,200	15,500	88,500
Storm Sewer Dumping Costs	1,500	1,600	1,700	1,800	1,900	1,900	10,400
MS4 Annual Permit Renewal/UIC Registration Fee	4,000	4,100	4,200	4,300	4,400	4,500	25,500
Plant Maintenance	10,000	15,300	15,600	15,900	16,200	16,500	89,500
Pump Maintenance	10,000	10,200	10,400	10,600	10,800	11,000	63,000
Operating Materials & Supplies	12,500	15,300	15,600	15,900	16,200	16,500	92,000
Street Sweeping	20,000	101,800	103,800	105,800	107,900	110,000	549,300
Lab Tests	8,000	8,200	8,400	8,600	8,800	9,000	51,000
Consumer Confidence Report/ Public Education	1,000	1,100	1,200	1,300	1,400	1,400	7,400
TOTAL MATERIALS & SERVICES	$ 345,600	$ 463,700	$ 473,700	$ 483,800	$ 494,000	$ 503,600	$ 2,764,400
CAPITAL OUTLAY							
Field Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Heavy Equipment/Service Vehicle	14,900	15,200	15,500	15,800	16,100	16,400	93,900
Storm Sewer Pipe Extension or Repair	90,000	175,000	178,400	181,900	185,400	189,000	999,700
TOTAL CAPITAL OUTLAY	$ 104,900	$ 190,200	$ 193,900	$ 197,700	$ 201,500	$ 205,400	$ 1,093,600
Interfund Loan Principal Repayment	-	-	-	-	89,000	203,000	292,000
Interfund Loan Interest Repayment			4,400	7,800	8,800	9,100	30,100
TOTAL DEBT SERVICE	$ -	$ -	$ 4,400	$ 7,800	$ 97,800	$ 212,100	$ 322,100

CITY OF KEIZER

STORM WATER FUND
LONG-RANGE FINANCIAL PLAN

Indicates change in status quo budget

	AMENDED 2012-13	PROPOSED 2013-14	PROPOSED 2014-15	PROPOSED 2015-16	PROPOSED 2016-17	PROPOSED 2017-18	CUMULATIVE
Contingency	$ 52,600	12,200	12,400	12,600	12,800	13,000	115,600
FUND BALANCE							
Committed for Storm Water Maintenance Truck	-	-	-	-	-	-	-
Fund Balance	274,200	229,900	238,200	249,900	259,200	271,900	271,900
TOTAL FUND BALANCE	$ 274,200	$ 229,900	$ 238,200	$ 249,900	$ 259,200	$ 271,900	$ 271,900
TOTAL REQUIREMENTS	$ 1,406,100	$ 1,608,200	$ 1,667,900	$ 1,748,000	$ 1,813,500	$ 1,905,200	$ 8,897,500
Optimum Ending Fund Balance (60-day cash supply)	**188,650**	**229,717**	**238,283**	**249,683**	**259,050**	**272,217**	
Fund Balance Over/Under Optimum	**85,550**	**183**	**(83)**	**217**	**150**	**(317)**	

City of Keizer
Storm Rate Comparison
Long-Range Rate Proposal

Current Rates January 1, 2013

	Rate	ESUs	Monthly	Bi-Monthly
Monthly	**$4.231**			**$8.462**
Safeway		86	$ 363.88	$ 727.77
Whiteaker Middle School		94	$ 397.73	$ 795.47
Hidden Creek Apartments		44	$ 186.17	$ 372.35
Single Family Residential		1	$ 4.23	$ 8.46
			$ 0.41	$ 0.81
ESU Increase from previous year				

Proposed Rates January 1, 2014

	Rate	ESUs	Monthly	Bi-Monthly
Monthly	**$4.681**			**$9.361**
Safeway		86	$ 402.53	$ 805.06
Whiteaker Middle School		94	$ 439.97	$ 879.95
Hidden Creek Apartments		44	$ 205.95	$ 411.89
Single Family Residential		1	$ 4.68	$ 9.36
			$ 4.68	$ 0.90
ESU Increase from previous year	**$0.449**			

CITY OF KEIZER

ENTERPRISE FUND

WATER FUND AND WATER FACILITY FUND

Indicates change in status quo budget

	AMENDED 2012-13	PROPOSED 2013-14	PROPOSED 2014-15	PROPOSED 2015-16	PROPOSED 2016-17	PROPOSED 2017-18	PROPOSED 2018-19	PROPOSED 2019-20	PROPOSED 2020-21	PROPOSED 2021-22
RESOURCES										
Working Capital Carryforward	$ 1,335,300	$ 851,600	$ 726,500	$ 744,300	$ 772,700	$ 703,600	$ 722,000	$ 734,200	$ 753,100	$ 534,900
TAXES & ASSESSMENTS	700	700	700	700	700	700	700	700	700	700
LICENSES & FEES										
TOTAL LICENSES & FEES	$ 46,000	$ 46,600	$ 47,200	$ 47,800	$ 48,400	$ 49,000	$ 49,600	$ 50,200	$ 50,800	$ 51,400
CHARGES FOR SERVICES										
Water Sales	2,437,800	2,511,400	2,655,600	2,808,100	2,969,300	3,139,800	3,320,100	3,510,700	3,712,300	3,925,500
System Development Charges	23,100	23,900	24,700	25,600	26,500	27,400	28,400	29,400	30,400	31,500
TOTAL CHARGES FOR SERVICES	$ 2,460,900	$ 2,535,300	$ 2,680,300	$ 2,833,700	$ 2,995,800	$3,167,200	$3,348,500	$3,540,100	$3,742,700	$3,957,000
MISCELLANEOUS	$ 46,800	$ 10,300	$ 10,500	$ 10,700	$ 10,900	$ 11,100	$ 11,300	$ 11,500	$ 11,700	$ 11,900
DEBT PROCEEDS										
Bank Financing	-	390,000	495,000	560,000			-	-	-	-
TOTAL RESOURCES	$ 3,889,700	$ 3,834,500	$ 3,960,200	$ 4,197,200	$ 3,828,500	$3,931,600	$4,132,100	$4,336,700	$4,559,000	$4,555,900
REQUIREMENTS										
PERSONNEL SERVICES	$ 1,079,100	$ 1,140,700	$ 1,172,300	$ 1,239,500	$ 1,287,800	$1,366,200	$1,422,400	$1,514,800	$1,579,900	$1,689,200
MATERIALS & SERVICES	$ 1,039,200	$ 1,043,800	$ 1,064,200	$ 1,084,900	$ 1,105,700	$1,126,800	$1,148,200	$1,170,200	$1,192,600	$1,215,600
CAPITAL OUTLAY										
Field Equipment	$ 5,500	$ 5,500	5,600	5,700	5,800	5,900	6,000	6,100	6,200	6,300
Water Meters	15,000	15,000	15,300	15,600	15,900	16,200	16,500	16,800	17,100	17,400
Heavy Equipment	80,300	35,000	35,700	36,400	37,100	37,800	38,500	39,300	40,100	40,900
Infrastructure Improvements	400,000	610,800	646,800	748,800	324,000	327,200	330,500	333,800	337,100	*400,000*
Unanticipated Expenses	75,000	15,000	15,200	15,400	15,600	15,800	16,000	16,200	16,400	16,600
TOTAL CAPITAL OUTLAY	$ 575,800	$ 681,300	$ 718,600	$ 821,900	$ 398,400	$ 402,900	$ 407,500	$ 412,200	$ 416,900	$ 481,200
DEBT SERVICE										
Principal (existing debt)	$ 165,000	$ 170,000	$ 180,000	$ 185,000	$ 190,000	$ 200,000	$ 210,000	$ 215,000	$ 225,000	-
Interest (existing debt)	68,000	61,100	54,000	46,500	38,800	30,800	22,400	13,700	4,700	-
Bank Financing Principal (new debt)	-	-	-	-	35,000	15,000	120,000	195,000	550,000	530,000
Bank Financing Interest (new debt)	-	-	15,600	35,400	57,800	56,400	55,800	51,000	43,200	21,200
TOTAL DEBT SERVICE	$ 233,000	$ 231,100	$ 249,600	$ 266,900	$ 321,600	$ 302,200	$ 408,200	$ 474,700	$ 822,900	$ 551,200
Contingency	111,000	11,100	11,200	11,300	11,400	11,500	11,600	11,700	11,800	11,900
FUND BALANCE										
Restricted for Debt Service Requirements	234,100	234,100	234,100	234,100	234,100	234,100	234,100	234,100	-	-
Fund Balance	617,500	492,400	510,200	538,600	469,500	487,900	500,100	519,000	534,900	606,800
TOTAL REQUIREMENTS	$ 3,889,700	$ 3,834,500	$ 3,960,200	$ 4,197,200	$ 3,828,500	$3,931,600	$4,132,100	$4,336,700	$4,559,000	$4,555,900
Operating Capital	$ 467,517	$ 479,483	$ 494,383	$ 526,267	$ 467,217	$ 484,567	$ 498,283	$ 518,150	$ 533,533	$ 566,317
Over/(Under)	$ 149,983	$ 12,917	$ 15,817	$ 12,333	$ 2,283	$ 3,333	$ 1,817	$ 850	$ 1,367	$ 40,483

City of Keizer
Water Rate Comparison for Average Accounts
Long-Range Rate Proposal
FY13-14

	Flat Rate		Consumption		Total	
Current Rate	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (1300 ccf)	$ 4.38	$ 8.76	$ 7.41	$ 14.82	$ 11.79	$ 23.58
Multi-family (17500 ccf)	$ 8.90	$ 17.80	$ 99.75	$ 199.50	$ 108.65	$ 217.30
Commercial (5100 ccf)	$ 4.38	$ 8.76	$ 27.80	$ 55.59	$ 32.18	$ 64.35

Rate Increase January 2014	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (1300 ccf)	$ 4.56	$ 9.13	$ 7.72	$ 15.44	$ 12.29	$ 24.57
Multi-family (17500 ccf)	$ 9.27	$ 18.55	$ 103.94	$ 207.88	$ 113.21	$ 226.43
Commercial (5100 ccf)	$ 4.56	$ 9.13	$ 28.96	$ 57.92	$ 33.53	$ 67.05

Cost Increase January 2014	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**	**Monthly**	**Bi-Monthly**
Single Family Residential (1300 ccf)	$ 0.18	$ 0.37	$ 0.31	$ 0.62	$ 0.50	$ 0.99
Multi-family (17500 ccf)	$ 0.37	$ 0.75	$ 4.19	$ 8.38	$ 4.56	$ 9.13
Commercial (5100 ccf)	$ 0.18	$ 0.37	$ 1.17	$ 2.33	$ 1.35	$ 2.70

	Annual Cost
Single Family Residential (1300 ccf)	$ 5.94
Multi-family (17500 ccf)	$ 54.76
Commercial (5100 ccf)	$ 16.22

City of Keizer
General Fund Long-Range Financial Forecast
Five-Year Projection Variables
Estimated to Actual Comparison

FY13-14 Long Range Forecast

		Conservative	Moderate*	Aggressive		FY12-13 Actual	FY13-14 Recommended
(1)	Increase Population	0.70%	1.48%	2.16%		0.05%	1.48%
(2)	Change in City-wide Assessed Property Valuation	2.00%	2.50%	3.00%		0.27%	2.00%
(3)	Property Tax Uncollectables and Discounts	7.00%	6.20%	5.75%		6.20%	6.20%
	Personnel Services Increase						
(4)	Cost of Living Increase	3.00%	2.50%	2.00%		2.50%	2.50%
(5)	Attrition	-1.00%	-2.00%	-3.00%		-2.00%	-2.00%
(6)	Retirement Cost Increases	16.00%	16.00%	16.00%		0.00%	18%-26%
(7)	Medical Insurance Premium Increase	14.00%	9.95%	8.60%		9.96%	8.00%
(8)	Materials & Services; Capital Outlay Increase	2.50%	1.7%+	1.50%		NA	NA

* Staff Recommendation for Long-Range Planning purposes

(1) Population History and Projections through 2030 - Marion County Oregon. City of Keizer actual growth over past 5 years averaged 1.04%. The Long Range Planning Task Force agreed to use conservative increased population for years 1 and 2 of the forecast and moderate for years 3 through 5.

(2) FY12-13 Marion County Assessor's data indicates a reduced property valuation

(3) Based on FY09-10 actual tax revenues collected over taxes assessed; FY12-13 projected collections are more favorable

(4) Based on 3 year labor negotiated contracts

(5) Based on ten-year average attrition

(6) Based on 12/31/2009 PERS actuarial evaluation. Actual increases for FY13-14 and FY14-15 are 18%-26%. Note: PERS rates for General Services employees is between 11%-12%, equal to private retirment contribution plans

(7) "Moderate" based on average five year cost increase for the City. FY13-14 rates will be 2% below this projection

(8) Based on 2012 Portland CPI-w

NA = Not Applicable as the annual budget is not prepared using a standard inflation factor

City of Keizer
General Fund Long Range Plan
Update on Funding Status of Primary Issues

Key

Not Begun
In process
Proposed
Completed

Rank	ISSUE	FUNDING PROPOSALS
1	**Frozen Police Officer Positions**	Target hiring one FTE Police Officer in FY13-14 if revenues continue to stabilize with an upward trend. Currently 4 FTE positions frozen.
2	**Replace Police Department Lap Tops**	Replaced all Tough Books Lap Tops in FY11-12; unexpended appropriation in FY10-11 increased resources available in FY11-12.
3	**Computer Server Updates**	Keep funding plan on track with staff recommendations.
4	**Urban Growth Boundary Analysis**	Start the periodic review order compliance for the UGB expansion project in January 2014 to be completed by December 2014; $35k each fiscal year
5	**ADD BACK SERVICE LEVEL CUTS:**	
	Enhance Parks Operations & Maintenance	Increase Splash Fountain operations and budget for modest Capital Improvements in FY12-13.
	Add GIS support to Community Development	Allocated 5% of existing Storm Water Technician to Community Development Budget for GIS support in FY12-13.
	Upgrade Finance & Utility Billing Software	Upgrade to be completed and paid off in FY13-14 with on-line bill pay for utility accounts.
	Ensure workforce skills are kept current with industry changes	Continue to allocate training dollars in areas where training has been forgone for 2-3 years prior to FY12-13.

City of Keizer
General Fund Long Range Plan
Update on Funding Status of Primary Issues

Key

Not Begun
In process
Proposed
Completed

Rank	ISSUE	FUNDING PROPOSALS
	Ensure retention of skilled workforce	KPA 3-year contract settled at 2.5% COLA each year (CPIw 3%). Provide COLA and eligible step increases after 1 year pay freezes. Concessions made in bargaining will fund this cost.
		Beginning FY12-13 propose COLA and eligible step increases to non-represented staff after 2 year pay freezes & reduced Health Insurance contributions from 95% to 90%. Partial funding from reorganization around attrition, reassign some duties to non-General Fund programs.
		Three positions remain frozen (Assistant to the City Manager, Code Enforcement and Municipal Court Clerk II).
6	**Civic Center Facility Sinking Fund**	Set up Reserve Fund in FY12-13. Continue to fund reserve annually.
7	**Parks Matching Funds**	New revenue source - Parks house and orchard rental income net $20k annually. This is a limited revenue stream and may not fund capital improvements over the long run.
		Capital Improvements budgeted could go towards SDC matching funds
8	**Liability Insurance Reserve Fund**	Set up Reserve Fund in FY12-13 to fund maximum liability exposure ($46k total; $32k GF). Will need to replenish in FY13-14 because reserve may be depleted in FY12-13.
9	**Website RFP & Service Contract**	Change strategy, reduce cost to $20k and fund in FY13-14.

City of Keizer
General Fund Long Range Plan
Update on Funding Status of Primary Issues

Key

Not Begun
In process
Proposed
Completed

Rank	ISSUE	FUNDING PROPOSALS
10	**Salary Survey RFP & Implementation**	Survey to be completed by July 1, 2013 and implemented during FY13-14.

	FY12-13 ISSUES	
FY13	**Purchase vs. Lease Equipment**	Purchase police vehicles instead of leasing to save interest costs annually and benefit from resale value. Use Interfund borrowing as needed.
		Begin purchasing photocopy machines instead of leasing to save interest costs
FY13	**Extend Urban Renewal District 4 years to support Keizer Station LID financing**	Fund Reserve for payment of interest on Tax Increment revenues forgone by Taxing Jurisdictions. $85k annually for maximum of ten years.

GENERAL FUND LONG RANGE FINANCIAL FORECAST
REVENUE AND EXPENSE PROJECTIONS FY13-14 ESTIMATES
APRIL 2013

~ Long-range planning does not deal with future decisions, but with the future of present decisions ~

	2012-13 Projected	2013-14 Estimates	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted	2017-18 Forecasted
1 **Increase Population**			0.70%	0.70%	1.48%	1.48%
2 **Change in City-wide Property Valuation**		2.00%	2.50%	2.50%	2.50%	2.50%
3						
4 ***REVENUES:***						
5 **Property Taxes:**	$ 4,090,000	$ 4,176,000	$ 4,280,000	$ 4,390,000	$ 4,500,000	$ 4,610,000
6 Taxes from Urban Renewal District	-	-	-	-	200,000	200,000
7						
8 **Licenses & Fees:**	2,460,000	2,440,000	2,460,000	2,480,000	2,520,000	2,560,000
9						
10 **Intergovernmental:**	760,000	750,000	755,000	760,000	771,000	782,000
11						
12 **Fines & Forfeits:**	540,000	540,000	544,000	548,000	556,000	564,000
13						
14 **Miscellaneous:**	131,000	110,000	110,800	111,600	113,300	115,000
15						
16 **TOTAL RESOURCES**	$ 7,981,000	$ 8,016,000	$ 8,149,800	$ 8,289,600	$ 8,660,300	$ 8,831,000

Notes:

5 Property Taxes are 3% less than last year's projections or $135,000 due to property values less than estimated

8 Licenses & Fees 4% less than last year's projections or $100,000 primarily due to electric and gas rate reductions

10 Intergovernmental is primarily cigarette and liquor tax revenues which are up over 2.5% or $20,000 primarily due to increased sales in Oregon (microbrews, exports, etc)

12 Fines & Forfeits down 13% due to decrease in court citations or $80,000

14 Miscellaneous down over 35% due to loss of Transient Occupancy Tax revenues with Keizer's only hotel in chapter 11 bankruptcy or $60,000

16 Revenue decline of over $350,000 from last year's projections

Assumptions:

No new revenue sources with the exception of the City's share of urban renewal tax increment revenue beginning in FY12-13

GENERAL FUND LONG RANGE FINANCIAL FORECAST
REVENUE AND EXPENSE PROJECTIONS FY13-14 ESTIMATES
APRIL 2013

~ Long-range planning does not deal with future decisions, but with the future of present decisions ~

	2012-13 Projected	2013-14 Estimates	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted	2017-18 Forecasted
Personnel Services Increase			0.5%	0.5%	0.5%	0.5%
Retirement Rate Increases				16.0%		16.0%
Medical Insurance Premium Increase		8.00%	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	$ 5,440,000	$ 5,720,000	$ 5,750,000	$ 5,780,000	$ 5,810,000	$ 5,840,000
Health insurance premium increases*			100,000	210,000	320,000	450,000
Retirement Rate Increases*			-	140,000	140,000	300,000
	5,440,000	5,720,000	5,850,000	6,130,000	6,270,000	6,590,000
Materials & Services	2,660,000	2,620,000	2,665,000	2,712,000	2,762,000	2,819,000
Administrative Costs from Urban Renewal District	-	-	-	-	110,000	112,000
Capital Outlay						
Park Improvements	24,700	21,500	21,900	22,300	22,700	23,200
TOTAL EXPENDITURES	$ 8,124,700	$ 8,361,500	$ 8,536,900	$ 8,864,300	$ 9,164,700	$ 9,544,200
Contingency		100,000				
Interest Due to Taxing Jurisdictions	85,000	85,000	85,000	85,000	85,000	85,000
TOTAL EXPENDITURES & RESERVES OVER REVENUES	($228,700)	($530,500)	($472,100)	($659,700)	($589,400)	($798,200)
Comparison with FY12-13 Long Range Plan	($286,000)	($218,900)	($173,700)	($322,600)	($291,800)	NA
Favorable/Unfavorable	$57,300	($311,600)	($298,400)	($337,100)	($297,600)	

***Increases are included in Wage & Benefit projections for FY12-13 & FY13-14**

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 II)

4/25/2013

GENERAL FUND LONG RANGE FINANCIAL PLAN
REVENUE AND EXPENSE PROJECTIONS FY13-14 ESTIMATES
ATLERNATE PLAN BASED ON REVISED REVENUE ASSUMPTIONS (SEE NOTES)

~ Long-range planning does not deal with future decisions, but with the future of present decisions ~

		2012-13 Projected	2013-14 Estimates	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted	2017-18 Forecasted
1	**Increase Population**			0.70%	0.70%	1.48%	1.48%
2	**Change in City-wide Property Valuation**		2.50%	3.00%	3.00%	3.00%	3.00%
3							
4	**Working Capital Carryforward Increase**		$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
5							
6	***REVENUES:***						
7	**Property Taxes:**	4,090,000	4,196,500	4,320,000	4,450,000	4,580,000	4,720,000
8	Taxes from Urban Renewal District	-	-	200,000	200,000	200,000	200,000
9							
10	**Licenses & Fees:**	2,460,000	2,540,000	2,560,000	2,580,000	2,620,000	2,660,000
11							
12	**Intergovernmental:**	760,000	750,000	755,000	760,000	771,000	782,000
13							
14	**Fines & Forfeits:**	540,000	620,000	624,000	628,000	637,000	646,000
15							
16	**Miscellaneous:**	131,000	170,000	171,200	172,400	175,000	177,600
17							
18	**TOTAL RESOURCES**	$ 7,981,000	$ 8,476,500	$ 8,830,200	$ 8,990,400	$ 9,183,000	$ 9,385,600

Notes:

Based on discussions during the Long-Range Planning Task Force Meeting the following clarifications were made:

4 Forecast includes estimated working capital Carryforward of $200,000 each year above amount budgeted based on 5 year historical average.

7 Property Tax revenue assumptions increase one-half of one percent over original Long-Range Forecast increases annual revenues approximately $20,000.

8 Taxes from Urban Renewal District assumes tax increment revenues roll into city property taxes two years early at $200,000 per year.

12 Licenses & Fees assume future projections stabilize to prior year actual rather than assuming a 4% decline in electric and gas franchise revenues for $100,000.

14 Fines & Forfeits assume future projections increase back to typical annual revenue streams rather than assume $80,000 annual reduction.

16 Miscellaneous assumes City will collect Transient Occupancy Tax revenues with Keizer's only hotel in chapter 11 bankruptcy estimated at $60,000.

GENERAL FUND LONG RANGE FINANCIAL PLAN
REVENUE AND EXPENSE PROJECTIONS FY13-14 ESTIMATES
ATLERNATE PLAN BASED ON REVISED REVENUE ASSUMPTIONS (SEE NOTES)

~ Long-range planning does not deal with future decisions, but with the future of present decisions ~

		2012-13 Projected	2013-14 Estimates	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted	2017-18 Forecasted
19	**Personnel Services Increase**			0.5%	0.5%	0.5%	0.5%
20	**Retirement Rate Increases**				16.0%		16.0%
21	**Medical Insurance Premium Increase**		8.00%	10.0%	10.0%	10.0%	10.0%
22	**Materials & Services; Capital Outlay Inflation**			1.70%	1.75%	1.85%	2.05%
23	***EXPENDITURES:***						
24	**Personnel Services**						
25	Wages & Benefits	$ 5,440,000	$ 5,720,000	$ 5,750,000	$ 5,780,000	$ 5,810,000	$ 5,840,000
26	Health insurance premium increases*			100,000	210,000	320,000	450,000
27	Retirement Rate Increases*			-	140,000	140,000	300,000
28		5,440,000	5,720,000	5,850,000	6,130,000	6,270,000	6,590,000
29							
30	**Materials & Services**	2,660,000	2,620,000	2,665,000	2,712,000	2,762,000	2,819,000
31	Administrative Costs from Urban Renewal District	-	-	110,000	110,000	110,000	112,000
32							
33	**Capital Outlay**						
34	Park Improvements	24,700	21,500	21,900	22,300	22,700	23,200
35							
36	**TOTAL EXPENDITURES**	$ 8,124,700	$ 8,361,500	$ 8,646,900	$ 8,974,300	$ 9,164,700	$ 9,544,200
37							
38	Contingency	-	100,000				
39	Interest Due to Taxing Jurisdictions	85,000	85,000	-	-	-	-
40							
41	**TOTAL EXPENDITURES & RESERVES OVER REVENUES**	($228,700)	($70,000)	$183,300	$16,100	$18,300	($158,600)
	Comparison with Urban Renewal Extension	($228,700)	($530,500)	($472,100)	($659,700)	($589,400)	($798,200)
	Favorable/Unfavorable compared to Original Plan	$0	$460,500	$655,400	$675,800	$607,700	$639,600

***Increases are included in Wage & Benefit projections for FY12-13 & FY13-14**

Notes:

31 Administrative costs from Urban Renewal District assumes General Fund will begin paying theses costs two years early at $200,000 per year commensurate with the increase in property tax revenues.

39 Interest Due to Taxing Jurisdictions assumes Keizer Station delinquency issues will be resolved within two years and taxing jurisdictions will be made whole at that time as opposed to the 10-year plan put in place in FY11-12.

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2013

	Actual FY09-10	Actual FY10-11	Actual FY11-12	Actual FY12-13	Budget FY13-14	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	$8,727 - $11,388
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	0.0	0.0	0.0	6,204 - 8,093
Total	1.0	1.0	0.0	0.0	0.0	
CITY ATTORNEY						
Attorney	1.0	1.0	1.0	1.0	1.0	8,313 - 10,844
Legal Assistant	1.0	1.0	1.0	1.0	1.0	3,456 - 4,508
Total	2.0	2.0	2.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	4,860 - 6,342
* Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	3,136 - 4,089
Total	2.0	2.0	2.0	2.0	2.0	
EVENT CENTER						
Event Center Coordinator	0.0	0.0	0.0	0.0	1.0	TBD - Commission Based
Total	0.0	0.0	0.0	0.0	1.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	6,512 - 8,499
* Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	4,198 - 5,477
Total	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	6,840 - 8,923
* Assistant Controller	1.0	1.0	1.0	1.0	1.0	5,626 - 7,342
Network Administrator	1.0	1.0	1.0	1.0	1.0	4,860 - 6,342
* Accounting Technician	1.0	1.0	1.0	1.0	1.0	3,136 - 4,089
* Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	3,136 - 4,089
* Utility Billing Clerks	3.0	3.0	3.0	2.5	2.5	2,844 - 3,709
Court Clerk I	1.0	1.0	1.0	1.0	1.0	2,707 - 3,531
Court Clerk II	1.0	1.0	0.5	0.5	0.5	2,985 - 3,895
* Office Assistant/Receptionist	1.0	1.0	1.0	1.0	1.0	2,579 - 3,366
Total	11.0	11.0	10.5	10.0	10.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2013

	Actual FY09-10	Actual FY10-11	Actual FY11-12	Actual FY12-13	Budget FY13-14	Monthly Salary Range (1.0 FTE)
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	1.0	7,540 - 9,837
Senior Planner	1.0	1.0	1.0	1.0	1.0	4,630 - 6,041
Planner	1.0	1.0	1.0	1.0	1.0	4,001 - 5,216
Code Enforcement/Zoning Technician	1.0	1.0	0.0	0.0	0.0	3,292 - 4,293
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,985 - 3,895
Total	5.0	5.0	4.0	4.0	4.0	
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	7,183 - 9,369
Public Works Superintendent	1.0	1.0	1.0	0.0	1.0	5,626 - 7,342
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	2,985 - 3,895
Municipal Utility Worker I - Parks	1.0	1.0	1.0	1.0	1.0	3,030 - 3,954
Municipal Utility Worker III - Parks	1.0	1.0	1.0	1.0	1.0	4,001 - 5,216
Municipal Utility Worker I - General	8.0	8.0	8.0	8.0	8.0	3,182 - 4,150
Municipal Utility Worker II - General	3.0	3.0	3.0	3.0	3.0	3,510 - 4,576
Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	3,340 - 4,358
Municipal Utility Worker II - Storm Water	0.0	0.0	0.0	0.0	1.0	3,510 - 4,576
Municipal Utility Worker III	3.0	3.0	3.0	3.0	3.0	4,408 - 5,753
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	4,630 - 6,041
Storm Water Technician	0.0	1.0	1.0	2.0	2.0	3,456 - 4,508
Senior Storm Water Technician	0.0	1.0	1.0	1.0	1.0	4,001 - 5,216
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,985 - 3,895
Total	22.0	24.0	24.0	24.0	26.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

AS OF JUNE 30, 2013

	Actual FY09-10	Actual FY10-11	Actual FY11-12	Actual FY12-13	Budget FY13-14	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	7,540 - 9,837
Captain(s)	1.0	1.0	1.0	1.0	1.0	6,512 - 8,499
Lieutenants	0.0	2.0	2.0	2.0	2.0	5,907 - 7,708
Sergeants	8.0	7.0	7.0	7.0	7.0	5,358 - 6,992
Police Officers	30.0	26.0	26.0	26.0	26.0	4,193 - 5,483
Total Sworn Positions	40.0	37.0	37.0	37.0	37.0	
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,456 - 4,508
Crime Analyst	0.0	0.0	0.0	0.0	1.0	3,907 - 5,098
* Investigative Services Specialist	1.0	1.0	1.0	1.0	0.0	3,375 - 4,401
Community Services Officer	1.0	1.0	1.0	1.0	0.0	3,375 - 4,401
* Property & Evidence Specialist	1.0	1.0	1.0	1.0	1.0	3,215 - 4,191
* Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	4,198 - 5,477
* Police Support Specialists	3.0	3.0	3.0	3.0	3.0	2,777 - 3,619
Total Non-sworn Positions	8.0	8.0	8.0	8.0	7.0	
Total	48.0	45.0	45.0	45.0	44.0	
Grand Total	94.0	93.0	90.5	90.0	92.0	

* Classified as Administrative Support in budget document.

CITY OF KEIZER

STAFFING ALLOCATIONS

FISCAL YEAR 2013-2014 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	69.1%					4.6%	2.0%	2.1%	9.0%	0.4%	5.4%	7.3%	100%
CITY ATTORNEY													
Attorney	73.3%					5.4%	2.0%	1.4%	2.4%	0.5%	1.1%	13.8%	100%
Legal Assistant	73.3%					5.4%	2.0%	1.4%	2.4%	0.5%	1.1%	13.8%	100%
CITY RECORDER													
City Recorder	55.9%					4.5%	15.0%	2.1%	9.0%	0.4%	5.3%	7.2%	100%
Deputy City Recorder	69.4%					4.5%	2.0%	2.1%	9.0%	0.4%	5.3%	7.2%	100%
HUMAN RESOURCES													
Human Resources Director	64.9%					3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%
Human Resources Generalist	64.9%					3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%
FINANCE													
Finance Director	43.2%					8.5%	0.5%	15.8%	15.8%	1.8%	4.2%	10.2%	100%
Assistant Controller	43.2%					8.5%	0.5%	15.8%	15.8%	1.8%	4.2%	10.2%	100%
Accounting Technician	43.2%					8.5%	0.5%	15.8%	15.8%	1.8%	4.2%	10.2%	100%
Municipal Court Clerk					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/Office Assistant	13.0%					2.6%	70.0%	4.7%	4.7%	0.5%	1.3%	3.1%	100%

The City Manager's costs have been allocated based on a blend of the percentage of time spent on various projects and city-wide FTE. Projects are tracked by the City Attorney's Office.

The City Attorney's Office has been allocated based on the percentage of time spent on various projects. A three-year rolling average is used and tracked by Legal staff.

The City Recorder's Office has been allocated based on a blend of projects working on and city-wide FTE. Percentages are adjusted to account for the time the City Recorder spends managing the Community Center which is expected to be 15% in FY13-14. Projects are tracked by the City Attorney's Office.

The Human Resources Department is allocated based on FTE.

The allocation for the Finance staff time and Materials & Services is based on a blend of revenues and expenditures city-wide except for the Office Assistant's time is allocated 70% to the Community Center as part of the position's regular duties. These duties are expended to continue to provide support for the new Event Center Coordinator.

CITY OF KEIZER

STAFFING ALLOCATIONS

FISCAL YEAR 2013-2014 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 CENTER													
Event Center Coordinator - New FY13-14							100.0%						100%
INFORMATION SYSTEMS													
Network Administrator	64.9%					3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%
COMMUNITY DEVELOPMENT													
Community Development Director			87.0%			10.0%		1.0%	1.0%		1.0%		100%
Senior Planner			97.0%					1.0%	1.0%		1.0%		100%
Associate Planner			100.0%										100%
Permit Specialist			100.0%										100%
POLICE DEPARTMENT													
All Staff				100.0%									100%
PUBLIC WORKS													
Public Works Director		7.0%				40.0%		5.0%	25.0%	5.0%	18.0%		100%
Public Works Superintendent	7.0%	5.0%				28.0%		5.0%	40.0%	5.0%	10.0%		100%
Permit Specialist						43.0%		12.0%	30.0%	10.0%	5.0%		100%
Facility Maintenance	64.9%					3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	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 (1) New FY13-14						25.0%					75.0%		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%

The Network Administrator's costs are allocated based on FTE. Software and hardware costs are based on dollars expended by fund.

The Facility Maintenance Department is allocated based on FTE.

Municipal Utility Workers (#) = number of staff

CITY OF KEIZER
STAFFING ALLOCATION CHANGES FROM PREVIOUS FISCAL YEAR
FISCAL YEAR 2013-2014 BUDGET

	General Fund			Other Funds								General Fund			Other Funds							
	Admin	Parks	Comm Dev	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal		Admin	Parks	Comm Dev	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal	
TITLE	**102**	**106**	**108**	**O12**	**021**	**O40**	**O42**	**043**	**046**	**O50**	**TOTAL**	**102**	**106**	**108**	**O12**	**021**	**O40**	**O42**	**043**	**046**	**O50**	**TOTAL**
CITY MANAGER																						
City Manager	69.1%			4.6%	2.0%	2.1%	9.0%	0.4%	5.4%	7.3%	100%	78.9%			8.0%	2.6%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
CITY ATTORNEY																						
Attorney	73.3%			5.4%	2.0%	1.4%	2.4%	0.5%	1.1%	13.8%	100%	69.2%			6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Legal Assistant	73.3%			5.4%	2.0%	1.4%	2.4%	0.5%	1.1%	13.8%	100%	69.2%			6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
CITY RECORDER																						
City Recorder	55.9%			4.5%	15.0%	2.1%	9.0%	0.4%	5.3%	7.2%	100%	56.4%			8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
Deputy City Recorder	69.4%			4.5%	2.0%	2.1%	9.0%	0.4%	5.3%	7.2%	100%	56.4%			8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
HUMAN RESOURCES																						
Human Resources Director	64.9%			3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%	65.5%			3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Human Resources Generalist	64.9%			3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%	65.5%			3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
FINANCE																						
Finance Director	43.2%			8.5%	0.5%	15.8%	15.8%	1.8%	4.2%	10.2%	100%	69.2%			6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Assistant Controller	43.2%			8.5%	0.5%	15.8%	15.8%	1.8%	4.2%	10.2%	100%	34.0%			10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	43.2%			8.5%	0.5%	15.8%	15.8%	1.8%	4.2%	10.2%	100%	34.0%			10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Receptionist/Office Assistant	13.0%			2.6%	70.0%	4.7%	4.7%	0.5%	1.3%	3.1%	100%	4.0%			5.0%	70.0%	7.0%	7.0%	1.0%	5.0%	1.0%	100%
INFORMATION SYSTEMS																						
Network Administrator	64.9%			3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%	65.5%			3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
COMMUNITY DEVELOPMENT																						
Permit Specialist			100.0%								100%			75.0%			12.0%	12.0%		1.0%		100%
PUBLIC WORKS																						
Public Works Director		7.0%		40.0%		5.0%	25.0%	5.0%	18.0%		100%		1.0%		44.0%		5.0%	27.0%	5.0%	18.0%		100%
Facility Maintenance	64.9%			3.7%	2.1%	2.8%	15.5%	0.3%	9.7%	0.9%	100%	65.5%			3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%

CITY OF KEIZER
SUMMARY OF FRINGE BENEFITS
FISCAL YEARS 2011 through 2014

	LINE ITEM	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 AMENDED	FY12-13 PROJECTED	FY13-14 BUDGETED
1	Vehicle Allowance/Tuition Assistance	$ 4,200	$ 4,550	$ 4,200	$ 4,200	$ 4,200
2	Cell Phone Stipend/Clothing Allowance/Water Certification	42,701	43,339	47,000	45,200	50,500
3	Wellness	0	0	0	10,500	23,000
4	Medicare	95,536	89,578	91,196	89,800	95,000
5	Retirement	993,250	1,099,395	1,183,000	1,168,100	1,400,300
6	Insurance Benefits	1,247,172	1,291,508	1,488,100	1,445,000	1,585,800
7	Workers Compensation	34,608	154,348	101,500	96,000	80,900
		$ 2,417,467	$ 2,682,718	$ 2,914,996	$ 2,858,800	$ 3,239,700

Notes:

1 Vehicle Allowance/Tuition Assistance is for the City Manager as established in an employment contract.

2 The increase in the FY13-14 budget from FY12-13 is a reallocation of the Water Certifications which were previously budgeted in with Municipal Utility Worker's Salaries and totals approximately $3,400.

3 Beginning FY12-13 the City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes the ORPAT fitness test. The test is offered twice a year. Beginning FY13-14 the City intends to offer a Wellness program to City Hall and Public Works employees. Our health insurance carrier agreed to give a 3% premium discount on rates saving the City almost $40,000. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services

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

5 Beginning July 1, 2013 retirement rates will increase 18.5% for Tier1/2, 20% for Police OPSRP and 16% for General Services OPSRP. These rates are effective through June 30, 2015.

6 Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY13-14, the City's health insurance will increase 8% 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 FY13-14 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly. The details of the program have not been determined therefore half the cost is estimated in Personnel Services and half in the Human Resource Department Materials & Services budget.

7 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 FY12-13 are due to open claims pending from prior years and average class rate increases of 9%.

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 R2013-_____

ADOPTING THE FY13-14 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 2013-14 in the sum of $39,287,200 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated:

General Fund			
	General Services	$1,507,000	
	Parks	336,200	
	Community Development	474,000	
	Police	5,904,100	
	Municipal Court	244,500	
	Revenue Sharing	409,500	
	Contingency	93,600	
TOTAL GENERAL FUND			**$8,968,900**
Public Education Government			
	Materials & Services	79,300	
	Capital Outlay	15,000	
	Contingency	50,000	
TOTAL PUBLIC EDUCATION GOVERNEMENT			**144,300**
Law Enforcement Grant Fund			
	Materials & Services	10,000	
	Capital Outlay	65,000	
TOTAL LAW ENFORCEMENT GRANT FUNDS			**75,000**
Administrative Services			
	Personnel Services	1,446,200	
	Materials & Services	638,700	
	Capital Outlay	84,700	
	Contingency	188,200	
TOTAL ADMINISTRATIVE SERVICES			**2,357,800**

Parks Improvement **TOTAL PARKS IMPROVEMENT**	Capital Outlay	405,700	**405,700**
Keizer Station LID **TOTAL KEIZER STATION LID**	Debt Service	5,506,200	**5,506,200**
Transportation Improvement **TOTAL TRANSPORTATION IMPROVEMENT**	Capital Outlay Transfers Out	1,440,000 161,800	**1,601,800**
Off-Site Transportation Improvement **TOTAL OFF-SITE TRANSPORTATION IMPROVEMENT**	Capital Outlay	52,800	**52,800**
Housing Services **TOTAL HOUSING SERVICES**	Materials & Services	45,900	**45,900**
Energy Efficiency Revolving Loan **TOTAL ENERGY EFFICIENCY REVOLVING LOAN**	Materials & Services	28,200	**28,200**
Street **TOTAL STREET**	Personnel Services Materials & Services Capital Outlay Debt Service Contingency	277,500 820,400 1,273,300 605,700 54,900	**3,031,800**
Sewer **TOTAL SEWER**	Personnel Services Materials & Services Contingency	138,600 5,100,600 15,300	**5,254,500**

Water			
	Personnel Services	1,123,700	
	Materials & Services	1,080,000	
	Capital Outlay	58,000	
	Debt Service	231,100	
	Transfers Out	48,900	
	Contingency	113,100	
TOTAL WATER			**2,654,800**
Water Facility Replacement Reserve			
	Capital Outlay	671,800	
TOTAL WATER FACILITY REPLACEMENT RESERVE			**671,800**
Street Lighting Districts			
	Personnel Services	18,700	
	Materials & Services	401,900	
	Contingency	21,000	
TOTAL STREET LIGHTING			**441,600**
Storm Water Utility			
	Personnel Services	699,900	
	Materials & Services	490,400	
	Capital Outlay	177,000	
	Contingency	69,100	
STORM WATER UTILITY			**1,436,400**
Sewer Reserve			
	Transfers Out	22,900	
TOTAL SEWER RESERVE			**22,900**
Community Center			
	Personnel Services	53,600	
	Materials & Services	116,000	
	Contingency	5,000	
TOTAL COMMUNITY CENTER			**174,600**
TOTAL APPROPRIATIONS ALL FUNDS			**$32,875,000**
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			**6,412,200**
TOTAL ADOPTED BUDGET			**$39,287,200**

BE IT FURTHER RESOLVED that the ad valorem property taxes are hereby imposed for tax year 2013-14 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 _____, 2013.

SIGNED this _____ day of _____, 2013.

_____
Mayor

_____
City Recorder

COUNCIL MEETING: May 20, 2013
AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS
THROUGH: CHRIS EPPLEY, CITY MANAGER
NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: EOA / HNA Revisions for Continued Public Hearing.

Attachments:

- **Attachment 1 (revisions for displacement of housing land for Schools)**
- **Attachment 2 (revisions for displacement of employment land)**
- **Letter from Gordon Howard, Urban Planning Specialist, DLCD**

ISSUE:
Issues raised at the May 20 public hearing concerning schools have been addressed by the proposed language in attachments 1 and 2.

DISCUSSION:
After the discussion at the previous council meeting, staff is proposing additional language be added to the "School Facilities" section. After discussion with the staff at DLCD, and exploring the options available to the city, it is clear that the city would be able to respond to any changes made by school siting requirements above what is identified in the HNA/EOA report. Their comments are included in the council information.

RECOMMENDATION:
That the City Council adopt the amended EOA/HNA report.

Attachment 1

Important Note:

As the locational decisions necessary to meet the needs for housing land shortages cannot be made at this time, it is impossible to identify which school district will serve the needs, what policies will govern the placement of students in facilities, or even what school model will be applied. Therefore the reservation of 10 acres to provide for an elementary school is a conservative, even if possibly understated, need assertion. To go beyond this conservative statement, however, makes assumptions that cannot be made at this time.

The issue of school land needs is impossible to specifically quantify on a preliminary basis, until more information and policy direction is provided through specific implementation of the information provided in the Keizer Housing Needs Analysis.

Of particular concern is the potential that land needed to provide for school facilities may significantly impact the amount of land provided for housing purposes. If, for example, an additional high school is determined to be necessary by the school district to serve the needs of the City of Keizer, this large amount of land (typically 50 acres) would reduce the land available for residential use, thereby nullifying the specific residential land analysis, unless specific steps are taken to provide alternatives. These alternatives cannot be specified at this time, but may include working cooperatively to invoke the School District's ability to amend the UGB for school needs. As part of this analysis, the City of Keizer states in the strongest possible terms that any displacement of housing land for school purposes beyond what is stated herein must be made through augmentation of the land allocation and UGB definition—and cannot be deemed to reduce the lands available for housing or employment purposes. To this end, the City of Keizer will require any school district siting a school, other than a single elementary school, to supply all necessary technical information and analysis to either conduct a legislative review of the residential land supply, or to utilize their own legislative authority to augment the displaced land supply.

Attachment 2

The same concerns about displacing employment lands for other uses, as indicated in the "School Facilities" section, exists for special purpose employment lands. The locational decisions made in the future to provide land for the targeted industries, will depend on a variety of factors, including transportation capacity, infrastructure capacity, public services capacity and community fabric. The same statement is made by the City, in the strongest terms—that provision of employment land to provide for the objectives outlined in the accompanying Economic Vision contained in the Economic Opportunities Analysis will not be displaced by other uses, whether residential, public or retail.

Oregon
John A. Kitzhaber, MD, Governor

Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540
(503) 373-0050
Fax (503) 378-5518
www.lcd.state.or.us

May 29, 2013

Nate Brown
Community Development Director
Keizer, OR 97307

Dear Nate:

In preparing its Housing Needs Assessment and Buildable Lands Inventory, Keizer has determined, in consultation with the Salem-Keizer School District, that an additional 10 acres of land will be needed during the next 20 years for a public school site. There has been concern raised during your public review process as to what would occur should the Salem-Keizer School District make a future determination that it needs more than 10 acres of land for public school sites during the next 20 years. Assuming that the additional land devoted to public school uses would be within the city's adopted urban growth boundary and would come from land expected to be used for residential purposes, the city would then be facing a shortfall of residential land within its urban growth boundary.

ORS 197.296 provides the statutory requirements that Keizer would need to address if the scenario described above were to occur. The statute applies to all cities in Oregon with a population greater than 25,000, which includes Keizer. ORS 197.296(2) requires Keizer to "demonstrate that its comprehensive plan provides sufficient buildable lands within the urban growth boundary established pursuant to statewide planning goals to accommodate estimated housing needs for 20 years." ORS 197.296(2) also specifies when Keizer must make this demonstration, which is "at periodic review pursuant to ORS 197.628 to 197.651 or at any other legislative review of the comprehensive plan or regional plan that concerns the urban growth boundary and requires the application of a statewide planning goal relating to buildable lands for residential use."

So to answer the concerns that have been raised, if the Salem-Keizer School District takes action that results in a deficiency in the 20-year residential land supply, Keizer must address and correct this deficiency at the time of its next periodic review, or whenever it next conducts a legislative review of the residential land supply within its urban growth boundary.

However, Keizer would have the flexibility to be more proactive in how it would respond to such a situation. The city could also require the school district, as a condition of a rezoning approval, to demonstrate that the district would not diminish the residential land supply as a result of the rezone. Or the city could initiate a legislative review at the same time as the school district's application that would amend its comprehensive plan, either by expanding the urban growth boundary or increasing residential density on lands within the current urban growth boundary (or both) to adequately maintain the supply of residential lands. We would strongly support efforts by the city to proactively maintain a 20-year supply of residentially zoned land.

If you have any additional questions, please contact me at 503-373-0050 x 259.

Sincerely,

Gordon Howard
Urban Planning Specialist

c: Tom Hogue
Angela Lazarean

To access the Economic Opportunities Analysis and the Housing Needs Analysis, please click here.

COUNCIL MEETING: June 3, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: CITY COUNCIL POSITION NUMBER TWO APPOINTMENT

On May 10, 2013, Ken LeDuc submitted a letter of resignation from Position #2 on the Keizer City Council. Ken LeDuc was elected in November 2012 and was serving a four-year term scheduled to expire in January 2017. The City Charter specifies the Council shall declare an office vacant upon the resignation of a Council member. At the meeting on May 15, 2013, the Council adopted a Resolution declaring Council Position Number Two vacant.

The Charter states that a vacant elective office shall be filled by appointment of a majority of the remaining members of the Council. With the adoption of the City Council Rules of Procedure, an appointment process has been established. A copy of this process is attached.

A press release was distributed requesting citizens interested in being considered for the appointment to submit their resume and a letter of interest outlining their qualifications for the position. The deadline for submittal of the letters/resume is June 3, 2013 at 5:00pm. A letter will be sent to each of the applicants inviting them to make a presentation at the June 10, 2013 special Council meeting.

At the May 20, 2013 meeting, the Council gave preliminary direction of the process as follows:

1. Presentation length: Five minutes. There is to be no discussion or questions by the Council whatsoever, except for the written questions noted below.
2. Order of the presentations: Drawn from the official bucket.
3. Candidates will be requested to sequester themselves outside the Council Chambers until time for their presentation so they will not gain advantage by listening to the other candidates. They may remain after their presentation.
4. Each of the six current council members may submit a written question to be given the candidates. The candidates may choose to address the questions in their presentations. The deadline for submittal by council members is June 3.

This item is before the Council to formally adopt the above process.

RECOMMENDATION:

It is recommended the Council pass a motion to adopt the process as set forth above. Please contact me if you have any questions in this regard. Thank you.

group. It is preferred that a representative of the requesting organization be present to receive the proclamation.

SECTION 16 – COUNCIL VACANCIES/APPOINTMENTS

16.1 Vacancy of Council Position – Chapter VII – Section 29 of the Keizer City Charter outlines circumstances in which a Council position may become vacant. Vacant elective offices shall be filled by appointment. A majority vote of the remaining members of the Council shall be required to validate the appointment. Upon validation, the appointee's term of office shall begin and continue throughout the unexpired term of the predecessor.

16.2 Vacancy of Mayor Position – In the event the office of the Mayor becomes vacant, the Council President shall become Mayor. A new Council President shall be nominated accordingly from the remaining members of the Council. The Council then shall appoint a Councilor to fill the vacancy as set forth below.

16.3 Declaration of Vacancy – The vacant position shall be declared vacant by Resolution.

16.4 Process for Appointment – Upon declaration of the vacancy, a press release will be issued inviting members of the community, who meet the qualifications as outlined in the Charter, to submit a letter of interest and resume. Within 45 days of the declaration of vacancy, the Council may nominate all who have submitted their name for consideration, or Councilors can nominate individual candidates. At the point where it appears no more nominations are to be made, a motion shall be made to close the nominations, and upon two-thirds majority vote of all remaining Council members present, the nominations are closed.

16.5 Appointment Vote – The Mayor or Presiding Officer shall review the appointment process with members of the audience prior to any votes being taken. Written ballots shall be prepared containing the names of all of the nominated candidates. The following voting process will be followed:

a) Each of the remaining members of the Council shall select one candidate and mark their ballot accordingly. If one candidate receives the majority of the votes of the remaining members of the Council, such candidate shall be appointed to fill the vacant position.

b) If no candidate receives a majority vote of all remaining members of the Council on the first ballot, a second ballot shall be distributed. The second ballot shall contain the names of the two candidates receiving the most votes from the first ballot, unless a tie resulted from the first ballot. In a first place tie situation, all first place candidates will be placed on the second ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on the second ballot. Each remaining member of the

Council shall select one candidate and mark their ballot accordingly. The candidate receiving a majority of the votes of the remaining members of the Council shall then be appointed to the vacant position.

c) If no candidate receives a majority vote of all remaining members of the Council on the second ballot, a third and final ballot shall be distributed. The third and final ballot shall contain the names of the two candidates receiving the most votes from the second ballot, unless a tie resulted from the second ballot. In a first place tie situation, all first place candidates will be placed on the third and final ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on a third and final ballot. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving the majority of the votes of the remaining members of the Council shall be appointed to the vacant position. In case of a tie vote on this third and final vote, the Council will select the replacement Councilor according to the procedure outlined in Section 16.6 – Tie Votes – Appointment Process.

d) By Resolution, the Council shall validate the appointment.

16.6 Tie Votes – Appointment Process – If no candidate receives a majority vote of all remaining members of the Council on the third and final vote, the names of the two candidates receiving the most votes from the third and final ballot will be placed in an official city bucket, unless a tie resulted from the third and final ballot. In a first place tie situation, all first place candidates will be placed in the official city bucket. If there is a one first place candidate and tied second place candidates, then all first and second placed candidates' names will be placed in the official city bucket. The City Recorder will draw the successful name.

16.7 Tie Votes – Council Election – When two or more candidates running for the same Council position, have an equal and the highest number of votes, the successful candidate will be determined by a drawing of lots. Upon confirmation of a recount by the Marion County Elections Division, this determination shall take place at the first regularly scheduled meeting after such recount confirmation. The Council will use the same process to determine the successful candidate as outlined in Section 16.6 – Tie Votes – Appointment Process.

SECTION 17 – CREATION OF CITY COMMITTEES, BOARDS AND COMMISSIONS AND COUNCIL COMMITTEES AND AD-HOC TASK FORCES

17.1 Citizens Committees, Boards and Commissions. - At any time, the Council may by resolution establish any City Board, Commission or Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Councilors as members. Unless otherwise provided, all City Boards, Commissions, and Committees so created shall sunset at the end of their mission, but in all events shall be

COUNCIL MEETING: June 3, 2013

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 $275k in State Shared Revenues is anticipated in fiscal year 2013-2014.

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 R2013-_____

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 2013-2014.

PASSED this _____ day of _____, 2013.

SIGNED this _____ day of _____, 2013.

_____
Mayor

_____
City Recorder

I certify that public hearings before the Budget Committee were held on May 2nd, 7th and 9th and a public hearing before the City Council was held on June 3, 2013, giving citizens opportunity to comment on use of State Revenue Sharing.

_____
City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

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 _____, 2013.

SIGNED this _____ day of _____, 2013.

_____

Mayor

_____

City Recorder

COUNCIL MEETING: **June 3, 2013**

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, 2012 through February 28, 2013. 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 $5,871.57 for tax year 2013-2014. This compares to $5,992.95 for tax year 2012-2013.

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 R2013-_____

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 28, 2013 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 _____, 2013.

SIGNED this _____ day of _____, 201.

_____

Mayor

_____

City Recorder

CITY OF KEIZER
EXHIBIT "A"
DELIQUENT SEWER AND STORM WATER ACCOUNTS

TAX ID	Owner Name	Service Street Number	Amount
R20087	ROBERT/BARBARA HASKINS	7225 WHEATLAND RD N	$ 465.58
R25374	LIMAS, RUBEN	4935 DELIGHT ST N	106.76
R45803	ASHTON, JAMES	1090 BARBARA AV N	178.48
R45743	MILLER, KEVER/KANDIS	1215 JAYS DR NE	465.58
R20048	PALMER, TAMARA	6995 RIVER RD N	465.58
R20165	WHITE, SHANNON & SCOTT	7029 FIR GROVE LN N	465.58
R45808	HOLLER, KENNETH	1105 BARBARA AV NE	106.76
R45871	CHIKE, DAWN	4985 BAILEY RD NE	139.83
R20551	JOSLIN, MICHAEL A	1817 CHEMAWA RD NE	402.47
R20571	JENEPP INVESTMENTS LLC	5525 ST CROIX WY NE	254.54
R20342	BROWN, STACY	1060 HARMONY DR NE	469.83
R20577	SOLIS, OSCAR	5625 MCLEOD LN NE	469.83
R20567	CRANE, HEIDI/JERRY	2200 CHEMAWA RD NE	469.83
R45575	HAINES, SARAHLYNN	930 CLAGGETT ST NE	465.75
R20573	DUNKIN, MICHELLE	5540 ST CROIX WY NE	176.79
R20573	E-VILLAGE LLC C/O CHARLES SIDES	5540 ST CROIX WY NE	186.90
R20570	BOWERS, BROCK	5530 ST CROIX WY NE	326.30
R20076	HOPMAN/DERRENGER, RICHARD/ KATHERINE	725 FARMLAND LN NE	88.00
R20070	SHIPPEY, ALLAN & KAREN	770 FARMLAND LN NE	79.17
R19782	MARTUSHEFF/AYHAN, ARTIMON / HARTINA	7770 TIMOTHY LN NE	88.00
	TOTAL ASSESSMENTS DUE		$ 5,871.57

COUNCIL MEETING:_____

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: Chris Eppley, City Manager
Susan Gahlsdorf, Finance Director

FROM: Tim Wood
Assistant Controller

SUBJECT: Authorization to enter into an agreement with Tele-Works, Incorporated (TWI) to provide online bill payment, paperless billing, past due notification and payment processing services.

BACKGROUND: The City Council has identified implementing on-line bill payment and paperless utility billing options as a City Council goal.

ISSUE: The City obtained informal proposals from four different potential service providers for online bill payment and paperless bill payment services. Based on those proposals the City identified that the proposal from an existing service provider TWI, who currently provides past due notification services, would provide the requested services at the least cost.

FISCAL IMPACT: The initial integration will cost approximately $10,000 which is covered by existing appropriations in the 2012-13 fiscal year budget. Ongoing operational expenses will be approximately $2,000 - $3,000 depending on the volume of customers who choose to utilize the on-line bill payment and paperless billing options which are included in the 2013-14 fiscal year City Committee Approved Budget appropriations.

RECOMMENDATION: Staff recommends the City Council adopt the attached Resolution authorizing the City Manager to sign the TWI agreement.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO SUMMATION 360 SOLUTION AGREEMENT WITH TELE-WORKS, INCORPORATED (TWI)

WHEREAS, the City of Keizer has been utilizing a software program called Outbound Notification System by Tele-Works, Incorporated (TWI) to notify customers of due dates;

WHEREAS, the City of Keizer has been utilizing Elavon to process credit card transactions;

WHEREAS, Tele-Works, Incorporated (TWI) is able to perform both functions eliminating some costs to the City;

WHEREAS, the City wishes to enter into an agreement with Tele-Works, Incorporated in accordance with the attached agreement;

WHEREAS, the cost of using such program after initial installation is estimated to be approximately $2,000-$3000 per month;

WHEREAS, the funds have been approved in the 2012-13 budget for installation of this program;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to sign the Summation 360 Solution Agreement with Tele-Works, Incorporated as outlined on the attached agreement.

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

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to take any other action necessary to implement the Summation 360 Solution program.

PASSED this _____ day of _____, 2013.

SIGNED this _____ day of _____, 2013.

_____
Mayor

_____
City Recorder

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

SUMMATION360™
a TWI innovation

STATEMENT OF WORK

for a *Summation360™* Solution from TWI

SOW No. 7897
Project: *Summation360* Solution Suite
Date: May 20, 2013

This Statement of Work (SOW) is made by and between Tele-Works, Incorporated ("TWI"), a Virginia corporation, and Keizer, OR ("Client" or "Agency"). This SOW and any other documents referenced herein constitute the full Agreement between the parties per the terms and conditions contained herein and replace any existing Agreements including SOW 7610 dated August 31, 2011.

CONTACT INFORMATION

Client:	Keizer, OR	Account Manager:	Erik Amelink
Contact:	Tim Wood	Phone:	540 951-6463
Phone:	(503) 856-3413		

DESCRIPTION OF PRODUCTS AND SERVICES

The *Summation360™* Solution Suite is a hosted, multi-channel billing, payment, and automation solution for utility billing organizations. The specific *Summation360* components to be delivered to the Client under this SOW are described in this Section.

Web / On-Line Services

Summation360 online services include the following components: Pay Now, Portal/My Account, Paperless eBilling, and Mobile. These components are described more fully below.

Web – Pay Now

"Pay Now" is a customer self-service web interface that provides a fast way for customers to pay without having to register an online account. Pay Now includes the following:

- Log-in with account number and the numeric portion of street address
- View account balance and last payment amount
- Pay bills by credit card or eCheck
- Real-time account access and payment posting
- English and Spanish-language interfaces are standard.

Web – "My Account" Portal

By registering to use the "My Account" portal, customers will be able to manage payment, notification, and billing preferences, make payments, and log in quickly in the future without having to remember their account number. Customers will also be able to link and pay multiple accounts with a single payment. The My Account Portal includes the following:

- Self-register for My Account access; log in with email address and password
- Manage settings to receive a paper or electronic bill
- View invoice history, consumption history, and payment history
- Pay bills by credit card or eCheck
- Set up monthly auto-payments (requires *TWI Payment Processing Services*)
- Multi-Account Access:
    - Customers can add multiple utility accounts to their My Account page
    - View payable balances and account status for multiple accounts
    - Enter your credit card or check payment information once and make a payment on multiple utility accounts. Each individual utility account is directly updated in the host database system.
- Real-time account access and payment posting

Web – Paperless eBilling

Through the "My Account" portal, customers will be able to register for eBilling and manage their notification settings. Customers will be able to:

- Receive email bill reminders
- Opt-in/out of receiving paper bill
- Store and view current and archived bill images online (requires coordination with Agency's bill printing function and may incur additional fees)

Web – Mobile

Web Mobile provides a web application formatted for smartphones and tablet devices with broad mobile browser support and conforms to typical mobile touchscreen operations including navigation, screen formatting, and orientation changes that work seamlessly on mobile devices.

- Log in with account number and the numeric portion of street address
- Pay bills by credit card or eCheck
- Real-time account access and payment posting

Interactive Voice Response (IVR) / Phone Services

The *Summation360* IVR module provides customers with self-service options via the telephone. The IVR allows customers to obtain general account status and balance information and to make a payment on their account. The IVR includes the following:

- Log in with account number and the numeric portion of street address
- Hear current account balance and last payment amount
- Pay bills by credit card or eCheck
- Real-time account access and payment posting

Customer Notifications

Summation360 includes the *alertworks™* outbound notification system enabling the Agency to rapidly deliver messages via telephone, email and text message. Standard *alertworks* features are as follows:

- Web-Based Campaign Control – An easy-to-use web interface is used for creating and managing outbound phone, text messaging, and e-mail campaigns (email broadcasts relayed through Client's SMTP server).
- Contact Sources – ability to import contact information from multiple contact sources, with user friendly field mapping interface.
- Scheduling – Notifications can be scheduled in advance to run at a set time (e.g., reminder call-outs could be set to run in the evening when people are home from work).
- Retry Attempts / Voice Mail / Alternate Content – The system includes multiple configuration settings that the Client can use depending on the result of the call; these include setting the number of retry attempts, detecting voice mail, leaving a message, and leaving an alternate message for voice mail.
- Message Content – Message content is created by typing in a message on web console. Message content can include account specific data "merged" into the message. Voice/phone messages can be read back using text-to-speech (TTS) or recorded voice (i.e., WAV) (Note: account specific merge values are not supported with recorded voice.)
- Reporting – *Alertworks* provides comprehensive reporting on the results of call out attempts, including the final disposition of each call that was placed (e.g. delivered to human, voicemail, busy, etc.).
- Press-2-to-Pay – Call recipients can "Press 2" from the outbound call to enter the IVR system to make a payment directly from the outbound call.

TWI Payment Processing Services™

TWI Payment Processing Services includes the ability to securely process utility payments made to the Agency via eCheck as well as credit/debit card, including but not limited to VISA, MasterCard, Discover, and American Express via Web, IVR, mobile, and counter payment channels. Specific terms and conditions for payment processing are defined in the Merchant Services Agreement which is completed as part of the implementation process. Key features provided by TWI Payment Processing Services include the following:

- Secure, encrypted bank card and ACH bank draft approvals
- One-time payments or auto-payments
- Detailed transaction reports, "virtual terminal" access, and tokenization for secure card-on-file transactions
- On-site equipment for point-of-sale transactions
- Real-time payment posting

General Summation360 Requirements

Account information and updates are made via a real-time integration with the Client's Springbrook CIS database. Real-time integration requires the Client to acquire, install, and maintain the appropriate Application Programming Interface (API) from the CIS vendor. The API must be installed on a Web server within the Client's data center and connected to the Client's Database. The Web services API must be accessible to TWI's hosted platform through the Internet. (Note: Some vendor APIs do not make available all of the data elements needed to enable the full feature set described above.) Upon delivery of APIs by the Client, TWI will conduct data validation sessions with Client staff to ensure the APIs function as expected to support all proposed functionality. With the successful testing of the APIs, TWI's implementation efforts and coordination with the necessary Client resources will commence.

TERMS AND CONDITIONS

Contract Commitment / Termination. This Agreement shall become effective on the date the Agreement is executed by the Client. The Client understands that there will be significant upfront costs incurred by TWI associated with the implementation of a real-time solution integrated with the Client's business processes. As such, the Client is making a 24-month commitment ("Commitment Period") to use the TWI hosted services as they are defined in this SOW. The Commitment Period shall begin on the date the first electronic payments are received by the *Summation360* system. Should the Client wish to terminate this Contract prior to the end of the Commitment Period, the Client must provide TWI with written notice explaining the reason(s) for the termination and give TWI at least ninety (90) days to rectify the concerns to the Client's satisfaction. Should TWI not be able to address the identified concern(s), the Client may terminate without penalty at the end of the 90 day period. Beyond the Client's requirements related to the Commitment Period, either party may terminate this Agreement at any time upon sixty (60) days prior written notice to the other party; in the event of such termination by Client, Client's entire financial obligation to TWI shall be for then accrued payments due and no termination fee shall be assessed. No termination fee shall be assessed for

termination by TWI. Upon expiration of the Commitment Period, this agreement shall renew automatically on an annual basis (each, a "Renewal Term"), unless thirty (30) days' notice of non-renewal is given prior to the expiration of the Initial Term or subsequent Renewal Term, as applicable.

Pricing/Payment Terms. The Client will pay the fees listed in this SOW as follows. TWI Terms are NET 30. All pricing is in U.S. Dollars.

- Technology: For all payments made through *Summation360* technology (e.g., web, IVR, mobile), TWI will charge the Client monthly:
    - $1.20 per payment by credit/debit card or eCheck
- Payment Transactions: TWI will charge the Client for payment transactions as follows:
    - Payment Processing Fees for Web/Mobile/Phone/Counter transactions:
        - Full pass-through of Interchange and Assessments
        - $0.10 per Visa, MasterCard, and Discover authorization and Debit transaction
        - $0.10 per transaction gateway fee
        - 0.30% (30 basis points) on Gross Visa/MC/Discover Sales Volume
        - $0.80 per eCheck transaction
        - $30.00 per chargeback
        - $0.00 per batch
        - $0.00 monthly merchant account on file fee
    - TWI charges for paperless bills at a rate of $0.14/paperless bill.
    - Payment Processing fees are collected via monthly direct invoicing and direct ACH debit withdrawals and for other services via monthly invoicing as necessary.
    - Fee Adjustments: The credit card fee and/or eCheck fees set forth in this Agreement may be adjusted to reflect changes in the following: interchanges, assessment or other fees of the Card Associations/Brands, including, without limitation, Visa® U.S.A., MasterCard® International, Inc., Discover®, and American Express®; the rate structure of TWI's ODFI (Originating Depository Financial Institution), merchant bank, or related processors; the Client's average payment amount, to the extent that it exceeds the average amount stated in this SOW for 3 consecutive months; and/or the Client's policy regarding passing a fee to its customers.
    - Average Bill: Pricing provided in this SOW assumes an average monthly bill payment of $125.
    - Utility "Customer Service Fee": Assumes that the Agency does not charge a Customer Service Fee or any other per transactional fee for taking payments.
- Client Notifications: The *alertworks* notification system is included at no charge to the Client and includes up to 7,500 outbound call-out minutes and 3,750 text message transactions each year. In any given year, usage beyond these amounts will be invoiced at $0.18 cents per call-out minute and $0.07 per text message transaction.
- Additional Services. If Client requests any professional services from TWI in order to deploy Client services or applications, including but not limited to, application development and enhanced support services, TWI will provide any such additional professional services at a flat rate of $175/hour.

Delivery of Services. TWI shall provide its Products and Services as specified in this SOW to Client, subject to the terms and conditions set forth herein and in the SOW. Client understands that the timely completion of the project is contingent upon timely performance by Client of its obligations as described in this SOW. In the event that progress on the project is slowed or halted due to a delay by Client, project schedules including milestones and deadlines may be delayed at TWI discretion. TWI shall not be liable for any delays or failure to perform resulting from Client's failure to timely provide any information, content or other deliverables necessary to provide the Products and Services to Client. Client also accepts that availability of features outlined above may be limited or delayed by APIs and/or by TWI Product Release Schedules and that TWI reserves the right to implement features in phases as they become available.

Promotion of Services: TWI will work with the Client in the promotion and marketing of the purchased products and services. TWI requests that the Client provide, at a minimum, the following:

- On the paper bill, print the web address and phone number for the automated payment solution, along with a message promoting electronic payments and paperless billing.
- On a prominent location of the front page of the Agency web site, place a link to the automated payment system and paperless billing system, along with promotional messaging encouraging customers to pay on-line, sign-up for paperless billing, or similar.
- Train the Agency's Client service representatives to direct callers/walk-ins to the electronic billing and payment solutions.

Outbound Notifications Terms and Conditions

- Minutes Usage: A call of thirty (30) seconds or less will be billed the same as a call of thirty (30) seconds. After the first thirty (30) seconds, calls will be billed in six (6) second increments. All call costs are rounded up to the nearest cent. There is no charge for calls that do not connect.

- Standard and High-Volume Call-Out Capacity: The Client can make call-outs using either of two call-out capacities. Standard Capacity provides the ability to place approximately 12 simultaneous calls; High-Volume Capacity provides the ability to place hundreds of calls simultaneously.
- High-Volume Call-Out Capacity Surcharge: When using High-Volume Capacity Call-Out, Outbound Call Minutes are used up at a 50% higher rate than during Standard Capacity Call-Outs. For example, a 60 second high-volume outbound call would use 90 seconds of Outbound Call Minutes.
- SMS Transactions: An SMS transaction represents each text message that is sent or received through the TWI SMS Gateway. TWI charges for each transaction processed at the rate defined in this SOW.
- SMS Response Messaging: TWI counts each message received, including responses, as a transaction.
- SMS Message Length: A standard text message is limited to 160 characters (including letters, numbers, spaces, symbols, and punctuation). Alertworks will automatically break up the message and send it in separate messages. Each message sent will count as a transaction.
- SMS Message Delivery: TWI cannot guarantee the delivery of every text message. Deliverability and response times are dependent upon the carrier and their network.
- SMS Supported "Response" Messages: An end user can opt-out by replying with the text message, "STOP." This will block the number from receiving future messages. The user may text back "RESUME" to unblock the number. The automatic STOP and RESUME feature is not optional nor are the responses case sensitive. Alertworks will post response messages up to 5 days from the time the recipient receives the message.
- SMS Client Responsibilities: The Client is responsible for ensuring that approval to send text messages to intended recipients has been obtained; for the quality and appropriateness of the phone numbers used in its broadcast events; and for appropriately maintaining information regarding opt-ins and cancellations. The Client is responsible for ensuring that all text messages are sent in accordance with applicable federal and state laws, rules, and regulations and in accordance with best practices according to guidelines such as those of the Mobile Marketing Association.

Hosted Subscriber Services Terms and Conditions

- Network Traffic. Client acknowledges that TWI is providing a hosted service, which means that Client content and data will pass through hosted TWI servers that are not segregated or in a separate physical location from servers on which the content of other third parties is or will be transmitted or stored.
- Content. Client is and shall be solely responsible for the creation, editorial content, control, and all other aspects of content. Client represents and warrants that it has obtained (or will obtain, prior to transmission) all authorizations and permissions required to use and transmit the content over TWI's hosted products and services.
- Client Maintenance. Client is responsible for, and TWI is not liable for Client's failure in, properly configuring, developing, programming, hosting and operating its hardware, software, web sites, content and all applications, and their respective telephone and Internet connections, to allow necessary access to and use of TWI hosted products and services, and providing any connections necessary to communicate with the TWI hosted products and services.
- No Harmful Code. Client represents and warrants to TWI and its suppliers that no content shall be knowingly transmitted by Client or end users through TWI's hosted products and services containing any program, routine or device which is designed to delete, disable, deactivate, interfere with or otherwise harm any software, program, data, device, system or service, including without limitation, any 'time bomb', virus, drop dead device, malicious logic, worm, Trojan horse or trap or back door (collectively, "Harmful Code").
- No Call "Front Ending": TWI hosted IVR cannot be used to "front end" calls to the Client's live agent queue or call group. The Client must direct its customers to the IVR as an option off the Agency's phone system auto-attendant.
- Prohibited Uses of IVR. Client will be responsible for, and shall pay any fees associated with, any unauthorized use, by Client or Client's end-users of the Hosted Subscriber Services, telephone numbers assigned to Client, and Client's account. In the event Client becomes aware of such unauthorized use, Client shall promptly notify TWI.

Support for Products and Services: During the Term, TWI shall be responsible for providing support to Client according to TWI prevailing Product and Services Support Policy. Client shall be responsible for providing support to its end users with regard to the Hosted Subscriber Services.

Client Responsibilities: Client is responsible for assigning resources to the effort with TWI and ensuring they are generally available to interact with TWI project resources as necessary throughout the life of the project. Additionally, Client is responsible for making available or collaborating with TWI in identifying the appropriate Application Programming Interface (API) or other method of integrating to/communicating with the Client's customer database.

Lawful Purposes. Client agrees that it will use TWI Products and Services only for lawful purposes and in accordance with this Agreement. Client shall comply with all applicable laws and regulations when using the Products and Services, including without limitation, compliance with applicable international export and privacy laws, privacy policies of Client and third parties and other laws regarding the transfer and/or transmission of data.

Critical Applications. Client acknowledges and agrees that the Products and Services are not designed, intended, authorized or warranted to be suitable for hosting life-support applications or other critical applications where the failure or potential failure

of the Products and Services can cause injury, harm, death, or other grave problems, including, without limitation, loss of aircraft control, hospital life-support systems, delays in getting medical care or other emergency services, and Client assumes all risk arising out of such use and shall indemnify TWI and its suppliers for damages and expenses (including legal fees) arising out of same.

Emergency uses. If the products and services are used in emergency situations for outbound notifications, then the products and services are intended to only increase the notice which will be given. There is and cannot be any guarantee that all persons intended to be contacted will be contacted. TWI accepts no responsibility for any failure of the products and services to contact any person(s) and is not responsible for any damage or injury which results from any failure to contact anyone.

Force Majeure. Except for Agency's obligations to pay money, neither party shall be deemed to be in breach of this Agreement for any failure or delay in performance caused by reasons beyond its reasonable control, including but not limited to acts of God, earthquakes, strikes, war, crime, terrorism, shortages of materials, internet, power or telecommunications failures, or computer equipment or software problems not caused by the party's gross negligence.

LIMITATION OF LIABILITY. IN NO EVENT SHALL TWI LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE SUM OF FEES PAID BY CLIENT FOR THE PRODUCTS AND SERVICES GIVING RISE TO THE LIABILITY DURING THE ONE YEAR PERIOD IMMEDIATELY PRECEDING THE DATE THE CAUSE OF ACTION AROSE. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER FOR ANY LOST PROFITS, LOSS OF DATA, BUSINESS INTERRUPTION, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY (INCLUDING NEGLIGENCE) AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY PROVIDED HEREIN. TWI SHALL HAVE NO LIABILITY FOR UNFINISHED PROJECTS WHERE NO COMPLETE PRODUCTS AND SERVICES HAVE BEEN DELIVERED.

DISCLAIMER. TWI DOES NOT WARRANT THAT THE PRODUCTS AND SERVICES SHALL MEET ALL OF CLIENT'S REQUIREMENTS, OR THAT THE USE OF THE PRODUCTS AND SERVICES SHALL BE UNINTERRUPTED OR ERROR-FREE. PRODUCT AND SERVICES ARE PROVIDED TO CLIENT ON AN "AS IS" BASIS. TWI MAKES NO OTHER WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE RELATING TO THE PRODUCTS AND SERVICES OR ANY OTHER MATERIALS OR SERVICES FURNISHED OR PROVIDED TO CLIENT UNDER THIS AGREEMENT. TWI SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUIET ENJOYMENT AND NONINFRINGEMENT.

Copyright / Intellectual Property. All right, title, and interest, including all intellectual property rights in the products and services of TWI, and any updates, upgrades or modifications thereof, or in any ideas, know-how, and programs developed by TWI during the course of performance of this Agreement shall remain the property of TWI. All right, title, and interest in any content communicated via TWI infrastructure through use of the products and services shall remain the sole property of Client. All products and service provided under this agreement are owned by TWI and are protected by United States copyright laws and applicable international treaties and/or conventions. The products and services, and any and all modifications and improvements thereto and derivative works thereof, shall remain the exclusive property of TWI, and Client shall have no right, title or interest therein whatsoever.

Please return two signed copies of this agreement to TWI at the address below. We will return a countersigned original for your records.

_____	_____	_____	_____
Client Signature	Date	TWI Signature PO Box M Blacksburg, VA 24060	Date

Client Billing/Invoicing Information:

_____ Billing Contact

_____ Primary Email Address

_____ Secondary Email Address

_____ Client Billing Address (if hard copy invoices also desired)

_____

_____

COUNCIL MEETING: June 3, 2013

AGENDA ITEM NUMBER: _____

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **Resolution Authorizing Appropriation Transfer for Amphitheater Fund**

ISSUES: The FY12-13 budget provides for **$2,000** for operating materials and supplies and **$5,300** for capital outlay in the Amphitheater Fund. There is a need for $800 to be moved from the Capital Outlay portion of this budget to Materials to cover the costs associated with repairs to the lighting along the stairway, replacement of garbage cans, and purchasing landscape materials (bark dust).

ORS 294 allows for the transfer of appropriation from one category to another when the governing body adopts a resolution to the transfer.

FISCAL IMPACT: There is no net fiscal impact to this action.

RECOMMENDATION: Staff recommends the council adopt the attached resolution if you so choose.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AUTHORIZATION TO APPROPRIATE AMPHITHEATHER CAPITAL OUTLAY APPROPRIATION TO MATERIALS & SERVICES

WHEREAS ORS 294.463 allows for a transfer of appropriation within a fund when authorized by resolution of the governing body of a municipal corporation.

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, 2013:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Amphitheather Fund				
Materials & Services	2,000	800		2,800
Capital Outlay	5,300		800	4,500

Funds are needed for lighting repairs, replacement of garbage cans and landscaping materials.

PASSED this _____ day of _____, 2013

SIGNED this _____ day of _____, 2013

_____
Mayor

_____
City Recorder

MINUTES
KEIZER CITY COUNCIL
Monday, May 6, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Joe Egli, Council President	Shannon Johnson, City Attorney
Cathy Clark, Councilor (7:11)	Nate Brown, Community Development Director
Dennis Koho, Councilor	Bill Lawyer, Public Works Director
Marlene Quinn, Councilor	Marc Adams, Police Chief
Jim Taylor, Councilor	Tracy Davis, City Recorder
Ken LeDuc, Councilor	

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Shawna Fenison, Keizer, mother of PFC Ryan J. Hill, killed in action in Iraq, read testimony regarding her son and the impact he had on Keizer and his fellow soldiers and submitted a letter from SFC Charles T. Berry supporting naming the park at Keizer Station in honor of PFC Ryan J. Hill. Council stood and applauded Ryan Hill. Councilor LeDuc invited Ms. Fenison to take his place in the upcoming Iris Festival parade. She accepted.

Stephan Wurzburg, Keizer, recognized the City of Keizer for sponsorship of the Iris Festival noting that the City pays for police overtime during the parade and provides airing of the event on K-23. He distributed sponsor packets and reviewed contents.

Mary McDuffee and *Shane Hollingsworth, Keizer*, Directors of the Parks Foundation reported on the fundraiser “Pinot for the Parks” which will be an annual event. He thanked Council for their partnership and cooperation and noted that the event netted $5100 which will go directly to Keizer parks. He recognized Tracy Davis and her family; cash sponsors Wayne Thackery (Loren’s Sanitation), Rick Day (Advantage Pre-Cast) and Clint Holland (Keizer Rotary Amphitheater).
Mr. Hollingsworth invited everyone to the March 14, 2014 event and provided information regarding efforts of the Parks Foundation.

PUBLIC HEARINGS

None

ADMINISTRATIVE ACTION

Public Works Director Bill Lawyer provided background information regarding the park at Keizer Station and its naming.

a. RESOLUTION – Establishing the Name of "PFC Ryan J. Hill Memorial Park"

Councilor Egli moved that the Keizer City Council adopt a Resolution Establishing the Name of "PFC Ryan J. Hill Memorial Park". Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. RESOLUTION – Authorizing City Manager to Expend Funds from the Park Improvement Fund for Soccer Court Renovation at Claggett Creek Park

Mr. Lawyer summarized the proposal submitted by Jim Parent of the Keizer Soccer Club which included development of two fields at Keizer Rapids Park and noted that staff recommendation is for approval of the Claggett Creek project only at this time due to staffing shortage. He then fielded questions regarding timing of the improvement, park usage during the construction, funding, storm drainage, field usage, and maintenance. Mr. Lawyer also provided information regarding a wetlands deed restriction in place at Claggett Creek Park and planned amendments.

Councilor Egli moved that the Keizer City Council adopt a Resolution Authorizing City Manager to Expend Funds from the Park Improvement Fund for Soccer Court Renovation at Claggett Creek Park. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. Keizer Rapids Park Community Build Project Task Force – Appointment of Final Members (Gubser Neighborhood Association and Marion County Representatives)

City Attorney Shannon Johnson reminded Council that members of the task force were named at last meeting except for the representative from Gubser Neighborhood Association and Marion County. This resolution is to fill those vacancies.

Councilor Egli moved that Keizer City Council appoint Meridith Coy as the Gubser Neighborhood Association representative and Commissioner Janet Carlson as representative of Marion County on the Keizer Rapids Park Community Build Project Task Force. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

d. RESOLUTION – Authorizing City Manager to Initiate Naming the Main Entrance to the Boat Ramp at Keizer Rapids Park "Walsh Way" – Repealing R2013-2344

Mr. Johnson reminded Council that they had directed staff to put into motion the naming process for the roadway to the boat ramp at Keizer Rapids Park. He noted that the previous name of Walsh's Way would not be approved because of the apostrophe; this resolution addresses the restriction.

Councilor Egli moved that the Keizer City Council adopt a Resolution Authorizing City Manager to Initiate Naming the Main Entrance to the Boat Ramp at Keizer Rapids Park "Walsh Way" – Repealing R2013-2344. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

e. ORDER – Designating "No Parking" Zone on West Side of City Hall Driveway

Mr. Johnson reviewed parking allowances on the roadway between City Hall and the Heritage Center noting that occasionally people park on the west side of the roadway but that is not allowed.

Councilor Egli moved that the Keizer City Council adopt an Order Designating "No Parking" Zone on West Side of City Hall Driveway. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

a. RESOLUTION ~ Authorizing the City Manager to Award and Enter Into an Agreement with K&E Excavating, Inc. for Replacement of Trail Avenue Storm Drain Improvement
b. Keizer Police Department Report on Disbursement of Petty Cash Funds
c. Approval of April 1, 2013 Regular Session Minutes

Councilor Egli moved for approval of the Consent Calendar. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

COMMITTEE REPORTS

a. Retirement Recognition – Lynn Halladey

Taken out of Order. Lt. Lance Inman, introduced Keizer Police Department Community Service Officer Sgt. Lynn Halladey and reviewed his career in the Police field. He noted that he has retired after 18 years of service and continues serving on a part time basis. He presented Mr. Halladey with a picture taken 29 years ago and a shadow box with badges worn during his career.

b. Appointment to Keizer Points of Interest Committee

City Manager, Chris Eppley, reported that there was a vacancy on the Keizer Points of Interest Committee. Notice of the vacancy was published and the Volunteer Coordinating Committee unanimously recommended Randy Coonrod to fill the vacancy.

Councilor Egli moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Randy Coonrod to position #4 on the Keizer Points of Interest Committee to serve the remainder of a 3-year term expiring November 2014. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, LeDuc, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

OTHER COMMITTEE REPORTS

Councilor Taylor reported that the Keizer Points of Interest Committee has been focusing on the Oral History Project and the Traffic Safety/Bikeways/Pedestrian Committee is hosting a Bike Rodeo at the Iris Festival.

Councilor Quinn reported that she had participated in the Railway Corridor Forum which is addressing passenger rail service from Eugene to Portland; K-FEST which focused on the Iris Festival; and Joining Community Forces Task Force which is focusing on support of veterans of the armed forces.

Councilor Egli encouraged everyone to attend the Budget Committee meetings and announced the upcoming Planning Commission meeting and Commissioners' breakfast.

Mayor Christopher reviewed details of the Mayor's Prayer Breakfast and thanked Councilor Quinn for her assistance. She also thanked former Councilor Mark Caillier for his successful efforts to get an official ballot box installed in the Keizer Civic Center parking lot.

Councilor LeDuc announced that he had attended the Claggett Creek Watershed Council meeting and assisted with tournaments at the Keizer Little League fields and McNary High School.

Councilor Clark announced that K-FEST had worked on a packet for event planners. She commended Carol Doerfler and Debbie Lockhart for their assistance in putting this together and getting it onto the City website. She reported that she had also attended the Salem-Keizer Area Transportation Study (SKATS) and the Planning Commission meetings.

Councilor Koho announced that he would be attending the Iris Festival informational meeting on May 9.

OTHER BUSINESS

City Recorder Tracy Davis announced an opening on the Channel 23 Committee. Applications are currently being accepted.

Bill Lawyer provided an update on the installation of the Willamette Manor play structure, announced that the Chemawa Road North project pre-construction meeting would be held on May 7, and showed Keizer Rapids Park interpretive signage that has been developed as part of the Total Maximum Daily Load (TMDL) Implementation Plan.

Community Development Director Nate Brown reported on progress of the review and approval of the Economic Opportunities and Housing Needs Analyses noting that if the Planning Commission approves them, staff hopes to present them to Council for approval at the May 20 meeting.

WRITTEN COMMUNICATIONS None.

AGENDA INPUT

May 13, 2013

5:45 p.m. – City Council Work Session

- City Council Rules of Procedure

May 20, 2013

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

June 3, 2013

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

Councilor Clark reminded everyone of the Keizer Police Open House on May 14. Mr. Eppley noted that on the same night input would be taken on the Police Chief recruitment: what people are looking for in the next chief and where public safety needs to go in the future.

ADJOURNMENT Mayor Christopher adjourned the meeting at 8:07.

MAYOR: APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Ken LeDuc

Councilor #5 – Joe Egli

Councilor #3 – Marlene Quinn

Councilor #6 – James Taylor

Minutes approved:_____

MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, May 13, 2013
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER Council President Egli called the meeting to order at 5:45 p.m. The following were present:

Present:
Lore Christopher, Mayor (5:50)
Joe Egli, Council President
Cathy Clark, Councilor
Jim Taylor, Councilor
Marlene Quinn, Councilor
Dennis Koho, Councilor

Absent
Ken LeDuc, Councilor

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Attorney
Marc Adams, Police Chief
Tracy Davis, City Recorder

DISCUSSION

a. Amendments to City Council Rules of Procedure

City Attorney Johnson reviewed the three specific changes proposed by the Council/Citizens Communication Work Group, noted that there had also been a request a review of the Youth Councilor appointment section and an additional section to address Councilor misconduct. He suggested that, instead of going through those one by one, Council simply go through the procedures.

Review then took place with discussion taking place regarding testimony time, use of electronic devices, testimony at public hearings, internal oversight, misconduct of a criminal nature, review of committees, Youth Councilor criteria, and committees.

Changes in addition to those Mr. Johnson suggested included

- Deletion of a sentence in Section 7.1
- Addition of verbiage to indicate there would be no ceding of time
- Deletion of Section 7.2
- Deletion of part of the last sentence in Section 7.5
- Deletion of parts of Section 8.2
- Changing “Councilor” to “Council Member” (to include Mayor)
- Deletion of the last paragraph of Section 11c

Further discussion took place with Mr. Johnson clarifying that all neighborhood associations must abide by public meeting laws.

OTHER BUSINESS Councilors were reminded of the Special Council Meeting, May 15 at Noon.

ADJOURN Mayor Christopher adjourned the meeting at 6:47 p.m.

APPROVED:

Mayor – Lore Christopher	Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho	Councilor #4 – Cathy Clark
~Absent~ Councilor #2 – Ken LeDuc	Councilor #5 – Joe Egli
Councilor #3 – Marlene Quinn	Councilor #6 – James Taylor

Minutes approved: _____

MINUTES
KEIZER CITY COUNCIL
SPECIAL SESSION
Wednesday, May 15, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 12:03 pm. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Joe Egli, Council President	Shannon Johnson, City Attorney
Cathy Clark, Councilor	Nate Brown, Community Development Director
Dennis Koho, Councilor	Marc Adams, Police Chief
Marlene Quinn, Councilor	Debbie Lockhart, Deputy City Recorder
Jim Taylor, Councilor	
One Position Vacant	

DISCUSSION

a. RESOLUTION – Declaring a Vacancy for Keizer City Council Position Number Two

City Attorney Shannon Johnson reported that on May 10, 2013, Councilor LeDuc had submitted a letter of resignation and under the Charter the next step is to accept the resignation and declare the vacancy which is typically done by resolution.

Councilor Egli moved to adopt a Resolution Declaring a Vacancy for the City Council Position Number Two. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: One Position Vacant (1)

Councilor Egli moved to adopt the proposed process and timeline that will be used for filling this vacancy and direct staff to give notice to the press inviting letters of interest and resumes from interested parties. Councilor Clark seconded. Motion passed unanimously as follows:

AYES: Christopher, Egli, Koho, Quinn, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: One Position Vacant (1)

Mr. Johnson explained that a candidate must be a qualified elector and a registered voter residing in Keizer.

OTHER BUSINESS Councilor Egli noted that an alternate car had been arranged for the mother of PFC. Ryan J. Hill to ride in during the Iris Parade.

ADJOURNMENT Mayor Christopher adjourned the meeting at 12:10

MAYOR: APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Vacant

Councilor #5 – Joe Egli

Councilor #3 – Marlene Quinn

Councilor #6 – James Taylor

Minutes approved:_____