CITY COUNCIL AGENDA PACKET

MONDAY,
June 2, 2003

- 6:30 P.M. URBAN RENEWAL AGENCY MEETING

- 7:00 P.M. CITY COUNCIL REGULAR SESSION

Please contact Chris Eppley, City Manager if you have any questions or need additional information regarding any of the staff reports or issues contained on the agenda. Thanks!!

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

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, June 2, 2003
6:30 p.m.
Robert L. Simon 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. **2003-2004 Urban Renewal Budget**

5. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION – Appropriation of Contingency for 2002-03**

6. **CONSENT CALENDAR**

   a. **Approval of March 17, 2003 Urban Renewal Agency Minutes**

   b. **Approval of May 5, 2003 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.

City of Keizer, Oregon

AGENDA ITEM 4a

URBAN RENEWAL AGENCY BOARD
June 2, 2003

2003-2004 URBAN RENEWAL AGENCY BUDGET

BOARD MEETING: June 2, 2003

AGENDA ITEM NUMBER:_____

TO: CHAIR CHRISTOPHER AND BOARD MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: Fiscal Year 2003-2004 Budget

BACKGROUND:

On May 8, 2003, the Budget Committee convened, received the City Manager's Budget Message for FY04, took public testimony from interested parties and began deliberations on the City Budget. After the Budget Committee concluded its deliberations it approved the Manager's Recommended Budget, as amended (attached).

ISSUES:

Tonight the City has scheduled a public hearing to receive additional citizen input on the FY04 Committee Approved Budget. After the hearing the Board can make adjustments to the approved budget to:

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

RECOMMENDATION:

Staff recommends the Urban Renewal Agency Board open the public hearing and receive testimony on the FY04 Keizer Urban Renewal Agency Budget. After all testimony is received, staff recommends the Council close the public hearing and begin deliberations on the FY04 Budget. Finally, staff requests the Board move to receive the FY04 Keizer Urban Renewal Agency Budget, with amendments if any, for adoption on June 16, 2003.

SPECIAL REVENUE FUND

Urban Renewal Project Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
1	$ 323,457	$ 1,746,659	$ 2,812,480	Beginning Fund Balance	$ 2,012,282	$ 2,012,282	$ 2,012,282
2	2,884,283	1,637,600	3,107,487	Loan Proceeds	5,296,993	5,296,993	5,296,993
3	-	92,871	-	Grants	-	-	-
4	-	17,000	-	Donations	-	-	-
5	1	-	1	Stadium Rent	1	1	1
6	45,650	57,997	24,995	Interest	63,042	63,042	63,042
7	-	1,696	-	Transfer from Street Fund	-	-	-
8	-	45,821	-	Transfer from Revenue Sharing Fund	-	-	-
9	-	56,008	-	Transfer from City Hall Facility Fund	-	-	-
10	-	1,997	-	Transfer from Utility Fund	-	-	-
11	-	3,844	-	Transfer from Water fund	-	-	-
12	-	238	-	Transfer from SLD Fund	-	-	-
13	$ 3,253,391	$ 3,661,731	$ 5,944,963	**TOTAL RESOURCES**	$ 7,372,318	$ 7,372,318	$ 7,372,318

Notes:

2 By law, Tax Increment Fund moneys are restricted for debt service payments. Each year overnight debt is issued to bring cash into the Project Fund. The debt is then paid from the Tax Increment Fund.

6 Interest revenue is based on FY03 earnings at 12/31/02 projected out to 6/30/03.

7-12 The transfer from other funds in FY 01-02 is for repayment of funds used by the City for facility maintenance. The City discovered this error and repaid the Urban Renewal District in FY 01-02 with interest.

SPECIAL REVENUE FUND

Urban Renewal Project Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
14							
15				**EXPENDITURES**			
16							
17				**PERSONAL SERVICES**			
18							
19	$ 23,975	$ 30,259	$ 41,844	City Manager	$ 43,464	$ 43,464	$ 43,464
20	11,221	12,370	13,082	Public Works Director	17,592	17,592	17,592
21	-	-	2,978	Public Works Superintendent	3,094	3,094	3,094
22	-	-	-	Public Works Permit Specialist	2,802	2,802	2,802
23	5,863	6,043	6,199	City Recorder	6,252	6,252	6,252
24	-	-	-	Community Development Director	25,408	25,408	25,408
25	21,092	22,382	23,671	Planning Director	-	-	-
26	939	1,966	-	Associate Planner	-	-	-
27	-	-	9,322	Senior Planner	15,979	15,979	15,979
28	24,651	25,421	27,030	Administrative Support Staff	27,166	27,166	27,166
29	-	-	-	Information Systems Technician	1,088	1,088	1,088
30	1,310	1,410	1,491	Human Resources Director	2,323	2,323	2,323
31	18,693	19,282	19,779	Finance Director	19,947	19,947	19,947
32	2,703	2,686	2,891	Facility Maintenance Worker	3,092	3,092	3,092
33	1,444	149	500	Overtime	500	500	500
34	1,726	1,868	2,286	Medicare	2,588	2,588	2,588
35	16,905	20,940	29,399	Retirement	34,596	34,596	34,596
36	12,982	14,450	17,300	Insurance Benefits	19,125	19,125	19,125
37	446	313	658	Workers Compensation	571	571	571
38	$ 143,950	$ 159,539	$ 198,430	TOTAL PERSONAL SERVICES	$ 225,587	$ 225,587	$ 225,587

Notes:

36 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

37 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

SPECIAL REVENUE FUND

Urban Renewal Project Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
39							
40				**MATERIALS & SERVICES**			
41							
42	$ 1,790	$ 1,809	$ 2,031	Materials & Supplies	$ 3,500	$ 3,500	$ 3,500
43	1,464	1,388	2,741	Printing & Postage	3,200	3,200	3,200
44	1,523	1,235	1,179	Membership Dues	1,144	1,144	1,144
45	1,272	2,374	4,220	Training & Travel	5,119	5,119	5,119
46	-	-	-	Council Expenses	182	182	182
47	681	586	1,000	Advertising	3,800	3,800	3,800
48	30,186	32,678	25,668	Legal Services	27,900	27,900	27,900
49	51,462	30,040	1,138	Contractual Services	75,018	75,018	75,018
50	2,640	3,108	3,520	Audit	4,048	4,048	4,048
51	-	-	1,750	Janitorial	1,020	1,020	1,020
52	-	-	-	Telephone	1,560	1,560	1,560
53	126	291	210	Insurance	252	252	252
54	-	194	833	Software Maintenance Agreements	746	746	746
55	1,150	870	1,028	Computer Maintenance	740	740	740
56	1,030	13,286	92	Equipment Maintenance	1,300	1,300	1,300
57	8,491	3,055	1,138	Facility Maintenance	1,050	1,050	1,050
58	-	30,226	38,577	Engineering	40,000	40,000	40,000
59	-	-	2,000	Mapping	-	-	-
60	1,041	453	852	Utilities	275	275	275
61	7,293	4,930	7,200	Bond Issue Costs	15,900	15,900	15,900
62	-	(330)	-	Miscellaneous	-	-	-
63	$ 110,149	$ 126,193	$ 95,177	TOTAL MATERIALS & SERVICES	$ 186,754	$ 186,754	$ 186,754

Notes:

42,43,47 Based on FY03 projected to year-end times 2 to account for new projects headed by Community Development Director for River Road & Keizer Station developments.

44-46 & 50-57,60 Overhead costs based on a citywide cost allocation plan

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

48 Basic services for City Attorney increased of 7% over FY03 for increase in charges; Keizer Station DDA referred to the Agency's bond counsel & LUBA appeal.

49 Citywide costs, 2 independent appraisals of Area A&B @ $10,000, condemnation appraisals 1/3 of total lots (24 lots total) + planning consultant services at FY03 actuals reduced 25% for reduced scope of work in FY04.

61 Costs are approximately 0.3% of bond proceeds

SPECIAL REVENUE FUND

Urban Renewal Project Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
64				**CAPITAL OUTLAY**			
65							
66	$ 110,646	$ -	$ -	Street Improvements	$ 810,000	$ 810,000	$ 810,000
67	677,939	50,158	375,000	River Road Overlay	335,000	335,000	335,000
68	-	74,940	-	Fire Hydrants	-	-	-
69	-	-	40,000	Gateway	40,000	40,000	40,000
70	-	-	25,000	Crosswalks - ADA Standards	25,000	25,000	25,000
71	1,289	252	1,057	Office Furniture & Equipment	260	341	341
72	1,502	540	2,332	Computer Equipment & Software	1,997	1,997	1,997
73	-	-	140,000	Traffic Signals	150,000	220,000	220,000
74	-	-	-	Street Lighting	-	-	-
75	-	5,352	50,000	Improvements - Landscape & Sidewalks	100,000	100,000	100,000
76	-	225,141	305,000	Water System Infrastructure	-	-	-
77	118,314	393	440,000	Land Acquisition	-	-	-
78	-	-	2,750,000	Radiant Drive & Under crossing	4,500,000	4,500,000	4,500,000
79	1,968	72,500	125,000	Street Realignments	125,000	150,000	150,000
80	305,204	-	-	Storm Sewer & Water & Street- Plymouth	-	-	-
81	-	-	225,000	Storm Drainage	-	-	-
82	35,771	-	-	Sewer Trunk - Chemawa Activity Center	-	-	-
83	$ 1,252,633	$ 429,276	$ 4,478,389	TOTAL CAPITAL OUTLAY	$ 6,087,257	$ 6,182,338	$ 6,182,338

Notes:

66 Chemawa Road 7th & Rickman $800,000 + $10,000 to widen Chemawa North & add bike lanes.

67 Improvements are for River Road - Lockhaven to Wheatland

73 New signals will be installed at Wheatland Road and River Road. $140,000 is carried over from FY03 + an additional $80,000.

75 River Road Commercial Property Matching Grants - Landscaping Program.

78 $2,750,000 for improvements to Radiant Drive as provided for in the Agency's contract with the Volcano Ball Club + $1,750,000 for the under crossing at the Keizer Station.

79 $125,000 is carried over from FY03 for Wheatland road + an additional $25,000 added as revised estimate.

SPECIAL REVENUE FUND

Urban Renewal Project Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
84							
85	$ 1,506,732	$ 715,008	$ 4,771,996	TOTAL EXPENDITURES	$ 6,499,598	$ 6,594,679	$ 6,594,679
86							
87				**TRANSFERS**			
88							
89	-	2,440	-	Transfer to City Hall Facility Fund	-	-	-
90							
91				**FUND BALANCE**			
92							
93	-	-	143,160	Contingency	200,000	200,000	200,000
94	-	-	650,000	Reserve for River Road Improvements	-	-	-
95	1,746,659	2,944,283	379,807	Undesignated Fund Balance	672,720	577,639	577,639
96							
97	$ 3,253,391	$ 3,661,731	$ 5,944,963	**TOTAL EXPENDITURE & FUND BALANCE**	$ 7,372,318	$ 7,372,318	$ 7,372,318

SPECIAL REVENUE FUND

Urban Renewal Tax Increment Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
1	$ 1,535,700	$ 565,403	$ 1,584,100	Beginning Fund Balance	$ 3,357,018	$ 3,357,018	$ 3,357,018
2	2,709,239	2,930,658	3,041,881	Tax Increment Revenue	3,266,707	3,266,707	3,266,707
3	103,906	147,379	123,217	Prior Year Taxes	179,700	179,700	179,700
4	77,745	23,836	24,995	Interest	42,724	42,724	42,724
5	-	5,660,000	-	Bond Proceeds	-	-	-
6	$ 4,426,590	$ 9,327,276	$ 4,774,193	**TOTAL RESOURCES**	$ 6,846,149	$ 6,846,149	$ 6,846,149

Notes:

2 FY04 estimates are based on FY03 actuals projected out to year-end plus 3% assessed value increases and 1% for growth.

3 Delinquent tax payments from property taxpayers increase each year with the amount of tax increment revenue apportioned to urban renewal. FY04 estimates are based on FY03 actuals plus 3% assessed value increases and 1% for growth.

4 Interest revenue is based on FY03 earnings at 12/31/02 projected out to year-end.

SPECIAL REVENUE FUND

Urban Renewal Tax Increment Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
7							
8				**EXPENDITURES**			
9							
10				**DEBT SERVICE**			
11							
12	$ 575,000	$ 6,395,000	$ 725,000	Principal	$ 740,000	$ 740,000	$ 740,000
13	401,232	283,731	256,600	Interest	224,050	224,050	224,050
14	2,884,955	1,637,600	3,107,487	Loan Payment	5,296,993	5,296,993	5,296,993
15	$ 3,861,187	$ 8,316,331	$ 4,089,087	TOTAL DEBT SERVICE	$ 6,261,043	$ 6,261,043	$ 6,261,043
16							
17				**FUND EQUITY**			
18							
19	$ -	$ -	$ 585,106	TOTAL RESERVES	$ 585,106	$ 585,106	$ 585,106
20							
21	565,403	1,010,945	100,000	ENDING FUND BALANCE	-	-	-
22							
23	$ 565,403	$ 1,010,945	$ 685,106	TOTAL FUND EQUITY	$ 585,106	$ 585,106	$ 585,106
24							
25	$ 4,426,590	$ 9,327,276	$ 4,774,193	**TOTAL EXPENDITURE & FUND BALANCE**	$ 6,846,149	$ 6,846,149	$ 6,846,149

Notes:

14 By law, Tax Increment Fund moneys are restricted for debt service payments. Each year overnight debt is issued to bring cash into the Project Fund. The debt is then paid from the Tax Increment Fund.

19 Reserve Requirements are provided for in the Bond Covenants and must comply with the IRS regulations. The reserve must be the lesser of 10% of the par amount of the Series, maximum annual debt service, or 125% of the average annual debt service.

Reserve requirements by series are as follows:

Series 2001 A Tax Exempt Bonds:	$358,713
Series 2001 B Taxable Bonds:	226,392
Total Reserve Requirement	$585,106

City of Keizer, Oregon

URBAN RENEWAL AGENCY BOARD
June 2, 2003

AGENDA ITEM 5a

RESOLUTION TRASFER - CONTINGENCY

COUNCIL MEETING: June 2, 2003

AGENDA ITEM NUMBER:_____

TO: CHAIR CHRISTOPHER AND BOARD MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

SUBJECT: Resolution Transfers

ISSUE:

Oregon Budget Law (ORS 294.450) allows for the transfer of appropriations within a fund during the fiscal year.

The following expenditures were not known at the time the Fiscal Year 2002-2003 budget was prepared. A resolution is required for the following items:

1. Public Works staff were contracted to manage, confirm quantities for final costs and inspect the new Waterline project on River Road, between Lockhaven and Wheatland Road, for the Urban Renewal Agency. The unanticipated Personal Services cost are approximately $5,300.

2. The Urban Renewal Agency contracted with a Planning Consultant to perform work relating to the Keizer Station. Approximately $31,000 in consulting services is needed for this service.

FISCAL IMPACT:

Staff recommends using $36,300 of the $143,160 in contingency in the **Urban Renewal Project Fund** to cover these costs. These costs were taken into consideration in developing the FY04 budget.

RECOMMENDATION:

Staff recommends the council adopt the attached resolution authorizing the transfer of appropriation from contingency.

URBAN RENEWAL AGENCY
CITY OF KEIZER, STATE OF OREGON

Resolution UR2003-_____

RESOLUTION TRANSFER

WHEREAS, ORS 294.450 allows the transfer of appropriations within a fund during the fiscal year. NOW, THEREFORE, BE IT RESOLVED by the Board of the Keizer Urban Renewal Agency that appropriations for the fiscal year ending June 30, 2003 be transferred in the amounts indicated below:

Urban Renewal Project Fund	Decrease	Increase
Contingency	$36,300	
Personal Services		$ 5,300
Materials & Services		$31,000

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Urban Renewal Agency Chair

_____
City Recorder

City of Keizer, Oregon

AGENDA ITEM 6a

URBAN RENEWAL AGENCY BOARD
June 2, 2003

APPROVAL OF MARCH 17, 2003 URBAN RENEWAL AGENCY MINUTES

MINUTES

KEIZER URBAN RENEWAL AGENCY
Monday, March 17, 2003
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the regular meeting to order at 5:35 p.m. Roll Call was taken as follows:

Present:
Lore Christopher, Chair
Michel Gaynor
Charles E. Lee
Jacque Moir
Judy Smith
Richard Walsh (arrived at 6:10 p.m.)

Absent:
James Taylor

Staff:
Chris Eppley, City Manager
Rob Kissler, Public Works Director
Cheryl Vafakos, Associate Planner
Shannon Johnson, City Attorney
Cindy Perry, Recording Secretary

PUBLIC TESTIMONY

Joel Stein, Keizer Fire District-speaking on behalf of the Fire District Fire Marshal Stein indicated that the Fire District wished to emphasize the importance of a second access to the Keizer Station Development for emergency vehicles. He indicated that the department would not deem Perkins Street and 35th Avenue as viable second access route.

Responding to questions Fire Marshal Stein agreed that the Fire District was opposed to the closure of Tepper Lane. He stated that the north end of the development would not be served by a viable emergency access if Tepper were closed.

Chair Christopher reported that the public hearing process would be initiated and would allow the Fire District to present further testimony regarding their

concerns.

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. Appointments to the Keizer Urban Renewal Board (Greg Frank, Christine Stimson and Brian Butler)

City Manager Eppley reported that Tom Wood resigned his position on the Keizer Urban Renewal Board. Mr. Wood's term was scheduled to expire on February 1, 2005. In addition, the terms of Greg Frank and Bob Plata expired on February 1, 2003. Mr. Frank expressed an interest in reappointment Mr. Plata did not wish to be reappointed to another term.

The Volunteer Coordinating Committee met on February 13, 2003 to consider five applications. Three of the five applicants provided oral testimony. The Committee unanimously recommended the appointment of Christine Stimson and Brian Butler to fill the vacancies, and recommended the reappointment of Greg Frank for another three-year term.

It was recommended that the Agency accept the recommendations of the Volunteer Coordinating Committee.

Jacque Moir moved to accept the recommendation of the Volunteer Coordinating Committee and appoint Christine Stimson and Brian Butler to fill the vacancies on the Keizer Urban Renewal Board, and to re-appoint Greg Frank to an additional three-year term. Judy Smith seconded the motion.

Chair Christopher read and submitted a proclamation to each of the volunteers thanking them for their volunteer commitment.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Moir and Smith (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Taylor and Walsh (2)

b. Keizer Village Property Improvement Grant

Associate Planner Cheryl Vafakos reported that on February 26, 2003 the Keizer Urban Renewal Board reviewed a grant application for the property located at 3840 River Road North (Keizer Village Shopping Center).

Associate Planner Vafakos indicated that the Urban Renewal Board recommended that the Agency approve a "special project" landscaping grant for the cost of 50% of the improvements within the core area of the property and 100% of the improvements around the perimeter of the property adjacent to the surrounding streets.

Staff recommends that the Agency determine if the project meets the requirements of a special project as outlined in UR2003-071. If this determination is made staff recommends approval of the landscaping grant request as outlined.

Matt Dickerhoof with Dickerhoof Properties answered questions regarding the closure of a driveway access on River Road near Sam Orcutt Way.

The Agency expressed their pleasure and appreciation with the project.

Jacque Moir moved to approve the Landscaping Grant Request as presented by the Keizer Urban Renewal Board and Dickerhoof Properties and direct staff to commence the described Demonstration Project. Charles Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

c. Agency Direction on Closure of Tepper and Infrastructure to Access Keizer Station Area including Railroad

City Manager Eppley reported at the November 18, 2002 City Council meeting staff identified four options to serve Area "A". Option three by Council motion was the preferred transportation alignment. This option provides for an under-crossing of the Burlington Northern Railroad tracks that is approximately 400 feet north of the

Crossing

current Lockhaven Drive railroad crossing. This option also included a secondary access to serve Area "D" and Area "A".

Preliminary discussions were held with Portland and Western Railroad, Keizer Fire District and the City of Keizer. City Manager Eppley reported that Portland & Western were verbally supportive of the new under-crossing with the written agreement that would include the closure of the Tepper Lane railroad grade crossing. He went on to state that the ODOT rail had also verbally expressed support of the under-crossing with closure of the Tepper Lane grade crossing. Portland & Western would also consider an under-crossing of Tepper to serve bicyclists and pedestrians. Funding would be negotiated during the formal written agreement phase.

Staff recommends that the Agency direct staff to notice a public hearing to consider the closure of Tepper Lane. Staff preliminarily supported the closure of the grade crossing at Tepper Lane and in conjunction with the closure would recommend the construction of an under-crossing for the purpose of pedestrian and bicycle connectivity.

Staff further recommended that the Agency direct staff to begin negotiating with Portland & Western Railroad for the construction of the railroad under crossing to provide access between Areas "A" and "B" of the Keizer Station. After successful negotiations staff also recommended that the Agency direct staff to obtain a permit from ODOT for the under-crossing and begin acquiring the right-of-way necessary for construction of the infrastructure. Finally, staff recommended that the Agency direct staff to begin all steps necessary to construct the railroad trestle portion of the project that would allow access between Areas "A" and "B" of the Keizer Station.

The Agency and staff agreed that it would be important for Tepper to remain open until the completion of the project.

Written testimony was submitted from the Salem-Keizer Volcanoes and Bonneville Power outlining their concerns.

Also discussed by staff and the Agency were the obligations to the stadium and the negotiating power held by the railroad due to the grade crossing mandates. The public hearing process was also outlined, with staff reiterating their belief that the city's ability to build the under crossing would be with the stipulation from the rail road that the Tepper grade crossing be closed.

Jacque Moir moved to direct staff to notice a public hearing to consider the closure of Tepper Lane. Charles Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

Jacque Moir moved to direct staff to begin all steps necessary to construct the railroad trestle portion of the project that will allow access between Areas "A" and "B" of the Keizer Station. Michel Gaynor seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, Moir, Smith and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Taylor (1)

Richard Walsh arrived at 6:10 p.m. and took a seat at the table.

CONSENT CALENDAR

a. Approval of the February 18, 2003 Agency Minutes

Jacque Moir moved for approval of the Consent Calendar.

The motion passed as follows:

AYES: Christopher, Gaynor, Moir, Smith and Walsh (5)

NAYS: None (0)
ABSTENTIONS: Lee (1)
ABSENT: Taylor (1)

OTHER BUSINESS No additional business was brought before the Agency.

ADJOURNMENT The meeting was adjourned at 6:12 p.m.

_____
Cindy Perry
Recording Secretary

APPROVED:
CHAIR:

_____
Lore Christopher

AGENCY MEMBERS:

_____	_____
Judy K. Smith	Jacque Moir
_____	_____
Michel Gaynor	Charles E. Lee
_____	_____ABSENT_____
Richard Walsh	James Taylor

Minutes approved:

_____

City of Keizer, Oregon

AGENDA ITEM 6b

URBAN RENEWAL AGENCY BOARD
June 2, 2003

APPROVAL OF MAY 5, 2003 URBAN RENEWAL AGENCY MINUTES

MINUTES

KEIZER URBAN RENEWAL AGENCY
Monday, May 5, 2003
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the regular meeting to order at 6:45 p.m. Roll Call was taken as follows:

Present:
Lore Christopher, Chair
Michel Gaynor
Charles E. Lee
Judy Smith
Jim Taylor
Richard Walsh

Absent:
Jacque Moir

Staff:
Chris Eppley, City Manager
Rob Kissler, Public Works Director
Dianne Hunt, Human Resources Officer
Marc Adams, Chief of Police
Cheryl Vafakos, Interim Planning Director
Tracy Davis, City Recorder

PUBLIC TESTIMONY

None

ADMINISTRATIVE ACTION

a. RESOLUTION- Authorizing the City Manager to Enter Agreement for Improvements to Trail Avenue

Public Works Director Rob Kissler reported on April 28, 2003 bids were received and opened for the construction of the widening of Trail Avenue between Manzanita Drive and Harmony Drive. The basis of the award was summarized with the fiscal impact being included in the 2002-2003 Urban Renewal Fund.

Staff recommended that the Agency adopt the resolution authorizing the City Manager to sign the necessary contract awarding the project to Morse Brothers at a total

cost of $71,324.50.

Councilor Walsh moved a Resolution Authorizing the City Manager to Enter Agreement with Morse Bros Construction for Trail Avenue Improvements. Councilor Smith seconded the motion.

The motion passed as follows:

AYES: Christopher, Kelly, Lee, Smith, Taylor and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Moir (1)

CONSENT CALENDAR

a. Approval of the March 17, 2003 Urban Renewal Agency Minutes

The Recording Secretary was asked to review the votes as recorded and bring back the minutes at the next meeting for approval by the Agency.

OTHER BUSINESS

No other business was brought before the Agency.

AGENDA INPUT

None

ADJOURNMENT

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

Cindy Perry, Recording Secretary

APPROVED:
CHAIR:

Lore Christopher

AGENCY MEMBERS:

Judy K. Smith	Jacque Moir
Ray Kelly	Charles E. Lee
Richard Walsh	James 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 2, 2003
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

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. **City of Keizer 2003-2004 Budget Hearing**

6. **COMMITTEE REPORTS**

7. **OTHER BUSINESS**

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

   - **New Business**
   - **Old Business**

8. **ADMINISTRATIVE ACTION**

   a. **ORDINANCE – Permitting and Regulating Use of Golf Carts in Designated Areas Pursuant to ORS 810.070 Repealing Section 4 of Ordinance No. 94-298**

   b. **RESOLUTION – Authorization for Resolution Transfer**

9. CONSENT CALENDAR

10. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

11. AGENDA INPUT

June 9, 2003
12:00 p.m. (Noon) City Council Work Session
- **Keizer Station Development Agreement Review**

June 16, 2003
6:30 p.m. – Executive Session
- **Evaluation of Municipal Court Judge**

7:00 p.m. City Council Meeting
- **Adoption of 2003-2004 City of Keizer Budget**
- **Supplemental Budget for 2002-2004**
- **Sign Variance**
- **Variance Criteria**
- **Delinquent Sewer Assessment Public Hearing**
- **Sewer Franchise Fee Increase Public Hearing**
- **Sewer Administrative Fee Increase**
- **Marks Drive LID Assessment Ordinance**
- **Municipal Court Judge Evaluation Report**

Urban Renewal Agency Meeting - Following City Council Meeting
- **Adoption of 2003-2004 Urban Renewal Agency Budget**

July 7, 2003
7:00 p.m. City Council Meeting

July 14, 2003
12:00 p.m. (Noon) City Council Work Session

12. ADJOURN

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 1-800-735-2900 at least two working days (48 hours) in advance.

City of Keizer, Oregon

June 2, 2003

AGENDA ITEM 5a

CITY OF KEIZER 2003-2004 BUDGET

COUNCIL MEETING: June 2, 2003

AGENDA ITEM NUMBER:_____

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, FINANCE DIRECTOR**

SUBJECT: Fiscal Year 2003-2004 Budget

BACKGROUND:

On April 29, 2003, the Budget Committee convened and received the City Manager's Budget Message for FY04. On May 6, 2003 the Committee took public testimony from interested parties and began deliberations on the City Budget. The Budget Committee concluded its deliberations on May 8, 2003 and approved the Manager's Recommended Budget, as amended (attached).

ISSUES:

Tonight the City has scheduled a public hearing to receive additional citizen input on the FY04 Committee Approved Budget. After the hearing the Council can make adjustments to the approved budget to:

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

Since the Committee Approved Budget passed, new information has become available that will impact the General Fund and the 9-1-1 Fund. First, the State of Oregon released the Cigarette Tax Revenue Apportionments due to cities for FY03. This revenue will increase General Fund working capital by an estimated $33,059.

Second, staff discovered that the budgeted expenditures for the Salem Communications Center did not include costs for Radio and Mobile Systems Support. Staff estimates these costs to be $41,352 for FY04 and to be allocated $25,142 to the General Fund and $16,210 to the 9-1-1 Fund.

FISCAL IMPACT:

The increase in revenue from the Cigarette Tax Apportionments netted against the cost of Radio and Mobile Systems Support will increase ending fund balance in the **General Fund** by $7,917.

The cost of the Radio and Mobile Systems Support will decrease the contingency in the **9-1-1 Fund** by $16,210.

RECOMMENDATION:

Staff recommends the City Council open the public hearing and receive testimony on the FY04 City of Keizer Budget. After all testimony is received, staff recommends the Council close the public hearing and begin deliberations on the FY04 Budget. Staff requests the Council pass a motion to accept the budget changes identified in this staff report. Finally, staff requests the Council move to receive the FY04 City of Keizer Budget, with amendments if any, for adoption on June 16, 2003.

All Funds Combined

Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
$ 2,190,618	$ 3,073,988	$ 3,270,004	Beginning Fund Balance	$ 3,993,363	$ 4,004,119	$ 4,037,178
			RESOURCES			
2,594,387	2,710,700	3,048,314	Taxes & Assessments	3,124,316	3,124,343	3,124,343
1,719,391	2,352,892	1,994,422	Licenses & Fees	2,236,266	2,264,842	2,264,842
2,379,537	2,390,806	2,058,621	Intergovernmental	2,212,480	2,238,043	2,238,043
391,003	410,119	388,755	Fines & Forfeits	446,028	446,028	446,028
5,063,958	4,857,665	5,256,711	Charges for Services	5,443,624	5,443,624	5,443,624
-	-	4,475,000	Bond Proceeds	-	-	-
344,689	249,333	205,734	Miscellaneous	231,769	231,769	231,769
15,000	41,172	262,792	**TRANSFERS IN**	293,054	328,574	328,574
$ 14,698,583	$ 16,086,675	$ 20,960,353	**TOTAL RESOURCES**	$ 17,980,900	$ 18,081,342	$ 18,114,401
			EXPENDITURES			
$ 4,507,114	$ 4,882,476	$ 5,238,447	Personal Services	$ 5,579,706	$ 5,586,282	$ 5,586,282
6,149,268	6,120,455	6,674,301	Materials & Services	7,299,426	7,309,026	7,350,378
562,774	1,526,902	3,614,513	Capital Outlay	2,417,061	2,519,680	2,519,680
390,439	8,330	141,545	Debt Service	11,538	11,538	11,538
$ 11,609,595	$ 12,538,163	$ 15,668,806	**TOTAL EXPENDITURES**	$ 15,307,731	$ 15,426,526	$ 15,467,878
15,000	148,336	262,792	**TRANSFERS OUT**	293,054	328,574	328,574
			FUND BALANCE			
-	-	627,329	Contingency	155,603	155,603	139,393
-	-	3,409,860	Reserves	90,000	90,000	90,000
3,073,988	3,400,176	991,566	Undesignated Ending Fund Balances	2,134,512	2,080,639	2,088,556
$ 14,698,583	$ 16,086,675	$ 20,960,353	**TOTAL EXPENDITURES & FUND EQUITY**	$ 17,980,900	$ 18,081,342	$ 18,114,401

CITY OF KEIZER
2003-2004 Property Tax Revenue Estimates

	City Property Tax Revenues	2002-03 Actual Tax Revenues	Maximum Assessed Value Increase 3%	$25,573,880 New Construction 2%
1	District Net Value	$1,437,311,312	$1,480,430,651	$1,506,004,531
2	Urban Renewal Increment (see below)	(218,897,960)	(225,464,899)	(228,791,074)
3	District Net Value w/o Urban Renewal	$1,218,413,352	$1,254,965,753	$1,277,213,457
4				
5	Permanent Tax Rate per $1,000	$2.0838	$2.0838	$2.0838
6				
7	Gross Property Tax Revenues	$2,538,930	$2,615,098	$2,661,457
8	Penalties/Compression/Adjustments	2,517	2,593	2,606
9				
10	Property Tax Revenues	$2,541,447	$2,617,690	$2,664,063
11	Uncollectables and Discounts (7.68%)	(195,252)	(201,039)	(204,600)
12	Net Anticipated Tax Collected	$2,346,195	2,416,652	2,459,463
13	2002-03 Tax Revenues		(2,346,195)	(2,346,195)
14	Increase over 2002-03 Revenues		70,457	$113,268
15				
16				
17	**Urban Renewal Property Tax Revenues**		Maximum Assessed	$3,326,175
18	Assessed Value inside Keizer's Plan Area	$282,164,834	Value Increase	Construction
19	Assessed Value (frozen)	63,266,874	3%	1%
20	Increment Value	$218,897,960	$225,464,899	$228,791,074
21				
22	Tax Rate per $1,000 Increment Value	$15.5197	$15.5197	$15.5197
23	Adjustments	(13,558)		
24	Division of Tax Revenues	$3,383,673	$3,499,148	$3,550,769
25	Uncollectables and Discounts (7.68%)	(259,866)	(279,932)	(284,062)
26	Net Anticipated Tax Collected	$3,123,807	$3,219,216	$3,266,707

5/28/2003

General Fund Summary

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 294,851	$ 563,536	$ 549,522	Working Capital Carryforward	$ 890,992	$ 901,748	$ 934,807
2							
3				**RESOURCES**			
4							
5	2,288,962	2,404,403	2,493,317	Taxes	2,626,335	2,626,335	2,626,335
6	1,279,854	1,774,469	1,725,771	Licenses & Fees	1,967,612	1,996,188	1,996,188
7	573,146	527,960	522,339	Intergovernmental	539,355	598,521	598,521
8	391,003	410,119	388,755	Fines & Forfeits	446,028	446,028	446,028
9	239,265	165,735	104,138	Miscellaneous	99,865	99,865	99,865
10							
11	15,000	-	-	**TRANSFERS IN**	-	-	-
12							
13	$ 5,082,081	$ 5,846,222	$ 5,783,842	**TOTAL RESOURCES**	$ 6,570,187	$ 6,668,685	$ 6,701,744
14							
15				**EXPENDITURES**			
16							
17	$ 3,501,938	$ 3,799,292	$ 4,053,683	Personal Services	$ 4,318,169	$ 4,324,745	$ 4,324,745
18	1,012,607	1,249,982	1,198,545	Materials & Services	1,305,029	1,314,629	1,339,771
19	4,000	12,921	-	Capital Outlay	-	-	-
20							
21	$ 4,518,545	$ 5,062,195	$ 5,252,228	**TOTAL EXPENDITURES**	$ 5,623,198	$ 5,639,374	$ 5,664,516
22							
23				**TRANSFERS OUT**			
24							
25	$ -	$ -	$ 53,792	To PEG Fund	$ -	$ -	$ -
26	-	-	9,000	To Revenue Sharing Fund	43,054	78,574	78,574
27	$ -	$ -	$ 62,792	**TOTAL TRANSFERS**	$ 43,054	$ 78,574	$ 78,574
28							
29				**FUND BALANCE**			
30							
31	$ -	$ -	$ 333,384	Contingency	$ 54,657	$ 54,657	$ 54,657
32	-	-	-	Reserve for Parks in FY05			
33	-	-	-	Reserve for PEG Equipment	-	-	-
34	563,536	784,027	135,438	Undesignated Ending Fund Balance	849,278	896,080	903,997
35							
36	$ 5,082,081	$ 5,846,222	$ 5,783,842	**TOTAL GENERAL FUND**	$ 6,570,187	$ 6,668,685	$ 6,701,744

34 Fund balance is 15% of operating revenues which complies the City's Financial policies.

GENERAL FUND

General Support Resources

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 294,851	$ 562,784	$ 549,522	Working Capital Carryforward	$ 890,992	$ 901,748	$ 934,807
2							
3				**LICENSES & FEES**			
4							
5	149,218	195,970	199,156	Salem Electric	202,641	221,217	221,217
6	324,632	447,631	430,729	PGE	554,115	554,115	554,115
7	208,498	302,043	258,026	NWNG	272,594	272,594	272,594
8	69,235	180,088	159,994	QWest	180,000	190,000	190,000
9	264,836	274,914	280,295	Cable Television	252,000	252,000	252,000
10	46,326	51,692	86,484	Lorens Sanitation	89,548	89,548	89,548
11	29,467	34,969	58,583	Valley Garbage	59,760	59,760	59,760
12	26,240	88,541	90,948	Water Sales Assessments	91,931	91,931	91,931
13	-	-	68,699	Sewer License Fee	179,855	179,855	179,855
14	84,691	94,090	-	PEG Fees	-	-	-
15	8,282	7,847	7,896	Cell Tower Rent	8,016	8,016	8,016
16	-	-	750	Systems Development Admin Fee - Sewer	100	100	100
17	3,689	18,289	5,000	Systems Development Admin Fee - Parks	5,610	5,610	5,610
18	4,249	7,656	5,174	Driveway Permits	5,174	5,174	5,174
19	2,767	3,724	2,813	Licenses/Permits	4,635	4,635	4,635
20	-	-	6,913	Lien Search Fee	6,910	6,910	6,910
21	$ 1,222,130	$ 1,707,454	$ 1,661,460	Total Licenses & Fees	$ 1,912,889	$ 1,941,465	$ 1,941,465

Notes:

5-6 The City increased franchise fees from 3.5% to 5% in FY01. PGE gave 5% increase as a 'guide' for estimating FY04 revenues. Salem Electric is based on 1.75% growth.

7 The City increased franchise fees from 3% to 5% in FY01. FY04 projected at 95% of FY03 actuals as we are seeing a slight revenue decline.

8 Revenues were stable from FY02 to FY03 therefore project FY03 actuals as FY04 revenue.

9 In FY02 a regulatory ruling determined that cable modem services will not be charged a franchise fee. This ruling has less than a 2/10% affect on the City's cable franchise revenues, or $600. In FY03 cable revenue averaged $21,000 per month. This amount is projected for FY04.

10-11 Franchise fees increased from 3% to 5% beginning in FY03 as provided for in the City Council approved long-range plan.

12 Water Sales Assessment is 5% of Water Sales (see Water Fund).

13 Sewer license fees are expected to increase from 2% - 5% on 7/1/03 as provided for in the Council approved long-range plan. The license fee applies to Salem Sewer Payments and Administrative Fee (See Utility Fund).

14 Revenues are to be used exclusively for public television access related expenditures and have therefore been moved to a special revenue fund.

16 2% of sewer system development fees are to be paid to the General Fund for administration. Revenue was $100 in FY03.

17 Parks system development fees went into effect in FY02. 10% of the SDC revenues is to be paid to the General Fund to cover administrative costs. (See Parks Improvement Fund).

18 Driveway permit fees went into effect in FY01 at $50 per permit.

20 Lien search fees have been moved from miscellaneous revenue and are based on FY03 actuals.

GENERAL FUND

General Support Resources

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
22				**INTERGOVERNMENTAL**			
23							
24	280,424	257,061	270,783	Liquor Tax	274,244	274,244	274,244
25	64,733	64,491	66,593	Cigarette Tax	-	61,166	61,166
26	$ 345,157	$ 321,552	$ 337,376	Total Intergovernmental	$ 274,244	$ 335,410	$ 335,410
27							
28				**MISCELLANEOUS**			
29							
30	1,860	1,645	2,070	Rentals	2,400	2,400	2,400
31	99,876	25,271	24,015	Interest	13,270	13,270	13,270
32	30,895	34,052	21,981	Misc. Revenue	13,680	13,680	13,680
33	$ 132,631	$ 60,968	$ 48,066	Total Miscellaneous	$ 29,350	$ 29,350	$ 29,350
34							
35				**TRANSFERS**			
36							
37	15,000	-	-	From Utility Fund	-	-	-
38	$ 15,000	$ -	$ -	Total Transfers	$ -	$ -	$ -
39							
40	$ 2,009,769	$ 2,652,758	$ 2,596,424	TOTAL GENERAL SUPPORT RESOURCES	$ 3,107,475	$ 3,207,973	$ 3,241,032
41							
42				**TAXES**			
43							
44	$ 51,372	$ 42,368	$ 38,831	Hotel/Motel Tax	$ 42,368	$ 42,368	$ 42,368
45	84,967	115,316	108,291	Prior Year Taxes	124,504	124,504	124,504
46	2,152,623	2,246,719	2,346,195	Tax Base	2,459,463	2,459,463	2,459,463
47	$ 2,288,962	$ 2,404,403	$ 2,493,317	TOTAL TAXES	$ 2,626,335	$ 2,626,335	$ 2,626,335
48							
49	$ 4,298,731	$ 5,057,161	$ 5,089,741	**TOTAL RESOURCES**	$ 5,733,810	$ 5,834,308	$ 5,867,367

Notes:

24 Liquor Tax revenues are expected to increase 8% over FY03 actual revenues; 3% is an increase in distribution and 5% is an increase in Keizer's share of state-wide revenues. Recommend limiting projection to 3% increase in distribution as last year's projection was a 2.5% increase and fell short of budget.

25 The Oregon legislature "froze" Cigarette tax apportionments in FY03 causing a $33,000 short-fall from this revenue source in FY03.

30-33 Based on FY03 actuals projected to year end.

31 The economic downturn has caused a reduction in interest earning which began in FY02. Also, interest earned in other funds such as the Street Fund & Housing Rehab Fund are being credited to those funds as recommended by the City's audit firm.

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

44 Occupancy rates are down at the City's only hotel over FY01 revenues. However, FY02 & FY03 appear to have stabilized at approximately $42,000.

45-46 Since FY01 actual delinquent tax payments have increased . FY04 budget reflects this trend. Delinquent taxes are estimated at 7.7% of amounts assessed.

5/28/2003 7:31 AM

GENERAL FUND

Administration

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
1	$ 334,654	$ 505,573	$ 425,480	**GENERAL SUPPORT**	$ 496,403	$ 569,316	$ 569,316
2							
3				**EXPENDITURES**			
4							
5				**PERSONAL SERVICES**			
6							
7	$ 26,532	$ 31,851	$ 23,433	City Manager	$ 24,340	$ 24,340	$ 24,340
8	-	-	-	City Recorder	-	43,764	43,764
9	37,448	35,694	36,244	Administrative Support Staff	48,601	57,739	57,739
10	-	-	-	Information Systems Technician	26,123	26,123	26,123
11	50,738	52,881	55,926	Human Resources Director	55,763	55,763	55,763
12	14,954	15,426	15,823	Finance Director	15,958	15,958	15,958
13	5,650	5,373	5,782	Facility Maintenance Worker	6,185	6,185	6,185
14	101	298	500	Overtime	500	500	500
15	2,136	2,182	2,116	Medicare	2,720	3,533	3,533
16	19,157	25,576	26,294	Retirement	33,161	42,592	42,592
17	14,762	17,147	14,890	Insurance Benefits	23,717	30,136	30,136
18	-	-	1,575	Unemployment Insurance	1,575	1,575	1,575
19	431	377	570	Workers Compensation	496	594	594
20	$ 171,909	$ 186,805	$ 183,153	TOTAL PERSONAL SERVICES	$ 239,139	$ 308,802	$ 308,802

17 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

19 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

GENERAL FUND

Administration

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
21				**MATERIALS & SERVICES**			
22							
23	$ 8,806	$ 7,656	$ 9,140	Materials & Supplies	5,588	6,838	6,838
24	-	-	450	Safety Committee	450	450	450
25	6,810	6,734	9,811	Postage & Printing	7,171	7,171	7,171
26	19,393	20,909	26,265	Membership Dues	27,075	27,075	27,075
27	3,855	3,553	5,042	Training & Travel	4,857	6,857	6,857
28	-	-	-	City Council Expenses	4,306	4,306	4,306
29	5,144	2,713	3,340	Advertising	3,086	3,086	3,086
30	45,452	46,187	43,000	Legal Services	61,376	61,376	61,376
31	-	3,953	28,845	Contractual Services	28,817	28,817	28,817
32	5,324	5,772	5,772	Audit	6,638	6,638	6,638
33	1,572	2,910	-	Engineering Services	-	-	-
34	8,541	6,271	6,905	Janitorial	4,760	4,760	4,760
35	5,708	3,607	3,406	Utilities	2,666	2,666	2,666
36	2,925	5,520	6,249	Telephone	13,058	13,058	13,058
37	4,930	5,402	6,938	Insurance	8,326	8,326	8,326
38	-	239	7,076	Software Maintenance Agreements	5,514	5,514	5,514
39	4,999	1,193	22,936	Computer Maintenance	17,514	17,514	17,514
40	5,129	4,800	5,066	Equipment Maintenance	2,589	2,589	2,589
41	2,446	14,297	25,404	Facility Maintenance	24,850	24,850	24,850
42	-	148,074	-	PEG Expenses	-	-	-

Notes:

26 Citywide costs are comprised of memberships to Council of Governments, League of Oregon Cities, Local Government Personnel Institute, local newspapers, Chamber of Commerce, Rotary and International City/County Management Association. Costs are then allocated to each fund based on FTE.

28 Costs include travel & training; misc. office supplies; meetings during mealtimes. These costs were previously charged to the Training & Travel line-item.

29 Costs are for recruitments and public notices.

30 Costs are based on current year actuals projected to 6/30/03. The City anticipates a 7% increase in City Attorney fees.

31 Costs were paid from the Revenue Sharing fund in FY01. FY04 includes cost for the City Hall facilities study (carried over from FY03), SKATS, Citizen Survey and copier leases.

32 Audit costs will increase 15% for the implementation of GASB 34 (required reporting requirements). This is a one-time increase.

35 During FY02 staff discovered that the meter numbers on the electricity bills for the City Hall building and Police Department were switched. Other operating funds were paying the Police Department bills and vice versa. There is a significant dollar difference between the two meters which accounts for the decrease in this line item. (see also Police Department Budget)

37 The City's Insurance carrier projects a 20% increase in insurance costs.

38 Costs are separated from Computer maintenance beginning FY03.

39 Computer Maintenance costs are expected to decrease 1/2 over FY03 by hiring an Information Systems Technician. Staff expects this cost to decrease further in FY05.

42 PEG expenditures have been moved to a Special Revenue Fund.

GENERAL FUND

Administration

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
43	10,274	8,474	7,766	Fire District - Hotel/Motel Tax	8,474	8,474	8,474
44	10,000	8,474	7,766	KAVA - Hotel/Motel Tax	8,474	8,474	8,474
45	312	148	3,000	Neighborhood Association Expense	3,000	3,000	3,000
46	2,104	342	1,000	Volunteer Recognition	1,000	1,000	1,000
47	-	1,000	-	Power - Salem Keizer School District	-	-	-
48	375	-	750	Youth Compact	750	750	750
49	1,136	1,532	1,250	Miscellaneous Expense	1,300	1,300	1,300
50	7,510	9,008	5,150	Emergency Management Expense	5,625	5,625	5,625
51	$ 162,745	$ 318,768	$ 242,327	TOTAL MATERIALS & SERVICES	$ 257,264	$ 260,514	$ 260,514
52							
53							
54	$ 334,654	$ 505,573	$ 425,480	**TOTAL EXPENDITURES**	$ 496,403	$ 569,316	$ 569,316

Notes:

43-44 Payments are 20% of the Hotel/Motel Tax revenues.

49 Miscellaneous costs are one time expenditures that are not characterized by existing line-item descriptions.
Capital outlay costs associated with the General Fund are budgeted in the Revenue Sharing Fund.

GENERAL FUND

Parks

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
				LICENSES & FEES			
1	$ 1,480	$ 1,530	$ 1,320	Parks Fees	$ 1,320	$ 1,320	$ 1,320
2	-	6,280	-	Park & Recreation Donations	6,280	6,280	6,280
3							
4	83,578	110,467	127,918	GENERAL SUPPORT	100,365	116,541	116,541
5	$ 85,058	$ 118,277	$ 129,238	**TOTAL RESOURCES**	$ 107,965	$ 124,141	$ 124,141
6							

Notes:

1 Fees are based on FY03 actuals projected out to year end.

2 The Parks Donation Program was reinstituted in the 4th quarter of FY03. Anticipate receiving donations equal to FY02 actuals.

GENERAL FUND

Parks

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
7				**EXPENDITURES**			
8							
9				**PERSONAL SERVICES**			
10							
11	$ -	$ -	$ 2,978	Public Works Superintendent	$ 3,094	$ 3,094	$ 3,094
12	33,834	35,124	36,240	Municipal Utility Worker	36,552	36,552	36,552
13	8,096	8,318	5,278	Administrative Support Staff	3,655	3,655	3,655
14	8,858	7,848	13,000	Seasonal Help	7,100	13,000	13,000
15	798	781	884	Medicare	666	666	666
16	6,987	7,385	8,839	Retirement	7,392	7,392	7,392
17	7,132	8,331	7,885	Insurance Benefits	7,771	7,771	7,771
18	314	-	1,300	Unemployment	900	1,300	1,300
19	(62)	730	1,534	Workers Compensation	1,258	1,534	1,534
20	$ 65,957	$ 68,517	$ 77,938	TOTAL PERSONAL SERVICES	$ 68,388	$ 74,964	$ 74,964

Notes:

11 Public Works Superintendent salary is now allocated to all programs where effort is expended.

17 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

19 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

GENERAL FUND

Parks

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
21							
22				**MATERIALS & SERVICES**			
23							
24	$ 512	$ 310	$ 400	Office Materials & Supplies	$ 400	$ 400	$ 400
25	11,067	9,649	11,000	Parks Materials & Supplies	8,000	10,000	10,000
26	-	1,252	-	Printing	1,477	1,477	1,477
27	242	139	-	Membership Dues	-	-	-
28	302	223	850	Travel & Training	300	300	300
29	3,040	1,619	1,600	Legal Services	1,000	1,000	1,000
30	650	-	-	Insurance	-	-	-
31	629	27,791	35,000	Contractual Services	19,500	27,100	27,100
32	455	746	-	Computer Maintenance	-	-	-
33	1,071	1,174	600	Vehicle Maintenance	400	400	400
34	353	577	600	Equipment Maintenance	600	600	600
35	780	-	1,250	Youth Recreation	1,620	1,620	1,620
36	$ 19,101	$ 43,480	$ 51,300	TOTAL MATERIALS & SERVICES	$ 33,297	$ 42,897	$ 42,897
37							
38	$ 85,058	$ 111,997	$ 129,238	**TOTAL EXPENDITURES**	$ 101,685	$ 117,861	$ 117,861

Notes:

26 Printing costs are for promotion of the Parks & Rec Donation program.

27,30,32 Citywide costs have been moved to the General Fund Administration budget

29 Legal services are for union negotiations.

31 Reductions for contractual mowing, lawn fertilization and weed control measures. Implement hibernation plan.

35 $1,620 was received as private donations through March 2003 for recreational programs.

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GENERAL FUND

Community Development

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
				LICENSES & FEES			
1	$ 28,875	$ 23,674	$ 22,916	Land Use Application Fees	$ 22,973	$ 22,973	$ 22,973
2	10,090	16,250	13,275	Building Fees - Zoning	14,185	14,185	14,185
3	17,279	25,561	26,800	Building Fees - Sinking Fund	16,245	16,245	16,245
4	$ 56,244	$ 65,485	$ 62,991	Total Licenses & Fees	$ 53,403	$ 53,403	$ 53,403
5							
6				**INTERGOVERNMENTAL**			
7							
8	$ 1,592	$ -	$ -	Land Conservation Grant	$ -	$ -	$ -
9	-	-	-	River Road Corridor Grant	75,000	75,000	75,000
10	$ 1,592	$ -	$ -	Total Intergovernmental	$ 75,000	$ 75,000	$ 75,000
11							
12				**MISCELLANEOUS**			
13							
14	$ 204	$ 579	$ -	Nuisance Abatement	$ 5,000	$ 5,000	$ 5,000
15							
16							
17	$ 58,040	$ 66,064	$ 62,991	TOTAL ACTIVITY GENERATED	$ 133,403	$ 133,403	$ 133,403
18							
19	173,053	174,602	240,574	GENERAL SUPPORT	257,058	257,058	257,058
20	$ 231,093	$ 240,666	$ 303,565	**TOTAL RESOURCES**	$ 390,461	$ 390,461	$ 390,461

Notes:

1-3 Fees are based on FY03 actuals projected to year end.

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GENERAL FUND

Community Development

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
21							
22				EXPENDITURES			
23							
24				PERSONAL SERVICES			
25							
26	$ -	$ -	$ -	Community Development Director	$ 42,105	$ 42,105	$ 42,105
27	33,747	35,811	37,874	Planning Director	-	-	-
28	15,274	29,485	41,892	Associate Planner	43,524	43,524	43,524
29	31,872	27,426	29,236	Code Enforcement/Zoning Tech	30,370	30,370	30,370
30	-	-	9,604	Senior Planner	16,463	16,463	16,463
31	8,096	8,318	8,796	Administrative Support Staff	15,610	15,610	15,610
32	16,142	15,905	16,588	Permit Specialist	17,233	17,233	17,233
33	3,015	-	2,000	Overtime	2,000	2,000	2,000
34	1,726	1,754	2,244	Medicare	2,541	2,541	2,541
35	15,957	16,863	28,634	Retirement	28,863	28,863	28,863
36	14,882	19,390	22,884	Insurance Benefits	25,697	25,697	25,697
37	1,032	378	673	Workers Compensation	564	564	564
38	$ 141,743	$ 155,330	$ 200,425	TOTAL PERSONAL SERVICES	$ 224,970	$ 224,970	$ 224,970

Notes:

26 Position will not be funded until a position classification is approved by Council. Pending approval, the City plans to hire a Community Development Director by 7/1/03. Salary is subject to a compensation study to be completed if position approved.

30 The Senior Planner position was funded for 6 months in FY03. FY04 includes funding for a full year.

31 The Citywide reorganization provided for more administrative support for the Community Development Department.

35 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

37 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

GENERAL FUND

Community Development

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
39							
40				**MATERIALS & SERVICES**			
41							
42	$ 3,776	$ 2,820	$ 4,000	Materials & Supplies	$ 3,934	$ 3,934	$ 3,934
43	394	226	1,200	Mapping Supplies & Services	784	784	784
44	4,993	2,758	4,000	Printing	1,695	1,695	1,695
45	354	445	-	Association Memberships	-	-	-
46	1,567	1,698	4,540	Travel & Training	5,633	5,633	5,633
47	8,132	1,010	3,000	Legal Advertising	4,114	4,114	4,114
48	43,815	49,034	50,000	Legal Services	49,651	49,651	49,651
49	6,251	20,814	21,500	Contractual Services	10,178	10,178	10,178
50	3,640	4,000	5,400	Hearings Officer	6,600	6,600	6,600
51	10,955	-	4,500	Engineering Services	2,902	2,902	2,902
52	1,702	1,987	-	Computer Maintenance	-	-	-
53	556	544	5,000	Nuisance Abatement	5,000	5,000	5,000
54	3,215	-	-	Grant Expenses	75,000	75,000	75,000
55	$ 89,350	$ 85,336	$ 103,140	TOTAL MATERIALS & SERVICES	$ 165,491	$ 165,491	$ 165,491
56							
57	$ 231,093	$ 240,666	$ 303,565	**TOTAL EXPENDITURES**	$ 390,461	$ 390,461	$ 390,461

Notes:

42-51 Line item numbers 42, 44, 47, 49 & 51 were increased from FY03 actuals to account for the increase in staff from 3.5 FTE in FY03 to 4.5 FTE in FY 04. This equates to a 29% increase.

44 Includes costs directly associated to planning. Citywide costs attributed to General Fund Programs are budgeted in the Administration budget.

45,52 Citywide costs have been moved to the General Fund Administration budget

48 Includes $40,000 for basic services + 7% cost increase requested by attorney + $1,400 for appeal to LUBA on Keizer Station (total appeal cost is $5,000; Urban Renewal will pay $3,600) + approximately $5,000 + for billable services based on FY03 actuals.

50 Hearings Officer has been paid $400/month for at least 6 years and has requested an increase. City of Salem pays $75/hour and is considering an increase to $90/hour. Portland pays $100/hour. Budget is based on $75/hour for an average of 7.3 hours per month.

51 Engineering costs are estimated at $540 per quarter + 29% increase for one added FTE + one $125 map charge.

54 Grant expenses are for River Road Corridor Grant.

GENERAL FUND

City Recorder - Municipal Court

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
1	$ 273,153	$ 255,735	$ 268,820	**GENERAL SUPPORT**	$ 287,651	$ 214,738	$ 214,738
2							
3				**EXPENDITURES**			
4							
5				**PERSONAL SERVICES**			
6							
7	$ 41,041	$ 42,303	$ 43,394	City Recorder	$ 43,764	$ -	$ -
8	30,145	17,665	24,756	Administrative Support Staff	22,326	13,188	13,188
9	37,315	39,085	39,960	Court Clerk	40,296	40,296	40,296
10	12	-	500	Overtime	500	500	500
11	1,728	1,515	1,670	Medicare	1,636	822	822
12	17,818	16,732	20,288	Retirement	18,608	9,178	9,178
13	17,765	13,257	15,952	Insurance Benefits	19,933	13,514	13,514
14	307	275	273	Workers Compensation	196	98	98
15	$ 146,131	$ 130,832	$ 146,793	TOTAL PERSONAL SERVICES	147,259	77,596	77,596
16							
17				**MATERIALS & SERVICES**			
18							
19	$ 1,751	$ 3,178	$ 2,500	Materials & Supplies	$ 2,500	$ 1,250	$ 1,250
20	3,021	3,146	3,400	Travel & Training	3,400	1,400	1,400
21	3,693	1,522	1,400	Legal Services	1,400	1,400	1,400
22	13,850	16,703	23,866	Professional Services - Judge	23,866	23,866	23,866
23	3,222	2,816	3,500	Contractual Services	4,500	4,500	4,500
24	352	-	-	Telephone	-	-	-
25	2,668	2,599	-	Computer Maintenance	-	-	-
26	19,862	13,842	10,417	Collections Cost	15,697	15,697	15,697
27	12,240	15,237	13,381	CC Assessments	15,483	15,483	15,483
28	66,363	65,860	63,563	Unitary Assessment	73,546	73,546	73,546
29	$ 127,022	$ 124,903	$ 122,027	TOTAL MATERIALS & SERVICES	$ 140,392	$ 137,142	$ 137,142
30							
31	$ 273,153	$ 255,735	$ 268,820	**TOTAL EXPENDITURES**	$ 287,651	$ 214,738	$ 214,738

Notes:

13 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

14 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

23 The $1,000 increase is for merchant credit card charges. This expense was not included in the FY03 budget.

24,25 Citywide costs have been moved to the General Fund Administration budget.

26 Collection costs are 25% of Past Due Court Fines.

27,28 CC and Unitary Assessments are 4% and 19% of Municipal Court Fine revenue (including past due fines), respectively.

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GENERAL FUND

Police

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
				INTERGOVERNMENTAL			
1	$ 75,238	$ 129,934	$ 142,963	SRO Contract	$ 150,111	$ 150,111	$ 150,111
2	151,159	76,474	42,000	Grants	40,000	38,000	38,000
3	$ 226,397	$ 206,408	$ 184,963	Total Intergovernmental	$ 190,111	$ 188,111	$ 188,111
4							
5				**FINES & FORFEITS**			
6							
7	$ 257,424	$ 297,028	$ 282,457	Municipal Court Fines	$ 324,297	$ 324,297	$ 324,297
8	-	19,364	19,615	Court Fine Admin Assmt	12,495	12,495	12,495
9	98,726	57,060	52,083	Collections - Past Due	62,786	62,786	62,786
10	34,853	36,667	34,600	Impoundment Fees	46,450	46,450	46,450
11	$ 391,003	$ 410,119	$ 388,755	Total Fines & Forfeits	$ 446,028	$ 446,028	$ 446,028
12							
13				**MISCELLANEOUS**			
14							
15	$ 2,066	$ 21,356	$ -	Police Donations	$ -	$ -	$ -
16	896	10,950	-	K-9 Donations	-	-	-
17	2,603	2,713	2,000	Special Duty Officers	2,000	2,000	2,000
18	33,493	-	-	Exchange of Equipment	-	-	-
19	$ 39,058	$ 35,019	$ 2,000	Total Miscellaneous	$ 2,000	$ 2,000	$ 2,000
20							
21	$ 656,458	$ 651,546	$ 575,718	TOTAL ACTIVITY GENERATED	$ 638,139	$ 636,139	$ 636,139
22	2,904,121	3,261,218	3,512,846	GENERAL SUPPORT	3,671,432	3,673,432	3,698,574
23	$ 3,560,579	$ 3,912,764	$ 4,088,564	**TOTAL RESOURCES**	$ 4,309,571	$ 4,309,571	$ 4,334,713

Notes:

1 School funds to be received, which partially pay for the School Resource Officers plus some overhead costs. Increase in FY03 for new middle school.

2 The 3-year COPPS grant expired in FY02, which partially funded 6 police officers. Additional grant funds have been awarded to the City to help fund the new School Resource Officer position. FY04 will be the final year of existing COPP grant revenue.

9 Past Due revenues are based on FY03 actuals projected to year end.

10 FY04 revenues are based on FY03 actuals projected out to year end.

18 The Exchange of Equipment in FY00 was a one time barter agreement where surplus equipment was exchanged for police ammunition and weapons.

GENERAL FUND

Police

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
24							
25				**EXPENDITURES**			
26							
27				**PERSONAL SERVICES**			
28							
29	$ 41,359	$ 33,144	$ 35,136	Administrative Assistant	$ 37,584	$ 37,584	$ 37,584
30	5,601	5,373	5,782	Facility Maintenance Worker	6,185	6,185	6,185
31	84,086	85,040	87,216	Chief of Police	87,960	87,960	87,960
32	145,162	142,584	143,520	Captain(s)	72,372	72,372	72,372
33	424,618	448,949	501,259	Sergeants	512,340	512,340	512,340
34	187,950	225,998	201,826	Detectives	208,019	208,019	208,019
35	888,331	969,875	981,546	Police Officers	1,059,869	1,059,869	1,059,869
36	28,616	23,422	32,659	Community Service Officer	36,124	36,124	36,124
37	168,504	182,955	193,908	Police Support Specialists	200,263	200,263	200,263
38	87,782	99,455	153,923	School Resource Officers	157,316	157,316	157,316
39	38,290	40,835	41,952	Community Services Specialist	42,312	42,312	42,312
40	14,724	6,591	3,000	Reserve Officers	3,000	3,000	3,000
41	112,054	135,039	136,377	Overtime	148,713	148,713	148,713
42	34,108	36,770	38,704	Medicare	37,206	37,206	37,206
43	377,218	453,514	506,290	Retirement	634,193	634,193	634,193
44	283,543	295,425	302,425	Insurance Benefits	318,930	318,930	318,930
45	1,332	6,446	1,575	Unemployment Insurance	1,575	1,575	1,575
46	52,920	66,393	78,276	Workers Compensation	74,452	74,452	74,452
47	$ 2,976,198	$ 3,257,808	$ 3,445,374	TOTAL PERSONAL SERVICES	$ 3,638,413	$ 3,638,413	$ 3,638,413

Notes:

32,35 Through a reorganization, the Police Department reduced the number of Captains from 2 to 1 and increased the Patrol Officers from 20 to 21. One Police Officer position remains "frozen" from FY02.

38 The number of School Resource Officer positions increased from 2 officers in FY01 to 3 officers in FY02 to cover the new middle school.

41 The need for overtime depends on the number and complexity of crimes. Overtime costs are approximately 10% of sworn-represented staff salaries.

43 The PERS employer contribution went from 7.96% in FY03 to 13.68% in FY04.

34 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

35 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

GENERAL FUND

Police

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
48							
49				**MATERIALS & SERVICES**			
50							
51	$ 17,325	$ 19,492	$ 20,500	Materials & Supplies	$ 21,000	$ 21,000	$ 21,000
52	2,667	-	-	Reserve Officer Program	-	-	-
53	23,698	29,435	27,000	Clothing	27,000	27,000	27,000
54	3,723	16,269	5,000	K-9 Supplies	5,000	5,000	5,000
55	10,632	10,698	15,249	Postage & Printing	14,000	14,000	14,000
56	13,977	26,202	25,000	Travel & Training	25,000	25,000	25,000
57	3,225	1,636	5,000	Tuition Reimbursement	4,000	4,000	4,000
58	2,191	3,366	4,000	Testing	4,000	4,000	4,000
59	793	1,451	-	Advertising	-	1,700	1,700
60	10,323	7,577	4,000	Legal	5,000	5,000	5,000
61	1,089	-	-	Contractual	-	-	-
62	8,500	10,762	19,704	Janitorial	19,380	19,380	19,380
63	4,303	14,932	16,000	Utilities	16,000	16,000	16,000
64	22,507	27,454	24,000	Telephone	24,000	24,000	24,000
65	48,297	48,996	62,838	Insurance	75,406	75,406	75,406
66	-	23,981	26,000	Vehicle Lease	27,000	27,000	27,000
67	3,500	6,171	5,000	Equipment Rental	4,500	4,500	4,500
68	35,161	29,975	35,000	Gasoline	35,000	35,000	35,000
69	26,816	25,222	-	Computer Maintenance	-	-	-
70	26,355	26,050	30,000	Maintenance-Vehicles	30,000	30,000	30,000
71	20,791	25,226	19,000	Maintenance-Equipment	19,000	19,000	19,000
72	4,647	747	5,000	Community Services Unit	5,000	5,000	5,000
73	17,862	30,212	29,000	Operating Materials	29,000	27,300	27,300

Notes:

54 The Police Department added a 2nd dog during FY02. The cost of the dog was paid for through donations. City funds were used to pay for training expenses.

60 The City anticipates a 7% increase in City Attorney fees.

63 During FY02 staff discovered that the meter numbers on the electricity bills for the City Hall building and Police Department were switched. Other operating funds were paying the Police Department bills and vice versa. There is a significant dollar difference between the two meters which accounts for the increase in this line item. (see also Administration

68 The City's insurance carrier projects a 20% increase in insurance costs.

66 Vehicle operating leases were paid from the Revenue Sharing Fund in FY01.

69 Citywide costs have been moved to the General Fund Administration budget.

72 Community related activities such as National Night Out.

GENERAL FUND

Police

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
74							
75	37,562	5,029	5,500	Ammo/Weapons	5,500	5,500	5,500
76	160,772	178,591	180,695	Salem Communications	189,872	189,872	189,872
77	-	-	-	Radio & Mobile Systems Support	-	-	25,142
78	49,773	52,272	60,704	RAIN	68,000	68,000	68,000
79	15,063	10,130	13,000	Investigations	13,000	13,000	13,000
80	-	4,231	-	Trading Cards/Badges	-	-	-
81	2,282	1,996	4,000	Crime Prevention	4,000	4,000	4,000
82	4,226	2,500	-	Peer Court	-	-	-
83	480	160	1,000	HEP-B Immunizations	500	500	500
84	1,841	1,272	1,000	Miscellaneous	1,000	1,000	1,000
85	$ 580,381	$ 642,035	$ 643,190	TOTAL MATERIALS AND SERVICES	$ 671,158	$ 671,158	$ 696,300
86							
87							
88				**CAPITAL OUTLAY**			
89							
90	$ -	$ 1,921	$ -	Office Furniture	$ -	$ -	$ -
91	4,000	-	-	Protective Vests	-	-	-
92	-	11,000	-	Uniforms/Equipment	-	-	-
93	$ 4,000	$ 12,921	$ -	TOTAL CAPITAL OUTLAY	$ -	$ -	$ -
94							
95	$ 3,560,579	$ 3,912,764	$ 4,088,564	**TOTAL EXPENDITURES**	$ 4,309,571	$ 4,309,571	$ 4,334,713

Notes:

75 In FY01, the City entered into a barter agreement and exchanged surplus equipment for $33,000 in weapons.

76 Costs are shared with the 9-1-1 fund and represent 61% of the total costs for dispatch services from the Willamette Valley Communications Center.

77 Prior to FY04, costs for radio & mobile systems support were included in the Salem Communications line-item. Costs are separated in FY04 as a mechanism to better track these costs.

82 Peer Court is a youth program where those charged voluntarily agree to have their case heard and decided by their peers.

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

88 Capital outlay costs associated with the Police program are budgeted in the Revenue Sharing Fund.

GENERAL FUND

Stadium Operations

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
				RESOURCES			
				MISCELLANEOUS			
1	$ 67,372	$ 62,889	$ 54,072	Stadium Rent	$ 57,235	$ 57,235	$ 57,235
2	$ 67,372	$ 62,889	$ 54,072	**TOTAL RESOURCES**	$ 57,235	$ 57,235	$ 57,235
3							
4				**EXPENDITURES**			
5							
6				**MATERIALS & SERVICES**			
7							
8	$ 34,008	$ 35,460	$ 36,561	Property Tax	$ 37,427	$ 37,427	$ 37,427
9	$ 34,008	$ 35,460	$ 36,561	TOTAL MATERIALS & SERVICES	$ 37,427	$ 37,427	$ 37,427
10							
11	$ 33,364	$ 27,429	$ 17,511	**AVAILABLE FOR GENERAL SUPPORT**	$ 19,808	$ 19,808	$ 19,808
12	$ 67,372	$ 62,889	$ 54,072	**TOTAL EXPENDITURE & GENERAL SUPPORT**	$ 57,235	$ 57,235	$ 57,235

Notes:

1 The Volcanoe Ball Club attributed the decrease in ticket sales FY02 to the economic downturn. Year-to-date actuals through April 2003 indicate revenues are up slightly from budget projections. FY04 revenues are based on FY03 acuals projected out to year-end.

8 Property taxes are paid on the parking lot as provided in the lease agreement with the Volcanoes ball club. The City anticipates a 3% increase in assessed value, which is the maximum allowed under ballot measure 50. Actual payment in FY03 was $38,677 less $1,250 paid by the stadium, per the lease agreement

SPECIAL REVENUE FUND

Revenue Sharing

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 53,289	$ 90,640	$ 26,024	Beginning Fund Balance	$ 715	$ 715	$ 715
2							
3				**RESOURCES**			
4							
5	197,019	170,571	170,831	State Revenue Sharing	200,725	165,122	165,122
6	-	-	-	Federal Grants	-	2,000	2,000
7	-	-	9,000	Transfer from General Fund	43,054	78,574	78,574
8	$ 250,308	$ 261,211	$ 205,855	**TOTAL RESOURCES**	$ 244,494	$ 246,411	$ 246,411

Notes:

5 State Revenue Sharing projections are based on FY03 actuals projected out to year-end.

7 The City is working toward a program budget. Towards this end, capital outlay items used for general government purposes are tracked in the Revenue Sharing Fund. This transfer is needed because Revenue Sharing funds are not sufficient in FY04 to cover the entire capital outlay needs of the City's general government programs.

SPECIAL REVENUE FUND

Revenue Sharing

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
9							
10				**EXPENDITURES**			
11							
12				**MATERIALS & SERVICES**			
13							
14	$ 11,017	$ -	$ -	Contract Services - Admin	$ -	$ -	$ -
15	36,720	-	-	Contract Services - Parks	-	-	-
16	24,762	-	-	Vehicle Lease - Police	-	-	-
17	-	31,313	-	Facility Maintenance	-	-	-
18	$ 72,499	$ 31,313	$ -	TOTAL MATERIALS & SERVICES	$ -	$ -	$ -
19							
20				**CAPITAL OUTLAY**			
21							
22	$ 5,805	$ 843	$ 1,610	Office Furniture & Equipment	$ 6,163	$ 8,080	$ 8,080
23	6,545	9,244	32,558	Computer Equipment	47,270	47,270	47,270
24	-	-	20,182	Software	-	-	-
25	803	19	-	Parks Master Plan	-	-	-
26	7,292	7,292	13,500	Vehicle Lease to Purchase	5,084	5,084	5,084
27	-	-	-	Planning - GIS Plotter	-	-	-
28	-	39,374	-	Police Motorcycles/Equipment	-	-	-
29	-	4,000	4,000	Police Protective Vests	4,000	4,000	4,000
30	-	90,434	8,000	Police Radios	-	-	-
31	2,440		-	Vehicle Equipment	3,600	3,600	3,600
32	56,996		96,500	Patrol Vehicles	117,875	117,875	117,875
33	-		7,723	Radio Modems	14,723	14,723	14,723
34	-		-	Police Nylon Duty Rigs	-	-	-
35	7,288	14,188	21,649	Police Mobile Computer Terminals	45,779	45,779	45,779
36	-		-	Patrol Equipment	-	-	-
37	$ 87,169	$ 165,394	$ 205,722	TOTAL CAPITAL OUTLAY	$ 244,494	$ 246,411	$ 246,411

Notes:

12 costs.

25 Second year of 3-year lease for a Community Development Department vehicle.

28 $2,000 will be paid from a federal grant & $2,000 is the City's match.

32 Patrol Vehicle leases are as follows:

7 cars, lease expires 12/2003	31,385
4 cars, lease expires 10/2004	26,616
2 cars, lease expires 04/2006	18,420
9 cars, lease expires 01/2006	41,454
	117,875

34 In addition to the MCT's leased in FY03, the FY04 budget includes an additional 4 MCT's costing $24,129.

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SPECIAL REVENUE FUND

Revenue Sharing

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
38							
39	$ 159,668	$ 196,707	$ 205,722	TOTAL EXPENDITURES	$ 244,494	$ 246,411	$ 246,411
40							
41				**TRANSFERS**			
42							
43	$ -	$ 45,821	$ -	Transfer to Urban Renewal	$ -	$ -	$ -
44	$ -	$ 45,821	$ -	TOTAL TRANSFERS	$ -	$ -	$ -
45							
46				**FUND BALANCE**			
47							
48	90,640	18,683	133	Undesignated Ending Fund Balance	-	-	-
49							
50	$ 250,308	$ 261,211	$ 205,855	**TOTAL EXPENDITURE & FUND BALANCE**	$ 244,494	$ 246,411	$ 246,411

Notes:

43 Transfer to Urban Renewal to cover shortfall of estimated City Hall Facility Fund transfers in FY02.

SPECIAL REVENUE FUND

PEG Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ -	$ -	$ -	Beginning Fund Balance	$ 31,068	$ 31,068	$ 31,068
2							
3				**RESOURCES**			
4							
5	-	-	107,634	PEG Fees	77,348	77,348	77,348
6	-	-	53,792	Transfer from General Fund	-	-	-
7	$ -	$ -	$ 161,426	**TOTAL RESOURCES**	$ 108,416	$ 108,416	$ 108,416
8							
9				**EXPENDITURES**			
10							
11				**MATERIALS & SERVICES**			
12							
13	$ -	$ -	$ 60,000	Broadcasting	$ 60,000	$ 60,000	$ 60,000
14	$ -	$ -	$ 60,000	TOTAL MATERIALS & SERVICES	$ 60,000	$ 60,000	$ 60,000
15							
16				**CAPITAL OUTLAY**			
17							
18	$ -	$ -	$ 86,426	Television Equipment	$ 2,000	$ 2,000	$ 2,000
19	$ -	$ -	$ 86,426	TOTAL CAPITAL OUTLAY	$ 2,000	$ 2,000	$ 2,000
20							
21	$ -	$ -	$ 146,426	TOTAL EXPENDITURES	$ 62,000	$ 62,000	$ 62,000
22							
23				**FUND BALANCE**			
24							
25	-	-	15,000	Undesignated Ending Fund Balance	46,416	46,416	46,416
26							
27	$ -	$ -	$ 161,426	**TOTAL EXPENDITURE & FUND BALANCE**	$ 108,416	$ 108,416	$ 108,416

Notes:

5 Revenues are based on FY03 actuals projected to year-end. FY03 revenues fell short of the $107,000 projected.

6 The transfer amount in FY03 equals unspent PEG revenues estimated at 6/30/02.

13 Currently broadcasting costs are $5,000 per month.

18 $2,000 for replacement of tape decks as needed.

SPECIAL REVENUE FUND

9-1-1 Communications

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 200,329	$ 175,046	$ 88,982	Beginning Fund Balance	$ 70,323	$ 70,323	$ 70,323
2							
3				**RESOURCES**			
4							
5	134,666	143,406	141,774	911 Excise Tax	142,829	142,829	142,829
6	-	-	-	Interest	1,648	1,648	1,648
7	$ 334,995	$ 318,452	$ 230,756	**TOTAL RESOURCES**	$ 214,800	$ 214,800	$ 214,800
8							
9				**EXPENDITURES**			
10							
11				**MATERIALS & SERVICES**			
12							
13	$ 116,421	$ 121,381	$ 130,848	Emergency 9-1-1 and Dispatch Calls	$ 122,438	$ 122,438	$ 122,438
14	-	-	-	Radio & Mobile Systems Support	-	-	16,210
15	43,528	70,526	60,963	Distributions to 9-1-1 Agencies	61,416	61,416	61,416
16	$ 159,949	$ 191,907	$ 191,811	TOTAL MATERIALS & SERVICES	$ 183,854	$ 183,854	$ 200,064
17							
18	$ 159,949	$ 191,907	$ 191,811	TOTAL EXPENDITURES	$ 183,854	$ 183,854	$ 200,064
19							
20							
21				**FUND BALANCE**			
22							
23	-	-	38,945	Contingency	30,946	30,946	14,736
24	175,046	126,545	-	Undesignated Ending Fund Balance	-	-	-
25							
26	$ 334,995	$ 318,452	$ 230,756	**TOTAL EXPENDITURE & FUND BALANCE**	$ 214,800	$ 214,800	$ 214,800

Notes:

5 9-1-1 Tax revenue projections are based on the League of Oregon Cities' projections for FY04.

6 Based on FY03 actuals projected to year-end.

13 Of the estimated $353,622 for the Salem Communications Center, radio fees and Mobile Data Terminal fees, 39% is attributed to emergency phone service.

15 Of the estimated $142,829 to be received in 9-1-1 Excise Tax revenues, 39% is to be remitted to the Keizer Fire District and 4% is to be remitted to the Marion County Fire District.

SPECIAL REVENUE FUND

Housing Services

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 38,178	$ 70,034	$ 80,964	Beginning Fund Balance	$ 83,169	$ 83,169	$ 83,169
2							
3				**RESOURCES**			
4							
5	29,304	9,097	80,000	Loan Proceeds	80,000	80,000	80,000
6	2,552	1,812	1,764	Interest Revenue	1,484	1,484	1,484
7	$ 70,034	$ 80,943	$ 162,728	**TOTAL RESOURCES**	$ 164,653	$ 164,653	$ 164,653
8							
9				**EXPENDITURES**			
10							
11				**MATERIALS & SERVICES**			
12							
13	$ -	$ -	$ 16,273	Contractual Services	$ 16,465	$ 16,465	$ 16,465
14	-	-	146,455	Housing Rehabilitation Services	148,188	148,188	148,188
15	$ -	$ -	$ 162,728	TOTAL MATERIALS & SERVICES	$ 164,653	$ 164,653	$ 164,653
16							
17	$ -	$ -	$ 162,728	TOTAL EXPENDITURES	$ 164,653	$ 164,653	$ 164,653
18							
19				**FUND BALANCE**			
20							
21	70,034	80,943	-	Undesignated Ending Fund Balance	-	-	-
22							
23	$ 70,034	$ 80,943	$ 162,728	**TOTAL EXPENDITURE & FUND BALANCE**	$ 164,653	$ 164,653	$ 164,653

Notes:

5 Proceeds from loan repayments are difficult to forecast. $80,000 has been budgeted to provide appropriation should funds become available.

13 This program is operated through a contract with the City of Salem whereby Salem receives 10% on loans made to cover its administrative costs.

14 Expenditure represents loans made from all available resources including beginning fund balance should funds become available. (See note 5)

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SPECIAL REVENUE FUND

Law Enforcement Grants

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 11,526	$ 11,545	$ -	Beginning Fund Balance	$ -	$ -	$ -
2							
3				**RESOURCES**			
4							
5	12,069	25,025	-	Police Grant	-	-	-
6	-	20	-	Interest/Donations	-	-	-
7	$ 23,595	$ 36,590	$ -	**TOTAL RESOURCES**	$ -	$ -	$ -
8							
9				**EXPENDITURES**			
10							
11							
12				**MATERIALS & SERVICES**			
13							
14	$ -	$ 9,541	$ -	Materials & Supplies	$ -	$ -	$ -
15	$ -	$ 9,541	$ -	TOTAL MATERIALS & SERVICES	$ -	$ -	$ -
16							
17				**CAPITAL OUTLAY**			
18							
19	$ 12,050	$ -	$ -	Computer Equipment	$ -	$ -	$ -
20		14,882	-	Office Furniture and Equipment	-	-	-
21	$ 12,050	$ 14,882	$ -	TOTAL CAPITAL OUTLAY	$ -	$ -	$ -
22							
23	$ 12,050	$ 24,423	$ -	TOTAL EXPENDITURES	$ -	$ -	$ -
24							
25				**FUND BALANCE**			
26							
27	11,545	12,167	-	BUDGETED FUND BALANCE	-	-	-
28							
29	$ 23,595	$ 36,590	$ -	**TOTAL EXPENDITURE & FUND BALANCE**	$ -	$ -	$ -

Notes:

The Crime Prevention Grant Fund has been funded by federal grants. No grant revenues are anticipated in FY04 and the City plans to fully expend existing grant money.

SPECIAL REVENUE FUND

Street Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 531,780	$ 842,130	$ 1,038,010	Beginning Fund Balance	$ 1,142,160	$ 1,142,160	$ 1,142,160
2							
3				**RESOURCES**			
4							
5	37,409	23,100	12,000	Planning Construction Fees	1,045	1,045	1,045
6	2,546	5,545	-	Donations (Helmets)	-	-	-
7	-	-	4,475,000	Bond Proceeds	-	-	-
8	13,547	-	-	Disaster Grant (1099 HMGP)	-	-	-
9	1,449,090	1,348,844	1,223,677	State Fuels Tax	1,235,971	1,235,971	1,235,971
10	-	175,000	-	Alder Street Grant	-	-	-
11	2,999	6,760	1,488	Orchard-Filmore Assessments	2,475	2,475	2,475
12	618	3,198	420	Orchard-Filmore Assessment Interest	209	209	209
13	-	22,898	-	Interest	19,598	19,598	19,598
14	2,140	-	-	Miscellaneous Revenue	-	-	-
15	$ 2,040,129	$ 2,427,475	$ 6,750,595	**TOTAL RESOURCES**	$ 2,401,458	$ 2,401,458	$ 2,401,458

Notes:

5 Revenue is based on FY03 actuals projected to year-end. New construction is expected to continue to decline as the City builds out to its urban growth boundaries.

9 Fuel Tax revenue distribution to Oregon cities is estimated at $88.2 million. Keizer's share is estimated at 1.4%, per the League of Oregon Cities.

13 Interest revenue is based on FY03 earnings at 12/31/02 projected out to 6/30/03.

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

SPECIAL REVENUE FUND

Street Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
16							
17				**EXPENDITURES**			
18							
19				**PERSONAL SERVICES**			
20							
21	$ 6,627	$ 7,963	$ 8,369	City Manager	$ 8,693	$ 8,693	$ 8,693
22	27,632	28,864	30,526	Public Works Director	39,582	39,582	39,582
23	21,634	22,528	20,849	Public Works Superintendent	21,655	21,655	21,655
24	-	-	-	Public Works Permit Specialist	11,208	11,208	11,208
25	5,863	6,043	6,199	City Recorder	6,252	6,252	6,252
26	-	-	-	Municipal Utility Worker III	12,243	12,243	12,243
27	34,228	35,631	36,240	Municipal Utility Worker	36,552	36,552	36,552
28	-	-	-	Community Development Director	3,630	3,630	3,630
29	3,013	-	3,382	Planning Director	-	-	-
30	3,040	5,897	-	Associate Planner	-	-	-
31	3,371	3,047	3,248	Code Enforcement/Zoning Technician	3,374	3,374	3,374
32	-	3,197	9,322	Senior Planner	15,979	15,979	15,979
33	14,026	18,326	21,010	Administrative Support Staff	13,347	13,347	13,347
34	-	-	-	Information Systems Technician	1,451	1,451	1,451
34	2,620	2,820	2,983	Human Resources Director	3,098	3,098	3,098
35	3,738	3,856	3,956	Finance Director	3,989	3,989	3,989
36	5,698	5,373	5,782	Facility Maintenance Worker	6,185	6,185	6,185
37	1,695	1,670	3,300	Overtime	3,000	3,000	3,000
38	2,092	2,219	2,386	Medicare	2,878	2,878	2,878
39	22,590	25,347	28,878	Retirement	36,938	36,938	36,938
40	20,265	22,063	22,414	Insurance Benefits	26,151	26,151	26,151
41	-	-	500	Unemployment	500	500	500
42	1,661	1,458	3,035	Workers Compensation	2,595	2,595	2,595
43	$ 179,793	$ 196,302	$ 212,379	TOTAL PERSONAL SERVICES	$ 259,300	$ 259,300	$ 259,300

Notes:

26 The Municipal Utility Worker III has been added to the FY04 budget to account for 25% of time spent on street related work.

28 Position will not be funded until a position classification is approved by Council. Pending approval, the City plans to hire a Community Development Director by 7/1/03. Salary is subject to a compensation study to be completed if position approved.

32 The Senior Planner position was funded for 6 months in FY03. In FY04 this position is funded for one full year.

33 Administrative Support Staff has been reduced as part of the citywide reorganization. The proposed Public Works Permit Specialist will help cover some of this work load.

40 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

42 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

SPECIAL REVENUE FUND

Street Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
44							
45				**MATERIALS & SERVICES**			
46							
47	$ 2,386	$ 1,871	$ 1,500	Materials & Supplies	$ 1,500	$ 1,500	$ 1,500
48	5,053	2,793	-	Helmets	-	-	-
49	997	1,976	3,636	Postage & Printing	2,453	2,453	2,453
50	3,461	1,332	1,512	Membership Dues	1,907	1,907	1,907
51	-	-	-	Travel & Training - Public Works	5,000	5,000	5,000
52	1,469	2,603	6,113	Travel & Training - Administrative Staff	1,982	1,982	1,982
53	-	-	-	City Council Expenses	303	303	303
54	52	78	360	Advertising	840	840	840
55	7,749	16,065	8,300	Legal Services	17,650	17,650	17,650
56	6,047	277	2,837	Contractual Services	3,529	3,529	3,529
57	3,250	-	-	River Wall Contract Services	-	-	-
58	1,765	1,770	1,900	Audit	2,185	2,185	2,185
59	76,693	73,488	75,000	Engineering Services	75,000	75,000	75,000
60	3,168	2,497	7,000	Traffic Engineering	9,000	9,000	9,000
61	494	425	2,000	Janitorial	1,700	1,700	1,700
62	-	-	1,277	Utilities	530	530	530
63	8,809	9,212	12,113	Insurance	14,536	14,536	14,536
64	-	503	367	Software Maintenance Agreements	544	544	544
65	2,147	1,279	1,320	Computer Maintenance	1,233	1,233	1,233
66	3,345	4,666	4,000	Equipment Maintenance	4,000	4,000	4,000
67	10,716	3,403	1,460	Facility Maintenance	1,750	1,750	1,750
68	14,951	1,755	5,000	Sidewalk Maintenance	10,000	10,000	10,000
69	36,960	32,447	40,000	Storm Drain Maintenance	40,000	40,000	40,000

Notes:

49 Prior to FY03, the Street Fund has not paid its share of Postage & Printing costs.

50 Citywide costs are comprised of memberships to Council of Governments, League of Oregon Cities, Local Government Personnel Institute, local newspapers, Chamber of Commerce, Rotary & International City/County Management Association. Costs are then allocated to each fund based on FTE.

53 Costs include travel & training; misc. office supplies; meetings during mealtimes. These costs were previously charged to the Training & Travel line-item.

54 Costs are for recruitments and public notices.

55 Costs are based on FY03 actuals projected to year-end. The City anticipates a 7% increase in City Attorney fees.

56 FY04 includes cost for the City Hall facilities study (carried over from FY03), SKATS, Citizen Survey and copier leases plus $1,500 for Street Fund related costs.

58 Audit costs will increase 15% for the implementation of GASB 34 (required reporting requirements). This is a one-time increase.

60 The increase over FY03 includes a $3,000 Traffic Signal Warrant Study at River Road and Plymouth.

63 The City's insurance carrier projects a 20% increase in insurance costs.

64 Costs are separated from Computer maintenance beginning FY03.

SPECIAL REVENUE FUND

Street Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
69	67,859	69,087	68,000	Street Sweeping	69,000	69,000	69,000
70	318,852	192,104	236,000	Street Resurfacing	310,000	310,000	310,000
71	114,130	106,151	115,600	Street Maintenance	115,000	115,000	115,000
72	34,247	41,503	55,000	Street Light Utilities	55,000	55,000	55,000
73	18,701	21,749	22,100	Traffic Light Utilities	22,000	22,000	22,000
74	-	-	43,425	Bond Issue Costs	-	-	-
75	22,023	10,921	15,000	Flood & Drainage Services	10,000	10,000	10,000
76	-	-	-	Contingency	67,000	67,000	67,000
77	$ 765,324	$ 599,955	$ 730,820	TOTAL MATERIALS & SERVICES	$ 843,642	$ 843,642	$ 843,642
78							
79				**CAPITAL OUTLAY**			
80							
81	$ 22	$ 1,281	$ 6,000	GIS System	$ -	$ -	$ -
82	478	231	1,273	Office Equipment & Furniture	434	569	569
83	273	1,042	3,353	Computer Equipment	3,329	3,329	3,329
84	-	1,500	-	Vehicle	-	-	-
85	-	-	125,000	Master Plan	125,000	125,000	125,000
86	-	-	-	Labish Wetlands & Drainage	71,000	71,000	71,000
87	2,610	80,000	80,000	Bike Paths	80,000	80,000	80,000
88	101,609	547,900	158,000	Street Improvements	280,000	280,000	280,000
89	-	19,735	-	Infill Sidewalk Completions	25,000	25,000	25,000
90	-	15,301	-	School Zone Flasher Update	-	-	-
91	94,199	4,460	40,000	Storm Drains	30,000	30,000	30,000
92	-		135,000	Alder Drive Connection East of Schools	-	-	-
93	-		1,200,000	CAC Access Road & Drainage	-	-	-

Notes:

85 The $125,000 budgeted in FY03 was not expended and is therefore carried over to FY04. The master plan is for storm drain improvements.

87,88 Chemawa Road Improvements

91 Brooks/Pleasantview storm drain.

SPECIAL REVENUE FUND

Street Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
94	-	-	145,000	Neighborhood Traffic Management Plans	-	-	-
95	-	-	-	Traffic Signal LED Upgrade	26,000	26,000	26,000
96	-	-	-	Property & Easement Acquisition	170,000	170,000	170,000
97	-	-	-	Construct Pedestrian Bridge - Labish	150,000	150,000	150,000
98	3,403	-	1,500	Field Equipment	4,400	4,400	4,400
99	38,944	-	-	Keizer Levee Construction	-	-	-
100	7,872	-	-	Labish HMG Grant Expenditures	-	-	-
101	3,472	-	-	Fork Lift	-	-	-
102	-	-	-	Mini Excavator	11,000	11,000	11,000
102	-	-		Contingency	83,000	83,000	83,000
102	$ 252,882	$ 671,450	$ 1,895,126	TOTAL CAPITAL OUTLAY	$ 1,059,163	$ 1,059,298	$ 1,059,298
103							
104				**DEBT SERVICE**			
105							
106	$ -	$ -	$ -	Principal	$ -	$ -	$ -
107	-	-	133,983	Interest	-	-	-
108	$ -	$ -	$ 133,983	TOTAL DEBT SERVICE	$ -	$ -	$ -
109							
110	$ 1,197,999	$ 1,467,707	$ 2,972,308	TOTAL EXPENDITURES	$ 2,162,105	$ 2,162,240	$ 2,162,240
111							
112				**TRANSFERS**			
113							
114	$ -	$ 1,696	$ -	Transfer to Urban Renewal	$ -	$ -	$ -
115							
116				**FUND BALANCE**			
117							
118	-	-	150,000	Contingency	-	-	-
119	-	-	35,000	Reserve for Shop Addition	40,000	40,000	40,000
120	-	-	100,000	Reserve for Foot Bridge	-	-	-
121	-	-	2,800,000	Reserve for Chemawa Access Road	-	-	-
122	-	-	429,860	Reserve for Debt Service	-	-	-
123	842,130	958,072	263,427	Undesignated Ending Fund Balance	199,353	199,218	199,218
124							
125	$ 2,040,129	$ 2,427,475	$ 6,750,595	TOTAL EXPENDITURE & FUND BALANCE	$ 2,401,458	$ 2,401,458	$ 2,401,458

CAPITAL PROJECTS FUND

City Hall Facility Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 50,641	$ 53,568	$ -	Beginning Fund Balance	$ -	$ -	$ -
2							
3				**RESOURCES**			
4							
5	2,927	-	-	Interest	-	-	-
6	-	2,440	-	Transfer from Urban Renewal Project Fund	-	-	-
7	$ 53,568	$ 56,008	$ -	**TOTAL RESOURCES**	$ -	$ -	$ -
8							
9				**EXPENDITURES**			
10							
11				**CAPITAL OUTLAY**			
12							
13	$ -	$ -	$ -	Improvements	$ -	$ -	$ -
14	$ -	$ -	$ -	TOTAL EXPENDITURES	$ -	$ -	$ -
15							
16				**TRANSFERS**			
17							
18	$ -	$ 56,008	$ -	Transfer to Urban Renewal Fund	$ -	$ -	$ -
19							
20				**FUND BALANCE**			
21							
22	-	-	-	Contingency	-	-	-
23	53,568	-	-	Undesignated Ending Fund Balance	-	-	-
24							
25	$ 53,568	$ 56,008	$ -	**TOTAL EXPENDITURE & FUND BALANCE**	$ -	$ -	$ -

Notes:

Due to the lack of a funding source, the City Hall Facility Fund has been closed.

CAPITAL PROJECTS FUND

Park Improvement Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 363,248	$ 400,246	$ 440,792	Beginning Fund Balance	630,759	$ 630,759	$ 630,759
2							
3				**RESOURCES**			
4							
5	22,608	10,893	7,107	Interest	9,644	9,644	9,644
6	71,311	154,338	45,000	System Development Fees	50,487	50,487	50,487
7	-	10,000	-	Donations	-	-	-
8	$ 457,167	$ 575,477	$ 492,899	**TOTAL RESOURCES**	$ 690,890	$ 690,890	$ 690,890
9							
10				**EXPENDITURES**			
11							
12				**CAPITAL OUTLAY**			
13							
14	$ -	$ 24,743	$ 120,000	Land Acquisition	150,000	$ 150,000	$ 150,000
15	56,921	77,106	35,000	Improvements	-	-	-
16	-	-	50,000	Contingency	-	100,000	100,000
16	$ 56,921	$ 101,849	$ 205,000	TOTAL CAPITAL OUTLAY	$ 150,000	$ 250,000	$ 250,000
17							
18				**FUND BALANCE**			
17	400,246	473,628	287,899	Undesignated Ending Fund Balance	540,890	440,890	440,890
18	$ 457,167	$ 575,477	$ 492,899	**TOTAL EXPENDITURE & FUND BALANCE**	$ 690,890	$ 690,890	$ 690,890

Notes:

5 FY04 is estimated at current year actuals projected out to year end.

6 Staff estimate 60 units to be built in FY04. SDC's are $935 each. 10% of the SDC revenues is to be paid to the General Fund to cover administrative costs. (See General Fund Administration).

14 For the purchase of 10-15 acres in West Keizer.

ENTERPRISE FUND

Utilities Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 17,336	$ 32,537	$ 81,651	Beginning Fund Balance	$ 14,770	$ 14,770	$ 14,770
2							
3				**RESOURCES**			
4							
5	4,080	2,824	2,267	Planning/Construction Fees	1,000	1,000	1,000
6	3,108,109	3,012,266	3,217,318	Salem Sewer Billing	3,344,414	3,344,414	3,344,414
7	222,535	214,759	217,637	Sewer Administration Fee	252,693	252,693	252,693
8	4,642	-	6,564	Oakwood Assessment	4,641	4,641	4,641
9	$ 3,356,702	$ 3,262,386	$ 3,443,786	TOTAL	$ 3,602,748	$ 3,602,748	$ 3,602,748
10							
11				**MISCELLANEOUS**			
12	$ 3,250	$ -	$ 3,282	Oakwood Interest	$ 1,779	$ 1,779	$ 1,779
13	8,346	7,800	-	Miscellaneous	-	-	-
14	$ 11,596	$ 7,800	$ 3,282	TOTAL MISCELLANEOUS	$ 1,779	$ 1,779	$ 1,779
15							
16							
17	$ 3,368,298	$ 3,270,186	$ 3,528,719	**TOTAL RESOURCES**	$ 3,619,297	$ 3,619,297	$ 3,619,297

Notes:

5 Revenue decreases reflect the decline in growth over previous years.

6 Increases include a 5% increase in sewer rates. Rates are set by the City of Salem and have not been approved for FY04. However, a 5% increase is similar to previous years' increases.

7 Projections are based on approximately 9,300 sewer customers billed bi-monthly at $4.50 per bill. This is an increase from the $3.95 charged in FY03. In FY02 rates were decreased from $4.20 per bill to $3.95 to reduce the surplus in this fund. Now that the surplus is depleted, rates must be increased to cover costs.

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

ENTERPRISE FUND

Utilities Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
18							
19				**EXPENSES**			
20							
21				**PERSONAL SERVICES**			
22							
23	$ 795	$ 796	$ 837	City Manager	$ 869	$ 869	$ 869
24	11,656	12,370	13,082	Public Works Director	2,639	2,639	2,639
25	-	-	5,957	Public Works Superintendent	3,094	3,094	3,094
26	-	-	-	Public Works Permit Specialist	2,802	2,802	2,802
27	1,205	1,279	1,353	Planning Director	-	-	-
28	55,486	62,044	67,300	Administrative Support Staff	83,645	83,645	83,645
29	-	-	-	Facility Maintenance Worker	1,546	1,546	1,546
30	-	-	-	Information Systems Technician	1,088	1,088	1,088
31	1,965	2,115	2,237	Human Resources Director	2,323	2,323	2,323
32	14,954	15,426	15,823	Finance Director	15,958	15,958	15,958
33	1,882	-	2,500	Overtime	1,000	1,000	1,000
34	1,395	1,448	1,675	Medicare	1,754	1,754	1,754
35	13,940	15,512	21,432	Retirement	20,321	20,321	20,321
36	16,480	17,447	17,536	Insurance Benefits	20,611	20,611	20,611
37	-	-	1,500	Unemployment	500	500	500
38	328	278	470	Workers Compensation	301	301	301
39	$ 120,086	$ 128,715	$ 151,702	TOTAL PERSONAL SERVICES	$ 158,451	$ 158,451	$ 158,451
40							

Notes:

24 Hiring a Public Works Permit Specialist will free up the Public Works Director's time. Allocations have changed to reflect this.

25 The Public Works Superintendent position was reviewed during FY02 and reallocated based on efforts in each operating fund.

28 The Citywide reorganization resulted in a reallocation of Administrative Support staff (Utility Billing staff). These positions previously supported the Street Fund and a portion of their salary was allocated accordingly. The positions are now funded 50% Water and 50% Utility to reflect the effort spent in these areas.

36 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

38 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

ENTERPRISE FUND

Utilities Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
41				**MATERIALS & SERVICES**			
42							
43	$ 6,775	$ 3,389	$ 3,225	Materials & Supplies	$ 1,997	$ 1,997	$ 1,997
44	13,643	17,725	20,579	Postage & Printing	19,470	19,470	19,470
45	1,710	985	1,165	Membership Dues	1,525	1,525	1,525
46	1,719	2,216	2,830	Travel & Training	2,973	2,973	2,973
47	-	-	-	City Council Expenses	243	243	243
48	302	113	104	Advertising	1,073	1,073	1,073
49	3,961	3,528	3,285	Legal Services	2,900	2,900	2,900
50	1,294	1,606	2,187	Contractual Services	1,624	1,624	1,624
51	3,072	2,364	3,335	Audit	3,835	3,835	3,835
52	30,281	18,910	22,395	Engineering Services	19,665	19,665	19,665
53	-	-	1,728	Janitorial	1,360	1,360	1,360
54	1,914	1,028	1,277	Utilities	525	525	525
55	-	49	72	Telephone	1,494	1,494	1,494
56	5,294	8,277	10,919	Insurance	13,103	13,103	13,103
57	-	2,735	3,106	Software Maintenance Agreements	3,325	3,325	3,325
58	3,809	978	1,016	Computer Maintenance	987	987	987
59	632	1,089	1,041	Equipment Maintenance	1,272	1,272	1,272
60	8,731	3,490	1,123	Facility Maintenance	1,400	1,400	1,400
61	3,107,247	3,004,092	3,217,318	Salem Sewer Payments	3,344,414	3,344,414	3,344,414
62	$ 3,190,384	$ 3,072,574	$ 3,296,705	TOTAL MATERIALS & SERVICES	$ 3,423,185	$ 3,423,185	$ 3,423,185
63							

Notes:

45 Citywide costs are comprised of memberships to Council of Governments, League of Oregon Cities, Local Government Personnel Institute, local newspapers, Chamber of Commerce, Rotary and International City/County Management Association. Costs are then allocated to each fund based on FTE.

47 Costs include travel & training; misc. office supplies; meetings during mealtimes. These costs were previously charged to the Training & Travel line-item.

48 Advertising is for staff recruitments.

50 FY04 includes cost for the City Hall facilities study (carried over from FY03), SKATS, Citizen Survey and copier leases.

51 Audit costs will increase 15% for the implementation of GASB 34 (required reporting requirements). This is a one-time increase.

53 The Utility Fund has not previously paid its share of janitorial costs which have been allocated for the FY03 budget.

56 The City's insurance carrier projects a 20% increase in insurance costs.

57 Costs are separated from Computer maintenance beginning FY03.

61 This is a pass through expense and equals Salem Sewer Billing revenues on line 6 above.

ENTERPRISE FUND

Utilities Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
64				**CAPITAL OUTLAY**			
65							
66	$ 1,232	$ 119	$ 128	Office Furniture & Equipment	$ 347	$ 455	$ 455
67	220	405	3,426	Computer Equipment & Software	2,663	2,663	2,663
68	$ 1,452	$ 524	$ 3,554	TOTAL CAPITAL OUTLAY	$ 3,010	$ 3,118	$ 3,118
69							
70				**DEBT SERVICE**			
71							
72	$ 5,000	$ 5,000	$ 5,000	Oakwood Principal	$ 10,000	$ 10,000	$ 10,000
73	3,839	3,330	2,562	Oakwood Interest	1,538	1,538	1,538
74	$ 8,839	$ 8,330	$ 7,562	TOTAL DEBT SERVICE	$ 11,538	$ 11,538	$ 11,538
75							
76	$ 3,320,761	$ 3,210,143	$ 3,459,523	TOTAL EXPENSES	$ 3,596,184	$ 3,596,292	$ 3,596,292
77							
78				**TRANSFERS**			
79							
80	$ 15,000	$ -	$ -	Transfer to General Fund	$ -	$ -	$ -
81	-	38,732		Transfer to Street Lighting District Fund	-	-	-
82	-	1,997		Transfer to Urban Renewal	-	-	-
83	$ 15,000	$ 40,729	$ -	TOTAL TRANSFERS	$ -	$ -	$ -
84							
85							
86	-	-	30,000	Contingency	10,000	10,000	10,000
87	32,537	19,314	39,196	Undesignated Ending Fund Balance	13,113	13,005	13,005
88							
89	$ 3,368,298	$ 3,270,186	$ 3,528,719	**TOTAL EXPENSES & FUND BALANCE**	$ 3,619,297	$ 3,619,297	$ 3,619,297

ENTERPRISE FUND

Water Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 228,704	$ 189,621	$ 86,332	Beginning Fund Balance	$ 475,862	$ 475,862	$ 475,862
2							
3				**RESOURCES**			
4							
5	16,094	12,875	8,000	Planning & Construction Fees	975	975	975
6	1,722,124	1,627,210	1,818,956	Water Sales	1,838,610	1,838,610	1,838,610
7	45,927	42,921	42,000	Service Fees	42,859	42,859	42,859
8	5,260	4,337	970	Interest	7,914	7,914	7,914
9	5,623	1,636	2,000	Miscellaneous	2,000	2,000	2,000
10	11,190	3,430	2,800	Live Tap Reimbursement	7,907	7,907	7,907
11	$ 2,034,922	$ 1,882,030	$ 1,961,058	**TOTAL RESOURCES**	$ 2,376,127	$ 2,376,127	$ 2,376,127

Notes:

6 During FY03 the City completed its cost-of-service analysis on water rates. New rates went into effect February 2003. Water Sales revenues were down in FY03 over amounts budgeted. The area has experienced drought conditions and the reduction in water consumption could attribute to the reduction in Water Sales revenues. The FY04 Water Sales projection is based on the cost-of-services model for FY04 and adjusted for the reduction in consumption.

8 Interest revenue is based on FY03 earnings at 12/31/02 projected out to year-end.

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

ENTERPRISE FUND

Water Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
12							
13				**EXPENSES**			
14							
15				**PERSONAL SERVICES**			
16							
17	$ 6,769	$ 7,963	$ 8,369	City Manager	$ 8,693	$ 8,693	$ 8,693
18	19,427	20,617	21,804	Public Works Director	23,749	23,749	23,749
19	32,451	33,792	23,827	Public Works Superintendent	27,842	27,842	27,842
20	-	-	-	Public Works Permit Specialist	8,406	8,406	8,406
21	269,353	292,991	310,983	Municipal Utility Workers	324,427	324,427	324,427
22	-	-	-	Community Development Director	1,452	1,452	1,452
23	1,205	1,279	1,353	Planning Director	-	-	-
24	1,013	1,966	-	Associate Planner	-	-	-
25	83,966	99,091	108,961	Administrative Support Staff	93,542	93,542	93,542
26	-	-	-	Information Systems Technician	6,168	6,168	6,168
27	11,170	11,281	11,931	Human Resources Director	13,166	13,166	13,166
28	18,692	19,282	19,779	Finance Director	19,947	19,947	19,947
29	7,001	6,716	7,227	Facility Maintenance Worker	6,185	6,185	6,185
30	24,234	12,240	24,000	Seasonal Help	24,000	24,000	24,000
31	990	-	2,500	Overtime - Utility Billing	2,500	2,500	2,500
32	20,651	21,898	16,000	Overtime - Public Works	16,000	16,000	16,000
33	5,200	10,100	10,400	Duty Pay	10,400	10,400	10,400
34	7,894	8,272	8,717	Medicare	8,203	8,203	8,203
35	75,732	85,547	101,831	Retirement	99,341	99,341	99,341
36	80,649	84,489	85,794	Insurance Benefits	91,424	91,424	91,424
37	2,957	234	8,000	Unemployment Insurance	8,000	8,000	8,000
38	6,090	8,211	9,485	Workers Compensation	8,613	8,613	8,613
39	$ 675,444	$ 725,969	$ 780,961	TOTAL PERSONAL SERVICES	$ 802,058	$ 802,058	$ 802,058

Notes:

19 Public Works Superintendent salary is now allocated to all programs where effort is expended. See Supplemental information "Staffing Allocations".

25 The Citywide reorganization resulted in reallocation of Administrative Support staff. See "Staffing Allocation Changes" in the Supplemental section.

33 Per the Union contract negotiated in FY01, Duty Pay went from $100 per week to $200 per week. One Public Works employees is assigned to after-hours duty each week.

36 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

38 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

ENTERPRISE FUND

Water Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
40							
41				**MATERIALS & SERVICES**			
42							
43	$ 13,545	$ 10,205	$ 10,235	Materials & Supplies	$ 10,250	$ 10,250	$ 10,250
44	16,751	21,393	30,878	Postage & Printing	31,000	31,000	31,000
45	6,531	5,102	5,000	Concrete	5,000	5,000	5,000
46	7,018	4,169	6,000	Rock & Backfill	6,000	6,000	6,000
47	14,079	5,754	10,000	Paving	10,000	10,000	10,000
48	33,813	52,091	55,000	Sequestering Agent	45,000	45,000	45,000
49	11,677	12,148	12,000	Fluoride	12,000	12,000	12,000
50	6,285	8,765	5,842	Membership Dues	6,101	6,101	6,101
51	8,870	12,916	16,956	Travel & Training - Public Works	13,300	13,300	13,300
52	-	-	-	Travel & Training - Administrative Staff	4,126	4,126	4,126
53	-	-	-	City Council Expenses	970	970	970
54	973	319	1,000	Advertising	1,000	1,000	1,000
55	5,948	4,901	7,700	Legal Services	10,600	10,600	10,600
56	19,200	46,235	23,165	Contractual Services	88,894	88,894	88,894
57	1,723	1,785	1,870	Audit	2,151	2,151	2,151
58	1,036	1,170	2,000	Flagging	2,000	2,000	2,000
59	25,550	24,417	25,000	Engineering Services	25,000	25,000	25,000
60	8,204	7,029	6,714	Janitorial	5,440	5,440	5,440
61	2,739	2,588	3,000	Clothing	3,500	3,500	3,500
62	103,803	136,137	134,200	Utilities	141,500	141,500	141,500
63	7,187	8,398	7,700	Natural Gas	7,500	7,500	7,500
64	24,232	27,716	28,000	Telephone	26,000	26,000	26,000
65	6,134	6,163	10,000	Telemetry	10,000	10,000	10,000
66	31,595	33,632	43,450	Insurance	52,140	52,140	52,140
67	9,965	5,269	12,000	Gasoline	11,000	11,000	11,000
68	4,946	3,390	6,000	Diesel Fuel	6,000	6,000	6,000
69	-	5,095	4,119	Software Maintenance Agreements	4,308	4,308	4,308
70	10,018	5,306	5,100	Computer Maintenance	3,947	3,947	3,947
71	11,227	12,384	13,000	Vehicle Maintenance	12,000	12,000	12,000
72	9,438	8,436	9,500	Equipment Maintenance	9,500	9,500	9,500

Notes:

50 Citywide costs are comprised of memberships to Council of Governments, League of Oregon Cities, Local Government Personnel Institute, local newspapers, Chamber of Commerce, Rotary and International City/County Management Association. Costs are then allocated to each fund based on FTE.

53 Costs include travel & training; misc. office supplies; meetings during mealtimes. These costs were previously charged to the Training & Travel line-item.

55 Costs are based on FY03 actuals projected to year-end. The City anticipates a 7% increase in City Attorney fees.

56 Includes $25,000 vulnerability assessment, $50,000 Source Water Assessment, $5,000 Reservoir Maintenance & $2,400 copier lease for the City Shops. Citywide costs include the City Hall facilities study (carried over from FY03), SKATS, Citizen Survey and copier leases.

57 Audit costs will increase 15% for the implementation of GASB 34 (required reporting requirements). This is a one-time increase.

66 The City's Insurance carrier projects a 20% increase in insurance costs.

69 Costs are separated from Computer maintenance beginning FY03.

ENTERPRISE FUND

Water Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
73	9,656	10,659	5,650	Facility Maintenance	5,600	5,600	5,600
74	36,204	27,898	32,000	Plant Maintenance	32,000	32,000	32,000
75	8,880	3,600	5,000	Live Taps	5,000	5,000	5,000
76	19,303	9,588	20,000	Pumphouse Maintenance	20,000	20,000	20,000
77	25,405	23,980	30,000	Pump Maintenance	30,000	30,000	30,000
78	28,042	29,517	30,000	Op Mat/Supplies	30,000	30,000	30,000
79	108,600	-	-	Watermains	65,000	65,000	65,000
80	3,816	3,816	3,816	Well Property Lease	3,816	3,816	3,816
81	13,666	34,984	51,500	Lab Tests	40,000	40,000	40,000
82	20,000	19,263	20,000	Contract Meter Reading	21,000	21,000	21,000
83	9,474	6,197	10,000	Consumer Confidence Report/ Public Education	7,500	7,500	7,500
84	440	581	-	Miscellaneous	-	-	-
85	$ 685,973	$ 642,996	$ 703,395	TOTAL MATERIALS & SERVICES	$ 826,143	$ 826,143	$ 826,143
86							
87				**CAPITAL OUTLAY**			
88	$ 2,228	$ -	$ -	Base Maps	-	-	-
89	-	-	-	Copier	-	-	-
90	165	-	-	Telephone System	-	-	-
91	1,612	546	2,018	Office Furniture & Equipment	1,389	1,821	1,821
92	4,442	964	10,000	Field Equipment	10,300	10,300	10,300
93	1,908	7,587	8,863	Computer Equipment	10,652	10,652	10,652
94	-	4,500	-	Public Works Vehicle	30,000	30,000	30,000
95	26,631	22,192	28,000	Water Meters	28,000	28,000	28,000
96	26,775	-	-	Water Pump	-	-	-
97	3,521	-	-	Heavy Equipment	44,000	44,000	44,000
98	-	-	10,000	Telemetry System	10,000	10,000	10,000
99	35,002	-	20,000	Pressure Relief Valves	-	-	-
100	$ 102,284	$ 35,789	$ 78,881	TOTAL CAPITAL OUTLAY	$ 134,341	$ 134,773	$ 134,773

Notes:

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

97 In FY01 the City purchased a fork lift. The FY04 budget is for a mini excavator.

ENTERPRISE FUND

Water Fund

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
101				**DEBT SERVICE**			
102							
103	$ 360,000	$ -	$ -	Bond Principal-6/3/1991 Issue	$ -	$ -	$ -
104	21,600	-	-	Bond Interest-6/3/1991 Issue	-	-	-
105	$ 381,600	$ -	$ -	TOTAL DEBT SERVICE	$ -	$ -	$ -
106							
107	$ 1,845,301	$ 1,404,754	$ 1,563,237	TOTAL EXPENSES	$ 1,762,542	$ 1,762,974	$ 1,762,974
108							
109				**TRANSFERS**			
110							
111	$ -	$ -	$ 200,000	Transfer to Water Facility Replacement Reserve	$ 250,000	$ 250,000	$ 250,000
112	-	3,844	-	Transfer to Urban Renewal	-	-	-
113	$ -	$ 3,844	$ 200,000	TOTAL TRANSFERS	$ 250,000	$ 250,000	$ 250,000
114							
115				**FUND BALANCE**			
116							
117	$ -	$ -	$ 60,000	Contingency	$ 60,000	$ 60,000	$ 60,000
118	-	-	45,000	Shop Reserve	50,000	50,000	50,000
119	189,621	473,432	92,821	Undesignated Fund Balance	253,585	253,153	253,153
120							
121	$ 2,034,922	$ 1,882,030	$ 1,961,058	**TOTAL EXPENSES & BUDGETED FUND BALANCE**	$ 2,376,127	$ 2,376,127	$ 2,376,127

Notes:

103 The City's outstanding debt matured January 1, 2001 and was fully paid as of that date.

104 Since the City no longer has debt service payments, funds have been transferred to the Water Facility Reserve Fund for future capital improvements.

119 The ending fund balance provides for a 60-day cash supply.

ENTERPRISE FUND

Water Facility Replacement Reserve

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 238,526	$ 323,766	$ 588,463	Beginning Fund Balance	$ 335,585	$ 335,585	$ 335,585
2							
3				**RESOURCES**			
4							
5	20,250	6,298	6,053	Interest	3,332	3,332	3,332
6	64,990	69,729	15,000	Systems Development Fees	38,448	38,448	38,448
7	-	-	-	Oversized Reimbursement Fees	4,272	4,272	4,272
8	-	-	200,000	Transfer from Water Fund	250,000	250,000	250,000
9	$ 323,766	$ 399,793	$ 809,516	**TOTAL RESOURCES**	$ 631,637	$ 631,637	$ 631,637
10							
11				**EXPENSES**			
12							
13				**CAPITAL OUTLAY**			
14							
15	$ -	$ 135,507	$ 761,000	CIP Well Improvements	$ 328,300	$ 328,300	$ 328,300
16	-	153,465	-	CIP Distribution Improvements	70,000	70,000	70,000
17	-	-	48,516	Contingency	100,000	100,000	100,000
18	$ -	$ 288,972	$ 809,516	TOTAL EXPENSES	$ 498,300	$ 498,300	$ 498,300
19							
20				**FUND BALANCE**			
21							
22	$ 323,766	$ 110,821	$ -	Undesignated Ending Fund Balance	$ 133,337	$ 133,337	$ 133,337
23							
24	$ 323,766	$ 399,793	$ 809,516	**TOTAL EXPENSES & BUDGETED FUND BALANCE**	$ 631,637	$ 631,637	$ 631,637

Notes:

5 Interest revenue is based on FY03 earnings at 12/31/02 projected out to 6/30/03.

8 Since the City no longer has debt service payments; funds have been transferred from the Water Fund for future capital improvements.

15 Includes the following:

Toni & Burnside replacement	$ 93,500
13th & 17th Avenue replacemen	91,300
Delta improvements	88,600
Reitz Well Pump installation	54,900
	$ 328,300

ENTERPRISE FUND

Street Lighting Districts

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ (1,948)	$ 3,157	$ (3,800)	Beginning Fund Balance	$ (49,064)	$ (49,064)	$ (49,064)
2							
3				**RESOURCES**			
4							
5	297,784	299,537	546,945	Lighting District Assessments	490,865	490,892	490,892
6	-	38,732	-	Transfer from Utility Fund	-	-	-
7	$ 295,836	$ 341,426	$ 543,145	**TOTAL RESOURCES**	$ 441,801	$ 441,828	$ 441,828

Notes:

5 The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax roles in Year Two. In times of rising costs, the fund operates in a deficit as is the case with FY04. The City borrows funds, short-term, from other funds to carry the fund through deficit periods.

ENTERPRISE FUND

Street Lighting Districts

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
8							
9				**EXPENSES**			
10							
11				**PERSONAL SERVICES**			
12							
13	$ 630	$ 796	$ 837	City Manager	869	$ 869	$ 869
14	7,771	8,247	8,722	Public Works Director	4,398.00	4,398	4,398
15	-	-	2,978	Public Works Superintendent	3,094	3,094	3,094
16	-	-	-	Public Works Permit Specialist	2,802	2,802	2,802
17	5,863	6,043	6,199	City Recorder	6,252	6,252	6,252
18	-	-	-	Information Systems Technician	363	363	363
19	-	-	-	Human Resources Director	774	774	774
20	3,366	4,040	5,328	Administrative Support Staff	6,875	6,875	6,875
21	3,738	3,857	3,956	Finance Director	3,989	3,989	3,989
22	1,352	1,343	1,445	Facility Maintenance Worker	1,546	1,546	1,546
23	-	75	-	Overtime	50	50	50
24	357	375	452	Medicare	477	477	477
25	3,982	4,417	5,669	Retirement	5,883	5,883	5,883
26	2,672	2,927	3,882	Insurance Benefits	4,193	4,193	4,193
27	122	78	254	Workers Compensation	163	163	163
28	$ 29,853	$ 32,198	$ 39,722	TOTAL PERSONAL SERVICES	$ 41,728	$ 41,728	$ 41,728
29							

Notes:

14 Hiring a Public Works Permit Specialist will free up the Public Works Director's time. Allocations have changed to reflect this.

15 The Public Works Superintendent position was reviewed during FY02 and reallocated based on efforts in each operating fund.

26 Through the City's Personal Policy Committee, the City changed the process for allocation of insurance premiums. The costs are now pooled and allocated based on FTE in each fund.

27 Workers compensation costs are expected to increase 15% in FY04. FY03 actuals were below budgeted amounts, therefore, the FY04 budget appears to show a reduction when in actuality this cost is expected to increase in FY04. Budget estimates also changed because of allocation changes.

ENTERPRISE FUND

Street Lighting Districts

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
30				**MATERIALS & SERVICES**			
31							
32	$ 335	$ 488	$ 294	Materials & Supplies	$ 371	$ 371	$ 371
33	177	257	451	Postage & Printing	326	326	326
34	209	184	230	Membership Dues	381	381	381
35	250	443	609	Travel & Training	622	622	622
36	-	-	-	City Council Expenses	61	61	61
37	.	10	-	Advertising	-	-	-
38	7	99	106	Legal Services	120	120	120
39	69	103	202	Contractual Services	406	406	406
40	201	305	318	Audit	366	366	366
41	-	-	340	Janitorial	340	340	340
42	682	227	852	Utilities	114	114	114
43	512	592	657	Telephone	302	302	302
44	-	7	200	Insurance	240	240	240
45	-	41	166	Software Maintenance Agreements	349	349	349
46	442	174	200	Computer Maintenance	247	247	247
47	74	212	252	Equipment Maintenance	311	311	311
48	-	606	220	Facilities Maintenance	350	350	350
49	5,068	3,797	6,600	Engineering costs	3,908	3,908	3,908
50	254,506	314,642	318,600	Lighting Costs	390,506	390,506	390,506
51	$ 262,532	$ 322,187	$ 330,297	TOTAL MATERIALS & SERVICES	$ 399,320	$ 399,320	$ 399,320

Notes:

34 Citywide costs are comprised of memberships to Council of Governments, League of Oregon Cities, Local Government Personnel Institute, local newspapers, Chamber of Commerce, Rotary and International City/County Management Association. Costs are then allocated to each fund based on FTE.

36 Costs include travel & training; misc. office supplies; meetings during mealtimes. These costs were previously charged to the Training & Travel line-item.

38 Costs are based on FY03 actuals projected to year-end. The City anticipates a 7% increase in City Attorney fees.

39 FY04 includes cost for the City Hall facilities study (carried over from FY03), SKATS, Citizen Survey and copier leases.

40 Audit costs will increase 15% for the implementation of GASB 34 (required reporting requirements). This is a one-time increase.

44 The SLD Fund has not previously paid its share of insurance costs which have been allocated beginning in FY03. The City's insurance carrier projects a 20% increase in insurance costs.

46 Costs are separated from Computer maintenance beginning FY03.

50 Electrical costs are based on FY03 actual projected out to year-end. PGE gave a 5% increase as a "guide" in estimating these costs.

ENTERPRISE FUND

Street Lighting Districts

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
52							
53				**CAPITAL OUTLAY**			
54							
55	$ -	$ -	$ -	Copier	$ -	$ -	$ -
56	256	25	6	Office Furniture & Equipment	87	114	114
57	38	84	468	Computer Equipment	666	666	666
58	-	-	-	Software	-	-	-
59	$ 294	$ 109	$ 474	TOTAL CAPITAL OUTLAY	$ 753	$ 780	$ 780
60							
61	$ 292,679	$ 354,494	$ 370,493	TOTAL EXPENSES	$ 441,801	$ 441,828	$ 441,828
62							
63				**TRANSFERS**			
64							
65	$ -	$ 238	$ -	Transfer to Urban Renewal	$ -	$ -	$ -
66							
67				**FUND BALANCE**			
68							
69	-	-	15,000	Contingency	-	-	-
70	3,157	(13,306)	157,652	Undesignated Ending Fund Balance	-	-	-
71							
72	$ 295,836	$ 341,426	$ 543,145	**TOTAL EXPENSES & BUDGETED FUND BALANCE**	$ 441,801	$ 441,828	$ 441,828

Notes:

70 The SLD fund is a reimbursement fund where costs are incurred in Year One and paid in Year Two. The City does not currently include a contingency or working capital balance in its Tax Assessments. Deficits are funded through short-term borrowing and repaid when tax revenues are received the following year. The FY03 budget was funded with the expectation that Contingency and Working Capital would be added to Tax Assessments. However, this approach did not transpire and the City continues with the "reimbursement" method of operating this fund.

ENTERPRISE FUND

Sewer Reserve

	Actual 2000-01	Actual 2001-02	Adopted 2002-03		Manager Recommended	Committee Approved	With Proposed Amendments
1	$ 164,158	$ 318,162	$ 293,064	Beginning Fund Balance	$ 367,024	$ 367,024	$ 367,024
2							
3				**RESOURCES**			
4							
5	160,785	260,973	36,750	Sanitary Sewer Acreage Fee	52,220	52,220	52,220
6	779	-	-	Sewer Service Improvement Agreement	-	-	-
7	116	-	-	Sewer Service Improvement Agreement - Interest	-	-	-
8	38,046	11,663	-	Storm Sewer Acreage Fee	-	-	-
9	-	-	-	Intergovernmental Agreement with City of Salem	93,600	93,600	93,600
10	-	64	-	Interest	4,296	4,296	4,296
11	$ 363,884	$ 590,862	$ 329,814	**TOTAL RESOURCES**	$ 517,140	$ 517,140	$ 517,140
12							
13				**EXPENSES**			
14							
15				**MATERIALS & SERVICES**			
16							
17	$ -	$ -	$ -	Contractual Services	$ 93,600	$ 93,600	$ 93,600
18							
19				**CAPITAL OUTLAY**			
20							
21	$ 8,056	$ 223,349	$ 270,000	Sewer Line Extensions	$ 325,000	$ 325,000	$ 325,000
22	37,666	11,663	-	Storm Drain Reimbursement			
23	-	-	59,814	Contingency	-	-	-
24	$ 45,722	$ 235,012	$ 329,814	TOTAL CAPITAL OUTLAY	$ 325,000	$ 325,000	$ 325,000
25							
26	$ 45,722	$ 235,012	$ 329,814	TOTAL EXPENSES	$ 418,600	$ 418,600	$ 418,600
27							
28				**FUND BALANCE**			
29							
30							
31	318,162	355,850	-	Undesignated Ending Fund Balance	98,540	98,540	98,540
32							
33	$ 363,884	$ 590,862	$ 329,814	**TOTAL EXPENSES & BUDGETED FUND BALANCE**	$ 517,140	$ 517,140	$ 517,140

Notes:

5 Estimate 7 acres available for development at $7,460 per acre.

10 Interest revenue is based on FY03 earnings at 12/31/02 projected out to 6/30/03.

21 Anticipate $300,000 is needed for Keizer Station development

GENERAL FUND LONG RANGE FINANCIAL PLAN
COMMITTEE APPROVED PLAN FOR FY04 BUDGET

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

Fund Balance %	15.68%	9.43%	3.55%	1.65%	-0.36%	-2.76%	-5.52%	-8.63%	-12.10%	-15.91%	-20.06%	-24.53%	-29.31%	-34.41%	-39.81%
	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
GROWTH	1.75%	1.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RESOURCES															
Net Working Capital	$ 934,807	$ 903,997	$ 536,637	$ 207,233	$ 106,323	$ (23,878)	$ (184,547)	$ (376,900)	$ (602,197)	$ (861,735)	$ (1,156,858)	$ (1,488,951)	$ (1,859,448)	$ (2,269,828)	$ (2,721,619)
Taxes:	2,626,335	2,731,388	2,840,644	2,925,863	3,013,639	3,104,048	3,197,170	3,293,085	3,391,877	3,493,634	3,598,443	3,706,396	3,817,588	3,932,116	4,050,079
Dissolution of Urban Renewal District				460,262	494,670	509,510	524,795	540,539	556,755	573,458	590,662	608,382	626,633	645,432	664,795
Licenses & Fees: 1% increase per year	1,885,032	1,903,882	1,922,921	1,942,150	1,961,572	1,981,188	2,000,999	2,021,009	2,041,220	2,061,632	2,082,248	2,103,071	2,124,101	2,145,342	2,166,796
Reduction for Electrical Franchise		(100,000)	(100,500)	(101,003)	(101,508)	(102,015)	(102,525)	(103,038)	(103,553)	(104,071)	(104,591)	(105,114)	(105,640)	(106,168)	(106,699)
Sewer license from 2% FY03 To 5% FY04	111,156	112,268	113,390	113,390	113,390	113,390	113,390	113,390	113,390	113,390	113,390	113,390	113,390	113,390	113,390
Intergovernmental:	537,355	431,601	439,009	443,787	448,708	453,776	458,997	464,374	469,912	475,617	481,493	487,545	493,779	500,199	506,813
Reinstatement of Cigarette Tax Revenues	61,166	61,778	62,395	63,019	63,649	64,286	64,929	65,578	66,234	66,896	67,565	68,241	68,923	69,612	70,309
Fines & Forfeits: 1% increase	446,028	450,488	454,993	459,543	464,139	468,780	473,468	478,202	482,984	487,814	492,692	497,619	502,596	507,621	512,698
Miscellaneous: 1% increase	99,865	100,864	101,872	101,872	101,872	101,872	101,872	101,872	101,872	101,872	101,872	101,872	101,872	101,872	101,872
TOTAL RESOURCES	$ 6,701,744	$ 6,596,266	$ 6,371,363	$ 6,636,118	$ 6,666,454	$ 6,670,957	$ 6,648,548	$ 6,598,112	$ 6,518,496	$ 6,408,508	$ 6,266,917	$ 6,092,450	$ 5,883,794	$ 5,639,590	$ 5,358,434
EXPENDITURES															
COLA	0.85%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Personal Services	$ 4,324,745	$ 4,454,487	$ 4,588,122	$ 4,725,766	$ 4,867,539	$ 5,013,565	$ 5,163,972	$ 5,318,891	$ 5,478,458	$ 5,642,811	$ 5,812,096	$ 5,986,459	$ 6,166,052	$ 6,351,034	$ 6,541,565
No Elimination of Building Permit Specialist Position															
Materials & Services + 5% increase/year	1,221,910	1,228,020	1,234,160	1,240,330	1,246,532	1,252,765	1,259,029	1,265,324	1,271,650	1,278,009	1,284,399	1,290,821	1,297,275	1,303,761	1,310,280
Stadium Property Tax Relief				(37,298)	(37,484)	(37,672)	(37,860)	(38,049)	(38,240)	(38,431)	(38,623)	(38,816)	(39,010)	(39,205)	(39,401)
Telephone upgrade		55,000													
Parks - funded at 2.5% of revenues begin FY05	117,861	142,307	145,868	160,722	164,003	167,371	170,827	174,375	178,017	181,756	185,594	189,535	193,581	197,735	202,001
Expenditures from Urban Renewal				240,000	247,200	254,616	262,254	270,122	278,226	286,573	295,170	304,025	313,146	322,540	332,216
Pick up 9-1-1 Expenditures		40,851	55,587	55,865	56,144	56,425	56,707	56,991	57,276	57,562	57,850	58,139	58,430	58,722	59,015
Transfer to Revenue Sharing Fund for Capital Outlay	78,574	78,967	79,362	79,759	80,157	80,558	80,961	81,366	81,773	82,181	82,592	83,005	83,420	83,837	84,257
TOTAL EXPENDITURES	$ 5,743,090	$ 5,999,632	$ 6,103,098	$ 6,465,144	$ 6,624,091	$ 6,787,628	$ 6,955,890	$ 7,129,019	$ 7,307,159	$ 7,490,461	$ 7,679,077	$ 7,873,167	$ 8,072,893	$ 8,278,424	$ 8,489,933
CONTINGENCY	54,657	59,996	61,031	64,651	66,241	67,876	69,559	71,290	73,072	74,905	76,791	78,732	80,729	82,784	84,899
FUND BALANCE	903,997	536,637	207,233	106,323	(23,878)	(184,547)	(376,900)	(602,197)	(861,735)	(1,156,858)	(1,488,951)	(1,859,448)	(2,269,828)	(2,721,619)	(3,216,398)
TOTAL EXPENDITURES & FUND BALANCE	$ 6,701,744	$ 6,596,266	$ 6,371,363	$ 6,636,118	$ 6,666,454	$ 6,670,957	$ 6,648,548	$ 6,598,112	$ 6,518,496	$ 6,408,508	$ 6,266,917	$ 6,092,450	$ 5,883,794	$ 5,639,590	$ 5,358,434
Cash Needed (15% of Revenues)	1,005,262	989,440	955,704	995,418	999,968	1,000,644	997,282	989,717	977,774	961,276	940,037	913,868	882,569	845,938	803,765
Beginning Fund Balance	934,807	903,997	536,637	207,233	106,323	(23,878)	(184,547)	(376,900)	(602,197)	(861,735)	(1,156,858)	(1,488,951)	(1,859,448)	(2,269,828)	(2,721,619)
Amount needed to be Borrowed	70,455	85,443	419,067	788,184	893,645	1,024,521	1,181,829	1,366,617	1,579,971	1,823,011	2,096,895	2,402,819	2,742,018	3,115,767	3,525,384

City of Keizer, Oregon

June 2, 2003

AGENDA ITEM 8a

ORDINANCE - PERMITTING AND REGULATING USE OF GOLF CARTS IN DESIGNATED AREAS PURSUANT TO ORS 810.070 REPEALING SECTION 4 OF ORDINANCE NO. 94-298

CITY COUNCIL MEETING:

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: JOHN A. LIEN, CITY ATTORNEY

SUBJECT: *GOLF CART ORDINANCE*

At your direction I have drafted an ordinance permitting and regulating the use of golf carts on certain city streets. State statute allows the City of Keizer to permit operation of golf carts on city streets within certain limitations. The proposed ordinance before you generally follows the format of the sample ordinance you reviewed at your last meeting. I have incorporated the suggestions I described to you in my earlier memo.

In the discussion at your last council meeting, the question was raised about extending the permitted golf cart operation area, based upon the access to McNary Estates from McClure Street. Subject to the other ordinance limitations, I believe it is permissible to consider McClure Street an access point to McNary Estates. Exhibit "A" has been revised to show the permitted area based upon a one-half mile radius from the intersection of McNary Estates Drive and McClure Street as well as the main entrance to McNary Golf Course. It is my understanding that McClure Street is gated at the intersection of McNary Estates Drive. Adopting this ordinance does not confer any special access to golf carts from McClure onto McNary Estates Drive. This ordinance would simply permit golf cart operation through that intersection if the golf cart operator had access to McNary Estates Drive. The persons living south of Lockhaven Drive may not benefit from this ordinance since Lockhaven Drive can only be crossed at a signalized intersection.

At your previous meeting, the issue of operating a golf cart on River Road, Wheatland Road and possibly Lockhaven Drive was also raised. The State statute mandates that the City may only permit golf cart operation "where the combined operation of golf carts and regular vehicle traffic can be accomplished safely." Staff has consulted the City's Traffic Engineer, Dick Woelk, on this issue. It is his opinion that it is not safe to operate golf carts on streets with speed limits greater than twenty-five miles per hour. Furthermore, Mr. Woelk feels it is not safe for golf carts to even cross streets with speed limits greater than twenty-five miles per hour unless it is done at a signalized intersection. Consequently, I have written the

ordinance limiting permitted golf cart use to streets with speed limits of twenty-five miles per hour or less in residential areas.

I have left blank the amounts for violating the ordinance provisions. You may impose any forfeiture amount up to five hundred dollars ($500.00).

If the Council adopts the ordinance, appropriate signs will have to be posted along the affected streets in order to make the ordinance effective.

RECOMMENDATION:

Discuss the proposed ordinance and determine how to proceed.

BILL NO. _____ A BILL ORDINANCE NO. 2003 _____

FOR

AN ORDINANCE PERMITTING AND REGULATING USE OF GOLF CARTS IN DESIGNATED AREAS PURSUANT TO ORS 810.070; REPEALING SECTION 4 OF ORDINANCE NO. 94-298.

The City of Keizer ordains as follows:

SECTION 1. DEFINITIONS

A. "Driver License" shall have the meaning given in ORS 801.245 and may refer to a document issued by the State of Oregon or any other jurisdiction as evidence of driving privileges.

B. "Golf Cart" means a motor vehicle that

(1) Has not less than three wheels in contact with the ground;

(2) Has an unloaded weight less than one thousand three hundred (1,300) pounds;

(3) Is designed to be, and is, operated at not more than fifteen miles per hour; and,

(4) Is designed to carry golf equipment and not more than two persons, including the driver.

C. "McNary Estates" is defined as the area denominated the McNary Estates Planned Unit Development, as filed with the City of Keizer Planning

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

Department.

D. "Residence District" means territory not comprising a business district that is contiguous to the highway that:

(1) Has access to property occupied primarily by multi-family dwellings; or,

(2) Has an average of one hundred-fifty (150) feet or less between accesses or approaches to:

(a) dwellings, churches, public parks within cities or other residential services; or,

(b) dwellings and buildings used for business.

SECTION 2. WHERE GOLF CARTS ARE PERMITTED AND PROHIBITED

A. Golf cart operation is permitted between the golf course and the place where the golf cart is parked or stored or located on all streets in McNary Estates.

B. Outside of McNary Estates, golf cart operation is permitted between the golf course and the place where the golf cart is parked or stored or located on streets in a residence district which have a speed limit not greater than twenty-five miles per hour, and are within the shaded area described in Exhibit "A" attached hereto and by this reference incorporated herein.

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C. Golf carts are permitted to cross streets with a speed limit greater than twenty-five miles per hour, but only at signalized intersections.

D. Golf cart operation in violation of this section is prohibited.

SECTION 3. QUALIFICATIONS OF GOLF CART OPERATORS

A. A golf cart operator shall possess a valid driver license or Oregon Department of Motor Vehicles Disability Golf Cart Permit while operating a golf cart.

SECTION 4. REGULATION OF GOLF CART USE

A. Golf cart operation is permitted between sunrise and sunset.

B. Golf cart operation at a speed greater than fifteen miles per hour is prohibited.

C. When crossing a highway, a golf cart operator shall yield the right-of-way to motor vehicles, bicycles and pedestrians.

D. A golf cart operator shall observe all applicable requirements of the Oregon Motor Vehicle Code.

E. A golf cart operated pursuant to this ordinance shall comply with ORS 815.110 (requirements for and use of slow-moving vehicle emblem) and any subsequent amendments thereto.

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SECTION 5. LIABILITY

A. Operation of a golf cart pursuant to this ordinance shall be at the risk and responsibility of the golf cart owner and operator. By adopting this ordinance the City of Keizer assumes no liability for the operation of a golf cart and the golf cart owner and operator shall hold the City of Keizer harmless in any action arising from the operation of a golf cart in the City of Keizer.

SECTION 6. VIOLATIONS

A. Violation of SECTION 2 is an infraction punishable by a forfeiture of $_____ for the first offense, or $_____ for subsequent offenses within a three-year period.

B. Violation of SECTION 3 is an infraction punishable by a forfeiture of $_____ for the first offense, or $_____ for subsequent offenses within a three-year period.

C. Violation of SECTION 4 is an infraction punishable by a forfeiture of $_____ for the first offense, or $_____ for subsequent offenses within a three-year period.

SECTION 7. AMENDMENT OF ORDINANCE NO. 94-298

A. Ordinance No. 94-298, entitled "Adopting the Oregon Vehicle Code for Enforcement Within the McNary Estates Planned Unit Development", enacted August 1st, 1994, is hereby amended by the deletion of SECTION 4 only.

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SECTION 8. EFFECTIVE DATE

A. This Ordinance shall be effective thirty (30) days after its passage.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

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Attorneys at Law
4855 River Road N
Keizer, Oregon 97303
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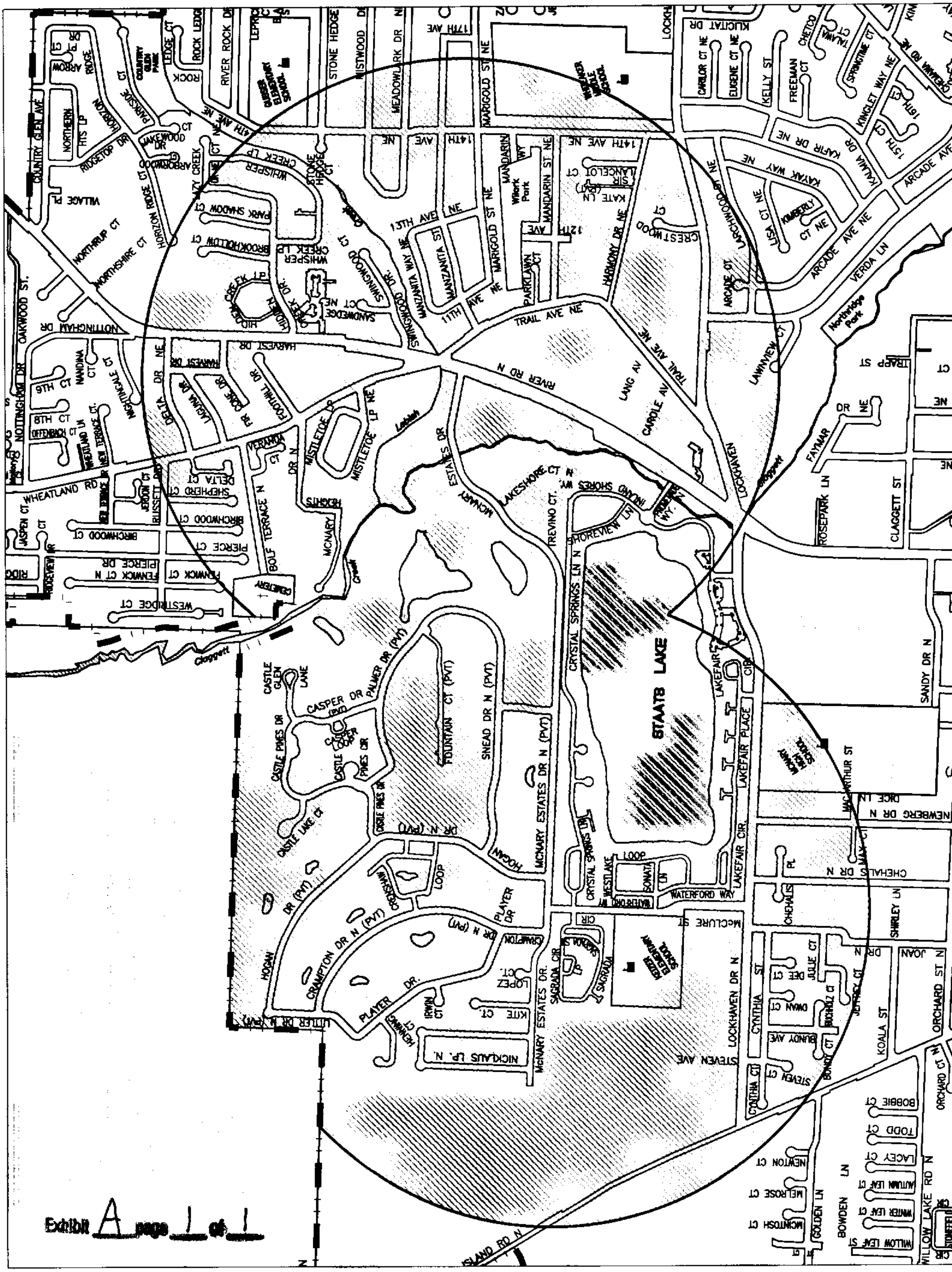

Exhibit A page 1 of 1

City of Keizer, Oregon

AGENDA ITEM 8b

June 2, 2003

RESOLUTION – AUTHORIZATION FOR RESOLUTION TRANSFER

COUNCIL MEETING: June 2, 2003

AGENDA ITEM NUMBER:_____

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY, CITY MANAGER**

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

SUBJECT: **Resolution Transfers**

ISSUE:

Oregon Budget Law (ORS 294.450) allows for the transfer of appropriations within a fund during the fiscal year. A resolution transfer may also be used to move appropriations from the general fund to any other fund in the City budget. The following expenditures were not known at the time Fiscal Year 2003 budget was prepared. A resolution transfer is required for the following items:

1. In FY02 the City refunded $100,000 to **the Urban Renewal Project Fund** for money transferred to the **City Hall Facility Fund** in FY01. Funds were returned to the Urban Renewal Agency because the money was to be used for facility maintenance and it was not appropriate for Urban Renewal dollars to fully fund this cost. The repayment was based on an estimate of remaining cash expected to be in the City Hall Facility Fund at the end of FY02. After the completion of the FY02 audit, the actual amount of cash in the City Hall Facility Fund was $2,440 less than the amount estimated. Staff recommends transferring $2,440 from **General Fund contingency** to cover this shortfall.

2. Revenue projections in the **Revenue Sharing Fund** are below budget by approximately $14,000 for FY03. Working Capital Carryforward fell short $7,300 and staff estimate that the State Apportionment will fall short $6,700 of the $170,831 budgeted. Staff recommends using **General Fund contingency** to transfer funds to the **Revenue Sharing Fund** to cover this shortfall.

3. The City budgeted $21,649 for Mobile Computer Terminals for FY03. The budgeted amount did not include the installation charges which total approximately $3,200. Staff recommends using **General Fund contingency** to transfer funds to the **Revenue Sharing Fund** to cover this expense.

4. The FY03 budget includes $51,000 for computer equipment. During FY03 there have been additional unexpected costs in this line-item. These expenditures are for the following:

Unexpected costs for hardware needed to support three software upgrades and the purchase of two computers and one monitor that crashed.	$5,351
The City's Tape Drive backup system for the Finance and Utility Billing server exceeded its capacity, creating corrupt files and other backup problems. This system is over five years old, was beyond repair and needed to be replaced.	2,488
Two annual renewals and one semi-annual renewal come due in June for Firewall, Veritas Backup and the Anti-virus software license. These costs will be included in future budget estimates.	5,036
A Finance Department printer broke down during the budget process. It was replaced with a color laser to accommodate large print jobs and allow for in-house printing of documents instead of using outside sources. This printer has a network connection and is available for city-wide use.	2,792
Three Windows '95 systems needed to be upgraded at the Police Department to allow for the data communication system software. These upgrades were not expected to be completed until FY04, however, the new communication system is scheduled to be online no later than July 1, 2003.	3,000
In addition to the upgrades, the new system accommodates only fiber optic connection. The unexpected costs associated with this are for cables, converters, fiber connectors and terminators.	3,961
Replace monitor at Police Department	350
TOTAL	$22,978

Staff recommends using contingency from the following funds to cover this expense:

General Fund (transfer to Revenue Sharing Fund)	$14,574
Street Fund	1,500
Water Fund	4,177
Street Lighting District Fund	209
Utility Fund	1,533
Urban Renewal	1,044
Total	$22,978

(Urban Renewal is not included on the attached resolution because it is a separate legal entity. Savings from other line-items can be used to cover the Urban Renewal portion; therefore, budget action is not necessary).

5. The Utility Fund carries debt related to the 1984 Oakwood Sewer Assessments. Due to staff error, the budgeted Debt Service payment is $5,001 less than the amount due for FY03. Staff recommends using contingency funds to cover this cost.

6. Staff estimates that charges from the Willamette Valley Communications Center will exceed the amount budgeted ($130,848) in the **9-1-1 Fund** by $8,400. The over-expenditure includes $6,660 to support additional Mobile Data Terminals and radios not anticipated during the budget process. An additional $1,740 is needed to cover services prior to FY03. The nature of these charges was uncertain at the time the budget was prepared and therefore not included in the FY03 estimates. However, after careful review, staff determined the pending amount was due to the Center.

   Staff anticipates receiving up to $2,500 in 9-1-1 Excise Tax revenues above the $141,774 anticipated. Forty-three percent of this revenue is distributed to the two overlapping fire districts. Consequently, Distributions to 9-1-1 Agencies are expected to exceed the budgeted amount of $60,963 by $1,000. Staff recommends using **9-1-1 Fund contingency** to cover these shortfalls.

FISCAL IMPACT:

The above listed items were taken into consideration in developing the FY04 budget.
The total impact on contingency funds is as follows:

	Available	Requested
General Fund	$311,539	$34,214
Street Fund	149,260	1,500
Water Fund	57,125	4,177
SLD Fund	14,900	209
Utility Fund	29,430	6,534
9-1-1 Fund	38,945	9,400

RECOMMENDATION:

Staff recommends the council adopt the attached resolution authorizing the appropriation of expenditures as outlined above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2003-____

AUTHORIZATION FOR RESOLUTION TRANSFER

WHEREAS, the Fiscal Year 2002-2003 adopted budget for the City of Keizer provides for contingency funds to cover necessary unforeseen and unplanned expenditures.

WHEREAS, ORS 294.450 allows for the transfer of appropriations within a fund, and from the General Fund to any other fund in the City budget, during the fiscal year; NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that appropriation transfers for the fiscal year ending June 30, 2003 be authorized in the amounts indicated below:

	Decrease	Increase
General Fund - Contingency	$ 34,214	
Urban Renewal Project Fund – Transfer In		$ 2,440
Revenue Sharing Fund – Transfer In		14,000
Revenue Sharing Fund – Capital Outlay		17,774
Street Fund – Contingency	$ 1,500	
Street Fund – Capital Outlay		$ 1,500
Water Fund – Contingency	$ 4,177	
Water Fund – Capital Outlay		$ 4,177
Street Lighting District Fund – Contingency	$ 209	
Street Lighting District Fund – Capital Outlay		$ 209
Utility Fund – Contingency	$ 6,534	
Utility Fund – Debt Service		$ 5,001
Utility Fund – Capital Outlay		1,533
9-1-1 Fund – Contingency	$ 9,400	
9-1-1 Fund – Materials & Services		$ 9,400

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: STEVE MOTHERO

Address: 1629 WIESSNER DR NE
KEIZER, OR 97303

Subject or Agenda Item Number:
GOLF CART ORD

Your Comments:

Proponent _____ Opponent _____ General _____

Date _____

PUBLIC TESTIMONY

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EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Name: Craig Pedersen

Address: 1345 Harmony Dr

Kaysville

Subject or Agenda Item Number: 8 Golf Carts

Your Comments:

Proponent _____ Opponent _____ General _____

Date _____

City of Keizer, Oregon

PUBLIC HEARING SIGN UP SHEET

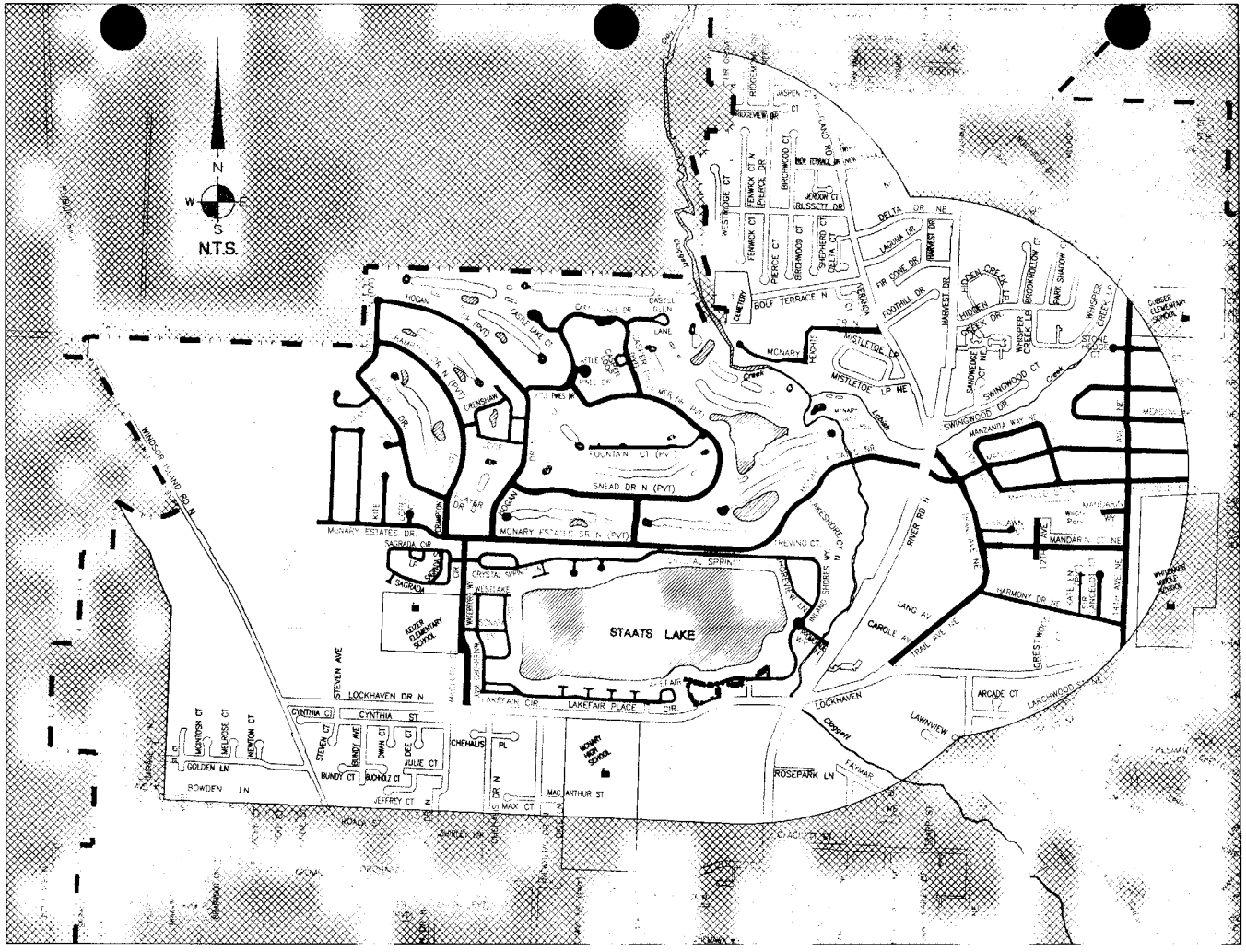
PUBLIC HEARING RE: 2003-2004 CITY OF KEIZER BUDGET

DATE: June 2, 2003 **TIME:** 7:00 p.m. **AGENDA ITEM #** 5a

BEFORE THE: KEIZER CITY COUNCIL **PLACE:** ROBERT L. SIMON COUNCIL CHAMBERS

(PLEASE PRINT)

NAME	ADDRESS	GENERAL	PROPONENT	OPPONENT
Clark Williams	1050 Rafael St N Keizer	✓		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LOCKHAVEN DR N
LOCKHAVEN
STEVEN AVE
CYNTHIA CT
CYNTHIA ST
MCINTOSH CT
MELROSE CT
NEWTON CT
GOLDEN LN
BOWDEN LN
BUNDY CT
JEFFREY CT N
MAC ARTHUR ST
ROSEPARK LN
LAKEFAIR CIR
LAKEFAIR PLACE CIR
MCNARY ESTATES DR
SNEAD DR N (PVT)
FOUNTAIN CT (PVT)
MCNARY ESTATES DR N (PVT)
SAGRADA CIR
CRYSTAL SPRING DR
WESTLAKE
MISTLETOE LP
MISTLETOE LP NE
GOLF TERRACE N
DELTA DR NE
LAGUNA DR
FOOTHILL DR
HARVEST DR
SWINGWOOD DR
MANZANITA WAY NE
MANDAN
HARMONY DR NE
RIVER RD N
LANG AV
CAROLE AV
TRAIL AVE NE
ARCADE CT
LARCHWOOD CT NE
LAWNVIEW
WINDSOR ISLAND RD N

STAATS LAKE
WINDSOR ISLAND RD N
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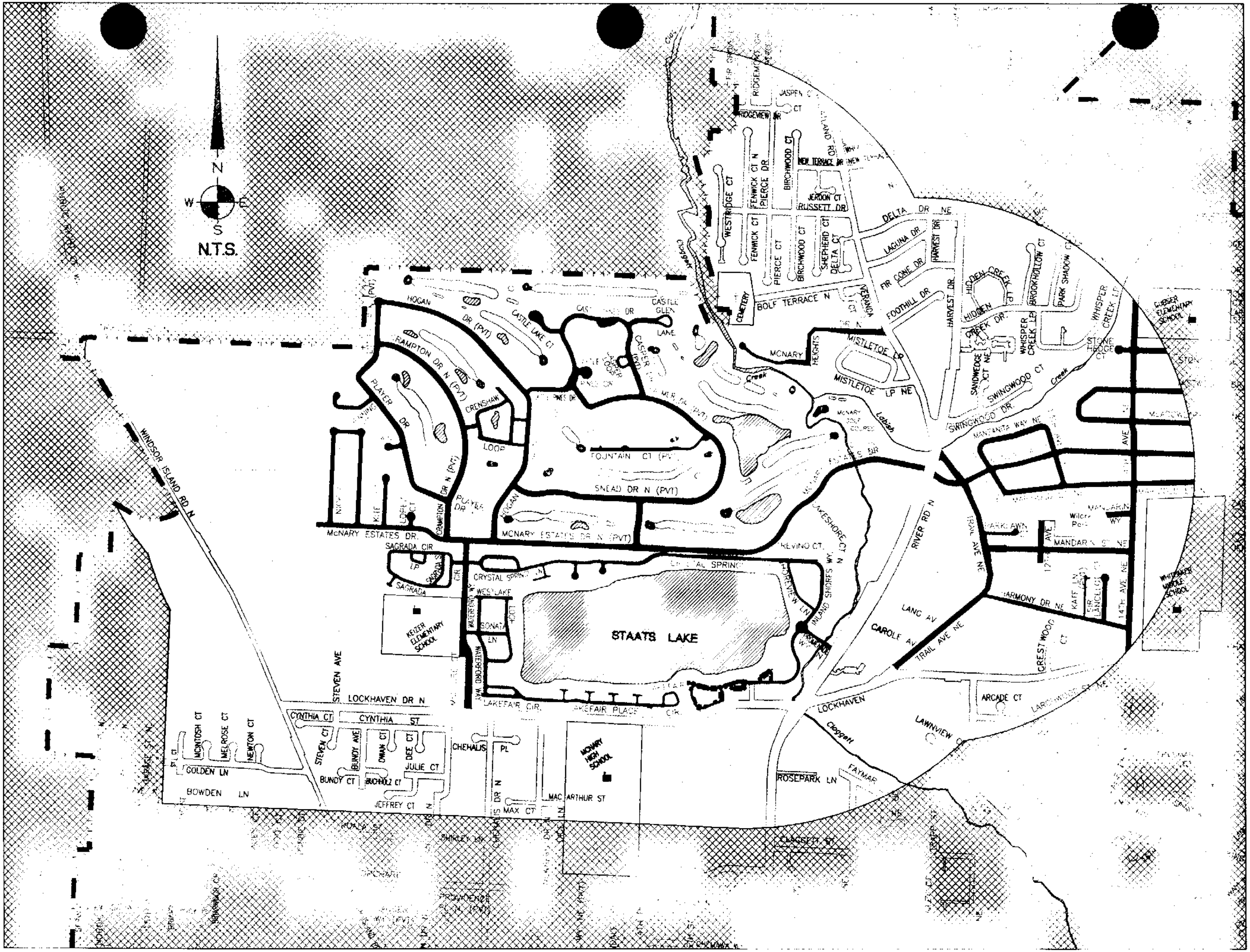
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HOGAN
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CRYSTAL SPRINGS
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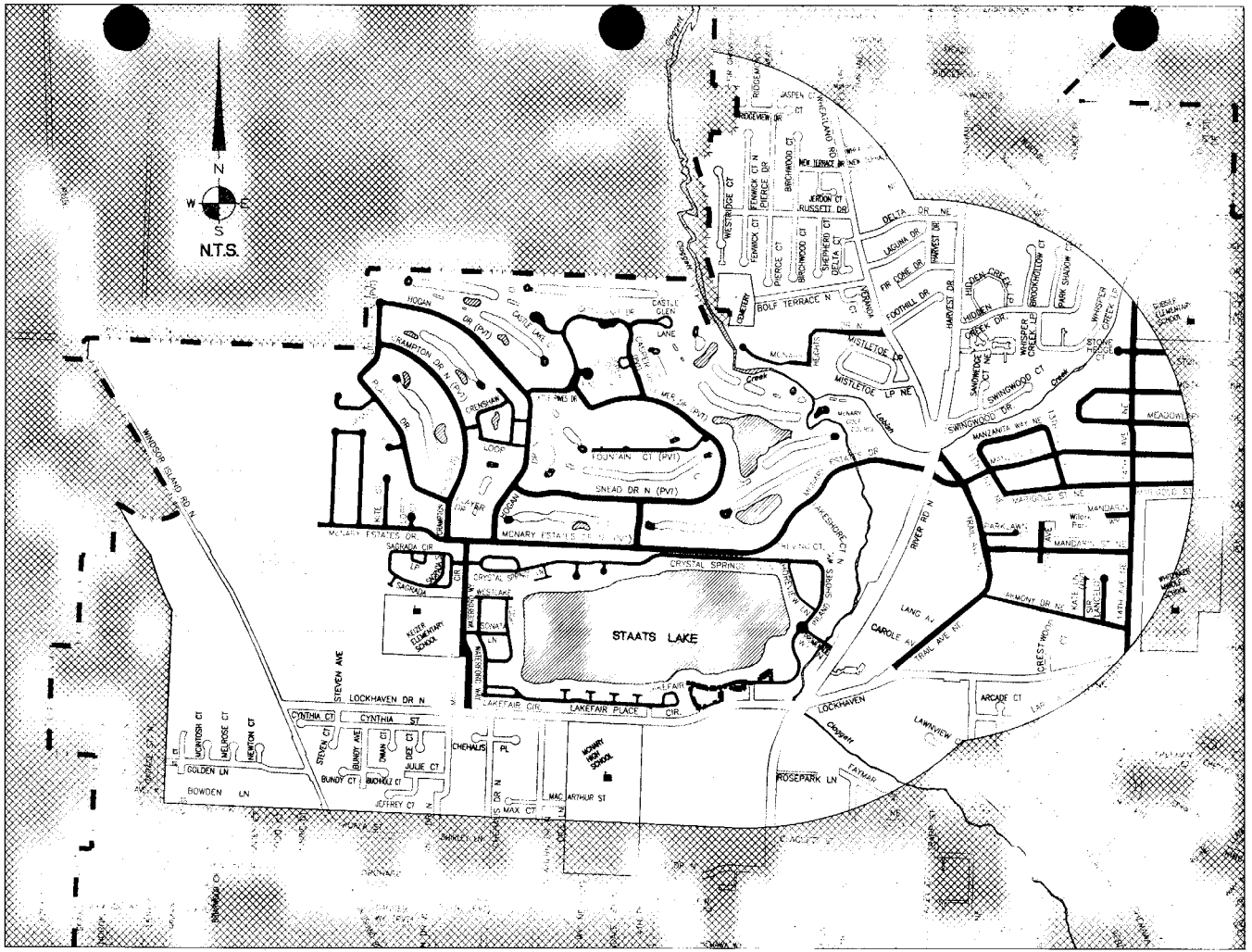
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SONATA CT
KEIZER ELEMENTARY SCHOOL
LOCKHAVEN DR N
LAKEFAIR CIR
LAKEFAIR PLACE CIR
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MEADOWLARK
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CREST WOOD
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