

Keizer Urban Renewal District Marion County, OR



ADOPTED BUDGET

Fiscal Year 2011-2012



PRIDE SPIRIT VOLUNTEERISM

KEIZER URBAN RENEWAL AGENCY

FISCAL YEAR 2011-2012

Lore Christopher
Chair

Members of the Budget Committee

Agency Members:

Lore Christopher, Chair
Cathy Clark, President
Mark Caillier
Joe Egli
David McKane
Brandon Smith
James Taylor

Public Members:

JoAnne Beilke
Ronald Bersin
David Dempster
Kim Freeman
Joseph Gillis
Dale Henson
Sandi King

Chris Eppley, City Manager
Shannon Johnson, City Attorney

Management Team:

H. Marc Adams, Chief of Police
Nathan Brown, Community Development Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Susan Gahlsdorf, Finance Director
Rob Kissler, Public Works Director
Kevin Watson, Assistant to the City Manager

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

FISCAL YEAR 2011-12 BUDGET QUOTES ON DEMOCRACY

Democracy shows not only its power in reforming governments, but in regenerating a race of men and this is the greatest blessing of free governments.

Andrew Jackson

Democracy is not so much a form of government as a set of principles.

Woodrow Wilson

The experience of democracy is like the experience of life itself – always changing, infinite in its variety, sometimes turbulent and all the more valuable for having been tested by adversity.

Jimmy Carter

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BUDGET OVERVIEW

Welcome to Keizer Urban Renewal Agency's Fiscal Year 2011-2012 Budget Document. This document was prepared to assist you in understanding the Financial Plan and Operation of the Agency. It is the financial tool which enables the Agency to allocate its resources, a policy tool to communicate decisions to the staff and citizens, and a communication tool to express the goals and priorities for the next fiscal year. The staff uses the budget document as an accounting tool to ensure financial integrity and as a management audit tool to measure performance. In summary, this budget document will serve many purposes.

BASIS OF BUDGETING

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

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

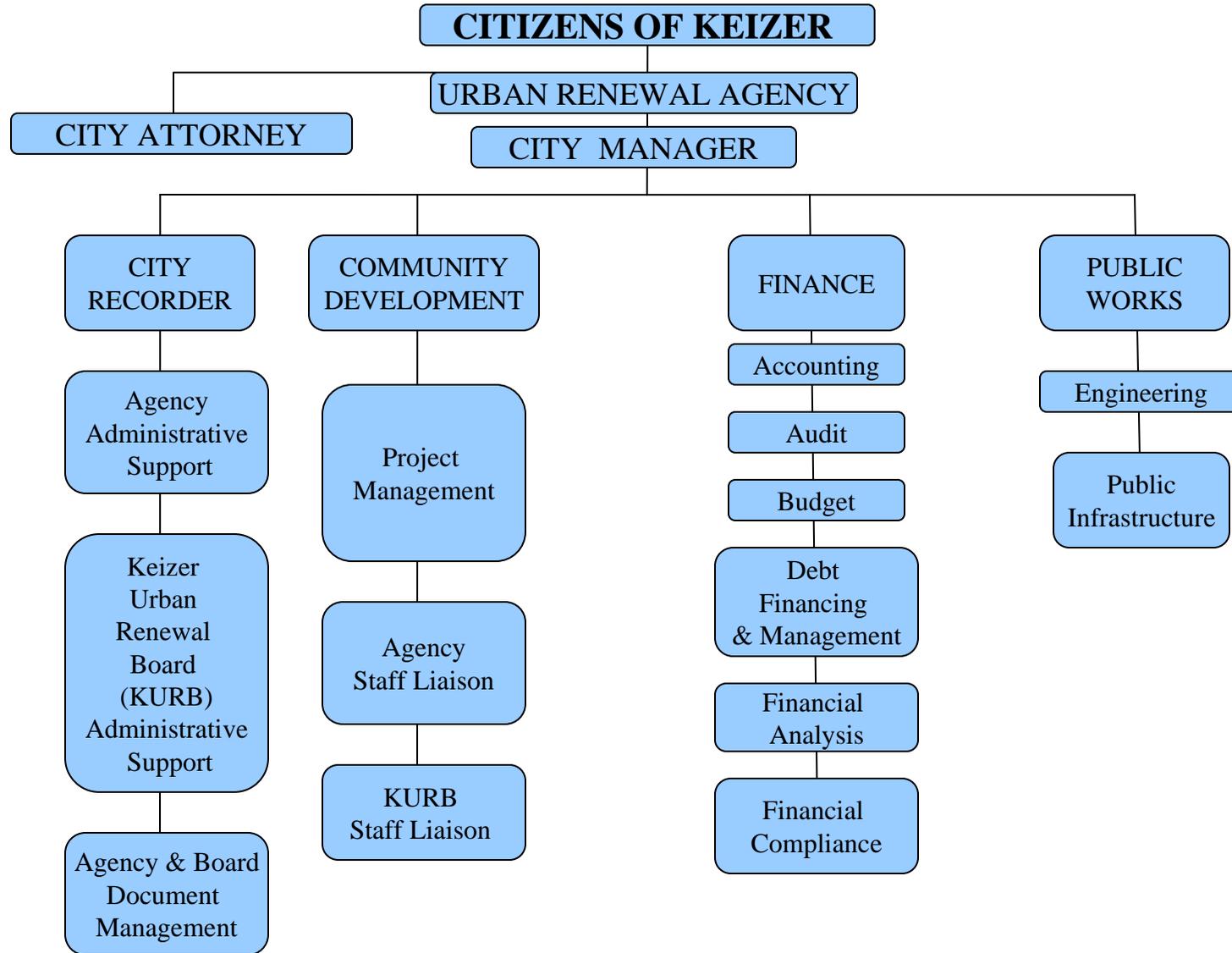
BUDGET PROCESS

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

KEIZER URBAN RENEWAL AGENCY FISCAL YEAR 2011-2012 BUDGET CALENDAR

Tuesday, April 12 th	Notice of Budget Committee meeting on Urban Renewal Budget to Keizertimes for publication on April 15th and April 22nd for meeting on Tuesday, May 10th at 6:00 p.m.
Tuesday, May 3 rd	Urban Renewal Budget Document distributed to Budget Committee
Tuesday, May 10 th – 6:00 p.m.	Urban Renewal Budget Committee Meeting <ul style="list-style-type: none"> ◆ Election of Urban Renewal Budget Committee Chair ◆ Approval of Urban Renewal Budget Calendar ◆ Public Testimony ◆ Presentation of Keizer Urban Renewal District Budget Message ◆ Discussion of Urban Renewal Agency Budget
Tuesday, May 17 th – 6:00 p.m.	Alternate meeting to complete Urban Renewal Budgets (if needed)
Tuesday, May 24 th	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 27th.
Monday June 6 th – 6:30 p.m.	Public hearing on Urban Renewal Budget. Board adoption of Budget.
Monday June 20 th – 7:00 p.m.	Alternate public hearing on Urban Renewal Budget (if needed)

ORGANIZATIONAL STRUCTURE



FINANCIAL POLICIES

General

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

Revenue

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

Fund Balance

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

Accounting Policies

- ◆ The City manages the Urban Renewal District and it is the City's policy to establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City is achieving the following objectives:
 - ◆ Effective and efficient operations,
 - ◆ Reliable and accurate financial information,
 - ◆ Compliance with applicable laws and regulations, and safeguarding assets against unauthorized acquisition, use or disposition.

- ◆ The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City. The City's accounting and reporting system shall be designed to reasonably ensure the following:
 - ◆ Effectiveness and efficiency of operations,
 - ◆ Reliability of financial reporting, and
 - ◆ Compliance with applicable laws and regulations.
- ◆ The Agency will establish and maintain only those funds that are necessary by law and for sound financial management.
- ◆ The City shall annually prepare and publish, by December 31st of each year, a Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles.
- ◆ The City shall annually prepare and publish, by December 31st of each year, an Annual Financial Report in conformity with generally accepted accounting principles for the Keizer Urban Renewal District.
- ◆ In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.
- ◆ The Agency shall prepare and adopt an annual budget by June 30th of each year.

FINANCIAL POLICIES

continued

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

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

“PRIDE, SPIRIT, AND VOLUNTEERISM”

Motto of the City of Keizer

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

Some of the most prevalent and dedicated volunteers are the members of the City Council. Each of these seven elected officials volunteer numerous hours attending City Council meetings, work sessions, committee meetings, community gatherings, as well as meeting with residents to discuss concerns, ideas, and other important issues facing the community. As one Council member noted, “We really don’t view ourselves as politicians, only neighbors who care about the community, working together as a team to do what is best for the citizens.” During our 29-year history, Keizer has elected 5 Mayors and 35 individuals to serve as City Councilors.

Assisting the City Council in setting policy and guiding the future development of the community are many volunteers who serve on various boards and commissions. Such volunteers are members of the Planning Commission, Budget Committee, Keizer Urban Renewal Board, Bikeways Committee, Volunteer Coordinating Committee, Traffic Safety Commission, River Road Renaissance Advisory Committee, Keizer Points of Interest Committee, Storm Water Advisory Committee and the Parks and Recreation Advisory

Board. Most of these Boards meet on a monthly basis gathering information and forming recommendations to assist the City Council in guiding the City. In addition to the various boards and commissions, the City Council regularly forms citizen task forces to assist with specific projects. During the last year, citizen groups have participated in the Keizer Rotary Amphitheatre operation, Good Vibrations Motorcycle Event, and a newly formed Events and Festivals Task Force.

Additionally, volunteerism has enriched our community in a number of other ways. The independently established Keizer Parks Foundation supports parks and recreation in the city of Keizer. This dedicated group of individuals has organized a community garden program benefiting the Keizer Community Food Bank, a Roving Recreation Summer Program for youth, and through their legacy donation program, provided funds for benches and trees to Keizer parks. Other community events that City volunteers have assisted in this year were the Sustainability Summit, Claggett Creek Watershed projects, and the second annual Mayor’s Art Gala. Volunteers have also worked with City staff in the information technology area, records management, and police services. Services and projects such as these truly show the pride, spirit and volunteerism of our community.

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

THANK YOU KEIZER VOLUNTEERS!!!!



Keizer Urban Renewal Agency

May 3, 2011

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

We are pleased to submit to you the Manager Recommended Budget for fiscal year 2011-2012. This budget will continue to strengthen the overall economic health of the commercial corridors, and enhance the aesthetic appeal and safety within the district.

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

Urban Renewal Districts in the state of Oregon are required to establish a maximum indebtedness which is the total cost to complete all of the projects in the Urban Renewal Plan. Once it reaches its maximum indebtedness the District has theoretically

completed its purpose and stops collecting tax increment revenue for new projects.

In November 2005, the City Council passed the sixth amendment to the Keizer Urban Renewal District which increased the maximum indebtedness an additional \$23,500,000 extending the life of the District through fiscal year 2011-12 (estimated). The sixth amendment also removed approximately one-third of the property values from the District boundaries, reducing the Tax Increment revenue an estimated \$1.6 million. The two projects provided for in the sixth amendment include (1) a new Civic Center, which was completed in fiscal year 2009-2010 and (2) River Road Renaissance Projects, which will likely take an additional two to three years to accomplish. The Agency approved a seventh amendment in May 2010, however, this amendment had no fiscal impact.

The following is a summary of the financial highlights of the 2011-2012 fiscal year budget.

Revenues

Tax increment revenues are the primary revenue source for the District. The District is expecting tax increment revenues to increase approximately 3% in fiscal year 2011-12 as compared to 2% in fiscal year 2010-11. This estimate is based on Marion County's assessed values at February 2011.

In fiscal year 2010-2011 the Agency received \$2,261,600 in sale proceeds for two parcels of land held at Keizer Station Area B. The Agency anticipates using these proceeds to purchase two parcels of land at Keizer Rapids Park. Closing is expected no later than early fiscal year 2011-2012.

Expenditures

Personnel Services

Personnel Services related to general administration are now budgeted in the City of Keizer's Administrative Services Fund. Personnel Services in the Urban Renewal Project Fund are for program staff including Community Development and Public Works staff. The Agency anticipates a 5.36% increase in personnel services in fiscal year 2011-2012 as compared to fiscal year 2010-2011. The increase is primarily attributed to the cost of retirement benefits is that the Public Employees Retirement System (PERS), in which substantially all of the City's employees participate in, is increasing their employer contribution rates. The increase also reflects reassignment of administrative staff from the utility billing department in fiscal year 2010-2011 back to Urban Renewal in fiscal year 2011-2012.

In response to the challenging economic environment the City has implemented a salary freeze for all employees and reduced its contribution to health and dental insurance premiums from 95% to 90% of the cost for all non-represented employees.

Materials and Services

Materials & Services related to general administration are budgeted in the City of Keizer's Administrative Services Fund and are charged to the Agency on a monthly basis. Details of the Administrative Services Fund are located in the City of Keizer budget document.

The Agency anticipates a 28% decrease in Materials & Services in fiscal year 2011-2012 as compared to fiscal year 2010-2011. The decrease is primarily attributed to a decrease in Administrative Service costs reflecting a decrease in administrative staff time spent on urban renewal related issues.

Capital Outlay

In fiscal year 2010-2011, the sources and uses of land sale proceeds were budgeted in the Project Fund. In fiscal year 2011-2012 the Agency created a new Program Income fund to better track these transactions.

Land acquisition costs are a carryover from the Project Fund line-item in fiscal year 2010-2011. The Agency also anticipates spending approximately \$97,000 on Keizer Station Area B development costs.

Most of the River Road Renaissance (RRR) projects, including grant programs and gateway/signage, budgeted in fiscal year 2010-2011 will carry over to fiscal year 2011-2012.

Debt Service

The bond principal payment budgeted in fiscal year 2011-2012 is to pay off the line-of-credit issued in fiscal year 2009-2010 which financed a portion of the Civic Center. The District expects to receive sufficient Tax increment revenues within the next year or two to fully repay this debt.

Summary

We would like to compliment and thank everyone involved in the development of the fiscal year 2011-12 Adopted Budget. I appreciate the thoughtfulness that the Chair, Board Members, and Budget Committee take in reviewing this document, the important questions they ask and the requests for details needed to understand and appreciate the Agency services and to provide a document that is easily read by the citizens we serve.

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

Respectfully submitted,

Chris Eppley
City Manager

Susan Gahlsdorf
Budget Officer

URBAN RENEWAL DISTRICT

2011-2012 Tax Increment Revenue Estimates

<u>Urban Renewal Tax Increment Revenues</u>		2011-12 Estimated Tax Revenues
1	Assessed Value inside Keizer's Plan Area	\$337,541,163
2	Assessed Value (frozen)	45,328,593
3	Increment Value	103.0%
4		\$292,212,570
5		\$300,913,927
6	Tax Rate per \$1,000 Increment Value	\$14.3501
7	Adjustments	\$14.3501 (1,263)
8	Division of Tax Revenues	\$4,192,017
9	Uncollectables and Discounts	\$4,318,145 (344,747)
10	Net Anticipated Tax Collected	\$3,878,300
		\$3,973,398

2 Urban Renewal assessed Value as of February 2011 provided by Marion County Assessor's Office

URBAN RENEWAL AGENCY SUMMARY

	ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11		RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED
RESOURCES									
1	\$ 1,602,442	\$ 952,792	\$ 109,400	\$ 15,300	<i>Working Capital Carryforward</i>	\$ 2,809,400	\$ 2,809,400	\$ 2,809,400	18262.09%
2									
3	-	-	2,273,000	2,254,000	Land Sale Proceeds	-	-	-	-100.00%
4									
5	TAXES & ASSESSMENTS								
6	3,700,993	3,961,468	4,102,000	3,878,300	Tax Increment Revenue	3,973,400	3,973,400	3,973,400	2.45%
7	146,047	161,837	118,900	139,600	Prior Year Taxes	143,000	143,000	143,000	2.44%
8	\$ 3,847,040	\$ 4,123,305	\$ 4,220,900	\$ 4,017,900	TOTAL TAXES & ASSESSMENTS	\$ 4,116,400	\$ 4,116,400	\$ 4,116,400	2.45%
9									
10	DEBT PROCEEDS								
11	11,350,000	650,000	-	260,000	Loan Proceeds	-	-	-	-100.00%
12	-	1,697,166	1,100,000	500,000	Bond Proceeds	1,503,900	1,503,900	1,503,900	200.78%
13	\$ 11,350,000	\$ 2,347,166	\$ 1,100,000	\$ 760,000	TOTAL DEBT PROCEEDS	\$ 1,503,900	\$ 1,503,900	\$ 1,503,900	97.88%
14									
15	34,593	11,664	7,000	13,200	Miscellaneous	5,100	5,100	5,100	-61.36%
16									
17	\$ 16,834,075	\$ 7,434,927	\$ 7,710,300	\$ 7,060,400	TOTAL RESOURCES	\$ 8,434,800	\$ 8,434,800	\$ 8,434,800	19.47%
18									
19	REQUIREMENTS								
20									
21	EXPENDITURES								
22	\$ 312,337	\$ 92,797	\$ 91,400	\$ 91,400	Personnel Services	\$ 96,300	\$ 96,300	\$ 96,300	5.36%
23	63,016	278,854	311,100	302,900	Materials & Services	186,500	186,500	186,500	-38.43%
24	11,869,869	2,218,694	2,308,800	111,700	Capital Outlay	2,966,800	2,966,800	2,966,800	2556.04%
25	3,600,142	4,829,261	4,227,500	3,745,000	Debt Service	4,233,800	4,233,800	4,233,800	13.05%
26	-	-	597,300	-	Contingency	500,000	500,000	500,000	
27	\$ 15,845,364	\$ 7,419,606	\$ 7,536,100	\$ 4,251,000	TOTAL EXPENDITURES	\$ 7,983,400	\$ 7,983,400	\$ 7,983,400	87.80%
28									
29	SPECIAL PAYMENTS								
30	35,919	-	-	-	Reimbursements to City of Keizer	-	-	-	
31									
32	FUND BALANCE								
33	952,792	15,321	174,200	2,809,400	Unrestricted Ending Fund Balance	451,400	451,400	451,400	-83.93%
34									
35	\$ 16,834,075	\$ 7,434,927	\$ 7,710,300	\$ 7,060,400	TOTAL REQUIREMENTS	\$ 8,434,800	\$ 8,434,800	\$ 8,434,800	19.47%

DEBT SERVICE FUND

URBAN RENEWAL TAX INCREMENT FUND

	ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11		RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED
1	\$ 439,424	\$ 712,090	\$ 21,800	\$ 15,300	<i>Beginning Fund Balance</i>	\$ 293,500	\$ 293,500	\$ 293,500	1818.30%
2									
3					TAXES & ASSESSMENTS				
4	3,700,993	3,961,468	4,102,000	3,878,300	Tax Increment Revenue	3,973,400	3,973,400	\$3,973,400	2.45%
5	146,047	161,837	118,900	139,600	Prior Year Taxes	143,000	143,000	143,000	2.44%
6	<u>\$ 3,847,040</u>	<u>\$ 4,123,305</u>	<u>\$ 4,220,900</u>	<u>\$ 4,017,900</u>	TOTAL TAXES & ASSESSMENTS	<u>\$ 4,116,400</u>	<u>\$ 4,116,400</u>	<u>\$ 4,116,400</u>	2.45%
7									
8					MISCELLANEOUS				
9	25,768	9,187	6,400	5,300	Interest	5,000	5,000	5,000	-5.66%
10									
11	<u>\$ 4,312,232</u>	<u>\$ 4,844,582</u>	<u>\$ 4,249,100</u>	<u>\$ 4,038,500</u>	TOTAL RESOURCES	<u>\$ 4,414,900</u>	<u>\$ 4,414,900</u>	<u>\$ 4,414,900</u>	9.32%
12									
13					REQUIREMENTS				
14									
15					DEBT SERVICE				
16	\$ 100,142	\$ 132,094	\$ 97,500	\$ 145,000	Interest	\$ 69,900	\$ 69,900	\$ 69,900	-51.79%
17	3,500,000	1,697,167	1,100,000	500,000	Loan Payment (Project Fund)	1,503,900	1,503,900	1,503,900	200.78%
18	-	3,000,000	3,030,000	3,100,000	Bond Principal Payment (line of credit)	2,660,000	2,660,000	2,660,000	-14.19%
19	<u>\$ 3,600,142</u>	<u>\$ 4,829,261</u>	<u>\$ 4,227,500</u>	<u>\$ 3,745,000</u>	TOTAL DEBT SERVICE	<u>\$ 4,233,800</u>	<u>\$ 4,233,800</u>	<u>\$ 4,233,800</u>	13.05%
20									
21					FUND BALANCE				
22	712,090	15,321	21,600	293,500	Unrestricted Ending Fund Balance	181,100	181,100	181,100	-38.30%
23									
24	<u>\$ 4,312,232</u>	<u>\$ 4,844,582</u>	<u>\$ 4,249,100</u>	<u>\$ 4,038,500</u>	TOTAL REQUIREMENTS	<u>\$ 4,414,900</u>	<u>\$ 4,414,900</u>	<u>\$ 4,414,900</u>	9.32%

Notes:

- 4 Based on Marion County records, the District can expect tax increment revenues to increase approximately 3% in fiscal year 2011-12 as compared to 2% in fiscal year 2010-11.
- 16 Interest expense is for the line of credit the Agency has outstanding. At July 1 the balance outstanding is \$2.66M. The Agency expects to pay this off in January 2012 when sufficient tax increment revenues have been received.
- 17 Tax Increment Fund moneys are restricted for debt service payments. Typically, each year overnight debt is issued to bring cash into the Project Fund. The debt is paid from the Tax Increment Fund. (see line 6 of Project Fund).
- 18 At July 1 the Bond Principal balance outstanding is \$2.66M. The Agency expects to pay this off in January 2012 when sufficient tax increment revenues have been received.

SPECIAL REVENUE FUND

URBAN RENEWAL PROJECT FUND

	ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11		RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED	
RESOURCES										
1	\$ 1,163,018	\$ 240,702	\$ 87,600	\$ -	<i>Working Capital Carryforward</i>	\$ 258,100	\$ 258,100	\$ 258,100		
2										
3	-	-	2,273,000	-	Land Sale Proceeds	-	-	-		
4										
5	DEBT PROCEEDS									
6	11,350,000	650,000	-	260,000	Loan Proceeds	-	-	-	-100.00%	
7	-	1,697,166	1,100,000	500,000	Bond Proceeds	1,503,900	1,503,900	1,503,900	200.78%	
8	<u>\$ 11,350,000</u>	<u>\$ 2,347,166</u>	<u>\$ 1,100,000</u>	<u>\$ 760,000</u>	TOTAL DEBT PROCEEDS	<u>\$ 1,503,900</u>	<u>\$ 1,503,900</u>	<u>\$ 1,503,900</u>	<u>97.88%</u>	
9										
10	MISCELLANEOUS									
11	7,410	399	600	100	Interest	100	100	100	0.00%	
12	1,415	2,078	-	4,000	Miscellaneous	-	-	-	-100.00%	
13	<u>\$ 8,825</u>	<u>\$ 2,477</u>	<u>\$ 600</u>	<u>\$ 4,100</u>	TOTAL MISCELLANEOUS	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>-97.56%</u>	
14										
15										
16	<u>\$ 12,521,843</u>	<u>\$ 2,590,345</u>	<u>\$ 3,461,200</u>	<u>\$ 764,100</u>	TOTAL RESOURCES	<u>\$ 1,762,100</u>	<u>\$ 1,762,100</u>	<u>\$ 1,762,100</u>	<u>130.61%</u>	

- 3 Land Sale Proceeds have moved to the Program Income fund to better track the source and use of these funds.
- 6 Loan Proceeds are from a line-of-credit primarily for Civic Center construction. The Agency drew the final amount on this line in fiscal year 2010-2011.
- 7 Funds come indirectly from tax increment revenues (line 17 of Tax Increment Budget). This revenue is not received until early December each year, after property tax payments are due. River Road Renaissance projects will be on hold from July through November 2011 until proceeds can be deposited into the Project Fund.

SPECIAL REVENUE FUND

URBAN RENEWAL PROJECT FUND

ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11	RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED
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REQUIREMENTS

								PERSONNEL SERVICES							
17															
18	\$	59,551	\$	-	\$	-	\$	-	\$	-					
19		18,072		-		-		-		-					
20		16,071		5,395		5,400		5,400		5,400		0.00%			
21		4,197		4,227		4,300		4,300		4,300		0.00%			
22		7,252		-		-		-		-					
23		-		3,332		3,300		3,300		3,300		0.00%			
24		38,202		39,642		39,600		39,600		39,600		0.00%			
25		5,143		5,337		5,400		5,400		5,400		0.00%			
26		6,160		6,363		6,400		6,400		6,400		0.00%			
27		35,864		4,484		2,700		4,500		4,500		66.67%			
28		1,716		-		-		-		-					
29		2,519		-		-		-		-					
30		25,521		-		-		-		-					
31		4,194		-		-		-		-					
32		33		-		-		-		-					
33		4,600		-		-		-		-					
34		1,568		357		400		500		500		25.00%			
35		3,563		1,063		1,100		1,100		1,100		0.00%			
36		45,950		13,280		12,100		14,400		14,400		19.01%			
37		31,844		9,126		10,500		11,200		11,200		6.67%			
38		317		191		200		200		200		0.00%			
39	\$	312,337	\$	92,797	\$	91,400	\$	91,400	\$	96,300	\$	96,300	\$	96,300	5.36%

Notes:

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

(1) Administration	(5) City Recorder	-100.00%
(2) City Manager	(6) Human Resources	-100.00%
(3) City Attorney	(7) Finance	-100.00%
(4) Asst to the City Manager & IT	(8) Civic Center Facilities	-100.00%

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

27 Beginning FY09-10, Administrative Support Staff includes Community Development staff only. General administrative staff are in the Administrative Services Section of the budget. During the first half of FY10-11 Administrative Support staff moved to the Utility Billing Department to help cover for a staff shortage. This staff is allocated back to the Project Fund in fiscal year

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

36 The City transitioned substantially all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. PERS employer contribution rates decreased beginning July 2009 resulting in an overall savings to the City. Effective July 1, 2011 retirement rates will increase 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. Although the July 2011 through June 2013 rates increased over the previous biennium, the cost to the City continues to be less than the 401(a) contributions made prior to FY09-10.

37 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. In FY11-12 non-represented employees will be required to pay 10% of the cost of the medical and dental insurance premiums. Represented employees will continue to pay 5%. In FY11-12, the City's health and dental insurance premiums are projected to increase 10% and 15% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY11-12 for these premiums.

SPECIAL REVENUE FUND

URBAN RENEWAL PROJECT FUND

	ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11		RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED
MATERIALS & SERVICES									
40									
41	\$ 2,095	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	
42	59	-	-	-	-	-	-	-	
43	1,404	116	-	-	-	-	-	-	
44	1,655	421	500	500	Association Memberships (1)	500	500	500	0.00%
45	7,251	279	300	200	Training & Travel (2)-(8)	200	200	200	0.00%
46	287	-	-	-	Board Expenses (1)	-	-	-	
47	1,089	649	1,100	1,100	Advertising	1,100	1,100	1,100	0.00%
48	29,879	494	-	-	Legal Services (3)	-	-	-	
49	1,275	-	-	-	Labor Attorney (6)	-	-	-	
50	-	269,795	263,400	262,400	Administrative Services Charges	167,200	167,200	167,200	-36.28%
51	1,285	4,350	35,200	35,200	Contractual Services	5,000	5,000	5,000	-85.80%
52	8,632	250	-	-	Audit (7)	-	-	-	
53	1,443	-	-	-	Janitorial (8)	-	-	-	
54	984	-	-	-	Gas & Electricity (8)	-	-	-	
55	1,298	121	-	-	Telephone (4)	-	-	-	
56	259	-	-	-	Liability Insurance (1)	-	-	-	
57	2,855	-	-	-	Computer Software (4)	-	-	-	
58	433	-	-	-	Equipment Maintenance (4)	-	-	-	
59	358	-	-	-	Facility Maintenance (8)	-	-	-	
60	115	2,028	2,500	2,500	Engineering	2,500	2,500	2,500	0.00%
61	352	351	8,100	1,000	Bond Issue Costs	10,000	10,000	10,000	900.00%
62	8	-	-	-	Miscellaneous	-	-	-	
63	\$ 63,016	\$ 278,854	\$ 311,100	\$ 302,900	TOTAL MATERIALS & SERVICES	\$ 186,500	\$ 186,500	\$ 186,500	-38.43%

Notes:

- 47 Advertising costs are for legal notices for budget hearings and property improvement issues.
- 50 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees.

(1)	\$ 8,400	City-wide Administration	\$ 6,400	\$ 6,400	\$ 6,400	-23.81%
(2)	85,800	City Manager	31,500	31,500	31,500	-63.29%
(3)	14,200	Assistant to the City Manager/IT	9,300	9,300	9,300	-34.51%
(4)	45,000	Attorney's Office	41,100	41,100	41,100	-8.67%
(5)	27,500	City Recorder	31,500	31,500	31,500	14.55%
(6)	6,600	Human Resources	5,300	5,300	5,300	-19.70%
(7)	68,200	Finance	36,500	36,500	36,500	-46.48%
(8)	7,100	Facility Maintenance	5,600	5,600	5,600	-21.13%
	(400)	Rounding				-100.00%
	<u>\$ 262,400</u>		<u>\$ 167,200</u>	<u>\$ 167,200</u>	<u>\$ 167,200</u>	-36.28%

SPECIAL REVENUE FUND

URBAN RENEWAL PROJECT FUND

	ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11		RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED
64					CAPITAL OUTLAY				
65	\$ -	\$ -	\$ -	\$ -	- Street Improvements	\$ -	\$ -	\$ -	-
66	504	-	50,000	-	- Gateway/Signage (RRR)	50,000	50,000	50,000	
67	-	-	-	-	- Crosswalks - ADA Standards	-	-	-	
68	-	-	-	-	- Aerial Photos	-	-	-	
69	3,419	-	-	-	- Computer Hardware/Office Furniture	-	-	-	
70	-	-	200,000	41,000	Grant Programs (RRR)	159,000	159,000	159,000	287.80%
71	34	643,314	1,598,800	-	Property Acquisition & Development	-	-	-	
72	54,941	181,182	444,300	55,000	River Road Renaissance Projects (RRR)	500,000	500,000	500,000	809.09%
73	-	13,380	-	-	Master Plan	-	-	-	
74	11,810,971	1,362,903	10,000	10,000	Civic Center	-	-	-	-100.00%
75	-	17,915	5,700	5,700	Kitchen Design	-	-	-	-100.00%
76	<u>\$ 11,869,869</u>	<u>\$ 2,218,694</u>	<u>\$ 2,308,800</u>	<u>\$ 111,700</u>	TOTAL CAPITAL OUTLAY	<u>\$ 709,000</u>	<u>\$ 709,000</u>	<u>\$ 709,000</u>	<u>534.74%</u>
77									
78	-	-	597,300	-	- Contingency	500,000	500,000	500,000	
79									
80					SPECIAL PAYMENTS				
81	20,852	-	-	-	- Reimbursement to City of Keizer Facility Fund	-	-	-	
82	15,067	-	-	-	- Reimbursement to City of Keizer Water Fund	-	-	-	
83	<u>\$ 35,919</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	TOTAL SPECIAL PAYMENTS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
84									
85					FUND BALANCE				
86	240,702	-	152,600	258,100	Unrestricted Ending Fund Balance	270,300	270,300	270,300	4.73%
87									
88	<u>\$ 12,521,843</u>	<u>\$ 2,590,345</u>	<u>\$ 3,461,200</u>	<u>\$ 764,100</u>	TOTAL REQUIREMENTS	<u>\$ 1,762,100</u>	<u>\$ 1,762,100</u>	<u>\$ 1,762,100</u>	<u>130.61%</u>

- Notes:
- 66 Gateway/Signage expenses are part of the River Road Renaissance Project Costs.
 - 70 Grant programs are part of the River Road Renaissance project costs and are the District's matching funds to local businesses who participate in property enhancements such as landscaping.
 - 72 Sufficient funds are available to cover approximately \$1.2 million in projects plus administrative staff costs for two years (through fiscal year 2012-2013).
 - 78 Contingency funds are available should additional River Road Renaissance Projects get underway.
 - 86 Fund balance includes Administrative costs for one year in anticipation of project costs carrying over into fiscal year 2012-2013.

SPECIAL REVENUE FUND

URBAN RENEWAL PROGRAM INCOME FUND

	ACTUAL 2008-09	ACTUAL 2009-10	AMENDED 2010-11	PROJECTED 2010-11		RECOMMENDED 2011-12	APPROVED 2011-12	ADOPTED 2011-12	PERCENT INC (DEC) PROJECTED										
RESOURCES																			
1	\$	-	\$	-	\$	-	\$	-	\$	-	<i>Beginning Fund Balance</i>	\$	2,257,800	\$	2,257,800	\$	2,257,800		
2																			
3																			
4																			
5																			
6	\$	-	\$	-	\$	-	\$	-	\$	-	2,257,800	\$	2,257,800	\$	2,257,800	\$	2,257,800		
7																			
8	\$	-	\$	-	\$	-	\$	-	\$	-	2,257,800	\$	2,257,800	\$	2,257,800	\$	2,257,800		0.00%
9																			
10																			
11																			
12																			
13	-	-	-	-	-	-	-	-	-	-	1,734,500	-	1,734,500	-	1,734,500	-	1,734,500		
14	-	-	-	-	-	-	-	-	-	-	96,900	-	96,900	-	96,900	-	96,900		
15	-	-	-	-	-	-	-	-	-	-	426,400	-	426,400	-	426,400	-	426,400		
16	\$	-	\$	-	\$	-	\$	-	\$	-	2,257,800	\$	2,257,800	\$	2,257,800	\$	2,257,800		
17																			
18																			
19	-	-	-	-	-	-	-	-	-	-	2,257,800	-	-	-	-	-	-		-100.00%
20																			
21	\$	-	\$	-	\$	-	\$	-	\$	-	2,257,800	\$	2,257,800	\$	2,257,800	\$	2,257,800		0.00%

Notes:

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

13 Property Acquisition & Development includes purchase of the Buchanan and Buchholtz properties for \$332,800 and \$1,401,700 respectively (includes acquisition costs.) Both properties are expected to close by early FY11-12.

BUDGET NOTES

TAX INCREMENT FUND

Revenues

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

Debt Service

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

Reserves

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

PROJECT FUND

Each year it is Council policy to give employees a cost-of-living increase equal to the Portland Consumer Price index for urban wage earners and clerical workers.

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

STAFFING HISTORY - FULL TIME EQUIVALENTS
AS OF JUNE 30,2011

	Actual FY07-08	Actual FY08-09	Actual FY09-10	Actual FY10-11	Budget FY11-12	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	\$8,346 - \$10,891
Total	1.0	1.0	1.0	1.0	1.0	
ASSISTANT TO THE CITY MANAGER						
Assistant to the City Manager	1.0	1.0	1.0	1.0	0.0	5,931 - 7,739
Network Administrator	1.0	1.0	1.0	1.0	1.0	4,647 - 6,065
Total	2.0	2.0	2.0	2.0	1.0	
CITY ATTORNEY						
Attorney	0.0	0.0	1.0	1.0	1.0	7,949 - 10,371
Legal Assistant	0.0	0.0	1.0	1.0	1.0	3,304 - 4,311
Total	0.0	0.0	2.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	4,647 - 6,065
* Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	2,997 - 3,909
Total	2.0	2.0	2.0	2.0	2.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	6,228 - 8,126
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,304 - 4,311
Total	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	6,540 - 8,533
* Assistant Controller	0.0	0.0	1.0	1.0	1.0	5,380 - 7,020
* Accountant	1.0	1.0	0.0	0.0	0.0	3,824 - 4,998
* Accounting Technician	1.0	1.0	1.0	1.0	1.0	2,997 - 3,909
* Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	2,997 - 3,909
* Utility Billing Clerks	3.0	3.0	3.0	3.0	3.0	2,718 - 3,546
Court Clerk I	1.0	1.0	1.0	1.0	1.0	2,588 - 3,377
Court Clerk II	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
* Office Assistant/Receptionist	1.0	1.0	1.0	1.0	1.0	2,465 - 3,217
Total	10.0	10.0	10.0	10.0	10.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS
AS OF JUNE 30,2011

	Actual FY07-08	Actual FY08-09	Actual FY09-10	Actual FY10-11	Budget FY11-12	Monthly Salary Range (1.0 FTE)
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	1.0	7,211 - 9,407
Senior Planner	1.0	1.0	1.0	1.0	1.0	4,427 - 5,775
Planner	1.0	1.0	1.0	1.0	1.0	3,824 - 4,989
Code Enforcement/Zoning Technician	1.0	1.0	1.0	1.0	0.0	3,146 - 4,105
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
Total	5.0	5.0	5.0	5.0	4.0	
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	6,867 - 8,960
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	5,380 - 7,020
Facility Maintenance (1)	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
Municipal Utility Worker I - Parks	1.0	1.0	1.0	1.0	1.0	2,935 - 3,831
Municipal Utility Worker II - Parks	1.0	1.0	0.0	0.0	0.0	3,084 - 4,021
Municipal Utility Worker I - General	8.0	8.0	8.0	8.0	8.0	3,084 - 4,021
Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	3,238 - 4,222
Municipal Utility Worker II - General	3.0	3.0	3.0	3.0	3.0	3,399 - 4,434
Municipal Utility Worker III - Parks	0.0	0.0	1.0	1.0	1.0	3,824 - 4,989
Municipal Utility Worker III	3.0	3.0	3.0	3.0	3.0	4,215 - 5,500
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	4,427 - 5,775
Storm Water Technician	0.0	0.0	0.0	1.0	1.0	3,304 - 4,311
Senior Storm Water Technician	0.0	0.0	0.0	1.0	1.0	3,824 - 4,989
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
Total	22.0	22.0	22.0	24.0	24.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS
AS OF JUNE 30,2011

	Actual FY07-08	Actual FY08-09	Actual FY09-10	Actual FY10-11	Budget FY11-12	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	7,211 - 9,407
Captain(s)	2.0	2.0	1.0	1.0	1.0	6,228 - 8,126
Lieutenants	0.0	0.0	0.0	2.0	2.0	5,649 - 7,370
Sergeants	7.0	7.0	8.0	7.0	7.0	5,124 - 6,685
Police Officers	31.0	31.0	30.0	26.0	26.0	4,273 - 5,191
Total Sworn Positions	41.0	41.0	40.0	37.0	37.0	
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,304 - 4,311
* Investigative Services Specialist	1.0	1.0	1.0	1.0	1.0	3,276 - 4,273
Community Services Officer	1.0	1.0	1.0	1.0	1.0	3,276 - 4,273
* Property & Evidence Specialist	1.0	1.0	1.0	1.0	1.0	3,120 - 4,070
* Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	2,969 - 3,874
* Police Support Specialists	3.0	3.0	3.0	3.0	3.0	2,694 - 3,513
Total Non-sworn Positions	8.0	8.0	8.0	8.0	8.0	
Total	49.0	49.0	48.0	45.0	45.0	
Grand Total	93.0	93.0	94.0	93.0	91.0	

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

* Classified as Administrative Support in budget document.

CITY OF KEIZER
SUMMARY OF FRINGE BENEFITS
FISCAL YEARS 2008 through 2012

LINE ITEM	FY07-08 ACTUAL	FY08-09 ACTUAL	FY09-10 Actual	FY10-11 Projected	FY11-12 Budgeted
1 Vehicle Allowance/Tuition Assistance	\$ 9,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200
2 Cell Phone Stipend/Clothing Allowance	0	37,800	32,630	46,100	43,100
3 Medicare	81,313	89,200	111,706	92,200	89,300
4 Retirement	1,113,804	1,233,000	1,046,163	1,033,900	1,164,400
5 Insurance Benefits	906,939	1,103,100	1,099,446	1,289,300	1,311,700
6 Workers Compensation	50,835	62,200	58,381	52,700	52,900
	\$ 2,162,091	\$ 2,529,500	\$ 2,352,526	\$ 2,518,400	\$ 2,665,600

Notes:

- 1 Vehicle Allowance/Tuition Assistance is for the City Manager as established in an employment contract.
- 2 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- 3 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 4 The City transitioned substantially all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. PERS employer contribution rates decreased beginning July 2009 resulting in an overall savings to the City. Effective July 1, 2011 retirement rates will increase 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. Although the July 2011 through June 2013 rates increased over the previous biennium, the cost to the City continues to be less than the 401(a) contributions made prior to FY09-10.
- 5 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. In FY11-12 non-represented employees will be required to pay 10% of the cost of the medical and dental insurance premiums. Represented employees will continue to pay 5%. In FY11-12, the City's health and dental insurance premiums are projected to increase 10% and 15% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY11-12 for these premiums.
- 6 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY10-11.

CITY OF KEIZER
SALARY ALLOCATIONS
FISCAL YEAR 2011-2012 BUDGET

TITLE	General Fund					Other Funds						TOTAL
	Admin	Parks	Comm Dev	Police	Muni Court	Street	Sewer	Water	SLD	Storm Water	Urban Renewal	
	102	106	108	111	115	O12	O40	O42	O43	O46	O50	
<i>CITY MANAGER*</i>												
City Manager	63.4%					9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
<i>CITY ATTORNEY*</i>												
Attorney	63.4%					9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Legal Assistant	63.4%					9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
<i>CITY RECORDER*</i>												
City Recorder	63.4%					9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Deputy City Recorder	63.4%					9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
<i>HUMAN RESOURCES**</i>												
Human Resources Director	66.3%					4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
Administrative Assistant	66.3%					4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
<i>FINANCE</i>												
Finance Director*	63.4%					9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%
Assistant Controller	35.0%					10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	35.0%					10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Municipal Court Clerks					100.0%							100%
Utility Billing Technician							47.0%	43.0%		10.0%		100%
Utility Billing Clerks							47.0%	43.0%		10.0%		100%
Receptionist/Administrative Assistant**	66.3%					4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
<i>INFORMATION SYSTEMS**</i>												
Network Administrator	66.3%					4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%
*Hours are tracked in the Legal Department on a project basis												
**Hours are based on Full-Time Equivalents within each fund												

CITY OF KEIZER
SALARY ALLOCATIONS
FISCAL YEAR 2011-2012 BUDGET

TITLE	General Fund					Other Funds						TOTAL	
	Admin	Parks	Comm Dev	Police	Muni Court	Street	Sewer	Water	SLD	Storm Water	Urban Renewal		
	102	106	108	111	115	O12	O40	O42	O43	O46	O50		
COMMUNITY DEVELOPMENT													
Community Development Director			58.0%			5.0%		2.0%				35.0%	100%
Senior Planner			90.0%									10.0%	100%
Planner			90.0%									10.0%	100%
Permit Specialist			85.0%				2.0%	2.0%	0.0%	1.0%		10.0%	100%
POLICE DEPARTMENT													
All Staff				100.0%									100%
PUBLIC WORKS													
Public Works Director		1.0%				44.0%	3.0%	27.0%	5.0%	18.0%	2.0%		100%
Public Works Superintendent	5.0%	5.0%				30.0%	5.0%	40.0%	5.0%	5.0%	5.0%		100%
Permit Specialist						43.0%	12.0%	30.0%	10.0%	5.0%			100%
Facility Maintenance	66.3%					4.0%	3.0%	16.0%	0.4%	8.0%	2.3%		100%
Municipal Utility Worker I (2)										100.0%			100%
Municipal Utility Worker I (1)		100.0%											100%
Municipal Utility Worker I (1)						75.0%				25.0%			100%
Municipal Utility Worker I (4)								100.0%					100%
Municipal Utility Worker II (1)		100.0%											100%
Municipal Utility Worker II (4)								100.0%					100%
Municipal Utility Worker III (1)						40.0%				60.0%			100%
Municipal Utility Worker III (1)						25.0%		60.0%		10.0%	5.0%		100%
Municipal Utility Worker III (1)								100.0%					100%
Environmental Program Manager										100.0%			100%
Storm Water Technician										100.0%			100%
Senior Storm Water Technician										100.0%			100%
**Hours are based on Full-Time Equivalents within each fund													
Municipal Utility Workers (#) = number of staff													

CITY OF KEIZER
CHANGES IN SALARY ALLOCATION
FISCAL YEAR 2011-2012 BUDGET

TITLE	Budgeted FY11-12										Budgeted FY10-11									
	General Fund					Storm	Urban	General Fund					Storm	Urban						
	Admin	Parks	CD	Street	Sewer	Water	SLD	Water	Renewal	Admin	Parks	CD	Street	Sewer	Water	SLD	Water	Renewal		
	TOTAL										TOTAL									
CITY MANAGER																				
City Manager	63.4%			9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%	28.0%			5.0%	1.0%	10.0%	1.0%	5.0%	50.0%	100.0%
CITY ATTORNEY																				
Attorney	63.4%			9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%	58.9%			10.2%	2.6%	6.0%		1.5%	20.8%	100.0%
Legal Assistant	63.4%			9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%	58.9%			10.2%	2.6%	6.0%		1.5%	20.8%	100.0%
CITY RECORDER																				
City Recorder	63.4%			9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%	70.0%			10.0%	2.0%	2.0%	5.0%	1.0%	10.0%	100.0%
Deputy City Recorder	63.4%			9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%	62.0%			3.0%	3.0%	3.0%	3.0%	1.0%	25.0%	100.0%
HUMAN RESOURCES																				
Human Resources Director	66.3%			4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%	65.6%			3.7%	3.6%	16.5%	0.6%	7.0%	3.0%	100.0%
Administrative Assistant	66.3%			4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%	65.6%			3.7%	3.6%	16.5%	0.6%	7.0%	3.0%	100.0%
FINANCE																				
Finance Director	63.4%			9.1%	1.7%	4.6%	0.7%	2.0%	18.4%	100%	20.0%			5.0%	21.0%	21.0%	5.0%	3.0%	25.0%	100.0%
Assistant Controller	35.0%			10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%	35.0%			7.0%	20.0%	20.0%	5.0%	3.0%	10.0%	100.0%
Accounting Technician	35.0%			10.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%	35.0%			7.0%	20.0%	20.0%	5.0%	3.0%	10.0%	100.0%
Utility Billing Technician					47.0%	43.0%		10.0%		100%				48.0%	49.0%			3.0%		100.0%
Utility Billing Clerks					47.0%	43.0%		10.0%		100%				48.0%	49.0%			3.0%		100.0%
Receptionist/Administrative Assistant	66.3%			4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%	20.0%			5.0%	21.0%	21.0%	5.0%	3.0%	25.0%	100.0%
INFORMATION SYSTEMS																				
Network Administrator	66.3%			4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%	65.6%			3.7%	3.6%	16.5%	0.6%	7.0%	3.0%	100.0%
COMMUNITY DEVELOPMENT																				
Permit Specialist			85.0%		2.0%	2.0%	0.0%	1.0%	10.0%	100%			54.0%		19.0%	20.0%		1.0%	6.0%	100.0%
PUBLIC WORKS																				
Public Works Director		1.0%		44.0%	3.0%	27.0%	5.0%	18.0%	2.0%	100%		1.0%		44.0%	3.0%	27.0%	5.0%	15.0%	5.0%	100.0%
Public Works Superintendent	5.0%	5.0%		30.0%	5.0%	40.0%	5.0%	5.0%	5.0%	100%	5.0%	4.0%		30.0%	5.0%	41.0%	5.0%	5.0%	5.0%	100%
Facility Maintenance	66.3%			4.0%	3.0%	16.0%	0.4%	8.0%	2.3%	100%	65.6%			3.7%	3.6%	16.5%	0.6%	7.0%	3.0%	100.0%

GLOSSARY OF COMMON BUDGET TERMS

Administration: The group of departments and positions including the City Manager, the Finance Department and the Human Resources Director.

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

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

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

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

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

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

Bonds: A written promise to pay a sum of money, called principal or

face value at future date, called the maturity date, along with periodic interest paid at the specified percentage of the principal (interest rate). Bonds are typically used to finance long-term Capital Improvements.

Budget: Written report showing the local government's comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year.

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

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

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

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

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

GLOSSARY OF COMMON BUDGET TERMS

continued

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

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

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

Department: An organizational unit of the City.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF COMMON BUDGET TERMS

continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

