



# Adopted Budget

Fiscal Year 2012-2013

CITY OF KEIZER  
**FISCAL YEAR 2012-2013**

Lore Christopher  
Mayor

**Members of the Budget Committee**

Council Members:

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

Public Members:

JoAnne Beilke  
Ronald Bersin  
Kim Freeman  
Joseph Gillis  
Ronald Hart  
Dale Henson  
Jeff Lewis

Chris Eppley, City Manager  
Shannon Johnson, City Attorney

**Management Team:**

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

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

## **FISCAL YEAR 2011-12 BUDGET QUOTES ON DEMOCRACY**

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

**~Abraham Lincoln**

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

**~Attributed to Larry Flynt**

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

**~Sydney J. Harris**

The most important political office is that of the private citizen.

**~Louis Brandeis**

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

**~Walter H. Judd**

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

**~Reinhold Niebuhr**

# TABLE OF CONTENTS

I.	Introduction	
	Budget Overview.....	1
	Budget Calendar.....	2-3
	Organization Chart.....	4
	Council Goals.....	5
	City Volunteers.....	6
	Financial Policies.....	7-8
	City History.....	9
II.	Budget Message.....	10-12
	Budget Summaries.....	13-17
III.	General Fund	
	Summary.....	18-21
	Property Tax Revenue Information.....	22-23
	General Support Resources.....	24-25
	General Services.....	26-28
	Park Operations.....	29-34
	Community Development.....	35-39
	Municipal Court.....	40-44
	Police.....	45-50
VI.	Special Revenue Funds	
	Revenue Sharing.....	51-53
	PEG.....	54-55
	9-1-1 Communications.....	56-58
	Law Enforcement Grant.....	59-60
	Housing Services.....	61-62
	Energy Loan Program.....	63-64
	Park Improvements.....	65-67
	Transportation Improvement.....	68-70
	Off-Site Transportation Improvement.....	71-72
	Streets.....	73-79
	Keizer Rotary Amphitheater.....	80-81
	Keizer Station Local Improvement District.....	82-84
V.	Enterprise Funds	
	Utility Billing Division.....	85
	Storm Water.....	86-90
	Sewer.....	91-93
	Sewer Reserve.....	94-95
	Water.....	96-101
	Water Facility Replacement Reserve.....	102-104
	Street Lighting Districts.....	105-107
	Community Center.....	108-111
VI.	Administrative Services Fund	
	Summary.....	112-115
	City-Wide Administration.....	116-117
	City Manager’s Office.....	118-122
	City Attorney’s Office.....	123-126
	City Recorder’s Department.....	127-129
	Human Resources Department.....	130-132
	Finance Department.....	133-136
	Information Systems.....	137-139
	Civic Center Facilities.....	140-143
VII.	General Fund Long-Range Plan.....	144-166
VIII.	Supplemental Information	
	Staffing.....	167-173
	Glossary of Common Budget Terms.....	174-176

# BUDGET OVERVIEW

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

## **BASIS OF BUDGETING**

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

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

The City adopts the budget on a fund basis; therefore, cash disbursements of a fund may not legally exceed that fund's

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

## **BUDGET PROCESS**

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

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

## ***CITY OF KEIZER***

### ***FISCAL YEAR 2012-2013 BUDGET CALENDAR***

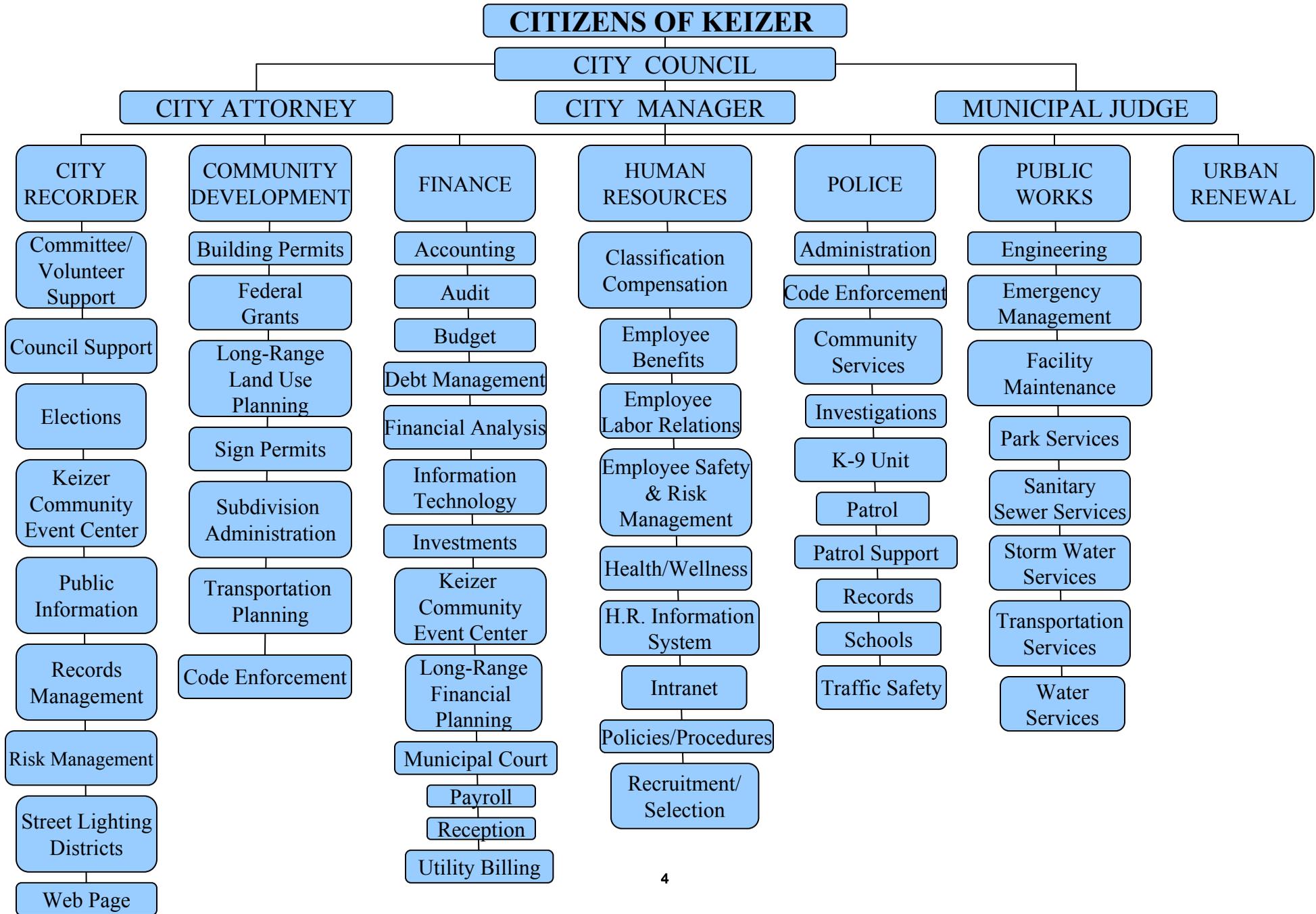
Tuesday, April 10 <sup>th</sup>	Notice of Budget Committee meeting on <b>City Budget</b> to Keizertimes for publication on Friday, April 13 <sup>th</sup> and Friday, April 20 <sup>th</sup> for meeting on Tuesday, May 1 <sup>st</sup> at 6:00 p.m.
Tuesday, April 10 <sup>th</sup>	Notice of Budget Committee meeting on <b>Urban Renewal Budget</b> to Keizertimes for publication on Friday, April 13 <sup>th</sup> and Friday, April 20 <sup>th</sup> for meeting on Tuesday, May 8 <sup>th</sup> at 6:00 p.m.
Wednesday, April 25 <sup>th</sup>	<b>City Budget</b> Document distributed to Budget Committee
Tuesday, May 1 <sup>st</sup>	<b>Urban Renewal Budget</b> Document distributed to Budget Committee
Tuesday, May 1 <sup>st</sup> – 6:00 p.m.	<b>City Budget</b> Committee Meeting <ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Election of City of Keizer Budget Committee Chair</li> <li>◆ Approval of Budget Calendar</li> <li>◆ Public Testimony</li> <li>◆ Presentation of City of Keizer Budget Message</li> <li>◆ Staff presentations &amp; discussion of Administrative Services Fund</li> <li>◆ Staff presentations &amp; discussion of Public Works related Funds</li> <li>◆ Staff presentations &amp; discussion of Dedicated Funds</li> </ul>
Thursday, May 3 <sup>rd</sup> – 6:00 p.m.	<b>City Budget</b> Committee Meeting <ul style="list-style-type: none"> <li>◆ Public Testimony</li> <li>◆ Continuation of discussion from Tuesday, May 1<sup>st</sup> as needed</li> <li>◆ Staff presentation &amp; discussion of</li> <li>◆ Presentation and discussion of <ul style="list-style-type: none"> <li>◆ General Fund long-range plan</li> <li>◆ General Fund operations</li> </ul> </li> </ul>

***CITY OF KEIZER  
FISCAL YEAR 2012-13 BUDGET CALENDAR***

*continued*

Tuesday, May 8 <sup>th</sup> – 6:00 p.m.	<p><b>Urban Renewal Budget</b> Committee Meeting</p> <ul style="list-style-type: none"> <li>◆ Election of Urban Renewal Budget Committee Chair</li> <li>◆ Approval of Urban Renewal Budget Calendar</li> <li>◆ Public Testimony</li> <li>◆ Presentation of Keizer Urban Renewal District Budget Message</li> <li>◆ Discussion of Urban Renewal Agency Budget</li> </ul>
Tuesday, May 8 <sup>th</sup> – after Urban Renewal Agency Budget (continued)	<p><b>City Budget</b> Committee Meeting</p> <ul style="list-style-type: none"> <li>◆ Continuation of discussion from Thursday, May 3<sup>rd</sup> as needed</li> <li>◆ Budget recommendations to Council and Urban Renewal Board</li> </ul>
Tuesday, May 15 <sup>th</sup> – 6:00 p.m.	Alternate meeting to complete <b>City</b> or <b>Urban Renewal Budgets</b> (if needed)
Tuesday, May 22 <sup>nd</sup>	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 25 <sup>th</sup> .
Monday June 4 <sup>th</sup> – 6:30 p.m.	Public hearing on <b>Urban Renewal Budget</b> . Board adoption of Budget.
Monday June 4 <sup>th</sup> – 7:00 p.m.	Public hearing on <b>City Budget</b> . Council adoption of Budget.
Monday June 18 <sup>th</sup> – 7:00 p.m.	Alternate public hearing on <b>City Budget</b> and/or <b>Urban Renewal Budget</b> (if needed)

# ORGANIZATIONAL STRUCTURE



# 2011-2013 CITY COUNCIL GOALS

Adopted March 21, 2011

## Short Term Goals

- Enhance E-Government Services
  - Research online bill pay opportunities
  - Website upgrade
- Increase Economic Development
  - Development an Advisory Committee to the City Council
  - Initiate Council Approved Recommendations from Events and Festivals Task Force
  - Integrate and Set Goals as identified in Keizer Compass Plan
- Create a Reserve Fund for Facility Maintenance to protect Civic Center initial investment
- Sunset the Urban Renewal District – Anticipate 2012 end date
- Develop a communication plan for community outreach on federal mandates – potential to initiate a town forum.
- Update City Council Rules and Procedures – Establish a Task Force
- Develop a new Keizer Heritage Agreement

- Identify the necessary level of service from the Police Department – Identify funding mechanism and opportunities.
- 30 year community event – citizen appreciation after 30 years of incorporation of a City and recognition of the Wallace House bicentennial
- Dedicate Transient Occupancy Tax to fund community engagement opportunities.

## Long Term Goals

- Citizen Volunteer Plan
  - Integration in police programs
  - Integration in park programs
  - Community Outreach to encourage volunteer opportunities
- Parks – Identify funding mechanism to support level of service plan
- Fund Facility Reserve Fund
- Parks – Keizer Rapids Park Master Plan Update
- Explore and determine policy, direction for the Urban Growth Boundary

## ***“PRIDE, SPIRIT, AND VOLUNTEERISM”***

*Motto of the City of Keizer*

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

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

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

In addition to the various boards and commissions, the City Council regularly forms citizen task forces to assist with specific projects or

events. During the last year, citizen groups have participated in the Keizer Rotary Amphitheatre operation, Good Vibrations Motorcycle Event, Keizer Chamber of Commerce Iris Festival, and the Holiday Festival of Lights Parade.

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

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

***THANK YOU KEIZER VOLUNTEERS!!!!***

# FINANCIAL POLICIES

## General

- The City shall keep City government costs and services to a minimum by providing City services to the community in a coordinated, efficient and least cost fashion.
- The City shall commit existing resources to continue developing a proactive Police Department with a strong Community Policing philosophy.
- The City shall aggressively seek Federal funding and local donations to support its public safety initiatives.
- The City's shall set the anniversary dates for all financially related decisions at July 1 of each year in its contractual agreements.

## Revenue and Expenditure

- Revenue forecasts are based on actual historical data adjusted for any known changes in the underlying assumptions.
- The City will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source.
- The City shall collect revenues aggressively, including past due bills of any type.
- Restricted revenue will only be used for the purposes legally permissible and in a fiscally responsible manner.

- One-time revenue will be used for one-time expenses whenever possible. If one-time revenue is considered for ongoing expenditures the City will balance the need for the additional ongoing expenditure with the on-going ability to pay prior to approving the program.
- The City shall commit a minimum 2.5% of General Fund Budgeted Revenues (net grants and other dedicated revenues) to the operation and maintenance of its Park system.
- Due to the unpredictable long-term nature of Revenue Sharing Funds, Council has elected to appropriate only Capital Outlay and one-time expenditures to this fund.
- Fees, licenses, permits and fines shall be set to recover the City's direct expense in providing the related service. A fee shall be charged for any service that benefits limited interests within the community, except for basic, unavoidable human needs type services provided to persons with limited ability to pay.
- Utility fees will be based on the cost of providing the service so that operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage and planned infrastructure replacement.
- In FY06-07 the City Council established petty cash funds for the Police Department Community Services Unit for \$200 and the Community Response Unit for \$800. By Council resolution, the Department shall report an itemization of expenditures from each of these funds to the City Council and Budget Committee no later than May of each fiscal year.

## **Fund Balance**

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

## **Accounting Policies**

- The City shall establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City is achieving the following objectives:
  - Effective and efficient operations,
  - Reliable and accurate financial information,
  - Compliance with applicable laws and regulations, and safeguarding assets against unauthorized acquisition, use or disposition.
- The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City.
- The City will establish and maintain only those funds that are necessary by law and for sound financial management.

- The City shall annually prepare and publish, by December 31<sup>st</sup> of each year, a Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles.
- In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.
- The City shall prepare and adopt an annual budget by June 30<sup>th</sup> of each year.
- The City shall invest funds subject to arbitrage regulations, Bond Indenture requirements, and the Prudent Person Rule which states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- General Obligation Debt issued by the City shall not exceed three percent of the total assessed value of property in the City, in accordance with Oregon State law (ORS 287.004).
- The City shall follow State adopted guidelines in setting fines and forfeiture amounts.

## CITY OF KEIZER HISTORY

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

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

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

In the summer of 1999, a 20,000 square foot skate park was opened. The Carlson Skate Park was constructed largely by volunteer labor and donations.

Volunteers provide a great and active asset to the City. For example, the Keizer Rotary Club often donates time and materials to construct park shelters, big toys, and the like throughout our park system.

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

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

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

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

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

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



# City of Keizer

---

May 1, 2012

Honorable Mayor Christopher  
City Councilors  
Budget Committee  
Citizens of Keizer

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

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

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

Represented employees voluntarily gave up their contractual cost of living increases that would have been effective July 2011.

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

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

## Revenues

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

## **Property Taxes**

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

## **Assessments**

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

## **Charges for Services**

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

## **Operating Expenditures**

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

## **Personnel Services**

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

## **Salaries and Wages**

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

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

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

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

## **Retirement Benefits**

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

## **Health Insurance Benefits**

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

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

### **Materials and Services**

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

### **Non-Operating Expenditures**

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

### **Capital Outlay**

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

### **Debt Service**

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

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

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

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

Respectfully submitted,

Chris Eppley  
City Manager

Susan Gahlsdorf  
Budget Officer

# CITY OF KEIZER

## ALL FUNDS COMBINED

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

### RESOURCES

1	\$ 12,951,884	\$ 11,285,865	\$ 12,670,300	\$ 13,058,100	<i>Capital Carryforward</i>	\$ 13,166,200	\$ 13,166,200	\$ 13,166,200	0.83%
2	4,721,002	4,599,343	5,175,700	4,717,800	Taxes & Assessments	10,141,700	10,141,700	10,141,700	114.97%
3	2,721,137	2,741,581	2,606,300	2,621,200	Licenses & Fees	2,570,300	2,570,300	2,570,300	-1.94%
4	2,946,553	3,235,375	3,879,200	3,968,700	Intergovernmental	3,125,800	3,125,800	3,125,800	-21.24%
5	734,182	581,624	565,100	611,200	Fines & Forfeits	610,300	610,300	610,300	-0.15%
6	9,787,906	10,025,673	10,418,000	10,232,100	Charges for Services	10,539,600	10,539,600	10,539,600	3.01%
7	-	-	-	-	Debt Proceeds	-	-	-	
8	1,841,096	2,468,096	2,282,100	1,216,000	Miscellaneous	2,378,900	2,378,900	2,378,200	95.58%
9	580,059	707,600	831,900	745,000	Transfers In	889,500	889,500	889,500	19.40%
10	<b>\$ 36,283,819</b>	<b>\$ 35,645,157</b>	<b>\$ 38,428,600</b>	<b>\$ 37,170,100</b>	<b>TOTAL RESOURCES</b>	<b>\$ 43,422,300</b>	<b>\$ 43,422,300</b>	<b>\$ 43,422,300</b>	<b>16.82%</b>

### REQUIREMENTS

#### *EXPENDITURES*

15	\$ 8,361,115	\$ 8,558,610	\$ 8,701,000	\$ 8,550,700	Personnel Services	\$ 9,034,900	\$ 9,037,100	\$ 9,037,100	5.69%
16	9,763,659	9,785,969	11,242,500	10,304,900	Materials & Services	11,246,300	11,264,400	11,264,400	9.31%
17	2,057,706	1,762,966	6,227,300	1,890,900	Capital Outlay	6,333,100	6,335,000	6,350,000	235.82%
18	4,235,415	1,771,985	4,108,300	2,512,400	Debt Service	8,042,300	8,042,300	8,042,300	220.10%
19	-	-	208,100	-	Contingency	628,900	628,900	628,900	
20	<b>\$ 24,417,895</b>	<b>\$ 21,879,530</b>	<b>\$ 30,487,200</b>	<b>\$ 23,258,900</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 35,285,500</b>	<b>\$ 35,307,700</b>	<b>\$ 35,322,700</b>	<b>51.87%</b>
22	580,059	707,600	831,900	745,000	Transfers Out	889,500	889,500	889,500	19.40%
24					<i>FUND BALANCE</i>				
25	2,720,400	3,283,030	3,954,900	3,948,400	Restricted Fund Balances	3,388,400	3,388,400	3,388,400	-14.18%
26	8,565,465	9,774,997	3,154,600	9,217,800	Fund Balances	3,858,900	3,836,700	3,821,700	-58.54%
27	<b>\$ 11,285,865</b>	<b>\$ 13,058,027</b>	<b>\$ 7,109,500</b>	<b>\$ 13,166,200</b>	<b>TOTAL FUND BALANCE</b>	<b>\$ 7,247,300</b>	<b>\$ 7,225,100</b>	<b>\$ 7,210,100</b>	<b>-45.24%</b>
28								-	
29	<b>\$ 36,283,819</b>	<b>\$ 35,645,157</b>	<b>\$ 38,428,600</b>	<b>\$ 37,170,100</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 43,422,300</b>	<b>\$ 43,422,300</b>	<b>\$ 43,422,300</b>	<b>16.82%</b>

**Notes:**

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

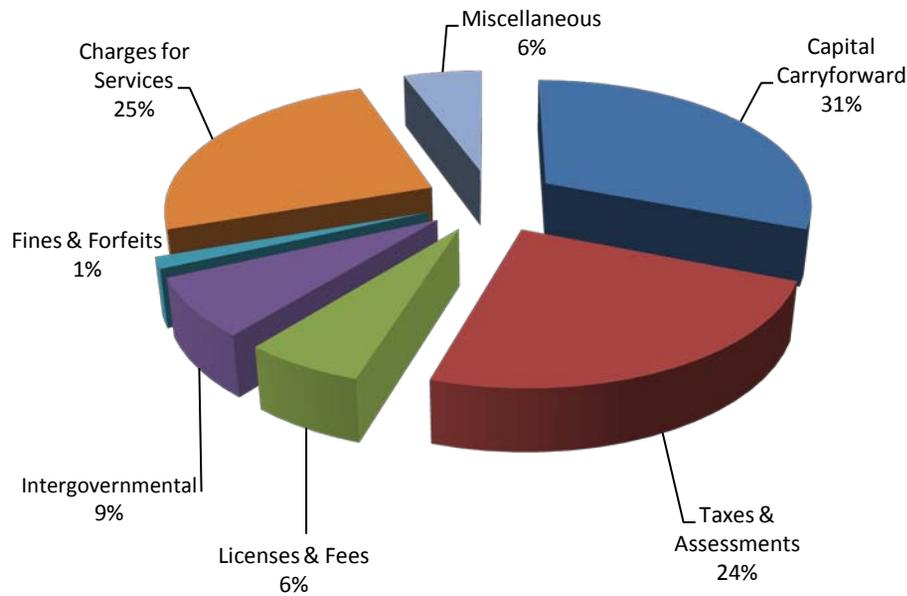
Non-Operating Funds include Off-Site Transportation, Park Improvements, Transportation Improvements, Keizer Station Local Improvements, Sewer Reserve and Water Facility Funds.

# CITY OF KEIZER

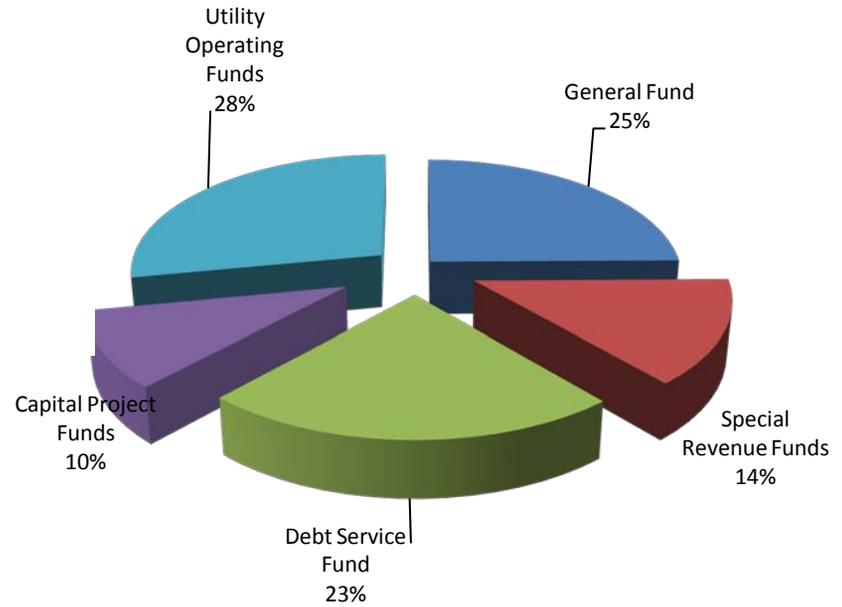
## ALL FUNDS - ALLOCATION OF RESOURCES

### FISCAL YEAR 2012-2013

**Resources**



**Expenditures**



# CITY OF KEIZER

## ALL OPERATING FUNDS COMBINED

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>RESOURCES</b>									
1	\$ 4,099,732	\$ 4,548,432	\$ 5,736,100	\$ 6,323,400	<i>Capital Carryforward</i>	\$ 6,489,600	\$ 6,489,600	\$ 6,489,600	2.63%
2	3,987,591	4,086,917	4,104,900	4,180,400	Taxes & Assessments	4,687,000	4,687,000	4,687,000	12.12%
3	2,505,704	2,594,942	2,477,300	2,551,200	Licenses & Fees	2,541,800	2,541,800	2,541,800	-0.37%
4	2,773,764	3,233,566	3,079,200	3,168,700	Intergovernmental	3,125,800	3,125,800	3,125,800	-1.35%
5	734,182	581,624	565,100	611,200	Fines & Forfeits	610,300	610,300	610,300	-0.15%
6	9,737,276	10,002,534	10,397,600	10,201,300	Charges for Services	10,512,900	10,512,900	10,512,900	3.05%
7	-	-	-	-	Debt Proceeds	-	-	-	
8	263,181	1,059,699	223,100	258,300	Miscellaneous	189,600	189,600	188,900	-26.87%
9	424,699	507,600	581,900	495,000	Transfers In	669,500	669,500	669,500	35.25%
10	<b>\$ 24,526,129</b>	<b>\$ 26,615,314</b>	<b>\$ 27,165,200</b>	<b>\$ 27,789,500</b>	<b>TOTAL RESOURCES</b>	<b>\$ 28,826,500</b>	<b>\$ 28,826,500</b>	<b>\$ 28,826,500</b>	<b>3.73%</b>
11	<b>REQUIREMENTS</b>								
12	<i>EXPENDITURES</i>								
14									
15	\$ 8,361,115	\$ 8,558,610	\$ 8,701,000	\$ 8,550,700	Personnel Services	\$ 9,034,900	\$ 9,037,100	\$ 9,037,100	5.69%
16	9,756,687	9,781,604	11,205,600	10,294,900	Materials & Services	11,246,300	11,264,400	11,264,400	9.42%
17	847,059	738,960	2,368,300	1,269,700	Capital Outlay	3,003,900	3,005,800	3,020,800	137.91%
18	441,995	505,265	439,600	439,600	Debt Service	442,900	442,900	442,900	0.75%
19	-	-	208,100	-	Contingency	628,900	628,900	628,900	
20	<b>\$ 19,406,856</b>	<b>\$ 19,584,439</b>	<b>\$ 22,922,600</b>	<b>\$ 20,554,900</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 24,356,900</b>	<b>\$ 24,379,100</b>	<b>\$ 24,394,100</b>	<b>18.68%</b>
21									
22	570,841	707,600	756,500	745,000	Transfers Out	889,500	889,500	889,500	19.40%
23									
24	<i>FUND BALANCE</i>								
25	-	-	1,039,800	1,030,200	Restricted Fund Balances	473,300	473,300	473,300	-54.06%
26	4,548,432	6,323,275	2,446,300	5,459,400	Fund Balances	3,106,800	3,084,600	3,069,600	-43.77%
27	<b>\$ 4,548,432</b>	<b>\$ 6,323,275</b>	<b>\$ 3,486,100</b>	<b>\$ 6,489,600</b>	<b>TOTAL FUND BALANCE</b>	<b>\$ 3,580,100</b>	<b>\$ 3,557,900</b>	<b>\$ 3,542,900</b>	<b>-45.41%</b>
28									
29	<b>\$ 24,526,129</b>	<b>\$ 26,615,314</b>	<b>\$ 27,165,200</b>	<b>\$ 27,789,500</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 28,826,500</b>	<b>\$ 28,826,500</b>	<b>\$ 28,826,500</b>	<b>3.73%</b>

**Notes:**

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

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

# CITY OF KEIZER

## ALL NONOPERATING FUNDS COMBINED

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>RESOURCES</b>									
1	\$ 8,852,152	\$ 6,737,433	\$ 6,934,200	\$ 6,734,700	<i>Capital Carryforward</i>	\$ 6,676,600	\$ 6,676,600	\$ 6,676,600	-0.86%
2	733,411	512,426	1,070,800	537,400	Taxes & Assessments	5,454,700	5,454,700	5,454,700	915.02%
3	215,433	146,639	129,000	70,000	Licenses & Fees	28,500	28,500	28,500	-59.29%
4	172,789	1,809	800,000	800,000	Intergovernmental	-	-	-	-100.00%
5	-	-	-	-	Fines & Forfeits	-	-	-	-
6	50,630	23,139	20,400	30,800	Charges for Services	26,700	26,700	26,700	-13.31%
7	-	-	-	-	Debt Proceeds	-	-	-	-
8	1,577,915	1,408,397	2,059,000	957,700	Miscellaneous	2,189,300	2,189,300	2,189,300	128.60%
9	155,360	200,000	250,000	250,000	Transfers In	220,000	220,000	220,000	-12.00%
10	<b>\$ 11,757,690</b>	<b>\$ 9,029,843</b>	<b>\$ 11,263,400</b>	<b>\$ 9,380,600</b>	<b>TOTAL RESOURCES</b>	<b>\$ 14,595,800</b>	<b>\$ 14,595,800</b>	<b>\$ 14,595,800</b>	<b>55.60%</b>
11									
12	<b>REQUIREMENTS</b>								
13									
14	<b>EXPENDITURES</b>								
15	\$ -	\$ -	\$ -	\$ -	Personnel Services	\$ -	\$ -	\$ -	-
16	6,972	4,365	36,900	10,000	Materials & Services	-	-	-	-100.00%
17	1,210,647	1,024,006	3,859,000	621,200	Capital Outlay	3,329,200	3,329,200	3,329,200	435.93%
18	3,793,420	1,266,720	3,668,700	2,072,800	Debt Service	7,599,400	7,599,400	7,599,400	266.62%
19	-	-	-	-	Contingency	-	-	-	-
20	<b>\$ 5,011,039</b>	<b>\$ 2,295,091</b>	<b>\$ 7,564,600</b>	<b>\$ 2,704,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 10,928,600</b>	<b>\$ 10,928,600</b>	<b>\$ 10,928,600</b>	<b>304.16%</b>
21	9,218	-	75,400	-	Transfers Out	-	-	-	-
22									
23									
24	<b>FUND BALANCE</b>								
25	2,720,400	3,283,030	2,915,100	2,918,200	Restricted Fund Balances	2,915,100	2,915,100	2,915,100	-0.11%
26	4,017,033	3,451,722	708,300	3,758,400	Fund Balances	752,100	752,100	752,100	-79.99%
27	<b>\$ 6,737,433</b>	<b>\$ 6,734,752</b>	<b>\$ 3,623,400</b>	<b>\$ 6,676,600</b>	<b>TOTAL FUND BALANCE</b>	<b>\$ 3,667,200</b>	<b>\$ 3,667,200</b>	<b>\$ 3,667,200</b>	<b>-45.07%</b>
28									
29	<b>\$ 11,757,690</b>	<b>\$ 9,029,843</b>	<b>\$ 11,263,400</b>	<b>\$ 9,380,600</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 14,595,800</b>	<b>\$ 14,595,800</b>	<b>\$ 14,595,800</b>	<b>55.60%</b>

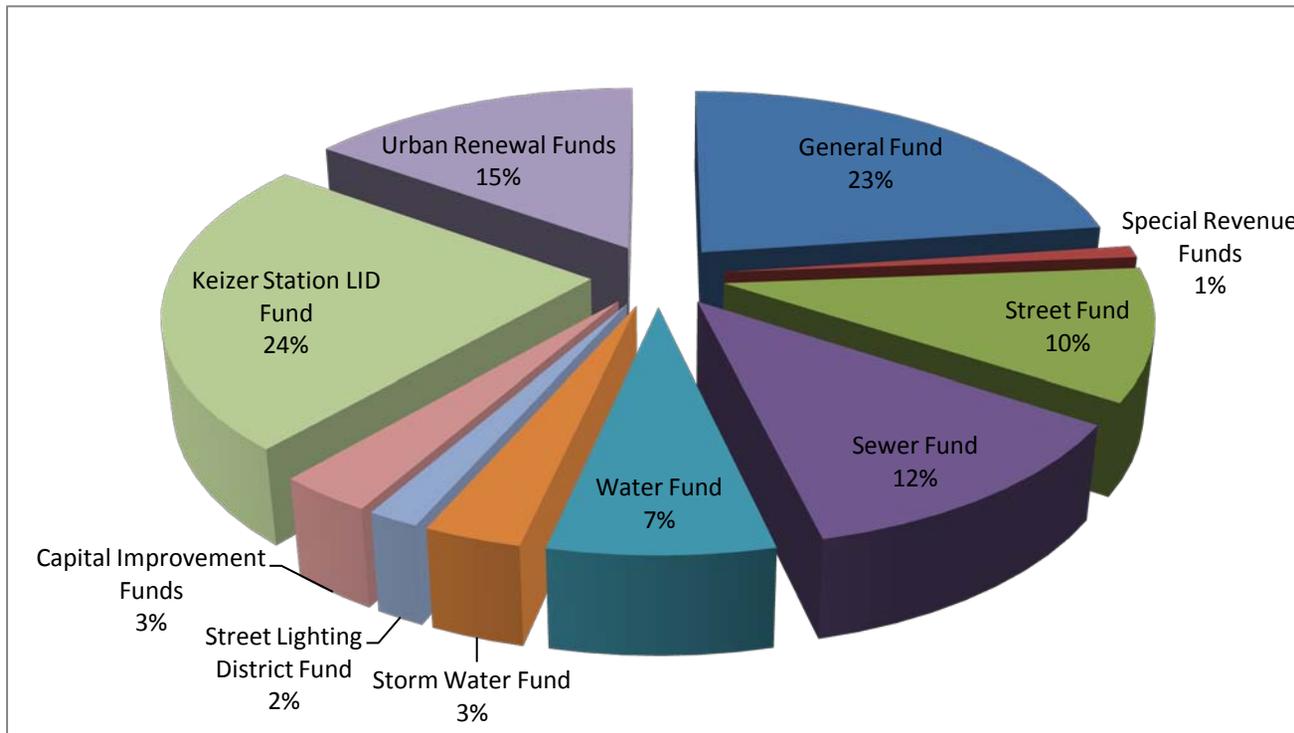
**Notes:**

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

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

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

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



**Special Revenue Funds:**

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

**Capital Improvement Funds:**

- Park Improvement Fund
- Sewer Reserve Fund
- Water Facility Fund
- Transportation
- Off-Site Transportation

## **GENERAL FUND**

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

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

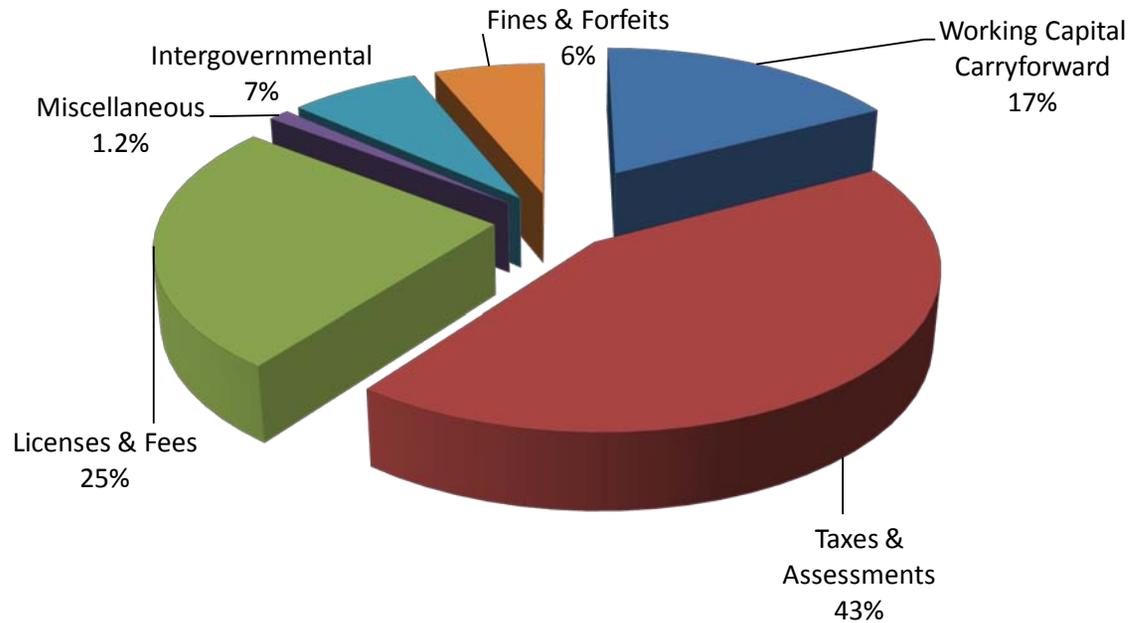
# CITY OF KEIZER

## GENERAL FUND SUMMARY

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	<b><u>RESOURCES</u></b>								
2									
3	\$ 1,435,308	\$ 1,514,528	\$ 1,422,900	\$ 1,646,100	<i>Working Capital Carryforward</i>	\$ 1,705,100	\$ 1,705,100	\$ 1,705,100	3.58%
4	3,531,180	3,628,515	3,671,700	3,742,900	Taxes & Assessments	4,272,500	4,272,500	4,272,500	14.15%
5	2,449,034	2,532,593	2,425,300	2,509,300	Licenses & Fees	2,494,100	2,494,100	2,494,100	-0.61%
6	695,225	722,130	638,200	650,500	Intergovernmental	722,400	722,400	722,400	11.05%
7	734,182	581,624	565,100	611,200	Fines & Forfeits	610,300	610,300	610,300	-0.15%
8	699	1,293	5,000	5,000	Charges for Services	5,000	5,000	5,000	0.00%
9	158,987	97,770	80,700	119,800	Miscellaneous	115,100	115,100	115,100	-3.92%
10	-	6,700	83,900	-	Transfers In	-	-	-	
11									
12	<b>\$ 9,004,615</b>	<b>\$ 9,085,153</b>	<b>\$ 8,892,800</b>	<b>\$ 9,284,800</b>	<b>TOTAL RESOURCES</b>	<b>\$ 9,924,500</b>	<b>\$ 9,924,500</b>	<b>\$ 9,924,500</b>	<b>6.89%</b>
13									
14	<b><u>REQUIREMENTS</u></b>								
15									
16	<b><u>EXPENDITURES</u></b>								
17	\$ 5,322,164	\$ 5,326,314	\$ 5,314,800	\$ 5,258,000	Personnel Services	\$ 5,530,100	\$ 5,532,300	\$ 5,532,300	5.22%
18	1,843,934	1,822,358	2,149,800	2,019,700	Materials & Services	2,324,600	2,342,700	2,342,700	15.99%
19	73,089	-	10,000	17,500	Capital Outlay	24,300	26,200	41,200	135.43%
20	-	-	18,200	-	Contingency	100,000	100,000	100,000	
21	<b>\$ 7,239,187</b>	<b>\$ 7,148,672</b>	<b>\$ 7,492,800</b>	<b>\$ 7,295,200</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,979,000</b>	<b>\$ 8,001,200</b>	<b>\$ 8,016,200</b>	<b>9.88%</b>
22									
23	\$ 250,900	\$ 290,400	\$ 287,500	\$ 284,500	<b>TRANSFERS OUT</b>	\$ 459,000	\$ 459,000	\$ 459,000	61.34%
24									
25	<b><u>FUND BALANCE</u></b>								
26	\$ -	\$ -	\$ -	\$ -	Restricted Fund Balance	\$ 85,000	\$ 85,000	\$ 85,000	
27	1,514,528	1,646,081	1,112,500	1,705,100	Fund Balances	1,401,500	1,379,300	1,364,300	-19.99%
28	<b>\$ 1,514,528</b>	<b>\$ 1,646,081</b>	<b>\$ 1,112,500</b>	<b>\$ 1,705,100</b>	<b>TOTAL FUND BALANCE</b>	<b>\$ 1,486,500</b>	<b>\$ 1,464,300</b>	<b>\$ 1,449,300</b>	<b>-15.00%</b>
29									
30	<b>\$ 9,004,615</b>	<b>\$ 9,085,153</b>	<b>\$ 8,892,800</b>	<b>\$ 9,284,800</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,924,500</b>	<b>\$ 9,924,500</b>	<b>\$ 9,924,500</b>	<b>6.89%</b>

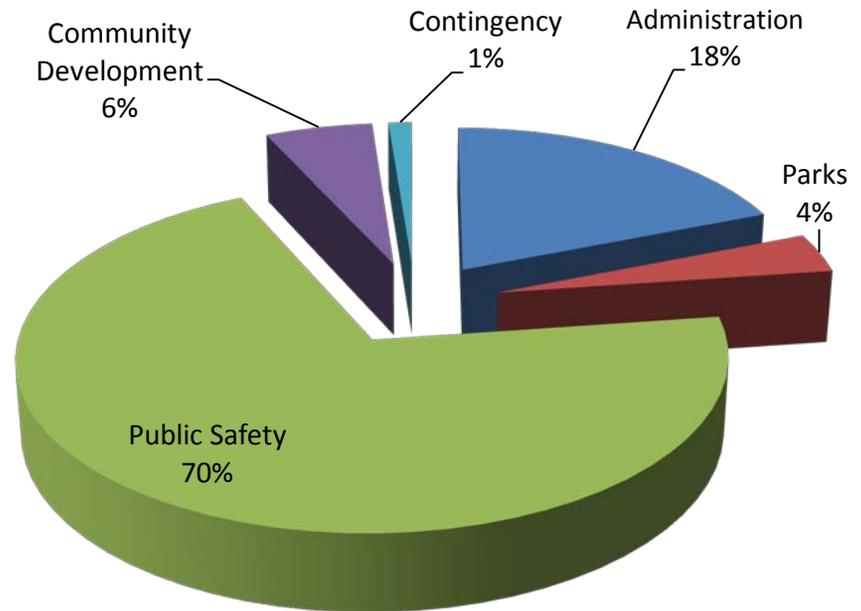
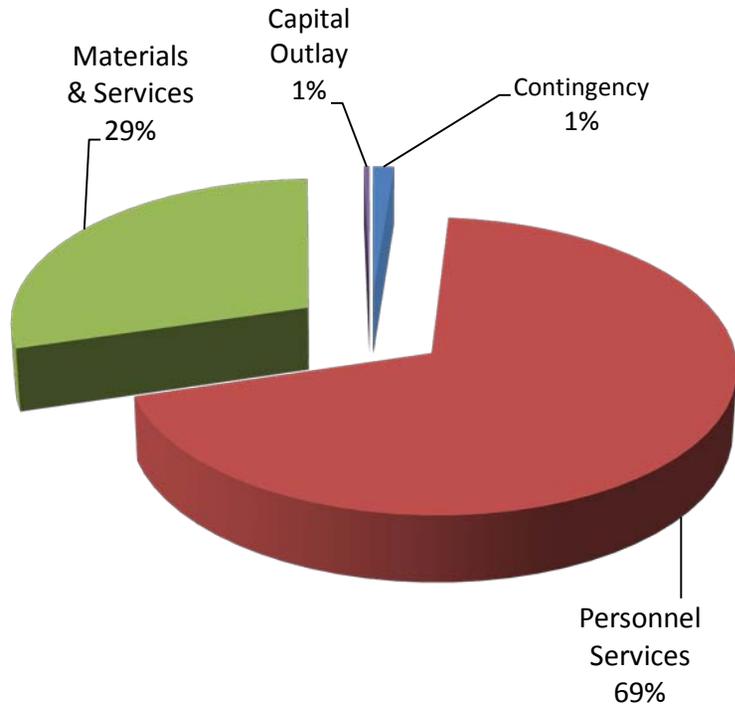
# CITY OF KEIZER GENERAL FUND RESOURCES FISCAL YEAR 2012-13

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



# CITY OF KEIZER GENERAL FUND EXPENDITURES FISCAL YEAR 2012-13

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



# CITY OF KEIZER

## *2012-2013 Property Tax Revenue Estimates*

**City Property Tax Revenues**

- 1 District Assessed Value
- 2 Urban Renewal Increment (see below)
- 3 District Net Value w/o Urban Renewal
- 4
- 5 Permanent Tax Rate per \$1,000
- 6
- 7 Gross Property Tax Revenues
- 8 Penalties/Compression/Adjustments
- 9 Property Tax Revenues
- 10 Uncollectables and Discounts
- 11 Property Tax Revenues Released from Urban Renewal (below)
- 12 Net Anticipated Tax Collected

2011-12 Actual Tax Revenues	2012-13 Estimated Tax Revenues 102.5%
\$2,118,730,463	\$2,172,518,431
(300,854,248)	(308,556,673)
\$1,817,876,215	\$1,863,961,758
\$2.0838	\$2.0838
\$3,788,090	\$3,884,124
(25)	(26)
\$3,788,065	\$3,884,097
(\$235,352)	(256,350)
	442,975
\$3,552,713	\$4,070,722

13

**Urban Renewal Tax Increment Revenues**

- 14 Assessed Value inside Keizer's Plan Area
- 15 Assessed Value (frozen)
- 16 Increment Value
- 17
- 18
- 19 Tax Rate per \$1,000 Increment Value
- 20 Division of Tax Before Adjustments
- 21 Adjustments
- 22 Division of Tax Revenues - Adjusted
- 23 Uncollectables and Discounts
- 24 Net Anticipated Tax Generated
- 25 Urban Renewal Extension
- 26 Balance to Overlapping Jurisdictions
- 27 City of Keizer's Share

	2012-13 Estimated Tax Revenues 102.6%
\$346,182,841	
45,328,593	
\$300,854,248	\$308,556,673
\$14.3951	\$14.3951
4,330,827	4,441,704
(1,173)	(1,203)
4,329,654	\$4,440,501
(316,219)	(324,315)
\$4,013,435	\$4,116,186
	1,395,602
	2,720,584
16.3%	\$442,975

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

## Oregon Comparative Tax Rate & FTE by City

FY 2012 - 2013

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

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

**Source Documents include:**

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

**CITY OF KEIZER  
GENERAL FUND**

**GENERAL SUPPORT RESOURCES**

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

Notes:

- <sup>4</sup> Beginning FY11-12 20% of the Hotel/Motel Tax was allocated to the Event Center to support tourism functions.
- <sup>6</sup> Property values are expected to increase 2.5% to reflect increases in assessed value and new development, less 6.6% for uncollected taxes. According to Marion County, Keizer's value seem to hold up better than the County as a whole.
- <sup>9</sup> FY12-13 License & Fee projections anticipate revenues to be equal to FY11-12 projections, except as noted below.
- <sup>12</sup> According to NW Natural, gas prices are down which means a decrease in franchise fees; exact amounts are not known at this time but we estimate a 5% decrease in FY12-13 over FY11-12. NW Natural has been able to buy gas at a lower rate on the open market which has resulted in a financial surplus which will likely be returned to customers in June/July, this will result in a reduction in revenue for next year and for the payment for the quarter ending June 30, 2012. NW Natural has asked for a 6% rate increase effective in December 2012 however it is undetermined how much the regulators will approve. This will impact FY13-14 revenues.
- <sup>13</sup> Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY12-13 revenue projections are based on a 13% reduction over FY11-12 projected revenues, consistent with the current downward trend.

**CITY OF KEIZER  
GENERAL FUND**

**GENERAL SUPPORT RESOURCES**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
23					<i>INTERGOVERNMENTAL</i>				
24	52,941	55,422	50,900	53,200	Cigarette Tax	53,200	53,200	53,200	0.00%
25	408,357	424,159	365,900	416,800	Liquor Tax	416,800	416,800	416,800	0.00%
26	\$ 461,298	\$ 479,581	\$ 416,800	\$ 470,000	Total Intergovernmental	\$ 470,000	\$ 470,000	\$ 470,000	0.00%
27									
28					<i>MISCELLANEOUS</i>				
29	\$ 300	\$ 440	\$ -	\$ -	KARE Donations	\$ -	\$ -	\$ -	
30	400	-	-	-	EVAK Donations	-	-	-	
31	42,390	41,627	29,400	45,400	Stadium Rent	45,400	45,400	45,400	0.00%
32	7,165	5,946	2,000	5,000	Interest	5,000	5,000	5,000	0.00%
33	-	100	-	-	Rentals	-	-	-	
34	9,425	9,511	9,400	9,800	Cell Tower Rent	9,800	9,800	9,800	0.00%
35	3,890	200	3,000	3,000	Art Walk Revenue	3,000	3,000	3,000	0.00%
36	1,980	504	400	6,900	Systems Development Admin Fee - Sewer	6,900	6,900	6,900	0.00%
37	10,564	2,248	2,800	2,300	Systems Development Admin Fee - Parks	1,500	1,500	1,500	-34.78%
38	8,904	13,513	4,300	1,300	Miscellaneous Revenue	1,300	1,300	1,300	0.00%
39	-	650	-	400	Good Vibrations Donations	-	-	-	-100.00%
40	\$ 85,018	\$ 74,739	\$ 51,300	\$ 74,100	Total Miscellaneous	\$ 72,900	\$ 72,900	\$ 72,900	-1.62%
41									
42					<i>TRANSFERS IN</i>				
43	\$ -	\$ -	\$ 3,100	\$ -	Transfer from Keizer Station LID Fund	\$ -	\$ -	\$ -	
44	-	6,700	8,500	-	Transfer from Revenue Sharing Fund	-	-	-	
45	-	-	72,300	-	Transfer from Transportation Fund	-	-	-	
46	\$ -	\$ 6,700	\$ 83,900	\$ -	Total Transfers	\$ -	\$ -	\$ -	
47									
48	\$ 7,872,756	\$ 8,012,470	\$ 8,015,600	\$ 8,217,800	<b>TOTAL RESOURCES</b>	\$ 8,867,200	\$ 8,867,200	\$ 8,867,200	7.90%

Notes:

- 31 Stadium rent is 5% of ticket sales and 20% of parking lot fees.
- 32 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.
- 37 The Park SDC fee is based on 10 residential fees anticipated in FY11-12.
- 38 Miscellaneous revenues include one-time revenues that are not characterized by line-item descriptions.

**CITY OF KEIZER  
GENERAL FUND  
GENERAL SERVICES**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**RESOURCES**

1	\$ 1,312,156	1,433,234	\$ 1,586,700	\$ 1,541,900	<b>GENERAL SUPPORT</b>	\$ 2,078,900	\$ 2,097,000	\$ 2,097,000	36.00%
---	--------------	-----------	--------------	--------------	------------------------	--------------	--------------	--------------	--------

**REQUIREMENTS**

***PERSONNEL SERVICES***

6	(957)	(1,820)	-	-	Insurance Benefits (2)-(8)	-	-	-	-
7	\$ (957)	(1,820)	\$ -	\$ -	<b>TOTAL PERSONNEL SERVICES</b>	\$ -	\$ -	\$ -	-

***MATERIALS & SERVICES***

10	\$ 1,104	845	\$ -	-	KARE Expenses	\$ -	\$ -	\$ -	-
11	217	920	400	1,200	Public Notices	1,200	1,200	1,200	0.00%
12	2,270	2,535	3,000	3,000	Art Walk Display	3,000	3,000	3,000	0.00%
13	1,200	-	-	-	Civic Center Art	-	-	-	-
14	6,490	10,771	10,000	1,000	Legal Services	10,000	10,000	10,000	900.00%
15	994,123	1,059,959	1,220,800	1,202,600	Administrative Services Charges	1,355,700	1,355,700	1,355,700	12.73%
16	10,394	12,218	9,800	12,300	Contractual Services	12,300	12,300	12,300	0.00%

Notes:

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

<sup>15</sup> Materials & Services related to general administration are budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees. The increases over the past few years is reflective of the change in allocation for administrative staff to reflect the shift in workload from Urban Renewal to General Service related projects, net the elimination of the Assistant to the City Manager position.

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

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

**CITY OF KEIZER  
GENERAL FUND  
GENERAL SERVICES**

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

Notes:

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

<sup>19</sup> Costs include:

iRIS Kiosk @ Civic Center	3,500	-100.00%
Visitor Center Signage	500	-100.00%
Community Calendar	1,200	-100.00%
Oregon Governor's Conference of Tourism	800	-100.00%
Police Overtime	5,000	-100.00%

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

<sup>22</sup> To cover costs for police overtime services

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

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

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

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

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

**CITY OF KEIZER  
GENERAL FUND**

**GENERAL SERVICES**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
33	-	-	18,200	-	- Contingency	100,000	100,000	100,000	
34									
35					<i>TRANSFERS OUT</i>				
36	\$ -	\$ 20,500	\$ -	\$ -	- To Revenue Sharing Fund	\$ 102,300	\$ 102,300	\$ 102,300	
37	250,900	269,900	287,500	284,500	- To 9-1-1 Fund	286,700	286,700	286,700	0.77%
38	-	-	-	-	- To Community Center Fund	70,000	70,000	70,000	
39	<u>\$ 250,900</u>	<u>\$ 290,400</u>	<u>\$ 287,500</u>	<u>\$ 284,500</u>	<b>TOTAL TRANSFERS OUT</b>	<u>\$ 459,000</u>	<u>\$ 459,000</u>	<u>\$ 459,000</u>	61.34%
40									
41	-	-	-	-	- Interest Due on Tax Increment Revenue	85,000	85,000	85,000	
42									
43	<u>\$ 1,312,156</u>	<u>\$ 1,433,234</u>	<u>\$ 1,586,700</u>	<u>\$ 1,541,900</u>	<b>TOTAL REQUIREMENTS</b>	<u>\$ 2,078,900</u>	<u>\$ 2,097,000</u>	<u>\$ 2,097,000</u>	36.00%

## PARK OPERATIONS

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

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

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

### NUMBER OF PARKS AND ACREAGE

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

**CITY OF KEIZER  
GENERAL FUND**

**PARK OPERATIONS**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

**RESOURCES**

1	\$ 2,587	\$ 2,534	\$ 2,500	\$ 2,500	Park Reservation Fees	\$ 2,600	\$ 2,600	\$ 2,600	4.00%
2	-	-	21,300	21,300	Park Rental Income	25,300	25,300	25,300	18.78%
3	45,913	-	-	-	Insurance Reimbursement	-	-	-	
4									
5	48,500	2,534	23,800	23,800	TOTAL ACTIVITY GENERATED	27,900	27,900	27,900	17.23%
6	275,354	216,623	243,700	237,300	GENERAL SUPPORT RESOURCES	267,600	269,500	269,500	13.57%
7	<u>\$ 323,854</u>	<u>\$ 219,157</u>	<u>\$ 267,500</u>	<u>\$ 261,100</u>	<b>TOTAL RESOURCES</b>	<u>\$ 295,500</u>	<u>\$ 297,400</u>	<u>\$ 297,400</u>	13.90%

<sup>2</sup> Park Rental program began in FY11-12 with the purchase of the Buchholz property. Income includes house and orchard rental.

<sup>3</sup> Insurance reimbursement is for damage to the Keizer Little League Park. The expenditure is in the Capital Outlay section.

<sup>6</sup> Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as provided for by a vote of the Budget Committee. The FY12-13 budget is over 3% of budgeted revenues.

**CITY OF KEIZER  
GENERAL FUND**

**PARK OPERATIONS**

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

Notes:

- <sup>11</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>15</sup> In FY11-12 Personnel Services - Seasonal Help has moved to the Contractual Services line-item. The City plans to use a temporary agency to hire seasonal staff to eliminate unemployment costs.
- <sup>18</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>19</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>20</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>22</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
GENERAL FUND**

**PARK OPERATIONS**

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

Notes:

- 27 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012 therefore, costs for negotiations are anticipated in FY11-12 but not in FY12-13 as it is a three-year contract.
- 28 Beginning in FY10-11, all General Fund Administrative Services Charges are tracked in the General Services Expenditure budget.
- 29 In FY11-12 Personnel Services - Seasonal Help has moved to the Contractual Services line-item. The City plans to use a temporary agency to hire seasonal staff to eliminate unemployment costs.
- 38 Park Rental Income pays for the following expenses:
- |                      |                  |                  |          |
|----------------------|------------------|------------------|----------|
| Contractual Services | \$ -             | \$ 4,000         |          |
| Park Rental Program* | 4,600            | 7,000            | -100.00% |
| Field Equipment      | -                | 4,300            |          |
| Capital Improvements | 16,700           | 10,000           | -100.00% |
|                      | <u>\$ 21,300</u> | <u>\$ 25,300</u> | -100.00% |

\* For Property Taxes and house repairs

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

**CITY OF KEIZER  
GENERAL FUND**

**PARK DEDICATED FUND**

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

Notes:

<sup>9</sup> Donations are dedicated revenues and are restricted for use in the Parks operations and maintenance.

<sup>14</sup> Developers Tree Reimbursements are contributions to pay for planting trees at City parks and public right-of-way when development has caused significant tree

**CITY OF KEIZER  
GENERAL FUND**

<b>PARK DEDICATED FUND</b>
----------------------------

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

19									
20	<b><u>REQUIREMENTS</u></b>								
21									
22	<b><i>MATERIALS &amp; SERVICES</i></b>								
23	\$ -	\$ 7,308	\$ 8,600	\$ 9,700	Dog Park Projects	\$ -	\$ -	\$ -	-100.00%
24	2,500	-	-	-	Skate Park Projects	-	-	-	
25	279	2,739	2,200	2,100	Recreation Projects	2,000	2,000	2,000	-4.76%
26	2,000	1,368	700	1,400	Park Projects	-	-	-	-100.00%
27	4,378	2,092	7,600	-	Developers Tree Expenses	7,700	7,700	7,700	
28	\$ 9,157	\$ 13,507	\$ 19,100	\$ 13,200	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$ 9,700	\$ 9,700	\$ 9,700	-26.52%
29									
30	\$ 9,157	\$ 13,507	\$ 19,100	\$ 13,200	<b>TOTAL REQUIREMENTS</b>	\$ 9,700	\$ 9,700	\$ 9,700	-26.52%

- Notes:
- 20 Costs in the Dedicated Parks Program are for special projects funded by citizen, developer donations and rental income. Funding for these projects will come from receipts received through FY11-12 and unexpended at year-end.
  - 25 Funds are used for the "Wild, Wild Rec" Program.
  - 26 FY11-12 funds are for additional chips for fall protection in various parks.

## COMMUNITY DEVELOPMENT

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

### Accomplishments

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

The Community Development Department has continually improved its efficiency and customer service, providing services such as land use planning, building permit processing, zoning information, and design review and code enforcement. The department also administers ordinances to improve infill development, address noxious weeds, floodplain management and is responsible for reviewing and processing land use applications for residential and commercial

development. Along with providing excellent Customer Service, enforcing City codes, which affect the community’s livability and quality of life, continues to be a high priority for the Community Development Department. This past year the Department lost a full-time Code Enforcement/Zoning Technician employee and an additional 20% of staff time to Utility Billing. With this in mind, the Department has been flexible and innovative in balancing the needs of the citizens and City with limited staff resources.

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

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

**Future Goals**

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

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

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

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

**CITY OF KEIZER  
GENERAL FUND**

**COMMUNITY DEVELOPMENT**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

**RESOURCES**

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

Notes:

- <sup>2</sup> Land Use Application Fee charges are expected to increase 200% over FY11-12 based on the number of recent inquiries received in the Department.
- <sup>3</sup> The National Home Builders and the Oregon Office of Economic Analysis are predicting a slight increase of housing starts for the year 2012/13. According to the OOE "..."our perspective is for a prolonged and sluggish return to growth in new construction." The Department has had interest in new subdivision requirements, as indicated by recent activity in pre-application meetings for subdivision applications. Based on this, building fee revenues are anticipated to increase an estimated 25% over FY11-12.

**CITY OF KEIZER  
GENERAL FUND**

**COMMUNITY DEVELOPMENT**

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

Notes:

- <sup>19</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>22</sup> Due to funding constraints and a downturn in development, the Code Enforcement/Zoning Technician position was eliminated at the end of FY10-11. Certain duties were reassign, primarily to other Community Development staff.
- <sup>24</sup> The Storm Water Technician works primarily in the Storm Water Fund, however 5% of the duties are assigned to Community Development for GIS street naming functions previously contracted out to Mid-Willamette Valley Council of Governments.
- <sup>25</sup> During the first half of FY10-11 Administrative Support staff was moved to the Utility Billing Department to help cover for a staff shortage. This was a 45% reduction in the position's personnel services costs to the Department. This position was primarily reallocated back to Community Development in FY11-12. In FY12-13, this position will be 75% general fund and 25% shared between Water, Sewer, & Storm funds to recognize the Utility Billing back up assignments.
- <sup>27</sup> Due to reassignment of duties after the layoff of the Code Enforcement/Zoning Technician an additional cell phone stipend is needed for the Planner to take calls in the field and after hours. These costs are offset by the reduction in the telephone line-item in the materials & services section.
- <sup>28</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>29</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>30</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>31</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

# CITY OF KEIZER

## GENERAL FUND

### COMMUNITY DEVELOPMENT

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

Notes:

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

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

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

## MUNICIPAL COURT

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

### Accomplishments

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

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

On December 31, 2011 HB 2287 sunset after it had been in effect since October 1, 2009. HB 2287 imposed a \$45.00 surcharge on all violations as described in ORS 153.008. In an already strained economic environment, this bill imposed additional difficulty on staff's ability to execute court orders and collect imposed fines. The Court saw an increased amount of accounts processed for suspension and submitted for collection since the inception of HB 2287. Since the sunset, the Court

experienced increased payments and quicker payoffs of fines. The \$45.00 surcharges helped offset unpaid fines and since the sunset, increased collections have kept Municipal Court revenue projections on target for the year.

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

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

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

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

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

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

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

### **Future Goals**

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

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

**CITY OF KEIZER  
GENERAL FUND**

**MUNICIPAL COURT**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**RESOURCES**

				<i>INTERGOVERNMENTAL</i>												
1	\$	5,000	\$	5,000	\$	5,000	\$	5,000	Peer Court JABG Grant	\$	6,700	\$	6,700	\$	6,700	34.00%
2																
3									<i>FINES &amp; FORFEITS</i>							
4	\$	318,366	\$	333,360	\$	354,300	\$	359,300	Municipal Court Fines	\$	359,300	\$	359,300	\$	359,300	0.00%
5		200,055		183,333		171,500		186,200	Collections - Past Due		186,200		186,200		186,200	0.00%
6		2,718		7,049		6,300		3,800	Peer Court Donations & Diversion Fees		3,800		3,800		3,800	0.00%
7	\$	521,139	\$	523,742	\$	532,100	\$	549,300	Total Fines & Forfeits	\$	549,300	\$	549,300	\$	549,300	0.00%
8																
9	\$	272,615	\$	279,034	\$	276,100	\$	314,000	<b>AVAILABLE FOR GENERAL SUPPORT</b>	\$	299,700	\$	299,700	\$	299,700	-4.55%

Notes:

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

<sup>6</sup> Peer Court Donations & Diversion Fees

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

**CITY OF KEIZER  
GENERAL FUND**

MUNICIPAL COURT
-----------------

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

Notes:

- 10 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- 11 During FY11-12 one of the court clerks resigned, the position is vacant and will remain frozen for an undetermined time. Through a reorganization, one-half of a FTE has been assigned to Court, in addition to the existing one-FTE, to cover workload. See Municipal Court narrative preceding this page.
- 13 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 14 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- 15 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- 16 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
GENERAL FUND**

**MUNICIPAL COURT**

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

Notes:

- 20 Meetings, Travel & Training is for Oregon Association of Court Administrators membership and conference attendance.
- 21 Beginning in FY10-11, all General Fund Administrative Services Charges are tracked in the General Services Expenditure budget.
- 24 Peer Court is a youth program where those charged voluntarily agree to have their case heard and decided by their peers. The cost to run this program has increased primarily due to the Peer Court Coordinator spending more time working in this program. See Peer Court narrative for expenditure details.
- 25 Prior to House Bill 2055, the City's contract with its collection agency provided for a 25% fee on amounts collected. The revised contract allows the collection agency to collect and retain its fee prior to turning the proceeds over to the City. This cost is expected to decline in future years and eventually go away altogether.
- 26 Prior to House Bill 2712, State & County assessments were approximately 17% of municipal court fine revenues (including past due fines). Effective January 1, 2012, a flat \$60 assessment is due on all state violations. All assessments are now remitted to the Oregon Department of Revenue who will distribute the County's share.
- 27 & There is much concern in the Municipal Court arena that assessment costs will increase significantly. Multiple factors will affect the assessment to fine ratio, ratios to date show an increase to 19% of fine revenues.

# POLICE

## In review

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

## Today

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

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

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

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

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

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

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

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

## The Future

We just completed negotiations of a three year labor contract with the Keizer Police Association (KPA). The KPA gave the City numerous concessions in contract language that will result in savings and allow for additional officer training. The savings and contract language concessions will allow for the KPA to receive COLAs over the next

three years and will allow the City to eliminate costly overtime resulting from our twelve hour shifts and training. Compaction of wages between represented department members and non-represented management members has become an issue that will have serious negative impacts on retaining or recruiting supervisors.

We are seeing signs of street gangs in our lower income apartment complexes in some areas of town. We are seeing a marked increase in complaints from neighborhoods regarding drug houses and code

enforcement issues. The reduced number of officers has resulted in citizens experiencing long waits for response to complaints. Any further loss of personnel will impact the safety of both the citizens of Keizer and the police officers providing public safety services to the city.

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

# CITY OF KEIZER

## GENERAL FUND

### POLICE

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>RESOURCES</b>									
1	<i>Working Capital Carryforward:</i>								
2	\$ 1,746	\$ 479	\$ -	\$ -	Cadet Donations	\$ -	\$ -	\$ -	
3	579	929	-	1,300	Reserve Donations	1,600	1,600	1,600	23.08%
4	173	-	-	2,800	K-9 Donations	7,800	7,800	7,800	178.57%
5	85	85	-	-	Car Seat Donations	-	-	-	
6	-	165,455	-	171,000	Civil/Criminal Forfeitures	93,600	93,600	93,600	-45.26%
7	<u>\$ 2,583</u>	<u>\$ 166,948</u>	<u>\$ -</u>	<u>\$ 175,100</u>	<b>Total Working Capital Carryforward</b>	<u>\$ 103,000</u>	<u>\$ 103,000</u>	<u>\$ 103,000</u>	<b>-41.18%</b>
8									
9	<b>INTERGOVERNMENTAL</b>								
10	\$ -	\$ 4,000	\$ -	\$ -	CRU Investigations	\$ -	\$ -	\$ -	
11	3,146	5,027	5,600	5,600	Special Duty Officers	5,600	5,600	5,600	0.00%
12	189,707	193,081	140,800	140,800	School Resource Officer Contract	145,100	145,100	145,100	3.05%
13	36,074	35,441	-	19,100	Overtime Grants	35,000	35,000	35,000	83.25%
14	<u>\$ 228,927</u>	<u>\$ 237,549</u>	<u>\$ 146,400</u>	<u>\$ 165,500</u>	<b>Total Intergovernmental</b>	<u>\$ 185,700</u>	<u>\$ 185,700</u>	<u>\$ 185,700</u>	<b>12.21%</b>
15									
16	<b>FINES &amp; FORFEITS</b>								
17	\$ 31,216	\$ 31,680	\$ 33,000	\$ 36,000	Impound Fees	\$ 36,000	\$ 36,000	\$ 36,000	0.00%
18	181,827	26,202	-	25,900	Civil/Criminal Forfeitures	25,000	25,000	25,000	-3.47%
19	<u>\$ 213,043</u>	<u>\$ 57,882</u>	<u>\$ 33,000</u>	<u>\$ 61,900</u>	<b>Total Fines &amp; Forfeits</b>	<u>\$ 61,000</u>	<u>\$ 61,000</u>	<u>\$ 61,000</u>	<b>-1.45%</b>
20									
21	<b>MISCELLANEOUS</b>								
22	\$ -	\$ -	\$ -	\$ -	Cadet Donations	\$ -	\$ -	\$ -	
23	350	400	-	300	Reserve Officer Donations	400	400	400	33.33%
24	253	746	-	-	Police Donations	-	-	-	
25	2,683	2,824	-	10,000	K-9 Donations	4,500	4,500	4,500	-55.00%
26	22,590	10,214	8,100	12,000	Miscellaneous	10,000	10,000	10,000	-16.67%
27	<u>\$ 25,876</u>	<u>\$ 14,184</u>	<u>\$ 8,100</u>	<u>\$ 22,300</u>	<b>Total Miscellaneous</b>	<u>\$ 14,900</u>	<u>\$ 14,900</u>	<u>\$ 14,900</u>	<b>-33.18%</b>
28									
29	\$ 470,429	\$ 476,563	\$ 187,500	\$ 424,800	TOTAL ACTIVITY GENERATED	\$ 364,600	\$ 364,600	\$ 364,600	-14.17%
30	4,724,063	4,705,490	5,062,900	4,773,600	GENERAL SUPPORT RESOURCES	5,061,300	5,063,500	5,078,500	6.39%
31	<u>\$ 5,194,492</u>	<u>\$ 5,182,053</u>	<u>\$ 5,250,400</u>	<u>\$ 5,198,400</u>	<b>TOTAL RESOURCES</b>	<u>\$ 5,425,900</u>	<u>\$ 5,428,100</u>	<u>\$ 5,443,100</u>	<b>4.71%</b>

Notes:

- 11 The Salem/Keizer School District pays the City for Police Officer presence at school activities such as football games. The City does not charge for Police services at special events such as the Iris Festival and Good Vibrations. Coverage for these events is approximately \$7,400.
- 12 Beginning FY11-12 Salem Keizer School District reduced funding for School Resource Officers to help balance its budget. Funding currently supports 2 SROs, down from 3 SROs in FY10-11. The District covers 40% of an SRO's yearly salary (1/2 the cost for 9.5 months of the school year), benefits & equipment needs and 20% of such costs for the sergeant who supervises the program.
- 13 Overtime grants pay overtime costs related to specific regional programs in which the City participates.
- 18 Civil Forfeiture can be used only to support law enforcement operations and may be spent on equipment, training, investigations, etc. Annual receipts are unpredictable; notification comes when funds are transferred to the City's bank account.
- 26 Miscellaneous revenue includes receipts for police report requests, surplus sales, and one-time<sup>47</sup> revenues.

**CITY OF KEIZER**  
**GENERAL FUND**  
**POLICE**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

**EXPENDITURES**

<b>PERSONNEL SERVICES</b>									
32									
33									
34	\$ 113,328	\$ 113,325	\$ 112,900	\$ 112,900	Chief of Police	\$ 116,100	\$ 116,100	\$ 116,100	2.83%
35	97,901	97,895	97,600	97,600	Captain	100,300	100,300	100,300	2.77%
36	-	141,328	178,300	178,300	Lieutenants	188,700	188,700	188,700	5.83%
37	647,762	571,688	539,200	532,600	Sergeants	553,900	555,600	555,600	4.32%
38	1,918,956	1,854,513	1,719,100	1,691,700	Police Officers	1,780,000	1,780,000	1,780,000	5.22%
39	51,922	52,962	52,800	52,800	Community Service Officer	54,300	54,300	54,300	2.84%
40	346,057	349,760	348,800	348,800	Administrative Support	360,000	360,000	360,000	3.21%
41	462	181	1,500	1,500	Reserve Officers	1,500	1,500	1,500	0.00%
42	183,934	187,299	194,700	194,700	Overtime	102,200	97,200	97,200	-50.08%
43	-	-	-	-	Overtime - Grant Programs	35,000	35,000	35,000	
44	-	-	-	-	Overtime - Community Events	-	5,000	5,000	
45	27,850	31,470	32,200	32,200	Clothing & Cell Phone Stipends	32,500	32,500	32,500	0.93%
46	53,797	51,791	46,500	46,500	Medicare	48,600	48,700	48,700	4.73%
47	608,090	615,355	699,700	699,700	Retirement & VEBA	715,600	716,000	716,000	2.33%
48	576,840	626,748	653,300	653,300	Insurance Benefits	744,000	744,000	744,000	13.88%
49	12,818	8,408	13,000	13,000	Unemployment Costs	13,200	13,200	13,200	1.54%
50	38,968	20,210	31,900	46,400	Workers Compensation	50,800	50,800	50,800	9.48%
51	\$ 4,678,685	\$ 4,722,933	\$ 4,721,500	\$ 4,702,000	<b>TOTAL PERSONNEL SERVICES</b>	\$ 4,896,700	\$ 4,898,900	\$ 4,898,900	4.19%

Notes:

- 33 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- 36 Beginning FY10-11 the Department reclassified two Sergeants positions to Lieutenants.
- 38 The Collective Bargaining agreement effective July 1, 2012 includes a 2.5% COLA for all union represented employees, step increases for those eligible, and a new half-step increase (2.5%) for officers who meet performance expectations after 10 years of service. The overall reduction in Police Officer wages from FY09-10 reflects the three police officer positions that became vacant during FY10-11, through attrition, and will remain vacant during FY12-13. The forth vacancy occurred in FY08-09 with the resignation of a police captain; that position remains unfilled.
- 42 Overtime costs depend on the number of crimes, court appearances and the training needs of the department. Overtime costs are budgeted at less than 4.5% of sworn-represented staff wages. Concessions made during collective bargaining will reduce the cost of over time for mandated training and excess shift pay in FY12-13. Due to lowered staffing levels the Police Department will be unable to staff a booth at the Iris Festival, Good Vibrations or River Fest events in FY12-13. The Department will continue to provide traffic control during parades and major events on public roadways.
- 44 Overtime for community events includes \$5,000 for the Iris Festival, Good Vibrations, Festival of Lights.
- 46 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 47 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- 48 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- 50 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER**  
**GENERAL FUND**  
**POLICE**

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

- Notes:
- 60 Over \$30,000 was budgeted for meetings, travel & training in FY09/10, but with the significant reduction in revenues this amount dropped over fifty percent (50%) the last two fiscal years to less than \$15,000 for FY11/12. Police meetings, travel & training for FY12/13 will increase to allow for specialized training (K-9, Narcotics, Criminal Investigations, School Resource Officers and Executive level training) that has been eliminated or reduced over the last two fiscal years.
  - 63 Labor attorney costs are for union negotiations including dispute resolution. The KPA contract negotiations occurred in FY11-12, therefore Labor Attorney expenses spike that year. There were also a number of grievances filed and arbitrated in FY11-12.
  - 64 Beginning in FY10-11, all General Fund Administrative Services Charges are tracked in the General Services Expenditure budget.
  - 65 Contracts include Crisis Chaplaincy Services for Emergency Chaplaincy Services which is funded by all Police agencies within Marion County.
  - 66 The Police Department contracts with the City of Salem to provide Crime Data Analysis services to the City of Keizer. Funds appropriated will support one-half of the cost of this position. Should Salem not fund this position in FY12-13, the Department plans to do a reorganization to staff this position.
  - 67 Utility costs are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY11-12.
  - 69 Liability insurance premiums are expected to increase 2% in FY12-13. The balance of the increase is an increase in the ratio of Police Vehicles insured to Public Works vehicles insured.
  - 70 Office Equipment Rental is for a postage machine. Beginning in FY11-12, copier leases are budgeted in the Information Systems - software line item, Administrative Services Budget. FY12-13 costs are expected to remain consistent with FY11-12 costs.

**CITY OF KEIZER**  
**GENERAL FUND**  
**POLICE**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>MATERIALS &amp; SERVICES - CONTINUED</b>									
71	67,876	80,963	80,000	86,000	Gasoline	115,000	115,000	115,000	33.72%
72	-	2,795	-	-	Software	-	-	-	
73	22,372	22,377	32,000	22,600	Maintenance-Vehicles	32,000	32,000	32,000	41.59%
74	2,677	3,843	4,000	800	Maintenance of Equipment	4,000	4,000	4,000	400.00%
75	1,737	148	1,000	700	Community Services Unit	1,500	1,500	1,500	114.29%
76	21,977	19,954	26,000	16,500	Operating Materials	23,000	23,000	23,000	39.39%
77	12,611	4,667	4,000	4,000	Ammo/Weapons	4,000	4,000	4,000	0.00%
78	59,349	63,395	57,100	57,100	Willamette Valley Communication Center	59,100	59,100	59,100	3.50%
79	31,248	32,424	32,300	32,300	Radio & Mobile Systems Support	32,300	32,300	32,300	0.00%
80	9,688	9,729	7,000	7,000	RAIN	7,000	7,000	7,000	0.00%
81	51,980	50,060	48,300	48,300	PRIORS	48,300	48,300	48,300	0.00%
82	17,548	10,694	10,000	7,100	Investigations	10,000	10,000	10,000	40.85%
83	1,592	707	-	-	Crime Prevention	-	-	-	
84	6,050	4,635	-	700	Medical & Pre-Employment Testing	2,000	2,000	2,000	185.71%
85	535	-	-	-	Miscellaneous	-	-	-	
86	\$ 511,607	\$ 459,120	\$ 528,900	\$ 496,400	TOTAL MATERIALS AND SERVICES	\$ 529,200	\$ 529,200	\$ 529,200	6.61%
87									
88	<b>CAPITAL OUTLAY</b>								
89	\$ 4,200	\$ -	\$ -	\$ -	K-9 Dog	\$ -	\$ -	\$ 15,000	
90	\$ 4,200	\$ -	\$ -	\$ -	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 15,000	
91									
92	\$ 5,194,492	\$ 5,182,053	\$ 5,250,400	\$ 5,198,400	TOTAL EXPENDITURES & RESERVES	\$ 5,425,900	\$ 5,428,100	\$ 5,443,100	4.71%

Notes:

- <sup>75</sup> The Community Services Unit costs are for materials used for National Night Out.
- <sup>78</sup> The total Willamette Valley Communications Center (WVCC) bill for FY12-13 is \$452,200 compared to \$453,500 in FY11-12. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. While the overall cost of WVCC is down from FY11-12, the percentage of business calls has increased.
- <sup>82</sup> Due to funding cuts, the Department will expend less effort on criminal investigations beginning in FY11-12.
- <sup>83</sup> Due to funding cuts, the Crime Prevention program has been discontinued.

## REVENUE SHARING FUND

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

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

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

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

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND  
REVENUE SHARING**

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

Notes:

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

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

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND  
REVENUE SHARING**

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

- Notes:
- <sup>19</sup> The City anticipates the need for 4 new Protective Vests. A federal grant is anticipated to pay 50% of the costs.
- <sup>20</sup> The License Plate Reader system is a patrol-car based license plate recognition system that improves officer safety and effectiveness. The system continuously scans the surrounding area for license plates. Images can be converted into a text file that is instantly checked against onboard databases (LEDS/NCIC, DMV, etc.) for stolen vehicles, wanted felons, drug enforcement, suspended driver's, uninsured vehicles, AMBER alerts, etc. In the event of a "hit", an audible and visual alert notifies the officer who is able to take appropriate police action within seconds. Civil forfeiture funds transferred from the General Fund will be used to purchase this equipment.
- <sup>21</sup> A listing of Motorcycle & Equipment Leases is on the narrative preceding the Revenue Sharing budget.
- <sup>22</sup> A listing of Vehicle leases is on the narrative preceding the Revenue Sharing budget.
- <sup>23</sup> The City can save money by purchasing vehicles versus leasing them as long as funds are available. The City has sufficient reserves for interfund borrowing if needed. Vehicle financing will be analyzed each year to determine the best funding mechanism. The City will continue to pay on existing vehicle leases initiated in prior years.

## **PUBLIC EDUCATION GOVERNMENT FUND**

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

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**PUBLIC EDUCATION GOVERNMENT FUND**

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

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

## **9-1-1 COMMUNICATIONS FUND**

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

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

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**9-1-1 COMMUNICATIONS FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b><u>RESOURCES</u></b>									
1	\$ -	\$ 36	\$ 1,700	\$ 6,100	<i>Capital Carryforward</i>	\$ -	\$ -	\$ -	-100.00%
2									
3					<b><i>INTERGOVERNMENTAL</i></b>				
4	182,665	182,517	184,700	176,900	9-1-1 Excise Tax	46,400	46,400	46,400	-73.77%
5									
6					<b><i>TRANSFERS IN</i></b>				
7	250,900	269,900	287,500	284,500	Transfer from General Fund	286,700	286,700	286,700	0.77%
8									
9	<u>433,565</u>	<u>452,453</u>	<u>473,900</u>	<u>467,500</u>	<b>TOTAL RESOURCES</b>	<u>333,100</u>	<u>333,100</u>	<u>333,100</u>	<u>-28.75%</u>

Notes:

- <sup>4</sup> The Oregon Military Department notified the City that after its 1st quarter receipt 9-1-1 Excise Tax revenues will be remitted directly to Willamette Valley Communications Center on our behalf. There is no net fiscal impact to this change in process. Based on current wireless and landline trends, Oregon Emergency Management projects that the 9-1-1 tax revenue distributions to cities and counties should drop slightly and then remain constant for the next few fiscal years. The statutory authorization for the 9-1-1 tax was renewed during the 2007 Legislature, and is now scheduled to sunset 12/31/14. (2/2012 issue of League of Oregon Cities, Local Focus.)
- <sup>7</sup> A transfer from the General Fund is needed because 9-1-1 expenditures exceed revenues. The total Willamette Valley Communication Center bill for FY11-12 is \$453,500 compared to \$436,600 in FY10-11. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget.

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**9-1-1 COMMUNICATIONS FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
10	<b><u>REQUIREMENTS</u></b>								
11	<b><i>MATERIALS &amp; SERVICES</i></b>								
12	<b><i>FUND BALANCE</i></b>								
13	\$ -	\$ 216	\$ 200	\$ -	Administrative Service Charges	\$ -	\$ -	\$ -	
14	360,901	373,064	396,400	396,400	Emergency 9-1-1 and Dispatch Calls	314,200	314,200	314,200	-20.74%
15	72,628	73,080	77,300	71,100	9-1-1 Agency Distributions	18,900	18,900	18,900	-73.42%
16	433,529	446,360	473,900	467,500	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>333,100</b>	<b>333,100</b>	<b>333,100</b>	<b>-28.75%</b>
17									
18	<b><i>FUND BALANCE</i></b>								
19	36	6,093	-	-	Restricted Fund Balance	-	-	-	
20									
21	<b>433,565</b>	<b>452,453</b>	<b>473,900</b>	<b>467,500</b>	<b>TOTAL REQUIREMENTS</b>	<b>333,100</b>	<b>333,100</b>	<b>333,100</b>	<b>-28.75%</b>

Notes:

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

<sup>15</sup> Of the estimated revenue to be received in 9-1-1 Excise Tax Revenues, 36.1% is to be remitted to the Keizer Rural Fire Protection District and 4.5% is to be remitted to the Marion County Fire District #1 using a formula agreed to by the two Fire Districts and the City through an interagency agreement.

## **LAW ENFORCEMENT GRANT FUND**

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**LAW ENFORCEMENT GRANT FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>RESOURCES</b>									
1	\$ -	\$ (153)	\$ -	\$ 1,000	<i>Capital Carryforward</i>	\$ -	\$ -	\$ -	-100.00%
2									
3					<b>INTERGOVERNMENTAL</b>				
4	49,020	49,680	100,000	55,600	Police Grants	75,000	75,000	75,000	34.89%
5									
6	<b>\$ 49,020</b>	<b>\$ 49,527</b>	<b>\$ 100,000</b>	<b>\$ 56,600</b>	<b>TOTAL RESOURCES</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>32.51%</b>
7									
8					<b>REQUIREMENTS</b>				
9									
10					<b>MATERIALS &amp; SERVICES</b>				
11	\$ 914	\$ -	\$ 15,000	\$ -	Operating Materials	\$ 10,000	\$ 10,000	\$ 10,000	
12									
13					<b>CAPITAL OUTLAY</b>				
14	48,259	48,526	85,000	56,600	Police Equipment	65,000	65,000	65,000	14.84%
15									
16					<b>FUND BALANCE</b>				
17	(153)	1,001	-	-	Fund Balance	-	-	-	
18									
19	<b>\$ 49,020</b>	<b>\$ 49,527</b>	<b>\$ 100,000</b>	<b>\$ 56,600</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>32.51%</b>

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

## **HOUSING SERVICES FUND**

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

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



## **ENERGY EFFICIENCY REVOLVING LOAN FUND**

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

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

**CITY OF KEIZER**  
**SPECIAL REVENUE FUND**

**RESIDENTIAL ENERGY EFFICIENCY REVOLVING LOANS**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b><u>RESOURCES</u></b>									
1	\$ -	\$ -	\$ 139,100	\$ 139,100	<i>Capital Carryforward</i>	\$ 100,500	\$ 100,500	\$ 100,500	-27.75%
2									
3	<b><i>INTERGOVERNMENTAL</i></b>								
4	-	138,500	-	-	Grant Funds	-	-	-	
5									
6	<b><i>MISCELLANEOUS</i></b>								
7	-	-	-	-	Loan Proceeds	-	-	-	
8	-	608	600	500	Interest Revenue	100	100	100	-80.00%
9	\$ -	\$ 608	\$ 600	\$ 500	<b>TOTAL MISCELLANEOUS</b>	\$ 100	\$ 100	\$ 100	-80.00%
10									
11	\$ -	\$ 139,108	\$ 139,700	\$ 139,600	<b>TOTAL RESOURCES</b>	\$ 100,600	\$ 100,600	\$ 100,600	-27.94%
12									
13	<b><u>REQUIREMENTS</u></b>								
14									
15	<b><i>MATERIALS &amp; SERVICES</i></b>								
16	\$ -	\$ -	\$ 1,000	\$ 1,000	Materials and Supplies	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
17	-	-	4,600	4,600	Administrative Fee	6,900	6,900	6,900	50.00%
18	-	-	134,100	33,500	Energy Efficiency Loans	92,700	92,700	92,700	176.72%
19	\$ -	\$ -	\$ 139,700	\$ 39,100	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$ 100,600	\$ 100,600	\$ 100,600	157.29%
20									
21	<b><i>FUND BALANCE</i></b>								
22	-	139,108	-	100,500	Fund Balance	-	-	-	-100.00%
23	\$ -	\$ 139,108	\$ -	\$ 100,500	<b>TOTAL FUND BALANCE</b>	\$ -	\$ -	\$ -	-100.00%
24									
25	\$ -	\$ 139,108	\$ 139,700	\$ 139,600	<b>TOTAL REQUIREMENTS</b>	\$ 100,600	\$ 100,600	\$ 100,600	-27.94%

- Notes:
- <sup>4</sup> This is a new federal grant program to provide low-income homes with funds to make energy efficiency improvements.
  - <sup>7</sup> The City Council adopted policies for the Energy Efficiency program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.
  - <sup>16</sup> Materials & Supplies are for outreach, brochures, etc to inform potential recipients of the program.
  - <sup>17</sup> The City contracts with Mid-Willamette Valley Council of Governments for administration of this program.
  - <sup>18</sup> The City has received over 30 applications for Housing and Energy Grant loans. Loans will combine Energy Conservation improvements with Housing Rehabilitation improvements for an average \$15,000 per loan (\$20,000 is the maximum loan amount). Community Development staff anticipate loaning all available funds for this program by December 31, 2012.

# **PARK IMPROVEMENT FUND**

## **Fiscal Year 2012/2013**

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

### **Improvements Completed**

#### **Keizer Rapids Park**

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

### **Proposed Improvements**

#### **Keizer Rapids Park**

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

#### **Willamette Manor Park**

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

**CITY OF KEIZER  
CAPITAL PROJECTS FUND**

**PARK IMPROVEMENT FUND**

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

<sup>5</sup> FY12-13 revenues are based on SDCs for 10 new single-family dwelling units.

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

**CITY OF KEIZER  
CAPITAL PROJECTS FUND**

**PARK IMPROVEMENT FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTE D 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
12	<b>REQUIREMENTS</b>								
13									
14	<b>MATERIALS &amp; SERVICES</b>								
15	\$ 4,092	\$ -	\$ -	\$ -	Contractual Services	\$ -	\$ -	\$ -	-
16	\$ 4,092	\$ -	\$ -	\$ -	TOTAL MATERIALS & SERVICES	\$ -	\$ -	\$ -	-
17									
18	<b>CAPITAL OUTLAY</b>								
19	\$ 11,736	\$ -	\$ 1,000,000	\$ 20,000	Grant Expenditures	\$ 980,000	\$ 980,000	\$ 980,000	4800.00%
20	75,157	65,410	-	-	Land Acquisition	-	-	-	-
21	84,344	37,840	14,200	14,200	Improvements	70,000	70,000	70,000	392.96%
22	-	-	300,300	-	Unanticipated Expenses	281,400	281,400	281,400	-
23	\$ 171,237	\$ 103,250	\$ 1,314,500	\$ 34,200	TOTAL CAPITAL OUTLAY	\$ 1,331,400	\$ 1,331,400	\$ 1,331,400	3792.98%
24									
25	<b>FUND BALANCE</b>								
26									
27	669,186	590,689	-	1,313,300	Fund Balance	-	-	-	-100.00%
28									
29	\$ 844,515	\$ 693,939	\$ 1,314,500	\$ 1,347,500	TOTAL REQUIREMENTS	\$ 1,331,400	\$ 1,331,400	\$ 1,331,400	-1.19%

Notes:

<sup>19</sup> Grant expenditures are for the boating facility at Keizer Rapids Park.

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

## **TRANSPORTATION IMPROVEMENT FUND**

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

### **Staff recommendations for expenditures in fiscal year 2012/2013 are as follows:**

- Begin Engineering Design for the improvements to the I-5/Chemawa Southbound on-ramp. ODOT is currently taking the lead planning and designing improvements. Estimated cost includes permits and project management
- Begin construction of the on-ramp widening late spring 2013

**CITY OF KEIZER  
CAPITAL PROJECTS FUND**

**Transportation Improvement Fund**

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

Notes:

- <sup>4</sup> In FY12-13 System Development Fees are based on 10 Single Family dwelling units.
- <sup>7</sup> City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.
- <sup>8</sup> The transfer from the Community Center Fund in FY10-11 is repayment in full, plus interest, for an interfund loan made in FY08-09.

**CITY OF KEIZER  
CAPITAL PROJECTS FUND**

**Transportation Improvement Fund**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>REQUIREMENTS</b>									
<b>CAPITAL OUTLAY</b>									
19	\$ -	\$ -	\$ 440,000	\$ -	Improvements	\$ 440,000	\$ 440,000	\$ 440,000	
20	-	-	1,027,700	-	Unanticipated Expenses	1,000,000	1,000,000	1,000,000	
21	\$ -	\$ -	\$ 1,467,700	\$ -	TOTAL CAPITAL OUTLAY	\$ 1,440,000	\$ 1,440,000	\$ 1,440,000	
<b>TRANSFERS OUT</b>									
24	\$ -	\$ -	\$ 72,300	\$ -	Interfund loan to General Fund	\$ -	\$ -	\$ -	
25	\$ -	\$ -	\$ 72,300	\$ -	TOTAL TRANSFERS OUT	\$ -	\$ -	\$ -	
<b>FUND BALANCE</b>									
28	1,674,060	1,820,508	389,100	1,891,500	Fund Balance	469,700	469,700	469,700	-75.17%
30	\$ 1,674,060	\$ 1,820,508	\$ 1,929,100	\$ 1,891,500	TOTAL REQUIREMENTS	\$ 1,909,700	\$ 1,909,700	\$ 1,909,700	0.96%

Notes:

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

## **OFF-SITE TRANSPORTATION IMPROVEMENT FUND**

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**OFF-SITE TRANSPORTATION SYSTEM IMPROVEMENTS**

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

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

**REQUIREMENTS**

13	<i><b>CAPITAL OUTLAY</b></i>								
14	-	-	52,100	-	Off-Site Transportation Improvements	52,600	52,600	52,600	
15	\$ -	\$ -	\$ 52,100	\$ -	TOTAL CAPITAL OUTLAY	\$ 52,600	\$ 52,600	\$ 52,600	
16									
17	<i><b>FUND BALANCE</b></i>								
18									
19	-	52,418	-	52,500	Fund Balance	-	-	-	-100.00%
20									
21	\$ -	\$ 52,418	\$ 52,100	\$ 52,500	<b>TOTAL REQUIREMENTS</b>	\$ 52,600	\$ 52,600	\$ 52,600	0.19%

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

# **STREET FUND**

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

## **Street Fund Capital Improvement Expenditures**

### **2011-2012**

- Phase I planning and design of shoulder widening along Delight Street from Chemawa to Cummings.
- Begin Planning and Preliminary Design on the Chemawa/Verda Roundabout and Lockhaven/14<sup>th</sup> signal.
- Construct area B access and drainage improvements as identified in property sales agreement.
- Resurface various streets as indicated from the Pavement Condition Index (PCI).
- ODOT to continue the Chemawa Road Improvement Project using awarded Federal Grants and local matching funds.

- Complete the Hornet Court and Sieberg Ave Local Improvement Districts (LID) as designed per Council approval.
- Complete installations of the School Zone Flasher systems and Signal interconnect along Lockhaven Dr.
- Install additional Streetlights along Lockhaven NE and Dearborn N.
- Completed citywide ADA sidewalk upgrades inside the Lockhaven/Verda/Chemawa triangle NE.
- Completed the Lockhaven Signal Interconnect from River Road to 14<sup>th</sup> Ave.

## **Street Fund Capital Improvement Expenditures**

### **2012-2013**

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND  
STREET FUND**

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

Notes:

- <sup>15</sup> FY11-12 ODOT grant for engineering services for the Chemawa N project. FY12-13 anticipate grant for refinement of the Rain Gardens for Chemawa N.
- <sup>16</sup> Fuel Tax revenues increase January 2011 due to the six-cent increase in state gas tax, increases in vehicle title and registration fees, & weight-mile fees paid by truckers. FY12-13 estimates are based on FY11-12 projections plus a 1.5% increase as projected by the League of Oregon Cities (February 2012 Local Focus).
- <sup>23</sup> City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.
- <sup>25</sup> Miscellaneous Revenues are one-time revenues that are not characterized by line-item descriptions. The FY11-12 revenue was primarily from a performance bond payment for the Avalon Meadows development.

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**STREET FUND**

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

- Notes:
- <sup>29</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
  - <sup>29</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
  - <sup>37</sup> The City anticipates \$1,600 in overtime will be spent on the Festival of Lights parade and \$500 on the Iris Festival parade.
  - <sup>40</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
  - <sup>41</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
  - <sup>42</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
  - <sup>43</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**STREET FUND**

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

Notes:

45 Materials & Services related to general administration are budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees. The increase from FY10-11 to FY11-12 primarily reflects a reallocation of staff from Urban Renewal to the other operating funds net of the elimination of the Assistant to the City Manager position.

(1)	\$ 11,200	\$ 10,200			City-Wide Administration	\$ 20,100	\$ 20,100	\$ 20,100	97.06%
(2)	15,800	15,800			City Manager	15,100	15,100	15,100	-4.43%
(3)	11,900	11,600			Information Systems	11,900	11,900	11,900	2.59%
(4)	20,300	20,400			Attorney's Office	16,600	16,600	16,600	-18.63%
(5)	15,600	15,600			City Recorder	14,900	14,900	14,900	-4.49%
(6)	9,300	9,300			Human Resources	9,600	9,600	9,600	3.23%
(7)	34,500	34,600			Finance	33,600	33,600	33,600	-2.89%
(8)	9,800	9,800			Facility Maintenance	13,100	13,100	13,100	33.67%
	<u>\$ 128,400</u>	<u>\$ 127,300</u>			<u>Administrative Services Charges</u>	<u>\$ 134,900</u>	<u>\$ 134,900</u>	<u>\$ 134,900</u>	<u>5.97%</u>

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

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

53 Contractual services includes right of way maintenance.

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

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**STREET FUND**

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

Notes:

<sup>59</sup> Liability insurance costs for the City's facilities are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY09-10. Beginning with FY09-10, liability insurance includes the Street Fund's share of auto insurance premiums.

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

<sup>65</sup> Includes higher costs for routine stop bar and school zone crossing striping.

<sup>66</sup> Anticipate a 3% increase in power costs.

**CITY OF KEIZER  
SPECIAL REVENUE FUND**

**STREET FUND**

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

Notes:

- 74 Street Fund's share of new backhoe purchase which costs \$110,000.
- 75 No Bike Path and Lane funding is planned for FY12-13 as funds are needed for completion of the Chemawa Improvements project.
- 76 Construction of Chemawa Road N, Phase 2 match for Verda roundabout and 10.27% match for Wheatland Improvement Design. \$600,000 of Property Sales proceeds in Area B are used to fund this project.
- 79 Annual cost of pavement preservation projects including shoulder widening of Sunset Avenue.
- 80 Upgrade computer controllers for River Road signals from Lockhaven to Glynbrook preparing for flashing yellow left turn signal head and future fiber optics communication cable, cost \$35,900. Optional Pedestrian button and count down timer improvements at two intersections along River Road, cost \$20,000.
- 81 FY12-13 Equipment includes funding for Emergency Operations Center Equipment
- 82 Property sales proceeds are used to fund this costs.
- 85 The Arterial/Collector Street Light Improvements project has been postponed until FY13-14

**CITY OF KEIZER  
SPECIAL REVENUE FUND  
STREET FUND**

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

Notes:

- 89 The City has a 10-year bond outstanding and pays principal annually and interest semi-annually with a maturity date of 10/1/2015.
- 92 The transfer to the Storm Utility Fund is for the Street Fund's share of Storm Water Maintenance and Improvements.
- 95 Contingency is 5% of expenditures except debt service and transfers out.
- 98 The reserve includes proceeds from the sale of Area B, less sales costs. A portion of the Chemawa Road North project costs and Street Fund share of costs for Area B development are allocated in FY12-13. Balance will be held in a reserve until use of funds is identified.

## **KEIZER ROTARY AMPHITHEATER At Keizer Rapids Park**

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

**CITY OF KEIZER  
ENTERPRISE FUND**

**KEIZER ROTARY AMPHITHEATER**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

<b>RESOURCES</b>										
1										
2										
3	\$ 325	\$ 4,067	\$ 4,700	\$ 5,700	<i>CAPITAL CARRYFORWARD</i>	\$ 5,500	\$ 5,500	\$ 5,500		-3.51%
4										
5					<i>CHARGES FOR SERVICES</i>					
6	5,380	2,531	1,800	1,800	Rental Fees	1,800	1,800	1,800		0.00%
7	\$ 5,380	\$ 2,531	\$ 1,800	\$ 1,800	TOTAL CHARGES FOR SERVICES	\$ 1,800	\$ 1,800	\$ 1,800		0.00%
8										
9					<i>MISCELLANEOUS</i>					
10	-	-	-	-	Donations	-	-	-		
11	20	23	-	-	Interest	-	-	-		
12	\$ 20	\$ 23	\$ -	\$ -	TOTAL MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -		
13										
14	\$ 5,725	\$ 6,621	\$ 6,500	\$ 7,500	TOTAL RESOURCES	\$ 7,300	\$ 7,300	\$ 7,300		-2.67%
15										
16					<b>REQUIREMENTS</b>					
17										
18					<i>MATERIALS &amp; SERVICES</i>					
19	1,658	950	3,000	1,000	Operating Materials & Supplies	2,000	2,000	2,000		100.00%
20	\$ 1,658	\$ 950	\$ 3,000	\$ 1,000	TOTAL MATERIALS & SERVICES	\$ 2,000	\$ 2,000	\$ 2,000		100.00%
21										
22					<i>CAPITAL OUTLAY</i>					
23	-	-	3,500	1,000	Improvements	5,300	5,300	5,300		430.00%
24	\$ -	\$ -	\$ 3,500	\$ 1,000	TOTAL CAPITAL OUTLAY	\$ 5,300	\$ 5,300	\$ 5,300		430.00%
25										
26					<i>FUND BALANCE</i>					
27	4,067	5,671	-	5,500	Fund Balance	-	-	-		-100.00%
28										
29	\$ 5,725	\$ 6,621	\$ 6,500	\$ 7,500	TOTAL REQUIREMENTS	\$ 7,300	\$ 7,300	\$ 7,300		-2.67%

Notes:

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

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

## **KEIZER STATION LOCAL IMPROVEMENT FUND**

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

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

**CITY OF KEIZER  
DEBT SERVICE FUND**

**KEIZER STATION LOCAL IMPROVEMENT DISTRICT**

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

- Notes:
- <sup>6</sup> Twenty-four commercial property owners owe assessments on the Keizer Station property development. Five property owners are in default on these assessments. The City is actively pursuing foreclosure on the delinquent properties and expects to own them in FY12-13. Once the City takes ownership it can use urban renewal funds to make the LID assessment payments and in turn use the assessment payments to pay down its debt on the Keizer Station project.
  - <sup>9</sup> Funds are held at the Oregon State Treasury & currently earning 0.5%. The increase in interest earnings reflects earnings on Assessment Payments on Delinquent Properties. These earnings will be used to pay on the City's outstanding debt.

**CITY OF KEIZER  
DEBT SERVICE FUND**

**KEIZER STATION LOCAL IMPROVEMENT DISTRICT**

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

Notes:

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

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

# UTILITY BILLING DIVISION

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

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

## Accomplishments

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

## Future Goals

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

# STORMWATER FUND

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

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

## **Projects Completed in FY11-12**

- Erosion Control program completed. Fee Schedule and Ordinance adopted
- Stormwater Management Plan revised and new NPDES permit application filed
- Awarded a \$890 grant from the Oregon Department of Fish and Wildlife for riparian restoration work

- Awarded a \$800 grant from the Marion Soil and Water Conservation District for educational supplies for Keizer schools
- Completed annual outfall inspection including dry weather sampling for illicit discharges
- TV work for UICs continues. Repairs identified and prioritized
- Decommissioning Arleta UIC in order to avoid state non-compliance issues
- Catchbasin cleaning and UIC pipe cleaning continues
- Global Positioning System (GPS) system purchased through a grant. Asset inventory and location documentation in progress

## **Division Goals for FY12-13**

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

**CITY OF KEIZER  
ENTERPRISE FUND**

**STORM WATER FUND**

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

Notes:

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

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

**CITY OF KEIZER  
ENTERPRISE FUND**

**STORM WATER FUND**

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

Notes:

- <sup>20</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>20</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>26</sup> As the Storm Water Program grows, more administrative staff is needed to answer customer questions and manage the Storm Water aspects of Utility Billing.
- <sup>27</sup> Two full time employees were added in FY10-11 to complete required compliance regulations of the NPDES PH II to meet the Federal Clean Water Act by Oct 2011. During FY11-12 the Temporary position was replaced with a permanent full-time Environmental Program position to perform the same work.
- <sup>28</sup> During FY11-12 the Temporary position was replaced with a permanent full-time Environmental Program position to perform the same work.
- <sup>32</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>33</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>34</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>35</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
ENTERPRISE FUND**

**STORM WATER FUND**

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

Notes:

<sup>38</sup> 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)		\$ 22,700	\$ 20,600	City-Wide Administration	\$ 11,400	\$ 11,400	\$ 11,400	-44.66%
(2)		3,500	3,500	City Manager	3,400	3,400	3,400	-2.86%
(3)		20,900	20,400	Information Systems	35,900	35,900	35,900	75.98%
(4)		4,400	4,400	Attorney's Office	3,700	3,700	3,700	-15.91%
(5)		3,400	3,400	City Recorder	3,300	3,300	3,300	-2.94%
(6)		18,700	18,700	Human Resources	22,900	22,900	22,900	22.46%
(7)		26,800	26,900	Finance	25,800	25,800	25,800	-4.09%
(8)		19,900	19,900	Facility Maintenance	31,200	31,200	31,200	56.78%
		\$ 120,300	\$ 117,800	Administrative Services Charges	\$ 137,600	\$ 137,600	\$ 137,600	16.81%

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

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

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

<sup>46</sup> Administrative Service Charges are for City Administration; allocations are based on full-time equivalents. The Storm Water fund allocation increased to account for the two new technician positions.

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

<sup>48</sup> Engineering services include costs to decommission or verify rule authorization of UICs.

<sup>53</sup> Liability insurance includes the Storm Fund's share of auto insurance premiums.

**CITY OF KEIZER  
ENTERPRISE FUND**

**STORM WATER FUND**

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

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

**CITY OF KEIZER  
ENTERPRISE FUND  
SEWER FUND**

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

- Notes:
- <sup>4</sup> The City of Keizer is a part of a regional sewer system managed by the City of Salem. Salem sets the sewer rates for the regional system. Keizer appoints Council and Staff liaisons to attend the Regional Task Force meetings. Salem plans to set upcoming sewer rates in November 2012. Keizer has been advised that the City of Turner is being considered for a 3%-5% rate adjustment for 2013. Keizer rate information is unavailable at this time. Salem has agreed to phase out the 7.5% surcharge on the City of Keizer's rates at 1.5% in 2009 and 1% thereafter; phase out will be completed by 2015. FY12-13 rates are based on a net 4% rate increase effective January 2013. Sewer charges are based on water usage; usage has declined since the economic downturn in 2008.
- <sup>5</sup> Projections are based on approximately 10,000 sewer customers billed bi-monthly. In FY11-12 the Administrative Fee was \$4.90 per bill. Beginning January 2012 the City proposes to reduce the fee to \$3.90 per bill to bring operating capital in line with the amount needed.
- <sup>9</sup> Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. Historically, the fund has received at least \$5,000 annually in miscellaneous revenue.
- <sup>10</sup> City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

**CITY OF KEIZER  
ENTERPRISE FUND**

**SEWER FUND**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12	RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	------------------------	---------------------	--------------------	-----------------------------------

								<b>REQUIREMENTS</b>					
								<b>PERSONNEL SERVICES</b>					
16													
17													
18													
19	\$ 3,237	\$ 3,238	\$ 3,300	\$ 2,500	Public Works Director	\$ 4,600	\$ 4,600	\$ 4,600		84.00%			
20	4,227	4,228	4,300	4,300	Public Works Superintendent	4,400	4,400	4,400		2.33%			
21	84,651	93,126	83,800	83,800	Administrative Support	84,700	84,700	84,700		1.07%			
22	37	19	-	-	Overtime	-	-	-					
23	1,414	1,544	1,500	1,500	Medicare	1,500	1,500	1,500		0.00%			
24	-	-	-	-	Cell Phone Stipend	100	100	100					
25	13,613	12,693	13,900	13,900	Retirement	14,400	14,400	14,400		3.60%			
26	24,162	30,370	29,400	29,400	Insurance Benefits	31,900	31,900	31,900		8.50%			
27	174	255	100	100	Workers Compensation	300	300	300		200.00%			
28	<b>\$ 131,515</b>	<b>\$ 145,473</b>	<b>\$ 136,300</b>	<b>\$ 135,500</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 141,900</b>	<b>\$ 141,900</b>	<b>\$ 141,900</b>		<b>4.72%</b>			

Notes:

- <sup>18</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>18</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>23</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>25</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>26</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>27</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
ENTERPRISE FUND  
SEWER FUND**

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

Notes:

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

<sup>33</sup> Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees. The decrease from FY10-11 to FY11-12 is reflective of the change in allocation for the City Manager and Finance staff to reflect the shift in workload to General Service related projects net the elimination of the Assistant to the City Manager position.

(1)	\$ 8,400	\$ 7,600	City-Wide Administration	\$ 7,200	\$ 7,200	\$ 7,200	-5.26%
(2)	3,500	3,500	City Manager	4,200	4,200	4,200	20.00%
(3)	12,700	12,400	Information Systems	22,200	22,200	22,200	79.03%
(4)	3,900	3,900	Attorney's Office	4,600	4,600	4,600	17.95%
(5)	3,000	3,000	City Recorder	4,100	4,100	4,100	36.67%
(6)	7,000	7,000	Human Resources	7,500	7,500	7,500	7.14%
(7)	43,400	43,500	Finance	48,300	48,300	48,300	11.03%
(8)	7,400	7,400	Facility Maintenance	10,200	10,200	10,200	37.84%
	<u>\$ 89,300</u>	<u>\$ 88,300</u>	<b>Administrative Services Charges</b>	<u>\$ 108,300</u>	<u>\$ 108,300</u>	<u>\$ 108,300</u>	<u>22.65%</u>

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

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

## **SANITARY SEWER RESERVE FUND**

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

**CITY OF KEIZER  
CAPITAL PROJECTS FUND  
SEWER RESERVE FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>RESOURCES</b>									
1									
2									
3	\$ 955,330	\$ 309,417	\$ 259,700	\$ 54,400	<i>Capital Carryforward</i>	\$ 26,500	\$ 26,500	\$ 26,500	-51.29%
4									
5					<i>INTERGOVERNMENTAL</i>				
6	122,713	-	50,000	50,000	City of Salem Reimbursement	-	-	-	-100.00%
7									
8					<i>CHARGES FOR SERVICES</i>				
9	1,130	4,035	3,600	14,000	Sewer System Development Fee	3,600	3,600	3,600	-74.29%
10									
11					<i>MISCELLANEOUS</i>				
12	3,623	1,295	1,400	100	Interest	100	100	100	0.00%
13									
14									
15	<u>\$ 1,082,796</u>	<u>\$ 314,747</u>	<u>\$ 314,700</u>	<u>\$ 118,500</u>	<b>TOTAL RESOURCES</b>	<u>\$ 30,200</u>	<u>\$ 30,200</u>	<u>\$ 30,200</u>	-74.51%
16									
17					<b>REQUIREMENTS</b>				
18									
19					<i>CAPITAL OUTLAY</i>				
20	\$ -	\$ -	\$ -	\$ -	Engineering	\$ -	\$ -	\$ -	
21	764,161	260,350	304,000	92,000	Sewer Line Extensions	3,000	3,000	3,000	-96.74%
22	-	-	10,700	-	Unanticipated Expenses	27,200	27,200	27,200	
23	<u>\$ 764,161</u>	<u>\$ 260,350</u>	<u>\$ 314,700</u>	<u>\$ 92,000</u>	<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ 30,200</u>	<u>\$ 30,200</u>	<u>\$ 30,200</u>	-67.17%
24									
25	\$ 9,218	\$ -	\$ -	\$ -	Transfer to Sewer Fund	\$ -	\$ -	\$ -	
26									
27					<i>FUND BALANCE</i>				
28	\$ 309,417	\$ 54,397	\$ -	\$ 26,500	Fund Balances	\$ -	\$ -	\$ -	-100.00%
29									
30	<u>\$ 1,082,796</u>	<u>\$ 314,747</u>	<u>\$ 314,700</u>	<u>\$ 118,500</u>	<b>TOTAL REQUIREMENTS</b>	<u>\$ 30,200</u>	<u>\$ 30,200</u>	<u>\$ 30,200</u>	-74.51%

Notes:

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

## **WATER FUND**

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

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

### **Accomplishments**

- Continued updating distribution system to ensure adequate volume and pressure delivery to residents

- Performed comprehensive maintenance service to all auxiliary engines and generators
- Completed a city-wide maintenance program for all fire hydrants
- Replaced failed pumps at Delta and Reitz Pump Stations

### **Future Goals**

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

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

**CITY OF KEIZER**  
**ENTERPRISE FUND**  
**WATER FUND**

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

Notes:

- <sup>9</sup> Diesel Fuel Sales is for fuel sold to the Keizer Fire District.
- <sup>14</sup> The City anticipates a 2% water rate increase effective January 2013. Due to cooler than average summer weather and consumer conservation, water consumption, thus water sales are below FY09-10 revenues.
- <sup>18</sup> City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.
- <sup>19</sup> Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. Miscellaneous revenue in FY09-10 includes water sales to City of Salem and FY10-11 includes reimbursement from the City of Salem for Waterline replacement at Dearborn.

**CITY OF KEIZER**  
**ENTERPRISE FUND**  
**WATER FUND**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**REQUIREMENTS**

*PERSONNEL SERVICES*

27										
28	\$ 29,134	\$ 29,141	\$ 29,100	\$ 24,300	Public Works Director	\$ 24,700	\$ 24,700	\$ 24,700	1.65%	
29	33,818	33,826	33,700	33,700	Public Works Superintendent	34,700	34,700	34,700	2.97%	
30	484,251	504,996	509,600	490,500	Municipal Utility Workers	524,500	526,700	524,500	6.93%	
31	2,265	2,266	2,300	2,300	Community Development Staff	1,900	1,900	1,900	-17.39%	
32	94,138	103,062	85,100	85,100	Administrative Support	84,900	84,900	84,900	-0.24%	
33	-	6,072	-	-	Seasonal Help	-	-	-		
34	23,390	20,236	28,700	27,400	Overtime	29,200	29,200	29,200	6.57%	
35	15,064	9,776	10,400	10,400	Duty Pay	10,400	10,400	10,400	0.00%	
36	20	4,260	4,300	4,300	Cell Phone/Clothing Allowance	6,500	4,300	6,500	51.16%	
37	10,505	11,331	10,500	10,200	Medicare	10,400	10,400	10,400	1.96%	
38	100,819	89,227	109,800	106,300	Retirement	108,500	108,500	108,500	2.07%	
39	154,009	180,686	193,200	183,400	Insurance Benefits	219,000	219,000	219,000	19.41%	
40	434	2,172	3,000	16,200	Unemployment	16,200	16,200	16,200	0.00%	
41	9,827	6,222	8,500	8,200	Workers Compensation	8,200	8,200	8,200	0.00%	
42	\$ 957,674	\$ 1,003,273	\$ 1,028,200	\$ 1,002,300	TOTAL PERSONNEL SERVICES	\$ 1,079,100	\$ 1,079,100	\$ 1,079,100	7.66%	

Notes:

- <sup>27</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>27</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>33</sup> A seasonal position was added on FY09-10 to accomplish fire hydrant maintenance previously done by the Keizer Fire District.
- <sup>37</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>39</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>41</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER**  
**ENTERPRISE FUND**  
**WATER FUND**

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

Notes:

- 50 Meetings, Travel & Training includes Public Works certifications, renewals, water association conferences & dues, and Red Cross training. Funding has been added back for one class each for the Utility Billing staff and the annual Springbrook User Group Conference, the City's utility billing software vendor. With the exception of the Utility Billing Technician, staff have not attended training since FY08-09. In FY12-13 the City will be converting to upgraded software and it will be critical for staff to have exposure to the new software.
- 52 Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012 therefore, costs for negotiations are anticipated in FY11-12.
- 53 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees. The decrease from FY10-11 to FY11-12 is reflective of the change in allocation for the City Manager and Finance staff to reflect the shift in workload to General Service related projects net the elimination of the Assistant to the City Manager position.

(1)	\$ 45,000	\$ 40,800	City-Wide Administration	\$ 21,400	\$ 21,400	\$ 21,400	-47.55%
(2)	8,800	8,800	City Manager	7,200	7,200	7,200	-18.18%
(3)	43,100	42,000	Information Systems	51,900	51,900	51,900	23.57%
(4)	10,300	10,300	Attorney's Office	8,000	8,000	8,000	-22.33%
(5)	7,900	7,900	City Recorder	7,100	7,100	7,100	-10.13%
(6)	37,100	37,200	Human Resources	39,900	39,900	39,900	7.26%
(7)	44,500	44,700	Finance	39,900	39,900	39,900	-10.74%
(8)	39,500	39,500	Facility Maintenance	54,300	54,300	54,300	37.47%
	100	-	Rounding	-	-	-	
	<u>\$ 236,300</u>	<u>\$ 231,200</u>	<u>Administrative Service Charges</u>	<u>\$ 229,700</u>	<u>\$ 229,700</u>	<u>\$ 229,700</u>	<u>-0.65%</u>

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

**CITY OF KEIZER**  
**ENTERPRISE FUND**  
**WATER FUND**

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

Notes:

- <sup>59</sup> FY12-13 costs assume a 3% increase in electricity rates.
- <sup>63</sup> Liability insurance is for the Water Fund's share of auto insurance premiums.
- <sup>79</sup> Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions. The FY11-12 and FY12-13 costs are for property tax payment reimbursements to the Tribes for the Water Tower property.

**CITY OF KEIZER**  
**ENTERPRISE FUND**  
**WATER FUND**

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

Notes:

- 84 Water Fund's share of new backhoe purchase which costs \$110,000.
- 90 The City has a 15-year bond outstanding and pays principal annually and interest semi-annually with a maturity date of 9/1/2020.
- 92 The Cost of Service Analysis recommends Contingency equal to 5% of expenditures excluding debt service. Contingency covers unanticipated expenses such as Workers' Compensation claims under the City's Retro Insurance plan.
- 99 The Fund Balance provides for a 60-day cash supply as provided for in the Cost of Service Analysis adopted by the City Council.

## **WATER FACILITY REPLACEMENT RESERVE**

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

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

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

### **Projects Completed Fiscal Year 2011/2012**

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

### **Water Facility Fund Capital Improvements Fiscal Year 2012/2013**

- Construct New Pump Station on Lacey Court

**CITY OF KEIZER  
CAPITAL PROJECTS FUND**

**WATER FACILITY REPLACEMENT RESERVE**

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

Notes:

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

**CITY OF KEIZER  
CAPITAL PROJECTS FUND**

**WATER FACILITY REPLACEMENT RESERVE**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

				<b>REQUIREMENTS</b>					
				<i><b>CAPITAL OUTLAY</b></i>					
20									
21									
22									
23	\$ 238,057	\$ 384,559	\$ 400,000	\$ 495,000	Supply/Treatment	\$ 400,000	\$ 400,000	\$ 400,000	-19.19%
24	29,957	275,847	210,000	-	Transmission & Distribution Mains	-	-	-	
25	7,235	-	-	-	General Plant	-	-	-	
26	-	-	-	-	Storage	-	-	-	
27	-	-	100,000	-	Unanticipated Expenses	75,000	75,000	75,000	
28	\$ 275,249	\$ 660,406	\$ 710,000	\$ 495,000	<b>TOTAL CAPITAL OUTLAY</b>	\$ 475,000	\$ 475,000	\$ 475,000	-4.04%
29									
30									
31	\$ -	\$ -	\$ 234,100	\$ 234,100	Restricted for Debt Service Requirements	\$ 234,100	\$ 234,100	\$ 234,100	0.00%
32	1,364,370	933,710	319,200	474,600	Fund Balance	282,400	282,400	282,400	-40.50%
33	\$ 1,364,370	\$ 933,710	\$ 553,300	\$ 708,700	<b>TOTAL FUND BALANCE</b>	\$ 516,500	\$ 516,500	\$ 516,500	-27.12%
34									
35	\$ 1,639,619	\$ 1,594,116	\$ 1,263,300	\$ 1,203,700	<b>TOTAL REQUIREMENTS</b>	\$ 991,500	\$ 991,500	\$ 991,500	-17.63%

Notes:

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

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

## **STREET LIGHTING DISTRICT FUND**

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

**CITY OF KEIZER  
ENTERPRISE FUND**

**STREET LIGHTING DISTRICT FUND**

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

- Notes:
- 4 The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax rolls in Year Two. The City experienced a 3% increase in electrical costs in FY11-12 which will be assessed to lighting districts in FY12-13. The City proposed to reduce the Administrative fee from \$8.10 per assessment to \$4.00 per assessment to bring operating capital in line with what is needed.
- 7 City funds are pooled and held primarily at the Oregon State Treasury. Interest rates have remained at 0.5% since March 2010.

**REQUIREMENTS**

<b>PERSONNEL SERVICES</b>									
13	\$ 5,395	\$ 5,396	\$ 5,400	\$ 4,200	Public Works Director	\$ 4,600	\$ 4,600	\$ 4,600	9.52%
14	4,227	4,228	4,300	4,300	Public Works Superintendent	4,400	4,400	4,400	2.33%
15	4,352	4,799	4,400	4,400	Administrative Support Staff	4,600	4,600	4,600	4.55%
16	-	16	-	-	Overtime	-	-	-	
17	212	219	300	300	Medicare	300	300	300	0.00%
18	2,152	2,001	2,500	2,500	Retirement	2,400	2,400	2,400	-4.00%
19	2,347	2,683	2,800	2,800	Insurance Benefits	3,200	3,200	3,200	14.29%
20	92	67	100	100	Workers Compensation	200	200	200	100.00%
21	<b>\$ 18,777</b>	<b>\$ 19,409</b>	<b>\$ 19,800</b>	<b>\$ 18,600</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 19,700</b>	<b>\$ 19,700</b>	<b>\$ 19,700</b>	<b>5.91%</b>

- Notes:
- 12 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- 12 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- 17 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 18 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- 19 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- 20 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
ENTERPRISE FUND**

**STREET LIGHTING DISTRICT FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
22					<b>MATERIALS &amp; SERVICES</b>				
23	\$ 1,189	\$ 273	\$ 1,200	\$ 300	Public Notices	\$ 300	\$ 300	\$ 300	0.00%
24	33,383	34,491	20,100	20,000	Administrative Services Charges	22,200	22,200	22,200	11.00%
25	94	-	-	-	Telephone	-	-	-	
26	6,830	-	5,700	-	Engineering Costs	3,000	3,000	3,000	
27	357,094	356,610	381,500	368,100	Lighting Costs	379,100	379,100	379,100	2.99%
28	6,339	5,891	5,100	3,000	Street Lighting Maintenance - Keizer Station Area A	5,100	5,100	5,100	70.00%
29	-	301	-	-	Miscellaneous Expense	-	-	-	
30	<b>\$ 404,929</b>	<b>\$ 397,566</b>	<b>\$ 413,600</b>	<b>\$ 391,400</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 409,700</b>	<b>\$ 409,700</b>	<b>\$ 409,700</b>	<b>4.68%</b>
31									
32	-	-	\$ 11,100	\$ -	Contingency	\$ 21,500	\$ 21,500	\$ 21,500	
33									
34					<b>FUND BALANCE</b>				
35	-	-	15,600	15,600	Restricted for Pole Replacement at Keizer Station Area A	19,500	19,500	19,500	25.00%
36	-	-	10,000	10,000	Restricted for Pole Replacement for Option B Districts	10,000	10,000	10,000	0.00%
37	259,359	301,682	246,400	292,300	Fund Balance	238,500	238,500	238,500	-18.41%
38	<b>\$ 259,359</b>	<b>\$ 301,682</b>	<b>\$ 272,000</b>	<b>\$ 317,900</b>	<b>TOTAL FUND BALANCE</b>	<b>\$ 268,000</b>	<b>\$ 268,000</b>	<b>\$ 268,000</b>	<b>-15.70%</b>
39									
40	<b>\$ 683,065</b>	<b>\$ 718,657</b>	<b>\$ 716,500</b>	<b>\$ 727,900</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 718,900</b>	<b>\$ 718,900</b>	<b>\$ 718,900</b>	<b>-1.24%</b>

Notes:

23 Public notice costs are for Street Lighting District Assessments.

24 Materials & Services related to general administration are budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are to be revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees. The decrease from FY10-11 to FY11-12 is reflective of the change in allocation of staff to reflect the shift in workload net the elimination of the Assistant to the City Manager position.

(1)	\$ 1,100	\$ 1,000	City-Wide Administration	\$ 1,900	\$ 1,900	\$ 1,900	90.00%
(2)	1,800	1,800	City Manager	1,400	1,400	1,400	-22.22%
(3)	1,400	1,400	Information Systems	1,900	1,900	1,900	35.71%
(4)	1,600	1,600	Attorney's Office	1,500	1,500	1,500	-6.25%
(5)	1,200	1,200	City Recorder	1,300	1,300	1,300	8.33%
(6)	900	900	Human Resources	1,000	1,000	1,000	11.11%
(7)	11,100	11,100	Finance	11,800	11,800	11,800	6.31%
(8)	1,000	1,000	Facility Maintenance	1,400	1,400	1,400	40.00%
	<b>\$ 20,100</b>	<b>\$ 20,000</b>	<b>Administrative Services Charges</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>11.00%</b>

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

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

32 Contingency is 5% of total expenses.

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

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

## **COMMUNITY CENTER**

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

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

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

**CITY OF KEIZER  
ENTERPRISE FUND  
COMMUNITY CENTER**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>RESOURCES</b>									
3	\$ -	\$ 7,038	\$ 20,000	\$ 25,600	<i>WORKING CAPITAL CARRYFORWARD</i>	\$ 14,100	\$ 14,100	\$ 14,100	-44.92%
<b>TAXES</b>									
6	-	-	11,500	11,600	Hotel/Motel Tax	11,600	11,600	11,600	0.00%
7	\$ -	\$ -	\$ 11,500	\$ 11,600	TOTAL TAXES	\$ 11,600	\$ 11,600	\$ 11,600	0.00%
<b>CHARGES FOR SERVICES</b>									
10	25,556	85,532	91,300	75,000	Rental Fees	75,000	75,000	75,000	0.00%
11	\$ 25,556	\$ 85,532	\$ 91,300	\$ 75,000	TOTAL CHARGES FOR SERVICES	\$ 75,000	\$ 75,000	\$ 75,000	0.00%
<b>MISCELLANEOUS</b>									
14	10,000	10,000	10,000	10,000	Donations	10,000	10,000	10,000	0.00%
15	-	201	100	100	Interest	100	100	100	0.00%
16	\$ 10,000	\$ 10,201	\$ 10,100	\$ 10,100	TOTAL MISCELLANEOUS REVENUE	\$ 10,100	\$ 10,100	\$ 10,100	0.00%
<b>TRANSFERS</b>									
19	-	-	-	-	Transfer from General Fund	70,000	70,000	70,000	
20	\$ -	\$ -	\$ -	\$ -	TOTAL TRANSFERS IN	\$ 70,000	\$ 70,000	\$ 70,000	
23	\$ 35,556	\$ 102,771	\$ 132,900	\$ 122,300	<b>TOTAL RESOURCES</b>	\$ 180,800	\$ 180,800	\$ 180,800	47.83%

Notes:  
<sup>14</sup> Donations are from the Keizer Rotary Foundation. The Foundation has agreed to pay \$100,000 as user fees for use of the rooms; \$30,000 in FY08-09 and \$10,000 for the next seven years. Per the City's agreement with the Rotary, the proceeds are to be used to purchase furniture, equipment, audio/video equipment and other supplies and equipment to be used in the rooms.

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

**CITY OF KEIZER  
ENTERPRISE FUND  
COMMUNITY CENTER**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>REQUIREMENTS</b>									
<i>PERSONNEL SERVICES</i>									
24									
25									
26									
27	\$ 3,331	3,479	\$ 400	\$ 1,100	Overtime Costs	\$ 2,000	\$ 2,000	\$ 2,000	81.82%
28	-	-	-	1,000	Social Security & Medicare	1,100	1,100	1,100	10.00%
29	-	-	-	100	Workers Compensation	100	100	100	0.00%
30	-	3,346	20,000	10,000	Temporary Help	10,000	10,000	10,000	0.00%
31	-	-	-	100	Unemployment	200	200	200	100.00%
32	<b>\$ 3,331</b>	<b>\$ 6,825</b>	<b>\$ 20,400</b>	<b>\$ 12,300</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>	<b>8.94%</b>
33									
34									
<i>MATERIALS &amp; SERVICES</i>									
35	\$ -	863	\$ 86,500	\$ 86,300	Administrative Services Fund	\$ 123,500	\$ 123,500	\$ 123,500	43.11%
36	23,129	4,346	8,000	5,500	Contractual Services	8,000	8,000	8,000	45.45%
37	-	289	5,000	3,500	Janitorial Services	4,000	4,000	4,000	14.29%
38	-	-	-	-	Utilities	4,300	4,300	4,300	
39	-	-	-	-	Janitorial Supplies	3,000	3,000	3,000	
40	<b>\$ 23,129</b>	<b>\$ 5,498</b>	<b>\$ 99,500</b>	<b>\$ 95,300</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 142,800</b>	<b>\$ 142,800</b>	<b>\$ 142,800</b>	<b>49.84%</b>

Notes:

- 27 Overtime costs are for City Hall Administrative staff time specifically dedicated to Community Center activities after hours.
- 30 The City hires Temporary staff to oversee events held outside normal operating hours, typically evenings and weekends.
- 35 Costs related to general administration are now budgeted in the Administrative Services Fund (AFS). Each Operating fund is charged for the services provided by AFS based on various cost allocation plans. These plans are revised each year based on anticipated benefits received. The plans are based on a range of factors including number of personnel, percent of effort expended by administrative personnel to the benefiting fund, current operating budgets, pieces of information technology equipment, software and maintenance fees. The increase from FY11-12 to FY11-12 is reflective of the change in allocation to reflect the shift in workload after the elimination of the Assistant to the City Manager position.

(1)	\$ 3,400	\$ 3,100	City-Wide Administration	\$ 6,700	\$ 6,700	\$ 6,700	116.13%
(2)	1,700	1,700	City Manager	4,800	4,800	4,800	182.35%
(3)	5,600	5,500	Information Systems	5,200	5,200	5,200	-5.45%
(4)	3,100	3,100	Attorney's Office	5,300	5,300	5,300	70.97%
(5)	28,000	28,100	City Recorder	46,500	46,500	46,500	65.48%
(6)	2,800	2,800	Human Resources	3,800	3,800	3,800	35.71%
(7)	38,900	39,000	Finance	46,100	46,100	46,100	18.21%
(8)	3,000	3,000	Facility Maintenance	5,100	5,100	5,100	70.00%
	<b>\$ 86,500</b>	<b>\$ 86,300</b>	<b>Administrative Services Charges</b>	<b>\$ 123,500</b>	<b>\$ 123,500</b>	<b>\$ 123,500</b>	<b>43.11%</b>

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

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

**CITY OF KEIZER  
ENTERPRISE FUND  
COMMUNITY CENTER**

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

Notes:

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

## ADMINISTRATIVE SERVICES FUND

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

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

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

**The appropriation or appropriations to be charged in order to provide the initial money for financing the fund:** The Administrative Services Fund will receive one-twelfth of budgeted Charges for Services from each City fund as the initial money for financing the fund. At the end of the first month, the City shall return

the initial money to each operating fund and each operating fund shall thereafter reimburse the Administrative Services Fund for monthly costs as provided for in the cost allocation plans.

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

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

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

# CITY OF KEIZER

## ADMINISTRATIVE SERVICE FUND SUMMARY

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
1	\$ -	\$ (26,502)	\$ 16,600	\$ 23,800	<b>RESOURCES</b> Working Capital Carryforward	\$ 13,600	\$ 13,600	\$ 13,600	-42.86%
2									
3					<b>CHARGES FOR SERVICES</b>				
4	1,956,687	1,984,421	2,068,400	2,040,200	Charges for Services	2,212,400	2,212,400	2,212,400	8.44%
5									
6					<b>MISCELLANEOUS</b>				
7	321	23,500	-	100	Miscellaneous Revenue	700	700	700	600.00%
8	321	23,500	-	100	TOTAL MISCELLANEOUS REVENUE	700	700	700	600.00%
9									
10	<b>\$ 1,957,008</b>	<b>\$ 1,981,419</b>	<b>\$ 2,085,000</b>	<b>\$ 2,064,100</b>	<b>TOTAL RESOURCES</b>	<b>\$ 2,226,700</b>	<b>\$ 2,226,700</b>	<b>\$ 2,226,700</b>	<b>7.88%</b>
11									
12									
13									
14					<b>ALLOCATION BY FUND</b>				
15		\$ 1,220,800	\$ 1,202,600		General Fund	\$ 1,355,700	\$ 1,355,700	\$ 1,355,700	12.73%
16		86,500	86,300		Community Center Fund	123,500	123,500	123,500	43.11%
17		128,400	127,300		Street Fund	134,900	134,900	134,900	5.97%
18		89,300	88,300		Sewer Fund	108,300	108,300	108,300	22.65%
19		236,300	231,200		Water Fund	229,700	229,700	229,700	-0.65%
20		20,100	20,000		SLD Fund	22,200	22,200	22,200	11.00%
21		120,300	117,800		Storm Water	137,600	137,600	137,600	16.81%
22		167,300	166,900		Urban Renewal Agency	86,600	86,600	86,600	-48.11%
23		(600)	(200)		Resources, Rounding & Reserves	13,900	13,900	13,900	-7050.00%
		<b>\$ 2,068,400</b>	<b>\$ 2,040,200</b>		<b>Total Allocation by Fund</b>	<b>\$ 2,212,400</b>	<b>\$ 2,212,400</b>	<b>\$ 2,212,400</b>	<b>8.44%</b>

# CITY OF KEIZER

## ADMINISTRATIVE SERVICE FUND SUMMARY

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
24	<b>REQUIREMENTS</b>								
25	<b>EXPENDITURES</b>								
26	<b>Personnel Services</b>								
27									
28									
29	\$ 167,630	\$ 167,347	\$ 172,100	\$ 172,600	City Manager	\$ 183,300	\$ 183,300	\$ 183,300	6.20%
30	182,637	182,294	113,100	103,400	Information Systems	90,100	90,100	90,100	-12.86%
31	204,926	210,671	215,200	215,800	City Attorney's Office	230,100	230,100	230,100	6.63%
32	162,162	165,001	169,600	170,100	City Recorder's Office	180,200	180,200	180,200	5.94%
33	210,495	196,282	205,000	205,500	Human Resources	219,300	219,300	219,300	6.72%
34	347,898	354,529	360,400	361,300	Finance	381,000	381,000	381,000	5.45%
35	68,724	64,947	66,400	63,400	Facility Maintenance	81,000	81,000	81,000	27.76%
36	<b>\$ 1,344,472</b>	<b>\$ 1,341,071</b>	<b>\$ 1,301,800</b>	<b>\$ 1,292,100</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,365,000</b>	<b>\$ 1,365,000</b>	<b>\$ 1,365,000</b>	<b>5.64%</b>
37									
38	<b>Materials &amp; Services</b>								
39	\$ 227,598	\$ 190,086	\$ 230,900	\$ 216,700	General Administration	\$ 219,700	\$ 219,700	\$ 219,700	1.38%
40	4,038	4,015	3,000	3,000	City Manager	5,300	5,300	5,300	76.67%
41	141,054	145,996	161,200	161,200	Information Systems	178,200	178,200	178,200	10.55%
42	6,974	5,177	8,000	8,000	City Attorney's Office	12,300	12,300	12,300	53.75%
43	3,441	4,686	1,400	1,400	City Recorder's Office	5,800	5,800	5,800	314.29%
44	23,114	16,026	27,300	27,300	Human Resources	31,500	31,500	31,500	15.38%
45	29,099	28,174	29,400	29,400	Finance	30,500	30,500	30,500	3.74%
46	159,980	172,496	183,700	186,700	Facility Maintenance	185,700	185,700	185,700	-0.54%
47	<b>\$ 595,298</b>	<b>\$ 566,656</b>	<b>\$ 644,900</b>	<b>\$ 633,700</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 669,000</b>	<b>\$ 669,000</b>	<b>\$ 669,000</b>	<b>5.57%</b>

# CITY OF KEIZER

## ADMINISTRATIVE SERVICE FUND SUMMARY

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
48									
49					<b>Capital Outlay</b>				
50	\$ 19,163	\$ -	\$ -	\$ -	General Administration	\$ 1,000	\$ 1,000	\$ 1,000	
51	24,577	43,344	124,700	124,700	Information Systems	57,400	57,400	57,400	-53.97%
52	-	6,526	-	-	Facilities Improvements	13,300	13,300	13,300	
53	<u>\$ 43,740</u>	<u>\$ 49,870</u>	<u>\$ 124,700</u>	<u>\$ 124,700</u>	<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ 71,700</u>	<u>\$ 71,700</u>	<u>\$ 71,700</u>	-42.50%
54									
55	<u>\$ 1,983,510</u>	<u>\$ 1,957,597</u>	<u>\$ 2,071,400</u>	<u>\$ 2,050,500</u>	<b>TOTAL EXPENDITURES</b>	<u>\$ 2,105,700</u>	<u>\$ 2,105,700</u>	<u>\$ 2,105,700</u>	2.69%
56									
57					<b>CONTINGENCY</b>				
58	\$ -	\$ -	\$ -	\$ -	Restricted for Civic Center Improvements	\$ 75,300	\$ 75,300	\$ 75,300	
59	-	-	-	-	Restricted for Liability Retro Plan	45,500	45,500	45,500	
60	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>TOTAL CONTINGENCY</b>	<u>\$ 120,800</u>	<u>\$ 120,800</u>	<u>\$ 120,800</u>	
61									
62					<b>FUND BALANCE</b>				
63	(26,502)	23,822	13,600	13,600	Fund Balances	200	200	200	-98.53%
64	<u>\$ (26,502)</u>	<u>\$ 23,822</u>	<u>\$ 13,600</u>	<u>\$ 13,600</u>	<b>TOTAL FUND BALANCE</b>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>	-98.53%
65									
66									
67	<u>\$ 1,957,008</u>	<u>\$ 1,981,419</u>	<u>\$ 2,085,000</u>	<u>\$ 2,064,100</u>	<b>TOTAL REQUIREMENTS</b>	<u>\$ 2,226,700</u>	<u>\$ 2,226,700</u>	<u>\$ 2,226,700</u>	7.88%
					<b>SUMMARY OF COSTS BY DEPARTMENT</b>				
		\$ 230,900	\$ 216,700		Administration	\$ 266,200	\$ 266,200	\$ 266,200	22.84%
		175,100	175,600		City Manager	188,600	188,600	188,600	7.40%
		399,000	389,300		Assistant to the City Manager	325,700	325,700	325,700	-16.34%
		223,200	223,800		City Attorney	242,400	242,400	242,400	8.31%
		171,000	171,500		City Recorder	186,000	186,000	186,000	8.45%
		232,300	232,800		Human Resources	250,800	250,800	250,800	7.73%
		389,800	390,700		Finance	411,500	411,500	411,500	5.32%
		263,700	263,700		Facilities	355,300	355,300	355,300	34.74%
		(16,600)	(23,900)		Working Capital and Interest	(14,300)	(14,300)	(14,300)	-40.17%
		-	-		Rounding	200	200	200	
	<u>\$ 2,068,400</u>	<u>\$ 2,040,200</u>			<b>TOTAL ADMINISTRATIVE SERVICES</b>	<u>\$ 2,212,400</u>	<u>\$ 2,212,400</u>	<u>\$ 2,212,400</u>	8.44%

**CITY OF KEIZER**  
**ADMINISTRATIVE SERVICES FUND**  
**CITY-WIDE ADMINISTRATION**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**RESOURCES**

1	\$	-	\$	(26,812)	\$	-	\$	7,200	Working Capital Carryforward	\$	13,600	\$	13,600	\$	13,600	88.89%
2																
3		11		49		-		100	Miscellaneous (including Interest)		200		200		200	100.00%
4																

**REQUIREMENTS**

***MATERIALS & SERVICES***

8	\$	19,019	\$	19,222	\$	22,000	\$	22,000	Office Materials & Supplies	\$	22,000	\$	22,000	\$	22,000	0.00%
9		30,462		19,562		32,300		18,100	Postage & Printing		18,300		18,300		18,300	1.10%
10		54,082		50,034		51,200		51,200	Association Memberships		49,700		49,700		49,700	-2.93%
11		6,748		5,040		5,100		5,100	City Council Expenses		7,000		7,000		7,000	37.25%
12		508		545		800		800	Committee Meeting Expense		800		800		800	0.00%
13		1,391		538		2,000		2,000	Public Notices		2,000		2,000		2,000	0.00%
14		305		610		1,000		1,000	Contractual Services		1,000		1,000		1,000	0.00%
15		114,369		93,850		115,500		115,500	Liability Insurance		117,900		117,900		117,900	2.08%
16		714		685		1,000		1,000	Miscellaneous Expense		1,000		1,000		1,000	0.00%
17	\$	227,598	\$	190,086	\$	230,900	\$	216,700	TOTAL MATERIALS & SERVICES	\$	219,700	\$	219,700	\$	219,700	1.38%

Notes:

- <sup>10</sup> Association Memberships include organizations such as the Council of Governments, League of Oregon Cities, Chamber of Commerce, & local newspaper subscriptions.
- <sup>11</sup> Funding provides for 5 council members to attend the fall League of Oregon Cities conference and the Mayor to attend the annual Oregon Mayor's Association Conference.
- <sup>14</sup> Contractual Services include the ASCAP and BMI licenses. American Society of Composers, Authors & Publishers (ASCAP ) licenses the right to perform songs and musical works created and owned by publishers who are ASCAP members. Broadcast Music, Inc. (BMI), a global leader in rights management, collects license fees from businesses that use music, which it distributes as royalties to songwriters, composers & music publishers. Licenses apply to the City's on-hold telephone music and Amphitheater performances.
- <sup>15</sup> Premiums cover, Property, General and Auto liability. The City participates in a "Retro Plan" agreement on its General and Auto liability insurance premiums. Under this plan, premium contributions are 75% of the base premium amount with a maximum exposure of 112.5%. Because of the City's good claims loss experience it saves money by participating in this plan, although it does assume additional risk. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY12-13 projections expect premium rates to increase 2% over FY11-12. Liability insurance includes insuring the following art pieces as part of the City's Art Walk Program. The premium is estimated at \$570 annually. The deductibles are based on the value. If the value of the art is \$7,500 or under, the City's deductible is \$2,500. If the value is over \$7,500, the deductible is \$5,000. Deductibles will be paid from General Fund resources.

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

**CITY OF KEIZER**  
**ADMINISTRATIVE SERVICES FUND**  
**CITY-WIDE ADMINISTRATION**

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

Notes:

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

**SUMMARY OF CITY-WIDE ADMINISTRATIVE COSTS ALLOCATED BY FUND**

\$ 132,700	\$ 120,300	General Fund	\$ 178,800	\$ 178,800	\$ 178,800	48.63%
3,400	3,100	Community Center Fund	6,700	6,700	6,700	116.13%
11,200	10,200	Street Fund	20,100	20,100	20,100	97.06%
8,400	7,600	Sewer Fund	7,200	7,200	7,200	-5.26%
45,000	40,800	Water Fund	21,400	21,400	21,400	-47.55%
1,100	1,000	SLD Fund	1,900	1,900	1,900	90.00%
22,700	20,600	Storm Water	11,400	11,400	11,400	-44.66%
6,400	5,800	Urban Renewal	4,800	4,800	4,800	-17.24%
	7,300	Resources	13,800	13,800	13,800	89.04%
-	-	Rounding	100	100	100	
<b>\$ 230,900</b>	<b>\$ 216,700</b>	<b>TOTAL EXPENDITURES BY FUND</b>	<b>\$ 266,200</b>	<b>\$ 266,200</b>	<b>\$ 266,200</b>	<b>22.84%</b>

# CITY MANAGER'S OFFICE

## **City Manager Position**

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

## **Form of Government**

The Council-Manager form of local government combines the strong political leadership of elected officials (in the form of a council, board, or other governing body) with the strong professional experience of an appointed Local Government Administrator. Under the Council-Manager form, power is concentrated in the elected council, which hires a professional administrator to implement its policies. This appointee serves at the pleasure of the Council and has responsibility for preparing the budget, directing day-to-day operations, hiring and firing personnel, and serving as the Council's Chief Policy Advisor.

Functioning much like a business organization's Chief Executive, the appointed Professional Manager administers the daily operations of the community. Through a professional staff, the Manager ensures the provision of services and enforces the policies adopted by the elected Council. He or she is selected by the Council on the basis of education, training, and experience. Qualifications and performance, not political savvy, are the characteristics that make an appointed Manager attractive to a Council.

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

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

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

**Professional Code of Ethics**

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

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

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

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

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

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

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

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

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

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

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

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

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

## City Manager's Office

### **Organizational Accomplishments**

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

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

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

continued

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

- The City's long-range financial plan continues to be updated each year as we provide sound financial guidance to the City. This year's planning group was provided with a significantly more positive projection of the City's position over the next five-years
- The Community Center continues to see a steady increase in use as citizens, businesses, and governmental agencies around us learn about it. We have gained a number of 'regular' customers as well as many new users and anticipate usage to continue to climb as time goes on.
- The Keizer Rapids Park, with its volunteer built 400-seat amphitheatre, recently established dog park and theatre activity planned for this summer, continues to be a very popular asset that we anticipate will see escalating usage in the years to come.
- Some of our key revenue sources that are indicators of the health of the economy (utility franchise fees) have stabilized and are beginning to trend upward.

### **Future Goals**

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

Provide exceptional customer service in all areas of our organization.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND  
CITY MANAGER'S OFFICE**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDE D 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------------	---------------------	--------------------	-----------------------------------

<b>REQUIREMENTS</b>										
<i>PERSONNEL SERVICES</i>										
4	\$ 123,651	\$ 123,651	\$ 123,200	\$ 123,700	City Manager	\$ 130,500	\$ 130,500	\$ 130,500		5.50%
5	4,200	4,200	4,200	4,200	Vehicle Allowance	4,200	4,200	4,200		0.00%
6	1,320	110	-	-	Cell Phone Stipend	-	-	-		
7	1,990	1,958	2,000	2,000	Medicare	2,100	2,100	2,100		5.00%
8	24,950	24,186	28,600	28,600	Retirement	30,300	30,300	30,300		5.94%
9	11,386	13,125	14,000	14,000	Insurance Benefits	16,000	16,000	16,000		14.29%
10	133	117	100	100	Workers Compensation	200	200	200		100.00%
11	<b>\$ 167,630</b>	<b>\$ 167,347</b>	<b>\$ 172,100</b>	<b>\$ 172,600</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 183,300</b>	<b>\$ 183,300</b>	<b>\$ 183,300</b>		<b>6.20%</b>
<i>MATERIALS &amp; SERVICES</i>										
14	\$ 3,738	\$ 3,715	\$ 2,700	\$ 2,700	Meetings, Travel & Training	\$ 5,000	\$ 5,000	\$ 5,000		85.19%
15	300	300	300	300	Liability Insurance	300	300	300		0.00%
16	<b>\$ 4,038</b>	<b>\$ 4,015</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>		<b>76.67%</b>
18	<b>\$ 171,668</b>	<b>\$ 171,362</b>	<b>\$ 175,100</b>	<b>\$ 175,600</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 188,600</b>	<b>\$ 188,600</b>	<b>\$ 188,600</b>		<b>7.40%</b>

Notes:

- <sup>3</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>3</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>7</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>8</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>9</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>10</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.
- <sup>14</sup> Costs include various League of Oregon Cities, Council of Governments, & City Manager conferences, memberships, various meeting expenses including Rotary & Chamber lunches. Due to funding cuts over the past three years, the City Manager did not attend a number of these events. FY12-13 allows for an increase in attendance.
- <sup>15</sup> The City pays premiums on a "Public Officials" bond for the City Manager.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**CITY MANAGER'S OFFICE**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDE D 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------------	---------------------	--------------------	-----------------------------------

**SUMMARY OF CITY MANAGER'S OFFICE ALLOCATED BY FUND**

\$ 108,600	\$ 108,900	General Fund	\$ 148,800	\$ 148,800	\$ 148,800	36.64%
1,700	1,700	Community Center Fund	4,800	4,800	4,800	182.35%
15,800	15,800	Street Fund	15,100	15,100	15,100	-4.43%
3,500	3,500	Sewer Fund	4,200	4,200	4,200	20.00%
8,800	8,800	Water Fund	7,200	7,200	7,200	-18.18%
1,800	1,800	SLD Fund	1,400	1,400	1,400	-22.22%
3,500	3,500	Storm Water	3,400	3,400	3,400	-2.86%
31,500	31,600	Urban Renewal	3,800	3,800	3,800	-87.97%
(100)	-	Rounding	(100)	(100)	(100)	
<u>\$ 175,100</u>	<u>\$ 175,600</u>	<b>TOTAL EXPENDITURES BY FUND</b>	<u>\$ 188,600</u>	<u>\$ 188,600</u>	<u>\$ 188,600</u>	7.40%

# CITY ATTORNEY'S OFFICE

## City Attorney Position

The **City Attorney** is a Charter officer, answering directly to the City Council. In addition to the Council, the City Attorney advises the Urban Renewal Agency, City staff, and citizen committees on various legal matters. These include reviewing contracts, regulations, statutes and answering questions regarding the impact of new laws and court decisions. The City Attorney attends City Council and Planning Commission meetings, and guides the City officials and employees through a myriad of situations, from complex real estate transactions to land use matters, from public records requests to code enforcement disputes, from municipal court traffic prosecution to drafting development agreements.

The **Legal Assistant** provides administrative support to the City Attorney. The Legal Assistant maintains records, calendars important dates/deadlines, prepares drafts of simple documents and prioritizes workload tasks.

## Projects and Work Tasks

The City Attorney has assisted the City on several projects and day-to-day tasks such as:

### Keizer Station Development

- Advised staff regarding on-going Area A Local Improvement District process
- Assisted in multiple land use matters in connection with the Keizer Station project
- Assisted staff regarding Master Plan process
- Assisted staff regarding transportation/development issues
- Assisted in litigation process regarding Master Plan opposition

### Keizer Rapids Park

- Advised regarding land use issues on Keizer Rapids Park
- Reviewed and advised regarding funding alternatives
- Assisted staff with amphitheatre policies
- Drafted documents and advised staff regarding amphitheatre
- Drafted lease and related documents for filbert orchards
- Negotiated tax matters with Marion County

### General Land Use Counsel

- Advised/assisted with text amendments, such as Keizer Station Master Plan, off-street parking, allowance of chickens, and allowance of temporary storage containers
- Advised/assisted with individual quasi-judicial land use cases
- Answered day-to-day questions on code interpretation and process

### General Legal Counsel

- Prosecuted traffic cases
- Assisted on City vehicle leases
- Advised/researched regarding code enforcement matters
- Drafted documents and advised staff regarding art program
- Reviewed and advised regarding public records/public meetings questions
- Prepared Ballot Titles for public safety communications fee and annexation of Clear Lake area
- Negotiated settlements
- Drafted Resolutions, Ordinances and Orders
- Advised staff regarding setting up street and sidewalk Local Improvement Districts
- Assisted staff regarding Urban Renewal Plan amendments

**Goals**

In the next fiscal year, the City Attorney's Office will:

- Continue to provide first class service to City Council, staff, citizen committees and the public
- Always treat citizens with respect and civility even when they have interests contrary to City interests
- Be proactive in identifying problem scenarios in advance

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND  
CITY ATTORNEY'S OFFICE**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**REQUIREMENTS**

				<i>PERSONNEL SERVICES</i>					
5	\$ 112,874	\$ 114,339	\$ 113,900	\$ 114,300	Attorney	\$ 120,600	\$ 120,600	\$ 120,600	5.51%
6	45,330	46,124	46,000	46,200	Administrative Support	48,700	48,700	48,700	5.41%
7	-	-	-	-	Overtime	-	-	-	
8	220	860	700	700	Cell Phone Stipend	700	700	700	0.00%
9	2,535	2,494	2,500	2,500	Medicare	2,700	2,700	2,700	8.00%
10	20,918	20,369	23,900	23,900	Retirement	25,300	25,300	25,300	5.86%
11	22,771	26,250	28,000	28,000	Insurance Benefits	31,900	31,900	31,900	13.93%
12	278	235	200	200	Workers Compensation	200	200	200	0.00%
13	\$ 204,926	\$ 210,671	\$ 215,200	\$ 215,800	TOTAL PERSONNEL SERVICES	\$ 230,100	\$ 230,100	\$ 230,100	6.63%

Notes:

- <sup>4</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>4</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>9</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>10</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30,
- <sup>11</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>12</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND  
CITY ATTORNEY'S OFFICE**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>MATERIALS &amp; SERVICES</b>									
14									
15	\$ 88	\$ -	\$ 200	\$ 200	Postage & Printing	\$ -	\$ -	\$ -	-100.00%
16	4,279	3,970	3,800	3,800	Meetings, Travel & Training	7,800	7,800	7,800	105.26%
17	750	-	3,000	3,000	Legal Services Contracts	4,000	4,000	4,000	33.33%
18	-	691	-	-	Contractual Services	-	-	-	
19	1,857	516	1,000	1,000	Law Library Maintenance	500	500	500	-50.00%
20	<u>\$ 6,974</u>	<u>\$ 5,177</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<u>\$ 12,300</u>	<u>\$ 12,300</u>	<u>\$ 12,300</u>	<u>53.75%</u>
21									
22	<u>\$ 211,900</u>	<u>\$ 215,848</u>	<u>\$ 223,200</u>	<u>\$ 223,800</u>	<b>TOTAL REQUIREMENTS</b>	<u>\$ 242,400</u>	<u>\$ 242,400</u>	<u>\$ 242,400</u>	<u>8.31%</u>

Notes:

- <sup>16</sup> Costs include various Legal conferences, memberships, and travel to meetings. Due to funding cuts over the past three years, the City Attorney did not attend a number of conferences. FY12-13 allows for an increase in attendance.
- <sup>17</sup> Legal Services Contracts include outside legal assistance (not including Bond Counsel).
- <sup>18</sup> Contractual services costs include outside law clerk assistance and temporary legal assistance in the absences of the City's in-house staff.

**SUMMARY OF ATTORNEY'S OFFICE ALLOCATED BY FUND**

\$ 138,500	\$ 138,900	General Fund	\$ 167,800	\$ 167,800	\$ 167,800	20.81%
3,100	3,100	Community Center Fund	5,300	5,300	5,300	70.97%
20,300	20,400	Street Fund	16,600	16,600	16,600	-18.63%
3,900	3,900	Sewer Fund	4,600	4,600	4,600	17.95%
10,300	10,300	Water Fund	8,000	8,000	8,000	-22.33%
1,600	1,600	SLD Fund	1,500	1,500	1,500	-6.25%
4,400	4,400	Storm Water	3,700	3,700	3,700	-15.91%
41,100	41,200	Urban Renewal	35,000	35,000	35,000	-15.05%
-	-	Rounding	(100)	(100)	(100)	
<u>\$ 223,200</u>	<u>\$ 223,800</u>	<b>TOTAL EXPENDITURES BY FUND</b>	<u>\$ 242,400</u>	<u>\$ 242,400</u>	<u>\$ 242,400</u>	<u>8.31%</u>

## CITY RECORDER'S DEPARTMENT

The **City Recorder** provides administrative support to the City Council, serves as Election Officer, Risk Manager, and Community Center Manager. In addition, the City Recorder acts as a “hub” for many of the departments providing project research, procedural support for preparation of staff reports, ordinances, and resolutions, records management and oversees the public notification process. Other areas of responsibility include processing of public records requests, liquor license applications and street lighting district petitions. The City Recorder provides supervisory authority to the Deputy City Recorder.

The **Deputy City Recorder** gives administrative support, prepares minutes and agenda packets and attends meetings for most of the City's Boards, Commissions and Task Forces. In addition, the Deputy City Recorder coordinates the Volunteer Program, Records Management program, the City's webpage and Face book page, and assists the City Recorder in preparation of minutes for the City Council, Urban Renewal Agency and Budget Committee. The Deputy City Recorder serves as pro tem during the absence of the City Recorder.

### Accomplishments

During the last fiscal year, the City Recorder added the management of the Community Center. We've averaged approximately 45 meetings or events each month, providing facilitation of the events from planning to completion. The larger events and those after hours require scheduling and supervising of event hosts. Additionally, we've managed two measure elections; public safety charter amendment and the Keizer Fire District annexation issue.

We've completed the conversion of the electronic Records Management system, which allows internal and external users to search, review, and print City documents. The City's webpage information continues to be updated and expanded. We have also utilized the City's Face book page for news items of interest. We will continue to utilize technological advances to keep the citizens of Keizer informed of their government action.

The Department also handled several volunteer recruitments over the last year keeping positions filled on our citizen volunteer committees, boards, and commissions. As in past years, organization of the annual volunteer recognition program occurred in April during National Volunteer Recognition month.

### Future Goals

In the upcoming year, the **City Recorder** and **Deputy City Recorder** will remain focused on providing the elected officials, staff, and citizens of Keizer with information, both in an electronic and paper format, on current and past proceedings within their City. In addition, we will strive to provide our volunteers with the support and educational information they need to carry forth the goals and objectives of the City. With a year of managing the Community Center and understanding the various event needs of the City and our customers, we will be updating the facility use agreement and possibly restructuring the rates. We will oversee the November City Council election process and provide orientation to any newly elected officials. Another busy year to look forward to!

We are excited to provide you outstanding service in 2012-2013.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**CITY RECORDER'S DEPARTMENT**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>REQUIREMENTS</b>									
<i>PERSONNEL SERVICES</i>									
4	\$ 73,042	\$ 73,059	\$ 72,800	\$ 73,100	City Recorder	\$ 74,900	\$ 74,900	\$ 74,900	2.46%
5	45,706	45,727	45,600	45,800	Administrative Support	48,300	48,300	48,300	5.46%
6	-	-	-	-	Overtime	-	-	-	
7	-	-	-	-	Cell Phone Stipend	800	800	800	
8	1,826	1,827	1,900	1,900	Medicare	1,900	1,900	1,900	0.00%
9	18,644	17,989	21,200	21,200	Retirement	22,200	22,200	22,200	4.72%
10	22,771	26,250	28,000	28,000	Insurance Benefits	31,900	31,900	31,900	13.93%
11	173	149	100	100	Workers Compensation	200	200	200	100.00%
12	<b>\$ 162,162</b>	<b>\$ 165,001</b>	<b>\$ 169,600</b>	<b>\$ 170,100</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 180,200</b>	<b>\$ 180,200</b>	<b>\$ 180,200</b>	<b>5.94%</b>
<i>MATERIALS &amp; SERVICES</i>									
15	\$ 3,441	\$ 4,686	\$ 1,400	\$ 1,400	Meetings, Travel & Training	\$ 5,800	\$ 5,800	\$ 5,800	314.29%
16	<b>\$ 3,441</b>	<b>\$ 4,686</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>	<b>314.29%</b>
18	<b>\$ 165,603</b>	<b>\$ 169,687</b>	<b>\$ 171,000</b>	<b>\$ 171,500</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 186,000</b>	<b>\$ 186,000</b>	<b>\$ 186,000</b>	<b>8.45%</b>

Notes:

- <sup>3</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>3</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>8</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>9</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>10</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>11</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.
- <sup>15</sup> Costs included are for educational training sessions to help sustain the municipal clerk certification designation and membership dues. In FY 11-12, the department deferred or participated in limited training opportunities with the use of personal funds and the receipt of scholarships through their professional association. In FY 12-13, training funds are being restored for attendance at educational programs associated with the municipal clerk certification and the professional association conferences, which this year will be held outside the local area.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

CITY RECORDER'S DEPARTMENT
----------------------------

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**SUMMARY OF CITY RECORDER'S OFFICE ALLOCATED BY FUND**

	\$ 80,500	\$ 80,700		\$ 105,000	\$ 105,000	\$ 105,000		30.11%
	28,000	28,100	General Fund	46,500	46,500	46,500		65.48%
	15,600	15,600	Community Center Fund	14,900	14,900	14,900		-4.49%
	3,000	3,000	Street Fund	4,100	4,100	4,100		36.67%
	7,900	7,900	Sewer Fund	7,100	7,100	7,100		-10.13%
	1,200	1,200	Water Fund	1,300	1,300	1,300		8.33%
	3,400	3,400	SLD Fund	3,300	3,300	3,300		-2.94%
	31,500	31,600	Storm Water	3,700	3,700	3,700		-88.29%
	(100)	-	Urban Renewal	100	100	100		
	-	-	Rounding	-	-	-		
<b>\$ 171,000</b>	<b>\$ 171,500</b>		<b>TOTAL EXPENDITURES BY FUND</b>	<b>\$ 186,000</b>	<b>\$ 186,000</b>	<b>\$ 186,000</b>		<b>8.45%</b>

# HUMAN RESOURCES

Service with integrity defines how we approach everything we do in the Human Resources Department! To be truly successful in providing the necessary services, it is critical that employees trust us to treat them with dignity and respect and to balance their best interests with the needs of the City as a whole. Our approach to maintaining and growing that trust is to operate with as much transparency as possible. We also strive to balance creativity and resourcefulness with professional standards and best practice to meet our customers' needs and ensure the highest fiscal responsibility to the citizens of Keizer.

The Human Resources Department develops, administers and provides service to staff and the public in the following areas:

- **Classification and Compensation**
- **Employee Benefits**
- **Employee and Labor Relations**
- **Health and Wellness**
- **Human Resources Information System (HRIS)**
- **Intranet**
- **Policies and Procedures**
- **Recruitment and Selection**
- **Risk Management**

## Accomplishments

- Researched and implemented additional Roth 457 benefit option.
- Conducted annual hearing tests, partnered with Keizer Police Department (KPD) to deliver annual CPR/AED training.
- Partnered with IT to implement platform change MS Access to SQL & upgrade to Version 7 of our HRIS System.
- Developed and recommended an Internal Emergency Communication Plan and Building Access Procedures.
- Held quarterly Personnel Policy Committee (PPC) meetings.

- Partnered with Safety Committee Chair & Committee Members to hold quarterly meetings and building safety inspections.
- Negotiated medical benefit rates, adjusted benefit year to match fiscal year and conducted open enrollment for employees' health and retirement benefits.
- Qualified for insurance rate reductions based on quality of Personnel Policy Manual. Partnered with Public Works to secure Return-to-Work Grant to purchase mobile GIS equipment.
- Assisted with and provided consultation on grievances & requests for information addressing employee concerns.
- Responded to significant number of public records requests.
- Completed Police Officer salary survey.
- Supported Police and Public Works Departments in negotiating new Collective Bargaining Agreements.
- Processed 5 terminations, completed 4 recruitments, processed 5 Worker's Comp & 20 FMLA/OFLA Claims.
- Supported Department Directors in ensuring completion of performance evaluations for all employees.
- Held Health & Wellness Fair.

## Goals

- Continue implementation of HRIS system.
- Establish Safety & Health Loss Prevention Program.
- Renew focus on Health & Wellness information and services.
- Utilize employee advisory committees to review the City's health benefits and performance management programs.
- Continue to audit internal processes and controls to ensure practices support policy and organization goals.
- Continue documentation protocols including transition away from paper files to electronic records wherever possible.

**CITY OF KEIZER**  
**ADMINISTRATIVE SERVICES FUND**

**HUMAN RESOURCES DEPARTMENT**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
\$ 50,381	\$ 52,925	\$ 52,800	\$ 53,000	Administrative Support	\$ 55,900	\$ 55,900	\$ 55,900	5.47%
92,226	92,269	92,000	92,300	Human Resources Director	97,400	97,400	97,400	5.53%
900	1,099	900	900	Cell Phone Stipend	900	900	900	0.00%
2,173	2,202	2,300	2,300	Medicare	2,400	2,400	2,400	4.35%
41,864	21,386	28,900	28,900	Retirement	30,600	30,600	30,600	5.88%
22,771	26,250	28,000	28,000	Insurance Benefits	31,900	31,900	31,900	13.93%
180	151	100	100	Workers Compensation	200	200	200	100.00%
<b>\$ 210,495</b>	<b>\$ 196,282</b>	<b>\$ 205,000</b>	<b>\$ 205,500</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 219,300</b>	<b>\$ 219,300</b>	<b>\$ 219,300</b>	<b>6.72%</b>

Notes:

- <sup>3</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>3</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>6</sup> 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.
- <sup>7</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>8</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>9</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>10</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**HUMAN RESOURCES DEPARTMENT**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>MATERIALS &amp; SERVICES</b>								
\$ 2,984	\$ 2,380	\$ 2,800	\$ 2,800	Safety & Wellness	\$ 4,000	\$ 4,000	\$ 4,000	42.86%
4,572	3,390	4,500	4,500	Meetings, Travel & Training	7,500	7,500	7,500	66.67%
10,481	5,734	15,000	15,000	Labor Attorney -- City-wide	15,000	15,000	15,000	0.00%
5,077	4,522	5,000	5,000	Contractual Services	5,000	5,000	5,000	0.00%
<b>\$ 23,114</b>	<b>\$ 16,026</b>	<b>\$ 27,300</b>	<b>\$ 27,300</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>	<b>15.38%</b>
<b>\$ 233,609</b>	<b>\$ 212,308</b>	<b>\$ 232,300</b>	<b>\$ 232,800</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 250,800</b>	<b>\$ 250,800</b>	<b>\$ 250,800</b>	<b>7.73%</b>

Notes:

- <sup>13</sup> Safety & Wellness costs include required CPR/First Aid Training and Hearing Tests as well as funds to support a small amount of educational material and capacity to host Annual Health & Wellness Fair.
- <sup>14</sup> Travel & Training declined in FY11-12 from FY10-11 from \$4,000 budgeted to \$3,000 budgeted; the \$1500 difference is for the Local Government Personnel Institute (LGPI) membership that was previously budgeted in the Administrative Services Membership budget. FY 12-13 Recommended provides additional training but is still \$1,800 below prior budgets.
- <sup>15</sup> Labor Attorney - City-wide costs anticipated to stay static in FY12-13 to ensure resources available as needed for advice on potential changes to employee health benefits, performance management practices and continued impact of limited staffing.
- <sup>16</sup> Contractual services include the Employee Assistance Program and Flexible Spending Account administration.

**SUMMARY OF HUMAN RESOURCE DEPARTMENT ALLOCATED BY FUND**

\$ 151,300	\$ 151,600	General Fund	\$ 164,300	\$ 164,300	\$ 164,300	8.38%
2,800	2,800	Community Center Fund	3,800	3,800	3,800	35.71%
9,300	9,300	Street Fund	9,600	9,600	9,600	3.23%
7,000	7,000	Sewer Fund	7,500	7,500	7,500	7.14%
37,100	37,200	Water Fund	39,900	39,900	39,900	7.26%
900	900	SLD Fund	1,000	1,000	1,000	11.11%
18,700	18,700	Storm Water	22,900	22,900	22,900	22.46%
5,300	5,300	Urban Renewal	1,700	1,700	1,700	-67.92%
(100)	-	Rounding	100	100	100	
<b>\$ 232,300</b>	<b>\$ 232,800</b>	<b>TOTAL EXPENDITURES BY FUND</b>	<b>\$ 250,800</b>	<b>\$ 250,800</b>	<b>\$ 250,800</b>	<b>7.73%</b>

## FINANCE DEPARTMENT

The financial operations of the City are planned and directed by the Finance Department. It establishes and sustains controls over the City's financial activities, and provides accurate, timely financial information to Council and Management. The Finance Department coordinates the annual budget preparation and administration in accordance with Oregon Budget Law. The Department analyzes the City's financial condition, invests funds, coordinates bond financing, ensures compliance with tax laws and bond covenants, and recommends financial policies to the City Manager and Council. It maintains the integrity of the City's accounting records and facilitates the annual audit. The Department also manages the Utility Billing Division, the Municipal Court office and the Reception desk.

### Accomplishments

During fiscal year 2011-12 the Finance Department:

- Issued the fiscal year 2010-11 Comprehensive Annual Financial Report, which received an unqualified audit opinion by the City's external financial auditors. In addition, the City received the Certificate of Achievement for Excellence in Financial Reporting, a nationally recognized honor, for the twelfth consecutive year.
- Implemented Government Accounting Standards Board's Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions
- Issued the fiscal year 2012-13 Council Adopted Budget document
- Automated the cash application process for utility billing customers who utilize third party bill pay applications
- Implemented a new outbound calling system which is used to send out reminders for utility billing pass due accounts.
- Implemented an inbound automated calling system
- Integrated the Information Technology Department into the Finance Department after a City Hall reorganization left two positions vacated as a cost saving measure
- Facilitated the development and implementation of a sustainable General Fund revenues and services plan
  - As part of the multi-departmental team, extended 30% of the Urban Renewal District's collection of tax increment revenues for an additional four years to address Keizer Station LID property default issues saving General Fund operating dollars
  - Assisted with the foreclosure process on Keizer Station property defaults
  - Implemented departmental reorganization saving 50% General Fund FTE through attrition
  - Lead Long Range Planning Committee process. Proposed implementation of 7 of 10 funding issues within the 2011-2013 period and remaining 3 issues to be funded within 2-4 years (see Long Range Planning section of budget document for details)
  - Identified Interfund borrowing opportunities for leased vehicles and office equipment at a cost savings to the City
- Conceived and drafted the revised Keizer Police Union wage package and thereby accomplished Council and Management goals, ensured fair market wages for all positions, and was successfully bargained into the upcoming three-year contract
- Researched debt restructuring for the Keizer Station Local Improvement District debt and found it not to be a viable option

- Updated City's user fees per annual and tri-annual indexing methodologies
- Began researching viability of outsourcing various utility billing functions

**Future Goals**

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

- Upgrade the accounting and utility billing software to provide a platform that will support on-line bill pay and invoice presentment features
- Implement on-line utility billing payment options and research electronic utility billing invoice presentment options

- Continue facilitating the development and implementation of a sustainable General Fund revenues and services plan
- Provide support for City Council Goal to generate Economic Development initiatives
- Implement Urban Renewal District extension
- Document and refine as needed, existing financial and investment policies
- Continue research on viability of outsourcing various utility billing functions

Please refer to the Municipal Court summary and the Utility Billing Division summary for specific accomplishments and goals related to those Divisions

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND  
FINANCE DEPARTMENT**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>REQUIREMENTS</b>									
<b>PERSONNEL SERVICES</b>									
4	\$ 155,057	\$ 156,642	\$ 156,200	\$ 156,700	Administrative Support	\$ 164,000	\$ 164,000	\$ 164,000	4.66%
5	102,768	102,792	102,400	102,800	Finance Director	105,300	105,300	105,300	2.43%
6	-	-	-	-	Overtime	-	-	-	
7	4,032	3,989	4,000	4,000	Medicare	4,200	4,200	4,200	5.00%
8	40,144	38,286	41,700	41,700	Retirement	43,400	43,400	43,400	4.08%
9	45,542	52,500	55,900	55,900	Insurance Benefits	63,700	63,700	63,700	13.95%
10	355	320	200	200	Workers Compensation	400	400	400	100.00%
11	<b>\$ 347,898</b>	<b>\$ 354,529</b>	<b>\$ 360,400</b>	<b>\$ 361,300</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 381,000</b>	<b>\$ 381,000</b>	<b>\$ 381,000</b>	<b>5.45%</b>
<b>MATERIALS &amp; SERVICES</b>									
14	\$ 2,490	\$ 1,918	\$ 2,700	\$ 2,700	Meetings, Travel & Training	\$ 3,800	\$ 3,800	\$ 3,800	40.74%
15	26,609	26,256	26,700	26,700	Audit Fees	26,700	26,700	26,700	0.00%
16	<b>\$ 29,099</b>	<b>\$ 28,174</b>	<b>\$ 29,400</b>	<b>\$ 29,400</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>	<b>3.74%</b>
18	<b>\$ 376,997</b>	<b>\$ 382,703</b>	<b>\$ 389,800</b>	<b>\$ 390,700</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 411,500</b>	<b>\$ 411,500</b>	<b>\$ 411,500</b>	<b>5.32%</b>

Notes:

- <sup>1</sup> Department costs exclude Municipal Court and Utility Billing which are located in the General Fund and the Water, Sewer and Storm Water Funds respectively.
- <sup>3</sup> Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- <sup>3</sup> After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- <sup>4</sup> Administrative support wages increase represent a step increase mid-year in FY09-10 for a newly hired employee after successfully completing probation in December 2009, consistent with compensation policy.
- <sup>7</sup> Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- <sup>8</sup> Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- <sup>9</sup> Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- <sup>10</sup> Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.
- <sup>14</sup> Meetings, Travel, & Training include 2 Finance conferences for the Finance Director and 1 finance conference for the Assistant Controller, an increase of 1 conference from FY11-12. Additional costs are for meeting travel, license renewal and membership fees.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**FINANCE DEPARTMENT**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

**SUMMARY OF FINANCE DEPARTMENT**

\$ 153,900	\$ 154,300		General Fund	\$ 173,800	\$ 173,800	\$ 173,800	12.64%
38,900	39,000		Community Center Fund	46,100	46,100	46,100	18.21%
34,500	34,600		Street Fund	33,600	33,600	33,600	-2.89%
43,400	43,500		Sewer Fund	48,300	48,300	48,300	11.03%
44,600	44,700		Water Fund	39,900	39,900	39,900	-10.74%
11,100	11,100		SLD Fund	11,800	11,800	11,800	6.31%
26,800	26,900		Storm Water	25,800	25,800	25,800	-4.09%
36,600	36,700		Urban Renewal	32,000	32,000	32,000	-12.81%
-	(100)		Rounding	200	200	200	-300.00%
<b>\$ 389,800</b>	<b>\$ 390,700</b>		<b>TOTAL EXPENDITURES BY FUND</b>	<b>\$ 411,500</b>	<b>\$ 411,500</b>	<b>\$ 411,500</b>	<b>5.32%</b>

# INFORMATION SYSTEMS

The Information Technology Division supports the City's software, hardware, telecommunication systems, and security by providing the following critical services to the City:

- Network: Email, internet, intranet, network connectivity, backup, voice, and network security
- Application: IT planning, application programming and development, major software system implementation, software system maintenance and support
- Desktop Help: Assists employees and Councilors with laptop and personal computer hardware and software needs
- Telecommunications: Phone system administration, handset and station maintenance, and voicemail administration
- Wireless access: Maintenance and support for wireless access points in the civic center and remote public works locations

## **Major Accomplishments in 2011-2012**

- Coordinated the acquisition and deployment of a new digital media storage system for the Police Department which will meet the Police Department's storage capacity needs for the next 7-10 years

- Coordinated the acquisition and deployment of twenty tough book laptops for the Police Department which will increase officer efficiency and effectiveness while in the field and reduce administrative time dealing with equipment failures associated with the fleet of aged lap tops
- Changed service providers for the City's electronic records retention system saving the City approximately \$7,000 in Fiscal Year 2011-12
- Changed the City's internet service provider saving the City approximately \$6,000 annually

## **Major Goals for 2012-2013**

- Support the Springbrook software upgrade from version 6.05 to version 7.14 which will result in increased efficiency in the Accounting and Utility Billing departments as well as provide a platform for e-government transactions
- Research new website upgrades and construction in order to enhance the existing websites functionality and user friendliness

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**INFORMATION SYSTEMS DIVISION**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>MATERIALS &amp; SERVICES</b>									
13									
14	\$ 3,490	\$ 2,396	\$ 200	\$ 200	Travel & Training	\$ 500	\$ 500	\$ 500	150.00%
15	869	886	100	1,300	Contractual Services	1,300	1,300	1,300	0.00%
16	28,580	28,954	28,400	30,000	Telephone	28,400	28,400	28,400	-5.33%
17	92,833	102,845	119,500	108,200	Computer Software & Maintenance	123,600	123,600	123,600	14.23%
18	15,282	10,915	13,000	21,500	Office Equipment Maintenance	24,400	24,400	24,400	13.49%
19	<u>\$ 141,054</u>	<u>\$ 145,996</u>	<u>\$ 161,200</u>	<u>\$ 161,200</u>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<u>\$ 178,200</u>	<u>\$ 178,200</u>	<u>\$ 178,200</u>	<u>10.55%</u>
20									
<b>CAPITAL OUTLAY</b>									
21									
22	24,577	43,344	124,700	124,700	Computer Hardware	57,400	57,400	57,400	-53.97%
23	<u>\$ 24,577</u>	<u>\$ 43,344</u>	<u>\$ 124,700</u>	<u>\$ 124,700</u>	<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ 57,400</u>	<u>\$ 57,400</u>	<u>\$ 57,400</u>	<u>-53.97%</u>
24									
25	<u>\$ 348,268</u>	<u>\$ 371,634</u>	<u>\$ 399,000</u>	<u>\$ 389,300</u>	<b>TOTAL REQUIREMENTS</b>	<u>\$ 325,700</u>	<u>\$ 325,700</u>	<u>\$ 325,700</u>	<u>-16.34%</u>

Notes:

- <sup>15</sup> Costs include annual ADT Security coverage and Ikon Hard Drive Surrender.
- <sup>17</sup> FY11-12 Computer software and maintenance costs are primarily for maintenance of the City's existing software license agreements. Beginning in FY11-12, costs also include photocopy leases which were previously budgeted in various operating funds.
- <sup>18</sup> Includes purchases and maintenance for all City photocopiers and fax machines.
- <sup>22</sup> FY11-12 Computer Hardware costs include replacement of twenty police car laptops totaling \$80,000.

**SUMMARY OF INFORMATION SYSTEMS ALLOCATED BY FUND**

\$ 294,400	\$ 287,000	General Fund	\$ 193,700	\$ 193,700	\$ 193,700	-32.51%
5,600	5,500	Community Center Fund	5,200	5,200	5,200	-5.45%
11,900	11,600	Street Fund	11,900	11,900	11,900	2.59%
12,700	12,400	Sewer Fund	22,200	22,200	22,200	79.03%
43,100	42,000	Water Fund	51,900	51,900	51,900	23.57%
1,400	1,400	SLD Fund	1,900	1,900	1,900	35.71%
20,900	20,400	Storm Water	35,900	35,900	35,900	75.98%
9,300	9,100	Urban Renewal	3,200	3,200	3,200	-64.84%
(300)	(100)	Rounding	(200)	(200)	(200)	100.00%
<u>\$ 399,000</u>	<u>\$ 389,300</u>	<b>TOTAL EXPENDITURES BY FUND</b>	<u>\$ 325,700</u>	<u>\$ 325,700</u>	<u>\$ 325,700</u>	<u>-16.34%</u>

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**INFORMATION SYSTEMS DIVISION**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12
-------------------	-------------------	--------------------	----------------------

RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
------------------------	---------------------	--------------------	-----------------------------------

**REQUIREMENTS**

***PERSONNEL SERVICES***

4	\$ 75,780	\$ 75,815	\$ 12,600	\$ 15,700	Assistant to the City Manager	\$ -	\$ -	\$ -	-100.00%
5	59,376	59,404	59,200	59,400	Network Administrator	62,700	62,700	62,700	5.56%
6	1,320	1,320	-	-	Cell Phone Stipend	700	700	700	
7	2,098	2,098	1,200	1,200	Medicare	1,000	1,000	1,000	-16.67%
8	21,111	17,234	10,700	10,700	Retirement	9,500	9,500	9,500	-11.21%
9	22,771	26,250	16,300	16,300	Insurance Benefits	16,000	16,000	16,000	-1.84%
10	181	173	100	100	Workers Compensation	200	200	200	100.00%
11	-	-	13,000	-	Unemployment	-	-	-	
12	<b>\$ 182,637</b>	<b>\$ 182,294</b>	<b>\$ 113,100</b>	<b>\$ 103,400</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 90,100</b>	<b>\$ 90,100</b>	<b>\$ 90,100</b>	<b>-12.86%</b>

Notes:

- 3 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- 3 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
- 4 Due to funding constraints, the Assistant to the City Manager position was eliminated beginning September 1, 2011. Duties have been reassigned to various other City Departments.
- 7 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 8 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- 9 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- 10 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

## **CIVIC CENTER FACILITIES**

The Civic Center Facility Fund accounts for operations and maintenance of the new Civic Center. Facility Maintenance staff will continue to maintain the facility at a level that allows maximum efficiency of all staff. There are no major maintenance needs forecasted in the upcoming year. Staff will continue to focus on refining the programming within the HVAC units and lighting systems to improve their efficiencies in addition to regular carpet cleaning and landscape maintenance. One of the City Council's Long-Term goals is to establish a facility replacement reserve to pay ongoing maintenance and replacement costs for this facility.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND**

**CIVIC CENTER FACILITIES**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
-------------------	-------------------	--------------------	----------------------	--	------------------------	---------------------	--------------------	-----------------------------------

**RESOURCES**

1	\$	-	\$	-	\$	16,300	\$	16,300	Restricted for Civic Center Improvements	\$	13,300	\$	13,300	\$	13,300	-18.40%
2		-		310		300		300	Restricted for Statue Maintenance		300		300		300	0.00%
3	\$	-	\$	310	\$	16,600	\$	16,600	TOTAL CAPITAL CARRYFORWARD	\$	13,600	\$	13,600	\$	13,600	-18.07%
4																
5	<i>MISCELLANEOUS</i>															
6		310		-		-		-	- Statue Maintenance		-		-		-	
7		-		-		-		-	- Resale Facility Equipment		500		500		500	
8		-		23,451		-		-	- LEEDS Certification		-		-		-	
9	\$	310	\$	23,451	\$	-	\$	-	TOTAL MISCELLANEOUS	\$	500	\$	500	\$	500	
10																
11	\$	310	\$	23,761	\$	16,600	\$	16,600	<b>TOTAL RESOURCES</b>	\$	14,100	\$	14,100	\$	14,100	-15.06%
12																

Notes:

7 The gym equipment is in need of replacement, one unit per year for three years at \$4000 each. The city will attempt to sell the used equipment on Craig's list.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND  
CIVIC CENTER FACILITIES**

ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>REQUIREMENTS</b>								
<i>PERSONNEL SERVICES</i>								
\$ 4,227	\$ 32	\$ 4,300	\$ 4,300	Public Works Superintendent	\$ 6,100	\$ 6,100	\$ 6,100	41.86%
43,915	43,535	38,400	31,200	Facility Maintenance Worker	36,100	36,100	36,100	15.71%
-	-	-	100	Overtime	-	-	-	-100.00%
-	400	400	400	Clothing Allowance	400	400	400	0.00%
745	671	800	600	Medicare	700	700	700	16.67%
7,213	5,513	7,200	5,100	Retirement	6,400	6,400	6,400	25.49%
11,994	13,796	14,700	14,700	Insurance Benefits	17,100	17,100	17,100	16.33%
630	1,000	600	400	Workers Compensation	1,000	1,000	1,000	150.00%
-	-	-	6,600	Unemployment Insurance	13,200	13,200	13,200	100.00%
<b>\$ 68,724</b>	<b>\$ 64,947</b>	<b>\$ 66,400</b>	<b>\$ 63,400</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>	<b>27.76%</b>

- Notes:
- 16 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
  - 16 After a two-year pay freeze for non-represented staff and a one-year pay freeze for represented (who voluntarily agreed), the City will provide a 2.5% cost of living increase and a 3% step increase for those eligible. The has City traditionally provided a COLA based on Portland Consumer Price Index for Wage earners which was 3% in 2011.
  - 17 At the beginning of FY10-11, Facilities management was reassigned to the Assistant to the City Manager. Due to funding constraints, the ATTCM position was eliminated in FY11-12 and facility management was reassigned to the Public Works Superintendent. The increase from FY11-12 to FY12-13 reflects an increase in allocation from 5% to 7% of the Superintendent's time.
  - 21 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
  - 22 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
  - 23 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
  - 24 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior years.

**CITY OF KEIZER  
ADMINISTRATIVE SERVICES FUND  
CIVIC CENTER FACILITIES**

	ACTUAL 2009-10	ACTUAL 2010-11	AMENDED 2011-12	PROJECTED 2011-12		RECOMMENDED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	PERCENT INC (DEC) PROJECTED
<b>MATERIALS &amp; SERVICES</b>									
27					Materials & Supplies				
28	\$ -	\$ 142	\$ -	\$ -		\$ -	\$ -	\$ -	
29					Meetings, Travel & Training				
30	55,240	46,561	58,800	58,800	Janitorial Services	56,500	56,500	56,500	-3.91%
31	91,056	105,282	100,000	100,000	Utilities	107,700	107,700	107,700	7.70%
32	765	-	100	100	Vehicle Maintenance	-	-	-	-100.00%
33	-	491	-	-	Equipment Maintenance & Replacement	4,000	4,000	4,000	
34	6,223	8,903	14,800	14,800	Maintenance Supplies	9,500	9,500	9,500	-35.81%
35	-	873	1,000	4,000	Contractual Services	1,500	1,500	1,500	-62.50%
36	6,696	10,244	9,000	9,000	Janitorial Supplies	6,500	6,500	6,500	-27.78%
37	\$ 159,980	\$ 172,496	\$ 183,700	\$ 186,700	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$ 185,700	\$ 185,700	\$ 185,700	-0.54%
<b>CAPITAL OUTLAY</b>									
39		6,526	-	-	Civic Center Improvements	13,300	13,300	13,300	
<b>CONTINGENCY</b>									
42						10,000	10,000	10,000	
<b>RESERVES</b>									
45	-	16,925	13,300	13,300	Restricted for Civic Center Improvements	65,000	65,000	65,000	388.72%
46	310	300	300	300	Restricted for Statue Maintenance	300	300	300	0.00%
47	\$ 310	\$ 17,225	\$ 13,600	\$ 13,600	<b>TOTAL RESERVES</b>	\$ 65,300	\$ 65,300	\$ 65,300	380.15%
49	\$ 229,014	\$ 261,194	\$ 263,700	\$ 263,700	<b>TOTAL REQUIREMENTS</b>	\$ 355,300	\$ 355,300	\$ 355,300	34.74%

- Notes:
- <sup>30</sup> Costs are for janitorial service twice per week for all of Civic Center facilities except the Community Center which is accounted for in the Community Center Fund. Costs do not include any additional cleaning costs ( e.g. carpets, ground maintenance etc).
- <sup>33</sup> The gym equipment is in need of replacement, one unit per year for three years at \$4000 each. The city will attempt to sell the used equipment on Craig's list.
- <sup>36</sup> Janitorial Supplies do not include costs for the Community Center. These costs are now allocated to the Community Center Fund.
- <sup>40</sup> In FY10-11 the City received over \$23,000 for its LEEDS certification. The City Council designated these funds for Civic Center improvements of which \$13,300 is available for FY12-13 should the need arise.

**SUMMARY OF FACILITY MAINTENANCE ALLOCATED BY FUND**

\$ 160,900	\$ 160,900	General Fund	\$ 223,500	\$ 223,500	\$ 223,500	38.91%
3,000	3,000	Community Center Fund	5,100	5,100	5,100	70.00%
9,800	9,800	Street Fund	13,100	13,100	13,100	33.67%
7,400	7,400	Sewer Fund	10,200	10,200	10,200	37.84%
39,500	39,500	Water Fund	54,300	54,300	54,300	37.47%
1,000	1,000	SLD Fund	1,400	1,400	1,400	40.00%
19,900	19,900	Storm Water	31,200	31,200	31,200	56.78%
5,600	5,600	Urban Renewal	2,400	2,400	2,400	-57.14%
16,600	16,600	Resources	14,100	14,100	14,100	-15.06%
-	-	Rounding	-	-	-	
\$ 263,700	\$ 263,700	<b>TOTAL EXPENDITURES BY FUND</b>	\$ 355,300	\$ 355,300	\$ 355,300	34.74%

# CITY OF KEIZER

## General Fund Long Range Planning Process

Early in fiscal year 2010-2011 the City began a comprehensive long-range planning process. The General Fund Long-Range Planning Task Force was established and staff developed a year-long process which is outline on the flowchart and narrative following this introduction.

The Task Force held its first meeting in December 2010 to discuss the following agenda items.

1. Receive update from staff on year-to-date General Fund Revenue Status
2. Review Long-Range Planning Process
  - a. Identify Purpose of the Long-Range Plan which is to sustain services for 5 years based on relative uncertainty
  - b. Review the Flowchart and timelines
  - c. Review the Action steps
3. Discuss Sustaining Current Services
  - a. Staff introduced the variables to consider in developing the Long-Range Plan and provided forecast scenarios using the following risk factors:
    - i. Conservative
    - ii. Moderate
    - iii. Aggressive
  - b. Through a consensus exercise the Task Force agreed on the level to be used for each variable in forecasting

4. Staff provided the Task Force with additional information to consider for Council Goal setting in January 2011 and Long-Range Plan update in March 2011.
  - a. Staff Issues List
  - b. Citizen Survey Results

The Task Force met again in March 2011 to discuss the following agenda items:

1. Receive update on the General Fund Revenue Status & preliminary FY11-12 budget issues
2. Receive Staff presentations on General Fund Long-Range Issues
3. Task Force prioritized Issues

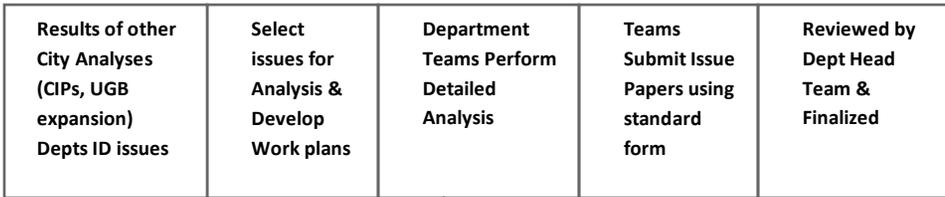
Also during fiscal year 2010-2011 the City held a series of Town Hall meetings to discuss Police Service levels with the community and to receive input on how best to fund these services. In November 2011, the City put a ballot measure to vote on funding police services by adding a fee to utility bills. The measure was defeated.

The Task Force met again in April 2012 and received an updated Long Range Planning forecast, revised the variables assumed for the upcoming five-year period, and discussed funding the Issues identified the previous year.

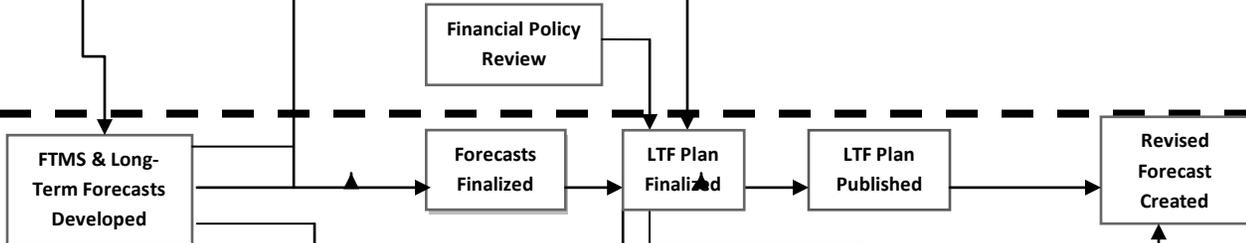
CITY OF KEIZER  
GENERAL FUND LONG-TERM PLANNING PROCESS FLOWCHART

August	September	Oct	Nov	Dec	January	February	March	April	May	June	July
--------	-----------	-----	-----	-----	---------	----------	-------	-------	-----	------	------

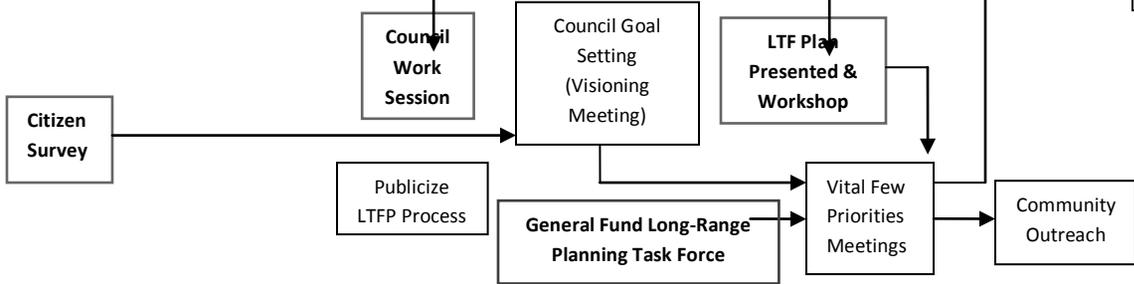
**Financial Plan Issue Analysis**



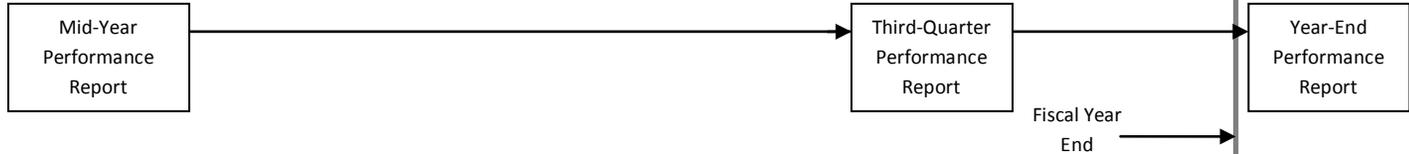
**Forecast & Plan**



**& Public**



**Review**



CITY OF KEIZER  
GENERAL FUND LONG-RANGE PLANNING PROCESS NARRATIVE

1. **Identify Issues for Analysis** – Department Heads suggest issues arising over the next five years to be analyzed as part of planning process.
2. **Identify Results of other City Analyses** – Review information from other formal city planning processes like master land-use plans and capital improvement plans.
3. **Finalize Issues for Analysis & Work Plans** – Finance compiles critical issues having fiscal impact (Liability Insurance plan, Civic Center facilities sinking fund, traffic safety, park maintenance, infill, telecom costs, urban renewal sunset).
4. **Citizen Survey** – Send out survey based on questions arising from Department Issues and council input.
5. **Department Teams Perform Analysis** – Departments carry out work plans; coordinating among departments when needed.
6. **Develop FTMS & Long-Term Forecasts** – Finance develops preliminary forecast.
7. **Teams Submit Issue Papers** – Objective, summary, background, conclusions, recommendations, fiscal impact for the issue studied.
8. **Publicize LTFP process** – Provide notices of meetings.
9. **Mid-Year Performance Report** – Give year-to-date budget to actual analysis; summarize progress of LTFP
10. **Department Head Team Review Issue Papers & Finalize**
11. **Review Financial Policy** – Assess City’s compliance with its Financial Policies (e.g. State Shared Revenues for Police Fleet)
12. **Finalize Forecasts** – Complete long-term revenue/expenditure forecast based on new information
13. **Council Goal Setting** – Consider input from Staff Issues and Citizen Survey
14. **General Fund Long-range Planning Task Force** – Bring budget committee members together to reach consensus on long-range plan.
15. **Finalize Long-Term Financial Plan**
16. **Present Long-Term Financial Plan & Hold Workshop**

CITY OF KEIZER  
GENERAL FUND LONG-RANGE PLANNING PROCESS NARRATIVE

- a. Enables council and staff to provide a vision to the city for how services will develop in coming years.
  - b. Feeds into the city's priority-setting process and resource allocation.
  - c. Brings financial issues to council's attention for prioritization.
  - d. Reminds committee of finite resources with which to accomplish goals, provides a restraint against natural impulse to commit to expanded service levels that can accompany strategic planning initiative.
17. **Vital Few Priorities Meeting** – Council ranks potential projects and creates consensus on top priority projects. Staff subsequently formulates plans to address these projects in the budget. Decision packages are created to weigh various expenditure options against priorities.
18. **Publish Long-Term Financial Plan**
19. **Submit Budget Packages** – Department Budgets due to Finance for compilation into FY11-12 Budget
20. **Community Outreach** – Communicate results of LTFP and prioritization process to community.
21. **Third-Quarter Performance Report** – Provide year-to-date budget to actual; summarize progress of LTFP
22. **Create and Present Programs, Budgets, & CIPs**
23. **Revise Forecast** – Third quarter earnings, expenditure adjustments used to update LTFP.
24. **Budget Meetings**
25. **Budget Adopted**
26. **Year-End Performance Report** – Give summary of budget to actual analysis; summarize LTFP results

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

Notes	Variable	FY11-12 Long Range Plan	FY11-12 Actual	FY12-13 Projected
(1)	Increase Population	1.48%	1.37%	1.48%
(2)	Change in City-wide Assessed Property Valuation	3.00%	2.54%	2.54%
(2)	Change in Urban Renewal Assessed Property Valuation	1.00%	2.56%	2.56%
(3)	Property Tax Uncollectables and Discounts	8.00%	6.21%	6.60%
	Personnel Services Increase:			
(4)	Cost of Living Increase	2.50%	0.00%	2.50%
(5)	Attrition	-2.00%	-2.33%	-2.00%
(6)	Retirement Cost Increases	16.00%	16.00%	NA
(7)	Medical Insurance Premium Increase	14.00%	9.96%	9.95%
(8)	Materials & Services; Capital Outlay Inflation	2.50%	1.95%	1.95%

**Notes:**

- (1) Population History and Projections through 2030 - Marion County Oregon. City of Keizer actual growth over past 5 years averaged 1.12%.
- (2) FY11-12 Actual based on assessed value increase - Marion County Oregon
- (3) "Plan" & "Actuals" are based on actual tax revenues collected over taxes assessed. Projected from Marion County Assessor.
- (4) Projected Based on KPA Union Contract 2012-2015
- (5) Based on Personnel Services Budget to Actual variance. The long-term average attrition is 3%; however recent unemployment figures indicate job changes will be less than Moderate in current times.
- (6) Based on PERS actuarial evaluation update November 2011. New rates apply July 1, 2013 estimate 14.5% increase.
- (7) Rate increases per HealthNet; the City's primary insurance provider
- (8) Actual and Projected based on OSU inflation conversion factor

**GENERAL FUND LONG RANGE FINANCIAL PLAN  
REVENUE AND EXPENSE PROJECTIONS FY12-13 BUDGET**

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

	2011-12 Projected	2012-13 Budgeted	2013-14 Forecasted	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted
1 Increase Population			1.48%	1.48%	1.48%	1.48%
2 Change in City-wide Property Valuation		2.54%	2.50%	2.50%	2.50%	2.50%
3 Change in Urban Renewal Property Valuation		2.56%	2.00%	2.00%	2.00%	2.00%
4						
5 <b>REVENUES:</b>						
6 <b>Property Taxes:</b>	\$ 3,700,000	\$ 3,770,000	\$ 3,860,000	\$ 3,960,000	\$ 4,060,000	\$ 4,160,000
7 Taxes from Urban Renewal District	-	443,000	452,000	461,000	470,000	663,700
8						
9 <b>Licenses &amp; Fees:</b>	2,510,000	2,500,000	2,540,000	2,580,000	2,620,000	2,660,000
10						
11 <b>Intergovernmental:</b>	650,000	720,000	731,000	742,000	753,000	764,000
12						
13 <b>Fines &amp; Forfeits:</b>	610,000	610,000	619,000	628,000	637,000	646,000
14						
15 <b>Miscellaneous:</b>	170,000	170,000	172,500	175,100	177,700	180,300
16						
17 <b>TOTAL RESOURCES</b>	<b>\$ 7,640,000</b>	<b>\$ 8,213,000</b>	<b>\$ 8,374,500</b>	<b>\$ 8,546,100</b>	<b>\$ 8,717,700</b>	<b>\$ 9,074,000</b>

**Assumptions:**

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

	2011-12 Projected	2012-13 Budgeted	2013-14 Forecasted	2014-15 Forecasted	2015-16 Forecasted	2016-17 Forecasted
18 Personnel Services Increase			0.5%	0.5%	0.5%	0.5%
19 Retirement Rate Increases			14.5%		14.5%	
20 Medical Insurance Premium Increase		9.95%	10.0%	10.0%	10.0%	10.0%
21 Materials & Services; Capital Outlay Inflation			1.70%	1.75%	1.85%	2.05%
<b>EXPENDITURES:</b>						
22 <b>Personnel Services</b>						
24 Wages & Benefits	\$ 5,260,000	\$ 5,530,000	\$ 5,560,000	\$ 5,590,000	\$ 5,620,000	\$ 5,650,000
25 Health insurance premium increases*			100,000	210,000	320,000	450,000
26 Retirement Rate Increases*			130,000	130,000	260,000	260,000
27	5,260,000	5,530,000	5,790,000	5,930,000	6,200,000	6,360,000
28						
29 <b>Materials &amp; Services</b>	2,020,000	2,230,000	2,268,000	2,308,000	2,351,000	2,399,000
30 Administrative Costs from Urban Renewal District						110,000
31						
32 <b>Capital Outlay</b>						
33 Park Improvements	18,000	24,000	24,400	24,800	25,300	25,800
34						
35 <b>Transfers Out</b>						
36 Revenue Sharing Fund	-	100,000	60,000			
37 Transfer to 9-1-1 Fund	280,000	290,000	295,000	300,000	306,000	312,000
38 Community Center Fund	-	70,000	71,000	72,000	73,000	74,000
39						
40 <b>TOTAL EXPENDITURES</b>	\$ 7,578,000	\$ 8,244,000	\$ 8,508,400	\$ 8,634,800	\$ 8,955,300	\$ 9,280,800
41						
42 Contingency		100,000				
43 Interest Due to Taxing Jurisdictions		85,000	85,000	85,000	85,000	85,000
44 Reserve Funding and One-Time Expenses		70,000				
45						
46 <b>TOTAL EXPENDITURES &amp; RESERVES OVER REVENUES</b>	\$62,000	(\$286,000)	(\$218,900)	(\$173,700)	(\$322,600)	(\$291,800)
<b>Comparison with FY11-12 Long Range Plan</b>	(\$260,000)	(\$61,300)	(\$367,300)	(\$405,100)	(\$622,500)	NA

\*Increases are included in Wage & Benefit projections for FY11-12 & FY12-13

**Assumptions:**

No new services or programs are anticipated

No additional personnel (Police currently 4 FTE short of being considered fully staffed plus 3 City FTE (Code Enforcement, Assistant to the City Manager, Municipal Court Clerk)

City of Keizer																	
General Fund Long Range Planning Task Force																	
Results of Committee Members' Rating of Long-Range Issues																	
ISSUE	Brandon Smith	Cathy Clark	Dale Hanson	David Dempster	David McKane	J.D. Gillis	Jim Taylor	JoAnne Beilke	Joe Egli	Kim Freeman	Lore Christopher	Mark Caillier	Ron Bersin	Sandi King	Total	Average	
Frozen Police Officer Positions	5	4	5	A b s e n t	4	5	4	5	4	5	5	5	5	2	58	4.46	
Replace Police Department Lap Tops	4	3	2		4	3	3	3	2	5	5	4	5	5	5	48	3.69
Computer Server Updates	4	5	3		4	4	1	4	3	5	5	4	0	5	47	3.62	
Urban Growth Boundary Expansion	5	4	5		3	5	5	1	2	3	5	2	0	5	45	3.46	
Add Back Service Level Cuts	5	5	5		2	2	0	5	3	3	1	5	0	2	38	2.92	
Civic Center Facility Sinking Fund	3	2	3		2	2	3	4	3	5	1	4	0	4	36	2.77	
Parks Matching Funds	3	2	1		2	3	5	4	4	3	1	2	5	1	36	2.77	
Liability Insurance Reserve Fund	4	4	1		3	4	1	2	2	4	1	4	0	4	34	2.62	
Website RFP & Service Contract	3	4	2		3	1	2	3	2	4	5	3	0	2	34	2.62	
Salary Survey RFP & Implementation	3	5	1		1	0	1	1	2	3	1	3	0	1	22	1.69	
Rate from very important (5) to not important at all (0)																	

# City of Keizer

## Long Range Planning Issues

### Frozen Police Officer Positions

Department Lead: H. Marc Adams, Chief of Police

Issue: Over the past three years four police officer positions were vacated through and, due to funding constraints, the positions remain unfilled.

The Community Response Unit, a four officer team assigned to proactively investigate drug complaints, has been reduced to one officer. No proactive illegal narcotics investigations are being conducted. The Department is unable to respond to drug house complaints in a timely manner.

One School Resource Officer position has been eliminated by the Salem-Keizer School District. Now there is only one School Resource Officer who is responsible for two middle schools and seven elementary schools.

The Department has not recruited to establish a hiring list for police officers since 2010.

In the event of officer injuries, short and long-term illness or family medical leave (FMLA), shift coverage

overtime has been needed to meet daily patrol minimum staffing requirements.

#### Work Plan:

1. Identify number of police officers needed for the police patrol shifts
2. Identify number of police officers needed for the Criminal Investigations Unit
3. Identify number of police officers needed for the Traffic Safety Unit
4. Identify number of police officers needed for the School Resource Officer Unit
5. Identify number of police officers needed for Crime Prevention
6. Identify number of police officers needed for the Community Response Unit (narcotics investigations, etc)
7. Identify number of support personnel needed
8. Identify number of supervisors needed
9. Identify number of Command Staff needed
10. Identify materials and services needed for 24/7 police operations

# City of Keizer

## Long Range Planning Issues

### Frozen Police Officer Positions

Duration: Indefinite. During last year's Long Range Planning process the committee ranked funding the frozen police officer positions as the number one priority. While this is the City's most important funding issue, it is also the most expensive and the longest-term commitment of resources. The City's financial position has improved in FY11-12, and the propose FY12-13 revenue projections indicate stable, and/or mild upward revenue trending. Staff recommends keeping positions frozen one more year to help ensure revenues have stabilized prior to funding any permanent positions.

Revenue Source: General Fund. Potential funding options include:

- Potential funding could include flat utility fee or increase in utility franchise fees. However, this funding source was defeated in the November election as support for Police and Fire services.

- Increase utility franchise rates
- Operating Levy (currently 5 years with proposed legislation increasing to 10 years)

Personnel Services: The cost of police officer positions range from \$90,000 to \$112,000 (wages, benefits and overtime) with the average police officer position going into FY12-13 estimated at \$105,000. Filing four positions at step one will cost approximately \$360,000 in year one.

Update: The Keizer Police Association three-year contract settled at 2.5% cost of living each year (actual Portland CPIw is 3.0%). Propose FY12-13 funding for COLA and eligible step increases after one-year pay freezes. Concessions made in bargaining will fund these personnel services cost increases and help with employee retention issues.

City of Keizer  
Long Range Planning Issues  
Replace Police Department Lap Tops

Department Lead: Bill Hopkins, Network Administrator through Tim Wood, Assistant Controller and Susan Gahlsdorf, Finance Director

Issue: Over the next 5 years the City of Keizer will need to replace various police rugged laptops in order to maintain city services at a consistent level. Rugged laptops are used in the patrol cars for essential data communication and on crime scene investigations.

Funded: In FY11-12, the City replaced all 20 rugged laptops using unspent funds carried over from FY10-11.

Revenue Source: General Fund

Personnel Services: All needed personal service will be supplied by the current Information Technology department.

Materials and Services: No additional materials or services will be needed.

Capital Outlay: See Above

# City of Keizer

## Long Range Planning Issues

### Server Updates

Department Lead: Bill Hopkins, Network Administrator through Tim Wood, Assistant Controller and Susan Gahlsdorf, Finance Director

Issue: Beginning in FY11-12 the City began replacing various network servers in order to maintain city services at a consistent level.

Work Plan:

1. Quote out cost for each server.
2. Plan order and delivery time line.

Duration: Server to replace and the estimated cost:

Server Keizermaster 1 year out \$4000. This server manages the network and Active directory services for the City Hall and Police operations. Recommended funding in FY12/13.

Server Keizernm (net motion) 1-2 years out \$4000. This server manages the secure remote connection for all of the mobile police units and cars. Recommended funding FY12/13.

Server Keizernas (network Attached Storage, backup server) 2-4 years out \$6000. This server controls the backup of all data and information on all servers for the City Hall and Police operations. Recommended funding in FY13/14.

Server Keizerdata 2-4 years out \$8000. This server holds all the files and data for City Hall operations. Recommended funding in FY14/15.

Server Keizerpolice 4-5 years out \$8000. This server holds the all files and data for Police. Recommended funding FY15/16.

# City of Keizer

## Long Range Planning Issues

### Server Updates

Funding needed:

Fiscal Year	Server Description	Total Cost	GF Share	
FY12/13	Keizer Master & Keizernm	\$8,000	\$5,300	66%
FY13/14	Keizernas	\$6,000	\$4,000	66%
FY14/15	Keizer Data	\$8,000	\$2,300	29%
FY15/16	Keizer Police	\$8,000	\$5,300	100%

Revenue Source: All Operating Funds including General Fund with some potential revenue sharing funds to cover general fund share.

Personnel Services: All needed personal service with be supplied by the current Information Technology department.

Materials and Services: No additional materials or services will be needed.

Capital Outlay: See above.

# City of Keizer

## Long Range Planning Issues

### Urban Growth Boundary Expansion

Department Lead: Nate Brown, Community Development Director

Issue: Prepare materials and information for urban growth boundary expansion

Work Plan:

1. Complete Periodic Review process (implement tasks identified in the Tech Assistance Grant)
2. Identify remaining tasks after completion of Periodic Review
3. Identify necessary submittal materials for UGB expansion.

Duration:

1. Research – 60 days from mid-September (or completion of periodic review)
2. Implementation –1 year

Funding needed: Consultant costs for State Land Use compliance—beginning in FY 2013/14. Expect \$70K-\$100K price tag.

Revenue Source: Costs associated with research to be funded by General Fund (grants availability are unlikely – to be determined after work plan established)

Revenue Generated: To be determined after work plan completed

Personnel Services: to be completed with existing staffing levels

Materials and Services:

1. Special Mailings for public notices (Number determined after work plan completed)
2. Legal Notices (Number determined after work plan completed)

# City of Keizer

## Long Range Planning Issues

### Add Back General Fund Service Level Cuts

Department Lead: Chris Eppley, City Manager

Issue: Add-back Service Level Cuts to the General Fund (excluding Police Department Service level cuts which are addressed as a separate issue).

Reductions in janitorial services and Parks materials and supplies impact the ability to maintain and operate existing assets (e.g. buildings, land, machinery and equipment). FY11-12 new rental income source \$25,000 annually. Funded new Parks mower. FY12-13 propose some additional parks funding for maintenance, increased Splash Fountain operations and Capital Improvements.

Reductions in Community Development impact the ability to improve the economic, social, cultural and environmental conditions of the community to improve the living standards of our citizens. Propose in FY12-13 add back GIS support for Street naming services. Propose increase funding for training to keep staff skills current with industry and regulatory changes.

Reductions in Administrative Services impact our ability to meet various directives established by federal, state and local governments and regulatory agencies. Propose in FY12-13 increase funding for training to keep staff skills current with legal and regulatory changes.

Cost deferrals such as computer hardware and software upgrades are deferred to future years but cannot be eliminated without impacting the quality of services provided to the community. Propose FY12-13 funding for financial and utility billing software upgrades to ensure compatibility with support software which will be cost effective long-term and provides for on-line bill pay, a City Council short term goal. Propose funding for computer replacements on units that are overdue and failing to perform.

Reductions in Emergency Management impact the City's ability to prepare for a disaster before it occurs, respond to a disaster and support and rebuild after a disaster has occurred. FY12-13 propose funding a portion of Emergency Management costs in Public

Works funds as this program supports the functionality of public infrastructure.

Reductions in Administrative Services (e.g. City Manager, Legal, City Recorder, Human Resources, Finance) increase the potential for loss arising from non-compliance with legislation and case law, ability to follow best practices that help avoid risks or mitigate risk by dealing with matters expeditiously and ability to perform due diligence through effective policies, proven processes and consistent actions. Propose limited training dollars in FY12-13.

Reductions in information systems reduce the ability to prevent unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction of information systems. Propose various server upgrades, software upgrades and computer hardware upgrades in FY12-13.

Reductions in the Legal Department increase the potential for loss arising from the uncertainty of legal proceedings and potential legal proceedings. FY11-12, funded legal assistance for Keizer Station LID issues through Urban Renewal District. Propose continued

funding in FY12-13. Propose carryover funding for legal services for Master Telecom ordinance. Propose limited training dollars in FY12-13.

Limiting access to current events and community support, updated technological information, professional developments, and networking opportunities will impact the quality of services provided to the community. Propose limited training dollars in FY12-13. Propose funding Keizer Chamber activities with 20% of TOT revenues.

Increasing workload without a corresponding increase in workforce will potentially cause delays in service delivery; projects may not be completed expeditiously resulting in lost opportunities and/or higher costs in the future. Frozen Court Clerk position occurred through attrition in FY11-12. Staff provided workload coverage through inter- and intra-departmental reorganizations and by implementing automated telephone reception system.

Update: Currently three full FTE City Hall positions are frozen; Assistant to the City Manager and Code Enforcement through funding cuts and Municipal Court

Clerk through attrition. Citywide frozen positions total seven FTE including four Police Department positions. Propose modest increased funding from FY11-12 levels for Parks, staff training, GIS support, Emergency Management, and city-wide salary survey. Propose cost of living and step increases to eligible staff to help ensure retention of skilled workforce with strong cross-training skills and strong institutional knowledge and experience after 2 year pay freezes and reduced Health Insurance contributions from 95% to 90%.

Revenue Source: Potential funding could include flat utility fee or increase in utility franchise fees. This funding source was defeated in the November election as support for Police and Fire services. Propose FY12-13 revenue projections indicate stable, and/or mild upward revenue trending. Several City established user fees are scheduled for tri-annual Council directed indexing of 4.85% (Portland CPI-w) including Land Use Fees, records requests, impound fees, NSF check return fees to name a few. Project new Park Rental Income beginning FY11-12, continuing into FY12-13.

# City of Keizer

## Long Range Planning Issues

### Facility Reserve Fund

Department Lead: Bill Lawyer, Public Works Superintendent

Issue: Develop Facility Repair and Replacement Plan to establish Civic Center Sinking Fund for future repairs and replacements to the civic center facility.

Work Plan:

1. Identify items that will need to be replaced over the next 3 to 25 years.
2. Receive quotes/estimates for these items identified.
3. Budget accordingly so that when the items need to be replaced, the funding is available to do so.

Duration: Replacement plan in place by 2013; begin setting aside funds each year into Sinking Fund for the cost of replacement of items on a 25-year life or less. Replacement of building structure is not included in Plan Replacement costs. Community Center replacement costs are not included since

rental income may be available for those replacement costs.

Funding needed: \$65K-\$70K annually to ensure adequate funds are available to replace and repair facilities. Total Replacement cost approximately \$1.6M. (Plan assumes interest earned on funds held in reserve will cover future inflationary replacement costs.)

Revenue Source: All operating funds based on expected allocation plan; General Fund share approximately 66% or \$43K-\$46K annually bringing total replacement cost to over \$1 million.

# City of Keizer

## Long Range Planning Issues

### Parks Matching Funds

Department Lead: Bill Lawyer, Public Works Superintendent

Issue: Identify Parks Capital Improvement projects General Fund contributions needed over the next 5 years per January 2010 Methodology Update

Revenue:

1. Existing SDC funds collected from 4/10/2010 to 3/13/2011 - \$49,800
2. Estimated SDC funds to be collected over the next 5 years (20 units per year @ \$1,500 each) - \$150,000

Project Scenarios

1. Install play structure at Keizer Rapids Park  
\$54,000 Total Project cost
  - \$ 7,300 SDC portion (13.5%)
  - \$46,700 General Fund

2. Complete projects to utilize current SDC fund balance

\$368,918 Total Projects cost

- \$ 49,800 SDC portion (13.5%)
- \$319,100 General Fund portion

3. Complete projects to utilize estimated SDC collected over next 5 years

\$1,110,000 Total Project costs

- \$150,000 SDC portion (13.5%)
- \$960,000 General Fund portion

Funding needed: General Fund revenue needed to utilize current SDC Funds and estimated SDC Funds to be collected over the next 5 years - \$1,279,100

Revenue Source: Options include capital improvement levy, fee on utility bill, grants, and donations

# City of Keizer

## Long Range Planning Issues

### Liability Insurance Reserve Fund

Department Lead: Tracy Davis – City Recorder

Issue: The City participates in a Liability Retro Financing Plan for our general and auto liability insurance. The innovative pricing program allows eligible members who have a history of minimal claims to take on additional risk in exchange for reduced contributions/premiums. The City pays 75% of our guaranteed cost contribution/premium and is responsible for the cost of claims and loss expenses above this minimum up to a maximum exposure of 112.5%. During the last three fiscal years, the City has experienced savings due to minimal claims. These savings have not been reserved, but expended on other operating costs. However, if the City continues to participate in this program and a large claim is experienced, the only line item to cover the claim would be Contingency, if available. The City may be forced into undesirable budget cuts should the contingency be depleted before a claim occurs. Establishing a reserve account for potential claims would be preferable.

Work Plan: In FY10-11, the City identified funding a reserve as part of its long range planning goals. Staff's analysis included:

1. Identifying the actual general and auto liability costs and savings for the three-year retro-plan period July 2008 through June 2011.
2. Estimating the projected cost savings to support continuation of the plan.
3. Based on the exposure, identify the reserve liability amount needed to cover potential claims.

Duration: Indefinite; the City plans to continue participating in this program unless future claim losses are experienced rendering this program cost ineffective.

Funding needed: The liability contribution is based on the City's cost allocation plan. The General Fund share is approximately 66%.

# City of Keizer

## Long Range Planning Issues

### Liability Insurance Reserve Fund

Revenue Source: The resources available for these costs within the general fund are property taxes, licenses, fees, fines, and forfeiture revenues.

Three options to consider include:

1. Fund liability based on losses incurred and paid on highest year since being on the plan (FY08-09) at \$27,500
2. Fund liability based on the 25% premium amount not paid at the beginning of the plan year; \$30,000 City-wide, \$20,000 General Fund share.

3. Fund liability based on maximum exposure at approximately \$45,000, General Fund share \$32,000 (staff recommendation based on ability to fund, minimizing exposure to risk)

Should a portion or the entire reserve fund be depleted in any given year, the fund will be replenished the following year through the annual budget process.

# City of Keizer

## Long Range Planning Issues

### City Website

Department Lead: Bill Hopkins, Network Administrator through Tim Wood, Assistant Controller and Susan Gahlsdorf, Finance Director

Issue: The City website is our window to the community and world. Staff is finding that our current website is cumbersome and increasingly less able to meet our needs/demands without significant costs from the current contractor. In addition, the Police Department does not use the current City of Keizer website causing a visual disconnect between Police and City Hall via the web. With increasing demands to use social media and means to communicate with the community, it's becoming necessary to have a website that can easily integrate these new tools.

Work Plan:

1. Receive quotes from municipal website providers.
2. Determine a need for ongoing maintenance of the website or whether this will be provided in-house.

3. Select a vendor to build, develop and possibly maintain a website.

Revenue Source: Shared costs between all funds. General Fund share is approximately 66%.

Personnel Services: None.

Materials and Services: Annual maintenance for a contractor hosted site is approximately \$2,400 - \$4,200 annually; General Fund share is \$1,560 - \$2,730 annually.

Capital Outlay:

Contractor Hosted Website:

Website Design \$15,000 one-time cost; General Fund Share is \$10,500

Staff recommend funding in FY13-14 after other projects are complete and we have more information on cost.

# City of Keizer

## Long Range Planning Issues

### Salary Survey & Implementation of Results

Department Lead: Machell DePina, Human Resources Director

Issue: Salary Survey RFP & Implementation of Results

Work Plan:

1. Estimate cost of external salary survey
2. Recommend conducting survey in FY12-13 and implementing results in FY13-14 based on formal policy and discussions with the Personnel Policy Committee (made up of City Council members) which supports this action.
3. The Personnel Policy Committee recommends the City utilize an external vendor to conduct the survey. This is consistent with past practice.
4. Recommend implementation of survey in FY13-14.

Duration: Policy requires salary surveys performed no less than every four years “subject to available funding and budget approval.” Based on last survey completion date, next survey was due no later than FY 2011-12; the City is one year behind in this schedule.

Revenue Source: Outsourcing salary survey to be paid from all operating funds based on expected allocation plan (FTE). General Fund share 66% of total cost.

Personnel Services: None.

Materials and Services: Anticipated RFP process resulting in contract to successful vendor - estimated at \$20,000. General Fund share 66% or \$13,200.

Additional Information: Completed an internal salary review of represented classifications in the Police Department in preparation for 2012 bargaining.

## **STAFFING HISTORY - FULL TIME EQUIVALENTS**

**AS OF JUNE 30, 2012**

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

## ***STAFFING HISTORY - FULL TIME EQUIVALENTS***

***AS OF JUNE 30, 2012***

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

## **STAFFING HISTORY - FULL TIME EQUIVALENTS**

**AS OF JUNE 30, 2012**

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

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

\* Classified as Administrative Support in budget document.

Actual FTE numbers represent positions funded in the year represented.

**CITY OF KEIZER**  
**SALARY ALLOCATIONS**  
**FISCAL YEAR 2012-2013 BUDGET**

TITLE	General Fund					Other Funds							TOTAL
	Admin	Parks	Comm Dev	Police	Muni Court	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal	
	102	106	108	111	115	012	021	040	042	043	046	050	
<b>CITY MANAGER*</b>													
City Manager	78.9%					8.0%	2.6%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
<b>CITY ATTORNEY*</b>													
Attorney	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Legal Assistant	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
<b>CITY RECORDER*</b>													
City Recorder	56.4%					8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
Deputy City Recorder	56.4%					8.0%	25.0%	2.2%	3.8%	0.7%	1.8%	2.0%	100%
<b>HUMAN RESOURCES**</b>													
Human Resources Director	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Administrative Assistant	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
<b>FINANCE</b>													
Finance Director*	69.2%					6.8%	2.2%	1.9%	3.3%	0.6%	1.5%	14.5%	100%
Assistant Controller	34.0%					10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Accounting Technician	34.0%					10.0%	1.0%	20.0%	15.0%	5.0%	10.0%	5.0%	100%
Municipal Court Clerks					100.0%								100%
Utility Billing Technician								47.0%	43.0%		10.0%		100%
Utility Billing Clerks								47.0%	43.0%		10.0%		100%
Utility Billing Clerk/Municipal Court					50.0%			23.5%	21.5%		5.0%		100%
Receptionist/Administrative Assistant**	4.0%					5.0%	70.0%	7.0%	7.0%	1.0%	5.0%	1.0%	100%
<b>INFORMATION SYSTEMS**</b>													
Network Administrator	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
*Hours are tracked in the Legal Department on a project basis													
**Hours are based on Full-Time Equivalents within each fund													

**CITY OF KEIZER**  
**SALARY ALLOCATIONS**  
**FISCAL YEAR 2012-2013 BUDGET**

	General Fund					Other Funds							
	Admin	Parks	Comm Dev	Police	Muni Court	Street	Comm Center	Sewer	Water	SLD	Storm Water	Urban Renewal	
TITLE	102	106	108	111	115	O12	O21	O40	O42	O43	O46	O50	TOTAL
<b>COMMUNITY DEVELOPMENT</b>													
Community Development Director			87.0%			10.0%		1.0%	1.0%	0.0%	1.0%	0.0%	100%
Senior Planner			97.0%					1.0%	1.0%		1.0%		100%
Planner			100.0%										100%
Permit Specialist/Utility Billing			75.0%					12.0%	12.0%		1.0%		100%
<b>POLICE DEPARTMENT</b>													
All Staff				100.0%									100%
<b>PUBLIC WORKS</b>													
Public Works Director		1.0%				44.0%		5.0%	27.0%	5.0%	18.0%		100%
Public Works Superintendent	7.0%	5.0%	0.0%	0.0%	0.0%	28.0%	0.0%	5.0%	40.0%	5.0%	10.0%		100%
Permit Specialist						43.0%		12.0%	30.0%	10.0%	5.0%		100%
Facility Maintenance	65.5%					3.8%	1.5%	3.0%	15.9%	0.4%	9.1%	0.7%	100%
Municipal Utility Worker I (2)											100.0%		100%
Municipal Utility Worker I (1)		100.0%											100%
Municipal Utility Worker I (1)						75.0%					25.0%		100%
Municipal Utility Worker I (4)									100.0%				100%
Municipal Utility Worker II (1)		100.0%											100%
Municipal Utility Worker II (4)									100.0%				100%
Municipal Utility Worker III (1)						40.0%					60.0%		100%
Municipal Utility Worker III (1)						25.0%			65.0%		10.0%		100%
Municipal Utility Worker III (1)									100.0%				100%
Environmental Program Manager											100.0%		100%
Storm Water Technician											100.0%		100%
Senior Storm Water Technicians (2)											100.0%		100%
**Hours are based on Full-Time Equivalents within each fund													
Municipal Utility Workers (#) = number of staff													



**CITY OF KEIZER**  
**SUMMARY OF FRINGE BENEFITS**  
**FISCAL YEARS 2010 through 2013**

LINE ITEM	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12		FY12-13 BUDGETED
			AMENDED	PROJECTED	
1 Vehicle Allowance/Tuition Assistance	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200
2 Cell Phone Stipend/Clothing Allowance	\$ 33,800	\$ 45,730	\$ 44,700	\$ 44,700	\$ 47,800
3 Medicare	\$ 111,661	\$ 98,092	\$ 88,900	\$ 88,200	\$ 91,100
4 Retirement	\$ 1,045,785	\$ 1,005,196	\$ 1,161,800	\$ 1,153,600	\$ 1,181,600
5 Insurance Benefits	\$ 1,100,402	\$ 1,257,231	\$ 1,311,700	\$ 1,296,000	\$ 1,488,100
6 Workers Compensation	\$ 58,382	\$ 34,768	\$ 143,600	\$ 128,200	\$ 101,400
	<u>\$ 2,354,230</u>	<u>\$ 2,445,217</u>	<u>\$ 2,754,900</u>	<u>\$ 2,714,900</u>	<u>\$ 2,914,200</u>

Notes:

- 1 Vehicle Allowance/Tuition Assistance is for the City Manager as established in an employment contract.
- 3 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 4 Beginning July 1, 2011 retirement rates increased 24% for Tier1/2, 26% for Police OPSRP and 34% for General Services OPSRP. These rates are effective through June 30, 2013.
- 5 Historically the City has required employees to pay 5% of the cost of the medical and dental insurance premiums as a payroll deduction. Beginning July 1, 2011 non-represented employees are required to pay 10% of the cost of the medical and dental insurance premiums while represented employees continue to pay 5%. In FY12-13, the City's health insurance will increase 10% and dental insurance premiums will increase 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY12-13 for these premiums.
- 6 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Cost increases over FY11-12 are primarily due to open claims pending from prior

## GLOSSARY OF COMMON BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## GLOSSARY OF COMMON BUDGET TERMS

continued

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

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

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

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

**Department:** An organizational unit of the City.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## GLOSSARY OF COMMON BUDGET TERMS

continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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