

COUNCIL ADOPTED BUDGET

Fiscal Year 2010-2011



City of Keizer
Marion County, OR

CITY OF KEIZER

FISCAL YEAR 2010-2011

Lore Christopher
Mayor

Members of the Budget Committee

Council Members:

Lore Christopher, Mayor
James Taylor, President
Mark Caillier
Cathy Clark
David McKane
Brandon Smith
Richard Walsh

Public Members:

JoAnne Beilke
Ronald Bersin
David Dempster
Joseph Gillis
Elliot Groeneveld
Dale Henson
Sandi King

Chris Eppley, City Manager
Shannon Johnson, City Attorney

Management Team:

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

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

FISCAL YEAR 2010-11 Budget Quotes on Democracy

The liberties of our country, the freedoms of our civil Constitution are worth defending at all hazards; it is our duty to defend them against all attacks. We have received them as a fair inheritance from our worthy ancestors. They purchased them for us with toil and danger and expense of treasure and blood. It will bring a mark of everlasting infamy on the present generation if we should suffer them to be wrested from us by violence without a struggle, or to be cheated out of them by the artifices of designing men.

Samuel Adams

I believe that liberty is the only genuinely valuable thing that men have invented, in a thousand years. I believe that it is better to be free than to be not free, even when the former is dangerous and the latter safe.

H. L. Mencken

Democracy is the recurrent suspicion that more than half of the people are right more than half of the time.

E. B. White

As Mankind becomes more liberal, they will be more apt to allow that all those who conduct themselves as worthy members of the community are equally entitled to the protections of civil government.

George Washington

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BUDGET OVERVIEW

Welcome to the City of Keizer's Fiscal Year 2010-2011 Budget Document. This document was prepared to assist you in understanding the financial plan and operation of City government. It is the financial tool which 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 CAFR 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 public hearings, newspaper publications and 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 OVERVIEW

Continued

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, as well as a plan for 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.

FISCAL YEAR 2010-2011 BUDGET CALENDAR

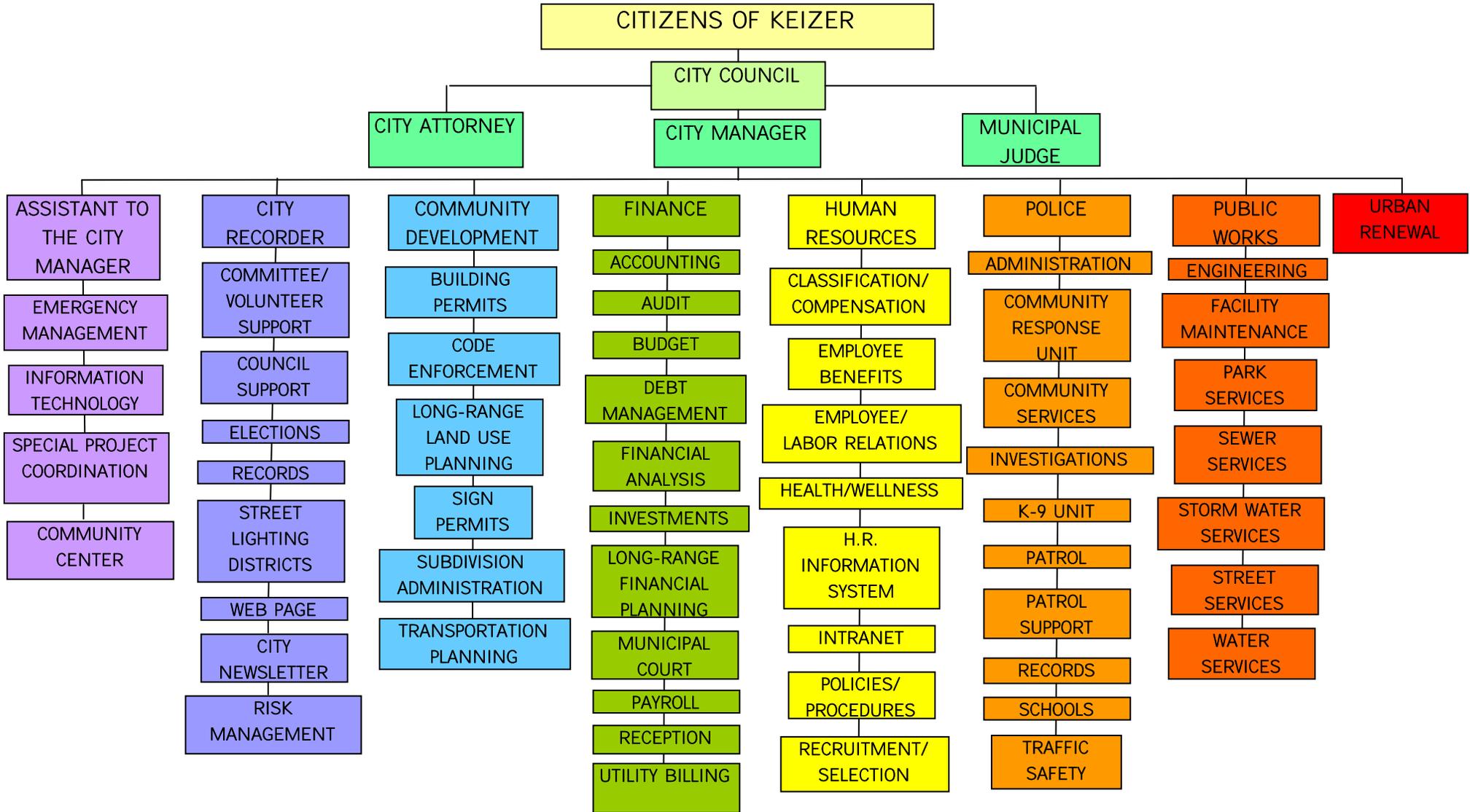
Tuesday, April 13 th	Notice of Budget Committee meeting on City Budget to Keizertimes for publication on April 16 th and April 23 rd for meeting on Tuesday, May 4 th at 6:00 p.m.
Tuesday, April 13 th	Notice of Budget Committee meeting on Urban Renewal Budget to Keizertimes for publication on April 16 th and April 23 rd for meeting on Tuesday, May 11 th at 6:00 p.m.
Wednesday, April 28 th	City Budget Document distributed to Budget Committee
Tuesday, May 4 th	Urban Renewal Budget Document distributed to Budget Committee
Tuesday, May 4 th – 6:00 p.m.	City Budget Committee Meeting <ul style="list-style-type: none"> ◆ Introductions ◆ Election of City of Keizer Budget Committee Chair ◆ Approval of Budget Calendar ◆ Public Testimony ◆ Presentation of City of Keizer Budget Message ◆ Staff presentations & discussion of Internal Services Fund ◆ Staff presentations & discussion of General Fund
Thursday, May 6 th – 6:00 p.m.	City Budget Committee Meeting <ul style="list-style-type: none"> ◆ Public Testimony ◆ Continuation of discussion from May 4th as needed ◆ Staff presentation & discussion of Special Revenue Funds (Streets, Revenue Sharing et al) ◆ Staff presentation & discussion of Enterprise Funds (Water, Sewer, Storm et al)
Tuesday, May 11 th – 6:00 p.m.	Urban Renewal Budget Committee Meeting <ul style="list-style-type: none"> ◆ Election of Urban Renewal Budget Committee Chair ◆ Approval of Urban Renewal Budget Calendar ◆ Public Testimony ◆ Presentation of Keizer Urban Renewal District Budget Message ◆ Discussion of Urban Renewal Agency Budget

FISCAL YEAR 2009-10 BUDGET CALENDAR

continued

Tuesday, May 11 th – 6:00 p.m. (continued)	City Budget Committee Meeting <ul style="list-style-type: none"> ◆ Continuation of discussion from May 7th as needed ◆ Presentation and discussion of General Fund long-range plan ◆ Budget recommendations to Council and Urban Renewal Board
Tuesday, May 18 th – 6:00 p.m.	Alternate meeting to complete City or Urban Renewal Budgets (if needed)
Tuesday, May 25 th	Financial Summaries and notice of budget hearing in the Keizertimes for publication on Friday, May 28 th .
Monday June 7 th – 6:30 p.m.	Public hearing on Urban Renewal Budget . Board adoption of Budget.
Monday June 7 th – 7:00 p.m.	Public hearing on City Budget . Council adoption of Budget.
Monday June 21 st – 7:00 p.m.	Alternate public hearing on City Budget and/or Urban Renewal Budget (if needed)

ORGANIZATIONAL STRUCTURE



2009-2011 City Council Goals

Adopted March 2, 2009

Short Term Goals

- Complete City Personnel Policies
- Urban Renewal Grants – Develop Prioritization and Solicit Outreach Strategy for Urban Renewal Grants for River Road sidewalk, facade, and frontage improvements with involvement from Traffic Safety Commission and Keizer Urban Renewal Board
- Transportation - Complete Transportation Systems Plan
 - Develop a Congestion Management Plan
 - Develop Capital Improvement Plan to Address Substandard Streets and Sidewalks on Major Routes
- Parks – Continue Development of Level of Service Plan and Organizational Structure
- Continue Participation in the Interchange Area Management Process until completion
- Parks – Expand Patrol for Parks
- Urban Growth Boundary – Explore and Determine Policy and Direction for Urban Growth Boundary
- Explore and Initiate Programs/Plan to Enhance Economic Development and Tourism
 - Event/Volunteer Coordinator for Community Center
 - Facility Use Plan for Community Center
 - Support Chamber Visitor Center
 - Support Chamber in Tournament/Festival Identity
 - Develop Parking Plan for Keizer Rapids Park – Amphitheatre
- Enhance E-Government
- Establish a Recreational Needs Task Force for Building/Community Center and Recreation Space
- Initiate a Task Force to make recommendations regarding sustainability and initially focus on Water, Waste, Fuel, and Power

Long Term Goals

- Complete and End Urban Renewal District on or before 2012
- Parks – Determine Recreational Programming
- Parks – Explore Additional Parks lands and/or facilities or Partnerships to support Parks Master Plan and future needs
- Parks – Explore Opportunities for additional linear parks, green space or path opportunities
- Water – Increase back up Agreement with Salem to 10 million gallons per day through an intergovernmental agreement
- Water - Update a source water management plan
- Support Library Efforts/Grant Opportunities
- Explore Possible Expansion of Keizer Rapids Park
- Resolution of Land Acquisition
- Develop Transportation Funding Strategy with Cooperation of Regional Partners
- Develop Informational Campaign for promoting neighborhood local improvement districts for sidewalks, curbs, gutters, and lighting in high blight and high crime areas.

“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 28-year history, Keizer has elected 5 Mayors and 34 individuals to serve as City Councilors.

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

in guiding the City. In addition to the various boards and commissions, the City Council regularly forms citizen task forces to assist with specific projects. During the last year, citizen groups have participated in the Keizer Visioning Project, Keizer Rotary Amphitheatre operation, Good Vibrations Motorcycle Event, and T.D. Keizer Statue Task Force.

Additionally, volunteerism has enriched our community in a number of other ways. The independently established Keizer Parks Foundation supports parks and recreation in the city of Keizer. This dedicated group of individuals has organized a community garden program benefiting the Keizer Community Food Bank, a Roving Recreation Summer Program for youth, and through their legacy donation program, provided funds for a drinking fountain at the Keizer Rapids Dog Park, and shelters, benches, and trees in other City parks. Another community event organized by our valuable volunteers this last year, was the T.D. Keizer statue unveiling and dedication. This ceremony brought together many of the descendants of our founding father and community members to celebrate our heritage. In January, the first annual Mayor’s Art Gala enriched the walls of the Civic Center with beautiful artistic displays. Projects such as these truly show the pride, spirit and volunteerism of our community.

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

THANK YOU KEIZER VOLUNTEERS!!!!

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.
- ◆ 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.

Revenue

- ◆ 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.
- ◆ 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.

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's accounting and reporting system shall be designed to reasonably ensure the following:

- ◆ Effectiveness and efficiency of operations,
- ◆ Reliability of financial reporting, and
- ◆ Compliance with applicable laws and regulations.

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

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

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

- ◆ In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.
- ◆ The City shall prepare and adopt an annual budget by June 30th of each year.
- ◆ The City shall invest funds subject to arbitrage regulations, Bond Indenture requirements, and the Prudent Person Rule which states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of

prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

- ◆ General Obligation Debt issued by the City shall not exceed three percent of the total assessed value of property in the City, in accordance with Oregon State law (ORS 287.004).
- ◆ The City shall follow State adopted guidelines in setting fines and forfeiture amounts.

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

CITY OF KEIZER HISTORY

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

Presently, at a population of greater than 36,000, Keizer is currently the 14th largest city in Oregon. It is nestled in the center of the Willamette Valley and is recognized as the "*Iris Capital of the World.*" The City is bordered on the western edge by the Willamette River, southern edge by the City of Salem, eastern edge by Interstate 5, and the northern edge by rural portions of Marion County. In the 1990's, the City experienced a rapid amount of new residential building and growth, establishing Keizer as one of the fastest growing cities in Oregon. In spite of this growth, the community continues to preserve its small-town pride by supporting the largest volunteer youth baseball program in Oregon and community-wide events, such as the Keizer Iris Festival and the annual Miracle of Christmas lighting display. Opening for the first season in 1997, the Keizer Stadium is home to the Volcanoes, a Minor League baseball team affiliated with the San Francisco Giants.

The City of Keizer has 19 community and neighborhood parks, which includes the Keizer Little League Park. In addition, the City, in conjunction with Marion County, the City

of Salem and other regional partners are in the process of developing a large regional park (Keizer Rapids Park) along the banks of the Willamette that will provide incredible opportunities for residents to recreate and connect with this Heritage River. 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 help maintain several of the parks in the community and 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) credentialed building and is designed to meet our organizational growth needs for at least 20-years.

CITY OF KEIZER HISTORY

Continued

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 16 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 10,000

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

April 27, 2010

Honorable Mayor Christopher
City Councilors
Budget Committee
Citizens of Keizer

I am pleased to present the fiscal year 2010-11 Manager's Recommended Budget.

Since incorporating in 1982 the City of Keizer (the City) has embraced the philosophy that the City should keep costs and services to a minimum by providing City services to the community in a coordinated, efficient and least cost fashion. This philosophy has enabled the City to continue to provide basic services, such as public safety and community development, while maintaining the City's infrastructure (park, street, water, sewer and storm water) at a time when other Cities have been forced to make drastic cuts in response to the challenging economic environment facing our country.

The City has not been completely immune to the challenging economic environment, during fiscal year 2009-10, the City experienced a greater than anticipated decline in several key sources of revenue. That decline forced the City to realign expenses in order

to maintain a balanced budget. This resulted in strategic cuts in discretionary spending items, such as travel and training, and nonessential services and programs. In addition, unfilled positions will continue to be vacant and overtime, with the exception of public safety emergencies, has been eliminated. These expense reductions will continue for the foreseeable future and have been incorporated into the 2010-11 Adopted Budget.

The following is a summary of the financial highlights of the 2010-11 fiscal year budget.

Revenues

Excluding the one-time revenue associated with selling certain real estate the City is expecting revenues to increase approximately 1.8% in fiscal 2010-11 as compared to fiscal 2009-10. The increase is attributed to an increase in property taxes, licenses and fees, and charges for services offset by a decrease in one-time civil forfeiture revenue received in 2009-10.

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 3% in fiscal 2010-11 as compared to 2009-10. This increase is attributed to the statutorily limited 3% increase in the assessed value.

License and Fees

License and fees are expected to increase approximately 9.6%. The increase is attributed to the City implementing a 7.0% storm water franchise fee and increasing the sewer franchise fee from 5.0% to 7.0%. The increases are to offset the rising costs of providing the City's basic services.

Charges for Services

Charges for services are expected to increase approximately 3.7%. The increase is attributed to the City implementing a 2% water rate increase, an increase in Storm Water fees from \$5.40 per residential bill to \$7.65 per bill and a 5.5% sewer rate increase implemented by the City of Salem who manages the City's sewer infrastructure.

Fines and Forfeitures

Fine and forfeiture revenue is comprised of fines imposed by the municipal court and asset forfeiture proceeds that result from criminal investigations. Fines and forfeitures are expected to decline by approximately 25.3% as the result of the City receiving one-time asset seizure proceeds of \$180,000 in fiscal 2009-10, which is not expected to recur in 2010-11.

Expenditures

In total the City's expenditures are expected to increase approximately 9.6%. The increase is attributable to increases in personnel services, materials and services and capital outlay offset by a decrease in debt service expenditures.

Personnel Services

The City anticipates a 3.3% increase in personnel services in fiscal 2010-11 as compared to fiscal 2009-10. The increase is primarily attributed to a 14% increase in health insurance premiums, a 2% increase in the salaries of employees who are members for the police

union and a 1% increase for members of the Local 320 union. The City also intends to fill two new Storm Water Technician positions in fiscal 2010-11 to complete required compliance regulations of the NPDES PH II to meet the Federal Clean Water Act by Oct 2011.

In response to the challenging economic environment the City has implemented a salary freeze for all employees not subject to the provisions of a collective bargaining agreement.

Materials and Services

Materials and services will increase approximately 6.1% in fiscal 2010-11 as compared to fiscal 2009-10. The primary reasons for the increase is a 5.5% increase in sewer rates payable to the City of Salem for managing the City's sewer system, and rising costs for managing the Water and Storm Water systems.

Capital Outlay

Capital outlay is expected to increase approximately 98.7% in fiscal 2010-11 as compared to fiscal 2009-10. The increase is primarily attributed to starting a transportation construction project on the I-5/Chemawa southbound on-ramp and constructing transmission and distribution mains to enhance the City's water infrastructure.

Debt Service

Debt service is expected to decrease approximately 34.5% in fiscal 2010-11 as compared to fiscal 2009-10. The decrease is the result of the timing of debt payments associated with the Keizer Station Local Improvement District long term debt.

Like fiscal year 2009-10, fiscal year 2010-11 will continue to present the City with a challenging economic environment in which to operate. However, the balanced combination of revenue increases and expenditure reductions will ensure the City operates in a financially stable manner.

I would like to compliment and thank everyone involved in the development of the fiscal year 2010-11 Adopted Budget.

I appreciate the thoughtfulness 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

ALL FUNDS COMBINED

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$ 10,226,952	\$ 14,281,450	\$ 13,005,500	\$ 12,951,500	<i>Working Capital Carryforward</i>	\$ 10,357,500	\$ 10,358,500	\$ 10,358,500	-20.35%
2	5,948,263	4,550,726	4,665,800	4,678,700	Taxes & Assessments	4,817,300	4,817,300	4,817,300	3.25%
3	3,532,599	3,142,550	3,042,900	3,231,000	Licenses & Fees	3,542,000	3,542,000	3,542,000	16.40%
4	3,047,712	2,900,727	3,132,400	2,983,100	Intergovernmental	2,986,800	2,986,800	2,986,800	-4.65%
5	652,000	618,026	571,600	715,800	Fines & Forfeits	534,500	534,500	534,500	-6.49%
6	7,057,279	7,087,939	7,443,000	7,426,900	Charges for Services	7,699,900	7,650,300	7,650,300	2.79%
7	26,810,000	-	-	-	Bond Proceeds	-	-	-	
8	1,495,482	2,113,084	1,976,800	1,864,200	Miscellaneous	2,596,600	2,596,600	2,615,600	32.31%
9	307,047	2,532,113	885,300	588,700	Transfers In	700,700	700,700	700,700	-20.85%
10	\$ 59,077,334	\$ 37,226,615	\$ 34,723,300	\$ 34,439,900	TOTAL RESOURCES	\$ 33,235,300	\$ 33,186,700	\$ 33,205,700	-4.37%

1,974,800

REQUIREMENTS

URA

EXPENDITURES

15	\$ 7,202,160	\$ 8,034,633	\$ 8,738,600	\$ 8,506,200	Personnel Services	\$ 8,753,800	\$ 8,755,400	\$ 8,755,400	0.19%
16	7,988,719	8,145,672	8,865,000	8,182,700	Materials & Services	8,780,500	8,787,000	8,806,000	-0.67%
17	4,070,937	3,686,353	4,975,500	2,561,700	Capital Outlay	5,094,700	5,084,700	5,084,700	2.19%
18	25,227,023	1,875,955	4,259,100	4,236,000	Debt Service	2,731,400	2,731,400	2,731,400	-35.87%
19	-	-	163,400	-	Contingency	375,300	325,900	325,900	99.45%
20	\$ 44,488,839	\$ 21,742,613	\$ 27,001,600	\$ 23,486,600	TOTAL EXPENDITURES	\$ 25,735,700	\$ 25,684,400	\$ 25,703,400	-4.81%

22	307,046	2,532,116	884,300	588,900	Transfers Out	677,100	677,100	677,100	-23.43%
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FUND BALANCE

25	3,388,761	4,250,757	3,387,800	3,319,700	Restricted Fund Balance	4,009,600	4,009,600	4,009,600	18.35%
26	10,892,688	8,701,129	3,584,000	7,044,700	Unrestricted Ending Fund Balances	2,812,900	2,815,600	2,815,600	-21.44%
27	\$ 14,281,449	\$ 12,951,886	\$ 6,960,300	\$ 10,364,400	TOTAL FUND BALANCE	\$ 6,822,500	\$ 6,825,200	\$ 6,825,200	-1.94%

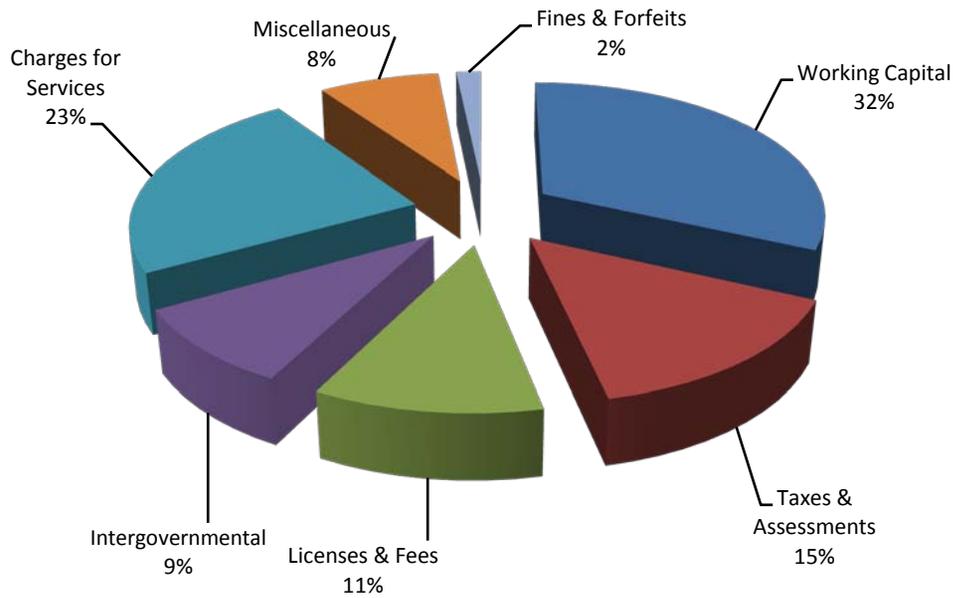
29	\$ 59,077,334	\$ 37,226,615	\$ 34,723,300	\$ 34,439,900	TOTAL REQUIREMENTS	\$ 33,235,300	\$ 33,186,700	\$ 33,205,700	-4.37%
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CITY OF KEIZER

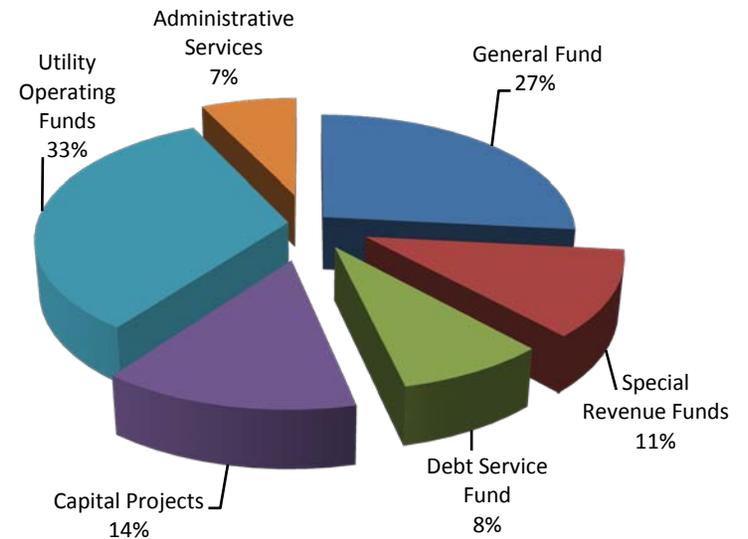
ALL FUNDS - ALLOCATION OF RESOURCES

FISCAL YEAR 2010-2011

Resources



Expenditures



GENERAL FUND

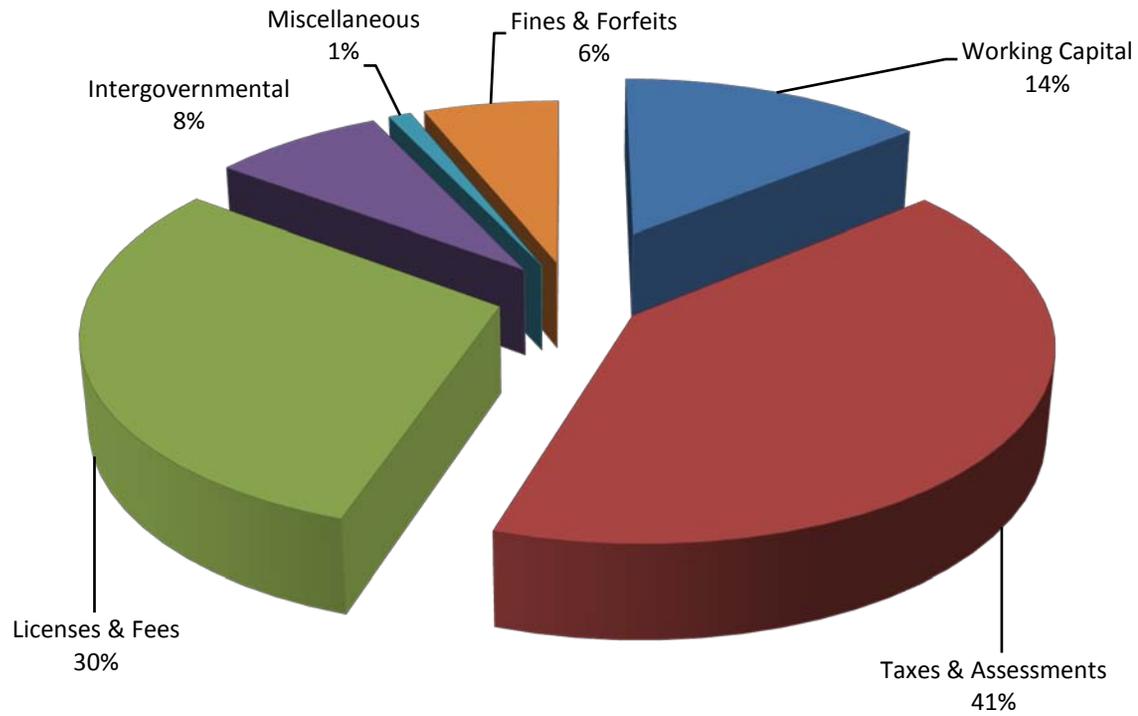
The General Fund is the chief operating fund of the city and accounts for all financial resources except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and intergovernmental revenues such as Cigarette and Liquor Tax.

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 Police protection, 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.

GENERAL FUND SUMMARY

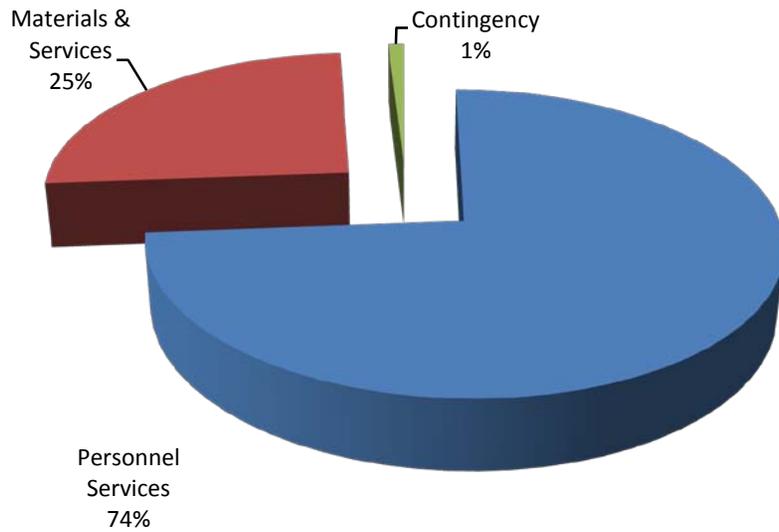
	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
1	RESOURCES								
2									
3	\$ 1,968,775	\$ 2,291,256	\$ 1,559,900	\$ 1,435,000	<i>Working Capital Carryforward</i>	\$ 1,231,500	\$ 1,232,500	\$ 1,232,500	-20.99%
4	3,323,281	3,423,834	3,505,400	3,490,900	Taxes & Assessments	3,588,100	3,588,100	3,588,100	2.36%
5	2,450,654	2,444,021	2,431,100	2,439,600	Licenses & Fees	2,639,200	2,639,200	2,639,200	8.56%
6	11,006	110	10,000	10,000	Charges for Services	5,000	5,000	5,000	-50.00%
7	770,233	761,439	1,051,200	834,100	Intergovernmental	679,300	679,300	679,300	-35.38%
8	652,000	618,026	571,600	715,800	Fines & Forfeits	534,500	534,500	534,500	-6.49%
9	301,892	209,235	221,100	147,400	Miscellaneous	88,500	88,500	88,500	-59.97%
10	-	1,105	-	-	Transfers In	6,700	6,700	6,700	
11									
12	\$ 9,477,841	\$ 9,749,026	\$ 9,350,300	\$ 9,072,800	TOTAL RESOURCES	\$ 8,772,800	\$ 8,773,800	\$ 8,773,800	-6.17%
13									
14	REQUIREMENTS								
15									
16	<i>EXPENDITURES</i>								
17	\$ 5,572,103	\$ 6,018,026	\$ 5,624,500	\$ 5,397,500	Personnel Services	\$ 5,444,200	\$ 5,445,800	\$ 5,445,800	-3.18%
18	1,545,942	1,376,678	2,268,800	2,112,300	Materials & Services	1,863,200	1,862,500	1,862,500	-17.91%
19	17,000	47,435	73,400	70,900	Capital Outlay	-	-	-	-100.00%
20	-	-	100	-	Contingency	70,000	70,300	70,300	70200.00%
21	\$ 7,135,045	\$ 7,442,139	\$ 7,966,800	\$ 7,580,700	TOTAL EXPENDITURES	\$ 7,377,400	\$ 7,378,600	\$ 7,378,600	-7.38%
22									
23	\$ 51,540	\$ 871,577	\$ 269,900	\$ 259,600	TRANSFERS OUT	\$ 259,900	\$ 259,900	\$ 259,900	-3.71%
24									
25	<i>FUND BALANCE</i>								
26	-	-	45,900	179,000	Restricted	8,400	8,400	8,400	-81.70%
27	2,291,256	1,435,310	1,067,700	1,053,500	Unrestricted Ending Fund Balances	1,127,100	1,126,900	1,126,900	5.54%
28									
29	\$ 9,477,841	\$ 9,749,026	\$ 9,350,300	\$ 9,072,800	TOTAL REQUIREMENTS	\$ 8,772,800	\$ 8,773,800	\$ 8,773,800	-6.17%

CITY OF KEIZER
GENERAL FUND RESOURCES
FISCAL YEAR 2010-2011

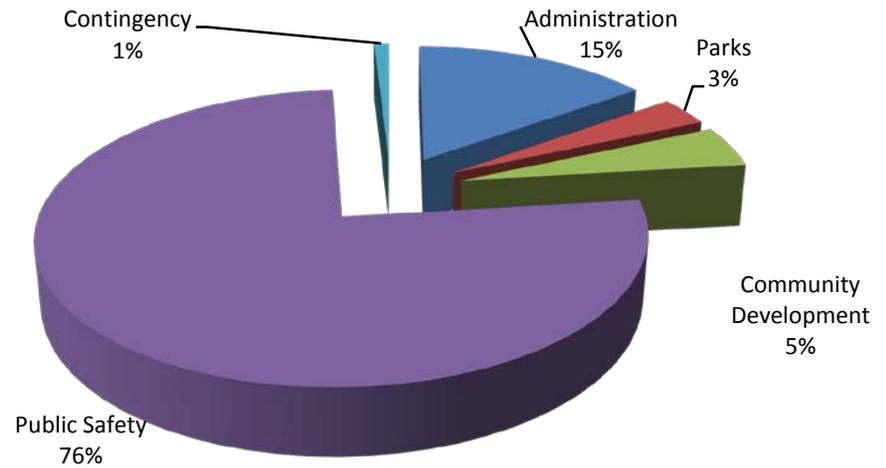


CITY OF KEIZER
GENERAL FUND EXPENDITURES
FISCAL YEAR 2010-11

Expenditures by Category



Expenditures by Program/Department



CITY OF KEIZER
2010-2011 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
- 10 Property Tax Revenues
- 11 Uncollectables and Discounts
- 12
- 13 Net Anticipated Tax Collected
- 14 2009-10 Tax Revenues
- 15 Increase over 2009-10 Revenues

2009-10 Actual Tax Revenues	Maximum Assessed Value Increase 3%	\$12,122,603 New Construction 0.6%
\$2,012,594,553	\$2,072,972,390	\$2,085,094,993
(289,184,058)	(297,859,580)	(301,568,088)
\$1,723,410,495	\$1,775,112,810	\$1,783,526,905
\$2.0838	\$2.0838	\$2.0838
\$3,591,243	\$3,698,980	\$3,716,513
1,528	1,574	1,583
\$3,592,771	\$3,700,554	\$3,718,097
(\$271,971)	(298,633)	(300,049)
\$3,320,800	\$3,401,921	\$3,418,048
		3,320,800
		\$97,248

- 16
- 17 Urban Renewal Tax Increment Revenues
- 18 Assessed Value inside Keizer's Plan Area
- 19 Assessed Value (frozen)
- 20 Increment Value
- 21
- 22 Tax Rate per \$1,000 Increment Value
- 23 Adjustments
- 24 Division of Tax Revenues
- 25 Uncollectables and Discounts
- 26 Net Anticipated Tax Collected

	Maximum Assessed Value Increase 3%	\$3,708,509 New Construction 1.2%
\$334,512,651	\$334,512,651	\$334,512,651
45,328,593	45,328,593	45,328,593
\$289,184,058	\$297,859,580	\$301,568,088
\$14.8003	\$14.8003	\$14.8003
(1,165)		
\$4,278,846	\$4,408,411	\$4,463,298
(325,346)	(357,240)	(361,687)
\$3,953,500	\$4,051,171	\$4,101,611

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
1	\$ 1,918,264	\$ 2,270,645	\$ 1,537,800	\$ 1,402,500	<i>Working Capital Carryforward</i>	\$ 1,033,600	\$ 1,034,600	\$ 1,034,600	-32.72%
2									
3					TAXES				
4	\$ 79,710	\$ 68,917	\$ 76,300	\$ 57,600	Hotel/Motel Tax	\$ 57,600	\$ 57,600	\$ 57,600	-24.51%
5	110,634	132,886	116,000	112,500	Prior Year Taxes	112,500	112,500	112,500	-3.02%
6	3,132,937	3,222,031	3,313,100	3,320,800	Tax Base	3,418,000	3,418,000	3,418,000	3.17%
7	<u>\$ 3,323,281</u>	<u>\$ 3,423,834</u>	<u>\$ 3,505,400</u>	<u>\$ 3,490,900</u>	TOTAL TAXES	<u>\$ 3,588,100</u>	<u>\$ 3,588,100</u>	<u>\$ 3,588,100</u>	<u>2.36%</u>
8									
9					LICENSES & FEES				
10	\$ 268,936	\$ 269,339	\$ 267,100	\$ 260,100	Salem Electric Franchise Tax	\$ 260,100	\$ 260,100	\$ 260,100	-2.62%
11	671,435	672,937	667,100	739,000	PGE Franchise Tax	739,000	739,000	739,000	10.78%
12	447,183	446,971	469,300	355,000	NW Natural Franchise Tax	396,600	396,600	396,600	-15.49%
13	134,939	114,424	99,000	93,200	Telephone Franchise Tax	75,900	75,900	75,900	-23.33%
14	315,969	336,504	344,900	361,300	Cable Television Franchise Tax	361,300	361,300	361,300	4.76%
15	105,664	103,914	103,400	112,100	Loren's Sanitation Franchise Tax	112,100	112,100	112,100	8.41%
16	83,132	80,500	80,100	78,700	Valley Recycling Franchise Tax	78,700	78,700	78,700	-1.75%
17	-	-	-	-	Storm Water Franchise Tax	52,400	52,400	52,400	
18	129,124	133,947	125,200	131,200	Water Sales Assessments	133,800	133,800	133,800	6.87%
19	228,925	239,853	230,800	252,300	Sewer License Fee	372,600	372,600	372,600	61.44%
20	2,810	2,420	2,500	2,400	Liquor Licenses	2,400	2,400	2,400	-4.00%
21	18,766	16,216	15,200	20,800	Lien Search Fee	20,800	20,800	20,800	36.84%
22	<u>\$ 2,406,883</u>	<u>\$ 2,417,025</u>	<u>\$ 2,404,600</u>	<u>\$ 2,406,100</u>	Total Licenses & Fees	<u>\$ 2,605,700</u>	<u>\$ 2,605,700</u>	<u>\$ 2,605,700</u>	<u>8.36%</u>

Notes:

- ⁶ Property tax revenues are expected to increase 3% for increases in valuation (the maximum allowed by Ballot Measure 50), 0.6% (six-tenths of one percent) for new development, less 8.0% for uncollected taxes.
- ⁹ FY10-11 projections anticipate revenues to be equal to FY09-10 projections, except as noted below.
- ¹² NW Natural rates decreased approximately 20% in FY09-10. The company also changed their meter reading time on 6000 accounts which shorted the City's franchise revenue approximately one-month for the year. This is a one-time adjustment.
- ¹³ Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY10-11 revenue projections are based on a 20% reduction over FY09-10 projected revenues, consistent with the current downward trend.
- ¹⁷ The Storm Water Franchise Tax is 7% of Storm Water revenues.
- ¹⁸ The FY10-11 water sales assessment fees are 5% of water sales.
- ¹⁹ The sewer license fee applies to Salem sewer payments and administrative fees (see Sewer Fund) and represents 7% of those revenues, an increase from 5% in FY09-10. A 5.5% fee increase is anticipated beginning January 1, 2011.

GENERAL FUND

GENERAL SUPPORT RESOURCES

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<i>INTERGOVERNMENTAL</i>									
23									
24	\$ 7,035	\$ -	\$ 5,000	\$ 5,000	Peer Court JABG Grant	\$ 5,000	\$ 5,000	5,000	0.00%
25	31,500	-	-	-	Library Grant	-	-	-	
26	57,852	56,286	53,200	55,700	Cigarette Tax	55,700	55,700	55,700	4.70%
27	401,383	432,265	401,500	419,500	Liquor Tax	419,500	419,500	419,500	4.48%
28	-	8,019	-	8,000	FEMA Reimbursement	-	-	-	
29	<u>\$ 497,770</u>	<u>\$ 496,570</u>	<u>\$ 459,700</u>	<u>\$ 488,200</u>	Total Intergovernmental	<u>\$ 480,200</u>	<u>\$ 480,200</u>	<u>\$ 480,200</u>	4.46%
30									
<i>MISCELLANEOUS</i>									
31									
32	\$ 1,173	\$ 733	\$ -	\$ 300	KARE Donations	\$ -	\$ -	\$ -	
33	-	-	-	400	EVAK Donations	-	-	-	
34	-	11,015	5,800	2,500	Peer Court Donations & Diversion Fees	5,500	5,500	5,500	-5.17%
35	61,812	47,275	44,800	44,100	Stadium Rent	44,100	44,100	44,100	-1.56%
36	141,238	68,622	79,700	6,200	Interest	6,200	6,200	6,200	-92.22%
37	1,461	353	-	-	Rentals	-	-	-	
38	9,166	9,327	9,600	9,400	Cell Tower Rent	9,400	9,400	9,400	-2.08%
39	-	2,500	12,000	1,400	Art Walk Revenue	-	-	-	-100.00%
40	-	144	-	1,200	Systems Development Admin Fee - Sewer	700	700	700	
41	35,420	3,959	3,300	10,800	Systems Development Admin Fee - Parks	3,300	3,300	3,300	0.00%
42	7,415	23,649	2,000	4,000	Miscellaneous Revenue	2,000	2,000	2,000	0.00%
43	<u>\$ 257,685</u>	<u>\$ 167,577</u>	<u>\$ 157,200</u>	<u>\$ 80,300</u>	Total Miscellaneous	<u>\$ 71,200</u>	<u>\$ 71,200</u>	<u>\$ 71,200</u>	-54.71%
44									
<i>TRANSFERS IN</i>									
45									
46	\$ -	\$ 1,105	\$ -	\$ -	Transfer from Transportation Fund	\$ -	\$ -	\$ -	
47	-	-	-	-	Transfer from Revenue Sharing Fund	6,700	6,700	6,700	
48	<u>\$ -</u>	<u>\$ 1,105</u>	<u>\$ -</u>	<u>\$ -</u>	Total Transfers	<u>\$ 6,700</u>	<u>\$ 6,700</u>	<u>\$ 6,700</u>	
49									
50	<u>\$ 8,403,883</u>	<u>\$ 8,776,756</u>	<u>\$ 8,064,700</u>	<u>\$ 7,868,000</u>	TOTAL RESOURCES	<u>\$ 7,785,500</u>	<u>\$ 7,786,500</u>	<u>\$ 7,786,500</u>	-3.45%

Notes:

34 FY09-10 revenues include \$1,500 from Keizer United, \$1,000 from Keizer Rotary, \$2,800 in diversion fees, \$500 for fundraising. The FY09-10 City match is \$8,000.

35 5% of ticket sales and 20% of parking lot fees

36 City funds are pooled and held at primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.

41 The Park SDC fee is based on 30 residential fees anticipated in FY10-11.

42 Miscellaneous revenues include one-time revenues that are not characterized by line-item descriptions. In FY08-09 PERS refunded the City \$16,000 for overpayments on retirement contributions.

47 The transfer is to repay the general fund for moneys transferred in previous years. These funds are not needed for Capital Outlay in FY10-11.

GENERAL FUND

GENERAL SERVICES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$ 840,805	\$ 1,666,941	\$ 1,474,200	\$ 1,378,200	GENERAL SUPPORT	\$ 1,450,800	\$ 1,444,300	\$ 1,444,300	-2.03%
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REQUIREMENTS

PERSONNEL SERVICES

6	\$ 30,590	\$ 33,349	\$ -	\$ -	- City Manager (2)	\$ -	\$ -	\$ -	
7	3,611	28,915	-	-	- Assistant to City Manager (4)	-	-	-	
8	46,260	47,135	-	-	- City Recorder (5)	-	-	-	
9	88,088	84,599	-	-	- Administrative Support Staff (5)-(7)	-	-	-	
10	36,739	38,943	-	-	- Network Administrator (4)	-	-	-	
11	82,692	57,095	-	-	- Human Resources Director (6)	-	-	-	
12	19,269	20,417	-	-	- Finance Director (7)	-	-	-	
13	7,694	8,387	-	-	- Facility Maintenance Worker (8)	-	-	-	
14	700	21	-	-	- Overtime (3), (5), (6), (7)	-	-	-	
15	2,576	2,576	-	-	- Vehicle Allowance/Tuition Assistance (2)	-	-	-	
16	-	1,415	-	-	- Cell Phone Stipend	-	-	-	
17	4,907	5,047	-	-	- Medicare (2)-(8)	-	-	-	
18	57,557	56,007	-	-	- Retirement (2)-(8)	-	-	-	
19	45,385	51,025	-	-	- Insurance Benefits (2)-(8)	-	-	-	
20	840	401	-	-	- Workers Compensation (2)-(8)	-	-	-	
21	\$ 426,908	\$ 435,332	\$ -	\$ -	- TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	

Notes:

⁵ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

GENERAL FUND

GENERAL SERVICES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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22	MATERIALS & SERVICES								
23	\$ 8,863	\$ 14,772	\$ -	-	-	\$ -	\$ -	\$ -	
24	1,368	1,328	-	-	-	-	-	-	
25	745	471	900	900	2,000	2,000	2,000	122.22%	
26	22,992	31,348	-	-	-	-	-	-	
27	32,137	36,839	-	-	-	-	-	-	
28	11,202	13,611	-	-	-	-	-	-	
29	5,213	6,446	-	-	-	-	-	-	
30	5,630	2,564	2,000	-	-	-	-	-	-100.00%
31	-	2,500	12,000	2,000	-	-	-	-	-100.00%
32	-	-	3,000	1,200	-	-	-	-	-100.00%
33	38,015	47,488	10,000	10,000	4,000	4,000	4,000	-60.00%	
34	10,035	28,488	-	-	-	-	-	-	
35	-	-	1,065,200	1,029,900	1,050,700	1,044,800	1,044,800	-1.92%	
36	28,501	13,874	9,800	9,800	9,800	9,800	9,800	0.00%	
37	6,540	7,380	-	-	-	-	-	-	
38	9,073	13,553	-	-	-	-	-	-	
39	4,198	9,432	-	-	-	-	-	-	
40	2,507	4,010	-	-	-	-	-	-	

Notes:

- ³⁰ Advertising costs are for notices for liquor license renewals.
- ³⁵ 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) City-Wide Administration	\$	145,100	\$	145,100	\$	145,100
(2) City Manager		48,400		48,400		48,400
(3) Assistant to the City Manager		220,400		220,400		220,400
(4) Attorney's Office		126,800		126,800		126,800
(5) City Recorder		113,900		113,900		113,900
(6) Human Resources		142,000		142,000		142,000
(7) Finance		106,700		106,700		106,700
(8) Facility Maintenance		147,400		141,500		141,500
Administrative Services Charges	\$	1,050,700	\$	1,044,800	\$	1,044,800

³⁶ Contractual services includes the cost of providing Lien Search WEB access to title companies. The cost is offset by Lien Search Fee Revenues.

GENERAL FUND

GENERAL SERVICES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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41	MATERIALS & SERVICES - CONTINUED								
42									
43	7,972	6,656	-	-	- Insurance - Liability (1)	-	-	-	
44	40,387	36,775	-	-	- Computer Software & Maintenance (4)	-	-	-	
45	6,416	5,930	-	-	- Office Equipment Maintenance (4)	-	-	-	
46	9,461	7,898	-	-	- Facility Maintenance (8)	-	-	-	
47	17,871	19,688	18,900	18,900	Peer Court	18,900	18,900	18,900	0.00%
48	44	28	-	-	- Medical & Pre-Employment Testing	-	-	-	
49	15,942	13,783	15,300	11,600	Fire District - Hotel/Motel Tax	11,600	11,600	11,600	-24.18%
50	15,942	13,783	15,300	11,600	KAVA - Hotel/Motel Tax	11,600	11,600	11,600	-24.18%
51	3,300	3,300	3,300	3,300	Chamber Holiday Lights	-	-	-	-100.00%
52	-	-	6,400	6,400	Focal Point Expenses	3,000	3,000	3,000	-53.13%
53	2,532	2,315	4,500	1,400	Neighborhood Association Expense	1,500	1,100	1,100	-75.56%
54	6,000	6,000	-	-	- No Meth Task Force	-	-	-	
55	664	704	1,500	100	Volunteer Recognition	300	300	300	-80.00%
56	36,400	-	19,200	-	- Library Grant	-	-	-	-100.00%
57	3,500	1,700	1,700	1,700	Library Stipend	-	-	-	-100.00%
58	2,000	3,000	4,000	4,000	After School Programs	4,000	4,000	4,000	0.00%
59	2,077	353	3,200	3,200	Miscellaneous Expense	500	500	500	-84.38%
60	4,830	7,574	8,000	2,600	Emergency Management Expense	3,000	2,500	2,500	-68.75%
61	\$ 362,357	\$ 363,591	\$ 1,204,200	\$ 1,118,600	TOTAL MATERIALS & SERVICES	\$ 1,120,900	\$ 1,114,100	\$ 1,114,100	-7.48%
62									
63	-	-	100	-	Contingency	70,000	70,300	70,300	70200.00%

Notes:

41 Materials & Services related to general administration are now budgeted in the Administrative Services Fund (AFS). See previous page for notes on (1)-(8).

47 Peer Court is a youth program where those charged voluntarily agree to have their case heard and decided by their peers. See Peer Court narrative for expenditure details.

49 Fire District payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution.

50 KAVA payments are based on 20% of the Hotel/Motel Tax Revenues by Council Resolution.

52 FY09-10 expenditures include one-time costs for upgrading the focal point at Keizer Station. FY10-11 include regular monthly operating costs for focal point fountains.

53 \$1,100 is allocated to fund the neighborhood associations.

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

63 The contingency has been set aside to cover unforeseen costs that are not anticipated when the budget is adopted. The City typically uses \$50,000 to \$60,000 of its general fund contingency each year. The FY10-11 contingency has been set at \$75,000 because the expenditure line-items significantly diminishes with the 12% reduction in materials & services over FY09-10 projections.

GENERAL FUND

GENERAL SERVICES

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
64									
65					<i>TRANSFERS OUT</i>				
66	\$ 540	\$ -	\$ -	\$ -	To Street Fund	\$ -	\$ -	\$ -	
67	-	105,300	15,000	7,400	To Revenue Sharing Fund	-	-	-	-100.00%
68	51,000	248,404	254,900	252,200	To 9-1-1 Fund	259,900	259,900	259,900	1.96%
69	-	22,257	-	-	To Transportation Fund	-	-	-	
70	-	18,426	-	-	To Sewer Reserve Fund	-	-	-	
71	-	-	-	-	To Community Center Fund	-	-	-	
72	-	-	-	-	To Amphitheater Fund	-	-	-	
73	-	473,631	-	-	City Hall Facility	-	-	-	
74	<u>\$ 51,540</u>	<u>\$ 868,018</u>	<u>\$ 269,900</u>	<u>\$ 259,600</u>	TOTAL TRANSFERS OUT	<u>\$ 259,900</u>	<u>\$ 259,900</u>	<u>\$ 259,900</u>	-3.71%
75									
76	<u>\$ 840,805</u>	<u>\$ 1,666,941</u>	<u>\$ 1,474,200</u>	<u>\$ 1,378,200</u>	TOTAL REQUIREMENTS	<u>\$ 1,450,800</u>	<u>\$ 1,444,300</u>	<u>\$ 1,444,300</u>	-2.03%

Notes:

- ⁶⁷ Capital Outlay items used for general government purposes are tracked in the Revenue Sharing Fund (except Parks and the K-9 Dog). An annual transfer is needed because Revenue Sharing Funds are not sufficient to cover the entire Capital Outlay needs of the City's General Government Programs.
- ⁶⁸ A transfer to the 9-1-1 Fund is needed since projected expenditures exceed projected revenues in FY10-11. The WVCC cost for FY10-11 is \$436,500 compared to \$420,300 in FY09-10. 9-1-1 related costs are paid from the 9-1-1 Fund and business calls are paid from the Police Operating Budget. Beginning in FY08-09, the allocation changed to more accurately track 9-1-1 related expenses. Overall, the impact to the General Fund does not change because the increase in the transfer out is offset by the decrease in the WVCC expense in the Police Operating Budget.
- ⁶⁹ The FY08-09 transfer to the Transportation Fund is repayment for receipts received in prior fiscal years that belong to the Transportation Improvement Fund.
- ⁷⁰ The FY08-09 transfer to the Sewer Reserve Fund is repayment for receipts received in prior fiscal years that belong to the Sewer Reserve Fund.
- ⁷³ The transfer to the City Hall Facility Fund was to pay the General Fund - General Service's share of furnishings for the new civic center.

PARK OPERATIONS

The Parks Division is funded by general fund revenues and managed by the Public Works Department. The Parks Division provides clean, safe open spaces and river access for structured and unstructured recreation. The Parks Department has two full-time employees. Two seasonal employees help maintain the City parks during the summer months.

<u>NUMBER OF PARKS AND ACREAGE</u>	<u>Number</u>	<u>Acres</u>
Small City Parks	11	38.1
Waterfront Parks	3	14.3
Large City Parks	1	10.6
Regional Parks	1	120.0
Special Use Area Parks	1	15.4
Natural Area/ Open Space Parks	2	13.2

PROJECTS COMPLETED

Improvements completed in fiscal year 09-10 included:

Wallace House Park

Completion of Improvements to Upper Area of park; including Play Structure, Parking Area, Irrigation and Lawn, and Paved Pathways.

Bair Park

Installed New Sign
Installed Additional Benches

Hidden Creek Park

Installed New Sign

Mike Whittam Park

Installed Water Service

Palma Ciega Park

Installed New Sign
Installed Benches and Tables

PROPOSED PROJECTS:

No capital improvements are planned for FY 10-11 which require funding from the General Fund.

GENERAL FUND

PARK OPERATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$ 2,350	\$ 2,844	\$ 2,500	\$ 2,100	Park Reservation Fees	\$ 2,100	\$ 2,100	\$ 2,100	-16.00%
2	-	-	45,900	45,900	Insurance Reimbursement	-	-	-	-100.00%
3									
4	2,350	2,844	48,400	48,000	TOTAL ACTIVITY GENERATED	2,100	2,100	2,100	-95.66%
5	228,501	295,215	312,000	287,500	GENERAL SUPPORT RESOURCES	217,300	232,300	232,300	-25.54%
6	\$ 230,851	\$ 298,059	\$ 360,400	\$ 335,500	TOTAL RESOURCES	\$ 219,400	\$ 234,400	\$ 234,400	-34.96%

² Insurance reimbursement is for damage to the Keizer Little League Park. The expenditure is in the Capital Outlay section.

⁶ Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as provided for by a vote of the Budget Committee. The FY09-10 budget is approximately 3% of budgeted revenues.

GENERAL FUND

PARK OPERATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

7									
8									
9									
10									
11	\$ 2,023	\$ 2,143	\$ 2,200	\$ 2,200	Public Works Director	\$ 1,100	\$ 1,100	\$ 1,100	-50.00%
12	3,963	4,197	4,300	4,300	Public Works Superintendent	3,400	3,400	3,400	-20.93%
13	61,895	90,525	85,700	85,700	Municipal Utility Workers	89,600	89,600	89,600	4.55%
14	4,039	4,433	-	-	Administrative Support	-	-	-	
15	26,503	28,297	41,000	34,300	Seasonal Help	18,200	26,300	26,300	-35.85%
16	65	-	4,300	-	Overtime	-	-	-	-100.00%
17	-	500	500	500	Cell Phone/Clothing Stipends	800	800	800	60.00%
18	1,512	1,978	2,400	14,000	Medicare - Social Security	1,800	1,900	1,900	-20.83%
19	11,785	16,460	19,200	19,200	Retirement	13,500	14,100	14,100	-26.56%
20	21,613	21,229	27,100	27,100	Insurance Benefits	28,100	28,100	28,100	3.69%
21	208	-	-	-	Unemployment	-	-	-	
22	1,156	902	2,100	2,100	Workers Compensation	1,800	1,900	1,900	-9.52%
23	\$ 134,762	\$ 170,664	\$ 188,800	\$ 189,400	TOTAL PERSONNEL SERVICES	\$ 158,300	\$ 167,200	\$ 167,200	-11.44%

Notes:

- ¹⁰ Salaries are projected to increase 1% plus step increases for union represented employees per the Local 320 Contract. No increase is projected for non-union staff.
- ¹⁴ Administrative Support Staff costs are tracked in the Administrative Services Fund - City Recorder budget beginning in FY09-10.
- ¹⁷ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ¹⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ¹⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ²⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ²² Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

PARK OPERATIONS

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
24	MATERIALS & SERVICES								
25	<i>Operations:</i>								
26	\$ 246	\$ 364	\$ -	\$ -	Office Materials & Supplies	\$ -	\$ -	\$ -	
27	17,884	15,244	18,000	15,700	Parks Materials & Supplies	16,400	16,400	16,400	-8.89%
28	2,009	-	500	-	Postage & Printing	-	-	-	-100.00%
29	1,941	1,804	1,200	1,800	Travel & Training	1,300	1,300	1,300	8.33%
30	801	-	-	-	Advertising	-	-	-	
31	9,944	21,520	-	-	Legal Services	-	-	-	
32	-	-	100	100	Labor Attorney	200	200	200	100.00%
33	-	-	18,700	17,200	Administrative Services Charges	-	-	-	-100.00%
34	29,708	30,674	30,000	25,900	Contractual Services	26,400	32,500	32,500	8.33%
35	992	1,454	2,000	2,000	Engineering Services	-	-	-	-100.00%
36	2,429	4,341	16,500	2,500	Utilities	3,100	3,100	3,100	-81.21%
37	1,987	2,092	2,300	1,100	Telephone	1,100	1,100	1,100	-52.17%
38	-	-	-	600	Insurance	600	600	600	
39	6,740	6,422	6,800	6,300	Gasoline	6,300	6,300	6,300	-7.35%
40	485	1,038	1,500	3,100	Vehicle Maintenance	1,000	1,000	1,000	-33.33%
41	3,448	2,760	4,500	2,900	Equipment Maintenance	4,500	4,500	4,500	0.00%
42	475	195	300	200	Medical Testing	200	200	200	-33.33%
43	\$ 79,089	\$ 87,908	\$ 102,400	\$ 79,400	TOTAL MATERIALS & SERVICES	\$ 61,100	\$ 67,200	\$ 67,200	-34.38%
44									
45	CAPITAL OUTLAY								
46	\$ -	\$ 3,032	\$ 2,500	\$ -	Field Equipment	\$ -	\$ -	\$ -	-100.00%
47	17,000	32,896	66,700	66,700	Capital Improvements	-	-	-	-100.00%
48	\$ 17,000	\$ 35,928	\$ 69,200	\$ 66,700	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	-100.00%
49									
50	\$ -	\$ 1,787	\$ -	\$ -	Transfer to Water Fund	\$ -	\$ -	\$ -	
51	-	1,772	-	-	Transfer to Water Facility Fund	-	-	-	
52	\$ -	\$ 3,559	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -	\$ -	
53									
54	\$ 230,851	\$ 298,059	\$ 360,400	\$ 335,500	TOTAL REQUIREMENTS	\$ 219,400	\$ 234,400	\$ 234,400	-34.96%

Notes:

- ³¹ Legal services costs are tracked in the Administrative Services Fund - City Attorney budget beginning in FY09-10.
- ³³ Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.
- ⁴⁷ Capital Improvements for FY09-10 include \$45K for restoring the building at Keizer Little League Park. This cost is off-set by an insurance payment. The City's net cost is \$1K.

GENERAL FUND

PARK DONATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1											
2	\$ 681	\$ 1,952	\$ 400	\$ 8,600	<i>Working Capital Carryforward:</i>	\$ 5,100	\$ 5,100	\$ 5,100		1175.00%	
3	733	2,265	2,500	2,400	Dog Park Working Capital	-	-	-		-100.00%	
4	2,918	3,009	3,000	3,000	Skate Park Working Capital	2,100	2,100	2,100		-30.00%	
5	7,862	3,688	1,400	1,900	Recreation Working Capital	-	-	-		-100.00%	
6	-	-	14,100	14,100	Park Working Capital	9,700	9,700	9,700		-31.21%	
7	\$ 12,194	\$ 10,914	\$ 21,400	\$ 30,000	Developers Tree Reimbursements	\$ 16,900	\$ 16,900	\$ 16,900		-21.03%	
8					<i>Total Working Capital Carryforward</i>						
9					<i>MISCELLANEOUS - DONATIONS</i>						
10	\$ 14,295	\$ 6,710	\$ -	\$ -	Dog Park Donations	\$ -	\$ -	\$ -			
11	437	679	1,300	100	Park Donations	-	-	-		-100.00%	
12	5	25	-	-	Recreation Donations	-	-	-			
13	614	171	-	100	Skate Park Donations	-	-	-			
14	-	-	-	-	Developers Tree Reimbursements	-	-	-			
15	\$ 15,351	\$ 7,585	\$ 1,300	\$ 200	<i>Total Miscellaneous</i>	\$ -	\$ -	\$ -		-100.00%	
16											
17	\$ 27,545	\$ 18,499	\$ 22,700	\$ 30,200	TOTAL RESOURCES	\$ 16,900	\$ 16,900	\$ 16,900		-25.55%	

GENERAL FUND

PARK DONATIONS

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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18

19

REQUIREMENTS

20

21

MATERIALS & SERVICES

22	\$ 13,024	\$ -	\$ 400	\$ 3,500	Dog Park Projects	\$ 5,100	\$ 5,100	\$ 5,100	1175.00%
23	2,622	-	2,500	2,500	Skate Park Projects	-	-	-	-100.00%
24	-	-	3,000	900	Recreation Projects	2,100	2,100	2,100	-30.00%
25	2,473	2,378	2,700	2,000	Park Projects	-	-	-	-100.00%
26	-	-	14,100	4,400	Developers Tree Expenses	1,300	1,300	1,300	-90.78%
27	\$ 18,119	\$ 2,378	\$ 22,700	\$ 13,300	TOTAL MATERIALS & SERVICES	\$ 8,500	\$ 8,500	\$ 8,500	-62.56%
28									
29	-	-	-	-	Reserve for Developer Tree Expense	8,400	8,400	8,400	
30									
31	\$ 18,119	\$ 2,378	\$ 22,700	\$ 13,300	TOTAL REQUIREMENTS	\$ 16,900	\$ 16,900	\$ 16,900	-25.55%

Notes:

⁹ Donations are dedicated revenues and are restricted for use in the Parks operations and maintenance.

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

¹⁹ Costs in the Donation Program are for special projects funded by citizen and developer donations. Funding for these projects will come from donations received through FY09-10 and unexpended at year-end.

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, subdividing, and floodplain management. Code Enforcement regulates zoning violations, solid waste, noxious weeds and unsanitary housing. Building Permit Administration connects development permits with other appropriate staff and departments to address Keizer Development Code standards.

Accomplishments

The Community Development Department has had an integral involvement in the planning and ongoing development of the Keizer Station, River Road Renaissance, Keizer Rapids Park and the Keizer Urban Renewal Board. The Community Development Department is instrumental in region-wide planning and transportation issues such as the Salem-Keizer Transportation Study and the Mid-Willamette Valley Area Commission on Transportation. 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, internet mapping and zoning information, 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. Enforcing City codes, which affect the community's livability and quality of life, continues to be a high priority for the Community Development Department.

The Department also is proactive in seeking out and developing partnerships in the region and community with organizations, businesses, and individuals such as the Chamber of Commerce and private property owners.

In April, 2009 the City adopted an updated Transportation System Plan. This project was made possible through partnerships with the Department of Land Conservation and Development and ODOT, through a Transportation Growth Management grant.

The following table indicates the number of land use applications and building permits reviewed within the past ten years. The number of land use applications has continued to decline over the past year, consistent with the state of the global economy.

COMMUNITY DEVELOPMENT

Continued

Year	Total Land Use Applications Processed	Total Building Permits Reviewed
2000	68	453
2001	68	346
2002	69	438
2003	49	348
2004	57	311
2005	39	289
2006	45	324
2007	45	325
2008	25	238
2009	21	170

Future Goals

Staff has established the goal of reviewing the current Infill Standards to assess the impact upon surrounding properties and the burdens on property owners. As a result, the department will make recommendations for code changes. The department will also stay actively involved in coordinating the development of the Keizer Station Area.

The Community Development Department is in the process of working with DLCDC to comply with the State mandated periodic review process which analyzes and updates the citywide 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. As a part of this process, the City is currently participating in a regional Economic Opportunities Analysis as well as a Buildable Lands Inventory.

The Department intends to be proactive in pursuing the goals established in the projects of River Road Renaissance, as well as maintaining the high standards of the Keizer Station Development, addressing the issues surrounding Growth Management Boundary, and changes to the statewide planning goals.

The department continues the process of updating sections of the Keizer Development Code with several text amendment projects outlined with the Planning Commission.

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.

GENERAL FUND

COMMUNITY DEVELOPMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

<i>LICENSES & FEES</i>																
1	\$	240	\$	450	\$	1,000	\$	1,800	Sign Permits	\$	1,800	\$	1,800	\$	1,800	80.00%
2		15,376		10,573		12,600		6,300	Land Use Application Fees		6,300		6,300		6,300	-50.00%
3		9,409		6,231		7,100		7,600	Building Fees - Zoning		7,600		7,600		7,600	7.04%
4		18,746		6,898		5,800		17,800	Permit Fees		17,800		17,800		17,800	206.90%
5	\$	43,771	\$	24,152	\$	26,500	\$	33,500	Total Licenses & Fees	\$	33,500	\$	33,500	\$	33,500	26.42%
6																
7																
<i>CHARGES FOR SERVICES</i>																
8	\$	1,180	\$	110	\$	10,000	\$	10,000	Nuisance Abatement	\$	5,000	\$	5,000	\$	5,000	-50.00%
9		9,826		-		-		-	Developers Tree Reimbursement		-		-		-	
10	\$	11,006	\$	110	\$	10,000	\$	10,000	Total Charges for Services	\$	5,000	\$	5,000	\$	5,000	-50.00%
11																
<i>INTERGOVERNMENTAL</i>																
13	\$	-	\$	-	\$	-	\$	-	Transportation Grants	\$	-	\$	-	\$	-	
14		-		50,000		140,000		140,000	Land Conservation Grant		-		-		-	-100.00%
15	\$	-	\$	50,000	\$	140,000	\$	140,000	Total Intergovernmental	\$	-	\$	-	\$	-	-100.00%
16																
17	\$	44,951	\$	74,262	\$	176,500	\$	183,500	TOTAL ACTIVITY GENERATED	\$	38,500	\$	38,500	\$	38,500	-78.19%
18		340,005		381,403		404,700		369,400	GENERAL SUPPORT RESOURCES		310,300		310,300		310,300	-23.33%
19	\$	384,956	\$	455,665	\$	581,200	\$	552,900	TOTAL RESOURCES	\$	348,800	\$	348,800	\$	348,800	-39.99%

Notes:

9 Developer Tree Reimbursement revenue has moved to the Parks Donation budget.

GENERAL FUND

COMMUNITY DEVELOPMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

<i>PERSONNEL SERVICES</i>									
20									
21	\$ 58,049	\$ 63,307	\$ 65,500	\$ 65,500	Community Development Director	\$ 65,500	\$ 65,500	\$ 65,500	0.00%
22	41,820	46,287	47,900	47,900	Associate Planner	47,900	47,900	47,900	0.00%
23	34,944	38,080	37,200	37,200	Code Enforcement/Zoning Technician	37,200	37,200	37,200	0.00%
24	50,666	55,439	57,100	57,100	Senior Planner	57,100	57,100	57,100	0.00%
25	45,910	48,933	40,300	40,300	Administrative Support	24,200	24,200	24,200	-39.95%
26	-	650	800	800	Cell Phone Stipend	600	600	600	-25.00%
27	-	-	2,100	-	Overtime	-	-	-	-100.00%
28	3,556	3,879	3,900	3,900	Medicare	3,600	3,600	3,600	-7.69%
29	39,828	43,470	40,100	40,100	Retirement	39,100	39,100	39,100	-2.49%
30	43,358	53,074	54,100	54,100	Insurance Benefits	51,700	51,700	51,700	-4.44%
31	509	696	400	400	Workers Compensation	400	400	400	0.00%
32	\$ 318,640	\$ 353,815	\$ 349,400	\$ 347,300	TOTAL PERSONNEL SERVICES	\$ 327,300	\$ 327,300	\$ 327,300	-6.33%

- Notes:
- ²⁵ Administrative Support costs for the City Recorder staff are tracked in the Internal Services Fund - City Recorder budget beginning in FY09-10. During the first half of FY10-11 Administrative Support staff will be moved to the Utility Billing Department to help cover for a staff shortage. This is a 45% reduction in the position's personnel services costs to the Department.
 - ²⁶ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
 - ²⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - ²⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - ³⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - ³¹ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

COMMUNITY DEVELOPMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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<i>MATERIALS & SERVICES</i>									
33									
34	\$ 2,220	\$ 2,523	\$ -	\$ -	Materials & Supplies	\$ -	\$ -	\$ -	-
35	427	144	1,200	200	Mapping Supplies & Services	200	200	200	-83.33%
36	511	-	5,400	1,000	Postage & Printing	1,000	1,000	1,000	-81.48%
37	5,648	5,683	5,100	800	Travel & Training	700	700	700	-86.27%
38	1,219	978	2,000	2,000	Legal Advertising	2,000	2,000	2,000	0.00%
39	41,212	32,819	-	-	Legal Services	-	-	-	
40	-	-	47,900	44,100	Administrative Services Charges	-	-	-	-100.00%
41	1,432	3,410	3,000	4,300	Contractual Services	4,300	4,300	4,300	43.33%
42	7,643	1,200	6,800	1,700	Hearings Officer	6,800	6,800	6,800	0.00%
43	4,471	-	-	-	Developers Tree Expense	-	-	-	
44	-	-	1,000	-	Engineering Services	-	-	-	-100.00%
45	560	628	700	700	Telephone	700	700	700	0.00%
46	576	458	800	800	Gasoline	800	800	800	0.00%
47	397	100	10,000	10,000	Nuisance Abatement	5,000	5,000	5,000	-50.00%
48	-	53,907	140,000	140,000	Grant Expenses	-	-	-	-100.00%
49	\$ 66,316	\$ 101,850	\$ 223,900	\$ 205,600	TOTAL MATERIALS & SERVICES	\$ 21,500	\$ 21,500	\$ 21,500	-90.40%
50									
51	\$ 384,956	\$ 455,665	\$ 573,300	\$ 552,900	TOTAL REQUIREMENTS	\$ 348,800	\$ 348,800	\$ 348,800	-39.16%

Notes:

- 36 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY10. Postage costs are expected to increase 5% in FY10.
- 39 Legal services costs are tracked in the Administrative Services Fund - City Attorney budget beginning in FY09-10.
- 40 Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.
- 41 Contractual Services are for a dual purpose contract with the Council of Governments for street naming and GIS support.
- 43 Developers Tree Expense has been moved to the Parks Donation budget.
- 45 The Department provides a cell phone for staff use during business hours and for day and overnight travel while on business.
- 48 Grant expense includes \$70,000 for a Transportation Growth Management grant and \$70,000 for a Department of Land Conservation and Development grant in FY09-10 (see Resources section).

MUNICIPAL COURT

The Municipal Court administers the judicial system for the City of Keizer. The Court handles traffic infractions and City code violations as enforced by the Keizer Police Department. Municipal Court arraignments and hearings are held each Wednesday. An independent contractor serves as the Municipal Court Judge.

Accomplishments

Municipal Court staff had a successful year continuing their commitment to customer service. The Court staff moved into a workspace in the new Keizer Civic Center that is 4X the size of that in the former City Hall. This new work environment is much more efficient for processing the volume of citations handled by the Municipal Court. The Municipal Court also began holding arraignments and hearings in the beautiful new Council Chambers. What a difference a venue makes! The workstations and set up of the new Council Chambers make processing Court cases more efficient and safe.

In October of 2009, the Municipal Court Clerk II was promoted within the Oregon Association of Court Administration Board of Directors to Vice President of the ECHO Newsletter and By-Laws.

The Municipal Court has continued to feel the impact this past year of the troubled economy. The Court has continued to put much effort into conveying the message to our customers that we acknowledge and understand the hardships people are facing. For the majority of court customers, receiving a citation is not a common occurrence. Imposed

finer are an unplanned expense and result in hardship for many people. The Court staff has continued to encourage customers to stay in compliance with manageable payment schedules and opportunities to fulfill their court orders and requirements. On October 1, 2009, HB 2287 went into effect. HB 2287 imposed a \$45.00 surcharge on all violations as described in ORS 153.008. In an already strained economic environment, the Court staff braced themselves for more difficulty executing court orders and collecting fines as imposed. Fortunately, the fine revenue collected by the Court has remained steady.

E-Cites became fully functional this year. This allowed the Municipal Court to begin importing the citation information directly into Court software, streamlining the data entry process.

Future Goals

Court Staff are members of the Oregon Association of Court Administration and attend two conferences a year to continue education and professional training. This training keeps staff current on changing laws and requirements for the State of Oregon. The Court staff hopes to continue their opportunities to obtain further education. It is also the goal of the Municipal Court staff to continue to provide excellent customer service and justice to our community. Court Staff will continue to assist and encourage customers to stay in compliance and fulfill their Court orders and requirements.

GENERAL FUND
MUNICIPAL COURT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

<i>FINES & FORFEITS</i>										
1										
2	\$ 344,788	\$ 302,031	\$ 304,400	\$ 297,600	Municipal Court Fines	\$ 297,600	\$ 297,600	\$ 297,600		-2.23%
3	223,679	191,796	192,800	209,400	Collections - Past Due	209,400	209,400	209,400		8.61%
4	<u>\$ 568,467</u>	<u>\$ 493,827</u>	<u>\$ 497,200</u>	<u>\$ 507,000</u>	Total Fines & Forfeits	<u>\$ 507,000</u>	<u>\$ 507,000</u>	<u>\$ 507,000</u>		1.97%
5										
6	<u>\$ 309,957</u>	<u>\$ 244,555</u>	<u>\$ 253,900</u>	<u>\$ 266,800</u>	AVAILABLE FOR GENERAL SUPPORT	<u>\$ 262,400</u>	<u>\$ 262,400</u>	<u>\$ 262,400</u>		3.35%
7										
<i>PERSONNEL SERVICES</i>										
8										
9	\$ 7,605	\$ 8,288	\$ -	\$ -	Administrative Support	\$ -	\$ -	\$ -		
10	76,257	81,114	82,800	82,800	Court Clerks	82,800	82,800	82,800		0.00%
11	432	729	500	300	Overtime	-	-	-		-100.00%
12	1,296	1,386	1,300	1,300	Medicare	1,300	1,300	1,300		0.00%
13	14,330	15,322	12,400	12,400	Retirement	10,500	10,500	10,500		-15.32%
14	22,399	21,230	26,200	26,200	Insurance Benefits	27,400	27,400	27,400		4.58%
15	193	162	100	100	Workers Compensation	100	100	100		0.00%
16	<u>\$ 122,512</u>	<u>\$ 128,231</u>	<u>\$ 123,300</u>	<u>\$ 123,100</u>	TOTAL PERSONNEL SERVICES	<u>\$ 122,100</u>	<u>\$ 122,100</u>	<u>\$ 122,100</u>		-0.97%

Notes:

- ⁹ Administrative Support Staff costs are tracked in the Internal Services Fund - Finance Department budget beginning in FY09-10.
- ¹² Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ¹³ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ¹⁴ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹⁵ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND
MUNICIPAL COURT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
17					MATERIALS & SERVICES				
18	\$ 1,166	\$ 2,000	\$ -	\$ 500	Materials & Supplies	\$ 700	\$ 700	\$ 700	
19	1,387	4,547	1,800	1,400	Travel & Training	1,400	1,400	1,400	-22.22%
20	97	54	-	-	Legal Services	-	-	-	
21	-	-	200	200	Administrative Services Charges	-	-	-	-100.00%
22	16,944	15,022	19,000	14,800	Professional Services - Judge	20,000	20,000	20,000	5.26%
23	4,179	5,455	3,500	6,000	Contractual Services	6,000	6,000	6,000	71.43%
24	8,670	5,880	6,000	2,800	Collections Cost	3,000	3,000	3,000	-50.00%
25	26,737	23,757	24,900	25,400	CC Assessments	25,400	25,400	25,400	2.01%
26	76,818	64,326	64,600	66,000	Unitary Assessments	66,000	66,000	66,000	2.17%
27	\$ 135,998	\$ 121,041	\$ 120,000	\$ 117,100	TOTAL MATERIALS & SERVICES	\$ 122,500	\$ 122,500	\$ 122,500	2.08%
28									
29	\$ 258,510	\$ 249,272	\$ 243,300	\$ 240,200	TOTAL REQUIREMENTS	\$ 244,600	\$ 244,600	\$ 244,600	0.53%

- Notes:
- ²⁰ Legal services costs are tracked in the Administrative Services Fund - City Attorney budget beginning in FY09-10.
 - ²¹ Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.
 - ²⁴ 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.
 - ²⁵ County assessments are 5% of municipal court fine revenues (including past due fines).
 - ²⁶ State assessments are 13% of municipal court fine revenues (including past due fines).

POLICE

The Police Department continues to provide full service to our citizens; however, we are at the very limit of our ability to do so and are in danger of losing the ability to provide some services. Further reduction in funding will result in loss of service. The 2010/11 proposed budget was prepared with the goal of providing traffic safety, law enforcement and emergency operations. We will be very limited in our ability to offer crime prevention or public outreach services.

. . . in review

Keizer's population is now above 36,000. We continue to partner with Salem, the Salem/Keizer School District and the DEA on numerous projects. We saw an increase in street gang crime this year, with one gang related homicide. We lost three experienced officers in 2009 to attrition. Two of these positions were filled with recruit police officers who remain in training. Revenue shortfalls caused us to reduce our current budget significantly, resulting in reduced training and overtime and freezing the unfilled police officer position. Our current staffing allows us to meet the "reactionary" role of policing, but additional budget reductions will impact our effectiveness and efficiency in follow-up investigations, crime prevention and efficient internal operations.

The future . . .

The economic downturn will continue to play a dual role for the Police Department. As in all economic crises, the crime rate tends to increase. Pressures of job loss and financial struggles tend to create increases in domestic violence, alcohol, drug, fraud and theft crimes.

Staffing continues to be a major issue. The requested budget leaves one police officer position unfilled and revenue decreases in the budget may result in further cuts.

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

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

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	<i>Working Capital Carryforward:</i>															
2	\$	1,746	\$	1,746	\$	700	\$	1,700	Cadet Donations	\$	-	\$	-	\$	-	-100.00%
3		399		728		-		500	Reserve Donations		-		-		-	
4		3,372		4,710		-		200	K-9 Donations		1,900		1,900		1,900	
5		-		-		-		100	Car Seat Donations		100		100		100	
6		-		-		-		-	Civil Forfeitures		179,000		179,000		179,000	
7		32,800		2,513		-		-	Meth Task Force Grant		-		-		-	
8	\$	38,317	\$	9,697	\$	700	\$	2,500	Total Working Capital Carryforward	\$	181,000	\$	181,000	\$	181,000	25757.14%
9																
10	<i>INTERGOVERNMENTAL</i>															
11	\$	8,820	\$	5,572	\$	6,000	\$	5,600	Special Duty Officers		5,600		5,600		5,600	-6.67%
12		165,938		173,815		189,700		189,700	School Resource Officer Contract		193,500		193,500		193,500	2.00%
13		-		-		230,800		-	CHRP Grant		-		-		-	-100.00%
14		-		2,632		25,000		10,600	Overtime Grants		-		-		-	-100.00%
15		30,000		15,000		-		-	Meth Task Force Grant		-		-		-	
16		67,705		17,850		-		-	Materials & Services Grants		-		-		-	
17	\$	272,463	\$	214,869	\$	451,500	\$	205,900	Total Intergovernmental	\$	199,100	\$	199,100	\$	199,100	-55.90%

Notes:

- ¹² Funds are from the Salem/Keizer School District which partially pay for School Resource Officers plus related overhead costs.
- ¹³ The City did not receive The CHRP Grant (Cops Hiring Recovery Program) funds which would have paid for three police officer positions in FY09-10. Consequently, these positions were not filled.
- ¹⁴ Overtime grants fund specific regional programs which require overtime costs.

GENERAL FUND

POLICE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
18					FINES & FORFEITS				
19	\$ 83,048	\$ 55,599	\$ 64,000	\$ 27,500	Impound Fees	\$ 27,500	\$ 27,500	\$ 27,500	-57.03%
20	485	68,600	10,400	181,300	Civil/Criminal Forfeitures	-	-	-	-100.00%
21	\$ 83,533	\$ 124,199	\$ 74,400	\$ 208,800	Total Fines & Forfeits	\$ 27,500	\$ 27,500	\$ 27,500	-63.04%
22									
23					MISCELLANEOUS				
24	\$ -	\$ -	\$ -	\$ -	Cadet Donations	\$ -	\$ -	\$ -	
25	450	150	-	300	Reserve Officer Donations	200	200	200	
26	10,110	422	-	-	Police Donations	-	-	-	
27	1,338	6,970	4,200	1,700	K-9 Donations	-	-	-	-100.00%
28	14,608	26,531	10,000	16,900	Miscellaneous	15,000	15,000	15,000	50.00%
29	\$ 26,506	\$ 34,073	\$ 14,200	\$ 18,900	Total Miscellaneous	\$ 15,200	\$ 15,200	\$ 15,200	7.04%
30									
31	\$ 420,819	\$ 382,838	\$ 540,800	\$ 436,100	TOTAL ACTIVITY GENERATED	\$ 422,800	\$ 422,800	\$ 422,800	-21.82%
32	5,032,525	5,258,563	5,022,000	5,063,100	GENERAL SUPPORT RESOURCES	4,942,400	4,935,100	4,935,100	-1.73%
33	\$ 5,453,344	\$ 5,641,401	\$ 5,562,800	\$ 5,499,200	TOTAL RESOURCES	\$ 5,365,200	\$ 5,357,900	\$ 5,357,900	-3.68%

Notes:

¹⁹ Due to a recent court ruling, KPD has modified our policy on towing of vehicles for violations of State law and City ordinances. The rulings greatly restricted the circumstances in which the police can tow a traffic violator's vehicle. This has caused a 50% decrease in revenue from FY08-09.

²⁰ Civil/Criminal Forfeitures are dedicated revenues. The corresponding expenditure is in the Materials & Services section of this budget.

²⁸ Miscellaneous revenue includes receipts for police report requests, surplus sales, and one-time revenues.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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34

EXPENDITURES

35

36

PERSONNEL SERVICES

37	\$	7,695	\$	8,387	\$	-	\$	-	Facility Maintenance Worker	\$	-	\$	-	\$	-	
38		103,092		112,425		112,900		112,900	Chief of Police		112,900		112,900		112,900	0.00%
39		178,104		192,549		97,600		97,600	Captain(s)		97,600		97,600		97,600	0.00%
40		-		-		-		-	Lieutenants		174,600		174,600		174,600	
41		545,785		594,065		640,100		707,200	Sergeants		532,600		532,600		532,600	-16.79%
42		1,820,827		1,926,338		2,063,300		1,848,200	Police Officers		1,873,100		1,873,100		1,873,100	-9.22%
43		47,263		51,503		51,800		51,800	Community Service Officer		52,800		52,800		52,800	1.93%
44		323,222		342,531		342,900		342,900	Administrative Support		348,800		348,800		348,800	1.72%
45		1,564		-		1,000		-	Background Investigations Officer		-		-		-	-100.00%
46		1,673		2,205		7,500		1,000	Reserve Officers		1,500		1,500		1,500	-80.00%

Notes:

³⁶ Salaries are projected to increase 2% plus step increases for union represented employees per the Keizer Police Association contract. No increases are projected for non-represented

³⁷ Facility maintenance worker costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.

³⁹ The Department reorganized its staff over the past two years. In FY09-10 Captain positions reduced from 2 to 1 & Sergeant positions increased from 7 to 8, although two sergeants served as Acting Lieutenants during the year. Beginning FY10-11 the Department anticipates reclassing these positions as Lieutenants.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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PERSONNEL SERVICES - CONTINUED

47	207,468	214,258	220,300	198,200	Overtime	203,300	203,300	203,300	-7.72%
48	-	30,651	35,500	32,900	Clothing & Cell Phone Stipends	34,700	34,700	34,700	-2.25%
49	49,329	52,908	50,800	48,500	Medicare	49,900	49,100	49,100	-3.35%
50	754,584	808,391	640,300	615,500	Retirement	640,500	634,100	634,100	-0.97%
51	490,392	562,725	663,700	624,500	Insurance Benefits	654,200	654,200	654,200	-1.43%
52	287	352	-	23,000	Unemployment Insurance	26,000	26,000	26,000	
53	37,996	30,696	35,300	33,500	Workers Compensation	34,000	33,900	33,900	-3.97%
54	\$ 4,569,281	\$ 4,929,984	\$ 4,963,000	\$ 4,737,700	TOTAL PERSONNEL SERVICES	\$ 4,836,500	\$ 4,829,200	\$ 4,829,200	-2.70%

Notes:

⁴⁷ The need for overtime depends on the number and complexity of crimes. Overtime costs are approximately 8.5% of sworn-represented staff salaries.

⁴⁸ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.

⁴⁹ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.

⁵⁰ Sworn Police Officers participate in the Oregon Public Employee's Retirement System (PERS). Employer contribution rates decreased beginning in FY09-10.

The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

⁵¹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

⁵³ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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					MATERIALS & SERVICES							
55												
56	\$ 9,126	\$ 10,539	\$ 12,000	\$ 10,000	Materials & Supplies	\$ 12,000	\$ 12,000	\$ 12,000		0.00%		
57	526	401	2,000	2,000	Cadet Program	500	500	500		-75.00%		
58	5,121	5,299	6,000	6,000	Reserve Officer Uniforms & Equipment	4,000	4,000	4,000		-33.33%		
59	30,959	42,917	32,500	31,500	Clothing	32,000	32,000	32,000		-1.54%		
60	695	30,287	10,400	10,400	Civil/Criminal Forfeiture	-	-	-		-100.00%		
61	9,978	6,056	7,000	6,000	K-9 Supplies	5,000	5,000	5,000		-28.57%		
62	10,680	9,672	12,000	7,200	Postage & Printing	7,000	7,000	7,000		-41.67%		
63	34,816	25,011	36,000	34,000	Travel & Training	34,000	34,000	34,000		-5.56%		
64	1,334	3,754	2,000	1,200	Tuition Reimbursement	1,000	1,000	1,000		-50.00%		
65	615	205	500	500	Advertising - Employee Recruitments	500	500	500		0.00%		
66	5,723	7,459	-	-	Legal Services	-	-	-				
67	2,778	29,913	5,000	5,000	Labor Attorney	5,000	5,000	5,000		0.00%		
68	-	-	8,400	7,700	Administrative Services Charges	-	-	-		-100.00%		
69	12,949	10,019	16,000	16,000	Contractual Services	16,000	16,000	16,000		0.00%		
70	21,495	29,694	29,000	29,000	Crime Analyst Contract	29,000	29,000	29,000		0.00%		
71	12,601	16,177	-	-	Janitorial	-	-	-				
72	17,731	12,807	-	-	Utility	-	-	-				
73	34,232	29,939	25,000	25,000	Telephone	23,000	23,000	23,000		-8.00%		
74	72,199	54,360	16,500	16,500	Insurance - Liability	16,500	16,500	16,500		0.00%		
75	38,034	-	-	-	Vehicle Lease	-	-	-				
76	17,720	5,235	9,000	12,000	Equipment Rental	12,000	12,000	12,000		33.33%		

Notes:

- 66 Legal services costs are tracked in the Internal Services Fund - City Attorney budget beginning in FY09-10. These costs are City Attorney costs for representing the Department in the occasional Municipal Court case.
- 67 Labor attorney costs are for union negotiations including dispute resolution. The KPA contract expires June, 30 2012.
- 68 Beginning in FY10-11, all General Fund Internal Services Charges are tracked in the General Services Expenditure budget.
- 69 Contracts include Crisis Chaplaincy Services for Emergency Chaplaincy Services which is funded by all Police agencies within Marion County and the Lexipol Policy and Procedure Training and Update service.
- 70 The Police Department contracts with the City of Salem to provide Crime Data Analysis services to the City of Keizer. Funds appropriated will support 1/2 of the cost of this position.
- 71 Janitorial costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.
- 72 Utility costs are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10.
- 74 Liability insurance costs for the City's facilities are tracked in the Internal Services Fund - Civic Center Facilities budget beginning in FY09-10. Beginning with the FY09-10 budget, insurance premiums are for the Department's share of auto insurance premiums.
- 75 Beginning in FY08-09, all Police vehicle leases are funded in the Revenue Sharing Fund to better track the Department's lease program.

GENERAL FUND

POLICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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MATERIALS & SERVICES - CONTINUED

77	104,683	82,390	80,000	80,000	Gasoline	80,000	80,000	80,000	0.00%
78	31,071	30,382	35,500	35,500	Maintenance-Vehicles	32,000	32,000	32,000	-9.86%
79	4,989	24,966	10,000	8,000	Maintenance of Equipment	8,000	8,000	8,000	-20.00%
80	1,446	1,253	4,000	2,000	Community Services Unit	1,000	1,000	1,000	-75.00%
81	19,513	23,409	26,000	24,000	Operating Materials	26,000	26,000	26,000	0.00%
82	11,509	12,708	14,000	14,000	Ammo/Weapons	6,000	6,000	6,000	-57.14%
83	229,347	58,005	60,700	60,700	Willamette Valley Communication Center	62,500	62,500	62,500	2.97%
84	28,465	31,164	33,900	33,900	Radio & Mobile Systems Support	33,900	33,900	33,900	0.00%
85	90,842	73,349	74,200	74,200	RAIN/PRIORS	59,800	59,800	59,800	-19.41%
86	9,243	24,652	19,000	19,000	Investigations	19,000	19,000	19,000	0.00%
87	1,156	1,870	4,000	2,000	Crime Prevention	1,000	1,000	1,000	-75.00%
88	9,518	150	-	-	Police Donation Expenses	-	-	-	-
89	2,523	5,834	5,000	5,000	Medical & Pre-Employment Testing	2,000	2,000	2,000	-60.00%
90	446	34	-	-	Miscellaneous	-	-	-	-
91	\$ 884,063	\$ 699,910	\$ 595,600	\$ 578,300	TOTAL MATERIALS AND SERVICES	\$ 528,700	\$ 528,700	\$ 528,700	-11.23%
92									
93					CAPITAL OUTLAY				
94	\$ -	\$ 11,507	\$ 4,200	\$ 4,200	K-9 Dog	\$ -	\$ -	\$ -	-100.00%
95	\$ -	\$ 11,507	\$ 4,200	\$ 4,200	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	-100.00%
96									
97	-	-	-	-	Restricted for K-9 Dog	-	-	-	-
98	-	-	-	179,000	Restricted Civil Forfeitures	-	-	-	-
99	\$ -	\$ -	\$ -	\$ 179,000	TOTAL RESTRICTED FUNDS	\$ -	\$ -	\$ -	-
100									
101	\$ 5,453,344	\$ 5,641,401	\$ 5,562,800	\$ 5,499,200	TOTAL EXPENDITURES & RESERVES	\$ 5,365,200	\$ 5,357,900	\$ 5,357,900	-3.68%

Notes:

⁸⁰ Community Services costs include community related activities such as National Night Out.

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 2010-11 listing of Police motorcycle and vehicle leases:

Vehicle	Program	Term of Lease	Amount
2 Motorcycles	Traffic	08/09 to 08/12	19,700
1 Motorcycle	Traffic	11/10 to 11/13	11,700
			Total \$31,400

Vehicle	Program	Term of Lease	Amount
2 Vehicles	Patrol	10/09 to 10/12	25,400
2 Vehicles	Detectives	07/07 to 07/11	9,700
1 Vehicle	CSO	07/08 to 07/12	8,900
3 Vehicles	Detective/Adm	07/08 to 07/12	13,500
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
1 Vehicle	CRU	04/08 to 04/12	3,900
5 Vehicles	Patrol 03/11 to 06/11	Ext to 07/11	18,000
Contract Cost			400
			Total \$182,200

**SPECIAL REVENUE FUND
REVENUE SHARING**

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
RESOURCES									
1	\$ 116,725	\$ 23,421	\$ 13,400	\$ 29,800	<i>Working Capital Carryforward</i>	\$ -	\$ -	\$ -	-100.00%
2									
3					INTERGOVERNMENTAL				
4	225,244	244,273	234,000	\$ 225,200	State Revenue Sharing	\$ 225,200	\$ 225,200	\$ 225,200	-3.76%
5	31,574	15,741	83,800	-	Police Grants	4,900	4,900	4,900	-94.15%
6	<u>\$ 256,818</u>	<u>\$ 260,014</u>	<u>\$ 317,800</u>	<u>\$ 225,200</u>	<u>Total Intergovernmental</u>	<u>\$ 230,100</u>	<u>\$ 230,100</u>	<u>\$ 230,100</u>	<u>-27.60%</u>
7									
8					MISCELLANEOUS				
9	4,000	-	-	-	Police Miscellaneous Revenue	\$ -	\$ -	\$ -	
10									
11					TRANSFERS IN				
12	-	105,300	15,000	7,400	From General Fund	-	-	-	-100.00%
13	<u>\$ -</u>	<u>\$ 105,300</u>	<u>\$ 15,000</u>	<u>\$ 7,400</u>	<u>Total Transfers In</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.00%</u>
14									
15	<u>\$ 377,543</u>	<u>\$ 388,735</u>	<u>\$ 346,200</u>	<u>\$ 262,400</u>	TOTAL RESOURCES	<u>\$ 230,100</u>	<u>\$ 230,100</u>	<u>\$ 230,100</u>	<u>-33.54%</u>

- Notes:
- ⁴ State Revenue Sharing apportionments are based on FY09-10 year-to-date receipts.
 - ⁵ The City anticipates receiving a \$4,900 grant which will be used to pay for Protective Vests. This is a 50% matching grant and provides for 14 new vests.
 - ¹² The Revenue Sharing Fund is used to track Capital Outlay items purchased for general government use. Transfers from the General Fund are needed because Revenue Sharing Funds are not sufficient to cover all General Government Capital Outlay needs.

SPECIAL REVENUE FUND
REVENUE SHARING

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS									
<i>CAPITAL OUTLAY</i>									
19	\$ -	\$ 4,961	\$ -	\$ -	- Office Furniture & Equipment	\$ -	\$ -	\$ -	-
20	51,677	31,907	-	-	- Computer Hardware(4)	-	-	-	-
21	2,801	-	-	-	- Signage & Identity	-	-	-	-
22	23,585	-	-	-	- Parks Vehicle & Equipment	-	-	-	-
23	-	3,520	10,500	10,500	Police Protective Vests	9,800	9,800	9,800	-6.67%
24	50,948	17,452	83,800	-	Police Officer Equipment	-	-	-	-100.00%
25	7,506	-	37,000	37,000	Motorcycles & Equipment Lease	31,400	31,400	31,400	-15.14%
26	-	232,481	214,900	214,900	Police Vehicle Leases	182,200	182,200	182,200	-15.22%
27	56,237	49,404	-	-	E-Citation System	-	-	-	-
28	1,810	-	-	-	Radar Equipment	-	-	-	-
29	159,558	19,200	-	-	Police Vehicle Purchases	-	-	-	-
30	\$ 354,122	\$ 358,925	\$ 346,200	\$ 262,400	TOTAL CAPITAL OUTLAY	\$ 223,400	\$ 223,400	\$ 223,400	-35.47%
31									
32	-	-	-	-	- Transfer to General Fund	6,700	6,700	6,700	
33									
<i>FUND BALANCE</i>									
36	23,421	29,810	-	-	- Unrestricted Ending Fund Balance	-	-	-	
37									
38	\$ 377,543	\$ 388,735	\$ 346,200	\$ 262,400	TOTAL REQUIREMENTS	\$ 230,100	\$ 230,100	\$ 230,100	-33.54%

Notes:

- ²⁰ Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.
- ²³ The City anticipates the need for 14 new Protective Vests. A federal grant is anticipated to pay 50% of the costs.
- ²⁵ A listing of Motorcycle & Equipment Leases is on the narrative preceding the Revenue Sharing budget
- ²⁶ A listing of Vehicle leases is on the narrative preceding the Revenue Sharing budget
- ³² The transfer is to repay the general fund for moneys transferred in previous years. These funds are not needed for Capital Outlay in FY10-11.

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.

SPECIAL REVENUE FUND

PUBLIC EDUCATION GOVERNMENT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	38,998	\$	48,646	\$	87,500	\$	87,300	<i>Working Capital Carryforward</i>		\$	128,600	\$	128,600	\$	128,600	46.97%
2																	
3									INTERGOVERNMENTAL								
4		94,791		100,973		101,200		106,800	PEG Fees			106,800		106,800		106,800	5.53%
5																	
6									MISCELLANEOUS								
7		262		429		100		500	Interest Earnings			500		500		500	400.00%
8																	
9	\$	134,051	\$	150,048	\$	188,800	\$	194,600	TOTAL RESOURCES	\$	235,900	\$	235,900	\$	235,900		24.95%

REQUIREMENTS

11									MATERIALS & SERVICES								
12																	
13																	
14	\$	351	\$	1,000	\$	-	\$	-	Legal Services	\$	-	\$	-	\$	-		
15		-		-		1,200		1,100	Administrative Fee		1,800		1,800		1,800		50.00%
16		61,760		61,321		61,800		61,800	Broadcasting		78,500		78,500		78,500		27.02%
17	\$	62,111	\$	62,321	\$	63,000	\$	62,900	TOTAL MATERIALS & SERVICES	\$	80,300	\$	80,300	\$	80,300		27.46%
18																	
19									CAPITAL OUTLAY								
20	\$	23,294	\$	378	\$	3,100	\$	3,100	Television Equipment	\$	27,000	\$	27,000	\$	27,000		770.97%
21																	
22		-		-		56,900		-	Contingency		50,000		50,000		50,000		-12.13%
23																	
24									FUND BALANCE								
25		48,646		87,349		65,800		128,600	Unrestricted Ending Fund Balance		78,600		78,600		78,600		19.45%
26																	
27	\$	134,051	\$	150,048	\$	188,800	\$	194,600	TOTAL REQUIREMENTS	\$	235,900	\$	235,900	\$	235,900		24.95%

Notes:

4 PEG Fees are franchise fees assessed on cable television bills.

15 The Administrative Fee pays PEGs share of the City's network costs.

16 Costs are \$5,000 per month for cable broadcasting, \$1,250 for KeizerTV.com plus a one-time set-up fee of \$2,500 and \$1,000 for maintenance and repair of equipment.

20 Equipment purchases are to improve the program and enhance flexibility for in-the-field programming.

25 Legislative action taken in FY07-08 continues to threaten PEG revenues. Should revenues cease by the end of FY010-11, 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 (ORS 401.842) and accordingly is distributed to the Police Department and the Fire Districts to support this purpose.

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.

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

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
RESOURCES									
1	\$ (2,722)	\$ (2,758)	\$ -	\$ -	<i>Working Capital Carryforward</i>	\$ -	\$ -	\$ -	-
2									
3					INTERGOVERNMENTAL				
4	224,800	189,223	190,300	180,000	9-1-1 Excise Tax	180,000	180,000	180,000	-5.41%
5									
6					TRANSFERS IN				
7	51,000	248,404	244,900	252,200	Transfer from General Fund	259,900	259,900	259,900	6.12%
8									
9	\$ 273,078	\$ 434,869	\$ 435,200	\$ 432,200	TOTAL RESOURCES	\$ 439,900	\$ 439,900	\$ 439,900	1.08%

Notes:

⁴ According to Oregon Emergency Management, the 9-1-1 tax revenue distributions should remain constant from the previous year. Based on current wireless and landline trends, OEM assumes this consistency will continue 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. (2/10 issue of League of Oregon Cities, Local Focus).

⁷ A transfer from the General Fund is needed because 9-1-1 expenditures exceed revenues. The total Willamette Valley Communication Center bill for FY10-11 is \$436,500 compared to \$420,300 in FY09-10. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY08-09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.

SPECIAL REVENUE FUND

9-1-1 COMMUNICATIONS FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS																
MATERIALS & SERVICES																
13	\$	14	\$	798	\$	-	\$	-	Legal Services	\$	-	\$	-	\$	-	
14		19,781		-		-		-	Radio & Mobile Systems Support		-		-		-	
15		159,377		352,729		359,500		360,900	Emergency 9-1-1 and Dispatch Calls		367,800		367,800		367,800	2.31%
16		96,664		81,342		75,700		71,300	Distributions to 9-1-1 Agencies		72,100		72,100		72,100	-4.76%
17	\$	275,836	\$	434,869	\$	435,200	\$	432,200	TOTAL MATERIALS & SERVICES	\$	439,900	\$	439,900	\$	439,900	1.08%
18	FUND BALANCE															
19		(2,758)		-		-		-	Unrestricted Ending Fund Balance		-		-		-	
22	\$	273,078	\$	434,869	\$	435,200	\$	432,200	TOTAL REQUIREMENTS	\$	439,900	\$	439,900	\$	439,900	1.08%

¹⁴ Beginning in FY08-09, Radio & Mobile Systems Support will be funded in the Police Operating Budget. In prior years, this expense was partially funded in the 9-1-1 Fund. Overall the 9-1-1 Fund is not impacted because the transfer to the 9-1-1 Fund has been reduced accordingly.

¹⁵ The total Willamette Valley Communications Center bill for FY10-11 is \$436,500 compared to \$420,300 in FY09-10. The 9-1-1 related costs are paid from the 9-1-1 Fund. The business calls are paid from the Police Operating budget. Beginning in FY08-09, the allocation changed to more accurately track the 9-1-1 related portion of this bill. Overall the General Fund is not impacted because the transfer to the 9-1-1 Fund has been increased accordingly.

¹⁶ Of the estimated \$190,100 to be received in 9-1-1 Excise Tax Revenues, 35.88% is to be remitted to the Keizer Rural Fire Protection District and 4.16% 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.

SPECIAL REVENUE FUND

LAW ENFORCEMENT GRANT FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>RESOURCES</u>									
1	\$ (189)	\$ (4,835)	\$ -	\$ -	<i>Working Capital Carryforward</i>	\$ -	\$ -	\$ -	-
2									
3	<i>INTERGOVERNMENTAL</i>								
4	20,334	4,666	90,000	43,600	Police Grants	90,500	90,500	90,500	0.56%
5									
6	<i>MISCELLANEOUS</i>								
7	20	-	-	-	Interest/Donations	-	-	-	-
8									
9	\$ 20,165	\$ (169)	\$ 90,000	\$ 43,600	TOTAL RESOURCES	\$ 90,500	\$ 90,500	\$ 90,500	0.56%
10									
11	<u>REQUIREMENTS</u>								
12									
13	<i>MATERIALS & SERVICES</i>								
14	\$ 25,000	\$ (169)	\$ 35,000	\$ -	Materials & Supplies	\$ -	\$ -	\$ -	-100.00%
15									
16	<i>CAPITAL OUTLAY</i>								
17	-	-	55,000	43,600	Equipment	90,500	90,500	90,500	64.55%
18									
19	<i>FUND BALANCE</i>								
20	(4,835)	-	-	-	Unrestricted Ending Fund Balance	-	-	-	-
21									
22	\$ 20,165	\$ (169)	\$ 90,000	\$ 43,600	TOTAL REQUIREMENTS	\$ 90,500	\$ 90,500	\$ 90,500	0.56%

Notes:
⁴ Each year the Police Department applies for and receives various Federal Grants for one-time purchases of Materials and Capital Outlay items. The increase from FY09-10 to FY10-11 includes funds awarded in FY09-10 and not yet received. An additional \$50K is budgeted in anticipation of additional awards in FY10-11. Funds will not be expended until the grant award is received and approved by City Council.

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 City is in the process of reestablishing the former program. Research indicated that "de-federalizing" these funds would be a lengthy process that wouldn't yield effective results. City staff will be re-launching the former program over the current fiscal year and will be a benefit to low/moderate income households within the Keizer community. 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.

SPECIAL REVENUE FUND
HOUSING SERVICES FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>RESOURCES</u>									
1	\$ 178,036	\$ 200,262	\$ 225,400	\$ 265,900	<i>Working Capital Carryforward</i>	\$ 281,900	\$ 281,900	\$ 281,900	25.07%
2									
3	<i>MISCELLANEOUS</i>								
4	14,425	61,200	30,000	13,600	Loan Proceeds	30,000	30,000	30,000	0.00%
5	7,801	4,490	5,100	2,400	Interest Revenue	2,400	2,400	2,400	-52.94%
6	<u>\$ 22,226</u>	<u>\$ 65,690</u>	<u>\$ 35,100</u>	<u>\$ 16,000</u>	Total Miscellaneous	<u>\$ 32,400</u>	<u>\$ 32,400</u>	<u>\$ 32,400</u>	-7.69%
7									
8	<u>\$ 200,262</u>	<u>\$ 265,952</u>	<u>\$ 260,500</u>	<u>\$ 281,900</u>	TOTAL RESOURCES	<u>\$ 314,300</u>	<u>\$ 314,300</u>	<u>\$ 314,300</u>	20.65%
9									

Notes:

- ¹ The original funds for this program were received through a Federal Grant. The working capital carryforward is from loan repayments and interest earned on these funds.
- ⁴ The City currently has loans outstanding for this program totaling \$113,700. The program typically receives 1-2 repayments each year. The average balance of each loan is approximately \$15,000.

SPECIAL REVENUE FUND

HOUSING SERVICES FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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10	<u>REQUIREMENTS</u>									
11										
12	<i>MATERIALS & SERVICES</i>									
13	\$ -	\$ -	\$ -	\$ -	-	Materials and Supplies	\$ 1,000	\$ 1,000	\$ 1,000	
14	-	-	-	-	-	Administrative Fee	5,100	5,100	5,100	
15	-	-	260,500	-	-	Housing Rehabilitation Services	298,000	298,000	298,000	14.40%
16	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 260,500</u>	<u>\$ -</u>	<u>-</u>	TOTAL MATERIALS & SERVICES	<u>\$ 304,100</u>	<u>\$ 304,100</u>	<u>\$ 304,100</u>	16.74%
17										
18	<i>FUND BALANCE</i>									
19	-	-	-	-	-	Reserve for Administration	10,200	10,200	10,200	
20	200,262	265,952	-	281,900	-	Unrestricted Ending Fund Balance	-	-	-	
21										
22	<u>\$ 200,262</u>	<u>\$ 265,952</u>	<u>\$ 260,500</u>	<u>\$ 281,900</u>	TOTAL REQUIREMENTS		<u>\$ 314,300</u>	<u>\$ 314,300</u>	<u>\$ 314,300</u>	20.65%

- Notes:
- ¹³ Materials & Supplies are for outreach, brochures, etc to inform potential recipients of the program.
 - ¹⁴ The Administrative Fee is approximately 5% of the Assistant to the City Manager's Personnel Services costs for managing this program.
 - ¹⁵ Staff is in the process of reestablishing this program and anticipates loaning funds beginning in FY10-11. Expenditures provide for loaning all available funds should demand for this program warrant.
 - ¹⁹ The Reserve for Administrative Fee is 5% of the Assistant to the City Manager's Personnel Services costs for managing this program in years two and three.

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 will be re-launching the Housing Rehabilitation program over the current fiscal year to dovetail with the implementation of this new program. 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.

SPECIAL REVENUE FUND

RESIDENTIAL ENERGY EFFICIENCY REVOLVING LOANS
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	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11
<u>RESOURCES</u>								
1	\$ -	\$ -	\$ -	\$ -	- Working Capital Carryforward	\$ -	\$ -	\$ -
2								
3	-	-	-	-	- Grant Funds	138,500	138,500	138,500
4								
5	MISCELLANEOUS							
6	-	-	-	-	- Loan Proceeds	-	-	-
7	-	-	-	-	- Interest Revenue	-	-	-
8	\$ -	\$ -	\$ -	\$ -	- Total Miscellaneous	\$ -	\$ -	\$ -
9								
10	\$ -	\$ -	\$ -	\$ -	TOTAL RESOURCES	\$ 138,500	\$ 138,500	\$ 138,500
11								
12	<u>REQUIREMENTS</u>							
13								
14	MATERIALS & SERVICES							
15	\$ -	\$ -	\$ -	\$ -	- Materials and Supplies	\$ 1,000	\$ 1,000	\$ 1,000
16	-	-	-	-	- Administrative Fee	4,600	4,600	4,600
17	-	-	-	-	- Energy Efficiency Loans	124,700	124,700	124,700
18	\$ -	\$ -	\$ -	\$ -	TOTAL MATERIALS & SERVICES	\$ 130,300	\$ 130,300	\$ 130,300
19								
20	FUND BALANCE							
21	-	-	-	-	- Reserved for Administration	8,200	8,200	8,200
22	-	-	-	-	- Unrestricted Ending Fund Balance	-	-	-
23								
24	\$ -	\$ -	\$ -	\$ -	TOTAL REQUIREMENTS	\$ 138,500	\$ 138,500	\$ 138,500

Notes:

³ This is a new federal grant program to provide low-income homes with funds to make energy efficiency improvements.

¹⁵ Materials & Supplies are for outreach, brochures, etc to inform potential recipients of the program.

¹⁶ The Administrative Fee is one-third of 10% of grant proceeds for staff time administering the program. The remaining two-thirds is held in reserve for years two and three.

²² The Reserve is two-thirds of 10% of grant proceeds for staff time administering the program in years two and three.

PARK IMPROVEMENT FUND

Fiscal Year 2010/2011

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

Improvements Completed:

Bair Park

Installed New Signs

Installed Benches

Claggett Creek Park

Installed Additional Table and Benches

Installed Additional Bar-B-Que Grills

Hidden Creek Park

Installed New Sign

Mike Whittam Park

Installed Water Service

Palma Ciea Park

Installed New Sign

Installed Benches and Tables

Wallace House Park

Completed Improvements to Upper Area of Park including Play Structure, Parking Area, Irrigation and Lawn, and Paved Pathways

Proposed Improvements:

Keizer Rapids Park

Construct ADA access to Amphitheater

Extend Public Waterline into Park from 15th Ave. N

CAPITAL PROJECTS FUND

PARK IMPROVEMENT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$ 696,573	\$ 926,485	\$ 732,300	\$ 692,400	<i>Working Capital Carryforward</i>	\$ 622,500	\$ 622,500	\$ 622,500	-14.99%
2									
3					<i>INTERGOVERNMENTAL</i>				
4	153,640	70,082	-	-	Grants	-	-	-	
5									
6					<i>LICENSES & FEES</i>				
7	254,123	25,711	24,600	98,300	System Development Fees	29,900	29,900	29,900	21.54%
8									
9					<i>MISCELLANEOUS</i>				
10	33,852	17,462	16,400	5,600	Interest	5,600	5,600	5,600	-65.85%
11	15,000	28,000	-	-	Miscellaneous Revenue	-	-	-	
12	<u>\$ 48,852</u>	<u>\$ 45,462</u>	<u>\$ 16,400</u>	<u>\$ 5,600</u>	TOTAL MISCELLANEOUS	<u>\$ 5,600</u>	<u>\$ 5,600</u>	<u>\$ 5,600</u>	<u>-65.85%</u>
13									
14	-	2,822	-	-	Transfer from Transportation Fund	-	-	-	
15									
16	<u>\$ 1,153,188</u>	<u>\$ 1,070,562</u>	<u>\$ 773,300</u>	<u>\$ 796,300</u>	TOTAL RESOURCES	<u>\$ 658,000</u>	<u>\$ 658,000</u>	<u>\$ 658,000</u>	<u>-14.91%</u>

Notes:

⁷ Revenues are based on SDCs for 30 new single-family dwelling units

¹⁰ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.

CAPITAL PROJECTS FUND
PARK IMPROVEMENT FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
REQUIREMENTS									
MATERIALS & SERVICES									
20	\$ 17,783	\$ 18,779	\$ -	\$ -	Legal Services	\$ -	\$ -	\$ -	-
21	-	-	20,900	-	Internal Service Charges	-	-	-	-100.00%
22	571	1,779	2,400	4,100	Contractual Services	-	-	-	-100.00%
23	\$ 18,354	\$ 20,558	\$ 23,300	\$ 4,100	TOTAL MATERIALS & SERVICES	\$ -	\$ -	\$ -	-100.00%
CAPITAL OUTLAY									
26	\$ -	\$ 24,683	\$ -	\$ 15,700	Grant Expenditures	\$ -	\$ -	\$ -	-
27	-	24,972	50,000	60,000	Land Acquisition	-	-	-	-100.00%
28	208,349	307,916	199,800	94,000	Improvements	40,000	40,000	40,000	-79.98%
29	-	-	395,000	-	Unanticipated Expenses	600,000	600,000	600,000	51.90%
30	\$ 208,349	\$ 357,571	\$ 644,800	\$ 169,700	TOTAL CAPITAL OUTLAY	\$ 640,000	\$ 640,000	\$ 640,000	-0.74%
FUND BALANCE									
34	926,485	692,433	105,200	622,500	Unrestricted Ending Fund Balance	18,000	18,000	18,000	-82.89%
36	\$ 1,153,188	\$ 1,070,562	\$ 773,300	\$ 796,300	TOTAL REQUIREMENTS	\$ 658,000	\$ 658,000	\$ 658,000	-14.91%

Notes:

- 20 Legal Services costs are now budgeted in the Internal Services Fund- City Attorney budget.
- 21 Ten percent of all Park SDC revenue is given to the General Fund for administrative costs. The City cannot legally charge the Park SDC fund for internal service costs and no costs were charged in FY09-10. These costs are paid from the City's General Fund.
- 27 Land Acquisition in FY09-10 is \$50K option on the Buchholtz property and \$10K option on the Buchanan Property. Other funding sources have been identified to pay the remaining purchase price of these properties.
- 28 Improvements are listed on the narrative on the preceding page.

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 \$1,236 per single-family dwelling unit and \$759 per each Multi Family Unit to help cover the cost of transportation improvements resulting from development. The system development fees are adjusted annually using CPI index.

Staff recommendations for expenditures in fiscal year 2010/2011 are as follows:

- Begin Engineering Design for the improvements to the I-5/Chemawa southbound on-ramp using an ODOT approved firm. Estimated cost includes permits and project management
- Begin construction of the on-ramp widening late spring 2011

CAPITAL PROJECTS FUND

Transportation Improvement Fund
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ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$ 1,192,556	\$ 1,618,017	\$ 1,262,500	\$ 1,544,900	<i>Working Capital Carryforward</i>	\$ 1,666,200	\$ 1,666,200	\$ 1,666,200	31.98%
2									
3					<i>LICENSES & FEES</i>				
4	367,883	79,623	27,300	114,800	System Development Fees	75,300	75,300	75,300	175.82%
5									
6					<i>MISCELLANEOUS</i>				
7	58,164	32,196	30,200	14,000	Interest	14,000	14,000	14,000	-53.64%
8									
9					<i>TRANSFERS IN</i>				
10	-	22,258	-	-	From General Fund	-	-	-	
11	-	-	90,600	-	From Street Fund	-	-	-	-100.00%
12	-	-	3,000	-	From Community Center Fund	23,600	23,600	23,600	686.67%
13	\$ -	\$ 22,258	\$ 93,600	\$ -	TOTAL TRANSFERS IN	\$ 23,600	\$ 23,600	\$ 23,600	-74.79%
14									
15	\$ 1,618,603	\$ 1,752,094	\$ 1,413,600	\$ 1,673,700	TOTAL RESOURCES	\$ 1,779,100	\$ 1,779,100	\$ 1,779,100	25.86%

Notes:

- ⁴ FY09-10 SDC's are projected anticipating 30 new single family units plus one commercial Keizer Station development.
- ⁷ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.
- ¹⁰ The FY08-09 transfer from the General Fund is repayment for receipts received in prior fiscal years that belong to the Transportation Improvement Fund.
- ¹¹ The transfer budgeted from the Street Fund in FY09-10 was intended as repayment for an interfund loan made in FY08-09; however, it was not necessary to borrow these funds so the transfer will not be made.
- ¹² The transfer budgeted from the Community Center Fund is repayment for an interfund loan made in FY08-09; however, the fund does not have sufficient cash in FY09-10 to repay this loan. The loan has been extended and a portion is anticipated to be repaid in FY10-11.

CAPITAL PROJECTS FUND

Transportation Improvement Fund
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ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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	<u>REQUIREMENTS</u>									
	<i>MATERIALS & SERVICES</i>									
16										
17										
18										
19	\$	520	\$	709	\$	-	\$	-	\$	-
20		66				200				
21	\$	586	\$	709	\$	200	\$	-	\$	-
22										
23										
24	\$	-	\$	7,213	\$	440,000	\$	7,500		
25										
26	\$	-	\$	7,213	\$	1,195,500	\$	7,500		
27										
28										
29	\$	-	\$	1,105	\$	-	\$	-	\$	-
30										
31										
32										
33										
34	\$	-	\$	199,202	\$	194,500	\$	-	\$	-
35										
36										
37										
38										
39	\$	1,618,603	\$	1,752,094	\$	1,413,600	\$	1,673,700		

Notes:

¹⁹ Legal Services costs are now budgeted in the Internal Services Fund- City Attorney budget.

²⁴ Begin engineering design for improvements to 1-5/Chemawa southbound on-ramp including permits and project management. Also begin construction of the on-ramp widening in late 2011.

STREET FUND

The Street Fund is managed by the Public Works Department to provide quality streets, sidewalks, and bike paths. Drainage improvements for the City's street system have 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 1.5 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 2009-2010

- Completed reserve for matching the Transportation Enhancement Grant to improve Chemawa Road N. to Keizer Rapids Park
- Completed Inter-Government Agreement with Oregon Department of Transportation to prepare for access to Federal Funds for final design
- Resurfaced Lockhaven from 14th to Trail, River Road to Windsor Island Road and Wheatland Road from 2nd Avenue to the North City Limits using Federal Stimulus funding
- Delayed Dearborn Avenue N. improvements for three years due to revenue short fall
- Completed installation of the Candlewood Drive bike lanes from Cherry Ave NE to Brooks Ave NE
- Completed installation of the ADA sidewalk improvements in southwest Keizer

Street Fund Capital Improvement Expenditures 2010-2011

- Complete upgrade of school zone flasher systems city wide
- Upgrade nine Traffic Signals to accept remote back up generator connections and purchase five generators
- Complete Signal Interconnect along Lockhaven from 14th Ave to River Road
- Present for consideration to City Council construction of Pedestrian Crossing of River Road
- Complete installation of Wheatland Road street lights from River Road to North City limits
- Update PCI (Pavement Condition Index) on all streets preparing for reestablishment of pavement preservation program
- Complete Pavement Crack Seal on 60% of River Road
- Begin Engineering and Planning for Chemawa Road N. improvements.

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED	
RESOURCES									
<i>WORKING CAPITAL CARRYFORWARD</i>									
1									
2	\$ 2,157,372	\$ 1,227,271	\$ 1,125,800	\$ 1,010,700	Working Capital Carryforward	\$ 789,400	\$ 789,400	\$ 789,400	-29.88%
3	854	1,164	1,200	600	Helmet Donations	1,900	1,900	1,900	58.33%
4	\$ 2,158,226	\$ 1,228,435	\$ 1,127,000	\$ 1,011,300	TOTAL WORKING CAPITAL CARRYFORWARD	\$ 791,300	\$ 791,300	\$ 791,300	-29.79%
5									
6	<i>LICENSES & FEES</i>								
7	\$ 6,241	\$ 8,131	\$ 4,000	\$ 600	Planning Construction Fees	\$ 3,000	\$ 3,000	\$ 3,000	-25.00%
8	5,953	3,095	1,400	4,600	Driveway Permit Fees	2,600	2,600	2,600	85.71%
9	\$ 12,194	\$ 11,226	\$ 5,400	\$ 5,200	TOTAL LICENSES & FEES	\$ 5,600	\$ 5,600	\$ 5,600	3.70%
10									
11	<i>INTERGOVERNMENTAL</i>								
12	\$ -	\$ 92,685	\$ -	\$ -	Grants	\$ -	\$ -	\$ -	
13	1,527,096	1,379,293	1,381,900	1,466,600	State Fuel Tax	1,466,600	1,466,600	1,466,600	6.13%
14	-	6,434	-	4,100	FEMA Reimbursement	-	-	-	
15	\$ 1,527,096	\$ 1,478,412	\$ 1,381,900	\$ 1,470,700	TOTAL INTERGOVERNMENTAL	\$ 1,466,600	\$ 1,466,600	\$ 1,466,600	6.13%
16									
17	<i>MISCELLANEOUS</i>								
18	\$ 3,494	\$ 1,686	\$ -	\$ 3,100	Bike Safety Donations	\$ 3,200	\$ 3,200	\$ 3,200	
19	69,407	21,782	11,000	10,300	Interest	10,300	10,300	10,300	-6.36%
20	25,797	-	9,600	9,600	Property Sales	894,000	894,000	894,000	9212.50%
21	-	20,035	23,200	21,000	Rental Property	21,000	21,000	21,000	-9.48%
22	1,548	598	-	7,300	Miscellaneous Revenue	-	-	-	
23	\$ 100,246	\$ 44,101	\$ 43,800	\$ 51,300	TOTAL MISCELLANEOUS	\$ 928,500	\$ 928,500	\$ 928,500	2019.86%
24									
25	<i>TRANSFERS IN</i>								
26	\$ 540	\$ -	\$ -	\$ -	Transfer in from General Fund	\$ -	\$ -	\$ -	
27	\$ 540	\$ -	\$ -	\$ -	TOTAL TRANSFERS IN	\$ -	\$ -	\$ -	
28									
29	\$ 3,798,302	\$ 2,762,174	\$ 2,558,100	\$ 2,538,500	TOTAL RESOURCES	\$ 3,192,000	\$ 3,192,000	\$ 3,192,000	24.78%

Notes:

¹³ Fuel Tax revenue projections for FY09-10 are coming in slightly above budget. FY10-11 estimates are based on FY09-10 receipts projected to year end.

¹⁹ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010.

²⁰ From FY09-10 through FY10-11 the City & Urban Renewal District will pursue sale of Area B at Keizer Station. The property is 36% Urban Renewal and 64% Street Fund.

²² Miscellaneous Revenues are one-time revenues that are not characterized by line-item descriptions.

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

30								
31	\$ 5,463	\$ 5,955	\$ -	\$ -	-	\$ -	\$ -	-
32	722	5,783	-	-	-	-	-	-
33	43,500	46,070	46,300	46,300	Public Works Director	47,400	47,400	47,400 2.38%
34	23,777	25,184	25,300	25,300	Public Works Superintendent	25,300	25,300	25,300 0.00%
35	7,117	7,252	-	-	-	-	-	-
36	44,323	57,833	66,500	66,500	Municipal Utility Workers	69,400	69,400	69,400 4.36%
37	5,004	5,457	5,700	5,700	Community Development Director	5,700	5,700	5,700 0.00%
38	3,883	4,231	4,400	4,400	Code Enforcement/Zoning Technician	4,400	4,400	4,400 0.00%
39	26,092	26,959	18,700	18,700	Administrative Support	18,700	18,700	18,700 0.00%
40	2,099	1,737	-	-	-	-	-	-
41	4,725	2,519	-	-	-	-	-	-
42	4,817	5,104	-	-	-	-	-	-
43	7,695	8,387	-	-	-	-	-	-
44	-	636	500	500	Cell Phone Stipend/Clothing Allowance	700	700	700 40.00%
45	2,563	4,301	4,300	4,300	Overtime	2,200	2,200	2,200 -48.84%
46	-	-	1,200	1,200	Duty Pay	5,200	5,200	5,200 333.33%
47	460	460	-	-	-	-	-	-

Notes:

³⁰ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

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

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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PERSONNEL SERVICES - CONTINUED

48	2,796	3,207	2,600	2,600	Medicare	2,700	2,700	2,700	3.85%
49	33,990	38,849	27,700	27,700	Retirement	26,600	26,600	26,600	-3.97%
50	23,192	42,459	35,500	35,500	Insurance Benefits	37,300	37,300	37,300	5.07%
51	1,468	1,175	1,800	1,800	Workers Compensation	1,800	1,800	1,800	0.00%
52	\$ 243,686	\$ 293,558	\$ 240,500	\$ 240,500	TOTAL PERSONNEL SERVICES	\$ 247,400	\$ 247,400	\$ 247,400	2.87%

Notes:

- ⁴⁴ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ⁴⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁴⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ⁵⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ⁵¹ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain constant with FY09-10.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES									
53	\$ 1,150	\$ 1,313	\$ -	\$ -	- Office Materials & Supplies	\$ -	\$ -	\$ -	-
54	53	79	-	-	- Safety & Wellness (6)	-	-	-	-
55	3,184	2,280	1,200	1,800	Helmets	2,000	2,000	2,000	66.67%
56	916	1,876	2,000	400	Postage & Printing	1,000	1,000	1,000	-50.00%
57	1,208	2,207	-	-	- Association Memberships (1)	-	-	-	-
58	3,653	3,242	2,900	3,000	Travel & Training	3,000	3,000	3,000	3.45%
59	177	385	-	-	- City Council Expenses (1)	-	-	-	-
60	298	213	100	100	Advertising	100	100	100	0.00%
61	24,153	16,578	-	-	- Legal Services (3)	-	-	-	-
62	373	1,701	400	-	- Labor Attorney	200	200	200	-50.00%
63	-	-	122,200	116,800	Administrative Services Charges	104,600	104,300	104,300	-14.65%
64	27,205	31,642	44,600	34,000	Contractual Services	70,000	70,000	70,000	56.95%
65	3,132	2,460	-	-	- Audit (7)	-	-	-	-
66	35,784	24,915	34,000	19,000	Engineering Services	30,000	30,000	30,000	-11.76%
67	1,560	6,450	6,000	5,000	Traffic Engineering SDC Review	6,000	6,000	6,000	0.00%
68	1,007	2,099	-	600	Janitorial	600	600	600	-
69	674	1,799	-	-	- Gas & Electricity (8)	-	-	-	-
70	1,722	2,281	2,100	1,800	Telephone	2,000	2,000	2,000	-4.76%

Notes:

⁵⁴ 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) City-Wide Administration	\$ 9,300	\$ 9,300	\$ 9,300
(2) City Manager	8,700	8,700	8,700
(3) Assistant to the City Manager	12,100	12,100	12,100
(4) Attorney's Office	22,800	22,800	22,800
(5) City Recorder	12,200	12,200	12,200
(6) Human Resources	7,900	7,900	7,900
(7) Finance	23,400	23,400	23,400
(8) Facility Maintenance	8,200	7,900	7,900
Administrative Services Charges	<u>\$ 104,600</u>	<u>\$ 104,300</u>	<u>\$ 104,300</u>

⁵⁸ Travel & Training costs are for Public Works staff only. Travel & Training for Administrative staff has been moved to the Administrative Services Fund.

⁶⁴ Includes right of way maintenance and costs related to the sale of Area B property.

SPECIAL REVENUE FUND

STREET FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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MATERIALS & SERVICES - CONTINUED

71	13,347	10,043	1,400	1,400	Insurance - Liability	1,400	1,400	1,400	0.00%
72	378	218	2,000	500	Gasoline/Diesel	1,000	1,000	1,000	-50.00%
73	1,827	1,542	-	-	Computer & Software Maintenance (4)	-	-	-	
74	1,791	1,963	3,500	1,500	Equipment Maintenance	2,000	2,000	2,000	-42.86%
75	351	563	-	-	Facility Maintenance (8)	-	-	-	
76	-	7,273	7,000	5,000	Sidewalk Maintenance	7,000	7,000	7,000	0.00%
77	6,876	8,542	10,000	5,500	Operating Materials and Supplies	8,000	8,000	8,000	-20.00%
78	94,791	95,429	97,000	97,000	Street Sweeping	97,000	97,000	97,000	0.00%
79	151,134	135,316	165,000	160,000	Street Maintenance & Repair	165,000	165,000	165,000	0.00%
80	53,531	58,054	60,000	58,000	Street Light Utilities	63,000	63,000	63,000	5.00%
81	23,315	21,657	24,000	23,000	Traffic Light Utilities	25,000	25,000	25,000	4.17%
82	6,160	-	-	-	Storm Drain Utilities	-	-	-	
83	5	239	400	200	Medical Testing	200	200	200	-50.00%
84	2,820	7,031	3,000	9,000	Rental Property Expenses	6,000	6,000	6,000	100.00%
85	6,050	6,350	6,700	6,700	MPO Support/ SKATS	6,700	6,700	6,700	0.00%
86	58	-	-	-	Miscellaneous Expenses	-	-	-	
87	497	1,219	600	100	Flood & Drainage Services	-	-	-	-100.00%
88	\$ 469,180	\$ 456,959	\$ 596,100	\$ 550,400	TOTAL MATERIALS & SERVICES	\$ 601,800	\$ 601,500	\$ 601,500	0.91%

Notes:
 71 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.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
	<i>CAPITAL OUTLAY</i>								
89									
90	\$ 4,036	\$ 296	\$ -	\$ -	- Office Furniture & Equipment	\$ -	\$ -	\$ -	
91	1,569	2,302	-	-	- Computer Hardware	-	-	-	
92	-	64,749	-	-	- Storm Sewer Maintenance Truck	-	-	-	
93	10,865	-	14,800	-	- Heavy Equipment/Vehicles	14,800	14,800	14,800	
94	29,850	10,581	60,000	44,000	- Bike Paths & Lanes	-	-	-	-100.00%
95	1,267,380	145,024	443,000	450,000	- Street Improvements	50,000	50,000	50,000	-88.71%
96	-	22,953	-	-	- Infill Sidewalk Completions	30,000	30,000	30,000	
97	1,571	351,595	-	-	- Property & Easement Acquisition	-	-	-	
98	-	-	-	-	- Storm Drains	-	-	-	
99	113,417	-	-	-	- Labish Area Bridge and Drainage	-	-	-	
100	-	14,893	99,000	84,000	- Street Resurfacing	420,000	420,000	420,000	324.24%
101	5,055	-	-	-	- Chemawa Road Bridge	-	-	-	
102	-	-	-	-	- Signage Signal Upgrades	178,000	178,000	178,000	
103	56,765	-	-	-	- Shop Addition	-	-	-	
104	501	656	12,200	-	- Field Equipment	-	-	-	-100.00%
105	\$ 1,491,009	\$ 613,049	\$ 629,000	\$ 578,000	TOTAL CAPITAL OUTLAY	\$ 692,800	\$ 692,800	\$ 692,800	10.14%

Notes:

⁹¹ Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.

⁹⁵ Install street lights along Wheatland Road N.

¹⁰² Generator upgrades for 9 signals, School Zone flashers and River Road Pedestrian Crossing.

SPECIAL REVENUE FUND

STREET FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
DEBT SERVICE									
106	\$ 151,000	\$ 157,000	\$ 163,000	\$ 163,000	Principal	\$ 169,000	\$ 169,000	\$ 169,000	3.68%
107	59,486	53,449	47,200	47,200	Interest	40,700	40,700	40,700	-13.77%
108	<u>\$ 210,486</u>	<u>\$ 210,449</u>	<u>\$ 210,200</u>	<u>\$ 210,200</u>	TOTAL DEBT SERVICE	<u>\$ 209,700</u>	<u>\$ 209,700</u>	<u>\$ 209,700</u>	<u>-0.24%</u>
109									
110	TRANSFERS OUT								
111	\$ -	\$ -	\$ 90,600	\$ -	Transportation Fund - Loan Repayment	\$ -	\$ -	\$ -	-100.00%
112	6,406	-	-	-	Street Lighting District Fund	-	-	-	
113	-	28,231	-	-	City Hall Facility Fund	-	-	-	
114	149,100	149,200	170,000	170,000	Storm Utility Fund	210,500	210,500	210,500	23.82%
115	<u>\$ 155,506</u>	<u>\$ 177,431</u>	<u>\$ 260,600</u>	<u>\$ 170,000</u>	TOTAL TRANSFERS OUT	<u>\$ 210,500</u>	<u>\$ 210,500</u>	<u>\$ 210,500</u>	<u>-19.22%</u>
116									
117	\$ -	\$ -	\$ 48,200	\$ -	Contingency	\$ 64,300	\$ 64,300	\$ 64,300	33.40%
118									
119	FUND BALANCE								
120	\$ -	\$ -	\$ 220,000	\$ -	Restricted for Grants	\$ -	\$ -	\$ -	-100.00%
121	-	-	-	-	Reserve Proceeds from Property Sales	858,000	858,000	858,000	
122	-	-	175,800	173,800	Restricted for Future Debt Service	173,800	173,800	173,800	-1.14%
123	1,228,435	1,010,728	177,700	615,600	Unrestricted Ending Fund Balance	133,700	134,000	134,000	-24.59%
124	<u>\$ 1,228,435</u>	<u>\$ 1,010,728</u>	<u>\$ 573,500</u>	<u>\$ 789,400</u>	TOTAL FUND BALANCE	<u>\$ 1,165,500</u>	<u>\$ 1,165,800</u>	<u>\$ 1,165,800</u>	<u>103.28%</u>
125									
126	<u>\$ 3,798,302</u>	<u>\$ 2,762,174</u>	<u>\$ 2,558,100</u>	<u>\$ 2,538,500</u>	TOTAL REQUIREMENTS	<u>\$ 3,192,000</u>	<u>\$ 3,192,000</u>	<u>\$ 3,192,000</u>	<u>24.78%</u>

Notes:

¹¹⁴ The transfer to the Storm Utility Fund is for the Street Fund's share of Storm Water Maintenance and Improvements.

¹²¹ Proceeds from the sale of Area B, less sales costs, 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 (KRA) 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 KRA seats 550-600 guests for spring to fall venues 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 KRA will come from user fees. The City's General Fund may also supplement ongoing maintenance for the KRA in future years.

SPECIAL REVENUE FUND

KEIZER ROTARY AMPHITHEATER

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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1	<u>RESOURCES</u>														
2															
3	\$	-	\$	-	\$	-	\$	300	<i>WORKING CAPITAL CARRYFORWARD</i>	\$	2,600	\$	2,600	\$	2,600
4															
5									<u>CHARGES FOR SERVICES</u>						
6		-		325		6,000		4,700	Rental Fees		2,100		2,100		2,100
7	\$	-	\$	325	\$	6,000	\$	4,700	TOTAL CHARGES FOR SERVICES	\$	2,100	\$	2,100	\$	2,100
8															
9									<u>MISCELLANEOUS</u>						
10		-		-		-		-	Donations		-		-		-
11		-		-		-		-	Interest		-		-		-
12	\$	-	\$	-	\$	-	\$	-	TOTAL MISCELLANEOUS REVENUE	\$	-	\$	-	\$	-
13															
14	\$	-	\$	325	\$	6,000	\$	5,000	TOTAL RESOURCES	\$	4,700	\$	4,700	\$	4,700
15															-21.67%
16									<u>REQUIREMENTS</u>						
17															
18									<u>MATERIALS & SERVICES</u>						
19		-		-		5,000		2,000	Operating Materials & Supplies		2,000		2,000		2,000
20		-		-		-		400	Noise Variance Analysis		-		-		-
21	\$	-	\$	-	\$	5,000	\$	2,400	TOTAL MATERIALS & SERVICES	\$	2,000	\$	2,000	\$	2,000
22															-60.00%
23															
24		-		-		1,000		-	Improvements		2,200		2,200		2,200
25	\$	-	\$	-	\$	1,000	\$	-	TOTAL CAPITAL OUTLAY	\$	2,200	\$	2,200	\$	2,200
26															120.00%
27		-		325		-		2,600	Unrestricted Ending Fund Balance		500		500		500
28															
29	\$	-	\$	325	\$	6,000	\$	5,000	TOTAL REQUIREMENTS	\$	4,700	\$	4,700	\$	4,700

Notes:

⁶ Rental fees are for use of the amphitheater at Keizer Rapids Park. City Council significantly reduced rental fees during FY09-10. This reduction is reflected in the FY10-11 revenue forecast.

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

KEIZER STATION LOCAL IMPROVEMENT FUND

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

DEBT SERVICE FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT							
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ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	(581,180)	\$	3,388,761	\$	4,243,900	\$	4,246,800	<i>Working Capital Carryforward</i>		\$	2,725,000	\$	2,725,000	\$	2,725,000	-35.79%
2																	
3									<i>DEBT PROCEEDS</i>								
4		26,810,000		-		-		-	Long-Term Debt			-		-		-	
5	\$	26,810,000	\$	-	\$	-	\$	-	Total Debt Proceeds	\$	-	\$	-	\$	-		
6																	
7									<i>TAXES & ASSESSMENTS</i>								
8		2,200,000		682,359		716,500		722,200	Assessments	\$	764,400	\$	764,400	\$	764,400		6.69%
9																	
10									<i>MISCELLANEOUS</i>								
11		777,605		76,564		57,300		59,300	Interest		19,600		19,600		19,600		-65.79%
12		-		1,534,929		1,500,800		1,495,000	Assessment Interest		1,452,900		1,452,900		1,452,900		-3.19%
13		4,042		-		-		-	Miscellaneous		-		-		-		
14	\$	781,647	\$	1,611,493	\$	1,558,100	\$	1,554,300	Total Miscellaneous	\$	1,472,500	\$	1,472,500	\$	1,472,500		-5.49%
15																	
16	\$	29,210,467	\$	5,682,613	\$	6,518,500	\$	6,523,300	TOTAL RESOURCES	\$	4,961,900	\$	4,961,900	\$	4,961,900		-23.88%

Notes:

¹¹ In FY09-10 the City was able to invest in a CD at 3.3%. Current CD rates are .1%-2%; Funds are held at the Oregon State Treasury & currently earning 0.5%.

DEBT SERVICE FUND

KEIZER STATION LOCAL IMPROVEMENT DISTRICT
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	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
17	REQUIREMENTS								
18									
19	MATERIALS & SERVICES								
20	\$ -	\$ 1,784	\$ 2,000	\$ 1,700	Legal Services - Bond Council	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
21	-	-	2,600	2,400	Administrative Services Charges (Legal Services)	2,200	2,200	2,200	-15.38%
22	45,134	576	-	800	Contractual Services	800	800	800	
23	203,381	550	-	-	Line of Credit Issuance Costs	-	-	-	
24	<u>\$ 248,515</u>	<u>\$ 2,910</u>	<u>\$ 4,600</u>	<u>\$ 4,900</u>	TOTAL MATERIALS & SERVICES	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	8.70%
25									
26	CAPITAL OUTLAY								
27	\$ 789,952	\$ -	\$ -	\$ -	Improvements	\$ -	\$ -	\$ -	
28									
29	DEBT SERVICE								
30	\$ 1,063,239	\$ -	\$ 2,475,000	\$ 2,450,000	Principal	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	-59.60%
31	23,720,000	1,432,846	1,339,000	1,343,400	Interest	1,266,700	1,266,700	1,266,700	-5.40%
32	<u>\$ 24,783,239</u>	<u>\$ 1,432,846</u>	<u>\$ 3,814,000</u>	<u>\$ 3,793,400</u>	TOTAL DEBT SERVICE	<u>\$ 2,266,700</u>	<u>\$ 2,266,700</u>	<u>\$ 2,266,700</u>	-40.57%
33									
34	FUND BALANCE								
35	\$ 3,388,761	\$ 4,246,857	\$ 2,681,000	\$ 2,725,000	Restricted for Future Debt Service	\$ 2,690,200	\$ 2,690,200	\$ 2,690,200	0.34%
36	-	-	18,900	-	Unrestricted Ending Fund Balance	-	-	-	-100.00%
37									
38	<u>\$ 29,210,467</u>	<u>\$ 5,682,613</u>	<u>\$ 6,518,500</u>	<u>\$ 6,523,300</u>	TOTAL REQUIREMENTS	<u>\$ 4,961,900</u>	<u>\$ 4,961,900</u>	<u>\$ 4,961,900</u>	-23.88%

CITY HALL FACILITY FUND

In fiscal year 2009-10, the City Hall Facility Fund accounted for the purchase of furnishings for the new Civic Center facilities. Funds were transferred from all City operating funds and from the Urban Renewal District to cover the cost. The new Civic Center was completed in fiscal year 2009-10 and a new Facility Maintenance Fund was created as part of the Administrative Services Fund. Beginning in FY2012-2013, the City plans to set aside funds in a reserve for future improvements and replacement cost of the new facility.

**CAPITAL PROJECTS FUND
CITY HALL FACILITY**

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11
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RESOURCES

1	\$	1,848	\$	1,925	\$	-	\$	-	Working Capital Carryforward	\$	-	\$	-	\$	-
2															
3		-		21,224		-		-	Reimbursement from Urban Renewal		-		-		-
4															
5		77		8,122		-		-	Miscellaneous Revenue		-		-		-
6															
7									TRANSFERS IN						
8		-		473,631		-		-	General Fund		-		-		-
9		-		28,231		-		-	Street Fund		-		-		-
10		-		21,224		-		-	Sewer Fund		-		-		-
11		-		120,134		-		-	Water Fund		-		-		-
12		-		7,109		-		-	SLD Fund		-		-		-
13		-		35,340		-		-	Storm Water Fund		-		-		-
14	\$	-	\$	685,669	\$	-	\$	-	TOTAL TRANSFERS IN	\$	-	\$	-	\$	-
15															
16	\$	1,925	\$	716,940	\$	-	\$	-	TOTAL RESOURCES	\$	-	\$	-	\$	-

REQUIREMENTS

17									MATERIALS & SERVICES						
18															
19															
20	\$	-	\$	2,249	\$	-	\$	-	Facility Maintenance Supplies	\$	-	\$	-	\$	-
21	\$	-	\$	2,249	\$	-	\$	-	TOTAL MATERIALS & SERVICES	\$	-	\$	-	\$	-
22															
23									CAPITAL OUTLAY						
24	\$	-	\$	714,691	\$	-	\$	-	Improvements	\$	-	\$	-	\$	-
25	\$	-	\$	714,691	\$	-	\$	-	TOTAL CAPITAL OUTLAY	\$	-	\$	-	\$	-
26															
27									FUND BALANCE						
28		1,925		-		-		-	Unrestricted Ending Fund Balances		-		-		-
29															
30	\$	1,925	\$	716,940	\$	-	\$	-	TOTAL REQUIREMENTS	\$	-	\$	-	\$	-

UTILITY BILLING DIVISION

The Utility Billing Division operates within the Finance Department and maintains approximately 10,200 accounts for water and sewer services providing needed 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 worked with Finance staff to implement procedures for the City's Identity Theft Protection program. The program maintains reasonable safeguards to protect the security and confidentiality of personal information.
- Staff moved into the new facilities in March 2009. The transition went smoothly; workstations were set-up and files organized in one day. The new spacious lobby provides citizens with easy access to each department, and gives our customers more privacy to conduct business.

- Staff spent numerous hours preparing and gathering information for City of Salem's first audit and review on our sewer utility account. The review and audit provided Salem with better understanding of our procedures and practices in billing and reporting sewer revenue.

Future Goals

The Utility Billing staff is committed to providing excellent customer service.

- Staff plans to utilize the website and Facebook page to keep customers informed about matters that may affect their service or utility bills.
- Staff is working with Marion County and Net Assets to provide map tax lot numbers for all properties located in the city. Currently UB provides information for properties listed in our billing system. This will enable title companies to receive information on undeveloped properties in the lien search process.
- Utility Billing continues to cross train staff. Our objective is to have each member knowledgeable in completing a variety of tasks, in order to provide full coverage during any absence.

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 is nearing the end of the third year of the five-year permit cycle and continues to implement the Stormwater Management Plan (SWMP).

City Council established the appropriate utility fee

structure to meet NPDES PH II permit requirements over the five year cycle and provide for Stormwater Systems maintenance and upgrades. The Street Fund will 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. The City is required by DEQ to fully implement the Willamette River Total Maximum Daily Load (TMDL) Implementation Plan and finalize a Water Pollution Control Facility (WPCF) permit regulating Underground Injection Control (UIC) systems. Staff is recommending a fee increase to provide the necessary personnel and resources to develop the two new programs.

Projects completed in FY09-10

- Relocated and built new 18" Storm Sewer line to serve Aldine Sub-Division
- Cleaned 60% of catchbasins as identified in the SWMP
- Executed sections of the Willamette River TMDL Implementation Plan as required by DEQ
- Gathered registration information for 83 UICs in Keizer and submitted to DEQ
- Replaced a 21" storm line serving Timberview and Ridge sub-divisions
- Developed significant GIS layers for stormwater (asset inventory for UICs, catch basins, and significant storm pipe)
- Matching grant awarded for 5000 sq ft restoration project at Ben Miller Family Park
- Developed MOU with Inland Shores Homeowners Association for regular catch basin maintenance

Division Goals for FY10-11

- Complete Construction Site Runoff ordinance.
- Complete draft Post Construction Runoff ordinance to incorporate initial Low Impact Development concepts
- Complete Operations and Maintenance Program for Public Works personnel
- Continue acquisition of stormwater assets to be added to GIS
- Develop facilities maintenance schedule
- Revise existing SWMP for new permit period and incorporate UIC Management Plan
- Continue progress on sections of the Willamette River TMDL Implementation Plan
- Install water quality manhole system in existing storm sewer line

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
RESOURCES									
1	\$ -	\$ 306,347	\$ 249,700	\$ 205,600	<i>Working Capital Carry forward</i>	\$ 114,100	\$ 114,100	\$ 114,100	-54.31%
2									
3					LICENSES & FEES				
4	\$ 2,945	\$ 1,456	\$ 2,000	\$ -	Planning & Construction Fees	\$ -	\$ -	\$ -	-100.00%
5	364,186	526,738	528,000	528,800	Service Fees	749,100	749,100	749,100	41.88%
6	\$ 367,131	\$ 528,194	\$ 530,000	\$ 528,800	TOTAL LICENSES & FEES	\$ 749,100	\$ 749,100	\$ 749,100	41.34%
7									
8					MISCELLANEOUS				
9	\$ 5,992	\$ 1,195	\$ 1,000	\$ 1,600	Interest	\$ 1,600	\$ 1,600	\$ 1,600	60.00%
10	-	-	-	2,200	Miscellaneous Revenue	-	-	-	
11	\$ 5,992	\$ 1,195	\$ 1,000	\$ 3,800	TOTAL MISCELLANEOUS	\$ 1,600	\$ 1,600	\$ 1,600	60.00%
12									
13					TRANSFERS IN				
14	\$ 149,100	\$ 149,200	\$ 170,000	\$ 169,800	Transfer from Street Fund	\$ 210,500	\$ 210,500	\$ 210,500	23.82%
15	-	-	194,500	-	Transfer from Transportation Fund	-	-	-	-100.00%
16	\$ 149,100	\$ 149,200	\$ 364,500	\$ 169,800	TOTAL TRANSFERS IN	\$ 210,500	\$ 210,500	\$ 210,500	-42.25%
17									
18									
19	\$ 522,223	\$ 984,936	\$ 1,145,200	\$ 908,000	TOTAL RESOURCES	\$ 1,075,300	\$ 1,075,300	\$ 1,075,300	-6.10%

Notes:

⁵ The City anticipates a 42% fee increase in FY10-11; for residential customers the fee will increase from \$5.40 per bi-monthly bill to \$7.65 per bi-monthly bill.

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

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

23	\$ 5,462	\$ 5,955	\$ -	\$ -	City Manager (2)	\$ -	\$ -	\$ -	
24	722	5,783	-	-	Assistant to City Manager (4)	-	-	-	
25	5,058	5,357	16,200	16,200	Public Works Director	16,200	16,200	16,200	0.00%
26	3,963	4,197	4,300	4,300	Public Works Superintendent	4,300	4,300	4,300	0.00%
27	712	725	-	-	City Recorder (5)	-	-	-	
28	21,226	122,177	129,900	129,900	Municipal Utility Workers	137,500	137,500	137,500	5.85%
29	-	-	2,200	2,200	Code Enforcement/Zoning Technician	2,200	2,200	2,200	0.00%
30	15,798	53,482	56,400	56,400	Environmental Program Coordinator	56,400	56,400	56,400	0.00%
31	-	-	-	-	Storm Water Technicians	85,600	85,600	85,600	
32	9,744	12,427	7,400	7,400	Administrative Support	7,900	7,900	7,900	6.76%
33	1,050	3,350	-	-	Network Administrator (4)	-	-	-	
34	2,363	5,038	-	-	Human Resources Director (6)	-	-	-	
35	2,890	3,062	-	-	Finance Director (7)	-	-	-	
36	1,923	2,097	-	-	Facility Maintenance Worker (8)	-	-	-	
37	-	3,229	34,600	34,600	Temporary Employee	34,600	34,600	34,600	0.00%
38	40	5,739	6,400	6,400	Overtime	6,900	6,900	6,900	7.81%
39	-	-	1,200	1,200	Duty Pay	5,200	5,200	5,200	333.33%
40	460	460	-	-	Vehicle Allowance/Tuition Assistance (2)	-	-	-	

Notes:

²² Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

²² Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

²² Salaries are projected to increase 1% plus step increases for union represented employees per the Local 320 Contract. No increase is projected for non-union staff.

³¹ Two full time employees are added in FY10-11 to complete required compliance regulations of the NPDES PH II to meet the Federal Clean Water Act by Oct 2011.

³² Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Administrative Services Section of the budget. The increase from FY09-10 is Community Development staff assisting in utility billing to cover staff shortages for the first half of FY10-11.

³⁷ A temporary employee will assist in Underground Injection Control (UIC) inventory, registration & public outreach.

ENTERPRISE FUND

STORM WATER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED	
<i>PERSONNEL SERVICES - CONTINUED</i>									
41	-	1,000	800	800	Cell Phone - Clothing Allowances	1,200	1,200	1,200	50.00%
42	1,110	3,655	4,700	4,700	Medicare	5,300	5,300	5,300	12.77%
43	12,097	38,531	35,200	35,200	Retirement	48,000	48,000	48,000	36.36%
44	46,553	53,074	57,200	57,200	Insurance Benefits	87,500	87,500	87,500	52.97%
45	1,525	2,345	2,700	2,700	Workers Compensation	4,700	4,700	4,700	74.07%
46	\$ 132,696	\$ 331,683	\$ 359,200	\$ 359,200	TOTAL PERSONNEL SERVICES	\$ 503,500	\$ 503,500	\$ 503,500	40.17%

Notes:

- 41 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- 42 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 43 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- 44 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- 45 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
47					MATERIALS & SERVICES				
48	\$ 1,908	\$ 1,599	\$ -	\$ -	Office Materials & Supplies	\$ -	\$ -	\$ -	
49	106	99	-	-	Safety & Wellness (6)	-	-	-	
50	2,036	3,637	6,100	3,000	Postage & Printing	4,000	4,000	4,000	-34.43%
51	-	-	1,000	1,000	Concrete	1,000	1,000	1,000	0.00%
52	296	-	1,000	1,000	Rock & Backfill	1,000	1,000	1,000	0.00%
53	-	1,070	1,000	1,000	Paving	1,500	1,500	1,500	50.00%
54	2,413	2,759	-	-	Association Memberships (1)	-	-	-	
55	2,114	6,847	8,000	4,000	Travel & Training	5,000	5,000	5,000	-37.50%
56	367	481	-	-	City Council Expenses (1)	-	-	-	
57	1,300	138	1,000	-	Advertising	1,500	1,500	1,500	50.00%
58	3,011	6,002	-	-	Legal Services (3)	-	-	-	
59	742	2,126	1,000	-	Labor Attorney	400	400	400	-60.00%
60	-	-	78,600	75,600	Administrative Services Charges	101,900	101,300	101,300	28.88%
61	18,008	5,606	6,200	6,000	Contractual Services	30,000	30,000	30,000	383.87%
62	-	274	-	-	Audit (7)	-	-	-	
63	3,864	15,478	13,700	3,500	Engineering Services	20,000	20,000	20,000	45.99%
64	2,001	2,802	-	1,100	Janitorial	600	600	600	
65	1,317	2,855	-	-	Utilities (8)	-	-	-	
66	8,096	4,392	6,000	4,000	Storm Drain Utilities	4,000	4,000	4,000	-33.33%
67	456	2,394	-	2,000	Telephone	2,000	2,000	2,000	
68	627	518	3,000	3,000	Insurance - Liability	2,700	2,700	2,700	-10.00%

Notes:

⁵⁹ Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012.

⁶⁰ 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) City-Wide Administration	\$ 17,700	\$ 17,700	\$ 17,700
(2) City Manager	8,700	8,700	8,700
(3) Assistant to the City Manager	28,000	28,000	28,000
(4) Attorney's Office	3,400	3,400	3,400
(5) City Recorder	1,700	1,700	1,700
(6) Human Resources	15,100	15,100	15,100
(7) Finance	11,800	11,800	11,800
(8) Facility Maintenance	15,500	14,900	14,900
Administrative Services Charges	<u>\$ 101,900</u>	<u>\$ 101,300</u>	<u>\$ 101,300</u>

⁶⁰ 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.

⁶¹ Camera inspection on 20% of the Storm system

⁶³ Engineering services include costs to decommission UICs.

⁶⁸ Liability insurance costs for the City's facilities are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY09-10 budget includes the Storm Fund's share of auto insurance premiums.

ENTERPRISE FUND

STORM WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
69					MATERIALS & SERVICES - CONTINUED				
70	200	481	2,000	1,500	Gasoline	2,000	2,000	2,000	0.00%
71	200	5,094	3,700	7,000	Diesel Fuel	7,500	7,500	7,500	102.70%
72	947	1,199	-	-	Computer & Software Maintenance (4)	-	-	-	
73	-	1,180	1,500	1,600	Vehicle Maintenance	1,700	1,700	1,700	13.33%
74	807	3,176	6,000	7,500	Equipment Maintenance	7,500	7,500	7,500	25.00%
75	699	773	-	-	Facility Maintenance (8)	-	-	-	
76	-	1,400	5,000	1,000	Storm Sewer Dumping Costs	5,000	5,000	5,000	0.00%
77	-	-	14,000	13,000	MS4 Annual Permit Renewal/UIC Registration Fees	10,000	10,000	10,000	-28.57%
78	7,446	5,919	10,000	7,800	Plant Maintenance	10,000	10,000	10,000	0.00%
79	85	8,295	10,000	3,000	Pump Maintenance	10,000	10,000	10,000	0.00%
80	2,831	13,567	15,000	10,000	Operating Materials & Supplies	15,000	15,000	15,000	0.00%
81	105	471	500	200	Medical Testing	400	400	400	-20.00%
82	38	2,264	2,200	2,500	Lab Tests	6,000	6,000	6,000	172.73%
83	-	-	1,700	1,700	Consumer Confidence Report/ Public Education	1,800	1,800	1,800	5.88%
84	\$ 62,020	\$ 102,896	\$ 198,200	\$ 162,000	TOTAL MATERIALS & SERVICES	\$ 252,500	\$ 251,900	\$ 251,900	27.09%
85					CAPITAL OUTLAY				
86									
87	\$ -	\$ 370	\$ -	\$ -	Office Furniture & Equipment	\$ 2,300	\$ 2,300	\$ 2,300	
88	-	1,864	9,500	9,700	Field Equipment	2,700	2,700	2,700	-71.58%
89	1,356	1,854	-	-	Computer Hardware	-	-	-	
90	-	242,808	-	-	Storm Sewer Maintenance Truck	-	-	-	
91	-	-	-	-	Service Vehicle	22,000	22,000	22,000	
92	19,804	62,427	324,600	263,000	Storm Sewer Pipe Extension or Repair	100,000	100,000	100,000	-69.19%
93	\$ 21,160	\$ 309,323	\$ 334,100	\$ 272,700	TOTAL CAPITAL OUTLAY	\$ 127,000	\$ 127,000	\$ 127,000	-61.99%
94									
95					TRANSFERS OUT				
96	\$ -	\$ 35,340	\$ -	\$ -	To City Hall Facility Fund	\$ -	\$ -	\$ -	
97	\$ -	\$ 35,340	\$ -	\$ -	TOTAL TRANSFERS OUT	\$ -	\$ -	\$ -	
98									
99	-	-	-	-	Contingency	44,000	44,000	44,000	
100									
101					FUND BALANCE				
102	\$ -	\$ -	\$ 2,500	\$ -	Reserves	\$ 15,000	\$ 15,000	\$ 15,000	500.00%
103	306,347	205,694	251,200	114,100	Unrestricted Ending Fund Balance	133,300	133,900	133,900	-46.70%
104									
105	\$ 522,223	\$ 984,936	\$ 1,145,200	\$ 908,000	TOTAL REQUIREMENTS	\$ 1,075,300	\$ 1,075,300	\$ 1,075,300	-6.10%

Notes:

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

89 Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.

91 Service vehicle is the Storm Fund's share of a new full size pick-up replacing a 1996 mid-size, which will be used by the Parks Division.

92 Construct disposal containment facility, install water quality infrastructure & replace storm water piping/outfall.

102 The FY10-11 reserve is for the Storm Funds portion of a Storm Water Maintenance Truck

ENTERPRISE FUND
SEWER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
1	\$ 442,014	\$ 481,269	\$ 476,500	\$ 445,300	<i>Working Capital Carryforward</i>	\$ 365,900	\$ 365,900	\$ 365,900	-23.21%
2									
3					CHARGES FOR SERVICES				
4	546	583	200	-	Planning/Construction Fees	-	-	-	-100.00%
5	4,060,164	4,252,847	4,599,700	4,575,900	Salem Sewer Billing	4,827,600	4,827,600	4,827,600	4.95%
6	316,918	286,508	296,800	288,200	Sewer Administration Fee	288,200	288,200	288,200	-2.90%
7	<u>4,377,628</u>	<u>4,539,938</u>	<u>4,896,700</u>	<u>4,864,100</u>	TOTAL CHARGES FOR SERVICES	<u>5,115,800</u>	<u>5,115,800</u>	<u>5,115,800</u>	4.47%
8									
9					MISCELLANEOUS				
10	5,124	5,210	5,000	6,600	Miscellaneous	5,000	5,000	5,000	0.00%
11	-	-	-	10,700	Interest Earnings	10,700	10,700	10,700	
12	<u>5,124</u>	<u>5,210</u>	<u>5,000</u>	<u>17,300</u>	TOTAL MISCELLANEOUS	<u>15,700</u>	<u>15,700</u>	<u>15,700</u>	214.00%
13									
14	-	-	-	9,300	Transfer from Sewer Reserve Fund	-	-	-	
15									
16	<u>\$ 4,824,766</u>	<u>\$ 5,026,417</u>	<u>\$ 5,378,200</u>	<u>\$ 5,336,000</u>	TOTAL RESOURCES	<u>\$ 5,497,400</u>	<u>\$ 5,497,400</u>	<u>\$ 5,497,400</u>	2.22%

Notes:

- ⁵ The City of Salem is working with a revenue slope of 6.5% for rate changes beginning January 2009. 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. FY10-11 rates are base on a net 5.5% rate increase.
- ⁶ Projections are based on approximately 10,000 sewer customers billed bi-monthly at \$4.85 per bill.
- ¹⁰ 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.
- ¹¹ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010. Prior to FY10-11, interest earnings were not reflected in the budget; this has been corrected going forward.

ENTERPRISE FUND
SEWER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

17									
18									
19									
20	\$ 1,092	\$ 1,191	\$ -	\$ -	- City Manager (2)	-	\$ -	\$ -	-
21	180	1,446	-	-	- Assistant to City Manager (4)	-	-	-	-
22	3,035	3,214	3,300	3,300	Public Works Director	3,300	3,300	3,300	0.00%
23	3,963	4,197	4,300	4,300	Public Works Superintendent	4,300	4,300	4,300	0.00%
24	1,423	1,450	-	-	- City Recorder (5)	-	-	-	-
25	95,382	104,779	84,200	84,200	Administrative Support	93,200	93,200	93,200	10.69%
26	1,575	1,716	-	-	- Network Administrator (4)	-	-	-	-
27	3,544	2,519	-	-	- Human Resources Director (6)	-	-	-	-
28	20,232	21,438	-	-	- Finance Director (7)	-	-	-	-
29	1,924	2,097	-	-	- Facility Maintenance Worker (8)	-	-	-	-
30	191	260	1,900	100	Overtime	-	-	-	-100.00%
31	92	163	-	-	- Vehicle Allowance/Tuition Assistance (2)	-	-	-	-

Notes:

¹⁹ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

¹⁹ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

²⁵ Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Administrative Services Section of the budget. The increase from FY09-10 is Community Development staff assisting in utility billing to cover staff shortages for the first half of FY10-11.

ENTERPRISE FUND

SEWER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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PERSONNEL SERVICES - CONTINUED

32	2,039	2,222	1,500	1,500	Medicare	1,600	1,600	1,600	6.67%
33	22,374	24,948	14,100	14,100	Retirement	13,000	13,000	13,000	-7.80%
34	22,963	31,844	27,800	27,800	Insurance Benefits	31,700	31,700	31,700	14.03%
35	317	251	100	100	Workers Compensation	200	200	200	100.00%
36	\$ 180,326	\$ 203,735	\$ 137,200	\$ 135,400	TOTAL PERSONNEL SERVICES	\$ 147,300	\$ 147,300	\$ 147,300	7.36%

Notes:

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

³³ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

³⁴ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

³⁵ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND
SEWER FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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MATERIALS & SERVICES

37									
38	\$ 1,869	\$ 2,003	\$ -	\$ -	- Office Materials & Supplies	\$ -	\$ -	\$ -	
39	64	59	-	-	- Safety & Wellness (6)	-	-	-	
40	21,078	22,589	26,000	22,100	Postage & Printing	23,200	23,200	23,200	-10.77%
41	1,520	1,655	-	-	- Association Memberships (1)	-	-	-	
42	2,119	1,937	2,400	500	Travel & Training	500	500	500	-79.17%
43	227	289	-	-	- City Council Expenses (1)	-	-	-	
44	538	391	500	-	- Advertising	500	500	500	0.00%
45	2,558	5,577	-	-	- Legal Services (3)	-	-	-	
46	448	1,276	-	-	- Labor Attorney (6)	-	-	-	
47	-	-	140,900	131,500	Administrative Services Charges	133,300	133,000	133,000	-5.61%
48	2,150	1,784	2,500	2,500	Contractual Services	2,500	2,500	2,500	0.00%
49	4,053	4,647	-	-	- Audit (7)	-	-	-	
50	18,071	5,572	7,500	2,100	Engineering Services	3,000	3,000	3,000	-60.00%
51	1,121	1,443	-	-	- Janitorial (8)	-	-	-	
52	734	835	-	-	- Utilities (8)	-	-	-	
53	770	717	-	-	- Telephone (8)	-	-	-	
54	12,182	8,812	-	-	- Insurance - Liability (8)	-	-	-	
55	5,412	4,340	-	-	- Computer & Software Maintenance (4)	-	-	-	
56	463	433	-	-	- Equipment Maintenance (4)	-	-	-	

Notes:

42 Beginning with FY09-10, Travel & Training is for Utility Billing staff only.

44 Advertising is for staff recruitments, if needed.

47 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) City-Wide Administration	\$ 9,100	\$ 9,100	\$ 9,100
(2) City Manager	1,700	1,700	1,700
(3) Assistant to the City Manager	16,700	16,700	16,700
(4) Attorney's Office	5,800	5,800	5,800
(5) City Recorder	4,100	4,100	4,100
(6) Human Resources	7,700	7,700	7,700
(7) Finance	80,200	80,200	80,200
(8) Facility Maintenance	8,000	7,700	7,700
Administrative Services Charges	\$ 133,300	\$ 133,000	\$ 133,000

ENTERPRISE FUND
SEWER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
MATERIALS & SERVICES - CONTINUED									
57	405	356	-	-	Facility Maintenance (8)	-	-	-	
58	4,083,897	4,286,503	4,599,700	4,675,900	Salem Sewer Payments	4,827,600	4,827,600	4,827,600	4.95%
59	21	15	-	-	Medical Testing	-	-	-	
60	127	20	100	100	Miscellaneous Expense	-	-	-	-100.00%
61	\$ 4,159,827	\$ 4,351,253	\$ 4,779,600	\$ 4,834,700	TOTAL MATERIALS & SERVICES	\$ 4,990,600	\$ 4,990,300	\$ 4,990,300	4.41%
62									
63									
64	CAPITAL OUTLAY								
65	\$ -	\$ 222	\$ -	\$ -	Office Furniture & Equipment	\$ -	\$ -	\$ -	
66	3,345	4,604	-	-	Computer Hardware	-	-	-	
67	\$ 3,345	\$ 4,826	\$ -	\$ -	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	
68									
69	-	-	14,000	-	Contingency	15,500	15,500	15,500	10.71%
70									
71	TRANSFERS OUT								
72	-	21,224	-	-	Transfer to City Hall Facility Fund	-	-	-	
73	\$ -	\$ 21,224	\$ -	\$ -	TOTAL TRANSFERS OUT	\$ -	\$ -	\$ -	
74									
75	FUND BALANCE								
76	\$ -	\$ -	\$ 1,100	\$ -	Restricted Fund Balance	\$ -	\$ -	\$ -	
77	481,268	445,379	446,300	365,900	Unrestricted Ending Fund Balance	344,000	344,300	344,300	-22.85%
78									
79	\$ 4,824,766	\$ 5,026,417	\$ 5,378,200	\$ 5,336,000	TOTAL REQUIREMENTS	\$ 5,497,400	\$ 5,497,400	\$ 5,497,400	2.22%

Notes:

⁵⁸ Salem Sewer Payments are pass-through expenses and equal Salem Sewer Billing revenues in the Resources section. In FY09-10 payments are \$100K more than billings to account for funds collected in previous years and remitted to Salem in FY09-10.

⁶⁶ Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.

⁶⁹ Contingency is 5% of total expenses less Salem Sewer Payments.

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. Council approved the staff recommendation in 2010 to construct a portion of the 36" master sewer trunk line extension along McNary Estates Drive to Willow Lake Treatment Plant fulfilling part of the City's distribution capacity agreements with the City of Salem. Staff is recommending the final phase of the 36" Sanitary Sewer Trunk Line be constructed in 2011 to complete capacity upgrades.

CAPITAL PROJECTS FUND

SEWER RESERVE FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
1	<u>RESOURCES</u>								
2									
3	\$ 974,129	\$ 1,058,780	\$ 1,025,100	\$ 955,300	<i>Working Capital Carryforward</i>	\$ 298,600	\$ 298,600	\$ 298,600	-70.87%
4									
5	<i>CHARGES FOR SERVICES</i>								
6	84,565	651	-	800	Sewer System Development Fee	6,800	6,800	6,800	
7									
8	<i>INTERGOVERNMENTAL</i>								
9	-	-	-	122,700	City of Salem Reimbursement	95,000	95,000	95,000	
10									
11	<i>MISCELLANEOUS</i>								
12	86	74	7,800	5,400	Interest	5,400	5,400	5,400	-30.77%
13									
14	<i>TRANSFERS IN</i>								
15	-	18,426	-	-	General Fund	-	-	-	
16	-	130,774	-	-	Transportation Fund	-	-	-	
17	<u>\$ -</u>	<u>\$ 149,200</u>	<u>\$ -</u>	<u>\$ -</u>	TOTAL TRANSFERS IN	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
18									
19	<u>\$ 1,058,780</u>	<u>\$ 1,208,705</u>	<u>\$ 1,032,900</u>	<u>\$ 1,084,200</u>	TOTAL RESOURCES	<u>\$ 405,800</u>	<u>\$ 405,800</u>	<u>\$ 405,800</u>	-60.71%

CAPITAL PROJECTS FUND
SEWER RESERVE FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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20	REQUIREMENTS								
21	MATERIALS & SERVICES								
22	CAPITAL OUTLAY								
23	FUND BALANCE								
24	\$ -	\$ 150,965	\$ -	\$ -	Contractual Services	\$ -	\$ -	\$ -	
25	\$ -	\$ 150,965	\$ -	\$ -	TOTAL MATERIALS & SERVICES	\$ -	\$ -	\$ -	
26	CAPITAL OUTLAY								
27	FUND BALANCE								
28	\$ -	\$ 58,626	\$ -	\$ -	Engineering	\$ -	\$ -	\$ -	
29	-	43,784	816,000	776,300	Sewer Line Extensions	365,000	365,000	365,000	-55.27%
30	-	-	207,600	-	Unanticipated Expenses	40,800	40,800	40,800	-80.35%
31	\$ -	\$ 102,410	\$ 1,023,600	\$ 776,300	TOTAL CAPITAL OUTLAY	\$ 405,800	\$ 405,800	\$ 405,800	-60.36%
32	FUND BALANCE								
33			\$ 9,300	\$ 9,300	Transfer to Sewer Fund	\$ -	\$ -	\$ -	-100.00%
34	FUND BALANCE								
35	FUND BALANCE								
36	\$ 1,058,780	\$ 955,330	\$ -	\$ 298,600	Unrestricted Ending Fund Balances	\$ -	\$ -	\$ -	
37	FUND BALANCE								
38	\$ 1,058,780	\$ 1,208,705	\$ 1,032,900	\$ 1,084,200	TOTAL REQUIREMENTS	\$ 405,800	\$ 405,800	\$ 405,800	-60.71%

- Notes:
- ¹⁵ The FY08-09 transfer from the General Fund is repayment for receipts received in prior fiscal years that belong in the Sewer Reserve Fund.
 - ¹⁶ The FY08-09 transfer from the Transportation Improvement Fund is repayment for receipts received in prior fiscal years that belong in the Sewer Reserve Fund.
 - ²⁹ Council approved the staff recommendation in 2010 to construct a portion of the 36" master sewer trunk line extension along McNary Estates Drive to Willow Lake Treatment Plant fulfilling part of the City's distribution capacity agreements with the City of Salem. Staff is recommending the final phase of the 36" Sanitary Sewer Trunk Line be constructed in 2011 to complete capacity upgrades.

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 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, water system maintenance, portions of

facility maintenance, personnel services and administrative costs.

Accomplishments . . .

- Replace Hydraulic Unit in Service Vehicle
- Continue Updating Distribution System to Ensure Adequate Volume and Pressure Delivery to Residents
- Replace Radios in 6 Service Vehicles to Comply with FCC Requirements for Digital Transition

Future Goals . . .

- Purchase a new pickup truck
- Update the Water Master Plan Including a Ground Water Rule Compliance Study
- Install Additional Monitoring Wells for Source Water Protection

The Water Division 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.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
1	\$ 928,875	\$ 1,228,869	\$ 347,600	\$ 393,500	<i>Working Capital Carryforward</i>	\$ 548,700	\$ 548,700	\$ 548,700	57.85%
2									
3					TAXES & ASSESSMENTS				
4	705	354	700	700	Assessments	700	700	700	0.00%
5									
6					LICENSES & FEES				
7	4,508	3,715	200	600	Planning & Construction Fees	600	600	600	200.00%
8	33,755	20,905	300	11,900	Service Fees	4,500	4,500	4,500	1400.00%
9	28,900	26,925	24,000	24,000	Diesel Fuel Sales	26,000	26,000	26,000	8.33%
10	13,451	2,230	-	7,000	Live Tap Reimbursement	5,000	5,000	5,000	
11	\$ 80,614	\$ 53,775	\$ 24,500	\$ 43,500	TOTAL LICENSES & FEES	\$ 36,100	\$ 36,100	\$ 36,100	47.35%
12									
13					CHARGES FOR SERVICES				
14	2,460,872	2,511,909	2,503,100	2,479,100	Water Sales	2,528,700	2,479,100	2,479,100	-0.96%
15									
16					MISCELLANEOUS				
17	91	40	100	100	Assessment Interest	100	100	100	0.00%
18	43,031	22,946	24,600	7,000	Interest	7,000	7,000	7,000	-71.54%
19	43,460	12,540	-	16,700	Miscellaneous	-	-	19,000	
20	\$ 86,582	\$ 35,526	\$ 24,700	\$ 23,800	TOTAL MISCELLANEOUS	\$ 7,100	\$ 7,100	\$ 26,100	5.67%
21									
22					INTERGOVERNMENTAL				
23	-	14,694	-	-	Reimbursement from Urban Renewal	-	-	-	
24									
25					TRANSFERS IN				
26	-	5,360	-	-	Transfer from Park Improvement Fund	-	-	-	
27	-	1,787	-	-	Transfer from Park Operating Fund	-	-	-	
28	\$ -	\$ 7,147	\$ -	\$ -	TOTAL TRANSFERS IN	\$ -	\$ -	\$ -	
29									
30	\$ 3,557,648	\$ 3,852,274	\$ 2,900,600	\$ 2,940,600	TOTAL RESOURCES	\$ 3,121,300	\$ 3,071,700	\$ 3,090,700	6.55%

Notes:

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

¹⁴ The City anticipates a 2% water rate increase in FY10-11.

¹⁹ Miscellaneous Revenues include one-time revenues that are not characterized by line-item descriptions. The FY10-11 budget includes \$19K from the City of Salem, per interagency agreement, to relocate a water line for a sanitary sewer project beginning in July 2010.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<u>REQUIREMENTS</u>									
<i>PERSONNEL SERVICES</i>									
31									
32	\$ 10,925	\$ 11,910	\$ -	\$ -	- City Manager (2)	\$ -	\$ -	\$ -	-
33	1,354	10,843	-	-	- Assistant to City Manager (4)	-	-	-	-
34	27,314	28,927	29,100	29,100	Public Works Director	29,100	29,100	29,100	0.00%
35	35,665	37,776	33,700	33,700	Public Works Superintendent	34,600	34,600	34,600	2.67%
36	1,423	1,450	-	-	- City Recorder (5)	-	-	-	-
37	440,433	480,812	495,500	495,500	Municipal Utility Workers	503,700	503,700	503,700	1.65%
38	2,002	2,183	2,300	2,300	Community Development Director	2,300	2,300	2,300	0.00%
39	117,940	127,001	93,600	93,600	Administrative Support	103,100	103,100	103,100	10.15%
40	8,922	9,174	-	-	- Network Administrator (4)	-	-	-	-
41	20,082	13,434	-	-	- Human Resources Director (6)	-	-	-	-
42	20,232	21,438	-	-	- Finance Director (7)	-	-	-	-
43	5,771	6,291	-	-	- Facility Maintenance Worker (8)	-	-	-	-
44	-	-	-	-	- Seasonal Help	11,900	11,900	11,900	-
45	25,433	30,636	27,100	27,100	Overtime	28,300	28,300	28,300	4.43%
46	10,600	10,683	12,800	12,800	Duty Pay	10,400	10,400	10,400	-18.75%
47	920	920	-	-	- Vehicle Allowance/Tuition Assistance (2)	-	-	-	-

Notes:

³¹ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

³⁷ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

³⁷ Salaries are projected to increase 1% plus step increases for union represented employees per the Local 320 Contract. No increase is projected for non-union staff.

³⁹ Beginning FY09-10, Administrative Support Staff includes Utility Billing staff only. General administrative staff are in the Administrative Services Section of the budget. The increase from FY09-10 is Community Development staff assisting in utility billing to cover staff shortages for the first half of FY10-11.

⁴⁴ A seasonal position is added to accomplish fire hydrant maintenance previously done by the Keizer Fire District.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
<i>PERSONNEL SERVICES - CONTINUED</i>									
48	-	3,176	2,700	4,300	Clothing Allowance	4,300	4,300	4,300	59.26%
49	11,132	12,212	10,300	10,300	Medicare	10,900	10,900	10,900	5.83%
50	119,928	133,801	105,700	105,700	Retirement	98,300	98,300	98,300	-7.00%
51	156,428	180,451	177,200	177,200	Insurance Benefits	188,600	188,600	188,600	6.43%
52	-	805	-	-	Unemployment	-	-	-	
53	6,060	5,615	7,900	7,900	Workers Compensation	8,900	8,900	8,900	12.66%
54	\$ 1,022,564	\$ 1,129,538	\$ 997,900	\$ 999,500	TOTAL PERSONNEL SERVICES	\$ 1,034,400	\$ 1,034,400	\$ 1,034,400	3.66%

Notes:

- ⁴⁸ Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- ⁴⁹ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁵⁰ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ⁵¹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ⁵³ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
55					MATERIALS & SERVICES				
56	\$ 6,716	\$ 6,260	\$ -	\$ -	Office Materials & Supplies	\$ -	\$ -	\$ -	
57	437	337	-	-	Safety & Wellness (6)	-	-	-	
58	26,251	29,485	32,700	25,000	Postage & Printing	30,000	30,000	30,000	-8.26%
59	2,907	7,394	6,000	7,000	Concrete	7,200	7,200	7,200	20.00%
60	9,238	12,563	10,500	5,000	Rock & Backfill	10,500	10,500	10,500	0.00%
61	3,957	5,210	7,000	10,000	Paving	7,000	7,000	7,000	0.00%
62	12,563	14,368	15,000	20,800	Sequestering Agent	26,000	26,000	26,000	73.33%
63	3,961	6,462	7,500	9,800	Fluoride	15,000	15,000	15,000	100.00%
64	8,432	9,379	-	-	Association Memberships (1)	-	-	-	
65	17,831	18,753	16,900	15,000	Travel & Training	17,000	17,000	17,000	0.59%
66	1,320	1,635	-	-	City Council Expenses (5)	-	-	-	
67	3,819	600	1,000	1,000	Advertising	1,000	1,000	1,000	0.00%
68	12,504	8,754	-	-	Legal Services (3)	-	-	-	
69	4,189	7,228	3,500	1,000	Labor Attorney	1,700	1,700	1,700	-51.43%
70	-	-	297,300	280,700	Administrative Services Charges	281,400	279,900	279,900	-5.85%
71	29,730	38,344	50,000	33,500	Contractual Services	99,000	99,000	99,000	98.00%
72	2,395	2,278	-	-	Audit (7)	-	-	-	
73	1,019	3,643	3,000	500	Flagging	2,500	2,500	2,500	-16.67%
74	16,878	13,958	20,000	18,000	Engineering Services	20,000	20,000	20,000	0.00%
75	9,881	11,358	-	3,700	Janitorial (8)	4,100	4,100	4,100	

Notes:

⁷⁰ 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) City-Wide Administration	\$ 42,200	\$ 42,200	\$ 42,200
(2) City Manager	17,300	17,300	17,300
(3) Assistant to the City Manager	54,200	54,200	54,200
(4) Attorney's Office	13,500	13,500	13,500
(5) City Recorder	4,100	4,100	4,100
(6) Human Resources	35,900	35,900	35,900
(7) Finance	77,000	77,000	77,000
(8) Facility Maintenance	37,200	35,700	35,700
Administrative Service Charges	\$ 281,400	\$ 279,900	\$ 279,900

⁶⁵ Travel & Training costs are for Public Works and Utility Billing staff only. Travel & training for Administrative staff has been moved to the Administrative Services Fund.

⁶⁹ Labor attorney costs are for union negotiations including dispute resolution. The Local 320 contract expires June, 30 2012.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
76					MATERIALS & SERVICES - CONTINUED				
77	2,923	(98)	-	-	Clothing	-	-	-	
78	175,382	190,072	201,600	200,000	Gas & Electricity	214,000	214,000	214,000	6.15%
79	8,062	6,008	8,500	5,000	Natural Gas	7,500	7,500	7,500	-11.76%
80	15,434	12,504	15,000	7,000	Telephone	7,500	7,500	7,500	-50.00%
81	1,800	7,206	10,000	10,000	Telemetry	10,000	10,000	10,000	0.00%
82	49,894	37,514	10,500	10,500	Insurance - Liability	10,500	10,500	10,500	0.00%
83	14,062	15,186	15,000	12,000	Gasoline	14,000	14,000	14,000	-6.67%
84	40,933	37,201	37,400	34,500	Diesel Fuel	36,000	36,000	36,000	-3.74%
85	10,892	6,993	-	-	Computer & Software Maintenance (4)	-	-	-	
86	17,660	11,050	12,000	10,000	Vehicle Maintenance	12,000	12,000	12,000	0.00%
87	12,240	15,986	15,000	15,000	Equipment Maintenance	15,000	15,000	15,000	0.00%
88	2,477	2,656	-	-	Facility Maintenance (8)	-	-	-	
89	31,398	44,029	61,000	40,000	Plant Maintenance	40,000	40,000	40,000	-34.43%
90	13,760	2,175	10,000	12,000	Live Taps	10,000	10,000	10,000	0.00%
91	31,111	20,947	25,000	25,000	Pump House Maintenance	25,000	25,000	25,000	0.00%
92	30,145	36,262	45,000	41,000	Pump Maintenance	35,000	35,000	35,000	-22.22%
93	38,720	34,138	35,000	35,000	Operating Materials & Supplies	30,000	30,000	30,000	-14.29%
94	32	490	1,500	100	Medical Testing	1,000	1,000	1,000	-33.33%
95	2,487	8,806	15,000	15,000	Water Mains	15,000	15,000	34,000	126.67%
96	4,092	4,261	4,100	4,100	Well Property Lease	4,100	4,100	4,100	0.00%
97	40,494	66,176	42,000	42,000	Lab Tests	42,000	42,000	42,000	0.00%
98	30,508	31,664	32,000	32,000	Contract Meter Reading	33,500	33,500	33,500	4.69%
99	6,581	8,432	10,000	10,000	Consumer Confidence Report/ Public Education	10,000	10,000	10,000	0.00%
100	342	17	-	-	Miscellaneous	-	-	-	
101	\$ 755,457	\$ 797,684	\$ 1,076,000	\$ 991,200	TOTAL MATERIALS & SERVICES	\$ 1,094,500	\$ 1,093,000	\$ 1,112,000	3.35%

Notes:

- 77 Clothing allowances are taxable fringe benefits and are therefore part of the Personnel Services section of the budget.
- 76 Materials & Services related to general administration are now budgeted in the Administrative Services Fund as referenced below. Please see previous page for allocation.
 - (1) Administration
 - (2) City Manager
 - (3) City Attorney
 - (4) Asst to the City Manager & IT
 - (5) City Recorder
 - (6) Human Resources
 - (7) Finance
 - (8) Civic Center Facilities
- 82 Liability insurance costs for the City's facilities are tracked in the Administrative Services Fund - Civic Center Facilities budget beginning in FY09-10. The FY10-11 budget includes the Water Fund's share of auto insurance premiums.
- 100 Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

ENTERPRISE FUND

WATER FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
102					CAPITAL OUTLAY				
103	\$ 11,969	\$ 1,259	\$ -	\$ -	Office Furniture & Equipment	\$ -	\$ -	\$ -	
104	10,270	10,087	11,300	11,300	Field Equipment	4,400	4,400	4,400	-61.06%
105	9,402	8,632	-	-	Computer Hardware	-	-	-	
106	42,330	33,357	-	-	Public Works Vehicle	35,000	35,000	35,000	
107	20,834	9,041	15,000	8,000	Water Meters	15,000	15,000	15,000	0.00%
108	-	16,187	-	-	Storm Sewer Maintenance Truck	-	-	-	
109	122,655	-	-	-	Shop Building Addition	-	-	-	
110	-	-	-	-	Heavy Equipment	25,000	25,000	25,000	
111	<u>\$ 217,460</u>	<u>\$ 78,563</u>	<u>\$ 26,300</u>	<u>\$ 19,300</u>	TOTAL CAPITAL OUTLAY	<u>\$ 79,400</u>	<u>\$ 79,400</u>	<u>\$ 79,400</u>	201.90%
112					DEBT SERVICE				
113									
114	\$ 135,000	\$ 140,000	\$ 145,000	\$ 145,000	Principal	\$ 150,000	\$ 150,000	\$ 150,000	3.45%
115	98,298	92,660	86,900	86,900	Interest	80,900	80,900	80,900	-6.90%
116	<u>\$ 233,298</u>	<u>\$ 232,660</u>	<u>\$ 231,900</u>	<u>\$ 231,900</u>	TOTAL DEBT SERVICE	<u>\$ 230,900</u>	<u>\$ 230,900</u>	<u>\$ 230,900</u>	-0.43%
117									
118	-	-	43,700	-	Contingency	110,400	60,700	60,700	38.90%
119									
120					TRANSFERS OUT				
121	-	120,134	-	-	City Hall Facility Fund	-	-	-	
122	100,000	1,100,100	150,000	150,000	Transfer to Water Facility Replacement Reserve	200,000	200,000	200,000	33.33%
123	<u>\$ 100,000</u>	<u>\$ 1,220,234</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	TOTAL TRANSFERS OUT	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	33.33%
124									
125					FUND BALANCE				
126	\$ -	\$ -	\$ 7,900	\$ -	Restricted Fund Balance	\$ -	\$ -	\$ -	
127	1,228,869	393,595	366,900	548,700	Unrestricted Ending Fund Balance	371,700	373,300	373,300	1.74%
128									
129	<u>\$ 3,557,648</u>	<u>\$ 3,852,274</u>	<u>\$ 2,900,600</u>	<u>\$ 2,940,600</u>	TOTAL REQUIREMENTS	<u>\$ 3,121,300</u>	<u>\$ 3,071,700</u>	<u>\$ 3,090,700</u>	6.55%

Notes:
 105 Computer hardware is now budgeted in the Administrative Services Fund- Assistant to the City Manager & IT budget.
 118 Contingency is 5% of expenditures excluding debt service.
 127 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 2010/2011 Capital Improvements are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary.

Projects Completed Fiscal Year 2009/2010

- Added Fluoride System at 17th Ave. Pump Station
- Purchased Property on Lacey Court for Future Pump Station
- Drilled New Well at Carlhaven East Site

Water Facility Fund Capital Improvements Fiscal Year 2010/2011

- Complete Carlhaven East Replacement Well
- Drill New Well and Complete Replacement of Carlhaven West
- Purchase a Portable Water Treatment Plant for Emergency Use
- Continue Steel Water Main Replacement City Wide

CAPITAL PROJECTS FUND

WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
	RESOURCES								
1	\$ 1,907,199	\$ 1,267,077	\$ 1,428,200	\$ 1,412,500	<i>Working Capital Carryforward</i>	\$ 1,327,200	\$ 1,327,200	\$ 1,327,200	-7.07%
2									
3					TAXES & ASSESSMENTS				
4	1,267	2,060	1,500	10,800	Assessments	10,000	10,000	10,000	566.67%
5									
6					CHARGES FOR SERVICES				
7	123,208	35,006	18,700	46,000	System Development Charges	25,300	25,300	25,300	35.29%
8									
9					MISCELLANEOUS				
10	80,291	24,331	23,500	13,200	Interest	13,200	13,200	13,200	-43.83%
11	21	20	-	-	Miscellaneous	-	-	-	
12	<u>\$ 80,312</u>	<u>\$ 24,351</u>	<u>\$ 23,500</u>	<u>\$ 13,200</u>	TOTAL MISCELLANEOUS	<u>\$ 13,200</u>	<u>\$ 13,200</u>	<u>\$ 13,200</u>	<u>-43.83%</u>
13									
14					TRANSFERS				
15	100,000	1,100,100	150,000	150,000	Transfer from Water Fund	200,000	200,000	200,000	33.33%
16	-	(5,360)	-	-	Transfer to Park Improvement Fund	-	-	-	
17	-	1,772	-	-	Transfer from Park Operating Fund	-	-	-	
18	<u>\$ 100,000</u>	<u>\$ 1,096,512</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	TOTAL TRANSFERS IN	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>33.33%</u>
19									
20									
21	<u>\$ 2,211,986</u>	<u>\$ 2,425,006</u>	<u>\$ 1,621,900</u>	<u>\$ 1,632,500</u>	TOTAL RESOURCES	<u>\$ 1,575,700</u>	<u>\$ 1,575,700</u>	<u>\$ 1,575,700</u>	<u>-2.85%</u>

Notes:

⁴ The Assessments are payments for new waterlines built by the City and repaid by the property owners.

⁷ System Development Fees are based on 30 Single Family dwellings.

¹⁰ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010. Prior to FY10-11, interest earnings were not reflected in the budget; this has been corrected going forward.

CAPITAL PROJECTS FUND

WATER FACILITY REPLACEMENT RESERVE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
22	<u>REQUIREMENTS</u>								
23									
24	<i>MATERIALS & SERVICES</i>								
25	\$ 386	\$ -	\$ -	\$ -	Legal Services	\$ -	\$ -	\$ -	-
26	\$ 386	\$ -	\$ -	\$ -	TOTAL MATERIALS & SERVICES	\$ -	\$ -	\$ -	-
27									
28	<i>CAPITAL OUTLAY</i>								
29	\$ 332,905	\$ 38,855	\$ 450,000	\$ 280,000	Supply/Treatment	\$ 376,000	\$ 376,000	\$ 376,000	-16.44%
30	319,832	961,190	-	18,000	Transmission & Distribution Mains	550,000	550,000	550,000	
31	2,022	9,558	10,000	7,300	General Plant	-	-	-	-100.00%
32	289,764	2,841	-	-	Storage	-	-	-	
33	-	-	100,000	-	Unanticipated Expenses	100,000	100,000	100,000	0.00%
34	\$ 944,523	\$ 1,012,444	\$ 560,000	\$ 305,300	TOTAL CAPITAL OUTLAY	\$ 1,026,000	\$ 1,026,000	\$ 1,026,000	83.21%
35									
36	<i>FUND BALANCE</i>								
37	\$ -	\$ -	\$ 234,100	\$ 234,100	Restricted for Debt Service Requirements	\$ 234,100	\$ 234,100	\$ 234,100	0.00%
38	1,267,077	1,412,562	827,800	1,093,100	Unrestricted Ending Fund Balance	315,600	315,600	315,600	-61.87%
39	\$ 1,267,077	\$ 1,412,562	\$ 1,061,900	\$ 1,327,200	TOTAL FUND BALANCE	\$ 549,700	\$ 549,700	\$ 549,700	-48.23%
40									
41	\$ 2,211,986	\$ 2,425,006	\$ 1,621,900	\$ 1,632,500	TOTAL REQUIREMENTS	\$ 1,575,700	\$ 1,575,700	\$ 1,575,700	-2.85%

Notes:

²⁸ For detailed Capital Outlay projects see Water Facility Fund Summary immediately preceding this page.

³⁸ The Ending Fund Balance will be used in future years to pay for projects provided for in the Capital Improvement Program.

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 approximately 180 Lighting Districts. The City Recorder, the Finance Department and the Public Works Department share the responsibility for managing the activities in this fund.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
RESOURCES									
1	\$ 207,089	\$ 219,493	\$ 226,500	\$ 225,600	<i>Working Capital Carryforward</i>	\$ 250,900	\$ 250,900	\$ 250,900	10.77%
2									
3					TAXES & ASSESSMENTS				
4	423,010	442,119	441,700	454,100	Lighting District Assessments	454,100	454,100	454,100	2.81%
5									
6					MISCELLANEOUS				
7	-	-	-	1,600	Interest Earnings	1,600	1,600	1,600	
8									
9					TRANSFERS IN				
10	6,407	-	-	-	Transfer from Water Fund	-	-	-	
11									
12	\$ 636,506	\$ 661,612	\$ 668,200	\$ 681,300	TOTAL RESOURCES	\$ 706,600	\$ 706,600	\$ 706,600	5.75%

Notes:

⁴ The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax roles in Year Two. FY08-09 includes an assessment for pole replacement for \$3,900 and street lighting maintenance costs for \$5,100.

⁷ City funds are pooled and held primarily at the Oregon State Treasury. Interest rates dropped from 1.4% in March 2009 to 0.5% in March 2010. Prior to FY10-11, interest earnings were not reflected in the budget; this has been corrected going forward.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10			RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED		
REQUIREMENTS											
PERSONNEL SERVICES											
13											
14											
15											
16	\$ 1,092	\$ 1,191	\$ -	\$ -	City Manager (2)	\$ -	\$ -	\$ -			
17	180	1,446	-	-	Assistant to City Manager (4)	-	-	-			
18	5,058	5,357	5,400	5,400	Public Works Director	5,400	5,400	5,400	0.00%		
19	3,963	4,197	4,300	4,300	Public Works Superintendent	4,300	4,300	4,300	0.00%		
20	7,117	7,252	-	-	City Recorder (5)	-	-	-			
21	11,223	11,468	4,400	4,400	Administrative Support Staff (5)-(7)	4,400	4,400	4,400	0.00%		
22	525	572	-	-	Network Administrator (4)	-	-	-			
23	1,181	840	-	-	Human Resources Director (6)	-	-	-			
24	4,817	5,104	-	-	Finance Director (7)	-	-	-			
25	1,924	2,097	-	-	Facility Maintenance Worker (8)	-	-	-			
26	20	2	300	300	Overtime	-	-	-	-100.00%		
27	92	92	-	-	Vehicle Allowance/Tuition Assistance (2)	-	-	-			
28	-	61	-	-	Cell Phone Stipend/Clothing Allowance	-	-	-			
29	569	609	300	300	Medicare	300	300	300	0.00%		
30	6,784	7,248	2,400	2,400	Retirement	2,200	2,200	2,200	-8.33%		
31	6,077	10,615	2,700	2,700	Insurance Benefits	2,800	2,800	2,800	3.70%		
32	163	(58)	100	100	Workers Compensation	100	100	100	0.00%		
33	\$ 50,785	\$ 58,093	\$ 19,900	\$ 19,900	TOTAL PERSONNEL SERVICES	\$ 19,500	\$ 19,500	\$ 19,500	-2.01%		

Notes:

¹⁵ Personnel Services and certain operating costs (as referenced in the Materials & Services section) related to general administration are now budgeted in the Administrative Services Fund as follows:

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

¹⁵ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.

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

³⁰ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.

³¹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.

³² Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
34					MATERIALS & SERVICES				
35	\$ 352	\$ 501	\$ -	\$ -	- Materials & Supplies (1)	\$ -	\$ -	\$ -	
36	14	20	-	-	- Safety & Wellness (6)	-	-	-	
37	237	467	500	-	- Postage & Printing (2)	-	-	-	-100.00%
38	316	552	-	-	- Association Memberships (1)	-	-	-	
39	951	987	-	-	- Travel & Training (2)-(8)	-	-	-	
40	48	96	-	-	- City Council Expenses (1)	-	-	-	
41	881	870	1,200	1,200	Advertising	1,200	1,200	1,200	0.00%
42	973	673	-	-	- Legal Services (3)	-	-	-	
43	98	425	-	-	- Labor Attorney (6)	-	-	-	
44	-	-	36,300	34,200	Administrative Services Charges	34,500	34,400	34,400	-5.23%
45	133	38	200	-	- Contractual Services	-	-	-	-100.00%
46	461	456	-	-	- Audit (7)	-	-	-	
47	264	481	-	-	- Janitorial (8)	-	-	-	
48	176	279	-	-	- Utility (8)	-	-	-	
49	269	312	-	-	- Telephone (4)	-	-	-	
50	358	259	-	-	- Insurance - Liability (1)	-	-	-	
51	609	1,028	-	-	- Computer & Software Maintenance (4)	-	-	-	
52	106	144	-	-	- Equipment Maintenance (4)	-	-	-	
53	92	120	-	-	- Facility Maintenance (8)	-	-	-	
54	6,065	1,495	8,000	6,800	Engineering Costs	6,800	6,800	6,800	-15.00%
55	353,092	355,327	355,400	355,400	Lighting Costs	355,400	355,400	355,400	0.00%
56	-	5,508	5,100	5,100	Street Lighting Maintenance - Keizer Station Area A	5,100	5,100	5,100	0.00%
57	10	4	-	-	- Medical Testing	-	-	-	
58	\$ 365,505	\$ 370,042	\$ 406,700	\$ 402,700	TOTAL MATERIALS & SERVICES	\$ 403,000	\$ 402,900	\$ 402,900	-0.93%

Notes:

⁴¹ Advertising costs are for Street Lighting District Assessment public notices.

⁴⁴ 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) City-Wide Administration	\$ 1,400	\$ 1,400	\$ 1,400
(2) City Manager	1,700	1,700	1,700
(3) Assistant to the City Manager	2,500	2,500	2,500
(4) Attorney's Office	700	700	700
(5) City Recorder	7,100	7,100	7,100
(6) Human Resources	1,200	1,200	1,200
(7) Finance	18,600	18,600	18,600
(8) Facility Maintenance	1,300	1,200	1,200
Administrative Services Charges	\$ 34,500	\$ 34,400	\$ 34,400

⁵⁶ The Keizer Station Area A Street Lighting District provides for \$5,100 annual maintenance per Council resolution.

ENTERPRISE FUND

STREET LIGHTING DISTRICT FUND

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
59					<i>CAPITAL OUTLAY</i>				
60	\$ -	\$ 74	\$ -	\$ -	- Office Furniture & Equipment	\$ -	\$ -	\$ -	-
61	723	703	-	-	- Computer Hardware	-	-	-	-
62	<u>\$ 723</u>	<u>\$ 777</u>	<u>\$ -</u>	<u>\$ -</u>	TOTAL CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
63									
64	-	-	\$ 500	\$ -	- Contingency	21,100	21,100	21,100	4120.00%
65									
66					<i>TRANSFERS OUT</i>				
67	-	7,108	-	-	- Transfer to City Hall Facility Fund	\$ -	\$ -	\$ -	-
68									
69					<i>FUND BALANCE</i>				
70	-	3,900	8,000	7,800	Restricted for Pole Replacement at Keizer Station Area A	11,700	11,700	11,700	46.25%
71	219,493	221,692	233,100	250,900	Unrestricted Ending Fund Balance	251,300	251,400	251,400	7.85%
72									
73	<u>\$ 636,506</u>	<u>\$ 661,612</u>	<u>\$ 668,200</u>	<u>\$ 681,300</u>	TOTAL REQUIREMENTS	<u>\$ 706,600</u>	<u>\$ 706,600</u>	<u>\$ 706,600</u>	<u>5.75%</u>

Notes:

⁶⁴ Contingency is 5% of total expenses.

⁷⁰ 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.

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.

City staff manages the scheduling and marketing of the facility. Staff coordinates and/or 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.

ENTERPRISE FUND

COMMUNITY CENTER

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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1	<u>RESOURCES</u>															
2																
3	\$	-	\$	-	\$	-	\$	-	<i>WORKING CAPITAL CARRYFORWARD</i>	\$	2,500	\$	2,500	\$	2,500	
4																
5									<i>CHARGES FOR SERVICES</i>							
6		-		-		8,500		23,000	Rental Fees	\$	23,000	\$	23,000	\$	23,000	170.59%
7	\$	-	\$	-	\$	8,500	\$	23,000	TOTAL CHARGES FOR SERVICES		23,000		23,000		23,000	170.59%
8																
9									<i>MISCELLANEOUS</i>							
10		-		30,000		10,000		10,000	Donations		10,000		10,000		10,000	0.00%
11	\$	-	\$	30,000	\$	10,000	\$	10,000	TOTAL MISCELLANEOUS REVENUE	\$	10,000	\$	10,000	\$	10,000	0.00%
12																
13		-		64,496		17,300		-	Transportation Fund Interfund Loan	\$	-	\$	-	\$	-	-100.00%
14																
15	\$	-	\$	94,496	\$	35,800	\$	33,000	TOTAL RESOURCES	\$	35,500	\$	35,500	\$	35,500	-0.84%

ENTERPRISE FUND
COMMUNITY CENTER

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

16																
17																
18																
19																
20	\$	-	\$	-	\$	6,500	\$	5,000	Overtime Costs	\$	5,000	\$	5,000	\$	5,000	-23.08%
21	\$	-	\$	-	\$	6,500	\$	5,000	TOTAL PERSONNEL SERVICES	\$	5,000	\$	5,000	\$	5,000	-23.08%

MATERIALS & SERVICES

22																
23																
24																
25	\$	-	\$	2,568	\$	-	\$	-	Legal Services	\$	-	\$	-	\$	-	
26		-		-		-		-	Administrative Services Charges		900		900		900	
27		-		-		-		-	Janitorial Services		2,500		2,500		2,500	
28		-		13,180		23,300		22,900	Contractual Services		2,000		2,000		2,000	-91.42%
29	\$	-	\$	15,748	\$	23,300	\$	22,900	TOTAL MATERIALS & SERVICES	\$	5,400	\$	5,400	\$	5,400	-76.82%

CAPITAL OUTLAY

30																
31																
32		-		78,748		3,000		2,100	Furnishings		1,000		1,000		1,000	-66.67%
33	\$	-	\$	78,748	\$	3,000	\$	2,100	TOTAL CAPITAL OUTLAY	\$	1,000	\$	1,000	\$	1,000	-66.67%

DEBT SERVICE

34																
35																
36		-		-		3,000		500	Interest on Interfund Loan		500		500		500	-83.33%
37		-		-		-		-	Repay Portion of Transportation Fund Loan		23,600		23,600		23,600	
38	\$	-	\$	-	\$	3,000	\$	500	TOTAL DEBT SERVICE	\$	24,100	\$	24,100	\$	24,100	703.33%

39																
40		-		-		-		2,500	Unrestricted Ending Fund Balance		-		-		-	
41																
42	\$	-	\$	94,496	\$	35,800	\$	33,000	TOTAL REQUIREMENTS	\$	35,500	\$	35,500	\$	35,500	-0.84%

Notes:

- ¹⁰ 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. The proceeds are to be used to purchase furniture, equipment, audio/video equipment and other supplies and equipment to be used in the rooms.
- ¹³ An interfund loan is needed to pay for furnishings, fixtures and consulting services to get the Center up and running. The City anticipates repaying the Transportation Fund, with interest, with rental fee income and donations over the next two years.
- ²⁸ Contractual services in FY10-11 are for two trade shows to promote use of the community center.

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 Nondepartmental), City Manager's Office, Assistant to the City Manager and Information Technology, 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 technology 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, Assistant 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 Technology 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.

INTERNAL SERVICES FUND

ADMINISTRATIVE SERVICE FUND SUMMARY

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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RESOURCES

1	\$	-	\$	-	\$	5,500	\$	-	\$	-	\$	-	-100.00%		
2															
3															
4															
5															
6	\$	-	\$	-	\$	2,138,200	\$	2,003,800	\$	1,983,800	\$	1,974,800	\$	1,974,800	-7.64%

CHARGES FOR SERVICES

ALLOCATION BY FUND														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														

INTERNAL SERVICES FUND

CITY-WIDE ADMINISTRATION

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS																
MATERIALS & SERVICES																
4	\$	-	\$	-	\$	26,300	\$	22,000	Office Materials & Supplies	\$	22,000	\$	22,000	\$	22,000	-16.35%
5						56,000		32,300	Postage & Printing		32,300		32,300		32,300	-42.32%
6						61,500		61,500	Association Memberships		57,900		57,900		57,900	-5.85%
7						8,000		7,000	City Council Expenses		4,600		4,600		4,600	-42.50%
8						3,000		500	Committee Meeting Expense		1,000		1,000		1,000	-66.67%
9						2,000		2,000	Advertising		2,000		2,000		2,000	0.00%
10						11,600		1,000	Contractual Services		1,000		1,000		1,000	-91.38%
11						97,200		110,700	Liability Insurance		110,700		110,700		110,700	13.89%
12						1,000		1,000	Miscellaneous Expense		1,000		1,000		1,000	0.00%
13	\$	-	\$	-	\$	266,600	\$	238,000	TOTAL MATERIALS & SERVICES	\$	232,500	\$	232,500	\$	232,500	-12.79%
CAPITAL OUTLAY																
16	\$	-	\$	-	\$	23,800		23,800	Office Furniture & Equipment		-		-		-	-100.00%
17	\$	-	\$	-	\$	23,800	\$	23,800	TOTAL CAPITAL OUTLAY	\$	-	\$	-	\$	-	-100.00%
19	\$	-	\$	-	\$	11,500	\$	-	Reserves	\$	-	\$	-	\$	-	-100.00%
21	\$	-	\$	-	\$	301,900	\$	261,800	TOTAL REQUIREMENTS	\$	232,500	\$	232,500	\$	232,500	-22.99%

Notes:

⁶ Association Memberships include organizations such as the Council of Governments, League of Oregon Cities, Chamber of Commerce, International City/County Management Association, & local newspaper subscriptions.

⁷ FY10-11 budget 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.

⁸ In FY08-09 the City committed to a three-year "Retro Plan" agreement on its liability insurance premiums. Premium contributions reduced to 65% with a maximum exposure of 117.5%. An additional \$5,000 was added in FY09-10 for coverage of the new Civic Center. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY09-10 projections are greater than budgeted because of paid losses relating to prior years. FY10-11 premiums are not expected to increase over FY09-10. FY10-11 projections include an estimate for prior year paid losses equal to that paid in FY09-10.

¹⁰ Contractual Services include courier services, credit card fees & costs for compilation of the Citizen Survey through the Willamette Valley Council of Governments.

¹² Miscellaneous costs are one-time expenditures that are not characterized by existing line-item descriptions.

INTERNAL SERVICES FUND

CITY-WIDE ADMINISTRATION

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF CITY-WIDE ADMINISTRATIVE COSTS ALLOCATED BY FUND

General Fund	\$ 145,100	\$ 145,100	\$ 145,100
Street Fund	9,300	9,300	9,300
Sewer Fund	9,100	9,100	9,100
Water Fund	42,200	42,200	42,200
SLD Fund	1,400	1,400	1,400
Storm Water	17,700	17,700	17,700
Urban Renewal	7,700	7,700	7,700
TOTAL EXPENDITURES BY FUND	\$ 232,500	\$ 232,500	\$ 232,500

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 Equivalent (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.

Since 1912, when Sumter, South Carolina, 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 3,056 U.S. cities and 144 counties operate under this system of local government.

The Council-Manager form continues to gain popularity. 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 1,006,877); Kansas City, Missouri (435,146), Cincinnati, Ohio (364,040); Phoenix, Arizona (983,403); San Jose, California (782,248); and San Diego, California (1,110,549).

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.

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

Professional Code of Ethics

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

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

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

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

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

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

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

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

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

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

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

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

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

Organizational Accomplishments

FY 2009-10 turned out to be a difficult year for a number of reasons. Most importantly, however, certain key and historically revenues came in significantly below projections, requiring significant mid-year spending modifications to preserve our ending fund balances. Keizer continues to experience a significant slowdown in construction, similar to the surrounding region but there are some signs of a slow recovery as more building permits were issued this year versus last year and a number of commercial/office projects are on the near horizon. The economic downturn has manifested in lower franchise fees, water sales, and other revenue streams, making the budgeting process for the 2010-11 budget a challenge. This year, for the first time in over 10-years, we are contemplating wage freezes and possible force reductions in order to make the General Fund budget balance.

- The Keizer Rapids Park continues to be a very popular asset and has been provided with a volunteer built 400-seat amphitheatre that we anticipate will see significantly escalating usage in the years to come.
- The Keizer Station Area A continues to be impacted by the national economic slowdown, however, some new construction activity has been recently planned for this next building cycle (Spring/Summer 2010)
- The City's long-range financial plan continues to be updated each year as we provide sound financial guidance to the City. This year has seen a major reworking of this tool so that it will continue to be a useful asset into the future.
- The Civic Center/PD/Community Center has been completed and is in full use. The Community Center

has seen a steady increase in use as citizens, businesses, and governmental agencies around us learn about it. We anticipate usage to continue to climb in future years.

Future Goals

As the City heads into the next fiscal year and beyond, we shall be mindful of the goals set by Council 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 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.**

INTERNAL SERVICES FUND
CITY MANAGER'S OFFICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS																
<i>PERSONNEL SERVICES</i>																
4	\$	-	\$	-	\$	123,200	\$	123,200	City Manager	\$	123,200	\$	123,200	\$	123,200	0.00%
5		-		-		4,200		4,200	Vehicle Allowance		4,200		4,200		4,200	0.00%
6		-		-		1,400		1,400	Cell Phone Stipend		1,400		1,400		1,400	0.00%
7		-		-		2,000		2,000	Medicare		2,000		2,000		2,000	0.00%
8		-		-		24,700		24,700	Retirement		24,500		24,500		24,500	-0.81%
9		-		-		13,100		13,100	Insurance Benefits		13,700		13,700		13,700	4.58%
10		-		-		100		100	Workers Compensation		100		100		100	0.00%
11	\$	-	\$	-	\$	168,700	\$	168,700	TOTAL PERSONNEL SERVICES	\$	169,100	\$	169,100	\$	169,100	0.24%
<i>MATERIALS & SERVICES</i>																
14	\$	-	\$	-	\$	5,900	\$	3,600	Travel & Training	\$	3,600	\$	3,600	\$	3,600	-38.98%
15		-		-		300		300	Liability Insurance		300		300		300	0.00%
16	\$	-	\$	-	\$	6,200	\$	3,900	TOTAL MATERIALS & SERVICES	\$	3,900	\$	3,900	\$	3,900	-37.10%
18	\$	-	\$	-	\$	174,900	\$	172,600	TOTAL REQUIREMENTS	\$	173,000	\$	173,000	\$	173,000	-1.09%

- Notes:
- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
 - ⁶ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
 - ⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - ⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - ⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - 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. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.
 - ¹⁵ The City pays premiums on a "Public Officials" bond for the City Manager.

ASSISTANT TO THE CITY MANAGER

Assistant to the City Manager's Office

The Assistant to the City Manager acts as a project coordinator across all departments, is a department head level position and reports directly to the City Manager. The City of Keizer continues to take on numerous significant projects of a very complex nature that often span several departments. The Assistant to the City Manager provides the coordination of these special projects.

The Assistant to the City Manager manages all aspects of these large, community based or regional, complex and multi-departmental special projects including coordination between departments, volunteer coordination, grant writing, working with City Councilors, other regional elected officials and governmental agencies, communicating the project status to the community and ensuring that the City of Keizer continues to be successful and innovative as we work toward the future.

This FTE is a department head level position for coordination purposes but does not have any supervisory authority over other department heads.

Specific tasks include but are not limited to; supervision and management of the Information Technology Division within the City of Keizer, management of the Community Center, staff liaison for Keizer 23 Channel Committee, staff liaison with selected management group for management of the Keizer Little League Fields, management of Housing Rehabilitation Program, assistance with the budget process, development and implementation on various organizational policies and development of a sidewalk education program. The Assistant to the City

Manager provides capacity to department heads on an as needed basis.

Information Technology

The Information Technology Division supports the City's software, hardware, telephone 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: The new civic center will provide full wireless access for staff and visitors throughout the complex for data and voice

IT Goals for 2010-2011

With the recent move into the new civic center, IT goals continue to focus on ensuring the needs of the new building are being met for both City Hall and Police. Many new systems have been brought on line including new building security, fire monitoring and a campus wide wireless system for the public. IT will also be focused on updating the EOC and developing a help desk program through the network.

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS
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ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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	<u>REQUIREMENTS</u>													
	<i>PERSONNEL SERVICES</i>													
1														
2														
3														
4	\$	-	\$	75,600	\$	75,600	Assistant to the City Manager	\$	75,600	\$	75,600	\$	75,600	0.00%
5		-		59,200		59,200	Network Administrator		59,200		59,200		59,200	0.00%
6		-		1,400		1,400	Cell Phone Stipend		1,400		1,400		1,400	0.00%
7		-		2,100		2,100	Medicare		2,100		2,100		2,100	0.00%
8		-		20,200		20,200	Retirement		17,200		17,200		17,200	-14.85%
9		-		26,200		26,200	Insurance Benefits		27,400		27,400		27,400	4.58%
10		-		100		100	Workers Compensation		100		100		100	0.00%
11	\$	-	\$	184,800	\$	184,800	TOTAL PERSONNEL SERVICES	\$	183,000	\$	183,000	\$	183,000	-0.97%

- Notes:
- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
 - ⁶ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
 - ⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - ⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - ⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - 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. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

ASSISTANT TO THE CITY MANAGER'S OFFICE - INFORMATION SYSTEMS

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
12					MATERIALS & SERVICES				
13	\$ -	\$ -	\$ 6,900	\$ 3,600	Travel & Training	\$ 1,500	\$ 1,500	\$ 1,500	-78.26%
14	-	-	1,300	100	Contractual Services	100	100	100	-92.31%
15	-	-	13,400	28,400	Telephone	28,400	28,400	28,400	111.94%
16	-	-	120,700	90,000	Computer Software & Maintenance	100,700	100,700	100,700	-16.57%
17	-	-	9,100	13,900	Office Equipment Maintenance	13,900	13,900	13,900	52.75%
18	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 151,400</u>	<u>\$ 136,000</u>	TOTAL MATERIALS & SERVICES	<u>\$ 144,600</u>	<u>\$ 144,600</u>	<u>\$ 144,600</u>	<u>-4.49%</u>
19					CAPITAL OUTLAY				
20									
21	-	-	56,700	27,000	Computer Hardware	29,600	29,600	29,600	-47.80%
22	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,700</u>	<u>\$ 27,000</u>	TOTAL CAPITAL OUTLAY	<u>\$ 29,600</u>	<u>\$ 29,600</u>	<u>\$ 29,600</u>	<u>-47.80%</u>
23									
24	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 392,900</u>	<u>\$ 347,800</u>	TOTAL REQUIREMENTS	<u>\$ 357,200</u>	<u>\$ 357,200</u>	<u>\$ 357,200</u>	<u>-9.09%</u>

Notes:

¹⁶ FY10-11 costs are primarily for maintenance of the City's existing software license agreements.

²⁷ FY10-11 costs include replacement of the e-mail server and related expense.

SUMMARY OF ASSISTANT TO THE CITY MANAGER'S OFFICE ALLOCATED BY FUND

General Fund	\$ 220,400	\$ 220,400	\$ 220,400
Street Fund	12,100	12,100	12,100
Housing Rehabilitation Loan Fund	4,600	4,600	4,600
Energy Efficiency Loan Fund	5,100	5,100	5,100
PEG	500	500	500
Sewer Fund	16,700	16,700	16,700
Water Fund	54,200	54,200	54,200
SLD Fund	2,500	2,500	2,500
Storm Water	28,000	28,000	28,000
Urban Renewal	13,100	13,100	13,100
TOTAL EXPENDITURES BY FUND	<u>\$ 357,200</u>	<u>\$ 357,200</u>	<u>\$ 357,200</u>

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 real estate transactions with the developer and other property owners in Keizer Station
- Assisted in multiple land use matters in connection with the Keizer Station project
- Assisted staff regarding Master Plan process

Keizer Rapids Park

- Negotiated and represented City regarding real estate transactions
- Reviewed and advised regarding multiple title issues; reviewed title documents, easements and deeds
- Advised regarding land use issues on Keizer Rapids Park
- Reviewed and advised regarding funding alternatives

General Land Use Counsel

- Advised/assisted with text amendments, such as transit station, cell tower regulations, flood plain regulations, and public works standards
- 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
- Advised staff regarding water well issues, street vacations, and development of new well sites
- Reviewed and advised regarding public records/public meetings questions
- Assisted with system development charge development and process

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

INTERNAL SERVICES FUND

CITY ATTORNEY'S OFFICE

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

<i>PERSONNEL SERVICES</i>																
5	\$	-	\$	-	\$	112,300	\$	112,300	Attorney	\$	113,900	\$	113,900	\$	113,900	1.42%
6		-		-		45,300		45,300	Administrative Support		46,000		46,000		46,000	1.55%
7		-		-		900		300	Cell Phone Stipend		1,100		1,100		1,100	22.22%
8		-		-		1,000		-	Overtime		-		-		-	-100.00%
9		-		-		2,500		2,500	Medicare		2,500		2,500		2,500	0.00%
10		-		-		23,600		23,600	Retirement		20,400		20,400		20,400	-13.56%
11		-		-		26,200		26,200	Insurance Benefits		27,400		27,400		27,400	4.58%
12		-		-		200		200	Workers Compensation		200		200		200	0.00%
13	\$	-	\$	-	\$	212,000	\$	210,400	TOTAL PERSONNEL SERVICES	\$	211,500	\$	211,500	\$	211,500	-0.24%

- Notes:
- ⁵ Increases in wages reflect contractual agreements between the City and both the City Attorney and Legal Assistant entered into prior to FY09-10 providing a step increase after initial 6 months as City employees. Step increases were given in December 2009 and are fully reflected in FY10-11.
 - ⁷ Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
 - ⁹ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - ¹⁰ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - ¹¹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - ¹² Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

CITY ATTORNEY'S OFFICE

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
14					MATERIALS & SERVICES				
15	\$ -	\$ -	\$ 900	\$ 400	Postage & Printing	\$ 200	\$ 200	\$ 200	-77.78%
16	-	-	9,300	4,200	Travel & Training	6,300	6,300	6,300	-32.26%
17	-	-	9,000	2,800	Legal Services Contracts	4,500	4,500	4,500	-50.00%
18	-	-	4,000	700	Contractual Services	500	500	500	-87.50%
19	-	-	3,700	2,000	Law Library Maintenance	1,000	1,000	1,000	-72.97%
20	\$ -	\$ -	\$ 26,900	\$ 10,100	TOTAL MATERIALS & SERVICES	\$ 12,500	\$ 12,500	\$ 12,500	-53.53%
21									
22	\$ -	\$ -	\$ 238,900	\$ 220,500	TOTAL REQUIREMENTS	\$ 224,000	\$ 224,000	\$ 224,000	-6.24%

Notes:

Effective June 2009, the City Attorney's office will no longer be a contracted service and staff will move in-house. A four-year comparison of costs is as follows:

FY04-05	Actual	\$ 268,890
FY05-06	Actual	\$ 214,653
FY06-07	Actual	\$ 198,169
FY07-08	Actual	\$ 222,110

¹⁷ Legal Services Contracts include outside legal assistance (not including Bond Counsel).
¹⁸ Contractual services costs include outside law clerk assistance and temporary legal assistance in the absences of the City's in-house staff.

SUMMARY OF ATTORNEY'S OFFICE ALLOCATED BY FUND

General Fund	\$ 126,800	\$ 126,800	\$ 126,800
Street Fund	22,800	22,800	22,800
Community Center Fund	900	900	900
Keizer Station LID Fund	2,200	2,200	2,200
PEG	1,300	1,300	1,300
9-1-1 Fund	200	200	200
Sewer Fund	5,800	5,800	5,800
Water Fund	13,500	13,500	13,500
SLD Fund	700	700	700
Storm Water	3,400	3,400	3,400
Urban Renewal	46,400	46,400	46,400
TOTAL EXPENDITURES BY FUND	\$ 224,000	\$ 224,000	\$ 224,000

CITY RECORDER'S DEPARTMENT

The **City Recorder** provides administrative support to the City Council, serves as Election Officer, Risk Manager, and Volunteer Coordinator. 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 the city newsletter, special event permits, liquor license applications, and street lighting districts. 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 Records Management program and assists the City Recorder in preparation of minutes for the City Council, Urban Renewal Agency and Budget Committee. The Deputy City Recorder does the layout for the City's newsletter and coordinates the City's web site – www.keizer.org.

Accomplishments

In our continued effort to provide information to the citizens of Keizer, we continued production of *The Keizer Quarterly* newsletter. The newsletter featured information on the Citizen Survey results, Volunteer Recognition, a "Know the Code" section and helpful tips to utilize the information on

the City's website. The City's webpage information continues to be updated and expanded. We will continue to utilize technological advances to keep the citizens of Keizer informed of their government action. We moved into the new Civic Center in March 2009 and have completed consolidation and organization of all City records. We continue to build our electronic records management system, adding in various documents as time permits. In the last year, we have contributed our time and energy to several community events, such as the grand opening of the Keizer Civic Center, T.D. Keizer Statue unveiling, and the Civic Center Building Dedication. In addition, we have recruited for several volunteer positions, provided volunteer training, and volunteer recognition. Volunteers are the backbone of our City and we strive to recognize their dedication and commitment to the City.

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 information they need to carry forth the goals and objectives of the City. We will continue to expand our electronic records database and oversee the November general election for the City of Keizer. We look forward to serving all of you in 2010-2011.

INTERNAL SERVICES FUND

CITY RECORDER'S DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

1											
2											
3											
4	\$	-	\$	-	\$	72,800	\$	72,800	\$	72,800	0.00%
5		-		-		45,600		45,600		45,600	0.00%
6		-		-		1,000		-		-	-100.00%
7		-		-		1,900		1,900		1,900	0.00%
8		-		-		17,700		18,000		18,000	1.69%
9		-		-		26,200		27,400		27,400	4.58%
10		-		-		100		100		100	0.00%
11	\$	-	\$	-	\$	165,300	\$	165,800	\$	165,800	0.30%
12											
13											
14	\$	-	\$	-	\$	9,200	\$	4,800	\$	4,800	-47.83%
15		-		-		2,200		-		-	-100.00%
16	\$	-	\$	-	\$	11,400	\$	4,800	\$	4,800	-57.89%
17											
18	\$	-	\$	-	\$	176,700	\$	170,600	\$	170,600	-3.45%

Notes:

- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- ⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- 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. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.
- ¹⁵ Contractual service costs include meeting attendance and transcription services in the absence of in-house staff. Funding is not available in FY10-11 for this service.

INTERNAL SERVICES FUND

CITY RECORDER'S DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF CITY RECORDER'S OFFICE ALLOCATED BY FUND

General Fund	\$ 113,900	\$ 113,900	\$ 113,900
Street Fund	12,200	12,200	12,200
Sewer Fund	4,100	4,100	4,100
Water Fund	4,100	4,100	4,100
SLD Fund	7,100	7,100	7,100
Storm Water	1,700	1,700	1,700
Urban Renewal	27,500	27,500	27,500
TOTAL EXPENDITURES BY FUND	\$ 170,600	\$ 170,600	\$ 170,600

HUMAN RESOURCES

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 customer's 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*

HR Accomplishments

- *Completed 5 recruitments resulting in 4 new regular status hires, and 4 seasonal hires.*
- *Processed 4 terminations/resignations.*
- *Completed 6 classification reviews and began 6 additional reviews, established 1 new position/classification (Parks Supervisor)*
- *Participated in national salary survey, researched comp city salary survey practices and participated in Public Sector Labor Law Forum on comp practices.*
- *Redesigned COBRA & FMLA/OFLA notices and processes to reflect legislative changes.*
- *Implemented Retirement Health Savings program as bargained by KPA and the City.*
- *Negotiated minimal medical benefit rate increases and Conducted Open Enrollment for employees' Health and Retirement benefits.*
- *Responded to multiple public records requests.*
- *Conducted annual hearing tests and partnered with Keizer Police Department (KPD) to deliver annual CPR/AED training.*
- *Provided ongoing information and resources to address H1N1 and partnered with Keizer Fire to hold a vaccine clinic for qualifying public safety employees.*
- *Developed rules, waivers and documentation to support in-house fitness center.*

HR Accomplishments Continued

- *Partnered with City Recorder to update Volunteer Waiver form and tracking process.*
- *Partnered with Chief of Police to establish the Keizer Police Department (KPD) Equal Employment Opportunity Plan (EEOP).*
- *Partnered with Personnel Policy Committee (PPC) and City Attorney to update PPC Resolution and established and held first two quarterly HR statistics meetings.*
- *Partnered with Department Director Team, labor attorney and City Council to finalize and approve the new Personnel Policy Manual for the City of Keizer.*
- *Updated City Internal Emergency Operating Procedures (IEOP).*
- *Processed 4 Worker's Comp Claims.*
- *Implemented new protocols for personnel, medical and general files by auditing prior file information and placing in new color-coded categorized filing system.*
- *Earned Grand Prize for City Display at Marion County Fair and designed/decorated Civic Center for TDK Event.*
- *Earned professional HR Certification for 2nd member of HR Department.*

HR Goals

During the coming fiscal year, Human Resources will:

- *Review and update the Performance Management program, simplifying the process wherever possible while ensuring effective tools for management & employee communication and development.*
- *Fully implement previously purchased HRIS system to provide the capacity to pull reports and track data.*
- *Develop and present new policy/procedure training.*
- *Develop position-specific intranet information, communication and training tools.*
- *Continue to develop the HR Department web page to reduce time spent responding to information requests and promote the City as a great employer.*
- *Continue to enhance employee access to information and tools to support ongoing development and ensure transparency in HR practice wherever possible.*
- *Explore capacity and opportunities to provide free on-line training opportunities.*
- *Continue to audit internal documentation processes and controls to ensure practices support policy and organization goals.*
- *Continue work on documentation protocols including transition away from paper files to electronic records wherever possible.*
- *Utilize creative abilities to support City promotional events such as the Iris Festival and the Marion County Fair without expending City funds.*

INTERNAL SERVICES FUND

HUMAN RESOURCES DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10	RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS

PERSONNEL SERVICES

4	\$	-	\$	-	\$	50,300	\$	50,300	Administrative Support	\$	50,300	\$	50,300	\$	50,300	0.00%
5		-		-		92,000		92,000	Human Resources Director		92,000		92,000		92,000	0.00%
6		-		-		1,100		-	Overtime		-		-		-	-100.00%
7		-		-		900		900	Cell Phone Stipend		1,100		1,100		1,100	22.22%
8		-		-		2,300		2,300	Medicare		2,200		2,200		2,200	-4.35%
9		-		-		26,000		26,000	Retirement		24,200		24,200		24,200	-6.92%
10		-		-		26,200		26,200	Insurance Benefits		27,400		27,400		27,400	4.58%
11		-		-		100		100	Workers Compensation		100		100		100	0.00%
12	\$	-	\$	-	\$	198,900	\$	197,800	TOTAL PERSONNEL SERVICES	\$	197,300	\$	197,300	\$	197,300	-0.80%

Notes:

- ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
- ⁷ 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.
- ⁸ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- ⁹ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- ¹⁰ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- ¹¹ Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

HUMAN RESOURCES DEPARTMENT

	ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10		RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
13					MATERIALS & SERVICES				
14	\$ -	\$ -	\$ 4,200	\$ 3,000	Safety & Wellness	\$ 2,900	\$ 2,900	\$ 2,900	-30.95%
15	-	-	10,300	4,800	Travel & Training	2,000	2,000	2,000	-80.58%
16	-	-	16,000	10,000	Labor Attorney -- City-wide	10,000	10,000	10,000	-37.50%
17	-	-	4,100	4,100	Contractual Services	4,100	4,100	4,100	0.00%
18	\$ -	\$ -	\$ 34,600	\$ 21,900	TOTAL MATERIALS & SERVICES	\$ 19,000	\$ 19,000	\$ 19,000	-45.09%
19									
20	\$ -	\$ -	\$ 233,500	\$ 219,700	TOTAL REQUIREMENTS	\$ 216,300	\$ 216,300	\$ 216,300	-7.37%

Notes:

- 14 Safety & Wellness costs include first aid station, hearing tests, and CPR/AED Training only.
- 17 Contractual services include the Employee Assistance Program for \$2400 and Flexible Spending Account administration for \$1700. Funds for a Salary Survey RFP estimated at \$18K are not included. It must be determined that the City will utilize internal resources, or postpone the survey until future years.

SUMMARY OF HUMAN RESOURCE DEPARTMENT ALLOCATED BY FUND

General Fund	\$ 142,000	\$ 142,000	\$ 142,000
Street Fund	7,900	7,900	7,900
Sewer Fund	7,700	7,700	7,700
Water Fund	35,900	35,900	35,900
SLD Fund	1,200	1,200	1,200
Storm Water	15,100	15,100	15,100
Urban Renewal	6,500	6,500	6,500
TOTAL EXPENDITURES BY FUND	\$ 216,300	\$ 216,300	\$ 216,300

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 2009-10 the Finance Department:

- Issued the fiscal 2008-09 Comprehensive Annual Financial Report, which received an unqualified audit opinion by the City's external auditors. In addition, the City received the Certificate of Achievement for Excellence in Financial Reporting, a nationally recognized honor, for the tenth consecutive year.
- Issued the fiscal 2010-11 Council Adopted Budget document.
- Implemented Government Accounting Standards Board's Statement No. 45 - Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions.

- Reviewed the City's third party financial service providers and implemented changes as deemed necessary.
- Worked together with the Human Resources Department to transition retirement contributions for employees in 401(a) plans to PERS.
- Implemented the provisions outlined in two collective bargaining agreements that the City is party to.
- Recruited, hired and trained the new Assistant Controller to ensure adequate back up exists for critical functions in the absence of the Finance Director.
- Initiated and researched the Identity Theft and Red Flag Program for the City of Keizer to ensure compliance with federal mandates.
- Implemented a Community Center scheduling process
- Revised the General Fund long-range planning model.
- Assisted with the initial phases of the proposed power plant feasibility study.

Future Goals

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

- Research integrating the utility billing system and the general ledger.
- Research automating the cash application process in the utility billing system.
- Research electronic utility invoice presentment and payment options.
- Implement Government Accounting Standards Board's Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions.

- Facilitate the development and implementation of a sustainable General Fund revenues and services plan.
- Continue to assist with the proposed power plant feasibility study.
- Document and refine as needed, existing financial and investment policies.

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

INTERNAL SERVICES FUND

FINANCE DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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REQUIREMENTS																
<i>PERSONNEL SERVICES</i>																
4	\$	-	\$	-	\$	149,800	\$	152,800	Administrative Support	\$	156,200	\$	156,200	\$	156,200	4.27%
5		-		-		102,400		102,400	Finance Director		102,400		102,400		102,400	0.00%
6		-		-		3,000		-	Overtime		-		-		-	-100.00%
7		-		-		3,900		3,900	Medicare		4,000		4,000		4,000	2.56%
8		-		-		41,100		41,100	Retirement		38,200		38,200		38,200	-7.06%
9		-		-		52,400		52,400	Insurance Benefits		54,800		54,800		54,800	4.58%
10		-		-		200		200	Workers Compensation		200		200		200	0.00%
11	\$	-	\$	-	\$	352,800	\$	352,800	TOTAL PERSONNEL SERVICES	\$	355,800	\$	355,800	\$	355,800	0.85%
<i>MATERIALS & SERVICES</i>																
14	\$	-	\$	-	\$	9,400	\$	3,300	Travel & Training	\$	3,300	\$	3,300	\$	3,300	-64.89%
15		-		-		28,400		26,700	Audit Fees		26,700		26,700		26,700	-5.99%
16	\$	-	\$	-	\$	37,800	\$	30,000	TOTAL MATERIALS & SERVICES	\$	30,000	\$	30,000	\$	30,000	-20.63%
18	\$	-	\$	-	\$	390,600	\$	382,800	TOTAL REQUIREMENTS	\$	385,800	\$	385,800	\$	385,800	-1.23%

- Notes:
- ¹ Department costs exclude Municipal Court and Utility Billing which are located in the General Fund and the Water, Sewer and Storm Water Funds respectively.
 - ³ Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
 - ⁴ Administrative support wages increase represent a step increase mid-year in FY09-10 for a newly hired employee after successfully completing probation in December 2009, consistent with compensation policy.
 - ⁷ Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - ⁸ The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - ⁹ The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - 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. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

INTERNAL SERVICES FUND

FINANCE DEPARTMENT

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF FINANCE DEPARTMENT ALLOCATED BY FUND

General Fund	\$	106,700	\$	106,700	\$	106,700
Street Fund		23,400		23,400		23,400
Sewer Fund		80,200		80,200		80,200
Water Fund		77,000		77,000		77,000
SLD Fund		18,600		18,600		18,600
Storm Water		11,800		11,800		11,800
Urban Renewal		68,100		68,100		68,100
TOTAL EXPENDITURES BY FUND	\$	385,800	\$	385,800	\$	385,800

CIVIC CENTER FACILITIES

The Civic Center Facility Fund accounts for operations and maintenance of the new Civic Center. City staff moved to the new facility in March 2009. The City plans to establish facility replacement reserves in fiscal year 2012-2013, when additional property tax revenues are anticipated from the dissolution of the North River Road Urban Renewal District.

INTERNAL SERVICES FUND
CIVIC CENTER FACILITIES

ACTUAL 2007-08		ACTUAL 2008-09		AMENDED 2009-10		PROJECTED 2009-10		RECOMMENDED 2010-11		APPROVED 2010-11		ADOPTED 2010-11		PERCENT INC (DEC) AMENDED	
REQUIREMENTS															
PERSONNEL SERVICES															
1															
2	\$	-	\$	-	\$	4,300	\$	4,300	\$	4,300	\$	4,300	\$	4,300	0.00%
3		-		-		43,400		43,400		43,400		43,400		43,400	0.00%
4		-		-		300		300		400		400		400	33.33%
5		-		-		800		800		800		800		800	0.00%
6		-		-		7,100		7,100		6,100		6,100		6,100	-14.08%
7		-		-		13,800		13,800		14,400		14,400		14,400	4.35%
8		-		-		700		700		600		600		600	-14.29%
9	\$	-	\$	-	\$	70,400	\$	70,400	\$	70,000	\$	70,000	\$	70,000	-0.57%
10															
11	MATERIALS & SERVICES														
12	\$	-	\$	-	\$	1,000	\$	-	\$	-	\$	-	\$	-	-100.00%
13		-		-		76,600		51,700		35,700		35,700		35,700	-53.39%
14		-		-		74,000		95,100		95,000		95,000		95,000	28.38%
15		-		-		-		700		100		100		100	
16		-		-		6,800		6,200		6,800		6,800		6,800	0.00%
17		-		-		-		-		-		1,000		1,000	
18		-		-		-		6,800		6,800		6,800		6,800	
19	\$	-	\$	-	\$	158,400	\$	160,500	\$	144,400	\$	145,400	\$	145,400	-8.21%
20															
21	CAPITAL OUTLAY														
22		-		-		-		-		10,000		-		-	
23															
24	\$	-	\$	-	\$	228,800	\$	230,900	\$	224,400	\$	215,400	\$	215,400	-5.86%

- Notes:
- 1 Five-year comparative salary and fringe benefit information is in the Supplemental Information section of the budget document.
 - 5 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
 - 6 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
 - 7 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
 - 8 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.
 - 13 Costs are for janitorial service once per week for all of Civic Center facilities. Costs do not include any additional cleaning costs (e.g. carpets, windows, etc).
 - 22 Improvements are for disability access buttons to be installed at the civic center.

INTERNAL SERVICES FUND

CIVIC CENTER FACILITIES

ACTUAL 2007-08	ACTUAL 2008-09	AMENDED 2009-10	PROJECTED 2009-10
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RECOMMENDED 2010-11	APPROVED 2010-11	ADOPTED 2010-11	PERCENT INC (DEC) AMENDED
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SUMMARY OF FACILITY MAINTENANCE ALLOCATED BY FUND

General Fund	\$ 147,400	\$ 141,500	\$ 141,500
Street Fund	8,200	7,900	7,900
Sewer Fund	8,000	7,700	7,700
Water Fund	37,200	35,700	35,700
SLD Fund	1,300	1,200	1,200
Storm Water	15,500	14,900	14,900
Urban Renewal	6,600	6,400	6,400
Rounding	200	100	100
TOTAL EXPENDITURES BY FUND	\$ 224,400	\$ 215,400	\$ 215,400

GENERAL FUND LONG RANGE FINANCIAL PLAN
CITY MANAGER RECOMMENDED REVENUE AND EXPENSE PROJECTIONS

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

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
1 Increase Population			0.25%	0.25%	0.25%	0.25%
2 Increase Property Valuation			3.00%	3.00%	3.00%	3.00%
3						
4 <i>REVENUES:</i>						
5						
6 Property Taxes:	\$ 3,440,000	\$ 3,540,000	\$ 3,650,000	\$ 3,760,000	\$ 3,870,000	\$ 3,990,000
7 Taxes from Urban Renewal District	-	-	-	630,000	650,000	670,000
8						
9 Licenses & Fees:	2,440,000	2,640,000	2,650,000	2,660,000	2,670,000	2,680,000
10 Water Franchise Fee from 5% to 7%			50,000	50,100	50,200	50,300
11 Electric Franchise Fee from 5% to 7%			400,000	401,000	402,000	403,000
12 Cell Phone Tax			600,000	618,000	636,500	655,600
13						
14 Intergovernmental:	700,000	680,000	682,000	684,000	686,000	688,000
15 Community Development Grant	140,000					
16						
17 Fines & Forfeits:	720,000	530,000	531,000	532,000	533,000	534,000
18 Civil Forfeiture Reserves		180,000				
19						
20 Miscellaneous:	210,000	150,000	150,400	150,800	151,200	151,600
21						
22 TOTAL RESOURCES	\$ 7,650,000	\$ 7,720,000	\$ 8,713,400	\$ 9,485,900	\$ 9,648,900	\$ 9,822,500

GENERAL FUND LONG RANGE FINANCIAL PLAN
CITY MANAGER RECOMMENDED REVENUE AND EXPENSE PROJECTIONS

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

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
23 Personnel Services Increase (3% CPI-W less 2% attrition)			1.00%	1.00%	1.00%	1.00%
24 Medical Insurance Premium Increase			11.2%	11.2%	11.2%	11.2%
25 Materials & Services; Capital Outlay Increase			0.50%	0.50%	0.50%	0.50%
26						
27 <i>EXPENDITURES:</i>						
28						
29 Personnel Services						
30 Wages & Benefits	\$ 5,400,000	\$ 5,444,000	\$ 5,500,000	\$ 5,560,000	\$ 5,620,000	\$ 5,680,000
31 Fill Police Officer Position Frozen in FY09-10			81,400	82,200	83,000	83,800
32 Health insurance premium increases			80,000	160,000	320,000	640,000
33 Retirement Rate Increases			120,000	121,000	122,000	123,000
34						
35 Materials & Services	1,970,000	1,870,000	1,880,000	1,890,000	1,900,000	1,910,000
36 Reinstate Materials & Services Cuts			280,000	281,400	282,800	284,200
37 Overhead costs from Urban Renewal District				270,000	271,000	272,000
38 Community Development Grant Expense	140,000					
39						
40 Capital Outlay						
41 Park Improvements	70,000	-	50,000	50,300	50,600	50,900
42						
43 Transfers Out						
44 Transfer to 9-1-1 Fund	250,000	260,000	261,000	262,000	263,000	264,000
45 Transfer to Revenue Sharing Fund	9,000					
46						
47 TOTAL EXPENDITURES	\$ 7,839,000	\$ 7,574,000	\$ 8,252,400	\$ 8,676,900	\$ 8,912,400	\$ 9,307,900
48						
49 Contingency	-	70,000	70,400	70,800	71,200	71,600
50 Reserve for Insurance Liability			80,000	-	-	-
51 Reserve for Facility Replacement				50,000	50,000	50,000
52						
53 EXPENDITURES & RESERVES (OVER)/UNDER REVENUES	\$ (189,000)	\$ 76,000	\$ 310,600	\$ 688,200	\$ 615,300	\$ 393,000

City of Keizer

GENERAL FUND LONG-RANGE FINANCIAL PLAN

Purpose and Goals: Each year the Budget Committee reviews a Long-Range Financial Plan for the City's General Fund. The primary goal of the Plan is to provide the City Council and the Budget Committee with reasonable information to help guide policy decisions that impact the City's programs and services over an extended period of time. The Long-Range Financial Plan also provides the City Council and the Budget Committee the opportunity to give policy direction at the outset of the budget process. In addition, the long-range financial plan encourages citizens to participate at the beginning of the annual budget process so that they are able to discuss the important financial issues facing the City and offer recommendations on programs they would like to see increased, reduced, modified, added or eliminated.

The FY09-10 and FY10-11 projections are based on detailed research and analysis. Future years are based on broad assumptions and not intended to represent a multi-year budget.

Background: On May 20, 1997, voters approved Ballot Measure 50, which overturned Oregon's Tax Base System and, like all Oregon cities, Keizer was given a permanent tax rate, replacing the existing tax base. Unlike most other Oregon cities, however, property tax revenues were sustained not reduced. Ballot Measure 50 also capped

future increases at 3% of assessed value (limited to the real market value) plus new construction. The tax rate is a permanent rate; \$2.0838 per \$1,000 assessed value, and cannot be increased under current Oregon law.

Properties with assessed value greater than the real market value will not increase 3% because assessed value cannot exceed real market value. The FY09-10 total assessed value for the City of Keizer's tax base is approximately two-thirds the real market value according to Marion County records.

Property tax revenues are the General Fund's single most important resource and support operating programs such as Police, Municipal Court, Parks, Community Development and Administration. The City's property tax revenues represent approximately 47% of General Fund revenues. The remaining 53% of General Fund revenues include Franchise Licenses & Fees, Fines, and Intergovernmental revenues.

Changes in Services: Staffing levels were reduced in FY09-10. The Adopted Budget anticipated federal funds would be received to support police officer positions. Unfortunately, the City was not granted these funds and the number of sworn officer positions was reduced from 41 in FY08-09 to 40 in FY09-10.

The plan assumes that no new services are added in future years. Consequently, as growth occurs, existing resources will be stretched to a larger population, which will diminish the overall level of services to Keizer citizens.

Forecast Assumptions

Several key assumptions were used in developing the Long-Range Financial Plan.

Growth.

In recent years, Keizer has experienced approximately one-percent growth from new construction. Growth from new construction is expected to slow down as the City builds out to its existing urban growth boundary. This constraint in new construction will limit the increase in property tax revenues to the 3% increase in assessed value plus any redevelopment of existing housing, commercial or industrial property.

Property Taxes (line 6). Property tax revenues are expected to increase 3% for the increase in assessed value. Beginning in FY11-12 no new growth is anticipated. Beginning with FY12-13, additional tax revenues **(line 7)** will come into the City coffers because the Urban Renewal District will no longer be eligible to receive tax revenues under its current plan.

Licenses & Fees (line 9). Licenses & Fees are projected to increase based on population increases. Historically, Licenses & Fees have shown sporadic increases because of

significant rate increases. Utility rates changes are unpredictable in the long-term; therefore, no changes are factored into the Plan.

Beginning in FY10-11, the Plan includes revenue from a 7% license fee on the City's Storm Water utility. Currently, this is the only utility operating in the City of Keizer that does not pay a franchise or license fee. The Plan also projects an increase in the Sewer license fee from 5% to 7%.

To address the General Fund's long-term sustainability issues, measures have been incorporated to support the rising cost of sustaining basic services. Beginning in FY11-12, the Plan projects an increase in the Water license fee from 5% to 7% **(line 10)**, an increase in electric franchise tax from 5% to 7% **(line 11)**, and implementation of a new cell phone tax **(line 12)**.

The cell phone tax is planned to offset the increasing cost for the City to participate in 911 dispatch and telecommunications services. Costs include purchasing and maintaining the equipment necessary to be efficiently dispatched to an emergency when callers use their cell phones to request service, and the price of the cellular services necessary for the officers to communicate with one another and other public safety entities in the region. This annual cost is approximately \$600K per year. The City currently receives an apportionment from the State via the \$.75/line 911 tax on telephone bills; however, this revenue covers approximately \$110K of the cost. Land line

phones are charged a 5% franchise fee in addition to the 911 tax which helps maintain the City rights-of-way that they utilize to house their equipment and to defray some of those public safety operational costs, which make up over 75% of the General Fund (property tax supported) expenses. Wireless phone companies do not currently pay a fee comparable to a franchise and, therefore, do not pay their fair share of these operational expenses.

Intergovernmental (line 14). Revenues include grants and state shared apportionments such as Cigarette and Liquor Taxes. State shared revenues are based on population and are expected to increase as the population increases. Beginning in FY10-11 these revenues are expected to reduce slightly because of one-time FEMA revenues received in FY09-10 and continued reductions in Cigarette tax apportionments. In FY09-10 the City received one-time Community Development Grants **(line 15)**.

Fines and Forfeits (line 17). These revenues are projected to increase as the population increases. In FY10-11, the City has a one-time Civil Forfeiture reserve available for restricted uses in the Police Department's operating fund **(line 18)**.

Miscellaneous (line 20). These revenues consist of small revenue streams including Stadium and Cell Tower Rent, administrative fees on system development charges, and donations. These revenues are projected to increase as the population increases.

Personnel Services (line 29). Personnel services are broken out into three categories; wages & benefits, health insurance increases and retirement increases.

Wages & Benefits (line 30). The Long-Range Plan is based on FY09-10 staffing levels of 63 full-time equivalents paid out of the General Fund (out of 96 FTE citywide). Wages included projected step and cost-of-living increases in compliance with contractual union agreements and assumes wage freezes for all non-represented staff in FY10-11. Beginning with FY11-12, the Plan assumes a cost of living increase based on the Portland, Oregon, Urban Wage Earners and Clerical Workers Index (CPI-W). This index averages 3% per year. Historically, attrition has been approximately 2% of budgeted expenditures. FY10-11 Wages & Benefits include a 14% increase in Health Insurance Premiums as projected by the City's current insurance carrier.

FY11-12 provides for the reinstatement of the police officer position that was left unfilled in FY09-10 **(line 31)**.

Health Insurance premium increases. Medical insurance premiums increases are estimated at 11.2% per year beginning in FY11-12, based on the Department of Labor report for state and local governments as of December 2009 **(line 32)**.

Retirement increases (line 33). Substantially all of the City employees are covered by Oregon's PERS. The employer

contribution rates are actuarially determined and effective for a two-year period. Beginning in FY11-12 retirement costs are anticipated to increase based on the most recent PERS actuarial valuations. Despite these rate increases, the City's costs are much less than they would have been had the City stayed with a private retirement plan for its non-sworn staff. Rate projections are not available for years beginning FY13-14. For those years, rates are projected to increase based on personnel services increases.

Materials & Services (line 35). To compensate for the revenue shortfall in FY09-10, materials & services have been reduced approximately 12% over amounts appropriated in the Adopted Budget. Additional cuts are anticipated in FY10-11. These cuts are reinstated beginning in FY11-12 **(line 36)** and future projections are based on a 0.5% annual increase to recognize potential cost increases.

By the end of FY11-12, the Urban Renewal District is expected to have collected all the tax increment revenue it's entitled to under the Districts' current plan. Overhead expenditures currently paid out of the Urban Renewal District will need to be allocated to the City's operating funds. The General Fund's share is expected to be approximately 67% of the District's Personnel Services and Materials & Services **(line 37)**.

Grant expense includes \$70,000 for a Transportation Growth Management grant and \$70,000 for a Department

of Land Conservation and Development grant in FY09-10 (see Resources section). These are one-time grants **(line 38)**.

Capital Outlay (line 40). Capital Outlay is limited to equipment and improvements for the Park's Department. As part of cost reduction measures, no capital outlay expenditures are anticipated for FY10-11.

Beginning in FY10-11 the City anticipates expending \$50K per year on park improvements (plus 0.5% for cost increases). Funds in the Parks Improvement Fund are from system development fees (SDC) and virtually all of these funds have been committed for specific improvements. Furthermore, operating funds will have to fund a much larger portion of the improvements in the future according to the Parks SDC Methodology. In order to complete the improvements provided for in the Parks Master Plan considerable amount of operations funding will be needed.

Transfers out (line 43).

9-1-1 Excise Tax revenues are insufficient to fund this service. General Fund money is needed to subsidize the 9-1-1 Fund each year **(line 44)**.

Funds transferred to Revenue Sharing are for police vehicles and equipment **(line 45)**. State Shared Revenues are expected to cover the cost of police vehicles and

General Fund Long-Range Financial Plan

Continued

equipment beginning with FY10-11; therefore, no general fund dollars are allocated for this purpose.

Contingency (line 49). The contingency has been set aside to cover unforeseen costs that are not anticipated when the budget is adopted. The City typically uses \$50K to \$60K of its general fund contingency each year. The FY10-11 contingency has been set at \$70K because the opportunity to use unexpended expenditure line-items significantly diminishes with over 12% reduction in materials & services and the City has no reserves set aside in FY10-11 for insurance liabilities above the annual premium payments.

Reserve for Insurance Liability (line 50). The City participates in a "Retro Plan" agreement on its liability

insurance premiums. Premium contributions reduced to 65% with a maximum exposure of 117.5%. An \$80,000 reserve has been set up for FY11-12 to cover the City's maximum liability exposure.

Reserve for Facility Replacement (line 51). The City anticipates building reserves for structural replacement and improvements to the civic center facilities when the North River Road Urban Renewal District sunsets.

Total Expenditures & Reserves (over)/under Revenues (line 53). Beginning in FY10-11, the City Manager Recommended long-range plan provides a revenue stream that sustains the cost of providing basic services.

STAFFING HISTORY - FULL TIME EQUIVALENTS

	Actual FY06-07	Actual FY07-08	Actual FY08-09	Actual FY09-10	Budget FY10-11	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	\$8,346 - \$10,891
<i>Total</i>	1.0	1.0	1.0	1.0	1.0	
ASSISTANT TO THE CITY MANAGER						
Assistant to City Manager	0.0	1.0	1.0	1.0	1.0	5,931 - 7,739
Network Administrator	1.0	1.0	1.0	1.0	1.0	4,647 - 6,065
<i>Total</i>	1.0	2.0	2.0	2.0	2.0	
CITY ATTORNEY						
Attorney	0.0	0.0	0.0	1.0	1.0	7,949 - 10,371
Legal Assistant	0.0	0.0	0.0	1.0	1.0	3,304 - 4,311
<i>Total</i>	0.0	0.0	0.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	4,647 - 6,065
* Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	2,997 - 3,909
<i>Total</i>	2.0	2.0	2.0	2.0	2.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	6,228 - 8,533
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,304 - 4,311
<i>Total</i>	2.0	2.0	2.0	2.0	2.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

	Actual FY06-07	Actual FY07-08	Actual FY08-09	Actual FY09-10	Budget FY10-11	Monthly Salary Range (1.0 FTE)
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	6,540 - 8,533
* Assistant Controller	0.0	0.0	0.0	1.0	1.0	5,380 - 7,020
* Accountant	1.0	1.0	1.0	0.0	0.0	N/A
* Accounting Technician	1.0	1.0	1.0	1.0	1.0	2,997 - 3,909
* Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	2,997 - 3,909
* Utility Billing Clerks	3.0	3.0	3.0	3.0	3.0	2,718 - 3,546
Court Clerk I	0.5	1.0	1.0	1.0	1.0	2,588 - 3,377
Court Clerk II	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
* Office Assistant/Receptionist	1.0	1.0	1.0	1.0	1.0	2,465 - 3,217
<i>Total</i>	9.5	10.0	10.0	10.0	10.0	
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	1.0	7,211 - 9,407
Senior Planner	1.0	1.0	1.0	1.0	1.0	4,427 - 5,775
Planner	1.0	1.0	1.0	1.0	1.0	3,824 - 4,989
Code Enforcement/Zoning Technician	1.0	1.0	1.0	1.0	1.0	3,146 - 4,105
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
<i>Total</i>	5.0	5.0	5.0	5.0	5.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

	Actual FY06-07	Actual FY07-08	Actual FY08-09	Actual FY09-10	Budget FY10-11	Monthly Salary Range (1.0 FTE)
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	6,867 - 8,960
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	5,380 - 7,020
Municipal Utility Worker I - Parks	1.0	1.0	1.0	1.0	1.0	2,883 - 3,761
Municipal Utility Worker II - Parks	0.0	1.0	1.0	1.0	1.0	3,028 - 3,949
Municipal Utility Worker I - General	7.0	8.0	8.0	8.0	8.0	3,028 - 3,949
Municipal Utility Worker II - Customer Ser	1.0	1.0	1.0	1.0	1.0	3,179 - 4,146
Municipal Utility Worker II - General	3.0	3.0	3.0	3.0	3.0	3,338 - 4,354
Municipal Utility Worker III - General	1.0	3.0	3.0	3.0	3.0	4,215 - 5,500
Environmental Program Coordinator	0.0	1.0	1.0	1.0	1.0	4,427 - 5,775
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
** Storm Water Technician	0.0	0.0	0.0	0.0	1.0	3,304 - 4,311
** Senior Storm Water Technician	0.0	0.0	0.0	0.0	1.0	3,824 - 4,989
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	2,853 - 3,723
<i>Total</i>	17.0	22.0	22.0	22.0	24.0	

STAFFING HISTORY - FULL TIME EQUIVALENTS

	Actual FY06-07	Actual FY07-08	Actual FY08-09	Actual FY09-10	Budget FY10-11	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	7,211 - 9,407
Captain(s)	2.0	2.0	2.0	1.0	1.0	6,228 - 8,533
Lieutenants	0.0	0.0	0.0	0.0	2.0	5,649 - 7,370
Sergeants	7.0	7.0	7.0	8.0	6.0	5,124 - 6,685
Police Officers	24.0	24.0	24.0	30.0	30.0	4,188 - 5,089
<i>Total Sworn Positions</i>	34.0	34.0	34.0	40.0	40.0	
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	3,304 - 4,311
* Investigative Services Specialist	1.0	1.0	1.0	1.0	1.0	3,210 - 4,188
Community Services Officer	1.0	1.0	1.0	1.0	1.0	3,210 - 4,188
* Property & Evidence Specialist	1.0	1.0	1.0	1.0	1.0	3,058 - 3,988
* Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	2,910 - 3,798
* Police Support Specialists	3.0	3.0	3.0	3.0	3.0	2,640 - 3,444
<i>Total Non-sworn Positions</i>	8.0	8.0	8.0	8.0	8.0	
<i>Total</i>	42.0	42.0	42.0	48.0	48.0	
<i>Grand Total</i>	79.5	86.0	86.0	94.0	96.0	

* Classified as Administrative Support in budget document

** New position - salary range is subject to further classification review

CITY OF KEIZER													
SALARY ALLOCATIONS													
FISCAL YEAR 2010-2011 BUDGET													
	General Fund					Other Funds							
	Admin	Parks	Comm Dev	Police	Muni Court	Street	Sewer	Water	SLD	Storm Water	Urban Renewal	Other	
TITLE	102	106	108	111	115	012	040	042	043	046	050		TOTAL
CITY MANAGER													
City Manager	28.0%					5.0%	1.0%	10.0%	1.0%	5.0%	50.0%		100%
ASSISTANT TO CITY MANAGER													
Assistant to City Manager	59.4%					3.3%	3.2%	15.0%	0.5%	6.3%	2.7%	10.0%	100%
Network Administrator	65.7%					3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%
CITY ATTORNEY*													
Attorney	56.6%					10.2%	2.6%	6.0%		1.5%	20.7%	2.1%	100%
Legal Assistant	56.6%					10.2%	2.6%	6.0%		1.5%	20.7%	2.1%	100%
CITY RECORDER													
City Recorder	70.0%					10.0%	2.0%	2.0%	5.0%	1.0%	10.0%		100%
Deputy City Recorder	32%	10%		20%		3%	3%	3%	3%	1%	25%		100%
HUMAN RESOURCES													
Human Resources Director	65.7%					3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%
Administrative Assistant	65.7%					3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%
FINANCE													
Finance Director	20.0%					5.0%	21.0%	21.0%	5.0%	3.0%	25.0%		100%
Assistant Controller	35.0%					7.0%	20.0%	20.0%	5.0%	3.0%	10.0%		100%
Accounting Technician	35.0%					7.0%	20.0%	20.0%	5.0%	3.0%	10.0%		100%
Utility Billing Technician							48.0%	49.0%		3.0%			100%
Utility Billing Clerks							48.0%	49.0%		3.0%			100%
Court Clerk I					100.0%								100%
Court Clerk II					100.0%								100%
Receptionist/Administrative Assistant	20.0%					5.0%	21.0%	21.0%	5.0%	3.0%	25.0%		100%
*City Attorneys Office is based on billable hours.													

CITY OF KEIZER													
SALARY ALLOCATIONS													
FISCAL YEAR 2010-2011 BUDGET													
	General Fund					Other Funds							
			Comm		Muni					Storm	Urban		
	Admin	Parks	Dev	Police	Court	Street	Sewer	Water	SLD	Water	Renewal	Other	
TITLE	102	106	108	111	115	012	040	042	043	046	050		TOTAL
COMMUNITY DEVELOPMENT													
Community Development Director			58.0%			5.0%		2.0%			35.0%		100%
Senior Planner			90.0%								10.0%		100%
Planner			90.0%								10.0%		100%
Permit Specialist			54.0%				19.0%	20.0%	1.0%	0.0%	6.0%		100%
Code Enforcement/Zoning Technician			85.0%			10.0%				5.0%			100%
POLICE DEPARTMENT													
All Staff				100.0%									100%
PUBLIC WORKS													
Public Works Director		1.0%				44.0%	3.0%	27.0%	5.0%	15.0%	5.0%		100%
Public Works Superintendent	5.0%	4.0%				30.0%	5.0%	41.0%	5.0%	5.0%	5.0%		100%
Permit Specialist						43.0%	12.0%	30.0%	10.0%	5.0%			100%
Facility Maintenance	65.7%					3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		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%											
Municipal Utility Worker II (4)								100.0%					
Municipal Utility Worker III (1)						40.0%				60.0%			100%
Municipal Utility Worker III (1)						25.0%		60.0%		10.0%	5.0%		100%
Municipal Utility Worker III (1)								100.0%					
Environmental Program Manager										100.0%			100%
Storm Water Technician										100.0%			
Senior Storm Water Technician										100.0%			
Municipal Utility Workers (#) = number of staff													

CITY OF KEIZER
CHANGES IN SALARY ALLOCATION
FISCAL YEAR 2010-2011 BUDGET

TITLE	Budgeted FY10-11											Budgeted FY09-10										
	General Fund			Street	Sewer	Water	SLD	Storm Water	Urban Renewal	Other	TOTAL	General Fund			Street	Sewer	Water	SLD	Storm Water	Urban Renewal	Other	TOTAL
	Admin	Parks	CD									Admin	Parks	CD								
ASSISTANT TO CITY MANAGER																						
Assistant to City Manager	59.4%			3.3%	3.2%	15.0%	0.5%	6.3%	2.7%	10.0%	100%	56.0%		10.0%	4.0%	15.0%	1.0%	6.0%	8.0%		100%	
Network Administrator*	65.7%			3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%	69.0%		4.0%	3.0%	15.0%	1.0%	5.0%	3.0%		100%	
CITY ATTORNEY																						
Attorney	56.6%			10.2%	2.6%	6.0%	0.3%	1.5%	20.7%	2.1%	100%	58.7%		11.6%	2.5%	6.3%	0.2%	0.5%	18.6%	1.6%	100%	
Legal Assistant	56.6%			10.2%	2.6%	6.0%	0.3%	1.5%	20.7%	2.1%	98%	58.7%		11.6%	2.5%	6.3%	0.2%	0.5%	18.6%	1.6%	100%	
HUMAN RESOURCES																						
Human Resources Director*	65.7%			3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%	69.0%		4.0%	3.0%	15.0%	1.0%	5.0%	3.0%		100%	
Administrative Assistant*	65.7%			3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%	69.0%		4.0%	3.0%	15.0%	1.0%	5.0%	3.0%		100%	
COMMUNITY DEVELOPMENT																						
Permit Specialist**			54.0%		19.0%	20.0%	1.0%	0.0%	6.0%		100%		85.0%	10.0%				5.0%			100%	
PUBLIC WORKS																						
Public Works Director		1.0%		44.0%	3.0%	27.0%	5.0%	15.0%	5.0%		100%		2.0%	43.0%	3.0%	27.0%	5.0%	15.0%	5.0%		100%	
Public Works Superintendent	5.0%	4.0%		30.0%	5.0%	41.0%	5.0%	5.0%	5.0%		100%	5.0%	5.0%	30.0%	5.0%	40.0%	5.0%	5.0%	5.0%		100%	
Facility Maintenance*	65.7%			3.7%	3.6%	16.6%	0.6%	7.0%	3.0%		100%	69.0%		4.0%	3.0%	15.0%	1.0%	5.0%	3.0%		100%	

* Position is funded based on the weighted average of FTE allocations

** During the first half of FY10-11 the Permit Specialist will be moved to the Utility Billing Department to help cover for a staff shortage.

CITY OF KEIZER
SUMMARY OF FRINGE BENEFITS
FISCAL YEARS 2007 through 2011

LINE ITEM	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11
	ACTUAL	ACTUAL	ACTUAL	BUDGETED	BUDGETED
1 Vehicle Allowance/Tuition Assistance	\$ 9,200	\$ 9,200	\$ 4,200	\$ 4,200	\$ 4,200
2 Cell Phone Stipend/Clothing Allowance	0	0	37,800	46,100	48,100
3 Medicare	74,066	81,313	89,200	93,000	94,000
4 Retirement	1,100,821	1,113,804	1,233,000	1,069,800	1,052,600
5 Insurance Benefits	830,577	906,939	1,103,100	1,266,100	1,312,300
6 Workers Compensation	57,083	50,835	62,200	52,200	53,600
	<u>\$ 2,071,747</u>	<u>\$ 2,162,091</u>	<u>\$ 2,529,500</u>	<u>\$ 2,531,400</u>	<u>\$ 2,564,800</u>

Notes:

- 1 Vehicle Allowance/Tuition Assistance is for the City Manager as established in an employment contract.
- 2 Beginning in FY08-09, the City provides a stipend to support the cost of cellular phone use as a part of official city business. Employees participating in this program purchase personal cell phones and are given a stipend to offset their costs. Clothing allowances have moved from the Materials & Services budget to Personnel Services to ensure compliance with IRS regulations.
- 3 Medicare costs are 1.45% of eligible wages and deferred compensation contributions.
- 4 The City transitioned all previous non-PERS employees from a 401(a) retirement plan to the Oregon PERS retirement fund during FY09-10. A small number of employees elected not to change to PERS due to their individual circumstances. PERS employer contribution rates decrease beginning July 2009 resulting in an overall savings to the City. The new rates will be in effect through June 2011.
- 5 The City budget provides for 95% of insurance premiums to be paid by the City and 5% to be paid by the employee. In FY10-11, the City's health and dental insurance premiums are projected to increase 14% and 10% respectively. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY10-11.
- 6 Workers Compensation costs are based on a percentage of eligible salary by employee class. Class rates are developed using claims experience in those classes. Rates for the City of Keizer classifications are expected to remain consistent with FY09-10.

BUDGET NOTES

ALL FUNDS

It is the City's policy to set the anniversary dates for all financially related decisions at July 1 of each year in its contractual agreements.

GENERAL FUND

Administration

Fines & Forfeits Revenues

Collections - Past Due. The City has a large amount of past due fines and forfeits on record. A few years ago, the Municipal Court office turned all of these receivables over to a collection agency. City has since severed its relationship with this agency and Staff continues to work toward turning accounts over to the City's current collection agency. Oregon state statute allows City's to turn over past due accounts up to twenty years after they become due. This is a change from previous legislation which limited the time period to ten years.

Park Maintenance

Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as provided for by a vote of the Budget Committee.

Police Petty Cash Funds

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.

URBAN RENEWAL DISTRICT

Public Art

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

GLOSSARY OF COMMON BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

GLOSSARY OF COMMON BUDGET TERMS

continued

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

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

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

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

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.

GLOSSARY OF COMMON BUDGET TERMS

continued

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.