

BOARD ADOPTED BUDGET

Fiscal Year 2010-2011



Keizer Urban Renewal District
Marion County, OR

KEIZER URBAN RENEWAL AGENCY

FISCAL YEAR 2010-2011

Lore Christopher
Mayor

Members of the Budget Committee

Board 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 Keizer Urban Renewal Agency's Fiscal Year 2010-2011 Budget Document. This document was prepared to assist you in understanding the Financial Plan and Operation of the Agency. It is the financial tool which enables the Agency to allocate its resources, a policy tool to communicate decisions to the staff and citizens, and a communication tool to express the goals and priorities for the next fiscal year. The staff uses the budget document as an accounting tool to ensure financial integrity and as a management audit tool to measure performance. In summary, this budget document will serve many purposes.

BASIS OF BUDGETING

The budget is prepared on a line-item basis. However, the budget is adopted by object within all funds (e.g. Personnel Services, Materials & Services, Capital Outlay, Debt Service). Generally, the budget is prepared on a modified accrual basis. Revenues are recognized when they become measurable and available, and Expenditures are recognized when they are incurred. While the Agency reserves funds to replace equipment,

depreciation is not shown in the budget, although the full price of equipment and Capital Improvements is and the purchase of Capital Improvements is depreciated in the Annual Financial Report. All appropriations lapse at fiscal year-end to the extent that they have not been expended or lawfully re-budgeted.

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

BUDGET OVERVIEW

Continued

BUDGET PROCESS

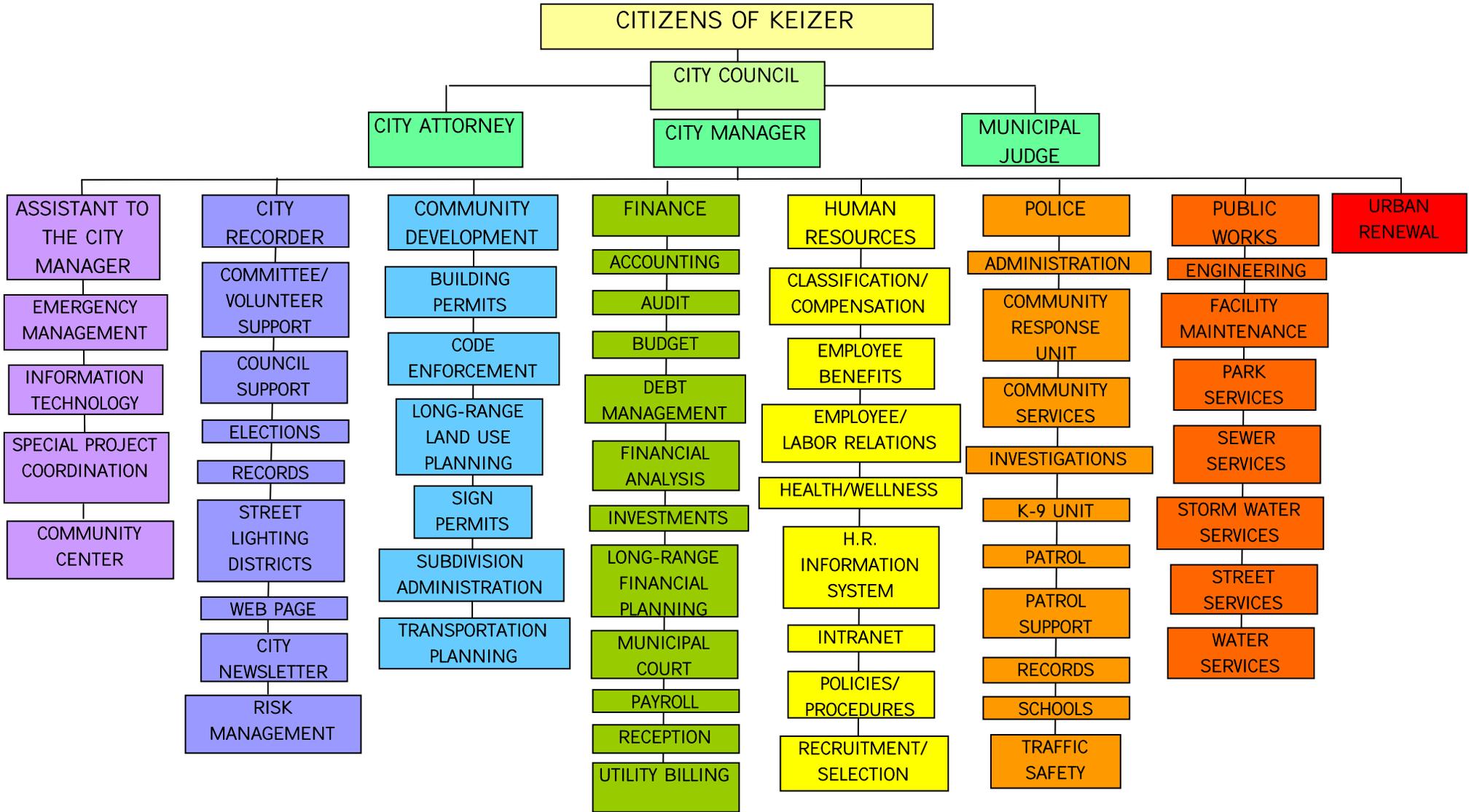
This document was prepared under the guidelines set forth under Oregon's Local Budget Law. This law establishes the standard procedures for preparing, presenting, and administering the budget. It also requires citizen involvement in the preparation and public disclosure before final adoption. Staff works together

with the City Manager to develop the annual City Manager's Recommended Budget taking into consideration the projects specified in the Urban Renewal Plan. Once complete, the document is presented to the Budget Committee for deliberation and approval, as amended.

FISCAL YEAR 2010-2011 BUDGET CALENDAR

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.
Tuesday, May 4 th	Urban Renewal Budget Document distributed to Budget Committee
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
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 21 st – 7:00 p.m.	Alternate public hearing on Urban Renewal Budget (if needed)

ORGANIZATIONAL STRUCTURE



FINANCIAL POLICIES

General

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

Revenue

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

Fund Balance

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

Accounting Policies

- ◆ The City manages the Urban Renewal District and it is the City's policy to establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City is achieving the following objectives:
 - ◆ Effective and efficient operations,
 - ◆ Reliable and accurate financial information,
 - ◆ Compliance with applicable laws and regulations, and safeguarding assets against unauthorized acquisition, use or disposition.
- ◆ The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City. The City's accounting and reporting system shall be designed to reasonably ensure the following:
 - ◆ Effectiveness and efficiency of operations,
 - ◆ Reliability of financial reporting, and
 - ◆ Compliance with applicable laws and regulations.

- ◆ The 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.
- ◆ The City shall annually prepare and publish, by December 31st of each year, an Annual Financial Report in conformity with generally accepted accounting principles for the Keizer Urban Renewal District.
- ◆ In accordance with Oregon State law, the City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the system of internal controls.
- ◆ The 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.

“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!!!!



Keizer Urban Renewal Agency

May 4, 2010

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

I am pleased to submit to you the Manager Recommended Budget for Fiscal 2010-11. This budget will continue to strengthen the overall economic health of the commercial corridors, and enhance the aesthetic appeal and safety within the district.

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

Urban Renewal Districts in the state of Oregon are required to establish a maximum indebtedness which is the total cost to complete all of the projects in the Urban Renewal Plan. Once it reaches its maximum indebtedness the District has theoretically completed its purpose and stops collecting tax increment revenue for new projects. After the outstanding debt has been repaid, the District dissolves.

In November 2005, the City Council passed the sixth amendment to the Keizer Urban Renewal District which increased the maximum indebtedness an additional \$23,500,000 extending the life of the District through Fiscal

2011-12 (estimated). The sixth amendment also removed approximately one-third of the property values from the District boundaries, reducing the Tax increment revenue an estimated \$1.6 million. The two projects provided for in the sixth amendment include (1) a new Civic Center, which was completed in Fiscal 2009-2010 and (2) River Road Renaissance Projects, which will likely take several years to accomplish.

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

Revenues

Tax increment revenues are the primary revenue source for the District. The District is expecting tax increment revenues to increase approximately 4% in fiscal 2010-11 as compared to 2009-10; 3% from increases in assessed value and 1% from new development.

The Agency anticipates receiving \$2,273,000 in sale proceeds for two parcels of land held at Keizer Station Area B.

Expenditures

Personnel Services

Personnel Services related to general administration are now budgeted in the City of Keizer's Internal Services Fund. Personnel Services in the Urban Renewal Project Fund are for program staff including Community Development and Public Works staff.

The Agency anticipates a 2.7% decrease in personnel services in fiscal 2010-11 as compared to fiscal 2009-10. The decrease is primarily attributed to a reassignment of administrative staff to the utility billing department. This decrease is partially offset by a 14% increase in health insurance premiums.

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

The Agency anticipates an 11% increase in Materials & Services in fiscal 2010-11 as compared to fiscal 2009-10. The increase is primarily attributed to contractual service costs associated with land sales at Keizer Station Area B.

Capital Outlay

In May 2010, the Board will consider a minor amendment to purchase property at Keizer Station. This amendment will not increase the District's maximum indebtedness. The District will use funds previously designated for the River Road

Renaissance (RRR) program to fund the purchase of the property and then repay RRR program once the property sells, which could take approximately a year. The Agency anticipates expending approximately \$1.6 million on property acquisitions in fiscal 2010-2011.

Debt Service

The bond principal payment is to pay down on the line-of-credit issued in FY09-10 to finance a portion of the Civic Center. The District expects to receive sufficient Tax increment revenues within the next three years to fully repay this debt.

Summary

I would like to compliment and thank everyone involved in the development of the fiscal 2010-11 Adopted Budget. I appreciate the thoughtfulness that the Chair, Board Members, and Budget Committee take in reviewing this document, the important questions they ask and the requests for details needed to understand and appreciate the Agency services and to provide a document that is easily read by the citizens we serve.

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

Respectfully submitted,

Chris Eppley
City Manager

KEIZER URBAN RENEWAL DISTRICT
2010-2011 Tax Increment Revenue Estimates

Urban Renewal Tax Increment Revenues

Assessed Value inside Keizer's Plan Area

Assessed Value (frozen)

Increment Value

Tax Rate per \$1,000 Increment Value

Adjustments

Division of Tax Revenues

Uncollectables and Discounts

Net Anticipated Tax Collection

2009-10 Actual Revenue	Maximum Assessed	\$3,708,509
\$334,512,651	Value Increase	New Construction
45,328,593	3%	1.2%
\$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

URBAN RENEWAL AGENCY 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
<u>RESOURCES</u>									
1	\$ 3,690,160	\$ 1,602,442	\$ 960,300	\$ 952,700	<i>Working Capital Carryforward</i>	\$ 109,400	\$ 109,400	\$ 109,400	-88.61%
2									
3	-	-	5,400	5,400	Land Sale Proceeds	2,273,000	2,273,000	2,273,000	41992.59%
4									
5	<u>TAXES & ASSESSMENTS</u>								
6	3,290,705	3,700,993	3,941,100	3,953,500	Tax Increment Revenue	4,102,000	4,102,000	4,102,000	4.08%
7	118,773	146,047	133,200	118,900	Prior Year Taxes	118,900	118,900	118,900	-10.74%
8	<u>\$ 3,409,478</u>	<u>\$ 3,847,040</u>	<u>\$ 4,074,300</u>	<u>\$ 4,072,400</u>	TOTAL TAXES & ASSESSMENTS	<u>\$ 4,220,900</u>	<u>\$ 4,220,900</u>	<u>\$ 4,220,900</u>	<u>3.60%</u>
9									
10	<u>DEBT PROCEEDS</u>								
11	6,539,000	11,350,000	625,700	910,000	Loan Proceeds	-	-	-	-100.00%
12	-	-	1,868,800	1,596,500	Bond Proceeds	1,100,000	1,100,000	1,100,000	-41.14%
13	<u>\$ 6,539,000</u>	<u>\$ 11,350,000</u>	<u>\$ 2,494,500</u>	<u>\$ 2,506,500</u>	TOTAL DEBT PROCEEDS	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>	<u>-55.90%</u>
14									
15	193,296	34,593	21,600	7,000	Miscellaneous	7,000	7,000	7,000	-67.59%
16									
17	<u>\$ 13,831,934</u>	<u>\$ 16,834,075</u>	<u>\$ 7,556,100</u>	<u>\$ 7,544,000</u>	TOTAL RESOURCES	<u>\$ 7,710,300</u>	<u>\$ 7,710,300</u>	<u>\$ 7,710,300</u>	<u>2.04%</u>
18									
19	<u>REQUIREMENTS</u>								
20									
21	<u>EXPENDITURES</u>								
22	\$ 273,515	\$ 312,337	\$ 93,900	\$ 93,900	Personnel Services	\$ 91,400	\$ 91,400	\$ 91,400	-2.66%
23	70,757	63,016	280,400	279,200	Materials & Services	310,100	309,900	309,900	10.52%
24	5,345,130	11,869,869	2,261,800	2,261,800	Capital Outlay	2,298,800	2,308,800	2,308,800	2.08%
25	6,540,090	3,600,142	4,781,100	4,769,000	Debt Service	4,227,500	4,227,500	4,227,500	-11.58%
26	-	-	30,200	30,700	Contingency	608,200	598,500	598,500	1881.79%
27	<u>\$ 12,229,492</u>	<u>\$ 15,845,364</u>	<u>\$ 7,447,400</u>	<u>\$ 7,434,600</u>	TOTAL EXPENDITURES	<u>\$ 7,536,000</u>	<u>\$ 7,536,100</u>	<u>\$ 7,536,100</u>	<u>1.19%</u>
28									
29	<u>SPECIAL PAYMENTS</u>								
30	-	35,919	-	-	Reimbursements to City of Keizer	-	-	-	
31									
32	<u>FUND BALANCE</u>								
33	1,602,442	952,792	108,700	109,400	Unrestricted Ending Fund Balance	174,300	174,200	174,200	60.26%
34									
35	<u>\$ 13,831,934</u>	<u>\$ 16,834,075</u>	<u>\$ 7,556,100</u>	<u>\$ 7,544,000</u>	TOTAL REQUIREMENTS	<u>\$ 7,710,300</u>	<u>\$ 7,710,300</u>	<u>\$ 7,710,300</u>	<u>2.04%</u>

DEBT SERVICE FUND

URBAN RENEWAL TAX INCREMENT FUND							
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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	\$ 3,425,117	\$ 439,424	\$ 712,000	\$ 712,000	<i>Beginning Fund Balance</i>	\$ 21,800	\$ 21,800	\$ 21,800	-96.94%
2									
3					<u>TAXES & ASSESSMENTS</u>				
4	3,290,705	3,700,993	3,941,100	3,953,500	Tax Increment Revenue	4,102,000	4,102,000	4,102,000	4.08%
5	118,773	146,047	133,200	118,900	Prior Year Taxes	118,900	118,900	118,900	-10.74%
6	<u>\$ 3,409,478</u>	<u>\$ 3,847,040</u>	<u>\$ 4,074,300</u>	<u>\$ 4,072,400</u>	TOTAL TAXES & ASSESSMENTS	<u>\$ 4,220,900</u>	<u>\$ 4,220,900</u>	<u>\$ 4,220,900</u>	<u>3.60%</u>
7									
8					<u>MISCELLANEOUS</u>				
9	144,919	25,768	16,600	6,400	Interest	6,400	6,400	6,400	-61.45%
10	<u>\$ 6,979,514</u>	<u>\$ 4,312,232</u>	<u>\$ 4,802,900</u>	<u>\$ 4,790,800</u>	TOTAL RESOURCES	<u>\$ 4,249,100</u>	<u>\$ 4,249,100</u>	<u>\$ 4,249,100</u>	<u>-11.53%</u>

REQUIREMENTS

15					<u>DEBT SERVICE</u>				
16	\$ 1,090	\$ 100,142	242,800	\$ 172,500	Interest	\$ 97,500	\$ 97,500	\$ 97,500	-59.84%
17	6,539,000	3,500,000	1,868,800	1,596,500	Loan Payment (Project Fund)	1,100,000	1,100,000	1,100,000	-41.14%
18	-	-	2,669,500	3,000,000	Bond Principal Payment (line of credit)	3,030,000	3,030,000	3,030,000	13.50%
19	<u>\$ 6,540,090</u>	<u>\$ 3,600,142</u>	<u>\$ 4,781,100</u>	<u>\$ 4,769,000</u>	TOTAL DEBT SERVICE	<u>\$ 4,227,500</u>	<u>\$ 4,227,500</u>	<u>\$ 4,227,500</u>	<u>-11.58%</u>
20									
21					<u>FUND BALANCE</u>				
22	439,424	712,090	21,800	21,800	Unrestricted Ending Fund Balance	21,600	21,600	21,600	-0.92%
23									
24	<u>\$ 6,979,514</u>	<u>\$ 4,312,232</u>	<u>\$ 4,802,900</u>	<u>\$ 4,790,800</u>	TOTAL REQUIREMENTS	<u>\$ 4,249,100</u>	<u>\$ 4,249,100</u>	<u>\$ 4,249,100</u>	<u>-11.53%</u>

Notes:

- 4 Tax increment revenues are expected to increase 4% over FY09-10 actual receipts which includes 3% for increases in valuation.
- 16 Interest expense is for the line of credit the Agency has outstanding. Current balance outstanding is \$5.4M; we plan to repay over \$4M of that next year
- 17 Tax Increment Fund moneys are restricted for debt service payments. Typically, each year overnight debt is issued to bring cash into the Project Fund. The debt is paid from the Tax Increment Fund. (see line 14 of Project Fund).
- 18 The bond principal payment is to pay down on the line-of-credit issued in FY08-09 which partially funds capital outlay projects and administrative costs.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT 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	\$ 265,043	\$ 1,163,018	\$ 248,300	\$ 240,700	<i>Working Capital Carryforward</i>	\$ 87,600	\$ 87,600	\$ 87,600	-64.72%
2									
3	-	-	5,400	5,400	Land Sale Proceeds	2,273,000	2,273,000	2,273,000	41992.59%
4									
5					DEBT PROCEEDS				
6	6,539,000	11,350,000	625,700	910,000	Loan Proceeds	-	-	-	-100.00%
7	-	-	1,868,800	1,596,500	Bond Proceeds	1,100,000	1,100,000	1,100,000	-41.14%
8	\$ 6,539,000	\$ 11,350,000	\$ 2,494,500	\$ 2,506,500	TOTAL DEBT PROCEEDS	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	-55.90%
9									
10					MISCELLANEOUS				
11	48,377	7,410	5,000	600	Interest	600	600	600	-88.00%
12	-	1,415	-	-	Donations	-	-	-	
13	\$ 48,377	\$ 8,825	\$ 5,000	\$ 600	TOTAL MISCELLANEOUS	\$ 600	\$ 600	\$ 600	-88.00%
14									
15									
16	\$ 6,852,420	\$ 12,521,843	\$ 2,753,200	\$ 2,753,200	TOTAL RESOURCES	\$ 3,461,200	\$ 3,461,200	\$ 3,461,200	25.72%

3 Proceeds from sale of Area B at Keizer Station; \$503K from RJMEW & \$1.77M from Transit District

6 Line of Credit primarily for Civic Center construction. Agency plans to fully draw on this line by June 30, 2010.

7 Funds come indirectly from tax increment revenues (line 17 of Tax Increment Budget). This revenue is not received until early December 2010, after property tax payments are due. River Road Renaissance projects will be on hold from July through November 2010, pending land sales which could be used for River Road Renaissance projects.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT 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

	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					<i>PERSONNEL SERVICES</i>				
18	\$ 54,625	\$ 59,551	\$ -	\$ -	- City Manager (2)	\$ -	\$ -	\$ -	-
19	2,257	18,072	-	-	- Assistant to City Manager (4)	-	-	-	-
20	15,174	16,071	5,400	5,400	Public Works Director	5,400	5,400	5,400	0.00%
21	3,963	4,197	4,300	4,300	Public Works Superintendent	4,300	4,300	4,300	0.00%
22	7,117	7,252	-	-	- City Recorder (5)	-	-	-	-
23	-	-	3,300	3,300	Municipal Utility Worker	3,300	3,300	3,300	0.00%
24	35,030	38,202	39,600	39,600	Community Development Director	39,600	39,600	39,600	0.00%
25	4,647	5,143	5,400	5,400	Planner	5,400	5,400	5,400	0.00%
26	5,630	6,160	6,400	6,400	Senior Planner	6,400	6,400	6,400	0.00%
27	34,448	35,864	4,500	4,500	Administrative Support Staff	2,700	2,700	2,700	-40.00%
28	1,575	1,716	-	-	- Network Administrator (4)	-	-	-	-
29	3,544	2,519	-	-	- Human Resources Director (6)	-	-	-	-
30	24,086	25,521	-	-	- Finance Director (7)	-	-	-	-
31	3,847	4,194	-	-	- Facility Maintenance Worker (8)	-	-	-	-
32	171	33	400	400	Overtime	-	-	-	-100.00%
33	4,600	4,600	-	-	- Vehicle Allowance/Tuition Assistance (2)	-	-	-	-
34	-	1,568	500	500	Cell Phone Stipend/Clothing Allowance	400	400	400	-20.00%
35	3,067	3,563	1,100	1,100	Medicare	1,100	1,100	1,100	0.00%
36	40,547	45,950	12,300	12,300	Retirement	12,100	12,100	12,100	-1.63%
37	28,579	31,844	10,500	10,500	Insurance Benefits	10,500	10,500	10,500	0.00%
38	608	317	200	200	Workers Compensation	200	200	200	0.00%
39	\$ 273,515	\$ 312,337	\$ 93,900	\$ 93,900	TOTAL PERSONNEL SERVICES	\$ 91,400	\$ 91,400	\$ 91,400	-2.66%

Notes:

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

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

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

27 Beginning FY09-10, Administrative Support Staff includes Community Development staff only. General administrative staff are in the Administrative Services Section of the budget. During the first half of FY10-11 Administrative Support staff will be moved to the Utility Billing Department to help cover for a staff shortage.

37 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.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT 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									
40									
41	\$ 1,769	\$ 2,095	\$ -	\$ -	- Materials & Supplies	\$ -	\$ -	\$ -	-
42	65	59	-	-	- Safety and Wellness (6)	-	-	-	-
43	1,082	1,404	1,600	1,600	Postage & Printing	-	-	-	-100.00%
44	1,580	1,655	500	500	Association Memberships (1)	500	500	500	0.00%
45	6,636	7,251	1,200	1,200	Training & Travel (2)-(8)	300	300	300	-75.00%
46	225	287	-	-	- Board Expenses (1)	-	-	-	-
47	851	1,089	1,100	1,100	Advertising	1,100	1,100	1,100	0.00%
48	30,964	29,879	-	-	- Legal Services (3)	-	-	-	-
49	457	1,275	-	-	- Labor Attorney (6)	-	-	-	-
50	-	-	263,600	262,400	Administrative Services Charges	262,400	262,200	262,200	-0.53%
51	5,031	1,285	9,500	9,500	Contractual Services	35,200	35,200	35,200	270.53%
52	7,540	8,632	-	-	- Audit (7)	-	-	-	-
53	1,240	1,443	-	-	- Janitorial (8)	-	-	-	-
54	815	984	-	-	- Gas & Electricity (8)	-	-	-	-
55	1,476	1,298	-	-	- Telephone (4)	-	-	-	-
56	358	259	-	-	- Liability Insurance (1)	-	-	-	-
57	5,547	2,855	-	-	- Computer Software (4)	-	-	-	-
58	498	433	-	-	- Equipment Maintenance (4)	-	-	-	-
59	430	358	-	-	- Facility Maintenance (8)	-	-	-	-
60	2,284	115	2,500	2,500	Engineering	2,500	2,500	2,500	0.00%
61	11	8	-	-	- Medical Testing	-	-	-	-
62	1,852	352	400	400	Bond Issue Costs - Overnight Debt	8,100	8,100	8,100	1925.00%
63	46	-	-	-	- Miscellaneous	-	-	-	-
64	\$ 70,757	\$ 63,016	\$ 280,400	\$ 279,200	TOTAL MATERIALS & SERVICES	\$ 310,100	\$ 309,900	\$ 309,900	10.52%

Notes:

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

(1) City-wide Administration	\$	7,700	\$	7,700	\$	7,700
(2) City Manager		86,500		86,500		86,500
(3) Assistant to the City Manager		13,100		13,100		13,100
(4) Attorney's Office		46,400		46,400		46,400
(5) City Recorder		27,500		27,500		27,500
(6) Human Resources		6,500		6,500		6,500
(7) Finance		68,100		68,100		68,100
(8) Facility Maintenance		6,600		6,400		6,400
	\$	262,400	\$	262,200	\$	262,200

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

51 Contractual services are costs associated with land sales; \$20,200 for RJMEW sale & \$15,000 for Transit District sale.

CAPITAL PROJECTS FUND

URBAN RENEWAL PROJECT 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
65					CAPITAL OUTLAY				
66	\$ -	\$ -	\$ -	\$ -	- Street Improvements	\$ -	\$ -	\$ -	
67	-	504	-	-	- Gateway/Signage (RRR)	50,000	50,000	50,000	
68	-	-	-	-	- Crosswalks - ADA Standards	-	-	-	
69	-	-	-	-	- Aerial Photos	-	-	-	
70	2,983	3,419	-	-	- Computer Hardware/Office Furniture	-	-	-	
71	-	-	-	-	- Grant Programs (RRR)	200,000	200,000	200,000	
72	36	34	648,000	648,000	- Property Acquisition & Development	1,598,800	1,598,800	1,598,800	146.73%
73	148,569	54,941	230,000	230,000	- River Road Renaissance Projects	450,000	450,000	450,000	95.65%
74	7,184	-	-	-	- Master Plan	-	-	-	
75	5,186,358	11,810,971	1,365,800	1,365,800	- Civic Center	-	10,000	10,000	-99.27%
76	-	-	18,000	18,000	- Kitchen Design	-	-	-	-100.00%
77	\$ 5,345,130	\$ 11,869,869	\$ 2,261,800	\$ 2,261,800	TOTAL CAPITAL OUTLAY	\$ 2,298,800	\$ 2,308,800	\$ 2,308,800	2.08%
78									
79	-	-	30,200	30,700	- Contingency	608,200	598,500	598,500	1881.79%
80									
81					SPECIAL PAYMENTS				
82	-	20,852	-	-	- Reimbursement to City of Keizer Facility Fund	-	-	-	
83	-	15,067	-	-	- Reimbursement to City of Keizer Water Fund	-	-	-	
84	\$ -	\$ 35,919	\$ -	\$ -	TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ -	
85									
86					FUND BALANCE				
87	1,163,018	240,702	86,900	87,600	- Unrestricted Ending Fund Balance	152,700	152,600	152,600	75.60%
88									
89	\$ 6,852,420	\$ 12,521,843	\$ 2,753,200	\$ 2,753,200	TOTAL REQUIREMENTS	\$ 3,461,200	\$ 3,461,200	\$ 3,461,200	25.72%

Notes:

- 67 Gateway/Signage expenses are part of the River Road Renaissance Project Costs.
- 71 Grant programs are part of the River Road Renaissance project costs and are the District's matching funds to local businesses who participate in property enhancements such as landscaping.
In FY09-10, RRR projects have been reduced from \$700,000 (\$50K, \$200K, \$450K) to \$230K so that the agency could take advantage of a property acquisition at Keizer Station. Projects for FY09-10 include the bowling alley and the Sonic Restaurant. RRR funding is at \$700K for FY10-11. RRR projects are on hold until property tax increment revenues are turned over from the County in December 2010.
- 79 The contingency has been set aside to cover unforeseen costs that are not anticipated when the budget is adopted. The FY10-11 contingency includes land sale proceeds, less anticipated property acquisition & development, and 15% of operating expenditures.
- 87 Fund balance equals five months operating expenses to provide working capital the following year.

BUDGET NOTES

TAX INCREMENT FUND

Revenues

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

Debt Service

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

Reserves

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

PROJECT FUND

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

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
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.

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.

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.

