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AGENDA

KEIZER CITY COUNCIL - REGULAR SESSION

Monday, June 5, 2023

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. SPECIAL ORDERS OF BUSINESS
 - a. PROCLAMATION – Pride Month
 - b. PROCLAMATION – Juneteenth
 - c. PROCLAMATION – 2022-2023 Youth Councilor Angelica Sarmiento Avendano
5. COMMITTEE REPORTS
 - a. Community Diversity Engagement Committee Appointment – Councilor Juran
6. PUBLIC COMMENTS

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. PUBLIC HEARINGS
 - a. ORDINANCE – Setting Water Rates (2024); Repealing Ordinance No. 2022-844
 - b. RESOLUTION – Amending the City of Keizer Police Services Fee; Repealing Resolution R2022-3284
 - c. RESOLUTION – Declaring the City’s Election to Receive State Revenues
RESOLUTION – Certifying That the City of Keizer Provides Four or More Municipal Services
 - d. RESOLUTION – Adopting the FY 2023-24 Budget, Making Appropriations, and Imposing and Categorizing Taxes
 - e. ORDINANCE – Regulating Dogs at Large
8. ADMINISTRATIVE ACTION
 - a. South East Keizer Neighborhood Association Annual Report
 - b. North West Keizer Neighborhood Association Annual Report

- c. ORDINANCE – Amending Keizer Development Code Regarding Section 1.103, Section 2.102, Section 2.103, Section 2.104, Section 2.107, Section 2.110, Section 2.122, Section 2.127, Section 2.130, Section 2.302, Section 2.308, Section 2.401, Section 2.403, Section 2.432, Section 3.105, and Section 3.202; Amending Ordinance 98-389
- d. ORDINANCE – Amending Ordinance Relating to the Regulation of Fireworks Within the City of Keizer (Amending Ordinance No. 2022-851); Declaring an Emergency
- e. Special Events In Neighborhoods
- f. Community Center Fee Waiver – Marion County Reentry Initiative Breakfast
- g. The Lava Dome

9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing Mayor to Send Letter to City Attorney Regarding Evaluation Recommendations and Observations
- b. RESOLUTION – Authorizing the City Manager to Award and Enter Into An Agreement with Gelco Construction Company for McLeod Strom Realignment
- c. RESOLUTION – Authorizing the City Manager to Award and Enter Into An Agreement with Roy Houck Construction LLC for 2023 Pavement Resurfacing
- d. RESOLUTION – Authorizing the City Manager to Enter Into Agreement with Ralph Andersen & Associates
- e. RESOLUTION – Certification of Delinquent Sewer Accounts
- f. Approval of May 15, 2023 Regular Session Minutes

10. OTHER BUSINESS

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

11. STAFF UPDATES

12. COUNCIL MEMBER REPORTS

13. AGENDA INPUT

- June 12, 2023 – 6:00 p.m. - City Council Work Session
- June 20, 2023 (Tuesday) – 7:00 p.m. - City Council Regular Session
- July 3, 2023 – 7:00 p.m. - City Council Regular Session

14. ADJOURNMENT

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion



Proclamation

WHEREAS, our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has not been achieved for many Americans; and,

WHEREAS, the historical riot at Stonewall in New York City on June 28, 1969, is considered a turning point for LGBTQ liberation in the United States; and,

WHEREAS, for more than 50 years, June has been celebrated nationwide as Pride Month in honor of the citizens who rose up and fought at Stonewall against discriminatory laws; and,

WHEREAS, everyone should be able to live without fear of prejudice, discrimination, violence, and aggression based on race, ethnicity, religion, class, gender identity, sexual orientation, age, mental or physical disability; and,

WHEREAS, June has become a nationally recognized month to celebrate and honor community members who identify as Lesbian, Gay, Bisexual, Transsexual, Queer, Inquiring, Asexual, 2Spirit, + (LGBTQIA2+); and,

WHEREAS, the city of Keizer, strives to treat all people with dignity and respect and recognizes that our diverse LGBTQIA2+ community includes people of all races, ethnicities, religions, and professions who deserve to live in peace.

NOW, THEREFORE, I, Cathy Clark, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim June 2023 as

PRIDE MONTH

And encourage all the people to Keizer to celebrate and embrace the rich diversity that our LGBTQIA2+ community members bring to our economy, arts and culture, and society.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 5th day of June 2023.

*MAYOR CATHY CLARK
City of Keizer, Oregon*



Proclamation

WHEREAS June 19th, also known as Juneteenth, Emancipation Day, Jubilee Day and Freedom Day, is the oldest African American holiday observance in the United States; and,

WHEREAS Juneteenth, or June 19, 1865, commemorates an important step toward the abolition of slavery and is the date on which Union General Gordon Granger rode into Galveston, Texas, and issued General Order Number 3, requiring the immediate freedom of more than 250,000 enslaved African Americans in Texas; and,

WHEREAS, Juneteenth has now been recognized by the United States Government, the State of Oregon and the City of Keizer and shall be commemorated on the 19th day of June each year as a tribute to those African Americans who fought so long for freedom and worked so hard to make the goal of equality a reality; and,

WHEREAS, the declaration of Emancipation was a new start, not the end, of the fight for equal rights for all African Americans, all of whom have the right to live in peace and with no fear of violence, harassment, or injustice; and,

WHEREAS, Juneteenth inspires ongoing vigilance against slavery in all its forms; and,

WHEREAS, the City of Keizer is committed to justice, equity, diversity and inclusion for all people, providing services to all with dignity and respect.

NOW, THEREFORE, I, Cathy Clark, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim June 19, 2023 as

JUNTEENTH

And urge all the people of Keizer to remember and learn from the lessons of the past and present so we can continue to strive for a just and equitable future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 5th day of June 2023.

*MAYOR CATHY CLARK
City of Keizer, Oregon*



Proclamation

WHEREAS, the Office of Youth City Councilor is an act of volunteer service; and,

WHEREAS, each school year one Youth City Councilor is recommended by the Volunteer Coordinating Committee and appointed by the Keizer City Council as a non-voting member of the Council; and,

WHEREAS, the Office of Youth City Councilor was created in order to engage youth voice in work of the City of Keizer and to communicate the importance of local civic engagement to the youth of our community; and,

WHEREAS, the Office of Youth City Councilor requires commitment and dedication to being present and involved, while also maintaining a high level of academic and school activity performance; and,

WHEREAS it is right to thank and honor those who have served in the Office of Youth City Councilor.

NOW, THEREFORE, I, Cathy Clark, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim that

Angelica Sarmiento Avendaño

*Has faithfully served the people of the City of Keizer
And did carry out the duties for which she was duly appointed*

*Youth City Councilor
September 2022 to June 2023*

And further proclaim our sincere thanks and appreciation on behalf of the people of the City of Keizer to Youth Councilor Angelica Sarmiento Avendaño for her dedicated service.

*IN WITNESS WHEREOF, I have hereunto set my
hand and caused the Seal of the City of Keizer to be
herein affixed this 5th day of June 2023.*

*MAYOR CATHY CLARK
City of Keizer, Oregon*



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: TRACY L. DAVIS, MMC – CITY RECORDER

SUBJECT: COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE – COUNCILOR JURAN

PROPOSED MOTION:

No Motion is necessary. Councilor Juran will announce his appointment to the Community Diversity Engagement Committee.

I. SUMMARY:

The Community Diversity Engagement Committee membership is comprised of nine voting members. Two members are Keizer City Councilors and the remaining 7 members are each appointed by a member of the City Council. Councilor Juran appointed Markey Toomes in December 2021. Mr. Toomes has resigned from the Committee. Councilor Juran will announce a new appointment to the Community Diversity Engagement Committee. This term will end in November 2023.

II. BACKGROUND:

- A. Resolution R2021-3225 outline the purpose, tasks, and membership guidelines for the Community Diversity Engagement Committee.

III. CURRENT SITUATION:

- A. There is currently a vacancy in Council Position #3 (Councilor Juran) on the Community Diversity Engagement Committee. This term ends in November 2023.

IV. ANALYSIS:

- A. **Strategic Impact** – There is no strategic impact for this action.

- B. **Financial** – No financial impact will occur.
- C. **Timing** – Appointment should be announced to fill this vacancy.
- D. **Policy/legal** – Appointment process and voting rights are included in the City Council Rules of Procedure and the Community Diversity Engagement Committee Resolutions.

V. ALTERNATIVES:

- A. An appointment is made to fill the vacancy on the Community Diversity Engagement Committee.
- B. If an appointment is not made at this meeting, it should be announced at an upcoming City Council meeting.

VI. RECOMMENDATION:

Staff recommends Councilor Juran announce the recommended member appointment on the Community Diversity Engagement Committee.

ATTACHMENTS:

None



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **PUBLIC HEARING - ORDINANCE FOR SETTING WATER RATES**

PROPOSED MOTION:

I move the City Council adopt Ordinance No. 2023-_____ Setting Water Rates (2024); Repealing Ordinance No. 2022-844.

I. SUMMARY:

The Fiscal Year 2023-24 City of Keizer Committee Approved Budget (scheduled for discussion on tonight's agenda) includes a 4% rate increase effective January 1, 2024. The rate increase will provide approximately \$60,000 in additional revenue for use in the City's water system.

II. BACKGROUND:

- A. During Fiscal Year 2012-13 the City Council approved a Water Master Plan, which includes \$10 million of infrastructure improvements over the next twenty years.
- B. In 2002 (as amended in 2004) the City adopted a cost of service model (COSA) that is used to calculate the necessary rate increases necessary for the completion of the Water Master Plan while maintaining existing services. Consistent with previous years the model indicates planned rate increases of 4-5% annually, adjusted for variances in revenues and expenses each year.
- C. The planned rate increase, or even rate structure, provides equitable treatment for customers in that today's customers will not pay for benefits for future customers and future customers will not be burdened with costs incurred today.

III. CURRENT SITUATION:

- A. Water rates were last adjusted January 1, 2023.
- B. There is approximately \$4.4 million of capital improvements outlined in the Water Master Plan still to be completed. The remaining projects include constructing an additional reservoir and pump station and replacing the steel waterlines.

IV. ANALYSIS:

- A. **Strategic Impact** – This action will allow the for the continued completion of the Water Master Plan.
- B. **Financial** – The 4% rate increase will provide approximately \$60,000 in additional revenue that is restricted for use in the City’s water system.
- C. **Timing** – The January 1, 2024 effective date is congruent with the Sewer Rate increase scheduled to go into effect at that time.
- D. **Policy/legal** – A public hearing and adoption of an ordinance is required to put the rate increase into effect.

V. ALTERNATIVES:

- A. Adopt the attached Ordinance
- B. Take No Action – The existing water rates effective January 1, 2023 will remain in effect.
- C. Recommend an alternate rate increase/decrease.

VI. RECOMMENDATION:

Staff recommends opening the public hearing, taking testimony and if there are no questions, closing the hearing. After the close of the hearing, adopt Ordinance 2023-____ Setting Water Rates (2024) and repealing Ordinance No. 2022-844.

ATTACHMENTS:

- Attachment One – Water Rate Comparison for Average Accounts
- Attachment Two – Water Rate Increase Comparison
- Ordinance 2023-____ Setting Water Rates (20204); Repealing Ordinance No. 2022-844

Attachment One

City of Keizer
Water Rate Comparison for Average Accounts
Long-Range Rate Proposal
FY22-23

Rate January 2023

Single Family Residential (12 ccf)

Multi-family (175 ccf)

Commercial (51 ccf)

Flat Rate		Consumption		Total	
Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
\$ 6.28	\$ 12.55	\$ 9.72	\$ 19.44	\$ 16.00	\$ 31.99
\$ 12.75	\$ 25.50	\$ 141.75	\$ 283.50	\$ 154.50	\$ 309.00
\$ 6.28	\$ 12.55	\$ 40.04	\$ 80.07	\$ 46.31	\$ 92.62

Rate January 2024

Single Family Residential (12 ccf)

Multi-family (175 ccf)

Commercial (51 ccf)

Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
\$ 6.53	\$ 13.05	\$ 10.08	\$ 20.16	\$ 16.61	\$ 33.21
\$ 13.26	\$ 26.52	\$ 147.00	\$ 294.00	\$ 160.26	\$ 320.52
\$ 6.53	\$ 13.05	\$ 41.57	\$ 83.13	\$ 48.09	\$ 96.18

Cost Increase January 2024

Single Family Residential (12 ccf)

Multi-family (175 ccf)

Commercial (51 ccf)

Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
\$ 0.25	\$ 0.50	\$ 0.36	\$ 0.72	\$ 0.61	\$ 1.22
\$ 0.51	\$ 1.02	\$ 5.25	\$ 10.50	\$ 5.76	\$ 11.52
\$ 0.25	\$ 0.50	\$ 1.53	\$ 3.06	\$ 1.78	\$ 3.56

Annual Cost

Residential (12 ccf)

Multi-family (175 ccf)

Commercial (51 ccf)

\$ 7.33
\$ 69.12
\$ 21.37

Attachment Two

City of Keizer Water Rate Increase Comparison

	Effective January 2023	Effective January 2024	\$ Increase	% Increase
Water User Fees - bi-monthly charge				
5/8" or 3/4" meter	\$ 12.55	\$ 13.05	\$ 0.50	4.0%
1" meter	\$ 25.50	\$ 26.52	\$ 1.02	4.0%
1 1/2" meter	\$ 49.32	\$ 51.29	\$ 1.97	4.0%
2" meter	\$ 77.94	\$ 81.06	\$ 3.12	4.0%
3" meter	\$ 151.53	\$ 157.59	\$ 6.06	4.0%
4" meter	\$ 240.17	\$ 249.78	\$ 9.61	4.0%
6" meter	\$ 478.63	\$ 497.78	\$ 19.15	4.0%
8" meter	\$ 819.68	\$ 852.47	\$ 32.79	4.0%
Volume rate - \$/ccf				
Residential	\$ 1.62	\$ 1.68	\$ 0.06	3.7%
Commercial	\$ 1.57	\$ 1.63	\$ 0.06	3.8%
Private Fire Protection				
4"	\$ 34.98	\$ 36.38	\$ 1.40	4.0%
6"	\$ 97.17	\$ 101.06	\$ 3.89	4.0%
8"	\$ 204.06	\$ 212.22	\$ 8.16	4.0%
10"	\$ 349.82	\$ 363.81	\$ 13.99	4.0%
Miscellaneous Water Service Fees				
Service fee	\$ 23.86	\$ 24.81	\$ 0.95	4.0%
Shut off processing fee	\$ 47.70	\$ 49.61	\$ 1.91	4.0%
After hours fees	\$ 119.27	\$ 124.04	\$ 4.77	4.0%
Tampering fee	\$ 47.70	\$ 49.61	\$ 1.91	4.0%
Removal of meter following third tampering incident	cost + 15%	cost + 15%		

1 A BILL ORDINANCE NO.
2 2023-_____
3 FOR

4
5 AN ORDINANCE

6
7 SETTING WATER RATES (2024); REPEALING
8 ORDINANCE NO. 2022-844
9

10 WHEREAS, the City Council adopted Ordinance No. 2022-844 on June 6, 2022
11 which imposed water rates;

12 WHEREAS, an amendment to increase the water rates has been brought to the
13 City Council for consideration;

14 WHEREAS, the City Council held a public hearing with regard to the proposed
15 increase on June 5, 2023;

16 WHEREAS, the City Council finds that it is appropriate to increase the water
17 rate in the City of Keizer;

18 WHEREAS, the City Council finds that it is appropriate to repeal Ordinance
19 No. 2022-844 effective January 1, 2024 so there is no confusion as to the adopted water
20 rates;

21 NOW, THEREFORE,

22 The City of Keizer ordains as follows:

23 Section 1. WATER RATES. Water rates for the Keizer Water Department
24 are imposed as set forth on Exhibit "A" attached hereto and by this reference
25 incorporated herein.

1 Section 2. REPEAL OF ORDINANCE NO. 2022-844. Ordinance No.
 2 2022-844 is hereby repealed on January 1, 2024.

3 Section 3. EFFECTIVE DATE. This Ordinance shall take effect for the
 4 January 2024 billings and all successive billings.

5 PASSED this _____ day of _____, 2023.

6

7 SIGNED this _____ day of _____, 2023.

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14

Mayor

City Recorder

Exhibit "A"

Water User Fees - bi-monthly charge

5/8" or 3/4" meter	\$	13.05
1" meter	\$	26.52
1 1/2" meter	\$	51.29
2" meter	\$	81.06
3" meter	\$	157.59
4" meter	\$	249.78
6" meter	\$	497.78
8" meter	\$	852.47

Volume rate - \$/ccf

Residential	\$	1.68
Commercial	\$	1.63

Private Fire Protection

4"	\$	36.38
6"	\$	101.06
8"	\$	212.22
10"	\$	363.81

Miscellaneous Water Service Fees

Service fee	\$	24.81
Shut off processing fee	\$	49.61
After hours fees	\$	124.04
Tampering fee	\$	49.61
Removal of meter following third tampering incident	cost + 15%	

The Service fee will be charged for all new accounts, account transfers, landlord/rentals and vacation accounts. The service fee will not be charged for customers voluntarily terminating service or moving out.

The Shut off processing fee will be charged for all accounts remaining unpaid as of 5:00 PM the day before the actual shut off day, whether or not such meter is physically shut off.

The After hours fee will be charged to customers requesting water to be turned on after regular business hours. This fee does not apply to emergency calls.

The Tampering fee will be charged to all customers whose water has been shut off if they turn the water back on themselves or otherwise tamper with the water meter or City water equipment.



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **PUBLIC HEARING - POLICE SERVICES FEE**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-_____ Amending the City of Keizer Police Services Fee: Repealing Resolution R2022-3284.

I. SUMMARY:

The 2023-24 City of Keizer Committee Approved Budget (scheduled for discussion on tonight's agenda) includes an increase in the Police Services Fee of \$0.90 per month from \$6.00 to \$6.90 with an effective date of January 1, 2024. The fee increase will provide approximately \$75,000 in additional revenue in support of the Police Department.

II. BACKGROUND:

- A. The Police Services Fee was adopted in July 2017 with an effective date of November 2017.
- B. The purpose of the Police Services Fee is to provide funding for police services that safeguard, facilitate, and encourage the health, safety, and welfare of the residents and enterprises of the City of Keizer.
- C. The resolution adopting the Police Services Fee is required to be reviewed annually by the City Council.
- D. The Police Services Fee is restricted by City Ordinance and can only be used to provide resources to the Police Department for employee costs such as wages, insurance, retirement and taxes in addition to uniforms, service equipment and vehicles.

III. CURRENT SITUATION:

- A. The Police Services Fee was implemented in November 2017 and was increased during Fiscal Year 2021-22 and Fiscal Year 2022-23.

IV. ANALYSIS:

- A. **Strategic Impact** – This action supports the long-term goals of the council by maintaining existing public safety service levels.
- B. **Financial** – The increase in the Police Services Fee will provide approximately \$75,000 in additional revenue that can only be used to support the Police Department.
- C. **Timing** – The January 1, 2024 effective date is congruent with the Water and Sewer Rate increase scheduled to go into effect at that time.
- D. **Policy/legal** – A public hearing and adoption of a resolution is required to implement the fee increase.

V. ALTERNATIVES:

- A. Adopt the attached resolution increasing the police services fee.
- B. Take No Action – The existing fees structure effective January 1, 2023 will remain in effect.
- C. Recommend an alternate rate increase/decrease.

VI. RECOMMENDATION:

Staff recommends opening the public hearing, taking testimony and if there are no questions, closing the hearing. After the close of the hearing, adopt Resolution R2023-_____ Amending the City of Keizer Police Services Fee: Repealing Resolution R2022-3284

ATTACHMENTS:

- Resolution R2023-____ Amending the City of Keizer Police Services Fee: Repealing Resolution R2022-3284

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

AMENDING THE CITY OF KEIZER POLICE SERVICES FEE;
REPEALING RESOLUTION R2022-3284

WHEREAS, by Ordinance 2017-775, the City Council imposed police services fee on all Premises within the Keizer City limits;

WHEREAS, Ordinance 2017-775 provides for the amount of the police services fee to be set by Resolution of the City Council;

WHEREAS, by Resolution R2022-3284, the City Council established the amount of the police services fee;

WHEREAS, Resolution R2022-3284 states that the Council shall review the amount of the fee annually;

WHEREAS, upon recommendation of the Budget Committee, the City Council wishes to increase the police services fees;

WHEREAS, the City has met the requirement for providing an opportunity for public comment and held a public hearing prior to the adoption of this amended fee resolution;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the amount of the police services fee and associated charges established by Ordinance 2017-775 shall be as set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

1 BE IT FURTHER RESOLVED that the terms used in this Resolution shall have the
2 meaning set forth in Ordinance 2017-775.

3 BE IT FURTHER RESOLVED that the amount of the fee shall be reviewed annually by
4 Council.

5 BE IT FURTHER RESOLVED that Resolution R2022-3284 (Establishing the City of
6 Keizer Police Services Fee) shall be repealed in its entirety upon the effective date of this
7 Resolution.

8 BE IT FURTHER RESOLVED that this Resolution shall become effective from and
9 after the January 2024 billings and all successive billings.

10 PASSED this ____ day of _____, 2023.

11 SIGNED this ____ day of _____, 2023.

12

13

14

Mayor

15

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18

City Recorder

City of Keizer
Police Services Fee Comparison
June 5, 2023

	<u>Proposed Fee</u>	<u>Existing Fee</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
Single/Duplex	\$ 6.90	\$ 6.00	0.90	15%
Multi-Family Dwelling Units	\$ 5.95	\$ 5.17	0.78	15%
Senior ⁽¹⁾ /Head of Household Low Income ⁽²⁾	\$ 1.93	\$ 1.68	0.25	15%
Commercial Utility Accounts	\$ 6.90	\$ 6.00	0.90	15%
Delinquency Fee ⁽³⁾	\$ 37.00	\$ 37.00	-	0%
Administrative Fee ⁽³⁾	10%	10%	-	0%

(1) For Single-Family/Duplex unit only. Responsible party must apply and show proof that they are over 75 years of age.

(2) For Single-Family/Duplex unit only. Responsible party must apply and show household income is equal to or less than 30% of the Salem/Keizer area median income, based on family size, as published annually by the U.S. Department of Housing and Urban Development.

(3) Imposed fourteen (14) days after the police services fee is considered delinquent.



CITY COUNCIL MEETING: June 5, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Tim Wood, Finance Director

SUBJECT: **PUBLIC HEARING ON THE DECLARATION OF THE CITY'S ELECTION TO RECEIVE STATE REVENUES AND CERTIFYING THE CITY PROVIDES FOUR OR MORE MUNICIPAL SERVICES**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-_____ Declaring the City's election to receive State Revenues.

AND

I move the City Council adopt Resolution R2023-_____ Certifying that the City of Keizer provides four or more municipal services.

I. SUMMARY:

In order to receive state shared revenues the City of Keizer must approve a resolution electing to receive the funds and certify that the City provides four or more municipal services.

II. BACKGROUND:

- A. Oregon law requires cities to annually pass a resolution requesting state revenue sharing money.
- B. State law also provides that a city located within a county having more than 100,000 inhabitants must provide four or more municipal services to be eligible to receive state shared revenue. This fact must be certified by the Oregon Office of Business Administration and supported by a city resolution.
- C. Oregon law also requires the City of Keizer to hold a public hearing to give the citizens of Keizer the opportunity to comment on the use of state revenue sharing funds.

III. CURRENT SITUATION:

- A. The City of Keizer received approximately \$393,000 in state revenues during Fiscal Year 2022-23.

IV. ANALYSIS:

- A. **Strategic Impact** – This action supports the goals of the council by providing current resources for the General Fund.
- B. **Financial** – The financial impact of this request is approximately \$430,000 in shared revenues. The funds are included in the General Fund.
- C. **Timing** – Approval at this request will allow the City to receive shared revenues during Fiscal Year 2023-24.
- D. **Policy/legal** – These resolutions are required by state law.

V. ALTERNATIVES:

- A. Adopt the attached Resolutions
- B. Take No Action – The city will not be eligible to receive approximately \$430,000 in state shared revenues.

VI. RECOMMENDATION:

Staff recommends opening the public hearing, take testimony and if there are no questions, close the hearing. After the close of the hearing, adopt Resolution R2023-____ Declaring the City's election to receive State Revenues and Resolution R2023-____ Certifying that the City of Keizer provides four or more municipal services.

ATTACHMENTS:

- Resolution 2023-____ - Declaring the City's Election to Receive State Revenues
- Resolution 2023-____ - Certifying that the City of Keizer Provides Four or More Municipal Services

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

**DECLARING THE CITY'S ELECTION TO RECEIVE
STATE REVENUES**

The City Council of the City of Keizer resolves as follows:

**Pursuant to ORS 221.770, the City Council of the City of Keizer hereby
elects to receive state revenues for fiscal year 2023-2024.**

**BE IT FURTHER RESOLVED that this Resolution shall take effect
immediately upon the date of its passage.**

PASSED this _____ day of _____, 2023.

SIGNED this _____ day of _____, 2023.

Mayor

City Recorder

**I certify that public hearings before the Budget Committee were held on
May 8, 2023 and May 9, 2023 and a public hearing before the City Council was
held on June 5, 2023, giving citizens opportunity to comment on use of State
Revenue Sharing.**

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

**CERTIFYING THAT THE CITY OF KEIZER PROVIDES FOUR
OR MORE MUNICIPAL SERVICES**

WHEREAS, ORS 221.760 provides as follows:

**Section 1. The officer responsible for disbursing funds to cities under
ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city
located within a county having more than 100,000 inhabitants according to
the most recent federal decennial census, disburse such funds only if the city
provides four or more of the following services:**

- 1) Police protection**
- 2) Fire protection**
- 3) Street construction, maintenance and lighting**
- 4) Sanitary sewer**
- 5) Storm sewers**
- 6) Planning, zoning and subdivision control**
- 7) One or more utility services**

**WHEREAS, city officials recognize the desirability of assisting the state
officer responsible for determining the eligibility of cities to receive such funds
in accordance with ORS 221.760; NOW THEREFORE,**

- | | | |
|---|----|---|
| 4 | 1) | Police protection |
| 5 | 2) | Street construction, maintenance and lighting |
| 6 | 3) | Storm sewers |
| 7 | 4) | Planning, zoning and subdivision control |
| 8 | 5) | Water utility services |

11 PASSED this _____ day of _____, 2023.

13 **SIGNED** this _____ day of _____, 2023.

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Mayor

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City Recorder



CITY COUNCIL MEETING: June 5, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **PUBLIC HEARING - RESOLUTION ADOPTING FISCAL YEAR 2023-2024 BUDGET,
MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-_____ Adopting the Fiscal Year 2023-2024 Budget, Making Appropriations and Imposing and Categorizing Taxes.

Or

*I move the City Council adopt Resolution R2023-_____ Adopting the Fiscal Year 2023-2024 Budget, **as amended**, Making Appropriations and Imposing and Categorizing Taxes.*

I. SUMMARY:

By state law, the City Council must hold a public hearing, receive testimony and adopt the upcoming fiscal year budget by June 30, 2023.

II. BACKGROUND:

- A. On May 8, 2023, the Budget Committee convened and received the City Manager's Budget Message for fiscal year 2023-24, received public testimony from interested parties and began deliberations on the Manager Recommended Budget.
- B. On May 9, 2023 the Budget Committee received additional public testimony, concluded deliberations and passed the Committee Approved Budget, as amended (Attachment One). The Budget Committee amended the budget to:
 - Increase revenues in the Administrative Services Fund – General Administration to recognize \$30,000 in both additional working capital and miscellaneous income.

2023-2024 Budget

June 5, 2023

- Reduce revenues in the Park Improvement Fund by \$10,000 to correspond to the assumed number of new single-family homes to be constructed during the year.
- Reallocate appropriations in the American Rescue Plan Act Fund to identify \$32,500 to be allocated to the Keizer Heritage Foundation.
- Community Center Fund - Increase materials and services by \$8,900 to provide for the Keizer Chamber of Commerce and increased contingency by \$194,000 to ensure resources are available to provide for marketing and community center improvements.

III. **CURRENT SITUATION:**

- A. Tonight, the City has scheduled a public hearing to receive additional citizen input on the fiscal year 2023-2024 Committee Approved Budget.
- B. By state law, the City Council must adopt the upcoming fiscal year budget by June 30, 2023.

IV. **ANALYSIS:**

- A. **Strategic Impact** – This action provides appropriations in support of the City Council’s short-term and long-term goals for Fiscal Year 2023-2024.
- B. **Financial** – The total requirements for Fiscal Year 2023-2024 is \$69,723,000 and includes:
 1. \$16,437,900 in personnel services,
 2. \$13,720,000 in materials and services,
 3. \$20,098,500 in capital outlay, and
 4. \$1,767,700 in Debt Service
- C. **Timing** – The fiscal year budget must be adopted by June 30, 2023.
- D. **Policy/legal** – Oregon’s local governments are highly regulated and controlled in state statute. The state’s local budget law is set out in ORS 294.

Police Services Fee - In accordance with Resolution R2017-2787 the Police Services Fee shall be reviewed annually by the City Council. The fee is budgeted to change to the following amounts effective January 1, 2024:

\$6.90 per month for Single/Duplex and commercial accounts,

2023-2024 Budget

June 5, 2023

\$5.95 per month for Multi-Family Dwelling Units, and

\$1.93 for Low Income and those over 75 years of age.

Park Services Fee - In accordance with Resolution R2017-2788 the Park Services Fee shall be reviewed annually by the City Council. The fee is not budgeted to change during Fiscal Year 2023-2024 and is currently:

\$4.00 per month for Single/Duplex and commercial accounts,

\$3.45 per month for Multi-Family Dwelling Units, and

\$1.12 for Low Income and those over 75 years of age.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Amend the budget estimates.
 - 1. The amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10% of the estimated expenditures, whichever is greater.
- C. Amend the proposed ad valorem property tax amount or rate in the budget document (maximum is \$2.0838 per \$1,000 of assess value) to decrease the amount or rate.
 - 1. The amount or rate of the total ad valorem property taxes to be certified by the municipal corporation to the assessor may not exceed the amount approved by the budget committee or the maximum under state law.
- D. Take No Action – The City will not have appropriations available in Fiscal Year 2023-2024.

VI. RECOMMENDATION:

Staff recommends opening the public hearing, taking testimony and if there are no questions, closing the hearing. After the close of the hearing, adopt Resolution R2023-___ Adopting the Fiscal Year 2023-2024 Budget, Making Appropriations, and Imposing and Categorizing Taxes.

ATTACHMENTS:

- Attachment One - 2023-24 – City of Keizer Committee Approved Budget
- Resolution R2023-___ Adopting the Fiscal Year 2023-2024 Budget, Making Appropriations, and Imposing and Categorizing Taxes.

City of Keizer

Marion County, Oregon

Committee Approved

Budget FY 2023-24





FISCAL YEAR 2023-2024

BUDGET COMMITTEE MEMBERS

Council Members:

Cathy Clark, Mayor
 Shaney Starr, President
 Soraida Cross
 Robert Husseman
 Kyle Juran
 Dan Kohler
 Laura Reid

Public Members:

Gerard Graveline
 Susan London
 Melissa Martin
 Marlene Parsons
 Francisco Saldivar
 Hersh Sangster
 Jonathan Thompson

STAFF

Adam Brown, City Manager
 Shannon Johnson, City Attorney

Executive Leadership Team

Tracy Davis, City Recorder
 Machell DePina, Human Resources Director
 Bill Lawyer, Public Works Director
 John Teague, Chief of Police
 Shane Witham, Planning Director
 Tim Wood, Assistant City Manager - Finance Director

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

Quotes on Democracy

Democracy cannot succeed unless those who express their choice are prepared to choose wisely. The real safeguard of democracy, therefore, is education.

Franklin D. Roosevelt

Deliberation and debate is the way you stir the soul of our democracy.

Jesse Jackson

The single-most powerful word in our democracy is the word 'we'. We, the people. We shall overcome. Yes we can.

Barack Obama

In a republican nation, whose citizens are to be led by reason and persuasion and not by force, the art of reasoning becomes of first importance.

Thomas Jefferson

Let us never forget that government is ourselves and not an alien power over us. The ultimate rulers of our democracy are not a President and senators and congressmen and government officials, but the voters of this country.

Franklin D. Roosevelt



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Keizer
Oregon**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

Table of Contents

BUDGET MESSAGE

City Manager's Budget Message	8-10
-------------------------------------	------

CITY OVERVIEW

City Demographics.....	12
Budget Process & Calendar	13-18
Financial Policies.....	19-24
Organization Chart.....	25
Fund – Department Matrix.....	26
City Council Goals	27

FINANCIAL TRENDS

General & Economic Information.....	29-30
Revenue Trends & Assumptions.....	31-35
Resources & Requirements	36
Budgets.....	37-38
Debt	39-40
Property Taxes.....	41

BUDGET SUMMARY

Budget Overview and Highlights	43-48
All Funds Combined.....	49
Resource & Requirement by Fund Type.....	50
Fund Descriptions and Summary by Fund	51-55
Consolidated Fund Summary	56-59
Capital Expenditures.....	60
Fund Balances.....	61-63
Staffing History	64-65
Staffing Allocations.....	66
Summary of Employee Benefits	67
Department Summaries	68-90

FUNDS & DEPARTMENTS

Administrative Services	
Summary.....	93-94
City Manager's Office	95-96
City Attorney's Office.....	97-98
City Recorder's.....	99-100
Human Resources	101-102
Finance	
Non-departmental.....	103-104
Information Systems	105-106
Utility Billing	107-108

Table of Contents

Public Works (Administrative Services)	
Non-departmental.....	109-110
Facility Maintenance	111-112
General Administration	113-115
Public Works	
Streets.....	116-118
Street Lighting.....	119
Transportation Improvements	120
Stormwater.....	121-123
Sewer	124-125
Sewer Reserve	126
Water.....	127-129
Water Facility Replacement.....	130
Park Services Fee	131-133
Park Improvements	134
General Fund	
Summary.....	135
Non-Department Resources	136-137
Non-Department Requirements.....	138-139
Planning	140-141
Municipal Court	142
Police	143-144
Other Funds	
Police Services Fee.....	145
American Rescue Plan Act	146
Community Center	147-148
Public Education Government Access	149
Keizer Youth Peer Court	150
Housing Rehabilitation Program.....	151
Energy Efficiency Loan Program	152
Keizer Station Local Improvement.....	153
LONG RANGE PLANNING	
Long Range Planning.....	155-171
GLOSSARY	
Common Budget Terms	173-179

Budget Message





City Manager's Budget Message City of Keizer Fiscal Year 2023-24

Honorable Mayor Clark, City Councilors, Budget Committee and Citizens of Keizer:

I am pleased to present the City of Keizer's annual budget for Fiscal Year 2023-2024. The budget has been reviewed by the executive leadership team together in its entirety. Overall the City of Keizer is in a stable financial position. The budget was created to address the council's short and long-term goals. The Fiscal Year 2023-24 budget is approximately \$64.3 million, an increase of approximately \$800 thousand over the prior year and includes \$20.1 million in capital spending and \$1.77 million in debt service payments. The general fund budget for 2023-2024 is \$16,486,700, an increase of 2%. This budget keeps an unrestricted and unreserved general fund balance of just under \$2 million which is 12.1% of the general fund operating budget.

Budget Theme and Strategic Focus

As I have thought about the theme for this budget in the context of funding our short and long-term goals, technology has emerged as a major theme. The Council's short and long-term goals include a camera system to enhance public safety, codification of our city ordinances, implementation of an agenda management system, a human resources information system (HRIS), a social media policy, and an overhaul of our website. We are implementing information technology systems of a 21st century organization.

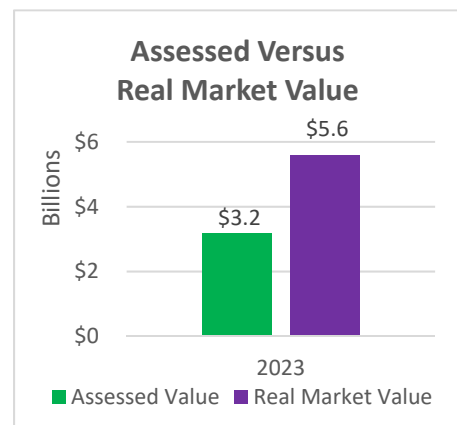
The Fiscal Year 2023-24 budget has been prepared with the following priorities:

1. Continued economic and operational recovery from the impacts of the COVID-19 pandemic,
2. Maintaining existing services,
3. Continued capital investment into all of the City's services,
4. Continuing the planned spending of the \$8.8 million American Rescue Plan Act grant funds, and
5. The City Council's long and short-term goals.

Revenue Drivers

We expect total revenues to increase by 4.4%. As you know we are constrained in our property tax revenue growth by State Law. Notwithstanding, we expect property tax revenues to grow by 3% which is the lower of 3% or inflation from the Consumer Price Index. Real market value is 83% of Assessed Value which is a loss of over \$5 million of revenue because of state capitation policies.

Franchise fees which are 9% of our total revenues are not increasing at a significant rate. Over the last five years they have increased approximately 9% with the main drivers being electricity and other utility rate increases.



Staff is not asking for an increase in the park fee this year. The revenue is still adequately providing for the services and capital investment in our parks. This budget requests an increase in the police fee of \$0.90 to support the five positions funded by it.

Water rates are projected to increase by 4% and sewer rates are expected to increase by 6% to keep up with operational and capital needs.

Expense Drivers

The Fiscal Year 2023-24 budget provides for 103 full-time employees as compared to 102 full-time employees during Fiscal year 2022-23. The increase in staffing is the result of adding one additional parks employee to maintain the facilities we have.

After several years of improving the capital investments at our parks, we are requesting to shift some funds from capital to operation. All parks have been modernized to some extent and now additional resources are needed to maintain what is there. This budget requests one additional full-time equivalent parks employee while still moving forward with capital investment.

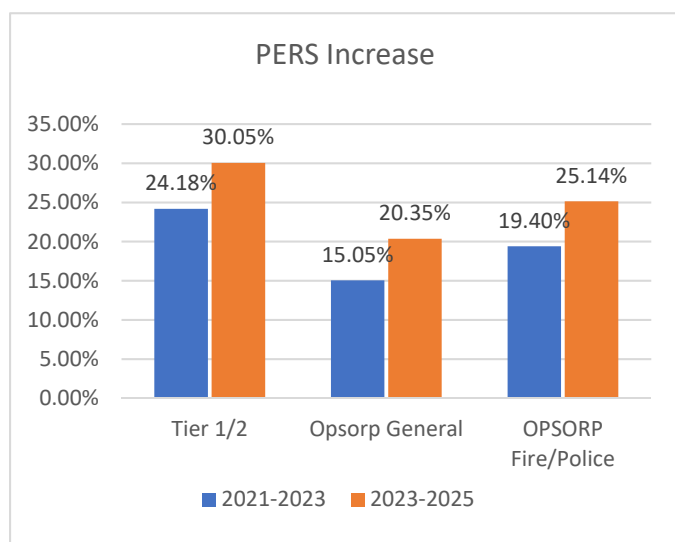
An exciting addition to our recreational spaces this year will be pickleball courts at Keizer Rapids Park. We believe these four new pickleball courts will be very popular. From a study conducted in 2022 by the Association of Pickleball Professionals the sport has 36.5 million players.

Compensation is a challenge given recent inflation. Our labor contracts are being bargained with comparable contracts that have already negotiated the inflationary increases from the last two years. The city will finish negotiating one contract this year and will be negotiating the other in the next. This budget includes a 3% cost of living adjustment for non-represented employees and 3.5% cost of living adjustment for employees represented by LIUNA Local 737, which are both below the Consumer Price Western Wage Index. The City is currently in negotiations with the Keizer Police Association as the applicable labor agreement expires June 30, 2023 therefore actual wage increases for Fiscal Year 2023-24 are not known. From an internal equity perspective, we may need to consider the outcome of the collective bargaining contracts, once settled, on non-represented employees.

Healthcare also represents a significant driver in the budget. This year's increase in health care costs are approximately 5%. Once again healthcare costs are exceeding general inflation and the rate of revenue growth.

American Rescue Plan Act (ARPA) will continue to make a bulge in our budget as it is spent down. Some was spent this past year, but most will carryover to the next fiscal year.

Lastly, PERS is a huge driver for our budget that represents the best possible opportunity for creating service capacity if reduced. Our unfunded actuarially accrued liability (UAAL) is \$18 million. We currently pay approximately \$1.3 million per year to Oregon PERS. Only \$283k is the normal cost, which is what we would pay if our UAAL was paid down. While not funded in this budget, if paid down, the city could have more than \$1 million to provide and maintain much needed services. Staff recommends that the city take advantage of land purchase revenue or other unforeseen incomes to create a PERS side account and pay down our UAAL.



I would like to thank the City Council and Budget Committee for providing helpful policy direction in creating this balanced budget, the important questions you ask, and the requests for detail needed to understand and appreciate the City services.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'AJ Brown', is positioned above the printed name.

Adam J. Brown
City Manager



City Overview

City Demographics.....	
Budget Process & Calendar	
Financial Policies.....	
Organization Chart	
Fund – Department Matrix.....	
City Council Goals	

Demographics

CITY OF KEIZER

Keizer, a mid-size city in Oregon, is nestled in the center of the Willamette Valley and is recognized as the "*Iris Capital of the World*." 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 KeizerFEST, the Keizer Holiday Lights Parade and the annual Miracle of Christmas lighting display. In 2021 the Salem-Keizer Volcanoes created the Mavericks Independent Baseball League which began play in May 2021 and features top level non-drafted and released players who hope to someday reach the Major Leagues. 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.

DEMOGRAPHICS & STATISTICS

Incorporation	1982	City Debt	
Government	Council/Manager	Moody's Bond Rating	Aa3
Population (July 1, 2022)	39,561	General obligation debt	None
Neighborhood Associations	5	General obligation debt limit*	\$169,541,109
Area in square miles	7.36	Revenue bonds debt	\$1,291,000
Keizer School Enrollment	6,800	Full faith and credit debt	\$8,695,000
		Line of Credit outstanding	None

Public Safety

Number of sworn officers	42
Number of holding cells	2

*3% of real market value in Keizer

ECONOMIC INDICATORS

Largest Private Enterprise Tax Payers Assessed Value:

Culture & Recreation		Donahue Schriber Realty Group	\$71,471,930
Heritage center	1	MWIC Keizer LLC	15,895,040
Community center	1	MWSH Keizer LLC	14,925,200
Neighborhood parks	15	Lowe's HIW Inc	13,426,510
Community parks	2	Target Corporation	13,262,540
Regional park	1	CCP Keizer 1526 LLC	13,178,450
Dog park	1	Emerald Pointe LLC	13,057,910
Amphitheater	1	Per capita personal income	47,638
Splash fountain	1	Total personal income	\$1.8 billion
Public golf course	1	Average annual unemployment	5.0%
Independent league ball club	1	Real market value of property	\$5.7 billion
		Assessed value of property	\$3.1 billion

Budget Process

BUDGETING IN THE STATE OF OREGON

A budget as defined by Oregon State Law [Oregon Revised Statutes (ORS)] is a financial plan containing estimates of revenues and expenditures for a given period of purpose. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Oregon's local governments are highly regulated and controlled in state statute. The state's local budget law is set out in ORS 294. Oregon local budget law has several important objectives:

- Establish standard procedures,
- Outline programs and services and the fiscal policy to carry them out,
- Provide estimates of revenues, expenditures, and proposed tax levies (if any),
- Inform citizens and encourage citizen involvement in budget formulation before budget adoption, and
- Provide controls to promote efficiency and economy in expenditure of public funds.

BUDGETING IN THE CITY OF KEIZER

Budget Adoption

The City prepares its budget in accordance with state statute and City Charter. The budget is presented by fund either by function or object class. Over-expenditure in any function or object class are prohibited and unexpended budget appropriations lapse at the fiscal year's end.

As provided by City Council resolution, the Finance Director serves as the Budget Officer and has the responsibility to prepare the budget document and maintain budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditure is performed by the Finance Department and the appropriate operating departments. Under the City's expenditure limitation, total expenditures cannot exceed the final appropriation once the budget is adopted. Any amendments to the budget come about via the supplemental budget process.

The City employs baseline (or status quo) budgeting which assumes current service levels are maintained into the next budget year. Increases or decreases are considered separately and are dependent upon available resources and priorities.

Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental budget (ORS 294.471 to 294.473). By transferring appropriations, the City is able to carry out the programs prescribed in its adopted budget. There will be times, however, when an adopted budget has no authority to make certain expenditures or when revenues are received for which the City had no prior knowledge. In those cases it is possible to use a supplemental budget to authorize expenditures and/or appropriate additional revenues in the current fiscal year.

Budget Process

Supplemental budgets are adopted through a process similar to that of the regular budget process (including public hearings but excluding Budget Committee meetings) and shall not extend beyond the end of the fiscal year in which they are submitted. Supplemental budgets cannot be used to authorize a tax levy.

BUDGET TIMELINE AND INTERNAL PROCESS

October through January

- Finance staff review financial position and report to City Manager and Department Directors
- Finance develops basic departmental and program worksheets

January

- City Council updates goals for the year
- Finance staff submit worksheets to departments for completion
- Department Directors gather data for departmental workload indicators
- Finance staff send outside budget request forms to City partners

February

- Finance staff compile revenue estimates
- Department Directors submit requests for new or expanded programs
- Finance computes indirect costs and interfund transfers
- Department Directors submit narratives for Finance staff review
- Finance staff develop and update long-range financial forecasts
- Human Resource staff provide personnel services information to finance staff for incorporation in to budget

March

- Department Directors submit preliminary budget drafts for Finance staff review
- City partners submit outside budget request forms
- Department Directors hold internal meetings on departmental budget requests
- Long Range Planning Committee meets and discusses upcoming initiative and challenges

April

- Finance staff determine City Manager proposed budget
- Finance staff, in coordination with Department Directors, make final adjustments to balance each fund
- Finance staff prepare Proposed Budget document
- Finance staff deliver Proposed Budget to Budget Committee members and post on City web site
- City Recorder advertise notice of Budget Committee public hearings
- City Recorder advertise notice of State Shared Revenues public hearings

Budget Process

May

- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Continue Budget Committee meetings, deliberations, discuss changes, approve the budget and specify tax levies
- Finance staff update budget to reflect committee changes, if any
- City Recorder advertise notice of State Shared Revenues
- City Recorder advertise budget adoption public hearing and publish legal forms summarizing approved budget

June

- Council receives public input on budget approved by Budget Committee
- Council discusses and proposes changes, if any
- Council passes resolutions for state revenue sharing eligibility and proposed uses
- Council adopts budget, makes appropriations and declares tax levies
- Finance staff finalize Adopted Budget, distribute and post on City Website

July

- Adopted Budget takes effect
- Finance staff submit budget packets to County Assessor and revenue sharing certifications to State of Oregon

BUDGET COMMITTEE

The Budget Committee reviews and approves the budget as proposed by the City Manager and Budget Officer. The committee consists of the governing body (City Council) plus an equal number of voters within the City. The non-elected positions are appointed by the Council and serve three year terms. Terms are staggered so no more than three members' terms expire in any given year. Keizer's Budget Committee consists of fourteen members. Each member has an equal vote. The City alternates between Council members and non-elected members each year to serve as chair of the Budget Committee. Members receive no compensation for their services.

The Budget Committee reviews the proposed budget as presented by the City Manager. The Committee may approve the proposed budget intact, or change part or all of it prior to final approval. After notices and publications are filed according to law, the budget is forwarded to the City Council for formal adoption prior to June 30.

The powers and duties of the Budget Committee are:

- Receive the proposed budget
- Receive public testimony
- Discuss and deliberate on the budget
- Request from officers or employees information the committee requires for the revision of the proposed budget
- Specify the ad valorem property tax amount or rate
- Approve the proposed budget with changes as voted on by the committee

Budget Process

The Budget Committee is comprised of:

City Council Member

Cathy Clark, Mayor
Shaney Starr, President
Soraida Cross
Robert Husseman
Kyle Juran
Dan Kohler
Laura Reid

Citizen Members

Gerard Graveline
Susan London
Melissa Martin
Marlene Parsons
Francisco Saldivar
Hersch Sangster
Jonathan Thompson

After the Budget Committee reviews and recommends changes, if any, the budget is forwarded to the City Council for formal adoption prior to June 30. Once the budget hearing has been held, the governing body can make changes to the budget that was approved by the budget committee.

Any expenditure in any fund can be reduced as long as resources and requirements in the fund remain in balance. The total budget must also remain in balance. No additional process steps are required when expenditures are reduced. Any tax levy can be reduced from the rate or amount that was approved by the Budget Committee. Otherwise, no additional process steps are required when taxes are reduced.

Expenditures may be increased. If the total increase in a fund does not exceed \$5,000 or 10 percent, whichever is greater, then no additional process steps are required. However, if the expenditures in any fund are increased by more than \$5,000 or 10 percent, the governing body must publish notice of a second budget hearing and a new financial summary, and hold the second hearing before the adjusted budget can be adopted. If taxes are increased at all above the rate or amount approved by the budget committee, a second notice and hearing are required before a budget including those additional revenues can be adopted. Oregon law prohibits the increase of a municipality's tax rate above its permanent rate (\$2.0838 per \$1,000 of assessed value for Keizer).

BUDGETING BY FUND

The City's budget is organized on the basis of funds and each is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. The various funds are grouped by three types: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds finance two-thirds of the City's services and include the general fund, special revenue funds, debt service funds, and capital projects funds. Proprietary funds are used to account for the City's activities that are similar to those often found in the private sector and include enterprise and internal services. All of the City funds in the budget document are listed later on in this section and are appropriated.

Budget Process

Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

The City's funds are budgeted by either:

- Organizational unit – any administrative subdivision of a municipal corporation, especially one charged with carrying on one or more functions or activities, or
- Program and Activities – A group of related activities aimed at accomplishing a major service or function for which the municipality is responsible.

BASIS OF ACCOUNTING

Budget Basis

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Measureable means that the dollar value of the revenue is known. Available means that it is collectible within the current period or soon enough after the end of the current period to pay off liabilities of the current period.

Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes, franchise fees, and assessment lien installments received within approximately 60 days of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for interest on general long-term obligations which is recorded when due.

Audit Basis

The Audit, as reported in the Annual Comprehensive Financial Report (ACFR), accounts for the City's finances on the basis of generally accepted accounting principles. Generally Accepted Accounting Principles or GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time.

The modified accrual basis of accounting, a GAAP-approved method, is also used in the audit for all funds except for the Proprietary Fund Types. The audit uses the full accrual method of accounting for the Proprietary Funds. The ACFR shows all of the City's funds on both a budgetary and GAAP basis for comparison purposes.

Budget Calendar

Friday, **April 21** &
Friday, **April 28**

Notice of Budget Committee meeting on City Budget posted to website and for publication for purpose of receiving proposed budget, and a public hearing to be held on Monday, May 8th on the proposed budget and state revenue sharing.

Friday, **April 28**

Budget documents to be distributed to Budget Committee

Monday, **May 8**
6:00 p.m.

City Budget Committee Meeting

- ◆ Election of City of Keizer Budget Committee Chair
- ◆ Approval of Budget Calendar
- ◆ Public Testimony
- ◆ Presentation of City of Keizer Budget Message
- ◆ Staff presentations & discussions

Tuesday, **May 9**
6:00 p.m.

City Budget Committee Meeting

- ◆ Public Testimony
- ◆ Continuation of presentations and discussion
- ◆ Budget recommendations to City Council

Friday, **May 26**

Financial Summaries and notice of budget hearings for publication

Monday **June 5**
7:00 p.m.

Public hearing on City Budget. Council adoption of City Budget, if approved.

Monday **June 19**
7:00 p.m.

Alternate public hearing on City Budget (if needed). Council adoption of City Budget.

Financial Policies

STATEMENT OF FINANCIAL POLICIES

Financial management policies provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

In addition, financial policies provide a level of security for the community by ensuring tax dollars, user charges and other public resources are being used openly, legally, efficiently and effectively and in a manner that provides insulation from fiscal crisis and economic disruption.

The City's financial policies accomplish the following:

1. Ensure the financial integrity and accountability of the City
2. Ensure compliance with financially related legal mandates, laws and regulations
3. Guide policy decisions that have a significant fiscal impact and direct attention to the total financial picture of the City rather than single-issue areas
4. Ensure the City maintains a financial base to sustain a consistent level of municipal services
5. Ensure the City is able to withstand local and regional economic variations
6. Adjust to changes in the service requirements of the community

GENERAL

1. 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.
2. The City shall seek federal, state, and local funding to support its current priorities and policy objectives.
3. The City shall initiate, encourage, and participate in economic development efforts to create job opportunities, broaden the community's tax base and strengthen the local economy.
4. The City shall commit existing resources to continue developing a proactive Police Department with a strong Problem-oriented Policing philosophy.
5. The City's shall set the anniversary dates for all financially related decisions at July 1 of each year in its contractual agreements.

OPERATING BUDGET

Present a balanced budget that serves as a policy document, financial tool, and communications tool, to demonstrate fiscal integrity and measure performance.

1. The City shall comply with Oregon Budget Law in preparing, presenting, adopting and amending the annual budget.
2. The City shall adopt a balanced budget based on one of the following scenarios:
 - a. Revenues equal expenditures
 - b. Revenues exceed expenditures
 - c. Revenues plus appropriated fund balances equal expenditures
3. Revenue forecasts shall be based on actual historical data adjusted for any known changes in the underlying assumptions. Assumptions will be based on likely outcomes versus more extreme aggressive or conservative outcomes.
4. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years.

Financial Policies

LONG-RANGE PLANNING

Provide "road map" for where the City wants to go financially and how it plans to get there, by combining financial forecasting with financial strategizing.

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing years shall be forecasts.
2. Operating budgets shall be tested for sustainability using long-range forecasts. Corrective action plans will be created and implemented in the year deficiencies are noted.
3. All fund designations and reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the City's Long-Range Financial Forecast.
4. The City's updated Long-Range Financial Forecast is a picture of the City's financial future given existing resources and service levels and agreed upon assumptions. The Long-Range Financial Forecast is the basis for preparing the Long-Range Financial Plan. The Long-Range Financial Plan incorporates changes in resources and service levels as needed to attain a sustainable financial condition while providing an acceptable level of service.
5. Major financial decisions shall be made in the context of the Long-Range Financial Plan.

CAPITAL IMPROVEMENT PLANS (CIPS)

Annually review and monitor the state of the City's capital equipment and infrastructure, set priorities for replacement and renovation based on needs, funding alternatives and availabilities of resources.

1. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. Capital projects will conform to the following criteria:
 - a. Will be part of an approved City plan
 - b. Will be part of a maintenance and/or replacement schedule
 - c. Will minimize operating costs
 - d. Will be selected according to the established Capital Improvement Plan
4. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

REVENUES

Design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

1. 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.
2. The City shall collect revenues aggressively, including past due bills of any type.
3. Restricted revenue will only be used for the purposes legally permissible and in a fiscally responsible manner.
4. 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.

Financial Policies

5. Fees, licenses, permits and fines shall be set to recover the City's full cost (operating, direct, indirect, capital) of 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. Such concessions shall be authorized by Council resolution. Fees will be indexed periodically using a formula adopted by Council resolution for that fee.
6. Enterprise and Internal Service operations will be self-supporting.
7. As provided for in the City Charter, all revenue generated by the Water Fund shall be used exclusively to pay for Water Fund expenses.
8. Utility fees and related system development charges will be based on the cost of providing the service so that total resources of each utility are at least equal to its operating expenditures, reserves, debt coverage and planned infrastructure replacement.
9. The City shall follow State adopted guidelines in setting fines and forfeiture amounts.

EXPENDITURES

Identify priority services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. All purchases shall comply with State laws and regulations and the City's Purchasing Policies.
2. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases (if approved by City Council), or use of contingencies. Expenditure deferrals into future years, short-term loans, or use of one-time revenues to balance the budget shall be avoided.
3. The City shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other entities will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
4. The City shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall also use competitive bidding to attain the best possible price on goods and services.
5. 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.
6. Subject to available funding and budget approval, salary surveys for all classifications will be performed on a schedule of no less than every four years.

CONTINGENCIES, UNANTICIPATED EXPENSES, RESERVES, AND FUND BALANCE

Maintain contingencies, reserves, and ending fund balances of the City's operating funds at levels sufficient to protect the City's credit as well as its financial position from adversity.

1. Funds shall be set aside each year to build reserves necessary to fulfill long-term commitments.
2. 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.
3. General Fund:
 - a. Contingency levels are based on historical usage and represent approximately 1% of operating expenditures (Personnel Services and Materials and Services less grant expenditures).
 - b. 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. Ending fund balance shall be at least 15% of annual operating revenues.
4. Street Fund:
 - a. Contingency is 5% of operating expenditures (Personnel Services and Materials and Services).

Financial Policies

- b. Unanticipated expenses within the Capital Outlay category shall be at least 10% of appropriated expenditures. Use of these funds shall be identified and then authorized by City Council prior to expenditure.
 - c. Fund balance provides for at least a 30-day cash supply to correspond with the monthly gas tax revenue receipts.
 - d. The gas tax revenue bond covenant requires a reserve in the amount of \$150,000 for debt service.
- 5. Sewer Fund:
 - a. Contingency is 5% of total expenses less the Salem Sewer Payments which are a pass-through of Salem Sewer Billings.
 - b. Fund balance provides for at least a 60-day cash supply to correspond with the bi-monthly sewer billings.
- 6. Water Fund:
 - a. Contingency equals 5% of total expenditures (excluding debt service), as provided for in the Cost of Service Analysis adopted by the City Council.
 - b. Unanticipated expenses within the Capital Outlay category shall be at least 10% of appropriated expenditures. Use of these funds shall be identified and then authorized by City Council prior to expenditure.
 - c. Fund balance provides for at least a 60-day cash supply, as provided for in the Cost of Service Analysis adopted by the City Council.
- 7. Water Facility Fund:
 - a. Unanticipated expenses within the Capital Outlay category shall be at least 10% of appropriated expenditures. Use of these funds shall be identified and then authorized by City Council prior to expenditure.
- 8. Street Lighting Districts Fund:
 - a. Contingency shall be at least 5% of operating expenditures (Personnel Services and Materials and Services).
 - b. The City has contractual agreements with various property owners to set aside reserves for pole replacement. Reserves are funding through assessments collected through property tax bills.
 - c. 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 lighting assessments are received. Ending fund balance shall be at least 15% of annual revenues.
- 9. Stormwater Fund:
 - a. Contingency shall be at least 5% of total expenditures.
 - b. Fund balance shall provide for at least a 60-day cash supply to correspond with the bi-monthly stormwater billings.
- 10. Administrative Services Fund:
 - a. Reserves shall be maintained for Civic Center Improvements using a long-range replacement forecasting model. Reserves are appropriated to contingency each year so that funds may be accessed to cover unforeseen expenses.
 - b. General, auto and liability insurance reserves shall be maintained at the maximum exposure level as defined in the City's insurance policy agreement. Reserves are appropriated to contingency each year to cover the maximum claims loss if needed.
- 11. Debt reserves shall be maintained in the amounts provided for in the debt covenants.

Financial Policies

CAPITAL ASSET MANAGEMENT

Safeguard the capital assets of the City which is property owned in-common by the citizens of our community.

1. Capital assets will not be degraded, given away, or allowed to deteriorate except by action of the City Council.
2. Capital assets include land, right-of-way, buildings, improvements, equipment, infrastructure, and other tangible and intangible assets costing \$5,000 or more and used in operations that have initial useful lives extending beyond two years.
3. Adequate insurance shall be maintained on all capital assets.

INVESTMENTS

Invest the City's operating cash to ensure its legality, safety, necessary liquidity, prudent risk, and to optimize yield.

Legality is first priority, followed by preservation of principal, with rate-of-return last.

1. 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."
2. Pursuant to the provisions of ORS 294.035 and 294.125, the City Manager is authorized to invest surplus funds to include all bond and sinking funds, into allowable investments at current market prices as described in ORS 294.035, subject to any limitations imposed by law.
3. Investment objectives are:
 - a. Compliance with all applicable statutes and legal provisions.
 - b. Preservation of capital and the protection of principal.
 - c. Maintenance of sufficient liquidity to meet operating requirements.
 - d. Avoidance of imprudent credit, market, or speculative risk.
 - e. Attainment of a market rate-of-return throughout all economic and fiscal cycles.
 - f. Safekeeping shall be consistent with modern investment, banking, and commercial practices and may include physical possession, book entry, and automated recordation.

DEBT POLICIES

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The City will confine long-term borrowing to capital improvements.
2. 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).
3. The City will follow a policy of full disclosure on every financial report and bond prospectus.
4. The City will strive to maintain its Aa3 Moody's bond rating.
5. General obligation debt will not be used for self-supporting enterprise activity.
6. The City shall strive to repay its debt as expeditiously as is financially prudent within the constraints of debt covenants as a means of reducing interest expense.
7. The City shall balance its future debt obligations with its current rate structure to ensure a balance so that current rate payers do not bear the burden of future goods and services and future rate payers do not bear the burden of past goods and services.

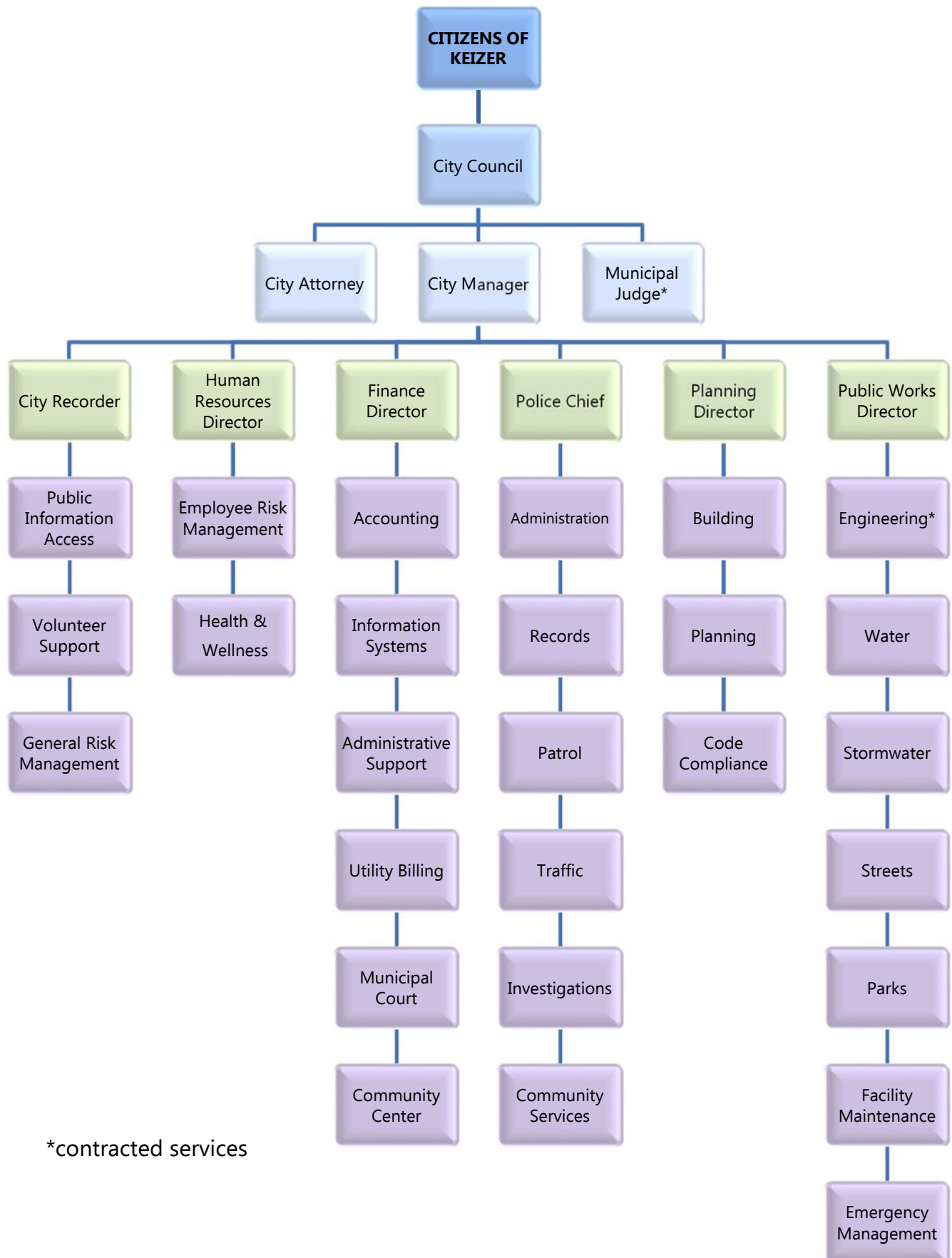
Financial Policies

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

1. The City shall establish and maintain a system of internal controls that is designed to provide reasonable assurance that the City achieves the following objectives:
 - a. Effective and efficient operations
 - b. Reliable and accurate financial information
 - c. Compliance with applicable laws and regulations
 - d. Safeguarding assets against unauthorized acquisition, use or disposition
2. 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.
3. The City will establish and maintain only those funds that are necessary by law and for sound financial management.
4. The City shall prepare and adopt an annual budget by June 30th of each year.
5. The City shall annually prepare and publish, by December 31st of each year, an Annual Comprehensive Financial Report (ACFR) in conformity with generally accepted accounting principles.
6. 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.

Organizational Chart



Fund - Department Matrix

	FUND	City Manager	Legal	City Records	Human Resources	Finance	Planning	Public Works	Police
M	GENERAL FUND - By Function								
	Planning						X		
	General Administration			X		X			
	Municipal Court					X			
	Police								X
	SPECIAL REVENUE FUNDS								
M	American Rescue Plan Act (ARPA)					X			
N	Energy Loan Program						X		
N	Housing Services						X		
N	Keizer Youth Peer Court					X			
N	Park Improvements							X	
N	Park Services							X	
N	Police Services								X
N	Public Education Government Access					X			
N	Sewer Reserve							X	
M	Street							X	
M	Transportation Improvements							X	
	PROPRIETARY FUNDS								
	Enterprise Funds								
N	Community Center					X			
M	Sewer					X		X	
M	Stormwater							X	
N	Street Lighting Districts							X	
M	Water							X	
M	Water Facility Replacement Reserve							X	
	Internal Services Fund								
M	Administrative Services Fund								
	City Attorney's Office		X						
	City Manager's Office	X							
	City Records			X					
	City-Wide Administration			X					
	Civic Center Facilities							X	
	Finance					X			
	Human Resources				X				
	Information Systems					X			
	Utility Billing					X			
	Public Works							X	
	DEBT SERVICE FUNDS								
M	Keizer Station Local Improvement					X			

X indicates primary responsibility for budget and services provided

M Major Fund

N Non-major Fund

City Council Goals

Introduction

Each year at a City Council work session, the Council reviews, reprioritizes and updates the City Council Goals. Below is a listing of the Council's goal list as adopted in April 2023.

Council Goals Established for 2023 through 2025

SHORT TERM GOALS

- UGB Discussion of Next Steps –
 - Housing, Employment, Transportation, Considerations in Decision Making
- Procurement Process Simplification
- Citywide Camera System
- Artificial Turf Project(s)
- Codification
- Implementation of Agenda Management System
- Human Resource Information System
- Development of Social Media Policy
- Adoption of Changes to the Emergency Operations Plan
- Adapt Community Center Policies and Practices to Run Optimally
- Integrate Strategic Plan into next Budget Process

LONG TERM GOALS

- Sidewalk Gap and Repair Program(s)
- Transportation System Plan Update
 - Grant Cycle Funding –
- UGB Evolution
- River Cherry Overlay District Redevelopment Incentives or Financing Opportunities
- CFEC Implementation
- Website Overhaul

WORK PLAN

City Council has identified the work plan below:

- Complete Strategic Planning Process
- Community Diversity Engagement
- Volunteer Committee Training (Onboarding and Top 25)
- Housing Disparity and Barriers to Home Ownership in Keizer
- 40th Birthday Party
- Hire City Attorney



Financial Trends

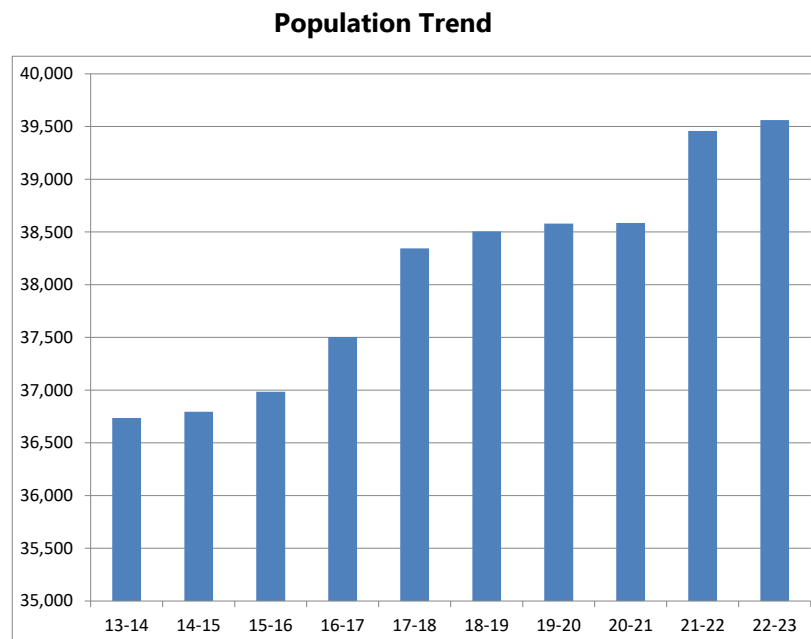
General & Economic Information.....	
Revenue Trends & Assumptions.....	
Resources & Requirements	
Budgets.....	
Debt.....	
Property Taxes and Comparative Tax Rate	

General & Economic Information

Keizer is located in northwestern Oregon in Marion County, along the 45th parallel. As of July 1, 2022, its population was 39,561. It lies inside of the Willamette Valley and is part of the Metropolitan Statistical Area. Keizer shares its southern border with Salem, the state capitol. Keizer is primarily a residential community having a low level of commercial activity. Most new commercial development is at Keizer Station, near Interstate 5.

POPULATION TRENDS

The City's population increased marginally yet steadily over the past 10 years at an average 0.75% growth rate per year. Keizer anticipates an increase in growth over the next several years at between 0.5% and 1.0% annually compared with the State of Oregon, which is increasing in population at 0.84% annually.



AVERAGE ANNUAL CPI-U

The Bureau of Labor Statistics for the U.S. Department of Labor tracks the Consumer Price Index (CPI-U) for most U.S. cities. The CPI-U is a leading economic indicator that measures inflation, which is central to assessing the cost of living and whether living standards are rising or falling. The table below shows the annual percentage change in this measure for the past 10 years. Nationally, over the last 12 months, the all items index increased 8.7 percent before seasonal adjustment.

Percent Change in Average Annual CPI-U Urban Wage Earners and Clerical Workers, West – Size Class B/C

Year	CPI-U Increase
2013	101.0%
2014	101.3%
2015	100.1%
2016	100.9%
2017	102.4%
2018	103.0%
2019	102.4%
2020	101.7%
2021	105.5%
2022	108.7%

General & Economic Information

Population Staffing Per Capita	City Population vs. Number of City Employees by Fiscal Year									
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
	36,735	36,795	36,985	37,505	38,345	38,505	38,580	38,585	39,458	39,561
	92	95	95	94	100.5	100.5	101.5	103	102	102
	2.5	2.6	2.6	2.5	2.6	2.6	2.6	2.7	2.6	2.6

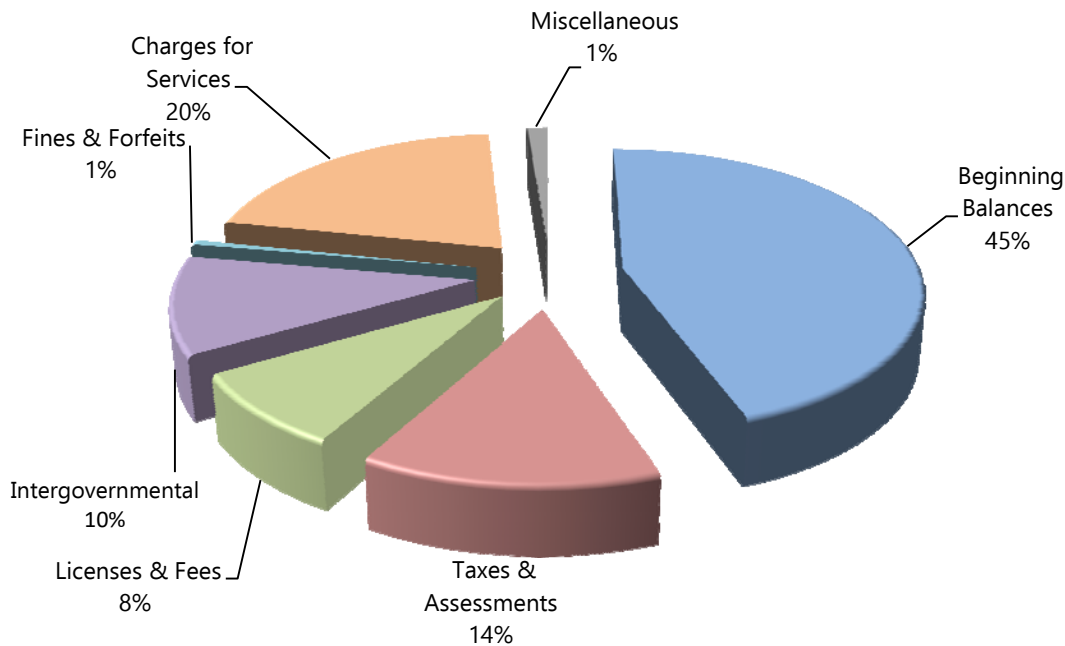
This chart compares the City of Keizer's population to the City's number of budgeted full-time employees over the past ten years. For the 2023-24 fiscal year, the City budgeted 102.0 full-time equivalents (FTE). Expressed in per capita terms, the FTE count is 2.6 employees per thousand of population.

Revenue Trends & Assumptions

This section describes the City's major revenue sources, explains the underlying assumptions for the revenue estimates, and discusses significant revenue trends. The City uses 'moderate' assumptions in its revenue projections as opposed to more aggressive or conservative estimates. The City believes this is the appropriate balance between mitigating risk and allowing the city to provide a responsible level of service.

The City is expecting overall operating revenues to remain consistent with the prior year budget. The primary revenue increase is for property taxes and intergovernmental revenue.

This chart shows the make-up of the City's revenue sources by category.



The revenue sources and assumptions used in the fiscal year 2023-24 budget are summarized below:

TAXES AND ASSESSMENTS

Property Taxes

Property taxes are assessed using a levy rate on each \$1,000 of assessed valuation. They are classified into three types: permanent rate levy for general purpose operations, local option serial levies for specific purposes approved by voters, and bonded debt principal and interest. The City's permanent rate levy is a function of its permanent tax rate applied to its assessed value. The City has no local option serial levies or bonded debt levies.

The budget projects the tax base levy by estimating the new assessed value and applying it to the City's applicable tax rate. The estimation of the assessed value starts with the previous year's assessed value and adds three factors: a growth factor (maximum allowed by law is 3%), an allowance for new construction, and an allowance for annexed property. The City's permanent tax rate is \$2.0838 per \$1,000 assessed value. Assessed value is projected to be \$3.2 billion for fiscal year 2023-24 compared to real market value which is approximately \$5.6 billion; over 83% above assessed value.

Revenue Trends & Assumptions

At \$6.3 million, property tax revenues continue to be a major source of revenue for the City, comprising 18% of total revenues. Despite the economic downturn and slow recovery during the past ten-year period, property taxes increased 41% or \$1.8 million. A significant factor in this was the reduction of the North River Road Urban Renewal District tax increment collections. When the district collects less than the maximum allowable, those taxes revert to the overlapping jurisdictions. The North River Road Urban Renewal District completed its plan in fiscal year 2014-15 and will no longer collect tax increment revenue.

Beginning in fiscal year 2008-09 real market value was 67% more than assessed value. That margin narrowed to 22% by fiscal year 2013-14 however since then the margin has slowly increased with fiscal year 2022-23 increasing to 83%. The higher the percentage the more likely the City will receive the full 3% growth in future years.

For fiscal year 2023-24, Marion County projects approximately 3.0% increase in current property tax revenues. The increase is primarily attributable to the 3% increase in taxable assessed value. There may be a slight impact from new construction which could favorably impact future property tax collections.

Assessments

Assessments are primarily from Local Improvement Districts (LID). An LID is a method by which a group of property owners can share in the cost of transportation and utility infrastructure improvements.

The Keizer Station Local Improvement Fund has been established to account for the improvements to the Keizer Station Development Project. Money expended in this fund was financed with a line-of-credit and an interfund loan during the construction phase of the project. Now that the project is complete, the City has arranged for long-term financing to pay off the line-of-credit and interfund loan. The cost of the improvements has been assessed to the property owners who directly benefit from the project. The assessments received will be used to pay off the long-term debt scheduled for maturity on June 1, 2031. These assessments make up 3% of the City's total revenues. Revenue projections are based on contractual agreements with property owners totaling \$1.6 million annually.

LICENSES AND FEES

For 2023-24, revenue from licenses and fees is projected to be 15% of the City's total revenues.

Franchise Fees

Franchise fees are received from several franchises currently operating within the City of Keizer. These fees are collected based upon rates applied to the gross operating revenues generated within the City. Franchise fee rates have been set at 5% for natural gas, electricity, garbage, cable and broadband, water, sewer and stormwater and at 7% for telephone. Franchise Fees are an important revenue source for the City. Revenue is estimated at \$3.1 million for fiscal year 2023-24 and represents 9% of total revenues. Revenue estimates are based on a five-year trend analysis and adjusted for known changes in utility rates. Over the past five years, franchise fees have increased 9% primarily due to rate increases for water, sewer, stormwater and sanitation services. Electricity fee revenues make up over 40% of total franchise fees and have increased 8% during this time.

Assumptions for fiscal year 2023-24 include:

- Electricity and Gas franchises expect revenues to increase primarily as the result rate increases.
- Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. Fiscal year 2023-24 revenue projections are based

Revenue Trends & Assumptions

on a 6% reduction over fiscal year 2022-23 projected revenues, consistent with the current downward trend.

- The area's cable television provider has consistently declined over the last several years as users are turning to alternative streaming services. However, during fiscal year 2022-23 revenues increased slightly as the result of the stay at home recommendations due to the COVID-19 pandemic. Revenues for Fiscal Year 2023-24 are expected to return to the pre-pandemic levels.
- City Utility assessments and fees are expected to increase 3% for water and 4% for sewer services.

Park Fees

In November 2017 the City started collecting Park Fees to provide resources to increase the level of repairs and maintenance in the City's park system. The fee covers additional employee's costs such as wages, health insurance, retirement and taxes for two additional park's employees in addition to costs associated with maintaining and repairing existing park amenities. The fee is expected to provide \$680,000 per year in revenue.

Police Fee

In November 2017 the City started collecting Police Fees to provide resources to hire and equip five additional police officers. The fee covers employee costs such as wages, health insurance, retirement and taxes in addition to uniforms, service equipment and vehicles. Due to ongoing increases in wages, health insurance and retirement the fee is expected to increase from \$6.00 per month to \$6.90 per month in Fiscal Year 2023-24. The fee is expected to provide \$1,058,000 in revenue during Fiscal year 2023-24.

System Development Charges

System Development Charges (SDCs) are one-time fees based on the proposed new use or increase in use of a property. These fees apply to both new construction and residential projects which increase impact to city infrastructure. The City has four SDC fees including water, sanitary sewer, transportation, and park improvements. These fees make up 1% of the City's total revenues. Revenue estimates are based on expected growth of 1% in fiscal year 2023-24 using assumptions from Marion County and the City's Planning Department. By Council action, these SDCs are indexed annually taking an average of the Northwest construction cost index (CCI) and the change in land values in the Keizer area.

Building and Permit Fees

This revenue category includes, building permits and fees, and planning development review fees. All licenses and fees are authorized by council resolution or ordinance and located on the City's website. Revenue estimates are based on expected growth of 1% in fiscal year 2023-24 using assumptions from Marion County and the City's Planning Department. These fees make up less than 1% of the City's total revenues.

INTERGOVERNMENTAL REVENUES

Intergovernmental revenues include federal, state, and local grant revenues and state-shared revenues received from the State of Oregon. All the grant revenues directly support specific programs that are reviewed annually and adjusted to incorporate any changes in funding levels. The State of Oregon collects gas, cigarette, and liquor taxes and shares these taxes with its political subdivision based upon a per capita distribution. The City's share is budgeted at \$6.8 million or 20% of the City's total revenue. State shared revenue estimates are based on five-year trend analysis and adjusted using information provided by the State of Oregon through the League of Oregon Cities (League).

Revenue Trends & Assumptions

FINES AND FORFEITS

The City operates a municipal court to handle traffic citations and municipal code violations with the primary goal of encouraging compliance. These revenues have decreased in recent years as the result in fewer traffic citations being issued. Revenue estimates are based on five-year trend analysis adjusted for any changed in the traffic control efforts as planned by the Keizer Police Department.

CHARGES FOR SERVICES

Utility Revenues

The City operates a water and stormwater utility and does the billing for the sewer utility (which is operated by the City of Salem). Water utility rates are expected to increase 4% while stormwater rates are expected to remain consistent with fiscal year 2022-23. Sewer rates are expected to increase approximately 6.0%. These revenues make up 37% of the City's operating revenues. Revenue estimates are based on approved rate structures for each utility and adjusted for changes in consumption in consultation with the Public Works Department.

Over the past five year's water consumption has declined due to customer conservation measures and wetter than average summers. These trends are typically offset by modest annual rate increases. The rate increase is necessary to reinvestment into the water system infrastructure to meet the requirements of the Water System Master Plan.

Sewer charges are set using average water consumption per customer account. Revenue trends are similar to water sales given annual modest sewer rate increases are similar to water rates. Sewer revenues are expected to increase 6.0% in fiscal year 2023-24 over the previous year.

Stormwater charges are based on equivalent service unit (ESU) which is set at one ESU per single family dwelling and impervious surface measurements for multifamily and commercial accounts. Revenue increases are driven by rate increases and new construction which adds impervious surface to the system. The City does not expect to increase the stormwater rate during Fiscal Year 2023-24.

Administrative Services Charges

Administrative Service charges represent costs between departments for administration, insurance, maintenance, and operational services and are reflected in both the resource category and as the requirements of the respective funds. Revenue estimates are based on total expenditures appropriated for the fund plus increases in reserve requirements. Revenues are expected to increase 13% over projected fiscal year 2022-23 amounts.

MISCELLANEOUS

For fiscal year 2023-24, miscellaneous revenue is projected to be 2% of the City's total revenues and is primarily interest revenue.

Investment Income

Investment income is dependent upon short-term interest rates and the amount of resources available for investment. Our investment policy, as summarized in the *Financial Policies* section, outlines the investment objectives as follows: legality, safety of principal, adequate liquidity, avoidance of unnecessary risk, and then obtaining a market yield. Generally, the City invests heavily in the State of Oregon Local Government Investment Pool (LGIP) and has sizable deposits with banks as needed to offset banking fees.

Currently, the LGIP is earning 3.75% on its investments. For this coming fiscal year, the rate of return on

Revenue Trends & Assumptions

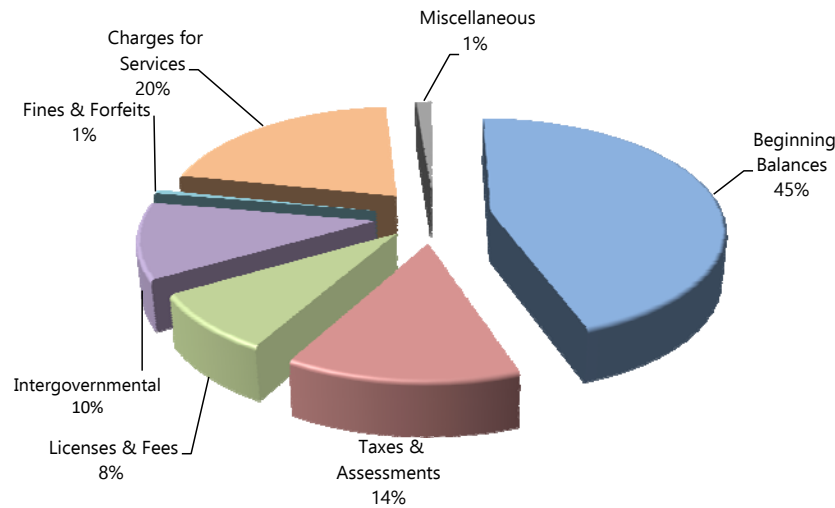
the City's investments is projected to remain consistent with the previous year. Investment income is budgeted in each fund based upon its estimated share of pooled cash at the projected interest rate for the upcoming year.

TRANSFERS

Transfers represent payments between departments for subsidizing operations or funding capital projects and are reflected in both the resource category as well as the requirements of a fund.

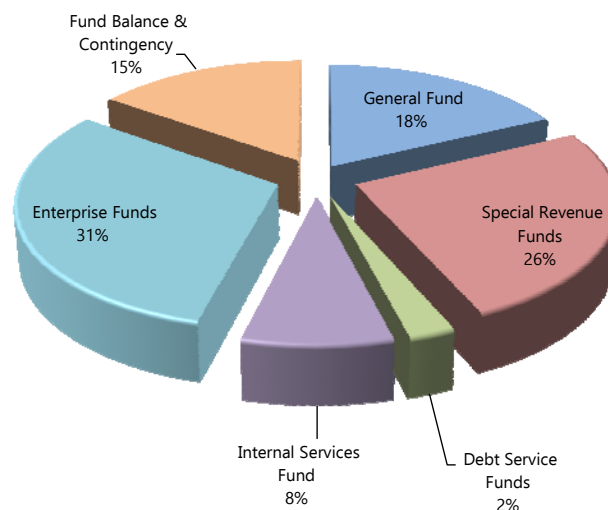
Financial Trends – Resources & Requirements

RESOURCES BY SOURCE – FY 2023-24



For fiscal year 2023-24, total resources come to \$64 million. Charges for Services support the City's utilities including Water, Sewer and Stormwater. Property tax revenues, including delinquencies continue to be a major source of resources for the City. For this fiscal year, City property taxes are projected to be 3% above the previous fiscal year.

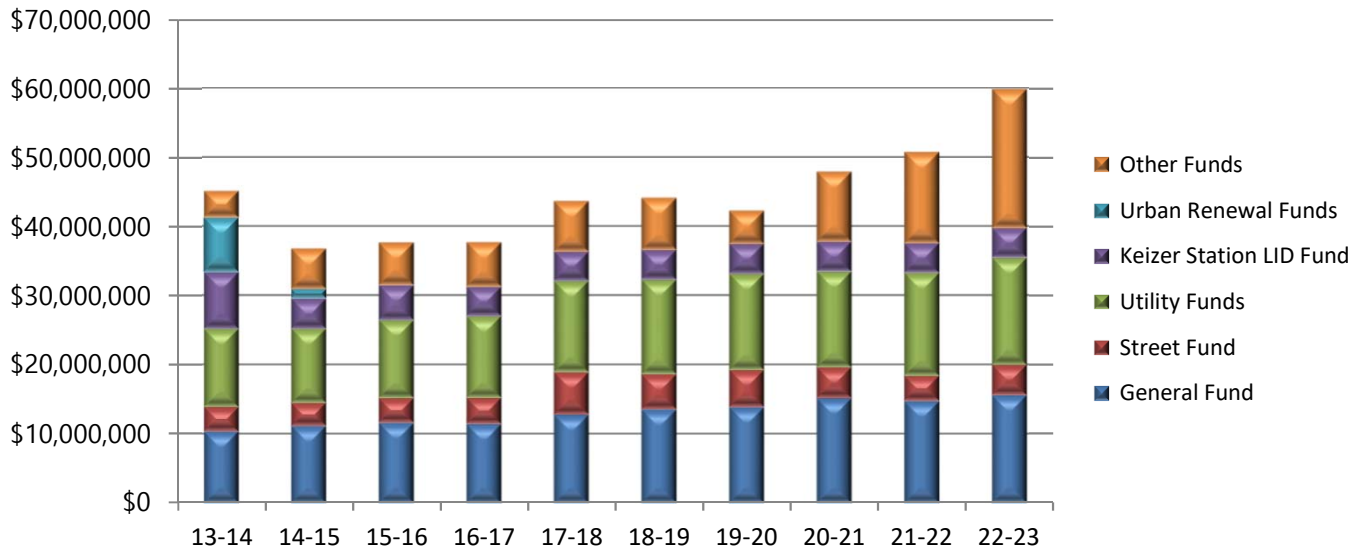
REQUIREMENTS BY USE – FY 2023-24



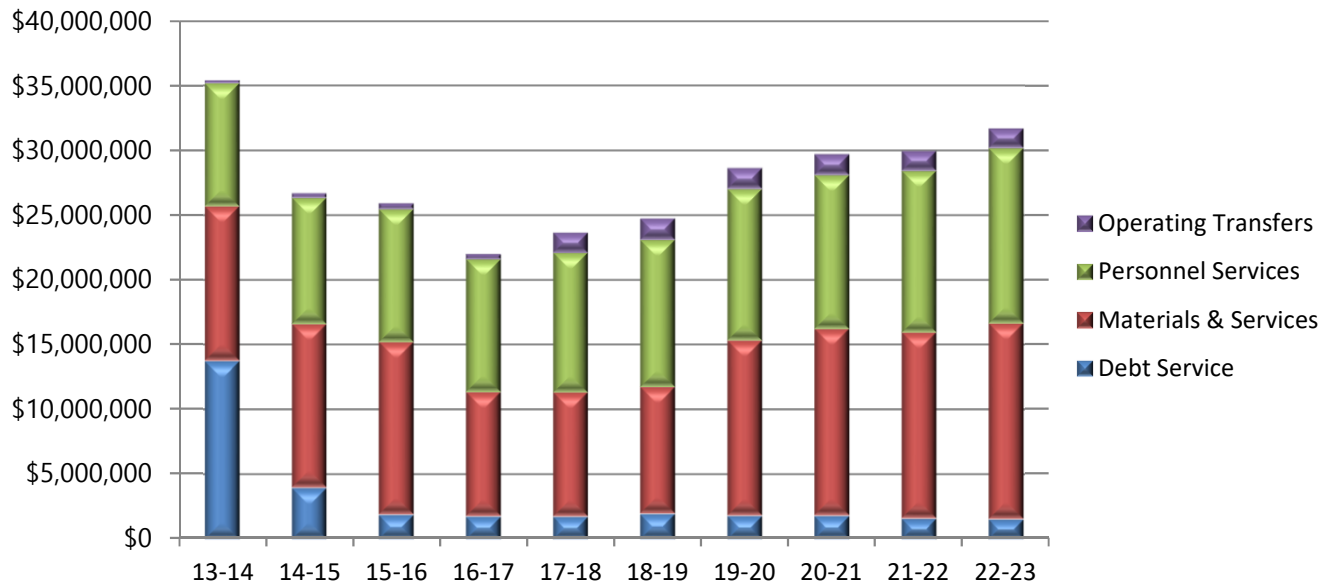
Requirements are balanced to fiscal year 2023-24 resources at \$64 million. As the pie chart above shows, 15% of this fiscal year's requirements are budgeted as contingency and ending fund balances. The remaining budgeted requirements are allocated between the General Fund, Special Revenue Funds, Capital Projects, Debt Service and Utility Funds.

Financial Trends - Budgets

Total Budgeted Resources by Fund Categories



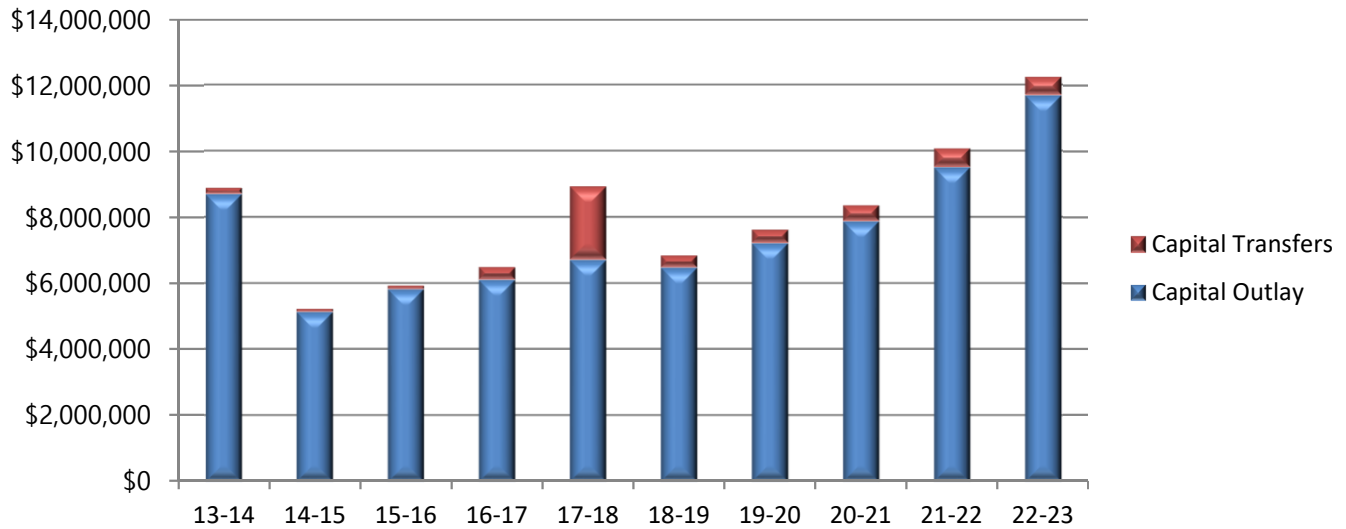
This graph depicts the total resources budgeted in each fund category for the past ten fiscal years. The graph indicates the combined General Fund, which includes General Services, Planning, Municipal Court and Police Services. The Utility funds include Water, Sewer and Stormwater both Operations and Capital Improvements. The Urban Renewal Funds significantly declined in recent years as the district accomplished its plan and stopped collecting tax increment revenue at the end of FY14-15.



The above graph depicts the total operating expenditures by category for the past ten fiscal years, adjusted for inflation. Spikes in debt service payments in FY13-14 represent pay down of Keizer Station Local Improvement District debt resulting from the foreclosure of delinquent properties. Proceeds from these properties were used to repay debt owed by those properties. Operating costs, other than debt service have increased gradually over the ten year period.

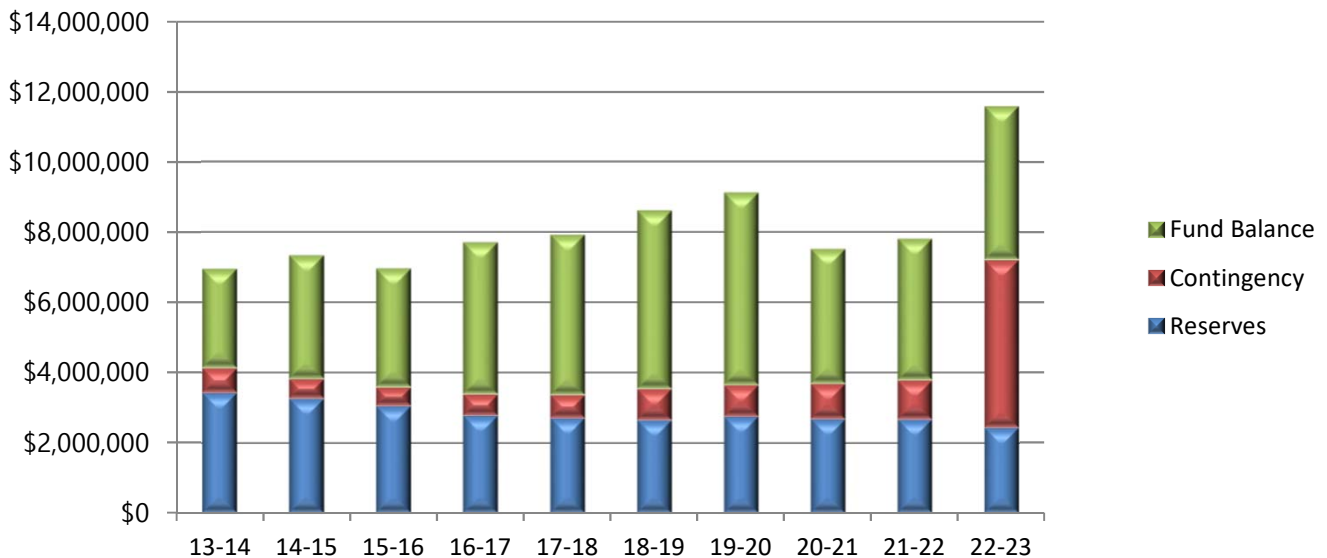
Financial Trends - Budgets

Capital Budget



The above graph depicts the total capital expenditures by category for the past ten fiscal years, adjusted for inflation. Capital construction in FY13-14 through FY22-23 is for road, water and stormwater improvements. FY17-18 includes a capital transfer that was used as short term working capital for the construction of the bridge over Claggett Creek on Dearborn Ave NE.

Reserves, Contingencies and Ending Fund Balances



The above graph depicts budgeted reserves, contingencies, and unappropriated ending fund balances for the past ten fiscal years, adjusted for inflation. Generally, these balances reflect what is left after revenues and expenditures have been accounted for. Each year, these balances have met or exceeded the City's adopted policy in their respective area. Reserves are primarily for the Keizer Station Local Improvement District debt. The City has also established contingencies and reserves for Liability Insurance and Civic Center Facility Improvements.

Financial Trends - Debt Service

FULL FAITH AND CREDIT BONDS

Full faith and credit bonds are long-term obligations that are payable solely from a designated source of revenue. They do not carry any taxing power. The City has two obligations that are full faith and credit, the Keizer Station Local Improvement District Debt and the 2018 Gas Tax Revenue loan.

Keizer Station Local Improvement District Debt Service Schedule

Assessment payments from property owners are used to pay this debt. Interest payments are due semi-annually and principal is not due until maturity. The debt service schedule below represents the City's legally obligated debt service requirements. However, the City intends to make principal payments semi-annually from assessments received. Future assessments due and existing reserves are sufficient to repay the full principal and interest due on this debt.

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2023	\$ 8,695,000	\$ -	\$ 226,070	\$ 226,070
6/1/2024	8,695,000	-	226,070	226,070
12/1/2024	8,695,000	-	226,070	226,070
6/1/2025	8,695,000	-	226,070	226,070
12/1/2025	8,695,000	-	226,070	226,070
6/1/2026	8,695,000	-	226,070	226,070
12/1/2026	8,695,000	-	226,070	226,070
6/1/2027	8,695,000	-	226,070	226,070
12/1/2027 through 12/1/2031	8,695,000	-	1,582,490	1,582,490
6/1/2031	8,695,000	8,695,000	226,070	8,921,070
		\$ 8,695,000	\$ 3,617,120	\$ 12,312,120

2018 Gas Tax Revenue Loan Debt Service Schedule

Interest Rate	Original Date	Maturity Date	Original Principal	Principal Outstanding	Annual Debt Service
3.05%	4/26/2018	6/1/2033	\$ 1,800,000	\$ 1,291,000	\$ 152,000

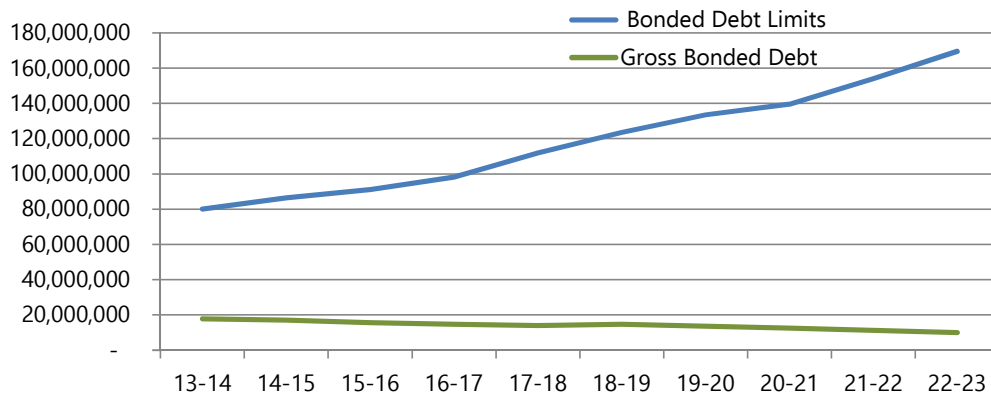
Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2023	\$ 1,291,000	\$ -	\$ 19,688	\$ 19,688
6/1/2024	1,179,000	112,000	19,688	131,688
12/1/2024	1,179,000	-	17,980	17,980
6/1/2025	1,063,000	116,000	17,980	133,980
12/1/2025	1,063,000	-	16,211	16,211
6/1/2026	944,000	119,000	16,211	135,211
12/1/2026	944,000	-	14,396	14,396
6/1/2027	821,000	123,000	14,396	137,396
12/1/2026	821,000	-	12,520	12,520
6/1/2027	694,000	127,000	12,520	139,520
12/1/2027 through 12/1/32	397,000	547,000	62,510	62,510
6/1/2033	147,000	147,000	2,242	149,242
		\$ 1,291,000	\$ 226,342	\$ 1,517,342

FUTURE DEBT ISSUANCE

The City does not anticipate issuing any new debt in the immediate future.

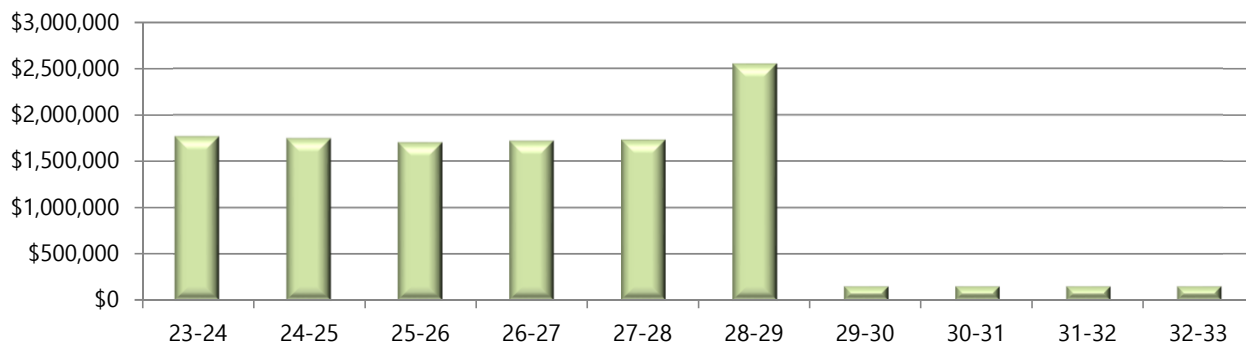
Financial Trends - Debt

Gross Bonded Debt



The above graph shows the City's total gross bonded debt. ORS 287.004 sets a legal limit on General Obligation (G.O.) debt at 3% of the total real market value in the city. Real market value is \$5,651,370,298 giving a debt limit of \$169,541,109 compared to \$9,986,000 general obligation debt outstanding. The City's gross bonded indebtedness has stayed less than 1%, well below this limit. The graph reflects existing general obligation bond issues only and does not project for any future debt issuance.

Annual Debt Service on Gross Bonded Debt



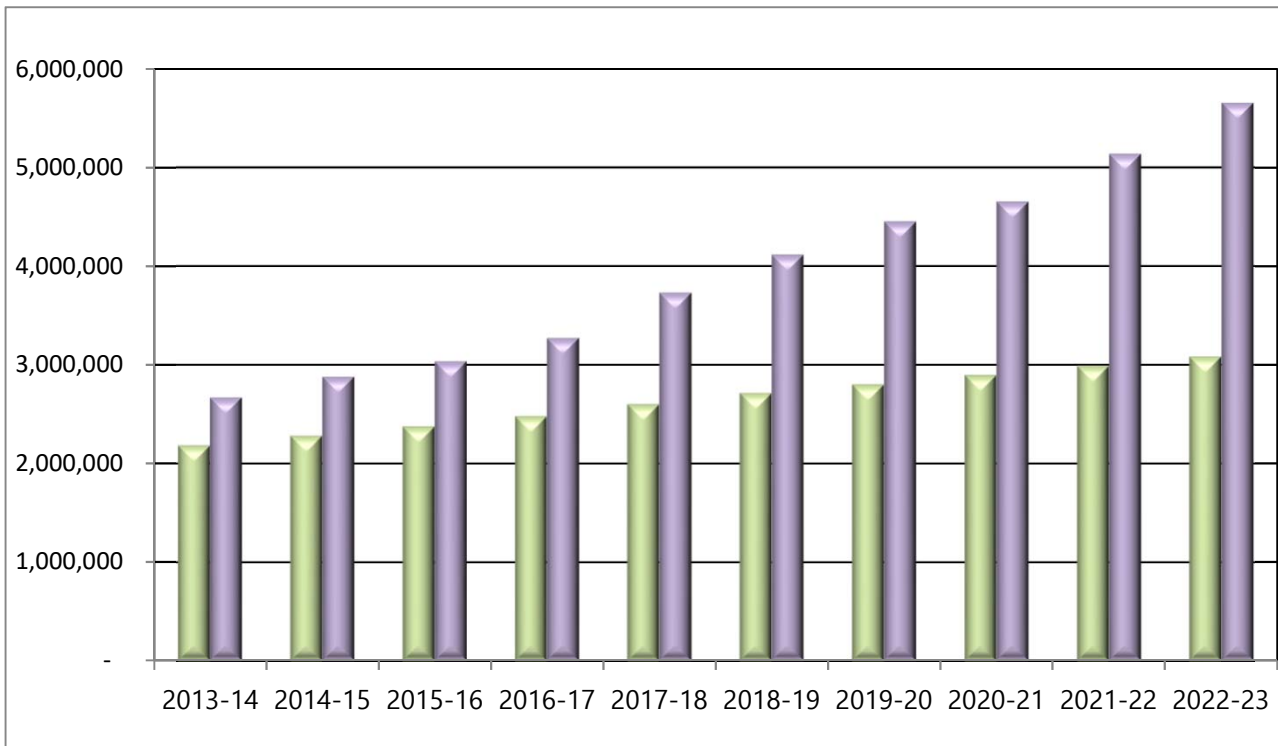
The above graph depicts the City's debt service (principal and interest payments) on its bonded indebtedness. Since the 2018 Gas Tax Revenue Loans is for 15-years, the graph is extended out to fiscal year 2032-33. Fiscal years 2023-24 through 2028-29 assume all assessment payments associated with the Keizer Station Local Improvement District will be made on time and the final debt service payment will include use of the debt reserve. Principal payment on this debt is not due until maturity on June 1, 2031, however, the City plans on making annual debt service payments equal to the amount of assessment payments received from property owners. This strategy will allow the City to pay off the debt in FY28-29.

Financial Trends - Property Taxes

City Property Tax Revenues		2022-23 Actual Tax Revenue	2023-24 Estimated Tax Revenues 103%
1	District Assessed Value	\$3,081,240,492	\$3,173,677,707
2	Permanent Tax Rate per \$1,000	\$2.0838	\$2.0838
3	Gross Property Tax Revenues	\$6,420,689	\$6,613,310
4	Penalties/Compression/Adjustments	-	-
5	Property Tax Revenues	\$6,420,689	\$6,613,310
6	Uncollectables and Discounts	(321,034)	(330,665)
7	Net Anticipated Tax Collected	\$ 6,099,654	\$ 6,282,644

Assessed value is expected to increase 3%, primarily from the maximum growth value.

Total Real Market Value Compared to Assessed Value (000's) for City of Keizer



This graph provides some insight into the growth of the City of Keizer's property values over the past 10 years. The trend shows that both assessed value and real market value continue to increase. The estimation of the assessed value starts with the previous year's assessed value and adds three factors: a growth factor (maximum allowed by law is 3%), an allowance for new construction, and an allowance for annexed property. The assessed value now reflects about 55% of the real market value compared to fiscal year 2013-14 which was the high at 82%. This is a positive trend and shows that real market value is increasing faster than assessed value which has a legal cap as previously noted.



Budget Summary

Budget Overview & Highlights.....	
All Funds Combined.....	
Resources & Requirements by Fund Type.....	
Fund Descriptions & Summary by Fund	
Consolidated Fund Summary	
Capital Expenditures.....	
Fund Balances.....	
Staffing History	
Staffing Allocations.....	
Employee Benefits.....	
Department Summaries	

Budget Overview

The following provides an overview of the fiscal year 2023-24 Budget as a supplement to the Citywide Budget summaries by fund found in this section.

The total budget for fiscal year 2023-24 is \$64,382,600 a 5.2% increase from the current year budget. Taxes and assessments are expected to increase 4.4% primarily as the result of the 3% increases in assessed property value. License and fees are expected to increase 6.8% as the result of an increase electric, natural gas and sanitation rates combined with an increase in the Police Services Fee. Intergovernmental revenues are expected to decrease by 24% as the result of receiving \$4.4 million from the American Rescue Plan Act (ARPA) during the previous year that is not expected to recur during the current year. Charges for services are expected to increase 3.7% as the result of water and sewer rate increases. The City's total operating budget, excluding transfers and debt proceeds, is \$34,200,900.

REVENUES

The City of Keizer is a full-service organization and receives revenue from a number of sources and for a variety of purposes. The largest source of ongoing revenue is charges for services including water, sewer and stormwater charges. Property taxes make up the next largest revenue source.

Revenue projections for fiscal year 2023-24 total \$34,200,900 (excluding transfers and debt proceeds). Revenue trends are described in detail starting on page 31.

EXPENDITURES

Expenditures for fiscal year 2023-24 total \$52,024,100 (excluding transfers and contingency).

Personnel Services

City services are labor intensive operations including public safety and water, sewer and stormwater utilities. Consequently, personnel services make up the largest operating expense and include salaries and benefits. Personnel services reflect an overall increase of 3.7% primarily

Budget Overview

due to increases in wages, insurance and retirement costs. The budget provides for salary and wage increases of 3.0% for non-represented employees and 3.5% for employees represented by the Local 737. The City is currently in negotiations with the Keizer Police Association as the applicable labor agreement expires June 30, 2023 therefore actual wage ranges for fiscal year 2023-34 are not known. In addition, the budget includes a 5% increase in medical insurance premiums. Employees from the City's two labor groups, Keizer Police Association and Local 737, contribute 5% to their health and dental insurance premiums while non-represented staff contributes 10%. The City's share of the cost for employee health and dental insurance is estimated at \$2.8 million. Retirement costs are expected to increase 27% primarily due to the biannual PERS employer contribution rate increase in addition to increases in salary and wages.

Materials & Services

Materials and Services expenditures include administrative costs, a variety of contractual services, and operating and maintenance costs. Materials and Services is expected to increase approximately 6% as the result of spending associated with the ARPA grant.

Capital Outlay

The City's total capital outlay budget for fiscal year 2023-24 is \$20,098,500 of which \$7,034,500 is for routine expenditures and \$13,064,000 is for non-routine expenditures. A summary of total capital expenditures is on page 60.

Debt Service

Citywide debt service is budgeted at \$1,767,700 and includes the following payments:

- Keizer Station Local Improvement District - \$1,616,300, and
- Street Fund - \$151,400

Transfers

The fiscal year 2023-24 Budget includes the following transfers:

- From the Police Services Fund to the General Fund to provide for the costs associated with adding five additional police officers - \$1,058,000

Budget Overview

- From the General Fund to the Park Services Fund to provide at least 2.5% of the General Fund revenues in support of the park operations - \$360,800
- From the General Fund to the Transportation Improvement Fund to repay an interfund loan - \$30,000
- From the Street Fund to the Stormwater Fund to cover the cost of maintaining public street impervious surfaces - \$521,000
- From the Water Fund to the Water Facility Fund for capital improvements - \$650,000

FUND BALANCES

The City's reserves and fund balances consist of restricted funds for specific purposes and planned future expenditures, set aside for emergencies and unforeseen circumstances and for operating capital. The City's total projected Ending Fund Balance is \$7,584,000. Projections by fund are on pages 61-63.

Budget Highlights

The fiscal year 2023-24 City of Keizer Budget was developed per the City's Financial Policies and City Council directives, and is balanced in accordance with state budget law. The total budget is \$64,382,600 and includes \$20,098,500 in capital spending and \$1,767,700 in debt service payments.

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 stormwater) at a time when other cities were forced to make drastic cuts in response to the challenging economic environment that continues to face our country.

The predominant short-term factors that influence the decisions made in the development of the fiscal year 2023-24 budget include:

1. Recovery from the COVID-19 pandemic,
2. The City Council's short term goals,
3. Marginal increases in general fund revenues,
4. Maintain existing services and
5. Continued capital investment into all of the City's service areas to ensure continued sustainability.

While stable economic indicators continue, the City is mindful to ensure that all increases in service level are sustainable into the near future. The City uses long-range planning tools to assist in this endeavor (pages 155-171).

The following is a summary of the financial highlights of the 2023-24 fiscal year budget.

FINANCIAL AND BUDGET TRENDS

The City uses 'moderate' assumptions in its revenue and expenditure projections as opposed to more aggressive or conservative estimates. The City believes this is the appropriate balance between mitigating risk and allowing the city to provide a responsible level of service.

As shown on page 29, the City averages 0.75% growth in its population rate per year. The City expects an increase in growth over the next several years at 0.5-1.0% annually. The Consumer Price Index in Oregon for 2022 was up 8.7% over 2021. These economic increases were factored into the City's budget projections.

REVENUES

The City is expecting overall operating revenues to decrease approximately 2.9% as compared to the prior year. The primary revenue decrease is for intergovernmental revenues as the result of the ARPA grant received during the prior year that is not expected to recur during the current year. The decrease in intergovernmental revenues is offset by anticipated increases in taxes and assessments, license and fees and charges for services.

Taxes

Property tax revenues are the General Fund's single most important revenue source and support operating programs such as Police, Municipal Court, Parks, Planning and Administration. The City has a permanent tax rate of \$2.0838 per \$1,000 of assessed value, which cannot increase under the current Oregon law. The City is expecting property tax revenue to increase approximately 3% in fiscal year 2023-24 as compared to

Budget Highlights

increasing 3.3% during fiscal year 2022-23. The increase is primarily attributed to a 3% increase in assessed value.

Assessments

Assessments are expected to remain consistent at approximately \$1.4 million in fiscal year 2023-24 as compared to fiscal year 2022-23. The assessments are primarily associated with the Keizer Station Local Improvement District and the Street Light Local Improvement Districts.

License and Fees

Licenses and Fees are expected to increase 6.8% in fiscal year 2023-24 as compared to fiscal year 2022-23. The primary reason for the increase is due to an increase in electric, natural gas and sanitation rates combined with a \$0.90 per month increase in the Police Services Fee.

Intergovernmental Revenues

Intergovernmental Revenues are expected to decrease by 24% in fiscal year 2023-24 as compared to fiscal year 2022-23. The decrease is attributed to receiving \$4.4 million in intergovernmental funding from the ARPA Grant during the prior year that is not expected to recur during the current year.

Charges for Services

Charges for services are expected to increase approximately 3.7%. The increase is attributed to:

- An expected 4% water rate increase that will take effect January 1, 2024,
- an expected 6% sewer rate increase effective January 1, 2024. The City of Salem, who manages the regional sewer system, sets the sewer rates for the City of Keizer based on a cost of service analysis.

OPERATING EXPENDITURES

In total, the City's operating expenditures, which include personnel services and materials and services are expected to increase 5% over the prior year's budget.

Personnel Services

Personnel Services include employee salaries and wages, retirement benefits and health and welfare benefits. The City anticipates a \$1.9 million increase in personnel services expense in fiscal year 2023-24 as compared to fiscal year 2022-23. A summary of employee benefits City-wide is provided on page 67.

Salaries and Wages

Employee salary and wages comprise the largest category of personnel services. Salaries and wages are expected to increase by \$0.5 million in fiscal year 2023-24 as compared to fiscal year 2022-23 budget.

For employees not subject to the provisions of a collective bargaining agreement salaries and wages are projected to increase 3.0%. Employees subject to the Local 737 collective bargaining agreement are projected to increase 3.5%. The City is currently in negotiations with the Keizer Police Association as the applicable labor agreement expires June 30, 2023 therefore actual wage increases are not known. The City strives to provide a consistent wage and salary adjustment to all employees, represented and unrepresented alike.

The budgeted regular status full-time equivalents for fiscal year 2023-24 will be 103 employees as compared to 102 in fiscal year 2022-23.

The City has allocated \$400,000 of ARPA grant funds to provide for costs associated with employee retirements and the subsequent new hire process to reduce the time that the positions remain vacant.

Budget Highlights

Retirement Benefits

Retirement benefits provided to City employees are remaining the same but the cost of those benefits will increase approximately \$0.1 million in fiscal year 2022-23 as compared to fiscal year 2021-22. The increase is the result of the biannual employer PERS contribution rate adjustment and the annual salary and wage increases.

Health and Welfare Benefits

Health and welfare benefits provided to city employees will remain the same however, the cost to provide those benefits is expected to increase approximately 5% in fiscal year 2023-24 as compared to fiscal year 2022-23. Health and dental insurance premiums will increase no more than 5%. Consistent with fiscal year 2022-23 represented and non-represented employees will be required to pay 5% and 10%, respectively, of the cost of the medical and dental insurance premiums.

The City is limited in its ability to eliminate or reduce specific health and welfare benefits provided as doing so would be a violation of the terms of the collective bargaining agreement for represented employees. In addition given the total number of employees, creating separate health and welfare benefit packages for unrepresented employees in which the specific benefits could be modified would likely result in the loss of the pooled rate structure and an increase in administrative costs that would offset any potential premium expense savings. However, should rates increase beyond sustainable levels, the City will have to consider potentially significant changes, which would include collaboration and bargaining with employees and the two unions representing City employees.

Materials and Services

Materials and services are expected to increase \$0.8 million from \$13.0 million in fiscal year 2022-23 to \$13.7 million in fiscal year 2023-24. The primary reason for the increase is increased spending as the result of the ARPA grant. In addition, the increase is also attributed to the sewer payments remitted to the City of Salem.

NON-OPERATING EXPENDITURES

Non-operating expenditures which include capital outlay and debt service are expected to increase \$6.4 million in fiscal year 2023-24 as compared to fiscal year 2022-23.

Capital Outlay

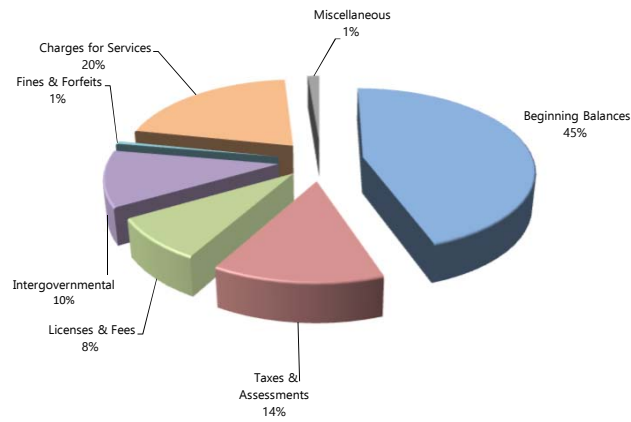
Capital outlay costs are expected to increase \$6.4 million from \$13.7 million in fiscal year 2022-23 to \$20.1 million in fiscal year 2023-24. The City has appropriated over \$3.4 million for development of the I-5 Chemawa southbound on-ramp should the Oregon Department of Transportation proceed with this project should construction begin during the current year. In addition the City has allocated \$7.7 million in ARPA grant funds for capital outlay projects including expanding the event center and building two turf fields at Keizer Rapids Park.

Debt Service

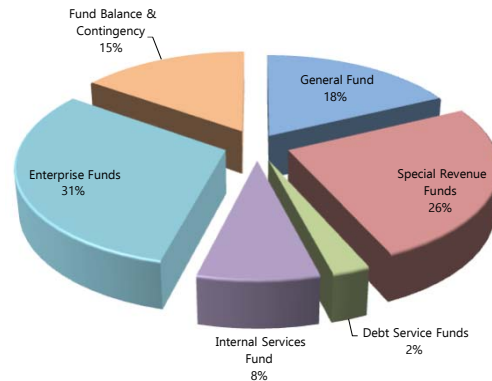
Payments of principal and interest on the City's debt obligations is expected to remain consistent with the prior year as no new debt is anticipated. The City continues to pay down the debt associated with the Keizer Station Local Improvement District bonds and Gas Tax loan.

All Funds Combined

Revenues (net eliminations)*



Expenditures (net eliminations)*



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	\$ 15,925,928	\$ 17,331,397	\$ 23,587,500	\$ 24,938,900	\$ 27,581,900	\$ 27,611,900		17.1%
Revenues:								
Taxes & Assessments	7,641,172	7,976,578	8,035,400	8,124,900	8,385,300	8,385,300		4.4%
Licenses & Fees	4,751,472	5,266,427	4,888,600	5,580,500	5,218,700	5,208,700		6.5%
Intergovernmental	5,457,973	5,055,976	8,989,100	9,222,200	6,833,900	6,833,900		-24.0%
Fines & Forfeits	481,622	401,654	318,000	324,000	333,000	333,000		4.7%
Charges for Services	11,320,683	11,630,398	12,195,000	12,121,500	12,652,300	12,652,300		3.7%
Miscellaneous	1,022,049	6,262,230	785,800	1,054,200	757,700	787,700		0.2%
Total Revenues:	30,674,971	36,593,263	35,211,900	36,427,300	34,180,900	34,200,900		-2.9%
Other Resources:								
Transfers In	2,374,351	2,431,600	2,401,800	2,201,800	2,569,800	2,569,800		7.0%
Total Other Resources	2,374,351	2,431,600	2,401,800	2,201,800	2,569,800	2,569,800		7.0%
TOTAL RESOURCES	48,975,250	56,356,260	61,201,200	63,568,000	64,332,600	64,382,600		5.2%
REQUIREMENTS:								
Expenditures:								
Personnel Services	12,615,954	13,427,241	15,850,500	14,517,500	16,437,900	16,437,900		3.7%
Materials & Services	11,473,799	11,370,367	12,943,700	12,123,800	13,726,100	13,720,000		6.0%
Capital Outlay	3,132,006	2,435,200	14,106,000	5,345,200	20,098,500	20,098,500		42.5%
Debt Service	2,047,748	1,752,873	1,767,800	1,767,800	1,767,700	1,767,700		0.0%
Total Expenditures:	29,269,507	28,985,681	44,668,000	33,754,300	52,030,200	52,024,100		16.5%
Other Requirements:								
Transfers Out	2,374,351	2,431,600	2,401,800	2,201,800	2,569,800	2,569,800		7.0%
Contingency	-	-	5,577,700	-	2,010,700	2,204,700		-60.5%
Total Other Requirements	2,374,351	2,431,600	7,979,500	2,201,800	4,580,500	4,774,500		-40.2%
Fund Balance:								
Restricted	11,634,084	18,135,620	5,234,900	21,017,000	4,802,900	4,792,900		-8.4%
Committed	814,469	1,118,952	401,700	1,047,500	366,800	426,800		6.2%
Assigned	1,501,261	2,070,155	667,000	1,931,200	573,600	370,700		-44.4%
Unassigned	3,381,579	3,614,252	2,250,100	3,616,200	1,978,600	1,993,600		-11.4%
Total Fund Balance	17,331,393	24,938,979	8,553,700	27,611,900	7,721,900	7,584,000		-11.3%
TOTAL REQUIREMENTS	\$ 48,975,251	\$ 56,356,260	\$ 61,201,200	\$ 63,568,000	\$ 64,332,600	\$ 64,382,600		5.2%

Notes:

* As shown on the schedule on the following page, **eliminations** are for internal service fund transactions which have been eliminated in the consolidated schedules so that the transactions would not be duplicated.

Resource & Requirement Summary by Fund Type

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

	General	Special Revenue	Nonmajor Governmental	Major Enterprise	Nonmajor Enterprise	Internal Service	Debt Service	Eliminations	Total
1 RESOURCES:									
2 Beginning Balance:	\$ 3,616,200	\$ 2,100,000	\$ 13,652,400	\$ 3,823,600	\$ 1,149,000	\$ 574,500	\$ 2,696,200	\$ -	\$ 27,611,900
3 Revenues:									
4 Taxes & Assessments	6,542,600	-	-	-	688,700	-	1,154,000	-	8,385,300
5 Licenses & Fees	3,189,200	14,100	1,855,900	75,000	-	-	-	-	5,134,200
6 Intergovernmental	1,684,200	3,145,000	2,004,700	-	-	-	-	-	6,833,900
7 Fines & Forfeits	333,000	-	-	-	-	-	-	-	333,000
8 Charges for Services	2,000	-	-	12,559,800	165,000	5,340,400	-	(5,340,400)	12,726,800
9 Miscellaneous	111,500	5,500	151,600	17,500	11,000	30,000	460,600	-	787,700
10 Total Revenues:	11,862,500	3,164,600	4,012,200	12,652,300	864,700	5,370,400	1,614,600	(5,340,400)	34,200,900
11 Other Resources:									
12 Transfers In	1,008,000	-	390,800	1,171,000	-	-	-	-	2,569,800
13 Total Other Resources	1,008,000	-	390,800	1,171,000	-	-	-	-	2,569,800
14 TOTAL RESOURCES	16,486,700	5,264,600	18,055,400	17,646,900	2,013,700	5,944,900	4,310,800	(5,340,400)	64,382,600
15 REQUIREMENTS:									
16 Expenditures:									
17 Personnel Services	9,253,700	161,000	925,800	2,493,100	233,900	3,370,400	-	-	16,437,900
18 Materials & Services	4,252,500	913,400	1,536,600	10,296,300	704,200	1,357,400	-	(5,340,400)	13,720,000
19 Capital Outlay	396,100	2,926,600	13,730,200	2,249,000	356,600	440,000	-	-	20,098,500
20 Debt Service	-	151,400	-	-	-	-	1,616,300	-	1,767,700
21 Total Expenditures:	13,902,300	4,152,400	16,192,600	15,038,400	1,294,700	5,167,800	1,616,300	(5,340,400)	52,024,100
22 Other Requirements:									
23 Transfers Out	390,800	521,000	1,008,000	650,000	-	-	-	-	2,569,800
24 Contingency	200,000	54,000	575,500	314,100	344,000	717,100	-	-	2,204,700
25 Total Other Requirements	590,800	575,000	1,583,500	964,100	344,000	717,100	-	-	4,774,500
26 Fund Balance:									
27 Restricted	-	537,200	279,300	957,000	324,900	60,000	2,694,500	-	4,852,900
28 Committed	-	-	-	366,800	-	-	-	-	366,800
29 Assigned	-	-	-	320,600	50,100	-	-	-	370,700
30 Unassigned	1,993,600	-	-	-	-	-	-	-	1,993,600
31 Total Fund Balance	1,993,600	537,200	279,300	1,644,400	375,000	60,000	2,694,500	-	7,584,000
32 TOTAL REQUIREMENTS	\$ 16,486,700	\$ 5,264,600	\$ 18,055,400	\$ 17,646,900	\$ 2,013,700	\$ 5,944,900	\$ 4,310,800	\$ (5,340,400)	\$ 64,382,600

Governmental Funds

General Fund
 Special Revenue Funds
 Major Funds
 ARPA Fund
 Street Fund
 Nonmajor Governmental Funds
 Keizer Youth Peer Court
 Park Services Fund
 Police Services Fund
 Public Education Government Access Fund
 Housing Rehabilitation Fund
 Energy Assistance Fund
 Park Improvement Fund
 Trans Improvement Fund
 Off-Site Transportation Fund

Proprietary Funds

Enterprise Funds
 Major Funds
 Water Fund
 Water Facility Fund
 Sewer Fund
 Stormwater Fund
 Nonmajor Funds
 Community Center Fund
 Street Lighting District Fund
 Sewer Reserve Fund
 Internal Service Fund
 Administrative Services Fund
Debt Service Funds
 Keizer Station Local Improvement District Fund

Fund Descriptions

The City's budget is made up of Governmental Funds, Proprietary Funds (business-like activities) and a Debt Service Fund. Governmental Funds are normally supported by taxes and intergovernmental revenues while Proprietary Funds rely to a significant extent on fees and charges for services. Debt Service Funds account for the accumulation of resources for, and the payment of long-term debt principal and interest.

The following is a brief description and purpose of each of the City's budgeted funds.

GOVERNMENTAL FUNDS

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, Liquor Tax and State Shared Revenue. General Fund's primary expenditures are for Public Safety, Park Operations, Community Development and General Government

Special Revenue Funds

ARPA Fund

The ARPA Fund accounts for the intergovernmental grant funds received as the result of the American Rescue Plan Act. The grant is in response to the COVID-19 Pandemic. Funds must be committed by December 31, 2024 and expended by December 31, 2026.

Street Fund

The Street Fund provides quality streets, lighting, traffic signals, sidewalks, and bike paths. The primary source of revenue is State Fuel Taxes, which are apportioned by the State based on population. Fuel tax revenues are restricted by constitutional limits and are to be used for street maintenance and improvements.

Park Services

The Park Services Fund provides for the repair and maintenance of the City's park system. It is funded with the Park Services Fee and support transferred from the General Fund.

Police Services

The Police Services Fund accounts for the financial resources provided by the Police Services Fee. The funds are transferred to the General Fund to provide financial resources to provide for five additional police officers.

Public Education Government

The Public Education Government Fund (PEG) is set up to account for PEG 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 2007-08 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.

Fund Descriptions

Housing Rehabilitation

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.

Over the next several years loans were repaid and sufficient cash became available to reestablish the program benefiting low/moderate income households within the Keizer community. This program was combined with the Energy Efficiency Revolving Loan Fund to more effectively serve qualified participants.

Energy Efficiency

Revenues for the Energy Efficiency Fund were from the Recovery Act – Energy Efficiency and Conservation Block Grant. Uses for these funds are restricted for energy efficiency improvements within the community. The City elected to develop a revolving loan fund to complement its 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.

Keizer Youth Peer Court

Keizer Youth Peer Court Fund is used to account for donations made on behalf of Cari Emery the former Peer Court Coordinator. The funds are to be used in support of Keizer Youth Peer Court.

Park Improvement

The Park Improvement Fund was established to account for Systems Development Charges (SDC's) designated for park improvements. These fees are collected from new residential development in the City. Improvements are included in the City Council adopted Parks Master Plan and expenditures follow the adopted SDC Methodology.

Transportation Improvement

The Transportation Improvement Fund was established to account for Systems Development Charges (SDC's) designated for transportation improvements. These fees are collected from new development in the City. Improvements are included in the City Council adopted Transportation Master Plan and expenditures follow the adopted SDC Methodology.

Off-Site Transportation

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

PROPRIETARY FUNDS

Enterprise Funds

Water

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

Fund Descriptions

Water Facility

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 are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary consistent with the City Council adopted Water System Master Plan Update.

Sewer

The City of Keizer is a part of a regional sewer system managed by the City of Salem. Salem sets the sewer rates for the regional system. Keizer appoints Council and Staff liaisons to attend the Regional Task Force meetings. City of Keizer staff manages the billing function and remit Sewer Charges to City of Salem each month.

Stormwater

The Stormwater Fund was established to meet the Federal Clean Water Act and Safe Drinking Water Act. Revenues in the Stormwater Fund are derived from user charges. The City's stormwater regulatory programs are administered by the State of Oregon through the Department of Environmental Quality (DEQ). The City has three regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans for the municipal separate storm sewer system (MS4), the underground injection control (UIC) devices, and the Total Maximum Daily Load (TMDL) Implementation Plan. The City is the permittee for the National Pollutant Discharge Elimination System (NPDES) permit, the Water Pollution Control Facilities (WPCF) permit, and is a designated management agency for the Willamette Basin TMDL.

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 its citizens and the community. Rental fees help cover the operation and management of the center. The Center is not currently self-sustaining and relies on full use of Transient Occupancy Tax revenues, to help pay operating costs.

Street Lighting Districts

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.

Sewer Reserve

The Sanitary Sewer Reserve Fund was established 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.

Internal Services Funds

Administrative Services

The Administrative Services Fund accounts for the financing of goods and/or services provided to various City funds on a cost-reimbursement basis. Administrative Services are provided by General Administration

Fund Descriptions

(City Council and Non-departmental), City Manager's Office, City Attorney's Office, City Recorder's Department, Human Resources Department, Finance, Public Works Administration and Civic Center Facilities. The Fund is replenished from the City's operating funds as Charges for Services using various cost allocation plans based on anticipated benefits received.

DEBT SERVICE FUND

Keizer Station Local Improvement District

The Keizer Station Local Improvement Fund accounts for the improvements to the Keizer Station Development Project. The cost of the improvements has been assessed to those property owners who directly benefit from the project. The assessments received are used to pay off the long-term debt scheduled for maturity on June 1, 2031.

All Funds Summary by Fund

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

FUND	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
General	\$ 15,593,226	\$ 15,850,709	\$ 15,590,100	\$ 16,173,400	\$ 16,486,700	\$ 16,486,700	
Special Revenue Funds:							
Street	4,088,335	4,429,162	4,855,500	5,261,200	5,264,600	5,264,600	
Park Services	1,567,605	1,489,135	1,719,700	1,647,900	1,607,300	1,607,300	
Police Services	982,739	1,042,857	1,164,800	1,165,500	1,383,500	1,383,500	
American Rescue Plan Act	-	5,260,425	8,870,800	9,230,400	8,939,200	8,939,200	
Keizer Youth Peer Court	11,514	11,772	11,900	11,900	12,000	12,000	
Public Government Education	464,901	432,068	339,800	370,900	280,000	280,000	
Housing Rehabilitation	108,141	124,443	154,400	154,400	184,400	184,400	
Energy Efficiency	18,298	21,895	36,900	36,900	51,900	51,900	
Park Improvement	977,014	1,229,605	1,220,500	1,603,600	1,623,900	1,613,900	
Transportation Improvement	3,542,592	3,631,615	3,638,400	3,913,300	3,983,200	3,983,200	
Off-Site Transportation	-	-	-	-	-	-	
Enterprise Funds							
Water	4,489,028	4,662,790	4,644,100	4,661,000	4,735,700	4,735,700	
Water Facility	915,215	1,263,265	1,415,000	1,127,900	1,409,900	1,409,900	
Sewer	6,812,131	7,013,223	7,426,400	7,437,800	7,823,800	7,823,800	
Stormwater	3,144,851	3,384,269	3,765,900	3,824,100	3,677,500	3,677,500	
Community Center	473,317	625,450	547,400	784,000	791,700	791,700	
Street Lighting District	885,692	919,424	907,200	893,700	915,400	915,400	
Sewer Reserve	273,944	275,307	295,900	290,600	306,600	306,600	
Internal Services Fund							
Administrative Services	4,378,891	4,826,555	5,009,300	4,948,900	5,884,900	5,944,900	
Debt Service Funds							
Total	\$ 53,076,728	\$ 60,792,374	\$ 65,915,800	\$ 67,849,700	\$ 69,673,000	\$ 69,723,000	

Notes:

This schedule does not eliminate charges for services from the administrative services fund to the City's operating funds and therefore the Total double counts those expenditures.

The purpose of the schedule is to show each fund's total requirements in relation to the total budget as a whole.

Consolidated Fund Summary

	General Fund			Major Special Revenue Funds									Non Major Special Revenue Funds		
				Street Fund			Transportation Improvement Fund			American Rescue Act Fund					
	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24
RESOURCES:															
Beginning Balance:	\$ 3,381,583	\$ 3,325,300	\$ 3,616,200	\$ 1,033,391	\$ 1,935,900	\$ 2,100,000	\$ 3,394,392	\$ 3,564,400	\$ 3,913,300	\$ -	\$ 4,460,400	\$ 6,939,200	\$ 2,089,129	\$ 2,430,400	\$ 2,799,900
Revenues:															
Taxes & Assessments	6,246,837	6,335,000	6,542,600	307	-	-	-	-	-	-	-	-	-	-	-
Licenses & Fees	3,145,160	3,013,000	3,189,200	16,984	14,100	14,100	189,751	29,000	24,900	-	-	-	1,735,318	1,717,500	1,831,000
Intergovernmental	1,700,559	1,674,000	1,684,200	3,355,217	2,900,000	3,145,000	-	-	-	-	4,410,400	2,000,000	200	4,700	4,700
Fines & Forfeits	401,654	318,000	333,000	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	322	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	177,094	82,800	111,500	23,263	5,500	5,500	17,472	15,000	15,000	5,260,425	-	-	112,842	134,600	136,600
Total Revenues:	11,671,626	11,424,800	11,862,500	3,395,771	2,919,600	3,164,600	207,223	44,000	39,900	5,260,425	4,410,400	2,000,000	1,848,360	1,856,800	1,972,300
Other Resources:															
Transfers In	797,500	840,000	1,008,000	-	-	-	30,000	30,000	30,000	-	-	-	425,800	360,800	360,800
Total Other Resources	797,500	840,000	1,008,000	-	-	-	30,000	30,000	30,000	-	-	-	425,800	360,800	360,800
TOTAL RESOURCES	15,850,709	15,590,100	16,486,700	4,429,162	4,855,500	5,264,600	3,631,615	3,638,400	3,983,200	5,260,425	8,870,800	8,939,200	4,351,775	4,648,000	5,133,000
REQUIREMENTS:															
Expenditures:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Personnel Services	7,894,994	8,556,000	9,253,700	134,446	153,300	161,000	-	-	-	-	1,095,000	400,000	407,900	447,400	525,800
Materials & Services	3,737,333	3,904,200	4,252,500	718,890	895,600	913,400	-	-	-	158,543	694,700	850,000	370,625	611,900	686,600
Capital Outlay	213,330	339,000	396,100	873,598	2,568,600	2,926,600	-	3,638,400	3,983,200	281,858	3,096,000	7,689,200	288,325	1,516,800	2,057,800
Debt Service	-	-	-	151,933	151,700	151,400	-	-	-	-	-	-	-	-	-
Total Expenditures:	11,845,657	12,799,200	13,902,300	1,878,867	3,769,200	4,152,400	-	3,638,400	3,983,200	440,401	4,885,700	8,939,200	1,066,850	2,576,100	3,270,200
Other Requirements:															
Transfers Out	390,800	390,800	390,800	521,000	521,000	521,000	-	-	-	-	-	-	869,800	840,000	1,008,000
Contingency	-	150,000	200,000	-	56,100	54,000	-	-	-	-	3,985,100	-	-	524,800	575,500
Total Other Requirements	390,800	540,800	590,800	521,000	577,100	575,000	-	-	-	-	3,985,100	-	869,800	1,364,800	1,583,500
Fund Balance:															
Restricted	-	-	-	2,029,295	509,200	537,200	3,631,615	-	-	4,820,024	-	-	2,415,125	707,100	279,300
Committed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unassigned	3,614,252	2,250,100	1,993,600	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund Balance	3,614,252	2,250,100	1,993,600	2,029,295	509,200	537,200	3,631,615	-	-	4,820,024	-	-	2,415,125	707,100	279,300
TOTAL REQUIREMENTS	\$ 15,850,709	\$ 15,590,100	\$ 16,486,700	\$ 4,429,162	\$ 4,855,500	\$ 5,264,600	\$ 3,631,615	\$ 3,638,400	\$ 3,983,200	5,260,425	8,870,800	8,939,200	\$ 4,351,775	\$ 4,648,000	\$ 5,133,000

Continued



Consolidated Fund Summary

	Major Enterprise Funds											
	Water Fund			Water Facility Fund			Sewer Fund			Stormwater Fund		
	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24
RESOURCES:												
Beginning Balance:	\$ 1,140,837	\$ 1,081,100	\$ 1,112,200	\$ 534,995	\$ 737,500	\$ 697,900	\$ 457,057	\$ 470,400	\$ 473,000	\$ 1,242,069	\$ 1,630,900	\$ 1,540,500
Revenues:												
Taxes & Assessments	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Fees	104,712	75,000	75,000	74,502	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	3,392,658	3,476,000	3,536,500	-	25,000	59,500	6,554,462	6,955,000	7,349,800	1,615,190	1,612,000	1,614,000
Miscellaneous	17,283	12,000	12,000	3,768	2,500	2,500	1,704	1,000	1,000	6,010	2,000	2,000
Total Revenues:	3,514,653	3,563,000	3,623,500	78,270	27,500	62,000	6,556,166	6,956,000	7,350,800	1,621,200	1,614,000	1,616,000
Other Resources:												
Transfers In	7,300	-	-	650,000	650,000	650,000	-	-	-	521,000	521,000	521,000
Total Other Resources	7,300	-	-	650,000	650,000	650,000	-	-	-	521,000	521,000	521,000
TOTAL RESOURCES	4,662,790	4,644,100	4,735,700	1,263,265	1,415,000	1,409,900	7,013,223	7,426,400	7,823,800	3,384,269	3,765,900	3,677,500
REQUIREMENTS:												
Expenditures:												
Personnel Services	1,227,163	1,371,500	1,445,700	-	-	-	1,640	2,400	2,400	816,256	971,600	1,045,000
Materials & Services	1,605,005	1,728,100	1,831,900	-	-	-	6,529,788	6,982,300	7,414,600	860,614	925,300	1,049,800
Capital Outlay	33,951	271,000	146,000	617,836	940,000	990,000	-	-	-	20,307	1,132,100	1,113,000
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures:	2,866,119	3,370,600	3,423,600	617,836	940,000	990,000	6,531,428	6,984,700	7,417,000	1,697,177	3,029,000	3,207,800
Other Requirements:												
Transfers Out	650,000	650,000	650,000	-	-	-	-	-	-	-	-	-
Contingency	-	125,000	125,000	-	-	-	-	40,000	40,000	-	149,100	149,100
Total Other Requirements	650,000	775,000	775,000	-	-	-	-	40,000	40,000	-	149,100	149,100
Fund Balance:												
Restricted	1,146,671	498,500	537,100	645,429	475,000	419,900	-	-	-	-	-	-
Committed	-	-	-	-	-	-	481,795	401,700	366,800	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	1,687,092	587,800	320,600
Unassigned	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund Balance	1,146,671	498,500	537,100	645,429	475,000	419,900	481,795	401,700	366,800	1,687,092	587,800	320,600
TOTAL REQUIREMENTS	\$ 4,662,790	\$ 4,644,100	\$ 4,735,700	\$ 1,263,265	\$ 1,415,000	\$ 1,409,900	\$ 7,013,223	\$ 7,426,400	\$ 7,823,800	\$ 3,384,269	\$ 3,765,900	\$ 3,677,500

Continued



Consolidated Fund Summary

	Non Major Enterprise Funds			Internal Service Fund			Debt Service Fund		
				Administrative Services			Keizer Station Local Improvement Districts		
	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24
RESOURCES:									
Beginning Balance:	\$ 1,028,812	\$ 964,500	\$ 1,149,000	\$ 357,412	\$ 294,700	\$ 574,500	\$ 2,683,234	\$ 2,692,000	\$ 2,696,200
Revenues:									
Taxes & Assessments	699,203	610,000	688,700	-	-	-	1,030,231	1,090,400	1,154,000
Licenses & Fees	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Charges for Services	67,766	165,000	165,000	4,436,114	4,714,600	5,340,400	-	-	-
Miscellaneous	24,400	11,000	11,000	33,029	-	30,000	584,940	519,400	460,600
Total Revenues:	791,369	786,000	864,700	4,469,143	4,714,600	5,370,400	1,615,171	1,609,800	1,614,600
Other Resources:									
Transfers In	-	-	-	-	-	-	-	-	-
Total Other Resources	-	-	-	-	-	-	-	-	-
TOTAL RESOURCES	1,820,181	1,750,500	2,013,700	4,826,555	5,009,300	5,944,900	4,298,405	4,301,800	4,310,800
REQUIREMENTS:									
Expenditures:									
Personnel Services	75,452	209,000	233,900	2,869,390	3,044,300	3,370,400	-	-	-
Materials & Services	611,072	617,000	704,200	1,214,611	1,299,200	1,357,400	-	-	-
Capital Outlay	598	345,900	356,600	105,397	258,200	440,000	-	-	-
Debt Service	-	-	-	-	-	-	1,600,940	1,616,100	1,616,300
Total Expenditures:	687,122	1,171,900	1,294,700	4,189,398	4,601,700	5,167,800	1,600,940	1,616,100	1,616,300
Other Requirements:									
Transfers Out	-	-	-	-	-	-	-	-	-
Contingency	-	140,000	344,000	-	407,600	717,100	-	-	-
Total Other Requirements	-	140,000	344,000	-	407,600	717,100	-	-	-
Fund Balance:									
Restricted	749,996	359,400	324,900	-	-	-	2,697,465	2,685,700	2,694,500
Committed	-	-	-	637,157	-	60,000	-	-	-
Assigned	383,063	79,200	50,100	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-
Total Fund Balance	1,133,059	438,600	375,000	637,157	-	60,000	2,697,465	2,685,700	2,694,500
TOTAL REQUIREMENTS	\$ 1,820,181	\$ 1,750,500	\$ 2,013,700	\$ 4,826,555	\$ 5,009,300	\$ 5,944,900	\$ 4,298,405	\$ 4,301,800	\$ 4,310,800

Continued



Consolidated Fund Summary

	Governmental Funds			Proprietary Funds			Debt Service Funds			Eliminations			Total All Funds		
	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24	ACTUAL 2021-22	BUDGETED 2022-23	BUDGET 2023-24
RESOURCES:															
Beginning Balance:	\$ 9,898,495	\$ 15,716,400	\$ 19,368,600	\$ 4,761,182	\$ 5,179,100	\$ 5,547,100	\$ 2,683,234	\$ 2,692,000	\$ 2,696,200	\$ -	\$ -	\$ -	\$ 17,342,911	\$ 23,587,500	\$ 27,611,900
Revenues:															
Taxes & Assessments	6,247,144	6,335,000	6,542,600	699,203	610,000	688,700	1,030,231	1,090,400	1,154,000	-	-	-	7,976,578	8,035,400	8,385,300
Licenses & Fees	5,087,213	4,773,600	5,059,200	179,214	75,000	75,000	-	-	-	-	-	-	5,266,427	4,848,600	5,134,200
Intergovernmental	5,055,976	8,989,100	6,833,900	-	-	-	-	-	-	-	-	-	5,055,976	8,989,100	6,833,900
Fines & Forfeits	401,654	318,000	333,000	-	-	-	-	-	-	-	-	-	401,654	318,000	333,000
Charges for Services	322	2,000	2,000	16,066,190	16,947,600	18,065,200	-	-	-	(4,436,114)	(4,714,600)	(5,340,400)	11,630,398	12,235,000	12,726,800
Miscellaneous	5,591,096	237,900	268,600	86,194	28,500	58,500	584,940	519,400	460,600	-	-	-	6,262,230	785,800	787,700
Total Revenues:	22,383,405	20,655,600	19,039,300	17,030,801	17,661,100	18,887,400	1,615,171	1,609,800	1,614,600	(4,436,114)	(4,714,600)	(5,340,400)	36,593,263	35,211,900	34,200,900
Other Resources:															
Transfers In	1,253,300	1,230,800	1,398,800	1,178,300	1,171,000	1,171,000	-	-	-	-	-	-	2,431,600	2,401,800	2,569,800
Total Other Resources	1,253,300	1,230,800	1,398,800	1,178,300	1,171,000	1,171,000	-	-	-	-	-	-	2,431,600	2,401,800	2,569,800
TOTAL RESOURCES	33,523,686	37,602,800	39,806,700	22,970,283	24,011,200	25,605,500	4,298,405	4,301,800	4,310,800	(4,436,114)	(4,714,600)	(5,340,400)	56,356,260	61,201,200	64,382,600
REQUIREMENTS:															
Expenditures:															
Personnel Services	8,437,340	10,251,700	10,340,500	4,989,901	5,598,800	6,097,400	-	-	-	-	-	-	13,427,241	15,850,500	16,437,900
Materials & Services	4,985,391	6,106,400	6,702,500	10,821,090	11,551,900	12,357,900	-	-	-	(4,436,114)	(4,714,600)	(5,340,400)	11,370,367	12,943,700	13,720,000
Capital Outlay	1,657,111	11,158,800	17,052,900	778,089	2,947,200	3,045,600	-	-	-	-	-	-	2,435,200	14,106,000	20,098,500
Debt Service	151,933	151,700	151,400	-	-	-	1,600,940	1,616,100	1,616,300	-	-	-	1,752,873	1,767,800	1,767,700
Total Expenditures:	15,231,775	27,668,600	34,247,300	16,589,080	20,097,900	21,500,900	1,600,940	1,616,100	1,616,300	(4,436,114)	(4,714,600)	(5,340,400)	28,985,681	44,668,000	52,024,100
Other Requirements:															
Transfers Out	1,781,600	1,751,800	1,919,800	650,000	650,000	650,000	-	-	-	-	-	-	2,431,600	2,401,800	2,569,800
Contingency	-	4,716,000	829,500	-	861,700	1,375,200	-	-	-	-	-	-	-	5,577,700	2,204,700
Total Other Requirements	1,781,600	6,467,800	2,749,300	650,000	1,511,700	2,025,200	-	-	-	-	-	-	2,431,600	7,979,500	4,774,500
Fund Balance:															
Restricted	12,896,059	1,216,300	816,500	2,542,096	1,332,900	1,281,900	2,697,465	2,685,700	2,694,500	-	-	-	18,135,620	5,234,900	4,792,900
Committed	-	-	-	1,118,952	401,700	426,800	-	-	-	-	-	-	1,118,952	401,700	426,800
Assigned	-	-	-	2,070,155	667,000	370,700	-	-	-	-	-	-	2,070,155	667,000	370,700
Unassigned	3,614,252	2,250,100	1,993,600	-	-	-	-	-	-	-	-	-	3,614,252	2,250,100	1,993,600
Total Fund Balance	16,510,311	3,466,400	2,810,100	5,731,203	2,401,600	2,079,400	2,697,465	2,685,700	2,694,500	-	-	-	24,938,979	8,553,700	7,584,000
TOTAL REQUIREMENTS	33,523,686	37,602,800	39,806,700	\$ 22,970,283	\$ 24,011,200	\$ 25,605,500	\$ 4,298,405	\$ 4,301,800	\$ 4,310,800	\$ (4,436,114)	\$ (4,714,600)	\$ (5,340,400)	\$ 56,356,260	\$ 61,201,200	\$ 64,382,600

Capital Expenditures

Capital assets include land, right-of-way, buildings, improvements, equipment, infrastructure, and other tangible and intangible assets costing \$5,000 or more and used in operations that have initial useful lives extending beyond two years. Routine capital outlay items listed below may include items less than \$5,000 for budget purposes. However, these items are generally not capitalized for financial reporting purposes.

Routine Capital Outlay

1	General Fund	Police vehicles and protective equipment	\$	396,100
2	Park Services Fund	Field equipment		15,300
3	Street Fund	Equipment, vehicles and minor improvements		178,600
4		Street resurfacing		2,200,000
5		Street improvements to be identified during FY23-24		200,000
6	Park Improvement Fund	Park improvements to be identified during FY23-24		1,500,000
		Pickleball courts at Keizer Rapids Park		42,500
7	Public Education Government	Television equipment		50,000
8	Water Fund	Vehicles and equipment		111,000
9		Water Meters		35,000
10	Stormwater Fund	Equipment, vehicles and minor improvements		30,000
11		Storm sewer pipe extension or repair		1,083,000
12	Community Center Fund	Furnishings and carpet		50,000
13	Administrative Services	Computer equipment		135,000
14		Shop improvements		18,000
15	Water Facility Fund	Transmission & distribution mains		800,000
16		Water facility improvements to be identified during FY23-24		190,000
17	Total Routine Capital Outlay			7,034,500
18	Non-Routine Capital Outlay			
19	Administrative Services	Civic Center Improvements		287,000
20	Park Services Fund	Park improvements to be identified during FY23-24		450,000
21	Street Fund	Street Improvements		318,000
22	Street Fund	Infill and ADA Sidewalk Completions		30,000
23	Transportation Improvement Fund	Engineering design for the improvements to the I-5/Chemawa Southbound on-ramp		3,983,200
24	Sewer Reserve Fund	Sewer trunk line improvement to be identified during FY23-24		306,600
25	ARPA Fund	ARPA related projects to be identified during FY23-24		7,689,200
26	Total Non-Routine Capital Outlay			13,064,000
27	Total Capital Outlay Expenditures			\$ 20,098,500

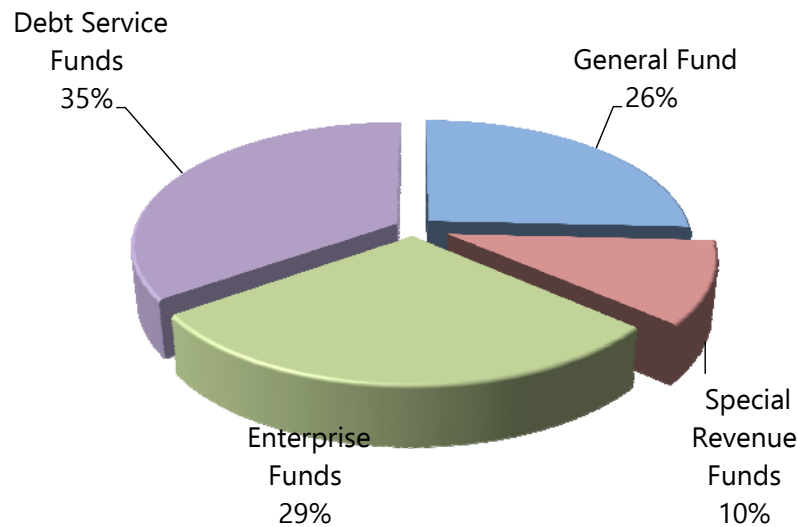
Maintenance costs for the routine Capital Outlay expenditures listed above are included in the on-going maintenance budgets for the funds identified. There are no additional impacts on the operating budget for these items.

Impact of Non-Routine Capital Outlay on Operating Costs

- 20 The improvements will have an ongoing maintenance requirement for the Park Services Fund.
- 23 The Oregon Department of Transportation will be responsible for maintaining the I-5 Chemawa Southbound on-ramp once it is
- 24 Once the trunk line improvements are completed, City of Salem will be responsible for the operating costs as this is a part of a regional sewer system managed by the City of Salem. These improvements have not been identified so operating costs are not known. However, once identified these costs will be reflected in the City of Keizer's sewer rates in the Sewer Operating Fund.
- 25 The ARPA Related projects may have ongoing maintenance requirements for the City in total.

Fund Balance

Ending Fund Balance by Fund Type
Fiscal Year 2023-24



Fund Balance refers to the difference between assets and liabilities. The Governmental Accounting Standards Board (GASB) has established a scheme for reporting fund balance into five different classifications as follows:

- Non-Spendable – cannot be spent (legally restricted or in unspendable form)
- Restricted – Externally imposed (law, creditor, bond covenant)
- Committed – Constraints approved by City Council
- Assigned – Constrained by intent by City Council or by the City Manager or by a body to which City Council delegates the authority
- Unassigned – available to spend, unrestricted

The City's reserves consist of restricted funds for specific purposes and planned future expenditures, set aside for emergencies and unforeseen circumstances, and cash flow. Combined, the City's total budgeted contingency and projected Ending

Fund Balance for fiscal year 2023-24 is \$7,584,000. The reserves in all Funds meet policy minimums for contingencies and ending fund balances, The City expects cash balances in all funds to be adequate during the year to cover expenses.

Beginning Fund Balances in non-operating funds are typically appropriated for the upcoming budget year. Oregon Budget Law does not allow for the appropriation of Fund Balance and Reserves during the fiscal year and since these funds are dedicated for specific purposes the City needs to allow for the use of the funds should circumstances permit. The exception is when bond covenants require the City to maintain reserves for debt service.

The change in Ending Fund Balance for each fund is provided on the following page.

Change in Fund Balance

Beginning Fund Balance to Ending Fund Balance

Fund	July 1, 2023	Revenues & Transfers In	Expenditures & Transfers		Change in Fund		
			Out	June 30, 2024	Balance	% Change	
Governmental Funds:							
General	\$ 3,616,200	\$ 11,862,500	\$ 14,493,100	\$ 1,993,600	\$ (1,622,600)	-45%	
Special Revenue Funds:							
Street	2,100,000	3,164,600	4,727,400	537,200	(1,562,800)	-74%	
ARPA	6,939,200	2,000,000	8,939,200	-	(6,939,200)	-100%	
Park Services	465,800	1,141,500	1,471,000	136,300	(329,500)	-71%	
Police Services	325,500	1,058,000	1,008,000	-	(325,500)	-100%	
Public Education Government	225,500	54,500	220,400	59,600	(165,900)	-74%	
Housing Rehabilitation	154,400	30,000	184,400	-	(154,400)	-100%	
Keizer Youth Peer Court	11,900	100	-	12,000	100	1%	
Energy Efficiency	36,900	15,000	51,900	-	(36,900)	-100%	
Park Improvement	1,579,900	34,000	1,542,500	71,400	(1,508,500)	-95%	
Transportation Improvement	3,913,300	39,900	3,983,200	-	(3,913,300)	-100%	
Total Special Revenue Funds	15,752,400	7,537,600	22,128,000	816,500	(14,935,900)	-95%	
Total Governmental Funds	\$ 19,368,600	\$ 19,400,100	\$ 36,621,100	\$ 2,810,100	\$(16,558,500)	-85%	

General Fund - The 2023-24 ending fund balance is \$1,622,600 less than the beginning fund balance. Available fund balance is being used for contingency, to replenish the General Fund's share of reserves in the Administrative Services Fund and for operating expenses.

Street Fund - The 2023-24 ending fund balance is \$1,562,800 less than the beginning fund balance. Available fund balance is being used for one time infrastructure improvements.

ARPA Fund - The 2023-24 ending fund balance is \$6,939,200 less than the beginning fund balance. Available fund balance is being used for ARPA related expenditures.

Park Services Fund - The 2023-24 ending fund balance is \$329,500 less than the beginning fund balance. Available fund balance is being used for future park maintenance and repairs.

Police Services Fund - The 2023-24 ending fund balance is \$325,500 less than the beginning fund balance. Available fund balance is being used to offset future cost increases associated with adding five additional police officers.

Public Education Government Fund - The 2023-24 ending fund balance is \$165,900 less than the beginning fund balance. Available fund balance is being used for contingency.

Housing Rehabilitation Fund - The 2023-24 ending fund balance is \$154,400 less than the beginning fund balance. Available fund balance is being used for housing rehabilitation loans to qualifying low-income homeowners.

Keizer Youth Peer Court - The 2023-24 ending fund balance is \$100 more than the beginning fund balance. Available fund balance is being used for support of Keizer Youth Peer Court.

Energy Efficiency Fund - The 2023-24 ending fund balance is \$36,900 less than the beginning fund balance. Available fund balance is being used for energy efficiency loans to qualifying low-income homeowners.

Park Improvement Fund - The 2023-24 ending fund balance is \$1,508,500 less than the beginning fund balance. Available fund balance is being used for one-time capital expenditure.

Transportation Improvement Fund - The 2023-24 ending fund balance is \$3,913,300 less than the beginning fund balance. Available fund balance is being used for engineering design for the I-5 southbound on-ramp and for unanticipated expenses should the State of Oregon authorize construction of the on-ramp during the fiscal year.

Change in Fund Balance

Beginning Fund Balance to Ending Fund Balance

Fund	July 1, 2023	Revenues & Transfers In	Expenditures & Transfers		Change in Fund		
			Out	June 30, 2024	Balance	% Change	
Proprietary Funds:							
Enterprise Funds							
Water	1,112,200	3,623,500	4,198,600	537,100	(575,100)	-52%	
Water Facility	697,900	712,000	990,000	419,900	(278,000)	-40%	
Sewer	473,000	7,350,800	7,457,000	366,800	(106,200)	-22%	
Stormwater	1,540,500	2,137,000	3,356,900	320,600	(1,219,900)	-79%	
Community Center	390,700	401,000	741,600	50,100	(340,600)	-87%	
Street Lighting District	467,700	447,700	590,500	324,900	(142,800)	-31%	
Sewer Reserve	290,600	16,000	306,600	-	(290,600)	-100%	
Total Enterprise Funds	4,972,600	14,688,000	17,641,200	2,019,400	(2,953,200)	-59%	
Internal Services Fund							
Administrative Services	574,500	5,370,400	5,884,900	60,000	(514,500)	-90%	
Total Proprietary Funds	5,547,100	20,058,400	23,526,100	2,079,400	(3,467,700)	-63%	
Debt Service Funds							
Keizer Station LID	2,696,200	1,614,600	1,616,300	2,694,500	(1,700)	0%	
Total Debt Service Funds	2,696,200	1,614,600	1,616,300	2,694,500	(1,700)	0%	
Total All Funds	\$ 27,611,900	\$ 41,073,100	\$ 61,763,500	\$ 7,584,000	\$(20,027,900)	-73%	

Water Fund - The 2023-24 ending fund balance is \$575,100 less than the beginning fund balance. Available fund balance is being used for contingency and for a transfer to the Water Facility Fund to pay for future infrastructure.

Water Facility Fund - The 2023-24 ending fund balance is \$278,000 more than the beginning fund balance. This fund is used to build and replace the City's water infrastructure.

Sewer Fund - The 2023-24 ending fund balance is \$106,200 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Stormwater Fund - The 2023-24 ending fund balance is \$1,219,900 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Community Center Fund - The 2023-24 ending fund balance is \$340,600 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Street Lighting District Fund - The 2023-24 ending fund balance is \$142,800 less than the beginning fund balance. Available fund balance is being used for increased electricity costs.

Sewer Reserve Fund - The 2023-24 ending fund balance is \$290,600 less than the beginning fund balance. Available fund balance is being used for sewer line extensions.

Administrative Services Fund - The 2023-24 ending fund balance is \$514,500 less than the beginning fund balance. Available fund balance is being used for contingency.

Keizer Station Local Improvement District Fund - The 2023-24 ending fund balance is \$1,700 less than the beginning fund balance. This fund is used to collect assessment payments from property owners at Keizer Station Area A. Assessment proceeds are used to repay the debt issued to pay infrastructure costs which benefited these property owners.

Staffing History and Pay Ranges

	Budget FY19-20	Budget FY20-21	Budget FY21-22	Budget FY22-23	Budget FY23-24	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	\$ 11,683 - \$ 15,243
Total City Manager	1.0	1.0	1.0	1.0	1.0	
CITY ATTORNEY						
Attorney	1.0	1.0	1.0	1.0	1.0	\$ 10,599 - \$ 13,829
Legal Assistant	1.0	1.0	1.0	1.0	1.0	\$ 4,635 - \$ 6,049
Total City Attorney	2.0	2.0	2.0	2.0	2.0	
CITY RECORDER						
City Recorder	1.0	1.0	1.0	1.0	1.0	\$ 7,540 - \$ 9,838
Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	\$ 4,635 - \$ 6,049
Total City Recorder	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	\$ 9,613 - \$ 12,542
Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	\$ 5,628 - \$ 7,341
Total Human Resources	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Assistant City Manager - Finance Director	1.0	1.0	1.0	1.0	1.0	\$ 10,599 - \$ 13,829
Network Administrator	1.0	1.0	1.0	1.0	1.0	\$ 6,205 - \$ 8,096
Systems Technician	1.0	1.0	1.0	1.0	1.0	\$ 5,628 - \$ 7,341
Accountant	2.0	2.0	2.0	2.0	2.0	\$ 4,205 - \$ 5,488
Accounting Technician	1.0	1.0	1.0	1.0	1.0	\$ 4,205 - \$ 5,488
Accounting Specialist	2.0	2.0	2.0	2.0	2.0	\$ 3,638 - \$ 4,748
Court Clerk II	1.0	1.0	1.0	1.0	1.0	\$ 3,815 - \$ 4,978
Administrative Specialist	1.0	1.0	0.0	1.0	1.0	\$ 3,638 - \$ 4,748
Community Center Coordinator	1.0	1.0	1.0	1.0	1.0	\$ 4,007 - \$ 5,228
Community Center Assistant	0.0	1.0	1.0	1.0	1.0	\$ 3,463 - \$ 4,524
Total Finance	11.0	12.0	11.0	12.0	12.0	
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	0.0	0.0	0.0	\$ 9,613 - \$ 12,542
Planning Director	0.0	0.0	1.0	1.0	1.0	\$ 7,914 - \$ 10,327
Senior Planner	1.0	1.0	0.0	0.0	0.0	\$ 6,205 - \$ 8,096
Assistant Planner	1.0	1.0	1.0	1.0	1.0	\$ 4,864 - \$ 6,349
Code Compliance Officer	1.0	1.0	1.0	1.0	1.0	\$ 4,635 - \$ 6,049
Permit Specialist	1.0	1.0	1.0	1.0	1.0	\$ 4,205 - \$ 5,488
Total Community Development	5.0	5.0	4.0	4.0	4.0	

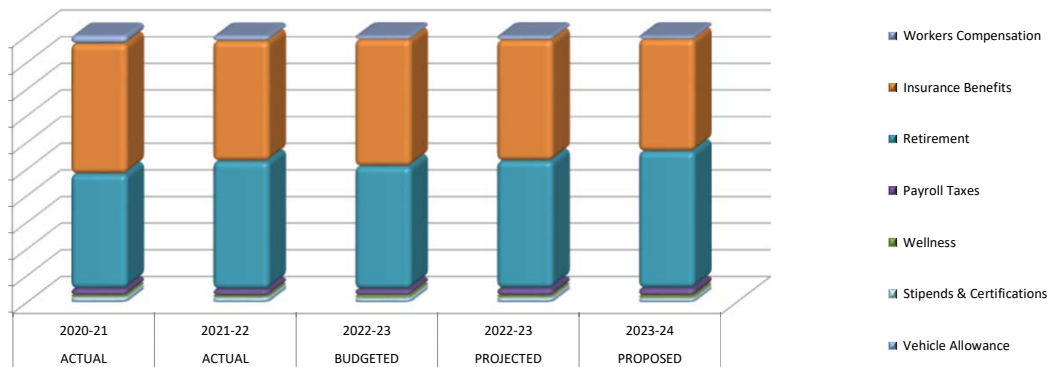
Staffing History and Pay Ranges

	Budget FY19-20	Budget FY20-21	Budget FY21-22	Budget FY22-23	Budget FY23-24	Monthly Salary Range (1.0 FTE)
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	\$ 9,613 - \$ 12,542
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	\$ 4,415 - \$ 5,760
Municipal Utility Laborer	1.0	1.0	1.0	1.0	1.0	\$ 3,626 - \$ 4,735
Municipal Utility Worker I - Parks	3.0	3.0	3.0	3.0	3.0	\$ 3,997 - \$ 5,216
Parks & Facilities Division Manager	1.0	1.0	1.0	1.0	1.0	\$ 5,907 - \$ 7,708
Municipal Utility Worker I - General	7.0	7.0	7.0	7.0	7.0	\$ 4,198 - \$ 5,477
Municipal Utility Worker II - General	2.0	2.0	2.0	2.0	2.0	\$ 4,633 - \$ 6,048
Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	\$ 4,408 - \$ 5,751
Municipal Utility Worker II - Stormwater	1.0	1.0	1.0	1.0	1.0	\$ 4,633 - \$ 6,048
Municipal Utility Worker III - Water	2.0	2.0	2.0	2.0	2.0	\$ 5,106 - \$ 6,663
Water Division Manager	1.0	1.0	1.0	1.0	1.0	\$ 6,205 - \$ 8,096
Street & Stormwater Operations Division Manager	1.0	1.0	1.0	1.0	1.0	\$ 6,205 - \$ 8,096
Project Manager	1.0	1.0	1.0	1.0	1.0	\$ 6,205 - \$ 8,096
Environmental & Technical Division Manager	1.0	1.0	1.0	1.0	1.0	\$ 6,205 - \$ 8,096
Environmental Program Technician	2.0	2.0	2.0	2.0	2.0	\$ 5,108 - \$ 6,668
Senior Environmental Program Technician	1.0	1.0	1.0	1.0	1.0	\$ 5,628 - \$ 7,341
GIS Technician	1.0	1.0	1.0	1.0	1.0	\$ 5,108 - \$ 6,668
Permit Specialist	1.0	1.0	1.0	1.0	1.0	\$ 4,205 - \$ 5,488
Total Public Works	29.0	29.0	29.0	29.0	29.0	
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	\$ 10,599 - \$ 13,829
Deputy Chief	1.0	0.0	0.0	0.0	0.0	\$ 9,161 - \$ 11,951
Lieutenants	3.0	4.0	4.0	3.0	3.0	\$ 8,304 - \$ 10,837
Sergeants	6.0	6.0	6.0	7.0	7.0	\$ 7,178 - \$ 9,365
Police Officers	31.0	31.0	31.0	31.0	31.0	\$ 5,519 - \$ 7,221
Total Sworn Positions	42.0	42.0	42.0	42.0	42.0	
Executive Assistant - Police	1.0	1.0	1.0	1.0	1.0	\$ 4,635 - \$ 6,049
Crime Analyst	1.0	1.0	1.0	1.0	1.0	\$ 5,143 - \$ 6,708
Community Services Officer	0.5	0.0	0.0	0.0	0.0	\$ 4,441 - \$ 5,796
Property & Evidence Specialist II	0.0	1.0	1.0	1.0	1.0	\$ 4,441 - \$ 5,796
Property & Evidence Specialist I	1.0	1.0	1.0	1.0	1.0	\$ 4,236 - \$ 5,529
Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	\$ 5,628 - \$ 7,341
Police Support Specialists	3.0	3.0	3.0	3.0	3.0	\$ 4,030 - \$ 5,259
Total Non-sworn Positions	7.5	8.0	8.0	8.0	8.0	
Total Police Department	49.5	50.0	50.0	50.0	50.0	
Grand Total All Departments	101.5	103.0	101.0	102.0	102.0	

Staffing Allocations

	General Fund	Park Fund	Street Fund	PEG Fund	Community Center Fund	Sewer Fund	Water Fund	SLD Fund	Stormwater Fund	Total
CITY MANAGER'S OFFICE										
City Manager	79.0%	0.0%	3.9%	0.1%	1.8%	1.2%	8.1%	0.1%	5.8%	100.0%
CITY ATTORNEY										
Attorney Staff	91.1%	0.0%	4.6%	0.1%	1.3%	0.2%	0.9%	0.1%	1.7%	100.0%
HUMAN RESOURCES										
Human Resource Staff	66.8%	0.0%	3.2%	0.1%	2.2%	2.3%	15.2%	0.2%	10.0%	100.0%
FINANCE										
Finance and Accounting Staff	48.6%	0.0%	8.7%	0.4%	0.9%	17.1%	17.1%	1.6%	5.6%	100.0%
Administrative Specialist	15.2%	0.0%	2.6%	0.0%	70.0%	5.0%	5.0%	0.4%	1.8%	100.0%
Utility Billing Staff	0.0%	0.0%	0.0%	0.0%	0.0%	47.0%	43.0%	0.0%	10.0%	100.0%
Court Clerk	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Network Support Staff	66.8%	0.0%	3.2%	0.1%	2.2%	2.3%	15.2%	0.2%	10.0%	100.0%
Community Center Staff	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
PUBLIC WORKS										
Director	7.0%	0.0%	40.0%	0.0%	0.0%	5.0%	25.0%	5.0%	18.0%	100.0%
Public Works Permit Specialist	0.0%	0.0%	43.0%	0.0%	0.0%	12.0%	30.0%	10.0%	5.0%	100.0%
Stormwater Program Staff	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
GIS Technician	0.0%	10.0%	5.0%	0.0%	0.0%	0.0%	37.0%	0.0%	48.0%	100.0%
Municipal Utility Laborer	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	70.0%	0.0%	25.0%	100.0%
Municipal Utility Worker I - Parks	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Municipal Utility Worker I - Stormwater	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
Municipal Utility Worker I - Water, Stormwater	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	25.0%	100.0%
Municipal Utility Worker I - Street, Water	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	100.0%
Municipal Utility Worker II - Street, Stormwater	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	100.0%
Municipal Utility Worker I & II - Water	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Municipal Utility Worker III - Water	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Project Manager	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	65.0%	0.0%	10.0%	100.0%
Water Division Manager	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Street & Stormwater Operations Division Manager	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	60.0%	100.0%
Parks & Facilities Division Manager	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Facility Maintenance Staff	67.8%	0.0%	3.5%	0.1%	2.2%	2.3%	14.7%	0.2%	9.2%	100.0%
CITY RECORDER										
City Recorder Staff	79.1%	0.0%	3.9%	0.1%	1.8%	1.2%	8.1%	0.1%	5.7%	100.0%
PLANNING										
Community Development Director	87.0%	0.0%	10.0%	0.0%	0.0%	1.0%	1.0%	0.0%	1.0%	100.0%
Planning Director	87.0%	0.0%	10.0%	0.0%	0.0%	1.0%	1.0%	0.0%	1.0%	100.0%
Senior Planner	97.0%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%	0.0%	1.0%	100.0%
Assistant Planner	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Code Enforcement	85.0%	0.0%	15.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Permit Specialist	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
POLICE										
All staff	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Summary of Employee Benefits



LINE ITEM	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE FROM BUDGETED 2022-23	% CHANGE FROM PROJECTED 2022-23
1 Salaries and Wages	\$ 7,646,432	\$ 7,950,276	\$ 8,540,300	\$ 8,482,300	\$ 8,990,600			5%	6%
2 Overtime	198,072	270,647	264,300	291,100	282,900			7%	-3%
3 ARPA - Salaries and Wages	-	-	1,095,000	220,000	400,000			100%	100%
4 Vehicle Allowance	3,500	3,850	4,200	4,200	4,200			0%	0%
5 Stipends & Certifications	80,995	83,384	83,800	85,300	87,800			5%	3%
6 Wellness	24,920	25,150	52,200	30,500	52,000			0%	70%
7 Payroll Taxes	122,784	129,148	138,000	156,300	199,800			45%	28%
8 Retirement	2,054,858	2,500,446	2,740,600	2,641,400	3,467,800			27%	31%
9 Insurance Benefits	2,332,369	2,350,332	2,835,200	2,505,500	2,850,500			1%	14%
10 Workers Compensation	152,024	114,008	96,900	100,900	102,300			6%	1%
	\$ 12,616,626	\$ 13,427,241	\$ 15,850,500	\$ 14,517,500	\$ 16,437,900			4%	13%

Notes:

- The budget provides for a 3.0% salary and wage increase for non-represented employees, 3.0% for employees represented by the Keizer Police Association and 3.5% for employees represented by the Local 737. Salaries and wages provides for 102 full-time employees. The City is currently in negotiations with the Keizer Police Association as the applicable labor agreement expires June 30, 2023 therefore actual wage ranges for fiscal year 2023-24 are not known.
- \$400,000 has been provided in the current budget to provide for payroll costs associated with the retirement/new hire process.
- Vehicle Allowance is for the City Manager as established in an employment contract.
- The City has a wellness program for Police Department staff as a result of union negotiations. The program pays \$250 to each employee who passes a standardized fitness test. The test is offered twice a year. In addition the City offers a Wellness program to City Hall and Public Works employees in which they can receive an incentive up to \$500 per year. The City budgets the maximum potential incentive amount to ensure adequate funds are available so that every employee can participate.
- Medicare costs are 1.45% of eligible wages and deferred compensation contributions. Social security is paid to employees who are not otherwise eligible for retirement benefits. In addition the City is required to contribute 0.4% as part of the Paid Leave Oregon legislation.
- Benefits are paid as a percentage of wages and salaries, therefore costs increase as a result of wage, salary, and merit increases.
- Non-represented employees are required to pay 10% and represented employees are required to pay 5% of the cost of the medical and dental insurance premiums. In FY23-24, the City's health and dental insurance will increase no more than 5%. The City pays the full cost of life insurance (\$60,000 in coverage per employee) and long-term disability premium. No increase is anticipated in FY23-24 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly.
- Workers Compensation costs are based on a percentage of eligible wage and salary by employee class. Class rates are developed using claims experience in those classes. Class rates are expected to remain consistent with the prior year.

City Manager's Office

OVERVIEW

The City Manager is the Chief Executive Officer for the City of Keizer. 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 include City Recorder, Planning, Finance, Human Resources, Public Works, and Police. The City Manager is appointed by, reports to and serves at the pleasure of the City Council under contract. The City Manager is the primary liaison with other local Municipal, State and Federal agencies.

PRIMARY FUNCTIONS

- Provides organizational leadership
- Performs City Charter duties
 - Advise council on affairs and needs of the city
 - Ensure administration of all ordinances
 - Ensure franchises, leases, contracts, permits and privileges granted by the city are fulfilled
 - Prepare and submit the annual budget
 - Supervise operations of city utilities
- Performs City Council duties
 - Recommend policy, program enhancements and public services
 - Keep mayor and city council informed
 - Develop and manage policies and procedures
 - Achieve fiscal objectives through budgets
 - Active in community relations
- Directs the City Management Team
- Performs strategic planning

COUNCIL GOALS ASSIGNED

The City Manager is involved in accomplishing all short and long term council goals either directly or through leadership of management staff.

COMMUNITY INVOLVEMENT

- Chamber of Commerce
- Rotary

ADVISORY COMMITTEES

- Long-Range Planning Committee
- Budget Committee

WORKLOAD INDICATORS

Workload Indicators	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 est.
City Council meetings	29	28	36	39	33
Total Expenditures	\$32 million	\$30 million	\$29 million	\$29 million	\$34 million
City-wide FTE	100.5	101.5	101	102	102

City Manager's Office

HIGHLIGHTS

- Worked to promote development of new commercial and residential properties.
- Accomplished all short-term City Council goals that were able to be accomplished.

GOALS AND INITIATIVES

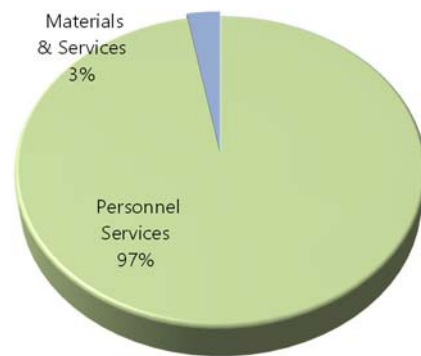
- Strengthen public safety
- Improve parks support and capacity
- Stabilize funding capacity
- Promote economic development
- Complete Periodic Review and proceed with urban growth boundary expansion measures
- Complete council goals

TOTAL EXPENDITURES \$290,100

1.0 FTE

Personnel Services \$281,800

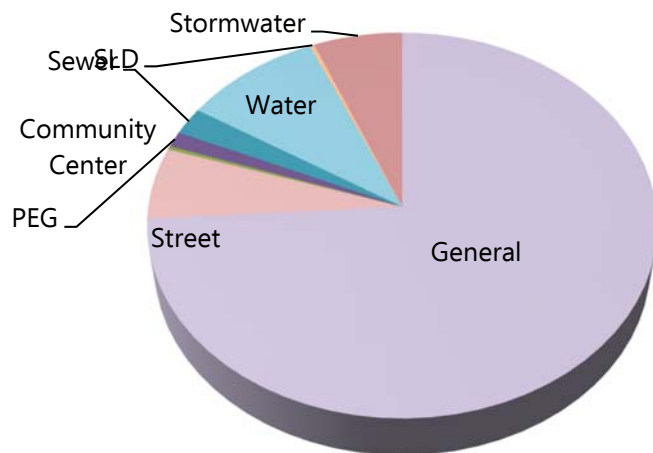
Materials & Services \$8,300



ALLOCATION OF CITY MANAGER'S COSTS

Costs are allocated based on a blend of full-time equivalents and time spent on projects. Time spent on projects is based on a time tracking mechanism, used by the Legal Department staff, to categorize time worked by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. The allocation methodology is authorized by Council Resolution.

General	\$	229,200
Street		11,300
PEG		300
Community Center		5,200
Sewer		3,500
Water		23,500
SLD		300
Stormwater		16,800
	\$	<u>290,100</u>



City Attorney's Office

OVERVIEW

The City Attorney is a Charter officer, answering directly to the City Council. The City Attorney's Office is responsible for most legal matters involving the City, and also oversees the efforts of outside counsel for matters requiring special expertise.

The City Attorney's Office provides legal advice and representation to the City Council, the City Manager, City staff and various City boards and committees. The Office provides advice at public meetings, including legislative and quasi-judicial hearings of the City Council and Planning Commission.

PRIMARY FUNCTIONS

- Constitutional law
- Municipal law
- Land use
- Public contracting
- Public records requests
- Public meetings
- Code enforcement
- Real estate transactions
- Municipal court prosecution

ADVISORY COMMITTEES

- Planning Commission
- Parks and Recreation Advisory Board
- Keizer Public Arts Commission

COUNCIL GOALS ASSIGNED

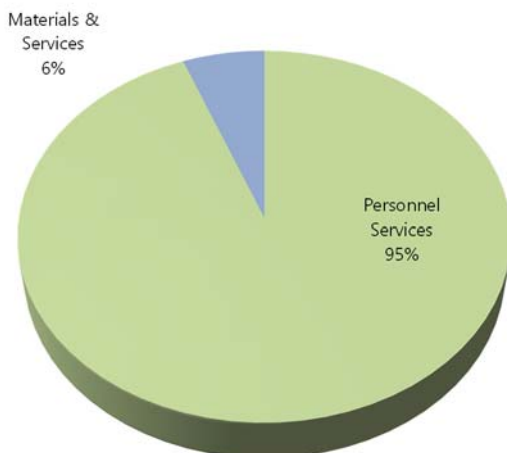
- Take appropriate steps to adopt a new Parks and Recreation Master Plan. (City Attorney to assist staff on notices and appropriate documentation.) - **COMPLETED**
- Conduct Request for Proposal solicitation process for codification. (City Attorney to prepare documentation and assist staff on selection process.) - **COMPLETED**
- Codify City Ordinances. (City Attorney to assist with process and take appropriate documentation to Council.)
- Explore and determine policy direction regarding inclusivity. (City Attorney to draft documents and assist staff and Council on legal issues.) - **COMPLETED**
- Council Rules of Procedure (City Attorney to assist Committee on revisions and prepare for Council adoption) - **COMPLETED**
- Recruitment of new City Manager. (City Attorney to assist staff as necessary.) - **COMPLETED**

TOTAL EXPENDITURES \$413,100

2.0 FTE

Personnel Services \$378,100

Materials & Services \$35,000



WORKLOAD INDICATORS

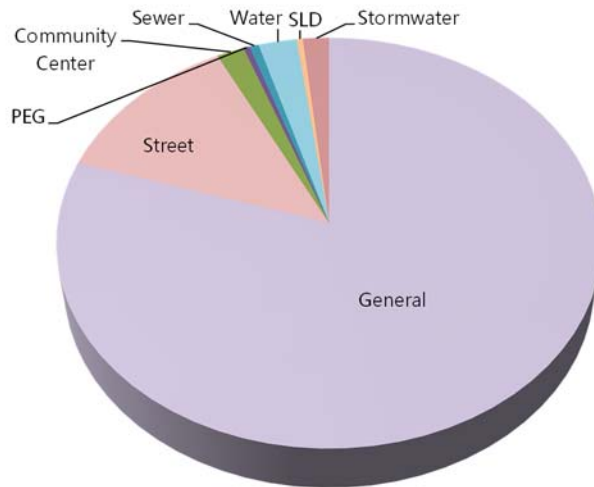
Workload Indicators	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 est.
City Council meetings	29	28	36	39	33
City Ordinances/ Orders reviewed and adopted	16	16	22	10	16
City Resolutions reviewed and adopted	112	75	92	88	70
Planning Commission Meetings	8	9	9	4	7

City Attorney's Office

ALLOCATION OF LEGAL COSTS

The City Attorney's Office tracks time spent on various projects and categorizes the results by operating fund. A rolling three-year average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year.

General	\$	376,400
Street		19,000
PEG		400
Community Center		5,400
Sewer		800
Water		3,700
SLD		400
Stormwater		7,000
	\$	<u>413,100</u>



HIGHLIGHTS

- Assist in review and challenge of the Climate Friendly and Equitable Community rules adopted by the Land Conservation and Development Commission
- Review, draft and assist on Ordinance/Resolution for right-of-way use regulation and fees
- Draft City Property Conduct Ordinance (exclusion ordinance)
- Assist Council and draft documents regarding the library services fee ballot measure

GOALS AND INITIATIVES

Provide legal support for:

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

City Recorder's Department

OVERVIEW

The City Recorder's Department is responsible for the overall administration, coordination and evaluation of all City Recorder function. The City Recorder staff serves as the Clerk of the City Council and related boards, commission, and committees, Records Manager, Risk Manager, and City Elections Official. This office is dedicated to maintaining the City's records, preserving the City's history, and facilitating open access to the City's public records.

PRIMARY FUNCTIONS

- Support the legislative needs of the Keizer City Council and its constituents by maintaining access to information as it relates to the legislative process;
- Support the state's open decision-making policy through the publication and distribution of meeting times and locations, relevant documentation, and preparation and maintenance of agendas, minutes, and supporting documentation as permanent records;
- Administer municipal elections and serve as filing officer for the City of Keizer;
- Oversee the City's Risk Management program with the exception of Personnel Related Risk Management
- Coordinate and Support the City's Volunteer Program;
- Provide Access to and Manage the City of Keizer's official records and legislative documents;
- Administer Special Event Permit/Liquor Licensing programs;
- Provide the public with open access to information thru social media and other electronic media outlets.

ADVISORY COMMITTEES

The City Recorder's Department provides support services to the following city committees:

- Audit Committee
- Budget Committees
- Community Diversity Engagement Committee
- Keizer Public Arts Commission
- Keizer Parks and Recreation Advisory Committee
- Long-Range Planning Task Force
- Planning Commission
- Personnel Policy Committee
- Stormwater Advisory Committee
- Traffic Safety/Bikeways/Pedestrian Committee
- Volunteer Coordinating Committee
- Various Task Forces established by City Council

COUNCIL GOALS ASSIGNED

- Assist in the expansion and enhancing of methods and opportunities to engage with as many Keizer citizens as possible so as to broaden communication with our residents, including improvements to the City's website and use of social media mediums.
- Complete the codification of City Ordinances.
- Complete the implementation of the Agenda Management Program
- Support City Council Committees and Task Force in their efforts to accomplish established City Council goals.

City Recorder's Department

HIGHLIGHTS

- Participated in the process and decision of the service provider for the City's codification and agenda management programs.
- Provided city volunteers with the support and educational information they needed to carry forth the goals and objectives of the City.
- Hiring of Community Center Coordinator and Assistant Positions.
- Transition of the management of the Community Center to the Assistant City Manager
- Complete 31 years of service as the City Recorder of the City of Keizer.

GOALS AND INITIATIVES

- Complete the codification of City Ordinances
- Implement the agenda management program
- Assist in the transition to a new City Recorder

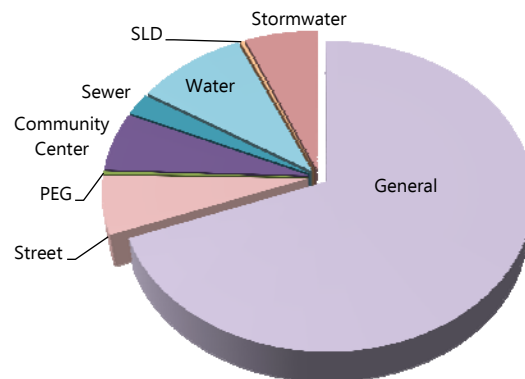
TOTAL EXPENDITURES \$328,700 (City Recorder's Department)

2.0 FTE

Personnel Services \$322,200

Materials & Services \$6,500

General	\$	260,300
Street		12,800
PEG		300
Community Center		5,800
Sewer		3,900
Water		26,600
SLD		300
Stormwater		18,700
	\$	<u>328,700</u>



ALLOCATION OF CITY RECORDER COSTS

Costs are allocated based on a blend of full-time equivalents and time spent on projects. Time spent on projects is based on a time tracking mechanism, used by the Legal Department staff, to categorize time worked by operating fund. A three-year

rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. The allocation methodology is authorized by Council Resolution.

City Recorder's Department

WORKLOAD INDICATORS

Workload Indicators	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Number of City Council Work and Regular Session Meetings	34	29	36	37	36
City Ordinances/ Orders reviewed and adopted	16	16	26	10	13
City Resolutions reviewed and adopted	112	75	70	104	67
Planning Commission Meetings	8	9	10	8	7
City Records Destruction (following Oregon State Retention policy guidelines)	42 cubic feet of paper	85.6 cubic feet of paper	96.8 cubic feet of paper	88 cubic feet of paper	87 cubic feet of paper

Human Resources

OVERVIEW

The Human Resources Department provides employment and personnel services to the City's managers and employees as well as information and assistance to external customers and job applicants. The Department is responsible for a full range of comprehensive human resource (HR) services and programs to enhance the efficiency and effectiveness of the organization. The Department holds itself accountable to the City's Customer Service Principals, ensuring support is Friendly, Trustworthy, Empathetic, Helpful, Knowledgeable and Communicative.

PRIMARY FUNCTIONS

- Classification & Compensation
- Employee Benefits
- Employee & Labor Relations
- Employee Safety & Risk Management
- Health & Wellness
- HR Information System (HRIS) & Intranet
- HR Policies & Procedures
- HR Records Administration & Management
- Performance Evaluation
- Recruitment, Selection & Orientation
- Workforce Planning

ADVISORY COMMITTEES

- Personnel Policy Committee

HIGHLIGHTS

- Partnered with City Leadership to research and implement a 1.5% wage adjustment and opportunity to cash out up to 80 hours accrued leave to address excessive increases in cost of living inability to take leave during and following the pandemic.
- Continued partnership with City Leadership and all employees to respond to COVID-19 continuing through this fiscal year including employee consultation, research, purchase & provision of Personal Protective Equipment (PPE), continually changing parameters and related policy updates, all staff communications, building & vehicle safety, status checks as needed and update of policies as needed.
- Completed Open Enrollment, Performance Evaluations and Annual Training for Bloodborne Pathogens, Portable fire Extinguishers, Cyber Security Basics for all employees.
- Partnered with Keizer Police Department to provide Active Threat training to City employees and the City Council.
- Partnered with City leadership and the Safety Committee to implement After Building Closure Procedures based on concerns raised by employees regarding unauthorized persons in the facility.
- Continued work on Pay Equity Study as recommended as a necessary step by third-party consultant prior to consideration of implementation of non-represented salary survey recommendations.
- Completed classification reviews for two departments to support the reclassification of the City Recorder (removal of Community Center as primary responsibility), and Finance Director to Assistant City Manager/Finance Director.
- Provided annual Health & Wellness activities and education including a gift of custom insoles for all City employees and engraved water bottles for those attending Safety Break.
- Partnered with the Assistant City Manager/Finance Director to research and begin implementation of the Oregon Paid Family Medical Leave Act (OPFMLA), also known as Paid Leave Oregon (PLO).

Human Resources

- Partnered with the Police Department and labor attorney to represent the City in collective bargaining with the Keizer Police Association.
- Requested and received Statement of Support for the Guard and Reserve on behalf of the City of Keizer to support attracting and retaining excellent new employees.
- Received League of Oregon Cities awards for Excellence in Safety for mid-size Oregon cities and Excellence in Best Practice for the entire state.
- Presented Safety and Health Achievement Recognition Program (SHARP) certification information at the Santiam Chapter of the American Society of Safety Professionals (ASSP) and consultation to other municipalities on how to start their journey to SHARP certification.
- Partnered with the City Manager, Finance and Legal to develop, implement and evaluate candidates for a new Payroll and HRIS system.
- Partnered with City's Executive Leadership Team and labor attorneys to review and update time capture practices and procedures in light of recent case law of Eisele v. Home Depot U.S.A.
- Partnered with labor attorneys to draft, further research and present a full document draft update of the City's Personnel Policy Manual to the City's Executive Leadership Team.

GOALS AND INITIATIVES

- Upon adoption of a fully updated 2023 City Personnel Policy Manual, transition to annual planned individual policy updates as needed, beginning with leave policies related to PLO.
- Secure investment management advisory services and conduct RFP process to select a single, best provider for City's Deferred Compensation Plan.
- Complete transition to automated HR information system (HRIS) and online recruitment tools to better leverage limited resources and staff, improve data analysis capacity and communication capacity with applicants.

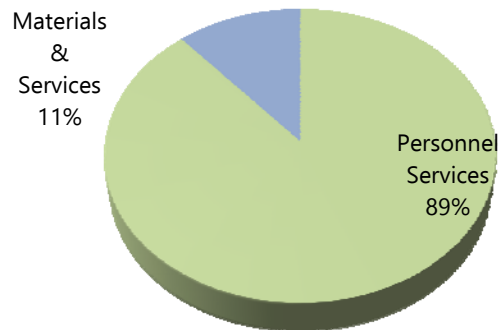
TOTAL EXPENDITURES \$444,700 – 2.0FTE

Personnel Services \$397,400

Materials & Services \$47,300

OTHER BUDGETARY RESPONSIBILITIES

Wages & Salaries	\$9,755,600
Insurance Premiums	\$2,850,500
Retirement	\$3,464,700
Workers' Compensation	\$102,300
Labor Attorney	\$46,000
Wellness Programs	\$52,000

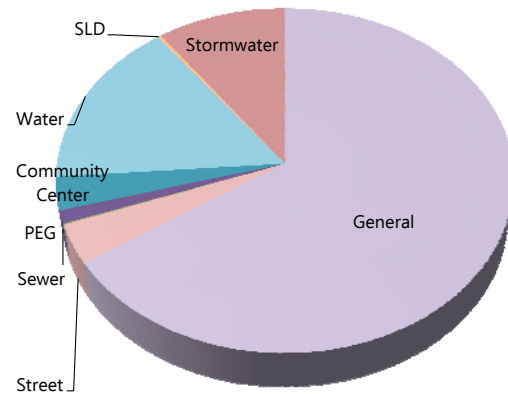


Human Resources

ALLOCATION OF HUMAN RESOURCE COSTS

Costs are allocated based on City-wide FTE allocations.

General	\$	297,100
Street		14,200
PEG		400
Community Center		9,800
Sewer		10,200
Water		67,600
SLD		900
Stormwater		44,500
	\$	444,700



Workload Indicators*	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 est.
Budgeted Positions Served	100.5	101.5	101.0	102.0	102.0
Recruitments Posted	14	6	13	10	11
Employment Applications Processed	200	100	123	142	121
Personnel Action Forms Completed	200	166	169	202	265
FMLA/OFLA Claims Managed	20	17	64	64	15
Workers' Compensation Claims Managed	4	4	6	6	8

Performance Measures	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 est.
% of Regular Status Position Employees Who Pass Probation*	82%	99%	100%	100%	100%
Percentage of Current Job Descriptions	100%	99%	99%	100%	100%
Percentage of Employees with Current Performance Evaluations	100%	100%	100%	100%	100%
Percentage of Employees Participating in Wellness Programs	73%	99%	96%	97%	95%

*The percentage of employees who pass probation indicates the City's performance in developing and retaining a skilled workforce. However, it must be noted the City is also committed to releasing probationary employees during the probationary period if they are not able to meet the City's standards or employees decide the position they accepted is not a good fit.

Finance Department

OVERVIEW

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.

PRIMARY FUNCTIONS

- coordinates the annual budget preparation and administration
- analyzes the City's financial condition
- invests and manages funds
- issues and manages debt
- ensures compliance with federal, state and local financial regulatory requirements
- recommends financial policies to the City Manager and Council
- maintains the integrity of the City's accounting records
- prepares the Annual Comprehensive Financial Report
- facilitates the annual financial statement audit
- administers utility billing
- administers municipal court
- administers information technology
- administers the Event Center
- provides general office administration

ADVISORY COMMITTEES

- Audit Committee
- Budget Committee
- Long-Range Planning Committee
- Community Diversity Engagement Committee

NON-DEPARTMENTAL

The Finance Director and Accounting Technicians provide for the overall administration of the Finance Department and financial management of the City.

HIGHLIGHTS

- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Received the Distinguished Budget Presentation award from the Government Finance Officers Association.

WORKLOAD INDICATORS

Workload Indicators	FY18-19	FY19-20	FY20-21	FY21-22	Est FY22-23
Property Taxes Levied	\$5.4 million	\$5.6 million	\$5.8 million	\$5.9 million	\$6.1 million
City Funds/ Cost Centers	19/33	19/33	19/33	20/33	20/33
Total Budget	\$45 million	\$48 million	\$48 million	\$60 million	\$64 million
Debt Outstanding	\$16 million	\$14 million	\$12 million	\$11 million	\$10 million
Total Revenues	\$28 million	\$29 million	\$30 million	\$36 million	\$34 million
Total Expenditures	\$28 million	\$30 million	\$29 million	\$29 million	\$34 million

Finance Department

TOTAL EXPENDITURES

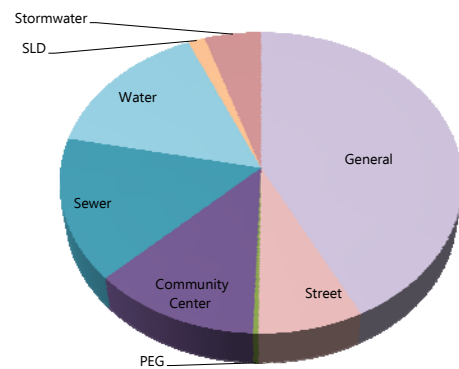
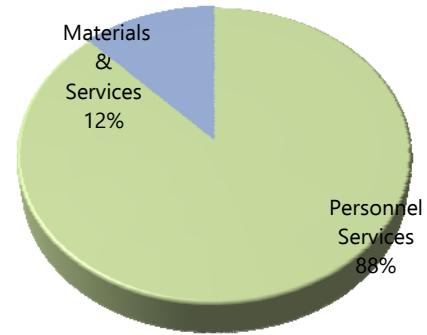
\$654,200 Administrative Services Fund
4.0 FTE

Personnel Services \$576,100
Materials & Services \$78,100

ALLOCATION OF COSTS

Costs are allocated based on a blend of revenues and expenditures city-wide.

General	\$	278,000
Street		50,400
PEG		2,600
Community Center		80,500
Sewer		100,100
Water		100,100
SLD		9,800
Stormwater		32,700
	\$	<u>654,200</u>



INFORMATION SYSTEMS

The Information Technology Division supports the City's software, hardware, telecommunication, network and security systems' needs.

HIGHLIGHTS

- Upgraded the City's data servers
- Upgraded the City's email server

GOALS AND INITIATIVES

- Upgrade the City's telephone system

WORKLOAD INDICATORS

Workload Indicators	FY 18-19	FY 19-20.	FY 20-21	FY 21-22	FY 22-23 est.
Computer Workstations supported	160	165	163	168	173
Telephones supported	118	123	121	123	123
City facilities networked	2	2	2	2	2

TOTAL EXPENDITURES

Finance Department

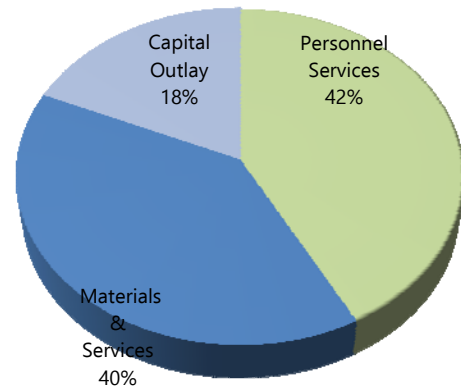
\$732,800 Administrative Services Fund

2.0 FTE

Personnel Services \$308,800

Materials & Services \$289,000

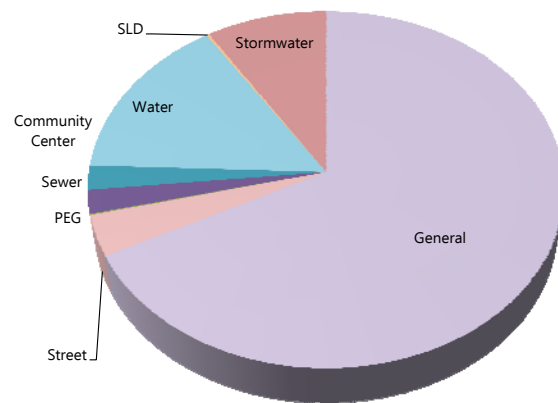
Capital Outlay \$135,000



ALLOCATION OF COSTS

Costs are allocated based on FTE allocations charged to each operating fund except software and hardware costs are based on dollars expended by fund.

General	\$	499,700
Street		22,000
PEG		700
Community Center		18,300
Sewer		26,400
Water		99,700
SLD		1,500
Stormwater		64,500
	\$	<u>732,800</u>



UTILITY BILLING

Utility Billing operates and maintains the billing function for the City's water, sewer, and stormwater utilities. The City bills active accounts bi-monthly, billing one-half of the City one month and alternating billing the other half of the City the following month. Emphasis is on excellence in customer service by addressing needs and concerns with a caring attitude on a consistent basis.

HIGHLIGHTS

- Continued commitment to providing excellent customer service

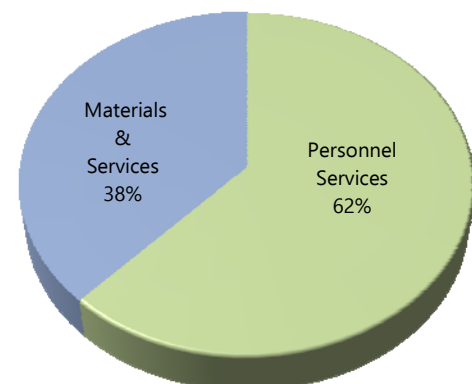
TOTAL EXPENDITURES

\$507,000 Administrative Services Fund

3.0 FTE

Personnel Services \$318,900

Materials & Services \$188,100



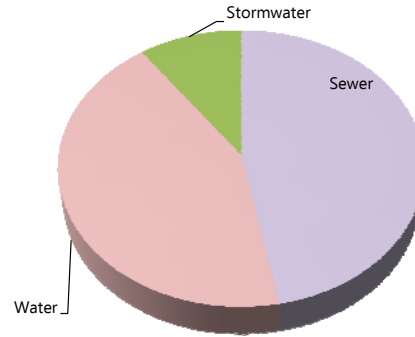
ALLOCATION OF COSTS

Costs are allocated based on effort expended in managing the separate elements of the utility accounts; 47% sewer, 43% water and

Finance Department

10% stormwater.

Sewer	\$	238,300
Water		218,000
Stormwater		50,700
	\$	<u>507,000</u>



WORKLOAD INDICATORS

Workload Indicators	FY 18-19	FY 19-20.	FY 20-21	FY 21-22	FY 22-23 est.
Utility Bills processed	68,209	58,873	68,206	66,990	66,900
Utility accounts maintained	11,200	11,245	11,212	11,165	11,200
Shut-offs processed	1,003	777	511	299	280
Service Requests	2,767	3,263	2,825	3,209	3,250

MUNICIPAL COURT

The Municipal Court administers the judicial system for the City of Keizer. The Court handles traffic infractions, City code violations, limited Juvenile status violations and has recently, in cooperative effort with Salem Keizer School District, incorporated parental School Attendance violations into Court proceedings, all enforced by the Keizer Police Department. Municipal Court arraignments and hearings are held weekly in the City Hall Council Chambers. An independent contractor serves as the Municipal Court Judge. Staff provides excellent customer service by encouraging compliance with manageable payment schedules and opportunities to fulfill court orders and requirements.

HIGHLIGHTS, GOALS AND INITIATIVES

- Completed the request for proposal process for third party collection services,
- Extended the municipal court and court interpreter agreements
- Remain current in upcoming legislative changes

WORKLOAD INDICATORS

Workload Indicators	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 est
Citations Processed	2,198	1,700	1,667	1,281	1,500
Accounts sent to Collections	598	294	415	691	540
Amounts sent to Collections	\$584,332	\$375,723	\$515,285	\$502,250	\$354,100

The City experienced a significant decrease in municipal court fines in fiscal year 2019-20, 2020-21 and 2021-22 as

Finance Department

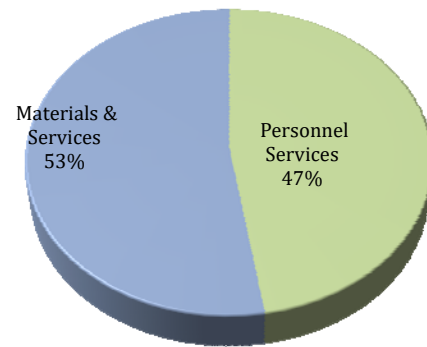
the result of the COVID-19 pandemic in which a significant number of residents remained at home rather than maintaining their regular travel patterns.

TOTAL EXPENDITURES \$232,200

FTE 1.0

Personnel Services \$110,200

Materials & Services \$122,000



EVENT 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 its citizens and the community. Rental fees help cover the operation and management of the center. During the week, the Center is busy with business meetings, trainings, seminars, and association meetings. On the weekends, social events such as weddings, birthdays, and fundraising events occur in the Center. The Keizer Rotary Club holds their weekly luncheons, the Keizer Community Library holds book sales, and the American Red Cross uses the facility for blood drives.

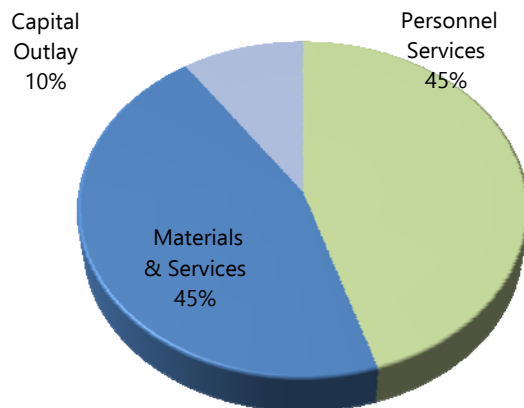
TOTAL EXPENDITURES \$518,600

FTE 2.0

Personnel Services \$233,900

Materials & Services \$234,700

Capital Outlay \$50,000



Planning

OVERVIEW

The Planning Department provides a variety of services that are important to the economic wellbeing and quality of life of Keizer businesses and residents. Services include managing the City Economic Development activities, community plans, building permit processes, and enforcing City codes. Long-range planning activities include policy issues regarding management of the Comprehensive Plan, State Planning requirements including Transportation Planning, Urban Growth Boundary issues, and Economic Development. Specific plans such as Master Plans, code revisions and ordinance creation are used to achieve council goals. Current planning activities include services to the public for development relative to zoning, land divisions, and floodplain management and shoreline protection. Code Enforcement regulates zoning violations, solid waste, noxious weeds, ROW vegetation, unsafe housing issues, parking enforcement, graffiti abatement, and other various City Ordinances. Building Permit Administration coordinates the building permit approval process, connecting development with other appropriate staff within the City, and to Marion County.

COUNCIL GOALS ASSIGNED

- Complete the steps necessary in order to have a discussion of next steps regarding Urban Growth Boundary.
- Continue expanding and enhancing methods and opportunities to engage with as many Keizer citizens as possible so as to broaden communication with all of our residents.
- CFEC implementation as applicable

- Planning Commission

PRIMARY FUNCTIONS

- Building permits
- State and Federal Grants
- Long-range and Current land use planning
- Sign permits
- Transportation planning
- Code enforcement

ADVISORY COMMITTEES

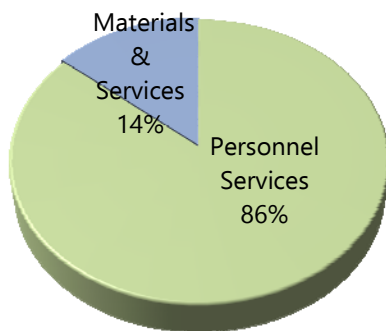
TOTAL EXPENDITURES \$634,100

4.0 FTE

Personnel Services \$545,900

Materials & Services

\$88,200



WORKLOAD INDICATORS

Workload Indicators	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY22-23 Est YTD
Land Use Applications	15	20	16	19	15
Building Permits Reviewed	119	147	144	134	81
Single Family Permits Issued	33	33	18	31	23
Multi-family Permits Issued	0	25	8	8	16
Valuation of Permits Issued (in thousands)	\$30,880	\$30,000	\$28,162	\$16,356	\$35,944
Code Enf. Violations	Not available	Not available	660	1012	800

HIGHLIGHTS

Planning

The Planning department, like all areas of the City, continues to utilize various virtual and on-line platforms to keep business operating at an optimal level. Virtual pre-application meetings and on-line building permit and land use application submissions have proven to be both effective and efficient. The updated 2019 “Buildable Lands Inventory and Housing Needs Analysis” which has yet to be adopted, identifies that needed land for housing in the 20-year planning period is significantly lower than previously identified due to changes in population projections and work the City has done to make efficient use of the limited land supply Keizer has.

The Planning Commission completed significant work to implement necessary changes to the Keizer Development Code and Comprehensive Plan mandated by HB2001 to address “middle housing” development within the City. These changes allow the development of additional housing types such as duplexes, triplexes, quadplexes, and cottage clusters in residential areas. Some projects have recently gotten underway taking advantage of these new opportunities.

The Department continues to be actively involved in coordinating the development of the Keizer Station Area and support to City development plans and activities. This includes a proposed Amendment to Keizer Station Area D that will allow for the development of the remaining area.

Significant staff time and coordination have been spent on the State mandated Climate Friendly and Equitable Communities Rules. Coordination with regional partners to complete the Scenario Planning process for our region has begun and will ultimately inform the City’s future update to the Transportation System Plan. Staff is working, with the help of consultants, to complete a study on “Climate Friendly Areas” which is a requirement of the rulemaking process.

Code enforcement activities include Council adopted ordinances, Development Code requirements, Parking issues including addressing abandoned vehicles, junk, solid waste, and noxious vegetation. Code enforcement continues to provide significant support to the Police department for such things as homeless encampments, graffiti, and other issues. The code compliance officer served as the point of contact for the City for the “Point in Time” Count Workgroup for our region. Addressing ongoing issues of vacant homes, derelict buildings, squatters, and housing code (life safety violations) issues in the rental housing market is also a significant issue being addressed through Code Enforcement.

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

GOALS AND INITIATIVES

Address specific questions formulated by the Council to address Keizer Urban Growth Boundary issues. It is expected that significant effort and time will be spent working with the Community, the Planning Commission, and City Council to strategize how the City will address land supply needs and desires. Ultimately, it is anticipated that direction will come from the Council’s strategic planning efforts.

Continue coordinating and participating with regional partners to comply with Climate Friendly and Equitable Communities Rulemaking process as applicable. Continue working to complete a “Climate Friendly Area” study, with additional future work to adopt identified areas within Keizer that meet the requirements of the State mandate. Significant public involvement and engagement is anticipated.

Police Department

OVERVIEW

The mission of the Keizer Police Department is to *help the community maintain order while promoting safety and freedom and building public confidence.*

DEPARTMENT-WIDE EMPLOYEES

42 sworn FTE, 8 non-sworn FTE

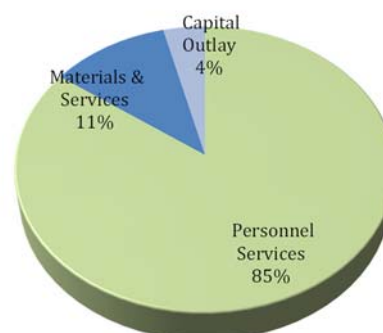
TOTAL EXPENDITURES: \$10,120,200

General Fund – Police Operations

Personnel Services \$8,597,600

Materials & Services \$1,126,500

Capital Outlay - \$396,100



Performance Measurements

As modern policing strategies develop, agency performance measurements are changing, with a growing number of scholars and practitioners calling for the measurement of outcomes, not outputs. Outcomes are those things residents hope for and expect, namely safety in their community and confidence in their police department.

Output Measurements

Number of arrests and citations

Number of calls for service

Crime clearance rates

Outcome Measurements

Perceptions of crime and disorder

Perceptions of risk of victimization

Police legitimacy (satisfaction with the police)

Outputs are frequently measured as numbers and are often more indicative of workload than of the quality of work. Depending upon the variables, it is often difficult or imprudent to compare outputs between years or between agencies; nevertheless, they may tell a story, so some of them are included in the following table.

	2018	2019	2020	2021	2022
NIBRS Persons, Property, and Society Crimes Investigated	2,917	2,746	2,552	2,413	2,581
Traffic crashes	712	559	408	344	340
Traffic injury crashes	71	72	37	38	25
Traffic citations	1,904	2,286	1,447	1,791	1,950
Traffic written warnings	1,075	1,579	1,426	1,138	944

The crime numbers shown above are those that are reflected in our report to the FBI through NIBRS. There are many other crimes—warrant arrests, for example; about 500 per year—that do not appear in NIBRS. 2019 marked the first year the FBI began requiring and publishing data using the National Incident-Based Reporting System (NIBRS). Previously, it collected and published data and information only through the Uniform Crime Reporting (UCR) program. Comparisons between the two are difficult; nevertheless, using NIBRS criteria, we hand calculated figures for 2017 and 2018. More information about NIBRS can be found here: <https://tinyurl.com/2svzksry>

Any given year averages about 19,000 documented police activities, though that average can vary significantly, with what has been an average daily workload of between 52 and 74 law enforcement-related events, but all of the 2500 to 3000 NIBRS crimes (and many other activities that aren't reflected in NIBRS) require significant, even if not time-consuming documentation. One of those 19,000 documented police activities can be as simple as a three-minute, non-criminal traffic stop involving one police officer followed by a few minutes of data entry or as complex as a months-long death investigation involving many officers and hundreds of pages of documentation.

Outcomes. Again, outcomes reflect those things we aspire towards. Though not as discrete as outputs, outcomes can still be measured using qualitative research, which is generally done through observation and by asking

Police Department

questions. The City's last survey of its residents was in 2017, but extemporaneous conversations and unsolicited feedback since then indicate the sentiments reflected in the 2017 survey continue. The police department's survey questions and the responses appear below. The percentages reflect those who answered neutral, agree, or strongly agree.

	2014	2017
I have confidence in police officers in general, not just Keizer police officers.	86.4%	94.6%
I have confidence in Keizer police officers, specifically.	89.4%	93.8%
I feel safe living in Keizer and in neighborhood.	93.2%	93.9%
I feel safe letting my child walk to school	73.5%	71.4%
I feel safe walking down my street during the day.	93.8%	96.0%
I feel safe walking down my street during the night.	78.2%	82.4%
Traffic congestion is a significant problem in Keizer.	72.6%	83.6%
Violations of traffic laws are a significant problem in Keizer.	63.6%	70.9%

We also asked, how much time should Keizer police officers spend enforcing traffic laws? 33.5% responded "More"; 7.2% responded "Less"; and 59.3% responded "Already Just Right."

Since the last survey, a lot has happened, including calls for significant police reformation. The Keizer Police Department was already and continues to be diligently reforming policing in Keizer. We use a least-harm, most-just approach, because we're serious about our mission "to help the community maintain order while promoting safety and freedom and building public confidence."

We "help the community maintain order." The residents and visitors want order in Keizer's neighborhoods, schools, stores, places of business, and streets. When you call us, you expect us to help maintain order and we try to do that in the least intrusive manner possible.

To maintain order "while promoting safety and freedom." Our job, obviously, is law enforcement, but we try to wisely limit our application of the law. We look first to prevention. If the most prudent means to prevent recurring unlawful conduct is a citation or an arrest, we will do that, but it's not where we go first.

To maintain order while "building public confidence." We want to earn and retain the trust and support of Keizer's residents. Part of cultivating and retaining that confidence is solving underlying crime and disorder problems and doing so in a manner to treats people with dignity and respect. We strive to use *procedural justice* to inform our decisions, especially when we must take enforcement action, whether that's a citation or an arrest.

- Treat people with dignity and respect
- Give them an opportunity to be heard
- Convey trustworthy motives
- Make reasonable, informed, and transparent decisions

Keizer is a very safe place. It even feels safe, and we want to keep it that way. Our bottom line is to use the most respectful, least-intrusive means to prevent crime from happening in the first place.

Public Works Department

OVERVIEW

The Public Works Department is responsible for providing efficient and sound infrastructure, facilities, and services regarding the City's transportation, water, wastewater, stormwater, parks and building and property management. These services are required year round and are fundamental in supporting the quality of life enjoyed by residents, businesses and visitors. Capital Improvement projects for the various Divisions within the Department are managed by Division staff in coordination with contracted a City Engineering firm.

PRIMARY FUNCTIONS

- Manages the activities and operations of the of the following Public Works systems:
 - a. Streets
 - b. Water
 - c. Stormwater
 - d. Parks
 - e. Facility Maintenance
- Administers major Capital Improvement projects for all Public Works Divisions
- Facilitates and develops Master Plans
- Directs and monitors contract engineer, construction activities, operations maintenance of each Public Works system and the regional sewer system and Street Lighting systems

ADVISORY COMMITTEES

- Parks and Recreation Advisory Committee
- Stormwater Advisory Committee
- Traffic/Bikeways/Pedestrian Safety Committee

PARKS DIVISION

The Parks Division oversees the planning, development, management, and maintenance of over 239 acres of parks, natural and landscaped areas, a skate park, splash fountain, boat ramp and amphitheater. The Parks Division goal is to continue providing clean, safe open spaces and river access for structured and unstructured activities.

HIGHLIGHTS FY 22-23

- Replaced the play structure at Ben Miller Park including ADA access upgrades.
- Expanded the road/trail to the boat in camp site at Keizer Rapids Park.
- Extended the columns and replaced 2 shade sails at the Big Toy.

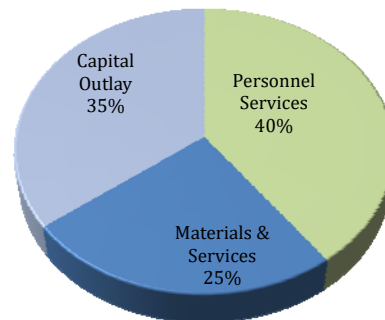
TOTAL EXPENDITURES – \$1,321,000

Administrative Services Fund

Personnel Services \$525,800

Materials & Services \$329,900

Capital Outlay \$465,300



Public Works Department

PARK IMPROVEMENT FUND

Capital Outlay - \$1,542,500

HIGHLIGHTS FY 22-23

- Resurface and pave trail to boat in campground at Keizer Rapids Park.

INFRASTRUCTURE OPERATED AND MAINTAINED

- 19 Individual Parks Totaling 239 Acres
- 9 Play Structures
- Splash Fountain
- Boating Facility
- 5.44 Miles of Trails
- 13 Irrigation Systems

STREETS DIVISION

The Street Division provides quality streets, lighting, traffic signals, sidewalks, and bike paths. The Division provides total right of way maintenance services for the City. The City contracts striping services with Marion County. Traffic signal system operations and maintenance is contracted with the City of Salem.

HIGHLIGHTS FY 22-23

- Updated ADA ramps for resurfacing streets summer of 2023
- Continued streetlight LED upgrades on City owned streetlights
- Installed solar speed displays on Shoreline Dr N
- Updated ADA ramps at Manbrin and Rowan
- Continued street sign upgrades around town

TOTAL REVENUES – \$3,164,600

primary source State Fuel tax

TOTAL EXPENDITURES – \$4,152,200 Street Fund

Personnel Services \$161,000

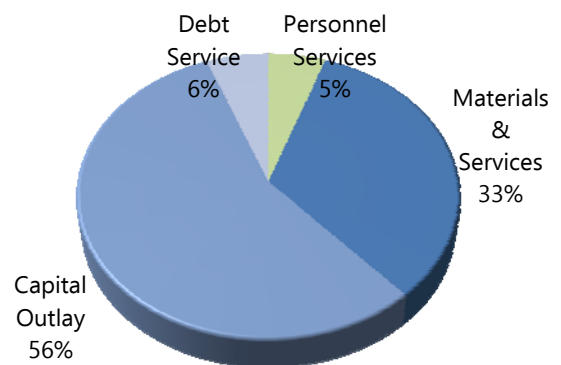
Materials & Services \$913,200

Capital Outlay \$2,926,600

Debt Service \$151,400

INFRASTRUCTURE OPERATED AND MAINTAINED

- 106.4 Miles of Streets
- 22 Traffic Signals
- 7 Bridges
- 1,800 Street Signs
- 1,400 Traffic Signs



WATER DIVISION

The Water Division provides safe, high quality, low cost drinking water that meets or exceeds state and federal regulations mandated by the Safe Drinking Water Act and the State of Oregon. The Water Division staff operates and maintains the production, treatment, and distribution system.

HIGHLIGHTS FY 22-23

- Continued updating distribution system to ensure adequate volume and pressure delivery to residents
- Continued developing a comprehensive integrated public education program with Stormwater Division
- Repaired 9 Water Main leaks
- Installed 18 new meters and 11 new water services
- Replaced roof at Willamette Manor Pump Station
- Updated all handheld radios
- Replace 67 non-functioning meters

Public Works Department

- Rehabilitated Carlhaven East Well

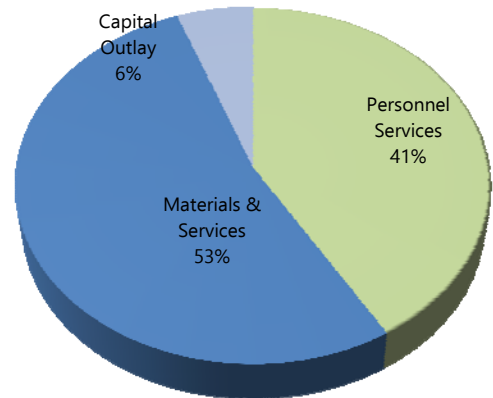
TOTAL REVENUES (Water & Water Facility Funds)
\$3,623,500- primarily user charges

TOTAL EXPENDITURES – \$3,422,700 Water Fund
Personnel Services \$1,445,700
Materials & Services \$1,831,000
Capital Outlay \$146,000

\$990,000 Water Facility Fund (Capital Outlay)

INFRASTRUCTURE OPERATED AND MAINTAINED

- 15 Individual Pump Station Facilities
- 3 Reservoirs
- 126.8 Miles of Pipe
- 956 Fire Hydrants
- 1,935 Valves
- 11,097 Metered Service Connections



STORMWATER DIVISION

The Stormwater Division maintains and operates the City's stormwater system and implements the Department of Environmental Quality approved management plans. The City's 3 regulatory programs are mandated by the Federal Clean Water Act, the Safe Drinking Water Act, and the State of Oregon. The permits associated with these programs allow the City to discharge untreated stormwater to local waterways, overland flow, and injection into the ground. Adherence to permit conditions allows the City to remain in compliance with State and Federal law.

HIGHLIGHTS FY 22-23

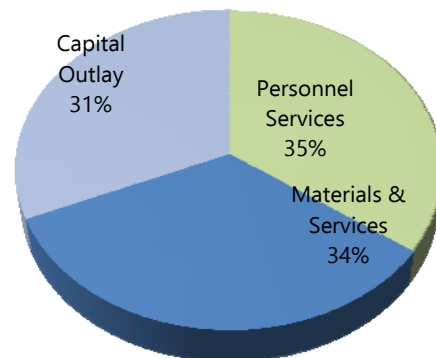
- Continued to implement the City's three federally mandated permits/plans
- Continued storm line cleaning and TV inspections contract
- Performed storm line repairs identified by the TV inspection program
- Completed 36-inch pipe lining project on McLeod Lane
- Inspected 2,328 catch basins and performed cleaning and repairs as needed
- Conducted all required sampling in accordance with the state approved stormwater monitoring plan
- Implemented the Public Education Plan
- Updated the City's Stormwater Development Code and Design Standards.

TOTAL REVENUES – \$1,616,000

TOTAL EXPENDITURES – \$3,207,200
Personnel Services - \$1,045,000
Materials & Services – \$1,049,200
Capital Outlay - \$1,113,000

INFRASTRUCTURE OPERATED AND MAINTAINED

- 78.7 miles of Storm Pipe (solid and perforated)
- 2,328 Catch Basins
- 1,236 Manholes
- 134 Underground Injection Controls
- 114 Outfalls
- 94,101 square feet of Vegetated Stormwater Facilities



Public Works Department

FACILITY MAINTENANCE

Facility Maintenance operates, maintains, and repairs the City's Civic Center and grounds to safe and clean standards. The City contracts out janitorial services which Facility Maintenance oversees. Responsibilities also include project management for remodel and repair projects, and assigning Community Service workers to assist with grounds maintenance.

HIGHLIGHTS

- Purchased lift for lighting maintenance in City Hall and Community Rooms.

GOALS AND INITIATIVES

- Repair the pergolas in the employee break area at City Hall and the Police Department.
- Upgrade parking lot lighting to LED.
- Clean and seal the block wall around the Police parking area.

INFRASTRUCTURE OPERATED AND MAINTAINED

- 69,000 Square foot Civic Center building
- 8 HVAC Systems
- 4.5 Acres of Grounds Maintenance
- Annual Fire Safety System Testing
- Community Service Coordination
- Focal Point Maintenance

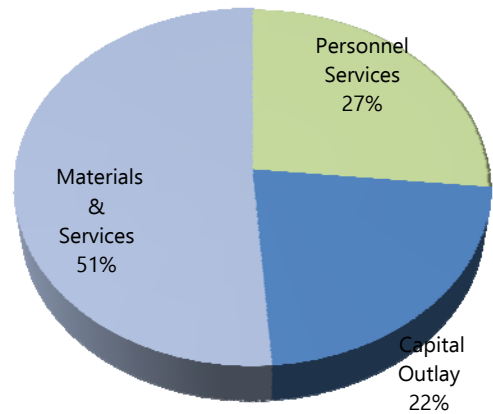
TOTAL EXPENDITURES – \$670,800 Facility Maintenance

Administrative Services Fund FTE 1.0

Personnel Services \$139,000

Materials & Services \$244,800

Capital Outlay \$287,000



ALLOCATION OF FACILITY MAINTENANCE COSTS

Costs are allocated based on FTE allocations charged to each operating fund

General	\$	486,500
Street		23,300
PEG		700
Community Center		16,000
Sewer		16,800
Water		110,700
SLD		1,500
Stormwater		72,800
	\$	<u>728,300</u>

Public Works Department

PUBLIC WORKS NON-DEPARTMENTAL

Beginning in FY14-15 shared overhead costs are tracked in the Administrative Services fund and include those staff which supports all or most Public Works funds. Shared Materials and Services costs are also tracked in this cost center and include the Public Works Shop building costs and other overhead items such as auto insurance.

TOTAL EXPENDITURES – \$727,100

Public Works Administrative Services Fund 4.0 FTE

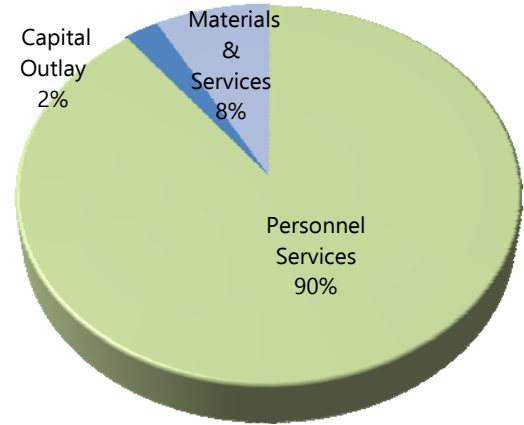
Personnel Services \$648,100

Materials & Services \$61,000

Capital Outlay - \$18,000

ALLOCATION OF PUBLIC WORKS NON-DEPARTMENTAL COSTS

Staff costs are allocated based on effort expended in managing and supporting each Public Works Division. Allocation of costs is authorized by Council Resolution.



General	\$	28,400
Street		250,100
Sewer		25,400
Water		228,300
Street Light Districts		23,300
Stormwater		171,600
	\$	<u>727,100</u>



Funds & Departments

Administrative Services	
Public Works	
Streets	
Street Lighting Districts	
Transportation Improvements	
Off-Site Transportation	
Stormwater	
Sewer	
Water	
Park Services	
Park Improvements	
General Fund	
Other Funds	

Administrative Services Fund Summary

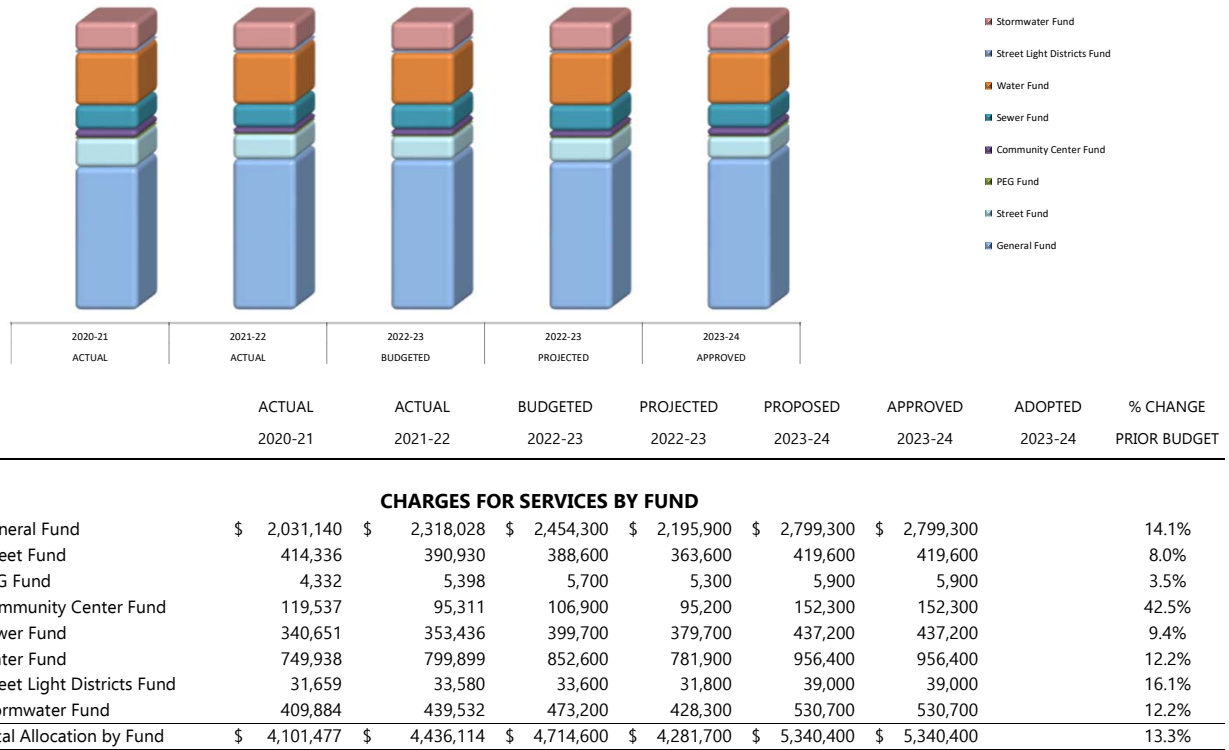
The Administrative Services Fund is an Internal Service Fund which is used to account for the financing of goods and/or services provided to various City funds on a cost-reimbursement basis.

Administrative Services are provided by the following activities: General Administration (City Council and Non-departmental), City Manager's Office, City Attorney's Office, City Recorder's Department, Human Resources Department, Finance – Non-Departmental, Finance – Utility Billing, Finance - Information Systems, Public Works – Non-departmental and Public Works Civic Center Facilities (building maintenance).

The sources from which the fund shall be replenished: The City's operating funds are 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, revenues and expenditures, information technology equipment costs, software costs and maintenance fees.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 247,632	\$ 357,412	\$ 294,700	\$ 637,200	\$ 544,500	\$ 574,500		94.9%
3 Revenues:								
4 Charges for Services:								
5 Charges for Services	4,101,477	4,436,114	4,714,600	4,281,700	5,340,400	5,340,400		13.3%
Intergovernmental:								
Grants	8,497	-	-	-	-	-		
6 Miscellaneous:								
7 Miscellaneous Revenue	21,285	33,029	-	30,000	-	30,000		
8 Total Revenues	4,131,259	4,469,143	4,714,600	4,311,700	5,340,400	5,370,400		13.9%
9 TOTAL RESOURCES	4,378,891	4,826,555	5,009,300	4,948,900	5,884,900	5,944,900		18.7%
10 REQUIREMENTS:								
11 Expenditures:								
12 Personnel Services:								
13 City Manager	323,401	233,819	276,700	259,300	281,800	281,800		1.8%
14 City Attorney's Office	315,479	372,705	341,500	339,900	378,100	378,100		10.7%
15 City Recorder's Office	269,147	282,776	294,300	292,400	322,200	322,200		9.5%
16 Human Resources	331,801	374,175	356,800	356,300	397,400	397,400		11.4%
17 Finance - Non-Departmental	424,694	450,336	464,700	477,900	576,100	576,100		24.0%
18 Finance - Information Systems	255,362	288,474	287,800	283,400	308,800	308,800		7.3%
19 Finance - Utility Billing	247,701	237,602	298,300	284,000	318,900	318,900		6.9%
20 Civic Center Facilities	107,734	115,649	127,000	125,000	139,000	139,000		9.4%
21 Public Works	553,899	513,854	597,200	553,300	648,100	648,100		8.5%
22 Total Personnel Services	2,829,218	2,869,390	3,044,300	2,971,500	3,370,400	3,370,400		10.7%
23 Materials & Services:								
24 General Administration	284,329	328,900	365,700	360,200	399,300	399,300		9.2%
25 City Manager	35,523	67,759	18,000	13,300	8,300	8,300		-53.9%
26 City Attorney's Office	4,803	5,158	26,000	5,300	35,000	35,000		34.6%
27 City Recorder's Office	3,078	3,967	6,500	4,000	6,500	6,500		0.0%
28 Human Resources	15,096	34,687	46,700	47,300	47,300	47,300		1.3%
29 Finance - Non-Departmental	78,753	42,721	64,000	53,500	78,100	78,100		22.0%
30 Finance - Information Systems	227,122	236,823	289,000	275,500	289,000	289,000		0.0%
31 Finance - Utility Billing	161,648	169,968	182,500	178,000	188,100	188,100		3.1%
32 Civic Center Facilities	206,476	220,847	243,800	235,000	244,800	244,800		0.4%
33 Public Works	60,069	103,781	57,000	66,600	61,000	61,000		7.0%
34 Total Materials & Services	1,076,897	1,214,611	1,299,200	1,238,700	1,357,400	1,357,400		4.5%
35 Capital Outlay:								
36 Finance - Information Systems	98,934	70,655	135,000	100,000	135,000	135,000		0.0%
37 Public Works Administration	16,430	16,073	10,200	9,200	18,000	18,000		76.5%
38 Civic Center Facilities	-	18,669	113,000	55,000	287,000	287,000		154.0%
39 Total Capital Outlay	115,364	105,397	258,200	164,200	440,000	440,000		70.4%
40 Total Expenditures	4,021,479	4,189,398	4,601,700	4,374,400	5,167,800	5,167,800		12.3%
41 Other Requirements:								
42 Contingencies	-	-	407,600	-	717,100	717,100		75.9%
43 Fund Balance:								
44 Committed	357,412	637,157	-	574,500	-	60,000		
45 TOTAL REQUIREMENTS	\$ 4,378,891	\$ 4,826,555	\$ 5,009,300	\$ 4,948,900	\$ 5,884,900	\$ 5,944,900		18.7%

Administrative Services Fund Summary



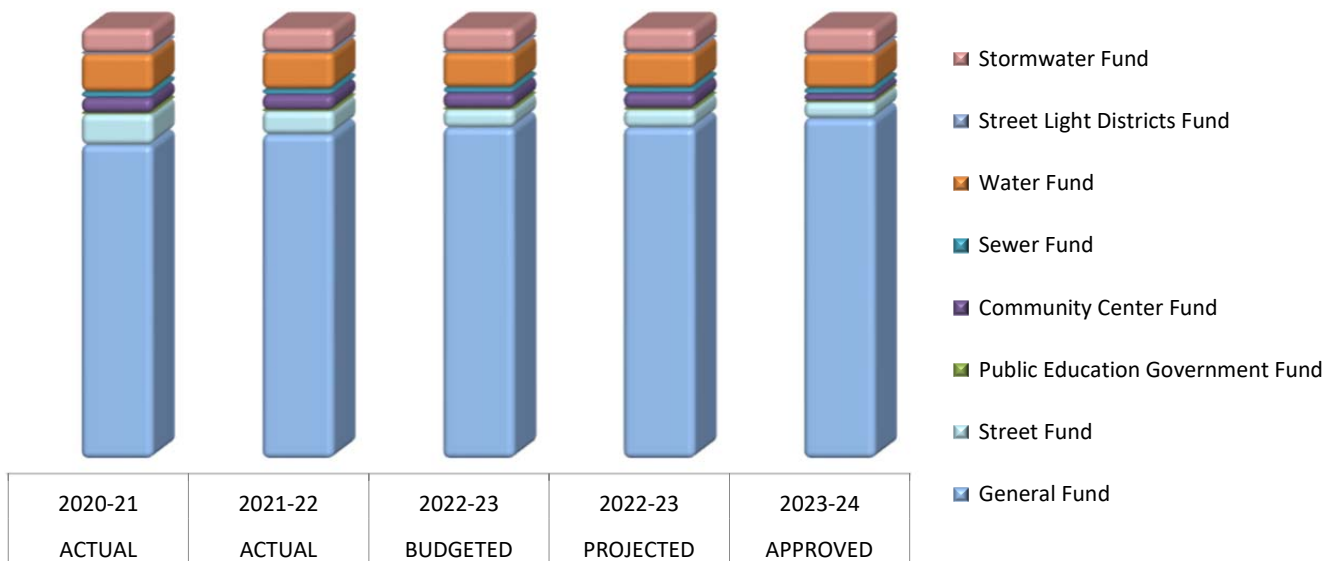
City Manager's Office

The City Manager is the Chief Executive Officer for the City of Keizer. 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 include City Recorder, Planning, Finance, Human Resources, Public Works, and Police. The City Manager is appointed by, reports to and serves at the pleasure of the City Council under contract. The City Manager is the primary liaison with other local Municipal, State and Federal agencies.

Costs are allocated based on a blend of full-time equivalents and time spent on projects. Time spent on projects is based on a time tracking mechanism, used by the Legal Department staff, to categorize time worked by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. The allocation methodology is authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	358,924	301,578	294,700	272,600	290,100	290,100		-1.6%
6 TOTAL RESOURCES	358,924	301,578	294,700	272,600	290,100	290,100		6.4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 City Manager	242,361	165,137	175,000	176,800	183,000	183,000		4.6%
11 Vehicle Allowance	3,500	3,850	4,200	4,200	4,200	4,200		0.0%
12 Cell Phone Stipend	-	825	900	900	900	900		0.0%
13 Wellness	410	-	500	-	500	500		0.0%
14 Payroll Taxes	3,671	2,485	2,800	3,200	4,100	4,100		46.4%
15 Retirement	50,434	41,583	65,400	49,000	61,500	61,500		-6.0%
16 Insurance Benefits	22,624	19,734	27,400	24,900	27,200	27,200		-0.7%
17 Workers Compensation	401	205	500	300	400	400		-20.0%
18 Total Personnel Services	323,401	233,819	276,700	259,300	281,800	281,800		1.8%
19 Materials & Services:								
20 Meetings, Travel & Training	2,386	2,496	6,500	6,500	6,500	6,500		0.0%
21 Labor Attorney & Contractual Services	33,137	63,463	10,000	5,000	-	-		-100.0%
22 Liability Insurance	-	1,800	1,500	1,800	1,800	1,800		20.0%
23 Total Materials & Services	35,523	67,759	18,000	13,300	8,300	8,300		-53.9%
24 Total Expenditures:	358,924	301,578	294,700	272,600	290,100	290,100		-1.6%
25 Fund Balance:								
26 Committed for Operations	-	-	-	-	-	-		
27 TOTAL REQUIREMENTS	\$ 358,924	\$ 301,578	\$ 294,700	\$ 272,600	\$ 290,100	\$ 290,100		-1.6%

City Manager's Office



SUMMARY OF CITY MANAGER'S OFFICE CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	FTE/ Project Time
General Fund	\$ 261,586	\$ 227,174	\$ 226,600	\$ 209,600	\$ 229,200	\$ 229,200		79.0%
Street Fund	26,159	16,597	12,700	11,700	11,300	11,300		3.9%
Public Education Government Fund	413	283	300	300	300	300		0.1%
Community Center Fund	12,942	11,128	10,900	10,100	5,200	5,200		1.8%
Sewer Fund	4,681	3,583	3,500	3,200	3,500	3,500		1.2%
Water Fund	31,941	25,933	23,900	22,100	23,500	23,500		8.1%
Street Light Districts Fund	688	283	600	600	300	300		0.1%
Stormwater Fund	20,514	16,597	16,200	15,000	16,800	16,800		5.8%
TOTAL CHARGES BY FUND	\$ 358,924	\$ 301,578	\$ 294,700	\$ 272,600	\$ 290,100	\$ 290,100		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 3.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

- 21 Labor attorney and contractual services provided for the costs associated with the recruitment of the new City Manager.

City Attorney's Office

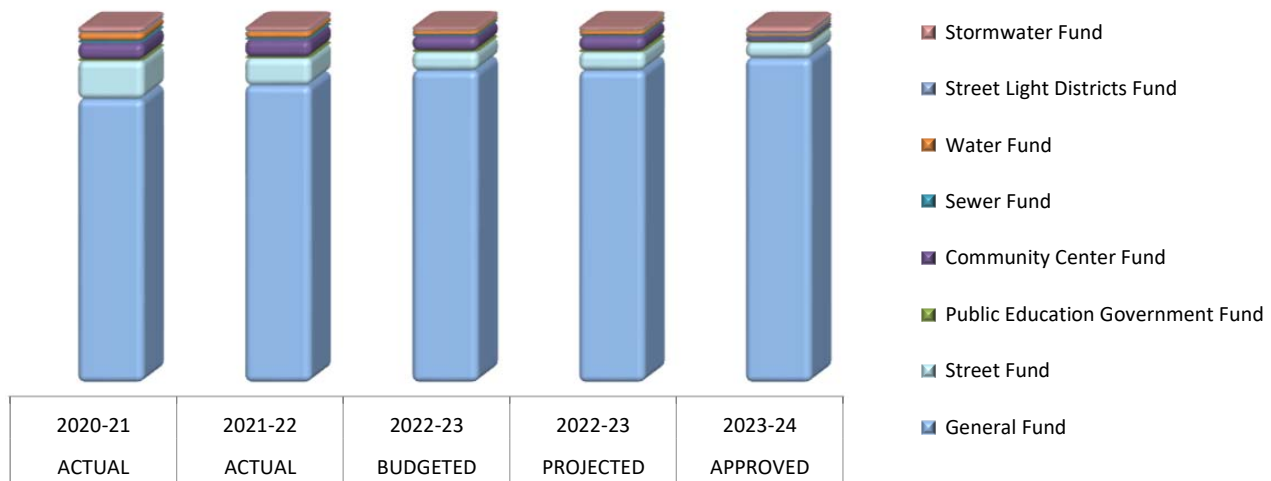
The City Attorney is a Charter officer, answering directly to the City Council. The City Attorney's Office is responsible for most legal matters involving the City, and also oversees the efforts of outside counsel for most matters requiring special expertise.

The City Attorney's Office provides legal advice and representation to the City Council, the City Manager, City staff and various City boards and committees. The Office provides advice at public meetings, including legislative and quasi-judicial hearings of the City Council and Planning Commission.

The City Attorney's Office tracks time spent on various projects and categorizes the results by operating fund. A rolling three-year average is used as the basis for allocating costs.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	320,282	377,863	367,500	345,200	413,100	413,100		12.4%
6 TOTAL RESOURCES	320,282	377,863	367,500	345,200	413,100	413,100		12.4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Attorney	151,588	197,174	158,700	160,400	166,000	166,000		4.6%
11 Administrative Support	66,273	67,609	69,400	70,200	72,600	72,600		4.6%
12 Cell Phone Stipend	900	900	900	900	900	900		0.0%
13 Wellness	532	470	1,000	500	1,000	1,000		0.0%
14 Payroll Taxes	3,394	4,104	3,600	4,100	4,900	4,900		36.1%
15 Retirement	47,115	58,948	52,700	53,700	77,900	77,900		47.8%
16 Insurance Benefits	45,248	43,185	54,700	49,800	54,300	54,300		-0.7%
17 Workers Compensation	429	315	500	300	500	500		0.0%
18 Total Personnel Services	315,479	372,705	341,500	339,900	378,100	378,100		10.7%
19 Materials & Services:								
20 Meetings, Travel & Training	2,506	2,376	6,200	3,000	6,000	6,000		-3.2%
21 Legal Services Contracts	2,272	1,857	19,500	2,000	28,000	28,000		43.6%
22 Law Library Maintenance	25	925	300	300	1,000	1,000		233.3%
23 Total Materials & Services	4,803	5,158	26,000	5,300	35,000	35,000		34.6%
24 Total Expenditures:	320,282	377,863	367,500	345,200	413,100	413,100		12.4%
25 Fund Balance:								
26 Committed for Operations	-	-	-	-	-	-		
27 TOTAL REQUIREMENTS	\$ 320,282	\$ 377,863	\$ 367,500	\$ 345,200	\$ 413,100	\$ 413,100		12.4%

City Attorney's Office



SUMMARY OF CITY ATTORNEY'S OFFICE CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	Project Time
General Fund	\$ 255,019	\$ 315,393	\$ 322,000	\$ 302,400	\$ 376,400	\$ 376,400		91.1%
Street Fund	34,895	29,503	19,800	18,600	19,000	19,000		4.6%
Public Education Government Fund	283	420	400	400	400	400		0.1%
Community Center Fund	15,656	18,898	15,800	14,800	5,400	5,400		1.3%
Sewer Fund	1,320	1,155	700	700	800	800		0.2%
Water Fund	8,299	8,294	5,500	5,200	3,700	3,700		0.9%
Street Light Districts Fund	283	420	400	400	400	400		0.1%
Stormwater Fund	4,527	3,780	2,900	2,700	7,000	7,000		1.7%
TOTAL CHARGES BY FUND	\$ 320,282	\$ 377,863	\$ 367,500	\$ 345,200	\$ 413,100	\$ 413,100		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 3.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

- 21 Legal Services Contracts include outside legal assistance on City matters (excluding Bond Counsel and Labor Attorney costs).

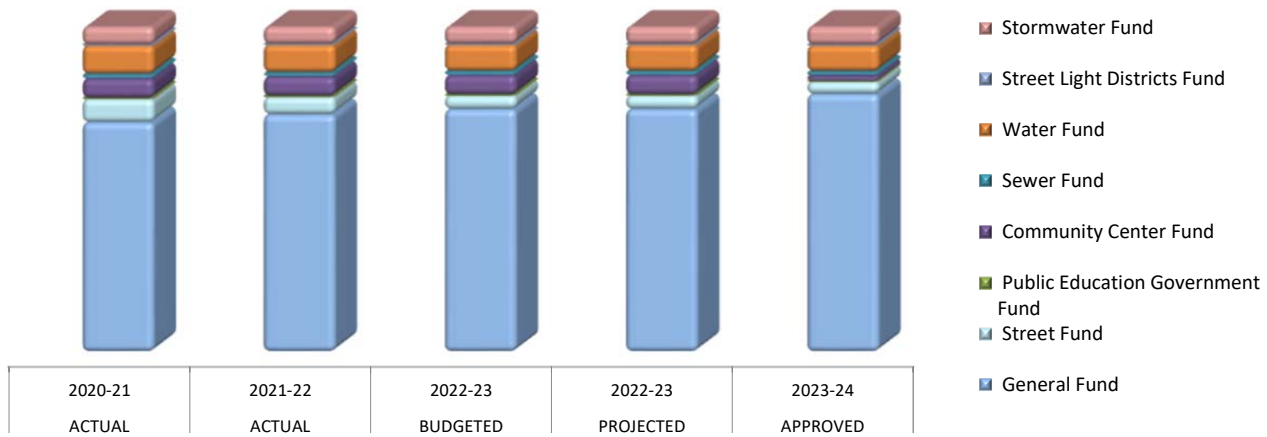
City Recorder's Department

The City Recorder's Department is responsible for the overall administration, coordination and evaluation of all City Recorder functions. The City Recorder staff serves as the Clerk of the City Council and related committees and commissions, Records Manager and City Elections Official. This Department is responsible for a variety of highly confidential and sensitive information.

Costs are allocated based on a blend of full-time equivalents and time spent on projects. Time spent on projects is based on a time tracking mechanism, used by the Legal Department staff, to categorize time worked by operating fund. A three-year rolling average is used as the basis for allocating costs which helps smooth out spikes in workload in any given year. The allocation methodology is authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	272,225	286,743	300,800	296,400	328,700	328,700		9.3%
6 TOTAL RESOURCES	272,225	286,743	300,800	296,400	328,700	328,700		9.3%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 City Recorder	107,862	109,990	112,900	114,000	118,100	118,100		4.6%
11 Administrative Support	66,273	78,962	69,400	70,100	72,600	72,600		4.6%
12 Cell Phone Stipend	900	900	900	900	900	900		0.0%
13 Wellness	559	473	1,000	600	1,000	1,000		0.0%
14 Payroll Taxes	2,699	2,926	2,900	3,200	3,900	3,900		34.5%
15 Retirement	45,179	55,630	52,100	53,400	71,000	71,000		36.3%
16 Insurance Benefits	45,248	33,650	54,700	49,800	54,300	54,300		-0.7%
17 Workers Compensation	427	245	400	400	400	400		0.0%
18 Total Personnel Services	269,147	282,776	294,300	292,400	322,200	322,200		9.5%
19 Materials & Services:								
20 Materials & Supplies	-	-	-	-	-	-		
21 Meetings, Travel & Training	3,078	3,967	6,500	4,000	6,500	6,500		0.0%
22 Total Materials & Services	3,078	3,967	6,500	4,000	6,500	6,500		0.0%
23 Total Expenditures:	272,225	286,743	300,800	296,400	328,700	328,700		9.3%
24 Fund Balance:								
25 Committed for Operations	-	-	-	-	-	-		
26 TOTAL REQUIREMENTS	\$ 272,225	\$ 286,743	\$ 300,800	\$ 296,400	\$ 328,700	\$ 328,700		9.3%

City Recorder's Department



SUMMARY OF CITY RECORDER'S DEPARTMENT CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	Time Spent
General Fund	\$ 191,901	\$ 209,053	\$ 224,200	\$ 221,000	\$ 260,300	\$ 260,300		79.1%
Street Fund	19,862	15,752	12,900	12,700	12,800	12,800		3.9%
Public Education Government Fund	292	292	300	300	300	300		0.1%
Community Center Fund	16,649	17,502	18,300	18,000	5,800	5,800		1.8%
Sewer Fund	3,505	3,403	3,600	3,500	3,900	3,900		1.2%
Water Fund	24,243	24,697	24,700	24,300	26,600	26,600		8.1%
Street Light Districts Fund	292	292	300	300	300	300		0.1%
Stormwater Fund	15,481	15,752	16,500	16,300	18,700	18,700		5.7%
TOTAL CHARGES BY FUND	\$ 272,225	\$ 286,743	\$ 300,800	\$ 296,400	\$ 328,700	\$ 328,700		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 3.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

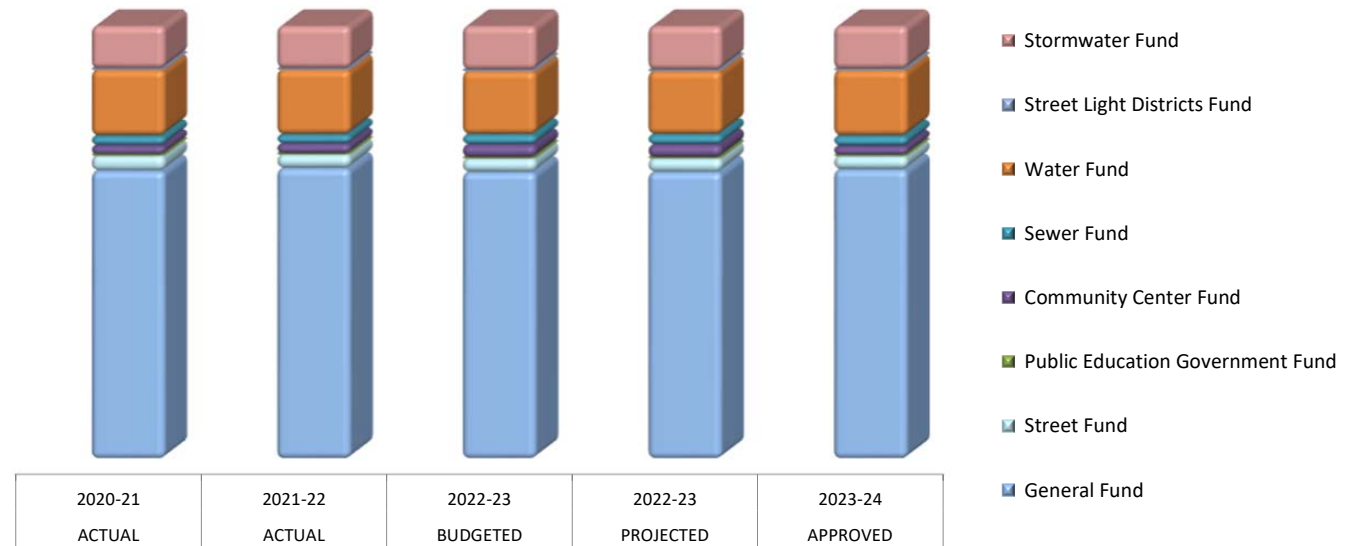
Human Resources Department

The Human Resources Department provides responsive employment and personnel services to the City's managers and employees as well as providing information and assistance to external customers and job applicants. The Department is responsible for a full range of comprehensive human resource services and programs to enhance the efficiency and effectiveness of the organization.

The Human Resource Department costs are allocated based on City-wide FTE allocations as authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	346,897	408,862	403,500	403,600	444,700	444,700		10.2%
6 TOTAL RESOURCES	346,897	408,862	403,500	403,600	444,700	444,700		10.2%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Administrative Support	80,492	82,124	84,300	85,100	88,100	88,100		4.5%
11 Human Resources Director	137,516	167,136	144,000	145,300	150,600	150,600		4.6%
12 Cell Phone Stipend	900	1,275	1,800	1,800	1,800	1,800		0.0%
13 Wellness Program	1,068	1,063	1,000	1,000	1,000	1,000		0.0%
14 Payroll Taxes	3,381	3,868	3,600	4,100	5,300	5,300		47.2%
15 Retirement	62,763	75,932	67,000	68,800	95,900	95,900		43.1%
16 Insurance Benefits	45,248	42,462	54,700	49,800	54,300	54,300		-0.7%
17 Workers Compensation	433	315	400	400	400	400		0.0%
18 Total Personnel Services	331,801	374,175	356,800	356,300	397,400	397,400		11.4%
19 Materials & Services:								
20 Safety & Wellness	2,779	11,163	9,400	9,400	9,400	9,400		0.0%
21 Meetings, Travel & Training	2,684	5,208	6,000	6,000	6,000	6,000		0.0%
22 Labor Attorney -- City-wide	5,386	6,705	20,000	20,000	20,000	20,000		0.0%
23 Contractual Services	3,178	10,504	10,000	10,000	10,000	10,000		0.0%
24 Medical Testing	1,069	1,107	1,300	1,900	1,900	1,900		46.2%
25 Total Materials & Services	15,096	34,687	46,700	47,300	47,300	47,300		1.3%
26 Total Expenditures:	346,897	408,862	403,500	403,600	444,700	444,700		10.2%
27 Fund Balance:								
28 Committed for Operations	-	-	-	-	-	-	-	
29 Total Fund Balance	-	-	-	-	-	-		
30 TOTAL REQUIREMENTS	\$ 346,897	\$ 408,862	\$ 403,500	\$ 403,600	\$ 444,700	\$ 444,700		10.2%

Human Resources Department



SUMMARY OF HUMAN RESOURCES DEPARTMENT CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	FTE
General Fund	\$ 230,719	\$ 274,388	\$ 267,100	\$ 267,200	\$ 297,100	\$ 297,100		66.8%
Street Fund	12,513	13,447	13,300	13,300	14,200	14,200		3.2%
Public Education Government Fund	385	411	400	400	400	400		0.1%
Community Center Fund	7,604	9,444	12,100	12,100	9,800	9,800		2.2%
Sewer Fund	7,604	8,623	9,300	9,300	10,200	10,200		2.3%
Water Fund	53,036	61,283	59,300	59,300	67,600	67,600		15.2%
Street Light Districts Fund	674	821	800	800	900	900		0.2%
Stormwater Fund	34,362	40,445	41,200	41,200	44,500	44,500		10.0%
TOTAL CHARGES BY FUND	\$ 346,897	\$ 408,862	\$ 403,500	\$ 403,600	\$ 444,700	\$ 444,700		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 3.0% all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

- 21 Includes \$1,800 for association memberships with LCOG/LGPS.

- 23 Includes FSA and services related to Internal Equity Study.

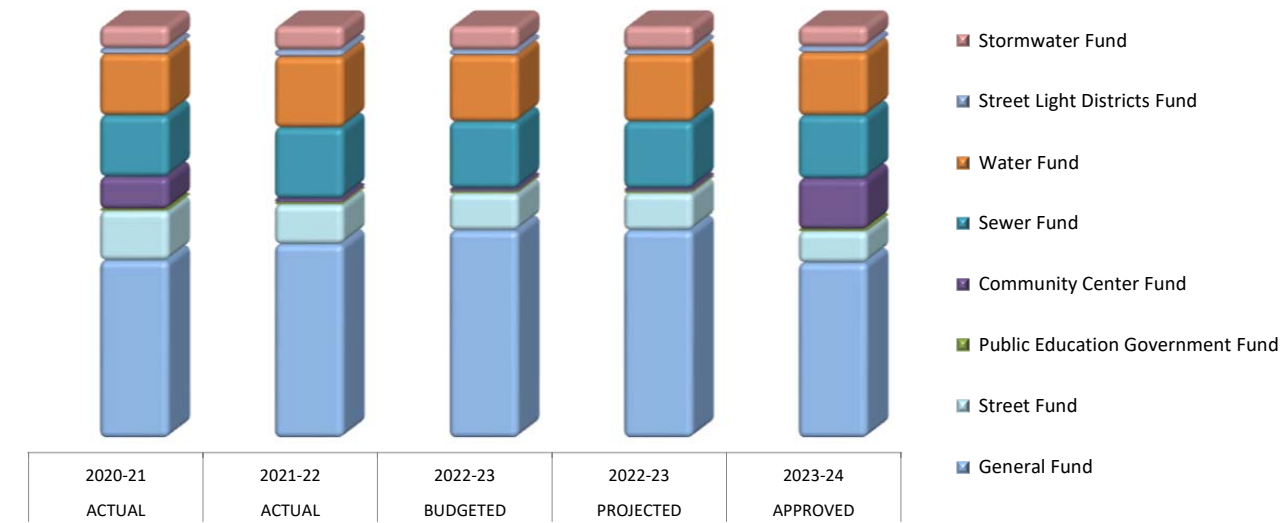
Finance - Non-Departmental

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.

Costs are allocated based on a blend of revenues and expenditures city-wide. The Allocation methodology is authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	503,447	493,057	528,700	531,400	654,200	654,200		23.7%
6 TOTAL RESOURCES	503,447	493,057	528,700	531,400	654,200	654,200		23.7%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Administrative Support	149,859	147,926	142,400	148,600	181,300	181,300		27.3%
11 Finance Director	131,268	136,284	144,000	149,600	161,200	161,200		11.9%
12 Overtime	46	168	2,000	2,000	2,000	2,000		0.0%
13 Cell Phone Stipend	-	-	900	900	900	900		0.0%
14 Wellness	1,679	1,517	1,700	1,700	2,000	2,000		17.6%
15 Payroll Taxes	4,328	4,383	4,500	5,300	7,600	7,600		68.9%
16 Retirement	58,705	73,388	78,200	75,600	111,800	111,800		43.0%
17 Insurance Benefits	77,977	86,204	90,200	93,400	108,500	108,500		20.3%
18 Workers Compensation	832	466	800	800	800	800		0.0%
19 Total Personnel Services	424,694	450,336	464,700	477,900	576,100	576,100		24.0%
20 Materials & Services:								
21 Meetings, Travel & Training	1,699	1,572	4,000	3,500	4,000	4,000		0.0%
22 Audit Fees & Contractual Services	77,054	41,149	60,000	50,000	74,100	74,100		23.5%
23 Total Materials & Services	78,753	42,721	64,000	53,500	78,100	78,100		22.0%
24 Total Expenditures:	503,447	493,057	528,700	531,400	654,200	654,200		23.7%
25 Fund Balance:								
26 Committed for Operations	-	-	-	-	-	-		
27 Total Fund Balance	-	-	-	-	-	-		
28 TOTAL REQUIREMENTS	\$ 503,447	\$ 493,057	\$ 528,700	\$ 531,400	\$ 654,200	\$ 654,200		23.7%

Finance - Non-Departmental



SUMMARY OF FINANCE NON-DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	Average Revenue/ Expense
General Fund	\$ 216,779	\$ 231,670	\$ 266,000	\$ 267,500	\$ 278,000	\$ 278,000		42.5%
Street Fund	60,965	47,800	48,100	48,300	50,400	50,400		7.7%
Public Education Government Fund	1,684	2,444	2,600	2,600	2,600	2,600		0.4%
Community Center Fund	39,503	4,399	3,200	3,200	80,500	80,500		12.3%
Sewer Fund	74,990	84,848	85,600	86,000	100,100	100,100		15.3%
Water Fund	74,990	84,848	85,600	86,000	100,100	100,100		15.3%
Street Light Districts Fund	7,012	8,407	6,900	6,900	9,800	9,800		1.5%
Stormwater Fund	27,524	28,641	30,700	30,900	32,700	32,700		5.0%
TOTAL CHARGES BY FUND	\$ 503,447	\$ 493,057	\$ 528,700	\$ 531,400	\$ 654,200	\$ 654,200		100.00%

Budget Notes:

Expenditures:

- 9 The Budget provides a 3.0% wage and salary increase for all non-represented. In addition step increases for those eligible as provided for in the City Personnel Policies.
- 10 During Fiscal year 2022-23 the Administrative Specialist position was added back mid year, the increase in 2023-24 is the annualized cost of the position.
- For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.
- 22 Audit fees and contractual services includes the annual financial audit, and an actuarial analysis of the City's post employment benefit offerings as required by Government Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits other than Pensions.

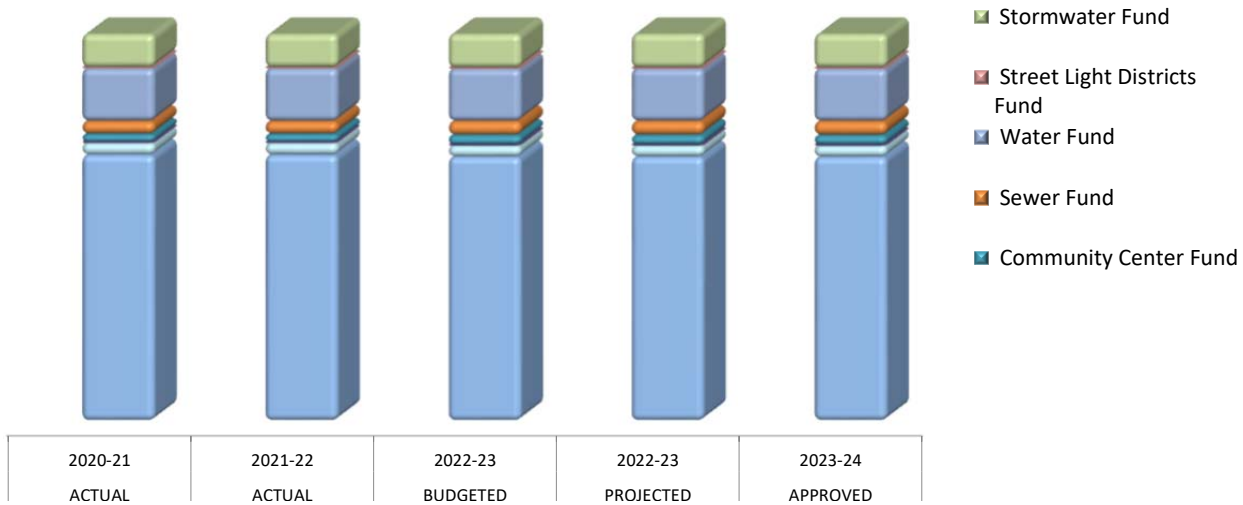
Finance - Information Systems

The Information Technology Division supports the City's software, hardware, telecommunication, network, and security systems needs.

Costs are allocated based on FTE allocations charged to each operating fund except software and hardware costs are based on dollars expended by fund as authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -		\$ -	\$ -	\$ -	\$ -		
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	581,418	595,952	711,800	658,900	732,800	732,800		3.0%
6 TOTAL RESOURCES	581,418	595,952	711,800	658,900	732,800	732,800		3.0%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Network Support	169,830	184,680	177,300	179,100	185,300	185,300		4.5%
11 Overtime	290	1,165	1,000	1,000	1,000	1,000		0.0%
12 Cell Phone Stipend	1,800	1,800	1,800	1,800	1,800	1,800		0.0%
13 Wellness	502	113	1,000	200	1,000	1,000		0.0%
14 Payroll Taxes	2,614	3,568	2,800	3,200	4,100	4,100		46.4%
15 Retirement	34,565	45,352	48,800	47,900	60,900	60,900		24.8%
16 Insurance Benefits	45,248	51,483	54,700	49,800	54,300	54,300		-0.7%
17 Workers Compensation	513	313	400	400	400	400		0.0%
18 Total Personnel Services	255,362	288,474	287,800	283,400	308,800	308,800		7.3%
19 Materials & Services:								
20 Materials & Supplies	-	-	-	2,000	4,000	4,000		
21 Travel & Training	207	1,597	2,000	2,000	2,000	2,000		0.0%
22 Contractual Services	-	3,201	-	15,000	16,000	16,000		
23 Telephone	19,882	18,742	21,000	19,500	21,000	21,000		0.0%
24 Computer Software & Maintenance	185,578	195,983	240,000	215,000	220,000	220,000		-8.3%
25 Office Equipment Maintenance	21,455	17,300	26,000	22,000	26,000	26,000		0.0%
26 Total Materials & Services	227,122	236,823	289,000	275,500	289,000	289,000		0.0%
27 Capital Outlay:								
28 Computer Hardware	98,934	70,655	135,000	100,000	135,000	135,000		0.0%
29 Total Expenditures:	581,418	595,952	711,800	658,900	732,800	732,800		3.0%
30 Fund Balance:								
31 Committed for Operations	-	-	-	-	-	-		
32 Total Fund Balance	-	-	-	-	-	-		
33 TOTAL REQUIREMENTS	\$ 581,418	\$ 595,952	\$ 711,800	\$ 658,900	\$ 732,800	\$ 732,800		3.0%

Finance - Information Systems



SUMMARY OF FINANCE - INFORMATION SYSTEM CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	Allocation
General Fund	\$ 399,428	\$ 409,339	\$ 485,500	\$ 449,500	\$ 499,700	\$ 499,700		68.2%
Street Fund	18,574	19,093	21,400	19,800	22,000	22,000		3.0%
PEG Fund	625	605	700	600	700	700		0.1%
Community Center Fund	12,234	12,527	17,800	16,500	18,300	18,300		2.5%
Sewer Fund	19,199	19,698	25,600	23,700	26,400	26,400		3.6%
Water Fund	79,654	81,643	96,800	89,600	99,700	99,700		13.6%
Street Light Districts Fund	1,161	1,210	1,400	1,300	1,500	1,500		0.2%
Stormwater Fund	50,543	51,837	62,600	57,900	64,500	64,500		8.8%
TOTAL CHARGES BY FUND	\$ 581,418	\$ 595,952	\$ 711,800	\$ 658,900	\$ 732,800	\$ 732,800		100.0%

Budget Notes:

Expenditures:

- 9 The Budget provides a 3.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.
- For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.
- 24 The increase in Computer Software is primarily associated with annual increases in software maintenance agreements for existing software packages.
- 28 The City will be updating the phone and email system while continuing to replace desktop computers.

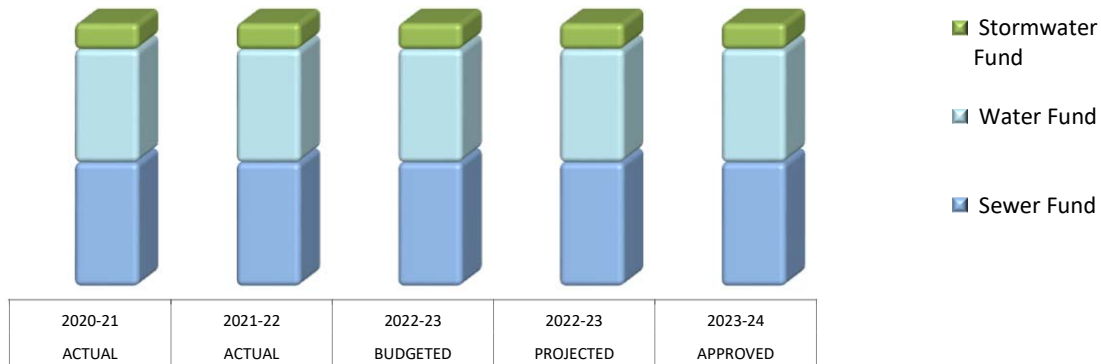
Finance - Utility Billing

Utility Billing operates and maintains the billing function for the City's water, sewer, and stormwater utilities. The City bills active accounts bi-monthly, billing one-half of the City one month and alternating billing the other half of the City the following month. Emphasis is on excellence in customer service by addressing needs and concerns with a caring attitude on a consistent basis.

Costs are allocated based on effort expended in managing the separate elements of the utility accounts; 47% sewer, 43% water and 10% stormwater. Allocation of costs is authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 5,958	\$ 5,958	\$ -	\$ 3,700	\$ -	\$ -		
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	409,349	405,280	480,800	458,300	507,000	507,000		5.4%
6 TOTAL RESOURCES	415,307	411,238	480,800	462,000	507,000	507,000		5.4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Administrative Support	144,529	138,200	170,100	161,700	172,900	172,900		1.6%
11 Overtime	1,476	1,509	3,000	6,000	2,000	2,000		-33.3%
12 Wellness	1,503	933	1,500	1,000	1,500	1,500		0.0%
13 Medicare	2,233	2,132	2,700	3,000	3,800	3,800		40.7%
14 Retirement	29,295	36,181	46,500	39,000	56,500	56,500		21.5%
15 Insurance Benefits	67,872	58,156	73,800	72,600	81,400	81,400		10.3%
16 Workers Compensation	793	491	700	700	800	800		14.3%
17 Total Personnel Services	247,701	237,602	298,300	284,000	318,900	318,900		6.9%
18 Materials & Services:								
19 Postage & Printing	44,839	52,557	60,000	58,000	62,000	62,000		3.3%
20 Contractual Services	116,791	117,356	120,000	119,000	123,600	123,600		3.0%
21 Meetings, Travel & Training	18	55	2,500	1,000	2,500	2,500		0.0%
22 Total Materials & Services	161,648	169,968	182,500	178,000	188,100	188,100		3.1%
23 Total Expenditures	409,349	407,570	480,800	462,000	507,000	507,000		5.4%
24 Fund Balance:								
25 Committed for Operations	5,958	3,668	-	-	-	-		
26 Total Fund Balance	5,958	3,668	-	-	-	-		
27 TOTAL REQUIREMENTS	\$ 415,307	\$ 411,238	\$ 480,800	\$ 462,000	\$ 507,000	\$ 507,000		5.4%

Finance - Utility Billing



SUMMARY OF FINANCE - UTILITY BILLING CHARGES BY FUND

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	Utility Account Allocation
	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	
Sewer Fund	\$ 192,388	\$ 190,447	\$ 226,000	\$ 215,500	\$ 238,300	\$ 238,300		47%
Water Fund	176,006	174,256	206,700	197,000	218,000	218,000		43%
Stormwater Fund	40,955	40,577	48,100	45,800	50,700	50,700		10%
TOTAL CHARGES BY FUND	\$ 409,349	\$ 405,280	\$ 480,800	\$ 458,300	\$ 507,000	\$ 507,000		100%

Budget Notes:

The Utility Billing function was previously budgeted proportionately to the Sewer, Water and Stormwater funds. These costs have been compiled and moved to the Administrative Services Fund to better track the costs of utility billing.

Expenditures:

9 The Budget provides a 3.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

20 Contractual services are primarily for credit card fee charges. The COVID-19 pandemic has resulted in a significant increase in credit card type payments.

Public Works - Non-Departmental

The Public Works Department is responsible for providing efficient and sound infrastructure, facilities, and services regarding the City's transportation, water, wastewater, stormwater, parks and building and property management. These services are required year round and are fundamental in supporting the quality of life enjoyed by residents, businesses and visitors. The Public Works - Non Departmental cost center tracks costs shared by all Public Works funds and includes those staff costs for services provided to multiple funds.

Staff costs are allocated based on effort expended in managing and supporting each Public Works Division. Allocation of costs is authorized by Council Resolution.

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	% CHANGE
	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	630,398	633,708	664,400	629,100	727,100	727,100		9.4%
6 TOTAL RESOURCES	630,398	633,708	664,400	629,100	727,100	727,100		9.4%
7 REQUIREMENTS:								
8 Expenditures:								
9 Personnel Services:								
10 Public Works Director	137,514	140,272	144,000	145,500	150,600	150,600		4.6%
11 Municipal Utility Workers	177,522	179,378	186,000	187,800	194,400	194,400		4.5%
12 Administrative Support	59,249	15,448	46,700	26,000	56,900	56,900		21.8%
13 Cell Phone and Clothing Stipend	2,600	2,600	1,800	2,600	2,600	2,600		44.4%
14 Wellness	1,019	487	2,000	600	2,000	2,000		0.0%
15 Payroll Taxes	5,765	5,193	6,000	6,300	8,900	8,900		48.3%
16 Retirement	75,080	83,076	94,800	88,700	117,600	117,600		24.1%
17 Insurance Benefits	90,496	83,489	109,300	89,200	108,500	108,500		-0.7%
18 Workers Compensation	4,654	3,911	6,600	6,600	6,600	6,600		0.0%
19 Total Personnel Services	553,899	513,854	597,200	553,300	648,100	648,100		8.5%
20 Materials & Services:								
21 Shop Operations and Supplies	12,264	28,581	12,500	26,000	14,000	14,000		12.0%
22 Meetings, Travel & Training	-	25	500	-	500	500		0.0%
23 Labor Attorney	11,673	38,828	1,000	1,000	1,000	1,000		0.0%
24 Janitorial Services	7,302	7,035	7,500	7,000	7,500	7,500		0.0%
25 Shop Utilities	10,994	11,084	11,000	11,000	11,000	11,000		0.0%
26 Telephone, Telemetry & Fire Alarm	1,810	1,576	2,000	1,500	1,000	1,000		-50.0%
27 Insurance - Auto	16,026	16,652	22,300	20,000	25,800	25,800		15.7%
28 Medical Testing	-	-	200	100	200	200		0.0%
29 Total Materials & Services	60,069	103,781	57,000	66,600	61,000	61,000		7.0%
30 Capital Outlay:								
31 Shop Improvements	16,430	16,073	10,200	9,200	18,000	18,000		76.5%
32 Total Expenditures	630,398	633,708	664,400	629,100	727,100	727,100		9.4%
33 Fund Balance:								
34 Committed for Operations	-	-	-	-	-	-		
35 Total Fund Balance	-	-	-	-	-	-		
36 TOTAL REQUIREMENTS	\$ 630,398	\$ 633,708	\$ 664,400	\$ 629,100	\$ 727,100	\$ 727,100		9.4%

Public Works - Non-Departmental



SUMMARY OF PUBLIC WORKS - NON DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	Allocation
General Fund Parks	\$ 24,692	\$ 24,975	\$ 25,800	\$ 24,300	\$ 28,400	\$ 28,400		3.9%
Street Fund	216,876	217,932	228,600	216,500	250,100	250,100		34.4%
Sewer Fund	22,015	22,153	23,300	22,100	25,400	25,400		3.5%
Water Fund	197,935	198,903	208,600	197,500	228,300	228,300		31.4%
Street Light Districts Fund	20,131	20,260	21,300	20,200	23,300	23,300		3.2%
Stormwater Fund	148,749	149,485	156,800	148,500	171,600	171,600		23.6%
TOTAL CHARGES BY FUND	\$ 630,398	\$ 633,708	\$ 664,400	\$ 629,100	\$ 727,100	\$ 727,100		100.0%

Budget Notes:

Expenditures:

Personnel Services:

- 9 The Budget provides a 3.0% salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Capital Outlay

- 31 Resurface and seal coat back area at PW shop.

Public Works - Civic Center Facilities

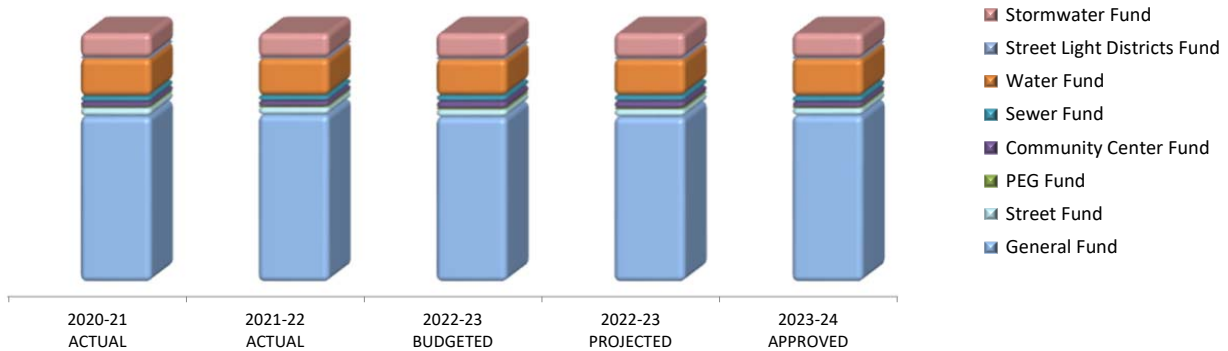
The Civic Center Facility Fund accounts for operations and maintenance of the Civic Center. Facility Maintenance staff will continue to maintain the facility at a level that allows maximum efficiency of all staff. The Facility Maintenance staff will continue refining the programming of the HVAC units for the changing seasons as well as the lighting system in an efficient manner. General and preventive maintenance of the 68,000 sq. ft. building and 4.5 acres of exterior grounds will continue to be addressed throughout the year.

Costs are allocated based on FTE allocations charged to each operating fund as authorized by Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:								
3 Restricted for Civic Center Improvements	\$ 214,703	\$ 294,702	\$ 294,700	\$ 544,500	\$ 544,500	\$ 544,500		84.8%
4 Unrestricted	-	-	-	-	-	-		
5 Total Beginning Balances	214,703	294,702	294,700	544,500	544,500	544,500		84.8%
6 Revenues:								
7 Charges for Services:								
8 Administrative Service Charges	394,209	604,993	491,100	415,000	728,300	728,300		48.3%
9 TOTAL RESOURCES	608,912	899,695	785,800	959,500	1,272,800	1,272,800		62.0%
10 REQUIREMENTS:								
11 Expenditures:								
12 Personnel Services:								
13 Municipal Utility Worker	7,733	8,125	8,600	8,700	9,300	9,300		8.1%
14 Facility Maintenance Technician	57,799	60,714	64,200	64,900	69,200	69,200		7.8%
15 Overtime	42	-	600	600	600	600		0.0%
16 Clothing Allowance	530	530	500	500	500	500		0.0%
17 Wellness	555	474	600	500	600	600		0.0%
18 Payroll Taxes	1,025	1,074	1,200	1,300	1,800	1,800		50.0%
19 Retirement	14,323	18,996	20,200	20,200	25,900	25,900		28.2%
20 Insurance Benefits	24,905	25,123	30,100	27,400	29,900	29,900		-0.7%
21 Workers Compensation	822	613	1,000	900	1,200	1,200		20.0%
22 Total Personnel Services	107,734	115,649	127,000	125,000	139,000	139,000		9.4%
23 Materials & Services:								
24 Contractual Services	13,287	9,281	15,000	11,000	16,000	16,000		6.7%
25 Janitorial Services	78,139	80,139	80,000	80,000	80,000	80,000		0.0%
26 Utilities	95,237	104,393	110,000	110,000	110,000	110,000		0.0%
27 Equipment Maintenance & Replacement	9,570	18,539	24,000	24,000	24,000	24,000		0.0%
28 Maintenance Supplies	3,304	3,329	7,000	5,000	7,000	7,000		0.0%
29 Janitorial Supplies	6,939	5,166	7,800	5,000	7,800	7,800		0.0%
30 Medical Testing	-	-	-	-	-	-		
31 Total Materials & Services	206,476	220,847	243,800	235,000	244,800	244,800		0.4%
32 Capital Outlay:								
33 Civic Center Improvements	-	18,669	113,000	55,000	287,000	287,000		154.0%
34 Total Expenditures	314,210	355,165	483,800	415,000	670,800	670,800		38.7%
35 Other Requirements:								
36 Contingency:								
37 Operating Contingency	-	-	2,000	-	2,000	2,000		0.0%
38 Civic Center Improvements	-	-	300,000	-	600,000	600,000		100.0%
39 Total Contingency	-	-	302,000	-	602,000	602,000		99.3%

Public Works - Civic Center Facilities

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
40 Fund Balance:								
41 Committed for Civic Center Improvements	294,702	544,530	-	544,500	-	-	-	
42 Committed for Operations	-	-	-	-	-	-	-	
43 Total Fund Balance	294,702	544,530	-	544,500	-	-	-	
44 TOTAL REQUIREMENTS	\$ 608,912	\$ 899,695	\$ 785,800	\$ 959,500	\$ 1,272,800	\$ 1,272,800		62%



PUBLIC WORKS - SUMMARY OF FACILITY MAINTENANCE CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	FTE
General Fund	\$ 261,984	\$ 405,836	\$ 325,100	\$ 274,900	\$ 486,500	\$ 486,500		66.8%
Street Fund	14,234	19,978	16,200	13,700	23,300	23,300		3.2%
PEG Fund	353	620	500	400	700	700		0.1%
Community Center Fund	8,705	13,898	14,700	12,400	16,000	16,000		2.2%
Sewer Fund	8,705	12,657	11,300	9,500	16,800	16,800		2.3%
Water Fund	60,349	90,830	72,200	61,000	110,700	110,700		15.2%
Street Light Districts Fund	823	1,241	1,000	800	1,500	1,500		0.2%
Stormwater Fund	39,056	59,933	50,100	42,300	72,800	72,800		10.0%
TOTAL CHARGES BY FUND	\$ 394,209	\$ 604,993	\$ 491,100	\$ 415,000	\$ 728,300	\$ 728,300		100.0%

Budget Notes:

Expenditures:

Personnel Services:

- 12 The Budget provides a 3.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Capital Outlay:

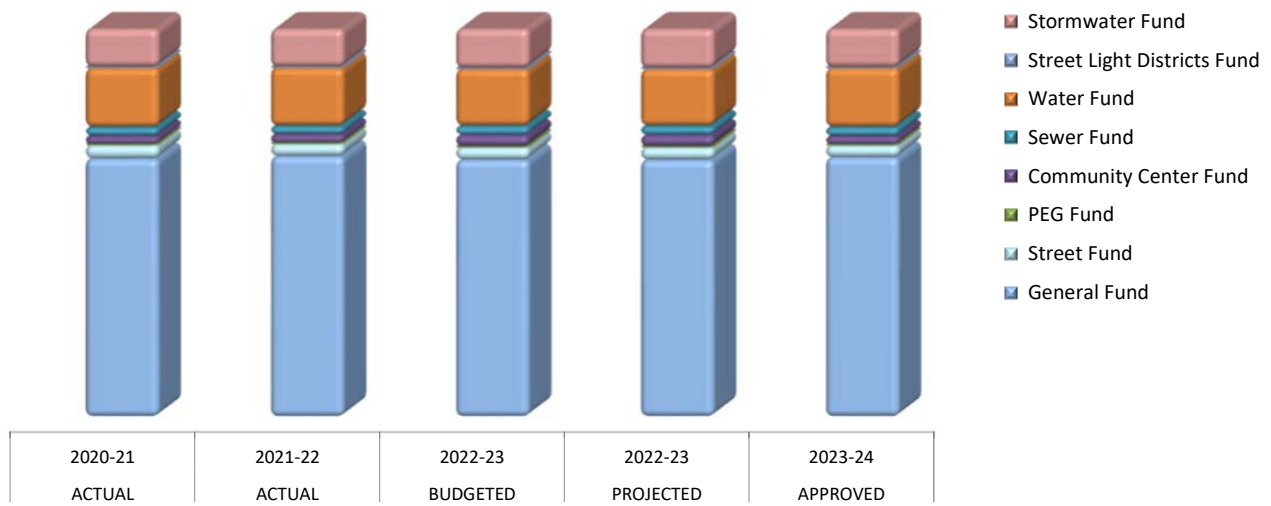
- 33 Pergola replacment, window tint for south facing windows, upgrade parking lot lighting to LED, cleaning and sealing of block wall around Police parking area.

General Administration

General Administration tracks City-Wide shared costs. Costs are charged to each operating fund based on the full-time equivalents (FTE) of that fund as authorized in Council Resolution.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 26,971	\$ 56,752	\$ -	\$ 89,000	\$ -	\$ 30,000	\$ 30,000	
3 Revenues:								
4 Charges for Services:								
5 Administrative Service Charges	284,328	328,078	471,300	271,200	514,400	514,400	514,400	9.1%
6 Intergovernmental:								
7 Grants	8,497	-	-	-	-	-	-	
8 Miscellaneous:								
9 Miscellaneous	21,285	33,029	-	30,000	-	30,000	30,000	
10 TOTAL RESOURCES	341,081	417,859	471,300	390,200	514,400	574,400	574,400	21.9%
11 REQUIREMENTS:								
12 Expenditures:								
13 Materials & Services:								
14 Office Materials & Supplies	21,932	25,816	30,000	31,000	31,500	31,500	31,500	5.0%
15 Postage & Printing	20,588	22,219	28,000	26,000	29,500	29,500	29,500	5.4%
16 Association Memberships	57,093	61,592	66,000	66,000	69,300	69,300	69,300	5.0%
17 Tuition Reimbursement	-	-	-	-	6,000	6,000	6,000	
18 City Council Expenses	3,870	8,568	13,000	14,000	14,000	14,000	14,000	7.7%
19 Committee Meeting Expense	660	1,594	1,000	800	1,000	1,000	1,000	0.0%
20 Public Notices	546	324	1,000	1,000	1,000	1,000	1,000	0.0%
21 Contractual Services	694	700	1,000	900	1,000	1,000	1,000	0.0%
22 Liability Insurance	178,944	207,980	225,200	220,000	245,500	245,500	245,500	9.0%
23 Miscellaneous Expense	2	107	500	500	500	500	500	0.0%
24 Total Materials & Services	284,329	328,900	365,700	360,200	399,300	399,300	399,300	9.2%
25 Total Expenditures	284,329	328,900	365,700	360,200	399,300	399,300	399,300	9.2%
26 Other Requirements:								
27 Contingency:								
28 Liability Retro Plan	-	-	105,600	-	115,100	115,100	115,100	9.0%
29 Fund Balance:								
30 Committed for Operations	56,752	88,959	-	30,000	-	60,000	60,000	
31 TOTAL REQUIREMENTS	\$ 341,081	\$ 417,859	\$ 471,300	\$ 390,200	\$ 514,400	\$ 574,400	\$ 574,400	21.9%

General Administration



SUMMARY OF CITY-WIDE ADMINISTRATIVE CHARGES BY FUND

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	FTE
General Fund	\$ 189,032	\$ 220,200	\$ 312,000	\$ 179,500	\$ 343,700	\$ 343,700		66.8%
Street Fund	10,258	10,828	15,600	9,000	16,500	16,500		3.2%
PEG Fund	297	323	500	300	500	500		0.1%
Community Center Fund	6,244	7,515	14,100	8,100	11,300	11,300		2.2%
Sewer Fund	6,244	6,869	10,800	6,200	11,800	11,800		2.3%
Water Fund	43,485	49,212	69,300	39,900	78,200	78,200		15.2%
Street Light Districts Fund	595	646	900	500	1,000	1,000		0.2%
Stormwater Fund	28,173	32,485	48,100	27,700	51,400	51,400		10.0%
TOTAL CHARGES BY FUND	\$ 284,328	\$ 328,078	\$ 471,300	\$ 271,200	\$ 514,400	\$ 514,400		100.0%

General Administration

Budget Notes:

Expenditures:

- 16 Association Memberships includes: League of Oregon Cities \$33,000, Mid-Willamette Valley Council of Governments \$25,000, SEDCOR \$4,800, Oregon Procurement Network \$2,000, Oregon Government Ethics Division \$900 and local newspaper subscriptions.
- 17 These costs were previously accounted for at the departmental level. The City will reimburse up to one half of the per-unit cost of tuition up to the hourly tuition cost for an undergraduate degree course at Western Oregon University. Reimbursement is contingent upon the availability of funds that have been budgeted for this purpose.
- 18 Funding provides for 5 council members to attend the fall League of Oregon Cities conference and the Mayor to attend the annual Mayor's Association Conference.
- 21 Contractual Services include the ASCAP and BMI licenses. American Society of Composers, Authors & Publishers (ASCAP) licenses the right to perform songs and musical works created and owned by publishers who are ASCAP members. Broadcast Music, Inc. (BMI), a global leader in rights management, collects license fees from businesses that use music, which it distributes as royalties to songwriters, composers & music publishers. Licenses apply to the City's on-hold telephone music and Amphitheater performances.
- 22 The City's Liability Insurance is expected to increase 9% from the prior year. Premiums cover, Property, General and Auto liability. The City participates in a "Retro Plan" agreement on its General and Auto liability insurance premiums. Under this plan, premium contributions are 75% of the base premium amount with a maximum exposure of 112.5%. Because of the City's good claims loss experience it saves money by participating in this plan, although it does assume additional risk. Auto insurance premiums are paid from the Police Operating budget and Public Works budgets. FY23-24 projections expect premium rates to increase 16% over FY22-23. Liability insurance includes insuring art pieces included as part of the City's Art Walk Program. The premium is estimated at \$750 annually. The deductibles are based on the value. If the value of the art is \$7,500 or under, the City's deductible is \$2,500. If the value is over \$7,500, the deductible is \$5,000. Deductibles will be paid from General Fund resources.
- 28 As explained in the Liability Insurance line item, the City's risk exposure for participating in the "Retro Plan" equates to 37.5% of the premiums paid on General and Auto liability. Premiums paid on property and auto damage are not part of the "Retro Plan". In addition this contingency includes a provision for claims from prior years that are not yet resolved.

Public Works Street Fund

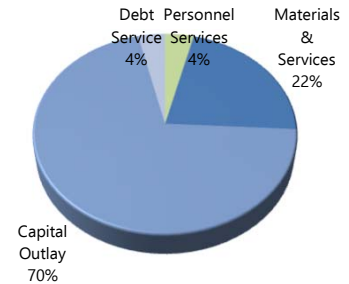
The Street Fund is managed by the Public Works Department to provide quality streets, lighting, traffic signals, sidewalks, and bike paths. The primary source of revenue is State Fuel Taxes, which are apportioned by the State based on population. Fuel tax revenues are restricted by constitutional limits and are to be used for street maintenance and improvements (Const. IX § 3). The Street Fund's share of drainage system maintenance and repair costs is an annual assessment of Stormwater fees. The City currently contracts striping services with Marion County. Traffic Signal System operation and maintenance is contracted with the City of Salem.

Accomplishments for FY22-23

- Updated ADA ramps for resurfacing streets in summer of 2023.
- Continued the annual street resurfacing program.
- Installed solar speed displays on Shoreline Dr N.
- Updated ADA ramps at Manbrin and Rowan.

Goals for FY23-24

- Continue annual resurfacing of various City streets which includes ADA ramp updates.
- Provide continued neighborhood ADA ramp upgrades.
- Install a Rapid Flashing Beacon on Chemawa Rd. NE near the Civic Center.
- Construct a speed table on Cummings Lane N.
- Continue street sign replacement program.



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:								
3 Unrestricted Beginning Balance	\$ 1,194,948	\$ 1,033,391	\$ 1,935,900	\$ 2,029,300	\$ 2,100,000	\$ 2,100,000		8.5%
4 Bike Safety Donations	742	-	-	-	-	-		
5 Total Beginning Balances	1,195,690	1,033,391	1,935,900	2,029,300	2,100,000	2,100,000		8.5%
6 Revenues:								
7 Taxes & Assessments:								
8 Assessments	492	307	-	-	-	-		
9 Licenses & Fees:								
10 Planning Construction Fees	12,619	12,780	9,100	13,700	9,100	9,100		0.0%
11 Driveway Permit Fees	4,104	4,204	5,000	2,700	5,000	5,000		0.0%
12 Total Licenses & Fees	16,723	16,984	14,100	16,400	14,100	14,100		0.0%
13 Intergovernmental:								
14 State Fuel Tax	2,868,600	3,132,181	2,900,000	3,145,000	3,145,000	3,145,000		8.4%
15 Grants	2,042	223,036	-	-	-	-		
16 Total Intergovernmental	2,870,642	3,355,217	2,900,000	3,145,000	3,145,000	3,145,000		8.4%
17 Miscellaneous:								
18 Bike Safety Donations	548	220	500	500	500	500		0.0%
19 Assessment Interest	6	1	-	-	-	-		
20 Interest	4,084	7,854	5,000	5,000	5,000	5,000		0.0%
21 Miscellaneous Revenue	150	15,188	-	65,000	-	-		
22 Total Miscellaneous	4,788	23,263	5,500	70,500	5,500	5,500		0.0%
23 TOTAL RESOURCES	4,088,335	4,429,162	4,855,500	5,261,200	5,264,600	5,264,600		8.4%

Public Works Street Fund

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
24 REQUIREMENTS:								
25 Expenditures:								
26 Personnel Services:								
27 Municipal Utility Workers	50,987	51,962	60,800	57,100	61,500	61,500		1.2%
28 GIS	2,969	3,121	3,300	3,400	3,600	3,600		9.1%
29 Community Development Director	-	-	-	-	-	-		
30 Code Compliance Officer	9,098	9,558	10,200	10,300	10,900	10,900		6.9%
31 Overtime	10,128	3,458	5,200	5,200	6,000	6,000		15.4%
32 Parade Overtime	-	-	2,000	-	2,000	2,000		0.0%
33 Duty Pay	10,475	10,440	10,400	10,400	10,400	10,400		0.0%
34 Clothing Allowance/Cell Phone Stipenc	535	515	700	200	200	200		-71.4%
35 Wellness	162	204	700	300	700	700		0.0%
36 Payroll Taxes	1,297	1,219	1,400	1,500	2,000	2,000		42.9%
37 Retirement	17,984	21,363	23,900	23,300	29,200	29,200		22.2%
38 Insurance Benefits	30,834	31,537	32,900	28,700	32,700	32,700		-0.6%
39 Workers Compensation	1,520	1,069	1,800	1,800	1,800	1,800		0.0%
40 Total Personnel Services	135,989	134,446	153,300	142,200	161,000	161,000		5.0%
41 Materials & Services:								
42 Helmets	473	-	1,500	1,000	1,500	1,500		0.0%
43 Meetings, Travel & Training	555	824	3,000	1,000	3,000	3,000		0.0%
44 Public Notices	-	-	500	-	500	500		0.0%
45 Administrative Services Charges	414,336	390,930	388,600	363,600	419,600	419,600		8.0%
46 Contractual Services	97,605	70,124	150,000	120,000	150,000	150,000		0.0%
47 Parade Traffic Control	-	1,500	2,000	-	2,000	2,000		0.0%
48 Engineering Services	19,221	23,710	50,000	25,000	50,000	50,000		0.0%
49 Traffic Engineering SDC Review	-	-	5,000	10,000	5,000	5,000		0.0%
50 Utilities	215	343	300	500	300	300		0.0%
51 Telephone	758	657	800	800	800	800		0.0%
52 Gasoline/Diesel	2,363	3,658	3,000	3,200	3,500	3,500		16.7%
53 Equipment Maintenance	1,724	408	5,000	5,000	5,000	5,000		0.0%
54 Sidewalk Maintenance	2,415	289	5,000	1,000	5,000	5,000		0.0%
55 Operating Materials and Supplies	15,330	18,746	18,000	18,000	18,000	18,000		0.0%
56 Street Maintenance & Repair	198,916	124,055	165,000	165,000	165,000	165,000		0.0%
57 Street Light Utilities	59,834	45,966	60,000	35,000	45,000	45,000		-25.0%
58 Traffic Light Utilities	26,013	27,543	27,500	27,500	27,500	27,500		0.0%
59 Medical Testing	-	-	200	-	200	200		0.0%
60 MPO Support/ SKATS	8,780	10,137	10,200	11,100	11,500	11,500		12.7%
61 Miscellaneous Expense	558	-	-	-	-	-		
62 Total Materials & Services	849,096	718,890	895,600	787,700	913,400	913,400		2.0%
63 Capital Outlay:								
64 Heavy Equipment/Vehicles	-	-	-	-	-	-		
65 Street Improvements	274,520	193,018	260,000	-	318,000	318,000		22.3%
66 Infill and ADA Sidewalk Completions	-	16,800	30,000	30,000	30,000	30,000		0.0%
67 Street Resurfacing	1,118,853	657,959	1,950,000	1,350,000	2,200,000	2,200,000		12.8%
68 Signage & Signal Upgrades	-	2,008	175,000	175,000	175,000	175,000		0.0%
69 Field Equipment	3,411	3,813	3,600	3,600	3,600	3,600		0.0%
70 Unanticipated Expense	-	-	150,000	-	200,000	200,000		33.3%
71 Total Capital Outlay	1,396,784	873,598	2,568,600	1,558,600	2,926,600	2,926,600		13.9%
72 Debt Service:								
73 Principal	103,000	106,000	109,000	109,000	112,000	112,000		2.8%
74 Interest	49,075	45,933	42,700	42,700	39,400	39,400		-7.7%
75 Total Debt Service	152,075	151,933	151,700	151,700	151,400	151,400		-0.2%
76 Total Expenditures	2,533,944	1,878,867	3,769,200	2,640,200	4,152,400	4,152,400		10.2%
77 Other Requirements:								
78 Contingency:								
79 Operating Contingency	-	-	56,100	-	54,000	54,000		-3.7%
80 Transfers Out:								
81 Stormwater Fund	521,000	521,000	521,000	521,000	521,000	521,000		0.0%

Public Works Street Fund

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
82 Fund Balance:								
83 Restricted for Debt Service Requireme	150,000	150,000	150,000	150,000	150,000	150,000		0.0%
84 Restricted for Operations	883,391	1,879,295	359,200	1,950,000	387,200	387,200		7.8%
85 Total Fund Balance	1,033,391	2,029,295	509,200	2,100,000	537,200	537,200		5.5%
86 TOTAL REQUIREMENTS	\$ 4,088,335	\$ 4,429,162	\$ 4,855,500	\$ 5,261,200	\$ 5,264,600	\$ 5,264,600		8.4%

Summary of Administrative Service Fund Charges

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
City-Wide Administration	\$ 10,258	\$ 10,828	\$ 15,600	\$ 9,000	\$ 16,500	\$ 16,500		5.8%
City Manager	26,159	16,597	12,700	11,700	11,300	11,300		-11.0%
Information Systems	18,574	19,093	21,400	19,800	22,000	22,000		2.8%
Attorney's Office	34,895	29,503	19,800	18,600	19,000	19,000		-4.0%
City Recorder	19,862	15,752	12,900	12,700	12,800	12,800		-0.8%
Human Resources	12,513	13,447	13,300	13,300	14,200	14,200		6.8%
Finance	60,965	47,800	48,100	48,300	50,400	50,400		4.8%
Facility Maintenance	14,234	19,978	16,200	13,700	23,300	23,300		43.8%
Public Works	216,876	217,932	228,600	216,500	250,100	250,100		9.4%
Administrative Services Charges	\$ 414,336	\$ 390,930	\$ 388,600	\$ 363,600	\$ 419,600	\$ 419,600		8.0%

Budget Notes:

Revenues:

14 The League of Oregon Cities notes that state highway shared revenues are projecting an increase next year.

Expenditures:

Personnel Services:

26 The Budget provides a 3.0% wage and salary increase for all non-represented staff and 3.5% for staff represented by LIUNA Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

45 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
46 Contractual Services include annual pavement markings and other routine costs such as landscape maintenance and right of way mowing.

Capital Outlay:

65 Street Improvements include city's match funding for Verda Lane project and constructing a speed table on Cummings Lane N.
68 Signage and Signal Upgrades includes city's match for the River Rd. Fiber Optic project and installing a Rapid Flashing Beacon on Chemawa Rd NE near the Civic Center.

79 The contingency is 5% of operating costs including personnel services and materials and services.

81 The transfer to the Stormwater Fund is the Street Fund's share of stormwater costs.

Debt Service:

72 The City's debt obligation provides for annual principal and semi-annual interest payments on its outstanding debt each year. The original issue date was April 26, 2018.

Debt covenants require the City to retain at least \$150,000 in reserves.

Debt Service Schedule

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2023	\$ 1,291,000	\$ -	\$ 19,688	\$ 19,688
6/1/2024	1,179,000	112,000	19,688	131,688
12/1/2024	1,179,000	-	17,980	17,980
6/1/2025	1,063,000	116,000	17,980	133,980
12/1/2025	1,063,000	-	16,211	16,211
6/1/2026	944,000	119,000	16,211	135,211
12/1/2026	944,000	-	14,396	12,520
6/1/2027	821,000	123,000	14,396	139,520
12/1/2027	821,000	-	12,520	10,584
6/1/2028	694,000	127,000	12,520	139,520
12/1/2028 through 12/1/2032	516,000	547,000	62,509	609,510
6/1/2033	147,000	147,000	2,242	149,242
		\$ 1,291,000	\$ 226,341	\$ 1,517,341

Public Works

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 has approximately 200 Lighting Districts. The City Recorder Department, the Finance Department and the Public Works Department share the responsibility for managing the activities in this fund.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	\$ 477,939	\$ 495,676	\$ 488,200	\$ 474,700	\$ 467,700	\$ 467,700		-4.2%
Revenues:								
Taxes & Assessments:								
Lighting District Assessments	397,983	402,111	410,000	410,000	438,700	438,700		7.0%
Miscellaneous:								
Interest Earnings/Miscellaneous	9,770	21,637	9,000	9,000	9,000	9,000		0.0%
Total Revenues	407,753	423,748	419,000	419,000	447,700	447,700		6.8%
TOTAL RESOURCES	885,692	919,424	907,200	893,700	915,400	915,400		0.9%
REQUIREMENTS:								
Expenditures:								
Materials & Services:								
Public Notices	517	856	1,200	1,200	1,200	1,200		0.0%
Administrative Services Charges	31,659	33,580	33,600	31,800	39,000	39,000		16.1%
Engineering Costs	339	-	3,000	3,000	3,000	3,000		0.0%
Lighting Costs	357,470	398,085	380,000	380,000	406,600	406,600		7.0%
Street Lighting Maintenance - KS Area A	-	12,214	10,000	10,000	10,700	10,700		7.0%
Miscellaneous	31	-	-	-	-	-		
Total Materials & Services	390,016	444,735	427,800	426,000	460,500	460,500		7.6%
Total Expenditures	390,016	444,735	427,800	426,000	460,500	460,500		7.6%
Other Requirements:								
Contingency	-	-	120,000	-	130,000	130,000		8.3%
Fund Balance:								
Restricted:								
Pole Replacement at KS Area A	40,000	40,000	-	-	-	-		
Pole Replacement Option B Districts	25,000	25,000	-	-	-	-		
Restricted for Operations	430,676	409,689	359,400	467,700	324,900	324,900		-9.6%
Total Restricted Fund Balance	495,676	474,689	359,400	467,700	324,900	324,900		-9.6%
TOTAL REQUIREMENTS	\$ 885,692	\$ 919,424	\$ 907,200	\$ 893,700	\$ 915,400	\$ 915,400		0.9%

Summary of Administrative Service Fund Charges

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
City-Wide Administration	\$ 595	\$ 646	\$ 900	\$ 500	\$ 1,000	\$ 1,000		11.1%
City Manager	688	283	600	600	300	300		-50.0%
Information Systems	1,161	1,210	1,400	1,300	1,500	1,500		7.1%
Attorney's Office	283	420	400	400	400	400		0.0%
City Recorder	292	292	300	300	300	300		0.0%
Human Resources	674	821	800	800	900	900		12.5%
Finance	7,012	8,407	6,900	6,900	9,800	9,800		42.0%
Facility Maintenance	823	1,241	1,000	800	1,500	1,500		50.0%
Public Works	20,131	20,260	21,300	20,200	23,300	23,300		9.4%
Administrative Services Charges	\$ 31,659	\$ 33,580	\$ 33,600	\$ 31,800	\$ 39,000	\$ 39,000		16.1%

Budget Notes:

Revenues:

The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax rolls in Year Two.

Expenditures:

Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.

The City is expecting one to two additional street lighting districts to form in FY2023-24.

In order to have funds available in the event pole replacement is necessary the appropriations have been moved to contingency for Fiscal Year 2023-24.

Public Works

Transportation Improvement Fund

The Transportation Improvement Fund accounts for system development fees (SDC) designated for transportation improvements resulting from development. The fee varies depending on the land use being developed and the location of the development. The fees are adjusted each July using a blended rate of the Northwest Construction index and the change in undeveloped land values in the Keizer area. These fees can be located on the City's web site.

Recommendations for expenditures in FY23-24:

Design of the improvements to the I-5/Chemawa Southbound on-ramp is pending. ODOT is currently taking the lead planning and designing these improvements, the actual timing is unknown however funding needs to be available during FY23-24.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$3,397,299	\$3,394,392	\$3,564,400	\$3,631,600	\$3,913,300	\$3,913,300		9.8%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fees	129,564	189,751	29,000	236,700	24,900	24,900		-14.1%
6 Miscellaneous:								
7 Interest	15,729	17,472	15,000	15,000	15,000	15,000		0.0%
8 Total Revenues	145,293	207,223	44,000	251,700	39,900	39,900		-9.3%
Transfers In:								
General Fund	-	30,000	30,000	30,000	30,000	30,000		0.0%
9 TOTAL RESOURCES	3,542,592	3,631,615	3,638,400	3,913,300	3,983,200	3,983,200		9.5%
10 REQUIREMENTS:								
11 Expenditures:								
12 Capital Outlay:								
13 Unanticipated Expenses	-	-	3,638,400	-	3,983,200	3,983,200		9.5%
14 Total Capital Outlay	-	-	3,638,400	-	3,983,200	3,983,200		9.5%
15 Total Expenditures								
16 Other Requirements:								
17 Transfers Out:								
18 Interfund Loan to the General Fund	148,200	-	-	-	-	-		
19 Total Transfers Out	148,200	-	-	-	-	-		
20 Fund Balance:								
21 Restricted for Improvements	3,394,392	3,631,615	-	3,913,300	-	-		
22 TOTAL REQUIREMENTS	\$3,542,592	\$3,631,615	\$3,638,400	\$3,913,300	\$3,983,200	\$3,983,200		9.5%

Revenues:

5 The System Development Fee projections for Fiscal Year 2023-24 assumes 15 new single family homes developed during the year.

Expenditures:

16 No improvements are anticipated in Fiscal Year 2023-24.

Public Works

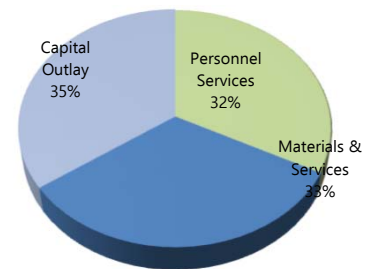
Stormwater Fund

The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act. The City's stormwater regulatory programs are administered by the State of Oregon through the Department of Environmental Quality (DEQ). The City has 3 regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans for the municipal separate storm sewer system (MS4), the underground injection control (UIC) devices, and the Total Maximum Daily Load (TMDL) Implementation Plan. The City is the permittee for the National Pollutant Discharge Elimination System (NPDES) permit #100032, the Water Pollution Control Facilities (WPCF) permit #103068, and is a designated management agency for the Willamette Basin TMDL.

The City Council approved a long range financial plan for the Stormwater Fund in fiscal year 2012-13 in order to address deficiencies and provide adequate financial planning for a self-sustaining fund. That strategy has been successful in addressing ongoing and upcoming regulatory, maintenance, and repair needs for the stormwater system. The Department continues to elevate repair activities while meeting regulatory permit requirements.

Accomplishments for FY22-23

- Continued repair work identified by the TV inspection contractor
- Continued implementation of the TV inspection contract
- Continued implementation of the City's 3 regulatory stormwater programs.
- Updated Stormwater Development Code and Design Standards.
- Hosted 12th Annual Erosion Control Summit (Virtually)
- Completed 36" Pipe lining project on McLeod Lane



Division Goals for FY23-24

- Continue storm line realignments with Capital Improvement funds
- Continue inspection and repair work identified by the TV inspection contractor
- Continue to implement the Stormwater Management Program, TMDL Implementation Plan and the L
- Renew the City's NPDES and WPCF permits; submit TMDL 5-year assessment
- Finalize the design and plans for the Claggett Creek Wetland Enhancement project

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 996,580	\$ 1,242,069	\$ 1,630,900	\$ 1,687,100	\$ 1,540,500	\$ 1,540,500		-5.5%
3 Revenues:								
4 Charges for Services:								
5 Planning & Construction Fees	12,693	11,715	10,000	10,000	10,000	10,000		0.0%
6 Service Fees	1,602,893	1,603,475	1,602,000	1,604,000	1,604,000	1,604,000		0.1%
7 Total Charges for Services	1,615,586	1,615,190	1,612,000	1,614,000	1,614,000	1,614,000		0.1%
Intergovernmental:								
8 Grants	8,250	-	-	-	-	-		
Miscellaneous:								
9 Interest	3,435	6,010	2,000	2,000	2,000	2,000		0.0%
10 Miscellaneous Revenue	-	-	-	-	-	-		
11 Total Miscellaneous	3,435	6,010	2,000	2,000	2,000	2,000		0.0%
12 Total Revenues	1,627,271	1,621,200	1,614,000	1,616,000	1,616,000	1,616,000		0.1%
13 Other Resources:								
14 Transfers In:								
15 Charges to Street Fund	521,000	521,000	521,000	521,000	521,000	521,000		0.0%
16 Total Other Resources	521,000	521,000	521,000	521,000	521,000	521,000		0.0%
17 TOTAL RESOURCES	3,144,851	3,384,269	3,765,900	3,824,100	3,677,500	3,677,500		-2.3%

Public Works Stormwater Fund

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
18 REQUIREMENTS:								
19 Expenditures:								
20 Personnel Services:								
21 Municipal Utility Workers	202,857	201,478	238,600	218,600	230,900	230,900		-3.2%
22 Planning Staff	939	996	1,100	1,100	1,200	1,200		9.1%
23 Environmental Program Staff	175,290	234,839	286,700	283,500	321,500	321,500		12.1%
24 GIS	28,504	29,957	31,700	32,000	34,200	34,200		7.9%
25 Overtime	188	369	3,000	1,000	3,000	3,000		0.0%
26 Duty Pay	10,475	10,440	10,400	10,400	10,400	10,400		0.0%
27 Cell Phone - Clothing Allowances	1,449	1,349	2,600	2,600	2,600	2,600		0.0%
28 Wellness	1,139	1,541	4,200	2,000	4,200	4,200		0.0%
29 Payroll Taxes	6,473	7,435	9,000	9,600	13,400	13,400		48.9%
30 Retirement	89,915	125,752	158,500	149,200	199,200	199,200		25.7%
31 Insurance Benefits	184,549	182,852	219,200	195,100	217,600	217,600		-0.7%
32 Workers Compensation	6,847	19,248	6,600	6,600	6,800	6,800		3.0%
33 Total Personnel Services	708,625	816,256	971,600	911,700	1,045,000	1,045,000		7.6%
34 Materials & Services:								
35 Concrete	302	515	5,000	1,000	5,000	5,000		0.0%
36 Rock & Backfill	1,474	1,674	1,200	1,500	2,000	2,000		66.7%
37 Paving	3,153	2,175	6,000	6,000	6,000	6,000		0.0%
38 Meetings, Travel & Training	3,193	4,837	8,000	6,000	9,000	9,000		12.5%
39 Public Notices	273	80	400	400	400	400		0.0%
40 Administrative Services Charges	409,884	439,532	473,200	428,300	530,700	530,700		12.2%
41 Contractual Services	126,079	180,130	176,000	170,000	230,000	230,000		30.7%
42 Engineering Services	34,752	34,730	35,000	55,000	35,000	35,000		0.0%
43 Storm Drain Utilities	5,452	2,327	5,800	2,000	2,500	2,500		-56.9%
44 Telephone	2,667	2,629	2,800	2,800	2,800	2,800		0.0%
45 Gasoline	5,923	9,200	7,500	9,000	8,500	8,500		13.3%
46 Diesel Fuel	1,902	2,707	5,000	5,000	5,000	5,000		0.0%
47 Vehicle Maintenance	2,255	1,171	5,000	2,500	5,000	5,000		0.0%
48 Equipment Maintenance	13,122	19,052	23,000	10,000	15,000	15,000		-34.8%
49 Permit Renewal & Registration Fees	7,863	8,232	8,500	8,600	10,500	10,500		23.5%
50 Plant Maintenance	6,859	9,099	12,500	12,500	20,000	20,000		60.0%
51 Pump Maintenance	7,890	6,332	10,000	7,000	10,000	10,000		0.0%
52 Operating Materials & Supplies	12,126	18,158	15,000	10,000	15,000	15,000		0.0%
53 Street Sweeping	102,798	105,854	105,000	106,000	110,000	110,000		4.8%
54 Medical Testing	11	48	400	-	400	400		0.0%
55 Lab Tests	5,004	4,888	8,000	9,200	10,000	10,000		25.0%
56 Consumer Confidence Report/ Public Education	5,432	7,244	12,000	12,000	17,000	17,000		41.7%
57 Miscellaneous	1,536	-	-	-	-	-		
58 Total Materials & Services	759,950	860,614	925,300	864,800	1,049,800	1,049,800		13.5%

Public Works

Stormwater Fund

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
59 Capital Outlay:								
60 Field Equipment	3,646	2,490	7,100	7,100	15,000	15,000		111.3%
61 Heavy Equipment/Service Vehicle	-	-	375,000	361,000	15,000	15,000		-96.0%
62 Storm Sewer Pipe Extension or Repair	430,561	17,817	750,000	139,000	1,083,000	1,083,000		44.4%
63 Total Capital Outlay	434,207	20,307	1,132,100	507,100	1,113,000	1,113,000		-1.7%
64 Total Expenditures	1,902,782	1,697,177	3,029,000	2,283,600	3,207,800	3,207,800		5.9%
65 Other Requirements:								
66 Contingency	-	-	149,100	-	149,100	149,100		0.0%
67 Total Other Requirements	-	-	149,100	-	149,100	149,100		0.0%
68 Fund Balance:								
69 Assigned	1,242,069	1,687,092	587,800	1,540,500	320,600	320,600		-45.5%
70 TOTAL REQUIREMENTS	\$3,144,851	\$ 3,384,269	\$3,765,900	\$ 3,824,100	\$ 3,677,500	\$3,677,500		-2.3%

Summary of Administrative Service Fund Charges

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
City-Wide Administration	\$ 28,173	\$ 32,485	\$ 48,100	\$ 27,700	\$ 51,400	\$ 51,400		6.9%
City Manager	20,514	16,597	16,200	15,000	16,800	16,800		3.7%
Information Systems	50,543	51,837	62,600	57,900	64,500	64,500		3.0%
Attorney's Office	4,527	3,780	2,900	2,700	7,000	7,000		141.4%
City Recorder	15,481	15,752	16,500	16,300	18,700	18,700		13.3%
Human Resources	34,362	40,445	41,200	41,200	44,500	44,500		8.0%
Finance	27,524	28,641	30,700	30,900	32,700	32,700		6.5%
Utility Billing	40,955	40,577	48,100	45,800	50,700	50,700		5.4%
Facility Maintenance	39,056	59,933	50,100	42,300	72,800	72,800		45.3%
Public Works	148,749	149,485	156,800	148,500	171,600	171,600		9.4%
Administrative Services Charges	\$ 409,884	\$ 439,532	\$ 473,200	\$ 428,300	\$ 530,700	\$ 530,700		12.2%

Budget Notes:

Revenues:

- 6 The City updated the Stormwater Capital Improvement Plan in FY12-13 and is operating with an even rate slope model for setting its stormwater rates. Annual rate increases are expected to be approximately \$0.50 per Equivalent Service Unit for the next few years.

Expenditures:

Personnel Services:

- 20 The Budget provides a 3.0% wage and salary increase for all non-represented staff and 3.5% for staff represented by LIUNA Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 40 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
- 41 Contractual Services includes Video Inspection services, Vegetated Stormwater Facility Maintenance costs, and other routine costs.

Capital Outlay

- 62 Design work and permit costs for wetland enhancement on Claggett Creek east of Claggett Creek Park. McLeod Lane realignment project and repair or realignment projects identified through the video inspection program.

Public Works Sewer Fund

The City of Keizer is a part of a regional sewer system managed by the City of Salem. Salem sets the sewer rates for the regional system. Keizer appoints Council and Staff liaisons to attend the Regional Task Force meetings. City of Keizer staff manages the billing function and remit Sewer Charges to City of Salem each month.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
RESOURCES:								
1 Beginning Balance:	\$ 438,395	\$ 457,057	\$ 470,400	\$ 481,800	\$ 473,000	\$ 473,000		0.6%
2 Revenues:								
3 Charges for Services:								
4 Plan/Construction Fees	2,499	12,719	-	-	-	-		
5 Salem Sewer Billing	5,991,357	6,161,985	6,580,000	6,580,000	6,974,800	6,974,800		6.0%
6 Sewer Administration Fee	378,509	379,758	375,000	375,000	375,000	375,000		0.0%
7 Total Charges for Services	6,372,365	6,554,462	6,955,000	6,955,000	7,349,800	7,349,800		5.7%
8 Miscellaneous:								
9 Miscellaneous	-	-	-	-	-	-		
10 Interest Earnings	1,371	1,704	1,000	1,000	1,000	1,000		0.0%
11 Total Miscellaneous	1,371	1,704	1,000	1,000	1,000	1,000		0.0%
12 Total Revenues	6,373,736	6,556,166	6,956,000	6,956,000	7,350,800	7,350,800		5.7%
13 TOTAL RESOURCES	6,812,131	7,013,223	7,426,400	7,437,800	7,823,800	7,823,800		5.4%
REQUIREMENTS:								
15 Expenditures:								
16 Personnel Services:								
17 Planning Staff	939	996	1,000	1,100	1,000	1,000		0.0%
18 Cell Phone Stipend	9	9	100	100	100	100		0.0%
19 Wellness	5	4	100	100	100	100		0.0%
20 Payroll Taxes	15	15	100	100	100	100		0.0%
21 Retirement	205	275	700	700	700	700		0.0%
22 Insurance Benefits	448	285	300	300	300	300		0.0%
23 Workers Compensation	87	56	100	100	100	100		0.0%
24 Total Personnel Services	1,708	1,640	2,400	2,500	2,400	2,400		0.0%
25 Materials & Services:								
26 Public Notices	-	-	100	100	100	100		0.0%
27 Administrative Services Charges	340,651	353,436	399,700	379,700	437,200	437,200		9.4%
28 Engineering Services	-	-	500	500	500	500		0.0%
29 Salem Sewer Payments	6,012,374	6,176,352	6,580,000	6,580,000	6,974,800	6,974,800		6.0%
30 Emergency Management Expense	-	-	1,000	1,000	1,000	1,000		0.0%
31 Miscellaneous Expense	341	-	1,000	1,000	1,000	1,000		0.0%
32 Total Materials & Services	6,353,366	6,529,788	6,982,300	6,962,300	7,414,600	7,414,600		6.2%
33 Total Expenditures	6,355,074	6,531,428	6,984,700	6,964,800	7,417,000	7,417,000		6.2%
34 Other Requirements:								
35 Contingency	-	-	40,000	-	40,000	40,000		0.0%
36 Total Other Requirements	-	-	40,000	-	40,000	40,000		0.0%
37 Fund Balance:								
38 Committed for Future Operations	457,057	481,795	401,700	473,000	366,800	366,800		-8.7%
39 TOTAL REQUIREMENTS	\$ 6,812,131	\$ 7,013,223	\$ 7,426,400	\$ 7,437,800	\$ 7,823,800	\$ 7,823,800		5.4%

Public Works Sewer Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
City-Wide Administration	\$ 6,244	\$ 6,869	\$ 10,800	\$ 6,200	\$ 11,800	\$ 11,800		9.3%
City Manager	4,681	3,583	3,500	3,200	3,500	3,500		0.0%
Information Systems	19,199	19,698	25,600	23,700	26,400	26,400		3.1%
Attorney's Office	1,320	1,155	700	700	800	800		14.3%
City Recorder	3,505	3,403	3,600	3,500	3,900	3,900		8.3%
Human Resources	7,604	8,623	9,300	9,300	10,200	10,200		9.7%
Finance	74,990	84,848	85,600	86,000	100,100	100,100		16.9%
Utility Billing	192,388	190,447	226,000	215,500	238,300	238,300		5.4%
Facility Maintenance	8,705	12,657	11,300	9,500	16,800	16,800		48.7%
Public Works	22,015	22,153	23,300	22,100	25,400	25,400		9.0%
Administrative Services Charges	\$ 340,651	\$ 353,436	\$ 399,700	\$ 379,700	\$ 437,200	\$ 437,200		9.4%

Budget Notes:
Revenues:

- 5 The City of Salem has been operating off an even rate slope model for setting its sewer rates. Keizer's rate increase is expected to be no more than 3%.
- 6 The Sewer Administration Fee is \$5.95 per bi-monthly bill set January 2015.

Expenditures:
Personnel Services:

- 16 The Public Works and Administrative Service staff are budgeted in the Administrative Services Fund and costs are charged back to the Sewer Fund based on estimated time spent in the Division.
- 27 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
- 29 The increase in Salem Sewer Payments reflects the rate increase anticipated in FY23-24.

Public Works

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.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$257,879	\$273,944	\$279,900	\$ 275,300	\$290,600	\$290,600		3.8%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fee	14,845	-	15,000	14,300	15,000	15,000		0.0%
6 Miscellaneous:								
7 Interest	1,220	1,363	1,000	1,000	1,000	1,000		0.0%
8 Total Revenues	16,065	1,363	16,000	15,300	16,000	16,000		0.0%
9 TOTAL RESOURCES	273,944	275,307	295,900	290,600	306,600	306,600		3.6%
10 REQUIREMENTS:								
11 Expenditures:								
12 Capital Outlay:								
13 Sewer Line Extensions	-	-	145,900	-	156,600	156,600		7.3%
14 Unanticipated Expense	-	-	150,000	-	150,000	150,000		0.0%
15 Total Capital Outlay	-	-	295,900	-	306,600	306,600		3.6%
16 Fund Balance:								
17 Restricted for Improvements	273,944	275,307	-	290,600	-	-		
18 TOTAL REQUIREMENTS	\$273,944	\$275,307	\$295,900	\$ 290,600	\$306,600	\$306,600		3.6%

Budget Notes:

Revenues:

- 5 The System Development Fee projections for FY23-24 assumes 2 acres of development.

Public Works Water Fund

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

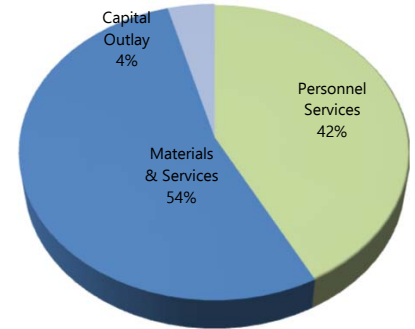
The Water Division operates under the Oregon Administrative Rules for Public Water Systems enforced by the Oregon Health Authority (OHA), Drinking Water Services (DWS) that administer and enforce drinking water quality standards for public water systems in the state of Oregon.

Accomplishments for FY22-23

- Continued updating distribution system to ensure adequate volume and pressure delivery to residents
- Continued developing a comprehensive integrated public education program with the Stormwater Division
- Replaced 67 non-functioning meters including (4) 2 inch meters and (1) 1/2 inch meter with new more accurate meters.
- Repaired 9 Water Main leaks
- Replaced the roof at Willamette Manor Pump Station
- Installed 18 new meters and 11 new water services including (4) 2 inch and (1) 1 1/2 inch meters
- Updated all handheld radios
- Replaced/Upgraded 15 Services.

Division Goals for FY23-24

- Continue updating distribution system to ensure adequate volume and pressure delivery to residents
- Continue developing a comprehensive integrated public education program with the Stormwater Division
- Evaluate revenue increases on accounts with new large meters installed in previous years.
- Replace a 2004 mini excavator.



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

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 1,036,558	\$ 1,140,837	\$ 1,081,100	\$ 1,146,700	\$ 1,112,200	\$ 1,112,200		2.9%
3 Revenues:								
4 Licenses & Fees:								
5 Planning & Construction Fees	7,412	24,566	5,000	15,000	5,000	5,000		0.0%
6 Service Fees	14,158	29,216	15,000	15,000	15,000	15,000		0.0%
7 Diesel Fuel Sales	25,657	26,435	40,000	40,000	40,000	40,000		0.0%
8 Live Tap Reimbursement	15,440	24,495	15,000	25,000	15,000	15,000		0.0%
9 Total Licenses & Fees	62,667	104,712	75,000	95,000	75,000	75,000		0.0%
10 Charges for Services:								
11 Water Sales	3,347,576	3,392,658	3,476,000	3,400,500	3,536,500	3,536,500		1.7%
12 Intergovernmental:								
13 Grants	8,687	-	-	-	-	-		
14 Miscellaneous:								
15 Interest	4,852	7,151	5,000	5,000	5,000	5,000		0.0%
16 Miscellaneous	8,037	10,132	7,000	13,800	7,000	7,000		0.0%
17 Total Miscellaneous	12,889	17,283	12,000	18,800	12,000	12,000		0.0%
18 Other Resources:								
19 Transfers In:								
20 Transfer from Park Operations Fund	20,651	7,300	-	-	-	-		
21 Total Transfers In	20,651	7,300	-	-	-	-		
22 TOTAL RESOURCES	4,489,028	4,662,790	4,644,100	4,661,000	4,735,700	4,735,700		2.0%

Public Works Water Fund

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
23 REQUIREMENTS:								
24 Expenditures:								
25 Personnel Services:								
26 Municipal Utility Workers	638,562	671,300	730,600	710,000	746,000	746,000		2.1%
27 GIS	21,971	23,092	24,500	24,700	26,300	26,300		7.3%
28 Planning Staff	939	996	1,100	1,100	1,200	1,200		9.1%
29 Overtime	14,605	9,294	20,000	15,000	20,000	20,000		0.0%
30 Duty Pay	20,950	20,880	20,800	20,800	20,800	20,800		0.0%
31 Cell Phone/Clothing Allowance	4,569	4,289	5,200	5,200	5,200	5,200		0.0%
32 Wellness	2,639	2,639	5,800	3,000	5,800	5,800		0.0%
33 Payroll Taxes	10,826	11,264	12,700	13,600	18,300	18,300		44.1%
34 Retirement	149,650	196,048	222,900	205,000	272,100	272,100		22.1%
35 Insurance Benefits	260,357	269,362	317,400	275,700	315,000	315,000		-0.8%
36 Workers Compensation	978	17,999	10,500	20,000	15,000	15,000		42.9%
37 Total Personnel Services	1,126,046	1,227,163	1,371,500	1,294,100	1,445,700	1,445,700		5.4%
38 Materials & Services:								
39 Concrete	5,617	15,761	15,000	5,000	15,000	15,000		0.0%
40 Rock & Backfill	3,400	6,190	6,000	4,500	6,000	6,000		0.0%
41 Paving	12,230	15,913	20,000	20,000	20,000	20,000		0.0%
42 Sequestering Agent	11,602	11,650	15,000	13,500	15,000	15,000		0.0%
43 Fluoride	13,581	10,961	11,500	8,000	11,500	11,500		0.0%
44 Meetings, Travel & Training	21,259	11,034	24,000	15,000	24,000	24,000		0.0%
45 Public Notices	408	139	300	-	300	300		0.0%
46 Administrative Services Charges	749,938	799,899	852,600	781,900	956,400	956,400		12.2%
47 Contractual Services	8,525	10,788	15,000	15,000	15,000	15,000		0.0%
48 Flagging	1,590	5,081	3,500	3,500	3,500	3,500		0.0%
49 Engineering Services	34,413	13,243	20,000	10,000	20,000	20,000		0.0%
50 Electricity	267,286	269,073	275,000	275,000	275,000	275,000		0.0%
51 Natural Gas	1,477	2,577	3,000	2,700	3,000	3,000		0.0%
52 Telephone	6,189	4,715	6,000	5,000	6,000	6,000		0.0%
53 Telemetry	6,664	1,586	15,500	17,000	15,500	15,500		0.0%
54 Gasoline	8,489	13,386	15,500	15,500	15,500	15,500		0.0%
55 Diesel Fuel	29,971	53,052	55,000	65,000	55,000	55,000		0.0%
56 Vehicle Maintenance	18,858	5,510	20,000	10,000	20,000	20,000		0.0%
57 Equipment Maintenance	7,606	11,777	15,000	10,000	15,000	15,000		0.0%
58 Plant Maintenance	49,178	73,325	82,500	104,000	82,500	82,500		0.0%
59 Live Taps	22,280	16,790	15,000	35,000	15,000	15,000		0.0%
60 Pump House Maintenance	9,517	26,329	20,500	20,000	20,500	20,500		0.0%
61 Pump Maintenance	24,516	52,007	71,000	87,000	71,000	71,000		0.0%
62 Operating Materials & Supplies	22,223	43,174	30,000	22,000	30,000	30,000		0.0%
63 Medical Testing	34	143	800	-	800	800		0.0%
64 Water Mains	-	28,802	25,000	-	25,000	25,000		0.0%
65 Lab Tests	29,248	52,729	42,500	42,500	42,500	42,500		0.0%
66 Contract Meter Reading	39,966	40,670	42,900	42,100	42,900	42,900		0.0%
67 Consumer Confidence Report	8,256	8,701	10,000	10,000	10,000	10,000		0.0%
68 Miscellaneous	2,373	-	-	-	-	-		0.0%
69 Total Materials & Services	1,416,694	1,605,005	1,728,100	1,639,200	1,831,900	1,831,900		6.0%
70 Capital Outlay:								
71 Field Equipment	3,434	2,579	5,000	5,000	5,000	5,000		0.0%
72 Water Meters	22,404	31,372	35,000	43,500	35,000	35,000		0.0%
73 Heavy Equipment/Vehicle	-	-	215,000	117,000	90,000	90,000		-58.1%
74 Unanticipated Expense	-	-	16,000	-	16,000	16,000		0.0%
75 Total Capital Outlay	25,838	33,951	271,000	165,500	146,000	146,000		-46.1%

Public Works Water Fund

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
76 Debt Service:								
77 Principal	225,000	-	-	-	-	-	-	
78 Interest	4,613	-	-	-	-	-	-	
79 Total Debt Service	229,613	-	-	-	-	-	-	
80 Total Expenditures	2,798,191	2,866,119	3,370,600	3,098,800	3,423,600	3,423,600	3,423,600	1.6%
81 Other Requirements:								
82 Contingency	-	-	125,000	-	125,000	125,000		0.0%
83 Transfer to Water Facility Replacement Reserve	550,000	650,000	650,000	450,000	650,000	650,000		0.0%
84 Total Other Requirements	550,000	650,000	775,000	450,000	775,000	775,000	775,000	0.0%
85 Fund Balance:								
86 Restricted for Operations	1,140,837	1,146,671	498,500	1,112,200	537,100	537,100		7.7%
87 TOTAL REQUIREMENTS	\$ 4,489,028	\$ 4,662,790	\$ 4,644,100	\$ 4,661,000	\$ 4,735,700	\$ 4,735,700	\$ 4,735,700	2.0%

Summary of Administrative Service Fund Charges

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
City-Wide Administration	\$ 43,485	\$ 49,212	\$ 69,300	\$ 39,900	\$ 78,200	\$ 78,200		12.8%
City Manager	31,941	25,933	23,900	22,100	23,500	23,500		-1.7%
Information Systems	79,654	81,643	96,800	89,600	99,700	99,700		3.0%
Attorney's Office	8,299	8,294	5,500	5,200	3,700	3,700		-32.7%
City Recorder	24,243	24,697	24,700	24,300	26,600	26,600		7.7%
Human Resources	53,036	61,283	59,300	59,300	67,600	67,600		14.0%
Finance	74,990	84,848	85,600	86,000	100,100	100,100		16.9%
Utility Billing	176,006	174,256	206,700	197,000	218,000	218,000		5.5%
Facility Maintenance	60,349	90,830	72,200	61,000	110,700	110,700		53.3%
Public Works	197,935	198,903	208,600	197,500	228,300	228,300		9.4%
Administrative Service Charges	\$ 749,938	\$ 799,899	\$ 852,600	\$ 781,900	\$ 956,400	\$ 956,400		12.2%

Budget Notes:

Revenues:

- 11 The City updated the Water Capital Improvement Plan in FY12-13 and is operating with an even rate slope model for setting its water rates. Annual rate increases are expected to be approximately 4% for the next several years.

Expenditures:

Personnel Services:

- 25 The Budget provides a 3.0% wage and salary increase for all non-represented staff and 3.5% for staff represented by LIUNA Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 46 Administrative Service Charges increased primarily due to personnel service increases associated with salary and wage, retirement and insurance expenses.
- 61 Pump maintenance includes service to back-up engines/generators.

Capital Outlay:

- 73 New mini excavator to replace 2004 mini excavator.

Public Works

Water Facility Replacement Fund

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 Fiscal Year 2023-24 Capital Improvements are intended to enhance the ability to provide the water needed to serve the community within the existing Urban Growth Boundary consistent with the City Council adopted 2012 Water System Master Plan Update.

Projects completed FY22-23

- Completed design work and began construction of the filter system at Meadows Pump Station.
- Continued steel water main replacement program
- Completed drilling a new well at the Reitz site.

Capital Improvements Planned FY23-24

- Continue the steel water main replacement program
- Complete construction of the filter system at Meadows Pump Station to improve water quality.
- Install a new pump at the Reitz site.
- Install new filter plant at the Reitz site.
- Update the radio communications for the telemetry system.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 337,026	\$ 534,995	\$ 737,500	\$ 645,400	\$ 697,900	\$ 697,900		-5.4%
3 Revenues:								
4 Licenses & Fees:								
5 System Development Fees	25,799	74,502	25,000	30,000	59,500	59,500		138.0%
6 Miscellaneous:								
7 Interest	2,390	3,768	2,500	2,500	2,500	2,500		0.0%
8 Total Miscellaneous	2,390	3,768	2,500	2,500	2,500	2,500		0.0%
9 Total Revenues	28,189	78,270	27,500	32,500	62,000	62,000		125.5%
10 Other Resources:								
11 Transfers In:								
12 Transfer from Water Fund	550,000	650,000	650,000	450,000	650,000	650,000		0.0%
13 Total Other Resources	550,000	650,000	650,000	450,000	650,000	650,000		0.0%
14 TOTAL RESOURCES	915,215	1,263,265	1,415,000	1,127,900	1,409,900	1,409,900		-0.4%
15 REQUIREMENTS:								
16 Expenditures:								
17 Capital Outlay:								
18 Supply/Treatment	57,963	-	450,000	15,000	500,000	500,000		11.1%
19 Transmission & Distribution Mains	322,257	617,836	300,000	415,000	300,000	300,000		0.0%
20 Unanticipated Expenses	-	-	190,000	-	190,000	190,000		0.0%
21 Total Capital Outlay	380,220	617,836	940,000	430,000	990,000	990,000		5.3%
22 Fund Balance:								
23 Restricted for Improvements	534,995	645,429	475,000	697,900	419,900	419,900		-11.6%
24 Total Fund Balance	534,995	645,429	475,000	697,900	419,900	419,900		-11.6%
25 TOTAL REQUIREMENTS	\$ 915,215	\$ 1,263,265	\$ 1,415,000	\$ 1,127,900	\$ 1,409,900	\$ 1,409,900		-0.4%

Budget Notes:

Revenues:

- 5 The System Development Fee projections for Fiscal Year 2023-24 assumes (2) 3 inch meters and 15 new single family homes.

General Fund

Park Services Fund

The Public Works Department Parks Division is funded by City policy using both General Fund and Parks Fee revenues. Additional revenue for Parks operations will also be provided from the rental of two houses from property purchased at 1590 Chemawa Road North and 2010 Chemawa Road N as well as the lease of property in Bair Park for a cellular communications tower. The Parks Division goal is to continue providing clean, safe, open spaces and river access for structured and unstructured recreation.

The Parks Division has four full-time employees and supplements staffing in the summer months through a temporary agency. The primary focus of Parks Staff is on maintenance of the Parks system with emphasis on mowing, garbage collection, and maintenance of the various park amenities as well as repair or replacement of broken and/or damaged play structures, drinking fountains and other park amenities utilizing funds now available from the Parks Services fee. The Splash Fountain located at Chalmers Jones Park will operate on the same schedule as the last budget cycle. This additional operation is available because of increased funding for temporary employees.

Accomplishments for FY 2022-23

Replaced the play structure at Ben Miller Park including ADA access upgrades. Expanded the road/trail to the boat in camp site at Keizer Rapids Park. Extended the columns and replaced 2 shade sails at the Big Toy.

Division Goals for FY 2023-24

Construct pickleball courts and additional parking at Keizer Rapids Park.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balances:								
3 Unrestricted Beginning Balance	\$ 391,591	\$ 352,824	\$ 581,200	\$ 465,600	\$ 465,800	\$ 465,800		-19.9%
4 Developers Tree Reimbursements		-	-	-	-	-		
5 Total Beginning Balances	391,591	352,824	581,200	465,600	465,800	465,800		-19.9%
6 Revenues:								
7 Licenses & Fees:								
8 Park Services Fees	682,272	683,672	682,000	682,000	682,000	682,000		0.0%
9 Park Reservation Fees	0	2,731	3,500	4,000	3,500	3,500		0.0%
10 Amphitheater Rental Fees	-	3,268	3,500	3,500	3,500	3,500		0.0%
11 Total Licenses & Fees	682,272	689,671	689,000	689,500	689,000	689,000		0.0%
12 Intergovernmental:								
13 MAP Boat Ramp Grant	4,700	-	4,700	4,700	4,700	4,700		0.0%
14 Grants	2,074	-	-	-	-	-		
15 Total Intergovernmental	6,774	-	4,700	4,700	4,700	4,700		0.0%
16 Miscellaneous:								
17 Park Rental Income	82,340	81,837	84,000	86,000	87,000	87,000		3.6%
18 Park Donations	-	1,222	-	-	-	-		
19 Developers Tree Reimbursements	36,450	1,350	-	41,300	-	-		
20 Miscellaneous	7,378	1,431			-			
21 Total Miscellaneous	126,168	85,840	84,000	127,300	87,000	87,000		3.6%
22 Other Resources:								
23 Transfers In:								
24 Transfer from the General Fund	360,800	360,800	360,800	360,800	360,800	360,800		0.0%
25 Transfer from the Park Improvement	-	-	-	-	-	-		
26 Total Other Resources	360,800	360,800	360,800	360,800	360,800	360,800		0.0%
27 Total Resources	1,567,605	1,489,135	1,719,700	1,647,900	1,607,300	1,607,300		-6.5%

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
28 Expenditures:								
29 Personnel Services:								
30 Municipal Utility Workers	215,441	219,554	242,700	237,900	299,300	299,300		23.3%
31 GIS	5,938	6,241	6,600	6,700	7,200	7,200		9.1%
32 Overtime	592	737	800	800	800	800		0.0%
33 Clothing/Phone Stipends	2,370	1,970	1,600	2,400	2,400	2,400		50.0%
34 Wellness	1,029	686	2,100	1,000	2,000	2,000		-4.8%
35 Payroll Taxes	3,460	3,538	4,100	4,400	6,100	6,100		48.8%
36 Retirement	47,531	62,515	71,700	67,500	90,500	90,500		26.2%
37 Insurance Benefits	93,232	94,515	113,800	99,600	113,000	113,000		-0.7%
38 Workers Compensation	38,068	18,144	4,000	4,000	4,500	4,500		12.5%
39 Total Personnel Services	407,661	407,900	447,400	424,300	525,800	525,800		17.5%
40 Materials & Services:								
41 Parks Materials & Supplies	36,305	47,529	45,000	50,000	50,000	50,000		11.1%
42 Meetings, Travel & Training	790	1,564	1,500	1,500	1,500	1,500		0.0%
43 Public Notices	248	205	400	400	400	400		0.0%
44 Contractual Services	132,982	66,160	70,000	80,000	80,000	80,000		14.3%
45 Temporary Labor	60,033	62,513	83,000	83,000	83,000	83,000		0.0%
46 Developers Tree Expenses	1,299	19,915	7,000	2,000	20,000	20,000		186%
47 Utilities	6,410	6,129	6,500	6,900	6,500	6,500		0.0%
48 Telephone	2,016	2,371	2,000	2,000	2,000	2,000		0.0%
49 Gasoline	7,908	12,010	12,000	12,000	12,000	12,000		0.0%
50 Diesel	568	323	1,200	1,200	1,200	1,200		0.0%
51 Vehicle Maintenance	1,273	3,287	3,500	5,500	5,000	5,000		42.9%
52 Equipment Maintenance	5,125	10,803	7,000	8,000	7,000	7,000		0.0%
53 Boat Ramp Maintenance	1,680	5,061	4,700	4,700	4,700	4,700		0%
54 Keizer Rotary Amphitheater	42	5,214	10,000	6,000	10,000	10,000		0%
55 Grant Program	14,492	8,103	15,000	15,000	15,000	15,000		0.0%
56 Park Rental Program Expenses	38,054	8,667	25,000	15,000	25,000	25,000		0.0%
57 Medical Testing	-	-	600	-	600	600		0.0%
58 Little League Park Maintenance	4,226	7,681	6,000	6,000	6,000	6,000		0.0%
59 Total Materials & Services	313,451	267,535	300,400	299,200	329,900	329,900		9.8%
60 Capital Outlay:								
61 Field Equipment	1,396	2,923	3,300	4,400	3,300	3,300		0.0%
62 Vehicles	-	-	-	-	-	-		
63 Equipment	12,819	28,651	18,500	29,300	12,000	12,000		-35.1%
64 Capital Improvements	393,803	244,206	670,000	424,900	450,000	450,000		-32.8%
65 Total Capital Outlay	408,018	275,780	691,800	458,600	465,300	465,300		-32.7%
66 Total Expenditures	1,129,130	951,215	1,439,600	1,182,100	1,321,000	1,321,000		-8.2%
67 Other Requirements:								
68 Contingency:								
69 Operating Contingency	-	-	100,000	-	150,000	150,000		50.0%
70 Transfers Out:								
71 Park Improvement Fund	65,000	65,000	-	-	-	-		
72 Water Fund	20,651	7,300	-	-	-	-		
73 Total Transfers Out	85,651	72,300	-	-	-	-		
74 Fund Balance:								
75 Restricted for Operations	352,824	465,620	180,100	465,800	136,300	136,300		-24.3%
76 Total Fund Balance	352,824	465,620	180,100	465,800	136,300	136,300		-24.3%
77 Total Requirements	\$ 1,567,605	\$1,489,135	\$ 1,719,700	\$ 1,647,900	\$ 1,607,300	\$ 1,607,300		-5.4%

Budget Notes:**Resources:**

- 8 The Park Services Fee is currently \$4.00 per month for single family residences and non-residential locations and \$3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available.

Expenditures:

- 24 Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as is the policy of the City. The FY23-24 budget is 3.0% of budgeted revenues. In addition the budget provides for hiring an additional municipal utility worker mid-way through the year.

Personnel Services:

- 29 The Budget provides a 3.0% wage and salary increase for all non-represented staff and 3.5% for staff represented by LIUNA Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and associated collective bargaining agreement.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 58 Little League Park Maintenance includes a portable toilet, fertilization and weed control and equipment maintenance (mowers).

Capital Outlay:

- 63 Purchase a side flail mower.
64 Construct pickleball courts and additional parking at Keizer Rapids Park.

Public Works

Park Improvement Fund

The Park Improvement Fund was established to account for Systems Development Charges (SDC's) designated for park improvements. These fees are collected from new residential development in the City. Improvements are included in the City Council adopted Parks Master Plan and expenditures follow the adopted SDC Methodology.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	\$ 853,609	\$ 977,014	\$ 1,176,500	\$ 1,229,600	\$ 1,579,900	\$ 1,579,900		34.3%
Revenues:								
Licenses & Fees:								
System Development Fees	38,714	182,169	40,000	367,000	40,000	30,000		-25.0%
Intergovernmental:								
Grants	-	-	-	-	-	-		
Miscellaneous:								
Interest	3,979	5,410	4,000	4,000	4,000	4,000		0.0%
Donations	12	12	-	3,000	-	-		
Total Miscellaneous	3,991	5,422	4,000	7,000	4,000	4,000		0.0%
Total Revenues	42,705	187,591	44,000	374,000	44,000	34,000		-22.7%
Transfers In:								
General Fund	15,700	-	-	-	-	-		
Park Services Fund	65,000	65,000	-	-	-	-		
Total Transfers In	80,700	65,000	-	-	-	-		
TOTAL RESOURCES	977,014	1,229,605	1,220,500	1,603,600	1,623,900	1,613,900		32.2%
REQUIREMENTS:								
Expenditures:								
Capital Outlay:								
Improvements	-	-	25,000	23,700	42,500	42,500		70.0%
Unanticipated Expenses	-	-	750,000	-	1,500,000	1,500,000		100.0%
Total Capital Outlay	-	-	775,000	23,700	1,542,500	1,542,500		99.0%
Transfers Out:								
General Fund	-	-	-	-	-	-		
Fund Balance:								
Restricted for Improvements	977,014	1,229,605	445,500	1,579,900	81,400	71,400		-84.0%
TOTAL REQUIREMENTS	\$ 977,014	\$ 1,229,605	\$ 1,220,500	\$ 1,603,600	\$ 1,623,900	\$ 1,613,900		32.2%

Budget Notes:

Revenues:

5 The System Development Fee projections for FY23-24 assumes 15 new single family homes during the year.

Expenditures:

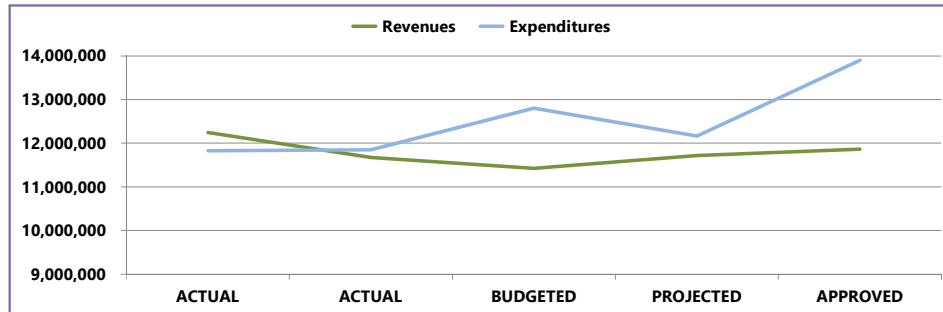
21 Pickleball Courts and additional parking at Keizer Rapids Park.

General Fund Summary

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

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

General Fund Revenues and Expenditures



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balances	\$ 2,505,196	\$ 3,381,583	\$ 3,325,300	\$ 3,614,200	\$ 3,616,200	\$ 3,616,200		8.7%
3 Revenues:								
4 Taxes & Assessments	6,107,527	6,246,837	6,335,000	6,374,500	6,542,600	6,542,600		3.3%
5 Licenses & Fees	2,960,307	3,145,160	3,013,000	3,157,500	3,189,200	3,189,200		5.8%
6 Intergovernmental	2,553,316	1,700,559	1,674,000	1,662,100	1,684,200	1,684,200		0.6%
7 Fines & Forfeitures	481,622	401,654	318,000	324,000	333,000	333,000		4.7%
8 Charges for Services	1,734	322	2,000	2,000	2,000	2,000		0.0%
9 Miscellaneous	142,324	177,094	82,800	199,100	111,500	111,500		34.7%
10 Total Revenues	12,246,830	11,671,626	11,424,800	11,719,200	11,862,500	11,862,500		3.8%
11 Other Resources:								
12 Transfers In	841,200	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
13 Total Other Resources:	841,200	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
14 TOTAL RESOURCES	15,593,226	15,850,709	15,590,100	16,173,400	16,486,700	16,486,700		5.8%
15 REQUIREMENTS:								
16 Expenditures:								
17 Administration	3,053,123	2,641,500	2,567,800	2,324,300	2,930,800	2,915,800		13.6%
18 Planning	507,685	476,622	591,300	518,900	634,100	634,100		7.2%
19 Municipal Court	221,103	193,874	230,300	215,900	232,200	232,200		0.8%
20 Police	8,049,161	8,533,661	9,409,800	9,107,300	10,120,200	10,120,200		7.5%
21 Revenue Sharing	-	-	-	-	-	-		-
22 Total Expenditures	11,831,072	11,845,657	12,799,200	12,166,400	13,917,300	13,902,300		8.6%
23 Other Requirements:								
24 Transfers Out	376,500	390,800	390,800	390,800	390,800	390,800		0.0%
25 Contingency	-	-	150,000	-	200,000	200,000		33.3%
26 Total Other Requirements	376,500	390,800	540,800	390,800	590,800	590,800		9.2%
27 Fund Balance:								
28 Committed	-	-	-	-	-	-		-
29 Unassigned	3,381,579	3,614,252	2,250,100	3,616,200	1,978,600	1,993,600		-11.4%
30 Total Fund Balance	3,381,579	3,614,252	2,250,100	3,616,200	1,978,600	1,993,600		-11.4%
31 TOTAL REQUIREMENTS	\$ 15,593,226	\$ 15,850,709	\$ 15,590,100	\$ 16,173,400	\$ 16,486,700	\$ 16,486,700		5.8%

Ending Fund Balance As a Percentage of Revenue

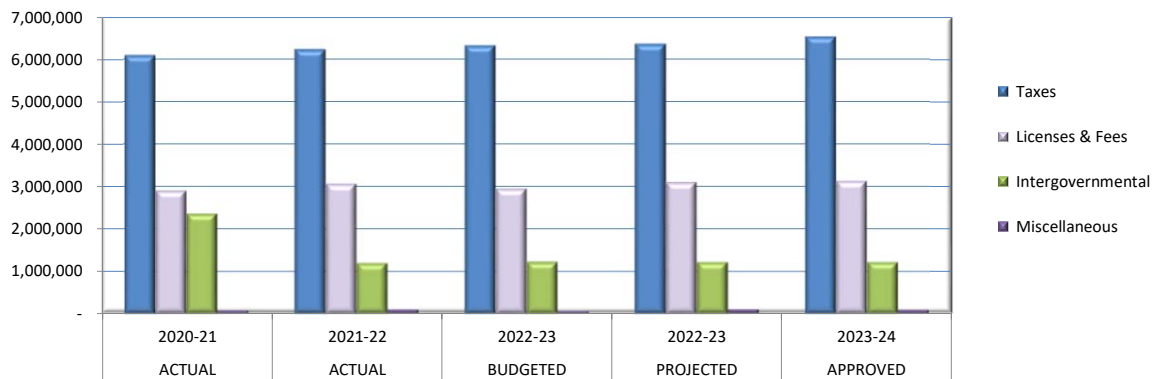
19.7%

30.9%

16.7%

16.8%

General Fund Non-Departmental Resources



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balances	\$ 2,399,526	\$ 3,283,244	\$ 3,247,100	\$ 3,516,000	\$ 3,464,000	\$ 3,464,000		6.7%
3 Taxes:								
4 Current Taxes	5,767,533	5,926,104	6,075,000	6,099,500	6,282,600	6,282,600		3.4%
5 Prior Year Taxes	97,926	147,719	100,000	145,000	130,000	130,000		30.0%
6 Sales Taxes	242,068	173,014	160,000	130,000	130,000	130,000		-18.8%
7 Total Taxes	6,107,527	6,246,837	6,335,000	6,374,500	6,542,600	6,542,600		3.3%
8 Licenses & Fees:								
9 Electric Franchise	1,138,472	1,207,920	1,150,000	1,220,000	1,220,000	1,220,000		6.1%
10 Natural Gas Franchise	340,929	386,146	340,000	400,000	400,000	400,000		17.6%
11 Telephone Franchise	30,398	28,862	30,000	28,200	28,000	28,000		-6.7%
12 Cable Television Franchise	459,227	459,324	450,000	462,900	460,000	460,000		2.2%
13 Sanitation Franchise	323,924	347,580	340,000	357,000	370,000	370,000		8.8%
14 Water Sales Assessments	175,632	182,673	187,000	178,000	185,600	185,600		-0.7%
15 Sewer License Fee	337,612	343,953	355,000	355,400	369,600	369,600		4.1%
16 Stormwater Franchise	84,986	84,451	82,000	84,000	84,000	84,000		2.4%
17 Other Franchise	4,000	4,000	4,000	4,000	4,000	4,000		0.0%
18 Liquor Licenses	2,885	2,860	3,000	3,000	3,000	3,000		0.0%
19 Lien Search Fee	14,331	20,109	15,000	15,000	15,000	15,000		0.0%
20 Total Licenses & Fees	2,912,396	3,067,878	2,956,000	3,107,500	3,139,200	3,139,200		6.2%
21 Intergovernmental:								
22 Cigarette Tax	37,080	32,077	32,400	30,000	30,000	30,000		-7.4%
23 Liquor Tax	752,804	733,332	750,000	750,000	750,000	750,000		0.0%
24 State Revenue Sharing	431,566	419,590	430,000	426,700	430,000	430,000		0.0%
25 Grants - State	1,102,736	-	-	-	-	-		
26 Grants - County	46,245	15,000	15,000	15,000	15,000	15,000		0.0%
27 Total Intergovernmental	2,370,431	1,199,999	1,227,400	1,221,700	1,225,000	1,225,000		-0.2%
28 Miscellaneous:								
29 Stadium Rent	35,092	35,509	20,000	35,000	35,000	35,000		75.0%
30 Interest	16,749	20,953	15,000	15,000	15,000	15,000		0.0%
31 Rental Property Income	-	200	100	100	100	100		0.0%
32 Cell Tower Rent	11,358	10,887	11,500	22,000	25,200	25,200		119.1%
33 Art Walk Revenue	1,700	2,900	3,200	3,200	3,200	3,200		0.0%
34 Parks SDC Admin Fee	4,302	20,241	5,000	36,000	5,000	5,000		0.0%
35 Miscellaneous Revenue	2,827	4,589	2,000	2,000	2,000	2,000		0.0%
36 Total Miscellaneous	72,028	95,279	56,800	113,300	85,500	85,500		50.5%

General Fund

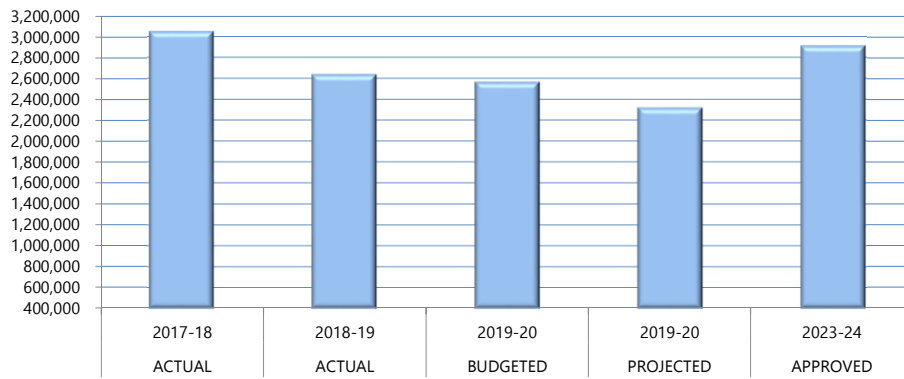
Non-Departmental Resources

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
37 Transfers In:								
38 From Police Services Fund	693,000	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
39 From Transportation Imprc	148,200	-	-	-	-	-		
40 Total Transfers In	841,200	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
41 TOTAL RESOURCES	\$ 14,703,108	\$ 14,690,737	\$ 14,662,300	\$15,173,000	\$ 15,464,300	\$15,464,300		5.5%

Budget Notes:

- 4 Property Tax Revenues are expected to increase 3% primarily from increased taxable assessed value.
- 9 PGE is proposing a 14% rate increase effective in 2024. Salem Electric is not anticipating a rate increase during FY2023-24.
- 10 NW Natural is not anticipating a rate increase during FY2023-24..
- 11 Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY2023-24 revenue projections are based on revenues bottoming out after several years of consistent declines.
- 12 Comcast franchise revenue peaked during the middle of FY2021-22 and has been slowly going back to its historical level as customers are dropping cable in favor of other streaming media sources.
- 13 Sanitation revenues were adjusted during FY2022-23, no additional changes are anticipated that would impact FY2023-24.
- 13-15 City Utility assessments and fees are expected to increase commensurate with the rate increases anticipated in FY2023-24.
- 22 The League of Oregon Cities reports that the State projects a decline in Cigarette Tax revenues and an increase in Liquor Tax revenues.
- 23

General Fund Non-Departmental Requirements



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 TOTAL REQUIREMENTS:								
2 Expenditures:								
3 Materials & Services:								
4 Public Notices	\$ 2,168	\$ 2,001	\$ 1,800	\$ 2,000	\$ 2,000	\$ 2,000		11.1%
5 Art Walk Artists' Stipends	1,700	4,400	3,200	3,200	3,200	3,200		0.0%
6 Public Art Commission	1,609	1,502	6,000	6,000	6,000	6,000		0.0%
7 Civic Center Art	-	100	500	-	500	500		0.0%
8 Points of Interest Commission	543	-	-	-	-	-		
9 Legal Services	5,963	5,781	15,000	15,000	15,000	15,000		0.0%
10 Administrative Services Charges	2,031,140	2,318,028	2,454,300	2,195,900	2,799,300	2,799,300		14.1%
11 Contractual Services	40,688	31,397	35,000	35,000	35,000	35,000		0.0%
12 Insurance	361	369	500	400	500	500		0.0%
13 Holiday Lights	807	1,347	2,000	2,100	2,000	2,000		0.0%
14 CARES Act Grant	657,169	180	-	-	-	-		
15 Community Prosperity Grant	62,489	-	-	15,000	15,000	-		
16 Off-Site Property Maintenance	6,270	29,517	8,000	8,000	8,000	8,000		0.0%
17 Neighborhood Associations	906	2,411	3,200	3,200	6,000	6,000		87.5%
18 SK Schools Tax Payment	209,000	207,205	-	-	-	-		
19 Volunteer Recognition	310	262	300	300	300	300		0.0%
20 Keizer United	2,000	2,000	2,000	2,000	2,000	2,000		0.0%
21 Keizer Heritage Center	20,000	20,000	20,000	20,000	20,000	20,000		0.0%
22 Mid-Willamette Homeless Alliance	10,000	15,000	15,000	15,000	15,000	15,000		0.0%
23 Emergency Management	-	-	1,000	1,200	1,000	1,000		0.0%
24 Total Materials & Services	3,053,123	2,641,500	2,567,800	2,324,300	2,930,800	2,915,800		13.6%
28 Total Expenditures	3,053,123	2,641,500	2,567,800	2,324,300	2,930,800	2,915,800		13.6%
29 Other Requirements:								
30 Contingencies:								
31 General Contingency	-	-	150,000	-	200,000	200,000		33.3%
32 Transfers Out:								
33 Park Improvement Fund	15,700	-	-	-	-	-		
34 Park Services Fund	360,800	360,800	360,800	360,800	360,800	360,800		0.0%
35 Transportation Improvement Fund	-	30,000	30,000	30,000	30,000	30,000		0.0%
36 Total Transfers Out	376,500	390,800	390,800	390,800	390,800	390,800		0.0%
37 TOTAL REQUIREMENTS	\$3,429,623	\$3,032,300	\$3,108,600	\$ 2,715,100	\$ 3,521,600	\$ 3,506,600		12.8%

General Fund Non-Departmental Requirements

Summary of Administrative Service Fund Charges

	ACTUAL 2015-16	ACTUAL 2016-17	BUDGETED 2017-18	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
City-Wide Administration	\$ 189,032	\$ 220,200	\$ 312,000	\$ 179,500	\$ 343,700	\$ 343,700		10.2%
City Manager	261,586	227,174	226,600	209,600	229,200	229,200		1.1%
Information Systems	399,428	409,339	485,500	449,500	499,700	499,700		2.9%
Attorney's Office	255,019	315,393	322,000	302,400	376,400	376,400		16.9%
City Recorder	191,901	209,053	224,200	221,000	260,300	260,300		16.1%
Human Resources	230,719	274,388	267,100	267,200	297,100	297,100		11.2%
Finance	216,779	231,670	266,000	267,500	278,000	278,000		4.5%
Facility Maintenance	261,984	405,836	325,100	274,900	486,500	486,500		49.6%
Public Works	24,692	24,975	25,800	24,300	28,400	28,400		10.1%
Administrative Services Charges	\$ 2,031,140	\$ 2,318,028	\$ 2,454,300	\$ 2,195,900	\$ 2,799,300	\$ 2,799,300		14.1%

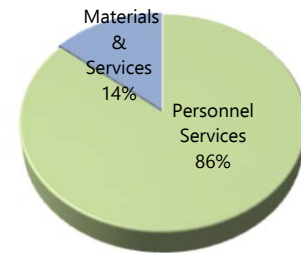
Budget Notes:

- 9 Legal Services include outside legal assistance on City matters specific to General Fund related activities (excluding Bond Counsel and Labor Attorney costs).
- 10 Administrative Service Charges increased primarily from personnel service increases associated with salary and wage, retirement and insurance
- 11 Contractual services includes recurring lien search fees, credit card processing fees and costs associated with completing an American's with Disabilities Act (ADA) compliance plan.
- 17 Payment to each neighborhood association is contingent upon the association being officially recognized by the City and provided on a reimbursement basis. The payment is to provide support for the printing and postage associated with brochures and newsletters, and for yard signs.
- 20 Payment to Keizer United is subject to approval by the City of Keizer City Council upon review of a plan for expenditures.
- 34 The City policy dictates that at least 2.5% of General Fund budgeted revenues be used in support of the City's park system. The current year transfer amount is 3.0%.
- 35 During Fiscal Year 2020-21 the General Fund borrowed \$148,200 from the Transportation Improvement Fund to provide appropriations for upgrading the Police Department's car video systems. The loan will be repaid over five years.

General Fund Planning

The Planning Department provides a variety of services that are important to the economic wellbeing and quality of life of Keizer businesses and residents. Services include managing the City development activities, community plans, building permit processes, and enforcing City codes. Long-range planning activities include policy issues regarding management of the Comprehensive Plan, State Planning requirements including Periodic Review, Transportation Planning, and development of specific plans such as Master Plans, developing code revisions and ordinance development. Current planning activities include services to the public for development

relative to zoning, land dividing, and floodplain management. Code Enforcement regulates zoning violations, solid waste, noxious weeds and unsafe housing issues. Building Permit Administration connects development with other appropriate staff within the City, and to Marion County, implementing the new statewide permit system.



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
Revenues:								
Licenses & Fees:								
Sign Permits	\$ 4,690	\$ 2,442	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000		-50.0%
Land Use Application Fees	21,054	16,679	20,000	15,000	15,000	15,000		-25.0%
Building Fees - Zoning	9,739	30,957	15,000	15,000	15,000	15,000		0.0%
Permit Administrative Fee	5,178	17,204	10,000	10,000	10,000	10,000		0.0%
Facility Fee	7,250	10,000	8,000	8,000	8,000	8,000		0.0%
Total Licenses & Fees	47,911	77,282	57,000	50,000	50,000	50,000		-12.3%
Intergovernmental:								
Planning Grants - State	99,230	1,719	-	-	-	-		
Total Intergovernmental	99,230	1,719	-	-	-	-		
Charges for Services:								
Nuisance Abatement	1,734	322	2,000	2,000	2,000	2,000		0.0%
Total Revenues	49,645	79,323	59,000	52,000	52,000	52,000		-11.9%
Expenditures:								
Personnel Services:								
Planning Director	41,513	96,630	102,200	103,200	110,000	110,000		7.6%
Code Compliance Officer	51,558	54,167	57,300	57,900	61,800	61,800		7.9%
Planning Staff	177,457	132,317	135,800	137,200	142,100	142,100		4.6%
GIS	-	-	3,500	-	3,500	3,500		0.0%
Overtime	-	-	1,000	1,000	1,000	1,000		0.0%
Cell Phone Stipend	1,638	1,638	1,700	1,700	1,700	1,700		0.0%
Wellness	1,150	1,555	2,000	2,000	2,000	2,000		0.0%
Payroll Taxes	4,201	4,402	4,700	5,300	7,000	7,000		48.9%
Retirement	65,225	83,501	87,700	87,500	112,000	112,000		27.7%
Insurance Benefits	107,281	81,405	106,300	95,100	103,600	103,600		-2.5%
Workers Compensation	1,424	6,065	1,200	1,200	1,200	1,200		0.0%
Total Personnel Services	451,447	461,680	503,400	492,100	545,900	545,900		8.4%

General Fund Planning

	ACTUAL 2020-21	ACTUAL 2021-22	APPROVED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
29 Materials & Services:								
30 Mapping Supplies & Services	-	-	300	-	300	300		0.0%
31 Uniforms	430	534	500	2,000	500	500		0.0%
32 Postage & Printing	-	-	3,000	-	3,000	3,000		0.0%
33 Meetings, Travel & Training	361	274	7,200	2,000	7,200	7,200		0.0%
34 Public Notices	2,165	979	2,500	1,000	2,500	2,500		0.0%
35 Hearings Officer	704	2,131	3,000	1,000	3,000	3,000		0.0%
36 Telephone	480	440	500	500	500	500		0.0%
37 Auto Insurance	1,093	1,202	1,600	1,400	1,900	1,900		18.8%
38 Gasoline	798	1,389	1,300	1,300	1,300	1,300		0.0%
39 Vehicle Maintenance	727	6,749	2,500	2,500	2,500	2,500		0.0%
40 Nuisance Abatement	3,565	1,005	15,000	15,000	15,000	15,000		0.0%
41 Operating Equipment	-	-	500	100	500	500		0.0%
42 Medical testing	-	239	-	-	-	-		
43 Grant/Study Expenditures	45,915	-	50,000	-	50,000	50,000		0.0%
44 Total Materials & Services	56,238	14,942	87,900	26,800	88,200	88,200		0.3%
Capital Outlay:								
Vehicles	4,075	-	-	-	-	-		
45 Total Expenditures	\$ 507,685	\$ 476,622	\$ 591,300	\$ 518,900	\$ 634,100	\$ 634,100		7.2%

Budget Notes:

Revenues:

- 5 Building Fees and Permit Administration Fees will increase due to Keizer Station Area C and Area D building activity and new subdivision
6 applications.

Expenditures:

Personnel Services:

- 16 The Budget provides a 3.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

Materials & Services:

- 32 Postage & Printing costs provide for a mass mailing should legal mandates require one in FY23-24.
- 33 Meetings, Travel & Training includes \$5,000 for a national conference and \$1,600 for memberships plus \$600 for the Code Compliance training and memberships.
- 43 This is appropriations in the event the City needs matching funds for any upcoming State sponsored studies.

General Fund

Finance - Municipal Court

The Municipal Court administers the judicial system for the City of Keizer. The Court handles traffic infractions, City code violations and limited Juvenile status violations into Court proceedings, all enforced by the Keizer Police Department. Municipal Court arraignments and hearings are held weekly in the City Hall Council Chambers. An independent contractor serves as the Municipal Court Judge. Staff provides excellent customer service by encouraging compliance with manageable payment schedules and opportunities to fulfill court orders and requirements.

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	% CHANGE
	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	PRIOR BUDGET
1 Revenues:								
2 Fines & Forfeits:								
3 Municipal Court Fines	\$ 226,364	\$ 164,130	\$ 150,000	\$ 165,000	\$ 165,000	\$ 165,000		10.0%
4 Past Due Collections	218,504	224,006	165,000	155,000	165,000	165,000		0.0%
5 Peer Court Fees	17,226	-	-	-	-	-		
6 Total Fines & Forfeits	462,094	388,136	315,000	320,000	330,000	330,000		4.8%
7 Miscellaneous:								
8 Peer Court Donations	-	-	-	-	-	-		
9 Total Miscellaneous	-	-	-	-	-	-		
10 Total Revenues	462,094	388,136	315,000	320,000	330,000	330,000		4.8%
11 Expenditures:								
12 Personnel Services:								
13 Court Clerks	58,317	55,972	57,100	57,700	59,800	59,800		4.7%
14 Overtime	569	363	1,500	500	1,500	1,500		0.0%
15 Wellness	483	312	500	400	500	500		0.0%
16 Payroll Taxes	913	871	1,000	1,000	1,400	1,400		40.0%
17 Retirement	12,257	15,294	15,600	15,900	19,600	19,600		25.6%
18 Insurance Benefits	23,262	20,905	27,400	24,900	27,200	27,200		-0.7%
19 Workers Compensation	299	148	200	200	200	200		0.0%
20 Total Personnel Services	96,100	93,865	103,300	100,600	110,200	110,200		6.7%
21 Materials & Services:								
22 Materials & Supplies	150	128	500	300	500	500		0.0%
23 Meetings, Travel & Training	-	-	1,000	500	1,000	1,000		0.0%
24 Judge's Services	16,028	15,841	19,000	18,000	19,000	19,000		0.0%
25 Other Contractual Services	10,850	11,037	11,500	11,500	11,500	11,500		0.0%
26 Peer Court	27,701	17,594	25,000	25,000	25,000	25,000		0.0%
27 Interagency Assessments	70,274	55,409	70,000	60,000	65,000	65,000		-7.1%
28 Total Materials & Services	125,003	100,009	127,000	115,300	122,000	122,000		-3.9%
29 Total Expenditures	\$ 221,103	\$ 193,874	\$ 230,300	\$ 215,900	\$ 232,200	\$ 232,200		0.8%

Budget Notes:

- 3 Municipal Court Fines are expected to be consistent with the prior year.

Expenditures:

Personnel Services:

- 12 The Budget provides a 3.0% wage and salary increase for all non-represented staff. In addition step increases for those eligible as provided for in the City Personnel Policies.

For additional information on employee benefits see the Summary of Fringe Benefits in the Supplemental Section.

General Fund

Police Operations

The mission of the Keizer Police Department is to help the community maintain order while promoting safety and freedom and building public confidence.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balances:								
1 K-9 Donations	\$ 25,931	\$ 27,061	\$ 7,000	\$ 27,000	\$ 87,000	\$ 87,000		1142.9%
2 Civil/Criminal Forfeitures	79,739	71,278	71,200	71,200	65,200	65,200		-8.4%
3 Total Beginning Balances	105,670	98,339	78,200	98,200	152,200	152,200		94.6%
Revenues:								
Intergovernmental:								
6 Special Duty Officers	415	-	3,000	-	3,000	3,000		0.0%
7 School Resource Contract	59,053	469,144	421,100	421,100	433,700	433,700		3.0%
8 Overtime Grants	20,278	21,520	15,000	16,300	15,000	15,000		0.0%
9 Police Capital Grants	3,909	8,177	7,500	3,000	7,500	7,500		0.0%
9 Total Intergovernmental	83,655	498,841	446,600	440,400	459,200	459,200		2.8%
Fines & Forfeits:								
11 Police Impound Fees	2,835	3,774	3,000	4,000	3,000	3,000		0.0%
12 Civil/Criminal Forfeitures	16,693	9,744	-	-	-	-		
13 Total Fines & Forfeits	19,528	13,518	3,000	4,000	3,000	3,000		0.0%
Miscellaneous:								
15 Police Testing Reimbursements	135	285	600	300	600	600		0.0%
16 Cadet Donations	-	110	-	100	-	-		
17 Reserve Officer Donations	-	400	300	400	300	300		0.0%
18 Police Donations - Blast Camp	-	-	-	-	-	-		
19 Police Donations	-	-	-	-	-	-		
20 K-9 Donations	1,100	9,151	100	60,000	100	100		0.0%
21 Event Overtime Reimbursements	-	-	-	-	-	-		
22 Surplus Property Proceeds	10,909	11,600	5,000	5,000	5,000	5,000		0.0%
23 Miscellaneous	58,152	60,269	20,000	20,000	20,000	20,000		0.0%
24 Total Miscellaneous	70,296	81,815	26,000	85,800	26,000	26,000		0.0%
Other Resources:								
26 From Police Services Fund	693,000	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
27 From General Fund	7,077,012	7,043,648	8,016,000	7,638,900	8,471,800	8,471,800		5.7%
28 Total Other Resources	7,770,012	7,841,148	8,856,000	8,478,900	9,479,800	9,479,800		7.0%
29 TOTAL RESOURCES	8,049,161	8,533,661	9,409,800	9,107,300	10,120,200	10,120,200		7.5%
Expenditures:								
Personnel Services:								
31 Chief of Police	151,649	181,549	158,700	160,400	166,000	166,000		4.6%
32 Lieutenants	454,717	353,234	369,600	363,700	390,300	390,300		5.6%
33 Sergeants	534,000	644,802	719,100	749,400	770,700	770,700		7.2%
34 Police Officers	2,391,420	2,477,821	2,697,900	2,744,700	2,791,500	2,791,500		3.5%
35 Administrative Support	479,762	534,529	540,100	486,200	549,300	549,300		1.7%
36 Overtime	133,746	209,298	200,200	235,000	215,000	215,000		7.4%
37 Overtime - Grant Programs	20,188	15,905	12,000	15,000	15,000	15,000		25.0%
38 Overtime - Community Events	16,202	28,381	11,000	6,000	11,000	11,000		0.0%
39 On Call Duty Pay	18,270	18,459	18,200	18,200	18,200	18,200		0.0%
40 Clothing, Cell Phone Stipends	44,225	45,725	43,300	43,300	45,300	45,300		4.6%
41 Wellness	10,345	12,554	25,100	15,000	25,100	25,100		0.0%
42 Payroll Taxes	66,126	69,444	71,900	84,600	102,400	102,400		42.4%
43 Retirement & VEBA	1,250,597	1,496,233	1,600,400	1,566,000	2,023,700	2,023,700		26.4%
44 Insurance Benefits	1,147,431	1,207,825	1,421,800	1,235,800	1,414,100	1,414,100		-0.5%
45 Workers Compensation	91,811	43,690	60,000	55,000	60,000	60,000		0.0%
46 Total Personnel Services	6,810,489	7,339,449	7,949,300	7,778,300	8,597,600	8,597,600		8.2%

General Fund

Police Operations

	ACTUAL 2020-21	ACTUAL 2021-22	APPROVED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
48 Materials & Services:								
49 Cadet Program	2,450	303	4,000	4,000	4,000	4,000		0.0%
50 Reserve Officer Program	27,602	8,932	15,000	10,000	15,000	15,000		0.0%
51 K-9 Donation Expense	-	19,890	5,800	-	5,800	5,800		0.0%
52 Clothing & Duty Gear	25,168	26,620	35,000	30,000	35,000	35,000		0.0%
53 Civil/Criminal Forfeiture Expense	10,511	22,079	5,000	6,000	5,000	5,000		0.0%
54 K-9 Program	3,421	7,943	6,000	6,000	6,000	6,000		0.0%
55 Association Memberships	1,995	1,700	4,500	4,500	4,500	4,500		0.0%
56 Meetings, Travel & Training	20,197	39,765	45,000	35,000	45,000	45,000		0.0%
57 Tuition Reimbursement	1,067	736	2,000	-	-	-		-100.0%
58 Public Notices	440	116	500	200	500	500		0.0%
59 Labor Attorney	7,801	1,380	25,000	35,000	25,000	25,000		0.0%
60 Contractual Services	4,152	9,883	18,000	18,000	18,000	18,000		0.0%
61 Telephone/Internet Service	22,700	23,834	25,000	22,000	25,000	25,000		0.0%
62 Auto Insurance	32,807	24,292	32,600	26,000	37,800	37,800		16.0%
63 Office Equipment Rental	975	731	1,400	1,400	1,400	1,400		0.0%
64 Gasoline	53,768	79,382	100,000	100,000	95,000	95,000		-5.0%
65 Vehicle Maintenance	43,531	60,428	45,000	45,000	45,000	45,000		0.0%
66 Equipment Maintenance	948	1,452	2,000	-	2,000	2,000		0.0%
67 Community Services	2,029	-	5,500	3,000	5,500	5,500		0.0%
68 Operating Materials	15,842	15,976	16,000	16,000	16,000	16,000		0.0%
69 Ammo & Weapons	15,800	16,264	17,000	17,000	17,000	17,000		0.0%
70 Durable Goods	9,096	17,017	10,000	10,000	10,000	10,000		0.0%
71 Willamette Valley Comm Center	496,954	495,585	577,500	534,000	578,300	578,300		0.1%
72 Salem Radio Bandwidth	34,997	32,774	45,000	45,000	48,600	48,600		8.0%
73 RAIN	6,295	6,196	9,000	6,200	9,000	9,000		0.0%
74 Report Management Systems	44,570	46,800	49,200	49,200	51,600	51,600		4.9%
75 Investigations	13,150	9,139	12,000	12,000	12,000	12,000		0.0%
76 Blast Camp	-	-	3,500	3,500	3,500	3,500		0.0%
77 Hiring Expense	3,469	7,461	5,000	5,000	5,000	5,000		0.0%
78 Miscellaneous Expense	-	4,204	-	1,000	-	-		
79 Total Materials & Services	901,735	980,882	1,121,500	1,045,000	1,126,500	1,126,500		0.4%
80 Capital Outlay:								
81 Radios	13,949	-	-	-	-	-		
82 Police Protective Vests	12,582	8,016	14,000	14,000	14,000	14,000		0.0%
83 Police Auto Video Cameras	148,354	-	-	-	-	-		
84 Police Vehicle Purchases	162,052	205,314	325,000	270,000	382,100	382,100		17.6%
85 Total Capital Outlay	336,937	213,330	339,000	284,000	396,100	396,100		16.8%
86 Total Expenditures	\$ 8,049,161	\$ 8,533,661	\$ 9,409,800	\$ 9,107,300	\$ 10,120,200	\$ 10,120,200		7.5%

Budget Notes:

Personnel Services:

- 31 The budget provides a 3.0% wage and salary increase for all non-represented and represented staff. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies. The City is currently in negotiations with the Keizer Police Association as the applicable labor agreement expires June 30, 2023 therefore actual wage ranges for fiscal year 2023-24 are not known.
- 37 Overtime costs are based upon after-hours investigations and court appearances. Training rarely incurs overtime. Overtime costs are about 6% of sworn staff wages.

Materials & Services:

- 56 One time increase of \$10,000 to send a lieutenant to PERF.
- 59 \$5,000 added as the City is bargaining with the union.
- 60 \$8,000 added for vehicle washes due to new restrictions per City Ordinance 2022-842.
- 62 Auto insurance premiums will increase up to 16%. The increase is the result of higher repair/replacement costs for vehicles in the event there is a claim.
- 64 Gasoline is based on historical average of 24,300 gallons at \$4.00 per gallon = \$103,275.
- 71 The Willamette Valley Communication Center (WVCC) costs are presented net of the State 911 tax received directly by WVCC on behalf of the City. During Fiscal Year 2020-21 and 2021-22 the City was credited with \$150,000 in State 911 tax, respectively.
- 72 The City of Salem has indicated that the radio bandwidth rental will be \$37.27 per unit with the City having approximately 96 units.

Police Services Fund

The Police Services Fee is to provide resources to hire and equip five additional police officers. The fee covers employee costs such as wages, health insurance, retirement and taxes in addition to uniforms, service equipment and vehicles. Fees received are initially credited to this fund and as approved through the budget process transferred to the General Fund.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 299,925	\$ 289,739	\$ 244,700	\$ 245,400	\$ 325,500	\$ 325,500		33.0%
3 Revenues:								
4 Licenses & Fees								
5 Police Services Fee	682,814	753,118	920,100	920,100	1,058,000	1,058,000		15.0%
6 TOTAL RESOURCES	982,739	1,042,857	1,164,800	1,165,500	1,383,500	1,383,500		18.8%
7 REQUIREMENTS:								
8 Expenditures:								
9 Transfers Out:								
10 General Fund	693,000	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
11 Total Expenditures	693,000	797,500	840,000	840,000	1,008,000	1,008,000		20.0%
12 Other Requirements:								
13 Contingency	-	-	324,800	-	375,500	375,500		15.6%
14 Fund Balance:								
15 Restricted	289,739	245,357	-	325,500	-	-		
16 TOTAL REQUIREMENTS	\$ 982,739	\$ 1,042,857	\$ 1,164,800	\$ 1,165,500	\$ 1,383,500	\$ 1,383,500		18.8%

- 5 The Police Services Fee is currently \$6.00 per month for single family residences and non-residential locations and \$5.17 per unit per month for multi-family dwellings. In addition age related and low income discounts are available. The Fiscal Year 2023-24 provides for a 15% increase effective January 1, 2024.
- 10 The salary, wages and benefits for an average officer is approximately \$165,000. In addition the costs to equip a police officer with vehicle, computer and other personal protective gear is approximately \$25,000 per year.

American Rescue Plan Act (ARPA)

In August 2021 the City of Keizer entered into an agreement with the U.S. Department of the Treasury to receive approximately \$8.8 million in ARPA funds. The funds are part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program enacted in March 2021. The funds must be committed for expenditure by December 31, 2024 and be spent by December 31, 2026.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ -	\$ 4,460,400	\$ 4,820,000	\$ 6,939,200	\$ 6,939,200		44%
3 Revenues:								
4 Intergovernmental:								
5 Grants - Federal	-	4,410,425	4,410,400	4,410,400	-	-	-	-100%
6 Grants - State	-	850,000	-	-	-	-	-	
7 Grants - County	-	-	-	-	2,000,000	2,000,000		
8 Total Intergovernmental	-	5,260,425	4,410,400	4,410,400	2,000,000	2,000,000		-55%
9 TOTAL RESOURCES	-	5,260,425	8,870,800	9,230,400	8,939,200	8,939,200		-3%
10 REQUIREMENTS:								
11 Expenditures:								
12 Personnel Services:								
13 Salary & Wages	-	-	700,000	100,000	400,000	400,000		300%
14 Accrued Leave Payout	-	-	395,000	120,000	-	-		-100%
15 Total Personnel Services	-	-	1,095,000	220,000	400,000	400,000		82%
16 Materials & Services:								
17 Office Materials & Services	-	1,252	25,000	5,000	-	-		-100%
18 Contractual Services	-	7,291	-	7,500	-	-		-100%
19 CASA of Marion County	-	150,000	-	-	-	-		
20 Strategic Planning	-	-	300,000	50,000	650,000	650,000		1200%
21 Employee Development and Training	-	-	125,000	60,000	100,000	67,500		13%
22 Master Plan Updates and Studies	-	-	100,000	-	-	-		
23 Computer Software	-	-	75,000	78,000	100,000	100,000		28%
24 Cherriots K-12 Free Fare	-	-	30,000	30,000	-	-		-100%
25 Keizer Community Dinner	-	-	-	7,500	-	-		-100%
26 Keizer Community Foundation - Keizer Klosets	-	-	14,700	14,700	-	-		-100%
27 Keizer Community Library	-	-	-	75,000	-	-		-100%
28 Keizer Heritage Foundation	-	-	25,000	55,000	-	32,500		-41%
29 Total Materials & Services	-	158,543	694,700	382,700	850,000	850,000		122%
30 Capital Outlay:								
31 Keizer Public Art Committee	-	-	15,000	15,000	-	-		-100%
32 Computer Equipment	-	140,108	200,000	150,000	300,000	300,000		100%
33 Vehicles - Code Enforcement	-	-	-	51,900	-	-		-100%
34 Police Equipment	-	71,305	70,000	70,000	-	-		-100%
35 Police Infrastructure Improvements	-	-	311,000	25,000	300,000	300,000		1100%
36 City Owned Property Improvements	-	-	700,000	50,000	650,000	650,000		1200%
37 Turf Field	-	-	-	75,000	5,461,300	5,461,300		7182%
38 Reitz Well	-	-	400,000	400,000	-	-		-100%
39 Meadows Pumphouse	-	22,011	700,000	200,000	977,900	977,900		389%
40 Street Resurfacing	-	48,434	700,000	651,600	-	-		-100%
41 Total Capital Outlay	-	281,858	3,096,000	1,688,500	7,689,200	7,689,200		355%
42 Total Expenditures	-	440,401	4,885,700	2,291,200	8,939,200	8,939,200		290%
43 Other Requirements:								
44 Contingency:								
45 General Contingency	-	-	3,985,100	-	-	-		
46 Fund Balance:								
47 Restricted	-	4,820,024	-	6,939,200	-	-		-100%
48 TOTAL REQUIREMENTS	\$ -	\$ 5,260,425	\$ 8,870,800	\$ 9,230,400	\$ 8,939,200	\$ 8,939,200		-3%

Budget Notes:

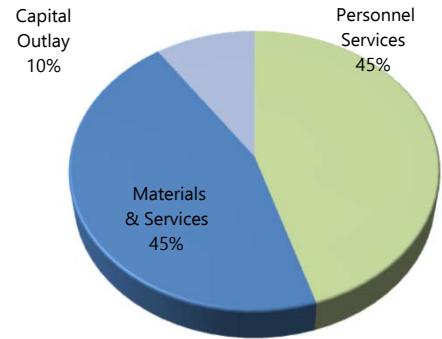
Expenditures:

- 13 To support the recruitment and backfill of critical positions.
- 20 Completion of the city-wide strategic planning process.
- 23 To provide for the implimentation costs of human resource information software.
- 32 Includes costs associated with the city-wide camera project and ongoing cybersecurity improvements.
- 35 Amount provides for adding an onsite police evidence and vehicle storage building.
- 36 Costs associated with adding on to the community center.
- 37 Provides for adding two turf fields at Keizer Rapids Park
- 39 Completion of the Meadows pumphouse filter system.

Community Center Fund

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 its citizens and the community. Rental fees help cover the operation and management of the center. During the week, the Center is busy with business meetings, trainings, seminars, and association meetings. On the weekends, social events such as weddings, birthdays, and fundraising events occur in the Center. The Keizer Rotary Club holds their weekly luncheons, the Keizer Community Library holds books sales, and the American Red Cross uses the facility for blood drives.

Beginning in March 2020, the operation was significantly reduced and eventually the Community Center was closed due to the Covid-19 pandemic. The Community Center staffing was reduced during this time. We hope the coming year will allow the Center to continue to pursue our vision of making the Community Center self-sustaining.



	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 325,151	\$ 259,192	\$ 196,400	\$ 383,000	\$ 390,700	\$ 390,700		98.9%
3 Revenues:								
4 Taxes & Assessments:								
5 Hotel/Motel Tax	161,826	297,092	200,000	250,000	250,000	250,000		25.0%
6 Charges for Services:								
7 Rental Fees	(16,578)	67,766	150,000	150,000	150,000	150,000		0.0%
Intergovernmental:								
Grants	1,807	-	-	-	-	-		
8 Miscellaneous:								
9 Interest	1,111	1,400	1,000	1,000	1,000	1,000		0.0%
10 Total Miscellaneous	1,111	1,400	1,000	1,000	1,000	1,000		0.0%
11 Total Revenues	148,166	366,258	351,000	401,000	401,000	401,000		14.2%
12 TOTAL RESOURCES	\$ 473,317	\$ 625,450	\$ 547,400	\$ 784,000	\$ 791,700	\$ 791,700		44.6%
13 REQUIREMENTS:								
14 Expenditures:								
15 Personnel Services:								
16 Event Center Support	21,731	35,767	91,500	79,000	97,100	97,100		6.1%
17 Temporary Help	306	8,479	30,000	20,000	30,000	30,000		0.0%
18 Overtime Costs	-	-	1,000	2,000	2,000	2,000		100.0%
19 Cell Phone Stipend	300	600	900	1,300	1,800	1,800		100.0%
20 Wellness	141	125	1,400	600	1,000	1,000		-28.6%
21 Payroll Taxes	363	1,227	3,000	2,500	4,700	4,700		56.7%
22 Retirement	4,035	10,379	33,500	30,000	41,800	41,800		24.8%
23 Insurance	20,109	18,160	46,500	43,600	54,300	54,300		16.8%
24 Unemployment	672	-	-	-	-	-		
25 Workers Compensation	1,014	715	1,200	1,200	1,200	1,200		0.0%
26 Total Personnel Services	48,671	75,452	209,000	180,200	233,900	233,900		11.9%

Community Center Fund

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	% CHANGE
	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	PRIOR BUDGET
27 Materials & Services:								
28 Materials & Supplies	-	92	800	1,000	1,000	1,000		25.0%
29 Association Memberships	-	-	500	500	500	500		0.0%
30 Meetings, Travel & Training	-	(2,160)	500	500	500	500		0.0%
31 Legal Notices	-	-	100	-	100	100		0.0%
32 Chamber of Commerce	31,049	30,475	31,100	31,100	31,100	40,000		28.6%
33 Administrative Services Fund	119,537	95,311	106,900	95,200	152,300	152,300		42.5%
34 Contractual Services	399	16,861	25,000	25,000	25,000	25,000		0.0%
35 Marketing Costs	277	4,607	4,000	2,000	4,000	4,000		0.0%
36 Janitorial Services	4,925	7,282	5,500	5,500	5,500	5,500		0.0%
37 Utilities	2,503	3,523	5,600	5,600	5,600	5,600		0.0%
38 Equipment Maintenance & Repair	4,427	7,664	2,500	15,000	2,500	2,500		0.0%
39 Janitorial Supplies	127	2,682	6,500	6,500	6,500	6,500		0.0%
40 Medical Testing	-	-	200	200	200	200		0.0%
41 Miscellaneous	341	-	-	-	-	-		
42 Total Materials & Services	163,585	166,337	189,200	188,100	234,800	243,700		28.8%
43 Capital Outlay:								
44 Furnishings & Fixtures	1,869	598	50,000	25,000	50,000	50,000		0.0%
45 Total Expenditures	214,125	242,387	448,200	393,300	518,700	527,600		17.7%
46 Other Requirements:								
47 Contingency	-	-	20,000	-	20,000	214,000		970.0%
48 Fund Balance:								
49 Assigned	259,192	383,063	79,200	390,700	253,000	50,100		-36.7%
50 TOTAL REQUIREMENTS	\$ 473,317	\$ 625,450	\$ 547,400	\$ 784,000	\$ 791,700	\$ 791,700		44.6%

Summary of Administrative Service Fund Charges

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	% CHANGE
	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	PRIOR BUDGET
City-Wide Administration	\$ 6,244	\$ 7,515	\$ 14,100	\$ 8,100	\$ 11,300	\$ 11,300		-19.9%
City Manager	12,942	11,128	10,900	10,100	5,200	5,200		-52.3%
Information Systems	12,234	12,527	17,800	16,500	18,300	18,300		2.8%
Attorney's Office	15,656	18,898	15,800	14,800	5,400	5,400		-65.8%
City Recorder	16,649	17,502	18,300	18,000	5,800	5,800		-68.3%
Human Resources	7,604	9,444	12,100	12,100	9,800	9,800		-19.0%
Finance	39,503	4,399	3,200	3,200	80,500	80,500		2415.6%
Facility Maintenance	8,705	13,898	14,700	12,400	16,000	16,000		8.8%
Administrative Services Charges	\$ 119,537	\$ 95,311	\$ 106,900	\$ 95,200	\$ 152,300	\$ 152,300		42.5%

Budget Notes:

- 7 Rental fees are expected to remain consistent with the previous year.
- 32 Payment to the Chamber of Commerce is subject to approval by the City of Keizer City Council upon review of a plan for expenditures.
- 34 Contractual Services are primarily for event security and this cost is reimbursed through rental fees.
- 44 Furnishings and fixtures is to provide for replacement tables/chairs, screens, and projectors.

Public Education Government Fund

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

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 325,533	\$ 320,186	\$ 269,900	\$ 316,400	\$ 225,500	\$ 225,500		-16.5%
3 Revenues:								
4 Licenses & Fees								
5 PEG Fees - New Contract	\$ -	\$ 13,738	\$ 68,400	\$ 54,000	\$ 54,000	\$ 54,000		-21.1%
6 PEG Fees - Old Contract	137,767	96,622	-	-	-	-		
7 Total Licenses & Fees	137,767	110,360	68,400	54,000	54,000	54,000		
8 Miscellaneous:								
9 Interest Earnings/Miscellaneous	1,601	1,522	1,500	500	500	500		-66.7%
10 TOTAL RESOURCES	464,901	432,068	339,800	370,900	280,000	280,000		-17.6%
11 REQUIREMENTS:								
12 Expenditures:								
13 Materials & Services:								
14 Public Notices	-	-	500	100	500	500		0.0%
15 Administrative Costs	4,332	5,398	5,700	5,300	5,900	5,900		3.5%
16 Production and Broadcasting	111,689	97,692	114,000	100,000	114,000	114,000		0.0%
17 Total Materials & Services	116,021	103,090	120,200	105,400	120,400	120,400		0.2%
18 Capital Outlay:								
19 Television Equipment	28,694	12,545	50,000	40,000	50,000	50,000		0.0%
20 Total Expenditures	144,715	115,635	170,200	145,400	170,400	170,400		0.1%
21 Other Requirements:								
22 Contingency	-	-	100,000	-	50,000	50,000		-50.0%
23 Restricted for Equipment	-	1,193	-	15,200	19,200	19,200		
24 Restricted for Operations	320,186	315,240	69,600	210,300	40,400	40,400		-42.0%
25 Total Other Requirements	320,186	316,433	169,600	225,500	109,600	109,600		-35.4%
26 TOTAL REQUIREMENTS	\$464,901	\$ 432,068	\$339,800	\$ 370,900	\$ 280,000	\$280,000		-17.6%

Budget Notes:

Revenues:

- 6 PEG Fees are franchise fees assessed on Comcast cable television bills. The City has entered into a new agreement with Comcast that as the result of legislative changes will limit PEG revenues to only be used for television related equipment.

Expenditures:

- 15 The Administrative Fee pays PEGs share of the City's network costs and general administration.
- 16 Costs include broadcasting and language interpretation services associated with City Council meetings and select committee meetings. Currently the Parks Board, Planning Commission, Traffic Safety Bikeways and Budget Committees are being broadcast.
- 19 Capital Outlay expenditures are for ongoing video and television upgrades.
- 22 Contingency is sufficient to cover a major equipment failure.

Keizer Youth Peer Court

The Keizer Youth Peer Court Fund is used to account for donations made in memory of Cari Emery Coleman. The funds are to be used for the purpose of supporting Keizer Youth Peer Court.

	ACTUAL	ACTUAL	BUDGETED	PROJECTED	PROPOSED	APPROVED	ADOPTED	% CHANGE
	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ -	\$ 11,514	\$ 11,800	\$ 11,800	\$ 11,900	\$ 11,900		1%
3 Revenues:								
4 Miscellaneous:								
5 Peer Court Endowment Donations	11,500	200	-	-	-	-		
Interest Earnings/Miscellaneous	14	58	100	100	100	100		
6 TOTAL RESOURCES	11,514	11,772	11,900	11,900	12,000	12,000		1%
14 Other Requirements:								
15 Restricted	11,514	11,772	11,900	11,900	12,000	12,000		1%
16 TOTAL REQUIREMENTS	\$11,514	\$11,772	\$ 11,900	\$ 11,900	\$ 12,000	\$ 12,000		1%

Housing Rehabilitation Fund

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

Over the next several years loans were repaid and sufficient cash became available to reestablished the program benefiting low/moderate income households within the Keizer community. This program was combined with the Energy Efficiency Revolving Loan Fund to more effectively serve qualified participants.

This program, combined with the Energy Efficiency Revolving Loan Fund, provided loans to qualified home owners who were able to replace roofs, heating systems, windows, doors and make other improvements. There are 19 loans outstanding totaling \$205,648 as of July 1, 2023.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 89,547	\$ 108,040	\$124,400	\$124,400	\$ 154,400	\$ 154,400		24.1%
3 Revenues:								
4 Miscellaneous:								
5 Loan Proceeds	18,594	16,403	30,000	30,000	30,000	30,000		0.0%
6 Total Miscellaneous	18,594	16,403	30,000	30,000	30,000	30,000		0.0%
7 TOTAL RESOURCES	108,141	124,443	154,400	154,400	184,400	184,400		19.4%
8 REQUIREMENTS:								
9 Expenditures:								
10 Materials & Services:								
11 Housing Rehabilitation Services	101	-	154,400	-	184,400	184,400		19.4%
12 Total Materials & Services	101	-	154,400	-	184,400	184,400		19.4%
13 Other Requirements:								
14 Restricted	108,040	124,443	-	154,400	-	-		
15 TOTAL REQUIREMENTS	\$108,141	\$ 124,443	\$154,400	\$154,400	\$ 184,400	\$184,400		19.4%

Budget Notes:

- 5 The program typically receives 1-2 repayments each year.
- 7 The City Council adopted policies for the housing services program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.
- 11 Funds have been appropriated to loan should the City wish to continue the program in FY23-24 provided loan repayments come available.

Energy Efficiency Revolving Loan Fund

Revenues for the Energy Efficiency Fund were from the Recovery Act – Energy Efficiency and Conservation Block Grant. Uses for these funds are restricted for energy efficiency improvements within the community. The City elected to develop a revolving loan fund to complement its Housing Rehabilitation loan program. The Energy Efficiency loans will be restricted to permanent enhancements that improve energy efficiency within the residential home of low/moderate income households.

City staff will manage the program by accepting and approving qualified applications. City staff coordinates funds from the Housing Rehabilitation program to enhance the reach of this new program. Staff educates the public of these opportunities through the City's website, Keizer 23 channel, local newsletters, the City of Keizer Facebook page and other media. This funding, combined with the Housing Services funds provided loans to home owners who were able to make energy efficiency improvements to their homes. There are 12 loans outstanding totaling \$71,369 as of July 1, 2023.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 14,988	\$ 18,298	\$ 21,900	\$ 21,900	\$ 36,900	\$ 36,900		68.5%
3 Revenues:								
4 Miscellaneous:								
5 Loan Proceeds	3,310	3,597	15,000	15,000	15,000	15,000		0.0%
6 Total Miscellaneous	3,310	3,597	15,000	15,000	15,000	15,000		0.0%
7 TOTAL RESOURCES	18,298	21,895	36,900	36,900	51,900	51,900		40.7%
8 REQUIREMENTS:								
9 Expenditures:								
10 Materials & Services:								
11 Energy Efficiency Loans	-	-	36,900	-	51,900	51,900		40.7%
12 Total Materials & Services	-	-	36,900	-	51,900	51,900		40.7%
13 Fund Balance:								
14 Restricted	18,298	21,895	-	36,900	-	-		
15 TOTAL REQUIREMENTS	\$ 18,298	\$ 21,895	\$ 36,900	\$ 36,900	\$ 51,900	\$ 51,900		40.7%

Budget Notes:

- 5 The program typically receives 1-2 repayments each year.
- 7 The City Council adopted policies for the Energy Efficiency Program in May 2012. The Council passed a motion to review these policies when at least 50% of the funds have been repaid and are available to lend.
- 11 Funds have been appropriated to loan should the City wish to continue the program in FY23-24 provided loan repayments come available.

Keizer Station LID Fund

The Keizer Station Local Improvement Fund accounts for the improvements to the Keizer Station Development Project. The cost of the improvements has been assessed to those property owners who directly benefit from the project. The assessments received are used to pay off the long-term debt scheduled for maturity on June 1, 2031.

Currently, twenty-five commercial property owners owe assessments on the Keizer Station property development and all properties are current on assessment payments.

	ACTUAL 2020-21	ACTUAL 2021-22	BUDGETED 2022-23	PROJECTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24	% CHANGE PRIOR BUDGET
1 RESOURCES:								
2 Beginning Balance:	\$ 2,735,390	\$ 2,683,234	\$ 2,692,000	\$ 2,697,500	\$ 2,696,200	\$ 2,696,200		0.2%
3 Revenues:								
4 Taxes & Assessments:								
5 Assessments	973,345	1,030,231	1,090,400	1,090,400	1,154,000	1,154,000		5.8%
6 Total Taxes & Assessments	973,345	1,030,231	1,090,400	1,090,400	1,154,000	1,154,000		5.8%
7 Miscellaneous:								
8 Interest	14,058	15,325	10,000	15,000	15,000	15,000		50.0%
9 Assessment Interest	626,501	569,615	509,400	509,400	445,600	445,600		-12.5%
10 Total Miscellaneous	640,559	584,940	519,400	524,400	460,600	460,600		-11.3%
11 TOTAL RESOURCES	4,349,294	4,298,405	4,301,800	4,312,300	4,310,800	4,310,800		0.2%
12 REQUIREMENTS:								
13 Expenditures:								
14 Debt Service:								
15 Principal	1,060,000	1,050,000	1,120,000	1,120,000	1,180,000	1,180,000		5.4%
16 Interest	606,060	550,940	496,100	496,100	436,300	436,300		-12.1%
17 Total Debt Service	1,666,060	1,600,940	1,616,100	1,616,100	1,616,300	1,616,300		0.0%
18 Total Expenditures	1,666,060	1,600,940	1,616,100	1,616,100	1,616,300	1,616,300		0.0%
19 Fund Balance:								
20 Restricted Debt Reserve	2,683,234	2,697,465	2,685,700	2,696,200	2,694,500	2,694,500		0.3%
21 TOTAL REQUIREMENTS	\$ 4,349,294	\$ 4,298,405	\$ 4,301,800	\$ 4,312,300	\$ 4,310,800	\$ 4,310,800		0.2%

Budget Notes:

Debt Service:


- 14 The City's debt obligation provides for annual interest payments on its outstanding debt each year through 2031 and one principal payment (\$8,695,000 currently) due June 1, 2031. The original issue date was May 21, 2008. Semi-annual interest payments of \$226,070 are due on 6/1 and 12/1 each year. The City may pay down the principal if assessment proceeds are available. The principal payment budgeted in FY23-24 assumes the City will receive the total amount of assessment payments due from each property owner.
- 20 Bond covenants require the City to retain at least \$2,681,000 in reserves.

Debt Service Schedule				
Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2023	8,695,000	-	226,070	226,070
6/1/2024	8,695,000	-	226,070	226,070
12/1/2024	8,695,000	-	226,070	226,070
6/1/2025	8,695,000	-	226,070	226,070
12/1/2025	8,695,000	-	226,070	226,070
6/1/2026	8,695,000	-	226,070	226,070
12/1/2026	8,695,000	-	226,070	226,070
6/1/2027	8,695,000	-	226,070	226,070
12/1/2027	8,695,000	-	226,070	226,070
6/1/2028	8,695,000	-	226,070	226,070
12/1/2028 through 6/1/31	8,695,000	8,695,000	1,356,420	1,356,420
		<u>\$8,695,000</u>	<u>\$3,617,120</u>	<u>\$12,312,120</u>



Long Range Planning


Introduction.....	
General Fund	
Civic Center Sinking Fund	
Stormwater & Water Fund	



1

Long Range Planning Task Force

Fiscal Year 2022-23



2

Agenda

- ▶ Overview
- ▶ General Operating Fund
 - Park Service Fee
 - Police Services Fee
- ▶ Water System
- ▶ Stormwater System
- ▶ Questions



3

Overview

- ▶ Mid-year financial update
- ▶ Forecast into the future
- ▶ Warmup for the upcoming budget process



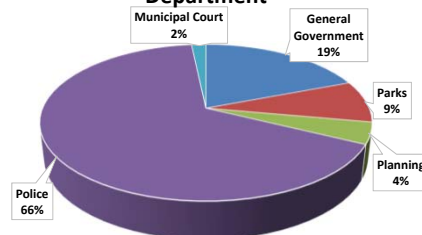
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General Operating Fund - Overview

▶ The General Operating Fund is the chief operating fund of the City and accounts for all financial resources and expenditures except those required to be accounted for in another fund. The General Operating Fund provides for:

- ▶ Police Department,
- ▶ Municipal Court,
- ▶ Planning,
- ▶ Parks Operation, and
- ▶ General Government

General Operating Fund Expenditures by Department





5

General Operating Fund - Population

► Over the last 10 years the City has grown on average 0.75% per year. The limited population growth has a direct impact on property taxes, franchise fees and the City's per capita allocation of intergovernmental revenues.

July 1,	Population		
	Total	Increase	% Increase
2013	36,735	20	0.1%
2014	36,795	60	0.2%
2015	36,985	190	0.5%
2016	37,505	520	1.4%
2017	38,345	840	2.2%
2018	38,505	160	0.4%
2019	38,580	75	0.2%
2020	38,585	5	0.0%
2021	39,458	873	2.3%
2022	39,561	103	0.3%

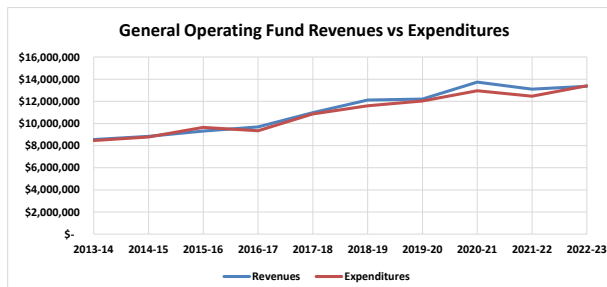


6

General Operating Fund

► The General Operating Fund is the City's most constrained fund in relation to the level of services provided and highly dependent on ongoing City growth.

► The City experienced a spike in revenues during 2020-21 as the result of receiving \$1.1 million in CARES Act revenue in response to the COVID-19 pandemic.





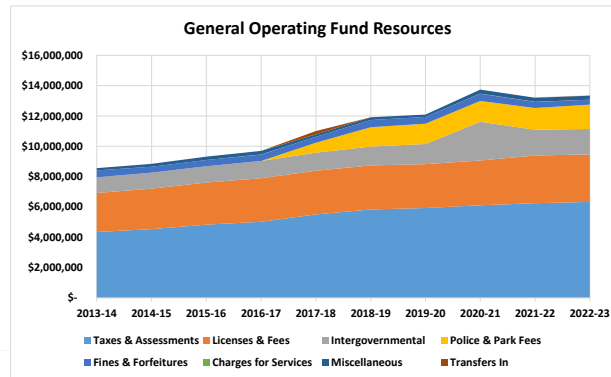
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General Operating Fund - Resources

► The primary sources of revenue are:

- Taxes and assessments
- Licenses and fees,
- Intergovernmental, and
- Police and Park fees

► The City has been intentionally trying to diversify revenues so that it is not dependent on any one source.



8

General Operating Fund – Property Taxes

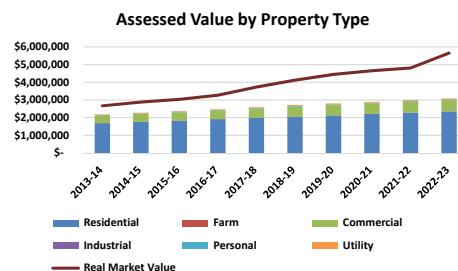
► Property taxes are assessed using a levy rate on each \$1,000 of assessed valuation.

► They are classified into three types:

- permanent rate levy for general purpose operations,
- local option serial levies for specific purposes approved by voters, and
- bonded debt principal and interest.

► The City's permanent rate levy is a function of its permanent tax rate (\$2.0838) applied to its assessed value (per \$1,000).

► The City has no local option serial levies or bonded debt levies





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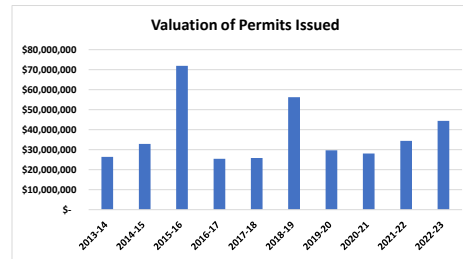
General Operating Fund – Property Taxes

► The long-range plan projects the tax base levy by estimating the new assessed value and applying it to the City's applicable tax rate.

► The estimation of the assessed value starts with the previous year's assessed value and adds three factors:

- a growth factor (maximum allowed by law is 3%),
- an allowance for new construction, and
- an allowance for annexed property.

► Given the limited availability of buildable land it is expected that the increase in assessed value will be approximately 3%, the maximum allowed by law.



10

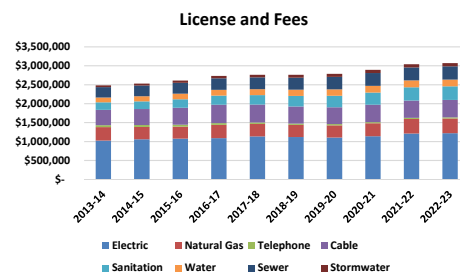
General Operating Fund – License and Fees

► These fees are collected based upon rates applied to the gross operating revenues generated within the City. Franchise fee rates have been set at:

- 5% for natural gas, electricity, garbage, cable and broadband, water, sewer and stormwater, and
- 7% for telephone.

► Overall franchise fees are growing approximately 1% per year primarily as the result of rate increases associated with water, sewer and sanitation services.

► Electricity and natural gas fluctuate based on the weather. Telephone and cable continue to decrease as customers continue to "cut the cord."

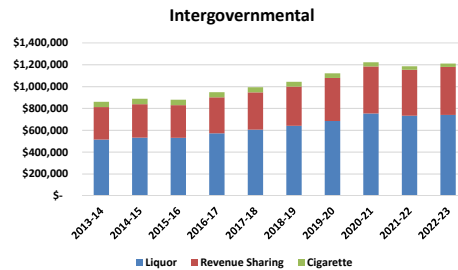




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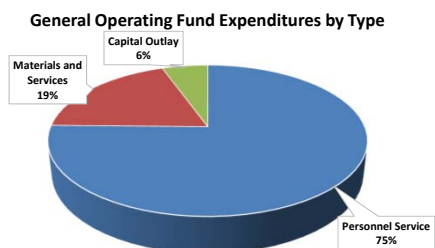
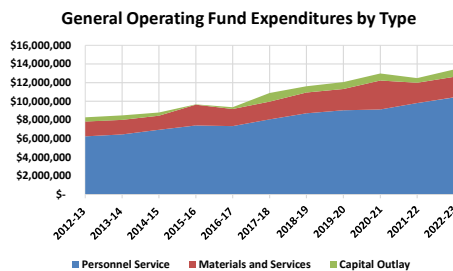
General Operating Fund - Intergovernmental

- ▶ Intergovernmental revenues include federal, state, and local grant revenues and state-shared revenues received from the State of Oregon.
- ▶ The State of Oregon collects gas, cigarette, and liquor taxes and shares these taxes with its political subdivision based upon a per capita distribution.
- ▶ To the extent that the City's population growth is lower than the rest of the state the City's proportion share of intergovernmental revenues will be less.



12

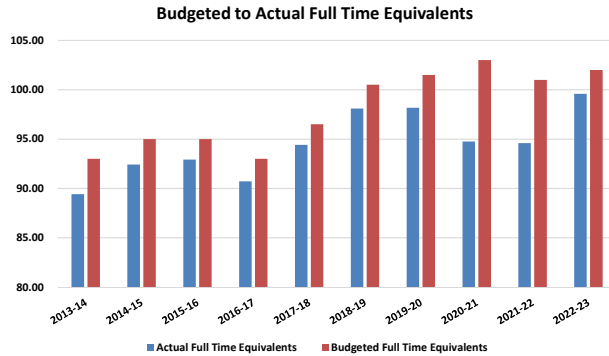
General Operating Fund - Expenditures





13

General Operating Fund - Staffing



Years of Service	# Employees	% of Total Employees
0-5	36	36%
5-10	18	18%
10-15	10	10%
15-20	16	16%
20-25	12	12%
25-30	6	6%
30+	3	3%
101		100%

2022-23 Average Years of Service 10.92

Years of Service	# Employees	% of Total Employees
0-5	31	33%
5-10	13	14%
10-15	13	14%
15-20	13	14%
20-25	15	16%
25-30	7	7%
30+	3	3%
95		100%

2021-22 Average Years of Service 12.00



14

General Operating Fund - Staffing

Positions Directly and Indirectly Supported by the General Operating Fund

Department	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Direct										
Police	45.00	45.17	44.42	43.46	45.33	47.67	47.33	46.83	47.00	48.75
Planning	3.84	3.84	3.84	3.42	3.84	3.84	3.76	2.84	2.84	2.84
Code Enforcement	-	0.25	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
Parks	1.48	1.90	1.90	1.90	2.73	3.73	3.90	3.90	3.90	3.90
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Indirect										
Finance	1.92	1.94	1.69	1.36	1.60	1.56	1.56	1.30	1.14	1.46
Information Technology	0.66	1.05	1.36	1.31	1.31	1.36	1.35	1.35	1.35	1.35
City Recorder	1.46	1.44	1.44	1.38	1.38	1.39	1.39	1.39	1.39	1.39
City Attorney	1.74	1.74	1.71	1.64	1.64	1.60	1.60	1.60	1.60	1.60
Human Resources	1.32	1.33	1.36	1.31	1.31	1.36	1.35	1.35	1.35	1.35
City Manager	0.76	0.77	0.77	0.74	0.74	0.74	0.74	0.61	0.80	0.74
Facilities	0.66	0.66	0.68	0.66	0.65	0.68	0.68	0.68	0.68	0.68
Public Works Administration	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07
Total	59.91	61.16	61.08	59.11	62.46	65.84	65.57	63.77	63.96	65.98



15

General Operating Fund – Cost of Living

► The City periodically reviews salary and wages to ensure they are consistent with comparable agencies.

► Cost of living adjustments, are initially based on the CPI-Urban Wage Earners and Clerical Workers: West – Size Class B/C adjusted for trends from comparable agencies and subject to adequate funds available.

► The 2022-23 CPI is approximately 8.7%.

► Represented employees are provided cost of living adjustments based on negotiated collective bargaining agreements.

Fiscal Year	Cost of Living (non-represented)			
	CPI-W*	Unrep	KPA	Local 737
2013-14	2.0%	2.0%	2.5%	2.5%
2014-15	2.3%	2.5%	2.5%	2.5%
2015-16	2.3%	1.5%	2.5%	2.0%
2016-17	0.4%	1.5%	2.5%	2.0%
2017-18	1.7%	1.5%	2.5%	2.0%
2018-19	3.9%	3.0%	3.0%	3.0%
2019-20	3.0%	2.5%	2.5%	3.0%
2020-21	2.4%	2.5%	2.5%	2.4%
2021-22	1.7%	2.0%	2.5%	2.0%
2022-23	5.5%	4.5%	4.0%	5.5%

* changed from CPI-W Portland-Salem to CPI-W West Class B/C as index ended December 2017.



16

General Operating Fund – Health Insurance

► The City provides health insurance to all permanent status employees.

► Employees from the City's two labor groups, Keizer Police Association and the Local 737 contribute 5% to their health insurance while non-represented contribute 10%.

► The City in conjunction with a third party broker aggressively negotiate any rate increases.

Fiscal Year	Health Insurance	FTE	Avg Cost Per Employee	% Percent Increase
2013-14	\$ 1,522,282	89.42	\$ 17,024	6.2%
2014-15	1,655,572	92.42	17,914	5.2%
2015-16	1,722,945	92.92	18,542	3.5%
2016-17	1,785,752	90.71	19,686	6.2%
2017-18	1,990,213	94.42	21,078	7.1%
2018-19	2,207,114	98.08	22,503	6.8%
2019-20	2,274,729	98.17	23,171	3.0%
2020-21	2,332,369	94.75	24,616	6.2%
2021-22	2,350,332	94.58	24,850	1.0%
2022-23 - Est	2,506,900	99.58	25,175	1.3%



17

General Operating Fund - PERS

- ▶ The City participates in the Public Employer Retirement System (PERS) in lieu of contributing to Social Security.
- ▶ PERS contributions are actuarially calculated and assessed to the City as a percentage of gross compensation. The contribution rates are for a two-year period.
- ▶ The contribution rates effective July 1, 2023 are 30.05%, 25.14% and 20.35% for Tier ½, OPSRP Police and Fire, and OPSRP General respectively.

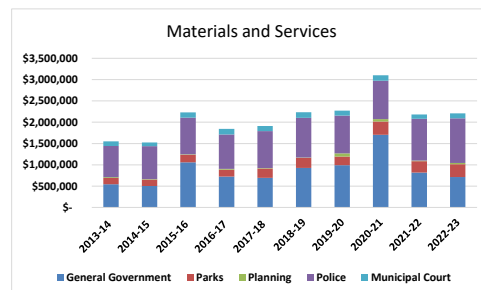
	Tier 1/2			OPSRP Police & Fire			OPSRP General			Employer Match	Total Expense
	Employees Covered	Contribution Rate	Annual Expense	Employees Covered	Contribution Rate	Annual Expense	Employees Covered	Contribution Rate	Annual Expense		
2013-14	37	10.69%	\$ 320,062	8	4.92%	\$ 30,031	40	2.19%	\$47,758	\$ 347,040	\$ 744,891
2014-15	37	10.69%	336,046	10	4.92%	33,133	42	2.19%	52,612	373,164	794,955
2015-16	35	14.09%	464,154	10	10.30%	83,421	44	6.19%	165,492	406,660	1,119,727
2016-17	34	14.09%	429,374	12	10.30%	88,832	44	6.19%	166,739	396,210	1,081,155
2017-18	32	17.72%	544,473	12	12.07%	123,277	45	7.30%	202,751	412,285	1,282,786
2018-19	27	17.72%	537,382	17	12.07%	156,973	48	7.30%	227,458	446,963	1,368,776
2019-20	24	20.65%	544,591	20	14.12%	225,372	50	9.49%	315,488	451,052	1,536,503
2020-21	24	20.65%	518,507	23	14.12%	255,038	50	9.49%	319,875	459,343	1,552,763
2021-22	21	24.18%	552,723	24	19.40%	418,807	49	15.04%	523,366	431,477	1,926,373
2022-23 - Est	20	24.18%	536,500	27	19.40%	499,600	52	15.04%	584,600	466,800	2,087,500



18

General Operating Fund – Materials and Services

- ▶ Materials and services represent approximately 19% of the General Operating Funds budget.
- ▶ Included in materials and services is 911 Call Center costs of approximately \$575,000 per year. This amount is the net amount after the City's share of 911 tax, approximately \$215,000, is applied against the balance.
- ▶ Other individually significant costs include property and liability insurance, information technology costs and municipal court assessments.





19

General Operating Fund – Capital Outlay

- ▶ Capital Outlay represents approximately 6% of the General Operating Funds budget.
- ▶ Capital outlay consists of park improvements outlined in the Parks Master Plan and ongoing Police Department vehicle purchases.
- ▶ It is anticipated that capital outlay will remain consistent for the foreseeable future.



20

General Operating Fund – Financial Projection

	PROJECTED				FORECASTED					
	2022-23	% of Rev	2023-24	% of Rev	2024-25	% of Rev	2025-26	% of Rev	2026-27	% of Rev
1 REVENUES:										
2 Taxes & Assessments	6,335,000	48%	6,517,000	47%	6,774,700	47%	6,968,000	47%	7,167,100	46%
3 Licenses & Fees	3,132,000	24%	3,175,500	23%	3,268,300	23%	3,354,600	23%	3,443,800	22%
4 Intergovernmental	1,674,000	13%	1,686,200	12%	1,719,600	12%	1,767,900	12%	1,817,800	12%
5 Fines & Forfeitures	323,000	2%	333,000	2%	334,700	2%	336,400	2%	338,100	2%
6 Other	185,700	1%	184,800	1%	186,800	1%	186,800	1%	186,800	1%
7 New Revenues	-	0%	123,600	1%	127,300	1%	131,100	1%	131,100	1%
8 TOTAL NET REVENUES	11,649,700	88%	12,020,100	87%	12,411,400	87%	12,744,800	86%	13,084,700	85%
9 Police Services Fee	920,100	7%	1,058,000	8%	1,216,700	9%	1,399,200	9%	1,609,100	10%
10 Park Services Fee	682,000	5%	682,000	5%	682,000	5%	682,000	5%	682,000	4%
11 TOTAL REVENUES	\$ 13,251,800	100%	\$ 13,760,100	100%	\$ 14,310,100	100%	\$ 14,826,000	100%	\$ 15,375,800	100%
12										
13 EXPENDITURES:										
14 General Government	\$ 2,246,500	17%	\$ 2,674,700	18%	\$ 2,668,100	18%	\$ 2,760,900	18%	\$ 2,833,600	18%
15 Planning	531,800	4%	576,400	4%	597,800	4%	627,500	4%	650,100	4%
16 Municipal Court	211,600	2%	232,400	2%	235,300	2%	244,900	2%	253,600	2%
17 Parks	1,235,600	9%	1,293,000	9%	1,020,700	7%	1,014,800	7%	1,067,500	7%
18 Police	9,190,000	69%	10,124,700	68%	10,331,100	70%	10,836,800	70%	11,214,600	70%
19 Interfund Loan Repayment	30,000	0%	30,000	0%	30,000	0%	30,000	0%	-	0%
20 TOTAL EXPENDITURES	\$ 13,415,500	100%	\$ 14,901,200	100%	\$ 14,853,000	100%	\$ 15,484,900	100%	\$ 16,019,400	100%
21										
22 REVENUES IN EXCESS OF EXPENDITURES	(163,700)		(1,141,100)		(542,900)		(658,900)		(643,600)	
23										
24 BEGINNING FUND BALANCE	4,325,200		4,161,500		3,020,400		2,477,500		1,818,600	
25										
26 ENDING FUND BALANCE	\$ 4,161,500		\$ 3,020,400		\$ 2,477,500		\$ 1,818,600		\$ 1,175,000	
				22%		17%		12%		8%



21

General Operating Fund – Park

	PROJECTED	FORECASTED				
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
1 REVENUES:						
2 Park Service Fees *	682,000	682,000	682,000	682,000	682,000	682,000
3 General Fund Support	360,800	360,800	360,800	360,800	360,800	360,800
4 Other Revenues	97,100	95,700	98,600	101,600	104,600	107,700
5 TOTAL REVENUES	\$ 1,139,900	\$ 1,138,500	\$ 1,141,400	\$ 1,144,400	\$ 1,147,400	\$ 1,150,500
6						
7 EXPENDITURES:						
8 Personnel Services	423,400	480,800	498,400	524,500	545,200	574,100
9 Materials & Services	300,400	300,400	267,800	267,800	267,800	267,800
10 Capital Outlay	511,800	300,000	254,500	222,500	254,500	222,500
11 TOTAL EXPENDITURES	1,235,600	1,081,200	1,020,700	1,014,800	1,067,500	1,064,400
12						
13 REVENUES IN EXCESS OF EXPENDITURES	\$ (95,700)	\$ 57,300	\$ 120,700	\$ 129,600	\$ 79,900	\$ 86,100

The fee is currently \$4.00 per month for single family residences and non-residential locations and \$3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available.

Based on the current analysis the fee amount is sufficient to provide for the increased level of service for the park system until Fiscal 2027-28.



22

General Operating Fund – Police

	PROJECTED	FORECASTED				
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
1 REVENUES:						
2 Police Service Fees	\$ 920,100	\$ 1,058,000	\$ 1,216,700	\$ 1,399,200	\$ 1,609,100	\$ 1,609,100
3 General Fund Support	7,748,400	8,592,700	8,626,200	8,939,600	9,097,500	9,646,000
4 Other Existing Revenues	521,500	474,000	488,200	498,000	508,000	518,200
5						
6 TOTAL REVENUES	\$ 9,190,000	\$ 10,124,700	\$ 10,331,100	\$ 10,836,800	\$ 11,214,600	\$ 11,773,300
7						
8 EXPENDITURES:						
9 Personnel Services	\$ 7,857,200	\$ 8,605,300	\$ 8,907,800	\$ 9,379,300	\$ 9,722,100	\$ 10,245,200
10 Materials & Services	1,048,800	1,123,300	1,123,300	1,157,500	1,192,500	1,228,100
11 Capital Outlay	284,000	396,100	300,000	300,000	300,000	300,000
12						
13 TOTAL EXPENDITURES	\$ 9,190,000	\$ 10,124,700	\$ 10,331,100	\$ 10,836,800	\$ 11,214,600	\$ 11,773,300
14						
15 REVENUES IN EXCESS OF EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Based on the current analysis the fee amount will need to be adjusted to maintain the overall Police Department level of service as follows:

Fiscal Year	Police Fee Revenue	Increase from PY	Monthly Fee	Monthly Increase	Annual Fee
2022-23	\$ 920,100	\$ 167,600	\$ 6.00	\$ 1.00	\$ 72.00
2023-24	1,058,000	137,900	6.90	0.90	82.80
2024-25	1,216,700	158,700	7.94	1.04	95.22
2025-26	1,399,200	182,500	9.13	1.19	109.50
2026-27	1,609,100	209,900	10.49	1.37	125.93
2027-28	1,850,500	241,400	12.07	1.57	144.82



23

Water System - Overview

- ▶ The City of Keizer's Water Division operates under the Oregon Administrative Rules for Public Water Systems enforced by the Oregon Health Authority Drinking Water Services (DWS) who administer and enforce drinking water quality standards for public water systems in the state of Oregon.
- ▶ The City of Keizer's water system consists of:
 - 3 reservoirs,
 - 15 pump stations, and
 - 127.4 miles of water line.
- ▶ The water system produces approximately 172 million cubic feet of water annually with a storage capacity of 2.75 million gallons. In addition, the water system includes 954 public fire hydrants.
- ▶ The water system serves approximately 11,000 metered accounts.



24

Water System – Comparable Rates

- ▶ The City strives to provide low cost water while ensuring that the water system is maintained for long-term sustainability as outlined in the 2012 Water System Master Plan.

- ▶ In comparison to other cities, Keizer residents benefit from the availability of local ground water that requires minimal processing to meet federal and state drinking water regulations.

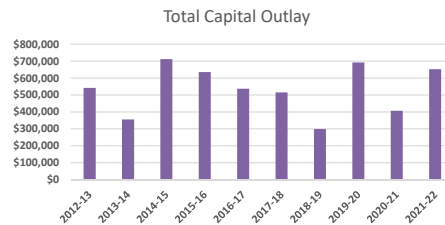
	Billing Frequency	Effective Date	Connection - Flat Rate	Consumption - Variable Rate	Average Units	Total Per Month
Salem	Monthly	1/1/2023	\$ 12.44	\$ 2.87	6.00	\$ 29.66
Albany	Monthly	1/1/2023	21.79	4.86	6.00	50.95
Corvallis	Monthly	2/1/2023	18.47	2.34	6.00	32.51
Lake Oswego	Monthly	7/1/2022	29.37	3.09	6.00	47.91
McMinnville	Monthly	10/1/2022	14.55	1.66	6.00	24.51
Oregon City	Monthly	7/21/2022	18.08	3.12	6.00	36.80
Tigard	Monthly	7/1/2022	31.67	4.41	6.00	58.13
Tualatin	Monthly	7/1/2022	4.88	3.48	6.00	25.76
West Linn	Monthly	1/1/2023	28.76	3.31	6.00	48.62
Wilsonville	Monthly	5/1/2023	18.13	4.23	6.00	43.51
Woodburn	Monthly	7/1/2021	17.44	2.11	6.00	30.10
Keizer	Binomonthly	1/1/2023	\$ 12.55	\$ 1.62	12.00	\$ 16.00



25

Water System – Capital Outlay

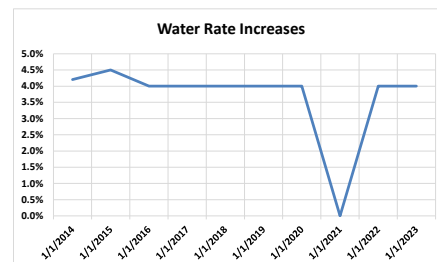
- ▶ The 2012 Water System Master Plan outlines the requirements to ensure that the water system is able to meet the expected demand over the next 20 years.
- ▶ The plan outlines approximately \$9.9 million in capital improvements. The majority of the improvements are to replace the existing steel waterlines throughout the City with ductile iron pipe (\$6.1 million) and adding an additional reservoir and pump station (\$1.8 million).



26

Water System – Rate Increases

- ▶ In order to support the requirements of the 2012 Water System Master Plan the City utilizes a cost of service model that projects into the future, based on city growth and water consumption trends, the rate increases needed to complete the plan.
- ▶ The cost of service model has projected a 3-4% annual rate increase for the foreseeable future. Since the plan was adopted rate increases have been from 0-4.5%.





27

Water System – Financial Projection

	PROJECTED		FORECASTED				
	2022-23		2023-24	2024-25	2025-26	2026-27	2027-28
1 RESOURCES:							
2 Beginning Balance:	\$ 1,792,100		\$ 1,410,300	\$ 1,258,600	\$ 1,151,300	\$ 1,068,800	\$ 1,032,000
3 Water Sales	3,536,500		3,678,000	3,825,000	3,978,000	4,137,000	4,302,000
4 Other Revenues	134,500		134,500	136,000	137,000	138,000	139,000
5 TOTAL RESOURCES	\$ 5,463,100		\$ 5,222,800	\$ 5,219,600	\$ 5,266,300	\$ 5,343,800	\$ 5,473,000
6							
7 REQUIREMENTS:							
8 Expenditures:							
9 Personnel Services	\$ 1,282,400		\$ 1,443,700	\$ 1,496,200	\$ 1,572,200	\$ 1,631,700	\$ 1,716,300
10 Materials & Services	1,670,400		1,720,500	1,772,100	1,825,300	1,880,100	1,936,500
11 Capital Outlay	1,100,000		800,000	800,000	800,000	800,000	800,000
12 Total Expenditures	4,052,800		3,964,200	4,068,300	4,197,500	4,311,800	4,452,800
13 Fund Balance:							
15 Fund Balance	1,410,300		1,258,600	1,151,300	1,068,800	1,032,000	1,020,200
16 TOTAL REQUIREMENTS	\$ 5,463,100		\$ 5,222,800	\$ 5,219,600	\$ 5,266,300	\$ 5,343,800	\$ 5,473,000
Days Cash Supply at End of Year	174		145	129	115	107	102

Conclusion: The update to the Water Services Long-Range plan supports a 4% rate increase for FY23-24 as anticipated when the model was presented to the Long Range Planning Committee last year (March 2022).



28

Water System – Rate Analysis

Proposed 2023-24 Rate Analysis

	Flat Rate		Variable Rate	
	Current	Proposed	Current	Proposed
Residential 5/8" meter	\$ 12.55	\$ 13.05	\$ 1.56	\$ 1.62
Multi-family 1" meter	\$ 25.50	\$ 26.52	\$ 1.56	\$ 1.62
Commercial 5/8" meter	\$ 12.55	\$ 13.05	\$ 1.51	\$ 1.57

Proposed 2023-24 Rate Increase Impact

	Bi-Monthly Bill		Incremental Cost of Rate Increase		
	Current	Proposed	Monthly	Bi-Monthly	Annual
Residential (12 ccf)	\$ 31.99	\$ 33.21	\$ 0.61	\$ 1.22	\$ 7.33
Multi-family (175 ccf)	\$ 309.00	\$ 320.52	\$ 5.76	\$ 11.52	\$ 69.12
Commercial (51 ccf)	\$ 92.62	\$ 96.18	\$ 1.78	\$ 3.56	\$ 21.37



29

Stormwater System - Overview

- ▶ The Stormwater Fund is managed by the Public Works Department to meet the Federal Clean Water Act and Safe Drinking Water Act. The City's stormwater regulatory programs are administered by the State of Oregon through the Department of Environmental Quality (DEQ).
- ▶ The City has 3 regulatory programs which allow the City to manage stormwater through discharge to local waterways, overland flow, and injection into the ground. The City maintains compliance of the regulatory programs by implementing the requirements of state approved management plans for the municipal separate storm sewer system (MS4), the underground injection control (UIC) devices, and the Total Maximum Daily Load (TMDL) Implementation Plan.
- ▶ The City is the permittee for the National Pollutant Discharge Elimination System (NPDES) permit #102904, the Water Pollution Control Facilities (WPCF) permit #103068, and is a designated management agency for the Willamette Basin TMDL.



30

Stormwater System - Overview

- ▶ The Stormwater Division operates and maintains:
 - 75.59 Miles of Pipe,
 - 132 Underground Injection Control Systems (UICs),
 - 1,208 Manholes,
 - 2,327 Catch Basins,
 - 118 Outfalls, and
 - 82,564 Square Feet of Vegetated Stormwater Facilities.
- ▶ The stormwater system can become clogged by trash, debris, sediment and mud, or other stormwater pollutants however the City's maintenance plan of routinely inspecting, repairing, and cleaning the system can reduce local flooding, remove pollution carried by stormwater and protect our local streams and rivers.



31

Stormwater System – Comparable Rates

► The City's goal is to provide a storm drainage system that is safe, clean and cost-effective.

► In comparison to other cities, Keizer stormwater charges are consistent with other jurisdictions.

	Effective Date	Monthly Billing Rate
Albany	3/1/2023	\$ 12.89
Corvallis	2/1/2023	10.55
Lake Oswego	7/1/2022	20.19
Oregon City	1/1/2022	11.72
Salem	1/1/2022	19.76
Tigard	7/1/2022	15.64
Tualatin	7/1/2022	11.11
West Linn	1/1/2023	8.65
Wilsonville	1/1/2021	11.90
Keizer	1/1/2020	\$ 7.66



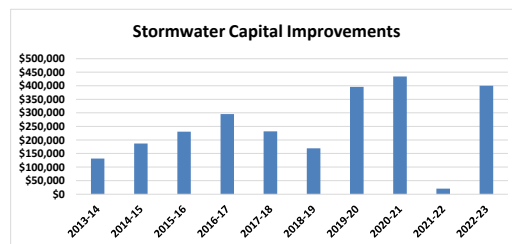
32

Stormwater System – Capital Outlay

► The stormwater infrastructure was largely inherited by the City from Marion County.

► Starting in 2012-13 the City began videotaping the stormwater system, with a goal of visually inspecting approximately 10% of the system every year.

► Since the start of the visual inspections, the City has spent approximately \$2.7 million in capital improvements to address identified system failures.





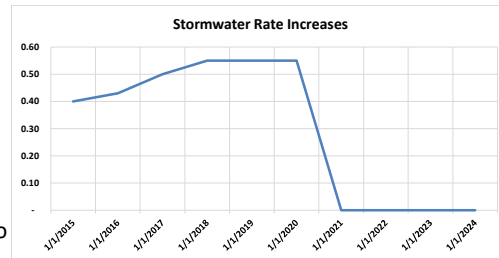
33

Stormwater System – Rate Increases

► In conjunction with the visual inspection process the City started reviewing and adjusting the stormwater billing rate to ensure adequate resources would be available for any identified reports.

► Original estimates indicated that an increase of \$0.40 - \$0.60 per month per equivalent service unit would be necessary to support the system improvements.

► Based on the capital outlay requirements the billing rate has not been adjusted since January 1, 2021.



34

Stormwater System – Financial Projection

	PROJECTED	FORECASTED				
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
1 RESOURCES:						
2 Beginning Balance:	\$ 1,687,100	\$ 1,655,400	\$ 1,344,000	\$ 1,098,800	\$ 827,200	\$ 544,900
3 Service Fees	2,125,000	2,081,800	2,136,200	2,244,900	2,353,600	2,462,300
4 Other Revenues	12,000	12,000	12,000	12,000	12,000	13,000
5 TOTAL RESOURCES	\$ 3,824,100	\$ 3,749,200	\$ 3,492,200	\$ 3,355,700	\$ 3,192,800	\$ 3,020,200
6						
7 REQUIREMENTS:						
8 Expenditures:						
9 Personnel Services	904,100	1,042,500	1,078,700	1,133,600	1,176,900	1,238,100
10 Materials & Services	864,600	962,700	1,014,700	1,094,900	1,171,000	1,252,800
11 Capital Outlay	400,000	400,000	300,000	300,000	300,000	300,000
12 Total Expenditures	2,168,700	2,405,200	2,393,400	2,528,500	2,647,900	2,790,900
13 Fund Balance:						
14 Unrestricted Fund Balance	1,655,400	1,344,000	1,098,800	827,200	544,900	229,300
15 TOTAL REQUIREMENTS	\$ 3,824,100	\$ 3,749,200	\$ 3,492,200	\$ 3,355,700	\$ 3,192,800	\$ 3,020,200
Day's Cash Supply at End of Year	284	236	188	134	85	34

In order to maintain at least a 60-day cash supply to correspond with the bi-monthly stormwater billings the following rate increase per ESU with a January 1st effective date is required:

	Per ESU	\$ Increase	% Increase
2023-24	\$ -	\$ -	0.0%
2024-25	\$ 0.40	\$ 0.40	5.2%
2025-26	\$ 0.40	\$ 0.40	5.2%
2026-27	\$ 0.40	\$ 0.40	5.0%
2027-28	\$ 0.40	\$ 0.40	4.7%



Glossary

Glossary

ACCRUAL ACCOUNTING – A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenditures are recognized in the period in which they are incurred.

ACFR (ANNUAL COMPREHENSIVE FINANCIAL REPORT) – The complete annual financial report of the City that is prepared in conformity with generally accepted accounting principles. An independent auditing firm audits the financial statements in this annual report.

ACTUAL – Denotes revenues are recognized or received and expenditures incurred or recorded for a given period which is in contrast to “Budget” which denotes plans for a period.

ADMINISTRATIVE SERVICES FUND – An Internal Services Fund which tracks City-wide shared expenditures including the offices and departments of the City Manager, City Attorney, City Recorder, Human Resources, Finance, Facility Maintenance and Public Works Administration.

ADOPTED BUDGET – The financial plan adopted by the City Council, which forms the basis and limits for appropriations for the fiscal year.

AD VALOREM TAX – A tax based on the assessed value of a property.

ARPA (AMERICAN Rescue Plan Act of 2021) – On March 11, 2021 President Biden signed the American Rescue Plan Act to speed up the United States’ recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. The economic stimulus package is a \$1.9 trillion of which the City of Keizer received approximately \$8.8 million.

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.

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.

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

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

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

Glossary

BUDGETARY BASIS – Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP), with the exception that neither depreciation nor amortization is budgeted and bond principal is subject to appropriation.

BUDGET CALENDAR – The schedule of key dates which the City follows in the preparation and adoption of the budget.

BUDGET COMMITTEE – The fiscal planning board of the local government, consisting of the Mayor and City Council plus an equal number of legal voters from the district.

BUDGET MESSAGE – An explanation of the budget and the City's financial priorities. Prepared by or under the direction of the City Manager.

BUDGET OFFICER – Person appointed by the City Council to be responsible for assembling the budget. For City of Keizer, the Finance Director serves this role.

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

CAPITAL BUDGET – The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

CAPITAL OUTLAY – Items which generally have a useful life of one or more years and a cost of \$5,000 or more. Examples include machinery, land, furniture, computers, equipment, vehicles, and buildings.

CARES Act – The Coronavirus Aid, Relief, and Economic Security Act is a \$2.2 trillion economic stimulus bill signed into law by President Trump on March 27, 2020 in response to the economic fallout of the COVID-19 pandemic. Of the \$2.2 trillion the City of Keizer received approximately \$1.2 million.

CASH MANAGEMENT – Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

CHARGES FOR SERVICES – Includes a wide variety of fees charged for services provided to the public and other agencies.

CITY COUNCIL – The legislative branch of the City composed of seven elected officials who serve a four-year term.

CIP (CAPITAL IMPROVEMENT PLAN) – An allocation plan for capital expenditures to be incurred over several future years. It sets forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Glossary

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.

CONTRACTUAL SERVICES – The costs related to services performed for the City by individuals, businesses, or utilities.

DEBT SERVICE – The payment of general long-term debt, consisting of principal and interest payments.

DEPARTMENT – A major administrative organizational unit of the City which indicates overall management responsibility for one or more divisions.

DEPRECIATION – Expensing the cost of a capital asset over its useful life.

DEVELOPMENT CODE AND STANDARDS – The City's procedures and criteria for the review and approval of land development proposals.

DIVISION OF TAXES – Division of taxes refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the "excess" to "frozen value" (i.e. tax increment revenue).

EMPLOYEE BENEFITS – Contributions made by a government to meet commitments or obligations for employee related expenses. Included is the government's share of costs for social security and the various pensions, medical, dental, life insurance, workers' compensation, and disability insurance.

ENDING FUND BALANCE – As shown in the budget, an amount representing the difference between the resources received by the fund compared to the amount expended in the fund. This becomes the subsequent year's beginning working capital or beginning fund balance.

ENTERPRISE FUND – A fund established to account for operations financed and operated in a manner similar to private business enterprises. The City's enterprise funds include Water, Sewer, Stormwater, Street Lighting District's, and Community Center.

ESU – (EQUIVALENT SERVICE UNIT) An area which is estimated to place approximately equal demand on the public stormwater facilities as defined in the Keizer Development Code as "Dwelling, single family". One (1) ESU shall be equal to 3,000 square feet of impervious surface.

EOC (EMERGENCY OPERATIONS CENTER) – Command center for coordination and intervention for city-wide or regional emergencies.

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

FINANCIAL AUDIT – A comprehensive examination of the accounting and financial information by a qualified auditing firm. The auditing firm examines whether funds are spent according to intended purpose, within appropriations, and as authorized. It also examines if revenues, expenses, assets, and liabilities are stated fairly. The auditing firm reports to the City Audit Committee.

Glossary

FISCAL YEAR – The twelve months beginning July 1 and ending June 30 of the following year.

FTE (FULL-TIME EQUIVALENT) – An abbreviation for full-time equivalent employees. Staffing levels are measured in FTE to give a consistent comparison from year to 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.

FULL FAITH AND CREDIT BONDS – Long-term obligations that are payable solely from a designated source of revenue. They do not carry any taxing power.

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.

GAAP (GENERAL ACCEPTED ACCOUNTING PRINCIPLES) – Conventions, rules, and procedures used in performing accepted accounting practice and at a particular time.

GASB (GOVERNMENTAL ACCOUNTING STANDARDS BOARD) – The body that establishes accounting principles for state and local governments.

GENERAL FUND – Accounts for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS – Long-term obligations backed by the “full faith and credit” pledge of the City’s general fund revenues. They carry an unlimited taxing power, require voter-approval, and are limited in total to 3% of the City’s true cash value.

GFOA (GOVERNMENT FINANCE OFFICERS ASSOCIATION) – The premier association of the public-sector finance professionals and is dedicated to providing high-quality support to state and local governments.

GIS (GEOGRAPHIC INFORMATION SYSTEM) – A program which facilitates the efficient management of spatial information; offering enhanced analytical, cartographic, and reporting capabilities for internal and external customers.

GRANT – A contribution by one governmental unit to another. The contribution may be made to aid in the support of a specified purpose or function.

INFRASTRUCTURE – Public domain fixed assets such as roads, bridges, streets, sidewalks, and similar assets that are immovable.

INTERGOVERNMENTAL REVENUES – Revenues received from another governmental entity, such as county, state, or federal governments.

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.

Glossary

KEDC – (KEIZER ECONOMIC DEVELOPMENT COMMISSION) – The City Council established KEDC in 2014 to provide strategic planning recommendations regarding the economic development of the City.

LINE OF CREDIT – Short term credit provided by a bank whereby the lender can draw upon funds at any time and interest begins to accrue once funds are drawn.

LEVEL OF SERVICE – The amount and type of existing services, programs, and facilities provided. Level of service depends on the available resources.

LOCAL BUDGET LAW – Oregon Revised Statute (ORS) 294.305 to 294.565 Local Budget Law has several purposes: 1) establish standard procedures for presenting a local government budget; 2) outline programs and services provided; 3) provide a standard method of estimating revenues, expenditures, and proposed tax levies; and 4) encourage citizen involvement in the preparation of the budget before formal adoption.

LINE ITEM BUDGET – The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division.

MATERIALS AND SERVICES – An object classification which includes contractual and other services, materials and supplies, and other charges.

MEASURE 5 – On November 6, 1990, Oregon citizens approved an amendment to the State Constitution (Measure 5) which limits the ability of state and local governments to levy property taxes, impose certain types of charges, and to issue certain types of debt. Measure 5 sets a maximum tax rate of \$10 per \$1,000 of true value for overlapping general-purpose governments. The amendment also subjects school districts to a property tax cap of \$15 per \$1,000 full market value in 1991-92, declining in \$2.50 increments to \$5 in 1995-96.

MEASURE 50 – On May 29, 1997, Oregon citizens approved an amendment to the State Constitution (Measure 50) which limits the ability of state and local governments to levy property taxes, impose certain types of charges and issue certain types of debt. Measure 50 sets a statewide property tax reduction of 17% which was authorized for 1996-97 fiscal year. Certain types of property tax levies are exempt or may be added outside of the reduced amount. Limits assessed value to 3% growth and requires that certain fees receive voter approval if increased.

MODIFIED ACCRUAL BASIS OF ACCOUNTING – The accrual basis of accounting adopted to governmental funds where revenues are recognized when they become both “measureable” and “available to finance expenditures of the current period.”

NEIGHBORHOOD ASSOCIATIONS – A group of people organized and recognized by the Council within a geographical area for the purpose of acting on issues affecting neighborhood and community livability.

OBJECTIVES – A specific measurable and observable result of an organization’s activity which advances the organization toward a goal.

OPERATING BUDGET – The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personnel services, supplies, utilities, materials, and debt service.

Glossary

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.”

ORS (OREGON REVISED STATUTE) – Governing state law in Oregon.

PERMANENT RATE LIMIT – A tax rate calculated under the limitations of Measure 50 that would extend the full amount of “operating taxes” that could be imposed.

PERS (PUBLIC EMPLOYEE RETIREMENT SYSTEM) – The State of Oregon retirement program for about 95 percent of state and local government employees in Oregon.

PERSONNEL SERVICES – Costs associated with employees, including salaries, overtime, and fringe benefit costs.

PROPERTY TAX – 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.

PROJECTED ACTUAL – The amount of total estimated revenues collected and expenditures incurred during the fiscal year.

PROPOSED BUDGET – The proposed budget is the one proposed by the City Manager and is reviewed by the Budget Committee.

PERMANENT RATE – 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.

PROJECTED – The amount of projected revenues and expenditures to be collected during the fiscal year.

REAL MARKET VALUE – Value set on real and personal property as a basis for imposing tax.

RESERVE – 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.”

REVENUE BONDS – Long-term obligations that are payable solely from a designated source of revenue generated by the project which was financed. No taxing power of general fund pledge is provided as security.

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.

Glossary

REVENUE – Moneys received during the year to finance City services.

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

SPECIAL REVENUE FUND – Accounts for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted for specified purposes.

STATE SHARED REVENUE – Revenues received from the State of Oregon from cigarette, liquor, and highway taxes under ORS 221. These funds are available to cities located in counties with at least 100,000 in habitants that provide at least four types of municipal services.

STATE REVENUE SHARING – A share of certain revenues from the State of Oregon that are apportioned among and distributed to cities for general purposes. These funds require a public hearing before the budget committee to discuss possible uses.

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 cannot increase the tax levy.

TAX INCREMENT FINANCING – A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area. The City's urban renewal plans, as carried out by the Keizer Urban Renewal Agency, cover approximately 7 acres of the City.

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.

Transient Occupancy Tax (TOT) – The City imposes a tax, which is 6% of gross revenues on establishments that meet the criteria.

TRANSFER – An amount distributed from one fund to finance activities in another fund. It is shown as a requirement 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.

WORKING CAPITAL CARRYFORWARD – 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.

CITY OF KEIZER, STATE OF OREGON

RESOLUTION R2023-_____

**ADOPTING THE FY 2023-24 BUDGET, MAKING APPROPRIATIONS
AND IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the City Council of the City of Keizer hereby adopts a budget for fiscal year 2023-24 in the sum of \$69,723,000 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated:

General Fund	General Services	\$2,915,800	
	Planning	634,100	
	Police	10,120,200	
	Municipal Court	232,200	
	Transfers Out	390,800	
	Contingency	200,000	
TOTAL GENERAL FUND			\$14,493,100
Administrative Services Fund	Admin Services - General	399,300	
	City Manager	290,100	
	City Attorney	413,100	
	City Recorder	328,700	
	Human Resources	444,700	
	Finance – Non-Dept	654,200	
	Information Systems	732,800	
	Utility Billing	507,000	
	Public Works – Non-Dept	727,100	
	Facility Maintenance	670,800	
	Contingency	717,100	
TOTAL ADMINISTRATIVE SERVICES FUND			5,884,900
Police Services Fund	Transfers Out	1,008,000	
	Contingency	375,500	
TOTAL POLICE SERVICES FUND			1,383,500

Park Services Fund	Park Services	1,321,000	
TOTAL PARK SERVICES FUND	Contingency	150,000	1,471,000
Public Education Government (PEG) Fund	PEG	170,400	
TOTAL PUBLIC EDUCATION GOVERNEMENT FUND	Contingency	50,000	220,400
Parks Improvement Fund	Park Improvement	1,542,500	
TOTAL PARKS IMPROVEMENT FUND			1,542,500
Keizer Station LID Fund	Debt Service	1,616,300	
TOTAL KEIZER STATION LID FUND			1,616,300
Transportation Improvement Fund	Transportation		
TOTAL TRANSPORTATION IMPROVEMENT FUND	Improvement	3,983,200	3,983,200
Housing Services Fund	Housing Services	184,400	
TOTAL HOUSING SERVICES FUND			184,400
Energy Efficiency Revolving Loan Fund	Energy Efficiency	51,900	
TOTAL ENERGY EFFICIENCY REVOLVING LOANFUND			51,900
Street Fund	Streets	4,001,000	
	Transfers Out	521,000	
	Debt Service	151,400	
TOTAL STREET FUND	Contingency	54,000	4,727,400
Sewer Fund	Sewer	7,417,000	
TOTAL SEWER FUND	Contingency	40,000	7,457,000

Water Fund	Water	3,423,600	
	Transfers Out	650,000	
TOTAL WATER FUND	Contingency	125,000	4,198,600
Water Facility Replacement Reserve Fund	Water Facility Replacement	990,000	
TOTAL WATER FACILITY REPLACEMENT RESERVE FUND			990,000
Street Lighting Districts Fund	Street Lighting Districts	460,500	
TOTAL STREET LIGHTING FUND	Contingency	130,000	590,500
Stormwater Fund	Stormwater	3,207,800	
STORMWATER FUND	Contingency	149,100	3,356,900
Sewer Reserve Fund	Sewer Reserve	306,600	
TOTAL SEWER RESERVE FUND			306,600
Community Center Fund	Community Center	527,600	
TOTAL COMMUNITY CENTER FUND	Contingency	214,000	741,600
American Rescue Plan Act (ARPA) Fund	ARPA	8,939,200	
TOTAL COMMUNITY CENTER FUND			8,939,200
TOTAL APPROPRIATIONS ALL FUNDS			62,139,000
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			7,584,000
TOTAL ADOPTED BUDGET			<u>\$69,723,000</u>

BE IT FURTHER RESOLVED that the ad valorem property taxes are hereby imposed for tax year 2023-24 upon the assessed value of all taxable property within the district in the amount of \$2.0838 per \$1,000 of assessed value for permanent rate tax.

BE IT FURTHER RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as Permanent Rate Tax.

General Government Limitation \$2.0838/\$1000

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this ____ day of _____, 2023.

SIGNED this ____ day of _____, 2023.

Mayor

City Recorder



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

FROM: Adam Brown, City Manager

SUBJECT: **PUBLIC HEARING - LEASH ORDINANCE**

PROPOSED MOTION:

I move that the Council adopt Ordinance No. 2023-_____, Regulating Dogs at Large.

I. SUMMARY:

The City Council discussed dogs off leash multiple times in the latter half of 2022 that culminated in a City Council work session in November 2022. The council had some discussion as to whether a leash ordinance should be enacted in the City of Keizer. The council continued discussion on the topic on May 1, 2023 and directed staff to prepare an ordinance for consideration.

II. BACKGROUND:

- A. The City Council held a work session on November 28, 2022 to discuss responsible dog ownership after staff and council members had received many reports of dogs off leash.
- B. The only restriction Keizer has on dogs is that they must be on leash while in parks unless they are in a dog park. This means that you can walk a dog to a park or from a park off leash as long as the dog is on leash at the park.
- C. During the meeting the council said they would like to see what other communities do. Staff researched a sample of cities to see what others require. Attachment A shows the list of communities sampled. We also looked to see if there were Animal Control Officers or an Animal Shelter.
- D. The Council discussed dog leashes on May 1, 2023 and directed staff to prepare an ordinance to come back to council for consideration similar to what most communities do.

III. CURRENT SITUATION:

- A. Most communities sampled, require dogs on leash at all times when not on their own property fenced in unless they are at a municipally owned dog park. Only the City of Salem had a similar ordinance to Keizer where dogs were only restricted in parks.
- B. The challenges we have had with dogs off leash have been isolated and infrequent. If a leash ordinance was enacted, police would not be proactively searching for dogs off leash, but would more likely react to citizen complaints and life safety. This provides a tool for law enforcement to enforce responsible dog ownership when necessary.
- C. Staff recommends that dogs should be kept on leash at all times unless they are on their own property behind a physical or wireless fence or in a city dog park.
- D. Speaking with our Joys of Living Assistance Dogs (JLAD) regarding their ability to train dogs, it is our understanding that there are two primary organization responsible for the certification of dog trainers. Those two organizations are Assistance Dogs International Inc. and Guide Dogs for the Blind, Inc. The ordinance provides for an exemption for trainers certified through these organizations.

IV. ANALYSIS:

- A. **Strategic Impact** – No strategic impact.
- B. **Financial** – There is no financial impact.
- C. **Timing** – There is no time constraints by which the Council must make a decision.
- D. **Policy/legal** – Only the council can enact a leash law by ordinance.

V. ALTERNATIVES:

- A. Approve an ordinance requiring all dogs to be on leash at all times in which they are not on their own property and behind a physical or wireless fence or when they are at city approved dog parks.
- B. Take No Action – Without action, dog owners will be allowed to have dogs off leash throughout the city, except when at parks.

VI. RECOMMENDATION:

The City Manager recommends opening the public hearing, taking testimony and if there are no questions, close the public hearing. After the close of the hearing, adopt the attached Ordinance

Leash Ordinance

June 5, 2023

requiring all dogs to be on leash at all times in which they are not on their own property and behind a physical or wireless fence or when they are at city approved dog parks.

Attachment

- Local Government Sampling of Leash Laws
- Ordinance No. 2023-____ Regulating Dogs at Large

City	Population	Leash Law	Must be Restrained on Leash	ACO	Shelter	Link
Albany	57,322	6.04.020 Dog at large. When any dog is found running at large in the City or when a dog is a public nuisance as described under AMC 6.04.170, a police officer or dog control officer shall impound it or cite the owner or keeper into court or may do both. It shall be unlawful for a dog to run at large or be permitted to run at large. "At large" shall mean off the premises of the owner or the person having the control, custody, or possession of the dog, while the dog is not under complete control of the owner or such person by a leash or chain not exceeding 10 feet in length,	Yes	Yes	No	Click Here
Grants Pass	39,993	A dog is a nuisance and may be impounded, and its owner or custodian fined as provided in this Chapter, if it: (b)cBe on property not owned by the owner or custodian of said dog unless the dog is restrained by a leash not longer than eight feet, except with the prior consent of the recreation division of the field services department, dogs may participate in off-leash organized activities in the City parks;	Yes	No	No	Click Here
Monmouth	11,583	(1) No owner or custodian of a dog shall permit the dog to run loose or be at large. "Loose" or "at large" shall mean off the premises of the owner or the person having the control, custody, or possession of the dog, while the dog is not under complete control of the owner or such person by a leash or chain not exceeding 10 feet in length, but the use of such leash or chain shall not be required when said dog is in a motor vehicle.	Yes	No	No	Click Here

Roseberg	23,804	<p>Dog at large means any dog which is:</p> <ol style="list-style-type: none"> 1. On private property without the permission of the owner or person entitled to possession of the property and is not in a kennel, restrained by a physical control device or under the control of a capable person by adequate leash; or 2. On public property and not in a kennel, restrained by a physical control device or under the control of a capable person by adequate leash. 	Yes	No	No	Click Here
Independence	10,170	<p>The term "running at large" means any dog shall be considered running at large when:</p> <ol style="list-style-type: none"> a. It is off or outside of the premises belonging to the keeper of such dog; b. It is outside of the premises belonging to the keeper of such dog; c. It is not in the company of and under the control of the keeper by a leash. <p>In the case of a dangerous dog, the term "running at large" also includes a dog that is unconfined.</p>	Yes	No	No, but, they have an onsite temporary kennel	Click Here
Salem	179,642	Like ours, it only addresses dogs in parks.	Only in Parks	No	No	Click Here
Wilsonville	25,519	<p>Except as expressly provided herein, it is unlawful to permit or allow a dog to be off leash or at large on or in any public street, park or other public property within the City of Wilsonville. Dogs may be allowed off leash in the following circumstances only:</p> <ol style="list-style-type: none"> (a) Within a posted off leash area, as long as under the direction and control of their owner or another person in control of the dog, so long as the dog is not known to be a dangerous or vicious dog. (b) Working dogs, including but not limited to guide dogs and service dogs recognized as such by State law, so long as the dog is wearing a locating device and is within the near vicinity of the person in control of the dog. 	Yes	No	No	Click Here

Woodburn	26,054	(a) A dog shall be on a leash not more than (8) feet in length, or confined in a vehicle at all times, except dogs in off-leash dog areas designated by the City Administrator or the City Administrator's designee.	Yes	No	No	Click Here
Hermiston	19,973	It is a violation of this subchapter for an owner or keeper to permit or suffer a dog to run at large.	Yes	No	No	Click Here
Corvallis	59,434	Except as permitted in subsection 5.03.050.040.10 of this Section, no dog shall be at large within the City. No person shall permit or allow any dog owned by the person to be at large in the City. 5.03.050.080.02 and 5.03.050.080.04	Park and Time specific and some exceptions for service animals	Yes	No	Click Here

A BILL

ORDINANCE NO.

2023-_____

FOR

AN ORDINANCE

REGULATING DOGS AT LARGE

The City of Keizer ordains as follows:

Section 1. COUNTY REGULATIONS. Except as this Ordinance requires more stringent limitations upon dogs or other animals or the ownership or control of dogs or other animals, the Council hereby consents to the application and enforcement of all Marion County animal control Ordinances currently in effect or adopted hereafter.

Section 2. DOGS AT LARGE. No owner or custodian of a dog shall permit the dog to run loose or be at large. “Loose” or “at large” shall mean off the premises of the owner or custodian, while the dog is not under complete control of the owner or custodian by a hand-held lease or chain not exceeding 10 feet in length, but the use of such leash or chain shall not be required when said dog is in a motor vehicle or on a different premise where that property owner has not objected to the dog’s presence.

Section 3. EXEMPTION. Trainers certified by Assistance Dogs International, Inc. or Guide Dogs for the Blind, Inc. who are actively training dogs are exempt from this Ordinance. In addition, dogs within an authorized dog park area are exempt.

Section 4. VIOLATIONS. A violation of this Ordinance is an infraction under the Keizer Civil Infraction Ordinance. The minimum fine is \$100, the presumptive fine is \$150, and the maximum fine is \$200.

1 Section 5. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days
2 after its passage.

3 PASSED this _____ day of _____, 2023.

4
5 SIGNED this _____ day of _____, 2023.

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Mayor

City Recorder



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **SOUTH EAST KEIZER NEIGHBORHOOD ASSOCIATION ANNUAL REPORT**

PROPOSED MOTION:

I move the City Council accept the report of the South East Keizer Neighborhood Association and extend recognition to the South East Keizer Neighborhood Association for an additional year.

I. SUMMARY:

As outlined in City of Keizer Ordinance 93-257, Neighborhood Associations shall make an annual report to the City Council near the anniversary date of their recognition. The report may be made in writing or presented orally. The report shall contain a record of all meetings, summary of all issues dealt with during the year, summary of special activities outside of the meetings, and a report of all efforts to solicit the participation and input from the members of the Associations. If the Council finds the Association has continued to meet the expectations and responsibilities of a neighborhood association, the Council by motion shall extend recognition for an additional year.

The South East Keizer Neighborhood Association was first recognized in November 2016. The Association has maintained recognition since this date. Ken Gierloff, President of the South East Keizer Neighborhood Association will be in attendance to give the annual report.

II. BACKGROUND:

- A. The South East Keizer Neighborhood Association was first recognized in November 2016.
- B. The South East Keizer Neighborhood Association has continuously submitted their annual reports and maintained recognition.

III. CURRENT SITUATION:

- A. The South East Keizer Neighborhood Association annual report will be presented to the City Council by President Ken Gierloff.

IV. ANALYSIS:

- A. **Strategic Impact** – Neighborhood Associations are an important part of the involvement of the citizens in Keizer City government.
- B. **Financial** – The South East Keizer Neighborhood Association is provided funding through the City budget process.
- C. **Timing** – Extending recognition for an additional year will allow South East Keizer Neighborhood Association to continue their mission.
- D. **Policy/legal** – The presenting of this report confirms the South East Keizer Neighborhood Association is meeting the guidelines set forth in the Ordinance.

ALTERNATIVES:

- A. The Council may accept the report and extend recognition to the South East Keizer Neighborhood Association for an additional year.
- B. The Council may choose to not accept the report or extend recognition to the South East Keizer Neighborhood Association for an additional year.

RECOMMENDATION:

Staff recommends the City Council accept the report and extend recognition to the South East Keizer Neighborhood Association for an additional year.

ATTACHMENTS:

- Keizer Ordinance 93-257 – Relating to the Recognition of Neighborhood Associations

BILL NO. 239

A BILL

ORDINANCE NO.
93-257

FOR

AN ORDINANCE

RELATING TO THE RECOGNITION OF
NEIGHBORHOOD ASSOCIATIONS

The City of Keizer ordains as follows:

Section 1. PURPOSE. This ordinance is intended to recognize that neighborhood associations are an important part of the involvement and volunteerism of the citizens of the community in Keizer city government. Active neighborhood associations enhance the City's citizen involvement program and provide an important two way channel for information relative to the activities of the City. This ordinance is intended to provide a framework for establishment and recognition of neighborhood associations and to acknowledge such associations as legitimate representatives of the citizens and issues within their boundaries.

Section 2. NEIGHBORHOOD ASSOCIATIONS. A neighborhood association is any group of people organized within a geographical area for the purpose of studying and acting on issues affecting neighborhood and city-wide livability and government operations, and that also actively solicits broad involvement by all citizens within the association's boundary. A recognized neighborhood association is one that has been found by the City Council to satisfy the standards of this ordinance.

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- ORDINANCE NO. 93- 257

FMAGIC

INTEGRA

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635

1 Section 3. RECOGNITION. The City Council may officially
2 recognize a neighborhood association as described in Sections 4
3 and 5 below. For a recognized neighborhood association the
4 City will do the following, at a minimum:

5 (a) Mail the association requests for comments and public
6 hearing notices for all planning, zoning, and subdivision
7 activities within its boundaries.

8 (b) Mail the association notices of other City issues
9 that may result in action being taken impacting property or the
10 citizens within the association boundary.

11 (c) Mail the association agendas for all City
12 commissions, boards, and City Council meetings.

13 (d) Solicit the input of the association at early stages
14 of major decision making, such as annual budget preparation and
15 amendments to the Comprehensive Plan.

16 (e) Recognize the association as having standing in land
17 use cases within its boundaries or within adjacent areas where
18 there is a direct impact.

19 (f) Provide assistance in publicizing the activities of
20 the association through press releases, city publications, and
21 other media as resources allow.

22 Section 4. PROCESS FOR RECOGNITION. A neighborhood
23 association may petition the City Council for official
24 recognition. If the Council finds that the standards outlined
25 below are met, the association may be recognized by resolution.

26 ///

1 Section 5. STANDARDS FOR RECOGNITION. The following
2 standards must be met by a neighborhood association seeking and
3 maintaining recognition:

4 (a) By-Laws - The Association shall adopt by-laws that
5 contain the following provisions at a minimum:

6 (1) Any person who resides, operates a business, or owns
7 property within the boundary shall be a member with the right
8 to participate and vote.

9 (2) The membership shall not be limited by race, creed,
10 color, sex, age, or any other factor.

11 (3) There shall be no dues, but voluntary contributions
12 may be solicited.

13 (4) The association shall hold an annual general meeting,
14 with the time, date, and place of the meeting widely publicized
15 throughout the neighborhood prior to the meeting. Other
16 general meetings may be held as desired.

17 (5) Regular meetings of the Board shall be held at a
18 publicized date, time, and place. All Board meetings shall be
19 open to the public. All members present may vote on issues
20 with the results recorded separately from votes of the Board.

21 (6) Minutes shall be taken of all Board and General
22 meetings, with the minutes made available to any person so
23 requesting. A copy of the minutes shall be filed with the City
24 Recorder.

25 ///

26 ///

() - ORDINANCE NO. 93- 257

LIEN, HOBSON & JOHNSON

Attorneys at Law
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Keizer, Oregon 97303
(503) 390-1635

1 (7) The association shall have a Board of Directors with
2 a president, vice-president, and secretary who shall be elected
3 annually by those present at the annual meeting. The
4 association may establish additional elected positions on the
5 Board. The board roster including names and addresses shall be
6 filed with the City Recorder. The association shall provide
7 one address to the City for mailing purposes.

8 (8) A copy of the by-laws shall be filed with the City
9 Recorder and maintained and updated to reflect amendments by
10 the neighborhood association.

11 (b) Boundary - The Association shall adopt by motion a
12 fixed geographic boundary meeting the following general
13 guidelines:

14 (1) The neighborhood should generally encompass at least
15 300 dwelling units or smaller clearly defined areas.

16 (2) The neighborhood should encompass a logical
17 geographic and social area with generally rectangular
18 boundaries and without any gerrymandering.

19 (3) The neighborhood should generally focus on a single
20 elementary school attendance area.

21 (4) Neighborhood boundaries should generally follow
22 natural or manmade barriers such as creeks and arterial
23 streets. When a boundary must follow a local street, it should
24 follow rear property lines rather than divide the neighborhood
25 between houses facing each other.

26 ///

- ORDINANCE NO. 93- 257

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1 (5) The boundary should encompass adjacent vacant or
() underdeveloped land.

3 (6) The boundary should extend to the City Limits.

4 (7) The boundary should leave no isolated areas or
5 pockets not included in another neighborhood association's
6 boundary.

7 (8) The Council shall have the final determination of a
8 neighborhood's boundary and is not necessarily bound to the
9 above guidelines. This determination shall be reflected in the
10 resolution of recognition.

11 (c) Responsibilities - The following responsibilities
12 must be assumed and carried out by a neighborhood association:

13 (1) The association must strive to accurately represent
14 the best interest of its members when expressing neighborhood
15 opinion, recommendations, and concerns before any public body.

16 (2) The association must try to solicit the participation
17 or input of all members through newsletters, media coverage,
18 personal contact, flyer distribution, and other means.

19 (3) The association must actively participate in City
20 government through participation, input, and recommendations on
21 issues brought to it by the City, or initiated by the
22 neighborhood itself.

23 (4) The association must hold regular board and general
24 meetings, with timely, appropriate notification to members.

25 ///

26 ///

(5) The association must strive to improve the livability of the neighborhood and of the community as a whole through education, activities, projects, and participation.

Section 6. MAINTAINING RECOGNITION - ANNUAL REPORT. A recognized neighborhood association shall make an annual report to the City Council at a Council meeting no more than one month before or one month after the anniversary of the Council's recognition. This report may be in writing or presented orally. The report shall include at least the following elements:

(a) A record of all meetings.

(b) A summary of all issues dealt with by the association.

(c) A summary of special association activities outside regular meetings

(d) A report of all efforts to solicit the participation and input of all members of the association

(e) An analysis of the Association's success in meeting its responsibilities as outlined above.

Section 7. MAINTAINING RECOGNITION - COUNCIL ACTION. If the Council finds the association has continued to meet the expectations and responsibilities of a neighborhood association, it shall, by motion, extend recognition for an additional year.

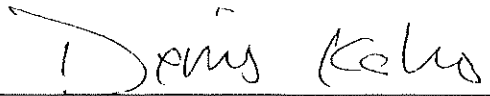
Section 8. TERMINATING RECOGNITION. At any time the Council may consider an association's alleged failure to meet

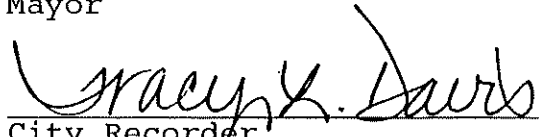
1 the expectations and responsibilities of a neighborhood
2 association. If it finds the association is not meeting the
3 standards, it may, by resolution, revoke recognition.

4 Section 9. EFFECTIVE DATE. This Ordinance shall take
5 effect thirty (30) days after its passage.

6 PASSED this 21st day of June, 1993.

7 SIGNED this 23rd day of June, 1993.

8 
9 _____
Mayor

10 
11 _____
City Recorder

12 824.111

- ORDINANCE NO. 93- 257

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **NORTH WEST KEIZER NEIGHBORHOOD ASSOCIATION ANNUAL REPORT**

PROPOSED MOTION:

I move the City Council accept the report of the North West Keizer Neighborhood Association and extend recognition to the North West Keizer Neighborhood Association for an additional year.

I. SUMMARY:

As outlined in City of Keizer Ordinance 93-257, Neighborhood Associations shall make an annual report to the City Council near the anniversary date of their recognition. The report may be made in writing or presented orally. The report shall contain a record of all meetings, summary of all issues dealt with during the year, summary of special activities outside of the meetings, and a report of all efforts to solicit the participation and input from the members of the Associations. If the Council finds the Association has continued to meet the expectations and responsibilities of a neighborhood association, the Council by motion shall extend recognition for an additional year.

The North West Keizer Neighborhood Association was first recognized in May 2022. Hersch Sangster, President of the North West Keizer Neighborhood Association will be in attendance to give the annual report.

II. BACKGROUND:

- A. The North West Keizer Neighborhood Association was first recognized in May 2022.
- B. This is the first annual report presented from the North West Keizer Neighborhood Association.

III. CURRENT SITUATION:

- A. The North West Keizer Neighborhood Association annual report will be presented to the City Council by President Hersch Sangster.

IV. ANALYSIS:

- A. **Strategic Impact** – Neighborhood Associations are an important part of the involvement of the citizens in Keizer City government.
- B. **Financial** – The North West Keizer Neighborhood Association is provided funding through the City budget process.
- C. **Timing** – Extending recognition for an additional year will allow North West Keizer Neighborhood Association to continue their mission.
- D. **Policy/legal** – The presenting of this report confirms the North West Keizer Neighborhood Association is meeting the guidelines set forth in the Ordinance.

ALTERNATIVES:

- A. The Council may accept the report and extend recognition to the North West Keizer Neighborhood Association for an additional year.
- B. The Council may choose to not accept the report or extend recognition to the North West Keizer Neighborhood Association for an additional year.

RECOMMENDATION:

Staff recommends the City Council accept the report and extend recognition to the North West Keizer Neighborhood Association for an additional year.

ATTACHMENTS:

- Keizer Ordinance 93-257 – Relating to the Recognition of Neighborhood Associations

BILL NO. 239

A BILL

ORDINANCE NO.
93-257

FOR

AN ORDINANCE

RELATING TO THE RECOGNITION OF
NEIGHBORHOOD ASSOCIATIONS

The City of Keizer ordains as follows:

Section 1. PURPOSE. This ordinance is intended to recognize that neighborhood associations are an important part of the involvement and volunteerism of the citizens of the community in Keizer city government. Active neighborhood associations enhance the City's citizen involvement program and provide an important two way channel for information relative to the activities of the City. This ordinance is intended to provide a framework for establishment and recognition of neighborhood associations and to acknowledge such associations as legitimate representatives of the citizens and issues within their boundaries.

Section 2. NEIGHBORHOOD ASSOCIATIONS. A neighborhood association is any group of people organized within a geographical area for the purpose of studying and acting on issues affecting neighborhood and city-wide livability and government operations, and that also actively solicits broad involvement by all citizens within the association's boundary. A recognized neighborhood association is one that has been found by the City Council to satisfy the standards of this ordinance.

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- ORDINANCE NO. 93- 257

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(503) 390-1635

1 Section 3. RECOGNITION. The City Council may officially
2 recognize a neighborhood association as described in Sections 4
3 and 5 below. For a recognized neighborhood association the
4 City will do the following, at a minimum:

5 (a) Mail the association requests for comments and public
6 hearing notices for all planning, zoning, and subdivision
7 activities within its boundaries.

8 (b) Mail the association notices of other City issues
9 that may result in action being taken impacting property or the
10 citizens within the association boundary.

11 (c) Mail the association agendas for all City
12 commissions, boards, and City Council meetings.

13 (d) Solicit the input of the association at early stages
14 of major decision making, such as annual budget preparation and
15 amendments to the Comprehensive Plan.

16 (e) Recognize the association as having standing in land
17 use cases within its boundaries or within adjacent areas where
18 there is a direct impact.

19 (f) Provide assistance in publicizing the activities of
20 the association through press releases, city publications, and
21 other media as resources allow.

22 Section 4. PROCESS FOR RECOGNITION. A neighborhood
23 association may petition the City Council for official
24 recognition. If the Council finds that the standards outlined
25 below are met, the association may be recognized by resolution.

26 ///

1 Section 5. STANDARDS FOR RECOGNITION. The following
2 standards must be met by a neighborhood association seeking and
3 maintaining recognition:

4 (a) By-Laws - The Association shall adopt by-laws that
5 contain the following provisions at a minimum:

6 (1) Any person who resides, operates a business, or owns
7 property within the boundary shall be a member with the right
8 to participate and vote.

9 (2) The membership shall not be limited by race, creed,
10 color, sex, age, or any other factor.

11 (3) There shall be no dues, but voluntary contributions
12 may be solicited.

13 (4) The association shall hold an annual general meeting,
14 with the time, date, and place of the meeting widely publicized
15 throughout the neighborhood prior to the meeting. Other
16 general meetings may be held as desired.

17 (5) Regular meetings of the Board shall be held at a
18 publicized date, time, and place. All Board meetings shall be
19 open to the public. All members present may vote on issues
20 with the results recorded separately from votes of the Board.

21 (6) Minutes shall be taken of all Board and General
22 meetings, with the minutes made available to any person so
23 requesting. A copy of the minutes shall be filed with the City
24 Recorder.

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() - ORDINANCE NO. 93- 257

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(503) 390-1635

1 (7) The association shall have a Board of Directors with
2 a president, vice-president, and secretary who shall be elected
3 annually by those present at the annual meeting. The
4 association may establish additional elected positions on the
5 Board. The board roster including names and addresses shall be
6 filed with the City Recorder. The association shall provide
7 one address to the City for mailing purposes.

8 (8) A copy of the by-laws shall be filed with the City
9 Recorder and maintained and updated to reflect amendments by
10 the neighborhood association.

11 (b) Boundary - The Association shall adopt by motion a
12 fixed geographic boundary meeting the following general
13 guidelines:

14 (1) The neighborhood should generally encompass at least
15 300 dwelling units or smaller clearly defined areas.

16 (2) The neighborhood should encompass a logical
17 geographic and social area with generally rectangular
18 boundaries and without any gerrymandering.

19 (3) The neighborhood should generally focus on a single
20 elementary school attendance area.

21 (4) Neighborhood boundaries should generally follow
22 natural or manmade barriers such as creeks and arterial
23 streets. When a boundary must follow a local street, it should
24 follow rear property lines rather than divide the neighborhood
25 between houses facing each other.

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- ORDINANCE NO. 93- 257

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1 (5) The boundary should encompass adjacent vacant or
() underdeveloped land.

3 (6) The boundary should extend to the City Limits.

4 (7) The boundary should leave no isolated areas or
5 pockets not included in another neighborhood association's
6 boundary.

7 (8) The Council shall have the final determination of a
8 neighborhood's boundary and is not necessarily bound to the
9 above guidelines. This determination shall be reflected in the
10 resolution of recognition.

11 (c) Responsibilities - The following responsibilities
12 must be assumed and carried out by a neighborhood association:

13 (1) The association must strive to accurately represent
14 the best interest of its members when expressing neighborhood
15 opinion, recommendations, and concerns before any public body.

16 (2) The association must try to solicit the participation
17 or input of all members through newsletters, media coverage,
18 personal contact, flyer distribution, and other means.

19 (3) The association must actively participate in City
20 government through participation, input, and recommendations on
21 issues brought to it by the City, or initiated by the
22 neighborhood itself.

23 (4) The association must hold regular board and general
24 meetings, with timely, appropriate notification to members.

25 ///

26 ///

1 (5) The association must strive to improve the livability
2 of the neighborhood and of the community as a whole through
3 education, activities, projects, and participation.

4 Section 6. MAINTAINING RECOGNITION - ANNUAL REPORT. A
5 recognized neighborhood association shall make an annual report
6 to the City Council at a Council meeting no more than one month
7 before or one month after the anniversary of the Council's
8 recognition. This report may be in writing or presented
9 orally. The report shall include at least the following
10 elements:

11 (a) A record of all meetings.

12 (b) A summary of all issues dealt with by the
13 association.

14 (c) A summary of special association activities outside
15 regular meetings

16 (d) A report of all efforts to solicit the participation
17 and input of all members of the association

18 (e) An analysis of the Association's success in meeting
19 its responsibilities as outlined above.

20 Section 7. MAINTAINING RECOGNITION - COUNCIL ACTION. If
21 the Council finds the association has continued to meet the
22 expectations and responsibilities of a neighborhood
23 association, it shall, by motion, extend recognition for an
24 additional year.

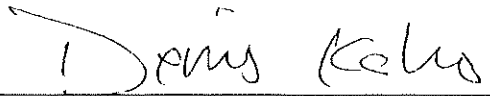
25 Section 8. TERMINATING RECOGNITION. At any time the
26 Council may consider an association's alleged failure to meet

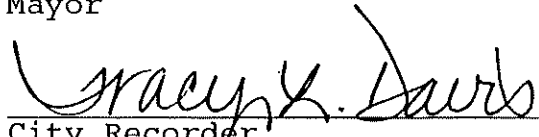
1 the expectations and responsibilities of a neighborhood
2 association. If it finds the association is not meeting the
3 standards, it may, by resolution, revoke recognition.

4 Section 9. EFFECTIVE DATE. This Ordinance shall take
5 effect thirty (30) days after its passage.

6 PASSED this 21st day of June, 1993.

7 SIGNED this 23rd day of June, 1993.

8 
9 _____
Mayor

10 
11 _____
City Recorder

12 824.111

- ORDINANCE NO. 93- 257

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(503) 390-1635



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

THRU: E. Shannon Johnson, City Attorney

FROM: Shane Witham, Planning Director

SUBJECT: **TEXT AMENDMENT CASE 2023-04 - ADOPTION OF ORDINANCE FOR AMENDING KEIZER DEVELOPMENT CODE**

PROPOSED MOTION:

I move the City Council adopt Ordinance No. 2023-____ Amending Keizer Development Code Regarding Section 1.103, Section 2.102, Section 2.103, Section 2.104, Section 2.107, Section 2.110, Section 2.122, Section 2.127, Section 2.130, Section 2.302, Section 2.308, Section 2.401, Section 2.403, Section 2.43, Section 3.105, and Section 3.202; Amending Ordinance 98-389.

I. SUMMARY:

This matter is before the City Council for adoption of an ordinance to amend multiple sections of the Keizer Development Code (KDC) to correct identified scrivener-type errors, and to allow greater flexibility for the development of accessory dwelling units and cottage cluster developments.

II. BACKGROUND:

- A. Planning Commission held a public hearing on April 12, 2023 to consider the proposed changes and unanimously recommended approval to City Council for adoption.
- B. City Council held a public hearing on May 15, 2023 to consider the proposed changes and unanimously directed staff to prepare an ordinance and findings for the adoption of the proposed changes.

III. CURRENT SITUATION:

- A. There are several scrivener-type errors in the KDC, which have been identified and are proposed to be corrected. This will provide accurate references and terminology within the KDC which will provide clarity to staff and citizens utilizing the code. In addition, the current standards regulating accessory dwelling units contain some barriers to development of units over detached garage or accessory buildings.
- B. Adoption of this ordinance will result in the correction of several errors in the KDC and will allow greater flexibility for the development of accessory dwelling units and cottage cluster developments.

IV. ANALYSIS:

- A. **Strategic Impact** – No strategic impact
- B. **Financial** – No financial impact.
- C. **Timing** – Public hearings were previously held to consider the proposed changes and Council directed staff to prepare an ordinance and findings for adoption at the May 15, 2023 council meeting.
- D. **Policy/legal** – The process for amending the KDC has been followed, and the adoption of the ordinance is the final step in completing this process.

V. ALTERNATIVES:

- A. Adopt the attached Ordinance.
- B. Take No Action – Failure to amend the KDC would result in several scrivener-type errors remaining in the code, along with identified barriers to the development of accessory dwelling units and cottage cluster developments.

VI. RECOMMENDATION:

Staff recommends that the City Council adopt the attached Ordinance.

ATTACHMENTS:

- Ordinance No. 2023-____ Amending Keizer Development Code Regarding Section 1.103, Section 2.102, Section 2.103, Section 2.104, Section 2.107, Section 2.110, Section 2.122, Section 2.127, Section 2.130, Section 2.302, Section 2.308, Section 2.401, Section 2.403, Section 2.43, Section 3.105, and Section 3.202; Amending Ordinance 98-389.

A BILL

ORDINANCE NO.
2023-_____

FOR

AN ORDINANCE

AMENDING KEIZER DEVELOPMENT CODE REGARDING SECTION
1.103, SECTION 2.102, SECTION 2.103, SECTION 2.104, SECTION
2.107, SECTION 2.110, SECTION 2.122, SECTION 2.127, SECTION
2.130, SECTION 2.302, SECTION 2.308, SECTION 2.401, SECTION
2.403, SECTION 2.432, SECTION 3.105, AND SECTION 3.202;
AMENDING ORDINANCE 98-389

WHEREAS, the Keizer Planning Commission has recommended to the Keizer
City Council amendments to the Keizer Development Code (Ordinance No. 98-389);

WHEREAS, the City Council held a hearing on this matter on May 15, 2023 and
considered the testimony given and the recommendation of the Keizer Planning
Commission;

WHEREAS, the Keizer City Council has determined that it is necessary and
appropriate to amend the Keizer Development Code as set forth herein;

WHEREAS, the Keizer City Council has determined that such amendments meet
the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer
Development Code;

NOW, THEREFORE,

The City of Keizer ordains as follows:

Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in
Exhibit "A" attached hereto and by this reference incorporated herein.

Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE. The Keizer Development Code (Ordinance No. 98-389) is hereby amended by the adoption of the changes to Section 1.103 (Establishment of Zoning Districts), Section 2.102 (Single Family Residential (RS)), Section 2.103 (Limited Density Residential (RL)), Section 2.104 (Medium Density Residential (RM)), Section 2.107 (Mixed Use (MU)), Section 2.110 (Commercial Mixed Use (CM)), Section 2.122 (Flood Plain Overlay Zone (FPO)), Section 2.127 (Historic Resources), Section 2.130 (River-Cherry Overlay District (RCOD)), Section 2.302 (Street Standards), Section 2.308 (Signs), Section 2.401 (General Provisions), Section 2.403 (Shared-Housing Facilities), Section 2.432 (Cottage Cluster Development), Section 3.105 (Variances – Minor and Major) and Section 3.202 (General Procedures – Types I, II, AND III Actions); as set forth in Exhibit "B" attached hereto, and by this reference incorporated herein.

Section 3. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional, or is denied acknowledgment by any court or board of competent jurisdiction, including, but not limited to the Land Use Board of Appeals, the Land Conservation and Development Commission and the Department of Land Conservation and Development, then such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

1 Section 4. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days
2 after its passage.

3 PASSED this _____ day of _____, 2023

4 SIGNED this _____ day of _____, 2023

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9

10

11

Mayor

City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to Section 1.103 Establishment of Zoning Districts; Sections 2.102 Single Family Residential (RS); 2.103 Limited Density Residential (RL); 2.104 Medium Density Residential (RM); 2.107 Mixed Use (MU); 2.110 Commercial Mixed Use (CM); Section 2.122 Flood Plain Overlay Zone (FPO); Section 2.127 Historic Resources; Section 2.130 River Cherry Overlay District (RCOD); Section 2.302 Street standards; Section 2.308 Signs; Section 2.401 General Provisions; Section 2.403 Shared Housing Facilities; Section 2.432 Cottage Cluster Development; Section 3.105 Variances – Minor and Major; and Section 3.202 General Procedures – Types I, II, and III Actions of the Keizer Development Code (KDC).

The City of Keizer finds that:

1. General Findings.
The particulars of this case are found within Planning file Text Amendment 2023-04. Public hearings were held before the Planning Commission on April 12, 2023 and before the City Council on May 15, 2023. Both the Planning Commission and the City Council voted unanimously in favor of the proposed revisions.
2. Criteria for approval are found in Section 3.111.04 of the Keizer Development Code. Amendments to the Comprehensive Plan or Development Code shall be approved if the evidence can substantiate the criteria are met. Amendments to the map shall be reviewed for compliance with all of the listed criteria in Section 3.1104, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given this is a text amendment, Section 3.111.04 A is not applicable.
3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revisions to the zone code reflect a demonstrated need. The Planning Commission previously identified the need to amend multiple KDC Sections to correct identified scrivener-type errors and changes to Section 2.403 were identified to allow for greater flexibility in developing accessory dwelling units. Therefore, this proposal complies with this review criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The proposed text amendments comply with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice, a public process involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the Keizertimes newspaper. Public hearings were

held before the Planning Commission and before the City Council. Citizens were afforded the opportunity to participate in the public process. This process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of this proposed planning process as is required by this goal and with implementing administrative rules within Oregon Administrative Rules.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Development Code. The city has an adopted comprehensive plan acknowledged by the state. The adoption proceeding was conducted in a manner consistent with the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. The proposed revisions to the Keizer Development Code are consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits the Exclusive Farm Use (EFU), Special Agriculture (SA), Urban Transition (UT), and Public (P) allow commercial agricultural uses. However, only the city’s SA zone is a state recognized EFU qualifying zone. The changes do not affect farm lands. These provisions do not affect lands that are outside the city limits or any lawful uses occurring on those lands, nor does it amend any of those existing zoning designations. The proposed amendments will comply with the Farm Land Goal and with implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands designated for commercial forest uses. There are no zoning districts specifically designated within the city limits that will allow for commercial forestry. Also, there are no commercial forest lands near, or adjacent to the city limits of Keizer. The amendments to the KDC do not involve any land which is designated as forest land, nor will it impact the use of any forest lands. The proposed amendments will comply with this Goal and with implementing administrative rules.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. The city has a wetland inventory of sites where wetland soils may be present. The city has an adopted Willamette River Greenway Overlay zone to protect resources along the Willamette River. There are no identified big game habitats within the city limits of Keizer. The city established a Resource Conservation overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. The city has storm water regulations to protect water quality of the local water ways consistent with the requirements of the City’s National Pollutant Discharge Elimination Permit (NPDES). The proposed amendments will not preclude any of the city’s natural resources protection regulations. Nor will the changes preclude the lawful use of any properties that are within the City. Therefore, the proposed text amendments will be consistent with this goal and with administrative rules which implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city’s air, water and land qualities. The city provides its residents with city water from groundwater sources. The quality of the water is monitored to ensure that it complies with all state and federal water quality standards. New construction is required to be connected to the established sanitary sewer system thereby reducing the potential of groundwater contamination from failing on-site septic systems. The city has storm water regulations which are to maintain water quality in the Willamette River and local streams. Land quality is preserved through the city’s erosion control regulations and through zone code development regulations. Air quality is preserved through the city’s development code regulations which limit certain types of uses and are enforced by appropriate state agencies which govern air emission standards. The proposed revisions comply with this goal and with the administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of structures within identified 100-year floodplains within the city limits. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. While there are some steep slopes in the northwest quadrant of the city, there are no mapped areas of steep slopes in Keizer that might warrant any special engineering. The proposed text amendments will neither impact this goal nor any administrative rules pertaining to natural hazards.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories parks, playgrounds, and recreational opportunities within the city limits and plans for the city’s future park and recreation needs. The proposed amendments will have no impact on the recreational activities that occur on any park land within the city and will not impact either this goal or any administrative rules that implement it.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. Current employment needs were projected forward based on regional job growth estimates and target industry goals. The growth forecast calls for a total of 3,774 new jobs over the next 20 years. The adopted Economic Opportunities Analysis found there is a net need for commercial and institutional lands amounting to 63.3 gross acres above and beyond what the City’s remaining buildable employment lands can accommodate. The proposed text amendments will not have any adverse impact on the economic development activities or uses within the city and may allow the existing land

supply to be more efficiently used. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The city has an adopted Housing Needs Analysis which has been updated but not yet formally adopted. The proposed revisions do not affect the land supply in any way. The majority of the changes proposed are scrivener-type errors to correct identified inaccuracies. The changes proposed to Section 2.403 and 2.432 clarify standards for accessory dwelling units and cottage cluster development. These changes provide flexibility in establishing these housing types, which will potentially allow additional housing opportunities to address the city’s housing needs. Therefore, the proposal is consistent with this goal.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, an established street system, administrative services and police services. Sanitary sewer service is provided by the city of Salem through an intergovernmental agreement. Fire protection services are provided by the Keizer Fire District or Marion County Fire District #1. There is sufficient capacity in the municipal water delivery system and also within the sanitary sewer treatment system to accommodate planned growth within the upcoming 20-year planning period. The proposed text amendments will not impact any of the city’s public facilities and services. Therefore, the revisions will comply with this goal and all administrative rules.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city’s transportation systems. This system includes streets, transit, bike, and pedestrian systems. It inventories the existing systems and contains plans for improving these systems. The proposed text amendment will not affect any transportation facility within the city limits and so is consistent with Section 3.111.05 regarding Transportation Planning Rule compliance. The proposed text amendments will have no adverse impact on the city’s transportation systems and will not affect this goal or any implementing rules.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The proposed text amendments will have no impact on this goal or any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The proposed text amendments will affect only land that is within the city limits and will not

impact the use of any land being transitioned from rural to urbanized uses and is therefore consistent with this goal.

Goal 15 – Willamette River: This goal seeks to protect, conserve, and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River. The revisions to the city’s development code will have no impact on the ability of the city to regulate uses along the river or the Willamette River Greenway Management overlay zone regulations. Therefore, the proposed amendments are consistent with this goal.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 (Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable.

In consideration of the above findings, the proposed zone code revisions comply with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**
- a. It corrects identified error(s) in the previous plan.
 - b. It represents a logical implementation of the plan.
 - c. It is mandated by changes in federal, state, or local law.
 - d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The proposed text amendments will revise several sections of the Keizer Development Code. The changes proposed include several scrivener-type errors that have previously been identified, along with some specific changes to allow greater flexibility for the development of accessory dwelling units and cottage cluster developments. The following changes are proposed:

- Section 1.103 Establishment of Zoning Districts – correct reference error
- Sections 2.102 Single Family Residential (RS); 2.103 Limited Density Residential (RL); 2.104 Medium Density Residential (RM); 2.107 (Mixed Use (MU); 2.110 Commercial Mixed Use (CM); Section 2.130 River Cherry Overlay District (RCOD); Section 2.401 General Provisions – terminology/reference change for ADUs
- Section 2.122 Flood Plain Overlay Zone (FPO) and Section 2.127 Historic Resources – terminology change
- Section 2.302 Street standards – Correct reference error and provide clarification on access easements serving middle housing development
- Section 2.308 Signs – correct language error and reference
- Section 2.403 Shared Housing Facilities – Change title of section to Accessory Dwelling Unit. Provide clarifying language on requirements for ADU’s – only allowed in conjunction with a single-family residence for both attached and detached (current inconsistency in the section which causes confusion). Change

how square footage is calculated (living space) in order to allow for second story ADUs over a detached garage or accessory structure, and change to allow an accessory building to be constructed with a second story ADU without having to go through the “conversion” process.

- Section 2.432 Cottage Cluster Development – Clarify height limitation and that an existing ADU may be incorporated into a cottage cluster development
- Section 3.105 Variances – Minor and Major – correct reference error
- Section 3.202 General Procedures – Types I, II, and III Actions – clarification on notice requirement

The majority of the proposed amendments correct identified errors in the development code, and therefore comply with this criterion. In addition, the changes proposed to allow greater flexibility for accessory dwelling units and cottage clusters represent a logical implementation of the City’s plan to provide for various housing types within the city. Furthermore, the City Council has, by this adoption, determined the proposed text revisions are desirable, appropriate, and proper. As such, staff finds the proposal complies with this criterion.

1.103 ESTABLISHMENT OF ZONING DISTRICTS

1.103.01 Districts

For the purposes of this Ordinance, the City of Keizer is divided into the following zoning districts:

<u>Classification</u>	<u>Abbreviation</u>
Single Family Residential	RS
Limited Density Residential	RL
Medium Density Residential	RM
High Density Residential	RH
Residential Commercial	RC
Mixed Use	MU
Commercial Office	CO
Commercial Mixed Use	CM
Commercial Retail	CR
Commercial General	CG
Employment General	EG ^{-(02/03)}
Industrial Business Park	IBP
General Industrial	IG
Agricultural Industrial	IA
Public	P
Exclusive Farm Use	EFU
Urban Transition	UT

For the purposes of this Ordinance, the following overlay zones are placed in certain areas of the City of Keizer:

Floodplain Overlay Zone	FPO
Greenway Management Overlay Zone	GMO
Limited Use Overlay Zone	LUO
Activity Center Overlay Zone	ACO
Resource Conservation Area Overlay Zone	RCO
Historical Landmark Overlay Zone	HLO
River-Cherry Overlay District	RCOD ^(12/19)

1.103.02 Comprehensive Plan Designation and Zoning Districts

Zone classifications implement the Comprehensive Plan map designations. The following are the zones allowed in each Comprehensive Plan designation:

Comprehensive Plan Designation

Zone Classification

Low Density Residential (LDR)	RS, RC, UT
Medium Density Residential (MDR)	RL, RM, RC, MU
Medium and High Density Residential (MHDR)	RL, RM, RH, RC, MU
Mixed Use (MU)	MU
Commercial (C)	CM, CR, CG, CO
Special Planning District (SPD)	EG -(02/03)
General Industrial (GI)	IG, IBP
Campus Light Industrial (CLI)	IBP
Special Policy Area (SPA)	IA, EFU
Civic (CI)	P
Schools (ES, MS, HS)	P
Park (P)	P

1.103.03 Boundaries

- A. Zoning Map. The zoning district boundaries are shown on the zoning map of the City of Keizer. This map is made a part of this Ordinance and shall be filed in the office of the Zoning Administrator. The Zoning Administrator shall amend the map as required. The map shall be available for public review with copies provided at reasonable cost. (5/98)
- B. Zoning Map Interpretation. The Zoning Administrator shall resolve any dispute over the exact location of a zoning district boundary. In interpreting the location of the zoning boundaries, the Zoning Administrator shall rely on the Keizer Comprehensive Plan Map and the following guidelines:
1. Right-of-way. Boundaries indicated as approximately following the centerline or the right-of-way boundary of streets, highways, railways or alleys shall be construed to follow such centerline or boundary. (5/98)
 2. Lot Lines. Boundaries indicated as approximately following lot lines shall be construed as following such lot lines. (5/98)
 3. Water Courses. Boundaries indicated as approximately following the centerline of streams, rivers, canals, lakes, or other bodies of water shall be construed to follow such centerline. (5/98)
 4. Extensions. Boundaries indicated as parallel to or extensions of features indicated in subsections 1., through 3., above shall be so construed. (5/98)
 5. Specific Description. Where a Plan map designation or zoning action referenced a specific property description, that description shall establish the boundary. Where 2 or more property descriptions establish conflicting boundaries, the most recent description shall govern. (5/98)

2.102 SINGLE FAMILY RESIDENTIAL (RS)

2.102.01 Purpose

The purpose of the RS (Single Family Residential) zone is to allow development of single family and middle housing type homes on individual lots provided with urban services at low urban densities. This zone also allows duplexes, triplexes, quadplexes, townhouses, and cottage cluster housing. Other uses compatible with residential development are also appropriate. These areas are designated as Low Density Residential in the Comprehensive Plan. (6/22)

2.102.02 Permitted Uses

The following uses, when developed under the applicable development standards in this Ordinance, are permitted in the RS zone:

- A. **Detached single family dwelling.** (6/22)
- B. **Duplexes, triplexes, quadplexes, and townhouses.** (6/22)
- C. **Residential homes.** (5/98)
- D. **Family day care provider**, for 16 or fewer children consistent with state regulations. (4/16)
- E. **Public or private utility substation**, but excluding communication towers and electrical substations. (5/98)
- F. **Child foster home** for five or fewer children. (6/99)

2.102.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in this Ordinance and special development requirements, are permitted in the RS zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)
- E. **Transit Facilities** (Section 2.305). (5/09)
- F. The following special uses subject to the applicable standards in Section 2.400. (5/98)

1. **Shared housingAccessory Dwelling Unit** Facilities (Section 2.403). (5/98)
2. **Cottage Cluster Development** (Section 2.432) (6/22)
3. **Home occupations** (Section 2.407). (5/98)
4. **Residential sales offices** (Section 2.409). (5/98)
5. **Public golf course** (7992) or membership recreation club having golf course (7997) (Section 2.410). (5/98)
6. **House of Worship** (Section 2.423). (5/98)
7. **Manufactured homes** on individual lots (Section 2.402). (5/98)
8. **Recreational vehicle storage** space (Section 2.413). (5/98)
9. **Electrical substation** (Section 2.426) (5/98)
10. **Wireless Telecommunication Facilities (Section 2.427)** (5/98)
11. **Manufactured home parks** (Section 2.405). (5/98)
12. **Public Water Supply** (Section 2.430) (06/10)

2.102.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit. Development of the site may also require compliance with development standards in Section 2.4. (5/98)

- A. **Elementary schools** (Section 2.424). (5/98)
- B. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreation facilities; and other public or semi-public uses. (5/98)
- C. **Civic, social and fraternal organizations** (864). (5/98)
- D. **Day care facility** for 17 or more children consistent with state regulations. (4/16)
- E. **Bed and breakfast establishment** (Section 2.408). (5/98)
- F. **Use of a mobile home as a temporary hardship dwelling** (Section 2.406) (5/98)
- G. **Child foster home** for six, seven or eight children, providing such home:
 1. Is properly accredited by the Council on Accreditation on Child and Family Programs;

2. Be located on a lot of no less than 16,000 square feet;
3. The lot shall be located on an arterial or major collector street;
4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space;
5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property;
6. Shall have usable paved off-street parking for no less than 6 vehicles, plus one additional usable off-street paved parking space is to be provided for each foster child that owns or is the principal driver of any vehicle;
7. At least on half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least 8 feet wide for permanent visual screening along the sides and back of the property. (which landscaping along sides and back of the property shall be designed for a minimum height of no less than 6 feet after five years) Decks, patios, paved areas, and parking areas, (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping.
8. Is not located within one-half (1/2) mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home.

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

H. Transit Station (Section 2.429). (5/09)

2.102.05 Dimensional Standards

The following dimensional standards shall be the minimum requirements for all development in the RS Zone except for modifications permitted under Section 2.202, General Exceptions or as required in Section 2.4. (5/98)

A. Minimum Lot Dimension and Height Requirements (6/22)

DIMENSION	Single family detached and duplex	Triplex	Quadplex and cottage cluster	Townhouse	Non-Residential Uses
Lot Size	4000 sq ft	5000 sq ft	7000 sq ft	1500 sq ft	(1)
Average Width	40 feet	40 feet	40 feet	20 feet (3)	None
Average Depth	70 feet	70 feet	70 feet	70 feet	None
Maximum Height	35 feet	35 feet	Quad: 35 ft Cottages: 25 ft	35 feet	(2)

- (1) Parcel size shall be adequate to contain all structures within the required yard setbacks. (5/98)
- (2) 50 Feet - Required setbacks shall increase 1 foot for every foot the height exceeds 35 feet. (5/98)
- (3) The width for townhouses must be a minimum of 20 feet instead of average 20 feet.

B. Minimum Yard Setback Requirements (6/22)

SETBACKS	Residential Uses	Non-Residential Uses
Front (5)	10 feet	20 feet
Side	5 feet (1)	10 feet
Rear	(2)	20 feet
Street-side (3)	10 feet	20 feet
Garage Entrance (4)	20 feet	20 feet

- (1) Townhouses may have zero-side yard setbacks for interior lot lines. (6/22)
- (2) The rear yard setback shall be as follows: 14 feet for a 1-story building; 20 feet for a 2-story building. The rear yard setback for cottage clusters shall be 10 feet. (6/22)
- (3) Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)
- (4) The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)
- (5) The minimum front setback from an access easement shall be ten (10) feet. (10/15)

- C. Proposals to develop properties in RCOD are subject to dimensional standards in Section 2.130. (12/19)

2.102.06 Development Standards

All development in the RS Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking:** Parking shall be as specified in Section 2.303. (5/98)
- B. **Subdivisions and Partitions:** Land divisions shall comply with provisions of Section 2.310. (5/98)
- C. **Yards and Lots:** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- D. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the RS zone shall comply with the following standards: (5/98)
 - 1. Single family detached dwellings, duplexes, triplexes, quadplexes, cottage cluster developments, and townhouses shall comply with the design standards in Section 2.314. (6/22)
 - 2. Residential structures with five or more attached dwelling units and non-residential structures shall comply with the provisions in Section 2.315 - Development Standards. (6/22)
- E. **Signs:** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** A minimum of 30% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)
- H. **Lot Coverage:** The maximum coverage allowed for buildings, accessory structures and paved parking shall be 70%. Maximum lot coverage does not apply to cottage clusters. (6/22)
- I. **Density:** When RS zoned property is subdivided the minimum density shall be 4 units per acre; the maximum density shall be 8 units per acre for single family detached or 25 units per acre for townhouses. The maximum density does not apply to duplexes, triplexes, quadplexes, or cottage clusters. (6/22)
- J. Proposals to develop properties in RCOD are subject to development standards in Section 2.130. (12/19)

2.103 LIMITED DENSITY RESIDENTIAL (RL)

2.103.01 Purpose

The RL (LIMITED DENSITY RESIDENTIAL) zone is intended to provide for detached and attached dwellings on a lot or multiple dwellings on a lot at an intermediate density. Other uses compatible with residential development are also appropriate. RL zones are located in areas designated Medium Density Residential, and, Medium and High Density Residential in the Comprehensive Plan and provided with urban services. RL zones will generally abut a collector or arterial street so that traffic is not required to travel through lower density residential neighborhoods. (01/02)

2.103.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance, are permitted in the RL zone:

- A. **Detached single family dwelling** on a lot. (5/98)
- B. **Residential homes** and facilities. (5/98)
- C. **Duplexes, triplexes, quadplexes, and townhouses.** (6/22)
- D. **Multi-family dwellings.** (6/22)
- E. **Combination of permitted attached or detached dwellings** on a lot. (5/98)
- F. **Family day care provider**, for 16 or fewer children consistent with state regulations. (4/16)
- G. **Public or private utility substation**, but excluding communication towers and electrical substations. (5/98)
- H. **Child foster home** for five or fewer children. (6/99)

2.103.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the RL zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)

- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)
- E. The following special uses subject to the applicable standards in Section 2.4:
1. ~~Shared housing facilities~~ **Accessory Dwelling Unit** (Section 2.403). (5/98)
 2. **Cottage Cluster Development** (Section 2.432). (6/22)
 3. **Home occupations** (Section 2.407). (5/98)
 4. **Residential sales offices** (Section 2.409). (5/98)
 5. **Public golf course** (7992) or membership recreation club having golf course (7997) (Section 2.410). (5/98)
 6. **House of Worship** (Section 2.423). (5/98)
 7. **Boat and RV storage area** (Section 2.411). (5/98)
 8. **Manufactured homes** on individual lots (Section 2.402) (5/98)
 9. **Recreational vehicle storage space** (Section 2.413). (5/98)
 10. **Electrical substations** (Section 2.426). (5/98)
 11. **Wireless Telecommunications Facilities (Section 2.427)** (5/98)
 12. **Manufactured home parks** (Section 2.405). (5/98)

2.103.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Schools** (8211) (Section 2.424). (5/98)
- B. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- C. **Civic, social and fraternal organizations** (864). (5/98)
- D. **Day care facility** for 17 or more children consistent with state regulations. (4/16)
- E. **Bed and breakfast establishment** (Section 2.408). (5/98)
- F. **Rooming and boarding houses** (702). (5/98)
- G. **Water supply** (494). (5/98)

H. **Child foster home** for six, seven or eight children, providing such home:

1. Is properly accredited by the Council on Accreditation on Child and Family Programs;
2. Be located on a lot of no less than 16,000 square feet;
3. The lot shall be located on an arterial or major collector street;
4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space;
5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property;
6. Shall have usable paved off-street parking for no less than 6 vehicles, plus one additional usable off-street paved parking space is to be provided for each foster child that owns or is the principal driver of any vehicle;
7. At least on half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least 8 feet wide for permanent visual screening along the sides and back of the property. (which landscaping along sides and back of the property shall be designed for a minimum height of no less than 6 feet after five years) Decks, patios, paved areas, and parking areas, (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping.
8. Is not located within one-half (1/2) mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home.

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

2.103.05 Dimensional Standards**A. Minimum Lot Dimension and Height Requirements (6/22)**

DIMENSION	Single Family Detached & Duplex	Triplex	Quadplex & Cottage Cluster	Townhouse	Multi-Family	Non-Residential
Lot Size	4000 sq ft	5000 sq ft	7000 sq ft	1500 sq ft	10000 sq. ft. (1)	(2)
Average Width	40 feet	40 feet	40 feet	20 feet (4)	50 feet	None
Average Depth	70 feet	70 feet	70 feet	70 feet	80 feet	None
Maximum Height	35 feet	35 feet	Quad:35 ft Cottages:25 ft	35 feet	35 feet	(3)

- (1) *Multi-family development must comply with the density standard in Section 2.103.06.I. (5/98)*
- (2) *Parcel size shall be adequate to contain all structures within the required yard setbacks. (5/98)*
- (3) *50 Feet - Required setbacks shall increase 1 foot for every foot the height exceeds 35 feet. (5/98)*
- (4) *The width for townhouses must be a minimum of 20 feet instead of average 20 feet. (6/22)*

B. Minimum Yard Setback Requirements (6/22)

SETBACKS	Single Family, Duplex, triplex, quadplex, cottage cluster	Multi-Family	Non-Residential
Front	10 feet (5)	10 feet	20 feet
Side	5 feet (1)	10 feet	10 feet
Rear	(2)	(2)	20 feet
Street-side (3)	10 feet	10 feet	20 feet
Garage entrance (4)	20 feet (4)	20 feet (4)	20 feet (4)

- (1) *Townhouses may have zero-side yard setbacks for interior lot lines. (6/22)*

- (2) *The rear yard setback shall be as follows: 14 feet for a 1-story building; 20 feet for a 2-story building. The rear yard setback for cottage clusters shall be 10 feet.* (6/22)
- (3) *Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street.* (5/98)
- (4) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks.* (5/98)
- (5) *The minimum front setback from an access easement shall be ten (10) feet.* (10/15)

2.103.06 Development Standards

All development in the RL Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking:** Parking shall be as specified in Section 2.303. (5/98)
- B. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the RL zone shall comply with the following standards: (5/98)
 - 1. Single family detached dwellings, duplexes, triplexes, quadplexes, cottage clusters, and townhouses shall comply with the design standards in Section 2.314. (6/22)
 - 2. Residential structures with five or more attached dwelling units, and non-residential structures shall comply with the provisions in Section 2.315 - Development Standards. (6/22)
- C. **Subdivisions and Partitions:** Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- D. **Yards and Lots:** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- E. **Signs:** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** A minimum of 25% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)

- H. **Lot Coverage:** The maximum coverage allowed for buildings, accessory structures and paved parking shall be 75%. Maximum lot coverage does not apply to cottage clusters. (6/22)
- I. **Density:** Subdivisions and multi-family development within the RL zone shall comply with the following density requirements:
1. For property designated Medium Density in the Comprehensive Plan, the minimum density shall be 6 units per acre; the maximum density shall be 10 units per acre for single family detached and 25 units per acre for townhouses. (6/22)
 2. For property designated Medium-High Density in the Comprehensive Plan, the minimum density shall be 8 units per acre; the maximum density shall be 14 units per acre. (5/98)
 3. Maximum densities do not apply to duplexes, triplexes, quadplexes, or cottage clusters. (6/22)

2.104 MEDIUM DENSITY RESIDENTIAL (RM)

2.104.01 Purpose

The RM (MEDIUM DENSITY RESIDENTIAL) zone is primarily intended for multiple family development on a parcel, or attached dwellings on separate lots, at medium residential densities. Other uses compatible with residential development are also appropriate. RM zones are located in areas designated Medium and High Density Residential in the Comprehensive Plan. They are suited to locations near commercial areas and along collector and arterial streets where limited access is necessary so that traffic is not required to travel on local streets through lower density residential areas. (5/98)

2.104.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance, are permitted in the RM zone:

- A. **Detached single family dwelling** on a lot. (5/98)
- B. **Duplexes, triplexes, quadplexes, and townhouses.** (6/22)
- C. **Residential homes and facilities.** (5/98)
- D. **Multi-family dwellings.** (6/22)
- E. **Combination of permitted attached or detached dwellings** on a lot. (5/98)
- F. **Family day care provider**, for 16 or fewer children consistent with state regulations. (4/16)
- G. **Public or private utility substation**, but excluding communication towers and electrical substations. (5/98)
- H. **Child foster home** for five or fewer children. (6/99)

2.104.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the RM zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)
- E. **Transit Facilities** (Section 2.305). (5/09)

F. The following special uses subject to the applicable standards in Section 2.4:

1. ~~Shared housing facilities~~ **Accessory Dwelling Unit** (Section 2.403). (5/98)
2. **Cottage Cluster Development** (Section 2.432) (6/22)
3. **Home occupations** (Section 2.407). (5/98)
4. **Bed and breakfast** establishments (Section 2.408). (5/98)
5. **Residential sales offices** (Section 2.409). (5/98)
6. **Public golf course** (7992) or membership recreation club having golf course (7997) (Section 2.410). (5/98)
7. **House of Worship** (Section 2.423). (5/98)
8. **Boat and RV storage area** (Section 2.411). (5/98)
9. **Manufactured home parks** (Section 2.405). (5/98)
10. **Manufactured homes** on individual lots (Section 2.402) (5/98)
11. **Accessory commercial uses** (Section 2.416). (5/98)
12. **Recreational vehicle storage space** (Section 2.413). (5/98)
13. **Electrical substation** (Section 2.426). (5/98)
14. **Wireless Telecommunications Facilities** (Section 2.427) (5/98)

2.104.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Schools** (8211) (Section 2.424). (5/98)
- B. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- C. **Day care facility** for 17 or more children consistent with state regulations. (4/16)
- D. **Civic, social and fraternal organizations** (864). (5/98)
- E. **Rooming and boarding houses** (702). (5/98)
- F. **Water supply** (494). (5/98)

G. **Child foster home** for six, seven or eight children, provided such home:

1. Is properly accredited by the Council on Accreditation on Child and Family Programs;
2. Be located on a lot of no less than 16,000 square feet;
3. The lot shall be located on an arterial or major collector street;
4. Shall be no less than 2,400 square feet in size, excluding attached garages, carports, patios, and all unfinished space;
5. Shall have setbacks for all structures of no less than 16 feet on each side and 30 feet along the back of the property;
6. Shall have usable paved off-street parking for no less than 6 vehicles, plus one additional usable off-street paved parking space is to be provided for each foster child that owns or is the principal driver of any vehicle;
7. At least on half of the lot area (no less than 8,000 square feet) shall consist of open space, grass and landscaping, including landscaping area at least 8 feet wide for permanent visual screening along the sides and back of the property. (which landscaping along sides and back of the property shall be designed for a minimum height of no less than 6 feet after five years). Decks, patios, paved areas, and parking areas, (paved or unpaved) shall not be included when calculating the amount of required open space, grass and landscaping.
8. Is not located within one-half (1/2) mile of another child foster home of six to eight children, as measured between the closest lot lines of the existing child foster home and the proposed child foster home.

All child foster homes shall meet all applicable laws and regulations, including, but not limited to, applicable building codes. (6/99)

H. **Transit Station** (Section 2.429). (5/09)

I. **Residential Care Facilities** for more than 15 residents or uses noted in SIC 805 (Nursing and Personal Care Facilities) (Section 2.431) (6/11)

2.104.05 Dimensional Standards**A. Minimum Lot Dimension and Height Requirements** (6/22)

DIMENSION	Single Family Detached & Duplex	Triplex	Quadplex & Cottage Cluster	Townhouse	Multi-Family	Non-Residential
Lot Size	4,000 sq ft	5,000 sq ft	7,000 sq ft	1,500 sq ft	9,000 sq ft (1)	(2)
Average Width	40 feet	40 feet	40 feet	20 feet (4)	50 feet	None
Average Depth	70 feet	70 feet	70 feet	70 feet	80 feet	None
Maximum Height	35 feet	35 feet	Quad: 35 ft Cottages: 25 ft	35 feet	45 feet	(3)

- (1) Multi-family development must comply with the density standard in Section 2.104.06.I. (5/98)
- (2) Parcel size shall be adequate to contain all structures within the required yard setbacks. (5/98)
- (3) 50 Feet - Required setbacks shall increase 1 foot for every foot the height exceeds 35 feet. (5/98)
- (4) The width for townhouses must be a minimum of 20 feet instead of average 20 feet. (6/22)

B. Minimum Yard Setback Requirements (6/22)

SETBACKS	Single Family, Duplex, Triplex, Quadplex, Cottage Cluster, and Townhouse	Multi-Family	Non- Residential
Front	10 feet (5)	10 feet	20 feet
Side	5 feet (1)	10 feet	10 feet
Rear	(2)	(2)	20 feet
Street-side (3)	10 feet	10 feet	20 feet
Garage entrance (4)	20 feet (4)	20 feet (4)	20 feet (4)

- (1) Townhouses may have a zero-side yard setback for interior lot lines (6/22)
- (2) The rear yard setback shall be as follows: 14 feet for a 1-story building; 20 feet for a 2-story building. The rear yard setback for cottage clusters shall be 10 feet. (6/22)
- (3) Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the

edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)

- (4) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)*
- (5) *The minimum front setback from an access easement shall be ten (10) feet. (5/98)*

- C. Proposals to develop properties in RCOD are subject to dimensional standards in Section 2.130. (12/19)

2.104.06 Development Standards

All development in the RM Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking:** Parking shall be as specified in Section 2.303. (5/98)
- B. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the RM zone shall comply with the following standards: (5/98)
 - 1. Single family detached dwellings, duplexes, triplexes, quadplexes, cottage cluster developments, and townhouses shall comply with the design standards in Section 2.314. (6/22)
 - 2. Multi-family units, and non-residential structures shall comply with the provisions in Section 2.315 - Development Standards. (6/22)
- C. **Subdivisions and Partitions:** Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- D. **Yards and Lots:** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- E. **Signs:** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** A minimum of 25% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)

- H. **Lot Coverage:** The maximum coverage allowed for buildings, accessory structures and paved parking shall be 75%. Maximum lot coverage does not apply to cottage clusters. (6/22)
- I. **Density:** Subdivisions and multi-family development within the RM zone shall comply with the following density requirements:
1. For property designated Medium Density in the Comprehensive Plan, the minimum density shall be 6 units per acre; the maximum density shall be 10 units per acre for single family detached and multi-family, and 25 units per acre for townhouses. (6/22)
 2. For property designated Medium-High Density in the Comprehensive Plan, the minimum density shall be 8 units per acre; the maximum density shall be 22 units per acre for single family detached and 25 units per acre for townhouses. (6/22)
 3. Maximum densities do not apply to duplexes, triplexes, quadplexes, or cottage clusters. (6/22)
- J. Proposals to develop properties in RCOD are subject to development standards in Section 2.130. (12/19)

2.107 MIXED USE (MU)

2.107.01 Purpose

The Mixed Use (MU) zone promotes development that combines differing uses (permitted or special permitted) in a single building or complex. This zone will allow increased development on busier streets without fostering a strip commercial appearance. The zone encourages the formation of neighborhood "nodes" of activity where residential and commercial uses mix in a harmonious manner. This development type will support transit use, provide a buffer between busy streets and residential neighborhoods, and provide new housing opportunities in the City. (4/08)

The Mixed Use zone is intended to include a variety of uses identified in this section in relative close proximity to each other as compared to a traditional zone district in which differing uses are segregated. Vertical mixed use is a building in which significant amounts of differing uses are located in the same building with different uses on different floors. While mixed use development is primarily intended to consist of retail or other businesses on the ground floor with housing or office uses on upper stories it is not required that every building within a mixed use area is developed with different uses within it. Clusters of residential and commercial uses around landscaping features or parking areas will also occur. Development is intended to be pedestrian-oriented with buildings close to and oriented to the sidewalk. Parking may be shared between residential and commercial uses. (4/08)

The Mixed Use zone is suitable for the Medium Density Residential, Medium-High Density Residential and Mixed Use Comprehensive Plan designations. (5/98)

2.107.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Zoning Ordinance, are permitted in the MU zone:

- A. **One or more buildings with one or more dwelling units** or guest rooms on a lot. (5/98)
- B. **One or more buildings with one or more dwelling units** or guest rooms and one or more other uses allowed in this section on a lot. (5/98)
- C. **Residential homes** and facilities. (5/98)
- D. **Day care facility** for 17 or more children consistent with state regulations, including Family day care provider for 16 or fewer children consistent with state regulations. (4/16)
- E. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)

F. **Public or private utility substation**, but excluding electrical substation. (5/98)

G. **Landscape counseling and planning (078)**. (5/98)

H. **Transportation, Utilities and Communication**. (5/98)

1. **Travel agency (4722)**. (5/98)
2. **Communication (48) BUT EXCLUDING** communication services, not elsewhere classified (489). (5/98)
3. **Public utility** structures and buildings. (5/98)
4. Transit Facilities (Section 2.305). (5/09)

I. **Retail Trade:**

Except as allowed under Section 2.107.05.B, the following retail uses shall be limited to buildings of 10,000 square feet or less:

1. **General merchandise stores (53)**. (4/08)
2. **Food stores (54)**. (4/08)
3. **Apparel and accessory stores (56)**. (4/08)
4. **Home furnishing, appliance and equipment stores (57)**. (4/08)
5. **Eating and drinking places (58)**. (4/08)
6. **Retail, (59) BUT EXCLUDING** non-store retailers (596) and fuel and ice dealers (598). (4/08)
7. Uses listed in 2.107.02.I. through 7 if developed in a vertical mixed use development shall not be considered as a specified use in 2.107.05.E. (10/15)

J. **Business, Professional and Social Services:** The following business and professional and service oriented uses are allowed:

1. **Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67)**. (5/98)
2. **Hotels, motels and lodging facilities (701)**. (5/98)
3. **Personal services (72) BUT EXCLUDING:** power laundries, family and commercial (7211), linen supply (7213), dry cleaning plants, except rug cleaning (7216), carpet and upholstery cleaning (7217); and industrial laundries (7218). (5/98)

4. **Business services (73) BUT EXCLUDING** disinfecting and exterminating services (7342), building and cleaning services (7349), and equipment rental (735). (5/98)
 5. **Watch, clock and jewelry repair (763).** (5/98)
 6. **Recreational or athletic clubs.** (5/98)
 7. **Health services (80) BUT EXCLUDING** hospitals (806). (5/98)
 8. **Legal services (81).** (5/98)
 9. **Miscellaneous services (89).** (5/98)
 10. **Community or neighborhood clubs.** (5/98)
 11. **Parking lots.** (5/98)
 12. **Pet Grooming** (6/01)
 13. **Veterinary Services (Section 2.414)** (6/15)
- K. **Public administration (91 - 97).** (5/98)

2.107.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the MU zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)
- E. The following special uses subject to the applicable standards in Section 2.4:
 1. ~~Shared housing facilities~~**Accessory Dwelling Unit** (Section 2.403). (5/98)
 2. **Home occupations** (Section 2.407). (5/98)
 3. **Bed and breakfast** establishments (Section 2.408). (5/98)
 4. **Residential sales offices** (Section 2.409). (5/98)

5. **Public golf course** (SIC 7992) or membership recreation club having golf course (SIC 7997) (Section 2.410). (5/98)
6. **Boat and RV storage** area (Section 2.411). (5/98)
7. **House of Worship** (Section 2.423). (5/98)
8. **Recreational vehicle storage** space (Section 2.413). (5/98)
9. **Electrical substations** (Section 2.426). (5/98)
10. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)
11. **Cottage Cluster Development** (Section 2.432). (6/22)
12. **Mobile Food Vendor** (Section 2.434). (7/17)

2.107.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Craft Industries**, subject to the provisions in Section 2.421. (5/98)
- B. Transit Station (Section 2.429). (5/09)

2.107.05 Use Restrictions

- A. The following uses are not permitted: (4/08)
 1. Farm Use. (5/98)
 2. The rendering, processing, or cleaning of animals, fish, seafoods, fowl, poultry, fruits, vegetables, or dairy products for wholesale use. (5/98)
 3. Any outdoor display or storage of merchandise or materials unless consistent with Section 2.107.05.B.7. (4/08)
 4. Camping or over-night in parking lots. (4/08)
 5. Hospitals, but not including surgicenters and day surgery facilities. (12/19)
- B. Retail uses as set forth in Section 2.107.02(l) are limited to buildings not exceeding 10,000square feet of gross leasable area except as provided herein. Such retail uses over 10,000 square feet may be permitted as allowed in an approved master plan subject to meeting the following requirements: (4/08)
 1. In addition to the requirements in Section 2.309 (Site and Landscaping Design), provide increased screening and buffering when any portion of

- the building is located adjacent (as defined in Section 1.200) to existing or planned residential areas so as to adequately screen the building. (4/08)
2. In addition to the requirements in Section 2.107.06(B), provide increased building setbacks when any portion of the building is located adjacent (as defined in Section 1.200) to existing or planned residential areas. (4/08)
 3. In addition to the requirements in Section 2.315.06, provide increased architectural features such as the use of three differing materials, color, textures, on building facades that are visible from a public street so as to minimize the effect of large blank walls. The elevations of all buildings shall be varied in textures, and material and shall incorporate human scale design elements. Elevations of all buildings shall incorporate no more than fifteen feet between varied vertical elements such as materials, patterns and textures, architectural features such as columns, projections, and differing planes shall be used liberally with no greater than 22 feet between such features. Materials shall be varied at the same frequency as the architectural elements. These materials shall incorporate cultured stone, split face Concrete mortar units (CMU's), as well as smooth faced CMU walls. (10/15)
 4. Include architectural features that reflect those of the remainder of the building around any outdoor garden / nursery area to include such things as hard walls, windows and awnings. (4/08)
 5. Limit any outdoor display or storage of merchandise to the area adjacent to the building. (4/08)
 6. Direct lighting to avoid causing glare onto adjacent properties and be generally low in height, light sources shall not be visible beyond development boundaries. (4/08)
 7. Provide mitigation measures that address adverse traffic and livability impacts in the surrounding neighborhood. This will include such things as enclosing all service equipment and service areas and any other issues identified in a master plan or traffic impact analysis. (4/08)
 8. Drive-thru businesses shall have the drive-thru oriented away from both existing and planned residential areas. (4/08)
- C. A retail building of the type described in Section 2.107.02(I) is allowed to exceed the 10,000 square foot limit subject to Master Plan approval and compliance with all requirements of this Chapter. (4/08)
- D. Larger Format Stores.

1. Retail buildings of the type described in Section 2.107.02(I) that exceed 10,000 square feet ("Larger Format Stores") require the development of non-retail/non-single family home uses in the Master Plan area that have a total square footage of at least 25% of the gross leasable area of the Larger Format Store. As used herein, "non-retail" shall mean uses other than those listed in Section 2.107.02(I). (4/08)
 2. Larger Format Stores in excess of 80,000 square feet of the type described in Section 2.107.02(I) shall meet the requirement set forth in Subsection D(1) above. In addition to such requirement, for each square foot of vertical mixed use development in the Master Plan area, the Larger Format Store can be increased above 80,000 square feet by an equivalent amount. The mixed use square footage requirements of Subsection D(1) and this Subsection cannot be combined. (4/08)
 3. The development required in Subsections D(1) and D(2) above shall take place in the same Master Plan area. The approved Master Plan shall be conditioned to require such development to be constructed before or concurrently with the Larger Format Store. (4/08)
- E. A limitation of the total floor area for specified uses applies to all of Area C – Keizer Station Center of the Keizer Station Plan. A maximum total floor area shall apply to the uses identified in Section 2.107.02(I). This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved Master Plan. (9/18)
- F. Proposals to develop properties within Area C of the Keizer Station shall comply with Master Plan or Master Plan Amendment requirements outlined in Section 3.113, and also with requirements specified in 2.107.05.G.1 through 6 below. (9/18)
- G. Proposals to develop properties outside of Area C of the Keizer Station shall require approval of a Master Plan and compliance with the following: (4/08)
1. Pedestrian Access, Safety and Comfort (4/08)
 - a. To ensure safe, direct, and convenient pedestrian circulation, development shall provide a continuous pedestrian and/or multi-use path system. (4/08)
 - b. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas wherever possible. (4/08)
 - c. Pathways with developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets and parking areas. (4/08)

- d. For all developments subject to Master Plan review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable. (4/08)
 - e. Recessed entries, canopies, and/or similar features shall be used at the entries to a building in order to create a pedestrian scale. (4/08)
 - f. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (4/08)
2. Vehicular Movement (4/08)

- a. Encourage traffic to enter and exit the development at locations in a safe manner. (4/08)

3. Crime Prevention and Security (4/08)

Crime prevention shall be considered in the site design through application of all of the following guidelines: (4/08)

- a. Territoriality – All proposed building entrances, parking areas, pathways and other elements are defined with appropriate features that express ownership. For example, landscaping, fences, pavement treatments, art and signs are some physical ways to express ownership through design. Such features should not conflict with the need for natural surveillance, as described in b.; and (4/08)
- b. Natural Surveillance – The proposed site layout, building and landscape design promote natural surveillance. Physical features and activities should be oriented and designed in ways that maximize the ability to see throughout the site. For example, window placement, the use of front porches or stoops, use of low or see-through walls, and appropriate use of landscaping and lighting can promote natural surveillance. Sight-obscuring shrubs and walls should be avoided, except as necessary for buffering between commercial uses and lower density residential districts, and then shall be minimized; and (4/08)
- c. Activity Support – The proposed site layout and building design encourage legitimate activity in public spaces. For example, locating outdoor seating in areas that are visible from inside a

restaurant helps to discourage crime and supports the activity of dining; and (4/08)

- d. Access Control – By properly siting and designing entrances and exits (i.e., in clear view from the store), and through the appropriate use of lighting, signs and/or other features, the proposed plan controls access in ways that discourage crime; and/or (4/08)
- e. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (4/08)

4. Reduced Parking (4/08)

Reduce or waive minimum off-street parking standards. The applicant may request a reduction to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service, and likelihood of car pool use; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City. (4/08)

5. Creating and Protecting Public Spaces (4/08)

- a. The development provides an appropriate amount of public space as determined by the City Council in addition to sidewalks and landscaping. (4/08)
- b. Public space may be a landscaped open space or plaza with pedestrian amenities, as approved by the City Council. (4/08)

6. Human Scaled Building Design (4/08)

Building facades are designed to a human-scale, for aesthetic appeal, pedestrian comfort, and design character of a development. The City Council may determine architectural character, continuity of building sizes, roof forms, rhythm of window and door spaces and the general relationship of buildings to public spaces such as street, plazas, other open space and public parking. (4/08)

The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines. (4/08)

In addition, the provisions within Section 3.113 apply. (9/18)

- H. Proposals to develop properties in RCOD are subject to use regulations in Section 2.130. (12/19)

2.107.06 Dimensional Standards**A. Minimum Lot Dimension and Height Requirements (6/22)**

DIMENSION	Single Family & Duplex	Triplex	Multi-Family	Quadplex & Cottage Clusters	Townhouse	Commercial & Mixed Use
Lot Size	4,000 sq ft	5,000 sq ft	6,000 sq ft (1)	7,000 sq ft	1,500 sq ft	None (2)
Average Width	40 feet	40 feet	40 feet	40 feet	20 feet (4)	None
Average Depth	70 feet	70 feet	70 feet	70 feet	70 feet	None
Maximum Height	35 feet	35 feet	50 feet	Quad: 35 ft Cottages: 25 ft	35 feet	50 feet (3)

- (1) Multi-family development must comply with the density standard in Section 2.107.07.1 (06/07)
- (2) Parcel size shall be adequate to contain all structures within the required yard setbacks. (06/07)
- (3) Height of vertical mixed use development may exceed this limitation without a concurrent variance and maximum height will be determined during master plan process. (4/08)
- (4) The width for townhouses must be a minimum of 20 feet instead of average 20 feet. (6/22)

B. Minimum Yard Setback Requirements (6/22)

SETBACKS (4)	Single Family, Duplex, Triplex, Quadplex, Townhouse, or Cottage Cluster	Multi-Family	Commercial	Mixed Use
Front	10 feet (6)	10 feet	10 feet	10 feet
Side	5 feet (1)	10 feet	(3)	(3)
Rear	(2)	(2)	(3)	(3)
Street-side	10 feet	10 feet	10 feet	10 feet
Garage entrance (5)	20 feet	20 feet	20 feet	20 feet

- (1) Townhouses may have zero-side yard setbacks for interior lot (6/22)
- (2) The rear yard setback shall be as follows: 14 feet for a 1-story single building; 20 feet for a 2-story building. The rear yard setback for cottage clusters shall be 10 feet. (6/22)
- (3) The rear and side yard setbacks adjacent to a residential zone shall be no less than the minimum rear yard setback of the zone on the adjacent property. In no case shall the setback be less than 10 feet, except there is no required setback adjacent to a non-residential zone. (5/98)
- (4) Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)
- (5) The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)
- (6) The minimum front setback from an access easement shall be ten (10) feet. (10/15)

C. Proposals to develop properties in RCOD are subject to dimensional standards in Section 2.130. (12/19)

2.107.07 Development Standards

All development in the MU Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking:** Parking shall be as specified in Section 2.303. (5/98)
- B. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the MU zone shall comply with the following standards: (5/98)
 - 1. Single family detached dwellings, duplexes, triplexes, quadplexes, townhouses, and cottage cluster developments shall comply with the design standards in Section 2.314. (6/22)
 - 2. Residential structures with five or more attached dwelling units and non-residential structures shall comply with the provisions in Section 2.315 - Development Standards. (6/22)
 - 3. For MU zoned property fronting Cherry Avenue south of Manbrin Drive; residential use shall occupy no less than 35% and no more than 65% of the building floor area on any property. (5/98)
- C. **Subdivisions and Partitions:** Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- D. **Yards and Lots:** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- E. **Signs:** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 2.309. The minimum landscaped area requirements shall be as follows: (5/98)

Commercial development:	15%
Mixed commercial and residential development:	20%
Residential development:	25%

- H. **Lot Coverage:** The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows: (5/98)

Commercial development:	85%
Mixed commercial and residential development:	80%
Residential development (Except Cottage Clusters):	75%

- I. **Density:** For property zoned MU as identified in the Keizer Station Plan, the minimum density for subdivisions, partitions, multi-family or any residential development shall be a minimum 8 units per acre and a maximum 24 units per acre for single family detached and 25 units per acre for townhouses, except there shall be no maximum density for duplexes, triplexes, quadplexes, and cottage clusters, and there shall be no minimum residential density requirement for multi-family development within a mixed use building. (6/22)
- J. Proposals to develop properties in RCOD are subject to development standards in Section 2.130. (12/19)

2.110 COMMERCIAL MIXED USE (CM)

2.110.01 Purpose

The Commercial Mixed Use (CM) zone is the primary commercial zone within the City. The zone is specifically designed to promote development that combines commercial and residential uses. This zone will support transit use, provide new housing opportunities while allowing a full range of commercial retail, service and office uses. Development is intended to be pedestrian-oriented with buildings close to and oriented to the sidewalk. Parking may be shared between residential and commercial uses. Clusters of residential and commercial uses around landscaping features or parking areas can occur and are encouraged. The Commercial Mixed Use zone is suitable for the Commercial Plan designation. (5/98)

2.110.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Zoning Ordinance, are permitted in the CM zone:

- A. **One or more buildings with one or more dwelling units** or guest rooms, and/or, one or more other uses allowed in this section on a lot. (5/98)
- B. **Residential homes** and facilities. (5/98)
- C. **Day care facility** for 17 or more children consistent with state regulations, including Family day care provider for 16 or fewer children consistent with state regulations. (4/16)
- D. **Public parks, playgrounds, community clubs** including swimming, tennis and similar recreational facilities, and other public and semi-public uses. (5/98)
- E. **Landscape** counseling and planning (0781). (5/98)
- F. **Offices** for any use listed in SIC Division C - Construction. (5/98)
- G. **Commercial printing** (275). (5/98)
- H. **Transportation, Communication and Utilities.** (5/98)
 - 1. **Public utility** structures and buildings. (5/98)
 - 2. **Post office** (43). (5/98)
 - 3. **Travel agency** (4722). (5/98)
 - 4. **Communications** (48). (5/98)
- I. **Retail Trade.** (5/98)

City Council
May 15, 2023

1. **Building materials, hardware, retail nurseries, and garden supply (52), BUT EXCLUDING mobile home dealers (527).** (5/98)
 2. **General merchandise stores (53).** (5/98)
 3. **Food stores (54).** (5/98)
 4. **Automobile, recreational vehicle or trailer sales (55), BUT EXCLUDING gasoline service stations (554).** (5/98)
 5. **Apparel and accessory stores (56).** (5/98)
 7. **Furniture, home furnishings, and equipment stores (57).** (5/98)
 8. **Eating and drinking places (58) except as provided in Section 2.110.05, below.** (5/98)
 9. **Miscellaneous retail (59), BUT EXCLUDING fuel and ice dealers (598).** (5/98)
 10. **Electrical and lighting shops and office machines and equipment stores.** (5/98)
- J. **Business, Professional and Social Services.** (5/98)
1. **Finance, insurance and real estate (60, 61, 62, 63, 64, 65, 67).** (5/98)
 2. **Hotels, motels and tourist courts (701).** (5/98)
 3. **Organization hotels and lodging houses on membership basis (704).** (5/98)
 4. **Personal services (72) BUT EXCLUDING industrial launderers (7218).** (5/98)
 5. **Business services (73) BUT EXCLUDING disinfecting and exterminating services (7342).** (5/98)
 6. **Parking lots (7523) except as provided in Section 2.110.05, below.** (5/98)
 7. **Miscellaneous repair services (76).** (5/98)
 8. **Motion pictures (78), BUT EXCLUDING drive-ins (7838).** (5/98)
 9. **Amusement and recreation (79), BUT EXCLUDING golf courses (7992) and amusement parks (7996).** (5/98)
 10. **Health services (80), BUT EXCLUDING hospitals (806).** (5/98)
 11. **Legal services (81).** (5/98)

- 12. **Elementary and secondary schools** (8211). (5/98)
- 13. **Correspondence schools and vocational schools** (824). (5/98)
- 14. **Schools and educational services** not elsewhere classified (829). (5/98)
- 15. **Social services** (83). (5/98)
- 16. **Museums, art galleries, botanical and zoological gardens** (84). (5/98)
- 17. **Membership organizations** (86). (5/98)
- 18. **Miscellaneous services** (89). (5/98)
- 19. **Pet Grooming** (6/01)
- K. **Public Administration** (91-97). (5/98)
- L. **Child foster home** for five or fewer children as a secondary use. (6/99)

2.110.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the CM zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures and uses** prescribed in Section 2.203. (5/98)
- E. **Transit Facilities** (Section 2.305). (5/09)
- F. The following **special uses** subject to the applicable standards in Section 2.4: (6/22)
 - 1. **Shared housing facilities****Accessory Dwelling Unit** (Section 2.403). (5/98)
 - 2. **Home occupations** (Section 2.407). (5/98)
 - 3. **Bed and breakfast establishments** (Section 2.408). (5/98)
 - 4. **Residential sales offices** (Section 2.409). (5/98)
 - 5. **Public golf course** (7992) or membership recreation club having golf course (7997) (Section 2.410). (5/98)

6. **Boat and RV storage area** (Section 2.411) except as provided in Section 2.110.05, below. (5/98)
7. **House of Worship** (Section 2.423). (5/98)
8. **Recreational vehicle storage space** (Section 2.413) except as provided in Section 2.110.05, below. (5/98)
9. **Veterinary services** (074) (Section 2.414). (5/98)
10. **Funeral service and crematories** (726) (Section 2.415). (5/98)
11. **Used Merchandise Store** (Section 2.417)
12. **Adult entertainment business** (Section 2.418). (5/98)
13. **Service stations** (554) (Section 2.419) except as provided in Section 2.110.05, below. (5/98)
14. **Recreational vehicle parks** (7033) (Section 2.412) except as provided in Section 2.110.05, below. (5/98)
15. **Automobile services** (75) (Section 2.420) except as provided in Section 2.110.05, below. (5/98)
16. **Manufacturing and Assembly Facilities** (Section 2.421). (5/98)
17. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)
18. **Medical Marijuana Facilities** (Section 2.433) (10/14)
19. **Marijuana Retailer** (Section 2.433) (1/16)
20. **Mobile Food Vendor** (Section 2.434) (9/16)

2.110.04 Conditional Uses

The following uses may be permitted subject to obtaining a conditional use permit:

- A. **Craft Industries**, subject to the provisions in Section 2.421. (5/98)
- B. **Transit Station** (Section 2.429). (5/09)
- C. **Gasoline service stations** (554) located in the Chemawa/River Rd restriction area described in Section 2.110.05.C. subject to the following requirements (9/17):
 1. May only sell fuel related products such as gasoline and oil, and non-fuel-related products typically for sale in the primary Food Store use. The building containing the non-fuel related sales shall not exceed a total of 900 square feet, and the sales

floor area portion shall not exceed 450 square feet. No service or repair functions are allowed. (9/17)

2. Subject to the provisions in Section 2.419. (9/17)
3. Must be accessory to a **Food store (54)** use. The primary Food Store use must be a minimum of 15,000 square feet in area. (9/17)
4. Must be setback more than 100 feet from adjacent public streets, and must provide pedestrian oriented amenities on the entire site. (9/17)
5. Must provide screening and buffering to adjacent residential uses, and must mitigate the aesthetic impacts of on-site stacking and queuing visible from any public right of way or adjacent properties. (9/17)
6. Employ access management and control standards as appropriate to eliminate and/or reduce conflicts. (9/17)
7. Comply with all applicable requirements and standards, including, but not limited to KDC 2.301.04 (Traffic Impact Analysis) and all mitigations required by such section. Traffic analysis must address the operational needs of the Keizer Fire District. (9/17)

2.110.05 Use Restrictions

No permitted or special permitted use shall in any way involve any of the following:

- A. Farm Use. (5/98)
- B. The rendering, processing, or cleaning of animals, fish, seafoods, fowl, poultry, fruits, vegetables, or dairy products for wholesale use. (5/98)
- C. The following uses are prohibited from any property fronting on River Road or Chemawa Road in the following area: the west side of River Road between 5119 River Road on the north and Janet Avenue extended on the south; the east side of River Road between Claggett Street on the north and James Avenue on the south; and either side of Chemawa Road between Elizabeth Street on the west and Bailey Road on the east; and (2) Any property contained within the Area B as described in the Keizer Station Plan. This prohibition does not apply to any business facility, legally established as of the date of the adoption of this Ordinance, which as of that date has drive-through window facilities. (12/03)
 1. Gasoline service stations (554) except as provided in Section 2.110.04.C. (9/17)

City Council
May 15, 2023

2. Drive-Through windows or car service associated with eating and drinking places (58). (5/98)
 3. Vehicle sales and secondary repair. (5/98)
 4. Public utility structures and buildings. (5/98)
 5. Recreational vehicle parks (7033). (5/98)
 6. Automobile parking not associated with an allowed use (752). (5/98)
 7. Automotive Dealers (55). (5/98)
 8. Automotive rental and leasing, without drivers (751). (5/98)
 9. Automotive repair shops (753). (5/98)
 10. Automotive services, except repair (754). (5/98)
 11. Utilities - secondary truck parking and material storage yard. (5/98)
- D. A limitation of the total floor area of specified uses applies to all of Area B – Retail Service Center of the Keizer Station Plan. A maximum total floor area shall apply to the uses identified in Sections 2.110.02 (I) and 2.110.03 (E) (12) – (14). This maximum floor area is set forth in the Keizer Station Plan, however this maximum floor area may change as part of an approved Master Plan. (9/18)

2.110.06 Dimensional Standards

A. Minimum Lot Dimension and Height Requirements (6/22)

DIMENSION	Single Family	Duplex, Triplex, Quadplex or Multi-Family	Commercial	Mixed Use
Lot Size	4,000 sq. ft. (1)	6,000 sq. ft. (2)	None (3)	None (3)
Average Width	40 feet	50 feet	None	None
Average Depth	70 feet	80 feet	None	None
Maximum Height	35 feet	50 feet	50 feet	50 feet

- (1) *A single family dwelling attached on one side has a minimum lot area of 3500 square feet, and a single family dwelling attached on both sides has a minimum lot area of 3000 square feet. (5/98)*
- (2) *Multi-family development must comply with the density standard in Section 2.110.07. (5/98)*

- (3) *Parcel size shall be adequate to contain all structures within the required yard setbacks and, where applicable, comply with residential density standards in Section 2.110.07. (5/98)*

B. Minimum Yard Setback Requirements (6/22)

SETBACKS	Single Family or Duplex	Triplex, Quadplex or Multi-Family	Commercial	Mixed Use
Front	10 feet	10 feet	10 feet	10 feet
Side	5 feet	(2)	(2)	(2)
Rear	(1)	(2)	(2)	(2)
Street-side (3)	10 feet	10 feet	10 feet	10 feet
Garage entrance (4)	20 feet (4)	20 feet (4)	20 feet (4)	20 feet (4)

- (1) *The rear yard setback shall be as follows: 14 feet for a 1-story home, 20 feet for a 2-story home. (5/98)*
- (2) *The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. For the CM zone, the rear yard setback is 0 feet. (5/98)*
- (3) *Setbacks are measured from property lines, not easement lines. However, no structure shall be placed any closer than five feet from the edge of an access easement or 20 feet from the right-of-way of an arterial or collector street. (5/98)*
- (4) *The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)*

2.110.07 Development Standards

All development in the CM Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements. If a conflict exists with a specific standard found in this section and a standard found elsewhere in this Ordinance, the standard in this section shall govern. (5/98)

A. Off-street parking:

1. Parking shall be as specified in Section 2.303. In the event that on-street parking is provided, on-street parking that abuts the property can be used to meet the standard. (5/98)
 2. No off-street parking is required for uses above the ground floor. (5/98)
 3. The off-street parking requirement for residential uses is one space per unit. (5/98)
 4. If mixed uses on the ground floor exhibit peak parking demand at different times, the resulting parking requirement is limited to the number of spaces generated at the highest combined peak demand at any one particular time. (For example, if there is a movie theater exhibiting peak parking demand between 7:00 and 10:00 PM with a total requirement of 100 spaces, and a pet store exhibiting peak demand between 1:00 and 5:00 PM with a requirement of 50 spaces, the total requirement for the building would be 100 spaces.)
- B. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- C. Yards and Lots. Yards and lots shall conform to the standards of Section 2.312. (5/98)
- D. Signs. Signs shall conform to the requirements of Section 2.308. (5/98)
- E. Accessory Structures: Accessory structures shall conform to requirements in Section 2.313. (5/98)
- F. Storage, Trash, and Service Functions: Storage areas, trash, recycling, utilities and other service functions shall be located within the main structure if possible. If any of the above functions are located outside the main structure, the area containing the function must be screened with a solid, durable structure that is architecturally related to the building. (5/98)
- G. Landscaping-General: All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 2.309.
1. The minimum landscaped area requirements shall be as follows:

Commercial development:	10%
Mixed commercial and residential development:	15%
Residential development:	20%
 2. Properties located within Area B as defined in the Keizer Station Plan shall have a 20-foot landscape buffer along all property lines adjacent to any residential zone. Landscape and buffer

requirements shall be met as defined in the Keizer Station Plan.
(12/03)

- H. Landscaping-Parking Lots: One tree shall be provided for every eight parking spaces in parking lots. The trees shall be dispersed throughout the parking lot in minimum four by four foot planters located between parking spaces. (5/98)
- I. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows: (5/98)

	<u>Max.</u>	<u>Min</u>
Commercial development:	90%	50%
Mixed commercial and residential development:	85%	50%
Residential development:	80%	50%

- J. Density: The maximum residential density shall be 24 units per acre and minimum residential density shall be 8 units per acre. Developments limited exclusively to residential uses and containing less than 8 dwelling units per acre are allowed if they comply with the following: (5/98)
1. No more than 50% of the property shall be occupied. The occupied area shall include all buildings, accessory structures, driveways, parking and required landscaping. (5/98)
 2. The remaining undeveloped portion of the property shall be in one contiguous piece. Access to a public street, in conformance with Ordinance requirements, shall be available. The undeveloped portion shall have sufficient width and depth to be developed for additional residential, or commercial, uses. (5/98)

2.110.08 Design Standards

All development in the CM Zone shall comply with the applicable design standards described below:

- A. Building Design Standards. Primary buildings shall comply with the following design standards: (5/98)
1. Design Standards - Unless specifically modified by provisions in this Section, buildings located within the CM zone shall comply with the following standards: (5/98)
 - a. Single family homes shall comply with the design standards in Section 2.314. (5/98)
 - b. Multi-family buildings and non-residential structures shall comply with the provisions in Section 2.315 – Development Standards. (4/12)

2.122 FLOOD PLAIN OVERLAY ZONE (FPO)

2.122.01 Statutory Authority, Findings of Fact, Purpose, and Methods

Statutory Authorization: The State of Oregon has in ORS 197.175 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. (12/20)

A. Findings of Fact

1. The flood hazard areas of City of Keizer are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare. (12/20)
2. These flood losses may be caused by the cumulative effect of obstructions in special flood hazard areas which increase flood heights and velocities, and when inadequately anchored, cause damage in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to flood loss. (12/20)

B. Statement of Purpose. It is the purpose of this ~~Chapter~~Section to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas by provisions designed to: (12/20)

1. Protect human life and health; (12/20)
2. Minimize expenditure of public money for costly flood control projects; (12/20)
3. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public; (12/20)
4. Minimize prolonged business interruptions; (12/20)
5. Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in special flood hazard areas; (12/20)

6. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas so as to minimize blight areas caused by flooding; (12/20)
7. Notify potential buyers that the property is in a special flood hazard area; (12/20)
8. Notify those who occupy special flood hazard areas that they assume responsibility for their actions; (12/20)
9. Participate in and maintain eligibility for flood insurance and disaster relief. (12/20)

C. Methods of Reducing Flood Losses. In order to accomplish its purposes, this ~~Chapter~~Section includes methods and provisions for: (12/20)

1. Restricting or prohibiting development which is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities; (12/20)
2. Requiring that development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction; (12/20)
3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters; (12/20)
4. Controlling filling, grading, dredging, and other development which may increase flood damage; (12/20)
5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas. (12/20)

2.122.02 General Provisions

- A. Lands to Which this ~~Chapter~~Section Applies. This ~~Chapter~~Section shall apply to all special flood hazard areas within the jurisdiction of the City of Keizer. (12/20)
- B. Basis for Establishing the Special Flood Hazard Areas. The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for Marion County and incorporated areas, Oregon dated January 2, 2003" or any revisions thereto, with accompanying Flood Insurance Rate Maps (FIRMs) are hereby adopted by reference and declared to be a part of this ~~Chapter~~Section.

The FIS and FIRM panels are on file at the Community Development Department located in the City of Keizer City Hall. (12/20)

- C. Coordination with State of Oregon Specialty Code. Pursuant to the requirement established in ORS 455 that the City of Keizer administers and enforces the State of Oregon Specialty Codes, the City of Keizer does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in special flood hazard areas. Therefore, this ChapterSection is intended to be administered and enforced in conjunction with the Oregon Specialty Codes. (12/20)
- D. Compliance and Penalties for Noncompliance
1. Compliance. All development within special flood hazard areas is subject to the terms of this ChapterSection and required to comply with its provisions and all other applicable regulations. (12/20)
 2. Penalties for Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ChapterSection and other applicable regulations. Violations of the provisions of this ChapterSection by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a violation and subject to the violation procedures in KDC Section 1.102.06. Nothing contained herein shall prevent the City of Keizer from taking such other lawful action as is necessary to prevent or remedy any violation. (12/20)
- E. Abrogation and Severability
1. Abrogation. This ChapterSection is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ChapterSection and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (12/20)
 2. Severability. This ChapterSection and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of this ChapterSection is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ChapterSection. (12/20)
- F. Interpretation. In the interpretation and application of this ChapterSection, all provisions shall be: (12/20)
1. Considered as minimum requirements; (12/20)

2. Liberally construed in favor of the governing body; and (12/20)
3. Deemed neither to limit nor repeal any other powers granted under state statutes. (12/20)

G. Warning and Disclaimer of Liability (12/20)

1. Warning. The degree of flood protection required by this ChapterSection is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ChapterSection does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. (12/20)
2. Disclaimer Of Liability. This ChapterSection shall not create liability on the part of the City of Keizer, any officer or employee thereof, or the Federal Insurance Administrator for any flood damages that result from reliance on this ChapterSection or any administrative decision lawfully made hereunder. (12/20)

2.122.03 Administration

- A. Designation of the Floodplain Administrator. The Zoning Administrator and their designee, is hereby appointed to administer, implement, and enforce this ChapterSection by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions. (12/20)
- B. Duties and Responsibilities of the Floodplain Administrator. Duties of the floodplain administrator, or their designee, shall include, but not be limited to: (12/20)
 1. Permit Review. Review all development permits to determine that: (12/20)
 - a. The permit requirements of this ChapterSection have been satisfied; (12/20)
 - b. All other required local, state, and federal permits have been obtained and approved; (12/20)
 - c. Review all development permits to determine if the proposed development is located in a floodway. If located in the floodway assure that the floodway provisions of Section 2.122.04.B.4 are met; (12/20)
 - d. Review all development permits to determine if the proposed development is located in an area where Base Flood Elevation (BFE) data is available either through the Flood Insurance Study

(FIS) or from another authoritative source. If BFE data is not available then ensure compliance with the provisions of Sections 2.122.04.A.7; (12/20)

- e. Provide to building officials the Base Flood Elevation (BFE) applicable to any building requiring a development permit; (12/20)
- f. Review all development permit applications to determine if the proposed development qualifies as a substantial improvement as defined in Section 1.200.04; (12/20)
- g. Review all development permits to determine if the proposed development activity is a watercourse alteration. If a watercourse alteration is proposed, ensure compliance with the provisions in section 2.122.04.A.1; (12/20)
- h. Review all development permits to determine if the proposed development activity includes the placement of fill or excavation. (12/20)

2. Information to be Obtained and Maintained. The following information shall be obtained and maintained and shall be made available for public inspection as needed: (12/20)

- a. Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of all new or substantially improved structures where Base Flood Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with Section 2.122.04.A.7; (12/20)
- b. Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill and ensure that the requirements of Sections 2.122.03.B.1.b. and 2.122.04.B.4 are adhered to; (12/20)
- c. Upon placement of the lowest floor of a structure (including basement) but prior to further vertical construction, obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement); (12/20)
- d. Where base flood elevation data are utilized, obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection; (12/20)

- e. Maintain all Elevation Certificates (EC) submitted to the City of Keizer; (12/20)
 - f. Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attendant utilities were floodproofed for all new or substantially improved floodproofed structures where allowed under this ~~Chapter~~Section and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtained in accordance with Section 2.122.04.A.7; (12/20)
 - g. Maintain all floodproofing certificates required under this ~~Chapter~~Section; (12/20)
 - h. Record and maintain all variance actions, including justification for their issuance; (12/20)
 - i. Obtain and maintain all hydrologic and hydraulic analyses performed as required under Section 2.122.04.B.4; (12/20)
 - j. Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under Section 2.122.03.B.4; (12/20)
 - k. Maintain for public inspection all records pertaining to the provisions of this ~~Chapter~~Section. (12/20)
3. Requirement to Notify Other Entities and Submit New Technical Data (12/20)
- a. Community Boundary Alterations. The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority. (12/20)
 - b. Watercourse Alterations. The Floodplain Administrator shall notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the

Federal Insurance Administration. This notification shall be provided by the applicant to the Federal Insurance Administration as a Letter of Map Revision (LOMR) along with either: (12/20)

- a) A proposed maintenance plan to assure the flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or (12/20)
- b) Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance. (12/20)

The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under Section 2.122.03.B.3.c. and ensure compliance with all applicable requirements in Sections 2.122.03.B.3.c and 2.122.04.A.1. (12/20)

- c. Requirement to Submit New Technical Data. A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Section 44 of the Code of Federal Regulations (CFR), Sub-Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this Section through the applicable FEMA Letter of Map Change (LOMC) process. (12/20)

The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for: (12/20)

- a) Proposed floodway encroachments that increase the base flood elevation; and (12/20)
- b) Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway. (12/20)

An applicant shall notify FEMA within six (6) months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA. This notification to FEMA shall be provided as a Letter of Map Revision (LOMR). (12/20)

The applicant shall be responsible for preparing all technical data to support CLOMR/LOMR applications and paying any processing or application fees associated with the CLOMR/LOMR. (12/20)

The Floodplain Administrator shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, until the applicant demonstrates that the project will or has met the requirements of this ~~Chapter~~Section and all applicable state and federal permits. (12/20)

4. Substantial Improvement and Substantial Damage Assessments and Determinations. The Floodplain Administrator shall: (12/20)
 - a. Conduct Substantial Improvement (SI) (as defined in Section 1.200.04) reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with Section 2.122.03.B.2. (12/20)
 - b. Conduct Substantial Damage (SD) (as defined in Section 1.200.04) assessments when structures are damaged due to a natural hazard event or other causes. (12/20)
 - c. Make SD determinations whenever structures within the special flood hazard area (as established in Section 2.122.02.B) are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. (12/20)

C. Establishment of Development Permit (12/20)

1. Floodplain Development Permit Required. A development permit shall be obtained before construction or development begins within any area horizontally within the special flood hazard area established in Section 2.122.02.B. The development permit shall be required for all structures, including manufactured dwellings, and for all other development, as defined in Section 1.200.04, including fill and other development activities. (12/20)
2. Application for Development Permit. Application for a development permit may be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically the following information is required: (12/20)

- a. In riverine flood zones, the proposed elevation (in relation to mean sea level), of the lowest floor (including basement) and all attendant utilities of all new and substantially improved structures; in accordance with the requirements of Section 2.122.03.B.2; (12/20)
 - b. Proposed elevation in relation to mean sea level to which any non-residential structure will be floodproofed; (12/20)
 - c. Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods proposed for any non-residential structure meet the floodproofing criteria for non-residential structures in Section 2.122.04.B.3.c; (12/20)
 - d. Description of the extent to which any watercourse will be altered or relocated; (12/20)
 - e. Base Flood Elevation data for subdivision proposals or other development when required per Sections 2.122.03.B.1 and 2.122.04.A.6; (12/20)
 - f. Substantial improvement calculation for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure; (12/20)
 - g. The amount and location of any fill or excavation activities proposed. (12/20)
- D. Variance Procedure. The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance. (12/20)
- 1. ~~Conditions~~ Criteria for Variances (12/20)
 - a. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of Sections 2.122.03.D.1.c and e, and 2.122.03.D.2. As the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases; (12/20)
 - b. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief; (12/20)

- c. Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result; (12/20)
 - d. Variances shall only be issued upon: (12/20)
 - a) A showing of good and sufficient cause; (12/20)
 - b) A determination that failure to grant the variance would result in exceptional hardship to the applicant; (12/20)
 - c) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances. (12/20)
 - e. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of Section 2.122.03,D.1.b, c and d are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety. (12/20)
2. Variance Notification. Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance and that such construction below the base flood elevation increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance shall be maintained in accordance with Section 2.122.03.B. (12/20)

2.122.04 Provisions for Flood Hazard Reduction

A. General Standards (12/20)

In all special flood hazard areas, the following standards shall be adhered to: (12/20)

- 1. Alteration of Watercourses. Require that the flood carrying capacity within the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of said watercourse to ensure that the flood carrying capacity is not diminished. Require compliance with Sections 2.122.03.B.3.b and 2.122.03.B.3.c. (12/20)
- 2. Anchoring (12/20)

- a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. (12/20)
 - b. All manufactured dwellings shall be anchored per Section 2.122.04.B.3.d. (12/20)
- 3. Construction Materials and Methods (12/20)
 - a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage. (12/20)
 - b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage. (12/20)
- 4. Utilities and Equipment (12/20)
 - a. Water Supply, Sanitary Sewer, and On-Site Waste Disposal Systems (12/20)
 - a) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system. (12/20)
 - b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters. (12/20)
 - c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality. (12/20)
 - b. Electrical, Mechanical, Plumbing, and Other Equipment. Electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall be elevated at or above the base flood level or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. In addition, electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall: (12/20)

- a) If replaced as part of a substantial improvement shall meet all the requirements of this section. (12/20)

5. Tanks (12/20)

- a. Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood. (12/20)
- b. Above-ground tanks shall be installed at or above the base flood level or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood. (12/20)

6. Subdivision Proposals and Other Proposed Developments (12/20)

- a. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, shall include within such proposals, Base Flood Elevation data. (12/20)
- b. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) shall: (12/20)
 - a) Be consistent with the need to minimize flood damage. (12/20)
 - b) Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage. (12/20)
 - c) Have adequate drainage provided to reduce exposure to flood hazards. (12/20)

7. Use of Other Base Flood Data. When Base Flood Elevation data has not been provided in accordance with Section 2.122.02.B the local floodplain administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer Section 2.122.04. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of Section 2.122.04.A.6. (12/20)

Base Flood Elevations shall be determined for development proposals that are 5 acres or more in size or are 50 lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within a riverine unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, etc. where such information is available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates. (12/20)

8. Structures Located in Multiple or Partial Flood Zones. In coordination with the State of Oregon Specialty Codes: (12/20)
 - a. When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply. (12/20)
 - b. When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements. (12/20)
9. Critical Facilities. Construction of new critical facilities shall be, to the extent possible, located outside the limits of the special flood hazard area. Construction of new critical facilities shall be permissible within the Special Flood Hazard Area (SFHA) only if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three (3) feet above the Base Flood Elevation (BFE) or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility shall also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. (12/20)
10. Willamette River Riverwall. In addition to any requirements within this section affecting the use of property within a floodplain, there shall be no physical alterations to the riverwall constructed along the Willamette River in the areas of Cummings Lane (west of Shoreline Drive), and Rafael Avenue without the prior written approval of the City Engineer. (12/20)

Nothing in these regulations reduces or modifies any terms or obligations under any riverwall easements granted to the City. (12/20)

B. Specific Standards for Riverine (Including all Non-Coastal) Flood Zones (12/20)

These specific standards shall apply to all new construction and substantial improvements in addition to the General Standards contained in Section 2.122.04.A. (12/20)

1. Flood Openings. All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including crawl spaces shall: (12/20)
 - a. Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters; (12/20)
 - b. Be used solely for parking, storage, or building access; (12/20)
 - c. Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria: (12/20)
 - a) A minimum of two openings; (12/20)
 - b) The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls; (12/20)
 - c) The bottom of all openings shall be no higher than one foot above grade; (12/20)
 - d) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area; (12/20)
 - e) All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 shall be complied with when applicable. (12/20)
2. Garages (12/20)
 - a. Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) in riverine flood zones, if the following requirements are met: (12/20)
 - a) If located within a floodway the proposed garage must comply with the requirements of Section 2.122.04.B.4; (12/20)
 - b) The floors are at or above grade on not less than one side; (12/20)
 - c) The garage is used solely for parking, building access, and/or storage; (12/20)

- d) The garage is constructed with flood openings in compliance with Section 2.122.04.B.1 to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater; (12/20)
- e) The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage; (12/20)
- f) The garage is constructed in compliance with the standards in Section 2.122.04.A; and (12/20)
- g) The garage is constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood. (12/20)
- b. Detached garages must be constructed in compliance with the standards for appurtenant structures in Section 2.122.04.B.3.f or non-residential structures in Section 2.122.04.B.3.c depending on the square footage of the garage. (12/20)
- 3. For Riverine (Non-Coastal) Special Flood Hazard Areas With Base Flood Elevations. In addition to the general standards listed in Section 2.122.04.A the following specific standards shall apply in Riverine (non-coastal) special flood hazard areas with Base Flood Elevations (BFE): Zones A1-A30, AH, and AE. (12/20)
 - a. Before Regulatory Floodway. In areas where a regulatory floodway has not been designated, no new construction, substantial improvement, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. (12/20)
 - b. Residential Construction. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated at least 1 foot above the Base Flood Elevation (BFE). (12/20)

Enclosed areas below the lowest floor shall comply with the flood opening requirements in Section 2.122.04.B.1. (12/20)
 - c. Non-Residential Construction. (12/20)

- a) New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall: (12/20)
 - i. Have the lowest floor, including basement elevated at least 1 foot above the Base Flood Elevation (BFE); (12/20)

OR
 - ii. Together with attendant utility and sanitary facilities: (12/20)
 - (a) Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water; AND (12/20)
 - (b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; AND (12/20)
 - (c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this Section based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Floodplain Administrator as set forth Section 2.122.03.B.2. (12/20)
- b) Non-residential structures that are elevated, not floodproofed, shall comply with the standards for enclosed areas below the lowest floor in Section 2.122.04.B.1. (12/20)
- c) Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one (1) foot below. (12/20)
- d. Manufactured Dwellings (12/20)
 - a) New or substantially improved manufactured dwellings supported on solid foundation walls shall be constructed

with flood openings that comply with Section 2.122.04.B.1; (12/20)

- b) The bottom of the longitudinal chassis frame beam shall be at or above Base Flood Elevation. The finished floor of the manufactured home must be elevated to a minimum of 18 inches above the base flood elevation. (12/20)
- c) New or substantially improved manufactured dwellings shall be anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors. (12/20)
- d) Electrical crossover connections shall be a minimum of twelve (12) inches above Base Flood Elevation (BFE). (12/20)
- e. Recreational Vehicles (12/20)
 - a) Recreational vehicles placed on sites are required to: (12/20)
 - i. Be on the site for fewer than 180 consecutive days, (12/20)
 - ii. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or (12/20)
 - iii. Meet the requirements of Section 2.122.04.B.3.d, including the anchoring and elevation requirements for manufactured dwellings. (12/20)
- f. Appurtenant (Accessory) Structures. Relief from elevation or floodproofing requirements for residential and non-residential structures in Riverine (Non-Coastal) flood zones may be granted for appurtenant structures that meet the following requirements: (12/20)
 - a) Appurtenant structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in Section 2.122.04.B.4; (12/20)

- b) Appurtenant structures must only be used for parking, access, and/or storage and shall not be used for human habitation; (12/20)
 - c) In compliance with State of Oregon Specialty Codes, appurtenant structures on properties that are zoned residential are limited to one-story structures less than 200 square feet, or 400 square feet if the property is greater than two (2) acres in area and the proposed appurtenant structure will be located a minimum of 20 feet from all property lines. Appurtenant structures on properties that are zoned as non-residential are limited in size to 120 square feet; (12/20)
 - d) The portions of the appurtenant structure located below the Base Flood Elevation must be built using flood resistant materials; (12/20)
 - e) The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood; (12/20)
 - f) The appurtenant structure must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in Section 2.122.04.B.1; (12/20)
 - g) Appurtenant structures shall be located and constructed to have low damage potential; (12/20)
 - h) Appurtenant structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with Section 2.122.04.A.5; (12/20)
 - i) Appurtenant structures shall be constructed with electrical, mechanical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood. (12/20)
- g. Below-grade crawl spaces (12/20)
- a) The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the

structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required flood openings stated in Section 2.122.04.B.1. Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five (5) feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas. (12/20)

- b) The crawlspace is an enclosed area below the Base Flood Elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one (1) foot above the lowest adjacent exterior grade. (12/20)
- c) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE. (12/20)
- d) Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters. (12/20)
- e) The interior grade of a crawlspace below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade. (12/20)
- f) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four (4) feet at any point. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas. (12/20)

- g) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means. (12/20)
 - h) The velocity of floodwaters at the site shall not exceed five (5) feet per second for any crawlspace. For velocities in excess of five (5) feet per second, other foundation types should be used. (12/20)
- 4. Floodways. Located within the special flood hazard areas established in Section 2.122.02.B are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of the floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply: (12/20)
 - a. Prohibit encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless either: (12/20)
 - a) Certification by a registered professional civil engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment shall not result in any increase in flood levels within the community during the occurrence of the base flood discharge; OR, (12/20)
 - b) A community may permit encroachments within the adopted regulatory floodway that would result in an increase in Base Flood Elevation, provided that a Conditional Letter of Map Revision (CLOMR) is applied for and approved by the Federal Insurance Administrator, and the requirements for such revision as established under Volume 44 of the Code of Federal Regulations, section 65.12 are fulfilled. (12/20)

If an encroachment proposal resulting in an increase in Base Flood Elevation meets the following criteria: (12/20)

 - 1. Is for the purpose of fish enhancement; (12/20)

2. Does not involve the placement of any structures (as defined in section 1.2) within the floodway; (12/20)
3. Has a feasibility analysis completed documenting that fish enhancement will be achieved through the proposed project; (12/20)
4. Has a maintenance plan in place to ensure that the stream carrying capacity is not impacted by the fish enhancement project; (12/20)
5. Has approval by the National Marine Fisheries Service, the State of Oregon Department of Fish and Wildlife, or the equivalent federal or state agency; and (12/20)
6. Has evidence to support that no existing structures will be negatively impacted by the proposed activity; (12/20)

then an approved CLOMR may be required prior to approval of a floodplain permit. (12/20)

- b. If the requirements of Section 2.122.04.B.4.a are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of Section 2.122.04. (12/20)

5. Standards for Shallow Flooding Areas. Shallow flooding areas appear on FIRMs as AO zones with depth designations or as AH zones with Base Flood Elevations. For AO zones the base flood depths range from one (1) to three (3) feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. For both AO and AH zones, adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures. (12/20)

- a. Standards for AH Zones. Development within AH Zones must comply with the standards in Sections 2.122.04.A, 2.122.04.B, and 2.122.04.B.5. (12/20)
- b. Standards for AO Zones. In AO zones, the following provisions apply in addition to the requirements in Sections 2.122.04.A and 2.122.04.B.5: (12/20)

- a) New construction and substantial improvement of residential structures and manufactured dwellings within AO zones shall have the lowest floor, including basement, elevated above the highest grade adjacent to the building, at minimum to or above the depth number specified on the Flood Insurance Rate Maps (FIRM) (at least two (2) feet if no depth number is specified). For manufactured dwellings the lowest floor is considered to be the bottom of the longitudinal chassis frame beam. (12/20)
- b) New construction and substantial improvements of non-residential structures within AO zones shall either: (12/20)
 - i. Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, at minimum to or above the depth number specified on the Flood Insurance Rate Maps (FIRMS) (at least two (2) feet if no depth number is specified); or (12/20)
 - ii. Together with attendant utility and sanitary facilities, be completely floodproofed to or above the depth number specified on the FIRM or a minimum of two (2) feet above the highest adjacent grade if no depth number is specified, so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as stated in Section 2.122.04.B.3.c.a)ii.(c). (12/20)
- c) Recreational vehicles placed on sites within AO Zones on the community's Flood Insurance Rate Maps (FIRM) shall either: (12/20)
 - i. Be on the site for fewer than 180 consecutive days; and (12/20)

Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or (12/20)

- ii. Meet the elevation requirements of Section 2.122.04.B.5.b.a), and the anchoring and other requirements for manufactured dwellings of Section 2.122.04.B.3.d. (12/20)
- d) In AO zones, new and substantially improved appurtenant structures must comply with the standards in Section 2.122.04.B.3.f. (12/20)
- e) In AO zones, enclosed areas beneath elevated structures shall comply with the requirements in Section 2.122.04.B.1. (12/20)

2.127 HISTORIC RESOURCES

2.127.01 Purpose

The purpose of this ~~Chapter~~Section is to:

- A. Promote the historic, educational, architectural, cultural, economic, and general welfare of the public through the preservation, restoration and protection of those buildings, structures, sites, and objects of historic interest within the city; (9/18)
- B. Foster civic pride in the accomplishments of the past; and (5/98)
- C. Carry out the provisions of the Land Conservation and Development Commission Goal 5. (5/98)
- D. To protect National Register Resources, regardless of whether the resources have been formally designated through the process described in Section 2.127.04. (9/18)

2.127.02 Conformance Required

No land shall be used, and no building, site, object, or structure of significance, or part thereof, shall be demolished, moved, or altered, nor shall any new construction take place within a resource site except in conformity with this ~~Chapter~~Section. (9/18)

2.127.03 Definitions

The following definitions shall apply to this Section:

Alteration: A change, addition, or modification to the exterior of a building. (5/98)

Demolish: To raze, destroy, dismantle, deface or in any other manner cause partial or total destruction of a resource. (9/18)

Major Public Improvement: The expenditure of public funds or the grant of permission by a public body to undertake change in the physical character of property on a resource site, except for the repair or maintenance of existing public improvements. (9/18)

National Register Resource: Buildings, structures, objects, sites, or districts listed in the National Register of Historic Places pursuant to the National Historic Preservation Act of 1966 (PL 89-665; 16 U.S.C. 470). (9/18)

Resource: A site, object, building or structure designated by the Council under Section 2.127.04. (9/18)

2.127.04 Resource Designation

- A. Process. The process for designating a resource may be initiated by the Council, the Planning Commission, or by the owner of the subject property who submits an application for designation to the Zoning Administrator. (9/18)
- B. Information. The following information shall be required in a property owner application: (9/18)
 - 1. The property owners' name and address (all owners must sign the application); (9/18)
 - 2. A written description of the boundaries and/or the location of the proposed resource; (9/18)
 - 3. A map illustrating the boundaries and/or the location of the proposed resource; (9/18)
 - 4. A statement explaining the following: (5/98)
 - a. The reason(s) why the proposed resource should be designated; (9/18)
 - b. The reason(s) why the boundaries of the proposed resource are appropriate for designation; (9/18)
 - c. The potential impact, if any, which designation of the proposed resource would have on the residents or other property owners in the area. (9/18)
 - 5. Any other information deemed necessary by the Zoning Administrator. (5/98)
- C. Council Action. Applications for Historic Resource designation or removal of designation shall be reviewed in accordance with the Type II-B review procedure specified in Section 3.202.04. The Council shall hold a public hearing pursuant to Keizer Development Code Section 3.206.04. The Council shall make a written record approving, approving with conditions, disapproving, or postponing final action on the request. Approvals designating a resource shall be in the form of an Ordinance. (9/18)
- D. Decision Factors. The Council shall consider the following factors in determining whether to approve a proposed resource: (9/18)
 - 1. Association with the life or activities of a person, group, organization, or institution that has made a significant contribution to the city, county, state, or nation; (5/98)

2. Association with an event that has made a significant contribution to the city, county, state, or nation; (5/98)
3. Association with broad patterns of political, economic, or industrial history in the city, county, state, or nation; (5/98)
4. Significance as an example of a particular architectural style, building type and/or convention; (5/98)
5. Significance due to quality of composition, detailing, and/or craftsmanship; (5/98)
6. Significance as an example of a particular material and/or method of construction; (5/98)
7. Significance because the resource retains its original design features, materials, and/or character; (5/98)
8. Significance as the only remaining, or one of the few remaining resources of a particular style, building type, design, material, or method of construction; (5/98)
9. Significance as a visual resource; (9/18)
10. Significance because existing land-use surrounding the resource contribute to the integrity of the historic period represented; (5/98)
11. Significance because the resource contributes to the continuity or historic character of the street, neighborhood, and/or community; (5/98)
12. Significance because the property is 50 years old or older in conjunction with other factors listed above; (9/18)
13. The resource is listed on the National Register of Historic Places. (5/98)

Not all factors must be present and the Council in its discretion may give more weight to certain factors as it may determine. (9/18)

- E. Removal of Designation. The process for removing a resource designation may be initiated by the Council, the Planning Commission, or by the property owner who submits to the Zoning Administrator an application for removal of the designation. The Council may amend or remove its designation by following procedures required by this [Chapter Section](#) for designating a resource, including the adoption of appropriate findings. (9/18)

- F. Property Owner Refusal to Consent. A property owner may refuse to consent to historic designation at any point during the designation process described above. Refusal to consent must be provided in writing or must be provided on the public record at any hearing pertaining to the request for designation. Such refusal to consent shall immediately remove the property from any consideration for historic property designation. (9/18)

2.127.05 Demolition and Moving

- A. Planning Commission Approval. No person shall move, demolish, modify, or cause to be demolished any National Register Resource or locally designated resource unless a permit to do so has first been obtained. Application for a permit shall be on a form provided by the Zoning Administrator and contain information deemed necessary by the Zoning Administrator. In no case may a permit be issued for at least 120 days from: (9/18)
1. The date of a property owner's refusal to consent to resource designation or (9/18)
 2. The date of an application to demolish or modify the resource or (9/18)
 3. The date of an application for removal of the designation as outlined in in Section 2.127.04.E. (9/18)
- B. Review Process. Application for a permit shall be reviewed in accordance with the Type II-C review procedures specified in Section 3.202.04. The Planning Commission shall hold a public hearing pursuant to Keizer Development Code Section 3.206.04. (9/18)
- C. Decision Factors. The Planning Commission shall review plans, drawings, and photographs submitted by the application, and other information presented at the public hearing concerning the proposal. In determining whether the requested demolition or moving is appropriate, the Planning Commission shall consider the following: (9/18)
1. Provisions of the applicable Comprehensive Plan; (5/98)
 2. The purpose of this ~~Chapter~~Section; (9/18)
 3. The factors used in the original designation of the resource; (5/98)
 4. The historic integrity, age, design or construction rarity, and historic significance of the resource. (9/18)
 5. Whether denial of the request will involve substantial hardship to the applicant; (5/98)

6. Whether issuance of the permit would act to the substantial detriment of the public welfare and be contrary to the purpose and scope of this ~~Chapter~~Section; (9/18)
7. The value to the community, economic, social, environmental and energy consequences of demolishing or moving the resource compared to preserving it; and (9/18)
8. The physical condition of the resource. (5/98)

Not all factors must be present and the Planning Commission in its discretion may give more weight to certain factors as it may determine. (9/18)

- D. Planning Commission Approval. The Commission may approve the demolition or moving request after considering the factors in this section. If approved, and if no appeal is filed, the Zoning Administrator shall issue the permit in compliance with all other applicable law. (9/18)
- E. Planning Commission Denial. The Commission may disapprove the demolition or removal request after considering the factors in this section if it determines that, in the interest of preserving historical or architectural values, the resource should not be demolished or moved. (9/18)
- F. Planning Commission Postponement.
 1. The Commission may postpone taking final action on a request for issuance of a demolition or moving permit for a period fixed by the Commission that is no more than 60 days following the date of public hearing. Further postponements may be made for a period not to exceed a total of 120 days from the date of application or initiation, if the Commission makes the findings specified in subsection (F)(2) of this section. (9/18)
 2. Further postponements as stated above may only be made if the Commission finds: (5/98)
 - a. There is a program or project underway that could result in public or private acquisition of the resource; and (9/18)
 - b. There is a reasonable ground for believing the program or project may be successful. (5/98)
 3. After granting a further postponement, the Commission may order the Zoning Administrator to issue the permit if it finds: (5/98)

- a. All programs or projects to save the resource have been unsuccessful; (5/98)
 - b. The application for demolition or moving has not been withdrawn; (5/98)
 - c. The application otherwise complies with federal and state law; and (9/18)
 - d. The application should be approved considering the factors set forth in Section 2.127.05.C. (9/18)
- G. Appeals. A decision by the Commission to approve, disapprove or postpone issuance of a demolition or moving permit or to grant a further postponement may be appealed to the Council by any aggrieved party who appeared orally or in writing, in person or through an attorney at the Commission hearing and presented or submitted testimony related to the request under consideration. The appeal shall comply with the requirements in Section 3.207. (5/98)
- H. Alternative Actions. At the time a demolition or moving application is made the Zoning Administrator shall review alternatives to demolition or moving with the owner of the resource, including local, state and federal preservation programs. (5/98)
- I. Additional Requirements. During a period of postponement, the Commission may require the property owner to:
1. List the resource for sale with a real estate agent for a period of not less than 90 days. (9/18)
 2. Give public notice by posting the hearing notice on-site in addition to a "For Sale" sign, which shall read: HISTORIC BUILDING TO BE MOVED OR DEMOLISHED - FOR SALE. Lettering on the sign shall be at least one foot in height. The sign shall be provided by the City and be posted in a prominent and conspicuous place within ten feet of a public street abutting the premises on which the resource is located. The applicant is responsible for assuring that the sign is posted for a continuous 90-day period in conjunction with No. 1., above. (9/18)
 3. Prepare and make available any information related to the history and sale of the property to all individuals, organizations, and agencies that inquire. (9/18)
 4. Assure that the owner has not rejected the highest bona fide offer for sale and removal of the resource. (5/98)
- J. Press Notification. Prior to issuance of a demolition permit, the Zoning Administrator shall issue a press release to local and state newspapers of

general circulation in the county. The press release shall include, but not limited to, a description of the significance of the resource, the reasons for the proposed demolition or removal, and possible options for preserving the resource. (5/98)

- K. Permit Conditions. As a condition for approval of a demolition permit, the Commission may:
 - 1. Require photographic documentation, preparation of architectural drawings, and other graphic data or history as it deems necessary to preserve an accurate record of the resource. The historical documentation materials shall be the property of the City or other party determined appropriate by the Commission. (9/18)
 - 2. Require that specific artifacts, materials, or equipment be protected and saved. The owner may keep all such materials. (9/18)
- L. Dangerous Building. This ~~Chapter~~ Section shall not be construed to make it unlawful for any person, without prior approval of the Commission, to comply with an order to remove or demolish any resource determined to be dangerous to life, health, or property. (9/18)

2.127.06 Exterior Alteration and New Construction

- A. Scope. No person shall a designated resource nor shall any new building or structure be constructed on a resource site unless approval is first obtained under this section. In addition, no major public improvements shall be made on a resource site unless approved by the Commission. (9/18)
- B. Application Process. Application for alteration of a resource or new construction on a resource site, shall be made to the Zoning Administrator. The application shall be on a form provided by the Zoning Administrator and shall contain information deemed necessary by the Zoning Administrator. (9/18)
- C. Planning Commission Action. Applications for alteration of a resource or new construction shall be reviewed in accordance with the Type II-C review procedures specified in Section 3.202.04. The Commission shall hold a public hearing pursuant to Keizer Development Code Section 3.206.04. The Commission shall approve or disapprove issuance of the requested permit. The Commission may attach conditions to the approval, which must be adhered to for the approval to remain valid. (9/18)
- D. Decision Factors. The Commission shall consider the following factors in determining whether to approve an alteration request: (9/18)
 - 1. The purpose of this ~~Chapter~~ Section; (9/18)
 - 2. The provisions of the applicable Comprehensive Plan; (5/98)

3. The use of the resource, the reasonableness of the proposed alteration, and the relationship of these factors to the public interest in the preservation of the resource; (5/98)
4. The value and significance of the resource; (5/98)
5. The physical condition of the resource; (5/98)
6. The effect of requested changes related to the original exterior design, arrangement, proportion, detail, scale, color, texture, and/or materials; (5/98)
7. Pertinent aesthetic factors as identified by the Commission; (5/98)
8. Economic, social, environmental and energy consequences of the proposed alteration; and (5/98)
9. Any design guidelines adopted by the Commission. (5/98)

Not all factors must be present and the Planning Commission in its discretion may give more weight to certain factors as it may determine. (9/18)

- E. Repair and Maintenance Provisions. Nothing in this section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature which does not involve a change in design, material or appearance of such feature or which the Zoning Administrator shall determine is required for the public safety due to an unsafe or dangerous condition. (9/18)

2.130 RIVER-CHERRY OVERLAY DISTRICT (RCOD)

2.130.01 Purpose

The purpose of the River-Cherry Overlay District (RCOD) is to implement the land use principles of the Keizer Revitalization Plan, dated November 18, 2019. The RCOD is intended to promote efficient use of land and urban services; create a mixture of land uses that encourages employment and housing options in close proximity to one another; and encourage pedestrian-oriented development. This zone is intended to be accessible to pedestrians and bicyclists, as well as people using automobiles. (12/19)

2.130.02 Boundaries of the River-Cherry Overlay District

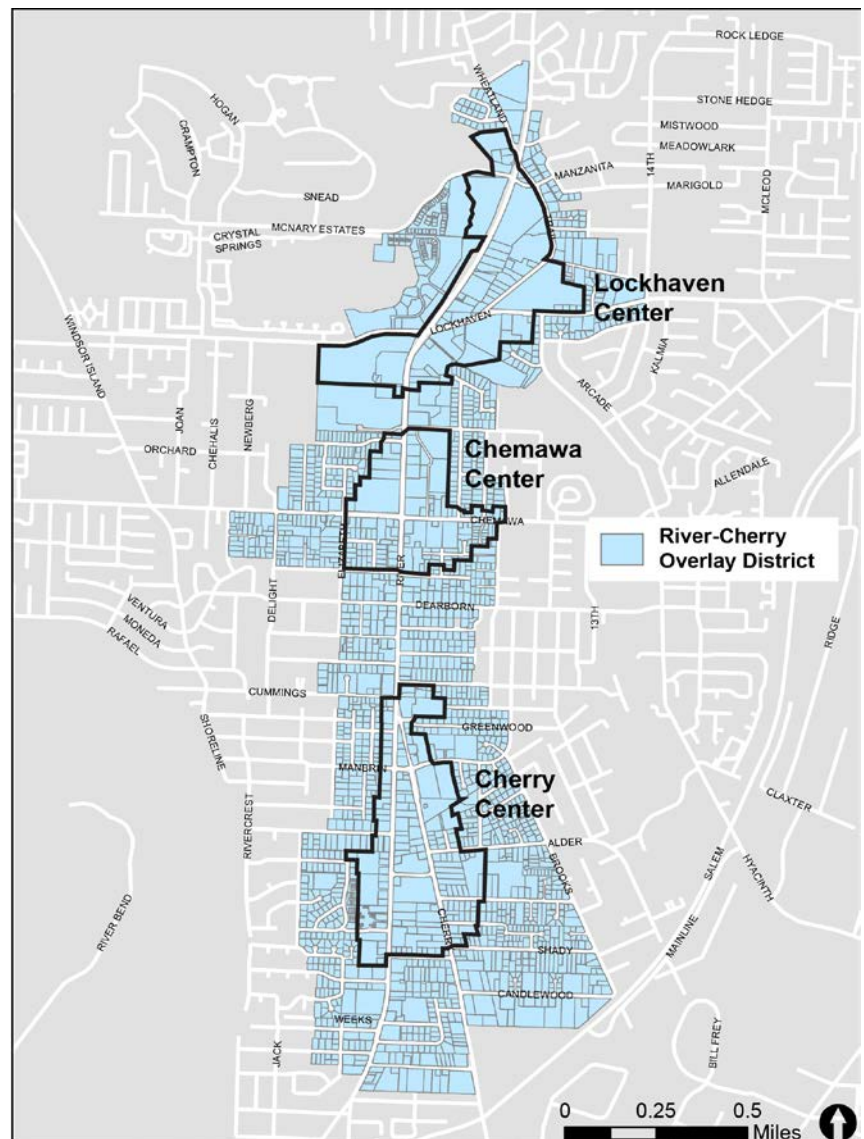
The boundaries of the RCOD, and boundaries of the three Centers sub-districts, are shown in Figure 2.130.02-1. (12/19)

Figure 2.130.02-1: River-Cherry Overlay District (RCOD)

2.130.03 Applicability

A. The provisions of this Section shall apply to all lands located within the boundaries of the RCOD illustrated in Figure 2.130.02-1. The three Centers sub-districts of the RCOD are illustrated in Figure 2.130.02-1 and are established as follows: (12/19)

1. Lockhaven Center – Extends from approximately McNary Heights Drive N at the north to Rose Park Lane NE at the south; and from approximately Lakefair Place



N at the west to Crestwood Court NE at the east. The intersection of River Road N and Lockhaven Drive N is intended to be the center of activity within Lockhaven Center. (12/19)

2. Chemawa Center – Extends from approximately Claggett Street NE at the north to James Street NE at the south; and from approximately Elizabeth Street N at the west to Bailey Road NE at the east. The intersection of River Road N and Chemawa Road N is intended to be the center of activity within Chemawa Center. (12/19)
3. Cherry Center – Extends from approximately Dietz Avenue NE at the north to Bever Drive NE at the south; and from approximately 3rd Avenue N at the west to Partridge Lane NE at the east. The intersection of River Road N and Cherry Avenue NE and Sam Orcutt Way is intended to be the center of activity within Cherry Center. (12/19)

B. The provisions of the RCOD shall apply as follows.

1. They shall apply to all new construction or major renovation, where “major renovation” is defined as construction valued at 25% or more of the assessed value of the existing structure and parcel of land on which it is located, unless otherwise specified by the provisions in this Section, and with the following exceptions. (12/19)
 - a. Interior remodels which do not change the exterior of the building or increase its floor area or building footprint. (12/19)
 - b. Replacement of equipment needed to operate an existing use, such as but not limited to commercial kitchen equipment, HVAC equipment, plumbing or electrical fixtures. (12/19)
 - c. Maintenance required to maintain the structural integrity of the building such as but not limited to replacement of a roof. (12/19)
2. Applications for new construction or major renovation in the RCOD are subject to City review as provided in KDC Section 3.101, and to the standards and guidelines in Sections 2.130.04 through 2.130.10. (12/19)

C. The RCOD replaces selected development standards in the underlying zoning districts, as set forth in Section 2.130.05. (12/19)

2.130.04 Uses**A. Permitted Uses**

1. The uses in Table 2.130.04-1 are permitted in the Mixed Use (MU) zone within the RCOD. All other zones remain unchanged. (12/19)
2. Uses that are identified as permitted in the MU zone (Section 2.107.02 through 2.107.04) are permitted in the MU zone within the RCOD, EXCLUDING commercial parking lots that are surface lots. (12/19)
3. Uses that are not listed in Table 2.130.04-1 and that the Zoning Administrator determines to be similar to the uses in Table 2.130.04-1 or consistent with the RCOD Purpose statement (Section 2.130.01) are permitted. (12/19)

Table 2.130.04-1: Uses Permitted in the RCOD (6/22)

Use Category	Permitted P = Permitted outright S = Permitted subject to Special Use provisions C = Permitted conditionally	Notes
Residential		
Household Living	P/S	Such as buildings with one or more dwelling units. Special Use provisions apply to accessory dwelling units (Sections 2.403 and 2.130.05.C), cottage clusters (Section 2.432), and home occupations (Section 2.407).
Group living	P/S	Such as residential homes and facilities. Special Use provisions apply to nursing and personal care facilities (Section 2.431).
Commercial		
Commercial Lodging	P/S	Such as hotels and motels. Special Use provisions apply to bed and breakfast establishments (Section 2.408).
Commercial Recreation and Entertainment	P	Such as athletic clubs and movie theaters.

Use Category	Permitted P = Permitted outright S = Permitted subject to Special Use provisions C = Permitted conditionally	Notes
Commercial Parking	P	Only parking structures.
Day Care Facility	P	
Durable Goods Sales	P	Such as home improvement, home furnishing, and appliance stores.
Eating and Drinking Establishments	P	
Health Care Offices	P	
Marijuana Facilities	S	Such as medical marijuana facilities and marijuana retailers. Special Use provisions apply (Section 2.433).
Offices	P/S	Such as finance, legal, and other professional businesses. Special use provisions apply to veterinary services (Section 2.414)
Retail Sales and Services	P/S	Such as food, apparel, hardware, and auto supply stores. Special Use provisions apply to used merchandise stores (Section 2.417), mobile food vendors (Section 2.434), funeral services (Section 2.415), and adult entertainment businesses (Section 2.418). Additional development standards apply to auto-oriented sales and services in RCOD Centers (Section 2.130.09(B)(4)).
Quick Vehicle Servicing	C	Such as gasoline service stations. Service stations consistent with Section 2.110.04.C are Conditional Uses. Additional development standards apply to auto-oriented services in RCOD Centers (Section 2.130.09(B)(4)).

Use Category	Permitted P = Permitted outright S = Permitted subject to Special Use provisions C = Permitted conditionally	Notes
Industrial		
Light Manufacturing	C	Craft industries are Conditional Uses subject to the provisions in Section 2.421.
Institutional		
Assembly Facilities	P/S	Such as social and civic organizations. Special Use provisions apply to places of worship (Section 2.423).
Community Services	P	Such as public administration buildings.
Educational and Research Facilities	P	Such as schools, vocational schools, educational services, and laboratories.
Medical Centers	P	Such as clusters of health care offices, surgicenters or day surgery facilities (not a hospital).
Infrastructure/Utilities		
Parks and Open Space	P	Such as parks, plazas, playgrounds, and community clubs.
Public Safety Facilities	P/C	Such as police stations. Fire and ambulance stations are Conditional Uses subject to general Conditional Use criteria in Section 3.103.03.
Public Utility Structures	P/S	Such as substations. Special Use provisions apply to electrical substation (Section 2.426).

Use Category	Permitted P = Permitted outright S = Permitted subject to Special Use provisions C = Permitted conditionally	Notes
Transportation Facilities	S/C	Special Use provisions apply to transit facilities (stops) (Section 2.305). Transit stations (centers) are Conditional Uses subject to the provisions in Section 2.429.
Wireless Communications Facilities	S	Special Use provisions apply (Section 2.427).

B. Prohibited Uses

The following uses are prohibited in the Mixed Use zone of the RCOD. This prohibition does not apply to any legally established use as of the date of the adoption of this Ordinance. (12/19)

1. Farm uses. (12/19)
2. Rendering, processing, and/or cleaning of food products for wholesale use. (12/19)
3. Outdoor storage or display whose impacts are not mitigated for consistent with Section 2.107.05.B.7. (12/19)
4. Camping and overnight parking in parking lots. (12/19)
5. Hospitals, but not including surgicenters and day surgery facilities. (12/19)

2.130.05 Dimensional and Development Standards

The following subsections indicate dimensional standards and development standards required in the RCOD. These standards supplement, and in some cases replace, the development standards in the underlying zoning districts. Where the standards set forth in this Section conflict with standards in the underlying zoning districts, the RCOD development standards set forth in this Section shall control. (12/19)

Section 2.130.09 provides dimensional and development standards for Centers. For properties located within Centers, the standards of Section 2.130.09 shall supersede the standards of this section. (12/19)

A. Dimensional Standards**1. Minimum Lot Dimension Requirements (6/22)***Table 2.130.05-1: Minimum Lot Size and Average Width Standards, by Development Type*

Zone	Dimension	Townhouse	Single Family Detached & Duplex	Triplex	Quadplex & Cottage Cluster	Multi-Family
MU	Lot Size	1,500 sq ft	3,000 sq ft	5,000 sq ft	7,000 sq ft	None (use density only)
	Average Width	20 feet	30 feet	30 feet	30 feet	(defer to underlying zone)
RM	Lot Size	1,500 sq ft	3,000 sq ft	5,000 sq ft	7,000 sq ft	None (use density only)
	Average Width	20 feet	30 feet	30 feet	30 feet	(defer to underlying zone)
RS	Lot Size	1,500 sq ft	3,500 sq ft	5,000 sq ft	7,000 sq ft	N/A
	Average Width	20 feet	35 feet	35 feet	35 feet	N/A

B. Development Standards**1. Minimum Landscaping and Maximum Lot Coverage**

The minimum landscaping and maximum lot coverage standards are provided in the following table. Minimum landscaping for a property shall include all required yards. Landscaped areas shall be landscaped as provided in Sections 2.309 and 2.130.06. Maximum lot coverage shall include all buildings, accessory structures, and paved parking areas. (12/19)

Table 2.130.05-2: Minimum Landscaping and Maximum Lot Coverage Standards

Zone	Minimum Landscaping	Maximum Lot Coverage (1)
MU	Commercial: 10% Mixed Use: 15% Residential: 15%	Commercial: 90% Mixed Use: 85% Residential: 85%
RM	15%	85%
RS	15%	85%

(1) Lot coverage standards do not apply to cottage cluster development. (6/22)

2. Residential Density

The minimum and maximum density for subdivisions, partitions, multi-family or any residential development shall be as follows: (6/22)

Table 2.130.05-3: Minimum and Maximum Residential Density Standards

Zone	Minimum Density (1)	Maximum Density (1)
MU	12 units per acre (2)	28 units per acre (4)
RM	8 or 10 units per acre (3)	14 or 24 units per acre (3)(4) 25 units per acre for townhouses
RS	6 units per acre	10 units per acre (4) 25 units per acre for townhouses

- (1) *Accessory residential housing units are included in the minimum density calculations but are not included in the maximum density calculations. (7/21)*
- (2) *There shall be no minimum residential density requirement for multi-family development within a mixed-use building.*
- (3) *For property designated Medium Density in the Comprehensive Plan, the minimum density shall be 8 units per acre; the maximum density shall be 14 units per acre. For property designated Medium-High Density in the Comprehensive Plan, the minimum density shall be 10 units per acre; the maximum density shall be 24 units per acre.*
- (4) *Maximum density does not apply to duplexes, triplexes, quadplexes, or cottage cluster housing. (6/22)*

3. Off-Street Automobile Parking Requirements (12/19)

a. Applicability (12/19)

- i. The provisions of this Section shall apply to new development or redevelopment in the RCOD, as defined in Section 2.130.03. (12/19)
- ii. A change in the use of a building or structure from one permitted use to another permitted use shall not require additional parking spaces otherwise required for new development or redevelopment under the provisions of Section 2.130.05.3.b or of Section 2.303. (12/19)

b. Off-Street Automobile Parking Requirements (12/19)

Off-street parking shall be provided in the amount not less or more than the minimum and maximum amounts listed below.
(12/19)

Table 2.130.05-4: Minimum and Maximum Off-Street Parking Requirements
(6/22)

LAND USE ACTIVITY	SPACES REQUIRED
Recreation Facility	Minimum: 1 space per 300 square feet Maximum: 1 space per 133 square feet
Personal Services	Minimum: 1 space per 400 square feet Maximum: 1 space per 233 square feet
Retail	Minimum: 1 space per 400 square feet Maximum: 1 space per 200 square feet
Eating/Drinking Establishment	Minimum: 1 space per 200 square feet Maximum: 1 space per 83 square feet
Single Family, Duplex, Triplex, Quadplex, Townhouse, Cottage Cluster	Minimum: 1 per dwelling unit Maximum: 3 spaces per dwelling
Single family dwellings having their access via an access easement, on a street restricting on-street parking, or a flag lot (7/21)	Minimum: 2 per dwelling unit Maximum: 3 per dwelling unit
Multi-family types	Minimums: 1 space per 1 bedroom unit or studio OR 1.25 spaces per 2 bedroom unit OR 1.5 spaces per 3 or more bedroom units Maximums: 1.5 space per 1.5 bedroom unit or studio OR 2.25 spaces per 2 bedroom unit + 1.5 spaces for every 10 additional units OR 2.25 spaces per 3 or more bedroom units + 1.5 spaces for every 10 additional units

All other land use activities shall be subject to the parking requirements of Section 2.303.06.A. (12/19)

- c. Allowances for parking reduction in Section 2.303.06.B and parking increase 2.303.06.C shall apply in the RCOD. Within designated Centers, additional reductions to required off-street parking may also be provided per Section 2.130.09.B.2. (12/19)

4. Flexibility for Mixed Use Development (12/19)

The following provisions are intended to provide additional flexibility for mixed use development within the RCOD. These provisions shall apply if an applicant wishes to consolidate one or more parcels zoned Mixed Use (MU) with one or more adjacent and contiguous residentially-zoned parcels. The residentially-zoned portions of the consolidated site may develop with any use permitted in the MU zone, provided the following requirements are met: (12/19)

- a. One new housing unit shall be provided for each existing housing unit that is displaced by the redevelopment of the site. (12/19)
- b. Buffering and screening shall be provided between any multi-family, mixed use, or non-residential uses developed on-site and any adjacent residentially-zoned parcel, pursuant to KDC Section 2.309.05. (12/19)

C. Standards for Accessory Residential Housing (12/19)

Accessory residential housing in the RCOD is subject to the following development standards. Where the standards set forth in this Subsection conflict with standards in Section 2.403 (~~Shared Housing Facilities~~Accessory Dwelling Unit), the standards set forth in this Subsection shall control. (12/19)

- 1. Number of Dwelling Units. Up to two (2) accessory housing units are permitted per lot. If two units are proposed, one (1) of the units shall be attached. If one unit is proposed, that unit may be attached to, or detached from the primary residence. (12/19)
- 2. Parking. No additional parking is required for the accessory housing unit. Existing parking required for the primary residence must be maintained or replaced on-site following development of accessory housing units. (12/19)

2.130.06 Landscaping Standards

The following subsections indicate landscaping standards required in the RCOD. These standards supplement, and in some cases replace, the landscaping standards in KDC Section 2.309. Where the standards set forth in this Section conflict with standards Section 2.309, the RCOD development standards set forth in this Section shall control. (12/19)

A. Purpose

The purpose of the landscaping standards in this Section is to provide enhanced landscape design for sites within the RCOD, in order to create attractive street frontages that enhance the appearance of the district and provide a pleasant experience for pedestrians. The purpose is also to balance the reduced requirements for minimum landscaped area in the district, per Section 2.130.05.B.1. Landscaping standards in the RS zone remain unchanged. (12/19)

B. Landscape Standards

1. All front yards and all side yards abutting a street either shall be landscaped according to the following standards or shall be occupied by pedestrian amenities (e.g., plaza, outdoor seating, outdoor eating areas). (12/19)
 - a. All street-facing facades shall have landscaping along their foundation. (12/19)
 - b. The landscaped area shall be at least 3 feet wide. (12/19)
 - c. An evergreen shrub meeting the planting standards of Section 2.309.06.H shall be planted for every 3 lineal feet of foundation. (12/19)
 - d. Where landscaped areas in front yards and in side yards abutting a street are a minimum of 10 feet wide, trees shall be planted for every 30 lineal feet of building foundation. (12/19)
 - e. Groundcover meeting the planting standards of Section 2.309.06.I shall be planted in the remainder of the landscaped area. (12/19)
 - f. Plants approved by the Zoning Administrator or on City-approved lists shall be used. (12/19)
 - g. Exceptions. These standards do not apply to properties with front yard setbacks that are less than 10 feet. (12/19)

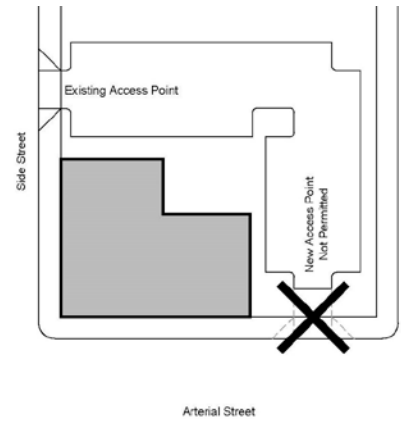
2. The following planting standards shall apply to all required landscape areas except for front yards or side yards abutting a street, as provided in subsection 1. (12/19)
 - a. Trees – A minimum of one (1) tree shall be planted for every 500 square feet of required landscape area. Evergreen trees shall have a minimum height of 6 feet and deciduous trees shall have a minimum caliper of 2 inches and a minimum height of 8 feet at the time of planting. (12/19)
 - b. Shrubs – One (1) evergreen shrub having a minimum mature height of 4 feet shall be provided for every 75 square feet of required landscape area. (12/19)
 - c. Ground cover – Ground cover meeting the standards of Section 2.309.06.I shall be planted in the landscaped area not occupied by required trees or shrubs. (12/19)
 - d. Plants approved by the Zoning Administrator or on City-approved lists shall be used. (12/19)
 - e. Rock, bark, or similar landscape cover materials may be used for up to 25% of the required landscape area. Hardscape treatments may be substituted upon approval of the Zoning Administrator. (12/19)

2.130.07 Access Standards

- A. Purpose
The purpose of managing access points onto public streets, especially onto collectors and arterials, is to reduce conflicts between users of the transportation system, to increase safety, to aid in the flow and mobility of traffic by all modes, and to create a more welcoming pedestrian environment. (12/19)
- B. Applicability
In addition to the general applicability standards established in 2.130.03(B), the provisions of this Section shall apply to development when a site's number of parking spaces will increase by more than 15% of the existing number of parking spaces or more than 20% of a site's existing parking area will be reconstructed. (12/19)
- C. Access Standards
Street functional classifications and spacing standards referred to in the following provisions are established in the currently adopted City of Keizer Transportation System Plan. (12/19)

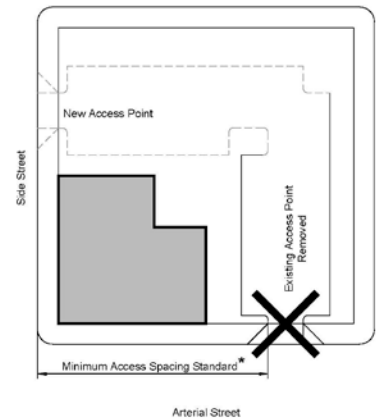
1. Standard A – A property fronts an arterial and a side street, which is not classified as an arterial, and has its existing access point on the side street. The access point on the side street shall be maintained and a new access point on the arterial is not permitted. (12/19)

Figure 2.130.07-1: Access Standard A



2. Standard B – A property has a single existing access point on an arterial street and also fronts a side street that is not an arterial or an alley. If the existing access point has substandard spacing from the nearest intersection or driveway, the existing access point shall be closed and a new access point on the side street shall be established. (12/19)

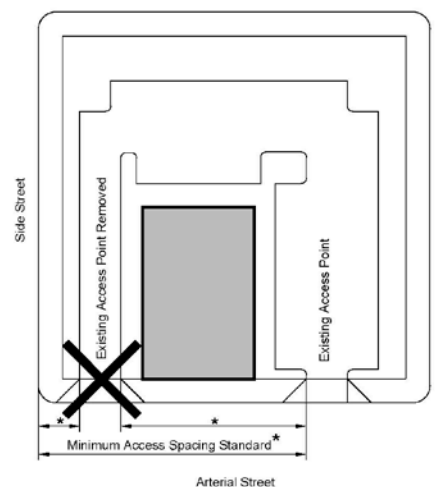
Figure 2.130.07-2: Access Standard B



* Substandard spacing could potentially exist:
1) Between access points (driveways) on a site and street intersections.
2) Between access points (driveways) on a site and access points (driveways) on neighboring sites.

3. Standard C – A property has two or more existing access points on an arterial. All access points with substandard spacing shall be closed, while a minimum of one access point may be maintained. If all existing access points have substandard spacing from the nearest intersection or driveway, the access point with spacing that is closest to meeting spacing standards shall be maintained. (12/19)

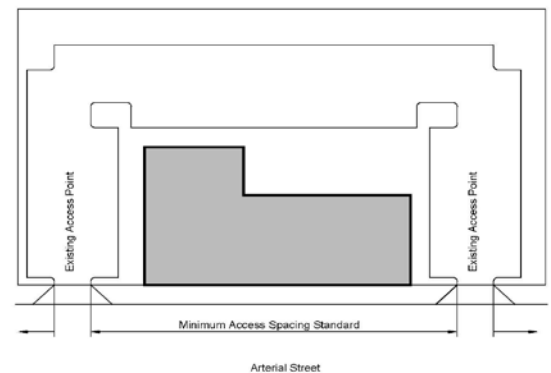
Figure 2.130.07-3: Access Standard C



* Substandard spacing could potentially exist:
1) Between access points (driveways) on a site with multiple driveways on a frontage.
2) Between access points (driveways) on a site and street intersections.
3) Between access points (driveways) on a site and access points (driveways) on neighboring sites.

4. Standard D – A property has one or more access points on an arterial and all access points have sufficient spacing from the nearest intersection or driveway. The access points may be maintained. (12/19)

Figure 2.130.07-4: Access Standard D



5. Exceptions. Where there are safety or traffic operations issues identified in a traffic impact analysis prepared consistent with Section 2.301.04, which are the result of substandard access spacing, the Public Works Director may require one or more of the following: (12/19)
- A limit on the number, location, and/or turning movements of existing and new proposed connections to a City street. (12/19)
 - A driveway to extend to one or more edges of a parcel to allow for future extension and inter-parcel circulation as adjacent properties develop. (12/19)
 - A recorded access easement for future joint use of the approach and driveway as the adjacent property(ies) develop(s). (12/19)

2.130.08 Master Plans in Lockhaven Center

Development within the Lockhaven Center may be subject to Master Plan approval as provided in Section 3.114 and this Section 2.130. (12/19)

2.130.09 Dimensional and Development Standards in Centers

The following subsections indicate dimensional standards and development standards required within designated Centers in the RCOD. These standards supplement, and in some cases replace, the general standards for the RCOD provided in Section 2.130.05, as well as in the underlying zoning districts. Where the standards set forth in this Section conflict with standards in Section 2.130.05 or in the underlying zoning districts, the standards of this Section shall control. (12/19)

A. Dimensional Standards in Centers**1. Minimum and Maximum Front Yard Setback Requirements (12/19)**

- a. The following front yard setback standards apply to multi-family, commercial, and mixed use development on properties fronting on River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue within designated Centers: (12/19)

Table 2.130.09-1: Front Yard Setback Standards in Centers

Zone	Front Setbacks	Multi-Family	Commercial or Mixed Use
MU	Minimum	0 feet/6 feet (1)	0 feet/6 feet (1)
	Maximum	10 feet (2)	10 feet (2)
RM	Minimum	5 feet (3)	N/A

- (1) *A 0-foot setback is permitted on properties fronting River Road where right-of-way has already been provided or dedicated, consistent with the adopted 84-foot right-of-way width for arterials identified in the Keizer Transportation System Plan standards. Where such right-of-way is not already provided or dedicated, a minimum 6-foot setback is required. (12/19)*
- (2) *The maximum setback may be extended to 20 feet for up to 50% of the building facade if a plaza or other pedestrian open space is provided between the building and the sidewalk. The pedestrian open space must meet the standards of Section 2.130.10.E. (12/19)*
- (3) *Non-residential development in the RM zone shall be subject to the same minimum and maximum setback standards as multi-family development. (12/19)*
- b. Properties not subject to the setback standards listed in subsection a of this section are subject to the setback standards of the underlying base zone. (12/19)

B. Development Standards in Centers**1. Minimum Landscaping and Maximum Lot Coverage in Centers (12/19)**

The minimum landscaping and maximum lot coverage standards for properties located in designated Centers are provided in the following table. Minimum landscaping for a property shall include all required yards. Landscaped areas shall be landscaped as provided in KDC Sections 2.309 and 2.130.06. Maximum lot coverage shall include all buildings, including accessory structures consistent with the definition of lot coverage. (12/19)

Table 2.130.09-2: Minimum Landscaping and Maximum Lot Coverage Standards in Centers (12/19)

Zone	Minimum Landscaping	Maximum Lot Coverage
MU	Commercial: 5% Mixed Use: 10% Residential: 10%	Commercial: 95% Mixed Use: 90% Residential: 90%
RM	10%	90%
RS	10%	90%

2. Reductions to Minimum Parking in Centers

Within designated Centers, the number of minimum required parking spaces provided in Sections 2.130.05.B.3.b and 2.303 may be reduced by up to a total of 25% if the applicant can demonstrate the following: (12/19)

- a. The site is served by transit and transit related amenities such as transit stops, pull-outs, shelters, park and ride lots are provided or will be provided as part of the development of the site. Allow up to a 20% reduction to the standard number of automobile parking spaces based on the level of amenities provided. This reduced parking allowance shall replace, not supplement, the 10% allowance provided in KDC Section 2.303.06.B. (12/19)
- b. A transportation demand management (TDM) plan is in place that will demonstrably reduce parking demand. The parking reduction percentage shall be determined by the Zoning Administrator based on the TDM plan. (12/19)
- c. Residential uses are targeted to populations with demonstrably lower parking needs (e.g., low-income households, seniors, etc.) OR the site is developed with affordable housing reserved for those earning incomes at or below 80% of the area median income (AMI). Allow up to a 10% reduction to the number of automobile parking spaces. (12/19)
- d. The site has dedicated parking spaces for carpool or vanpool vehicles. Allow up to a 5% reduction to the standard number of automobile parking spaces. (12/19)
- e. The site has at least 15% of its dedicated parking spaces for motorcycles, scooters, or electric carts. Allow up to a 20%

reduction in the minimum required dimensions for up to 5% of the parking spaces. (12/19)

- f. Pursuant to Section 2.107, applications for sites in the MU zone may also request a reduction to or waiver of parking standards based on a parking impact study. (12/19)
- g. An EV charging station is provided. Allow up to a 5% reduction. (12/19)
- h. Use of shared parking facilities on one or more lots. This provision is not subject to the 25% maximum reduction. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking spaces on one or more lots when the peak hours of operation of the uses do not overlap, subject to the following: (12/19)
 - i. The shared parking facility(ies) shall contain the same number of vehicle parking spaces required by the use which requires the greatest amount of parking per Sections 2.130.05.B.3.b and 2.303; (12/19)
 - ii. Satisfactory legal evidence shall be presented to the Zoning Administrator in the form of deeds, leases or contracts to establish the shared use and be recorded with the Marion County Records Office against all properties involved; (12/19)
 - iii. Shared parking spaces must be within 300 feet of the uses, structures or parcels sharing such parking. (12/19)
 - iv. If a shared use arrangement is subsequently terminated, or if the uses change, the requirements of the KDC shall apply to each use separately. (12/19)

3. Parking in Mixed Use Projects in Centers (12/19)

- a. Mixed use projects shall include either uses that are contained in a single building (vertical mixed use) or in a group of single-purpose buildings that share a single parking facility (horizontal mixed use). (12/19)
- b. The required minimum vehicle parking shall be determined using the following factors. (12/19)
 - i. Uses above the ground floor. The minimum parking requirement shall be 50% of what is required for the use pursuant to Section 2.303. (12/19)

- ii. Ground floor uses with peak hours of operation that do not overlap. The minimum parking requirement is determined by the number of spaces needed for the area of use with the highest peak demand. (12/19)
 - iii. Ground floor uses with overlapping peak hours of operation shall be calculated in the aggregate. (12/19)
 - c. Primary use, i.e., that with the largest parking demand within the development, at 100% of the minimum vehicle parking required for that use in Sections 2.130.05.B.3.b and 2.303. (12/19)
 - d. Secondary use, i.e., that with the second largest parking demand within the development, at 90% of the vehicle parking required for that use in Sections 2.130.05.B.3.b and 2.303. (12/19)
 - e. Subsequent use or uses, at 80% of the vehicle parking required for that use(s) in Sections 2.130.05.B.3.b and 2.303. (12/19)
4. Standards for Auto-Oriented Uses and Development (12/19)
- a. Applicability. The standards of this subsection apply to auto-oriented uses and development on properties fronting River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue within Centers. For the purposes of this subsection, “auto-oriented uses and development” refers to the following uses: (12/19)
 - i. Gasoline service stations (Section 2.419). (12/19)
 - ii. Drive-Through windows or car service associated with eating and drinking places. (12/19)
 - iii. Vehicle sales and secondary repair (Section 2.420). (12/19)
 - iv. Public utility structures and buildings. (12/19)
 - v. Recreational vehicle parks (Section 2.412). (12/19)
 - vi. Structured automobile parking not associated with an allowed use. (12/19)
 - vii. Automotive Dealers. (12/19)
 - viii. Automotive rental and leasing, without drivers. (12/19)
 - ix. Automotive repair shops (Section 2.420). (12/19)

- x. Automotive services, except repair (Section 2.420). (12/19)
- xi. Utilities - secondary truck parking and material storage yard. (12/19)
- b. Auto-oriented uses and development in Centers may be permitted subject to obtaining a Conditional Use Permit. Applicants must demonstrate how the proposed development either limits or mitigates the safety and aesthetic impacts of the auto-oriented use on the pedestrian environment. Possible strategies to limit/mitigate impacts include increased setbacks, provision of pedestrian-oriented amenities, screening and buffering from the right-of-way and from adjacent residential uses, and access management and control measures. These strategies shall be consistent with screening and other requirements in existing special use standards that address limiting and mitigating impacts. (12/19)

2.130.10 Urban Design Standards in Centers

- A. Purpose
The purpose of the urban design standards for Centers is to create pedestrian-oriented places that serve as the centers of commercial and civic activity and as destinations for residents and visitors in the River Road / Cherry Avenue Corridor. Pedestrian-oriented places provide visual interest at eye-level, feel safe and comfortable for people walking, contain a variety of activities and services, are easy to navigate on foot, and provide open areas and amenities for gathering and resting. The regulations for Centers modify the regulations of the overall River-Cherry Overlay District and of the underlying base zones to ensure pedestrian-oriented land uses and design. (12/19)
- B. Applicability
The following standards apply to multi-family, mixed use, and non-residential development on properties, except as noted below. Some standards only apply to properties fronting on River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue, as provided in each applicable subsection below. Outside of the centers in the RCOD, Section 2.315 applies. (12/19)
- C. Building Entry Orientation & Design
The following Building Entry Orientation & Design standards apply to development on properties fronting on River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue. (12/19)
 - 1. Orientation (12/19)
 - a. All buildings shall have at least one primary entrance facing the street, where facing means positioned at an angle of 45 degrees or less. (12/19)

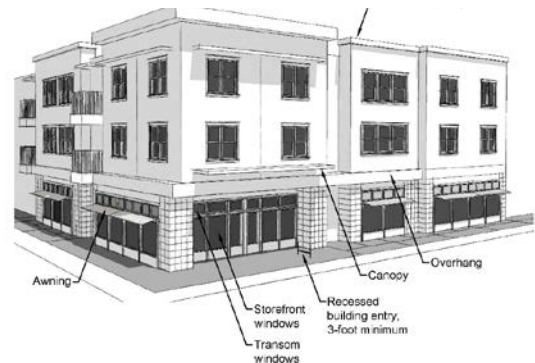
- b. For the purposes of this section, the “primary building entrance” is the main public entrance to the building. In the case where no public entrance exists, the “primary building entrance” is the main employee or resident entrance. Where there are multiple buildings on a lot, all buildings shall comply with this standard. (12/19)

2. Walkway. All primary entrances to a building must be connected to the sidewalk by a direct and continuous walkway. A direct walkway follows a route that does not deviate unnecessarily from a straight line and it does not involve a significant amount of out-of-direction travel. Walkway materials and dimensions shall be consistent with pedestrian circulation standards in Section 2.315.06.A. (12/19)

3. Entry Design (12/19)

Figure 2.130.10.C-1: Building Entry

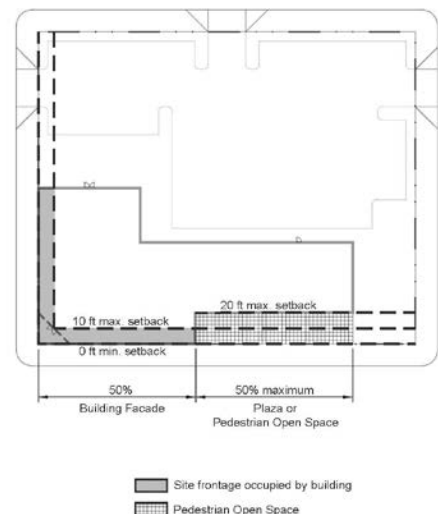
- a. Primary building entrances shall provide weather protection for pedestrians and must be architecturally emphasized, subject to the following standards: (12/19)



- i. Non-residential and mixed use buildings must comply with at least two (2) of the following: (12/19)
- a) Recessed entrances. If recessed, primary entrances shall be recessed a minimum of 3 feet into the building façade. (12/19)
 - b) Awnings, canopies, or overhangs. These may be used to provide weather protection and a visual element and meet height, projection, and materials standards in Sections 2.312 and 2.315. Awnings and canopies must also meet the standards of Section 2.130.10.L.4. (12/19)
 - c) Architectural features. Primary entrances may be reinforced with architectural features such as increased heights of entrance areas and doors, articulated parapets, transom windows above the doors, sidelights beside the doors, and/or windows (glass) in the doors. (12/19)

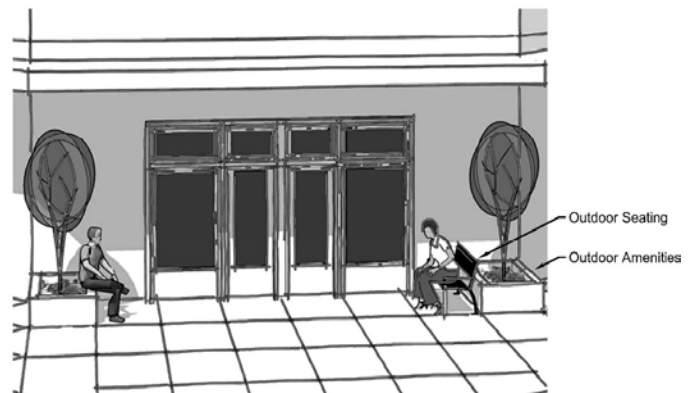
- d) Decorative features. Entries may be reinforced through the use of decorative exterior light fixtures (i.e., wall sconces) or other decorative features. (12/19)
 - e) Columns, piers, or pilasters that extend at least six (6) inches from the building may be used to frame and highlight entrances. (12/19)
 - ii. Multi-family residential buildings must provide weather protection over the primary building entrance and over entrances to all ground floor units. Weather protection may be provided using awnings, canopies, building overhangs such as eaves extending over front doors, covered front porches, or inset front doors. Awnings, canopies, and overhangs are subject to height, projection, and materials standards in Sections 2.312 and 2.315. (12/19)
- D. Corner Entrances and Features
Non-residential and mixed use buildings on corner lots are encouraged to have corner entrances. Where a corner entrance is not provided, the building design shall provide an architectural element or detailing (e.g., tower, beveled/chamfered corner, art, special trim). (12/19)
- E. Pedestrian Open Space
 - 1. Pursuant to Section 2.130.09.A.1, the maximum setback for properties fronting on River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue may be extended to 20 feet for up to 50% of the building facade if a plaza or other pedestrian open space is provided between the building and the sidewalk. (12/19)

Figure 2.130.10.D-1: Pedestrian Open Space (Plan View)



2. The pedestrian open space must include at least one type of outdoor seating from the list in subsection a below, and a total of at least two pedestrian amenities from the lists in subsections a or b. (12/19)
 - a. Outdoor seating: benches, tables and chairs, or seat walls. (12/19)
 - b. Other amenities: fountains, drinking fountains, landscape planters, bollards, shade structures, or public art. (12/19)

Figure 2.130.10.D-2: Pedestrian Open Space Amenities



3. Pedestrian open space shall not be entirely paved, and shall include pedestrian amenities as listed in Subsection 2 above. (12/19)

F. Parking Location

1. Parking or vehicle circulation areas shall not be located within a required front yard setback or within a required side yard setback abutting River Road, Lockhaven Drive, Chemawa Road, or Cherry Avenue. (12/19)
2. Parking or vehicle circulation areas shall be limited to 50 percent of the street frontage abutting River Road, Lockhaven Drive, Chemawa Road, or Cherry Avenue. (12/19)

G. Parking Perimeter Landscaping

1. Where surface parking or vehicular circulation areas are located adjacent to the right-of-way, perimeter landscaping with a minimum width of 5 feet and a minimum height of 2.5 feet shall be provided. Perimeter landscaping shall include trees spaced not more than 30 feet on center, and shall include a mix of shrubs and ground cover and/or a landscaped swale for stormwater management. (12/19)

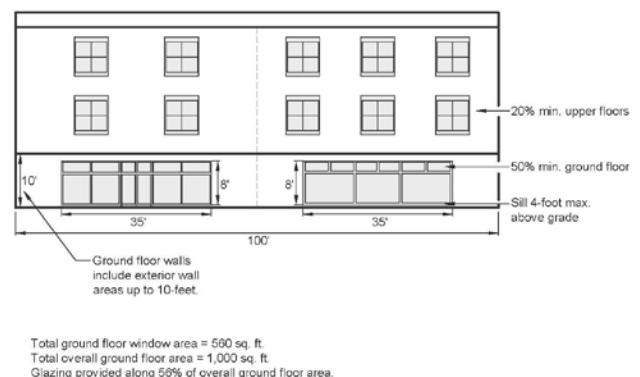
2. The buffering and screening requirements for parking areas in KDC Section 2.309.05.A.5 shall not apply within Centers, except for parking areas abutting residential zones. (12/19)

H. Window Coverage

Window coverage standards apply to building facades facing River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue. (12/19)

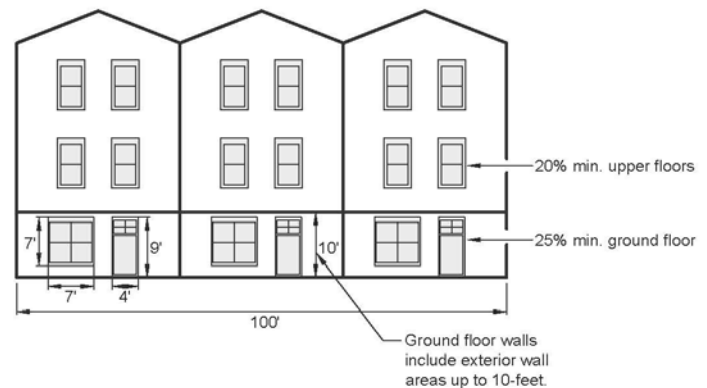
1. Non-residential or mixed use buildings are subject to the following standards: (12/19)
 - a. Ground floor windows. A minimum of 50% of the ground floor wall area of non-residential or mixed-use buildings shall contain windows, display areas, or doorway openings. Windows, display areas, or doorway openings used to meet this standard shall comply with the following provisions: (12/19)
 - i. Required window areas shall be either windows that allow views into working areas or lobbies, pedestrian entrances, or display windows. (12/19)
 - ii. Windows used to meet this standard shall have a visible transmittance (VT) of 0.6 or higher. (12/19)
 - iii. The sill or lower edge of a window, display area, or doorway used to meet this standard shall be no more than four feet above grade. Where interior floor levels prohibit such placement, the sill or lower edge must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum height of six feet above grade. (12/19)
 - b. Upper floor windows. For buildings with more than one story, a minimum of 20% of the upper floor wall area of non-residential or mixed-use buildings shall contain windows. (12/19)

Figure 2.130.10.H-1: Window Coverage for Mixed-Use Buildings



2. Multi-family residential buildings are subject to the following standards:
(12/19)
 - a. Ground floor windows. A minimum of 25% of the ground floor wall area of multi-family residential buildings shall contain windows. (12/19)
 - b. Upper floor windows. A minimum of 20% of the upper floor wall area of multi-family residential buildings shall contain windows. (12/19)

Figure 2.130.10.H-2: Window Coverage for Multi-Family Residential Buildings



Total ground floor window + door area = 255 sq. ft.
 Total overall ground floor area = 1,000 sq. ft.
 Glazing provided along 25% of overall ground floor area.

3. For all building facades subject to the window coverage standards of this section, ground floor walls shall include all exterior wall areas up to 10 feet above the finished grade of the entire width of the street-facing elevation. Upper floor wall area shall include all exterior wall areas above 10 feet above the finished grade. (12/19)

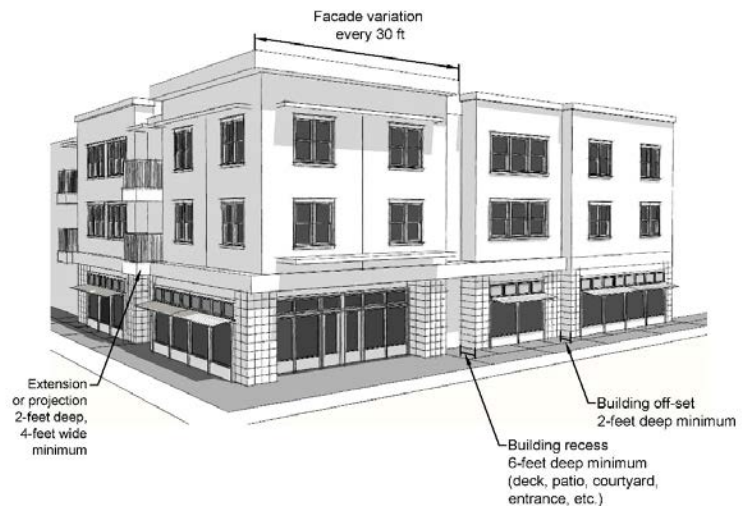
I. Façade Variation and Detailing

The following standards apply to building facades facing River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue. (12/19)

1. Facades shall avoid large expanses of uninterrupted building surfaces in areas which are visible to the public by incorporating features listed in I.2 below to vary the look of the facade at intervals not to exceed 30 feet. (12/19)
2. Each facade subject to this standard shall provide at least two (2) of the following features in order to meet the façade variation and detailing standard: (12/19)

- a. Variation in building materials between primary materials and trim materials established in Section 2.315.06.B.4, where at least 65% of each building façade consists of primary materials; (12/19)
- b. Building off-set of at least two (2) feet; (12/19)
- c. Recess (e.g., deck, patio, courtyard, entrance or similar feature) that has a minimum depth of six (6) feet; (12/19)
- d. Extension or projection (e.g., floor area, deck, patio, porch, roof over a porch, entrance, or similar feature) that projects a minimum of two (2) feet and runs horizontally for a minimum length of four (4) feet; (12/19)
- e. Other similar façade variations approved by the Zoning Administrator. (12/19)

Figure 2.130.10.I-1: Façade Variation and Detailing



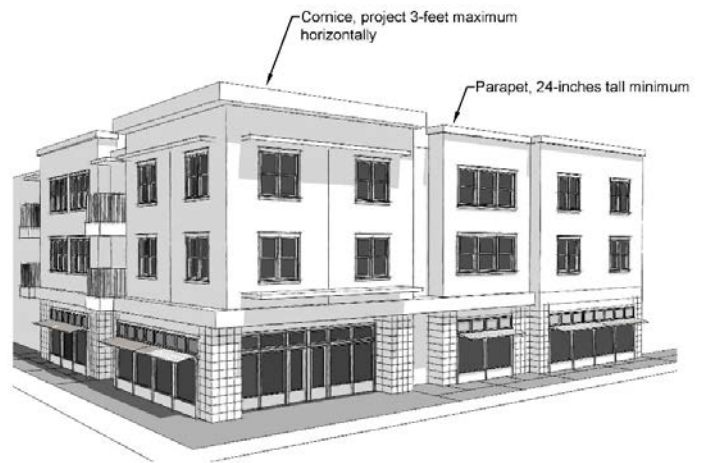
J. Roof Forms

The following standards apply to building facades facing River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue. Roof forms may be flat or sloped. Requirements for chosen roof forms are as follows: (12/19)

1. Flat roofs. All flat roofs shall employ a detailed, projecting cornice or projecting parapet to visually “cap” the building and meet all of the following requirements: (12/19)
 - a. Cornices shall project horizontally a maximum of 3 feet. (12/19)
 - b. Parapets must be a minimum of 24 inches in height. Parapets must include a cornice, molding, trim, or variations in brick coursing. (12/19)

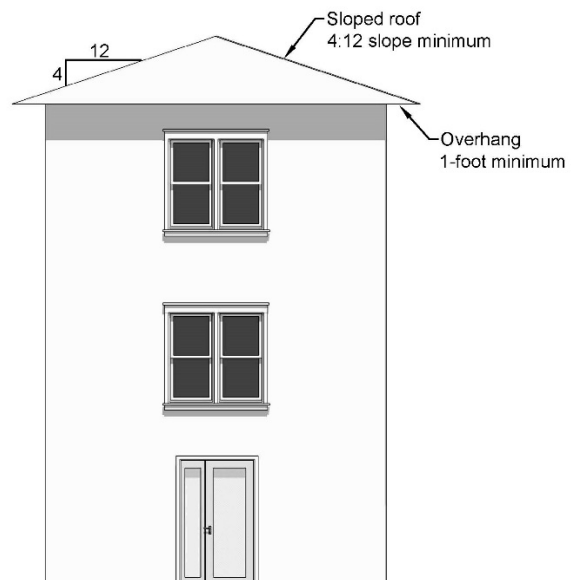
- c. Cornices and parapets shall wrap around all sides of the building visible from any adjacent street or parking area. (12/19)

Figure 2.130.10.J-1: Flat Roof Forms



2. Sloped roofs must meet all of the following requirements: (12/19)
- All sloped roofs shall provide a minimum 1-foot overhang. (12/19)
 - All sloped roofs must have a minimum slope of 4:12 (12/19)

Figure 2.130.10.J-2: Sloped Roof Forms

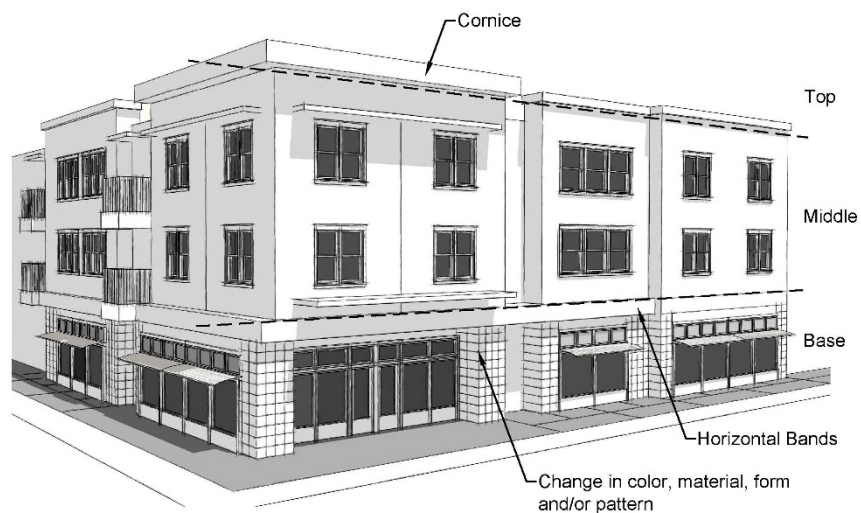


K. Base, Middle, and Top of Building

The following standards apply to building facades of non-residential and mixed use buildings facing River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue. (12/19)

1. All buildings with two (2) stories or more shall have a clear and distinct base, middle and top to break up vertical mass. (12/19)
2. All facades subject to this standard must utilize horizontal bands and/or changes in color, material, form and/or pattern to differentiate the base, middle, and top of the building, subject to the following requirements: (12/19)
 - a. Horizontal bands or other changes in pattern or material shall be a minimum of 8 inches high (the length of a standard brick), and must project a minimum of 3/4 inch from the building face. (12/19)
 - b. Changes in building massing and form may also be used to differentiate a building's base, middle, and top. This may include architectural setbacks or projections, measuring a minimum of 3 inches. (12/19)

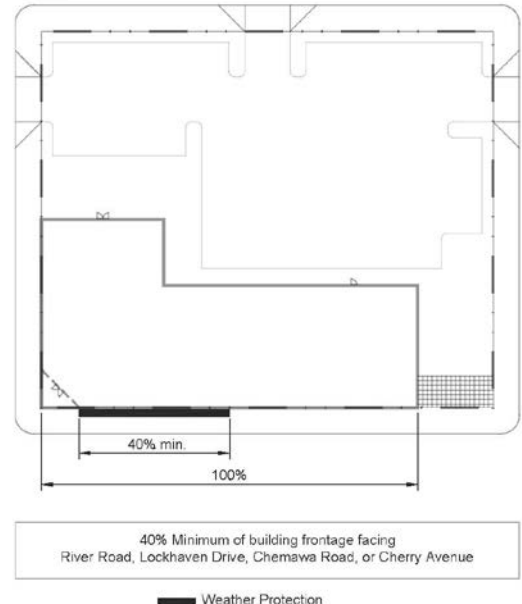
Figure 2.130.10.K-1: Building Base, Middle, and Top



L. Weather Protection for Non-Residential or Mixed Use Buildings

Figure 2.130.10.L-1: Weather Protection

Weather protection for pedestrians shall be provided along a minimum of 40% of a building frontage facing River Road, Lockhaven Drive, Chemawa Road, or Cherry Avenue, subject to the following provisions and consistent with Section 2.130.10.C.3: (12/19)



1. Weather protection may be provided by awnings, canopies, arcades, colonnades, recessed entries, or combination of these elements. (12/19)
2. Vertical clearance from the weather protection element to the sidewalk must be between 9 to 12 feet. (12/19)
3. Recessed entries must be recessed a minimum of 4 feet from the building façade. (12/19)
4. Awnings and canopies shall project a minimum of 5 feet from the building façade, or a minimum of 4 feet for a recessed building entry, and shall be constructed of canvas, acrylic fabric, laminated vinyl, metal or similar standard material. Awnings and canopies of corrugated fiberglass or polycarbonate roofing shall be prohibited. Awnings and canopies shall not be back lit. (12/19)

M. Building Materials

Buildings shall be subject to the Materials and Texture standards of Section 2.315.06.B.4, as modified by the following requirements. (12/19)

1. The following exterior materials or finishes are prohibited within designated Centers: (12/19)
 - a. Vinyl siding. (12/19)
 - b. T-111 or similar sheet materials. (12/19)
 - c. Plain concrete block (not including split faced, colored, or other block designs that mimic stone, brick, or other masonry);

foundation material may be skim-coated concrete block where the foundation material is not revealed for more than 3 feet. (12/19)

2. Each building façade facing River Road, Lockhaven Drive, Chemawa Road, and Cherry Avenue shall include a minimum of two (2) types of exterior materials, each with an area of at least 20% of the façade. Brick or masonry (except CMU) may be used singly and applied to the entirety of the façade. (12/19)

N. Screening of Mechanical Equipment (12/19)

1. Building Walls (12/19)
 - a. Where mechanical equipment, such as utility vaults, air compressors, generators, antennae, satellite dishes, or similar equipment, is permitted on a building wall that abuts a public right-of-way, it shall be screened from view by a sight obscuring fence, wall, landscape screen, or combination of screening methods. (12/19)
 - b. Standpipes, meters, vaults, and similar equipment need not be screened but such equipment shall be placed on a side or rear building elevation except where the applicant can demonstrate that such locations are not physically or financially feasible. (12/19)
2. Rooftop Mechanical Equipment. Rooftop mechanical units shall be set back or screened behind a parapet wall so that they are not visible from any public right-of-way. Where the applicant demonstrates that such placement and screening is not physically or financially feasible, the Zoning Administrator may approve painting of mechanical units in lieu of screening; such painting may consist of muted, earth-tone colors that make the equipment visually subordinate to the building and adjacent buildings, if any. Solar panels are exempt from this standard. (12/19)
3. Ground-Mounted Mechanical Equipment. Ground-mounted equipment, such as generators, air compressors, trash compactors, and similar equipment, shall be limited to side or rear yards and screened with fences or walls constructed of materials similar to those on adjacent buildings. Hedges, trellises, and similar plantings may also be used as screens where there is adequate air circulation and sunlight, and irrigation is provided. (12/19)

2.302 STREET STANDARDS

2.302.01 Purpose

- A. **Safety.** To provide for safe, efficient, and convenient vehicular, bicycle and pedestrian movement in the City of Keizer. (11/16)
- B. **Access.** To provide adequate access to all proposed developments in the City of Keizer. (5/98)
- C. **Public Facility Access.** To provide adequate area in all public rights-of-way for sidewalks, sanitary sewers, storm sewers, water lines, natural gas lines, power lines and other utilities commonly and appropriately placed in such rights-of-way. (5/98)

2.302.02 Scope

The provisions of this Section shall be applicable for the following: (5/98)

- A. **Land Divisions.** The creation, dedication or construction of all new public or private streets in all subdivisions, partitions or other developments in the City. (05/98)
- B. **Street Expansion.** The extension or widening of existing public or private streets or rights-of-way, easements, or street improvements including those which may be proposed by an individual or the City, or which may be required by the City in association with other development approvals. (10/02)
- C. **Utility Improvements.** The construction or modification of any utilities or sidewalks in public rights-of-way, existing private street, or private access easements. (10/02)
- D. **Street Trees.** The planting of any street trees or other landscape materials in public rights-of-way. (5/98)
- E. **Exceptions.** Provisions of this Section do not apply in existing developed areas of the City. Improvements in these areas shall be based on standards adopted by the Department of Public Works. (5/98)
- F. **Private Streets.** Private streets and improvements on private streets are allowed only in the following situations:
 - 1. Improvements and/or widening of existing and allowed private streets.
 - 2. Creation of new private streets within an existing subdivision or PUD already containing approved private streets.

3. Creation of new private streets in a proposed subdivision, PUD, or partition if the only access to the proposed subdivision, PUD, or partition is via existing and approved private streets. (10/02)

2.302.03 General Provisions

The following provisions shall apply to the dedication, construction, improvement or other development of all public streets in the City of Keizer: (5/98)

- A. General Requirement. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets. (5/98)
- B. Continuation of Streets. Development proposals, including subdivisions and partitions, shall provide for the continuation of, and connection to, streets where necessary to promote appropriate traffic circulation in the vicinity of the development. Where necessary to give access or permit a satisfactory future division of adjoining land, streets and utilities shall be extended to property boundaries to allow the future extension of streets and infrastructure. A temporary turnaround shall be constructed for stub streets in excess of 150 feet in length. (1/02)

No street or utility extensions are required when any of the following circumstances exist: (1/02)

1. Less than three additional existing or future lots on adjoining parcels would gain access from the extension. For purposes of this criterion, the size of said future lots shall be no greater than two times the minimum lot size of the zone. (1/02)
2. Parcel shape or size prevents new lots from meeting lot width or depth standards when a public street is proposed through the parcel. (10/15)
3. Partial-width streets where adjoining development would provide a full-width public street, does not eliminate the need for variances to lot depth or width requirements. (10/15)
4. Natural physical obstructions or barriers, such as parkland, floodplain, slopes, or significant trees, make access and connectivity unreasonable or impracticable. (1/02)

5. Providing access and connectivity to one or more adjoining parcel(s) would not be useful given that at least one of the following conditions exist: (1/02)
 - a. A future street plan demonstrates that adequate access and connectivity is provided from the adjacent parcel(s). (1/02)
 - b. The development potential of the adjoining parcel(s) is (are) limited due to physical or jurisdictional constraints to such a degree that connectivity is unreasonable or impracticable. (1/02)
- C. Alignment. All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the existing centerlines. The staggering of street alignments resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet. (5/98)
- D. Future extension of streets. When it appears possible to continue a street, bicycle path and/or pedestrian accessway into a future subdivision, adjacent acreage or area attractors such as schools and shopping centers, streets, bicycle paths and/or pedestrian accessway facilities shall be platted and built to a boundary of the subdivision. The street may be platted without a turnaround unless the Public Works Department finds a turnaround is necessary for reasons of traffic safety. Any street extension exceeding 150 feet in length shall be provided with an approved turnaround as set forth in the Uniform Fire Code. (11/16)
- E. Intersection angles. Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles. Intersections of less than 60 degrees shall require special intersection designs. Streets shall have at least 50 feet of tangent adjacent to intersections unless topography requires lesser distances. Intersections that are not at right angles shall have minimum corner radii of 15 feet. Major arterial intersections shall have curb radii of not less than 35 feet. Other street intersections shall have curb radii of not less than 20 feet. (5/98)
- F. Existing Streets. Whenever existing public streets adjacent to or within a tract are of a width less than the street design standards, additional right-of-way shall be provided at the time of subdivision, partitioning, or development. (5/98)
- G. Half-Streets. Half-streets may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. When a $\frac{3}{4}$ width street can reasonably be developed, as

- determined the Department of Public Works, a half street will be constructed with an additional 10 feet of pavement on the opposite side of the street from full improvement. (5/98)
- H. Cul-de-sacs. The maximum length shall be 800 feet. (5/98)
 - I. Street Names. Street names and numbers shall conform to the established standards and procedures in the City. (5/98)
 - J. Grades and Curves. Grades shall not exceed 7 percent on arterials, 10 percent on collector streets or 15 percent on any other street. Street grades of 15 percent shall not exceed 200 feet in length. To provide for adequate drainage, all streets shall have a minimum slope of 0.5 percent. On arterials there shall be a tangent of not less than 100 feet between reversed curves. (5/98)
 - K. Frontage Streets. If a development abuts or contains an existing or proposed arterial or collector street, the City may allow frontage streets, or may require reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties, to afford separation of through and local traffic, and to preserve the capacity and safety of the collector or arterial street. (5/98)
 - L. Alleys. Alleys shall be provided in commercial and industrial zones unless other permanent provisions for access to off-street parking and loading facilities are provided. The corners of alley intersections shall have radii of not less than 10 feet. (5/98)
 - M. Street Landscaping. Where required as part of the right-of-way design, planting strips shall conform with the following standards: (5/98)
 - 1. Street trees shall be planted at a ratio of no less than one tree per 30 feet of property frontage. Street trees shall conform with the list of acceptable trees included in the City's Street Tree Ordinance. Installation of street trees shall be included in any improvement agreement covering the installation of public facilities and services on a property. (5/98)
 - 2. Planting strips shall be planted and maintained in predominantly living groundcover materials with hard surfaces consisting of bricks, pavers, rocks, decorative concrete work, etc., only being included as part of an overall landscape design where living plant material is predominant. In no case shall asphalt be used within the planting strip. (5/98)

- N. Access Control Standards. The following access control standards apply to public, industrial, commercial and residential developments including land divisions. Access shall be managed to maintain an adequate level of service and to maintain the functional classification of roadways as required by the City of Keizer Transportation System Plan. Major roadways, including arterials and collectors, serve as the primary system for moving people and goods within and through the city. Access management is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. (10/15)

The regulations in this section further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land. (7/09)

1. Traffic Impact Analysis Requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also, Section 2.301.03 Traffic Impact Analysis.) (7/09)
2. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas shall not permit backing onto a public street. (7/09)
3. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required; planned access shall be consistent with adopted public works standards for road construction). These methods are “options” to the developer/subdivider. (7/09)
 - a. Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted. (7/09)
 - b. Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to

a public street (i.e., “shared driveway”). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. (7/09)

- c. Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in Subsection 6, below. (7/09)
4. Subdivisions Fronting onto an Arterial Street. New residential land divisions fronting onto an arterial street shall be required to provide alleys or secondary (local or collector) streets for access to individual lots. When alleys or secondary streets cannot be constructed due to topographic or other physical constraints, access may be provided by consolidating driveways for clusters of two or more lots (e.g., includes flag lots and mid-block lanes). (7/09)
5. Double-Frontage Lots. When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. (7/09)
6. Access Spacing: The following minimum access spacing standards apply to public streets and driveways on arterial streets: (7/09)

Arterial Access Spacing Standards

Posted Speed (miles per hour)	Minimum Spacing (feet)
25	150
30	150
35	150
40	185
45	230
50 or higher	275

7. Number of Access Points. For single-family (detached and attached), two-family, and three-family housing types, one street access point is permitted per lot, when alley access cannot otherwise be provided; except that two access points may be permitted for two-family and three-family housing on corner lots (i.e., no more than one access per street), subject to the access spacing standards in Subsection 6, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with Subsection 8 below, in order to maintain the required access spacing, and minimize the number of access points. (7/09)
8. Shared Driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards: (7/09)
 - a. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. “Stub” means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. “Developable” means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential). (7/09)
 - b. Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval. (7/09)
 - c. Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, parcel configuration, and similar conditions) prevent extending the street/driveway in the future. (7/09)

9. Street Connectivity and Formation of Blocks Required. In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards: (7/09)

Block Length. The maximum block length shall be consistent with 2.310.04 Additional Design Standards for Subdivisions. (7/09)

Street Standards. Public and private streets shall also conform to Section 2.302 Street Standards in the City of Keizer Development Code (Table 4.1 Street Design Standards in the TSP). (7/09)

Exception. Exceptions to the above standards may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of 2.310.04(C)(2). (7/09)

10. Pedestrian/Bicycle Accessways. Accessways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles. (7/09)
11. Street lights. Street lights shall be required for public streets serving more than four dwelling units. Street lights shall be located within a right of way or in utility easements. Street lights are not required along private access easements. Street lights shall be designed to direct the light down toward the street and sidewalk and as much as practicable away from adjoining homes. (10/15)

O. Trees Along Public Streets

Streetscape trees are required along public streets, shall comply with the provisions of Section 2.309, and must be located according to the following provisions: (10/15)

1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of street improvements. (10/15)
2. Lots measuring less than 60 feet in width shall be required to plant one streetscape tree. Lots measuring 60 feet or more in width shall be required to plant two streetscape trees. (5/20)
3. Streetscape trees shall be selected from a list of approved trees. (10/15)

2.302.04 General Right-of-Way and Improvement Widths

The following standards are general criteria for public streets in the City of Keizer. These standards shall be the minimum requirements for all streets, except where modifications are permitted under Subsection 2.3202.05. (5/98)

The street design standards show five different options for local streets. These standards allow the City flexibility in the design of the street network. (7/09)

Table 4.1 Street Design Standards (7/09)

Functional Classification ¹	Number of Lanes	Parking	Bike Lanes ²	Roadway Width (ft) ³	Sidewalks	Right-of-Way Width (ft) ^{4,5}	Maximum Dwelling Units Served
Major Arterial	5	No ⁶	Yes	50-72	Yes	84	-
Minor Arterial	3	No ⁶	Yes	36-50	Yes	72	-
Collector 2		No ⁶	Yes	36-50	Yes	68	-
Local V	2	Yes	No	34	Yes	48	-
Local IV	2	Yes	No	32	Yes	46	79
Local III	2	Yes	No	30	Yes	44	19
Local II	2	Yes	No	30	Yes	42	14
Local I	2	Yes ⁷	No	28	Yes ⁷	35	9

1. All local street Categories have a ten-foot public utility easement on both sides and a five-foot slope and utility easement on collectors and arterials.
2. Standard bike lane widths are six feet; although five feet may be approved on a case-by-case basis.
3. Street improvements and right-of-way widths may be increased on a case-by-case basis as required by the City in accordance with Public Works Design Standards
4. All Street will have five-foot wide sidewalks on both sides, unless noted. Meandering sidewalks may be considered/required on arterials and collectors.
5. Additional right-of-way may be required at intersections for additional turning lanes. Right-of-way at intersections is required to provide for a minimum 20-foot curb return radius.
6. Depending on installed improvements
7. Parking/sidewalks only required on one side of street

2.302.05 Modification of Right-of-Way and Improvement Width

The City, pursuant to variance approval, may allow modification to the public street standards of Subsection 2.302.04, when the following criteria are satisfied: (5/98)

- A. Modification Permitted. The modification is necessary to provide design flexibility where: (5/98)
 - 1. Unusual topographic conditions require a reduced width or grade separation of improved surfaces; or
 - 2. Parcel shape or configuration precludes accessing a proposed development with a street which meets the full standards of Section 2.302.04; or
 - 3. A modification is necessary to preserve trees or other natural features determined by the City to be significant to the aesthetic character of the area; or
 - 4. The modification of street standards is necessary to provide greater privacy or aesthetic quality to the development. (5/98)
- B. Vehicular Access Maintained. Modification of the standards of Section 2.302.04 shall only be approved if the City finds that the specific design proposed provides adequate vehicular access based on anticipated traffic volumes. (5/98)

2.302.06 Construction Specifications

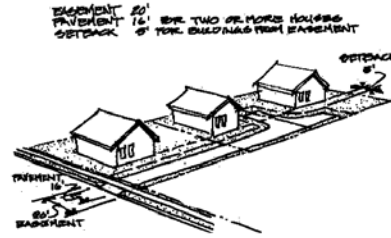
Construction specifications for all public and private streets shall comply with the standards of the most recently adopted public works/street standards of the City of Keizer. Construction permits are required by the Public Works Department. (10/02)

2.302.07 Improvement Width for Private Streets (If allowed in Section 2.302.02F)

Private streets may be constructed to the same or greater width of the existing connecting private street. (10/02)

2.302.08 Private Access Easements

A private access easement created as the result of an approved partitioning or subdivision shall conform to the following: (5/98)

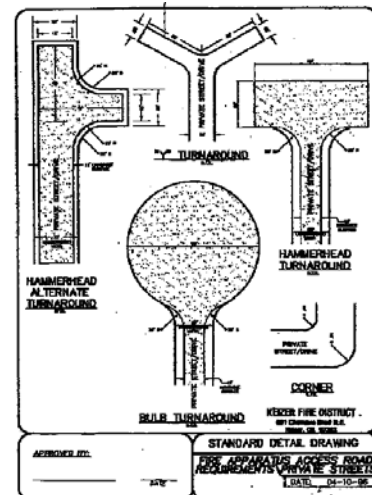


Easement Standards

- A. Width. Private access easements shall only be allowed where the applicable standards of Section 2.310.03.D., are satisfied. The easement shall comply with the following additional standards: (11/16)
1. Minimum easement width: 20 feet with no parking within the minimum required width. (11/16)
 2. Minimum paved width: 12 feet for 1 dwelling unit; 16 feet for two or more dwelling units. (5/98)
 3. Maximum length: 300 feet for single access to a public street. If there are two or more access points to a public street, the proposed easement may be more than 300 feet if it is the only way to allow for effective development in unique circumstances where it is not practical to serve the development with a public street. Access easements exceeding 300 feet in length must be reviewed by the local Fire District for compliance with the Fire Code, and must receive City approval. The following criteria for City approval will be used: (11/16)
 - a. A public street is impractical, and an easement is the only feasible method to provide access. (11/16)
 - b. Adequate parking and safe maneuverability is provided. (11/16)
 - c. Does not preclude the ability for future redevelopment, and must allow a density no less than 75% of the maximum density of the underlying zone. (11/16)
 4. Single Family/Duplex Development: No more than 4 parcels or lots shall have their sole access via an access easement unless through access (two or more public street access points) are provided. If the access easement connects to a collector or arterial street the Public Works Director may require all parcels or lots to be served by the access easement. In such case, no more than 6 parcels or lots shall have their sole access via an access easement. If the access easement provides through access, no more than 8 parcels or lots

may be served by the access easement. All through access easements providing access to more than 4 parcels or lots must provide public bicycle and pedestrian access for connectivity. The instrument recording the access easement must indicate public bicycle and pedestrian access is allowed. (5/20)

5. Triplex, Quadplex, Cottage Cluster, and Multi-Family/Commercial Development: Access easements serving multi-family and commercial uses may be allowed if it is the only feasible method to provide access to a parcel without public street frontage, or if it is impractical to serve the development with a public street. Access easements are subject to Fire District review and City approval. The design of the easement must be reviewed by the local Fire District for compliance with the Fire Code and must meet the requirements outlined in Section 2.303 for parking lot aisle widths, and all other city standards governing vehicle access contained in the KDC and adopted Public Works Street Standards. (11/16)
- B. Maintenance. Provision for the maintenance of the private access easement and storm drainage facilities within the easement area, along with any required turnaround area, No Parking signage, and screening, shall be provided in the form of a recorded maintenance agreement, Covenants, Conditions, and Restrictions (CCRs), or other recorded instrument acceptable to the City. Such instrument shall include at a minimum, that the instrument may not be extinguished or modified without written consent of the City and that the provisions set forth above may be enforced by the City. (11/21)
- C. Turn-around. A turn-around shall be required for any access easement which is the sole access and which serves two or more parcels or lots. Turn-arounds shall be either a circular turn-around with a minimum paved radius of 38 feet, or a "tee" or "hammerhead" turn-around with a minimum paved dimension across the "tee" of 60 feet. Alternate turnaround designs may be approved subject to Public Works Department approval. (5/20)



Approved Turn Around Designs

D. Parking

1. No parking allowed. All private access easements serving as **the** sole access for two or more parcel or lots shall display No Parking signs approved by the City (5/20)
2. Parking shall be provided as outlines in Section 2.303. (11/16)

E. Trees Along Access Easements

Streetscape trees are required along access easements, shall comply with the provisions of Section 2.309, and must be located according to the following provisions: (10/15)

1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of access improvements. (10/15)
2. Parcels or Lots measuring less than 60 feet along the access easement shall be required to plant one streetscape tree. Parcels or Lots measuring 60 feet or more along the access easement shall be required to plant two streetscape trees. (5/20)
3. Streetscape trees shall be selected from a list of approved trees. (10/15)

F. Screening

A 6 foot high sight obscuring fence, wall, or hedge shall be placed along the exterior side of an access easement to provide screening to any adjacent properties. (10/15)

2.308 SIGNS

2.308.01 Purpose

The purpose of these sign regulations is to provide equitable signage rights, reduce signage conflicts, promote traffic and pedestrian safety, and, increase the aesthetic value and economic viability of the city, all by classifying and regulating the location, size, type and number of signs and related matters, in a content-neutral manner. (5/98)

These regulations are not intended to and do not restrict speech on the basis of its content, viewpoint or message. Any classification of signs in these regulations that permits speech by reason of the type of sign, identity of the sign user or otherwise, shall permit any type of speech on the sign. To the extent any provision of these regulations is ambiguous, the term shall be interpreted to not regulate on the basis of speech content. (9/18)

2.308.02 Definitions

For the purposes of this ~~Chapter~~Section, the following definitions shall apply: (5/98)

Alteration or Altered: Any change in the size, shape, method of illumination, position, location, construction, or supporting structure of a sign. A change in sign copy or sign face alone shall not be considered an alteration. (5/98)

Area: The area of a sign shall be the entire area within any type of perimeter or border which encloses the outer limits of any writing, representation, emblem, figure, or character. If the sign is enclosed in a frame or cabinet the area is based on the inner dimensions of the frame or cabinet surrounding the sign face. When a sign is on a base material and attached without a frame, such as a wood board or Plexiglas panel, the dimensions of the base material are to be used. The area of a sign having no such perimeter, border, or base material shall be computed by enclosing the entire area within a standard geometric figure or combination of no more than two (2) connected standard geometric figures (e.g., rectangle, circle, parallelogram, triangle) of the smallest size sufficient to cover the entire message of the sign and computing the area of the sum of the geometric figures. For the purpose of computing the number of signs, all writing included within such geographic figure or two (2) connected geographic figures shall be considered one sign, except for multi-faced signs on a single sign structure, which shall be counted as one sign per structure. The area of multi-faced signs shall be calculated by including only one-half the total area of all sign faces. (9/18)



Sign Area

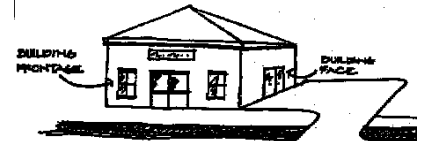
Awning: A shelter supported entirely from the exterior wall of a building and composed of non-rigid materials, except for the supporting framework. (5/98)



Awning Sign

Building Face: The single wall surface of a building facing a given direction. (5/98)

Building Frontage, Primary: The portion of a building face most closely in alignment with an adjacent right-of-way or fronting a parking lot when so defined, as allowed in this **chapterSection**. A gasoline service station may use the overhanging canopy as a substitute for building frontage when computing the allowable sign area. The longest side of the canopy shall be used to compute the allowable sign area. (Ord. 2005-533 11/05)



Building Frontage and Face

Building Frontage, Secondary: Buildings located on lots abutting more than one right-of-way or a parking lot may designate one building face as a secondary building frontage. (11/05)

Canopy Sign: A sign hanging from a canopy or eve, at any angle relative to the adjacent wall, the lowest portion of which is at least eight (8) feet above the underlying grade. (5/98)



Canopy Sign

Construct: Build, erect, attach, hang, place, suspend, paint in new or different word, affix, or otherwise bring into being. (5/98)

Electronic Message Sign: Signs that incorporate as part of, or wholly, an electronic message or display by means of light emitting diodes, plasma, electronic ink, or other means that allow that display to be changed through electronic controls. (9/18)

Finish Ground Level: The average elevation of the ground (excluding mounds or berms, etc. located only in the immediate area of the sign) adjoining the structure or building upon which the sign is erected, or the curb height of the closest street, which ever is the lowest. (5/98)

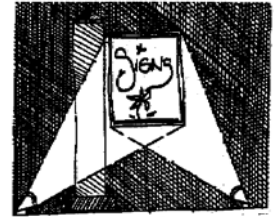
Flashing Sign: A sign any part of which pulsates, scrolls, flutters, animates, lights intermittently, or blinks on and off. (10/08)



Free-Standing Sign

Free-Standing Sign: A permanent sign supported by one or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign, the structure of which will not be calculated as part of the overall sign area. (see "Area") (9/18)

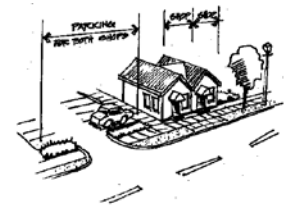
Incidental Signs: A sign that is normally incidental to the allowed use of the property, but can contain any message or content. Such signs can be used for, but are not limited to, nameplate signs, warning or prohibition signs, and directional signs not otherwise allowed. (5/98)



Indirect Illumination

Indirect Illumination: A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign. (5/98)

Integrated Business Center: A group of two or more businesses which are planned or designed as a center, and share a common off-street parking area or access, whether or not the businesses, buildings or land are under common ownership. (5/98)



Integrated Business Center

Internal Illumination. A source of illumination from within a sign. (5/98)

Multi-faced Sign: A sign which has two or more identical size sign faces, contained in a single sign structure. (9/18)

Multi-family Dwelling: A residential structure or complex of structures that include five or more separate dwelling units, whether rented or owned by the occupants. (6/22)

Mural: An illustration (with or without words or numbers) which is painted or otherwise applied (without projections) to an outside wall of a structure. (5/98)

Nit: Nit is used as a measurement of luminance, where the Nit is equal to one candela per square meter (1cd/m²). A candela is a unit of measurement of the intensity of light, where one candela is the monochromatic radiation of 540THz with a radiant intensity of 1/683 watt per steradian in the same direction. By way of example, an ordinary wax candle generates approximately one candela. (10/08)



Multi-Faced Sign

Nonconforming Sign: Any sign which lawfully existed prior to May 7, 1990 but, which due to the requirements adopted herein, no longer complies with the height, area and placement regulations or other provisions of these regulations. (9/18)

Owner: As used in these regulations, "owner" means owner or lessee of the sign. If the owner or lessee of the sign cannot be determined, then "owner" means owner or purchaser of the land on which the sign is placed. (5/98)

Portable Sign: A sign that is, or similar to, an A-frame sign, sandwich board sign, yard sign, wind feather or feather flag, or a sign attached to wood or metal frames and designed to be self-supporting and movable. Wind feathers or feather flags may be placed on a stand or placed in the ground. Portable signs are not to be considered temporary signs as defined and used in this ~~chapter~~Section. (9/18)

Projecting Signs: A sign the face of which is not parallel to the wall on which it is mounted. (11/05)

Roof Line: Either the eaves of the roof or the top of the parapet, at the exterior wall. (A "mansard roof" is below the top of a parapet and is considered a wall for sign purposes.)

Roof Sign: A sign or any portion of which is displayed above the highest point of the roof, whether or not such sign also is a wall sign. (5/98)

Rotating/Revolving Sign: A sign, all or a portion of which, moves in some manner. (5/98)

Sign: Any writing, including letter, word, or numeral; pictorial presentation, including mural, illustration or decoration; emblem, including device, symbol, logo or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or structure or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way. (9/18)

Sign Face: Surface of a sign containing the message. The sign face shall be measured as set forth in the definition for "area."

Sign Height: The distance from the finish ground level, to the top of the sign or the highest portion of the sign structure or frame, whichever is greater. (5/98)



– Portable Signs



Projecting Sign



Roof Line and Roof Sign



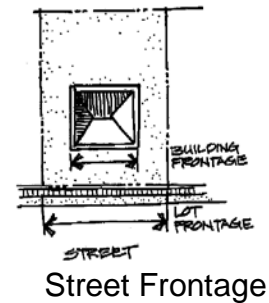
Sign Face



Sign Height

Sign Structure: The supports, uprights, braces, framework and other structural components of the sign. (5/98)

Street Frontage: That portion of a property that abuts a paved street right-of-way and measured by the lineal distance of the property adjacent to such right-of-way. (5/98)



Temporary Business: A business of a temporary nature authorized through a Temporary Business Permit issued by the City of Keizer. (5/98)

Temporary Sign. A sign that is, or is similar to, a banner and is attached, but not permanently affixed to a building, and which may be made of canvas, cloth, rigid plastic, paper, vinyl, or other lightweight flexible material. (9/18)



Wall Sign: A permanent sign attached to, erected against or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall. A sign painted on an awning in which the face of the sign is approximately parallel to the wall shall also be considered a wall sign. (9/18)



2.308.03 Review Procedures

- A. Permit Required. Except as specifically excluded herein, no property owner, lessee or contractor shall construct or alter any sign without first obtaining a valid permit to do so. (5/98)
- B. Permit Fees. Permit fees shall be established from time to time by City Council resolution. (5/98)
- C. Application Requirements. An application for a sign permit shall be made on a form prescribed by the Zoning Administrator. The application shall include, at a minimum, a sketch drawn to scale indicating the proposed sign and identifying existing signs on the premises, the sign's location, graphic design, structural and mechanical design and engineering data which ensures its structural stability. The application shall also contain the names and address of the sign company, person authorizing erection of the sign and the owner of the subject property. (5/98)

The Zoning Administrator shall issue a permit for a sign unless the sign is in violation of the provisions of these regulations or other provisions of the Keizer Zoning Ordinance. Sign permits mistakenly issued in violation of these regulations or other provisions of the Keizer Zoning Ordinance are void. The Zoning Administrator may revoke a sign permit if he finds that there was a material and misleading false statement of fact in the application for the permit. (5/98)

- D. Design, Construction, and Maintenance. All signs shall be designed, constructed, and maintained according to the following standards: (5/98)
1. Compliance with Building Codes. All signs shall comply with the applicable provisions of the Building Code in effect at the time of the sign permit application and all other applicable structural, electrical and other regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements. (9/18)
 2. Materials. Except for banners, flags, portable signs, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure. (9/18)
 3. Maintenance. All signs shall be maintained in a good structural condition and readable at all times. (5/98)
 4. Owner Responsibility. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or Ordinances regulating signs. (5/98)
 5. Aesthetics. All signs shall be professional in appearance, constructed in a workmanship like manner to professional standards. (12/10)

2.308.04 Nonconforming Signs

- A. Any sign not complying with these regulations is prohibited and constitutes a violation. (9/18)
- B. Permits for Properties with Nonconforming Signs. (5/98)
1. Businesses in Integrated Business Centers. For individual businesses in integrated business centers, all signs of the individual business must comply prior to issuance of sign permits for new or altered signs for such business. No free-standing sign permits will be issued for the integrated business center, unless all free-standing signs comply. (9/18)
 2. Businesses Not in Integrated Business Centers. No permits shall be issued for new or altered signs unless all signs of the individual business comply with these regulations. (9/18)
- C. Electronic Message Signs which are legally placed and maintained in all respects on or before October 6, 2008 shall be allowed to remain as non-conforming signs and do not have to be brought into compliance. However, once a non-conforming Electronic Message Sign is removed, any replacement sign must comply in all respects with these regulations. (10/08)

- D. Abandoned Signs. All signs for a business shall be removed within 120 days after that business ceases to operate on a regular basis, and the entire sign structure or structures shall be removed within 12 months of such cessation of operation. (9/18)

2.308.05 Signs Generally Permitted

Subject to the limitations in Sections 2.308.07 and 2.308.08, the following signs and sign work are permitted in all zones. These signs shall not require a permit, and shall not be included when determining compliance with total allowed area: (9/18)

- A. Sign Copy. Painting, change of sign face or copy and maintenance of signs. (9/18)
- B. Temporary Signs. Temporary signs that do not exceed 16 square feet in area may be displayed for a maximum of 120 days in any calendar year. Only one temporary sign per storefront or residential structure may be displayed at a time except during the period 45 days preceding and seven days following governmental elections during which time temporary signs may be unlimited in number. Paper signs may only be used for single day events. (9/18)
- C. Property Signs. For commercial properties only, one (1) sign per parcel or integrated business center not exceeding 32 square feet in area during the time of sale, lease or rental of the property provided that the sign is placed on the property for sale, lease, or rent and removed within fifteen (15) days of the sale, lease or rental of the property, or a sign not exceeding 32 square feet in area during the time of construction and remodeling of the property, provided the sign is placed on the property where construction and remodeling is taking place and removed within seven (7) days of the completion of any construction or remodeling. An additional sign not exceeding 32 square feet may be erected if the property borders a second street and the signs are not visible simultaneously. (9/18)
- D. Government Signs. Signs posted by or under governmental authority including legal notices, traffic, danger, no trespassing, emergency, city identification, signs related to public services or safety. (9/18)
- E. Development Signs. One sign not over 32 square feet located at each street entrance to a residential subdivision or residential development. (9/18)
- F. Incidental. Incidental signs that do not exceed 6 square feet. Such signs shall not be mounted on permitted freestanding sign structures. (5/98)
- G. Flags. Flags on permanent flag poles that are designed to allow raising and lowering of the flags. Flagpoles shall either be freestanding or shall be mounted on the building but if mounted on the building may not be taller than the peak of the roof. Flags shall not exceed 25 square feet in area. (5/98)
- H. Interior Signs. Signs within a building. (5/98)

- I. Window Signs. For commercial or industrial buildings, signs painted or hung on the inside of windows, or otherwise affixed (such as window clings) to the surface of a window with its message intended to be visible to the exterior environment. (9/18)
- J. Residential Signs. Residential signs, pursuant to requirements in Section 2.308.07. (5/98)
- K. Portable Signs. Portable signs are limited to 6 square feet in area, with the exception that wind feather/feather flag signs may be up to 16 square feet in area. One portable sign per storefront or residential structure is allowed except during the period 45 days preceding and seven days following governmental elections, during which time portable signs may be unlimited in number. The following additional standards apply to portable signs: (9/18)
 - 1. Portable signs may not be within 25 feet of any other portable sign on the same lot or less than 5 feet from a side lot line. (9/18)
 - 2. Portable signs must be located on private property, and may not be within any public sidewalk easement or right-of-way. If located along a public street, signs must be located behind the sidewalk regardless of property line location. (12/10)
 - 3. Portable signs cannot impede sidewalks, exits, or other pedestrian, vehicular, or bicycle way. (12/10)

2.308.06 Prohibited Signs

The following signs are prohibited, and are subject to immediate code enforcement action including but not limited to the issuance of citations and/or confiscation under the Keizer Uniform Nuisance Abatement Ordinance: (9/18)

- A. Tethered Signs. Balloons or similar types of tethered objects, including strings of pennants. (5/98)
- B. Roof Signs. Roof signs or signs which extend higher than the roof line. (5/98)
- C. Odor, Visible Matter. Signs that emit odor, visible matter, or sound, however an intercom system for customers remaining in their vehicles, such as used in banks and "drive through" restaurants, shall be allowed. (5/98)
- D. Wire Supports. Signs that use or employ side guy lines of any type. (5/98)
- E. Obstructing Signs. Signs that obstruct any fire escape, required exit, window or door opening used as a means of egress. (5/98)
- F. Utility Lines. Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire. (5/98)

- G. Vehicle, Trailer Signs. No vehicle, trailer, or trailer mounted reader boards shall be parked on a public right-of-way or public property, or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or nearby premises. This provision applies where the primary purpose of a vehicle is for advertising purposes and is not intended to prohibit any form of vehicular sign, such as a sign attached to a motor vehicle which is primarily used for business purposes, other than advertising. (12/10)
- H. Rotating/revolving Signs. (10/08)
- I. Flashing Signs. (10/08)
- J. Projecting Signs. Projecting signs exceeding 24 inches and private signs that project into or over driveways and public right-of-ways, except signs under a canopy that projects over a public sidewalk and the sign is 8 feet or more above the sidewalk. (9/18)
- K. View Obstruction. Signs that obstruct required vision clearance area or obstruct a vehicle driver's view of official traffic control signs and approaching or merging traffic, or which present a traffic hazard. (5/98)
- L. Safety Interference. Signs that interfere with, imitate, or resemble any official traffic control sign, signal or device, emergency lights, or appears to direct traffic, such as a beacon light. (5/98)
- M. Signs in the public right-of-way/Use of Utility Poles. Except for government signs under Section 2.308.05(D), signs located in public right-of-way, in any public or utility easement or attached to any utility poles. Signs located in such areas are subject to immediate removal without notice. (9/18)
- N. Vacant Land. Any sign on unimproved property, unless allowed as a temporary or portable sign. (9/18)
- O. Electronic Message Signs. Electronic message signs except by conditional use permit. Electronic message signs that change more frequently than once per fifteen (15) seconds are prohibited. Further, any change made with the use of scrolling, flashing, fluttering or other animated effects is prohibited. Variances to any of these requirements are not allowed. (9/18)
- P. Temporary or Portable signs exceeding the allowed size or timeframes for display are prohibited, unless authorized by Special Occasion Permit approval as outlined in Section 2.308.08.E. (9/18)

2.308.07 Non-Commercial Uses

The following regulations apply to signs for residences, public or semi-public buildings and similar non-commercial, non-industrial uses: (5/98)

- A. Sign types. The following sign types are allowed: (5/98)
 - 1. Wall, canopy and window signs subject to the limitations in 2.308.07.C. (5/98)
 - 2. Free-standing signs subject to the limitations in 2.308.07.C. (5/98)
 - 3. Temporary displays consisting of any sign type for a period not to exceed 21 days in any 365-day period, however the owners or responsible parties of such displays shall be responsible for any public or private nuisance. (5/98)
- B. Maximum number. Any number of wall, canopy or free-standing signs not exceeding the sign area and height limitations of this Section; plus signs allowed in Section 2.308.07.A.3. (9/18)
- C. Maximum Sign Area. Maximum total sign area for property on which the building or buildings are located: (5/98)
 - 1. Single-family and two-family (duplex) dwelling: 6 square feet. (5/98)
 - 2. Multiple family dwelling: 32 square feet. (5/98)
 - 3. Public and semi-public: 64 square feet. (5/98)
- D. Maximum sign height:
 - 1. Wall, canopy or window sign: 8 feet. (5/98)
 - 2. Free-standing sign: 6 feet. (5/98)
- E. Location: (5/98)
 - 1. Wall, canopy or window sign shall be set back from the property lines of the lot on which it is located, the same distance as the building containing the permitted use; provided that wall signs may project into the required setback space up to 1.5 feet. (5/98)
 - 2. Free-standing signs are permitted where fences are allowed. (5/98)
- F. Illumination. Except for Electronic Message Signs, non-commercial use signs may only be indirectly illuminated by a concealed light source, shall not remain illuminated between the hours of 11:00 p.m. and 6:00 a.m., (except by conditional use permit) and shall not flash, blink, fluctuate or produce glare. (9/18)

2.308.08 Commercial and Industrial Uses

The following regulations apply to signs for commercial and industrial uses: (5/98)

A. Non-integrated Business Centers:

1. Total allowed area. One and one-half square feet of total allowed sign area for each lineal foot of building frontage, up to a maximum total allowed area of 150 square feet, except that awnings shall be allowed 50% of awning area be exempt from this limit. (9/18)
2. On a Secondary Building Frontage, one wall sign shall be allowed, in addition to that listed above, at the rate of 0.75 sq ft per lineal foot of that portion of the building designated a Secondary Building Frontage, up to a maximum of 75 sq ft. (9/18)
3. Type, maximum number and size of signs. Within the total allowed area, one free standing sign per street frontage and an unlimited number of wall, canopy or projecting signs. Regardless of total allowed area, the free-standing signs shall be limited to a maximum of 100 square feet in area, shall not exceed one sign on each frontage, and shall be oriented to face the traffic flow on the street upon which they front. (9/18)
4. Maximum sign height: (5/98)
 - a. Wall and canopy signs shall not project above the parapet or roof eaves. (5/98)
 - b. Free-standing signs: 20 feet. (5/98)
5. Location: (5/98)
 - a. Wall or projecting signs may project up to 2 feet away from the building. (9/18)
 - b. Free-standing signs have no limitations except the signs shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks. (5/98)

B. Integrated Business Centers:

1. Allowed area. For wall, canopy and projecting signs on individual businesses within an integrated business center, one and one-half square feet of total allowed sign area for each lineal foot of building frontage for the individual business, up to a total maximum of 150 square feet per business, except that awnings shall be allowed 50% of awning area be exempt from this limit. The sign area of a projecting sign shall be calculated as a free-standing sign. Individual businesses may not assign their unused allowed area to other businesses in the integrated business center. Free standing signs are permitted only as set forth below and in Section 2.308.08.C. (9/18)
2. On a Secondary Building Frontage, one wall sign shall be allowed, in addition to that listed above, at the rate of 0.75 sq ft per lineal foot of that portion of the building designated a Secondary Building Frontage, up to a maximum of 75 sq ft. (11/05)
3. Free-standing Sign. For each integrated business center, 1 free-standing sign per street frontage not to exceed 100 square feet each in area. Free-standing signs shall not exceed one sign on each frontage and shall be oriented to face the traffic flow on the street upon which they front. (9/18)
4. Maximum sign height: (5/98)
 - a. Wall and canopy signs shall not project above the parapet or roof eaves. (5/98)
 - b. Free-standing signs: 20 feet. (5/98)
5. Location:
 - a. Wall or projecting signs may be located on any face of the building, except as provided in 2.308.08.B.4.b, and may project up to 2 feet away from the building. (9/18)
 - b. Wall signage located on a Secondary Building Frontage shall be limited to only one sign, limited in size as provided in 2.308.08.A.2. In no case may any signage derived on the primary building frontage be located on the secondary building frontage. (11/05)
 - c. Free-standing signs have no limitations except the signs shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks. (5/98)

- C. Mixed Use Developments. Signs for developments containing a mixture of commercial and residential uses shall be subject to the following restrictions: (5/98)
1. Non-commercial uses shall be subject to the provisions in Section 2.308.07. (5/98)
 2. Commercial-industrial uses shall be subject to the provisions for integrated business centers in Section 2.308.8.B. (5/98)
 3. Free-standing signs shall be subject to the provisions in Section 2.308.08.B.3. (9/18)
- D. Additional Signs. Within the limitations of this subsection, the signs below do not require a permit and are not included in calculating allowed area and number of signs. (5/98)
1. Secondary Entrance. When a business has two public entrances, each on a separate building wall, there is permitted one additional wall sign not to exceed 10 square feet in area for the wall where the entrance is not the primary entrance. (5/98)
 2. Vehicle Directional Signs. Vehicle Directional signs are allowed either as wall or freestanding signs. Such signs shall be limited to 3 square feet in area and 2 per driveway. Free standing signs shall be limited to a height of 6 feet. (9/18)
 3. Drive Through Signs. Signs located adjacent to a drive-through lane at a restaurant are allowed as follows: one per drive through lane limited to 40 square feet in area and a maximum height of 8 feet. Any sign greater than 10 square feet in area and/or 6 feet in height must be screened from adjacent streets by a sight obscuring fence, wall or hedge. (9/18)
- E. Signs for Temporary Businesses/Special Occasions. (9/18)
1. Signs for Temporary Businesses. Temporary businesses receiving temporary business permit approval, may display temporary or portable signs, other than trailer mounted reader boards or any sign that includes flashing or rotating lights or moving parts. The cumulative size of all such signs may not exceed 32 square feet. All temporary business signs must be placed within 10 feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way. (9/18)
 2. Signs for Special Occasions. The placement of multiple and/or oversized temporary or portable signs is only allowed subject to permit approval. A Special Occasion Sign Permit may be granted for the following situations:

Any combination of temporary or portable sign types, regardless of size and quantity, are allowed for a maximum of 14 consecutive calendar days. A

maximum of 2 Special Occasion Sign permits may be issued for any given address in a calendar year, with no less than 30 days between events. (9/18)

F. Signs for Mobile Food Vendors

1. In addition to the signs allowed in Section 2.308.08(F)(2) below, Mobile Food Vendors shall be limited to 6 square feet of signage which can be displayed only during hours of operation and shall comply with the provisions within Section 2.308.05.K. (9/18)
2. Signs painted upon or affixed directly to the Mobile Food Vendors are exempt from the Sign Code provisions, provided that no sign may protrude from or project above the roofline of the unit. All other signage must comply with the remaining provisions of Section 2.308. (7/17)
3. Property on which two or more Mobile Food Vendors are located shall comply with the remaining provisions within the Sign Code. (9/16)

G. Special Commercial Signs

1. Home Occupation. Maximum area shall be 6 square feet and subject to the location provisions in Section 2.308.07. (9/18)
2. Residential Sales Office. Maximum area shall be 16 square feet and subject to the location provisions in Section 2.308.07. (9/18)
3. Bed and Breakfast. Maximum area shall be 16 square feet and subject to the location provisions in Section 2.308.07. (9/18)
4. Signs for stadiums in the IBP Zone. Notwithstanding any other regulations in this ~~Chapter~~Section, in the IBP zone for stadiums with seating for not less than 4,000 persons, the following shall apply: (11/05)
 - a. Total allowed area. 760 square feet. (11/05)
 - b. Type, maximum number and size of signs. Within the total allowed area, one (1) free standing sign, and a total of no more than two (2) wall or canopy signs. Regardless of the total allowed area, the free-standing sign shall be limited to a maximum of 680 square feet. (11/05)
 - c. Maximum sign height: (11/05)
 1. Wall and canopy signs – shall not project above the parapet or roof eaves. (11/05)
 2. Free standing sign – maximum total height of fifty (50) feet. (11/05)

d. Location:

1. Wall signs – may project up to 1.5 feet from the building. (11/05)
2. Free standing sign – no limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks. (11/05)

2.308.09 Conditional Uses

- A. Procedures. Applications for conditional use permits for illumination of non-commercial use signs, or electronic message signs shall be processed according to the procedure set forth in Section 3.103 of this Ordinance. The criteria to be reviewed and applied in conditional use permit proceedings for illumination of non-commercial use signs or electronic message signs are set forth in this Section. The criteria of Section 3.103 shall not be applied. (9/18)
- B. Decision Criteria. The following criteria shall be used to review and decide conditional use permit applications for the illumination of non-commercial use and electronic message signs: (9/18)
1. The proposed sign is located in an EG, P, IBP, CR, CO, MU, CM or a CG zone, or the proposed sign is for a public or semi-public use regardless of the underlying zone. (9/18)
 2. The proposed sign, when conditioned, will not either: a) significantly increase or lead to street level sign clutter, or b) lead to signs that adversely dominate the visual image of the area. (9/18)
 3. The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree. Electronic Message Signs that are proposed to be located adjacent to residential areas shall include mitigation measures such as screening and buffering or other measures to mitigate any impacts onto adjacent properties. Electronic Message Signs proposed for a public or semi-public use adjacent to residential areas shall only be illuminated between the hours of 6:00 AM and 11:00 PM. (9/18)
 4. The proposed sign will not present a traffic or safety hazard. (5/98)
 5. If the application is for the illumination of non-commercial use or electronic message sign, no rotary beacon lights, zip lights, strobe lights, or similar devices shall be allowed. No chaser effect or other flashing effect consisting of external lights, lamps, bulbs or neon tubes are allowed. (9/18)

Electronic Message Signs. Electronic Message signs must remain static and unchanging for a period no less than fifteen (15) seconds. Further, the level of illumination must be limited in the following ways: (9/18)

- a. An electronic message sign that contains a changeable display produced by light emitting diodes, incandescent or low-voltage lamps or bulbs, or cathode ray tubes shall include automatic brightness compensation features to adjust brightness to compensate for the angle and ambient light conditions.
- b. No electronic message sign may be illuminated to a degree of brightness that is greater than 7,500 nits in the daytime and 1,000 nits between ~~sunrise-sunset~~ and ~~sunsetsunrise~~; provided that electronic message signs comprised solely of one color may not be illuminated to a degree of brightness exceeding the following illumination levels:
 1. For a display comprised of red only, the degree of brightness shall not be greater than 3,150 Nits in the daytime and 450 between ~~sunrise-sunset~~ and ~~sunsetsunrise~~;
 2. For a display comprised of green only, the degree of brightness shall not be greater than 6,300 nits in the daytime and 900 nits between ~~sunrise-sunset~~ and ~~sunsetsunrise~~;
 3. For a display comprised of amber only, the degree of brightness shall not be greater than 4,690 Nits in the daytime and 670 nits between ~~sunrise-sunset~~ and ~~sunsetsunrise~~.
(10/08)

As used herein, "sunset" and "sunrise" shall be as determined by the U.S. Naval Observatory Astronomical Applications Department or other governmental agency.

6. The total allowed sign area shall be reduced by 25% if the application is for an electronic message sign. (9/18)
7. The proposed sign will comply with all other regulations, including, but not limited to height and placement restrictions. (5/98)

2.308.10 Variances

- A. Procedure. Any allowance for signs not complying with the standards set forth in these regulations shall be by variance. Variances to this Section will be processed according to the procedures in Section 3.202.02 as a Type I-B procedure. The criteria in Section 3.105 shall not be used, but instead the following criteria shall be used to review and decide variance applications: (9/18)

1. There are unique circumstances of conditions of the lot, building or traffic pattern such that: (5/98)
 - a. The existing sign regulations create an undue hardship; (5/98)
 - b. The requested variance is consistent with the purpose of this ~~chapter~~ Section as stated in Section 2.308.01; and
 - c. The granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any other business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this ~~chapter~~Section. (5/98)
2. The granting of the variance shall not: (5/98)
 - a. Decrease traffic safety nor detrimentally affect any other identified items of public welfare. (5/98)
 - b. Result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance. (5/98)
 - c. Be the result of a self-imposed condition or hardship. (5/98)

2.308.11 Exemptions

The following are exempt from the regulations of this ~~Chapter~~Section, but may be subject to other regulations under this Development Code or other City regulations:

- A. Public Art as defined by City Ordinance or Resolution. (3/14)

2.401 GENERAL PROVISIONS

- A. Application. Special uses are subject to specific development standards. These standards are non-discretionary so that special review of a proposed development is not required. The standards contained in this Section apply where a special use is identified as a permitted use. If the special use is listed as a conditional use, the standards contained in this Section shall be considered guidelines and may be modified or eliminated. The special use standards do not automatically apply unless the subsection number is referenced following the use title (e.g. ~~Shared housing facilities~~Accessory Dwelling Unit, Section 2.403).
(5/98)
- B. Development Requirements. Unless specifically modified by the provisions of this Section, special uses are still subject to the development requirements of the underlying zone. Where the special use standard imposes a standard higher, the special use standard shall apply. (5/98)

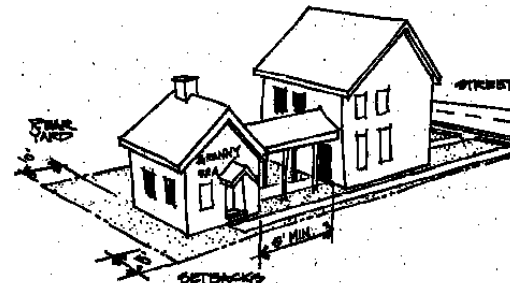
2.403 ~~SHARED HOUSING FACILITIES~~ ACCESSORY DWELLING UNIT

~~In zones~~Where permitted as a Special Use, ~~permitting single family dwellings,~~ an Accessory Dwelling Unit (ADU) may be allowed in conjunction with a single-family dwelling, subject to the standards in this section. An ADU may be a detached building, in a portion of a detached accessory building (e.g. part of/above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g. an addition or conversion of an existing floor). (1/19)

2.403.01 Attached Accessory Dwelling Unit (1/19)

~~Where permitted as a special use,~~ Attached Accessory Dwelling Units shall meet the following use and development standards. (1/19)

- A. Orientation and Access. A structure with an attached ADU shall not have more than one front entry facing the same direction. Entries on different building frontages, or shared entries shall be required. Only one attached garage and driveway is allowed for a property containing an attached ADU. (1/20)



Accessory Dwelling Unit

- B. Dwelling Units. The building must contain not more than two dwelling units and there must be no more than 1 total ADU per lot, unless the lot is located within the River-Cherry Overlay District (RCOD) according to Section 2.130. ADUs are not included in minimum or maximum density calculations. (1/20)

C. Area Requirements.

a. Square footage of the attached ADU is limited to 40% of the total dwelling square footage excluding garage or accessory structure.

b. The attached ADU must contain at least 300 square feet of floor area and the primary dwelling must contain at least 600 square feet of floor area.

C.c. Area requirements do not apply to the conversion of an entire level or floor of a primary dwelling. (1/20)

- D. Ownership. An attached ADU under this section shall not be separated in ownership under the provision of ORS Chapter 94 or any other law or ordinance allowing unit ownership of a portion of a building. (1/19)

- E. Design. The building must be residential in character and the exterior must incorporate a minimum of 3 ~~be the same or visually match those of the design~~

~~features primary dwelling for single family dwellings found in Section 2.314.A.~~
A separate address shall be required for each residence. (1/20)

2.403.02 Detached Accessory Dwelling Unit (1/19)

~~Where permitted as a special use, a d~~A detached Accessory Dwelling Unit shall meet the following use and development standards. (1/19)

- A. Location. Except as allowed below, ~~the a~~ detached ADU shall be located within the side or rear yard and physically separated from the primary residence by a minimum distance of 5 feet. A covered walkway, which contains no habitable space, may connect the two buildings without violation of the setback requirements. (1/19)
- B. A detached ADU may be located in the front yard only if approved through an alternative design review process as specified in Section 3.101.01. If located in the front yard, including conversion of or adding a second story to an existing front yard accessory structure or garage, the applicant must show that the design of the ADU will be compatible with the surrounding neighborhood and adjoining properties through architectural features, landscaping and orientation, as well as meeting the requirements set forth below. (1/19)
- C. Parking. No additional off-street parking is required. If provided, the following standards apply: (1/20)
 - 1. ~~Additional off-street parking space(s) must be provided within or adjacent to an existing driveway.~~ Modification to any existing driveway approach will require public works approval. The width of the existing driveway approach cannot be increased in excess of the public works standard. (1/20)
 - 2. No separate driveway is permitted, unless allowed by the Public Works Director. (1/19)
 - 2-3. All driveways and parking areas shall have a durable, hard, dust free surface built to City of Keizer Public Works standards.
- D. Design. The detached ADU must be residential in character and must incorporate a minimum of 3 design features for single-family dwellings found in Section 2.314.A unless blocked from the street view by the primary building. A separate address shall be required for each residence. (1/19)
- E. Area. The ~~detached~~ ADU shall be no larger than 750 square feet in total interior living space area. (1/19) Non-habitable areas must meet the standards found in Section 2.313.

- F. Setbacks and Height. The minimum rear yard setback shall be 5 feet for a 1 story structure and 10 feet for a 2-story structure, unless located on an alley in which case the setback shall be 1 foot; the minimum side yard setback shall be 5 feet. The maximum height ~~shall be allowed is~~ 25 feet, ~~and in no case may the detached ADU be taller than the primary home.~~ (1/19)
- G. Ownership. A detached ADU under this section shall not be separated in ownership under the provision of ORS Chapter 94 or any other law or ordinance allowing unit ownership of a portion of a building. (1/19)
- H. Dwelling Units. The lot ~~or property~~ shall contain no more than 2 dwelling units ~~and there must be no more than 1 total ADU per lot, unless the lot is located within the River-Cherry Overlay District (RCOD) and in accordance with Section 2.130.~~ ADUs are not included in minimum or maximum density calculations. (1/20)
- ~~H.I.~~ Newly Constructed Detached Garage or Accessory Building. An ADU is allowed to be built as a second story to a detached garage or accessory building. Ground floor building footprint is limited to the requirements found in Section 2.313.01.E.
- ~~I.J.~~ Building Conversion. Conversion of an ~~existing~~ accessory structure to a detached ADU ~~shall be~~ allowed, subject to the following standards. (1/19)
1. The area of the detached ADU is limited to a maximum of 750 square feet of interior living space regardless of the total area of the existing structure. Any additional square footage may ~~not be accessible from the interior of the ADU, and may~~ only be used ~~as an accessory structure use~~ for non-dwelling purposes. (1/19)
 - a. For a single-story building: If the existing building is setback less than 3 feet from an adjacent property line, a maintenance easement agreement must be obtained prior to conversion to allow for ongoing access and maintenance of the structure.
 - ~~2.b.~~ For a 2-story building: Setbacks and height of the building must conform to Section 2.403.02F (1/19)
 - ~~3.c.~~ Conversion of an existing legal non-conforming accessory structure to a detached ADU is allowed, provided the conversion does not increase the non-conformity. (1/19)

2.432 COTTAGE CLUSTER DEVELOPMENT

2.432.01 Purpose and Design Principles

This Section establishes standards for cottage cluster developments that are intended as an alternative development type that provides usable common open space in low- and medium-density residential areas; promotes interaction and safety through design; ensures compatibility with surrounding neighborhoods; and provide opportunities for creative infill development. Successful cottage cluster development projects can foster community and ensure a balance between privacy, security and neighborhood interactions through careful consideration of the following design principles: (6/22)

- A. Shared Open Space and Active Commons. The shared common space binds the cottage development together and gives it vitality. Residents surrounding this space share in its management, care and oversight, thereby enhancing a sense of security and identity. (6/14)
- B. Common Buildings. An advantage of living in a cottage development is being able to have shared buildings such as a tool shed, outdoor barbeque, or picnic shelter or a multipurpose room. (6/14)
- C. Smaller, High-Quality, Well-Designed Dwellings. Smaller, high-quality houses, together with the common open area and cottage development elements, help ensure the intensity of development is compatible with the surrounding neighborhood. (6/14)

2.432.02 Permitted Building Types Within Cottage Cluster Developments

- A. Cottage cluster development cottages (Section 2.432.04.A). (6/14)
- B. Community Building. Permitted on common area lots in all zones where cottage development is permitted. Not for commercial use (Section 2.432.04.CB). (6/14)
- C. Accessory Structures. Permitted in all zones where cottage development is permitted (section 2.432.04.DC). (6/14)
- D. Shared Accessory Structures. Permitted in all zones where cottage development is permitted. May include parking and storage buildings. However, they shall not be permitted within common area. (6/14)

2.432.03 Site Requirements

- A. Ownership options. Cottage cluster developments may be on a single lot under single ownership, or cottage units may be on individual lots that are individually owned. Cottage clusters are eligible for middle housing land divisions, which would create individual lots for each unit and allow for fee simple ownership of the individual cottages and land they sit upon. Common ownership of, or easements for the use of common areas or facilities, still would be needed. (6/22)

B. Development Standards

1. Parent parcel. The parent parcel, which shall encompass the entire cottage cluster development, and shall be at least the minimum lot size established for cottage clusters in the underlying zone (7,000 square feet). The parent parcel may be divided into individual cottage lots and shared common areas consistent with the city's regulations or with middle housing land division standards and requirements. (6/22)
2. Cottage lots. There is no minimum lot size for the individual cottage lots.
3. Density. Cottage cluster development must meet a minimum density of 4 units per acre. There is no maximum density for cottage clusters. (6/22)
4. Average Minimum Lot Width and Depth. There is no minimum lot width or depth for the individual cottage lots. (6/14)
5. Maximum Lot Coverage. There is no maximum lot coverage for the individual cottage lots or a cottage cluster parent lot. (6/22)
6. Maximum Height. Twenty-five (25) feet. (6/14)
7. Minimum Setbacks. See the setback standards for underlying residential zone. Interior units on a common lot or separate lots shall be spaced at least 10 feet apart. If individual lots are created, the applicant may create a zero lot line configuration between units to maximize usable private area and provide privacy. (6/22)
8. Minimum Landscape Requirement. The standards from the base zone shall apply. (6/14)

C. Lot/cottage arrangement (6/14)

1. Cottage cluster developments shall contain a minimum of 3 cottages and no more than 8 cottages per common open space. (6/22)
2. Cottages shall be arranged around a common open space, and at least 50% of the cottages shall have frontage with a primary entrance on the common open space. Cottages that do not have a primary entrance that faces the common open space must either ~~must~~ have their primary entrance face the street, or a sidewalk or pedestrian path that is directly connected to the common open space. (6/22)
3. A community building may be provided adjacent to or at the edge of the central common area as part of the cottage development, or elsewhere on the development site. (6/22)

4. Cottage cluster developments shall be limited to one cluster with one common space. (6/22)
- D. Common space. (6/22)
1. Common space is a defining characteristic of a cottage housing development. A minimum of 150 square feet of common open space per unit shall be provided. (6/22)
 2. The common space shall include a sidewalk or walk connecting to each cottage front entrance facing the common area. (6/14)
 3. The common space must be a minimum of 15 feet wide at its narrowest dimension. (6/22)
- E. Frontage, access, parking, and vehicular circulation. (6/14)
1. Frontage. The parent parcel shall have frontage on a public street. (6/14)
 2. If individual lots are created within the development, at least two sides of the common area shall be abutted by cottage child lots. (6/22)
 3. Access. Access to individual dwelling units will be provided meeting city and fire district standards. (6/14)
 4. Parking. A minimum of one off street parking spaces per unit shall be provided. (6/22)
 5. Parking and/or garage structures shall not be located: (6/22)
 - a. Within 20 feet from any street property line, except alley property lines. (6/22)
 - b. Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys. (6/22)
 6. Shared parking structures and shared parking lots shall be screened from public streets by landscaping or architectural screening that is at least three feet tall. (6/22)
 7. If the property has frontage on a public alley, access and parking may be provided from the alley. (6/14)
 8. If individual lots are created, and shared parking is provided, parking and access shall be provided in a common area with access easement. (6/22)
 9. Individual off-street parking spaces may be allowed for each cottage. (6/22)

- F. Screening and Landscaping. To ensure that cottage developments do not create adverse visual impacts for residents of both the cottage development and adjacent properties the following requirements shall be adhered to: (6/14)
1. Cottage developments shall retain existing significant trees (at least twelve inches in diameter) that do not pose a safety hazard, as determined by a certified arborist. Significant trees that are removed must be replaced elsewhere on the site, per Section 2.309. (6/22)
 2. Common open spaces shall include pathways for pedestrian circulation and access to each cottage and the community building if one is provided. Landscaping in common open spaces must be located and maintained to not block pedestrian pathways. (6/22)
- G. Fences. No fence taller than 3 feet in height shall be located between the front wall of a cottage or community building and the common open space. (6/14)
- H. Addressing. All units within the cottage cluster development shall be addressed consistent with city standards. (6/14)

2.432.04 Building Requirements

- A. Cottages and Cottage Cluster Design. (6/22)
1. Building footprint. Cottages shall have a maximum building footprint of 900 square feet. Up to 200 feet of an attached garage may be excluded from this maximum. (6/22)
 2. Cottage Cluster Development Design. Cottage cluster developments are subject to the design requirements established in Section 2.314. (6/22)
 3. Height. Cottages shall comply with the height limitation of 25 feet ~~or two stories, whichever is greater~~. (6/22)
- B. Community Buildings. (6/14)
1. Community buildings are intended as an amenity for the use of the cottage development residents and to help promote the sense of community. (6/14)
 2. A community building shall be subject to the same design and height standards as the cottages. (6/22)
 3. Commercial uses are prohibited in the community building. (6/14)
- C. Accessory Structures. (6/14)

1. Accessory structures such as garages, carports, storage or tool sheds shall not exceed 300 square feet per unit, or 600 square feet per accessory structure that is shared by two or more dwelling units. (6/14)
 2. The design of accessory structures must use at least two of the same design elements that are used for cottages in the development. (6/22)
- D. Existing Dwellings on the Site. Existing dwellings may be incorporated into the development as a residence or community building, and may be nonconforming to standards. Noncompliance may not be increased. (6/14)
- E. Renovation and Expansion. Renovations shall follow the same size and design standards that are required of the new development. (6/22)
- F. Existing Structures. On a lot or parcel to be used for a cottage cluster project, an existing detached single family dwelling or detached accessory dwelling unit on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions: (6/22)
1. The existing dwelling or detached accessory dwelling unit may be nonconforming with respect to the requirement of this code. (6/22)
 2. The existing dwelling or detached accessory dwelling unit may be expanded up to the maximum height allowed for cottage clusters (25 feet) or the maximum building footprint allowed for cottage clusters (900 square feet) only if all other provisions including setback requirements are met. (6/22)
 3. ~~The existing dwelling or detached accessory dwelling unit shall be excluded from the calculation of~~ is not required to orient ~~orientation~~ toward the common area. (6/22)

3.105 VARIANCES - MINOR AND MAJOR

3.105.01 Purpose

The development standards in this Development Code protect the public health, safety and welfare by establishing standard setbacks, maximum building heights and other development standards that apply to various uses. For lands or uses with unique characteristics the intent and purpose of the development standards may be maintained while allowing for a variance to quantifiable requirements only. (2/01)

A minor variance may be approved for those requests resulting in no more than a 20% change in a quantifiable standard. Otherwise, any change to a quantifiable standard greater than 20% will require a major variance. (2/01)

3.105.02 Application and Fee

An application for a variance shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application that addresses the review criteria of this Section. (5/98)

3.105.03 Applicability

Under the following provisions, a property owner or his designate may propose a modification or variance from a standard or requirement of this Ordinance, except when one or more of the following apply: (5/98)

- A. The proposed variance would allow a use that is not permitted in the district; (5/98)
- B. Another procedure and/or criteria is specified in the Ordinance for modifying or waiving the particular requirement or standard; (5/98)
- C. Modification of the requirement or standard is prohibited within the district; or
- D. An exception from the requirement or standard is not allowed in the district. (5/98)

3.105.04 Criteria - Minor Variance

Staff may grant a minor variance from a requirement or standard of this Ordinance in accordance with the Type I-B review procedures provided that the applicant provides evidence that the following circumstances substantially exist: (5/98)

- A.
 - 1. The intent and purpose behind the specific provision sought to be varied is either clearly inapplicable under the circumstances of the particularly proposed development; or, (7/03)
 - 2. The variance requested is consistent with the intent and purpose of the provision being varied; or (7/03)

3. The applicant in good faith is unable to comply with the standard without undue burden which is grossly disproportionate to the burden born by others affected by the specific provisions of the code sought to be varied; (7/03)
- B. The impact of the development due specifically to the varied standards will not unreasonably impact adjacent existing or planned uses and development; and (7/03)
- C. The minor variance does not expand or reduce a quantifiable standard by more than 20 percent and is the minimum necessary to achieve the purpose of the minor variance; and (5/98)
- D. There has not been a previous land use action approved on the basis that a minor variance would not be allowed. (5/98)

3.105.05 Criteria - Major Variance

Staff may grant a major variance from a requirement or standard of this Ordinance in accordance with the Type I-D review procedures provided that the applicant provides evidence that the following circumstances substantially exist: (7/03)

- A. The degree of variance from the standard is the minimum necessary to permit development of the property for uses allowed in the applicable zone; and (5/98)
- B. The applicant in good faith is unable to comply with the standard without undue burden. The applicant must demonstrate that the burden is substantially greater than the potential adverse impacts caused by the proposed variance; and (7/03)
- C. The variance will not be unreasonably detrimental to property or improvements in the neighborhood of the subject property; and (5/98)
- D. There has not been a previous land use action approved on the basis that variances would not be allowed; and (5/98)
- E. The variance will not significantly affect the health or safety of persons working or residing in the vicinity; and (7/03)
- F. The variance will be consistent with the intent and purpose of the provision being varied. (7/03)

3.105.06 Variance Conditions

Upon review of those criteria the findings may be considered to impose specific conditions of approval. The effective date or duration of a variance may be limited. (2/01)

3.105.07 Transfer of a Variance

Unless otherwise provided in the final decision granting this variance, any variance granted pursuant to this chapter shall run with the land, and shall automatically transfer to any new owner or occupant subject to all conditions of approval. (5/98)

3.105.08 Other Variance Actions

- A. Sign. Pursuant to Section 2.308.10 modification of the sign standards requires a variance. The sign variance contains specific decision criteria which is found in Section 2.308.10. A Variance request for signs is subject to a Type I-B review process with appeals to the Hearings Officer. (2/01)
- B. Floodplain. Pursuant to Section 2.122.~~4003.D.1~~03.D modification to the floodplain standards requires a variance. The floodplain variance contains specific decision criteria which is found in Section 2.122.~~4003.D.1~~03.D.1. A Variance request is subject to a Type I-B review process with appeals to the Hearings Officer. (2/01)

3.202 GENERAL PROCEDURES –TYPES I, II, AND III ACTIONS

3.202.01 Procedure for Type I-A Review

(Type 1-A: Temporary Use Permit, Signs excluding variances or conditional uses)
(3/10)

Applications subject to a Type I-A administrative review shall be reviewed and decided by the Zoning Administrator. (5/98)

- A. Initial Review. Upon receipt of an application for a Type I-A land use action, the City staff shall review the application for completeness. (5/98)
 - 1. Incomplete applications shall not be reviewed until the applicant has submitted all required information. (5/98)
 - 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. (5/98)
- B. Complete Application. The application shall be deemed complete for the purposes of processing the application and all related timing provisions either:
(5/98)
 - 1. Upon receipt of the additional information; or, if the applicant refuses to submit the information; (5/98)
 - 2. On the 31st day after the original submittal the application shall be deemed complete for review purposes. (5/98)
- C. Staff Review. Within thirty (30) days of receipt of a complete application or such longer period mutually agreed to by both staff and the applicant, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Ordinance; (5/98)
- D. Conditions. Approvals of a Type I-A action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals: (2/01)
 - 1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following:
(2/01)
 - a. Ensure that the standards of the development code are met; or,
(2/01)
 - b. Fulfillment of the need for public service demands created by the proposed use. (2/01)

2. Changes of alterations of conditions shall be processed as a new administrative action. (2/01)
- E. Notice. Notice shall be provided to the applicant consistent with Section 3.204.01. (5/98)
- F. Appeals. A Type I-A land use decision may be appealed by the applicant to the Hearings Officer, except that Site plan reviews shall be appealed to the Planning Commission. The appeal shall be filed within 10 days from the date of mailing of the decision, pursuant to the provisions of Section 3.205. (10/18)
- G. Final Decision. The final land use decision, including all appeals, shall be completed within 120 days as per the requirements in Section 3.202.05 (2/01)

3.202.02 Procedure for Type I-B and I-D Review

(Type I-B: Minor Variance, Property Line Adjustment, Conditional Use, Partition, Greenway Development Permit, Floodplain Development Permit, including Floodplain Development Permit Variances) (Type I-D Major Variance) (6/16)

Applications subject to administrative review shall be reviewed and decided by the Zoning Administrator. (5/98)

- A. Initial Review. Upon receipt of an application for a Type I-B or I-D land use action, the City staff shall review the application for completeness. (7/03)
 - a. Incomplete applications shall not be reviewed until the applicant has submitted all required information. (5/98)
 - b. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. (5/98)
- B. Complete Application. The application shall be deemed complete for the purposes of scheduling the hearing and all related timing provisions either: (5/98)
 - a. Upon receipt of the additional information; or, if the applicant refuses to submit the information; (5/98)
 - b. On the 31st day after the original submittal the application shall be deemed complete for review purposes. (5/98)
- C. Agency Referrals. Referrals may be sent to interested agencies such as City departments, police and fire departments, school district, utility companies, regional and local transit service providers and applicable city, county, and state agencies at the Director's option. Notice of projects affecting state transportation facilities will be sent to ODOT. Referrals will be sent to affected neighborhood associations. (6/14)

D. Staff Review. Within thirty (30) days of receipt of a complete application or such longer period mutually agreed to by both staff and the applicant, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Ordinance; The Administrator shall have the option of referring a type I-B application to the Hearings Officer or City Council for the initial decision. The Administrator shall have the option of referring a type I-D application to the Planning Commission or City Council for the initial decision. (7/03)

E. Notice of Application. Notice of Partition application shall be mailed to owners of property within 250 feet of the site and will invite the submittal of written comments on the proposal to the City within 10 days.

E.F. Conditions. Approvals of a Type I-B and I-D action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals: (7/03)

F.G. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following: (2/01)

G.H. Ensure that the standards of the development code are met; or, (2/01)

H.I. Fulfillment of the need for public service demands created by the proposed use. (5/98)

I.J. Changes of alterations of conditions shall be processed as a new administrative action. (5/98)

J.K. Performance bonding to comply with applicable conditions of approval shall comply with the provisions in Section 3.202.05B. (2/01)

K.L. Notice. Notice of the decision shall comply with the provisions in Section 3.204.01. (5/98)

L.M. Appeals. A Type I-B land use decision may be appealed to the Hearings Officer, by either the applicant or persons receiving notice of the decision. A Type I-D land use decision may be appealed to the Planning Commission, by either the applicant or persons receiving notice of the decision. (7/03)

a. The appeal shall be filed within 10 days from the date of the mailing of the decision, pursuant to the provisions of Section 3.205. (5/98)

M.N. Time Limit. The final land use decision, including all appeals, shall be completed within 120 days as per the requirements in Section 3.202.05. (5/98)

3.202.03 Procedure for Type I-C Review

- A. Initial Review. Upon receipt of an application for a Type I-C land use action, the City staff shall review the application for completeness. (2/01)
 - 1. Incomplete applications shall not be scheduled for Type I-C review until all required information has been submitted by the applicant. (2/01)
 - 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. (2/01)
- B. Complete Application. The application shall be deemed complete for the purposes of scheduling the hearing and all related timing provisions either: processing the application and all related timing provisions either: (2/01)
 - 1. Upon receipt of the additional information; or, if the applicant refuses to submit the information; (2/01)
 - 2. On the 31st day after the original submittal the application shall be deemed complete for review purposes. (2/01)
- C. Staff Review. Within thirty (30) days of receipt of a complete application or such longer period mutually agreed to by both staff and the applicant, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Ordinance; (2/01)
- D. Conditions. Approvals of a Type I-C action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals: (2/01)
 - 1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following: (2/01)
 - a. Ensure that the standards of the development code are met; or, (2/01)
 - b. Fulfillment of the need for public service demands created by the proposed use. (2/01)
 - 2. Changes of alterations of conditions shall be processed as a new administrative action. (2/01)
- E. Notice. Notice shall be provided to the applicant consistent with Section 3.204.01. (2/01)

- F. Appeals. A Type I-C land use decision may be appealed by the applicant to the Planning Commission. The appeal shall be filed within 10 days from the date of mailing of the decision, pursuant to the provisions of Section 3.205. (2/01)
- G. Final Decision. The final land use decision, including all appeals, shall be completed within 120 days as per the requirements in Section 3.202.05 (2/01)

3.202.04 Procedures for Type II and Type III Actions (6/22)

(Type II Subdivision, Planned Unit Development and Manufactured Home Parks) (4/10)
(Type II-B Transit Station – City Council decision) (6/11)
(Type II-B Designation or Removal of a Historic Resource – City Council Decision) (9/18)
(Type II-B Development Standards Alternative – Planning Commission decision) (12/18)
(Type II-B Development Standards Alternative within Keizer Station – City Council Decision) (12/18)
(Type II-C Conditional Use for Nursing and Residential Care Facilities - Planning Commission decision) (9/18)
(Type II-C Permit for demolition, modification, or moving of a Historic Resource – Planning Commission Decision) (9/18)
(Type III Annexation, Zone Changes involving 5 or fewer adjacent land ownership and Comprehensive plan Map Amendments involving 5 or fewer adjacent land ownerships, Keizer Station Master Plan which may include Subdivision and Partitioning, Keizer Station Master Plan Amendments, and Lockhaven Center Master Plan) (12/19)

- A. Initial Review. Upon receipt of an application for Type II or Type III land use action, the City staff shall review the application for completeness. (5/98)
 - 1. Incomplete applications shall not be scheduled for Type II or Type III review until all required information has been submitted by the applicant. (5/98)
 - 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. (5/98)
- B. Complete Application. The application shall be deemed complete for the purposes of scheduling the hearing and all related timing provisions either: (5/98)
 - 1. Upon receipt of the additional information; or, if the applicant refuses to submit the information;
 - 2. On the 31st day after the original submittal the application shall be deemed complete for scheduling purposes only. (5/98)
- C. Agency Referrals. Referrals will be sent to interested agencies such as City departments, police and fire districts, school district, utility companies, regional and local transit service providers and applicable city, county, and state agencies. Affected jurisdictions and agencies could include the Department of

Environmental Quality, The Oregon Department of Transportation, Salem-Keizer Transit District, and the City of Salem. Notice of projects affecting state transportation facilities will be sent to ODOT. Referrals will be sent to affected neighborhood associations. (6/14)

- D. Public Hearing. The Public Hearing shall be scheduled and notice shall be mailed to the applicant and adjacent property owners. Notice requirements shall comply with Section 3.204.02. (5/98)
- E. Staff Review. Staff shall prepare and have available within 7 days of the scheduled hearing a written recommendation concerning the proposed action. This report shall be mailed to the applicant and available at City Hall for all interested parties. The Zoning Administrator may refer the initial decision to the City Council. (5/98)
- F. Notice of Application. Notice of ~~a subdivision~~the application shall be mailed to owners of property within 250 feet of the site and neighborhood association representatives. The notice to owners and neighborhood association members will invite the submittal of written comments on the proposal to the City within 10 days. (1/02)
- G. Hearings Procedures. The public hearing shall comply with the provisions in Section 3.205 or Section 3.206. (6/11)
- H. Conditions. Approvals of any Type II or Type III action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals: (5/98)
 - 1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following: (5/98)
 - a. Protection of the public from the potentially deleterious effects of the proposed use; or, (5/98)
 - b. Fulfillment of the need for public service demands created by the proposed use. (5/98)
 - 2. Changes of alterations of conditions shall be processed as a new administrative action. (5/98)
 - 3. Performance bonding for applicable conditions shall comply with the provisions in Section 3.202.05B. (2/01)
- I. Notice. The applicant shall be notified, in writing, of the decision or recommendation. In addition, notice of the decision shall be mailed to

individuals who request such notice at the public hearing, or, by those individuals who submitted a written request for notice prior to the public hearing. (6/11)

- J. Appeals. With the exception of a Transit Station, Designation or Removal of a Historic Resource, and Keizer Station Development Alternative, which are final decisions by the City Council, a Type II land use decision may be appealed to the City Council by either the applicant, persons receiving notice of the decision or the Administrator. The appeal shall be filed within 10 days from the date of the mailing of the decision, pursuant to the provisions of Section 3.205. Type III land use applications are automatically reviewed by the City Council. (12/18)
- K. Time Limit. The final land use decision, including all appeals, shall be completed within 120 days as per the requirements in Section 3.202.05. (2/01)

3.202.05 Special Procedural Requirements

A. Statutory Time Limits (6/22)

If for any reason it appears that final action may not be completed within the time limit required by state statute, unless the applicant voluntarily extends the time period, the following procedures shall be followed regardless of other processes set forth elsewhere in this Ordinance. (6/22)

1. The City staff shall notify the City Council of the timing conflict. The City Council shall, in accordance with its own procedures, set a time for an emergency meeting within the time limit required by state statute. (6/22)
2. Public notice shall be mailed to affected parties as specified in Section 3.204.02. (5/98)
3. The City Council shall hold in a public hearing on the specified date and render a decision approving or denying the request within the time limit required by state statute. Such action shall be the final action by the City on the application. (6/22)

B. Performance and Maintenance Bonding (2/01)

Conditions of approval required by the City shall be completed prior to the issuance of any building permit within a residential subdivision or partitioning, or an occupancy permit for any other use. When an applicant provides information, which demonstrates that it is not practical to fulfill all conditions prior to issuance of such permit, the City may require a performance bond or other guarantee to ensure compliance with zoning regulations or fulfillment of required conditions. (2/01)

1. Types of Guarantees - Performance guarantees may be in the form of performance bond payable to the City of Keizer, cash, certified check, time certificate of deposit, or other form acceptable to the City. The City

Attorney must approve the form and appropriate documents filed with the City Recorder. Agreements may be recorded to restrict building permits. (2/01)

2. Amount of Guarantee - The amount of the guarantee must be equal to at least one-hundred-ten percent (110%) of the estimated cost of the performance. The applicant must provide a written estimate acceptable to the City, which must include an itemized estimate of all materials, labor, equipment and other costs of the required performance. (5/98)
3. Completion of Performance - All improvements shall be completed within one year of filing the performance guarantee. The Administrator may extend this time limit for up to one additional year. (2/01)
4. Maintenance Bonds for public improvements of 40% of the total cost of improvements is required for one-year warranty. (2/01)



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

FROM: Adam Brown, City Manager

SUBJECT: **FIREWORKS ORDINANCE AMENDMENT**

PROPOSED MOTION:

I move that the Council adopt Ordinance No. 2023-_____, Amending Ordinance Relating to the Regulation of Fireworks Within the City of Keizer (Amending Ordinance No. 2022-851); Declaring an Emergency.

I. SUMMARY:

The City Council amended the Fireworks ordinance to restrict unlicensed individuals from using fireworks past certain times in the night with some exceptions for holidays. Excluding special events done by licensed persons was unintentionally missed. A revision to the ordinance is proposed to fulfill the intent of not prohibiting fireworks done at special events by licensed persons. This effects the Volcanoes fireworks displays which are usually once or twice per month.

II. BACKGROUND: -

- A. At the August 8, 2022 work session, Council directed staff to prepare a draft ordinance which would make the sale or use of illegal fireworks a municipal violation. In addition, the use of fireworks during a high fire risk period would be a violation. The Council also discussed the possibility of limiting the dates and times that fireworks could be used.
- B. A public hearing was held on September 6, 2000 on a proposed ordinance. The ordinance was passed by the Keizer City Council.

III. CURRENT SITUATION:

- A. It was brought to staff's attention that we had unintentionally precluded event sponsors from using fireworks displays after 10:00 P.M. done by licensed persons

in a responsible manner. Staff concurred that this was an unintended omission in the ordinance.

- B. The City Attorney has prepared an amendment to the fireworks ordinance to reflect the intent of regulating fireworks.

IV. **ANALYSIS:**

- A. **Strategic Impact** – No strategic impact.
- B. **Financial** – There is no financial impact.
- C. **Timing** – Live events using professional (licensed) fireworks in conjunction with their event are happening in the summer. It would be respectful to approve this ordinance to bring those organizations into compliance from an unintended impact.
- D. **Policy/legal** – Only the council can amend the fireworks ordinance.

V. **ALTERNATIVES:**

- A. Approve an amendment to the fireworks ordinance. The city code will match the intention of the ordinance.
- B. Take No Action – We have special event hosts who are utilizing fireworks conducted by licensed persons in a safe manner who will be out of compliance.

VI. **RECOMMENDATION:**

The City Manager recommends that the Council adopt Ordinance No. 2023-_____amending the fireworks ordinance.

Attachment

- Ordinance No. 2022-851
- Ordinance No. 2023-_____ Amending Ordinance Relating to the Regulation of Fireworks Within the City of Keizer (amending Ordinance No. 2022-851); Declaring an Emergency

1 A BILL

ORDINANCE NO.

2 2022- 851

3 FOR

4 AN ORDINANCE

5
6 RELATING TO THE REGULATION OF
7 FIREWORKS WITHIN THE CITY OF KEIZER
8
9

10
11 WHEREAS, the Keizer City Council has authority to exercise police powers with
12 the City, including the regulation of fireworks;

13
14 WHEREAS, ORS 480.160 further authorizes cities to adopt regulations involving
15 fireworks;

16
17 WHEREAS, fireworks, especially those fireworks already illegal under state law,
18 negatively impact livability, creating significant noise which affects the City's residents
19 and pets;

20
21 WHEREAS, the National Weather Service periodically issues "Red Flag
22 Warnings," for times in which fire danger is deemed to be particularly dangerous and is
23 based on drought conditions, high temperatures, low relative humidity, high or erratic
24 winds, and dry vegetation and fuel;

25
26 WHEREAS, during periods for which a Red Flag Warning is in effect, the use of
any firework, including those otherwise legal under Oregon law, creates an increased
fire hazard;

1 WHEREAS, Oregon law currently prohibits the sale, use, or discharge of any
 2 fireworks unless specifically allowed under ORS 480.120 to ORS 480.124; however,
 3 enforcement is often difficult and these cases are not a high priority for prosecution;

4 WHEREAS, in order to further deter the use of illegal fireworks, and to allow
 5 City officials the ability to enforce firework regulations in municipal court and impose
 6 civil penalties, the City Council finds it is appropriate to enact municipal regulation of
 7 the sale, use, or discharge of these illegal fireworks;

8 WHEREAS, in order to reduce the risk of a dangerous fire, the City Council finds
 9 it is appropriate to prohibit the use of all fireworks (including legal fireworks) during
 10 Red Flag Warning periods;

11 Now, therefore, the City of Keizer ordains as follows:

12 Section 1. DEFINITIONS.

13 A. "Fireworks" has the meaning as defined in ORS 480.111.

14 B. "Person" means an individual or business entity.

15 C. "Red Flag Warning" means the warning issued by the National Weather
 16 Service indicating extreme fire danger as a result of conditions such as
 17 drought, high temperature, low humidity, high or erratic winds, and dry
 18 vegetation and fuel.

19 ///

20 ///

1 Section 2. ILLEGAL FIREWORKS PROHIBITED.

2 A. A person commits an offense under this Section if, unless authorized
3 pursuant to ORS 480.120 to ORS 480.124, a person sells, keeps or offers for sale,
4 exposes for sale, possesses, uses, ignites, explodes, or has exploded any fireworks within
5 the City of Keizer, or allows such conduct to occur.

6 B. A person commits the offense of allowing conduct under Subsection A of
7 this Section to occur if the person authorizes or permits such conduct. A rebuttable
8 presumption exists that the person who owns or controls the real property on which the
9 conduct occurs has authorized or permitted the conduct if that person is on the property
10 at the time of such conduct.

11 C. Violation of this Section is punishable by a minimum fine of \$300, a
12 presumptive fine of \$400 and a maximum fine of \$500.

13 Section 3. TEMPORARY PROHIBITIONS DURING EXTREME FIRE
14 DANGER.

15 A. During times in which the City of Keizer is subject to a Red Flag Warning,
16 a person commits an offense under this Section, if they use, ignite, explode or have
17 exploded any fireworks within the City of Keizer, or allow such conduct to occur.

18 B. A person commits the offense of allowing conduct under Subsection A of
19 this Section to occur if the person authorizes or permits such conduct. A rebuttable
20 presumption exists that the person who owns or controls the real property on which the

1 conduct occurs has authorized or permitted the conduct if that person is on the property
2 at the time of such conduct.

3 C. All persons are presumed to be aware and attentive of when Red Flag
4 Warnings are in place.

5 D. Subsection A does not apply to persons authorized by a permit from the
6 State Fire Marshal pursuant to ORS 480.130.

7 E. Violation of this Section is punishable by a minimum fine of \$300, a
8 presumptive fine of \$400, and a maximum fine of \$500.

9 Section 4. FIREWORKS LIMITED HOURS.

10 A. A person commits an offense under this Section if they use, ignite, explode
11 or have exploded any fireworks between the hours of 10:00 p.m. and 10:00 a.m. the
12 following day, except for the time period for December 31 to January 1, and July 4 to
13 July 5, or allows such conduct to occur.

14 B. A person commits the offense of allowing conduct under Subsection A of
15 this Section to occur if the person authorizes or permits such conduct. A rebuttable
16 presumption exists that the person who owns or controls the real property on which the
17 conduct occurs has authorized or permitted the conduct if that person is on the property
18 at the time of such conduct.

19 C. Violation of this Section is punishable by a minimum fine of \$300, a
20 presumptive fine of \$400, and a maximum fine of \$500.

1 Section 5. SEVERABILITY. If any section, subsection, sentence, clause,
 2 phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional, or
 3 is denied acknowledgment by any court or board of competent jurisdiction, then such
 4 portion shall be deemed a separate, distinct, and independent provision and such holding
 5 shall not affect the validity of the remaining portions hereof.

6 Section 6. EFFECTIVE DATE. This Ordinance shall take effect thirty (30)
 7 days after its passage.

8 PASSED this 3rd day of October, 2022.

9

10 SIGNED this 3rd day of October, 2022.

11

12

13

14

15

16

17

Mayor Protem

Amy Dye
 City Recorder

1 A BILL ORDINANCE NO.
2 2023-_____
3 FOR

4
5 AN ORDINANCE

6
7 AMENDING ORDINANCE RELATING TO THE
8 REGULATION OF FIREWORKS WITHIN THE CITY OF
9 KEIZER (**AMENDING ORDINANCE NO. 2022-851**);
10 DECLARING AN EMERGENCY
11

12 WHEREAS, the City Council of the City of Keizer adopted Ordinance No. 2022-
13 851 (Relating to the Regulation of Fireworks Within the City of Keizer) on October 3,
14 2022;

15 WHEREAS, the City Council finds it appropriate and necessary to amend Section
16 4 (Fireworks Limited Hours);

17 Now therefore, the City of Keizer ordains as follows:

18 A. Section 1. AMENDMENT OF ORDINANCE 2022-851, SECTION 4.
19 Section 4 of Ordinance No. 2022-851 is hereby amended as follows:

20 Section 4. FIREWORKS LIMITED HOURS.

21 A. A person commits an offense under this Section if they use, ignite,
22 explode or have exploded any fireworks between the hours of 10:00 p.m. and
23 10:00 a.m. the following day, except for the time period for December 31 to
24 January 1, and July 4 to July 5, or allows such conduct to occur.

25 B. A person commits the offense of allowing conduct under
26 Subsection A of this Section to occur if the person authorizes or permits such

conduct. A rebuttable presumption exists that the person who owns or controls the real property on which the conduct occurs has authorized or permitted the conduct if that person is on the property at the time of such conduct.

C. Subsection A does not apply to persons authorized by a permit from the State Fire Marshal pursuant to ORS 480.130.

D. Violation of this Section is punishable by a minimum fine of \$300, a presumptive fine of \$400, and a maximum fine of \$500.

Section 2. EFFECTIVE DATE. This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2023.

SIGNED this _____ day of _____, 2023.

Mayor

City Recorder



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

FROM: Adam Brown, City Manager

SUBJECT: **SPECIAL EVENTS IN NEIGHBORHOODS**

PROPOSED MOTION:

I move to that the Council direct staff to amend the special event Ordinance to require public participation for special events that occur in a neighborhood that go over 24 hours and impact more than 5 homes.

I. SUMMARY:

The Gubser Neighborhood has had an annual tradition called the Keizer Miracle of Christmas Lights Display for over 40 years. An important part of this light display is the collection of food and cash donations for the Marion/Polk Food Share. A neighborhood conflict arose last year when the route was changed to accommodate future families to manage the donation collection. After significant outcry from the neighborhood, the route was ultimately changed back to the previous year's path. Staff was asked to look at the process for approval of special event permits such as this. Staff found that there was a lack of participation from impacted residents in the process.

II. BACKGROUND: -

- A. The annual Keizer Miracle of Christmas Lights Display has been a benefit to our community for over 40 years and has run smoothly for the most part for more than 40 years. The City wishes this activity to continue and appreciates those who have made it happen since its inception.
- B. Three families have been the organizers for the last 10 years. Those families looked for someone to take over the operation after their many years of service. They asked the neighborhood in early fall for someone to take over as the organizer. As we understand, a family stepped up in November of 2022 to take over the operation. That family was on a loop that was not on the current route but had been in the past. The organizers wanted to add that loop this year believing that during the next year that family would handle the donation site.

- C. Neighbors protested the addition of their loop, which is Mistwood Dr. and Meadowlark Dr. west of 14th Avenue NE. A petition was submitted to the City and residents on the loop showed up to speak against being added to the route.
- D. Ultimately, city staff directed that the Mistwood and Meadowlark loop be taken off the route. The City Council directed staff to review the process and come back to the City Council with any policy recommendations.

III. CURRENT SITUATION:

- A. The current organizers who have done a great service to the community running this event for over a decade would like to proceed making application for the 2023 Miracle of Lights display but have waited patiently for staff to review the process. Another group of families have emerged to handle the event on the current route. They too have waited to file for a special event permit until after staff made their review
- B. Staff flow-charted the internal review process of the route, with safety and traffic flow as the primary concern. We determined the internal process was adequate for safety and traffic flow. We did; however, find that there was a lack of public participation for those who were impacted by the route. The submission of the application had no requirements that the people impacted in the neighborhood had a say in what went on in their neighborhood. The residents were expected to take on whatever change was made without any input.
- C. Staff differentiated activities that impacted arterial roads from activities impacting neighborhoods. Arterial roads are too busy to close for more than 24 hours. These are events like parades and community or school running events. The organizers understand that arterial roads can only be closed for short periods of times otherwise traffic and commerce would be too disrupted for our local residents and businesses. Residential streets, however, do not cause community wide disruption, but do impact those in the neighborhood. The streets are not closed, but normal flow is disrupted.
- D. Staff brainstormed ways to allow residents in neighborhoods to participate in the process knowing that city resources are not adequate to intervene at this level. We are proposing that neighborhood associations and homeowners' associations, where they exist, be used to provide a recommendation for the event as a requirement for submission of the application. Where neither a neighborhood association or homeowners association exist, a petition signed by the homeowners or tenants along the route be submitted with at least 50% approval. Staff can verify the signatures, on the rare occurrence that an event

impacting multiple houses in a neighborhood should submit a special event permit and need validation.

- E. Homeowners Associations and Neighborhood Associations.
 - 1. City staff believes that we should not dictate the manner in which the homeowner's or neighborhood associations grant their recommendation. Those organizations can choose among many ways to grant a recommendation of approval or disapproval. Those ways might include going door to door, a vote of their board of directors, petition, or a vote from a gathering of the organization.
 - 2. Using these organizations would encourage participation in the organization even if for single issues.
- F. The criteria for requiring public participation would be an event that goes more than 24 hours in a residential neighborhood and impacts more than 5 homes. Using existing non-governmental organizations allows communities to determine events that impact them.
- G. Requiring public participation is a policy decision and should be done by amending the ordinance for special event permitting.

IV. **ANALYSIS:**

- A. **Strategic Impact** – No strategic impact.
- B. **Financial** – There is no financial impact to the city but this event does provide a large financial impact to the Marion Polk Food Share. Reportedly, it is their largest contribution of food and a significant cash donation.
- C. **Timing** – There is no time constraints by which the Council must decide, however, both parties are interested in making application for the event for the 2023 year and need time to get public participation.
- D. **Policy/legal** – The council can amend ordinances by approving a new ordinance. This amendment would require public participation in events that go over 24 hours and impact more than 5 homes.

V. **ALTERNATIVES:**

- A. Direct staff to prepare an amendment to the ordinance to require public participation in the application of special events in neighborhoods that have a duration that exceeds 24 hours and impacts more than 5 homes. The

neighborhood and homeowners' associations would be left to dictate how they provide a recommendation to city staff.

- B. Direct staff to prepare an amendment to the ordinance to require public participation in the application of special events in neighborhoods that have a duration that exceeds 24 hours and impacts more than 5 homes and add that a petition from all of those on the route be mandatory. A 50% approval would be required to provide a recommendation of support. The downside to this recommendation is that those on the rest of the route may outvote those on one street.
- C. Direct staff to prepare an amendment to the ordinance to require public participation in the application of special events in neighborhoods that have a duration that exceeds 24 hours and impacts more than 5 homes and add that any existing events would require a 50% approval from residents on any route that was added to the existing event.
- D. Take No Action – Staff will use the current criteria which does not include any public participation. A dispute will likely continue unless the community members can come together to agree on a solution.

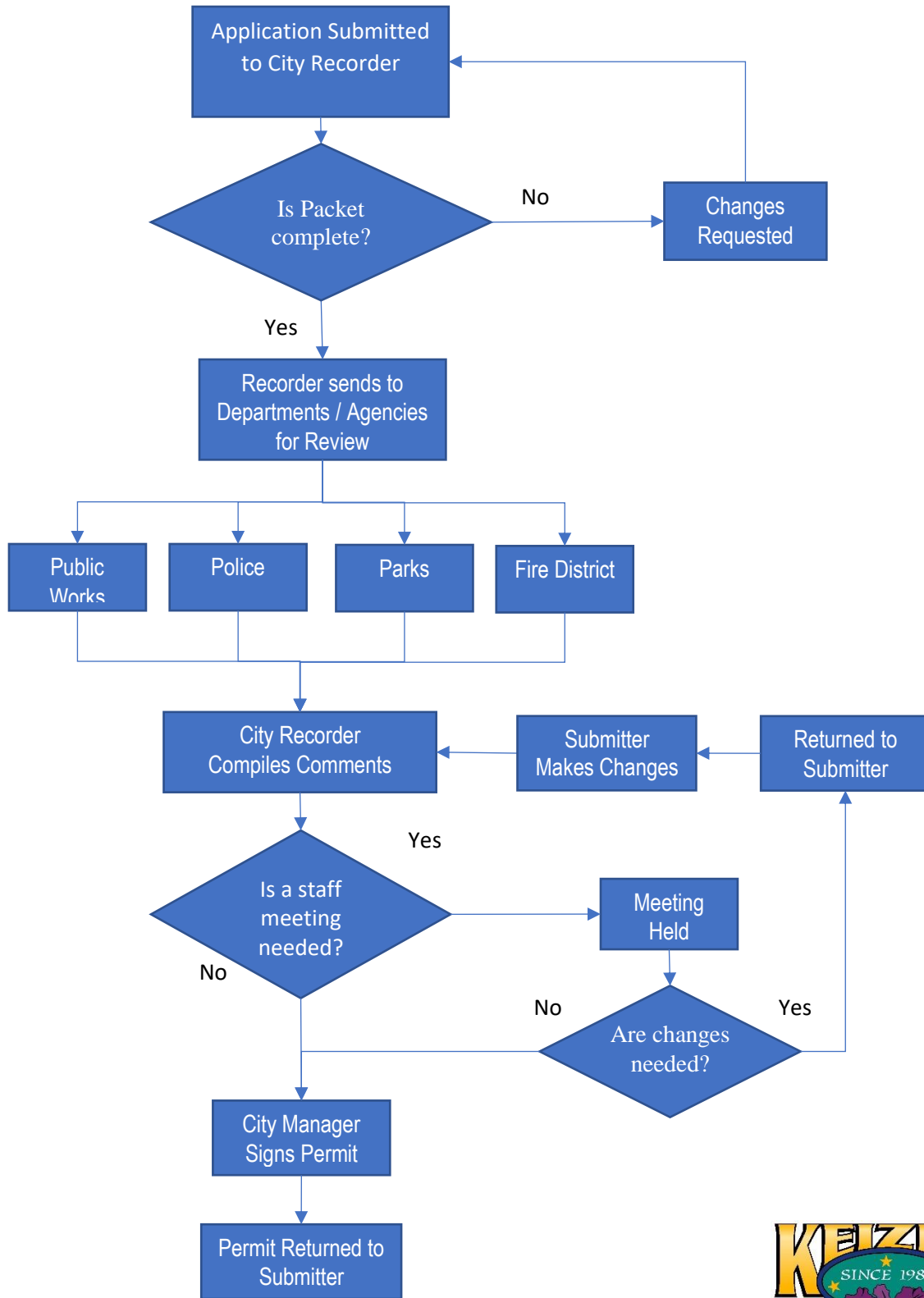
VI. RECOMMENDATION:

The City Manager recommends that the Council amend the special event Ordinance to require public participation for special events that occur in a neighborhood that go over 24 hours and impact more than 5 homes.

Attachment

Permit Flow Chart

Special Event Application Process Review



Packet Requirements for Special Event Application

A complete packet will include a new requirement if certain triggers are met.

Trigger: If a neighborhood is disrupted more than 24 hours, a neighborhood review and approval will be required.

Definition: A disruption is anything that impacts a residential neighborhood for two or more consecutive days.

Approval from a Neighborhood Association (NA) or Home Owners Association (HOA) will be required. Approval will be defined by the bylaws of the NA or HOA. The City will not determine the voting policy for NA's or HOA's.

If there is no HOA or NA then a petition of at least 50% approval of persons on the route/space of the event will be required.

The petition will include an affidavit at the bottom that validates the signatures are real and the residents have been contacted. Signatures can be reviewed by City staff.

Logic

Law Enforcement and Public Works are primarily focused on safety and traffic flow on arterial streets.

Neighborhoods should be empowered such that a few cannot determine the outcome of many.

Neighborhood Associations are recognized by the City Council and HOA's have standing from their Covenants, Conditions, & Restrictions (CC&R's). This process validates those entities and encourages participation.

The infrequency of events that meet the criteria and limit of those who are not covered by an HOA or NA will create a manageable new burden on staff that can easily be absorbed.

Work Group: Sgt LeDay, Bill Lawyer, Tracy Davis, Robert Johnson, Lt. Trevor Wenning, Adam Brown



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tracy L. Davis, City Recorder

SUBJECT: **MARION COUNTY RE-ENTRY INITIATIVE BREAKFAST – COMMUNITY CENTER FEE WAIVER**

PROPOSED MOTION:

I move the City Council approve a waiver of the Community Center rental fee, staffing costs, and refundable security deposit for the Marion County Re-Entry Initiative Breakfast event on October 12, 2023.

I. SUMMARY:

The Marion County Commissioners have requested a waiver of the rental fee and deposits in the form of an in-kind donation for the use of the Keizer Community Center for the Marion County Reentry Initiative breakfast on Thursday, October 12, 2023. The event is free and open to the public. The mission of MCRI is to rebuild lives, promote community safety, and save taxpayer money. The program helps individuals who are reentering our community after incarceration. The MCRI program is funded through donations and sponsorships.

The rental rates for the Keizer Community Center provide a 20% discount for Keizer Governmental partners (i.e. Marion County). The rental rate for the Iris Ballroom for this event would be \$800 plus the refundable security/cleaning deposit of \$1500. Event staff costs of \$150 are included in the rental rate.

In the past, the City has waived all fees associated with this event. The MCRI program has been very successful in providing meaningful support to the people in the Keizer community. The City is proud to support this effort.

II. BACKGROUND:

- A. On May 9, 2023 the Marion County Commissioners requested a fee/deposit waiver in the form of an in-kind donation for the use of the Community Center for this event.
- B. The City of Keizer has waived the rental fee and deposit for this event in the past.
- C. City Resolution R2018-2932 states the City Council may reduce or waive rates, deposits, or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

III. CURRENT SITUATION:

- A. As of this date, no other requests for room reservations on this date have been received.

IV. ANALYSIS:

- A. **Strategic Impact** – This event is a significant benefit to the Keizer Community.
- B. **Financial** – The financial impact of this request is a reduction in rental income for the Community Center.
- C. **Timing** – Approval of this request will allow Marion County to move forward with organization of this event.
- D. **Policy/legal** – The City Council has the sole authority to grant fee waivers for use of the Community Center.

ALTERNATIVES:

- A. Approve a waiver of the Community Center rental fee of \$800, staffing costs of \$150, and the refundable security deposit of \$1,500.
- B. Deny the request for a waiver of the Community Center rental fee and refundable security deposit.
- C. Approve a waiver of the Community Center rental fee and refundable security deposit but charge for the \$150 staffing costs.

RECOMMENDATION:

Staff recommends the City Council approve a waiver of the Community Center rental fee, staffing

Marion County Re-Entry Initiative – Fee Waiver

June 5, 2023

costs, and Community Center refundable security deposit for the Marion County Re-Entry Initiative Breakfast on October 12, 2023.

ATTACHMENTS:

- Letter from Marion County Board of Commissioners dated May 9, 2023
- Resolution 2018-2932 – Adopting Use Policies and Rates for the Keizer Community Center Rooms



Marion County

OREGON

Board of Commissioners

May 9, 2023

(503) 588-5212
(503) 588-5237-FAX

Keizer City Council
930 Chemawa Road NE
Keizer, Oregon 97303

BOARD OF COMMISSIONERS

Colm Willis, Chair
Kevin Cameron
Danielle Bethell

CHIEF ADMINISTRATIVE OFFICER

Jan Fritz

RE: Keizer Community Center Reservation – Marion County Reentry Initiative Breakfast

Dear Keizer City Council:




The Marion County Board of Commissioners writes to request the Keizer City Council to approve a fee/deposit waiver in the form of an in-kind donation for the use of the City of Keizer Community Center, Iris rooms A and B for the October 2023 Reentry Initiative Breakfast.

MCRI's mission is "working together to rebuild lives, promote community safety and save taxpayer money by breaking the cycle of criminal activity." Since 2014, MCRI has assisted men and women re-entering Marion County from incarceration. Families will get a second chance to rebuild their lives through the generosity of businesses, governments, non-profits, and individuals. Keizer has been an active partner in this mission over the years. We greatly appreciate our collaboration with the City of Keizer to change lives and stop the criminogenic cycles members of our community face.

Approving a fee/deposit waiver for the October 2023 breakfast aligns with the mission of saving taxpayer money and providing more funding to assist individuals re-entering our community. Through the fund, individuals can have eye exams, eyeglasses, GED testing, birth certificates, and DMV identification. Should the council approve our request, the City of Keizer will be a listed donor on the marketing materials.

We thank you for your continued partnership to improve our community and the lives of our residents.

Sincerely,


 Colm Willis, Chair
 
 Kevin Cameron
 
 Danielle Bethell

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2018- 2932ADOPTING USE POLICIES AND RATES FOR THE
KEIZER COMMUNITY CENTER ROOMS;
REPEALING RESOLUTION R2015-2612

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2015;

WHEREAS, the City Council adopted the current use rates for the Civic Center Community Rooms pursuant to Resolution R2015-2612;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend the policies for the Community Center Rooms;

WHEREAS, the City Council desires to amend the Community Center Room policies;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following policies for use of the Keizer Community Center Rooms and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Community Center Rooms and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.

- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Community Rooms and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$1,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of Keizer" includes its officers, agents, contractors, and employees. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' rental of the Keizer Community Center Rooms and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The Comprehensive General Liability Insurance required shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of

Keizer" includes its officers, agents, contractors, and employees. Client must provide the City with the proof of the insurance and additional insured endorsement evidencing such insurance at least fourteen (14) days prior to the date of the contracted event. Failure to provide the proof of insurance and endorsement will result in cancellation of the event.

b. No insurance is required for non-alcoholic events when client is using one or two small rooms.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the

following use rates are hereby established:

1. Base Use Rates. The following base use rates shall be charged for the Keizer Community Center Rooms:

- a. Small room (1,000 square feet) - \$25.00 per hour with a three hour minimum.
- b. Medium room (3,000 square feet) - \$100.00 per hour with a four hour minimum.
- c. Large ballroom (9,000 square feet) - \$250.00 per hour with an eight hour minimum.
- d. Keizer-based 501(c) organizations may host fundraiser activities using two Medium rooms or the Large ballroom for a base use fee of \$500.00. This fee shall include the use of the facility and amenities. The user will be responsible to pay all fees associated with required staffing. The use under this provision is limited to one (1) event per calendar year per Keizer-based 501(c) organization and is limited to a maximum of twelve (12) hours usage.
- e. Keizer residents and Keizer-based 501(c) non-profit organizations are entitled to a twenty-five percent (25%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted. Keizer residents' use is limited to personal, non-business use only, including, but not limited to birthday parties, anniversary parties, and baby showers.)
- f. Government and quasi-government entities, e.g., City of Salem, Marion County, State of Oregon, Salem-Keizer School District, Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber of Commerce, League of Oregon Cities, Mid-Willamette Valley Council of Governments, are entitled to a twenty percent (20%) discount on the base use rates outlined in 1(b) and 1(c) herein. (Small rooms are not discounted.)

- g. City-hosted activities directly benefiting City operations are entitled to a fifty percent (50%) discount on the base use rates outlined in 1(b) subject to the following:
 - i. Registration fees charged to participants shall total no more than the actual out-of-pocket costs of the event.
 - ii. This discount is only available for one or two medium rooms. The large ballroom and small room rates are not discounted.
 - iii. For Friday, Saturday or Sunday dates, the event may not be reserved more than six (6) months prior to the event.
 - iv. No alcohol is allowed for City hosted events. Insurance is not required.
- h. The above discounts are not transferrable.

2. Exempt Uses. The following uses are exempt from payment of use rates and insurance requirements, except caterer insurance if applicable. No alcohol is allowed for these events:

- a. City Meetings. City Council/Urban Renewal Agency meetings, City/Urban Renewal Agency committee, task force, or staff meetings, trainings, recruitments or exercises.
- b. Neighborhood Associations. Recognized neighborhood associations may hold their regular meetings, up to twelve (12) meetings per year in one or two small rooms.
- c. Keizer-based Youth Sports. Keizer-based youth sports organizations may hold up to three (3) events per year using one medium room or one or two small rooms.
- d. Town Hall/Community Forums. City, Urban Renewal Agency, Salem Area Mass Transit District, Marion County, and other governmental agencies may hold town hall/community forums for the purpose of gathering public input.
- e. Keizer Library. The Keizer library may hold up to two (2) book sale events per year.
- f. City Employee/City Volunteer Training. Training and meetings for City employees or City volunteers are exempt. The trainings or meetings are limited to one or two small rooms during regular City Hall business hours. Other governmental employees or volunteers may also attend. No fee may be charged to participants other than the actual meal cost, if a meal is served.
- g. City-Hosted Educational Outreach Events. No registration fee may be charged to the participants.
- h. Outside Committees/Groups. With City Manager approval, organizations connected with the City or benefitting City residents

such as Keizer United, Claggett Creek Watershed Council, and Community Emergency Response Team may hold one meeting per month in one or two small rooms. No registration fee may be charged to the participants.

3. Other Agreements Exempt. Organizations with specific agreements for Community Room use are not subject to the above rates. The City Manager is authorized to negotiate and reduce the use rates for organizations who request repeating scheduled use for a term not exceeding two (2) years.
4. Council Approved Uses. The City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.
5. Additional Facility Charges. The City Manager is authorized to adopt and impose surcharges for rental rates for additional facilities, including, but not limited to stages, audio/visual equipment, computer equipment, kitchen usage and additional labor expenses. The City Manager is authorized to impose deposits, fees or additional charges as City Manager may deem appropriate in his/her discretion.
6. Use Rates Subject to Facility Agreement. The use rates set forth herein are subject to the provisions of the Facility Use Agreement as authorized by the City Manager. The City Manager is authorized to amend the use rates if in the City Manager's discretion such amended rates provide increased transient occupancy taxes, other identifiable economic benefits to the citizens of the City as a whole, or other identifiable fiscal benefits to the City of Keizer administratively.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that

Resolution R2015-2612 (Adopting Use Policies and Rates for the Keizer Community Center Rooms) is hereby repealed in its entirety except for already booked events.

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1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this 3rd day of December, 2018.

4
5 SIGNED this 3rd day of December, 2018.

6
7 Cathy Clark
8 Mayor

9
10 Gary Dyl
11 City Recorder



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

FROM: Adam Brown, City Manager

SUBJECT: **THE LAVA DOME**

PROPOSED MOTION:

I move to that the Council approve the Letter of Intent between the City of Keizer and the Lava Dome.

I. SUMMARY:

A registered 501c(3), The Lava Dome, is pursuing an agreement to improve Keizer Little League Park to be a year round all-weather facility. The first phase of the proposal is to enclose four fields at the park under a bubble. The second phase of the project is to replace the remaining fields with artificial turf to extend the season and hours of use. The Lava Dome and the City of Keizer agreed to create a Letter of Intent while an agreement can be worked out.

II. BACKGROUND: -

- A. The organizers of the Lava Dome Complex began talks with city staff in the fall of 2022. The original vision was to make an enclosed field at either the Volcano's stadium or the Little League Complex.
- B. After additional research and conversation with donors, the vision expanded to try to cover multiple fields under one dome. Consequently, Volcano Stadium fell out of the list of eligible sites. Attention was directed toward the Keizer Little League Park, which is currently being operated and maintained by "For the Love of the Game." In addition to enclosing four fields, the ultimate goal is to have the entire complex replaced with artificial turf which greatly expands the season and hours of play on each field.
- C. Mickey Walker, CEO of the Salem/Keizer Volcano's has participated in every meeting between the organizers of The Lava Dome and the City of Keizer. As a

representative of both Sports Enterprises Inc. and For the Love of the Game, Mr. Walker has expressed his support for doing what is best for Keizer.

- D. The Lava Dome became a legal entity in the State of Oregon in November of 2022. In December of 2022 they applied for and received 501c(3) non-profit status. The Lava Dome came to the Keizer City Council on April 3, 2023 to make an official presentation of concept. Staff needs direction on whether to pursue a mutually beneficial agreement with their organization and For the Love of the Game.
- E. The City Council discussed the concept of an agreement between the City and The Lava Dome on April 17, 2023 and authorized the City staff to negotiate a mutually beneficial agreement for the improvement, operation, and management of what is know as the Keizer Little League Park with The Lava Dome and for the Love of the Game. In the interim while a formal agreement can be worked on, staff was directed to create a Letter of Intent for purposes of The Lava Dome working with funders and sponsors.

III. CURRENT SITUATION:

- A. The Lava Dome provided a draft Letter of Intent. The City Attorney and City Manager met with The Lava Dome organizers and went over some points of discussion that were important to the City.
- B. Among topics discussed of importance to the city were:
 - 1. Will there be any loans, since the field will not be able to be collateralized? There will not be any loans.
 - 2. Are they prepared to address ADA Accessibility Standards? Yes, they intend to address accessibility standards.
 - 3. What is a reasonable term for the agreement? A phased approach aligned with the improvement phases of 1) the dome, and 2) the artificial turf of the rest of the complex makes sense. The term going into phase 2 could be as much as 10 years.
 - 4. Will local teams and leagues have continued access to the facility at an affordable rate? Yes, The Lava Dome will ensure that local teams have access to the field.
 - 5. Will the fees be different for inside the dome? Current rates for Little League and other local leagues will not change. They will honor the agreements already in place.
 - 6. The Lava Dome agreed they will abide by all local, state, and federal laws.

7. There is any money expected from the City for this project.
- C. The City Attorney drafted a letter of intent based off the draft provided by The Lava Dome and the conversation between the two parties. The draft was sent to The Lava Dome for consideration.

IV. **ANALYSIS:**

- A. **Strategic Impact** – The Council has included artificial turf projects as short-term priorities at their goal session meeting on April 10, 2023.
- B. **Financial** – The nonprofit organization, The Lava Dome Sports Complex, has not requested financial support for their organization. They have requested that we move forward to allow them to use Keizer Little League Park as the place to locate the Lava Dome. For the Love of the Game currently holds the management contract with the City for operation and maintenance of the little league park. Staff and For the Love of the Game are willing to work collaboratively with The Lava Dome Sports Complex to move towards a long-term agreement that improves the complex and provides a financially sustainable complex that offers a great facility that is still available to baseball and softball users at a practical cost. The Lava Dome intends to build phase I of the project for a total cost of \$10 million without any debt.
- C. **Timing** – The Lava Dome representatives would like a letter of intent so that they may proceed with donors, sponsors, and grantors. They have an aggressive schedule to break ground in 2023 so moving the project with speed is important.

Council approval on June 5, 2023 is subject to The Lava Dome approval of the letter of intent. The LOI will be provided once The Lava Dome has consented to the document.

- D. **Policy/legal** – The Letter of Intent is a non-binding document that can only be approved by the Keizer City Council.

V. **ALTERNATIVES:**

- A. Approve the Letter of Intent between the City of Keizer and The Lava Dome.
- B. Take No Action – Delay of approving the letter of intent will hold up fundraising with The Lava Dome.

The Lava Dome

June 5, 2023

VI. RECOMMENDATION:

The City Manager recommends approval of the Letter of Intent between the City of Keizer and The Lava Dome.

Attachment

Letter of Intent (added upon approval from The Lava Dome)



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

FROM: Machell DePina, Human Resources Director

SUBJECT: **CITY ATTORNEY EVALUATION**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-___ Authorizing Mayor to Send Letter to City Attorney Regarding Evaluation Recommendations and Observations.

I. SUMMARY:

The City Attorney's yearly performance evaluation has been completed and the Council has determined performance is satisfactory. The Attorney's contract requires action to be taken annually to extend the Attorney's contract.

II. BACKGROUND: The City Attorney's contract has a provision that the Council express, in writing, any recommendations and observations.

III. CURRENT SITUATION: This provision is met by the Council authorizing the Mayor to send a letter to the City Attorney. The attached resolution authorizes such a letter.

IV. ANALYSIS:

- A. **Strategic Impact** – Does not apply.
- B. **Financial** – A satisfactory review extends the Attorney's Contract. Compensation is not tied to the annual review.
- C. **Timing** – The evaluation is scheduled for June of each calendar year.
- D. **Policy/legal** – The Attorney's contract requires an annual review by council.

V. ALTERNATIVES:

Not applicable.

VI. RECOMMENDATION:

Staff recommends that the City Council adopt Resolution R2023-___ authorizing the Mayor to send a letter to Shannon Johnson on behalf of the Council stating that the requirement to provide written recommendations and observations has been satisfied.

ATTACHMENTS:

- Resolution R2023-___ Authorizing Mayor to Send Letter to City Attorney Regarding Evaluation Recommendations and Observations.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

AUTHORIZING MAYOR TO SEND LETTER TO
CITY ATTORNEY REGARDING EVALUATION
RECOMMENDATIONS AND OBSERVATIONS

WHEREAS, the City Attorney's Employment Contract states that a yearly performance review be conducted;

WHEREAS, the yearly performance review has been completed for the year ending June 30, 2023 and the Council has determined that E. Shannon Johnson's performance is satisfactory;

WHEREAS, the Contract has a provision that the City Council express in writing any recommendations and observations;

WHEREAS, the Council wishes to authorize the Mayor to send a letter to Shannon Johnson on behalf of the Council expressing that the requirement to provide written recommendations and observations has been satisfied;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Mayor is authorized to send the attached letter to Shannon Johnson on behalf of the Council stating that the requirement to provide written recommendations and observations has been satisfied.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect
2 immediately upon the date of its passage.

3 PASSED this _____ day of _____, 2023.

4

5 SIGNED this _____ day of _____, 2023.

6

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Mayor

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10

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City Recorder



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

June 6, 2023

Shannon Johnson
City Attorney – City of Keizer
P.O. Box 21000
Keizer, OR 97307

Dear Shannon:

The City Attorney's Employment Contract states that a yearly performance review be conducted and that the City Council express in writing any recommendations and observations.

As you are aware, the City Council met with you in Executive Session on June 5, 2023 to discuss your performance over the last fiscal year. At that time recommendations and observations were shared and the Council determined your performance is satisfactory. In addition, on June 5, 2023, the Keizer City Council confirmed the same with the passage of resolution: R2023-____.

Given the actions listed above, this letter serves to confirm the contractual requirement to provide written recommendations and observations has been satisfied.

Thank you for your continued service and dedication to the City of Keizer.

Sincerely,

Cathy Clark
Mayor – City of Keizer



CITY COUNCIL MEETING: Monday June 5, 2023

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **MCLEOD AVENUE STORM RE-ALIGNMENT**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-____ Authorizing the City Manager to Award and Enter Into an Agreement with Gelco Construction Company for McLeod Storm Realignment.

I. SUMMARY:

Through the routine video inspection of the stormwater system staff identified a section of failing pipe on McLeod Lane NE. This section of pipe is 36" in diameter and after evaluating the volume of drainage this pipe carries it was determined that a 10" pipe was adequate to serve the drainage area. This is due to a change in the overall system design as the area developed in the 1990's.

II. BACKGROUND:

The Department of Public Works solicited bids through the formal bid process for the re-alignment of approximately 420 feet of storm drain pipe. A total of 2 bids were received and opened Tuesday May 5th, 2023. The bids ranged from \$230,176.00 to \$217,675.00 with Gelco Construction Company submitting the lowest bid.

III. CURRENT SITUATION:

The existing pipe was video inspected and determined to be failing. In addition, the existing pipe is 36" in diameter and has been determined to be larger than needed. The new pipe will be 10" in diameter.

IV. ANALYSIS:

A. **Strategic Impact** – There is no direct strategic impact with approval of this project.

McLeod Avenue Storm Realignment

June 5, 2023

- B. **Financial** – Funds for this project are available in the City Council adopted Fiscal Year 2023/2024 Stormwater Fund budget. The engineers estimate for the project was \$240,000.00 and staff budgeted \$250,000.00 for the project.
- C. **Timing** – Approval of this request will allow repairs to be completed this summer before the fall and winter rainy season.
- D. **Policy/legal** – City Council approval is required to award this contract.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Take No Action – The pipeline will likely fail at some point in the future.

VI. RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to enter into this contract.

ATTACHMENTS:

- Resolution R2023-_____ Authorizing the City Manager to Award and Enter Into an Agreement with Gelco Construction Company for McLeod Storm Realignment

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND
ENTER INTO AN AGREEMENT WITH GELCO CONSTRUCTION
COMPANY FOR MCLEOD STORM REALIGNMENT

WHEREAS, the Public Works Department issues a request for bids for the McLeod
Storm Realignment project;

WHEREAS, four bids for this project were received. The low bid was for a total
amount of \$207,806.50, but that bid was found not responsible and nonresponsive. The next
low bid was submitted by Gelco Construction Company for a total amount of \$217,675.00. The
City Engineer has reviewed and certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is
hereby authorized to award the contract to, and if no objections are received, enter into an
agreement with Gelco Construction Company for a total cost of \$217,675.00 for the McLeod
Storm Realignment project. Funding for this project is from the Stormwater Fund.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
upon the date of its passage.

PASSED this _____ day of _____, 2023.

SIGNED this _____ day of _____, 2023.

Mayor

City Recorder



CITY COUNCIL MEETING: Monday June 5, 2023

To: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Adam J. Brown, City Manager

FROM: Bill Lawyer, Public Works Director

SUBJECT: **ANNUAL RESURFACING PROJECT**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-_____ Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC. for 2023 Pavement Resurfacing.

I. SUMMARY:

The proposed project will resurface Cherry Avenue NE from Greenwood Drive NE to the south city limits, approximately 1 mile.

II. BACKGROUND:

The Department of Public Works solicited bids through the formal bid process for the resurfacing of Cherry Avenue NE. A total of 3 bids were received and opened Tuesday March 30th, 2023. The bids ranged from \$1,497,377.05 to \$1,182,794.75 with Roy Houck Construction LLC. submitting the lowest bid.

III. CURRENT SITUATION:

Cherry Avenue is the selected street and was evaluated by staff using the Pavement Condition Index (PCI) and determined to be the priority street for resurfacing this year.

IV. ANALYSIS:

A. **Strategic Impact** – No strategic impact.

B. **Financial** – Funds for this project are available in the City Council adopted Fiscal Year 2023/2024 Street Fund Budget. The engineer's estimate for the project was \$ 1,700,000.00 and staff budgeted \$1,800,000.00 for the project.

C. **Timing** – Approval of this request will allow the project to be completed this summer.

Annual Resurfacing Project

June 5, 2023

D. **Policy/legal** – City Council approval is required to award this contract.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Take No Action – Cherry Avenue will continue to deteriorate and will need additional repairs in the future before the street be resurfaced.

VI. RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to enter into this contract.

ATTACHMENTS:

- Resolution R2023-____ Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC for 2023 Pavement Resurfacing

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER
INTO AN AGREEMENT WITH ROY HOUCK CONSTRUCTION LLC
FOR 2023 PAVEMENT RESURFACING

WHEREAS, the Public Works Department resurfaces streets annually;

WHEREAS, bids were solicited for resurfacing of various streets in Keizer;

WHEREAS, funds available to complete this project are from the street fund;

WHEREAS, three bids for this project were received. Roy Houck Construction LLC submitted the low bid for a total amount of \$1,182,794.75. The City Engineer has reviewed and certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to award the contract to and enter into an agreement with Roy Houck Construction LLC for a total cost of \$1,182,784.75 to resurface various city streets in Keizer. Funding for this project is from the Street Fund.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2023.

SIGNED this _____ day of _____, 2023.

Mayor

City Recorder



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Machell DePina, Human Resources Director

SUBJECT: **CITY ATTORNEY RECRUITMENT**

PROPOSED MOTION:

"I move the City Council adopt Resolution R2023-_____ Authorizing the City Manager to Enter Into Agreement with Ralph Andersen & Associates."

I. SUMMARY:

The City Council has expressed its intent to select and appoint a new City Attorney given the announced final retirement of current City Attorney E. Shannon Johnson effective February 28, 2024. The City Council authorized the City Manager to Initiate a Request for Proposal (RFP) process to hire an executive recruiting firm for the purpose of recruiting a City Attorney at its April 17, 2023 meeting. The RFP process has been completed and the selection committee is recommending the City enter into an agreement with Ralph Andersen & Associates.

II. BACKGROUND:

- A. On December 15, 2021, City Attorney Johnson provided his notice of intent to retire on January 31, 2022 and request to be rehired in Limited Duration capacity until February 28, 2024 via the Work After Retirement Policy which, based on the provisions of Oregon Senate Bill 1049, allows full-time re-employment to end no later than December 31, 2024.
- B. The City Council approved the retire/rehire request and Limited Duration Employment Contract via Resolution R2021-3241 on December 20, 2021. The contract commenced on February 1, 2022 and terminates on February 28, 2024.

- C. During the quarterly PPC meeting held on January 23, 2023, PPC members asked for recommendations to be provided on the pros and cons of using an executive recruiting firm and the amount of time for overlap for the new City Attorney with the departing City Attorney.
- D. The pros and cons were presented to Council at its April 17, 2023 meeting and the Council authorized the City Manager to initiate a RFP process to hire an executive recruiting firm.

III. **CURRENT SITUATION:**

- A. The City issued a Request for Proposals (RFP) to start the recruitment process on April 26, 2023.
- B. Four proposals were received.
- C. The proposals were independently evaluated by the selection committee and the committee is recommending that Ralph Andersen & Associates be award the agreement.
- D. The proposers were notified on May 25, 2023 that the evaluation resulted in the intent to award the agreement to Ralph Andersen & Associates.
- E. The parties have negotiated the terms of the agreement.

IV. **ANALYSIS:**

- A. **Strategic Impact** – Does not apply.
- B. **Financial** – The cost of utilizing Ralph Andersen & Associates is \$28,750.00. These costs will be paid with ARPA grant funds.
- C. **Timing** – If the Council wishes to accomplish the recruitment in a timely manner, the Council needs to authorize the City Manager to sign the agreement with Ralph Andersen & Associates.
- D. **Policy/legal** – Council approval is required for this request given the position of City Attorney is supervised by the City Council and therefore the hiring process is also at the discretion of the City Council. Council approval is also required based on the anticipated amount of the expenditure.

V. **ALTERNATIVES:**

- A. Authorize the City Manager to enter into an agreement with Ralph Andersen &

Associates to conduct the process for hiring of the city attorney.

- B. The Council may choose not to utilize an executive recruiting firm and request the City Attorney recruitment be handled in-house.
- C. The Council may choose to not fill the City Attorney position and instead contract out for legal services.

VI. RECOMMENDATION:

Staff recommends that the City Council approve Resolution R2023-_____ Authorizing City Manager to Enter Into Agreement with Ralph Andersen & Associates.

ATTACHMENTS:

- Resolution R2023-____ Authorizing City the Manager to Enter Into Agreement with Ralph Andersen & Associates

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2023-_____

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5
6 AUTHORIZING THE CITY MANAGER TO ENTER
7 INTO AGREEMENT WITH RALPH ANDERSEN &
8 ASSOCIATES
9

10
11 WHEREAS, a request for proposal was issued on April 26, 2023 soliciting
12 proposals for executive recruitment services for city attorney;

13 WHEREAS, four proposals for this project were received.

14 WHEREAS, the proposals were independently evaluated by the selection
15 committee and the selection committee recommended that Ralph Andersen & Associates
16 be awarded the Agreement.

17 WHEREAS, the proposers were notified that the evaluation resulted in the intent
18 to award the Agreement to Ralph Andersen & Associates;

19 WHEREAS, the parties have negotiated the terms of the Agreement and desire to
20 enter into such Agreement;

21 NOW, THEREFORE,

22 BE IT RESOLVED by the City Council of the City of Keizer that the City Manager
23 is hereby authorized to enter into the attached Agreement with Ralph Andersen &
24 Associates to perform executive recruitment services for city attorney.
25

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
 2 upon the date of its passage.

3 PASSED this _____ day of _____, 2023.

4

5 SIGNED this _____ day of _____, 2023.

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 Mayor

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 City Recorder

PERSONAL SERVICES AGREEMENT

This Agreement is made between:

THE CITY OF KEIZER, an Oregon municipal corporation, ("City")

and

RALPH ANDERSEN & ASSOCIATES ("Provider")

for

"Executive Recruitment Services for City Attorney"

1. PROVIDER'S OBLIGATIONS

- 1.1 Provide executive recruitment services for City Attorney as set forth in the "Supporting Documents" which are attached hereto, and by this reference incorporated herein. Provider expressly acknowledges that time is of the essence of any completion date set forth in the SUPPORTING DOCUMENTS, and that no waiver or extension of such deadline may be authorized except in the same manner as herein provided for authority to exceed the maximum compensation. These tasks and services defined and described in the "SUPPORTING DOCUMENTS" shall hereinafter be referred to as the "Work."
- 1.2 Provider shall obtain and maintain during the term of this Agreement and until City's final acceptance of all Work performed hereunder, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) for each occurrence for Bodily Injury and Property Damage.
 - 1.2.1 The insurance required in this Article shall include the following coverages:
 - a. Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage;
 - b. Automobile Liability.
 - 1.2.2 Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:
 - a. Name as additional insured "the City of Keizer, its officers, agents and employees" with respect to claims arising out of Provider's Work under this Agreement;

- b. Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
 - c. Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
 - d. Provider shall immediately notify the City of any change in insurance coverage;
 - e. Provider shall supply an endorsement naming the City, its officers, employees, and agents as additional insureds within ten (10) days of the Effective Date of this Agreement; and
 - f. Be evidenced by a certificate or certificates of such insurance approved by the City.
- 1.3 Provider shall carry Errors and Omissions (professional liability) insurance coverage with combined single limits of not less than \$1,000,000 (one million dollars) from an insurer authorized to transact business in the State of Oregon. Provider shall furnish evidence of such coverage through a certificate of insurance in a form acceptable to the City.
- 1.4 All subject employers working under this contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
- 1.5 Provider agrees to comply with all applicable local, state and federal law, including but not limited to the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS).

Keizer encourages the participation of Target Businesses. These businesses are defined as Disadvantaged, Minority-Owned, Women-Owned, and Emerging Small Businesses (DMWESB) certified by the State of Oregon (OMWESB), and businesses certified as Small Disadvantaged Businesses by the Small Business Administration. Provider may not discriminate in the award of a subcontract because the subcontractor is a minority, women, or emerging small business enterprise (MWESB) certified under ORS 200.055. Provider specifically certifies, under penalty of perjury, that the Provider has not discriminated against minority, women, or

emerging small business enterprises in obtaining any required subcontracts.

2. CITY'S OBLIGATIONS

- 2.1 City shall pay Provider the sum of Twenty-Eight Thousand, Seven Hundred and Fifty Dollars (\$28,750.00, as provided herein as full compensation for Provider's performance of the Work as specified in the SUPPORTING DOCUMENTS. This sum shall be paid as follows:
 - 2.1.1 \$8,625 within fifteen (15) days of completion of Task 2.
 - 2.1.2 \$8,625 within fifteen (15) days of completion of Task 3.
 - 2.1.3 \$8,525 within fifteen (15) days of completion of Task 6.
 - 2.1.4 The balance within fifteen (15) days of full execution of new City Attorney employment contract.
- 2.2 In no event shall Provider's total of all compensation under this Agreement exceed the sum of Twenty-Eight Thousand, Seven Hundred and Fifty Dollars (28,750.00) without the express, written approval from the City official whose signature appears below, or such official's successor in office. Provider expressly acknowledges that no other person has authority to order or authorize any work exceeding this maximum sum, and that any authorization from the responsible official must be in writing. Provider further acknowledges that any work done, or expenses incurred without authorization as provided herein is done at Provider's own risk and as a volunteer without expectation of compensation or reimbursement.

3. GENERAL PROVISIONS

- 3.1 This is a non-exclusive Agreement. Provider is obligated to provide service at the rates set forth above during the term of this Agreement unless Provider is unavailable because of prior commitment. City is not obligated to assign any amount of work to Provider and is free to engage the similar services of other providers in its sole discretion.
- 3.2 Provider shall comply with all applicable federal, state, and local laws, rules and regulations, including, but not limited to, the requirements concerning working hours, overtime, medical care, workers compensation insurance, health care payments, payments to employees and subconsultants and income tax withholding contained in ORS Chapters 279A and 279B, the provisions of which are hereby made a part of this Agreement.

This project is funded by the American Rescue Plan Act funds and therefore is subject to the requirements of both state contract regulations as well as

any federal requirements under the agreement between the City of Keizer and the U.S. Department of the Treasury attached hereto. Notwithstanding anything in this agreement to the contrary, this Agreement is subject to all current statutes and regulations, federal and state contract regulations.

- 3.3 Provider agrees to be bound to the provisions of the U.S. Department of the Treasury Assurances of Compliance with Civil Rights Requirements (OMB Approved No. 1505-0271) Sections 1 through 4 attached hereto, as well as comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of the contract. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. §2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this Agreement.
- 3.4 Provider is an independent contractor and not an employee or agent of the City for any purpose.
- 3.5 Provider is not entitled to, and expressly waives all claims to City benefits such as health and disability insurance, paid leave, and retirement.
- 3.6 Provider agrees that any publication produced under this Agreement must display the following language: "This project is being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."
- 3.7 Provider shall not assign, subcontract, or sublet any interest in this Agreement; it being understood that Provider's services are personal and Provider was chosen on the basis of the quality and suitability of those personal services.
- 3.8 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.
- 3.9 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.

- 3.10 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.225, 279B.230 and 279B.235.
- 3.11 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the District of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 3.12 Provider shall defend, save, hold harmless and indemnify the City and its officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Provider or its officers, employees, contractors, or agents under this Agreement.
- 3.13 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees, or agents.
- 3.14 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Provider and the City set forth in this Agreement.
- 3.15 Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, payment provisions, the prevailing party in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorneys' and expert witnesses' fees, which shall be determined by the court or forum in such proceeding. For purposes of this provision, "prevailing party" shall include a party that dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.

4. OWNERSHIP OF WORK PRODUCT AND INTELLECTUAL PROPERTY

- 4.1 All Work product produced in furtherance of this Agreement belongs to the City and any copyright, patent, trademark proprietary or any other protected intellectual property right shall vest in and is hereby assigned to the City. Provider retains no right, ownership or title in any copyright, patent, trademark, proprietary or any other protected intellectual property right resulting from the Work under this Agreement.

5. SUPPORTING DOCUMENTS

- 5.1 The following documents may, by this reference, be expressly incorporated in this Agreement, and are collectively referred to in this Agreement as the "SUPPORTING DOCUMENTS:"
- a. The Provider's complete, written Proposal to Provide Executive Recruitment Services for the City of Keizer submitted by Ralph Andersen & Associates.
 - b. The Request for Proposals (RFP) to Provide Executive Recruitment Services for City Attorney.
- 5.2 This Agreement and the SUPPORTING DOCUMENTS shall be construed to be mutually complimentary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the following descending order of precedence shall control:
- 5.2.1 The provisions of this Agreement.
 - 5.2.2 The provisions of the Request for Proposals.
 - 5.2.3 The Proposal.

6. REMEDIES

- 6.1 In the event Provider is in default of this Agreement, City may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:
- 6.1.1 Termination of this Agreement;
 - 6.1.2 Withholding all monies due for Work and Work Products that Provider has failed to deliver within any scheduled completion dates or has performed inadequately or defectively;
 - 6.1.3 Initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;
 - 6.1.4 Exercise of its right of setoff.

- 6.1.5 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.
- 6.2 In the event City terminates the Agreement, or in the event City is in default, Provider's sole monetary remedy shall be:
 - 6.2.1 with respect to services compensable on an hourly basis, a claim for unpaid invoices, hours worked within any limits set forth in this Agreement but not yet billed, authorized expenses incurred and interest of two-thirds of one percent per month, but not more than eight percent per annum, and
 - 6.2.2 with respect to deliverable-based Work, a claim for the sum designated for completing the deliverable multiplied by the percentage of Work completed and accepted by City, less previous amounts paid and any claim(s) that City has against Provider.
 - 6.2.3 In no event shall City be liable to Provider for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Provider exceed the amount due, Provider shall pay immediately any excess to City upon written demand provided.

7. TERM AND TERMINATION

7.1 Term

- 7.1.1 Unless sooner terminated as provided in Subsection 7.2, this Agreement shall be effective from the date of execution on behalf of the City as set forth below (the "Effective Date"), until a new City Attorney is onboard with the City or February 1, 2024, whichever is earlier, unless a top candidate is not chosen or the top candidate fails to sign an employment contract for any reason. In that case, Provider shall repeat the recruitment once for no additional professional fees, only charging expenses.

7.2 Termination

- 7.2.1 The City and Provider may terminate this Agreement by mutual agreement at any time.
- 7.2.2 The City may, upon not less than 15 (fifteen) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.
- 7.2.3 Either party may terminate this Agreement, with cause, by not less than 14 (fourteen) days' prior written notice if the cause is not cured within that 14-day period after written notice is given. Such termination is in addition to and not in lieu of any other remedy at law or equity.

8. GUARANTEE

- 8.1 Provider shall guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, Provider will conduct one replacement search with no additional professional fee, only charging expenses. This provision shall survive termination of this Agreement.

9. NOTICE

- 9.1 Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid at the address set forth below:

If to the City:
 City of Keizer
 Attn: Human Resources Director
 930 Chemawa Road NE
 PO Box 21000
 Keizer, OR 97307

With a copy to:
 City of Keizer
 Attn: City Attorney
 930 Chemawa Road NE
 PO Box 21000
 Keizer, OR 97307

If to Provider:

 Ralph Andersen & Associates
 Attn: Heather Renschler
 5800 Stanford Ranch Road, Suite 410
 Rocklin, CA 95765

10. WAIVER OF BREACH

- 10.1 One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this

Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

11. ELECTRONIC TRANSMISSION

- 11.1 Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF KEIZER

RALPH ANDERSEN & ASSOCIATES

By: _____

Adam J. Brown
City Manager

By: Heather Renschler

Heather Renschler
President/CEO

Date: _____

Date: May 26, 2023



Ralph Andersen & Associates
A Tradition of Excellence Since 1972

452

5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

May 9, 2023

Ms. Machell DePina
Human Resources Director
City of Keizer
930 Chemawa Road NE
Keizer, Oregon 97303

Via Email: harmst@keizer.org

Dear Ms. DePina:

Ralph Andersen & Associates is pleased to submit this proposal to conduct a search for the position of City Attorney for the City of Keizer.

The City of Keizer is seeking an executive search firm to assist the City in the search and selection of a City Attorney. If selected to conduct this search, the City will have Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, as Project Director.

Important to note, Ms. Renschler has recently conducted legal searches for the cities of Lake Oswego, Oregon (City Attorney) and Vancouver, Washington (Chief Assistant City Attorney and Assistant City Attorney-Land Use). The ability to recruit for the uniqueness of land use with the State of Oregon is also a testament to the firm's ability to understand Oregon's laws. Sample recruitment brochures have been included to demonstrate the firm's ability to appropriately represent public agencies in the Pacific Northwest, per the requirement in the Request for Proposal.

Ms. Renschler can be contacted as follows:

Ms. Heather Renschler
President/CEO
Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
office (916) 630-4900
cell (916) 804-2885
email heather@ralphandersen.com
website www.ralphandersen.com

With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout Oregon as well as from across the nation. Our proposal outlines the firm's experience in conducting City Attorney recruitments, the methodology/work plan and timeline to accomplish the search tasks, as well as the cost to conduct a comprehensive search.

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

Should you need any clarification, please feel free to contact our firm at (916) 630-4900. Thank you very much for your consideration of this proposal.

Respectfully Submitted,

Heather Renschler
President/CEO



Project Understanding

Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the City of Keizer with recruiting its new City Attorney. We have conducted more successful executive recruitments than any other firm since 1972. From helping the City to create a competency-based interviewing framework for the new City Attorney to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The City has requested our proposal to assist in the identification and recruitment of a highly qualified group of candidates for the new City Attorney. In particular, the City of Keizer is seeking a firm with a strong national presence and the professional experience to clearly assess the City's needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the City's leadership, stakeholders, staff, and, if desired, the community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

The City's goal in conducted this search is:

"...to provide an open and fair recruitment that will attract a diverse applicant pool of top talent, incorporating the interests of the City's workforce, Keizer community, City elected officials and local government partners into the selection process and guiding the Keizer City Council in the hiring process of the City's next City Attorney."

We understand that the City expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with the desired characteristics and build a recruitment strategy that is tailored to meet the City of Keizer's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a highly qualified group of candidates.

Key Project Milestones

The key milestones for the City Attorney search include:

- Meeting via video with City Council, City Leadership, and Community stakeholders
- Develop a recruitment timeline
- Prepare a digital recruitment brochure
- Develop and implement an advertising campaign
- Initial Screening of candidates and provide a candidate report after the closing date
- Finalist Interviews

We believe in adhering to a timeline that will allow us to solicit top candidates for the City. Ramifications of missing milestones often results in delaying a search process and may impact the loss of top candidates, especially in a competitive market. At times, extending a search is needed, after discussion with our client, in order to further outreach to candidates. This level of communication and decision making is done in consultation with our client.

Key Deliverables

The key deliverables that would be considered typical in a search of this nature include the following:

- Recruitment Timeline
- Recruitment Brochure
- Agreed upon slate of Recommended Candidates for Interview
- Finalist Interviews
- Candidate Background Report on the Top Candidate (includes references and other verifications such as DMV Check, Credit Check, Civil and Criminal Searches including internet and article searches)
- Coordination with the City Council on the Employment Offer and Employment Agreement
- Coordination with the City Council on the media and public release of information.

Qualifications

Qualifications of the Firm

Ralph Andersen & Associates serves a nationwide clientele through its Corporate Office in the Sacramento area. The Corporate Office is located at 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765; phone number (916) 630-4900. Ms. Heather Renschler is the primary contract for this proposal. The firm currently has 17 employees.

Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, all senior staff have personal, hands-on executive experience in the operation of public agencies and private businesses.

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

Range of Services Offered

Ralph Andersen & Associates specializes in the following primary service areas: executive search, management consulting, and human resources consulting.

- **Executive Search** – At Ralph Andersen & Associates, there's always an entire team behind every recruitment assignment that we undertake. Our multi-disciplinary approach takes the best ideas in executive recruiting and creates innovative ways to get the right candidates for clients. When you retain Ralph Andersen & Associates, you actually get an entire team's worth of support and expertise working together to achieve your organization's objectives. The firm has conducted executive searches for large and small organizations throughout the nation. In addition to conducting searches for city manager and other chief executive officer positions, Ralph Andersen & Associates has successfully completed searches in every area of municipal service. Ralph Andersen & Associates believes the most important element of a successful executive search is to listen carefully to what our clients are looking for in terms of candidate experience and qualifications. Using these client-focused guidelines, candidate identification is undertaken through marketing and personal outreach.
- **Management Consulting** – Ralph Andersen & Associates helps organizations improve their performance potential with a range of management consulting services. The types of services provided by the firm include management and performance audits, organizational analyses, productivity improvement analyses, agency and service consolidation assessment, specialized financial management including debt restructuring and organizational problem solving. In addition to providing these services to entire organizations, the firm often conducts management consulting engagements that are focused in a specific service area such as public safety, city management, finance, public works, community development and other major service areas. Ralph Andersen & Associates treats every management consulting engagement as unique. This approach means we will assemble a consulting team comprised of consultants with the specific talents and experience needed to successfully achieve the client's objectives. Our team of experienced consultants perform complex analyses and recommend solutions that are practical and most importantly, are capable of being implemented by our clients.
- **Human Resources Consulting** – The firm provides a full range of contemporary human resources consulting including classification studies, compensation studies, benefits analysis, pay plan development, executive pay, and pay for performance. Key staff have proven success in working with labor groups and elected officials in identifying solutions

and solving challenging problems. Services also include expert witness services for mediation and arbitration hearings. Our approach to consulting services is characterized by proven methods, extensive data collection, accurate analysis, and effective communication and messaging.

Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates, a California Corporation, has been providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years. The Corporate Office of Ralph Andersen & Associates is located in the Sacramento Area (Rocklin).

With Ralph Andersen & Associates, there is an entire team behind every recruitment. Our firm takes a multi-disciplined, team approach to executive search. Successful outreach relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. By drawing on the combined expertise of our associates and our network of professional contacts, we address outreach from a wide variety of perspectives and find unique ways to identify and recruit the best and brightest.

Relevant Search Experience

Ralph Andersen & Associates conducts a wide array of searches in the public sector. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities.

Ralph Andersen & Associates has conducted the following Pacific Northwest based recruitments (non-legal recruitments) in the last five years (2018 – Present):

- Bellevue, WA
 - Chief Economic Development Officer (2019)
- Bremerton Housing Authority, WA
 - Executive Director (2020)
- Issaquah, WA
 - Public Works Director (2020)
- King County, WA
 - Chief of Staff (King County Council) (2022)
 - Director for the Office of Law Enforcement Oversight (2021)
 - Human Resources Director (2018)
- King County Housing Authority, WA
 - Deputy Executive Director of Administration (2018)
- Renton Regional Fire Authority, WA
 - Fire Chief (2021)
- Richland, WA
 - Chief of Police (2019)

- Salem, OR
 - Chief of Police (2020)
- Seattle, WA
 - Community Police Commission – Executive Director (2021)
 - Office of the Inspector General Director (2018)
- University of Washington, WA
 - Police Chief (2022)
- Vancouver, WA
 - Deputy City Manager – Community and Economic Development (2021)
 - Deputy City Manager for Enterprise Services (2021)

Ralph Andersen & Associates has conducted the following legal recruitments in the last five years (2018 – Present) in all locations:

- Coconino County, AZ
 - Senior Civil Attorney (Limited Search) (2022)
- Fremont, CA
 - Deputy City Attorney (Current Search)
- Lake Oswego, OR
 - City Attorney (2022) – **Sample Recruitment Brochure Provided**
- Palmdale, CA
 - City Attorney (Limited Search) (Current Search)
- Richmond, CA
 - Assistant City Attorney and Deputy City Attorney (Multiple Positions) (2021)
- Sacramento, CA
 - City Attorney (2018)
- Upper Arlington, OH
 - City Attorney (2020)
- Vancouver, WA
 - Assistant City Attorney – Land Use (2021)
 - Chief Assistant City Attorney (2021) – **Sample Recruitment Brochure Provided**
- Ventura, CA
 - City Attorney (2022)

Experience Conducting Outreach and Recruitment

Strategy for Recruitment of Diverse Candidates

To Ralph Andersen & Associates, the diversity of the candidates we present to our clients is a very important metric that helps measure the success of our search. We also believe an equally important measure of success is whether the client has a choice among men and women of various ethnic backgrounds on the list of finalist candidates.

Brochure

The brochure not only outlines the recruitment criteria, but it builds a visual identity that communicates the importance of diversity within the recruitment. Images used in the brochure should reflect the various ranges of diversity that exist within the organization and the community.

Targeted Outreach to Minority Candidates

Outreach to traditional associations primarily dedicated to the advancement of equity and justice for their members is a strong source for minority and female candidates. Personal contacts within these types of organizations will assist the firm by identifying top talent within their respective memberships, which will result in a more diverse candidate pool for the position. The Project Director's focus will include specific outreach to various affinity groups in Oregon that support the legal profession.

Ralph Andersen & Associates has a presence on LinkedIn, Twitter, and Facebook and uses social media to reach potential candidates.

Ralph Andersen & Associates is very proud of our track record with minority and female placements. Ralph Andersen & Associates' listing of Women and Minority placements can be provided upon request.

Project Manager Qualifications

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf.

The City of Keizer will have Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, as the Project Director on this engagement. Ms. Renschler will have all the resources and full support of our firm fully dedicated to ensuring the highest quality outcome during this important recruitment process.



Ms. Heather Renschler, Project Director

Ms. Renschler has been with Ralph Andersen & Associates for more than 37 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 25 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.

Ms. Renschler has extensive experience in conducting city attorney recruitments on a national scale and, as a result, has developed a network of contacts and potential candidates on a national basis. Ms. Renschler has had significant involvement in city attorney/legal related searches over an extended period of time, and as a result, has an extensive network from which to attract potential candidates.

Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

A complete listing of Ms. Renschler's recruitments for **all positions** is attached to this proposal.

More specifically, Ms. Renschler has conducted the following City Attorney recruitments since 2018:

- Coconino County, AZ
 - Senior Civil Attorney (Limited Search) (2022)
- Fremont, CA
 - Deputy City Attorney (Current Search)
- Lake Oswego, OR
 - City Attorney (2022)
- Richmond, CA
 - Assistant City Attorney and Deputy City Attorney(2021)
- Sacramento, CA
 - City Attorney (2018)
- Upper Arlington, OH
 - City Attorney (2020)
- Vancouver, WA
 - Assistant City Attorney (2021)
 - Chief Assistant City Attorney (2021)
- Ventura, CA
 - City Attorney (2022)

References

At Ralph Andersen & Associates, we feel strongly that our past client relationships will attest to the professionalism of our services. We would be pleased to provide additional references upon the City's request.

- **City of Lake Oswego, OR**
Megan Phelan, Deputy City Manager
-or-
Joe Buck, Mayor
Phone: (503)-635-0281 (Office # for Ms. Phelan)
Recruitment: City Attorney
- **City of Vancouver, WA**
Jonathan Young, City Attorney
(360) 487-8500
Recruitment: Chief Assistant City Attorney and Assistant City Attorney – Land Use

Key Personnel Qualifications

Paraprofessional, graphics, and support staff will provide administrative support to the search team on recruitment assignments. These may include:



Ms. Diana Haussmann, Recruitment Manager

Ms. Haussmann joined Ralph Andersen & Associates in 1998 and currently serves as a Recruitment Manager. Ms. Haussmann provides administrative and technical support to the Executive Search team, and is involved with the recruitment process from start to finish, working closely with the firm's clients and candidates. Prior to joining Ralph Andersen & Associates, Ms. Haussmann provided administrative support to the legal profession and also worked in the fast-paced world of title and escrow. Ms. Haussmann has more

than 25 years of executive level administrative experience and holds an Associate of Arts degree in Legal Office Administration.



Ms. Hannah Jones, Senior Recruitment Coordinator

Ms. Hannah Jones joined Ralph Andersen & Associates as a Research Assistant and was quickly promoted to Senior Recruitment Coordinator. As a Senior Recruitment Coordinator, Ms. Jones provides support services to consultants on some of the firm's most complex recruitments. Ms. Jones holds a Bachelor of Arts degree in History with coursework in Public Policy from William Jessup University. She has also completed coursework in History at the University of Oxford in the United Kingdom. Ms. Jones also

holds a Master of Arts degree in Museum Studies from the University of Oklahoma.



Ms. Christen Sanchez, Senior Recruitment Coordinator

Ms. Christen Sanchez as a Senior Recruitment Coordinator with Ralph Andersen & Associates and provides administrative support services to the Executive Search team. Prior to joining Ralph Andersen & Associates, Ms. Sanchez provided administrative services as a Scheduling Coordinator for applied behavioral analysis services provided to children with developmental disabilities across the Central Valley and the Greater Sacramento area. Ms. Sanchez holds a Bachelor of Arts degree in English from California State University, Stanislaus.



Tina Keller, Recruitment Assistant/Coordinator

Ms. Tina Keller joined Ralph Andersen & Associates as a Human Resources Analyst and was elevated to Recruitment Assistant/Coordinator. As a Recruitment Assistant/Coordinator, Ms. Keller provides assistance and scheduling to the Senior Recruitment Coordinators, working side by side with on many of the firm's Executive searches. Additionally, Ms. Keller assists Consultants on research and scheduling needs. Prior to joining Ralph Andersen & Associates, Ms. Keller was a Human Resources Generalist in the

Semi-Conductor industry in the Bay Area for 10 years. Ms. Keller holds a Bachelor of Arts degree in Speech Communication from San Jose State University



Karen AllGood, Graphic Designer/Creative Coordinator

Ms. Prior to joining Ralph Andersen & Associates, Ms. AllGood provided graphic design services as a Technical Illustrator for The Jones Group apparel production corporation; and provided administrative support services as a Legal Secretary for the Jones Day law firm. Ms. AllGood also served in the United States Navy. Ms. AllGood holds a Bachelor of Fine Arts degree in Marketing and Fashion Design from AIU, Atlanta, Georgia.



Teresa Heple, Contracts/Proposal Manager

Ms. Teresa Heple joined Ralph Andersen & Associates in 1981 and currently serves as a Contracts/Proposal Manager. Throughout her tenure with the firm, Ms. Heple has provided administrative and technical support to all of the firm's operating divisions. Prior to joining Ralph Andersen & Associates, Ms. Heple provided administrative support to a capital investment firm and served in the United States Navy. Ms. Heple has more than 40 years' experience in the field of administrative and executive level support. She holds an Associate's

degree from American River Community College.

Project Approach and Schedule

Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

We feel that the key elements of the search process, which can be tailored to fit the specific needs of the City of Keizer, should include:

- Developing a comprehensive position profile based upon information obtained in video meetings with the City Council, City Leadership, Human Resources Director, and other key staff members.
- If appropriate, and desired by the City Council, also conduct a video meeting with the long-tenured, outgoing City Attorney.
- Extensive personal outreach, via telephone and through internet technology, to qualified candidates throughout Oregon due to the Oregon Bar license requirement.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts throughout the region.
- A screening and assessment process that narrows the field of candidates to those that most closely match the needs of the City and is based on extensive reference checks and telephone interviews with the top candidates.
- Delivering a product in the form of a search report that recommends the top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Projected Workload of the Project Manager and Key Personnel

Ms. Renschler has the capacity to undertake a search of this nature and also has no conflicts of interest to declare that may prohibit the representation of the City of Keizer in her outreach efforts.

Search Work Plan

This section describes the usual steps in the search for a new City Attorney for the City of Keizer. This recruitment will be under the direction of Ms. Heather Renschler, Project Director/Search Consultant.

Task 1 – Review Project Management Approach

The Project Director, Ms. Renschler, will begin work on June 6th, 2023 as noted in the Request for Proposal to commence services after the City provides a contract or, alternatively, an official notice to proceed. The first task will include established individual and/or group video meetings with the City Council, City Leadership, Human Resources Director, and others (done via the Zoom Technologies application), as appropriate, to finalize the recruiting and selection process. This will include discussion of the project management for this search, review of the work plan, confirmation of timing, and communication methods. Working collaboratively with the City Council, Human Resources Director, and key City staff, this task will result in a more definitive timetable.

As part of our overall approach to this project, the Project Director will deliver regular status reports at each stage of the search. In addition, Ms. Renschler will be highly accessible and responsive to client requests and inquiries.

Task 2 – Develop Position Profile

The position profile for the City Attorney is the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.

Technical Information

Ms. Renschler will conduct video meetings with the City Council, City Leadership, Human Resources Director, key staff members, and Community Stakeholders as directed by the City to gain an understanding of the experience and professional background requirements desired in the City Attorney. These meetings, all done via video conferencing, will also help the Search Consultant gain an understanding of the work environment and the issues facing the City of Keizer.

Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the City Attorney. The criteria should reflect the goals and priorities of the City of Keizer.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by Ralph Andersen & Associates. The brochure will be reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

Information obtained through individual meetings can be summarized if needed or more appropriately captured in the brochure as part of the search process. Important to note, the source of the information will remain confidential.

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the Search Consultant and includes specific outreach and recruiting activities briefly described below.

Outreach

An accelerated outreach and advertising campaign will be developed. It will include the placement of ads in publications such as the League of Oregon Cities, Association of Washington Cities, Oregon State Bar, National Association of Women Lawyers, National Black Lawyers, Latina Lawyers Bar Association, Mexican American Bar Association, and other professional publications in California. Specific Internet sites related to government will be used as a method of extending the specific outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a

large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

Candidate Identification

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the Search Consultant will target those individuals who meet the criteria set by the City. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

Preliminary Research and Internet Review

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

Preliminary Interviews via Video Technology

The Search Consultant will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research and Internet review processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be conducted using video technology.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately four (4) to six (6) individuals. Those individuals will be reviewed with the City prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, all documentation will be supplied to the City electronically. No hard copies will be supplied to the City for any phase of this search engagement. Ms. Renschler will prepare detailed information for review including resumes uploaded to a file sharing system (i.e., DropBox or ShareFile). Ms. Renschler will conduct a video conference with the City Council, Human Resources Director, or other designated representative to review the search report on the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates that are recommended to be interviewed via video by the City; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. The search report will include candidate resumes and cover letters. The results of preliminary media research will be included. This

video meeting will result in a confirmed group of top candidates for the City Council to further consider.

Important to note, we do not conduct references on finalist candidates. We typically do so on only the selected top candidate. Periodically, we may recommend conducting references on the top two candidates to assist the governing body in the final selection and is done in the final stages of the search process. Verifications such as credit check, DMV Report, and civil/criminal are typically conducted once a contingent offer is made to the selected candidate unless the finalist candidate(s) give explicit approval and sign a release to proceed. Verifications are not conducted on all finalists other than the more standard education check before interviewing with the City Council.

The results of the Search Report will be a confirmed group of finalist candidates that the City Attorney will interview.

Task 6 – Selection

The final selection process will vary depending upon the desires of the City. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- Ms. Renschler will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an electronic interview booklet (uploaded to a file sharing program such as DropBox or ShareFile) that includes the resume, cover letter, and preliminary media research for each candidate. In addition, this electronic information will contain suggested questions and areas for discussion based upon the recruitment criteria. Electronic copies of the interview booklet will be provided in advance of the candidate interviews. No hard copies of material will be provided. Should the City desire hard copies, that will be the responsibility of the City to produce and distribute.
- Ms. Renschler will facilitate the Interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Additionally, verifications will be made on the top two candidates and will include education verifications, Department of Motor Vehicle check, and credit check. Due to legislation, criminal checks (“Ban the Box”) are only permissible when a contingent offer of employment is made. The results of these verifications will be discussed with the City at the appropriate time.
- Reference checks will be conducted on the top candidate. The results of these reference checks will be discussed with the City at the appropriate time during a closed session.
- As needed, the Search Consultant is available to provide assistance to the City in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.

Task 7 – Negotiation

The Project Director is available to assist the City in negotiating a compensation package with the selected candidate. This includes recommendations on setting compensation levels.

Task 8 – Close Out

After the City has reached agreement with the individual selected for the position, the Search Consultant will close out the search. These activities will include advising all of the finalist candidates of the status of the search by telephone.

Use of City Personnel

We will partner with the City's staff to allow for a collaborative process. This is not to shift the responsibility of the work and deliverables but rather to allow for a smooth and effective recruitment process. We typically will designate one person inside City Hall, usually within the Human Resources Department, to work as our point of contact or liaison.

Schedule

We anticipate approximately a 90 – 120-day time frame for this entire recruitment process. Due to the focus, we hope to keep the outreach period open for at least six (6) weeks.

A sample timeline is provided below.

Task	Estimated Week of Completion
Task 1 – Review Project Management Approach	Week One
Task 2 – Develop Position Profile and Recruitment Brochure	Week One – Week Two
Task 3 – Outreach and Recruiting	Week Two – Seven
Task 4 – Candidate Evaluation	Ongoing Throughout Process (typically more focused during Week Six and Week Seven)
Task 5 – Search Report	Week Eight – Week Nine
Task 6 – Selection	Week Nine - Week Ten
Task 7 – Negotiation	Week Ten – Week Eleven
Task 8 – Close Out	Week Twelve

Cost Schedule

The recruitment effort for a new City Attorney for the City of Keizer will be a national search process with a focus in Oregon due to the Oregon State Bar requirement. The review of resumes and qualifications will be conducted on all candidates that submit giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of \$28,750*** for recruitment services and all related expenses.

***Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (primarily conducted through video conferences with the exception of on-site Finalist Interviews-Round #2), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Reference checks will be conducted on the top candidate. Should the City desire to conduct reference calls on more than one candidate, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.

Invoicing for Services – Our preference for invoicing (although we are open to discussing the City's preference for two payments as noted in the RFP) would be to bill as the work is completed in four installments as follows:

- Following kick-off and finalization of recruitment brochure – \$8,625
- After the closing date – \$8,625
- After finalist interviews – \$8,625
- Upon placement – \$2,875

Progress payments will be due upon receipt.

Brochure – A full color electronic profile (brochure) will be developed for the City Attorney recruitment. All pictures will be the responsibility of the City. The City will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the City will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

Exception – Any candidate travel is the full responsibility of the City.

Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment, the City Attorney resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City of Keizer would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The City would be expected to pay for all incurred expenses.

**CITY OF KEIZER
REQUEST FOR PROPOSALS
TO PROVIDE**

Executive Recruitment Services for City Attorney

SECTION I

BACKGROUND AND SCOPE OF WORK

I. Introduction

I-1A Description of the Scope of Work

The City of Keizer is interested in retaining the services of an experienced, professional executive search firm well connected to the government sector to develop and execute a customized recruitment process for the position of City Attorney. The City of Keizer invites qualified firms to submit proposals to provide the services described in this Request for Proposal (RFP).

The City of Keizer is a dynamic and diverse community and the City employs a diverse workforce and encourages Minority, Women and Emerging Small Business (MWESB) and Veteran firms seeking contracting opportunities.

I-1B Background Information

This project is funded by the American Rescue Plan Act funds and therefore is subject to the provisions outlined in the attached agreement between the City of Keizer and the U.S. Department of the Treasury.

Keizer is located in northwestern Oregon in Marion County, along the 45th parallel. As of July 1, 2022, its population was 39,561. It was incorporated in 1982. Keizer lies inside of the Willamette Valley and is part of the Metropolitan Statistical Area. Keizer shares its southern border with Salem, the state capitol. Keizer is primarily a residential community having a low level of commercial and industrial activity. Most new commercial development is at Keizer Station, near Interstate 5.

In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events. It is the Council's goal to have a new City Attorney selected and onboard with the City as early as December 1, 2023 and no later than early January 2024.

The Council is composed of a mayor and six elected councilors elected from the city at large. Councilors serve four-year terms and the Mayor serves a two-year term. The City Attorney is appointed by the Council.

I-1C Statement of the Consultant's Role and Desired Qualifications

Consultant's Role

The City wishes to conduct a nationwide search for a new City Attorney and seeks professional assistance with a full scope search process. The Project Scope of Work is described in detail below and includes: facilitation with the City Council on the development and execution of a recruitment and selection process; development of a candidate profile; advertisement of the position; outreach to potential candidates; screening of applications; leading the interview process; finalist background and reference checks.

Consultant's Desired Minimum Qualifications

Proven experience leading search processes for City Attorneys in similar sized cities and demonstrated success placing City Attorneys in other local government organizations with particular emphasis in the Pacific Northwest.

I-1D Scope of Work

The City's goal is to provide an open and fair recruitment that will attract a diverse applicant pool of top talent, incorporating the interests of the City's workforce, Keizer community, City elected officials and local government partners into the selection process and guiding the Keizer City Council in the hiring process of the City's next City Attorney.

Phase I – Scope of Work

- a. Work under the direction of the City Council and Human Resources Director to create and develop a timeline and recruitment strategy.
- b. Solicit input from the City Council, City Leadership and Community stakeholders to understand the expectations of the search process and the qualities and attributes of the City's next City Attorney. Input from these groups will guide the Council's choice in formulating a customized search process as well as serve to represent advertising, outreach and selection criteria used throughout the search process.
- c. Prepare a professional recruitment brochure and advertising copy that represents the position, current challenges and opportunities facing the City and a candidate profile that will attract experienced City Attorney candidates who will succeed in the role at Keizer.
- d. Manage and oversee the recruitment process from planning through post hire.
- e. Advertise the position on a nationwide basis using targeted advertising for City Attorneys, prioritizing securing applicants with Oregon experience. Actively solicit qualified talent from diverse applicants that meets Keizer's candidate profile and encourage their candidacy for this position. Collect applications throughout the posting period.
- f. Conduct the initial screening of applicants and provide recommendations to City Council for secondary selection processes.

Phase II – Scope of Work

- a. Develop assessment tools, interview questions and a rating/selection method for Council to use to select candidates to proceed to final selection processes.
- b. Schedule interviews, including set up and confirmation with candidates.
- c. Facilitate any travel logistics or remote interviewing processes.
- d. Prepare all correspondence to applicants.
- e. Facilitate selection.

Phase III – Scope of Work

- a. Conduct a thorough background investigation on the finalist(s) under hiring consideration including reference checks, criminal history, media discovery and academic verifications.
- b. Notify all candidates of decision.

SECTION II PROPOSAL PROCESS

II-1 Schedule of RFP

The City anticipates the following general timeline for receiving and evaluating proposals and selecting a consultant. The timeline listed below may be changed if it is in the City's best interest to do so.

RFP Advertised	April 26, 2023
Proposal Due	May 10, 2023 at 11:00 a.m.
Evaluate Proposals	May 11-15, 2023
Selection of Finalists to be interviewed	May 16, 2023
Interviews*	May 18-22, 2023
Notice of Intent to Award	May 24, 2023
Contract Awarded by CITY COUNCIL	June 5, 2023
Commencement of Services	June 6, 2023

*The need for interviews will be determined by the City.

II-2 Proposal Due Date

The proposal must be delivered electronically to Tammie Harms at Harmst@keizer.org no later than May 10, 2023 at 11:00 AM local time. Proposals received after the specified date and time will not be given further consideration. Proposers are urged to submit prior to that date/time in case there are problems with the electronic transmittal. The City is not responsible for any delays or failure of any type, including with the City's email system. A confirmation reply will be sent to proposer. The body of the email shall plainly identify: (1) the project name, (2) the proposal due date and time, and (3) the proposer's name. Proposer shall be responsible for calling Tammie Harms at

503-856-3433 to confirm the City has received the proposal if no confirmation Reply is received.

Proposals must be clearly marked with the above information.

II-3 Official Contacts

Proposers with questions regarding the RFP process may contact Tammie Harms at 503-856-3433 or HarmsT@keizer.org.

SECTION III PROPOSAL FORM AND CONTENT

III-1 General Information

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal. Consecutively number all pages of the proposal. Organize the proposal in accordance with Section III-2 through III-6.

III-2 Letter of Transmittal

All proposals must include a cover letter addressed to the City's Human Resources Director and signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost schedule. The cover letter must include the name, address, email address and telephone number of the proposer and the name, title, address, email address and telephone number, of the person authorized to represent the proposer and to whom the City should direct correspondence.

III-3 Project Understanding

The proposer shall include a detailed statement to demonstrate its understanding of the project, including but not limited to:

- a. The City's goals in pursuing the project.
- b. The role of the proposer.
- c. Key project milestones, which are most important, and the ramifications of missing milestones.
- d. The key deliverables required by the project.

III-4 Qualifications

Proposals shall demonstrate the qualifications and experience of the personnel who will work directly with the City rather than describing the general experience and qualifications of the firm. The City will not consider promotional literature of a general nature. The focus should be on recent experience within

the last **five (5)** years that is relevant to the scope of work outlined in this RFP. Include the following information:

Qualifications of the Firm

- a. Describe the firm's capabilities and experience.
- b. List firm experience working with similar recruitments.
- c. Describe firm's experience performing outreach and recruitment to produce a high caliber candidate pool that is representative of the community of Keizer and its workforce, one that is diverse in gender, racial, ethnic and cultural backgrounds, spoken languages and economic composition.

Project Manager Qualifications

- a. List the qualifications of the project manager who will work on this project. Include a description of the relevant education and training, certificates and licenses, professional background, and years of experience performing executive recruitment searches for City Attorneys. The project manager is the person who will be assigned by the proposer to provide day-to-day management of this project.
- b. Describe the experience of the project manager, particularly similar projects with government entities. Identify the project manager's specific role in relevant projects; do not include projects where the project manager had a minor or no active role.
- c. Provide three (3) client references who have worked with the project manager.
- d. If submitting a resume, only include project experience relevant to the scope of work outlined in this RFP.

Key Personnel Qualifications

- a. Provide information about the qualifications and experience of key personnel that support the Project Manager and the executive search process.
- b. Describe the relationship of the project manager working with the key personnel in terms of roles and duties.

III-5 Project Approach and Schedule.

The proposer shall include a detailed statement of its approach to the project and schedule. Include the following information:

- a. A detailed explanation of proposer's approach to the work, the techniques the proposer expects to use, and the use of key personnel. This should include an explanation of suggested modifications (if any) of the work items and scope of work presented in this RFP.
- b. Describe how proposer would use City personnel, if at all, to assist during the project and indicate the approximate time requirement.

- c. Describe the projected workload of the project manager and key personnel and demonstrate their availability to timely provide the services requested in this RFP.
- d. Outline a work plan and related time schedule for each significant segment of the work.
- e. Describe how the firm approaches collecting feedback from key stakeholders prior to recruitment (including, but not limited to City Councilors, City leadership, Neighborhood Associations, Educational partners, Business and Industry, Social Justice, Civic Organizations, Faith Communities and other community organizations).
- f. Provide any additional information about proposer's project approach that would be beneficial to the selection committee.

III-6 Cost Schedule

The proposer's cost schedule shall be submitted with the proposal.

All costs are to be contained in this section. For each project element, include a cost and state a grand total for all project elements. This section shall also include payment terms required for services rendered.

The cost schedule shall include:

- a. Proposer's total professional fee for the requested work and a detailed breakdown of fees to perform any special requests, customizations or broadening of the scope of work beyond what is described in the RFP.
- b. An estimate of potential expenses that are not covered in the professional fee and which the City is expected to reimburse to the proposer.

SECTION IV EVALUATION / SELECTION OF PROPOSALS

IV-1 Clarifications

The City reserves the right to seek written clarification of each proposal submitted. The City also reserves the right to require other evidence of minimum qualifications, technical, managerial, financial, or other abilities prior to selection and to request a Best and Final Offer (BAFO) from the one or more of the top-ranked firms.

IV-2 Evaluation Criteria

The City will make a selection based on the evaluation of the written proposals and, if necessary, interviews. The City may elect to interview all proposers or only the highest ranked proposer(s). The City reserves the right to make a selection based only on the evaluation of the written proposals. Written

proposals and interviews will be evaluated based on the information provided in Section III above.

All scores for each proposer shall be added together to arrive at a final score for each proposer. Proposals will then be ranked in descending order by the total proposal score. Interview scoring, if any, will be added together with the evaluation criteria scoring to arrive at a new final score for each proposer interviewed.

IV-3 Method of Selection

The Selection Review Committee will be comprised of at least 3 members. The selection committee shall be comprised of the City Manager, Assistant City Manager/Finance Director and the Human Resources Director. The City reserves the right to change the make-up of the committee depending on the availability of the proposed members. The role of the selection committee is to evaluate the proposals submitted and make a recommendation of award. A selection committee will evaluate each submitted written proposal and each interview, when applicable, to determine the responsible proposer whose proposal is the most advantageous to the City based on the evaluation process and evaluation criteria outlined in this RFP. The City will award the contract to the highest ranked responsive proposer.

IV-4 Agreement

A sample contract that the City expects only the successful proposer to execute is attached hereto. The City reserves the right to negotiate a final contract that is in the best interest of the City.

When an agreement is reached, a contract for the work will be prepared and executed upon Council approval.

IV-5 Term.

The contract term will end when the new City Attorney is onboard with the City or February 1, 2024, whichever is sooner.

SECTION V GENERAL INFORMATION

V-1 Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals

The City may cancel, delay, or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City.

V-2 Irregularities

The City reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

V-3 Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

V-4 Public Record

All proposals and information submitted by proposers shall be public records and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer claims constitutes a “trade secret” or is “confidential” must meet the requirements of Oregon Law. Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to the official contact.

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

V-5 Equal Opportunity Policy for Consultants

By submitting a proposal, the proposer agrees to comply with all applicable local, state and federal law, including but not limited to the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS).

Keizer encourages the participation of Target Businesses. These businesses are defined as Disadvantaged, Minority-Owned, Women-Owned, and Emerging Small Businesses (DMWESB) certified by the State of Oregon (OMWESB), and businesses certified as Small Disadvantaged Businesses by the Small Business Administration. Proposers may not discriminate in the award of a subcontract because the subcontractor is a minority, women or emerging small business enterprise (MWESB) certified under ORS 200.055. By submitting a proposal, the proposer specifically certifies, under penalty of perjury, that the proposer has not

discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

V-6 Minimum Qualifications

Prior to the execution of the contract, the firm and all applicable personnel must be legally qualified in the State of Oregon (i.e. be appropriately licensed or certified) to practice the work proposed to be performed.

V-7 Insurance Requirements

Consultant shall obtain and at all times maintain in force at Consultant's expense during the term of the project and until City's final acceptance of all Work performed for the project, the insurance noted below:

1. A policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) for each occurrence for Bodily Injury and Property Damage. The insurance required shall include the following coverages:
 - a. Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage;
 - b. Automobile Liability.

Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:

- a. Name as additional insured "the City of Keizer, its officers, agents and employees" with respect to claims arising out of Provider's Work under the Agreement;
- b. Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
- c. Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
- d. Consultant shall immediately notify the City of any change in insurance coverage;
- e. Consultant shall supply an endorsement naming the City, its officers, employees and agents as additional insureds within ten (10) days of the Effective Date of the Agreement; and
- f. Be evidenced by a certificate or certificates of such insurance approved by the City.

2. Consultant shall carry Errors and Omissions (professional liability) insurance coverage with combined single limits of not less than \$1,000,000 (one million dollars) from an insurer authorized to transact business in the State of Oregon. Consultant shall furnish evidence of such coverage through a certificate of insurance in a form acceptable to the City.

3. All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126 General Liability.

V-8 Repeat Recruitment Process

If a top candidate is not chosen or does not sign an employment contract for any reason, Proposer shall repeat the recruitment process once for no additional professional fees, only charging expenses.

V-9 Guarantee

Provider shall guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, Provider will conduct one replacement search with no additional professional fee, only charging expenses.

OMB Approved No. 1505-0271
 Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY
 CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: <i>[Recipient to provide]</i> <i>City of Keizer, Oregon</i> <i>930 Chemawa Rd NE</i> <i>Keizer, OR 97303</i>	DUNS Number: <i>[Recipient to provide]</i> 038038147 Taxpayer Identification Number: <i>[Recipient to provide]</i> 93-0836902 Assistance Listing Number: 21.019
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:



Authorized Representative:

Title: *Finance Director*

Date signed: *8/3/2021*

Approved as to form:


 Keizer City Attorney

U.S. Department of the Treasury:

 Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

OMB Approved No. 1505-0271
 Expiration Date: November 30, 2021

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. 1505-0271
 Expiration Date: November 30, 2021

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

OMB Approved No. 1505-0271
 Expiration Date: November 30, 2021

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

City of Keizer, OR

Timothy E. Wood

Recipient

8/3/2021

Date

Timothy S. Wood

Signature of Authorized Official

Approved as to form:

8-4-21
 Keizer City Attorney

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



CITY COUNCIL MEETING: JUNE 5, 2023

To: Mayor Clark and City Council Members

THRU: Adam J. Brown, City Manager

FROM: Tim Wood, Assistant City Manager

SUBJECT: **CERTIFICATION OF DELINQUENT SEWER ACCOUNTS**

PROPOSED MOTION:

I move the City Council adopt Resolution R2023-_____ Certification of Delinquent Sewer Accounts.

I. SUMMARY:

Three sewer-only accounts are delinquent totaling \$1,695.36. Oregon Revised Statutes 454.225 authorize the City to certify the amounts to the County Assessor for inclusion on the upcoming tax roll.

II. BACKGROUND:

- A. The City of Keizer collects sewer fees from residents and businesses of Keizer. Those fees if unpaid for sewer-only accounts may be certified to the County for collection.
- B. City staff has attempted to contact the property owners by mail and phone to facilitate payment for sewer services, however the amounts remain outstanding.

III. CURRENT SITUATION:

- A. Three sewer-only accounts remain outstanding totaling \$1,695.36 as of May 31, 2023.
- B. In order to include the amounts on the 2023-24 property tax statements for collection the City must certify the amounts by June 30, 2023.

Certification of Delinquent Sewer Accounts

June 5, 2023

- C. If the amounts are not turned over to the County for collection with the property tax amounts the City will continue to try and collect the amounts directly from the property owners.

IV. ANALYSIS:

- A. **Strategic Impact** – N/A
- B. **Financial** – The total amount to certify to the County is \$1,695.36 for tax year 2023-24. This compares to \$1,577.64 for tax year 2022-23.
- C. **Timing** – In order to include the delinquent amounts on the tax rolls the outstanding amount needs to be certified by June 30, 2023.
- D. **Policy/legal** – Oregon Revised Statutes 454.225 authorizes the City to certify the delinquent sewer amount for inclusion on the County Assessor's tax roll.

V. ALTERNATIVES:

- A. Adopt the attached Resolution.
- B. Take No Action – The delinquent sewer amounts will remain outstanding in the City's financial records.

VI. RECOMMENDATION:

Staff recommends that the City Council adopt Resolution R2023-____ Certification of Delinquent Sewer Accounts.

ATTACHMENTS:

- Resolution R2023-____ Certification of Delinquent Sewer Accounts

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-_____

CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

WHEREAS, the City of Keizer is responsible for the collection of sewer fees from the residents of Keizer;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer that the attached Exhibit "A" is an itemized list of delinquent sewer charges through March 31, 2023 that the City has been unable to collect through the usual collection procedures.

BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount has been added as a penalty and that a \$39.00 administration fee has been added to cover the City's costs.

BE IT FURTHER RESOLVED that the amounts certified on the attached Exhibit "A" shall be added to the appropriate tax accounts as indicated pursuant to ORS 454.225.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2023.

SIGNED this _____ day of _____, 2023.

Mayor

City Recorder

Property ID	Service Address	Owner's Name	Sewer	Sewer Admin	Total Billing	Penalty 10%	Chg \$39.00	Total
520087	7225 WHEATLAND RD N	ROBERT & BARBARA HASKINS	421.79	37.50	\$459.29	45.93	39.00	\$544.22
520165	7029 FIR GROVE LANE N	SHANNON & SCOTT WHITE	421.79	94.50	\$516.29	51.63	39.00	\$606.92
565528	1551 SIEBURG DR NE	LAURA SCOTCH	421.79	37.50	\$459.29	45.93	39.00	\$544.22
								\$1,695.36



MINUTES
KEIZER CITY COUNCIL
Monday, May 15, 2023
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Laura Reid, Councilor
Shaney Starr, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Robert Husseman, Councilor
Youth Councilor Angelica
Sarmiento Avendano

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shannon Johnson, City Attorney
Shane Witham, Planning Director
John Teague, Police Chief
Debbie Lockhart, Deputy City
Recorder

Absent:

Soraida Cross, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

**PROCLAMATION –
Older Americans
Month**

Mayor Clark read the proclamation designating May as Older Americans Month. Tammy Kunz from the Community Diversity Engagement Committee provided additional information about the history of the observance, agencies serving older Americans and programs available to them.

Relative to the Asian Pacific Islander Heritage Month proclamation read at the beginning of May, Caridad Brown from the Community Diversity Engagement Committee explained that she is of Chinese descent, born in Cuba and living in America and shared information about the Asian Pacific culture, history and traditions.

**COMMITTEE
REPORTS**

**a. Recommendation
from Volunteer
Coordinating
Committee -
Appointment of**

City Manager, Adam Brown, reported that following publication of notice of a vacancy for the position of Youth Councilor and acceptance of testimony from applicants, the Volunteer Coordinating Committee unanimously recommended Grayton Woodward to fill the 2023-24 term of Youth Councilor.

Councilor Star moved that the Keizer City Council accept the Volunteer Coordinating Committee recommendation and appoint Grayton

- Youth Councilor – 2023-2024 School Year** Woodward to serve as Youth Councilor for the 2023-24 term. Councilor Reid seconded. Motion passed as follows:
 AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Cross (1)
- b. Councilor Husseman Appointments** Councilor Husseman appointed R.J. Navarro to the Volunteer Coordinating Committee and Thais Rodick to the Community Diversity Engagement Committee.
 Planning Commissioner, *Jeremy Grenz*, reported that the Commission had approved fee increases for land use applications.
- PUBLIC COMMENTS** *Corri Falardeau*, Keizer Chamber, and *Matt Lawyer*, Claggett Creek Watershed Council, showed flyers they had developed to advertise the upcoming Soggy Day in the Park event and provided details on events planned for the day.
 Mayor Clark acknowledged for the record an email received Garry Whalen regarding the leash law and noted that this would be addressed at the June 5 meeting. There was no other public testimony.
- PUBLIC HEARING** *Mayor Clark opened the Public Hearing.*
- a. Brix Tavern Liquor License Application** City Manager Adam Brown summarized his staff report. Discussion took place regarding a discrepancy in the staff report and the application.
With no further testimony, Mayor Clark closed the Public Hearing.
Councilor Starr moved that the Keizer City Council recommend approval of the application for a new liquor license for Bix Tavern under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer. Councilor Reid seconded. Motion passed as follows:
 AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Cross (1)
- b. Kagoshima Ramen House Liquor License Application** *Mayor Clark opened the Public Hearing.*
 City Manager Adam Brown summarized his staff report.
With no further testimony, Mayor Clark closed the Public Hearing.
Councilor Starr moved that the Keizer City Council recommend approval of the application for a change of ownership and trade name for the liquor license for Kagoshima Ramen House under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer. Councilor Reid seconded. Motion passed as follows:
 AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Cross (1)

**c. ORDINANCE –
 Declaring a
 Lien Against
 Property
 Located at 961
 Chemawa Road
 NE, Keizer
 Oregon and
 Directing the
 City Recorder
 to Enter Such
 Lien in the
 Minor Lien
 Docket**

Mayor Clark opened the Public Hearing.

Public Works Director Bill Lawyer summarized his staff report.

With no further testimony, Mayor Clark closed the Public Hearing.

Councilor Starr moved that the Keizer City Council adopt a Bill for an Ordinance Declaring a Lien Against Property Located at 961 Chemawa Road NE, Keizer Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 2019-808 (Regulating the Maintenance, Reconstruction, Alteration and Repair of Sidewalks); Declaring an Emergency. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Cross (1)

**d. Keizer
 Development
 Code Text
 Amendment
 Case No. 2023-
 04 – Various
 Corrections,
 Accessory
 Dwelling Units,
 and Cottage
 Cluster
 Standards**

Mayor Clark opened the Public Hearing.

Planning Director Shane Witham summarized his staff report and noted that the Planning Commission meeting referred to in the staff report was April 12, 2023, not November 9, 2022.

With no further testimony, Mayor Clark closed the Public Hearing.

Councilor Starr moved that the Keizer City Council direct staff to prepare an ordinance with findings to adopt the proposed revisions to the Keizer Development Code. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Cross (1)

**ADMINISTRATIVE
 ACTION**

**a. Greater Gubser
 Neighborhood
 Association
 Annual Report**

Pattie Tischer, Keizer, President of the Greater Gubser Neighborhood Association, directed attention to the submission included in the packet.

Councilor Starr moved that the Keizer City Council accept the report of the Greater Gubser Neighborhood Association and extend recognition to the Greater Gubser Neighborhood Association for an additional year. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Cross (1)

Ms. Tischer shared information about a beautification project being done by some residents to clean up the vintage brick arches at the entrance to the neighborhood.

b. Greater North East Keizer Neighborhood Association Report

Tammy Kunz, President of the Greater Northeast Keizer Neighborhood Association directed attention to the annual report on the dais. She explained overages in the budget noting that they were due to expansion of the association. Mayor Clark urged her to turn in the appropriate receipts for reimbursement and suggested the association work with Tim Wood to use city printer accounts for printing.

Councilor Starr moved that the Keizer City Council accept the report of the Greater Northeast Neighborhood Association and extend recognition to the Greater Northeast Neighborhood Association for an additional year. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

c. ORDER – In the Matter of the Application of Chemawa Station, LLC for Approval of the Keizer Station Master Plan Amendment (Area D-Keizer Station)

Planning Director Shane Witham summarized his staff report noting that it is in response to direction from Council at the April 17, 2023 meeting. He added that the September 8, 2008 date should be September 8, 2020.

Councilor Starr moved that the Keizer City Council adopt an Order In the Matter of the Application of Chemawa Station, LLC for Approval of the Keizer Station Master Plan Amendment (Area D-Keizer Station); Amendment of Order in the Application of Chemawa Station LLC Adopted September 8, 2020 and Order in the Application of Chick-Fil-A Adopted February 16, 2021. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

d. RESOLUTION – Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269)

City Attorney Shannon Johnson summarized his staff report and pointed out the changes that were printed in the Resolution.

Councilor Starr moved that the Keizer City Council adopt a Resolution Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269). Councilor Reid seconded.

Councilor Husseman voiced opposition to this change because it limited involvement of young people.

Motion passed as follows:

AYES: Clark, Reid, Starr, Juran and Kohler (5)

NAYS: Husseman (1)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

**e. RESOLUTION –
Adopting
Updates to the
Marion County
Multi-
Jurisdictional
All-Hazard
Mitigation Plan**

City Manager Adam Brown summarized his staff report, explained that most changes were related to wildfires and reviewed the hazards listed in order of probability.

Councilor Starr moved that the City of Keizer adopt a Resolution Adopting Updates to the Marion County Multi-Jurisdictional All-Hazard Mitigation Plan; Repeal of Resolutions R2009-1999, R2011-2157, and R2017-2795. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

**f. ORDINANCE –
Amending
Ordinance
Providing for
Public Art and
Public Murals;
Amendment of
Ordinance No.
2020-813**

City Attorney Shannon Johnson summarized his staff report.

Councilor Starr moved that the Keizer City Council adopt a Bill for an Ordinance Amending Ordinance Providing for Public Art and Public Murals; Amendment of Ordinance No. 2020-813. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

**g. Fee Waiver for
Soggy Day in
the Park –
Keizer Rapids
Park**

Taken out of order.

Public Works Director Bill Lawyer summarized his staff report.

Councilor Starr moved to waive the fees for the 2023 Soggy Day in the Park event. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

**CONSENT
CALENDAR**

- a. Keizer Police Department Petty Cash Report
- b. RESOLUTION - Authorizing the City Manager to Sign Cellular Tower Lease with T-Mobile West Tower LLC
- c. Approval of May 1, 2023 Regular Session Minutes

Councilor Starr moved for approval of the Consent Calendar. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Starr, Juran, Husseman and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

OTHER BUSINESS None

STAFF UPDATES Chief Teague announced that there would be a 'Walking School Bus' recognizing Safe Routes to School on May 23 to Forest Ridge Elementary School.

**COUNCIL
MEMBER
REPORTS**

Councilor Juran praised the recent Mayor's Prayer Breakfast, reviewed past meetings and events and announced upcoming ones.

Councilor Starr announced vacancies in Arts Commission and Youth Committee Liaison positions, reported on various meetings and events she had attended and urged everyone to attend the 'A Doll's House Part 2' play by the Keizer Homegrown Theater.

Councilor Starr also reported for Councilor Cross listing events she had attended.

Councilor Kohler reported on events and meeting in which he had participated, wished everyone a happy Mother's Day, announced upcoming events and urged everyone to attend the Soggy Day in the Park event.

Councilor Husseman announced upcoming meetings and congratulated the middle school track teams and their coaches.

Councilor Reid noted that it is 'senior season' at McNary and announced the Senior awards banquet.

Youth Councilor Sarmiento shared information about sports events, 'One-Acts', graduation, orchestra festival and National Honor Society inauguration. She added that the McNary Advanced Symphony and the Wind Ensemble both came in second in state competitions.

Mayor Clark congratulated Weddle Elementary and the 24 Challenge Team, shared information about the Salem Community Market expansion at the Chemeketa Agricultural Hub, and reported that the Mid-Willamette Valley Homeless Alliance and the Continuum of Care is the first in Oregon to get all contracts signed with providers and funding (\$10.4 million) going to grant recipients.

AGENDA INPUT

June 5, 2023 – 7:00 p.m. – City Council Regular Session

June 12, 2023 – 6:00 p.m. – City Council Work Session

June 20, 2023 (Tuesday) – 7:00 p.m. – City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:14 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

~ Absent ~

Councilor #1 – Laura Reid

Councilor #4 – Soraida Cross

Councilor #2 – Shaney Starr

Councilor #5 – Robert Husseman

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: _____