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

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION
Monday, June 3, 2019
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. **Keizer Police Officer and Reserve Officers – Swearing In**

   b. **Recognition of 2018-2019 City of Keizer Youth Councilor Anne Farris**

5. **COMMITTEE REPORTS**

6. **PUBLIC TESTIMONY**

   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. **RESOLUTION – Declaring the City's Election to Receive State Revenues**
      RESOLUTION – Certifying the City of Keizer Provides Four or More Municipal Services

   b. **RESOLUTION – Amending the Stormwater Utility Fee; Amending R2014-2504; Repealing R2018-2866**

   c. **ORDINANCE – Setting Water Rates (2020); Repealing Ordinance No. 2018-790**

   d. **RESOLUTION – Certification of Lighting District Assessments**

   e. **RESOLUTION – Adopting the FY 19-20 Budget, Making Appropriations, and Imposing and Categorizing Taxes**

8. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION – Authorizing the City Manager to Enter Into Keizer Rotary Community Room Use Agreement (2019)**

9. CONSENT CALENDAR

a. **RESOLUTION – Regarding Evaluation of City Attorney**

b. **RESOLUTION – Regarding Evaluation of City Manager**

c. **RESOLUTION – Establishing Classification of GIS (Geographical Information System) Technician**

d. **RESOLUTION – Authorizing Charges for Police Time at Private Events; Repealing R2016-2693**

e. **Approval of May 13, 2019 City Council Work Session Minutes**

f. **Approval of May 20, 2019 City Council Regular Session Minutes**

10. COUNCIL LIAISON REPORTS

11. 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.

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

June 10, 2019
6:00 p.m. – City Council Work Session

June 17, 2019
7:00 p.m. City Council Regular Session

July 1, 2019
7:00 p.m. City Council Regular Session

14. ADJOURNMENT

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through the City's website and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **CHIEF JOHN TEAGUE**
KEIZER POLICE DEPARTMENT

SUBJECT: **INTRODUCTION OF POLICE AND RESERVE OFFICERS**

TOPIC:

The Keizer Police Department has a new full-time police officer and three new reserve police officers.

Paul Quintero was hired full time in January. He spent 16 weeks at the DPSST Basic Police Academy and graduated on May 10. Paul and his family came to Oregon moved to Keizer from Southern California to be closer to family. He previously worked at Intel.

Reserve Officer Collin Brill was raised in Marion County, Oregon. He was very involved in FFA, both raising and judging swine. He is currently a student at OSU where he is studying Agricultural Sciences and is a member of the OSU Marching Band.

Reserve Officer Izach Brown is from the Sublimity area. He recently received his Associates Degree in Criminal Justice from Chemeketa Community College and works at Home Depot.

Reserve Officer Trenton Webb is from Albany, Oregon. He currently works at and was instrumental in opening the Lowe's store in Albany.

Please join us in congratulating and welcoming these officers to the Keizer Police Department.

JT/wjb

COUNCIL MEETING: June 3, 2019

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, 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**

Oregon law requires cities to annually pass a resolution requesting state revenue sharing money. 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.

Oregon law also requires the City of Keizer hold a public hearing to give the citizens of Keizer the opportunity to comment on the use of State Revenue Sharing funds.

FISCAL IMPACT:

Approximately $360k in State Shared Revenues is anticipated in fiscal year 2019-2020.

RECOMMENDATION:

Staff recommends Council open the public hearing to receive comment on the proposed use of State Revenue Sharing funds. After comments are received, if any, Staff recommends the Council close the public hearing and deliberate on any potential changes. If no changes are made, Council should adopt the two attached resolutions, so that the City may receive State Shared Revenues.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

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 2019-2020.

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____

Mayor

_____

City Recorder

I certify that public hearings before the Budget Committee were held on April 30, 2019 and May 2, 2019 and a public hearing before the City Council was held on June 3, 2019, giving citizens opportunity to comment on use of State Revenue Sharing.

_____

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

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,

BE IT RESOLVED that the City of Keizer hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1) Police protection

2) Street construction, maintenance and lighting

3) Storm sewers

4) Planning, zoning and subdivision control

5) Water utility services

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____

Mayor

_____

City Recorder

CITY COUNCIL MEETING: June 3, 2019

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **SETTING STORMWATER RATES**

BACKGROUND:

During FY12-13 the City reviewed the long-range operational funding needs for the Stormwater utility. Staff prepared a plan and first presented it to the Stormwater Advisory Committee (SWAC). Once their questions and issues were resolved, SWAC unanimously recommended the plan be presented to the City Council.

Staff presented the plan to Council at the November 13, 2012 Work Session. The Plan showed that existing staffing levels, contractual services, plant maintenance, operating materials and pipe extension/ repair appropriations were insufficient to maintain the system and meet the regulatory obligations of state and federally mandated permits. Should the City not comply with these mandates it could face heavy fines from the federal government. Adequate funding would require rate increases over the next five years as provided in the Stormwater Long-Range Financial Plan as presented in March 2019.

The following approved rate increases per month per Equivalent Service Unit (ESU) were effective January 1st of the respective year.

2015 - $0.43
2016 - $0.40
2017 - $0.50
2018 - $0.55
2019 - $0.55

Staff recommends funding the Stormwater operations and improvements with a blended rate model with rate increases at approximately 8% annually augmented by the issuance of debt. A blended rate model will provide equitability to customers; today's customers will not bear the entire cost for improvements that will benefit future customers and future customers will not be burdened with all of the costs incurred today. This increase equates to up to $0.55 per ESU per month each year over the next five years.

The FY19-20 City Budget (scheduled for discussion on tonight's agenda) includes a $0.55 monthly ESU rate increase beginning January 2020. Implementing the increase in January is congruent with the Sewer Rate Increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the year. Attachment #1 shows the impact of the increase on the bill for select customers from each customer class (Single-Family, Multi-Family and Commercial).

FISCAL IMPACT:

A $0.55 monthly ESU increase will bring in an additional $75,000 in revenue in fiscal year 2019-2020.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed stormwater rate increases. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and approve the attached Resolution, setting new stormwater rates, amending Resolution R2014-2504, and repealing Resolution R2018-2866, if it so chooses.

City of Keizer
Stormwater Rate Comparison
FY 19-20 Budget

Rates Effective January 1, 2019

	Rate	ESUs	Monthly	Bi-Monthly
	$ 7.11			**$14.22**
Grocery Store		86	$ 611.46	$ 1,222.92
School		94	$ 668.34	$ 1,336.68
Apartment Complex		44	$ 312.84	$ 625.68
Single Family Residential		1	$ 7.11	$ 14.22

Proposed Rates January 1, 2020

	Rate	ESUs	Monthly	Bi-Monthly
	$7.66			**$15.32**
Grocery Store		86	$ 658.76	$ 1,317.52
School		94	$ 720.04	$ 1,440.08
Apartment Complex		44	$ 337.04	$ 674.08
Single Family Residential		1	$ 7.66	$ 15.32

Difference

	Rate	ESUs	Monthly	Bi-Monthly
	$0.55			**$1.10**
Grocery Store		86	$ 47.30	$ 94.60
School		94	$ 51.70	$ 103.40
Apartment Complex		44	$ 24.20	$ 48.40
Single Family Residential		1	$ 0.55	$ 1.10

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AMENDING THE STORMWATER UTILITY FEE; **AMENDING RESOLUTION R2014-2504; REPEALING R2018-2866**

WHEREAS, the City Council of the City of Keizer has adopted Resolution R2014-2504 which imposed a stormwater utility fee;

WHEREAS, the City Council amended such utility fee by the adoption of Resolution R2018-2866;

WHEREAS, an amendment to increase the stormwater utility fee has been brought to the City Council of the City of Keizer for consideration;

WHEREAS, the City Council held a public hearing with regard to the proposed increase on June 3, 2019;

WHEREAS, the City Council finds that it is appropriate to increase the stormwater utility fee in the City of Keizer;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2014-2504 (Imposing a Stormwater Utility Fee) is hereby amended at Section 2, Section 3, and Section 4 as follows:

Section 2. Stormwater Utility Fee Imposed. A stormwater utility fee is hereby imposed at the rate of $7.66 per ESU per month.

Section 3. Single Family/Duplex/Mobile Home Space Stormwater Utility Fee. Single Family units, Duplex units and Mobile/Manufactured Home units shall pay the following stormwater utility fee:

a. Single Family Residence: $7.66 per month
b. Duplex: $7.66 per month
c. Mobile/Manufactured Home Units: $7.66 per month per space or lot

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Section 4. Stormwater Utility Fee for All Other Improved Property. All other Improved Property within the City of Keizer not listed in Section 3 above, including, but not limited to multifamily residential, assisted living/retirement homes, commercial, industrial and public properties shall pay $7.66 per month per ESU as calculated for the specific property. This calculation shall be done by or at the direction of the Public Works Director. Any property owner or responsible party may appeal the determination or calculation of the stormwater utility fee as set forth in Ordinance No. 2014-707, Section 8 (Administrative Review – Appeals).

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the amended stormwater utility fees imposed under this Resolution shall be charged beginning with the January 2020 billing period.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution R2018-2866 shall be repealed in its entirety effective January 1, 2020.

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

COUNCIL MEETING: June 3, 2019

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: SETTING WATER RATES

BACKGROUND AND ISSUES:

Staff has completed the Water Rate Model update for fiscal year 2019-2020. The model is a cost of service model (COSA) and is the method adopted by the City Council in 2002 and modified in 2004. The modification in 2004 combined the Single-Family and Multi-Family customer classes so that fixed rates and consumption rates are the same for both classes.

During FY12-13 Council approved a new Water Master Plan, which includes $10 million of infrastructure improvements over the next twenty years. Staff recommends funding this cost with an even rate slope at 4%-5% increase annually, adjusted for variances in revenues and expenses each year. An even rate slope will provide equitability to customers; today's customers will not pay for benefits to future customers and future customers will not be burdened with costs incurred today.

The FY19-20 City Budget (scheduled for discussion on tonight's agenda) includes a 4.0% rate increase beginning January 2020. Implementing the increase in January is congruent with the Sewer Rate increase scheduled to go into effect at that time. Staff recommends this schedule so that customers have only one public utility rate increase during the fiscal year. Attachment #1 shows the impact of the rate increase on the average customer bill for each customer class (Single-Family, Multi-Family and Commercial). Attachment #2 shows a comparison of existing water rates with proposed water rates.

FISCAL IMPACT:

A 4.0% system-wide increase effective January 1, 2020 will bring in an estimated $40,000 in additional revenue in fiscal year 2019-2020.

RECOMMENDATION:

Staff recommends Council open the public hearing on the proposed water rate increases. After all public testimony has been received, staff recommends the Council close the public hearing, deliberate on this issue and approve the attached Ordinance, setting new water rates and repealing Ordinance 2018-790, if it so chooses.

Attachment One

City of Keizer
Water Rate Comparison for Average Accounts
Long-Range Rate Proposal
FY19-20

	Flat Rate		Consumption		Total	
Rate January 2019	Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
Single Family Residential (13 ccf)	$ 5.58	$ 11.16	$ 9.43	$ 18.85	$ 15.01	$ 30.01
Multi-family (175 ccf)	$ 11.34	$ 22.68	$ 126.88	$ 253.75	$ 138.22	$ 276.43
Commercial (51 ccf)	$ 5.58	$ 11.16	$ 35.45	$ 70.89	$ 41.03	$ 82.05
Rate January 2020	Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
Single Family Residential (13 ccf)	$ 5.80	$ 11.61	$ 9.80	$ 19.60	$ 15.61	$ 31.21
Multi-family (175 ccf)	$ 11.79	$ 23.59	$ 131.95	$ 263.90	$ 143.74	$ 287.49
Commercial (51 ccf)	$ 5.80	$ 11.61	$ 36.86	$ 73.73	$ 42.67	$ 85.33
Cost Increase January 2020	Monthly	Bi-Monthly	Monthly	Bi-Monthly	Monthly	Bi-Monthly
Single Family Residential (13 ccf)	$ 0.22	$ 0.45	$ 0.38	$ 0.75	$ 0.60	$ 1.20
Multi-family (175 ccf)	$ 0.45	$ 0.91	$ 5.07	$ 10.15	$ 5.53	$ 11.06
Commercial (51 ccf)	$ 0.22	$ 0.45	$ 1.42	$ 2.84	$ 1.64	$ 3.28

	Annual Cost
Residential (13 ccf)	$ 7.20
Multi-family (175 ccf)	$ 66.34
Commercial (51 ccf)	$ 19.69

	Proposed Rates January 1, 2020			
	Flat	Consumption	Monthly	Bi-Monthly
Residential (13 ccf)	$11.61	$19.50	$15.56	$31.11
Commercial (399 ccf)	$72.06	$578.55	$325.31	$650.61
School (140 ccf)	$222.05	$203.00	$212.53	$425.05
Apartment (552 ccf)	$72.06	$828.00	$450.03	$900.06

Attachment Two

City of Keizer
Water Rate Increase Comparison

Water User Fees - bi-monthly charge	Effective January 2019	Effective January 2020	$ Increase	% Increase
5/8" or 3/4"meter	$ 11.16	$ 11.61	$ 0.45	4.0%
1" meter	$ 22.67	$ 23.58	$ 0.91	4.0%
1 1/2" meter	$ 43.85	$ 45.60	$ 1.75	4.0%
2" meter	$ 69.28	$ 72.06	$ 2.77	4.0%
3" meter	$ 134.71	$ 140.10	$ 5.39	4.0%
4" meter	$ 213.51	$ 222.05	$ 8.54	4.0%
6" meter	$ 425.50	$ 442.52	$ 17.02	4.0%
8" meter	$ 728.69	$ 757.83	$ 29.15	4.0%
Volume rate - $/ccf				
Residential	$ 1.45	$ 1.50	$ 0.06	4.0%
Commercial	$ 1.39	$ 1.45	$ 0.06	4.0%
Private Fire Protection				
4"	$ 31.10	$ 32.34	$ 1.24	4.0%
6"	$ 86.38	$ 89.84	$ 3.46	4.0%
8"	$ 181.41	$ 188.66	$ 7.26	4.0%
10"	$ 310.99	$ 323.43	$ 12.44	4.0%
Miscellaneous Water Service Fees				
Service fee	$ 21.21	$ 22.05	$ 0.85	4.0%
Shut off processing fee	$ 42.41	$ 44.11	$ 1.70	4.0%
After hours fees	$ 106.03	$ 110.27	$ 4.24	4.0%
Tampering fee	$ 42.41	$ 44.11	$ 1.70	4.0%
Removal of meter following third tampering incident	cost + 15%	cost + 15%		

BILL NO. ____ A BILL ORDINANCE NO. 2019-_____

FOR

AN ORDINANCE

SETTING WATER RATES (2020); REPEALING ORDINANCE NO. 2018-790

WHEREAS, the City Council adopted Ordinance No. 2018-790 on June 4, 2018 which imposed water rates;

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

WHEREAS, the City Council held a public hearing with regard to the proposed increase on June 3, 2019;

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

WHEREAS, the City Council finds that it is appropriate to repeal Ordinance No. 2018-790 effective January 1, 2020 so there is no confusion as to the adopted water rates;

NOW, THEREFORE,

The City of Keizer ordains as follows:

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

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Section 2. REPEAL OF ORDINANCE NO. 2018-790. Ordinance No. 2018-790 is hereby repealed on January 1, 2020.

Section 3. EFFECTIVE DATE. This Ordinance shall take effect for the January 2018 billings and all successive billings.

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Exhibit "A"

Water User Fees - bi-monthly charge

5/8" or 3/4"meter	$	11.61
1" meter	$	23.58
1 1/2" meter	$	45.60
2" meter	$	72.06
3" meter	$	140.10
4" meter	$	222.05
6" meter	$	442.52
8" meter	$	757.83

Volume rate - $/ccf

Residential	$	1.50
Commercial	$	1.45

Private Fire Protection

4"	$	32.34
6"	$	89.84
8"	$	188.66
10"	$	323.43

Miscellaneous Water Service Fees

Service fee	$	22.05
Shut off processing fee	$	44.11
After hours fees	$	110.27
Tampering fee	$	44.11
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 3, 2019

AGENDA ITEM NUMBER: _____

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **RESOLUTION - CERTIFICATION OF STREET LIGHTING DISTRICT (SLD) ASSESSMENTS**

The fiscal year 2019-20 Street Lighting District assessments, by district, are shown on the attached exhibit "A". These assessments must be certified to the Marion County Assessor's office by June 30, 2019 in order to be assessed on the November 2019 tax rolls. These assessments were noticed to the public in the May 17, 2019 edition of the Keizertimes.

FISCAL IMPACT:

Staff has calculated $398,585.60 as the total assessments for the November 2019 tax rolls as compared to $406,027.63 as the total assessments in the prior year.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for fiscal year 2019-20. After testimony, staff recommends council close the public hearing and deliberate this issue. After which, staff recommends the council adopt the attached resolution, certifying the Street Lighting District Assessments, by tax account, to the Marion County Assessor for collection, if it so chooses.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

CERTIFICATION OF LIGHTING DISTRICT ASSESSMENTS

BE IT RESOLVED by the City Council of the City of Keizer that Keizer has determined and computed the amount of money necessary to be raised by assessment to cover funds spent to operate and maintain certain street lighting facilities within Keizer, including administrative costs for a total of $398,585.60; and

BE IT FURTHER RESOLVED that Keizer certifies Exhibit "A" attached hereto, is a true and correct list of the properties within the various lighting assessment district in Keizer giving the proper assessment and apportionment of costs and expenses to be assessed against the respective properties for operation and maintenance of street lighting facilities for the year; and

BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to the County Assessor to be added to the appropriate tax accounts for the respective properties indicated. The totals include the administrative fee of $4.51 per assessed lot.

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

Mayor_____

City Recorder_____

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2019-20

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE	
008	MARDELL	$ 4,372.00	$ 21.86	
012	WILARK PARK ST LTG	9,406.90	49.51	
014	MAI LIN	6,554.00	22.60	
015	APPLEBLOSSOM	3,777.84	42.93	
017	RIVERCREST	15,974.00	49.00	
018	IVY WAY	5,481.14	46.06	
019	ARNOLD WAY	1,050.00	26.25	
022	NORTHVIEW	4,846.10	56.35	
023	MCNARY HGHTS	5,525.52	62.79	
024	CEDAR PARK ST LGHT	1,211.63	63.77	
025	MENLO	1,562.22	57.86	
026	SHADY LANE	2,438.72	0.4575	FRONT FOOT
028	NORTHWOOD PARK #1	3,447.15	70.35	
034	GREENWOOD	1,916.78	0.5064	FRONT FOOT
041	WILARK PARK #6	674.10	37.45	
042	WILARK PARK ANN #7	664.80	41.55	
043	NORTHWOOD PARK #2	2,744.69	63.83	
044	MAI-LIN DISTRICT #2	484.61	21.07	
045	MCLEOD PARK	1,347.84	37.44	
046	LANCER PARK	1,544.76	42.91	
047	HILLIGOSS	815.36	58.24	
048	CARLHAVEN ADDITION	444.36	15.87	
049	WINDSOR ESTATES	1,379.31	59.97	
050	WHITAKER PARK	4,561.44	58.48	
079	ANDREW PARK	897.00	59.80	
080	GLYNBROOK	3,261.96	79.56	
081	LAWNDALE SUB	2,257.94	66.41	
082	NORTHWOOD PARK #4	7,639.10	77.95	
083	PALMA CIEA #5	1,178.54	53.57	
084	WILARK PARK ANN #5	871.02	48.39	
086	HICKS JONES	9,369.63	0.5032	FRONT FOOT
087	CARLHAVEN ADD #2	507.64	18.13	
094	WILL MANOR 4	1,792.85	77.95	
095	WHEATLAND LN	456.68	65.24	
096	NORTHTREE ESTATES	7,498.00	74.98	
097	CHEMAWA PARK	1,568.52	87.14	
108	MCLEOD PARK #2	1,306.53	48.39	
120	CHEMAWA EST #1	1,517.10	50.57	
122	SIX SUBDIVISION	421.36	18.32	
126	MCLEOD ESTATES	3,295.96	44.54	
128	CHEHALIS SUB	364.32	22.77	
129	DENNIS LANE N	2,268.68	52.76	
130	CRESTWOOD VILLAGE	449.16	37.43	
131	CHEMAWA EST #2	1,732.98	50.97	

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2019-20

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
132	CHARLOTTE	2,258.10	50.18
141	PALMA CIEA	23,098.50	51.33
142	RIVERVIEW N	1,385.04	47.76
143	MEADOWBROOK	485.82	53.98
144	JUNIPER	1,077.00	53.85
146	TERRACE GLEN	922.56	57.66
147	WEDGEWOOD ESTATE	969.28	30.29
148	JULIE ESTATES	1,274.40	63.72
150	KEPHART	1,861.20	46.53
159	JOHNISEE ADDN	367.90	28.30
161	WALENWOOD SUB	205.74	22.86
162	WARNER PARK	210.30	21.03
163	SPRINGTIME PK SUB	660.30	44.02
164	STONEHEDGE ESTATE	5,081.00	50.81
165	RIVERVIEW N #2	1,399.44	49.98
181	TIMBERVIEW SUB	5,579.18	39.29
182	VISTAVIEW ESTATE #2	2,248.80	37.48
183	NORTHRIDGE PARK	722.88	22.59
184	JUNIPER #2 SUBDIV	1,558.83	74.23
185	KEIZER HEIGHTS	2,073.96	32.92
191	CLARK ST NE	444.36	15.87
192	FRIENDSHIP ADDITION	383.76	31.98
193	TEN AT MCNARY	1,054.90	75.35
194	BUCHOLZ ADDITION	571.41	27.21
195	PARKLAWN ADDITION	344.40	57.40
205	GLYNBROOK II N	3,086.54	71.78
206	FOUR WINDS ADDN N	5,676.45	46.15
207	FERNBROOK	1,512.81	38.79
208	EDEN ESTATES	2,887.92	68.76
209	COUNTRY CLUB EST	1,279.32	45.69
212	LAWNDALE I SUB PH-2	2,152.02	55.18
213	STONEHEDGE EST II	3,561.78	40.02
215	GARY ST	1,019.72	27.56
216	ARNOLD ST #2	1,060.76	46.12
217	FOUR WINDS III	598.60	29.93
218	GREENWAY	748.80	41.60
219	NOON AVE	1,155.52	36.11
220	STONEHEDGE EST III	1,329.60	41.55
221	STONEHEDGE EST 4&5	1,521.79	49.09
227	WILLOW LAKE EST	1,976.04	44.91
228	THE MEADOWS PH-1	3,333.12	59.52
231	FOURWINDS II	580.16	36.26
232	WHITAKER HGTS	1,602.48	48.56
234	THE MEADOWS PH-3	2,083.20	59.52

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2019-20

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
235	THE MEADOWS PH-2	2,202.24	59.52
236	THE MEADOWS PH-4	2,321.28	59.52
237	ORCHARD CREST	2,047.92	38.64
238	STONEHEDGE EST #6	1,521.79	49.09
239	SPRINGMEADOW EST	3,621.20	3,621.20
241	WILLOW LAKE 2&3	3,987.84	41.54
246	CHERRYLAWN CT NE	485.92	60.74
247	ORCHARD CREST PH-3	1,640.45	46.87
248	MAX CT	503.30	50.33
249	THE MEADOWS PH-5	2,499.84	59.52
250	ORCHARD CREST PH-2	2,052.16	38.72
251	RIVERCREST PH-1&2	1,883.64	42.81
253	THE MEADOWS PH-6	1,845.12	59.52
254	THE MEADOWS PH-7	1,904.64	59.52
255	TIMBERVIEW PH-3	1,704.92	60.89
256	APPLETREE PH-1,2,3	2,965.50	65.90
257	BRIARWOOD	2,533.54	2,533.54
258	HIDDEN CRK EST PH-1	3,318.48	92.18
259	CATERWOOD ESTATES	2,402.10	47.10
260	PARKMEADOW APTS	989.72	989.72
261	NORTHRUP/NORTHSHIRE	407.76	33.98
262	COUNTRY GLEN EST	9,520.10	51.46
263	FIRCONE	1,777.41	61.29
264	HIDDEN CRK EST PH-2	861.92	53.87
265	CLEARLAKE SUBDIV	2,786.63	56.87
266	SPRINGRIDGE EST	1,803.52	56.36
267	THE RIDGE	1,283.48	58.34
268	NORTHSIDE ESTATES	2,334.90	54.30
269	HOMESTEAD/CLEARVIEW	383.70	38.37
270	HONEYSUCKLE	1,420.75	56.83
272	LARSON PARK SUBDIV	449.16	37.43
273	BAILEY ESTATES	439.90	43.99
274	STICKLES ADDITION	238.32	26.48
275	CEDAR BLUFF SUBDIV	1,700.46	62.98
276	ABT KOUFAX LN	1,480.38	67.29
277	HIDDEN CREEK PH-3	743.16	22.52
278	HOLLY LN/ALDER DR NE	379.17	42.13
282	3RD AVE N	1,997.28	35.04
283	HIDDEN CREEK PH-4	1,054.05	70.27
284	JACOBE ESTATES SUB	834.30	83.43
285	PRAIRIE EST	7,319.52	79.56
286	TECUMSEH ESTATES	1,081.71	51.51
287	TEPPER E SUB	1,799.00	64.25
288	WESTMORE	1,357.92	56.58

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2019-20

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
292	PINEHURST ESTATES	3,217.65	56.45
293	LEEWOOD MEADOWS	2,446.20	45.30
294	BROWER PLACE	1,718.64	55.44
295	HIGHLANDS ESTATES	3,231.60	53.86
296	JACOBE ESTATES PH2	1,067.94	59.33
297	BAHNSEN WOODS EST	3,241.80	54.03
298	FOREST RIDGE EST	2,814.35	51.17
299	WHEATLAND TERRACE	691.60	49.40
300	WATERFORD	2,786.63	56.87
306	ROCKLEDGE ADDITION	664.80	41.55
307	WITTENBERG	1,184.38	1,184.38
308	JORDON RUN	761.20	69.20
309	PRAIRIE CLOVER	504.68	126.17
310	VINEYARDS	4,371.30	48.57
311	HIGHLANDS NORTH	397.60	24.85
312	CHEMAWA GLEN	1,957.38	51.51
315	SPARROW ADDITION	523.04	65.38
316	VINEYARDS NO. PHASE 2	2,692.80	52.80
317	HIDDEN CREEK PHASE 5	713.90	71.39
318	BARNICK ESTATES	1,031.40	85.95
319	MCLEOD ACRES	679.60	67.96
321	BEIER ESTATES	1,233.36	68.52
322	WESTMORE EAST SUBDIV N.	439.20	24.40
323	SHADY ADDITION N.-RING ST. N.E.	783.90	43.55
332	CLEARLAKE HEIGHTS	541.44	45.12
333	PINE MEADOWS ESTATE	557.62	39.83
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,096.80	45.70
336	FULTZ ESTATES	691.50	46.10
338	RICKMAN CROSSING	539.20	53.92
339	CEDAR TREE	708.29	64.39
340	WINDSOR WOODS SUBDV	2,504.04	56.91
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,480.68	41.13
345	FULTZ ESTATES PH 2	365.36	45.67
346	PLEASANT VIEW NE	1,819.60	45.49
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	245.20	24.52
351	HUNTER ADDITION I	351.60	70.32
352	LENT ESTATES STLT DIST. KUD	522.45	19.35
353	TREBBER ESTATES	1,055.40	70.36
354	WINDSOR WOODS SUBDV PH2	1,664.52	42.68
355	EVERWOOD MEADOWS	732.45	48.83
356	MEGAN LEE PROP.	193.75	38.75
358	CLEARLAKE MEADOWS STLT DIST	155.70	31.14
359	CLAGGET GROVE DIST.	226.80	37.80
360	SELENA ESTATES DIST.	542.64	31.92

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2019-20

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE	
361	CANDLEWOOD IND PARK NE	212.73	30.39	
363	BRIAN MDWS ST LT DIST.-KUD	432.96	19.68	
365	JACOBE ESTATES PH3	169.52	21.19	
366	MADALYN TERRACE	262.50	18.75	
367	GRISWOLD AVE NE	374.97	124.99	
368	HALEY ESTATES	474.66	26.37	
369	KEIZER STATION LIGHTING-AREA A	12,547.13	172.61	PER ACRE
370	WHEATLAND MEADOWS ESTATE	772.16	20.32	
372	SARAH JEAN COURT	164.85	23.55	
373	BENSON ESTATES SUBDIVISION	351.60	70.32	
374	PEYTON-HAYLEY SUBDIVISION	203.55	40.71	
375	MCGEE COURT	166.70	33.34	
377	CRAFTSMAN RIDGE STREET	399.00	26.60	
378	TAYLOR RIDGE SUB	236.08	29.51	
379	TEETS ESTATES STREET	192.53	14.81	
384	AVALON MEADOWS STREET	2,037.15	25.15	
385	MAGEE ESTATES STREET	93.90	15.65	
386	MCNARY HGHTS ADDN STREET	334.65	22.31	
387	NEW DAY STREET	165.30	27.55	
391	TATE ESTATES ST LTG	178.90	17.89	
392	ALDINE MEADOWS LTG	602.70	20.09	
393	WINDSOR ISLAND LTG	1,789.56	33.14	
394	NORTHFIELD ESTS LTG	1,287.72	107.31	
395	WILLOWLAKE LAKE VIEW	759.19	24.49	
397	MISTY MEADOWS	1,005.45	67.03	
399	BOWDEN MEADOWS	2,120.00	66.25	
400	KEIZER STATION LTG AREA C	2,871.64	86.97	PER ACRE
403	GALINA COURT ST LTG	181.74	30.29	
404	PINECREST ADDN ST LTG	269.85	53.97	
405	SUMMERVIEW ESTS LTG	649.12	81.14	
406	SNOOK GROVE LTG	693.30	69.33	
407	STERLING MEADOW LTG	871.35	58.09	
462	NAOMI'S START	391.12	97.78	
	TOTAL ASSESSMENT	$ 398,585.60		

CITY COUNCIL MEETING: June 3, 2019

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **TIM WOOD, FINANCE DIRECTOR**

SUBJECT: **RESOLUTION ADOPTING FISCAL YEAR 2019-2020 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES**

On April 30, 2019, the Budget Committee convened and received the City Manager's Budget Message for fiscal year 2019-20, received public testimony from interested parties and began deliberations on the City Manager Recommended Budget. On May 2, 2019 the Committee received additional public testimony, concluded deliberations and passed the Committee Approved Budget (Attachment One).

ISSUES AND FISCAL IMPACT:

Tonight, the City has scheduled a public hearing to receive additional citizen input on the fiscal year 2019-20 Committee Approved Budget. After the hearing, the Council may adjust the approved budget as follows:

1. Amend the budget estimates
2. Amend the proposed ad valorem property tax amount or rate in the budget document (maximum is $2.0838 per $1,000 of assessed value)
3. The amount of estimated expenditures for each fund in an annual budget may not be increased by more than $5,000 or 10 percent of the estimated expenditures, whichever is greater
4. 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.

By state law, the Council must adopt the upcoming fiscal year budget by June 30, 2019. As a reminder, the City Council has the opportunity to adjust the budget mid-year and there is no requirement to reconvene the budget committee to do so. The size and type of the budget adjustment, as noted in item #3 above, determines the circumstances in which a public hearing is required.

RECOMMENDATION:

Staff recommends that the City Council open the public hearing and receive testimony on the fiscal year 2019-20 Committee Approved Budget. After all testimony has been received, Staff recommends the Council close the public hearing and begin deliberations as you so choose. Finally, Staff recommends that the City Council adopt the attached Budget Resolution for fiscal year 2019-20 with amendments if any.

City of Keizer

Marion County, Oregon

Committee Approved

Budget FY 2019-20

FISCAL YEAR 2019-2020

BUDGET COMMITTEE MEMBERS

Council Members:	Public Members:
Cathy Clark, Mayor	Ron Bersin
Kim Freeman, President	Keith Blair
Roland Herrera	Don Clark
Dan Kohler	Kevin Dial
Marlene Parsons	J.D. Gillis
Laura Reid	Jonathan Thompson
Elizabeth Smith	Open Position

STAFF

Chris Eppley, City Manager
Shannon Johnson, City Attorney

Department Head Team

Nathan Brown, Community Development Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Bill Lawyer, Public Works Director
John Teague, Chief of Police
Tim Wood, Finance Director

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

Quotes on Democracy

Democracy is based upon the conviction that there are extraordinary possibilities in ordinary people.

Harry Emerson Fosdick

As I would not be a slave, so I would not be a master. This expresses my idea of democracy.

Abraham Lincoln

Democracy is when the indigent, and not the men of property, are the rulers.

Aristotle

Democracy, like liberty, justice and other social and political rights, is not "given", it is earned through courage, resolution and sacrifice.

Aung San Suu Kyi

Ballots are the rightful and peaceful successors to bullets.

Abraham Lincoln

I am a firm believer in the people. If given the truth, they can be depended upon to meet any national crisis. The great point is to bring them the real facts, and beer.

Abraham Lincoln

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Keizer

Oregon

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

Table of Contents

BUDGET MESSAGE

City Manager's Budget Message 8

CITY OVERVIEW

City Demographics 10
Budget Process & Calendar 11-16
Financial Policies 17-22
Organization Chart 23
Fund – Department Matrix 24
City Council Goals 25

FINANCIAL TRENDS

General & Economic Information 27-28
Revenue Trends & Assumptions 29-33
Resources & Requirements 34
Budgets 35-36
Debt 37-38
Property Taxes and Comparative Tax Rate 39-40

BUDGET SUMMARY

Budget Overview and Highlights 42-47
All Funds Combined 48
Resource & Requirement by Fund Type 49
Fund Descriptions and Summary by Fund 50-54
Consolidated Fund Summary 55-58
Capital Expenditures 59
Fund Balances 60-62
Staffing History 63-65
Staffing Allocations 66
Summary of Employee Benefits 67
Department Summaries 68-93

FUNDS & DEPARTMENTS

Administrative Services
- Summary 95-96
- City Manager's Office 97-98
- City Attorney's Office 99-100
- City Recorder's 101-102
- Human Resources 103-104
- Finance
  - Non-departmental 105-106
  - Information Systems 107-108
  - Utility Billing 109-110

Table of Contents

Public Works (Administrative Services)
Non-departmental 111-112
Facility Maintenance 113-114
General Administration 115-117
Public Works
Streets 118-120
Street Lighting 121-122
Transportation Improvements 123
Off-Site Transportation 124
Stormwater 125-127
Sewer 128-129
Sewer Reserve 130
Water 131-133
Water Facility Replacement 134
Park Services Fee 135-137
Park Improvements 138
General Fund
Summary 139
Non-Department Resources 140-141
Non-Department Requirements 142-143
Community Development 144-145
Municipal Court 146
Police 147-148
Revenue Sharing 149
Other Funds
Police Services Fee 150
Community Center 151-152
Public Education Government Access 153
Housing Rehabilitation Program 154
Energy Efficiency Loan Program 155
Keizer Station Local Improvement 156

LONG RANGE PLANNING

Introduction 158
General Fund 159
Civic Center Sinking Fund 160
Stormwater Fund 161
Water Fund 162

GLOSSARY

Common Budget Terms 164-170

Budget Message

City Manager's Budget Message
City of Keizer
Fiscal Year 2019-20

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 2019-20. Overall the City of Keizer is in a stable financial position with resources adequate to maintain the existing City services.

The City is expecting overall operating revenues to increase 6% compared to the prior year. The primary revenue increase is associated with property taxes and the state's Highway Trust Fund revenue. Property taxes are expected to increase 4% which include a 3%-increase in assessed values and a 1%-increase in growth. Highway Trust Fund revenues are expected to increase as the result of the comprehensive transportation funding package that was approved in 2017. The funding package included a 10-cent gas and use fuel tax increase and a 53% increase in the weight-mile tax over a seven year period. In addition charges for services are expected to increase as the result of:

- a proposed 4% water rate increase,
- a proposed $0.55 per ESU Stormwater rate increase, and
- a 2.0% sewer rate increase. The City of Salem, who manages the City's sewer infrastructure, sets the rates for the regional system.

The rate increases are needed to sustain service levels and fund necessary capital improvements.

The Fiscal Year 2019-20 operating budget, which includes personnel services and materials and services, is expecting to increase 3% as compared to Fiscal Year 2018-19. The increase is primarily attributable to an increase in wages, insurance and pension costs. The City anticipates adding an additional public works employee to focus on GIS related activities.

Capital outlay is expected to increase 8% as the City intends to resurface a significant portion of River Road.

I 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,

Christopher C. Eppley
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. Opening for the first season in 1997, the Keizer Stadium is home to the Volcanoes, a Minor League baseball team affiliated with the San Francisco Giants. The 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
Government	Council/Manager
Population (July 1, 2018)	38,505
Neighborhood	3
Area in square miles	7.36
Keizer School Enrollment	7,789

Public Safety

Number of sworn officers	42
Calls for service	23,398
Number of holding cells	2

Culture & Recreation

Heritage center	1
Community center	1
Neighborhood parks	15
Community parks	2
Regional park	1
Dog park	1
Amphitheater	1
Splash fountain	1
Public golf course	1
Minor league ball club	1

City Debt

Moody's Bond Rating	Aa3
General obligation debt	None
General obligation debt limit*	$111,879,882
Revenue bonds debt	$2,149,000
Full faith and credit debt	$12,895,000
Line of Credit outstanding	None

**3% of real market value of all taxable property in Keizer*

ECONOMIC INDICATORS

Largest Private Enterprise Tax Payers Assessed Value:

Donahue Schriber Realty Group	$67,577,230
MWSH Keizer LLC	16,739,960
MWIC Keizer LLC	14,546,240
Lowe's HIW Inc	12,296,630
Target Corporation	12,112,158
Emerald Pointe LLC	12,068,179
CCP Keizer 1526 LLC	12,060,170
Per capita personal income	38,168
Total personal income	$1.4 billion
Average annual unemployment	4.1%
Real market value of property	$4.1 billion
Assessed value of property	$2.7 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 develop 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 compute 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	Citizen Members
Cathy Clark, Mayor	Ron Bersin
Kim Freeman, President	Keith Blair
Roland Herrera	Don Clark
Dan Kohler	Kevin Dial
Marlene Parsons	J.D. Gillis
Laura Reid	Jonathan Thompson
Elizabeth Smith	Open Position

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 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 Comprehensive Annual Financial Report (CAFR), 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 CAFR shows all of the City's funds on both a budgetary and GAAP basis for comparison purposes.

Budget Calendar

Friday, **April 12** & Friday, **April 19**	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 Tuesday, April 30th on the proposed budget and state revenue sharing.
Friday, **April 19**	Budget documents to be distributed to Budget Committee
Tuesday, **April 30** 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
Thursday, **May 2** 6:00 p.m.	City Budget Committee Meeting ♦ Public Testimony ♦ Continuation of presentations and discussion
Thursday, **May 9**	City Budget Committee Meeting ♦ Continuation of discussion from Thursday, May 2nd as needed ♦ Budget recommendations to City Council
Friday, **May 17**	Financial Summaries and notice of budget hearings for publication
Monday **June 3** 7:00 p.m.	Public hearing on City Budget. Council adoption of City Budget, if approved.
Monday **June 17** 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.
7. Beginning in fiscal year 2016-17 the City needs to pay $208,700 each year over the next six years to repay the Salem-Keizer School District for tax increment revenue foregone to the Keizer Urban Renewal District. By contractual agreement, repayment of $1,252,205 must be paid by December 2022. The additional property tax revenues received into the General Fund beginning in fiscal year 2015-16 will be sufficient to cover this expense.

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).

Financial Policies

   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).
   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.
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.
   b. The Water Bond covenant requires a reserve in the amount of $234,100 for debt service.
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.

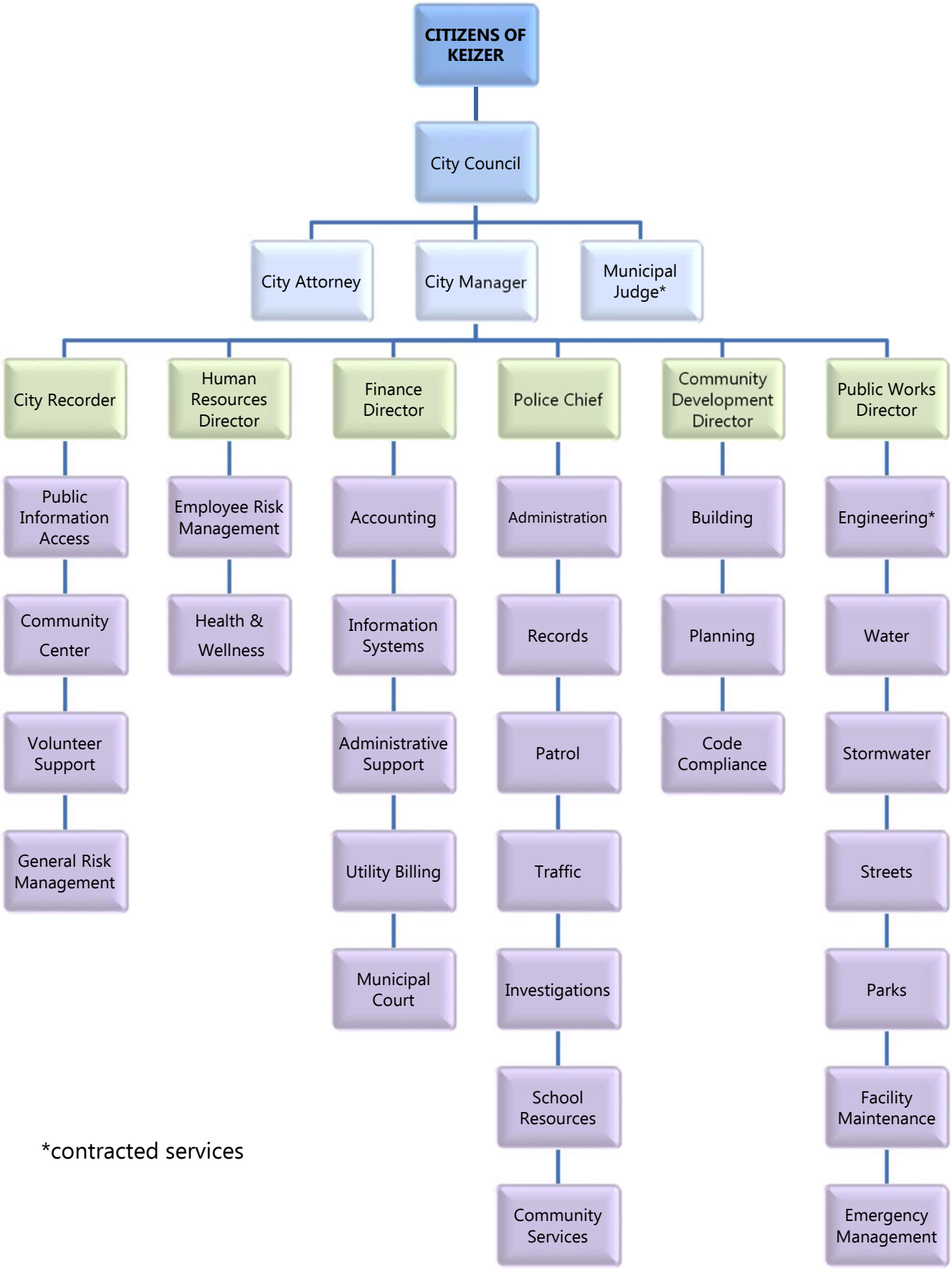
Financial Policies

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, a Comprehensive Annual Financial Report (CAFR) 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



*contracted services

Fund - Department Matrix

	FUND	City Manager	Legal	City Records	Human Resources	Finance	Community Development	Public Works	Police
M	**GENERAL FUND - By Function**								
	Community Development						X		
	General Administration			X		X			
	Municipal Court					X			
	Police								X
	Revenue Sharing								X
	SPECIAL REVENUE FUNDS								
N	Energy Loan Program						X		
N	Housing Services						X		
N	Off-Site Transportation Improvement							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	District					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 2019.

Council Goals Established for 2019 through 2021

SHORT TERM GOALS

- Charter Review
  - Create Charter Review Committee
  - Revise Section 44 of Charter
  - Overall Update to Charter
  - May 2020 Ballot – Fall back date November 2020

- Urban Growth Boundary
  - Completion of Studies and Recommendations
  - Continue Community Engagement

- Community Outreach
  - Community Makeup – demographics and diversity
  - Scorecard of the changes made and their effectiveness
  - Recruitment and Training for Volunteers
  - Youth Engagement

- Begin Parks Master Plan Update
  - Engage Youth Sports Groups in Process

- Youth Councilor Program
  - Increase recruitment – private and home school
  - Revisit experience – what do they want out of experience

- City Staffing and Levels of Service
  - Current Services
  - Demand for Services
  - Unfunded Mandates/Available Funding
  - Staff Diversity

LONG TERM GOALS

- City Staffing Level of Service
  - Strategic Plan

- Urban Growth Boundary
  - Determine Direction after Short Term Studies

- Transportation Systems Plan Update

- Complete Parks Master Plan Update

Financial Trends

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

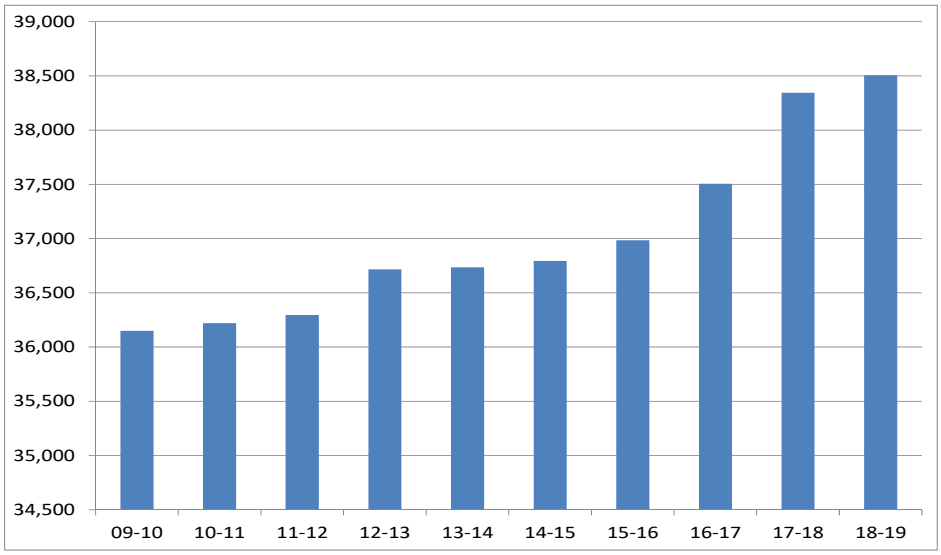
General & Economic Information

Keizer is located in northwestern Oregon in Marion County, along the 45th parallel. As of July 1, 2018, its population was 38,505. 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 0.84% growth rate per year. Keizer anticipates an increase in growth over the next several years at between 1.0% and 1.5% annually compared with the State of Oregon, which is increasing in population at 1.3% annually.

Population Trend



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 2.4 percent before seasonal adjustment.

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

Year	CPI-U Increase
2009	99.9%
2010	101.3%
2011	103.2%
2012	101.7%
2013	101.0%
2014	101.3%
2015	100.1%
2016	100.9%
2017	102.4%
2018	103.0%

General & Economic Information

	City Population vs. Number of City Employees by Fiscal Year									
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19
Population	36,150	36,220	36,295	36,715	36,735	36,795	36,985	37,505	38,345	38,505
Staffing	94	93	90	90	92	95	95	94	100.5	100.5
Per Capita	2.6	2.6	2.5	2.5	2.5	2.6	2.6	2.5	2.6	2.6

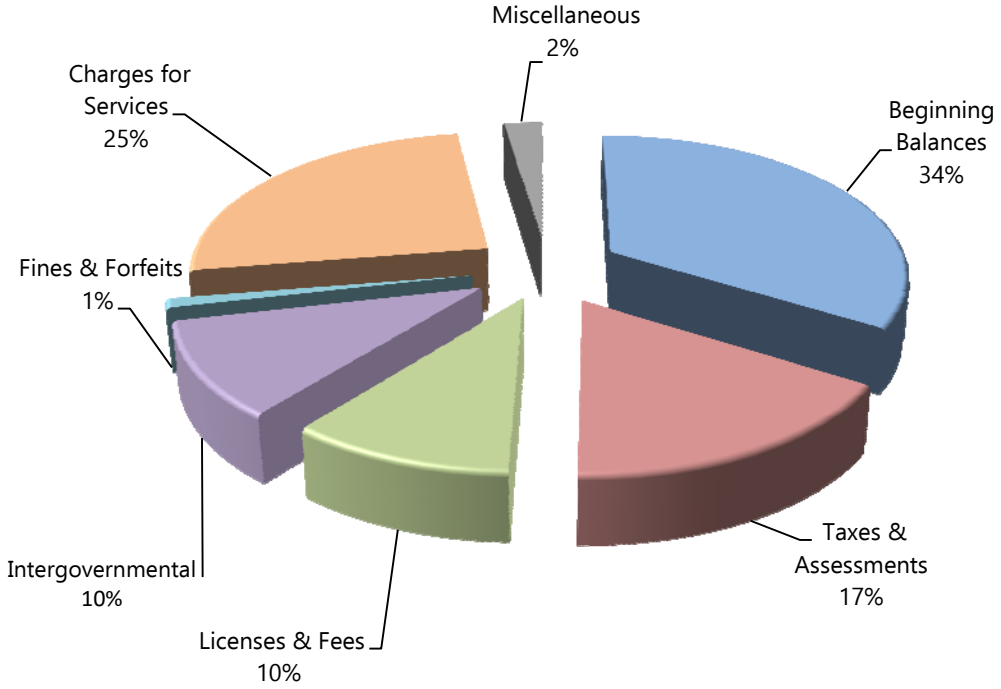
This chart compares the City of Keizer's population to the City's number of full-time employees over the past ten years. For the 2019-20 fiscal year, the City budgeted 101.5 full-time equivalents (FTE). Expressed in per capita terms, the FTE count is 2.6 employees per thousand of population.

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 increase 6% over 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 2019-20 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 $2.8 billion for fiscal year 2019-20 compared to real market value which is approximately $4.3 billion; over 53% above assessed value.

Revenue Trends & Assumptions

At $5.6 million, property tax revenues continue to be a major source of revenue for the City, comprising 19% of total revenues. Despite the economic downturn and slow recovery during the past ten year period, property taxes increased 26% or $1.5 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 2018-19 increasing to 52%. The higher the percentage the more likely the City will receive the full 3% growth in future years.

For fiscal year 2019-20, Marion County projects a 4.0% increase in current property tax revenues; 1% from new construction and 3% for increased valuation. This projection is supported by construction permits taken in by the City's Community Development Department. The impact of new construction will 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 6% 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 2019-20, revenue from licenses and fees is projected to be 16% 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 $2.9 million for fiscal year 2019-20 and represents 10% 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 11% primarily due to rate increases. Electricity fee revenues make up over 40% of total franchise fees and have increased 10% during this time.

Assumptions for fiscal year 2019-20 include:

- Electricity companies anticipate a 2% long term growth rate.
- Gas companies, serving the Keizer area expect a 3% growth rate during fiscal year 2019-20.

Revenue Trends & Assumptions

- Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. Fiscal year 2019-20 revenue projections are based on a 4% reduction over fiscal year 2018-19 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. Revenue is projected to be consistent with the prior year.
- City Utility assessments and fees are expected to increase commensurate with the rate increases anticipated in fiscal year 2018-19 and include Water at 4%, Sewer at 2% and Stormwater at 8%.

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 employees 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 amentities. The fee is expected to provide $686,800 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. The fee is expected to provide $686,800 in revenue per year.

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 2019-20 using assumptions from Marion County and the City's Community Development 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 2019-20 using assumptions from Marion County and the City's Community Development 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 $4.7 million or 16% 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 remained consistent in recent years. Revenue estimates are based on five-year trend analysis adjusted for any changed in the traffic control efforts as planned by the Keizer Chief of Police.

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). Utility rates are expected to increase in fiscal year 2019-20 to keep up with operating costs and implement the capital improvement program of each utility. These revenues make up 38% 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 Director.

Over the past five years water consumption has declined due to customer conservation measures and wetter than average summers. These trends are offset by modest annual rate increases. Water sales revenues are expected to increase 4% over fiscal year 2018-19 commensurate with the scheduled rate increase.

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 2.0% in fiscal year 2019-20 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 anticipates revenues to increase 8% in the upcoming fiscal year over fiscal year 2019-20.

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 5% over projected fiscal year 2018-19 amounts.

MISCELLANEOUS

For fiscal year 2019-20, miscellaneous revenue is projected to be 4% 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 Polices* 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 2.75% on its investments. For this coming fiscal year, the rate of return on the City's investments is projected to remain consistent with the previous year. Investment income is

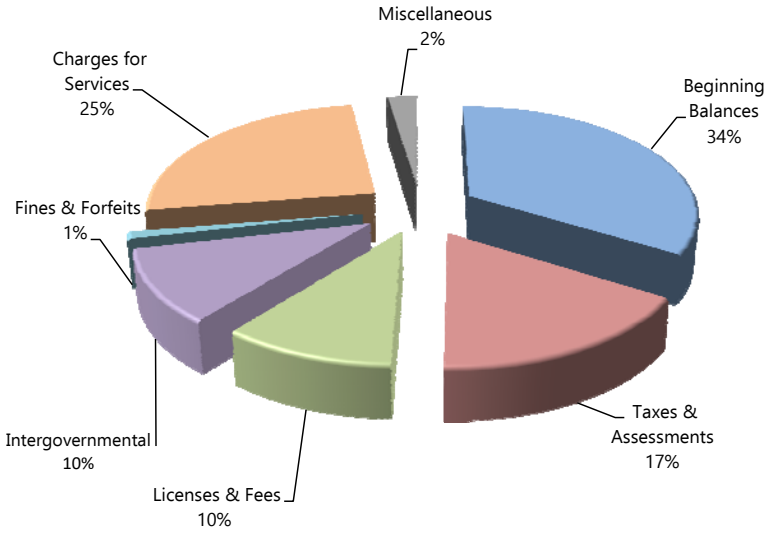
budgeted in each fund based upon its estimated share of pooled cash at the projected interest rate for the upcoming year.

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.

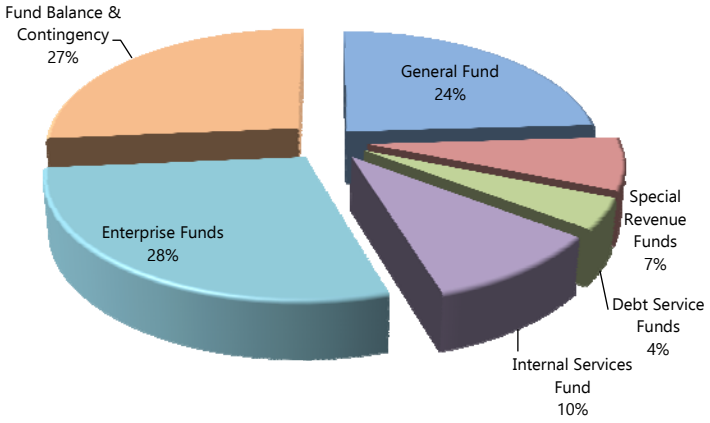
Financial Trends – Resources & Requirements

RESOURCES BY SOURCE – FY 2019-20



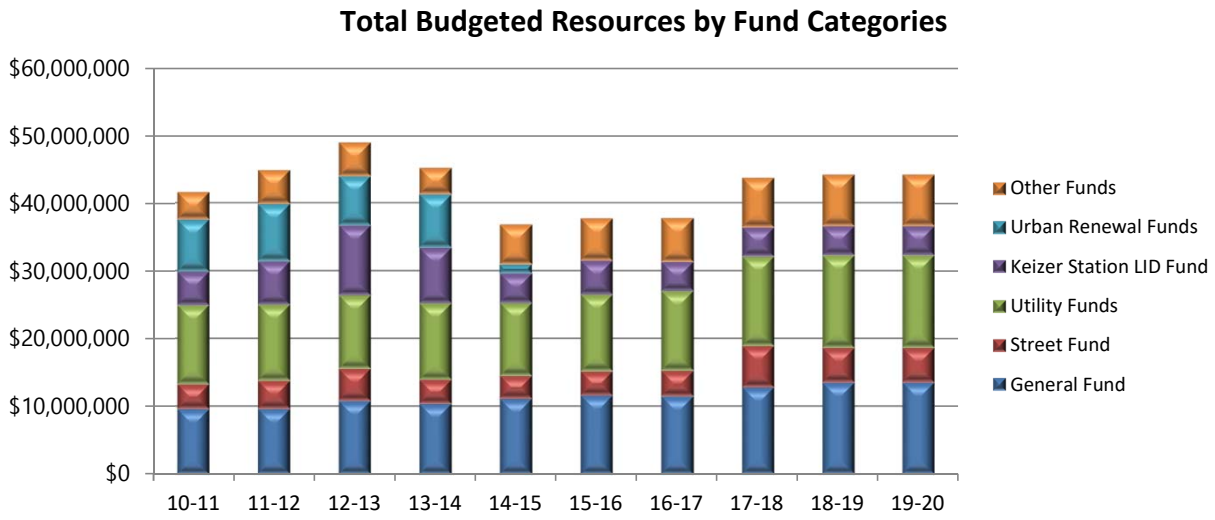
For fiscal year 2019-20, total resources come to $44 million. Charges for Services support the City's utilities including Water, Sewer and Stormwater. Property tax revenues, including delinquencies continue to be a major source of resources for the City. For this fiscal year, City property taxes are projected to be 4% above the previous fiscal year.

REQUIREMENTS BY USE – FY 2018-19

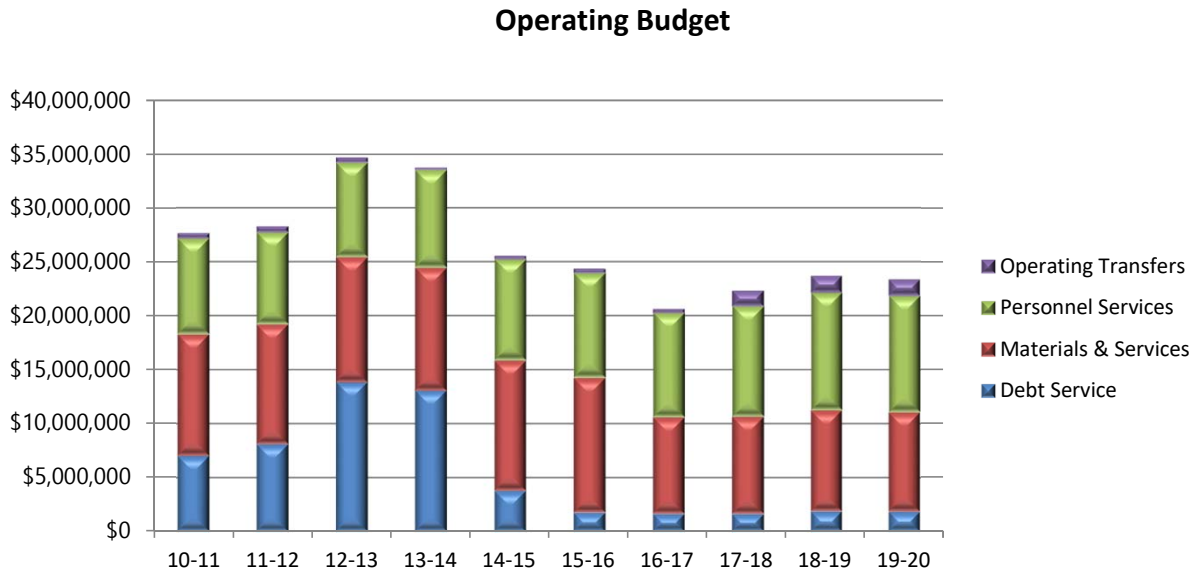


Requirements are balanced to fiscal year 2019-20 resources at $44 million. As the pie chart above shows, 27% of this fiscal year's requirements are budgeted as contingency and ending fund balances. The remaining budgeted requirements are allocated between the General Fund, Special Revenue Funds, Capital Projects, Debt Service and Utility Funds.

Financial Trends - Budgets

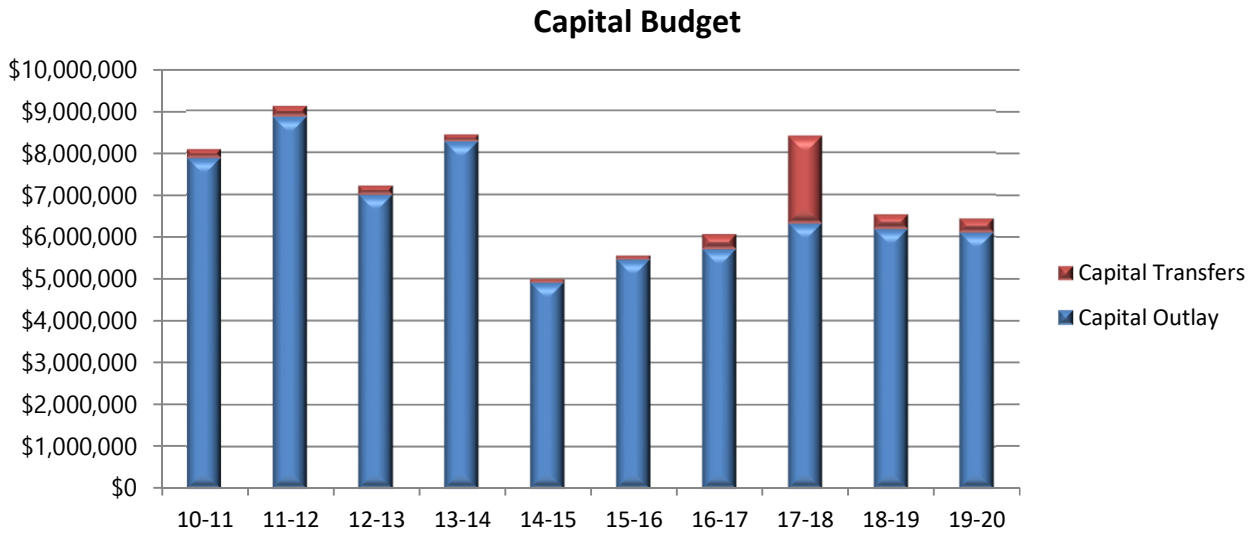


This graph depicts the total resources budgeted in each fund category for the past ten fiscal years. The graph indicates the combined General Fund, which includes General Services, Parks Operations, Community Development, Municipal Court and Police Services. The Utility funds include Water, Sewer and 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.

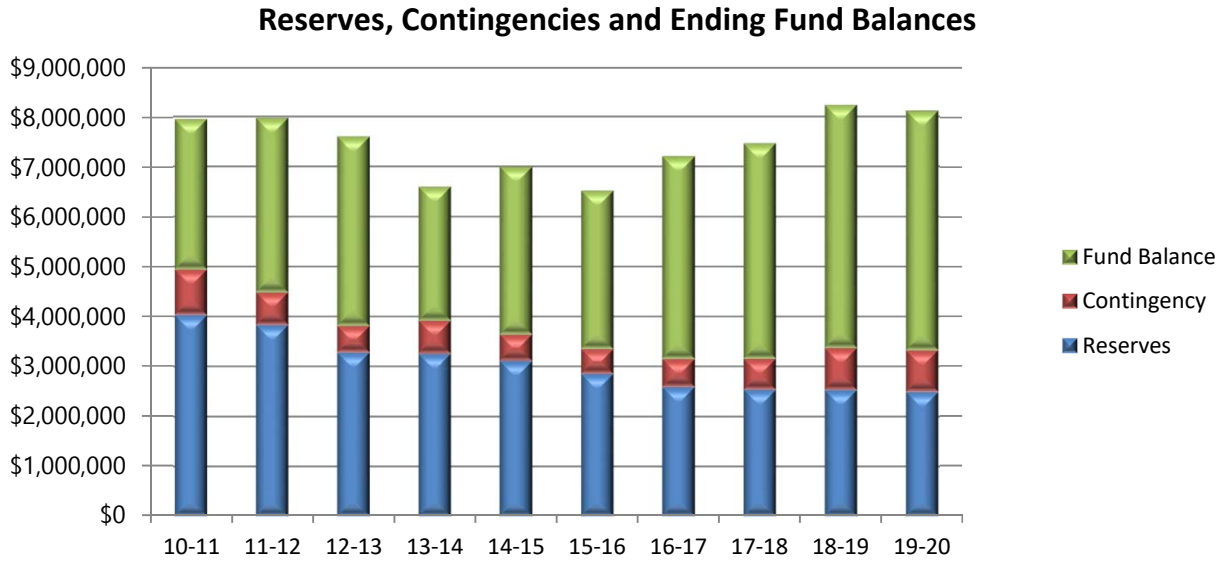


The above graph depicts the total operating expenditures by category for the past ten fiscal years, adjusted for inflation. Spikes in debt service payments in FY12-13 and FY13-14 represent pay down of Keizer Station Local Improvement District debt resulting from the foreclosure of delinquent properties. 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



The above graph depicts the total capital expenditures by category for the past ten fiscal years, adjusted for inflation. Capital construction in FY10-11 through FY19-20 is for road, water and stormwater improvements. FY17-18 includes a capital transfer which will be used as short term working capital for the construction of the bridge over Claggett Creek on Dearborn Ave NE.



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
12/1/2019	12,895,000	-	335,270	335,270
6/1/2020	12,895,000	-	335,270	335,270
12/1/2020	12,895,000	-	335,270	335,270
6/1/2021	12,895,000	-	335,270	335,270
12/1/2021	12,895,000	-	335,270	335,270
6/1/2022	12,895,000	-	335,270	335,270
12/1/2022	12,895,000	-	335,270	335,270
6/1/2023	12,895,000	-	335,270	335,270
12/1/2023 through 12/1/2031	12,895,000	-	5,029,050	5,029,050
6/1/2031	12,895,000	12,895,000	335,270	13,230,270
		$12,895,000	8,046,480	$20,941,480

Gas Tax Revenue Loan Debt Service Schedule

	Interest Rate	Original Date	Maturity Date	Original Principal	Principal Outstanding	Annual Debt Service
2018 Gas Tax Revenue	3.05%	4/26/2018	6/1/2033	$ 1,800,000	$ 1,709,000	$ 152,000

Payment Date	Principal Balance	Principal Payment	Interest Payment	Total Payment
12/1/2019	$ 1,709,000	$ -	$ 26,062	$ 26,062
6/1/2020	1,609,000	100,000	26,062	126,062
12/1/2020	1,609,000	-	24,537	24,537
6/1/2021	1,506,000	103,000	24,537	127,537
12/1/2021	1,506,000	-	22,967	22,967
6/1/2022	1,400,000	106,000	22,967	128,967
12/1/2022	1,400,000	-	21,350	21,350
6/1/2023	1,291,000	109,000	21,350	130,350
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 through 12/1/2032	368,000	1,032,000	184,723	184,723
6/1/2033	147,000	147,000	2,242	149,242
		$ 1,709,000	$ 416,173	$ 2,125,173

Financial Trends - Debt Service

REVENUE BONDS

Revenue bonds are long-term obligations that are payable solely from a designated source of revenue. They do not carry any taxing power or general fund pledge as security. Currently, the City has one revenue bond issue outstanding.

Water Revenue Loan Debt Service Schedule

	Interest Rate	Original Date	Maturity Date	Original Principal	Principal Outstanding	Annual Debt Service	Coverage Ratio*
2005 Water Revenue Loan	4.10%	9/30/2005	9/1/2020	$ 2,600,000	$ 440,000	$ 231,000	3.70%

* Coverage ratio required by the Water Revenue Loan is 1.25. In other words, the net operating revenues pledged by these funds must exceed their annual debt service payments by at least this ratio. To date, the City's revenue bond has all exceeded these coverage requirements.

Fiscal Year End	Principal Payable	Interest Payable	Total
June 30, 2020	215,000	13,633	228,633
June 30, 2021	225,000	4,613	229,613
	$ 440,000	$ 18,246	$ 458,246

	Debt Outstanding	Debt Per Capita	Debt as % of RMV	Statutory Maximum
Revenue Bond, debt ratios	$ 440,000	$ 11.43	10.69%	NA

REIMBURSEMENT AGREEMENT

The City entered into reimbursement agreements with the North River Road Urban Renewal District's overlapping taxing jurisdictions to repay the districts for their foregone revenues as described in the agreements. The City has repaid all Districts[1] the amounts owed for tax increment collected plus interest at 4% per annum, except the Salem-Keizer School District. The City closed the Urban Renewal District at the end of fiscal year 2014-15 and the Urban Renewal District no longer collects tax increment revenue.

Beginning in fiscal year 2016-17 the City needs to pay $208,700 each year over the next six years to repay the Salem-Keizer School District for tax increment revenue foregone to the Keizer Urban Renewal District. By contractual agreement, repayment of $1,252,205 must be paid by December 2022. The additional property tax revenues received into the General Fund as the result of closing the Urban Renewal District will be sufficient to repay the annual obligation to the Salem-Keizer School District.

[1] Note: the City of Keizer is a North River Road Urban Renewal District overlapping taxing jurisdiction, however, the City did not elect to be repaid for foregone taxes.

FUTURE DEBT ISSUANCE

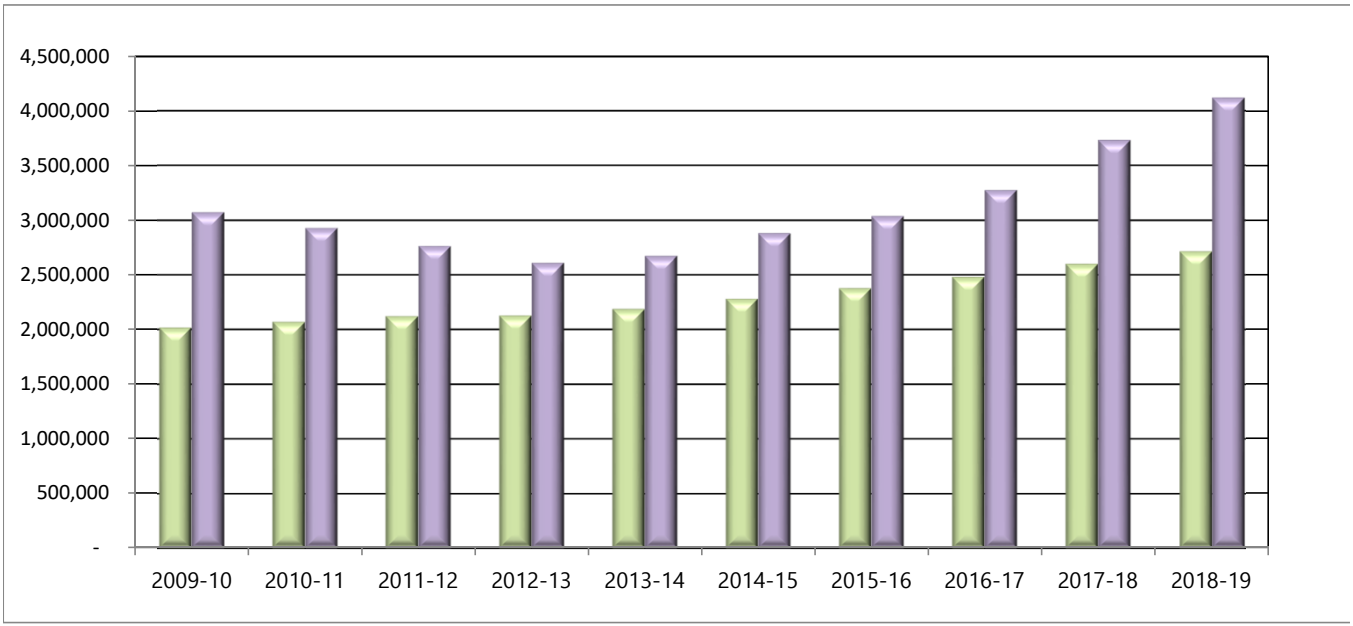
The City does not anticipate issuing any new debt in the immediate future.

Financial Trends - Property Taxes

	City Property Tax Revenues	2018-19 Actual Tax Revenue	2019-20 Estimated Tax Revenues 104%
1	District Assessed Value	$2,710,674,181	$2,819,101,148
2	Permanent Tax Rate per $1,000	$2.0838	$2.0838
3	Gross Property Tax Revenues	$5,648,503	$5,874,443
4	Penalties/Compression/Adjustments	11,000	
5	Property Tax Revenues	$5,659,503	$5,874,443
6	Uncollectables and Discounts (5.0%)	(282,975)	(293,722)
7	Net Anticipated Tax Collected	$ 5,376,528	$ 5,580,721

Assessed value is expected to increase 4%; 3% from the maximum growth value plus 1% for new construction.

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 assessed value continues to climb and real market value took a decline with the economic downturn impacting 2009-10 values. 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 66% of the real market value compared to fiscal year 2012-13 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.

Comparative Tax Rate & FTE by City

Jurisdiction	*Pop*	*City Tax Rate/$1,000*	*City FTE*	*Fire District Tax Rate/$1,000, Enhanced Police*	*Park & Rec Tax Rate/$1,000*	*Total FTE*	*Total FTE/1,000 Residents*	*Total Tax Rate*
Roseburg	24,820	8.48	166.60			166.60	6.71	8.48
Beaverton	97,000	4.37	581.60	3.40	1.61	660.60	6.81	9.86
Klamath Falls	21,890	5.59	157.10	2.88		232.10	10.60	8.47
Woodburn	24,760	6.41	159.40	1.90		175.40	7.08	8.31
Albany	53,145	8.36	430.19			430.19	8.09	8.36
Pendleton	16,810	6.95	172.24			172.24	10.25	6.95
La Grande	13,340	7.44	161.86			161.86	12.13	7.44
Forest Grove	24,125	5.56	174.72			174.72	7.24	6.04
Milwaukie	20,525	4.63	150.46	2.41		201.46	9.82	7.52
Eugene	169,695	8.15	1512.74			1512.74	8.91	8.15
Oregon City	34,860	4.41	206.35	2.41		257.35	7.38	7.30
Redmond	29,190	6.39	193.00	1.75	0.37	257.00	8.80	8.51
Sherwood	19,505	3.30	114.00	2.08		128.00	6.56	5.86
Salem	165,265	7.10	1236.30			1236.30	7.48	7.10
McMinnville	33,810	6.49	228.45			228.45	6.76	6.49
Newberg	23,795	4.38	144.36	2.50	0.91	180.36	7.58	7.79
Lake Oswego	38,215	5.25	345.30			345.30	9.04	5.73
Hillsboro	101,920	5.39	859.15			859.15	8.43	5.87
Medford	80,375	5.30	482.00			482.00	6.00	5.30
The Dalles	14,735	3.02	107.50	2.10		130.50	8.86	5.12
Corvallis	59,280	5.93	440.84			440.84	7.44	5.93
Springfield	60,865	6.90	417.80			417.80	6.86	6.90
Tigard	52,785	3.69	286.80	2.08		323.80	6.13	6.25
Wilsonville	25,250	2.52	167.00	2.08		191.00	7.56	5.08
Tualatin	27,055	2.49	159.15	2.08		178.15	6.58	5.05
West Linn	25,830	2.55	130.48	2.08		172.48	6.68	5.11
Ashland	20,815	4.42	263.82			263.82	12.67	4.42
Bend	89,505	3.13	626.46		1.61	626.46	7.00	4.74
Grants Pass	37,285	6.32	236.58			236.58	6.35	6.32
Keizer	**38,505**	**2.08**	**100.50**	**2.08**		**135.50**	**3.52**	**4.16**
Average FTE for All Listed Cities							**7.84**	
Average Tax Rate for All Listed Cities								**6.62**

Notes:

Tax rate calculation does not take into account Roadway Districts, Water Districts, Library Districts, or Port Authorities, which exist in a number of the above referenced cities.

Total Tax Rate includes 0.48 Metro Tri-Met tax as applicable to cities in the PDX Metro area. Details available on request.
Source Documents include:

- Population by Portland State University Population Research Center as of 12.17.2018.
- 2018-19 Tax Roll from County Assessor for Benton, Clackamas, Deschutes, Douglas, Jackson, Klamath, Lane, Linn, Marion, Multnomah, Union, Washington, and Yamhill Counties and from the budget documents for the listed cities.
- 2018-19 Budget Documents for all listed Cities and Fire Districts (FTE data), direct contact and/or Annual Report info. utilized where FTE data is not present in budget documents

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 2019-20 Budget as a supplement to the Citywide Budget summaries by fund found in this section.

The total budget for fiscal year 2019-20 is $46,488,500 a 5% increase from the current year budget primarily due to an increase in intergovernmental revenues associated with the impact of comprehensive transportation funding package that was approved by the State in 2017. In addition the increase is associated with an increase in property taxes. The City's total operating budget, excluding transfers and debt proceeds, is $32,066,000.

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 2019-20 total $28,915,700 (excluding transfers and debt proceeds). Revenue trends are described in detail starting on page 29.

EXPENDITURES

Expenditures for fiscal year 2019-20 total $34,076,900 (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 5% primarily due to increases in wages, insurance and retirement costs. The budget provides for salary and wage increases of 2.5% for non-represented employees and employees represented by the Keizer Police Union. Employees represented by the Local 737 provides for a 3.0% increase. In addition, the budget includes a 4% increase in medical insurance premiums. Employees from the

Budget Overview

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 $2.4 million. Retirement costs are expected to increase 15% primarily due to an increase in employer PERS contributions rates. PERS rates are actuarially determined and are for a two year period beginning July 1, 2019. In addition retirement costs are expected to increase as the City is required to contribute 2% of base wages to a Retirement Health Savings Account as compared to 1% during the prior year for employees represented by the Keizer Police Association.

Materials & Services

Materials and Services expenditures include administrative costs, a variety of contractual services, and operating and maintenance costs.

Capital Outlay

The City's total capital outlay budget for fiscal year 2019-20 is $7,943,100 of which $4,837,100 is for routine expenditures and $3,106,000 is for non-routine expenditures. A summary of total capital expenditures is on page 60.

Debt Service

Citywide debt service is budgeted at $2,010,900 and includes the following payments:

- Keizer Station Local Improvement District - $1,630,000
- Water Fund - $228,700, and
- Street Fund - $152,200

Transfers

The fiscal year 2019-20 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 - $652,000
- 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

Budget Overview

- 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 - $450,000
- From the Park Services Fund to the Water Fund to share the proceeds from the cell tower lease located in Bair Park - $25,000.

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 $9,260,800. Projections by fund are on pages 61-63.

Budget Highlights

The fiscal year 2019-20 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 $46,488,500 and includes $7,943,100 in capital spending and $2,010,900 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 2019-20 budget include:

1. The City Council's short term goals,
2. Marginal increases in other general fund revenues,
3. Maintain existing services and
4. Limited capital outlay for the police vehicle fleet and information system upgrades in prior years.

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 158-162).

The following is a summary of the financial highlights of the 2019-20 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 27, the City averages 0.84% growth in its population rate per year. The City expects an increase in growth over the next several years at 1.5% annually. The Consumer Price Index in Oregon for 2018 was up 3.0% over 2017. These marginal economic increases were factored into the City's budget projections.

REVENUES

The City is expecting overall operating revenues to increase 6% over the prior year. The primary revenue increase is for taxes and assessment and intergovernmental and charges for services offset by a decrease in miscellaneous.

Taxes

Property tax revenues are the General Fund's single most important revenue source and support operating programs such as Police, Municipal Court, Parks, Community Development and Administration. The City has a permanent tax rate of $2.0838 per $1,000 of assessed value, which cannot increase under the current Oregon law. The City is expecting property tax revenue to increase approximately 4% in fiscal year 2019-20 as compared to fiscal year 2018-19. The increase is attributed to a 3% increase in assessed value and a 1% increase for new construction.

Budget Highlights

Assessments

Assessments are expected to remain consistent at approximately $1.3 million in fiscal year 2019-20 as compared to fiscal year 2018-19. The assessments are primarily associated with the Keizer Station Local Improvement District and the Street Light Local Improvement Districts.

Intergovernmental Revenues

Intergovernmental Revenues are expected to increase 16% in fiscal year 2019-20 as compared to fiscal year 2018-19 primarily with the impact of comprehensive transportation funding package that was approved by the State in 2017.

Charges for Services

Charges for services are expected to increase approximately 4%. The increase is attributed to:

- a proposed 4% water rate increase,
- a proposed $0.55 per ESU Storm Water rate increase, and
- a 2.0% sewer rate increase. The City of Salem, who manages the regional sewer system, sets the sewer rates for the City of Keizer.

If approved, the rate increases would go into effect January 2020. Rate increases are needed to sustain service levels and fund capital improvements in the Water system as provided for in the Capital Improvement Plan.

OPERATING EXPENDITURES

In total, the City's operating expenditures, which include personnel services and materials and services are expected to increase 3%.

Personnel Services

Personnel Services include employee salaries and wages, retirement benefits and health and welfare benefits. The City anticipates a $0.9 million increase in personnel services expense in fiscal year 2019-20 as compared to fiscal year 2018-19. A summary of employee benefit costs City-wide is provided on page 68.

Salaries and Wages

Employee salary and wages comprise the largest category of personnel services. Salaries and wages are expected to increase $0.3 million in fiscal year 2019-20 as compared to fiscal year 2018-19 budget.

For employees not subject to the provisions of a collective bargaining agreement salaries and wages are projected to increase 2.5%. Employees subject to the Keizer Police Association collective bargaining agreement are projected to increase 2.5% and employees subject to the Local 737 are projected to increase 3.0%. The City strives to provide a consistent wage and salary adjustment to all employees, represented and unrepresented alike, however a reduced adjustment is projected for unrepresented employees to help balance the General Fund budget.

The budgeted regular status full-time equivalents for fiscal year 2019-20 will be 101.5 employees as compared to 100.5 in fiscal year 2018-19. The City anticipates adding one additional employee in the Public Works department to provide GIS services.

Budget Highlights

Retirement Benefits

Retirement benefits provided to City employees are remaining the same but the cost of those benefits will increase approximately $0.2 million in fiscal year 2019-20 as compared to fiscal year 2018-19. The increase is the result of an increase in the PERS employer contribution rates effective July 1, 2019.

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 4% in fiscal year 2019-20 as compared to fiscal year 2018-19. Health insurance premiums will increase no more than 4% and dental insurance premiums will increase no more than 4%. Consistent with fiscal year 2018-19 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 $0.1 million from $10.9 million in fiscal year 2018-19 to $11.0 million in fiscal year 2019-20. The primary reasons for the increase in materials and services is due to the expected sewer rate increase by the City of Salem and rising costs such as liability insurance and contractual services.

NON-OPERATING EXPENDITURES

Non-operating expenditures which include capital outlay and debt service are expected to increase $0.7 million in fiscal year 2019-20 as compared to fiscal year 2018-19.

Capital Outlay

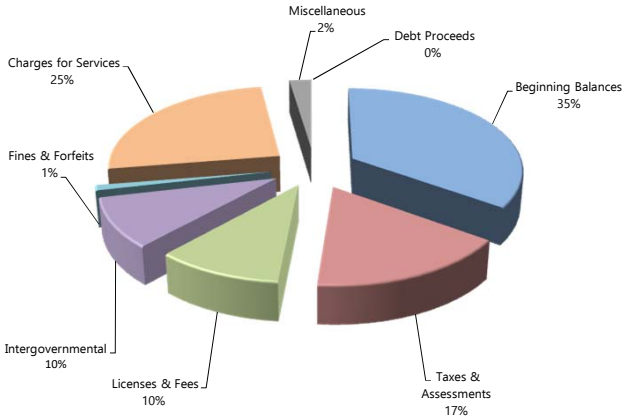
Capital outlay costs are expected to increase $0.6 million from $7.3 million in fiscal year 2018-19 to $7.9 million in fiscal year 2019-20. The City has appropriated over $1.0 million for development of the I-5 Chemawa southbound on-ramp should the Oregon Department of Transportation proceed with this project. The remaining increase is attributable to ongoing street resurfacing projects, primarily River Road.

Debt Service

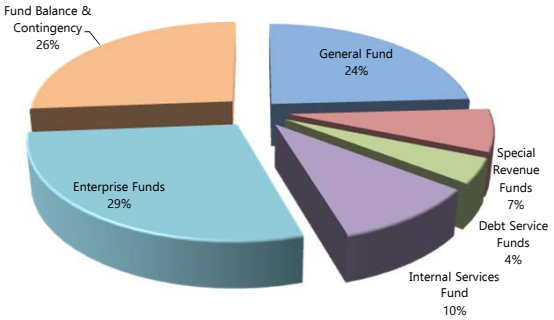
Payments of principal and interest on the City's debt obligations is expected to increase by approximately $0.1 million primarily as the result of principal and interest payments associated with issuing $1.8 million in debt to finance the construction of the Dearborn Ave NE bridge replacement during fiscal year 2018-19.

All Funds Combined

Revenues (net eliminations)*



Expenditures (net eliminations)*



	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 12,534,476**	**$ 14,055,161**	**$ 14,222,100**	**$ 15,354,400**	**$ 15,462,000**	**$ 15,464,000**		**9%**
Revenues:								
Taxes & Assessments	6,322,927	6,872,214	6,913,200	7,189,800	7,366,600	7,366,600		7%
Licenses & Fees	3,227,580	4,096,886	4,508,100	4,564,500	4,568,900	4,568,900		1%
Intergovernmental	3,527,254	3,787,848	4,097,900	4,607,400	4,301,500	4,301,500		5%
Fines & Forfeits	423,291	388,139	428,000	453,700	454,000	454,000		6%
Charges for Services	9,952,642	10,367,466	10,758,900	10,731,000	11,175,000	11,175,000		4%
Miscellaneous	1,370,508	1,225,356	1,100,800	1,217,100	1,049,700	1,049,700		-5%
Total Revenues:	**24,824,202**	**26,737,909**	**27,806,900**	**28,763,500**	**28,915,700**	**28,915,700**		**4%**
Other Resources:								
Debt Proceeds	-	1,800,000	125,000	-	-	-		-100%
Transfers In	823,800	1,668,400	2,208,200	1,958,200	2,108,800	2,108,800		-5%
Total Other Resources	**823,800**	**3,468,400**	**2,333,200**	**1,958,200**	**2,108,800**	**2,108,800**		**-10%**
TOTAL RESOURCES	**38,182,478**	**44,261,470**	**44,362,200**	**46,076,100**	**46,486,500**	**46,488,500**		**5%**
REQUIREMENTS:								
Expenditures:								
Personnel Services	10,321,048	11,234,314	12,525,600	12,281,100	13,140,200	13,140,200		5%
Materials & Services	9,500,342	9,901,462	10,871,900	10,355,800	10,974,500	10,982,700		1%
Capital Outlay	1,648,302	4,258,660	7,284,000	3,996,600	7,886,100	7,943,100		9%
Debt Service	1,833,825	1,843,190	1,874,400	2,020,400	2,010,900	2,010,900		7%
Total Expenditures:	**23,303,517**	**27,237,626**	**32,555,900**	**28,653,900**	**34,011,700**	**34,076,900**		**5%**
Other Requirements:								
Transfers Out	823,800	1,668,400	2,208,200	1,958,200	2,108,800	2,108,800		-5%
Contingency	-	-	876,700	-	1,042,000	1,042,000		19%
Total Other Requirements	**823,800**	**1,668,400**	**3,084,900**	**1,958,200**	**3,150,800**	**3,150,800**		**2%**
Fund Balance:								
Restricted	10,849,822	11,836,830	6,608,400	11,935,600	6,844,900	6,789,900		3%
Committed	474,394	570,510	303,700	590,200	415,900	415,900		37%
Assigned	499,441	616,947	270,800	752,500	447,600	440,100		63%
Unassigned	2,231,505	2,331,160	1,538,500	2,185,700	1,615,600	1,614,900		5%
Total Fund Balance	**14,055,161**	**15,355,446**	**8,721,400**	**15,464,000**	**9,324,000**	**9,260,800**		**6%**
TOTAL REQUIREMENTS	**$ 38,182,478**	**$ 44,261,472**	**$ 44,362,200**	**$ 46,076,100**	**$ 46,486,500**	**$ 46,488,500**		**5%**

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
RESOURCES:									
Beginning Balance:	**$ 2,185,700**	**$ 2,435,000**	**$ 4,829,400**	**$ 2,308,200**	**$ 824,800**	**$ 171,400**	**$ 2,709,500**	**$ -**	**$ 15,464,000**
Revenues:									
Taxes & Assessments	5,912,000	-	-	-	535,000	-	919,600	-	7,366,600
Licenses & Fees	2,983,100	10,600	1,461,700	55,500	-	-	-	-	4,510,900
Intergovernmental	1,263,800	2,900,000	137,700	-	-	-	-	-	4,301,500
Fines & Forfeits	454,000	-	-	-	-	-	-	-	454,000
Charges for Services	5,000	-	-	10,978,000	250,000	3,986,900	-	(3,986,900)	11,233,000
Miscellaneous	132,900	20,500	156,000	19,500	10,500	-	710,300	-	1,049,700
Total Revenues:	**10,750,800**	**2,931,100**	**1,755,400**	**11,053,000**	**795,500**	**3,986,900**	**1,629,900**	**(3,986,900)**	**28,915,700**
Other Resources:									
Debt Proceeds	-	-	-	-	-	-	-		-
Transfers In	652,000	-	460,800	996,000	-	-	-		2,108,800
Total Other Resources	**652,000**	**-**	**460,800**	**996,000**	**-**	**-**	**-**	**-**	**2,108,800**
TOTAL RESOURCES	**13,588,500**	**5,366,100**	**7,045,600**	**14,357,200**	**1,620,300**	**4,158,300**	**4,339,400**	**(3,986,900)**	**46,488,500**
REQUIREMENTS:									
Expenditures:									
Personnel Services	7,732,500	146,000	358,600	2,042,100	115,600	2,745,400	-	-	13,140,200
Materials & Services	3,507,800	848,200	477,900	8,547,800	621,600	966,300	-	(3,986,900)	10,982,700
Capital Outlay	222,500	3,354,700	2,723,500	1,114,700	298,500	229,200	-	-	7,943,100
Debt Service	-	152,200	-	228,700	-	-	1,630,000	-	2,010,900
Total Expenditures:	**11,462,800**	**4,501,100**	**3,560,000**	**11,933,300**	**1,035,700**	**3,940,900**	**1,630,000**	**(3,986,900)**	**34,076,900**
Other Requirements:									
Transfers Out	460,800	521,000	677,000	450,000	-	-	-	-	2,108,800
Contingency	50,000	49,700	405,500	269,400	50,000	217,400	-	-	1,042,000
Total Other Requirements	**510,800**	**570,700**	**1,082,500**	**719,400**	**50,000**	**217,400**	**-**	**-**	**3,150,800**
Fund Balance:									
Restricted	-	294,300	2,403,100	949,400	433,700	-	2,709,400	-	6,789,900
Committed	-	-	-	415,900	-	-	-	-	415,900
Assigned	-	-	-	339,200	100,900	-	-	-	440,100
Unassigned	1,614,900	-	-	-	-	-	-	-	1,614,900
Total Fund Balance	**1,614,900**	**294,300**	**2,403,100**	**1,704,500**	**534,600**	**-**	**2,709,400**	**-**	**9,260,800**
TOTAL REQUIREMENTS	**$ 13,588,500**	**$ 5,366,100**	**$ 7,045,600**	**$ 14,357,200**	**$ 1,620,300**	**$ 4,158,300**	**$ 4,339,400**	**$ (3,986,900)**	**$ 46,488,500**

Governmental Funds
- General Fund
- Special Revenue Funds
  - Major Funds
    - Street Fund
  - Nonmajor Governmental Funds
    - Park Services Fund
    - Police Services Fund
    - Public Education Government Access Fund
    - Law Enforcement 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 and Liquor Tax. General Fund's primary expenditures are for Public Safety, Park Operations, Community Development and General Government

Special Revenue Funds

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.

Law Enforcement Grant

Revenues in the Law Enforcement Grant Fund are from state and federal grants with an occasional private sector grant. The appropriate uses of the funds are specifically described by each grant.

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.

Fund Descriptions

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.

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.

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.

Fund Descriptions

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 (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.

Fund Descriptions

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20
General	$ 11,595,602	$ 12,809,568	$ 13,459,100	$ 13,470,300	$ 13,588,500	$ 13,588,500	
Special Revenue Funds:							
Street	3,821,341	6,437,121	5,118,200	6,021,500	5,391,100	5,366,100	
Park Services	83,902	835,473	1,103,900	1,237,800	1,287,300	1,339,300	
Police Services	-	424,027	826,000	868,500	958,300	958,300	
Public Government Education	406,707	435,406	442,700	467,000	466,400	466,400	
Law Enforcement Grant	10,706	-	30,000	-	-	-	
Housing Rehabilitation	45,045	45,045	75,000	45,000	75,000	75,000	
Energy Efficiency	11,247	11,247	26,200	11,200	26,200	26,200	
Park Improvement	1,067,828	1,106,717	1,054,400	1,099,200	939,100	939,100	
Transportation Improvement	2,821,713	2,997,193	2,733,700	3,112,200	3,170,800	3,170,800	
Off-Site Transportation	96,251	94,485	94,100	95,500	70,500	70,500	
Enterprise Funds							
Water	3,756,976	4,057,170	3,987,300	4,167,700	4,277,600	4,277,600	
Water Facility	624,831	627,047	631,500	598,500	779,000	754,000	
Sewer	6,029,800	6,204,570	6,490,600	6,426,200	6,703,800	6,703,800	
Stormwater	2,034,714	2,132,658	2,312,900	2,326,000	2,621,800	2,621,800	
Community Center	361,024	443,741	345,800	481,400	481,200	481,200	
Street Lighting District	808,767	833,828	854,400	848,500	867,100	867,100	
Sewer Reserve	248,672	265,033	233,600	235,000	272,000	272,000	
Internal Services Fund							
Administrative Services	3,398,567	3,591,400	3,997,300	3,920,900	4,158,300	4,158,300	
Debt Service Funds							
Keizer Station LID	4,309,199	4,328,815	4,324,400	4,346,200	4,339,400	4,339,400	
Total	$ 41,532,892	$ 47,680,543	$ 48,141,100	$ 49,778,600	$ 50,473,400	$ 50,475,400	

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			Park Services Fund					
	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20
RESOURCES:															
Beginning Balance:	**$ 2,231,505**	**$ 2,263,200**	**$ 2,185,700**	**$ 2,153,934**	**$ 2,804,100**	**$ 2,435,000**	**$ 2,821,713**	**$ 2,695,700**	**$ 3,112,200**	**$ -**	**$ 4,900**	**$ 205,500**	**$ 1,476,954**	**$ 1,100,500**	**$ 1,511,700**
Revenues:															
Taxes & Assessments	5,513,465	5,524,400	5,912,000	822	-	-	-	-	-	-	-	-	-	-	-
Licenses & Fees	2,872,962	2,987,300	2,983,100	9,404	10,600	10,600	152,765	33,000	33,600	-	665,500	696,300	61,694	701,000	731,800
Intergovernmental	1,191,485	1,192,300	1,263,800	2,451,366	2,301,000	2,900,000	-	-	-	-	4,700	4,700	140,297	599,900	133,000
Fines & Forfeits	388,139	428,000	454,000	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	4,374	5,000	5,000	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	156,438	211,900	132,900	21,595	2,500	20,500	22,715	5,000	25,000	-	68,000	72,000	13,955	47,000	59,000
Total Revenues:	**10,126,863**	**10,348,900**	**10,750,800**	**2,483,187**	**2,314,100**	**2,931,100**	**175,480**	**38,000**	**58,600**	**-**	**738,200**	**773,000**	**215,946**	**1,347,900**	**923,800**
Other Resources:															
Debt Proceeds	-	-	-	1,800,000	-	-	-	-	-	-	-	-	-	-	-
Transfers In	451,200	847,000	652,000	-	-	-	-	-	-	-	360,800	360,800	-	100,000	100,000
Total Other Resources	**451,200**	**847,000**	**652,000**	**1,800,000**	**-**	**-**	**-**	**-**	**-**	**-**	**360,800**	**360,800**	**-**	**100,000**	**100,000**
TOTAL RESOURCES	**12,809,568**	**13,459,100**	**13,588,500**	**6,437,121**	**5,118,200**	**5,366,100**	**2,997,193**	**2,733,700**	**3,170,800**	**-**	**1,103,900**	**1,339,300**	**1,692,900**	**2,548,400**	**2,535,500**
REQUIREMENTS:															
Expenditures:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Personnel Services	6,635,011	7,492,900	7,732,500	122,704	146,700	146,000	-	-	-	-	339,300	358,600	-	-	-
Materials & Services	2,900,308	3,353,100	3,507,800	779,982	811,600	848,200	-	-	-	-	250,500	267,800	106,089	212,900	210,100
Capital Outlay	611,289	563,800	222,500	2,054,020	2,717,100	3,354,700	-	1,000,000	1,500,000	-	486,000	503,000	382,089	1,178,300	720,500
Debt Service	-	-	-	-	-	152,200	-	-	-	-	-	-	-	-	-
Total Expenditures:	**10,146,608**	**11,409,800**	**11,462,800**	**2,956,706**	**3,675,400**	**4,501,100**	**-**	**1,000,000**	**1,500,000**	**-**	**1,075,800**	**1,129,400**	**488,178**	**1,391,200**	**930,600**
Other Requirements:															
Transfers Out	331,800	460,800	460,800	443,000	483,000	521,000	-	250,000	-	-	17,400	25,000	215,700	597,000	652,000
Contingency	-	50,000	50,000	-	47,900	49,700	-	-	-	-	-	98,000	-	279,000	307,500
Total Other Requirements	**331,800**	**510,800**	**510,800**	**443,000**	**530,900**	**570,700**	**-**	**250,000**	**-**	**-**	**17,400**	**123,000**	**215,700**	**876,000**	**959,500**
Fund Balance:															
Restricted	-	-	-	3,037,415	911,900	294,300	2,997,193	1,483,700	1,670,800	-	10,700	86,900	989,022	281,200	645,400
Committed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unassigned	2,331,160	1,538,500	1,614,900	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund Balance	**2,331,160**	**1,538,500**	**1,614,900**	**3,037,415**	**911,900**	**294,300**	**2,997,193**	**1,483,700**	**1,670,800**	**-**	**10,700**	**86,900**	**989,022**	**281,200**	**645,400**
TOTAL REQUIREMENTS	**$ 12,809,568**	**$ 13,459,100**	**$ 13,588,500**	**$ 6,437,121**	**$ 5,118,200**	**$ 5,366,100**	**$ 2,997,193**	**$ 2,733,700**	**$ 3,170,800**	**$ -**	**$ 1,103,900**	**$ 1,339,300**	**$ 1,692,900**	**$ 2,548,400**	**$ 2,535,500**

Continued

Consolidated Fund Summary

	Major Enterprise Funds											
	Water Fund			Water Facility Fund			Sewer Fund			Stormwater Fund		
	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20
RESOURCES:												
Beginning Balance:	**$ 868,680**	**$ 857,400**	**$ 1,008,100**	**$ 158,173**	**$ 205,300**	**$ 278,500**	**$ 303,010**	**$ 324,300**	**$ 418,800**	**$ 377,035**	**$ 317,900**	**$ 602,800**
Revenues:	-	-	-	-	-	-	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Fees	87,050	52,500	55,500	41,822	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	2,974,899	3,053,000	3,175,000	-	24,700	23,000	5,900,211	6,165,900	6,284,000	1,306,571	1,385,000	1,496,000
Miscellaneous	109,141	7,000	14,000	2,052	1,500	2,500	1,349	400	1,000	6,052	2,000	2,000
Total Revenues:	**3,171,090**	**3,112,500**	**3,244,500**	**43,874**	**26,200**	**25,500**	**5,901,560**	**6,166,300**	**6,285,000**	**1,312,623**	**1,387,000**	**1,498,000**
Other Resources:												
Debt Proceeds	-	-	-	-	-	-	-	-	-	-	125,000	-
Transfers In	17,400	17,400	25,000	425,000	400,000	450,000	-	-	-	443,000	483,000	521,000
Total Other Resources	**17,400**	**17,400**	**25,000**	**425,000**	**400,000**	**450,000**	**-**	**-**	**-**	**443,000**	**608,000**	**521,000**
TOTAL RESOURCES	**4,057,170**	**3,987,300**	**4,277,600**	**627,047**	**631,500**	**754,000**	**6,204,570**	**6,490,600**	**6,703,800**	**2,132,658**	**2,312,900**	**2,621,800**
REQUIREMENTS:												
Expenditures:	-	-	-	-	-	-	-	-	-	-	-	-
Personnel Services	962,298	1,075,000	1,159,100	-	-	-	3,136	3,700	3,900	721,536	759,800	879,100
Materials & Services	1,354,099	1,443,100	1,506,000	-	-	-	5,850,251	6,163,200	6,244,000	727,267	791,800	797,800
Capital Outlay	59,249	52,100	163,400	455,728	385,000	450,000	-	-	-	231,811	386,200	501,300
Debt Service	230,750	232,400	228,700	-	-	-	-	-	-	-	-	-
Total Expenditures:	**2,606,396**	**2,802,600**	**3,057,200**	**455,728**	**385,000**	**450,000**	**5,853,387**	**6,166,900**	**6,247,900**	**1,680,614**	**1,937,800**	**2,178,200**
Other Requirements:												
Transfers Out	425,000	400,000	450,000	-	-	-	-	-	-	-	-	-
Contingency	-	165,000	125,000	-	-	-	-	20,000	40,000	-	106,900	104,400
Total Other Requirements	**425,000**	**565,000**	**575,000**	**-**	**-**	**-**	**-**	**20,000**	**40,000**	**-**	**106,900**	**104,400**
Fund Balance:												
Restricted	1,025,774	619,700	645,400	171,319	246,500	304,000	-	-	-	-	-	-
Committed	-	-	-	-	-	-	351,183	303,700	415,900	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	452,044	268,200	339,200
Unassigned	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund Balance	**1,025,774**	**619,700**	**645,400**	**171,319**	**246,500**	**304,000**	**351,183**	**303,700**	**415,900**	**452,044**	**268,200**	**339,200**
TOTAL REQUIREMENTS	**$ 4,057,170**	**$ 3,987,300**	**$ 4,277,600**	**$ 627,047**	**$ 631,500**	**$ 754,000**	**$ 6,204,570**	**$6,490,600**	**$6,703,800**	**$ 2,132,658**	**$ 2,312,900**	**$ 2,621,800**

Continued

Consolidated Fund Summary

	Non Major Enterprise Funds			Internal Service Fund			Debt Service Fund		
				Administrative Services			Keizer Station Local Improvement Districts		
	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20
RESOURCES:									
Beginning Balance:	**$ 788,655**	**$ 721,800**	**$ 824,800**	**$ 171,384**	**$ 218,400**	**$ 171,400**	**$ 2,704,119**	**$ 2,708,600**	**$ 2,709,500**
Revenues:	-	-	-	-	-	-	-	-	-
Taxes & Assessments	537,051	520,000	535,000	-	-	-	820,876	868,800	919,600
Licenses & Fees	14,547	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Charges for Services	181,411	183,500	250,000	3,419,073	3,778,900	3,986,900	-	-	-
Miscellaneous	20,938	8,500	10,500	943	-	-	803,820	747,000	710,300
Total Revenues:	**753,947**	**712,000**	**795,500**	**3,420,016**	**3,778,900**	**3,986,900**	**1,624,696**	**1,615,800**	**1,629,900**
Other Resources:									
Debt Proceeds	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Total Other Resources	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL RESOURCES	**1,542,602**	**1,433,800**	**1,620,300**	**3,591,400**	**3,997,300**	**4,158,300**	**4,328,815**	**4,324,400**	**4,339,400**
REQUIREMENTS:									
Expenditures:	-	-	-	-	-	-	-	-	-
Personnel Services	100,120	102,500	115,600	2,486,586	2,605,700	2,745,400	-	-	-
Materials & Services	575,423	634,900	621,600	808,371	989,700	966,300	-	-	-
Capital Outlay	81,162	275,000	298,500	77,116	240,500	229,200	-	-	-
Debt Service	-	-	-	-	-	-	1,612,440	1,642,000	1,630,000
Total Expenditures:	**756,705**	**1,012,400**	**1,035,700**	**3,372,073**	**3,835,900**	**3,940,900**	**1,612,440**	**1,642,000**	**1,630,000**
Other Requirements:									
Transfers Out	-	-	-	-	-	-	-	-	-
Contingency	-	46,500	50,000	-	161,400	217,400	-	-	-
Total Other Requirements	**-**	**46,500**	**50,000**	**-**	**161,400**	**217,400**	**-**	**-**	**-**
Fund Balance:									
Restricted	620,994	372,300	433,700	-	-	-	2,716,375	2,682,400	2,709,400
Committed	-	-	-	219,327	-	-	-	-	-
Assigned	164,903	2,600	100,900	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-
Total Fund Balance	**785,897**	**374,900**	**534,600**	**219,327**	**-**	**-**	**2,716,375**	**2,682,400**	**2,709,400**
TOTAL REQUIREMENTS	**$ 1,542,602**	**$ 1,433,800**	**$ 1,620,300**	**$ 3,591,400**	**$ 3,997,300**	**$ 4,158,300**	**$ 4,328,815**	**$ 4,324,400**	**$ 4,339,400**

Continued

Consolidated Fund Summary

	Governmental Funds			Proprietary Funds			Debt Service Funds			Eliminations			Total All Funds		
	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20	ACTUAL 2017-18	BUDGETED 2018-19	BUDGET 2019-20
RESOURCES:															
Beginning Balance:	**$ 8,684,106**	**$ 8,868,400**	**$ 9,450,100**	**$ 2,666,937**	**$ 2,645,100**	**$ 3,304,400**	**$ 2,704,119**	**$ 2,708,600**	**$ 2,709,500**	**$ -**	**$ -**	**$ -**	**$ 14,055,161**	**$ 14,222,100**	**$ 15,464,000**
Revenues:															
Taxes & Assessments	5,514,287	5,524,400	5,912,000	537,051	520,000	535,000	820,876	868,800	919,600				6,872,214	6,913,200	7,366,600
Licenses & Fees	3,096,825	4,397,400	4,455,400	143,419	52,500	55,500	-	-	-				3,240,244	4,449,900	4,510,900
Intergovernmental	3,783,148	4,097,900	4,301,500	-	-	-	-	-	-				3,783,148	4,097,900	4,301,500
Fines & Forfeits	388,139	428,000	454,000	-	-	-	-	-	-				388,139	428,000	454,000
Charges for Services	4,374	5,000	5,000	13,782,165	14,591,000	15,214,900	-	-	-	(3,419,073)	(3,778,900)	(3,986,900)	10,367,466	10,817,100	11,233,000
Miscellaneous	214,703	334,400	309,400	140,475	19,400	30,000	803,820	747,000	710,300				1,158,998	1,100,800	1,049,700
Total Revenues:	**13,001,476**	**14,787,100**	**15,437,300**	**14,603,110**	**15,182,900**	**15,835,400**	**1,624,696**	**1,615,800**	**1,629,900**	**(3,419,073)**	**(3,778,900)**	**(3,986,900)**	**25,810,209**	**27,806,900**	**28,915,700**
Other Resources:															
Debt Proceeds	1,800,000	-	-	-	125,000	-	-	-	-				1,800,000	125,000	-
Transfers In	451,200	1,307,800	1,112,800	885,400	900,400	996,000	-	-	-				1,336,600	2,208,200	2,108,800
Total Other Resources	**2,251,200**	**1,307,800**	**1,112,800**	**885,400**	**1,025,400**	**996,000**	**-**	**-**	**-**				**3,136,600**	**2,333,200**	**2,108,800**
TOTAL RESOURCES	**23,936,782**	**24,963,300**	**26,000,200**	**18,155,447**	**18,853,400**	**20,135,800**	**4,328,815**	**4,324,400**	**4,339,400**	**(3,419,073)**	**(3,778,900)**	**(3,986,900)**	**43,001,970**	**44,362,200**	**46,488,500**
REQUIREMENTS:															
Expenditures:															
Personnel Services	6,757,715	7,978,900	8,237,100	4,273,676	4,546,700	4,903,100	-	-	-				11,031,391	12,525,600	13,140,200
Materials & Services	3,786,379	4,628,100	4,833,900	9,315,411	10,022,700	10,135,700	-	-	-	(3,419,073)	(3,778,900)	(3,986,900)	9,682,717	10,871,900	10,982,700
Capital Outlay	3,047,398	5,945,200	6,300,700	905,066	1,338,800	1,642,400	-	-	-				3,952,464	7,284,000	7,943,100
Debt Service	-	-	152,200	230,750	232,400	228,700	1,612,440	1,642,000	1,630,000				1,843,190	1,874,400	2,010,900
Total Expenditures:	**13,591,492**	**18,552,200**	**19,523,900**	**14,724,903**	**16,140,600**	**16,909,900**	**1,612,440**	**1,642,000**	**1,630,000**	**(3,419,073)**	**(3,778,900)**	**(3,986,900)**	**26,509,762**	**32,555,900**	**34,076,900**
Other Requirements:															
Transfers Out	990,500	1,808,200	1,658,800	425,000	400,000	450,000	-	-	-				1,415,500	2,208,200	2,108,800
Contingency	-	376,900	505,200	-	499,800	536,800	-	-	-				-	876,700	1,042,000
Total Other Requirements	**990,500**	**2,185,100**	**2,164,000**	**425,000**	**899,800**	**986,800**	**-**	**-**	**-**	**-**	**-**	**-**	**1,415,500**	**3,084,900**	**3,150,800**
Fund Balance:															
Restricted	7,023,630	2,687,500	2,697,400	1,818,087	1,238,500	1,383,100	2,716,375	2,682,400	2,709,400				11,558,092	6,608,400	6,789,900
Committed	-	-	-	570,510	303,700	415,900	-	-	-				570,510	303,700	415,900
Assigned	-	-	-	616,947	270,800	440,100	-	-	-				616,947	270,800	440,100
Unassigned	2,331,160	1,538,500	1,614,900	-	-	-	-	-	-				2,331,160	1,538,500	1,614,900
Total Fund Balance	**9,354,790**	**4,226,000**	**4,312,300**	**3,005,544**	**1,813,000**	**2,239,100**	**2,716,375**	**2,682,400**	**2,709,400**				**15,076,708**	**8,721,400**	**9,260,800**
TOTAL REQUIREMENTS	**$ 23,936,782**	**$ 24,963,300**	**$ 26,000,200**	**$ 18,155,447**	**$ 18,853,400**	**$ 20,135,800**	**$ 4,328,815**	**$ 4,324,400**	**$ 4,339,400**	**$ (3,419,073)**	**$ (3,778,900)**	**$ (3,986,900)**	**$ 43,001,970**	**$ 44,362,200**	**$ 46,488,500**

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 equipment	$	222,500
2	Park Services Fund	Field equipment		51,000
3	Street Fund	Equipment, vehicles and minor improvements		69,700
4		Street resurfacing		2,200,000
5		Street improvements to be identified during FY19-20		250,000
6	Park Improvement Fund	Park improvements to be identified during FY19-20		600,000
7	Public Education Government	Television equipment		50,000
8	Water Fund	Vehicles and equipment		133,400
9		Water Meters		30,000
10	Stormwater Fund	Equipment, vehicles and minor improvements		50,700
11		Storm sewer pipe extension or repair		450,600
12	Community Center Fund	Furnishings and carpet		50,000
13	Administrative Services	Civic center improvements		49,200
14		Computer equipment		165,000
15		Shop improvements		15,000
16	Water Facility Fund	Transmission & distribution mains		400,000
17		Water facility improvements to be identified during FY19-20		50,000
18	**Total Routine Capital Outlay**			**4,837,100**
19	**Non-Routine Capital Outlay**			
20	Park Services Fund	Park improvements to be identified during FY19-20		452,000
21	Off-Site Transportation Func	Construct a dedicated right turn lane at Lockhaven & 14th. Balance of project costs are in the Street Fund.		70,500
22	Street Fund	Street Improvements include construction of a pathway on Delight Street N from Chemawa to Dearborn.		835,000
23	Transportation Improvement Fund	Engineering design for the improvements to the I-5/Chemawa Southbound on-ramp		1,500,000
24	Sewer Reserve Fund	Sewer trunk line improvement to be identified during FY18-19		248,500
25	**Total Non-Routine Capital Outlay**			**3,106,000**
26	**Total Capital Outlay Expenditures**			**$ 7,943,100**

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

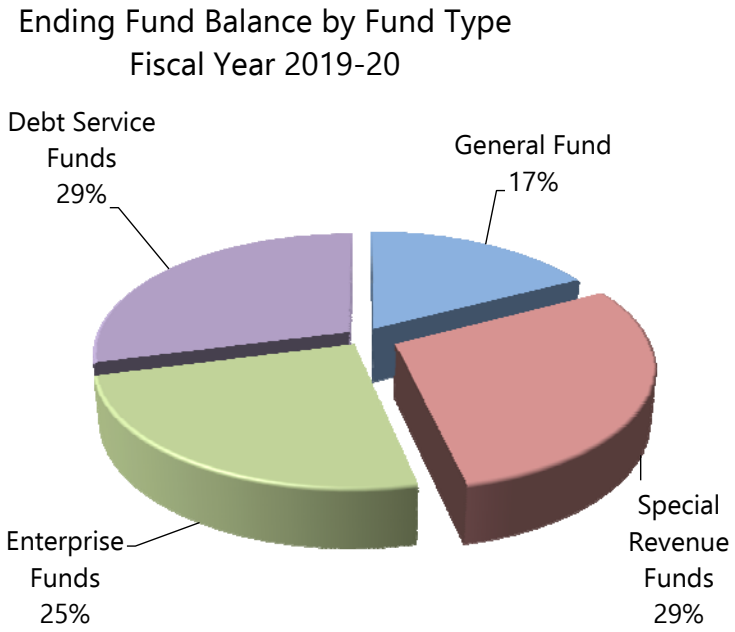
20 The improvements will have an ongoing maintenance requirement for the Park Services Fund.

22 Street Improvements include construction of a pathway on Delight Street N from Chemawa to Dearborn.

23 The Oregon Department of Transportation will be responsible for maintaining the I-5 Chemawa Southbound on-ramp once it is completed.

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.

Fund Balance



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 2019-20 is $9,260,800. 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, 2019	Revenues & Transfers In	Expenditures & Transfers Out	June 30, 2020	Change in Fund Balance	% Change
Governmental Funds:						
General	$ 2,185,700	$ 10,750,800	$ 11,973,600	$ 1,614,900	$ (570,800)	-26%
Special Revenue Funds:						
Street	2,435,000	2,931,100	5,071,800	294,300	(2,140,700)	-88%
Park Services	205,500	1,133,800	1,252,400	86,900	(118,600)	-58%
Police Services	271,500	686,800	652,000	48,800	(222,700)	-82%
Public Education Government	330,400	136,000	208,900	257,500	(72,900)	-22%
Housing Rehabilitation	45,000	30,000	75,000	-	(45,000)	-100%
Energy Efficiency	11,200	15,000	26,200	-	(11,200)	-100%
Park Improvement	784,100	55,000	600,000	339,100	(445,000)	-57%
Transportation Improvement	3,112,200	58,600	1,500,000	1,670,800	(1,441,400)	-46%
Off-Site Transportation	69,500	1,000	70,500	-	(69,500)	-100%
Total Special Revenue Funds	7,264,400	5,047,300	9,456,800	2,697,400	(4,567,000)	-63%
Total Governmental Funds	$ 9,450,100	$ 15,798,100	$ 21,430,400	$ 4,312,300	$ (5,137,800)	-54%

General Fund - The 2019-20 ending fund balance is $570,800 less than the beginning fund balance. Available fund balance is being used for repayment to taxing jurisdictions, contingency, to replenish the General Fund's share of reserves in the Administrative Services Fund and for operating expenses.

Street Fund - The 2019-20 ending fund balance is $2,140,700 less than the beginning fund balance. Available fund balance is being used for one time infrastructure improvements.

Park Services Fund - The 2019-20 ending fund balance is $118,600 less than the beginning fund balance. Available fund balance is being used for future park maintenance and repairs.

Police Services Fund - The 2019-20 ending fund balance is $222,700 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 2018-19 ending fund balance is $72,900 less than the beginning fund balance. Available fund balance is being used for contingency.

Housing Rehabilitation Fund - The 2019-20 ending fund balance is $45,000 less the beginning fund balance. Available fund balance is being used for housing rehabilitation loans to qualifying low-income homeowners.

Energy Efficiency Fund - The 2019-20 ending fund balance is $11,200 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 2018-19 ending fund balance is $445,000 less than the beginning fund balance. Available fund balance is being used for one-time capital expenditure.

Transportation Improvement Fund - The 2019-20 ending fund balance is $1,441,400 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.

Off-Site Transportation Fund - The 2018-19 ending fund balance is $69,500 less than the beginning fund balance. Available fund balance is being used for transportation improvement projects in Keizer Station Areas B and C.

Change in Fund Balance
Beginning Fund Balance to Ending Fund Balance

Fund	July 1, 2019	Revenues & Transfers In	Expenditures & Transfers Out	June 30, 2020	Change in Fund Balance	% Change
Proprietary Funds:						
Enterprise Funds						
Water	1,008,100	3,244,500	3,632,200	645,400	(362,700)	-36%
Water Facility	278,500	475,500	450,000	304,000	25,500	9%
Sewer	418,800	6,285,000	6,287,900	415,900	(2,900)	-1%
Stormwater	602,800	2,019,000	2,282,600	339,200	(263,600)	-44%
Community Center	149,700	331,500	380,300	100,900	(48,800)	-33%
Street Lighting District	440,100	427,000	456,900	410,200	(29,900)	-7%
Sewer Reserve	235,000	37,000	248,500	23,500	(211,500)	-90%
Total Enterprise Funds	3,133,000	12,819,500	13,738,400	2,239,100	(893,900)	-29%
Internal Services Fund						
Administrative Services	171,400	3,986,900	4,158,300	-	(171,400)	-100%
Total Proprietary Funds	3,304,400	16,806,400	17,896,700	2,239,100	(1,065,300)	-32%
Debt Service Funds						
Keizer Station LID	2,709,500	1,629,900	1,630,000	2,709,400	(100)	0%
Total Debt Service Funds	2,709,500	1,629,900	1,630,000	2,709,400	(100)	0%
Total All Funds	$ 15,464,000	$ 34,234,400	$ 40,957,100	$ 9,260,800	$ (6,203,200)	-40%

Water Fund - The 2019-20 ending fund balance is $362,700 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 2018-19 ending fund balance is $25,500 more than the beginning fund balance. This fund is used to build and replace the City's water infrastructure.

Sewer Fund - The 2018-19 ending fund balance is $2,900 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Stormwater Fund - The 2019-20 ending fund balance is $263,600 less than the beginning fund balance. Available fund balance is being used for contingency and for increased operating costs.

Community Center Fund - The 2019-20 ending fund balance is $48,800 less than the beginning fund balance.

Street Lighting District Fund - The 2019-20 ending fund balance is $29,900 less than the beginning fund balance. Available fund balance is being used for increased electricity costs.

Sewer Reserve Fund - The 2018-19 ending fund balance is $211,500 less than the beginning fund balance. Available fund balance is being used for sewer line extensions.

Administrative Services Fund - The 2019-20 ending fund balance is $171,400 less than the beginning fund balance. Available fund balance is being used for contingency.

Keizer Station Local Improvement District Fund - The 2019-20 ending fund balance is $100 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 FY15-16	Budget FY16-17	Budget FY17-18	Budget FY18-19	Budget FY19-20	Monthly Salary Range (1.0 FTE)
CITY MANAGER						
City Manager	1.0	1.0	1.0	1.0	1.0	$ 10,374 - $ 13,536
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	$ 9,410 - $ 12,277
Legal Assistant	1.0	1.0	1.0	1.0	1.0	$ 4,113 - $ 5,368
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	$ 6,692 - $ 8,731
* Deputy City Recorder	1.0	1.0	1.0	1.0	1.0	$ 4,113 - $ 5,368
Event Center Coordinator	1.0	1.0	1.0	1.0	1.0	$ 3,553 - $ 4,635
Total City Recorder	3.0	3.0	3.0	3.0	3.0	
HUMAN RESOURCES						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	$ 8,535 - $ 11,135
* Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	$ 4,994 - $ 6,512
Total Human Resources	2.0	2.0	2.0	2.0	2.0	
FINANCE						
Finance Director	1.0	1.0	1.0	1.0	1.0	$ 8,535 - $ 11,135
* Assistant Controller	1.0	1.0	0.0	0.0	0.0	$ 7,025 - $ 9,168
Network Administrator	1.0	1.0	1.0	1.0	1.0	$ 5,507 - $ 7,183
Systems Technician	1.0	1.0	1.0	1.0	1.0	$ 4,994 - $ 6,512
* Accounting Technician	1.0	1.0	2.0	2.0	2.0	$ 3,732 - $ 4,874
* Utility Billing Technician	1.0	1.0	1.0	1.0	1.0	$ 3,732 - $ 4,874
* Utility Billing Clerks	2.9	2.9	2.0	2.0	2.0	$ 3,226 - $ 4,212
Court Clerk II	1.0	1.0	1.0	1.0	1.0	$ 3,383 - $ 4,415
Court Clerk I	0.1	0.1	0.0	0.0	0.0	$ 3,226 - $ 4,212
* Administrative Specialist	1.0	1.0	1.0	1.0	1.0	$ 3,226 - $ 4,212
Total Finance	11.0	11.0	10.0	10.0	10.0	

*Classified as Administrative Support in line-item budgets

Staffing History and Pay Ranges

	Budget FY15-16	Budget FY16-17	Budget FY17-18	Budget FY18-19	Budget FY19-20	Monthly Salary Range (1.0 FTE)
COMMUNITY DEVELOPMENT						
Community Development Director	1.0	1.0	1.0	1.0	1.0	$ 8,535 - $ 11,135
Senior Planner	1.0	1.0	1.0	1.0	1.0	$ 5,507 - $ 7,183
Planner	1.0	1.0	0.0	0.0	0.0	$ 4,638 - $ 6,053
Assistant Planner	0.0	0.0	1.0	1.0	1.0	$ 4,314 $ 5,632
Code Compliance Officer	1.0	1.0	1.0	1.0	1.0	$ 4,113 - $ 5,368
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	$ 3,732 - $ 4,874
Total Community Development	5.0	5.0	5.0	5.0	5.0	
PUBLIC WORKS						
Public Works Director	1.0	1.0	1.0	1.0	1.0	$ 8,535 - $ 11,135
Facility Maintenance	1.0	1.0	1.0	1.0	1.0	$ 3,917 - $ 5,112
Municipal Utility Laborer	0.0	0.0	1.0	1.0	1.0	$ 3,175 - $ 4,146
Municipal Utility Worker I - Parks	1.0	1.0	3.0	3.0	3.0	$ 3,501 - $ 4,566
Parks & Facilities Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,243 - $ 6,840
Municipal Utility Worker I - General	8.0	7.0	7.0	7.0	7.0	$ 3,676 - $ 4,801
Municipal Utility Worker II - General	3.0	3.0	2.0	2.0	2.0	$ 4,058 - $ 5,292
Municipal Utility Worker II - Customer Service	1.0	1.0	1.0	1.0	1.0	$ 3,860 - $ 5,037
Municipal Utility Worker II - Stormwater	1.0	1.0	1.0	1.0	1.0	$ 4,058 - $ 5,292
Municipal Utility Worker III - Water	0.0	0.0	2.0	2.0	2.0	$ 4,472 - $ 5,834
Water Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,507 - $ 7,183
Street & Stormwater Operations Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,507 - $ 7,183
Project Manager	1.0	1.0	1.0	1.0	1.0	$ 5,507 - $ 7,183
Environmental & Technical Division Manager	1.0	1.0	1.0	1.0	1.0	$ 5,507 - $ 7,183
Environmental Program Technician	2.0	2.0	2.0	2.0	2.0	$ 4,533 - $ 5,912
Senior Environmental Program Technician	1.0	1.0	1.0	1.0	1.0	$ 4,994 - $ 6,512
* Permit Specialist	1.0	1.0	1.0	1.0	1.0	$ 3,732 - $ 4,874
Total Public Works	25.0	24.0	28.0	28.0	28.0	

*Classified as Administrative Support in line-item budgets

Staffing History and Pay Ranges

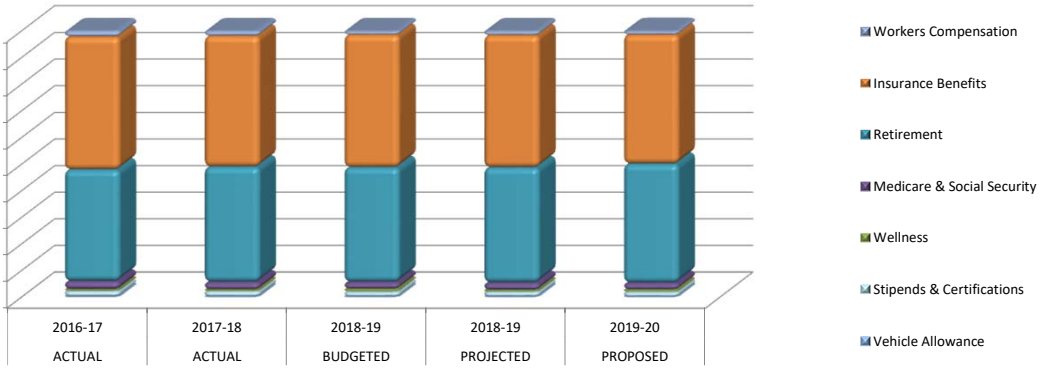
	Budget FY15-16	Budget FY16-17	Budget FY17-18	Budget FY18-19	Budget FY19-20	Monthly Salary Range (1.0 FTE)
POLICE						
Chief	1.0	1.0	1.0	1.0	1.0	$ 9,410 - $ 12,277
Deputy Chief	1.0	1.0	1.0	1.0	1.0	$ 8,133 - $ 10,610
Lieutenants	3.0	3.0	3.0	3.0	3.0	$ 7,372 - $ 9,618
Sergeants	6.0	6.0	6.0	6.0	6.0	$ 6,372 - $ 8,317
Police Officers	27.0	26.0	31.0	31.0	31.0	$ 4,898 - $ 6,408
Total Sworn Positions	38.0	37.0	42.0	42.0	42.0	
* Administrative Assistant	1.0	1.0	1.0	1.0	1.0	$ 3,917 - $ 5,112
Crime Analyst	1.0	1.0	1.0	1.0	1.0	$ 4,564 - $ 5,954
Community Services Officer	1.0	1.0	0.5	0.5	0.5	$ 3,942 - $ 5,141
* Property & Evidence Specialist	1.0	1.0	1.0	1.0	1.0	$ 3,758 - $ 4,902
* Police Support Supervisor	1.0	1.0	1.0	1.0	1.0	$ 4,994 - $ 6,512
* Police Support Specialists	3.0	3.0	3.0	3.0	3.0	$ 3,576 - $ 4,668
Total Non-sworn Positions	8.0	8.0	7.5	7.5	7.5	
Total Police Department	46.0	45.0	49.5	49.5	49.5	
Grand Total All Departments	95.0	93.0	100.5	100.5	100.5	

*Classified as Administrative Support in line-item budgets

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	73.8%	0.0%	8.2%	0.2%	2.0%	1.4%	8.8%	0.3%	5.4%	100.0%
CITY ATTORNEY										
Attorney Staff	80.0%	0.0%	12.7%	0.4%	1.8%	0.6%	2.5%	0.4%	1.6%	100.0%
HUMAN RESOURCES										
Human Resource Staff	67.5%	0.0%	3.7%	0.1%	2.2%	2.2%	15.1%	0.2%	9.0%	100.0%
FINANCE										
Finance and Accounting Staff	46.3%	0.0%	13.0%	0.4%	1.0%	16.0%	16.0%	1.4%	5.9%	100.0%
Administrative Specialist	14.3%	0.0%	3.9%	0.0%	70.0%	4.8%	4.8%	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	67.5%	0.0%	3.7%	0.1%	2.2%	2.2%	15.1%	0.2%	9.0%	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%
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	69.7%	0.0%	8.2%	0.2%	6.1%	1.4%	8.8%	0.3%	5.3%	100.0%
Community Center Coordinator	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
COMMUNITY DEVELOPMENT										
Community Development 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	FROM BUDGETED 2018-19	FROM PROJECTED 2018-19
1	Vehicle Allowance	$ 4,200	$ 4,200	$ 4,200	$ 4,200	$ 4,200			0%	0%
2	Stipends & Certifications	75,387	79,955	87,500	83,400	87,400			0%	5%
3	Wellness	19,376	20,388	45,300	24,600	41,700			-8%	70%
4	Medicare & Social Security	106,705	112,096	118,900	122,100	124,800			5%	2%
5	Retirement	1,500,113	1,720,664	2,020,200	1,946,400	2,235,200			11%	15%
6	Insurance Benefits	1,785,753	1,951,359	2,331,400	2,231,100	2,427,000			4%	9%
7	Workers Compensation	83,963	81,776	76,500	81,000	78,100			2%	-4%
		$ 3,575,497	$ 3,970,438	$ 4,684,000	$ 4,492,800	$ 4,998,400			7%	11%

Notes:

1 Vehicle Allowance is for the City Manager as established in an employment contract.

3 The City established a wellness program for Police Department staff as a result of union negotiations. The program pays $250 to each employee who passes a fitness test. The test is offered twice a year. In addition the City offers a Wellness program to City Hall and Public Works employees. These employees are eligible for up to $400 annually for meeting fitness benchmarks. The wellness program is a tool to allow the City to negotiate lower insurance premiums.

4 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.

5 Benefits are paid as a percentage of wages and salaries, therefore costs increase as a result of wage, salary, and merit increases. For employees subject to the provisions of the collective bargaining agreement with the KPA the City will contribute 2%, as compared to 1% during the prior year, of the employee's base wages into a Retirement Health Savings Account.

6 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 FY19-20, the City's health insurance will increase no more than 4% and dental insurance premiums will increase no more than 4%. 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 FY18-19 for these premiums, however, premiums are based on salaries and wages and will be adjusted accordingly.

7 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 decrease slightly in FY 2019-20.

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, Community Development, 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 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est.
City Council and URA Board meetings	32	38	29	33	32
Total Expenditures	$24 million	$24 million	$24 million	$29 million	$32 million
City-wide FTE	95.0	94.0	93.5	100.5	100.5

City Manager's Office

HIGHLIGHTS

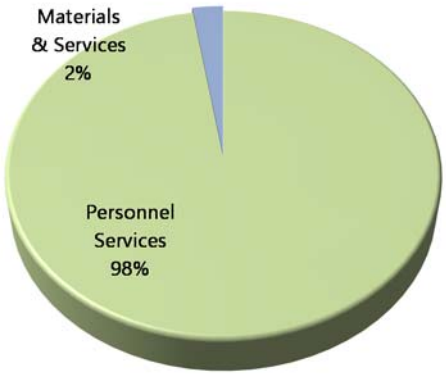
- Worked to promote development of new commercial and residential properties.
- Accomplished all short-term City Council goals that were able to be accomplished.

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 $253,200
1.O FTE

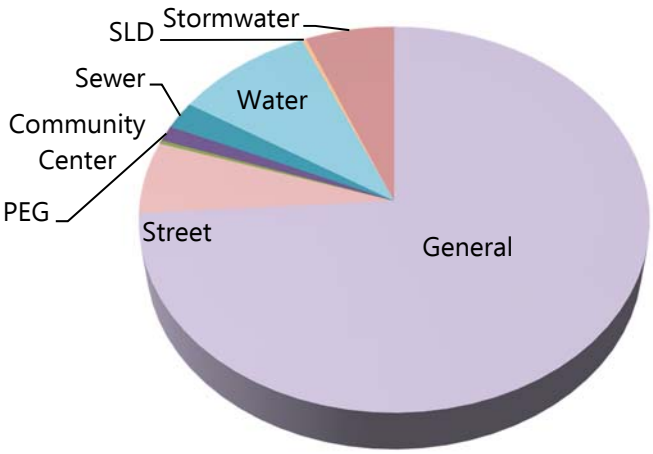
Personnel Services	**$246,900**
Materials & Services	**$6,300**



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	$	186,800
Street		20,800
PEG		500
Community Center		5,100
Sewer		3,500
Water		22,300
SLD		800
Stormwater		13,400
	$	253,200



City Manager's Office

PROFESSIONAL CODE OF ETHICS

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

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

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

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

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

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

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

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

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

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

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

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

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

City 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

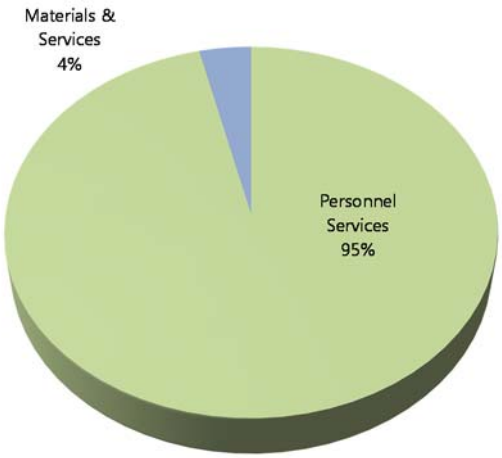
- Planning Commission

COUNCIL GOALS ASSIGNED

- Take appropriate steps to liquidate any Keizer Station Area-A property foreclosed upon and use proceeds to promote economic development purposes. (City Attorney to assist staff on property liquidation.)
- Explore and determine policy direction regarding Urban Growth Boundary expansion. (City Attorney to assist staff on legal issues.)
- Explore and determine policy direction regarding inclusivity. (City Attorney to draft documents and assist staff and Council on legal issues.)

TOTAL EXPENDITURES $321,400
2.O FTE

Personnel Services $309,400
Materials & Services $12,000



WORKLOAD INDICATORS

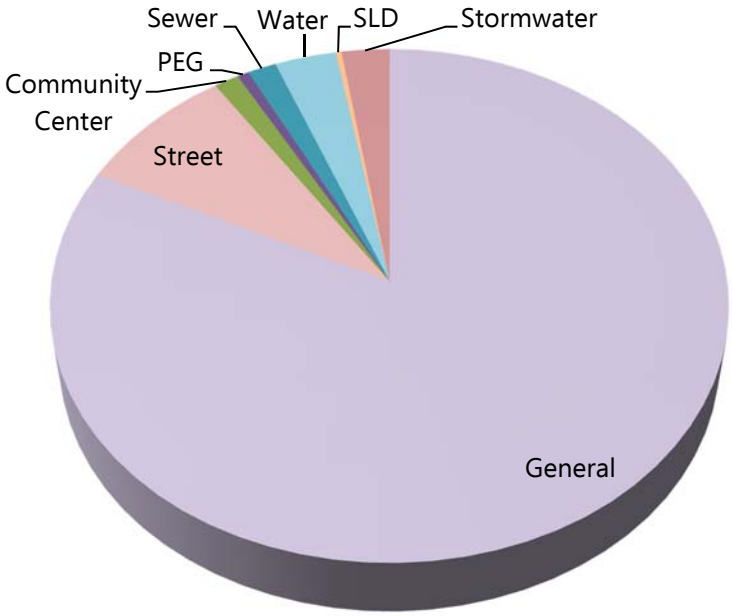
Workload Indicators	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est.
City Council and URA Board meetings	32	38	29	33	32
City Ordinances/ Orders reviewed and adopted	36	27	18	19	17
City Resolutions reviewed and adopted	109	75	77	73	86
Planning Commission Meetings	10	10	9	8	7

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	$	256,800
Street		40,800
PEG		1,300
Community Center		5,800
Sewer		1,900
Water		8,000
SLD		1,300
Stormwater		5,500
	$	321,400



HIGHLIGHTS

- Assisted in matters relating to establishing new park regulations
- Assisted in matters relating to establishing new marijuana permit regulations
- Assisted in land use matters relating to amendment of Keizer Station Area A Master Plan
- Assisted in land use matters relating to amendment of Keizer Station Area B Master Plan
- Assisted in terminating the lease with theater for property in Keizer Station Area B
- At Council direction, formally intervened in the Polk County quarry shooting litigation and assisted with legislative proposals

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 and Community Center 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 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;
- Manage and oversee the operations of the Keizer Community Center;
- 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
- Keizer Points of Interest Committee
- Keizer Public Arts Commission
- Keizer Festivals Advisory Board
- Keizer Parks and Recreation Advisory Committee
- Long-Range Planning Committee
- Planning Commission
- 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.
- Assist in expanding the youth council program to all schooling types (public, private, and homeschool) with the objective of having a youth voice on all city boards and commissions.
- Support the Charter Review Task Force in reviewing the charter and preparing a ballot measure for the 2020 election.
- Participate in all mediums and opportunities developed for increased community outreach

City Recorder's Department

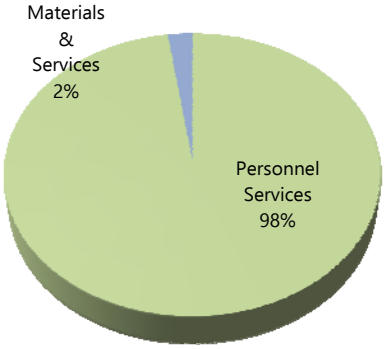
HIGHLIGHTS

- Provided elected officials, staff, and citizens of Keizer with information, both in an electronic and paper format, on current and past proceedings within their City.
- Provided city volunteers with the support and educational information they needed to carry forth the goals and objectives of the City.
- Increased usage of the Community Center for business related meetings and events.

GOALS AND INITIATIVES

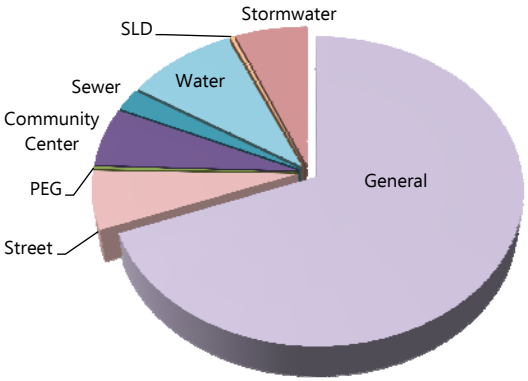
- Continue to increase use of Community Center.
- Review the Community Center rental fees and use policies
- Oversee maintenance and updates to the Community Center.
- Improve and streamline the public records request to comply with new state legislation.

TOTAL EXPENDITURES $266,700 (Records Department)
2.O FTE (the Records Department also manages 1.0 FTE funded in the Community Center Fund)



Personnel Services $260,500 (Records Department) $115,600 (Community Center)
Materials & Services $6,200 (Records Department) $187,200 (Community Center)
Capital Outlay $50,000 (Community Center)
Contingency $20,000 (Community Center)

General	$	185,600
Street		21,900
PEG		500
Community Center		16,300
Sewer		3,700
Water		23,500
SLD		800
Stormwater		14,400
	$	266,700



City Recorder's Department

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. An adjustment is made for the Community Center activity since the City Recorder manages that program. The allocation methodology is authorized by Council Resolution.

WORKLOAD INDICATORS

Workload Indicators	FY 15-16	FY 16-17	FY 17-18	FY 18-19 (est)
Number of City Council, Work Sessions and URA Board meetings	38	43	37	34
City and URA Ordinances/ Orders reviewed and adopted	30	24	19	27
City and URA Resolutions reviewed and adopted	100	90	68	90
Planning Commission Meetings	11	11	11	10
City Records Destruction (following Oregon State Retention policy guidelines)	-		118 cubic feet of paper	42 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.

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

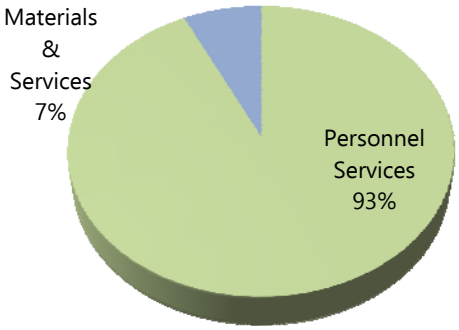
HIGHLIGHTS

- In partnership with the Safety Committee and Leadership, continued working with OR-OSHA to complete safety & health consultations for all City facilities and programs.
- Updated the City of Keizer Safety Manual by expanding the Respiratory Protection program and partnered with Police and Public Works Departments to provide appropriate related medical assessments.
- Won Safety Award by League of Oregon Cities (LOC) & Citycounty Insurance Services (CIS).
- In partnership with the Public Works Director, finalized the Laborer's International Union of North American (LIUNA) collective bargaining.
- Expanded the Retirement Health Savings option to include six additional classifications.
- Partnered with the Police Department to provide Active Shooter training and annual CPR/First Aid/AED training. Participated in the annual Great Shake Out.
- Partnered with Police Department and labor attorney to represent the City in the Sergeant Unit Clarification Hearing with the Employment Relations Board.
- Partnered with Finance, Legal, Police and Public Works to respond to the Janus v. AFSCME Supreme Court ruling to ensure appropriate collective bargaining agreement language and pay practices are in place.
- Continued review of pay practices and recruitment processes to address passage of legislation such as the Oregon Equal Pay Act.
- Negotiated insurance rates, developed orientation materials and conducted open enrollment.
- Provided Health & Wellness snacks, nutritional information and vehicle emergency kits for City employees.
- Facilitated completion of annual performance appraisals and job description updates.
- Completed classification reviews for two departments to support potential establishment of a new classification and consider reclassification of an existing classification.
- Provided retirement planning training for employees within 3 years of retirement, developed an FAQ as an ongoing resource and worked with a number of individual employees to support actual and planned retirements.

Human Resources

GOALS AND INITIATIVES

- Become the first Oregon municipality to be a Safety and Health Achievement Recognition Program (SHARP) employer through OR-OSHA.
- Secure investment management advisory services and conduct RFP process to select a single, best provider for City's Deferred Compensation Plan.
- 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.

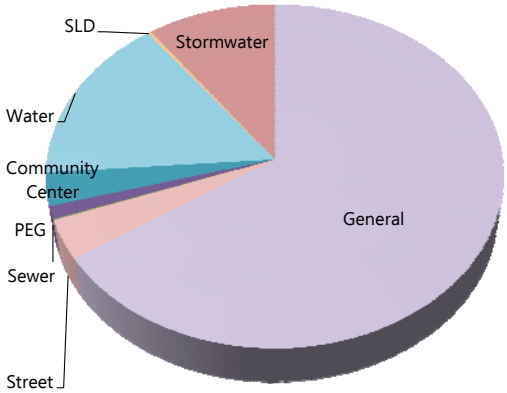


TOTAL EXPENDITURES $349,600
2.O FTE

Personnel Services $324,400
Materials & Services $25,200

OTHER BUDGETARY RESPONSIBILITIES

Wages & Salaries	$8,077,500
Insurance Premiums	$2,427,000
Retirement	$2,235,200
Workers' Compensation	$78,100
Labor Attorney	$36,000
Wellness Programs	$41,700



ALLOCATION OF HUMAN RESOURCE COSTS

Costs are allocated based on City-wide FTE allocations.

General	$	236,100
Street		12,900
PEG		300
Community Center		7,300
Sewer		7,700
Water		53,100
SLD		700
Stormwater		31,500
	$	349,600

Human Resources

Workload Indicators*	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est.
Budgeted Positions Served	95	94	94	100.5	100.5
Recruitments Posted	11	5	10	14	14
Employment Applications Processed	393	122	253	216	200
Personnel Action Forms Completed	184	239	187	211	200
FMLA/OFLA Claims Managed	22	20	22	18	20
Workers' Compensation Claims Managed	5	7	8	7	4

Performance Measures	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est.
% of Regular Status Position Employees Who Pass Probation*	100%	100%	100%	100%	82%
Percentage of Current Job Descriptions	95%	100%	100%	100%	100%
Percentage of Employees with Current Performance Evaluations	100%	100%	100%	100%	100%
Percentage of Employees Participating in Wellness Programs	64%	69%	73%	65%	73%

*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 legal requirements
- recommends financial policies to the City Manager and Council
- maintains the integrity of the City's accounting records
- prepares the annual Comprehensive Annual Financial Report
- facilitates the annual financial statement audit
- administers utility billing
- administers municipal court
- administers information technology
- supports Community Event Center
- provides general office administration

ADVISORY COMMITTEES

- Audit Committee
- Budget Committee
- Long-Range Planning Committee

NON-DEPARTMENTAL

The Finance Director, Accounting Technician and Administrative Specialist 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	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Est FY18-19
Property Taxes Levied	$4.7 million	$4.9 million	$5.2 million	$5.4 million
City Funds/ Cost Centers	18/32	18/32	20/34	20/34
Total Budget	$37 million	$38 million	$44 million	$45 million
Debt Outstanding	$17 million	$16 million	$16 million	$16 million
Total Revenues	$25 million	$25 million	$27 million	$28 million
Total Expenditures	$24 million	$23 million	$28 million	$30 million

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 legal requirements
- recommends financial policies to the City Manager and Council
- maintains the integrity of the City's accounting records
- prepares the annual Comprehensive Annual Financial Report
- facilitates the annual financial statement audit
- administers utility billing
- administers municipal court
- administers information technology
- supports Community Event Center
- provides general office administration

ADVISORY COMMITTEES

- Audit Committee
- Budget Committee
- Long-Range Planning Committee

NON-DEPARTMENTAL

The Finance Director, Accounting Technician and Administrative Specialist 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	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Est FY18-19
Property Taxes Levied	$4.7 million	$4.9 million	$5.2 million	$5.4 million
City Funds/ Cost Centers	18/32	18/32	20/34	20/34
Total Budget	$37 million	$38 million	$44 million	$45 million
Debt Outstanding	$17 million	$16 million	$16 million	$16 million
Total Revenues	$25 million	$25 million	$27 million	$28 million
Total Expenditures	$24 million	$23 million	$28 million	$30 million

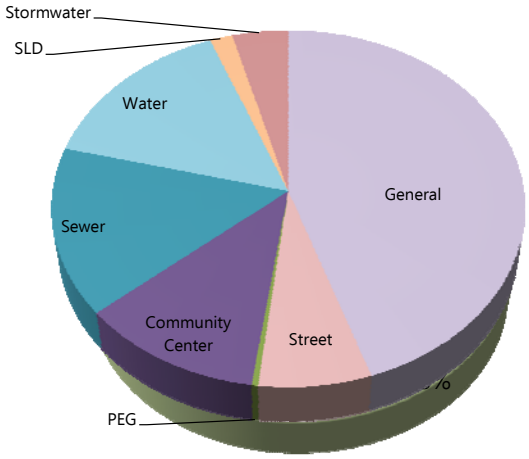
Finance Department

TOTAL EXPENDITURES
$508,400 Administrative Services Fund
4.O FTE

Personnel Services $450,100
Materials & Services $58,300

ALLOCATION OF COSTS
Costs are allocated based on a blend of revenues and expenditures city-wide except for the Office Assistant's time is allocated 70% to the Community Center as part of the position's regular duties.

General	$	198,300
Street		37,600
PEG		2,500
Community Center		67,100
Sewer		82,900
Water		82,900
SLD		7,600
Stormwater		29,500
	$	508,400



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

HIGHLIGHTS
- Upgraded the City's telephone system

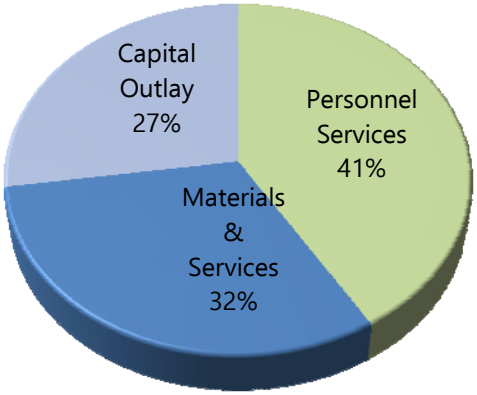
GOALS AND INITIATIVES
- Upgrade the City's door system

WORKLOAD INDICATORS

Workload Indicators	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est.
Computer Workstations supported	159	157	157	160	160
Telephones supported	110	110	110	118	118
City facilities networked	2	2	2	2	2

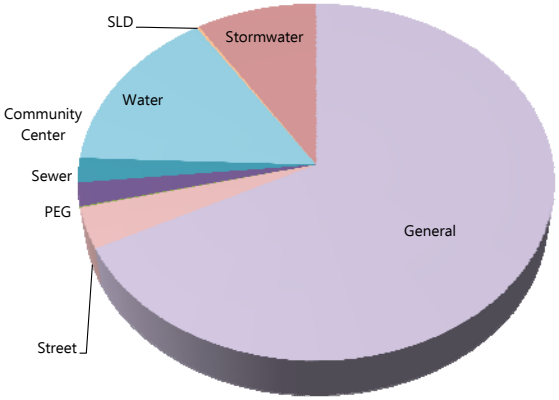
Finance Department

TOTAL EXPENDITURES
$604,200 Administrative Services Fund
2.O FTE
Personnel Services $249,200
Materials & Services $190,000
Capital Outlay $165,000



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	$	439,600
Street		16,300
PEG		600
Community Center		11,500
Sewer		18,100
Water		71,600
SLD		1,200
Stormwater		45,300
	$	604,200



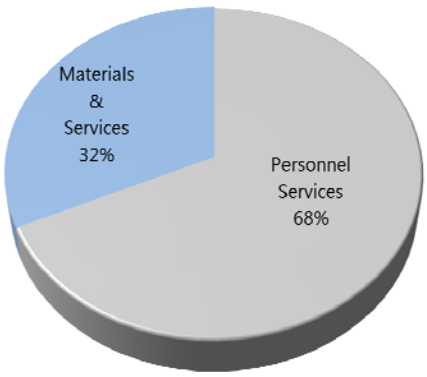
UTILITY BILLING

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
$374,900 Administrative Services Fund
3.0 FTE
Personnel Services $252,900
Materials & Services $122,000

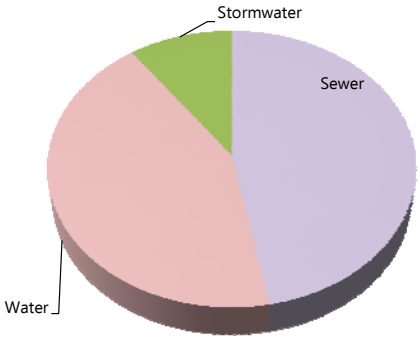


Finance Department

ALLOCATION OF COSTS

Costs are allocated based on effort expended in managing the separate elements of the utility accounts; 47% sewer, 43% water and 10% stormwater.

Sewer	$	176,200
Water		161,200
Stormwater		37,500
	$	374,900



WORKLOAD INDICATORS

Workload Indicators	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est.
Utility Bills processed	82,920	82,271	82,571	83,820	85,080
Utility accounts maintained	10,666	11,136	11,103	11,159	11,161
Shut-offs processed	1,158	1,179	1,073	1,028	1,047
Service Requests	2,848	3,105	2,972	2,826	3,200

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

- Continued collaboration with Salem Keizer School District and Keizer Police Department regarding incorporation and processing of Attendance violation citations
- Monitor and assess effectiveness of Court process regarding Attendance violations
- Remain current in upcoming legislative changes
- Continued research into Court data software upgrade/conversion
- Court Web page update

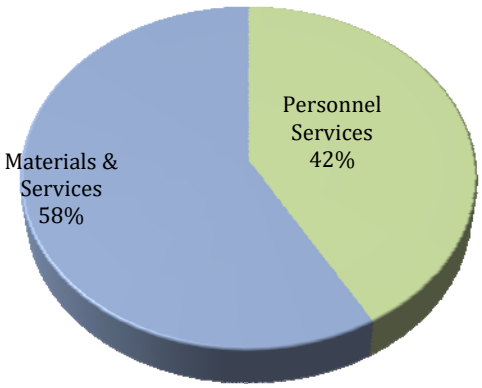
Finance Department

WORKLOAD INDICATORS

Workload Indicators	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 est
Citations Processed	1,367	2,037	2,021	1,706	2,250
Accounts sent to Collections	384	334	410	348	450
Amounts sent to Collections	$327,072	$296,679	$375,000	$355,661	$390,000

The City experienced a significant increase in municipal court fines in fiscal year 2018-19 as the result of the Police Department reinstating the Traffic Safety Unit.

TOTAL EXPENDITURES $218,000
FTE 1.0
Personnel Services $90,800
Materials & Services $127,200



Community Development

OVERVIEW

The Community Development 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, and unsafe housing issues, parking enforcement, and graffiti abatement. Building Permit Administration connects development with other appropriate staff within the City, and to Marion County.

COUNCIL GOALS ASSIGNED

- Complete the steps necessary to have all appropriate data collected in order to facilitate a comprehensive community wide Urban Growth Boundary discussion.
- 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.
- Promote Economic Development purposes and programs to be determined by the City Council as revenues become available.
- Initiate a comprehensive update of the Transportation System Development plan.

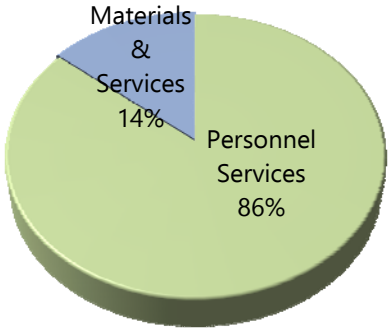
ADVISORY COMMITTEES

- Planning Commission
- Keizer Chamber of Commerce liaison
- Keizer Public Arts Commission

PRIMARY FUNCTIONS

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

TOTAL EXPENDITURES $696,000
5.O FTE
Personnel Services $598,600
Materials & Services
$97,400



WORKLOAD INDICATORS

Workload Indicators	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY18-19 Est YTD
Land Use Applications	17	10	18	21	15
Building Permits Reviewed	225	205	242	188	119
Single Family Permits Issued	68	79	34	24	33
Multi-family Permits Issued	69	16	2	23	0
Valuation of Permits Issued (in thousands)	$32,464	$63,159	$23,220	$18,057	$30,880

Community Development

HIGHLIGHTS

The Department continued updating sections of the Keizer Development Code with several Text Amendment projects outlined with the Planning Commission. Amendments in the past have addressed such things as the sign code, Infill Standards and codes and parking standards. In addition, the City is finalizing an updated Goal 10 compliant "Buildable Lands Inventory and Housing Needs Analysis" through a grant awarded to the city which will identify the projected amount of needed land for housing in the 20 year planning period. The anticipated projects coming this year are, continuing with the implementation of the Keizer Revitalization Project TGM grant awarded to the city, Urban Transition Zone revisions and other Development Code updates. The Department continues to be actively involved in coordinating the development of the Keizer Station Area and support to City development plans and activities.

Code enforcement activities include Council adopted ordinances, Development Code requirements, Parking issues including addressing abandoned vehicles, junk, solid waste, noxious vegetation, provide significant support to the Police department as needed for such things as homeless encampments, graffiti, and other issues. Addressing the ongoing issues of vacant homes, derelict buildings, squatters, and housing code (life safety violations) issues in the rental housing market is a significant goal for the coming year.

Community Development also works on implementing the directives created in the State mandated periodic review of the city's Comprehensive Plan. This process is necessary to plan for future development in the City and ensure there are adequate policies and goals in place to guide decisions regarding transportation, land supply issues (such as infill requirements and Urban Growth Boundary expansion), economic development, and public facilities needs for the next 20 year planning period.

The Community Development 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

Work with Department of Land Conservation and Development and Oregon Department of Transportation to implement and complete the Keizer Revitalization Plan grant, as well as the Salem Keizer Area Transportation Study (SKATS) project to identify growth impacts to the transportation system of the City in order to prepare for the future land needs of the City. This will be followed up by a Keizer funded study to address the 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 its residential land supply need.

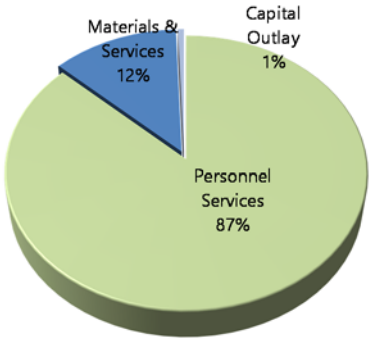
Develop effective regulatory tools to assist in meeting future growth needs through Keizer Development Code revisions, and implement additional tools for the City Council to use in addressing the difficult issues regarding urban development in the City of Keizer.

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, 7.5 non-sworn FTE



TOTAL EXPENDITURES:
$8,014,000 General Fund – Police Operations
Personnel Services $7,043,100
Materials & Services $970,900

$222,500 General Fund – Revenue Sharing (capital outlay)

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: confidence in their police department and safety in their community.

Output Measurements	**Outcome Measurements**
Number of arrests and citations	Perceptions of crime and disorder
Number of calls for service	Perceptions of risk of victimization
Crime clearance rates	Police legitimacy (satisfaction with the police)

Though not as discrete as outputs, we can measure outcomes. The police department is especially interested in the responses to survey questions. Those questions and their responses appear below. The responses are on a one-to-five scale. The totals below represent 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.”

Police Department

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.

	2014	2015	2016	2017	2018
Crimes Reported (Parts 1, 2, and 3)	3,527	3,574	3,287	3,691	3804
Adult arrests	1,502	1,522	1,459	1,702	1810
Juvenile referrals (for crimes and status offenses)	181	202	179	131	156
Violent crimes clearance rate (UCR*): AVG US cities pop. 25-50k	49.9%	48.6%	47.5%	48.1	+
Violent crimes clearance rate (NIBRS**): Keizer	70.4%	77.8%	70.2%	77.6%	68.2%
Property. crimes clearance rate (UCR***): AVG US cities pop. 25-50k	24.6%	23.8%	22.8%	22.2	+
Property crimes clearance rate (NIBRS****): Keizer	19.4%	22.6%	18.2%	17.1%	15.5%
Traffic injury crashes	56	71	61	83	71
Traffic citations	1,017	1,503	1,533	1,750	1904
Traffic written warnings	1,340	1,501	936	920	1075

The FBI continues to collect and report crime data using the Uniform Crime Reporting Program, though many agencies, including Keizer, report crime data using the National Incident-Based Reporting System. For a better comparison of the two systems, the crimes included in the clearance rates are defined below:

- * UCR: Murder, Non-negligent Manslaughter, Rape, Robbery, Aggravated Assault
- ** NIBRS: Aggravated Assault, Homicide, Rape, Robbery
- *** UCR: Burglary, Larceny-Theft, Motor Vehicle Theft
- **** NIBRS: Arson, Burglary (Business, Residence, and Other), Larceny, Motor Vehicle Theft
- + Information not yet published

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 City Engineering firms.

COUNCIL GOALS ASSIGNED

- Assist in identifying a stable funding mechanism for Parks to support both the construction of the Parks Master Plan CIP and the operations and maintenance of the parks at an adequate level of service.
- Add another Parks employee to the Parks Division as soon as the cost is sustainable in the budget

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
- Manages the City's Emergency Management function

ADVISORY COMMITTEES

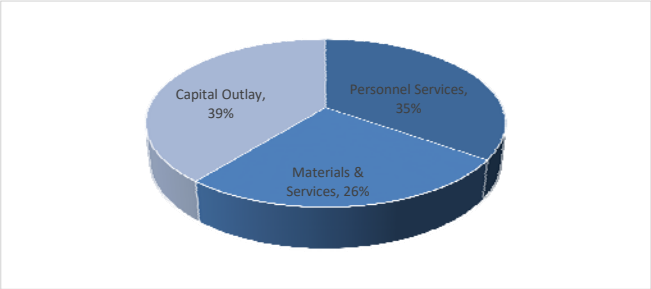
- Parks and Recreation Advisory Committee
- Stormwater Advisory Committee
- Traffic/Bikeways/Pedestrian Safety Committee

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

- Completed phase 1 repairs to the Carlson Skate Park
- Began construction of the replacement play structure at Meadows Park
- Completed the construction of a covered picnic shelter at the sand volleyball courts in Keizer Rapids Park



TOTAL EXPENDITURES – $1,129,400 Park Services Fund
Personnel Services $358,600
Materials & Services $267,800
Capital Outlay $503,000

Public Works Department

PARK IMPROVEMENT FUND
Capital Outlay - $600,000

HIGHLIGHTS

- Completed installation of fall protection surfacing at the Big Toy in Keizer Rapids Park
- Completed construction of new asphalt pathways at Keizer Rapids Park
- Design of new restroom at Keizer Rapids completed

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

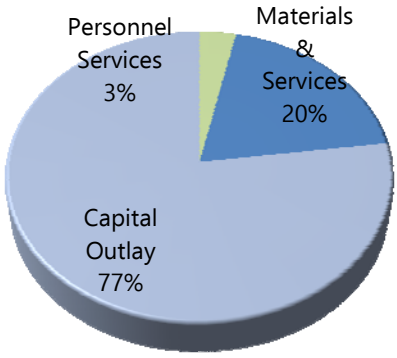
The Street Division provides quality streets, lighting, traffic signals, sidewalks, and bike paths. The Division provides total right of way maintenance services for the City. The City contracts striping services with Marion County. Traffic signal system operations and maintenance is contracted with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

HIGHLIGHTS

- Began construction on the Dearborn Ave. NE bridge replacement project.
- Resurfaced 2.2 miles of various streets as indicated from the Pavement Condition Index. (PCI)
- Completed construction of updated ADA curb ramps in 10 locations.
- Constructed a sidewalk on Chemawa Rd. NE from Verda Ln. to McLeod Ln.
- Upgraded city owned street lights in Salem Electric's service area to LED's.
- Continued street sign replacements.

TOTAL REVENUES – $5,366,100
primary source State Fuel tax

TOTAL EXPENDITURES – $4,501,100 Street Fund
Personnel Services $146,000
Materials & Services $848,200
Capital Outlay $3,354,700
Debt Service $152,200



INFRASTRUCTURE OPERATED AND MAINTAINED

- 110.55 Miles of Streets
- 21 Traffic Signals
- 7 Bridges
- 1,800 Street Signs
- 1,378 Traffic Signs

Public Works Department

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.

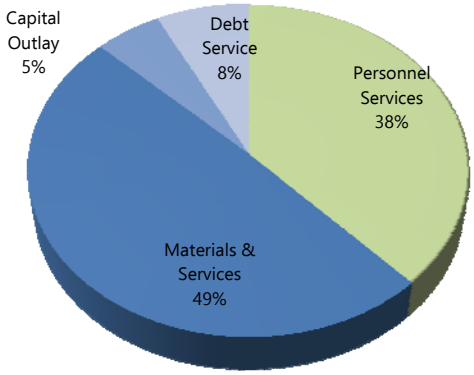
HIGHLIGHTS

- Continue updating distribution system to ensure adequate volume and pressure delivery to residents
- Rehabilitated the City Hall well and replaced the pump, motor, pump shaft and column
- Replaced 3 large meters with more accurate and efficient meters
- Installed 31 meters to new properties
- Repaired 16 mainline leaks
- Continued the water main line replacement program

TOTAL REVENUES (Water & Water Facility Funds)
$4,277,600 - primarily user charges

TOTAL EXPENDITURES – $3,057,200 Water Fund
Personnel Services $1,159,100
Materials & Services $1,506,000
Capital Outlay $163,400
Debt Service $228,700

$450,000 Water Facility Fund (Capital Outlay)



INFRASTRUCTURE OPERATED AND MAINTAINED

- 15 Individual Pump Station Facilities
- 3 Reservoirs
- 126.7 Miles of Pipe
- 907 Fire Hydrants
- 1,853 Valves
- 10,871 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.

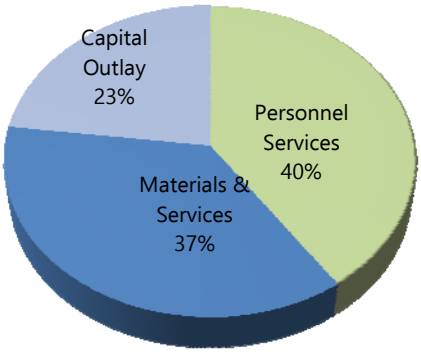
HIGHLIGHTS

- Continued TV inspection of storm lines. Completed approximately 12.3% of the system which is slightly higher than the annual goal.
- Continued implementation of the 3 regulatory management plans / permits
- Continued repair work as identified by the TV inspection program
- Inspected 2250 catchbasins
- Applied for coverage under the 1200-CN program
- Inspected 174 private tax lots to obtain inventory information
- Hosted 2 regional education events related to stormwater – quality and management
- Developed a new TMDL Implementation Plan for the next 5 year review period
- Conducted stormwater sampling in accordance with the state approved monitoring plan and expanded the

effort to identify potential future problems
- Developed *draft* Low Impact Development (LID) Water Quality Manual required by permit

TOTAL REVENUES – $1,498,000

TOTAL EXPENDITURES – $2,178,200
Personnel Services - $879,100
Materials & Services – $797,800
Capital Outlay - $501,300

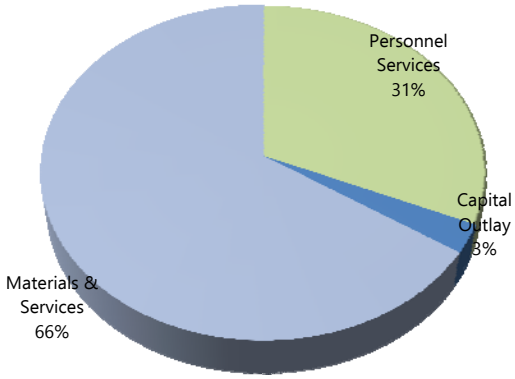


INFRASTRUCTURE OPERATED AND MAINTAINED
- 72.9 Miles of Pipe (this includes solid and perforated pipe)
- 96 Underground Injection Control Systems (UIC's)
- 1193 Manholes (some reclassified as private)
- 2360 Catch Basins
- 113 Outfalls (Keizer owned and maintained
- Approximately 3.2 miles of vegetated stormwater facilities (VSFs)

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
- HVAC Tune-ups
- Restriped and sealed cracks in parking lots
- Replaced Trees in Civic Center parking lots
- Serviced generator



GOALS AND INITIATIVES
- Repair pergolas
- Repair HVAC unit #7
- Fire Sprinkler head replacements

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 – $370,900 Facility Maintenance
Administrative Services Fund FTE 1.0
Personnel Services $104,200
Materials & Services $217,500
Capital Outlay $49,200

Public Works Department

ALLOCATION OF FACILITY MAINTENANCE COSTS

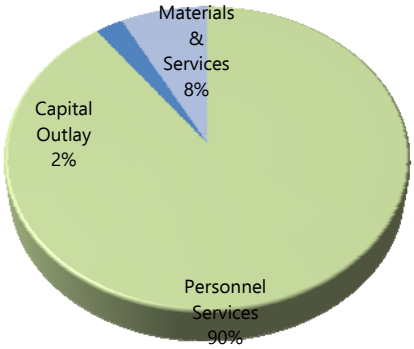
Costs are allocated based on FTE allocations charged to each operating fund

General	$	224,400
Street		11,600
PEG		300
Community Center		7,300
Sewer		7,600
Water		48,600
SLD		700
Stormwater		30,400
	$	330,900

PUBLIC WORKS NON-DEPARTMENTAL

Beginnings 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 – $609,600 Public Works
Administrative Services Fund 4.0 FTE
Personnel Services $547,800
Materials & Services $46,800
Capital Outlay - $15,000



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	$	24,400
Street		208,500
Sewer		21,300
Water		192,600
Street Light Districts		18,900
Stormwater		143,900
	$	609,600

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

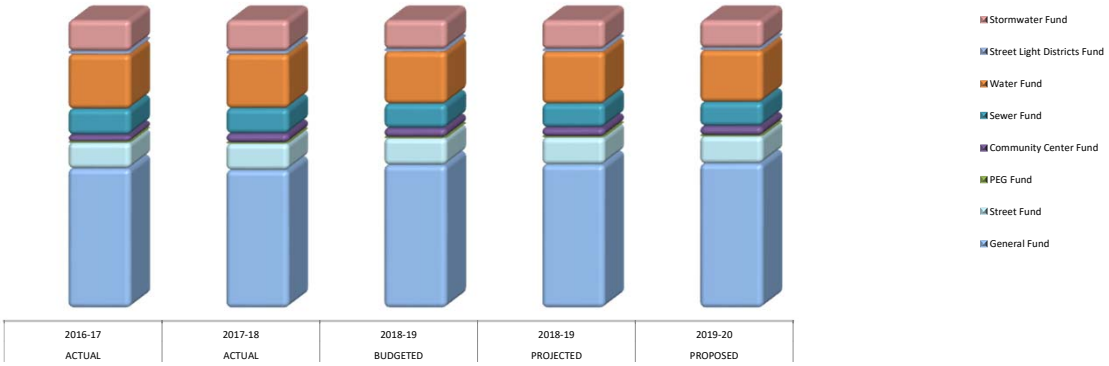
The Administrative Services Fund is an Internal Service Fund which is used to account for the financing of goods and/or services provided to various City funds on a cost-reimbursement basis.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 129,102**	**$ 171,384**	**$ 218,400**	**$ 218,400**	**$ 171,400**	**$ 171,400**		**-21.5%**
Revenues:								
Charges for Services:								
Charges for Services	3,266,511	3,419,073	3,778,900	3,702,500	3,986,900	3,986,900		**5.5%**
Miscellaneous:								
Miscellaneous Revenue	2,954	943	-	-	-	-		
Total Revenues	**3,269,465**	**3,420,016**	**3,778,900**	**3,702,500**	**3,986,900**	**3,986,900**		**5.5%**
TOTAL RESOURCES	**3,398,567**	**3,591,400**	**3,997,300**	**3,920,900**	**4,158,300**	**4,158,300**		**4.0%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
City Manager	218,901	228,112	235,300	235,100	246,900	246,900		4.9%
City Attorney's Office	273,914	284,911	295,500	294,700	309,400	309,400		4.7%
City Recorder's Office	218,369	232,372	244,600	243,800	260,500	260,500		6.5%
Human Resources	275,325	293,076	306,400	305,600	324,400	324,400		5.9%
Finance - Non-Departmental	317,785	394,981	421,000	419,400	450,100	450,100		6.9%
Finance - Information Systems	205,507	218,008	235,400	234,600	249,200	249,200		5.9%
Finance - Utility Billing	240,132	244,613	244,800	223,700	252,900	252,900		3.3%
Civic Center Facilities	84,815	91,058	97,100	96,800	104,200	104,200		7.3%
Public Works	479,072	499,455	525,600	523,000	547,800	547,800		4.2%
Total Personnel Services	**2,313,820**	**2,486,586**	**2,605,700**	**2,576,700**	**2,745,400**	**2,745,400**		**5.4%**
Materials & Services:								
General Administration	275,327	251,662	299,700	304,500	282,000	282,000		-5.9%
City Manager	5,721	6,834	6,300	6,300	6,300	6,300		0.0%
City Attorney's Office	4,138	4,265	11,300	6,300	12,000	12,000		6.2%
City Recorder's Office	6,357	4,119	6,200	6,200	6,200	6,200		0.0%
Human Resources	24,861	18,440	24,400	24,400	25,200	25,200		3.3%
Finance - Non-Departmental	31,911	29,862	58,300	36,800	58,300	58,300		0.0%
Finance - Information Systems	146,532	143,367	207,000	177,500	190,000	190,000		-8.2%
Finance - Utility Billing	100,930	103,857	115,500	117,000	122,000	122,000		5.6%
Civic Center Facilities	198,384	205,198	215,600	215,600	217,500	217,500		0.9%
Public Works	39,579	40,767	45,400	46,000	46,800	46,800		3.1%
Total Materials & Services	**833,740**	**808,371**	**989,700**	**940,600**	**966,300**	**966,300**		**-2.4%**
Capital Outlay:								
Finance - Information Systems	54,014	68,770	157,000	150,000	165,000	165,000		5.1%
Public Works Administration	-	-	10,000	8,700	15,000	15,000		50.0%
Civic Center Facilities	25,609	8,346	73,500	73,500	49,200	49,200		-33.1%
Total Capital Outlay	**79,623**	**77,116**	**240,500**	**232,200**	**229,200**	**229,200**		**-4.7%**
Total Expenditures	**3,227,183**	**3,372,073**	**3,835,900**	**3,749,500**	**3,940,900**	**3,940,900**		**2.7%**
Other Requirements:								
Contingencies	-	-	161,400	-	217,400	217,400		34.7%
Fund Balance:								
Committed	171,384	219,327	-	171,400	-	-		
TOTAL REQUIREMENTS	**$ 3,398,567**	**$ 3,591,400**	**$ 3,997,300**	**$ 3,920,900**	**$ 4,158,300**	**$ 4,158,300**		**4.0%**

Administrative Services Fund Summary



	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
CHARGES FOR SERVICES BY FUND								
General Fund	$ 1,582,842	$ 1,637,717	$ 1,877,600	$ 1,846,200	$ 2,001,400	$ 2,001,400		6.6%
Street Fund	296,852	320,334	355,700	351,500	383,300	383,300		7.8%
PEG Fund	6,015	7,676	9,200	9,100	6,400	6,400		-30.4%
Community Center Fund	79,835	106,555	120,500	116,700	128,500	128,500		6.6%
Sewer Fund	292,592	299,385	317,000	303,100	331,400	331,400		4.5%
Water Fund	620,771	642,534	686,200	670,100	717,900	717,900		4.6%
Street Light Districts Fund	34,296	36,169	31,700	31,200	32,700	32,700		3.2%
Stormwater Fund	353,308	368,701	381,000	374,700	385,300	385,300		1.1%
Total Allocation by Fund	$ 3,266,511	$ 3,419,071	$ 3,778,900	$ 3,702,600	$ 3,986,900	$ 3,986,900		5.5%

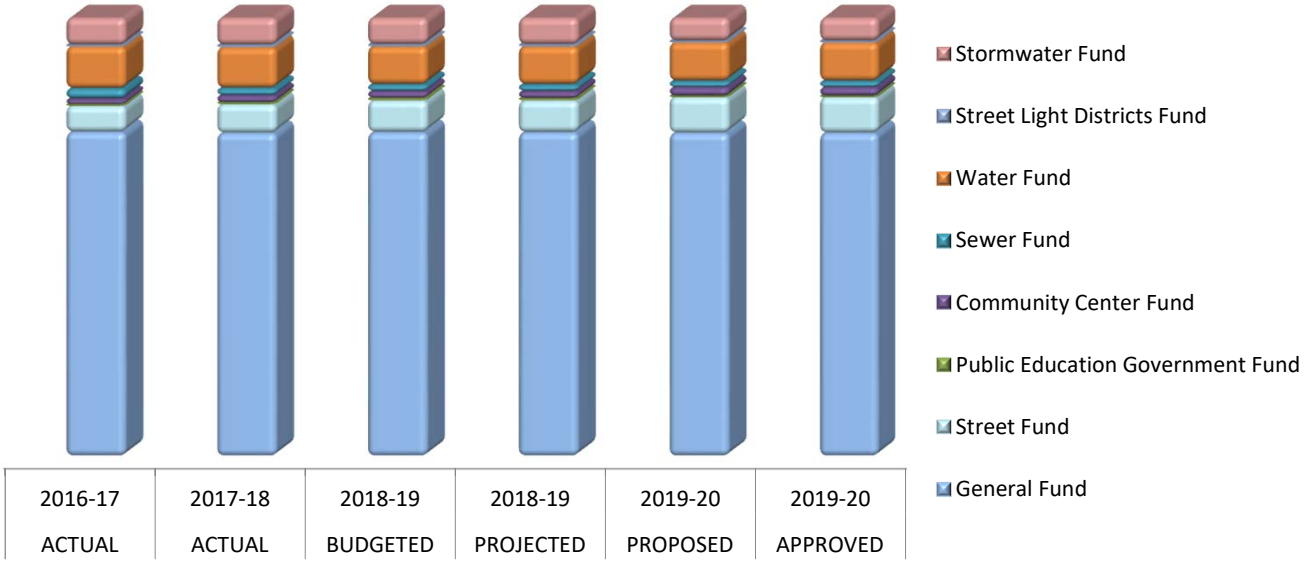
City Manager's Office

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, Community Development, 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	224,622	234,946	241,600	241,400	253,200	253,200		4.8%
TOTAL RESOURCES	**224,622**	**234,946**	**241,600**	**241,400**	**253,200**	**253,200**		**4.9%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
City Manager	152,152	153,795	158,500	158,500	162,500	162,500		2.5%
Vehicle Allowance	4,200	4,200	4,200	4,200	4,200	4,200		0.0%
Cell Phone Stipend	-	-	-	-	-	-		
Wellness	382	358	400	400	400	400		0.0%
Medicare	2,403	2,428	2,500	2,500	2,600	2,600		4.0%
Retirement	40,384	46,667	47,800	47,800	53,800	53,800		12.6%
Insurance Benefits	19,119	20,433	21,600	21,400	23,100	23,100		6.9%
Workers Compensation	261	231	300	300	300	300		0.0%
Total Personnel Services	**218,901**	**228,112**	**235,300**	**235,100**	**246,900**	**246,900**		**4.9%**
Materials & Services:								
Meetings, Travel & Training	5,421	6,534	6,000	6,000	6,000	6,000		0.0%
Liability Insurance	300	300	300	300	300	300		0.0%
Total Materials & Services	**5,721**	**6,834**	**6,300**	**6,300**	**6,300**	**6,300**		**0.0%**
Total Expenditures:	**224,622**	**234,946**	**241,600**	**241,400**	**253,200**	**253,200**		**4.8%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
TOTAL REQUIREMENTS	**$224,622**	**$ 234,946**	**$ 241,600**	**$ 241,400**	**$ 253,200**	**$ 253,200**		**4.8%**

City Manager's Office



SUMMARY OF CITY MANAGER'S OFFICE CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	FTE/ Project Time
General Fund	$ 166,202	$ 173,313	$ 178,600	$ 178,400	$ 186,800	$ 186,800		73.8%
Street Fund	13,435	15,483	17,600	17,600	20,800	20,800		8.2%
Public Education Government Fund	697	899	1,200	1,200	500	500		0.2%
Community Center Fund	2,886	3,796	3,900	3,900	5,100	5,100		2.0%
Sewer Fund	5,175	3,796	3,600	3,600	3,500	3,500		1.4%
Water Fund	21,596	21,876	21,000	21,000	22,300	22,300		8.8%
Street Light Districts Fund	697	1,199	1,000	1,000	800	800		0.3%
Stormwater Fund	13,934	14,584	14,700	14,700	13,400	13,400		5.3%
TOTAL CHARGES BY FUND	$ 224,622	$ 234,946	$ 241,600	$ 241,400	$ 253,200	$ 253,200		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.5% 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.

City Attorney's Office

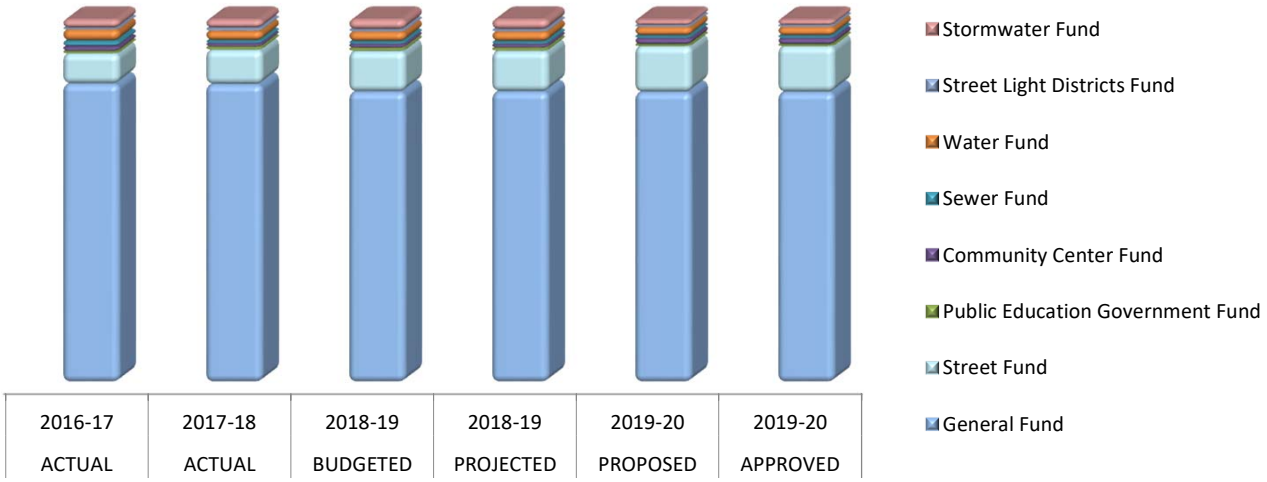
The City Attorney is a Charter officer, answering directly to the City Council. The City Attorney's Office is responsible for most legal matters involving the City, and also oversees the efforts of outside counsel for most matters requiring special expertise.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	278,052	289,176	306,800	301,000	321,400	321,400		4.8%
TOTAL RESOURCES	**278,052**	**289,176**	**306,800**	**301,000**	**321,400**	**321,400**		**4.8%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Attorney	137,975	139,547	143,800	143,800	147,400	147,400		2.5%
Administrative Support	57,378	60,944	63,000	63,000	64,500	64,500		2.4%
Cell Phone Stipend	900	900	900	900	900	900		0.0%
Wellness	307	296	800	400	800	800		0.0%
Medicare	3,045	3,124	3,200	3,200	3,300	3,300		3.1%
Retirement	35,754	38,967	40,300	40,300	46,000	46,000		14.1%
Insurance Benefits	38,238	40,866	43,200	42,800	46,200	46,200		6.9%
Workers Compensation	317	267	300	300	300	300		0.0%
Total Personnel Services	**273,914**	**284,911**	**295,500**	**294,700**	**309,400**	**309,400**		**4.7%**
Materials & Services:								
Meetings, Travel & Training	3,313	3,069	8,000	4,000	4,500	4,500		-43.8%
Legal Services Contracts	825	290	3,000	2,000	6,500	6,500		116.7%
Law Library Maintenance	-	906	300	300	1,000	1,000		233.3%
Total Materials & Services	**4,138**	**4,265**	**11,300**	**6,300**	**12,000**	**12,000**		**6.2%**
Total Expenditures:	**278,052**	**289,176**	**306,800**	**301,000**	**321,400**	**321,400**		**4.8%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
TOTAL REQUIREMENTS	**$ 278,052**	**$ 289,176**	**$ 306,800**	**$ 301,000**	**$ 321,400**	**$ 321,400**		**4.8%**

City Attorney's Office



SUMMARY OF CITY ATTORNEY'S OFFICE CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	Project Time
General Fund	$ 228,520	$ 237,213	$ 245,400	$ 240,900	$ 256,800	$ 256,800		79.9%
Street Fund	23,371	27,499	34,400	33,700	40,800	40,800		12.7%
Public Education Government Fund	1,635	2,642	2,800	2,700	1,300	1,300		0.4%
Community Center Fund	3,655	2,642	3,100	3,000	5,800	5,800		1.8%
Sewer Fund	4,136	2,055	2,100	2,100	1,900	1,900		0.6%
Water Fund	8,944	7,829	8,600	8,400	8,000	8,000		2.5%
Street Light Districts Fund	866	2,055	1,500	1,500	1,300	1,300		0.4%
Stormwater Fund	6,925	7,241	8,900	8,700	5,500	5,500		1.7%
TOTAL CHARGES BY FUND	$ 278,052	$ 289,176	$ 306,800	$ 301,000	$ 321,400	$ 321,400		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.5% 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).

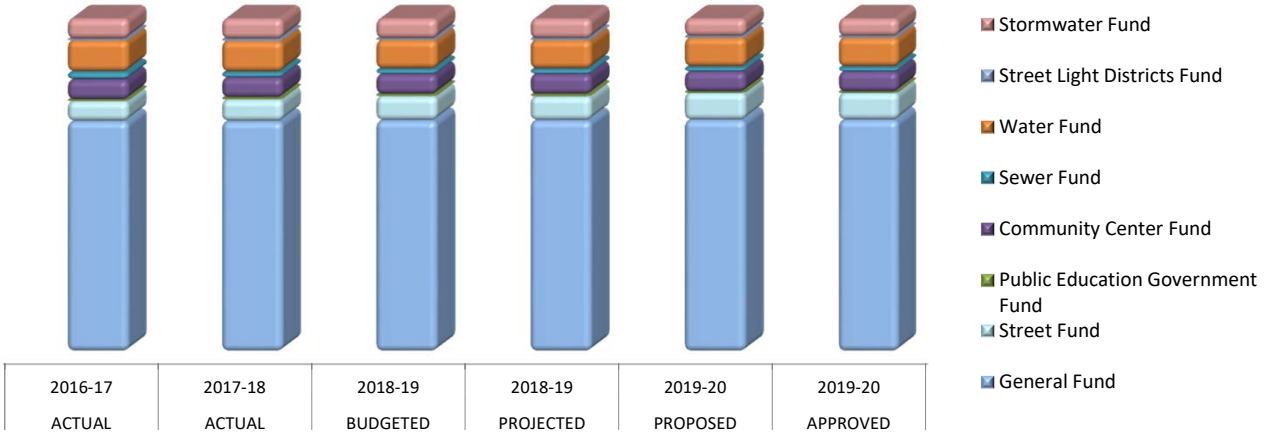
City Recorder's Department

The City Recorder's Department is responsible for the overall administration, coordination and evaluation of all City Recorder and Event Center 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. An adjustment is made for the Community Center activity since the City Recorder manages that program. The allocation methodology is authorized by Council Resolution.

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	224,726	236,491	250,800	250,000	266,700	266,700		6.3%
TOTAL RESOURCES	**224,726**	**236,491**	**250,800**	**250,000**	**266,700**	**266,700**		**6.3%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
City Recorder	84,753	90,792	96,300	96,300	101,800	101,800		5.7%
Administrative Support	60,281	60,944	62,900	62,900	64,500	64,500		2.5%
Cell Phone Stipend	900	900	900	900	900	900		0.0%
Wellness	266	299	800	400	800	800		0.0%
Medicare	2,247	2,351	2,500	2,500	2,600	2,600		4.0%
Retirement	31,377	35,958	37,700	37,700	43,400	43,400		15.1%
Insurance Benefits	38,238	40,866	43,200	42,800	46,200	46,200		6.9%
Workers Compensation	307	262	300	300	300	300		0.0%
Total Personnel Services	**218,369**	**232,372**	**244,600**	**243,800**	**260,500**	**260,500**		**6.5%**
Materials & Services:								
Materials & Supplies	-	-	-	-	-	-		
Meetings, Travel & Training	6,357	4,119	6,200	6,200	6,200	6,200		0.0%
Total Materials & Services	6,357	4,119	6,200	6,200	6,200	6,200		**0.0%**
Total Expenditures:	**224,726**	**236,491**	**250,800**	**250,000**	**266,700**	**266,700**		**6.3%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
TOTAL REQUIREMENTS	**$ 224,726**	**$ 236,491**	**$ 250,800**	**$ 250,000**	**$ 266,700**	**$ 266,700**		**6.3%**

City Recorder's Department



SUMMARY OF CITY RECORDER'S DEPARTMENT CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	Time Spent
General Fund	$ 155,542	$ 163,593	$ 174,200	$ 173,600	$ 185,600	$ 185,600		69.6%
Street Fund	13,718	15,585	18,300	18,200	21,900	21,900		8.2%
Public Education Government Fund	691	1,207	1,300	1,300	500	500		0.2%
Community Center Fund	13,718	14,378	15,300	15,300	16,300	16,300		6.1%
Sewer Fund	5,132	3,821	3,800	3,800	3,700	3,700		1.4%
Water Fund	21,318	22,020	21,800	21,700	23,500	23,500		8.8%
Street Light Districts Fund	691	1,207	800	800	800	800		0.3%
Stormwater Fund	13,916	14,680	15,300	15,300	14,400	14,400		5.4%
TOTAL CHARGES BY FUND	$ 224,726	$ 236,491	$ 250,800	$ 250,000	$ 266,700	$ 266,700		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.5% 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.

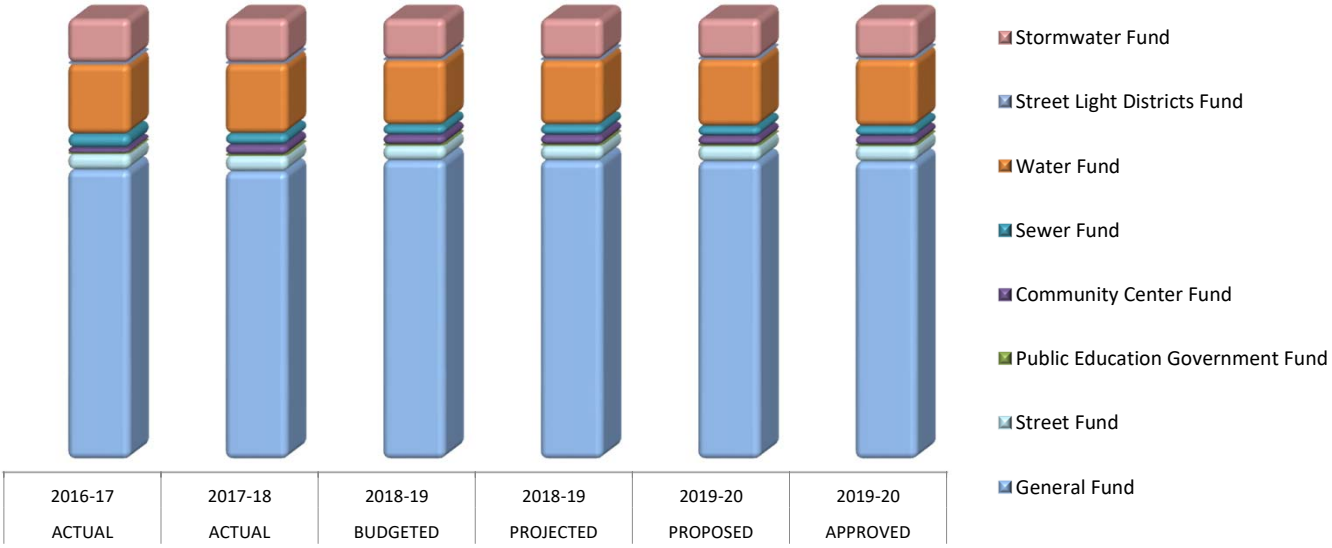
Human Resources Department

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	300,186	311,516	330,800	330,000	349,600	349,600		5.7%
TOTAL RESOURCES	**300,186**	**311,516**	**330,800**	**330,000**	**349,600**	**349,600**		**5.7%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Administrative Support	67,004	69,784	74,000	74,000	78,200	78,200		5.7%
Human Resources Director	121,542	126,526	130,400	130,400	133,700	133,700		2.5%
Cell Phone Stipend	900	900	900	900	900	900		0.0%
Wellness Program	224	208	800	400	800	800		0.0%
Medicare/Social Security	2,916	3,035	3,200	3,200	3,300	3,300		3.1%
Retirement	44,183	51,484	53,600	53,600	61,000	61,000		13.8%
Insurance Benefits	38,238	40,866	43,200	42,800	46,200	46,200		6.9%
Workers Compensation	318	273	300	300	300	300		0.0%
Total Personnel Services	**275,325**	**293,076**	**306,400**	**305,600**	**324,400**	**324,400**		**5.9%**
Materials & Services:								
Safety & Wellness	10,423	8,315	8,600	8,600	7,600	7,600		-11.6%
Meetings, Travel & Training	5,564	3,327	4,500	4,500	6,300	6,300		40.0%
Labor Attorney -- City-wide	4,189	3,002	5,000	5,000	5,000	5,000		0.0%
Contractual Services	3,852	2,851	5,200	5,200	5,200	5,200		0.0%
Medical Testing	833	945	1,100	1,100	1,100	1,100		0.0%
Total Materials & Services	**24,861**	**18,440**	**24,400**	**24,400**	**25,200**	**25,200**		**3.3%**
Total Expenditures:	**300,186**	**311,516**	**330,800**	**330,000**	**349,600**	**349,600**		**5.7%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
Total Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**		
TOTAL REQUIREMENTS	**$ 300,186**	**$ 311,516**	**$ 330,800**	**$ 330,000**	**$ 349,600**	**$ 349,600**		**5.7%**

Human Resources Department



SUMMARY OF HUMAN RESOURCES DEPARTMENT CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	FTE
General Fund	$ 197,174	$ 203,434	$ 224,300	$ 223,700	$ 236,100	$ 236,100		67.5%
Street Fund	11,114	11,552	11,600	11,600	12,900	12,900		3.7%
Public Education Government Fund	298	294	300	300	300	300		0.1%
Community Center Fund	3,572	7,147	7,300	7,300	7,300	7,300		2.1%
Sewer Fund	9,328	7,832	7,600	7,600	7,700	7,700		2.2%
Water Fund	47,731	49,537	48,600	48,500	53,100	53,100		15.2%
Street Light Districts Fund	893	588	700	700	700	700		0.2%
Stormwater Fund	29,968	31,132	30,400	30,300	31,500	31,500		9.0%
TOTAL CHARGES BY FUND	$ 300,078	$ 311,516	$ 330,800	$ 330,000	$ 349,600	$ 349,600		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.5% 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.

23 Contractual services includes the administrative fee associated with the City's FSA provider and the Total Employer Cost of Compensation (TECC) membership fees.

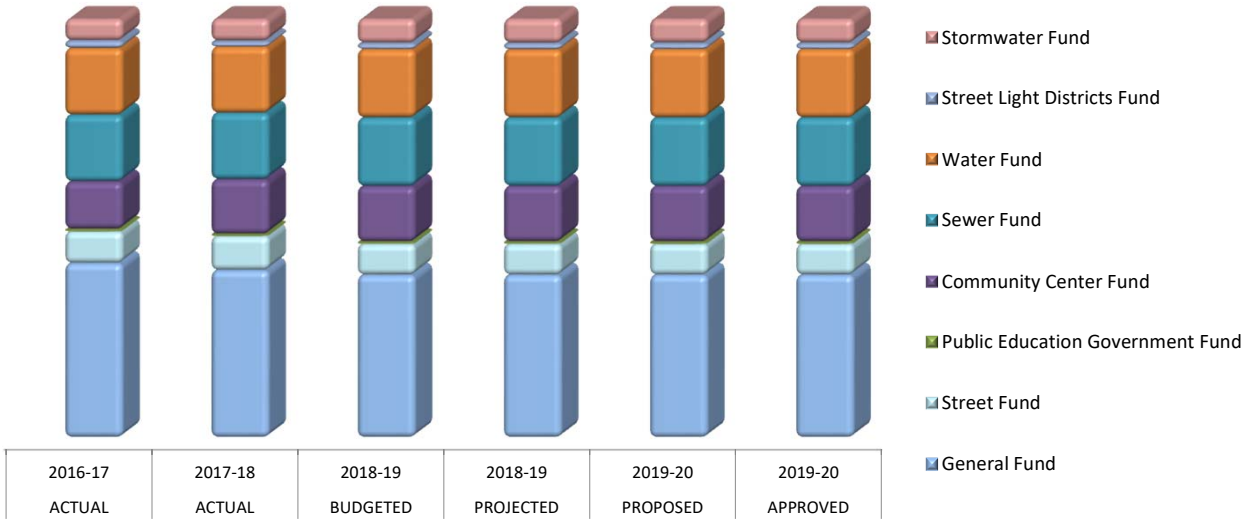
Finance - Non-Departmental

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 except for the Office Assistant's time is allocated 70% to the Community Center as part of the position's regular duties. The Allocation methodology is authorized by Council Resolution.

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	349,696	424,843	479,300	456,200	508,400	508,400		6.1%
TOTAL RESOURCES	**349,696**	**424,843**	**479,300**	**456,200**	**508,400**	**508,400**		**6.1%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Administrative Support	110,185	150,938	158,900	158,900	166,100	166,100		4.5%
Finance Director	104,339	109,158	115,800	115,800	122,300	122,300		5.6%
Overtime	60	32	-	-	-	-		
Wellness	878	1,083	1,600	1,000	1,600	1,600		0.0%
Medicare	3,276	3,978	4,300	4,300	4,500	4,500		4.7%
Retirement	36,647	47,818	53,500	53,500	62,600	62,600		17.0%
Insurance Benefits	61,811	81,445	86,300	85,300	92,400	92,400		7.1%
Workers Compensation	589	529	600	600	600	600		0.0%
Total Personnel Services	**317,785**	**394,981**	**421,000**	**419,400**	**450,100**	**450,100**		**6.9%**
Materials & Services:								
Office Materials and Supplies	1,166	-	-	-	-	-		
Meetings, Travel & Training	3,130	1,847	3,500	2,000	3,500	3,500		0.0%
Audit Fees & Contractual Services	27,615	28,015	54,800	34,800	54,800	54,800		0.0%
Total Materials & Services	**31,911**	**29,862**	**58,300**	**36,800**	**58,300**	**58,300**		**0.0%**
Total Expenditures:	**349,696**	**424,843**	**479,300**	**456,200**	**508,400**	**508,400**		**6.1%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
Total Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**		
TOTAL REQUIREMENTS	**$ 349,696**	**$ 424,843**	**$ 479,300**	**$ 456,200**	**$ 508,400**	**$ 508,400**		**6.1%**

Finance - Non-Departmental



SUMMARY OF FINANCE NON-DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	Average Revenue/ Expense
General Fund	$ 146,131	$ 170,431	$ 186,900	$ 177,900	$ 198,300	$ 198,300		39.0%
Street Fund	26,555	34,836	35,500	33,800	37,600	37,600		7.4%
Public Education Government Fund	1,776	1,678	2,400	2,300	2,500	2,500		0.5%
Community Center Fund	39,524	55,264	63,300	60,200	67,100	67,100		13.2%
Sewer Fund	55,581	67,107	78,100	74,300	82,900	82,900		16.3%
Water Fund	55,581	67,107	78,100	74,300	82,900	82,900		16.3%
Street Light Districts Fund	6,330	5,921	7,200	6,900	7,600	7,600		1.5%
Stormwater Fund	18,218	22,499	27,800	26,500	29,500	29,500		5.8%
TOTAL CHARGES BY FUND	$ 349,696	$ 424,843	$ 479,300	$ 456,200	$ 508,400	$ 508,400		100.00%

Budget Notes:

Expenditures:

9 The Budget provides a 2.5% wage and salary increase for all non-represented. 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.

22 Audit fees and contractual services includes the annual financial audit, fiduciary review of the City's deferred compensation plans 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.

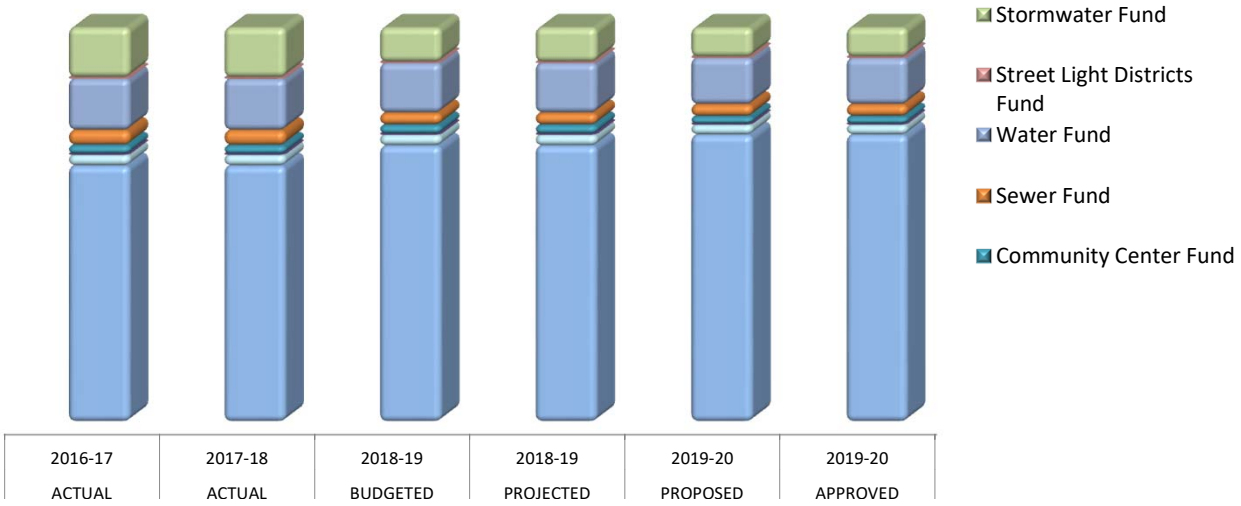
Finance - Information Systems

The Information Technology Division supports the City's software, hardware, telecommunication, 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ 47,000**	**$ 47,000**	**$ -**	**$ -**		**-100.0%**
Revenues:								
Charges for Services:								
Administrative Service Charges	406,053	477,145	552,400	515,100	604,200	604,200		9.4%
TOTAL RESOURCES	**406,053**	**477,145**	**599,400**	**562,100**	**604,200**	**604,200**		**0.8%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Network Support	139,849	147,035	156,100	156,100	162,100	162,100		3.8%
Cell Phone Stipend	1,910	1,800	1,800	1,800	1,800	1,800		0.0%
Wellness	368	345	800	400	800	800		0.0%
Medicare	2,138	2,244	2,400	2,400	2,500	2,500		4.2%
Retirement	22,624	25,390	30,700	30,700	35,400	35,400		15.3%
Insurance Benefits	38,238	40,866	43,200	42,800	46,200	46,200		6.9%
Workers Compensation	380	328	400	400	400	400		0.0%
Total Personnel Services	**205,507**	**218,008**	**235,400**	**234,600**	**249,200**	**249,200**		**5.9%**
Materials & Services:								
Travel & Training	-	3,978	1,000	500	1,000	1,000		0.0%
Telephone	14,282	19,449	17,000	19,000	19,000	19,000		11.8%
Computer Software & Maintenance	111,594	98,798	165,000	135,000	146,000	146,000		-11.5%
Office Equipment Maintenance	20,656	21,142	24,000	23,000	24,000	24,000		0.0%
Total Materials & Services	**146,532**	**143,367**	**207,000**	**177,500**	**190,000**	**190,000**		**-8.2%**
Capital Outlay:								
Computer Hardware	54,014	68,770	157,000	150,000	165,000	165,000		5.1%
Total Expenditures:	**406,053**	**430,145**	**599,400**	**562,100**	**604,200**	**604,200**		**0.8%**
Fund Balance:								
Committed for Operations	-	47,000	-	-	-	-		
Total Fund Balance	**-**	**47,000**	**-**	**-**	**-**	**-**		
TOTAL REQUIREMENTS	**$ 406,053**	**$ 477,145**	**$ 599,400**	**$ 562,100**	**$ 604,200**	**$ 604,200**		**0.8%**

Finance - Information Systems



SUMMARY OF FINANCE - INFORMATION SYSTEM CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	Allocation
General Fund	$ 261,561	$ 309,695	$ 386,600	$ 360,500	$ 439,600	$ 439,600		72.7%
Street Fund	11,716	13,806	16,000	14,900	16,300	16,300		2.7%
PEG Fund	363	445	600	600	600	600		0.1%
Community Center Fund	8,900	10,510	12,700	11,800	11,500	11,500		1.9%
Sewer Fund	15,349	18,170	16,600	15,500	18,100	18,100		3.0%
Water Fund	52,766	62,527	70,200	65,500	71,600	71,600		11.9%
Street Light Districts Fund	1,181	1,425	1,100	1,000	1,200	1,200		0.2%
Stormwater Fund	51,131	60,567	48,600	45,300	45,300	45,300		7.5%
TOTAL CHARGES BY FUND	$ 402,967	$ 477,145	$ 552,400	$ 515,100	$ 604,200	$ 604,200		100.0%

Budget Notes:

Expenditures:

9 The Budget provides a 2.5% 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.

21 The increase in Computer Software is primarily associated with annual increases in software maintenance agreements for existing software packages. In addition several software agreements require bi-annual payments.

25 The City will be replacing the door system and the police evidence backup system. In addition the City will continue with the ongoing desktop and laptop replacement schedule.

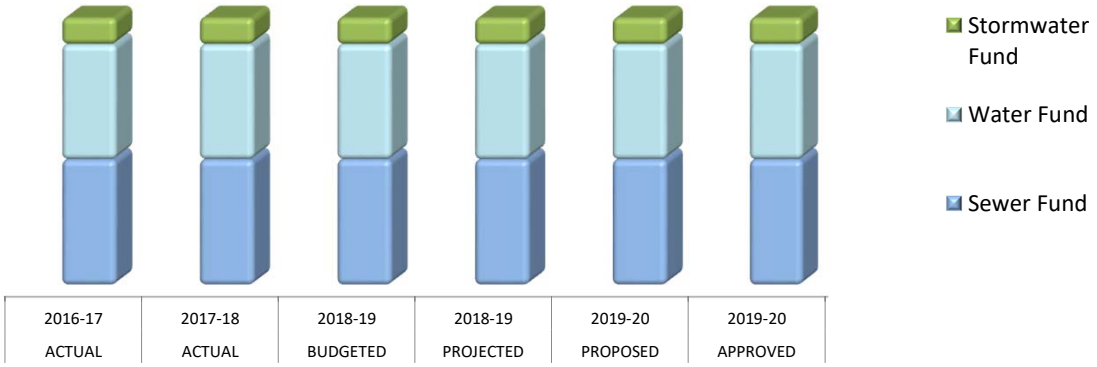
Finance - Utility Billing

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	341,062	348,470	360,300	340,700	374,900	374,900		4.1%
TOTAL RESOURCES	**341,062**	**348,470**	**360,300**	**340,700**	**374,900**	**374,900**		**4.1%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Administrative Support	146,287	136,001	145,600	136,200	146,200	146,200		0.4%
Overtime	650	443	1,000	900	1,000	1,000		0.0%
Wellness	700	1,146	1,600	1,000	1,600	1,600		0.0%
Medicare	2,245	2,029	2,300	2,200	2,400	2,400		4.3%
Retirement	23,415	18,535	28,900	21,000	31,700	31,700		9.7%
Insurance Benefits	65,338	61,108	64,800	61,800	69,300	69,300		6.9%
Unemployment	994	24,850	-	-	-	-		
Workers Compensation	503	501	600	600	700	700		16.7%
Total Personnel Services	**240,132**	**244,613**	**244,800**	**223,700**	**252,900**	**252,900**		**3.3%**
Materials & Services:								
Postage & Printing	47,380	45,824	53,500	53,000	55,000	55,000		2.8%
Contractual Services	53,550	58,033	60,000	63,000	65,000	65,000		8.3%
Meetings, Travel & Training	-	-	2,000	1,000	2,000	2,000		0.0%
Total Materials & Services	**100,930**	**103,857**	**115,500**	**117,000**	**122,000**	**122,000**		**5.6%**
Total Expenditures	**341,062**	**348,470**	**360,300**	**340,700**	**374,900**	**374,900**		**4.1%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
Total Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**		
TOTAL REQUIREMENTS	**$ 341,062**	**$348,470**	**$ 360,300**	**$ 340,700**	**$ 374,900**	**$ 374,900**		**4.1%**

Finance - Utility Billing



SUMMARY OF FINANCE - UTILITY BILLING CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	Utility Account Allocation
Sewer Fund	$ 160,287	$ 163,819	$ 169,400	$ 160,100	$ 176,200	$ 176,200		47%
Water Fund	146,627	149,794	154,900	146,500	161,200	161,200		43%
Stormwater Fund	34,148	34,857	36,000	34,100	37,500	37,500		10%
TOTAL CHARGES BY FUND	$ 341,062	$ 348,470	$ 360,300	$ 340,700	$ 374,900	$ 374,900		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 2.5% 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 Contractual services are primarily for credit card fee charges.

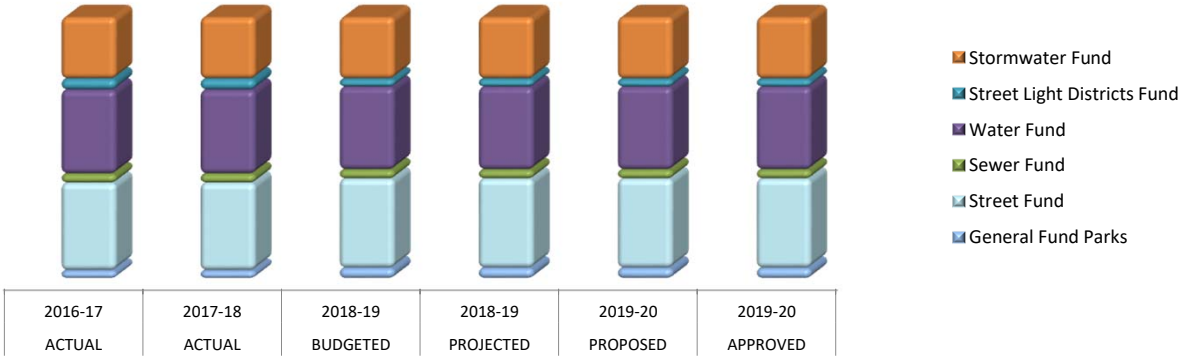
Public Works - Non-Departmental

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	$ -	$ -	$ -	$ -	$ -	$ -		
Revenues:								
Charges for Services:								
Administrative Service Charges	518,651	540,222	581,000	577,700	609,600	609,600		4.9%
TOTAL RESOURCES	**518,651**	**540,222**	**581,000**	**577,700**	**609,600**	**609,600**		**4.9%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Public Works Director	117,993	122,845	130,400	130,400	133,700	133,700		2.5%
Municipal Utility Workers	159,085	163,322	168,300	168,300	172,400	172,400		2.4%
Administrative Support	54,593	55,307	57,100	57,100	58,500	58,500		2.5%
Cell Phone and Clothing Stipend	2,600	2,600	2,600	1,800	2,000	2,000		-23.1%
Wellness	606	729	1,600	800	1,600	1,600		0.0%
Medicare	5,124	5,285	5,500	5,500	5,700	5,700		3.6%
Retirement	59,114	64,431	68,600	68,600	76,400	76,400		11.4%
Insurance Benefits	76,475	81,541	86,400	85,400	92,400	92,400		6.9%
Workers Compensation	3,482	3,395	5,100	5,100	5,100	5,100		0.0%
Total Personnel Services	**479,072**	**499,455**	**525,600**	**523,000**	**547,800**	**547,800**		**4.2%**
Materials & Services:								
Shop Operations and Supplies	9,562	8,439	10,500	10,500	10,500	10,500		0.0%
Meetings, Travel & Training	-	43	500	100	500	500		0.0%
Public Notices	-	-	-	-	-			
Labor Attorney	360	464	1,000	1,000	1,000	1,000		0.0%
Janitorial Services	4,051	5,132	5,000	5,800	6,000	6,000		20.0%
Shop Utilities	10,453	10,876	10,600	10,700	10,800	10,800		1.9%
Telephone, Telemetry & Fire Alarm	1,523	1,419	1,600	1,700	1,800	1,800		12.5%
Insurance - Auto	13,580	14,264	16,000	16,000	16,000	16,000		0.0%
Operating Materials	50	-	-	-	-	-		
Medical Testing	-	130	200	200	200	200		0.0%
Total Materials & Services	**39,579**	**40,767**	**45,400**	**46,000**	**46,800**	**46,800**		**3.1%**
Capital Outlay:								
Shop Improvements	-	-	10,000	8,700	15,000	15,000		50.0%
Total Expenditures	**518,651**	**540,222**	**581,000**	**577,700**	**609,600**	**609,600**		**4.9%**
Fund Balance:								
Committed for Operations	-	-	-	-	-	-		
Total Fund Balance	-	-	-	-	-	-		
TOTAL REQUIREMENTS	**$ 518,651**	**$ 540,222**	**$ 581,000**	**$ 577,700**	**$ 609,600**	**$ 609,600**		**4.9%**

Public Works - Non-Departmental



SUMMARY OF PUBLIC WORKS - NON DEPARTMENTAL CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	Allocation
General Fund Parks	$ 16,050	$ 16,689	$ 23,300	$ 23,100	$ 24,400	$ 24,400		4.0%
Street Fund	173,727	181,023	198,700	197,600	208,500	208,500		34.2%
Sewer Fund	18,190	18,946	20,300	20,200	21,300	21,300		3.5%
Water Fund	166,528	173,366	183,600	182,600	192,600	192,600		31.6%
Street Light Districts Fund	21,789	22,677	18,000	17,900	18,900	18,900		3.1%
Stormwater Fund	122,367	127,521	137,100	136,300	143,900	143,900		23.6%
TOTAL CHARGES BY FUND	$ 518,651	$ 540,222	$ 581,000	$ 577,700	$ 609,600	$ 609,600		100.0%

Budget Notes:

Expenditures:

Personnel Services:

9 The Budget provides a 2.5% 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 Remodel of the breakroom/kitchen area at the Public Work shop

Public Works - Civic Center Facilities

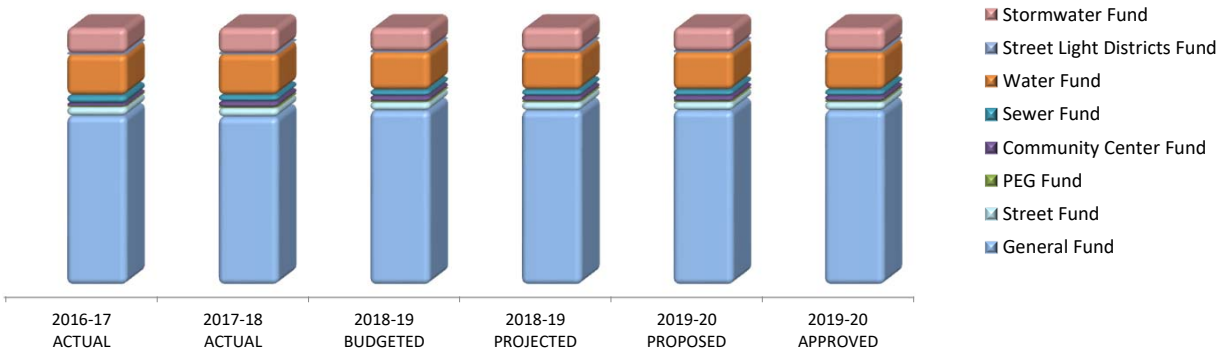
The Civic Center Facility Fund accounts for operations and maintenance of the Civic Center. Facility Maintenance staff will continue to maintain the facility at a level that allows maximum efficiency of all staff. The Facility Maintenance staff will continue refining the programming of the HVAC units 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:								
Restricted for Civic Center Improvements	$ 129,102	$ 171,384	$ 171,400	$ 171,400	$ 171,400	$ 171,400		0.0%
Unrestricted	-	-	-	-	-	-		
Total Beginning Balances	**129,102**	**171,384**	**171,400**	**171,400**	**171,400**	**171,400**		**0.0%**
Revenues:								
Charges for Services:								
Administrative Service Charges	351,090	304,602	326,200	385,900	330,900	330,900		1.4%
TOTAL RESOURCES	**480,192**	**475,986**	**497,600**	**557,300**	**502,300**	**502,300**		**0.9%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Municipal Utility Worker	6,132	6,513	6,800	6,800	7,300	7,300		7.4%
Facility Maintenance Technician	45,787	48,614	51,900	51,900	54,500	54,500		5.0%
Overtime	-	224	400	400	600	600		50.0%
Clothing Allowance	530	530	500	500	500	500		0.0%
Wellness	296	363	500	500	500	500		0.0%
Medicare	811	865	900	900	1,000	1,000		11.1%
Retirement	9,594	10,866	11,500	11,500	13,600	13,600		18.3%
Insurance Benefits	21,068	22,534	23,800	23,500	25,400	25,400		6.7%
Workers Compensation	597	549	800	800	800	800		0.0%
Total Personnel Services	**84,815**	**91,058**	**97,100**	**96,800**	**104,200**	**104,200**		**7.3%**
Materials & Services:								
Contractual Services	3,935	10,616	9,600	9,600	9,600	9,600		0.0%
Janitorial Services	64,030	64,017	65,000	65,000	65,000	65,000		0.0%
Utilities	102,551	102,817	105,000	105,000	105,000	105,000		0.0%
Equipment Maintenance & Replacement	17,944	13,474	24,000	24,000	24,000	24,000		0.0%
Maintenance Supplies	3,506	7,304	6,000	6,000	6,500	6,500		8.3%
Janitorial Supplies	6,418	6,963	6,000	6,000	7,400	7,400		23.3%
Medical Testing	-	7	-	-	-	-		
Total Materials & Services	**198,384**	**205,198**	**215,600**	**215,600**	**217,500**	**217,500**		**0.9%**
Capital Outlay:								
Civic Center Improvements	25,609	8,346	73,500	73,500	49,200	49,200		-33.1%
Total Expenditures	**308,808**	**304,602**	**386,200**	**385,900**	**370,900**	**370,900**		**-4.0%**
Other Requirements:								
Contingency:								
Operating Contingency	-	-	1,500	-	1,500	1,500		0.0%
Civic Center Improvements	-	-	109,900	-	129,900	129,900		18.2%
Total Contingency	**-**	**-**	**111,400**	**-**	**131,400**	**131,400**		**18.0%**

Public Works - Civic Center Facilities

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
40 **Fund Balance:**								
41 Committed for Civic Center Improvements	171,384	171,384	-	171,400	-	-		
42 Committed for Operations	-	-	-	-	-	-		
43 **Total Fund Balance**	**171,384**	**171,384**	**-**	**171,400**	**-**	**-**		
44 **TOTAL REQUIREMENTS**	**$ 480,192**	**$ 475,986**	**$ 497,600**	**$ 557,300**	**$ 502,300**	**$ 502,300**		**1%**



PUBLIC WORKS - SUMMARY OF FACILITY MAINTENANCE CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	FTE
General Fund	$ 233,084	$ 198,998	$ 221,100	$ 261,600	$ 224,400	$ 224,400		67.8%
Street Fund	13,170	11,260	11,400	13,500	11,600	11,600		3.5%
PEG Fund	314	284	300	400	300	300		0.1%
Community Center Fund	4,285	7,002	7,200	8,500	7,300	7,300		2.2%
Sewer Fund	10,975	7,570	7,500	8,900	7,600	7,600		2.3%
Water Fund	56,442	48,448	48,000	56,800	48,600	48,600		14.7%
Street Light Districts Fund	1,045	568	700	800	700	700		0.2%
Stormwater Fund	35,537	30,469	30,000	35,500	30,400	30,400		9.2%
TOTAL CHARGES BY FUND	$ 354,852	$ 304,599	$ 326,200	$ 386,000	$ 330,900	$ 330,900		100.0%

Budget Notes:

Expenditures:

Personnel Services:

12 The Budget provides a 2.5% 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:

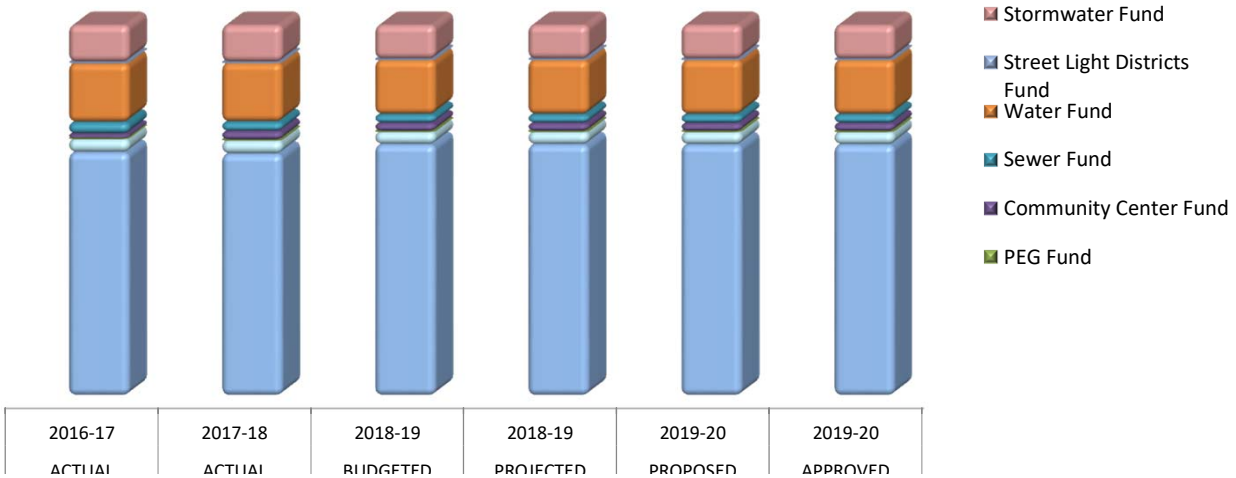
33 Includes costs to install Falcon Cameras for sallyport garage doors for police station. Also includes installing lobby ceiling fans in Civic Center.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Revenues:								
Charges for Services:								
Administrative Service Charges	272,373	251,662	349,700	304,500	368,000	368,000		5.2%
Miscellaneous:								
Interest	2,954	943	-	-	-	-		
TOTAL RESOURCES	**275,327**	**252,605**	**349,700**	**304,500**	**368,000**	**368,000**		**5.2%**
REQUIREMENTS:								
Expenditures:								
Materials & Services:								
Office Materials & Supplies	22,463	22,771	28,000	27,000	29,000	29,000		3.6%
Postage & Printing	18,232	18,866	25,000	24,500	26,000	26,000		4.0%
Association Memberships	51,475	53,011	54,500	56,800	56,800	56,800		4.2%
City Council Expenses	7,686	7,333	9,000	9,000	9,000	9,000		0.0%
Committee Meeting Expense	335	979	500	500	500	500		0.0%
Public Notices	508	1,398	1,000	1,000	1,000	1,000		0.0%
Contractual Services	4,808	1,108	1,200	1,200	1,200	1,200		0.0%
Liability Insurance	169,496	145,730	180,000	184,000	158,000	158,000		-12.2%
Miscellaneous Expense	324	466	500	500	500	500		0.0%
Total Materials & Services	**275,327**	**251,662**	**299,700**	**304,500**	**282,000**	**282,000**		**-5.9%**
Total Expenditures	**275,327**	**251,662**	**299,700**	**304,500**	**282,000**	**282,000**		**-5.9%**
Other Requirements:								
Contingency:								
Liability Retro Plan	-	-	50,000	-	86,000	86,000		72.0%
Fund Balance:								
Committed for Operations	-	943	-	-	-	-		
TOTAL REQUIREMENTS	**$275,327**	**$252,605**	**$349,700**	**$ 304,500**	**$368,000**	**$368,000**		**5.2%**

General Administration



SUMMARY OF CITY-WIDE ADMINISTRATIVE CHARGES BY FUND

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	FTE
General Fund	$ 178,578	$ 164,351	$ 237,200	$ 206,500	$ 249,400	$ 249,400		67.8%
Street Fund	10,046	9,290	12,200	10,600	12,900	12,900		3.5%
PEG Fund	241	227	300	300	400	400		0.1%
Community Center Fund	3,295	5,816	7,700	6,700	8,100	8,100		2.2%
Sewer Fund	8,439	6,269	8,000	7,000	8,500	8,500		2.3%
Water Fund	43,238	40,030	51,400	44,800	54,100	54,100		14.7%
Street Light Districts Fund	804	529	700	600	700	700		0.2%
Stormwater Fund	27,164	25,151	32,200	28,000	33,900	33,900		9.2%
TOTAL CHARGES BY FUND	$ 271,805	$ 251,663	$ 349,700	$ 304,500	$ 368,000	$ 368,000		100.0%

General Administration

Budget Notes:

Expenditures:

13 The increase in Postage and Printing is to provide for the most recent postage increase.

14 Association Memberships includes: League of Oregon Cities $28,200, Mid-Willamette Valley Council of Goverments $20,000, SEDCOR $4,800, Oregon Procurement Network $2,000, Oregon Government Ethics Division $700 and local newspaper

15 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.

18 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.

19 The City's Liability Insurance is expected to remain the same as 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. FY19-20 projections expect premium rates to increase 4% over FY18-19. 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.

25 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.

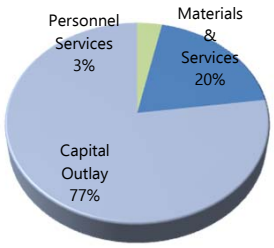
Public Works

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 FY18-19

- Completed the Dearborn Ave. NE bridge replacement project.
- Updated ADA ramps on River Road from Chemawa to the south city limits.
- Completed pedestrian traffic signal upgrades on River Road from Chemawa to the south city limits.



Goals for FY19-20

- Resurface River Road from Chemawa Road to the south city limits.
- Provide continued ADA upgrades
- Continue street sign replacement and street light LED program

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**								
3	Unrestricted Beginning Balance	$ 1,361,145	$ 2,153,934	$ 2,804,100	$ 3,037,400	$ 2,460,000	$ 2,435,000		**-13.2%**
4	Bike Safety Donations	1,567	-	-	-		-		
5	**Total Beginning Balances**	**1,362,712**	**2,153,934**	**2,804,100**	**3,037,400**	**2,460,000**	**2,435,000**		**-13.2%**
6	**Revenues:**								
7	**Taxes & Assessments:**								
8	Assessments	2,140	822	-	-	-	-		
9	**Licenses & Fees:**								
10	Planning Construction Fees	7,934	6,114	6,000	54,500	6,000	6,000		0.0%
11	Driveway Permit Fees	4,970	3,290	4,600	4,600	4,600	4,600		0.0%
12	**Total Licenses & Fees**	**12,904**	**9,404**	**10,600**	**59,100**	**10,600**	**10,600**		**0.0%**
13	**Intergovernmental:**								
14	State Fuel Tax	2,230,216	2,451,366	2,301,000	2,800,000	2,900,000	2,900,000		26.0%
15	**Total Intergovernmental**	**2,230,216**	**2,451,366**	**2,301,000**	**2,800,000**	**2,900,000**	**2,900,000**		**26.0%**
16	**Miscellaneous:**								
17	Bike Safety Donations	410	349	500	500	500	500		0.0%
18	Assessment Interest	180	38	-	-	-	-		
19	Interest	10,255	17,037	2,000	20,000	20,000	20,000		900.0%
20	Miscellaneous Revenue	202,524	4,171	-	104,500	-	-		
21	**Total Miscellaneous**	**213,369**	**21,595**	**2,500**	**125,000**	**20,500**	**20,500**		**720.0%**
22	**Other Revenue Sources:**								
23	Loan	**-**	1,800,000	-	-	-	-		
22	**TOTAL RESOURCES**	**3,821,341**	**6,437,121**	**5,118,200**	**6,021,500**	**5,391,100**	**5,366,100**		**4.8%**

Public Works

Street Fund

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
23 **REQUIREMENTS:**								
24 **Expenditures:**								
25 **Personnel Services:**								
26 Municipal Utility Workers	51,274	44,994	58,300	45,800	51,700	51,700		-11.3%
27 Community Development Director	12,520	12,653	13,100	13,100	13,400	13,400		2.3%
28 Code Compliance Officer	7,210	7,657	8,200	8,200	8,600	8,600		4.9%
29 Overtime	3,315	3,871	5,200	5,200	5,200	5,200		0.0%
30 Parade Overtime	505	-	1,200	1,000	2,000	2,000		66.7%
31 Duty Pay	7,830	7,800	7,800	8,800	9,100	9,100		16.7%
32 Clothing Allowance/Cell Phone Stipenc	625	865	700	700	700	700		0.0%
33 Wellness	24	80	600	600	600	600		0.0%
34 Medicare	1,279	1,210	1,400	1,400	1,500	1,500		7.1%
35 Retirement	16,187	15,293	19,300	16,700	20,200	20,200		4.7%
36 Insurance Benefits	24,966	27,212	29,300	29,100	31,400	31,400		7.2%
37 Workers Compensation	1,091	1,069	1,600	1,600	1,600	1,600		0.0%
38 **Total Personnel Services**	**126,826**	**122,704**	**146,700**	**132,200**	**146,000**	**146,000**		**-0.5%**
39 **Materials & Services:**								
40 Helmets	541	623	500	900	500	500		0.0%
41 Meetings, Travel & Training	809	1,896	2,800	1,500	4,300	4,300		53.6%
42 Public Notices	-	-	500	200	500	500		0.0%
43 Administrative Services Charges	296,852	320,334	355,700	351,500	383,300	383,300		7.8%
44 Contractual Services	101,293	138,060	115,000	115,000	122,000	122,000		6.1%
45 Parade Traffic Control	165	-	1,000	200	2,200	2,200		120.0%
46 Engineering Services	25,754	25,217	50,000	35,000	50,000	50,000		0.0%
47 Traffic Engineering SDC Review	544	-	5,000	-	5,000	5,000		0.0%
48 Utilities	320	348	400	400	500	500		25.0%
49 Telephone	648	819	900	600	900	900		0.0%
50 Gasoline/Diesel	2,451	2,510	2,700	2,600	2,800	2,800		3.7%
51 Equipment Maintenance	1,174	681	5,000	1,500	5,000	5,000		0.0%
52 Sidewalk Maintenance	-	-	5,000	4,300	5,000	5,000		0.0%
53 Operating Materials and Supplies	10,856	11,877	15,000	15,000	17,000	17,000		13.3%
54 Street Maintenance & Repair	123,623	180,325	155,000	155,000	155,000	155,000		0.0%
55 Street Light Utilities	63,131	65,071	61,000	61,000	61,000	61,000		0.0%
56 Traffic Light Utilities	24,952	25,615	26,000	26,000	26,000	26,000		0.0%
57 Medical Testing	-	16	200	200	200	200		0.0%
58 MPO Support/ SKATS	7,979	6,590	9,900	6,900	7,000	7,000		-29.3%
59 **Total Materials & Services**	**661,092**	**779,982**	**811,600**	**777,800**	**848,200**	**848,200**		**4.5%**
60 **Capital Outlay:**								
61 Heavy Equipment/Vehicles	1,274	1,483	2,900	3,000	19,700	19,700		579.3%
62 Street Improvements	234,846	838,244	1,200,000	1,205,200	835,000	835,000		-30.4%
63 Infill and ADA Sidewalk Completions	25,675	21,650	25,000	25,200	25,000	25,000		0.0%
64 Property Acquisition	2,301	-	-	-	-	-		
65 Street Resurfacing	190,461	968,882	1,100,000	780,000	2,200,000	2,200,000		100.0%
66 Signage & Signal Upgrades	13,444	-	20,000	25,000	20,000	25,000		25.0%
67 Field Equipment	5,088	2,669	4,200	3,800	-	-		-100.0%
68 Area B Development Costs	-	-	45,000	-	-	-		-100.0%
69 Unanticipated Expense	-	221,092	320,000	-	250,000	250,000		-21.9%
70 **Total Capital Outlay**	**473,089**	**2,054,020**	**2,717,100**	**2,042,200**	**3,349,700**	**3,354,700**		**23.5%**
71 **Debt Service:**								
72 Principal	-	-	200,000	91,000	100,000	100,000		-50.0%
73 Interest	-	-	56,300	60,300	52,200	52,200		-7.3%
74 **Total Debt Service**	**-**	**-**	**-**	**151,300**	**152,200**	**152,200**		
75 **Total Expenditures**	**1,261,007**	**2,956,706**	**3,675,400**	**3,103,500**	**4,496,100**	**4,501,100**		**22.5%**
76 **Other Requirements:**								
77 **Contingency:**							-	
78 Operating Contingency	-	-	47,900	-	49,700	49,700		3.8%
79 **Transfers Out:**								
80 Stormwater Fund	406,400	443,000	483,000	483,000	521,000	521,000		7.9%

Public Works

Street Fund

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
81	**Fund Balance:**								
82	Restricted for Debt Service Requiremer	-	-	150,000	-	150,000	150,000		0.0%
83	Restricted for Operations	2,153,934	3,037,415	761,900	2,435,000	174,300	144,300		-81.1%
84	**Total Fund Balance**	**2,153,934**	**3,037,415**	**911,900**	**2,435,000**	**324,300**	**294,300**		**-67.7%**
85	**TOTAL REQUIREMENTS**	**$ 3,821,341**	**$ 6,437,121**	**$ 5,118,200**	**$ 6,021,500**	**$ 5,391,100**	**$5,366,100**		**4.8%**

Summary of Administrative Service Fund Charges

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 10,046	$ 9,290	$ 12,200	$ 10,600	$ 12,900	$ 12,900		5.7%
City Manager	13,435	15,483	17,600	17,600	20,800	20,800		18.2%
Information Systems	11,716	13,806	16,000	14,900	16,300	16,300		1.9%
Attorney's Office	23,371	27,499	34,400	33,700	40,800	40,800		18.6%
City Recorder	13,718	15,585	18,300	18,200	21,900	21,900		19.7%
Human Resources	11,114	11,552	11,600	11,600	12,900	12,900		11.2%
Finance	26,555	34,836	35,500	33,800	37,600	37,600		5.9%
Facility Maintenance	13,170	11,260	11,400	13,500	11,600	11,600		1.8%
Public Works	173,727	181,023	198,700	197,600	208,500	208,500		4.9%
Administrative Services Charges	$ 296,852	$ 320,334	$ 355,700	$ 351,500	$ 383,300	$ 383,300		7.8%

Budget Notes:

Revenues:

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

Expenditures:

Personnel Services:

25 The Budget provides a 2.5% wage and salary increase for all non-represented and 3% for staff represented by the Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and asssociated collective bargaining agreement. The collective bargaining agreement with the Local 737 expires June 30, 2021.

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

Materials & Services:

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

45 Contractual Services include $60,000 for pavement markings, $55,000 for routine costs such as landscape maintenance and right of way mowing.

Capital Outlay:

62 Street Improvements include construction of a pathway on Delight Street N from Chemawa to Dearborn.

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

79 The transfer to the Stormwater Fund is the Street Fund's share of stormwater costs. The Stormwater Fund rate slope provides for a $0.55 per ESU rate increase effective January 1, 2020.

Debt Service:

71 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
12/1/2019	$ 1,709,000	$ -	$ 26,062	$ 26,062
6/1/2020	1,609,000	100,000	26,062	126,062
12/1/2020	1,609,000	-	24,537	24,537
6/1/2021	1,506,000	103,000	24,537	127,537
12/1/2021	1,506,000	-	22,967	22,967
6/1/2022	1,400,000	106,000	22,967	128,967
12/1/2022	1,400,000	-	21,350	21,350
6/1/2023	1,291,000	109,000	21,350	130,350
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 through 12/1/2032	368,000	1,032,000	184,723	184,723
6/1/2033	147,000	147,000	2,242	149,242
		$ 1,709,000	$ 416,173	$ 2,125,173

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 389,076**	**$ 417,577**	**$ 427,400**	**$ 421,500**	**$ 440,100**	**$ 440,100**		**3.0%**
Revenues:								
Taxes & Assessments:								
Lighting District Assessments	410,952	406,200	420,000	420,000	420,000	420,000		0.0%
Miscellaneous:								
Interest Earnings/Miscellaneous	8,739	10,051	7,000	7,000	7,000	7,000		0.0%
Total Revenues	419,691	416,251	427,000	427,000	427,000	427,000		0.0%
TOTAL RESOURCES	**808,767**	**833,828**	**854,400**	**848,500**	**867,100**	**867,100**		**1.5%**
REQUIREMENTS:								
Expenditures:								
Materials & Services:								
Public Notices	898	1,054	1,000	1,200	1,200	1,200		20.0%
Administrative Services Charges	34,296	36,169	31,700	31,200	32,700	32,700		3.2%
Engineering Costs	1,708	432	3,000	1,000	3,000	3,000		0.0%
Lighting Costs	348,987	353,147	380,000	365,000	380,000	380,000		0.0%
Street Lighting Maintenance - KS Area A	5,301	21,503	45,000	10,000	10,000	10,000		-77.8%
Total Materials & Services	**391,190**	**412,305**	**460,700**	**408,400**	**426,900**	**426,900**		**-7.3%**
Total Expenditures	**391,190**	**412,305**	**460,700**	**408,400**	**426,900**	**426,900**		**-7.3%**
Other Requirements:								
Contingency	-	-	30,000	-	30,000	30,000		0.0%
Fund Balance:								
Restricted:								
Pole Replacement at KS Area A	31,200	35,000	37,500	37,500	40,000	40,000		6.7%
Pole Replacement Option B Districts	10,000	15,000	20,000	20,000	25,000	25,000		25.0%
Restricted for Operations	376,377	371,523	306,200	382,600	345,200	345,200		12.7%
Total Restricted Fund Balance	**417,577**	**421,523**	**363,700**	**440,100**	**410,200**	**410,200**		**12.8%**
TOTAL REQUIREMENTS	**$ 808,767**	**$ 833,828**	**$ 854,400**	**$ 848,500**	**$ 867,100**	**$ 867,100**		**1.5%**

Public Works

Street Lighting District Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 804	$ 529	$ 700	$ 600	$ 700	$ 700		0.0%
City Manager	697	1,199	1,000	1,000	800	800		-20.0%
Information Systems	1,181	1,425	1,100	1,000	1,200	1,200		9.1%
Attorney's Office	866	2,055	1,500	1,500	1,300	1,300		-13.3%
City Recorder	691	1,207	800	800	800	800		0.0%
Human Resources	893	588	700	700	700	700		0.0%
Finance	6,330	5,921	7,200	6,900	7,600	7,600		5.6%
Facility Maintenance	1,045	568	700	800	700	700		0.0%
Public Works	21,789	22,677	18,000	17,900	18,900	18,900		5.0%
Administrative Services Charges	$ 34,296	$ 36,169	$ 31,700	$ 31,200	$ 32,700	$ 32,700		3.2%

Budget Notes:

Revenues:

5 The Street Lighting District Fund operates on a reimbursement basis. Electricity is paid in Year One and assessed on the tax rolls in Year Two. The decrease in Lighting District Assessments is due to applying electricity rebate credits received during previous years to the current year assessment.

Expenditures:

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

16 The City is expecting one to two additional street lighting districts to form in FY2019-20.

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 FY19-20:
Begin Engineering design for the improvements to the I-5/Chemawa Southbound on-ramp. ODOT is currently taking the lead planning and designing these improvements. Estimated cost includes the City's share of permits and project management.

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$2,681,359**	**$2,821,713**	**$2,695,700**	**$2,997,200**	**$3,112,200**	**$3,112,200**		**15.5%**
Revenues:								
Licenses & Fees:								
System Development Fees	125,941	152,765	33,000	90,000	33,600	33,600		1.8%
Miscellaneous:								
Interest	14,413	22,715	5,000	25,000	25,000	25,000		400.0%
Total Revenues	**140,354**	**175,480**	**38,000**	**115,000**	**58,600**	**58,600**		**54.2%**
TOTAL RESOURCES	**2,821,713**	**2,997,193**	**2,733,700**	**3,112,200**	**3,170,800**	**3,170,800**		**16.0%**
REQUIREMENTS:								
Expenditures:								
Capital Outlay:								
Improvements	-	-	400,000	-	-	-		**-100.0%**
Unanticipated Expenses	-	-	600,000	-	1,500,000	1,500,000		**150.0%**
Total Capital Outlay	**-**	**-**	**1,000,000**	**-**	**1,500,000**	**1,500,000**		**50.0%**
Total Expenditures								
Other Requirements:								
Transfers Out:								
Interfund Loan to the General Fund	-	-	250,000	-	-	-		**-100.0%**
Total Transfers Out	**-**	**-**	**250,000**	**-**	**-**	**-**		**-100.0%**
Fund Balance:								
Restricted for Improvements	2,821,713	2,997,193	1,483,700	3,112,200	1,670,800	1,670,800		12.6%
TOTAL REQUIREMENTS	**$2,821,713**	**$2,997,193**	**$2,733,700**	**$3,112,200**	**$3,170,800**	**$3,170,800**		**16.0%**

Revenues:
The System Development Fee projections for FY19-20 assume 25 new single family homes developed during the year.

Expenditures:
No improvements are anticipated in FY19-20.

Public Works

Off-Site Transportation Improvement Fund

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

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1 **RESOURCES:**								
2 **Beginning Balance:**	**$ 94,939**	**$ 93,751**	**$ 94,100**	**$ 94,500**	**$ 69,500**	**$ 69,500**		**-26.1%**
3 **Revenues:**								
4 **Licenses & Fees:**								
5 Off-Site Transportation Fees	826	-	-	-	-	-		
6 **Miscellaneous:**								
7 Interest	486	734	-	1,000	1,000	1,000		
8 **Total Revenues**	1,312	734	-	1,000	1,000	1,000		
9 **TOTAL RESOURCES**	**96,251**	**94,485**	**94,100**	**95,500**	**70,500**	**70,500**		**-25.1%**
10 **REQUIREMENTS:**								
11 **Expenditures:**								
12 **Capital Outlay:**								
13 Off-Site Transportation Improvements	2,500	-	94,100	26,000	70,500	70,500		-25.1%
14 **Fund Balance:**								
15 Restricted for Improvements	93,751	94,485	-	69,500	-	-		
16 **TOTAL REQUIREMENTS**	**$ 96,251**	**$ 94,485**	**$ 94,100**	**$ 95,500**	**$ 70,500**	**$ 70,500**		**-25.1%**

Budget Notes:

Revenues:

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

Expenditures:

13 Construct a dedicated right turn lane at Lockhaven & 14th. Balance of project costs are in the Street Fund.

Public Works

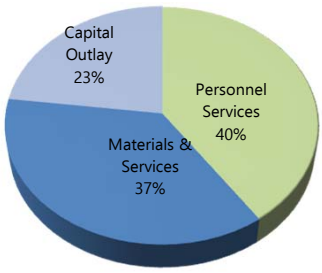
Stormwater Fund

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 #102904, 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 FY18-19

- Continued repair work identified by the TV inspection contractor
- Continued implementation of the TV inspection contract
- Completed the 5th Year Evaluation Report for the TMDL Implementation Plan
- Issuance of the new NPDES Phase II General Permit
- Continued implementation of the City's 3 regulatory stormwater programs
- Developed draft Low Impact Development (LID) standards as required by permit
- Continued inventory of private stormwater infrastructure
- Hosted 8th Annual Erosion Control Summit
- Hosted 3rd Annual Water Festival
- Received coverage under the DEQ 1200-CN Permit
- Completed 21" Outfall repair on Mistletoe Loop



Division Goals for FY19-20

- Continue storm line realignments with Capital Improvement funds
- Continue inspection and repair work identified by the TV inspection contractor
- Perform components of the new TMDL Implementation Plan
- Develop the draft Stormwater Management Program Document with the Stormwater Advisory
- Fully implement the public education and public involvement portions of the Phase II permit
- Continue UIC Sampling as required by permit
- Continue to expand regional education and outreach programs

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 437,776**	**$ 377,035**	**$ 317,900**	**$ 452,000**	**$ 602,800**	**$ 602,800**		**89.6%**
Revenues:								
Charges for Services:								
Planning & Construction Fees	7,913	10,870	10,000	14,000	10,000	10,000		0.0%
Service Fees	1,179,100	1,295,701	1,375,000	1,375,000	1,486,000	1,486,000		8.1%
Total Charges for Services	**1,187,013**	**1,306,571**	**1,385,000**	**1,389,000**	**1,496,000**	**1,496,000**		**8.0%**
Miscellaneous:								
Interest	818	1,459	2,000	2,000	2,000	2,000		0.0%
Miscellaneous Revenue	2,707	4,593	-	-	-	-		
Total Miscellaneous	**3,525**	**6,052**	**2,000**	**2,000**	**2,000**	**2,000**		**0.0%**
Total Revenues	**1,190,538**	**1,312,623**	**1,387,000**	**1,391,000**	**1,498,000**	**1,498,000**		**8.0%**
Other Resources:								
Debt Proceeds:								
Loan	-	-	125,000	-	-	-		-100.0%
Transfers In:								
Charges to Street Fund	406,400	443,000	483,000	483,000	521,000	521,000		7.9%
Total Other Resources	**406,400**	**443,000**	**608,000**	**483,000**	**521,000**	**521,000**		**-14.3%**
TOTAL RESOURCES	**2,034,714**	**2,132,658**	**2,312,900**	**2,326,000**	**2,621,800**	**2,621,800**		**13.4%**

Public Works

Stormwater Fund

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
20 **REQUIREMENTS:**								
21 **Expenditures:**								
22 **Personnel Services:**								
23 Municipal Utility Workers	164,788	178,630	185,300	185,300	195,800	195,800		5.7%
24 Community Development Staff	1,884	2,037	2,300	2,300	2,300	2,300		0.0%
25 Environmental Program Staff	251,453	261,959	275,700	256,500	329,400	329,400		19.5%
26 Overtime	1,322	1,093	3,000	1,000	3,000	3,000		0.0%
27 Duty Pay	7,830	7,800	7,800	8,700	9,100	9,100		16.7%
28 Cell Phone - Clothing Allowances	1,514	2,418	2,300	2,300	2,600	2,600		13.0%
29 Wellness	1,555	1,676	2,900	1,000	3,200	3,200		10.3%
30 Medicare	6,615	7,016	7,300	7,000	8,000	8,000		9.6%
31 Retirement	89,526	102,914	111,600	107,600	131,100	131,100		17.5%
32 Insurance Benefits	136,430	148,187	156,100	150,100	188,400	188,400		20.7%
33 Workers Compensation	3,929	7,806	5,500	10,000	6,200	6,200		12.7%
34 **Total Personnel Services**	**666,846**	**721,536**	**759,800**	**731,800**	**879,100**	**879,100**		**15.7%**
35 **Materials & Services:**								
36 Concrete	1,580	2,950	4,500	4,100	5,000	5,000		11.1%
37 Rock & Backfill	485	250	1,200	900	1,200	1,200		0.0%
38 Paving	2,876	6,337	4,800	4,800	6,000	6,000		25.0%
39 Meetings, Travel & Training	7,457	9,421	11,000	7,000	8,000	8,000		-27.3%
40 Public Notices	84	30	-	-	-	-		
41 Administrative Services Charges	353,308	368,701	381,000	374,700	385,300	385,300		1.1%
42 Contractual Services	135,695	132,220	150,000	133,900	150,000	150,000		0.0%
43 Engineering Services	13,180	28,736	35,000	24,000	35,000	35,000		0.0%
44 Utilities	1,148	-	-	-	-	-		
45 Storm Drain Utilities	5,164	5,562	5,500	5,600	5,800	5,800		5.5%
46 Telephone	2,788	2,482	2,800	2,100	2,800	2,800		0.0%
47 Gasoline	2,302	4,092	3,200	4,000	4,100	4,100		28.1%
48 Diesel Fuel	2,258	3,365	5,000	5,100	6,000	6,000		20.0%
49 Vehicle Maintenance	3,875	3,856	5,000	1,000	5,000	5,000		0.0%
50 Equipment Maintenance	32,843	23,327	23,200	23,000	23,000	23,000		-0.9%
51 Permit Renewal & Registration Fees	3,433	927	6,000	7,000	7,300	7,300		21.7%
52 Plant Maintenance	7,089	6,972	12,500	8,000	10,000	10,000		-20.0%
53 Pump Maintenance	5,111	10,388	10,000	8,500	10,000	10,000		0.0%
54 Operating Materials & Supplies	9,015	12,704	12,800	14,000	15,000	15,000		17.2%
55 Street Sweeping	97,076	97,028	105,000	105,000	105,000	105,000		0.0%
56 Medical Testing	-	130	400	400	400	400		0.0%
57 Lab Tests	6,106	3,077	5,000	5,000	5,000	5,000		0.0%
58 Consumer Confidence Report/ Public Educatior	2,336	4,712	7,900	7,900	7,900	7,900		0.0%
59 **Total Materials & Services**	**695,209**	**727,267**	**791,800**	**746,000**	**797,800**	**797,800**		**0.8%**

Public Works

Stormwater Fund

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
60	**Capital Outlay:**								
61	Field Equipment	10,917	3,904	6,300	12,100	3,100	3,100		-50.8%
62	Heavy Equipment/Service Vehicle	1,274	10,383	54,900	55,800	47,600	47,600		-13.3%
63	Storm Sewer Pipe Extension or Repair	283,433	217,524	325,000	177,500	450,600	450,600		38.6%
64	**Total Capital Outlay**	**295,624**	**231,811**	**386,200**	**245,400**	**501,300**	**501,300**		**29.8%**
65	**Total Expenditures**	**1,657,679**	**1,680,614**	**1,937,800**	**1,723,200**	**2,178,200**	**2,178,200**		**12.4%**
66	**Other Requirements:**								
67	Contingency	-	-	96,900	-	104,400	104,400		7.7%
68	Contingency - Equipment	-	-	10,000	-	-	-		-100.0%
69	**Total Other Requirements**	-	-	106,900	-	104,400	104,400		-2.3%
70	**Fund Balance:**								
71	Assigned	377,035	452,044	268,200	602,800	339,200	339,200		26.5%
72	**TOTAL REQUIREMENTS**	**$2,034,714**	**$ 2,132,658**	**$2,312,900**	**$ 2,326,000**	**$ 2,621,800**	**$2,621,800**		**13.4%**

Summary of Administrative Service Fund Charges

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 27,164	$ 25,151	$ 32,200	$ 28,000	$ 33,900	$ 33,900		5.3%
City Manager	13,934	14,584	14,700	14,700	13,400	13,400		-8.8%
Information Systems	51,131	60,567	48,600	45,300	45,300	45,300		-6.8%
Attorney's Office	6,925	7,241	8,900	8,700	5,500	5,500		-38.2%
City Recorder	13,916	14,680	15,300	15,300	14,400	14,400		-5.9%
Human Resources	29,968	31,132	30,400	30,300	31,500	31,500		3.6%
Finance	18,218	22,499	27,800	26,500	29,500	29,500		6.1%
Utility Billing	34,148	34,857	36,000	34,100	37,500	37,500		4.2%
Facility Maintenance	35,537	30,469	30,000	35,500	30,400	30,400		1.3%
Public Works	122,367	127,521	137,100	136,300	143,900	143,900		5.0%
Administrative Services Charges	$ 353,308	$ 368,701	$ 381,000	$ 374,700	$ 385,300	$ 385,300		1.1%

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. The FY19-20 increase of $0.55 per Equivalent Service Unit is anticipated in January 2020.

Expenditures:

Personnel Services:

22 The Budget provides a 2.5% wage and salary increase for all non-represented and 3% for staff represented by the Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and asssociated collective bargaining agreement. The collective bargaining agreement with the Local 737 expires June 30, 2021.

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

Materials & Services:

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

42 Contractual Services includes Video Inspection services, Vegetated Stormwater Facility Maintenance costs, and other routine costs.

62 Stormwater Funds portion of a new dump truck and a new F-150 pickup truck.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 238,556**	**$ 303,010**	**$ 324,300**	**$ 351,200**	**$ 418,800**	**$ 418,800**		**29.1%**
Revenues:								
Charges for Services:								
Plan/Construction Fees	30	863	-	-	-	-		
Salem Sewer Billing	5,419,381	5,525,435	5,794,500	5,700,000	5,910,000	5,910,000		2.0%
Sewer Administration Fee	371,360	373,913	371,400	374,000	374,000	374,000		0.7%
Total Charges for Services	**5,790,771**	**5,900,211**	**6,165,900**	**6,074,000**	**6,284,000**	**6,284,000**		**1.9%**
Miscellaneous:								
Miscellaneous	73	190	-	-	-	-		
Interest Earnings	400	1,159	400	1,000	1,000	1,000		150.0%
Total Miscellaneous	**473**	**1,349**	**400**	**1,000**	**1,000**	**1,000**		**150.0%**
Total Revenues	**5,791,244**	**5,901,560**	**6,166,300**	**6,075,000**	**6,285,000**	**6,285,000**		**1.9%**
TOTAL RESOURCES	**6,029,800**	**6,204,570**	**6,490,600**	**6,426,200**	**6,703,800**	**6,703,800**		**3.3%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Community Development Staff	1,885	2,037	2,200	2,200	2,300	2,300		4.5%
Cell Phone Stipend	14	18	100	100	100	100		0.0%
Wellness	2	4	100	100	100	100		0.0%
Medicare	29	31	100	100	100	100		0.0%
Retirement	458	505	600	600	700	700		16.7%
Insurance Benefits	371	477	500	500	500	500		0.0%
Workers Compensation	69	64	100	100	100	100		0.0%
Total Personnel Services	**2,828**	**3,136**	**3,700**	**3,700**	**3,900**	**3,900**		**5.4%**
Materials & Services:								
Public Notices	20	-	100	100	100	100		0.0%
Administrative Services Charges	292,592	299,385	317,000	303,100	331,400	331,400		4.5%
Engineering Services	-	-	500	500	500	500		0.0%
Salem Sewer Payments	5,431,351	5,550,866	5,843,600	5,700,000	5,910,000	5,910,000		1.1%
Emergency Management Expense	-	-	1,000	-	1,000	1,000		0.0%
Miscellaneous Expense	-	-	1,000	-	1,000	1,000		0.0%
Total Materials & Services	**5,723,963**	**5,850,251**	**6,163,200**	**6,003,700**	**6,244,000**	**6,244,000**		**1.3%**
Total Expenditures	**5,726,791**	**5,853,387**	**6,166,900**	**6,007,400**	**6,247,900**	**6,247,900**		**1.3%**
Other Requirements:								
Contingency	-	-	20,000	-	40,000	40,000		100.0%
Total Other Requirements	**-**	**-**	**20,000**	**-**	**40,000**	**40,000**		**100.0%**
Fund Balance:								
Committed for Future Operations	303,010	351,183	303,700	418,800	415,900	415,900		36.9%
TOTAL REQUIREMENTS	**$ 6,029,800**	**$ 6,204,570**	**$6,490,600**	**$6,426,200**	**$ 6,703,800**	**$ 6,703,800**		**3.3%**

Public Works
Sewer Fund

Summary of Administrative Service Fund Charges

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 8,439	$ 6,269	$ 8,000	$ 7,000	$ 8,500	$ 8,500		6.3%
City Manager	5,175	3,796	3,600	3,600	3,500	3,500		-2.8%
Information Systems	15,349	18,170	16,600	15,500	18,100	18,100		9.0%
Attorney's Office	4,136	2,055	2,100	2,100	1,900	1,900		-9.5%
City Recorder	5,132	3,821	3,800	3,800	3,700	3,700		-2.6%
Human Resources	9,328	7,832	7,600	7,600	7,700	7,700		1.3%
Finance	55,581	67,107	78,100	74,300	82,900	82,900		6.1%
Utility Billing	160,287	163,819	169,400	160,100	176,200	176,200		4.0%
Facility Maintenance	10,975	7,570	7,500	8,900	7,600	7,600		1.3%
Public Works	18,190	18,946	20,300	20,200	21,300	21,300		4.9%
Administrative Services Charges	$ 292,592	$ 299,385	$ 317,000	$ 303,100	$ 331,400	$ 331,400		4.5%

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 2%.

6 The Sewer Administration Fee is $5.94 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 FY19-20.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1 **RESOURCES:**								
2 **Beginning Balance:**	**$238,912**	**$248,672**	**$199,100**	**$ 199,500**	**$235,000**	**$235,000**		**18.0%**
3 **Revenues:**								
4 **Licenses & Fees:**								
5 System Development Fee	8,504	14,547	33,500	33,500	35,000	35,000		4.5%
6 **Miscellaneous:**								
7 Interest	1,256	1,814	1,000	2,000	2,000	2,000		100.0%
8 **Total Revenues**	**9,760**	**16,361**	**34,500**	**35,500**	**37,000**	**37,000**		**7.2%**
9 **TOTAL RESOURCES**	**248,672**	**265,033**	**233,600**	**235,000**	**272,000**	**272,000**		**16.4%**
10 **REQUIREMENTS:**								
11 **Expenditures:**								
12 **Capital Outlay:**								
13 Sewer Line Extensions	-	65,562	75,000	-	98,500	98,500		31.3%
14 Unanticipated Expense	-	-	150,000	-	150,000	150,000		0.0%
15 **Total Capital Outlay**	**-**	**65,562**	**225,000**	**-**	**248,500**	**248,500**		**10.4%**
16 **Fund Balance:**								
17 Restricted for Improvements	248,672	199,471	8,600	235,000	23,500	23,500		173.3%
18 **TOTAL REQUIREMENTS**	**$248,672**	**$265,033**	**$233,600**	**$ 235,000**	**$272,000**	**$272,000**		**16.4%**

Budget Notes:

Revenues:

5 The System Development Fee projections for FY19-20 assumes the 4.5 acres of development.

Public Works

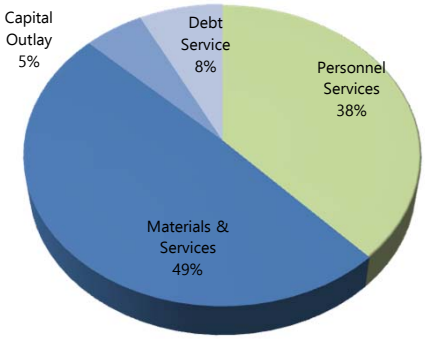
Water Fund

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 FY18-19

· 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
· Updated (4) 3" meters to more efficient and accurate meters
· Repaired 10 Water Main leaks
· Rehabilitated Cherry Ave. Well and Relaced the Pump, Shaft and Column



Division Goals for FY19-20

· 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.
· Upgrade safety features in flouridated pump stations.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 865,738**	**$ 868,680**	**$ 857,400**	**$ 1,025,800**	**$ 1,008,100**	**$ 1,008,100**		**17.6%**
Revenues:								
Licenses & Fees:								
Planning & Construction Fees	958	5,591	10,000	4,000	5,000	5,000		-50.0%
Service Fees	22,127	42,391	15,000	13,000	15,000	15,000		0.0%
Diesel Fuel Sales	23,581	30,233	20,000	33,000	28,000	28,000		40.0%
Live Tap Reimbursement	8,735	8,835	7,500	7,500	7,500	7,500		0.0%
Total Licenses & Fees	**55,401**	**87,050**	**52,500**	**57,500**	**55,500**	**55,500**		**5.7%**
Charges for Services:								
Water Sales	2,809,794	2,974,899	3,053,000	3,053,000	3,175,000	3,175,000		4.0%
Miscellaneous:								
Interest	4,655	6,877	2,000	9,000	9,000	9,000		350.0%
Miscellaneous	3,988	102,264	5,000	5,000	5,000	5,000		0.0%
Total Miscellaneous	**8,643**	**109,141**	**7,000**	**14,000**	**14,000**	**14,000**		**100.0%**
Other Resources:								
Transfers In:								
Transfer from Park Operations Fund	17,400	17,400	17,400	17,400	25,000	25,000		
Total Transfers In	**17,400**	**17,400**	**17,400**	**17,400**	**25,000**	**25,000**		**43.7%**
TOTAL RESOURCES	**3,756,976**	**4,057,170**	**3,987,300**	**4,167,700**	**4,277,600**	**4,277,600**		**7.3%**

Public Works

Water Fund

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Municipal Utility Workers	563,207	565,604	611,900	619,000	666,000	666,000		8.8%
Community Development Staff	1,885	2,037	2,300	2,300	2,300	2,300		0.0%
Overtime	17,020	17,805	19,500	18,500	19,500	19,500		0.0%
Duty Pay	15,660	15,600	15,600	17,500	18,200	18,200		16.7%
Cell Phone/Clothing Allowance	4,014	5,078	5,000	4,300	5,200	5,200		4.0%
Wellness	1,855	1,287	4,300	1,500	4,400	4,400		2.3%
Medicare	9,203	9,365	9,700	9,700	10,600	10,600		9.3%
Retirement	108,057	112,587	142,400	130,000	157,200	157,200		10.4%
Insurance Benefits	201,026	221,707	255,000	241,000	265,800	265,800		4.2%
Workers Compensation	8,150	11,228	9,300	9,300	9,900	9,900		6.5%
Total Personnel Services	**930,077**	**962,298**	**1,075,000**	**1,053,100**	**1,159,100**	**1,159,100**		**7.8%**
Materials & Services:								
Concrete	3,154	7,120	4,500	11,800	10,000	10,000		122.2%
Rock & Backfill	5,119	4,691	5,000	4,500	5,000	5,000		0.0%
Paving	7,947	9,959	7,500	20,000	15,000	15,000		100.0%
Sequestering Agent	9,681	9,591	15,000	15,000	15,000	15,000		0.0%
Fluoride	9,555	8,557	11,500	11,500	11,500	11,500		0.0%
Meetings, Travel & Training	11,142	11,581	15,000	13,000	15,000	15,000		0.0%
Public Notices	-	30	300	-	300	300		0.0%
Administrative Services Charges	620,771	642,534	686,200	670,100	717,900	717,900		4.6%
Contractual Services	13,395	24,900	23,500	15,000	18,600	18,600		-20.9%
Flagging	189	3,226	3,000	1,000	3,000	3,000		0.0%
Engineering Services	26,192	13,659	20,000	23,000	20,000	20,000		0.0%
Electricity	240,629	265,221	245,000	270,300	265,000	265,000		8.2%
Natural Gas	1,984	1,235	2,500	1,200	1,800	1,800		-28.0%
Telephone	4,598	5,011	4,500	5,500	5,500	5,500		22.2%
Telemetry	2,099	1,473	10,000	5,000	10,000	10,000		0.0%
Gasoline	12,218	12,403	13,000	10,000	13,000	13,000		0.0%
Diesel Fuel	28,724	36,188	35,000	37,700	38,000	38,000		8.6%
Vehicle Maintenance	7,127	8,696	20,000	10,000	20,000	20,000		0.0%
Equipment Maintenance	20,949	19,982	15,000	10,000	15,000	15,000		0.0%
Plant Maintenance	46,526	50,542	45,000	45,000	48,000	48,000		6.7%
Live Taps	9,780	9,135	10,000	9,000	10,000	10,000		0.0%
Pump House Maintenance	9,985	10,138	10,000	10,000	11,800	11,800		18.0%
Pump Maintenance	47,516	95,515	75,000	92,000	85,000	85,000		13.3%
Operating Materials & Supplies	17,036	20,644	30,000	22,000	30,000	30,000		0.0%
Medical Testing	481	568	600	2,200	600	600		0.0%
Water Mains	19,464	-	25,000	-	25,000	25,000		0.0%
Lab Tests	38,287	35,091	61,000	56,500	44,000	44,000		-27.9%
Contract Meter Reading	37,525	38,574	40,000	40,700	42,000	42,000		5.0%
Consumer Confidence Report	7,553	7,835	10,000	10,000	10,000	10,000		0.0%
Total Materials & Services	**1,259,626**	**1,354,099**	**1,443,100**	**1,422,000**	**1,506,000**	**1,506,000**		**4.4%**
Capital Outlay:								
Field Equipment	18,113	8,783	6,500	6,500	-	-		-100.0%
Water Meters	28,756	32,666	40,000	40,000	30,000	30,000		-25.0%
Heavy Equipment/Vehicle	22,979	17,800	-	-	127,800	127,800		
Unanticipated Expense	-	-	5,600	5,600	5,600	5,600		0.0%
Total Capital Outlay	**69,848**	**59,249**	**52,100**	**52,100**	**163,400**	**163,400**		**213.6%**

Public Works
Water Fund

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
72	**Debt Service:**								
73	Principal	190,000	200,000	210,000	210,000	215,000	215,000		2.4%
74	Interest	38,745	30,750	22,400	22,400	13,700	13,700		-38.8%
75	**Total Debt Service**	**228,745**	**230,750**	**232,400**	**232,400**	**228,700**	**228,700**		**-1.6%**
76	**Total Expenditures**	**2,488,296**	**2,606,396**	**2,802,600**	**2,759,600**	**3,057,200**	**3,057,200**		**9.1%**
77	**Other Requirements:**								
78	Contingency	-	-	125,000	-	125,000	125,000		0.0%
79	Equipment Contingency	-	-	40,000	-	-	-		-100.0%
80	Transfer to Water Facility Replacement Reserve	400,000	425,000	400,000	400,000	450,000	450,000		12.5%
81	**Total Other Requirements**	**400,000**	**425,000**	**565,000**	**400,000**	**575,000**	**575,000**		**1.8%**
82	**Fund Balance:**								
83	Restricted for Operations	868,680	1,025,774	619,700	1,008,100	645,400	645,400		4.1%
84	**TOTAL REQUIREMENTS**	**$ 3,756,976**	**$4,057,170**	**$3,987,300**	**$4,167,700**	**$4,277,600**	**$4,277,600**		**7.3%**

Summary of Administrative Service Fund Charges

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 43,238	$ 40,030	$ 51,400	$ 44,800	$ 54,100	$ 54,100		5.3%
City Manager	21,596	21,876	21,000	21,000	22,300	22,300		6.2%
Information Systems	52,766	62,527	70,200	65,500	71,600	71,600		2.0%
Attorney's Office	8,944	7,829	8,600	8,400	8,000	8,000		-7.0%
City Recorder	21,318	22,020	21,800	21,700	23,500	23,500		7.8%
Human Resources	47,731	49,537	48,600	48,500	53,100	53,100		9.3%
Finance	55,581	67,107	78,100	74,300	82,900	82,900		6.1%
Utility Billing	146,627	149,794	154,900	146,500	161,200	161,200		4.1%
Facility Maintenance	56,442	48,448	48,000	56,800	48,600	48,600		1.3%
Public Works	166,528	173,366	183,600	182,600	192,600	192,600		4.9%
Administrative Service Charges	$ 620,771	$ 642,534	$ 686,200	$ 670,100	$ 717,900	$ 717,900		4.6%

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. The FY19-20 increase is anticipated in January 2020.

Expenditures:

Personnel Services:

23 The Budget provides a 2.5% wage and salary increase for all non-represented and 3% for staff represented by the Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and asssociated collective bargaining agreement. The collective bargaining agreement with the Local 737 expires June 30, 2021.

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

Materials & Services:

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

44 Contractual services includes $5,000 for hydrant painting and $5,000 for cleaning and disposing of used material from fluoride saturaters, and $5,000 for Installing fans in pump stations for fluoride.

58 Pump maintenance includes $10,000 for control valve maintenance parts.

Capital Outlay:

69 Includes Water Funds portion of a new dump truck and a new pick up truck.

Debt Service:

72 The City has a 15-year bond outstanding with an original issue date of 9/30/2005. Remaining payment dates are as follows:

09/01/19	215,000	9,020
03/01/20		4,613
09/01/20	225,000	4,613
Cumulative	$ 440,000	$ 18,246

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 2018/2019 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 FY18-19

- Updated McNary Pump Station to automatic start for backup engine and convert to Natural Gas.
- Updated components of the telemetry system that are no longer supported or available.
- Upgraded fuel tanks at Wiessner and Meadows pump stations to 1,000 gallon tanks.
- Continued steel watermain replacement program

Capital Improvements Planned FY19-20

- Continue the steel watermain replacement program

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 167,784**	**$ 158,173**	**$ 205,300**	**$ 171,300**	**$ 303,500**	**$ 278,500**		**35.7%**
Revenues:								
Licenses & Fees:								
System Development Fees	55,534	41,822	24,700	24,700	23,000	23,000		-6.9%
Miscellaneous:								
Interest	1,513	2,052	1,500	2,500	2,500	2,500		66.7%
Total Miscellaneous	**1,513**	**2,052**	**1,500**	**2,500**	**2,500**	**2,500**		**66.7%**
Total Revenues	**57,047**	**43,874**	**26,200**	**27,200**	**25,500**	**25,500**		**-2.7%**
Other Resources:								
Transfers In:								
Transfer from Water Fund	400,000	425,000	400,000	400,000	450,000	450,000		12.5%
Total Other Resources	**400,000**	**425,000**	**400,000**	**400,000**	**450,000**	**450,000**		**12.5%**
TOTAL RESOURCES	**624,831**	**627,047**	**631,500**	**598,500**	**779,000**	**754,000**		**19.4%**
REQUIREMENTS:								
Expenditures:								
Capital Outlay:								
Supply/Treatment	104,419	-	150,000	175,000	-	-		-100.0%
Transmission & Distribution Mains	362,239	455,728	200,000	145,000	400,000	400,000		100.0%
Unanticipated Expenses	-	-	35,000	-	50,000	50,000		42.9%
Total Capital Outlay	**466,658**	**455,728**	**385,000**	**320,000**	**450,000**	**450,000**		**16.9%**
Fund Balance:								
Restricted for Debt Service Requirements	-	-	231,400	231,400	231,400	231,400		0.0%
Restricted for Improvements	158,173	171,319	15,100	47,100	97,600	72,600		380.8%
Total Fund Balance	**158,173**	**171,319**	**246,500**	**278,500**	**329,000**	**304,000**		**23.3%**
TOTAL REQUIREMENTS	**$ 624,831**	**$ 627,047**	**$ 631,500**	**$ 598,500**	**$ 779,000**	**$ 754,000**		**19.4%**

Budget Notes:

Revenues:

The System Development Fee projections for FY19-20 assumes 25 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 communictions 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 Servces 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 2018-19

Completed the replacement of the play structure at Meadows Park. Replaced the sports courts at Claggett Creek Park and Northview Park. Resurfaced existing pathways and add new pathways in various parks. Replaced the roof on the Gazebo at Chalmers Jones Park and on the rental home at 2010 Chemawa Road N.

Division Goals for FY 2019-20

Complete of phase #2 of the Carlson Skate Park remodel including rebuilding the bowls and half pipe as well as more surface sanding and sealing, Replace the tennis court at Willamette Manor Park, Replace the swing set at Northview Terrace Park, Purchase a new Ford F-250 truck and system wide tree work.

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balances:								
Unrestricted Beginning Balance	$ -	$ -	$ 4,900	$ 90,200	$ 153,500	$ 205,500		4093.9%
Developers Tree Reimbursements	7,540	-	-	-	-	-		
Keizer Rotary Amphitheater Fees	6,074	-	-	-	-	-		
Total Beginning Balances	**13,614**	**-**	**4,900**	**90,200**	**153,500**	**205,500**		**4093.9%**
Revenues:								
Licenses & Fees:								
Park Services Fees	-	424,027	656,000	680,000	686,800	686,800		4.7%
Park Reservation Fees	4,792	6,111	4,500	3,500	4,500	4,500		0.0%
Amphitheater Rental Fees	5,353	2,477	5,000	1,900	5,000	5,000		0.0%
Total Licenses & Fees	**10,145**	**432,615**	**665,500**	**685,400**	**696,300**	**696,300**		**4.6%**
Intergovernmental:								
MAP Boat Ramp Grant	4,700	4,700	4,700	4,700	4,700	4,700		0.0%
Total Intergovernmental	**4,700**	**4,700**	**4,700**	**4,700**	**4,700**	**4,700**		**0.0%**
Miscellaneous:								
Park Rental Income	54,118	62,995	68,000	63,400	72,000	72,000		5.9%
Park Donations	1,325	-	-	33,300	-	-		
Developers Tree Reimbursements	-	3,363	-	-	-	-		
Total Miscellaneous	**55,443**	**66,358**	**68,000**	**96,700**	**72,000**	**72,000**		**5.9%**
Other Resources:								
Transfers In:								
Transfer from the General Fund	-	331,800	360,800	360,800	360,800	360,800		0.0%
Total Other Resources	**-**	**331,800**	**360,800**	**360,800**	**360,800**	**360,800**		**0.0%**
Total Resources	**83,902**	**835,473**	**1,103,900**	**1,237,800**	**1,287,300**	**1,339,300**		**21.3%**

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
26 **Expenditures:**								
27 **Personnel Services:**								
28 Municipal Utility Workers	97,746	132,700	197,500	185,000	205,600	205,600		4.1%
29 Overtime	-	465	800	800	800	800		0.0%
30 Clothing/Phone Stipends	1,570	2,370	2,400	2,400	2,400	2,400		0.0%
31 Wellness	355	856	1,600	1,400	1,600	1,600		0.0%
32 Medicare - Social Security	1,533	2,130	3,100	2,900	3,200	3,200		3.2%
33 Retirement	18,130	24,570	50,500	40,000	47,100	47,100		-6.7%
34 Insurance Benefits	37,402	38,854	80,600	77,000	95,100	95,100		18.0%
35 Workers Compensation	1,054	978	2,800	2,800	2,800	2,800		0.0%
36 **Total Personnel Services**	**157,790**	**202,923**	**339,300**	**312,300**	**358,600**	**358,600**		**5.7%**
37 **Materials & Services:**								
38 Parks Materials & Supplies	23,484	29,640	40,000	40,000	40,000	40,000		0.0%
39 Meetings, Travel & Training	573	1,624	1,500	1,500	1,500	1,500		0.0%
40 Public Notices	-	1,292	400	400	400	400		0.0%
41 Contractual Services	88,125	60,661	70,000	70,000	70,000	70,000		0.0%
42 Temporary Labor	-	53,453	55,000	55,000	62,000	62,000		12.7%
43 Developers Tree Expenses	1,761	8,177	4,700	4,700	4,700	4,700		0%
44 Utilities	4,288	4,518	4,200	4,200	6,500	6,500		54.8%
45 Telephone	1,250	1,309	1,500	1,500	1,500	1,500		0.0%
46 Gasoline	5,453	7,725	7,500	9,000	9,000	9,000		20.0%
47 Diesel	184	-	500	1,800	1,000	1,000		100.0%
48 Vehicle Maintenance	5,892	336	4,500	3,000	4,500	4,500		0.0%
49 Equipment Maintenance	4,139	7,486	5,000	6,500	6,000	6,000		20.0%
50 Boat Ramp Maintenance	1,209	3,389	4,700	4,700	4,700	4,700		0%
51 Keizer Rotary Amphitheater	3,878	3,410	10,000	5,000	10,000	10,000		0%
52 Grant Program	11,700	8,406	10,000	10,000	15,000	15,000		50.0%
53 Park Rental Program Expenses	5,583	18,896	25,000	39,800	25,000	25,000		0.0%
54 Medical Testing	-	554	-	-	-	-		
55 Recreation Projects	2,000	1,980	-	-	-	-		
56 Little League Park Maintenance	4,690	5,887	6,000	6,000	6,000	6,000		0.0%
57 **Total Materials & Services**	**164,209**	**218,743**	**250,500**	**263,100**	**267,800**	**267,800**		**6.9%**
58 **Capital Outlay:**								
59 Field Equipment	724	28,781	4,000	4,000	4,000	4,000		0.0%
60 Vehicles	-	116,512	-	-	32,000	32,000		
61 Equipment	-	4,552	-	15,400	15,000	15,000		
62 Capital Improvements	13,678	156,351	482,000	420,100	400,000	452,000		-6.2%
63 **Total Capital Outlay**	**14,402**	**306,196**	**486,000**	**439,500**	**451,000**	**503,000**		**3.5%**
64 **Total Expenditures**	**336,401**	**727,862**	**1,075,800**	**1,014,900**	**1,077,400**	**1,129,400**		**5.0%**
65 **Other Requirements:**								
66 **Contingency:**								
67 Operating Contingency	-	-	-	-	98,000	98,000		
68 **Transfers Out:**								
69 Water Fund	17,400	17,400	17,400	17,400	25,000	25,000		43.7%
69 **Fund Balance:**								
70 Restricted for Operations	-	90,211	10,700	205,500	86,900	86,900		712.1%
71 **Total Fund Balance**	**-**	**90,211**	**10,700**	**205,500**	**86,900**	**86,900**		**712.1%**
72 **Total Requirements**	**$ 353,801**	**$ 835,473**	**$ 1,103,900**	**$ 1,237,800**	**$ 1,287,300**	**$1,339,300**		**16.1%**

Budget Notes:

Resources:

9 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:

23 Parks General Support Resources equal at least 2.5% of General Fund budgeted revenues as is the policy of the City. The FY18-19 budget is 3.5% of budgeted revenues.

Personnel Services:

27 The Budget provides a 2.5% wage and salary increase for all non-represented and 3% for staff represented by the Local 737. In addition step increases for those eligible as provided for in the City Personnel Policies and asssociated collective bargaining agreement. The collective bargaining agreement with the Local 737 expires June 30, 2021.

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

Materials & Services:

51 Upon completion of the concert series and submittal of documentation, $2,000 will be paid to the operator as a general sponsorship/stipend in support of the amphitheater concert series.

52 Grant Program is increased to $15,000 FY 19-20 per Parks Board recommendation.

56 Little League Park Maintenance includes $2,000 for porta potties, $2,400 for fertilization and weed control, $1,000 for restroom supplies, $600 for equipment maintenance (mower).

Capital Outlay:

60 New F-250 pickup truck, replaces 2000 F-250.

61 Parks Fund share of new dump truck.

62 Capital improvements include completion of phase #2 of the Carlson Skate Park remodel including rebuilding the bowls and half pipe as well as more surface sanding and sealing, Replacing the tennis court at Willamette Manor Park, Replacing the swing set at Northview Terrace Park and system wide tree work.

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.

Improvements Completed in FY18-19

Completed the restrooms at Keizer Rapids Park.

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 964,521**	**$ 1,034,103**	**$ 474,200**	**$ 510,000**	**$ 784,100**	**$ 784,100**		**65.4%**
Revenues:								
Licenses & Fees:								
System Development Fees	98,028	61,694	45,000	45,000	45,000	45,000		0.0%
Intergovernmental:								
Grants	-	-	434,200	434,200	-	-		-100.0%
Miscellaneous:								
Interest	5,267	10,745	1,000	10,000	10,000	10,000		900.0%
Donations	12	175	-	-	-	-		
Total Miscellaneous	**5,279**	**10,920**	**1,000**	**10,000**	**10,000**	**10,000**		**900.0%**
Total Revenues	**103,307**	**72,614**	**480,200**	**489,200**	**55,000**	**55,000**		**-88.5%**
Transfers In:								
General Fund	**-**	**-**	100,000	100,000	100,000	100,000		
TOTAL RESOURCES	**1,067,828**	**1,106,717**	**1,054,400**	**1,099,200**	**939,100**	**939,100**		**-10.9%**
REQUIREMENTS:								
Expenditures:								
Capital Outlay:								
Grant Expenditures	33,441	375,922	69,200	69,400	-	-		-100.0%
Improvements	284	5,115	260,000	245,700	-	-		-100.0%
Unanticipated Expenses	-	-	700,000	-	600,000	600,000		-14.3%
Total Capital Outlay	**33,725**	**381,037**	**1,029,200**	**315,100**	**600,000**	**600,000**		**-41.7%**
Transfers Out:								
General Fund	**-**	215,700	-	-	**-**	**-**		
Fund Balance:								
Restricted for Improvements	1,034,103	509,980	25,200	784,100	339,100	339,100		1245.6%
TOTAL REQUIREMENTS	**$ 1,067,828**	**$ 1,106,717**	**$ 1,054,400**	**$ 1,099,200**	**$ 939,100**	**$ 939,100**		**-10.9%**

Budget Notes:

Revenues:

The System Development Fee projections for FY19-20 assumes 25 new single family homes during the year.

Expenditures:

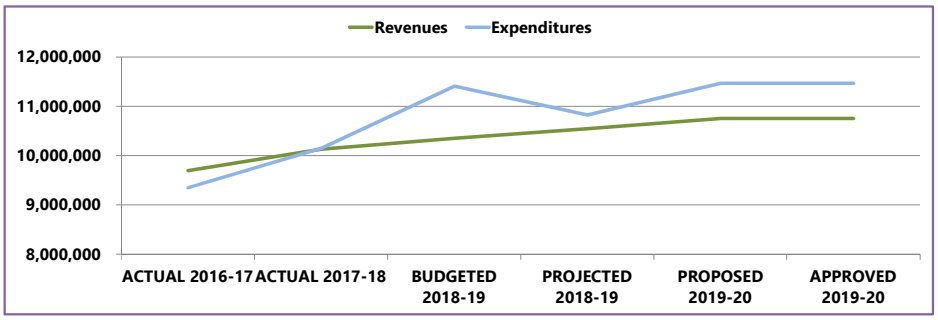
No planned capital expenditures this fiscal year.

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, Community Development and General Government.

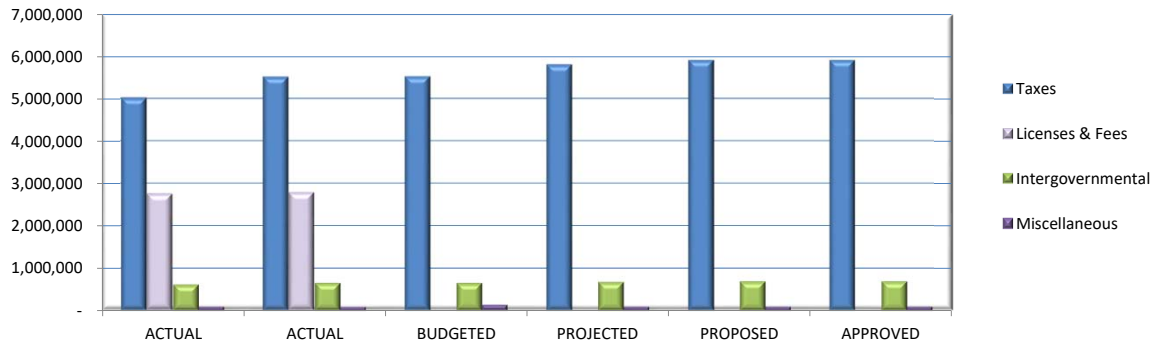
General Fund Revenues and Expenditures



		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balances**	**$ 1,898,505**	**$ 2,231,505**	**$ 2,263,200**	**$ 2,331,100**	**$ 2,185,700**	**$ 2,185,700**		**-3.4%**
3	**Revenues:**								
4	Taxes & Assessments	5,026,131	5,513,465	5,524,400	5,801,000	5,912,000	5,912,000		7.0%
5	Licenses & Fees	2,870,442	2,872,962	2,987,300	2,889,300	2,983,100	2,983,100		-0.1%
6	Intergovernmental	1,141,364	1,191,485	1,192,300	1,232,800	1,263,800	1,263,800		6.0%
7	Fines & Forfeitures	423,291	388,139	428,000	453,700	454,000	454,000		6.1%
8	Charges for Services	8,528	4,374	5,000	-	5,000	5,000		0.0%
9	Miscellaneous	227,341	156,438	211,900	165,400	132,900	132,900		-37.3%
10	**Total Revenues**	**9,697,097**	**10,126,863**	**10,348,900**	**10,542,200**	**10,750,800**	**10,750,800**		**3.9%**
11	**Other Resources:**								
12	Transfers In	-	451,200	847,000	597,000	652,000	652,000		-23.0%
13	**Total Other Resources:**	-	451,200	847,000	597,000	652,000	652,000		-23.0%
14	**TOTAL RESOURCES**	**11,595,602**	**12,809,568**	**13,459,100**	**13,470,300**	**13,588,500**	**13,588,500**		**1.0%**
15	**REQUIREMENTS:**								
16	**Expenditures:**								
17	Personnel Services	6,185,078	6,635,011	7,492,900	7,360,500	7,732,500	7,732,500		3.2%
18	Materials & Services	2,976,970	2,900,308	3,353,100	3,214,200	3,507,100	3,507,800		4.6%
19	Capital Outlay	184,649	611,289	563,800	249,100	222,500	222,500		-60.5%
20	**Total Expenditures**	**9,346,697**	**10,146,608**	**11,409,800**	**10,823,800**	**11,462,100**	**11,462,800**		**0.5%**
21	**Other Requirements:**								
22	Transfers Out	17,400	331,800	460,800	460,800	460,800	460,800		0.0%
23	Contingency	-	-	50,000	-	50,000	50,000		0.0%
24	**Total Other Requirements**	17,400	331,800	510,800	460,800	510,800	510,800		0.0%
25	**Fund Balance:**								
26	Committed	-	-	-	-	-	-		
27	Unassigned	2,231,505	2,331,160	1,538,500	2,185,700	1,615,600	1,614,900		5.0%
28	**Total Fund Balance**	**2,231,505**	**2,331,160**	**1,538,500**	**2,185,700**	**1,615,600**	**1,614,900**		**5.0%**
29	**TOTAL REQUIREMENTS**	**$ 11,595,602**	**$12,809,568**	**$ 13,459,100**	**$ 13,470,300**	**$ 13,588,500**	**$ 13,588,500**		**1.0%**
	Fund Balance as a Percent of Revenues	23.0%	23.0%	14.9%	20.7%	15.0%	15.0%		

General Fund

Non-Departmental Resources



		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balances**	**$ 1,792,266**	**$ 2,135,352**	**$ 2,179,300**	**$ 2,225,600**	**$ 2,059,500**	**$ 2,059,500**		**-5.5%**
3	**Taxes:**								
4	Current Taxes	4,928,536	5,169,952	5,344,400	5,386,000	5,592,000	5,592,000		4.6%
5	Prior Year Taxes	88,237	90,900	100,000	195,000	100,000	100,000		0.0%
6	Sales Taxes	9,358	252,613	80,000	220,000	220,000	220,000		175.0%
6	**Total Taxes**	**5,026,131**	**5,513,465**	**5,524,400**	**5,801,000**	**5,912,000**	**5,912,000**		**7.0%**
7	**Licenses & Fees:**								
8	Electric Franchise	1,087,878	1,131,992	1,153,600	1,130,000	1,176,700	1,176,700		2.0%
9	Natural Gas Franchise	351,201	330,777	360,500	330,000	340,000	340,000		-5.7%
10	Telephone Franchise	46,497	37,112	41,300	35,600	34,000	34,000		-17.7%
11	Cable Television Franchise	483,942	473,518	509,800	470,000	470,000	470,000		-7.8%
12	Sanitation Franchise	243,161	252,272	246,000	256,500	270,000	270,000		9.8%
13	Water Sales Assessments	149,566	155,867	163,600	166,600	173,300	173,300		5.9%
14	Sewer License Fee	305,178	311,149	325,500	325,500	332,000	332,000		2.0%
15	Stormwater Franchise	61,722	67,640	73,200	73,200	79,100	79,100		8.1%
16	Other Franchise	-	4,000	-	4,000	4,000	4,000		
17	Liquor Licenses	2,673	2,925	2,800	2,900	3,000	3,000		7.1%
18	Lien Search Fee	30,942	26,894	30,000	30,000	30,000	30,000		0.0%
19	**Total Licenses & Fees**	**2,762,760**	**2,794,146**	**2,906,300**	**2,824,300**	**2,912,100**	**2,912,100**		**0.2%**
20	**Intergovernmental:**								
21	Cigarette Tax	47,306	46,749	40,800	44,000	41,800	41,800		2.5%
22	Liquor Tax	572,068	606,077	612,800	635,000	650,000	650,000		6.1%
23	**Total Intergovernmental**	**619,374**	**652,826**	**653,600**	**679,000**	**691,800**	**691,800**		**5.8%**
24	**Miscellaneous:**								
25	Stadium Rent	52,494	52,333	54,000	54,000	54,000	54,000		0.0%
26	Theater Rent	-	-	49,000	-	-	-		
27	Interest	11,168	18,188	10,000	20,000	20,000	20,000		100.0%
28	Cell Tower Rent	9,672	10,910	11,000	11,000	11,000	11,000		0.0%
29	Art Walk Revenue	1,368	1,200	3,200	3,200	3,200	3,200		0.0%
30	Art Sales Proceeds	50	-	-	-	-	-		
31	Parks SDC Admin Fee	10,892	3,245	10,000	5,000	5,000	5,000		-50.0%
32	Miscellaneous Revenue	7,916	3,484	2,000	2,000	2,000	2,000		0.0%
33	**Total Miscellaneous**	**93,560**	**89,360**	**139,200**	**95,200**	**95,200**	**95,200**		**-31.6%**

General Fund

Non-Departmental Resources

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
34	**Transfers In:**								
35	From Police Services Fund	-	235,500	597,000	597,000	652,000	652,000		9.2%
36	From Park Improvement Fu	-	215,700	-	-	-	-		
36	From Transportation Impro	-	-	250,000	-	-	-		-100.0%
37	**Total Transfers In**	**-**	**451,200**	**847,000**	**597,000**	**652,000**	**652,000**		**-23.0%**
38	**TOTAL RESOURCES**	**$ 10,294,091**	**$ 11,636,349**	**$ 12,249,800**	**$12,222,100**	**$ 12,322,600**	**$12,322,600**		**0.6%**

Budget Notes:

4 Property Tax Revenues are expected to increase 4%; 1% from new construction based on permits processed in FY18-19 and 3.0% from increased valuation. Marion County projects a tentative 4% increase overall, however, official estimates are not available at this time.

8 PGE anticipates a long term growth rate of 3.0%. Salem Electric increased the base residential fee in October 2017, no additional increases expected during 2019-20.

9 NW Natural Gas anticipates a reduction in revenue based on a 2.0% - 2.5% reduction in rates effective November 2018.

10 Telephone franchise revenues continue to decline as more users switch from landlines to cellular phones which are not subject to franchise tax. FY19-20 revenue projections are based on a 4.0% reduction over FY18-19 projected revenues, consistent with the current downward trend.

11 Comcast franchise revenue has been decreasing the last several years as customers are dropping cable in favor of other streaming media sources.

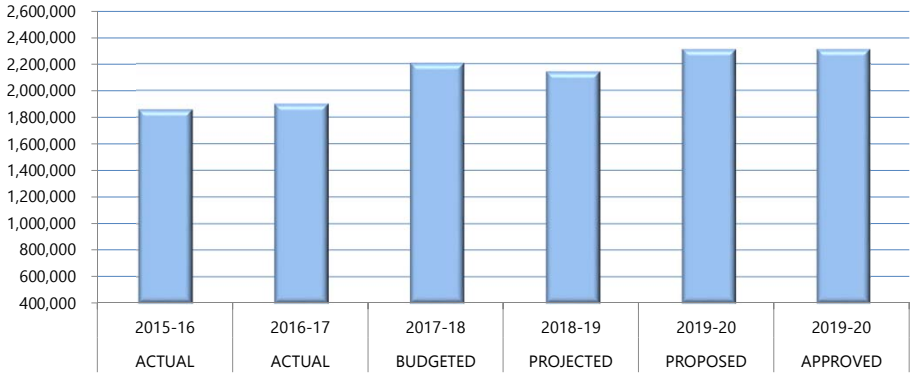
12 Sanitation revenues were adjusted during 2018-19, no additional changes are anticipated that would impact FY2019-20.

13-15 City Utility assessments and fees are expected to increase commensurate with the rate increases anticipated in FY19-20.

21 The League of Oregon Cities reports that the State projects a decline in Cigarette Tax revenues and a slight increase in Liquor Tax revenues. Both trends
22 are a result of sales and are not due to legislative changes in the tax or allocation of the tax.

General Fund

Non-Departmental Requirements



		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**TOTAL REQUIREMENTS:**								
2	**Expenditures:**								
3	**Materials & Services:**								
4	Public Notices	$ 642	$ 1,695	$ 1,400	$ 1,400	$ 1,400	$ 1,400		0.0%
5	Art Walk Artists' Stipends	1,368	1,200	3,200	3,200	3,200	3,200		0.0%
6	Public Art Commission	2,971	238	3,000	600	3,000	3,000		0.0%
7	Civic Center Art	8	2,262	500	500	500	500		0.0%
8	Art Sale Commissions	40	-	-	-	-	-		
9	Points of Interest Commission	722	669	-	-	-	-		
10	Legal Services	-	-	10,000	1,000	10,000	10,000		0.0%
11	Administrative Services Charges	1,582,842	1,637,717	1,877,600	1,846,200	2,001,400	2,001,400		6.6%
12	Contractual Services	39,785	16,153	56,000	33,500	35,000	35,000		-37.5%
13	Insurance	769	361	400	400	500	500		25.0%
14	Keizer Chamber Support	499	2,999	3,000	3,000	3,000	3,100		3.3%
15	Holiday Lights	-	-	2,000	2,000	2,000	2,000		0.0%
16	Off-Site Property Maintenance	5,335	6,593	7,500	7,500	7,500	7,500		0.0%
17	Neighborhood Associations	746	947	900	900	900	1,500		66.7%
18	SK Schools Tax Payment	209,000	209,000	209,000	209,000	209,000	209,000		0.0%
19	Volunteer Recognition	180	213	200	200	200	200		0.0%
20	Keizer United	-	-	2,000	2,000	2,000	2,000		0.0%
21	Keizer Heritage Center	8,000	10,000	20,000	20,000	20,000	20,000		0.0%
22	After School Programs	6,000	6,000	6,000	6,000	6,000	6,000		0.0%
23	Mid-Willamette Homeless Initiative	-	5,000	5,000	5,000	5,000	5,000		0.0%
24	Miscellaneous	56	-	-	-	-	-		
25	Emergency Management	-	-	1,000	500	1,000	1,000		0.0%
26	**Total Materials & Services**	**1,858,963**	**1,901,047**	**2,208,700**	**2,142,900**	**2,311,600**	**2,312,300**		**4.7%**
27	**Capital Outlay**								
28	Area B Development Costs	-	-	51,700	-	-	-		-100.0%
29	Area B Improvement Costs	-	124,821	250,000	-	-	-		-100.0%
30	**Total Capital Outlay**	**-**	**124,821**	**301,700**	**-**	**-**	**-**		**-100.0%**
31	**Total Expenditures**	**1,858,963**	**2,025,868**	**2,510,400**	**2,142,900**	**2,311,600**	**2,312,300**		**-7.9%**
32	**Other Requirements:**								
33	**Contingencies:**								
34	General Contingency	-	-	50,000	-	50,000	50,000		0.0%
35	**Transfers Out:**								
36	Park Improvement Fund	-	-	100,000	100,000	100,000	100,000		0.0%
37	Park Services Fund	-	331,800	360,800	360,800	360,800	360,800		0.0%
37	Water Fund	17,400	-	-	-	-	-		
38	**Total Transfers Out**	**17,400**	**331,800**	**460,800**	**460,800**	**460,800**	**460,800**		**0.0%**
39	**TOTAL REQUIREMENTS**	**$1,876,363**	**$2,357,668**	**$3,021,200**	**$ 2,603,700**	**$ 2,822,400**	**$ 2,823,100**		**-6.6%**

General Fund

Non-Departmental Requirements

Summary of Administrative Service Fund Charges

	ACTUAL 2015-16	ACTUAL 2016-17	BUDGETED 2017-18	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 178,578	$ 164,351	$ 237,200	$ 206,500	$ 249,400	$ 249,400		5.1%
City Manager	166,202	173,313	178,600	178,400	186,800	186,800		4.6%
Information Systems	261,561	309,695	386,600	360,500	439,600	439,600		13.7%
Attorney's Office	228,520	237,213	245,400	240,900	256,800	256,800		4.6%
City Recorder	155,542	163,593	174,200	173,600	185,600	185,600		6.5%
Human Resources	197,174	203,434	224,300	223,700	236,100	236,100		5.3%
Finance	146,131	170,431	186,900	177,900	198,300	198,300		6.1%
Facility Maintenance	233,084	198,998	221,100	261,600	224,400	224,400		1.5%
Public Works	16,050	16,689	23,300	23,100	24,400	24,400		4.7%
Administrative Services Charges	$ 1,582,842	$ 1,637,717	$ 1,877,600	$ 1,846,200	$ 2,001,400	$ 2,001,400		6.6%

Budget Notes:

10 Legal Services include outside legal assistance on City matters specific to General Fund related activities (excluding Bond Counsel and Labor Attorney costs).

11 Administrative Service Charges increased primarily from personnel service increases associated with salary and wage, retirement and insurance

12 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.

18 The City's outstanding debt to the Salem-Keizer School District is $834,205, interest exempt, due in fiscal year 2022-23. Additional annual property tax revenues from the closure of the district will be sufficient to pay off this debt in equal installments for the next three years.

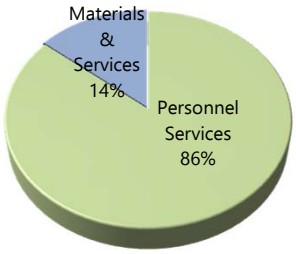
20 Payment to Keizer United is subject to approval by the City of Keizer City Council upon review of a plan for expenditures.

36 The General Fund owes the Park Improvement Fund $215,000 for funds borrowed during fiscal year 2017-18 to pay for the police radio system upgrade.

37 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%.

General Fund

Community Development



The Community Development 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**Revenues:**								
2	**Licenses & Fees:**								
3	Sign Permits	$ 5,952	$ 8,098	$ 5,000	$ 4,000	$ 5,000	$ 5,000		0.0%
4	Land Use Application Fees	28,899	33,736	18,000	25,000	25,000	25,000		38.9%
5	Building Fees - Zoning	26,092	18,382	30,000	15,000	20,000	20,000		-33.3%
6	Permit Administrative Fee	26,594	10,600	20,000	13,000	13,000	13,000		-35.0%
7	Facility Fee	10,000	8,000	8,000	8,000	8,000	8,000		0.0%
8	**Total Licenses & Fees**	**97,537**	**78,816**	**81,000**	**65,000**	**71,000**	**71,000**		**-12.3%**
9	**Charges for Services:**								
10	Nuisance Abatement	8,528	4,374	5,000	-	5,000	5,000		0.0%
11	**Total Revenues**	**106,065**	**83,190**	**86,000**	**65,000**	**76,000**	**76,000**		**-11.6%**
12	**Expenditures:**								
13	**Personnel Services:**								
14	Community Development Director	108,921	110,078	113,400	113,400	116,300	116,300		2.6%
15	Code Compliance Officer	40,856	43,387	46,100	46,100	48,700	48,700		5.6%
16	Planning Staff	116,437	134,244	141,500	141,500	151,300	151,300		6.9%
17	Administrative Support	48,313	48,863	52,200	52,200	55,200	55,200		5.7%
18	Stormwater Technician	2,866	2,986	3,200	3,200	3,400	3,400		6.3%
19	Overtime	-	-	1,000	1,000	1,000	1,000		0.0%
20	Cell Phone Stipend	2,435	2,421	2,500	2,500	2,500	2,500		0.0%
21	Wellness	803	924	1,900	1,000	1,900	1,900		0.0%
22	Medicare	4,898	5,241	5,500	5,500	5,800	5,800		5.5%
23	Retirement	67,650	80,803	87,800	85,200	101,600	101,600		15.7%
24	Insurance Benefits	82,972	79,058	108,000	104,000	109,500	109,500		1.4%
25	Workers Compensation	982	943	1,300	1,300	1,400	1,400		7.7%
26	**Total Personnel Services**	**477,133**	**508,948**	**564,400**	**556,900**	**598,600**	**598,600**		**6.1%**

General Fund

Community Development

	ACTUAL 2016-17	ACTUAL 2017-18	APPROVED 2017-18	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
Materials & Services:								
Mapping Supplies & Services	106	151	300	300	300	300		0.0%
Uniforms	288	370	500	500	500	500		0.0%
Postage & Printing	453	-	3,000	500	3,000	3,000		0.0%
Meetings, Travel & Training	6,396	3,076	7,200	3,000	7,200	7,200		0.0%
Public Notices	1,518	2,394	2,500	1,500	2,500	2,500		0.0%
Hearings Officer	1,298	560	3,000	500	3,000	3,000		0.0%
Telephone	440	480	500	500	500	500		0.0%
Auto Insurance	964	1,009	1,200	1,200	1,200	1,200		0.0%
Gasoline	639	730	1,200	700	1,200	1,200		0.0%
Vehicle Maintenance	2,143	1,476	2,500	1,500	2,500	2,500		0.0%
Nuisance Abatement	984	1,452	5,000	2,000	5,000	5,000		0.0%
Operating Equipment	-	-	500	500	500	500		0.0%
Medical Testing	59	-	-	-	-	-		
UGB Land Use Analysis	-	-	70,000	-	70,000	70,000		0.0%
Total Materials & Services	**15,288**	**11,698**	**97,400**	**12,700**	**97,400**	**97,400**		**0.0%**
Total Expenditures	**$ 492,421**	**$ 520,646**	**$ 661,800**	**$ 569,600**	**$ 696,000**	**$ 696,000**		**5.2%**

Budget Notes:

Revenues:

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

Expenditures:

Personnel Services:

The Budget provides a 2.5% 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:

Postage & Printing costs provide for a mass mailing should legal mandates require one in FY19-20.

Meetings, Travel & Training includes $5,000 for a national conference and $1,600 for memberships plus $600 for the Code Compliance training and memberships.

Funding is provided for the periodic review order compliance for the UGB expansion project.

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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**Revenues:**								
2	**Fines & Forfeits:**								
3	Municipal Court Fines	$ 265,534	$ 199,487	$ 260,000	$ 260,000	$ 286,000	$ 286,000		10.0%
4	Past Due Collections	150,556	177,572	165,000	165,000	165,000	165,000		0.0%
5	Peer Court Fees	-	1,135	3,000	3,000	3,000	3,000		0.0%
6	**Total Fines & Forfeits**	**416,090**	**378,194**	**428,000**	**428,000**	**454,000**	**454,000**		**6.1%**
7	**Miscellaneous:**								
8	Peer Court Donations	15,562	14,450	11,200	11,200	11,200	11,200		
9	Interest Past Due Collections	2,808	-	1,500	-	-	-		
10	**Total Miscellaneous**	**18,370**	**14,450**	**12,700**	**11,200**	**11,200**	**11,200**		**-11.8%**
11	**Total Revenues**	**434,460**	**392,644**	**440,700**	**439,200**	**465,200**	**465,200**		**5.6%**
12	**Expenditures:**								
13	**Personnel Services:**								
14	Court Clerks	49,742	50,334	51,700	51,700	53,000	53,000		2.5%
15	Overtime	677	2,358	500	500	1,000	1,000		100.0%
16	Wellness	263	255	400	300	400	400		0.0%
17	Medicare	779	817	800	800	900	900		12.5%
18	Retirement	9,198	10,238	10,100	10,100	11,500	11,500		13.9%
19	Insurance Benefits	21,068	20,433	21,600	21,400	23,800	23,800		10.2%
20	Workers Compensation	187	162	200	200	200	200		0.0%
21	**Total Personnel Services**	**81,914**	**84,597**	**85,300**	**85,000**	**90,800**	**90,800**		**6.4%**
22	**Materials & Services:**								
23	Materials & Supplies	354	165	500	500	500	500		0.0%
24	Meetings, Travel & Training	-	150	1,000	-	1,000	1,000		0.0%
25	Judge's Services	16,492	17,139	17,500	17,500	17,500	17,500		0.0%
26	Other Contractual Services	8,630	9,979	9,000	9,000	9,000	9,000		0.0%
27	Peer Court	27,823	24,464	25,000	25,000	25,000	25,000		0.0%
28	Collections Cost	1,908	6,879	2,000	2,000	2,000	2,000		0.0%
29	Interagency Assessments	75,768	61,181	72,200	72,200	72,200	72,200		0.0%
30	**Total Materials & Services**	**130,975**	**119,957**	**127,200**	**126,200**	**127,200**	**127,200**		**0.0%**
31	**Total Expenditures**	**$212,889**	**$204,554**	**$212,500**	**$ 211,200**	**$ 218,000**	**$218,000**		**2.6%**

Budget Notes:

3 Municipal Court Fines are expected to increase as the result of additional traffic safety officers however until the impact is known fines are budgeted to be consistent with the prior year.

Expenditures:

Personnel Services:

13 The Budget provides a 2.5% 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balances:								
K-9 Donations	$ 16,867	$ 20,395	$ 7,300	$ 25,800	$ 24,800	$ 24,800		239.7%
Civil/Criminal Forfeitures	75,758	75,758	76,600	79,700	101,400	101,400		32.4%
Total Beginning Balances	**92,625**	**96,153**	**83,900**	**105,500**	**126,200**	**126,200**		**50.4%**
Revenues:								
Intergovernmental:								
Special Duty Officers	2,985	2,624	3,000	3,000	3,000	3,000		0.0%
School Resource Contract	167,091	175,259	180,200	180,200	186,500	186,500		3.5%
Materials & Services Grants	1,385	2,367	-	-	-	-		
Overtime Grants	11,490	15,440	10,000	16,000	15,000	15,000		50.0%
Total Intergovernmental	**182,951**	**195,690**	**193,200**	**199,200**	**204,500**	**204,500**		**5.8%**
Fines & Forfeits:								
Civil/Criminal Forfeitures	7,201	9,945	-	25,700	-	-		
Total Fines & Forfeits	**7,201**	**9,945**	**-**	**25,700**	**-**	**-**		
Miscellaneous:								
Police Testing Reimbursements	90	1,215	-	-	-	-		
Cadet Donations	200	-	-	200	-	-		
Reserve Officer Donations	-	500	-	-	-	-		
Police Donations - Blast Camp	1,450	1,750	-	1,700	1,500	1,500		
Police Donations	-	875	-	-	-	-		
K-9 Donations	3,870	18,341	-	100	-	-		
Event Overtime Reimbursements	3,299	-	-	-	-	-		
Surplus Property Proceeds	-	-	5,000	2,000	5,000	5,000		0.0%
Miscellaneous	51,059	29,947	55,000	55,000	20,000	20,000		-63.6%
Total Miscellaneous	**59,968**	**52,628**	**60,000**	**59,000**	**26,500**	**26,500**		**-55.8%**
TOTAL RESOURCES	**342,745**	**354,416**	**337,100**	**389,400**	**357,200**	**357,200**		**6.0%**
Expenditures:								
Personnel Services:								
Chief of Police	126,336	131,593	139,600	139,600	147,400	147,400		5.6%
Deputy Chief	119,258	120,632	124,300	124,300	127,400	127,400		2.5%
Lieutenants	283,236	295,293	309,900	316,000	317,100	317,100		2.3%
Sergeants	541,729	573,898	593,300	593,300	602,300	602,300		1.5%
Police Officers	1,880,263	2,057,743	2,383,200	2,383,200	2,425,000	2,425,000		1.8%
Community Service Officer	23,528	39,147	26,100	26,300	27,800	27,800		6.5%
Administrative Support	398,195	380,805	417,400	417,000	432,000	432,000		3.5%
Temporary Employees	-	-	19,800	16,000	19,800	19,800		0.0%
Overtime	154,722	183,216	192,900	170,000	195,000	195,000		1.1%
Overtime - Grant Programs	7,765	11,658	12,000	18,000	12,000	12,000		0.0%
Overtime - Community Events	10,986	9,167	9,200	9,200	9,200	9,200		0.0%
On Call Duty Pay	17,650	18,250	18,200	18,200	18,200	18,200		0.0%
Clothing, Cell Phone Stipends	38,925	42,375	47,800	45,200	47,800	47,800		0.0%
Wellness	10,443	11,195	24,200	13,000	20,200	20,200		-16.5%
Medicare SSI	56,125	60,480	62,200	65,000	63,600	63,600		2.3%
Retirement & VEBA	879,498	1,049,039	1,213,800	1,180,000	1,330,000	1,330,000		9.6%
Insurance Benefits	865,636	1,003,327	1,203,000	1,138,000	1,202,000	1,202,000		-0.1%
Workers Compensation	53,946	53,648	46,300	46,300	46,300	46,300		0.0%
Total Personnel Services	**5,468,241**	**6,041,466**	**6,843,200**	**6,718,600**	**7,043,100**	**7,043,100**		**2.9%**

General Fund

Police Operations

		ACTUAL 2016-17	ACTUAL 2017-18	APPROVED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
47	**Materials & Services:**								
48	Cadet Program	2,300	2,261	2,500	2,500	5,500	5,500		120.0%
49	Reserve Officer Program	14,227	7,168	21,000	21,000	20,000	20,000		-4.8%
50	K-9 Donation Expense	342	12,950	5,800	1,000	5,800	5,800		0.0%
51	Clothing & Duty Gear	24,686	25,516	35,000	35,000	33,000	33,000		-5.7%
52	Civil/Criminal Forfeiture Expense	1,762	6,718	5,000	4,000	5,000	5,000		0.0%
53	K-9 Program	7,657	9,251	6,000	6,000	6,000	6,000		0.0%
54	Association Memberships	2,274	2,454	4,500	3,500	4,500	4,500		0.0%
55	Meetings, Travel & Training	27,919	34,801	34,000	34,000	34,000	34,000		0.0%
56	Tuition Reimbursement	-	-	3,000	-	1,000	1,000		-66.7%
57	Public Notices	450	1,106	500	500	500	500		0.0%
58	Labor Attorney	34,577	30,094	20,000	50,000	35,000	35,000		75.0%
59	Contractual Services	3,773	2,935	13,000	13,000	9,000	9,000		-30.8%
60	Telephone/Internet Service	10,744	10,971	12,000	12,000	12,000	12,000		0.0%
61	Auto Insurance	18,924	21,272	22,000	22,000	24,000	24,000		9.1%
62	Office Equipment Rental	1,343	1,717	1,400	1,400	1,400	1,400		0.0%
63	Gasoline	47,427	54,455	64,000	64,000	64,000	64,000		0.0%
64	Vehicle Maintenance	31,666	36,989	40,000	40,000	47,000	47,000		17.5%
65	Equipment Maintenance	1,360	1,417	2,000	2,000	2,000	2,000		0.0%
66	Community Services	5,035	4,195	5,000	9,000	5,500	5,500		10.0%
67	Operating Materials	10,160	10,194	14,000	14,000	16,000	16,000		14.3%
68	Ammo & Weapons	21,587	10,593	14,000	23,000	15,000	15,000		7.1%
69	Durable Goods	9,841	7,963	6,000	6,000	10,000	10,000		66.7%
70	Willamette Valley Comm Center	424,218	446,935	468,700	468,700	502,000	502,000		7.1%
71	Salem Radio Bandwidth	31,359	26,868	37,500	28,800	35,000	35,000		-6.7%
72	RAIN	8,362	8,362	9,200	7,600	8,200	8,200		-10.9%
73	Report Management Systems	49,140	51,680	54,200	40,800	44,000	44,000		-18.8%
74	Investigations	9,071	20,962	12,000	12,000	12,000	12,000		0.0%
75	Blast Camp	-	400	-	3,100	3,500	3,500		
76	Hiring Expense	7,331	17,379	7,500	7,500	10,000	10,000		33.3%
77	**Total Materials & Services**	**807,535**	**867,606**	**919,800**	**932,400**	**970,900**	**970,900**		**5.6%**
78	**Capital Outlay:**								
79	Vehicles	25,761	92,911	-	-	-	-		
80	Radios	-	218,617	-	-	-	-		
81	**Total Capital Outlay**	**25,761**	**311,528**	**-**	**-**	**-**	**-**		
82	**Total Expenditures**	**$ 6,301,537**	**$ 7,220,600**	**$ 7,763,000**	**$ 7,651,000**	**$ 8,014,000**	**$8,014,000**		**3.2%**

Budget Notes:

Resources:

The Police Department is funded by the following sources:

	APPROVED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20
General Fund	$ 7,166,000	$ 7,054,000	$ 7,362,000
Police Services Fee	$ 597,000	$ 597,000	$ 652,000

Personnel Services:

27 The Budget provides a 2.5% wage and salary increase for all non-represented and staff represented by the Keizer Police Association. In addition step increases for those eligible as provided for in the Union Contract and City Personnel Policies. The collective bargaining agreement with the Keizer Police Association expires June 30, 2021.

36 Overtime costs are dependent upon after-hours investigations and court appearances. Training rarely incurs overtime. Overtime costs are about 6% of sworn staff wages.

Materials & Services:

48 Added $2,000 is for one-time purchase of all-weather jackets.

58 Labor Attorney costs reduced from FY19, which included labor negotiations and an ERB hearing.

59 FY19 one-time, projected cost of $4000 for accreditation manager removed.

61 Auto insurance premiums will increase up to 10%. The increases result from claim loss settlements from prior years.

63 Gasoline is based on an estimate of 23,500 gallons at $2.75 per gallon. Added five sworn officers in mid-FY19 so will need to watch.

64 Increase due to retention of older cars in order to get them positioned on planned cycle of purchases.

66 Projected overage in FY19 due to one-time purchase of display booth for recruiting and other public displays.

68 Projected overage in FY19 due to one-time purchase of replacement pistols, taking advantage of time-limited buy-back of current pistols.

69 Increase due to one-time purchase of container for long-term storage of oversized evidence, negating annual $4000 cost of renting storage.

70 The Willamette Valley Communication Center (WVCC) costs are reduced by the State 911 tax received directly by WVCC on behalf of the City of approximately $115,000 during 2018-19 and 2019-20.

76 Hiring expenses increased, including the cost of some background investigations that are contracted out.

General Fund

Revenue Sharing

Fourteen percent of state liquor receipts are allocated to cities on a formula basis as outlined in state statute. This portion of liquor tax distributions is known as "state revenue sharing" and is distributed on a quarterly basis.

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	Beginning Balances	$ -	$ -	$ -	$ -	$ -	$ -		
3	**Revenues:**								
4	**Intergovernmental:**								
5	State Revenue Sharing	329,219	340,661	339,900	350,000	360,000	360,000		5.9%
6	Police Capital Grants	5,120	2,308	5,600	4,600	7,500	7,500		33.9%
7	**Total Intergovernmental**	**334,339**	**342,969**	**345,500**	**354,600**	**367,500**	**367,500**		**6.4%**
8	**TOTAL RESOURCES**	**334,339**	**342,969**	**345,500**	**354,600**	**367,500**	**367,500**		**6.4%**
9	**REQUIREMENTS:**								
10	**Expenditures:**								
11	**Capital Outlay:**								
12	Police Protective Vests	5,925	6,980	11,200	9,100	14,000	14,000		25.0%
13	Police Leases	-	100,000	-	-	-	-		
14	Police Vehicle Purchases	138,561	67,960	250,900	240,000	208,500	208,500		-16.9%
15	**Total Capital Outlay**	**144,486**	**174,940**	**262,100**	**249,100**	**222,500**	**222,500**		**-15.1%**
16	**Total Expenditures**	**$ 144,486**	**$ 174,940**	**$ 262,100**	**$ 249,100**	**$ 222,500**	**$ 222,500**		**-15.1%**

Budget Notes:

Revenues:

5 State Revenue Sharing revenues have increased due to an increase in liquor sales in Oregon. The League of Oregon Cities projects a slight increase in FY19-20. Due to funding constraints, Revenue Sharing dollars are planned to fund operating expenditures.

6 Police grants fund 50% of the cost for Protective Vests and the Department has applied for funding for FY19-20. The actual amount awarded will not be available until October 2019.

Expenditures:

14 The City anticipates purchasing and equiping two patrol vehicles, two administrative vehicles and one traffic motorcycle.

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 intitially credited to this fund and as approved through the budget process transfered to the General Fund.

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1 **RESOURCES:**								
2 **Beginning Balance:**	**$ -**	**$ -**	**$ 170,000**	**$ 188,500**	**$ 271,500**	**$ 271,500**		**59.7%**
3 **Revenues:**								
4 Licenses & Fees								
5 Police Services Fee	-	424,027	656,000	680,000	686,800	686,800		4.7%
6 **TOTAL RESOURCES**	**-**	**424,027**	**826,000**	**868,500**	**958,300**	**958,300**		**16.0%**
7 **REQUIREMENTS:**								
8 **Expenditures:**								
9 **Transfers Out:**								
10 General Fund	-	235,500	597,000	597,000	652,000	652,000		9.2%
11 **Total Expenditures**	**-**	**235,500**	**597,000**	**597,000**	**652,000**	**652,000**		**9.2%**
12 **Other Requirements:**								
13 Contingency	**-**	**-**	229,000	-	257,500	257,500		12.4%
14 **Fund Balance:**								
15 Restricted	-	188,527	-	271,500	48,800	48,800		
16 **TOTAL REQUIREMENTS**	**$ -**	**$ 424,027**	**$ 826,000**	**$ 868,500**	**$ 958,300**	**$ 958,300**		**16.0%**

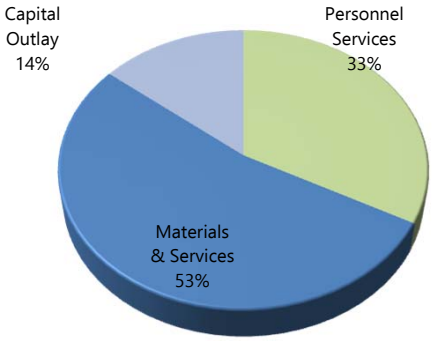
5 The Police Services Fee is currently $4.00 per month for single family residences and non-residential locations and $3.45 per unit per month for multi-family dwellings. In addition age related and low income discounts are available.

10 The fiscal year 2019-20 transfer provides for $592,000 in labor related costs and $60,000 for uniforms, service equipment and vehicles.

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 last fiscal year, the Center has hosted a variety of events. During the week, the Center is used by many of our City Committees and local community groups such as Keizer Rotary, West Keizer and South East Keizer Neighborhood Associations, Claggett Creek Watershed Council, and Keizer youth sports association meetings. Many of our government partners, such as the Salem-Keizer School District, Marion County, and the State of Oregon use our facility for training sessions. On weekends, the Center has served as the venue for weddings, quinceaneras, anniversary parties, and baby/bridal showers. Keizer Young Life, Union Gospel Mission, Keizer Chamber of Commerce, and other non-profit organizations have used the facility for their fundraising ventures.

The usage of the Center has increased over the last year, moving closer to self-sustainability. Three members of the City staff, along with a handful of temporary event hosts assist in the management and operation of the Center. Staff provide tours, answer rental inquiries, assist clients with the necessary contractual requirements (insurance, catering requirements, etc.) room sets, audio needs, and other amenities to assure the client's event is successful. We continue to promote the Center through professional associations and other marketing opportunities.



	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
RESOURCES:								
Beginning Balance:	**$ 95,728**	**$ 122,406**	**$ 95,300**	**$ 164,900**	**$ 149,700**	**$ 149,700**		**57.1%**
Revenues:								
Taxes & Assessments:								
Hotel/Motel Tax	108,179	130,851	100,000	100,000	115,000	115,000		15.0%
Charges for Services:								
Rental Fees	156,536	181,411	150,000	215,000	215,000	215,000		43.3%
Miscellaneous:								
Donations	-	8,000	-	-	-	-		
Interest	581	1,073	500	1,500	1,500	1,500		200.0%
Total Miscellaneous	**581**	**9,073**	**500**	**1,500**	**1,500**	**1,500**		**200.0%**
Total Revenues	**265,296**	**321,335**	**250,500**	**316,500**	**331,500**	**331,500**		**32.3%**
TOTAL RESOURCES	**$ 361,024**	**$ 443,741**	**$ 345,800**	**$ 481,400**	**$ 481,200**	**$ 481,200**		**39.2%**
REQUIREMENTS:								
Expenditures:								
Personnel Services:								
Event Center Coordinator	38,156	40,373	42,900	42,900	45,300	45,300		5.6%
Temporary Help	18,824	25,696	22,500	30,000	30,000	30,000		33.3%
Overtime Costs	369	291	-	-	-	-		
Cell Phone Stipend	900	900	900	900	900	900		0.0%
Wellness	49	140	400	400	400	400		0.0%
Medicare and Social Security	2,039	2,597	2,000	3,000	3,200	3,200		60.0%
Retirement	8,317	9,169	11,500	11,500	11,900	11,900		3.5%
Insurance	19,119	20,433	21,600	21,400	23,100	23,100		6.9%
Workers Compensation	7,801	521	700	700	800	800		14.3%
Total Personnel Services	**95,574**	**100,120**	**102,500**	**110,800**	**115,600**	**115,600**		**12.8%**

Community Center Fund

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
27	**Materials & Services:**								
28	Materials & Supplies	550	504	800	800	800	800		0.0%
29	Association Memberships	-	-	500	500	500	500		0.0%
30	Meetings, Travel & Training	-	-	500	500	500	500		0.0%
31	Legal Notices	15	30	100	100	100	100		0.0%
32	Chamber of Commerce	-	-	8,500	8,500	8,500	16,000		88.2%
33	Administrative Services Fund	79,835	106,555	120,500	116,700	128,500	128,500		6.6%
34	Contractual Services	18,358	22,826	20,000	20,000	24,000	24,000		20.0%
35	Marketing Costs	2,036	11,115	4,000	4,000	4,000	4,000		0.0%
36	Janitorial Services	4,537	4,537	5,400	5,400	5,500	5,500		1.9%
37	Utilities	5,768	5,858	5,500	5,500	5,600	5,600		1.8%
38	Equipment Maintenance & Repair	880	4,909	2,200	2,200	2,500	2,500		13.6%
39	Janitorial Supplies	5,965	6,702	6,000	6,500	6,500	6,500		8.3%
40	Medical Testing	205	82	200	200	200	200		0.0%
41	**Total Materials & Services**	**118,149**	**163,118**	**174,200**	**170,900**	**187,200**	**194,700**		**11.8%**
42	**Capital Outlay:**								
43	Furnishings & Fixtures	24,895	15,600	50,000	50,000	50,000	50,000		0.0%
44	**Total Expenditures**	**238,618**	**278,838**	**326,700**	**331,700**	**352,800**	**360,300**		**10.3%**
45	**Other Requirements:**								
46	Contingency	-	-	16,500	-	20,000	20,000		21.2%
47	**Fund Balance:**								
48	Assigned	122,406	164,903	2,600	149,700	108,400	100,900		3780.8%
49	**TOTAL REQUIREMENTS**	**$ 361,024**	**$ 443,741**	**$ 345,800**	**$ 481,400**	**$ 481,200**	**$ 481,200**		**39.2%**

Summary of Administrative Service Fund Charges

	ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
City-Wide Administration	$ 3,295	$ 5,816	$ 7,700	$ 6,700	$ 8,100	$ 8,100		5.2%
City Manager	2,886	3,796	3,900	3,900	5,100	5,100		30.8%
Information Systems	8,900	10,510	12,700	11,800	11,500	11,500		-9.4%
Attorney's Office	3,655	2,642	3,100	3,000	5,800	5,800		87.1%
City Recorder	13,718	14,378	15,300	15,300	16,300	16,300		6.5%
Human Resources	3,572	7,147	7,300	7,300	7,300	7,300		0.0%
Finance	39,524	55,264	63,300	60,200	67,100	67,100		6.0%
Facility Maintenance	4,285	7,002	7,200	8,500	7,300	7,300		1.4%
Administrative Services Charges	$ 79,835	$106,555	$ 120,500	$ 116,700	$ 128,500	$ 128,500		6.6%

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.

43 Furnishings and fixtures is to provide for replacement tables/chairs, floor tiles, 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.

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

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 260,397**	**$ 292,808**	**$306,000**	**$ 328,300**	**$ 330,400**	**$ 330,400**		**8.0%**
3	**Revenues:**								
4	**Intergovernmental:**								
5	PEG Fees	144,968	140,297	135,700	135,700	133,000	133,000		-2.0%
6	**Miscellaneous:**								
7	Interest Earnings/Miscellaneous	1,342	2,301	1,000	3,000	3,000	3,000		200.0%
8	**TOTAL RESOURCES**	**406,707**	**435,406**	**442,700**	**467,000**	**466,400**	**466,400**		**5.4%**
9	**REQUIREMENTS:**								
10	**Expenditures:**								
11	**Materials & Services:**								
12	Public Notices	-	-	500	500	500	500		
13	Administrative Costs	6,014	7,676	9,200	9,100	6,400	6,400		-30.4%
14	Production Services	149	-	-	-	-	-		
15	Broadcasting	96,968	98,385	102,000	102,000	102,000	102,000		0.0%
16	**Total Materials & Services**	**103,131**	**106,061**	**111,700**	**111,600**	**108,900**	**108,900**		**-2.5%**
17	**Capital Outlay:**								
18	Television Equipment	10,768	1,052	25,000	25,000	50,000	50,000		100.0%
19	**Total Expenditures**	**113,899**	**107,113**	**136,700**	**136,600**	**158,900**	**158,900**		**16.2%**
20	**Other Requirements:**								
21	Contingency	-	-	50,000	-	50,000	50,000		0.0%
22	Restricted for Operations	292,808	328,293	256,000	330,400	257,500	257,500		0.6%
23	**Total Other Requirements**	**292,808**	**328,293**	**306,000**	**330,400**	**307,500**	**307,500**		**0.5%**
24	**TOTAL REQUIREMENTS**	**$406,707**	**$ 435,406**	**$442,700**	**$ 467,000**	**$ 466,400**	**$466,400**		**5.4%**

Budget Notes:

Revenues:

5 PEG Fees are franchise fees assessed on Comcast cable television bills; revenues are trending down slightly from year to year.

Expenditures:

13 The Administrative Fee pays PEGs share of the City's network costs and general administration.

15 Costs are $8,000 per month for cable broadcasting.

18 Capital Outlay expenditures are for ongoing video and television upgrades.

21 Contingency is sufficient to cover a major equipment failure.

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 22 qualified home owners who were able to replace roofs, heating systems, windows, doors and make other improvements. There are 25 loans outstanding totaling $296,499 as of July 1, 2019.

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 13,775**	**$ 45,045**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$45,000**		**0.0%**
3	**Revenues:**								
4	**Miscellaneous:**								
5	Loan Proceeds	31,270	-	30,000	-	30,000	30,000		0.0%
6	Interest Revenue	-	-	-	-	-	-		
7	**Total Miscellaneous**	**31,270**	**-**	**30,000**	**-**	**30,000**	**30,000**		**0.0%**
8	**TOTAL RESOURCES**	**45,045**	**45,045**	**75,000**	**45,000**	**75,000**	**75,000**		**0.0%**
9	**REQUIREMENTS:**								
10	**Expenditures:**								
11	**Materials & Services:**								
12	Administrative Fee	-	28	-	-	-	-		
13	Housing Rehabilitation Services	-	-	75,000	-	75,000	75,000		0.0%
14	**Total Materials & Services**	**-**	**28**	**75,000**	**-**	**75,000**	**75,000**		**0.0%**
15	**Other Requirements:**								
16	Restricted	45,045	45,017	-	45,000	-	-		
17	**TOTAL REQUIREMENTS**	**$ 45,045**	**$ 45,045**	**$75,000**	**$45,000**	**$75,000**	**$75,000**		**0.0%**

Budget Notes:

5 The program typically receives 1-2 repayments each year.

8 The City Council adopted policies for the housing services program in May 2012. The Council passed a motion to review these polices when at least 50% of the funds have been repaid and are available to lend.

13 Funds have been appropriated to loan should the City wish to continue the program in FY19-20 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 22 home owners who were able to make energy efficiency improvements to their homes. There are 19 loans outstanding totalling $86,772 as of July 1, 2019.

		ACTUAL 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 2,389**	**$ 11,247**	**$ 11,200**	**$ 11,200**	**$ 11,200**	**$ 11,200**		**0.0%**
3	**Revenues:**								
4	**Miscellaneous:**								
5	Loan Proceeds	8,858	-	15,000	-	15,000	15,000		0.0%
6	Interest Revenue	-	-	-	-	-	-		
7	**Total Miscellaneous**	8,858	-	15,000	-	15,000	15,000		0.0%
8	**Total Revenues**	8,858	-	15,000	-	15,000	15,000		0.0%
9	**TOTAL RESOURCES**	**11,247**	**11,247**	**26,200**	**11,200**	**26,200**	**26,200**		**0.0%**
10	**REQUIREMENTS:**								
11	**Expenditures:**								
12	**Materials & Services:**								
13	Energy Efficiency Loans	-	-	26,200	-	26,200	26,200		0.0%
14	**Total Materials & Services**	**-**	**-**	**26,200**	**-**	**26,200**	**26,200**		**0.0%**
15	**Fund Balance:**								
16	Restricted	11,247	11,247	-	11,200	-	-		
17	**TOTAL REQUIREMENTS**	**$ 11,247**	**$ 11,247**	**$ 26,200**	**$ 11,200**	**$ 26,200**	**$ 26,200**		**0.0%**

Budget Notes:

5 The program typically receives 1-2 repayments each year.

9 The City Council adopted policies for the Energy Efficiency Program in May 2012. The Council passed a motion to review these polices when at least 50% of the funds have been repaid and are available to lend.

13 Funds have been appropriated to loan should the City wish to continue the program in FY19-20 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 2016-17	ACTUAL 2017-18	BUDGETED 2018-19	PROJECTED 2018-19	PROPOSED 2019-20	APPROVED 2019-20	ADOPTED 2019-20	% CHANGE PRIOR BUDGET
1	**RESOURCES:**								
2	**Beginning Balance:**	**$ 2,693,207**	**$ 2,704,119**	**$ 2,708,600**	**$ 2,716,400**	**$ 2,709,500**	**$ 2,709,500**		**0.0%**
3	**Revenues:**								
4	**Taxes & Assessments:**								
5	Assessments	775,526	820,876	868,800	868,800	919,600	919,600		5.8%
6	**Total Taxes & Assessments**	**775,526**	**820,876**	**868,800**	**868,800**	**919,600**	**919,600**		**5.8%**
7	**Miscellaneous:**								
8	Interest	16,147	24,850	16,000	30,000	30,000	30,000		87.5%
9	Assessment Interest	824,319	778,970	731,000	731,000	680,300	680,300		-6.9%
10	**Total Miscellaneous**	**840,466**	**803,820**	**747,000**	**761,000**	**710,300**	**710,300**		**-4.9%**
11	**TOTAL RESOURCES**	**4,309,199**	**4,328,815**	**4,324,400**	**4,346,200**	**4,339,400**	**4,339,400**		**0.3%**
12	**REQUIREMENTS:**								
13	**Expenditures:**								
14	**Debt Service:**								
15	Principal	810,000	860,000	935,000	930,000	970,000	970,000		3.7%
16	Interest	795,080	752,440	707,000	706,700	660,000	660,000		-6.6%
17	**Total Debt Service**	**1,605,080**	**1,612,440**	**1,642,000**	**1,636,700**	**1,630,000**	**1,630,000**		**-0.7%**
18	**Total Expenditures**	**1,605,080**	**1,612,440**	**1,642,000**	**1,636,700**	**1,630,000**	**1,630,000**		**-0.7%**
19	**Fund Balance:**								
20	Restricted Debt Reserve	2,704,119	2,716,375	2,682,400	2,709,500	2,709,400	2,709,400		1.0%
21	**TOTAL REQUIREMENTS**	**$ 4,309,199**	**$ 4,328,815**	**$ 4,324,400**	**$ 4,346,200**	**$ 4,339,400**	**$ 4,339,400**		**0.3%**

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 ($12,895,000 currently) due June 1, 2031. The original issue date was May 21, 2008. Semi-annual interest payments of $335,270 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 FY19-20 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
12/1/2019	12,895,000	-	335,270	335,270
6/1/2020	12,895,000	-	335,270	335,270
12/1/2020	12,895,000	-	335,270	335,270
6/1/2021	12,895,000	-	335,270	335,270
12/1/2021	12,895,000	-	335,270	335,270
6/1/2022	12,895,000	-	335,270	335,270
12/1/2022	12,895,000	-	335,270	335,270
6/1/2023	12,895,000	-	335,270	335,270
12/1/2023	12,895,000	-	335,270	335,270
6/1/2024	12,895,000	-	335,270	335,270
12/1/2024 through 12/1/2030	12,895,000	-	4,358,510	4,358,510
6/1/2031	12,895,000	12,895,000	335,270	13,230,270
		$12,895,000	$8,046,480	$20,941,480

Long Range Planning

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

Early in fiscal year 2010-2011 the City began a comprehensive long-range planning process. The General Fund Long-Range Planning Task Force was established and staff developed a process for annually updating the General Fund Long-Range Plan.

The Task Force is comprised of the same members as the Budget Committee and typically meets one to two months prior to the annual budget meetings.

Beginning in fiscal year 2012-13 the City added long-range plans for its Water and Stormwater operations. Both utilities had updated capital improvement plans and long-range planning was essential to stabilizing customer rates.

Each year the Task Force:

- receives an update from staff on year-to-date General Fund Revenue Status
- considers the variables to be used in developing the Long-Range Forecast and provides forecast scenarios using the following risk factors:
  - Conservative
  - Moderate
  - Aggressive

  Through a consensus exercise the Task Force agreed on the level to be used for each variable in forecasting.
- receives an updated issues list comprised of initiatives the City may wish to fund and has the Committee prioritize the issues.
- receives a summary of the Citizen Survey Results in the years one is conducted.

City of Keizer

General Fund Long Range Forecast

Fiscal Year 2019-20

		PROJECTED	FORECASTED			
		2018-19	2019-20	2020-21	2021-22	2022-23
1	**REVENUES:**					
2	Taxes & Assessments	5,757,000	5,892,000	6,128,000	6,373,000	6,628,000
3	Licenses & Fees	2,964,700	3,014,700	3,075,000	3,137,000	3,200,000
4	Intergovernmental	1,201,500	1,234,000	1,259,000	1,284,000	1,310,000
5	Fines & Forfeitures	453,700	459,000	468,000	477,000	487,000
6	Other	176,900	139,400	141,000	142,000	143,000
7	Transfers In - Police Services Fee	597,000	652,000	693,000	754,000	803,000
8	**TOTAL REVENUES**	**$ 11,150,800**	**$ 11,391,100**	**$ 11,764,000**	**$ 12,167,000**	**$ 12,571,000**
9						
10	**EXPENDITURES:**					
11	Personnel Services					
12	Wages	$ 4,724,900	$ 4,867,700	$ 5,014,000	$ 5,164,000	$ 5,319,000
13	Retirement	1,362,200	1,430,300	1,473,200	1,620,500	1,669,100
14	Health Insurance	1,269,600	1,396,600	1,522,000	1,659,000	1,808,000
15	Materials & Services	2,991,300	3,279,200	3,345,000	3,412,000	3,480,000
16	Capital Outlay	262,100	220,000	200,000	200,000	200,000
17	Overlapping Tax Jurisdiction Repayment	209,000	209,000	209,000	207,000	-
18	Other - Transfers Out					
19	Parks General Fund Support	360,800	371,600	382,700	394,200	406,000
20	Other - Interfund Loan Repayment	100,000	115,000	-	-	-
21	**TOTAL EXPENDITURES**	**$ 11,279,900**	**$ 11,889,400**	**$ 12,145,900**	**$ 12,656,700**	**$ 12,882,100**
22						
23	**REVENUES IN EXCESS OF EXPENDITURES**	(129,100)	(498,300)	(381,900)	(489,700)	(311,100)
24						
25	**BEGINNING FUND BALANCE**	2,331,100	2,202,000	1,703,700	1,321,800	832,100
26						
27	**ENDING FUND BALANCE**	**$ 2,202,000**	**$ 1,703,700**	**$ 1,321,800**	**$ 832,100**	**$ 521,000**

Notes:

- Historically the City has a favorable budget variance between $300,000 and $500,000

Long-Range Financial Plan

Civic Center Facility Sinking Fund Schedule

Ten Year Replacement Schedule

This schedule shows the replacement schedule for each Civic Center item by fiscal year.

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Beginning Balance	$ 129,900	$ 152,900	$ 233,200	$ 253,200	$ 333,200	$ 388,500	$ 446,500	$ 526,500	$ 606,800	$ 691,800
Annual Reserve	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Replacement Expenses:										
Carpets, heavy traffic	5,000					5,000				
Floor, Slate										
Roof										
Parking Lot										
Lounge Furniture	50,000									
Space Savers										
Police Gates										
Sidewalks										
Supermarket Doors						20,000				
Trellis wood Treatments	5,000			5,000			5,000			5,000
Generator										
Police Bathroom Remodel										
Police Training Room										
Power Point System			65,000							
Replace Bark dust		4,700			4,700			4,700		
Reseal Slate Rock	2,000					2,000				
Reseal Civic Center Block					25,000					25,000
Civic Center Reader Board										
Ending Balance	**$ 152,900**	**$ 233,200**	**$ 253,200**	**$ 333,200**	**$ 388,500**	**$ 446,500**	**$ 526,500**	**$ 606,800**	**$ 691,800**	**$ 746,800**

*Current Day Replacement Cost

Annual Reserve Amount $85,000

The City will need to add $85,000 per year to the Sinking Fund Reserve to pay for needed replacement costs for the Civic Center

City of Keizer

Long Range Plan - Stormwater System

Fiscal Year 2019-20

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. These costs comprise the on-going capital outlay line item shown in the schedule below. The City plans to adopt a formal Capital Improvement Program for its stormwater system once it has completed inspection of the system and can identify needed improvements.

	PROJECTED	FORECASTED			
	2018-19	2019-20	2020-21	2021-22	2022-23
RESOURCES:					
Beginning Balance:	**$ 452,000**	**$ 389,100**	**$ 338,800**	**$ 356,800**	**$ 352,800**
Service Fees	1,858,000	2,007,000	2,157,000	2,231,000	2,231,000
Other Revenues	12,000	12,000	12,000	12,000	12,000
TOTAL RESOURCES	**$ 2,322,000**	**$ 2,408,100**	**$ 2,507,800**	**$ 2,599,800**	**$ 2,595,800**
REQUIREMENTS:					
Expenditures:					
Personnel Services	759,800	819,000	855,000	915,000	979,000
Materials & Services	786,900	800,300	816,000	832,000	849,000
Capital Outlay	386,200	350,000	350,000	350,000	350,000
Contingency	-	100,000	130,000	150,000	100,000
Total Expenditures	1,932,900	2,069,300	2,151,000	2,247,000	2,278,000
Fund Balance:					
Unrestricted Fund Balance	389,100	338,800	356,800	352,800	317,800
TOTAL REQUIREMENTS	**$ 2,322,000**	**$ 2,408,100**	**$ 2,507,800**	**$ 2,599,800**	**$ 2,595,800**
Day's Cash Supply at End of Year	76	62	60	58	52

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

	Per ESU	$ Increase	% Increase
2019-20	$ 7.66	$ 0.55	7.7%
2020-21	$ 8.21	$ 0.55	7.2%
2021-22	$ 8.21	$ -	0.0%
2022-23	$ 8.21	$ -	0.0%

Proposed 2019-20 Rate Increase Analysis

		Bi-Monthly Bill	
	ESUs	Current	Proposed
Single Family Residential	1	$ 14.22	$ 15.32
Commercial	86	$ 1,222.92	$ 1,317.52
School	94	$ 1,336.68	$ 1,440.08
Apartment	44	$ 625.68	$ 674.08

		Incremental Cost of Rate Increase		
	ESUs	Monthly	Bi-Monthly	Annual
Single Family Residential	1	$ 0.55	$ 1.10	$ 6.60
Commercial	86	$ 47.30	$ 94.60	$ 567.60
School	94	$ 51.70	$ 103.40	$ 620.40
Apartment	44	$ 24.20	$ 48.40	$ 290.40

City of Keizer

Long Range Plan - Water System

Fiscal Year 2019-20

		PROJECTED	FORECASTED			
		2018-19	2019-20	2020-21	2021-22	2022-23
1	**RESOURCES:**					
2	**Beginning Balance:**	$ 1,025,800	$ 911,900	$ 746,100	$ 568,400	$ 638,400
3	Water Sales	3,053,000	3,175,000	3,302,000	3,434,000	3,571,000
4	Other Revenues	83,900	85,500	89,000	93,000	97,000
5	**TOTAL RESOURCES**	**$ 4,162,700**	**$ 4,172,400**	**$ 4,137,100**	**$ 4,095,400**	**$ 4,306,400**
6						
7	**REQUIREMENTS:**					
8	**Expenditures:**					
9	Personnel Services	$ 1,080,700	$ 1,156,000	$ 1,237,000	$ 1,324,000	$ 1,417,000
10	Materials & Services	1,435,400	1,473,900	1,503,000	1,533,000	1,564,000
11	Capital Outlay	503,900	564,000	600,000	600,000	600,000
12	Debt Service	230,800	232,400	228,700	-	-
13	**Total Expenditures**	**3,250,800**	**3,426,300**	**3,568,700**	**3,457,000**	**3,581,000**
14	**Fund Balance:**					
15	Reserves	234,100	234,100	150,000	150,000	150,000
16	Fund Balance	677,800	512,000	418,400	488,400	575,400
17	**TOTAL REQUIREMENTS**	**$ 4,162,700**	**$ 4,172,400**	**$ 4,137,100**	**$ 4,095,400**	**$ 4,306,400**
	Days Cash Supply at End of Year	98	71	56	62	70

The Water Fund Long Range Plan includes expenditure projections consistent with the Water System Capital Improvement Program adopted by the City Council.

Conclusion: The update to the Water Services Long-Range plan supports a 4% rate increase for FY19-20 as anticipated when the model was presented to the Long Range Planning Committee last year (March 2018).

Proposed 2019-20 Rate Analysis	**Flate Rate**		**Variable Rate**	
	Current	**Proposed**	**Current**	**Proposed**
Residential 5/8" meter	$ 10.73	$ 11.16	$ 1.45	$ 1.51
Multi-family 1" meter	$ 21.81	$ 22.68	$ 1.45	$ 1.51
Commercial 5/8" meter	$ 10.73	$ 11.16	$ 1.39	$ 1.45

Proposed 2019-20 Rate Increase Impact	**Bi-Monthly Bill**		**Incremental Cost of Rate Increase**		
	Current	**Proposed**	**Monthly**	**Bi-Monthly**	**Annual**
Residential (13 ccf)	$ 30.01	$ 31.21	$ 0.60	$ 1.20	$ 7.20
Multi-family (175 ccf)	$ 276.43	$ 287.49	$ 5.53	$ 11.06	$ 66.34
Commercial (51 ccf)	$ 82.05	$ 85.33	$ 1.64	$ 3.28	$ 19.69

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.

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.

ARRA (AMERICAN RECOVERY AND REINVESTMENT ACT) – On February 17, 2009 President Obama signed the American Recovery and Reinvestment Act or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

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.

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.

Glossary

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.

CAFR (COMPREHENSIVE ANNUAL 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.

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.

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.

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.

Glossary

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.

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.

Glossary

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.

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.

Glossary

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.

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.

Glossary

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.

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.

Glossary

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 R2019-_____

ADOPTING THE FY19-20 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 2019-20 in the sum of $50,475,400 now on file at City Hall in Keizer, Oregon.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated:

General Fund			
	General Services	$2,312,300	
	Community Development	696,000	
	Police	8,014,000	
	Municipal Court	218,000	
	Revenue Sharing	222,500	
	Transfers Out	460,800	
	Contingency	50,000	
TOTAL GENERAL FUND			**$11,973,600**
Administrative Services Fund			
	Admin Services - General	282,000	
	City Manager	253,200	
	City Attorney	321,400	
	City Recorder	266,700	
	Human Resources	349,600	
	Finance – Non-Dept	508,400	
	Information Systems	604,200	
	Utility Billing	374,900	
	Public Works – Non-Dept	609,600	
	Facility Maintenance	370,900	
	Contingency	217,400	
TOTAL ADMINISTRATIVE SERVICES FUND			**4,158,300**
Police Services Fund			
	Transfers Out	652,000	
	Contingency	257,500	
TOTAL POLICE SERVICES FUND			**909,500**

Park Services Fund **TOTAL PARK SERVICES FUND**	Park Services Transfers Out Contingency	1,129,400 25,000 98,000	**1,252,400**
Public Education Government (PEG) Fund **TOTAL PUBLIC EDUCATION GOVERNEMENT FUND**	PEG Contingency	158,900 50,000	**208,900**
Parks Improvement Fund **TOTAL PARKS IMPROVEMENT FUND**	Park Improvement	600,000	**600,000**
Keizer Station LID Fund **TOTAL KEIZER STATION LID FUND**	Debt Service	1,630,000	**1,630,000**
Transportation Improvement Fund **TOTAL TRANSPORTATION IMPROVEMENT FUND**	Transportation Improvement	1,500,000	**1,500,000**
Off-Site Transportation Improvement Fund **TOTAL OFF-SITE TRANSPORTATION IMPROVEMENT FUND**	Off-Site Transportation Improvement	70,500	**70,500**
Housing Services Fund **TOTAL HOUSING SERVICES FUND**	Housing Services	75,000	**75,000**
Energy Efficiency Revolving Loan Fund **TOTAL ENERGY EFFICIENCY REVOLVING LOANFUND**	Energy Efficiency	26,200	**26,200**
Street Fund **TOTAL STREET FUND**	Streets Transfers Out Debt Service Contingency	4,348,900 521,000 152,200 49,700	**5,071,800**

Sewer Fund **TOTAL SEWER FUND**	Sewer Contingency	6,247,900 40,000	**6,287,900**
Water Fund **TOTAL WATER FUND**	Water Debt Service Transfers Out Contingency	2,828,500 228,700 450,000 125,000	**3,632,200**
Water Facility Replacement Reserve Fund **TOTAL WATER FACILITY REPLACEMENT RESERVE FUND**	Water Facility Replacement	450,000	**450,000**
Street Lighting Districts Fund **TOTAL STREET LIGHTING FUND**	Street Lighting Districts Contingency	426,900 30,000	**456,900**
Stormwater Fund **STORMWATER FUND**	Stormwater Contingency	2,178,200 104,400	**2,282,600**
Sewer Reserve Fund **TOTAL SEWER RESERVE FUND**	Sewer Reserve	248,500	**248,500**
Community Center Fund **TOTAL COMMUNITY CENTER FUND**	Community Center Contingency	360,300 20,000	**380,300**
TOTAL APPROPRIATIONS ALL FUNDS			**41,214,600**
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS			**9,260,800**
TOTAL ADOPTED BUDGET			**$50,475,400**

BE IT FURTHER RESOLVED that the ad valorem property taxes are hereby imposed for tax year 2019-20 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 _____, 2019.

SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

CITY COUNCIL MEETING: June 3, 2019

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **KEIZER ROTARY USE AGREEMENT (2019)**

This matter came before Council at the last meeting. Council directed staff to move forward with a new long-term agreement with Rotary for use of the community rooms. Here are the main points of the agreement:

1. The $10,000/700 hours per year would be for projects directly benefiting City parks, property and operations or the public within the City, together with school projects.
2. Each year the parties would meet to discuss the upcoming year's projects. Rotary would deliver a report each year detailing the past year's activity.
3. Rotary will communicate with city staff regarding rules and policies for use of the community rooms on a regular basis. In addition, each year the new president and vice president will meet with city staff go over procedures and any issues with use of the rooms.

Staff appreciates the efforts of Rotary and city councilors in reaching this agreement.

RECOMMENDATION:

Adopt attached resolution authorizing the city manager to enter into the new Keizer Rotary/community rooms use agreement. Please let me know if you have any questions. Thank you.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO KEIZER ROTARY COMMUNITY ROOMS USE AGREEMENT (2019)

WHEREAS, Keizer Rotary has provided substantial support for the City and the community;

WHEREAS, Keizer Rotary Club has used the community rooms under that certain agreement dated April 20, 2009;

WHEREAS, Keizer Rotary and the City would like to continue a long term arrangement for the use of such community rooms;

WHEREAS, a critical reason the City is willing to enter into this agreement is the substantial efforts from Keizer Rotary Club and Keizer Rotary Foundation as 501(c)(4) and 501(c)(3) entities, respectively;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to enter into that certain Keizer Rotary Donation Agreement (2019), a copy of which is attached and by this reference incorporated herein.

BE IT FURTHER RESOLVED that the City Manager is authorized to take all action necessary and appropriate in connection with such Agreement.

////

////

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

KEIZER ROTARY/COMMUNITY ROOMS USE AGREEMENT

PARTIES:

CITY OF KEIZER, an Oregon municipal corporation (hereinafter "City")

ROTARY CLUB OF KEIZER, OREGON an Oregon nonprofit corporation and KEIZER ROTARY FOUNDATION, INC., an Oregon nonprofit corporation (hereinafter "Rotary")

RECITALS:

A. Rotary desires to provide as payment (1) $10,000 donated annually for public projects in Keizer and (2) 700 hours community service per year to City and their community partners for use of Community Rooms. Such service may include but not be limited to the Annual Keizer Civic Center Cleanup, assisting in maintaining the Keizer Rotary Amphitheater, Keizer Rotary Arboretum, Keizer Little League Park and other projects or events as mutually agreed upon.

B. City wishes to accept such payments and both parties wish to agree as to the terms and conditions of Rotary's use of the Community Rooms.

C. The City recognizes and appreciates the many contributions Rotary makes to the City of Keizer and its citizens, including the numerous park improvements, the Keizer Rotary Amphitheater, Keizer Rotary Arboretum, Keizer Little League Field, school projects and other tangible and intangible benefits given by Rotary to the City and therefore agrees to make a long-term commitment to Rotary's use of the Community Rooms as set forth in this Agreement.

NOW, THEREFORE,

AGREEMENT:

l. Upon full execution of this Agreement, Rotary shall commit annually to the coordination of not less than (1) $10,000 donated annually for public projects in Keizer and (2) 700 hours community service per year to City and their community partners. Such funds and volunteer hours shall be for projects benefiting the City, the community or the public, such as projects benefiting City parks and property, school projects and other projects

directly benefiting the public within the City. No later than August 1 each year, Rotary shall submit a written report detailing the projects for the previous fiscal year, together with the dollar amount and hours spent. Rotary and City are encouraged to meet at least once per year to discuss potential projects.

2. City agrees to allow placement of a sign in the form of the “Rotary Wheel" to be placed in one of the Community Rooms (or bays) at the Keizer Civic Center. The size, design and placement shall be subject to the reasonable approval of the City Manager. Rotary shall remove such sign upon termination of this Agreement.

3. Rotary shall be allowed placement of a cabinet within or adjacent to the Community Rooms for storage of Rotary Club items. Such cabinet shall be purchased and owned by Rotary. Rotary shall not store flammable or other dangerous materials in such cabinet and shall keep the cabinet locked except when returning or removing items. City Manager shall determine the location of such cabinet. Rotary agrees and understands that access to such cabinet may be limited from time-to-time due to other activities in the Community Rooms. Rotary agrees and understands that risk of loss to the cabinet and its contents remains solely with Rotary under all circumstances. All Rotary items shall be stored in the cabinet unless City gives written consent to allow extra storage area.

4. Rotary shall be allowed use of Community Rooms as follows:

a. Rotary shall use the Community Rooms (including the Public Lobby and North Lobby) one (l) time per year for their annual Keizer Rotary Foundation Raffle and Party. Rotary shall do their own assembly, disassembly, full clean up and provide their own caterer and service personnel for the event. Rotary shall provide written notice at least three (3) months in advance. If such date is available, City will promptly confirm to Rotary in writing.

Not less than two (2) weeks before the event, Rotary representatives who are in charge of assembly/disassembly shall meet with City staff to review Rotary’s plan for the event and review the rules and procedures.

b. Rotary shall be allowed to use the Community Rooms (including the Public Lobby and North Lobby) one (1) other time per calendar year for events depending on availability. Rotary shall do their own assembly, disassembly, full clean up and provide their own caterer

and service personnel for any event. Rotary shall provide written notice at least three (3) months in advance of the proposed date for the event. If such date is available, City will promptly confirm to Keizer Rotary in writing.

c. Rotary shall be allowed to hold their weekly meetings in a portion of the Community Rooms. Rotary shall do their own assembly, disassembly, full clean up and provide their own caterer and service personnel for the event. Rotary shall schedule the weekly luncheons on a regular basis for no less than six (6) months in advance. Rotary shall give City thirty (30) days written notice if they are not using one of the scheduled dates, unless extreme weather, major illness or other circumstances beyond Rotary's control requires the notice to be less than thirty (30) days. If the City books an event that would preclude Rotary from using a portion of the Community Rooms for one or more of the weekly meetings, City must notify Rotary at least thirty (30) days in advance of the scheduled meeting to allow Rotary to make other arrangements. City shall not displace Rotary more than four (4) times in a calendar year without Rotary's written consent.

5. Each year within thirty (30) days of taking office, the new Rotary President and Vice-President shall meet with City staff to review rules and protocol for use of the Community Rooms.

6. Only City staff shall move the walls in the Community Rooms.

7. Rotary agrees to defend and indemnify City, including its employees, officers, agents and independent contractors, against any and all claims, costs, expenses (including attorney fees), losses, damages, fines, charges, actions or other liabilities arising in any way, directly or indirectly in connection with the use of the Keizer Community Center and the Keizer Civic Center in its entirety.

8. Rotary shall abide by all adopted regulations and rules of use for the Community Rooms and other portions of the Civic Center, including, but not limited to any adopted rules and requirements for the serving of alcohol.

9. Rotary shall, at its sole cost and expense, procure and maintain through the term of this Agreement 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 by this Agreement 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. Evidence of the insurance and additional insured endorsement must be provided to City upon signing of this Agreement and must be maintained the entirety of this Agreement. If Rotary at any time changes insurance carriers or policies, Rotary shall immediately provide the updated insurance certificates and endorsements to City.

10. City shall allow the scheduling of the Community Rooms and other facilities as set forth herein for a period of ten (10) years from the date of this Agreement. The Agreement may be reviewed/renewed every ten (10) years thereafter upon the mutual consent of the parties.

11. Rotary shall obtain and pay for any required licenses or permits including, but not limited to; any liquor licenses, and shall pay all ad valorem real and personal property taxes and excise taxes, if any, or any other tax or fee that may be levied upon the property as a result of this Agreement. Rotary shall indemnify City and hold City harmless from any and all costs and damages of any kind under this Section.

12. If a party breaches any obligation under this Agreement, the other party may, subject to Section 13 below, terminate this Agreement by giving ninety (90) days written notice describing the nature of the breach.

13. If a dispute arises out of or relates to this contract, or the alleged breach thereof, and if the dispute is not settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation within 30 days administered under Oregon Revised Statutes Chapter 36 before resorting to arbitration, litigation, or some other dispute resolution procedure. In the event that parties are unable to agree on a mediator, a mediator shall be appointed by the named administrator. The process shall be confidential based on terms acceptable to the mediator and/or mediation service provider.

14. If both parties mutually agree in writing, this Agreement may be terminated on the date set forth in such written termination.

15. This Agreement is strictly non-transferable. No rights under this Agreement may be assigned or transferred in any manner whatsoever.

CITY OF KEIZER

By:_____
City Manager
DATED:_____

ROTARY CLUB OF KEIZER, OREGON

By:_____
AJ Nash, President
DATED:_____

KEIZER ROTARY FOUNDATION

By:_____
Marc Adams, Chair
DATED:_____

CITY COUNCIL MEETING: June 3, 2019

AGENDA ITEM NUMBER: _____

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

FROM: **MACHELL DEPINA**
HUMAN RESOURCES DIRECTOR

SUBJECT: **CITY ATTORNEY EVALUATION**

ISSUE

The City Attorney's Employment Contract was previously extended to June 30, 2020 and provides for a yearly performance review. The yearly performance review has been completed for the year ending June 30, 2019 and the Council has determined E. Shannon Johnson's performance is satisfactory.

The City Attorney's Employment Contract states that the City Council will express in writing any recommendations and observations. Therefore, I have prepared a Resolution authorizing the Mayor to send a letter to the City Attorney satisfying this requirement.

RECOMMENDATION

It is recommended that the Council review the attached Resolution and take appropriate action.

If you have any questions regarding this staff report, please contact me by phone at 503-856-3417 or by email at depinam@keizer.org.

Thank you.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

REGARDING EVALUATION OF CITY ATTORNEY

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, 2019 and the Council has determined that 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 a letter to Shannon Johnson on behalf of the Council stating that the requirement to provide written recommendations and observations has been satisfied.

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

PASSED this _____ day of _____, 2019.
SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

CITY COUNCIL MEETING: June 3, 2019

AGENDA ITEM NUMBER: _____

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

FROM: **MACHELL DEPINA**
HUMAN RESOURCES DIRECTOR

SUBJECT: **CITY MANAGER EVALUATION**

ISSUE

The City Manager's Employment Contract was previously extended to June 30, 2020 and provides for a yearly performance review. The yearly performance review has been completed for the year ending June 30, 2019 and the Council has determined Chris Eppley's performance is satisfactory.

The City Manager's Employment Contract states that the City Council will express in writing any recommendations and observations. Therefore, I have prepared a Resolution authorizing the Mayor to send a letter to the City Manager satisfying this requirement.

RECOMMENDATION

It is recommended that the Council review the attached Resolution and take appropriate action.

If you have any questions regarding this staff report, please contact me by phone at 503-856-3417 or by email at depinam@keizer.org.

Thank you.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

REGARDING EVALUATION OF CITY MANAGER

WHEREAS, the City Manager'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, 2019 and the Council has determined that Chris Eppley'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 Chris Eppley 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 a letter to Chris Eppley on behalf of the Council stating that the requirement to provide written recommendations and observations has been satisfied.

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

PASSED this _____ day of _____, 2019.
SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

CITY COUNCIL MEETING: June 3, 2019

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND CITY COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **ESTABLISHMENT OF GIS (Geographic Information System) TECHNICIAN CLASSIFICATION**

ISSUE:

As was presented to the Budget Committee the City Manager's Fiscal Year 2019/2020 Recommended Budget includes funding from various Public Works funds for establishment of a new GIS Technician classification. Some GIS duties have previously been performed as a portion of one of the Environmental Program Technicians duties. However, the increased workload related to GIS in the Public Works Department and the general workload for our Environmental Program Technicians support the need for a full-time GIS Technician at this time.

Human Resources Director Machell DePina reviewed comparable classifications and worked with Environmental & Technical Division Manager Elizabeth Sagmiller and myself to develop the new job description and determined this new classification to be appropriately placed on the City's Non-Bargaining Unit Employees Pay Schedule at Range 21. We now request approval to establish this new classification effective July 1, 2019.

RECOMMENDATION:

It is recommended the City Council pass the Resolution Establishing the Classification of GIS Technician.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

ESTABLISHING CLASSIFICATION OF GIS (GEOGRAPHIC INFORMATION SYSTEM) TECHNICIAN

WHEREAS, the City Council of the City of Keizer desires to create the classification of GIS (Geographic Information System) Technician;

WHEREAS, no such Classification exists currently;

WHEREAS, the Human Resources Director has conducted research relative to appropriate salary of such classification and based on this analysis the GIS (Geographic Information System) Technician classification would be placed at Range 21 within the City's Non-Bargaining Unit Employees Salary Schedule;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the classification of GIS (Geographic Information System) Technician is hereby created and placed at Range 21 of the City's Non-Bargaining Unit Employees Salary Schedule.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: June 3, 2019

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **RESOLUTION AUTHORIZING CHARGES FOR POLICE TIME AT PRIVATE EVENTS**

Attached for your consideration is a Resolution authorizing charges for police time at private events. The Council established the fee of $70 per hour per officer on June 20, 2016; staff is recommending that such fee be increased to $80 per hour per officer. The City strives to adjust the fees to the City's actual costs; i.e. usually the staff time involved. Therefore, staff is recommending a fee that is a best estimate based on an average of the actual costs.

State law requires that all fees be adopted by the City Council and that public input be accepted. There is no requirement for a formal public hearing, but the Mayor should ask if any party wants to provide input.

RECOMMENDATION:

Allow for public input and unless there are objections or questions, adopt the attached Resolution.

Please let me know if you have any questions. Thank you.

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING CHARGES FOR POLICE TIME AT PRIVATE EVENTS; **REPEALING RESOLUTION R2016-2693**

WHEREAS, at certain times private groups or parties request police presence for certain events;

WHEREAS, the City Council adopted Resolution R2016-2693 on June 20, 2016 authorizing charges for police time at private events;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to revise the charges for police time at private events;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Keizer Police Department is authorized to charge $80.00 per hour per officer for private events, plus actual incurred incidental costs on a contractual basis. This service is only authorized when the use of such police time will not diminish normal staffing levels.

BE IT FURTHER RESOLVED that the Police Chief and City Manager are authorized to develop reasonable processes and procedures for use of police time for private events.

BE IT FURTHER RESOLVED the Resolution R2016-2693 (Authorizing Charges for Police Time at Private Events) is hereby repealed in its entirety.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, May 13, 2019
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
Kim Freeman, Councilor (6:04)
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor

Absent:
Dan Kohler, Councilor

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Recorder
Nate Brown, Community Development
Shane Witham, Senior Planner
Tim Wood, Finance Director
Tracy Davis, City Recorder

DISCUSSION

a. Growth: What We Know – A review of studies and documents

Community Development Director Nate Brown explained that this meeting was to help Councilors understand plans for growth following the various studies that have been undertaken. He reviewed the studies noting that they set the context for the Cost of Growth study.

Senior Planner Shane Witham explained that one of the results of the periodic review showed that Keizer didn't have enough land to accommodate the projected growth. He referred Council to a chart which lays out possible urban growth boundary expansion steps and explained that when exploring growth opportunities it was clear that there would be significant expenses incurred to serve the new areas with infrastructures. It would take almost ten times the current system development charges (SDC) to put the infrastructure in place, so affordable housing would not be realistic.

Mr. Brown noted that there are different strategies but the bottom line is that someone has to pay for the infrastructure. He added that the revitalization plan is now entering the final phases and the primary objective is to see how to increase capacity; to use land efficiently by adding density through creation of additional units and jobs. He explained that the Buildable Lands Inventory strategy report indicates that there could be 5700 new units created and 6000 jobs created through redevelopment. The Economic

Market Analysis shows that the likelihood of redevelopment on River Road in the near future is low because the current return on investment is stable and healthy. Additionally transportation constraints along corridors will need to be considered when the transportation system plan is reviewed.

Discussion followed regarding possible traffic configurations on River Road, the revitalization report, mobility standards, population projections, housing types, long range economic development, accommodation of all income levels, the impacts of growth on franchise/police/services fees, and the high cost of single family residential units.

Mr. Brown provided additional information from the Department of Land Conservation and Development regarding the possibility of 'divorcing' from Salem so that Keizer has an urban growth boundary separate from Salem. He explained that the process would include getting an agreement from all jurisdictions and that, if all agreed, then Keizer would be put in periodic review again and would need to have all new studies done, repeating all the work done up to this point.

He concluded noting that this will all be a challenge, all factors have to be weighed. It is a regional issue and all entities should be at the table as a region. He added that the big gorilla in the room is transportation but a project funded through SKATS will study the impacts of the different scenarios of growth in the regional area. This should be completed by the end of the year.

Mr. Witham added that there are tough decisions ahead and there is NO 'do nothing' approach. The City will need to do something and it will cost. Staff wanted Council to have as much as the information as possible so that they can make informed decisions.

ADJOURNMENT Mayor Clark adjourned the meeting at 7:18 p.m.

MAYOR: APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

~ Absent ~

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved:_____

MINUTES
KEIZER CITY COUNCIL
Monday, May 20, 2019
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
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Daniel Kohler, Councilor
Anne Farris, Youth Councilor
Kim Freeman, Councilor
Elizabeth Smith, Councilor

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development Director
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION **Salem Keizer Coalition for Equality 20th Anniversary** Mayor Clark read the Proclamation into the record noting that she would present it at their luncheon on May 29.

COMMITTEE REPORTS

Matt Lawyer, Keizer, reported on the Claggett Creek Watershed Council collaborative effort with Whiteaker Middle School and McNary High School to clean up the Keizer Rotary Arboretum in Honor of Wilbur Bluhm. He added that there are plans to clean up Wallace House Park and to work on the story map.

Donna Bradley, Keizer, reported that because of the extra funding from the Parks fee, the parks are being well maintained and that the Budget Committee had approved extra funding for the youth projects portion of the Parks Matching Grant Program.

PUBLIC TESTIMONY

Carol Phipps, Keizer, representing the West Keizer Neighborhood Association, read a letter supporting the park host program and specifically option #3 of the 'Buchanan House Use Options' in the Council packet.

Richard Walsh, Keizer, pointed out that both the Parks Board and West Keizer Neighborhood Association had voted unanimously to recommend reinstatement of the Park Host program. Additionally, the volunteers who worked on development of the master plan had clearly supported a resident 'caretaker' for the park. He added that the house could be used for storage and the RV pad could be set aside for a host making the program identical to the State program.

Rhonda Rich, Keizer, voiced support of reinstating the Park Host noting that it would save the City money by having a volunteer living in the house and providing service in lieu of rent.

Allen Barker, Keizer, voiced support for the Park Host program and indicated that he would be interested in applying for the position. He suggested that the host be contract labor so that the City would not be responsible for their health insurance and urged Council to move quickly to prevent squatters from taking over the house.

Darrell Richardson, Keizer, announced that he had been a resident of Keizer for 52 years and had taken care of Sunset Park for 35 years. He suggested that a full time park host live in the house at Keizer Rapids Park and that a part time one come from April to October to help with the increased summer needs. He added that he might be available as a volunteer camp host and could serve as handyman and do repairs on the Buchanan house.

PUBLIC HEARING

a. ORDINANCE – Amending Keizer Development Code Regarding Section 2.109, Section 2.115, and Section 2.434; Amending Ordinance No. 98-389; Declaring an Emergency

Mayor Clark opened the Public Hearing.

City Attorney Shannon Johnson summarized his staff report and noted that this is mostly a housekeeping measure. There were no questions from Council.

With no testimony, Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 2.109 (Commercial Office), Section 2.115 (Agricultural Industrial), and Section 2.434 (Mobile Food Vendors); Amending Ordinance No. 98-389; Declaring an Emergency. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. b. 2019-2020 Annual Action Plan

Mayor Clark opened the Public Hearing.

Mr. Johnson summarized his staff report noting that Salem manages the plan and any comments from Council would go back to Salem with the

final plan to be adopted a the July Council meeting.

Mayor Clark asked questions regarding oversight of the program, offered corrections and suggested changes to pages 7, 27 and 32 of the report, and urged everyone to look closely at page 39 of the report (listing vouchers) to aid in understanding what people have to go through to get vouchers for affordable housing.

Councilor Freeman requested that someone from Salem come to a Council meeting to field questions and clarify the report.

With no further testimony, Mayor Clark closed the Public Hearing.

c. RESOLUTION – Authorization for Supplemental Budget – General Administration – Contingency

Mayor Clark opened the Public Hearing.

Finance Director Tim Wood summarized his staff report going over each fund. There was no testimony or questions from Council.

With no testimony, Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – General Administration – Contingency. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

RESOLUTION – Authorization for Supplemental Budget – PEG Fund Contingency

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – PEG Fund Contingency. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

RESOLUTION – Authorization for Supplemental Budget – General Fund – Municipal Court

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – General Fund – Municipal Court. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

RESOLUTION – Authorization for Supplemental Budget – Administrative

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – Administrative Services Fund – Public Works Civic Center Facilities. Councilor Herrera

Services Fund – Public Works Civic Center Facilities Contingency

seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. Buchanan House and Park Host Program

City Manager Chris Eppley summarized his staff report adding that the Park Host role had migrated away from providing security for the neighborhood and morphed into providing labor for the park. Ultimately the agreement was converted to a rental because the work became too much. He then reviewed the pros and cons on the options.

Richard Walsh came forward and suggested modeling the program after the Oregon State Park program noting that there would be security and services through a volunteer living on the RV pad and that the State will even refer people to Keizer.

Discussion followed regarding security, being explicitly clear on expectations, park host safety and the importance of getting someone into the house as soon as possible. Mr. Eppley suggested that Council move forward with the park host in the house and then develop the RV piece later, perhaps as a supplemental host for summer in the RV. He noted that staff could work with this and bring it back; develop a park host job description and recruit someone to move into the house as soon as possible.

Councilor Freeman moved that the Keizer City Council direct staff to come back with a recommendation for the Park Host job description with the Park Host to live in the Buchanan House and to develop the second phase of the Park Host program with a possible RV as needed. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. ORDER – In The Matter of the Application of Donahue Schriber for a Fourth Amendment to the Keizer Station Master Plan

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt an Order In The Matter of the Application of Donahue Schriber for a Fourth Amendment to the Keizer Station Master Plan (Area A – Village Center) (Master Plan Case No. 2019-10). Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. RESOLUTION – Establishing Charter Review Committee

Mr. Johnson explained that this Resolution was prepared at Council direction. A scrivener's error was corrected (2018 to 2019).

Councilor Freeman moved that the Keizer City Council adopt a Resolution Establishing Charter Review Committee. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

d. RESOLUTION – Establishing Keizer Park Use Fees; Repealing R2018-2884

Mr. Johnson summarized his staff report, provided clarification and fielded questions. He noted that Section 12 Exempt Uses are 'city activities' not 'city-hosted' as stated in the staff report.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Establishing Keizer Park Use Fees; Repealing R2018-2884. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

e. Keizer Rotary Use Agreement

Taken out of Order.

Mr. Johnson provided background information and details about the Rotary Use Ten-Year Agreement and summarized his staff report which outlined the suggested options.

Mark Caillier, Keizer, on behalf of the Keizer Rotary Club and Foundation explained that the Rotary is asking that Council waive the Community Room Use Fees and noted that President A.J. Nash and Mark Adams could not be at the meeting to make the request because they had out of town commitments.

Councilors Herrera, Parsons and Kohler expressed appreciation for all that the Rotary has done in the past. Mayor Clark noted that this would set a precedence and Council has to consider that. She voiced appreciation to Rotary for working through the process.

Councilor Freeman moved that the Keizer City Council move forward with the modified Rotary proposal as indicated in the Staff Report and to leave room for additional modifications as indicated during negotiations.

Discussion followed regarding the cost of waiving fees for other non-profits, what is best for the community in general, trusting Rotary to use the savings to them and multiply the benefit for the community, and the importance of communication and collaboration with City staff.

Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

f. RESOLUTION – Authorizing Mayor to Send Letter of Support for a Safe Routes to School Program and Coordinator Position in this Area

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Mayor to Send Letter of Support for a Safe Routes to School Program and Coordinator Position in this Area. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

g. RESOLUTION – Declaring the House at 1990 Chemawa Road North, Keizer Oregon to be Surplus and Authorizing its Sale

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Declaring the House at 1990 Chemawa Road North, Keizer Oregon to be Surplus and Authorizing its Sale. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

a. Keizer Police Department Report on Disbursement of Petty Cash Funds Fiscal Year 19
b. Approval of May 6, 2019 Regular Session Minutes

Councilor Freeman moved for approval of the Consent Calendar. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

COUNCIL LIAISON REPORTS

Councilor Kohler announced that the McNary Band took second place in the State OSAA Band competition, reviewed meetings and events he had attended and announced upcoming ones.

Councilor Reid thanked Todd Layton and the McNary Graphic Arts Department for designing the sweatshirts all councilors were wearing, reviewed meetings and events she had attended and announced upcoming ones.

Councilor Freeman thanked Councilor Reid for covering her Planning Commission meeting while she was on vacation, Todd Layton for the sweatshirts, Councilor Smith for her leadership in the float decorating and all the vendors, rides and supporters of the KeizerFest.

Councilor Smith reported that she enjoyed the float decorating and riding and looked forward to working as a team to accomplish the goals of the community of Keizer.

Councilor Parsons reviewed upcoming meetings, thanked Councilor Herrera and Pastor Dominguez and the Latino Action Committee for their event and the scholarships they gave out, reviewed KeizerFest events and commended the Chamber for the good weather.

Councilor Herrera thanked everyone who attended the Scholarship Banquet and provided details about the event, the scholarships that were awarded and the recipients. He thanked the Chamber for the Sponsors Luncheon, congratulated the McNary Softball Team for winning the league and urged everyone to vote.

Youth Councilor Anne Farris urged everyone to support Celtic sports, announced multiple upcoming events at McNary, declared that scholarship awards have exceeded last year at $8.8 million, and congratulated Angel Lopez, recipient of the Ford Scholarship, Maya Luscomb and Grace Trammell, winners of the 2019 Distinguished Young Women award and the McNary Band.

Mayor Clark encouraged everyone to support the Volcanoes noting that the players will start arriving in June, reviewed various meetings and events she had attended, thanked Creekside for sponsoring the Mayor's Pet Parade, suggested a work session tour of Portland General Electric to learn about resiliency and storm preparedness, and announced upcoming meetings and events.

OTHER BUSINESS

Chief Teague reported that 3 reserve officers graduated this week and a regular officer the week before. They will be on duty shortly.

Public Works Director Bill Lawyer shared the timeline for the ADA sidewalk upgrades and River Road paving. Councilor Parsons thanked Public Works employees for their work after the parade.

WRITTEN COMMUNICATIONS

Mayor Clark shared a graduation announcement received from former Youth Councilor Ryan Edsall.

Councilor Parsons read into the record several emails from businesses along Cherry Avenue and the KeizerFest area supporting the event and the efforts of the Chamber to keep businesses from being disrupted.

AGENDA INPUT

June 3, 2019 - 7:00 p.m. – City Council Meeting
June 10, 2019 - 6:00 p.m. – City Council Work Session
June 17, 2019 - 7:00 p.m. – City Council Meeting

ADJOURNMENT Mayor Clark adjourned the meeting at 9:30 p.m.

MAYOR: APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved:_____