

ADDITIONS A G E N D A



Joint Meeting of the City of Salem Budget Committee and
the Salem Urban Renewal Agency Budget Committee

DATE:	Wednesday April 24, 2024	STAFF LIAISON:	
TIME:	6:00 PM	Josh Eggleston, Chief Financial Officer	
CHAIRPERSON:	Dr. Irvin Brown	503-588-6130	
		jeggleston@cityofsalem.net	
PLACE:	Hybrid Meeting	Kali Leinenbach, Budget Manager	
	Council Chambers and Youtube	503-588-6231	
		kleinenbach@cityofsalem.net	

Written comments on agenda items may be submitted at budgetoffice@cityofsalem.net. Public comment may also be provided in person or via ZOOM. If using ZOOM, please pre-register between 8:00AM and 2:00PM on the day of the meeting at the following link: [Comment and Participate in a City Council Meeting | Salem, Oregon \(cityofsalem.net\)](#)

ADDITIONS AGENDA

2. Public Testimony
 - a. Correspondence from Karen Sjogren regarding parks programs.
 - b. Correspondence from Jacqueline Schindele regarding parks programs.
 - c. Correspondence from Shirlene Gonzalez regarding the CIP.

4. Action Items
 - b. Errata Sheet 2 – Utility Fund summary page 433 and associated summaries, Capital Improvements pages 222-223 (Airport Improvements), 243 & 245 (Water Improvements) and associated summaries.

5. INFORMATION ITEMS
 - c. Staff Report – Additional Responses to Committee Member Questions.

From: [Karen Sjogren](#)
To: [budgetoffice](#)
Subject: Tonight's meeting, my testimony
Date: Wednesday, April 24, 2024 11:00:30 AM

This email constitutes my written testimony for tonight's meeting. Please reinstate the park programs recently cancelled due to budget shortfalls by using money in the fund generated by hotel taxes. These are enjoyable summer public programs that make appropriate use of our parks and are especially of benefit to kids and families. It is important that our parks remain available as a gathering place for local residents for cultural as well as physical activities. This is my second email so please excuse the redundancy if you received both.

From: [jacqueline schindele](mailto:jacqueline.schindele)
To: budgetoffice; [Keith Stahley](mailto:Keith.Stahley)
Subject: Fwd: Library Support
Date: Wednesday, April 24, 2024 11:18:14 AM

----- Forwarded message -----

From: **jacqueline schindele** <jacquelineandtazio@gmail.com>
Date: Wed, Apr 24, 2024, 11:07 AM
Subject: Library Support
To: <council@cityofsalem.net>, <manager@cityofsalem.net>, Delana Beaton <rdbeaton61@gmail.com>, Joan Lloyd <jello879@gmail.com>, Nicole Sallee <nicolecsallee@gmail.com>, <cstuartkenyon@gmail.com>, Jeanne Stewart <tandjstewart@msn.com>, Carol Voeller <cwvoeller@gmail.com>, Sandi Cormier <s_jcormier@yahoo.com>, Anna Kim <justakim@gmail.com>, Allen Prell <allen.prell0419@gmail.com>, Michele Ballantyne <micheleballantynedesigns@gmail.com>, Brian Schindele <bschindele@sonic.net>, Dennis C Hill <BanditMIS@comcast.net>, Laura Buhl <buhll@yahoo.com>, WILLIAM LEACH <buffalochipsinc@msn.com>, Cindy Kimball <kimball.cindylou@gmail.com>, Chris Librarian <rosequilt444@gmail.com>, Nick Cantonwine <nickcantonwine@yahoo.com>, <citycouncil@cityofsalem.net>, Erin Grimm <erinegrimm@gmail.com>, Steve MAY <forfelines@yahoo.com>, Nancy Henderson <hen08hen@gmail.com>, Ruth Hudgens <judgie45@gmail.com>, Harold Jones <jonesigirl@gmail.com>, Patrice <pateice.holt@gmail.com>, Leslie Polson <ijsy69@aol.com>, <ivstapleton1@msn.com>, Jenna Otto <jennaholtotto@gmail.com>, Lucinda Jackson <lucindadjackson@gmail.com>, Marnie Jeffers <mjhowls@gmail.com>, Jim Nafzinger <jnafzige@willamette.edu>, Kaasie <kquilesq@comcast.net>, LaLainya Kruger <lainyak@gmail.com>, Ken Simila <similand@msn.com>, Nancy Layton <nancy.layton5@gmail.com>, Lynn Takata <lynntakata@aol.com>, Steve May <kinsmenoftheshelf@gmail.com>, Nancy McDaniel <nanmcdann@yahoo.com>, Leah Moe <leahjonesmoe@gmail.com>, Margaret McCaan Grant <margaretgnt@yahoo.com>, A.P. Walther <ap@salemweeklynews.com>, RATZLAFF Doreen J * DCBS <Doreen.J.RATZLAFF@dcbs.oregon.gov>, Laurelyn Schellin <laurelynschellin@hotmail.com>, Sarah Evans <evans.sj@gmail.com>, Leon Theodore <loentheodore@yahoo.com>, Vanessa Nordyke <vnordyke@cityofsalem.net>, Wendy Yoder <yodkauff@comcast.net>, Michael Williams <Williams.M@gmail.com>

A city may be said to be only as fine as it's Library.
Salem is in danger of becoming a wasteland.

Should Salem ax the Library there would be several unhappy consequences. Below are a few examples which highlight some of the most vulnerable of our population.

Many of those who are seeking gainful employment would no longer have another safe and free place to find jobs. So many forms to be electronically filed would not be executed. Those on fixed incomes would not have internet access as well. Many seniors already forced to choose between medications and utilities would loose their ability to communicate with a system that offers no choice other than high speed internet. Those individuals who are already stressed would become even more so, creating further health issues. This also could

potentially increase the homeless situation as these individuals would be caught in the snare of a world that relies on the internet to function. If one cannot afford conductivity where can one safely access the www but the Library? For the unemployed the unemployment office is crowded and does not offer the gentle help offered by Library staff.

Children from low income homes are also affected. Many are in families where both parents work to provide basic necessities. These children, be they born to immigrants or long-time Americans, increasingly need extra support to achieve the level of literacy necessary for their economic future.

With cuts in the Salem- Kaiser school system, now is not the time to cut Library services.

Don't also discount the idea that the homeless don't use the Library. Some go for a safe place to sleep, some to use the internet for a free way to maintain family ties, for entertainment or to read

a good book. In today's parlance, whatever. Homeless children can engage in virtual learning activities

while their parents can seek employment or social services.

The above are just a few timely reasons for keeping the Library going at full strength. I could easily cite a few hundred.

Several years ago I read a disturbing statistic, which stated that 1 in every 4 Americans was functionally illiterate. What that says, or implies is deeply troubling for Salem, for Oregon and for the nation. Literacy and learning, teachers and libraries must be protected and cherished. These ideas, individuals and institutions are critical for our future.

Maybe you haven't been inside a library for years, maybe you are one of the functionally illiterate, maybe you just don't enjoy reading, please don't deny

others the pleasure of the safest, only healthy narcotic there is, albeit the most addictive, books.

There is an excellent article which illustrates the exemplary behavior of Library patrons:

<https://www.upworthy.com/closed-swedish-library-left-its-door-open-the-community-reacted-with-pure-goodness-rp2>

Read it.

Thank you.

Jacqueline Schindele
Bibliophile

From: [PEDRO GONZALEZ](#)
To: [budgetoffice](#)
Cc: [Julie Hoy; dg.boardstuff@gmail.com](#)
Subject: CIP Public Comment project 0001493
Date: Wednesday, April 24, 2024 12:28:09 PM

To: Budget Committee

Regarding the Proposed Capital Improvement Plan - Fiscal Years 2025 through 2029, please do not combine CIP Project Number 0001501- Livingston Park design for playground facilities improvements (2024-2028 CIP) with other playground improvements into project 0001493.

The 2024-2028 CIP forecasted funding of \$120,000 in FY 2028 for project 0001501. By combining this project into 0001493, the neighbors lose visibility on the forecasted funding for Livingston Park.

Kind regards,
Shirlene Gonzalez

TO: Budget Committee

THROUGH: Keith Stahley, City Manager

FROM: Josh Eggleston, Chief Financial Officer

SUBJECT: Errata Sheet 2 – Utility Fund summary page 433 and associate summaries, Capital Improvements pages 222-223 (Airport Improvements), 243 & 245 (Water Improvements) and associated summaries.

ISSUE:

To inform the Budget Committee about errors and corrections, or updated information regarding the Proposed FY 2025 City of Salem Budget

RECOMMENDATION:

1. Accept changes to the Utility Fund Summary, page 433 and associate summaries, Capital Improvements pages 222-223 (Airport Improvements), 243 & 245 (Water Improvements) and associated summaries. There is a budgetary impact with approval of this errata in the Airport Improvements section.

SUMMARY AND BACKGROUND:

Errata sheets are used in the budget process to identify and correct errors to the proposed budget or provide updated information. Small errors in formatting, spelling, and grammar may not be included in an errata sheet, but instead will be corrected prior to publication of the adopted budget. When an error or updated information has a budgetary impact or could affect comprehension, an errata sheet is prepared.

FACTS AND FINDINGS:

During the review process of the budget book, it was realized the Seasonal and Relief line and the Premium Pay line in the Utility Fund summary on page 433 was switched. Approval of this errata will correct the description of the account associated with the costs of these lines. The values are correct and there are no budgetary impacts to this approval.

Additionally, in the Water section of the Capital Improvements it was realized two projects (numbers 8 & 9) had their titles inverted from their descriptions. The revenue description also should not have included SDCs as a revenue source in the display. Finally, in the Airport section of the Capital Improvements omitted the Airport Terminal Expansion project. This project had been incorreccted labeled as the North Terminal Campus Improvements. This project has its own separate funding that has been corrected in the display.

Kelli Blechschmidt
Management Analyst II

Attachments:

1. Errata 2 replacement pages

City of Salem Budget
Utility Fund
FY 2025

Utility Fund Expenditures

Account	Description	Budget FY 2022	Actual FY 2022	Budget FY 2023	Actual FY 2023	Budget FY 2024	Mgr Rec FY 2025	BC Rec FY 2025	Adopted FY 2025	Difference from FY 2024	% Chg Difference
51010	SALARIES AND WAGES	\$ 24,156,280	\$ 22,255,515	\$ 25,570,620	\$ 22,492,089	\$ 27,250,100	\$ 29,137,250			\$ 1,887,150	6.9%
51015	PREMIUM PAY	-	4,237	-	2,440	2,200	-			(2,200)	-100.0%
51020	SEASONAL AND RELIEF	467,280	173,973	288,450	115,434	339,300	342,610			3,310	1.0%
51025	HOLIDAY - REGULAR	9,800	60,377	11,470	61,659	8,500	65,500			57,000	670.6%
51030	OVERTIME	530,830	531,192	562,920	583,340	629,630	613,290			(16,340)	-2.6%
51080	STANDBY	264,390	99,370	279,220	114,094	280,060	257,080			(22,980)	-8.2%
51090	DIFFERENTIAL	44,040	41,852	51,390	45,899	44,010	50,790			6,780	15.4%
51100	INCENTIVES	24,090	28,395	24,440	29,066	22,510	27,340			4,830	21.5%
51120	LEAVE PAYOFF	249,850	327,637	378,070	434,885	326,900	356,680			29,780	9.1%
51125	PAID MED FAM LEAVE	-	195	-	-	-	-			-	-
51126	WA L&I INSURANCE	-	374	-	140	-	-			-	-
51130	CAR ALLOWANCE	13,360	13,432	13,410	11,336	12,420	13,120			700	5.6%
51150	DEPT HEAD ANNUITY	9,540	9,906	9,840	10,432	11,960	10,220			(1,740)	-14.5%
51195	OTHER PAY / BENEFITS	153,780	-	344,420	110,256	273,030	78,180			(194,850)	-71.4%
51210	FICA AND MEDICARE	1,965,110	1,755,677	2,063,730	1,804,239	2,195,470	2,356,230			160,760	7.3%
51221	WORKERS' COMP PREMIUM	239,990	240,040	260,460	260,484	401,580	399,760			(1,820)	-0.5%
51222	WORKERS' COMP STATE ASSMT	9,870	5,878	9,880	5,782	15,890	14,220			(1,670)	-10.5%
51225	PAID FAMILY LEAVE - STATE ASSMT	128,810	-	135,850	114,494	289,070	307,580			18,510	6.4%
51230	UNEMPLOYMENT	50,000	39,950	40,000	17,954	40,000	20,000			(20,000)	-50.0%
51240	EMPLOYER - RETIREMENT PERS	4,979,070	4,398,145	5,233,440	4,477,729	5,769,290	6,072,560			303,270	5.3%
51243	PERS UNFUNDED LIABILITY	1,335,930	1,335,930	1,384,220	1,384,248	1,412,360	1,422,030			9,670	0.7%
51245	EMPLOYER - PERS PICKUP	1,517,940	1,329,306	1,613,960	1,353,214	1,714,610	1,831,650			117,040	6.8%
51250	INSURANCE - MEDICAL	6,081,290	5,155,160	6,320,040	5,233,905	6,885,960	7,752,120			866,160	12.6%
51255	INSURANCE - VISION	149,740	124,772	147,880	121,016	151,810	151,580			(230)	-0.2%
51260	INSURANCE - DENTAL	506,570	421,595	500,000	400,983	506,920	502,610			(4,310)	-0.9%
51265	INSURANCE - LIFE	75,440	46,940	76,750	47,118	80,890	83,590			2,700	3.3%
51270	INSURANCE - DISABILITY	22,910	21,426	24,140	21,370	26,030	29,750			3,720	14.3%
	Total Personal Services	\$ 42,985,910	\$ 38,421,274	\$ 45,344,600	\$ 39,253,608	\$ 48,690,500	\$ 51,895,740			\$ 3,205,240	6.6%
52110	SUBSCRIPTIONS AND BOOKS	\$ 12,200	\$ 8,349	\$ 14,560	\$ 18,735	\$ 14,860	\$ 18,970			\$ 4,110	27.7%
52120	MAIL	390,060	390,106	413,810	390,083	492,280	511,300			19,020	3.9%
52130	SUPPLIES	402,310	175,421	316,250	180,032	282,590	207,160			(75,430)	-26.7%
52140	PRINTING AND DUPLICATION	9,300	10,975	21,100	6,755	21,100	18,100			(3,000)	-14.2%
52150	RECORDING FEES	11,000	14,050	26,000	11,536	19,000	25,000			6,000	31.6%
52320	ADVERTISING	35,770	14,073	55,450	21,296	44,600	51,090			6,490	14.6%
52340	EMPLOYEE RECOGNITION	1,310	1,846	2,450	1,678	4,640	3,810			(830)	-17.9%
52360	RECRUITMENT FEES	31,350	4,238	14,900	7,756	16,850	11,740			(5,110)	-30.3%
52405	TELEPHONE - OFFICE	122,290	124,151	118,310	113,623	117,740	120,870			3,130	2.7%
52410	TELEPHONE - CELLULAR	188,800	231,639	205,120	160,187	207,760	210,130			2,370	1.1%
52420	TELEMETERING	59,260	74,217	61,260	75,819	75,480	80,000			4,520	6.0%
52460	COMMUNICATION - OTHER	75,000	75,921	27,210	63,665	76,400	77,080			680	0.9%
52510	TRAINING	224,510	105,996	204,230	126,203	231,140	240,890			9,750	4.2%
52520	TRAVEL	-	53	-	57	-	-			-	-
52530	LODGING	-	-	-	468	-	-			-	-
52540	MEALS	6,550	2,011	3,400	3,269	4,700	6,740			2,040	43.4%
52550	MILEAGE	2,970	197	1,900	1,078	1,600	1,300			(300)	-18.8%
52640	ENGINEERING / ARCHITECT SERVICES	2,533,000	1,483,282	4,257,800	2,553,342	2,688,000	1,868,000			(820,000)	-30.5%
52670	OTHER PROFESSIONAL SERVICES	5,398,790	3,624,959	6,446,650	4,132,585	7,389,570	6,978,710			(410,860)	-5.6%
52710	MEMBERSHIP DUES	78,300	53,505	81,450	50,898	83,430	91,390			7,960	9.5%
52720	LICENSES / CERTIFICATIONS	40,650	30,153	46,600	35,075	48,190	50,970			2,780	5.8%

Airport Capital Improvements

Salem's municipal airport - McNary Field - is owned and operated by the City of Salem. The 751-acre airport has more than 130 aircraft hangars and businesses as well as the Oregon National Guard's Army Aviation Support Facility. The primary funding source for capital improvement projects at the airport is Federal Aviation Administration grants. Along with State of Oregon grants, the operations fund for the airport supplies the required grant match through an interfund transfer.



The result areas of Strong and Diverse Economy and Safe, Efficient, and Reliable Infrastructure are both represented with airport capital improvement projects. McNary Field is part of the City's infrastructure; however, emphasis is placed on the airport as it contributes to the local economy.

	Project No.	Budget / CIP Year	Neighborhood and Ward	Sources of Funding			Total Funding	Budgeted Expenditures	
				State Grants	Federal Grants	Working Capital / Transfers			
FY 2025 New Projects									
1.	Taxiway A North Rehabilitation and Realignment Design and environmental work for the rehabilitation and realignment of existing Taxiway A North. Full funding for construction of this project will follow in future fiscal years.	724600	2025	SEMCA, SESNA Wards 2, 3	\$ 50,000	\$ 702,000	\$ 28,000	\$ 780,000	\$ 465,000
2.	2025 Airport Terminal Hardstand Improvements Design and construction of concrete pads for commercial aircraft parking positions.	724601	2025	SEMCA, SESNA Wards 2, 3	30,000	360,000	10,000	400,000	320,000
3.	Airport Security Improvements Installation of additional fencing, vehicle gates, and access controls on the north and south access points of the commercial terminal ramp.	724602	2025	SEMCA, SESNA Wards 2, 3	30,000	360,000	10,000	400,000	320,000
4.	Airport Resiliency Study Evaluation of airfield resiliency in the event of a Cascadia Subduction Zone earthquake.	724603	2025	SEMCA, SESNA Wards 2, 3	112,500	-	37,500	150,000	90,000
5.	Perimeter Intrusion Detection System Procurement and installation of a Perimeter Intrusion Detection System on the east side of the Salem Airport. This project was created mid-year in FY 2024 and is included in the budget for the first time.	723604	2024	SEMCA, SESNA Wards 2, 3	-	-	100,000	100,000	100,000

			Sources of Funding						
	Project No.	Budget / CIP Year	Neighborhood and Ward	State Grants	Federal Grants	Working Capital / Transfers	Total Funding	Budgeted Expenditures	
6.	Airport Terminal Expansion Design, environment, and construction for airport terminal expansion improvements.	724604	2025	SEMCA, SESNA Wards 2, 3	95,000	850,000	55,000	1,000,000	100,000
7.	North Terminal Campus Improvements Programming and conceptual design for renovation of the former Hertz building to accommodate rental car services and airport administrative personnel. Improvements will include parking lot striping, pedestrian connectivity to the airport terminal, and heating, ventilation, air conditioning (HVAC) and tenant improvements to the building. This project was created mid-year in FY 2024 and is included in the budget for the first time.	649330	2024	SEMCA, SESNA Wards 2, 3	-	-	378,000	378,000	300,000
FY 2025 Carryover Projects									
8.	Airport Terminal Building HVAC	649324	2023	SEMCA, SESNA Wards 2, 3	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 15,000
9.	Airport Master Plan Update	649326	2022	SEMCA, SESNA Wards 2, 3	40,560	485,400	25,000	550,960	330,000
10.	Airport Terminal Building Renovations	649327	2023	SEMCA, SESNA Wards 2, 3	-	-	440,810	440,810	350,000
FY 2025 General Project									
11.	Opportunity Fund for Unanticipated Projects	TBD		SEMCA, SESNA Wards 2, 3	\$ -		\$ 468,630	\$ 468,630	\$ 375,000
				Total Funding by Source	\$ 358,060	\$ 2,757,400	\$ 1,577,940	\$ 4,693,400	\$ 2,765,000

Total Resources	\$ 4,693,400
Total Project Expenditures	\$ 2,765,000
Unappropriated Balance	\$ 1,928,400

	Project No.	Fiscal / CIP Year	Neighborhood and Ward	Sources of Funding					Budgeted Expenditures
				Water Rates	SDC Fees	Revenue Bond	Other Agencies	Total Funding	
6. Affinity II Water Pump Station Improvements - Developer Reimbursement - Excess of Anticipated reimbursement in excess of credits to the developer for the design and construction of an S4 pump station located in the Affinity II Subdivision.	724017	2025	South Gateway Ward 4	-	475,000	-	-	475,000	475,000
7. Misty Meadows Subdivision - Developer Reimbursement - Excess of Credits Anticipated reimbursement in excess of credits to the developer for the design and construction of a waterline in Michigan City Ln NW.	724020	2025	West Salem Ward 8	-	100,000	-	-	100,000	100,000
8. Center Street Waterline Utility Relocations Relocation of City waterline, fiber optic interconnect conduit, and other utilities out of way of the Oregon Department of Transportation's proposed bridge footings for their Salem Center Street Bridge Seismic Retrofit project. Work will be located near Front St and Water St on the east side and Wallace Marine Park on the west side.	724020	2025	CAN-DO Ward 1	2,000,000	-	-	-	2,000,000	1,500,000
9. Madrona Avenue SE 12-Inch Waterline - Commercial Street SE Design and construction of 420 linear feet of 12-inch ductile iron waterline on Madrona Ave SE starting at 250 feet east of the intersection with Commercial St SE. Reinstatement of five services ranging from 4-inch to 1.5-inch and reinstatement of 6-inch ductile iron fire service connections with fire hydrants.	724021	2025	Morningside Ward 3	74,160	-	-	-	74,160	74,160
				\$ 4,210,770	\$ 575,000	\$ -	\$ 5,000,000	\$ 9,785,770	\$ 4,724,160
FY 2025 Carryover Projects									
Water Treatment									
10. Groundwater Wells at Geren Island	719004 720006	2020	Citywide / All Wards	\$ 156,500	\$ -	\$ 150,000	\$ -	\$ 306,500	\$ 300,000
11. Geren Island Water Treatment Facility Filter No. 2 Reconstruction	720015	2021	Citywide / All Wards	551,250	-	-	-	551,250	500,000
				\$ 707,750	\$ -	\$ 150,000	\$ -	\$ 857,750	\$ 800,000
Pipelines									
12. Crestview Apartments - 18-inch Waterline Replacement	720000 720001	2021	SWAN Ward 7	\$ 726,680	\$ 1,000,000	\$ -	\$ -	\$ 1,726,680	1,600,000
13. Miscellaneous Water Repair and Rehabilitation Improvements	720003	2021	Citywide / All Wards	973,920	-	-	-	973,920	700,000
14. Miscellaneous Water Operations Projects	720010	2021	Citywide / All Wards	600,220	-	-	-	600,220	400,000
15. Center Street Bridge Waterline and Seismic Improvements	722000	2023	CAN-DO Ward 1	5,852,330	-	-	-	5,852,330	5,800,000

	Project No.	Fiscal / CIP Year	Neighborhood and Ward	Sources of Funding					Total Funding	Budgeted Expenditures
				Water Rates	SDC Fees	Revenue Bond	Other Agencies			
Other										
27. Fire Hydrant Replacement Program	718001	2019	Citywide / All Wards	\$ 61,670	\$ -	\$ -	\$ -	\$ 61,670	\$ 60,000	
28. Building Expansion at City Shops Complex	718002	2019	SESNA Ward 2	400,000	-	-	-	400,000	-	
29. Orchard Heights NW Street Improvements	721003	2022	West Salem Ward 8	700,000	-	-	-	700,000	400,000	
30. Franzen Reservoir Property Acquisitions	722002	2023	Outside City	412,000	-	-	-	412,000	250,000	
31. Aquifer Storage and Recovery (ASR)	720007	2021	Citywide / All Wards	-	-	765,000	-	765,000	765,000	
				\$ 1,573,670	\$ -	\$ 765,000	\$ -	\$ 2,338,670	\$ 1,475,000	
General										
32. Water - Unspecified	998538 998552		Citywide / All Wards	\$ 1,523,990	\$ 1,548,220	\$ -	\$ -	\$ 3,072,210	\$ 2,523,990	
33. Opportunity Grant	998634		Citywide / All Wards	-	-	-	3,500,000	3,500,000	1,500,000	
34. Water - CIP Management	998659		Citywide / All Wards	400,000	-	-	-	400,000	400,000	
35. Water - SDC Administration	998664		Citywide / All Wards	-	229,770	-	-	229,770	150,000	
36. Water - Design and Analysis	998673 998675		Citywide / All Wards	200,200	147,520	-	-	347,720	215,000	
37. Water Master Plan Property Acquisition	940214		Citywide / All Wards	-	502,200	-	-	502,200	-	
				\$ 2,124,190	\$ 2,427,710	\$ -	\$ 3,500,000	\$ 8,051,900	\$ 4,788,990	
Total Funding by Source				\$ 23,798,710	\$ 6,806,050	\$ 915,000	\$ 8,500,000	\$ 40,019,760	\$ 26,381,490	
								Total Resources	\$ 40,019,760	
								Total Project Expenditures	\$ 26,381,490	
								Unappropriated Balance	\$ 13,638,270	

For the Budget Committee Meeting of: April 24, 2024
Additions Agenda Item No.: 5.c.

TO: Budget Committee Members

THROUGH: Keith Stahley, City Manager

FROM: Josh Eggleston, Chief Financial Officer

SUBJECT: Responses to Committee Member Questions

SUMMARY:

Committee members have reached out to City departments with excellent questions. In the interest of sharing information and increasing understanding, the questions and responses are compiled in this document.

ISSUE:

Responses to member questions through April 24, 2024.

RECOMMENDATION:

Information only.

BACKGROUND:

1. Chief Womack had mentioned certain requirements for police equipment per officer, such as “body armor” and “bullets”. Are those requirements set by the city or by another government agency? And is it possible to see what those requirements are.

The comments by Chief Womack were made during a discussion regarding the challenges a “small” 1% reduction to Materials and Services presents to Police. In particular, the rising costs that are out of our control (WVCC rates, vehicle maintenance, and other internal fees which other departments assess). Meanwhile, we must provide officers with appropriate safety equipment. There soon becomes little fewer discretionary expenses to cut costs from.

Regardless of any mandate, it is an industry standard to provide officers with appropriate safety equipment necessary to do their dangerous work. This includes body armor and firearms.

The Salem Police Department (SPD’s) accrediting body, [Northwest Accreditation Alliance](#) (formerly Oregon Accreditation Alliance), has a written standard which we must adhere to:

“A written directive establishes body armor wear criteria, to include:

- a. *Required wear when engaged uniformed field duties; and*
- b. *Required wear when engaged in high-risk, pre-planned incidents.*

Commentary: The law enforcement agency is responsible for ensuring that personnel engaged in uniformed field duties or high-risk situations are wearing necessary protective equipment.”

Roughly, it costs \$14,500 to outfit a new officer with proper uniform and durable equipment. Some equipment items need replacement over time, which is part of recurring uniform expenses.

2. What would be the fiscal impact of not providing a merit or COLA increase in FY 2025 budget for Department Heads and the City Manager? How many people are impacted?

Three of the Department Heads are “topped out” on their pay plans so they would not receive a merit / step increase in FY 2025. Additionally, the Department Heads, the Deputy City Managers, and the City Manager are already not budgeted to receive a Cost of Living Adjustment (COLA) in the FY 2025 budget. The increased cost of wages (merit /step increases for those eligible, but not COLAs) total approximately \$78,295. This includes salary, PERS / retirement contributions, taxes and other salary driven expenditures. This includes 1 City Manager, 2 Deputy City Managers, and 6 Department Heads.

The Budget Committee has the authority to adjust the budget concerning funds allocated for salaries, but does not have authority to mandate that no COLAs or step / merit increases be provided. However, the Budget Committee can influence these decisions by adjusting the budget by an amount equivalent to those actions. Ultimately, the City Council will consider and adopt the budget and any associated COLAs.

3. The budget narrative on page 6 notes a reduction of \$700,000 in seasonal and contracted services in parks maintenance. Where is this reduction reflected in the chart of Parks and Recreation expenditures on pages 360-362? I see reductions of \$87,270 for seasonal and relief and \$379,680 for other professional services, and I’m wondering where the other reductions are recorded.

The reduction to Parks Maintenance included \$187,000 in Seasonal and Relief (Account 51020) and associated taxes, \$10,000 reduction in Overtime, and \$512,000 in materials and services (other professional services, supplies, training, small tools, controlled equipment, chemicals, equipment replacement, etc.).

4. Regarding parking permits - It is not clear to me from this table what "full time" means - is that per month for carpools and parkades?

<https://www.cityofsalem.net/community/neighborhoods/parking/fees-and-payments/parking-permit-fees>

The rates are per month. The “full-time” and “part-time” reference is to employee hours. Full-time employees pay the full-time rate and part-time employees pay the part-time rate.

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5. Regarding parking permits - What's the revenue from the parking garages? How much money would be raised by increasing parking garage fees by 15%?

For FY 2024, we anticipate collecting \$544,055 and project \$554,940 for FY 2025. Increasing fees by 15% could generate about \$83,200, which may be less if demand decreases as a result of the higher rates.

6. Regarding parking permits - How many residential parking permits do we issue? How much revenue would be raised by raising the annual costs of each permit (including additional car permits) to \$25?

Currently, there are 1,007 valid residential parking permits. Increasing the rate from \$15 to \$25 could generate about \$10,000, however some permits may be returned.

7. Regarding parking permits - How many carpool permits does the city issue?

Currently, there are 20 total active carpool permits.

8. Regarding parking permits - I presume parking fees can be adjusted quickly by council action. Is that correct?

Parking permit fees can be adjusted by council action and any adjustments are generally included with the adoption of the fee schedule by Council in June.

9. The budget committee received Attachment 5, GF positions-vacancies as of April 11, 2024: What is the intention of all of the positions greater than 6 months not currently in recruitment status? Are you going to hold them vacant for FY25? Is there any thought process to eliminate some of them? In particular, some of the Code/parking Enforcement positions?

Generally, the City does not "hold" positions open. If the positions are open and not currently being recruited for there could be several reasons why. There could be a pending reclass, re-organizations, or multiple failed recruitments.

Specifically, for the code and parking enforcement positions, the City is in the process of securing replacement handheld devices. With the limited functioning devices the City cannot fill the positions until new devices are available to provide to new hires. The new devices have been received and the City is working through a number of programming problems with the vendor. These positions are necessary for parking enforcement.

10. From my understanding the library is not currently charging non-city residents for a library card. What would the potential revenue be if we charged \$60/yr \$80/yr or \$100/yr per library card? Would the head librarian support this? For reference,

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Disney+ Basic (with adds) is \$7.99/mo and Disney+ Premium (no adds) is \$13.99/month or \$139.99/yr.

The City currently charges for two categories of full service non resident cards:

- Non-Resident: If you live outside the city limits of Salem but within the CCRLS area (Yamhill, Polk, and Marion counties) and wish to receive a full-service card, you can purchase a library card for \$60 per household per year. This entitles each member of the household to receive a full-service library card for one year. In the past year, 90 non-residents have paid this fee.
- Out-of-District Resident: If you live both outside the City of Salem and the CCRLS area, you can purchase a full-service library card for \$85 per year, per household. This entitles each member of the household to receive a full-service library card for one year. In the past year, 1 non-resident paid this fee.

11. Would it be possible to set up a revenue fund (restricted to the library) for non-mandatory/opt-in fees for a library card for city residents? Would the head librarian support this?

It is possible, but the value may be limited without a larger restricted revenue to fund the specific service. The Library is already a separate cost center of the General Fund.

12. Pg 194 of the budget book indicates that homeless and sheltering coordination is increasing in FY25 by \$469K. What additional services are being provided that warrant an increase? What would be the effect if that were reduced to the FY24 amount of \$510K?

This line includes the carryover amount of \$525,000 for the Special Program Outreach Team (formerly HRAP). This amount is driving the displayed increase.

13. Pg 94 of the budget book states that GF support for the Climate Action Plan (CAP) will end in the FY25. Please confirm that all climate and CAP resources will not be supported by GF in the FY25 budget. If there are climate related funds still supported by GF in FY25, please indicate the total cost.

Yes confirmed, there are no direct Climate Action Plan costs budgeted in the General Fund.

14. On slide 14 of the budget committee presentation, you mention closing bathrooms and drinking fountains for 57(?) neighborhood (and community?) parks. You mentioned portapotties might be provided in some parks. How many parks might get portapotties? What are the projected cost savings from closing bathrooms and drinking fountains?

There are currently 70 neighborhood parks either considered developed or interim use development. Hard restrooms would be fully closed in neighborhood parks and

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partially closed in community and urban parks. In community and urban parks hard restrooms would be open during the day; however, as we do not have closing staff, hard restrooms in those park classifications are closed in the early evening. Sixteen chemical restrooms have been placed in both community and urban parks for public use to offset the impact of closing hard restrooms. The chemical toilets are available for both day and evening use by the public. Those identified neighborhood parks having summer City of Salem recreational programs and camps will have chemical toilets placed in them to which patrons can use during the duration that the summer programs are active.

There are a total of eleven park locations which have hard restrooms which would be impacted. Two are in neighborhood parks and would be completely closed – West Salem and Fairmount Parks. Two hard restrooms are currently permanently closed and have been for the last 3+ years due to extensive damage to the restrooms themselves by the unsheltered population (Cascade Gateway and Marion Square Park). The remaining seven hard restrooms would not be completely closed, but would have reduced open hours for public use (open during the day and locked early evening. Those hard restrooms are located at: Geer, Deepwood, Bush, Woodmansee, River Road, Riverfront and Wallace Marine. The anticipated savings for the closure or reduction of open hard restroom hours is \$32,900.

Due to reductions, all irrigation would be shut off at neighborhood parks. Drinking fountains would be inactivated in neighborhood park locations and locations in community parks where there is not identified reservable areas. Drinking fountains would remain active in all other areas of community parks and all drinking fountains would remain open in urban parks.

The anticipated savings for the closure of neighborhood and a portion of community drinking fountains is \$21,000.

15. Please list (itemized) the cost in the Parks and Recs budget for irrigating parks, mowing lawns, running the splash pads, and opening up the bathrooms. Specifically for splash pads, if the hours were reduced (currently 12-8pm, or 8 hours) to 2-6pm, 4 hours how much would that cost?

With the removal of irrigation from all neighborhood parks and those unreservable areas in community parks, an intermix of anticipated savings will occur. The irrigation line system in neighborhood parks are interconnected throughout the individual park and support water to the turf itself, the bathrooms, drinking fountains, and splashpads. The irrigation system for a neighborhood park is “on” for all park areas and amenities where water is carried through those irrigation lines to the turf areas, bathrooms, drinking fountains and splashpads. The irrigation system supporting those lines would be turned off at the mains not allowing the water to be carried through those interconnected lines to any areas or amenities in the park. Due to the irrigation line connectivity, the irrigation lines would be “on” or they would be “off” for all areas and amenities in the park. In addition, coupled with the factors

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noted, the elimination of seasonal staff positions, part of which encompasses weekend and closing parks staff, parks does not have the ability to support the upkeep, maintenance, repair of all current park locations. Limited resources dictate Parks staff focus on providing services at those park locations to which are reservable areas and encompass a larger community patronage.

Turning off the irrigation systems would result in the following anticipated savings:

Mowing lawns - \$132,000
Irrigation System & Line Maintenance/Repair - \$109,000
Splash Pads - \$25,400

There are currently 7 splash pad features within in our parks system; 5 within neighborhood parks (Wes Bennett, Fairmount, Englewood, West Salem, and Northgate), 1 within a community park (River Road), and 1 within an urban park (Riverfront Park). As it is an urban park which supports the whole Salem area and all areas within the park are reservable areas, the splash pad at Riverfront Park would remain open during the summer season.

With regard to the reduction of hours for splash pads, given the connectivity of the irrigation lines, hours reduction would not impact the cost savings as having splash pads on at any level would require the irrigation main meter to be on and irrigation would then be provided to all park areas and amenities regardless. With the exception of Riverfront, the splash pads themselves and the supporting water/irrigation lines are old and require a high and continual level of maintenance clean-out and repair. With the elimination of seasonal parks staff, priority of staff is focused on community and urban parks which support larger Salem community service areas and corresponding event and facility use.

16. What's the cost breakdown of movies in the park (i.e. why does it cost so much money)?

Allied Video - 5 movies at \$2,000 per movie video & audio production)	\$	10,000
Closed captioning at \$400 per movie – Criterion		2,000
Chemical Toilets (3 each for 5 movies in the park – reg & ADA)		3,000
Outdoor Movies Flyers (copying)		500
Recreation Staff Support (5 movies) (pre, during and post event)		4,100
Maintenance Supplies to support event		2,700
Parks Staff Support (Overtime) (5 movies) (pre, during and post event)		11,700
Replacement Movie Screen & Blower		15,000
	\$	<u>49,000</u>

There are sometime varying levels of sponsorships / donations, but this amount is not known. Given this uncertainty, the City budgets the full cost of the event.