

Fiscal Year 2017-18
ADOPTED BUDGET



● General Fund ● Other City Funds ●
Book 1 of 3

City of Salem, Oregon

CITY OF SALEM OFFICIALS

Mayor / Chair
Chuck Bennett

City Council

Cara Kaser
Tom Andersen
Brad Nanke
Steve McCoid
Matt Ausec
Chris Hoy
Sally Cook
Jim Lewis

Ward 1
Ward 2
Ward 3
Ward 4
Ward 5
Ward 6
Ward 7
Ward 8
At Large

Citizens Budget Committee

Jan Kailuweit
Bob Bailey
Raquel Moore-Green
Scott Bassett
Vacant
Clark Hazlett
Steve Bergmann
Derik Milton
Vanessa Nordyke

Municipal Judge
Jane Aiken

Administrative Staff

City Manager
Steve Powers

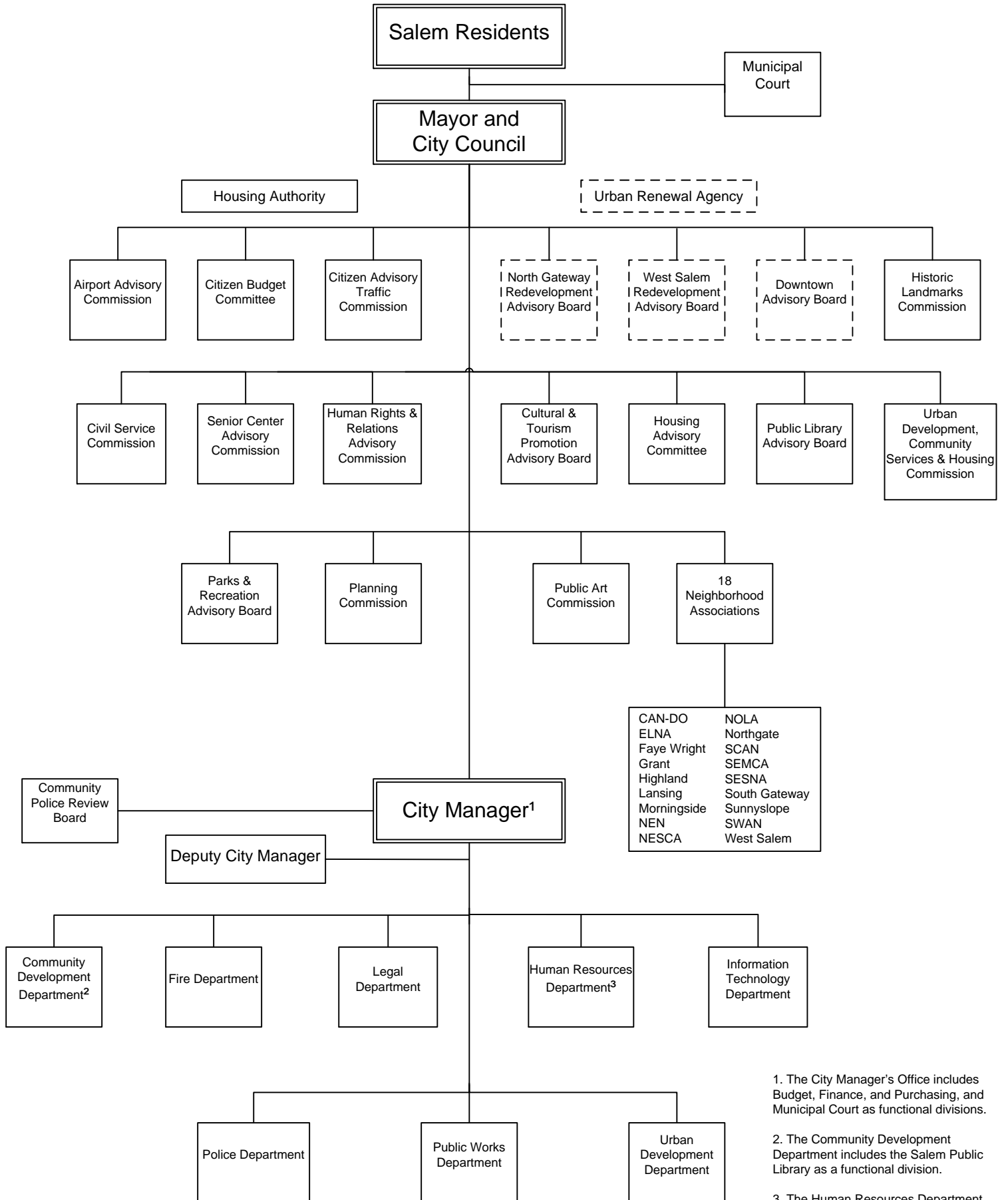
Deputy City Manager	Kacey Duncan
Human Resources Director	Mina Hanssen
City Attorney	Dan Atchison
Interim Community Development Director	Lisa Anderson-Ogilvie
Public Works Director	Peter Fernandez
Police Chief	Gerald Moore
Fire Chief	Mike Niblock
Information Technology Director	Krishna Namburi
Urban Development Director	Kristin Retherford

Budget Staff

Budget Officer	Kelley Jacobs
Franchise and Budget Analyst	Ryan Zink
Management Analyst II	Josh Eggleston
Management Analyst I	Kali Leinenbach

Organization of the City of Salem, Oregon

July 1, 2017



1. The City Manager's Office includes Budget, Finance, and Purchasing, and Municipal Court as functional divisions.

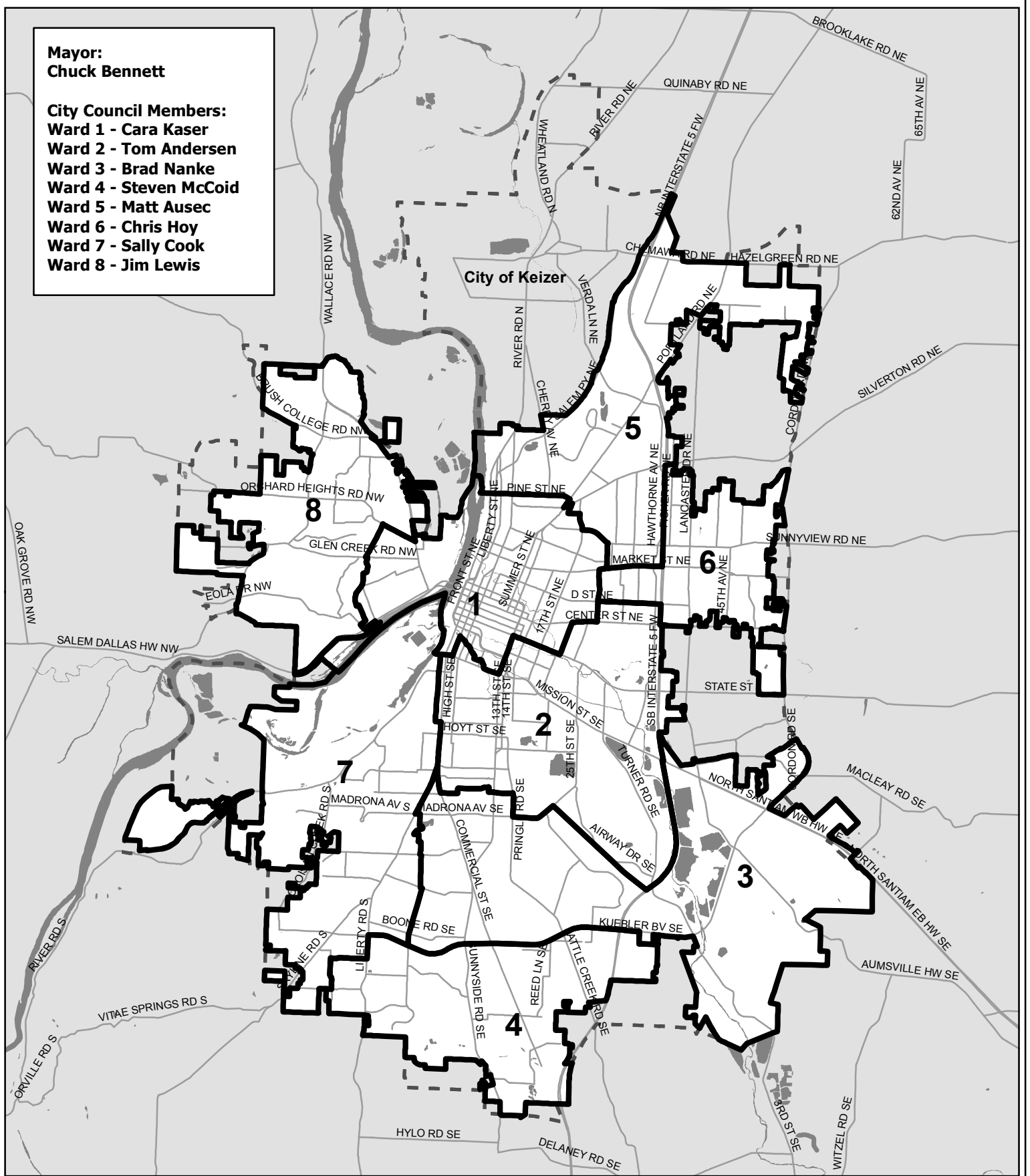
2. The Community Development Department includes the Salem Public Library as a functional division.

3. The Human Resources Department includes Fleet and Facilities Services as functional divisions.



Mayor:
Chuck Bennett

City Council Members:
Ward 1 - Cara Kaser
Ward 2 - Tom Andersen
Ward 3 - Brad Nanke
Ward 4 - Steven McCoid
Ward 5 - Matt Ausec
Ward 6 - Chris Hoy
Ward 7 - Sally Cook
Ward 8 - Jim Lewis



LEGEND

- Major Streets
- Urban Growth Boundary
- Outside City Limits
- Ward Boundary

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July 2017



To the Members of the Budget Committee

City of Salem FY 2017-18 Budget Message

I am pleased to provide this overview of the FY 2017-18 City of Salem adopted budget. The FY 2017-18 (FY 2018) budget serves as the annual fiscal plan for the municipal corporation. Through the budget, you will have a detailed view of the diversity of City services and the supporting resources.

The budget is guided by the principles of:

- Provide services most closely directed to City Council goals;
- Comply with the City's financial policies and Oregon budget law;
- Maintain the City's bond credit rating;
- Fund debt and contractual commitments and regulatory requirements;
- Continue a measured approach to operating costs for closer alignment with revenue projections while maintaining capacity to respond to the needs of the community; and
- Use of economic factors and realistic revenue projections.

While the FY 2018 budget represents a one-year fiscal plan, our City's fiscal health cannot be viewed exclusively through that singular lens. The annual budget is part of an ongoing process where recommendations for a new fiscal year are built upon the foundation of current activity, trends, data, and multi-year financial forecasts. Today's choices impact the City's capacity to deliver services in the future.

Continuity and a view to the future frame the FY 2018 budget. While implementation of new services and initiatives is one indicator of organizational health and forward progress, the capacity to retain valued City programs and services must be considered. The strategic planning process initiated by City Council in 2017 will guide future policy decisions regarding City services and resources.

The very basic municipal functions of police and fire response, library access, planning and parks, and transmission of clean drinking water are integral to a safe and livable community. We learned through the first phase of the current strategic planning initiative that Salem's residents are satisfied with City services. Continuing the positive response from the community will require attention to the organization's fiscal health. In FY 2017, the City Council championed an initial response through facility assessments, strategic planning, and resident opinion surveying.

As we prepare for FY 2018 and beyond, we must invest in a thoughtful, measured, and inclusive response to the City's fiscal challenges. Solutions to the structural imbalance in the General Fund may require difficult choices – trade-offs, reduced programs, new or increasing fees to offset the cost of service delivery. To continue in a positive direction while navigating these difficult choices,

the City's executive management team will work with the City Council and its advisory boards and commissions, Salem's neighborhood associations, and our business, health, and education partners to help form a long-term strategy. We also know we must broaden our problem-solving outreach in the community. We are improving our communication tools with the newly launched community-centric website, adoption of current and emerging social media platforms, and an ongoing commitment to resident surveying. We must invite the community's vision for Salem and ensure the exchange of accurate and timely information.

Continuation Budget

The FY 2018 City of Salem adopted budget is a continuation budget. Services are maintained. In addition, the budget has several new recurring expenditures and uses. Working capital is used to maintain service levels and fund these enhancements. The amount recommended for use in the General Fund is not anticipated to severely impact the City's bond rating or immediate fiscal health, although the financial imbalance worsens.

Enhancements

There is a difficult tension between the City's long-term fiscal health and providing services that are needed today. For the General Fund and other City funds, service demand and need are outpacing revenues. The Budget Committee and City Council approved the use of additional working capital in the General Fund to respond to service demands and unmet needs. The enhancements are guided by the strategic plan community issues selected by the City Council.

Comprehensive Plan Update, \$400,000 (\$200,000 FY 2018 and \$200,000 FY 2019)

City Council has selected from the strategic plan, *A Vision for Growth and Development*, as one of the issues for further work. An update to the City's Comprehensive Plan is a specific action to help guide future growth and development.

Homeless Rental Assistance Program, \$1.4 million

Affordable Housing, Social Services, and Homelessness is an issue from the strategic plan. The Salem Housing Authority has proposed a joint community program to assist the hardest-to-house persons. The overall program is \$2.9 million annually. The City's portion is \$1.4 million. The funding would be for temporary housing and additional support to non-profit organizations for services to house 100 persons.

Deferred Maintenance, \$350,000

Critical infrastructure is an issue from the strategic plan. In the past, streets and bridges and fire stations and equipment have been funded through dedicated, voter-approved bond measures. The Continuation Budget funds minimal maintenance. The level is insufficient for the City's physical and technological infrastructure. Unmet infrastructure needs include City buildings and facilities, parks, and sidewalks. The \$350,000 is the annual debt service for a \$3,800,000 financing issue.

Deputy Fire Marshal, \$141,500

The City of Salem has an exempt status with the State of Oregon. An exempt status allows the Salem Fire Department, rather than the State Fire Marshal, to manage the City's responses to Oregon's fire code. Maintaining the status requires the department to provide timely inspections, including increased emphasis on state facilities. An additional deputy fire marshal would allow the department to maintain timely inspections and review of building plans. Within statutory constraints, the Building and Safety Fund may be used.

Current Initiatives

Municipal Court

In addition to the continuation budget for the Municipal Court, Judge Jane Aiken requested funding of nearly \$550,000 for court space expansion, safety improvements and enhanced training and services. The City's risk management team is performing a risk assessment of the court, which will include a review of a court security assessment performed by the Oregon Judicial Department in 2011. Any potential safety improvements to the facilities or expansion to space occupied by court staff will be taken into consideration with the space planning for all services located at the Civic Center. The Municipal Court's physical facility needs will be evaluated with other priority projects for funding with appropriated asset maintenance dollars.

Strategic Planning and Resident Surveying

In the FY 2017 budget, the Budget Committee recommended funding for several initiatives, a classification and compensation study for non-represented positions, a community survey, and strategic planning. The classification and compensation work is underway; funds are included in the FY 2018 budget for implementation. Requesting residents' opinions on City services, issues, and opportunities in a formal, measurable way helps inform decisions and policies. The FY 2018 budget includes funds for continuing resident surveying and ongoing assistance with implementation of the transition plan portion of strategic planning.

Fire Standards of Cover

For FY 2017, City Council approved funding for reopening a fire station. Fire Station 8 was reopened July 1, 2017. With the funding, Council directed that an update to the 2011 Standards of Cover be completed. The update is to include a review of goals and measures for fire and emergency medical services and best practices to meet the goals and measures. The Fire Department's participation in a study of cooperative service opportunities with Marion County Fire District 1 delayed work on the standards of cover. With the anticipated completion of the update early in the fiscal year, this planning document will influence current and future allocation of resources for fire services.

Transportation, Streetlight and Utility Systems Improvements

This budget supports \$55.7 million for improvements to the City's transportation and utility systems and infrastructure. A number of capital rehabilitation projects at the Willow Lake Water Pollution

Control Facility are in design and construction. Construction upgrades to the gravity thickeners and grit classifiers will be completed in fall 2017. The conceptual design process for the Solid Waste Handling Facility is underway. Selection of a design consultant for the \$9.5 million cogeneration engine replacement has begun after receiving a \$3 million grant from Portland General Electric.

Transportation projects include:

- Cordon Road SE / Gaffin Road SE traffic signal improvements – \$600,000 (with carryover)
- Design, easement acquisition, and construction of 1,900 linear feet of 8-inch sections of sanitary sewer mains on High St SE, Wildwind Dr SE, and Waldo Dr – \$1,643,000

The system-wide streetlight fixture conversion to light emitting diodes continues in FY 2017-18. The capital improvements budget includes \$1.84 million for “luminaire” replacement and streetlight installations, based on a prioritized list of requests from unserved or underserved locations.

Bond Measures - Police Facility, Library Upgrades

In May 2017, Salem voters approved a \$61.8 million bond to fund a new police facility. Work will immediately begin on design and engineering with construction to follow in 2018 for this multi-year endeavor. The FY 2018 adopted budget includes \$8.2 million in anticipated bond proceeds to initiate the project, including purchase of the building site. This new facility is expected to meet the needs of the community for decades to come.

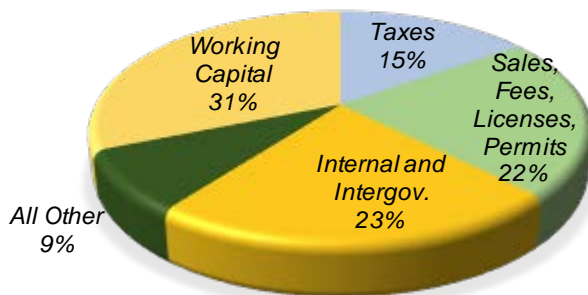
The Salem City Council also recognized the critical need to seismically upgrade the City Library. City Council is seeking \$18.6 million for seismic upgrades to the Library on the November 2017 ballot. If voters approve the bond, work will immediately begin on design and engineering. Construction would follow soon afterwards.

All Funds Budget Overview – FY 2018

Revenue in the City of Salem FY 2018 budget is \$384.8 million with estimated beginning working capital of \$174.5 million for total FY 2018 resources of \$559.3 million. The City's total expenditure budget is \$496.2 million. The table, *Resources Budget Comparison*, provides a comparison of the adopted budget with the FY 2017 fiscal budget (adopted budget and any changes during the year) and reflects a 3.3 percent increase in total resources and a 3.6 percent increase in total expenditures. The factors that influence year-to-year changes in the City's budget are discussed in greater detail in the following pages of this message.

<i>In Millions</i>	<i>FY 2017 Fiscal</i>	<i>FY 2018 Adopted</i>	<i>% Change</i>
<i>New Revenues</i>	\$ 357.3	\$ 384.8	7.7%
<i>Working Capital</i>	183.9	174.5	(5.1%)
<i>Total Resources</i>	\$ 541.2	\$ 559.3	3.3%
<i>Total Expenditures</i>	\$ 478.7	\$ 496.2	3.6%
<i>Ending Working Capital</i>	\$ 62.5	\$ 63.2	1.0%

Resources – Where the Money Comes From



*Taxes includes all property tax for General Fund operations and General Obligation Bond repayment, Transient Occupancy Tax, and the local tax on the sale of marijuana.

Total City resources include both new (current) revenues – funds anticipated to be received during the budget year, and working capital – funds carried over from one year to the next.

The graphic at left encompasses all City resources for FY 2018. New revenues equate to approximately 69 percent of the total and are anticipated to experience a year-to-year increase of \$27.5 million or 7.7 percent with \$11.4 million of the increase attributable to the additional property tax from the new police facility bond measure and the

corresponding revenue derived from bond proceeds. Over 100 different revenues contribute to the estimate of \$384.8 million. Property taxes that support General Fund services are anticipated to increase by 5.8 percent and by 19.3 percent for the repayment of general obligation bonds as compared to the FY 2017 budget. The category of *Sales, Fees, Licenses, and Permits* is estimated to provide \$125.4 million of the \$384.8 million total and includes franchise fees; water, wastewater, and stormwater rate revenues; planning-related fees, and all building permits.

Internal and Intergovernmental charges include the City's indirect cost allocation to support the internal services of human resources, legal, budget and finance, purchasing, information technology, and facilities services housed in the General Fund. This category also includes revenue derived from reimbursement for services provided by Urban Development Department staff to urban

renewal areas in the City, federal and state grants, state shared revenues, and funding from other jurisdictions as payment for City services.

The second component of City resources, working capital, is anticipated to decrease year-to-year by about \$9.4 million or 5.1 percent. More than \$5 million of the year-over-year decrease is related to the completion of infrastructure improvements projects in the three funds that comprise the City's capital improvements budget. Working capital in the Utility Fund budget is reduced by 13.1 percent due, in part, to significant loan payoff activity in FY 2017. Additional detail regarding resources is included in each fund's section of the budget document and in the financial summaries section immediately following the budget message.

Expenditures – How the Money is Spent

Categories and Year-to-Year Changes for the Budget

<i>Expenditures Budget Comparison</i>			
<i>In Millions</i>	<i>FY 2017 Fiscal</i>	<i>FY 2018 Adopted</i>	<i>% Change</i>
<i>Personal Services</i>	\$ 144.0	\$ 154.9	7.6%
<i>Materials / Services</i>	238.2	241.9	1.6%
<i>Capital Outlay</i>	18.3	28.8	57.8%
<i>Debt Service</i>	44.1	39.4	10.6%
<i>Interfund Transfers</i>	26.3	22.0	(16.2%)
<i>Contingencies</i>	7.9	9.1	15.1%
<i>Total Expenditures</i>	\$ 478.7	\$ 496.2	3.6%
<i>Ending Balance</i>	62.5	63.2	1.0%
<i>Total Requirements</i>	\$ 541.2	\$ 559.3	3.3%

The budget for the City of Salem includes the expenditure types of personal services, materials and services, capital outlay, debt service, interfund transfers, and contingencies. Rounding out the City's budget is unappropriated ending working capital or the difference between total budgeted resources and expenditures. Twelve City funds carry an unappropriated ending balance totaling \$66 million in FY 2018. The City, like all local governments in Oregon, is required to balance total resources with all of the elements that comprise its annual budget requirements. The table, *Expenditures Budget Comparison*, provides FY 2018 budget expenditure detail with a comparison to FY 2017.

Personal Services

The costs associated with the City's work force – personal services – comprise 31.2 percent of the expenditure budget. FY 2018 personal services expenditure increases represent the impact of market adjustments and collective bargaining agreements for salaries, changes to pay ranges resulting from a compensation and classification study for non-represented staff, and increases in health benefit costs and Public Employee Retirement System (PERS) rates. The table below, *Wage Adjustments / PERS Rates*, provides the wage adjustment and PERS rates employed in the FY 2018 budget. Labor agreements for three bargaining units – SPEU, SCABU, and IAFF / Battalion

Chiefs – are under negotiation with an effective date of July 1, 2017. The outcome of these contract settlements may have an additional financial impact on the General Fund.

<i>Wage Adjustments / PERS Rates</i>	
<i>AFSCME / General</i>	<i>2.75%</i>
<i>IAFF / Fire</i>	<i>5.00%</i>
<i>IAFF Batt. Chiefs</i>	<i>2.00%</i>
<i>PCEA / 911</i>	<i>3.00%</i>
<i>SCABU / Attorneys</i>	<i>2.00%</i>
<i>SPEU / Police</i>	<i>2.00%</i>
<i>Non Represented</i>	<i>2.00%</i>
<i>PERS Tier 1 and Tier 2</i>	<i>21.07%</i>
<i>OPSRP* Police and Fire</i>	<i>16.74%</i>
<i>OPSRP* General Services</i>	<i>11.97%</i>

*Oregon Public Service Retirement Plan, a hybrid pension plan

The FY 2017 budget uses the rates established by the PERS Advisory Board for the two-year period beginning July 1, 2017. The new rate for Tiers 1 and 2 is 33.2 percent more than the charge rate employed for the previous two years. This increase in PERS rates equates to an approximate \$4 million greater cost Citywide for this benefit.

Health benefit rates are developed annually with the assistance of a consultant knowledgeable in the industry with the analysis based on a review of national and statewide health care cost trends, legislated health care reforms, the required cash reserves to meet obligations year-over-year and the City's claims activity from previous years. The 2017 base for health benefit premiums increases by 6.5 percent for medical and 2 percent for dental with no increase for vision in the budget.

Materials and Services / Capital Outlay

Citywide operating expenses associated with materials and services increase by 1.6 percent, more than \$3.7 million, with the FY 2018 budget. Increases in this category for the General Fund (\$1.6 million), Utility Fund (\$2 million), and Self Insurance Fund (\$2.5 million) offset reduced expenditures of \$2.4 million with the completion of projects in the three capital improvement project funds. The significant increase in capital outlay – \$10.6 million or 58 percent – is the result of appropriating the fleet / equipment reserve, a change in practice from the prior year, and the addition of the land purchase costs for the new police facility.

Debt Services / Contingencies / Interfund Transfers

A 9.9 percent year-to-year decrease in the expenditure grouping of debt service, interfund transfers, and contingencies, as detailed in the expenditure table on page B6 represents decreased debt obligations and lowered contingency appropriation. In addition, interfund transfers decline by \$4.3 million or 16 percent due, in part, to lowered transfers from operating funds to support capital improvement projects (\$3.7 million less).

Additional detail regarding FY 2018 expenditures is provided in the financial summaries section immediately following this message and in each General Fund department and other City fund section of volumes 1 and 2 of the budget document.

Work Force Changes

Salem is a service organization; services are provided by employees. Efficiencies have been accomplished and partnerships developed to maintain service levels. The work results from the experience and competency of City employees. The FY 2018 budget adds positions needed to maintain current service delivery.

The FY 2018 Continuation Budget includes a net increase of 16.50 full-time equivalent (FTE) positions as compared to the FY 2017 adopted budget. Year-over-year changes are demonstrated in the table, *Positions* (below, right). Net change for the General Fund is an increase of 7.50 FTE positions. All other City funds add 9.0 FTE positions. Detailed information on staffing and position salaries for all City departments is provided in the miscellaneous section of the budget document.

General Fund

Position changes incorporated in the FY 2018 General Fund budget include the reduction of 2.0 FTE in the Budget, Finance and Purchasing division of the City Manager's Office to create a new (1.0 FTE) position in the Information Technology Department. This new business analyst position will help meet the current and future needs of the City in its use of the Oracle financial management system.

A 1.0 FTE analyst position is added to the Human Resources Department to provide increased capacity for recruitment marketing, diversity outreach, and classification maintenance.

During FY 2017, the newly added park ranger position was increased to .75 FTE with the approval of the City Council. In the FY 2018 budget, an additional .25 FTE will increase the position to full-time. Parks Operations' budget proposal adds a 1.0 FTE position dedicated to smaller landscape design projects. The new addition is partially offset by reducing seasonal staffing. An administrative analyst position is reassigned from Parks Operations to Planning and Development (moving from the General Fund to the Utility Fund) to support planning efforts, including parks planning. Position changes in this division are a net .50 FTE increase.

Early in FY 2017, the City joined with Polk County to form a new mobile crisis response team and added a police officer position with funding support from the county. In addition, the FY 2018 budget includes 2.0 FTE positions – a supervisor and tech – to provide much needed capacity in the department's evidence and property management unit. The cost of the two new positions is partially offset by reductions to seasonal staffing.

	<i>Positions</i>
<i>FY 2017 Adopted Budget</i>	1,193.40
<i>FY 2018 Adopted Budget</i>	
<i>General Fund</i>	
<i>Budget, Finance and Purchasing</i>	(2.00)
<i>Human Resources</i>	1.00
<i>Parks Operations</i>	0.50
<i>Library</i>	(1.00)
<i>Police Department</i>	3.00
<i>Fire Department</i>	1.00
<i>Information Technology</i>	5.00
<i>Other City Funds</i>	
<i>Building and Safety Fund</i>	2.00
<i>Utility Fund</i>	6.00
<i>Self Insurance Fund</i>	1.00
<i>Total for FY 2018</i>	1,209.90
<i>Net Change</i>	16.50

As an enhancement to the FY 2018 budget, a 1.0 FTE deputy fire marshal position was added by the Budget Committee. The City maintains an exempt status with the State of Oregon, which allows the Salem Fire Department to manage the City's responses to Oregon's fire code without intervention by the State Fire Marshal. Maintaining this autonomy requires the department to provide review of building plans and timely inspections. This additional position will aid the department in maintaining the exempt status.

Of the 5.0 FTE year-over-year increase for the Information Technology Department (IT), 2.0 FTE positions were transferred from other City departments with a third provided through offsetting reductions (the business analyst position noted earlier). Both the Salem Public Library and the Public Works Department transferred department tech support analyst positions to IT as part of an effort to consolidate technical positions, as well as reduce potentially duplicative work and overhead costs. The FY 2018 budget also includes 2.0 FTE positions to provide support to the Public Works Department during the utility billing system upgrade. The positions are fully funded by the Public Works Department and allow the impact of the system upgrade to be managed internally.

Building and Safety Fund

The FY 2018 budget includes the addition of 2.0 FTE positions for the Building and Safety Division – a plans examiner and an inspector – to address continued and increasing commercial and residential building activity.

Utility Fund

A combination of new positions and reassignments result in a net gain of 6.0 FTE in the FY 2018 budget for the Public Works Department's Utility Fund. In addition to the two transfers in Parks Operations' and the Information Technology Department's work force changes, a management analyst position is transferred from the Transportation Services Fund to consolidate financial monitoring and support functions in the Public Works Administration Division. Capacity increasing new positions include:

- 1.0 FTE civil engineering assistant position to address survey plat and legal description review, in-house AutoCAD drafting needs, and field support for surveying and inspection work;
- 1.0 FTE laborer position in Utility Operations to provide landscaping and building maintenance at various reservoirs and pump station sites; and
- 3.0 FTE crew leader and maintenance operator positions to improve the stormwater piping system cleaning cycle, which is currently over ten years, to the industry standard of seven years, and to provide supervision of crews monitoring and maintaining stormwater treatment facilities.

Self Insurance Fund

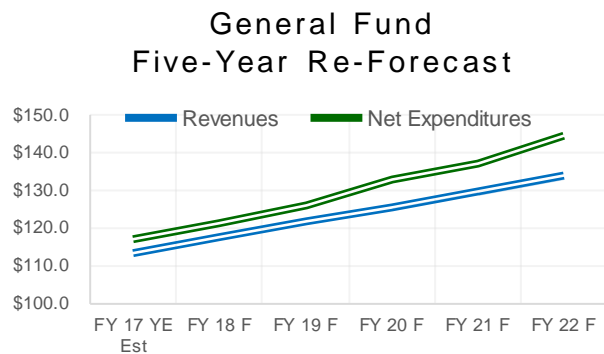
The FY 2018 Budget Committee added a 1.0 FTE paralegal position to assist both the Risk Management program and the Legal Department with employment practices liability claims and other civil litigation matters. This position addition will allow the City to reduce the amount of money spent on outside counsel and increase the efficiency of the Legal Department's in-house litigator.

Future Outlook

The City's annual budget is constructed using a number of tools – costing models, master plans, various analyses and evaluations, and actuarial and consultant advice. A five-year forecast is also one of these tools and is produced each year to assist the City Council and Salem's executive management team in maintaining consistent service delivery to the community within available resources. In preparation for FY 2018 budget development, staff produced forecasts for 11 City funds. The General Fund is always a focus of forecasting efforts. The Future Outlook section highlights forecast results for the General Fund as well as several other funds.

General Fund

The City's General Fund has a structural imbalance between revenues and expenditures. Continuity of services has been accomplished through efficiencies, deferral of ongoing needs, and forgoing long-term investments. These practices along with reductions to the work force during the recession, temporary PERS rate relief, recovery in the housing market, and increased property tax receipts have resulted in an improved fiscal condition for the General Fund with working capital in



excess of City Council policy. However, it is estimated that during FY 2017, fund expenditures will require the use of as much as \$2 to \$3 million of working capital to balance. The chart at left, *General Fund Five-Year Summary*, illustrates this structural imbalance continuing into the future.

The General Fund is predicted to realize annual increases in almost every revenue type over the five-year period. However, the forecasted growth in revenues is not sufficient to meet the increasing cost of a continued service level budget for the fund.

The table on the next page, *General Fund Re-Forecast FY 2018 – FY 2022*, provides an updated view, using the adopted FY 2018 budget as a base, of the five-year forecast published in January 2017. The updates do not correct or improve the structural imbalance. In later years of the forecast, balancing the General Fund budget will require significant expenditure reductions absent more robust growth in revenues. The result of this forecast applies urgency to the City Council's strategic initiative of Sustainable Services.

General Fund, continued

General Fund Re-forecast (Values in Millions)	FY 2017 YE Estimate	FY 2018 Base	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
Working Capital	\$ 28.13	\$ 25.13	\$ 19.46	\$ 13.09	\$ 3.54	\$ 0.00
Revenues	113.50	117.88	121.68	125.62	129.75	133.99
Total Resources	\$ 141.63	\$ 143.01	\$ 141.14	\$ 138.71	\$ 133.29	\$ 133.99
Total Expenditures	\$ 116.51	\$ 128.45	\$ 133.05	\$ 140.30	\$ 144.42	\$ 151.93
Unspent Contingency		(2.50)	(2.50)	(2.50)	(2.50)	(2.50)
2% Savings		(2.39)	(2.49)	(2.64)	(2.72)	(2.87)
Net Expenditures	\$ 116.51	\$ 123.55	\$ 128.05	\$ 135.17	\$ 139.20	\$ 146.57
Ending Working Capital	\$ 25.13	\$ 19.46	\$ 13.09	\$ 3.54	\$ (5.91)	\$ (12.58)
Chg to Working Capital	(3.00)	(5.66)	(6.38)	(9.55)	(9.45)	(12.58)

Updates to the General Fund Forecast

The re-forecast employees the FY 2018 budget (excluding \$1.53 million of carryover expenses and resources from FY 2017, which are included in the adopted amount) as the base year for the forecast years of FY 2019 through FY 2022. The budget differs from the forecast published in January 2017 in the following ways:

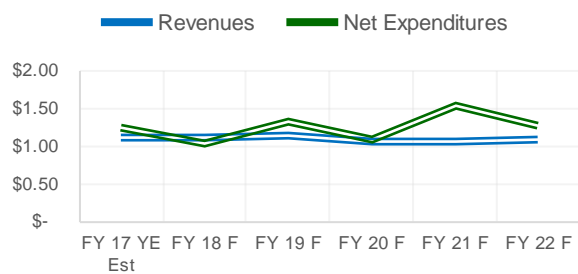
- A \$903,580 increase to working capital for FY 2018 based on continual recalculation of year-end revenue and expenditure estimates for FY 2017.
- A \$635,600 increase to FY 2018 revenues, which is offset by a \$3.04 million increase to FY 2018 expenditures. Some of the individual items causing expenditure increases have a corresponding increase to revenues. An example is \$200,000 additional expense in Parks Operations to add capacity for street tree and right-of-way maintenance and a corresponding increase in support from the Transportation Services Fund's state gas tax revenues.
- The estimated impact of the recently completed compensation and classification study for the City's non-represented work force is incorporated in the forecast. The recommended adjustment to pay tables adds an estimated \$3.34 million for the five-year period.
- The published forecast in January omitted an ongoing cost beginning in FY 2019 for additional "Kelly Day" benefits included in the FY 2017 – FY 2019 collective bargaining agreement for the International Association of Firefighters. The addition equates to approximately \$2.5 million over the forecast period.

Future Outlook

Other City Funds Snapshot

The future outlook snapshot on this page and the following two pages is based on the FY 2018 – FY 2022 five-year forecast projections for the respective funds. The forecasts – and FY 2018 budget – represent continuity of service to the community with no anticipation of new, recurring expenses or new funding sources. (All charts in millions.)

**Airport Fund
Five-Year Forecast**



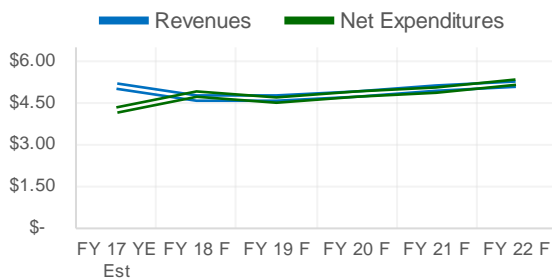
Primary Funding

Land / building leases at McNary Field, which provide stable, but relatively flat revenues.

Service to the Community

Maintaining and operating the municipal airport, and utilizing grant funding for infrastructure improvements with matching dollars from this fund.

**Building and Safety Fund
Five-Year Forecast**



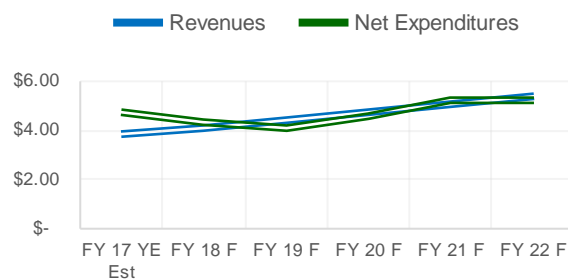
Primary Funding

Building, electrical, plumbing, and mechanical permit revenues with estimates for a growing, but base level, of activity. No estimate of regular ongoing revenue from large industrial or commercial projects spanning multiple years from permitting to final inspection.

Service to the Community

Reviewing plans, issuing permits, inspecting residential, commercial, and industrial new construction and alterations.

**Cultural and Tourism (TOT) Fund
Five-Year Forecast**



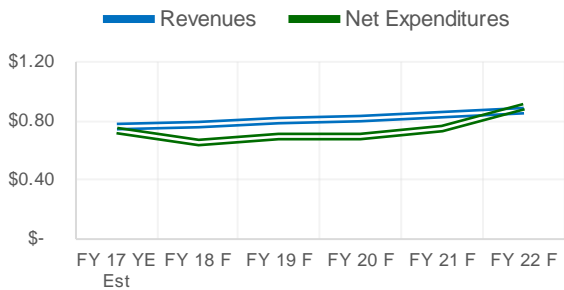
Primary Funding

Transient occupancy tax with anticipated annual growth of 7 percent.

Service to the Community

Promoting tourism, marketing the Convention Center, maintaining large community parks and historic facilities, funding grants to non-profits.

Emergency Medical Services Fund Five-Year Forecast



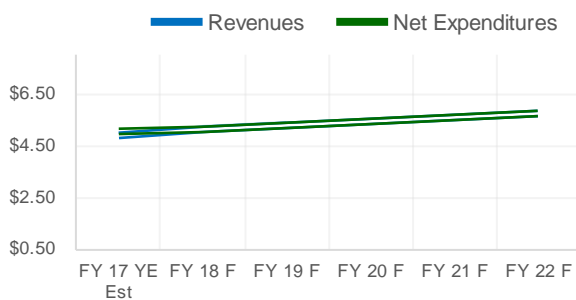
Primary Funding

Ambulance service contractual agreement and user charges.

Service to the Community

Overseeing emergency response by a private ambulance transport company; providing advanced life support; maintaining service stabilization reserve to reinstate City-provided transport services if needed.

Fleet, City Services Fund Five-Year Forecast



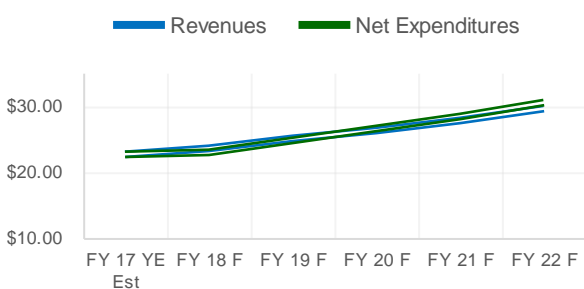
Primary Funding

Internal service rates charged to user departments at a level to maintain current service delivery.

Service to the Community

Maintaining the City's fleet, operating a fueling station, and coordinating purchase of fleet inventory.

Benefits, Self Insurance Fund Five-Year Forecast



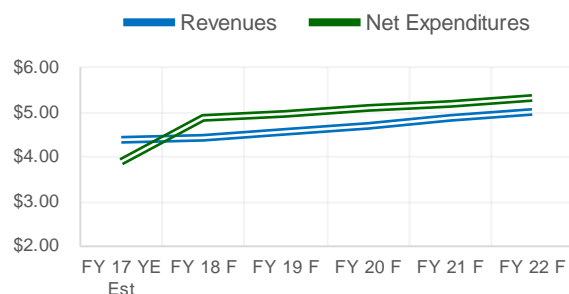
Primary Funding

Employer, employee, and COBRA participant premiums.

Service to the Community

Insuring 3,577 employees, family members, and COBRA participants for medical, dental, and vision care.

Risk, Self Insurance Fund Five-Year Forecast



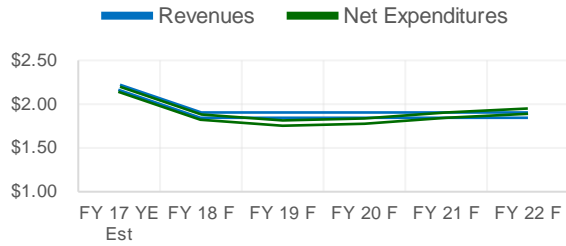
Primary Funding

Premiums or rates paid by City departments; slight imbalance between premium / rate revenue and anticipated expense reflects use of working capital within actuarial guidelines.

Service to the Community

Managing workers' compensation and liability programs including effective safety, training, and loss prevention to minimize risk for employees and the community we serve.

Streetlight Fund Five-Year Forecast



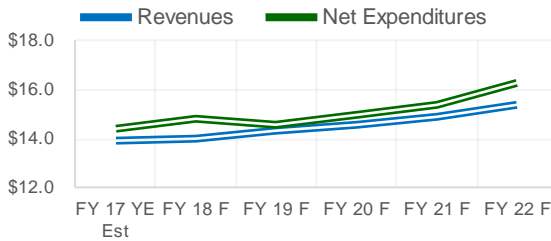
Primary Funding

Street light fee, no increase in rate, possible increase in number of accounts.

Service to the Community

Maintenance of streetlight system, pole replacements / installations, re-lamping to reduce energy costs.

Transportation Services Fund Five-Year Forecast



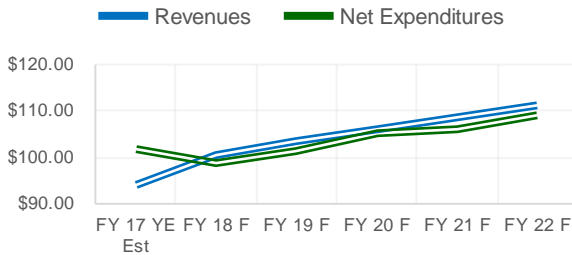
Primary Funding

Monthly allocation of state highway fund revenues with an anticipated 1.8 percent annual increase in FY 2018.

Service to the Community

Ongoing traffic signal operations, right-of-way landscape maintenance, snow / ice response, signs / markings installation, sidewalk repair, pavement rehab and preventive maintenance.

Utility Fund Five-Year Forecast



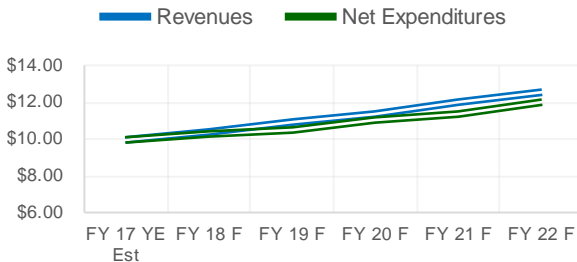
Primary Funding

Water, wastewater, and stormwater rates, annual rate increase of 3 percent.

Service to the Community

Maintenance and operation of the utility systems; improvements to the utility infrastructure.

WVCC Fund Five-Year Forecast



Primary Funding

Member agency rates with an annual increase of 4.7 percent; actions to remediate rapidly declining working capital and ensure ongoing service delivery capacity have been successful.

Service to the Community

Emergency call answering and dispatch services to 29 police, fire, and emergency medical service agencies in three counties.

In closing, I would like to express my appreciation to the City's executive team and the staff in each department for their development and management of the City's budget. The staff work in developing the budget and managing the result in the new fiscal year is enhanced by the Budget Committee's thoughtful deliberations and recommendations. City Council's approval and ongoing stewardship ensure the budget choices reflect the community's needs and values. The section following this message, *Accomplishments*, provides a brief view of the results from this collaborative work. It is a unique honor to help form the annual financial plan for City services.

Sincerely,



Steve Powers
City Manager



Vision

A safe and livable capital city with a sustainable economy and environment that is open to all.

Mission

The City of Salem provides fiscally sustainable and quality services to enrich the lives of present and future residents, the quality of the environment and neighborhoods, and the vitality of our economy.

Accomplishments

Value OPPORTUNITY – Salem is proactive and forward-thinking



Getting Ready, Being Safe. The 2016 Halloween Dress Rehearsal broke records for attendance with 1,200 children and their parents filling the City Hall courtyard for the 11th annual event, which focuses on pedestrian and traffic safety. The families have the chance to learn directly from officers at interactive stations teaching the children the importance of safety. Other local business partners and City departments, such as the Library and Public Works, participated with fun games for the children.



Investing in Future Parks. The City completed acquisition of the 26.3 acre Fairview Community Park site for \$2.13 million.

Good Stewardship. The Public Works Department and Finance Division coordinated a recent prepayment of an Oregon Economic and Community Development Department business loan. The City used the loan proceeds for utility infrastructure. The early payment saved approximately \$1.98 million in interest.

Transportation Milestones. The City completed the original 41 congestion relief, safety improvements, and street and bridge rebuilding projects from the 2008 Streets and Bridges Bond (\$99.8 million) and, as a result of the positive bidding environment, favorable bond markets, and good project management, completed an additional 21 projects. Ninety-two percent of the engineering and construction contracts were awarded to Marion and Polk County firms. A few bond-supported projects remain in the FY 2018 budget.

Value *COMPASSION – Salem is fair, equitable, and safe*

Partnerships to Serve Our Most Vulnerable. The City of Salem provided over \$4.3 million in a combination of federal and local funds during the most recently completed program year to organizations providing services and projects such as homeless case management, affordable housing, job training, food boxes, and utility assistance. Through partnerships with nonprofits, for profits, and jurisdictions including the City of Keizer, the programs and projects funded with these dollars alone served 122,281 individuals and households. Annually the City allocates over \$2.2 million to programs and projects serving our community's most vulnerable populations.



Swift Response. In March 2017, the Fire Department placed a new water rescue boat into service for swift water, surface rescue on the Willamette River and surrounding waterways. It replaces the department's original water rescue boat, purchased with generous donations and grant funding more than a decade ago.

Better Bike Connectivity. This summer the City added bike lanes to Church Street and High Street along a seven block corridor downtown. This project is part of improvements identified in the Central Salem Mobility Study to make the downtown more accessible. The project improves connectivity to and through downtown by replacing a vehicle travel lane on each street with a bicycle lane.

Warming Centers. The City partnered with Mid-Willamette Valley Community Action Agency to open the buildings at property owned by the First Christian Church and the vacant O'Brien and DeLon sites as warming shelters this winter. The shelters were open for 18 nights when temperatures dipped below 30 degrees. Shelter nights totaled 1,382 for 412 guests plus 13 dogs and 3 cats. Volunteers were integral to the success of this effort.

Value

RESPONSIVENESS – Salem is at your service, with capacity and partnerships to prepare for the future

Strategic Communications. The City’s social media presence is growing. Our Facebook following increased by 370 percent, to nearly 8,800, in just one year. And with the help of CCTV, we have implemented Facebook Live, augmenting other video streaming options for the public and increasing exposure to and awareness of City Council meetings to the public.

Community Connections. Since last summer, our redesigned mobile-friendly newsletter has increased user subscriptions by 1,300.

Regional Partnerships. In FY 2017 the Fire Department received a new, high capacity 1,100 gallon firefighting foam trailer. The trailer was provided by the State of Oregon’s Fire Marshal’s Office to assist local departments to combat railroad oil fires. Salem received one of six trailers deployed statewide. The trailer provides the department with additional firefighting capabilities in the event of an oil car train derailment or other hazardous petrochemical spill.



Job Creation Partnership Leads to Street Improvement. The Madrona Avenue at 25th Street Intersection Improvement project near the Salem Airport realigned and signalized the existing intersection including additional through and turn lanes, sidewalks and bike lanes to reduce congestion and improve safety. Project funding included a \$1,000,000 Immediate Opportunity Fund (IOF) grant from the State of Oregon related to job creation from an expansion of the NORPAC Foods facilities which is adjacent to Madrona Avenue. This project was completed eight months ahead of schedule and has significantly relieved congestion at this intersection.

Investing in Sports Tourism with TOT Dollars. Using Transient Occupancy Tax (TOT) funding, the City is undertaking a series of improvements at the Wallace Marine Softball Complex in order to preserve Salem's demonstrated ability to attract and host high level national softball tournaments. Improvements completed in the past year include purchase and installation of five new state of the art scoreboards, concrete replacement, pavement repairs, new fence cap materials, and a new drinking fountain. Future improvements planned for next year include replacement of field lighting to meet the American Softball Association's standards for tournament play, fence improvements, and a slurry seal for the parking area.

Technology Efficiencies.

In FY 2017, the department spent \$88,000 for a 3D laser scanner and software to aid in accident and crime scene investigations. These new high tech tools save investigators' time. Most scenes can be done in a quarter of the time, and with one person rather than two. Investigators can capture the scene as it appears at the time of their arrival and make important data available in hours rather than days. This technology allows investigators, witnesses, prosecutors and the jury to virtually walk the scene. This purchase also included tools for bullet trajectory, blood splatter and suspect height analysis and it works with existing software as part of preparing the end product.

Funding Essential Equipment. The department replaced its entire inventory of self-contained breathing apparatus (SCBA) with funding from a Department of Homeland Security, Assistance to Firefighters Grant. The grant provided 80 percent funding for the SCBA replacement project. The department will donate the old SCBAs to agencies worldwide that do not have adequate, or any safety equipment.

The Value of Leveraging. The West Salem Redevelopment Grant Program continues to help fund the construction of building additions, new buildings, and the acquisition of manufacturing equipment. Nearly \$256,000 has been committed which will result in \$2 million in private investment and new jobs in the area.

Value

ACCESSIBILITY – Salem is open and inclusive

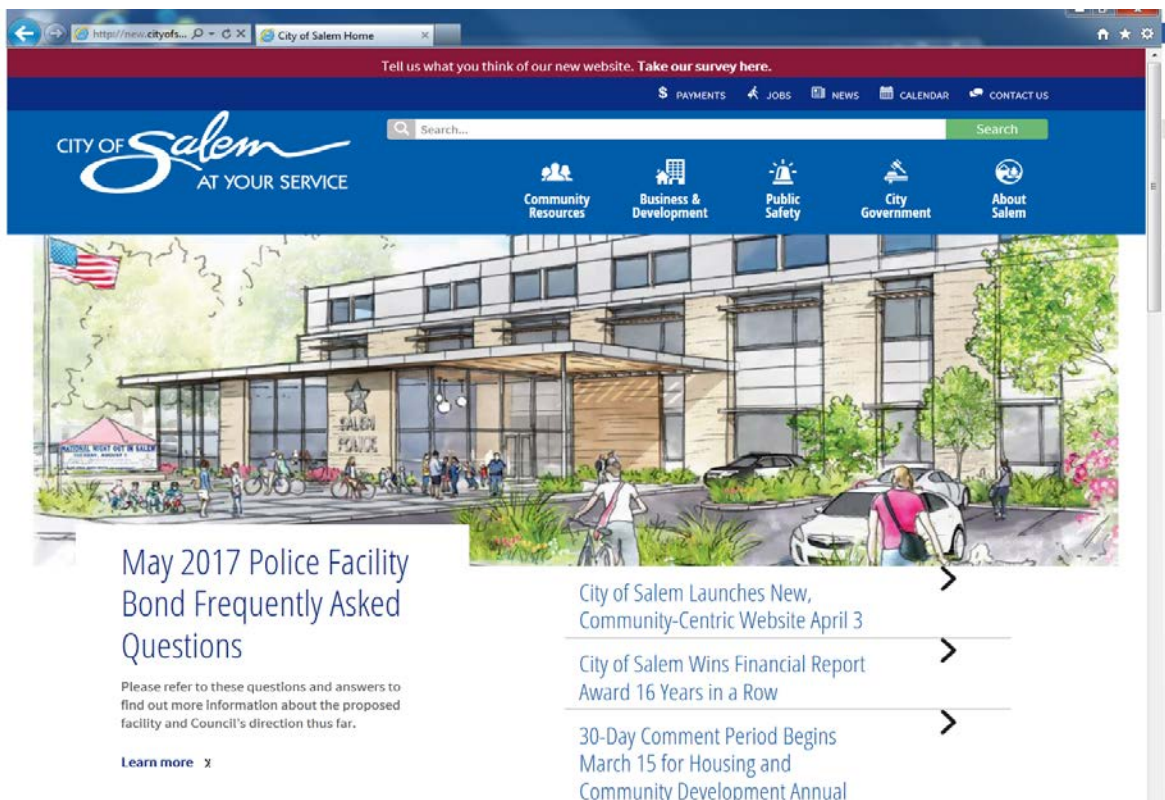


Reaching Out to Our Community.

The Salem Police Department held six Coffee with a Cop events throughout the City. Over 530 community members took part in the coffees. The department celebrated its first anniversary of Coffee with a Cop in November. One of our events, held in Northeast Salem, was exclusively bilingual for Spanish speaking individuals.

Customized Communication. The Police Department continues to leverage social media platforms to increase dialogue with the community. In the spring of 2016 the department reached 10,000 followers on Facebook and by the start of 2017, the account had increased to 16,000. Moreover, the department has doubled its outreach via Facebook to Hispanic residents who have a Spanish language messaging preference. The use of social media has helped maximize our messaging reach, especially when providing information on recent crime trends and inclement weather warnings. Twitter messaging has functioned exceptionally well to broadcast breaking and instant information to our nearly 7,000 followers.

Community-Centric Website. In April 2017, the Information Technology Department launched a new and improved website. The website redesign makes it easier to browse, is action-oriented with a focus on topics of most interest to the community, and offers a consistent message across all content. The content is device and mobile friendly increasing the City’s ability to reach out to the community using technology. By developing the community-centric website project internally, IT has been able to reduce consulting costs, manage scope, and completely revamp the existing layout and navigation of City webpages to deliver materials to the public by targeting the needs of the community and focusing on a user-centric model.



Mayor’s International Council. The council launched its first international lecture series with a talk titled, “Language in Transition,” and collaborated with World Beat to celebrate over 100 persons at a community international potluck.

How to Use the Budget Document

The City's budget is currently published in three volumes.

Book 1 – City of Salem budget message, financial summaries, General Fund and 16 of the 22 other City funds

Book 2 – Transportation Services Fund, Streetlight Fund, Utility Fund, and three funds supporting capital asset and improvement projects

Book 3 – Urban Renewal Agency (URA) budget message, financial summaries, debt service, capital asset and improvement projects, and Salem Convention Center

Book 1

As an introduction to the City's budget, the City Manager's Budget Message and Financial Summaries in *Book 1* provide a high level view. The budget message provides an overview of the City's budget; the principles, policies, or guidelines applied to develop the budget; and an explanation of significant proposed changes from the prior year. The summary tables section begins with aggregated resources and expenditures information and moves to greater specificity for all City funds.

General Fund Revenues appear next in *Book 1* and include line item information, narrative explanations for every revenue account code, and further detail identifying connections between General Fund departments and revenue sources.

Expenditure budgets for all General Fund departments are provided behind the "General Fund" tab in *Book 1* and appear in alphabetical order. Each department budget includes:

- summary tables displaying expenditure budget totals at the division level (or whatever organizational segregation is being used for the department) and category level (personal services, materials and services, and so on);
- highlights of and significant changes to the department budget;
- department performance measures featured in the adopted budget publication;
- program-level descriptions and anticipated costs, which tie to the line item expenditure budget for each organizational unit displayed for the department;
- detailed breakdowns of specific expenditure account codes (the item or service being purchased and the cost) for each organizational unit; and
- line item expenditure detail for each organizational unit.

Following the General Fund section of the document, 16 of the remaining 22 City Funds appear in fund number order. The presentation of information for these fund budgets follows the same structure of the General Fund department budgets with the addition of resources summaries,

explanations and line item detail, and in some cases, project-level budget detail (e.g., Parking Fund, Cultural and Tourism Fund, Leasehold Fund).

At the end of the first volume, the Miscellaneous section includes:

- line graphs and numeric tables tracking “permanent” position counts at the fund level;
- further detail on full-time equivalent (FTE) position authority and salary costs by position type;
- a glossary of budget terms (more detailed than what is included in this document); and
- public notices and resolutions related to the budget approval and adoption.

Book 2

The second volume of the budget document encompasses the programs, services and budgets within the purview of the Public Works Department. The sections for the Transportation Services Fund (City streets maintenance and operations), the Streetlight Fund (maintenance, operation, expansion of the streetlight system), and Utility Fund (engineering and water, wastewater, and stormwater utilities) follow the same structure as the fund budgets in *Book 1*.

In addition, *Book 2* includes Citywide capital asset and improvement projects and corresponding resources and expenditures line item budgets within three funds (Construction Funds tab) segregated as follows:

- Community Facilities (e.g., parks, Transient Occupancy Tax-funded projects at city-owned historic facilities)
- Municipal Facilities (fire bond for buildings and equipment, airport, ADA improvements to City facilities and information technology)
- Transportation (streets, bridges)
- Utilities (stormwater, wastewater, water utilities)
- Development Districts

Book 3

The first 2 volumes of the budget document encompass all City of Salem resources and requirements. Book 3 represents the budget for the Urban Renewal Agency (URA) of the City of Salem. Consistent with the City budgets, the URA budget volume includes a budget message, summary resources and requirements tables for the four URA funds, a debt service section (Tax Allocation Bond Debt Fund), and a construction project section (Tax Allocation Improvement Fund). In addition, the URA volume includes the budgets for the Agency-owned Salem Convention Center and the related Convention Center Gain / Loss Reserve. The presentation of the budget information is similar to the other two volumes with explanations and line item detail for resources and project-level descriptions and budgets that tie to the expenditures line item budgets for each of the seven urban renewal areas.

City of Salem
 Summary of Resources and Requirements
 All Funds
 FY 2017-18

Fund No.	Fund Name	Beginning Balance	Revenues	Expenditures	Unappropriated Ending Balance
101	General	\$ 26,430,480	\$ 118,100,600	\$ 129,982,570	\$ 14,548,510
155	Transportation Services	4,583,480	13,428,050	16,032,240	1,979,290
156	Streetlight	687,630	1,995,640	2,060,860	622,410
160	Airport	821,400	1,131,870	1,953,270	-
165	Community Renewal	-	3,589,830	3,589,830	-
170	Downtown Parking	711,970	1,156,030	1,868,000	-
175	Cultural and Tourism	342,890	4,116,810	4,182,650	277,050
176	Public Art	43,440	15,300	58,740	-
180	Leasehold	720,890	500,480	1,221,370	-
185	Building and Safety	6,250,170	4,616,300	5,018,340	5,848,130
210	General Debt Service	267,700	18,624,600	18,570,550	321,750
255	Capital Improvements	38,066,680	47,306,510	85,373,190	-
260	Extra Capacity Facilities	17,443,340	10,643,360	28,086,700	-
275	Development District	2,050,710	1,370,600	3,421,310	-
310	Utility	40,891,520	100,428,410	112,061,770	29,258,160
320	Emergency Services	2,709,370	769,170	723,280	2,755,260
330	Willamette Valley Comm. Center	892,660	10,433,490	10,958,000	368,150
335	Police Regional Records System	1,447,040	385,120	1,832,160	-
355	City Services	5,329,950	11,717,540	13,562,350	3,485,140
365	Self Insurance	14,496,260	28,026,180	42,522,440	-
388	Equipment Replacement Reserve	5,850,100	4,529,770	9,981,070	398,800
400	Trust	4,455,250	1,947,780	3,089,770	3,313,260
Total		\$ 174,492,930	\$ 384,833,440	\$ 496,150,460	\$ 63,175,910

City of Salem
Recap of Expenditures
All Funds
FY 2016-17 and FY 2017-18

Fund No.	Fund Name	Adopted 2016-17	Adopted 2017-18	Increase (Decrease)	Percent Change
101	General	\$ 120,597,960	\$ 129,982,570	\$ 9,384,610	7.8%
155	Transportation Services	16,751,410	16,032,240	(719,170)	-4.3%
156	Streetlight	2,386,930	2,060,860	(326,070)	-13.7%
160	Airport	1,947,970	1,953,270	5,300	0.3%
165	Community Renewal	4,186,390	3,589,830	(596,560)	-14.2%
170	Downtown Parking	2,182,970	1,868,000	(314,970)	-14.4%
172	Economic Improvement District	36,720	-	(36,720)	-100.0%
175	Cultural and Tourism	5,017,230	4,182,650	(834,580)	-16.6%
176	Public Art	63,300	58,740	(4,560)	-7.2%
180	Leasehold	1,327,480	1,221,370	(106,110)	-8.0%
185	Building and Safety	4,854,700	5,018,340	163,640	3.4%
210	General Debt Service	17,615,930	18,570,550	954,620	5.4%
255	Capital Improvements	88,794,150	85,373,190	(3,420,960)	-3.9%
260	Extra Capacity Facilities	23,649,820	28,086,700	4,436,880	18.8%
275	Development District	2,338,240	3,421,310	1,083,070	46.3%
310	Utility	112,982,720	112,061,770	(920,950)	-0.8%
320	Emergency Services	783,900	723,280	(60,620)	-7.7%
330	Willamette Valley Comm. Center	10,710,180	10,958,000	247,820	2.3%
335	Police Regional Records System	1,657,720	1,832,160	174,440	10.5%
355	City Services	12,684,100	13,562,350	878,250	6.9%
365	Self Insurance	39,900,770	42,522,440	2,621,670	6.6%
388	Equipment Replacement Reserve	4,943,230	9,981,070	5,037,840	101.9%
400	Trust (Special Revenue)	3,278,550	3,089,770	(188,780)	-5.8%
Total		\$ 478,692,370	\$ 496,150,460	\$ 17,458,090	3.6%

City of Salem
Requirements by Object Category
All Funds
FY 2017-18

Fund No	Fund Name	Personal Services	Materials and Services	Capital Outlay	Other	Total Expenditures
101	General	\$ 97,378,930	\$ 27,259,270	\$ 1,093,040	\$ 4,251,330	\$ 129,982,570
155	Transportation Services	6,071,150	8,595,330	404,000	961,760	16,032,240
156	Streetlight	-	1,382,860	-	678,000	2,060,860
160	Airport	465,560	646,720	-	840,990	1,953,270
165	Community Renewal	-	3,589,830	-	-	3,589,830
170	Downtown Parking	-	1,318,000	-	550,000	1,868,000
175	Cultural and Tourism	-	2,387,380	-	1,795,270	4,182,650
176	Public Art	-	58,740	-	-	58,740
180	Leasehold	-	603,920	-	617,450	1,221,370
185	Building and Safety	3,011,810	1,126,530	-	880,000	5,018,340
210	General Debt Service	-	-	-	18,570,550	18,570,550
255	Capital Improvements	-	74,061,920	11,311,270	-	85,373,190
260	Extra Capacity Facilities	-	25,035,390	2,892,120	159,190	28,086,700
275	Development District	-	3,421,310	-	-	3,421,310
310	Utility	35,098,270	38,324,690	880,380	37,758,430	112,061,770
320	Emergency Services	379,520	283,760	-	60,000	723,280
330	Willamette Valley Comm. Center	8,813,530	1,681,880	33,000	429,590	10,958,000
335	Police Regional Records System	-	332,760	1,499,400	-	1,832,160
355	City Services	2,783,060	8,627,290	272,000	1,880,000	13,562,350
365	Self Insurance	895,280	41,627,160	-	-	42,522,440
388	Equipment Replacement Reserve	-	1,900	9,819,240	159,930	9,981,070
400	Trust (Special Revenue)	-	1,579,070	600,000	910,700	3,089,770
Total		\$ 154,897,110	\$ 241,945,710	\$ 28,804,450	\$ 70,503,190	\$ 496,150,460

City of Salem
Property Tax Levy Summary
 FY 2017-18

	2016-17 Levy	2017-18 Levy	Loss Due To Compression	Less 2.45% Delinquent	Less 2.55% of Levy Discounted	Net Collection Current Levy 95.00%	Plus Prior Years	Total Budgeted Collections
A. Tax Base Levy ¹	\$65,725,382	\$68,766,200	(\$162,810)	(\$1,682,770)	(\$1,745,900)	\$65,174,720	\$1,466,030	\$66,640,750
B. Debt Service	11,921,305	14,126,390	-	(346,510)	(359,510)	13,420,380	253,400	13,673,780
TOTAL LEVY	\$77,646,687	\$82,892,590	(\$162,810)	(\$2,029,280)	(\$2,105,410)	\$78,595,100	\$1,719,430	\$80,314,530

¹ Tax Base Levy - The 2017-18 levy shown is an estimate. Actual amounts collected are at a rate of \$5.8315 per \$1,000 of assessed value.

NOTE: Proceeds from these levies are budgeted in the following funds:

- A. Tax Base Levy - General Fund (Fund 101)
- B. Debt Service Levy - General Debt Fund (Fund 210)

City of Salem
Estimated Property Tax Rates
 FY 2017-18

	Actual Rates 2016-17	Estimated Rates 2017-18
A. Permanent Rate - Operations	\$5.8315	\$5.8315
B. Debt Service	1.0036	1.1500
TOTAL - City of Salem	\$6.8351	\$6.9815

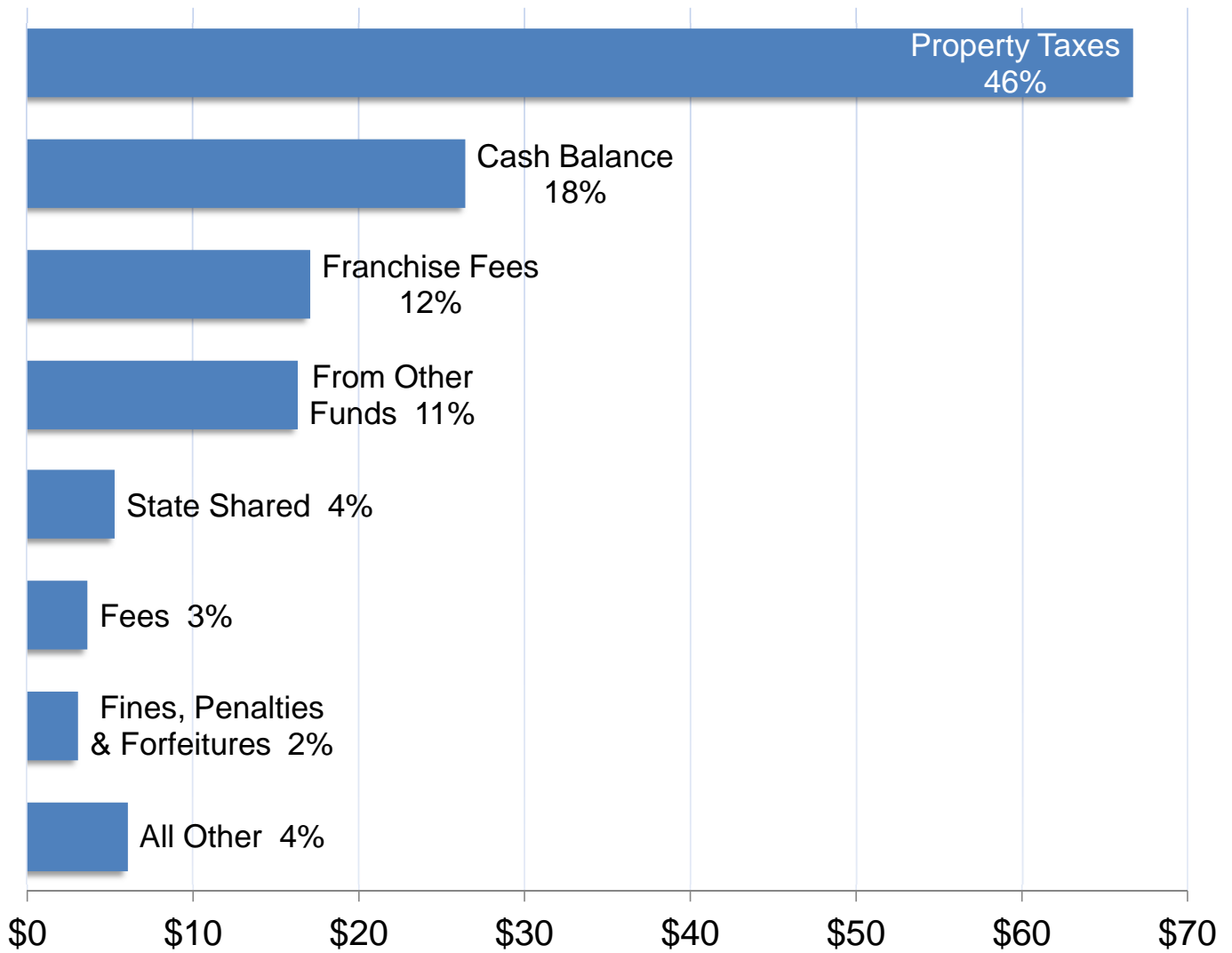
City of Salem
 Estimated Assessed Property Value
 FY 2017-18

County	Actual 2016-17 Values	Estimated Increase	Estimated 2017-18 Values	% Increase ¹
Marion	\$ 9,397,202,270	\$ 374,334,242	\$ 9,771,536,512	4.0%
Polk	1,933,144,633	87,516,050	2,020,660,683	4.5%
Total	<u>\$ 11,330,346,903</u>	<u>\$ 461,850,293</u>	<u>\$ 11,792,197,196</u>	4.1%

¹ Estimated increase in assessed property value includes two factors:

1. Changing market values of the existing property base, and
2. Property base expansion through new construction.

General Fund Resources FY 2017-18

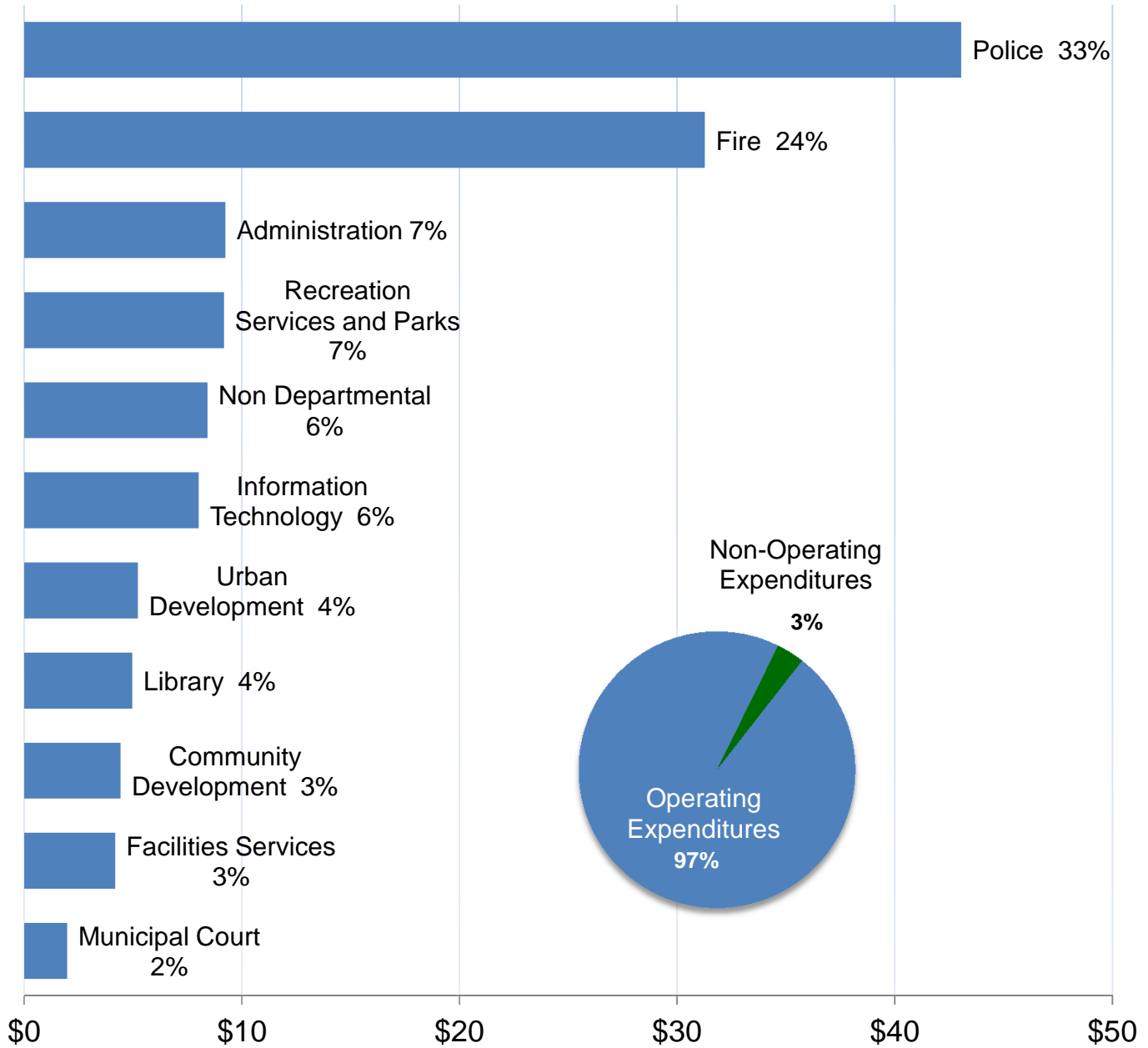


Total Resources = \$144.5
Millions of Dollars

City of Salem
 Summary of Resources
 General Fund
 FY 2014-15 to FY 2017-18

Actual 2014-15	Actual 2015-16	Adopted 2016-17	Resources Category	Adopted 2017-18	Percent of Total	Percent Increase
\$ 20,997,247	\$ 24,940,155	\$ 26,047,730	Cash Balance	\$ 26,430,480	18.3%	1.5%
2,110,206	1,415,423	1,468,640	Previously Levied Taxes	1,466,030	1.0%	-0.2%
16,378,032	16,809,874	16,812,740	Franchise Fees	17,060,320	11.8%	1.5%
3,092,339	3,482,785	3,343,110	Fees for Services / Other Fees	3,660,160	2.5%	9.5%
716,558	833,002	809,150	Licenses and Permits	903,170	0.6%	11.6%
1,384,640	1,145,960	527,000	Other Revenue	1,051,160	0.7%	99.5%
1,254,898	1,278,003	1,596,300	Rents	1,533,680	1.1%	-3.9%
3,644,382	5,216,515	5,724,970	Intra / Interfund Services	6,996,090	4.8%	22.2%
7,348,420	7,545,100	7,595,170	Allocated Overhead	7,944,160	5.5%	4.6%
4,821,232	4,805,808	5,047,660	State Shared Revenues	5,278,230	3.7%	4.6%
1,535,042	1,624,695	1,818,850	Other Agencies	1,895,780	1.3%	4.2%
957,914	814,004	1,419,610	State/Federal Grants	665,450	0.5%	-53.1%
2,772,139	3,023,850	3,056,910	Fines, Penalties and Forfeitures	3,095,830	2.1%	1.3%
1,145,000	1,179,350	1,250,800	Interfund Transfers	1,375,820	1.0%	10.0%
<u>\$ 68,158,048</u>	<u>\$ 74,114,523</u>	<u>\$ 76,518,640</u>	Sub-Total	<u>\$ 79,356,360</u>	<u>54.9%</u>	<u>3.7%</u>
<u>\$ 56,987,431</u>	<u>\$ 59,874,938</u>	<u>\$ 61,552,020</u>	Property Taxes-Current Year	<u>\$ 65,174,720</u>	<u>45.1%</u>	<u>5.9%</u>
<u>\$ 125,145,480</u>	<u>\$ 133,989,462</u>	<u>\$ 138,070,660</u>	Total Operations	<u>\$ 144,531,080</u>	<u>100.0%</u>	<u>4.7%</u>
<u>\$ 6,326,384</u>	<u>\$ 5,076,413</u>	<u>\$ -</u>	Short Term Loan Repayment	<u>\$ -</u>	<u>0.0%</u>	<u>0.0%</u>
<u><u>\$ 131,471,863</u></u>	<u><u>\$ 139,065,875</u></u>	<u><u>\$ 138,070,660</u></u>	Grand Total	<u><u>\$ 144,531,080</u></u>	<u><u>100.0%</u></u>	<u><u>4.7%</u></u>

General Fund Expenditures FY 2017-18



Total Expenditures = \$129.98
Millions of Dollars

Administration includes Mayor & Council, City Manager's Office, Finance and Procurement, Legal, and Human Resources

City of Salem
 Summary of Expenditures
 General Fund
 FY 2014-15 to FY 2017-18

Actual 2014-15	Actual 2015-16	Adopted 2016-17	Department	Adopted 2017-18	Percent of Total	Percent Increase
\$ 181,319	\$ 180,164	\$ 225,990	Mayor and Council	\$ 229,840	0.2%	1.7%
6,487,296	6,466,331	6,934,940	City Manager's Office	7,126,690	5.5%	2.8%
4,581,936	4,873,632	5,234,150	Human Resources	5,764,020	4.4%	10.1%
1,797,962	2,036,615	2,147,000	Legal	2,290,630	1.8%	6.7%
1,934,399	7,673,429	9,001,340	Recreation Services*	9,181,160	7.1%	2.0%
7,608,980	7,819,677	8,711,950	Community Development	9,395,410	7.2%	7.8%
35,421,812	36,354,827	40,137,610	Police	43,043,310	33.1%	7.2%
24,948,660	25,656,430	29,897,610	Fire	31,274,460	24.1%	4.6%
5,471,991	6,133,657	6,914,600	Information Technology	8,023,030	6.2%	16.0%
7,787,175	4,684,429	5,150,910	Non-Departmental	5,429,690	4.2%	5.4%
3,985,177	3,985,752	5,086,780	Urban Development	5,224,330	4.0%	2.7%
-	-	1,155,080	Contingencies	3,000,000	2.3%	159.7%
<u>\$ 100,206,708</u>	<u>\$ 105,864,943</u>	<u>\$ 120,597,960</u>	Total Operations	<u>\$ 129,982,570</u>	100.0%	7.8%
<u>\$ 6,325,000</u>	<u>\$ 5,075,000</u>	<u>\$ -</u>	Short Term Loan	<u>\$ -</u>	0.0%	0.0%
<u><u>\$ 106,531,708</u></u>	<u><u>\$ 110,939,943</u></u>	<u><u>\$ 120,597,960</u></u>	Grand Total	<u><u>\$ 129,982,570</u></u>	100.0%	7.8%

*Includes Parks Operations for FY 2015-16 through FY 2017-18. In FY 2014-15, Parks Operations was part of the Transportation Services Fund.

City of Salem
 Summary of Requirements
 General Fund
 FY 2017-18

Actual 2014-15	Actual 2015-16	Adopted 2016-17		Adopted 2017-18
			MAYOR AND COUNCIL	
\$ 181,319	\$ 180,164	\$ 225,990	Materials & Services	\$ 229,840
<u>\$ 181,319</u>	<u>\$ 180,164</u>	<u>\$ 225,990</u>	DEPARTMENT TOTAL	<u>\$ 229,840</u>
			CITY MANAGER'S OFFICE	
			City Manager's Office (and Budget Office)	
\$ 1,265,026	\$ 1,299,808	\$ 1,639,270	Personal Services	\$ 1,747,350
71,203	80,379	80,210	Materials & Services	127,550
<u>\$ 1,336,229</u>	<u>\$ 1,380,188</u>	<u>\$ 1,719,480</u>	DIVISION TOTAL	<u>\$ 1,874,900</u>
			Finance and Purchasing	
\$ 3,081,108	\$ 2,952,954	\$ 2,994,250	Personal Services	\$ 2,886,290
355,291	393,045	323,160	Materials & Services	389,150
<u>\$ 3,436,399</u>	<u>\$ 3,345,998</u>	<u>\$ 3,317,410</u>	DIVISION TOTAL	<u>\$ 3,275,440</u>
			Municipal Court	
\$ 1,208,521	\$ 1,242,464	\$ 1,389,950	Personal Services	\$ 1,450,370
506,147	497,681	508,100	Materials & Services	525,980
<u>\$ 1,714,669</u>	<u>\$ 1,740,145</u>	<u>\$ 1,898,050</u>	DIVISION TOTAL	<u>\$ 1,976,350</u>
<u>\$ 6,487,296</u>	<u>\$ 6,466,331</u>	<u>\$ 6,934,940</u>	DEPARTMENT TOTAL	<u>\$ 7,126,690</u>
Administrative Services, Administration Division financial history is in Finance and Purchasing				
			HUMAN RESOURCES	
			Human Resources	
\$ 903,379	\$ 935,202	\$ 1,004,660	Personal Services	\$ 1,306,720
152,028	204,786	268,450	Materials & Services	266,160
<u>\$ 1,055,408</u>	<u>\$ 1,139,988</u>	<u>\$ 1,273,110</u>	DIVISION TOTAL	<u>\$ 1,572,880</u>
			Facilities Services	
\$ 2,256,631	\$ 2,364,005	\$ 2,479,990	Personal Services	\$ 2,645,800
1,269,897	1,369,639	1,481,050	Materials & Services	1,545,340
<u>\$ 3,526,529</u>	<u>\$ 3,733,644</u>	<u>\$ 3,961,040</u>	DIVISION TOTAL	<u>\$ 4,191,140</u>
<u>\$ 4,581,936</u>	<u>\$ 4,873,632</u>	<u>\$ 5,234,150</u>	DEPARTMENT TOTAL	<u>\$ 5,764,020</u>
			LEGAL	
\$ 1,688,378	\$ 1,889,905	\$ 2,006,500	Personal Services	\$ 2,122,990
109,584	146,711	140,500	Materials & Services	167,640
<u>\$ 1,797,962</u>	<u>\$ 2,036,615</u>	<u>\$ 2,147,000</u>	DEPARTMENT TOTAL	<u>\$ 2,290,630</u>

City of Salem
Summary of Requirements
General Fund
 FY 2017-18

Actual 2014-15	Actual 2015-16	Adopted 2016-17		Adopted 2017-18
RECREATION SERVICES				
City Recreation Services				
\$ 514,492	\$ 532,120	\$ 561,360	Personal Services	\$ 603,790
337,890	506,435	561,210	Materials & Services	602,770
152,466	-	-	Transfers	-
<u>\$ 1,004,849</u>	<u>\$ 1,038,555</u>	<u>\$ 1,122,570</u>	DIVISION TOTAL	<u>\$ 1,206,560</u>
Center 50+				
\$ 687,677	\$ 716,367	\$ 707,730	Personal Services	\$ 782,790
233,849	262,021	265,320	Materials & Services	248,410
8,024	10,000	12,000	Transfers	7,500
<u>\$ 929,550</u>	<u>\$ 988,388</u>	<u>\$ 985,050</u>	DIVISION TOTAL	<u>\$ 1,038,700</u>
Parks Operations				
\$ -	\$ 3,135,483	\$ 3,754,440	Personal Services	\$ 3,964,700
-	2,511,002	2,589,280	Materials & Services	2,889,200
-	-	-	Capital Outlay	82,000
-	-	550,000	Transfers	-
<u>\$ -</u>	<u>\$ 5,646,485</u>	<u>\$ 6,893,720</u>	DIVISION TOTAL	<u>\$ 6,935,900</u>
<u>\$ 1,934,399</u>	<u>\$ 7,673,429</u>	<u>\$ 9,001,340</u>	DEPARTMENT TOTAL	<u>\$ 9,181,160</u>
Parks financial history (FY 2014-15) included in Transportation Services Fund				
COMMUNITY DEVELOPMENT				
Administration				
\$ 442,115	\$ 452,205	\$ 475,440	Personal Services	\$ 509,690
6,464	5,362	7,420	Materials & Services	18,900
<u>\$ 448,579</u>	<u>\$ 457,568</u>	<u>\$ 482,860</u>	DIVISION TOTAL	<u>\$ 528,590</u>
Planning				
\$ 1,211,281	\$ 1,295,486	\$ 1,437,210	Personal Services	\$ 1,505,800
141,065	211,494	182,320	Materials & Services	618,910
5,000	5,000	5,000	Transfers	5,000
<u>\$ 1,357,346</u>	<u>\$ 1,511,980</u>	<u>\$ 1,624,530</u>	DIVISION TOTAL	<u>\$ 2,129,710</u>
Neighborhood Enhancement				
\$ 1,247,534	\$ 1,294,474	\$ 1,430,230	Personal Services	\$ 1,500,670
251,650	176,567	216,030	Materials & Services	271,370
-	-	19,500	Capital Outlay	-
<u>\$ 1,499,184</u>	<u>\$ 1,471,042</u>	<u>\$ 1,665,760</u>	DIVISION TOTAL	<u>\$ 1,772,040</u>
Library				
\$ 3,628,749	\$ 3,684,273	\$ 4,099,510	Personal Services	\$ 4,205,090
675,123	694,815	839,290	Materials & Services	742,050
-	-	-	Transfers	17,930
<u>\$ 4,303,872</u>	<u>\$ 4,379,087</u>	<u>\$ 4,938,800</u>	DIVISION TOTAL	<u>\$ 4,965,070</u>
<u>\$ 7,608,980</u>	<u>\$ 7,819,677</u>	<u>\$ 8,711,950</u>	DEPARTMENT TOTAL	<u>\$ 9,395,410</u>

City of Salem
 Summary of Requirements
 General Fund
 FY 2017-18

Actual 2014-15	Actual 2015-16	Adopted 2016-17		Adopted 2017-18
			POLICE	
			Administration	
\$ 364,377	\$ 391,504	\$ 409,160	Personal Services	\$ 440,150
9,207	3,520	5,200	Materials & Services	5,850
<u>\$ 373,584</u>	<u>\$ 395,025</u>	<u>\$ 414,360</u>	DIVISION TOTAL	<u>\$ 446,000</u>
			Support	
\$ 3,326,694	\$ 3,615,585	\$ 4,571,260	Personal Services	\$ 4,848,480
4,227,859	4,689,692	5,752,980	Materials & Services	6,458,170
-	85,685	90,000	Capital Outlay	-
-	-	200,000	Transfers	-
<u>\$ 7,554,553</u>	<u>\$ 8,390,963</u>	<u>\$ 10,614,240</u>	DIVISION TOTAL	<u>\$ 11,306,650</u>
			Investigations	
\$ 8,180,463	\$ 8,316,690	\$ 5,856,880	Personal Services	\$ 6,320,530
399,120	372,905	394,170	Materials & Services	445,510
<u>\$ 8,579,582</u>	<u>\$ 8,689,595</u>	<u>\$ 6,251,050</u>	DIVISION TOTAL	<u>\$ 6,766,040</u>
			Patrol	
\$ 17,305,232	\$ 17,488,409	\$ 21,579,880	Personal Services	\$ 23,278,520
1,445,931	1,270,660	1,233,080	Materials & Services	1,183,200
162,930	120,175	45,000	Capital Outlay	62,900
<u>\$ 18,914,092</u>	<u>\$ 18,879,244</u>	<u>\$ 22,857,960</u>	DIVISION TOTAL	<u>\$ 24,524,620</u>
<u>\$ 35,421,812</u>	<u>\$ 36,354,827</u>	<u>\$ 40,137,610</u>	DEPARTMENT TOTAL	<u>\$ 43,043,310</u>
			FIRE	
			Administration	
\$ 672,210	\$ 687,257	\$ 712,690	Personal Services	\$ 769,060
73,005	92,196	88,710	Materials & Services	76,290
<u>\$ 745,214</u>	<u>\$ 779,453</u>	<u>\$ 801,400</u>	DIVISION TOTAL	<u>\$ 845,350</u>
			Emergency Operations	
\$ 19,786,095	\$ 20,506,447	\$ 23,063,590	Personal Services	\$ 24,955,670
3,438,786	3,476,817	4,950,750	Materials & Services	4,132,040
-	13,440	70,000	Capital Outlay	-
-	13,360	-	Transfers	-
<u>\$ 23,224,881</u>	<u>\$ 24,010,064</u>	<u>\$ 28,084,340</u>	DIVISION TOTAL	<u>\$ 29,087,710</u>
			Fire and Life Safety	
\$ 869,052	\$ 787,702	\$ 909,800	Personal Services	\$ 1,188,730
109,513	79,211	102,070	Materials & Services	112,670
-	-	-	Capital Outlay	40,000
<u>\$ 978,565</u>	<u>\$ 866,914</u>	<u>\$ 1,011,870</u>	DIVISION TOTAL	<u>\$ 1,341,400</u>
<u>\$ 24,948,660</u>	<u>\$ 25,656,430</u>	<u>\$ 29,897,610</u>	DEPARTMENT TOTAL	<u>\$ 31,274,460</u>

City of Salem
 Summary of Requirements
 General Fund
 FY 2017-18

Actual 2014-15	Actual 2015-16	Adopted 2016-17		Adopted 2017-18
			INFORMATION TECHNOLOGY	
			Information Technology	
\$ 4,448,666	\$ 4,909,633	\$ 5,628,070	Personal Services	\$ 6,617,220
951,220	1,186,543	1,190,930	Materials & Services	1,263,070
72,105	37,480	95,600	Capital Outlay	142,740
<u>\$ 5,471,991</u>	<u>\$ 6,133,657</u>	<u>\$ 6,914,600</u>	DEPARTMENT TOTAL	<u>\$ 8,023,030</u>
			NON-DEPARTMENTAL	
\$ 72,282	\$ 71,919	\$ 120,000	Personal Services	\$ 120,000
13,159,779	8,669,458	2,667,500	Materials & Services	3,462,640
204,114	-	-	Capital Outlay	765,400
-	161,989	280,000	Debt Service	278,490
-	-	1,155,080	Contingencies	3,000,000
676,000	856,063	2,083,410	Transfers	803,160
<u>\$ 14,112,175</u>	<u>\$ 9,759,429</u>	<u>\$ 6,305,990</u>	DEPARTMENT TOTAL	<u>\$ 8,429,690</u>
			URBAN DEVELOPMENT	
			Urban Development Services	
\$ 2,222,378	\$ 2,128,162	\$ 2,424,670	Personal Services	\$ 2,552,660
743,155	820,050	1,116,200	Materials & Services	1,046,190
<u>\$ 2,965,533</u>	<u>\$ 2,948,213</u>	<u>\$ 3,540,870</u>	DIVISION TOTAL	<u>\$ 3,598,850</u>
			Parking Services	
\$ 693,590	\$ 737,620	\$ 976,730	Personal Services	\$ 1,055,860
326,054	264,030	429,930	Materials & Services	430,370
-	35,890	139,250	Transfers	139,250
<u>\$ 1,019,644</u>	<u>\$ 1,037,540</u>	<u>\$ 1,545,910</u>	DIVISION TOTAL	<u>\$ 1,625,480</u>
<u>\$ 3,985,177</u>	<u>\$ 3,985,752</u>	<u>\$ 5,086,780</u>	DEPARTMENT TOTAL	<u>\$ 5,224,330</u>
<u><u>\$ 106,531,708</u></u>	<u><u>\$ 110,939,943</u></u>	<u><u>\$ 120,597,960</u></u>	FUND TOTAL	<u><u>\$ 129,982,570</u></u>

Transportation Services Fund (155)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
RESOURCES			
\$ 2,070,690	\$ 3,253,732	\$ 4,377,000	Beginning Balance \$ 4,583,480
17,418,179	13,668,099	13,656,830	Revenues 13,428,050
<u>\$ 19,488,870</u>	<u>\$ 16,921,831</u>	<u>\$ 18,033,830</u>	<u>Total Resources \$ 18,011,530</u>
REQUIREMENTS			
\$ 7,703,430	\$ 4,459,001	\$ 5,642,030	Personal Services \$ 6,071,150
7,521,178	6,116,266	8,909,420	Materials & Services 8,595,330
34,450	136,914	473,200	Capital Outlay 404,000
-	-	500,000	Contingencies 500,000
976,080	1,216,760	1,226,760	Transfers 461,760
<u>\$ 16,235,138</u>	<u>\$ 11,928,941</u>	<u>\$ 16,751,410</u>	<u>Total Expenditures \$ 16,032,240</u>
<u>3,253,732</u>	<u>4,992,889</u>	<u>1,282,420</u>	<u>Unappropriated Balance 1,979,290</u>
<u>\$ 19,488,870</u>	<u>\$ 16,921,831</u>	<u>\$ 18,033,830</u>	<u>Total Requirements \$ 18,011,530</u>

Transportation Services Fund financial history includes Parks Operations in FY 2014-15. Parks Operations was moved to the General Fund in FY 2015-16.

Streetlight Fund (156)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
RESOURCES			
\$ -	\$ -	\$ 604,000	Beginning Balance \$ 687,630
-	2,008,052	1,782,930	Revenues 1,995,640
<u>\$ -</u>	<u>\$ 2,008,052</u>	<u>\$ 2,386,930</u>	<u>Total Resources \$ 2,683,270</u>
REQUIREMENTS			
\$ -	\$ 1,413,447	\$ 1,381,930	Materials & Services \$ 1,382,860
-	-	-	Debt Service 228,000
-	-	175,000	Contingencies 200,000
-	-	830,000	Transfers 250,000
<u>\$ -</u>	<u>\$ 1,413,447</u>	<u>\$ 2,386,930</u>	<u>Total Expenditures \$ 2,060,860</u>
<u>-</u>	<u>594,605</u>	<u>-</u>	<u>Unappropriated Balance 622,410</u>
<u>\$ -</u>	<u>\$ 2,008,052</u>	<u>\$ 2,386,930</u>	<u>Total Requirements \$ 2,683,270</u>

Airport Fund (160)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
RESOURCES			
\$ 633,584	\$ 685,335	\$ 889,800	Beginning Balance \$ 821,400
1,095,475	1,221,032	1,058,170	Revenues 1,131,870
<u>\$ 1,729,059</u>	<u>\$ 1,906,367</u>	<u>\$ 1,947,970</u>	<u>Total Resources \$ 1,953,270</u>
REQUIREMENTS			
\$ 486,887	\$ 404,895	\$ 448,200	Personal Services \$ 465,560
514,019	501,628	900,730	Materials & Services 646,720
-	2,813	-	Capital Outlay -
42,819	42,819	42,830	Debt Service 42,830
-	-	556,210	Contingencies 783,160
-	-	-	Transfers 15,000
<u>\$ 1,043,724</u>	<u>\$ 952,154</u>	<u>\$ 1,947,970</u>	<u>Total Expenditures \$ 1,953,270</u>
<u>685,335</u>	<u>954,213</u>	<u>-</u>	<u>Unappropriated Balance -</u>
<u>\$ 1,729,059</u>	<u>\$ 1,906,367</u>	<u>\$ 1,947,970</u>	<u>Total Requirements \$ 1,953,270</u>

Community Renewal Fund (165)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
\$ 25,321	\$ 47,216	\$ -	
4,446,163	3,997,117	4,186,390	
<u>\$ 4,471,483</u>	<u>\$ 4,044,333</u>	<u>\$ 4,186,390</u>	
			RESOURCES
			Beginning Working Capital \$ -
			Revenues 3,589,830
			<u>Total Resources \$ 3,589,830</u>
			REQUIREMENTS
\$ 3,374,267	\$ 1,771,269	\$ 3,793,470	Materials & Services \$ 3,589,830
1,050,000	2,257,484	392,920	Debt Service -
<u>\$ 4,424,267</u>	<u>\$ 4,028,753</u>	<u>\$ 4,186,390</u>	<u>Total Expenditures \$ 3,589,830</u>
47,216	15,580	-	Unappropriated Balance -
<u>\$ 4,471,483</u>	<u>\$ 4,044,333</u>	<u>\$ 4,186,390</u>	<u>Total Requirements \$ 3,589,830</u>

Downtown Parking Fund (170)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
\$ 376,263	\$ 621,501	\$ 754,720	
1,989,070	1,417,488	1,428,250	
<u>\$ 2,365,333</u>	<u>\$ 2,038,989</u>	<u>\$ 2,182,970</u>	
			RESOURCES
			Beginning Balance \$ 711,970
			Revenues 1,156,030
			<u>Total Resources \$ 1,868,000</u>
			REQUIREMENTS
\$ 1,743,832	\$ 1,103,608	\$ 1,315,150	Materials & Services \$ 1,318,000
-	-	250,000	Contingencies 250,000
-	-	617,820	Transfers 300,000
<u>\$ 1,743,832</u>	<u>\$ 1,103,608</u>	<u>\$ 2,182,970</u>	<u>Total Expenditures \$ 1,868,000</u>
621,501	935,380	-	Unappropriated Balance -
<u>\$ 2,365,333</u>	<u>\$ 2,038,989</u>	<u>\$ 2,182,970</u>	<u>Total Requirements \$ 1,868,000</u>

Economic Improvement District (172)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
\$ 172,804	\$ 98,881	\$ 36,720	
10,003	2,028	-	
<u>\$ 182,807</u>	<u>\$ 100,909</u>	<u>\$ 36,720</u>	
			RESOURCES
			Beginning Balance \$ -
			Revenues -
			<u>Total Resources \$ -</u>
			REQUIREMENTS
\$ 83,926	\$ 67,634	\$ 36,720	Materials & Services \$ -
<u>\$ 83,926</u>	<u>\$ 67,634</u>	<u>\$ 36,720</u>	<u>Total Expenditures \$ -</u>
98,881	33,276	-	Unappropriated Balance -
<u>\$ 182,807</u>	<u>\$ 100,909</u>	<u>\$ 36,720</u>	<u>Total Requirements \$ -</u>

Cultural and Tourism Fund (175)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
			RESOURCES
\$ 1,265,882	\$ 1,216,221	\$ 1,267,810	Beginning Balance \$ 342,890
3,218,774	3,646,395	3,972,940	Revenues 4,116,810
<u>\$ 4,484,655</u>	<u>\$ 4,862,616</u>	<u>\$ 5,240,750</u>	<u>Total Resources \$ 4,459,700</u>
			REQUIREMENTS
\$ 1,811,144	\$ 1,905,519	\$ 2,348,430	Materials & Services \$ 2,387,380
-	-	20,000	Capital Outlay -
-	-	120,000	Contingencies 120,000
1,457,291	1,737,970	2,528,800	Transfers 1,675,270
<u>\$ 3,268,434</u>	<u>\$ 3,643,489</u>	<u>\$ 5,017,230</u>	<u>Total Expenditures \$ 4,182,650</u>
1,216,221	1,219,127	223,520	Unappropriated Balance 277,050
<u>\$ 4,484,655</u>	<u>\$ 4,862,616</u>	<u>\$ 5,240,750</u>	<u>Total Requirements \$ 4,459,700</u>

Public Art Fund (176)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
			RESOURCES
\$ 4,336	\$ 1,106	\$ 33,150	Beginning Balance \$ 43,440
1,891	31,697	30,150	Revenues 15,300
<u>\$ 6,227</u>	<u>\$ 32,804</u>	<u>\$ 63,300</u>	<u>Total Resources \$ 58,740</u>
			REQUIREMENTS
\$ 5,120	\$ 278	\$ 63,300	Materials & Services \$ 58,740
<u>\$ 5,120</u>	<u>\$ 278</u>	<u>\$ 63,300</u>	<u>Total Expenditures \$ 58,740</u>
1,106	32,525	-	Unappropriated Balance -
<u>\$ 6,227</u>	<u>\$ 32,804</u>	<u>\$ 63,300</u>	<u>Total Requirements \$ 58,740</u>

Leasehold Fund (180)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
			RESOURCES
\$ 573,432	\$ 783,246	\$ 747,990	Beginning Balance \$ 720,890
581,601	570,513	579,490	Revenues 500,480
<u>\$ 1,155,033</u>	<u>\$ 1,353,759</u>	<u>\$ 1,327,480</u>	<u>Total Resources \$ 1,221,370</u>
			REQUIREMENTS
\$ 371,787	\$ 684,948	\$ 485,870	Materials & Services \$ 603,920
-	-	641,610	Contingencies 417,450
-	-	200,000	Transfers 200,000
<u>\$ 371,787</u>	<u>\$ 684,948</u>	<u>\$ 1,327,480</u>	<u>Total Expenditures \$ 1,221,370</u>
783,246	668,811	-	Unappropriated Balance -
<u>\$ 1,155,033</u>	<u>\$ 1,353,759</u>	<u>\$ 1,327,480</u>	<u>Total Requirements \$ 1,221,370</u>

Building and Safety Fund (185)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
\$ 4,802,311	\$ 5,002,147	\$ 5,111,700	
3,120,231	3,778,461	3,232,210	
<u>\$ 7,922,541</u>	<u>\$ 8,780,608</u>	<u>\$ 8,343,910</u>	
			RESOURCES
			Beginning Balance
			\$ 6,250,170
			Revenues
			<u>4,616,300</u>
			<u>Total Resources</u>
			<u>\$ 10,866,470</u>
			REQUIREMENTS
\$ 2,132,957	\$ 2,262,749	\$ 2,677,850	Personal Services
762,537	1,038,184	1,076,850	Materials & Services
7,357	4,097	-	Capital Outlay
-	-	300,000	Contingencies
17,544	101,596	800,000	Transfers
<u>\$ 2,920,395</u>	<u>\$ 3,406,626</u>	<u>\$ 4,854,700</u>	<u>Total Expenditures</u>
<u>5,002,147</u>	<u>5,373,982</u>	<u>3,489,210</u>	<u>Unappropriated Balance</u>
<u>\$ 7,922,541</u>	<u>\$ 8,780,608</u>	<u>\$ 8,343,910</u>	<u>Total Requirements</u>
			<u>\$ 10,866,470</u>

Pension Obligation Fund (210)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
\$ 22,127	\$ 28,255	\$ 35,250	
4,359,430	4,538,130	4,714,070	
<u>\$ 4,381,557</u>	<u>\$ 4,566,384</u>	<u>\$ 4,749,320</u>	
			RESOURCES
			Beginning Balance
			\$ 42,250
			Revenues
			<u>4,905,500</u>
			<u>Total Resources</u>
			<u>\$ 4,947,750</u>
			REQUIREMENTS
\$ 4,353,302	\$ 4,528,999	\$ 4,707,070	Debt Service
<u>\$ 4,353,302</u>	<u>\$ 4,528,999</u>	<u>\$ 4,707,070</u>	<u>Total Expenditures</u>
<u>28,255</u>	<u>37,386</u>	<u>42,250</u>	<u>Unappropriated Balance</u>
<u>\$ 4,381,557</u>	<u>\$ 4,566,384</u>	<u>\$ 4,749,320</u>	<u>Total Requirements</u>
			<u>\$ 4,947,750</u>

General Debt Fund (210)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
\$ 307,721	\$ 693,010	\$ 1,636,430	
10,512,720	11,244,326	11,497,880	
<u>\$ 10,820,441</u>	<u>\$ 11,937,336</u>	<u>\$ 13,134,310</u>	
			RESOURCES
			Beginning Balance
			\$ 225,450
			Revenues
			<u>13,719,100</u>
			<u>Total Resources</u>
			<u>\$ 13,944,550</u>
			REQUIREMENTS
\$ 10,127,431	\$ 10,256,394	\$ 12,908,860	Debt Service
<u>\$ 10,127,431</u>	<u>\$ 10,256,394</u>	<u>\$ 12,908,860</u>	<u>Total Expenditures</u>
<u>693,010</u>	<u>1,680,942</u>	<u>225,450</u>	<u>Unappropriated Balance</u>
<u>\$ 10,820,441</u>	<u>\$ 11,937,336</u>	<u>\$ 13,134,310</u>	<u>Total Requirements</u>
			<u>\$ 13,944,550</u>

Capital Improvements Fund (255)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
RESOURCES			
\$ 44,711,369	\$ 52,921,319	\$ 45,985,810	
30,527,186	18,737,942	42,808,340	\$ 38,066,680
<u>\$ 75,238,555</u>	<u>\$ 71,659,262</u>	<u>\$ 88,794,150</u>	<u>\$ 85,373,190</u>
REQUIREMENTS			
\$ 22,202,236	\$ 26,823,484	\$ 80,974,110	
115,000	2,347,873	7,779,440	\$ 74,061,920
-	156,000	40,600	11,311,270
<u>\$ 22,317,236</u>	<u>\$ 29,327,357</u>	<u>\$ 88,794,150</u>	<u>\$ 85,373,190</u>
52,921,319	42,331,905	-	-
<u>\$ 75,238,555</u>	<u>\$ 71,659,262</u>	<u>\$ 88,794,150</u>	<u>\$ 85,373,190</u>

Extra Capacity Facilities Fund (260)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
RESOURCES			
\$ 17,726,051	\$ 17,614,150	\$ 15,087,320	
5,044,899	6,846,429	8,562,500	\$ 17,443,340
<u>\$ 22,770,950</u>	<u>\$ 24,460,579</u>	<u>\$ 23,649,820</u>	<u>\$ 28,086,700</u>
REQUIREMENTS			
\$ 2,683,420	\$ 7,030,051	\$ 21,590,550	
1,578,380	380,000	1,898,510	\$ 25,035,390
895,000	75,000	160,760	2,892,120
<u>\$ 5,156,800</u>	<u>\$ 7,485,051</u>	<u>\$ 23,649,820</u>	<u>\$ 28,086,700</u>
17,614,150	16,975,528	-	-
<u>\$ 22,770,950</u>	<u>\$ 24,460,579</u>	<u>\$ 23,649,820</u>	<u>\$ 28,086,700</u>

Development District Fund (275)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
RESOURCES			
\$ 1,559,943	\$ 1,569,689	\$ 1,531,240	
23,788	215,603	807,000	\$ 2,050,710
<u>\$ 1,583,731</u>	<u>\$ 1,785,292</u>	<u>\$ 2,338,240</u>	<u>\$ 3,421,310</u>
REQUIREMENTS			
\$ 14,043	\$ 146,006	\$ 2,338,240	
<u>\$ 14,043</u>	<u>\$ 146,006</u>	<u>\$ 2,338,240</u>	<u>\$ 3,421,310</u>
1,569,689	1,639,287	-	-
<u>\$ 1,583,731</u>	<u>\$ 1,785,292</u>	<u>\$ 2,338,240</u>	<u>\$ 3,421,310</u>

Utility Fund (310)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17		ADOPTED 2017-18
			RESOURCES	
\$ 38,638,797	\$ 40,653,565	\$ 47,056,750	Beginning Balance	\$ 40,891,520
89,386,048	91,528,814	93,013,310	Revenues	100,428,410
<u>\$ 128,024,846</u>	<u>\$ 132,182,379</u>	<u>\$ 140,070,060</u>	Total Resources	<u>\$ 141,319,930</u>
			REQUIREMENTS	
\$ 28,065,565	\$ 28,723,818	\$ 32,691,750	Personal Services	\$ 35,098,270
27,176,169	26,938,762	36,325,280	Materials & Services	38,324,690
615,534	1,065,989	815,420	Capital Outlay	880,380
22,008,773	20,978,855	25,784,170	Debt Service	20,322,430
-	-	3,700,000	Contingencies	3,000,000
9,505,240	7,450,000	13,666,100	Transfers	14,436,000
<u>\$ 87,371,281</u>	<u>\$ 85,157,425</u>	<u>\$ 112,982,720</u>	Total Expenditures	<u>\$ 112,061,770</u>
40,653,565	47,024,954	27,087,340	Unappropriated Balance	29,258,160
<u>\$ 128,024,846</u>	<u>\$ 132,182,379</u>	<u>\$ 140,070,060</u>	Total Requirements	<u>\$ 141,319,930</u>

Emergency Services Fund (320)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17		ADOPTED 2017-18
			RESOURCES	
\$ 2,681,207	\$ 2,691,993	\$ 2,717,720	Beginning Balance	\$ 2,709,370
879,952	748,990	717,550	Revenues	769,170
<u>\$ 3,561,159</u>	<u>\$ 3,440,983</u>	<u>\$ 3,435,270</u>	Total Resources	<u>\$ 3,478,540</u>
			REQUIREMENTS	
\$ 370,523	\$ 354,572	\$ 368,780	Personal Services	\$ 379,520
498,643	366,087	377,120	Materials & Services	283,760
-	-	38,000	Contingencies	60,000
<u>\$ 869,166</u>	<u>\$ 720,660</u>	<u>\$ 783,900</u>	Total Expenditures	<u>\$ 723,280</u>
2,691,993	2,720,324	2,651,370	Unappropriated Balance	2,755,260
<u>\$ 3,561,159</u>	<u>\$ 3,440,983</u>	<u>\$ 3,435,270</u>	Total Requirements	<u>\$ 3,478,540</u>

Willamette Valley Communication Center Fund (330)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17		ADOPTED 2017-18
			RESOURCES	
\$ 1,061,548	\$ 737,817	\$ 737,540	Beginning Balance	\$ 892,660
8,793,243	9,783,340	9,972,640	Revenues	10,433,490
<u>\$ 9,854,791</u>	<u>\$ 10,521,157</u>	<u>\$ 10,710,180</u>	Total Resources	<u>\$ 11,326,150</u>
			REQUIREMENTS	
\$ 7,784,322	\$ 8,150,530	\$ 8,560,350	Personal Services	\$ 8,813,530
1,332,652	1,559,844	1,715,550	Materials & Services	1,681,880
-	-	-	Capital Outlay	33,000
-	-	434,280	Contingencies	429,590
<u>\$ 9,116,974</u>	<u>\$ 9,710,374</u>	<u>\$ 10,710,180</u>	Total Expenditures	<u>\$ 10,958,000</u>
737,817	810,784	-	Unappropriated Balance	368,150
<u>\$ 9,854,791</u>	<u>\$ 10,521,157</u>	<u>\$ 10,710,180</u>	Total Requirements	<u>\$ 11,326,150</u>

Public Regional Records System Fund (335)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
			RESOURCES
\$ 948,582	\$ 1,109,467	\$ 1,288,090	Beginning Balance \$ 1,447,040
329,006	357,238	369,630	Revenues 385,120
<u>\$ 1,277,589</u>	<u>\$ 1,466,705</u>	<u>\$ 1,657,720</u>	Total Resources <u>\$ 1,832,160</u>
			REQUIREMENTS
\$ 168,121	\$ 149,157	\$ 316,930	Materials & Services \$ 332,760
-	-	1,340,790	Capital Outlay 1,499,400
<u>\$ 168,121</u>	<u>\$ 149,157</u>	<u>\$ 1,657,720</u>	Total Expenditures <u>\$ 1,832,160</u>
1,109,467	1,317,549	-	Unappropriated Balance -
<u>\$ 1,277,589</u>	<u>\$ 1,466,705</u>	<u>\$ 1,657,720</u>	Total Requirements <u>\$ 1,832,160</u>

City Services Fund (355)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
			RESOURCES
\$ 12,191,392	\$ 4,520,598	\$ 5,631,580	Beginning Balance \$ 5,329,950
9,630,706	10,052,968	10,179,340	Revenues 11,717,540
<u>\$ 21,822,098</u>	<u>\$ 14,573,567</u>	<u>\$ 15,810,920</u>	Total Resources <u>\$ 17,047,490</u>
			REQUIREMENTS
\$ 2,438,545	\$ 2,556,184	\$ 2,608,110	Personal Services \$ 2,783,060
6,138,260	5,572,300	8,112,790	Materials & Services 8,627,290
40,695	78,484	163,200	Capital Outlay 272,000
8,684,000	262,465	1,800,000	Transfers 1,880,000
<u>\$ 17,301,500</u>	<u>\$ 8,469,432</u>	<u>\$ 12,684,100</u>	Total Expenditures <u>\$ 13,562,350</u>
4,520,598	6,104,135	3,126,820	Unappropriated Balance 3,485,140
<u>\$ 21,822,098</u>	<u>\$ 14,573,567</u>	<u>\$ 15,810,920</u>	Total Requirements <u>\$ 17,047,490</u>

Self Insurance Fund (365)
FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
			RESOURCES
\$ 11,821,906	\$ 13,075,083	\$ 12,229,760	Beginning Balance \$ 14,496,260
26,603,799	26,285,717	27,671,010	Revenues 28,026,180
<u>\$ 38,425,705</u>	<u>\$ 39,360,800</u>	<u>\$ 39,900,770</u>	Total Resources <u>\$ 42,522,440</u>
			REQUIREMENTS
\$ 639,059	\$ 671,422	\$ 735,850	Personal Services \$ 895,280
24,711,562	24,508,429	39,164,920	Materials & Services 41,627,160
<u>\$ 25,350,622</u>	<u>\$ 25,179,851</u>	<u>\$ 39,900,770</u>	Total Expenditures <u>\$ 42,522,440</u>
13,075,083	14,180,949	-	Unappropriated Balance -
<u>\$ 38,425,705</u>	<u>\$ 39,360,800</u>	<u>\$ 39,900,770</u>	Total Requirements <u>\$ 42,522,440</u>

Equipment Replacement Reserve Fund (388)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17		ADOPTED 2017-18
			RESOURCES	
\$ 3,855,152	\$ 4,270,869	\$ 4,651,850	Beginning Balance	\$ 5,850,100
2,678,267	2,164,035	3,749,400	Revenues	4,529,770
<u>\$ 6,533,419</u>	<u>\$ 6,434,904</u>	<u>\$ 8,401,250</u>	Total Resources	<u>\$ 10,379,870</u>
			REQUIREMENTS	
\$ 28,446	\$ 15,751	\$ -	Materials & Services	\$ 1,900
2,234,103	1,436,279	4,943,230	Capital Outlay	9,819,240
-	-	-	Transfers	159,930
<u>\$ 2,262,550</u>	<u>\$ 1,452,031</u>	<u>\$ 4,943,230</u>	Total Expenditures	<u>\$ 9,981,070</u>
4,270,869	4,982,873	3,458,020	Unappropriated Balance	398,800
<u>\$ 6,533,419</u>	<u>\$ 6,434,904</u>	<u>\$ 8,401,250</u>	Total Requirements	<u>\$ 10,379,870</u>

Trust Funds (400)

FY 2017-18

ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17		ADOPTED 2017-18
			RESOURCES	
\$ 5,505,185	\$ 5,407,824	\$ 5,428,280	Beginning Balance	\$ 4,455,250
836,184	4,207,814	1,319,300	Revenues	1,947,780
<u>\$ 6,341,369</u>	<u>\$ 9,615,638</u>	<u>\$ 6,747,580</u>	Total Resources	<u>\$ 6,403,030</u>
			REQUIREMENTS	
\$ 766,391	\$ 598,183	\$ 1,380,140	Materials & Services	\$ 1,579,070
-	-	500,000	Capital Outlay	600,000
167,154	3,175,217	1,398,410	Transfers	910,700
<u>\$ 933,544</u>	<u>\$ 3,773,400</u>	<u>\$ 3,278,550</u>	Total Expenditures	<u>\$ 3,089,770</u>
5,407,824	5,842,238	3,469,030	Unappropriated Balance	3,313,260
<u>\$ 6,341,369</u>	<u>\$ 9,615,638</u>	<u>\$ 6,747,580</u>	Total Requirements	<u>\$ 6,403,030</u>

Financial Information

Basis of Accounting

The modified accrual basis of accounting is used for all funds except for proprietary funds which are reported on the full accrual basis. Expenditures are recorded when liabilities are incurred under both methods of accounting. The difference between the two methods is that under full accrual accounting, revenues are recorded when earned; while under the modified accrual basis of accounting, revenue is recorded when it becomes measurable and available. Accordingly, only those receivables available soon enough after year end to pay June 30 liabilities have been reflected in revenues.

Description of Funds

Financial activities of the City of Salem are accounted for in funds, which are grouped into seven fund types as follows:

General Fund Type

General Fund – Reflected here are general activities of the City. Principal sources of revenue are property taxes, franchise fees, state shared revenues, and charges for services provided to other funds. Primary expenditures of this fund include City administration, police, fire, community services, community development, library, parks and information technology.

Special Revenue Fund Type

Transportation Services Fund – This fund is self-supported from highway revenues (gas tax), reimbursements from other City funds, charges, and permits. Expenditures are for transportation and pavement maintenance, engineering services, and administrative support.

Streetlight Fund – Salem's City Council adopted a streetlight fee effective July 1, 2015. The revenue derived from the fee is directed to this fund. In addition, all expenditures related to the operation, maintenance, modernization, and expansion of the streetlight system are recorded here.

Airport Fund – Operations of the Salem McNary Airport are recorded in this fund. Revenues are derived from a variety of rentals and fees charged to users of airport facilities and property, with expenditures being for airport operations and maintenance.

Community Renewal Fund – Programs carried out under the federal Housing and Development Act of 1974 (Community Development Block Grant) and the federal HOME Investment Partnerships Act program are accounted for in this fund. Receipts primarily consist of payments by the federal government. Expenditures are for a variety of housing and social services, and public improvements.

Financial Information

Downtown Parking Fund – This fund is used to account for the City's downtown parking program. Expenditures are for downtown police services and maintenance of parking structures. Revenues are derived from assessments paid by employers within the downtown parking district and monthly parking space rentals within the Chemeketa, Liberty, and Marion parking structures.

Economic Improvement District (EID) – This fund was used to account for the City's Economic Improvement District in the downtown corridor. A remonstrance process in 2014 caused the cessation of the district assessment. The fund is included in this document to record historical resources and expenditures. There is no budget for FY 2017-18

Cultural and Tourism Fund – The major revenue source for this fund is the Transient Occupancy Tax (TOT) commonly known as the hotel / motel tax. Expenditures are for tourism promotion, enhancement and beautification of city roadways and streets, urban beautification, and improvements to and operation of major tourist attractions or cultural facilities.

Public Art Fund – This fund was established to account for the selection, acquisition, and maintenance of public art. Funding for these activities is derived from the dedication of one-half of one percent of the total eligible costs of all City improvement projects.

Leasehold Fund – This fund is used to account for the operation of Chemeketa and Liberty parkades, retail, and office space. Revenues are generated from leases. Expenditures are for maintenance of the facilities.

Building and Safety Fund – This operation is self-supported through permit fees, license fees, and reimbursement from other funds. Expenditures cover management, new construction, and licensing and permit programs.

Debt Service Fund Type

General Debt Service Fund – Recorded here are payments made on long-term property tax supported borrowing. Receipts are primarily property taxes, with expenditures being for the repayment of principal and interest for various general obligation bond issues principal and interest. The pension obligation debt is also budgeted here. Receipts are derived from allocations to City funds sufficient to cover the cost of the debt payment.

Capital Projects Fund Type

Capital Improvements Fund – Most major construction projects of the City, except those assessed to property owners, are recorded in this fund. Expenditures include those made for street projects, major water and wastewater facilities, parks, and other construction by City personnel and independent contractors. Principal sources of financing are bond proceeds, interest, federal grants, wastewater and water use charges, and transfers from other City funds.

Financial Information

Extra Capacity Facilities Fund – This fund is used to account for proceeds from water, wastewater, parks, and transportation system development charges (SDC) which are used to build public improvements.

Development District Fund – This fund accounts for development district revenues and expenses.

Enterprise Fund Type

Utility Fund – Shown here are the operations of the water, wastewater, and stormwater (the “utility”) services. Revenues are largely composed of water sales and wastewater conveyance and stormwater charges. Expenditures provide for the operating expenses of these functions as well as the annual debt service requirements that have been assumed to finance plant expansions. Major construction expenditures for the utility systems are shown in the Capital Improvements Fund.

Emergency Services Fund – The Emergency Services Fund accounts for administration and oversight of EMS services provided by the Salem Fire Department and as contracted with the outside provider Falck Ambulance. Revenues primarily are from ambulance service charges and membership fees, as well as payment from Falck Ambulance. Expenditures provide for the personnel, supplies, and equipment required to provide this service.

Willamette Valley Communications Center (WVCC) Fund – The Willamette Valley Communications Center is a regional public safety communications center located in the City of Salem. The Center provides 911 emergency telephone reporting services for approximately 590,000 residents of Polk, Marion and Lincoln counties, and provides police, fire, and emergency medical services radio dispatching for 29 public safety agencies. Principal revenues are from the member public safety agencies, and expenses are for operations of the service.

Police Regional Records System Fund – The Police Regional Records System fund was established in FY 2009-10. The fund receives allocated costs from 13 participating law enforcement agencies for providing and maintaining the police records incident offense reporting system (PRIORS), a police records management system. Expenditures are primarily for computer software, equipment, and support.

Internal Service Fund Type

City Services Fund – This fund reflects the operations of the centralized service functions including City fleet services; radio communications; equipment and service management; construction and maintenance supply warehouse; printing and duplicating facilities; messenger service and mail services; operation of the City’s telephone and fiber optic systems; and maintenance of the shops facilities site. Principal revenues are rates and fees charged to other departments of the City for the use of these facilities and services. Expenditures are primarily for inventory purchases and personnel required to carry out these functions.

Financial Information

Self Insurance Fund – This fund reflects the City's three self-insured risk management programs: workers compensation, casualty, and health benefits (medical, vision, and dental). Operating funds pay the appropriate premiums into this fund from which all valid claims are paid through agents under contract to administer the programs. Excess insurance coverage limits the City's potential liability. Cash reserves to cover potential claims have been accumulated and are maintained in this fund.

Equipment Replacement Reserve Fund – This fund contains the equipment reserve for the City. This reserve fund is intended for the City's fleet, as well as other types of equipment in separate cost centers. Revenues are received from user departments for the replacement of fleet inventory. Revenues for replacement of parking meter equipment are derived from parking meter revenues. Building permit revenues support the reserve for upgrading and / or replacing the City's permitting and electronic plans review systems. Expenditures are for vehicle and equipment replacement and software system purchases or upgrades.

Trust Fund Type

Trust Fund – This fund is comprised of over 40 special accounts that are held in trust for various groups or purposes or for the temporary holding of funds for which the City acts as a collection agency.



CITY OF SALEM
GENERAL FUND RESOURCE SUMMARY
FY 2017-18
ADOPTED

Resources	ACTUAL 2014-15	ACTUAL 2015-16	BUDGET 2016-17	ESTIMATE 2016-17	ADOPTED 2017-18	DIFFERENCE 2017 Est. to 2018 Adopt.	% Diff
<i>General Fund - Detail</i>							
<u>Property Taxes, Other Taxes</u>							
31110 Property Tax Levy	\$ 56,987,431	\$ 59,874,938	\$ 61,552,020	\$ 62,517,920	\$ 65,174,720	\$ 2,656,800	4.25%
31120 First Prior Year	821,039	675,931	615,120	650,000	651,750	1,750	0.3%
31130 Second Prior Year	494,821	338,521	461,210	400,000	325,870	(74,130)	-18.5%
31140 All Other Prior Years	749,781	400,971	347,310	450,000	488,410	38,410	8.5%
31210 Other Taxes	44,565	-	45,000	-	-	-	-
31410 Marijuana Sales Tax	-	-	27,230	200,000	401,100	201,100	100.6%
Total Taxes	\$ 59,097,637	\$ 61,290,361	\$ 63,047,890	\$ 64,217,920	\$ 67,041,850	\$ 2,823,930	4.4%
<u>Franchise Fees</u>							
32110 Electricity	\$ 6,580,293	\$ 6,561,147	\$ 6,723,780	\$ 6,415,770	\$ 6,542,060	\$ 126,290	2.0%
32120 Telecommunications	1,599,464	1,594,839	1,488,020	1,593,880	1,491,950	(101,930)	-6.4%
32130 Natural Gas	1,982,506	1,878,588	1,895,180	1,785,300	1,778,770	(6,530)	-0.4%
32140 Refuse	1,381,064	1,732,850	1,752,450	1,910,780	1,932,970	22,190	1.2%
32150 Cable TV	1,681,070	1,778,244	1,677,020	1,894,770	1,894,770	-	-
32160 Stormwater / Wastewater / Water	3,153,634	3,264,206	3,276,290	3,375,510	3,419,800	44,290	1.3%
Total Franchise Fees	\$ 16,378,032	\$ 16,809,874	\$ 16,812,740	\$ 16,976,010	\$ 17,060,320	\$ 84,310	0.5%
<u>Fees for Services</u>							
32310 Accident and Fire Recovery	\$ 150	\$ 12,223	\$ 6,000	\$ 12,960	\$ 10,060	\$ (2,900)	-22.4%
32315 Community Events	62,499	50,349	61,800	39,490	103,850	64,360	163.0%
32320 Document Sales	88,731	85,290	83,650	105,700	119,650	13,950	13.2%
32335 Fire Protection	854,891	891,843	908,900	923,500	946,160	22,660	2.5%
32345 Community Enforcement Fee	136,611	194,563	60,740	155,660	137,800	(17,860)	-11.5%
32350 Planning Fees	236,005	329,339	320,610	380,500	368,300	(12,200)	-3.2%
32351 Site Plan Review	143,699	192,179	182,990	212,020	201,200	(10,820)	-5.1%
32352 Dwelling Plan Review	71,198	79,523	78,860	92,930	99,760	6,830	7.3%
32365 Security Service	26,912	28,438	24,840	30,020	31,620	1,600	5.3%
32391 Ambulance Contractor Fee	219,960	219,960	219,960	219,960	219,960	-	-
32490 Lien Search Fee	163,090	197,955	192,110	205,090	208,110	3,020	1.5%
32495 Other Charges for Services	876	1,197	900	900	920	20	2.2%
Total Fees for Services	\$ 2,004,622	\$ 2,282,858	\$ 2,141,360	\$ 2,378,730	\$ 2,447,390	\$ 68,660	2.9%
<u>Other Fees</u>							
32610 Senior Center Fees	\$ 256,833	\$ 285,117	\$ 339,360	\$ 292,120	\$ 286,080	\$ (6,040)	-2.1%
32615 Recreation	44,481	47,125	39,000	46,610	32,010	(14,600)	-31.3%
32621 Softball Program Fees	294,339	308,770	247,980	242,810	338,800	95,990	39.5%
32625 Park Reservations	123,411	157,205	160,740	163,710	168,000	4,290	2.6%
32630 Library Fees	186,181	161,864	170,280	158,520	150,410	(8,110)	-5.1%
32632 Library Non Resident Fee	-	33,110	31,800	7,500	8,500	1,000	13.3%
32633 Library Damaged / Lost Materials	-	-	16,090	-	-	-	-
32636 Towing	96,375	103,685	85,000	130,420	126,450	(3,970)	-3.0%
32644 Processing Fee	87,117	85,612	95,000	81,680	86,020	4,340	5.3%
32695 Other Fees	(1,020)	17,441	16,500	16,010	16,500	490	3.1%
Total Other Fees	\$ 1,087,717	\$ 1,199,928	\$ 1,201,750	\$ 1,139,380	\$ 1,212,770	\$ 73,390	6.4%

CITY OF SALEM
GENERAL FUND RESOURCE SUMMARY
FY 2017-18
ADOPTED

Resources	ACTUAL 2014-15	ACTUAL 2015-16	BUDGET 2016-17	ESTIMATE 2016-17	ADOPTED 2017-18	DIFFERENCE 2017 Est. to 2018 Adopt.	% Diff
<u>Licenses and Permits</u>							
32805 Marijuana Licenses	\$ 21,291	\$ 32,168	\$ 34,680	\$ 5,200	\$ 5,000	\$ (200)	-3.8%
32806 Tree Permit		-		6,300	4,900	(1,400)	-22.2%
32810 Apartment Licenses	240,127	245,160	247,820	245,330	251,200	5,870	2.4%
32825 Fire Safety Permits	296,097	389,113	360,000	497,220	469,220	(28,000)	-5.6%
32830 Automation Surcharge	85,855	92,172	93,240	94,520	100,520	6,000	6.3%
32855 Sign Permits	72,349	74,239	72,410	77,820	72,130	(5,690)	-7.3%
32895 Other Permits	840	150	1,000	500	200	(300)	-60.0%
Total Licenses and Permits	\$ 716,558	\$ 833,002	\$ 809,150	\$ 926,890	\$ 903,170	\$ (23,720)	-2.6%
<u>Rent</u>							
34110 Land/Bldg Rent Income	\$ 99,034	\$ 66,794	\$ 59,040	\$ 75,590	\$ 74,010	\$ (1,580)	-2.1%
34125 Sidewalk Telephones	19	11	-	-	-	-	-
34132 Parking/Civic Center	80,113	84,773	82,970	90,220	91,300	1,080	1.2%
34134 Parking/Pringle	150,806	151,554	150,730	160,870	159,180	(1,690)	-1.1%
34146 Parking/Carpool	187,843	187,914	195,280	194,330	195,670	1,340	0.7%
34148 Parking Meters	535,761	700,214	958,280	1,101,800	925,470	(176,330)	-16.0%
34295 Parking Rent - Other	201,322	86,742	150,000	128,210	88,050	(40,160)	-31.3%
Total Rent	\$ 1,254,898	\$ 1,278,003	\$ 1,596,300	\$ 1,751,020	\$ 1,533,680	\$ (217,340)	-12.4%
<u>Internal Charges</u>							
35130 Indirect Cost Allocation	\$ 7,348,420	\$ 7,545,100	\$ 7,595,170	\$ 7,595,170	\$ 7,944,160	\$ 348,990	4.6%
35212 Intra City - Direct Charge	1,920,588	1,941,466	2,265,660	1,905,740	2,346,880	441,140	23.1%
35213 Intra City - Budgeted Transfers	1,469,452	2,988,429	3,244,320	3,253,520	4,350,360	1,096,840	33.7%
35215 Intra City - Interdept. Reimburs.	254,342	286,621	214,990	199,890	298,850	98,960	49.5%
Total Internal Charges	\$ 10,992,802	\$ 12,761,615	\$ 13,320,140	\$ 12,954,320	\$ 14,940,250	\$ 1,985,930	15.3%
<u>State Shared Revenues</u>							
35315 Alcoholic Beverage	\$ 2,287,641	\$ 2,301,045	\$ 2,391,900	\$ 2,393,640	\$ 2,401,390	\$ 7,750	0.3%
35320 Cigarette Tax	211,660	211,036	211,660	206,590	205,580	(1,010)	-0.5%
35325 State Revenue Sharing	1,588,450	1,525,263	1,652,620	1,628,980	1,629,940	960	0.1%
35326 State Marijuana Tax	-	-	38,900	-	231,920	231,920	-
35330 State 911	733,482	768,463	752,580	807,370	809,400	2,030	0.3%
Total State Shared Revenues	\$ 4,821,232	\$ 4,805,808	\$ 5,047,660	\$ 5,036,580	\$ 5,278,230	\$ 241,650	4.8%
<u>Other Agencies</u>							
35350 Chemeketa Community College	\$ 597,518	\$ 598,629	\$ 595,420	\$ 608,500	\$ 652,270	\$ 43,770	7.2%
35355 Housing Authority	30,095	44,509	38,770	29,620	25,010	(4,610)	-15.6%
35361 State Reimbursement	22,080	40,014	35,490	25,770	27,800	2,030	7.9%
35367 City of Keizer	-	-	-	-	-	-	-
35370 Marion County	125,510	126,111	135,400	124,060	139,950	15,890	12.8%
35375 Polk County	-	-	209,370	146,160	211,750	65,590	44.9%
35380 School District	510,888	539,207	538,640	544,480	556,600	12,120	2.2%
35385 Payment In Lieu of Taxes	99,835	96,571	96,830	106,010	106,010	-	-
35395 Other Government Agencies	128,319	148,451	139,470	137,420	145,670	8,250	6.0%
35495 Other Agencies	20,797	31,203	29,460	31,850	30,720	(1,130)	-3.5%
Total Other Agencies	\$ 1,535,042	\$ 1,624,695	\$ 1,818,850	\$ 1,753,870	\$ 1,895,780	\$ 141,910	8.1%

CITY OF SALEM
GENERAL FUND RESOURCE SUMMARY
FY 2017-18
ADOPTED

Resources	ACTUAL 2014-15	ACTUAL 2015-16	BUDGET 2016-17	ESTIMATE 2016-17	ADOPTED 2017-18	DIFFERENCE 2017 Est. to 2018 Adopt.	% Diff
<u>Grants</u>							
35510 State grants	\$ 34,577	\$ 36,443	\$ 35,450	\$ 34,850	\$ 5,100	\$ (29,750)	-85.4%
35615 Federal grants	920,336	661,985	1,384,160	777,350	585,350	(192,000)	-24.7%
35620 Recovery act	-	-	-	-	-	-	-
35635 US Dept of Homeland Security	-	99,190	-	651,600	-	-	-
35640 US Dept of Justice (other)	-	16,386	-	-	75,000	-	-
35655 Other grants	3,000	-	-	-	-	-	-
Total Grants	\$ 957,914	\$ 814,004	\$ 1,419,610	\$ 1,463,800	\$ 665,450	\$ (221,750)	-54.5%
<u>Fines, Penalties & Forfeitures</u>							
36110 Parking	\$ 563,424	\$ 829,711	\$ 871,870	\$ 782,030	\$ 820,000	\$ 37,970	4.9%
36115 Court	1,759,375	1,676,947	1,706,320	1,677,220	1,763,540	86,320	5.1%
36116 Photo Red Light Fines	381,924	422,264	401,290	429,710	407,260	(22,450)	-5.2%
36125 False Alarm Fines	10	-	-	-	-	-	-
36195 Other Fines and Forfeitures	67,407	94,928	77,430	94,310	105,030	10,720	11.4%
Total Fines, Pen. & Forfeitures	\$ 2,772,139	\$ 3,023,850	\$ 3,056,910	\$ 2,983,270	\$ 3,095,830	\$ 112,560	3.8%
36210 <u>Interest</u>	\$ 171,232	\$ 248,276	\$ 233,470	\$ 348,000	\$ 314,610	\$ (33,390)	-9.6%
<u>Loan Collections</u>							
36310 Loan Principal	\$ 6,325,000	\$ 5,075,000	\$ -	\$ -	\$ -	\$ -	-
36315 Loan Interest	1,384	1,413	-	-	-	-	-
Total Loan Collections	\$ 6,326,384	\$ 5,076,413	\$ -	\$ -	\$ -	\$ -	-
<u>Other Revenue</u>							
36810 Bad Debt Recovery	\$ 2,990	\$ 4,290	\$ 2,840	\$ 4,300	\$ 4,300	\$ -	-
36815 Wage Recovery	62,302	59,633	63,860	87,600	92,860	5,260	6.0%
36820 Donations	100,991	129,554	108,810	108,810	112,500	3,690	3.4%
36895 Other Revenue	107,125	18,000	90,790	120,790	125,790	5,000	4.1%
Total Other Revenue	\$ 273,408	\$ 310,191	\$ 266,300	\$ 321,500	\$ 335,450	\$ 13,950	4.3%
38715 <u>Loan Proceeds</u>	\$ 940,000	\$ 560,000	\$ -	\$ -	\$ -	\$ -	-
38755 <u>Sale of Assets</u>	\$ -	\$ 27,493	\$ -	\$ -	\$ -	\$ -	-
39110 <u>Interfund Transfer</u>	\$ 1,145,000	\$ 1,179,350	\$ 1,250,800	\$ 1,250,800	\$ 1,375,820	\$ 125,020	10.0%
39910 <u>Beginning Working Capital</u>	\$ 20,997,247	\$ 24,940,155	\$ 26,047,730	\$ 28,125,932	\$ 26,430,480	\$ (1,695,452)	-6.0%
Total General Fund	\$ 131,471,863	\$ 139,065,875	\$ 138,070,660	\$ 141,628,022	\$ 144,531,080	\$ 2,903,058	2.0%
Current Revenue	\$ 110,474,617	\$ 114,125,720	\$ 112,022,930	\$ 113,502,090	\$ 118,100,600	\$ 4,598,510	4.1%



Revenue Assumptions

General Fund

Introduction

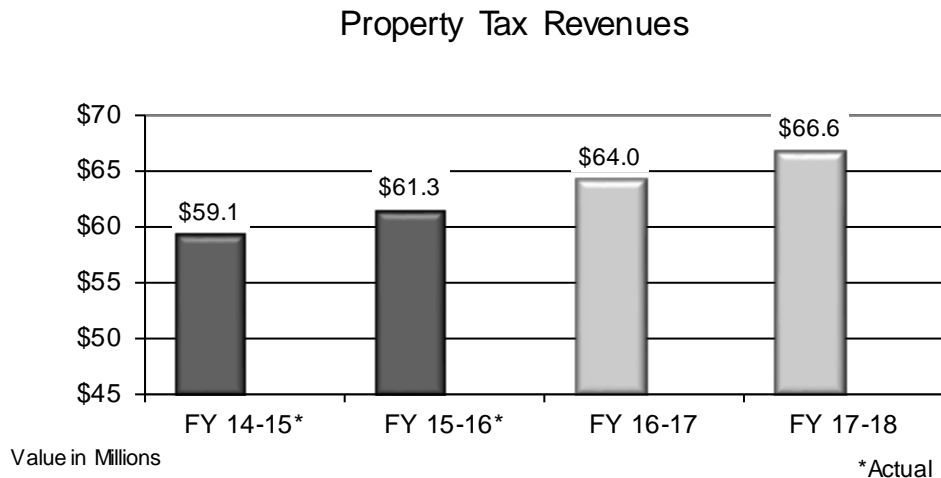
The narrative below discusses the assumptions used to project General Fund revenue for FY 2017-18. For detailed listings of the values used, along with their histories, refer to the table called, "General Fund Resource Summary," immediately preceding this narrative.

The Resource Summary includes an *Estimate 2016-17* column, which reflects revenue projections for FY 2016-17 as of April 2017, when the FY 2017-18 budget was being reviewed by the Budget Committee. The *Estimate 2016-17* column does not necessarily reflect the amounts originally budgeted for the year. The comparisons made in this discussion on revenue assumptions are based on FY 2016-17 estimated amounts unless otherwise noted.

Property Tax (31110 - 31140)

Property tax continues to be the General Fund's single largest revenue source, estimated at \$66.6 million for FY 2017-18. Property taxes, including prior years' taxes, account for 56.4 percent of all new revenues and 46.1 percent of all available resources estimated for FY 2017-18.

The bar chart below shows two years of actual property tax levy receipts and two years of estimated receipts.



The City's permanent operating tax rate is \$5.83 per \$1,000 of assessed value. Under Measure 50, assessed property values are allowed to increase a maximum of 3 percent per year. In addition, new construction and annexations can increase the City's assessed property values. For FY 2017-18, it is assumed that the City's assessed property values will increase by 4.1 percent, which results in an increase of 4.6 percent to the levy. After accounting for compression, discounts, and delinquencies, projected tax revenue from

the levy and all prior year receipts is estimated to increase by 4.1 percent or \$2.62 million over the current estimate.

Sales Tax (31400)

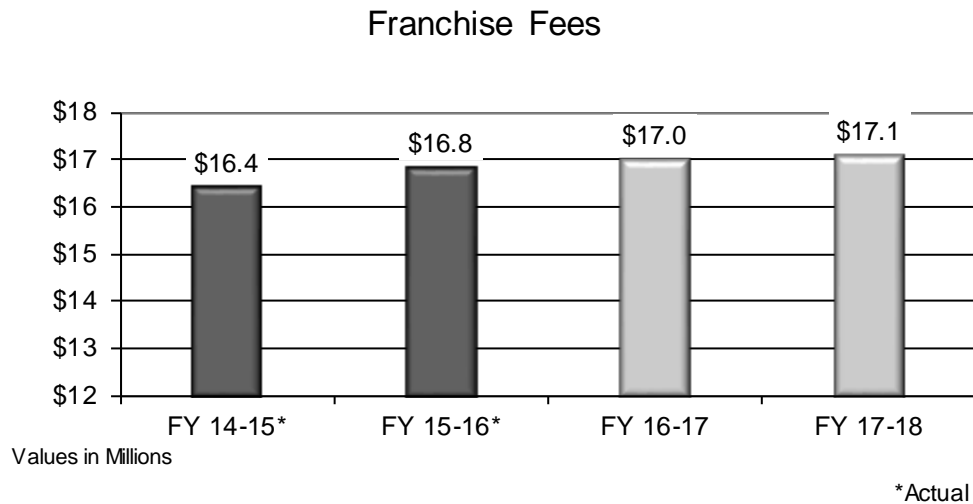
Marijuana Sales Tax (31410) – In response to the passage of the proposal for a 3 percent recreational marijuana sales tax in the November 2016 general election, \$401,100 in tax revenue is estimated for the FY 2017-18 budget.

Franchise Fees (32110 - 32160)

Five utilities pay franchise fees to Salem including cable television, electricity, natural gas, refuse, and telecommunications. Franchise fees are payments made by the utilities for their use of the public right-of-way. In addition, the City's Utility Fund pays a 5 percent franchise fee.

As a group, franchise fee revenue estimates for FY 2017-18 reflect an increase of \$84,310 over the fees expected to be received in FY 2016-17.

The table below shows two years of actual receipts and two years of estimated receipts.



Electricity (32110) – Both Portland General Electric (PGE) and Salem Electric pay a franchise fee representing 5 percent of their gross revenues to Salem. Rate increases effective August 2016 and a new rate proposal for PGE filed with the Public Utilities Commission for 2018 influence estimated franchise revenue. These rate changes coupled with recent revenue trends prompt a 2 percent or \$126,290 increase over the FY 2016-17 estimate in this franchise fee.

Telecommunications (32120) – Fifty-six telecommunications providers pay franchise fees to the City of Salem. While the largest telecommunication franchise providers are CenturyLink and Comcast, other telecommunication providers, including Advanced Telecom, Clearwire, Integra, Level 3, and the State of Oregon pay 7 percent of gross revenues for franchise fees. Some telecommunications providers do not serve customers

within the City and pay a flat, per foot fee annually. The telecommunications franchise revenue estimate for FY 2017-18 of \$1,491,950 anticipates a decrease of approximately 6.4 percent compared to FY 2016-17. Of the total revenue anticipated for FY 2017-18, \$400,000 or 27 percent is estimated from CenturyLink and \$540,000 from Comcast or 36 percent.

Natural Gas (32130) – Northwest Natural Gas pays 5 percent of gross revenues as a franchise fee to Salem. No anticipated revenue growth in FY 2017-18 over the prior year estimate of \$1,778,770 reflects a November 2016 rate decrease offset by a small projected increase in the customer base and consumption.

Refuse (32140) – The six refuse collection services – or haulers – operating under franchise agreements in Salem pay a franchise fee of 7 percent on gross revenue. In 2016, the haulers experienced significant increases in the cost of delivering refuse collection services. As a result, the City Council approved a rate increase for the haulers effective October 1, 2016. The FY 2017-18 estimate reflects a 1.2 percent increase to \$1,932,970 over the FY 2016-17 year-end estimate – a 10 percent increase over the FY 2016-17 Budget.

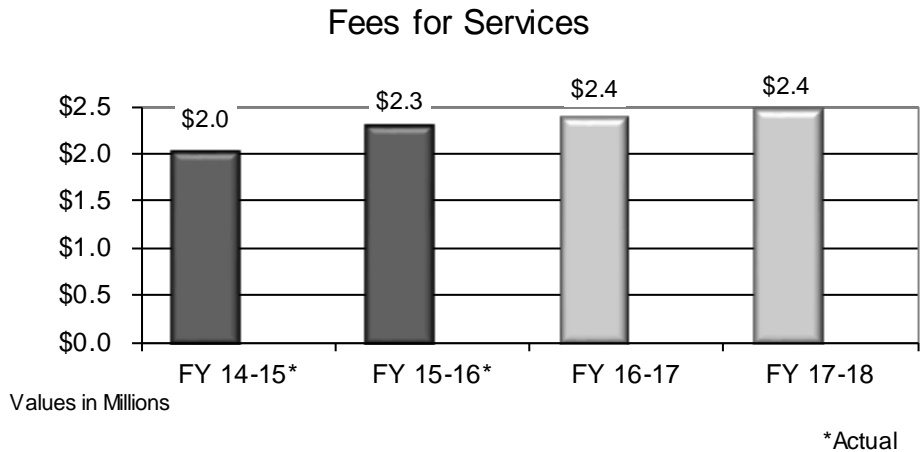
Cable TV (32150) – Comcast currently pays a franchise fee of 5 percent on gross revenues from services provided over its cable network. The revenue estimate for FY 2017-18 anticipates that cable rates will remain steady. The City receives the entire payment from Comcast, then pays the equivalent of 40 percent to the Mid-Valley Cable Regulatory Commission (MVCRC).

The budget reflects the total to be received from cable services at \$1,894,770, with \$1,113,860 retained by the City, and \$757,910 budgeted as an expense to be paid to the MVCRC.

Stormwater / Wastewater / Water Franchise Fees (32160) – These revenues are received from the City's Utility Fund and are assessed at 5 percent of water, wastewater, and stormwater receipts. The budget reflects a 1.3 percent increase over FY 2016-17 estimates for this franchise fee and aligns with the utility financial plan and the projected 3 percent rate increase (effective January 1, 2018). Updated biennially, the plan is the basis for rate setting and revenue estimating. The total anticipated for FY 2017-18 utility franchise fee is \$3,419,800.

Fees for Services (32310 - 32495)

These revenues are generated through direct charges for services rendered. The charges include fire protection for non-City of Salem residents, the ambulance contractor fee, and planning fees. Overall, this revenue category is relatively stable with a 2.9 percent increase over the FY 2016-17 estimate.



Community Events (32315) – These revenues include park use fees and charges for event special use permits. The revenue estimate for FY 2017-18 is \$103,850.

Document Sales (32320) – Collections received on the sale of City documents to requesting individuals. Most document fees occur within the Police Department when providing records requests. Total anticipated collections for FY 2017-18 are \$119,650.

Fire Protection (32335) – The Salem Suburban Rural Fire Protection District (SSRFPD) pays the City of Salem for fire protection. There is a contract in place for these services, which bases the SSRFPD payment to the City on its total revenues for the fiscal year, which are primarily property taxes. The revenue estimate for FY 2017-18 is \$946,160.

Code Compliance Cost Recovery (32345) – These are penalties paid by property owners for City elimination of nuisances or improper care of vacant and abandoned buildings. Also included in this revenue are fees for inspecting and enforcing remediation of buildings deemed dangerous. The revenue estimate for FY 2017-18 is \$137,800.

Planning Fees (32350) – Planning fees are collected for processing and reviewing various land use planning applications. For the General Fund, planning fees are budgeted at \$368,300 in FY 2017-18, representing a \$12,200 decrease from the FY 2016-17 estimate. This revenue, as well as site plan review and dwelling plan review, will be monitored in FY 2017-18 for increased activity and revenue generation aligning with recent trends.

Site Plan Review and Dwelling Plan Review (32351 and 32352) – These revenues highlight specific functions within the broader category of planning fees. It is expected site plan and dwelling reviews will experience receipts of \$201,200 and \$99,760, respectively,

in FY 2017-18. With the estimates for the three planning-related fees and a small rate increase, the Community Development Department is maintaining its 50 percent cost recovery.

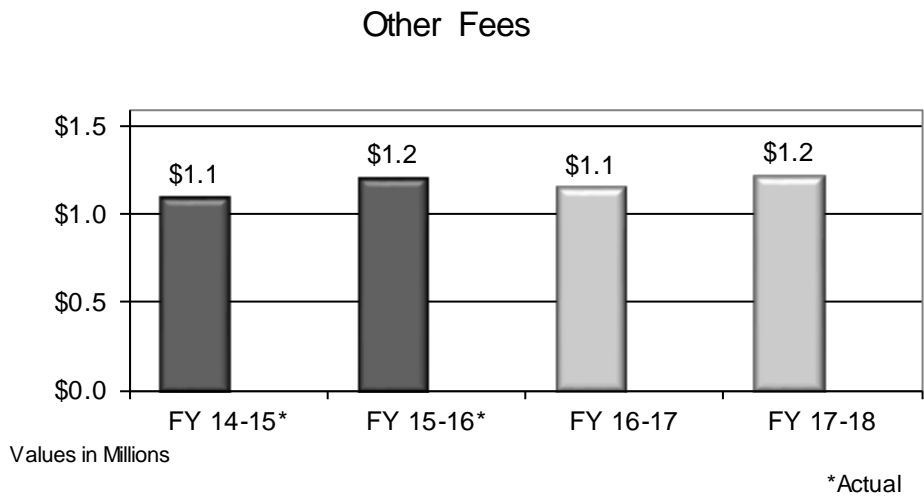
Security Service (32365) – Payments received for the provision of Salem police patrol services at athletic events and school activities total \$31,620 in the FY 2017-18 budget.

Ambulance (32391) – This revenue records funds received from Salem’s subcontracted ambulance service provider. The General Fund share of the annual payment is \$219,960 for FY 2017-18. Funds received offset expenses associated with Advanced Life Support (ALS) engine response to medical emergencies. ALS responses assist the ambulance services provider in meeting its contract obligations for response times. Dispatch services are also offset with a portion of these revenues.

Lien Search Fee (32490) – Accounts for funds received from title companies seeking property lien information from City records via the internet. The amount reflects total receipts, which are offset by expenses in the Budget, Finance and Purchasing Division budget for services received from the vendor. The net revenue realized from this program is estimated at \$133,110 for FY 2017-18. Gross receipts are budgeted at \$208,110.

Other Fees (32610 - 32695)

Fees collected directly from participants using selected programs which are designed to help offset the cost of providing the services. Included are fees for overdue library materials and program fees for Recreation and Center 50+.



Senior Center Fees (32610) – Total Center 50+ fees, projected at \$286,080, are derived from program charges.

Recreation (32615) – Fees collected from participants in recreation programs such as youth sports camps for basketball, soccer, and tennis, as well as the summer parks program. The budget for FY 2017-18 is \$32,010.

Softball Program Fees (32621) – Revenue from these fees is estimated at \$338,800 in FY 2017-18, 39.5 percent more than FY 2016-17 estimates. Increased receipts reflect an anticipated change in tournament activity for the upcoming fiscal year.

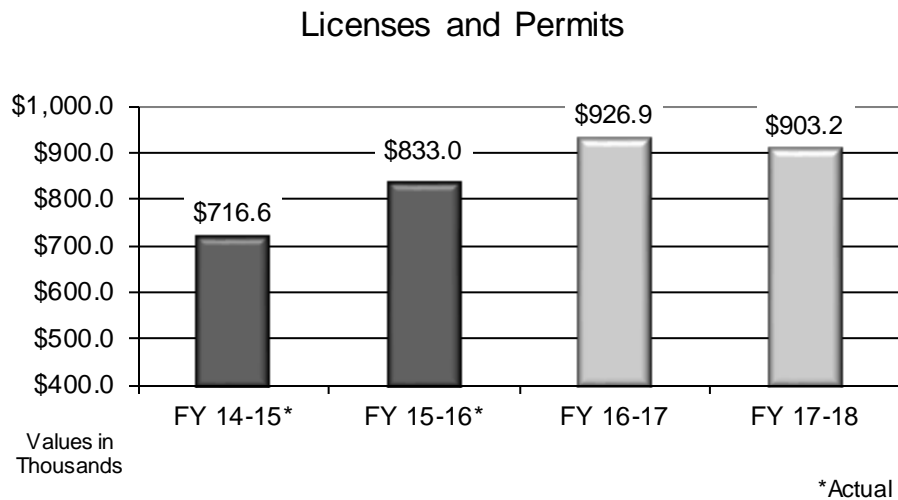
Park Reservations (32625) – Fee revenue from the reservation of City parks and Pringle Hall is estimated at \$168,000 in FY 2017-18, a 2.6 percent increase over FY 2016-17 estimates.

Library (32630 - 32633) – This grouping of Library fees includes collections made for overdue materials, art / book rental, borrowing DVDs and videos, out-of-city library cards, and for lost or damaged library materials. These fees are estimated at \$158,910 for FY 2017-18 with the decrease in revenue as compared to FY 2016-17 estimates reflecting the effect of policy changes with the Chemeketa College Regional Library, of which Salem Public Library is a member.

Towing (32636) – This fee is paid to retrieve vehicles towed when the driver is cited for lack of insurance, driving in violation of license restrictions, or driving under the influence of intoxicants, or if the vehicle is used in violation of prostitution laws. The estimate of \$126,450 for FY 2017-18 is a decrease of 3 percent from FY 2016-17 estimates. The current rate per tow is \$150.

Licenses and Permits (32805 - 32895)

Included in this category are revenues generated from issuing fire safety permits and performing fire safety construction plan reviews. Also received in this category are apartment licenses, sign permits, and the automation surcharge.



Marijuana Licenses (32805) – In October 2014, the City Council approved establishment of a business license for medical marijuana facilities within the City limits. The fee revenue reflects new or annually renewed licenses and the cost of criminal background checks for all persons involved with a facility. For FY 2017-18, the revenue associated with this fee is estimated at \$5,000.

Tree Permit (32806) – Total estimated FY 2017-18 receipts for the tree permit fee of \$4,900.

Apartment Licenses (32810) – Total estimated FY 2017-18 receipts for the annual license fee for multi-family housing of three or more units is \$251,200. This anticipates receiving an approximate 2.4 percent increase over FY 2016-17.

Fire Safety (32825) – The Fire Department issues annual fire safety permits to businesses containing extra hazardous uses as required by the Uniform Fire Code. Charges are also assessed for false alarms.

Another fire safety fee is collected on all commercial construction projects. The revenue offsets Fire Department expenses associated with checking building plans for sprinkler systems, smoke alarms, and emergency exits. Revenue will fluctuate from year-to-year based on construction levels. This fee is assessed as a percent of building fees; if building fees change, so too will fire safety fees. Total revenues are estimated at \$469,220 for FY 2017-18. This estimate for the budget does not take into account continuation of significantly increased activity in the final quarter of FY 2016-17.

Automation Surcharge (32830) – This revenue is derived from a charge assessed on each building, public works, and parking permit for the purpose of offsetting the annual maintenance cost of software supporting permit issuance. Transactions costing \$50 or more are assessed at \$5.00 while those less than \$50 are assessed at \$2.50. The budget estimate for FY 2017-18 is \$100,520 reflecting a \$6,000 over FY 2016-17 estimates.

Sign Permits (32855) – Collected to cover the costs for approving, issuing, and inspecting all business signs to ensure safe installation and maintenance of signs. Collections are estimated at \$72,130 in FY 2017-18.

Rent (34110 - 34150)

Land / Building (34110) – These are payments the City receives for rental of City-owned property. Most revenues are the result of Center 50+, Salem Public Library, and the Riverfront Park boat dock facility rentals with an estimate for FY 2017-18 of \$74,010.

Parking (Civic Center and Pringle, 34132 and 34134) – Collections from employee and monthly permit holder parking fees for their use of a parking space at the Civic Center and Pringle parking structures. Permit revenue of \$91,300 is budgeted for the Civic Center, and \$159,180 for the Pringle Parkade in FY 2017-18, approximately the same as FY 2016-17 estimates.

Parking Carpool (34146) – This revenue represents collection of fees derived from carpool parking permits in and around downtown Salem. The FY 2017-18 revenue estimate is \$195,670.

Parking Meters (34148) – Salem has coin-operated parking meters, electronic meters, or electronic pay stations located in four parking structures as well as the library, the downtown perimeter, and State Capitol area. The FY 2017-18 estimate of \$925,470

represents 16 percent decrease from the FY 2016-17 estimate. This variance demonstrates the estimated impact of sessions of the state legislature. FY 2017-18 will have a “short” session as compared to the full session in FY 2016-17.

Internal Charges (35130 – 35215, 39110)

Internal charge revenues are paid by departments in other funds for services received from the General Fund. The paying funds / departments are listed at the top of page R17 with the associated payment amounts for FY 2017-18. Further down on page R17 and continuing to R18 are the General Fund departments receiving the internal charge revenues, which appear in the “TO” column and are printed in bold text. This section includes the detail of anticipated payment amounts listed by the paying fund / department in the “FROM” column. All internal charge revenues are included in one of three revenue categories designed to account for internal charges – intrafund reimbursements, interfund transfers, and allocated overhead (also referred to as the indirect cost allocation plan).

Allocated Overhead (35130) – The FY 2017-18 budget includes funds received through use of the indirect cost allocation plan. This plan, updated annually, accounts for the value of services provided by General Fund departments in support of all other City funds. The third numeric column on pages R17 and R18 shows how these funds are allocated to the departments receiving services. Charges to other City funds for central support services provided by the General Fund total \$7,944,160 in FY 2017-18.

In order to better track and capture internal revenues and charges using the City’s project accounting method, three account codes (intrafund reimbursements on pages R17 and R18) are used and described below. In total, the estimated revenue generated for all direct charged internal work is \$7 million and equivalent to about 5.5 percent of General Fund resources. When including the indirect cost allocation plan in this revenue group, the total anticipated revenue is \$14.9 million, which represents 10.3 percent of General Fund budgeted resources.

Intrafund - Direct Charge (Labor, 35212) – Revenues shown here are generated when one department and / or fund performs work for another City department and / or fund. In particular, these revenues are captured when General Fund employees perform salaried work for other funds. For example, much of the work performed by the Urban Development Department for the Urban Renewal Agency is reimbursed through this labor charge. Total direct charge labor revenue anticipated for FY 2017-18 is \$2,346,880.

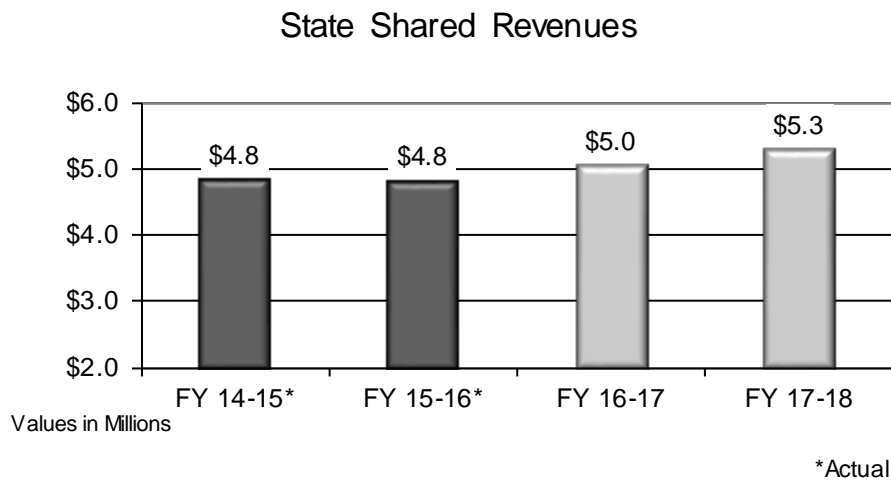
Intrafund - Budgeted Transfers (35213) – Revenue coming into this account is received as budgeted and generally will bring in exactly the amount planned. One twelfth of the budget amount is recorded each month. Within the General Fund, these monies are received due to assessment of General Fund department administrative overhead charges reallocated to the particular funds for which the General Fund provides oversight. Total revenue from budgeted transfers is \$4,350,360 for FY 2017-18.

Intrafund - Interdepartmental Reimbursements (35215) – These charges occur after all General Fund costs for a project are accumulated then assessed or “billed” to the benefiting department. Total revenues in this account are estimated at \$298,850.

Interfund Transfers (39110) – Interfund transfers are also included in the internal charge detail. An interfund transfer accounts for financial activity between two funds. For FY 2017-18, transfer revenue of \$1,375,820 includes \$1,275,820 from the Cultural and Tourism Fund and \$100,000 from the Police Property Income Trust Fund. The transfer from the Cultural and Tourism Fund provides landscape maintenance at City-owned historic properties and Riverfront Park. The transfer from the Police Property Income Trust Fund provides funding for an Evidence Supervisor position.

Intergovernmental – State Shared (35310- 35330)

As a group, State Shared Revenues are anticipated to increase by about 4.8 percent from the FY 2016-17 estimates and include the addition of an estimate for state marijuana tax.



Alcoholic Beverage (35315) – Each month Oregon cities receive 20 percent of the net proceeds from the Oregon Liquor Control Commission’s (OLCC) sale of alcoholic beverages. These funds are distributed based on population. FY 2017-18 revenue is projected to be approximately equal to FY 2016-17 estimates. The formula below demonstrates the approximate per person revenue generated.

Approx. Per Capita Allocation	X	2016 Est. Population	=	Revenue
\$14.82	X	162,060	=	\$2,401,390

Cigarette Tax (35320) – Cigarette taxes are received by cities based on population through the state imposed tax on cigarette sales. FY 2017-18 receipts, estimated to be \$205,580, reflect a \$1,010 reduction from the prior year estimate.

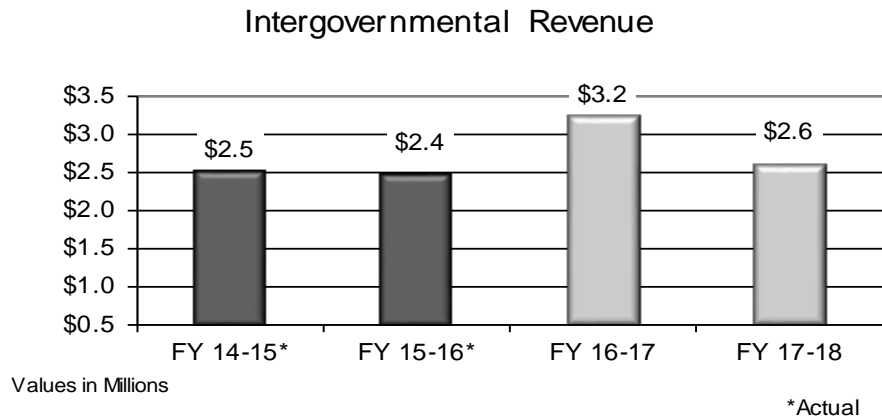
State Revenue Sharing (35325) – Each quarter, cities receive 14 percent of the total receipts collected by the OLCC on the sale of alcoholic beverages. Again, these revenues are allocated to cities based on population with an adjustment for local taxing effort. It is anticipated that receipts from state revenue sharing will be approximately equal to the estimate for FY 2016-17 for a total of \$1,629,940 in FY 2017-18.

State Marijuana Tax (35326) – Beginning in January 2016, a 17 percent sales tax was imposed on recreational marijuana sales with cities in Oregon anticipated to share 10 percent of the net tax revenue. There is much speculation and little data at the point of FY 2017-18 budget development regarding what Salem will realize from its share of the 10 percent distribution. The FY 2017-18 budget includes an estimate of \$231,920.

State 911 (35330) – Each quarter, cities receive proceeds from a \$.75 per month assessment on each telephone subscriber receiving local telephone services. These receipts are dedicated to funding emergency telephone and dispatch services provided by the Willamette Valley Communications Center. Starting January 1, 2015 prepaid wireless telecommunications were assessed a \$.75 per transaction charge (HB 4055). FY 2017-18 receipts are anticipated to remain consistent with FY 2016-17 estimates at \$809,400.

Intergovernmental – Other Agencies (35350 - 35655)

Revenues within this category are considered restricted which means they fund a specific program or service. Examples include reimbursements for regional library service through Chemeketa Cooperative Regional Library Service (CCRLS), as well as payments by the Salem Keizer School District and Salem-Keizer Transit District for services contracted from the City of Salem. State and federal grants are also included here.



Chemeketa Community College (35350) – Reimbursement to Salem for the Chemeketa Cooperative Regional Library Service (CCRLS). The FY 2017-18 estimated amount is \$652,270.

Housing Authority (35355) – Costs for legal and payroll services provided to the Housing Authority are anticipated to provide revenue of \$25,010 in FY 2017-18.

State Reimbursement (35361) – Reimbursement for costs incurred for hazmat regional team training is estimated at \$27,800 for FY 2017-18.

Marion County (35370) – Reimbursement from Marion County for costs associated with the Mobile Crisis Response Team is estimated at \$139,950.

Polk County (35375) – Reimbursement from Polk County for costs associated with the Mobile Crisis Response Team is estimated at \$211,750.

School District (35380) – Paid to the City by the Salem-Keizer School District to offset costs for services provided. Nine school resource officers serve 48 different school sites that include high schools, middle schools, elementary schools, and alternative learning program sites. The school district reimburses the City for approximately half of the total cost of the school liaison officers during the 9.5 months when school is in session. The estimated total offset for FY 2017-18 is \$556,600.

Payment in Lieu of Taxes (35385) – Revenue received from federal housing authorities in lieu of property tax payments. Both Marion and Polk counties contain housing authorities. No increase is anticipated over FY 2016-17 estimates resulting in a FY 2017-18 budget of \$106,010.

Other Government Agencies (35395) – All other agencies that pay for the cost of services provided by Salem. In the FY 2017-18 budget, there are three agencies from which revenues are received, totaling \$145,670. Salem-Keizer Transit District pays for patrol services at the downtown transit center, estimated at \$130,800, Dallas police crime lab services at \$4,870, and the cable commission pays for staff support at \$10,000.

Other Agencies (35495) – Revenue of \$30,720 is anticipated from all other agencies that provide grant funds or pay for the cost of services performed by City departments. Capital Community Television (CCTV) reimburses the City of Salem for custodial services and electricity costs, estimated at \$25,720 in FY 2017-18.

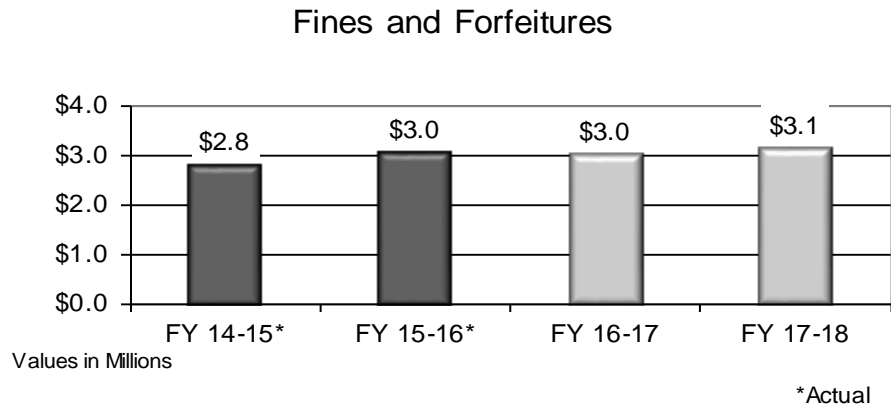
State Grants (35510) – Grants received from the State of Oregon for specific programs / services provided by the City of Salem. In FY 2017-18 Parks Operations anticipates \$5,100 for a map grant.

Federal Grants (35615, 35640) – Grants that are awarded from the federal government to accomplish specific programs or services. The grants and amounts anticipated to be received during FY 2017-18 are listed below and total \$660,350. The significant decrease between FY 2016-17 anticipated grant receipts and the base-level of grant access estimated for FY 2017-18 relates to a \$651,160 Department of Homeland Security award for replacement of the Fire Department’s self-contained assisted breathing equipment.

Community Service Officers (Police)	\$ 75,000
DEA Task Force (Police)	53,260
Miscellaneous traffic safety (Police)	130,000
STOP Domestic Violence (Police)	90,000
Emergency Preparedness (Fire)	130,000
EPA Brownfield (UD) (carryover)	182,090

Fines, Forfeitures, and Penalties (36110 - 36195)

Fine, forfeiture, and penalty receipts are received for a variety of violations including Salem's traffic and criminal offenses and parking ordinances. Individual revenues in this category are discussed below.



Parking (36110) – This revenue category reflects fines collected for violation of Salem's parking ordinances. Parking fine receipts increased significantly in FY 2015-16 due to higher fine rates and improved enforcement activities. The estimate for FY 2016-17 is slightly lower and is the base for calculating FY 2017-18 revenue of \$820,000, a 4.9 percent increase.

Court (36115) – Fines collected through the Municipal Court for violation of traffic and criminal codes are recognized here. The FY 2017-18 estimate for court fines is \$1,763,540.

Photo Red Light Fines (36116) – Fines collected through the use of the photo red light installations are recorded here. This program, approved by City Council during FY 2006-07, began operations in March 2008 with installation of cameras at one intersection. Three intersections are now monitored with one fewer camera. Collections in FY 2017-18 are expected to decline to by 5.2 percent to \$407,260 from the FY 2016-17 estimate. The Police Department budget includes payments to the vendor of \$178,860 for net revenue of \$228,400.

Beginning Working Capital (39910) – Beginning working capital (or beginning fund balance) is used as a resource to balance the General Fund operating budget and is estimated to be \$26,430,480 at the beginning of FY 2017-18. It represents the amount of funds left over from one year to the next, funding operations until property tax revenues are received in October and November. Working capital is accumulated as a result of additional revenue exceeding budget estimates, projected expenditure savings occurring throughout the year, or funds reappropriated to support a project that was not completed in the prior fiscal year.

REIMBURSEMENTS / TRANSFERS
TO GENERAL FUND
FY 2017-18
ADOPTED

<i>From:</i>	Intrafund Reimbursements (35212 - 35215)	Interfund Transfers (39110)	Allocated Overhead (35130)	Total Reimbursements and Transfers
<i>Transportation Services</i>	\$ 1,693,410	\$ -	\$ 578,200	\$ 2,271,610
<i>Streetlight</i>			11,860	11,860
<i>Airport</i>	193,820		73,640	267,460
<i>Community Renewal</i>	388,470		42,960	431,430
<i>Parking</i>	461,750		65,840	527,590
<i>Cultural & Tourism</i>	209,370	1,275,820	121,270	1,606,460
<i>Leasehold</i>	117,060		27,550	144,610
<i>Building & Safety</i>	430,270		305,230	735,500
<i>Capital Improvement</i>	684,960		283,060	968,020
<i>Urban Renewal Agency</i>	996,790		127,900	1,124,690
<i>Utility</i>	1,183,680		3,991,480	5,175,160
<i>Emergency Services</i>			32,330	32,330
<i>WVCC</i>	104,050		643,910	747,960
<i>PRIORS</i>	259,340		24,870	284,210
<i>City Services</i>	221,120		805,550	1,026,670
<i>Self Insurance</i>			808,510	808,510
<i>Trust</i>	52,000	100,000		152,000
<i>General Fund</i>				-
TOTAL REIMBURSEMENTS / TRANSFERS	\$ 6,996,090	\$ 1,375,820	\$ 7,944,160	\$ 16,316,070

To: Dept / Div	<i>From:</i>	Intrafund Reimbursements (35212 - 35215)	Interfund Transfers (39110)	Allocated Overhead (35130)	Total Reimbursements and Transfers
HUMAN RESOURCES					
FACILITIES					
	<i>Airport</i>	\$ 10,630	\$ -	\$ -	\$ 10,630
	<i>Parking</i>	95,980			95,980
	<i>Cultural & Tourism</i>	46,150			46,150
	<i>Leasehold</i>	45,800			45,800
	<i>Capital Improvement</i>	6,400			6,400
	<i>Utility</i>	24,300			24,300
	<i>WVCC</i>	17,720			17,720
	<i>City Services</i>	8,930			8,930
TOTAL HUMAN RESOURCES		255,910	-	-	255,910
RECREATION SERVICES					
RECREATION					
	<i>Cultural & Tourism</i>	89,200			89,200
PARKS OPERATIONS					
	<i>Transportation Services</i>	1,693,410			1,693,410
	<i>Parking</i>	500			500
	<i>Cultural & Tourism</i>		1,275,820		1,275,820
	<i>Capital Improvement</i>	43,360			43,360
	<i>Utility</i>	39,550			39,550
	<i>City Services</i>	25,480			25,480
	<i>Trust</i>	52,000			52,000
TOTAL RECREATION SERVICES		1,943,500	1,275,820	-	3,219,320
COMMUNITY DEVELOPMENT					
DIRECTOR					
	<i>Cultural & Tourism</i>	39,730			39,730
	<i>Building & Safety</i>	251,070			251,070
PLANNING					
	<i>Building & Safety</i>	500			500
NEIGHBORHOOD ENHANCEMENT					
	<i>Building & Safety</i>	59,000			59,000
TOTAL COMMUNITY DEVELOPMENT		350,300	-	-	350,300

REIMBURSEMENTS / TRANSFERS
TO GENERAL FUND
FY 2017-18
ADOPTED

To: Dept / Div	From:	Intrafund Reimbursements (35212 - 35215)	Interfund Transfers (39110)	Allocated Overhead (35130)	Total Reimbursements and Transfers
POLICE					
	<i>Parking</i>	310,350			310,350
	<i>PRIORS</i>	107,890			107,890
	<i>Trust</i>		100,000		100,000
TOTAL POLICE		<u>418,240</u>	<u>100,000</u>	<u>-</u>	<u>518,240</u>
FIRE					
	<i>Utility</i>	150,030			150,030
TOTAL FIRE		<u>150,030</u>	<u>-</u>	<u>-</u>	<u>150,030</u>
INFORMATION TECHNOLOGY					
	<i>Building & Safety</i>	119,700			119,700
	<i>Capital Improvement</i>	243,120			243,120
	<i>Utility</i>	969,800			969,800
	<i>WVCC</i>	86,330			86,330
	<i>PRIORS</i>	151,450			151,450
	<i>City Services</i>	186,710			186,710
TOTAL INFORMATION TECHNOLOGY		<u>1,757,110</u>	<u>-</u>	<u>-</u>	<u>1,757,110</u>
URBAN DEVELOPMENT					
URBAN DEVELOPMENT					
	<i>Airport</i>	183,190			183,190
	<i>Community Renewal</i>	388,470			388,470
	<i>Parking</i>	54,920			54,920
	<i>Cultural & Tourism</i>	34,290			34,290
	<i>Leasehold</i>	71,260			71,260
	<i>Capital Improvement</i>	392,080			392,080
	<i>Urban Renewal Agency</i>	996,790			996,790
TOTAL URBAN DEVELOPMENT		<u>2,121,000</u>	<u>-</u>	<u>-</u>	<u>2,121,000</u>
NON-DEPARTMENTAL					
	<i>Transportation Services</i>			578,200	578,200
	<i>Streetlight</i>			11,860	11,860
	<i>Airport</i>			73,640	73,640
	<i>Community Renewal</i>			42,960	42,960
	<i>Parking</i>			65,840	65,840
	<i>Cultural & Tourism</i>			121,270	121,270
	<i>Leasehold</i>			27,550	27,550
	<i>Building & Safety</i>			305,230	305,230
	<i>Capital Improvement</i>			283,060	283,060
	<i>Urban Renewal Agency</i>			127,900	127,900
	<i>Utility</i>			3,991,480	3,991,480
	<i>Emergency Services</i>			32,330	32,330
	<i>WVCC</i>			643,910	643,910
	<i>PRIORS</i>			24,870	24,870
	<i>City Services</i>			805,550	805,550
	<i>Self Insurance</i>			808,510	808,510
TOTAL NON-DEPARTMENTAL		<u>-</u>	<u>-</u>	<u>7,944,160</u>	<u>7,944,160</u>
TOTAL REIMBURSEMENTS / TRANSFERS		<u>\$ 6,996,090</u>	<u>\$ 1,375,820</u>	<u>\$ 7,944,160</u>	<u>\$ 16,316,070</u>

FY 2017-18 GENERAL FUND
 SOURCE OF FUNDS
 ADOPTED

	Unrestricted	Restricted	Total
Property Taxes	\$ 66,640,750	\$ -	\$ 66,640,750
Sales Taxes		401,100	401,100
Franchise Fees	16,302,410	757,910	17,060,320
Fees for Service	24,630	2,422,760	2,447,390
Other Fees	3,000	1,209,770	1,212,770
Licenses and Permits	200	902,970	903,170
Rent	371,570	1,162,110	1,533,680
Indirect Cost Allocation		7,944,160	7,944,160
Other Internal Charges		6,996,090	6,996,090
State Shared Revenue	205,580	5,072,650	5,278,230
Other Agencies	111,010	1,784,770	1,895,780
Grants		665,450	665,450
Fines, Penalties, & Forfeitures	2,820,480	275,350	3,095,830
Interest	314,610		314,610
Other Revenue	222,950	112,500	335,450
Interfund Transfer	1,375,820		1,375,820
Beginning Working Capital (BWC)	25,116,860	1,313,620	26,430,480
TOTAL	\$ 113,509,870	\$ 31,021,210	\$ 144,531,080
	Allocated Unrestricted Funds by Department	Total Restricted Funds by Department	Total Department Budgets
MUNICIPAL COURT			
Other Revenues / BWC	1,961,950	14,400	1,976,350
TOTAL MUNICIPAL COURT	1,961,950	14,400	1,976,350
MAYOR & COUNCIL			
Indirect Cost Allocation		158,640	158,640
Other Revenues / BWC	71,200		71,200
TOTAL MAYOR & COUNCIL	71,200	158,640	229,840
CITY MANAGER			
CITY MANAGER			
Indirect Cost Allocation		722,670	722,670
Other Agencies		10,000	10,000
Other Revenues / BWC	536,080	14,960	551,040
BUDGET AND FINANCE			
Fees for Service		208,110	208,110
Indirect Cost Allocation		2,373,450	2,373,450
Other Revenues / BWC	1,220,770	64,300	1,285,070
TOTAL CITY MANAGER	1,756,850	3,393,490	5,150,340
HUMAN RESOURCES			
ADMINISTRATION			
Indirect Cost Allocation		583,300	583,300
Other Revenues / BWC	989,580		989,580
FACILITIES			
Rent		44,340	44,340
Indirect Cost Allocation		912,280	912,280
Other Internal Charges		255,910	255,910
Other Agencies		25,720	25,720
Other Revenues / BWC	2,825,520	127,370	2,952,890
TOTAL HUMAN RESOURCES	3,815,100	1,948,920	5,764,020

FY 2017-18 GENERAL FUND
 SOURCE OF FUNDS
 ADOPTED

	Allocated Unrestricted Funds by Department	Total Restricted Funds by Department	Total Department Budgets
LEGAL			
Indirect Cost Allocation		724,870	724,870
Other Revenues / BWC	1,529,110	36,650	1,565,760
TOTAL LEGAL	1,529,110	761,520	2,290,630
RECREATION SERVICES			
RECREATION			
Fees for Service		73,850	73,850
Other Fees		538,810	538,810
Other Internal Charges		89,200	89,200
Other Revenue		2,500	2,500
Other Revenues / BWC	502,200		502,200
PARKS OPERATIONS			
Fees for Service		15,000	15,000
Other Fees		13,500	13,500
Licenses and Permits		4,900	4,900
Rent		6,000	6,000
Other Internal Charges		1,854,300	1,854,300
Grants		5,100	5,100
Other Revenues / BWC	4,921,100	116,000	5,037,100
CENTER 50+			
Other Fees		286,080	286,080
Rent		46,010	46,010
Other Revenue		70,000	70,000
Other Revenues / BWC	636,610		636,610
TOTAL RECREATION SERVICES	6,059,910	3,121,250	9,181,160
COMMUNITY DEVELOPMENT			
DIRECTOR			
Other Internal Charges		290,800	290,800
Other Revenues / BWC	237,790		237,790
PLANNING			
Fees for Service		669,260	669,260
Licenses and Permits		72,130	72,130
Other Internal Charges		500	500
Other Revenues / BWC	1,350,390	37,430	1,387,820
NEIGHBORHOOD ENHANCEMENT			
Fees for Service		137,800	137,800
Licenses and Permits		251,200	251,200
Other Internal Charges		59,000	59,000
Other Revenues / BWC	1,307,360	16,680	1,324,040
TOTAL COMMUNITY DEVELOPMENT	2,895,540	1,534,800	4,430,340
LIBRARY			
Other Fees		158,910	158,910
Rent		52,240	52,240
Other Agencies		652,270	652,270
Fines, Penalties, & Forfeitures		5,000	5,000
Other Revenues / BWC	3,995,540	101,110	4,096,650
TOTAL LIBRARY	3,995,540	969,530	4,965,070

FY 2017-18 GENERAL FUND
 SOURCE OF FUNDS
 ADOPTED

	Allocated Unrestricted Funds by Department	Total Restricted Funds by Department	Total Department Budgets
POLICE			
Sales Taxes		401,100	401,100
Fees for Service		152,620	152,620
Other Fees		126,450	126,450
Licenses and Permits		5,000	5,000
Other Internal Charges		418,240	418,240
State Shared Revenue		4,787,490	4,787,490
Other Agencies		1,043,970	1,043,970
Grants		348,260	348,260
Fines, Penalties, & Forfeitures		270,350	270,350
Other Revenues / BWC	35,189,150	300,680	35,489,830
TOTAL POLICE	35,189,150	7,854,160	43,043,310
FIRE			
Fees for Service		1,166,120	1,166,120
Licenses and Permits		469,220	469,220
Other Internal Charges		150,030	150,030
State Shared Revenue		285,160	285,160
Other Agencies		27,800	27,800
Grants		130,000	130,000
Other Revenue		40,000	40,000
Other Revenues / BWC	28,832,030	174,100	29,006,130
TOTAL FIRE	28,832,030	2,442,430	31,274,460
INFORMATION TECHNOLOGY			
Licenses and Permits		100,520	100,520
Indirect Cost Allocation		2,160,710	2,160,710
Other Internal Charges		1,757,110	1,757,110
Other Revenues / BWC	3,877,770	126,920	4,004,690
TOTAL INFORMATION TECHNOLOGY	3,877,770	4,145,260	8,023,030
URBAN DEVELOPMENT			
URBAN DEVELOPMENT			
Grants		182,090	182,090
Other Internal Charges		2,121,000	2,121,000
Other Revenues / BWC	1,295,760		1,295,760
PARKING SERVICES			
Other Fees		86,020	86,020
Rent		1,013,520	1,013,520
Other Revenues / BWC	525,940		525,940
TOTAL URBAN DEVELOPMENT	1,821,700	3,402,630	5,224,330
NON-DEPARTMENTAL			
Franchise Fees		757,910	757,910
Indirect Cost Allocation		308,240	308,240
Other Agencies		25,010	25,010
Other Revenues / BWC	7,155,510	183,020	7,338,530
TOTAL NON-DEPARTMENTAL	7,155,510	1,274,180	8,429,690
Unappropriated Ending Fund Balance	14,548,510	-	14,548,510
TOTAL DEPARTMENT BUDGETS	\$ 113,509,870	\$ 31,021,210	\$ 144,531,080

Fee Adjustments FY 2017-18

FY 2017-18 revenues will include the following fee adjustments:

	Previous Fee	Adopted FY 17-18 Fees	Change to Resources
A. General Fund			
Community Development - planning fees cost recovery increase Planning fees will increase by the Consumer Price Index (CPI) rate of 2.6 percent for FY 2017-18. It is estimated the CPI increase will be sufficient to maintain the 50 percent cost recovery achieved by the department for planning-related services. However, it is difficult to predict the outcome of the cost recovery increase as it is also dependent upon the amount of activity -- plans to review -- generated by the community.	Various	Various	\$12,640
Police Department - tow fees and document sales The FY 2017-18 budget reflects the anticipated revenues derived from a 6 percent cost recovery increase in fees. It is difficult to predict the outcome of the cost recovery increase as it is also dependent upon the amount of activity -- public records requests and police tows -- generated by the community.	\$150 / Various	\$160 / Various	\$16,290
B. Parking Fund			
Urban Development - parking tax The year-to-year change in this revenue type is driven by the maximum annual increase of 2 percent as well as the current base of parking tax payers (downtown businesses). The FY 2017-18 budget reflects a \$9,390 decrease from the prior year budget.	Various	Various	(\$9,390)
C. Utility Fund			
Public Works - water, wastewater and stormwater rates Utility rates: The FY 2017-18 budget reflects the anticipated revenues derived from the following rate increases (with effective dates) approved by the City Council:	Various	Various	See Utility Fund resources section in Book 2
Water	2 percent, January 1, 2017 / 3 percent, January 1, 2018		
Wastewater	2.5 percent, January 1, 2017 / 3 percent, January 1, 2018		
Stormwater	3 percent, January 1, 2017 / 3 percent, January 1, 2018		



City Manager's Office

DIVISIONS

City Manager's Office

Human Rights and Relations

Budget, Finance, and Purchasing

Municipal Court

This section includes the divisions in bold text.



City Manager's Office

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

The FY 2017-18 budget for the City Manager's Office maintains service levels similar to the prior fiscal year and includes some organizational changes. This budget combines the functions of financial services, purchasing, and budget forecasting and development into a new division of the City Manager's Office. Municipal Court administration continues as a responsibility of the City Manager's Office with the budget for the court in a separate section of the document.

City Manager Budget by Division provides three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for the department

City Manager's Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
City Manager Division	\$ 1,000,689	\$ 950,932	\$ 964,956	\$ 1,178,270	\$ 1,283,710
Budget and Finance Division	3,912,516	3,821,695	3,761,230	3,858,620	3,866,630
Total	\$ 4,913,205	\$ 4,772,627	\$ 4,726,186	\$ 5,036,890	\$ 5,150,340
% Change		-2.86%	-0.97%	6.57%	2.25%

City Manager's Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include: Personal Services and Materials / Services. The table shows the department's total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for each year.

City Manager's Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 4,441,418	\$ 4,346,133	\$ 4,252,762	\$ 4,633,520	\$ 4,633,640
Materials / Services	471,787	426,494	473,424	403,370	516,700
Total	\$ 4,913,205	\$ 4,772,627	\$ 4,726,186	\$ 5,036,890	\$ 5,150,340
% Change		-2.86%	-0.97%	6.57%	2.25%
FTE	42.00	43.00	42.50	41.00	39.00

The total department position count of 39.0 FTE represents 7.0 FTE for the City Manager's Office and 32.0 FTE for Budget, Finance, and Purchasing. The Municipal Court's position count of 14.0 FTE is detailed in a separate section of the budget document. Historical FTE counts represent totals for the City Manager's Office and the divisions in the former Administrative Services Department of Administration, Finance, and Procurement.

The City Manager's Office

The City Manager's Office provides organization-wide administration, facilitates public communications, and sustains community relationships as well as coordinates many Citywide special projects. The City Manager's Office, in collaboration with other City departments, will continue to work toward completion and implementation of the Citywide strategic plan, further the initiatives identified in the strategic communications plan, and provide ongoing support to the new community-centric website.

Finance

Finance will continue to work with City leaders to develop a long-term bonding strategy that addresses future capital needs and opportunities for funding with the least impact to taxpayers. Ongoing initiatives include supporting City departments in the development of more efficient transaction processing, payment receipting, and financial reporting. The Finance Division reduced one vacant accountant position to fund an enterprise business analyst position within the Information Technology Department. This position will provide daily technical support to the Finance Division as a member of a team of business analysts in the Information Technology Department.

Purchasing

The FY 2018 budget represents a 25 percent reduction in staffing for the Purchasing section. The reduction of 1.0 FTE is manageable through moving the bidding process to an online system, Oregon Procurement Information Network (ORPIN). Use of ORPIN has elevated manual processes to an automated solution. The entire bid or proposal document is posted on ORPIN and the system tracks who has downloaded it to create a bidders list. Using ORPIN creates efficiencies and saves the additional costs of printing and mailing of solicitation documents.

Budget Office / Franchise

Late in FY 2017 the City of Salem entered into an intergovernmental agreement with the cities of Milwaukie, Gladstone, Oregon City, and Sandy to form the Right of Way Accountability Coalition (ROWAC) for the purpose of performing joint reviews of utility companies common to the members of the ROWAC. This work will continue into FY 2018 and is supported in the budget.



City Manager's Office

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
City Manager's Office The City Manager is the management and administrative head of the City government and reports to the City Council. The City Manager organizes, directs, plans, coordinates, and manages the overall operations of the municipal government based on City Council direction, professional standards, ordinances, and state and federal laws and regulations. The City Manager keeps City Council advised of the affairs and needs of the City and carries out these duties with the aid of the Deputy City Manager, management and administrative staff. The office performs work related to public information and provides staff support for current City initiatives as well as the Boards and Commissions Appointments Committee, the Mayor's International Council, the Citizen Police Review Board, the Council Legislative Committee, and the Salem Public Art Commission. The office coordinates legislative work related to state and federal government. The office assists with the process for adopting and distributing administrative policies and procedures and is also a central point of contact for agreements with historic properties.	6.25	\$ 1,077,700	6.25	\$ 1,176,740
Human Rights and Relations and Federal Compliance Provides response to complaints of alleged violations of Chapter 97 of the Salem Revised Code. Provides staff support for the Human Rights and Relations Advisory Commission supporting the City in addressing issues of discrimination, prejudice, human rights education and outreach and establishing community-wide diversity networks. Helps develop social capital in the Salem community including development of networks and initiatives that work both pro-actively and in response to human rights issues. Oversees and assures compliance with federal regulations pertaining to social justice, equity, and access (e.g., Title II, Title VI, ADA).	0.75	\$ 100,570	0.75	\$ 106,970
Total City Manager Administration Division	7.00	\$ 1,178,270	7.00	\$ 1,283,710
	Staff	Cost	Staff	Cost



City Manager's Office

What We Do

PROGRAMS

Budget, Finance, and Purchasing

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Budget Preparation and Monitoring				
Plans, organizes, and coordinates preparation of the annual budgets for the City of Salem and Urban Renewal Agency in accordance with legal requirements and generally accepted accounting principles. Coordinates and compiles the document for the five-year Capital Improvement Plan and develops the annual Indirect Cost Allocation Plan (ICAP). Monitors, analyzes, and reports the financial status of the City and Agency budgets throughout the year to the Budget Committee. Prepares the annual financial forecast for the General Fund and works with staff performing forecasts for other City funds. Provides staff support to the Budget Committee. Performs work related to franchises and manages the budget for the City Manager's Office, Mayor and Council, Municipal Court, Fleet Services, Equipment Replacement Reserve, Self Insurance Fund, and Public Art Fund. Provides web publisher services for the website redesign project and for maintenance of the new website.	4.00	\$ 541,210	4.00	\$ 591,190
Contracts and Procurement				
Administers and manages City, Urban Renewal Agency, and Salem Housing Authority purchasing activities for the procurement of goods, personal and professional services, and public improvement projects valued at \$2,500 or greater. Estimated transactions per year equal 26,000.	4.00	\$ 453,670	3.00	\$ 381,450
Finance Division Administration and Financial Analysis				
General administration consists of planning, organizing, evaluating, and reviewing accounting practices, policies, systems, and procedures; financial planning and analysis consists of rate-setting support for water / sewer utilities; financial analysis for special projects including general obligation and revenue bond sales; grant administration and reporting.	3.00	\$ 430,580	-	\$ -
Financial Operations				
Provides for the daily financial operation of the City and Urban Renewal Agency. These functions consist of accounts receivable, banking transactions, cashiering, payroll, and bad debt collections. Administers and manages the City's investment and debt portfolios. Special project support including financial analysis for rate setting, tax analysis, revenue and expense projections, economic trends, and debt modeling. Performs payroll functions for the Salem Housing Authority.	15.25	\$ 1,508,330	14.00	\$ 1,600,290



City Manager's Office

What We Do

PROGRAMS

Financial Reporting	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Provides for the core accounting and reporting functions for the City and Urban Renewal Agency. These functions consist of accounting for all financial transactions, project costing, support for the annual financial and grant audits, preparation of annual financial statements, monthly financial management reporting, grant accounting, and accounts payable. Responsible for evaluating and reviewing accounting practices, policies, systems, and procedures.	7.75	\$ 924,830	11.00	\$ 1,293,700
Total Budget and Finance Division	34.00	\$ 3,858,620	32.00	\$ 3,866,630
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	
Total City Manager's Office	41.00	\$ 5,036,890	39.00	\$ 5,150,340

City Manager's Office
City Manager's Office (CMO), Budget, Purchasing (C / P), Finance
(101-13-00-00, 101-20-00-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
CMO	Economic development	\$ 300
CMO	Franchise regulatory training	750
CMO	International City Manager's Association (1)	3,000
CMO	League of Oregon Cities (1)	500
CMO	Oregon City / County Management Association (1)	1,200
C / P	Oregon Department of Administrative Services Procurement training	3,000
FINANCE	American Institute of Certified Public Accountants self-study courses (2)	900
FINANCE	American Payroll annual training (2)	800
FINANCE	Certified Public Finance Officer certification (3)	2,000
FINANCE	Government Finance Officers Association annual update (4)	800
FINANCE	Government Finance Officers Association courses	2,000
FINANCE	Heart of Oregon annual payroll training (4)	800
FINANCE	League of Oregon Cities - local training (5)	2,000
FINANCE	Northwest Oracle User Group annual conference (2)	340
FINANCE	Oracle Annual User Group (3)	3,500
FINANCE	Oregon Society of Certified Public Accountants conference (2)	2,100
FINANCE	Professional Development (unlimited webinar access)	200
		<u>\$ 24,190</u>
52670	OTHER PROFESSIONAL SERVICES	
CMO	Audit services for franchise	\$ 20,000
CMO	Outside legal assistance for franchise related issues	2,000
CMO	GovDelivery - Digital communications service	15,000
BUDGET	Economic forecasting	3,300
FINANCE	Actuarial services	8,000
FINANCE	Bond counsel	5,000
FINANCE	Document shredding service	2,000
FINANCE	Internal financial and management audits	5,000
FINANCE	Lien billing and collections services	75,000
		<u>\$ 135,300</u>
52815	CONTROLLED EQUIPMENT	
CMO	Desktop computer (replacement, 1)	\$ 760
CMO	Widescreen monitors (replacements, 2)	690
C / P	Printer (replacement, 1)	1,000
C / P	Desktop computer with monitors (replacement, 1)	1,200
FINANCE	Laptop computer (replacement, 2)	3,000
FINANCE	Desktop computer with monitors (replacement, 2)	6,000
FINANCE	Cashiering area camera (replacement, 4, carryover)	2,800
		<u>\$ 15,450</u>
Total FY 2017-18 Expenditures Budget		\$ 5,150,340

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: City Manager's Office
Cost Center: City Manager's Office
Cost Center No: 13-00-00-00

Acct Code Account Name	Expenditures Budget							
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010 SALARIES AND WAGES	\$ 506,816	\$ 554,408	\$ 722,740	\$ 739,020	\$ 739,020	\$ 739,020	\$ 16,280	2.3%
51020 SEASONAL AND RELIEF	26,486	4,040	-	-	-	-	-	-
51030 OVERTIME	281	1,892	750	750	750	750	-	-
51120 LEAVE PAYOFF	55,883	9,617	2,000	1,500	1,500	1,500	(500)	-25.0%
51130 CAR ALLOWANCE	6,277	5,382	7,080	7,140	7,140	7,140	60	0.8%
51135 CELL PHONE ALLOWANCE	-	414	-	-	-	-	-	-
51145 MOVING ALLOWANCE	-	21,460	-	-	-	-	-	-
51150 DEPT HEAD ANNUITY	15,709	14,327	20,290	21,120	21,120	21,120	830	4.1%
51195 OTHER PAY / BENEFITS	-	-	1,430	1,730	1,730	1,730	300	21.0%
51210 FICA AND MEDICARE	41,475	42,031	48,040	49,410	49,410	49,410	1,370	2.9%
51221 WORKERS' COMP PREMIUM	940	6,030	6,190	7,120	7,120	7,120	930	15.0%
51222 WORKERS' COMP STATE ASSMT	181	181	190	210	210	210	20	10.5%
51240 EMPLOYER - RETIREMENT PERS	72,278	67,810	91,420	126,850	126,850	126,850	35,430	38.8%
51243 PERS UNFUNDED LIABILITY	29,450	36,340	35,970	42,110	42,110	42,110	6,140	17.1%
51245 EMPLOYER - PERS PICKUP	34,038	33,601	45,180	46,170	46,170	46,170	990	2.2%
51250 INSURANCE - MEDICAL	97,030	106,667	136,450	133,680	133,680	133,680	(2,770)	-2.0%
51255 INSURANCE - VISION	2,902	3,217	4,080	3,780	3,780	3,780	(300)	-7.4%
51260 INSURANCE - DENTAL	9,333	9,659	11,970	11,940	11,940	11,940	(30)	-0.3%
51265 INSURANCE - LIFE	863	863	740	1,630	1,630	1,630	890	120.3%
51270 INSURANCE - DISABILITY	1,309	1,330	1,740	1,680	1,680	1,680	(60)	-3.4%
Total Personal Services	\$ 901,249	\$ 919,269	\$ 1,136,260	\$ 1,195,840	\$ 1,195,840	\$ 1,195,840	\$ 59,580	5.2%
NUMBER OF POSITIONS	7.00	6.50	7.00	7.00	7.00	7.00	-	-
52110 SUBSCRIPTIONS AND BOOKS	\$ 860	\$ 420	\$ 800	\$ 900	\$ 900	\$ 900	\$ 100	12.5%
52120 MAIL	38	50	350	250	250	250	(100)	-28.6%
52130 SUPPLIES	984	2,278	2,740	2,500	2,500	2,500	(240)	-8.8%
52320 ADVERTISING	970	-	900	2,800	2,800	2,800	1,900	211.1%
52340 EMPLOYEE RECOGNITION	50	12	50	50	50	50	-	-
52360 RECRUITMENT FEES	-	6,781	-	-	-	-	-	-
52405 TELEPHONE - OFFICE	2,816	3,109	2,870	4,000	4,000	4,000	1,130	39.4%
52460 COMMUNICATION - OTHER	2	-	-	-	-	-	-	-
52510 TRAINING	2,842	1,119	5,200	5,750	5,750	5,750	550	10.6%
52520 TRAVEL	-	5,489	3,500	3,500	3,500	3,500	-	-
52530 LODGING	212	1,353	350	-	-	-	(350)	-100.0%
52540 MEALS	3,631	1,636	3,400	3,300	3,300	3,300	(100)	-2.9%
52550 MILEAGE	253	242	750	500	500	500	(250)	-33.3%
52560 REGISTRATION	-	-	100	100	100	100	-	-
52670 OTHER PROFESSIONAL SERVICES	7,019	7,201	8,200	37,000	37,000	37,000	28,800	351.2%
52710 MEMBERSHIP DUES	1,742	4,808	3,450	3,570	3,570	3,570	120	3.5%
52720 LICENSES / CERTIFICATIONS	40	50	-	-	-	-	-	-
52815 CONTROLLED EQUIPMENT	4,081	3,810	1,140	1,450	1,450	1,450	310	27.2%
52830 COMPUTER SOFTWARE AND LICENSES	-	2,538	-	-	-	-	-	-
53210 INSURANCE	-	-	4,010	3,240	3,240	3,240	(770)	-19.2%
53320 EQUIPMENT MAINTENANCE	-	-	400	500	500	500	100	25.0%
53380 OTHER MAINTENANCE AND REPAIR	-	-	-	-	-	14,960	14,960	-
53767 BANKING AND INVESTMENT FEES	6	-	-	-	-	-	-	-
53812 INTRA CITY - DIRECT CHG (LABOR)	-	49	-	-	-	-	-	-
53813 INTRA CITY - BUDGETED TRANSFERS	20,190	-	-	-	-	-	-	-
53851 COPY	618	1,128	500	500	500	500	-	-
53854 PHOTOCOPIES	3,327	3,614	3,300	3,000	3,000	3,000	(300)	-9.1%
Total Materials and Services	\$ 49,683	\$ 45,687	\$ 42,010	\$ 72,910	\$ 72,910	\$ 87,870	\$ 45,860	109.2%
Total Requirements	\$ 950,932	\$ 964,956	\$ 1,178,270	\$ 1,268,750	\$ 1,268,750	\$ 1,283,710	\$ 105,440	8.9%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: City Manager's Office
Cost Center: Budget, Finance, and Purchasing
Cost Center No: 13-00-00-00, 20-00-00-00

Acct Code Account Name	Expenditures Budget							
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010 SALARIES AND WAGES	\$ 2,133,530	\$ 2,025,352	\$ 2,172,900	\$ 2,120,080	\$ 2,120,080	\$ 2,120,080	\$ (52,820)	-2.4%
51020 SEASONAL AND RELIEF	15,439	9,793	12,290	7,460	7,460	7,460	(4,830)	-39.3%
51030 OVERTIME	3,320	4,619	2,500	-	-	-	(2,500)	-100.0%
51100 INCENTIVES	2,859	4,440	4,290	4,490	4,490	4,490	200	4.7%
51120 LEAVE PAYOFF	19,472	57,187	1,700	1,500	1,500	1,500	(200)	-11.8%
51130 CAR ALLOWANCE	1,144	386	-	-	-	-	-	-
51150 DEPT HEAD ANNUITY	6,670	2,294	-	-	-	-	-	-
51195 OTHER PAY / BENEFITS	-	-	2,700	2,700	2,700	2,700	-	-
51210 FICA AND MEDICARE	160,938	155,281	167,820	163,220	163,220	163,220	(4,600)	-2.7%
51221 WORKERS' COMP PREMIUM	16,800	25,367	23,590	21,530	21,530	21,530	(2,060)	-8.7%
51222 WORKERS' COMP STATE ASSMT	979	929	990	990	990	990	-	-
51240 EMPLOYER - RETIREMENT PERS	273,465	255,275	259,400	306,810	306,810	306,810	47,410	18.3%
51243 PERS UNFUNDED LIABILITY	128,880	134,540	134,700	126,610	126,610	126,610	(8,090)	-6.0%
51245 EMPLOYER - PERS PICKUP	128,335	125,012	131,620	127,570	127,570	127,570	(4,050)	-3.1%
51250 INSURANCE - MEDICAL	485,225	468,737	514,320	490,930	490,930	490,930	(23,390)	-4.5%
51255 INSURANCE - VISION	14,117	14,046	15,140	13,290	13,290	13,290	(1,850)	-12.2%
51260 INSURANCE - DENTAL	46,762	43,560	46,790	42,700	42,700	42,700	(4,090)	-8.7%
51265 INSURANCE - LIFE	3,768	3,580	3,170	4,620	4,620	4,620	1,450	45.7%
51270 INSURANCE - DISABILITY	3,180	3,097	3,340	3,300	3,300	3,300	(40)	-1.2%
Total Personal Services	\$ 3,444,884	\$ 3,333,493	\$ 3,497,260	\$ 3,437,800	\$ 3,437,800	\$ 3,437,800	\$ (59,460)	-1.7%
NUMBER OF POSITIONS	36.00	36.00	34.00	32.00	32.00	32.00	(2.00)	-5.9%
52110 SUBSCRIPTIONS AND BOOKS	\$ 9,246	\$ 5,761	\$ 8,100	\$ 8,000	\$ 8,000	\$ 8,000	\$ (100)	-1.2%
52120 MAIL	18,875	18,498	21,000	20,000	20,000	20,000	(1,000)	-4.8%
52130 SUPPLIES	25,476	29,060	23,500	25,500	25,500	25,500	2,000	8.5%
52320 ADVERTISING	7,085	5,706	8,100	7,500	7,500	7,500	(600)	-7.4%
52340 EMPLOYEE RECOGNITION	104	128	-	-	-	-	-	-
52360 RECRUITMENT FEES	300	450	-	-	-	-	-	-
52405 TELEPHONE - OFFICE	14,699	11,239	10,450	15,300	15,300	15,300	4,850	46.4%
52510 TRAINING	7,867	7,830	16,200	18,440	18,440	18,440	2,240	13.8%
52520 TRAVEL	-	3	-	-	-	-	-	-
52540 MEALS	734	643	1,000	1,200	1,200	1,200	200	20.0%
52550 MILEAGE	304	109	500	500	500	500	-	-
52670 OTHER PROFESSIONAL SERVICES	157,244	169,738	94,300	98,300	98,300	98,300	4,000	4.2%
52710 MEMBERSHIP DUES	1,244	2,295	3,670	3,750	3,750	3,750	80	2.2%
52720 LICENSES / CERTIFICATIONS	360	-	2,000	1,000	1,000	1,000	(1,000)	-50.0%
52815 CONTROLLED EQUIPMENT	12,256	9,659	15,800	14,000	14,000	14,000	(1,800)	-11.4%
52820 SMALL EQUIPMENT AND SUPPLIES	3,178	13,908	9,560	8,000	8,000	8,000	(1,560)	-16.3%
52830 COMPUTER SOFTWARE AND LICENSES	17,209	33,668	36,800	35,630	35,630	35,630	(1,170)	-3.2%
53210 INSURANCE	-	-	9,820	9,800	9,800	9,800	(20)	-0.2%
53320 EQUIPMENT MAINTENANCE	504	504	1,000	510	510	510	(490)	-49.0%
53380 OTHER MAINTENANCE AND REPAIR	-	-	-	-	-	64,300	64,300	-
53510 BUILDING RENTAL	1,840	1,940	2,000	2,000	2,000	2,000	-	-
53767 BANKING AND INVESTMENT FEES	65,371	81,886	52,910	55,000	55,000	55,000	2,090	4.0%
53770 BAD DEBT - WRITE OFF	20	-	-	-	-	-	-	-
53799 OTHER EXPENSES	1,422	721	-	-	-	-	-	-
53851 COPY	23,803	20,800	31,650	29,600	29,600	29,600	(2,050)	-6.5%
53852 MICROFILM	86	-	-	-	-	-	-	-
53854 PHOTOCOPIES	7,172	8,256	12,500	10,000	10,000	10,000	(2,500)	-20.0%
53855 SHOPS FACILITIES MAINTENANCE	410	500	500	500	500	500	-	-
53860 BUILDING SERVICES	-	3,815	-	-	-	-	-	-
54850 OTHER SPECIAL PAYMENTS	-	619	-	-	-	-	-	-
Total Materials and Services	\$ 376,811	\$ 427,737	\$ 361,360	\$ 364,530	\$ 364,530	\$ 428,830	\$ 67,470	18.7%
Total Requirements	\$ 3,821,695	\$ 3,761,230	\$ 3,858,620	\$ 3,802,330	\$ 3,802,330	\$ 3,866,630	\$ 8,010	0.2%



Community Development

DIVISIONS

Administration

Building and Safety

Library

Neighborhood Enhancement

Planning

This section includes the divisions in bold text.



Community Development

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Community Development Budget by Division represents three years of historical expenditures and the adopted FY 2016-17 and FY 2017-18 budgets for divisions within the department. The Building and Safety Division is budgeted in a separate fund. The departmental assignment of the Salem Public Library returned to the Community Development Department in FY 2016-17. The Library's budget is displayed in a separate section of the budget document.

Community Development Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Administration \$	336,908	\$ 448,579	\$ 457,568	\$ 482,860	\$ 528,590
Planning	1,413,994	1,357,346	1,511,980	1,624,530	2,129,710
Neighborhood Enhancement	1,486,788	1,499,184	1,471,042	1,665,760	1,772,040
Total \$	3,237,691	\$ 3,305,109	\$ 3,440,589	\$ 3,773,150	\$ 4,430,340
% Change		2.08%	4.10%	9.67%	17.42%

Community Development Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, Capital Outlay, and Transfers. The table shows the department's total budget, the percent change in total budget, and the total full-time equivalent (FTE) position count for the department's General Fund divisions for each year.

Community Development Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services \$	2,796,542	\$ 2,900,930	\$ 3,042,166	\$ 3,342,880	\$ 3,516,160
Materials / Services	441,149	399,179	393,423	405,770	909,180
Capital Outlay	-	-	-	19,500	-
Transfers	-	5,000	5,000	5,000	5,000
Total \$	3,237,691	\$ 3,305,109	\$ 3,440,589	\$ 3,773,150	\$ 4,430,340
% Change		2.08%	4.10%	9.67%	17.42%
FTE	29.85	30.20	30.20	31.20	31.20

Planning

Implementation of the Housing Needs Analysis (HNA) Work Plan continues with the conclusion of the Accessory Dwelling Units (ADU) project and the start of the next phase of the Housing Choices project which will expand options for small multi-family and duplex / triplex developments.

The State Street Corridor Plan will conclude this fiscal year with recommendations for a preferred street design and a new mixed-use zone. The West Salem Business District Zoning Code clean-up project, which will implement the recommendations in the West Salem Business District Action Plan, has begun. The NESCA-Lansing Neighborhood Plan is expected to be adopted in fall 2017. Following its adoption, staff will turn their attention to the update of the Comprehensive Plan.

The City's permitting software (AMANDA) will be upgraded over the next two years as it is outdated and no longer supported by the vendor. The upgrade will provide a better user experience for customers through the public portal, allow electronic submission of land use applications, and provide better metrics to track the case load for land use applications.

Comprehensive Plan Update

The update to the City's Comprehensive Plan will begin this fiscal year with research and a citywide visioning process. The visioning process will be the first phase of the planned public outreach for this project and will help identify community priorities related to land use, transportation, and natural resources. It is estimated that preparation work for this project could begin in early fall 2017 with the public phase of the project beginning in spring 2018. The update will likely be a multiple year project.

Neighborhood Partnership Program

Through the Neighborhood Partnership Program, the City will continue to collaborate with neighbors and partners to strengthen Salem neighborhoods. For FY 2017-18, the City has renewed a two-year commitment to the Community and Partners of East Salem (CaPES) neighborhoods and will complete the final six months of the second term with the Edgewater area in West Salem. Applications will be available in late summer to any neighborhood group with ideas on how to make a difference in their part of Salem.

Youth Development

The City is developing a new collaboration with the Marion County Sherriff's Office and Marion County Health to offer the evidence-based Strengthening Families Program (SFP) to parole and probation families in FY 2017-18. In past years, SFP has been presented to school-, faith- and community-based locations through collaborations with Mano a Mano, Salem Leadership Foundation, Grant Community School and local middle schools including Houck, Walker, Waldo, Stephens and Leslie.

In the sixth year of the City-coordinated *One Thousand Soles Community Shoe Drive* for children and youth in-need, the City is expanding school partnerships to include elementary schools alongside middle and high school campuses. The teen-championed shoe drive is the only year-round source to access new and gently-used shoes for the Salem-Keizer School District and local youth shelters and organizations. In addition, the sports component of the One Thousand Soles program will expand to help young local athletes beyond the City's COUNTRY Financial Kids Relays. New partners include Grassroots After School Soccer Program (GRASSP), Capital Futbol Club (CFC) and all City Recreation children and youth sports programs.

Multi-Family Housing Inspection Program

For FY 2017-18, funding is included in the budget for a comprehensive program study to determine best practices for inspection services, costs, and efficiencies, as new multi-family construction projects continue to increase the program's workload.



Community Development

What We Do

PROGRAMS

Administration and Management	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Provides supervision and policy direction of Salem's Community Development Department for Building and Safety, Planning, Neighborhood Enhancement, and the City Library with 99.90 full time equivalent employees and a \$14 million annual budget. Directs the promotion and accomplishment of City Council goals and City policies. Provides a variety of professional services as required by city, state, and federal laws including issuance of licenses, building permits and inspections; code and zoning enforcement; neighborhood enhancement; land use planning; and oversight to the department's management of budgetary, fiscal, and purchasing practices. Provides administrative support to the department director, coordinates the timely submission of staff reports, enters code complaints from the public into the Neighborhood Enhancement Code Compliance database, and provides assistance to callers / visitors at the Community Development reception desk. This division also supports the Cultural and Tourism Promotion Advisory Board.	4.00	\$ 482,860	4.00	\$ 528,590

Total Administration Division

4.00	\$ 482,860	4.00	\$ 528,590
Staff	Cost	Staff	Cost

Planning

Long Range Planning	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
The Long Range Planning program maintains the Salem Comprehensive Plan and undertakes special planning projects. Projects nearing completion include accessory dwelling units (ADU), short-term rentals, and the NESCA-Lansing Neighborhood Plan. Work continues on the State Street Corridor Plan and on the Housing Choices project (part of the implementation of the Housing Needs Analysis). New projects underway include the West Salem Business District Zoning Code clean-up. The division management and support staff are split between the Long Range Planning and Current Planning program areas.	2.80	\$ 449,250	3.00	\$ 806,050



Community Development

What We Do

PROGRAMS

Current Planning	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
The Current Planning program annually processes over 750 land use cases and an average of 1,200 commercial, residential, and sign plan reviews. The program reviews development for conformance to City codes including land division standards, streets, development standards, and natural resources. Support is provided to the Planning Commission, the Historic Landmarks Commission, and the Hearings Officer. Geographical Information System (GIS) staff provides mapping and spacial data information in support of land use planning. Current planners staff the public information desk in the Permit Application Center, which responds to an average of 400 inquiries per month regarding Salem land use and zoning code.	10.20	\$ 1,175,280	10.00	\$ 1,323,660

Total Planning Division	13.00	\$ 1,624,530	13.00	\$ 2,129,710
	Staff	Cost	Staff	Cost

Neighborhood Enhancement

Compliance Services Program	Staff	Cost	Staff	Cost
Code enforcement officers and staff support community health, safety, and neighborhood livability issues through enforcement of the Salem Revised Code. Enforcement responsibilities include solid waste and junk abatement, fire risk grass and weed abatement, enforcement of the property / structure maintenance code, derelict and dangerous buildings abatement, public nuisances and health hazards, noise level monitoring, zoning compliance, tree violations, and abandoned vehicles.	8.50	\$ 987,780	8.50	\$ 1,014,170

Multi-Family Housing Program	Staff	Cost	Staff	Cost
Responsible for licensing, inspection, record keeping, and code compliance for approximately 19,600 rental dwelling units within the City of Salem. Performs routine inspections on apartment buildings, hotels, motels, room and board establishments, and homeless shelters. Approximately 8,700 inspections are performed annually with the number of inspections increasing each year as the City of Salem grows.	1.55	\$ 164,680	1.55	\$ 203,370



Community Development

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Neighborhood Services Program				
The Neighborhood Services Program exists to engage Salem’s neighbors in government decision making; empower neighborhood associations, through capacity building, to be active collaborators in civic processes; and equip City staff with strategies to work effectively with associations.	1.60	\$ 160,220	1.60	\$ 177,590
Neighborhood Partnership Program				
City staff collaborate with neighbors and community partners from two areas of the community at a time on neighborhood strengthening efforts such as engagement of stakeholders, identification of resources, development of communication strategies, recruitment of volunteers and coordination of events.	1.40	\$ 170,040	1.40	\$ 183,880
Youth Development Program				
Strives to reduce risky behavior among children and youth through the development, support, and coordination of collaborative projects with service providers, businesses, civic groups, colleges and universities, and other organizations and initiatives.	1.15	\$ 183,040	1.15	\$ 193,030
Total Neighborhood Enhancement Division	14.20	\$ 1,665,760	14.20	\$ 1,772,040
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	
Total Community Development Department	31.20	\$3,773,150	31.20	\$4,430,340

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Community Development
Cost Center: Administration, Planning, Neighborhood Enhancement
Cost Center No.: 25-15, 20, and 35

Acct Code	Account Name	Expenditures Budget							Difference from 16-17	% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
51010	SALARIES AND WAGES	\$ 1,831,760	\$ 1,907,602	\$ 2,063,800	\$ 2,138,680	\$ 2,138,680	\$ 2,138,680	\$ 74,880	3.6%	
51020	SEASONAL AND RELIEF	1,429	1,989	12,320	-	-	-	(12,320)	-100.0%	
51030	OVERTIME	2,255	2,423	5,330	5,340	5,340	5,340	10	0.2%	
51100	INCENTIVES	5,896	3,191	3,170	3,280	3,280	3,280	110	3.5%	
51120	LEAVE PAYOFF	1,586	2,200	10,010	10,020	10,020	10,020	10	0.1%	
51130	CAR ALLOWANCE	3,475	3,321	3,300	3,300	3,300	3,300	-	-	
51150	DEPT HEAD ANNUITY	5,738	6,160	6,520	6,980	6,980	6,980	460	7.1%	
51195	OTHER PAY / BENEFITS	-	-	2,700	5,400	5,400	5,400	2,700	100.0%	
51210	FICA AND MEDICARE	137,856	142,699	159,470	164,220	164,220	164,220	4,750	3.0%	
51221	WORKERS' COMP PREMIUM	5,450	24,260	25,810	36,550	36,550	36,550	10,740	41.6%	
51222	WORKERS' COMP STATE ASSMT	834	849	910	930	930	930	20	2.2%	
51240	EMPLOYER - RETIREMENT PERS	227,666	226,953	245,950	344,680	344,680	344,680	98,730	40.1%	
51243	PERS UNFUNDED LIABILITY	108,290	113,160	116,630	120,440	120,440	120,440	3,810	3.3%	
51245	EMPLOYER - PERS PICKUP	110,971	113,724	125,540	130,040	130,040	130,040	4,500	3.6%	
51250	INSURANCE - MEDICAL	403,012	435,251	496,680	485,790	485,790	485,790	(10,890)	-2.2%	
51255	INSURANCE - VISION	11,286	12,760	14,310	13,010	13,010	13,010	(1,300)	-9.1%	
51260	INSURANCE - DENTAL	39,162	40,732	46,070	42,000	42,000	42,000	(4,070)	-8.8%	
51265	INSURANCE - LIFE	2,830	3,382	2,800	3,960	3,960	3,960	1,160	41.4%	
51270	INSURANCE - DISABILITY	1,408	1,474	1,560	1,540	1,540	1,540	(20)	-1.3%	
	Total Personal Services	\$ 2,900,930	\$ 3,042,166	\$ 3,342,880	\$ 3,516,160	\$ 3,516,160	\$ 3,516,160	\$ 173,280	5.2%	
	NUMBER OF POSITIONS	30.20	30.20	31.20	31.20	31.20	31.20	-	-	
52110	SUBSCRIPTIONS AND BOOKS	\$ 1,124	\$ 1,491	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,220	\$ -	-	
52120	MAIL	14,395	24,673	15,190	17,380	17,380	17,380	2,190	14.4%	
52130	SUPPLIES	14,524	27,750	14,220	13,500	13,500	13,500	(720)	-5.1%	
52150	RECORDING FEES	-	-	500	500	500	500	-	-	
52320	ADVERTISING	13,430	12,728	25,000	25,000	25,000	25,000	-	-	
52405	TELEPHONE - OFFICE	12,160	12,305	12,140	17,760	17,760	17,760	5,620	46.3%	
52410	TELEPHONE - CELLULAR	270	-	3,540	3,600	3,600	3,600	60	1.7%	
52460	COMMUNICATION - OTHER	8,088	9,118	5,400	5,400	5,400	5,400	-	-	
52510	TRAINING	7,636	8,718	10,930	10,930	10,930	10,930	-	-	
52540	MEALS	326	506	1,230	1,230	1,230	1,230	-	-	
52550	MILEAGE	1,008	551	1,150	1,150	1,150	1,150	-	-	
52660	TEMP EMPLOYMENT SERVICES	18,992	62,265	41,690	37,910	37,910	37,910	(3,780)	-9.1%	
52670	OTHER PROFESSIONAL SERVICES	48,588	19,516	30,670	55,670	455,670	467,670	437,000	1424.8%	
52710	MEMBERSHIP DUES	2,289	2,650	4,130	4,190	4,190	4,190	60	1.5%	
52720	LICENSES / CERTIFICATIONS	325	-	200	200	200	200	-	-	
52740	PERMITS	-	550	-	-	-	-	-	-	
52815	CONTROLLED EQUIPMENT	24,910	22,752	9,320	6,790	6,790	6,790	(2,530)	-27.1%	
52830	COMPUTER SOFTWARE AND LICENSES	7,895	9,585	9,160	10,480	10,480	10,480	1,320	14.4%	
52930	GASOLINE	9,086	6,589	7,210	7,210	7,210	7,210	-	-	
53210	INSURANCE	-	-	16,580	25,490	25,490	25,490	8,910	53.7%	
53310	VEHICLE MAINTENANCE	2,677	3,407	5,120	5,120	5,120	5,120	-	-	
53320	EQUIPMENT MAINTENANCE	263	132	2,000	2,000	2,000	2,000	-	-	
53380	OTHER MAINTENANCE AND REPAIRS	54	111	250	250	250	25,680	25,430	10172.0%	
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	3,189	1,444	4,120	4,120	4,120	4,120	-	-	
53734	SAFETY CLOTHING AND EQUIPMENT	143	75	-	-	-	-	-	-	
53767	BANKING AND INVESTMENT FEES	5,035	5,859	5,630	5,630	5,630	5,630	-	-	
53770	BAD DEBT - WRITE OFF	62,369	10,915	7,500	7,500	7,500	7,500	-	-	
53812	INTRA CITY - DIRECT CHG (LABOR)	275	1,884	-	-	-	-	-	-	
53830	RADIO	11,680	14,010	15,350	22,650	22,650	22,650	7,300	47.6%	
53840	MOTOR POOL RENTAL	16,002	16,951	17,160	17,240	17,240	17,240	80	0.5%	
53841	EQUIPMENT REPLACEMENT CHG	15,141	-	-	20,000	20,000	20,000	20,000	-	

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Community Development
Cost Center: Administration, Planning, Neighborhood Enhancement
Cost Center No.: 25-15, 20, and 35

Acct Code	Account Name	Actual 14-15	Actual 15-16	Expenditures Budget					Difference from 16-17	% Chg from 16-17
				Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
53851	COPY	23,225	41,206	38,910	38,900	38,900	38,900	(10)	0.0%	
53854	PHOTOCOPIES	14,005	14,762	17,320	16,900	16,900	16,900	(420)	-2.4%	
54850	OTHER SPECIAL PAYMENTS	60,076	60,920	81,930	68,150	68,150	84,830	2,900	3.5%	
	Total Materials and Services	\$ 399,179	\$ 393,423	\$ 405,770	\$ 455,070	\$ 855,070	\$ 909,180	\$ 503,410	124.1%	
55150	FLEET REPLACEMENT	\$ -	\$ -	\$ 19,500	\$ -	\$ -	\$ -	\$ (19,500)	-100.0%	
	Total Capital Outlay	\$ -	\$ -	\$ 19,500	\$ -	\$ -	\$ -	\$ (19,500)	-100.0%	
62110	TRANSFERS TO OTHER FUNDS	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	-	
	Total Transfers	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	-	
	Total Requirements	\$ 3,305,109	\$ 3,440,589	\$ 3,773,150	\$ 3,976,230	\$ 4,376,230	\$ 4,430,340	\$ 657,190	17.4%	



Fire Department

DIVISIONS

Administration

Emergency Medical Services

Emergency Operations

Fire and Life Safety

This section includes the divisions in bold text.



Fire Department

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Fire Department Budget by Division represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by division within the department.

Fire Department Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Administration	\$ 714,552	\$ 745,214	\$ 779,453	\$ 801,400	\$ 845,350
Emergency Operations	23,033,223	23,224,881	24,010,064	28,084,340	29,087,710
Fire and Life Safety	952,764	978,565	866,914	1,011,870	1,341,400
Total	\$ 24,700,539	\$ 24,948,660	\$ 25,656,430	\$ 29,897,610	\$ 31,274,460
% Change		1.00%	2.84%	16.53%	4.61%

Fire Department Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, Capital Outlay, and Transfers. The table shows the department's total budget, percent change in total budget, and full-time equivalent (FTE) position count for each year. Increased personal services costs and FTE count in FY 2016-17 represent City Council's directive to increase Fire Department staffing levels.

Fire Department Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$21,033,158	\$ 21,327,356	\$ 21,981,406	\$ 24,686,080	\$ 26,913,460
Materials / Services	3,545,997	3,621,304	3,648,224	5,141,530	4,321,000
Capital Outlay	121,384	-	13,440	70,000	40,000
Transfers	-	-	13,360	-	-
Total	\$24,700,539	\$ 24,948,660	\$ 25,656,430	\$ 29,897,610	\$ 31,274,460
% Change		1.00%	2.84%	16.53%	4.61%
FTE	154.00	152.00	152.00	164.00	165.00

Work Force Changes

The FY 2017-18 Budget Committee added a 1.0 FTE deputy fire marshal position to help address current inspection workload.



FY 2017-18 Highlights and Significant Changes

Re-Opening of Fire Station 8

The FY 2017-18 budget reflects the second year of operation for the department's re-opened Station 8 to 24 hour service. While the City's overall response time was maintained during FY 2016-17 due to substantially increased call volume, the department's increased response capacity delivered an 8.5 percent improvement in meeting the City Council's response time standard for priority one calls in the Station 8 service district.

Call Volume

The department continues to experience historically large increases in annual call volume. In 2016 the department had a single year increase of 10.6 percent with 2,140 additional service calls. This increase was the largest single year increase in over 15 years. The re-opening of Station 8 in July 2016 allowed the department to maintain its response time percentage at 73.1 which is a 0.1 percent increase over 2015.

Regional Partnerships

Through an intergovernmental agreement with the Department of Public Safety Standards and Training (DPSST), the Salem Fire Department has access to DPSST facilities and premises at no cost. This provides the department enhanced training opportunities using live fire environments, including several props, which mimic realistic car and flammable liquid fires. The facilities also provide the use of railroad, street grids and buildings for special operations training.

As part of the City's Emergency Management preparedness program, the department's Emergency Management division is responsible for the coordination and completion of the City's Natural Hazard Mitigation Plan (NHMP) and subsequent updates. The NHMP update is required every five years by the Federal Emergency Management Agency. In February of 2017, the department entered into a research services agreement with the University of Oregon to leverage grant funding received by the University of Oregon for the purposes of assisting in the completion of the City's required NHMP update.



Fire Department

What We Do

PROGRAMS

Administration

Office of the Chief

Supports fire suppression and emergency services; reviews and develops objectives, goals, policies, and procedures; compiles statistical information; prepares, monitors, and manages budget; coordinates all support services for the Fire Department including personnel management, labor relations, procurement, and payroll; provides customer service to internal and external customers.

FY 2016-17	
Staff	Cost
6.00	\$ 801,400

FY 2017-18	
Staff	Cost
6.00	\$ 845,350

Total Administration Division

6.00	\$ 801,400
Staff	Cost

6.00	\$ 845,350
Staff	Cost

Emergency Operations

Protects life, property, and the environment by responding to all fire and non-fire emergencies and rescues within the City of Salem; responds to and provides first response advanced / basic life support care to sick and / or injured citizens prior to medical transport unit arrival. Maintains relationships with other response agencies in the area to provide mutual aid response in cases of reduced resources to agencies on our borders. Provides resources under the Oregon State Conflagration Act to respond to significant events within the state.

Staff	Cost
150.00	\$ 27,543,790

Staff	Cost
150.00	\$ 28,547,680

Training

Provides proficiency training and testing in fire tactics, fire attack, ladder and hose operations, emergency medical skills, supervision, leadership, and emergency medical services; provides specialized training for all specialty teams (hazardous materials response, airport-related emergencies, confined space / trench and urban search and rescues, rope and surface water, and vehicle extrication); develops and administers hiring and promotional exams in accordance with civil service rules, contractual requirements, and employment law; maintains all training records for Fire Department staff and forwards training information to state and federal agencies for compliance verification.

Staff	Cost
2.00	\$ 540,550

Staff	Cost
2.00	\$ 540,030

Total Emergency Operations Division

152.00	\$ 28,084,340
Staff	Cost

152.00	\$ 29,087,710
Staff	Cost

Fire and Life Safety

Fire Prevention

Reviews all commercial and residential (triplex and larger) plans for compliance; reviews all specialty systems for fire and life safety code compliance; attends pre-application conferences to provide technical advice; develops and performs final occupancy inspections for code requirements; inspects high priority businesses for fire code compliance; issues Fire Department use permits; approves fireworks and pyrotechnic displays; approves licensing for those facilities required to have Fire Department approval (e.g., day care and residential care centers); determines fire cause and origin; provides on-duty fire investigators; supports delivery of fire and life safety educational information to schools, civic groups, and other organizations; manages youth fire prevention intervention program; provides emergency incident public information.

FY 2016-17	
Staff	Cost
5.00	\$ 835,820

FY 2017-18	
Staff	Cost
6.00	\$ 1,153,510

Emergency Preparedness

Provides planning and staff training for mitigation, preparedness, response, and recovery from large scale emergencies of either manmade or natural origin; prepares and maintains the City emergency operations center and staff; coordinates planning with regional cooperators; coordinates homeland security grants and National Incident Management System (NIMS) compliance; trains citizens for community emergency response teams (CERT); provides information to the public on disaster preparedness practices; coordinates community pre-disaster mitigation planning efforts.

Staff	Cost
1.00	\$ 176,050

Staff	Cost
1.00	\$ 187,890

Total Fire and Life Safety Division

6.00	\$ 1,011,870
Staff	Cost
FY 2016-17	

7.00	\$ 1,341,400
Staff	Cost
FY 2017-18	

Total Fire Department 164.00 \$29,897,610

165.00 \$31,274,460

Fire Department

Administration, Emergency Operations, and Fire and Life Safety (ADMIN, EOD, FLS)
 (101-37-10, 20, and 30)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
ADMIN	Tuition reimbursement (2)	\$ 2,000
EOD	Advanced life support for hazardous material - state reimbursed (9)	900
EOD	Annual Oregon hazardous material conference - state reimbursed (9)	3,090
EOD	Clandestine lab safety - state funded (9)	2,700
EOD	Computer aided management of emergency operations - state reimbursed (1)	1,410
EOD	Critical incident stress management (2)	500
EOD	Emergency operations (10)	5,000
EOD	Federal Aviation Administration 139 recertification (9)	16,000
EOD	Fire Rescue International (2)	2,000
EOD	Hazardous material explosives conference - state reimbursed (9)	3,310
EOD	National Fire Academy (10)	5,000
EOD	Northwest Leadership seminar (3)	1,500
EOD	Oregon Emergency Medical Services Association conference (1)	2,500
EOD	Oregon Fire Chiefs Association conferences (4)	1,000
EOD	Technical rescue (9)	5,500
EOD	Tuition reimbursement (10)	5,000
FLS	Automatic Fire Alarms Association plans review (5)	800
FLS	International Association of Arson Investigators seminar (5)	3,000
FLS	National Fire Sprinkler Association review (5)	400
FLS	Oregon Building Officials Association short school (5)	2,600
FLS	Oregon Emergency Management conference (1)	1,500
FLS	Oregon Fire Chiefs Association conferences (1)	1,000
FLS	Oregon Fire Marshals Association conferences (3)	1,600
FLS	Oregon Mechanical Officials Association (2)	300
FLS	Youth fire prevention intervention (1)	800
		\$ 69,410

Fire Department

Administration, Emergency Operations, and Fire and Life Safety (ADMIN, EOD, FLS)
 (101-37-10, 20, and 30)
 FY 2017-18

Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES	
ADMIN	Interpretive services	\$ 100
ADMIN	Fire operations consulting services (carryover)	10,000
EOD	Advanced technical rescue instruction	6,680
EOD	Aerial ladder testing	5,000
EOD	American Heart Association instructor and training center	1,000
EOD	Auto extrication tools and technical training	550
EOD	Cardiopulmonary resuscitation class and cards	1,200
EOD	Hose testing (carryover)	35,160
EOD	Hose tower training certification	2,100
EOD	Interpretive services	50
EOD	Occupational Safety and Health Administration required training	6,180
EOD	Officers' academy	12,000
EOD	Pediatric critical care advanced refresher class	500
EOD	Physician advisor	50,920
EOD	Pre-hospital trauma life support class and processing fees	700
EOD	Specialty outside instructors	16,000
EOD	State of Oregon Department of Corrections - inmate crews	5,000
	Americans with Disabilities Act accommodations for Community Emergency Response	1,000
FLS	Team training	1,000
FLS	Continuity of Operations Plan	1,000
FLS	Interpretive services	100
FLS	Natural hazard mitigation plan (carryover)	5,000
		\$ 160,240
52815	CONTROLLED EQUIPMENT	
EOD	Desktop computer (replacement, 2)	\$ 2,280
EOD	Printer (replacement, 4)	2,360
		\$ 4,640
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
EOD	Hydrant repairs (155-58305000)	\$ 9,000
53813	INTRA CITY - BUDGETED TRANSFERS	
EOD	Dispatch services from Willamette Valley Communications Center (330-35503000)	\$ 1,525,560
Total FY 2017-18 Expenditures Budget		\$ 31,274,460

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Fire
Cost Center: Admin, Emergency Operations, Fire and Life Safety
Cost Center No: 37-10, 20, and 30

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 11,786,445	\$ 11,828,638	\$ 13,020,490	\$ 14,083,260	\$ 14,161,520	\$ 14,161,520	\$ 1,141,030	8.8%
51030	OVERTIME	682,297	970,481	1,512,100	1,155,340	1,157,530	1,157,530	(354,570)	-23.4%
51080	STANDBY	10,963	12,364	34,070	37,000	37,000	37,000	2,930	8.6%
51100	INCENTIVES	773,621	759,463	836,830	940,710	940,710	940,710	103,880	12.4%
51110	FLSA - FIRE CONTRACT	26,341	25	-	-	-	-	-	-
51120	LEAVE PAYOFF	74,548	245,101	122,000	123,400	124,300	124,300	2,300	1.9%
51130	CAR ALLOWANCE	1,084	366	1,080	1,080	1,080	1,080	-	-
51135	CELL PHONE ALLOWANCE	940	335	-	-	-	-	-	-
51150	DEPT HEAD ANNUITY	6,670	6,921	7,320	7,570	7,570	7,570	250	3.4%
51195	OTHER PAY / BENEFITS	(56,248)	(38,737)	2,290	28,260	29,500	29,500	27,210	1188.21%
51210	FICA AND MEDICARE	996,864	1,022,461	1,199,930	1,246,830	1,253,050	1,253,050	53,120	4.4%
51221	WORKERS' COMP PREMIUM	626,200	514,580	491,930	517,950	517,950	517,950	26,020	5.3%
51222	WORKERS' COMP STATE ASSMT	6,238	6,250	4,590	4,920	4,920	4,920	330	7.2%
51240	EMPLOYER - RETIREMENT PERS	1,883,412	2,047,880	2,328,830	3,167,850	3,184,990	3,184,990	856,160	36.8%
51243	PERS UNFUNDED LIABILITY	731,960	764,240	790,700	845,910	845,910	845,910	55,210	7.0%
51245	EMPLOYER - PERS PICKUP	792,419	821,425	943,060	980,910	985,790	985,790	42,730	4.5%
51250	INSURANCE - MEDICAL	2,498,570	2,536,811	2,841,970	3,090,410	3,112,360	3,112,360	270,390	9.5%
51255	INSURANCE - VISION	74,752	75,879	83,750	83,320	83,910	83,910	160	0.2%
51260	INSURANCE - DENTAL	245,535	241,845	266,990	274,020	275,970	275,970	8,980	3.4%
51265	INSURANCE - LIFE	18,178	16,249	13,810	17,430	17,530	17,530	3,720	26.9%
51270	INSURANCE - DISABILITY	3,663	1,821	2,160	2,310	2,310	2,310	150	6.9%
51275	OTHER HEALTH BENEFITS	142,441	147,010	177,180	168,480	169,560	169,560	(7,620)	-4.3%
51310	PHYSICAL EXAMINATIONS	464	-	5,000	-	-	-	(5,000)	-100.0%
	Total Personal Services	\$ 21,327,356	\$ 21,981,406	\$ 24,686,080	\$ 26,776,960	\$ 26,913,460	\$ 26,913,460	\$ 2,227,380	9.0%
	NUMBER OF POSITIONS	152.00	152.00	164.00	164.00	165.00	165.00	1.00	0.6%
52110	SUBSCRIPTIONS AND BOOKS	\$ 3,997	\$ 5,459	\$ 6,850	\$ 6,800	\$ 6,800	\$ 6,800	\$ (50)	-0.7%
52120	MAIL	2,107	1,539	2,300	2,300	2,300	2,300	-	-
52130	SUPPLIES	46,960	52,682	61,450	58,700	58,700	58,700	(2,750)	-4.5%
52320	ADVERTISING	2,289	2,135	200	1,200	1,200	1,200	1,000	500.00%
52340	EMPLOYEE RECOGNITION	555	379	400	3,400	3,400	3,400	3,000	750.0%
52360	RECRUITMENT FEES	7,921	26,269	23,000	18,500	18,500	18,500	(4,500)	-19.57%
52405	TELEPHONE - OFFICE	47,712	48,217	40,670	25,720	25,720	25,720	(14,950)	-36.76%
52410	TELEPHONE - CELLULAR	19,511	22,861	22,120	24,170	24,170	24,170	2,050	9.3%
52460	COMMUNICATION - OTHER	65,669	53,189	71,720	70,460	70,460	70,460	(1,260)	-1.76%
52510	TRAINING	40,530	27,992	67,910	69,410	69,410	69,410	1,500	2.2%
52540	MEALS	908	985	-	-	-	-	-	-
52550	MILEAGE	1,113	602	1,850	3,100	3,100	3,100	1,250	67.57%
52670	OTHER PROFESSIONAL SERVICES	194,320	100,147	139,600	127,660	127,660	160,240	20,640	14.8%
52710	MEMBERSHIP DUES	1,153	920	1,610	2,540	2,540	2,540	930	57.76%
52720	LICENSES / CERTIFICATIONS	-	250	670	700	700	700	30	4.48%
52815	CONTROLLED EQUIPMENT	17,571	46,854	812,860	4,640	4,640	4,640	(808,220)	-99.43%
52820	SMALL EQUIPMENT AND SUPPLIES	100,814	113,454	213,720	212,880	212,880	223,080	9,360	4.4%
52830	COMPUTER SOFTWARE AND LICENSES	38,606	66,458	61,400	63,580	63,580	63,580	2,180	3.55%
52910	DIESEL FUEL	139,819	121,905	111,300	119,000	119,000	119,000	7,700	6.9%
52930	GASOLINE	17,130	15,146	16,220	17,310	17,310	17,310	1,090	6.72%
53210	INSURANCE	-	-	379,670	280,200	280,200	280,200	(99,470)	-26.2%
53310	VEHICLE MAINTENANCE	248,437	208,051	221,700	222,540	222,540	282,380	60,680	27.37%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Fire
Cost Center: Admin, Emergency Operations, Fire and Life Safety
Cost Center No: 37-10, 20, and 30

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53320	EQUIPMENT MAINTENANCE	15,435	27,383	18,150	17,650	17,650	17,650	(500)	-2.75%
53370	HYDRANT REPAIRS	2,088	205	1,750	1,750	1,750	1,750	-	-
53375	CHEMICALS	-	-	500	500	500	500	-	-
53380	OTHER MAINTENANCE AND REPAIRS	200	157	500	500	500	500	-	-
53510	BUILDING RENTAL	24,400	19,940	19,890	23,890	23,890	23,890	4,000	20.11%
53530	OUTSIDE RENTAL	-	-	1,000	1,000	1,000	1,000	-	-
53610	GAS	17,768	20,240	22,880	20,080	20,080	20,080	(2,800)	-12.2%
53620	ELECTRIC	99,223	106,687	108,600	108,600	108,600	108,600	-	-
53650	REFUSE DISPOSAL	8,900	9,835	8,530	8,930	8,930	8,930	400	4.7%
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	44,050	37,976	88,870	67,920	69,420	82,270	(6,600)	-7.4%
53734	SAFETY CLOTHING AND EQUIPMENT	166,238	136,080	246,870	186,720	190,220	208,850	(38,020)	-15.40%
53740	CLOTHING - CLEANING CHARGES	-	-	1,500	1,500	1,500	1,500	-	-
53767	BANKING AND INVESTMENT FEES	1,271	1,531	1,450	2,000	2,000	2,000	550	37.9%
53770	BAD DEBT - WRITE OFF	138	163	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	15,544	29,580	9,000	9,000	9,000	9,000	-	-
53813	INTRA CITY - BUDGETED TRANSFERS	1,282,960	1,468,818	1,470,030	1,525,560	1,525,560	1,525,560	55,530	3.78%
53830	RADIO	487,440	487,840	499,270	459,040	459,040	459,040	(40,230)	-8.06%
53832	MOBILE DATA COMM SYSTEM	123,080	90,430	72,620	-	-	-	(72,620)	-100.0%
53840	MOTOR POOL RENTAL	265,519	276,184	296,000	391,250	391,250	391,250	95,250	32.2%
53841	EQUIPMENT REPLACEMENT CHG	46,584	-	-	-	-	-	-	-
53851	COPY	4,648	4,290	5,600	6,100	6,100	6,100	500	8.9%
53853	PRINTING	-	-	100	100	100	100	-	-
53854	PHOTOCOPIES	9,703	7,243	11,200	10,000	10,000	10,000	(1,200)	-10.7%
53860	BUILDING SERVICES	8,994	8,147	-	5,000	5,000	5,000	5,000	-
Total Materials and Services		\$ 3,621,304	\$ 3,648,224	\$ 5,141,530	\$ 4,181,900	\$ 4,186,900	\$ 4,321,000	\$ (820,530)	-16.0%
55130	EQUIPMENT & MACHINERY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	-
55150	FLEET REPLACEMENT	-	13,440	70,000	-	-	-	(70,000)	-100.00%
Total Capital Outlay		\$ -	\$ 13,440	\$ 70,000	\$ -	\$ -	\$ 40,000	\$ (30,000)	-42.86%
62110	TRANSFERS TO OTHER FUNDS	\$ -	\$ 13,360	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Transfers		\$ -	\$ 13,360	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Requirements		\$ 24,948,660	\$ 25,656,430	\$ 29,897,610	\$ 30,958,860	\$ 31,100,360	\$ 31,274,460	\$ 1,376,850	4.6%





Human Resources
Employee Services

DIVISIONS

Administration

Benefits

Facilities Services

Fleet Services

Risk Management

Shops Facilities Maintenance

This section includes the divisions in bold text.



Employee Services
Human Resources
 Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Human Resources Budget by Division provides three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for the department. The Facilities Services division was added to the Human Resources department during FY 2015-16.

Human Resources Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Human Resources \$	1,144,079	\$ 1,055,408	\$ 1,139,988	\$ 1,273,110	\$ 1,572,880
Facilities Services	3,378,267	3,526,529	3,733,644	3,961,040	4,191,140
Total \$	4,522,345	\$ 4,581,936	\$ 4,873,632	\$ 5,234,150	\$ 5,764,020
% Change		1.32%	6.37%	7.40%	10.12%

Human Resources Budget by Category shows three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, and Capital Outlay. The table shows the department's total General Fund budget, the percent change in total budget, and full-time equivalent (FTE) position counts for each year. The self-insured employee benefits and risk management programs are budgeted in a separate fund.

Human Resources Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services \$	3,144,527	\$ 3,160,011	\$ 3,299,206	\$ 3,484,650	\$ 3,952,520
Material / Services	1,375,003	1,421,925	1,574,425	1,749,500	1,811,500
Capital Outlay	2,814	-	-	-	-
Total \$	4,522,345	\$ 4,581,936	\$ 4,873,632	\$ 5,234,150	\$ 5,764,020
% Change		1.32%	6.37%	7.40%	10.12%
FTE	35.00	35.00	35.00	35.00	36.00

Work Force Changes

The FY 2017-18 budget includes one additional position for the Human Resources section. The new position provides increased capacity for recruitment marketing, diversity outreach, and classification maintenance. This additional position begins to close the current gap of 0.58 Human Resources FTE for every 100 City employees to a best practices model of 1.0 Human Resources FTE per 100 ratio.

Employee Services

Human Resources

Compensation and Classification

The City's FY 2017-18 budget represents the result of a new compensation plan for all unrepresented positions. The new compensation plan is one component of a comprehensive compensation and classification study funded in the FY 2016-17 budget.

The purpose of the study was to evaluate the City's current compensation plan for internal and external equity, evaluate classifications of unrepresented staff, and to make recommendations to ensure the pay plan positively contributes to the recruitment and retention of a diverse and qualified workforce. In March 2017, the consultant's completed analysis and recommendations were delivered in a final report. During FY 2017-18, Human Resources will continue to analyze and evaluate the consultant's recommendations for the City's classification plan.

Labor Contracts

Contracts for three labor units, the International Association of Fire Fighters (IAFF)-Battalion Chiefs, the Salem Police Employees' Union (SPEU), and the Salem City Attorneys Collective Bargaining Unit (SCABU), are all expected to be completed by early FY 2017-18. New labor contracts for the International Association of Fire Fighters (IAFF), and the 911 Professional Communications Employees' Association (PCEA) were approved by City Council in the fall 2016 (IAFF), and February 2017 (PCEA). The results of those contracts are reflected in the FY 2017-18 budgets for the respective departments.

Facilities Services

Aggressive strategies to access energy incentives, improve energy conservation, enhance operational efficiencies in asset / building management, and employ competitive procurement practices remain the primary objective for Facilities Services staff.

Major asset management projects scheduled for FY 2017-18 include:

- Historical house condition survey
- Chemeketa Parkade electrical and lighting system upgrades
- Civic Center cooling system replacement
- West Salem branch library gas furnaces and exterior siding replacement
- Civic Center ADA assessment and improvements
- Shops complex heating, ventilation, and air conditioning replacements



Employee Services
Human Resources

What We Do

PROGRAMS

Administration

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
The City of Salem Human Resources Department provides employee relations, employee benefits, labor relations, specialized training, risk management and recruitment to all City departments. The staff is comprised of 9.0 FTE assigned to the Human Resources Division and budgeted in the General Fund. The remaining 7.0 FTE are assigned to the Benefits and Risk Management divisions and budgeted in the Self Insurance Fund. Human Resources provides staff support for the Civil Service Commission.	8.00	\$ 1,273,110	9.00	\$ 1,572,880

Total Administration Division

8.00	\$ 1,273,110	9.00	\$ 1,572,880
Staff	Cost	Staff	Cost
FY 2016-17		FY 2017-18	

Employee Services
Human Resources
(101-15-10-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Employment / human resources sponsored training for all city employees	\$ 15,000
	Supervisory training (200-275 participants)	15,000
		<u>30,000</u>
52670	OTHER PROFESSIONAL SERVICES	
	Investigation / litigation fees	\$ 10,000
	Legal services	5,780
	Legal services for grievance and arbitration	35,000
	Legal services for labor contracts	40,000
	Public safety employment examinations	16,000
		<u>106,780</u>
52815	CONTROLLED EQUIPMENT	
	Desktop computer with monitors (replacement, 2)	\$ 2,600

Total FY 2017-18 Expenditures Budget

\$ 1,572,880

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Human Resources (Employee Services)

Cost Center: Human Resources

Cost Center No: 15-10-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 545,396	\$ 586,297	\$ 629,030	\$ 752,030	\$ 752,030	\$ 752,030	\$ 123,000	19.6%
51020	SEASONAL AND RELIEF	20,057	331	-	31,170	31,170	31,170	31,170	-
51030	OVERTIME	258	-	1,600	1,600	1,600	1,600	-	-
51100	INCENTIVES	2,423	2,519	2,660	2,890	2,890	2,890	230	8.6%
51120	LEAVE PAYOFF	18,711	377	4,840	28,170	28,170	28,170	23,330	482.0%
51130	CAR ALLOWANCE	925	1,144	1,140	1,140	1,140	1,140	-	-
51135	CELL PHONE ALLOWANCE	-	-	-	470	470	470	470	-
51150	DEPT HEAD ANNUITY	4,631	6,181	6,580	7,040	7,040	7,040	460	7.0%
51195	OTHER PAY / BENEFITS	-	-	2,700	2,700	2,700	2,700	-	-
51210	FICA AND MEDICARE	44,532	43,951	48,060	61,350	61,350	61,350	13,290	27.7%
51221	WORKERS' COMP PREMIUM	2,280	8,020	8,020	6,380	6,380	6,380	(1,640)	-20.4%
51222	WORKERS' COMP STATE ASSMT	228	236	240	270	270	270	30	12.5%
51240	EMPLOYER - RETIREMENT PERS	70,994	71,916	80,680	136,020	136,020	136,020	55,340	68.6%
51243	PERS UNFUNDED LIABILITY	34,950	36,030	34,140	36,710	36,710	36,710	2,570	7.5%
51245	EMPLOYER - PERS PICKUP	32,242	33,886	38,750	49,470	49,470	49,470	10,720	27.7%
51250	INSURANCE - MEDICAL	109,749	127,446	129,200	165,870	165,870	165,870	36,670	28.4%
51255	INSURANCE - VISION	3,286	3,856	3,880	4,590	4,590	4,590	710	18.3%
51260	INSURANCE - DENTAL	10,058	10,304	10,500	14,910	14,910	14,910	4,410	42.0%
51265	INSURANCE - LIFE	1,113	1,074	840	1,890	1,890	1,890	1,050	125.0%
51270	INSURANCE - DISABILITY	1,546	1,634	1,800	2,050	2,050	2,050	250	13.9%
	Total Personal Services	\$ 903,379	\$ 935,202	\$ 1,004,660	\$ 1,306,720	\$ 1,306,720	\$ 1,306,720	\$ 302,060	30.1%
	NUMBER OF POSITIONS	8.00	8.00	8.00	9.00	9.00	9.00	1.00	12.5%
52110	SUBSCRIPTIONS AND BOOKS	\$ 150	\$ 150	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	-
52120	MAIL	1,651	949	1,000	1,000	1,000	1,000	-	-
52130	SUPPLIES	10,899	9,369	10,600	10,600	10,600	10,600	-	-
52340	EMPLOYEE RECOGNITION	4,545	1,126	-	-	-	-	-	-
52360	RECRUITMENT FEES	24,464	43,940	52,200	70,000	70,000	70,000	17,800	34.1%
52405	TELEPHONE - OFFICE	3,845	3,238	3,000	4,940	4,940	4,940	1,940	64.7%
52410	TELEPHONE - CELLULAR	410	1,057	1,800	1,800	1,800	1,800	-	-
52510	TRAINING	12,371	14,254	31,110	30,000	30,000	30,000	(1,110)	-3.6%
52540	MEALS	91	338	-	-	-	-	-	-
52550	MILEAGE	102	454	500	500	500	500	-	-
52670	OTHER PROFESSIONAL SERVICES	49,034	84,551	126,000	106,780	106,780	106,780	(19,220)	-15.3%
52710	MEMBERSHIP DUES	4,519	4,736	4,530	1,330	1,330	1,330	(3,200)	-70.6%
52815	CONTROLLED EQUIPMENT	5,079	6,067	1,190	2,600	2,600	2,600	1,410	118.5%
52830	COMPUTER SOFTWARE AND LICENSES	25,950	18,450	18,450	18,450	18,450	18,450	-	-
52865	OTHER TECHNICAL SUPPLIES	23	-	-	-	-	-	-	-
53210	INSURANCE	-	-	2,770	2,860	2,860	2,860	90	3.2%
53851	COPY	4,304	2,388	4,240	4,240	4,240	4,240	-	-
53854	PHOTOCOPIES	4,592	10,744	10,260	10,260	10,260	10,260	-	-
53860	BUILDING SERVICES	-	2,976	-	-	-	-	-	-
	Total Materials and Services	\$ 152,028	\$ 204,786	\$ 268,450	\$ 266,160	\$ 266,160	\$ 266,160	\$ (2,290)	-0.9%
	Total Requirements	\$ 1,055,408	\$ 1,139,988	\$ 1,273,110	\$ 1,572,880	\$ 1,572,880	\$ 1,572,880	\$ 299,770	23.5%



Employee Services
Facilities Services

What We Do

PROGRAMS

Facilities Services

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Administration				
Manage the division's daily business operations through development and monitoring of its operating budget; personnel and labor relations; goals and objectives; policies and procedures; procurement of goods and services; long-term planning; and performance reporting.	2.60	\$ 305,670	2.60	\$ 317,280
Building Operations				
Maintain an environment that is physically sustainable for its intended purpose. Divided into two primary sections: Building Systems (mechanical and electrical) and Building Maintenance and Services. Together, this program provides safe and comfortable work environments through proactive management of building operating systems, as well as expeditious completion of building repairs and customer service requests with focused attention on preventive maintenance and operational efficiencies in City facilities.	12.80	\$ 2,455,910	13.40	\$ 2,660,350
Asset Management				
Manage the entire life cycle of facility assets in the most cost efficient manner. This includes design, construction, management of installation and replacement of new and existing buildings and systems, commissioning, maintaining, repairing, space planning, replacing and decommissioning, and disposing of physical and infrastructure assets.	4.40	\$ 602,900	3.40	\$ 548,840
Custodial Services				
Deliver a clean and sanitized work environment for the tenants and public that occupy the building in our care. This is achieved by six-days-per-week custodial cleaning services, using the industry's greenest cleaning methods and best practices, and remaining on the leading edge of cleaning technologies.	7.20	\$ 596,560	7.60	\$ 664,670
Total Facilities Services Division	27.00	\$ 3,961,040	27.00	\$ 4,191,140
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Employee Services
Facilities Services
(101-22-51-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	CPR / first aid (5)	\$ 500
	Heating, ventilation, air conditioning (1)	1,000
	Local Government management courses (1)	1,000
		<u>\$ 2,500</u>
52640	ENGINEERING / ARCHITECT SERVICES	
	Building and equipment condition assessment	\$ 44,000
	Civic Center cooling system design and construction management (carryover)	60,010
		<u>\$ 104,010</u>
52670	OTHER PROFESSIONAL SERVICES	
	Carpet and upholstery cleaning	\$ 39,600
	Electrical contract	69,000
	Elevator service	18,000
	Emergency generator service	43,000
	Fire and life safety	21,000
	General contractor of record	10,000
	Hard floor stripping and waxing	13,000
	Heating, ventilation, and air conditioning (HVAC)	10,000
	Other contracted services	28,160
	Overhead door service and repair	10,000
	Plumbing and backflow	22,500
	Pressure washing	8,000
	Restroom steam cleaning	8,000
	Roof service and cleaning	10,000
	Window washing	12,000
		<u>Annual Contracts Sub-total \$ 322,260</u>
	Projects	
	City Hall non-framed glass door system replacement (2)	\$ 26,000
	City Hall stair repair / coating, Civic Center asphalt / concrete repair (carryover)	28,860
	City shops complex buildings 3, 4, and 14 HVAC improvements	31,500
	Fire station 9 and City shops complex building 3 overhead door and operator replacements	18,500
	Loucks Auditorium / Library Tech Services area condensing unit (carryover)	38,500
	West Salem Library gas furnaces replacement (6)	60,000
		<u>Projects Sub-total \$ 203,360</u>
		<u>Other Professional Services Total \$ 525,620</u>
52815	CONTROLLED EQUIPMENT	
	Desktop computers with monitors (replacement, 3)	\$ 3,510

Employee Services
Facilities Services
(101-22-51-00)
FY 2017-18

Acct No.	Description	Adopted
53812	INTRA CITY - DIRECT CHARGE (LABOR) Public Works signs and sweeping services at City Hall (155-58304515)	\$ 1,500

Total FY 2017-18 Expenditures Budget

\$ 4,191,140

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Human Resources (Employee Services)
Cost Center: Facilities Services
Cost Center No: 22-51-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 1,313,860	\$ 1,372,225	\$ 1,463,480	\$ 1,483,720	\$ 1,483,720	\$ 1,483,720	\$ 20,240	1.4%
51020	SEASONAL AND RELIEF	2,875	-	-	33,470	33,470	33,470	33,470	-
51030	OVERTIME	4,772	5,007	6,070	7,700	7,700	7,700	1,630	26.9%
51080	STANDBY	-	-	500	510	510	510	10	2.0%
51090	DIFFERENTIAL	6,399	10,929	15,280	16,700	16,700	16,700	1,420	9.3%
51120	LEAVE PAYOFF	6,891	22,771	4,130	4,540	4,540	4,540	410	9.9%
51130	CAR ALLOWANCE	2,168	1,782	2,160	2,160	2,160	2,160	-	-
51210	FICA AND MEDICARE	100,586	106,287	114,110	118,480	118,480	118,480	4,370	3.8%
51221	WORKERS' COMP PREMIUM	48,900	49,020	38,290	43,020	43,020	43,020	4,730	12.4%
51222	WORKERS' COMP STATE ASSMT	768	756	810	820	820	820	10	1.2%
51240	EMPLOYER - RETIREMENT PERS	167,199	177,381	186,000	254,760	254,760	254,760	68,760	37.0%
51243	PERS UNFUNDED LIABILITY	76,580	80,310	83,610	85,530	85,530	85,530	1,920	2.3%
51245	EMPLOYER - PERS PICKUP	76,769	82,242	89,500	92,930	92,930	92,930	3,430	3.8%
51250	INSURANCE - MEDICAL	395,404	400,861	420,270	445,210	445,210	445,210	24,940	5.9%
51255	INSURANCE - VISION	11,224	12,187	12,680	12,580	12,580	12,580	(100)	-0.8%
51260	INSURANCE - DENTAL	38,998	38,584	39,860	39,680	39,680	39,680	(180)	-0.5%
51265	INSURANCE - LIFE	2,443	2,899	2,350	3,100	3,100	3,100	750	31.9%
51270	INSURANCE - DISABILITY	796	764	890	890	890	890	-	-
Total Personal Services		\$ 2,256,631	\$ 2,364,005	\$ 2,479,990	\$ 2,645,800	\$ 2,645,800	\$ 2,645,800	165,810	6.7%
NUMBER OF POSITIONS		27.00	27.00	27.00	27.00	27.00	27.00	-	-
52120	MAIL	\$ 382	\$ 612	\$ 800	\$ 720	\$ 720	\$ 720	\$ (80)	-10.0%
52130	SUPPLIES	73,658	79,866	72,690	74,870	74,870	74,870	2,180	3.0%
52320	ADVERTISING	1,944	2,535	6,800	2,000	2,000	2,000	(4,800)	-70.6%
52405	TELEPHONE - OFFICE	8,659	7,513	7,100	8,740	8,740	8,740	1,640	23.1%
52410	TELEPHONE - CELLULAR	7,196	7,537	7,500	9,900	9,900	9,900	2,400	32.0%
52460	COMMUNICATION - OTHER	480	480	480	-	-	-	(480)	-100.0%
52510	TRAINING	534	2,817	2,500	2,500	2,500	2,500	-	-
52640	ENGINEERING / ARCHITECT SERVICES	13,580	6,707	83,250	44,000	44,000	104,010	20,760	24.9%
52660	TEMP EMPLOYMENT SERVICES	16,021	26,313	34,760	4,000	4,000	4,000	(30,760)	-88.5%
52670	OTHER PROFESSIONAL SERVICES	375,020	492,449	470,640	458,260	458,260	525,620	54,980	11.7%
52720	LICENSES / CERTIFICATIONS	426	150	300	300	300	300	-	-
52740	PERMITS	2,509	2,289	2,000	2,100	2,100	2,100	100	5.0%
52810	SMALL TOOLS	4,288	3,952	3,000	3,450	3,450	3,450	450	15.0%
52815	CONTROLLED EQUIPMENT	7,291	1,619	3,510	3,510	3,510	3,510	-	-
52830	COMPUTER SOFTWARE AND LICENSES	46,322	17,566	17,680	18,310	18,310	18,310	630	3.6%
52910	DIESEL FUEL	332	342	220	300	300	300	80	36.4%
52930	GASOLINE	19,743	18,065	16,060	15,000	15,000	15,000	(1,060)	-6.6%
52950	LUBRICANTS	20	20	110	120	120	120	10	9.1%
53210	INSURANCE	1,498	1,453	21,070	33,730	33,730	33,730	12,660	60.1%
53310	VEHICLE MAINTENANCE	11,545	11,159	10,920	12,000	12,000	12,000	1,080	9.9%
53320	EQUIPMENT MAINTENANCE	20	71	1,000	1,000	1,000	1,000	-	-
53375	CHEMICALS	2,384	2,678	2,000	2,000	2,000	2,000	-	-
53380	OTHER MAINTENANCE AND REPAIRS	127,350	154,115	138,520	139,900	139,900	139,900	1,380	1.0%
53530	OUTSIDE RENTAL	5,225	6,859	3,000	5,000	5,000	5,000	2,000	66.7%
53610	GAS	26,142	28,772	35,000	33,950	33,950	33,950	(1,050)	-3.0%
53620	ELECTRIC	411,835	398,318	430,000	425,700	425,700	425,700	(4,300)	-1.0%
53650	REFUSE DISPOSAL	14,174	13,648	14,190	14,620	14,620	14,620	430	3.0%
53731	CLOTHING - UNIFORMS (TAXABLE)	-	-	4,330	3,250	3,250	3,250	(1,080)	-24.9%
53734	SAFETY CLOTHING AND EQUIPMENT	3,600	5,082	3,000	6,000	6,000	6,000	3,000	100.0%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Human Resources (Employee Services)
Cost Center: Facilities Services
Cost Center No: 22-51-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53812	INTRA CITY - DIRECT CHG (LABOR)	9,909	3,784	1,500	1,500	1,500	1,500	-	-
53830	RADIO	11,270	12,480	12,480	13,060	13,060	13,060	580	4.6%
53840	MOTOR POOL RENTAL	25,917	27,885	31,540	33,530	33,530	33,530	1,990	6.3%
53841	EQUIPMENT REPLACEMENT CHG	32,241	23,842	32,850	34,000	34,000	34,000	1,150	3.5%
53851	COPY	695	1,313	1,500	1,400	1,400	1,400	(100)	-6.7%
53854	PHOTOCOPIES	2,195	2,430	2,000	2,100	2,100	2,100	100	5.0%
53855	SHOPS FACILITIES MAINTENANCE	5,490	4,919	6,750	7,150	7,150	7,150	400	5.9%
Total Materials and Services		\$ 1,269,897	\$ 1,369,639	\$ 1,481,050	\$ 1,417,970	\$ 1,417,970	\$ 1,545,340	\$ 64,290	4.3%
Total Requirements		\$ 3,526,529	\$ 3,733,644	\$ 3,961,040	\$ 4,063,770	\$ 4,063,770	\$ 4,191,140	\$ 230,100	5.8%



Information Technology

DIVISIONS

Business Services

Communications Interconnect System

Document Services

Geographic Information Systems (GIS) Services

Network Services

Systems and Programming Services

Telecommunications Services

This section includes the divisions in bold text.



Information Technology

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summary

Information Technology Department Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, and Capital Outlay. The table shows the department's total budget, the percent change in total budget for each year, and the total full-time equivalent (FTE) position count for the General Fund divisions of the department. The Document Services, Telecommunications Operations, and Communication Interconnect System programs of the department are budgeted in a separate fund.

Information Technology Department Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 4,118,746	\$ 4,448,666	\$ 4,909,633	\$ 5,628,070	\$ 6,617,220
Materials/Services	948,819	951,220	1,186,543	1,190,930	1,263,070
Capital Outlay	97,022	72,105	37,480	95,600	142,740
Total	\$ 5,164,587	\$ 5,471,991	\$ 6,133,657	\$ 6,914,600	\$ 8,023,030
% Change		5.95%	12.09%	12.73%	16.03%
FTE	35.00	37.00	40.00	42.00	47.00

Work Force Changes

The Information Technology (IT) Department's FY 2017-18 budget adds a programmer analyst and network technician position to backfill ongoing support of Public Works Department applications and devices during the utility billing system upgrade. To meet the current and future business needs for the City in its use of the Oracle enterprise financial management system, a position has been transferred to IT from the Budget and Finance Division and reclassified to a business analyst position. In an effort to meet the Citywide technology strategy to consolidate technical positions, reduce duplicate work and overhead costs, two department technical analyst positions have been transferred to IT, one from the Public Works Department and another from the Salem Public Library.

The total position count for the Information Technology Department in FY 2017-18 is 47 FTE, 12 of which are reimbursed from non-General Fund sources for a total of \$1,483,990.

FY 2017-18 Highlights and Significant Changes

Community Facing Applications / Online Services for the Public

Available to the public in spring 2017, the online reservation system is expanded to include team events. This additional capacity will allow the public to register and pay for spring and summer recreation activities through mobile devices; a task that used to require physical payment at City Hall. The next phase of the project will allow the public to reserve park facility space online. In addition to convenience for the public, this project will create City staff efficiencies due to elimination of paper work, implementation of process improvements, and improved front desk utilization.

Community Facing Applications / Online Services for the Public, continued

The IT department has also completed improvements to online services that allow the public to submit electronic plans through the permitting system's online portal via a low-cost third-party plan review application. This effort will improve service delivery for customers who want to track updates electronically. In FY 2017-18, IT will be developing an in-house solution for Center 50+ to provide an online payment vehicle, which will later be expanded to provide a public portal for activity sign-ups.

Business Services Division

To increase the return-on-investment for enterprise applications and other City systems, IT continues to promote and apply the business model of utilizing business analyst positions to streamline business processes and enhance system functionality. These positions work with City departments to train, educate, and develop effective functional business processes and improve system functional usage. This strategy improves business operational efficiency, and reduces the overall cost-of-ownership for critical systems by avoiding frequent replacements and costly upgrades. Recently completed projects include a Citywide standardization of Microsoft Office Suite products and the Citywide email system conversion and replacement. Both projects, along with a strategic licensing agreement, are projected to save the City \$270,000 in software license costs over the next seven years.

Other projects underway include replacement of the Police department's records management system and an upgrade to the Public Works department water utility application. These projects will span multiple years, replace aging and desupported enterprise applications, and increase user functionality so City staff can provide improved customer services to our community.

Strategic Planning

IT continues to implement infrastructure replacement cycles and platform changes to reduce long-term costs for servers and backup systems. This work is enhanced through ongoing participation in the development of five-year strategic plans for technology needs. Strategic planning allows the City to consolidate applications and reduce IT hardware and software expenses.

In addition, IT works with departments and vendors to arrive at cost-effective solutions for replacing obsolete and desupported applications with alternatives that meet the City's business needs. IT will continue to develop a comprehensive City technology strategy that includes a long-term plan for enterprise system maintenance and endeavors that allow the City to fully utilize technology investments.

Projects scheduled for initiation or completion in FY 2017-18 are a collaborative emergency management portal, replacing the City's telephone system, evaluating the City document management system, upgrading the permitting system, deploying network improvements, enhancing firewall security measures, developing a Center 50+ online payment portal, and expanding the online reservation system to include Parks facilities.



Information Technology

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Administration				
Promotes creative and economical business decisions and delivers services through strategic planning and effective management of City applications and infrastructure to facilitate the delivery of services to the community. This section conducts centralized services for all City IT procurements, contract renewals, and assets management to identify efficiencies and reduce costs. Support services are provided to all department activities with approximately 0.15 FTE dedicated to the Document Services Division in the City Services Fund.	2.70	\$ 414,780	2.20	\$ 369,730
Business Services				
Promotes creative and economical business decisions and delivers services through strategic planning and effective management of City applications and infrastructure to facilitate the delivery of services to the community.	3.90	\$ 522,380	8.50	\$ 1,357,630
Building Security Services				
Facilitates the physical security of City buildings through the management of cameras, access points, key cards, and video storage systems.	1.15	\$ 148,170	1.15	\$ 171,540
Systems and Programming Services				
Ensures the City has a stable database and application, and web architecture to support the delivery of City services to the community through integrated business systems that utilize emerging technologies.	12.50	\$ 2,271,110	12.50	\$ 2,478,390
Geographic Information Systems (GIS) Services				
Provides citywide and multi-jurisdictional geospatial data and services to support City business processes. This section also provides supervision to the Document Services Division for approximately 0.30 FTE.	6.50	\$ 871,530	6.50	\$ 944,910
Network Services				
Ensures the City has a stable, robust, and secure network architecture to support the delivery of services and applications. Provides the secure and redundant retention of data, and the tools and knowledge to support all end users.	14.20	\$ 2,536,980	15.00	\$ 2,520,640



Information Technology

What We Do

PROGRAMS

Telecommunications Services	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Provides reliable voice and data telephone services through management and integration of City telecommunications systems.	1.05	\$ 149,650	1.15	\$ 180,190
Total Information Technology Department	42.00	\$ 6,914,600	47.00	\$ 8,023,030
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Information Technology

(101-59-10-35)

FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Business Analyst training opportunities (1)	\$ 500
	Department of Administrative Services courses (1)	500
	GeoCortex product training (1)	1,840
	National Geographic Information Systems conference (1)	1,200
	Network security seminar (2)	1,500
	Oracle Database conference (1)	150
	Oregon Master Street Address Guide and State 911 meeting (1)	200
	Regional Geographic Information Systems conference (1)	200
	Various executive training opportunities (1)	500
		\$ 6,590
52670	OTHER PROFESSIONAL SERVICES	
	Cabling and wi-fi setup	\$ 3,000
	City Council chambers audio system design / upgrade (carryover)	34,250
	Disaster recovery off-site data replication	35,160
	Domain name registry	320
	Microsoft Exchange and GroupWise project management	56,210
	Off-site tape storage	5,280
	Redesign floor space	10,000
		\$ 144,220
52815	CONTROLLED EQUIPMENT	
	Application server (replacement, 1)	\$ 10,600
	CableAnalyzer equipment (carryover)	10,860
	City Council chambers audio system upgrade (carryover)	20,000
	Desktop computer (replacement, 1)	800
	Laptop computer (replacement, 2)	2,200
	Switch and router (replacement, 2)	5,000
	Tablet and accessories (replacement, 1, carryover)	3,500
	Wide area network equipment (replacement, 3-5; new, 2)	6,500
	Wireless access point (replacement, 3; new, 3)	4,000
		\$ 63,460
55130	EQUIPMENT AND MACHINERY	
	Firewall appliance (replacement, 2)	\$ 40,000
	Oracle Linux licenses for server migration (carryover)	2,100
	Production server (new, 1)	24,970
	SAN Switch (replacement, 2)	20,000
	WMWare cluster (replacement, 1)	55,670
		\$ 142,740
Total FY 2017-18 Expenditures Budget		\$ 8,023,030

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Information Technology
Cost Center: Information Technology
Cost Center No: 59-10-35-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 2,832,993	\$ 3,146,752	\$ 3,586,520	\$ 4,094,340	\$ 4,094,340	\$ 4,094,340	\$ 507,820	14.2%
51020	SEASONAL AND RELIEF	55,309	68,438	88,120	109,720	109,720	109,720	21,600	24.5%
51030	OVERTIME	68	2,904	500	2,400	2,400	2,400	1,900	380.00%
51120	LEAVE PAYOFF	40,231	2,607	13,010	37,200	37,200	37,200	24,190	185.9%
51130	CAR ALLOWANCE	1,144	1,144	1,140	1,140	1,140	1,140	-	-
51150	DEPT HEAD ANNUITY	6,160	6,810	6,970	7,110	7,110	7,110	140	2.0%
51195	OTHER PAY / BENEFITS	-	-	4,130	4,430	4,430	4,430	300	7.26%
51210	FICA AND MEDICARE	220,169	241,187	280,960	323,820	323,820	323,820	42,860	15.3%
51221	WORKERS' COMP PREMIUM	5,220	30,910	32,960	33,420	33,420	33,420	460	1.4%
51222	WORKERS' COMP STATE ASSMT	1,048	1,163	1,200	1,380	1,380	1,380	180	15.0%
51240	EMPLOYER - RETIREMENT PERS	347,676	368,752	426,290	655,870	655,870	655,870	229,580	53.9%
51243	PERS UNFUNDED LIABILITY	163,170	177,590	193,800	208,800	208,800	208,800	15,000	7.7%
51245	EMPLOYER - PERS PICKUP	164,693	181,757	216,490	248,530	248,530	248,530	32,040	14.8%
51250	INSURANCE - MEDICAL	538,446	600,007	685,560	790,060	790,060	790,060	104,500	15.2%
51255	INSURANCE - VISION	14,321	16,996	19,630	21,000	21,000	21,000	1,370	7.0%
51260	INSURANCE - DENTAL	53,415	57,041	65,690	71,210	71,210	71,210	5,520	8.4%
51265	INSURANCE - LIFE	3,248	4,179	3,640	5,320	5,320	5,320	1,680	46.2%
51270	INSURANCE - DISABILITY	1,353	1,396	1,460	1,470	1,470	1,470	10	0.7%
	Total Personal Services	\$ 4,448,666	\$ 4,909,633	\$ 5,628,070	\$ 6,617,220	\$ 6,617,220	\$ 6,617,220	\$ 989,150	17.6%
	NUMBER OF POSITIONS	37.00	40.00	42.00	47.00	47.00	47.00	5.00	11.9%
52110	SUBSCRIPTIONS AND BOOKS	\$ 545	\$ 1,686	\$ 1,990	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10	0.5%
52120	MAIL	52	113	300	200	200	200	(100)	-33.3%
52130	SUPPLIES	7,555	12,643	6,700	6,700	6,700	6,700	-	-
52320	ADVERTISING	419	4,950	-	-	-	-	-	-
52360	RECRUITMENT FEES	150	152	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	14,594	16,443	15,550	20,360	20,360	20,360	4,810	30.9%
52410	TELEPHONE - CELLULAR	6,223	7,888	8,400	8,400	8,400	8,400	-	-
52460	COMMUNICATION - OTHER	12,686	8,124	16,260	16,260	16,260	16,260	-	-
52510	TRAINING	8,326	11,309	6,940	6,590	6,590	6,590	(350)	-5.0%
52520	TRAVEL	1,067	1,491	-	-	-	-	-	-
52540	MEALS	476	103	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	69,133	48,825	174,260	53,760	53,760	144,220	(30,040)	-17.2%
52710	MEMBERSHIP DUES	1,325	1,065	1,590	1,350	1,350	1,350	(240)	-15.1%
52740	PERMITS	-	250	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	95,664	33,173	65,840	29,100	29,100	63,460	(2,380)	-3.61%
52830	COMPUTER SOFTWARE AND LICENSES	604,082	888,774	743,650	827,870	827,870	827,870	84,220	11.33%
52865	OTHER TECHNICAL SUPPLIES	2,262	3,669	10,500	8,500	8,500	8,500	(2,000)	-19.0%
52910	DIESEL FUEL	-	198	350	350	350	350	-	-
52930	GASOLINE	449	437	500	500	500	500	-	-
53210	INSURANCE	-	-	18,820	18,120	18,120	18,120	(700)	-3.7%
53310	VEHICLE MAINTENANCE	29	47	200	200	200	200	-	-
53320	EQUIPMENT MAINTENANCE	96,483	116,690	88,600	107,370	107,370	107,370	18,770	21.19%
53510	BUILDING RENTAL	22,076	24,261	25,790	26,280	26,280	26,280	490	1.90%
53767	BANKING AND INVESTMENT FEES	720	729	820	820	820	820	-	-
53770	BAD DEBT - WRITE OFF	-	15	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	1,057	-	-	-	-	-	-	-
53830	RADIO	-	-	-	120	120	120	120	-

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Information Technology
Cost Center: Information Technology
Cost Center No: 59-10-35-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53840	MOTOR POOL RENTAL	692	576	750	800	800	800	50	6.7%
53841	EQUIPMENT REPLACEMENT CHG	2,854	-	-	-	-	-	-	-
53851	COPY	452	777	600	800	800	800	200	33.3%
53854	PHOTOCOPIES	1,848	2,155	2,520	1,800	1,800	1,800	(720)	-28.57%
	Total Materials and Services	\$ 951,220	\$ 1,186,543	\$ 1,190,930	\$ 1,138,250	\$ 1,138,250	\$ 1,263,070	\$ 72,140	6.1%
55130	EQUIPMENT AND MACHINERY	\$ 72,105	\$ 37,480	\$ 95,600	\$ 140,640	\$ 140,640	\$ 142,740	\$ 47,140	49.3%
	Total Capital Outlay	\$ 72,105	\$ 37,480	\$ 95,600	\$ 140,640	\$ 140,640	\$ 142,740	\$ 47,140	49.3%
	Total Requirements	\$ 5,471,991	\$ 6,133,657	\$ 6,914,600	\$ 7,896,110	\$ 7,896,110	\$ 8,023,030	\$ 1,108,430	16.0%





Legal Department

DIVISIONS

City Attorney Services

City Recorder Services

This section includes the divisions in bold text.



Legal Department

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Legal Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services and Materials / Services. The table shows the department's total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for each year.

Legal Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 1,480,355	\$ 1,688,378	\$ 1,889,905	\$ 2,006,500	\$ 2,122,990
Materials / Services	105,845	109,584	146,711	140,500	167,640
Total	\$ 1,586,200	\$ 1,797,962	\$ 2,036,615	\$ 2,147,000	\$ 2,290,630
% Change		13.35%	13.27%	5.42%	6.69%
FTE	15.00	15.00	15.00	15.00	15.00

FY 2017-18 Highlights and Significant Changes

City Attorney

The Legal Department provides comprehensive legal services to the City, Urban Renewal Agency, and Housing Authority, including general counsel, civil litigation and criminal prosecution.

The City's attorneys provide training to City employees, and City elected and appointed officials on a number of legal issues, including; public meetings, ethics, quasi-judicial decision making, public records, and ordinance interpretation and drafting. The City's attorneys work closely with all City departments on the development and implementation of a variety of significant projects, which include comprehensive updates of several chapters of the City code, drafting new regulations, promulgation of administrative rules and internal policies and procedures, negotiation and drafting of contracts, and performing due diligence on City and Agency real estate acquisitions.

Recently, the department implemented a new file management software system that streamlines records management and improves communication with the Municipal Court, defense counsel, and the Police Department. The file management system has reduced the amount of space needed for storage of documents, allows more efficient retrieval of documents, and lowers administrative costs for the department.

City Recorder

The City's new agenda management system will be expanded in coming years to include all City boards and commissions, providing a single location for all agendas, minutes, and records for the Council, Agency Board, Housing Authority Commission, and all City boards and commissions.

The department is also working with a third party vendor to recodify and maintain the Salem Revised Code. This will allow the Code to be updated instantly upon the effective date of code amendments and will allow staff and the public easier access and research capability to the Code, and should be online in 2017.



Legal Department

What We Do

PROGRAMS

The Legal Department provides comprehensive legal services to the City, Urban Renewal Agency, and Housing Authority, including general counsel, civil litigation and criminal prosecution.

The Legal Department's mission is to support the City Council and City departments in achieving the City's policy goals, while ensuring that the City complies with the law, through providing excellent and timely legal advice and representation to the City. The department's attorneys work together with their client departments to develop effective ways to achieve the City's goals and provides services through planning and problem solving. The general counsel attorneys draft ordinances, administrative rules, real estate documents and all variety of contracts and agreements. The City's prosecutors prosecute misdemeanor crimes and work with area stakeholders to ensure just results when violations of the City's criminal code occur. The civil litigator represents and defends the City in a wide variety of claims from civil rights actions, property and personal injury claims.

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Administration and Management				
Provides management and policy direction for Legal Department services; develops annual operating budget; provides technical administration and maintenance of specific internal business applications; manages special projects; represents department on cross departmental matters; provides oversight of department's budgetary, fiscal, and purchasing practices; provides administrative support to the City's attorneys; and provides direct supervision and training of staff.	1.20	\$ 152,830	1.10	\$ 151,210
Criminal Prosecution				
Prosecutes a variety of state and city offenses such as DUII, trespass, traffic, reckless driving, vagrancy, and other misdemeanor crimes. Misdemeanor crimes are the quality of life crimes that significantly relate to Council goals of providing a vibrant economy, and a livable and safe community.	4.50	\$ 581,300	4.20	\$ 579,620
Civil Litigation				
Defends City against claims in state and federal courts; collaborates with risk management; provides legal advice to Salem Police and other City departments concerning conforming City practices to evolving standards of liability. Initiates actions on the City's behalf related to acquisition of property for City public improvements, contract disputes, and negligence claims. Also represents the City in bankruptcy, foreclosure and collection actions.	2.00	\$ 252,860	2.00	\$ 268,680



Legal Department

What We Do

PROGRAMS

General Counsel	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Provides legal advice and counsel to the City Council, City Manager, City staff, and City boards and commissions, as well as the URA and SHA. Represents and advises the City concerning labor negotiations. Prepares and reviews legal documents including contracts, ordinances, resolutions, and orders for the City Council, URA, SHA, and all boards and commissions. Prepares formal written opinions regarding significant interpretations of federal and state laws, the City Charter, ordinances and other documents. Represents the City before administrative boards such as the Employment Relations Board and Land Use Board of Appeals.	5.30	\$ 905,170	5.90	\$ 1,054,660

The City Recorder is Clerk of the City Council, Urban Renewal Agency, and Housing Authority, the City's Records Manager and Archivist, and City Elections Official. The City Recorder manages the retention and destruction of City records; prepares Council agendas and packets; attends and takes minutes of all meetings of the City Council, Urban Renewal Agency, and Housing Authority; provides legal notice of public hearings; files and records City documents; codifies and distributes amendments to the Salem Revised Code; manages responses to public records requests; and serves as the City's elections official. The department redistributed the duties of the Deputy City Recorder through a reorganization in 2016.

Recorder	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Serves as clerk of the City Council, Urban Renewal Agency, and Housing Authority. The City Recorder also has primary responsibility for City records management, public access to records, and City elections.	2.00	\$ 254,840	1.80	\$ 236,460

Total Legal Department	15.00	\$ 2,147,000	15.00	\$ 2,290,630
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Legal
(101-19-20-00-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	JustWare conference (2)	\$ 2,400
	Minimum continuing legal education / staff development (4)	10,600
	Non risk-related training (1)	750
	Oregon Association of Municipal Recorders Annual Academy (2)	500
	Oregon Association of Municipal Recorders Annual Conference (2)	2,000
	Staff development classes (2)	500
		<u>\$ 16,750</u>
52670	OTHER PROFESSIONAL SERVICES	
	Email retrieval	\$ 5,000
52815	CONTROLLED EQUIPMENT	
	22" monitor (replacement, 2)	\$ 400
	Desktop computer (replacement, 1)	800
	Laptop with docking station (replacement, 2)	2,500
	Printer (replacement, 1)	1,000
		<u>\$ 4,900</u>

Total FY 2017-18 Expenditures Budget

\$ 2,290,630

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Legal
Cost Center: Legal
Cost Center No: 19-20-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 1,069,764	\$ 1,211,761	\$ 1,287,810	\$ 1,330,690	\$ 1,330,690	\$ 1,330,690	\$ 42,880	3.3%
51020	SEASONAL AND RELIEF	21,762	14,812	19,070	17,940	17,940	17,940	(1,130)	-5.9%
51030	OVERTIME	518	294	3,900	4,000	4,000	4,000	100	2.56%
51100	INCENTIVES	5,055	5,597	7,590	3,020	3,020	3,020	(4,570)	-60.2%
51120	LEAVE PAYOFF	12,677	7,439	-	-	-	-	-	-
51130	CAR ALLOWANCE	1,144	1,144	1,140	1,140	1,140	1,140	-	-
51150	DEPT HEAD ANNUITY	6,431	7,091	7,420	7,960	7,960	7,960	540	7.3%
51195	OTHER PAY / BENEFITS	-	-	2,860	3,460	3,460	3,460	600	21.0%
51210	FICA AND MEDICARE	83,169	91,842	99,120	101,850	101,850	101,850	2,730	2.8%
51221	WORKERS' COMP PREMIUM	2,080	11,970	13,160	13,050	13,050	13,050	(110)	-0.8%
51222	WORKERS' COMP STATE ASSMT	439	443	450	460	460	460	10	2.22%
51240	EMPLOYER - RETIREMENT PERS	124,787	144,065	155,300	220,280	220,280	220,280	64,980	41.8%
51243	PERS UNFUNDED LIABILITY	59,360	67,750	71,020	75,200	75,200	75,200	4,180	5.9%
51245	EMPLOYER - PERS PICKUP	61,403	72,985	78,470	80,790	80,790	80,790	2,320	3.0%
51250	INSURANCE - MEDICAL	208,994	220,865	227,100	231,000	231,000	231,000	3,900	1.7%
51255	INSURANCE - VISION	6,247	6,794	6,990	6,590	6,590	6,590	(400)	-5.7%
51260	INSURANCE - DENTAL	19,663	20,007	20,240	20,030	20,030	20,030	(210)	-1.0%
51265	INSURANCE - LIFE	2,040	1,937	1,540	2,280	2,280	2,280	740	48.1%
51270	INSURANCE - DISABILITY	2,844	3,110	3,320	3,250	3,250	3,250	(70)	-2.1%
Total Personal Services		\$ 1,688,378	\$ 1,889,905	\$ 2,006,500	\$ 2,122,990	\$ 2,122,990	\$ 2,122,990	\$ 116,490	5.8%
NUMBER OF POSITIONS		15.00	15.00	15.00	15.00	15.00	15.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 12,430	\$ 13,667	\$ 19,300	\$ 19,500	\$ 19,500	\$ 19,500	\$ 200	1.0%
52120	MAIL	2,079	1,311	2,400	2,400	2,400	2,400	-	-
52130	SUPPLIES	5,994	6,787	8,500	8,000	8,000	8,000	(500)	-5.9%
52340	EMPLOYEE RECOGNITION	50	-	100	200	200	200	100	100.0%
52360	RECRUITMENT FEES	1,000	-	-	1,000	1,000	1,000	1,000	-
52405	TELEPHONE - OFFICE	5,110	4,044	3,760	6,090	6,090	6,090	2,330	62.0%
52510	TRAINING	8,262	12,109	13,380	16,750	16,750	16,750	3,370	25.2%
52540	MEALS	32	11	-	100	100	100	100	-
52550	MILEAGE	-	39	300	100	100	100	(200)	-66.67%
52650	LEGAL / COURT SERVICES	2,972	4,515	3,600	6,100	6,100	6,100	2,500	69.44%
52670	OTHER PROFESSIONAL SERVICES	111	-	-	5,000	5,000	5,000	5,000	-
52710	MEMBERSHIP DUES	960	1,050	1,180	1,450	1,450	1,450	270	22.88%
52720	LICENSES / CERTIFICATIONS	4,949	4,558	5,010	5,010	5,010	5,010	-	-
52740	PERMITS	-	265	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	2,708	15,857	3,000	4,900	4,900	4,900	1,900	63.3%
52830	COMPUTER SOFTWARE AND LICENSES	48,808	63,604	37,260	32,050	32,050	46,700	9,440	25.3%
53210	INSURANCE	-	-	6,560	6,340	6,340	6,340	(220)	-3.4%
53320	EQUIPMENT MAINTENANCE	664	-	-	-	-	-	-	-
53510	BUILDING RENTAL	2,400	2,520	2,650	3,000	3,000	3,000	350	13.21%
53840	MOTOR POOL RENTAL	-	50	-	-	-	-	-	-
53851	COPY	7,559	6,425	7,500	8,000	8,000	8,000	500	6.7%
53854	PHOTOCOPIES	3,498	5,146	4,000	5,000	5,000	5,000	1,000	25.0%
53860	BUILDING SERVICES	-	4,752	22,000	-	-	22,000	-	-
Total Materials and Services		\$ 109,584	\$ 146,711	\$ 140,500	\$ 130,990	\$ 130,990	\$ 167,640	\$ 27,140	19.3%
Total Requirements		\$ 1,797,962	\$ 2,036,615	\$ 2,147,000	\$ 2,253,980	\$ 2,253,980	\$ 2,290,630	\$ 143,630	6.7%





Community Development

DIVISIONS

Administration

Building and Safety

Library

Neighborhood Enhancement

Planning

This section includes the divisions in bold text.



Salem Public Library

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Salem Public Library by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for divisions within the department. The expense categories include Personal Services, Materials / Services, and Interfund Transfers. The table shows the department's total budget, the percent change in total budget, and the total full-time equivalent (FTE) position count for each year. The Salem Public Library is a division of the Community Development Department.

Salem Public Library Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 3,659,474	\$ 3,628,749	\$ 3,684,273	\$ 4,099,510	\$ 4,205,090
Materials / Services	641,545	675,123	694,815	839,290	742,050
Interfund Transfers	-	-	-	-	17,930
Total	\$ 4,301,019	\$ 4,303,872	\$ 4,379,087	\$ 4,938,800	\$ 4,965,070
% Change		0.07%	1.75%	12.78%	0.53%
FTE	45.05	45.05	44.70	44.70	43.70

Work Force Changes

As part of a Citywide technology strategy to consolidate technical positions, reduce duplicate work, and potentially reduce overhead costs, the Salem Public Library's technical analyst position has been transferred to the Information Technology Department. The reduction to the Library's authorized position count is reflected in the above table.

FY 2017-18 Highlights and Significant Changes

The FY 2017-18 budget for the Salem Public Library includes continuation of the expanded service hours at the West Salem Branch Library implemented in the prior year budget. Additionally, a donation-funded refurbishment has provided the branch with new tables, chairs, conference room furnishings, and a digital device charging bar.

Finishing touches are being put on the donation-funded Reading Room conversion project. This project transformed a vacant storage area into a comfortable, welcoming reading area with brightly lit shelving for current issues of magazines and newspapers.

The library created greater efficiencies through the adoption of Radio Frequency Identification (RFID) technology. RFID tags decrease the time spent handling materials and should reduce staff injuries related to repetitive motions. The library's new RFID security gates enhance the City's ability to accurately track and inventory the physical collection.

The budget also supports continuation of access to an enhanced eBooks collection. Launched in April 2017, the collection is only available to Salem Public Library card holders, which has significantly reduced wait times for popular titles.



Salem Public Library

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Administration & Board Support				
Provides supervision, policy direction, and long range planning for library services. Works with the Library Advisory Board, the Friends of the Library, the Salem Public Library Foundation, and other support groups. Oversees internal operations including facility management, coordination of meeting room use, financial administration, and security services. Provides information as requested for the City Manager's Office and City Council and markets library services through presentations to local businesses, service clubs, and social service agencies.	7.00	\$ 866,870	6.00	\$ 834,110
Adult Services				
Provides research and reader's advisory services for the public and City staff at the information desk and by telephone or email. Provides customer service in the Technology Center and computer lab. Offers classes and individual instruction in the use of computers, databases, software, and new technology for library patrons and City staff. Develops and maintains informational and recreational material collections for adults in print and electronically. Provides educational and cultural programs for adults and outreach services to homebound patrons. Delivers content and material unavailable through local libraries via interlibrary loan.	10.25	\$ 1,347,600	10.25	\$ 1,293,700
Youth Services				
Provides research, information, and reader's advisory services at the children's and teen reference desks. Develops and conducts educational and cultural programs, including early literacy story times in Spanish and English and summer reading programs for children and teens. Instructs children and teens in the use of computers, databases, software, and new technology. Provides literacy training for parents and other caregivers and outreach services to local schools and other literacy partners. Selects, maintains and renews all print and non-print materials for the Central Library and West Salem branch library children and teen collections. Develops and provides rotating hands-on educational exhibits for the Discovery Room.	8.00	\$ 916,230	8.00	\$ 947,540



Salem Public Library

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Circulation Services Assists the public at the check out desk in the main library. Provides staffing coverage for the West Salem branch library. Circulates over 1.17 million books, periodicals, audio-visual materials, and other library items per year. Registers patrons for library cards in-person, online, and during outreach events and maintains patron records. Shelves over 2 million items utilizing work study students and volunteers, and fills over 100,000 hold requests. Handles fines, fees, and cash transactions, and works with a collection agency to retrieve lost materials. Provides coordination of volunteer program for over 360 volunteers.	11.95	\$ 1,018,530	11.95	\$ 1,004,870
Technical Services Orders, receives, prepares, and catalogs all new materials and processes all withdrawn materials. Manages all print, periodical, and electronic content subscriptions. Maintains the library's catalog database. Oversees collection development and materials spending. Oversees all donations, gifts, and memorials to enhance the library collections.	7.50	\$ 636,650	7.50	\$ 700,830
West Salem Branch Library Provides access to the collection, circulation assistance, and public use computers 31 hours each week, including Monday when the main library is closed.	-	\$ 152,920	-	\$ 184,020
Total Library Division	44.70	\$ 4,938,800	43.70	\$ 4,965,070
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Community Development Department
Salem Public Library
(101-33-00-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	American Library Association National Conference (1)	\$ 2,500
	Department of Public Safety Standards and Training for security officer (1), executive manager (1)	400
	Northwest Interlibrary Loan (1)	200
	Online Northwest (2)	260
	Oregon Library Association children's workshops (8)	250
	Oregon Library Association conference (21, carryover)	4,570
	Oregon Young Adult Network meetings	200
	Technology training (16)	2,000
	Webinars / trainings (16)	2,000
		\$ 12,380
52670	OTHER PROFESSIONAL SERVICES	
	Chemeketa Cooperative Regional Library Services	\$ 4,500
	Secure document shredding service	150
	Grounds maintenance at West Salem Branch Library	1,920
	Online Computer Library Center fees	8,100
	Orbis Cascade Alliance courier service	1,400
		\$ 16,070
52815	CONTROLLED EQUIPMENT	
	Barcode scanners (replacement, 4)	\$ 240
	Desktop computer and monitors for staff (replacement, 10)	9,580
	Desktop computer for public use (replacement, 2)	3,020
	Laptop computer for public use (replacement, 2)	2,200
	Receipt printer (replacement, 2)	600
	Radio Frequency Identification implementation equipment	70,280
	Unanticipated equipment	1,900
		\$ 87,820
62110	INTERFUND TRANSFERS	
	Ready to Read program (461-33982500, 461-33982600)	\$ 17,930

Total FY 2017-18 Expenditures Budget \$ 4,965,070

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Community Development
Cost Center: Library
Cost Center No.: 33-00-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 2,128,244	\$ 2,063,980	\$ 2,320,910	\$ 2,363,870	\$ 2,363,870	\$ 2,363,870	\$ 42,960	1.9%
51020	SEASONAL AND RELIEF	156,244	217,383	245,740	270,110	270,110	270,110	24,370	9.9%
51030	OVERTIME	445	106	-	-	-	-	-	-
51090	DIFFERENTIAL	7,446	13,591	9,580	26,300	26,300	26,300	16,720	174.5%
51100	INCENTIVES	9,051	12,080	12,300	12,900	12,900	12,900	600	4.9%
51120	LEAVE PAYOFF	41,765	89,161	35,000	35,000	35,000	35,000	-	-
51195	OTHER PAY / BENEFITS	686	758	5,940	12,530	12,530	12,530	6,590	110.9%
51210	FICA AND MEDICARE	174,378	178,213	200,710	207,170	207,170	207,170	6,460	3.2%
51221	WORKERS' COMP PREMIUM	16,720	49,020	32,200	23,390	23,390	23,390	(8,810)	-27.4%
51222	WORKERS' COMP STATE ASSMT	1,422	1,401	1,520	1,350	1,350	1,350	(170)	-11.2%
51240	EMPLOYER - RETIREMENT PERS	288,131	271,993	282,730	371,730	371,730	371,730	89,000	31.5%
51243	PERS UNFUNDED LIABILITY	126,460	132,590	135,430	135,080	135,080	135,080	(350)	-0.3%
51245	EMPLOYER - PERS PICKUP	134,475	131,982	142,660	145,940	145,940	145,940	3,280	2.3%
51250	INSURANCE - MEDICAL	477,760	458,679	595,290	532,890	532,890	532,890	(62,400)	-10.5%
51255	INSURANCE - VISION	12,843	13,278	17,200	14,650	14,650	14,650	(2,550)	-14.8%
51260	INSURANCE - DENTAL	47,439	44,182	56,680	45,350	45,350	45,350	(11,330)	-20.0%
51265	INSURANCE - LIFE	4,088	4,712	4,250	5,390	5,390	5,390	1,140	26.8%
51270	INSURANCE - DISABILITY	1,152	1,165	1,370	1,440	1,440	1,440	70	5.1%
	Total Personal Services	\$ 3,628,749	\$ 3,684,273	\$ 4,099,510	\$ 4,205,090	\$ 4,205,090	\$ 4,205,090	\$ 105,580	2.6%
	NUMBER OF POSITIONS	45.05	44.70	44.70	43.70	43.70	43.70	(1.00)	-2.2%
52110	SUBSCRIPTIONS AND BOOKS	\$ 421,891	\$ 360,193	\$ 489,300	\$ 437,200	\$ 437,200	\$ 437,200	\$ (52,100)	-10.6%
52120	MAIL	3,134	2,564	5,550	2,600	2,600	2,600	(2,950)	-53.2%
52130	SUPPLIES	54,794	43,709	76,840	32,910	32,910	32,910	(43,930)	-57.2%
52320	ADVERTISING	1,377	724	-	410	410	410	410	-
52340	EMPLOYEE RECOGNITION	100	378	-	-	-	-	-	-
52360	RECRUITMENT FEES	-	-	500	500	500	500	-	-
52405	TELEPHONE - OFFICE	17,948	14,104	12,750	25,040	25,040	25,040	12,290	96.4%
52410	TELEPHONE - CELLULAR	239	647	240	1,060	1,060	1,060	820	341.7%
52460	COMMUNICATION - OTHER	3,058	2,833	3,560	2,840	2,840	2,840	(720)	-20.2%
52510	TRAINING	2,495	2,810	4,830	11,380	11,380	12,380	7,550	156.3%
52530	LODGING	120	1,863	-	-	-	-	-	-
52540	MEALS	-	-	-	500	500	500	500	-
52550	MILEAGE	793	667	890	750	750	750	(140)	-15.7%
52660	TEMPORARY EMPLOYMENT SERVICES	-	-	1,500	-	-	-	(1,500)	-100.0%
52670	OTHER PROFESSIONAL SERVICES	18,042	24,440	19,400	16,070	16,070	16,070	(3,330)	-17.2%
52710	MEMBERSHIP DUES	420	70	600	1,450	1,450	1,450	850	141.7%
52815	CONTROLLED EQUIPMENT	27,575	28,688	82,980	17,540	17,540	87,820	4,840	5.8%
52820	SMALL EQUIPMENT AND SUPPLIES	13,829	103,529	-	14,580	14,580	14,580	14,580	-
52830	COMPUTER SOFTWARE AND LICENSES	37,712	24,385	7,730	7,730	7,730	7,730	-	-
52910	DIESEL FUEL	503	250	430	350	350	350	(80)	-18.6%
52930	GASOLINE	97	129	100	150	150	150	50	50.0%
53210	INSURANCE	-	-	11,680	11,680	11,680	11,680	-	-
53310	VEHICLE MAINTENANCE	556	348	720	720	720	720	-	-
53320	EQUIPMENT MAINTENANCE	25,379	19,360	25,950	12,000	12,000	12,000	(13,950)	-53.8%
53340	FACILITIES MAINTENANCE	-	7,824	4,000	4,000	4,000	4,000	-	-
53520	LAND RENTAL	1,000	1,000	1,000	1,000	1,000	1,000	-	-
53610	GAS	30,675	23,058	33,000	25,000	25,000	25,000	(8,000)	-24.2%
53620	ELECTRIC	4,142	3,528	6,200	6,000	6,000	6,000	(200)	-3.2%
53720	TAXES AND ASSESSMENTS	200	-	-	-	-	-	-	-
53731	CLOTHING - UNIFORMS (TAXABLE)	233	147	-	-	-	-	-	-
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	-	927	300	500	500	500	200	66.7%
53734	SAFETY CLOTHING AND EQUIPMENT	50	33	-	-	-	-	-	-
53767	BANKING AND INVESTMENT FEES	2,501	3,874	2,880	3,800	3,800	3,800	920	31.9%
53830	RADIO	-	-	-	2,090	2,090	2,090	2,090	-
53840	MOTOR POOL RENTAL	5,729	5,165	4,530	2,760	2,760	2,760	(1,770)	-39.1%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Community Development
Cost Center: Library
Cost Center No.: 33-00-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53851	COPY	529	3,065	3,980	2,070	2,070	2,070	(1,910)	-48.0%
53853	PRINTING	-	2,335	-	-	-	-	-	-
53854	PHOTOCOPIES	-	-	-	10,800	10,800	10,800	10,800	-
53860	BUILDING SERVICES	-	12,169	37,850	3,390	3,390	15,290	(22,560)	-59.6%
	Total Materials and Services	\$ 675,123	\$ 694,815	\$ 839,290	\$ 658,870	\$ 658,870	\$ 742,050	\$ (97,240)	-11.6%
62110	INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,930	\$ 17,930	-
	Total Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,930	\$ 17,930	0.0%
	Total Requirements	\$ 4,303,872	\$ 4,379,087	\$ 4,938,800	\$ 4,863,960	\$ 4,863,960	\$ 4,965,070	\$ 26,270	0.5%



Mayor and Council

DIVISIONS

Administration, Audits, and Hearings

This section includes the divisions in bold text.



Mayor and Council

Summaries and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Mayor and Council Budget by Category shows three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The table shows the department's total budget as well as the percent change in total budget for each year.

Mayor and Council Budget by Category						
	Actual	Actual	Actual	Adopted	Adopted	
	13-14	14-15	15-16	16-17	17-18	
Materials / Services \$	157,706	\$ 181,319	\$ 180,164	\$ 225,990	\$ 229,840	
Total \$	157,706	\$ 181,319	\$ 180,164	\$ 225,990	\$ 229,840	
% Change		14.97%	-0.64%	25.44%	1.70%	

FY 2017-18

Highlights and Significant Changes

City Council

A new Mayor and four new Councilors joined the City Council in 2017.

Strategic Planning Initiative

City Council members continued their participation in the City's strategic planning initiative, including the creation of vision, mission, and value statements that will help to further define and focus the planning effort.

Vision

A safe and livable capital city with a sustainable economy and environment that is open to all.

Mission

The City of Salem provides fiscally sustainable and quality services to enrich the lives of present and future residents, the quality of our environment and neighborhoods, and the vitality of our economy.

Values

- *Opportunity—Salem is proactive and forward-thinking*
- *Compassion—Salem is fair, equitable, and safe*
- *Responsiveness—Salem is at your service, with capacity and partnerships to prepare for the future*
- *Accessibility—Salem is open and inclusive*

Infrastructure Planning

City Council continued work on a proposed new public safety facility. After the November 2016 bond measure failed, the City Council decided to return to the voters in May 2017 with a revised plan and lower bond measure at \$61.8 million, which was approved by the voters. City Council also approved moving forward with planning for a November 2017 bond measure to fund seismic upgrades and retrofitting of the Salem Public Library.

Mayor and Council
 (101-10-00-00)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	League of Oregon Cities conference (3)	\$ 3,000
	National League of Cities conference (2)	7,000
	Oregon Mayor's Association summer conference	1,000
		<u>\$ 11,000</u>
52610	AUDIT SERVICES	
	Fee paid to professional accounting firm to audit City's FY 2016-17 financial records	\$ 65,000
52670	OTHER PROFESSIONAL SERVICES	
	Consulting services for City Council goal setting	\$ 3,500
	Hearings officer and other consultant services	25,000
	Intergovernmental relations consultant	60,000
	State of the City event	4,000
	Volunteer recognition event	1,600
		<u>\$ 94,100</u>
54850	OTHER SPECIAL PAYMENTS	
	Latino Business Alliance sponsorship	\$ 200
	Opportunity grants awarded by City Council	2,000
	Salem Capitol Connections sponsorship	300
		<u>\$ 2,500</u>

Total FY 2017-18 Expenditures Budget	\$ 229,840
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CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Mayor and Council
Cost Center: Mayor and Council
Cost Center No: 10-00-00-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
52120	MAIL	\$ 1,844	\$ 1,340	\$ 1,700	\$ 1,500	\$ 1,500	\$ 1,500	\$ (200)	-11.8%
52130	SUPPLIES	529	2,822	4,200	4,040	4,040	4,040	(160)	-3.8%
52140	PRINTING AND DUPLICATION	-	-	100	-	-	-	(100)	-100.0%
52150	RECORDING FEES	400	400	1,150	1,200	1,200	1,200	50	4.3%
52320	ADVERTISING	-	819	750	750	750	750	-	-
52405	TELEPHONE - OFFICE	3,296	2,692	2,600	1,980	1,980	1,980	(620)	-23.8%
52510	TRAINING	5,289	10,143	14,560	11,000	11,000	11,000	(3,560)	-24.5%
52520	TRAVEL	10	9,679	4,000	4,500	4,500	4,500	500	12.5%
52530	LODGING	-	2,068	-	-	-	-	-	-
52540	MEALS	8,529	11,297	16,120	16,500	16,500	16,500	380	2.4%
52550	MILEAGE	258	687	1,000	600	600	600	(400)	-40.0%
52610	AUDIT SERVICES	61,815	63,410	67,000	65,000	65,000	65,000	(2,000)	-3.0%
52670	OTHER PROFESSIONAL SERVICES	69,798	64,042	90,050	94,100	94,100	94,100	4,050	4.5%
52710	MEMBERSHIP DUES	544	549	2,840	1,870	1,870	1,870	(970)	-34.2%
52815	CONTROLLED EQUIPMENT	3,709	-	2,220	-	-	-	(2,220)	-100.0%
52830	COMPUTER SOFTWARE AND LICENSES	3,959	483	1,000	10,500	10,500	10,500	9,500	950.0%
52865	OTHER TECHNICAL SUPPLIES	1,028	-	1,500	800	800	800	(700)	-46.7%
53851	COPY	8,729	9,229	11,450	13,000	13,000	13,000	1,550	13.5%
53854	PHOTOCOPIES	1	5	-	-	-	-	-	-
54850	OTHER SPECIAL PAYMENTS	11,581	500	3,750	2,500	2,500	2,500	(1,250)	-33.3%
Total Materials and Services		\$ 181,319	\$ 180,164	\$ 225,990	\$ 229,840	\$ 229,840	\$ 229,840	\$ 3,850	1.7%
Total Requirements		\$ 181,319	\$ 180,164	\$ 225,990	\$ 229,840	\$ 229,840	\$ 229,840	\$ 3,850	1.7%





City Manager's Office

DIVISIONS

City Manager's Office

Human Rights and Relations

Budget, Finance, and Purchasing

Municipal Court

This section includes the divisions in bold text.



Municipal Court

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Municipal Court Division Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets within the division. Expense categories include Personal Services and Materials / Services. The table shows the division's total budget, percent change in total budget, and total full-time equivalent (FTE) position count for each year. The Municipal Court is a division of the City Manager's Office.

Municipal Court Division Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 1,106,833	\$ 1,208,521	\$ 1,242,464	\$ 1,389,950	\$ 1,450,370
Materials / Services	445,632	506,147	497,681	508,100	525,980
Total	\$ 1,552,464	\$ 1,714,669	\$ 1,740,145	\$ 1,898,050	\$ 1,976,350
% Change		10.45%	1.49%	9.07%	4.13%
FTE	14.00	14.00	13.50	14.00	14.00

FY 2017-18

Highlights and Significant Changes

The Municipal Court experienced significant employee changes with almost 50 percent staff turnover during FY 2016-17. Remaining staff temporarily absorbed additional workloads and tasks while new employees were recruited and trained. Recruitment, testing, and training for qualified court staff required a significant amount of time and resources before the new employees were sufficiently proficient in court policies, procedures, and job duties to assume full responsibilities.

Activities of the court during FY 2017-18 will reflect a schedule modification related to criminal matters, which is intended to:

- Reduce the time it takes for defendants to enter diversion for driving under the influence (DUII) offenses;
- Allow appearances for unscheduled defendants to clear arrest warrants; and
- Accommodate quality of life defendants having difficulty with transportation to the Municipal Court.

Other changes or initiatives of the court include initiation of a strategic planning project, recruitment of a new pro tempore judge, and selection of additional court appointed attorneys to serve as defense counsel for those individuals who are unable to pay for attorney representation and services.



Municipal Court

What We Do

PROGRAMS

The Municipal Court ranks among the busiest full-service municipal courts in the State of Oregon. Individuals come to court for a variety of reasons; as witnesses or jurors, for minor parking or traffic violations or more serious misdemeanor criminal charges. The City Charter, Salem Revised Code, and the constitution of the State of Oregon establish the range of offenses to be heard by this court. Cases are filed with the court by the City's Legal Department, Salem Police Department, Code Enforcement officers, and Parking Enforcement officers.

Municipal Court

Municipal Court	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Judicial Resources				
The Municipal Judge is an elected officer of the City of Salem who serves full-time and is assisted by Pro Tem judges. Pro Tem Judges are nominated to City Council by the elected judge for appointment to serve in the judge's absence, preside over additional courtroom dockets, and perform other judicial functions as requested. Currently, there are seven Pro Tem judges who provide the equivalent of .70 FTE coverage.	1.00	\$ 295,530	1.00	\$ 313,100
Municipal Court Administration				
Court administration supports the judicial process and is responsible for the custody and integrity of court records including the creation, maintenance, and disposition in accordance with applicable laws. Additionally, court administration manages the business operations of the court, including the oversight, operation, and maintenance of specialized software, data collection, statistical information, compliance monitoring, reports, filing dispositions, and records with various law enforcement agencies.	2.75	\$ 810,100	2.75	\$ 822,120
Violations Bureau				
The Violations Bureau has authority by judicial order to dispose of certain parking and minor traffic citations and reduce fines according to a reduction table based on an individual's driving convictions. Court staff interact with defendants in person, by telephone, and mail.	6.75	\$ 508,660	7.13	\$ 554,730
Criminal Program				
Criminal cases require the highest level of effort in court work. The Court currently adjudicates misdemeanor charges A through D and unspecified charges. The time required in the courtroom during proceedings, managing records, providing proper notice of hearings, responding to records requests, coordinating trial activity, and scheduling interpreters is significant. Additionally, criminal cases require a substantial level of effort in back office duties which are considered time sensitive and case critical.	3.50	\$ 283,760	3.12	\$ 286,400
Total Municipal Court Division	14.00	1,898,050	14.00	1,976,350
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

City Manager's Office
Municipal Court
(101-11-10-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Court certification courses (1)	\$ 900
	National Court Administration training (1)	500
	Oregon Association of Court Administrators conference (2)	1,600
	Oregon Department of Transportation fall conference (1)	400
	Oregon Municipal Judges Association annual conference (3)	3,600
		<u>\$ 7,000</u>
52670	OTHER PROFESSIONAL SERVICES	
	Document shredding services	\$ 1,060
	Jury pool data transfer from the Oregon Department of Transportation	210
		<u>\$ 1,270</u>
52815	CONTROLLED EQUIPMENT	
	Desktop computers (replacements, 3)	\$ 2,370
	Laptop computer (replacement, 1)	1,100
	Tablet (New, 1)	2,000
		<u>\$ 5,470</u>

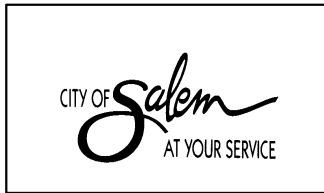
Total FY 2017-18 Expenditures Budget

\$ 1,976,350

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: City Manager's Office
Cost Center: Municipal Court
Cost Center No: 11-10-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 700,795	\$ 722,638	\$ 776,020	\$ 796,720	\$ 796,720	\$ 796,720	\$ 20,700	2.7%
51020	SEASONAL AND RELIEF	76,371	79,676	111,300	112,130	112,130	112,130	830	0.7%
51030	OVERTIME	75	1,723	8,340	8,340	8,340	8,340	-	-
51100	INCENTIVES	2,193	3,187	4,330	2,410	2,410	2,410	(1,920)	-44.3%
51120	LEAVE PAYOFF	2,903	540	2,000	3,000	3,000	3,000	1,000	50.0%
51150	DEPT HEAD ANNUITY	5,496	5,604	5,860	5,980	5,980	5,980	120	2.0%
51195	OTHER PAY / BENEFITS	-	-	2,700	2,700	2,700	2,700	-	-
51210	FICA AND MEDICARE	58,852	60,639	69,160	71,050	71,050	71,050	1,890	2.7%
51221	WORKERS' COMP PREMIUM	-	8,140	9,130	12,110	12,110	12,110	2,980	32.6%
51222	WORKERS' COMP STATE ASSMT	405	411	410	430	430	430	20	4.9%
51240	EMPLOYER - RETIREMENT PERS	77,785	80,271	89,160	120,710	120,710	120,710	31,550	35.4%
51243	PERS UNFUNDED LIABILITY	40,390	41,660	43,570	45,660	45,660	45,660	2,090	4.8%
51245	EMPLOYER - PERS PICKUP	40,594	43,515	47,800	48,960	48,960	48,960	1,160	2.4%
51250	INSURANCE - MEDICAL	178,229	170,668	193,760	194,630	194,630	194,630	870	0.4%
51255	INSURANCE - VISION	5,035	5,194	5,800	5,410	5,410	5,410	(390)	-6.7%
51260	INSURANCE - DENTAL	17,586	16,501	18,720	17,620	17,620	17,620	(1,100)	-5.9%
51265	INSURANCE - LIFE	1,255	1,527	1,300	1,930	1,930	1,930	630	48.5%
51270	INSURANCE - DISABILITY	559	570	590	580	580	580	(10)	-1.7%
	Total Personal Services	\$ 1,208,521	\$ 1,242,464	\$ 1,389,950	\$ 1,450,370	\$ 1,450,370	\$ 1,450,370	\$ 60,420	4.3%
	NUMBER OF POSITIONS	14.00	13.50	14.00	14.00	14.00	14.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 223	\$ 410	\$ 1,390	\$ 1,500	\$ 1,500	\$ 1,500	\$ 110	7.9%
52120	MAIL	8,423	7,932	12,230	12,230	12,230	12,230	-	-
52130	SUPPLIES	5,882	10,074	6,500	8,000	8,000	8,000	1,500	23.1%
52405	TELEPHONE - OFFICE	4,604	5,184	4,860	17,580	17,580	17,580	12,720	261.7%
52510	TRAINING	8,204	4,773	3,600	7,000	7,000	7,000	3,400	94.4%
52650	LEGAL / COURT SERVICES	409,722	376,242	380,000	388,910	388,910	388,910	8,910	2.3%
52670	OTHER PROFESSIONAL SERVICES	827	1,000	1,270	1,270	1,270	1,270	-	-
52710	MEMBERSHIP DUES	1,367	657	1,210	1,260	1,260	1,260	50	4.1%
52815	CONTROLLED EQUIPMENT	1,033	1,221	2,610	5,470	5,470	5,470	2,860	109.6%
52820	SMALL EQUIPMENT AND SUPPLIES	91	2,329	11,300	2,160	2,160	2,160	(9,140)	-80.9%
52830	COMPUTER SOFTWARE AND LICENSES	39,758	37,175	54,050	35,330	35,330	49,730	(4,320)	-8.0%
53210	INSURANCE	-	-	4,270	4,240	4,240	4,240	(30)	-0.7%
53320	EQUIPMENT MAINTENANCE	997	298	1,000	1,000	1,000	1,000	-	-
53510	BUILDING RENTAL	2,298	2,433	2,550	2,800	2,800	2,800	250	9.8%
53650	REFUSE DISPOSAL	615	-	-	-	-	-	-	-
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	-	-	-	900	900	900	900	-
53740	CLOTHING - CLEANING CHARGES	16	16	-	670	670	670	670	-
53812	INTRA CITY - DIRECT CHG (LABOR)	-	1,089	-	-	-	-	-	-
53851	COPY	11,291	9,412	12,000	12,000	12,000	12,000	-	-
53854	PHOTOCOPIES	9,897	8,670	9,260	9,260	9,260	9,260	-	-
53860	BUILDING SERVICES	580	27,754	-	-	-	-	-	-
54850	OTHER SPECIAL PAYMENTS	319	707	-	-	-	-	-	-
53775	BAD DEBT - COLLECTION	-	304	-	-	-	-	-	-
	Total Materials and Services	\$ 506,147	\$ 497,681	\$ 508,100	\$ 511,580	\$ 511,580	\$ 525,980	\$ 17,880	3.5%
	Total Requirements	\$ 1,714,669	\$ 1,740,145	\$ 1,898,050	\$ 1,961,950	\$ 1,961,950	\$ 1,976,350	\$ 78,300	4.1%



Non-Departmental

DIVISIONS

Cultural and Tourism Fund

General Fund Non-Departmental

Public Art Fund

This section includes the divisions in bold text.



Non-Departmental

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Non-Departmental expenses benefit all departments or cannot be easily allocated to a particular department. As a result, Non-Departmental expenses are not presented in the program format as they serve a broad base of departments within the City.

The table below provides actual and budget information by category for Non-Departmental expenses. Contingency does not show expenditures for the three years with actual data as funds are not spent directly from this category. When approved by the City Council, contingency appropriation authority is transferred to an operating account.

In total, the Non-Departmental budget represents a 33.7 percent increase over FY 2016-17. Year-over-year, the Non-Departmental materials and services budget increased by 29.8 percent. With the completion or progress on projects identified in the FY 2016-17 budget -- architect services to aid in facility planning (\$100,000), a compensation and classification study (\$100,000), and strategic planning / community surveying (\$190,000), the FY 2017-18 budget provides \$35,000 for follow up surveying with Salem residents and \$50,000 to help the City transition the strategic plan into an annual work plan.

The Budget Committee added \$350,000 to the Non-Departmental budget to provide financing options to address deferred maintenance at City-owned facilities. In addition, the committee added \$1.4 million to support a homeless rental assistance program in partnership with the Salem Housing Authority.

A total of \$765,400 is included in the budget for capital outlay. Of this total, \$400,000 is identified for deferred maintenance needs at City facilities, and \$365,400 is funding that remains available for additional parking meter improvements.

The budget includes \$278,490 for debt service to the Utility Fund for the \$1.5 million loan supporting the Capitol Mall parking meter technology improvement project.

In the transfer category, a total of \$343,160 is provided to the capital improvements budget for asset management projects focusing on information technology enhancements. The General Fund continues to provide \$60,000 for the Salem Parks Improvement Fund (SPIF). The \$400,000 transfer for street maintenance is continued in FY 2017-18, but transferred directly to the Capital Improvements Fund for this purpose.

Contingency in the General Fund is maintained at \$3 million in FY 2017-18 to provide additional appropriation authority for unanticipated expenses.

Non-Departmental Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Personal Services	\$ 37,072	\$ 72,282	\$ 71,919	\$ 120,000	\$ 120,000
Materials/Services	11,486,755	13,159,779	8,669,458	2,667,500	3,462,640
Capital Outlay	-	204,114	-	-	765,400
Debt Services	-	-	161,989	280,000	278,490
Contingencies	-	-	-	1,155,080	3,000,000
Transfers	847,300	676,000	856,063	2,083,410	803,160
Total	\$ 12,371,128	\$ 14,112,175	\$ 9,759,429	\$ 6,305,990	\$ 8,429,690
% Change		14.07%	-30.84%	-35.39%	33.68%

Non-Departmental

(101-60-96-10)

FY 2017-18

Acct No.	Description	Adopted
51230	UNEMPLOYMENT Benefit payment for General Fund departments	\$ 120,000
52670	OTHER PROFESSIONAL SERVICES ADA transition plan (carryover) Budget software enhancements (rebudgeted) City Hall space analysis (carryover) Community surveying Government Ethics Commission assessment Performance management program (carryover) Strategic plan transition to annual work plan Unspecified services	\$ 2,350 20,000 2,270 35,000 1,000 3,000 50,000 10,000 <hr/> \$ 123,620
52710	MEMBERSHIP DUES Council of Governments Council of Governments Economic Development League of Oregon Cities National League of Cities Salem Area Chamber of Commerce	\$ 32,700 10,770 94,680 11,030 650 <hr/> \$ 149,830
52720	LICENSES Music license agreements (ASCAP, SESAC, BMI)	\$ 4,830
52830	COMPUTER SOFTWARE AND LICENSES Everbridge Reverse 9-1-1 Social media archive	\$ 35,300 5,000 <hr/> \$ 40,300
53813	INTRA CITY - BUDGETED TRANSFERS Microfilming and messenger services (355-59201000) Public Works engineer for City Council economic development projects (310-58103500)	\$ 294,000 75,000 <hr/> \$ 369,000
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS Alley maintenance, illegal dumping / litter pick-up (155-58304515, 20) City parks and parking structures striping / marking / pavement (155-58304515) Mowing City property (155-58304515)	\$ 181,360 26,700 8,600 <hr/> \$ 216,660
54850	OTHER SPECIAL PAYMENTS Cable television public access channel Deferred maintenance financing options Fourth of July fireworks Homeless Rental Assistance Program	\$ 757,910 350,000 10,000 1,400,000 <hr/> \$ 2,517,910

Non-Departmental

(101-60-96-10)

FY 2017-18

Acct No.	Description	Adopted
55120	BUILDINGS AND IMPROVEMENTS	
	Asset maintenance funding to address deferred infrastructure improvements	\$ 400,000
55130	EQUIPMENT AND MACHINERY	
	Parking meter technology project (carryover)	\$ 365,400
60120	PRINCIPAL	
	Third year of loan repayment for new Capitol Mall parking meter system	\$ 262,920
60130	INTEREST	
	Third year of loan repayment for new Capitol Mall parking meter system	\$ 15,570
61110	CONTINGENCIES	
	Contingency	\$ 3,000,000
62110	TRANSFERS TO OTHER FUNDS	
	Information Technology capital improvement plan projects including Planning / Parking portion of Amanda upgrade (255-60909959)	\$ 343,160
	Salem Parks Improvement (SPIF) grants (255-58909505)	60,000
	Solid waste franchise fee revenue to Transportation Service's Structural Pavement Rehabilitation Program (255-58901010)	400,000
		\$ 803,160

Total FY 2017-18 Expenditures Budget

\$ 8,429,690

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Non-Departmental
Cost Center: Non-Departmental
Cost Center No: 60-96-10-00

Acct Code	Account Name	Expenditures Budget							Difference from 16-17	% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
51230	UNEMPLOYMENT	\$ 72,282	\$ 71,919	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	-	
	Total Personal Services	\$ 72,282	\$ 71,919	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	-	
	NUMBER OF POSITIONS	-	-	-	-	-	-	-	-	
52130	SUPPLIES	\$ 85	\$ 919	\$ -	\$ -	\$ -	\$ -	\$ -	-	
52320	ADVERTISING	1,646	392	2,000	2,040	2,040	2,040	40	2.0%	
52405	TELEPHONE - OFFICE	2,319	958	2,220	1,500	1,500	1,500	(720)	-32.4%	
52510	TRAINING	4,467	-	-	-	-	-	-	-	
52620	CONSTRUCTION CONTRACTS	-	552,456	647,600	-	-	-	(647,600)	-100.0%	
52640	ENGINEERING / ARCHITECT SERVICES	-	124,830	20,000	-	-	-	(20,000)	-100.0%	
52670	OTHER PROFESSIONAL SERVICES	4,726	273,634	492,500	116,000	116,000	123,620	(368,880)	-74.9%	
52710	MEMBERSHIP DUES	132,791	135,375	144,350	149,830	149,830	149,830	5,480	3.8%	
52720	LICENSES / CERTIFICATIONS	3,047	4,482	4,730	4,830	4,830	4,830	100	2.1%	
52815	CONTROLLED EQUIPMENT	12,493	785	-	-	-	-	-	-	
52830	COMPUTER SOFTWARE AND LICENSES	62,553	45,464	39,300	40,300	40,300	40,300	1,000	2.5%	
53210	INSURANCE	1,280,150	1,031,230	-	-	-	-	-	-	
53380	OTHER MAINTENANCE AND REPAIRS	-	8,234	-	-	-	-	-	-	
53767	BANKING AND INVESTMENT FEES	36,727	24,348	23,520	23,990	23,990	23,990	470	2.0%	
53799	OTHER EXPENSES	680	2,106	-	-	-	-	-	-	
53812	INTRA CITY - DIRECT CHG (LABOR)	8,797	67,197	25,000	-	-	-	(25,000)	-100.0%	
53813	INTRA CITY - BUDGETED TRANSFERS	152,556	360,240	360,130	369,000	369,000	369,000	8,870	2.5%	
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	4,421,200	237,684	213,520	216,660	216,660	216,660	3,140	1.5%	
53830	RADIO	2,120	1,723	1,820	2,760	2,760	2,760	940	51.6%	
53851	COPY	25,794	8,405	10,000	10,200	10,200	10,200	200	2.0%	
54850	OTHER SPECIAL PAYMENTS	7,007,628	5,788,998	680,810	767,910	2,517,910	2,517,910	1,837,100	269.8%	
	Total Materials and Services	\$ 13,159,779	\$ 8,669,458	\$ 2,667,500	\$ 1,705,020	\$ 3,455,020	\$ 3,462,640	\$ 795,140	29.8%	
55120	BUILDINGS AND IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	-	
	Total Buildings and Improvements	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	-	
55130	EQUIPMENT AND MACHINERY	\$ 204,114	\$ -	\$ -	\$ 190,000	\$ 190,000	\$ 365,400	\$ 365,400	-	
	Total Equipment and Machinery	\$ 204,114	\$ -	\$ -	\$ 190,000	\$ 190,000	\$ 365,400	\$ 365,400	-	
60120	PRINCIPAL	\$ -	\$ 155,195	\$ 269,850	\$ 262,920	\$ 262,920	\$ 262,920	\$ (6,930)	-2.6%	
60130	INTEREST	-	6,794	10,150	15,570	15,570	15,570	5,420	53.4%	
	Total Debt Service	\$ -	\$ 161,989	\$ 280,000	\$ 278,490	\$ 278,490	\$ 278,490	\$ (1,510)	-0.5%	
61110	CONTINGENCIES	\$ -	\$ -	\$ 1,155,080	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 1,844,920	159.7%	
	Total Contingencies	\$ -	\$ -	\$ 1,155,080	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 1,844,920	159.7%	
62110	TRANSFERS TO OTHER FUNDS	\$ 676,000	\$ 856,063	\$ 2,083,410	\$ 803,160	\$ 803,160	\$ 803,160	\$ (1,280,250)	-61.4%	
	Total Transfers	\$ 676,000	\$ 856,063	\$ 2,083,410	\$ 803,160	\$ 803,160	\$ 803,160	\$ (1,280,250)	-61.4%	
	Total Requirements	\$ 14,112,175	\$ 9,759,429	\$ 6,305,990	\$ 6,496,670	\$ 8,246,670	\$ 8,429,690	\$ 2,123,700	33.7%	



Public Works Department

DIVISIONS

Administration

Engineering

Operations

Parks Operations

Recreation Services

Streetlight

Transportation Services

Wastewater Treatment

This section includes the divisions in bold text.



Parks Operations

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

The Public Works Department budget is divided among the Transportation Services Fund (Fund 155), the Streetlight Fund (Fund 156), the Utility Fund (Fund 310), the General Fund (Fund 101), and the City Services Fund (Fund 355). Each is shown separately in the fiscal budget document.

The Transportation Services Fund includes only those programs associated with maintenance and operation of the City's street system. The Streetlight Fund provides for the revenues and expenditures required for the operation, maintenance, modernization, and expansion of the streetlight system. The Utility Fund includes budgets for the Administration, Planning and Development, Engineering, Operations, and Wastewater Treatment divisions, as well as the Non-Divisional component of the department's budget. The General Fund contains budgets for the City's Parks and Recreation programs, including Recreation Services, Center 50+, and Parks Operations. The City Services Fund includes the budget for Warehouse Services.

The **Parks Operations Budget by Category** table below represents three years of historical expenditures with the adopted FY 2016-17 and FY 2017-18 budgets by category, the percent change in total budget, and the full-time equivalent (FTE) position count. The budget information for FY 2013-14 and FY 2014-15 is provided here for reference and comparison as Parks Operations was part of the Transportation Services Fund prior to FY 2015-16. With the FY 2015-16 budget, the division was moved to the General Fund to align with its most significant funding source.

Parks Operations Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 3,051,273	\$ 3,138,141	\$ 3,135,483	\$ 3,754,440	\$ 3,964,700
Materials / Services	2,159,389	1,916,089	2,511,002	2,589,280	2,889,200
Capital Outlay	47,500	-	-	-	82,000
Transfers	204,400	217,440	-	550,000	-
Total	\$ 5,462,561	\$ 5,271,670	\$ 5,646,485	\$ 6,893,720	\$ 6,935,900
% Change		-3.49%	7.11%	22.09%	0.61%
FTE	28.00	28.00	32.00	38.50	39.00

Work Force Changes

During FY 2016-17, the newly added .50 FTE park ranger position was increased to .75 FTE with the approval of City Council. In the FY 2017-18 budget, an additional .25 FTE will increase the park ranger position to full-time. This will provide the opportunity to expand the park ranger's service area beyond Minto-Brown Island Park, Riverfront Park, Wallace Marine Park and Marion Square Park to other parks in Salem.

An additional 1.0 FTE is the result of a partial conversion of seasonal hours to a full-time position dedicated to smaller landscape design projects.

One administrative analyst position is reassigned from Parks Operations to Planning and Development (Fund 310) to support planning efforts, including parks planning.

Capital Improvements

FY 2017-18 represents the third year of a multi-year project to widen and repave asphalt trails at Minto-Brown Island Park and Wallace Marine Park. This effort is in preparation for city and community-sponsored runs and walks on trails that connect a total of 1,383 acres in Minto-Brown Island Park, Riverfront Park, and Wallace Marine Park. Additional improvements include video security and roof replacement at the Wallace Marine Softball Complex, and electrical improvements at Riverfront Park. Funding for these projects is provided through transient occupancy tax (TOT) revenue.

Deferred Maintenance

In FY 2017-18, Parks Operations will continue to focus on performing deferred maintenance projects throughout the park system. Modifications to the parks maintenance schedule and routing structure will increase efficiency and reduce costs. Equipment replacements are targeted to enhance productivity levels and the quality of outcomes.

Turf Rehabilitation

Field turf renovations initiated in FY 2016-17 will continue. Renovations consist of tining, aerifying, sanding and seeding at Riverfront, Wallace Marine, River Road, Geer and Stephens-Yoshikai Parks.



Parks Operations

What We Do

PROGRAMS

Parks Operations

Parks Volunteer Services	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Coordinates the volunteer and supplemental labor programs representing over 181,000 hours or the equivalent of 87 full-time employees.	1.00	\$ 117,640	0.50	\$ 56,710
Parks Operations	Staff	Cost	Staff	Cost
Maintains the Salem park system comprised of 69 parks and 2,235 acres of land. Maintains 54 miles of landscape and 125,000 street trees in the City's right-of-way. Provides landscape maintenance at 12 tourist attractions, including nine historic sites. Provides set-up and clean-up services for special events and reservations seven days a week.	37.50	\$ 6,776,080	38.50	\$ 6,879,190
Total Parks Operations Division	38.50	\$ 6,893,720	39.00	\$ 6,935,900
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Public Works
Parks Operations
(101-21-50-10)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Backflow training and certification (1)	\$ 180
	Certified playground safety (4)	800
	Community Tree Management Institute (1)	1,250
	Confined space safety (1)	180
	First aid (10)	450
	Flagger certification (4)	250
	Irrigation system training (5)	630
	Oregon Recreation and Park Association conference (1)	3,000
	Pesticide application (11)	1,000
	Tree top rescue (4)	1,000
	Turf maintenance (2)	200
	Volunteer management (1)	250
		<u>\$ 9,190</u>
52670	OTHER PROFESSIONAL SERVICES	
	Alarm service	\$ 2,000
	Aphid control in street trees	5,000
	Cemetery management and maintenance services	25,000
	Chemical toilet servicing	17,500
	Electrical / mechanical repairs	9,000
	Facility repairs	7,500
	Geer Park irrigation pump replacement (carryover)	41,000
	Integrated pest management	6,500
	Marion County Corrections Department	108,730
	Playground Americans with Disabilities Act / safety material upgrades	100,000
	Polk County juvenile work program	5,000
	Riverfront Park and Parkway Triangle rehabilitation (carryover)	40,000
	Sign / fence construction	2,500
	State of Oregon Department of Corrections - inmate crews	447,760
		<u>\$ 817,490</u>
52815	CONTROLLED EQUIPMENT	
	Park security camera (new, 6)	\$ 20,000
	Tablets and docking stations for field crew (new, 6, carryover)	23,000
		<u>\$ 43,000</u>
53813	INTRA CITY - BUDGETED TRANSFERS	
	Planning administration (310-58103500)	\$ 75,680
	Support services (310-58102500)	236,370
		<u>\$ 312,050</u>
55130	EQUIPMENT AND MACHINERY	
	Finish mower (new, 1)	\$ 30,000
	Infield groomer mower (new, 1)	20,000
	Trailer with portable toilet (new, 1)	20,000
	Workman MDX utility vehicle (new, 1, carryover)	12,000
		<u>\$ 82,000</u>
Total FY 2017-18 Expenditures Budget		<u>\$ 6,935,900</u>

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
PUBLIC WORKS

Department: Public Works
Cost Center: Parks Operations
Cost Center No: 21-50-10-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 1,434,203	\$ 1,608,883	\$ 1,982,210	\$ 1,991,320	\$ 1,991,320	\$ 1,991,320	\$ 9,110	0.5%
51020	SEASONAL AND RELIEF	511,712	329,014	329,620	379,450	379,450	379,450	49,830	15.1%
51025	HOLIDAY - REGULAR	861	1,046	-	-	-	-	-	-
51030	OVERTIME	18,396	30,786	16,660	16,660	16,660	16,660	-	-
51080	STANDBY	307	627	2,870	2,870	2,870	2,870	-	-
51090	DIFFERENTIAL	7	75	1,270	1,270	1,270	1,270	-	-
51100	INCENTIVES	10,655	10,525	-	-	-	-	-	-
51120	LEAVE PAYOFF	14,509	40,349	-	4,500	4,500	4,500	4,500	-
51130	CAR ALLOWANCE	662	662	660	-	-	-	(660)	-100.00%
51195	OTHER PAY / BENEFITS	343	343	-	-	-	-	-	-
51210	FICA AND MEDICARE	150,431	152,710	173,650	175,540	175,540	175,540	1,890	1.1%
51221	WORKERS' COMP PREMIUM	57,450	68,150	72,620	94,160	94,160	94,160	21,540	29.7%
51222	WORKERS' COMP STATE ASSMT	1,317	1,242	770	1,160	1,160	1,160	390	50.65%
51230	UNEMPLOYMENT	73,428	-	-	-	-	-	-	-
51240	EMPLOYER - RETIREMENT PERS	233,491	228,029	289,800	368,190	368,190	368,190	78,390	27.0%
51243	PERS UNFUNDED LIABILITY	83,730	86,750	100,030	116,350	116,350	116,350	16,320	16.3%
51245	EMPLOYER - PERS PICKUP	108,099	110,588	139,120	143,770	143,770	143,770	4,650	3.3%
51250	INSURANCE - MEDICAL	385,903	409,968	570,490	595,080	595,080	595,080	24,590	4.3%
51255	INSURANCE - VISION	11,499	12,448	16,930	16,660	16,660	16,660	(270)	-1.6%
51260	INSURANCE - DENTAL	37,505	38,767	53,230	52,580	52,580	52,580	(650)	-1.2%
51265	INSURANCE - LIFE	2,610	3,494	3,380	4,280	4,280	4,280	900	26.6%
51270	INSURANCE - DISABILITY	1,023	1,029	1,130	860	860	860	(270)	-23.9%
Total Personal Services		\$ 3,138,141	\$ 3,135,483	\$ 3,754,440	\$ 3,964,700	\$ 3,964,700	\$ 3,964,700	\$ 210,260	5.6%
NUMBER OF POSITIONS		28.00	32.00	38.50	39.00	39.00	39.00	0.50	1.3%
52110	SUBSCRIPTIONS AND BOOKS	\$ 528	\$ 461	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	-
52120	MAIL	1,631	867	2,320	1,000	1,000	1,000	(1,320)	-56.9%
52130	SUPPLIES	70,144	86,265	60,100	36,000	36,000	36,000	(24,100)	-40.1%
52140	PRINTING AND DUPLICATION	1,513	80	-	-	-	-	-	-
52320	ADVERTISING	622	1,244	3,200	1,600	1,600	1,600	(1,600)	-50.0%
52360	RECRUITMENT FEES	250	1,495	500	1,500	1,500	1,500	1,000	200.0%
52405	TELEPHONE - OFFICE	10,771	7,640	8,780	9,230	9,230	9,230	450	5.1%
52410	TELEPHONE - CELLULAR	17,130	17,972	17,320	21,120	21,120	21,120	3,800	21.94%
52460	COMMUNICATION - OTHER	884	1,053	880	1,200	1,200	1,200	320	36.36%
52510	TRAINING	11,584	8,580	13,940	9,190	9,190	9,190	(4,750)	-34.07%
52540	MEALS	-	58	-	-	-	-	-	-
52550	MILEAGE	2,933	1,901	3,000	2,000	2,000	2,000	(1,000)	-33.33%
52620	CONSTRUCTION CONTRACTS	140	-	60,000	60,000	60,000	60,000	-	-
52670	OTHER PROFESSIONAL SERVICES	610,618	752,173	643,100	736,490	736,490	817,490	174,390	27.12%
52710	MEMBERSHIP DUES	90	1,562	2,140	1,750	1,750	1,750	(390)	-18.22%
52720	LICENSES / CERTIFICATIONS	1,406	818	1,860	1,390	1,390	1,390	(470)	-25.3%
52740	PERMITS	2,437	3,228	1,850	3,200	3,200	3,200	1,350	73.0%
52810	SMALL TOOLS	8,737	11,213	13,000	11,000	11,000	11,000	(2,000)	-15.38%
52815	CONTROLLED EQUIPMENT	-	1,091	3,500	20,000	20,000	43,000	39,500	1128.6%
52820	SMALL EQUIPMENT AND SUPPLIES	20,862	29,969	29,300	20,000	20,000	20,000	(9,300)	-31.7%
52830	COMPUTER SOFTWARE AND LICENSES	4,515	5,678	7,400	32,200	32,200	32,200	24,800	335.1%
52910	DIESEL FUEL	37,756	25,962	35,520	26,000	26,000	26,000	(9,520)	-26.8%
52930	GASOLINE	89,782	70,327	86,320	70,000	70,000	70,000	(16,320)	-18.9%
52950	LUBRICANTS	212	355	340	400	400	400	60	17.6%
53210	INSURANCE	-	-	88,550	87,480	87,480	87,480	(1,070)	-1.2%
53310	VEHICLE MAINTENANCE	87,135	86,648	76,180	82,000	82,000	82,000	5,820	7.6%
53320	EQUIPMENT MAINTENANCE	980	1,446	41,750	7,500	7,500	7,500	(34,250)	-82.04%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
PUBLIC WORKS

Department: Public Works
Cost Center: Parks Operations
Cost Center No: 21-50-10-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53375	CHEMICALS	42,440	42,395	48,300	34,500	34,500	34,500	(13,800)	-28.6%
53380	OTHER MAINTENANCE AND REPAIRS	239,150	270,503	245,550	246,520	246,520	246,520	970	0.4%
53530	OUTSIDE RENTAL	9,994	16,381	15,600	20,700	20,700	20,700	5,100	32.7%
53610	GAS	9,092	9,593	11,400	9,500	9,500	9,500	(1,900)	-16.7%
53620	ELECTRIC	105,794	97,510	110,860	100,000	100,000	100,000	(10,860)	-9.8%
53650	REFUSE DISPOSAL	38,363	38,424	41,250	35,000	35,000	35,000	(6,250)	-15.2%
53731	CLOTHING - UNIFORMS (TAXABLE)	2,238	3,532	8,320	3,950	3,950	3,950	(4,370)	-52.5%
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	77	-	-	-	-	-	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	27,209	33,858	27,050	25,500	25,500	25,500	(1,550)	-5.7%
53740	CLOTHING - CLEANING CHARGES	92	-	-	500	500	500	500	-
53767	BANKING AND INVESTMENT FEES	8	40	1,000	1,000	1,000	1,000	-	-
53770	BAD DEBT - WRITE OFF	1,301	0	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	22,578	27,062	-	2,940	2,940	2,940	2,940	-
53813	INTRA CITY - BUDGETED TRANSFERS	7,500	265,550	305,140	312,050	312,050	312,050	6,910	2.26%
53815	INTRA CITY - INTERDEPT. BILLINGS	-	2,259	-	-	-	-	-	-
53830	RADIO	25,200	26,390	26,960	44,790	44,790	44,790	17,830	66.1%
53840	MOTOR POOL RENTAL	194,381	267,773	255,020	306,830	306,830	306,830	51,810	20.3%
53841	EQUIPMENT REPLACEMENT CHG	199,212	274,206	272,800	300,000	300,000	300,000	27,200	10.0%
53851	COPY	2,781	3,602	-	-	-	-	-	-
53853	PRINTING	-	235	4,800	-	-	-	(4,800)	-100.00%
53854	PHOTOCOPIES	4,225	3,069	-	-	-	-	-	-
53855	SHOPS FACILITIES MAINTENANCE	-	10,140	13,930	14,310	14,310	14,310	380	2.73%
53860	BUILDING SERVICES	1,044	165	-	84,410	84,410	84,410	84,410	-
54850	OTHER SPECIAL PAYMENTS	750	-	-	-	-	-	-	-
53330	FACILITIES SERVICES	-	227	-	-	-	-	-	-
	Total Materials and Services	\$ 1,916,089	\$ 2,511,002	\$ 2,589,280	\$ 2,785,200	\$ 2,785,200	\$ 2,889,200	\$ 299,920	11.58%
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 82,000	\$ 82,000	-
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 82,000	\$ 82,000	-
62110	TRANSFERS TO OTHER FUNDS	\$ 217,440	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ (550,000)	-100.00%
	Total Interfund Transfer	\$ 217,440	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ (550,000)	-100.00%
	Total Requirements	\$ 5,271,670	\$ 5,646,485	\$ 6,893,720	\$ 6,819,900	\$ 6,819,900	\$ 6,935,900	\$ 42,180	0.6%

Parks Operations Division was moved from the Transportation Services Fund to the General Fund in FY 2015-16. Accounting totals for FY 2014-15 are maintained with the Transportation Services Fund budget in volume 2 of the budget publication. The italicized information on this page is provided for comparison purposes.



Recreation Services

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

The Public Works Department budget is divided among the Transportation Services Fund (Fund 155), the Streetlight Fund (Fund 156), the Utility Fund (Fund 310), the General Fund (Fund 101), and the City Services Fund (Fund 355). Each is shown separately in the fiscal budget document.

The Transportation Services Fund includes only those programs associated with maintenance and operation of the City's street system. The Streetlight Fund provides for the revenues and expenditures required for the operation, maintenance, modernization, and expansion of the streetlight system. The Utility Fund includes budgets for the Administration, Planning and Development, Engineering, Operations, and Wastewater Treatment divisions, as well as the Non-Divisional component of the department's budget. The General Fund contains budgets for the City's Parks and Recreation programs, including Recreation Services, Center 50+, and Parks Operations. The City Services Fund includes the budget for Warehouse Services.

Recreation Services Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Recreation \$	926,911	1,004,849	1,038,555	1,122,570	1,206,560
Center 50+	993,839	929,550	988,388	985,050	1,038,700
Total \$	1,920,750	1,934,399	2,026,943	2,107,620	2,245,260
% Change		0.71%	4.78%	3.98%	6.53%

The **Recreation Services Budget by Division** table above shows the total budget for Recreation Services and Center 50+ and the percent change in total budget. The **Recreation Services Budget by Category** table below represents three years of historical expenditures with the adopted FY 2016-17 and FY 2017-18 budgets by category for Recreation Services and Center 50+, the percent change in total budget, and the full-time equivalent (FTE) position count.

Recreation Services Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services \$	1,103,049	1,202,170	1,248,487	1,269,090	1,386,580
Materials/Services	670,894	571,739	768,456	826,530	851,180
Transfers	146,806	160,490	10,000	12,000	7,500
Total \$	1,920,750	1,934,399	2,026,943	2,107,620	2,245,260
% Change		0.71%	4.78%	3.98%	6.53%
FTE	9.70	9.70	9.70	10.70	10.70

Center 50+

The addition of approximately 400 seasonal / part-time exempt hours will allow Center 50+ to place a staff person at the main front desk four hours a day to run the Center's registration and point of sale systems—currently staffed exclusively by volunteers. It is anticipated that the addition of these financial and registration systems will lead to more efficient processes and allow the Center to enhance financial practices.

Recreation Services**Softball**

The Wallace Marine Park Softball Complex will host two national tournaments in summer 2017. The USA (formerly ASA) 18A Fast Pitch National Championships will be held July 30 through August 6 and will bring in approximately 80 to 100 teams from all over the nation. The USA Men's Open Fast Pitch National Championship will be held September 2 through 4 and is expected to attract more than 20 teams from the western half of the United States.

Recreation

Youth Recreation Access Grants in the amount of \$20,000 have been eliminated from the FY 2017-18 budget.



Recreation Services

What We Do

PROGRAMS

Recreation

Recreation Administration and Community Events	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Manages use of parks, streets and open spaces and coordinates City resources to support local organizations and businesses providing over 300 annual events in Salem. Manages the park use and facility reservation system.	1.00	\$ 331,530	1.00	\$ 329,560
Softball	Staff	Cost	Staff	Cost
Coordinates facility maintenance, programming, scheduling, and overall operations of Salem's softball programs at the Wallace Marine Park Softball Complex.	2.00	\$ 559,960	2.00	\$ 650,620
Neighborhood Recreation and Sports	Staff	Cost	Staff	Cost
Coordinates youth recreation programs provided by the City including sports camps, Summer in the Parks, and COUNTRY Kids Relays. Administers the cooperative use agreement with Salem-Keizer School District to maximize the community benefit of indoor and outdoor facilities.	1.00	\$ 231,080	1.00	\$ 226,380

Total Recreation

4.00	\$ 1,122,570	4.00	\$ 1,206,560
Staff	Cost	Staff	Cost

Center 50+

Center 50+ is a nationally accredited senior center that provides programs and services to more than 725 individuals daily. It is a collaborative operational model in which every dollar of City funding is matched with nearly three dollars in program fees, in-kind contributions, and financial support from partners, businesses, and local citizens.	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
	6.70	\$ 985,050	6.70	\$ 1,038,700

Total Center 50+

6.70	\$ 985,050	6.70	\$ 1,038,700
Staff	Cost	Staff	Cost

Total Recreation Services

FY 2016-17		FY 2017-18	
Staff	Cost	Staff	Cost
10.70	\$ 2,107,620	10.70	\$ 2,245,260

Public Works
Recreation Services
Recreation and Center 50+
(101-21-10, 90)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
REC	Oregon Recreation and Park Association conference, section meetings (3, 2)	\$ 3,640
REC	Professional and specialty training (5)	1,000
CENTER 50+	Oregon Recreation and Park Association annual conference (1)	1,000
CENTER 50+	Revenue development training (1)	2,600
		\$ 8,240
52670	OTHER PROFESSIONAL SERVICES	
REC	Canopy rental for special events	\$ 1,800
REC	Chemical toilet rentals	9,700
REC	Contract classes	4,900
REC	Interpretive services	4,610
REC	League and local tournament support	96,040
REC	Movies in the Park audio and video, closed captioning, screen and blower	13,250
REC	National tournament support	116,500
REC	Unanticipated event expenses	4,500
CENTER 50+	Armored truck transport	1,200
CENTER 50+	Computer lab internet access	1,100
CENTER 50+	Co-sponsorship agreements / instructors	55,000
CENTER 50+	Northwest Senior and Boomer News	15,000
CENTER 50+	Site security	360
		\$ 323,960
52815	CONTROLLED EQUIPMENT	
REC	Laptop computer (replacement, 1)	\$ 1,500
CENTER 50+	Desktop computer (replacement, 6)	5,130
		\$ 6,630
53813	INTRA CITY - BUDGETED TRANSFERS	
REC	Support services (310-58102500)	\$ 140,950
53815	INTRA CITY - INTERDEPARTMENTAL BILLING	
REC	Signs and sweeping services for public events (155-58304515)	\$ 16,550
54850	OTHER SPECIAL PAYMENTS	
REC	Softball tournament bid fees	\$ 44,000
CENTER 50+	Reserve payment equal to five percent of various fees (440-21983500)	13,730
		\$ 57,730
62110	INTERFUND TRANSFERS	
CENTER 50+	Facility maintenance transfer to Center 50+ reserve (440-21983500)	\$ 7,500
Total FY 2017-18 Expenditures Budget		\$ 2,245,260

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Public Works
Cost Center: Recreation, Center 50+
Cost Center No: 21-10, 90

Acct Code	Account Name	Expenditures Budget							% Chg
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 544,845	\$ 551,292	\$ 618,720	\$ 635,580	\$ 635,580	\$ 635,580	\$ 16,860	2.7%
51020	SEASONAL AND RELIEF	294,333	307,399	225,150	251,310	251,310	251,310	26,160	11.6%
51030	OVERTIME	-	-	-	1,390	1,390	1,390	1,390	-
51100	INCENTIVES	1,536	1,582	1,610	1,660	1,660	1,660	50	3.1%
51120	LEAVE PAYOFF	4,300	7,536	2,980	4,550	4,550	4,550	1,570	52.7%
51210	FICA AND MEDICARE	64,462	66,155	64,900	68,430	68,430	68,430	3,530	5.4%
51221	WORKERS' COMP PREMIUM	5,060	8,010	8,200	7,590	7,590	7,590	(610)	-7.4%
51222	WORKERS' COMP STATE ASSMT	623	618	290	320	320	320	30	10.3%
51240	EMPLOYER - RETIREMENT PERS	78,575	82,101	90,720	128,330	128,330	128,330	37,610	41.5%
51243	PERS UNFUNDED LIABILITY	30,640	31,870	33,010	36,020	36,020	36,020	3,010	9.1%
51245	EMPLOYER - PERS PICKUP	38,513	42,520	43,310	45,170	45,170	45,170	1,860	4.3%
51250	INSURANCE - MEDICAL	121,935	131,111	158,650	182,420	182,420	182,420	23,770	15.0%
51255	INSURANCE - VISION	3,315	3,570	4,290	4,600	4,600	4,600	310	7.2%
51260	INSURANCE - DENTAL	11,760	12,446	14,900	16,090	16,090	16,090	1,190	8.0%
51265	INSURANCE - LIFE	1,230	1,224	1,080	1,860	1,860	1,860	780	72.2%
51270	INSURANCE - DISABILITY	1,042	1,051	1,280	1,260	1,260	1,260	(20)	-1.6%
Total Personal Services		\$ 1,202,170	\$ 1,248,487	\$ 1,269,090	\$ 1,386,580	\$ 1,386,580	\$ 1,386,580	\$ 117,490	9.3%
NUMBER OF POSITIONS		9.70	9.70	10.70	10.70	10.70	10.70	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 353	\$ 458	\$ 360	\$ 380	\$ 380	\$ 380	\$ 20	5.6%
52120	MAIL	22,331	3,112	8,100	7,250	7,250	7,250	(850)	-10.5%
52130	SUPPLIES	32,322	35,257	53,550	47,780	47,780	47,780	(5,770)	-10.8%
52140	PRINTING AND DUPLICATION	10,835	-	-	-	-	-	-	-
52320	ADVERTISING	9,064	10,091	12,600	15,300	15,300	15,300	2,700	21.4%
52360	RECRUITMENT FEES	380	742	1,200	4,800	4,800	4,800	3,600	300.00%
52405	TELEPHONE - OFFICE	12,794	13,380	6,670	10,240	10,240	10,240	3,570	53.5%
52410	TELEPHONE - CELLULAR	2,909	3,216	3,240	3,180	3,180	3,180	(60)	-1.9%
52510	TRAINING	4,320	1,260	7,100	8,240	8,240	8,240	1,140	16.1%
52520	TRAVEL	1,928	7,887	6,500	7,000	7,000	7,000	500	7.7%
52540	MEALS	-	770	360	1,480	1,480	1,480	1,120	311.1%
52550	MILEAGE	5,101	7,814	7,550	9,050	9,050	9,050	1,500	19.9%
52620	CONSTRUCTION CONTRACTS	-	1,519	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	276,003	278,399	280,920	323,960	323,960	323,960	43,040	15.3%
52710	MEMBERSHIP DUES	345	993	950	990	990	990	40	4.2%
52810	SMALL TOOLS	-	253	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	1,826	3,516	3,690	6,630	6,630	6,630	2,940	79.67%
52820	SMALL EQUIPMENT AND SUPPLIES	32,875	34,493	46,550	46,870	46,870	46,870	320	0.69%
52830	COMPUTER SOFTWARE AND LICENSES	1,354	2,087	3,500	3,500	3,500	3,500	-	-
52930	GASOLINE	-	124	500	500	500	500	-	-
53210	INSURANCE	-	-	6,090	5,480	5,480	5,480	(610)	-10.02%
53310	VEHICLE MAINTENANCE	1,424	5	-	-	-	-	-	-
53340	FACILITIES MAINTENANCE	154	-	1,650	1,650	1,650	1,650	-	-
53380	OTHER MAINTENANCE AND REPAIRS	3,433	6,284	13,000	11,500	11,500	11,500	(1,500)	-11.5%
53610	GAS	8,172	8,369	8,630	8,540	8,540	8,540	(90)	-1.0%
53620	ELECTRIC	68,055	61,844	70,100	64,000	64,000	64,000	(6,100)	-8.7%
53650	REFUSE DISPOSAL	2,736	2,785	2,400	2,800	2,800	2,800	400	16.67%
53731	CLOTHING - UNIFORMS (TAXABLE)	1,269	2,399	2,450	2,450	2,450	2,450	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	1	509	300	300	300	300	-	-
53767	BANKING AND INVESTMENT FEES	3,990	5,128	6,280	6,280	6,280	6,280	-	-
53770	BAD DEBT - WRITE OFF	836	1,710	-	-	-	-	-	-

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Public Works
Cost Center: Recreation, Center 50+
Cost Center No: 21-10, 90

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53812	INTRA CITY - DIRECT CHG (LABOR)	8,386	573	150	-	-	-	(150)	-100.0%
53813	INTRA CITY - BUDGETED TRANSFERS	-	167,650	171,490	140,950	140,950	140,950	(30,540)	-17.8%
53815	INTRA CITY - INTERDEPT. BILLINGS	15,269	16,666	13,400	16,550	16,550	16,550	3,150	23.5%
53840	MOTOR POOL RENTAL	98	3	-	-	-	-	-	-
53851	COPY	12,348	29,302	22,710	28,050	28,050	28,050	5,340	23.5%
53854	PHOTOCOPIES	6,983	7,690	7,500	7,750	7,750	7,750	250	3.33%
54850	OTHER SPECIAL PAYMENTS	23,845	52,171	57,040	57,730	57,730	57,730	690	1.2%
	Total Materials and Services	\$ 571,739	\$ 768,456	\$ 826,530	\$ 851,180	\$ 851,180	\$ 851,180	\$ 24,650	3.0%
62110	TRANSFERS TO OTHER FUNDS	\$ 160,490	\$ 10,000	\$ 12,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ (4,500)	-37.5%
	Total Interfund Transfer	\$ 160,490	\$ 10,000	\$ 12,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ (4,500)	-37.5%
	Total Requirements	\$ 1,934,399	\$ 2,026,943	\$ 2,107,620	\$ 2,245,260	\$ 2,245,260	\$ 2,245,260	\$ 137,640	6.5%



Police Department

DIVISIONS

Administration

Investigations

Patrol

Police Records Incident Offense Reporting System

Radio Communications

Support

Willamette Valley Communications Center

This section includes the divisions in bold text.



Police Department

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Police Budget by Division represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by division within the department.

Police Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Administration	\$ 359,380	\$ 373,584	\$ 395,025	\$ 414,360	\$ 446,000
Support	7,279,154	7,554,553	8,390,963	10,038,240	11,306,650
Investigation	8,414,120	8,579,582	8,689,595	6,744,260	6,766,040
Patrol	18,686,670	18,914,092	18,879,244	22,940,750	24,524,620
Total	\$ 34,739,323	\$ 35,421,812	\$ 36,354,827	\$ 40,137,610	\$ 43,043,310
% Change		1.96%	2.63%	10.41%	7.24%

Police Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, Capital Outlay, and Transfers. The table shows the department's total General Fund budget, the percent change in total budget, and the full-time equivalent (FTE) positions supported in the General Fund for each year.

Police Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 28,680,470	\$ 29,176,766	\$ 29,812,189	\$ 32,417,180	\$ 34,887,680
Materials/Services	5,993,978	6,082,117	6,336,778	7,385,430	8,049,020
Capital Outlay	64,876	162,930	205,860	135,000	106,610
Transfers	-	-	-	200,000	-
Total	\$ 34,739,323	\$ 35,421,812	\$ 36,354,827	\$ 40,137,610	\$ 43,043,310
% Change		1.96%	2.63%	10.41%	7.24%
FTE	228.00	228.00	228.00	230.00	233.00

FY 2017-18 Highlights and Significant Changes

Work Force Changes

Following adoption of the FY 2016-17 budget, the City of Salem joined Polk County in forming a mobile crisis response team and added an officer position to the Police Department for the team. The department now has one team comprised of two county funded positions – one with Marion County and one with Polk County – where officers partner with a mental health professional to respond to in-progress calls involving a mental health crisis. Both counties provide a sheriff's deputy for a second team, as well as mental health professionals for the teams.

Work Force Changes, continued

Evidence storage, preservation, and safe keeping is a vital part of the department's responsibility to the community. To ensure ongoing management of this responsibility, the FY 2017-18 budget includes the addition of a 1.0 FTE evidence and property supervisor position and a 1.0 FTE evidence tech position. The position additions are partially supported through offsetting reductions in seasonal expense.

Twenty-two officers, including a new deputy chief for the Investigations Division, were hired in FY 2016-17 bringing the department to full staffing of sworn positions by June 30. Although a number of known retirements are anticipated during the first half of FY 2017-18, the hiring process is underway, and the department does not forecast continuation of the large number of vacancies as experienced in the past few years.

An internal reorganization has centralized the command of the department's Downtown Enforcement Team, Youth Services Unit, Gang Enforcement Team, and a newly formed Mental Health Team. This structure will provide for a more unified approach to these community concerns that often overlap.

Equipment Needs

In partnership with the Salem Police Foundation, the department is raising funds for a mobile command vehicle. The vehicle is a much needed resource for the Salem Police Department and the mid-valley as an all-hazard response to a unified command post, tactical dispatch and an independent communications hub for first responders. The City has set aside \$200,000 and the Salem Police Foundation has raised \$100,000 from its 2016 and 2017 *Breakfast with the Chief* events. The department has also received an intent to award notice for a \$250,000 State Homeland Security grant. Award of these funds is anticipated during fall 2017.

Office of the Chief	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Police Department Administration encompasses the Office of the Chief of the Police. The Chief ensures the effective and efficient administration of law enforcement activities throughout the City of Salem, providing a sense of safety and security through the delivery of law enforcement services and effective community partnerships that protect and improve the social well being and security of citizens. It is the Chief's duty to deliver a timely, well thought out response to patterns of crime and disorder that threaten the peace and safety of the community.	3.00	\$ 414,360	3.00	\$ 446,000

Total Administration Division

Staff	Cost	Staff	Cost
3.00	\$ 414,360	3.00	\$ 446,000

Support

Support Division Administration	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Commanded by a deputy chief, the Support Division provides essential resources, systems, and administrative functions to the department, ensuring good stewardship of public resources by applying sound hiring and training practices, ensuring the ethics and integrity of the department, being responsive to citizen complaints, returning property and evidence to victims, maintaining accreditation standards, and appropriately disposing of surplus and forfeited property. The Support Division commander is also the primary department representative in the Citywide Emergency Operations Center.	2.00	\$ 260,560	2.00	\$ 289,500

Management Resources	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Commanded by a lieutenant, and assisted by a sergeant, this section is responsible for providing many of the administrative and management needs of the department, and serves as liaison with other City departments and outside government agencies including legal, court, human resources, human rights, legislative, and City Council. The section is responsible for a variety of administrative duties including towing contracts; accreditation projects; revisions to the department's policy and procedure manuals; and supervision of the department's fleet and accreditation officer, transport service officers, and the personnel / training and evidence / property units. This section also ensures the efficient management of a fleet of 127 vehicles and associated technology needs, and assists the management resources lieutenant with maintaining the department's accreditation and the annual updating of 158 policies and procedures, and provides quartermaster services to the department.	4.00	\$ 613,840	4.00	\$ 652,260

Personnel and Training	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Supervised by a sergeant, this unit coordinates all functions related to the recruitment, selection, hiring, and training of sworn and non-sworn employees. The unit also serves as liaison to City human resources, payroll, and risk management, and the State of Oregon's Department of Public Safety Standards and Training. During 2016, the unit processed recruitments for 18 police officers and 34 civilian employees. The unit also coordinated over 25,000 hours of training.	3.00	\$ 508,300	3.00	\$ 767,230

Note: The increase in the FY 2017-18 budget reflects internal budget changes as the department is now budgeting for the costs associated with training cadres as well as the costs of their respective disciplines. In the case of the firearms program, this change in budgeting means the cost for ammunition and replacement guns and rifles is now part of this budget. These costs were previously budgeted in non-divisional.

Volunteer Services	Staff	Cost	Staff	Cost
This unit enhances community safety and involvement by training and supporting volunteers to supplement police services and freed officers to be on the street as opposed to performing administrative and support duties. The unit supports 95 volunteers who contributed over 10,000 hours in 2016 through programs such as radar reader board, citizen patrol disabled parking enforcement, pawn slip processing, squad car maintenance, and other tasks. These same volunteers support community outreach programs including Neighborhood Watch, National Night Out, Citizen Police Academy, and the annual Christmas toy drive. Note: This program was part of the Investigations Division in FY 2016-17	1.00	\$ 116,130	1.00	\$ 126,820

Crime Prevention Unit	Staff	Cost	Staff	Cost
Supervised by a sergeant, with a mix of sworn and civilian staff, this unit's focus is community education, engagement, and enhancement through crime prevention and communication strategies. The unit facilitates a variety of programs such as Neighborhood Watch, National Night Out, and security surveys, that emphasize neighborhood safety. Other programs, such as the annual landlord training, top ten most wanted, trespass letter of consent, and nuisance abatement, address livability issues through education and problem-solving approaches. The Crime Prevention Unit has worked diligently to improve communications with the citizens we serve through the use of social media, such as Twitter, Facebook, and YouTube. Note: This unit was part of the Investigations Division in FY 2016-17.	4.00	\$ 583,000	2.00	\$ 325,690

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Graffiti Removal				
This program is staffed by one full-time civilian employee with assistance from two part-time employees and volunteer personnel. This program enhances safety and livability through public education and the removal of graffiti. The team took 2,240 graffiti reports in 2016 with an overall compliance rate of 98.6 percent. Note: This program was part of the Investigations Division in FY 2016-17.	1.00	\$ 122,470	1.00	\$ 107,410
Evidence and Property				
The property control unit is staffed by civilian personnel who maintain and preserve evidence in civil and criminal investigations, and store and track abandoned property, processing nearly 19,000 items a year.	3.00	\$ 356,120	5.00	\$ 612,180
Custody and Transport				
Transport officers are part-time sworn officers who provide transportation and security of prisoners between the Municipal Court and jail facilities, reducing the use of full-time sworn officers. (Part-time positions, paid through seasonal dollars, are not included in authorized position counts.)	-	\$ 41,650	-	\$ 48,610
Records				
This section provides for the effective delivery of records management services through timely data entry, review, and dissemination of information (e.g., police reports and citations), and entry and retrieval of data into local, regional, and national law enforcement data systems. The section responds to requests for public records and provides front counter reception and customer service for the department 24 hours a day. This section processed nearly 13,500 records requests from the public, victims, and other law enforcement agencies in 2016.	19.00	\$ 2,021,020	19.00	\$ 2,147,680
Internal Affairs				
Staffed by a sergeant, internal affairs ensures the timely management and resolution of citizen complaints against agency personnel by assuring compliance with state, federal, and departmental policies and procedures.	1.00	\$ 180,030	1.00	\$ 217,280

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Planning and Research				
Headed by a civilian, this section manages the department's budget in accordance with law, City policy, and department policy; provides financial and crime analysis information as needed to support law enforcement activities; performs grant administration; and supervises the crime analysis unit. Crime analysis provides timely analysis and dissemination of crime patterns and trends to assist officers in identifying areas for concentrated law enforcement efforts. Crime analysis also provides information for neighborhood associations, news media, and others.	2.00	\$ 226,020	2.00	\$ 240,210
Non-Divisional				
Expenses in non-divisional benefit all Police Department divisions or are not easily allocated to a particular division. Costs include 9-1-1 dispatch and radio communications, uniforms, telephones, and the photo red light program.	-	\$ 5,009,100	-	\$ 5,771,780
Total Support Division	40.00	\$ 10,038,240	40.00	\$ 11,306,650
	Staff	Cost	Staff	Cost

Note: In this display, the FY 2016-17 budget for the Support Division aligns with a department reorganization that occurred during the fiscal year. The actual staff count and budget for the division in FY 2016-17 was 34.0 FTE and \$9,216,640, respectively.

Investigations

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Investigations Division Administration				
Commanded by a deputy chief, the investigations division delivers timely high quality investigative services for felony crimes, gang related incidents, drug investigations, and incidents involving schools and juveniles.	1.00	\$ 197,980	1.00	\$ 220,120
Criminal Investigations Section				
Commanded by a lieutenant, this section is comprised of the person crimes unit, property crimes unit, and the crime lab.	2.00	\$ 259,430	2.00	\$ 299,200

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Person Crimes Unit				
Supervised by a sergeant, this unit conducts follow-up investigations pertaining to violent persons crimes that include homicide, robbery, sex crimes, and assaults. Detectives partner with different groups to improve the livability in Salem and regularly work with the Department of Human Services, Head Start Program, and the Salem-Keizer School District on mandatory reporting and child safety training. Four detectives investigate robberies, homicides, assaults, and missing persons cases. Four detectives are assigned to investigate sex offenses with over 30 cases every month. One detective is assigned to computer forensic investigations. The department's polygrapher is also assigned to this unit. The polygraph examiner averages 200 examinations per year.	11.00	\$ 1,772,550	11.00	\$ 1,940,830
Property Crimes Unit				
Supervised by a sergeant, this unit conducts follow-up investigations pertaining to property-related felonies such as burglary, theft, auto theft, identity theft, fraud, and arson. Three detectives are assigned to investigate burglary cases. Two of the burglary detectives also investigate arson cases. In 2016, there were 918 burglaries and 29 arsons reported. One detective is assigned to motor vehicle thefts and runs the bait car program. In 2016, there were 654 motor vehicle thefts reported in Salem. One detective is assigned to elder abuse investigations, three to fraud and financial crimes, with one of those detectives assigned to computer forensics.	9.00	\$ 1,463,490	9.00	\$ 1,593,070
Crime Lab Unit				
Staffed by civilian personnel, this unit is responsible for the examination and processing of items of evidence. The unit is staffed by two full-time employees and one part-time seasonal employee. Lab technicians also provide forensic fingerprint services to the Dallas Police Department by intergovernmental agreement.	2.00	\$ 354,270	2.00	\$ 379,520
Special Operations Section				
Commanded by a lieutenant, special operations is comprised of the Drug Enforcement Administration task force, street crimes unit, and the civil investigations team.	2.00	\$ 243,690	2.00	\$ 266,950

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Street Crimes Unit				
Supervised by a sergeant, this team addresses drug-related crime and street level drug and vice activity, and human trafficking through targeted investigations that focus on nuisance and drug properties that impact neighborhood livability. These investigations improve the strength and vibrancy of neighborhoods. The team is also utilized by other units within the Police Department to assist in capturing criminals, conducting surveillance, and other covert operations. Created in 1987 to address crime issues in downtown and the Portland Road area, this unit is responsive to neighborhood issues and is designed to have an immediate impact on crime trends affecting safety and livability in our community. Two detectives are dedicated to investigating drug activity complaints with priority response given to reports involving the presence of children who are in danger due to poor living conditions, neglect, and exposure to harmful drugs and chemicals. These detectives use a highly successful "knock and talk" approach, partner with foster programs, the Department of Human Services, Family Building Blocks, and others, and provide numerous community education presentations on prescription and illegal drug abuse throughout the year.	8.00	\$ 1,331,380	8.00	\$ 1,409,640
Gang Enforcement Team				
Note: For FY 2017-18, this program became part of the Patrol Division. The program description appears in the Patrol section of these pages.	3.00	\$ 494,310	-	\$ -
Drug Enforcement / DEA Task Force				
Supervised by a sergeant, this team seeks to interrupt the interstate trafficking of illegal drugs by conducting mid and upper level drug trafficking investigations. They are part of a multi-agency team of city, county, state, and federal law enforcement officers. Investigations within our jurisdiction continue to be more technical and can span across the United States and into other countries. The focus of this team's investigations is subjects who are in command of and control drug trafficking organizations that bring methamphetamine, heroin, and other drugs into the community.	3.00	\$ 627,160	3.00	\$ 656,710
Total Investigations Division	41.00	\$ 6,744,260	38.00	\$ 6,766,040
	Staff	Cost	Staff	Cost

Note: In this display, the FY 2016-17 budget for the Investigations Division aligns with a department reorganization that occurred during the fiscal year. The actual staff count and budget for the division in FY 2016-17 was 58.0 FTE and \$9,186,180, respectively.

Patrol	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Patrol Division Administration				
Commanded by a deputy chief and four lieutenants, the Patrol Division provides primary law enforcement activities to preserve public peace, prevent crime, and protect life and property as first responders to calls for service and through proactive community policing activities. Reduction of crime rates is a major influence on the vibrancy of neighborhoods. One staff assistant serves the entire division with scheduling, correspondence, court appearance coordination, and telephone reception.	6.00	\$ 1,016,960	6.00	\$ 1,132,420
Field Operations				
Field operations provides primary law enforcement services and emergency response to the City 24 hours a day, 7 days a week, 365 days a year. Patrol officers are first responders to emergency and non-emergency calls for service, and conduct preliminary investigations, provide deterrence to crime in neighborhoods, enforce both criminal and traffic laws, and attend monthly neighborhood association meetings. Officers engage in proactive community policing activities with the goal of preventing crime and addressing long-term solutions to neighborhood crime concerns.	111.00	\$ 16,908,280	110.00	\$ 17,343,520
Domestic Violence Response Program				
This program features one paid coordinator, a part-time assistant, and 25 volunteer advocates, who respond to the scene of domestic violence calls to provide immediate information, referrals, and support to victims of domestic violence. During 2016, advocates responded to 86 percent of all in-custody, mandatory arrest domestic violence calls, and provided 757 hours of service to 486 victims. A team of officers within the Patrol Division also receive specialized training in the investigation of domestic violence, working closely with the prosecutors and community partners. By providing this level of support, the team endeavors to stop the escalation of domestic violence assaults into more serious crimes. The district attorney is filing charges on 84.6 percent of all domestic violence cases referred for prosecution. The program is partially funded by a grant.	1.00	\$ 127,750	1.00	\$ 150,070

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Telephone Reporting Office				
Staffed by civilian personnel, the telephone reporting office handles a large volume of crime reports taken over the telephone and at the front counter, freeing officers to stay in the field for higher priority calls. Light duty officers augment civilian staff until they are able to return to full duty.	3.00	\$ 227,490	3.00	\$ 263,130
Police Service Dog Team				
The service dog team consists of six officers and their K9 partners. The highly trained dogs conduct searches for suspects and missing persons. They assist in apprehending violent and resistive suspects. This budget includes the cost of caring for the dogs and their specialized vehicles. The salary and benefits for the sworn officers are included in the Field Operations budget.	-	\$ 99,820	-	\$ 99,090
Traffic Control Unit				
Supervised by a sergeant, this unit is responsible for specialized traffic enforcement and education activities, investigation of injury and fatal accidents, and traffic control at major special events. Officers respond to community complaints of specific traffic problem areas and provide for safer neighborhood streets through enforcement of traffic laws and reduction of traffic accidents. Prevention efforts include driver improvement courses and presentations. This unit also manages the photo red light program, which is installed at three intersections. Since the beginning of the program, there has been an improvement in driver behavior with a decrease in the occurrence of red light violations and related accidents. This program allows for efficiencies in the utilization of officers while having a positive impact on motorist safety. In 2016 the department cited drivers on 20,832 offenses, issued 7,465 warnings, and investigated 2,905 motor vehicle accidents (including hit and run investigations.)	7.00	\$ 1,270,590	7.00	\$ 1,389,550

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Emergency Operations Group				
There are four teams that make up this section: Special Weapons and Tactics (SWAT), Tactical Negotiations Team, Bomb Squad, and Mobile Response Team (for civil unrest situations). Officers have primary assignments elsewhere in the organization, and serve on these teams as a collateral duty. As a result, when an incident occurs, overtime expense is frequently incurred. The teams utilize specialized vehicles, equipment, and tactics when responding to high risk, dangerous situations. Teams receive enhanced ongoing training to ensure safety for the public and the officers.	-	\$ 488,920	-	\$ 241,370
Community Response Section				
Commanded by a lieutenant, this section is comprised of the Downtown Enforcement Team, the Youth Services Unit, the Mental Health Unit, and the Gang Enforcement Team.	1.00	\$ 182,100	2.00	\$ 341,700
Downtown Enforcement				
This team provides a sense of safety and security through patrols (both on foot and bicycle) that deter criminal activity in and around the downtown core area including Riverfront Park, Wallace Marine Park, and the transit facility. This is done through presence, education, enforcement, and exclusion. The team focuses on crimes that impact the quality of life in this diverse commercial and residential area and is partially funded by the Salem-Keizer Transit District. The downtown team makes a positive difference in the safety of this area.	7.00	\$ 971,250	7.00	\$ 1,080,690

Youth Services Unit	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
<p>Supervised by a sergeant, the youth services unit (YSU) is a partnership with the Salem-Keizer School District to provide a law enforcement presence in the schools to prevent and investigate school-related crimes. This provides a better sense of safety within the schools. The officers participate in youth service teams, which identify at-risk youth and families needing early intervention. YSU officers investigate crimes that occur at the schools or involve school children as victims or suspects. YSU officers enforce the City's daytime curfew law, follow up on runaway cases, and conduct all types of investigations. One officer provides DARE training in the elementary schools. YSU officers are used to support patrol staffing over school holidays and summer vacations. The cadet unit works closely with both the volunteer unit and youth services to provide additional services to our community as well as providing the opportunity for youth to learn more about law enforcement and take an active role in our department. Note: This program was part of the Investigations Division in FY 2016-17.</p>	10.00	\$ 1,438,220	10.00	\$ 1,534,740
Mental Health Unit	Staff	Cost	Staff	Cost
<p>Supervised by a sergeant, the mental health unit is a partnership with the Mental Health Departments and Sheriff's Office of both Marion and Polk Counties. Officers are partnered with a mental health professional and provide an immediate field response to in-progress calls involving someone in a mental health crisis, as well as follow up after the incident. Each County staffs a second team with a deputy and mental health professional. While the teams continue to be deployed for just one shift a day, they responded to hundreds of calls with 60 percent of those call being within city limits. The majority of these calls involve individuals reported to be experiencing suicidal ideations, then followed by Interpersonal relationship issues, depression, agitation, and thoughts of self-harm as the main reasons for contact. Prior to creation of these teams, many of these calls would have resulted in the subjects being taken to jail for minor crimes.</p>	1.00	\$ 209,370	3.00	\$ 428,330

Gang Enforcement Team	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Supervised by a sergeant, the gang enforcement team proactively seeks to reduce street gang activity in Salem by recognizing gang activity and identifying gang members, associates, and gang sets. The team continues to provide services to at-risk youth and their families by conducting home visits and assisting in the apprehension of juvenile probationers. The team also provides assistance to patrol and detectives in identifying gang involved or related cases. The City has the only active gang unit in Marion and Polk counties. Note: This program was part of the Investigations Division in FY 2016-17.	-	\$ -	3.00	\$ 520,010

Total Patrol Division	147.00	\$ 22,940,750	152.00	\$ 24,524,620
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Note: In this display, the FY 2016-17 budget for the Patrol Division aligns with a department reorganization that occurred during the fiscal year. The actual staff count and budget for the division in FY 2016-17 was 136.0 FTE and \$21,320,430, respectively.

Total Police Department	231.00	\$ 40,137,610	233.00	\$ 43,043,310
Note: 1.0 FTE added in FY 2016-17 through a supplemental budget				

Police Department
Administration, Support, Investigations, and Patrol
(101-35-10, 20, 25, and 35)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
ADMIN	International Association Chiefs of Police annual meeting (1)	\$ 2,000
ADMIN	Office management training (1)	500
ADMIN	Oregon Association of Chiefs of Police annual conference (1)	1,000
ADMIN	Oregon Association of Chiefs of Police general membership conference (1)	100
SUPPORT	Basic firearm instructor training (2)	2,000
SUPPORT	ConSim instructor training (2)	3,000
SUPPORT	CPR / first aid instructor upgrade courses (8)	280
SUPPORT	Crime analysis software training (1)	250
SUPPORT	Executive development (2)	2,750
SUPPORT	FBI Academy (1)	1,500
SUPPORT	Federal Law Enforcement Training tactical driving (2)	1,770
SUPPORT	General software training (varies, carryover)	7,560
SUPPORT	Improving customer service (1)	200
SUPPORT	Internal Affairs investigations (2)	4,000
SUPPORT	Law enforcement accreditation (1)	500
SUPPORT	Law Enforcement Data System (LEDS) conference (2)	2,000
SUPPORT	Leadership Salem (1)	1,200
SUPPORT	Managing the Volunteer Unit (1)	500
SUPPORT	New supervisor development (1)	1,500
SUPPORT	Northwest Crime Analysts conference (1)	500
SUPPORT	Oregon Crime Prevention Association conference (1)	1,250
SUPPORT	Police records management systems training (2)	2,000
SUPPORT	Professional driving school, high performance driving (5)	2,500
SUPPORT	Property room management (2)	1,000
SUPPORT	Property room supervisor training (1)	2,500
SUPPORT	Recertification for AR15 armorers (2)	950
SUPPORT	Recertification for Glock handgun armorers (5)	980
SUPPORT	Recertification for TASER instructors (10)	2,930
SUPPORT	Remington armorer school (1)	470
INVESTIG	Bait car training (1)	2,000
INVESTIG	California Narcotics Officers Association (3)	4,300
INVESTIG	Commercial crimes conference (1)	1,000
INVESTIG	Computer forensics and analysis training (3)	25,000
INVESTIG	Court testimony in latent print cases (1)	1,000
INVESTIG	Crime lab accreditation (1)	1,000
INVESTIG	Crime scene analyst training (1)	1,000
INVESTIG	Crime scene investigations course (2)	3,000
INVESTIG	Detective and new investigator course (1)	4,000
INVESTIG	FBI National Academy Associates (1)	620

Police Department
Administration, Support, Investigations, and Patrol
(101-35-10, 20, 25, and 35)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING, continued	
INVESTIG	FBI National Academy leadership training (1)	\$ 600
INVESTIG	Homicide investigator's course (3)	3,500
INVESTIG	International Association Chiefs of Police leadership training (1)	2,000
INVESTIG	International Association of Arson Investigators conference (1)	2,000
INVESTIG	International Association of Identification conference (1)	2,000
INVESTIG	International Association of Investigators conference (1)	2,000
INVESTIG	International Association of Investigators Latent Print Examiner course (1)	2,000
INVESTIG	National Technical Investigators Association conference (2)	8,000
INVESTIG	Oregon Association Chiefs of Police conference (1)	500
INVESTIG	Oregon Narcotics Enforcement Association conference (9)	5,600
INVESTIG	Pacific Northwest International Association of Investigators conference (1)	1,000
INVESTIG	Polygrapher continuing professional education for certification (1)	3,000
INVESTIG	Regional automated fingerprint identification system training (1)	1,000
INVESTIG	Undercover officer / street crimes training (2)	2,000
PATROL	Advanced Hostage Negotiator training (2)	2,000
PATROL	Advanced leadership (1)	600
PATROL	Advanced photography (3)	900
PATROL	Advanced sniper training (2)	1,000
PATROL	Advanced traffic crash reconstruction (2)	3,500
PATROL	Annual Mobile Response Team training (15)	5,000
PATROL	Annual SWAT / TNT training (24)	15,500
PATROL	Basic motor school (3)	1,050
PATROL	Basic SWAT sniper school (1)	2,000
PATROL	California Gang Enforcement Team training (3)	4,000
PATROL	California Gang Investigators conference (carryover)	3,500
PATROL	Child abuse investigations (4)	2,800
PATROL	Crash investigations (3)	2,690
PATROL	Crash reconstruction course (carryover)	3,050
PATROL	Crime analysis training (1)	200
PATROL	Crime Victims' Assistance Network (1)	250
PATROL	Crisis Intervention Team international conference (1)	2,500
PATROL	Crisis Intervention Team International conference (1)	2,500
PATROL	Crisis Intervention Team Northwest regional conference (3)	1,000
PATROL	Drug Recognition Expert (DRE) (2)	2,000
PATROL	Executive development (1)	2,500
PATROL	Executive leadership (1)	750
PATROL	Explosive breaching on-going certifications (2)	3,500
PATROL	FBI National Academy retrainer (1)	600
PATROL	FBI regional training (1)	500
PATROL	Gang Team supervision (1)	1,000

Police Department
Administration, Support, Investigations, and Patrol
(101-35-10, 20, 25, and 35)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING, continued	
PATROL	Handler instruction and training seminar (1)	\$ 2,130
PATROL	International Association Chiefs of Police conference (1)	2,000
PATROL	International Public Safety Leadership and Ethics Institute leadership development (1)	500
PATROL	Investigative / cyber crime training (3)	300
PATROL	Law Enforcement Cadet Challenge (1)	350
PATROL	Lines for Life (varies)	3,000
PATROL	Mental Health first aid (1)	3,000
PATROL	National Conference on Ending Family and Youth Homelessness (1)	3,000
PATROL	National Problem Oriented Policing conference (2)	5,000
PATROL	National Tactical Officers Association SWAT command and leadership (1)	1,500
PATROL	National Tactical Officers Association SWAT leadership development (1)	1,500
PATROL	Northwest Gang Investigators conference (3)	3,000
PATROL	Officer survival (1)	1,800
PATROL	Oregon Association Chiefs of Police conference (1)	500
PATROL	Oregon Executive Development Institute (2)	2,700
PATROL	Oregon Police Canine Association fall training conference (6)	2,600
PATROL	Oregon Police Canine Association spring training conference (6)	2,990
PATROL	Oregon School Resource Officer Association conference (6, carryover)	6,800
PATROL	Oregon State Victim Assistance academy (1)	150
PATROL	Oregon Tactical Officers Association annual conference (4-6)	2,000
PATROL	Pacific Northwest Hostage Negotiator conference (15)	1,000
PATROL	Patrol investigations (3)	1,600
PATROL	Pix4D software on-site training (carryover)	8,600
PATROL	Remington Field Armorer school	800
PATROL	School Resource Officer training (2)	750
PATROL	Sergeant's academy (5)	1,500
PATROL	Sniper training (2)	1,000
PATROL	Western States Hostage Negotiator conference (2-4)	1,000
		\$ 251,770
52670	OTHER PROFESSIONAL SERVICES	
SUPPORT	Accreditation fee	\$ 2,200
SUPPORT	Blood draws	1,000
SUPPORT	Confidential document destruction	4,000
SUPPORT	Consulting services for processing unclaimed property backlog (carryover)	30,000
SUPPORT	Dictation and translation services	7,500
SUPPORT	Electrical services	1,500
SUPPORT	Investigative systems	2,000
SUPPORT	Landlord / tenant training instructor	2,000
SUPPORT	Laundry services	2,000
SUPPORT	Leadership development program (carryover)	74,000

Police Department
Administration, Support, Investigations, and Patrol
(101-35-10, 20, 25, and 35)
FY 2017-18

Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES, continued	
SUPPORT	Lock and key services	\$ 500
SUPPORT	Photo redlight system	178,860
SUPPORT	Physician prescription services	5,000
SUPPORT	Psychological services	3,500
SUPPORT	Recruiting video (carryover)	8,880
SUPPORT	Regional Automated Information Network (RAIN) services	36,200
SUPPORT	Rekey evidence lockers	500
SUPPORT	Towing fees	8,000
	Evidentiary funds:	
INVESTIG	DEA Task Force	41,000
INVESTIG	Gang team	3,000
INVESTIG	Person Crimes	14,000
INVESTIG	Property Crimes	5,070
INVESTIG	Street Crimes Unit	24,650
PATROL	Outside services for crash investigations	1,000
PATROL	Patrol scheduling system	4,050
PATROL	Psychological consultations during critical incidents	300
PATROL	Psychological services for officer involved shootings	10,000
PATROL	Veterinary services	21,120
		\$ 491,830
52815	CONTROLLED EQUIPMENT	
SUPPORT	Desktop computer (replacement, 25)	\$ 18,880
SUPPORT	Desktop scanner (replacement, 2)	2,000
SUPPORT	Digital voice recorder (replacement, 20, carryover)	8,610
SUPPORT	Firearm (replacement, 10)	5,000
SUPPORT	I-pad with warranty (new, 1)	600
SUPPORT	Laptops (Base A, replacement, 11, carryover)	21,340
SUPPORT	Monitor (replacement, 10)	3,450
SUPPORT	Office printer (replacement, 5)	3,500
SUPPORT	Printer (replacement, 2, carryover)	1,850
SUPPORT	Professional camcorder (new, 1)	3,300
SUPPORT	Ruggedized laptop and docking station (new, 1, carryover)	5,000
SUPPORT	Running Man Target system (new, 1, carryover)	10,000
SUPPORT	Tablet (new, 1, carryover)	1,300
SUPPORT	Taser (replacement, 22)	29,470
SUPPORT	Tri-pod (new, 1)	300
INVESTIG	Computer tablet for field investigation (new, 1)	5,000
INVESTIG	Computer tablet for field investigations (new, 1)	5,000
INVESTIG	Digital camera (replacement, 1)	2,000
INVESTIG	Digital voice recorder (replacement, 2)	900

Police Department
Administration, Support, Investigations, and Patrol
(101-35-10, 20, 25, and 35)
FY 2017-18

Acct No.	Description	Adopted
52815	CONTROLLED EQUIPMENT, continued	
INVESTIG	Investigative equipment	\$ 2,000
INVESTIG	Technical equipment for street crimes detectives	2,000
INVESTIG	Video camera (replacement, 1)	1,200
INVESTIG	Voice recorder (replacement, 7)	3,150
PATROL	Computer tablet (replacement, 3)	6,300
PATROL	Getac T800 (replacement, 4, carryover)	8,460
PATROL	Lidar (replacement, 2)	7,000
PATROL	Munitions launcher (replacement, 1)	4,500
PATROL	Optic system for SWAT carbine rifle (replacement, 4)	2,000
PATROL	Police mountain bike (replacement, 2)	2,400
PATROL	Quadcopter (new, 1, carryover)	2,900
PATROL	Radar (replacement, 3)	7,100
PATROL	Safe for school resource officers offices	500
PATROL	SWAT launcher (replacement, 2)	4,000
PATROL	SWAT precision rifle (replacement, 1)	5,000
		<u>186,010</u>
		\$ 186,010
53813	INTRA CITY BUDGETED TRANSFERS	
SUPPORT	Dispatch services from Willamette Valley Communications Center (330-35502000)	\$ 2,856,610
SUPPORT	Police Records Management System (335-35520000)	218,090
		<u>3,074,700</u>
		\$ 3,074,700
54850	OTHER SPECIAL PAYMENTS	
PATROL	Physicals for Hazardous Device Team members	\$ 1,500
55130	EQUIPMENT AND MACHINERY	
SUPPORT	License plate reader (new, 2)	\$ 43,710
PATROL	Trailer for Mobile Response Team (1, new, carryover)	23,000
PATROL	Vehicle for Mobile Response Team with upfit (1, new, carryover)	39,900
		<u>106,610</u>
		\$ 106,610

Total FY 2017-18 Expenditures Budget

\$ 43,043,310

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Police
Cost Center: Admin, Support, Investigations, Patrol
Cost Center No: 35-10, 20, 25, 35

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 15,138,930	\$ 15,442,190	\$ 16,967,970	\$ 17,610,180	\$ 17,610,180	\$ 17,610,180	\$ 642,210	3.8%
51020	SEASONAL AND RELIEF	351,048	321,728	366,980	385,900	385,900	385,900	18,920	5.2%
51025	HOLIDAY - REGULAR	104,984	122,981	117,780	132,320	132,320	132,320	14,540	12.3%
51030	OVERTIME	1,071,083	1,123,580	996,340	1,093,810	1,093,810	1,093,810	97,470	9.8%
51080	STANDBY	48	-	-	12,000	12,000	12,000	12,000	-
51090	DIFFERENTIAL	8,727	13,449	17,000	17,250	17,250	17,250	250	1.5%
51100	INCENTIVES	1,229,207	1,228,394	1,292,620	1,332,580	1,332,580	1,332,580	39,960	3.1%
51120	LEAVE PAYOFF	438,909	404,423	360,720	429,000	429,000	429,000	68,280	18.9%
51140	CLOTHING ALLOWANCE	22,980	13,488	22,910	23,580	23,580	23,580	670	2.9%
51150	DEPT HEAD ANNUITY	6,670	6,921	7,320	7,570	7,570	7,570	250	3.4%
51195	OTHER PAY / BENEFITS	(27,623)	(49,975)	-	-	-	-	-	-
51210	FICA AND MEDICARE	1,388,506	1,402,686	1,547,250	1,607,250	1,607,250	1,607,250	60,000	3.9%
51221	WORKERS' COMP PREMIUM	608,780	589,460	658,020	706,940	706,940	706,940	48,920	7.4%
51222	WORKERS' COMP STATE ASSMT	7,146	7,129	6,930	6,930	6,930	6,930	-	-
51240	EMPLOYER - RETIREMENT PERS	2,459,963	2,565,749	2,849,080	3,884,750	3,884,750	3,884,750	1,035,670	36.4%
51243	PERS UNFUNDED LIABILITY	945,180	1,008,290	1,015,110	1,045,630	1,045,630	1,045,630	30,520	3.0%
51245	EMPLOYER - PERS PICKUP	1,058,962	1,066,463	1,209,240	1,251,550	1,251,550	1,251,550	42,310	3.5%
51250	INSURANCE - MEDICAL	3,643,742	3,724,186	4,084,660	4,405,120	4,405,120	4,405,120	320,460	7.8%
51255	INSURANCE - VISION	103,962	110,777	121,080	119,730	119,730	119,730	(1,350)	-1.1%
51260	INSURANCE - DENTAL	351,779	361,554	400,630	403,100	403,100	403,100	2,470	0.6%
51265	INSURANCE - LIFE	26,325	24,249	20,350	28,900	28,900	28,900	8,550	42.0%
51270	INSURANCE - DISABILITY	123,537	122,730	133,150	131,470	131,470	131,470	(1,680)	-1.3%
51275	OTHER HEALTH BENEFITS	113,923	201,739	222,040	252,120	252,120	252,120	30,080	13.5%
Total Personal Services		\$ 29,176,766	\$ 29,812,189	\$ 32,417,180	\$ 34,887,680	\$ 34,887,680	\$ 34,887,680	\$ 2,470,500	7.6%
NUMBER OF POSITIONS		228.00	228.00	230.00	233.00	233.00	233.00	3.00	1.3%
52110	SUBSCRIPTIONS AND BOOKS	\$ 828	\$ 689	\$ 2,140	\$ 2,060	\$ 2,060	\$ 2,060	\$ (80)	-3.7%
52120	MAIL	22,272	23,662	21,050	24,000	24,000	24,000	2,950	14.0%
52130	SUPPLIES	297,725	295,636	377,230	369,140	369,140	369,680	(7,550)	-2.0%
52140	PRINTING AND DUPLICATION	517	3,299	4,200	4,000	4,000	4,000	(200)	-4.8%
52320	ADVERTISING	1,385	3,277	3,800	3,800	3,800	3,800	-	-
52340	EMPLOYEE RECOGNITION	1,543	2,346	3,500	3,500	3,500	3,500	-	-
52360	RECRUITMENT FEES	1,706	2,072	6,000	6,000	6,000	6,000	-	-
52405	TELEPHONE - OFFICE	56,599	60,983	58,000	59,000	59,000	59,000	1,000	1.7%
52410	TELEPHONE - CELLULAR	109,230	100,774	103,400	98,000	98,000	98,000	(5,400)	-5.2%
52430	PAGERS	1,019	1,080	1,100	1,100	1,100	1,100	-	-
52460	COMMUNICATION - OTHER	56,392	57,274	61,000	61,000	61,000	61,000	-	-
52510	TRAINING	100,286	104,741	178,530	226,960	226,960	251,770	73,240	41.0%
52520	TRAVEL	-	6,971	-	1,000	1,000	1,000	1,000	-
52530	LODGING	-	524	-	-	-	-	-	-
52540	MEALS	1,392	1,330	1,300	-	-	-	(1,300)	-100.0%
52550	MILEAGE	636	1,164	1,100	1,000	1,000	1,000	(100)	-9.1%
52650	LEGAL / COURT SERVICES	1,098	311	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	329,069	345,193	383,510	378,950	378,950	491,830	108,320	28.2%
52710	MEMBERSHIP DUES	6,565	4,612	5,010	5,280	5,280	5,280	270	5.4%
52720	LICENSES / CERTIFICATIONS	775	563	310	500	500	500	190	61.3%
52740	PERMITS	-	-	600	-	-	-	(600)	-100.0%
52815	CONTROLLED EQUIPMENT	75,212	126,101	194,870	128,550	128,550	186,010	(8,860)	-4.5%
52820	SMALL EQUIPMENT AND SUPPLIES	13,977	41,643	26,070	28,000	28,000	45,300	19,230	73.8%
52830	COMPUTER SOFTWARE AND LICENSES	103,780	116,903	144,140	126,190	126,190	133,160	(10,980)	-7.6%
52865	OTHER TECHNICAL SUPPLIES	864	190	3,000	3,000	3,000	3,000	-	-
52910	DIESEL FUEL	3,498	3,915	3,140	3,600	3,600	3,600	460	14.6%
52930	GASOLINE	420,195	339,481	351,550	338,510	338,510	338,510	(13,040)	-3.7%
52940	LP / CNG GAS	44	54	150	150	150	150	-	-
53210	INSURANCE	-	-	576,600	666,120	666,120	666,120	89,520	15.5%
53310	VEHICLE MAINTENANCE	192,123	272,109	255,570	276,500	276,500	276,500	20,930	8.2%
53320	EQUIPMENT MAINTENANCE	25,920	28,970	56,500	52,350	52,350	52,350	(4,150)	-7.3%
53380	OTHER MAINTENANCE AND REPAIRS	7,182	15,330	7,000	6,000	6,000	6,000	(1,000)	-14.3%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Police
Cost Center: Admin, Support, Investigations, Patrol
Cost Center No: 35-10, 20, 25, 35

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53510	BUILDING RENTAL	32,239	28,904	34,500	34,900	34,900	34,900	400	1.2%
53530	OUTSIDE RENTAL	17,777	18,375	27,740	27,740	27,740	27,740	-	-
53620	ELECTRIC	728	5,973	1,200	1,400	1,400	1,400	200	16.7%
53650	REFUSE DISPOSAL	-	573	1,000	2,000	2,000	2,000	1,000	100.0%
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	56,084	63,861	67,800	80,710	80,710	83,380	15,580	23.0%
53734	SAFETY CLOTHING AND EQUIPMENT	72,310	54,578	77,950	91,520	91,520	102,860	24,910	32.0%
53740	CLOTHING - CLEANING CHARGES	90	-	1,260	800	800	800	(460)	-36.5%
53760	LABORATORY - SUPPLIES	2,818	2,293	4,000	4,000	4,000	4,000	-	-
53767	BANKING AND INVESTMENT FEES	775	685	1,770	5,050	5,050	5,050	3,280	185.3%
53812	INTRA CITY - DIRECT CHG (LABOR)	31,110	5,813	-	-	-	-	-	-
53813	INTRA CITY - BUDGETED TRANSFERS	2,572,240	2,939,335	2,952,910	3,074,700	3,074,700	3,074,700	121,790	4.1%
53830	RADIO	326,600	407,370	473,770	691,210	691,210	691,210	217,440	45.9%
53832	MOBILE DATA COMM SYSTEM	253,300	205,220	207,940	78,000	78,000	78,000	(129,940)	-62.5%
53840	MOTOR POOL RENTAL	287,895	253,560	262,160	237,520	237,520	237,520	(24,640)	-9.4%
53841	EQUIPMENT REPLACEMENT CHG	511,362	315,302	376,000	550,000	550,000	550,000	174,000	46.3%
53851	COPY	27,378	29,637	22,600	22,250	22,250	22,250	(350)	-1.5%
53854	PHOTOCOPIES	37,890	37,480	39,500	36,000	36,000	36,000	(3,500)	-8.9%
53855	SHOPS FACILITIES MAINTENANCE	860	630	860	890	890	890	30	3.5%
53860	BUILDING SERVICES	-	1,731	-	-	-	-	-	-
54850	OTHER SPECIAL PAYMENTS	18,287	3,514	1,500	1,500	1,500	1,500	-	-
	Total Materials and Services	\$ 6,082,117	\$ 6,336,778	\$ 7,385,430	\$ 7,815,050	\$ 7,815,050	\$ 8,049,020	\$ 663,590	9.0%
55130	EQUIPMENT AND MACHINERY	\$ 162,930	\$ 200,456	\$ 135,000	\$ -	\$ -	\$ 106,610	\$ (28,390)	-21.0%
55150	FLEET REPLACEMENT	-	5,404	-	-	-	-	-	-
	Total Capital Outlay	\$ 162,930	\$ 205,860	\$ 135,000	\$ -	\$ -	\$ 106,610	\$ (28,390)	-21.0%
62110	TRANSFERS TO OTHER FUNDS	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)	-100.0%
	Total Transfers	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)	-100.0%
	Total Requirements	\$ 35,421,812	\$ 36,354,827	\$ 40,137,610	\$ 42,702,730	\$ 42,702,730	\$ 43,043,310	\$ 2,905,700	7.2%



Urban Development

DIVISIONS

Airport Fund

Community Renewal

Downtown Parking Fund

Economic Improvement District

Leasehold Fund

Parking Services

Urban Development Construction

Urban Development Services

Urban Renewal Agency

This section includes the divisions in bold text.



Urban Development

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Urban Development Budget by Division represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for divisions within the department.

Urban Development Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Urban Development Services	\$ 2,982,798	\$ 2,965,533	\$ 2,948,213	\$ 3,540,870	\$ 3,598,850
Parking Services	965,055	1,019,644	1,037,540	1,545,910	1,625,480
Total	\$ 3,947,853	\$ 3,985,177	\$ 3,985,752	\$ 5,086,780	\$ 5,224,330
% Change		0.95%	0.01%	27.62%	2.70%

Urban Development Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, and Transfers. The table shows the department's total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for the General Fund divisions of the department for each year.

Urban Development Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 2,903,305	\$ 2,915,969	\$ 2,865,782	\$ 3,401,400	\$ 3,608,520
Materials / Services	1,044,548	1,069,209	1,084,080	1,546,130	1,476,560
Transfers	-	-	35,890	139,250	139,250
Total	\$ 3,947,853	\$ 3,985,177	\$ 3,985,752	\$ 5,086,780	\$ 5,224,330
% Change		0.95%	0.01%	27.62%	2.70%
FTE	29.50	29.50	32.50	32.50	32.50

FY 2017-18

Highlights and Significant Changes

In addition to the ongoing responsibilities and areas of focus for the Urban Development Department described in the program descriptions, the FY 2017-18 budget supports the following highlighted activities.

Economic Development

- Pursue development of an *Airport Business Plan and Market Analysis* to more strategically target resources, partnerships, and business recruitment / retention efforts. Support recruitment of airport-related businesses to lease and develop vacant / underutilized airport land.
- Strengthen efforts to support and facilitate business start-up and business incubator networking activities in the community. Pursue continued and new partnerships to support this work.
- Support a capital investment micro lending program for startup business owners.

Developable Land Supply

- Work collaboratively to support construction and building occupancy of development underway at the Mill Creek Corporate Center. Aggressively market the Corporate Center through Oregon DAS, SEDCOR, and commercial brokers, to site a range of traded sector businesses. Identify and solicit developers to construct buildings on site on a speculative basis that can be leased / finished to suit business needs. Continue to track sale price and development fees to ensure they remain competitive with other industrial sites in the region. Prepare for the next phase of transportation, sewer, and water infrastructure improvements to increase the number of acres that are development ready.

Downtown Revitalization

- Utilize financial incentives to remove barriers to private investment.

Infrastructure Expansion and Public Improvements

- Construct improvements within the Riverfront Downtown URA and identified in the Central Salem Mobility Study, including converting one way streets to two way to improve multimodal accessibility for people traveling to, through, and within Central Salem.
- Continue implementation of short-term recommendations identified in the Portland Road Corridor Action Plan within the North Gateway URA, including construction of sidewalk, crosswalk, and streetscape improvements. Pursue opportunities that maximize private investment, job creation, livability, and economic vitality.
- In partnership with the West Salem Redevelopment Advisory Board begin implementation of recommendations in the West Salem Business District Action Plan, including preparation for an undercrossing of Wallace Road and completion of clean-up and streamlining of the zoning code, to expand eligible uses, and encourage more housing and mixed use, in the area.
- Conduct ongoing coordination with DAS, the Northeast Community Association (NESCA), Public Works, and Community Development to ensure successful redevelopment of the North Campus of the former Oregon State Hospital.
- Complete the rehabilitation of Runway 13 / 31, which includes a full-length mill, overlay, re-grooving and repainting of the runway.

Promote Environmental Best Practices

- Pursue additional United States Environmental Protection Agency to recapitalize grants for the City's Site Reuse and Revitalization Program supporting assessment and reuse planning of brownfield sites citywide.

Affordable Housing

- Provide HOME funding for the rehabilitation of 75 affordable senior housing units and the rehabilitation and conversion of 50 dorm room units into affordable housing. These units will serve households with incomes that are 60 percent or below the local median family income.
- Provide CDBG funds for roof repair to a local veterans' homeless shelter. The shelter hosts a minimum of 12 homeless veterans.
- Support the planned 180 unit multi-family development at 3350 Portland Road NE, by utilizing committed North Gateway URA grant funding and recommended City HOME allocation.

Urban Development Services

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Director's Office				
Oversee daily operation of department, including the development, recommendation, and implementation of department goals, objectives, policies, procedures, and annual budget process as well as personnel management. Oversee the department's response to legislative issues. Coordinate the development of staff reports and act as department liaison for City Council, Urban Renewal Agency Board, and Housing Commission; provide support to various advisory boards and executive committees.	2.00	\$ 486,530	2.00	\$ 530,280
Create information packages and marketing materials for the department, oversee website content, communicate with the media, prepare talking points and presentation materials, coordinate and produce annual department reports, direct the work of the department's marketing team.				
Financial Services	Staff	Cost	Staff	Cost
Provide budget development, fiscal accounting, and reporting for eleven unique City and URA funds. Coordinate department's CIP data; prepare and present financial information to advisory boards, City Council, and Agency Board. Coordinate and oversee department contracting and procurement. Prepare and submit purchase requisitions and purchase orders, maintain accurate and complete payment records, coordinate submission of department time sheets and review same for accuracy; process draws from federal disbursement system; generate cost reports as requested. Track department loan and grant balances, prepare and submit status reports and seek reimbursement as required.	3.00	\$ 334,800	3.00	\$ 342,290
Provide technical support for software systems supporting parking citations, liaison with Municipal Court and Finance on adjudication and payment of parking citations.				
Administrative Services	Staff	Cost	Staff	Cost
Coordinate submission of department staff reports. Record meeting minutes and provide support to six advisory boards and various executive committees. Provide primary administrative support to director. Review advisory board minutes to track action items requiring staff attention, maintain central filing system, provide software support to department, provide reception services for department (multiple locations), direct incoming customer calls, assist department staff with a variety of clerical needs.	3.00	\$ 237,320	3.00	\$ 254,600

Economic Development

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Increase Developable Land Supply				
Identify and remove barriers which limit development and redevelopment opportunities. Utilize tax increment funds for infrastructure improvements, key property acquisition, and financial incentives to support redevelopment within urban renewal areas. Coordinate with Planning Division to identify sites, appropriate land use, and zoning for land development including participation in the Salem Economic Opportunity Analysis. Work with Public Works on required infrastructure projects.	0.60	\$ 78,780	0.60	\$ 85,230
Promote and Implement Environmental Best Practices				
Ensure projects are designed to comply with LEED certification if required, ensure codes and regulations support sustainable development, pursuing funding to assess and clean-up of brownfield sites. Track national trends, participate in the Salem Sustainability Network and the State's National Brownfield Chapter and annual conference, and seek funding for sustainable projects. Includes grant funding from the Environmental Protection Agency to assess and clean up brownfields sites Citywide.	0.05	\$ 275,140	0.05	\$ 192,520
Business Retention / Recruitment and Workforce Development				
Provide funding for SEDCOR's traded sector recruitment and retention efforts and day-to-day management of the Salem Enterprise Zone program, develop and maintain the City's business page, market City and Agency owned properties for private development, and provide loan and grant funds to rehabilitate commercial and industrial buildings (non-historic). Promote the retention and expansion of existing businesses. Promote local and regional awareness of economic and community development programs, services and economic incentives to private and public organizations within the City of Salem; develop and maintain relationships with departments, state, federal, local, and private sector organizations to coordinate resources for economic development opportunities. Coordinate City responses to end user requests for proposals (RFP) with internal and external partners.	1.70	\$ 509,690	1.70	\$ 519,340
Infrastructure Expansion and Public Improvements				
Fund and implement infrastructure improvements within urban renewal areas, work with our community and regional partners to define priorities, renovate existing City assets.	1.40	\$ 181,700	1.40	\$ 193,460



Urban Development Services

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Revitalize Downtown and Preserve Historic Assets				
Administer all Riverfront Downtown URA programs and projects, including priorities identified in the Downtown Strategic Action Plan; work with our community partners to define priorities; administer the Agency's contracts for management, operation and marketing of the Salem Convention Center; create and maintain a comprehensive core inventory; and improve vehicle, bicycle, and pedestrian circulation and access, including trail and park connections. Fund building improvements through administration of the toolbox loan and grant programs, provide tax increment funding to rehabilitate Salem's historic assets. Support opportunities for more housing downtown.	1.80	\$ 263,670	1.80	\$ 279,570
Parking Management and Policy Administration				
Management and administration of parking supply and parking policies. Conduct annual evaluation of parking utilization to effectively manage parking resources. Balance customer and business demand for parking. Analyze, recommend and implement parking management strategies.	0.95	\$ 129,280	0.95	\$ 138,360

Real Property Services

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Increase Developable Land Supply				
Dispose of surplus City and Agency owned properties for development and redevelopment.	0.15	\$ 31,720	0.15	\$ 29,100
Infrastructure Expansion and Public Improvements				
Acquire and dispose of real property to facilitate infrastructure projects for both the City and Agency.	2.35	\$ 268,130	2.35	\$ 283,440
Strategically Manage City and Agency Owned Assets				
Manage leasehold properties owned by the City, including lease preparation and review, tenant relations, maintenance coordination, and tenant billings. Maintain and surplus City and Agency owned properties.	0.50	\$ 80,190	0.50	\$ 84,320

Housing and Social Services

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Preserve and Create Affordable Housing				
Provide funds and project management for a variety of single and multifamily rehabilitation and acquisition programs to create new - and enhance existing - housing options for low to moderate income individuals and families. Provide support to the City's Housing and Community Development Advisory Board.	0.75	\$ 105,860	0.75	\$ 112,470



Urban Development Services

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Community and Neighborhood Revitalization				
Provide funding to assist with the creation of wealth for low to moderate income individuals and families through microenterprise development, job creation, and public facility improvements.	0.90	\$ 115,090	0.90	\$ 121,310
Support Social Services				
Provide funding for, and oversight of, social service programs serving low income individuals, including rental assistance, transitional housing, domestic abuse prevention, emergency shelter, and homeless education projects. Provide support to the City's Community Services and Housing Commission. <i>Provides \$400,000 of funds directly to social service agencies.</i>	0.35	\$ 442,970	0.35	\$ 432,560

Total Urban Development Services Divisions

19.50	3,540,870	19.50	3,598,850
Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18

Urban Development
 Urban Development Services
 (101-64-10-00)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Chemeketa Community College software training (1)	\$ 480
	Council of Development Finance Agencies Oregon Financing (1)	2,890
	International Council of Shopping Centers Oregon Alliance (2)	6,500
	Latino Business Alliance - Expo Negocia (1)	100
	Oregon Business Plan Leadership Summit (1)	250
	Oregon Economic Development Association - semi annual (2)	1,700
	Public Relations Society of America (1)	810
		<u>12,730</u>
		\$ 12,730
52670	OTHER PROFESSIONAL SERVICES	
	Economic development activities and services	\$ 70,000
	Environmental Protection Agency brownfield grant (carryover)	182,090
	Professional photography (images for web site and publications)	2,500
	Social service contracts	387,420
	Strategic Economic Development Corporation (SEDCOR)	200,000
		<u>842,010</u>
		\$ 842,010
52815	CONTROLLED EQUIPMENT	
	Audio-visual equipment for conference room	\$ 6,360
	Desktop computer (replacement, 3)	2,280
		<u>8,640</u>
		\$ 8,640

Total FY 2017-18 Expenditures Budget

\$ 3,598,850

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Urban Development
Cost Center: Urban Development Services
Cost Center No.: 64-10-00-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 1,376,805	\$ 1,352,101	\$ 1,526,580	\$ 1,559,460	\$ 1,559,460	\$ 1,559,460	\$ 32,880	2.2%
51020	SEASONAL AND RELIEF	34,501	-	10,040	-	-	-	(10,040)	-100.0%
51030	OVERTIME	754	587	1,000	1,000	1,000	1,000	-	-
51120	LEAVE PAYOFF	37,033	13,343	25,000	25,000	25,000	25,000	-	-
51130	CAR ALLOWANCE	2,026	1,197	2,280	1,200	1,200	1,200	(1,080)	-47.4%
51135	CELL PHONE ALLOWANCE	-	252	-	470	470	470	470	-
51150	DEPT HEAD ANNUITY	3,279	2,887	5,810	6,220	6,220	6,220	410	7.1%
51210	FICA AND MEDICARE	107,834	101,294	119,880	121,440	121,440	121,440	1,560	1.3%
51221	WORKERS' COMP PREMIUM	22,740	14,930	15,210	14,120	14,120	14,120	(1,090)	-7.2%
51222	WORKERS' COMP STATE ASSMT	528	509	580	580	580	580	-	-
51240	EMPLOYER - RETIREMENT PERS	181,625	171,727	192,960	253,890	253,890	253,890	60,930	31.6%
51243	PERS UNFUNDED LIABILITY	86,640	85,590	89,280	88,950	88,950	88,950	(330)	-0.4%
51245	EMPLOYER - PERS PICKUP	85,169	81,735	93,640	95,610	95,610	95,610	1,970	2.1%
51250	INSURANCE - MEDICAL	247,618	264,061	300,230	338,830	338,830	338,830	38,600	12.9%
51255	INSURANCE - VISION	6,134	7,003	7,870	8,310	8,310	8,310	440	5.6%
51260	INSURANCE - DENTAL	24,175	25,521	28,770	30,250	30,250	30,250	1,480	5.1%
51265	INSURANCE - LIFE	2,409	2,347	1,990	3,780	3,780	3,780	1,790	89.9%
51270	INSURANCE - DISABILITY	3,110	3,079	3,550	3,550	3,550	3,550	-	-
	Total Personal Services	\$ 2,222,378	\$ 2,128,162	\$ 2,424,670	\$ 2,552,660	\$ 2,552,660	\$ 2,552,660	\$ 127,990	5.3%
	NUMBER OF POSITIONS	20.50	19.50	19.50	19.50	19.50	19.50	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 537	\$ 758	\$ 4,480	\$ 4,240	\$ 4,240	\$ 4,240	\$ (240)	-5.4%
52120	MAIL	2,701	494	2,000	1,500	1,500	1,500	(500)	-25.0%
52130	SUPPLIES	8,058	7,668	10,000	10,000	10,000	10,000	-	-
52140	PRINTING AND DUPLICATION	-	-	1,300	-	-	-	(1,300)	-100.0%
52320	ADVERTISING	2,123	-	750	-	-	-	(750)	-100.0%
52360	RECRUITMENT FEES	-	370	500	250	250	250	(250)	-50.0%
52405	TELEPHONE - OFFICE	7,896	8,090	7,390	8,680	8,680	8,680	1,290	17.5%
52460	COMMUNICATION - OTHER	2,370	2,370	4,770	4,770	4,770	4,770	-	-
52510	TRAINING	4,553	7,139	11,640	12,730	12,730	12,730	1,090	9.4%
52520	TRAVEL	212	5,672	-	4,000	4,000	4,000	4,000	-
52540	MEALS	1,023	303	-	-	-	-	-	-
52550	MILEAGE	114	32	450	250	250	250	(200)	-44.4%
52670	OTHER PROFESSIONAL SERVICES	610,856	686,445	943,620	659,920	659,920	842,010	(101,610)	-10.8%
52710	MEMBERSHIP DUES	2,775	2,020	3,320	8,320	8,320	8,320	5,000	150.6%
52720	LICENSES / CERTIFICATIONS	40	40	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	-	2,496	6,560	8,640	8,640	8,640	2,080	31.7%
52830	COMPUTER SOFTWARE AND LICENSES	2,355	2,231	-	-	-	-	-	-
53210	INSURANCE	-	-	22,180	44,250	44,250	44,250	22,070	99.5%
53320	EQUIPMENT MAINTENANCE	1,171	1,159	1,250	1,300	1,300	1,300	50	4.0%
53510	BUILDING RENTAL	82,600	80,563	82,490	81,750	81,750	81,750	(740)	-0.9%
53812	INTRA CITY - DIRECT CHG (LABOR)	769	584	-	-	-	-	-	-
53851	COPY	2,621	2,805	5,000	5,000	5,000	5,000	-	-
53854	PHOTOCOPIES	8,446	6,414	8,500	8,500	8,500	8,500	-	-
53860	BUILDING SERVICES	-	430	-	-	-	-	-	-
54850	OTHER SPECIAL PAYMENTS	1,936	1,968	-	-	-	-	-	-
	Total Materials and Services	\$ 743,155	\$ 820,050	\$ 1,116,200	\$ 864,100	\$ 864,100	\$ 1,046,190	\$ (70,010)	-6.3%
	Total Requirements	\$ 2,965,533	\$ 2,948,213	\$ 3,540,870	\$ 3,416,760	\$ 3,416,760	\$ 3,598,850	\$ 57,980	1.6%



Parking Services

What We Do

PROGRAMS

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Parking Enforcement				
Parking enforcement of the City's 1,400-plus metered parking stalls, time limited zones, and prohibited parking zones. Patrol residential permit parking areas, a dozen carpool areas, and Citywide parking enforcement. Patrol over 3,000 parking spaces, monitor 30-minute spaces and loading zones. Provide street-level crime prevention as required and maintain a partnership with Salem Police Department. Work with other city, state, and county departments.	10.50	\$ 1,093,620	11.00	\$ 1,358,600
Parking Meter and Collections				
Maintain, repair, and replace (as necessary) more than 700 parking meters. Collect, audit, and deposit revenues as required.	1.50	\$ 261,630	1.00	\$ 96,300
Management and Administration				
Manage, supervise, and administer parking enforcement; perform routine parking utilization surveys outside the Downtown Parking District to inform parking management strategies. <i>Administer monthly employee parking permits in structures and lots plus residential parking permits, construction maintenance permits, and daily permits for use of parking spaces downtown and in surrounding areas (services provided by the Community Development Department's Permit Application Center, costs reflected here).</i> ¹	1.00	\$ 190,660	1.00	\$ 170,580
Total Parking Services Division	13.00	\$ 1,545,910	13.00	\$ 1,625,480
	Staff	Cost	Staff	Cost
		FY 2016-17		FY 2017-18

¹ Services in italics are provided by the Community Development Department's Permit Application Center. The cost of the service is reflected here.

Urban Development
 Parking Services
 (101-64-14-15)
 FY 2017-18

Acct Acct No.	Description	Adopted
52510	TRAINING	
	CareerTrak - professional development (1)	\$ 100
	International Parking Institute - customer service (12)	600
	League of Oregon Cities Leadership Series (1)	200
		<u>900</u>
		\$ 900
52670	OTHER PROFESSIONAL SERVICES	
	Armored truck transport	\$ 1,000
	Parking utilization survey, Capitol Mall	29,250
	Towel cleaning service	180
		<u>30,430</u>
		\$ 30,430
52815	CONTROLLED EQUIPMENT	
	Desktop computer (replacement, 2)	\$ 1,510
	Handheld ticket writer (replacement, 1)	4,500
	Laptop computer (new, 1)	1,600
		<u>7,610</u>
		\$ 7,610
53813	INTRA CITY - BUDGETED TRANSFERS	
	Parking permit administration (185-25500000)	\$ 61,990
53815	INTRA CITY - INTERDEPARTMENTAL REIMBURSEMENTS	
	Striping parking meter stalls / setting meter posts (155-58304515)	\$ 32,390
54850	OTHER SPECIAL PAYMENTS	
	Cash key refunds	\$ 500
62110	INTERFUND TRANSFERS	
	Reserve for parking equipment replacement (388-88641400)	\$ 139,250

Total FY 2017-18 Expenditures Budget

\$ 1,625,480

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Urban Development
Cost Center: Parking Services
Cost Center No: 64-14-15-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 349,016	\$ 407,620	\$ 525,860	\$ 545,990	\$ 545,990	\$ 545,990	\$ 20,130	3.8%
51020	SEASONAL AND RELIEF	49,155	19,782	42,750	52,290	52,290	52,290	9,540	22.3%
51025	HOLIDAY - REGULAR	1,299	-	-	-	-	-	-	-
51030	OVERTIME	1,970	1,266	7,500	7,500	7,500	7,500	-	-
51090	DIFFERENTIAL	1,207	2,409	-	-	-	-	-	-
51120	LEAVE PAYOFF	19,619	3,577	7,500	12,500	12,500	12,500	5,000	66.7%
51210	FICA AND MEDICARE	32,082	32,955	44,650	47,310	47,310	47,310	2,660	6.0%
51221	WORKERS' COMP PREMIUM	9,980	65,640	36,980	20,370	20,370	20,370	(16,610)	-44.9%
51222	WORKERS' COMP STATE ASSMT	296	335	390	390	390	390	-	-
51240	EMPLOYER - RETIREMENT PERS	47,098	33,278	60,080	86,720	86,720	86,720	26,640	44.3%
51243	PERS UNFUNDED LIABILITY	21,730	22,980	29,570	31,050	31,050	31,050	1,480	5.0%
51245	EMPLOYER - PERS PICKUP	21,314	15,711	35,010	37,100	37,100	37,100	2,090	6.0%
51250	INSURANCE - MEDICAL	122,406	116,210	164,580	190,550	190,550	190,550	25,970	15.8%
51255	INSURANCE - VISION	3,374	3,693	5,310	5,640	5,640	5,640	330	6.2%
51260	INSURANCE - DENTAL	12,097	10,818	15,260	16,880	16,880	16,880	1,620	10.6%
51265	INSURANCE - LIFE	750	1,159	1,120	1,390	1,390	1,390	270	24.1%
51270	INSURANCE - DISABILITY	199	186	170	180	180	180	10	5.9%
	Total Personal Services	\$ 693,590	\$ 737,620	\$ 976,730	\$ 1,055,860	\$ 1,055,860	\$ 1,055,860	\$ 79,130	8.1%
	NUMBER OF POSITIONS	9.00	13.00	13.00	13.00	13.00	13.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 77	\$ 347	\$ 620	\$ 620	\$ 620	\$ 620	\$ -	-
52120	MAIL	243	131	900	900	900	900	-	-
52130	SUPPLIES	5,375	9,636	6,000	14,000	14,000	14,000	8,000	133.3%
52320	ADVERTISING	-	622	-	-	-	-	-	-
52360	RECRUITMENT FEES	120	185	250	250	250	250	-	-
52405	TELEPHONE - OFFICE	3,572	1,841	1,700	3,920	3,920	3,920	2,220	130.6%
52410	TELEPHONE - CELLULAR	5,276	5,438	6,000	6,000	6,000	6,000	-	-
52460	COMMUNICATION - OTHER	2,370	2,370	4,770	4,770	4,770	4,770	-	-
52510	TRAINING	1,624	400	1,440	900	900	900	(540)	-37.5%
52550	MILEAGE	-	91	100	100	100	100	-	-
52620	CONSTRUCTION CONTRACTS	-	365	-	-	-	-	-	-
52660	TEMP EMPLOYMENT SERVICES	29,427	12,120	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	27,050	16,428	31,230	30,430	30,430	30,430	(800)	-2.6%
52810	SMALL TOOLS	29	-	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	12,227	1,084	8,150	7,610	7,610	7,610	(540)	-6.6%
52820	SMALL EQUIPMENT AND SUPPLIES	2,253	2,285	2,250	540	540	540	(1,710)	-76.0%
52830	COMPUTER SOFTWARE AND LICENSES	19,270	3,375	4,780	5,130	5,130	5,130	350	7.3%
52930	GASOLINE	4,721	4,440	4,500	5,000	5,000	5,000	500	11.1%
53210	INSURANCE	-	-	51,760	8,260	8,260	8,260	(43,500)	-84.0%
53310	VEHICLE MAINTENANCE	2,439	2,929	3,950	4,500	4,500	4,500	550	13.9%
53320	EQUIPMENT MAINTENANCE	-	-	105,000	106,880	106,880	106,880	1,880	1.8%
53380	OTHER MAINTENANCE AND REPAIRS	3,500	1,610	5,930	7,000	7,000	7,000	1,070	18.0%
53510	BUILDING RENTAL	30,776	28,744	31,020	29,520	29,520	29,520	(1,500)	-4.8%
53650	REFUSE DISPOSAL	50	75	-	-	-	-	-	-
53731	CLOTHING - UNIFORMS (TAXABLE)	150	264	-	-	-	-	-	-
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	8,979	5,971	24,500	5,080	5,080	5,080	(19,420)	-79.3%
53734	SAFETY CLOTHING AND EQUIPMENT	106	3,308	-	-	-	-	-	-
53767	BANKING AND INVESTMENT FEES	6,840	22,967	7,680	51,270	51,270	51,270	43,590	567.6%
53770	BAD DEBT - WRITE OFF	2,603	1,165	1,000	1,000	1,000	1,000	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	19,873	215	-	-	-	-	-	-
53813	INTRA CITY - BUDGETED TRANSFERS	60,780	60,780	60,780	61,990	61,990	61,990	1,210	2.0%
53815	INTRA CITY - INTERDEPART. BILLINGS	28,834	37,837	26,790	32,390	32,390	32,390	5,600	20.9%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 101
GENERAL

Department: Urban Development
Cost Center: Parking Services
Cost Center No: 64-14-15-00

Acct Code	Account Name	Expenditures Budget							% Chg
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53830	RADIO	25,070	25,690	25,910	29,710	29,710	29,710	3,800	14.7%
53840	MOTOR POOL RENTAL	10,398	8,660	7,820	8,200	8,200	8,200	380	4.9%
53841	EQUIPMENT REPLACEMENT CHG	9,107	-	-	-	-	-	-	-
53851	COPY	1,635	789	3,200	2,500	2,500	2,500	(700)	-21.9%
53854	PHOTOCOPIES	1,050	1,545	1,400	1,400	1,400	1,400	-	-
54850	OTHER SPECIAL PAYMENTS	228	321	500	500	500	500	-	-
	Total Materials and Services	\$ 326,054	\$ 264,030	\$ 429,930	\$ 430,370	\$ 430,370	\$ 430,370	\$ 440	0.1%
62110	TRANSFERS TO OTHER FUNDS	\$ -	\$ 35,890	\$ 139,250	\$ 139,250	\$ 139,250	\$ 139,250	\$ -	-
	Total Transfers	\$ -	\$ 35,890	\$ 139,250	\$ 139,250	\$ 139,250	\$ 139,250	\$ -	-
	Total Requirements	\$ 1,019,644	\$ 1,037,540	\$ 1,545,910	\$ 1,625,480	\$ 1,625,480	\$ 1,625,480	\$ 79,570	5.1%



Urban Development

DIVISIONS

Airport Fund

Community Renewal

Downtown Parking Fund

Economic Improvement District

Leasehold Fund

Parking Services

Urban Development Construction

Urban Development Services

Urban Renewal Agency

This section includes the divisions in bold text.



Airport Operations

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Airport Operations Budget by Category represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category, which include Personal Services, Materials / Services, Contingencies, Transfers, and Debt Service. The table shows the total fund revenue and expenditure budget, the percent change in budget, and the full-time equivalent (FTE) position count for each year.

Airport Operations Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Beginning Working Capital	\$ 565,150	\$ 633,584	\$ 685,335	\$ 889,800	\$ 821,400
Rent	1,095,981	1,053,414	1,014,319	1,016,370	1,082,860
Fees	45,256	35,351	38,774	38,000	44,010
Other Revenue	207,669	6,711	167,939	3,800	5,000
Total Resources	\$ 1,914,056	\$ 1,729,059	\$ 1,906,367	\$ 1,947,970	\$ 1,953,270
Personal Services	\$ 483,220	\$ 486,887	\$ 404,895	\$ 448,200	\$ 465,560
Materials / Services	510,853	514,019	501,628	900,730	646,720
Capital Outlay	-	-	2,813	-	-
Contingencies	-	-	-	556,210	783,160
Transfers	53,700	-	-	-	15,000
Debt Service	232,699	42,819	42,819	42,830	42,830
Total Expenditures	\$ 1,280,472	\$ 1,043,724	\$ 952,154	\$ 1,947,970	\$ 1,953,270
% Change		-18.49%	-8.77%	104.59%	0.27%
FTE	5.00	5.00	4.00	4.00	4.00

FY 2017-18 Highlights and Significant Changes

Salem Municipal Airport

The FY 2017-18 budget maintains current staffing levels and operations.

The combination of a Federal Aviation Administration (FAA) grant and Airport Fund and General Fund grant match dollars will make it possible to complete the rehabilitation of Runway 13 / 31, which includes a full-length mill, overlay, re-grooving and repainting of the runway. The grant and matching funds were obligated in FY 2016-17 with the project included in the FY 2017-18 budget for the Capital Improvements Fund (budget volume 2).

The City will continue to access FAA grants and other available funding to upgrade existing infrastructure and to help make the airfield available as an attractive alternative to surrounding airports. Contributing to this effort will be the continued marketing of vacant airport property for economic development expansion, as well as the promotion of services offered by local businesses and fixed base operators.

Salem Municipal Airport

Airport Maintenance and General Management	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Provide facilities and services for general, commercial, and military aviation, and develop airport property to support aviation services. Specific activities include airport site development, lease / contract negotiation and administration, airport master planning, public relations and community aviation awareness, coordination of airport marketing, project management and coordination of infrastructure projects, air service development, oversight and compliance with airport regulations and grant coordination. Provide FAA required maintenance for runways, taxiways, lighting systems, airport owned buildings, and airport grounds. Perform daily inspections for safety and monitor airport security conditions.	4.00	\$ 1,947,970	4.00	\$1,953,270

Total Airport Division	4.00	\$ 1,947,970	4.00	\$ 1,953,270
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Airport Fund Resources

(160-64-13-15)

FY 2017-18

Acct. No.	Description	Adopted
32646	FUEL FEES Proceeds from share of fuel sold at airport	\$ 35,000
32648	TIE DOWN FEES Short term storage for transient aircraft	\$ 2,450
32650	LANDING FEES Landing fees received from private and commercial aircraft	\$ 3,560
34110	LAND / BUILDING RENT Rents received from commercial leases at the airport	\$ 1,042,860
34148	PARKING METERS Recently installed meters for surface lot	\$ 25,000
34295	PARKING RENT Vehicle per day rate of \$5.00	\$ 15,000
Total FY 2017-18 Resources Budget		\$ 1,953,270

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 160
AIRPORT

Department: Urban Development Department
Cost Center: Airport
Cost Center No: 64-13-15-00

Acct Code	Account Name	Resources Budget								
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17	
32310	ACCIDENT AND FIRE RECOVERY	\$ -	\$ 237	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
	Total Accident and Fire Recovery	\$ -	\$ 237	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
32495	OTHER CHARGE FOR SERVICE	\$ 240	\$ 75	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	-	-
	Total Fees for Services	\$ 240	\$ 75	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	-	-
32646	FUEL FEE	\$ 29,581	\$ 32,516	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 5,000	16.7%	
32648	TIE DOWN FEE	1,950	2,560	1,500	2,450	2,450	2,450	950	63.3%	
32650	LANDING FEE	3,579	3,386	3,500	3,560	3,560	3,560	60	1.7%	
	Total Other Fees	\$ 35,111	\$ 38,462	\$ 35,000	\$ 41,010	\$ 41,010	\$ 41,010	\$ 6,010	17.2%	
34110	LAND / BUILDING RENT	\$ 1,034,742	\$ 1,001,098	\$ 1,001,870	\$ 1,042,860	\$ 1,042,860	\$ 1,042,860	\$ 40,990	4.1%	
34148	PARKING RENT - METERS	-	-	-	25,000	25,000	25,000	25,000	-	-
34295	PARKING RENT - OTHER	18,673	13,222	14,500	15,000	15,000	15,000	500	3.4%	
	Total Rents	\$ 1,053,414	\$ 1,014,319	\$ 1,016,370	\$ 1,082,860	\$ 1,082,860	\$ 1,082,860	\$ 66,490	6.5%	
36210	INTEREST	\$ 4,769	\$ 5,827	\$ 3,800	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,200	31.6%	
	Total Interest on Investments	\$ 4,769	\$ 5,827	\$ 3,800	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,200	31.6%	
36815	WAGE RECOVERY	\$ -	\$ 4,165	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
36895	OTHER REVENUE	1,942	-	-	-	-	-	-	-	-
	Total Other	\$ 1,942	\$ 4,165	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
38755	SALE OF ASSETS	\$ -	\$ 132,947	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
	Total Disposal of Assets	\$ -	\$ 132,947	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
39110	INTERFUND TRANSFERS	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
	Total Operating Transfers	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
39910	BEGINNING WORKING CAPITAL	\$ 633,584	\$ 685,335	\$ 889,800	\$ 813,880	\$ 813,880	\$ 821,400	\$ (68,400)	-7.7%	
	Total Beginning Balances	\$ 633,584	\$ 685,335	\$ 889,800	\$ 813,880	\$ 813,880	\$ 821,400	\$ (68,400)	-7.7%	
	Total Resources	\$ 1,729,059	\$ 1,906,367	\$ 1,947,970	\$ 1,945,750	\$ 1,945,750	\$ 1,953,270	\$ 5,300	0.3%	

Urban Development Department
 Airport Fund Expenditures
 (160-64-13-15)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Air service development conference (1)	\$ 1,880
	American Association of Airport Executives general aviation conference (1)	1,620
	Federal Aviation Administration annual conference (1)	1,700
	Oregon Airport Manager's Association annual conference (2)	1,530
	Oregon Airport Manager's Association spring conference (2)	400
	Oregon State University chemical handling (1)	1,030
		<u>\$ 8,160</u>
52640	ENGINEERING / ARCHITECT SERVICES	\$ 10,000
52670	OTHER PROFESSIONAL SERVICES	
	Air service consultant	\$ 5,000
	Airfield lights, signs, and ramp lighting	5,000
	Appraisal services	3,000
	Carpet cleaning	1,500
	Electrical contractor	10,000
	Environmental study	10,000
	Equipment rental	2,000
	Janitorial services	7,500
	Landscaping services	3,000
	Radio equipment maintenance	1,500
	Storm water sampling	10,000
	Taxiway striping (carryover)	57,520
	Wildlife control	40,000
		<u>\$ 156,020</u>
52815	CONTROLLED EQUIPMENT	
	Desktop computer (replacement, 1)	\$ 760
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Clerical support to Airport	\$ 38,150
	Facilities Services heating, ventilation, air conditioning support (101-22510000)	7,800
	Lease administration / tenant relations (101-64100000)	35,630
		<u>\$ 81,580</u>
53813	INTRA CITY - BUDGETED TRANSFER	
	Urban Development director, financial, and administrative services (101-64100000)	\$ 109,410
53815	INTRA CITY - INTERDEPARTMENTAL REIMBURSEMENTS	
	Striping and signage services - Public Works	\$ 1,000

Urban Development Department
 Airport Fund Expenditures
 (160-64-13-15)
 FY 2017-18

Acct No.	Description	Adopted
54850	OTHER SPECIAL PAYMENTS Grant match for Oregon Department of Aviation pavement maintenance program	\$ 50,000
60120	PRINCIPAL Fifth year of loan repayment for airfield electrical improvements and environmental assessment	\$ 40,330
60130	INTEREST Fifth year of loan repayment for airfield electrical improvements and environmental assessment	\$ 2,500

Total FY 2017-18 Expenditures Budget

\$ 1,953,270

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 160
AIRPORT

Department: Urban Development Department
Cost Center: Airport
Cost Center No: 64-13-15-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 296,044	\$ 242,992	\$ 258,270	\$ 266,930	\$ 266,930	\$ 266,930	\$ 8,660	3.4%
51025	HOLIDAY - REGULAR	243	250	-	-	-	-	-	-
51030	OVERTIME	2,232	2,466	2,500	2,500	2,500	2,500	-	-
51080	STANDBY	12,528	10,903	16,000	16,000	16,000	16,000	-	-
51120	LEAVE PAYOFF	323	-	5,000	5,000	5,000	5,000	-	-
51130	CAR ALLOWANCE	1,919	1,076	1,080	1,080	1,080	1,080	-	-
51210	FICA AND MEDICARE	23,671	19,509	21,640	22,300	22,300	22,300	660	3.0%
51221	WORKERS' COMP PREMIUM	7,090	3,950	22,970	16,580	16,580	16,580	(6,390)	-27.8%
51222	WORKERS' COMP STATE ASSMT	137	113	120	120	120	120	-	-
51230	UNEMPLOYMENT	-	5,103	-	-	-	-	-	-
51240	EMPLOYER - RETIREMENT PERS	34,494	22,146	24,380	34,890	34,890	34,890	10,510	43.1%
51243	PERS UNFUNDED LIABILITY	17,700	18,490	14,910	15,180	15,180	15,180	270	1.8%
51245	EMPLOYER - PERS PICKUP	18,865	15,461	16,970	17,490	17,490	17,490	520	3.1%
51250	INSURANCE - MEDICAL	62,696	54,858	56,710	59,800	59,800	59,800	3,090	5.4%
51255	INSURANCE - VISION	1,886	1,642	1,660	1,620	1,620	1,620	(40)	-2.4%
51260	INSURANCE - DENTAL	6,107	5,231	5,350	5,290	5,290	5,290	(60)	-1.1%
51265	INSURANCE - LIFE	523	436	360	500	500	500	140	38.9%
51270	INSURANCE - DISABILITY	430	270	280	280	280	280	-	-
	Total Personal Services	\$ 486,887	\$ 404,895	\$ 448,200	\$ 465,560	\$ 465,560	\$ 465,560	\$ 17,360	3.9%
	NUMBER OF POSITIONS	5.00	4.00	4.00	4.00	4.00	4.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ -	\$ 299	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	-
52120	MAIL	368	224	750	750	750	750	-	-
52130	SUPPLIES	8,658	4,160	6,000	6,000	6,000	6,000	-	-
52320	ADVERTISING	2,343	1,031	2,500	1,500	1,500	1,500	(1,000)	-40.0%
52360	RECRUITMENT FEES	-	-	250	250	250	250	-	-
52405	TELEPHONE - OFFICE	1,696	1,235	1,170	3,200	3,200	3,200	2,030	173.5%
52410	TELEPHONE - CELLULAR	1,271	1,445	1,500	1,500	1,500	1,500	-	-
52460	COMMUNICATION - OTHER	800	1,088	500	1,000	1,000	1,000	500	100.0%
52510	TRAINING	3,076	900	7,190	8,160	8,160	8,160	970	13.5%
52520	TRAVEL	212	-	-	-	-	-	-	-
52550	MILEAGE	-	241	1,500	500	500	500	(1,000)	-66.7%
52620	CONSTRUCTION CONTRACTS	-	3,197	225,000	25,000	25,000	25,000	(200,000)	-88.9%
52640	ENGINEERING / ARCHITECT SERVICES	-	-	10,000	10,000	10,000	10,000	-	-
52670	OTHER PROFESSIONAL SERVICES	97,664	79,442	126,500	148,500	148,500	156,020	29,520	23.3%
52710	MEMBERSHIP DUES	3,350	1,565	3,500	3,500	3,500	3,500	-	-
52720	LICENSES / CERTIFICATIONS	925	1,030	1,000	1,000	1,000	1,000	-	-
52740	PERMITS	-	499	-	-	-	-	-	-
52810	SMALL TOOLS	1,822	162	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	-	832	800	760	760	760	(40)	-5.0%
52820	SMALL EQUIPMENT AND SUPPLIES	350	1,429	5,000	5,000	5,000	5,000	-	-
52830	COMPUTER SOFTWARE AND LICENSES	1,190	-	680	990	990	990	310	45.6%
52910	DIESEL FUEL	3,137	3,939	3,910	4,500	4,500	4,500	590	15.1%
52930	GASOLINE	5,441	3,464	5,000	5,000	5,000	5,000	-	-
53210	INSURANCE	7,500	7,743	5,220	6,360	6,360	6,360	1,140	21.8%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 160
AIRPORT

Department: Urban Development Department
Cost Center: Airport
Cost Center No: 64-13-15-00

Acct Code	Account Name	Expenditures Budget							% Chg
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53310	VEHICLE MAINTENANCE	18,751	4,982	14,680	10,000	10,000	10,000	(4,680)	-31.9%
53320	EQUIPMENT MAINTENANCE	424	541	5,000	5,000	5,000	5,000	-	-
53370	HYDRANT REPAIRS	-	17	-	-	-	-	-	-
53380	OTHER MAINTENANCE AND REPAIRS	8,847	6,288	20,000	10,000	10,000	10,000	(10,000)	-50.0%
53610	GAS	3,909	4,777	4,500	4,800	4,800	4,800	300	6.7%
53620	ELECTRIC	24,452	24,021	25,430	25,900	25,900	25,900	470	1.8%
53630	WATER	-	471	-	-	-	-	-	-
53650	REFUSE DISPOSAL	1,608	1,359	1,650	1,650	1,650	1,650	-	-
53731	CLOTHING - UNIFORMS (TAXABLE)	380	20	-	-	-	-	-	-
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	-	20	500	500	500	500	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	488	540	-	-	-	-	-	-
53767	BANKING AND INVESTMENT FEES	-	-	710	1,000	1,000	1,000	290	40.8%
53770	BAD DEBT - WRITE OFF	-	-	5,000	5,000	5,000	5,000	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	29,423	24,718	77,250	81,580	81,580	81,580	4,330	5.6%
53813	INTRA CITY - BUDGETED TRANSFERS	103,690	110,920	97,750	109,410	109,410	109,410	11,660	11.9%
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	44,602	56,690	1,000	1,000	1,000	1,000	-	-
53840	MOTOR POOL RENTAL	27,123	33,499	43,540	20,720	20,720	20,720	(22,820)	-52.4%
53841	EQUIPMENT REPLACEMENT CHG	15,622	16,401	-	-	-	-	-	-
53851	COPY	722	321	1,500	1,500	1,500	1,500	-	-
53854	PHOTOCOPIES	1,064	760	1,500	1,500	1,500	1,500	-	-
53860	BUILDING SERVICES	330	1,818	1,130	2,080	2,080	2,080	950	84.1%
53900	COST ALLOCATION PLAN	92,780	99,540	91,170	73,640	73,640	73,640	(17,530)	-19.2%
54850	OTHER SPECIAL PAYMENTS	-	-	100,000	50,000	50,000	50,000	(50,000)	-50.0%
	Total Materials and Services	\$ 514,019	\$ 501,628	\$ 900,730	\$ 639,200	\$ 639,200	\$ 646,720	\$ (254,010)	-28.2%
55130	EQUIPMENT AND MACHINERY	\$ -	\$ 2,813	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Capital Outlay	\$ -	\$ 2,813	\$ -	\$ -	\$ -	\$ -	\$ -	-
60120	PRINCIPAL	\$ 37,915	\$ 39,036	\$ 39,290	\$ 40,330	\$ 40,330	\$ 40,330	\$ 1,040	2.6%
60130	INTEREST	4,904	3,783	3,540	2,500	2,500	2,500	(1,040)	-29.4%
	Total Debt Service	\$ 42,819	\$ 42,819	\$ 42,830	\$ 42,830	\$ 42,830	\$ 42,830	\$ -	-
61110	CONTINGENCIES	\$ -	\$ -	\$ 556,210	\$ 783,160	\$ 783,160	\$ 783,160	\$ 226,950	40.8%
	Total Contingencies	\$ -	\$ -	\$ 556,210	\$ 783,160	\$ 783,160	\$ 783,160	\$ 226,950	40.8%
62110	TRANSFERS TO OTHER FUNDS	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	-
	Total Interfund Transfers	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	-
	Total Requirements	\$ 1,043,724	\$ 952,154	\$ 1,947,970	\$ 1,945,750	\$ 1,945,750	\$ 1,953,270	\$ 5,300	0.3%



Urban Development

DIVISIONS

Airport Fund

Community Renewal

Downtown Parking Fund

Economic Improvement District

Leasehold Fund

Parking Services

Urban Development Construction

Urban Development Services

Urban Renewal Agency

This section includes the divisions in bold text.



Community Renewal

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

The table below, **Community Renewal Fund Budget by Division**, represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for the fund including the percent change in budget for each year.

Community Renewal Fund Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Beginning Working Capital	\$ 35,396	\$ 25,321	\$ 47,216	\$ -	\$ -
Federal Grants	2,187,665	2,919,669	1,374,852	3,583,470	3,204,830
Loan Principal and Interest	469,634	690,926	536,911	385,000	385,000
Fees	1,500	1,000	2,100	-	-
Internal	1,010,423	834,567	2,083,254	217,920	-
Total Resources	\$ 3,704,618	\$ 4,471,483	\$ 4,044,333	\$ 4,186,390	\$ 3,589,830
Community Development Block Grant	\$ 2,862,940	\$ 2,456,712	\$ 3,420,065	\$ 2,105,900	\$ 1,712,470
HOME Investment Partnership	816,357	1,967,556	608,689	2,080,490	1,877,360
Total Expenditures	\$ 3,679,297	\$ 4,424,267	\$ 4,028,753	\$ 4,186,390	\$ 3,589,830
% Change		20.25%	-8.94%	3.91%	-14.25%

Actual FY 2015-16 revenues for the Home Investment Partnership Program include \$82,547 of loan principal repayment for the Neighborhood Stabilization Program.

Community Renewal Fund Budget by Category demonstrates three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for the fund. Expense categories include Materials / Services and Debt Services. The table shows the total fund budget and the percent change in total budget for each year.

Community Renewal Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Materials / Services	\$ 2,461,485	\$ 3,374,267	\$ 1,771,269	\$ 3,793,470	\$ 3,589,830
Debt Services	1,217,813	1,050,000	2,257,484	392,920	-
Total	\$ 3,679,297	\$ 4,424,267	\$ 4,028,753	\$ 4,186,390	\$ 3,589,830
% Change		20.25%	-8.94%	3.91%	-14.25%



The City of Salem, Urban Development Department Federal Programs Division is committed to assisting the residents of Salem and Keizer in obtaining clean, safe living conditions, job creation opportunities, and neighborhood revitalization that enhance their livability and provide for their overall well-being. Federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds allocated to the City from the U.S. Department of Housing and Urban Development (HUD) are utilized to fund activities that meet the needs of low-income individuals and families in Salem and Keizer.

CDBG activities may include:

- Funding micro-enterprise technical assistance programs for those seeking to start their own business with a goal of creating long-term economic sustainability, profitability, and self-sufficiency.
- Outreach to minority businesses to raise awareness of City programs and services for business expansion.
- Funding improvements to local non-profit services.
- Funding to social service agencies that provide services to homeless, those at risk of homelessness, and low income families.
- Stabilizing affordable housing units.

HOME activities may include:

- Improving livability for the Salem and Keizer communities by funding rehabilitation of multi-family housing.
- Funding rental assistance programs to support households struggling to find or maintain decent housing.
- Support the rehabilitation of affordable housing for the elderly community.
- Partner with local organizations to increase the number of affordable housing units within the communities of Salem and Keizer.

Community Renewal Fund Resources
Community Development Block Grant
(165-64-20-10)
FY 2017-18

Acct. No.	Description	Adopted
35610	BLOCK GRANTS Community Development Block Grant entitlement	\$ 1,537,470
36310	LOAN PRINCIPAL Principal payments on housing loans	\$ 140,000
36315	LOAN INTEREST Interest payments on housing loans	\$ 35,000

Total FY 2017-18 Resources Budget

\$ 1,712,470

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 165
COMMUNITY RENEWAL

Department: Urban Development
Cost Center: Community Development Block Grant
Cost Center No: 64-20-10-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
32644	PROCESSING FEE	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other Fees	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	-
35213	INTRAFUND - BUDGETED TRANSFERS	\$ 834,567	\$ 2,083,254	\$ 217,920	\$ -	\$ -	\$ -	\$ (217,920)	-100.0%
	Total Internal	\$ 834,567	\$ 2,083,254	\$ 217,920	\$ -	\$ -	\$ -	\$ (217,920)	-100.0%
35637	US DEPT OF HOUSING AND URBAN DEV	\$ 1,406,712	\$ 1,162,581	\$ 1,712,980	\$ 1,537,470	\$ 1,537,470	\$ 1,537,470	\$ (175,510)	-10.2%
	Total Federal Grants	\$ 1,406,712	\$ 1,162,581	\$ 1,712,980	\$ 1,537,470	\$ 1,537,470	\$ 1,537,470	\$ (175,510)	-10.2%
36310	LOAN PRINCIPAL	\$ 220,311	\$ 157,241	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ -	-
36315	LOAN INTEREST	5,722	5,373	35,000	35,000	35,000	35,000	\$ -	-
	Total Loan Collections	\$ 226,034	\$ 162,614	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 15	\$ 11,116	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Beginning Balances	\$ 15	\$ 11,116	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Resources	\$ 2,467,827	\$ 3,420,065	\$ 2,105,900	\$ 1,712,470	\$ 1,712,470	\$ 1,712,470	\$ (393,430)	-18.7%

Community Renewal Fund Expenditures
Community Development Block Grant
Entitlement Funds
(165-64-20-10)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Chemeketa Community College - project development (2)	\$ 330
	Cursor Control - Community Development Manager software (1)	890
	HUD - CDBG / Integrated Disbursement and Information System (1)	870
	Northwest Association of Community Development Managers conference (1)	420
		<u>\$ 2,510</u>
52670	OTHER PROFESSIONAL SERVICES	
	Fair housing program	\$ 12,500
	Social services contracts	200,230
		<u>\$ 212,730</u>
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Program management and administration (101-64100000)	\$ 190,550
	Service delivery for projects	74,700
	Social services contract administration (101-64100000)	29,240
		<u>\$ 294,490</u>
54850	OTHER SPECIAL PAYMENTS	
	Special housing projects (new)	\$ 935,160
	Special housing projects (rebudgeted)	225,790
		<u>\$ 1,160,950</u>

Total FY 2017-18 Expenditures Budget

\$ 1,712,470

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 165
COMMUNITY RENEWAL

Department: Urban Development
Cost Center: Community Development Block Grant
Cost Center No: 64-20-10-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52110	SUBSCRIPTIONS AND BOOKS	\$ 599	\$ 300	\$ 610	\$ 610	\$ 610	\$ 610	\$ -	-
52120	MAIL	106	139	300	300	300	300	-	-
52130	SUPPLIES	-	7	-	-	-	-	-	-
52150	RECORDING FEES	188	351	500	500	500	500	-	-
52320	ADVERTISING	2,118	1,476	2,500	2,000	2,000	2,000	(500)	-20.0%
52510	TRAINING	3,171	2,152	4,830	2,510	2,510	2,510	(2,320)	-48.0%
52550	MILEAGE	48	151	300	300	300	300	-	-
52610	AUDIT SERVICES	3,765	-	3,990	3,990	3,990	3,990	-	-
52620	CONSTRUCTION CONTRACTS	-	6,500	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	532,079	500,369	214,450	212,730	212,730	212,730	(1,720)	-0.8%
52710	MEMBERSHIP DUES	100	873	300	1,850	1,850	1,850	1,550	516.7%
52830	COMPUTER SOFTWARE AND LICENSES	4,595	4,890	4,600	4,890	4,890	4,890	290	6.3%
53380	OTHER MAINTENANCE AND REPAIRS	-	24,657	-	-	-	-	-	-
53530	OUTSIDE RENTAL	-	595	-	-	-	-	-	-
53650	REFUSE DISPOSAL	-	9	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	202,471	281,420	272,590	294,490	294,490	294,490	21,900	8.0%
53815	INTRA CITY - INTERDEPART. BILLINGS	764	367	-	-	-	-	-	-
53851	COPY	544	496	500	500	500	500	-	-
53854	PHOTOCOPIES	293	74	500	500	500	500	-	-
53900	COST ALLOCATION PLAN	31,870	21,570	25,010	26,350	26,350	26,350	1,340	5.4%
54850	OTHER SPECIAL PAYMENTS	624,000	316,187	1,182,000	1,160,950	1,160,950	1,160,950	(21,050)	-1.8%
	Total Materials and Services	\$ 1,406,712	\$ 1,162,581	\$ 1,712,980	\$ 1,712,470	\$ 1,712,470	\$ 1,712,470	\$ (510)	0.0%
60120	PRINCIPAL	\$ 1,050,000	\$ 2,257,484	\$ 379,000	\$ -	\$ -	\$ -	\$ (379,000)	-100.0%
60130	INTEREST	-	-	13,920	-	-	-	(13,920)	-100.0%
	Total Debt Service	\$ 1,050,000	\$ 2,257,484	\$ 392,920	\$ -	\$ -	\$ -	\$ (392,920)	-100.0%
	Total Requirements	\$ 2,456,712	\$ 3,420,065	\$ 2,105,900	\$ 1,712,470	\$ 1,712,470	\$ 1,712,470	\$ (393,430)	-18.7%

Community Renewal Fund
Community Development Block Grant
Entitlement Funds
(165-64-20-10)
FY 2017-18

Department: Urban Development
Cost Center: Community Development Block Grant (CDBG)
Cost Center No: 64-20-10-00

Adopted
FY 16-17 Adopted
FY 17-18

Resources

2018 Entitlement	\$	1,209,850		\$	1,209,850
Entitlement and program income from prior years (unallocated)		49,630			101,830
Entitlement from prior years (rebudgeted projects)		453,500			225,790
Program income from loan repayments		175,000			175,000
Reimbursement - Riverfront Downtown 108 loan payment		217,920			-
Total Resources	\$	2,105,900		\$	1,712,470

Expenditures

Project

Administration and Program Support

Social service contract administration (Urban Development)	621004	\$	27,070		\$	29,240
Human Rights and Relations Commission / Fair Housing (contracted services)	621005		12,500			12,500
CDBG program administration (Urban Development)	621000		206,460			208,500
Indirect cost allocation plan	621001		25,010			26,350
Total Administration and Program Support		\$	271,040		\$	276,590

Social Service Programs

Center for Hope and Safety	-	\$	87,990		\$	88,000
Congregations Helping People - interim housing support	-		56,480			50,230
Salem Interfaith Hospitality Network (case management)	-		57,480			62,000
Total Social Service Programs		\$	201,950		\$	200,230

New Program Funding

Affordable Housing set aside	-	\$	31,930		\$	-
Community Lending Works	-		75,000			-
Garten Facility Modernization / Rehabilitation	-		-			150,000
Interface, Inc. - Latino Microenterprise	-		65,770			67,790
MERIT Job Savers Program	-		40,000			-
MERIT Microenterprise Program	-		108,000			104,800
Salem Housing Authority - Southfair Conversion	-		125,790			-
Salem Housing Authority - Yaquina Rehabilitation	-		-			612,730
Shelly's House rehabilitation	-		340,000			-
WestCare Veterans Transition Living	-		-			74,540
Total New Programs		\$	786,490		\$	1,009,860

Community Renewal Fund
Community Development Block Grant
Entitlement Funds
(165-64-20-10)
FY 2017-18

Department: Urban Development
Cost Center: Community Development Block Grant (CDBG)
Cost Center No: 64-20-10-00

		Adopted FY 16-17	Adopted FY 17-18
<hr/>			
Carryover Projects			
Catholic Community Services set aside	-	\$ 453,500	\$ -
Salem Housing Authority - Southfair Conversion	-	-	125,790
Shelly's House Rehabilitation	-	-	100,000
<i>Total Carryover Projects</i>		<u>\$ 453,500</u>	<u>\$ 225,790</u>
Debt Service			
Section 108 loan payment ⁽¹⁾	621017	\$ 392,920	\$ -
<i>Total Debt Service</i>		<u>\$ 392,920</u>	<u>\$ -</u>
Total Expenditures		<u>\$ 2,105,900</u>	<u>\$ 1,712,470</u>
Unappropriated Ending Balance		\$ -	\$ -

Community Renewal Fund Resources
HOME Program
(165-64-20-50)
FY 2017-18

Acct. No.	Description	Adopted
35610	BLOCK GRANTS HOME Investment Partnership Act entitlement, including entitlement income from prior years	\$ 1,667,360
36310	LOAN PRINCIPAL Principal payments on housing loans	\$ 189,000
36315	LOAN INTEREST Interest payments on housing loans	\$ 21,000

Total FY 2017-18 Resources Budget

\$ 1,877,360

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 165
COMMUNITY RENEWAL

Department: Urban Development
Cost Center: HOME Program
Cost Center No: 64-20-50-00

Acct Code	Account Name	Resources Budget							Difference from 16-17	% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
32644	PROCESSING FEE	\$ 500	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other Fees	\$ 500	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
35637	US DEPT OF HOUSING AND URBAN DEV	\$ 1,512,957	\$ 212,271	\$ 1,870,490	\$ 1,667,360	\$ 1,667,360	\$ 1,667,360	\$ (203,130)	\$ (203,130)	-10.9%
	Total Federal Grants	\$ 1,512,957	\$ 212,271	\$ 1,870,490	\$ 1,667,360	\$ 1,667,360	\$ 1,667,360	\$ (203,130)	\$ (203,130)	-10.9%
36310	LOAN PRINCIPAL	\$ 440,754	\$ 348,568	\$ 189,000	\$ 189,000	\$ 189,000	\$ 189,000	\$ -	\$ -	-
36315	LOAN INTEREST	24,138	25,729	21,000	21,000	21,000	21,000	-	-	-
	Total Loan Collections	\$ 464,893	\$ 374,297	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 25,306	\$ 36,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Beginning Balances	\$ 25,306	\$ 36,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Resources	\$ 2,003,656	\$ 624,269	\$ 2,080,490	\$ 1,877,360	\$ 1,877,360	\$ 1,877,360	\$ (203,130)	\$ (203,130)	-9.8%

Community Renewal Fund Expenditures
HOME Program
 (165-64-20-50)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Chemeketa Community College - project development (2)	\$ 330
	Cursor Control - Community Development Manager software (1)	890
	HUD - Home / Integrated Disbursement and Information System (1)	870
	Northwest Association of Community Development Managers conference (1)	420
		<u>\$ 2,510</u>
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Program management and administration (101-64100000)	\$ 52,210
	Service delivery for projects (101-64100000)	41,770
		<u>\$ 93,980</u>
54850	OTHER SPECIAL PAYMENTS	
	Special housing projects (new)	\$ 918,200
	Special housing projects (rebudgeted)	837,450
		<u>\$ 1,755,650</u>

Total FY 2017-18 Expenditures Budget

\$ 1,877,360

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 165
COMMUNITY RENEWAL

Department: Urban Development
Cost Center: HOME Program
Cost Center No: 64-20-50-00

Acct Code	Account Name	Expenditures Budget								
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17	
52110	SUBSCRIPTIONS AND BOOKS	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
52120	MAIL	20	41	150	150	150	150	-	-	-
52150	RECORDING FEES	454	402	1,000	1,000	1,000	1,000	-	-	-
52320	ADVERTISING	769	590	1,000	1,000	1,000	1,000	-	-	-
52510	TRAINING	745	1,140	2,500	2,510	2,510	2,510	10	0.4%	-
52550	MILEAGE	233	14	200	200	200	200	-	-	-
52610	AUDIT SERVICES	2,520	-	2,670	2,670	2,670	2,670	-	-	-
52670	OTHER PROFESSIONAL SERVICES	16,197	26,846	-	-	-	-	-	-	-
52710	MEMBERSHIP DUES	-	773	-	-	-	-	-	-	-
52830	COMPUTER SOFTWARE AND LICENSES	2,595	2,890	2,600	2,890	2,890	2,890	290	11.2%	-
53812	INTRA CITY - DIRECT CHG (LABOR)	103,028	62,058	87,000	93,980	93,980	93,980	6,980	8.0%	-
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	418	200	-	-	-	-	-	-	-
53851	COPY	359	368	500	500	500	500	-	-	-
53854	PHOTOCOPIES	101	1	200	200	200	200	-	-	-
53900	COST ALLOCATION PLAN	28,450	21,160	19,300	16,610	16,610	16,610	(2,690)	-13.9%	-
54850	OTHER SPECIAL PAYMENTS	1,811,668	491,907	1,963,370	1,755,650	1,755,650	1,755,650	(207,720)	-10.6%	-
	Total Materials and Services	\$ 1,967,556	\$ 608,689	\$ 2,080,490	\$ 1,877,360	\$ 1,877,360	\$ 1,877,360	\$ (203,130)	-9.8%	-
	Total Requirements	\$ 1,967,556	\$ 608,689	\$ 2,080,490	\$ 1,877,360	\$ 1,877,360	\$ 1,877,360	\$ (203,130)	-9.8%	-

Community Renewal Fund
HOME Program
(165-64-20-50)
FY 2017-18

Department: Community Development
Cost Center: HOME Program
Cost Center No: 64-20-50-00

Adopted
FY 16-17 Adopted
FY 17-18

Resources

2018 Entitlement	\$	614,970		\$	614,970
Entitlement from prior years (unallocated)		360,210			214,940
Entitlement from prior years (rebudgeted projects)		895,310			837,450
Anticipated program income		210,000			210,000
Total Resources		\$ 2,080,490			\$ 1,877,360

Expenditures

		Project			
Administration and Program Support					
HOME program administration	625000		\$	49,490	\$ 63,330
Indirect cost allocation plan	625000			19,300	16,610
Total Administration and Program Support			\$	68,790	\$ 79,940
New Program Funding					
Affordable housing set aside	-		\$	308,230	\$ -
Catholic Community Services - operating funds	-			30,000	30,000
Catholic Community Services - St. Monica rehabilitation	-			-	191,770
Community housing development organization set aside	-			137,450	-
Jason Lee Manor rehabilitation	-			440,710	148,200
Mountain West - Portland Road Apartments	-			-	300,000
Salem Housing Authority security deposit program	-			-	90,000
Salem Interfaith Hospitality Network - tenant-based rental assistance	-			200,000	200,000
Total New Program Funding			\$	1,116,390	\$ 959,970
Carryover Projects					
Catholic Community Services - Salem Keizer CDC property rehabilitation	625261		\$	201,300	\$ -
Community housing development organization set aside	-			-	137,450
Jason Lee Manor rehabilitation	-			-	300,000
Polk Community Development Corporation - single family home rehabilitation	-			150,000	-
Salem Interfaith Hospitality Network - tenant-based rental assistance	-			100,000	100,000
United Methodist - Jason Lee Manor	-			-	300,000
United Methodist - Wilson House	-			444,010	-
Total Carryover Projects			\$	895,310	\$ 837,450
Total Expenditures			\$	2,080,490	\$ 1,877,360
Unappropriated Ending Balance			\$	-	\$ -

All funding awards subject to allocation of funds from the U.S. Department of Housing and Urban Development



Urban Development

DIVISIONS

Airport Fund

Community Renewal

Downtown Parking Fund

Economic Improvement District

Leasehold Fund

Parking Services

Urban Development Construction

Urban Development Services

Urban Renewal Agency

This section includes the divisions in bold text.



Downtown Parking

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Downtown Parking Fund Budget by Category represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Materials / Services, Contingencies, and Transfers. The table shows total fund expenditures and the percent change in budget for each year.

Downtown Parking Fund Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Cash Balance	\$ 326,058	\$ 376,263	\$ 621,501	\$ 754,720	\$ 711,970
Monthly Parking Rent	568,823	653,087	641,965	636,670	666,340
Assessments	483,547	437,202	462,627	476,580	467,190
Internal	599,396	217,826	-	-	-
Permits	10,170	11,213	10,934	10,000	10,000
Intergovernmental	-	646,032	284,842	297,000	-
Interest	2,174	3,346	5,894	3,000	7,500
Other Revenue	31,431	20,364	11,227	5,000	5,000
Total Resources	\$ 2,021,600	\$ 2,365,333	\$ 2,038,989	\$ 2,182,970	\$ 1,868,000
Materials / Services	\$ 1,645,337	\$ 1,743,832	\$ 1,103,608	\$ 1,315,150	\$ 1,318,000
Contingencies	-	-	-	250,000	250,000
Transfers	-	-	-	617,820	300,000
Total Expenditures	\$ 1,645,337	\$ 1,743,832	\$ 1,103,608	\$ 2,182,970	\$ 1,868,000
% Change		5.99%	-36.71%	97.80%	-14.43%

FY 2017-18 Highlights and Significant Changes

There are two primary sources of revenue for the Parking Fund: daily and monthly parking permits and the downtown parking tax, which is paid by business owners within the downtown parking district to support free customer parking.

Parking permit rates have been adjusted for the past several years as market conditions allow, but the parking tax has been minimally increased. The parking tax increase in FY 2017-18 is 2 percent, the maximum allowed increase under SRC Chapter 7.

The budget maintains the current level of service for downtown police services, maintenance, cleanliness, and operations. In addition, the budget includes a contribution to a capital improvements reserve for current and future capital project needs. In the FY 2017-18 budget for the Capital Improvements Fund (budget volume 2), a total of \$285,000 is identified for planned parking structure projects.

Urban Development Department
Downtown Parking Fund Resources
(170-64-30-10)
FY 2017-18

Acct. No.	Description	Adopted
34128	DOWNTOWN PARKING TAX Assessments to downtown businesses to support the free customer program in the Downtown Parking District The tax rate per parking space, based on the demand formula, is \$150.10 per year. The minimum tax per business is \$416.66 per year.	\$ 467,190
34130	PARKING RENT - RIVERFRONT MONTHLY RENT Revenue from daily and monthly parking permit sales at Riverfront Park	\$ 23,850
34136	PARKING RENT - CHEMEKETA PARKADE MONTHLY RENT Revenue from daily and monthly parking permit sales at Chemeketa Parkade	\$ 199,380
34138	PARKING RENT - LIBERTY SQUARE PARKADE MONTHLY RENT Revenue from daily and monthly parking permit sales at Liberty Parkade	\$ 262,200
34140	PARKING RENT - MARION PARKADE MONTHLY RENT Revenue from daily and monthly parking permit sales at Marion Parkade	\$ 175,910

Total FY 2017-18 Resources Budget

\$ 1,868,000

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 170
DOWNTOWN PARKING

Department: Urban Development
Cost Center: Downtown Parking
Cost Center No: 64-30-10-00

Acct Code	Account Name	Resources Budget								
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17	
32310	ACCIDENT AND FIRE RECOVERY	\$ 5,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Accident & Fire Recovery	\$ 5,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
32895	OTHER PERMITS	\$ 11,213	\$ 10,934	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	-
	Total Permits	\$ 11,213	\$ 10,934	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	-
34128	DOWNTOWN PARKING TAX	\$ 437,202	\$ 462,627	\$ 476,580	\$ 467,190	\$ 467,190	\$ 467,190	\$ (9,390)	\$ -	-2.0%
34130	PARKING RENT - RIVERFRONT	24,423	24,465	23,220	23,850	23,850	23,850	630	\$ -	2.7%
34136	PARKING RENT - CHEMEKETA	170,516	183,955	184,310	199,380	199,380	199,380	15,070	\$ -	8.2%
34138	PARKING RENT - LIBERTY	282,423	251,478	256,020	262,200	262,200	262,200	6,180	\$ -	2.4%
34140	PARKING RENT - MARION	174,937	182,068	173,120	175,910	175,910	175,910	2,790	\$ -	1.6%
34295	PARKING RENT - OTHER	788	-	-	5,000	5,000	5,000	5,000	\$ -	-
	Total Rent	\$ 1,090,289	\$ 1,104,592	\$ 1,113,250	\$ 1,133,530	\$ 1,133,530	\$ 1,133,530	\$ 20,280	\$ -	1.8%
35213	INTRAFUND - BUDGETED TRANSFERS	\$ 217,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Internal	\$ 217,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
35395	OTHER GOVERNMENT AGENCIES	\$ 646,032	\$ 284,842	\$ 297,000	\$ -	\$ -	\$ -	\$ (297,000)	\$ -	-100.0%
	Total Intergovernmental	\$ 646,032	\$ 284,842	\$ 297,000	\$ -	\$ -	\$ -	\$ (297,000)	\$ -	-100.0%
36210	INTEREST	\$ 3,346	\$ 5,894	\$ 3,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 4,500	\$ -	150.0%
	Total Interest on Investments	\$ 3,346	\$ 5,894	\$ 3,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 4,500	\$ -	150.0%
36810	BAD DEBT RECOVERY	\$ 14,122	\$ 9,704	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	-
36895	OTHER REVENUE	1,014	1,523	-	-	-	-	-	\$ -	-
	Total Other	\$ 15,136	\$ 11,227	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 376,263	\$ 621,501	\$ 754,720	\$ 544,790	\$ 544,790	\$ 711,970	\$ (42,750)	\$ -	-5.7%
	Total Beginning Balances	\$ 376,263	\$ 621,501	\$ 754,720	\$ 544,790	\$ 544,790	\$ 711,970	\$ (42,750)	\$ -	-5.7%
	Total Resources	\$ 2,365,333	\$ 2,038,989	\$ 2,182,970	\$ 1,700,820	\$ 1,700,820	\$ 1,868,000	\$ (314,970)	\$ -	-14.4%

Urban Development Department
Downtown Parking Fund Expenditures
(170-64-30-10)
FY 2017-18

Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES	
	Downtown services - marketing, promotions, beautification, cleanliness	\$ 32,150
	Parking management: annual update of parking resources	<u>20,000</u>
		\$ 52,150
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Administrative / board support services (101-64100000)	\$ 44,920
	Maintenance services (101-22510000)	82,780
	Policy revisions, public outreach / communications (101-64100000)	<u>10,000</u>
		\$ 137,700
53813	INTRA CITY - BUDGETED TRANSFERS	
	Downtown police services (101-35352012)	\$ 310,350
	Parking permit administration (185-25500000)	<u>61,990</u>
		\$ 372,340
53815	INTRA CITY - INTERDEPARTMENTAL REIMBURSEMENTS	
	Landscape maintenance (101-21500000)	\$ 500
	Parking structure meter and sign maintenance (155-58304515)	700
	Refuse container maintenance and repair (155-58304515)	<u>870</u>
		\$ 2,070
54850	OTHER SPECIAL PAYMENTS	
	Grant for ArtaPotties (carryover)	\$ 4,000
62110	TRANSFERS TO OTHER FUNDS	
	Parking structure capital projects fund (255-64901200)	\$ 300,000

Total FY 2017-18 Expenditures Budget

\$ 1,868,000

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 170
DOWNTOWN PARKING

Department: Urban Development
Cost Center: Downtown Parking
Cost Center No: 64-30-10-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52120	MAIL	\$ 503	\$ 243	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	-
52130	SUPPLIES	1,881	1,640	-	8,000	8,000	8,000	8,000	-
52320	ADVERTISING	1,021	-	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	1,092	-	1,090	1,090	1,090	1,090	-	-
52460	COMMUNICATION - OTHER	1,908	1,925	-	-	-	-	-	-
52620	CONSTRUCTION CONTRACTS	-	-	322,000	76,500	76,500	214,760	(107,240)	-33.3%
52660	TEMP EMPLOYMENT SERVICES	3,313	-	-	115,490	115,490	115,490	115,490	-
52670	OTHER PROFESSIONAL SERVICES	56,211	25,356	105,220	52,150	52,150	52,150	(53,070)	-50.4%
52810	SMALL TOOLS	-	5	-	-	-	-	-	-
53210	INSURANCE	14,070	29,470	27,160	30,790	30,790	30,790	3,630	13.4%
53380	OTHER MAINTENANCE AND REPAIRS	2,352	1,526	-	-	-	-	-	-
53610	GAS	901	-	-	-	-	-	-	-
53620	ELECTRIC	79,505	83,053	83,700	81,560	81,560	81,560	(2,140)	-2.6%
53650	REFUSE DISPOSAL	31,714	31,815	35,000	35,000	35,000	35,000	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	31	-	-	-	-	-	-	-
53767	BANKING AND INVESTMENT FEES	5,819	6,202	6,770	7,500	7,500	7,500	730	10.8%
53770	BAD DEBT - WRITE OFF	9,085	35,682	15,000	35,000	35,000	35,000	20,000	133.3%
53812	INTRA CITY - DIRECT CHG (LABOR)	214,994	129,575	159,170	137,700	137,700	137,700	(21,470)	-13.5%
53813	INTRA CITY - BUDGETED TRANSFERS	331,630	339,580	345,790	372,340	372,340	372,340	26,550	7.7%
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	2,839	3,546	2,310	2,070	2,070	2,070	(240)	-10.4%
53840	MOTOR POOL RENTAL	1,141	1,235	1,710	1,570	1,570	1,570	(140)	-8.2%
53851	COPY	1,231	654	1,500	1,500	1,500	1,500	-	-
53854	PHOTOCOPIES	18	14	-	-	-	-	-	-
53860	BUILDING SERVICES	872,702	350,357	152,760	126,220	126,220	151,140	(1,620)	-1.1%
53900	COST ALLOCATION PLAN	109,870	61,730	55,470	65,840	65,840	65,840	10,370	18.7%
54850	OTHER SPECIAL PAYMENTS	-	-	-	-	-	4,000	4,000	-
	Total Materials and Services	\$ 1,743,832	\$ 1,103,608	\$ 1,315,150	\$ 1,150,820	\$ 1,150,820	\$ 1,318,000	\$ 2,850	0.2%
61110	CONTINGENCIES	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	-
	Total Contingencies	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	-
62110	TRANSFERS TO OTHER FUNDS	\$ -	\$ -	\$ 617,820	\$ 300,000	\$ 300,000	\$ 300,000	\$ (317,820)	-51.4%
	Total Transfers to Other Funds	\$ -	\$ -	\$ 617,820	\$ 300,000	\$ 300,000	\$ 300,000	\$ (317,820)	-51.4%
	Total Requirements	\$ 1,743,832	\$ 1,103,608	\$ 2,182,970	\$ 1,700,820	\$ 1,700,820	\$ 1,868,000	\$ (314,970)	-14.4%

Downtown Parking Fund

FUND NO. 170

FY 2017-18

Department: Urban Development

Cost Center: Downtown Parking

Cost Center No: 64-30-10-00

	Adopted FY 16-17	DAB REC FY 17-18	Adopted FY 17-18
Resources			
Beginning Fund Balance	\$ 754,720	\$ 711,970	\$ 711,970
<i>Total Beginning Fund Balance</i>	\$ 754,720	\$ 711,970	\$ 711,970
Operating Revenues			
Parking tax collections	\$ 476,580	\$ 467,190	\$ 467,190
Parking rent	646,670	676,340	676,340
Interest	3,000	7,500	7,500
Other revenue	5,000	5,000	5,000
<i>Total Operating Revenues</i>	\$ 1,131,250	\$ 1,156,030	\$ 1,156,030
Reimbursements			
Non-operating revenues			
Urban Renewal Agency (capital projects, rebudget)	\$ 297,000	\$ -	\$ -
<i>Total Reimbursements</i>	\$ 297,000	\$ -	\$ -
Total Current Year Revenues / Reimbursements	\$ 1,428,250	\$ 1,156,030	\$ 1,156,030
Total Resources	\$ 2,182,970	\$ 1,868,000	\$ 1,868,000
Expenditures			
Capital Improvements			
Chemeketa Parkade elevators (carryover)	\$ -	\$ 24,920	\$ 24,920
Chemeketa Parkade deck renovation (carryover)	95,000	96,260	96,260
Marion Parkade - reseal masonry (carryover)	42,000	42,000	42,000
Marion Parkade electrical and lighting system	180,000	-	-
<i>Total Capital Improvements</i>	\$ 317,000	\$ 163,180	\$ 163,180
Regular Maintenance / Operation of Structures			
Electricity	\$ 83,700	\$ 81,560	\$ 81,560
Insurance	27,160	30,790	30,790
Landscape maintenance (Parks Operations)	500	500	500
Minor concrete repairs / maintenance	20,000	-	-
Miscellaneous downtown repairs, Artapotties (carryover)	10,000	14,000	14,000
Parking garage space sensors	-	50,000	50,000
Routine maintenance - Chemeketa Parkade	94,330	100,630	100,630
Routine maintenance - Liberty Parkade	34,930	42,420	42,420
Routine maintenance - Marion Parkade	57,710	67,520	67,520
South garage overhead door replacement	7,000	-	-
Striping, meters (Transportation Services)	1,000	700	700
<i>Total Regular Maintenance and Operation</i>	\$ 336,330	\$ 388,120	\$ 388,120

Downtown Parking Fund

FUND NO. 170

FY 2017-18

Department: Urban Development

Cost Center: Downtown Parking

Cost Center No: 64-30-10-00

	Adopted FY 16-17	<i>DAB REC</i> <i>FY 17-18</i>	Adopted FY 17-18
Maintenance of District			
Refuse disposal	\$ 35,000	\$ 35,000	\$ 35,000
Refuse container maintenance (Transportation Services)	810	870	870
<i>Total Maintenance of Parking District</i>	<u>\$ 35,810</u>	<u>\$ 35,870</u>	<u>\$ 35,870</u>
Police			
Police services provided downtown	<u>\$ 277,900</u>	<u>\$ 310,350</u>	<u>\$ 310,350</u>
<i>Total Police</i>	<u>\$ 277,900</u>	<u>\$ 310,350</u>	<u>\$ 310,350</u>
Administration and Overhead			
Administration and board support (Urban Development)	\$ 59,860	\$ 55,510	\$ 55,510
Indirect cost allocation plan	55,470	65,840	65,840
Parking permit administration (Building and Safety Division)	67,890	61,990	61,990
Policy revisions, public outreach / communication (Urban Development)	29,670	10,000	10,000
<i>Total Administration and Overhead</i>	<u>\$ 212,890</u>	<u>\$ 193,340</u>	<u>\$ 193,340</u>
Downtown Contracted Services			
Contracted services (marketing, promotions, beautification)	\$ -	\$ 32,150	\$ 32,150
Downtown services (Downtown Clean Team, partial year)	87,220	123,490	123,490
Holiday decorations	15,000	16,500	16,500
Parking Management: annual update of parking resources	18,000	20,000	20,000
<i>Total Downtown Contracted Services</i>	<u>\$ 120,220</u>	<u>\$ 192,140</u>	<u>\$ 192,140</u>
Total Operating Expenditures	<u>\$ 1,300,150</u>	<u>\$ 1,283,000</u>	<u>\$ 1,283,000</u>
Bad Debt Write Off	\$ 15,000	\$ 35,000	\$ 35,000
Capital Reserve (to Fund 255)	\$ 617,820	\$ 300,000	\$ 300,000
Contingencies	\$ 250,000	\$ 250,000	\$ 250,000
Total Expenditures	<u>\$ 2,182,970</u>	<u>\$ 1,868,000</u>	<u>\$ 1,868,000</u>
Unappropriated Ending Balance	\$ -	\$ -	\$ -





Urban Development

DIVISIONS

Airport Fund

Community Renewal

Downtown Parking Fund

Economic Improvement District

Leasehold Fund

Parking Services

Urban Development Construction

Urban Development Services

Urban Renewal Agency

This section includes the divisions in bold text.



Economic Improvement District

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Economic Improvement District by Category represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 budget by category. The expense category is Materials / Services. The table shows the division's total budget and the percent change in total budget for each fiscal year.

Through a remonstrance process in spring 2014, property owners within the Economic Improvement District (EID) decided to discontinue district activities. It is anticipated final expenditures for this fund will occur in FY 2016-17, and the fund will be closed. There is no budget anticipated for FY 2017-18.

Economic Improvement District Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Cash Balance \$	183,206	\$ 172,804	\$ 98,881	\$ 36,720	\$ -
Assessment	219,019	8,814	1,309	-	-
Interest	1,299	1,160	719	-	-
Other	2,411	29	-	-	-
Total \$	405,934	\$ 182,807	\$ 100,909	\$ 36,720	\$ -
Materials / Services \$	233,130	\$ 83,926	\$ 67,634	\$ 36,720	\$ -
Total \$	233,130	\$ 83,926	\$ 67,634	\$ 36,720	\$ -
% Change		-64.00%	-19.41%	-45.71%	-100.00%

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 172

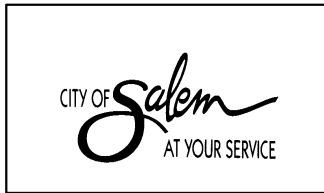
Department: Administrative Services
Cost Center: Economic Improvement District
Cost Center No: 20-90-00-00

Economic Improvement District - Resources

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
33110	ASSESSMENT - PRINCIPAL	\$ 7,376	\$ 1,309	\$ -	\$ -	\$ -	\$ -	\$ -	-
33115	ASSESSMENT - INTEREST	1,439	-	-	-	-	-	-	-
	Total Assessments	\$ 8,814	\$ 1,309	\$ -	\$ -	\$ -	\$ -	\$ -	-
36210	INTEREST	\$ 1,160	\$ 719	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Interest	\$ 1,160	\$ 719	\$ -	\$ -	\$ -	\$ -	\$ -	-
36810	BAD DEBT RECOVERY	\$ 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other	\$ 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 172,804	\$ 98,881	\$ 36,720	\$ -	\$ -	\$ -	\$ (36,720)	-100.0%
	Total Beginning Balances	\$ 172,804	\$ 98,881	\$ 36,720	\$ -	\$ -	\$ -	\$ (36,720)	-100.0%
	Total Resources	\$ 182,807	\$ 100,909	\$ 36,720	\$ -	\$ -	\$ -	\$ (36,720)	-100.0%

Economic Improvement District - Expenditures

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52120	MAIL	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
52130	SUPPLIES	1,940	1,060	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	-	20	-	-	-	-	-	-
52660	TEMP EMPLOYMENT SERVICES	47,219	45,166	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	6,950	9,438	36,720	-	-	-	(36,720)	-100.0%
52810	SMALL TOOLS	16	-	-	-	-	-	-	-
53733	CLOTHING - UNIFORMS (TAX-EXEMPT)	230	641	-	-	-	-	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	162	-	-	-	-	-	-	-
53770	BAD DEBT - WRITE OFF	-	7,546	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	13,054	3,763	-	-	-	-	-	-
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	12,440	-	-	-	-	-	-	-
53851	COPY	30	-	-	-	-	-	-	-
54850	OTHER SPECIAL PAYMENTS	1,885	-	-	-	-	-	-	-
	Total Materials and Services	\$ 83,926	\$ 67,634	\$ 36,720	\$ -	\$ -	\$ -	\$ (36,720)	-100.0%
	Total Requirements	\$ 83,926	\$ 67,634	\$ 36,720	\$ -	\$ -	\$ -	\$ (36,720)	-100.0%



Non-Departmental

DIVISIONS

Cultural and Tourism Fund

General Fund Non-Departmental

Public Art Fund

This section includes the divisions in bold text.



Cultural and Tourism Fund

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

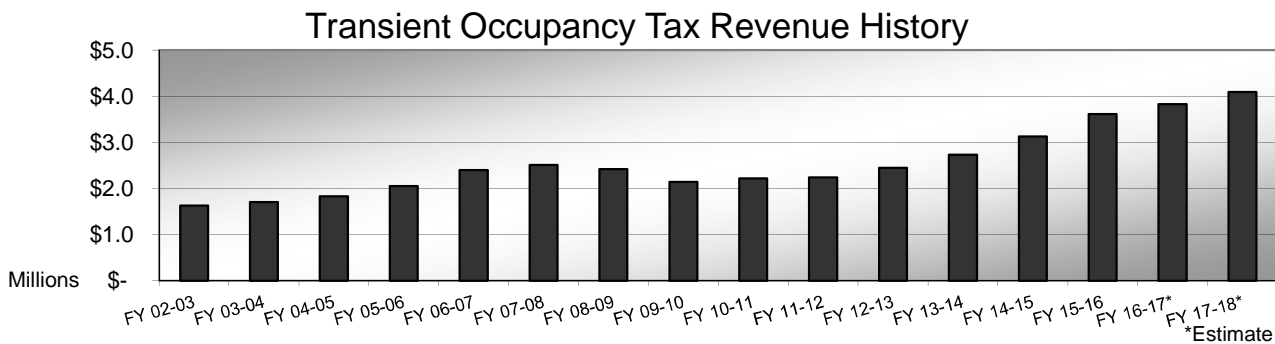
Cultural and Tourism Fund Budget by Category represents three years of historical revenue and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Materials / Services, Capital Outlay, Contingencies, and Transfers. The table shows the total fund revenue and expenditure budget and the percent change in total budget for each year.

Cultural and Tourism Fund Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Cash Balance \$	881,942	\$ 1,265,882	\$ 1,216,221	\$ 1,267,810	\$ 342,890
Transient Occupancy Taxes	2,730,822	3,125,123	3,612,596	3,948,940	4,092,310
Intergovernmental	9,239	5,685	5,673	5,200	5,700
Other Revenue	34,680	87,966	28,126	18,800	18,800
Total Resources \$	\$ 3,656,683	\$ 4,484,655	\$ 4,862,616	\$ 5,240,750	\$ 4,459,700
Materials / Services \$	1,514,534	\$ 1,811,144	\$ 1,905,519	\$ 2,348,430	\$ 2,387,380
Capital Outlay	-	-	-	20,000	-
Contingencies	-	-	-	120,000	120,000
Transfers	876,268	1,457,291	1,737,970	2,528,800	1,675,270
Total Expenditures \$	\$ 2,390,801	\$ 3,268,434	\$ 3,643,489	\$ 5,017,230	\$ 4,182,650
% Change		36.71%	11.48%	37.70%	-16.63%

Revenue derived from Salem's transient occupancy tax (or hotel / motel tax) may be used for city entranceway and urban beautification, improvements to or operation of major tourist attractions or cultural facilities, or for activities promoting Salem for conventions or tourism. In FY 2017-18, it is anticipated the City will realize approximately \$4.09 million in tax revenue.

Beginning working capital for FY 2017-18 is estimated to be approximately \$900,000 less than what was budgeted for FY 2016-17. This anticipated decline in working capital is the result of investments in sports tourism-related infrastructure improvements beginning in FY 2016-17 and included in the adopted FY 2017-18 budget for Parks capital improvements.

The programs supported by the Cultural and Tourism Fund are detailed over the next three pages of this document.



Cultural and Tourism Fund

FUND NO. 175

FY 2017-18

Department: Non-Departmental
 Cost Center: Cultural and Tourism
 Cost Center No: 60-91-00-00

	Adopted FY 2016-17	Adopted FY 2017-18
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Resources

Beginning fund balance	\$ 1,267,810	\$ 342,890
Utility contributions - tenants / Parks Operations	5,200	5,700
Projected tax collections	3,948,940	4,092,310
Interest earnings	3,800	3,800
Other revenue	15,000	15,000
Total Resources	\$ 5,240,750	\$ 4,459,700

Expenditures

Convention Center Support (60911000)		
Convention Center marketing	\$ 298,590	\$ 289,220
Total Convention Center Support	\$ 298,590	\$ 289,220
Convention and Tourism Marketing (60912000)		
Convention and tourism promotion	\$ 987,230	\$ 1,023,080
Total Convention and Tourism Marketing	\$ 987,230	\$ 1,023,080
City Programs (60913000)		
Projects Transferred to Capital Improvements Fund (255)		
A.C. Gilbert House paint and siding repairs	\$ 45,000	\$ -
Bush House south flat roof and HVAC replacement / repairs	130,000	-
Capital reserves	50,000	-
Capital outlay - Gilbert House electric furnace, Bush Barn heat pump	20,000	-
City entranceways	50,000	50,000
City-sponsored signature festival / events	80,000	70,000
Historic building condition survey	-	48,000
Online registration for City-sponsored festivals, events and parks, phase 2	40,000	-
River to Ridge event	50,000	50,000
Support for public art acquisition, maintenance, administration (Fund 176)	30,000	15,000
<i>Total Historic Building Major Projects</i>	\$ 495,000	\$ 233,000
Historic Building Maintenance		
Bush House / Barn Complex	\$ 24,580	\$ 30,880
Deepwood House	16,570	15,270
Gilbert House	12,140	18,030
Parrish House	7,840	7,680
Rockenfield House	7,810	7,480
<i>Total Historic Building Maintenance</i>	\$ 68,940	\$ 79,340
Historic and City Landscape Maintenance		
Bush's Park / Deepwood Estate sprinkler replacement	\$ 40,000	\$ -
Deepwood Gazebo	-	55,000
Lord and Schryver Gardens	15,000	15,000
Minto-Brown Island trails improvements	240,000	-
Renovation of City tennis courts	201,000	-
Riverfront Park electrical vaults	80,000	201,250
Transfer to General Fund to support parks maintenance	1,250,800	1,275,820
Wallace Marine Sports Complex improvements	462,000	78,200
<i>Total Historic and City Landscape Maintenance</i>	\$ 2,288,800	\$ 1,625,270
Historic Building Utilities	\$ 51,500	\$ 51,500

Cultural and Tourism Fund

FUND NO. 175

FY 2017-18

Department: Non-Departmental

Cost Center: Cultural and Tourism

Cost Center No: 60-91-00-00

	Adopted FY 2016-17	Adopted FY 2017-18
Total City Programs	\$ 2,904,240	\$ 1,989,110
Administration (60913500)		
Board staff support / materials	\$ 26,640	\$ 27,970
City services at community events (State Fair)	17,130	17,990
Contract administrator for Salem Convention Center	20,900	21,940
Convention and tourism promotion contract administration	11,760	12,350
Cultural / historic and event contract administration	11,200	11,760
Indirect cost allocation plan	99,470	121,270
Riverfront Park special events management	45,610	47,890
Softball tournament bids	40,700	41,310
Total Administration	\$ 273,410	\$ 302,480
Major Tourist Attractions and Cultural Facilities (60914000)		
Operating Grants		
A.C. Gilbert's Discovery Village	\$ 28,650	\$ 30,370
Friends of Deepwood	28,390	29,560
Hallie Ford Museum of Art	26,800	31,510
Historic Elsinore Theatre	29,800	30,910
Salem Art Association	29,210	32,290
Salem's Multicultural Institute	28,770	32,520
Salem's Riverfront Carousel	25,860	28,220
Willamette Art Center / Friends of the Visual Arts	29,160	30,100
Willamette Heritage Center	30,620	31,980
<i>Total Operating Grants</i>	\$ 257,260	\$ 277,460
Special Event / Project Grants		
Ballet Folklorico Tlanese - Dia de Muertos (Day of the Dead)	\$ 2,000	\$ -
Capital City Classic - Chris Roche Management LLC	-	2,000
Capital Futbol - Capital Cup Soccer Tournament	7,500	10,000
Ceili of the Valley Society - Celtic Festival	-	5,000
Gilbert House Children's Museum - Mini Maker Faire	7,500	-
Gilbert House Children's Museum - Legacy of Play Day	-	6,000
Enlightened Theatrics - Plaid Tidings	7,500	-
Enlightened Theatrics - The Wizard of Oz	7,500	-
Festival Chorale of Oregon - A Choral Concert of Hodie	7,500	-
Festival Chorale of Oregon - A German Requiem by Johannes Brahms	-	8,000
Deepwood Museum and Gardens - Tent replacement	7,500	-
Friends of the Visual Arts - Oregon State Fair Artisans Village	7,500	8,500
Gallagher Fitness Resources - On Your Feet Friday	2,000	-
Hoopla Association - Hoopla	-	10,000
Hoopla Association - Bite and Brew of Salem	-	10,000
Micronesia Islander Community - Micronesia Islander Celebration	-	2,000
Northwest Broadway Productions LLC - Capital City Spectacular July 4th	-	2,000
Oregon Senate Aires - Harmony by the Water	-	9,800
Oregon State Capitol Foundation - Cherry Blossom Days	7,500	9,500
Oregon Symphony Association in Salem - Concerts in Salem	7,500	10,000
Oregon Symphony Association in Salem - Youth Concerts	7,500	-
Salem Art Association - Salem Art Festival	7,500	10,000



Cultural and Tourism Fund

FUND NO. 175

FY 2017-18

Department: Non-Departmental

Cost Center: Cultural and Tourism

Cost Center No: 60-91-00-00

	Adopted FY 2016-17	Adopted FY 2017-18
Salem Brewery Association - Salem Beer Week	2,000	-
Salem Creative Network - Cherry City Music Festival 2016	7,500	-
Salem Downtown Organization - Big Ballyhoo	2,000	-
Salem Heritage All-Star Forum - Cultural Passport	7,500	-
Salem Hospital - High Street Hustle 5K Run	7,500	-
Salem Multicultural Institute - World Beat Festival	7,500	10,000
South Salem Rotary Foundation - Rotary Triathlon of Salem	-	10,000
Straub Environmental Center - Eco Fest Party for the Planet	-	2,000
The Moxie Initiative - TEDxSalem	-	5,000
The Northwest Comic Fest	2,000	-
Unspecified event grants	-	15,000
Willamette Heritage Center - Nature & Community Explorations	7,500	-
<i>Total Special Events / Project Grants</i>	\$ 130,000	\$ 144,800
Capital Improvement / Outlay Grants		
Capital Futbol - Field Bleachers	\$ -	\$ 6,500
Gilbert House Children's Museum - Public Address System	10,000	-
Historic Elsinore Theatre - Concession Stand Remodel	-	10,000
Salem Art Association - Access Art Project Phase II	15,000	-
Salem Riverfront Carousel - Party Room Flooring Replacement	1,500	-
Willamette Art Center - Facility Expansion and Equipment (carryover)	10,000	10,000
Willamette Heritage Center - Large Object Storage Building Upgrade	10,000	-
Willamette Heritage Center - Spinning Room Floor	-	10,000
<i>Total Capital Improvements / Outlay Grants</i>	46,500	36,500
Total MTA / Cultural Facilities Grants	\$ 433,760	\$ 458,760
Contingencies	\$ 120,000	\$ 120,000
Total Expenditures	\$ 5,017,230	\$ 4,182,650
Unappropriated Ending Balance	\$ 223,520	\$ 277,050

Non-Departmental
 Cultural and Tourism Fund Resources
 (175-60-91-00)
 FY 2017-18

Acct. No.	Description	Adopted
31310	TRANSIENT OCCUPANCY TAXES Proceeds from the nine percent tax on transient lodging facilities	\$ 4,092,310
35495	OTHER AGENCIES Utility reimbursements from tenants in historic structures	\$ 5,700
36895	OTHER REVENUE Funding from Salem Convention Center to offset cost of contract management	\$ 12,000
	Other miscellaneous revenues	<u>3,000</u>
		<u>\$ 15,000</u>

Total FY 2017-18 Resources Budget	\$ 4,459,700
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CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 175
CULTURAL AND TOURISM

Department: Non-Departmental
Cost Center: Cultural and Tourism
Cost Center No: 60-91-00-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
31310	TRANSIENT OCCUPANCY TAXES (TOT)	\$ 3,125,123	\$ 3,612,596	\$ 3,948,940	\$ 4,092,310	\$ 4,092,310	\$ 4,092,310	\$ 143,370	3.6%
	Total Transient Occupancy Taxes	\$ 3,125,123	\$ 3,612,596	\$ 3,948,940	\$ 4,092,310	\$ 4,092,310	\$ 4,092,310	\$ 143,370	3.6%
35495	OTHER AGENCIES	\$ 5,685	\$ 5,673	\$ 5,200	\$ 5,700	\$ 5,700	\$ 5,700	\$ 500	9.6%
	Total Intergovernmental	\$ 5,685	\$ 5,673	\$ 5,200	\$ 5,700	\$ 5,700	\$ 5,700	\$ 500	9.6%
36210	INTEREST	\$ 6,620	\$ 7,776	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	-
	Total Interest on Investments	\$ 6,620	\$ 7,776	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	-
36310	LOAN PRINCIPAL	\$ 10,498	\$ 3,324	\$ -	\$ -	\$ -	\$ -	\$ -	-
36315	LOAN INTEREST	741	526	-	-	-	-	-	-
	Total Loan Collections	\$ 11,239	\$ 3,850	\$ -	\$ -	\$ -	\$ -	\$ -	-
36895	OTHER REVENUE	\$ 70,107	\$ 16,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	-
	Total Other	\$ 70,107	\$ 16,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 1,265,882	\$ 1,216,221	\$ 1,267,810	\$ 332,890	\$ 332,890	\$ 342,890	\$ (924,920)	-73.0%
	Total Beginning Balances	\$ 1,265,882	\$ 1,216,221	\$ 1,267,810	\$ 332,890	\$ 332,890	\$ 342,890	\$ (924,920)	-73.0%
	Total Resources	\$ 4,484,655	\$ 4,862,616	\$ 5,240,750	\$ 4,449,700	\$ 4,449,700	\$ 4,459,700	\$ (781,050)	-14.9%

Non-Departmental
 Cultural and Tourism Fund Expenditures
 (175-60-91-00)
 FY 2017-18

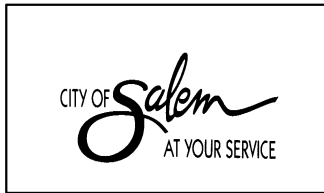
Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES	
	Elevator maintenance	\$ 1,200
	Exterior siding and window washing	2,280
	Fire extinguisher service	5,210
	Flat roof maintenance and coating	5,000
	Historic building condition survey	48,000
	Lord and Shryver Gardens maintenance	15,000
	Pest control	1,500
	Sump pump replacements	7,000
	Travel Salem	1,023,080
		<u>\$ 1,108,270</u>
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Convention Center contract administration (101-64141000)	\$ 21,940
	Cultural Tourism Promotion Advisory Board support (101-25150000)	27,970
	Historic building maintenance (101-22510000)	46,150
		<u>\$ 96,060</u>
53813	INTRA CITY - BUDGETED TRANSFERS	
	Historic and cultural grant administration (101-25150000)	\$ 11,760
	Riverfront Park special event management (101-21100500)	47,890
	Softball tournament bids (101-21101000)	41,310
	Travel Salem contract administration (101-64100000)	12,350
		<u>\$ 113,310</u>
53815	INTRA CITY - INTERDEPARTMENTAL REIMBURSEMENTS	
	City services at State Fair (155-58304515)	\$ 17,990
	Convention Center marketing (265-68902000)	289,220
		<u>\$ 307,210</u>
54850	OTHER SPECIAL PAYMENTS	
	City-sponsored signature festival / events	\$ 38,800
	Grant awards to major tourist attractions / cultural facilities (carryover)	458,760
	July 4th celebration	23,700
	River Rock concert series	7,500
	River to Ridge event	50,000
		<u>\$ 578,760</u>
62110	INTERFUND TRANSFER	
	City entranceways improvements (255-58909505)	\$ 50,000
	Deepwood Gazebo (255-58909505)	55,000
	General Fund (\$1,275,820) and Capital Improvements Fund (\$279,450) for historic and City landscape maintenance projects (101-21501000, 255-58909505)	1,555,270
	Transfer to Public Art Fund (176-60920000)	15,000
		<u>\$ 1,675,270</u>
Total FY 2017-18 Expenditures Budget		<u>\$ 4,182,650</u>

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 175
CULTURAL AND TOURISM

Department: Non-Departmental
Cost Center: Cultural and Tourism
Cost Center No: 60-91-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52120	MAIL	\$ 28	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	-
52130	SUPPLIES	108	1,404	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	468	398	-	-	-	-	-	-
52510	TRAINING	-	129	-	-	-	-	-	-
52550	MILEAGE	7	15	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	714,000	776,610	1,015,750	1,108,270	1,108,270	1,108,270	92,520	9.1%
53380	OTHER MAINTENANCE AND REPAIRS	46	-	-	-	-	-	-	-
53610	GAS	7,852	7,935	8,500	8,500	8,500	8,500	-	-
53620	ELECTRIC	41,456	39,886	43,000	43,000	43,000	43,000	-	-
53799	OTHER EXPENSES	-	1,119	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	109,625	115,866	132,380	96,060	96,060	96,060	(36,320)	-27.4%
53813	INTRA CITY - BUDGETED TRANSFERS	103,270	117,314	109,270	113,310	113,310	113,310	4,040	3.7%
53815	INTRA CITY - INTERDEPART. BILLINGS	316,710	302,358	315,720	307,210	307,210	307,210	(8,510)	-2.7%
53840	MOTOR POOL RENTAL	401	469	650	650	650	650	-	-
53851	COPY	1,217	895	-	-	-	-	-	-
53860	BUILDING SERVICES	29,971	26,310	9,930	10,350	10,350	10,350	420	4.2%
53900	COST ALLOCATION PLAN	83,550	75,900	99,470	121,270	121,270	121,270	21,800	21.9%
54850	OTHER SPECIAL PAYMENTS	402,434	438,890	613,760	568,760	568,760	578,760	(35,000)	-5.7%
	Total Materials and Services	\$ 1,811,144	\$ 1,905,519	\$ 2,348,430	\$ 2,377,380	\$ 2,377,380	\$ 2,387,380	\$ 38,950	1.7%
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000)	-100.0%
	Total Capital Outlay	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000)	-100.0%
61110	CONTINGENCIES	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	-
	Total Contingencies	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	-
62110	TRANSFERS TO OTHER FUNDS	\$ 1,457,291	\$ 1,737,970	\$ 2,528,800	\$ 1,675,270	\$ 1,675,270	\$ 1,675,270	\$ (853,530)	-33.8%
	Total Transfers	\$ 1,457,291	\$ 1,737,970	\$ 2,528,800	\$ 1,675,270	\$ 1,675,270	\$ 1,675,270	\$ (853,530)	-33.8%
	Total Requirements	\$ 3,268,434	\$ 3,643,489	\$ 5,017,230	\$ 4,172,650	\$ 4,172,650	\$ 4,182,650	\$ (834,580)	-20.0%





Non-Departmental

DIVISIONS

Cultural and Tourism Fund

General Fund Non-Departmental

Public Art Fund

This section includes the divisions in bold text.



Public Art Fund

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Salem's Public Art ordinance was enacted in 2009. The Public Art Fund was established with the FY 2010-11 budget to account for the selection, acquisition, and maintenance of public art. Funding for these activities is derived from the dedication of one-half of one percent of the total eligible costs of public improvement projects as well as donations and grants. The Public Art Commission is comprised of seven members appointed by the City Council.

Public Art Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital \$	1,327	\$ 4,336	\$ 1,106	\$ 33,150	\$ 43,440
Internal	2,000	872	630	-	-
Interest / Other	9	19	67	150	300
Transfers	2,000	1,000	31,000	30,000	15,000
Total Resources \$	5,336	\$ 6,227	\$ 32,804	\$ 63,300	\$ 58,740
Materials / Services \$	1,000	\$ 5,120	\$ 278	\$ 63,300	\$ 58,740
Total Expenditures \$	1,000	\$ 5,120	\$ 278	\$ 63,300	\$ 58,740
% Change		412.01%	-94.56%	22637.07%	-7.20%

FY 2017-18 Highlights and Significant Changes

In coordination with the Urban Renewal Agency and Public Works, the Salem Public Art Commission and Oregon Artists Series Foundation have identified nine downtown locations for placing public sculptures. Each year, for the next few years, three of the nine downtown locations will have an art well / pedestal installed in preparation for displaying art.

Additional funding in FY 2017-18 is provided by transient occupancy tax through the Cultural and Tourism Fund. In accordance with the City Charter, transient occupancy tax may be used for "urban beautification generally" and will help to leverage the purchase and maintenance of these public art pieces.

Non-Departmental
Public Art Fund
(176-60-92-00)
FY 2017-18

Acct No.	Description	Adopted
Public Art Fund Resources Detail		
39110	INTERFUND TRANSFERS Cultural and Tourism Fund (175-60913000)	\$ 15,000
39910	BEGINNING WORKING CAPITAL	\$ 43,440
Total FY 2017-18 Resources Budget		\$ 58,740

Public Art Fund Expenditures Detail

Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES Management of public art	\$ 2,410
54850	OTHER SPECIAL PAYMENTS Purchase of public art (unspecified)	\$ 48,440
Total FY 2017-18 Expenditures Budget		\$ 58,740

CITY OF SALEM
2017 TO 2018
FUND NO. 176
PUBLIC ART FUND

Department: Non-Departmental
Cost Center: Public Art
Cost Center No.: 60-92-00-00

Public Art Resources		Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
Acct Code	Account Name								
35213	INTRAFUND - BUDGETED TRANSFERS	\$ 872	\$ 630	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Internal	\$ 872	\$ 630	\$ -	\$ -	\$ -	\$ -	\$ -	-
36210	INTEREST	\$ 19	\$ 67	\$ 150	\$ 300	\$ 300	\$ 300	\$ 150	100.0%
	Total Interest on Investments	\$ 19	\$ 67	\$ 150	\$ 300	\$ 300	\$ 300	\$ 150	100.0%
39110	INTERFUND TRANSFERS	\$ 1,000	\$ 31,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ (15,000)	-50.0%
	Total Operating Transfers	\$ 1,000	\$ 31,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ (15,000)	-50.0%
39910	BEGINNING WORKING CAPITAL	\$ 4,336	\$ 1,106	\$ 33,150	\$ 43,440	\$ 43,440	\$ 43,440	\$ 10,290	31.0%
	Total Beginning Balances	\$ 4,336	\$ 1,106	\$ 33,150	\$ 43,440	\$ 43,440	\$ 43,440	\$ 10,290	31.0%
	Total Resources	\$ 6,227	\$ 32,804	\$ 63,300	\$ 58,740	\$ 58,740	\$ 58,740	\$ (4,560)	-7.2%

Public Art Expenditures		Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
Acct Code	Account Name								
52670	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 12,660	\$ 2,410	\$ 2,410	\$ 2,410	\$ (10,250)	-81.0%
53380	OTHER MAINTENANCE AND REPAIRS	1,943	60	6,330	7,890	7,890	7,890	1,560	24.6%
53812	INTRA CITY - DIRECT CHG (LABOR)	626	218	-	-	-	-	-	-
53851	COPY	111	-	-	-	-	-	-	-
54850	OTHER SPECIAL PAYMENTS	2,441	-	44,310	48,440	48,440	48,440	4,130	9.3%
	Total Materials and Services	\$ 5,120	\$ 278	\$ 63,300	\$ 58,740	\$ 58,740	\$ 58,740	\$ (4,560)	-7.2%
	Total Requirements	\$ 5,120	\$ 278	\$ 63,300	\$ 58,740	\$ 58,740	\$ 58,740	\$ (4,560)	-7.2%

Non-Departmental
Public Art Fund
(176-60-92-00-00)
FY 2017-18

Department: Non-Departmental
Cost Center: Public Art
Cost Center No: 60-92-00-00

	Project	Adopted FY 2016-17	SPAC Rec FY 2017-18	Adopted FY 2017-18
Resources				
Beginning fund balance		\$ 33,150	\$ 46,440	\$ 43,440
Interest		150	300	300
Transfer of one-half of one percent of eligible public improvement costs		-	-	-
General Fund transfer		-	-	-
Cultural Tourism Fund transfer		30,000	15,000	15,000
Total Resources		<u>\$ 63,300</u>	<u>\$ 61,740</u>	<u>\$ 58,740</u>
Expenditures				
Public Art Acquisition (60921010)				
Acquisition of public art (70% of unspecified funding)	609200	\$ 44,310	\$ 48,440	\$ 48,440
Total Public Art Acquisition (unspecified)		<u>\$ 44,310</u>	<u>\$ 48,440</u>	<u>\$ 48,440</u>
Public Art Management (60921020)				
Selection, community education, registration, administration (20% of unspecified funding)	609220	\$ 12,660	\$ 5,410	\$ 2,410
Total Public Art Management (unspecified)		<u>\$ 12,660</u>	<u>\$ 5,410</u>	<u>\$ 2,410</u>
Public Art Maintenance (60921030)				
Maintenance, conservation, and deaccessioning of public art (10% of unspecified funding)	609230	\$ 6,330	\$ 7,890	\$ 7,890
Total Public Art Maintenance (unspecified)		<u>\$ 6,330</u>	<u>\$ 7,890</u>	<u>\$ 7,890</u>
Total Expenditures		<u>\$ 63,300</u>	<u>\$ 61,740</u>	<u>\$ 58,740</u>
Unappropriated Ending Balance		\$ -	\$ -	\$ -



Urban Development

DIVISIONS

Airport Fund

Community Renewal

Downtown Parking Fund

Economic Improvement District

Leasehold Fund

Parking Services

Urban Development Construction

Urban Development Services

Urban Renewal Agency

This section includes the divisions in bold text.



Leasehold Fund

Summaries, Programs, and Budgets

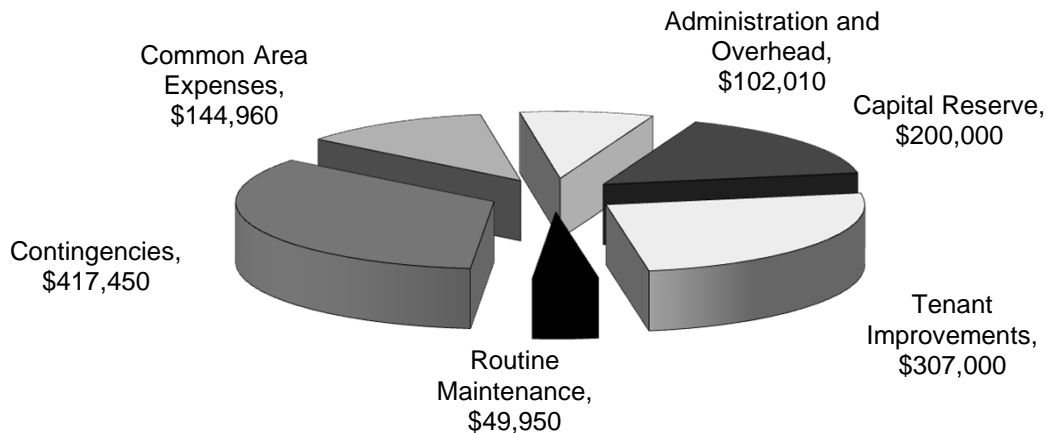
FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Leasehold Fund Budget by Category demonstrates three years of historical revenues and expenditures in the categories of Materials / Services, Contingencies, and Transfers as well as the adopted FY 2016-17 and FY 2017-18 budgets for the fund.

Leasehold Fund Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 547,540	\$ 573,432	\$ 783,246	\$ 747,990	\$ 720,890
Land / Building Rent	549,851	576,753	562,028	576,390	494,730
Interest	3,006	3,729	5,785	3,100	5,750
Other	500	1,119	2,700	-	-
Total	\$ 1,100,897	\$ 1,155,033	\$ 1,353,759	\$ 1,327,480	\$ 1,221,370
Materials / Services	\$ 527,464	\$ 371,787	\$ 684,948	\$ 485,870	\$ 603,920
Contingencies	-	-	-	641,610	417,450
Transfers	-	-	-	200,000	200,000
Total	\$ 527,464	\$ 371,787	\$ 684,948	\$ 1,327,480	\$ 1,221,370
% Change		-29.51%	84.23%	93.81%	-7.99%
FTE	0.00	0.00	0.00	0.00	0.00

Leasehold Expenditures



FY 2017-18 Highlights and Significant Changes

The Leasehold Fund accounts for the revenue and expenditures associated with the tenant lease spaces on the ground floor of the Chemeketa and Liberty parkades. Revenue is derived from tenant lease payments and payment for shared expenses, which include electricity, water and sewer, taxes, and janitorial services.

The budget for FY 2017-18 maintains current service levels for the leasehold spaces. In addition, the budget includes a contribution to a capital improvements reserve for current and future capital project needs. In the FY 2017-18 budget for the Capital Improvements Fund (budget volume 2), a total of \$285,000 is identified for planned parking structure projects.

Leasehold Fund Resources
Chemeketa Parkade
(180-64-40-10)
FY 2017-18

Acct. No.	Description	Adopted
34110	LAND / BUILDING RENT Tenant lease payments for retail space in Chemeketa Parkade	\$ 348,990
34160	COMMON AREA RENT Payment from tenants in retail space of Chemeketa Parkade for common area costs	\$ 87,820
<hr/>		
Total FY 2017-18 Resources Budget		\$ 1,005,360

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 180
LEASEHOLD

Department: Urban Development
Cost Center: Chemeketa
Cost Center No: 64-40-10-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
34110	LAND / BUILDING RENT	\$ 363,034	\$ 362,605	\$ 372,380	\$ 348,990	\$ 348,990	\$ 348,990	\$ (23,390)	-6.3%
34160	COMMON AREA RENT	114,556	106,343	108,130	87,820	87,820	87,820	(20,310)	-18.8%
34295	PARKING RENT - OTHER	450	-	-	-	-	-	-	-
	Total Rent	\$ 478,040	\$ 468,948	\$ 480,510	\$ 436,810	\$ 436,810	\$ 436,810	\$ (43,700)	-9.1%
36210	INTEREST	\$ 3,171	\$ 5,037	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500	100.0%
	Total Interest on Investments	\$ 3,171	\$ 5,037	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500	100.0%
36895	OTHER REVENUE	\$ 1,119	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other	\$ 1,119	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 481,873	\$ 669,396	\$ 611,920	\$ 563,550	\$ 563,550	\$ 563,550	\$ (48,370)	-7.9%
	Total Beginning Balances	\$ 481,873	\$ 669,396	\$ 611,920	\$ 563,550	\$ 563,550	\$ 563,550	\$ (48,370)	-7.9%
	Total Resources	\$ 964,202	\$ 1,146,081	\$ 1,094,930	\$ 1,005,360	\$ 1,005,360	\$ 1,005,360	\$ (89,570)	-8.2%

Leasehold Fund Expenditures
 Chemeketa Parkade
 (180-64-40-10)
 FY 2017-18

Acct No.	Description	Adopted
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Janitorial services (101-22510000)	\$ 5,580
	Maintenance services (101-22510000)	24,380
	Urban Development lease management (101-64100000)	35,630
		<u>\$ 65,590</u>
62110	TRANSFERS TO OTHER FUNDS	
	Parking structure capital projects fund (255-64901200)	\$ 200,000

Total FY 2017-18 Expenditures Budget

\$ 1,005,360

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 180
LEASEHOLD

Department: Urban Development
Cost Center: Chemeketa
Cost Center No: 64-40-10-00

Acct Code Account Name	Expenditures Budget							
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52110 SUBSCRIPTIONS AND BOOKS	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	-
52120 MAIL	81	60	50	100	100	100	50	100.0%
52130 SUPPLIES	232	344	500	500	500	500	-	-
52140 PRINTING AND DUPLICATION	238	-	-	-	-	-	-	-
52320 ADVERTISING	420	420	300	300	300	300	-	-
52620 CONSTRUCTION CONTRACTS	-	-	157,650	232,000	232,000	232,000	74,350	47.2%
52670 OTHER PROFESSIONAL SERVICES	-	2,187	-	-	-	-	-	-
53210 INSURANCE	730	4,020	4,390	4,980	4,980	4,980	590	13.4%
53380 OTHER MAINTENANCE AND REPAIRS	1,192	367	-	-	-	-	-	-
53530 OUTSIDE RENTAL	-	1,026	-	-	-	-	-	-
53620 ELECTRIC	59,239	59,727	59,450	60,640	60,640	60,640	1,190	2.0%
53630 WATER	14,435	12,058	14,710	15,010	15,010	15,010	300	2.0%
53720 TAXES AND ASSESSMENTS	19,153	19,792	20,390	20,230	20,230	20,230	(160)	-0.8%
53767 BANKING AND INVESTMENT FEES	-	-	460	460	460	460	-	-
53812 INTRA CITY - DIRECT CHG (LABOR)	74,559	114,225	65,090	65,590	65,590	65,590	500	0.8%
53813 INTRA CITY - BUDGETED TRANSFERS	-	630	-	-	-	-	-	-
53815 INTRA CITY - INTERDEPARTMENTAL BILLINGS	124	60	-	-	-	-	-	-
53840 MOTOR POOL RENTAL	648	971	520	540	540	540	20	3.8%
53851 COPY	334	-	-	-	-	-	-	-
53854 PHOTOCOPIES	134	1	150	150	150	150	-	-
53860 BUILDING SERVICES	106,176	341,235	14,980	15,230	15,230	15,230	250	1.7%
53900 COST ALLOCATION PLAN	17,110	22,110	16,300	21,130	21,130	21,130	4,830	29.6%
Total Materials and Services	\$ 294,806	\$ 610,834	\$ 355,090	\$ 437,010	\$ 437,010	\$ 437,010	\$ 81,920	23.1%
61110 CONTINGENCIES	\$ -	\$ -	\$ 539,840	\$ 368,350	\$ 368,350	\$ 368,350	\$ (171,490)	-31.8%
Total Contingencies	\$ -	\$ -	\$ 539,840	\$ 368,350	\$ 368,350	\$ 368,350	\$ (171,490)	-31.8%
62110 TRANSFERS TO OTHER FUNDS	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	-
Total Contingencies	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	-
Total Requirements	\$ 294,806	\$ 610,834	\$ 1,094,930	\$ 1,005,360	\$ 1,005,360	\$ 1,005,360	\$ (89,570)	-8.2%



Chemeketa Leasehold

FUND NO. 180

FY 2017-18

Department: Urban Development

Cost Center: Chemeketa

Cost Center No: 64-40-10-00

	Project	Adopted Budget FY 16-17	Adopted Budget FY 17-18
Resources			
Beginning fund balance		\$ 611,920	\$ 563,550
Interest earnings		2,500	5,000
Tenant lease payments		372,380	348,990
Tenant common area / utility payments		108,130	87,820
Total Resources		\$ 1,094,930	\$ 1,005,360
Expenditures			
Capital Improvements			
Awning replacement		\$ -	\$ 30,000
Storefront replacement - phase 2 (reappropriation, additional funding)		87,000	127,000
Unanticipated tenant improvements	641009	75,000	75,000
Total Capital Improvements		\$ 162,000	\$ 232,000
Regular Maintenance			
Regular maintenance (Facilities Services Division)	641003	\$ 34,430	\$ 37,230
Total Regular Maintenance		\$ 34,430	\$ 37,230
Administration and Overhead			
Lease management and administration (Urban Development)	641000	\$ 34,880	\$ 37,290
Indirect Cost Allocation Plan	641001	16,300	21,130
Total Administration and Overhead		\$ 51,180	\$ 58,420
Common Area Expenses			
Electricity	641002	\$ 59,450	\$ 60,640
Insurance	641002	4,390	4,980
Janitorial services	641002	8,540	8,500
Property taxes	641002	20,390	20,230
Water	641002	14,710	15,010
Total Common Area Expenses		\$ 107,480	\$ 109,360
Transfers and Reimbursements:			
Transfer to parking structure capital projects reserve (Fund 255)	641004	\$ 200,000	\$ 200,000
Total Transfers and Reimbursements		\$ 200,000	\$ 200,000
Contingencies		\$ 539,840	\$ 368,350
Total Expenditures		\$ 1,094,930	\$ 1,005,360
Unappropriated Ending Balance		\$ -	\$ -

Leasehold Fund Resources
Liberty Square
 (180-64-40-20)
 FY 2017-18

Acct. No.	Description	Adopted
34110	LAND / BUILDING RENT Tenant lease payments for retail space in Liberty Square parking structure	\$ 39,140
34160	COMMON AREA RENT Payment from tenants in retail space of Liberty Square parking structure for common area costs	\$ 18,780

Total FY 2017-18 Resources Budget	\$ 216,010
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CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 180
LEASEHOLD

Department: Urban Development
Cost Center: Liberty Square
Cost Center No: 64-40-20-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
34110	LAND / BUILDING RENT	\$ 66,562	\$ 65,382	\$ 67,380	\$ 39,140	\$ 39,140	\$ 39,140	\$ (28,240)	-41.9%
34160	COMMON AREA RENT	32,151	27,699	28,500	18,780	18,780	18,780	(9,720)	-34.1%
	Total Rent	\$ 98,714	\$ 93,080	\$ 95,880	\$ 57,920	\$ 57,920	\$ 57,920	\$ (37,960)	-39.6%
36210	INTEREST	\$ 558	\$ 749	\$ 600	\$ 750	\$ 750	\$ 750	\$ 150	25.0%
	Total Interest on Investments	\$ 558	\$ 749	\$ 600	\$ 750	\$ 750	\$ 750	\$ 150	25.0%
39910	BEGINNING WORKING CAPITAL	\$ 91,560	\$ 113,849	\$ 136,070	\$ 157,340	\$ 157,340	\$ 157,340	\$ 21,270	15.6%
	Total Beginning Balances	\$ 91,560	\$ 113,849	\$ 136,070	\$ 157,340	\$ 157,340	\$ 157,340	\$ 21,270	15.6%
	Total Resources	\$ 190,831	\$ 207,678	\$ 232,550	\$ 216,010	\$ 216,010	\$ 216,010	\$ (16,540)	-7.1%

Leasehold Fund Expenditures
Liberty Square
 (180-64-40-20)
 FY 2017-18

Acct No.	Description	Adopted
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Janitorial services (101-22510000)	\$ 5,410
	Maintenance services (101-22510000)	7,890
	Urban Development lease management (101-64100000)	35,630
		<u>\$ 48,930</u>

Total FY 2017-18 Expenditures Budget	\$ 216,010
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CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 180
LEASEHOLD

Department: Urban Development
Cost Center: Liberty Square
Cost Center No: 64-40-20-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
52110	SUBSCRIPTIONS AND BOOKS	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	-
52120	MAIL	15	7	50	50	50	50	-	-
52130	SUPPLIES	-	75	200	200	200	200	-	-
52320	ADVERTISING	420	420	500	500	500	500	-	-
52620	CONSTRUCTION CONTRACTS	149	-	40,000	75,000	75,000	75,000	35,000	87.5%
52740	PERMITS	163	-	-	-	-	-	-	-
53210	INSURANCE	150	740	-	-	-	-	-	-
53380	OTHER MAINTENANCE AND REPAIRS	700	-	-	-	-	-	-	-
53620	ELECTRIC	13,029	13,311	13,330	13,250	13,250	13,250	(80)	-0.6%
53630	WATER	1,056	1,649	1,140	1,360	1,360	1,360	220	19.3%
53650	REFUSE DISPOSAL	-	100	-	-	-	-	-	-
53720	TAXES AND ASSESSMENTS	13,273	13,715	14,130	14,020	14,020	14,020	(110)	-0.8%
53767	BANKING AND INVESTMENT FEES	-	-	90	90	90	90	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	34,959	34,332	46,190	48,930	48,930	48,930	2,740	5.9%
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	89	43	-	-	-	-	-	-
53840	MOTOR POOL RENTAL	228	177	200	210	210	210	10	5.0%
53851	COPY	-	-	50	50	50	50	-	-
53854	PHOTOCOPIES	71	103	500	500	500	500	-	-
53860	BUILDING SERVICES	7,870	2,362	7,750	6,180	6,180	6,180	(1,570)	-20.3%
53900	COST ALLOCATION PLAN	4,810	7,080	6,500	6,420	6,420	6,420	(80)	-1.2%
	Total Materials and Services	\$ 76,982	\$ 74,114	\$ 130,780	\$ 166,910	\$ 166,910	\$ 166,910	\$ 36,130	27.6%
61110	CONTINGENCIES	\$ -	\$ -	\$ 101,770	\$ 49,100	\$ 49,100	\$ 49,100	\$ (52,670)	-51.8%
	Total Contingencies	\$ -	\$ -	\$ 101,770	\$ 49,100	\$ 49,100	\$ 49,100	\$ (52,670)	-51.8%
	Total Requirements	\$ 76,982	\$ 74,114	\$ 232,550	\$ 216,010	\$ 216,010	\$ 216,010	\$ (16,540)	-7.1%

Liberty Square Leasehold

FUND NO. 180

FY 2017-18

Department: Urban Development

Cost Center: Liberty Square

Cost Center No: 64-40-20-00

		Adopted Budget FY 16-17	Adopted Budget FY 17-18
Resources			
Beginning fund balance		\$ 136,070	\$ 157,340
Interest earnings		600	750
Tenant lease payments		67,380	39,140
Tenant common area / utility payments		28,500	18,780
Total Resources		\$ 232,550	\$ 216,010
Expenditures			
Capital Improvements			
Tenant improvements		\$ 40,000	\$ 75,000
<i>Total Capital Improvements</i>		\$ 40,000	\$ 75,000
Regular Maintenance			
Regular maintenance (Facilities Services Division)	642003	\$ 13,740	\$ 12,720
<i>Total Regular Maintenance</i>		\$ 13,740	\$ 12,720
Administration and Overhead			
Indirect Cost Allocation Plan	642001	\$ 6,500	\$ 6,420
Lease management and administration (Urban Development)	642000	34,810	37,170
<i>Total Administration and Overhead</i>		\$ 41,310	\$ 43,590
Common Area Expenses			
Electricity	642002	\$ 13,330	\$ 13,250
Janitorial services	-	7,130	6,970
Property taxes	642002	14,130	14,020
Water	642002	1,140	1,360
<i>Total Common Area Expenses</i>		\$ 35,730	\$ 35,600
Contingencies	-	\$ 101,770	\$ 49,100
Total Expenditures		\$ 232,550	\$ 216,010
Unappropriated Ending Balance		\$ -	\$ -



Community Development

DIVISIONS

Administration

Building and Safety

Library

Neighborhood Enhancement

Planning

This section includes the divisions in bold text.



Building and Safety

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Building and Safety Budget by Category represents three years of historical revenue and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category, including Personal Services, Materials / Services, Capital Outlay, Contingency, and Transfers. The table shows the total fund expenditure budget, the percent change in budget, and the full-time equivalent (FTE) position count for each year.

Building and Safety Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Beginning Working Capital	\$ 3,758,761	\$ 4,802,311	\$ 5,002,147	\$ 5,111,700	\$ 6,250,170
Fees	29,078	31,915	30,340	30,310	30,920
Licenses and Permits	3,554,497	2,901,707	3,543,773	3,015,160	4,439,550
Internal	208,430	156,960	164,040	165,320	123,980
Intergovernmental	31,008	-	-	-	-
Interest	21,077	29,562	40,216	21,420	21,850
Other Revenue	1,171	86	93	-	-
Total Resources	\$ 7,604,022	\$ 7,922,541	\$ 8,780,608	\$ 8,343,910	\$ 10,866,470
Personal Services	\$ 2,021,923	\$ 2,132,957	\$ 2,262,749	\$ 2,677,850	\$ 3,011,810
Materials / Services	779,789	762,537	1,038,184	1,076,850	1,126,530
Capital Outlay	-	7,357	4,097	-	-
Contingency	-	-	-	300,000	300,000
Transfers	-	17,544	101,596	800,000	580,000
Total Expenditures	\$ 2,801,712	\$ 2,920,395	\$ 3,406,626	\$ 4,854,700	\$ 5,018,340
% Change		4.24%	16.65%	42.51%	3.37%
FTE	21.00	22.00	21.00	23.00	25.00

FY 2017-18

Highlights and Significant Changes

In FY 2017-18, the Building and Safety Division will finalize the third phase of its office remodel project, to provide an efficient and ADA compliant work space layout for the plan review and inspection section. A total of \$80,000 is appropriated for this purpose.

The division's FY 2017-18 budget continues to transfer \$500,000 to the City's Equipment and Asset Reserve Fund (Fund 388). The intent of this reserve is a set-aside for upgrading the current permit and electronic plan review systems as needed to improve system functionality and incorporate enhancements to create efficiencies for staff and stakeholders. The reserve is also intended for the possible future replacement of the current system.

Building and Safety Division continues to maintain its building department accredited status from the International Accreditation Service (IAS).

Work Force Changes

The budget includes the addition of 2.0 FTE positions -- a plans examiner and an inspector -- to address continued and increasing commercial and residential building activity.





Building and Safety

What We Do

PROGRAMS

Building and Safety

Building and Safety	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Building Permits Program				
Provide plan review, permitting and inspection of commercial and residential construction to ensure compliance with Oregon State Building Code and Salem Revised Code. Included in the building permit program is a project coordinator, who is assigned as a liaison on large projects of \$10 million or more. The project coordinator helps shepherd the project through the permitting process and facilitate the coordination between City departments as a single point of contact for the applicant.	21.13	\$ 4,650,190	23.58	\$ 4,867,860
Permit Application Center - Licensing				
Process permit applications, business and vocational licenses required by the City of Salem.	0.56	\$ 82,950	0.31	\$ 26,340
Parking Permit Program				
Issuance of parking permits in City structures and parking lots, in addition to issuing residential, construction maintenance, and daily parking permits for use of parking spaces downtown and in surrounding areas.	1.31	\$ 121,560	1.11	\$ 124,140

Total Building and Safety Division

23.00	\$ 4,854,700	25.00	\$ 5,018,340
Staff	Cost	Staff	Cost
FY 2016-17		FY 2017-18	

Community Development Department
 Building and Safety Fund Resources
 (185-25-50-00)
 FY 2017-18

Acct. No.	Description	Adopted
32644	PROCESSING FEE A surcharge on most permits issued by the Permit Application Center to cover the cost of issuance	\$ 26,530
32835	BUILDING PERMITS Permit and plan review fees for construction projects	\$ 3,288,670
32840	ELECTRICAL PERMITS Permits for construction projects	\$ 430,340
32845	MECHANICAL PERMITS Permits for construction projects	\$ 295,890
32850	PLUMBING PERMITS Permits for construction projects	\$ 366,330
32895	OTHER PERMITS Non-construction permits and licenses (including police protective licenses)	\$ 58,320
35213	INTRA CITY SERVICES - BUDGETED TRANSFERS Parking permit processing and management (101-64141500) Parking permit processing and management (170-64301000)	\$ 60,780 60,780 <hr/> \$ 123,980
36210	INTEREST	\$ 21,850

Total FY 2017-18 Resources Budget

\$ 10,866,470

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 185
BUILDING AND SAFETY

Department: Community Development
Cost Center: Building and Safety
Cost Center No: 25-50-00-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
32320	DOCUMENT SALES	\$ 4,320	\$ 5,620	\$ 4,300	\$ 4,390	\$ 4,390	\$ 4,390	\$ 90	2.09%
32347	MARIJUANA APPLICATION FEE	3,520	4,180	-	-	-	-	-	-
	Total Fees for Services	\$ 7,840	\$ 9,800	\$ 4,300	\$ 4,390	\$ 4,390	\$ 4,390	\$ 90	2.1%
32644	PROCESSING FEE	\$ 24,075	\$ 20,540	\$ 26,010	\$ 26,530	\$ 26,530	\$ 26,530	\$ 520	2.0%
	Total Other Fees	\$ 24,075	\$ 20,540	\$ 26,010	\$ 26,530	\$ 26,530	\$ 26,530	\$ 520	2.0%
32835	BUILDING PERMITS	\$ 1,883,369	\$ 2,410,149	\$ 1,895,250	\$ 3,288,670	\$ 3,288,670	\$ 3,288,670	\$ 1,393,420	73.5%
32840	ELECTRICAL PERMITS	357,255	394,912	413,700	430,340	430,340	430,340	16,640	4.0%
32845	MECHANICAL PERMITS	257,353	306,505	276,150	295,890	295,890	295,890	19,740	7.1%
32850	PLUMBING PERMITS	334,586	350,976	362,780	366,330	366,330	366,330	3,550	1.0%
32895	OTHER PERMITS	69,146	81,230	67,280	58,320	58,320	58,320	(8,960)	-13.3%
	Total Licenses & Permits	\$ 2,901,707	\$ 3,543,773	\$ 3,015,160	\$ 4,439,550	\$ 4,439,550	\$ 4,439,550	\$ 1,424,390	47.2%
35213	INTRAFUND - BUDGETED TRANSFERS	\$ 156,960	\$ 164,040	\$ 165,320	\$ 123,980	\$ 123,980	\$ 123,980	\$ (41,340)	-25.0%
	Total Internal	\$ 156,960	\$ 164,040	\$ 165,320	\$ 123,980	\$ 123,980	\$ 123,980	\$ (41,340)	-25.0%
36210	INTEREST	\$ 29,562	\$ 40,216	\$ 21,420	\$ 21,850	\$ 21,850	\$ 21,850	\$ 430	2.0%
	Total Interest on Investments	\$ 29,562	\$ 40,216	\$ 21,420	\$ 21,850	\$ 21,850	\$ 21,850	\$ 430	2.0%
36895	OTHER REVENUE	\$ 86	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other Revenue	\$ 86	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 4,802,311	\$ 5,002,147	\$ 5,111,700	\$ 6,241,060	\$ 6,241,060	\$ 6,250,170	\$ 1,138,470	22.3%
	Total Beginning Balances	\$ 4,802,311	\$ 5,002,147	\$ 5,111,700	\$ 6,241,060	\$ 6,241,060	\$ 6,250,170	\$ 1,138,470	22.3%
	Total Resources	\$ 7,922,541	\$ 8,780,608	\$ 8,343,910	\$ 10,857,360	\$ 10,857,360	\$ 10,866,470	\$ 2,522,560	30.2%

Community Development Department
 Building and Safety Fund Expenditures
 (185-25-50-00)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Blue Volt University (2)	\$ 360
	International Code Council certification training (3)	600
	International Code Council annual conference (2)	6,500
	Northwest Concrete Masonry Association (2)	500
	Oregon Building Officials Association - educational institutes and quarterly business meetings (24)	18,900
	Oregon Building Officials Association - annual conference (3)	3,000
	Oregon Department of Consumer and Business Services certification and code training (24)	6,130
	Oregon Fire Marshals Association (2)	220
	Oregon Permit Technical Association (6)	1,530
	Oregon State Board of Examiners for engineering and land surveying (2)	320
	Special training classes (6)	1,200
	Structural Engineer Association of Oregon (2)	700
		<u>\$ 39,960</u>
52670	OTHER PROFESSIONAL SERVICES	
	Community outreach	\$ 3,000
	Document shredding services	600
	Imaging services for building plans	35,000
	Interpretative services	250
	Locksmith	200
		<u>\$ 39,050</u>
52815	CONTROLLED EQUIPMENT	
	Desktop monitor (new, 4 and replacement, 7)	\$ 4,510
	High-end desktop computer for ePlan review (new, 2)	2,780
	High-end desktop monitor for ePlan review (new, 4 and replacement, 2)	6,900
	Laptop mobile computer (new, 1 and replacement, 9, carryover)	21,570
	Mobile modem (new, 2 and replacement, 4)	3,600
	Mobile printer (new, 1 and replacement, 10)	2,200
	Monitor for secondary conference room (new, 1)	7,000
	Printer (replacement, 1)	1,010
	Projector (replacement, 1, carryover)	7,000
		<u>\$ 56,570</u>

Community Development Department
 Building and Safety Fund Expenditures
 (185-25-50-00)
 FY 2017-18

Acct No.	Description	Adopted
53812	INTRA CITY - DIRECT CHARGE (LABOR) Geographic information systems support for projects (101-25202500)	\$ 500
53813	INTRA CITY - BUDGETED TRANSFERS Department administration of Building and Safety Division (101-25150000) Department tech analyst support (101-59103515) Investigation of work on behalf of Building and Safety Division (101-25350000)	\$ 251,070 119,700 59,000 <hr/> \$ 429,770
62110	INTERFUND TRANSFERS Permitting system upgrade / replacement reserve (388-88102500) Phase three of Building and Safety renovation (255-60901000)	\$ 500,000 80,000 <hr/> \$ 580,000

Total FY 2017-18 Expenditures Budget	\$ 5,018,340
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CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 185
BUILDING AND SAFETY

Department: Community Development
Cost Center: Building and Safety
Cost Center No: 25-50-00-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 1,280,331	\$ 1,368,542	\$ 1,583,700	\$ 1,736,570	\$ 1,736,570	\$ 1,736,570	\$ 152,870	9.7%
51020	SEASONAL AND RELIEF	-	-	-	46,850	46,850	46,850	46,850	-
51030	OVERTIME	13,694	9,401	29,700	29,700	29,700	29,700	-	-
51100	INCENTIVES	27,989	30,038	40,340	40,940	40,940	40,940	600	1.5%
51120	LEAVE PAYOFF	9,032	4,158	22,000	22,000	22,000	22,000	-	-
51130	CAR ALLOWANCE	1,080	1,084	1,080	1,080	1,080	1,080	-	-
51195	OTHER PAY / BENEFITS	-	-	4,990	4,430	4,430	4,430	(560)	-11.2%
51210	FICA AND MEDICARE	99,742	105,573	128,280	143,600	143,600	143,600	15,320	11.9%
51221	WORKERS' COMP PREMIUM	27,780	22,930	16,430	17,500	17,500	17,500	1,070	6.5%
51222	WORKERS' COMP STATE ASSMT	580	584	640	690	690	690	50	7.8%
51230	UNEMPLOYMENT	(289)	(1,133)	14,750	14,750	14,750	14,750	-	-
51240	EMPLOYER - RETIREMENT PERS	173,481	185,747	217,020	303,200	303,200	303,200	86,180	39.7%
51243	PERS UNFUNDED LIABILITY	82,100	87,200	84,650	93,910	93,910	93,910	9,260	10.9%
51245	EMPLOYER - PERS PICKUP	78,663	84,634	100,600	112,630	112,630	112,630	12,030	12.0%
51250	INSURANCE - MEDICAL	298,115	320,167	382,650	394,160	394,160	394,160	11,510	3.0%
51255	INSURANCE - VISION	8,729	9,785	11,450	11,030	11,030	11,030	(420)	-3.7%
51260	INSURANCE - DENTAL	29,360	30,864	36,530	34,860	34,860	34,860	(1,670)	-4.6%
51265	INSURANCE - LIFE	1,800	2,234	2,020	2,900	2,900	2,900	880	43.6%
51270	INSURANCE - DISABILITY	768	941	1,020	1,010	1,010	1,010	(10)	-1.0%
	Total Personal Services	\$ 2,132,957	\$ 2,262,749	\$ 2,677,850	\$ 3,011,810	\$ 3,011,810	\$ 3,011,810	\$ 333,960	12.5%
	NUMBER OF POSITIONS	22.00	21.00	23.00	25.00	25.00	25.00	2.00	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 4,718	\$ 927	\$ 6,410	\$ 7,320	\$ 7,320	\$ 7,320	\$ 910	14.2%
52120	MAIL	1,437	2,820	4,000	3,000	3,000	3,000	(1,000)	-25.0%
52130	SUPPLIES	13,585	14,200	13,340	13,610	13,610	13,610	270	2.0%
52140	PRINTING AND DUPLICATION	1,558	2,650	2,100	2,140	2,140	2,140	40	1.9%
52150	RECORDING FEES	-	-	250	250	250	250	-	-
52320	ADVERTISING	-	873	2,000	2,000	2,000	2,000	-	-
52360	RECRUITMENT FEES	30	-	500	500	500	500	-	-
52405	TELEPHONE - OFFICE	8,291	7,181	8,010	18,320	18,320	18,320	10,310	128.7%
52410	TELEPHONE - CELLULAR	7,890	10,825	10,800	12,490	12,490	12,490	1,690	15.6%
52510	TRAINING	16,265	20,517	37,970	39,960	39,960	39,960	1,990	5.2%
52540	MEALS	72	201	250	250	250	250	-	-
52550	MILEAGE	-	-	500	500	500	500	-	-
52660	TEMP EMPLOYMENT SERVICES	18,152	46,540	45,000	45,000	45,000	45,000	-	-
52670	OTHER PROFESSIONAL SERVICES	37,194	49,156	57,150	39,050	39,050	39,050	(18,100)	-31.7%
52710	MEMBERSHIP DUES	2,509	2,742	2,800	2,420	2,420	2,420	(380)	-13.6%
52720	LICENSES / CERTIFICATIONS	743	448	3,000	2,430	2,430	2,430	(570)	-19.0%
52810	SMALL TOOLS	66	398	1,000	1,000	1,000	1,000	-	-
52815	CONTROLLED EQUIPMENT	23,247	15,139	21,500	47,460	47,460	56,570	35,070	163.1%
52820	SMALL EQUIPMENT AND SUPPLIES	3,216	665	3,670	1,000	1,000	1,000	(2,670)	-72.8%
52830	COMPUTER SOFTWARE AND LICENSES	2,625	4,084	5,110	9,110	9,110	9,110	4,000	78.3%
52930	GASOLINE	10,957	9,620	9,100	9,100	9,100	9,100	-	-
52950	LUBRICANTS	6	-	-	-	-	-	-	-
53210	INSURANCE	10	14,660	21,760	17,030	17,030	17,030	(4,730)	-21.7%
53310	VEHICLE MAINTENANCE	7,128	5,832	6,840	6,000	6,000	6,000	(840)	-12.3%
53734	SAFETY CLOTHING AND EQUIPMENT	876	-	3,000	8,000	8,000	8,000	5,000	166.7%
53767	BANKING AND INVESTMENT FEES	39,392	44,951	49,410	50,340	50,340	50,340	930	1.9%
53770	BAD DEBT - WRITE OFF	-	428	1,000	1,000	1,000	1,000	-	-
53799	OTHER EXPENSES	27	38	-	-	-	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	10,578	2,433	500	500	500	500	-	-
53813	INTRA CITY - BUDGETED TRANSFERS	212,040	332,142	379,200	429,770	429,770	429,770	50,570	13.3%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 185
BUILDING AND SAFETY

Department: Community Development
Cost Center: Building and Safety
Cost Center No: 25-50-00-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53830	RADIO	13,760	15,300	15,220	22,720	22,720	22,720	7,500	49.3%
53840	MOTOR POOL RENTAL	16,286	20,152	14,750	7,920	7,920	7,920	(6,830)	-46.3%
53841	EQUIPMENT REPLACEMENT CHG	13,938	73,446	25,300	-	-	-	(25,300)	-100.0%
53851	COPY	11,944	11,735	10,850	11,000	11,000	11,000	150	1.4%
53854	PHOTOCOPIES	826	232	1,000	1,000	1,000	1,000	-	-
53860	BUILDING SERVICES	3,250	(0)	-	-	-	-	-	-
53900	COST ALLOCATION PLAN	279,920	327,850	313,560	305,230	305,230	305,230	(8,330)	-2.7%
	Total Materials and Services	\$ 762,537	\$ 1,038,184	\$ 1,076,850	\$ 1,117,420	\$ 1,117,420	\$ 1,126,530	\$ 49,680	4.6%
55150	FLEET REPLACEMENT	\$ 7,357	\$ 4,097	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Capital Outlay	\$ 7,357	\$ 4,097	\$ -	\$ -	\$ -	\$ -	\$ -	-
61110	CONTINGENCIES	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	-
	Total Contingencies	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	-
62110	TRANSFERS TO OTHER FUNDS	\$ 17,544	\$ 101,596	\$ 800,000	\$ 580,000	\$ 580,000	\$ 580,000	\$ (220,000)	-27.5%
	Total Transfers to Other Funds	\$ 17,544	\$ 101,596	\$ 800,000	\$ 580,000	\$ 580,000	\$ 580,000	\$ (220,000)	-27.5%
	Total Requirements	\$ 2,920,395	\$ 3,406,626	\$ 4,854,700	\$ 5,009,230	\$ 5,009,230	\$ 5,018,340	\$ 163,640	3.4%



City of Salem
Debt Service Summary

All Funds
FY 2017-18

	Issue/ Maturity	Original Amount	Balance 6/30/2017 Outstanding	2017-18 PAYMENTS			Balance 6/30/2018 Outstanding
				Principal	Interest	Total	
GENERAL FUND - FUND 101 (Volume 1)							
Parking Meter Technology Internal Loan	4/15 - 1/21	\$ 1,500,000	\$ 1,075,690	\$ 262,920	\$ 15,570	\$ 278,490	\$ 812,770
TOTAL FUND 101		\$ 1,500,000	\$ 1,075,690	\$ 262,920	\$ 15,570	\$ 278,490	\$ 812,770
STREETLIGHT FUND - FUND 156 (Volume 2)							
Streetlight LED Replacement Internal Loan	12/16 - 12/26	\$ 2,000,000	\$ 2,000,000	\$ 183,710	\$ 44,290	\$ 228,000	\$ 1,816,290
TOTAL FUND 156		\$ 2,000,000	\$ 2,000,000	\$ 183,710	\$ 44,290	\$ 228,000	\$ 1,816,290
UD AIRPORT - FUND 160 (Volume 1)							
Airfield Electrical Internal Loan	12/12-12/22	\$ 298,500	\$ 202,880	\$ 32,830	\$ 2,030	\$ 34,860	\$ 170,050
Environmental Assessment Internal Loan	12/12-12/22	295,700	46,360	7,500	470	7,970	38,860
TOTAL FUND 160		\$ 594,200	\$ 249,240	\$ 40,330	\$ 2,500	\$ 42,830	\$ 208,910
COMMUNITY RENEWAL - FUND 165 (Volume 1)							
Section 108 - Conference Center ¹	2/04-8/23	\$ 7,200,000	\$ 1,972,000	\$ 379,000	\$ 32,230	\$ 411,230	\$ 1,593,000
TOTAL FUND 165		\$ 7,200,000	\$ 1,972,000	\$ 379,000	\$ 32,230	\$ 411,230	\$ 1,593,000
GENERAL OBLIGATION DEBT - FUND 210 (Volume 1)							
Streets and Bridges Series 2009	3/09-6/24	\$ 34,480,000	\$ 18,195,000	\$ 2,000,000	\$ 838,140	\$ 2,838,140	\$ 16,195,000
Fire Bond Refunding Series 2012	4/12-6/22	18,289,300	5,853,340	1,959,730	177,560	2,137,290	3,893,610
Streets and Bridges Series 2012	1/12-6/26	25,000,000	11,420,000	1,035,000	299,210	1,334,210	10,385,000
Streets and Bridges Series 2013	8/13-6/24	43,665,000	33,310,000	2,910,000	1,285,750	4,195,750	30,400,000
Public Safety Facility Series 2017	07/17-06/37	61,800,000	-	710,000	2,458,390	3,168,390	61,090,000
TOTAL FUND 210		\$ 183,234,300	\$ 68,778,340	\$ 8,614,730	\$ 5,059,050	\$ 13,673,780	\$ 121,963,610
OTHER DEBT - FUND 210 (Volume 1)							
Pension Bonds Series 2005	09/05-06/28	\$ 61,685,000	\$ 46,750,000	\$ 2,570,000	\$ 2,326,770	\$ 4,896,770	\$ 44,180,000
TOTAL FUND 210		\$ 61,685,000	\$ 46,750,000	\$ 2,570,000	\$ 2,326,770	\$ 4,896,770	\$ 44,180,000
UTILITY FUND* - FUND 310 (Volume 2)							
Full Faith and Credit 2009	5/09-6/29	\$ 100,075,000	\$ 69,870,000	\$ 5,682,300	\$ 3,317,775	\$ 9,000,075	\$ 64,187,700
Water/Sewer Refunding 2012 A (T/E)	10/12-6/25	63,360,000	48,980,000	10,235,000	1,087,355	11,322,355	38,745,000
OECD Loan ²	5/09-12/33	\$ 5,875,000	-	-	-	-	-
TOTAL FUND 310		\$ 169,310,000	\$ 118,850,000	\$ 15,917,300	\$ 4,405,130	\$ 20,322,430	\$ 102,932,700
<i>*Previously named Water and Sewer Fund</i>							
TOTAL DEBT SERVICE		\$ 425,523,500	\$ 239,675,270	\$ 27,967,990	\$ 11,885,540	\$ 39,853,530	\$ 273,507,280

1. The Section 108 loan payment for FY 2017-18 is \$411,230. The 108 Loan Repayment Account is fully funded for the remaining debt service obligation of this loan. As the result, no further use of CDBG program income and Riverfront Downtown commercial loan repayments is necessary to augment the repayment account.

2. OECD Loan payoff on April 11, 2017. No outstanding balance for FY 2017-18.

General Debt Fund Resources
Bond Debt - General Obligation
 (210-60-95-40)
 FY 2017-18

General Obligation Resources Detail

Bond Debt accounts for general obligation bonds, which must be approved by the voters. The bonds are repaid with property taxes, which cover annual debt service payments.

General Obligation Expenditures Detail

	Issue/ Maturity	Original Amount	Balance 6/30/2017 Outstanding	2017-18 Payments			Balance 6/30/2018 Outstanding
				Principal	Interest	Total	
General Obligation Debt - Fund 210							
Streets and Bridges - 2009	6/09-6/24	\$ 34,480,000	\$ 18,195,000	\$ 2,000,000	\$ 838,140	\$ 2,838,140	\$ 16,195,000
Fire Bond Refunding Series 2012	4/12-6/22	18,289,300	5,853,340	1,959,730	177,560	2,137,290	3,893,610
Streets and Bridges - 2012	1/12-6/26	25,000,000	11,420,000	1,035,000	299,210	1,334,210	10,385,000
Streets and Bridges - 2013	7/13-6/28	43,665,000	33,310,000	2,910,000	1,285,750	4,195,750	30,400,000
Public Safety Facility Series 2017	7/17-6/37	61,800,000	-	710,000	2,458,390	3,168,390	61,090,000
TOTAL		\$183,234,300	\$ 68,778,340	\$ 8,614,730	\$5,059,050	\$13,673,780	\$121,963,610

CITY OF SALEM
2017 TO 2018
FUND NO. 210
GENERAL DEBT

Department: Non-Departmental
Cost Center: Bond Debt - General Obligation
Cost Center No: 60-95-40-00

General Obligation Resources

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
31110	PROPERTY TAX - CURRENT	\$ 10,143,796	\$ 10,948,655	\$ 11,191,680	\$ 10,251,990	\$ 13,420,380	\$ 13,420,380	\$ 2,228,700	19.9%
31120	PROPERTY TAX - FIRST PRIOR YEAR	144,234	130,798	102,540	95,450	95,450	95,450	(7,090)	-6.9%
31130	PROPERTY TAX - SECOND PRIOR YEAR	88,335	59,469	74,540	73,770	73,770	73,770	(770)	-1.0%
31140	PROPERTY TAX - ALL OTHER PRIOR YRS	111,395	66,979	97,120	84,180	84,180	84,180	(12,940)	-13.3%
	Total Property Taxes	\$ 10,487,759	\$ 11,205,901	\$ 11,465,880	\$ 10,505,390	\$ 13,673,780	\$ 13,673,780	\$ 2,207,900	19.3%
36210	INTEREST	\$ 24,961	\$ 38,425	\$ 32,000	\$ 45,320	\$ 45,320	\$ 45,320	\$ 13,320	41.6%
	Total Interest on Investments	\$ 24,961	\$ 38,425	\$ 32,000	\$ 45,320	\$ 45,320	\$ 45,320	\$ 13,320	41.6%
39910	BEGINNING WORKING CAPITAL	\$ 307,721	\$ 693,010	\$ 1,636,430	\$ 225,450	\$ 225,450	\$ 225,450	\$ (1,410,980)	-86.2%
	Total Beginning Balances	\$ 307,721	\$ 693,010	\$ 1,636,430	\$ 225,450	\$ 225,450	\$ 225,450	\$ (1,410,980)	-86.2%
	Total Resources	\$ 10,820,441	\$ 11,937,336	\$ 13,134,310	\$ 10,776,160	\$ 13,944,550	\$ 13,944,550	\$ 810,240	6.2%

General Obligation Expenditures

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
60120	PRINCIPAL	\$ 6,802,503	\$ 7,133,966	\$ 10,011,370	\$ 7,904,730	\$ 8,614,730	\$ 8,614,730	\$ (1,396,640)	-14.0%
60130	INTEREST	3,324,928	3,122,427	2,897,490	2,600,660	5,059,050	5,059,050	2,161,560	74.6%
	Total Debt Service	\$ 10,127,431	\$ 10,256,394	\$ 12,908,860	\$ 10,505,390	\$ 13,673,780	\$ 13,673,780	\$ 764,920	5.9%
	Total Requirements	\$ 10,127,431	\$ 10,256,394	\$ 12,908,860	\$ 10,505,390	\$ 13,673,780	\$ 13,673,780	\$ 764,920	5.9%

General Debt Fund
 Bond Debt - Series 2005 Pension Bond
 (210-60-95-45)
 FY 2017-18

Series 2005 Pension Bond Resources Detail

Series 2005 Pension Bond accounts for City resources and annual debt payment for Pension Obligation Bonds issued to pay down Salem's Oregon Public Employees Retirement System unfunded liability.

Acct. No.	Description	Adopted
35211	INTERFUND - SPECIAL TRANSFERS	
	Fund contributions to Series 2005 Pension Bond	
	General (Fund 101)	\$ 3,040,020
	Transportation Services (Fund 155)	180,570
	Airport (Fund 160)	15,180
	Building and Safety (Fund 185)	93,910
	Utility (Fund 310)	1,132,740
	Emergency Services (Fund 320)	12,260
	Willamette Valley Communications Center (Fund 330)	303,690
	City Services (Fund 355)	92,270
	Self Insurance (Fund 365)	26,360
		\$ 4,897,000

Series 2005 Pension Bond Expenditures Detail

	Issue/ Maturity	Original Amount	Balance 6/30/2017 Outstanding	2017-18 PAYMENTS			Balance 6/30/2018 Outstanding
				Principal	Interest	Total	
Series 2005 Pension Bond	9/05-6/28	\$ 61,685,000	\$ 46,750,000	\$ 2,570,000	\$ 2,326,770	\$ 4,896,770	\$ 44,180,000

CITY OF SALEM
2017 TO 2018
FUND NO. 210
SERIES 2005 PENSION BOND

Department: Non-Departmental
Cost Center: Bond Debt - Series 2005 Pension Bond
Cost Center No: 60-95-45-00

Series 2005 Pension Bond Resources

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
35211	INTERFUND-SPECIAL TRANSFERS	\$ 4,353,300	\$ 4,529,500	\$ 4,707,070	\$ 4,897,000	\$ 4,897,000	\$ 4,897,000	\$ 189,930	4.0%
	Total Transfers	\$ 4,353,300	\$ 4,529,500	\$ 4,707,070	\$ 4,897,000	\$ 4,897,000	\$ 4,897,000	\$ 189,930	4.0%
36210	INTEREST	\$ 6,130	\$ 8,630	\$ 7,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 1,500	21.4%
	Total Interest on Investments	\$ 6,130	\$ 8,630	\$ 7,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 1,500	21.4%
39910	BEGINNING WORKING CAPITAL	\$ 22,127	\$ 28,255	\$ 35,250	\$ 42,250	\$ 42,250	\$ 42,250	\$ 7,000	19.9%
	Total Beginning Balances	\$ 22,127	\$ 28,255	\$ 35,250	\$ 42,250	\$ 42,250	\$ 42,250	\$ 7,000	19.9%
	Total Resources	\$ 4,381,557	\$ 4,566,384	\$ 4,749,320	\$ 4,947,750	\$ 4,947,750	\$ 4,947,750	\$ 198,430	4.2%

Series 2005 Pension Bond Expenditures

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
60120	PRINCIPAL	\$ 1,735,000	\$ 1,995,000	\$ 2,270,000	\$ 2,570,000	\$ 2,570,000	\$ 2,570,000	\$ 300,000	13.2%
60130	INTEREST	2,618,302	2,533,999	2,437,000	2,326,770	2,326,770	2,326,770	(110,230)	-4.5%
	Total Debt Service	\$ 4,353,302	\$ 4,528,999	\$ 4,707,000	\$ 4,896,770	\$ 4,896,770	\$ 4,896,770	\$ 189,770	4.0%
	Total Requirements	\$ 4,353,302	\$ 4,528,999	\$ 4,707,000	\$ 4,896,770	\$ 4,896,770	\$ 4,896,770	\$ 189,770	4.0%





Fire Department

DIVISIONS

Administration

Emergency Medical Services

Emergency Operations

Fire and Life Safety

This section includes the divisions in bold text.



Emergency Medical Services

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Emergency Medical Services Budget by Category represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category, including Personal Services, Materials / Services, and Contingencies. The table demonstrates the fund expenditure budget, the percent change in budget, and full-time equivalent (FTE) position count for each year.

Emergency Medical Services Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 2,816,469	\$ 2,681,207	\$ 2,691,993	\$ 2,717,720	\$ 2,709,370
Fees	797,466	787,805	657,895	651,540	696,170
Internal	7,611	4,691	11,577	1,010	-
Fines and Forfeits	42,550	60,040	46,750	48,000	56,000
Interest	17,424	17,589	22,257	16,000	16,000
Other Revenue	11,357	9,827	10,512	1,000	1,000
Total Resources	\$ 3,692,878	\$ 3,561,159	\$ 3,440,983	\$ 3,435,270	\$ 3,478,540
Personal Services	\$ 447,182	\$ 370,523	\$ 354,572	\$ 368,780	\$ 379,520
Materials / Services	564,489	498,643	366,087	377,120	283,760
Contingencies	-	-	-	38,000	60,000
Total Expenditures	\$ 1,011,671	\$ 869,166	\$ 720,660	\$ 783,900	\$ 723,280
% Change		-14.09%	-17.09%	8.78%	-7.73%
FTE	6.00	2.00	2.00	2.00	2.00

FY 2017-18

Highlights and Significant Changes

Falck Ambulance

The City and Falck Ambulance will begin the third year of a partnership providing ambulance transport services in Salem. The department and Falck continue to look at deployment models and response times to provide the best service possible to the community.

Falck Ambulance is a privately held company controlled by two not-for-profit foundations in Copenhagen, Denmark. Ambulance services were established by Falck in 1907 with operations focused solely in Denmark. From 2005 through 2011 Falck expanded significantly throughout Europe, South America, Asia, and finally into the United States. Currently, Falck is operating in 44 countries on 6 continents.





Emergency Medical Services

What We Do

PROGRAMS

Emergency Medical Services

Administration

Provides oversight of EMS operations within local protocols and state regulations and contract administration with the City's private ambulance provider. Maintain and procure EMS medical supplies and equipment.

FY 2016-17	
Staff	Cost

2.00	\$ 652,410
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FY 2017-18	
Staff	Cost

2.00	\$ 723,280
------	------------

Emergency Medical Services Advanced Life Support

Provides advanced life support (ALS) first response to all 9-1-1 medical emergency calls. Provides ALS care and back up ambulance transport services with qualified personnel and adequate medical supplies and equipment.

Staff	Cost
-------	------

-	\$ 131,490
---	------------

Staff	Cost
-------	------

-	\$ -
---	------

Total Emergency Medical Services Division

2.00	\$ 783,900
Staff	Cost
FY 2016-17	

2.00	\$ 723,280
Staff	Cost
FY 2017-18	

Emergency Medical Services Fund Resources

(320-37-40-00)

FY 2017-18

Acct. No.	Description	Adopted
32385	AMBULANCE SERVICE Fees charged for City of Salem ambulance services	\$ 52,800
32391	AMBULANCE CONTRACTOR FEE Payment from Falck Ambulance NW, the City's ambulance transport service provider	\$ 638,370
32642	AMBULANCE SUBSCRIPTION FEE	\$ 5,000

Total FY 2017-18 Resources Budget

\$ 3,478,540

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 320
EMERGENCY SERVICES

Department: Fire
Cost Center: Emergency Medical Services
Cost Center No: 37-40-00-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
32385	AMBULANCE SERVICE	\$ 219,841	\$ 42,845	\$ 25,000	\$ 52,800	\$ 52,800	\$ 52,800	\$ 27,800	111.2%
32391	AMBULANCE CONTRACTOR FEE	562,641	605,040	621,540	638,370	638,370	638,370	16,830	2.7%
	Total Fees for Services	\$ 782,482	\$ 647,885	\$ 646,540	\$ 691,170	\$ 691,170	\$ 691,170	\$ 44,630	6.9%
32642	AMBULANCE SUBSCRIPTION FEE	\$ 5,324	\$ 10,010	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	-
	Total Other Fees	\$ 5,324	\$ 10,010	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	-
34110	LAND / BUILDING RENT	\$ 1,600	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Rent	\$ 1,600	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	-
35212	INTRAFUND - DIRECT CHG (LABOR)	\$ 4,691	\$ 11,577	\$ 1,010	\$ -	\$ -	\$ -	\$ (1,010)	-100.0%
	Total Internal	\$ 4,691	\$ 11,577	\$ 1,010	\$ -	\$ -	\$ -	\$ (1,010)	-100.0%
36195	OTHER FINES AND FORFEITS	\$ 60,040	\$ 46,750	\$ 48,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 8,000	16.7%
	Total Fines, Penalties, & Forfeits	\$ 60,040	\$ 46,750	\$ 48,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 8,000	16.7%
36210	INTEREST	\$ 17,589	\$ 22,257	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	-
	Total Interest on Investments	\$ 17,589	\$ 22,257	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	-
36810	BAD DEBT RECOVERY	\$ 2,752	\$ 2,260	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	-
36820	DONATIONS	-	3,208	-	-	-	-	-	-
36895	OTHER REVENUE	5,475	4,544	-	-	-	-	-	-
	Total Other	\$ 8,227	\$ 10,012	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 2,681,207	\$ 2,691,993	\$ 2,717,720	\$ 2,709,370	\$ 2,709,370	\$ 2,709,370	\$ (8,350)	-0.3%
	Total Beginning Balances	\$ 2,681,207	\$ 2,691,993	\$ 2,717,720	\$ 2,709,370	\$ 2,709,370	\$ 2,709,370	\$ (8,350)	-0.3%
	Total Resources	\$ 3,561,159	\$ 3,440,983	\$ 3,435,270	\$ 3,478,540	\$ 3,478,540	\$ 3,478,540	\$ 43,270	1.3%

Fire Department
 Emergency Medical Services Fund Expenditures
 (320-37-40-00)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Emergency Medical Services national conference (2)	\$ 2,500
	Emergency Medical Services World Expo (2)	4,000
		<u>\$ 6,500</u>
52670	OTHER PROFESSIONAL SERVICES	
	Ambulance billing contracted services	\$ 2,000
52815	CONTROLLED EQUIPMENT	
	Tablet for use in vehicles and stations including cases, chargers (new, 17)	\$ 12,500

Total FY 2017-18 Expenditures Budget	\$ 723,280
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CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 320
EMERGENCY SERVICES

Department: Fire
Cost Center: Emergency Medical Services
Cost Center No: 37-40-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 213,492	\$ 180,529	\$ 200,620	\$ 205,730	\$ 205,730	\$ 205,730	\$ 5,110	2.5%
51030	OVERTIME	2,144	2,261	10,000	15,000	15,000	15,000	5,000	50.0%
51100	INCENTIVES	17,808	23,256	15,100	16,060	16,060	16,060	960	6.4%
51120	LEAVE PAYOFF	6,505	1,130	-	-	-	-	-	-
51210	FICA AND MEDICARE	16,580	16,484	17,270	18,110	18,110	18,110	840	4.9%
51221	WORKERS' COMP PREMIUM	2,190	26,970	18,880	2,100	2,100	2,100	(16,780)	-88.9%
51222	WORKERS' COMP STATE ASSMT	61	60	60	60	60	60	-	-
51240	EMPLOYER - RETIREMENT PERS	29,225	30,884	32,250	44,670	44,670	44,670	12,420	38.5%
51243	PERS UNFUNDED LIABILITY	23,680	11,900	11,930	12,260	12,260	12,260	330	2.8%
51245	EMPLOYER - PERS PICKUP	13,101	12,995	13,540	14,210	14,210	14,210	670	4.9%
51250	INSURANCE - MEDICAL	38,344	40,608	41,460	43,900	43,900	43,900	2,440	5.9%
51255	INSURANCE - VISION	1,170	1,216	1,210	1,190	1,190	1,190	(20)	-1.7%
51260	INSURANCE - DENTAL	3,782	3,853	3,890	3,870	3,870	3,870	(20)	-0.5%
51265	INSURANCE - LIFE	240	225	170	200	200	200	30	17.6%
51275	OTHER HEALTH BENEFITS	2,202	2,202	2,400	2,160	2,160	2,160	(240)	-10.0%
	Total Personal Services	\$ 370,523	\$ 354,572	\$ 368,780	\$ 379,520	\$ 379,520	\$ 379,520	\$ 10,740	2.9%
	NUMBER OF POSITIONS	2.00	2.00	2.00	2.00	2.00	2.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 1,070	\$ 1,628	\$ 750	\$ 750	\$ 750	\$ 750	\$ -	-
52120	MAIL	248	-	1,000	100	100	100	(900)	-90.0%
52130	SUPPLIES	2,296	3,020	2,000	2,000	2,000	2,000	-	-
52320	ADVERTISING	1,177	-	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	4,789	2,693	2,720	2,720	2,720	2,720	-	-
52410	TELEPHONE - CELLULAR	1,766	1,759	2,400	2,400	2,400	2,400	-	-
52460	COMMUNICATION - OTHER	607	935	17,000	17,040	17,040	17,040	40	0.2%
52510	TRAINING	2,319	2,350	2,500	6,500	6,500	6,500	4,000	160.0%
52550	MILEAGE	-	-	100	100	100	100	-	-
52640	ENGINEERING / ARCHITECT SERVICES	72	117	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	5,973	2,823	2,500	2,000	2,000	2,000	(500)	-20.0%
52710	MEMBERSHIP DUES	1,020	135	1,050	50	50	50	(1,000)	-95.2%
52720	LICENSES / CERTIFICATIONS	19,920	630	21,360	810	810	810	(20,550)	-96.2%
52815	CONTROLLED EQUIPMENT	5,087	50,366	125,000	12,500	12,500	12,500	(112,500)	-90.0%
52820	SMALL EQUIPMENT AND SUPPLIES	6,976	6,051	19,000	70,250	70,250	70,250	51,250	269.7%
52830	COMPUTER SOFTWARE AND LICENSES	25,839	21,020	30,340	41,500	41,500	41,500	11,160	36.8%
52910	DIESEL FUEL	1,254	331	1,000	-	-	-	(1,000)	-100.0%
52930	GASOLINE	2,675	2,127	2,000	2,400	2,400	2,400	400	20.0%
53210	INSURANCE	-	-	2,670	2,760	2,760	2,760	90	3.4%
53310	VEHICLE MAINTENANCE	118	1,363	1,510	1,600	1,600	1,600	90	6.0%
53320	EQUIPMENT MAINTENANCE	2,052	6,915	11,250	11,250	11,250	11,250	-	-
53610	GAS	3,751	3,064	4,000	4,080	4,080	4,080	80	2.0%
53620	ELECTRIC	4,069	4,045	4,300	4,400	4,400	4,400	100	2.3%
53650	REFUSE DISPOSAL	572	484	-	-	-	-	-	-
53720	TAXES AND ASSESSMENTS	-	125	-	-	-	-	-	-
53763	MEDICAL - SUPPLIES	11,365	22,517	22,000	22,000	22,000	22,000	-	-
53770	BAD DEBT - WRITE OFF	39,893	(11,467)	12,000	5,000	5,000	5,000	(7,000)	-58.3%
53771	BAD DEBT - MEDICARE WRITE OFF	49,663	10,701	9,000	6,800	6,800	6,800	(2,200)	-24.4%
53772	BAD DEBT-MEDICAID WRITE OFF	38,099	18,755	13,000	8,850	8,850	8,850	(4,150)	-31.9%
53773	BAD DEBT - AMBULANCE SUBS. WRITE OFF	10,875	3,214	5,500	2,550	2,550	2,550	(2,950)	-53.6%
53813	INTRA CITY - BUDGETED TRANSFERS	149,850	138,590	-	-	-	-	-	-
53830	RADIO	20,100	13,600	11,210	9,350	9,350	9,350	(1,860)	-16.6%
53832	MOBILE DATA COMM SYSTEM	-	6,960	6,600	-	-	-	(6,600)	-100.0%
53840	MOTOR POOL RENTAL	8,168	10,545	4,640	8,110	8,110	8,110	3,470	74.8%
53841	EQUIPMENT REPLACEMENT CHG	9,709	-	-	-	-	-	-	-
53851	COPY	2,731	414	2,000	2,040	2,040	2,040	40	2.0%
53853	PRINTING	-	-	1,000	500	500	500	(500)	-50.0%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 320
EMERGENCY SERVICES

Department: Fire
Cost Center: Emergency Medical Services
Cost Center No: 37-40-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53854	PHOTOCOPIES	-	259	1,000	1,020	1,020	1,020	20	2.0%
53900	COST ALLOCATION PLAN	64,540	40,020	34,720	32,330	32,330	32,330	(2,390)	-6.9%
	Total Materials and Services	\$ 498,643	\$ 366,087	\$ 377,120	\$ 283,760	\$ 283,760	\$ 283,760	\$ (93,360)	-24.8%
61110	CONTINGENCIES	\$ -	\$ -	\$ 38,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 22,000	57.9%
	Total Contingencies	\$ -	\$ -	\$ 38,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 22,000	57.9%
	Total Requirements	\$ 869,166	\$ 720,660	\$ 783,900	\$ 723,280	\$ 723,280	\$ 723,280	\$ (60,620)	-7.7%



Police Department

DIVISIONS

Administration

Investigations

Patrol

Police Records Incident Offense Reporting System

Radio Communications

Support

Willamette Valley Communications Center

This section includes the divisions in bold text.



Willamette Valley Comm Center

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Willamette Valley Communications Center Budget by Category represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category, including Personal Services, Materials / Services, Capital Outlay, and Contingencies. The table shows the total fund expenditure budget, the percent change in budget, and the full-time equivalent (FTE) position count for each year.

Willamette Valley Communications Center Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 1,315,032	\$ 1,061,548	\$ 737,817	\$ 737,540	\$ 892,660
Fees	18,396	18,317	18,857	16,000	16,320
Rent	19,010	24,400	19,940	19,890	20,300
Internal	3,618,535	3,746,810	4,302,279	4,300,820	4,471,580
Intergovernmental	4,679,800	4,995,711	5,385,254	5,627,420	5,914,660
Other Revenue	49,530	8,004	57,010	8,510	10,630
Total Resources	\$ 9,700,303	\$ 9,854,791	\$10,521,157	\$ 10,710,180	\$ 11,326,150
Personal Services	\$ 7,446,796	\$ 7,784,322	\$ 8,150,530	\$ 8,560,350	\$ 8,813,530
Materials / Services	1,160,733	1,332,652	1,559,844	1,715,550	1,681,880
Capital Outlay	31,226	-	-	-	33,000
Contingencies	-	-	-	434,280	429,590
Total Requirements	\$ 8,638,755	\$ 9,116,974	\$ 9,710,374	\$ 10,710,180	\$ 10,958,000
% Change		5.54%	6.51%	10.30%	2.31%
FTE	70.50	70.50	73.00	73.00	73.00

FY 2017-18 Highlights and Significant Changes

The Willamette Valley Communications Center (WVCC) provides emergency dispatch services to 29 police, fire, and emergency medical service agencies in Marion, Polk, and Lincoln counties.

The Communications Division filled all vacant positions by the end of calendar year 2016 and is moving through the training process. Success in filling vacancies and retaining new hires translates to reduced overtime and improved 9-1-1 call answer times.

In addition, the Communications Division launched, *Text to 9-1-1*, for the communities served by WVCC in spring 2017 along with a public education program, *Call If You Can, Text If You Can't*. The system is now operational and has been well received by the community.

WVCC member agencies approved a 4.7 percent rate increase to support the FY 2017-18 budget.





Willamette Valley Comm Center

What We Do

PROGRAMS

Willamette Valley Communications Center

9-1-1 Operations

Commanded by a civilian director, the Communications Division provides regional public safety call reception and dispatch services for citizens and 29 subscribing agencies in Marion, Polk, and Lincoln counties.

The division provides regional 9-1-1 call answering and police and fire dispatch. Personnel receive and evaluate calls for assistance and complaints from citizens, and dispatch closest appropriate police, fire, and emergency medical services personnel.

The division also supports and oversees maintenance and configuration of a computer aided dispatch system, an emergency telephone system and interconnect network, a mobile data system, and a geographical information system used by WVCC and member agencies to enable swift and accurate response to citizens in need.

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
	73.00	\$ 10,710,180	73.00	\$ 10,958,000

Total Willamette Valley Communications Center Division

73.00	\$ 10,710,180	73.00	\$ 10,958,000
Staff	Cost	Staff	Cost
FY 2016-17		FY 2017-18	

Police Department
 Willamette Valley Communications Center Fund Resources
 (330-35-50-00)
 FY 2017-18

Acct. No.	Description	Adopted
35213	INTRA CITY BUDGETED TRANSFERS	
	Radio Communications Division support (355-35450000)	\$ 89,410
	Salem Police Department (101-35201030)	2,856,610
	Salem Fire Department (101-37202500)	1,525,560
		<u>\$ 4,471,580</u>
35395	OTHER GOVERNMENT AGENCIES	
	Following are the annual fees budgeted for the participating government agencies:	
	Central Coast Fire and Ambulance	\$ 61,070
	Dallas Fire	157,500
	Dallas Police	230,390
	Depoe Bay Rural Fire Protection District	36,950
	Falls City 911 Answering	4,130
	Falls City Fire	8,260
	Gervais Police	35,090
	Grand Ronde Tribal Police	31,840
	Independence Police	121,560
	Keizer Police	561,090
	Lincoln City CAD services	30,400
	Lincoln County Sheriff	704,320
	Marion County Rural Fire Protection District 1	436,170
	Marion County Sheriff	1,562,220
	Monmouth Police	127,140
	Keizer Rural Fire Protection District	305,520
	Newport Fire	80,920
	Newport Police	420,230
	Polk County Rural Fire Protection District 1	177,610
	Polk County Sheriff	310,690
	Salem Suburban Rural Fire Protection District	45,730
	Siletz Valley Rural Fire Protection District	17,940
	Seal Rock Rural Fire Protection District	19,160
	Southwest Polk Rural Fire Protection District	47,110
	Spring Valley Rural Fire Protection District	8,060
	Yachats Rural Fire Protection District	25,140
		<u>\$ 5,566,240</u>
35495	OTHER AGENCIES	
	Following are the annual fees budgeted for the participating non-government agencies:	
	Pacific West Ambulance	\$ 214,870
	South Lincoln Ambulance	11,150
		<u>\$ 226,020</u>
Total FY 2017-18 Resources Budget		<u>\$ 11,326,150</u>

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 330
WILLAMETTE VALLEY COMMUNICATIONS CENTER

Department: Police
Cost Center: 9-1-1 Communications
Cost Center No: 35-50-00-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
32320	DOCUMENT SALES	\$ 635	\$ 1,868	\$ 590	\$ 600	\$ 600	\$ 600	\$ 10	1.7%
32495	OTHER CHARGE FOR SERVICE	17,682	16,989	15,410	15,720	15,720	15,720	310	2.0%
	Fees for Services	\$ 18,317	\$ 18,857	\$ 16,000	\$ 16,320	\$ 16,320	\$ 16,320	\$ 320	2.0%
34110	LAND / BUILDING RENT	\$ 24,400	\$ 19,940	\$ 19,890	\$ 20,300	\$ 20,300	\$ 20,300	\$ 410	2.1%
	Total Rent	\$ 24,400	\$ 19,940	\$ 19,890	\$ 20,300	\$ 20,300	\$ 20,300	\$ 410	2.1%
35212	INTRAFUND - DIRECT CHG (LABOR)	\$ -	\$ 11,939	\$ -	\$ -	\$ -	\$ -	\$ -	-
35213	INTRAFUND - BUDGETED TRANSFERS	3,746,810	4,290,340	4,300,820	4,471,580	4,471,580	4,471,580	170,760	4.0%
	Total Internal	\$ 3,746,810	\$ 4,302,279	\$ 4,300,820	\$ 4,471,580	\$ 4,471,580	\$ 4,471,580	\$ 170,760	4.0%
35361	STATE REIMBURSEMENT	\$ 173,818	\$ 225,636	\$ 100,000	\$ 122,400	\$ 122,400	\$ 122,400	\$ 22,400	22.4%
	Total State Reimbursement	\$ 173,818	\$ 225,636	\$ 100,000	\$ 122,400	\$ 122,400	\$ 122,400	\$ 22,400	22.4%
35370	MARION COUNTY	\$ 2,201	\$ 1,743	\$ -	\$ -	\$ -	\$ -	\$ -	-
35395	OTHER GOVERNMENT AGENCIES	4,640,893	4,951,655	5,322,150	5,566,240	5,566,240	5,566,240	244,090	4.6%
35495	OTHER AGENCIES	178,800	206,220	205,270	226,020	226,020	226,020	20,750	10.1%
	Total Intergovernmental	\$ 4,821,893	\$ 5,159,618	\$ 5,527,420	\$ 5,792,260	\$ 5,792,260	\$ 5,792,260	\$ 264,840	4.8%
36210	INTEREST	\$ 7,994	\$ 8,094	\$ 8,510	\$ 10,630	\$ 10,630	\$ 10,630	\$ 2,120	24.9%
	Total Interest on Investments	\$ 7,994	\$ 8,094	\$ 8,510	\$ 10,630	\$ 10,630	\$ 10,630	\$ 2,120	24.9%
36895	OTHER REVENUE	\$ 10	\$ 48,916	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other	\$ 10	\$ 48,916	\$ -	\$ -	\$ -	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 1,061,548	\$ 737,817	\$ 737,540	\$ 885,660	\$ 885,660	\$ 892,660	\$ 155,120	21.0%
	Total Beginning Balances	\$ 1,061,548	\$ 737,817	\$ 737,540	\$ 885,660	\$ 885,660	\$ 892,660	\$ 155,120	21.0%
	Total Resources	\$ 9,854,791	\$ 10,521,157	\$ 10,710,180	\$ 11,319,150	\$ 11,319,150	\$ 11,326,150	\$ 615,650	5.8%

Police Department
 Willamette Valley Communications Center Fund Expenditures
 (330-35-50-00)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Continuing education and inservice training (varies)	\$ 5,610
	Leadership training (2)	800
	New hire training academy (varies)	5,210
	Oregon 9-1-1 Program meetings and training (4)	3,150
	Professional conferences, schools and seminars (varies)	4,350
	Technical systems training (2)	6,880
		<u>26,000</u>
		\$ 26,000
52670	OTHER PROFESSIONAL SERVICES	
	Background investigations	\$ 8,000
	Document shredding	1,200
	Language interpretive services	13,000
	Psychological testing	12,510
		<u>34,710</u>
		\$ 34,710
52815	CONTROLLED EQUIPMENT	
	Desktop computer (replacement, 5)	\$ 6,000
	Laptop computer (replacement, 1)	1,200
	Monitor (replacement, 25)	5,000
	Printer (replacement, 1)	1,500
	Server (replacement, 5, carryover)	31,000
		<u>44,700</u>
		\$ 44,700
53812	INTRA CITY - DIRECT CHARGE	
	General maintenance provided by Facilities Services (101-22510000)	\$ 500
	Janitorial services provided by Facilities Services (101-22510000)	17,220
	Services provided by Radio Communications Division (355-35450000)	8,200
		<u>25,920</u>
		\$ 25,920
53813	INTRA CITY - BUDGETED TRANSFERS	
	Geographic information systems analyst (101-59103515)	\$ 86,320

Total FY 2017-18 Expenditures Budget \$ 10,958,000

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 330
WILLAMETTE VALLEY COMMUNICATIONS CENTER

Department: Police
Cost Center: 9-1-1 Communications
Cost Center No: 35-50-00-00

Acct Code Account Name	Expenditures Budget							
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010 SALARIES AND WAGES	\$ 4,221,989	\$ 4,368,577	\$ 4,617,320	\$ 4,728,160	\$ 4,728,160	\$ 4,728,160	\$ 110,840	2.4%
51020 SEASONAL AND RELIEF	33,925	74,285	51,400	73,590	73,590	73,590	22,190	43.2%
51025 HOLIDAY - REGULAR	59,632	65,558	67,430	75,160	75,160	75,160	7,730	11.5%
51030 OVERTIME	609,192	639,732	600,000	500,000	500,000	500,000	(100,000)	-16.7%
51080 STANDBY	12,363	9,476	12,300	12,800	12,800	12,800	500	4.1%
51100 INCENTIVES	18,443	28,064	19,880	29,950	29,950	29,950	10,070	50.7%
51120 LEAVE PAYOFF	77,128	70,739	70,000	70,000	70,000	70,000	-	-
51135 CELL PHONE ALLOWANCE	835	940	940	940	940	940	-	-
51195 OTHER PAY / BENEFITS	343	-	-	2,700	2,700	2,700	2,700	-
51210 FICA AND MEDICARE	379,284	393,408	415,820	419,890	419,890	419,890	4,070	1.0%
51221 WORKERS' COMP PREMIUM	23,130	76,970	87,130	49,270	49,270	49,270	(37,860)	-43.5%
51222 WORKERS' COMP STATE ASSMT	2,337	2,402	2,190	2,190	2,190	2,190	-	-
51230 UNEMPLOYMENT	7,156	24,845	30,000	30,000	30,000	30,000	-	-
51240 EMPLOYER - RETIREMENT PERS	609,523	600,961	662,690	870,560	870,560	870,560	207,870	31.4%
51243 PERS UNFUNDED LIABILITY	261,490	277,740	288,820	303,690	303,690	303,690	14,870	5.1%
51245 EMPLOYER - PERS PICKUP	283,881	293,144	323,270	324,950	324,950	324,950	1,680	0.5%
51250 INSURANCE - MEDICAL	1,029,663	1,064,880	1,144,730	1,157,970	1,157,970	1,157,970	13,240	1.2%
51255 INSURANCE - VISION	28,991	31,814	33,320	31,570	31,570	31,570	(1,750)	-5.3%
51260 INSURANCE - DENTAL	101,144	103,129	109,380	104,320	104,320	104,320	(5,060)	-4.6%
51265 INSURANCE - LIFE	8,664	8,030	6,370	8,500	8,500	8,500	2,130	33.4%
51270 INSURANCE - DISABILITY	14,651	14,976	17,360	17,320	17,320	17,320	(40)	-0.2%
51275 OTHER HEALTH BENEFITS	559	861	-	-	-	-	-	-
Total Personal Services	\$ 7,784,322	\$ 8,150,530	\$ 8,560,350	\$ 8,813,530	\$ 8,813,530	\$ 8,813,530	\$ 253,180	3.0%
NUMBER OF POSITIONS	70.50	73.00	73.00	73.00	73.00	73.00	-	-
52110 SUBSCRIPTIONS AND BOOKS	\$ 264	\$ 272	\$ 1,000	\$ 100	\$ 100	\$ 100	\$ (900)	-90.0%
52120 MAIL	560	969	1,000	1,000	1,000	1,000	-	-
52130 SUPPLIES	15,758	13,291	14,600	14,600	14,600	14,600	-	-
52340 EMPLOYEE RECOGNITION	507	462	800	800	800	800	-	-
52360 RECRUITMENT FEES	1,554	1,753	2,200	2,200	2,200	2,200	-	-
52405 TELEPHONE - OFFICE	65,056	67,392	68,000	66,800	66,800	66,800	(1,200)	-1.8%
52460 COMMUNICATION - OTHER	7,140	8,043	11,500	12,720	12,720	12,720	1,220	10.6%
52510 TRAINING	14,894	17,928	26,000	26,000	26,000	26,000	-	-
52550 MILEAGE	1,752	2,449	3,000	3,000	3,000	3,000	-	-
52670 OTHER PROFESSIONAL SERVICES	7,201	22,982	13,000	34,710	34,710	34,710	21,710	167.0%
52710 MEMBERSHIP DUES	922	1,082	990	1,450	1,450	1,450	460	46.5%
52720 LICENSES / CERTIFICATIONS	-	-	150	150	150	150	-	-
52810 SMALL TOOLS	-	-	1,000	1,000	1,000	1,000	-	-
52815 CONTROLLED EQUIPMENT	23,600	3,572	37,400	37,700	37,700	44,700	7,300	19.5%
52820 SMALL EQUIPMENT AND SUPPLIES	7,155	10,189	8,300	8,300	8,300	8,300	-	-
52830 COMPUTER SOFTWARE AND LICENSES	255,105	311,180	437,460	339,560	339,560	339,560	(97,900)	-22.4%
52910 DIESEL FUEL	-	174	-	-	-	-	-	-
53210 INSURANCE	2,380	10,110	23,920	24,100	24,100	24,100	180	0.8%
53320 EQUIPMENT MAINTENANCE	29,380	34,461	58,450	76,060	76,060	76,060	17,610	30.1%
53510 BUILDING RENTAL	173,463	177,035	183,000	189,800	189,800	189,800	6,800	3.7%
53610 GAS	2,284	2,655	5,000	4,000	4,000	4,000	(1,000)	-20.0%
53620 ELECTRIC	31,378	31,626	33,000	35,600	35,600	35,600	2,600	7.9%
53650 REFUSE DISPOSAL	1,326	1,338	1,400	1,600	1,600	1,600	200	14.3%
53767 BANKING AND INVESTMENT FEES	-	-	-	1,180	1,180	1,180	1,180	-

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 330
WILLAMETTE VALLEY COMMUNICATIONS CENTER

Department: Police
Cost Center: 9-1-1 Communications
Cost Center No: 35-50-00-00

Acct Code Account Name	Expenditures Budget							
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53812 INTRA CITY - DIRECT CHG (LABOR)	20,594	37,414	23,000	25,920	25,920	25,920	2,920	12.7%
53813 INTRA CITY - BUDGETED TRANSFERS	63,530	79,700	90,620	86,320	86,320	86,320	(4,300)	-4.7%
53830 RADIO	28,860	51,180	72,700	13,650	13,650	13,650	(59,050)	-81.2%
53840 MOTOR POOL RENTAL	1,213	951	800	770	770	770	(30)	-3.8%
53851 COPY	2,253	1,588	1,700	1,700	1,700	1,700	-	-
53854 PHOTOCOPIES	3,664	4,574	4,200	4,200	4,200	4,200	-	-
53860 BUILDING SERVICES	13,223	7,573	8,400	15,980	15,980	15,980	7,580	90.2%
53900 COST ALLOCATION PLAN	554,410	657,900	582,960	643,910	643,910	643,910	60,950	10.5%
54850 OTHER SPECIAL PAYMENTS	3,225	-	-	-	-	-	-	-
Total Materials and Services	\$ 1,332,652	\$ 1,559,844	\$ 1,715,550	\$ 1,674,880	\$ 1,674,880	\$ 1,681,880	\$ (33,670)	-2.0%
55130 EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	-
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	-
61110 CONTINGENCIES	\$ -	\$ -	\$ 434,280	\$ 429,590	\$ 429,590	\$ 429,590	\$ (4,690)	-1.1%
Total Contingencies	\$ -	\$ -	\$ 434,280	\$ 429,590	\$ 429,590	\$ 429,590	\$ (4,690)	-1.1%
Total Requirements	\$ 9,116,974	\$ 9,710,374	\$ 10,710,180	\$ 10,951,000	\$ 10,951,000	\$ 10,958,000	\$ 247,820	2.3%



Police Department

DIVISIONS

Administration

Investigations

Patrol

**Police Records Incident Offense Reporting System
(PRIORS)**

Radio Communications

Support

Willamette Valley Communications Center

This section includes the divisions in bold text.



PRIORS

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

PRIORS (Police Records Incident Offense Reporting System) Budget by Category represents three years of historical revenues and expenditures as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Materials / Services and Capital Outlay.

The PRIORS system has been desupported by the vendor. The City and member agencies are currently in the final evaluation and selection phase for a new police records management system with the goal of having a vendor selected and a contract in place by the end of calendar year 2017.

PRIORS Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 867,413	\$ 948,582	\$ 1,109,467	\$ 1,288,090	\$ 1,447,040
Internal	174,580	185,230	199,170	208,290	218,090
Intergovernmental	137,195	137,670	148,888	151,340	159,530
Interest	4,685	6,106	9,180	10,000	7,500
Total Resources	\$ 1,183,874	\$ 1,277,589	\$ 1,466,705	\$ 1,657,720	\$ 1,832,160
Materials / Services	\$ 235,292	\$ 168,121	\$ 149,157	\$ 316,930	\$ 332,760
Capital Outlay	-	-	-	1,340,790	1,499,400
Total Expenditures	\$ 235,292	\$ 168,121	\$ 149,157	\$ 1,657,720	\$ 1,832,160
% Change		-28.55%	-11.28%	1011.39%	10.52%

PRIORS Program Description	FY 2016-17 Cost	FY 2017-18 Cost
Managed by the Police Records Section, PRIORS is an automated police records management system used by 12 law enforcement agencies in Marion, Polk, and Lincoln counties. The system manages crime reports, citations, field interview reports, exclusions, the special persons registry, and other files through a shared name database, and reports are automatically updated to local, state, and federal data systems. An advisory board of agency chiefs determines future expansion of the system. Since its implementation in October 2003, the system has been further developed for field reporting from patrol cars, real time hot sheets for stolen vehicles, automated citations, photo red light citations, automated transfer of citations into the Municipal Court's management system, automated use of force reporting, and property and evidence bar code tracking.	\$ 1,657,720	\$ 1,832,160

Police Department
 Police Regional Records System Resources
 (335-35-52-00)
 FY 2017-18

Resources Detail

Acct. Code	Description	Adopted
35213	INTRA CITY BUDGETED TRANSFERS Salem Police Department (101-35205000)	\$ 218,090
35367	CITY OF KEIZER	\$ 51,680
35375	POLK COUNTY	\$ 25,850
35395	OTHER GOVERNMENT AGENCIES Following are the annual fees budgeted for participating agencies:	
	Aumsville	\$ 5,460
	Dallas	21,150
	Gervais	3,540
	Grand Ronde	630
	Independence	12,750
	Lincoln City	11,690
	Monmouth	13,430
	Stayton	10,670
	Turner	2,680
		<u>82,000</u>
		\$ 82,000

Total FY 2017-18 Resources Budget

\$ 1,832,160

CITY OF SALEM RESOURCES
POLICE REGIONAL RECORDS SYSTEM
2017 TO 2018
FUND NO. 335

Department: Police
Cost Center: PRIORS
Cost Center No: 35-52-00-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
35213	INTRAFUND - BUDGETED TRANSFERS	\$ 185,230	\$ 199,170	\$ 208,290	\$ 218,090	\$ 218,090	\$ 218,090	\$ 9,800	4.7%
	Total Internal	\$ 185,230	\$ 199,170	\$ 208,290	\$ 218,090	\$ 218,090	\$ 218,090	\$ 9,800	4.7%
35367	CITY OF KEIZER	\$ 44,200	\$ 47,450	\$ 49,140	\$ 51,680	\$ 51,680	\$ 51,680	\$ 2,540	5.2%
35375	POLK COUNTY	22,020	23,590	24,430	25,850	25,850	25,850	1,420	5.8%
35395	OTHER GOVERNMENT AGENCIES	71,450	77,848	77,770	82,000	82,000	82,000	4,230	5.4%
	Total Intergovernmental	\$ 137,670	\$ 148,888	\$ 151,340	\$ 159,530	\$ 159,530	\$ 159,530	\$ 8,190	5.4%
36210	INTEREST	\$ 6,106	\$ 9,180	\$ 10,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ (2,500)	-25.0%
	Total Interest on Investments	\$ 6,106	\$ 9,180	\$ 10,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ (2,500)	-25.0%
39910	BEGINNING WORKING CAPITAL	\$ 948,582	\$ 1,109,467	\$ 1,288,090	\$ 1,447,040	\$ 1,447,040	\$ 1,447,040	\$ 158,950	12.3%
	Total Beginning Balances	\$ 948,582	\$ 1,109,467	\$ 1,288,090	\$ 1,447,040	\$ 1,447,040	\$ 1,447,040	\$ 158,950	12.3%
	Total Resources	\$ 1,277,589	\$ 1,466,705	\$ 1,657,720	\$ 1,832,160	\$ 1,832,160	\$ 1,832,160	\$ 174,440	10.5%

Police Department
 Police Regional Records System Expenditures
 (335-35-52-00)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING Database administration for new records management system (1)	\$ 4,000
52670	OTHER PROFESSIONAL SERVICES Annual subscription to CrimeReports.com	\$ 8,840
52815	CONTROLLED EQUIPMENT System server (replacement, 4)	\$ 15,000
53812	INTRA CITY - DIRECT CHARGES Database administration maintenance (101-59103515)	\$ 20,000
53813	INTRA CITY - BUDGETED TRANSFERS Information Technology project manager (101-59103515) Salem Police support (101-35205000)	\$ 131,450 107,890 <hr/> \$ 239,340
55130	EQUIPMENT AND MACHINERY Regional records system (replacement, 1)	\$ 1,499,400

Total FY 2017-18 Expenditures Budget

\$ 1,832,160

CITY OF SALEM BUDGET
POLICE REGIONAL RECORDS SYSTEM
2017 TO 2018
FUND NO. 335

Department: Police
Cost Center: PRIORS
Cost Center No: 35-52-00-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52130	SUPPLIES	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	-
52510	TRAINING	-	-	1,500	4,000	4,000	4,000	2,500	166.7%
52670	OTHER PROFESSIONAL SERVICES	7,800	7,800	7,360	8,840	8,840	8,840	1,480	20.1%
52815	CONTROLLED EQUIPMENT	6,820	-	17,500	15,000	15,000	15,000	(2,500)	-14.3%
52820	SMALL EQUIPMENT AND SUPPLIES	373	582	1,000	1,000	1,000	1,000	-	-
52830	COMPUTER SOFTWARE AND LICENSES	23,526	19,645	18,370	18,460	18,460	18,460	90	0.5%
53320	EQUIPMENT MAINTENANCE	-	-	5,000	-	-	-	(5,000)	-100.0%
53767	BANKING AND INVESTMENT FEES	-	-	-	750	750	750	750	-
53812	INTRA CITY - DIRECT CHG (LABOR)	28,632	12,070	151,590	20,000	20,000	20,000	(131,590)	-86.8%
53813	INTRA CITY - BUDGETED TRANSFERS	82,140	87,000	91,180	239,340	239,340	239,340	148,160	162.5%
53900	COST ALLOCATION PLAN	18,830	22,060	23,430	24,870	24,870	24,870	1,440	6.1%
	Total Materials and Services	\$ 168,121	\$ 149,157	\$ 316,930	\$ 332,760	\$ 332,760	\$ 332,760	\$ 15,830	5.0%
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 1,340,790	\$ 1,499,400	\$ 1,499,400	\$ 1,499,400	\$ 158,610	11.8%
	Total Capital Outlay	\$ -	\$ -	\$ 1,340,790	\$ 1,499,400	\$ 1,499,400	\$ 1,499,400	\$ 158,610	11.8%
	Total Requirements	\$ 168,121	\$ 149,157	\$ 1,657,720	\$ 1,832,160	\$ 1,832,160	\$ 1,832,160	\$ 174,440	10.5%





Human Resources Department
Employee Services

DIVISIONS

Administration

Benefits

Facilities Services

Fleet Services

Risk Management

Shops Facilities Maintenance

This section includes the divisions in bold text.



Employee Services
Fleet Services
 Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Fleet Services Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, Capital Outlay, and Transfers. The table shows the division's total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for each year.

The financial history in this display represents the Fleet Services cost centers for administration, equipment replacement, parts, maintenance, and fuel. Warehouse Services, previously a part of this division and budget display, is now a separate division in the City Services Fund.

Fleet Services Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 4,568,176	\$ 1,950,708	\$ 2,035,614	\$ 2,192,830	\$ 2,312,360
Fees for Services	30,088	12,258	31,508	-	-
Internal	6,122,755	4,798,501	4,742,346	4,676,060	5,306,220
Intergovernmental	64,284	81,495	59,888	1,500	1,500
Interest	18,639	10,475	14,786	3,000	3,000
Other Revenue	115,013	1,290	65,441	-	80,000
Total Resources	\$ 10,918,954	\$ 6,854,727	\$ 6,949,584	\$ 6,873,390	\$ 7,703,080
Personal Services	\$ 1,522,351	\$ 1,510,576	\$ 1,589,066	\$ 1,533,660	\$ 1,632,260
Materials / Services	4,070,896	3,187,772	2,650,348	4,135,560	4,240,190
Capital Outlay	-	-	-	12,200	74,000
Transfers	3,375,000	370,000	262,465	300,000	380,000
Total Expenditures	\$ 8,968,246	\$ 5,068,348	\$ 4,501,879	\$ 5,981,420	\$ 6,326,450
% Change		-43.49%	-11.18%	32.86%	5.77%
FTE	17.00	16.80	17.00	16.00	16.00

FY 2017-18 Highlights and Significant Changes

Late in FY 2016-17, Fleet Services began working with a consultant to perform a comprehensive evaluation of organizational structure and staffing levels; maintenance and repair practices; parts operations and inventory management; fleet utilization; fuel management; and fleet funding and financial management. As this work progresses, the division may implement improvements and efficiencies during FY 2017-18 and as a complement to the City's strategic planning initiative in future years.

Fleet Services introduced renewable diesel for City equipment when the cost is near the price of regular diesel. The renewable diesel burns 80 percent cleaner and reduces dependency on other sources of fossil fuel. Renewable diesel helps performance due to its higher cetane rating. It can also help reduce maintenance costs by keeping internal engine and exhaust components cleaner.

The City has entered into service agreements with the Oregon Military Department Wildland Fires, City of Mount Angel Fire District, and Capital Community Television for maintenance and testing of vehicles and equipment by Fleet Services.





Employee Services
Fleet Services

What We Do

PROGRAMS

Fleet Services

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Administration, Fleet Acquisition and Disposal				
Administration of Fleet Services including internal rate preparation, budget preparation and monitoring, and overall management of the City fleet. Fleet Services is also responsible for preparation of bid specifications, coordination with the Purchasing Section to purchase vehicles and equipment, upfit of new equipment for service readiness, and retirement / disposal of used equipment. Fleet Services is also part of the City's Emergency Operations for catastrophic events.	4.00	\$ 1,047,430	4.00	\$ 1,103,760
Fuel Service				
Provide a fueling operation including purchasing fuel and ensuring it is safely stored and dispensed, while meeting all regulatory requirements.	-	\$ 2,067,960	-	\$ 2,106,750
Vehicle Maintenance and Repair				
Maintain approximately 1,600 vehicles and pieces of equipment including preventive maintenance, inspections, remedial repairs, road calls, towing, and modifications / rebuilds.	12.00	\$ 2,866,030	12.00	\$ 3,115,940
Total Fleet Services Division	16.00	\$ 5,981,420	16.00	\$ 6,326,450
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

City Services Fund Resources
Fleet Services
 (355-20-30-00)
 FY 2017-18

Acct. No.	Description	Adopted
35105	INTERNAL USAGE REVENUE	
	Cost of parts needed for repairs and work sub-contracted out, billed to departments as costs are incurred	\$ 1,691,410
	Cost of providing service for the City fleet, billed as a bi-weekly charge to departments	2,264,810
	Revenue from fuel sold to departments	<u>1,350,000</u>
		<u>\$ 5,306,220</u>
35335	STATE GAS TAX REFUND	\$ 1,500
36210	INTEREST	\$ 3,000

Total FY 2017-18 Resources Budget

\$ 7,703,080

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Human Resources (Employee Services)
Cost Center: Fleet Services
Cost Center No: 20-30-00-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
32310	ACCIDENT AND FIRE RECOVERY	\$ 12,258	\$ 31,508	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Fees for Services	\$ 12,258	\$ 31,508	\$ -	\$ -	\$ -	\$ -	\$ -	-
35105	INTERNAL USAGE REVENUE	\$ 4,798,501	\$ 4,741,338	\$ 4,676,060	\$ 5,306,220	\$ 5,306,220	\$ 5,306,220	\$ 630,160	13.5%
35213	INTRAFUND - BUDGETED TRANSFERS	-	1,009	-	-	-	-	-	-
	Total Internal	\$ 4,798,501	\$ 4,742,346	\$ 4,676,060	\$ 5,306,220	\$ 5,306,220	\$ 5,306,220	\$ 630,160	13.5%
35335	STATE GAS TAX REFUND	\$ 1,268	\$ 2,082	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	-
35355	HOUSING AUTHORITY	19,868	16,041	-	-	-	-	-	-
35361	STATE REIMBURSEMENT	933	-	-	-	-	-	-	-
35395	OTHER GOVERNMENT AGENCIES	-	385	-	-	-	-	-	-
	Total Intergovernmental	\$ 81,495	\$ 59,888	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	-
36210	INTEREST	\$ 10,475	\$ 14,786	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	-
	Total Interest on Investments	\$ 10,475	\$ 14,786	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	-
36815	WAGE RECOVERY	\$ 746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
36895	OTHER REVENUE	544	566	-	-	-	-	-	-
	Total Other	\$ 1,290	\$ 566	\$ -	\$ -	\$ -	\$ -	\$ -	-
38755	SALE OF ASSETS	\$ -	\$ 64,875	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	-
	Total Disposal of Assets	\$ -	\$ 64,875	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	-
39910	BEGINNING WORKING CAPITAL	\$ 1,950,708	\$ 2,035,614	\$ 2,192,830	\$ 2,269,020	\$ 2,269,020	\$ 2,312,360	\$ 119,530	5.5%
	Total Beginning Balance	\$ 1,950,708	\$ 2,035,614	\$ 2,192,830	\$ 2,269,020	\$ 2,269,020	\$ 2,312,360	\$ 119,530	5.5%
	Total Resources	\$ 6,854,727	\$ 6,949,584	\$ 6,873,390	\$ 7,659,740	\$ 7,659,740	\$ 7,703,080	\$ 829,690	12.1%

City Services Fund Expenditures
Fleet Services
(355-20-30-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Carquest training program (2)	\$ 1,500
	Clean Cities conference (1)	20
	Green Transportation Summit and Expo (1)	20
	Oregon fire and apparatus training (4)	4,000
	Oregon Fleet Managers conference (1)	1,200
	Vehicle maintenance management conference (1)	1,200
		<u>7,940</u>
		\$ 7,940
52670	OTHER PROFESSIONAL SERVICES	
	Fuel tank / dispensing systems maintenance and repairs	\$ 6,800
	Oil filters and sludge disposal	3,200
		<u>10,000</u>
		\$ 10,000
52815	CONTROLLED EQUIPMENT	
	Desktop computer with monitors (replacement, 3)	\$ 3,390
	Shop equipment and transmission jack (replacement, 1)	2,100
		<u>5,490</u>
		\$ 5,490
55130	EQUIPMENT AND MACHINERY	
	Fuel pump station at City shops complex (replacement, 4)	\$ 40,000
	Hydraulic vehicle lift (replacement, 1)	34,000
		<u>74,000</u>
		\$ 74,000
62110	TRANSFERS TO OTHER FUNDS	
	Asset disposal proceeds to equipment reserve (388-88151013)	\$ 80,000
	Fuel proceeds to equipment reserve (388-88151013)	300,000
		<u>380,000</u>
		\$ 380,000

Total FY 2017-18 Expenditures Budget

\$ 6,326,450

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Human Resources (Employee Services)
Cost Center: Fleet Services
Cost Center No: 20-30-00-00

Acct Code	Account Name	Expenditures Budget							Difference from 16-17	% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
51010	SALARIES AND WAGES	\$ 892,860	\$ 962,649	\$ 909,700	\$ 942,780	\$ 942,780	\$ 942,780	\$ 33,080	3.6%	
51030	OVERTIME	353	581	10,000	10,000	10,000	10,000	-	-	
51080	STANDBY	-	100	-	1,000	1,000	1,000	1,000	-	
51090	DIFFERENTIAL	3,473	4,892	5,500	5,500	5,500	5,500	-	-	
51100	INCENTIVES	11,285	11,592	11,710	12,300	12,300	12,300	590	5.0%	
51120	LEAVE PAYOFF	8,376	3,350	-	5,000	5,000	5,000	5,000	-	
51130	CAR ALLOWANCE	1,084	1,084	1,080	1,080	1,080	1,080	-	-	
51135	CELL PHONE ALLOWANCE	-	270	470	470	470	470	-	-	
51210	FICA AND MEDICARE	68,918	72,791	71,800	74,820	74,820	74,820	3,020	4.2%	
51221	WORKERS' COMP PREMIUM	26,320	29,930	15,470	12,630	12,630	12,630	(2,840)	-18.4%	
51222	WORKERS' COMP STATE ASSMT	478	499	510	480	480	480	(30)	-5.9%	
51240	EMPLOYER - RETIREMENT PERS	109,298	107,156	108,930	154,060	154,060	154,060	45,130	41.4%	
51243	PERS UNFUNDED LIABILITY	52,290	54,600	56,860	53,530	53,530	53,530	(3,330)	-5.9%	
51245	EMPLOYER - PERS PICKUP	53,690	55,614	56,310	58,690	58,690	58,690	2,380	4.2%	
51250	INSURANCE - MEDICAL	248,393	249,884	251,800	266,530	266,530	266,530	14,730	5.8%	
51255	INSURANCE - VISION	7,101	7,360	7,290	7,140	7,140	7,140	(150)	-2.1%	
51260	INSURANCE - DENTAL	24,547	24,223	24,380	24,000	24,000	24,000	(380)	-1.6%	
51265	INSURANCE - LIFE	1,535	1,897	1,390	1,790	1,790	1,790	400	28.8%	
51270	INSURANCE - DISABILITY	575	593	460	460	460	460	-	-	
	Total Personal Services	\$ 1,510,576	\$ 1,589,066	\$ 1,533,660	\$ 1,632,260	\$ 1,632,260	\$ 1,632,260	\$ 98,600	6.4%	
	NUMBER OF POSITIONS	16.80	17.00	16.00	16.00	16.00	16.00	-	-	
52110	SUBSCRIPTIONS AND BOOKS	\$ 86	\$ 107	\$ 1,200	\$ -	\$ -	\$ -	\$ (1,200)	-100.0%	
52120	MAIL	1,560	255	2,100	2,100	2,100	2,100	-	-	
52130	SUPPLIES	6,961	9,995	9,500	9,500	9,500	9,500	-	-	
52320	ADVERTISING	4,810	359	5,200	5,200	5,200	5,200	-	-	
52405	TELEPHONE - OFFICE	6,672	3,915	6,500	6,500	6,500	6,500	-	-	
52410	TELEPHONE - CELLULAR	660	1,270	670	670	670	670	-	-	
52510	TRAINING	6,210	8,609	13,050	7,940	7,940	7,940	(5,110)	-39.2%	
52530	LODGING	102	-	-	-	-	-	-	-	
52620	CONSTRUCTION CONTRACTS	1,461	-	-	-	-	-	-	-	
52670	OTHER PROFESSIONAL SERVICES	2,663	4,638	10,000	10,000	10,000	10,000	-	-	
52710	MEMBERSHIP DUES	609	619	1,100	1,200	1,200	1,200	100	9.1%	
52720	LICENSES / CERTIFICATIONS	5,053	4,127	5,200	5,200	5,200	5,200	-	-	
52740	PERMITS	506	825	1,050	1,050	1,050	1,050	-	-	
52810	SMALL TOOLS	7,576	7,048	9,100	9,100	9,100	9,100	-	-	
52815	CONTROLLED EQUIPMENT	909	3,271	5,490	5,490	5,490	5,490	-	-	
52820	SMALL EQUIPMENT AND SUPPLIES	11,063	15,085	19,500	16,500	16,500	16,500	(3,000)	-15.4%	
52830	COMPUTER SOFTWARE AND LICENSES	29,646	5,458	82,030	86,270	86,270	86,270	4,240	5.2%	
52840	AUTOMOTIVE PARTS	509,775	525,667	525,000	525,000	525,000	525,000	-	-	
52850	TIRES AND TUBES	253,513	188,529	300,000	300,000	300,000	300,000	-	-	
52860	OTHER AUTO SUPPLIES	15,294	16,573	19,520	19,520	19,520	19,520	-	-	
52910	DIESEL FUEL	408,790	243,997	656,240	656,240	656,240	656,240	-	-	
52930	GASOLINE	629,338	439,912	1,088,940	1,088,940	1,088,940	1,088,940	-	-	
52940	LP / CNG GAS	5,007	1,976	8,600	8,600	8,600	8,600	-	-	
52950	LUBRICANTS	28,404	30,040	33,000	33,000	33,000	33,000	-	-	
53210	INSURANCE	3,560	14,760	21,740	50,950	50,950	50,950	29,210	134.4%	
53310	VEHICLE MAINTENANCE	646,358	638,871	650,000	715,000	715,000	758,340	108,340	16.7%	
53320	EQUIPMENT MAINTENANCE	2,305	2,392	71,600	71,600	71,600	71,600	-	-	
53340	FACILITIES MAINTENANCE	-	4,096	-	-	-	-	-	-	
53610	GAS	7,476	8,464	8,000	8,000	8,000	8,000	-	-	
53620	ELECTRIC	23,868	21,921	30,000	30,000	30,000	30,000	-	-	
53734	SAFETY CLOTHING AND EQUIPMENT	1,220	-	2,500	2,500	2,500	2,500	-	-	
53740	CLOTHING - CLEANING CHARGES	5,960	9,650	7,000	7,000	7,000	7,000	-	-	

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Human Resources (Employee Services)
Cost Center: Fleet Services
Cost Center No: 20-30-00-00

Acct Code	Account Name	Actual 14-15	Actual 15-16	Expenditures Budget					Difference from 16-17	% Chg from 16-17
				Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
53812	INTRA CITY - DIRECT CHG (LABOR)	1,958	3,136	-	-	-	-	-	-	
53830	RADIO	4,020	3,600	3,600	5,560	5,560	5,560	1,960	54.4%	
53841	EQUIPMENT REPLACEMENT CHG	-	-	50,000	-	-	-	(50,000)	-100.0%	
53851	COPY	993	38	1,020	1,020	1,020	1,020	-	-	
53854	PHOTOCOPIES	2,373	2,203	2,700	2,700	2,700	2,700	-	-	
53855	SHOPS FACILITIES MAINTENANCE	19,053	18,520	22,820	23,430	23,430	23,430	610	2.7%	
53900	COST ALLOCATION PLAN	531,960	409,880	461,490	480,970	480,970	480,970	19,480	4.2%	
	Total Materials and Services	\$ 3,187,772	\$ 2,650,348	\$ 4,135,560	\$ 4,196,850	\$ 4,196,850	\$ 4,240,190	\$ 104,630	2.5%	
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 12,200	\$ 74,000	\$ 74,000	\$ 74,000	\$ 61,800	506.6%	
	Total Capital Outlay	\$ -	\$ -	\$ 12,200	\$ 74,000	\$ 74,000	\$ 74,000	\$ 61,800	506.6%	
62110	TRANSFERS TO OTHER FUNDS	\$ 370,000	\$ 262,465	\$ 300,000	\$ 380,000	\$ 380,000	\$ 380,000	\$ 80,000	26.7%	
	Total Interfund Transfers	\$ 370,000	\$ 262,465	\$ 300,000	\$ 380,000	\$ 380,000	\$ 380,000	\$ 80,000	26.7%	
	Total Requirements	\$ 5,068,348	\$ 4,501,879	\$ 5,981,420	\$ 6,283,110	\$ 6,283,110	\$ 6,326,450	\$ 345,030	5.8%	



Human Resources Department
Employee Services

DIVISIONS

Administration

Benefits

Facilities Services

Fleet Services

Risk Management

Shops Facilities Maintenance

This section includes the divisions in bold text.



Shops Facilities Maintenance

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Shops Facilities Budget by Category represents three years of historical revenue and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The table shows the division total budget and the percent change in total budget for each year.

Shops Facilities Maintenance Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital \$	38,488	\$ 47,598	\$ 33,596	\$ 46,300	\$ 27,500
Internal	93,880	101,750	92,030	130,000	133,530
Interest	266	334	392	300	300
Total Resources \$	132,634	\$ 149,682	\$ 126,018	\$ 176,600	\$ 161,330
Materials / Services \$	85,036	\$ 116,085	\$ 77,239	\$ 153,940	\$ 133,530
Total Expenditures \$	85,036	\$ 116,085	\$ 77,239	\$ 153,940	\$ 133,530
% Change		36.51%	-33.46%	99.30%	-13.26%

FY 2017-18 Highlights and Significant Changes

The Shops Facilities Maintenance program area preserves the common areas and grounds for the multiple City services located at the City of Salem Shops Complex by identifying, executing, and managing both exterior and common area maintenance and projects.

To comply with the City of Salem's National Pollutant Discharge Elimination System Municipal Separate Storm Sewer permit (MS4), exterior maintenance in the complex has been increased to reduce the amount of pollutants that enter the City's stormwater discharge system. These activities include additional drain signage and sweeping of paved areas, gravel containment, and catch basin repairs.

During FY 2016-17 replacement of gate 12 and installation of a stormwater treatment facility in the east yard were completed. The only FY 2017-18 planned project includes the installation of a stormwater treatment facility in the west yard.

City Services Fund Resources
Shops Facilities Maintenance
(355-22-35-00)
FY 2017-18

Acct. No.	Description	Adopted
35213	INTRA CITY - BUDGETED TRANSFER	
	Internal usage revenues received from participating / benefitting funds:	
	General Fund:	
	Facilities Services (101-22510000)	\$ 7,150
	Parks Operations (101-21501000)	14,310
	Police (101-35201000)	890
	Transportation Services Fund (155-58301000)	24,850
	Utility Fund (310-58504010)	50,090
	City Services Fund:	
	Document Services (355-59200000)	1,540
	Fleet Services (355-20306000)	23,430
	Radio Communications (355-35450000)	3,340
	Warehouse Services (355-60891000)	7,930
		\$ 133,530

Total FY 2017-18 Resources Budget	\$ 161,330
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CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Human Resources (Employee Services)
Cost Center: Shops Facilities Maintenance
Cost Center No: 22-35-00-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
35213	INTRAFUND - BUDGETED TRANSFERS	\$ 101,750	\$ 92,030	\$ 130,000	\$ 133,530	\$ 133,530	\$ 133,530	\$ 3,530	2.7%
	Total Internal	\$ 101,750	\$ 92,030	\$ 130,000	\$ 133,530	\$ 133,530	\$ 133,530	\$ 3,530	2.7%
36210	INTEREST	\$ 334	\$ 392	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	-
	Total Interest on Investments	\$ 334	\$ 392	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 47,598	\$ 33,596	\$ 46,300	\$ 27,500	\$ 27,500	\$ 27,500	\$ (18,800)	-40.6%
	Total Beginning Balance	\$ 47,598	\$ 33,596	\$ 46,300	\$ 27,500	\$ 27,500	\$ 27,500	\$ (18,800)	-40.6%
	Total Resources	\$ 149,682	\$ 126,018	\$ 176,600	\$ 161,330	\$ 161,330	\$ 161,330	\$ (15,270)	-8.6%

City Services Fund Expenditures
Shops Facilities Maintenance
(355-22-35)
FY 2017-18

Acct No.	Description	Adopted
53815	INTRA CITY - INTERDEPARTMENTAL REIMBURSEMENT	
	Concrete and pothole repairs (155-58304520)	\$ 15,000
	Fencing and gate repairs (101-22510000)	8,930
	Grounds clean up of litter and leaves, garbage collection, irrigation, landscape maintenance (101-21501000)	23,620
	Hydrocleaning storm sewer and catch basin cleaning (310-58503020)	4,900
	Install stormwater treatment facility in west yard (310-58503065)	28,500
	Signage and sweeping (155-58304515)	13,500
		<u>94,450</u>
		\$ 94,450

Total FY 2017-18 Expenditures Budget	\$ 133,530
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CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Human Resources (Employee Services)
Cost Center: Shops Facilities Maintenance
Cost Center No: 22-35-00-00

Acct Code	Account Name	Expenditures Budget								
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17	
52670	OTHER PROFESSIONAL SERVICES	\$ 113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
52820	SMALL EQUIPMENT AND SUPPLIES	10,079	-	-	-	-	-	-	-	-
53210	INSURANCE	2,710	-	-	-	-	-	-	-	-
53310	VEHICLE MAINTENANCE	-	345	-	-	-	-	-	-	-
53320	EQUIPMENT MAINTENANCE	-	-	500	500	500	500	-	-	-
53380	OTHER MAINTENANCE AND REPAIRS	576	806	-	-	-	-	-	-	-
53620	ELECTRIC	16,297	16,502	16,700	17,000	17,000	17,000	300	1.8%	-
53650	REFUSE DISPOSAL	9,796	10,887	11,500	11,500	11,500	11,500	-	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	3,908	1,264	-	-	-	-	-	-	-
53815	INTRA CITY - INTERDEPART. BILLINGS	56,245	39,704	117,350	94,450	94,450	94,450	(22,900)	-19.5%	-
53840	MOTOR POOL RENTAL	-	152	-	-	-	-	-	-	-
53900	COST ALLOCATION PLAN	16,360	7,580	7,890	10,080	10,080	10,080	2,190	27.8%	-
Total Materials and Services		\$ 116,085	\$ 77,239	\$ 153,940	\$ 133,530	\$ 133,530	\$ 133,530	\$ (20,410)	-13.3%	-
Total Requirements		\$ 116,085	\$ 77,239	\$ 153,940	\$ 133,530	\$ 133,530	\$ 133,530	\$ (20,410)	-13.3%	-





Police Department

DIVISIONS

Administration

Investigations

Patrol

Police Records Incident Offense Reporting System

Radio Communications

Support

Willamette Valley Communications Center

This section includes the divisions in bold text.



Radio Communications

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Radio Communications Budget by Category represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, Capital Outlay, and Transfers. The table shows the total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for this division. Transfer expenses in FY 2014-15, FY 2016-17, and FY 2017-18 support the current radio system replacement project.

Radio Communications Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 8,538,197	\$ 9,227,496	\$ 1,832,666	\$ 2,670,000	\$ 2,259,990
Rent	1,664,038	1,658,405	1,708,802	1,756,620	1,820,700
Intergovernmental	92,449	85,711	136,838	130,940	119,320
Interest	46,652	42,386	17,541	15,000	25,350
Other Revenue	-	2,450	-	-	-
Total Resources	\$ 10,341,336	\$ 11,016,448	\$ 3,695,846	\$ 4,572,560	\$ 4,225,360
Personal Services	\$ 355,996	\$ 373,873	\$ 386,331	\$ 396,920	\$ 424,120
Materials / Services	757,844	495,909	441,906	836,830	945,420
Capital Outlay	-	-	-	100,000	120,000
Transfers	-	8,314,000	-	1,500,000	1,500,000
Total Expenditures	\$ 1,113,840	\$ 9,183,782	\$ 828,237	\$ 2,833,750	\$ 2,989,540
% Change		724.52%	-90.98%	242.14%	5.50%
FTE	4.00	4.00	4.00	4.00	4.00

FY 2017-18

Highlights and Significant Changes

A project to replace the City's radio system is underway. Rough system design, vendor selection, and portable and mobile equipment acquisition has been completed. Continued project activity includes the completion of site leasing and the system's detailed design, submitting the order for system backbone equipment, and the design and acquisition of a microwave loop system to link the radio sites into a network.

The FY 2017-18 Radio Communications operating budget includes a transfer of \$1,500,000 to the capital project (in Fund 255, Capital Improvements) to further augment funding for the system replacement.





Radio Communications

What We Do

PROGRAMS

Radio Communications

Radio Communications maintains the City's entire radio communication infrastructure, including voice and mobile data communication, fire station alerting system, and the City Hall public address system. Maintenance of these systems includes items such as radio sites, transmitters, microwave systems, antennas, line kits, receivers, base stations, mobile data computer, mobile radios, portable radios, and simulcast equipment.

FY 2016-17	
Staff	Cost
4.00	\$ 2,833,750

FY 2017-18	
Staff	Cost
4.00	\$ 2,989,540

Total Radio Communications Division

4.00	\$ 2,833,750
Staff	Cost
FY 2016-17	

4.00	\$ 2,989,540
Staff	Cost
FY 2017-18	

City Services Fund Resources
Radio Communications
(355-35-45-00)
FY 2017-18

Acct. No.	Description	Adopted
34120	RADIO RENT Various funds - radio and mobile data communication systems	\$ 1,637,770
35212	INTRA CITY - DIRECT CHARGE Various radio programming requests and mobile data terminal installations	\$ 12,730

Total FY 2017-18 Resources Budget

\$ 4,225,360

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Police
Cost Center: Communications
Cost Center No: 35-45-00-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
34110	LAND / BUILDING RENT	\$ 138,365	\$ 157,002	\$ 135,000	\$ 182,930	\$ 182,930	\$ 182,930	\$ 47,930	35.50%
34120	RADIO RENT	1,520,040	1,551,800	1,621,620	1,637,770	1,637,770	1,637,770	16,150	1.0%
	Total Rent	\$ 1,658,405	\$ 1,708,802	\$ 1,756,620	\$ 1,820,700	\$ 1,820,700	\$ 1,820,700	\$ 64,080	3.6%
35212	INTRAFUND - DIRECT CHG (LABOR)	\$ 10,553	\$ 44,903	\$ 35,000	\$ 12,730	\$ 12,730	\$ 12,730	\$ (22,270)	-63.6%
	Total Internal	\$ 10,553	\$ 44,903	\$ 35,000	\$ 12,730	\$ 12,730	\$ 12,730	\$ (22,270)	-63.6%
35367	CITY OF KEIZER	\$ 28,758	\$ 32,403	\$ 33,850	\$ 37,610	\$ 37,610	\$ 37,610	\$ 3,760	11.1%
35370	MARION COUNTY	391	185	-	-	-	-	-	-
35395	OTHER GOVERNMENT AGENCIES	-	1,676	-	-	-	-	-	-
35495	OTHER AGENCIES	46,008	57,671	62,090	68,980	68,980	68,980	6,890	11.1%
	Total Intergovernmental	\$ 75,157	\$ 91,935	\$ 95,940	\$ 106,590	\$ 106,590	\$ 106,590	\$ 10,650	11.1%
36210	INTEREST	\$ 42,386	\$ 17,541	\$ 15,000	\$ 25,350	\$ 25,350	\$ 25,350	\$ 10,350	69.0%
	Total Interest on Investments	\$ 42,386	\$ 17,541	\$ 15,000	\$ 25,350	\$ 25,350	\$ 25,350	\$ 10,350	69.0%
36895	OTHER REVENUE	\$ 2,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other	\$ 2,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 9,227,496	\$ 1,832,666	\$ 2,670,000	\$ 2,259,990	\$ 2,259,990	\$ 2,259,990	\$ (410,010)	-15.4%
	Total Beginning Balances	\$ 9,227,496	\$ 1,832,666	\$ 2,670,000	\$ 2,259,990	\$ 2,259,990	\$ 2,259,990	\$ (410,010)	-15.4%
	Total Resources	\$ 11,016,448	\$ 3,695,846	\$ 4,572,560	\$ 4,225,360	\$ 4,225,360	\$ 4,225,360	\$ (347,200)	-7.6%

City Services Fund Expenditures
Radio Communications
(355-35-45-00)
FY 2017-18

Acct. No.	Description	Adopted
52510	TRAINING	
	New radio training (3)	\$ 9,280
	Personal computer application training (2)	700
	Regional planning meetings (1)	700
		<u>10,680</u>
52640	ENGINEERING/ARCHITECT SERVICES	
	Radio system engineering	\$ 30,000
52670	OTHER PROFESSIONAL SERVICES	
	Unspecified professional services	\$ 64,690
52815	CONTROLLED EQUIPMENT	
	Antenna and line kit (replacement, 6)	\$ 30,000
	Mobile data computer (replacement, 12)	72,000
	Mobile trunked system radio (replacement, 10)	58,000
	Portable trunked system radio (replacement, 6)	42,000
		<u>202,000</u>
53812	INTRA CITY - DIRECT CHARGE LABOR	
	Tower maintenance provided by Facilities Services (101-22510000)	\$ 3,000
53813	INTRA CITY - BUDGETED TRANSFER	
	Administration and support provided by Willamette Valley Comm Center staff	\$ 89,410
53815	INTRA CITY - INTRADEPARTMENTAL BILLING	
	Landscape services (101-21500000)	\$ 4,000
55130	EQUIPMENT AND MACHINERY	
	Service monitor (replacement, 1)	\$ 80,000
	Site transmitter and receiver (replacement, 2)	40,000
		<u>120,000</u>
62110	TRANSFERS TO OTHER FUNDS	
	Transfer to Radio / Capital Improvements Fund (255-35904500)	\$ 1,500,000
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Total FY 2017-18 Expenditures Budget		\$ 2,989,540

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Police
Cost Center: Communications
Cost Center No: 35-45-00-00

Acct Code	Account Name	Expenditures Budget							% Chg
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 240,538	\$ 248,956	\$ 250,460	\$ 257,350	\$ 257,350	\$ 257,350	\$ 6,890	2.8%
51025	HOLIDAY - REGULAR	13	-	-	-	-	-	-	-
51030	OVERTIME	891	334	3,500	7,000	7,000	7,000	3,500	100.0%
51090	DIFFERENTIAL	(0)	28	-	-	-	-	-	-
51120	LEAVE PAYOFF	-	-	1,750	1,000	1,000	1,000	(750)	-42.9%
51210	FICA AND MEDICARE	18,380	18,620	19,560	20,300	20,300	20,300	740	3.8%
51221	WORKERS' COMP PREMIUM	600	2,430	2,500	2,320	2,320	2,320	(180)	-7.2%
51222	WORKERS' COMP STATE ASSMT	114	115	120	120	120	120	-	-
51240	EMPLOYER - RETIREMENT PERS	29,964	29,713	30,920	43,520	43,520	43,520	12,600	40.8%
51243	PERS UNFUNDED LIABILITY	13,200	13,750	14,380	14,780	14,780	14,780	400	2.8%
51245	EMPLOYER - PERS PICKUP	14,555	14,748	15,340	15,920	15,920	15,920	580	3.8%
51250	INSURANCE - MEDICAL	49,037	50,440	51,140	54,600	54,600	54,600	3,460	6.8%
51255	INSURANCE - VISION	1,247	1,619	1,640	1,600	1,600	1,600	(40)	-2.4%
51260	INSURANCE - DENTAL	5,005	5,150	5,270	5,220	5,220	5,220	(50)	-0.9%
51265	INSURANCE - LIFE	330	429	340	390	390	390	50	14.7%
	Total Personal Services	\$ 373,873	\$ 386,331	\$ 396,920	\$ 424,120	\$ 424,120	\$ 424,120	\$ 27,200	6.9%
	NUMBER OF POSITIONS	4.00	4.00	4.00	4.00	4.00	4.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ 187	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	-
52120	MAIL	443	42	520	520	520	520	-	-
52130	SUPPLIES	245	670	650	650	650	650	-	-
52140	PRINTING AND DUPLICATION	-	-	90	90	90	90	-	-
52320	ADVERTISING	-	813	500	500	500	500	-	-
52340	EMPLOYEE RECOGNITION	-	-	100	100	100	100	-	-
52360	RECRUITMENT FEES	-	-	250	250	250	250	-	-
52405	TELEPHONE - OFFICE	2,471	1,584	3,000	3,150	3,150	3,150	150	5.0%
52410	TELEPHONE - CELLULAR	-	-	840	840	840	840	-	-
52460	COMMUNICATION - OTHER	14,549	12,615	18,000	18,000	18,000	18,000	-	-
52510	TRAINING	200	-	10,680	10,680	10,680	10,680	-	-
52640	ENGINEERING / ARCHITECT SERVICES	31,451	-	30,000	30,000	30,000	30,000	-	-
52670	OTHER PROFESSIONAL SERVICES	1,495	22,193	64,690	64,690	64,690	64,690	-	-
52710	MEMBERSHIP DUES	85	85	300	300	300	300	-	-
52720	LICENSES / CERTIFICATIONS	150	-	1,000	1,000	1,000	1,000	-	-
52810	SMALL TOOLS	-	-	1,320	1,320	1,320	1,320	-	-
52815	CONTROLLED EQUIPMENT	74,266	29,571	202,000	202,000	202,000	202,000	-	-
52820	SMALL EQUIPMENT AND SUPPLIES	19,869	21,655	52,000	52,000	52,000	52,000	-	-
52830	COMPUTER SOFTWARE AND LICENSES	9,088	9,463	14,810	15,800	15,800	15,800	990	6.7%
52910	DIESEL FUEL	-	-	100	100	100	100	-	-
52930	GASOLINE	1,207	1,015	1,500	1,400	1,400	1,400	(100)	-6.7%
52940	LP / CNG GAS	526	-	400	400	400	400	-	-
53210	INSURANCE	-	3,940	3,590	4,290	4,290	4,290	700	19.5%
53310	VEHICLE MAINTENANCE	564	377	750	750	750	750	-	-
53320	EQUIPMENT MAINTENANCE	151,322	144,319	201,630	207,200	207,200	207,200	5,570	2.8%
53340	FACILITIES MAINTENANCE	-	-	500	500	500	500	-	-
53380	OTHER MAINTENANCE AND REPAIRS	64	28	-	-	-	-	-	-
53510	BUILDING RENTAL	9,616	9,931	15,600	81,780	81,780	81,780	66,180	424.2%

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Police
Cost Center: Communications
Cost Center No: 35-45-00-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
53610	GAS	3,772	2,925	4,100	4,100	4,100	4,100	-	-
53620	ELECTRIC	11,801	12,410	13,600	14,020	14,020	14,020	420	3.1%
53720	TAXES AND ASSESSMENTS	10,192	14,905	15,350	15,350	15,350	15,350	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	1	-	300	300	300	300	-	-
53767	BANKING AND INVESTMENT FEES	-	-	6,400	6,400	6,400	6,400	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	736	57	3,000	3,000	3,000	3,000	-	-
53813	INTRA CITY - BUDGETED TRANSFERS	76,840	82,050	86,170	89,410	89,410	89,410	3,240	3.8%
53815	INTRA CITY - INTERDEPARTMENTAL BILLINGS	2,036	2,442	4,000	4,000	4,000	4,000	-	-
53830	RADIO	-	-	-	5,080	5,080	5,080	5,080	-
53840	MOTOR POOL RENTAL	2,557	2,616	2,950	3,330	3,330	3,330	380	12.9%
53841	EQUIPMENT REPLACEMENT CHG	5,472	-	-	-	-	-	-	-
53851	COPY	319	151	400	400	400	400	-	-
53854	PHOTOCOPIES	123	133	-	-	-	-	-	-
53855	SHOPS FACILITIES MAINTENANCE	2,650	990	3,260	3,260	3,260	3,260	-	-
53860	BUILDING SERVICES	6,080	4,755	6,000	6,000	6,000	6,000	-	-
53900	COST ALLOCATION PLAN	55,530	60,170	66,180	92,160	92,160	92,160	25,980	39.3%
	Total Materials and Services	\$ 495,909	\$ 441,906	\$ 836,830	\$ 945,420	\$ 945,420	\$ 945,420	\$ 108,590	13.0%
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 20,000	20.0%
	Total Capital Outlay	\$ -	\$ -	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 20,000	20.0%
62110	TRANSFERS TO OTHER FUNDS	\$ 8,314,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	-
	Total Interfund Transfers	\$ 8,314,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	-
	Total Requirements	\$ 9,183,782	\$ 828,237	\$ 2,833,750	\$ 2,989,540	\$ 2,989,540	\$ 2,989,540	\$ 155,790	5.5%



Information Technology

DIVISIONS

Business Services

Communications Interconnect System

Document Services

Geographic Information Systems (GIS) Services

Network Services

Systems and Programming Services

Telecommunications Services

This section includes the divisions in bold text.



Communications Interconnect

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Communications Interconnect System Budget by Category represents the first year of use for this new cost center with the FY 2017-18 budget. The expense category is Materials and Services. There are no FTE in this budget.

The Communications Interconnect System Program ensures that reliable fiber connections are provided to customers through a managed system providing redundant connectivity to City locations and the community. This fund is managed by the Information Technology Department to provide service and scheduled equipment replacements to contracted customers.

Communications Interconnect System by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Intergovernmental \$	- \$	- \$	- \$	- \$	36,000
Interest	-	-	-	-	200
Total Resources \$	- \$	- \$	- \$	- \$	36,200
Materials / Services \$	- \$	- \$	- \$	- \$	35,100
Total Expenditures \$	- \$	- \$	- \$	- \$	35,100
% Change					

City Services Fund
Information Technology Department
Communications Interconnect
(355-59-16-00)
FY 2017-18

Acct. No.	Description	Adopted
Communications Interconnect Resources Detail		
35395	OTHER GOVERNMENT AGENCIES Fiber connection assessment	\$ 36,000
<hr/>		
Total FY 2017-18 Resources Budget		\$ 36,200

Acct. No.	Description	Adopted
Communications Interconnect Expenditures Detail		
52670	OTHER PROFESSIONAL SERVICES Fiber optic system maintenance and repair	\$ 25,000
53812	INTRA CITY - DIRECT CHARGE (LABOR) System administration and support	\$ 10,000
<hr/>		
Total FY 2017-18 Expenditures Budget		\$ 35,100

CITY OF SALEM
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Information Technology
Cost Center: Communications Interconnect
Cost Center No: 59-16-00-00

Communications Interconnect Resources		Resources Budget							
Acct Code	Account Name	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
35395	OTHER GOVERNMENT AGENCIES	\$ -	\$ -	\$ -	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	-
	Total Intergovernmental	\$ -	\$ -	\$ -	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	-
36210	INTEREST	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	-
	Total Interest on Investments	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	-
	Total Resources	\$ -	\$ -	\$ -	\$ 36,200	\$ 36,200	\$ 36,200	\$ 36,200	-

Communications Interconnect Expenditures		Expenditures Budget							
Acct Code	Account Name	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52670	OTHER PROFESSIONAL SERVICES	-	-	-	25,000	25,000	25,000	25,000	-
53812	INTRA CITY - DIRECT CHG (LABOR)	-	-	-	10,000	10,000	10,000	10,000	-
53851	COPY	-	-	-	100	100	100	100	-
	Total Materials and Services	\$ -	\$ -	\$ -	\$ 35,100	\$ 35,100	\$ 35,100	\$ 35,100	-
	Total Requirements	\$ -	\$ -	\$ -	\$ 35,100	\$ 35,100	\$ 35,100	\$ 35,100	-





Telecommunication Services

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Telecommunication Services Budget by Category represents the first year of use for this new cost center with the FY 2017-18 budget. The expense category is Materials and Services. There are no FTE in this budget.

The Telecommunication Services Program provides reliable voice and data telephone services through the management and integration of City telecommunication systems. This cost center is managed by the Information Technology Department with assessments for all City departments to provide service and scheduled equipment replacements.

This cost center was established to maintain the telecommunication services program at the completion of the telecommunication system replacement project. The system replacement was made possible by the accumulation of funds within the Telephone System Replacement Trust.

Telecommunications Services by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Internal \$	- \$	- \$	- \$	- \$	466,260
Interest	-	-	-	-	1,500
Loan Repayment	-	-	-	-	42,840
Interfund Transfers	-	-	-	-	72,500
Total Resources \$	- \$	- \$	- \$	- \$	583,100
Materials / Services \$	- \$	- \$	- \$	- \$	407,810
Total Expenditures \$	- \$	- \$	- \$	- \$	407,810
% Change					

City Services Fund
 Telecommunications Services
 (355-59-17-00)
 FY 2017-18

Acct. No.	Description	Adopted
Telecommunication Services Resources Detail		
35213	INTRA CITY BUDGETED TRANSFER	
	Call recording service	\$ 7,440
	Equipment replacement assessment	356,400
	Equipment usage assessment	50,290
	Long distance service	12,730
	Recurring charges for line services	39,400
		<u>\$ 466,260</u>
36310	LOAN PRINCIPAL	
	Fifth year of loan repayment from Airport Fund	\$ 39,300
36320	LOAN INTEREST	
	Fifth year of loan repayment from Airport Fund	\$ 3,540
39910	INTERFUND TRANSFERS	
	Transfer from Telephone Replacement Trust Fund (420-59980500)	\$ 72,500
Total FY 2017-18 Resources Budget		\$ 583,100

Acct. No.	Description	Adopted
Telecommunication Services Expenditures Detail		
52670	OTHER PROFESSIONAL SERVICES	\$ 10,000
53812	INTRA CITY - DIRECT CHARGE (LABOR)	\$ 145,000
Total FY 2017-18 Expenditures Budget		\$ 407,810

CITY OF SALEM
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Information Technology
Cost Center: Telecommunication Services
Cost Center No: 59-17-00-00

Telecommunication Services Resources		Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
35213	INTRA CITY - BUDGETED TRANSFER	\$ -	\$ -	\$ -	\$ 466,260	\$ 466,260	\$ 466,260	\$ 466,260	-
	Total Intergovernmental	\$ -	\$ -	\$ -	\$ 466,260	\$ 466,260	\$ 466,260	\$ 466,260	-
36210	INTEREST	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	-
36310	LOAN PRINCIPAL	-	-	-	39,300	39,300	39,300	39,300	-
36320	LOAN INTEREST	-	-	-	3,540	3,540	3,540	3,540	-
	Total Other Revenue	\$ -	\$ -	\$ -	\$ 44,340	\$ 44,340	\$ 44,340	\$ 44,340	-
39110	INTERFUND TRANSFER	\$ -	\$ -	\$ -	\$ 72,500	\$ 72,500	\$ 72,500	\$ 72,500	-
	Total Transfers	\$ -	\$ -	\$ -	\$ 72,500	\$ 72,500	\$ 72,500	\$ 72,500	-
	Total Resources	\$ -	\$ -	\$ -	\$ 583,100	\$ 583,100	\$ 583,100	\$ 583,100	-

Telecommunication Services Expenditures		Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52405	TELEPHONE - OFFICE	\$ -	\$ -	\$ -	\$ 115,530	\$ 115,530	\$ 115,530	\$ 115,530	-
52670	OTHER PROFESSIONAL SERVICES	-	-	-	10,000	10,000	10,000	10,000	-
52830	COMPUTER SOFTWARE AND LICENSES	-	-	-	54,130	54,130	54,130	54,130	-
53320	EQUIPMENT MAINTENANCE	-	-	-	31,550	31,550	31,550	31,550	-
53799	OTHER EXPENSES	-	-	-	51,400	51,400	51,400	51,400	-
53812	INTRA CITY - DIRECT CHG (LABOR)	-	-	-	145,000	145,000	145,000	145,000	-
53851	COPY	-	-	-	200	200	200	200	-
	Total Materials and Services	\$ -	\$ -	\$ -	\$ 407,810	\$ 407,810	\$ 407,810	\$ 407,810	-
	Total Requirements	\$ -	\$ -	\$ -	\$ 407,810	\$ 407,810	\$ 407,810	\$ 407,810	-





Document Services

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Document Services Budget by Category represents three years of historical revenue and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, and Capital Outlay. The table shows the division's total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for each year.

The Document Services and Mail Services Program enhances communication with City departments and the community by providing copy and mail services that include document production, design, delivery, and archival services.

Document Services Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 426,624	\$ 654,716	\$ 396,379	\$ 370,100	\$ 425,800
Internal	1,451,151	1,115,655	1,388,492	1,333,120	1,106,440
Intergovernmental	1,610	444	2,255	2,000	2,000
Interest	2,284	3,371	3,463	3,500	3,750
Other Revenue	12,243	352	393	-	500
Total Resources	\$ 1,893,911	\$ 1,774,537	\$ 1,790,982	\$ 1,708,720	\$ 1,538,490
Personal Services	\$ 375,633	\$ 415,414	\$ 435,834	\$ 447,160	\$ 476,050
Materials / Services	848,623	922,050	879,173	1,070,290	729,760
Capital Outlay	14,939	40,695	51,991	51,000	78,000
Total Expenditures	\$ 1,239,195	\$ 1,378,158	\$ 1,366,998	\$ 1,568,450	\$ 1,283,810
% Change		11.21%	-0.81%	14.74%	-18.15%
FTE	6.00	6.00	6.00	6.00	6.00

City Services Fund Resources
Document Services
(355-59-20-00)
FY 2017-18

Acct. No.	Description	Adopted
35105	INTERFUND - POSTAGE / COPY / PRINTING Cost of postage and copying billed back to departments	\$ 812,440
35213	INTRA CITY - BUDGETED TRANSFER Payment for centralized mail and microfilm costs not charged to individual departments (101-60961000)	\$ 294,000
<hr/>		
Total FY 2017-18 Resources Budget		\$ 1,538,490

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Information Technology
Cost Center: Document Services
Cost Center No: 59-20-10-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
35105	INTERNAL USAGE REVENUE	\$ 1,069,895	\$ 1,124,492	\$ 1,069,870	\$ 812,440	\$ 812,440	\$ 812,440	\$ (257,430)	-24.1%
35213	INTRAFUND - BUDGETED TRANSFERS	45,760	264,000	263,250	294,000	294,000	294,000	30,750	11.7%
	Total Internal	\$ 1,115,655	\$ 1,388,492	\$ 1,333,120	\$ 1,106,440	\$ 1,106,440	\$ 1,106,440	\$ (226,680)	-17.0%
35355	HOUSING AUTHORITY	\$ 444	\$ 2,255	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	-
	Total Intergovernmental	\$ 444	\$ 2,255	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	-
36210	INTEREST	\$ 3,371	\$ 3,463	\$ 3,500	\$ 3,750	\$ 3,750	\$ 3,750	\$ 250	7.1%
	Total Interest on Investments	\$ 3,371	\$ 3,463	\$ 3,500	\$ 3,750	\$ 3,750	\$ 3,750	\$ 250	7.1%
36895	OTHER REVENUE	\$ 352	\$ 393	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	-
	Total Other Revenue	\$ 352	\$ 393	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	-
39910	BEGINNING WORKING CAPITAL	\$ 654,716	\$ 396,379	\$ 370,100	\$ 425,800	\$ 425,800	\$ 425,800	\$ 55,700	15.0%
	Total Beginning Balances	\$ 654,716	\$ 396,379	\$ 370,100	\$ 425,800	\$ 425,800	\$ 425,800	\$ 55,700	15.0%
	Total Resources	\$ 1,774,537	\$ 1,790,982	\$ 1,708,720	\$ 1,538,490	\$ 1,538,490	\$ 1,538,490	\$ (170,230)	-10.0%

City Services Fund Expenditures
Document Services
(355-59-20-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	United States Postal Customer Council conference (1)	\$ 100
	Vendor training classes and seminars (1)	500
		<u>600</u>
52670	OTHER PROFESSIONAL SERVICES	
	Consulting services	\$ 75,000
	Mailing services	16,400
		<u>91,400</u>
52815	CONTROLLED EQUIPMENT	
	Archival scanner station (new, 1)	\$ 9,000
	Department copier (replacements, 4-5)	47,000
		<u>56,000</u>
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Department administration of Document Services Division (101-59103515)	\$ 41,710
55130	EQUIPMENT AND MACHINERY	
	Microfilm scanner (new, 1)	\$ 12,000
	Plotter and scanner (new, 1)	16,000
	Production copier (replacement, 1)	50,000
		<u>78,000</u>

Total FY 2017-18 Expenditures Budget

\$ 1,283,810

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Information Technology
Cost Center: Document Services
Cost Center No: 59-20-10-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 244,109	\$ 254,325	\$ 259,270	\$ 271,580	\$ 271,580	\$ 271,580	\$ 12,310	4.7%
51020	SEASONAL AND RELIEF	(2)	-	-	-	-	-	-	-
51030	OVERTIME	4,068	5,132	4,250	4,500	4,500	4,500	250	5.9%
51120	LEAVE PAYOFF	197	643	2,000	3,570	3,570	3,570	1,570	78.5%
51210	FICA AND MEDICARE	18,400	19,241	20,310	21,390	21,390	21,390	1,080	5.3%
51221	WORKERS' COMP PREMIUM	890	2,440	2,480	3,120	3,120	3,120	640	25.8%
51222	WORKERS' COMP STATE ASSMT	178	179	180	180	180	180	-	-
51240	EMPLOYER - RETIREMENT PERS	27,557	26,140	26,960	33,470	33,470	33,470	6,510	24.1%
51243	PERS UNFUNDED LIABILITY	13,300	14,320	14,890	15,340	15,340	15,340	450	3.0%
51245	EMPLOYER - PERS PICKUP	14,825	15,400	15,930	16,780	16,780	16,780	850	5.3%
51250	INSURANCE - MEDICAL	80,997	86,425	89,210	94,230	94,230	94,230	5,020	5.6%
51255	INSURANCE - VISION	2,398	2,615	2,650	2,590	2,590	2,590	(60)	-2.3%
51260	INSURANCE - DENTAL	8,001	8,330	8,530	8,440	8,440	8,440	(90)	-1.1%
51265	INSURANCE - LIFE	495	644	500	700	700	700	200	40.0%
51270	INSURANCE - DISABILITY	-	-	-	160	160	160	160	-
	Total Personal Services	\$ 415,414	\$ 435,834	\$ 447,160	\$ 476,050	\$ 476,050	\$ 476,050	\$ 28,890	6.5%
	NUMBER OF POSITIONS	6.00	6.00	6.00	6.00	6.00	6.00	-	-
52120	MAIL	\$ 510,316	\$ 478,756	\$ 507,740	\$ 195,830	\$ 195,830	\$ 195,830	\$ (311,910)	-61.4%
52130	SUPPLIES	7,619	9,522	10,020	7,650	7,650	7,650	(2,370)	-23.7%
52140	PRINTING AND DUPLICATION	12,066	10,278	22,500	13,150	13,150	13,150	(9,350)	-41.6%
52320	ADVERTISING	852	-	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	3,834	2,588	2,700	2,640	2,640	2,640	(60)	-2.2%
52410	TELEPHONE - CELLULAR	757	637	660	620	620	620	(40)	-6.1%
52510	TRAINING	65	445	100	600	600	600	500	500.0%
52520	TRAVEL	59	-	-	-	-	-	-	-
52550	MILEAGE	291	135	100	100	100	100	-	-
52670	OTHER PROFESSIONAL SERVICES	29,775	26,703	91,000	91,400	91,400	91,400	400	0.4%
52815	CONTROLLED EQUIPMENT	11,890	14,356	44,200	56,000	56,000	56,000	11,800	26.7%
52820	SMALL EQUIPMENT AND SUPPLIES	3,601	-	400	2,400	2,400	2,400	2,000	500.0%
52830	COMPUTER SOFTWARE AND LICENSES	-	7,401	24,900	8,090	8,090	8,090	(16,810)	-67.5%
52930	GASOLINE	4,750	3,529	4,200	3,920	3,920	3,920	(280)	-6.7%
53210	INSURANCE	-	2,800	2,780	6,880	6,880	6,880	4,100	147.5%
53310	VEHICLE MAINTENANCE	839	1,711	1,180	500	500	500	(680)	-57.6%
53320	EQUIPMENT MAINTENANCE	41,678	45,155	54,010	57,610	57,610	57,610	3,600	6.7%
53380	OTHER MAINTENANCE AND REPAIRS	250	-	-	-	-	-	-	-
53610	GAS	810	742	760	880	880	880	120	15.8%
53620	ELECTRIC	1,765	1,595	1,800	1,850	1,850	1,850	50	2.8%
53734	SAFETY CLOTHING AND EQUIPMENT	16	16	-	-	-	-	-	-
53750	INVENTORY PURCHASES	83,456	68,753	65,200	72,600	72,600	72,600	7,400	11.3%
53767	BANKING AND INVESTMENT FEES	-	-	490	490	490	490	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	69,421	64,458	72,110	41,710	41,710	41,710	(30,400)	-42.2%
53830	RADIO	-	-	-	120	120	120	120	-
53840	MOTOR POOL RENTAL	4,112	3,755	2,490	5,560	5,560	5,560	3,070	123.3%
53841	EQUIPMENT REPLACEMENT CHG	3,163	-	21,500	-	-	-	(21,500)	-100.0%
53851	COPY	263	1,065	800	500	500	500	(300)	-37.5%
53855	SHOPS FACILITIES MAINTENANCE	1,220	1,090	1,500	1,500	1,500	1,500	-	-
53900	COST ALLOCATION PLAN	129,180	133,680	137,150	157,160	157,160	157,160	20,010	14.6%
	Total Materials and Services	\$ 922,050	\$ 879,173	\$ 1,070,290	\$ 729,760	\$ 729,760	\$ 729,760	\$ (340,530)	-31.8%
55130	EQUIPMENT AND MACHINERY	\$ 40,695	\$ 51,991	\$ 51,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 27,000	52.9%
	Total Capital Outlay	\$ 40,695	\$ 51,991	\$ 51,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 27,000	52.9%
	Total Requirements	\$ 1,378,158	\$ 1,366,998	\$ 1,568,450	\$ 1,283,810	\$ 1,283,810	\$ 1,283,810	\$ (284,640)	-18.1%





Public Works Department

DIVISIONS

Administration

Engineering

Operations

Parks Operations

Recreation Services

Streetlight

Transportation Services

Warehouse Services

Wastewater Treatment

This section includes the divisions in bold text.



Warehouse Services

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Warehouses Services Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services, Materials / Services, and Capital Outlay. The table shows the division's total budget, the percent change in total budget, and the full-time equivalent (FTE) position count for each year.

Warehouse Services Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Beginning Working Capital	\$ 297,000	\$ 310,875	\$ 222,344	\$ 352,350	\$ 304,300
Internal	1,758,794	1,699,500	1,780,396	2,127,300	2,495,630
Intergovernmental	302	538	5,212	-	-
Other Revenue	7,239	15,793	3,184	-	-
Total Resources	\$ 2,063,335	\$ 2,026,706	\$ 2,011,137	\$ 2,479,650	\$ 2,799,930
Personal Services	\$ 137,822	\$ 138,683	\$ 144,952	\$ 230,370	\$ 250,630
Materials / Services	1,614,638	1,416,444	1,523,634	1,916,170	2,135,480
Capital Outlay	-	-	26,492	-	-
Total Expenditures	\$ 1,752,461	\$ 1,555,126	\$ 1,695,079	\$ 2,146,540	\$ 2,386,110
% Change		-11.26%	9.00%	26.63%	11.16%
FTE	2.00	2.00	2.00	3.00	3.00

FY 2017-18 Highlights and Significant Changes

The warehouse budget remains in the City Services Fund, but the centralized warehouse is now a service provided and managed by the Public Works Department. Approximately 85 to 90 percent of the inventory is managed in support of utility, transportation, and park operations. This management change allows an improved integration of the warehouse with operational units while still maintaining services to other City departments.

Centralized Warehouse Program	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Warehouse services include the purchase, storage, and distribution of materials used by City departments; procurement of goods and services; contract administration; maintaining adequate inventory; and reporting and auditing functions.	3.00	\$ 2,146,540	3.00	\$ 2,386,110

City Services Fund Resources
Warehouse Services
(355-60-89-00)
FY 2017-18

Acct. No.	Description	Adopted
35105	INTERNAL USAGE REVENUE Revenue from warehouse purchases made by departments	\$ 2,495,630

Total FY 2017-18 Resources Budget

\$ 2,799,930

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Public Works
Cost Center: Warehouse Services
Cost Center No: 60-89-10-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
35105	INTERNAL USAGE REVENUE	\$ 1,699,500	\$ 1,780,396	\$ 2,127,300	\$ 2,495,630	\$ 2,495,630	\$ 2,495,630	\$ 368,330	17.3%
	Total Internal	\$ 1,699,500	\$ 1,780,396	\$ 2,127,300	\$ 2,495,630	\$ 2,495,630	\$ 2,495,630	\$ 368,330	17.3%
35367	CITY OF KEIZER	\$ 538	\$ (269)	\$ -	\$ -	\$ -	\$ -	\$ -	-
35395	OTHER GOVERNMENT AGENCIES	-	5,481	-	-	-	-	-	-
	Total Intergovernmental	\$ 538	\$ 5,212	\$ -	\$ -	\$ -	\$ -	\$ -	-
36895	OTHER REVENUE	\$ 15,793	\$ 3,184	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other	\$ 15,793	\$ 3,184	\$ -	\$ -	\$ -	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 310,875	\$ 222,344	\$ 352,350	\$ 304,300	\$ 304,300	\$ 304,300	\$ (48,050)	-13.6%
	Total Beginning Balance	\$ 310,875	\$ 222,344	\$ 352,350	\$ 304,300	\$ 304,300	\$ 304,300	\$ (48,050)	-13.6%
	Total Resources	\$ 2,026,706	\$ 2,011,137	\$ 2,479,650	\$ 2,799,930	\$ 2,799,930	\$ 2,799,930	\$ 320,280	12.9%

The Warehouse Services section was moved from the Administrative Services Department to the Public Works Department in FY 2016-17 and segregated from the cost center grouping of Fleet Services. Accounting totals in the above line item detail represent Warehouse Services resources.

City Services Fund Expenditures
Warehouse Services
(355-60-89-00)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING Key performance area training (3)	\$ 400
52815	CONTROLLED EQUIPMENT Desktop computer (replacement, 3) Inventory bar code scanner (new, 2)	\$ 2,880 200
		<u>\$ 3,080</u>
53812	INTRA CITY - DIRECT CHARGE LABOR Security proximity card reader installation	\$ 650
53860	BUILDING SERVICES Security proximity card reader installation Unanticipated projects	\$ 15,600 500
		<u>\$ 16,100</u>

Total FY 2017-18 Expenditures Budget

\$ 2,386,110

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 355
CITY SERVICES

Department: Public Works
Cost Center: Warehouse Services
Cost Center No: 60-89-10-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 81,621	\$ 84,986	\$ 148,170	\$ 154,700	\$ 154,700	\$ 154,700	\$ 6,530	4.4%
51120	LEAVE PAYOFF	-	639	-	-	-	-	-	-
51210	FICA AND MEDICARE	6,119	6,327	11,340	11,830	11,830	11,830	490	4.3%
51221	WORKERS' COMP PREMIUM	2,320	2,320	1,330	1,770	1,770	1,770	440	33.1%
51222	WORKERS' COMP STATE ASSMT	59	59	60	90	90	90	30	50.0%
51240	EMPLOYER - RETIREMENT PERS	10,136	10,194	15,830	22,490	22,490	22,490	6,660	42.1%
51243	PERS UNFUNDED LIABILITY	4,590	4,780	4,910	8,620	8,620	8,620	3,710	75.6%
51245	EMPLOYER - PERS PICKUP	4,876	5,005	8,890	9,280	9,280	9,280	390	4.4%
51250	INSURANCE - MEDICAL	25,515	27,040	35,170	37,090	37,090	37,090	1,920	5.5%
51255	INSURANCE - VISION	775	809	1,030	1,010	1,010	1,010	(20)	-1.9%
51260	INSURANCE - DENTAL	2,506	2,578	3,190	3,150	3,150	3,150	(40)	-1.3%
51265	INSURANCE - LIFE	165	215	270	410	410	410	140	51.9%
51270	INSURANCE - DISABILITY	-	-	180	190	190	190	10	5.6%
Total Personal Services		\$ 138,683	\$ 144,952	\$ 230,370	\$ 250,630	\$ 250,630	\$ 250,630	\$ 20,260	8.8%
NUMBER OF POSITIONS		2.00	2.00	3.00	3.00	3.00	3.00	-	-
52110	SUBSCRIPTIONS AND BOOKS	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	-
52120	MAIL	76	246	-	250	250	250	250	-
52130	SUPPLIES	2,690	2,193	2,600	2,600	2,600	2,600	-	-
52405	TELEPHONE - OFFICE	-	15	1,100	1,850	1,850	1,850	750	68.2%
52460	COMMUNICATION - OTHER	743	742	750	880	880	880	130	17.3%
52510	TRAINING	69	290	400	400	400	400	-	-
52670	OTHER PROFESSIONAL SERVICES	100	-	-	-	-	-	-	-
52720	LICENSES / CERTIFICATIONS	107	113	120	120	120	120	-	-
52815	CONTROLLED EQUIPMENT	-	-	-	3,080	3,080	3,080	3,080	-
52820	SMALL EQUIPMENT AND SUPPLIES	-	639	-	1,400	1,400	1,400	1,400	-
52830	COMPUTER SOFTWARE AND LICENSES	-	-	680	3,750	3,750	3,750	3,070	451.5%
52910	DIESEL FUEL	1,498	1,275	2,000	1,550	1,550	1,550	(450)	-22.5%
52940	LP / CNG GAS	221	124	500	400	400	400	(100)	-20.0%
53210	INSURANCE	-	4,640	800	660	660	660	(140)	-17.5%
53310	VEHICLE MAINTENANCE	2,928	1,496	5,000	5,000	5,000	5,000	-	-
53320	EQUIPMENT MAINTENANCE	-	-	3,000	3,000	3,000	3,000	-	-
53380	OTHER MAINTENANCE AND REPAIRS	1,128	24	3,590	3,500	3,500	3,500	(90)	-2.5%
53530	OUTSIDE RENTAL	-	-	2,000	2,000	2,000	2,000	-	-
53620	ELECTRIC	-	4,059	6,700	6,700	6,700	6,700	-	-
53750	INVENTORY PURCHASES	1,394,904	1,415,337	1,815,000	1,996,500	1,996,500	1,996,500	181,500	10.0%
53812	INTRA CITY - DIRECT CHG (LABOR)	111	5,392	-	650	650	650	650	-
53830	RADIO	-	-	900	1,390	1,390	1,390	490	54.4%
53840	MOTOR POOL RENTAL	6,848	7,775	7,000	7,840	7,840	7,840	840	12.0%
53841	EQUIPMENT REPLACEMENT CHG	1,376	-	1,200	-	-	-	(1,200)	-100.0%
53851	COPY	1,265	3,818	2,000	2,000	2,000	2,000	-	-
53854	PHOTOCOPIES	-	-	300	650	650	650	350	116.7%
53855	SHOPS FACILITIES MAINTENANCE	2,381	2,400	7,970	7,930	7,930	7,930	(40)	-0.5%
53860	BUILDING SERVICES	-	177	500	16,100	16,100	16,100	15,600	3120.0%
53900	COST ALLOCATION PLAN	-	72,880	51,960	65,180	65,180	65,180	13,220	25.4%
Total Materials and Services		\$ 1,416,444	\$ 1,523,634	\$ 1,916,170	\$ 2,135,480	\$ 2,135,480	\$ 2,135,480	\$ 219,310	11.4%
55150	FLEET REPLACEMENT	\$ -	\$ 26,492	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Capital Outlay		\$ -	\$ 26,492	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Requirements		\$ 1,555,126	\$ 1,695,079	\$ 2,146,540	\$ 2,386,110	\$ 2,386,110	\$ 2,386,110	\$ 239,570	11.2%

The Warehouse Services section was moved from the Administrative Services Department to the Public Works Department in FY 2016-17 and segregated from the cost center grouping of Fleet Services. Accounting totals in the above line item detail represent Warehouse Services expenses.





Human Resources
Employee Services

DIVISIONS

Administration

Benefits

Facilities Services

Fleet Services

Risk Management

Shops Facilities Maintenance

This section includes the divisions in bold text.



Employee Services
Self Insurance - Benefits

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Benefits Budget by Division represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for the three health benefit types within the Self Insurance Fund. Benefits is a division of the Human Resources Department.

Benefits Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Beginning Fund Balance	\$ 5,400,340	\$ 6,002,732	\$ 6,164,256	\$ 5,229,760	\$ 6,776,260
Employer Premiums	17,980,446	19,257,429	19,381,437	20,952,060	21,201,990
Employee and COBRA	1,842,337	1,953,368	1,984,359	2,081,580	2,129,650
Other Revenue	865,307	1,178,046	987,708	385,530	451,300
Total Resources	\$ 26,088,431	\$ 28,391,575	\$ 28,517,759	\$ 28,648,930	\$ 30,559,200
Medical	\$ 17,813,727	\$ 20,058,865	\$ 19,484,433	\$ 25,526,950	\$ 27,300,020
Vision	518,346	487,420	514,969	769,000	877,770
Dental	1,753,626	1,681,033	1,654,443	2,352,980	2,381,410
Total Expenditures	\$ 20,085,699	\$ 22,227,319	\$ 21,653,845	\$ 28,648,930	\$ 30,559,200
% Change		10.66%	-2.58%	32.30%	6.67%

Benefits Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services and Materials / Services. The table shows total budget, the percent change in budget, and the full-time equivalent (FTE) position count for the division.

Benefits Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Personal Services	\$ 251,783	\$ 276,255	\$ 279,793	\$ 291,590	\$ 306,020
Materials / Services	19,833,915	21,951,064	21,374,052	28,357,340	30,253,180
Total	\$ 20,085,699	\$ 22,227,319	\$ 21,653,845	\$ 28,648,930	\$ 30,559,200
% Change		10.66%	-2.58%	32.30%	6.67%
FTE	3.00	3.00	3.00	3.00	3.00

FY 2017-18

Highlights and Significant Changes

The Benefits Division provides ongoing monitoring of the employee benefits programs in order to ensure the programs are meeting the expectations of the City and needs of the participants.

In 2016, the Benefits Division completed the transition of the City's deferred compensation plan to a lower cost provider. The division continues to analyze important health insurance plan design options, including the addition of an onsite employee health clinic, in an effort to manage and contain costs. Monitoring changes mandated by federal health care reform is ongoing to ensure employee benefits programs maintain compliance.



Self Insurance Fund Recap Fund 365

FISCAL YEAR 2017-18 BUDGET

	Medical	Vision	Dental	Workers' Comp.	Liability	TOTAL
Resources						
Beginning Balance	\$ 5,923,120	\$ 322,940	\$ 530,200	\$ 5,200,000	\$ 2,520,000	\$ 14,496,260
Interest Earnings	40,000	1,200	2,100	13,500	13,500	70,300
Unclassified Other	408,000	-	-	20,000	10,000	438,000
Premium Billed to Departments	18,975,840	513,540	1,712,610	-	2,129,960	23,331,950
Premium Over-the-Counter	1,953,060	40,090	136,500	2,056,280	-	4,185,930
	<u>\$ 27,300,020</u>	<u>\$ 877,770</u>	<u>\$ 2,381,410</u>	<u>\$ 7,289,780</u>	<u>\$ 4,673,460</u>	<u>\$ 42,522,440</u>
Expenditures						
Services Provided by General Fund	\$ 198,890	\$ -	\$ -	67,850	\$ 541,770	\$ 808,510
Contract for Handling Claims	450,000	17,850	85,920	83,790	-	637,560
Insurance Premiums	3,925,800	-	159,790	219,740	669,250	4,974,580
Claims Expenses	16,483,250	559,000	1,788,040	1,591,000	892,580	21,313,870
Claims Expense Reserve	5,417,010	202,460	254,520	5,121,300	1,978,670	12,973,960
Other Operating Expenses	169,910	98,460	93,140	151,600	475,810	988,920
Employee Assistance Program	36,850	-	-	-	-	36,850
Contracted Programs	618,310	-	-	54,500	115,380	788,190
	<u>\$ 27,300,020</u>	<u>\$ 877,770</u>	<u>\$ 2,381,410</u>	<u>\$ 7,289,780</u>	<u>\$ 4,673,460</u>	<u>\$ 42,522,440</u>
Unappropriated Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Employee Services
Self Insurance - Benefits

What We Do

PROGRAMS

Benefits

Medical / Dental / Vision (Health Care)

The Benefits Division of Human Resources manages and coordinates all employee benefits programs and ensures compliance with all applicable state and federal laws. Benefits administration includes the following programs: health, life, and disability insurance, Comprehensive Omnibus Budget Reconciliation Act (COBRA), employee assistance program (EAP), deferred compensation, PERS, and wellness.

FY 2016-17	
Staff	Cost
3.00	\$ 28,648,930

FY 2017-18	
Staff	Cost
3.00	\$ 30,559,200

Total Benefits Division

3.00	\$ 28,648,930
Staff	Cost
FY 2016-17	

3.00	\$ 30,559,200
Staff	Cost
FY 2017-18	

Self Insurance Fund Resources
 Benefits - Medical
 (365-15-20-20-00)
 FY 2017-18

Acct. No.	Description	Adopted
35135	INSURANCE PREMIUM - COBRA / RETIREE Premium income received from Comprehensive Omnibus Budget Reconciliation Act (COBRA) participants and retirees	\$ 1,136,250
35140	INSURANCE PREMIUM - EMPLOYEE Premium income received for employee share not covered by City	\$ 816,810
35145	INSURANCE PREMIUM - EMPLOYER Premium income billed back to departments	\$ 18,975,840

Total FY 2017-18 Resources Budget

\$ 27,300,020

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Benefits - Medical
Cost Center No: 15-20-20-00

Acct Code Account Name	Resources Budget							
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
35135 INSURANCE PREMIUM - COBRA / RETIREE	\$ 1,214,955	\$ 1,091,639	\$ 1,189,660	\$ 1,136,250	\$ 1,136,250	\$ 1,136,250	\$ (53,410)	-4.5%
35140 INSURANCE PREMIUM - EMPLOYEE	573,446	713,271	719,020	816,810	816,810	816,810	97,790	13.6%
35145 INSURANCE PREMIUM - EMPLOYER	17,098,859	17,225,545	18,636,040	18,975,840	18,975,840	18,975,840	339,800	1.8%
Total Internal	\$ 18,887,259	\$ 19,030,455	\$ 20,544,720	\$ 20,928,900	\$ 20,928,900	\$ 20,928,900	\$ 384,180	1.9%
36210 INTEREST	\$ 32,840	\$ 44,255	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
Total Interest on Investments	\$ 32,840	\$ 44,255	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
36895 OTHER REVENUE	\$ 1,142,048	\$ 938,259	\$ 342,230	\$ 408,000	\$ 408,000	\$ 408,000	\$ 65,770	19.2%
Total Other	\$ 1,142,048	\$ 938,259	\$ 342,230	\$ 408,000	\$ 408,000	\$ 408,000	\$ 65,770	19.2%
39910 BEGINNING WORKING CAPITAL	\$ 5,551,049	\$ 5,554,332	\$ 4,600,000	\$ 5,923,120	\$ 5,923,120	\$ 5,923,120	\$ 1,323,120	28.8%
Total Beginning Balances	\$ 5,551,049	\$ 5,554,332	\$ 4,600,000	\$ 5,923,120	\$ 5,923,120	\$ 5,923,120	\$ 1,323,120	28.8%
Total Resources	\$ 25,613,197	\$ 25,567,301	\$ 25,526,950	\$ 27,300,020	\$ 27,300,020	\$ 27,300,020	\$ 1,773,070	6.9%

Self Insurance Fund Expenditures
Benefits - Medical
(365-15-20-20)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING Benefits training (1)	\$ 1,560
52670	OTHER PROFESSIONAL SERVICES Employee assistance program Flexible spending program Third party administration Unspecified request for proposal expenses Underwriting / agent of record Wellness clinic research, implementation, and service Wellness program	\$ 36,850 25,000 450,000 2,000 78,500 500,000 14,810
		\$ 1,107,160
52815	CONTROLLED EQUIPMENT Desktop computer with monitor (replacement, 1)	\$ 1,190
53210	INSURANCE Excess insurance Kaiser Permanente insurance Liability insurance	\$ 1,264,580 2,659,720 1,500
		\$ 3,925,800
53720	TAXES AND ASSESSMENTS Patient-Centered Outcomes Research Institute (PCORI) fee	\$ 7,000

Total FY 2017-18 Expenditures Budget

\$ 27,300,020

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Benefits - Medical
Cost Center No: 15-20-20-00

Acct Code Account Name	Expenditures Budget								
	Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17	
51010 SALARIES AND WAGES	\$ 78,209	\$ 79,250	\$ 81,870	\$ 85,630	\$ 85,630	\$ 85,630	\$ 3,760	4.6%	
51120 LEAVE PAYOFF	-	-	610	700	700	700	90	14.8%	
51210 FICA AND MEDICARE	5,609	5,887	6,310	6,600	6,600	6,600	290	4.6%	
51221 WORKERS' COMP PREMIUM	520	2,200	770	730	730	730	(40)	-5.2%	
51222 WORKERS' COMP STATE ASSMT	31	29	30	30	30	30	-	-	
51240 EMPLOYER - RETIREMENT PERS	7,576	6,822	7,110	10,330	10,330	10,330	3,220	45.3%	
51243 PERS UNFUNDED LIABILITY	4,410	4,310	4,690	4,770	4,770	4,770	80	1.7%	
51245 EMPLOYER - PERS PICKUP	4,449	4,755	4,950	5,180	5,180	5,180	230	4.6%	
51250 INSURANCE - MEDICAL	9,125	6,963	7,180	-	-	-	(7,180)	-100.0%	
51255 INSURANCE - VISION	270	208	210	-	-	-	(210)	-100.0%	
51260 INSURANCE - DENTAL	884	664	680	-	-	-	(680)	-100.0%	
51265 INSURANCE - LIFE	150	134	110	210	210	210	100	90.9%	
51270 INSURANCE - DISABILITY	207	221	240	240	240	240	-	-	
Total Personal Services	\$ 111,439	\$ 111,443	\$ 114,760	\$ 114,420	\$ 114,420	\$ 114,420	\$ (340)	-0.3%	
NUMBER OF POSITIONS	1.00	1.00	1.00	1.00	1.00	1.00	-	-	
52120 MAIL	\$ 500	\$ 1,343	\$ 1,810	\$ 1,810	\$ 1,810	\$ 1,810	\$ -	-	
52130 SUPPLIES	1,969	374	840	840	840	840	-	-	
52405 TELEPHONE - OFFICE	563	607	560	700	700	700	140	25.0%	
52510 TRAINING	1,439	-	1,560	1,560	1,560	1,560	-	-	
52550 MILEAGE	-	20	180	180	180	180	-	-	
52650 LEGAL / COURT SERVICES	-	-	19,000	19,000	19,000	19,000	-	-	
52670 OTHER PROFESSIONAL SERVICES	537,795	496,966	1,107,160	1,107,160	1,107,160	1,107,160	-	-	
52710 MEMBERSHIP DUES	185	190	210	210	210	210	-	-	
52815 CONTROLLED EQUIPMENT	2,067	992	1,190	1,190	1,190	1,190	-	-	
52830 COMPUTER SOFTWARE AND LICENSES	9,679	-	15,510	740	740	740	(14,770)	-95.2%	
53210 INSURANCE	2,586,935	3,145,252	3,432,170	3,925,800	3,925,800	3,925,800	493,630	14.4%	
53220 INSURANCE-RESERVE	-	-	4,000,000	5,417,010	5,417,010	5,417,010	1,417,010	35.4%	
53710 CLAIMS AND DAMAGES	16,395,196	15,370,406	16,483,250	16,483,250	16,483,250	16,483,250	-	-	
53720 TAXES AND ASSESSMENTS	268,302	184,020	177,900	7,000	7,000	7,000	(170,900)	-96.1%	
53767 BANKING AND INVESTMENT FEES	8,544	6,421	14,960	14,960	14,960	14,960	-	-	
53799 OTHER EXPENSES	-	7,620	-	-	-	-	-	-	
53851 COPY	2,721	4,224	5,300	5,300	5,300	5,300	-	-	
53860 BUILDING SERVICES	-	2,805	-	-	-	-	-	-	
53900 COST ALLOCATION PLAN	131,530	151,750	150,590	198,890	198,890	198,890	48,300	32.1%	
Total Materials and Services	\$ 19,947,426	\$ 19,372,990	\$ 25,412,190	\$ 27,185,600	\$ 27,185,600	\$ 27,185,600	\$ 1,773,410	7.0%	
Total Requirements	\$ 20,058,865	\$ 19,484,433	\$ 25,526,950	\$ 27,300,020	\$ 27,300,020	\$ 27,300,020	\$ 1,773,070	6.9%	

Self Insurance Fund Resources
 Benefits - Vision
 (365-15-20-25)
 FY 2017-18

Acct. No.	Description	Adopted
35135	INSURANCE PREMIUM - COBRA / RETIREE Premium received from Comprehensive Omnibus Budget Reconciliation Act (COBRA) participants and retirees	\$ 20,190
35140	INSURANCE PREMIUM - EMPLOYEE Premium income received for employee share not covered by City	\$ 19,900
35145	INSURANCE PREMIUM - EMPLOYER Premium income billed back to departments	\$ 513,540

Total FY 2017-18 Resources Budget	\$ 877,770
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CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Benefits - Vision
Cost Center No: 15-20-25-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
35135	INSURANCE PREMIUM - COBRA / RETIREE	\$ 28,464	\$ 22,565	\$ 28,070	\$ 20,190	\$ 20,190	\$ 20,190	\$ (7,880)	-28.1%
35140	INSURANCE PREMIUM - EMPLOYEE	11,464	19,510	13,150	19,900	19,900	19,900	6,750	51.3%
35145	INSURANCE PREMIUM - EMPLOYER	489,202	511,308	546,820	513,540	513,540	513,540	(33,280)	-6.1%
	Total Internal	\$ 529,130	\$ 553,383	\$ 588,040	\$ 553,630	\$ 553,630	\$ 553,630	\$ (34,410)	-5.9%
36210	INTEREST	\$ 1,192	\$ 1,819	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	-
	Total Interest on Investments	\$ 1,192	\$ 1,819	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 160,793	\$ 203,695	\$ 179,760	\$ 322,940	\$ 322,940	\$ 322,940	\$ 143,180	79.7%
	Total Beginning Balances	\$ 160,793	\$ 203,695	\$ 179,760	\$ 322,940	\$ 322,940	\$ 322,940	\$ 143,180	79.7%
	Total Resources	\$ 691,115	\$ 758,897	\$ 769,000	\$ 877,770	\$ 877,770	\$ 877,770	\$ 108,770	14.1%

Self Insurance Fund Expenditures
Benefits - Vision
(365-15-20-25)
FY 2017-18

Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES Third party administration	\$ 17,850

Total FY 2017-18 Expenditures Budget	\$ 877,770
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CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Benefits - Vision
Cost Center No: 15-20-25-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 45,273	\$ 46,841	\$ 50,430	\$ 52,830	\$ 52,830	\$ 52,830	\$ 2,400	4.8%
51100	INCENTIVES	2,324	2,366	2,520	2,660	2,660	2,660	140	5.6%
51120	LEAVE PAYOFF	372	325	380	420	420	420	40	10.5%
51210	FICA AND MEDICARE	3,454	3,490	4,080	4,280	4,280	4,280	200	4.9%
51221	WORKERS' COMP PREMIUM	-	-	480	470	470	470	(10)	-2.1%
51222	WORKERS' COMP STATE ASSMT	27	29	30	30	30	30	-	-
51240	EMPLOYER - RETIREMENT PERS	4,942	4,246	4,600	6,690	6,690	6,690	2,090	45.4%
51243	PERS UNFUNDED LIABILITY	2,560	2,640	2,780	2,940	2,940	2,940	160	5.8%
51245	EMPLOYER - PERS PICKUP	2,903	2,960	3,200	3,350	3,350	3,350	150	4.7%
51250	INSURANCE - MEDICAL	19,444	20,192	20,820	21,950	21,950	21,950	1,130	5.4%
51255	INSURANCE - VISION	580	605	610	600	600	600	(10)	-1.6%
51260	INSURANCE - DENTAL	1,825	1,925	1,960	1,940	1,940	1,940	(20)	-1.0%
51265	INSURANCE - LIFE	150	134	110	140	140	140	30	27.3%
51270	INSURANCE - DISABILITY	135	138	150	160	160	160	10	6.7%
	Total Personal Services	\$ 83,988	\$ 85,889	\$ 92,150	\$ 98,460	\$ 98,460	\$ 98,460	\$ 6,310	6.8%
	NUMBER OF POSITIONS	1.00	1.00	1.00	1.00	1.00	1.00	-	-
52120	MAIL	\$ 4	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	-
52510	TRAINING	45	-	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	17,238	17,474	17,850	17,850	17,850	17,850	-	-
53220	INSURANCE-RESERVE	-	-	100,000	202,460	202,460	202,460	102,460	102.5%
53710	CLAIMS AND DAMAGES	385,571	411,212	559,000	559,000	559,000	559,000	-	-
53851	COPY	575	380	-	-	-	-	-	-
	Total Materials and Services	\$ 403,432	\$ 429,079	\$ 676,850	\$ 779,310	\$ 779,310	\$ 779,310	\$ 102,460	15.1%
	Total Requirements	\$ 487,420	\$ 514,969	\$ 769,000	\$ 877,770	\$ 877,770	\$ 877,770	\$ 108,770	14.1%

Self Insurance Fund Resources
Benefits - Dental
 (365-15-20-30)
 FY 2017-18

Acct. No.	Description	Adopted
35135	INSURANCE PREMIUM - COBRA / RETIREE Premium received from Comprehensive Omnibus Budget Reconciliation Act (COBRA) participants and retirees	\$ 69,900
35140	INSURANCE PREMIUM - EMPLOYEE Premium income received for employee share not covered by City	\$ 66,600
35145	INSURANCE PREMIUM - EMPLOYER Premium income billed back to departments	\$ 1,712,610

Total FY 2017-18 Resources Budget

\$ 2,381,410

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Benefits - Dental
Cost Center No: 15-20-30-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
35135	INSURANCE PREMIUM - COBRA / RETIREE	\$ 87,397	\$ 74,433	\$ 90,710	\$ 69,900	\$ 69,900	\$ 69,900	\$ (20,810)	-22.9%
35140	INSURANCE PREMIUM - EMPLOYEE	37,643	62,940	40,970	66,600	66,600	66,600	25,630	62.6%
35145	INSURANCE PREMIUM - EMPLOYER	1,669,368	1,644,585	1,769,200	1,712,610	1,712,610	1,712,610	(56,590)	-3.2%
	Total Internal	\$ 1,794,408	\$ 1,781,958	\$ 1,900,880	\$ 1,849,110	\$ 1,849,110	\$ 1,849,110	\$ (51,770)	-2.7%
36210	INTEREST	\$ 1,965	\$ 3,374	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	-
	Total Interest on Investments	\$ 1,965	\$ 3,374	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 290,889	\$ 406,229	\$ 450,000	\$ 530,200	\$ 530,200	\$ 530,200	\$ 80,200	17.8%
	Total Beginning Balances	\$ 290,889	\$ 406,229	\$ 450,000	\$ 530,200	\$ 530,200	\$ 530,200	\$ 80,200	17.8%
	Total Resources	\$ 2,087,262	\$ 2,191,561	\$ 2,352,980	\$ 2,381,410	\$ 2,381,410	\$ 2,381,410	\$ 28,430	1.2%

Self Insurance Fund Expenditures
Benefits - Dental
(365-15-20-30)
FY 2017-18

Acct No.	Description	Adopted
52670	OTHER PROFESSIONAL SERVICES Third party administration	\$ 85,920
53210	INSURANCE Willamette Dental insurance	\$ 159,790

Total FY 2017-18 Expenditures Budget

\$ 2,381,410

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Benefits - Dental
Cost Center No: 15-20-30-00

Acct Code	Account Name	Actual 14-15	Actual 15-16	Expenditures Budget					
				Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 50,593	\$ 52,206	\$ 53,160	\$ 55,710	\$ 55,710	\$ 55,710	\$ 2,550	4.8%
51120	LEAVE PAYOFF	390	397	400	420	420	420	20	5.0%
51195	OTHER PAY / BENEFITS	-	-	-	2,700	2,700	2,700	2,700	-
51210	FICA AND MEDICARE	3,773	3,825	4,100	4,290	4,290	4,290	190	4.6%
51221	WORKERS' COMP PREMIUM	-	-	500	470	470	470	(30)	-6.0%
51222	WORKERS' COMP STATE ASSMT	29	29	30	30	30	30	-	-
51240	EMPLOYER - RETIREMENT PERS	5,194	4,464	4,620	6,720	6,720	6,720	2,100	45.5%
51243	PERS UNFUNDED LIABILITY	3,160	3,260	3,070	3,090	3,090	3,090	20	0.7%
51245	EMPLOYER - PERS PICKUP	3,051	3,112	3,210	3,370	3,370	3,370	160	5.0%
51250	INSURANCE - MEDICAL	12,739	13,229	13,640	14,380	14,380	14,380	740	5.4%
51255	INSURANCE - VISION	380	396	400	390	390	390	(10)	-2.5%
51260	INSURANCE - DENTAL	1,228	1,262	1,290	1,270	1,270	1,270	(20)	-1.6%
51265	INSURANCE - LIFE	150	134	110	140	140	140	30	27.3%
51270	INSURANCE - DISABILITY	142	145	150	160	160	160	10	6.7%
	Total Personal Services	\$ 80,828	\$ 82,460	\$ 84,680	\$ 93,140	\$ 93,140	\$ 93,140	\$ 8,460	10.0%
	NUMBER OF POSITIONS	1	1.00	1.00	1.00	1.00	1.00	-	-
52670	OTHER PROFESSIONAL SERVICES	\$ 90,096	\$ 84,560	\$ 85,000	\$ 85,920	\$ 85,920	\$ 85,920	\$ 920	1.1%
53210	INSURANCE	49,322	101,893	145,260	159,790	159,790	159,790	14,530	10.0%
53220	INSURANCE-RESERVE	-	-	250,000	254,520	254,520	254,520	4,520	1.8%
53710	CLAIMS AND DAMAGES	1,460,787	1,385,530	1,788,040	1,788,040	1,788,040	1,788,040	-	-
	Total Materials and Services	\$ 1,600,205	\$ 1,571,982	\$ 2,268,300	\$ 2,288,270	\$ 2,288,270	\$ 2,288,270	\$ 19,970	0.9%
	Total Requirements	\$ 1,681,033	\$ 1,654,443	\$ 2,352,980	\$ 2,381,410	\$ 2,381,410	\$ 2,381,410	\$ 28,430	1.2%





Employee Services
Self Insurance - Risk Management

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

Risk Management Budget by Division represents three years of historical revenues and expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets for the two risk-related benefit types within the Self Insurance Fund. Risk Management is a division of the Human Resources Department.

Risk Management Budget by Division					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Beginning Working Capital	\$ 5,209,043	\$ 5,819,174	\$ 6,910,827	\$ 7,000,000	\$ 7,720,000
Internal	4,033,317	4,111,289	3,866,415	4,194,590	4,186,240
Interest	27,064	35,711	53,282	27,250	27,000
Other Revenue	59,331	67,956	12,516	30,000	30,000
Total Resources	\$ 9,328,755	\$ 10,034,130	\$ 10,843,040	\$ 11,251,840	\$ 11,963,240
Workers' Compensation	\$ 1,628,328	\$ 1,204,353	\$ 1,265,439	\$ 6,260,090	\$ 7,289,780
Liability	1,881,253	1,918,950	2,260,567	4,991,750	4,673,460
Total Expenditures	\$ 3,509,581	\$ 3,123,303	\$ 3,526,006	\$ 11,251,840	\$ 11,963,240
% Change		-11.01%	12.89%	219.11%	6.32%

Risk Management Budget by Category represents three years of historical expenditures, as well as the adopted FY 2016-17 and FY 2017-18 budgets by category. The expense categories include Personal Services and Materials / Services. The table shows the division's total budget, the percent change in budget, and the full-time equivalent (FTE) position count.

Risk Management Budget by Category					
	Actual	Actual	Actual	Adopted	Adopted
	13-14	14-15	15-16	16-17	17-18
Personal Services	\$ 404,160	\$ 362,804	\$ 391,629	\$ 444,260	\$ 589,260
Materials / Services	3,105,422	2,760,499	3,134,377	10,807,580	11,373,980
Total	\$ 3,509,581	\$ 3,123,303	\$ 3,526,006	\$ 11,251,840	\$ 11,963,240
% Change		-11.01%	12.89%	219.11%	6.32%
FTE	4.00	4.00	4.00	4.00	5.00

Work Force Changes

The FY 2017-18 Budget Committee added a 1.0 FTE paralegal position to assist both the Risk Management program and the Legal Department with employment practices liability claims and other civil litigation matters. This position addition will allow the City to reduce the amount of money spent on outside counsel and increase the efficiency of the Legal Department's in-house litigator.

Workers' compensation claims expenses the past two fiscal years have been less than budgeted, which has allowed a decrease in program charges and an increase in the appropriated reserves for FY 2017-18. Reserves in workers' compensation were increased to align with actuarial projections. An independent actuarial analysis of workers' compensation and general liability is completed no less than every two years. The Risk Management Division continues to work with the City's third party administrator to manage and control claims costs.

The liability program has been restructured and claims administration is now being handled in-house. New staffing in Risk Management and the Legal Department has led to more proactive claims handling and customer service. Several large unresolved claims were settled and closed in FY 2016-17, which has increased claim payments in the current fiscal year. However, by eliminating many of the longstanding liabilities and improving current claims practices, the City received a revised actuarial analysis that reduced its estimated loss values and case reserves.



Employee Services
Self Insurance - Risk Management

What We Do

PROGRAMS

Risk Management

	FY 2016-17		FY 2017-18	
	Staff	Cost	Staff	Cost
Workers' Compensation				
The workers' compensation program oversees the coordination of workers' compensation claims for all City departments. The City has a self-insured retention of \$500,000 per claim. The management and administration of the self-insured workers' compensation fund includes: active early return to work of injured workers; implementation of effective safety, training, and loss prevention programs; and coordination with the third party claims administrator and regulatory agencies.	1.00	\$ 6,260,090	1.00	\$ 7,289,780
Liability				
The liability program oversees the coordination of all first party, third party, and subrogation claims. The City has a self-insured retention for all third party liability claims of \$500,000 per occurrence. The management of the self-insured liability fund includes: analysis of risks and exposures, investigation and resolution of claims, coordination of tort claim defense, negotiation and purchase of property and excess liability contracts, and consultation with City departments on contractual insurance requirements.	3.00	\$ 4,991,750	4.00	\$ 4,673,460
Total Risk Management Division	4.00	\$ 11,251,840	5.00	\$ 11,963,240
	Staff	Cost	Staff	Cost
	FY 2016-17		FY 2017-18	

Self Insurance Fund Resources
Risk Management - Workers' Compensation
(365-15-30-20)
FY 2017-18

Acct. No.	Description	Adopted
35145	INSURANCE PREMIUM - EMPLOYER Premium income billed back to departments	\$ 2,056,280

Total FY 2017-18 Resources Budget

\$ 7,289,780

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Risk Management - Workers' Compensation
Cost Center No: 15-30-20-00

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
35145	INSURANCE PREMIUM - EMPLOYER	\$ 1,921,429	\$ 2,072,855	\$ 2,126,590	\$ 2,056,280	\$ 2,056,280	\$ 2,056,280	\$ (70,310)	-3.3%
	Total Internal	\$ 1,921,429	\$ 2,072,855	\$ 2,126,590	\$ 2,056,280	\$ 2,056,280	\$ 2,056,280	\$ (70,310)	-3.3%
36210	INTEREST	\$ 17,695	\$ 28,663	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ -	-
	Total Interest on Investments	\$ 17,695	\$ 28,663	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ -	-
36815	WAGE RECOVERY	\$ -	\$ 1,860	\$ -	\$ -	\$ -	\$ -	\$ -	-
36895	OTHER REVENUE	15,141	7,558	20,000	20,000	20,000	20,000	-	-
	Total Other	\$ 15,141	\$ 9,418	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 2,738,524	\$ 3,488,437	\$ 4,100,000	\$ 5,200,000	\$ 5,200,000	\$ 5,200,000	\$ 1,100,000	26.8%
	Total Beginning Balances	\$ 2,738,524	\$ 3,488,437	\$ 4,100,000	\$ 5,200,000	\$ 5,200,000	\$ 5,200,000	\$ 1,100,000	26.8%
	Total Resources	\$ 4,692,790	\$ 5,599,373	\$ 6,260,090	\$ 7,289,780	\$ 7,289,780	\$ 7,289,780	\$ 1,029,690	16.4%

Self Insurance Fund Expenditures
 Risk Management - Workers' Compensation
 (365-15-30-20)
 FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	International Workers' Compensation Foundation conference (1)	\$ 350
	Oregon Public Risk Management Association conference (1)	50
	Sather, Byerly Workers' Compensation conference (1)	100
		<u>\$ 500</u>
52670	OTHER PROFESSIONAL SERVICES	
	Claims administration	\$ 83,790
	Ergonomic assessments	1,540
	Hearing conservation	10,000
	Industrial hygiene testing services	5,150
	Materials and safety data information sheets	11,330
	Respirator medical testing	3,090
	Safety improvement grant program	10,000
	Special medical examinations	8,240
	Wellness / safety program	5,150
		<u>\$ 138,290</u>
52815	CONTROLLED EQUIPMENT	
	Automated external defibrillator replacement parts / equipment (6-8)	\$ 2,500
53210	INSURANCE	
	Liability insurance	\$ 710
	Workers' compensation excess insurance	111,830
	Workers' compensation state assessment	107,200
		<u>\$ 219,740</u>
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Fire Department CPR / First Aid classes for City staff (101-37202500, 80%; 320-37401000, 20%)	\$ 2,500
<hr/> Total FY 2017-18 Expenditures Budget		<hr/> \$ 7,289,780

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Risk Management - Workers' Compensation
Cost Center No: 15-30-20-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
51010	SALARIES AND WAGES	\$ 65,677	\$ 68,376	\$ 72,230	\$ 77,170	\$ 77,170	\$ 77,170	\$ 4,940	6.8%
51120	LEAVE PAYOFF	-	-	560	600	600	600	40	7.1%
51210	FICA AND MEDICARE	4,786	4,842	5,570	5,950	5,950	5,950	380	6.8%
51221	WORKERS' COMP PREMIUM	-	-	640	680	680	680	40	6.3%
51222	WORKERS' COMP STATE ASSMT	29	30	30	30	30	30	-	-
51240	EMPLOYER - RETIREMENT PERS	9,512	10,444	11,520	16,390	16,390	16,390	4,870	42.3%
51243	PERS UNFUNDED LIABILITY	3,650	3,760	3,900	4,200	4,200	4,200	300	7.7%
51245	EMPLOYER - PERS PICKUP	3,881	3,959	4,370	4,670	4,670	4,670	300	6.9%
51250	INSURANCE - MEDICAL	19,444	20,192	20,820	21,950	21,950	21,950	1,130	5.4%
51255	INSURANCE - VISION	580	605	610	600	600	600	(10)	-1.6%
51260	INSURANCE - DENTAL	1,875	1,925	1,960	1,940	1,940	1,940	(20)	-1.0%
51265	INSURANCE - LIFE	150	134	110	210	210	210	100	90.9%
51270	INSURANCE - DISABILITY	180	184	210	220	220	220	10	4.8%
	Total Personal Services	\$ 109,764	\$ 114,451	\$ 122,530	\$ 134,610	\$ 134,610	\$ 134,610	\$ 12,080	9.9%
	NUMBER OF POSITIONS	1.00	1.00	1.00	1.00	1.00	1.00	-	-
52120	MAIL	\$ 195	\$ 102	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	-
52130	SUPPLIES	560	995	2,610	2,610	2,610	2,610	-	-
52405	TELEPHONE - OFFICE	916	1,012	330	1,100	1,100	1,100	770	233.3%
52410	TELEPHONE - CELLULAR	312	93	220	220	220	220	-	-
52510	TRAINING	900	-	500	500	500	500	-	-
52550	MILEAGE	494	42	1,100	1,100	1,100	1,100	-	-
52670	OTHER PROFESSIONAL SERVICES	101,029	99,431	126,530	138,290	138,290	138,290	11,760	9.3%
52815	CONTROLLED EQUIPMENT	-	10,828	2,500	2,500	2,500	2,500	-	-
52830	COMPUTER SOFTWARE AND LICENSES	-	-	170	250	250	250	80	47.1%
53210	INSURANCE	190,924	83,741	219,740	219,740	219,740	219,740	-	-
53220	INSURANCE-RESERVE	-	-	4,127,600	5,121,300	5,121,300	5,121,300	993,700	24.1%
53710	CLAIMS AND DAMAGES	754,364	892,293	1,591,000	1,591,000	1,591,000	1,591,000	-	-
53734	SAFETY CLOTHING AND EQUIPMENT	-	-	200	200	200	200	-	-
53767	BANKING AND INVESTMENT FEES	-	-	2,560	2,560	2,560	2,560	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	-	-	2,500	2,500	2,500	2,500	-	-
53830	RADIO	2,010	-	-	-	-	-	-	-
53851	COPY	816	32	2,000	2,000	2,000	2,000	-	-
53854	PHOTOCOPIES	-	-	500	500	500	500	-	-
53900	COST ALLOCATION PLAN	42,070	62,420	56,550	67,850	67,850	67,850	11,300	20.0%
	Total Materials and Services	\$ 1,094,589	\$ 1,150,989	\$ 6,137,560	\$ 7,155,170	\$ 7,155,170	\$ 7,155,170	\$ 1,017,610	16.6%
	Total Requirements	\$ 1,204,353	\$ 1,265,439	\$ 6,260,090	\$ 7,289,780	\$ 7,289,780	\$ 7,289,780	\$ 1,029,690	16.4%

Self Insurance Fund Resources
 Risk Management - Liability
 (365-15-30-30)
 FY 2017-18

Acct. No.	Description	Adopted
35105	INTERNAL USAGE REVENUE	
	Premiums billed back to the operating funds:	
	City Manager's Office (Fund 101)	\$ 4,670
	Community Development (Fund 101)	25,490
	Facilities Services (Fund 101)	32,230
	Finance and Procurement (Fund 101)	8,370
	Fire (Fund 101)	280,200
	Human Resources (Fund 101)	2,860
	Information Technology (Fund 101)	18,120
	Legal (Fund 101)	6,340
	Library (Fund 101)	14,070
	Municipal Court (Fund 101)	4,240
	Parks Operations (Fund 101)	87,480
	Police (Fund 101)	666,120
	Recreation (Fund 101)	5,480
	Urban Development (Fund 101)	52,510
	Public Works (Fund 155)	317,860
	Airport (Fund 160)	6,360
	Parking (Fund 170)	30,790
	Leasehold (Fund 180)	4,980
	Building and Safety (Fund 185)	17,030
	Riverfront Downtown Urban Renewal Area (Fund 265)	32,370
	Utility (Fund 310)	419,880
	Emergency Medical Services (Fund 320)	2,760
	Willamette Valley Communications Center (Fund 330)	24,100
	City Services (Fund 355, Fleet Services, 20-30)	50,950
	City Services (Fund 355, Radio Communications, 35-45)	4,290
	City Services (Fund 355, Document Services, 59-20)	6,880
	City Services (Fund 355, Warehouse Services, 60-89)	660
	Self Insurance (Fund 365)	2,870
		<u>\$ 2,129,960</u>

Total FY 2017-18 Resources Budget

\$ 4,673,460

CITY OF SALEM RESOURCES
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Risk Management - Liability
Cost Center No: 15-30-30-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
32310	ACCIDENT AND FIRE RECOVERY	\$ -	\$ 2,698	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Fees	\$ -	\$ 2,698	\$ -	\$ -	\$ -	\$ -	\$ -	-
35145	INSURANCE PREMIUM - EMPLOYER	\$ 2,189,860	\$ 1,793,560	\$ 2,068,000	\$ 2,129,960	\$ 2,129,960	\$ 2,129,960	\$ 61,960	3.0%
	Total Internal	\$ 2,189,860	\$ 1,793,560	\$ 2,068,000	\$ 2,129,960	\$ 2,129,960	\$ 2,129,960	\$ 61,960	3.0%
36210	INTEREST	\$ 18,016	\$ 24,619	\$ 13,750	\$ 13,500	\$ 13,500	\$ 13,500	\$ (250)	-
	Total Interest on Investments	\$ 18,016	\$ 24,619	\$ 13,750	\$ 13,500	\$ 13,500	\$ 13,500	\$ (250)	-
36895	OTHER REVENUE	\$ 52,814	\$ 400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	-
	Total Other	\$ 52,814	\$ 400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ 3,080,650	\$ 3,422,390	\$ 2,900,000	\$ 2,520,000	\$ 2,520,000	\$ 2,520,000	\$ (380,000)	-13.1%
	Total Beginning Balances	\$ 3,080,650	\$ 3,422,390	\$ 2,900,000	\$ 2,520,000	\$ 2,520,000	\$ 2,520,000	\$ (380,000)	-13.1%
	Total Resources	\$ 5,341,340	\$ 5,243,667	\$ 4,991,750	\$ 4,673,460	\$ 4,673,460	\$ 4,673,460	\$ (318,290)	-6.4%

Self Insurance Fund Expenditures
Risk Management - Liability
(365-15-30-30)
FY 2017-18

Acct No.	Description	Adopted
52510	TRAINING	
	Oregon Public Risk Management Association conference (3)	\$ 1,000
	Risk Insurance Management Society training (1)	150
	The Institutes training (3)	750
		<u>1,900</u>
		\$ 1,900
52670	OTHER PROFESSIONAL SERVICES	
	Adjuster services	\$ 12,500
	Agent of record	50,000
	Document shredding services	400
	Driver license records	250
	Drug and alcohol testing	10,000
	Exposure testing program	42,230
		<u>115,380</u>
		\$ 115,380
52815	CONTROLLED EQUIPMENT	
	Automated external defibrillator replacement parts / equipment (6-8)	\$ 2,500
	Desktop computer with monitor (replacement, 1)	1,190
		<u>3,690</u>
		\$ 3,690
53210	INSURANCE	
	Property / liability insurance	\$ 669,250
53812	INTRA CITY - DIRECT CHARGE (LABOR)	
	Fire Department CPR / First Aid classes for City staff (101-37202500, 80%; 320-37401000, 20%)	\$ 2,550

Total FY 2017-18 Expenditures Budget

\$ 4,673,460

CITY OF SALEM BUDGET
2017 TO 2018
FUND NO. 365
SELF INSURANCE

Department: Human Resources (Employee Services)
Cost Center: Risk Management - Liability
Cost Center No: 15-30-30-00

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
51010	SALARIES AND WAGES	\$ 158,214	\$ 144,567	\$ 195,190	\$ 208,260	\$ 273,970	\$ 273,970	\$ 78,780	40.4%
51020	SEASONAL AND RELIEF	750	683	-	-	-	-	-	-
51120	LEAVE PAYOFF	1,783	12,908	1,450	1,500	1,500	1,500	50	3.4%
51130	CAR ALLOWANCE	744	1,093	1,080	1,080	1,080	1,080	-	-
51135	CELL PHONE ALLOWANCE	-	653	470	470	470	470	-	-
51195	OTHER PAY / BENEFITS	-	-	1,430	1,730	2,000	2,000	570	39.9%
51210	FICA AND MEDICARE	12,408	12,833	15,160	16,160	21,190	21,190	6,030	39.8%
51221	WORKERS' COMP PREMIUM	520	2,200	1,940	1,750	1,750	1,750	(190)	-9.8%
51222	WORKERS' COMP STATE ASSMT	69	75	90	90	90	90	-	-
51230	UNEMPLOYMENT	-	21,330	-	-	-	-	-	-
51240	EMPLOYER - RETIREMENT PERS	18,883	10,675	17,080	25,290	33,160	33,160	16,080	94.1%
51243	PERS UNFUNDED LIABILITY	11,080	11,430	11,300	11,360	11,360	11,360	60	0.5%
51245	EMPLOYER - PERS PICKUP	9,895	7,451	11,890	12,680	16,620	16,620	4,730	39.8%
51250	INSURANCE - MEDICAL	33,699	44,471	56,040	58,100	80,050	80,050	24,010	42.8%
51255	INSURANCE - VISION	953	1,436	1,830	1,790	2,100	2,100	270	14.8%
51260	INSURANCE - DENTAL	3,210	4,617	5,890	5,830	7,770	7,770	1,880	31.9%
51265	INSURANCE - LIFE	388	320	320	560	770	770	450	140.6%
51270	INSURANCE - DISABILITY	445	436	570	580	770	770	200	35.1%
	Total Personal Services	\$ 253,040	\$ 277,178	\$ 321,730	\$ 347,230	\$ 454,650	\$ 454,650	\$ 132,920	41.3%
	NUMBER OF POSITIONS	3.00	3.00	3.00	3.00	4.00	4.00	1.00	33.3%
52110	SUBSCRIPTIONS AND BOOKS	\$ -	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	-
52120	MAIL	183	55	1,770	1,770	1,770	1,770	-	-
52130	SUPPLIES	6,514	15,663	2,600	2,600	2,600	2,600	-	-
52360	RECRUITMENT FEES	10,440	-	-	-	-	-	-	-
52405	TELEPHONE - OFFICE	819	592	1,150	670	670	670	(480)	-41.7%
52410	TELEPHONE - CELLULAR	779	465	450	450	450	450	-	-
52510	TRAINING	6,623	3,408	2,750	1,900	1,900	1,900	(850)	-30.9%
52550	MILEAGE	958	1,393	1,500	1,500	1,500	1,500	-	-
52670	OTHER PROFESSIONAL SERVICES	247,132	183,320	135,470	115,380	115,380	115,380	(20,090)	-14.8%
52710	MEMBERSHIP DUES	705	300	-	-	-	-	-	-
52815	CONTROLLED EQUIPMENT	3,316	1,139	3,690	3,690	3,690	3,690	-	-
52830	COMPUTER SOFTWARE AND LICENSES	-	-	45,510	990	990	990	(44,520)	-97.8%
53210	INSURANCE	675,261	681,893	669,250	669,250	669,250	669,250	-	-
53220	INSURANCE-RESERVE	-	-	2,455,300	1,978,670	1,978,670	1,978,670	(476,630)	-19.4%
53310	VEHICLE MAINTENANCE	-	76	30	30	30	30	-	-
53710	CLAIMS AND DAMAGES	414,402	746,375	1,000,000	1,000,000	892,580	892,580	(107,420)	-10.7%
53734	SAFETY CLOTHING AND EQUIPMENT	-	72	200	200	200	200	-	-
53767	BANKING AND INVESTMENT FEES	-	-	2,610	2,610	2,610	2,610	-	-
53812	INTRA CITY - DIRECT CHG (LABOR)	2,946	6,301	2,550	2,550	2,550	2,550	-	-
53830	RADIO	2,010	-	-	-	-	-	-	-
53840	MOTOR POOL RENTAL	1,691	1,417	-	-	-	-	-	-
53841	EQUIPMENT REPLACEMENT CHG	192	-	-	-	-	-	-	-
53851	COPY	501	204	1,000	1,000	1,000	1,000	-	-
53854	PHOTOCOPIES	130	113	1,200	1,200	1,200	1,200	-	-
53860	BUILDING SERVICES	-	3,381	-	-	-	-	-	-
53900	COST ALLOCATION PLAN	291,310	336,910	342,990	541,770	541,770	541,770	198,780	58.0%
	Total Materials and Services	\$ 1,665,910	\$ 1,983,389	\$ 4,670,020	\$ 4,326,230	\$ 4,218,810	\$ 4,218,810	\$ (451,210)	-9.7%
	Total Requirements	\$ 1,918,950	\$ 2,260,567	\$ 4,991,750	\$ 4,673,460	\$ 4,673,460	\$ 4,673,460	\$ (318,290)	-6.4%





Equipment and Asset
Replacement Reserve

DIVISIONS

Fleet Equipment Replacement

Parking Meter Equipment Replacement

Permitting System Replacement

Police Equipment Reserve



Equipment and Asset Replacement Reserve

FISCAL YEAR 2017-18 BUDGET

Budget Summaries

The Equipment and Asset Replacement Reserve Fund was created in FY 2013-14 to provide an accounting structure for vehicle and equipment replacement costs, which were previously part of Fleet Services' operating budget in Fund 355. During FY 2017-18, City departments will be assessed charges to provide for the cost of scheduled fleet equipment replacement that appears on the final page of this section.

The utility of this equipment replacement reserve fund has been expanded to include an accrual for the City's parking meter technology. Each year a reserve allocation will be transferred from the Urban Development Department's Parking Services to build a reserve in anticipation of future replacement needs for the meter system.

In FY 2016-17, a replacement reserve for the Building and Safety Division's permitting system and for a Police Department mobile command vehicle were added to this fund.

Equipment Replacement Reserve Budget by Category					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Beginning Working Capital \$	-	\$ 3,855,152	\$ 4,270,869	\$ 4,651,850	\$ 5,850,100
Internal	2,037,639	2,176,370	1,788,799	2,590,150	3,239,000
Transfers	3,375,000	370,000	322,348	1,139,250	1,019,250
Interest/Other	6,425	131,897	52,888	20,000	271,520
Total Resources \$	\$ 5,419,064	\$ 6,533,419	\$ 6,434,904	\$ 8,401,250	\$ 10,379,870
Materials / Services \$	344,621	\$ 28,446	\$ 15,751	\$ -	\$ 1,900
Capital Outlay	1,219,291	2,234,103	1,436,279	4,943,230	9,819,240
Transfers	-	-	-	-	159,930
Total Expenditures \$	\$ 1,563,912	\$ 2,262,550	\$ 1,452,031	\$ 4,943,230	\$ 9,981,070
% Change		44.67%	-35.82%	240.44%	101.91%

Equipment Replacement Reserve Fund Budget by Category represents the budgets by category. The expense categories include Materials / Services, Capital Outlay, and Transfers. **Equipment Replacement Reserve Fund Budget by Division** provides the expenditure budget by division in the fund.

Equipment Replacement Reserve Budget by Division					
	Actual 13-14	Actual 14-15	Actual 15-16	Adopted 16-17	Adopted 17-18
Fleet Replacement \$	1,563,912	\$ 2,262,550	\$ 1,452,031	\$ 4,068,090	\$ 8,064,430
Permit System Replacement	-	-	-	500,000	1,001,250
Parking Meter Replacement	-	-	-	175,140	315,340
Police Equipment Reserve	-	-	-	200,000	600,050
Total Expenditures \$	\$ 1,563,912	\$ 2,262,550	\$ 1,452,031	\$ 4,943,230	\$ 9,981,070
% Change		44.67%	-35.82%	240.44%	101.91%



Equipment Replacement Reserve Fund Resources

Community Development, Human Resources / Fleet,
Police, Urban Development / Parking
(388-88-10-25, 388-88-10-10, 388-88-10-35, 388-88-10-64)
FY 2017-18

Acct. Code	Description	Adopted
35105	INTERNAL USAGE	
HR / FLEET	Equipment replacement charged to departments	\$ 3,239,000
39110	INTERFUND TRANSFERS	
CD / B&S	Permitting system replacement (185-25500000)	\$ 500,000
HR / FLEET	Equipment replacement (355-203040000)	380,000
UD / PARKING	Parking meter equipment replacement (101-64141500)	139,250
		<u>\$ 1,019,250</u>

Total FY 2017-18 Resources Budget

\$ 10,379,870

CITY OF SALEM RESOURCES
EQUIPMENT REPLACEMENT RESERVE
2017 TO 2018
FUND NO. 388

Department: Human Resources (Employee Services)
Cost Center: Fleet Equipment Replacement Reserve
Cost Center No: 88-15-00-00

Acct Code	Account Name	Resources Budget							Difference from 16-17	% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
32310	ACCIDENT AND FIRE RECOVERY	\$ 19,477	\$ 13,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Fees for Services	\$ 19,477	\$ 13,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
35105	INTERNAL USAGE	\$ 2,176,370	\$ 1,788,799	\$ 2,590,150	\$ 3,239,000	\$ 3,239,000	\$ 3,239,000	\$ 648,850	\$ 648,850	25.1%
	Total Internal	\$ 2,176,370	\$ 1,788,799	\$ 2,590,150	\$ 3,239,000	\$ 3,239,000	\$ 3,239,000	\$ 648,850	\$ 648,850	25.1%
36210	INTEREST	\$ 23,734	\$ 34,504	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	-
38755	SALE OF ASSETS	88,685	4,600	-	-	-	-	-	-	-
	Total Other	\$ 112,420	\$ 39,104	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	-
39110	INTERFUND TRANSFERS	\$ 370,000	\$ 286,458	\$ 300,000	\$ 380,000	\$ 380,000	\$ 380,000	\$ 80,000	\$ 80,000	26.7%
	Total Operating Transfers	\$ 370,000	\$ 286,458	\$ 300,000	\$ 380,000	\$ 380,000	\$ 380,000	\$ 80,000	\$ 80,000	26.7%
39910	BEGINNING WORKING CAPITAL	\$ 3,855,152	\$ 4,270,869	\$ 4,615,960	\$ 3,991,460	\$ 3,991,460	\$ 4,824,230	\$ 208,270	\$ 208,270	4.5%
	Total Beginning Balances	\$ 3,855,152	\$ 4,270,869	\$ 4,615,960	\$ 3,991,460	\$ 3,991,460	\$ 4,824,230	\$ 208,270	\$ 208,270	4.5%
	Total Resources	\$ 6,533,419	\$ 6,398,885	\$ 7,526,110	\$ 7,630,460	\$ 7,630,460	\$ 8,463,230	\$ 937,120	\$ 937,120	12.5%

Department: Urban Development
Cost Center: Parking Meter Equipment Replacement Reserve
Cost Center No: 88-10-64-14

Acct Code	Account Name	Resources Budget							Difference from 16-17	% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18			
36210	INTEREST	\$ -	\$ 130	\$ -	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	-
	Total Other	\$ -	\$ 130	\$ -	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	-
39110	INTERFUND TRANSFERS	\$ -	\$ 35,890	\$ 139,250	\$ 139,250	\$ 139,250	\$ 139,250	\$ -	\$ -	-
	Total Operating Transfers	\$ -	\$ 35,890	\$ 139,250	\$ 139,250	\$ 139,250	\$ 139,250	\$ -	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ 35,890	\$ 175,570	\$ 175,570	\$ 175,570	\$ 139,680	\$ 139,680	389.2%
	Total Beginning Balances	\$ -	\$ -	\$ 35,890	\$ 175,570	\$ 175,570	\$ 175,570	\$ 139,680	\$ 139,680	389.2%
	Total Resources	\$ -	\$ 36,020	\$ 175,140	\$ 315,340	\$ 315,340	\$ 315,340	\$ 140,200	\$ 140,200	80.1%

CITY OF SALEM RESOURCES
EQUIPMENT REPLACEMENT RESERVE
2017 TO 2018
FUND NO. 388

Department: Community Development
Cost Center: Permitting System Replacement Reserve
Cost Center No: 88-10-25-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
36210	INTEREST	\$ -	\$ -	\$ -	\$ 950	\$ 950	\$ 950	\$ 950	-
	Total Interest on Investments	\$ -	\$ -	\$ -	\$ 950	\$ 950	\$ 950	\$ 950	-
39110	INTERFUND TRANSFERS	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	-
	Total Operating Transfers	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	-
39910	BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ -	\$ 500,300	\$ 500,300	\$ 500,300	\$ 500,300	-
	Total Beginning Balances	\$ -	\$ -	\$ -	\$ 500,300	\$ 500,300	\$ 500,300	\$ 500,300	-
	Total Resources	\$ -	\$ -	\$ 500,000	\$ 1,001,250	\$ 1,001,250	\$ 1,001,250	\$ 501,250	100.3%

Department: Police
Cost Center: Police Equipment Reserve
Cost Center No: 88-10-35-00

Acct Code	Account Name	Resources Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
36210	INTEREST	\$ -	\$ -	\$ -	\$ 550	\$ 550	\$ 550	\$ 550	-
36895	OTHER REVENUE	-	-	-	249,500	249,500	249,500	249,500	-
	Total Other	\$ -	\$ -	\$ -	\$ 250,050	\$ 250,050	\$ 250,050	\$ 250,050	-
39110	INTERFUND TRANSFERS	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)	-100.0%
	Total Operating Transfers	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)	-100.0%
39910	BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	-
	Total Beginning Balances	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	-
	Total Resources	\$ -	\$ -	\$ 200,000	\$ 600,050	\$ 600,050	\$ 600,050	\$ 400,050	200.0%

Equipment Replacement Reserve Fund Expenditures

Community Development, Human Resources / Fleet,
Police, Urban Development / Parking
(388-88-10-25, 388-88-15-00, 388-88-10-35, 388-88-10-64)
FY 2017-18

Acct No.	Description	Adopted
55130	EQUIPMENT AND MACHINERY	
CD / B&S	Permitting system replacement (unspecified)	\$ 840,720
UD / PARKING	Parking meter equipment replacement	315,290
POLICE	Mobile command vehicle	600,000
		\$ 1,756,010
55150	FLEET REPLACEMENT	
HR / FLEET	Replacement of vehicles and equipment (carryover)	\$ 4,276,960
55151	FLEET REPLACEMENT RESERVE	
HR / FLEET	Reserve for future vehicle replacements	\$ 3,786,270

Total FY 2017-18 Expenditures Budget

\$ 9,981,070

CITY OF SALEM BUDGET
EQUIPMENT REPLACEMENT RESERVE
2017 TO 2018
FUND NO. 388

Department: Human Resources (Employee Services)
Cost Center: Fleet Equipment Replacement Reserve
Cost Center No: 88-15-00-00

Acct Code	Account Name	Actual 14-15	Actual 15-16	Expenditures Budget					
				Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
52815	CONTROLLED EQUIPMENT	\$ 4,573	\$ 6,094	\$ -	\$ -	\$ -	\$ -	\$ -	-
53310	VEHICLE MAINTENANCE	-	3,283	-	-	-	-	-	-
53767	BANKING AND INVESTMENT FEES	-	-	-	1,200	1,200	1,200	1,200	-
53812	INTRA CITY DIRECT CHARGE LABOR	-	6,375	-	-	-	-	-	-
53841	EQUIPMENT REPLACEMENT CHARGE	23,874	-	-	-	-	-	-	-
	Total Materials & Services	\$ 28,446	\$ 15,751	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	-
55150	FLEET REPLACEMENT	\$ 2,234,103	\$ 1,436,279	\$ 4,068,090	\$ 3,444,190	\$ 3,444,190	\$ 4,276,960	\$ 208,870	5.1%
55151	EQUIPMENT REPLACEMENT - RESERVE	-	-	-	3,786,270	3,786,270	3,786,270	3,786,270	-
	Total Capital Outlay	\$ 2,234,103	\$ 1,436,279	\$ 4,068,090	\$ 7,230,460	\$ 7,230,460	\$ 8,063,230	\$ 3,995,140	98.2%
	Total Requirements	\$ 2,262,550	\$ 1,452,031	\$ 4,068,090	\$ 7,231,660	\$ 7,231,660	\$ 8,064,430	\$ 3,996,340	98.2%

Department: Urban Development
Cost Center: Parking Meter Equipment Replacement Reserve
Cost Center No: 88-10-64-14

Acct Code	Account Name	Actual 14-15	Actual 15-16	Expenditures Budget					
				Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53767	BANKING AND INVESTMENT FEES	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	-
	Total Materials & Services	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	-
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 175,140	\$ 315,290	\$ 315,290	\$ 315,290	\$ 140,150	80.0%
	Total Capital Outlay	\$ -	\$ -	\$ 175,140	\$ 315,290	\$ 315,290	\$ 315,290	\$ 140,150	80.0%
	Total Requirements	\$ -	\$ -	\$ 175,140	\$ 315,340	\$ 315,340	\$ 315,340	\$ 140,200	80.1%

CITY OF SALEM BUDGET
EQUIPMENT REPLACEMENT RESERVE
2017 TO 2018
FUND NO. 388

Department: Community Development
Cost Center: Permitting System Replacement Reserve
Cost Center No: 88-10-25-00

Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53767	BANKING AND INVESTMENT FEES	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ 600	\$ 600	-
	Total Materials & Services	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ 600	\$ 600	-
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 500,000	\$ 840,720	\$ 840,720	\$ 840,720	\$ 340,720	68.1%
	Total Capital Outlay	\$ -	\$ -	\$ 500,000	\$ 840,720	\$ 840,720	\$ 840,720	\$ 340,720	68.1%
62110	INTERFUND TRANSFER	\$ -	\$ -	\$ -	\$ 159,930	\$ 159,930	\$ 159,930	\$ 159,930	-
	Total Transfers	\$ -	\$ -	\$ -	\$ 159,930	\$ 159,930	\$ 159,930	\$ 159,930	-
	Total Requirements	\$ -	\$ -	\$ 500,000	\$ 1,001,250	\$ 1,001,250	\$ 1,001,250	\$ 501,250	100.3%

Department: Police
Cost Center: Police Equipment Reserve
Cost Center No: 88-10-25-00

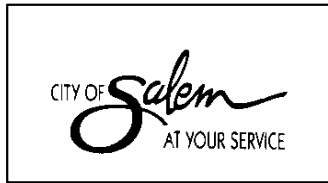
Acct Code	Account Name	Expenditures Budget							
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	% Chg from 16-17
53767	BANKING AND INVESTMENT FEES	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	-
	Total Materials & Services	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	-
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 400,000	200.0%
	Total Capital Outlay	\$ -	\$ -	\$ 200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 400,000	200.0%
	Total Requirements	\$ -	\$ -	\$ 200,000	\$ 600,050	\$ 600,050	\$ 600,050	\$ 400,050	200.0%

FY 2017-18 Fleet Replacement

Number	Eq No	Year	Replacement Description	Estimated Purchase		Disposition
				Price	Primary User	
1	10277	2007	Sedan compact 4dr Focus SE	\$ 25,000	Community Development - General Fund	Sell
2	3500	2003	Sedan compact 4Dr Hybrid Civic	33,000	Community Development - General Fund	Sell
3	1602	2001	Pickup 1/2T 4X2 std cab w/canopy	34,000	Facilities - General Fund	Sell
4	9800	1999	Van cargo 3/4T cargo van	44,500	Fire - General Fund	Sell
5	1142	2001	Truck util 1T crewcab DRW 4X2 11200gvw	55,000	Parks Operations - General Fund	Sell
6	1181	2001	Truck util 1T 4X2 DRW 11200gvw -TREES	65,000	Parks Operations - General Fund	Sell
7	9900	1999	Truck flatbed FL60 25Kgvw w/14-ft tilt	110,000	Parks Operations - General Fund	Sell
8	1610	2001	Pickup 1/2t 4X4 x-cab	35,000	Parks Operations - General Fund	Sell
9	8621	1998	Pickup mid-sz 4X2 std cab Ranger	35,000	Parks Operations - General Fund	Sell
10	10794	2013	SUV SPD Tahoe	43,620	Police - General Fund	Sell
11	10808	2013	4DR Patrol Car	43,620	Police - General Fund	Sell
12	10957	2014	SEDAN 4-DOOR POLICE VEHICLE	43,620	Police - General Fund	Sell
13	10963	2014	SEDAN 4-DOOR POLICE VEHICLE	43,620	Police - General Fund	Sell
14	10960	2014	4DR Patrol Car	43,620	Police - General Fund	Sell
15	10897	2014	4DR Patrol Car	43,620	Police - General Fund	Sell
16	10902	2014	4DR Patrol Car	43,620	Police - General Fund	Sell
17	10602	2011	SUV 1/2t 4x2 Tahoe 4dr K9	46,500	Police - General Fund	Sell
18	10444	2009	Motorcycle Police BMW R1200RTP	37,000	Police - General Fund	Sell
19	10679	2009	Motorcycle Police BMW R1200RTP	37,000	Police - General Fund	Sell
20	3409	2003	Sedan Full-sz 4DR Impala	30,000	Police - General Fund	Sell
21	4403	2004	Sedan Mid-sz 4dr[DEU] Stratus	30,000	Police - General Fund	Sell
22	6101	2006	Pickup 3/4T 4X4 Crewcab	36,000	Police - General Fund	Sell
23	10413	2007	Pickup 1/2t 4x2 crewcab 28g tank	36,000	Police - General Fund	Sell
24	10446	2009	Pickup mid-sz 4x4 crew-cab Colorado	27,500	Police - General Fund	Sell
25	4404	2004	SUV 3/4T 4DR 4X4 Suburban - BOMB UNIT	23,000	Police - General Fund	Sell
26	7802	1997	Van 3/4T cargo	45,000	Police - General Fund	Sell
27	5804	2005	Van 1/2T Cargo	20,350	Police - General Fund	Sell
28	10181	2006	Truck bucket F450 16kgvw 37' 4X2	148,000	Public Works - Transportation Services Fund	Sell
29	0862	2000	Van cargo 3/4t cargo w/bins	55,000	Public Works - Transportation Services Fund	Sell
30	9926	1999	Dump truck 5yd FL106 33kgvw	143,000	Public Works - Transportation Services Fund	Sell
31	3101	2003	Dump truck 2yd 4X2 GMC W4500 14500gvw	83,000	Public Works - Transportation Services Fund	Sell
32	10165	2006	Grader Compact C86C	175,000	Public Works - Transportation Services Fund	Sell
33	2104	2002	Pickup 3/4T 4X2 x-cab	44,000	Public Works - Transportation Services Fund	Sell
34	10868	2013	Sweeper Durastar	252,000	Public Works - Transportation Services Fund	Sell
35	4806	2004	Van cargo 3/4T	50,000	Public Works - Utility Fund	Sell
36	6800	2006	Van cargo 1/2T long w/bins & 110v plug	50,000	Public Works - Utility Fund	Sell
37	8615	1998	Pickup 1/2t 4X2 std cab(propane removed)	35,000	Public Works - Utility Fund	Sell
38	2927	2002	Dump truck M7500 33kgvw 5yd 4X4 Geren ls	72,000	Public Works - Utility Fund	Sell
39	1960	2001	Excavator mini Bobcat331D rubber tracks	99,000	Public Works - Utility Fund	Sell
40	5105	2005	Truck util 1T 4X4 10500gvw	66,000	Public Works - Utility Fund	Sell
41	9192	1999	Truck util DRW 15kgvw 4x2	80,000	Public Works - Utility Fund	Sell
42	7922	1997	Backhoe 416C 4X2 w/ext dipper & #4708	105,000	Public Works - Utility Fund	Sell
43	0941	2000	Root-cutter 7474000 trlr-mtd hi-pressure	76,000	Public Works - Utility Fund	Sell
44	9962	1999	Truck flatbed FL60 25kgvw 4x2 W/crane	165,000	Public Works - Utility Fund	Sell
45	7101	2007	Truck util 1T 4X2 10100gvw StateWetlands	55,000	Public Works - Utility Fund	Sell
46	4705	2004	Trailer inmate WC 2-axle 14kgvw	15,000	Public Works - Utility Fund	Sell
47	10298	2008	Pickup 1/2T 4x2 x-cab	35,000	Public Works - Utility Fund	Sell
48	7852	1997	Van 1T cargo w/bins	50,000	Public Works - Utility Fund	Sell
49	3652	2003	Pickup 1/2T 4X2 xcab	35,000	Public Works - Utility Fund	Sell
50	3612	2003	Pickup 1/2T 4X2 X-cab	35,000	Public Works - Utility Fund	Sell
51	2513	2002	Sedan mid-sz 4dr Taurus	28,000	Public Works - Utility Fund	Sell
52	3650	2003	Pickup 1/2T 4X2 std cab	35,000	Public Works - Utility Fund	Sell
53	10725	2012	Pickup Silverado 1500 2WD Reg Cab	35,000	Public Works - Utility Fund	Sell
54	2562	2002	Sedan mid-sz 4dr Taurus	28,000	Public Works - Utility Fund	Sell
55	1103	2000	Pickup xcab 3/4T 4X4	45,000	Public Works - Utility Fund	Sell
56	9974	1999	Truck tractor FLD120SD 54kgvw Willow	150,000	Public Works - Utility Fund	Sell
57	4911	1994	Loader,skidsteer mod 853 w/ 811 backhoe	60,000	Public Works - Utility Fund	Sell
58	0100	2000	Van mid-sz 7-psgr Caravan	30,000	Public Works - Utility Fund	Sell

FY 2017-18 Fleet Replacement

Number	Eq No	Year	Replacement Description	Estimated Purchase Price	Primary User	Disposition
carryover	1141	2001	Pickup 1T 4X2 DRW crew cab p/u	31,700	Parks Operations - General Fund	Sell
carryover	1141		Vehicle upfit	8,470	Parks Operations - General Fund	
carryover	11037	2016	SUV-BodyType 113 Explorer Police	28,900	Police - General Fund	Sell
carryover	11037		Vehicle upfit	16,100	Police - General Fund	
carryover	11038	2016	SUV-BodyType 113 Explorer Police	28,900	Police - General Fund	Sell
carryover	11038		Vehicle upfit	16,100	Police - General Fund	
carryover	0863	2000	Van cargo 3/4t	41,870	Public Works - Transportation Services Fund	Sell
carryover	0863		Vehicle upfit	9,690	Public Works - Transportation Services Fund	
carryover	9982		Vehicle upfit for replacement to Eq No 9982	89,550	Public Works - Transportation Services Fund	Sell
carryover	9983		Vehicle upfit for replacement to Eq No 9983	89,550	Public Works - Transportation Services Fund	Sell
carryover	9984		Vehicle upfit for replacement to Eq No 9984	89,550	Public Works - Transportation Services Fund	Sell
carryover	10196	2007	Van cargo 1T Super Duty	91,390	Public Works - Utility Fund	Sell
carryover	5201	1995	Truck util 23450# Lopro w/crane #5901	118,340	Public Works - Utility Fund	Sell
carryover	5201		Vehicle upfit	8,160	Public Works - Utility Fund	
carryover	11069		Vehicle upfit for replacement to Eq No 9940	86,000	Public Works - Utility Fund	
carryover	11244		Vehicle upfit for replacement to Eq No 3802	78,500	Public Works - Utility Fund	
TOTAL				<u>\$ 4,276,960</u>		

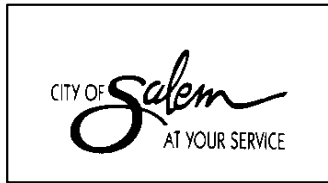


Trust (Special Revenue) Funds

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

- 401-10980400: Pursuant to City resolution, proceeds from the receipt of gifts, legacies, and donations are held for purpose of providing improvements to the Civic Center.
- 403-60981058 To receive donations in support of the City's annual 4th of July celebration.
- 420-59980500: The City of Salem owns the telephone system serving City offices. This account receives funds from City departments and outside agencies using this system. Proceeds fund management of the telephone system and replacement of equipment.
- 421-20981700: To receive rent from Salem Cellular Telephone Company's use of the Kingwood Tower and to provide associated maintenance.
- 429-64989700: To receive payments in lieu of taxes from firms that failed to either meet the required level of investment or the required number of new jobs under the Enterprise Zone Program. Expenditure of enterprise zone in lieu of tax payments is restricted by state statute to certain activities which are supportive of the economic development objective.
- 430-25989800: To receive, hold, and disburse funds through assessment of one percent of building plan checks and building permit costs to pay for contracted architects and engineers performing damage assessments as a result of earthquakes.
- 435-60982000: Pursuant to City Ordinance, funds are held by the City serving as the fiscal agent for the Youth Commission.
- 436-58982600: Only the interest earnings can be expended for maintenance of Pioneer Cemetery.
- 440-21983500: To receive, hold, and disburse donations and requests for the benefit of the Center 50+ (Salem Senior Center).
- 445-25984000: To receive funds donated for project materials and newsletters for the Southeast Salem Neighborhood Association (SESNA) response effort.
- 446-64989800: To receive funds donated for funding maintenance of the railroad pedestrian bridge over the Willamette River.
- 447-58983105, 10, 15, 17, 20: To receive private donations in support of city trees, park facilities, and recreation programs. To account for reserve funds for maintenance at Riverfront Park, Wallace Marine Park Softball Complex, and Pringle Hall Facility.
- 448-259852, 53, 54, 55, 56: To receive, hold and disburse private donations for the benefit of neighborhoods, youth, historic preservation, and the City's tree canopy.
- 460-33982200: This account receives and disburses donations from the Friends of the Salem Public Library.
- 461-33982400, 2500, 2600, 2700, 2800: Created by Ordinance 71-43, this account receives monies that are used for Salem Public Library purposes. Expenditure of funds may be subject to approval of the Library Advisory Board.



Trust (Special Revenue) Funds

Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

- 462-33984200: To receive funds donated for library purposes and expended at the direction of the Library Board.
- 463-33985900: Donations received from a settlement to be used to keep the library collection current through additions and replacements of books and music.
- 464-33986400: Funds received through settlement of a will to be used to purchase library materials pertaining to a variety of topics.
- 465-33986500: Mr. and Mrs. Haddon Rutter donated three City of Salem Bonds in exchange for a kiss from then-mayor Sue Miller. Most recently the funds were used for capital expenditures at the West Salem Library.
- 467-35981700: To account for the receipt of funds restricted for law enforcement use, to include: unclaimed and abandoned property, or evidence funds that are transferred to the City through court order.
- 469-35981002: Donations received for the exclusive support and use of the Police Department's K9 unit.
- 470-35981400: To account for the receipt of funds restricted for law enforcement use, to include: restitution and other revenue dedicated to law enforcement use.
- 472-35982900: To receive donations for the Buddy Bear Program and other miscellaneous donations made to the Police Department. Funds to be used for police purposes.
- 474-35983900: To receive private sector donations to purchase materials for students participating in the D.A.R.E. program.
- 475-35987100: Receives contributions from citizens; proceeds are used to install neighborhood watch signs in residential areas.
- 477-37987500: Receives donations from citizens; proceeds are used for Fire Department prevention and education programs.
- 479-35983105, 10: Proceeds are received from the federal government through the sharing of seized assets under the drug enforcement program. Proceeds are restricted for law enforcement use.
- 479-35983610: Proceeds from assets seized by the Police Department under state law. Proceeds are restricted for law enforcement use.
- 479-35983715, 20: Proceeds from assets seized by the Police Department under state law. Proceeds are restricted for law enforcement use.
- 483-37987200: Established to restore, care for, and store older fire vehicles of historic value.
- 486-58981900: Pursuant to City resolution, proceeds from the sale of vacated right-of-way are held in this account until required to purchase new right-of-way.



Trust (Special Revenue) Funds Summaries, Programs, and Budgets

FISCAL YEAR 2017-18 BUDGET

- 490-58988705, 06, 07, 15, 35: To receive and hold funds resulting from development to be applied to localized public works improvements, reservoirs, and the Mill Creek Corporate Center.
- 493-58982210: This account accepts donations that will be used to offset annual expenses for environmental programs such as watershed projects, environmental construction projects (wetlands, fish ladders), outreach, and education.
- 551-10983100: Pursuant to City resolution to receive gifts donations and bequests for the Willard Marshall Special Citizen Award.
- 560-58985100: Funds are held by Pioneer Trust with interest only paid to the City to be used for maintenance at Woodmansee Park.
- 570-33984700: To receive contribution in honor of J. Wesley Sullivan, former Library Board Chairman. The annual interest income is to be used to purchase books for the Salem Library.



Trust Funds
FY 2017-18

Actual Cash Balance		Account Number	Trust Account Title	Estimated Cash Bal. 6/30/2017	Anticipated FY 2017-18			Projected Cash Bal. 6/30/2018
7/1/2015	7/1/2016				Receipts	Total Res	Disbursements	
\$ 565	\$ 565	401 10980400	Civic Center Trust	\$ 570	\$ -	\$ 570	\$ -	\$ 570
-	-	403 60981058	Independence Day Celebration	-	12,000	12,000	12,000	-
1,355,481	1,213,286	420 59980500	Telephone System Replacement	704,200	1,500	705,700	705,700	-
19,471	18,500	421 20981700	Kingwood Tower	18,630	200	18,830	18,830	-
67,729	68,275	429 64989700	Enterprise Zone	68,760	300	69,060	69,060	-
28,516	28,745	430 25989800	Seismic Response	28,960	200	29,160	29,160	-
791	797	435 60982000	Youth Commission	800	10	810	810	-
36,884	25,567	436 58982600	Pioneer Cemetery Trust	16,370	10,680	27,050	15,000	12,050
42,061	29,876	440 21983500	Senior Center	17,880	21,230	39,110	15,000	24,110
3,510	3,540	445 25984000	SESNA Neighborhood Response	3,540	530	4,070	1,500	2,570
497,320	474,918	446 64989800	Railroad Bridge Maintenance	378,320	3,000	381,320	50,000	331,320
107,912	115,085	447 589831--	Parks Facilities Reserves	112,740	53,490	166,230	108,000	58,230
10,545	11,909	448 25985---	Neighborhood Enhancement	17,510	65,110	82,620	68,660	13,960
14,109	18,024	460 33982200	Friends of SPL	22,020	20,000	42,020	20,000	22,020
923,903	969,647	461 3398----	Library Gifts	909,650	104,680	1,014,330	224,680	789,650
13,399	13,507	462 33984200	Nora Anderson Estate	13,610	120	13,730	1,000	12,730
9,577	9,654	463 33985900	Dr. Helen Pearce Music Fund	9,710	80	9,790	1,000	8,790
25,459	24,817	464 33986400	Rise Estate	24,020	200	24,220	4,000	20,220
8,194	8,260	465 33986500	Rutter Bond Donation	8,320	70	8,390	1,000	7,390
-	6,576	467 35981700	Police Property Income	6,580	251,000	257,580	200,000	57,580
-	378,437	468 35981005	Police Evidence Hold	-	-	-	-	-
19,674	13,476	469 35981200	K-9 Trust	13,680	50	13,730	13,730	-
178,170	247,898	470 35981400	Police - Other Income	142,900	52,000	194,900	80,000	114,900
16,001	17,150	472 35982900	Police - Misc. Donations	17,150	10,150	27,300	15,000	12,300
-	597	473 35983800	Police Training	-	-	-	-	-
5,628	4,285	474 35983900	D.A.R.E. Program	5,790	80	5,870	5,000	870
2,576	3,048	475 35987100	Neighborhood Watch	2,450	250	2,700	1,000	1,700
1,103	1,243	477 37987500	Fire - Prevention/Educ./Trauma	1,520	100,000	101,520	100,000	1,520
206,118	187,238	479 35983---	Federal and State Forfeitures	154,680	703,550	858,230	510,920	347,310
62,774	63,280	483 37987200	Antique Fire Apparatus	63,750	500	64,250	30,000	34,250
39,372	39,829	486 58981900	Street Right-of-Way	40,180	400	40,580	39,000	1,580
1,408,860	1,607,758	490 589887--	Future Public Works Projects	1,454,870	28,000	1,482,870	241,000	1,241,870
9,454	8,967	493 58982210	Environmental Prgrm Donations	9,320	4,900	14,220	5,000	9,220
-	-	500 60989500	Unanticipated	-	500,000	500,000	500,000	-
3,145	3,171	551 10983100	Willard C. Marshall	3,190	30	3,220	3,220	-
213,047	216,206	560 58985100	Woodmansee Park	175,410	3,400	178,810	-	178,810
8,043	8,108	570 33984700	J. Wesley Sullivan Trust	8,170	70	8,240	500	7,740
\$ 5,339,391	\$ 5,842,238			\$ 4,455,250	\$ 1,947,780	6,403,030	\$ 3,089,770	\$ 3,313,260

Trust Funds

400

FY 2017-18

Acct No.	Description	Adopted
Trust Fund Resources Detail		
35510	STATE GRANTS Ready to Read (461-33982400)	\$ 26,750
39110	TRANSFERS IN FROM OTHER FUNDS Grant funding for Early Literacy and Ready to Read programs (461-33982500, 2600) Neighborhood Enhancement Historic Residential Toolbox (448 25985310) Senior Center (440-21983500)	\$ 17,930 5,000 <u>7,500</u> \$ 30,430
Total FY 2017-18 Resources Budget		\$ 6,403,030

Acct No.	Description	Adopted
Trust Fund Expenditures Detail		
53812	INTRA CITY - DIRECT CHARGE Minto Brown Restoration Maintenance (490-58988706) Minto Brown Conservation Stewardship (490-58988707) Pioneer Cemetery (436-58982600) Ready to Read Program (461-33982500, 33982600)	\$ 35,000 15,000 2,000 <u>7,000</u> \$ 59,000
55150	CAPITAL OUTLAY - EQUIPMENT AND MACHINERY Police Property Income (467-35981700) Unanticipated	\$ 100,000 <u>500,000</u> 600,000
62110	TRANSFERS TO OTHER FUNDS Environmental Program (493-8982210) Miscellaneous Public Works Projects (490-58988705) Police Property Income Hold (467-35981700) Telephone Replacement (420-59980500)	\$ 5,000 100,000 100,000 <u>705,700</u> \$ 910,700
Total FY 2017-18 Expenditures Budget		\$ 3,089,770

CITY OF SALEM
2017 TO 2018
FUND NO. 400
TRUST

Trust Funds - Resources

Acct Code	Account Name	Resources Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
32695	OTHER FEE	\$ 56,245	\$ 3,094,684	\$ -	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	-
	Total Other Fee	\$ 56,245	\$ 3,094,684	\$ -	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	-
35510	STATE GRANTS	\$ -	\$ -	\$ -	\$ 26,750	\$ 26,750	\$ 26,750	\$ 26,750	-
	Total State Grants	\$ -	\$ -	\$ -	\$ 26,750	\$ 26,750	\$ 26,750	\$ 26,750	-
35615	OTHER FEDERAL GRANTS	\$ 164,256	\$ 7,818	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Other Federal Grants	\$ 164,256	\$ 7,818	\$ -	\$ -	\$ -	\$ -	\$ -	-
36310	LOAN PRINCIPAL	\$ 37,915	\$ 39,036	\$ 39,520	\$ -	\$ -	\$ -	\$ (39,520)	-100.0%
36315	LOAN INTEREST	4,904	3,783	3,300	-	-	-	(3,300)	-100.0%
	Total Loan Repayment	\$ 42,819	\$ 42,819	\$ 42,820	\$ -	\$ -	\$ -	\$ (42,820)	-100.0%
36895	OTHER REVENUE*	\$ 540,835	\$ 891,494	\$ 1,259,480	\$ 1,832,600	\$ 1,832,600	\$ 1,832,600	\$ 573,120	45.5%
	Total Other Revenue	\$ 540,835	\$ 891,494	\$ 1,259,480	\$ 1,832,600	\$ 1,832,600	\$ 1,832,600	\$ 573,120	45.5%
39110	INTERFUND TRANSFERS	\$ 32,030	\$ 171,000	\$ 17,000	\$ 12,500	\$ 12,500	\$ 30,430	\$ 13,430	79.0%
	Total Interfund Transfers	\$ 32,030	\$ 171,000	\$ 17,000	\$ 12,500	\$ 12,500	\$ 30,430	\$ 13,430	79.0%
39910	BEGINNING WORKING CAPITAL	\$ 5,505,185	\$ 5,407,824	\$ 5,428,280	\$ 4,455,250	\$ 4,455,250	\$ 4,455,250	\$ (973,030)	-17.9%
	Total Beginning Balances	\$ 5,505,185	\$ 5,407,824	\$ 5,428,280	\$ 4,455,250	\$ 4,455,250	\$ 4,455,250	\$ (973,030)	-17.9%
	Total Resources	\$ 6,341,369	\$ 9,615,638	\$ 6,747,580	\$ 6,385,100	\$ 6,385,100	\$ 6,403,030	\$ (344,550)	-5.1%

*Includes interest earnings, donations, and other revenues sources

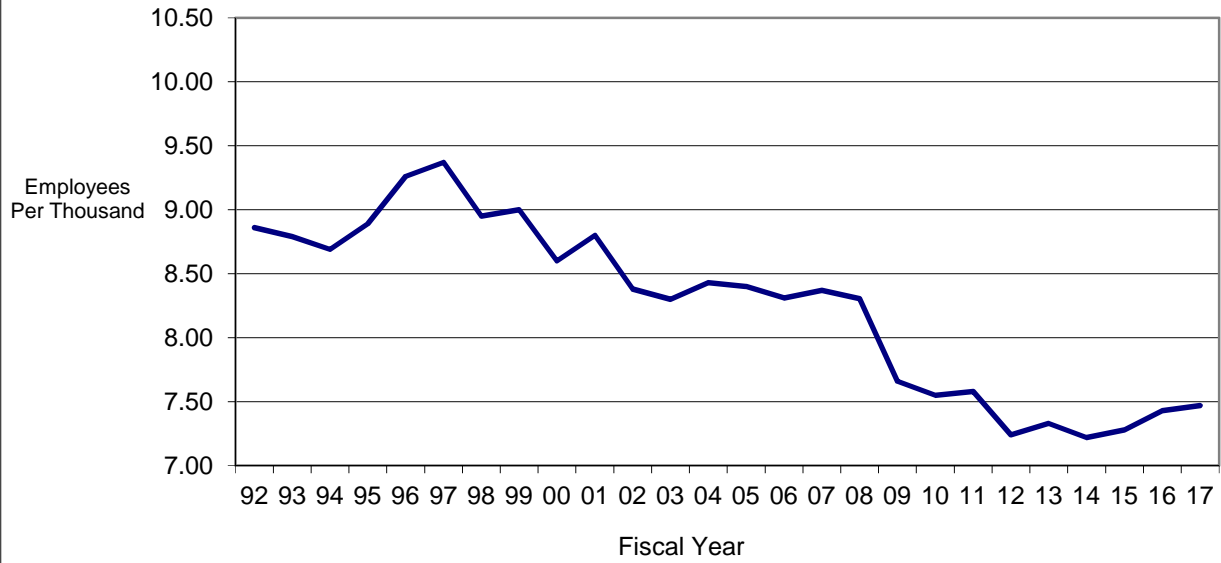
Trust Funds - Expenditures

Acct Code	Account Name	Expenditures Budget							% Chg from 16-17
		Actual 14-15	Actual 15-16	Budget 16-17	Mgr Rec 17-18	BC Rec 17-18	Adopted 17-18	Difference from 16-17	
52110	SUBSCRIPTIONS AND BOOKS	\$ 44,924	\$ 35,209	\$ -	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	-
52130	SUPPLIES	-	-	-	66,000	66,000	66,000	66,000	-
52620	CONSTRUCTION CONTRACTS	64,889	19,711	-	-	-	-	-	-
52670	OTHER PROFESSIONAL SERVICES	209,271	44,497	-	14,750	14,750	14,750	14,750	-
52815	CONTROLLED EQUIPMENT	72,834	83,758	-	-	-	-	-	-
52820	SMALL EQUIPMENT, SUPPLIES	21,640	107,654	-	-	-	-	-	-
52830	COMPUTER LICENSES, SOFTWARE	-	974	-	-	-	-	-	-
53799	OTHER EXPENSES*	126,350	120,165	1,218,450	1,379,390	1,379,390	1,397,320	666,909	14.7%
53812	INTRA CITY - DIRECT CHARGE	31,610	61,489	52,000	59,000	59,000	59,000	7,000	13.5%
53813	INTRA CITY - BUDGETED TRANSFER	34,750	-	-	-	-	-	-	-
53815	INTRA CITY - INTERDEPT. BILLING	144,686	107,325	143,100	-	-	-	(143,100)	-100.0%
54850	OTHER SPECIAL PAYMENTS	15,437	17,401	10,000	11,000	11,000	11,000	1,000	10.0%
	Total Materials and Services	\$ 766,391	\$ 598,183	\$ 1,423,550	\$ 1,561,140	\$ 1,561,140	\$ 1,579,070	\$ 643,559	10.9%
55130	EQUIPMENT AND MACHINERY	\$ -	\$ -	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 100,000	20.0%
	Total Capital Outlay	\$ -	\$ -	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 100,000	20.0%
62110	TRANSFER TO OTHER FUNDS	\$ 167,154	\$ 3,175,217	\$ 1,355,000	\$ 910,700	\$ 910,700	\$ 910,700	\$ (444,300)	-32.8%
	Total Interfund Transfers	\$ 167,154	\$ 3,175,217	\$ 1,355,000	\$ 910,700	\$ 910,700	\$ 910,700	\$ (444,300)	-32.8%
	Total Requirements	\$ 933,544	\$ 3,773,400	\$ 3,278,550	\$ 3,071,840	\$ 3,071,840	\$ 3,089,770	\$ 299,259	-5.8%

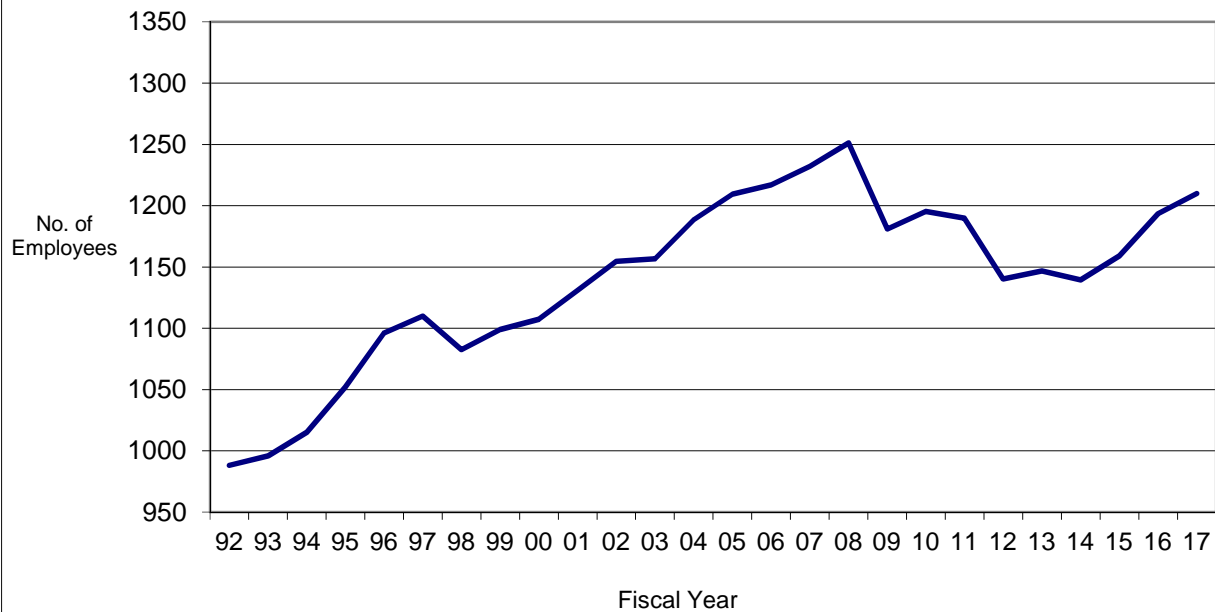
*Includes mail, advertising, other maintenance, controlled equipment, and other materials and services expenses. It is a generic line item for potential trust and agency expenses. If an expense is incurred, it is posted to the line item most closely aligned with the type of expense.



Number of Employees Per Thousand Population



Permanent Position Recap



¹ Line chart FTE counts are based on Budget Adoption



City of Salem Position Recap

The "Position Recap" reflects changes in full time equivalent position authority as positions are added or eliminated through the annual budget adoption.

	2013-14	2014-15	2015-16	2016-17	Adopted 2017-18	Change from 16-17
GENERAL FUND						
City Manager's Office	9.00	10.00	9.50	11.00	7.00	(4.00)
Budget, Finance, and Procurement ¹	30.00	30.00	30.00	30.00	32.00	2.00
Municipal Court ¹	14.00	14.00	13.50	14.00	14.00	0.00
Human Resources	8.00	8.00	8.00	8.00	9.00	1.00
Facilities Services ²	27.00	27.00	27.00	27.00	27.00	0.00
Legal	13.00	15.00	15.00	15.00	15.00	0.00
Administrative Services ³	3.00	3.00	3.00	0.00	0.00	0.00
Parks Operations	0.00	0.00	32.00	38.50	39.00	0.50
Recreation Services	9.70	9.70	9.70	10.70	10.70	0.00
Community Development	29.85	30.20	30.20	31.20	31.20	0.00
Library ⁴	45.05	45.05	44.70	44.70	43.70	(1.00)
Police	228.00	228.00	228.00	230.00	233.00	3.00
Fire	154.00	152.00	152.00	164.00	165.00	1.00
Information Technology	35.00	37.00	40.00	42.00	47.00	5.00
Urban Development	29.50	28.50	32.50	32.50	32.50	0.00
TOTAL GENERAL FUND	635.10	637.45	675.10	698.60	706.10	7.50
TRANSPORTATION SVCS FUND	77.00	73.00	48.00	53.00	53.00	0.00
PARKS ⁵	28.00	28.00	0.00	0.00	0.00	0.00
AIRPORT FUND	5.00	5.00	4.00	4.00	4.00	0.00
BUILDING and SAFETY FUND	21.00	22.00	21.00	23.00	25.00	2.00
UTILITY FUND	296.30	293.80	299.80	303.80	309.80	6.00
EMERGENCY SERVICES FUND	6.00	2.00	2.00	2.00	2.00	0.00
WILLAMETTE VALLEY COMM. CENTER FUND	70.50	70.50	73.00	73.00	73.00	0.00
CITY SERVICES FUND	28.80	28.80	29.00	29.00	29.00	0.00
SELF INSURANCE FUND	7.00	7.00	7.00	7.00	8.00	1.00
TOTAL ALL FUNDS	1,146.70	1,139.55	1,158.90	1,193.40	1,209.90	16.50

¹ Finance and Procurement and Municipal Court were part of the Administrative Services Department until its dissolution. Both divisions transferred to the City Manager's Office in FY 2016-17.

² Facilities Services was part of the Information Technology Department during FY 2013-14. It was transferred to the City Manager's Office for FY 2014-15 and FY 2015-16. In FY 2016-17, Facilities Services was transferred to the Human Resources Department.

³ The Administrative Services Department has been dissolved and its divisions were assigned to other departments for FY 2016-17.

⁴ The Library was part of the Community Development Department for FY 2013-14. It transferred to the City Manager's Office for FY 2014-15 and FY 2015-16, then moved back to Community Development for FY 2016-17.

⁵ Parks Operations positions broken out for information purposes only. Public Works Fund total includes Parks Operations positions through FY 2014-15. The division was transferred to the General Fund for FY 2015-16.

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Adopted Amount
DEPARTMENT: CITY MANAGER		DIVISION: MUNICIPAL COURT				
K11	Municipal Judge	1.00	117,180	1.00	1.00	119,520
B28	Court Administrator	1.00	94,500	1.00	1.00	98,350
A19	Administrative Analyst I	1.00	56,080	1.00	1.00	57,630
A16	Court Operations Specialist, Sr.	5.00	245,300	5.00	5.00	251,350
A14	Court Operations Specialist ¹	6.00	262,960	6.00	6.00	269,870
DIVISION TOTAL		14.00	776,020	14.00	14.00	796,720
DEPARTMENT: CITY MANAGER		DIVISION: CITY MANAGER'S OFFICE				
J05	City Manager	1.00	216,070	1.00	1.00	221,350
K05	Deputy City Manager	1.00	146,430	1.00	1.00	156,830
B27	Policy Analyst, Senior	1.00	89,850	1.00	1.00	93,460
B27	Manager, Communications & Engagement	1.00	87,680	1.00	1.00	78,760
B25	Management Analyst II	1.00	81,870	1.00	1.00	84,560
B17	Executive Assistant	2.00	100,840	2.00	2.00	104,060
DIVISION TOTAL		7.00	722,740	7.00	7.00	739,020
DEPARTMENT: CITY MANAGER		DIVISION: BUDGET OFFICE				
B30	Manager, Financial Services ¹	1.00	104,190	1.00	1.00	108,490
B27	Fiscal Analyst, Senior	1.00	89,850	1.00	1.00	92,920
B25	Management Analyst II	1.00	67,380	1.00	1.00	76,110
B23	Management Analyst I	-	-	1.00	1.00	64,080
B21	Administrative Analyst III ²	1.00	59,990	-	-	-
DIVISION TOTAL		4.00	321,410	4.00	4.00	341,600
¹ 1.0 FTE retitled from Budget Officer during FY 16-17						
² 1.0 FTE reclassified to Management Analyst I for FY 17-18						
DEPARTMENT: CITY MANAGER		DIVISION: PURCHASING				
B27	Manager, Contracts and Procurement	1.00	72,780	1.00	1.00	90,350
B23	Procurement Analyst	1.00	74,560	1.00	1.00	63,260
A21	Buyer	1.00	54,680	1.00	1.00	53,860
A14	Buyer Assistant ¹	1.00	38,770	-	-	-
DIVISION TOTAL		4.00	240,790	3.00	3.00	207,470
¹ 1.0 FTE eliminated for FY 2017-18						

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Amount
DEPARTMENT: CITY MANAGER		DIVISION: FINANCE				
B32	Financial Svcs Admin ¹	1.00	114,880	-	-	-
B30	Manager, Financial Services	-	-	2.00	2.00	198,990
B28	Chief Accountant ¹	1.00	94,510	-	-	-
B27	Senior Fiscal Analyst ²	1.00	81,870	-	-	-
B24	Supvsr, Financial ³	3.00	234,400	3.00	3.00	245,880
B23	Management Analyst I	-	-	1.00	1.00	74,540
B18	Payroll Specialist	3.00	168,310	3.00	3.00	177,940
A30	Accountant II	3.00	215,360	3.00	3.00	221,310
A23	Accountant ⁴	4.00	264,090	3.00	3.00	199,830
A19	Administrative Analyst I	1.00	46,100	1.00	1.00	51,200
A14	Accounting Assistant	5.00	220,300	5.00	5.00	229,700
A14	Cashier	4.00	170,880	4.00	4.00	171,620
DIVISION TOTAL		26.00	1,610,700	25.00	25.00	1,571,010

¹ 1.0 FTE reclassified to Manager, Financial Services during FY 16-17

² 1.0 FTE reclassified to Management Analyst I during FY 16-17

³ 3.0 FTE retitled from Supvsr, Accounting II during FY 16-17

⁴ 1.0 FTE transferred to Information Technology during FY 16-17

DEPARTMENT: HUMAN RESOURCES

K09	Director, Human Resources	1.00	131,570	1.00	1.00	140,900
B25	Human Resources Analyst, Sr ¹	3.00	249,870	4.00	4.00	347,980
B23	Management Analyst I	1.00	74,560	1.00	1.00	78,840
B21	Supervisor I ²	1.00	58,750	1.00	1.00	66,340
B19	Human Resources Specialist	1.00	61,120	2.00	2.00	117,970
B16	Human Resources Assistant ³	1.00	53,160	-	-	-
DEPARTMENT TOTAL		8.00	629,030	9.00	9.00	752,030

¹ 1.0 FTE added for FY 17-18

² 1.0 FTE retitled from Administrative Analyst III for FY 17-18

³ 1.0 FTE reclassified to Human Resources Specialist during FY 16-17

DEPARTMENT: HUMAN RESOURCES

DIVISION: FACILITIES SERVICES

B27	Manager, Facilities & Comm	1.00	89,850	1.00	1.00	91,890
B24	Supvsr, GS Operations	2.00	151,320	2.00	2.00	160,170
B21	Supervisor I ¹	1.00	67,630	1.00	1.00	69,400
A25	Facility Project Leader ²	4.00	286,240	3.00	3.00	221,310
A22	Facility HVAC Tech	2.00	121,650	2.00	2.00	127,700
A21	Facility Maintenance Tech	2.00	118,930	2.00	2.00	119,960
A19	Project Leader 1	-	-	1.00	1.00	48,270
A15	Facility Maintenance II	4.00	191,430	4.00	4.00	196,690
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
A12	Facility Maintenance I	2.00	81,280	2.00	2.00	84,970
A11	Custodial Worker II	3.00	122,380	3.00	3.00	122,090
A09	Custodial Worker I	5.00	186,670	5.00	5.00	193,890
DIVISION TOTAL		27.00	1,463,480	27.00	27.00	1,483,720

¹ 1.0 FTE retitled from Administrative Analyst III for FY 17-18

² 1.0 FTE reclassified to Project Leader 1 during FY 16-17

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Amount
DEPARTMENT: LEGAL		DIVISION: ATTORNEY				
K01	City Attorney	1.00	148,500	1.00	1.00	159,040
B32	Deputy City Attorney	1.00	117,180	1.00	1.00	123,070
W01	Assistant City Attorney II	6.00	616,690	6.00	6.00	632,810
B25	Management Analyst II ¹	-	-	1.00	1.00	76,110
B21	Supvsr, Legal Office ²	1.00	67,630	-	-	-
B19	Legal Assistant	3.00	178,130	4.00	4.00	238,260
A22	Administrative Analyst II ¹	-	-	1.00	1.00	54,020
A14	Staff Assistant I	1.00	43,620	1.00	1.00	47,380
DIVISION TOTAL		13.00	1,171,750	15.00	15.00	1,330,690

¹ Transferred from Recorder Division for FY 17-18

² 1.0 FTE reclassified to Legal Assistant during FY 16-17

DEPARTMENT: LEGAL		DIVISION: RECORDER				
B23	City Recorder ^{1,2}	1.00	69,960	-	-	-
B19	Deputy City Recorder ^{2,3}	1.00	46,100	-	-	-
DIVISION TOTAL		2.00	116,060	-	-	-

¹ 1.0 FTE reclassified to Management Analyst II during FY 16-17

² Transferred to Attorney Division for FY 17-18

³ 1.0 FTE reclassified to Administrative Analyst II during FY 16-17

DEPARTMENT: PUBLIC WORKS		DIVISION: RECREATION SERVICES				
B24	Supvsr, Recreation	2.00	156,270	2.00	2.00	162,340
B21	Recreation Coordinator	1.00	67,630	1.00	1.00	71,560
B17	Recreation Specialist	4.00	214,960	4.00	4.00	216,840
A22	Program Coordinator	1.00	63,410	1.00	1.00	65,170
A14	Staff Assistant I	1.70	78,370	1.70	1.70	80,540
A09	Custodial Worker I	1.00	38,080	1.00	1.00	39,130
DIVISION TOTAL		10.70	618,720	10.70	10.70	635,580

DEPARTMENT: PUBLIC WORKS		DIVISION: PARKS OPERATIONS				
B29	Supt, Parks ¹	1.00	99,140	-	-	-
B27	Manager, Section	-	-	1.00	1.00	74,540
B24	Urban Forester	1.00	78,130	1.00	1.00	81,510
B23	Supvsr, Parks Operations	2.00	149,130	2.00	2.00	151,250
B21	Administrative Analyst III ²	1.00	67,630	-	-	-
A22	Program Coordinator	1.00	63,410	1.00	1.00	65,170
A22	Park Ranger ³	0.50	31,710	-	-	-
A19	Parks Project Coordinator ⁴	7.00	379,110	8.00	8.00	437,620
A16	Tree Trimmer	4.00	196,900	4.00	4.00	204,480
A15	Parks Maint Operator	17.00	785,260	17.00	17.00	799,640
A14	Code Enforcement Officer I ⁵	-	-	1.00	1.00	39,840
A09	Laborer	4.00	131,790	4.00	4.00	137,270
DIVISION TOTAL		38.50	1,982,210	39.00	39.00	1,991,320

¹ 1.0 FTE reclassified to Manager, Section during FY 16-17

² 1.0 transferred to Public Works Administration for FY 17-18

³ Reclassified to Code Enforcement Officer 1 and added .25 FTE during FY 16-17

⁴ 1.0 FTE added for FY 17-18

⁵ .25 FTE added for FY 17-18

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Amount
DEPARTMENT: COMMUNITY DEVELOPMENT		DIVISION: ADMINISTRATION				
K02	Director, Community Development	1.00	130,320	1.00	1.00	139,560
B25	Management Analyst II	1.00	81,870	1.00	1.00	84,560
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
A12	Office Assistant	1.00	42,510	1.00	1.00	43,680
DIVISION TOTAL		4.00	300,800	4.00	4.00	315,180
DEPARTMENT: COMMUNITY DEVELOPMENT		DIVISION: PLANNING				
B31	Urban Planning Administrator	1.00	107,390	1.00	1.00	113,550
A28	Planner III	3.00	243,420	3.00	3.00	250,120
A24	Planner II	6.00	398,430	6.00	6.00	424,570
A24	GIS Analyst	1.00	68,860	1.00	1.00	70,760
A14	Staff Assistant I	2.00	90,270	2.00	2.00	94,750
DIVISION TOTAL		13.00	908,370	13.00	13.00	953,750
DEPARTMENT: COMMUNITY DEVELOPMENT		DIVISION: NEIGHBORHOOD ENHANCEMENT				
B27	Compliance Services Administrator	1.00	89,850	1.00	1.00	92,920
B23	Supvsr, Code Compliance	1.00	74,570	1.00	1.00	77,720
B21	Recreation Coordinator	1.00	67,630	1.00	1.00	69,410
A22	Code Enforcement Officer 2	6.00	370,200	6.00	6.00	366,660
A22	Program Coordinator	1.00	63,410	1.00	1.00	65,170
A18	Community Svcs Liaison II ¹	1.20	57,990	1.20	1.20	62,890
A14	Code Enforcement Officer 1	2.00	84,880	2.00	2.00	87,600
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
DIVISION TOTAL		14.20	854,630	14.20	14.20	869,750
¹ Retitled from Community Svcs Counselor II during FY 16-17						
DEPARTMENT: COMMUNITY DEVELOPMENT		DIVISION: LIBRARY				
B31	Manager, Library Services	1.00	100,500	1.00	1.00	112,420
B25	Management Analyst II	1.00	80,000	1.00	1.00	84,780
B24	Librarian, Division	3.00	219,020	3.00	3.00	239,630
B23	Supvsr, Circulation	1.00	74,560	1.00	1.00	78,280
A25	Dept Tech Support Analyst I ¹	1.00	71,790	-	-	-
A24	Librarian, Sr	5.50	378,740	6.50	6.50	441,000
A21	Librarian	3.75	212,900	3.75	3.75	216,450
A17	Library Associate ²	6.00	300,010	5.00	5.00	258,770
A15	Library Assistant III ³	6.10	269,320	5.95	5.95	278,450
A14	Staff Assistant I	2.00	78,630	2.00	2.00	87,570
A12	Library Assistant II	5.00	199,800	5.00	5.00	217,190
A09	Custodial Worker I	1.00	38,090	1.00	1.00	39,130
A08	Library Assistant I	7.35	269,430	7.50	7.50	278,610
A04	Security Officer	1.00	28,120	1.00	1.00	31,590
DIVISION TOTAL		44.70	2,320,910	43.70	43.70	2,363,870

¹ 1.0 FTE reclassified to Dept Tech Support Analyst II during FY 16-17 and transferred to Information Technology for FY 17-18

² 1.0 FTE reclassified to Librarian, Sr during FY 16-17

³ .15 FTE reclassified to Library Assistant I during FY 16-17

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Amount
DEPARTMENT: POLICE		1.00				
K04	Police Chief	1.00	146,450	1.00	1.00	151,490
B19	Supvsr, Office	1.00	61,120	1.00	1.00	63,890
A12	Office Assistant	1.00	38,560	1.00	1.00	41,060
DIVISION TOTAL		3.00	246,130	3.00	3.00	256,440

DEPARTMENT: POLICE		DIVISION: SUPPORT				
F04	Deputy Police Chief	1.00	123,260	1.00	1.00	130,060
F03	Lieutenant	1.00	106,390	1.00	1.00	115,130
F01	Sergeant ^{1,2}	3.00	277,310	3.00	3.00	289,960
E12	Police Officer ¹	2.00	148,850	3.00	3.00	231,080
B27	Manager, Customer Svc & Records ³	1.00	89,520	2.00	2.00	177,920
B25	Budget Analyst	1.00	81,870	1.00	1.00	83,920
B23	Management Analyst I ¹	-	-	1.00	1.00	79,410
B21	Supvsr, Police Records Shift	3.00	195,930	3.00	3.00	202,870
B17	Human Resources Tech	1.00	55,610	1.00	1.00	57,710
A34	Dept Tech Support Analyst II	1.00	78,860	1.00	1.00	83,380
A22	Crime Analyst	1.00	63,400	1.00	1.00	65,170
A22	Program Coordinator ¹	-	-	1.00	1.00	65,170
A21	Buyer	1.00	60,460	1.00	1.00	62,540
A16	Police Evidence & Property Tech ⁴	3.00	137,950	4.00	4.00	187,520
A16	Police Records Technician	14.00	666,100	14.00	14.00	691,870
A15	Facility Maintenance II ¹	-	-	1.00	1.00	42,470
A14	Staff Assistant I	1.00	39,250	1.00	1.00	41,800
DIVISION TOTAL		34.00	2,124,760	40.00	40.00	2,607,980

¹ 1.0 FTE transferred from the Investigations Division during FY 16-17

⁴ 1.0 FTE added for FY 17-18

² 1.0 FTE transferred from the Patrol Division during FY 16-17

³ 1.0 FTE added as a supervisor for evidence and property for FY 17-18

DEPARTMENT: POLICE		DIVISION: INVESTIGATIONS				
F04	Deputy Police Chief	1.00	123,260	1.00	1.00	126,680
F03	Lieutenant ¹	3.00	319,150	2.00	2.00	225,630
F01	Sergeant ^{2,3}	7.00	647,050	4.00	4.00	383,080
E24	Police Lab Technician	2.00	177,410	2.00	2.00	164,510
E16	Corporal ¹	4.00	312,490	3.00	3.00	224,940
E12	Police Officer ^{2,4}	36.00	2,675,410	24.00	24.00	1,844,760
B23	Management Analyst I ²	1.00	74,560	-	-	-
B14	Staff Assistant II	1.00	46,100	1.00	1.00	47,380
A22	Program Coordinator ²	1.00	63,410	-	-	-
A15	Facility Maintenance II ²	1.00	40,190	-	-	-
A16	Police Records Technician	1.00	49,820	1.00	1.00	51,200
DIVISION TOTAL		58.00	4,528,850	38.00	38.00	3,068,180

¹ 1.0 FTE transferred to the Patrol Division during FY 16-17

² 1.0 FTE transferred to the Support Division during FY 16-17

³ 2.0 FTE transferred to the Patrol Division during FY 16-17

⁴ 11.0 FTE transferred to the Patrol Division during FY 16-17

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Amount
DEPARTMENT: POLICE		DIVISION: PATROL				
F04	Deputy Police Chief	1.00	120,340	1.00	1.00	123,610
F03	Lieutenant ¹	4.00	422,950	5.00	5.00	574,410
F01	Sergeant ^{2,3}	14.00	1,291,850	17.00	17.00	1,624,130
E16	Corporal ¹	14.00	1,088,930	15.00	15.00	1,191,640
E12	Police Officer ^{4,5}	97.00	6,810,110	109.00	109.00	7,907,870
A22	Program Coordinator	1.00	63,410	1.00	1.00	65,170
A17	Telephone Report Specialist, Sr	1.00	51,860	1.00	1.00	53,290
A15	Telephone Report Specialist	2.00	85,260	2.00	2.00	90,080
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
DIVISION TOTAL		135.00	9,980,810	152.00	152.00	11,677,580
¹ 1.0 FTE transferred from the Investigations Division during FY 16-17 ² 2.0 FTE transferred from the Investigations Division during FY 16-17 ³ 1.0 FTE transferred from the Support Division during FY 16-17 ⁴ 11.0 FTE transferred from the Investigations Division during FY 16-17 ⁵ 1.0 FTE added during FY 16-17						
DEPARTMENT: FIRE		DIVISION: ADMINISTRATION				
K10	Fire Chief	1.00	146,460	1.00	1.00	151,480
B25	Management Analyst II	1.00	81,870	1.00	1.00	84,130
B23	Management Analyst I	1.00	73,740	2.00	2.00	147,980
A22	Administrative Analyst II ¹	1.00	63,410	-	-	-
A15	Records Specialist ²	1.00	47,860	-	-	-
A14	Staff Assistant I	1.00	38,930	2.00	2.00	84,760
DIVISION TOTAL		6.00	452,270	6.00	6.00	468,350
¹ 1.0 FTE reclassified to Management Analyst I for FY 17-18 ² 1.0 FTE reclassified to Staff Assistant I during FY 16-17						
DEPARTMENT: FIRE		DIVISION: EMERGENCY OPERATIONS				
D10	Asst Fire Chief of Operations	1.00	123,510	1.00	1.00	127,260
D07	Deputy Fire Chief	1.00	119,980	1.00	1.00	126,140
C04	Battalion Chief	7.00	740,850	7.00	7.00	793,350
C99	Training Officer	1.00	100,310	1.00	1.00	105,860
C50	Fire Apparatus Operator	39.00	2,980,910	39.00	39.00	3,218,360
C10	Firefighter-Medic	63.00	4,189,720	63.00	63.00	4,753,670
C09	Fire Captain	39.00	3,624,800	39.00	39.00	3,857,920
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
DIVISION TOTAL		152.00	11,926,180	152.00	152.00	13,029,940
DEPARTMENT: FIRE		DIVISION: FIRE AND LIFE SAFETY (PREVENTION SERVICES)				
D07	Deputy Fire Chief	1.00	117,140	1.00	1.00	125,200
C93	Deputy Fire Marshall	4.00	350,950	4.00	5.00	450,420
B26	Manager, Emergency Preparedness	1.00	85,500	1.00	1.00	87,610
DIVISION TOTAL		6.00	553,590	6.00	7.00	663,230

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE Amount	
DEPARTMENT: INFORMATION TECHNOLOGY						
K06	Director, Information Technology	1.00	139,480	1.00	1.00	142,270
B32	Manager, IT Division	1.00	108,590	1.00	1.00	114,400
B31	Manager, Systems Programming	1.00	109,390	1.00	1.00	114,110
B28	Manager, GIS	1.00	94,500	1.00	1.00	99,070
B27	Manager, Project	1.00	89,850	1.00	1.00	92,140
A40	Solutions Architect	1.00	99,000	1.00	1.00	102,560
A39	IT Programmer Analyst ^{1,2}	6.00	528,710	6.00	6.00	542,450
A38	Oracle Database Admin	2.00	192,610	2.00	2.00	202,520
A38	Oracle Programmer Analyst, Lead	1.00	102,500	1.00	1.00	105,320
A38	Systems Analyst, Lead	1.00	102,500	1.00	1.00	105,320
A37	IT GIS Programmer Analyst, Lead	1.00	97,660	1.00	1.00	100,350
A37	IT Programmer Analyst, Lead	1.00	97,660	1.00	1.00	100,350
A37	Oracle Programmer Analyst	2.00	180,450	2.00	2.00	186,690
A37	System Analyst, Sr	1.00	97,660	1.00	1.00	100,350
A36	Network Analyst, Sr	2.00	177,960	2.00	2.00	185,280
A35	IT GIS Programmer Analyst	2.00	176,090	2.00	2.00	181,240
A35	Network Analyst	2.00	164,870	2.00	2.00	174,510
A35	Network Technician, Lead	1.00	87,890	1.00	1.00	90,620
A35	Telecommunications Analyst	1.00	88,200	1.00	1.00	90,620
A34	Department Tech Support Analyst II ^{3,4}	1.00	73,990	3.00	2.00	228,070
A34	Web Developer	1.00	67,440	1.00	1.00	72,260
A33	Network Technician ⁵	5.00	324,410	6.00	6.00	405,380
A29	Enterprise Business Systems Analyst ⁶	2.00	156,500	4.00	4.00	321,580
A24	GIS Analyst	1.00	63,020	1.00	1.00	59,160
A22	Administrative Analyst II	-	-	1.00	1.00	65,170
A22	GIS Technician	1.00	63,410	1.00	1.00	65,170
A19	Administrative Analyst I ⁷	1.00	56,080	-	-	-
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
DIVISION TOTAL		42.00	3,586,520	47.00	47.00	4,094,340

¹ 1.0 FTE reclassified to Enterprise Business Systems Analyst during FY 16-17

² 1.0 FTE added for FY 17-18

³ 1.0 FTE transferred from the Library for FY 17-18

⁴ 1.0 FTE transferred from the Wastewater Treatment Division and reclassified to Dept Tech Support Analyst II for FY 17-18

⁵ 1.0 FTE added for FY 16-17

⁶ 1.0 FTE transferred from Finance and reclassified to Enterprise Business Systems Analyst for FY 17-18

⁷ 1.0 FTE reclassified to Administrative Analyst II during FY 16-17

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE Amount	
DEPARTMENT: URBAN DEVELOPMENT		DIVISION: URBAN DEVELOPMENT SERVICES				
K07	Urban Development Director	1.00	116,220	1.00	1.00	124,460
B30	Manager, Economic Dev	1.00	101,670	1.00	1.00	107,620
B30	Manager, Real Property Services	1.00	104,190	1.00	1.00	107,180
B28	Manager, Downtown Revitalization	1.00	94,500	1.00	1.00	97,860
B27	Manager, Project	2.00	179,690	3.00	3.00	269,620
B27	Manager, Federal Programs	1.00	89,850	1.00	1.00	92,390
B26	Supvsr, Financial Services	1.00	85,510	1.00	1.00	89,240
B25	Management Analyst II ¹	1.00	81,870	-	-	-
B24	Project Coordinator	2.50	190,670	2.50	2.50	190,640
B24	Manager, UD Public Information	1.00	78,130	1.00	1.00	80,390
B23	Management Analyst I	-	-	1.00	1.00	69,260
B21	Administrative Analyst III ²	1.00	67,630	-	-	-
B21	Supervisor I	-	-	1.00	1.00	65,170
B19	Supvsr, Office ³	1.00	61,120	-	-	-
A27	Real Property Services Specialist	1.00	77,650	1.00	1.00	79,780
A22	Relocation/Real Estate Title Spec.	1.00	63,410	1.00	1.00	54,350
A14	Accounting Assistant	1.00	46,100	1.00	1.00	40,440
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
A12	Office Assistant	1.00	42,270	1.00	1.00	43,680
DIVISION TOTAL		19.50	1,526,580	19.50	19.50	1,559,460

¹ 1.0 FTE reclassified to Manager, Project during FY 16-17

² 1.0 FTE reclassified to Management Analyst I for FY 16-17

³ 1.0 FTE reclassified to Supervisor I for FY 16-17

DEPARTMENT: URBAN DEVELOPMENT		DIVISION: PARKING SERVICES				
B23	Supvsr, Parking and Security Ops	1.00	60,220	1.00	1.00	63,830
A14	Enforcement Officer, Lead ¹	1.00	46,100	1.00	1.00	47,380
A12	Parking Enforcement Officer ²	11.00	419,540	11.00	11.00	434,780
DIVISION TOTAL		13.00	525,860	13.00	13.00	545,990

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE Amount	
DEPARTMENT: PUBLIC WORKS		DIVISION: TRANSPORTATION				
B27	Manager, Transportation Planning	1.00	89,850	1.00	1.00	94,420
B42	Engineer 4	1.00	105,110	1.00	1.00	109,410
B41	Engineer 3	2.00	200,360	2.00	2.00	209,090
B27	Engineer 2	1.00	89,850	1.00	1.00	93,170
B25	Supvsr, PW Services	2.00	163,740	2.00	2.00	171,260
B24	Supvsr, PW Field	3.00	203,820	3.00	3.00	217,980
B23	Management Analyst I ¹	1.00	74,560	-	-	-
A28	Planner III	1.00	76,150	1.00	1.00	79,780
A27	Electrician II	1.00	77,650	1.00	1.00	79,780
A25	Electrician I	3.00	208,970	3.00	3.00	207,800
A22	Traffic Technician, Sr	1.00	63,410	1.00	1.00	65,170
A20	Traffic Technician	1.00	58,230	1.00	1.00	59,840
A19	Administrative Analyst I	-	-	1.00	1.00	53,130
A19	PW Project Leader ²	5.00	280,420	5.00	5.00	286,520
A17	PW Crew Leader	5.00	253,020	5.00	5.00	244,390
A16	PW Maintenance Operator II	10.00	475,970	10.00	10.00	484,070
A15	Engineer Tech I ³	1.00	47,860	-	-	-
A15	PW Signs and Markings Worker ⁴	4.00	188,770	5.00	5.00	233,670
A14	PW Maint Operator I	10.00	429,700	10.00	10.00	442,350
DIVISION TOTAL		53.00	3,087,440	53.00	53.00	3,131,830
¹ 1.0 FTE transferred to PW Administration for FY 17-18 ² Retitled to Project Leader I during FY 16-17 ³ 1.0 FTE reclassified to Administrative Analyst I during FY 16-17 ⁴ 1.0 FTE added for FY 17-18						
DEPARTMENT: URBAN DEVELOPMENT		DIVISION: AIRPORT				
B29	Manager, Airport	1.00	99,140	1.00	1.00	103,420
A22	Administrative Analyst II	1.00	63,410	1.00	1.00	65,170
A15	Airport Maintenance Operator	2.00	95,720	2.00	2.00	98,340
DIVISION TOTAL		4.00	258,270	4.00	4.00	266,930

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Adopted Amount
DEPARTMENT: COMMUNITY DEVELOPMENT		DIVISION: BUILDING AND SAFETY				
B31	Building & Safety Administrator	1.00	109,390	1.00	1.00	113,550
B42	Engineer 4	1.00	105,110	1.00	1.00	91,290
B27	Manager, Section	-	-	1.00	1.00	83,020
B24	Project Coordinator	1.00	78,130	1.00	1.00	79,930
B21	Administrative Analyst III ¹	1.00	69,060	-	-	-
A28	Bldg Inspector, Senior	4.00	324,560	4.00	4.00	333,500
A27	Comml. Electrical Inspector 3	1.00	77,650	1.00	1.00	79,780
A27	Comml Plumbing Inspector 3	1.00	77,650	1.00	1.00	79,780
A27	Plans Examiner II ²	3.00	218,720	4.00	4.00	288,180
A25	Comb Struct/Mech Inspector 2 ²	1.00	70,320	2.00	2.00	136,300
A25	Comml. Mech Inspector 2	1.00	71,790	1.00	1.00	73,770
A19	Administrative Analyst I	1.00	51,870	1.00	1.00	55,420
A17	Permit Technician	2.00	101,230	2.00	2.00	106,570
A15	Permit Specialist	5.00	228,220	5.00	5.00	215,480
DIVISION TOTAL		23.00	1,583,700	25.00	25.00	1,736,570

¹ 1.0 FTE reclassified to Manager, Section during FY 16-17

² 1.0 FTE added for FY 17-18

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Amount
DEPARTMENT: PUBLIC WORKS UTILITY		DIVISION: ADMINISTRATION				
K03	Director, Public Works	1.00	146,430	1.00	1.00	156,830
B44	Asst Director of Public Works	1.00	121,790	1.00	1.00	128,540
B32	Manager, Transp/Develop Services ¹	1.00	112,140	-	-	-
B31	Manager, Division	-	-	1.00	1.00	121,560
B43	Engineer 5	2.00	195,920	2.00	2.00	203,710
B42	Engineer 4	1.00	105,110	1.00	1.00	111,250
B27	Engineer 2	1.00	89,850	1.00	1.00	93,920
B27	Manager, Section ²	1.00	81,870	1.00	1.00	74,220
B25	Budget Analyst ³	1.00	81,870	1.00	1.00	91,640
B25	Management Analyst II	2.00	163,740	2.00	2.00	171,450
B24	Natural Resource Specialist ⁴	1.00	78,130	1.00	-	-
B24	Project Coordinator	2.00	153,930	2.00	2.00	153,760
B23	Management Analyst I ^{5,6}	1.00	70,990	3.00	3.00	237,630
B21	Supervisor I ⁷	-	-	4.00	4.00	256,450
B21	Administrative Analyst III ⁸	1.00	67,630	-	-	-
B19	Supvsr, Office ⁹	2.00	86,870	-	-	-
B17	Executive Assistant	1.00	50,430	1.00	1.00	56,140
A28	Planner III	-	-	-	1.00	80,390
A22	Administrative Analyst II	1.00	63,410	1.00	1.00	65,170
A22	Program Coordinator	4.00	228,060	4.00	4.00	238,210
A21	Buyer	1.00	60,870	1.00	1.00	62,540
A17	Permit Technician	1.00	45,210	1.00	1.00	52,480
A16	Desktop Publishing Specialist	2.00	96,800	2.00	2.00	90,840
A15	Permit Specialist ¹⁰	1.00	47,850	1.00	-	-
A14	Staff Assistant I	9.00	406,590	9.00	11.00	499,670
A12	Office Assistant ¹⁰	4.00	170,050	4.00	3.00	131,040
DIVISION TOTAL		42.00	2,725,540	45.00	45.00	3,077,440

¹ 1.0 FTE reclassified to Budget Analyst during FY 16-17

² 1.0 FTE retitled from Supvsr, Parks Planning during FY 16-17

³ 1.0 FTE reclassified to Manager, Division during FY 16-17

⁴ 1.0 FTE reclassified to Planner III during FY 16-17

⁵ 1.0 FTE transferred from Transportation Services for FY 16-17

⁶ 1.0 FTE transferred from PW Operations and reclassified from Systems Technician during FY 16-17

⁷ 1.0 FTE transferred from Parks Operations and reclassified from Administrative Analyst III for FY 17-18

⁸ 1.0 FTE reclassified to Supervisor I for FY 17-18

⁹ 2.0 FTE reclassified to Supervisor I for FY 17-18

¹⁰ 1.0 FTE reclassified to Staff Assistant I during FY 16-17

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE Amount	
DEPARTMENT: PUBLIC WORKS UTILITY		DIVISION: ENGINEERING				
B44	City Engineer	1.00	121,790	1.00	1.00	124,670
B43	Engineer 5	3.00	331,240	3.00	3.00	348,460
B42	Engineer 4	7.00	711,720	7.00	7.00	721,050
B41	Engineer 3	7.00	645,640	7.00	7.00	701,360
B27	Engineer 2	6.00	534,470	6.00	6.00	558,100
B26	Engineer 1	4.00	314,410	4.00	4.00	317,890
B25	Management Analyst II	1.00	81,870	1.00	1.00	83,920
B23	Supvsr, Inspection	1.00	74,560	1.00	1.00	78,570
B23	Management Analyst I	1.00	74,560	1.00	1.00	78,010
A24	Civil Engineer Assistant ¹	2.00	137,070	3.00	3.00	204,060
A24	GIS Analyst	1.00	62,140	1.00	1.00	67,430
A23	PW Development & Inspec. Spec	6.00	373,490	6.00	6.00	396,430
A22	GIS Engineering Technician	2.00	118,420	2.00	2.00	113,640
A22	CADD Technician	3.00	190,240	3.00	3.00	195,500
A22	Program Coordinator	2.00	120,080	2.00	2.00	125,730
A21	Engr Tech III	1.00	60,870	1.00	1.00	62,540
A14	Staff Assistant I	3.00	132,670	3.00	3.00	134,870
DIVISION TOTAL		51.00	4,085,240	52.00	52.00	4,312,230

¹ 1.0 FTE added for FY 17-18

DEPARTMENT: PUBLIC WORKS UTILITY		DIVISION: WASTEWATER TREATMENT				
B31	Manager, WWTP Svc	1.00	109,390	1.00	1.00	113,840
B27	Manager, WWTP Oper and Maint	1.00	89,850	1.00	1.00	93,170
B27	Supvsr, Laboratory	1.00	89,850	1.00	1.00	93,170
B25	Supvsr, WW Instruments/Electrical	1.00	81,870	1.00	1.00	84,980
B23	Supvsr, WTP Mechanical	1.00	74,560	1.00	1.00	79,120
B23	Supvsr, Residuals	1.00	59,650	1.00	1.00	63,460
B23	Supvsr, WTP Shift	3.00	221,900	3.00	3.00	230,910
B21	Administrative Analyst III ¹	1.00	67,630	-	-	-
B21	Supervisor I	-	-	1.00	1.00	63,910
A34	Dept Tech Support Analyst II	1.00	81,140	1.00	1.00	83,370
A27	Electrician 2	1.00	77,650	1.00	1.00	79,780
A26	Instrument Technician	3.00	223,940	3.00	3.00	230,080
A25	Dept Tech Support Analyst I ²	1.00	71,790	-	-	-
A25	Electrician 1	2.00	140,430	2.00	2.00	147,310
A23	WTP Technician II	2.00	132,050	2.00	2.00	135,680
A23	WTP Operator 3	6.00	389,070	6.00	6.00	404,360
A22	Laboratory Technician II ³	4.00	241,280	3.00	3.00	193,570
A21	WTP Technician I	3.00	182,590	3.00	3.00	178,600
A21	WTP Operator 2	15.00	837,960	15.00	15.00	859,990
A19	Laboratory Technician I	3.00	163,560	4.00	4.00	215,590
A18	WTP Operator 1	2.00	107,870	2.00	2.00	110,830
A15	PW Facility Maintenance Operator	1.00	44,030	1.00	1.00	47,090
DIVISION TOTAL		54.00	3,488,060	53.00	53.00	3,508,810

¹ 1.0 FTE retitled to Supervisor I for FY 17-18

² 1.0 FTE transferred to Information Technology during FY 16-17

³ 1.0 FTE reclassified to Laboratory Technician I for FY 17-18

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE Amount	
DEPARTMENT: PUBLIC WORKS UTILITY		DIVISION: OPERATIONS				
B44	Manager, PW Operations Services	1.00	121,790	1.00	1.00	126,810
B31	Manager, Division	-	-	1.00	1.00	87,220
B30	Manager, Water Services	1.00	104,190	1.00	1.00	106,720
B29	Manager, WW Collections System ¹	1.00	99,140	-	-	-
B28	Manager, Water Res Program	1.00	94,500	1.00	1.00	96,650
B27	Manager, Customer Service and Records	1.00	89,850	1.00	1.00	92,140
B26	Supvsr, Water Quality and Treatment	1.00	85,510	1.00	1.00	87,470
B25	Supvsr, Stormwater Quality	1.00	81,870	1.00	1.00	83,710
B25	Supvsr, PW Services	1.00	81,870	1.00	1.00	85,190
B24	Supvsr, Operations & Maintenance	1.00	78,130	1.00	1.00	82,180
B24	Supvsr, PW Field ²	10.00	748,880	9.00	9.00	687,810
B23	Management Analyst I	2.00	149,130	2.00	2.00	155,450
B23	Supvsr, Customer Service	1.00	74,560	1.00	1.00	77,440
B21	Natural Res Outreach Specialist	1.00	67,630	1.00	1.00	71,560
B21	Supvsr, PW Dispatch Cntr	1.00	54,380	1.00	1.00	57,500
A34	Dept Tech Support Analyst II	1.00	81,140	1.00	1.00	83,370
A26	Instrument Technician	2.00	149,290	2.00	2.00	153,380
A24	GIS Analyst	1.00	64,520	2.00	2.00	127,800
A24	Environmental Compliance Specialist	5.00	344,310	5.00	5.00	342,030
A23	Flow Monitoring Analyst	3.00	198,070	3.00	3.00	203,520
A23	PW Develop. & Inspec. Specialist	2.00	126,080	2.00	2.00	132,200
A23	Systems Technician ³	5.00	319,100	4.00	4.00	271,360
A22	Program Coordinator	2.00	113,820	2.00	2.00	116,990
A22	Natural Infrastructure Specialist	1.00	52,900	1.00	1.00	63,240
A21	Engineering Technical III	1.00	54,680	1.00	1.00	58,390
A21	Flow Monitoring Technician	3.00	174,150	3.00	3.00	181,080
A21	Water Treatment Operator	4.00	225,870	4.00	4.00	242,590
A19	Engineering Technician II ⁴	3.00	159,150	2.00	2.00	115,260
A19	Project Leader I ⁵	3.00	163,010	3.00	3.00	169,110
A18	Environmental Compliance Tech.	1.00	53,930	1.00	1.00	55,420
A18	Water Quality Technician	2.00	99,140	2.00	2.00	101,860
A17	PW Crew Leader ⁶	28.00	1,423,380	30.00	30.00	1,545,960
A16	Customer Service Rep 2	10.50	512,190	10.50	10.50	525,480
A16	Flow Monitoring Operator	2.00	99,640	2.00	2.00	94,500
A16	PW Maintenance Operator II	16.00	766,600	17.00	17.00	838,390
A15	PW Facility Maintenance Operator	1.00	47,860	1.00	1.00	49,170
A14	Clerk Dispatcher	6.30	277,770	6.30	6.30	295,550
A14	Customer Service Rep 1	3.00	138,310	3.00	3.00	142,130
A14	PW Maintenance Operator I ⁷	27.00	1,140,580	28.00	28.00	1,218,110
A09	Laborer ⁷	-	-	1.00	1.00	32,760
DIVISION TOTAL		156.80	8,716,920	159.80	159.80	9,057,500

¹ 1.0 FTE reclassified to Manager, Division during FY 16-17

² 1.0 FTE reclassified to PW Maint Oper II during FY 16-17

³ 1.0 FTE transferred to PW Administration during FY 16-17

⁴ 1.0 FTE reclassified to GIS Analyst during FY 16-17

⁵ Retitled from PW Project Leader during FY 16-17

⁶ 2.0 FTE added for FY 17-18

⁷ 1.0 FTE added for FY 17-18

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		FY 2017-18		
		FTE	Amount	Mgr Rec FTE	Adopted FTE	Adopted Amount
DEPARTMENT: FIRE		DIVISION: EMERGENCY MEDICAL SERVICES				
C99	EMS Coordinator	1.00	100,310	1.00	1.00	105,860
C99	EMS Trainer	1.00	100,310	1.00	1.00	99,870
DIVISION TOTAL		2.00	200,620	2.00	2.00	205,730
DEPARTMENT: POLICE		DIVISION: COMMUNICATIONS & INFORMATION (9-1-1)				
V01	Director, Public Safety Comm	1.00	122,570	1.00	1.00	127,010
V06	Manager, Comm Center Operations	1.00	104,250	1.00	1.00	110,710
V05	Manager, WVCC Project	1.00	94,500	1.00	1.00	96,930
V04	Manager, Comm Center Support Svc	1.00	88,970	1.00	1.00	92,600
U01	Supvsr, Communications Shift	7.00	567,520	7.00	7.00	589,250
Q04	9-1-1 Call Taker	9.00	389,320	9.00	9.00	411,930
Q03	Communications Specialist III	4.00	262,530	4.00	4.00	265,760
Q02	Communications Specialist II	41.00	2,541,790	41.00	41.00	2,567,430
Q01	Communications Specialist I	5.00	254,590	5.00	5.00	269,970
A25	Dept Tech Support Analyst I	1.00	71,790	1.00	1.00	73,770
A22	Administrative Analyst II	1.00	63,410	1.00	1.00	65,170
A19	Administrative Analyst I	1.00	56,080	1.00	1.00	57,630
DIVISION TOTAL		73.00	4,617,320	73.00	73.00	4,728,160
DEPARTMENT: HUMAN RESOURCES		DIVISION: FLEET SERVICES				
B26	Supt., Fleet Warehouse	1.00	85,500	1.00	1.00	87,970
B23	Supvsr, Equip Shop	1.00	74,560	1.00	1.00	77,710
A22	Administrative Analyst II	1.00	60,870	1.00	1.00	65,170
A21	Fleet Services Lead Technician	2.00	121,730	2.00	2.00	125,070
A20	Fleet Services Technician	7.00	391,600	7.00	7.00	406,600
A14	Staff Assistant I	1.00	46,100	1.00	1.00	47,380
A13	Automotive Service Worker	1.00	44,310	1.00	1.00	45,520
A12	Parts & Supply Clerk	2.00	85,030	2.00	2.00	87,360
DIVISION TOTAL		16.00	909,700	16.00	16.00	942,780

ANALYSIS OF POSITIONS AND WAGES

The "Analysis of Positions and Wages" reflects full time equivalent position authority and corresponding salary and wages expense at budget adoption.

Job	Job Name	Adopted FY 2016-17		Mgr Rec FTE	FY 2017-18 Adopted	
		FTE	Amount		FTE	Amount
DEPARTMENT: POLICE		DIVISION: RADIO COMMUNICATIONS				
B23	Supvsr, Radio Communications	1.00	68,860	1.00	1.00	70,760
A24	Communications Analyst	1.00	68,860	1.00	1.00	70,760
A21	Communication Technician II	1.00	60,870	1.00	1.00	62,540
A17	Communications Technician I	1.00	51,870	1.00	1.00	53,290
DIVISION TOTAL		4.00	250,460	4.00	4.00	257,350
DEPARTMENT: INFORMATION TECHNOLOGY		DIVISION: PRINTING & REPROGRAPHICS				
B21	Supervisor I	-	-	1.00	1.00	58,030
A18	Reprographics Coordinator ¹	1.00	53,930	-	-	-
A16	Reprographics Specialist	2.00	99,640	2.00	2.00	102,390
A06	Clerk Messenger	3.00	105,700	3.00	3.00	111,160
DIVISION TOTAL		6.00	259,270	6.00	6.00	271,580
¹ 1.0 FTE reclassified to Supervisor I for FY 17-18						
DEPARTMENT: PUBLIC WORKS		DIVISION: WAREHOUSE SERVICES				
B23	Procurement Analyst	1.00	63,150	1.00	1.00	67,340
A12	Parts & Supply Clerk	2.00	85,020	2.00	2.00	87,360
DIVISION TOTAL		3.00	148,170	3.00	3.00	154,700
DEPARTMENT: HUMAN RESOURCES		DIVISION: SELF INSURANCE - BENEFITS				
B25	Manager, Benefits	1.00	81,870	1.00	1.00	85,630
B16	Human Resources Assistant	1.00	53,160	2.00	2.00	108,540
B15	Staff Assistant II ¹	1.00	50,430	-	-	-
DIVISION TOTAL		3.00	185,460	3.00	3.00	194,170
¹ 1.0 FTE reclassified to Human Resources Asst during FY 16-17						
DEPARTMENT: HUMAN RESOURCES		DIVISION: SELF INSURANCE - RISK MANAGEMENT				
B27	Manager, Risk	1.00	83,130	1.00	1.00	88,780
B23	Management Analyst I ¹	-	-	-	1.00	65,710
B21	Risk Safety Coordinator	2.00	135,880	2.00	2.00	144,970
B16	Human Resources Assistant	1.00	48,410	1.00	1.00	51,680
DIVISION TOTAL		4.00	267,420	4.00	5.00	351,140
¹ 1.0 FTE added for paralegal work for FY 17-18						

Adopted budget. The financial plan adopted by the governing body which forms a basis for appropriations.

Ad valorem tax. A property tax computed as a percentage of the value of taxable property. See *Assessed value*.

Appropriation. Based on an adopted budget, an authorization for spending specific amounts of money for specific purposes during specific periods of time. Presented in a resolution or ordinance adopted by the governing body.

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 percent 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 percent.

Beginning working capital. See *Resources*.

Biennial budget period. A 24-month period beginning July 1 and ending June 30 of the second succeeding year.

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

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the district.

Budget message. An explanation of the budget and local government's financial priorities. Prepared by or under the direction of the executive officer or presiding officer of the governing body.

Budget officer. Person appointed by the governing body to assemble budget material and information, prepare the proposed budget, and oversee the budget process.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings.

District. See *Local government*.

Expenditures. Decrease in net financial resources if accounts are kept on an accrual or modified accrual basis; total amount paid if accounts are kept on a cash basis.

Fiscal year. A 12-month period beginning July 1 and ending June 30.

Fund. A division in a budget segregating independent fiscal and accounting requirements. An entity within a government's financial plan designated to carry on specific activities or to reach certain objectives.

Governing body. County court, board of commissioners, city council, school board, board of trustees, board of directors or other governing board of a local government.

Line-item budget. The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division.

Local government. Any city, county, port, school district, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission.

Municipality. See *Local government*.

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*.

Organizational unit. Any administrative subdivision of a local government, especially one charged with carrying on one or more specific functions (such as a department, office or division).

Payroll expenses. Health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments, for example.

Permanent rate limit. A district's permanent ad valorem property tax rate for operating purposes. This rate levied against the assessed value of property raises taxes for general operations. Permanent tax rate limits were either computed by the Department of Revenue for districts existing prior to 1997-1998 or are voter-approved for districts formed in 1997-1998 and later.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible.

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

Proposed budget. Financial and operating plan prepared by the budget officer, submitted to the public and budget committee for review.

Real market value. Value at which a property would be sold by an informed seller to an informed buyer on the appraisal date. Value set on real and personal property on a basis for testing the (Measure 5) constitutional limits.

Reserve fund. Established to accumulate money from one fiscal year to another for a specific purpose.

Resolution. An order of a governing body. Requires less legal formality and has lower legal status than an ordinance. Statutes or charter will specify actions that must be made by ordinance and actions that may be by resolution. (For cities, revenue raising measures such as taxes, special assessments and service charges always require ordinances.) See *Ordinance*.

Resources. Estimated working capital (fund balance) on hand at the beginning of the fiscal year, plus all anticipated revenues.

Revenues. Monies received or anticipated by a local government from either tax or non-tax sources during the fiscal year.

Supplemental budget. Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. Cannot be used to increase a tax levy.

Tax levy. Taxes imposed by a local government unit through a rate or amount.

Transfers. Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Unappropriated ending fund balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget, to provide the local government with a needed cash flow until other money is received. This amount cannot be transferred by resolution or used through a supplemental budget during the fiscal year it is budgeted unless there is a significant calamity or natural disaster.

Budget Adoption

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING

NOTICE OF BUDGET COMMITTEE MEETINGS FOR THE CITY OF SALEM, OREGON AND THE URBAN RENEWAL AGENCY OF THE CITY OF SALEM, OREGON

A public meeting of the Budget Committee of the City of Salem and the Urban Renewal Agency of the City of Salem, Marion/Polk County, State of Oregon, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018 will be held at the Civic Center, City Council Chambers, Room 240, 555 Liberty Street SE, Salem, Oregon. The first meeting will take place on April 12, 2017 at 6:00 p.m. The purpose of the meeting is to receive the budget message and public comment on the City's proposed budget. The Urban Renewal Agency Budget will be reviewed during the public meeting on May 3, 2017. A copy of this public notice can also be found on the City of Salem's website at www.cityofsalem.net. A copy of the complete budget document may be viewed or obtained on and after April 10, 2017 at the Salem Civic Center, Room 230, on normal working days, between the hours of 8:00 a.m. and 5:00 p.m. The budget will also be available on the internet on and after April 10, 2017 at: <http://www.cityofsalem.net/Pages/view-the-city-budget.aspx>.

Listed below are the dates of additional Budget Committee meetings, where the public may comment, and deliberation of the Budget Committee will take place. Any person may appear at any of these meetings and provide comment on the proposed programs to the Budget Committee. The following Budget Committee meetings will begin at 6:00 p.m. at the Civic Center, City Council Chambers, Room 240, 555 Liberty St. SE, Salem, Oregon.

April 17, 2017

April 26, 2017

May 3, 2017

May 15, 2017

For additional information, contact Kelley Jacobs at (503)588-6049 or kiacobs@cityofsalem.net. Americans with Disabilities Act accommodations shall be provided upon request with 24 hours advance notice.

Statesman Journal April 3, 2017

PUBLIC NOTICE

NOTICE OF BUDGET HEARING

A meeting of the Salem City Council will be held on June 12, 2017 at 6:00 pm at the City Council Chambers, 555 Liberty St. SE Room 240, Salem, Oregon. This is a public meeting where deliberation of the budget for the fiscal year beginning July 1, 2017 as approved by the City of Salem Budget Committee will take place. Any person may appear at this meeting and discuss the Budget Committee approved budget. A summary of the budget is presented below. A copy of the complete budget may be viewed between 8:00 a.m. and 5:00 p.m. on normal working days at Room 230 in the Civic Center or at the Salem Public Library during normal Library hours. The budget is also available on the Internet at <http://www.cityofsalem.net/budget/>. This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget are explained below. This budget is for an annual period. Americans with Disabilities Act accommodations for the June 12, 2017 meeting shall be provided upon request with 24 hours advance notice.

Contact: Kelley Jacobs Telephone: 503-588-6049 Email: kiacobs@cityofsalem.net

TOTAL OF ALL FUNDS	FINANCIAL SUMMARY - RESOURCES		
	Actual Amount 2015-16	Adopted Budget This Year 2016-17	Approved Budget Next Year 2017-18
Beginning Fund Balance / Net Working Capital	181,943,180	183,888,240	167,211,870
Fees, Licenses, Permits, Fines, Assessments and Other Service Charges	136,704,539	132,970,760	140,490,600
Federal, State and All Other Grants, Gifts, Allocations and Donations	30,446,029	49,673,780	53,177,330
Revenue from Bonds and Other Debt	560,000	2,000,000	8,196,800
Interfund Transfers / Internal Service Reimbursements	82,625,575	95,669,060	96,084,970
All Other Resources Except Current Year Property Taxes	10,018,213	3,320,560	8,048,720
Current Year Property Taxes (Estimated to be Received, FY 2016-17 and FY 2017-18)	70,823,594	72,743,700	78,595,100
Total Resources	513,121,130	540,266,100	551,805,390

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	129,018,848	143,966,190	154,897,110
Materials and Services	125,880,390	224,426,760	223,754,750
Capital Outlay	5,709,229	18,253,890	27,679,280
Debt Service	38,226,539	44,115,850	38,245,000
Interfund Transfers	15,095,321	25,304,510	21,982,760
Contingencies		8,894,580	9,069,200
Special Payments	10,595,631	12,776,190	11,813,080
Unappropriated Ending Balance and Reserved for Future Expenditure	188,595,173	62,528,130	64,373,210
Total Requirements	513,121,130	540,266,100	551,805,390

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program	FTE	Amount	Amount
Mayor and Council	180.164	225,990	233,640
FTE	0.00	0.00	0.00
Municipal Court	1,740.145	1,898,050	1,961,950
FTE	13.50	14.00	14.00
City Manager's Office	4,795.366	5,073,610	5,089,910
FTE	42.50	41.00	39.00
Human Resources	36,084.431	55,313,370	61,807,390
FTE	59.00	58.00	60.00
Legal	2,036.615	2,147,000	2,253,980
FTE	15.00	15.00	15.00
Community Development	6,884.799	9,209,770	10,486,030
FTE	51.20	54.20	55.20
Library	4,433.093	5,019,800	5,098,210
FTE	44.70	44.70	43.70
Police	49,423.884	65,589,720	76,049,200
FTE	305.00	307.00	310.00
Fire	26,512.237	30,811,510	31,953,640
FTE	154.00	166.00	167.00
Public Works	143,444.542	238,394,450	225,794,200
FTE	391.50	409.00	415.50
Information Technology	8,329.048	11,292,700	11,896,980
FTE	46.00	48.00	53.00
Urban Development	11,483.970	22,126,660	23,166,210
FTE	36.50	36.50	36.50
Not Allocated to Organizational Unit or Program	217,792.636	93,163,470	96,014,630
FTE	0.00	0.00	0.00
Total Requirements	513,121,130	540,266,100	551,805,390
Total FTE	1,158.90	1,193.40	1,209.90

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

CHANGES IN ACTIVITY
 Net citywide full-time equivalent position addition of 16.5 FTE. Where no year-to-year changes in activity are noted, cost increases or decreases are related to general operations.
City Manager's Office -- The budget reflects a decrease of 2.0 FTE for the Finance program within the City Manager's Office; 1.0 FTE position was eliminated and 1.0 FTE position was transferred to the Information Technology Department.
Human Resources -- With service areas of human resources, facilities services, and fleet operations, this department budget reflects an increase of 2.0 FTE in human resources administration and self insurance. Increase in expenditure authority is primarily due to a change in practice related to fleet reserves; more of the reserve is being appropriated than in the previous fiscal year.
Community Development -- The budget reflects an increase in expense due to the addition of 2.0 FTE positions for building and safety (permit and inspection) activities; funding to address a comprehensive plan update, and full appropriation of the reserve for eventual upgrade or replacement of permitting software system.
Police -- The expense increase is primarily due to the proposed costs for the first year of a multi-year project to construct a new public safety facility, and a 3.0 FTE position increase for the Police Department in the General Fund for evidence property management and a city / county mobile crisis response team.
Fire -- Increased costs due to general operations and the addition of 1.0 FTE fire marshal position.
Information Technology -- The budget reflects the addition of 5.0 FTE positions -- 3.0 FTE from other departments to consolidate tech analyst functions and provide for a business analyst position for the Oracle financial management systems; 2.0 FTE added to provide support to Public Works Department applications. The budget also reflects costs for the ongoing telephone system replacement project.
Urban Development -- Year-to-year increase due to airport capital improvement projects.
Public Works -- 6.5 FTE net position additions as follows: 0.50 FTE in Parks Operations and in the Utility Fund; 5.0 FTE new positions and 1.0 FTE reassignment from the General Fund. Position additions consolidate financial monitoring, augment engineering services; improve building maintenance at reservoirs and pump stations, and increase frequency of the stormwater piping system cleaning cycle from 10 years to 7 years.
Not Allocated to Organizational Unit or Program -- The most significant year-over-year increase is provided by an increase in general obligation bond payments related to passage of the ballot measure for the new public safety facility.

SOURCES OF FINANCING
Licenses, Permits, Fines, Assessments, Other Charges -- Increases to most revenue types in this category with most significant gains in building permits and growth in utility sales and rate revenues.
Federal and State Grants, All Other Gifts / Donations / Allocations -- Increase due to anticipated grants for capital improvement projects: Federal Aviation Administration / airport; Federal Highway Administration / transportation; and State Department of Administrative Services / water utility.
Revenue from Bonds and Other Debt -- Increase due to anticipated bond sales for new public safety facility.
Interfund Transfers / Internal Service Reimbursements -- Decreases in transfers for capital improvement projects are offset by increases with internal usage revenues and anticipated charges for internal service labor for a less than 0.5 percent increase.
All Other Resources Except Current Year Property Taxes -- Revenue increase resulting from proceeds from sale of water access rights, various trust fund sources, anticipated marijuana sales tax receipts, loan principal payments, and interest earnings.
Current Year Property Tax -- Statutorily-limited increase to assessed valuation and anticipation of some new growth as well as levy supporting general obligation bonds for new public safety facility construction.

PROPERTY TAX LEVIES	Rate or	Rate or	Rate or
	Amount Imposed 2015-16	Amount Imposed 2016-17	Amount Approved 2017-18
Permanent Rate Levy (rate limit \$5.8315 per \$1,000)	\$5.8315	\$5.8315	\$5.8315
Local Option Levy	\$0	\$0	\$0
Levy For General Obligation Bonds	\$11,447,000	\$11,906,000	\$14,126,390

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized but Not Incurred on July 1
General Obligation Bonds	\$67,738,340	\$61,800,000
Other Bonds	\$145,600,000	\$0
Other Borrowings	\$5,296,930	\$0
Total	\$239,675,270	\$61,800,000

RESOLUTION NO. 2017-37

A RESOLUTION ADOPTING THE BUDGET OF THE CITY OF SALEM, OREGON, FOR FISCAL YEAR 2017-2018, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM, OREGON, RESOLVES AS FOLLOWS:

Section 1. The City Council of the City of Salem, Oregon (the "Council"), as the governing body of the City of Salem, Oregon (the "City"), hereby adopts the budget for the City for the fiscal year beginning July 1, 2017, and ending June 30, 2018, in the sum of \$496,150,460, plus an unappropriated ending fund balance of \$63,175,910, for a total of \$559,326,370.

Section 2. The Council hereby determines, makes, declares and imposes ad valorem property taxes, categorized as follows, upon all taxable property within Salem:

Government Operations Other than Public School System Operations

Permanent tax rate limit of \$5.8315 per \$1,000 of assessed value.

Exempt Bonded Indebtedness

In the amount of \$14,126,390 (not subject to the Limits of Section 11b, Article XI of the Oregon Constitution).

Special Levies

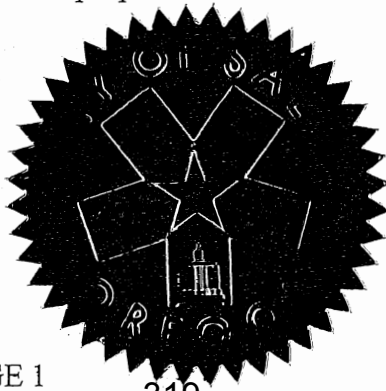
Riverfront Downtown, Option One as provided in ORS 457.435(2)(a)

Amount to collect from division of taxes: 100%

Amount to collect from special levy: 100%.

The special levy shall be categorized for government operations other than public school systems.

Section 3. The amounts set forth in "Exhibit A," attached hereto and incorporated herein by this reference, are hereby appropriated for the purposes set forth therein for the fiscal year beginning July 1, 2017.

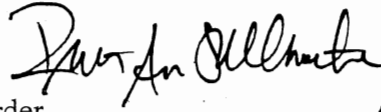


Certified to be a true and correct copy of the original
[Signature]
City Recorder
City of Salem, Oregon

Section 4. This resolution is effective upon adoption.

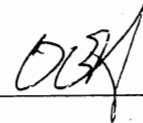
ADOPTED by the City Council this 26th day of June, 2017.

ATTEST:



City Recorder

Approved by City Attorney: _____



Checked by: K. Jacobs

City of Salem
 FY 2017-18
 Final Budget Expenditure Appropriations

Fund / Department	Operating Budget				Non-Operating Budget			Total
	Personal Services	Materials & Services	Capital Outlay	Program Level	Debt Service	Interfund Transfers	Contingency	
GENERAL FUND:								
City Manager's Office								
City Manager's Office				\$ 1,283,710	\$ -	\$ -	\$ -	\$ 1,283,710
Budget, Finance and Purchasing				3,866,630	-	-	-	3,866,630
Community Development Department				4,425,340	-	5,000	-	4,430,340
Fire Department				31,274,460	-	-	-	31,274,460
Human Resources Department								
Human Resources				1,572,880	-	-	-	1,572,880
Facilities Services				4,191,140	-	-	-	4,191,140
Information Technology Department				8,023,030	-	-	-	8,023,030
Legal Department				2,290,630	-	-	-	2,290,630
Library				4,947,140	-	17,930	-	4,965,070
Mayor and Council				229,840	-	-	-	229,840
Municipal Court				1,976,350	-	-	-	1,976,350
Police Department				43,043,310	-	-	-	43,043,310
Parks and Recreation Services				9,173,660	-	7,500	-	9,181,160
Urban Development Department				5,085,080	-	139,250	-	5,224,330
Non-Departmental ¹	120,000	3,462,640	765,400		278,490	803,160	3,000,000	8,429,690
TOTAL GENERAL FUND	\$ 120,000	\$ 3,462,640	\$ 765,400	\$ 121,383,200	\$ 278,490	\$ 972,840	\$ 3,000,000	\$ 129,982,570
OTHER FUNDS:								
TRANSPORTATION SERVICES				\$ 15,070,480	\$ -	\$ 461,760	\$ 500,000	\$ 16,032,240
STREETLIGHT				1,382,860	228,000	250,000	200,000	2,060,860
AIRPORT				1,112,280	42,830	15,000	783,160	1,953,270
COMMUNITY RENEWAL				3,589,830	-	-	-	3,589,830
DOWNTOWN PARKING				1,318,000	-	300,000	250,000	1,868,000
CULTURAL AND TOURISM				2,387,380	-	1,675,270	120,000	4,182,650
PUBLIC ART FUND				58,740	-	-	-	58,740
LEASEHOLD				603,920	-	200,000	417,450	1,221,370
BUILDING AND SAFETY				4,138,340	-	580,000	300,000	5,018,340
DEBT SERVICE				-	18,570,550	-	-	18,570,550
CAPITAL IMPROVEMENTS				85,373,190	-	-	-	85,373,190
EXTRA CAPACITY FACILITIES				27,927,510	-	159,190	-	28,086,700
DEVELOPMENT DISTRICT				3,421,310	-	-	-	3,421,310
UTILITY				74,303,340	20,322,430	14,436,000	3,000,000	112,061,770
EMERGENCY SERVICES				663,280	-	-	60,000	723,280
COMMUNICATIONS CENTER				10,528,410	-	-	429,590	10,958,000
POLICE REGIONAL RECORDS				1,832,160	-	-	-	1,832,160
CITY SERVICES ²								
Document Services				1,283,810	-	-	-	1,283,810
Fleet Services				5,946,450	-	380,000	-	6,326,450
IT Communications Interconnect				35,100	-	-	-	35,100
IT Telecommunications				407,810	-	-	-	407,810
Radio Communications				1,489,540	-	1,500,000	-	2,989,540
Shops Facilities Maintenance				133,530	-	-	-	133,530
Warehouse Services				2,386,110	-	-	-	2,386,110
SELF INSURANCE				42,522,440	-	-	-	42,522,440
EQUIPMENT REPLACEMENT RESERVE				9,821,140	-	159,930	-	9,981,070
TRUST ³	-	1,579,070	600,000		-	910,700	-	3,089,770
TOTAL ALL FUNDS	\$ 120,000	\$ 5,041,710	\$ 1,365,400	\$ 419,120,160	\$ 39,442,300	\$ 22,000,690	\$ 9,060,200	\$ 496,150,460

City of Salem budget expenses are described as operating and non-operating and are adopted at the program level for the General Fund and for all other funds with a few exceptions. The exceptions are noted in the exhibit table and explained below.

Operating expenses include the object categories of personal services, materials and services, and capital outlay. Non-operating expenses represent the object categories of debt service, interfund transfers, and contingencies.

1. The General Fund Non Departmental budget supports expenses that have a General Fund-wide benefit. As it does not represent a specific program area, the budget is presented by object category.

2. The City Services Fund budget includes seven separate internal service program areas -- Document Services, Fleet Services, IT Communications Interconnect, IT Telecommunications, Radio Communications, Shops Maintenance, and Warehouse Services. The program area budgets are displayed as operating and non operating expenses.

3. Expenses in the City's Trust budget represent a variety of program areas and are presented by object category.

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

FORM LB-50 2017-2018

To assessor of Marion / Polk County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

The City of Salem District name has the responsibility and authority to place the following property tax, fee, charge, or assessment on the tax roll of Marion / Polk County name County. The property tax, fee, charge, or assessment is categorized as stated by this form.

<u>555 Liberty Street SE</u> <small>Mailing address of district</small>	<u>Salem</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97301</u> <small>ZIP code</small>	<u>6/28/2017</u> <small>Date submitted</small>
<u>Kelley Jacobs</u> <small>Contact person</small>	<u>Budget Officer</u> <small>Title</small>	<u>503-588-6049</u> <small>Daytime telephone number</small>	<u>kjacobs@cityofsalem.net</u> <small>Contact person e-mail address</small>	

CERTIFICATION— You **must** check one box if you are subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

	Subject to General Government Limits	
	Rate —or—	Dollar Amount
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	5.8315	
2. Local option operating tax 2		Excluded from Measure 5 Limits
3. Local option capital project tax 3		Dollar Amount of Bond Levy
4. City of Portland Levy for pension and disability obligations 4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 5a		0.00
5b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 5b		14,126,390.00
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) 5c		14,126,390.00

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 6	5.8315
7. Election date when your new district received voter approval for your permanent rate limit 7	
8. Estimated permanent rate limit for newly merged/consolidated district 8	

PART III: SCHEDULE OF LOCAL OPTION TAXES— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount —or— rate authorized per year by voters

PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ . (Must be completed if you have an entry in Part IV.)

(see the back for worksheet for lines 5a, 5b, and 5c)
File with your assessor no later than JULY 15, unless granted an extension in writing.