

**AGENDA
CITY OF SALEM
5:45 PM BUDGET PUBLIC HEARING
6:00 PM REGULAR CITY COUNCIL MEETING
APRIL 15, 2019**

FY20 BUDGET PUBLIC HEARING – 5:45 PM

- I. Call to Order**
- II. Discussion on FY20 Budget**
- III. Public Input**
- IV. Adjourn**

REGULAR CITY COUNCIL MEETING – 6:00 PM (or 5 minutes after Public Hearing)

- I. Call to Order**
- II. Prayer and Pledge of Allegiance**
- III. Swearing in of Mayor**

**Administration of the Oath of Office
Mayor Rex Barbee**

- IV. Presentation of Petitions/Public Comments**
- V. Mayor's Report and Presentations**
- VI. City Council Action**
 - 1. Consent Agenda
 - a. City Council Minutes - 03/18/19
 - 2. Approval of FY19 Budget Amendments
 - 3. Approval of FY20 City of Salem Budget
 - 4. Approval of Disbursement to Daffy Dill Garden Club – Presentation by Sharon Blair
 - 5. Approval for Group "Amazing Grace" to Sell Concessions at Men's Softball Games
 - 6. Approval of use of Nature Trail/Park by BnC Bikes for Programming in Park
 - 7. Approval of Bids of Rock & Sand Materials
 - 8. Approval of Bids for Water Plant Chemicals, Soda Ash and Chlorine
 - 9. Approval of MFT Oil & Chip Materials
 - 10. Approval of Agreement with Tech Advisors for PD Computer Work
 - 11. Approval of Resolution Amending Comprehensive Plan Amendment
 - 12. Approval of Bills Payable
- VII. City Manager Report**
- VIII. City Attorney Report**
- IX. Finance Director Report**
- X. City Council Report**
- XI. Adjournment**

Bill Gruen, City Manager



**CITY OF SALEM - REGULAR CITY COUNCIL MEETING
APRIL 15, 2019**

MANAGER'S COMMENTS

V. City Council Action

2. **Approval of FY19 Budget Amendments:** Keli Barrow has been working diligently to gather information from multiple sources on how the various City budgets are projected to end FY19, which concludes April 30. An ordinance will be included with your agenda packet detailing the various amendments that I request the City Council approve. Some notes:

- ✓ Via our annual audit, we have incentive to estimate expenditures high in order to not have an audit finding that we allowed a department to go over budget without an amendment. At least with DOEM and Recreation, the projection is close enough that we err on side of seeking an amendment.
- ✓ As it relates to the General Fund, an amendment is offered in order to cover all City Hall renovation costs (façade and lobby) **without** financing. The year for the General Fund projects to end such that financing is not needed, so an amendment totaling \$120,000 is offered.
- ✓ Our auditors direct us to seek amendments for departments when expenditures are expected to exceed budget. We seek amendments event if expenditures will be below projected revenues, as is the case with the General Fund. As it relates to the Parks budget, much of the amendment sought (\$16,000) is due to receiving \$12,000 in grants from the Elks and NAL.

Explanations for all other amendments will be offered for Monday evening, when I will ask for City Council approval of all budget amendments.

3. **Approval of FY20 City of Salem Budget:** Monday's meeting will be the third meeting we will have been able to discuss the FY20 City budget. After some discussion on some things noted below, I think the budget is in a form to be approved.

Before considering the transfer made from the General Fund to the Police Pension Fund, and assuming the City Council approves the budget amendment as presented, I project the General Fund to end approximately \$81,700 expenditures under revenues.

FY19 EOY Estimated Revenues	\$5,640,132
FY19 EOY Estimated Expenditures**	<u>\$5,564,016</u>
\$ Difference	(\$76,116)

We have made the transfer from the Gen Fund to the Police Pension budgeted for FY19 (\$238,741). The FY19 budget also sought to use reserves to cover costs related to (i) \$30,000PGAV's assistance for our enterprise zone application submitted late in 2018, and (ii) \$15,000 from the UP grant for the Historical Commission.

May 2018 Gen Fund Balance	\$3,455,926		
	<u>Budget</u>	<u>Actual*</u>	<u>\$ Difference</u>
Revenues	\$5,422,481	\$5,640,132	\$217,651
Expenditures	\$5,467,479	**\$5,564,016	\$96,537
<u>Police Pension</u>	<u>\$238,741</u>	<u>\$238,741</u>	<u>\$0</u>
FY19 EOY Balance	\$3,172,187	\$3,293,301	\$121,114

* Projected actuals.

**Assumes budget amendment approval.

If the FY19 budget went exactly to plan, and after making the Police Pension transfer, we would have ended FY19 with a \$3.172 million Gen Fund balance. However, given performance I project for revenues and expenditures, I project the Gen Fund may actually end with a \$3.293 million balance, which is approximately \$121,000 to the better.

In our last meeting(s) I've discussed some projects in Parks and Police that I wasn't able to get into our FY20 budgets, but which have merit for the City Council to consider adding due to FY19 projecting to end better than budgeted. These projects are noted in the table below. I ask the City Council to consider including the noted projects in the FY20 budget you approve taking into consideration the manner with which we anticipate FY19 ending.

Gen Fund Budget Total (2 nd Draft)		\$5,725,610
PD Tech Advisors service	01-5102-215-00	\$42,000
Parks Transfer	01-5112-240-03	\$20,400
Revised Gen Fund Budget Total		\$5,788,010
Parks Budget Total (2 nd Draft)		\$181,020
Shelter #5 & Rip Rap	04-5101-621-00	\$20,400
Revised Parks Budget Total		\$201,420
All Funds Budget Total (2 nd Draft)		\$17,244,881
Revised All Funds Budget Total		\$17,327,681

4. **Approval of Disbursement to Daffy Dill Garden Club:** Sharon Blair will be on hand to discuss Daffy Dill activities and submit her request for the annual grant to the Club totaling \$14,500.
5. **Approval for Group "Amazing Grace" to Sell Concessions:** In 2017 (I believe) the Odd Fellows offered to operate a concession stand at men's softball games for the purpose of keeping softball fees low and for fund raising for charitable activities. Reportedly, the Odd Fellows are going to refocus their work on other activities. Given this, Chris Watkins (an Odd Fellow) himself, wants to continue operating a concession stand for the same purposes, albeit with a different group named "Amazing Grace."
6. **Approval of use of Nature Trail/Park by BnC Bikes....:** Brad Dickneite of BnC Bikes would like to hold a mountain bike youth event in Bryan Park/Nature Trail on Saturday May 4. The class will cost \$40 per spot. Such an event would need approval from the City Council.
7. **Approval of Purchase of Rock & Sand Materials:** Recommend approval of low bid for CA6 rock from Brink Bros at \$11.25 per ton and FA1 sand from Beelman for \$11.54 per ton.
8. **Approval of Bids for Water Plant Chemicals....:** Recommend approval of low bid for soda ash from Hawkins at \$14.00 per 50lb bag and chlorine from DPC Enterprises LP at \$484/ton.
9. **Approval of MFT Oil & Chip Materials:** Recommend approval of low bid from Marathon for seal coat at \$400.71 per ton. Recommend approval of low bid from Beelman for pea gravel at \$13.99 per ton.

10. **Approval of Agreement with Tech Advisors for PD Computer Work:** I request approval of the agreement with 20/20 Technical Advisors totaling \$42,474 for services, equipment, and labor for a revised computer system for the Salem PD.

The firm Tech Advisors was introduced to us via Marion County 911, who has already contracted with Tech Advisors for computer system services there. Given their proximity to the Salem PD, Tech Advisors offered and has undertaken work to review and map our own computer system, identifying some improvements that could be made, forming the basis for the work proposed and offered for approval.

I request the City Council authorize me to approve the agreement with Tech Advisors and to waive seeking bids for the related work. We would not have had knowledge to identify the work and improvements that Tech Advisors has found and written into its proposal. Additionally, Tech Advisors has offered multiple hours of pro bono work for the Salem PD in conjunction with their trips to Salem to work for Marion County 911.

11. **Approval of Resolution Accepting Recommendation of Planning Commission to Amend Comprehensive Plan:** I recommend approval of the enclosed resolution accepting the recommendation from the Planning Commission to include presence of an inclusive playground in our comprehensive plan. This action will put the City in a position to apply for an OSLAD grant for the inclusive playground project sought by community members.