

A G E N D A



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

DATE: Wednesday, April 24, 2019
TIME: 6:00 PM
CHAIRPERSON: Sally Cook

STAFF LIAISON:
Kelley Jacobs, Budget Officer
503•588•6049
kjacobs@cityofsalem.net
Kali Leinenbach, Mgmt Analyst
503•588•6231
kleinenbach@cityofsalem.net

PLACE: Salem City Hall
Council Chambers
555 Liberty Street SE

1. OPENING EXERCISES – Chairperson Sally Cook
2. PUBLIC TESTIMONY
 - a. Comment on agenda items other than public hearings and deliberations
3. MINUTES
 - a. Minutes from December 10, 2018 City of Salem and Urban Renewal Agency Budget Committee Meeting
4. ACTION ITEMS
(See public hearing on Capital Improvements Plan)
5. INFORMATION ITEMS
 - a. FY 2020 Proposed Budget – provided to members in advance of the meeting
 - b. FY 2020 – FY 2024 Capital Improvement Plan – provided to members in advance of the meeting
 - c. Budget Committee Procedures – provided in member budget meeting notebooks
 - d. Budget Review Meeting Schedule – provided in member budget meeting notebooks
6. PUBLIC HEARINGS
 - a. Capital Improvements Plan
Staff Report: Public Hearing on the Proposed Capital Improvement Plan for FY 2020 through FY 2024, Management Analyst Josh Eggleston
7. SPECIAL ORDERS OF BUSINESS
 - a. Presentation of Proposed FY 2020 Budget Message, City Manager Steve Powers
 - b. Result Area Budget Review – Safe, Reliable, and Efficient Infrastructure, page 115 – 133 and pages and Capital Improvements, pages 169 – 208
 - Overview by Budget Officer Kelley Jacobs
 - Questions of staff and committee discussion
 - c. Result Area Budget Review – Natural Environment Stewardship, pages 71 – 85
 - Overview by Budget Officer Kelley Jacobs
 - Questions of staff and committee discussion

- d. Result Area Budget Review – Welcoming and Livable Community, pages 151 – 168
 - Overview by Budget Officer Kelley Jacobs
 - Questions of staff and committee discussion
- e. Committee Discussion
 - Opportunity for the Budget Committee to discuss any issues or concerns regarding agenda items or items not on the agenda
8. PUBLIC TESTIMONY FOR FUTURE BUDGET ISSUES
 The Budget Committee has set aside time for public comment to address items not on the agenda. Each individual testifying will be limited to no more than three (3) minutes.
9. ADJOURNMENT

The next Budget Committee meeting will be Wednesday, May 1, 2019 at 6:00 pm in the City Council Chambers, 555 Liberty Street SE, Room 240. The following budgets are scheduled to be reviewed:

Result Area: Safe Community, pages 87 – 109

Result Area: Strong and Diverse Economy, pages 135 – 148

Urban Renewal Agency, book 2

Budget staff is available for your convenience to discuss the budget document and process. Please call the staff listed above or 503-588-6231 if you have any questions.

The City of Salem budget information can be accessed on the internet at: www.cityofsalem.net/departments/budget

NOTE: Disability-related accommodations, including auxiliary aids or services, in order to participate in this meeting, are available upon request. Sign language and interpreters for languages other than English are also available upon request. To request such an accommodation or interpretation, contact Kali Leinenbach, (503) 588-6231 or kleinenbach@cityofsalem.net at least 2 business days before this meeting. TTD/TTY telephone (503) 588-6439 is also available 24/7.

The City of Salem values all persons without regard to race, color, religion, national origin, sex, age, marital status, domestic partnership, disability, familial status, sexual orientation, gender identity and source of income.

MINUTES



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

DATE:	Monday, December 10, 2018	STAFF LIAISON:
TIME:	5:30 PM	Kelley Jacobs, Budget Officer
CHAIRPERSON:	Raquel Moore-Green	503-588-6049 kjacobs@cityofsalem.net
PLACE:	Salem City Hall Council Chambers 555 Liberty Street SE	Kali Leinenbach, Mgmt Analyst 503-588-6231 kleinenbach@cityofsalem.net

1. OPENING EXERCISES – Chairperson Raquel Moore-Green called the meeting to order at 5:34 p.m.

Members present: Bennett, Andersen, Nanke, McCoid, Ausec, Hoy, Cook, Lewis, Nordyke, Tigan, Mingo, Moore-Green, Barker, and Sund

Members absent: Kaser, Hazlett, and Milton

2. PUBLIC TESTIMONY
 - a. Comment on agenda items other than public hearings and deliberations
NONE
3. MINUTES
 - a. Minutes from May 9, 2018 City of Salem and Urban Renewal Agency Budget Committee Meeting

Motion: Move to approve the meeting minutes as amended from the May 9, 2018 City of Salem Budget Committee and Urban Renewal Agency Budget Committee Meeting.

Motion by: Member Andersen
Seconded by: Member Hoy

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

4. ACTION ITEMS
 - a. Election of Officers
 - Chairperson

Motion: Move to elect Member Cook as Chairperson of the Budget Committee.

Motion by: Member Andersen
Seconded by: Member Hoy

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

- Vice Chairperson

Motion: Move to elect Member Nordyke as Vice-chairperson of the Budget Committee.

Motion by: Member Andersen
Seconded by: Member McCoid

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

- Secretary

Motion: Move to elect Member Kaser as Secretary of the Budget Committee.

Motion by: Member Bennett
Seconded by: Member Hoy

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

5. INFORMATION ITEMS

- FY 2018 Q4 Financial Report for the City of Salem
- FY 2018 Q4 Financial Report for the Urban Renewal Agency
- FY 2019 Q1 Financial Report for the City of Salem
- FY 2019 Q1 Financial Report for the Urban Renewal Agency
- Priority Based Budgeting Implementation Update

Questions or comments by: Member McCoid

- Sustainable Services Revenue Task Force Update
- FY 2020 – FY 2024 Five-Year Forecast

Questions or comments by: Members Andersen, Tigan, Bennett, and Sund,

6. PUBLIC HEARINGS

None

7. SPECIAL ORDERS OF BUSINESS

- a. Presentation of Five-Year Forecasts – General Fund, Transportation Services Fund, Utility Fund, and Willamette Valley Communications Center Fund (forecast document provided at member desks on December 10)
 - Presentation by Budget Officer Kelley Jacobs
 - Discussion and review

8. PUBLIC TESTIMONY FOR FUTURE BUDGET ISSUES

The Budget Committee has set aside time for public comment to address items not on the agenda. Each individual testifying will be limited to no more than three (3) minutes.

9. ADJOURNMENT

The meeting was adjourned at 6:12 p.m.

The next Budget Committee meeting will be Wednesday, April 24, 2019 at 6:00 pm in the City Council Chambers, 555 Liberty Street SE, Room 240 for presentation of the City Manager's proposed FY 2020 budget.

Budget staff is available for your convenience to discuss the budget document and process. Please call the staff listed above or 503-588-6231 if you have any questions.

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CITY OF SALEM BUDGET COMMITTEE PROCEDURES

I. ROBERTS' RULES TO GOVERN PROCEEDINGS

Unless otherwise provided by law or modified by these rules, the procedure for Budget Committee meetings shall be governed by Roberts' Rules of Order, Revised. The Budget Committee has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, Committee members should avoid invoking the finer points of parliamentary procedures when such points serve to obscure the issues before the Committee as a whole, and confuse the audience at meetings.

II. AGENDAS

- A. The City Manager shall prepare an agenda for every Budget Committee meeting. Agendas and information material for the meetings shall be distributed in a timely fashion, preceding the meeting. Committee approval shall not be required for an agenda.
- B. The order of business for all regular meetings of the Budget Committee shall be as follows. However, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by two-thirds vote of members present:
 - 1. Opening exercises (includes call to order, roll call, pledge of allegiance)
 - 2. New business
 - 3. Old business
 - 4. Adjournment

III. SCHEDULE

Meetings shall start at 6:00 pm, and shall adjourn no later than 10:00 p.m. However, a majority of the Budget Committee can extend the time to adjourn a meeting by half hour intervals by majority vote of members present at the meeting.

IV. OFFICERS

The officers of the Budget Committee shall be the Chairperson, the Vice-Chairperson and the Secretary.

V. PRESIDING OFFICER

- A. The Budget Committee Chairperson shall be the presiding officer. In the absence of the Chairperson, the presiding officer shall be the Vice Chair. In the event of the absence of both the Chairperson and the Vice Chair, and if where a quorum is present, the member with the most senior membership on the Budget Committee shall call the meeting to order, and the Budget Committee shall elect a Chair Pro Tem, who shall serve until the arrival of the Chairperson or the Vice-Chair, as the case may be.
- B. The Presiding Officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Budget Committee member by reason of acting as the Presiding Officer.

VI. PUBLIC TESTIMONY

- A. Time shall be allotted on each agenda for public testimony.
- B. The presiding officer shall invite the public to testify at the time(s) allotted. In order to allow time for everyone wishing to testify, the following time limits shall apply:
 - 1. Individual testimony is limited to three minutes.
 - 2. Groups shall select a spokesperson, whose testimony will be limited to five minutes.
 - 3. After the spokesperson's presentation, the presiding officer will ask all of those in the group in the audience to indicate their support by a show of hands.
 - 4. If other members of the same group have additional information, their testimony is limited to three minutes.

VII. DEPARTMENT REVIEW PRESENTATIONS

- A. An overview of each fund will be presented by the City Manager. At the City Manager's discretion, a department head may make the presentation for their individual department's budgets;
- B. Department heads will be available to answer specific questions about the department's budget;
- C. The public is invited to testify on the fund's budget;
- D. The Budget Committee reviews and discusses the proposed budget; and
- E. Budget Committee closes review of the fund's budget.

VIII. QUORUM

A quorum of the Budget Committee must be present to hold a meeting. A quorum shall consist of ten Budget Committee members.

IX. VOTING

In order for a motion to be approved, a vote must receive ten ayes.

X. SUBSTITUTE MOTIONS

A substitute motion is a motion which proposes to replace a pending main motion in its entirety. If seconded, debate on the relative merits of the main motion and the substitute motion shall be in order. If approved, a substitute motion shall stand as the main motion, and the original main motion shall be deemed to have been rejected; if the substitute motion is rejected, vote shall proceed to the main motion.

XI. CALLING THE QUESTION

Any Budget Committee member may call for the question at any time. The Presiding Officer shall then ask whether any Committee member has further comments, and, if no Committee member requests the floor, vote shall be immediately taken.

XII. STAFF REPONSES TO BUDGET COMMITTEE QUESTIONS

For staff responses and/or analysis expected to take one hour or longer to prepare, the request shall be approved by the Committee as a whole before staff time is utilized. Committee requests involving less than one hour staff time may be approved by the City Manager without Committee action.

XIII. "WISH LIST"

Use of the Wish List process, recognizes that the Budget Committee desires to review and tentatively approve or close review on all budgets before making their recommendation to the City Council. The Wish List provides the opportunity at the end of the review meetings to balance the proposed budget in the manner and content determined by the Budget Committee.

XIV. PRE-MEETING BRIEFINGS

Based on a majority vote of the Budget Committee, the City Manager may schedule pre-meeting informational briefings. These meetings will be held before the full Budget Committee conducts the formal review sessions, and provide the opportunity for Budget Committee members to ask staff questions about the budgets that are scheduled for

review. The meetings are optional and no decisions will be made at the pre-meetings. Pre-meetings are open to the public and will be noticed as such.

XV. SPECIAL MEETINGS

A special meeting of the Budget Committee may be called by the presiding officer, or upon the request of not less than ten members of the Budget Committee submitted in writing to the Presiding Officer, or upon majority vote of the City Council.

XVI. BUDGET COMMITTEE MINUTES

- A. Minutes of all meetings shall be comprised of a “final action agenda” and a recording of the meeting in electronic form. Minutes shall be maintained in the Budget Office.
- B. The “final action agenda” shall contain the following information:
 - 1. The date, time and place of the meeting or session;
 - 2. The names of the members recorded as either present or absent;
 - 3. Any motions, and amendments thereto, a record of all votes taken, and general description of all matters considered during the meeting
- C. Approval of the minutes shall not require review of the electronic recording of the meeting or reading of the final action agenda in open meeting prior to approval. The final action agenda may be revised at any time by the City Manager to correct spelling, numbering and other technical defects. Prior to approval, any member may request the amendment or correction of the final action agenda to accurately reflect the substance of any motion, amendment or matter considered during the prior meeting. If objection is made by any Committee member to such amendment or correction, the amendment or correction shall only be made upon majority vote of the Budget Committee.

XVII. AMENDMENT OF PROCEDURES

These procedures may be amended, or new procedures adopted, by a vote of at least ten ayes of the Budget Committee, provided that the proposed amendments or new procedures have been introduced into the record at a prior Budget Committee meeting not less than six days prior to Budget Committee action on the proposed amendment or adoption.

FY 2020 Budget Committee Meeting Schedule

The below meeting plan incorporates the result area budget presentations and Q & A with other required activities of the Budget Committee. Sections of the budget to be reviewed each evening are noted with page references. Each meeting will include opportunities for public testimony.

Meeting Plan

April 24, 2019, 6:00 PM, City Council Chambers

1. Presentation of Budget Message by City Manager
2. Capital Improvement Plan Public Hearing
3. Result Area Budgets
 - a. *Safe, Reliable, and Efficient Infrastructure* (transportation, stormwater / wastewater / water utility), pages 115-133 and Capital Improvements, pages 169 – 208
 - b. *Natural Environment Stewardship* (water pollution control facility operations, maintenance, and laboratory; environmental regulatory and compliance programs; and environmental best practices), pages 71 – 85
 - c. *Welcoming and Livable Community* (parks and recreation, library, long range and current planning, code compliance programs, community renewal, and social services), pages 151 – 168

May 1, 2019, 6:00 PM, City Council Chambers

1. State Shared Revenue Public Hearing
2. Result Area Budgets
 - a. *Strong and Diverse Economy* (airport, downtown parking, leasehold, economic development-focused programs in urban development, and TOT programs), pages 135 – 148
 - b. Urban Renewal Agency budgets (urban development), book 2 of budget publication
 - c. *Safe Community* (police, fire, building permits, and municipal court), pages 87 – 109

May 8, 2019, 6:00 PM, City Council Chambers

1. Result Area Budget
 - a. *Good Governance* (mayor and council, city manager's office, all support services), pages 41 – 70
2. Approval of Tax Levy
3. Deliberation and Recommendation of the FY 2020 Budget

TO: Budget Committee Members

FROM: Steve Powers, City Manager

SUBJECT: Public Hearing on the Proposed Capital Improvement Plan for FY 2020 through FY 2024

ISSUE:

A public hearing before the Budget Committee on the Proposed Capital Improvement Plan for FY 2020 through FY 2024.

RECOMMENDATION:

1. Conduct a public hearing.
2. Recommend the Proposed Capital Improvement Plan for FY 2020 through FY 2024 to the City Council.

SUMMARY AND BACKGROUND:

The Capital Improvement Program(CIP) is governed by Council Policy C-9 (Resolution 2008-142), which includes the following goals: create a transparent CIP process; establish a risk-based priority list; match the priority list to limited resources in a thoughtful and responsible manner; and establish an internal CIP review committee to oversee the process.

The City of Salem Budget Committee is holding a public hearing to consider recommendation of the proposed CIP. Staff provides notice to the community and at the public hearing, provides a presentation about capital planning and the anticipated projects. At the conclusion of the public hearing, the Budget Committee will either recommend the CIP as presented, or make changes deemed appropriate. On June 24, 2019, the CIP as recommended will be brought to the City Council to consider its adoption. Staff completes the annual cycle by publishing the adopted CIP.

FACTS AND FINDINGS:

The CIP consists of planned capital projects that are expected to cost \$205,536,630 over the next five-year period. The CIP includes four groups of projects that are funded at the following levels:

Community Facilities - \$17,354,900
Municipal Facilities - \$11,130,060
Transportation - \$42,530,870
Utilities - \$134,520,800

Josh Eggleston, Senior Fiscal Analyst