



**Staff Report**

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**File #:** 21-443  
**Version:** 1

**Date:** 10/11/2021  
**Item #:** 3.2c.

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**TO:** Mayor and City Council  
**THROUGH:** Steve Powers, City Manager  
**FROM:** Josh Eggleston, AIC Chief Financial Officer

**SUBJECT:**

Transfer of FY 2022 General Fund and Cultural Tourism Fund appropriations.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance.

**SUMMARY:**

Two proposed transfers of contingency funds for unanticipated expenses. The first transfer will move appropriations from the General Fund contingency to the Construction Fund for the purchase and installation of audio / video equipment in the Council Chambers. The current equipment is failing and requires replacement. The second transfer will move appropriations from the Cultural Tourism Fund contingency to the General Fund to fund a limited duration position to manage the Gerry Frank | Salem Rotary Amphitheater.

**ISSUE:**

Shall the City Council adopt Resolution No. 2021-40 authorizing a transfer of appropriations within the City’s fiscal year 2022 budget for unanticipated changes?

**RECOMMENDATION:**

Adopt Resolution No. 2021-40 authorizing a transfer of appropriations within the City’s fiscal year 2022 budget for unanticipated changes.

**FACTS AND FINDINGS:**

***Council Chambers audio / video replacement***

Fund 101, General Fund, Non-Departmental  
From: Non-Departmental, Contingency, 101-60961000-61110, \$135,000  
To: Non-Departmental, Transfers, 101-60961000-62110, \$135,000

Fund 255, Construction Fund, Non-Departmental  
Add: Non-Departmental, Transfers In, 355-60902000-39105, \$135,000  
Add: Non-Departmental, Equipment & Machinery, 355-60902000-55130, \$135,000

The audio / video equipment in the City Council chambers is failing and requires replacement. Parts are no longer available to repair the current system. In addition, the new equipment will support future hybrid meeting needs with remote participation and improve the in-room sound experience.

***Limited duration position to manage the Gerry Frank | Salem Rotary Amphitheater***

Fund 175, Cultural Tourism Fund, Non-Departmental  
From: Non-Departmental, Contingency, 175-60915000-61110, \$120,000  
To: Non-Departmental, Transfers, 175-60913000-62110, \$120,000

Fund 101, General Fund, Recreation Administration  
Add: Recreation Administration, Transfers In, 101-21100500-39115, \$120,000  
Add: Recreation Administration, Personal Services, 101-21100500-51010, \$120,000

This funding is for a limited-duration employee to manage the Gerry Frank | Salem Rotary Amphitheater into the 2022 concert season. The person would be the main contact for all inquiries, manage all public-facing customer service aspects of the venue, schedule all events, and ensure events at the amphitheater are coordinated with other activities at Riverfront Park, including events at the Riverfront Park Amphitheater. This person would establish relationships with event producers, talent management firms, marketing companies, and promoters to attract performances. This person would be responsible for managing service contracts and ensuring all logistical requirements-lighting, sound, fencing, security, chemical toilets, signage, vendors, trash/recycling, tables/chairs, tents/canopies, permits, approvals, insurance, and more-are met. This person would communicate and coordinate with City departments. This person would serve as the on-site City resource during major events.

**BACKGROUND:**

State law allows local governments to approve transfers of appropriations within the limits established by the adopted budget to address unanticipated changes.

Attachments:

1. Resolution No. 2021-40