



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, June 24, 2024

6:00 PM

**Council Chambers /
Hybrid Meeting**

This meeting is being conducted both in-person and remotely and allows remote attendance by the governing body, when requested. Interested persons may attend the meeting in Council Chambers or view the meeting in real-time on the City of Salem YouTube Channel, thanks to a partnership with CC:Media. Comcast Cable subscribers can watch on CC:Media Channel 21. Please submit comments on agenda items by 5:00 p.m., or earlier, on the day of the meeting at cityrecorder@cityofsalem.net. If attending the meeting remotely, public comment and testimony may be provided during the meeting via Zoom. Remote attendees must pre-register between 8:00 a.m. and 4:00 p.m. on the day of the meeting using this link: <https://www.cityofsalem.net/comment-at-council>

EXECUTIVE SESSION

None.

WORK SESSION

None.

1. OPENING EXERCISES: (Includes call to order, roll call, pledge of allegiance, announcements, proclamations, ceremonial presentations, and Council comment)

Call to Order

Roll Call

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.2 COUNCIL AND CITY MANAGER COMMENT

1.3 PROCLAMATIONS

1.4 PRESENTATIONS

2. PUBLIC COMMENT: (Comment on agenda items other than public hearings and deliberations)**3. CONSENT CALENDAR: (Includes approval of minutes, adoption of routine resolutions, and items of business requiring Council action)****3.1 MINUTES**

3.1a. [24-259](#) June 10, 2024 Draft City Council Minutes

Attachments: [6-10-24 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.2a. [24-147](#) Internal Borrowing from the City's Utility Fund to the General Fund to pay for the portion of the Public Works Operations building occupied by Parks staff.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Adopt Resolution No. 2024-17, approving an internal borrowing from the Utility Fund to the General Fund to pay for the portion of the Public Works operations building occupied by Parks staff.

Summary:

Recently, the Public Works Department completed construction and moved into a new operations building. Due to the age and state of Building 14 at the City Shops Complex where Parks was previous located, as well as to maintain cross departmental efficiencies, Parks Operations staff also moved into the new Public Works building. As the building was paid for using Utility rates, which are to be used on Utility-related expenses, the General Fund is obligated to pay for the portion of the building that will be used by Parks. Approval of this resolution will execute an internal loan between the Utility Fund and the General Fund in an amount not to exceed \$2,108,690.

Attachments: [Resolution No. 2024-17](#)

[Resolution No. 2024-17, Exhibit A, 2024 Utility Fund and General Fund Interfund Loan](#)

3.2b. [24-262](#) Transfer of fiscal year 2024 budget appropriations in the General Fund, Streetlights Fund, and City Services Fund.

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

Recommendation:

Adopt Resolution No. 2024-32 authorizing a transfer of appropriations within the City's fiscal year 2024 budget.

Summary:

Several year-end budget authority transfers are needed to maintain compliance with Oregon budget law. This process is required when actual spending is anticipated to exceed budget authority.

Attachments: [Resolution No. 2024-32](#)

3.2c. [24-185](#)

Adopting the Fiscal Year 2025 (FY2025) Parking District budget and setting the Parking Tax rate for the Downtown Parking District.

Ward(s): Ward 1
Councilor(s): Stapleton
Neighborhood(s): CANDO
Result Area(s): Strong and Diverse Economy, Welcoming and Livable Community

Recommendation:

Adopt Resolution No. 2024-28 (Attachment 1) adopting the FY2025 Downtown Parking budget and setting the business-paid parking tax for the Downtown Parking District.

Summary:

The FY2025 operating budget for the Downtown Parking Fund is \$1,366,060, which incorporates tax rates of \$169.00 per space or \$469.00 minimum tax, a 2% increase from current rates.

Salem Revised Code 7.110 requires Council to adopt, by resolution, a budget for the Downtown Parking District (District) and set the tax for each fiscal year. The Parking District was established in 1976 to provide funding for economic promotion and public parking within the downtown core.

Attachments: [Parking Tax Resolution 2024-28.docx](#)
[Exhibit A--Downtown Parking Fund extract from FY25 budget book.pdf](#)

3.2d. [24-256](#)

Adoption of the FY 2025 City of Salem budget

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance; Natural Environment
Stewardship; Safe and Healthy Community; Safe, Reliable and

Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Adopt Resolution No. 2024-31 to adopt the FY 2025 City of Salem budget.

Summary:

The City of Salem budget for fiscal year (FY) 2025 is required to be adopted by Oregon budget law prior to July 1, 2024. Adoption of this resolution will allow authorized spending in the coming fiscal year.

Attachments: [Resolution No. 2024-31](#)

[Resolution No. 2024-31, Exhibit A](#)

[City of Salem FY 2025 City Council Amendments Summary](#)

[City of Salem FY 2024 Carryovers for the FY 2025 Budget, General Fund](#)

[City of Salem FY 2024 Carryovers for the FY 2025 Budget, Other Funds](#)

[Written Testimony](#)

3.3 ACTION ITEMS

3.3a. [24-227](#)

Capital Improvement Plan for FY 2025 through FY 2029

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Adopt the Capital Improvement Plan for FY 2025 through FY 2029 as recommended by the Budget Committee.

Summary:

The Capital Improvement Plan (CIP), governed by Council Policy C-9 (Resolution 2008-142), 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 adoption of the CIP this evening will affirm the Budget Committee's recommendation after their review of the CIP in April.

Attachments: [Recommended FY 2025 - FY 2029 Capital Improvement Plan](#)

3.3b. [24-245](#)

Renewal of Intergovernmental Agreement (IGA) between the City and West Valley Housing Authority (WVHA)

Ward(s): Ward 1, 8
Councilor(s): Stapleton, Varney
Neighborhood(s): West Salem
Result Area(s): Welcoming and Livable Community.

Recommendation:

Approve the Intergovernmental Agreement with West Valley Housing Authority as provided in Attachment 1.

Summary:

The WVHA is a public housing agency for Polk County and operates two public housing facilities in West Salem: Pioneer Village on Taybin St NW and Kingwood West on Edgewater Street NW. The City acts as a HUD Responsible Entity for WVHA just as it does for Salem Housing Authority (SHA). The City and WVHA entered into an IGA in May 2004 for five years, with three automatically renewing five-year extensions. The purpose of the IGA is to define roles and responsibilities and identify cost responsibilities. The City has a similar agreement with the Salem Housing Authority.

Attachments: [WVHA and City IGA for services June 2024 modified agreement.docx](#)

4. PUBLIC HEARINGS

- 4.a. [24-267](#) Supplemental Budget 3 for unanticipated City expenses in the Emergency Services Fund

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance; Natural Environment Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Adopt Resolution No. 2024-33, Fiscal Year Supplemental Budget 3, increasing resource and expenditure appropriation authority in the Emergency Services Fund.

Summary:

With ongoing operation of the City medic unit to assist Falck ambulance with emergency medical response, insurance and bad debt write off expenses have exceeded original estimates for the Emergency Services Fund. A supplemental budget is needed since these changes were not included or anticipated in the fiscal year 2024 adopted budget.

Attachments: [Resolution No. 2024-33](#)
[Resolution No. 2024-33, Exhibit A](#)
[Resolution No. 2024-33, Exhibit B](#)

5. SPECIAL ORDERS OF BUSINESS: (Items deferred from the Consent Calendar; Mayor and Councilor Items; Items which require a selection among options; or of special importance to Council; management reports; presentations by City boards, commissions, committees, or outside agencies)

- 5.a. [24-252](#) Amendment and restatement of an agreement between the City of Salem and Willamette University for use of Spec Keene Stadium, McCulloch Stadium, and Bush's Pasture Park.

Ward(s): Ward 2

Councilor(s): Nishioka

Neighborhood(s): SCAN

Result Area(s): Natural Environment Stewardship; Welcoming and Livable Community.

Recommendation:

Authorize the City Manager to execute the proposed amendment and restatement of an agreement for use of John Lewis Field, McCulloch Stadium, and Bush's Pasture Park. I

Summary:

The City of Salem and Willamette University are proposing to update and amend an agreement regarding the use of Spec Keene Stadium, McCulloch Stadium, and Bush's Pasture Park. This new agreement would clearly define who is responsible for using and maintaining the facilities, and outline terms related to public access and future improvements. The new agreement is part of a broader initiative by Willamette University and Salem Baseball LLC to enhance John Lewis Field.

Attachments: [Restated Agreement Final Draft 061724.docx](#)
[Attachment 2 - Encroachment Areas.pdf](#)
[Attachment 3 - SPRAB Aaction Sheet .pdf](#)
[Attachment 4 - WU Response to SPRAB Member Questions.pdf](#)
[Public Comments received by 3:00 p.m., June 18, 2024.pdf](#)
[Public Comments received by 3:00 p.m., June 21, 2024.pdf](#)
[Public Comments received by 12:00 p.m., June 24, 2024.pdf](#)
[Additional Public Comments received by 5:00 p.m., June 24, 2024](#)

Add - Written Testimony.

5.b. [24-268](#)

Revised Motion - Motion from Councilor Linda Nishioka regarding support for the United Way - Cottages United phase 2 affordable housing project, located on Market Street, NE near Swegle Elementary School.

Ward(s): Ward 6
Councilor(s): Councilor Hoy
Neighborhood(s): ELNA

Revised - The motion was revised and the staff report was updated.

6. INFORMATION REPORTS: (Items that require no Council action)**6.a.** [24-247](#)

Purchases approved administratively from May 1, 2024 through May 31, 2024.

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

Recommendation:

Information only.

Summary:

Specific awards and the sources of funds for all contracts administratively awarded, renewed, or modified during the month of May. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively May 2024.pdf](#)

6.b. [24-249](#)

Planning Administrator Decision - A tree variance to construct within the critical root zone of one Significant Tree - Approved.

Tree Variance Case No. TRV24-02 - Chandler Cavell - 2180 Laurel Ave NE.

Ward(s): Ward 1
Councilor(s): Stapleton
Neighborhood(s): Highland

Recommendation:

Information Only.

Attachments: [Land Use Decison TRV24-02](#)

6.c. [24-253](#)

Status report on Mayor and City Council motions from January 2022 through June 2024.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe Community; Safe, Reliable and Efficient

Infrastructure; Strong and Diverse Economy; Welcoming and

Livable Community.

Recommendation:

Information only.

Summary:

From time to time the Mayor or a City Councilor may offer a motion to direct staff to conduct research, prepare a recommendation for future action, or direct funding to an initiative. From January 2022 to June 2024, the City Council considered 21 of these motions.

This report provides a status update on staff action since the motions were made, if approved, along with a brief summary of the discussion, and includes a link to the report on each motion for reference.

Attachments: [Mayor and Council Motions 6.10.24.pdf](#)

6.d. [24-260](#)

Summary of recent activity and progress on 2022 voter-approved Safety and Livability Bond measure.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Information only.

Summary:

In 2023, the City established an oversight committee to guide spending, timing, and prioritization of projects to be funded with the voter-approved Safety and Livability Bond measure. Also in 2023, the first of three bond sales occurred, design work began on several bond-funded projects, and fire trucks and equipment were purchased. City Council received updates from the Bond Oversight Steering Committee in April, August, and December of 2023, and in March 2024.

7. ORDINANCES

7.1 FIRST READING:**7.1a.** [24-250](#)

Vacation of a public sanitary sewer easement located near Orchard Heights Road NW and Linwood Street NW.

Ward(s): Ward 8

Councilor(s): Councilor Varney

Neighborhood(s): West Salem Neighborhood Association

Result Area(s): Safe, Reliable and Efficient Infrastructure.

Recommendation:

Conduct first reading of Ordinance Bill No. 7-24 (Attachment 1), which vacates a public sanitary sewer easement located near Orchard Heights Road NW and Linwood Street NW, and advance Ordinance Bill No. 7-24 to second reading for enactment.

Summary:

The City of Salem received a petition from Bonaventure Development to vacate a public sanitary sewer easement located north of Orchard Heights Road NW and west of Linwood Street NW. The Petitioner is seeking to relocate the existing sanitary sewer away from the building foundations to create more efficiency in the overall building layout for a new multi-family development.

Attachments: [Attachment 1 - Ordinance Bill No. 7-24](#)

[Attachment 2 - Legal Description and Map](#)

7.2 SECOND READING:**7.2a.** [24-266](#)

Renaming Salem Municipal Airport to "Salem - Willamette Valley Airport."

Ward(s): Ward 2

Councilor(s): Nishioka

Neighborhood(s): Southeast Mill Creek Association (SEMCA),

Southeast Salem Neighborhood Association (SESNA)

Result Area(s): Strong and Diverse Economy.

Recommendation:

Conduct second reading and enact Ordinance Bill No. 6-24, amending Chapters 9 and 602 of the *Salem Revised Code*.

Summary:

At its June 10, 2024, meeting, City Council adopted Resolution 2024-29 which officially renamed the Salem Municipal Airport to Salem - Willamette Valley Airport. Council also conducted first

reading of Ordinance Bill No. 6-24, amending Chapters 9 and 602 of the *Salem Revised Code*. Renaming the airport to include Willamette Valley in its title will reflect its geographic location in the center of the Willamette Valley and that it serves as a transportation hub for commercial, military, emergency response, and general aviation services, not only for the Salem metropolitan area, but the greater Willamette Valley. Public awareness of its larger regional role will help market the airport and its commercial air passenger service more broadly for those wanting to travel to the Pacific Northwest. The ordinance bill changes references to the Airport in the *Salem Revised Code*.

Attachments: [Attachment 1 - Ordinance Bill No. 6-24](#)
[Exhibit A to Ordinance Bill No. 6-24](#)

8. PUBLIC COMMENT: (Other than agenda items)

9. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6255 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: cityrecorder@cityofsalem.net at least two business days in advance.

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.

UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS

- a. [24-258](#) Unless otherwise noted, all meetings and public hearings will be conducted in Council Chambers, located at City Hall, 555 Liberty Street SE, Room 240, with the option for remote attendance. Please see the meeting agenda header for more details on remote attendance. The meetings are also available to watch in real-time online at CC:Media YouTube Channel, as well as Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Proposed Code Amendments related to Housing and Land Use - Case No. CA 24-01
Monday, September 9, 2024 at 6:00 p.m.

Proposed Fees and Charges for Utility Service Rates (Water, Wastewater, and Stormwater)
Tuesday, November 12, 2024 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

5 Year and Public Housing Agency Plan.
Monday, July 8, 2024 at 6:00 p.m.

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

CITY COUNCIL WORK SESSIONS: (Unless otherwise noted, work sessions are held in the Council Chambers, 555 Liberty Street SE.

Presentation of the 2024 Revenue Task Force Recommendations
Monday, July 15, 2024 at 6:00 p.m.

Continuation of Discussion - 2024 Revenue Task Force Recommendations
Monday, August 19, 2024 at 6:00 p.m.

2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood	- Annual Meeting Date	- Time	- Councilor
Faye Wright	-----September 10	---6:30 p.m.	-----Nordyke, Phillips
Northgate	-----September 19	---6:00 p.m.	-----Gonzalez
NOLA	-----October 2	-----6:30 p.m.	-----Hoy, Gonzalez
West Salem	-----October 3	-----6:30 p.m.	-----Stapleton, Varney
NESCA	-----October 15	-----7:00 p.m.	-----Hoy, Nishioka,

Stapleton

CANDO-----October 15-----6:00 p.m.-----Nishioka, Stapleton

Sunnyslope-----October 17-----7:00 p.m.-----Nordyke, Gwyn

SWAN-----November 5-----6:30 p.m.-----Nishioka, Nordyke

NEN-----November 12----- 6:30 p.m.-----Nishioka, Stapleton

SESNA -----November 26-----7:00 p.m.-----Nishioka

MEETING PROCEDURES

City Council meets on the second and fourth Mondays of each month at 6:00 p.m. All meetings are in the Council Chambers, Room 240, 555 Liberty St. SE.

The Mayor, who is the presiding officer, is elected at large for a term of two years. Councilors are elected for four year terms for each of the City's eight Wards. These nine officers comprise the Council who make the policy decisions for municipal activity and pass its ordinances and regulations.

Because the Mayor and Councilors' positions are part time, without pay, the Council appoints a City Manager who is responsible for the administration and execution of the City's policies and ordinances.

The City Council generally follows Robert's Rules of Order, but has adopted supplementary rules that may be found on the City's website at:
[http://www.cityofsalem.net/Pages/council rules.aspx](http://www.cityofsalem.net/Pages/council%20rules.aspx).

THE CONSENT CALENDAR

The Consent Calendar allows the Council to save time by acting on everything listed on that part of the agenda with one motion instead of considering each item separately. If a City Councilor believes a matter on the Consent Calendar deserves further discussion, the Councilor can request that item be removed from the Consent Calendar and considered separately under "Special Orders of Business."

PUBLIC COMMENT

There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is immediately prior to the Consent Calendar. This time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. The time light on the podium will flash yellow when you have one minute left, and will turn red when your time has expired.

HOW TO GET YOUR COMMENTS INCLUDED AS PART OF THE AGENDA

Any written comments that you wish to be given to the City Council that are about an item on an agenda must be submitted to the City Recorder by 3:30 p.m. on the day of the City Council meeting when the item will be considered. For complete information on submitting communications to Council, please refer to Council Rule 6: Communications:
[https://www.cityofsalem.net/Pages/council rules.aspx](https://www.cityofsalem.net/Pages/council%20rules.aspx).

If you have some matter that you wish to have the City Council consider in the future, you are encouraged to submit your suggestion in writing to the City Manager at 555 Liberty Street SE, Room 220, Salem, OR, or by e mail to: manager@cityofsalem.net.

PUBLIC HEARINGS

The City Council can hold public hearings to consider legislative, quasi judicial or administrative matters. To testify at a hearing, you may sign up on the Hearing Roster located near the east entrance to the Council Chambers before the Mayor convenes the meeting. At the time for the hearing on the agenda, the Mayor will announce when the public hearing is open. If you have signed up to speak, come forward to the podium when the Mayor calls your name. State your name and either your address or the ward you live in. If you wish to receive notice of any written decision reached at the hearing, you must provide the City Recorder your address. When you have finished speaking, the Mayor will ask the Council if there are any questions for you, so please remain at the podium for a moment.

The time limit is 3 minutes per person for legislative and administrative hearings. The time limits for quasi judicial hearings in non land use cases are as follows:

1. Staff Presentation – 15 minutes
2. Affected Party – 15 minutes
3. Neighborhood Associations – 5 minutes
4. Other Interested Persons – 3 minutes per person
5. Rebuttal by Affected Party – 7 minutes

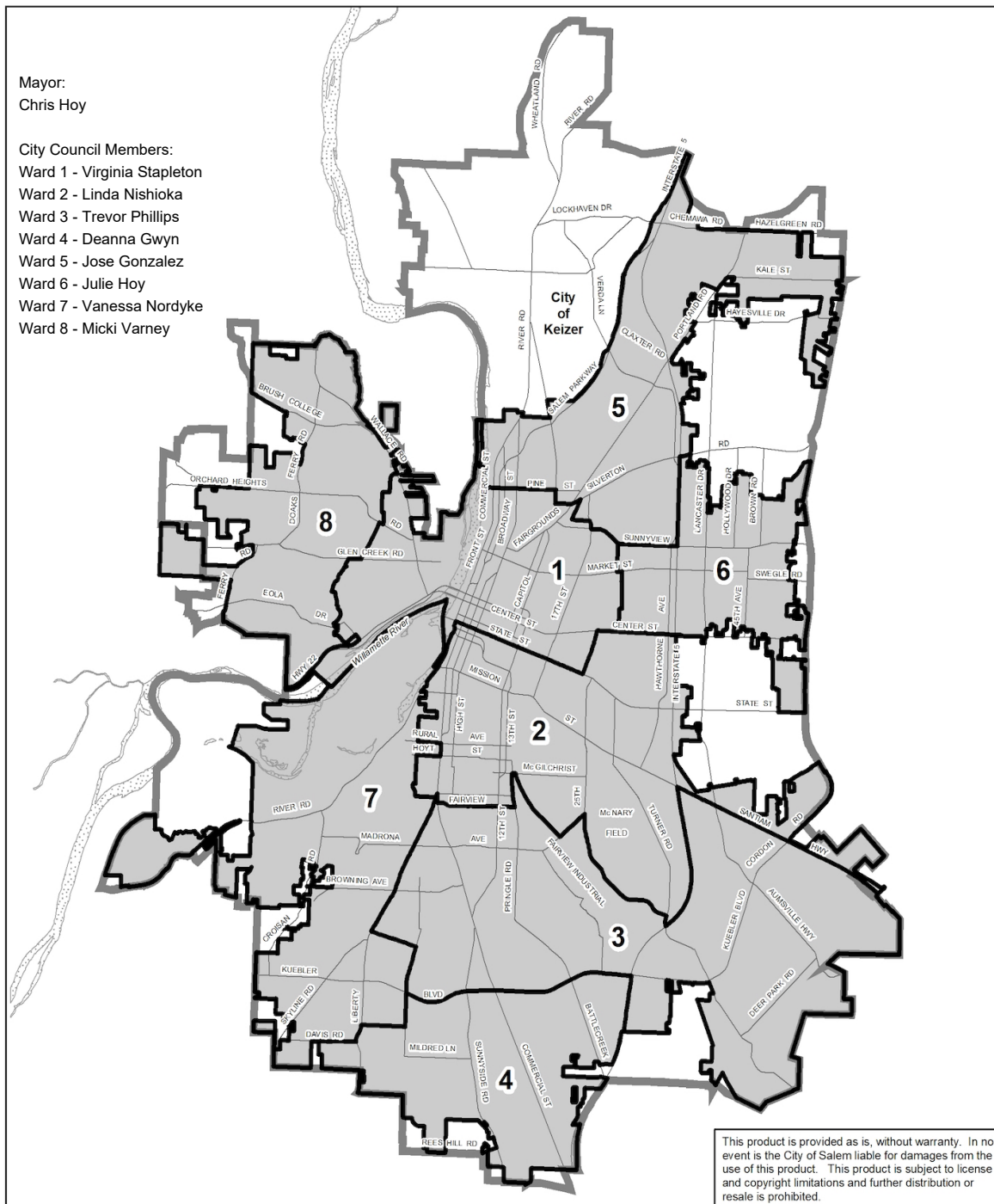
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588 6173 or email at: Imanderson@cityofsalem.net.

Timer lights are located on the podiums. A flashing yellow light means you have one minute left; a red light means your time has expired.

City of Salem Wards

Mayor:
Chris Hoy

City Council Members:
Ward 1 - Virginia Stapleton
Ward 2 - Linda Nishioka
Ward 3 - Trevor Phillips
Ward 4 - Deanna Gwyn
Ward 5 - Jose Gonzalez
Ward 6 - Julie Hoy
Ward 7 - Vanessa Nordyke
Ward 8 - Micki Varney



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