



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, January 22, 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

City Council

5:00 p.m. - 5:15 p.m. - City Manager's Conference Room
Real Property Transactions - ORS 192.660(2)(e)

Joint City Council and Salem Housing Authority Commission

5:15 p.m. - City Manager's Conference Room
Labor Negotiations - ORS 192.660(2)(d)

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

1.3a. [24-1](#) Proclamation - Black History Month

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - Black History Month](#)

1.4 PRESENTATIONS

1.4a. [24-18](#) Salem-Keizer Public School District - Financial Challenges.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Information Only.

Summary:

Superintendent Castañeda will be presenting and discussing the Salem-Keizer Public School Districts ongoing and upcoming financial challenges.

Attachments: [Presentation_City_Council 01-22-24.pptx](#)

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. [24-9](#) January 8, 2024 Draft City Council Minutes

Attachments: [1-8-24 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.2a. [24-20](#) Transfer of appropriations within the City's Fiscal Year (FY) 2024 Budget to fund a water leak repair at City Hall and the lease of two fire apparatus.

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.

Recommendation:

Adopt Resolution No. 2024-4 authorizing a transfer of \$260,200 in appropriations within the City's FY 2024 budget for unanticipated changes.

Summary:

A transfer from contingency in the amount of \$260,200 is needed to fund two unanticipated items in the FY 2024 budget. A water leak at City Hall was impacting the mechanical room and required urgent repair in December 2023. Also, the Fire Department leased one fire engine and one ladder truck. At the time of budget development there was uncertainty if the lease expense would be incurred moving forward. There is not sufficient budget authority in the departments' budget to absorb either of these unbudgeted expenses.

Attachments: [Resolution No. 2024-4](#)

3.3 ACTION ITEMS

3.3a. [24-23](#) Request to create a mid-year project for design and construction of intersection improvements including a new traffic signal at the Liberty Road S and Davis Road S intersection.

Ward(s): Wards 4, 7

Councilor(s): Councilors - Gwyn, Nurdyke

Neighborhood(s): South Gateway Neighborhood Association, Sunnyslope Neighborhood Association

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

Recommendation:

Authorize the creation of a transportation project, "Liberty Road S at Davis Road S Intersection Improvements," in the FY 2024 2022

Safety and Livability Bond Construction Fund.

Summary:

Due to increasing traffic volumes in the area, there is a need to improve the intersection of Liberty Road S and Davis Road S. To begin construction of these improvements in 2025, design work must start in February 2024. This mid-year project request provides funds for design and construction of the intersection improvements including a new traffic signal.

Attachments: [Attachment No. 1 - Project Location Map.pdf](#)
[Public Comments received by 1:30 p.m., January 22, 2024.pdf](#)
[Additional Public Comment received by 5:00 p.m., January 22, 2024](#)

Added Written Testimony.

3.3b. [24-25](#)

Request to create a mid-year project and submit an Energy Trust of Oregon incentive application for lighting upgrades in the Process Support Facility at the Willow Lake Water Pollution Control Facility.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Authorize the creation of a new wastewater project "Willow Lake Process Support Facility Lighting Upgrades" in the FY 2024 Wastewater Non-Assessed Construction Fund 255, funded with Utility Rates, and apply for and, if granted, accept up to \$18,200 in incentive funding from Energy Trust of Oregon to offset project costs.

Summary:

The lighting in the Process Support Facility at the Willow Lake Water Pollution Control Facility has degraded and requires increased corrective maintenance to keep the lighting equipment functional. Incentive funding from Energy Trust of Oregon is available that would offset the project costs.

3.3c. [24-24](#)

Application for project funding under the Building Resilient Infrastructure and Communities grant program issued by the Federal Emergency Management Agency.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Authorize the City Manager to apply for funding to design and

construct the Geren Island Water Treatment Facility Bridge Replacement project through the BRIC Grant Program and, if successful, authorize the City Manager to enter into an agreement with the Federal Emergency Management Agency to accept these funds.

Summary:

The Building Resilient Infrastructure and Communities (BRIC) grant program makes federal funds available to states, U.S. territories, federally recognized Tribal governments, and local governments for hazard mitigation activities. It does so with a recognition of the growing hazards associated with climate change, and the need for risk mitigation activities that promote climate adaptation and resilience with respect to those hazards. These include both acute extreme weather events and chronic stressors, which have been observed and are expected to increase in intensity and frequency in the future. One City project has advanced through the pre-application process and is recommended to be considered for this grant funding.

Attachments: [Attachment No. 1 - FY 2023 BRIC Notice of Funding Opportunity](#)
[Attachment No. 2 - Project Location Map](#)

3.3d. [24-27](#)

Recommended policy statements and priorities, as revised, to guide Salem's Federal and State agenda, and Salem's response to proposed legislation during the 2024 Oregon Legislative Session.

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:

Approve policy statements and priorities to guide Salem's Federal and State agenda, and Salem's response to proposed legislation during the 2024 Oregon Legislative Session positions on specific bills for the 2023 Oregon Legislative Session.

Summary:

During the interim between State legislative sessions, the City Council's Legislative Committee meets monthly to consider priorities to guide Salem's Federal and State agendas. The Oregon State Legislature will convene February 5, 2024 for a short session. Before any official representing the City of Salem can attempt to influence legislation on a particular matter, during the interim or a

legislative session, the City Council must adopt an official position related to that matter.

On January 12, 2024, the City Council Legislative Committee met to consider amendments to Legislative priorities and policies to form Salem's State and Federal agenda (Attachment 1) The Committee's amendments to the policy statements are set forth in underline and ~~strikeout~~. The Legislative Committee is comprised of Mayor Hoy and Councilors Stapleton, Nordyke, and Phillips, with Councilor Nishioka serving as alternate.

Attachments: [2024 State and Federal Agenda](#)

Revised - Revised attachment to staff report; clarifying language was added in the last bullet on page 7 of the attachment.

3.3e. [24-31](#)

Procedure for the City Manager's performance evaluation process.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Approve selection of the consultant's proposal for the facilitated performance evaluation process for City Manager, and staff recommendation for procedural modifications from Council Policy A-6.

Summary:

Council Policy No. A-6 of the Salem City Council describes the procedure for reviewing the performance and setting salary of the City Manager (Attachment 1). Any changes or modifications to the procedure as outlined in the Council Policy will be presented as proposed recommendation for the performance evaluation process to the City Council. The Council Committee selected a consultant to guide the evaluation process and part of the procedures and evaluation criteria are not aligned to the current Council Policy A-6. The Council Committee is requesting a procedural waiver from the current Council Policy A-6 so that the facilitated interview evaluation process as proposed by the consultant may begin. City Council has the authority to make the final determination of the City Manager performance evaluation procedure.

Attachments: [Attachment 1 Council Policy No A-6.pdf](#)
[Attachment 2 Consultant Proposal Salem CM Performance.pdf](#)

3.3f. [24-22](#)

Setting a public hearing for the assessment of project costs for the

conversion of the private Sleepy Hollow Phase I water system to the City's public water system.

Ward(s): Ward 6

Councilor(s): Councilor Hoy

Neighborhood(s): East Lancaster Neighborhood Association

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

Recommendation:

Schedule a public hearing for February 26, 2024, to receive public testimony concerning the assessment to property owners served by the Sleepy Hollow Phase I Water System.

Summary:

The private water system supplying the residents of the Sleepy Hollow community had contained elevated levels of arsenic since at least 2012. Working with the homeowners, an agreement was reached with the City for the residents to be disconnected from the existing private Sleepy Hollow Phase I Water System and be connected to City water. In the agreement, a portion of the cost of the new infrastructure was to be paid by each property owner, who will be assessed under the procedures of *Salem Revised Code* (SRC) Chapter 21 (General Assessment Procedures). The assessment amount is \$5,000 per property, which will go toward the total cost of the project. The project is now complete at a total project cost of \$768,108.

4. PUBLIC HEARINGS

4.a. [23-480](#)

An Annexation of an approximately 0.96-acre territory located at 4370 Fisher Road NE (ANXC-753).

Ward(s): Ward 5

Councilor(s): Gonzalez

Neighborhood(s): Northgate

Result Area(s): Welcoming and Livable Community

Recommendation:

Approve the annexation of the territory located at 4370 Fisher Road NE, including the withdrawal from the Marion County Fire District #1 and the East Salem Sewer and Drainage District and the application of MU-III (Mixed Use - III) zoning and forward to first reading.

Summary:

Annexation of an approximately 0.96-acre territory located at 4370 Fisher Road NE.

Attachments: [Vicinity Map](#)
[Territory Legal Description and Map](#)
[Finance Memo C-753.pdf](#)

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. [23-506](#) Memorandum of Understanding between the City of Salem, Willamette University, and the Salem Baseball Club LLC to participate in good faith negotiations on the renovation of the Willamette baseball stadium and softball stadium and make them available to LLC as noted in the recitals.

Ward(s): Ward 2
Councilor(s): Nishioka
Neighborhood(s): SCAN
Result Area(s): Natural Environment Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Welcoming and Livable Community.

Recommendation:

Authorize the City Manager to execute the Memorandum of Understanding.

Summary:

This Memorandum of Understanding (MOU) memorializes the Parties' intention to work collaboratively for the renovation of the Willamette baseball stadium and softball stadium and make them available for use for a potential summer-league baseball team comprised of collegiate players.

Attachments: [Attachment 1. MOU City University SB LLC](#)
[Attachment 2. MOU Attachment 1 Pre Application](#)
[Attachment 3. Original agreement BB stadium 09.24.82](#)

- 5.b. [24-21](#) City Council Rule Committee report and recommendations to modify City Council Rules

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

Recommendation:

Adopt Resolution No. 2024-5 to implement changes to City Council Rules as set forth in Exhibit A to the resolution and direct staff to initiate a legislative land use process to amend the Salem Revised Code to modify the Council "Call-Up" process.

Summary:

The City Council Rules Subcommittee (Committee) met four times beginning in March 2023 to review the City Council Rules, deliberate on potential changes and additions to the Rules and provided a unanimous recommendation to City Council for a package of Rules changes.

Attachments: [Resolution 2024-5.docx](#)

[Exhibit A to Resolution 2024-5 changes to council rules.pdf](#)

[Table of Recommended Changes 110823.docx](#)

[Council Call Up Table.docx](#)

[Public Comment received by 2:00 p.m., January 8, 2024.pdf](#)

[Public Comments received by 1:30 p.m., January 22, 2024.pdf](#)

Revised - Replaced attachment Exhibit A with a revised version that shows where the proposed changes are located within the document.

Added Written Testimony.

5.c. [24-26](#)

Proposed Revenue Task Force membership and status update.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Approve the slate of candidates for the City of Salem's Revenue Task Force, as recommended by the Board and Commission Appointments Committee

Summary:

On November 27, 2023, Salem City Council formed a Revenue Task Force. At their December 11, 2023, City Council approved the Revenue Task Force Charter and discussed membership selection process and timeline. The Board and Commission Appointments Committee of the City Council is recommending a 25-person Task Force roster, with two alternates. Additional information regarding the timeline and key dates will be presented at the City Council meeting.

Attachments: [Revenue Task Force candidate statements of interest](#)

[Salem Revenue Task Force status report presentation](#)

6. INFORMATION REPORTS: (Items that require no Council action)**6.a. [23-510](#)**

The City of Salem is partnering with the University of Oregon's Sustainable City Year Program for the 2023 - 2024 academic year to advance City Council and community priorities.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Result Areas - Good Governance; Natural Environment Stewardship; Safe Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Information.

Summary:

The City of Salem is partnering with the University of Oregon's Sustainable City Year Program for the 2023 - 2024 academic year to advance City Council and community priorities to include implementation of Climate Action Plan strategies, principles of equity, communications and civic engagement, active transportation and mobility, and furthering 2022 Community Safety and Livability Bond priorities.

Attachments: [Assembly of temporary park pavilion](#)**6.b. [24-8](#)**

2023 Salem Climate Action Plan (CAP) Annual Report.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Natural Environment Stewardship

Recommendation:

Information Only.

Summary:

Provide 2023 Climate Action Plan Annual Report to Council.

Attachments: [Attachment 1 - Salem Climate Action Plan 2023 Annual Report](#)**6.c. [24-4](#)**

Purchases approved administratively from December 1, 2023 through December 31, 2023.

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 December. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively December 2023.pdf](#)

6.d. [24-33](#)

Fiscal Year (FY) 2023 Urban Renewal Agency (URA) Annual Financial Report as submitted by the Urban Renewal Agency Board.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information Only.

Summary:

Under Oregon Revised Statutes (ORS) 457.460, each year an urban renewal agency must prepare a report on its finances and file that report with the governing body of the municipality where the agency is located. The report will be provided to the Urban Renewal Agency Board (Board) at its meeting on January 22, 2024 prior to the City Council meeting. The Board is anticipated to approve the report during this meeting.

Attachments: [Independent Auditors Report - FY 2023 Salem Urban Renewal Agency](#)

6.e. [24-34](#)

Fiscal Year (FY) 2023 Financial Audit of the City of Salem, Oregon

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information Only.

Summary:

The certified public accounting firm of Grove, Mueller & Swank, PC, completed the annual financial audit of the City for the fiscal year ending June 30, 2023. There were no formal findings or recommendations for improvement as a result of the audit.

Attachments: [Independent Auditors Report - FY 2023 City of Salem](#)

7. ORDINANCES

7.1 FIRST READING:

7.2 SECOND READING:

7.2a. [24-13](#)

An annexation of an approximate 0.78-acre territory located at 572 Hile Lane NE with a Minor Comprehensive Plan Map Amendment to Multi-Family Residential and Zone Change to RM-II (Multiple Family Residential).

Ward(s): Ward 6

Councilor(s): Hoy

Neighborhood(s): East Lancaster Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation:

Pass Ordinance Bill No. 1-24, approving the annexation of territory located at 572 Hile Lane NE together with a Minor Comprehensive Plan Map Amendment for the territory to Multi-Family Residential, Zone Change to RM-II (Multiple Family Residential), and withdrawal of the territory from the Marion County Fire District #1 and East Salem Sewer and Drainage District.

Summary:

Annexation of an approximate 0.78-acre territory located at 572 Hile Lane NE with a Minor Comprehensive Plan Map Amendment to Multi-Family Residential and Zone Change to RM-II (Multiple Family Residential).

Attachments: [Vicinity Map](#)

[Ordinance Bill No. 1-24](#)

[Exhibit A to Ordinance Bill No. 1-24](#)

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. [24-28](#) 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:

Tentative - Connecting Approximately 40 Homes in the Sleepy Hollow Neighborhood to the City's Public Water System (Ordinance Bill No. 2-24)

Monday, February 26, 2024 at 6:00 p.m.

FY 2025 Recommended Budget

Monday, June 10, 2024 at 6:00 p.m.

State Revenue Sharing

Monday, June 10, 2024 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:**URBAN RENEWAL AGENCY PUBLIC HEARINGS:**

FY 2025 Recommended Budget

Monday, June 10, 2024 at 6:00 p.m.

CITY COUNCIL WORK SESSIONS: (Unless otherwise noted, work sessions are held in the Anderson Rooms at Salem Public Library, 585 Liberty St SE)

Sheltering and Homelessness in Salem: Partnerships and Progress

Tuesday, February 20, 2024 at 6:00 p.m.

Options for Allocation of Opioid Settlement Funds

Monday, April 15, 2024 at 6:00 p.m.

Joint City Council and Salem Planning Commission - Housing Production Strategies

Monday, May 20, 2024 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS: (Budget Committee meetings are held in Council Chambers, 555 Liberty Street SE, Room 240)

City Manager Presents Proposed FY 2025 Budget to the Budget Committee - Result Areas Reviewed: Welcoming and Livable Community, Natural Environment Stewardship
Wednesday, April 17, 2024 at 6:00 p.m.

Budget Committee Review Meeting - Result Areas Reviewed: Strong and Diverse Economy, Urban Renewal Agency, Safe Reliable and Efficient Infrastructure, CIP Public Hearing
Wednesday, April 24, 2024 at 6:00 p.m.

Budget Committee Review Meeting - Results Areas Reviewed: Safe Community, Good Governance
Wednesday, May 1, 2024 at 6:00 p.m.

Budget Committee Recommends FY 2025 Budget to the City Council and Urban Renewal Agency
Wednesday, May 8, 2024 at 6:00 p.m.

2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - Councilor
SEMCA-----April 9-----10:00 a.m.-----Nishioka, Phillips
Grant-----May 2-----6:15 p.m.-----Stapleton
Highland-----May 9-----6:30 p.m.-----Gonzalez, Stapleton
ELNA-----June 6-----7:00 p.m.-----Hoy
Morningside-----June 12-----6:30 p.m.-----Nishioka, Phillips
SCAN-----June 12-----6:30 p.m.-----Nishioka, Nordyke
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

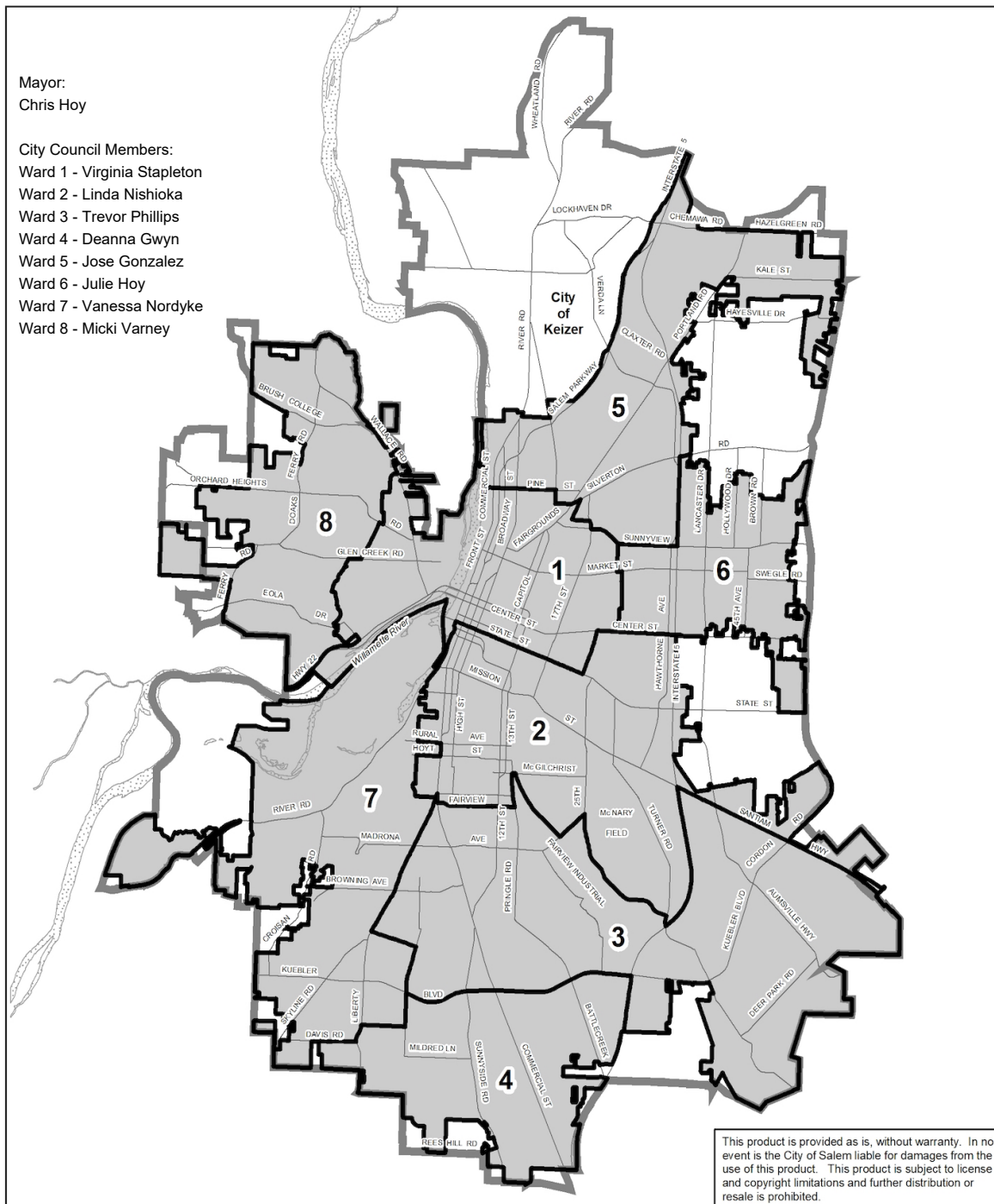
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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



LEGEND

Ward Boundary

Urban Growth Boundary

Salem City Limits

Major Streets

0 0.5 1
Miles



CITY OF *Salem*
AT YOUR SERVICE
Community Planning and Development

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