



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, March 25, 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

5:15 p.m. - City Manager's Conference Room

Current/Pending Litigation - ORS 192.660(2)(h)

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. [24-110](#) Proclamation - Child Abuse Prevention Month 2024

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - Child Abuse Prevention Month 2024](#)**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.** [24-115](#) March 11, 2024 Draft Council Minutes**Attachments:** [3-11-24 Draft Council Minutes](#)**3.2 RESOLUTIONS****3.2a.** [24-92](#) Resolutions adopting Council Policies C-19 (Transportation Services Fund Financial Policy) and C-20 (Streetlight Fund Financial Policy); updating Council Policies C-9 (Capital Improvement Program Policy) and C-14 (Utility Fund Financial Policy).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Adopt Resolution Nos. 2024-10, 2024-11, 2024-12, and 2024-13, updating Council policies C-9 (Capital Improvement Program Policy) and C-14 (Utility Fund Financial Policy) and adopting new Council policies C-19 (Transportation Services Fund Financial Policy) and C-20 (Streetlight Fund Financial Policy).

Summary:

At the February 20, 2024, meeting of the Finance Committee, staff presented updates to City Council Policies C-9 (Capital Improvement Program Policy) and C-14 (Utility Fund Financial Policy) along with new financial policies C-19 (Transportation Services Fund Financial Policy) and C-20 (Streetlight Fund Financial Policy) for consideration. Policies C-9 and C-14 had not been updated since 2008 and 2016 respectively. Additionally, two new policies for the Transportation Services and Streetlight Funds were provided for consideration. The Finance Committee approved the policies and forwarded them to the City Council for consideration.

Attachments: [Resolution No. 2024-10](#)

[Resolution No. 2024-10, Exhibit A - Revised Council Policy C-9 \(Capital Improvement F](#)

[Resolution No. 2024-10, Exhibit B - Redline Council Policy C-9 \(Capital Improvement P](#)

[Resolution No. 2024-11](#)

[Resolution No. 2024-11, Exhibit A - Revised Council Policy C-14 \(Utility Fund Financial](#)

[Resolution No. 2024-11, Exhibit B - Redline Council Policy C-14 \(Utility Fund Financial](#)

[Resolution No. 2024-12](#)

[Resolution No. 2024-12, Exhibit A - Council Policy C-19 \(Transportation Services Fund](#)

[Resolution No. 2024-13](#)

[Resolution No. 2024-13, Exhibit A - Council Policy C-20 \(Streetlight Fund Financial Poli](#)

3.2b. [24-102](#)

Approving Resolution 2024-14, an initial property tax exemption for a non-profit, low-income housing owner in accordance with SRC 2.850 to 2.910.

Ward(s): Ward 1

Councilor(s): Stapleton

Neighborhood(s): Highland Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation:

Adopt Resolution 2024-14, approving the initial application for property tax exemption to Micronesian Islander Community in accordance with SRC 2.850-2.910.

Summary:

Micronesian Islander Community, a verified non-profit property owner, applied for pre-development tax exemption on four (4) tax lots at 2210-2230 Commercial Street NE. The application states the owner's intention to build 41 units that meet the definition of low-income (60% AMI) in the SRC. A pre-development exemption is valid for up to three years. Council grants initial applications with recertification authority for up to 10 years delegated to the Department Director as long as the property meets exemption criteria.

Attachments: [Resolution No. 2024-14; Low Income.docx](#)
[MIC application.pdf](#)

3.3 ACTION ITEMS

- 3.3a. [24-88](#) Request to create a mid-year project for installation of a Perimeter Intrusion Detection System at the Salem Airport.

Ward(s): 2
Councilor(s): Nishioka
Neighborhood(s): SEMCA, SESNA
Result Area(s): Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy

Recommendation:

Authorize the creation of a mid-year capital improvement project for the installation of a Perimeter Intrusion Detection System on the east side of the Salem Airport.

Summary:

To comply with the Airport Security Program, implemented October 2, 2023, the Transportation Security Administration has continued to urge the Salem Airport to place the Garmin Aviation Technologies campus and its 500+ employees outside of the Air Operations Area, either by installation of a physical fence or alternatively an electronic perimeter intrusion detection system (PIDS), often referred to as a "virtual fence." This will save Garmin and the Airport from the cost and management of hundreds of airport ID badges and enhance perimeter security on the east and southeast side of the airport.

Attachments: [Attachment 1 - AOA Boundary - Garmin.pdf](#)

- 3.3b. [24-94](#) Amendment to lease with Church at the Park for City-owned real property located at 2640 Portland Road NE.

Ward(s): 5
Councilor(s): Gonzalez
Neighborhood(s): Northgate
Result Area(s): Good Governance; Safe Community; Welcoming and Livable Community

Recommendation:

Authorize the City Manager to execute the attached amendment with Church at the Park for real property located at 2640 Portland Road NE.

Summary:

The City (Lessor) currently leases (Lease) (Attachment 1) the property located at 2640 Portland Road NE (Premises) to Church at

the Park (Lessee). Lessee currently operates the Premises as a hub for the Safe Parking Network Program, vehicle evaluations, Clean Start sanitation equipment parking, and Community Outreach office and storage. Staff and Lessee are desirous of extending the Lease to allow Lessee to continue its mission and plan for future programming.

Attachments: [Lease](#)
[Amendment](#)

3.3c. [24-99](#)

Ground lease with North Valley Hay & Farms LLC for property located at 2301 Orchard Heights Road NW.

Ward(s): 8
Councilor(s): Varney
Neighborhood(s): WSNA
Result Area(s): Good Governance; Natural Environment Stewardship

Recommendation:

Authorize the City Manager to execute the attached lease with North Valley Hay & Farms LLC.

Summary:

The City owns the property identified as Tax Lots 073W1701601 and 073W170101603, commonly known as 2301 Orchard Heights Road NW (Property). The Property is unimproved and is the site of the future Grice Hill Park.

Attachments: [Lease](#)

4. PUBLIC HEARINGS

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. [24-108](#)

Revenue Task Force status update.

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

Recommendation:

Information only.

Summary:

On January 22, 2024, the Salem City Council approved the slate of 25 members and two alternates for the Revenue Task Force. The Task Force will meet seven times; consider feedback from eight focus groups, three town halls, and a statistically valid poll; and deliberate on recommendations to the City Council concerning revenue options to support City services funded by the General Fund. Recommendations will be presented to the City Council in a Work Session on July 15, 2024.

Attachments: [Public Comment received by 5:00 p.m., March 25, 2024](#)

Add - Written Testimony.

5.b. [24-116](#)

Salem Fire Department Proposal for the Reintegration of Ambulance Services: Implementing the Ambulance Operator Model under Fire Department Oversight.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe and Healthy Community

Recommendation:

Authorize the City Manager to allow Salem Fire Department to proceed with the approval of Option #2 (Ambulance Operator Model), designating the Fire Department as the exclusive provider of Ambulance Service starting July 1, 2025, thereby discontinuing the practice of subcontracting with an external contractor for ambulance services within the community.

Summary:

An EMS Valuation & Optimization Study for the Salem Fire Department conducted by AP Triton highlights the comprehensive analysis to establish actionable benchmarks and propose tailored recommendations for sustainable ambulance transport within the City of Salem. The study recommends Option #2, the Ambulance Operator Model, which capitalizes on the specialized skills of single-role paramedics and EMT Basics to enhance efficiency and effectiveness in EMS operations, projecting sustainable net revenue over expenses. This model is projected to facilitate further investments into the Emergency Medical Service (EMS) infrastructure, ultimately serving the best interests of Salem's citizens and the City's fiscal health. The implementation and operation of the recommended model will require close oversight and coordination by the fire department to ensure the successful deployment and delivery of emergency medical services.

Attachments: [SALEM FIRE - EMS VALUATION STUDY](#)[Written Testimony from Falck Ambulance received March 21, 2024.pdf](#)[Public Comments received by 1:30 p.m., March 25, 2024](#)[Additional Comment received by 5:00 p.m., March 25, 2024](#)*Add - Written Testimony.***5.c.** [24-100](#)

Federal Emergency Management Agency's Assistance to Firefighters Grant (AFG).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe and Healthy Community

Recommendation:

Authorize the City Manager to apply for and, if awarded, accept the Assistance to Firefighters Grant (AFG) for purchasing three ground ambulances to support the implementation of the new Ambulance Operator (AO) Model.

Summary:

The Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grants (AFG) program aims to improve public and firefighter safety by offering financial support to qualified fire departments. This funding is intended to acquire resources to enhance firefighter safety, health, and operational effectiveness. Specifically, it will be allocated towards purchasing three ground ambulances to support the implementation of the new Ambulance Operator (AO) Model, ensuring enhanced efficiency and response capabilities in emergency services.

6. INFORMATION REPORTS: (Items that require no Council action)

6.a. [24-106](#)

Planning Commission Decision - A Comprehensive Plan Map Amendment and Zone Change application for approximately 400 acres.

Minor Comprehensive Plan Map Amendment / Zone Change Case No. CPC-ZC23-02 - Britany Randall - 5465 Turner Rd SE

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision CPC-ZC23-02](#)

- 6.b. [24-109](#) 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.

7. ORDINANCES

7.1 FIRST READING:

7.2 SECOND READING:

- 7.2a. [24-111](#) 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:

Pass Ordinance Bill No. 02-24, related to assessment of project costs to customers of the former Sleepy Hollow Phase I water system.

Summary:

The private water system supplying the residents of Sleepy Hollow 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 is 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 cost of the project. The project is now complete at a total project cost \$768,108.

Attachments: [Attachment 1 - Ordinance Bill No. 2-24 - Sleepy Hollow Waterline Assessment.pdf](#)
[Attachment 2 - Exhibit A - Legal Description of Properties to be Assessed.pdf](#)

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@cityofsaalem.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. [24-113](#) 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:

Appeal of the Planning Administrator's Decision (Case No. UGA-SPR-ADJ-DAP-DR-PLA24-03) approving a proposed development of a new 405-unit multi-family residential development containing 33 residential buildings located at 4650 Hazelgreen Road NE.
Monday, April 8, 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 Council Chambers, 555 Liberty Street SE.

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, June 17, 2024 at 6:00 p.m.

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

BUDGET COMMITTEE MEETINGS: (Budget Committee meetings are

held in Council Chambers, 555 Liberty Street SE, Room 240)

Budget Committee - Follow-Up Discussion and Q & A Meeting #1
Thursday, March 14, 2024 at 6:00 p.m.

Budget Committee - Follow-Up Discussion and Q & A Meeting #2
Thursday, March 21, 2024 at 6:00 p.m.

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

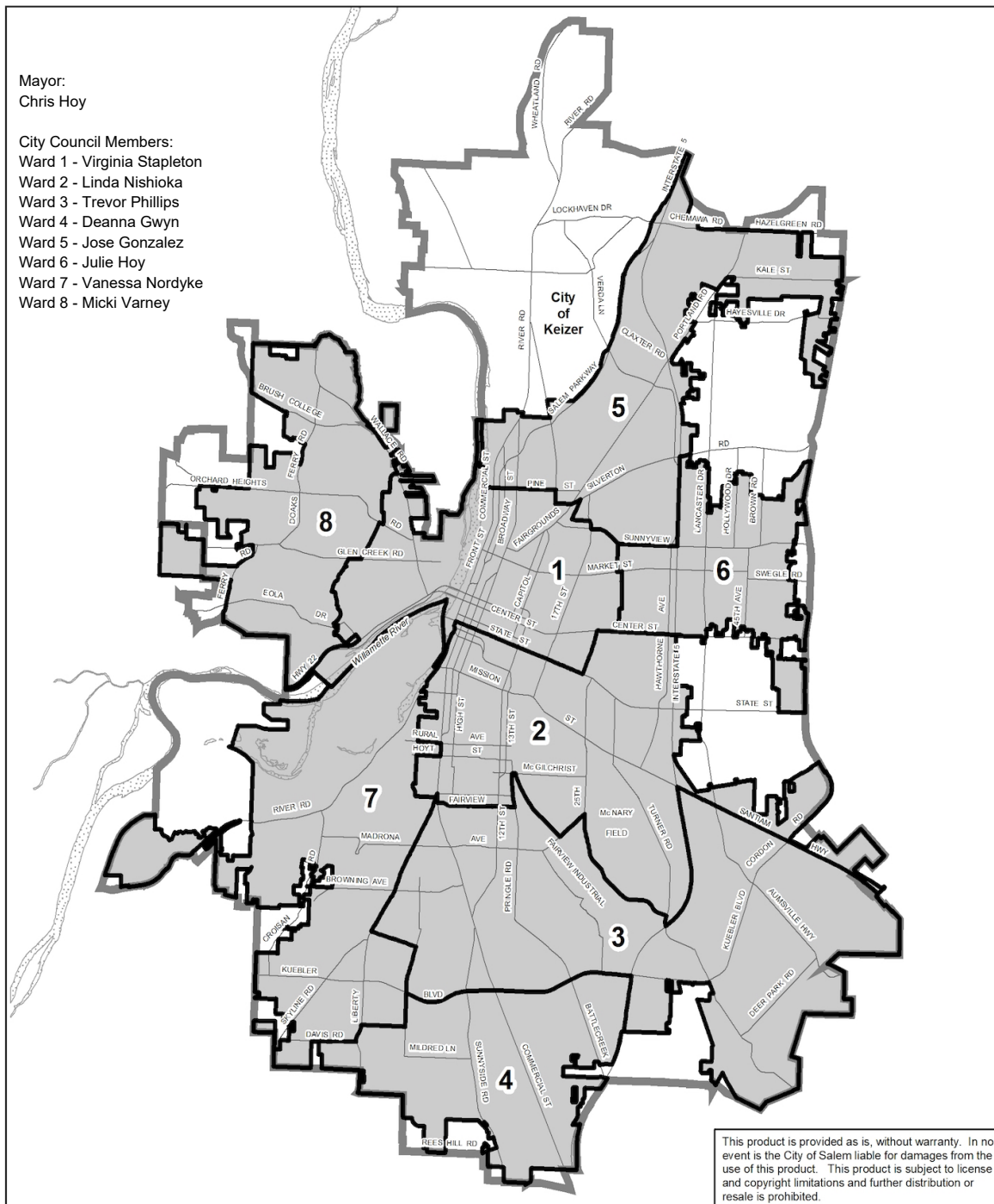
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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