



# **CITY OF SALEM**

## **Meeting Agenda**

### **City Council**

555 Liberty St SE  
Salem, OR 97301

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**Monday, October 14, 2024**

**6:00 PM**

**Council Chambers /  
Hybrid Meeting**

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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](mailto: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 SESSIONS**

#### **City Council**

**5:15 p.m. - 6:00 p.m. - City Manager's Conference Room**

**ORS 192.660(2)(e) - Real Property Transactions**

### **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. [24-338](#)**

Proclamation - Indigenous Peoples' Day

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - Indigenous Peoples' Day.pdf](#)

- 1.3b. [24-413](#) Proclamation - Hands and Words are not for Hurting 2024

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Recommendation:**

Information Only.

**Attachments:** [Proclamation Hands and Words are not for Hurting 2024.pdf](#)

- 1.3c. [24-414](#) Proclamation - White Cane Safety Day 2024

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Recommendation:**

Information Only.

**Attachments:** [Proclamation White Cane Safety Day 2024.pdf](#)

## 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. [24-403](#) September 23, 2024 Draft City Council Minutes

**Attachments:** [9-23-24 Draft Council Minutes.pdf](#)

### 3.2 RESOLUTIONS

### 3.3 ACTION ITEMS

**3.3a.** [24-205](#)

Purchase and Sale Agreement with Jorge Brambila, Sr. and Jorge Brambila, Jr. for sale of surplus City property located at the intersection of Moyer Lane NW and Bartell Drive NW.

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): WSNA

Result Area(s): Good Governance; Strong and Diverse Economy;

Welcoming and Livable Community.

**Recommendation:**

Authorize the City Manager to execute the attached Purchase and Sale Agreement with Jorge Brambila Sr. and Jorge Brambila Jr.

**Summary:**

On February 1, 2024, the property located at the intersection of Moyer Lane NW and Bartell Drive NW and identified as Tax Lot 073W22CB00800 (Property) was listed for sale via a sealed bid auction. At the close of the auction on March 1, 2024, the winning bidders were Jorge Brambila Sr. and Jorge Brambila Jr. (collectively the "Buyer"). Buyer has completed its due diligence and is prepared to enter into a Purchase and Sale Agreement with the City for acquisition of the Property.

**Attachments:** [Purchase and Sale Agreement City and Brambila.pdf](#)

**3.3b.** [24-399](#)

Intergovernmental Agreement for the Oregon Department of Transportation Northwest Oregon 2024-2027 ADA Curb Ramps Project

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 execute the attached Intergovernmental Agreement between the City of Salem and ODOT for the ADA Curb Ramps Project.

**Summary:**

Execution of an intergovernmental agreement will allow the City to cooperate with the Oregon Department of Transportation (ODOT) for Americans with Disabilities Act (ADA) improvements to marked crosswalks along the state highway system within the City limits.

**Attachments:** [Attachment No. 1 - Intergovernmental Agreement.pdf](#)  
[Attachment No. 2 - Project Location Map.pdf](#)

**3.3c. [24-404](#)**

Purchasing from a Business Associated with a City Employee

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**Recommendation:**

Authorize the City Manager to execute a contract with a City employee associated business, Phronesis Network, to provide consultant services for public participation, involvement, and relations related to watershed management.

**Summary:**

Public Works maintains a roster of consultants of record for public participation, involvement, and relations related to watershed management. The services are procured according to the City's Public Contracting Rules (PCR) for consultants of record via a competitive process with the highest ranked proposers awarded an annual contract renewable for up to five years. One of the selected firms, Phronesis Network, is owned by the spouse of a City Public Works Department employee. PCR 1.7 "Purchasing from City Employees Prohibited" requires a contract with any City employee, or any business with which the employee is associated, to be authorized and approved by City Council.

*Revised - Corrected the employee's name listed in the staff report.*

**3.3d. [24-410](#)**

Addition of .25 full time equivalent (FTE) positions and conversion of two limited duration positions in the Information Technology (IT) division of the Enterprise Services Department to support the Enterprise Resource Planning (ERP) software project.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

**Recommendation:**

Approve the addition of .25 FTE and the transition of two limited duration programmer analyst positions to full time career positions for the purposes of ERP implementation, data transition, and ongoing management.

**Summary:**

This report outlines the approve of two actions:

- Addition of .25 FTE - There are currently two part-time exempt Senior Systems Analyst positions that total .75 FTE. The IT Division has determined that a full-time position is

required and an additional .25 FTE is being requested from Council. The additional cost will be absorbed using personnel savings for the current fiscal year.

- Conversion of two limited durations positions: Two limited duration Oracle Programmer Analysts were included in the IT division and approved in the FY 2025 budget to support the ERP project. After more analysis and as staff has been going through the selection process for ERP software and implementation services, the need has transitioned from limited duration positions to full time career (permanent) positions.

**3.3e.** [24-420](#)

City of Salem's comments to the Oregon Department of Environmental Quality on Marion County's Three Basin Rule rulemaking petition.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Reliable and Efficient Infrastructure

**Recommendation:**

Ratify the attached Mayor's comments to DEQ on the Three Basin Rule rulemaking petition from Marion County.

**Summary:**

Marion County submitted a petition for rulemaking to amend the Three Basin Rule (OAR 340-041-0350) as a necessary step to obtain a permit for a proposed community wastewater system for the cities of Mill City and Gates in the North Santiam canyon. The Three Basin Rule as currently written prohibits the issuance of a National Pollutant Discharge Elimination System (NPDES) permit for the Clackamas, North Santiam, and McKenzie river basins. The petition would allow the Oregon Department of Environmental Quality (DEQ) to issue an NPDES permit for the project. The City's position is that the NPDES permit is the only regulatory pathway that could be supported for the proposed facility. In order to timely submit comments to DEQ on the rulemaking in support of the proposed the amendments, staff asked the Mayor to sign the comments on behalf of the City. City Council is being asked to ratify the Mayor's endorsement of the rulemaking.

**Attachments:** [Attachment 1 - Salem Comments on Marion County's Three Basin Rule Petition.pdf](#)

## **4. PUBLIC HEARINGS**

**4.a.** [24-371](#)

Substantial Amendment #1 to the 2024 Annual Action Plan (AAP) for CDBG Funds and 2023 Consolidated Annual Performance and Evaluation Report (CAPER).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe and Healthy Community;

Welcoming and Livable Community

**Recommendation:**

Adopt the Substantial Amendment #1 to the 2024 Action Plan (AAP) and 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and direct staff to submit the required forms to the U.S. Department of Housing and Urban Development.

**Summary:**

The City of Salem annually receives HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) program funds from the Department of Housing and Urban Development (HUD). The Annual Action Plan (AAP) is the annual implementation of a five-year Consolidated Plan that specifically describes how Salem will spend these federal resources for activities serving low-and moderate-income households, the houseless, and persons with special needs. The Consolidated Plan <https://www.cityofsalem.net/citydocuments/federal-programs-consolidated-plan-2020-2024.pdf> was adopted June 2020 and spans the years 2020-2024.

The CAPER is the annual report that describes how grant funds were expended from July 1, 2023 to June 30, 2024 to meet the objectives of the ConPlan.

**Attachments:** [DRAFT CAPER 2023.docx](#)  
[Sub amend #1 draft 2024 AAPcouncil corrected.docx](#)

**4.b. [24-405](#)**

Appeal of the Planning Commission's decision approving a proposed two-parcel Partition and Planned Unit Development-Subdivision creating 11 residential lots along with common open space (Case No. PUD-SUB-PAR-UGA-ADJ24-01) for property located in the 700 to 800 Block of Creekside Dr SE.

Ward(s): 4

Councilor(s): Gwyn

Neighborhood(s): South Gateway Neighborhood Association

Result Area(s): Welcoming and Livable Community

**Recommendation:**

Affirm the Planning Commission's decision approving Planned Unit Development-Subdivision Tentative Plan, Partition Tentative Plan, Urban Growth Preliminary Declaration, and Class 2 Adjustment Case No. PUD-SUB-PAR-UGA-ADJ24-01.

**Summary:**

On August 27, 2024, the Planning Commission approved an application for a proposed two-parcel partition together with a Planned-Unit Development-Subdivision creating 11 residential lots along with common open space for property located in the 700 to 800 Blocks of Creekside Drive SE (**Attachment 1**). On September 11, 2024, an appeal was subsequently filed by the applicant contesting one of the conditions of approval placed on the decision, Condition No. 14, requiring construction of a sidewalk along the frontage of the property on the north side of Creekside Drive SE.

**Attachments:** [1 - Vicinity Map](#)

[2 - Planning Commission Decision Dated August 27, 2024](#)

[3 - Notice of Appeal Dated September 11, 2024](#)

[4 - Creekside Homeowners Association Comments](#)

[Written Testimony received October 14, 2024](#)

[Written Testimony from Applicant received October 14, 2024.pdf](#)

*Add - Written Testimony.*

**4.c.** [24-412](#)

Supplemental Budget 1 for unanticipated expenses in the General Fund, Equipment Replacement Reserve Fund, and 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.

**Recommendation:**

Adopt Resolution No. 2024-44, Fiscal Year Supplemental Budget 1, increasing resource and expenditure appropriation authority in the General Fund and Equipment Replacement Reserve Fund and move authority to create a new budget category in the Emergency Services Fund?

**Summary:**

Since budget adoption, the City has been awarded various grants related to public safety issues facing the community and one for implementation of the Climate Action Plan. Additionally, the City was notified of donation revenue for Police Department equipment. To access these dollars, additional budget authority through the supplemental budget is requested. This supplemental budget will also move spending authority from the Materials & Services category in the Emergency Services Fund to create authority in the Debt Services category.

**Attachments:** [Resolution No. 2024-44](#)  
[Resolution No. 2024-44, Exhibit A](#)  
[Resolution No. 2024-44, 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. [24-387](#) Transfer of appropriations within the City's Fiscal Year (FY) 2025 Budget, the addition of 60 full-time equivalent (FTE) positions for Emergency Medical Services, and 1 FTE position for the General Fund along with needed transfer authority in the Emergency Services Fund and General Fund.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Safe and Healthy Community.

**Recommendation:**

Adopt Resolution No. 2024-42 authorizing a transfer of \$6,102,950 in appropriation within the City's FY 2025 budget as well as adding 60 FTE positions in the Emergency Services Fund and 1 FTE position in the General Fund.

**Summary:**

In March 2024, the City Council provided direction to proceed to an ambulance services transport provider model operated and administered by City staff.

Three actions are being requested:

- New positions in Emergency Services Fund - With a service date starting on July 1, 2025, positions need to be hired during FY 2025 to allow for adequate onboarding and training prior to beginning ambulance service. 60 positions are being requested.
- New position in General Fund - 1 Position to support the hiring and onboarding of the 60 new Emergency Services positions and needed expenditure authority in General Fund and Emergency Services Fund in the amount of \$102,950.
- Transfer Authority - A transfer of budget authority in the



amount of \$6,000,000 from the Equipment Replacement Reserve Fund to the Building and Safety Fund is the first of two Council actions necessary to complete the internal borrowing from the Building and Safety Fund to the Emergency Services Fund. No actual cash will be transferred from the Equipment Replacement Reserve.

**Attachments:** [Resolution No. 2024-42](#)

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

- 6.a. [24-418](#) Planning Administrator Decision - To consolidate five existing lots - Approved.

Replat Tentative Plan Case No. REP24-05 - Wayde Elliot, Larry Brant, Kurt Ruttum - 280 Church St NE.

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision REP24-05](#)

- 6.b. [24-421](#) Planning Administrator Decision - A partition of a property into a three parcel flag lot - Approved.

Partition/ Class 2 Adjustment Case No. PAR-ADJ24-11 - Steve Jaspersen - 2886 Brooks Ave NE.

Ward(s): 5  
Councilor(s): Gonzalez  
Neighborhood(s): Highland

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision PAR-ADJ24-11](#)

- 6.c. [24-397](#) Hearings Officer Decision - Proposed Conditional Use Permit and Class 2 Adjustment to allow a residential care facility serving up to 15 persons - Approved.

Conditional Use Permit / Class 2 Adjustment Case No.  
CU-ADJ24-10 - BRAND Land Use - 215 Boone Rd SE

Ward(s): 7

Councilor(s): Nordyke  
Neighborhood(s): Faye Wright

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU-ADJ24-10](#)

**6.d. [24-398](#)**

Hearings Officer Decision - Proposed Conditional Use Permit and Property Line Adjustment to allow a residential care facility serving up to 15 persons - Approved.

Conditional Use Permit / Property Line Adjustment - BRAND Land Use - 211 and 215 Boone Rd SE.

Ward(s): 7  
Councilor(s): Nordyke  
Neighborhood(s): Faye Wright

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU-PLA24-09](#)

**6.e. [24-401](#)**

Hearings Officer Decision - Proposed Conditional Use for a new industrial storage yard with gravel surfacing - Approved.

Conditional Use Permit / Class 3 Site Plan Review / Class 2 Adjustment / Class 1 Adjustment / Class 2 Driveway Approach Permit Case No. CU-SPR-ADJ-DAP24-08 - Vista Property Investments LLC (Richard Kreitzberg), Grid Property Management LLC (Steve Kreitzberg, Kohle Kreitzberg) - 1865 McGilchrist St SE.

Ward(s): 2  
Councilor(s): Nishioka  
Neighborhood(s): SESNA

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU-SPR-ADJ-DAP24-08](#)

**6.f. [24-402](#)**

Hearings Officer Decision - Conditional Use for motor vehicle services in the MU-III zone. Approved.

Conditional Use Permit Case No. CU24-05 - Oregon Alliance LLC (Adan Casas Angeles, Giovanna Casas Reyes, Patricia Reyes De Casas) - 3393 Silverton Rd NE.

Ward(s): 5  
Councilor(s): Gonzalez

Neighborhood(s): Northgate

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU24-05](#)

**6.g. [24-419](#)**

Hearings Officer Decision - Development of the Truitt Brothers cannery site as a mixed-use neighborhood. - Approved.

Class 2 Willamette Greenway Permit / Subdivision Tentative Plan / Class 3 Site Plan Review / Class 2 Adjustment / Class 1 Adjustment / Class 2 Driveway Approach Permit, Case No.

WGP-SUB-SPR-ADJ-DAP24-01 - Trent Michels, Peter Truitt, Lynda Truitt, and Luciana Truitt - 1100 to 1400 Block of Front St NE

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): CANDO, Grant

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision WGP-SUB-SPR-ADJ-DAP24-01](#)

**6.h. [24-415](#)**

Salem Police Foundation Donation to Help Fund Bomb Truck Replacement

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe and Healthy Community.

**Recommendation:**

Information only.

**Summary:**

The Salem Police Foundation will donate approximately \$80,000 to purchase the chassis for a replacement bomb truck this fiscal year. An adjustment to the FY 2025 budget for this purchase is included in Supplemental Budget 1, also on the October 14, 2024, Council agenda for consideration. Next year's proposed budget will include funding from a variety of other internal and external contributors to complete upfit of the vehicle.

Due to the complex funding and multiple fiscal years staff are providing this information report.

**6.i. [24-392](#)**

Purchases approved administratively from August 1, 2024 through August 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 August. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

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

- 6.j. [24-417](#) 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. [24-395](#) First Reading of Ordinance Bill No. 13-24 to amend SRC chapter 38 to modify the definition of "transient lodging" to exclude short term rentals and accessory short term rentals from the Tourism Promotion Area fee.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy.

**Recommendation:**

Advance Ordinance Bill No. 13-24 to second reading.

**Summary:**

The proposal would amend the definition of “transient lodging” to exclude short term rentals and accessory short term rentals from the Tourism Promotion Area fee.

**Attachments:** [ORDINANCE 13-24](#)  
[Exhibit A to Ord 13-24](#)  
[Written Testimony from Travel Salem](#)

*Add - Written Testimony.*

## 7.2 SECOND READING:

**7.2a.** [24-407](#) Annexation of a 4.1-acre territory for two properties located at 2355 Davis Road S and Land Adjacent (ANXC-758).

Ward(s): Ward 7  
Councilor(s): Nordyke  
Neighborhood(s): Sunnyslope  
Result Area(s): Welcoming and Livable Community

**Recommendation:**

Pass Ordinance Bill No. 12-24, approving annexation, applying City Zoning, and approving withdrawal from the Salem Suburban Rural Fire Protection District, for a territory located at 2355 Davis Road S and Land Adjacent.

**Summary:**

Annexation of a 4.1-acre territory for two properties located at 2355 Davis Road S and Land Adjacent (ANXC-758).

**Attachments:** [Vicinity Map](#)  
[Ordinance Bill No. 12-24](#)  
[Territory Legal Description and Map](#)

## 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](mailto: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. [24-394](#) 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 Fees and Charges for Utility Service Rates (Water, Wastewater, and Stormwater)  
Tuesday, November 12, 2024 at 6:00 p.m.

Tourism Promotion Area  
Monday, December 9, 2024 at 6:00 p.m.

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

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

Priorities for City Services and Preferences for Possible Future Funding  
Monday, October 21, 2024 at 6:00 p.m.

Community Violence Reduction Initiative Policy Agenda  
Monday, November 18, 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 - Preliminary Five-Year Forecast #1  
Wednesday, October 30, 2024 at 6:00 p.m.

Budget Committee - Preliminary Five-Year Forecast #2  
Wednesday, November 13, 2024 at 6:00 p.m.

Budget Committee - Five Year Forecast  
Wednesday, January 8, 2025 at 6:00 p.m.

Budget Committee - City Manager Presents Proposed FY 2026 Budget to the Budget Committee - Result Areas Reviewed: Welcoming and Livable Community, Natural Environment Stewardship  
Wednesday, April 16, 2025 at 6:00 p.m.

Budget Committee Review Meeting - Result Areas Reviewed: Strong and Diverse Economy, Urban Renewal Agency, Safe Reliable and Efficient Infrastructure, and CIP Public Hearing  
Wednesday, April 23, 2025 at 6:00 p.m.

Budget Committee Review Meeting - Results Areas Reviewed: Safe Community, Good Governance  
Wednesday, April 30, 2025 at 6:00 p.m.

Budget Committee Recommends FY 2026 Budget to the City Council / Urban Renewal Agency  
Wednesday, May 7, 2025 at 6:00 p.m.

#### 2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood	Annual Meeting Date	Time	Councilor
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](mailto: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

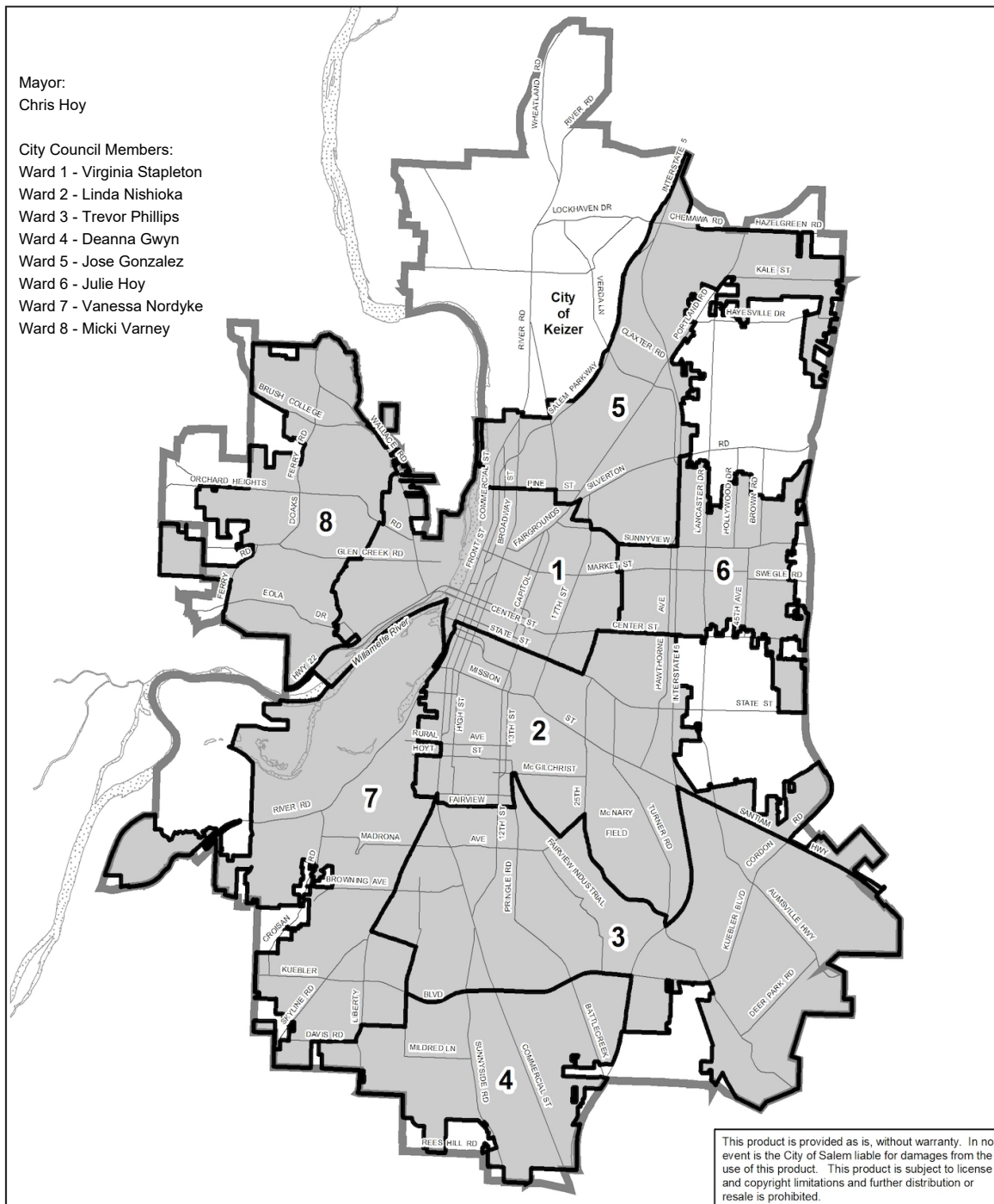
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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