



# CITY OF SALEM

## Meeting Agenda

### City Council

555 Liberty St SE  
Salem, OR 97301

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**Monday, December 12, 2022**

**6:00 PM**

**Virtual Meeting**

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This meeting is being conducted virtually, with remote attendance by the governing body. In-person attendance is not possible at this time. Interested persons may 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). Public comment and testimony may also be provided during the meeting via Zoom. Please pre-register between 8:00 a.m. and 2:00 p.m. on the day of the meeting using this link <https://bit.ly/COScomment>.

#### **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**

**1.3a.** [22-584](#)

Proclamation of the Mayor and Canvass of Votes from the General Election on November 8, 2022

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

**Attachments:** [Proclamation of the Mayor](#)  
[Canvass of Votes November 2022.pdf](#)

## 1.4 PRESENTATIONS

1.4a [22-571](#) Salem Police Department Year-end Program Updates  
(6.c.)

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance; Safe Community; Welcoming and Livable Community

**Recommendation:**

Information Only

**Summary:**

The report outlines the Salem Police Department programs and initiatives which dovetail Council Priorities, such as *Building Great Neighborhoods*, *Increasing Equitable Delivery of City Services*, *Creating Community Resilience*, and *Addressing Homelessness*, while building community trust through equity, accountability, and transparency measures. The informational report also outlines the staffing challenges the department faces in the areas of recruitment, hiring, and retention.

**Attachments:** [Salem Police Department Year-end Program Updates 2022-12-12.pdf](#)

*Revised - This item was reordered from Item 6.c to Item 1.4.*

## 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. [22-583](#) December 5, 2022 Draft City Council Minutes

**Attachments:** [12-5-22 Draft Council minutes](#)

### 3.2 RESOLUTIONS

**3.2a.** [22-555](#) Acquisition of Property for the Shelton Ditch Improvement Project

Ward(s): 2

Councilor(s): Linda Nishioka

Neighborhood(s): Southeast Salem

Result Area(s): Natural Environment Stewardship; Safe, Reliable and Efficient Infrastructure.

**Recommendation:**

Adopt Resolution No. 2022-59, declaring a public need to acquire, and the City of Salem's intent to negotiate for the acquisition of easements and property for the construction of the first phase of Shelton Ditch Improvements project.

**Summary:**

Shelton Ditch is a key component of the City's stormwater system, providing flood relief to Mill Creek and several Salem neighborhoods. The ditch has experienced significant erosion over the years, becoming increasingly deep and wide. This project will address embankment erosion along Shelton Ditch by providing long-term stabilization of the creek banks in the affected areas (Attachment 1, Project Location Map). The design of the project has progressed to the point where it is necessary to begin acquiring easements and property for the proposed improvements.

**Attachments:** [Project Location Map](#)  
[Resolution No. 2022-59 Shelton Ditch Embankment](#)  
[Identified Properties \(Exhibit 1 to Resolution\)](#)

**3.2b.** [22-557](#) Minor Amendment to the West Salem Urban Renewal Plan to Align with Oregon Revised Statutes

Ward(s): Ward 1

Board Member(s): Stapleton,

Neighborhood(s): West Salem Neighborhood Association

Result Area(s): Good Governance

**Recommendation:**

Adopt Resolution No. 2022-56 approving a Minor Amendment to the West Salem Urban Renewal Plan which will delete Major Amendments and modify the Minor Amendment process to be consistent with the City's other plans.

**Attachments:** [Resolution No. 2022-56](#)

**3.2c.** [22-574](#) Authorizing the Sale of General Obligation Bonds.

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

**Recommendation:**

Adopt Resolution 2022-58 authorizing the sale of General Obligation Bonds for community improvements and the cost of issuance, in one or more series, up to and including \$300,000,000?

**Summary:**

On November 8, 2022, City of Salem voters approved Measure 24-474, allowing the City to pursue the sale of general obligation (GO) bonds not to exceed \$300,000,000 for capital infrastructure improvements across the City. The bonds will be sold over a period of 10 years for projects including but not limited to Fire Equipment replacement, streets and sidewalk development and improvement, parks infrastructure and land purchase for a future fire station and branch library. Approval of this resolution will allow staff to begin processes of preparing for and performing the bond sale(s).

**Attachments:** [Resolution No. 2022-58](#)

### 3.3 ACTION ITEMS

- 3.3a. [22-561](#) Ground lease amendment with Aviation Properties Northwest, LLC (d.b.a Metal Innovations Incorporated) for real property at Salem Municipal Airport.

Ward(s): 2  
Councilor(s): Nishioka  
Neighborhood(s): SEMCA  
Result Area(s): Good Governance; Strong and Diverse Economy

**Recommendation:**

Authorize the City Manager to execute the attached amendment with Lessee.

**Summary:**

Aviation Properties Northwest, LLC (Kimberly M. Wilmes, President) (Lessee) desires to acquire a portion of lease space at the Salem Municipal Airport from an existing tenant and amend the lease to allow for further development of the space for aviation related uses.

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

- 3.3b. [22-564](#) Deputy City Manager Compensation.

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

Neighborhood(s): All Neighborhoods  
 Result Area(s): Good Governance.

**Recommendation:**

Approve a new pay grade added to the Executive Management Pay plan, with an estimated range of \$12,759 - \$20,429 per month, and include an additional \$250 per month auto allowance, for the Deputy City Manager job classification as of December 12, 2022.

**Summary:** As part of re-organization within the Executive Leadership Team and department director reporting structure, the Deputy City Manager job classification has been updated for use at the request of the City Manager. Recent changes to the Executive Management pay plan did not include a recommendation for a Deputy City Manager classification or compensation as it was not currently in use within the organizational structure. As Deputy City Managers may be assigned subordinate Department Directors as direct reports and assume responsibility for multiple City departmental functions, a new compensation pay range is requested to be added to the existing Executive Management pay plan for the Deputy City Manager job classification.

**3.3c. [22-570](#)**

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 following three projects through the BRIC Grant Program and, if successful, authorize the City Manager to enter into an agreement with Federal Emergency Management Agency to accept these funds.

- Geren Island Water Treatment Facility Bridge Replacement
- Downs Tower SCADA Control Replacement
- Ferry Street Pump Station Improvements

**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. Three City projects have made it through the pre-application process and are recommended for this grant funding.

**Attachments:** [Department of Homeland Security Notice of Funding Opportunity FY 2022](#)  
[Geren Island Water Treatment Bridge Replacement - Vicinity Map](#)  
[Downs Tower SCADA Control Replacement - Vicinity Map](#)  
[Ferry Street Pump Station Improvements - Vicinity Map](#)

**3.3d. [22-581](#)**

Investment in the annual Point in Time Count, through redirection of funds in current Mid-Willamette Valley Homeless Alliance grant.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community; Welcoming and Livable Community.

**Recommendation:**

Authorize the redirection of \$10,000 in funds for the Point in Time Count.

**Summary:**

In April, 2022, City Council authorized a grant of City General Fund to the Mid-Willamette Valley Homeless Alliance. The Alliance seeks consideration to redirect \$10,000 of the grant toward the annual Point in Time Count for coordination needs.

## 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. [22-575](#)**

Motion from Councilor Vanessa Nordyke regarding a community service award to honor Lisa Letney.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

- 6.a. [22-544](#) 2022 Salem Public Art Commission Annual Report

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Welcoming and Livable Community

**Recommendation:**

Information only.

**Summary:**

Present 2022 Salem Public Art Commission Annual Report to Council.

**Attachments:** [2022 Salem Public Art Association Annual Report](#)

- 6.b. [22-567](#) Approach to City Council training scheduled for January 7, 2023.

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:**

The Salem City Council will hold a training session on Saturday January 7, 2023 with the goals of strengthening how the City Council works together to move the City forward; discussing group norms; and exploring communication styles, expectations, and approaches.

**6.c Item 6.c (file 22-571) was reordered to Item 1.4, Presentations.**

- 6.d. [22-576](#) Planning Administrator Decision - A modification to a subdivision for Coburn Grand View Estates - Approved.

Modification of Phased Subdivision Case No. SUB-ADJ21-06MOD1 - Allison May, Richard Todd Boyce, William Alan Wagoner - 4400 Block of Battle Creek Rd SE

Ward(s): 3  
Councilor(s): Phillips  
Neighborhood(s): Morningside

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision SUB-ADJ21-06MOD1](#)

- 6.e. [22-579](#) Planning Administrator Decision - A 57-lot subdivision with associated site improvements - Approved.

Subdivision Tentative Plan / Urban Growth Preliminary Declaration / Class 2 Adjustment / Class 1 Adjustment Case No.  
SUB-UGA-ADJ22-09 - Raghunandan Kamineni, Sangeeta Kamineni - 5730 Lone Oak Road SE.

Ward(s): 4  
Councilor(s): Leung  
Neighborhood(s): SGNA

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision SUB-UGA-ADJ22-09](#)

**7. ORDINANCES**

**7.1 FIRST READING:**

**7.2 SECOND READING:**

- 7.2a. [22-556](#) Annexation Territory located at 3821 Ibex Street NE for future expansion of Fisher Road Park (Annexation Case No. C-750)

Ward(s): 5  
Councilor(s): Gonzalez  
Neighborhood(s): Northgate  
Result Area(s): Good Governance; Safe Community; Safe, Reliable and Efficient Infrastructure

**Recommendation:**

Pass Ordinance Bill No. 25-22, approving the annexation, applying City zoning, and withdrawing the territory from the Marion County Fire District #1 and East Salem Sewer and Drainage District for property located at 3821 Ibex Street NE, to second reading for enactment.

**Summary:**

Annexation of an approximately 2-acre territory, application of PA (Public Amusement) zoning, and withdrawal from the Marion County Fire District #1 and East Salem Sewer and Drainage District for property located at 3821 Ibex Street NE (Marion County Assessor Map and Tax Lot Number 072W07BB02900).



**Attachments:** [Vicinity Map](#)[Ordinance Bill No. 25-22](#)[Exhibit A - Territory Legal Description and Map](#)**7.2b.** [22-565](#)

Annexation of Territory Located at 3880 Mahrt Avenue SE and Land Adjacent (Annexation Case No. C-751)

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SESNA

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

**Recommendation:**

Pass Ordinance Bill No. 26-22, approving the annexation, approving the comprehensive plan designation and zoning request, and withdrawing the territory from the Marion County Fire District #1, Suburban East Salem Water District, and East Salem Sewer and Drainage District.

**Summary:**

An annexation of territory approximately 0.83 acres in size located at 3880 Mahrt Avenue SE and Land Adjacent including a change in the Comprehensive Plan map designation to "Commercial" and concurrent change in zoning to CR (Retail Commercial).

**Attachments:** [Vicinity Map](#)[Ordinance Bill No. 26-22](#)[Exhibit A - Territory Legal Description and Map](#)**8. PUBLIC COMMENT: (Other than agenda items)****9. END OF YEAR PRESENTATION:****9.a.** [22-586](#)

2022 year in review.

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 only.

**Summary:**

December 12, 2022 is the City Council's final meeting of 2022.

Throughout the year, City Council has received updates on progress made toward achieving its annual Policy Agenda priorities. Most recently, the City issued the 2022 Community Report to report on progress and feature updates on other key citywide initiatives. For this last meeting of 2022, staff have prepared a brief presentation highlighting key accomplishments and images of the year in review.

**Attachments:** [2022 Accomplishments Revised.pdf](#)

*Revised - This item was numbered as Item 9, and page 34 of the attachment was removed.*

## 10. 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. [22-577](#)      Until further notice, all meetings, public hearings, and work sessions will be conducted virtually. Real-time remote viewing is available online at CC:Media YouTube Channel and can also be viewed on Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Amendment #6 to 2019 Annual Action Plan - Reallocation of Community Development Block Grant Covid Grants.  
Monday, January 23, 2023 at 6:00 p.m.

FY 2024 Recommended Budget  
Monday, June 12, 2023 at 6:00 p.m.

State Revenue Sharing  
Monday, June 12, 2023 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

FY 2024 Recommended Budget  
Monday, June 12, 2023 at 6:00 p.m.

CITY COUNCIL WORK SESSIONS:

2023 Council Policy Agenda  
Tuesday, January 17, 2023 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

Presentation of the FY 2024-2028 Five-Year Forecast  
Wednesday, January 11, 2023 at 6:00 p.m.

City Manager Presents Proposed FY 2024 Budget to Budget Committee  
Result Areas Reviewed: Welcoming and Livable Community, Natural Environment Stewardship  
Wednesday, April 19, 2023 at 6:00 p.m.

Budget Committee Review - Result Areas Reviewed: Strong and Diverse Economy, Urban Renewal Agency, Safe Reliable and Efficient Infrastructure, and CIP Public Hearing

Wednesday, April 26, 2023 at 6:00 p.m.

Budget Committee Review - Result Areas Reviewed: Safe Community,  
Good Governance

Wednesday, May 3, 2023 at 6:00 p.m.

Budget Committee Recommends FY 2024 Budget to City Council /  
Urban Renewal Agency

Wednesday, May 10, 2023 at 6:00 p.m.

#### SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Councilor

South Gateway February 9, 2023 6:45 p.m. Councilor Nordyke

SEMCA March 11, 2020 10:00 a.m. Councilors Nishioka, Phillips

Morningside May 10, 2023 6:30 p.m. Councilors Nishioka, Phillips

ELNA Jun 1, 2023 7:00 p.m. Councilor Hoy

SCAN June 14, 2023 6:30 p.m. Councilors Nishioka, Nordyke,  
Phillips

Grant July 6, 2023 6:15 p.m. Councilor Stapleton

Highland August 10, 2023 7:00 p.m. Counselors Gonzalez,  
Stapleton

Faye Wright August 10, 2023 7:00 p.m. Counselors Nordyke,  
Phillips

Northgate September 21, 2023 6:00 p.m. Councilor Gonzalez

West Salem October 4, 2023 7:00 p.m. Councilors Stapleton, Varney

NOLA October 4, 2023 6:30 p.m. Councilors Hoy, Gonzalez

NESCA October 17, 2023 7:00 p.m. Councilors Hoy, Nishioka,  
Stapleton

CANDO October 17, 2023 6:00 p.m. Councilors Nishioka, Stapleton

Sunnyslope October 19, 2023 7:00 p.m. Councilor Nordyke

SWAN November 7, 2023 6:30 p.m. Councilors Nishioka, Stapleton

NEN November 14, 2023 6:30 p.m. Councilors Nishioka, Stapleton

SESNA November 28, 2023 7:00 p.m. Councilors Nishioka, Phillips

**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: [lmanderson@cityofsalem.net](mailto:lmanderson@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.

