
City of Salem

Guide to Departments and Services

Prepared By:

Community Development Department
Neighborhood Enhancement Division

Revised November 2011



TABLE OF CONTENTS

TABLE OF CONTENTS	2
COUNCIL-MANAGER FORM OF GOVERNMENT	5
MAYOR-COUNCIL-DEPARTMENT HEADS	6
CITIZEN PARTICIPATION	7
CITY BOARDS AND COMMISSIONS	7
NEIGHBORHOOD ASSOCIATIONS	7
MAP OF SALEM NEIGHBORHOOD ASSOCIATIONS	8
SALEM NEIGHBORHOOD ASSOCIATION CHAIRPERSONS.....	9
OFFICE OF THE CITY MANAGER	10
ADMINISTRATIVE SERVICES DEPARTMENT	12
CONTRACTS AND PROCUREMENT DIVISION	12
FINANCE ACCOUNTING SERVICES DIVISION	12
<i>Accounting and Reporting Section</i>	12
<i>Accounts Payable Section</i>	12
<i>Payroll Section</i>	12
<i>Project Accounting Section</i>	13
FINANCE TREASURY SERVICES DIVISION	13
<i>Accounts Receivable Section</i>	13
<i>Cashiering Section</i>	13
<i>Banking Services and Investments</i>	13
FLEET SERVICES DIVISION	13
MUNICIPAL COURT DIVISION	13
COMMUNITY DEVELOPMENT DEPARTMENT	14
BUILDING AND SAFETY DIVISION	14
<i>Building Permits Program</i>	14
<i>Permit Application Center</i>	15
NEIGHBORHOOD ENHANCEMENT DIVISION	15
<i>Code Compliance Services Section</i>	15
<i>Neighborhood Services Section</i>	15
<i>Youth Development Services Section</i>	16
PLANNING DIVISION	16
<i>General Current Planning</i>	16
<i>Historic Preservation Program</i>	16
<i>Long Range Planning</i>	17
<i>GIS Section/IT</i>	17
<i>Site Plan Review/Signs/Zoning Information</i>	17
SALEM PUBLIC LIBRARY	18
<i>Administration</i>	18
<i>Adult Services Division</i>	18
<i>West Salem Branch Library</i>	18
<i>Youth Services Division</i>	19
<i>Circulation Services Division</i>	19
<i>Technical Services Division</i>	19
FIRE DEPARTMENT	20
ADMINISTRATION SERVICES	20
EMERGENCY OPERATIONS	20
FIRE AND LIFE SAFETY	20
TRAINING AND EMERGENCY MEDICAL SERVICES	20

HUMAN RESOURCES DEPARTMENT	21
ADMINISTRATION	21
BENEFITS ADMINISTRATION	21
RISK MANAGEMENT	22
INFORMATION TECHNOLOGY AND FACILITIES SERVICES DEPARTMENT	23
INFORMATION TECHNOLOGY (IT) DIVISION	23
FACILITIES SERVICES DIVISION	24
LEGAL DEPARTMENT	25
CITY ATTORNEY	25
CITY RECORDER	25
POLICE DEPARTMENT	26
INVESTIGATIONS DIVISION	26
PATROL DIVISION	26
SUPPORT DIVISION	27
COMMUNICATIONS DIVISION	27
PUBLIC WORKS DEPARTMENT	28
ADMINISTRATION DIVISION	28
<i>Planning and Development</i>	28
<i>Emergency Preparedness/Communications</i>	28
<i>Development Services Section</i>	28
<i>Utility/Financial Planning Section</i>	29
<i>Financial and Administrative Services</i>	29
<i>Department Support Services</i>	29
ENGINEERING DIVISION	29
<i>Engineering Administrative Services</i>	30
<i>Engineering Project Management</i>	30
OPERATIONS DIVISION	30
<i>Operations Administration</i>	30
<i>Customer Services</i>	31
<i>Water and Environmental Resources</i>	31
<i>Stormwater and Wastewater Collection Services</i>	31
<i>Pumps and Controls</i>	32
<i>Water Services</i>	32
WASTEWATER TREATMENT	33
<i>Administration Section</i>	33
<i>Biogro Section</i>	33
<i>Laboratory Section</i>	33
<i>Operations Sections</i>	33
<i>Maintenance Sections</i>	34
PARKS AND TRANSPORTATION SERVICES DIVISION	34
<i>Administration Section</i>	34
<i>Transportation Planning</i>	34
<i>Traffic Engineering Section</i>	34
<i>Street Maintenance Section</i>	35
<i>Signs and Sweeping Section</i>	35
<i>Parks Operations and Planning</i>	35
<i>Center 50+</i>	36
<i>Recreation Services</i>	36
URBAN DEVELOPMENT DEPARTMENT	37
AIRPORT	37
FINANCIAL AND ADMINISTRATIVE SERVICES	37
ECONOMIC DEVELOPMENT	38

City of Salem
Guide to Departments and Services

DOWNTOWN REVITALIZATION38
REAL PROPERTY SERVICES38
HOUSING AND SOCIAL SERVICES39

COUNCIL-MANAGER FORM OF GOVERNMENT

The City of Salem operates as a council-manager form of municipal government.

All positions on the Salem City Council, including the Mayor, are voluntary and receive no financial remuneration for their service. Every two years, citizens elect a majority of City Council, four City Councilors and the Mayor. The Mayor's term of office is two years, while City Councilor terms are four years. Each City Councilor is elected by the Ward (geographic area) in which they live. The Mayor is elected at-large by a majority of City voters.

Following are answers to some common questions regarding this system.

Q. What is the council-manager form of government?

A. The council-manager form of government is a system of governance that combines the strong political leadership of elected officials that form the city council, with the strong managerial experience of the city manager.

Q. What is its purpose?

A. It is intended to provide a policy body elected by the people to govern the community and a city manager chosen by the council to carry out council's programs.

Q. What is the difference between the council and the manager?

A. The council is the community's legislative body. It sets overall City policy and approves the City budget. It also hires the manager and supervises his/her performance. The manager prepares a recommended budget for the council's action, serves as the council's chief adviser, recruits and hires the City's staff, and sees to it that the council's programs are carried out.

Q. What does this mean in practical terms?

A. Because the council is the legislative body, its members are the community's decision makers. The manager is hired to serve the council as its full-time executive whose job is to bring to the community the benefits of years of training and experience in administering a local government's staff, projects, and programs on behalf of the council.

Q. Does the manager participate in policy determination?

A. The manager makes recommendations to the council, but the council may or may not adopt them and may change or modify them. The manager is bound by the policy direction of the council.

Q. Where does the Mayor fit in?

A. The Mayor is elected city wide and presides over the Council meetings. Along with the council members, the Mayor is responsible for soliciting citizen views in forming these policies and interpreting them to the public. The Mayor typically represents the city at official functions.

Adapted from Information Provided by the International City Management Association

MAYOR-COUNCIL-DEPARTMENT HEADS

CITY COUNCIL

MAYOR: Anna Peterson
Council phone 503-588-6159
E-mail ampeterson@cityofsalem.net

COUNCILOR, WARD 1: Chuck Bennett
Council phone 503-399-7801
E-mail crbennett@cityofsalem.net

COUNCILOR, WARD 2: Laura Tesler
Council phone 503-399-7802
E-mail ltesler@cityofsalem.net

COUNCILOR, WARD 3: Brad Nanke
Council phone 503-399-7803
E-mail bnanke@cityofsalem.net

COUNCILOR, WARD 4: Rich Clausen
Council phone 503-399-7804
E-mail rclausen@cityofsalem.net

COUNCILOR, WARD 5: Diana Dickey
Council phone 503-399-7905
E-mail dddickey@cityofsalem.net

COUNCILOR, WARD 6: Sheryl A. Thomas
Council phone 503-399-7806
E-mail sthomas@cityofsalem.net

COUNCILOR, WARD 7: Bob Cannon
Council phone 503-399-7907
E-mail bcannon@cityofsalem.net

COUNCILOR, WARD 8: Dan Clem
Council phone 503-399-7808
E-mail dclem@cityofsalem.net

CITY MANAGER'S OFFICE

CITY MANAGER: Linda Norris
City Hall, Room 220 503-588-6255

DEPUTY CITY MANAGER: Peter Fernandez
(interim)
City Hall, Room 220 503-588-6255

DEPARTMENT HEADS

ADMINISTRATIVE SERVICES: Deborah Bond
City Hall, Room 230 503-588-6040

CITY ATTORNEY: Randall Tosh
City Hall, Room 205 503-588-6003

COMMUNITY DEVELOPMENT: Vickie Hardin
Woods
City Hall, Room 305 503-588-6173

FIRE: Mike Niblock, Chief
370 Trade Street SE 503-588-6245

HUMAN RESOURCES: Constance Munnell
City Hall, Room 225 503-588-6162

**INFORMATION TECHNOLOGY AND
FACILITIES:** Constance Munnell (interim)
295 Church St. SE 503-588-6355

POLICE: Jerry Moore, Chief
City Hall, Room 130 503-588-6080

PUBLIC WORKS: Robert Chandler (interim)
City Hall, Room 325 503-588-6044

URBAN DEVELOPMENT: John Wales
350 Commercial Street NE 503-588-6178

City Hall
555 Liberty St. SE
Salem, OR 97301
www.cityofsalem.net

CITIZEN PARTICIPATION

The City of Salem encourages and supports active citizen participation in government. The Mayor and City Council have established and make term appointments to a number of citizen advisory boards and commissions which help develop City policy to certain interest areas, advise City staff on operational matters, or make recommendations to the City Council. In addition, the City provides staff support and materials to Salem's neighborhood associations, independent citizen organizations that work to maintain and improve "livability" within their neighborhoods.

CITY BOARDS AND COMMISSIONS

Airport Advisory Commission	Public Art Commission
Board of Ethics	Salem Area Social Service Advisory Board
Citizen Budget Committee	Salem Cultural & Tourism Promotion Advisory Board
Citizens Advisory Traffic Commission	Salem Housing Advisory Committee
Civil Service Commission	Salem Human Rights & Relations Advisory Commission
Community Police Review Board	Salem Parks and Recreation Advisory Board
Downtown Advisory Board	Salem Public Library Advisory Board
Historic Landmarks Commission	Salem Sister City Advisory Commission
Housing and Urban Development Advisory Committee	Salem Social Services Advisory Board
North Gateway Redevelopment Advisory Board	Senior Center Advisory Commission
Planning Commission	West Salem Redevelopment Advisory Board
	Youth Advisory Commission

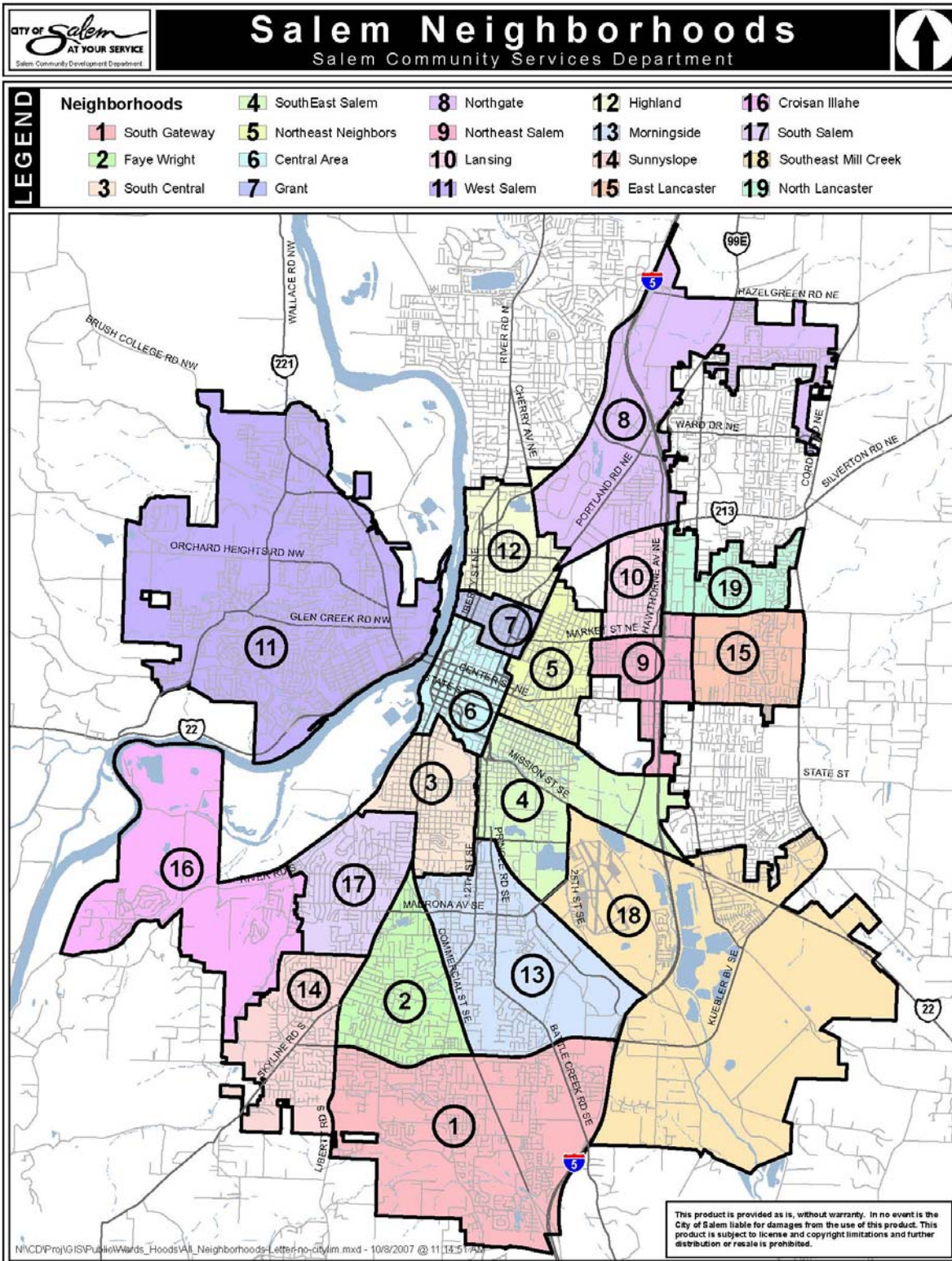
Citizens interested in serving on a board or commission may obtain an application from the Mayor's Office in Room 220 of City Hall, by calling 503-588-6159, or by visiting the City's website at www.cityofsalem.net/CityCouncil/BoardsAndCommissions.

NEIGHBORHOOD ASSOCIATIONS

Neighborhood associations are independent organizations that are officially recognized by Salem City Council. These citizen groups meet regularly to review information and to identify and address neighborhood issues. All residents, property owners, and businesses are considered members.

Central Area Neighborhood Development Organization (CAN-DO)	Northeast Neighbors (NEN)
Croisan-Illahe Neighborhood Association	Northeast Salem Community Association (NESCA)
East Lancaster Neighborhood Association (ELNA)	Northgate Neighborhood Association
Faye Wright Neighborhood Association	South Central Association of Neighbors (SCAN)
Grant Neighborhood Association	South Gateway Neighborhood Association
Highland Neighborhood Association	South Salem Neighborhood Association
Lansing Community Action Association	Southeast Mill Creek Association (SEMCA)
Morningside Neighborhood Association	South East Salem Neighborhood Association (SESNA)
North Lancaster Neighborhood Association (NOLA)	Sunnyslope Neighborhood Association
	West Salem Neighborhood Association

MAP OF SALEM NEIGHBORHOOD ASSOCIATIONS



SALEM NEIGHBORHOOD ASSOCIATION CHAIRPERSONS

<p>CAN-DO (Central Area Nbrhd Dev Org) third Tuesday at 6:00 p.m. Urban Development Department 350 Commercial St NE URA</p> <p>Rebekah Engle (Chair) 610 Commercial St. NE #1, 97301 503-871-2193h rebekahengle@yahoo.com Liaison: Shen Wahrgren 503-588-6178 Specialist: Rachel Dixon Ward: 1-Bennett, 2-Tesler SPDist:7</p>	<p>Croisan-Illahe (Croisan-Illahe Nbrhd Assoc) third Tuesday, 7:00 p.m. (odd months) various locations see agenda</p> <p>John Lattimer (Chair) 3336 Huckleberry Ct S, 97302 503-551-7999h jnlattimer@gmail.com Liaison: Tye Godfrey 503-589-2172 Specialist: Rachel Dixon Ward: 7-Cannon SPDist:8</p>	<p>ELNA (East Lancaster Nbrhd Assoc) first Thursday at 7:00 p.m. The Springs 1940 45th Ave NE</p> <p>Susann Kaltwasser (Co-Chair) 2797 Islander Ave NW, 97304 503-363-3998h susann@kaltwasser.com</p> <p>Sue Fowler (Co-Chair) 4535 Thrush Dr NE, 97301 503-378-1845h nanasue03@yahoo.com Liaison: Specialist: Annie Battée Ward: 6-Thomas SPDist:6</p>	<p>Faye Wright (Faye Wright Nbrhd Assoc) First Monday at 6:30 p.m. (even months) Wright Elementary School 4060 Lone Oak Rd SE</p> <p>Sara Brennan (Chair) 3861 Fnr Cr SE, 97302 503-569-5163h sarabethbrennan@gmail.com Liaison: Tammi Starrs 503-588-6211 Specialist: Rachel Dixon Ward: 3-Nanke, 4-Clausen SPDist:10</p>
<p>Grant (Grant Nbrhd Assoc) first Thursday at 6:15 p.m. Grant Community School 725 Market St NE URA</p> <p>Sam Skillern (Co-Chair) 1255 Cottage St NE, 97301 503-315-8924w sam@salemif.org</p> <p>Eric Bradfield (Co-Chair) 934 Cottage St. NE, 97301 503-508-7576h ebradfield@gmail.com Liaison: Kirstin Madigan 503-588-6162 Specialist: Rachel Dixon Ward: 1-Bennett SPDist:2</p>	<p>Highland (Highland Nbrhd Assoc) second Thursday at 7:00 p.m. Highland Elementary School 530 Highland Ave NE URA</p> <p>Steve Emerson (Co-Chair) 935 Tamarack St NE, 97301 503-362-7941h dfhmf@yahoo.com Liaison: Sue Hurley 503-763-3330 Specialist: Rachel Dixon Ward: 1-Bennett, 5-Dickey SPDist:2</p>	<p>Lansing (Lansing Community Action Assoc) fourth Tuesday at 7:00 p.m. Waldo Middle School 2805 Lansing Ave NE</p> <p>Patty Tipton (Chair) 3240 Hammel St NE, 97301 503-947-1413w patty.tipton@state.or.us Liaison: Howard Biskie 503-588-6211 x7258 Specialist: Annie Battée Ward: 1-Bennett, 6-Thomas SPDist:1</p>	<p>Morningside (Morningside Nbrhd Assoc) second Wednesday at 6:30 p.m. Pringle Creek Community Painters Hall 3911 Village Center Dr SE URA</p> <p>Pamela Schmidling (Chair) 735 Ratcliff Dr SE, 97302 503-585-6641h sidrakdragon@live.com Liaison: Jaron Pulley 503-588-6398 Specialist: Annie Battée Ward: 2-Tesler, 3-Nanke SPDist:11</p>
<p>NEN (Northeast Neighbors) 1st & 3rd Tues. at 6:30 pm Salem First Church of the Nazarene 1550 Market St NE</p> <p>Jacqueline Schindele (Co-Chair) 970 - 15th St NE, 97301 503-585-0281h jamaschi2@yahoo.com</p> <p>Joan Lloyd (Co-Chair) 1577 Court St NE, 97301 503-585-0811h jello_878@comcast.net Liaison: Ben McCreedy 503-588-6268 Specialist: Annie Battée Ward: 1-Bennett, 2-Tesler, 6-Thomas SPDist:3</p>	<p>NESCA (Northeast Salem Community Assoc) third Tuesday at 7:00 p.m. Fresh Start Market and Espresso 3020 Center St NE, meeting room</p> <p>Thomas Smith (Chair) 1105-C Savage Rd NE, 97301 503-409-4363h nesalecommunity@hotmail.com Liaison: Gary Kanz 503-588-6136 Specialist: Annie Battée Ward: 6-Thomas SPDist:4</p>	<p>NOLA (North Lancaster Nbrhd Assoc) second Tuesday at 6:30 p.m. Oak Park Church, 2990 Lancaster NE Behind the Church in the youth center</p> <p>Bill Osborn (Chair) 4330 Angie Marie Way NE, 97305 503-587-0833h osborn_bill@q.com Liaison: Specialist: Annie Battée Ward: 1-Bennett SPDist:6</p>	<p>Northgate (Northgate Nbrhd Assoc) second Tuesday at 7:00 p.m. Hee Hee Illahe RV Resort 4751 Astoria St NE - dubhouse URA</p> <p>Lee Ann Reed (Co-Chair) 3975 Bambi Ave NE, 97301 503-399-9975h nelalar@aol.com</p> <p>Barb Trout (Co-Chair) PO Box 7717, 97303 503-393-4600w barbt@wcbeet.com Liaison: Linda Weber 503-588-6036 Specialist: Annie Battée Ward: 5-Dickey SPDist:1</p>
<p>SCAN (South Central Assoc of Neighbors) second Wednesday at 6:30 p.m. South Salem High School 1910 Church St SE URA</p> <p>H. Thomas Andersen (Chair) 787 Cross St. SE, 97302 503-587-8506h HTandersen@aol.com Liaison: Floyd Noel 588-6313 Specialist: Rachel Dixon Ward: 2-Tesler, 7-Cannon SPDist:8</p>	<p>SEMCA (Southeast Mill Creek Assoc) second Tuesday at 10:00 a.m. Paradise Island Park, Recreation Hall 3100 Turner Rd SE URA</p> <p>Cory Poole (Chair) 3100 Turner Rd SE - Office, 97302 503-363-7717w robosushi@robosushi.com Liaison: Tony Barford 503-588-6178, x7554 Specialist: Annie Battée Ward: 2-Tesler, 3-Nanke, 4-Clausen SPDist:11</p>	<p>SESNA (South East Salem Nbrhd Assoc) second Thurs at 7:00 p.m. Capital Park Church 410 19th SE URA</p> <p>Bill Smaldone (Chair) 430 21st St SE, 97301 503-361-8807h / 503-375-5440w wsmaldon@willamette.edu Liaison: LT Jim Aguilar 503-588-6425 Specialist: Rachel Dixon Ward: 2-Tesler SPDist:9</p>	<p>South Gateway (South Gateway Nbrhd Assoc) second Thursday at 6:30 p.m. Our Savior's Lutheran Church 1770 Baxter Rd SE</p> <p>TJ Sullivan (Chair) 455 Inverness Dr SE, 97306 503-881-9911h tj@huogins.com Liaison: Specialist: Rachel Dixon Ward: 4-Clausen SPDist:10</p>
<p>South Salem (South Salem Nbrhd Assoc) first Thursday at 7:00 p.m. Salem Heights Elementary School 3495 Liberty Rd S</p> <p>David Kam (Chair) 3065 Cooke St S, 97302 503-581-3563h southsalemna@yahoo.com Liaison: Rachael Hostetter 503-588-6153 Specialist: Rachel Dixon Ward: 7-Cannon SPDist:8</p>	<p>Sunnyslope (Sunnyslope Nbrhd Assoc) third Thursday at 7:00 p.m. Schirle Elementary School 4875 Justice Way S</p> <p>Alan Alexander (Chair) 4389 Oakman St S, 97302 503-779-4204h awa9025@aol.com Liaison: Specialist: Annie Battée Ward: 7-Cannon SPDist:10</p>	<p>West Salem (West Salem Nbrhd Assoc) first and third Monday at 7:00 p.m. Roth's West 1130 Wallace Rd NW URA</p> <p>Don Homuth (Co-Chair) 978 Kingwood Dr NW, 97304 503-364-9617h dhomuth1@comcast.net</p> <p>Heather Swanson (Co-Chair) 1856 Onyx St NW, 97304 503-589-0814h heather97304@gmail.com Liaison: Lyle Misbach 503-588-6211 Specialist: Annie Battée Ward: 1-Bennett, 8-Clem SPDist:5</p>	

URA - Urban Renewal Area

SPDist - Police District

Consult the weekly Neighborhood Services Calendar for possible meeting changes.

Community Development Department, Neighborhood Services * 555 Liberty St SE #300, Salem OR 97301 * 503-588-6207

OFFICE OF THE CITY MANAGER

Room 220
manager@cityofsalem.net

CITY MANAGER: Linda Norris lnorris@cityofsalem.net, 503-588-6255
Deputy City Manager: Peter Fernandez (interim) pfernandez@cityofsalem.net
Staff Assistant: Linda Cate lcate@cityofsalem.net
Staff Assistant: Julie Deuchars jdeuchars@cityofsalem.net

The City Manager is appointed by and serves at the pleasure of the City Council. The City Manager is responsible for the administration and operation of the city and implementation of policies set by the City Council. Typical Manager duties include:

- Attend council meetings;
- Keep the council advised of the affairs and needs of the city;
- See that the provisions of all ordinances are properly administered;
- See that all terms of franchises, leases, contracts, permits, and privileges granted by the City are fulfilled;
- Appoint and supervise department directors;
- Organize and reorganize the departmental structure of city government;
- Prepare a recommended annual City budget;
- Supervise operation of all city-owned public utilities and property; and
- Perform other duties as the council prescribes consistent with the City's charter.

DEPUTY CITY MANAGER: Peter Fernandez (interim) pfernandez@cityofsalem.net, 503-588-6255

The Deputy City Manager is responsible for managing and coordinating internal operations of the city, under the direction of the City Manager. This work includes providing direction to city departments, coordinating major projects and issues across departments, initiating organizational change efforts, identifying and responding to emerging community and organizational issues, and assisting with the annual budget process. The Deputy City Manager assists elected officials on ward issues, coordinates matters with public and private-sector agencies, and serves as the Acting City Manager in his/her absence.

Assistant to the City Manager and Franchise Administrator:

Kacey Duncan kduncan@cityofsalem.net, 503-588-6255

The Assistant to the City Manager assists the City Manager and Deputy City Manager in coordinating city issues, programs, and events, and performs research for the City Manager's office. The Assistant to the City Manager administers the City's telecommunications, solid waste management, and other city franchises. This position monitors and reports on the status of Council Goals and City Council Motions and provides regular reports to City Council. This position coordinates city-wide project teams, oversees the city-wide performance measure program, and assists with special projects. The Assistant to the City Manager staffs the Community Police Review Board, trains Board members, investigates complaints, and administers the Board's hearing process.

Public Information Officer: Mike Gotterba mgotterba@cityofsalem.net, 503-588-6255

The Public Information Officer provides public information services on city-wide issues. The position writes news releases, oversees the publication of city newsletters, and is responsible for citizen outreach efforts.

Human Rights and Relations/Title VI Coordinator: Marilyn Johnston 503-540-2371
mejohnston@cityofsalem.net

The Human Rights and Relations/Title VI Coordinator monitors the response to community human rights complaints, provides conciliation services, helps promote cultural competency and interracial harmony among community groups, and examines sources of tension, practices of discrimination and acts of prejudice within the City of Salem. This position also coordinates the City's compliance with Title VI of the Civil Rights Act of 1964 and its related laws and regulations.

Budget Officer: Debra Neville dneville@cityofsalem.net, 503-588-6049

The Budget Officer prepares and supervises the preparation of the budget document acting under the direction of the City Manager. The position staffs the Budget Committee, coordinates and conducts fiscal forecasting, and monitors month, quarter and annual revenues and expenditures.

ADMINISTRATIVE SERVICES DEPARTMENT

Room 230

DIRECTOR: Deborah Bond
Management Analyst: Ryan Zink
Staff Assistant: Debby Garrison

dbond@cityofsalem.net, 503-588-6114
rzink@cityofsalem.net, 503-588-6130
dgarrison@cityofsalem.net, 503-588-6040

Administrative Services has responsibility for centralized purchasing; centralized accounting; fleet and equipment maintenance; and municipal court operations.

CONTRACTS AND PROCUREMENT DIVISION

Room 330

ADMINISTRATOR: Gary Kanz

gkanz@cityofsalem.net, 503-588-6136

The Contracts and Procurement Division is the central buyer of goods, materials, services and public improvement projects for the various departments of the City. The Division assists user departments in preparing bids, quotes, requests for proposals (RFPs) and other purchasing contract documents.

FINANCE ACCOUNTING SERVICES DIVISION

Room 230

finance@cityofsalem.net

Assistant Finance Director: Sandra Montoya

503-588-6010

This section provides financial accounting, analysis, and reporting services for the City and the Urban Renewal Agency in compliance with federal, state and local regulations.

Accounting and Reporting Section

CHIEF ACCOUNTANT: David Hauser

503-588-6187

This section provides all general accounting and financial reporting services, including the Comprehensive Annual Financial Report, and internal audits.

Accounts Payable Section

Supervisor: Melody Kanz

503-588-6215

This section supports the accounts payable process and coordinates payment of city invoices and refunds.

Payroll Section

SUPERVISOR: Rhonda Miller

503-588-6263

This section supports the payroll process and coordinates payment of payroll and employment incentives.

Project Accounting Section

SUPERVISOR: Melody Kanz

503-588-6215

This section manages the City's project accounting system, including resource tracking, project costing, and grant accounting and billing.

**FINANCE TREASURY SERVICES DIVISION
Room 234**

Treasury Manager: (vacant)

503-588-6227

This division safeguards City assets and provides central debt management and treasury services for all City departments and the Urban Renewal Agency.

Accounts Receivable Section

INTERIM SUPERVISOR: Marne Anderson

503-588-6168

Cashiering Section

INTERIM SUPERVISOR: Marne Anderson

503-588-6168

This section receipts various payments from mail and walk- in customers.

Banking Services and Investments

TREASURY ANALYST: Marne Anderson

503-588-6168

This section monitors the entire City's investments, reconciles the bank accounts and tracks credit card issuance and usage.

**FLEET SERVICES DIVISION
1455 22nd Street SE**

FLEET/WAREHOUSE SUPERINTENDENT: Donald Thomson

503-588-6322

dthomson@cityofsalem.net

This Division is responsible for maintenance, repair, inspection and replacement of all City vehicles and equipment in the City fleet. The operation of the warehouse/storeroom that contains maintenance/ construction equipment, automotive parts, and other supplies is also part of this division's function.

**MUNICIPAL COURT DIVISION
Room 215**

JUDGE: Jane Aiken

jeaiken@cityofsalem.net, **503-588-6407**

Court Administrator: Cheryl Stone

cstone@cityofsalem.net, **503-588-6407**

Court Operations: Various

503-588-6146

The Court is the Judicial Branch of Municipal Government. The Municipal Judge is an elected position. The Municipal Court adjudicates misdemeanor, violation and parking cases arising from municipal ordinances, state statutes and miscellaneous matters as provided by ordinance.

COMMUNITY DEVELOPMENT DEPARTMENT

Room 305
503-588-6173

DIRECTOR: Vickie Hardin Woods
Management Analyst: Cyndi Easterly
Staff Assistant: Kelly Kelly
Receptionist: Casey Prock

Vwoods@cityofsalem.net Ext. 7501
Ceasterly@cityofsalem.net Ext. 7461
Kskelly@cityofsalem.net Ext. 7512
Cprock@cityofsalem.net Ext. 7500

The Department of Community Development consists of three divisions - Building & Safety, Neighborhood Enhancement, and Planning. Each division exists to service an array of constituent needs in planning and implementing goals for Salem's economic, cultural and social development. The divisions' programs are especially oriented to creating a safe and livable community. The organization of the Department reflects a national and local recognition of the critical interdependence of comprehensive planning, building and services code inspection/administration.

BUILDING AND SAFETY DIVISION

Room 320, 503-588-6256
bldgsafety@cityofsalem.net

BUILDING AND SAFETY ADMINISTRATOR: Tom Phillips

tphillips@cityofsalem.net 503-540-2474

Assistant Building and Safety Administrator: Jeff Starkey

jstarkey@cityofsalem.net 503-540-2421

Division Engineer: Rebai Tamerhoulet

rtamerhoulet@cityofsalem.net 503-540-2447

The Building and Safety Division encompasses construction plans review, inspection services, and permitting; professional and police protective licensing; maintenance of multifamily-housing licensing; and other development information. Building and Safety works with customers to ensure public safety and offer predictable, friendly assistance and efficiency through streamlined processes that promote positive community and business relationships.

The Building and Safety Division consists of the Project Coordinator Program, Building Permits Program, and the Permit Application Center.

Building Permits Program

503-588-6256

Senior Building Inspectors:

Matt Smith

msmith@cityofsalem.net 503-540-2419

Scott Morse

smorse@cityofsalem.net 503-540-2413

Claude Kennedy

ckennedy@cityofsalem.net 503-540-2417

Ken Eatwell

keatwell@cityofsalem.net 503-540-2416

Plan review and inspection of commercial and residential construction to ensure compliance with Oregon State Building Code and Salem Revised Code developed to safeguard public health, safety and welfare. Staff is available in the office, as well as in the field to answer questions, respond to concerns, and help builders provide safe installations.

Permit Application Center

Intake and Permitting Sections **503-588-6256**

Tech Support Analyst: Kelly Marshall kmarshall@cityofsalem.net **503-540-2406**

The Permit Application Center is responsible for the intake and issuance of many types of permits and licenses required by Oregon State Building Code and Salem Revised Code. These permits and licenses include structural, electrical, mechanical, plumbing, signs, and alarm permits – and all police protective licenses, including Multifamily Licensing.

Project Coordinator Program

503-588-6256

Provision of interdepartmental coordination between the City of Salem and an applicant for all projects valued at \$10 million or greater or as requested, guiding them through the permitting process which can benefit the applicant by reducing overall project permit-processing time.

NEIGHBORHOOD ENHANCEMENT DIVISION

Room 305

NeighborhoodServices@cityofsalem.net

DIVISION ADMINISTRATOR: Brady Rogers

jbrogers@cityofsalem.net **Ext. 7408**

This division focuses on the City Council goals related to quality of life, as well as public safety through prevention, code compliance, civic involvement, social justice, and strong neighborhoods. Much of this work involves innovative programming; involving and encouraging citizen participation in government; working hand in hand with neighborhood associations; and actively pursuing new partnerships and collaborations to meet the community's needs.

Code Compliance Services Section: complianceservices@cityofsalem.net

503-588-6421

Code Compliance Supervisor: Patrick Long

palong@cityofsalem.net **Ext. 2026**

Lead Code Compliance Officer: Suzanne Nelson

snelson@cityofsalem.net **Ext. 7432**

Staff Assistant: Susannah Bishop

sbishop@cityofsalem.net **Ext. 7589**

Compliance Services is the main enforcement body for Salem Municipal Code. This section routinely inspects and licenses multi-unit housing, and responds to housing complaints at non-licensed properties. It also enforces health and nuisance codes; junk and solid waste violations; abandoned and junk vehicles; dangerous and derelict buildings; grass, weed, and tree ordinance offences; industrial noise and noise permits; drug lab abatement; zone code violation cases; building code enforcement; and other duties as necessary to aid and support the Salem Police Department and Salem Public Works Department.

Neighborhood Services Section: neighborhoodservices@cityofsalem.net

503-588-6207

Staff Assistant: Judy Copeland

jcopeland@cityofsalem.net **Ext. 7523**

Neighborhood Services Specialist: Annie Battée

abattee@cityofsalem.net **Ext. 7522**

Neighborhood Services Specialist: Rachel Dixon

rdixon@cityofsalem.net **Ext. 7503**

Neighborhood Partnership Coordinator: Jessica Loewen Preis

jlpreis@cityofsalem.net **Ext. 7529**

The Neighborhood Services Section supports Salem's nineteen (19) neighborhood associations, as well as the two Neighborhood Partnership Programs. Services include the Neighborhood Liaison Program; publishing 19 neighborhood association annual newsletters;

orientation and training for neighborhood association chairs and board members; assisting associations to set and achieve their goals; marketing the Neighborhood Association program; support for SRC Chapter 64 compliance; facilitating citizen/City linkages and partnerships; mailings and meeting notices; distribution of City Council materials to neighborhood associations; and referrals and other forms of citizen assistance.

Through the Neighborhood Partnership Program, neighbors and a wide variety of community partners collaboratively address issues and concerns of the people who live and work in a specific area. There is an opportunity to apply each year, giving the program flexibility to impact multiple areas of Salem. Applications are scored based upon demonstrated neighborhood need, definable measurable goals for the NP and readiness of partners to work with the City in addressing those needs. Currently, the City supports Neighborhood Partnership Programs in the ELNA (East Lancaster Neighborhood Association) and SESNA (South East Salem Neighborhood Association) areas.

Youth Development Services Section

503-588-6207

Youth Development/Prevention Coordinator: Laurie Shaw

lshaw@cityofsalem.net Ext. 7521

Staff Assistant: Judy Copeland

jcopeland@cityofsalem.net Ext. 7523

"This section develops, supports, and/or coordinates collaborative programs for Salem youth. The YDP's Teen Action Team Initiative champions youth civic engagement through high school service clubs and youth events focusing on student leadership, volunteerism, and youth-adult partnership building. Additional projects include 1st-12th grade school and community-based after school program support, service-learning system-building, Strengthening Families Program coordination, and other community and municipal efforts addressing youth issues."

PLANNING DIVISION
Room 305, 503-588-6173
planning@cityofsalem.net

URBAN PLANNING ADMINISTRATOR: Glenn Gross,

503-588-6173

ggross@cityofsalem.net Ext. 7506

Staff Assistant, Helen Beckman

hbeckman@cityofsalem.net Ext. 7513

Staff Assistant, Deb Meaghers

dmeaghers@cityofsalem.net Ext. 7543

The Planning Division includes four functional areas: general current planning, long-range planning, geographic information systems (GIS), and Site Plan Review/Signs.

General Current Planning

503-588-6173

Senior Planner, Bryan Colbourne

bcolbourne@cityofsalem.net Ext. 7463

Associate Planner, Cecilia Urbani

curbani@cityofsalem.net Ext. 7508

General Current Planning - includes zoning, subdivision and annexation administration. It involves providing information, processing applications for zone changes, conditional uses, variances, adjustments, partitions, subdivisions, planned unit developments and annexations; preparing staff reports, and revising the development ordinances.

Historic Preservation Program

503-588-6173

Senior Planner, Kimberli Fitzgerald

kfitzgerald@cityofsalem.net Ext. 7597

Historic Preservation Program provides for the continued identification, evaluation, protection and enhancement of historic properties. This includes historic planning applications, grants, and zoning enforcement of historic properties.

Long Range Planning

503-588-6173

Senior Planner, Lisa Anderson-Ogilvie

lmanderson@cityofsalem.net, Ext. 7581

Associate Planner, Bryce Bishop

bbishop@cityofsalem.net Ext. 7599

Associate Planner, Jason Richling

jrichling@cityofsalem.net Ext. 7526

Long-Range Planning - includes coordinating regional planning efforts with the City of Keizer and Marion and Polk counties, and participates in regional transportation and land use subcommittees of the Mid-Willamette Valley Council of Governments and other jurisdictions. Also includes the Unified Development Code (UDC) project which is an update of the development regulations to streamline and clarify the existing code.

GIS Section

503-588-6173

GIS Analyst, Alan Kessler

akessler@cityofsalem.net, Ext. 7520

Geographic Information System (GIS) provides mapping and analysis services for the CD Planning Division, and maintains the Comprehensive Plan and zoning databases.

Site Plan Review/Signs/Zoning Information

503-588-6173

Associate Planner, Amy Dixon

adixon@cityofsalem.net Ext. 7404

Associate Planner, Aaron Panko

apanko@cityofsalem.net Ext. 7556

Associate Planner, Pamela Cole

pcole@cityofsalem.net Ext. 7509

Planners answer questions about land use activities and zoning, and provide plans review to help ensure compliance with Salem Revised Code. They also assist and educate customers about the sign code to ensure safe installation and improve the appearance of the city.

SALEM PUBLIC LIBRARY
585 Liberty Street SE
library@cityofsalem.net

LIBRARY ADMINISTRATOR: B.J. Toewe bjtoewe@cityofsalem.net, 503-588-6084

The Salem Public Library is our community's center for knowledge, ideas, culture, and leisure time pursuits. The Library provides informational and educational services that include a comprehensive book and media collection, free Wifi, public access computers, and free training on many computer programs. Services are developed for individuals with special needs and who have difficulty reaching the Library. Library programs include exhibits, educational programs, concerts, lectures, films, electronic media, and special programs for children and teens. The Library also participates with 17 other libraries in the region to provide service to residents within the Chemeketa Cooperative Regional Library Service district. The Library strives to create an atmosphere that genuinely welcomes the public and provides the optimal library experience to each patron and visitor.

Administration

MANAGER: Kelley Jacobs kjacobs@cityofsalem.net, 503-588-6064
Staff Assistant: Elizabeth Hughes ehughes@cityofsalem.net, 503-588-6071
Office Assistant: Dianna Clark dclark@cityofsalem.net, 503-588-6071

Library Administration is responsible for the Library's budget, including procurement, fiscal budgeting, and contract administration. Additionally, the Administration Office staff coordinates meeting room schedules, facility maintenance, volunteers, public relations, and Library security.

Adult Services Division

SUPERVISOR: Karen Fischer kfischer@cityofsalem.net, 503-588-6039
Operation Bookshelf Staff: Robin Beerbower rbeerbower@cityofsalem.net, 503-588-6089

The Adult Services Division provides information in response to in-person, telephone and email requests from individuals, businesses, and government. Electronic and web-based services are increasingly important tools for this operation. Staff members select and maintain fiction and non-fiction collections in a variety of formats, including regular-print, large-print, audio and electronic books, magazines, music, movies and databases. In cooperation with the Assistance League of Salem this division provides materials selection and delivery services to shut-ins through Operation Bookshelf. Adult Services also provides access to materials around the world through its interlibrary loan operation and manages public Internet computers in the Library Audio-Visual Center. Staff develop, coordinate, and provide computer classes, as well as literary, hobby, music, and other educational and cultural programs and exhibits relevant to our community.

West Salem Branch Library

LIBRARY ADMINISTRATOR: Karen Fischer kfischer@cityofsalem.net, 503-588-6039
Lead Staff: Mary Beth Hustoles mhustoles@cityofsalem.net, 503-588-6301

The West Salem Branch Library provides information, circulating library materials, meeting room space, special programs, free Wifi, public access computers, and other library services in West Salem.

Youth Services Division

SUPERVISOR: Karen Fischer

kfischer@cityofsalem.net, 503-588-6039

The Youth Services Division provides library service to young people. Responsibilities include: selection of books and media for children and teens, presentation of story, craft, film, and special programs for youth, tours for classes, and reference assistance to children and adults working with young people. Early literacy training for parents and teachers is a strong focus and outreach to schools and child-focused groups helps fill community needs.

PROJECT READ introduces the library to Salem-Keizer first graders. A specially equipped bookmobile visits all public elementary schools in the district. Each student is given an opportunity to receive a library card and check out a book. Since 1984, the Assistance League of Salem has provided volunteers and major funding to support the project.

The Children's Discovery Room, established in 1986 through a grant from the Salem Downtown Rotary Club, provides hands-on learning experiences for children. Four new exhibits are developed and installed each year. The Discovery Room is primarily staffed by volunteers and is open almost half of the library's hours.

Circulation Services Division

SUPERVISOR: Karen Kinzie

kkinzie@cityofsalem.net, 503-588-6090

The Circulation Services Division provides direct customer service at Salem Public Library. Staff register patrons for library cards, update patron records, resolve patrons concerns or problems relating to their library accounts, check-in and check-out library materials, process hold requests, accept payments for fines and fees, and reshelve materials for the entire library collection.

Technical Services Division

SUPERVISOR:

503-588-6020

The Technical Services Division places and receives orders, processes all new material, and maintains collection information in the library's automated catalog. Technical Services also repairs and rebinds damaged materials and withdraws worn, lost, or outdated materials from the collection and catalog.

FIRE DEPARTMENT

370 Trade Street SE
SalemFire@cityofsalem.net

ADMINISTRATION SERVICES

FIRE CHIEF: Mike Niblock mniblock@cityofsalem.net, 503-588-6245
Management Analyst II: Rachael Hostetler rhostetler@cityofsalem.net, 503-588-6153

Administration Services is responsible for the allocation and management of all department resources, development of policy and procedures and the supervision of primary divisions.

EMERGENCY OPERATIONS

DEPUTY CHIEF: Greg Hadley ghadley@cityofsalem.net, 503-588-6152

The Emergency Operations Division provides fire suppression, basic and advanced life support, technical rescue services (including high angle, confined space, trench and water); hazardous materials release responses, and airport fire protection from eleven neighborhood fire stations.

DIVISION CHIEF, SAFETY & SPECIAL OPERATIONS: Reed Godfrey 503-588-6280
egodfrey@cityofsalem.net

Safety & Special Operations provides a department safety officer at emergency incidents to ensure scene integrity is maintained and coordinated actions are performed in a safe manner, and is responsible for the Hazardous Materials Response Team.

FIRE AND LIFE SAFETY

DEPUTY CHIEF, FIRE AND LIFE SAFETY: Jimmy Stewart 503-589-2130
jstewart@cityofsalem.net

Fire and Life Safety Division is responsible for enforcement of Oregon State Fire Marshal's Administrative Rules, fire code as amended by the City, and Fire and Life Safety portions of the Uniform Building Code.

EMERGENCY PREPAREDNESS MANAGER: Roger Stevenson 503-763-3331
rstevenson@cityofsalem.net

This program encompasses disaster preparedness and emergency management issues citywide.

TRAINING AND EMERGENCY MEDICAL SERVICES

DEPUTY CHIEF, TRAINING AND EMS: Michael Heffner (Interim) 503-588-6113
mheffner@cityofsalem.net

The Training Division provides or coordinates all training functions and activities for the department. The EMS Division provides direction for the delivery of basic and advanced life support services and the management of ambulance billing services.

EMS COORDINATOR: Steve Brown stbrown@cityofsalem.net, 503-588-6415
Management Analyst II: Ben McCready bmccready@cityofsalem.net, 503-588-6288

HUMAN RESOURCES DEPARTMENT

Room 225
HR@cityofsalem.net

DIRECTOR: Constance L. Munnell cmunnell@cityofsalem.net, 503-588-6162
Administrative Analyst III: Allison Pavelek apavelek@cityofsalem.net
Staff Assistant II: Chantal Martinez cmartinez@cityofsalem.net

The Human Resources (HR) Department provides centralized employment services for all City departments and the Salem Housing Authority. Services include policy direction and supervision for all HR programs and the self-insured employee benefits and risk management programs. Staff provides support and training in employee/labor relations, selection and recruitment activities, organizational development, the Board of Ethics and Civil Service Commission; Equal Opportunity/Affirmative Action, Americans with Disabilities; employee investigations; and maintains HR records for City employees. The Department is divided into 3 functional areas: (1) Administration, (2) Benefits, and (3) Risk Management.

ADMINISTRATION

Labor Relations Administrator: Joel Kuhl jkuhl@cityofsalem.net, 503-588-6162
HR Analysts: Franklin Felizardo ffelizardo@cityofsalem.net,
Kirstin Madigan kmadigan@cityofsalem.net,
Mel Gregg mgregg@cityofsalem.net
HR Specialist: Mary Ann Daley mdaley@cityofsalem.net
Staff Assistant II: Delmy Edwards dledwards@cityofsalem.net

This division is responsible for employee and labor relations which include: discipline and grievance resolution, civil rights investigations, interest arbitration, training, classification and compensation analysis, performance appraisal assessment, recruitment and selection activities, application tracking, interviewing and developing assessment tools, and centralized personnel files. Most City employees are represented by four unions: International Association of Firefighters (Local No. 314, AFL-CIO); Salem Police Employees' Union; 911 Professional Communication Employees' Association; and the American Federation of State, County and Municipal Employees (Local No. 2067/Council 75, AFL-CIO).

BENEFITS ADMINISTRATION

BENEFITS MANAGER: Carrie R. Bailey cbailey@cityofsalem.net, 503-588-6162
Benefits Assistant: Carrie Wagner cwagner@cityofsalem.net

This division administers the City employee benefits which include: medical, vision, and dental insurance, State and Federal Medical Leave Act(s), COBRA, HIPPA, Long-term disability insurance, retirement, deferred compensation, life insurance, and the employee assistance program.

RISK MANAGEMENT

RISK MANAGER: Edward Fisher

efisher@cityofsalem.net, 503-588-6132

Staff Assistant II: Cynthia Polk

cpolk@cityofsalem.net

Risk Safety Coordinator: Gail Freeman

gmfreeman@cityofsalem.net

Risk Safety Coordinator: Tena Marklin

tmarklin@cityofsalem.net

This division is responsible for administering the City's Workers' Compensation program, loss prevention/control, OR-OSHA, employee right-to-know, safety committees, unemployment insurance, excess insurance, claims processing, and public liability.

INFORMATION TECHNOLOGY AND FACILITIES SERVICES DEPARTMENT

503-588-6351

DIRECTOR: Constance Munnell (interim)

cmunnell@cityofsalem.net, 503-588-6351

Staff Assistant: Erin Grimm

egrimm@cityofsalem.net, 503-588-6351

Management Analyst: Tiffany Corbett

tcorbett@cityofsalem.net, 503-588-6474

Information Technology (IT) & Facilities Services are responsible for the City of Salem's technical environment, building maintenance, operations and support. Working together with other City Departments, IT & Facilities provides solutions and support for building assets, computer networks, copy services, and telecommunication, as well as providing an infrastructure that allows City Departments to meet the needs of the citizens of Salem.

INFORMATION TECHNOLOGY (IT) DIVISION

295 Church St. SE, Suite 210

503-588-6351

The IT Division provides internal services to the City of Salem. Sections of IT include GIS (Geographic Information Systems), Network Services, Document Services, Systems and Programming and Telecommunications. The various functional roles of the IT Division follow:

GIS (Geographic Information Systems)

GIS is used by the City in a number of ways serving city staff, local and global businesses, and our citizens through mapping and spatial data. GIS uses a hybrid approach to delivering GIS technology; where the GIS hardware, software, data, and policy are centralized within IT while GIS staff are distributed throughout several departments.

Network Services

Cooperatively works with City of Salem Departments and regional entities to maintain; desktop computers, network servers, network connectivity, data security, Help Desk, and Reprographics in support of enterprise systems throughout the City.

Document Services

Provides desktop publishing, bindery, copying, scanning, mail and messenger services City wide. Citywide copier assets are also managed through this group.

Systems and Programming

Manages and supports numerous departmental and enterprise applications and systems that improve and enhance the citizen experience by streamlining processes through applications, website(s) and much more.

Telecommunications

Manages and administers telecommunications infrastructure and its associated software, including PBXs, VoIP, Auto-Attendant, voice mail, interactive voice response, and other telephony or network applications. Works with departments to administer and provide add, move, or changes, service requests as well as new line installations.

FACILITIES SERVICES DIVISION
1580 20th Street SE, Bldg. 24
503-588-6306

DIVISION MANAGER: Tye Godfrey tgodfrey@cityofsalem.net, 503-589-2172

The Facilities Services Division provides internal services to the City of Salem. Its sections include Building Asset Management, Building Operations, and Custodial Services managing and maintaining over 2.1 million square feet of building and facility area.

Building Asset Management Section

Preserves the city's building assets by identifying and managing rehabilitation and renovation projects, including space reorganization and long-term space utilization; and identifies energy conservation measures to reduce the city's carbon footprint.

Building Operations Section

Maintains the city's building operating systems through preventive and corrective maintenance at close to 90 city-owned structures, including the daily upkeep of the downtown parking structures and cemented areas; and maintains a comfortable working environment for employees through furniture moves; lighting, heating and cooling adjustments; painting; etc.

Custodial Services Section

Provides environmentally-friendly custodial services to more than 326,000 sq. ft. of city office space, including sanitizing restrooms, trash removal, paper recycling, window cleaning and floor maintenance.

LEGAL DEPARTMENT

Room 205

CITY ATTORNEY: Randall Tosh	503-588-6003
Deputy City Attorney: Sean Brady	503-588-6003
Legal Office Supervisor: Ruth Ann Stellmacher	503-588-6043

The City Attorney acts as legal counsel for the City (Council, Manager, boards and commissions, and departments), the Urban Renewal Agency, and the Housing Authority of the City of Salem, Oregon. The City Attorney's office is responsible for legal advice, document review and preparation, civil litigation, including liability defense, and prosecution of misdemeanors under the City's code and state traffic laws.

The City Attorney's Office represents the City of Salem and cannot provide legal advice to private citizens. If you have a legal question, you should contact a private attorney. The Oregon State Bar has a lawyer referral service, and can provide you with assistance with locating an attorney. The Oregon State Bar lawyer referral service may be reached at 1-(503) 684-3763 or toll-free in Oregon at 1-(800) 452-7636.

CITY RECORDER: Kathy Hall	503-588-6097
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The City Recorder is the official custodian of all City records and is clerk of the City Council, Urban Renewal Agency, and Salem Housing Authority. The Recorder schedules and gives legal notice of public hearings before the City Council; prepares agendas for and attends all meetings of the City Council, Urban Renewal Agency, and Salem Housing Authority and takes minutes of the proceedings; files City documents and records; prepares and distributes all Salem Revised Code amendments; responds to public records requests; and performs duties connected with City elections. The Recorder is City Historian, City Archivist and Records Manager, and manages the retention and/or destruction of all City records.

POLICE DEPARTMENT

555 Liberty Street SE #130
Salem, OR 97301
police@cityofsalem.net

CHIEF OF POLICE: Jerry Moore 503-588-6080
Office Supervisor: Kathy Sime 503-588-6100

The Chief of Police is responsible for the allocation and management of all department resources, development of policy and procedures, and the supervision of primary divisions.

INVESTIGATIONS DIVISION

COMMANDER: Deputy Police Chief Jim Ferraris 503- 588-6026

The Investigations Division includes Criminal Investigations, Community Response Section, and Special Operations. Within these sections are the following services: Persons Crimes, Property Crimes, Identification Laboratory, Street Crimes, Crime Prevention, Drug Activity Response Team, Youth Services Unit, Cadets, Drug Enforcement Unit, Gang Response Team, Graffiti Abatement and Volunteers.

Criminal Investigations: Lt. Steve Birr 503-588-6241
Office Assistants: Heather Biglay/Devan Rivera 503-588-6050

The Criminal Investigations Section includes Persons Crimes, Property Crimes, and the Identification Lab.

Community Response Section: Lt. David Okada 503-588-6073
Staff Assistant: Heather Wood 503-588-6259
Crime Prevention 503-588-6175
Graffiti Hotline 503-371-4264

The Community Response Section includes Crime Prevention, Youth Services, Cadets, Graffiti Abatement and Volunteers.

Special Operations Unit: Lt. Mark Keagle 503-588-6197
Gang Response Team Hotline 503-588-6360
Drug Activity Hotline 503-315-2566

The Special Operations Unit includes Drug Enforcement Unit, Gang Response Team, Street Crimes and Drug Activity Response Team.

PATROL DIVISION

COMMANDER: Deputy Police Chief Scott Hayes 503-588-6122
Staff Assistant: Terri Gage 503-588-6232
Traffic Control Unit 503-588-6171

The Patrol Division includes Field Operations, Traffic Control Unit, Downtown/Transit Bicycle Team, Telephone Reporting Office, Domestic Violence Response Team, K-9 Unit and Special Teams (SWAT, Hostage Negotiations, Bomb Team, Mobile Response Team).

SUPPORT DIVISION

COMMANDER: Deputy Police Chief Steve Bellshaw	503-588-6155
Staff Assistant: Tamara Baxter	503-588-6266
Personnel and Training/Recruitment	503-588-6239
Property Control	503-588-6104
Internal Affairs	503-588-6160

The Support Division includes Management Resources, Personnel and Training, Planning and Research, Property Control, Accreditation, Transport Services, and Internal Affairs.

COMMUNICATIONS DIVISION

DIRECTOR: Mark Buchholz	503-763-3333
Office Assistant: Carol Peters	503-763-3325
In Case of Emergency	9-1-1
Non-Emergency Crimes	503-588-6123

The Communications Division is responsible for operation of the 9-1-1 Emergency Response Program, and the dispatch of emergency and non-emergency calls for 20 police and fire agencies in Marion and Polk counties. This division is also responsible for Police Records and Radio Communications.

PUBLIC WORKS DEPARTMENT

Room 325

DIRECTOR: Robert Chandler (interim)

rchandler@cityofsalem.net, 503-588-6008

Staff Assistant I: Judy Postier

jpostier@cityofsalem.net

The Public Works Department serves the people of the Salem metropolitan area by providing a safe and reliable road system, an enjoyable network of neighborhood and community parks, healthy and plentiful water supplies, a well-functioning storm drainage system, and proper treatment of wastewater. The Department is managed by a five-person management team consisting of the Director and four division managers: Assistant Director, City Engineer, Operations Division Manager, and Parks and Transportation Services Manager.

ADMINISTRATION DIVISION

Room 325

Planning and Development

ASSISTANT DIRECTOR: Robert Chandler

rchandler@cityofsalem.net, 503-588-6008

The Administration Division is responsible for conducting Public Works planning and training for emergency operations; reviewing and permitting public infrastructure projects delivered by private development; implementing FEMA-based flood management requirements; conducting long-range master planning; ensuring compliance with federal and state environmental permitting obligations; conducting and providing information regarding various Public Works projects, programs, and activities.

Emergency Preparedness/Communications

Emergency Preparedness/Communications Manager: Mike Gotterba

503-588-6347

mgotterba@cityofsalem.net

This function is responsible for Department Emergency Preparedness including plan development, emergency assignments, training, and exercises. It also includes outreach support for Department projects and programs as well as public information during emergencies.

Development Services Section

Chief Development Services Engineer: Glenn Davis gdavis@cityofsalem.net, 503-588-6211

Assistant Chief Development Services Engineer: Lyle Misbach

503-588-6211

lmisbach@cityofsalem.net

The development function is responsible for the review and processing of development proposals, land use changes, construction permits, and building plans. The Permit Activity Center (PAC) provides "one-stop" plan approval and permits, as well as customer information services on Public Works issues. Under the general category of development review, proposed actions are reviewed for presence/adequacy of public facilities and conformance to City standards. Conditions of approval typically require the private developer to build public facilities and donate them to the City.

Utility/Financial Planning Section

Chief Utilities Planning Engineer: Vacant

503-588-6211

The Utility Planning Section is the caretaker of the City's long-range master plans for water, wastewater, and stormwater facilities, and the associated financial feasibility studies that are necessary to implement these utility plans. They provide computer modeling and evaluation of the utility systems for other City staff and their consultants, assist in setting priorities for construction of improvements, evaluate the potential impacts and needs of proposed developments, and keep the Master Plans current.

Financial and Administrative Services

Senior Utilities Analyst/Management Analyst II: Alicia Blalock

503-588-6211

ablalock@cityofsalem.net

Senior Financial Analyst/Management Analyst II: Vickie Clarke

vclarke@cityofsalem.net

Senior Policy Analyst/Management Analyst II: Pat Dodge

pdodge@cityofsalem.net

The Financial and Administrative Services section manages centralized administrative services for the Department. This group oversees departmental budgets as well as financial planning and provides professional support for legislative review, policies, intergovernmental agreements, code development, and other special projects.

Department Support Services

503-588-6211

Support Services Manager/Management Analyst I: Margo Moore

mmoore@cityofsalem.net

Support Services Supervisor/Office Supervisor: Sarah Kemp

skemp@cityofsalem.net

Support Services provides centralized administrative and support services for the Department with staff in various locations including Civic Center, Salmon Run, Operations, Parks Operations, and Willow Lake Water Pollution Control Facility. This group oversees administrative procedures and policies, personnel processes, office equipment and supply acquisition, space allocation, financial management including purchasing, accounts payable processing and payroll, reception, parks reservations and recreation registration, document preparation and processing, desktop publishing, asset management and tracking, Department records management, and other special projects.

ENGINEERING DIVISION
Salmon Run Office
471 High Street SE, Suites 100 & 200

CITY ENGINEER: Jim Bonnet

jbonnet@cityofsalem.net, **503-588-6211**

The Engineering Division is responsible for providing Engineering Services to the Department and City. Services include full service project management of the City's capital construction budget from inception through the design and construction process; oversight of the design and construction of public infrastructure designed and constructed by developers; operational and facilities engineering; development of Public Works five-year capital improvement plan; management of Public Works construction budget; maintenance of engineering and infrastructure; records and Geographical Information System (GIS); and survey and inspection services. These services are provided through professional engineers, surveyors, engineering technicians, construction inspectors, GIS technicians, and clerical staff; as well as, private engineering and architectural consultants, and private construction companies.

Engineering Administrative Services
Division Analyst/Management Analyst I: Tammi Starrs

503-588-6211
tstarrs@cityofsalem.net

Engineering Administrative Services encompasses administration and support services for the Engineering Division. Duties include budgeting and financial management, standards review and development, construction plan approval, program development and review, management of special projects, response to public inquiries on projects, contractor payments, filing of project records, and other general office responsibilities.

Engineering Project Management
Assistant City Engineer: Brian Martin
Assistant City Engineer: Keith Kuenzi
Assistant City Engineer: Cliff Serres

503-588-6211
bmartin@cityofsalem.net
khkuenzi@cityofsalem.net
cserres@cityofsalem.net

There are three Engineering Project Management teams, each led by an Assistant City Engineer and staffed by senior-level professional engineers, engineers, CADD technicians, GIS technicians, construction inspectors, and surveyors.

These sections perform full-service project management of capital improvement projects for all Public Works projects as well as selected projects for other City Departments. Projects are designed with consultants or in-house staff and are constructed by licensed contractors. The sections also provide facilities engineering, land surveying, survey document review and processing, plan review and construction inspection of capital and permit projects, development of Public Works five-year capital improvement plan, and implementation and management of comprehensive Geographical Information System (GIS) database of all public infrastructures.

This section provides these services to other City Divisions and Departments as requested.

OPERATIONS DIVISION
1410 20th Street SE

OPERATIONS DIVISION MANAGER: Francis Kessler fkessler@cityofsalem.net, **503-588-6063**
503-361-2220

Operations Division is responsible for operating, maintaining, and repairing the City-owned infrastructure (water, sewer, stormwater, and wastewater treatment). Operations Division includes the following sections: Customer Services, Environmental Services, Stormwater and Wastewater Collection Services, Pumps and Controls, Water Services, Wastewater Treatment, and Water Resources. All operate from the City's Operations Complex at 1410 20th Street SE or the Willow Lake Water Pollution Control Facility on Windsor Island Road.

Operations Administration
Division Analyst/Management Analyst I: Rebecca Shaw

503-588-6331
rshaw@cityofsalem.net

The Administration Section provides administrative support, management, and coordination to all other section programs. Duties include budgeting and financial management, management of special projects, development of long term facilities and capital plans, and filing of project records.

Customer Services

Customer Services Manager: Deborah Hildebrandt

503-588-6414

dhildebrandt@cityofsalem.net

Customer Services is composed of account maintenance, utility customer service, and dispatching.

Account Maintenance – Responsible for water and sewer billing, collection of delinquent accounts, and handling of customer inquiries and complaints.

Utility Customer Service – Includes water meter reading, turning on and off customer accounts, and resolution of bill complaints.

Centralized Dispatching Services – For all Public Works functions, Dispatch is located at the City shops. Twenty-four hours per day, seven days a week, the public may report any type of problem relating to water, sewer, street, or stormwater systems to the duty dispatcher. After-hours requests are also received for problems relating to Parks and other City facilities. In addition, the dispatchers monitor the water and wastewater collection system's telemetering equipment which provides early warning of operational problems.

Water and Environmental Resources

Water and Environmental Resources Manager: Nitin Joshi

503-588-6063

njoshi@cityofsalem.net

Water Resources Section

The section leads effort on all mitigated wetlands, and citywide response to the Endangered Species Act (ESA) listings and the Riparian Restoration Program. This section is also responsible for facilitating approval of the Public Works Department's regulatory agency permits for environmental compliance in the Capital Improvement Programs, coordinate with local, state and federal regulatory agencies and serves as Department advisors to achieve the City's environmental program objectives relating to water resources, drinking water, wastewater, and drainage systems. The section is also responsible for the education and outreach program for all the regulatory permits related to stormwater and drinking water.

Environmental Services Section

Environmental Services Supervisor: Jeanne Miller

jemiller@cityofsalem.net

The main focus of this section is the implementation of an Industrial Pretreatment Program as required by the federal Clean Water Act. This Program includes permitting, inspecting, sampling, and compliance assurance of local businesses and industries that generate regulated waste or otherwise impact the wastewater collection and treatment programs. Additional programs managed by this section include the Spill Response and Illicit Discharge Program, Surface Water Quality Monitoring, Chemical Handling and Disposal, Erosion Control support, Site Assessments, and Plan Review.

Stormwater and Wastewater Collection Services

Stormwater and Wastewater Collection Services Manager: Sam Kidd

503-589-2156

skidd@cityofsalem.net

Stormwater Section

The Stormwater Section provides maintenance and operating services covering 175 miles of streams and open channels, 428 miles of piped systems, five large regional detention basins, two dams, 20,000 structures, three fish ladders, one fish screen, and more than 600 local detention systems which help to reduce flooding in the urban area.

They also have principal responsibility for the City's compliance with the NPDES Municipal Separate Storm Sewer System (MS4) and Total Maximum Daily Load (TMDL) programs administered by the Oregon Department of Environmental Quality (DEQ) under the Federal Clean Water Act.

Wastewater Collection Services Section

The Wastewater Collection Services Section provides for the safe removal and conveyance of sewage within the Salem/Keizer Urban Growth Boundary and the City of Turner, to the wastewater treatment plant, through the following functions:

Cleaning – Provides routine and emergency cleaning of the sanitary sewer system consisting of approximately 750 miles of pipelines and nearly 16,000 manhole structures. Also provides scheduled and emergency cleaning of the stormwater piping system consisting of approximately 430 miles of pipelines and 13,000 catch basins.

TV Inspection – Provides video inspection to determine the condition of the existing and new sanitary sewer and stormwater pipelines. Also provides chemical sealing of leaky pipelines by internal injection of grout.

Collection System Maintenance – Repairs wastewater collection system pipelines and manholes to extend the serviceable life of the system.

Operation and Technical Services – Performs flow monitoring of sanitary sewers and NPDES storm monitoring of the stormwater system. Provides technical support to the Services' field personnel and operates the wastewater collection system at optimum levels during periods of high flows to minimize sanitary sewer overflows.

Pumps and Controls

Pumps and Controls Supervisor: Scott Branch sbranch@cityofsalem.net, 503-588-6330

Responsible for the maintenance and operation of wastewater and drinking water pump stations and reservoirs, and the computer-based control center, Supervisory Control and Data Acquisition (SCADA), which continuously monitors the water system. SCADA enables staff to closely monitor the operation of the water system's facilities 24 hours a day.

Water Services

Water Services Manager: Sophia Hobet shobet@cityofsalem.net, 503-588-6483

Water Services provides excellent quality and quantity of drinking water for domestic, business, industrial, irrigation, and fire protection through the following functions:

Water Distribution – Maintenance and repair of water mains and services; leak detection and repair; fire hydrant repair and maintenance; valve repair and maintenance; response to the public on such items as pressure and flow inquiries, line location, water meter repairs, maintenance, and replacement; and provides for the installation of new water services and large taps for water system expansion.

Water Treatment and Supply – Monitors the raw water quality of our watershed; operates and maintains Geren Island Water Treatment Facility, Franzen Reservoir, Aquifer Storage and Recovery System (ASR), and the Turner Control Facilities; continuously monitors finished water

quality through routine and special sampling of water pumps and controls; maintains and operates 20 water pump stations, 18 reservoirs, and five in-town wells.

WASTEWATER TREATMENT
Willow Lake Water Pollution Control Facility
5915 Windsor Island Road N

Wastewater Treatment Services Manager: Greg Eyerly **503-588-6380**
geyerly@cityofsalem.net, Ext. 3480

The main Wastewater Treatment Plant is located at the Willow Lake Water Pollution Control Facility. The Plant consists of five functions: Administrative, Operations, Maintenance, Biogro, and Laboratory. A wet weather satellite sanitary sewage treatment facility is operated during periods of prolonged wet weather.

Administration Section **503-588-6380**
Administrative Analyst III: Trita Carden trcarden@cityofsalem.net, Ext. 3475

The Administration section provides administrative and support, management, and coordination to all other section programs. Duties include budgeting and financial management, management of special projects, development of long term facilities and capital plans, filing of project records, response to public inquiries and other general office responsibilities.

Biogro Section **503-588-6380**
Residuals Supervisor: Mark Johnston mjohnston@cityofsalem.net, Ext. 3479

The Biogro program ensures the Class B biosolids generated by the treatment processes are beneficially reused in an effective and efficient manner consistent with State and Federal regulations. This section also oversees transport and application rates for the use of biosolids in the Willamette Valley and locations east of the Cascade Mountains.

Laboratory Section **503-588-6380**
Laboratory Supervisor: Keith Chapman kchapman@cityofsalem.net, Ext. 3476

The Laboratory Program provides laboratory testing support services for the operation of the wastewater plant/collection system, the drinking water treatment plant/distribution system, and for environmental compliance. The data generated is used to determine compliance with regulatory requirements, set sewer rates, verify process control, and identify unknown substances. The laboratory is accredited by the National Environmental Laboratory Accreditation Program as a certified water testing facility.

Operations Sections **503-588-6380**
Operation and Control System Manager: Stephanie Eisner **Ext. 3478**
seisner@cityofsalem.net

Operations—This section operates various treatment processes 24 hours a day, 365 days a year, to meet the water quality requirements necessary to protect the Willamette River. Willow Lake Water Pollution Control Facility and the River Road Wet Weather Treatment Facility operate under permit limits set by the Oregon Department of Environmental Quality and the Environmental Protection Agency. The River Road Wet Weather Treatment Facility is operated when needed under high-flow conditions.

Maintenance Sections

503-588-6380

Instrument/Electrical Supervisor: Vern Holsten
Mechanical Supervisor: Glenn Putman

vholsten@cityofsalem.net, Ext. 3482
gputman@cityofsalem.net, Ext. 3485

Maintenance – Maintenance provides effective and efficient maintenance, modifications, and installations to ensure that all treatment plant equipment and facilities are available to provide service for all processes and support systems.

PARKS AND TRANSPORTATION SERVICES DIVISION
Room 325

PARKS AND TRANSPORTATION SERVICES MANAGER: Mark Becktel **503-588-6211**
mbecktel@cityofsalem.net

The Parks and Transportation Services Division is responsible for planning, operating, and maintaining the City's parks and streets. It is organized into six sections: Transportation Planning, Traffic Engineering, Street Maintenance, Signs and Sweeping, Parks Operations, and City Recreation Services.

Administration Section

Division Analyst/Management Analyst I: Jennifer Kellar

jkellar@cityofsalem.net

The Administration Section provides administrative support, management, and coordination to all other section programs. Duties include budgeting and financial management, management of special projects, development of long term facilities and capital plans, and filing of project records.

Transportation Planning

503-588-6211

Transportation Planning Manager: Julie Warncke

jwarncke@cityofsalem.net

Transportation Planning Section staff administer and update the *Salem Transportation System Plan*. Other duties include conducting transportation studies, bicycle, and pedestrian planning, parking studies, and coordination with regional transportation agencies and partners through the Salem-Keizer Area Transportation Study (SKATS).

Traffic Engineering Section

503-588-6211

City Traffic Engineer: Kevin Hottmann

khottmann@cityofsalem.net

Assistant City Traffic Engineer: Tony Martin

tmartin@cityofsalem.net

Traffic Engineering Section staff are responsible for designing and approving all traffic control devices, striping, and parking restrictions in the city. Section staff administer the Citizens Advisory Traffic Commission (CATC), provides traffic engineering design services, issue traffic-related permits (such as street closures and right-of-way encroachments), administer the vision clearance program, and maintain traffic volume database. Section staff is also responsible for managing and maintaining the City's signal system. Malfunctioning signals should be reported immediately to Public Works Dispatch at 503-588-6063.

Street Maintenance Section

503-588-6063

1410 20th Street SE, Building #2

Street Services Supervisor: Bruce Hildebrandt

bhildebrandt@cityofsalem.net

The Streets Maintenance Section performs street pavement, curb, sidewalk, and shoulder maintenance activities, including overlay paving, surface preservation treatments, utility trench patching, pothole patching, pavement and base repairs, bridge repairs, and shoulder, and alley grading. The Section is responsible for snow plowing, sanding, and deicing of streets during snow and ice storms.

Signs and Sweeping Section

503-588-6063

1410 20th Street SE, Building #4

Street Services Supervisor: Cliff Bash

cbash@cityofsalem.net

The Signs and Markings Section is divided into two major responsibilities:

Street Cleaning – Maintaining a clean and safe street area for citizen use by sweeping and flushing street surfaces, removing accidental spills, removing leaves each fall, and mowing City-owned lots and street right-of-way for code compliance and to eliminate vision hazards. The adopt-a-street program is also included in this function.

Signs and Markings – Responsible for the fabrication, installation, and repair of street signs, as well as installation of all pavement markings, including striping, turn arrows, legends, and crosswalks.

Parks Operations and Planning

salemparks@cityofsalem.net

503-588-6336

1460 20th St SE, Bldg 14

Parks Superintendent: Keith Keever

kkeever@cityofsalem.net, Ext. 6284

Administrative Analyst III: Toni Whitley

twhitley@cityofsalem.net, Ext. 6304

District 1 Supervisor: John Kleeman

jkleeman@cityofsalem.net, Ext. 6299

District 2 Supervisor: Jude Geist

jgeist@cityofsalem.net, Ext. 6396

Urban Forester: Jan Staszewski

jstaszewski@cityofsalem.net, Ext. 2215

Volunteer Coordinator: Tibby Larson

talarson@cityofsalem.net, Ext. 2197

The goal of Parks Operations and Planning is to provide clean and safe park facilities for Salem citizens. The Section supports City goals and objectives by providing services in the following areas:

- Park maintenance and irrigation services for 1,821 acres of park and open space areas, and landscape maintenance for City right-of-ways including:
 - Park routine maintenance, turf mowing, and playground inspections
 - Shrub, plant, and ground cover inspection, maintenance, and care
 - Building and structural inspection and maintenance
 - Major facility repairs and construction in the Salem park system
 - Graffiti and vandalism abatement
 - Reservation and special use area preparation and management
 - Historical area management and maintenance
 - Sensitive Area management
 - Integrated Pest Management (IPM) Program

City of Salem
Guide to Departments and Services

- Urban Forestry Program for the maintenance, care, and service of 126,000 street trees, resulting in Salem being the proud recipient of the Tree City U.S.A. award annually since 1976.
- Parks Planning, including implementation of the Comprehensive Park System Master Plan, park master planning, park planning and design, project design, and planning and management.
- Supplemental labor and volunteer coordination of 175,129 hours recorded in 2008-09 (equivalent to 84 full time employees)

Center 50+
2615 Portland Road NE

DIRECTOR: Marilyn Daily	mdaily@cityofsalem.net , 503-588-6303	Ext. 6349
Staff Assistant II (vacant)		Ext. 6356
Kris Yates, Staff Assistant I	kyates@cityofsalem.net	Ext. 6324
Evelyn Ostermann, Respite Coordinator	eostermann@cityofsalem.net	Ext. 6303
Kanoe Barth, Health and Wellness Coordinator	kbarth@cityofsalem.net	Ext. 6303
Bill Storzum, Custodian		Ext. 6303

This section of Public Works operates Center 50+, the City of Salem Salem Senior Center, as a focal point for senior programs and services without any requirements for membership fees. The Center offers a broad range of activities and services for seniors ages 50 and older. All aspects of Center operations are supplemented heavily by cooperative working relationships with volunteers, other senior service agencies, and community organizations. The Center offers health services, meals and nutrition programs, information and referral, counseling, education, recreational/social activities, special events, and special support services. Extensive dependence on volunteers and fund-raising activities are required to operate the Center. The Senior Center Advisory Commission, which is advisory to the City Council and staff, assists in developing goals, objectives, and support for programs and services for Center 50+.

Recreation Services	503-588-6261
Recreation Coordinator: Becky George	bgeorge@cityofsalem.net , Ext. 7577
Recreation Coordinator, Softball: Billy Powers	bpowers@cityofsalem.net , Ext. 7578
Recreation Specialist: Melinda Mokalla	mmokalla@cityofsalem.net , Ext. 7576

This section is responsible for the planning, coordination, delivery, and evaluation of community recreation programs and services. This section oversees the community use of parks, streets, public open spaces, ball fields, and gymnasiums. Services included are park and facility reservations, ball field and gymnasium allocation, the City softball program, and public events.

URBAN DEVELOPMENT DEPARTMENT

350 Commercial St. NE
urbandev@cityofsalem.net
503-588-6178

Director: John Wales jwales@cityofsalem.net, Ext. 7586
Assistant Director: Doug Rux drux@cityofsalem.net, Ext. 7498
(Economic Development, Downtown Revitalization, Real Property Services)
Public Information Manager: Nicole Miller nmiller@cityofsalem.net, Ext. 7552

The Urban Development Department Director's Office is responsible for ensuring that efficient and timely support is provided to the City Council, Urban Renewal Agency Board, the Department's seven advisory boards, and serves as primary support to the Mill Creek Implementation Committee (a joint committee comprised of City of Salem, Urban Renewal Agency, and State of Oregon representatives). In addition to overseeing all Downtown Revitalization (including Parking Services), Housing & Federal Programs (including Salem Housing Authority Programs and allocation of CDBG, HOME and Social Service funds), Economic Development (including Salem Municipal Airport) and Real Estate projects, programs, and transactions, the Director's Office also manages the daily department operations, contracts, and finances.

The Urban Renewal Agency of the City of Salem is a separate municipal corporation responsible for governing Salem's urban renewal areas. Urban Renewal activities are governed by the State per Oregon Revised Statutes, Chapter 457.

AIRPORT

SalemAirport@cityofsalem.net

Airport Manager: John Paskell jpaskell@cityofsalem.net, Ext. 2057
Airport Operations: Tom Franklin tfranklin@cityofsalem.net, Ext. 2058
Airport Office Assistant: Connie Timm ctimm@cityofsalem.net, Ext. 6314
Airport Maintenance: Rick Fields rafields@cityofsalem.net, Ext. 2059
Mitch Urben murban@cityofsalem.net, Ext. 2059

Salem Airport is a civil aviation facility that also accommodates military facilities. The airport is certified by the FAA as a commercial service airport, is owned and operated by the City of Salem, and is organizationally structured under the Urban Development Department, Economic Development Division.

FINANCIAL AND ADMINISTRATIVE SERVICES

FINANCIAL AND ADMINISTRATIVE SERVICES MANAGER: Renee Frazier Ext. 7531
rfrazier@cityofsalem.net
Administrative Analyst: Chad Reisig creisig@cityofsalem.net, Ext. 7536
Administrative Analyst: Alicia Henry ahenry@cityofsalem.net, Ext. 6409
Office Supervisor: Anita Sandoval asandoval@cityofsalem.net, Ext. 7540
Accounting Assistant: Teresa Smalley tsmalley@cityofsalem.net, Ext. 7528
Staff Assistant: Therese Van Vleet tvanwalt@cityofsalem.net, Ext. 7502
Office Assistant: Brett Mattson bmattson@cityofsalem.net, Ext. 7385
Cashier – Parking: Lena Carr lcarr@cityofsalem.net, Ext. 6133
Cashier – Parking: Theresa Boynton tboynton@cityofsalem.net, Ext. 6133

The Financial and Administrative Services Division develops and monitors the Department and the Urban Renewal Agency's annual budgets and handles all receipt and expenditure documentation and reporting. The division also oversees all procurement and grant management and all clerical and office-related support functions for the department.

ECONOMIC DEVELOPMENT

Project Manager: Courtney Knox cknox@cityofsalem.net, Ext. 7516
Project Manager: Tim Padden tpadden@cityofsalem.net, Ext. 7548
Project Coordinator: Jill Corcoran jlcocoran@cityofsalem.net, Ext. 7549
Management Analyst: Tory Banford tbanford@cityofsalem.net, Ext. 7554

The Economic Development Division is responsible for facilitating economic opportunities and private investment in Salem - attracting high quality, high growth, and high wage employment opportunities.

DOWNTOWN REVITALIZATION

DOWNTOWN REVITALIZATION MANAGER: Sheri Wahrgren Ext. 7595
swahrgren@cityofsalem.net
Project Manager: Annie Gorski agorski@cityofsalem.net, Ext. 7555
Project Coordinator: Todd Klocke tklocke@cityofsalem.net, Ext. 7535
Parking Policy and Downtown Project Manager: Sara Bratcher Ext. 2065
sbratcher@cityofsalem.net
Parking Operations Supervisor: Jeff Barnes jbarnes@cityofsalem.net, Ext. 2066

The Downtown Revitalization Division is responsible for maintaining the livability and economic prosperity of Salem's downtown by centralizing City and Urban Renewal activities. The Downtown Revitalization Division also includes Parking Services.

REAL PROPERTY SERVICES

REAL PROPERTY SERVICES MANAGER: Clinton Dameron Ext. 7534
cdameron@cityofsalem.net
Specialist: John Gibson jgibson@cityofsalem.net, Ext. 7519
Specialist: Dianne Majors dlmajors@cityofsalem.net, Ext. 7594
Relocation/Title Specialist: Betty Fifer bfifer@cityofsalem.net, Ext. 7518

The Real Property Services Division is responsible for managing leases, acquisitions and sales of property for City and Urban Renewal Agency including historic and cultural resources.

HOUSING AND SOCIAL SERVICES

360 Church Street SE
housing@cityofsalem.net
503-588-6368

HOUSING AND SOCIAL SERVICES MANAGER: Andrew Wilch Ext. 4819
awilch@cityofsalem.net
Management Analyst: Linda Gregg lgregg@cityofsalem.net, Ext. 6453
Financial Services Supervisor: Grace McCabe gmccabe@cityofsalem.net, 503-373-3808
Management Analyst: Terry Frazier tfrazier@cityofsalem.net, Ext. 6454
Housing Services Supervisor/Affordable Housing - Sandra Garabedian 503-373-3807
sgarabedian@cityofsalem.net
Housing Services Supervisor/Public Housing - Nicole Utz nutz@cityofsalem.net, Ext. 6459
Housing Services Supervisor/Voucher Program - Phil Dean Ext. 6463
pdean@cityofsalem.net
Federal Programs Manager: Rena Peck rpeck@cityofsalem.net, Ext. 7546
Project Coordinator: Toni Payseno tpayseno@cityofsalem.net, Ext. 7539

The Housing and Social Services Division administers the Salem Housing Authority, the City's federal housing programs including Community Development Block Grant (CDBG), HOME Program, and the funding and delivery of critical social services. These functions support affordable housing and other programs serving low and moderate income residents of Salem and Keizer.