

## CITY MANAGER'S UPDATE—MARCH 13, 2019

Prepared for Mayor and Councilors

### ***Job Well Done!***

*At Your Service* includes efficiency. Within the Building and Safety program, inspectors are becoming cross certified. In March, building inspector, Chad Cooper, completed certifications that allows him to conduct inspections on residential electrical, mechanical and plumbing, and structural. Each of these building components is a separate discipline in the state building code. This cross-certification improves service to the customer (one inspector rather than several) and increases Building Codes' ability to meet demand.

### ***Management***

The chief financial officer recruitment is underway. We are using regional and national associations, diversity websites, and social media to spread the word about the opportunity to join the City team.

During the winter weather of February 25 through February 27, 12 City trucks, plowed, deiced, or sanded 3,859 miles of street. Since the winter weather ended, three sweepers have been working to remove the sand and aggregate used to provide traction for vehicles.

### ***Policy Agenda***

One of the projects identified through the development of the City of Salem Strategic Plan was the consideration of establishing City-provided or initiated broadband and free Wi-Fi in downtown Salem in order to achieve various economic and social benefits. A consultant was selected in January to complete a comprehensive feasibility analysis that will assess business models for service delivery and recommendations to inform City decisions regarding the design, implementation, and operation. The study is scheduled for completion in September 2019.

### ***Development***

Applications, especially pre-applications, remain high. Single-family residential dwellings are up 40 percent so far this year from last year.

### ***Public Records***

Council meeting PDF documents older than 10 years have been archived and are not longer available on the City website. For boards and commissions, any documents older than three years are archived and not available on the City website. PDF documents containing old meeting materials are erased from the City's website on an annual schedule. This is necessary to keep the website

functioning and to ensure that community members can easily find the most up-to-date records . To access older documents the public can contact the City Recorder or the department responsible for supporting a board or commission to request an archived document. Each board, commission, committee, or other advisory group has a staff liaison contact listed on the specific web page. The archived information will be provided without requiring a public records request.

Media outlets routinely monitor the actions of various boards that are involved with public employees, such as the Oregon Bureau of Labor and Industry or the Department of Public Safety Standards and Training. City departments are also asked informally or through the statutory public records process for information on public employees. The City's general and preferred approach to requests for information is to provide the information without unreasonable delay or expense. There are, however, reasons why some records are exempt from public disclosure and why some public records requests require a fee be charged. Generally, personnel records that do not result in discipline, records that contain personal or medical information, or information that is privileged is not released.

## **Partnerships**

Staff attended the March 7<sup>th</sup> Salem Area Chamber of Commerce Public Policy Committee to provide an update on the library retrofit and police station projects. The Library contractor, as did the Police Station Contractor, JE Dunn, will be working with the Chamber to provide opportunities for local contractors to learn more about the project to potentially bid on work.

The Mid-Willamette Valley Homeless Initiative (MWWHI) has completed a preliminary review of the Continuum of Care (CoC) for homeless services. Continuums of care are federally required organizations intended to stimulate community-wide planning and coordination of programs that receive federal Housing and Urban Development funding for individuals and families who are homeless. Marion and Polk counties are in a CoC with 28 rural counties, called the Balance of State CoC. Because of the importance of homelessness to the City, the MWWHI is asking the City to consider whether Marion and Polk counties should leave the Balance of State CoC and create a new CoC. A City Council work session is planned for April 22<sup>nd</sup> to discuss the issue.

## **Fees**

The City has been served legal notice of the intent of an unnamed group of plaintiffs to sue the City alleging the City's franchise, stormwater, and streetlight fees are property taxes. The stormwater and streetlight fees were vigorously researched for state measures 5 and 50 compliance before they were implemented, and staff believes the allegation is without merit. The legality of franchise fees are well established. Staff will be responding to the plaintiff's attorney.

## ***Community***

One of the responsibilities of the disbanded Human Services Advisory Committee was reviewing and advising the City on applications for federal CDBG and HOME grants and the City's human services grants. The committee's role will be filled on an ad-hoc basis by community members. For the 2019-2020 applications, the following individuals will be assisting the City:

- Abraham Magana, former CSHC member
- Frank Hostler, Keizer resident
- Dwight Roberson, Salem Keizer Schools
- Barb Hacke Resch, NGRAB board member – Awaiting confirmation
- Ivy Rivas, Former Federal Programs Intern/Willamette University student
- Jason Ramos, Director, Social Services, Salvation Army
- Sara Goetze, Willamette University MBA candidate participating in the Willamette Atkinson Grant Course

## ***Projects***

The next open house to support design for the Library upgrade project is set for April 30<sup>th</sup>, 6-8 p.m. We're planning more outreach this month to reach audiences we haven't yet heard from—like visitors to the library during spring break lunch and more outreach through schools.

The design team completed the final construction documents on March 1<sup>st</sup>. These documents will be used for procurement of sub-contractors and for permits.

Concrete work has started on the police station, starting with the far northwest corner of the building and working east. Quality control is ensuring that issues during the concrete pours are prevented, corrected, or repaired. During March, there will be on-grade (first floor) concrete work and underground mechanical, electric, and plumbing work.

## ***Upcoming Issues***

The Planning Commission voted March 5 to recommend City Council approve a package of proposed changes to the City's zoning code, known as the Unified Development Code. The next step will be for the City Council to hold a public hearing on the proposed changes. The Planning Commission's vote this week came after a continued public hearing that focused on an [original package proposed changes](#) to the code as well as [additional changes](#) proposed by staff. The Commission recommended a variety of [additional revisions](#), which can be viewed online.

The package of proposed code changes addresses issues that have arisen since the last update in 2016. They include minor housekeeping amendments as well as policy-related changes that respond to concerns from the community and changes in State law.

Staff will be bringing revised docking fees to City Council to be included in the City's FY2020 Master Fee Schedule, effective July 1. Staff would very much like to use a lower dry docking fee for the Willamette Queen ahead of July 1. The proposed dry docking fee has three components: (1) a fixed haul out and a fixed relaunch fee, both of which are based on staff time to complete essential actions; (2) a daily fee to reserve the boat ramp that is based on current practices; and (3) a daily fee for the privilege of using the Wallace Marine Park parking lot for commercial purposes of a private business to conduct repairs and inspections. By using the proposed fees, WQ Excursions will pay about \$1,300 less than the current fee.

On March 25<sup>th</sup> the Salem Housing Authority and Urban Renewal Agency agendas will be recommendations for the URA to convey the Fisher Road affordable housing project property to SHA and to authorize SHA to accept the CDBG funding that is being used to acquire the property from the URA.

## **Legislation**

I have asked staff for an analysis of HB 2974 (2019) — Authorizing the formation of a regional bridge district, sponsored by Rep. Paul Evans. What are the land use, financing, property tax and governance issues that arise from the Bill?

## **Non-Motorized Mobility**

Progress on the Winter-Maple Bikeway!

- Installation of the speed 20 MPH signs will be completed in March.
- Speed bumps will be installed in May. Staff have marked out the preliminary locations and will be communicating with the adjacent property owners prior to the installation.
- Stop sign relocations will take place in June/July. Staff will be observing behavior and conducting traffic counts prior to that to assess the effectiveness of the speed 20 MPH signs and speed bumps. We will be conducting counts again in September after school starts.
- The pedestrian crossing improvements at the intersections of Fairgrounds/Norway and Pine/Maple remain scheduled for construction in 2020.
- The multi-use path at Maple Avenue NE and Auto Group Avenue NE has been constructed.
- The City has applied for an ODOT grant to fund the improvements at the northern end of Winter-Maple. The improvement, if funded, would include:
  - Bike signal at Auto Group Avenue NE and Cherry Avenue NE

- Separated bike boulevard between Auto Group Avenue NE and Salem Parkway
- Two pedestrian refuge islands at Cherry Avenue NE and Salem Parkway

## ***Follow Up***

Beginning April 1, 2019, large retailers will not be distributing plastic carryout bags at checkout.

- All retail businesses, including grocery and convenience stores, apparel and department stores, and local markets will be impacted.
- Retailers can provide recyclable paper bags, charging a fee of not less than five cents per bag, or reusable bags for customers to carry away purchases.
- Restaurants and prepared food providers can still distribute plastic carryout bags.
- For stores that sell both retail items and prepared food, plastic carryout bags can only be given at checkout for prepared food items
- Until September 1, 2019, small retail businesses can still distribute plastic carryout bags to customers.

A web page dedicated to the ordinance is on the City website at <https://www.cityofsalem.net/Pages/reduce-the-use-of-plastic-carryout-bags.aspx>. Details about the ordinance as well as resources for businesses and the community are featured on the page. The online resource kit includes signs, FAQs in English and Spanish, as well as tips and a video PSA in English and Spanish. There was direct outreach to organizations such as the chamber of commerce.

Despite the outreach to the mayor, and contacts from staff, the e-scooter company has not followed up with the City regarding scooters in Salem.

Thanks for reading,  
Steve