

CITY OF SALEM, OREGON

COUNCIL POLICY MANUAL

Council Policy Manual
Table of Contents

	Policy No.	Page No.
INTRODUCTION		
Policy Definition		1
Purposes		2
Updates		3
GOVERNMENT		
Council	A	A1-1
Goals & Objectives (1/31/2000)	A-1	A1-2
Position on Bond Measures (CCRLS GO Bond)	A-2	A2-1
Position on Initiative Petitions (OCA Petition - 2/22/93; Oregon Minimum Wage Act 4/1/96)	A-3	A3-1
Position on Transit District Tax Base Measure (4/8/96)	A-4	A4-1
Statement on Infringement of Personal Rights of Freedom	A-5	A5-1
Procedure for Reviewing Performance and Setting Salary of City Manager	A-6	A6-1
Community Forums	A-7	A7-1
1997 Legislative Policies	A-8	A8-1
Role of City of Salem Relating to Immigration and Naturalization Service (INS)	A-9	A9-1
City Council Agenda Briefing for CCTV	A-10	A10-1
City Council Staff Report Options	A-11	A11-1
Administration	B	B1-1
Progressive Actions toward Obtainment of Compliance with City Licensing, Nuisance Abatement, Sign and Noise Codes	B-1	B1-2
Defense of City Officials in Proceedings not subject to the Oregon Tort Claims Act	B-2	B2-1
Settlement of Claims by the City	B-3	B3-1
Comparable Jurisdictions	B-4	B4-1
Public Forum Policy for Civic Center Atrium and Breezeways	B-5	B5-1

Finance	C	C1-1
Transient Occupancy Tax Funding Policy	C-1	C1-2
Debt Management Policy	C-2	C2-1
Policies for Fee Waivers or Funding City Services to Community Events	C-3	C3-1
Selection of Auditors	C-4	C4-1
Capitalization Level for Reporting General Fixed Assets	C-5	C5-1
Reimbursable Expenses for Travel, Training, Professional Development, and other City business	C-6	C6-1
Investment Policy and Portfolio Guidelines	C-7	C7-1
Budget and Revenue Policies	C-8	C8-1
Capital Improvement Program Policy	C-9	C9-1
Building and Safety Fund Balance/Reserve Policy	C-10	C10-1
General Fund Balance/Reserve Policy	C-11	C11-1
Fund Balance/Reserve Policy for the Emergency Services Fund	C-12	C12-1
Identity Theft Prevention Program	C-13	C13-1
Water and Sewer Fund Financial Policy	C-14	C14-1
Policy on Use of City Resources for Marijuana Based Activities	C-15	C15-1
Boards and Commissions (No policies to date)	D	D1-1
Neighborhood Associations	E	E1-1
Neighborhood Communications	E-1	E1-2
Distribution of Information to Neighborhood Associations	E-2	E2-1
Other Public Entities	F	F1-1
Watershed Councils	F-1	F1-2
Legislature	G	G1-1
Testimony Before Legislature	G-1	G1-2
Miscellaneous (No policies to date)	H	H1-1
QUALITY OF LIFE		
Public Safety	I	I1-1
Required Location for Fire Hydrants	I-1	I1-2
Burning Privately-Owned Buildings by Fire Department for Training Purposes	I-2	I2-1

Fire and Emergency Service Planning Standards	I-3	I3-1
Establishing Council Curatorship for Antique Fire Vehicles	I-4	I4-1
Backyard Burning Program Review & Recommended Changes	I-5	I5-1
Social Services (No policies to date)	J	J1-1
Health and Safety	K	K1-1
Sequence of Condemnation	K-1	K1-2
Library	L	L1-1
Use of Branch Library Meeting Rooms	L-1	L1-2
Parks	M	M1-1
Recreation Services Extended Beyond City Limits	M-1	M1-2
Park Operating Hours	M-2	M2-1
Park Restroom Policy	M-3	M3-1
Development and Operation of Concession in City Parks	M-4	M4-1
Park Facility Use Fee and Charge Schedule	M-5	M5-1
City Recreation Program Fee and Charge Policy	M-6	M6-1
Naming of Parks	M-7	M7-1
Funding of Citizen Self-Help Projects	M-8	M8-1
Parking	N	N1-1
Convention Parking	N-1	N1-2
Miscellaneous (No policies to date)	O	O1-1
PUBLIC FACILITIES		
Public Buildings (No policies to date)	P	P1-1
Sewers (No policies to date)	Q	Q1-1
Storm Drainage	R	R1-1
Ditch Cleaning	R-1	R1-2

Water	S	S1-1
Water Service in Jan Ree	S-1	S1-2
Water Conservation and Regionalism	S-2	S2-1
Testimony on Proposed Rule Change North Santiam River Watershed	S-3	S3-1
Water System Development Charge	S-4	S4-1
Streets	T	T1-1
Perpetual Life Service Level for Street Maintenance	T-1	T1-2
Minimum Service Level Alternative for Street Maintenance	T-2	T2-1
Traffic and Streets Management	T-3	T3-1
Funds Transfers for 1993/94 Pavement Restoration	T-4	T4-1
Street Construction Deferral Agreements	T-5	T5-1
Basketball Hoops in the Right-of-way	T-6	T6-1
Street Lights (No policies to date)	U	U1-1
Sidewalks (No policies to date)	V	V1-1
Vacations	W	W1-1
Vacation Process	W-1	W1-2
Miscellaneous	X	X1-1
Management of Sewer and Water SDC Revenues and Expenditures	X-1	X1-2
Public Works Permit Fees	X-2	X2-1
Transportation Systems Development Charge and Street Construction Financing Strategy	X-3	X3-1
Connection to Water and/or Sewer Service Outside City Limits	X-4	X4-1
Land Use Matters	Y	Y1-1
Certificate of Occupancy: Temporary vs. Final Approval	Y-1	Y1-2
Billboards in Commercial Zones	Y-2	Y2-1
Waiver of Maximum Height Restrictions for Accessory Structures in Polk County	Y-3	Y3-1

POLICY DEFINITION

For purposes of this manual, a policy is an official position taken by majority vote of the Salem City Council on a specific need, problem or issue. A policy establishes guidelines or direction for the City's actions with regard to one or more concerns, problems or opportunities. A policy can also be a general plan or approach to a specific need, problem or issue.

A policy is not something which is or should be established by the charter, ordinances or other laws, resolutions, council rules, agreements, department head letters, department policies (unless approved by Council) or other city compilations or facilities plans such as the budget, Capital Improvement Plan, Comprehensive Plan, Transportation Plan, Parks Plan, or Purchasing Manual.

PURPOSES

- To provide a reference source for city councilors on past policymaking decisions.
- To provide direction to staff.
- To prevent repetitive issues from reaching the council agenda unnecessarily.

UPDATES

Updates to the manual are accomplished as follows: As staff reports are prepared for council agendas, staff will insert under the caption "Policy Decision" only those items which should become council policy to be inserted in this manual. The text under the caption "Policy Decision" will be verbatim as staff recommends it to appear in the manual. This method may be used to add or change a policy.

When council acts on a policy decision noted in a staff report, the City Recorder will electronically insert the policy decision and council action on it in the manual. The City Recorder will update the table of contents to the manual. Users of the city network (LAN) will have access to the electronic version of the manual. The Recorder will make hard copies of the manual available to those who are not on the network.

The City Council may also direct that a policy be added or changed by council vote. Exceptions to policy may be made by council vote for good cause.