

Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

Thursday, July 28, 2016

6:30 PM

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, Oregon 97301

-Updated-

AGENDA

REGULAR BOARD MEETING

Page

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Jerry Thompson

C. ANNOUNCEMENTS & CHANGES TO AGENDA - Add Agenda Item re: SRC Project 17-28

D. PRESENTATION -

E. PUBLIC COMMENT - Each person's comments are limited to three (3) minutes.

F. CONSENT CALENDAR

1. Approval of Minutes [Action]

a. Board Meeting of June 23, 2016 **1-5**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

1. Accept Annual Preliminary Year-end Financial Report for FY2016 **6-14**

I. INFORMATION ITEMS

J. REPORTS

1. Board Subcommittee Reports [*Receive and File*] **15**

K. BOARD & MANAGEMENT ISSUES

1. General Manager
2. Board President
3. Board of Directors

L. RECESS

EXECUTIVE SESSION - ORS 192.660(2)(f) and (i)

M. The SAMTD Board of Directors will meet in Executive Session to review and evaluate the employment-related performance of the chief executive officer pursuant to ORS 192.660(2)(f). At the end of Executive Session, the Board will return to open session to take action, if necessary. No decisions will be made in Executive Session.

Representatives of the news media and designated staff shall be allowed to attend the executive session pursuant to ORS 192.660(2)(i). Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

N. ADJOURN EXECUTIVE SESSION

O. RECONVENE INTO OPEN SESSION FOR OTHER BUSINESS/ACTION ITEMS

1. General Manager's Performance Evaluation and Compensation

P. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, August 25, 2016

BOARD MEETING PROCEDURES

- **CONSENT CALENDAR AND AGENDA ITEMS** All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.
- **APPEARANCE OF INTERESTED CITIZENS & AGENCIES** Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda that are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.
- **TO GET ITEMS ON THE AGENDA** All communication and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors email address is: Board@cherriots.org
- **SPECIAL ACCOMMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Individuals with a hearing impairment may call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

- **CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA** Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.
- **COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS** Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.
- **PARA TENER ASUNTOS EN EL ORDEN DEL DIA** Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org
- **NECESIDADES ESPECIALES** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

For an electronic copy of the Board meeting agenda packet, go to www.cherriots.org/board. Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website at <http://www.cctvsalem.org/>

SAMTD Board of Directors Email: Board@cherriots.org
General Manager's Office / Salem-Keizer Transit
555 Court Street NE, Suite 5230 / Salem, OR 97301
Phone (503) 588-2424 / Website: cherriots.org/board

**Salem Area Mass Transit District
BOARD OF DIRECTORS**

June 23, 2016

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to adopt Resolution No. 2016-05 for the adoption of the Fiscal Year 2017 Budget, making appropriations, and imposing and categorizing taxes.....	2-3
Approve the Consent Calendar with the exception of Routine Business Item F.2.c.	3
1. <u>Approval of Minutes</u>	
a. Board Meeting of May 26, 2016	
2. <u>Routine Business Items:</u>	
a. Adopt the Board Meeting Calendar for FY2017	
b. Approval of the United Way Donation for the FY2017	
Moved to amend the motion for <i>Routine Business Item F.2.c</i> that the Board adopt Resolution #2016-06 to amend Resolution #2015-02 that adopted the Fiscal Year 2016 Budget on June 25, 2015; and approve a budget transfer in the General Fund of \$30,000 from the Operations Division budget to the General Manager/Board of Directors budget to cover the costs of the November 2015 special election.....	3-4
Moved to extend the West Salem Connector Pilot Project for the period of June 2016 through May 2017 in order to implement staff recommendations for improving service.	5

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

June 23, 2016

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

PRESENT: Board	President Robert Krebs; Directors Colleen Busch, Marcia Kelley, Steve Evans, and Kathy Lincoln	ABSENT: Directors Jerry Thompson and John Hammill
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communications; Jared Isaksen, Finance Manager; Matt Berggren, Planning Technician; Susie Primmer, Technology Services Support Analyst; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel	
Guests	Bill Holmstrom, Chair, Budget Committee; Randy Morgan, citizen	

A. CALL TO ORDER AND NOTE OF ATTENDANCE **6:31 PM**
President Krebs called the meeting to order. Attendance was noted and a quorum was present.

B. PLEDGE OF ALLEGIANCE
President Krebs led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA
There were no announcements or changes to the agenda.

D. BUDGET HEARING **6:39 PM**
Bill Holmstrom, Chair of the Budget Committee, presented the approved fiscal year 2017 budget to the Board. He praised the District for doing an excellent job with the resources they have. He said the District has no debt; they are keeping health care costs in line; and are getting good value for the money they have. The unfortunate thing is having a lack of revenue for service to match the needs in the community. He congratulated staff and the Board for a job well done.

President Krebs thanked Mr. Holmstrom for his leadership on the committee; and the other committee members for their help in preparing the budget document.

President Krebs opened the Budget Hearing at 6:39 p.m. There was no written testimony. No one from the audience wished to testify. President Krebs closed the Hearing.

DELIBERATION OF THE BUDGET HEARING **6:40 PM**
Director Kelley thanked Mr. Holmstrom for his kind words. She said there is a special joint transportation committee talking about improvements to funding transportation. They will have a meeting in Salem during Legislative Days in September where they will take testimony. The State needs to become a partner with us to find stable funding that is a dedicated, transit source.

Motion: Moved to adopt Resolution No. 2016-05 for the adoption of the Fiscal Year 2017 Budget, making appropriations, and imposing and categorizing taxes.

Motion by: Director Marcia Kelley
Seconded: Director Steve Evans
Vote: Motion passed unanimously by those present (5)
Absent: Directors Hammill and Thompson

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR

6:52 PM

Prior to the motion to approve the Consent Calendar, Director Marcia Kelley pulled Routine Business Item F.2.c *Resolution No. 2016-06 Amending the FY2016 Adopted Budget* from the Consent Calendar for more discussion.

Deferred: Agenda Item F.2.c was deferred from the Consent Calendar.

Motion: Approve the Consent Calendar with the exception of agenda item F.2.c.

1. Approval of Minutes

a. Board Meeting of May 26, 2016

2. Routine Business Items:

a. Adopt the Board Meeting Calendar for FY2017

b. Approve an Annual Allocation of 5,000 Day Passes to the United Way of the Mid-Willamette Valley for FY 2016-2017

Vote: Motion passed unanimously by those present (5)

Absent: Directors Hammill and Thompson

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

6:54 PM

Routine Business Item F.2.C Resolution No. 2016-06 Amending the FY2016 Adopted Budget from the Consent Calendar

Deferred: Routine Business Item F.2.c *Resolution No. 2016-06 Amending the FY2016 Adopted Budget* was pulled from the Consent Calendar for discussion about the amount of the budget transfer from \$50,000 to \$30,000.

Discussion: The question was asked about the impact to the District if expenses went over the budgeted amount. Finance Manager, Jared Isaksen was directed to provide the Board with an updated calculation of the end of the fiscal year expenses; and with that, President Krebs tabled the discussion on the amount of the budget transfer until later in the meeting.

At 7:38 p.m., Mr. Isaksen returned to the meeting to provide the Board with an update to the end of the year expenses. He advised that there is \$16,000 left in the budget with one more payroll. There were 27 payrolls in this budget year rather than the normal 26, and there were vacation cash outs. These, along with previous unforeseen expenses (i.e., the ballot measure) will put the budget \$26,000 over without a budget transfer.

When asked, staff affirmed that \$30,000 should cover the remaining expenses for FY2016 with one week left in the budget year leaving a \$4,000 cushion.

Motion: Moved to adopt Resolution #2016-06 to amend Resolution #2015-02 that adopted the Fiscal Year 2016 Budget on June 25, 2015; and approve a budget transfer in the General Fund of \$30,000 from the Operations Division budget to the General Manager/Board of Directors budget to cover the costs of the November 2015 special election.

Vote: Motion passed unanimously by those present (5)

Absent: Directors Hammill and Thompson

ACTION ITEMS

H.1 Approval of West Salem Connector Pilot Project Extension

6:48 PM

Staff report: Planning Technician, Matt Berggren gave the staff report on the extension of the West Salem Connector pilot project from pages 19-92 of the agenda.

Mr. Berggren said if staff were to measure the West Salem Connector purely based on productivity, this service would not be deemed successful. However, looking at other metrics, there were many other ways the Connector has been a success. There is more work to be done to improve the service and make it more useful, more popular, and more efficient in order to be considered a permanent service. Because of this, staff recommends the Board extend the pilot project into a second year so that staff can accomplish the following during the next year:

- Improve service in West Salem by developing and implementing a work plan to put into action all the recommendations in this report to help make the West Salem *Connector* more productive and useful without increasing resources.
- Explore and plan for new Connector zones that could be effective in other areas in the Salem-Keizer community. This will involve extensive public outreach, and will be part of a comprehensive look at the effectiveness of the Moving Forward service change.
- The current software contract is set to expire in March 2017; this would be a good opportunity to explore all the “on-demand” transit software that has come online in the last year and a half to ensure the *Connector* software offers riders the best possible experience.

Comments: Director Lincoln asked how trips are planned from the Glenn Creek Transit Center. Mr. Berggren explained that rides are prioritized by trips that are booked in advance; and a period of time is booked for walk-ons. A formula is used to determine the breakdown of the maximum ride for everyone which is thirty minutes.

Director Busch asked if the technology could be applied to other services like the Red Line. Mr. Berggren responded that it could not because of the design of the software.

Director Evans stated that the service is far better than what was provided before. People are excited about the flexibility they have with the Connector. He hopes that State workers realize they can use the Connector to make a connection to the Capitol Mall.

Director Kelley recommended that staff explore the South Salem area. The arterial on River Road has never been a safe place for bus stops and it has a similar configuration to West Salem that used to have buses run through it. SalemTowne is another area to explore. She advised that one thing different that the District provides is having the benefit of drivers with training that have been vetted and tested by federal standards.

President Krebs asked if subscription service was used. Mr. Berggren responded as long as you go once a week, a rider can book rides three

months at a time.

Motion: Moved to extend the West Salem Connector Pilot Project for the period of June 2016 through May 2017 in order to implement staff recommendations for improving service.
Motion by: Director Steve Evans
Seconded: Director Colleen Busch
Vote: Motion passed unanimously by those present (5)
Absent: Directors Hammill and Thompson

I. INFORMATION ITEMS - None

REPORTS

J.1 Board Subcommittee Report

7:42 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on pages 93 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

Minutes of the Board's May 9, 2016 Work Session on pages 94-97 of the agenda were received and filed.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

7:43 PM

Mr. Pollock reported on the APTA Legislative Steering Committee meeting he attended. He noted that he would be on vacation from June 24 to July 5th and Mr. Trimble would be the GM Pro Tempore in his absence.

K.2 Board President

7:45 PM

President Krebs reported on his transit-related Board and community service activities for June and provided a written report.

K.3 Board of Directors

7:46 PM

Board members give an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public.

Of note, Director Lincoln and Ms. Feeny went to a radio station for an interview on transit related issues. Director Busch attended a meeting for the Mid-Willamette Homeless Initiative; and she spent time riding the bus on Routes 1, 5, 3 and 11. Director Kelley attended a celebration of the local Refugee Resettlement Program at Peace Plaza. Director Evans attended the Oregon State Archives display of the Gorge Highway.

L. Meeting Adjourned

7:55 PM

Respectfully submitted,

Robert Krebs, President

MEMO TO: BOARD OF DIRECTORS

**FROM: WENDY FETH, ACCOUNTANT
PAULA DIXON, DIRECTOR OF ADMINISTRATION**

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: FY2016 PRELIMINARY YEAR-END FINANCIAL REPORT

Issue

Shall the Board accept the FY2016 preliminary year-end financial report?

Background and Findings

Annually, the Board adopts a budget that includes resources and requirements. State regulations require the District to make a financial report for the previous year available to its Board on or before July 30. To comply with the timeframe established by the State of Oregon, the District has prepared a report providing preliminary results. Audited reports will be prepared when the independent audit work has been completed.

This report provides information about how the budget was implemented for FY2016 and includes statements for the General Fund, Transportation Programs Fund, and the Capital Projects Fund. These statements compare the budget amounts to actual amounts by legal appropriations category. Remaining transactions and adjustments not in this preliminary report include depreciation of assets, year-end accruals for vacation and sick leave, year-end revenue accruals, and various expense adjustments.

In reviewing General Fund revenues, the District has received more than the projected Property Tax collections for the year. Passenger Fares are at 96% of budget. The District's miscellaneous revenue has exceeded the amount projected in the budget for the current year due to receiving an unbudgeted insurance dividend reimbursement. Also, interest on investments is over 220% of projections, as our Local Government Investment Pool (LGIP) balance is higher than in prior years and interest rates are increasing.

The General Fund Division expenses are under budget in all reporting levels. The General Manager/Board of Directors Division expenses are at 97 percent (\$650,402) of the annual appropriation after the May 26th budget amendment. The Administration Division spent 91 percent (\$2,295,032) of its appropriation. The Transportation Development Division spent 93 percent (\$1,627,742) of its budget. The Operations Division spent 91% (\$16,571,978) of its budget. Additionally, the Unallocated General Administration expenses are at 83% (\$884,161) of its budgeted amount.

Looking closer at department level of expenses, some department budgets exceeded their budgets. For example, the Board of Directors exceeded its budget by 27% (approximately \$34,000) of its annual appropriation due to the higher than anticipated cost associated with the ballot measure for the November 2015 election. The Finance Department exceeded its annual

appropriations by 7% (about \$52,000) due to National Transit Database (NTD) certification costs and triennial consultant costs. Within the Operations Division, the West Salem Connector Operations and Vehicle Maintenance are over budget by 28% (about \$44,000) and 153% (about \$18,000) respectively. The West Salem Connector Operations was over budget as the cost to run the service was more than originally anticipated. The West Salem Connector Vehicle Maintenance budget exceeded its annual appropriations due to the higher cost of maintaining older vehicles.

In reviewing the Transportation Programs Fund, the fund as a whole is well under the appropriated amount of \$17,947,392, with \$15,368,151 spent. A closer look at the programs shows all programs except one are in line with spending of the annual budgeted amounts. Mobility Management spent 110% of its annual budget due to the hiring of additional Transit Hosts on the transit center at Courthouse Square.

Overall, the Capital Project Fund spent 20 percent of the adopted budget. Many of the capital projects are in the planning or procurement stages. As a result, Capital Project Administration exceeds its budget by 2 percent as more time was spent on the overall administration of the projects. Many of the projects in the current year budget have been carried forward into the adopted budget for next year.

Recommendation

Staff recommends the Board accept the FY2016 preliminary year-end financial report as presented.

Proposed Motion

I move the Board accepts the FY2016 preliminary year-end financial report as presented.

**For Board Meeting of July 28, 2016
Agenda Item No. H.1**

Salem Area Mass Transit District
Fiscal Year 2015-16 Preliminary Year End Financial Report

General Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	FY2015-16 Adopted Budget	% of Budget	
Operating Revenues/Resources				
Passenger Fares	2,301,822	2,408,190	96%	
Other Fixed Route Services	241,997	300,000	81%	①
Planning Grant	140,879	120,325	117%	②
Federal 5307	2,019,186	4,989,082	40%	
DMAP Reimbursement	54,406	66,000	82%	
Miscellaneous	213,410	106,500	200%	③
Property Taxes	11,333,132	10,557,639	107%	④
Oregon State In-Lieu	4,185,870	5,250,000	80%	
Interest on Investments	90,605	40,000	227%	⑤
Energy Tax Credit	183,311	180,000	102%	
Operating Revenues/Resources Total	20,764,618	24,017,736	86%	
Operating Expenses/Requirements				
General Manager/Board of Directors Administration	650,402	671,157	97%	
Transportation Development	2,295,032	2,529,214	91%	
Operations	1,627,742	1,749,722	93%	
Unallocated General Administration	16,571,978	18,242,951	91%	
	884,161	1,063,720	83%	
Operating Expenses/Requirements Total	22,029,315	24,256,764	91%	

- ① District has only received the payments through May 2016.
- ② Additional grant was received which was not included in the budget.
- ③ SAIF Dividend reimbursement (52,080); Sales of Assets (approximately 36,000); Reimbursement from Union for employees' time (approximately 41,000).
- ④ Property taxes received were higher than anticipated.
- ⑤ Due to large monthly balances and increasing interest rates.

Salem Area Mass Transit District
 Fiscal Year 2015-16 Preliminary Year End Financial Report

General Fund Department Expenses/Requirements Summary	Actual	FY2015-16	
		Adopted Budget	% of Budget
General Manager/Board of Directors			
General Manager	490,126	545,157	90%
Board of Directors	160,276	126,000	127% ^⑥
Total	650,402	671,157	97%
Administration			
Human Resources	720,126	793,437	91%
Human Resources Safety	140,269	205,087	68%
Marketing and Communications	622,021	770,456	81%
Finance	812,616	760,234	107% ^⑦
Total	2,295,032	2,529,214	91%
Transportation Development			
Transportation Development Administration	651,154	654,190	100%
Information Technology	769,986	845,532	91%
Vanpool Lease	206,602	250,000	83%
Total	1,627,742	1,749,722	93%
Operations			
Operations Administration	432,904	481,802	90%
Customer Service	531,356	515,140	103%
Vehicle Maintenance	3,759,765	4,586,424	82%
Facility Maintenance	748,218	751,080	100%
Security	427,649	494,373	87%
Cherriots Fixed Route Service	10,436,968	11,208,312	93%
State Fair Shuttle Service	-	33,550	0%
West Salem Connector Operations	203,984	159,950	128% ^⑧
West Salem Connector Vehicle Maintenance	31,134	12,320	253% ^⑨
Total	16,571,978	18,242,951	91%
Unallocated			
General Administration	884,161	1,063,720	83%

^⑥ Special election costs.

^⑦ NTD certification costs and triennial consultant costs.

^⑧ Operation costs associated with software and contracted services higher than anticipated.

^⑨ Pilot project expenses higher than anticipated.

Salem Area Mass Transit District
 Fiscal Year 2015-16 Preliminary Year End Financial Report

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	FY2015-16 Adopted Budget	% of Budget
Operating Revenues/Resources			
Passenger Fares	359,767	382,925	94%
Federal Direct 5310 Funds	260,699	229,839	113% ^⑩
Federal 5311 Funds	226,125	319,050	71%
Federal New Freedom	56,093	-	
Federal 5310 Funds Through State	647,772	711,501	91%
Federal 5310 Pass Through Funds	-	97,805	0%
Rideshare Grant	120,445	225,375	53%
TDM Grant	81,869	113,039	72%
DD53 Revenues	1,969,337	3,000,000	66%
Federal 5307	45,348	1,489,568	3%
DMAP Revenues	10,203,329	12,272,955	83%
STF Pass Through Funds	294,000	293,877	100%
State STF Funds	909,104	647,474	140% ^⑪
Transfers from Other Funds	-	-	
Operating Revenues/Resources Total	15,173,888	19,783,408	77%
Operating Expenses/Requirements			
Operations	15,368,151	17,947,392	86%
Transportation Development	516,641	779,398	66%
Operating Expenses/Requirements Total	15,884,792	18,726,790	85%

^⑩ More expenses were applied to grant revenue than anticipated.

^⑪ More revenue was received than anticipated.

Salem Area Mass Transit District
 Fiscal Year 2015-16 Preliminary Year End Financial Report

Transportation Programs Fund Program Expenses/Requirements Summary	Actual	FY2015-16	
		Adopted Budget	% of Budget
Operations			
CherryLift	4,321,811	5,230,667	83%
RED Line	250,104	281,695	89%
CARTS	1,307,808	1,448,624	90%
DMAP/WVCH	9,240,299	10,777,948	86%
Trip Link Call Center **	18,261	-	
Mobility Management/Travel Trainer	229,868	208,458	110% ¹²
Operations Total	15,368,151	17,947,392	86%
Transportation Development			
Special Transportation Coordination	235,633	440,984	53%
Rideshare/TDM	281,008	338,414	83%
Transportation Development Total	516,641	779,398	66%
Transportation Programs Fund Total	15,884,792	18,726,790	85%

¹² Additional Transit Ambassador costs.

**The Trip Link Call Center is allocated to those programs that utilize the call center

Salem Area Mass Transit District
Fiscal Year 2015-16 Preliminary Year End Financial Report

Capital Project Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	FY2015-16 Adopted Budget	% of Budget
Capital Revenues/Resources			
Federal STP Funds	219,459	582,000	38%
Federal New Freedom	2,099	-	
Federal 5310 Funds Through State	517	224,325	0%
Federal Flex Funds	114,165	2,552,373	4%
Federal 5307	32,151	1,426,400	2%
Federal STP Funds	474,485	835,297	57%
Federal 5309 Funds	85,591	2,472,556	3%
Connect Oregon Funds	-	1,000,000	0%
State STF Funds	-	264,555	0%
Capital Revenues/Resources Total	958,409	9,357,506	10%
Capital Expenses/Requirements			
Administration	-	175,000	0%
Transportation Development			
Capital Project Administration	33,535	32,979	102%
Keizer Transit Center	2,790	2,300,282	0%
South Salem Transit Center	84,844	267,202	32%
Bus Stops & Shelters	1,030,574	2,350,000	44%
BI Project	1,875	100,000	2%
Call Center Phones	41,889	-	
Technology Equipment	50,203	85,000	59%
CH2 Improvements	-	75,000	0%
CH2 Lease Space Improvements	28,103	50,000	56%
Operations			
Del Webb Improvements	18,496	765,000	2%
Shop Equipment	2,650	250,000	1%
ADA Assessment Center	6,565	-	
Cherriots Revenue Vehicles	252,109	258,553	98% ⑬
CherryLift Revenue Vehicles	757	502,464	0%
CARTS Revenue Vehicles	778	488,880	0%
Technology Equipment	-	143,000	0%
Capital Expenses/Requirements Total	1,555,168	7,843,360	20%

⑬ CNG Replacement tanks project has incurred most of its costs in the fiscal year.

MEMO TO: BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: BOARD MEMBER COMMITTEE REPORT

Issue

Shall the Board report on their committee participation and meetings attended?

Background and Findings

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<u>Board/Committee</u>	<u>Director(s)</u>
Special Transportation Fund Advisory Committee (STFAC)	Director Hammill Alternate: Director Thompson
Mid-Willamette Area Commission on Transportation (MWACT)	Director Kelley Alternate: Director Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	Director Thompson Alternate: President Krebs
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	President Krebs Alternate: Director Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	President Krebs Alternate: Director Busch
Salem River Crossing Oversight Committee	President Krebs Alternate: Director Lincoln

Recommendation

Receive and File

Proposed Motion

None



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, August 1, 2016

5:30 PM

Council Chambers

City Council Work Session

1. OPENING EXERCISES: (Includes call to order, roll call, pledge of allegiance, announcements, proclamations, ceremonial presentations, and Council comment)

Call to Order

Roll Call

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

- 2.a.** [16-124](#) Initiating major comprehensive plan amendments pertaining to the Salem River Crossing preferred alternative. This is a future report that will be on the August 8, 2016, agenda.

Ward(s): 1, 5, and 8

Councilor(s): Bennett, Dickey, Lewis

Neighborhood(s): Highland and West Salem

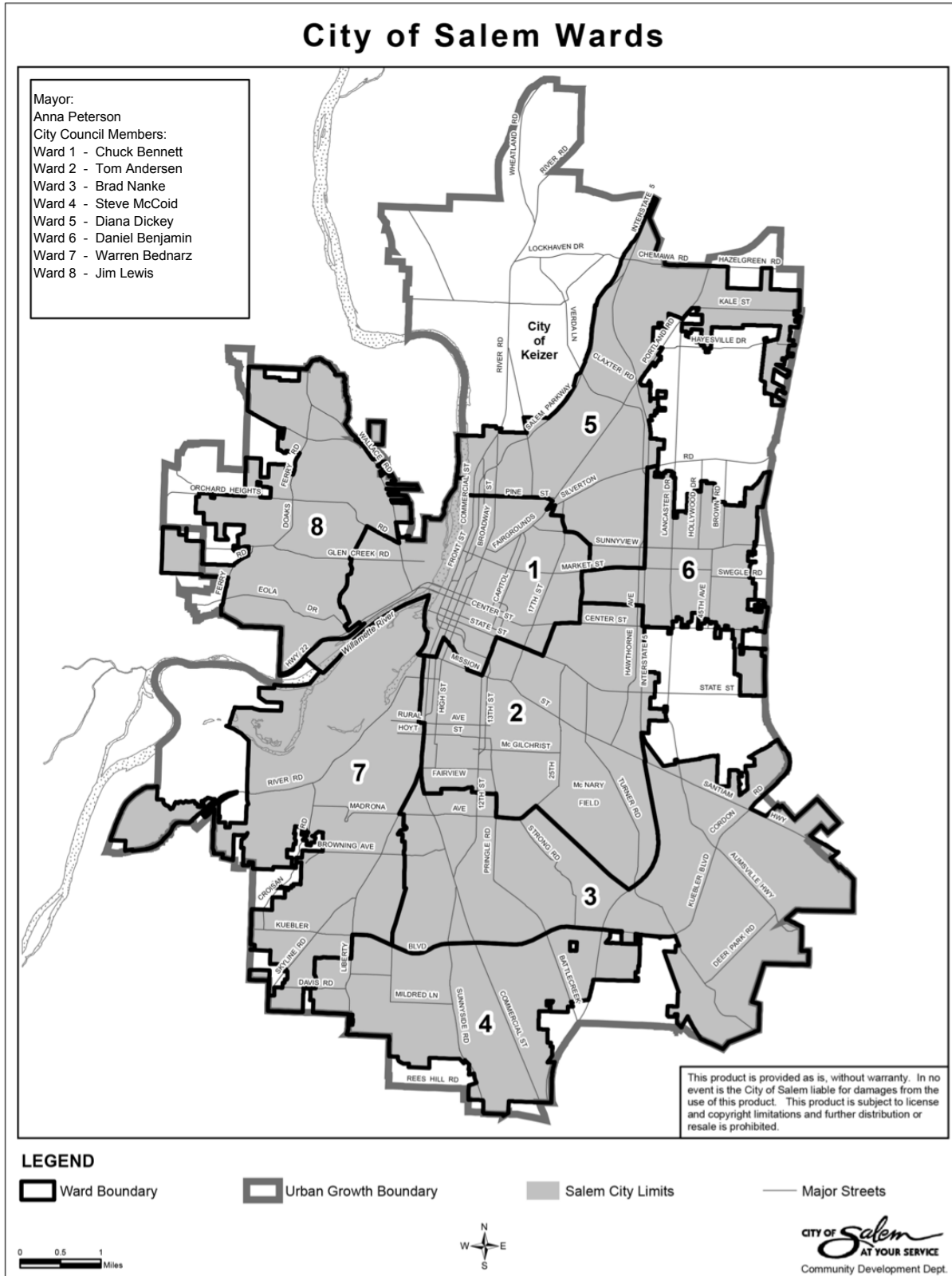
Recommendation: Adopt Resolution No. 2016-35 (Attachment 1), initiating major comprehensive plan amendments pertaining to the Salem River Crossing preferred alternative.

Attachments: [Resolution No. 2016-35](#)
[Salem River Crossing Preferred Alternative Description](#)
[Request for Salem River Crossing Regional Planning Action.pdf](#)

3. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6255 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: cityrecorder@cityofsalem.net at least two business days in advance.

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.



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CITY MANAGER'S OFFICE

555 Liberty St SE / Room 220 • Salem, OR 97301-3513 • 503-588-6255 • Fax 503-588-6354

July 19, 2016

Chris Eppley, City Manager
City of Keizer
PO Box 21000
Keizer OR 97307

SUBJECT: Request for Salem River Crossing Regional Planning Action

Dear Mr. Eppley:

As you are aware, the City of Salem is working with Oregon Department of Transportation (ODOT) and the Salem-Keizer Area Transportation Study member jurisdictions on the federally required environmental process to identify the preferred location for a new crossing of the Willamette River in the Salem-Keizer area. A preferred alternative was recommended by the Salem River Crossing Oversight Team in February 2014. Since that time, ODOT and its consultant team, led by CH2M, have been analyzing the preferred alternative, the results of which will be documented in the Final Environmental Impact Statement, due to be published in 2017.

The preferred alternative connects the portion of the Urban Growth Boundary (UGB) on the east side of the Willamette River with the portion located west of the river. Bridging this area requires crossing over land that is outside the UGB. Salem is proposing to amend the regional UGB to bring in land required for the transportation project. This amendment would add approximately 35.7 acres to the Salem-Keizer UGB.

The Salem City Council will formally consider initiation of this UGB amendment and associated land use actions in early August. The reason for this letter is to request concurrence in the UGB amendment by City of Keizer. With your support, our staff will coordinate the approval process with your staff, including a proposed joint public hearing this fall. Please let me know if you have any questions on this request.

Sincerely,

A handwritten signature in blue ink that reads "Steve Powers".

Steve Powers
City Manager

cc: Nate Brown, Community Development Director

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

❖ Reasonable accommodation and accessibility services will be provided upon request ❖
Servicios razonables de alojamiento y accesibilidad se facilitarán por petición

RESOLUTION NO. 2016-35

A RESOLUTION INITIATING MAJOR COMPREHENSIVE PLAN AMENDMENTS PERTAINING TO THE SALEM RIVER CROSSING PREFERRED ALTERNATIVE TO AMEND THE *SALEM TRANSPORTATION SYSTEM PLAN*, MODIFY THE URBAN GROWTH BOUNDARY, TAKE AN EXCEPTION TO STATEWIDE PLANNING GOAL 15 (WILLAMETTE RIVER GREENWAY), AND AN AMENDMENT TO CHAPTER 64 OF THE SALEM REVISED CODE TO AMEND THE DEFINITIONS OF THE SALEM TRANSPORTATION SYSTEM PLAN AND THE URBAN GROWTH BOUNDARY

Whereas, the Salem River Crossing refers to the environmental planning process that the City of Salem has been working on with the Oregon Department of Transportation (ODOT), the City of Keizer, Marion County, Polk County, the Salem Area Mass Transit District, the Salem-Keizer Area Transportation Study, and the Federal Highway Administration to identify the preferred location for a new bridge crossing of the Willamette River in the Salem-Keizer area; and

Whereas, the Salem River Crossing Oversight Team recommended a preferred alternative in February 2014, and work is underway to document the preferred alternative in the Final Environmental Impact Statement; and

Whereas, the State Agency Coordination Rule (Oregon Administrative Rule 731-015-0075(3)) requires that ODOT rely on affected cities and counties to make all plan amendments and zone changes necessary to achieve compliance with the statewide planning goals and compatibility with local comprehensive plans prior to completion of the Final Environmental Impact Statement; and

Whereas, land use actions are required to demonstrate consistency with Statewide Planning Goals 12 (Transportation), 14 (Urbanization), and 15 (Willamette River Greenway); and

Whereas, the Salem Transportation System Plan (TSP) is a component of the Salem Area Comprehensive Plan as referenced in Salem Revised Code (SRC) 64.015(a)(5); and

Whereas, it is necessary to amend the Salem TSP to include the project and make associated changes to maintain consistency with the Salem TSP and the Salem Area Comprehensive Plan; and

Whereas, the City of Salem and the City of Keizer share an Urban Growth Boundary (UGB); and

Whereas, the Salem River Crossing preferred alternative, including portions of Marine Drive NW, extend outside the UGB; and

Whereas, modifying the UGB to include approximately 35.7 acres needed to accommodate this regional transportation facility will address compliance with statewide planning goals; and

Whereas, the land proposed for inclusion in the UGB will be given a comprehensive plan designation of Parks, Open Space, and Outdoor Recreation; and

Whereas, pursuant to the Salem Area Comprehensive Plan, the cities of Salem and Keizer and the counties of Marion and Polk have adopted, by legal description, the Salem-Keizer UGB for the Salem and Keizer urban areas and shall review the UGB upon the request of one of the jurisdictions; and

Whereas, an amendment to the Salem-Keizer UGB may be initiated by any one of the four jurisdictions (cities of Salem and Keizer and counties of Marion and Polk), but the other affected jurisdictions must concur in the amendment; and

Whereas, the UGB is a component of the Salem Area Comprehensive Plan; and

Whereas, within urban areas, Goal 15 and OAR 660-004-0022(6) prohibit locating uses or structures that are not water-dependent or water-related within the Greenway setback without an exception; and

Whereas, as defined in statewide planning goals, roads and highways are not generally considered water-dependent or water-related uses; and

Whereas, an exception to Goal 15 is necessary to allow the bridge project within the Greenway; and

Whereas, modifying the UGB, amending the Salem Transportation System Plan, and taking an exception to Statewide Planning Goal 15 are considered major comprehensive plan amendments under SRC 64.020(b); and

Whereas, major amendments to the Salem Area Comprehensive Plan must be initiated by the City Council as set forth in SRC 64.020(e)(1); and

Whereas, an amendment to SRC Chapter 64, Comprehensive Planning, is required to update the definitions of the Salem Transportation System Plan (SRC 64.005(l)) and the UGB (SRC 64.005(o)); and

Whereas, amendments to the SRC may be initiated by the City Council pursuant to SRC 300.1110(a)(1); and

Whereas, major amendments to the Salem Area Comprehensive Plan and all code amendments are legislative procedures pursuant to SRC Chapter 300; and

Whereas, notification to the Department of Land Conservation and Development is required under SRC 300.1110(d); and

Whereas, at least one hearing is required in a legislative land use proceeding; and

Whereas, a public hearing shall be held before the City Council on the proposed major comprehensive plan amendments and the proposed amendment to SRC Chapter 64 and shall not be referred to any other review authority; and

Whereas, notice of the City Council public hearing shall be given in accordance with SRC 300.1110(e);

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM, OREGON,
RESOLVES AS FOLLOWS:

Section 1. The City Council hereby initiates a comprehensive plan amendment and an amendment to SRC Chapter 64 to consider incorporating the Salem River Crossing preferred alternative into the Salem Transportation System Plan.

Section 2. The City Council hereby initiates a comprehensive plan amendment and an amendment to SRC Chapter 64 to amend the Salem-Keizer Urban Growth Boundary, and take an exception to Statewide Planning Goal 15, Willamette River Greenway.

Section 3. That a public hearing on the matter be set for a future date before the City Council.

Section 3. This resolution is effective upon adoption.

ADOPTED by the City Council this ____day of _____, 2016.

ATTEST:

City Recorder

Approved by City Attorney: _____

Checked by: _____ J.Warncke



Preferred Alternative Description

Below is a description of the recommended preferred alternative (PA) that was selected for study in the Salem River Crossing Final Environmental Impact Statement by the project Oversight Team on February 6, 2014. Modifications to this description may occur as the design is refined to accommodate the needs of pedestrians, bicyclists, and transit vehicles, as well as to address refined analysis of traffic performance. The PA could be built in sequential construction phases.

Crossing Location and Bridge Description

The PA would have the same crossing point as all the Alternative 4 crossings shown in the Draft Environmental Impact Statement (Draft EIS). It would connect to Hope Avenue at Wallace Road on the west, cross Wallace Marine Park at its northern tip, cross the Willamette River and McLane Island, cross over a realigned Front Street, and connect to Pine and Hickory Streets at Commercial Street on the east. The bridge could be a single structure or two side-by-side structures.

The new bridge would have two lanes traveling east and two lanes traveling west. The existing Center Street and Marion Street Bridges would remain in service, without modification¹. The new bridge would include bicycle and pedestrian facilities. The final bridge cross-section and design, including the arrangement of bicycle and pedestrian facilities, would be determined during the Final EIS process. In order to ensure adequate right-of-way to accommodate all modes, the cross-section assumes, in each direction, two twelve-foot wide travel lanes, a ten-foot-wide raised sidewalk facility separated from the paved roadway by a barrier, and ten-foot-wide shoulder (eight-foot lane plus two feet of shy distance) adjacent to the far right travel lane.

Eastside Bridgehead and Distribution Network

This subsection describes the PA on the east side of the new bridgehead and on the road network east of the Willamette River.

The PA new bridge would have an eastbound connection at Commercial Street (via an exit ramp aligned with Pine Street) and a westbound connection (via an entrance ramp aligned with Hickory Street). Entrance and exit ramps would connect at-grade (east of Front Street) to a proposed short Pine Street/Hickory Street couplet. This couplet would be only two blocks in length, extending from the bridge ramps to Liberty Street, including their respective intersections with Commercial Street. Bridge access to and from Salem Parkway would be via the existing north-south Commercial/Liberty couplet. The new bridge would also be accessible from the north from River Road (via Commercial Street).

A portion of Front Street would be reconstructed closer to the river in the segment between Tryon Street and Columbia Street to maintain Front Street's north-south connectivity, below the bridge ramps. The remnant segments of Front Street in this area would allow access to

¹ Modifications to the ramp from the Marion Street bridge to Wallace Road and to the intersection of Wallace Road NW and Edgewater Street NW are assumed as part of the no-build. These include increasing the turn radius, adding an extra westbound lane to Edgewater Street NW at the end of the ramp, adding a receiving lane on Edgewater Street NW, and adding a second east-bound on-ramp from Edgewater Street NW to the Center Street bridge.

existing businesses (on both sides of the bridge approaches). The former segment of Front Street below the bridge approaches would be closed to vehicles.

Westside Bridgehead and Distribution Network

This subsection describes the PA on the west side of the new bridgehead and on the road network west of the Willamette River.

Bridgehead and Wallace Road

The west side bridgehead approaches would combine into a single roadway at the intersection with Marine Drive (which would be constructed as part of the PA). This roadway ("Hope Avenue Extension") would then continue to the Wallace Road intersection at Hope Avenue. The Wallace Road/Hope Avenue intersection would be widened to accommodate the additional traffic traveling to and from the new bridge. There would also be a widening of the Wallace Road/Orchard Heights Road intersection to accommodate increased traffic volumes, including widening along Wallace Road between Taybin Road and Narcissus Court to accommodate the additional turn lanes; Orchard Heights Road would remain in its current alignment.

Marine Drive and Marine Drive - Highway 22 Connection

Marine Drive would be constructed at grade from River Bend Road in the north to Glen Creek Road in the south, with a connection to Highway 22 south of Glen Creek Road via elevated fly-over ramps. The proposed alignment of Marine Drive, as well as all new proposed roadway connections from Marine Drive to Wallace Road, is consistent with the Salem Transportation System Plan (TSP).

Marine Drive would contain one through-lane in each direction of travel with turn lanes at intersections². It would be situated at-grade between River Bend Road and Glen Creek Road, where the roadway would then ramp up and fly over the Union Street Pedestrian Path, the Marion Street Bridge exit ramp, and Wallace Road before descending back to grade near its connection with Highway 22. Eastbound Highway 22 would need to be widened out onto the riverbank (not into the river itself) to allow for the installation of the flyover ramp from Highway 22 to Marine Drive; including flying up and over the Center Street Bridge on-ramp, the Marion Street bridgehead, and the Union Street Pedestrian Path.

The segment of Marine Drive between the Hope Avenue Extension and River Bend Road would include a connection to existing Harritt Drive. South of the Hope Avenue Extension, a new roadway would be built between Marine Drive and Wallace Road ("Beckett Street") as well as between Marine Drive and the Cameo Street/5th Avenue intersection ("5th Avenue"). There would be a new full intersection at Marine Drive and Glen Creek Road (at the entrance to Wallace Marine Park).

When the Marine Drive-Highway 22 connection ramps are installed, the existing Rosemont Avenue westbound exit-ramp would be closed. This closure would be done for safety reasons – the existence of both a Marine Drive-to-Highway 22 ramp and a westbound Rosemont exit-ramp at its current location would result in undesirable weaving conditions;

² Between Hope Avenue and the new Beckett Street, Marine Drive would have two southbound lanes to receive traffic going from the bridge south onto Marine Drive. This additional lane would drop as a right-turn lane at Beckett Street.

the potential for conflict would occur during all periods of the day, but would likely be more severe during the off-peak periods when speeds are higher. With the closure of the Rosemont Avenue exit-ramp, it is forecasted that former Rosemont Avenue-bound traffic wishing to access West Salem neighborhoods would shift to the Wallace Road exit (either to access Edgewater Street or to continue north on Wallace Road) or would continue west on Highway 22 to Rosewood Drive, College Drive, or Doaks Ferry Road. The eastbound on-ramp from Rosemont Avenue to Highway 22 would continue to function as it does today, but would not have access to the new eastbound ramps exiting to northbound Marine Drive.

Figure 1: Salem River Crossing – Preferred Alternative Footprint

