



**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS**

~ WORK SESSION ~
Monday, July 11, 2016
5:30 PM

**~ SPECIAL MEETING ~
EXECUTIVE SESSION**

Immediately Following the Work Session

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

AGENDA

WORK SESSION

- 1. CALL TO ORDER** (President Bob Krebs)
- 2. DISCUSSION**
 - a. Review Draft Regional Transportation Plan **1**
 - b. CMAQ Discussion re: Potential Projects **5**
- 3. GENERAL MANAGER COMMENTS**
 - a. Calendar Review **11**
 - b. Upcoming Board Agenda Items **12**
 - c. Draft Agenda for the July 28, 2016 Regular Meeting **13**
- 4. ADJOURN WORK SESSION**

SPECIAL MEETING

- 1. CALL THE SPECIAL MEETING TO ORDER – NOTE THE ATTENDANCE**
- 2. ACTION ITEM**
Approval of Letter in Support of SAMTD Application to ODOT Transportation Growth Management (TGM) Program for Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops Project **15**
- 3. BREAK**



EXECUTIVE SESSION

4. GENERAL MANAGER PERFORMANCE EVALUATION

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.

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).

No decision will be made in Executive Session. At the end of this Executive Session, the Special Meeting will be adjourned.

3. ADJOURN THE SPECIAL MEETING

SPECIAL ACCOMODATIONS 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 Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

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.

Mission

*Connecting people with places
through safe, friendly, and reliable public transportation services*

Values

Safety – Service Excellence – Communication – Innovation – Accountability

MEMO TO: BOARD OF DIRECTORS

FROM: TED STONECLIFFE, LONG-RANGE PLANNING ANALYST

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: REGIONAL RETHINK PROJECT UPDATE

The Board received the consultant’s report and recommendations for the Regional Transit Planning project at the February 25, 2016 Board meeting. This study includes the CARTS and Cherriots 1X and 2X services. A copy of the *Recommended Network Map* is provided as *Attachment A*. Final details of the alternatives will be brought to the public for comment, but are still undecided. At tonight’s meeting, the Board will receive an update on the project and the schedule, and will begin a discussion about the alternatives.

Table 1 below shows a route-by-route description of the alternatives being considered for presentation to the public. In general, staff has sought to follow Jarrett Walker and Associates’ recommendations.

Table 1: Description of Possible Alternatives to be brought to the Public for Comment

Route	Alternative 1	Alternative 2
CARTS 10 – Woodburn / Salem	6 round trips/day; interlined with CARTS 40; meets Canby Area Transit (CAT) 3 times in Woodburn	6 round trips/day; not interlined with CARTS 40; connects with CAT on each trip in Woodburn (more wasteful than Alt. 1)
CARTS 20 – Mt. Angel / Salem	4 round trips/day (similar path to today’s route) all trips go to Mt. Angel via Silverton; one AM trip, one mid-day, two PM trips	4 round trips/day; serves Woodburn, Mt. Angel, Silverton, and CCC; terminates at Chemeketa CC; one AM trip, one mid-day, two PM trips
CARTS 25 – North Marion Flex	Route eliminated; service replaced by CARTS 20 Alternative 1 or 2	
CARTS 30 – Canyon Connector / Salem	Route 30 is proposed to be replaced with CARTS 60	
CARTS 35 – Canyon Flex	Route eliminated; service replaced by CARTS 30 and/or 60	
CARTS 40 – Polk County / Salem	6 round trips/day interlined with CARTS 10. Trips arrive in Salem to connect with Cherriots and provide ability to commute from Monmouth/ Independence	Same as Alt. 1; NOT interlined with CARTS 10
CARTS 45 – Polk Flex	Replaced by Dial-a-Ride service to operate within the cities of Dallas, Monmouth, and Independence. Route number to be determined	
CARTS 50 – Dallas / Salem Express	2 round trips/day (one AM / one PM) in the commute periods to connect with Cherriots pulse at Downtown TC; does NOT serve Rickreal P&R (Rt 2X serves this location); arrives Salem 6:50 am; leaves 5:10 pm	Same as Alt. 1 arrives Salem 7:50am; leaves 6:10 pm.
CARTS 60 – Stayton / Sublimity / Aumsville / Turner / Salem	5 round trips/day between Salem-Stayton (serving Turner, Aumsville, and Sublimity); two AM trips, one mid-day, two PM trips; Without route deviations	5 round trips per day between Salem-Stayton (serving Turner, Aumsville, and Sublimity); two AM trips, one mid-day, two PM trips; WITH route deviations

In order to have sufficient time for the public to comment on the alternatives proposed, staff intends to schedule outreach events in September and early October. This outreach will include open house events in outlying towns as well as in Salem. Maps and detailed proposed schedules would be shared with the public in order for them to understand the changes to their greatest extent possible. There will also be updates provided via social media, the website, and announcements of the events on the CARTS buses.

After the initial outreach period ends in October, it will take five or six weeks for planning staff to digest the comments received and produce the final maps and schedules. The final products will go to the Board for approval at the January 26, 2017 Board meeting. After obtaining Board approval, staff will take the plan back to the public in February.

The goal of the second round of outreach will be to announce to the public and our riders what to expect in April 2017, but not to receive any further input to the proposed changes. This is similar to the process followed for the Cherriots major service change that was part of the Moving Forward project in September 2015.

April 3, 2017 is proposed as the launch date for the new plan. This will give the public ample time to give comments on the proposed changes, and time for staff to produce the necessary materials. **Table 2** below summarizes the schedule for the Regional Rethink project.

Table 2: Regional Rethink Project Schedule

Task	Dates
Staff recommended network brought to the Board for discussion	August 8, 2016 Board work session
Board approval of alternatives to be presented to the public	August 25, 2016 Board meeting
Public outreach	Early September – Early October
Board approval of final service plan	January 26, 2017 Board meeting
Staff develops new schedules, maps, bus stop signs, etc. for new service	January 27 – March 25, 2017
Launch of new service	April 3, 2017

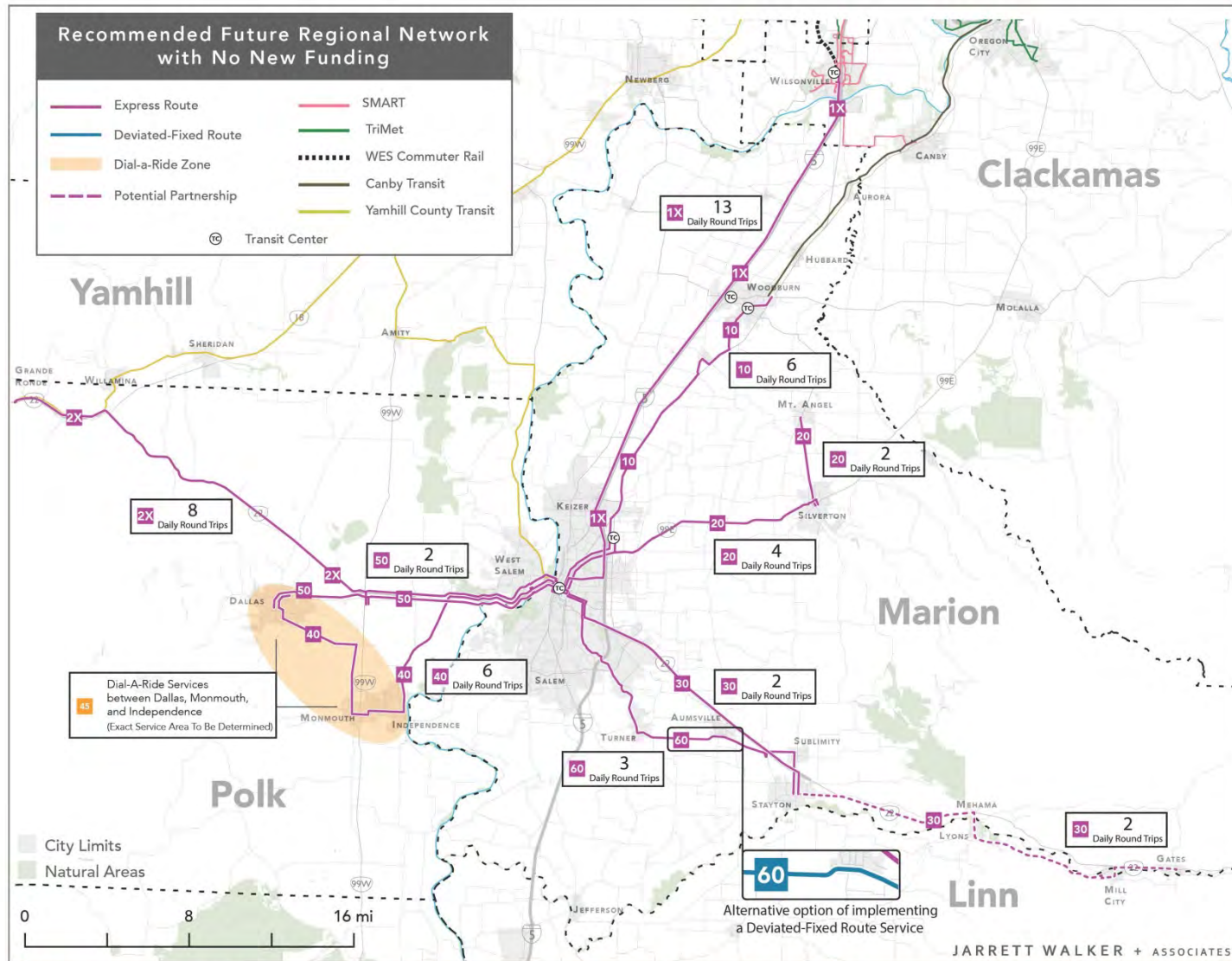


Figure 14: This recommended network would shift SKT's investment away from very low-ridership services and towards more frequent Express routes, connecting cities across long distances. This network would cost no more to operate than the present-day regional system.

MEMO TO: BOARD OF DIRECTORS

**FROM: STEPHEN DICKEY,
DIRECTOR OF TRANSPORTATION DEVELOPMENT**

THRU: ALLAN POLLOCK, GENERAL MANAGER

**SUBJECT: CONGESTION MITIGATION AIR QUALITY (CMAQ)
POTENTIAL PROJECTS DISCUSSION**

The CMAQ program is a Federal Highway Administration (FHWA) grant program developed to provide additional funding in metropolitan areas where air quality is below federal standards in specific categories. The funding is to support transportation projects, including public transit and transportation options that will reduce traffic congestion, and improve air quality.

At the May 9, 2016 work session a presentation was made by Mike Jaffe, Transportation Program Director for the Salem Keizer Area Transportation Study (SKATS), providing background on the CMAQ program and eligibility of the Salem-Keizer urban area in receiving these funds. As part of that presentation, it was explained that ODOT is working on the proposed revisions to the distribution model that will need to take place for the Salem-Keizer area and the Eugene-Springfield area to begin receiving CMAQ funds.

One of the critical elements in this discussion is the consideration of viable CMAQ program eligible projects in these areas. In order to support the need for CMAQ funding, a list of proposed projects needs to be developed and prioritized. District staff have reviewed the comprehensive list of eligible projects and has developed a proposed list of projects that would be considered by all of Cherriots' programs. The proposed list is in ATTACHMENT A and includes the project name, funding cycle, timelines, cost estimates, and priority ranking.

For the July 11, 2016 work session staff would like to receive feedback from the board on the proposed projects, consider any additional projects not included, and answer any questions regarding the projects included on the list. Following the discussion at the work session in July, staff will refine the list based on the discussion, and then the list will be brought back to the board of directors for adoption. The adopted list will then be submitted to SKATS staff as support for their efforts to ensure that the Salem Keizer area will receive an equitable share of the CMAQ funds allocated to the State of Oregon.

Project	Project Duration	Cost	Total project cost or annual cost	One Time?	Rank	Notes
Example 1	2 years	\$300,000	Total project cost	Yes	High	This is a single project that will take two years to complete.
Example 2	Annual ongoing	\$50,000	Annual cost	Recurring	Medium	This will support ongoing efforts to ensure Example 2 continues to support CMAQ goals
Fixed Route Bus Replacement CNG or diesel	Ongoing / Useful Life Cycle	\$2,500,000	Annual cost	Recurring	High	Replacements are on an annual cycle purchase amount reflects replacing 5 fixed route buses per year in order to keep all 64 on a replacement schedule immediately after their 12 year useful life expires. Each bus is \$500,000
Fixed Route Bus Replacement electric	Ongoing / Useful Life Cycle	\$3,200,000	Annual Cost	Yes	Medium	This would be a one time cost to purchase 5 40 full electric buses that have a useful life of 12 years. Price per bus is \$800,000. These buses have no emissions.
Small buses for other services gas/diesel/LP	Ongoing / Useful Life Cycle	\$900,000	Annual Cost	Recurring	High	Replacements are on an annual cycle purchase amount reflects replacing 9 para transit buses per year in order to keep all 45 on a replacement schedule immediately after their 5 year useful life expires. Each bus is \$100,000
Medium buses for other services diesel	Ongoing / Useful Life Cycle	\$220,000	Annual Cost	Recurring	High	Replacements are on an annual cycle. Purchase amount reflects replacing 1 medium Duty transit bus per year in order to keep all 10 current vehicles on a replacement schedule immediately after their 10 year useful life expires. Each bus is \$220,000
Small Buses for other services LP	Ongoing / Useful Life Cycle	\$292,500	Annual Cost	Yes	High	To convert the 45 gasoline powered Cherrylift vehicles to propane. This project reduces emissions and our dependency on foreign oil. Return on investment is approximately 4.5 years because of reduced fuel costs. Each conversion is \$6,500
Signal Preemption / Green Light Extension	4 - 8 years to complete network	\$452,000	Total project cost	Yes	High	Potential joint project with City of Salem. The cost would likely be split in some manner with the city. The city may have an annual cost if they need the management software.

Project	Project Duration	Cost	Total project cost or annual cost	One Time?	Rank	Notes
Bus Queue Jump Lanes	4 - 8 years to complete network	\$325K per year	Total project cost	no	High	Potential joint project with City of Salem. The cost would likely be split in some manner with the city.
Employer Individual Marketing	One year	\$100,000	Total project cost	Recurring	Medium	Similar to the neighborhood focused Individualized Marketing (IM) project that the Rideshare program conducted in June, 2015, an Employer based IM program would target specific employers with the intention of opening a channel of communication with their employees to determine what transportation options information they need.
Bike Safety Training at Schools, Employment Sites	Ongoing	\$20,000	Annual Cost	Recurring	Medium	This would be a stand alone training program intended to bring bike safety training into the Salem-Keizer elementary schools. There are existing programs that could be emulated.
Park and Ride Facilities	5 - 10 years to complete	\$500,000 - \$800,000	Total project cost	One time	Medium	Specifically targeting east of I-5. Cost variable is due to potential differences in location and associated property values.
Bus Stop Improvements	2 - 4 years to include addition of new stops and improvements	\$2.0 Million per year	\$7.5-\$8.0 Mil.	no, estimate 3-4 years to bring over 500 existing bus stops up reasonable ADA Standards	Medium	How would we measure impact on CMAQ goals? I don't see how this ADA improvement project fits into the intent of this Grant?
Student Bus Pass Program	Ongoing	\$100,000-\$125,000	Annual cost	Recurring	Medium	This cost includes the projected revenue lost from students for 9 months out of the year. Does not include service increases that may be required to reduce overcrowding.
Public CNG Filling Station	1 - 3 years to complete	\$1,500,000	Total project cost	Yes	Low	This project is to incorporate SAMTD's current CNG fueling infrastructure into a public access CNG fueling station. Part of this project will require land acquisition adjacent to SAMTD's maintenance facility.

Project	Project Duration	Cost	Total project cost or annual cost	One Time?	Rank	Notes
Connector Expansion Pilot Project	4 - 8 years for full expansion	\$350,000	Annual cost	Recurring	High	Estimate based on annual budget plus \$100,000 for second bus. This is a very rough estimate at this time.
Subsidized Employer Group Pass Program	Ongoing	\$50,000		Recurring	Medium	Make this a pilot to increase interest and use, then transition to employer paid.
Transit Centers	4 - 8 years to complete	\$1.0 - \$1.5 Mil.	Total project cost	Yes	High	Single Project that would take 2 years from design to completion of const.. Possible development of CCC Transit Center. Joint effort and share estimated \$2.0 - \$3.0 Mil. project costs with CCC to develop and const.

UPDATED: July 8, 2016



TO: BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• **JULY 2016**

- 11 Mon 5:30 PM SAMTD Board Work Session and Special Meeting/Executive Session - ORS 192.660(2)(i)
- 28 Thu 6:30 PM SAMTD Board of Directors Meeting and Executive Session
 - ORS 192.660(2)(i)

• **AUGUST 2016**

- 8 Mon 5:30 PM SAMTD Board Work Session
- 25 Thu 6:30 PM SAMTD Board of Directors Meeting




• **SEPTEMBER 2016**

- 5 Mon **HOLIDAY** SKT Administration Office / Customer Service **Closed**; **NO** Bus Service 
- 6 Tue 3:00-4:30p STF Advisory Committee
- 11-14 - **APTA Annual Meeting** – Los Angeles, CA
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting



• **OCTOBER 2016**

- 4 Tue 3:00-4:30p STF Advisory Committee
- 10 Mon 5:30 PM SAMTD Board Work Session
- 27 Thu 6:30 PM SAMTD Board of Directors Meeting



• **NOVEMBER 2016**

- 1 Tue 3:00-4:30p STF Advisory Committee
- 8 Tue **GENERAL ELECTION DAY** 
- 11 Fri **HOLIDAY**  SKT Administration Office / Customer Service **Closed**; **NO** Bus Service
- 14 Mon 5:30 PM SAMTD Board Work Session
- 24 Thu  **Thanksgiving Day** – SKT Administration Office / Customer Service **Closed**; **NO** Bus Service

• **DECEMBER 2016**

- 8 Thu 6:30 PM SAMTD Board of Directors Meeting
- 25 Sun  **Christmas Day**
- 26 Mon  **DISTRICT HOLIDAY** - SKT Administration Office / Customer Service **Closed**; **NO** Bus Service

• **JANUARY 2017**

- 1 Sun  **New Year's Day**
- 2 Mon  **DISTRICT HOLIDAY** - SKT Administration Office / Customer Service **Closed**; **NO** Bus Service
- 3 Tue 3:00-4:30p STF Advisory Committee
- 9 Mon 5:30 PM SAMTD Board Work Session



Upcoming Board Meeting and Work Session Agenda Items
July 11, 2016

<u>Month</u>	<u>Work Session</u>	<u>Board Meeting</u>
August 2016	<ul style="list-style-type: none"> Review Draft SKT Coordinated Plan/Status Brand Refresh Presentation Draft Advertising Policy Review SDIS Board Check List Review of the CherryLift Eligibility Program (Randy Navalinski) PLACEHOLDER:** I-Dash Contract (Consolidated Fin/HR Solution) Board Committee Assignments (2017) 	<ul style="list-style-type: none"> Resolution No. 2016-07 Rescind and Replace Advertising Policy Presentation of Annual Security Report Finance, Rideshare, Performance Report - 4th Qtr Adoption of SKT Coordinated Plan **I-Dash (Information Dashboard) Contract Appoint Board Committee Assignments (2017)
September 2016	(NO SCHEDULED WORK SESSION)	<ul style="list-style-type: none"> Year End Performance Report Approval of SDIS Board Check List
October 2016	<ul style="list-style-type: none"> Proposed FY2018 Budget Calendar 	<ul style="list-style-type: none"> Approval of FY2018 Budget Calendar
November 2016	•	(NO REGULAR BOARD MEETING)
December 2016	•	<ul style="list-style-type: none"> STF Advisory Committee Appointments Finance, Rideshare, Performance Reports – 1st Qtr
January 2017	<ul style="list-style-type: none"> Review Draft 2017 Legislative Priorities 	<ul style="list-style-type: none"> Adoption of 2017 Legislative Priorities
February 2017	•	<ul style="list-style-type: none"> Finance, Rideshare, Performance Report – 2nd Qtr
March 2017	•	•
April 2017	<ul style="list-style-type: none"> Review Draft FY18 Board Meeting Schedule 	
May 2017	<ul style="list-style-type: none"> Review Process for GM Evaluation 	<ul style="list-style-type: none"> Select Board Member to Review GM CPE Finance, Rideshare, Performance Report – 3rd Qtr Approval of Local Election Results
June 2017	•	<ul style="list-style-type: none"> Budget Hearing/Res#2017-XX Adopt FY18 Budget Consent: <ul style="list-style-type: none"> Adopt FY2018 BOD Meeting Schedule Approval of FY2018 United Way Donation
July 2017	<ul style="list-style-type: none"> Executive Session (GM CPE) 	<ul style="list-style-type: none"> Oath of Office for Newly Elected Board (2017) Election of Officers/Oath of Office (2017) Accept Annual Preliminary Year-end Financial Rpt Executive Session (GM CPE) – end of BOD Mtg
To Be Determined:		
<ul style="list-style-type: none"> Budget Committee Citizen Member Appointments for Subdistricts #3 and #5 Approval of Regional Transportation Plan 		

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

AGENDA

REGULAR BOARD MEETING

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Jerry Thompson
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- 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
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Accept Annual Preliminary Year-end Financial Report for FY2016
- I. INFORMATION ITEMS**
- J. REPORTS**
 - 1. Board Subcommittee Reports [*Receive and File*]
 - a. Minutes of June 13, 2016 Work Session
- K. BOARD & MANAGEMENT ISSUES**
 - 1. General Manager
 - 2. Board President
 - 3. Board of Directors
- M. EXECUTIVE SESSION - ORS 192.660(2)(f) and (i)**

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. 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. RECESS**
- O. BACK TO OPEN SESSION – OTHER BUSINESS**

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 Oregón, 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

MEMO TO: BOARD OF DIRECTORS

FROM: TED STONECLIFFE, LONG-RANGE PLANNING ANALYST

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: APPROVAL OF LETTER IN SUPPORT OF SAMTD APPLICATION TO ODOT'S TRANSPORTATION GRANT MANAGEMENT (TGM) PROGRAM FOR PROJECT TITLED "SALEM-KEIZER SIDEWALK NETWORK GAPS INHIBITING WALK ACCESS TO TRANSIT STOPS"

Issue

Shall the Board approve a letter in support of the application for a Transportation Growth Management (TGM) grant titled "*Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops*"? This letter is provided in **Attachment A** for your reference.

Background and Findings

The Oregon Department of Transportation (ODOT) runs the TGM grant program to help local communities plan for streets and land use in a way that leads to more livable, economically vital, and sustainable communities; and that increases opportunities for transit, walking and bicycling. Grant applications are received on an annual basis. SAMTD submitted an application for a grant titled "*Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops*" on June 10, 2016. The application packet is provided in **Attachment B** as a reference.

Staff was notified by ODOT that the application is considered incomplete without a letter of support or resolution passed by the governing body of the applicant jurisdiction(s). Due to the SAMTD policy that the General Manager be authorized to approve projects less than \$100,000, the project was not taken to the Board for a formal resolution before the application deadline. However, the Board did approve the matching funds for the project when the Budget Committee made its recommendation to the Board to pass the fiscal year 2017 budget at its May 19 meeting. Even though the Board did not formally adopt the FY17 budget until the June 23 Board meeting, no changes from the Budget Committee's recommendation were made, and therefore the project's matching funds were informally approved in May.

The Cities of Salem and Keizer both approved the expenditure of staff time in support of the project at City Council meetings in May. As co-applicants to the application, these actions help the project's viability and ensure that City and District staff will work together to revise the Transportation System Plans of each jurisdiction after recommendations are received from the consultant.

ODOT suggests that the Board provide its letter of support retroactively with proof of the knowledge and support of the project prior to the application deadline.

Recommendation

Staff recommends the Board approve a letter in support of the application for a Transportation Growth Management (TGM) grant titled "*Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops*" and direct the General Manager to submit the letter to the ODOT Transportation Growth Management Program to complete the application submitted on June 10, 2016.

Proposed Motion

I move to approve a letter in support of the application for a Transportation Growth Management (TGM) grant titled "*Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops*" as shown in Attachment A, and direct the General Manager to submit the letter to the ODOT Transportation Growth Management Program to complete the application submitted on June 10, 2016.

July 11, 2016

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th Street NE, Suite 2
Salem, OR 97301

RE: TGM Grant Application titled "Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops"

Dear Ms. Lesmeister:

This letter is in response to the request from the Transportation Growth Management (TGM) Program staff to complete our application for a TGM grant by submitting a letter of support from the governing body of the applicant jurisdiction, in this case Salem Area Mass Transit District (SAMTD). The District's request was for \$80,000 for the project titled "Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops." It is our understanding that this letter will satisfy this requirement.

A large problem that SAMTD is working to solve for its customers is the lack of an accessible path to bus stops, including the path to get to stops for seniors and people with disabilities. Many people who rely on SAMTD's paratransit service, CherryLift, could use the regular Cherriots bus service if they could access the nearest bus stop. The work funded by the proposed project would allow SAMTD to help the cities of Salem and Keizer prioritize future sidewalk investments based on a lack of an accessible path to and from the fixed-route bus stops served by Cherriots within the Salem-Keizer urban growth boundary.

The SAMTD Board is supportive of the application for a TGM grant submitted on June 10, 2016 reviewed and signed by the authorized agent, the General Manager, and is committed to working with our partners, the cities of Salem and Keizer to implement a plan based on the consultant's recommendations. The Board reviewed the project as part of the 2016-17 budget process in May, 2016. Although formal approval of the matching funds for this grant did not occur until the June 23, 2016 Board meeting, informal approval was indicated by a motion that passed to approve the budget in May by the Budget Committee. No changes were made to the recommendation when finally adopted in June. Therefore, this serves to show that the Board was in full support of the project before the application was sent to ODOT on June 10.

A copy of the pages from the adopted FY17 Budget are attached as a reference. The "Pass through" line item includes the TGM grant matching funds along with other matching dollars for federal and state planning grants received from ODOT and the Mid-Willamette Valley Council of Governments.

The Board also wishes to convey its dedication to this project and will direct the General Manager to take the consultant's findings and work with the cities of Salem and Keizer to revise the capital improvement lists in their respective Transportation System Plans (TSP) to prioritize future sidewalk improvements based on access to transit as well as other existing criteria. Finally, the District authorizes staff time to support administration of the contract, including public outreach to investigate the Cherriots service areas that have particularly dire needs for access to fixed-route bus stops.

Sincerely,

Bob Krebs
President, SAMTD Board of Directors

General Administration

General Administration is used for expenses that generally apply to the whole district and are not readily identifiable to a specific division. The costs of temporary occupancy during the remediation of Courthouse Square and the Transit Mall are also captured here.

General Administration

Personnel Services - This line item is for the retiree medical insurance premiums. Medical insurance costs are expected to increase by 4.2 percent and anticipates an increase in the number of retirees covered. The increase of approximately \$200,000 is due to moving professional benefits health reimbursement from Administration – Human Resources budget to General Administration budget.

Materials and Services

- Other Professional & Technical – This line item includes insurance brokerage services, investment advisers for the District's pension plans, and fees assessed by the Oregon Department of Energy (ODOE) to review Energy Incentive Program (EIP) applications and broker commissions for the sale of EIP credits. The District has approximately \$5.9 million EIP credits that are available for sale. This expense decreased \$175,000 due to not needing ODOE to review EIP applications during Fiscal Year 2016-17.

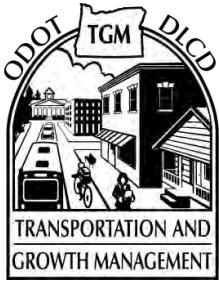
- Legal Services – The District retains the services of legal counsel for general business matters.
- Other Materials & Supplies – Is for mail processing and postage through Garten.
- Utilities – This line includes the cost for the telephone system maintained by Marion County and Comcast charges.
- Condo Association Courthouse Square – These fees are the District's portion of the Courthouse Square utilities, grounds keeping, and overall maintenance. The amount is assessed by the Condo Association.
- Premium for General Liability – Premiums for Auto, General, and Cyber Liability policies.
- Dues & Subscriptions – Memberships in various organizations, including Mid-Willamette Council of Governments, American Public Transportation Association and the Oregon Transit Association.
- Passthrough – This is a payment to the Mid-Willamette Council of Governments and ODOT as a matching amount for a federal planning grant and is based upon the grant amount. The Transportation Development Division provides planning services as required by the grant.
- Other Miscellaneous Expenses – This includes funding for the Cherriots Connect Committee, the Wellness Committee, and the Green Team.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2016-17

	FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2015-16	Change	
			Estimate		Budget*	Budget		
1 General Administration								1
2 Personnel Services	77,625	127,643	287,400	115,000	330,000	215,000	187%	2
3 Materials and Services								3
4 Advertising Fees	1,745	-	-	-	-	-		4
5 Other Professional & Technical	150,562	50,284	218,578	275,000	100,000	(175,000)	-64%	5
6 Contract Maintenance Services	13,935	13,621	17,600	16,500	18,000	1,500	9%	6
7 Legal Services	12,568	18,945	25,315	70,000	70,000	-	0%	7
8 Other Services	-	492	-	-	1,500	1,500		8
9 Parts, equipment & tools	734	3,386	-	5,000	5,000	-	0%	9
10 Training/Incentive	-	177	-	200	200	-	0%	10
11 Operating Supplies	-	-	946	500	500	-	0%	11
12 Office Supplies	3,323	6,803	4,477	10,000	10,000	-	0%	12
13 Other Materials & Supplies	7,756	18,509	26,355	15,000	20,000	5,000	33%	13
14 Utilities	35,379	38,557	36,600	36,000	39,200	3,200	9%	14
15 Condo Assn Courthouse Square	77,946	82,799	113,884	117,170	119,800	2,630	2%	15
16 Premium for General Liability	252,041	254,601	251,286	280,000	280,000	-	0%	16
17 Retail Space Property Taxes	-	-	910	-	1,800	1,800		17
18 Dues & Subscriptions	40,399	16,535	50,000	44,000	50,000	6,000	14%	18
19 Travel, meetings, training, education	182	95	54	150	200	50	33%	19
20 Printing	1,091	1,010	708	5,000	5,000	-	0%	20
21 Passthrough	41,714	44,608	45,000	40,000	65,000	25,000	63%	21
22 Other Misc. Expenses	8,061	23,936	12,676	30,200	33,000	2,800	9%	22
23 Lease	3,726	3,798	3,906	4,000	4,200	200	5%	23
24 Materials and Services Total	651,162	578,156	808,295	948,720	823,400	(125,320)	-13%	24
25 General Administration Total	728,787	705,799	1,095,695	1,063,720	1,153,400	89,680	8%	25

Per the SAMTD Finance Manager, the TGM grant matching funds are contained in this line item of the budget. These are matching funds for grants obtained from ODOT and MWVCOG sources.

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



TRANSPORTATION AND GROWTH MANAGEMENT (TGM) 2016 GRANT APPLICATION FORM

Instructions: See the [Grant Application Packet](#) for how to respond to each of the Award Criteria

Completed Grant Application Form must not exceed 8 pages, less attachments. Excess pages will be discarded.

Examples of successful applications and help to develop a project approach and budget estimate are available on the TGM Grants page: <http://www.oregon.gov/LCD/TGM/Pages/grants.aspx>.

The answer fields below will expand as you type.

ORGANIZATION NAME Salem Area Mass Transit District, and the Cities of Salem and Keizer	PHONE 503-588-2424
CONTACT PERSON NAME AND TITLE Trisha Bunsen, Grants Administrator	CONTACT PERSON E-MAIL trisha.bunsen@cherriots.org
PROJECT TITLE Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops	

Award Criteria

Applications may receive a total of 110 points.

- Up to 100 points are based on an applicant’s written responses to five award criteria.
- Up to 10 bonus points may be awarded for **Project Innovation**: *the application must demonstrate that the project will be innovative in subject matter, approach, or expected outcomes.* Do not write a separate response about how your project meets this criterion; scorers will award points based on the entirety of the application. By the nature of the criterion, most projects will not receive any points.

Projects are selected primarily based on scores for the TGM award criteria; also considered are the grant amounts requested, the estimated amounts TGM believes may be required for a project, the amount of grant dollars available for award within an ODOT region, and the balance of grant dollars between Category 1 and Category 2 projects. A scoring consideration is ensuring a fair distribution of grant funds to smaller or economically distressed communities.

1. Proposed Project Addresses a Need and Supports TGM Objectives Up to 40 points

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives (as listed on pages 3-4 of the Application Packet).

The cities of Salem and Keizer have many neighborhoods without adequate sidewalk infrastructure and also disconnected street networks that limit older adults and persons with disabilities from accessing Cherriots fixed-route transit stops. Many people are forced to rely on Salem-Keizer Transit's complementary ADA paratransit (CherryLift) or a demand responsive service for seniors and people

with disabilities (RED Line Dial-a-Ride). This project will examine sidewalk and street network data from the cities of Salem and Keizer and compare the inaccessible paths to fixed-route bus stops with information gathered through customer interviews. Many CherryLift customers have conditional eligibility to ride just based on the fact that it is too dangerous for them to walk to the nearest Cherriots bus stop. A list of sidewalks to be improved or bus stops to be relocated will be developed based on the data gathered. This information will be used to revise the capital project lists of the Salem and Keizer Transportation System Plans, which will ensure that access to transit is a key consideration when determining where to spend scarce public funds on new sidewalk construction or reconstruction.

The issue of sidewalk discontinuity is a common occurrence in the suburban-style developments in Salem and Keizer's outlying areas built 40 or 50 years ago when sidewalks were not required to be built by property developers. These areas are also typically the hardest to serve with traditional fixed-route transit service. This is a land use and transportation issue that cannot be solved without tremendous public investment. In order to find locations where sidewalk investment would be the most useful for current transit riders and potential riders, the existing sidewalk discontinuities need to be mapped with the origins and destinations of current CherryLift and RED Line customers. This will enable the District, the two cities, and Marion County to fund sidewalk improvements in the future using federal and state grant dollars as they become available. These grant funds could include Congestion Mitigation and Air Quality (CMAQ), federal Surface Transportation Program (STP), discretionary Special Transportation Fund (STF), and Connect Oregon funds, among others.

2. Proposed Project is Timely and Urgent

Up to 25 points

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues;
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements, or regional plans;
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans including growth or lack of growth, changes in land use patterns, or changes in available funding;
- build on, complement, or take a necessary step toward completing or implementing other high priority community initiatives, including supporting a Governor's Regional Solutions Team priority; or
- resolve transportation- or land use-related issues affecting the project readiness of local, regional, or state transportation projects for which funding is expected to be obligated within the near future.

The high cost of ADA paratransit is underfunded by federal and state sources, and the more people we can get to use fixed-route transit services, the more investment can be made in service coverage and/or frequency of fixed-route bus service in Salem and Keizer. In terms of people served per public dollar invested, fixed-route transit costs six or seven times less per rider than paratransit. In fact, the average ride on CherryLift cost SAMTD \$35-42 per trip in 2015 where the average cost for fixed-route buses was around \$5.50-\$6.00 per trip.

Moreover, improving the sidewalk infrastructure will benefit everyone in these neighborhoods with poor connectivity; not just transit riders. Anyone without access to a personal vehicle or the ability to

drive benefits from having a safe and accessible path to the nearest transit stop. Public transit improves the economic vitality of the communities served by getting people to work, education, shopping, and recreational locations in a safe and timely fashion.

The transit and pedestrian sections of the City of Salem Transportation System Plan were updated in 2016 and 2014, respectively, but the Cherriots bus network was completely redesigned in September, 2015, and the sidewalk network has not been compared to the new transit network. Therefore, this project will assist the District and the cities to understand the gaps in existing infrastructure as they relate to the current transit network. Alternative bus stop locations will also be considered if a clear benefit can be identified and any barriers to accessing the stops could be eliminated.

The City of Keizer's Transportation System Plan Pedestrian Improvement Project list has not been updated since April, 2009. Similar to the City of Salem's plan, Keizer's sidewalk network has not been compared to the current Cherriots transit network to examine gaps of accessible paths that could benefit current CherryLift and RED Line customers.

3. Proposed Project Approach is Reasonable

Up to 20 points

The application demonstrates a clear approach to achieving the expected outcome and results in consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), the mechanisms and responsibilities for the coordination are clear.

The consultant's final recommendation will include a prioritized list of sidewalk network deficiencies located within the Salem/Keizer Urban Growth Boundary (UGB). This prioritized list will be used to revise the capital project lists in each of the cities' existing Transportation System Plans (TSP). When federal and state grant funds become available for improving walk access connections to the fixed-route bus network, SAMTD, the Cities of Salem and Keizer, and Marion County will be able to reference these prioritized lists and apply scarce grant funds where they are most needed. Transportation planning in the unincorporated areas of Marion County that lie within the Salem/Keizer UGB is conducted by the City of Salem, but Marion County staff refer to the Salem TSP whenever prioritizing projects. Therefore, the coordination mechanism is already in place for improvements to be identified in the unincorporated areas located within the UGB.

4. Proposed Project has Community Support

Up to 5 points

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome.

Recent workshops with community members who are also seniors and/or people with disabilities in Marion and Polk Counties have all identified accessibility as a barrier to using public transportation. There is clear support from users and non-users of the system alike. Users point to the disconnected sidewalk and street network as a barrier to using the fixed-route bus system. Non-users are tax payers who want to see government using their tax dollars in the most efficient ways possible, thus creating a high level of support for reducing the number of CherryLift trips per day and increasing ridership on Cherriots fixed-route buses.

Strong support for this project has also been demonstrated by the unanimous authorization of staff to sign as joint applicants with SAMTD for this grant application by both the City of Salem and the City of Keizer city councils. The meeting minutes from the May 23, 2016 City of Salem City Council meeting as well as a letter of support signed by the City of Salem’s Mayor Anne Peterson are attached. Moreover, the City of Keizer’s Resolution #R2016-2680 passed at the May 16, 2016 City Council meeting is also provided to demonstrate strong support for this work.

LIST ATTACHED LETTERS OF SUPPORT
1. Letter from City of Salem Mayor Anna Peterson
2. City of Salem City Council Meeting minutes from May 23, 2016 meeting
3. City of Keizer Resolution R2016-2680 passed at the May 16, 2016 City Council meeting
4. Click here to enter text.
5. Click here to enter text.
6. Click here to enter text.
7. Click here to enter text.
8. Click here to enter text.

5. Proposed Project Sponsor Readiness and Capacity

10 Points

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage the project considering the complexity of the project, the size of the jurisdiction, and performance on previous TGM projects. Where substantial coordination with other local, regional, and state planning efforts will need to occur, all of the partners are ready and able to begin the project within the TGM timetable.

The proposed project is anticipated to take approximately nine to twelve months. SAMTD and the Cities of Salem and Keizer are ready and able to begin the project as soon as the grant award is announced. Likewise, once the consultant has completed the project work and submitted their recommendation to the two City Councils and the SAMTD Board of Directors for acceptance, agency staff are ready to make recommendations to revise the Transportation System Plans of the two jurisdictions.

Frequent Routes

5 5A Frequent—buses run at least every 15 min on trunks during peak times. On branches, buses run every 30 min during peak times.

15 min trunk
30 min branches

Standard Routes

9 9A Less frequent—buses run every 30 min on trunks. On branches, buses run every 60 min.

30 min trunk
60 min branches

Basic Routes

7 Hourly service for entire route.
60 min

Select Trips

----- Trips offered only at select times. See schedule for more details.

Connector Zone

Flexible, on-demand service that requires a reservation.

Buses run on all routes on weekdays from approximately 6 a.m. to 9 p.m. See schedules for exact times.

P Park & Ride **TC** Transit Center

Regional Routes

..... Routes 1X, 2X, and CARTS routes link Salem with neighboring cities on weekdays. Schedules vary.

1X Wilsonville/Salem Express
Salem • Wilsonville

2X Grand Ronde/Salem Express
Salem • Rickreall • Grand Ronde

CARTS 10 Woodburn/Salem
Salem • Brooks • Gervais • Woodburn

CARTS 20 Silverton/Salem
Salem • Silverton • Mt Angel

CARTS 30 Canyon Connector
Salem • Turner • Aumsville • Sublimity
Stayton • Mehama • Lyons • Mill City • Gates

CARTS 40 Polk County
Salem • Independence • Monmouth • Dallas

CARTS 50 Dallas/Salem Express
Salem • Rickreall • Dallas

The following routes do not travel to Salem and are not pictured on this map.

CARTS 25 North Marion Flex
Woodburn • Mt. Angel • Silverton

CARTS 35 Canyon Flex
Turner • Aumsville • Sublimity • Stayton

CARTS 45 Polk Flex
Independence • Monmouth • Dallas

Cherriots
SALEM • KEIZER TRANSIT

Cherriots.org



Last Updated:
June 6, 2016
-25-

*555 Liberty St SE
Salem, OR 97301*



Final Action Agenda - Minutes - Draft

Monday, May 23, 2016

6:30 PM

Council Chambers

City Council

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

Call to Order

6:44 p.m.

Roll Call

Present: 9 - Councilor Bennett, Councilor Andersen, Councilor Nanke, Councilor McCoid, Councilor Dickey, Councilor Benjamin, Councilor Bednarz, Councilor Lewis, and Mayor Peterson

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

A motion was made by Councilor McCoid, seconded by Councilor Bednarz, that the Additions and Deletions to the Agenda be approved. The motion carried by the following vote:

Aye: 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

1.2 COUNCIL AND CITY MANAGER COMMENT

Questions or Comments by: Councilors Andersen, Dickey, Bednarz, Mayor Peterson, and City Manager Steve Powers.

1.3 PROCLAMATIONS

a.

Civil Air Patrol Week

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Attachments: [Attachment 1. Civil Air Patrol Week Proclamation](#)

This Proclamation was read into the record.

b.

Public Safety Week and Public Works Day Proclamation

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Attachments: [Attachment 1. Public Safety Week and Public Works Day Proclamation](#)

This Proclamation was read into the record.

c.

Mid-Valley Sports Awards Proclamation

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

Attachments: [Mid-Valley Sports Awards Proclamation](#)

This Proclamation was read into the record.

1.4 PRESENTATIONS

None.

2. PUBLIC COMMENT: (Comment on agenda items other than public hearings and deliberations)

Johnathan Castro-Monroy, 4780 Warrenton Street SE - Agenda item 6(b), File 16-022

Ted Stonecliffe, 555 Court Street - Agenda item 3.3(c), File 16-021

Margo Lucas, West Salem Canibus - Agenda item 6(e) File 16-031 and 7.1(a) File 16-001

Dr. John Chepala, Ward 8 - Agenda item 6(b), File 16-022

Chris Oss, 1860 State Street - Agenda item 7.1(a), File 16-001

Ron Oss, 3795 Croisan Creek Road S - Agenda item 7.1(a), File 16-001

Kelly Oss, 400 Clover Street - Agenda item 7.1(a), File 16-001

Mike Flynn, 3625 Portland Road NE - Agenda item 6(e), File 16-031

Joan Webber, 3045 Crestview Drive S - Agenda item 9.2(a), File 16-036

Scott Snyder, 201 Liberty Street SE - Agenda item 9.2(a), File 16-036

Evan White, 4553 Brock Loop S - Agenda item 7.2(a), File 16-014

Questions or Comments by: Councilors McCoid, Bennett, Lewis, Andersen, Benjamin, Nanke, Bednarz, Mayor Peterson and City Manager Steve Powers.

All agenda items marked by * require action by Council at this meeting

3. CONSENT CALENDAR: (Includes approval of minutes, adoption of routine resolutions, and items of business requiring Council action)

A motion was made by Councilor McCoid that the Cosent Calendar be approved with the pull of item 3.3 (c) by Councilor Andersen. The motion carried by the following vote:

Aye: 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

3.1 MINUTES

a.

Attachments: [5-9-16 Council Minutes](#)

Action: Approved.

3.2 RESOLUTIONS

a.

City Initiation of Septic Failure Annexation for 3641 Boone Road SE

Ward(s): 3
Councilor(s): Nanke
Neighborhood(s): SEMCA

Attachments: [Resolution 2016-16](#)
[VicinityMap](#)

Adopted Resolution No. 2016-16 to initiate a voter-exempt septic failure annexation of a territory located at 3641 Boone Road SE.

3.3 ACTION ITEMS

a.

Bulletproof Vest Partnership Grant

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

Authorized the City Manager to apply for; accept, if awarded; and execute all documents associated with a U.S. Department of Justice, BVP grant in an amount up to \$17,300.

b.

Salem Municipal Airport Terminal Lease with HUT Airport Shuttle,

Inc.

Ward(s): 2
Councilor(s): Andersen
Neighborhood(s): SEMCA

Attachments: [Proposed Lease](#)

Authorized the City Manager to execute the attached lease for terminal space at the Salem Municipal Airport with HUT Airport Shuttle, Inc.

c.

Request from Salem-Keizer Transit District to be a co-applicant for Transportation and Growth Management Program funds to identify sidewalk network gaps that inhibit access to fixed-route bus service

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

Attachments: [Attachment 1: Salem-Keizer Transit District TGM Pre-Application](#)
[Attachment 2: Draft letter of support for TGM application](#)

Pulled by Councilor Andersen - See agenda item 5(a).

d.

Intergovernmental Agreement with the Oregon Military Department, Office of Emergency Management

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

Attachments: [IGA WVCC and OEM for GIS and MSAG reimbursement.docx](#)

Authorized the City Manager to execute the attached Intergovernmental Agreement (IGA) with OEM for GIS and MSAG services.

4. PUBLIC HEARINGS

5. SPECIAL ORDERS OF BUSINESS: (Includes consideration of items deferred from the Consent Calendar and any action item which requires a selection among options, consideration of matters of special importance to the Council, and management reports; formal presentations by city boards, city commissions, city committees and by outside agencies providing services or engaged in other activities with the City)

Request from Salem-Keizer Transit District to be a co-applicant for

Transportation and Growth Management Program funds to identify sidewalk network gaps that inhibit access to fixed-route bus service

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

Attachments: [Attachment 1: Salem-Keizer Transit District TGM Pre-Application](#)
[Attachment 2: Draft letter of support for TGM application](#)

A motion was made by Councilor Andersen, seconded by Councilor Bednarz, that this Action Item be approved. The motion carried by the following vote:

Aye: 8 - Bennett, Andersen, Nanke, McCoid, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

Recused: 1 - Dickey

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

- a. Hearings Officer Decision - Variance Case No. VAR16-01 - Approved - Deborah Tolke, Tube Art Displays, Inc - 2300-2400 Lancaster Drive NE- A request for a Sign Variance and Sign Permit to allow a larger freestanding directional sign near the driveway entrance to an existing medical office building.

Ward(s): 6
Councilor(s): Benjamin
Neighborhood(s): North Lancaster

Attachments: [VAR16-01 Decision.pdf](#)

Information Only.

- b. 2016 Human Rights and Relations Advisory Commission Work Plan and Update

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

Attachments: [2016 Workplan](#)
[Human Rights complaints 2015](#)

Information only.

c. Mayor’s International Council Report

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

Attachments: [1: Mayor's International Council Report](#)
[2. Presentation, Salem: An International City](#)
[Mayor's International Council Roster](#)

Information only.

Questions or Comments by: Councilor Dickey.

d. Appeal of Planning Administrator’s Decision for a Class 3 Site Plan Review and Class 2 Adjustment to construct a 1,117 square foot addition to an existing office building with a request for an adjustment to reduce the required 15 percent site landscaping to the existing 4.3 percent site landscaping for property approximately 2.93 acres in size, zoned CR (Retail Commercial), and located at 1177 Center St NE - 97301 (Marion County Assessor's Map and Tax Lot number: 073W23CC / 1600).

Ward(s): Ward 1
Councilor(s): Bennett
Neighborhood(s): CANDO

Attachments: [Attachment 1: NEN Appeal Letter](#)
[Attachment 2: SPR-ADJ16-06 Decision](#)

Information Only.

A motion was made by Councilor Lewis, seconded by Councilor Bednarz, to call up the appeal of the Planning Administrator's decision, agenda item 6(d).

The motion carried by the following vote:

Aye: 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

e. Options to Allow the Commercial Growing of Recreational Marijuana in the IC and IP Zones

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

Neighborhood(s): All Neighborhoods

A motion was made by Councilor Dickey, seconded by Councilor McCoid, for staff to bring back an amendment to Salem Revised Code to make the commercial growing of recreational Marijuana a conditional use in the IC and IP zones and require each grow site to acquire Hearings Officer approval.

Questions or Comments by: Councilors Dickey, Andersen, McCoid, Bednarz, and Nanke.

The motion carried by the following vote:

Aye: 8 - Bennett, Andersen, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 1 - Nanke

Abstain: 0

7. ORDINANCES

7.1 FIRST READING:

- a. Proposed regulation of recreational marijuana facilities and amendments to the City's medical marijuana regulations.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Attachments: [Ordinance Bill 8-16 Relating to Marijuana Regulation](#)

A motion was made by Councilor McCoid, seconded by Councilor Bednarz, to conduct first reading of Ordinance Bill No. 8-16, which provides for regulations and a licensing program for recreational marijuana facilities, and amends the City's existing regulations for medical marijuana facilities; and schedule a public hearing to consider the ordinance bill.

Questions or Comments by: Councilors Andersen, Bennett, and City Attorney Dan Atchison.

The motion carried by the following vote:

Aye: 8 - Bennett, Andersen, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 1 - Nanke

Abstain: 0

- b. Ordinance Bill No. 9-16, Defining Art in the City's Public Art Collection

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

Attachments: [Attachment 1: Ordinance Bill No. 9-16](#)

A motion was made by Councilor McCoid, seconded by Councilor Bednarz, to conduct first reading of Ordinance Bill No. 9-16, which would clarify the definition of art in the City of Salem’s Public Art Collection, and proceed to second reading for enactment.

Questions or Comments by: Councilor Andersen.

The motion carried by the following vote:

- Aye:** 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson
- Nay:** 0
- Abstain:** 0

- c. Proposed Engrossed Ordinance Bill No. 5-16, referring a tax on the sale of marijuana items to Salem voters for the November 2016 General Election

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

Attachments: [Ordinance 5-16 Engrossed](#)

A motion was made by Councilor McCoid, seconded by Councilor Bednarz, to engross Ordinance Bill No. 5-16 by requiring that all proceeds from the tax on the sale of marijuana items be allocated to the Police Department, and proceed to second reading for enactment.

Questions or Comments by: Councilors Andersen, and Bennett and City Attorney Dan Atchison.

The motion carried by the following vote:

- Aye:** 6 - Bennett, Nanke, Dickey, Benjamin, Lewis, and Peterson
- Nay:** 3 - Andersen, McCoid, and Bednarz
- Abstain:** 0

7.2 SECOND READING:

- a. Second Reading *Engrossed* Ordinance Bill No. 6-16, Creating Salem

Revised Code Chapter 82, Clearing and Grading

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

Attachments: [Attachment 1: Ch 82 Ord Bill 6-16 ENGROSSED](#)
[Attachment 2: Planning Commission Rec Chapter 82](#)
[Attachment 3. Memorandum from the City Attorney's Office](#)

Conducted second reading for enactment of Engrossed Ordinance Bill No. 6-16, which adds a new chapter to the Salem Revised Code concerning clearing and grading of land.

Questions or Comments by: Councilor Andersen.

The motion carried by the following vote:

Aye: 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

8. PUBLIC COMMENT: (Other than agenda items)

9. NEW BUSINESS

None.

9.1 MAYOR'S ITEMS:

a.

Authorization of Travel to Japan as Part of the Business Oregon Trade Delegation

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

Questions or Comments by: Mayor Peterson

A motion was made by Mayor Peterson, seconded by Councilor Bennett, that the Mayor's Item be approved. The motion carried by the following vote:

Aye: 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

9.2 COUNCILOR'S ITEMS:

a.

How best to allow short term rentals, such as Airbnb, VRBO, Flipkey, etc., to operate in Salem.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

A motion was made by Councilor Bennett, seconded by Councilor Bednarz, that the Councilor Item be approved.

Questions or Comments by: Councilors Bennett, McCoid, Andersen, Bednarz, Dickey, and Nanke.

The motion carried by the following vote:

Aye: 9 - Bennett, Andersen, Nanke, McCoid, Dickey, Benjamin, Bednarz, Lewis, and Peterson

Nay: 0

Abstain: 0

10. ADJOURNMENT

8:58 p.m.



MAYOR'S OFFICE

555 Liberty St SE / Room 920 • Salem, OR 97301-3513 • (503) 588-6159 • Fax (503) 588-6354

June 3, 2016

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th Street NE, Suite 2
Salem, Oregon 97301

**SUBJECT: Application to Identify Sidewalk Network Gaps Inhibiting
Access to Bus Service**

Dear Ms. Lesmeister:

I am pleased to write this letter as a co-applicant with the Salem-Keizer Transit District to identify sidewalk network gaps that inhibit access to fixed-route bus service. The *Salem Transportation System Plan* includes policies and identifies needs associated with the pedestrian and transit networks in the Salem portion of the Urban Growth Boundary. Partnering with the Transit District on this study will help to form priorities to enhance the pedestrian and transit networks in Salem.

Improving access to transit for all users is important to the City of Salem. The Salem City Council supports this project and asks that you give strong consideration to this funding request.

Sincerely,


Anna M. Peterson
Mayor

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Women, minorities, and disabled are encouraged to apply • ADA Accommodations will be provided upon request

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2016- 2680

4
5
6 AUTHORIZING THE COMMUNITY DEVELOPMENT
7 DIRECTOR TO APPLY JOINTLY WITH THE SALEM AREA
8 MASS TRANSIT DISTRICT AND THE CITY OF SALEM FOR A
9 TRANSPORTATION AND GROWTH MANAGEMENT GRANT

10
11
12 WHEREAS, the Salem Area Mass Transit District (Transit District) has requested
13 that the City, as well as the City of Salem, be joint applicants for a Transportation and
14 Growth Management Grant;

15 WHEREAS, the City of Keizer desires to participate in this grant program to the
16 greatest extent possible;

17 WHEREAS, the City of Keizer anticipates that if awarded the grant, the City will
18 benefit from the expected products such as a final recommendation report that will allow
19 cities, counties, and the state to prioritize investments in street, sidewalk, and pedestrian
20 path improvements to improve the access to transit for seniors and people with
21 disabilities;

22 WHEREAS, it is estimated that the shared budget for the project is \$72,300.00;

23 WHEREAS, the City of Keizer will have no direct fiscal impact, as all
24 participation from the City would be soft match in staff time, meeting space and logistical
25 support;

26

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

- 1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

- 2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

- 3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this 2nd day of June, 2016, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Ted Stonecliffe
Signature
Printed Name: Ted Stonecliffe
Title: Long-Range Planning Analyst

¹ "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.

SKT Memorandum

To: File

From: Ted Stonecliffe, Long-Range Planning Analyst

Date: June 2, 2016

RE: Statement for impact to racial and ethnic minority persons for Salem Area Mass Transit District Sidewalk Network Transportation Growth Management grant

In accordance with the Oregon law (Chapter 600, Section 4), Salem Area Mass Transit District (SAMTD) must complete a racial and ethnic impact statement to be eligible for funding through the Transportation Growth Management (TGM) grant program. The bus service provided by Salem-Keizer Transit within the urban growth boundary funded in part by state and federal grants is the Cherriots fixed-route bus network, the complementary paratransit service (CherryLift), and the shopper shuttle and dial-a-ride for seniors and individuals with disabilities (RED Line). The following statement shall be submitted to the Oregon Department of Transportation (ODOT) along with the Racial and Ethnic Impact Statement form to satisfy this requirement. SAMTD also maintains a Title VI Program in accordance with Federal Transit Administration (FTA) rules and regulations and which complies with the latest Title VI FTA circular (C_4702.1B).

The following statement documents SAMTD's intent for providing the Cherriots, CARTS, CherryLift, and RED Line bus services:

SAMTD's application titled "Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops" proposes a planning study to investigate locations in the cities of Salem and Keizer where CherryLift customers are forced to rely on CherryLift because they cannot access a Cherriots bus stop due to gaps in the city's sidewalk infrastructure. This project could have a disproportionate or unique positive impact on persons with disabilities since it proposes to develop a prioritized list of projects that would close these gaps and allow someone to access Cherriots fixed-route buses rather than having to rely on paratransit.