

Fellow SPRAB members:

As a follow up to our February meeting and in preparation for **Agenda item 4(b)** for Thursday, please review this memo regarding research committee assignments, including additional details on the specific scope, charge, and requested deliverables for each committee.

[Link to Memo regarding SPRAB Committees](#)

In addition to our committee assignments discussion, please come prepared to discuss these items related to our [2024 Work Plan](#):

- **Agenda Item 4(c):** your thoughts on how to enhance our neighborhood association outreach this year, specifically any changes to our presentation/approach based on feedback from last year
- **Agenda Item 4(d):** considerations and opportunities for the city's efforts to promote parks and recreation via social media and other communications.
- **Agenda item 5:** updates on your engagement with park master planning efforts (Fischer Road Park - Joan/Alan, Fairview Park - Debbie/Rick), and SPIF (Keith, Dylan, Alan)

I'm looking forward to seeing you all on Thursday!

Keith

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Keith Norris *He / Him / His*

Chair, Salem Parks and Recreation Advisory Board

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Salem Parks and Recreation Advisory Board

Date: 12 March 2024

To: Salem Parks and Recreation Advisory Board members

Cc: Micki Varney, City Council Liaison to SPRAB

From: Keith Norris, SPRAB Chair

Re: 2024 Research Committee Charges and Guidance

During our February 2024 meeting, I established 3 new committees. These committees are tasked with researching specific topics with the ultimate goal of advising City Council and the Parks and Recreation Division on policy opportunities and strategies that will help the city achieve its Emission Reduction Goals and implement its Climate Action Plan. This memo includes guidance to those committees regarding their specific scope and assignments.

Salem City Council [adopted](#) Greenhouse Gas (GHG) emission reduction goals in October 2020:

- By 2035, Salem's GHG emissions are reduced to 50% of the citywide GHG emissions from the baseline year of 2016, and
- By 2050, Salem is carbon neutral.

Committee assignments and scope: Each SPRAB member is assigned to a committee. As chair, I will remain connected to each committee as an *ex officio* member and will periodically check-in with committees on their progress to offer input and guidance.

A. Material Used in Capital Projects: Alan and Woody

- Should the city consider using certain types of low carbon materials in capital projects (e.g., low carbon concrete)? If so, how?
- Consider a wide range of materials and projects related to city parks

B. Electric Equipment Use: Joan and Debbie

- How and when should the city transition away from equipment with combustion and two-stroke engines to electric, battery powered equipment?
- Consider equipment like mowers, blowers, chain saws, etc. that are regularly used in park operations.

C. Transportation: Dylan, Al, and Rick

- Should the city develop policies that encourage the use of more climate-friendly transportation options by park users and other city residents? If so, what policies?
- This consideration specifically includes potential policies around:
 - i. The creation and establishment of **Bike Share Hubs**
 - ii. **Parking Design Standards**
 - iii. Plans for embracing **Alternative Transportation**

Deliverable: Report to SPRAB outlining recommended policies and practices the City can adopt to advance progress toward the Emission Reduction Goals.

Each report should contain elements such as:

- Recommended policies/practices: *Concrete recommendations for the City/staff to implement. Recommendations should include a strong rationale clearly demonstrating how the proposed change aligns with the Emission Reduction Goals and/or Climate Action Plan strategies.*
- Evaluation of existing City/Parks policies: *Analysis of existing policies in relation to the Emission Reduction Goals.*
- Resource identification: *Identifying relevant internal resources (staff) and external resources (other cities, organizations) for further research.*
- Pros and cons analysis: *Outlining the potential benefits and drawbacks of implementing proposed policies/practices, supported by research and data. Include information on:*
 - *Potential GHG emission levels*
 - *Direct costs for implementing and ongoing maintenance*
 - *Indirect costs to implementation – i.e., staff operational changes*
 - *Externalities of implementation - i.e., potential impacts to city residents, local economies, staff, etc.*

Timeline: Reports should be completed and delivered for discussion and action during a SPRAB meeting between October-December 2024. Specific committees will be scheduled for a presentation by the Chair at a later date.

Outcome: SPRAB Recommendation. Each committee's work should culminate in a well-supported recommendation from SPRAB to the city. Committee reports, presented to SPRAB, should lead to recommendations for the adoption of specific policies, practices, and/or changes to how things are done now.

Research: While conducting research, committees are encouraged to engage with city staff and to conduct their own independent outreach to other cities/entities in pursuit of the information they need to adequately complete their reports.

City Staff Support:

- **Existing policies:** Leann and Rob can provide access to existing administrative policies and connect committees with relevant staff members who can offer greater insights.
- **Additional resources:** Julianah and Rob can assist in compiling resources and case studies from other cities and organizations.

Salem Parks and Recreation Advisory Board - 2024 Work Plan and Meeting Schedule

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