



## URBAN RENEWAL AGENCY

### Urban Development Department

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178.

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### Downtown Advisory Board

#### Board Members

Jill Munger, Chair  
Aaron Terpening, Vice-Chair  
Hillary Banks  
Brad Compton  
Chip Conrad  
Jesse Hayes  
Vincenzo Meduri  
Laurie Miller  
Maria Palacio  
Ron Welter  
Dana Vugteveen

#### City Staff

Sheri Wahrgren, Downtown Revitalization  
Rebecca Ziegler, Project Manager  
Anita Sandoval, Supervisor

**Next Meeting: March 22, 2018**

[www.cityofsalem.net](http://www.cityofsalem.net)

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### Meeting Agenda

Thursday, February 22, 2018  
12 p.m. – 1:30 p.m.  
UD Conference Room  
350 Commercial St NE

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a. January 25, 2018
4. Board Member Comment
5. Public Comment  
(Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)
6. Action Items –
  - a. Downtown Advisory Board recommendation to City Council on the FY 2018-19 Parking Fund Budget?
7. Old and/or New Business
  - a. Draft Riverfront-Downtown Urban Renewal Area FY 2018-19 Budget – Renee Frazier
8. Adjourn

**MINUTES**  
**Downtown Advisory Board**  
Thursday, January 25, 2018–12:00 P.M.  
Urban Development Conference Room  
350 Commercial St NE

This Action Agenda/Minutes complements the **MP3** and WMA recording of the meeting, which may be reviewed at <http://www.cityofsalem.net/Pages/downtown-advisory-board.aspx>

**1. CALL TO ORDER**

**Call to Order and Roll Call:** 12:02 PM

**Roll Call:** Hillary Banks; Brad Compton; Jesse Hayes; Vincenzo Meduri; Laurie Miller; Jill Munger; Maria Palacio; Aaron Terpening; Dana Vugteveen; Ronald Welter

**Absence:** Chip Conrad

**Staff:** Brian Luse; Rebecca Quandt, Kristin Retherford, Anita Sandoval; Sheri Wahrgren; Renee Frazier

**Guests:** Anthony Behrens; Ross Swartzendruber; Jim Vu

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda for January 25, 2018, amending the order of No. 7. by moving “c” to “a”.

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Miller

**Action:** Approved the agenda for January 25, 2018, as amended.

**Vote:** Aye: Unanimous **Motion PASSES**

**3. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from December 7, 2017, as presented.

**Motion by:** Board Member Hayes

**Seconded by:** Board Member Vugteveen

**Action:** Approved the Minutes from December 7, 2017, as presented.

**Vote:** Aye: Unanimous **Motion PASSES**

**4. BOARD MEMBER COMMENT - None**

**5. PUBLIC COMMENT on items not on the agenda –**

**a.** Anthony Behrens – candidate for Marion County Circuit Court Judge

**6. ACTION ITEMS –**

Meeting Dates for FY 2018-19 Budget preparation

**Motion:** Move to add meeting date of Thursday, February 15, 2018, for FY 2018-19 Budget preparation

**Motion by:** Board Member Terpening

**Seconded by:** Board Member Welter

**Action:** Approved adding the meeting date of Thursday, February 15, 2018, for FY 2018-19 Budget preparation

**Vote:** Aye: Unanimous **Motion PASSES**

**7. OLD and/or NEW BUSINESS**

**a. Overview of FY 2018-19 Parking Fund Budget – Renee Frazier**

*Handouts: Downtown Parking Capital Fund; Downtown Parking Fund*

*Jim Vu, Salem Main Street Organization*

*Handouts: \$50,000 Funding Request, Salem Main Street Budget overview for 2017-18*

Comments/Questions: Wahrgren, Vugteveen, Munger, Palacio, Meduri, Hayes, Compton, Retherford

**b. Board Ethics, Public Meeting, and Public Records Training – Brian Luse, Assistant City Attorney**

Comments/Questions: Vugteveen, Wahrgren, Miller

**c. Overview of City Wide Strategic Action Plan – Kristin Retherford**

**d. Downtown Salem Streetscape Design Update**

Focus Groups will be held at the Library, Anderson Rooms A&B, on January 30 and 31. Three different groups will be held each day.

Open House #2, February 3, 2018, 5:30-7:00, Senator Hearing Room, Marion County Court House, 555 Court ST NE.

**8. ADJOURN**

Chair Munger adjourned the meeting at 1:30 PM. Next meeting February 15, 2018.

DOWNTOWN PARKING FUND					DRAFT
(170-64-30-10-00)					
FY 2018-19					
Department: Urban Development					
Cost Center: Downtown Parking					
Cost Center No: 64-30-10					
		BUDGET	PROJECTED	DAB Recommended	
		FY 2017-18	FY 2017-18	FY 2018-19	
<b>RESOURCES</b>					
Beginning Fund Balance		711,970	668,670	332,900	
<b>Operating Revenues</b>					
Parking tax collections		467,190	439,673	428,880	
Parking permits		676,340	665,920	665,930	
Interest		7,500	12,000	10,000	
Other revenue/bad debt recovery		5,000	5,000	10,000	
Total Operating Revenues		1,156,030	1,122,593	1,114,810	
TOTAL RESOURCES		1,868,000	1,791,263	1,447,710	
<b>EXPENDITURES</b>					
<b>Capital Improvement Projects:</b>					
Chemeketa Parkade Elevator Cameras (carryover)	631006	24,920	21,215	-	
Chemeketa Deck Renovation (Level 2 & 3 and SW stairs)	631084	96,260	87,046	-	
Marion - reseal masonry	631095	42,000	42,000	-	
Total Capital Improvement Projects		163,180	150,261	-	
<b>Regular Maintenance/Operation of Structures:</b>					
Insurance	631002	30,790	30,790	31,720	
Electricity	631003	81,560	68,650	70,710	
Routine maintenance - Chemeketa	631006	100,630	95,599	113,360	
Routine maintenance - Liberty	631007	42,420	42,419	43,410	
Routine maintenance - Marion	631008	67,520	64,144	77,790	
Striping, meters, signage (Transportation)	631009	700	500	700	
Landscape maintenance (Parks)	631010	500	250	500	
Miscellaneous downtown repairs	631050	10,000	3,000	5,000	
Art-A-Potty	631101	4,000	4,000	-	
Parking garage space sensors (re-budgeted into 18-19)	-	50,000	-	-	
Total Regular Maintenance and Operation		388,120	309,352	343,190	
<b>Maintenance of District:</b>					
Refuse disposal	631005	35,000	31,500	31,500	
Refuse container maintenance/misc repairs	631005	870	870	860	
Total Maintenance of Parking District		35,870	32,370	32,360	
<b>Police</b>					
Police Services Provided Downtown	631077	310,350	310,350	323,860	
Total Police		310,350	310,350	323,860	
<b>Administration and Overhead</b>					
Administration and board support (Urban Development)	631000	55,510	40,376	46,940	
Indirect Cost Allocation Plan	631001	65,840	65,840	165,130	
Parking permit administration (Comm Development)	631051	61,990	61,990	67,600	
Public outreach/communication/parking policy revisions	631052	10,000	-	-	
Total Administration and Overhead		193,340	168,206	279,670	
<b>Contracted Services</b>					
Parking management (downtown utilization surveys)	631042	20,000	17,500	-	
Contracted services (marketing, promotions, beautification, etc.)	631100	32,150	32,150	-	
Holiday decorations	631090	16,500	12,668	-	
Downtown Clean Team/Hanging Flower Baskets	631098	123,490	80,510	-	
Total Contracted Services		192,140	142,828	-	
Bad Debt Write Off	631086	35,000	45,000	35,000	
Capital Reserve Fund	631099	300,000	300,000	-	
Total Operating Expenditures		1,618,000	1,458,367	1,014,080	
CONTINGENCIES		250,000	-	200,000	
TOTAL EXPENDITURES		1,868,000	1,458,367	1,214,080	
ENDING BALANCE		-	332,896	233,630	
<b>Additional services/programs for consideration:</b>					
Capital reserve fund	up to 233,630				
Marketing/promotions/beautification	32,150				
Downtown Clean Team	92,940				
Hanging baskets and watering	22,090				
Seasonal banners - purchase and installation	9,800				
Marketing for parkades	5,000				

RIVERFRONT/DOWNTOWN REVENUE AND EXPENDITURES  
DRAFT FY 17-18 and 18-19

<u>CONSTRUCTION FUND</u>		Projected FY 17-18	Projected FY 18-19
<u>RESOURCES</u>			
Beginning Fund Balance		10,801,428	13,942,084
Short Term Bond Proceeds		6,500,000	7,000,000
Principal and Interest on Commercial Loans		48,950	-
Interest Income		100,000	25,000
Receipt of TOT Funds for Marketing		289,220	294,210
Transfer of reserves no longer required		613,000	548,100
Other		-	-
Total Resources		18,352,598	21,809,394
<u>EXPENDITURES</u>			
Project Coordination/Support	682000	349,160	366,618
Indirect Cost Allocation Plan	682000	56,940	43,170
Toolbox Loan Program - Carryover	multiple	-	250,000 <sup>1)</sup>
Toolbox Grant Program - Carryover	682018	2,500,000	2,500,000 <sup>1)</sup>
Toolbox Grant Program - New Allocation	682018	-	3,000,000
Conference Center Insurance	682000	32,370	33,989
Conference Center Marketing	682023	289,220	294,210
North Downtown Investment Strategy	682070	-	56,828 <sup>1)</sup>
Zoning Review	-	-	50,000 <sup>1)</sup>
Streetscape Improvement & Design Program	682067/76	211,644	2,750,000 <sup>1)</sup>
Murals	682088	54,349	
Streetscape - Alley Improvements	-	222,968	350,000
Dual Turn Lane Removal and Curb Extensions	682087	268,862	
Riverfront Commercial Facility	-	75,000	
State Street Two Way Conversion	682089	50,000	150,000 <sup>1)</sup>
North Block Study	682090	150,000	
Property Acquisition - UGM & Saffron	682093	-	3,556,250 <sup>1)</sup>
Additional Funds - PC Bridge	-	150,000	
Union Street Bike Friendly Phase B	-	-	1,500,000
Street Improvements (adjacent to Police Facility)	-	-	2,000,000
Public Market Feasibility and Design	-	-	250,000
High Street Broadband	-	-	100,000
Total Expenditures		4,410,513	17,251,065
Ending Fund Balance/Committed to Future Projects		13,942,084	4,558,330

1) Re-budgeted project balance

**TO:** Downtown Advisory Board  
Urban Development Department

**FROM:** Julie Warncke, Transportation Planning Manager *JW*  
Public Works Department

**DATE:** February 15, 2018

**SUBJECT:** Union Street Family-Friendly Bikeway Budget Request

Union Street NE is designated a Family-Friendly Bikeway in the *Salem Transportation System Plan*. This route was chosen for its connections to the Union Street Pedestrian Bridge, downtown (via High and Church Streets NE), the Capitol Mall, and the 12<sup>th</sup> Street Pedestrian Promenade. In 2013, a conceptual design for this route was developed as part of the Central Salem Mobility Study (approved by City Council, August 2013). The Urban Renewal Agency and City Council, through the budget and Capital Improvement Program, have continued to fund implementation of projects identified in the Central Salem Mobility Study.

The first phase of the Union Street project was completed in 2017 with the installation of the traffic signal at the intersection of Union and Commercial Streets NE, using both Urban Renewal and state funds. This was a critical component to connect people walking and bicycling to and from the Union Street Pedestrian Bridge.

In 2016, the City had the opportunity to apply for federal funds to design and construct improvements extending from Commercial Street NE, east to the intersection of 12<sup>th</sup> and Marion Streets NE. With this funding, improvements to the route will complete the connection from the Union Street Pedestrian Bridge to the 12<sup>th</sup> Street Pedestrian Promenade. This application was predicated on leveraging Urban Renewal funds as match for the federal funds. The length of the project is approximately 4,000 feet, with 1,350 located within the Urban Renewal Area and 2,650 outside of it. The budget for the project is similarly split with \$1.5 million requested from the Urban Renewal Agency and \$2.3 million of federal funds allocated through the Salem-Keizer Area Transportation Study (SKATS), for a total project cost of \$3.8 million. Pending approval of Urban Renewal funding, federal funding is available in 2018 to start design and in 2020 for construction.

The conceptual design of the route east of Commercial Street addresses the varying conditions along the route. In particular, there are three distinct segments.

- **Commercial Street NE to High Street NE (two blocks):** This section has a relatively wide pavement width that presents the opportunity to explore a couple of different facility types, including the possibility of cycle tracks or buffered bike lanes with a landscaped median to help calm traffic. This is the only section with these opportunities. In addition, a new traffic signal and curb extensions are proposed for the intersection of Union and Liberty Streets NE.



- **High Street NE to Summer Street NE (four blocks):** This section is much narrower, resulting in trade-offs between bicycle facilities, parking, and existing street trees. The budget for this section assumes construction of up to eight parking pockets, each designed to accommodate four cars.
- **Summer Street NE to the intersection of 12<sup>th</sup> and Marion Streets NE (approximately three blocks):** This section includes a two-way cycle track on the south side of the road ending at the intersection of 12<sup>th</sup> and Marion Streets NE, providing a connection to the 12<sup>th</sup> Street Pedestrian Promenade. The intersection of Union and Summer Streets NE will need to be modified to cross bicyclists to the new two-way cycle track.

The conceptual plan, as developed through the Central Salem Mobility Study, provides the general framework for design elements and was the basis for developing a budget. Design details, including discussion of some of the inherent trade-offs, will be developed with public input once the design process is launched later in 2018.