



## URBAN RENEWAL AGENCY

### Urban Development Department

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

Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available on request. To request accommodations or services, please contact the ADA Liaison at 503-588-6178 or [Urbandev@cityofsalem.net](mailto:Urbandev@cityofsalem.net) at least two business days in advance (TTD/TTY 503-588-6439).

### 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: July 26, 2018**

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

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

### Meeting Agenda

Thursday, June 28, 2018

12 p.m. – 1:30 p.m.

UD Conference Room

350 Commercial St NE

1. Call to Order
  - a. Approval of Agenda
2. Approval of Minutes
  - a. May 24, 2018
3. Board Member Comment
4. Public Comment  
(Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)
5. Action Items –
  - a. Proposed revisions to the Downtown Advisory Board Purpose and Operating Principles.
6. Discussion Item
  - a. Work Plan Updates
7. Old Business  
None
8. Adjourn

**MINUTES**  
**Downtown Advisory Board**  
Thursday, May 24, 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:** 12:05 PM

**Roll Call:** Hillary Banks;; Chip Conrad; Jesse Hayes; Vincenzo Meduri, Laurie Miller; Jill Munger; Maria Palacio; Aaron Terpening; Dana Vugteveen;

**Excused:** Brad Compton; Ronald Welter

**Staff:** Allen Dannen; Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler

**Guests:** Councilor Tom Andersen

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda for May 24, 2018, adding an item under #6 regarding funding for the Police Facility.

**Motion by:** Board Member Terpening

**Seconded by:** Board Member Miller

**Action:** Approved the agenda for May 24, 2018, as amended.

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

**3. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from March 22, 2018, as presented.

**Motion by:** Board Member Terpening

**Seconded by:** Board Member Meduri

**Action:** Approved the Minutes from March 22, 2018, as presented.

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

**4. BOARD MEMBER COMMENT**

Member Meduri

Member Conrad

**5. PUBLIC COMMENT on items not on the agenda - None**

**6. ACTION ITEMS**

**a. Additional Funding Request for the Salem Police Station – Allen Dannen**

Handout: Memo – SP station Funding Request

Comments/Questions: Munger, Palacio, Vugteveen, Miller, Conrad, Wahrgren, Hayes; Banks

Conflict of Interest: Member Terpening, Architect working on project

**Motion:** Move to recommend the allocation of \$2,085,000 from FY 2018-19 Riverfront Downtown Urban Renewal Future Projects Fund budget line for onsite public components of the Salem Police Station.

**Motion by:** Board Member Palacio

**Seconded by:** Board Member Vugteveen

**Action:** Approved recommendation to allocate \$2,085,000 from FY 2018-19 Riverfront Downtown Urban Renewal Future Projects Fund budget line for onsite public components of the Salem Police Station.

**Vote:** **Aye: 8 Abstain:** Member Terpening **Motion PASSES**

## **7. Discussion**

### **a. North Downtown**

Comments/Questions: Munger, Wahrgren, Meduri, Terpening, Hayes

## **8. OLD and/or NEW BUSINESS-**

### **a. Downtown Streetscape Design Plan Update**

Comments/Questions: Wahrgren, Hayes, Meduri

### **b. Project Updates**

- Blue and white parking signs for the parkades are ordered and should be installed in about 6-8 weeks
- Extender will be installed out from the parking garage entrance to improve signage visibility
- Oregon building at High/State Streets has been purchased
- Marion Auto Garage has changed ownership
- New development: 901 Front Street Memory Center
- Salem Center owners will not be purchasing the former Nordstrom building
- Lluminaire has purchased a ground floor condo at the Rivers
- Conditional Use for new UGM site has been approved
- Downtown Homeless Solutions Task Force Meeting #5 will be held at June 13 in the Council Chambers from 6:00 – 8:00 PM and will focus on public testimony

Council Andersen:

- Appreciated the thoughtful discussion
- Mill Creek path or a mini river walk project discussion is happening
- Trolley discussion is being revitalized

## **9. ADJOURN**

Chair Munger adjourned the meeting at 1:34 PM. Next meeting: June 28, 2018.

## **MEMORANDUM**

*Urban Development Department*

**DATE:** June 28, 2018  
**TO:** Downtown Advisory Board  
**FROM:** Sheri Wahrgren, Downtown Revitalization Manager  
**SUBJECT: Downtown Advisory Board  
Purpose and Operating Principles**

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In 2016 the City Council approved amendments to the Intergovernmental Agreement for The Creation of the Downtown Advisory Board (IGA) to reflect administrative updates and a decision by Council to amend the board composition.

In addition to the IGA, the Downtown Advisory Board has Purpose and Operating Principles that outline key elements of the IGA, but also provide more direction for board members and meeting structure.

The current version of the Purpose and Operating Principles has not been updated to reflect the 2016 IGA amendments and resolutions that have been approved that relate to board actions and staff time.

Attached please find the most current IGA and redlined Purpose and Operating Principles that incorporates amendments coinciding with language in the IGA and resolutions.

The following highlights those recommended changes:

### **Downtown Advisory Board Charge**

(consider addition of proposed language as the first sentence in the Downtown Advisory Board Charge so that is consistent with IGA)

*Consistent with the intergovernmental Agreement between the City of Salem and the Urban Renewal Agency for the creation of the Downtown Advisory Board (DAB) adopted on December 6, 2004, and amended on August 31, 2015, and August 22, 2016*

### **DAB Membership and Terms**

- *Updates Board representation to remove the (2) non-voting, ex-officio positions.*
- *Replaces requirement for business or property owner to reside within the Downtown Parking District to within the Riverfront-Downtown Urban Renewal Area.*

### **Consider addition of new section: Attendance and Vacancies**

- *Retain Vacancy verbiage*
- *Consider addition Attendance Expectations as provided in SRC 2.550*  
If a member of a board, commission or committee fails to attend at least 75

percent of the meetings within a consecutive six-month period, the following procedure shall be followed:

- (a) The City Manager shall inquire to determine the cause of nonattendance. If the cause of nonattendance is not of an excusable and temporary nature, including, but not limited to, illness, vacation or work, the City Manager shall remind the member that commitment to attendance is a key responsibility of membership.
- (b) If the member fails to attend at least 75 percent of the meetings within the next following six-month period, the Mayor shall ask the member to resign.
- (c) If the member refuses to resign upon request under subsection (b) of this section, the Mayor shall forward a report to the Council recommending that the member be removed pursuant to SRC 2.555. Nothing in this section shall limit, or shall be deemed to limit, the Council's authority to remove a member under SRC 2.555.

#### **DAB Duties –**

##### **Make recommendations to the City Council regarding:**

- *Revise language in second bullet to match IGA*
- *Remove third bullet to coincide with IGA.*

#### **Schedule**

- *First sentence of bullet #1 is not in IGA (Retain/Amend/Remove?)*
- *2<sup>nd</sup> Bullet: Already in IGA (Retain/Amend/Remove?)*

#### **Retain/Amend/Remove all or some of the currently listed Board Member Responsibilities**

#### **DAB Operating Principles**

- *First Bullet: Amend to reflect IGA direction of Bylaws*
- *2<sup>nd</sup> Bullet: Retain/Amend/Remove?*
- *3<sup>rd</sup> Bullet: Amended to coincide with Resolution 15-3 URA regarding the approval of staff time in excess of one hour.*
- *4<sup>th</sup> Added to coincide with Resolution 15-3 URA that directs exceptions to policy or guidelines to the Agency Board without prior review/recommendation from DAB.*
- *5<sup>th</sup> Bullet: Retain/Amend/Remove?*
- *6<sup>th</sup> Bullet: Add Officer Elections*
- *7<sup>th</sup> – 10<sup>th</sup> Bullets: Amend to reflect city-wide board changes in the layout/presentation of the Action Minutes, Posting of Meetings on City website, and Agenda format.*
- *11<sup>th</sup> Bullet: Retain/Amend/Remove?*

Optional Principles to amend, retain, or remove that are not referenced in the IGA:

#### **Addition of Strategic initiative and Policy Agenda in place of Council Goals?**

- The City adopted Salem's strategic plan on October 23, 2017, which articulates the mission, vision, values, and goals for the organization to help the City sustain delivery of core services as the community and the organization grow and change. Council developed its annual policy agenda based on the policy areas

defined in the strategic plan. The policy agenda provides direction to the DAB during the budget process to align resources with current priorities.

Attachments: IGA – creating Downtown Advisory Board  
Downtown Advisory Board Purpose and Operating Principles

## **AMENDED INTERGOVERNMENTAL AGREEMENT FOR THE CREATION OF THE DOWNTOWN ADVISORY BOARD**

This INTERGOVERNMENTAL AGREEMENT ("Agreement") is entered into between the City of Salem, an Oregon municipal corporation (the City), and the Urban Renewal Agency for the City of Salem, an Oregon quasi-municipal corporation (the Agency).

### **RECITALS:**

(a) The Agency is a public body, corporate and politic, duly activated by the City Council, exercising its powers to engage in urban renewal activity as authorized by ORS Chapter 457.

(b) The Agency has developed certain Urban Renewal Plans (the Plans), as defined by ORS 457.010(16), which have been approved by the City, pursuant to ORS 457.095, and has engaged in, and will be engaging in, redevelopment activities to carry out those Plans.

(c) On May 5, 1975, the Agency created, and adopted the Riverfront Downtown Urban Renewal Area Plan (RDURP), which has been subsequently amended. The RDURP provides for the rehabilitation and redevelopment of the area generally described as the Salem riverfront and downtown.

(d) The City, acting by and through the Agency, created the Downtown Development Board in 1976 pursuant to Resolution No. 76-325 to advise the Board of the Urban Renewal Agency (Agency Board) in its administration of the RDURP.

(e) The, City, acting by and through the Agency, subsequently amended Resolution No. 76-325 in 1979 to add the Pringle Creek Urban Renewal Area to the Downtown Development Board's jurisdiction (Resolution No. 79-35), in 1993 to change the composition of the Downtown Development Board, and renaming it the Downtown Development Advisory Board (Resolution Nos. 93-17, 93-34), and again in 1995 to reorganize the Board and to add the Walker Urban Renewal Area to the Board's jurisdiction. On October 18, 2001 the Walker Urban Renewal Plan was terminated and replaced with the West Salem Urban Renewal Plan (Ordinance No. 51-2001), and again in 2002 to change the Board's composition (Resolution No. 2002-54).

(f) On September 27, 1976, the City created by ordinance, codified in Salem Revised Code (SRC) Chapter 7, the Downtown Parking District for purposes of administering a program of economic promotion and a program of public parking for vehicles. Funds generated by the District are deposited into the Parking Fund. The City also created by ordinance, codified in SRC Chapter 7, the Downtown Parking Advisory Board for promotion of other modes of transportation.

g) The Downtown Development Advisory Board and Downtown Parking Advisory Board duties and responsibilities have resulted in both Boards addressing similar and interrelated issues for the downtown. Consolidating these Boards into a joint advisory board will give the downtown a unified voice, and will result in more efficient administration for both the City and the Agency.

(h) Recognizing the efficiencies in having a joint board that can advise both the Agency and the City, on December 6, 2004, the Agency passed Resolution No. 04-8 URA disbanding the Downtown Development Advisory Board, and on December 6, 2004, the City enacted ordinance No. 49-04 repealing the provisions in SRC Chapter 7 that created the Downtown Parking Advisory Board.

(i) On October 14, 2013, the Salem City Council adopted Resolution No. 2013-68, which adopted Initiative Petition No. 001-2013-IP. The effect of the resolution was to amend Salem Revised Code Chapter 7 to cap any increase in the Downtown Parking District annual assessment to the less of the percentage increase in the Portland, Oregon CPI for the preceding calendar year or 2%.

(j) On July 25, 2016, The Agency Board and the City Council, upon recommendation of the Boards and Commissions Appointment Committee, approved an amendment to this Agreement removing the ex-officio members of the Board (representing the Salem Planning Commission and Housing and Community Development Advisory Committee); modifying the six City Council appointments to change the representative of the Downtown Parking District to the Riverfront Downtown URA. Staff has also identified other necessary updates to references to the Salem Revised Code (SRC 2.1590 and 2.540).

(i)(k) ORS 190.010 and ORS 457.320 authorize the City and the Agency, and the City and the Agency desire, to enter into an intergovernmental agreement providing for the creation of a joint advisory board, which will advise the Agency on matters related to urban renewal and tax increment fund allocations and advise the City on matters related to the Downtown Parking District and the Parking Fund.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND OBLIGATIONS SET OUT HEREIN, THE PARTIES AGREE AS FOLLOWS:

**Section 1: Establishment of Downtown Advisory Board**

**1.1 Title.** The newly established joint advisory board shall be named the "Downtown Advisory Board" (DAB) and shall be subject to SRC 2.530 to 2.657.

**1.2 Duties.** The duties of the DAB shall be as follows:

A. policy recommendations to the Agency Board regarding implementation of the



- Riverfront-Downtown Urban Renewal Plan.
- B. make recommendations for amendments to the Agency Board regarding the Riverfront-Downtown Urban Renewal Plan.
  - C. make recommendations to the Agency Board on tax increment fund allocations including the priority, scope and scale of urban renewal projects within the Riverfront-Downtown Urban Renewal Area.
  - D. make recommendations to the Agency Board regarding applications for federal and state funding for programs to be implemented in the renewal area.
  - E. provide monitoring and recommendations on courses of action relating to state and federal legislation and programs affecting implementation of renewal project priorities.
  - F. review and make recommendations to the City Council on the annual budget for the operation of the Downtown Parking District. This will include a recommendation for the rate of ad valorem and business-and-occupation taxation that the DAB believes is necessary to finance the operation of the parking program during the immediately ensuing fiscal year.
  - G. make policy recommendations to the City Council on the operation of the Downtown Parking District including tax assessment methodology and general strategies for downtown parking management.

### 1.3 Organization, Composition, and Representation.

- A. The Downtown Advisory Board shall be comprised of eleven voting members as follows:

Number of Positions/ Appointing Body	Representation
1- Agency	Downtown Resident or person representing the interests of residents within the Riverfront-Downtown Urban Renewal Area.
1- Agency	Salem community At-Large. This member must not have a business or own property within the Riverfront-Downtown Urban Renewal Area.
1- Agency	Person representing an institutional organization including the State of Oregon, Marion County, Salem Area Transit District, Willamette University, a non-profit organization providing services within the Riverfront-Downtown Urban Renewal Area, or Salem Hospital.
1- Agency 1- Council	Real estate development or banking/financial professionals, where at least one appointment pay parking fees into the

	Downtown Parking District.
6- Council	Business owner or property owner within the RDURA. In the case of property owners, preference will be given to those who pay, or have tenants who pay, parking fees.

- A. The DAB shall elect a chairman and a vice-chairman from among its members who shall hold office at the pleasure of the DAB.
- B. The DAB may establish and alter rules or bylaws for its own internal government and procedure consistent with this Agreement, the laws of the State of Oregon, the Salem City Charter and ordinances of the City, and plans and resolutions of the Agency.
- C. Where not inconsistent with the DAB's bylaws or rules, or where DAB's bylaws or rules are silent or have not been adopted, ROBERT'S RULES OF ORDER NEWLY REVISED (10th Ed., 2000), shall apply

**1.4 Board Member Terms and Frequency of Meetings.** The DAB shall meet at least once quarterly at a time and place that it specifies at least five days in advance. The DAB may meet more often as needed and at other times in accordance with its rules. All meetings of the DAB shall be open to the public. Term of office shall be three years, or until a successor is appointed. To ensure staggered terms, three members shall be appointed for one year, three members appointed for two years, and five members appointed for three years. Term periods will begin on January 1, 2005. Vacancies of City positions shall be filled by the Council pursuant to SRC 2.540. Vacancies of Agency positions shall be filled by a majority vote of the Board. Members of the DAB may be reappointed, except that a member who has served two full three year terms may not be reappointed until after the expiration of one full year from the date of term expiration.

**1.5 Ethics.** Members of the DAB are "public officials" as defined by state law, and are subject to ethics provisions of SRC Chapter 12 and ORS Chapter 244.

**Section 2: Duties of the City.** The City shall provide meeting room facilities, and will fund a proportional share based on annual budget for cost allocation expenses, support staff, and other costs for DAB support. In so doing, the City shall provide such services in accordance with this Agreement, and in compliance with the laws of the State of Oregon, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316 and 279.320, which by this reference are made a part hereof.

**Section 3: Duties of the Agency.** The Agency shall provide funds to pay the proportional share based on annual budget for cost allocation expenses, support staff, and other costs for DAB support. In so doing, the Agency shall provide such services in accordance with this Agreement, and in compliance with the laws of the State of Oregon, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316 and 279.320, which by this reference are made a part hereof.

**Section 4: Term and Termination.** This Agreement shall become effective upon the date of the last signature hereon, and Either party may terminate this Agreement upon giving written notice not less than thirty (30) days to the other party. This Agreement may be terminated immediately upon mutual agreement of the parties.

**Section 5: Indemnification.** City agrees to hold the Agency harmless from all claims, suits, or actions of whatsoever nature which arise out of or result from the negligent or intentional acts of the City's officials, employees and agents providing services pursuant to this Agreement. The Agency agrees to hold the City harmless from all claims, suits, or actions of whatsoever nature which arise out of or result from the negligent or intentional acts of the Agency's officials, employees and agents providing services pursuant to this Agreement.

**Section 6: Insurance.** Each party shall maintain in force, at its own expense, worker's compensation insurance for all covered workers of that party in compliance with ORS 656.017, and general liability insurance in amounts not less than the amounts provided under the Oregon Tort Claims Act.

**Section 7: Modification.** This Agreement may not be altered, modified, supplemented, or amended in any manner whatsoever except by mutual agreement of the parties in writing. Any such alteration, modification, supplementation, or amendment, if made, shall be effective only in the specific instance and for the specific purpose given, and shall be valid and binding only if signed by the parties.

**Section 8: Waiver.** No provision of this Agreement may be waived except in writing by the party waiving compliance. No waiver of any provision of this Agreement shall constitute waiver of any other provision, whether similar or not, nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or of any other provision.

**Section 9: Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

**Section 10: Entire Agreement.** This Agreement sets forth the entire understanding between the parties with respect to the subject matter of this Agreement, and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

IN WITNESS WHEREOF, the execution of which having been first duly authorized according to law.

Steven D. Powers  
City of Salem

08/26/2016  
Date

Steven D. Powers  
Urban Renewal Agency for the City of Salem

08/26/2016  
Date

# City of Salem

## Downtown Advisory Board

### Purpose and Operating Principles

#### Downtown Advisory Board Charge

The Downtown Advisory Board (DAB) is charged with advising the Salem City Council on matters relating to the Downtown Parking District and Parking Fund and advising the City of Salem Urban Renewal Agency Board on matters pertaining to urban renewal and tax increment fund allocations for the Riverfront-Downtown Urban Renewal Area. Recommendations on policy and budget matters related to the Downtown Parking District and Parking Fund will be made to the City Council for consideration, deliberation and action. Recommendations pertaining to policy, budget and implementation of urban renewal projects will be made to the Urban Renewal Agency Board for consideration, deliberation and action.

#### DAB Membership and Terms

The DAB is comprised of eleven voting members and two non-voting ex-officio members, serving a term of three years or until a successor is appointed<sup>1</sup>, representing:

- **Downtown Residents** - a resident of or person representing the interests of residents within the Riverfront-Downtown Urban Renewal Area (*1 Agency appointment*)
- **Salem Community At-Large** - this member must not have a business or own property within the Riverfront-Downtown Urban Renewal Area (*1 Agency appointment*)
- **Institutional Organization** - person representing an institutional organization including the State of Oregon, Marion County, Salem Area Transit District, Willamette University, a non-profit organization providing services within the Riverfront-Downtown Urban Renewal Area, or Salem Hospital (*1 Agency appointment*)
- **Real Estate Development or Banking/Financial Professional** - person representing real estate development or banking/financial professionals, at least one appointment must pay parking fees into the Downtown Parking District (*1 Agency and 1 Council appointment*)
- **Business or Property Owner** - business or property owner within the Downtown Parking District. In the case of property owners, preference will be given to those who pay, or have tenants who pay, parking fees. (*6 Council appointments*)
- **Non-Voting Ex-Officio Members** - representing the Salem Planning Commission and the Housing and Community Development Advisory Committee. (*2 Agency appointments*)

Vacancies of Council appointments shall be filled pursuant to SRC 2.545. Vacancies of Agency appointments shall be filled by a majority of the Agency Board. Members of the DAB may be reappointed, except that a member who has served two full three-year terms may not be reappointed until after the expiration of one full year from the date of term expiration.

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<sup>1</sup> For the first term of appointment, three members shall be appointed for one year; three members appointed for two years; and five members appointed for three years. Members' terms expiration will be determined by drawing.

## **DAB Duties**

### **Make recommendations to the Agency Board regarding:**

- **Policy issues** related to the implementation of or amendments to the Riverfront-Downtown Urban Renewal Area Plan;
- **Tax increment** fund allocations - including the priority, scope and scale of urban renewal projects within the Riverfront-Downtown Urban Renewal Area
- **Applications** for federal and state funding for programs to be implemented in the renewal area; and
- **Monitoring** and potential courses of action relating to state and federal legislation and programs affecting implementation of renewal project priorities.

### **Make recommendations to the City Council regarding:**

- Annual budget for the operation of the Downtown Parking District - including the rate of ad valorem and business-and-occupation taxation viewed as necessary to finance the operation of the parking program during the immediately ensuing fiscal year;
- Policy issues affecting the Downtown Parking District;
- **Consider** complaints referred to the Board from the City Manager, or designee.

## **Schedule**

- At its first meeting of the year, the DAB will determine an appropriate schedule to accommodate its annual work plan, and a regular meeting day and time to meet the majority of members' scheduling availability. At a minimum, the DAB must meet at least quarterly.
- The **place** and time of DAB meetings must be specified no later than five days in advance of the meeting.

## **Board Member Responsibilities**

- Regularly attend DAB meetings and contribute constructively to DAB discussion.
- Consider **and** discuss issues from a Citywide perspective, as well as that of particular stakeholders.
- **Understand** and be able to articulate the DAB's purpose, responsibilities, and work plan.
- Assist in **defining** the DAB's annual issue agenda and work plan priorities, based on input from Council, Agency Board, and constituency groups.
- **Communicate** and coordinate with member's constituent group to (a) represent the group's perspective on key issues; and (b) convey information from the DAB back to stakeholders.
- Review and provide comments on draft reports and recommended policies.

## **DAB Operating Principles**

- **DAB procedures shall be governed by Robert's Rules of Order, 10<sup>th</sup> Edition, SRC 2.655 (Boards and Commissions - Bylaws), applicable laws of the State of Oregon, and the Intergovernmental Agreement creating the DAB.**
- **The DAB will strive to reach consensus on matters under consideration.** All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach a consensus on recommendations.

- **DAB members will communicate questions, issues, and suggestions to staff.** Staff will coordinate timely responses for Board consideration and further discussion. The DAB may communicate directly with the City Council or Agency Board on matters pertaining to the DAB's charge as provided for under Council and Agency Board procedures.
- DAB meetings will start at noon and end by 1:30 PM on the fourth Thursday of each month; a secondary meeting may be held on the second Thursday of the month as determined by the Chair.
- **Meeting summaries will be prepared following each meeting,** summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary. The meeting summary will record all motions including identification of the maker of the motion, member seconding the motion and resulting outcome. The summary shall be filed with the City Recorder.
- **DAB meetings are open to the public.** Meetings will be noted on the City's list of Meetings of Interest.
- **Order of Business. The order of business of each regular meeting shall be as follows:**
  - (1) Roll Call
  - (2) Approval of Agenda
  - (3) Approval of Minutes
  - (4) Report of Committees
  - (5) Public Comment
  - (6) Action Items
  - (7) Information Reports
  - (8) New Business
  - (9) Adjourn
- **Agenda.** Staff, along with the Board Chair, shall prepare an agenda for each meeting. Time limits will be placed on agenda items to ensure that meetings end on time. Extension of time shall be granted by consensus of the Board.
- **Reports to City Council and Agency Board.** The DAB shall provide, at least annually, a report to City Council and the Agency Board summarizing accomplishments related to implementation of City Council and Agency Board goals along with future objectives of the DAB for consideration of City Council and the Agency Board. The report shall be presented by the Chair of the DAB or designee.

## **Council Goals**

Each year the Council/Agency establishes low, medium and high priority goals for the City of Salem. Council/Agency goals regarding downtown revitalization, efficiency of government, infrastructure, and maintenance issues can form priorities for the DAB's work plan.

The DAB may revise the Purpose and Operating Principles by majority vote as deemed necessary within the parameters of the Intergovernmental Agreement between the City of Salem and the Urban Renewal Agency of the City of Salem.

PARK SALEM MONTHLY REPORT								
as of June 13, 2018								
Parking Resource Summary				Budget Summary	Actual	17-18 Budget	% of YTD**	
Total On-Street Parking Spaces		1,106		Liberty	\$246,860	\$262,200	94%	
Free Customer Unlimited Time Parking Spac		1,080		Chemeketa	\$181,907	\$199,380	91%	
Free Customer 30-Minute Spaces		32		Marion	\$160,414	\$175,910	91%	
Remaining spaces loading zone,ADA,motorcycle				Riverfront	\$16,550	\$23,850	69%	
		Total Parking Spaces	Total Free Customer Spaces	Free spaces as a % of total spaces	Total Number of Permits for Sale	Permits Sold	Permits sold as a % of total permits	
Liberty Parkade*		370	117	32%	430	309	72%	
Chemeketa Parkade*		619	297	48%	352	293	83%	
Marion Parkade*		1,052	505	50%	546	328	60%	
Riverfront Park		238	161	68%	103	61	59%	
*Daily permits are not factored into total number of permits for sale.								
Daily Permits Sold Liberty				115				
Daily Permits Sold Chemeketa				25				
Daily Permits Sold Marion				38				
Daily permits are not sold at Riverfront Lot								
Total Free Customer Spaces also include ADA and EV Designated Spaces								