

MINUTES

Downtown Advisory Board

Thursday, August 22, 2019–12:00 P.M.
Urban Development Conference Room
350 Commercial St NE

1. CALL TO ORDER

Call to Order and Roll Call: 12:04 PM

Roll Call: Hillary Banks; Brad Compton; Joshua Kay; Vincenzo Meduri; Scott McLeod; Laurie Miller; Aaron Terpening

Absent: Dana Vugteveen; Maria Palacio

Staff: Kristin Retherford, Anita Sandoval; Sheri Wahrgren; Kristen Straus; Allen Dannen

Introduction of new member: Joshua Kay

2. APPROVAL OF AGENDA

Motion: Move to approve the agenda for August 22, 2019, as presented

Motion by: Board Member Miller

Seconded by: Board Member McLeod

Action: Approved the agenda for August 22, 2019, as presented.

Vote: Aye: Unanimous **Motion PASSES**

3. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from June 27, 2019, as presented.

Motion by: Board Member Banks

Seconded by: Board Member McLeod

Action: Approved the Minutes from June 27, 2019; as presented.

Vote: Aye: Unanimous **Motion PASSES**

4. PUBLIC COMMENT on items not on the agenda –

a. Kirsten Straus: Historic Preservation Plan Update Survey

<http://bit.ly/preservesalem>

5. ACTION ITEMS –

Approval to increase Strategic Project Grant Program Budget

Handout: Adopted FY 2019-2020 Budget

Motion: Recommend to Agency Board to increase the Strategic Project Grant Program Budget by \$100,000 from the FY 2019-2020 Unspecified budget line.

Motion by: Board Member Miller

Seconded by: Board Member McLeod

Comments/Questions: Terpening, Miller, Meduri; Retherford

Action: Approve recommendation to Agency Board to increase the Strategic Project Grant Program Budget by \$100,000 from the FY 2019-2020 Unspecified budget line.

Vote: Aye: Unanimous **Motion PASSES**

a. **Approval to reduce the Strategic Project Grant maximum**

Motion: Recommend to Agency Board to reduce the Strategic Project Grant Maximum from \$50,000 to \$30,000

Motion by: Board Member Miller

Seconded by: Board Member McLeod

Comments/Questions: Compton

Action: Approve recommendation to Agency Board to reduce the Strategic Project Grant Maximum from \$50,000 to \$30,000

Vote: Aye: Unanimous **Motion PASSES**

6. INFORMATION REPORTS

- a. **Police Facility Update – Allen Dannen, Kristin Retherford**
Update on new SPD facility status and funding
Comments/Questions: Wahrgren
- b. **Division Street Transportation Improvements – Allen Dannen, Kristin Retherford**
Reviewed planned improvements to Division Street
Comments/Questions: Terpening, Wahrgren
- c. **Parking Information – Sheri Wahrgren**
Reviewed Pay Station data from the Muni-lot
Comments/Questions:
- d. **Alley Lighting Project – Sheri Wahrgren**
Update on pilot lighting project planned for the Electric Alley
Comments/Questions: Meduri
- e. **DAB Public meeting preparation**
Review agenda and logistics for the September 16 public meeting to be held in the Grand Ballroom at 187 Hight St NE
<https://www.cityofsalem.net/meetingdocs/downtown-advisory-board-agenda-2019-09-16.pdf>
Comments/Questions: Terpening; Meduri; Retherford; Wahrgren; Kay; Miller
- f. **“What’s happening?”**
 - i. Downtown Homeless Forum is planned for September 4. More information will be available soon.
 - ii. Rotary Multi Sport Riverfest is September 15. Registration: rotaryriverfestsalem.org
 - iii. Salem 50+ Poppers are being held all over downtown through September 19.
<https://www.cityofsalem.net/citydocuments/pop-up-downtown-classes.pdf>....
 - iv. Beginning August 7, everyone who owns or manages a place where people gather (like restaurants, offices and stores) must turn on closed captioning for at least 50% of the televisions or streaming media devices in each public area during regular business hours.
<https://www.cityofsalem.net/Pages/new-closed-caption-requirements-for-businesses-beginning-august-7.aspx>

7. **ADJOURN** - 1:38 p.m. Next Meeting: September 26, 2019

PARK SALEM MONTHLY REPORT

as of August 19, 2019

Parking Resource Summary		Budget Summary		Actual	19-20 Budget	% of YTD**	
Total On-Street Parking Spaces	1,106	Liberty	\$47,524	\$258,360	18%		
Free Customer Unlimited Time Parking Spaces	1,080	Chemeketa	\$27,157	\$195,010	14%		
Free Customer 30-Minute Spaces	32	Marion	\$27,056	\$179,990	15%		
<i>Remaining spaces loading zone,ADA,motorcycle</i>		Riverfront	\$1,960	\$21,830	9%		

	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	106	29%	431	359		83%
Chemeketa Parkade*	619	281	45%	364	303		83%
Marion Parkade*	1,052	525	50%	564	340		60%
Riverfront Park	238	160	67%	104	49		47%

*Daily permits are not factored into total number of permits for sale.

Daily Permits Sold Liberty	40
Daily Permits Sold Chemeketa	105
Daily Permits Sold Marion	42
Daily permits are not sold at Riverfront Lot	

	Total Parking Spaces	Average Parking Time	July Revenue	Actual Revenue to Date <i>(established 4/1/2019)</i>
Municiple Parking Lot	29	1 hour 48 minutes	\$5,073.82	\$21,709.21

handact 8/22/19

RIVERFRONT/DOWNTOWN REVENUE AND EXPENDITURES
DRAFT REVENUE AND EXPENDITURE PROJECTIONS

<u>CONSTRUCTION FUND</u>		Adopted	Adjustments	Updated
		FY 19-20	FY 19-20	FY 19-20
<u>RESOURCES</u>				
Beginning Fund Balance		17,253,000	0	17,253,000
Short Term Bond Proceeds		7,500,000	0	7,500,000
Principal and Interest on Commercial Loans		49,720	0	49,720
Interest Income		75,000	0	75,000
Receipt of TOT Funds for Marketing		300,090	0	300,090
Transfer of reserves no longer required		0	0	0
Other		0	0	0
Total Resources		25,177,810	0	25,177,810
<u>EXPENDITURES</u>				
Project Coordination/Support	682000	453,920	0	453,920
Indirect Cost Allocation Plan	682000	48,800	0	48,800
Conference Center Insurance	682000	36,120	0	36,120
Capital Improvement Grant Program	682018	7,050,000	-1,300,000	5,750,000 ¹⁾
Conference Center Marketing	682023	300,090	0	300,090
North Downtown Investment Strategy	682070	56,830	0	56,830
Streetscape Improvement & Design Program	682083	2,489,230	-693,000	1,796,230
Alley Improvements	682086	499,000	0	499,000
Dual Turn Lane Removal and Curb Extensions	682087	221,440	0	221,440
State Street Two Way Conversion	682089	200,000	0	200,000
North Block Public Feasibility and Design	682090	240,000	0	240,000
Zoning Review	682091	65,000	0	65,000
Property Acquisition - UGM & Saffron	682093	1,675,000	0	1,675,000
Union Street Bike Friendly Phase B	682094	1,500,000	0	1,500,000
Division Street Improvements	682095	3,260,000	633,000	3,893,000
High Speed Broadband	682096	125,000	0	125,000
Strategic Project Grant Program	682097	264,000	0	264,000 ²⁾
Police Station Improvements	682098	2,085,000	2,660,000	4,745,000
SCC Expansion Cost Benefit Analysis	682101	80,000	0	80,000
Capital Improvement Loan Program	multiple	94,500	0	94,500
Homeless Solutions Task Force Project(s)	multiple	2,500,000	0	2,500,000
Committed to Future Projects	none	1,933,880	-1,300,000	633,880
Total Expenditures		25,177,810	0	25,177,810

1) As of 8/8/19, \$3.2 million is uncommitted
2) As of 8/8/19, \$57,418 is uncommitted

DOWNTOWN PARKING FUND
(170-64-30-10-00)
FY 2019-20

Department: Urban Development
 Cost Center: Downtown Parking
 Cost Center No: 64-30-10

		Adopted FY 2018-19	Adopted FY 2019-20
RESOURCES			
Beginning Fund Balance		344,370	196,370
Operating Revenues			
Parking tax collections		428,880	410,570
Parking permits		670,930	665,190
Interest		10,000	7,500
Other revenue/bad debt recovery		5,000	3,500
<i>Total Operating Revenues</i>		1,114,810	1,086,760
TOTAL RESOURCES		1,459,180	1,283,130
EXPENDITURES			
Regular Maintenance/Operation of Structures:			
Insurance	631002	31,250	34,350
Electricity	631003	70,710	71,350
Routine maintenance - Chemeketa	631006	113,360	109,980
Routine maintenance - Liberty	631007	43,410	42,430
Routine maintenance - Marion	631008	77,790	89,210
Striping, meters, signage (Transportation)	631009	700	700
Landscape maintenance (Parks)	631010	500	500
Miscellaneous downtown repairs	631050	5,000	5,000
<i>Total Regular Maintenance and Operation</i>		342,720	353,520
Maintenance of District:			
Refuse disposal	631005	31,500	32,000
Refuse container maintenance/misc repairs	631005	860	610
<i>Total Maintenance of Parking District</i>		32,360	32,610
Police			
Police Services Provided Downtown	631077	323,860	340,020
<i>Total Police</i>		323,860	340,020
Administration and Overhead			
Administration and board support (Urban Development)	631000	51,940	53,890
Indirect Cost Allocation Plan	631001	165,130	199,950
Parking permit administration (Comm Development)	631051	67,600	66,060
<i>Total Administration and Overhead</i>		284,670	319,900
Contracted Services			
Marketing and promotions	631100	25,890	0
Flower basket watering	631102	11,470	0
Seasonal Banners	631090	9,800	0
Downtown services (to be determined)	631100	0	22,460
Parking Sensor Maintenance	-	0	5,000
Downtown Clean Team	631098	92,940	69,070
<i>Total Contracted Services</i>		140,100	96,530
Bad Debt Write Off	631086	35,000	35,000
Capital Reserve Fund	631099	100,000	0
Total Operating Expenditures		1,258,710	1,177,580
CONTINGENCIES		200,470	105,550
TOTAL EXPENDITURES		1,459,180	1,283,130
ENDING BALANCE		0	0