



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 at least two business days in advance (TTD/TTY 503-588-6439).

Downtown Advisory Board

Board Members

Aaron Terpening, Chair
Linda Nishioka
Brad Compton
Tyson Giza
Hilary Holman-Kidd
Joshua Kay, Vice-Chair
Vincenzo Meduri
Scott McLeod
Dana Vugteveen
Laurie Miller

City Staff

Sheri Wahrgren, Downtown Revitalization
Rebecca Ziegler, Project Manager
Jamie Corff, Project Coordinator
Anita Sandoval, Supervisor
www.cityofsalem.net

Next Meeting:

February 27, 2020

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 February 13, 2020

12:00 p.m. – 1:30 p.m.

UD Conference Room

350 Commercial St NE

1. Opening exercises
2. Approval of Agenda
3. Approval of Minutes from January 23, 2020
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. None
6. Information Reports
 - a. Overview of Draft FY 2020-21 Parking Fund Budget
7. What's Happening Downtown
8. Adjournment

MINUTES

Downtown Advisory Board

Thursday, January 23, 2020–12:00 P.M.
Urban Development Conference Room
350 Commercial St NE

1. CALL TO ORDER

Call to Order and Roll Call: 12:02 PM

Roll Call: Brad Compton; Tyson Giza; Joshua Kay; Hilary Holman-Kidd; Scott McLeod; Laurie Miller; Linda Nishioka; Aaron Terpening; Vincenzo Meduri; Dana Vugteveen

Absent:

Staff: Jerry Moore; Kristin Retherford; Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler

Guests: Jean Hendron

2. APPROVAL OF AGENDA

Motion: Move to approve the agenda for January 23, 2020, as presented

Motion by: Board Member Vugteveen

Seconded by: Board Member Kay

Action: Approved the agenda for January 23, 2020, as presented.

Vote: Aye: Unanimous **Motion PASSES**

3. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from December 5, 2019, as presented.

Motion by: Board Member Kay

Seconded by: Board Member Nishioka

Action: Approved the Minutes from December 5, 2019; as presented.

Vote: Aye: Unanimous **Motion PASSES**

4. PUBLIC COMMENT on items not on the agenda –

a. Jean Hendron, West Linn

5. ACTION ITEMS

a. Election of Officers

Comments/Questions:

Motion: Move to nominate and re-elect Aaron Terpening as Chair; and elect Joshua Kay as Vice-chair.

Motion by: Board Member Vugteveen

Seconded by: Board Member Nishioka

Action: Approved the elections of Aaron Terpening as Chair and Joshua Kay as Vice-Chair.

Vote: Aye: Unanimous **Motion PASSES**

6. INFORMATION REPORTS

a. Overview of City's Proposal to Increase Revenue – Kristin Retherford, UD Director and Jerry Moore, SPD Chief

<https://www.cityofsalem.net/Pages/revenue-to-fund-essential-city-services.aspx>

Comments/Questions: Terpening; Vugteveen; Meduri; Nishioka; Kay; Giza; Compton; Wahrgren

b. Center 50+ AARP community challenge grant review – Rebecca Ziegler

Comments/Questions: Meduri

7. “WHAT’S HAPPENING DOWNTOWN?”

i.

8. ADJOURN – 1:36 p.m. Next Meeting: February 13, 2020

**DOWNTOWN PARKING STRUCTURES CAPITAL FUND
FY 2017-18 THRU FY 2024-25**

DRAFT

		ACTUAL FY 2017-18	ACTUAL FY 2018-19	PROJECTED FY 2019-20	PROJECTED FY 2020-21	PROJECTED FY 2021-22	PROJECTED FY 2022-23	PROJECTED FY 2023-24	PROJECTED FY 2024-25
<u>RESOURCES</u>									
Beginning Fund Balance		817,876	1,244,040	1,368,899	1,430,786	1,580,786	755,786	10,786	(319,214)
<u>Revenue</u>									
Transfer from Parking Fund		300,000	100,000	-	-	-	-	-	-
Transfer from Leasehold Fund		200,000	200,000	400,000	150,000	250,000	200,000	200,000	200,000
Energy Trust of Oregon Rebates		-	28,708	-	-	-	-	-	-
Interest		7,000	23,961	-	-	-	-	-	-
<i>Total Revenues</i>		507,000	352,669	400,000	150,000	250,000	200,000	200,000	200,000
TOTAL RESOURCES		1,324,876	1,596,710	1,768,899	1,580,786	1,830,786	955,786	210,786	(119,214)
<u>EXPENDITURES</u>									
Chemeketa Parkade Deck Renovation	649400	50,000	-	-	-	-	-	-	-
Marion Parkade Masonry Repair	649401	26,779	-	-	-	-	-	-	-
Marion Parkade Storefront Renovation	649402	-	-	-	-	-	-	-	-
Chemeketa and Liberty Parkade Lighting	649403	4,057	168,156	-	-	-	-	-	-
Chemeketa Parkade - CMU Wall	649404	-	26,157	4,000	-	-	-	-	-
Liberty Parkade Lighting System	649403	-	-	-	-	-	-	-	-
Marion Parkade Exterior Masonry	649408	-	9,613	157,998	-	-	-	-	-
Marion Fiber Network and Fiber Installation	649407	-	23,885	66,115	-	-	-	-	-
Chemeketa Parkade Chiller Replacement	649409	-	-	35,000	-	-	-	-	-
Chemeketa Parkade Sensor Installation	649410	-	-	75,000	-	-	-	-	-
Chemeketa Parkade Exterior Paint and Awnings	CIP 739	-	-	-	-	450,000	-	-	-
Liberty Parkade Exterior Paint	CIP 740	-	-	-	-	-	320,000	-	-
Marion Parkade Storefront & Glass Canopy Ph 1	CIP 744	-	-	-	-	75,000	-	-	-
Marion Parkade Storefront & Glass Canopy Ph 2	CIP 744	-	-	-	-	-	625,000	-	-
Marion Parkade Repaint Interior CMU Walls	CIP 742	-	-	-	-	50,000	-	-	-
Chemeketa Parkade Replacement of Atrium	-	-	-	-	-	500,000	-	-	-
Chemeketa Parkade Expansion Joint Repair	CIP 528/529	-	-	-	-	-	-	190,000	-
Marion Parkade Deck Coating and Sealing - Roof	CIP 745	-	-	-	-	-	-	-	185,000
Marion Parkade Roof Deck Joint Replacement	CIP 884	-	-	-	-	-	-	140,000	-
Liberty Parkade Chiller Replacement	CIP 883	-	-	-	-	-	-	200,000	-
TOTAL EXPENDITURES		80,836	227,811	338,113	-	1,075,000	945,000	530,000	185,000
Ending Fund Balance		1,244,040	1,368,899	1,430,786	1,580,786	755,786	10,786	(319,214)	(304,214)

DOWNTOWN PARKING FUND
(170-64-30-10-00)
PRELIMINARY DRAFT FY 2020-21

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

		ADOPTED FY 2019-20	PROJECTED FY 2019-20	PROJECTED FY 2020-21
<u>RESOURCES</u>				
Beginning Fund Balance		196,370	186,451	185,564
<u>Operating Revenues</u>				
Parking tax collections		410,570	421,076	415,000
Parking permits/parking rent		665,190	670,000	680,000
Meter revenue		0	75,000	75,000
Interest		7,500	7,500	7,500
Other revenue/bad debt recovery		3,500	0	0
	3	1,086,760	1,173,576	1,177,500
TOTAL RESOURCES		1,283,130	1,360,026	1,363,064
<u>EXPENDITURES</u>				
<u>Regular Maintenance/Operation of Structures:</u>				
Insurance	631002	34,350	34,350	34,350
Electricity	631003	71,350	61,812	62,500
Routine maintenance - Chemeketa	631006	109,980	109,980	117,830
Routine maintenance - Liberty	631007	42,430	42,430	45,500
Routine maintenance - Marion	631008	89,210	89,210	97,230
Fire riser/valve replacement - Chemeketa	-	0	0	10,800
Striping, meters, signage (Transportation)	631009	700	0	1,000
Landscape maintenance (Parks)	631010	500	0	500
Miscellaneous downtown repairs	631050	5,000	2,500	5,000
<i>Total Regular Maintenance and Operation</i>		353,520	340,282	374,710
<u>Maintenance of District:</u>				
Refuse disposal/refuse container maintenance	631005	32,610	32,000	33,000
<i>Total Maintenance of Parking District</i>		32,610	32,000	33,000
<u>Police</u>				
Police Services Provided Downtown	631077	340,020	340,020	350,260
<i>Total Police</i>		340,020	340,020	350,260
<u>Administration and Overhead</u>				
Administration and board support (Urban Development)	631000	53,890	35,000	45,000
Indirect Cost Allocation Plan	631001	199,950	199,950	219,670
Parking permit administration (Comm Development)	631051	66,060	66,060	74,240
<i>Total Administration and Overhead</i>		319,900	301,010	338,910
<u>Contracted Services</u>				
Contracted services (marketing, promotion, beautification)	631100	22,460	22,460	0
Parking Sensor Maintenance	-	5,000	0	0
Downtown services (Downtown Clean Team)	631098	69,070	69,070	75,000
Downtown services (additional pressure washing)		30,000	30,000	0
Downtown Parking-Holiday	631090		1,120	3,500
Parking Security Services	631103		3,500	3,500
<i>Total Contracted Services</i>		126,530	126,150	82,000
<u>Capital Reserve Transfer</u>				
	631099	0	0	0
<u>Bad Debt Write Off</u>				
	631086	35,000	35,000	35,000
Total Operating Expenditures		1,207,580	1,174,462	1,213,880
CONTINGENCIES			0	0
TOTAL EXPENDITURES		1,207,580	1,174,462	1,213,880
ENDING BALANCE		75,550	185,564	149,184

Potential Revenue from Permit Increases

\$2.00 Increase per Permit Type		\$3.00 Increase per Permit Type		\$5.00 Increase per Permit Type		Staff Recommendation - \$2 except \$0 for Riverfront lot	
<u>Riverfront Lot</u>		<u>Riverfront Lot</u>		<u>Riverfront Lot</u>		<u>Riverfront Lot</u>	
Current Fee per Month - Full Time	20	Current Fee per Month - Full Time	20	Current Fee per Month - Full Time	20	Current Fee per Month - Full Time	20
Proposed Fee per Month - Full Time	22	Proposed Fee per Month - Full Time	23	Proposed Fee per Month - Full Time	25	Proposed Fee per Month - Full Time	20
Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year	
Potential Revenue Increase	1,464	Potential Revenue Increase	2,196	Potential Revenue Increase	3,660	Potential Revenue Increase	-
<u>Liberty Parkade</u>		<u>Liberty Parkade</u>		<u>Liberty Parkade</u>		<u>Liberty Parkade</u>	
Current Fee per Month - Full Time	74	Current Fee per Month - Full Time	74	Current Fee per Month - Full Time	74	Current Fee per Month - Full Time	74
Proposed Fee per Month - Full Time	76	Proposed Fee per Month - Full Time	77	Proposed Fee per Month - Full Time	79	Proposed Fee per Month - Full Time	76
Current Fee per Month - Part Time	42	Current Fee per Month - Part Time	42	Current Fee per Month - Part Time	42	Current Fee per Month - Part Time	42
Proposed Fee per Month - Part Time	44	Proposed Fee per Month - Part Time	47	Proposed Fee per Month - Part Time	47	Proposed Fee per Month - Part Time	44
Current Fee per Month - Motorcycle	27	Current Fee per Month - Motorcycle	27	Current Fee per Month - Motorcycle	27	Current Fee per Month - Motorcycle	27
Proposed Fee per Month - Motorcycle	29	Proposed Fee per Month - Motorcycle	30	Proposed Fee per Month - Motorcycle	32	Proposed Fee per Month - Motorcycle	29
Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year	
Potential Revenue Increase	7,584	Potential Revenue Increase	11,376	Potential Revenue Increase	18,960	Potential Revenue Increase	7,584
<u>Chemeketa Parkade</u>		<u>Chemeketa Parkade</u>		<u>Chemeketa Parkade</u>		<u>Chemeketa Parkade</u>	
Current Fee per Month - Covered Full Time	64	Current Fee per Month - Covered Full Time	64	Current Fee per Month - Covered Full Time	64	Current Fee per Month - Covered Full Time	64
Proposed Fee per Month - Covered Full Time	66	Proposed Fee per Month - Covered Full Time	67	Proposed Fee per Month - Covered Full Time	69	Proposed Fee per Month - Covered Full Time	66
Current Fee per Month - Uncovered Full Time	56	Current Fee per Month - Uncovered Full Time	56	Current Fee per Month - Uncovered Full Time	56	Current Fee per Month - Uncovered Full Time	56
Proposed Fee per Month - Uncovered Full Time	58	Proposed Fee per Month - Uncovered Full Time	59	Proposed Fee per Month - Uncovered Full Time	61	Proposed Fee per Month - Uncovered Full Time	58
Current Fee per Month - Part Time	35	Current Fee per Month - Part Time	35	Current Fee per Month - Part Time	35	Current Fee per Month - Part Time	35
Proposed Fee per Month - Part Time	37	Proposed Fee per Month - Part Time	38	Proposed Fee per Month - Part Time	40	Proposed Fee per Month - Part Time	37
Current Fee per Month - Motorcycle	24	Current Fee per Month - Motorcycle	24	Current Fee per Month - Motorcycle	24	Current Fee per Month - Motorcycle	24
Proposed Fee per Month - Motorcycle	26	Proposed Fee per Month - Motorcycle	27	Proposed Fee per Month - Motorcycle	29	Proposed Fee per Month - Motorcycle	26
Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year	
Potential Revenue Increase	7,080	Potential Revenue Increase	10,620	Potential Revenue Increase	17,700	Potential Revenue Increase	7,080
<u>Marion Parkade</u>		<u>Marion Parkade</u>		<u>Marion Parkade</u>		<u>Marion Parkade</u>	
Current Fee per Month - Covered Full Time	60	Current Fee per Month - Covered Full Time	60	Current Fee per Month - Covered Full Time	60	Current Fee per Month - Covered Full Time	60
Proposed Fee per Month - Covered Full Time	62	Proposed Fee per Month - Covered Full Time	63	Proposed Fee per Month - Covered Full Time	65	Proposed Fee per Month - Covered Full Time	62
Current Fee per Month - Uncovered Full Time	40	Current Fee per Month - Uncovered Full Time	40	Current Fee per Month - Uncovered Full Time	40	Current Fee per Month - Uncovered Full Time	40
Proposed Fee per Month - Uncovered Full Time	42	Proposed Fee per Month - Uncovered Full Time	43	Proposed Fee per Month - Uncovered Full Time	45	Proposed Fee per Month - Uncovered Full Time	42
Current Fee per Month - Part Time	28	Current Fee per Month - Part Time	28	Current Fee per Month - Part Time	28	Current Fee per Month - Part Time	28
Proposed Fee per Month - Part Time	30	Proposed Fee per Month - Part Time	31	Proposed Fee per Month - Part Time	33	Proposed Fee per Month - Part Time	30
Current Fee per Month - Motorcycle	24	Current Fee per Month - Motorcycle	24	Current Fee per Month - Motorcycle	24	Current Fee per Month - Motorcycle	24
Proposed Fee per Month - Motorcycle	26	Proposed Fee per Month - Motorcycle	27	Proposed Fee per Month - Motorcycle	29	Proposed Fee per Month - Motorcycle	26
Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year		Average # of permits sold per year	
Potential Revenue Increase	7,800	Potential Revenue Increase	11,700	Potential Revenue Increase	19,500	Potential Revenue Increase	7,800
Total Potential Revenue Increase	23,928	Total Potential Revenue Increase	35,892	Total Potential Revenue Increase	59,820	Total Potential Revenue Increase	22,464