

MINUTES
Downtown Advisory Board
Thursday, February 25, 2021–12:00 P.M.
Virtual Meeting
[YouTube](#)

1. CALL TO ORDER

Call to Order and Roll Call: 12:03 PM

Roll Call: Aaron Terpening; Brad Compton; Tyson Giza; Joshua Kay-Chair; Linda Nishioka-Vice Chair; Jordan Truitt; Charles Weathers

Absent: Vincenzo Meduri; Scott McLeod

Staff: Sheri Wahrgren; Rebecca Ziegler; Anita Sandoval; Kali Leinenbach

APPROVAL OF AGENDA

Motion: Move to approve the agenda for February 25,2021, as presented.

Motion by: Board Member Terpening

Seconded by: Board Member Nishioka

Action: Approved the agenda for February 25,2021, as presented.

Vote: Aye: Unanimous **Motion PASSES**

2. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from February 11,2021, as presented

Motion by: Board Member Terpening

Seconded by: Board Member Nishioka

Action: Approved the Minutes from February 11,2021, as presented.

Vote: Aye: Unanimous **Motion PASSES**

3. ACTION ITEMS

a. Downtown Advisory Boards FY 21-22 Parking Fund recommendation to City Council

Comments/Questions: Wahrgren, Terpening, Nishioka

Motion: Decline to recommend a FY 21-22 Parking Fund budget until such time as DAB is presented with a balanced budget for consideration

Motion by: Board Member Terpening

Seconded by: Board Member Nishioka

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

Motion: Recommend no increase in the FY 21-22 Parking Tax rate

Motion by: Board Member Terpening

Seconded by: Board Member Nishioka

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

4. INFORMATION REPORTS

a. Draft 2021-22 Riverfront-Downtown Urban Renewal Budget

Comments/Questions: Wahrgren; Terpening; Nishioka; Kay

Staff will bring back more information and a draft budget for consideration at the March 11 meeting.

5. What's Happening Downtown!

a. n/a

6. ADJOURN – 1:33 p.m.

Next Meeting: March 11, 2021




MEMORANDUM

Urban Development Department

DATE: February 25, 2020

TO: Downtown Advisory Board

FROM:  Sheri Wahrgren, Downtown Revitalization Manager

SUBJECT: FY 21-22 Proposed Riverfront-Downtown Urban Renewal Area (RDURA) Projects

In preparation for the FY 2021-22 RDURA budget discussion, a draft budget is being provided, along with this memorandum that provides a brief description of new projects being proposed for Agency Board consideration.

The budget also includes carryover of funds from this year, along with additional funding for projects that have received support for continued funding for several years. For example, Capital Improvement Grant Program, Strategic Grant Program, and Streetscape.

New Projects Proposed for FY 2021-22 RDURA Funding

Alley Entranceways/\$80,000

Design/Fabrication/Installation of a metal archways to replace metal armatures that hold up wisteria and alley lights currently attached to historic buildings that are broken or detaching from buildings.

Redevelopment Planning and Site Preparation UGM/Saffron/\$550,000

Estimated demolition costs for UGM/Saffron buildings.

Portland Loo/\$100,000

In order to provide a long term public toilet option for Marion Square Park, a Portland Loo is scheduled to be ordered in FY 20-21 at \$180,000. The FY 21-22 budget includes an additional \$100,000 to cover the costs for site preparation, utilities and installation of the Building.

The Portland Loo is a stand along public toilet that was a designed to prevent problems that commonly occur in public toilets such as crime and vandalism. A Portland Loo is made of materials

Parkade Improvement Design/\$100,000

Chemeketa, Marion and Liberty Parkades, have seen an increase in vandalism to the structures, crime and trash. These issues have resulted in the need for additional cleaning services and security to help mitigate the impacts to the parking structures, customers and permit holders. This was reflected in the increased maintenance and cleaning costs represented in the FY 20-21 and proposed 21-22 Parking Fund Budgets.

This project would pay for consulting services to identify potential improvements to the parking structures that would help reduce the costs associated with these issues. Representatives from the Salem Police Department and Facilities staff will be encouraged to participate in this process.

Adaptive Reuse Consulting Services/\$50,000

Currently there are three large buildings that are either vacant or have a high amount of vacancy (former Nordstrom, Pennys and Liberty Plaza). In addition, the space currently occupied by TJ Max will be vacant starting in March 2021.

This project would pay for consulting services for a property owner or potential purchaser to determine adaptive reuse feasibility or help identify potential reuse options.

COVID-19 Business Grant Program/\$500,000

This is a to-be-created grant program for a business that would help pay for capital improvements in order to meet COVID-19 requirements in their place of business. If approved, staff would prepare program guidelines for DAB review in summer of 2021.

Marion Parkade Glass/\$100,000

This project was identified in the Capital Project List shared with DAB to be funded with Parking Funds. Because the replacement of canopy glass could help reduce the cleaning/maintenance costs at Marion, it is being recommended as a project to be RDURA funded.

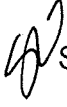
**RIVERFRONT/DOWNTOWN URA REVENUE AND EXPENDITURES
PRELIMINARY REVENUE AND EXPENDITURE PROJECTIONS**

CONSTRUCTION FUND		Actual	Budget	Projected	Draft Budget
		FY 19-20	FY 20-21	FY 20-21	FY 21-22
RESOURCES					
Beginning Fund Balance		15,572,447	10,487,660	10,172,025	18,523,208
Short Term Bond Proceeds		7,500,000	6,000,000	6,000,000	7,500,000
Long Term Loan Proceeds		-	8,700,000	8,701,200	-
Principal and Interest on Commercial Loans		169,762	25,000	60,000	25,000
Interest Income		304,687	200,000	170,000	200,000
Receipt of TOT Funds for Marketing		300,090	309,090	309,090	309,090
Sale of Assets		207,500	-	84,416	-
Other/Lease Revenue		109,592	96,000	160,000	96,000
Total Resources		24,164,078	25,817,750	25,656,730	26,653,298
EXPENDITURES					
Project Coordination/Support	682000	503,285	517,490	349,509	643,300
Indirect Cost Allocation Plan	682000	48,800	93,740	93,744	157,640
Toolbox Loan Program	multiple	372,907	173,110	-	173,110
Toolbox Grant Program - rebudgeted	682018	3,090,476	3,000,000	1,804,190	3,695,810
Toolbox Grant Program - new funds	682018	-	2,500,000	-	1,500,000
Strategic Project Grant Program - rebudgeted	682097	223,224	121,610	63,850	57,760
Strategic Project Grant Program - new funds	682097	-	-	-	50,000
Conference Center Insurance	682000	36,120	36,120	36,120	36,120
Conference Center Marketing	682023	300,090	309,090	300,000	325,000
North Downtown Zoning Review	682091	42,613	-	430	-
North Downtown Code Revisions	-	-	50,000	-	50,000
Streetscape Improvement & Design Program	682067/76/83	200,095	2,566,160	1,286,980	1,279,180
Alley Improvements - rebudgeted	682086	210,512	439,620	15,840	350,000
Alley Naming Project Hardware (poles and toppers)	-	-	80,000	80,000	-
Alley Entranceways (metal)	-	-	-	-	80,000
Dual Turn Lane Removal and Curb Extensions	682087	34,055	200,000	175,670	-
State Street Two Way Conversion	682089	50,021	292,000	282,740	-
Court Street Two Way Conversion	-	-	-	-	400,000
Property Acquisition and Environmental Due Diligence-UGM & Saffron	682093	117,545	100,000	204,160	1,340,000
Redevelopment Planning and Site Preparation - UGM & Saffron	-	-	50,000	-	550,000
Union Street Bike Friendly Phase B - rebudgeted	682094	-	1,500,000	-	1,500,000
Division Street Improvements	682095	3,883,847	-	-	-
Police Facility Improvements	682098	4,745,404	-	2,560	-
High Speed Broadband Study	682096	78,240	-	-	-
SCC Expansion Cost Benefit Analysis	682101	50,332	-	-	-
Property Acquisition and Renovation - Navigation Center	-	-	4,150,000	-	-
Acquisition of ARCHES Site / Homeless Solutions Task Force Project Implementation	682102	4,487	2,500,000	2,257,730	-
Portland Loo	-	-	-	180,000	100,000
Parkade Improvement Design	-	-	-	-	100,000
Adaptive Reuse Consulting Services	-	-	-	-	50,000
COVID-19 Business Grant Program	-	-	-	-	500,000
Marion Parkade Glass Replacement	-	-	-	-	100,000
Opportunity purchases for future redevelopment	-	-	2,000,000	-	2,000,000
Total Expenditures		13,992,053	20,678,940	7,133,523	15,037,920
Ending Fund Balance/Committed to Future Projects		10,172,025	5,138,810	18,523,208	11,615,378



MEMORANDUM

Urban Development Department

DATE: February 25, 2020
TO: Downtown Advisory Board
FROM:  Sheri Wahrgren, Downtown Revitalization Manager
SUBJECT: Responses to 2/11 Parking Fund Questions

During the FY 2021-22 Parking Fund Budget discussion on February 11th, board members asked for additional details relating to the increased parking structure cleaning costs.

Attached please find some additional details on the parkade cleaning expenses.

Attachment: Parkade Cleaning Expenses

Parkade Cleaning Expenses

	Actuals FY 2018-19	Actuals FY 2019-20	Year-to-Date FY 2020-21
Chemeketa Parkade			
Cleaning Services	1,285	318	4,039
Facilities staff (biohazard, cleaning, garbage)	48,572	39,999	22,327
Window washing and power washing	21,735	29,548	26,179
Chemeketa Parkade Total	71,592	69,864	52,546
Liberty Parkade			
Cleaning Services	1,285	126	380
Facilities staff (biohazard, cleaning, garbage)	22,680	28,420	16,626
Window washing and power washing	2,283	5,991	2,993
Liberty Parkade Total	26,248	34,537	19,999
Marion Parkade			
Cleaning Services	1,285	1,221	6,203
Facilities staff (biohazard, cleaning, garbage)	46,850	42,063	25,434
Window washing and power washing	18,174	45,520	53,788
Marion Parkade Total	66,309	88,804	85,425

Capital Improvement Grants 2019-2020

Fiscal Year 2019-20

Commitment	Date	Property Address	Objective Achieved	Status	Grant Commitment Amount	Total Project Costs
8/14/2019		260 State St. & 129 Commercial St. SE Koz on State	New Construction, alley improvements, affordable housing, 4:1 leverage of private/public funds	Active	\$749,999.00	\$18,000,000.00
8/21/2019		960 Broadway St. NE	Recruitment	Completed	\$29,733	\$65,483
9/26/2019		340 Court St. NE Sid's Furniture	Business expansion	Completed	\$55,774	\$123,632
9/26/2019		530 Center St. NE #210 Equitable Center	Recruitment/expansion, creating new jobs	Completed	\$61,566.00	\$149,265.00
9/27/2019		530 Center St. NE #230 Equitable Center	Recruitment/expansion, creating new jobs	Completed	\$15,874.00	\$29,843.00
10/14/2019		379 State Street Gatsby/W. Wallace	Historic Preservation, Exterior Beautification	Completed	\$45,822.00	\$87,643.00
11/18/2019		350 Commerical Street	Provide partial financing for interior renovations, including new flooring, electrical upgrades and wall restoration	Completed	\$23,135.00	\$47,460.00
12/3/2019		305 Court St. NE	Interior tenant improvements including HVAC, flooring, lighting, asbestos removal, painting, etc.	Completed	\$76,228.00	\$210,551.00
12/30/2019		229 State St.	Provide partial funding for the remodel of an existing building to create a new retail space for bakery.	Completed	\$71,338.00	\$124,840.00
1/1/2020		745 Commercial St. NE UGM	New Construction/ Alley Improvements/ Affordable Housing	Active	\$749,000	\$12,710,000
1/6/2020		494 State St. The Oregon Building	To provide partial funding for modernization of elevator.	Active	\$96,984.00	\$238,488.00
1/8/2020		156 Front St. Ste 160 The Rivers	Provide partial funding for tenant improvements for vacant commercial space	Completed	\$47,737.00	\$89,061.00
1/27/2020		399 Court St. NE	Recruitment of a new business (Bentley's Coffee)	Completed	\$26,324.00	\$55,799.00
1/30/2020		372 State Street	Repair of exterior brick mortar. Historic	Completed	\$24,561.25	\$46,083.50
2/25/2020		873 Liberty St. NE	New construction of 1600 sf commercial building	Active	\$98,202.00	\$285,113.00
4/13/2020		156 Front St. Ste 120 The Rivers	Recruitment	Active	\$20,950.00	\$42,223.00
5/26/2020		231-233 Commerical	Upperfloor renovations, mixed-use, alley improvements	Active	\$240,071.00	\$1,137,309.00
5/28/2020		960 Broadway St. NE	New Construction	Active	\$572,689.00	\$3,351,267.00
				Totals:	\$3,005,987	\$36,794,061
					Leverage:	11.24:1

Updated

2/23/2021

Capital Improvement Grants 2020-2021

Fiscal Year 20/21

Commitment Date	Property Address	Objective Achieved	Status	Grant Commitment Amount	Total Project Costs
12/12/2020	161 High Street	Business Retention: Travel Network	Active	\$34,816.00	\$76,276.00
10/23/2020	150 High Street	Business Recruitment	Active	\$22,703.00	\$45,654.00
10/1/2020	189 Liberty Street	Business Recruitment	Active	\$157,414.00	\$537,299.00
10/1/2020	305-325 Court	Historic Preservation	Completed	\$16,970.19	\$33,940.00
9/21/2020	156 Front, Suite 140	Recruitment of new business	Active	\$17,740.00	\$31,480.00
7/14/2020	234 Liberty St. NE	Recruitment of new business	Active	\$138,719.00	\$434,284.00
			Totals:	\$353,546	\$1,082,657
				Leverage:	2.06:1
Updated	2/23/2021				

STRATEGIC PROJECT GRANT -FY 2019-2020 and YTD 20-21

Commitment Date	Property Address	Description of Project	Status	Grant Amount
7/1/2019	120 Commercial St. NE	Design and architectural fees and installation of trash and recycling enclosure	Completed	\$37,827
7/18/2019	494 State Street	Gate for Trash Enclosure	Completed	\$9,728
8/2/2019	960 Broadway St. NE	Exterior Gate/locks, trash enclosure, cameras	Completed	\$26,279
8/5/2019	379 State Street	Design and installation of gate & lighting	Completed	\$14,054
8/19/2019	Salem Center	Exterior Security Cameras	Completed	\$32,574
			Total	\$120,462
		FY 20-21		
7/2/2020	305 Court St. NE	Security lighting/cameras, security gate and doors	Completed	\$48,250
7/9/2020	305 Chemeketa	Exterior security lighting	Completed	\$4,173
7/14/2020	615 Commercial	10 Storage Lockers	Completed	\$19,016
1/4/2021	530 Center Street	Security fence and gate for crime prevention	Active	\$4,726
1/19/2021	230 Chemeketa	New motorized gate	Active	\$16,391
			YTD Total	\$92,556

