



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

Joshua Kay, Chair
Linda Nishioka, Vice-Chair
Tyson Giza
Scott Hossner
Summer Keightley
Vincenzo Meduri
Allan Pollock
Quandary Robertson
Kirk Sund
Jordan Truitt
Charles Weathers

City Staff

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

www.cityofsalem.net

Next Meeting:

February 24, 2022

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 10, 2022
12:00 p.m. – 1:30 p.m.

**Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online on [YouTube](https://www.youtube.com/watch?v=...). Please submit written comments on agenda items by 5:00 p.m., or earlier, one day prior to the day of the meeting at DAB@cityofsalem.net.

1. Opening exercises
2. Introduction of new board member Kirk Sund
3. Approval of Agenda
4. Approval of Minutes from January 27, 2022
5. Action Items –
 - a. Does the Downtown Advisory Board recommend Agency Board approval of the proposed FY 2022-23 Riverfront-Downtown Urban Renewal Budget?
6. Information Reports-
 - a) Overview of draft FY 2022-23 Downtown Parking Fund Budget
7. What's Happening Downtown
8. Adjournment

MINUTES
Downtown Advisory Board
Thursday, January 27, 2022–12:00 P.M.
Virtual Meeting
[YouTube](#)

1. CALL TO ORDER

Call to Order and Roll Call: 12:02 PM

Roll Call: Allan Pollock; Linda Nishioka-Vice Chair; Vincenzo Meduri; Charles Weathers; Joshua Kay-Chair; Jordan Truitt; Scott Hossner

Excused: Summer Keightley

Absent: Tyson Giza, Quandary Robertson

Staff/Guests: Michael Brown, Robert Chandler, Kristin Retherford, Anita Sandoval, Councilor Virginia Stapleton, Sheri Wahrgren, Rebecca Ziegler

2. INTRODUCTION OF NEW BOARD MEMBER SCOTT HOSSNER

3. APPROVAL OF AGENDA

Motion: Move to approve the agenda for January 27, 2022, as presented.

Motion by: Board Member Nishioka

Seconded by: Board Member Meduri

Action: Approved the agenda for January 27, 2022, as presented.

Vote: Aye: Unanimous **Motion PASSES**

4. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from December 14, 2021, as presented

Motion by: Board Member Pollock

Seconded by: Board Member Nishioka

Action: Approved the Minutes from December 14, 2021, as presented.

Vote: Aye: Unanimous **Motion PASSES**

5. ACTION ITEMS -

a. Election of Officers

Motion: Move to retain the incumbents, Joshua Kay as Chair, and Linda Nishioka as Vice Chair, for one year.

Motion by: Board Member Pollock

Second by: Board Member Truitt

Nominations: Accepted

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

b. Approval of 2nd DAB meeting in February

Comments/Questions: Wahrgren, Nishioka, Kay

Motion: Move to hold a 2nd meeting in February on Thursday, February 10

Motion by: Board Member Nishioka

Seconded by: Board Member Pollock

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

c. Frequency of Council Stapleton's attendance at DAB

Comments/Questions: Stapleton, Kay, Wahrgren

Motion: Move to invite Councilor Stapleton to participate in DAB meetings quarterly

Motion by: Board Member Pollock

Seconded by: Board Member Truitt

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

6. INFORMATION REPORTS

- a) **Riverfront Park Amphitheater Reservation policy** – Robert Chandler
PowerPoint Presentation attached
Comments/Questions: Meduri, Kay, Hossner, Wahrgren

- b) **Overview of draft FY 22-22 RDURA Budget**
Comments/Questions: Brown, Wahrgren, Kay, Retherford, Nishioka

7. What's Happening Downtown!

- a) Child Abuse Prevention Month is in April
- b) \$300M Bond opportunity that will not increase the tax rate. A survey will be available to input.

8. ADJOURN – 1:32 p.m.

Next Meeting: February 10, 2022

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

CONSTRUCTION FUND 265	Actual FY20-21	Budget FY21-22	YEE FY21-22	Draft Budget FY22-23
RESOURCES				
Beginning Fund Balance	10,172,025	18,703,210	18,656,605	22,411,326
Short Term Bond Proceeds	6,000,000	6,500,000	6,501,000	7,500,000
Long Term Loan Proceeds	8,701,200	-		
Principal and Interest on Commercial Loans	67,047	25,000	22,738	25,000
Interest Income	180,705	200,000	198,124	300,000
Receipt of TOT Funds for Marketing	300,000	325,000	250,000	250,000
Sale of Assets	84,416	-		
State Grant	60,000			
Other/Lease Revenue	66,291	96,000	38,084	35,000
Total Resources	25,631,684	25,849,210	25,666,551	30,521,326

EXPENDITURES

Project Coordination/Support	682000	455,378	643,300	414,144	655,800
Indirect Cost Allocation Plan	682000	93,740	157,640	157,644	113,800
Toolbox Loan Program	multiple	-	173,110	-	173,110
Capital Grant Program - rebudgeted	682018	1,914,942	3,695,810	1,105,508	3,143,056
Capital Grant Program - new funds	682018	-	2,500,000	-	1,500,000
Strategic Project Grant Program - rebudgeted	682097	47,452	57,760	235,853	
Strategic Project Grant Program - new funds	682097	-	50,000		200,000
Conference Center Insurance	682000	36,120	36,120	43,536	44,840
Conference Center Marketing	682023	306,478	325,000	350,000	350,000
North Downtown Zoning Review	682091	427	-	-	
North Downtown Code Revisions	-	-	50,000	-	
²Streetscape landscaping assessment					50,000
Streetscape Improvement & Design Program (new)				310,856	3,000,000
Streetscape Improvement & Design Program rebudgeted)	682067/76/83	1,171,820	2,779,180		2,468,324
Alley Improvements - rebudgeted	682086	15,772	350,000	2,502	250,000
Alley Naming Project Hardware (poles and toppers)	682105	29,096	80,000	1,432	-
Dual Turn Lane Removal and Curb Extensions	682087	164,163	-	9,478	
State Street Two Way Conversion	682089	270,103	-	66,838	-
Court Street Two Way Conversion (rebudget)	-	-	400,000	-	400,000
Property Acquisition and Environmental Due Diligence-UGM/Saffron (rebud)	682093	225,348	1,340,000	484,356	500,000
Redevelopment Planning and Site Preparation - UGM & Saffron (new)	682103				200,000
Redevelopment Planning and Site Preparation - UGM & Saffron (rebudget)	682103	-	550,000	49,172	500,828
Union Street Bike Friendly Phase B - rebudgeted	682094	-	1,500,000	-	1,500,000
Division Street Improvements	682095	-	-	-	-
Police Facility Improvements	682098	2,563	-	-	-
High Speed Broadband Study	682096	-	-	-	-
SCC Expansion Cost Benefit Analysis	682101	-	-	-	-
Acquisition of ARCHES Site / Homeless Solutions Task Force Project	682102	2,236,720	-	-	-
Liberty Parkade Security Upgrades	682107	4,956			
Parkade Improvement Design	682109	-	100,000	23,906	76,094
²Parkadge Comprehensive Building Assessment					100,000
²Chemeketa Parkade Exterior prep & painting					450,000
Adaptive Reuse Consulting Services	-	-	100,000	-	100,000
COVID-19 Business Grant Program	682108	-	500,000	-	500,000
Opportunity purchases for future redevelopment (rebudget)	-	-	2,000,000	-	2,000,000
Total Expenditures		6,975,078	17,387,920	3,255,225	18,275,852
Ending Fund Balance/Committed to Future Projects		18,656,606	8,461,290	22,411,326	12,245,474

¹Year End Estimates are often just 2X the spending through December

²New Projects for FY22-23

Maximum indebtedness remaining	203,035,655	196,534,655	189,034,655
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DOWNTOWN PARKING FUND
(170-64-30-10-00)

DRAFT 2.2.2011

Department: Urban Development
Cost Center: Downtown Parking
Cost Center No: 64-30-10-00

		Actuals FY 2020-21	Adopted 2021-22	Actual/YEE 2021-22	Proposed 2022-23
RESOURCES					
Beginning Fund Balance		74,209	344,370	173,190	228,020
<u>Operating Revenues</u>					
Parking tax collections		357,536	365,840	334,904	334,904
Other permits		28,973	24,830	53,800	30,000
Riverfront		5,936	10,990	10,800	10,800
Chemeketa		105,501	124,900	145,913	145,913
Liberty		221,367	213,590	286,755	286,755
Marion		63,065	105,350	59,421	59,421
Parking permits/parking rent total		424,842	479,660	556,689	532,889
Meter revenue		35,675	26,120	59,078	59,078
Interest		3,092	1,000	1,714	1,749
American Rescue Plan Act - lost revenue (both FY21 and 22)		237,040	253,510	253,510	
Other revenue/bad debt recovery		1,698	3,430	11,500	10,000
		1,059,883	1,129,560	1,217,390	938,619
TOTAL RESOURCES		1,134,092	1,473,930	1,390,580	1,166,640
EXPENDITURES					
<u>Regular Maintenance/Operation of Structures:</u>					
Insurance	631002	34,350	38,750	38,750	39,913
Electricity	631003	62,111	58,500	66,381	69,700
Routine maintenance - Chemeketa	631006	98,874	120,000	126,432	130,225
Routine maintenance - Liberty	631007	29,832	55,490	54,989	56,639
Routine maintenance - Marion	631008	113,487	180,000	172,925	178,113
Fire riser/valve replacement - Chemeketa	-	0	0		
Striping, meters, signage (Transportation)	631009	239	500	171	500
Landscape maintenance (Parks)	631010	0	0	2,935	3,023
Miscellaneous downtown repairs	631050	0	1,000	500	500
<i>Total Regular Maintenance and Operation</i>		338,893	454,240	463,083	478,612
<u>Maintenance of District:</u>					
Refuse disposal/refuse container maintenance	631005	30,397	36,000	36,147	37,232
<i>Total Maintenance of Parking District</i>		30,397	36,000	36,147	37,232
<u>Police</u>					
Police Services Provided Downtown	631077	200,000	200,000	200,000	200,000
<i>Total Police</i>		200,000	200,000	200,000	200,000
<u>Administration and Overhead</u>					
Administration and board support (Urban Development)	631000	23,173	27,550	25,234	40,440
Indirect Cost Allocation Plan	631001	219,670	262,130	262,130	213,610
Parking permit administration (Comm Development)	631051	74,240	62,260	62,256	63,812
<i>Total Administration and Overhead</i>		317,083	351,940	349,620	317,862
<u>Contracted Services</u>					
Contracted services (marketing, promotion, beautification)	631100	0	0		
Parking Sensor Maintenance	-	0	0		
Downtown services (Downtown Clean Team)	631098	63,326	75,000	75,111	95,000
Downtown services (additional pressure washing)		0	0		
Downtown Parking-Holiday	631090	6,507	3,500		
Parking Security Services	631103	3,463	5,000		
<i>Total Contracted Services</i>		73,296	83,500	75,111	95,000
<u>Capital Reserve Transfer</u>	631099	0	0	0	0
<u>Bad Debt Write Off</u>		1,238	10,000	38,595	35,000
<u>Minimum Reductions Needed</u>			0		
Total Operating Expenditures		960,907	1,135,680	1,162,560	1,163,710
CONTINGENCIES		0	162,070		
TOTAL EXPENDITURES		960,907	1,297,750	1,162,560	1,163,710
ENDING BALANCE		173,185	176,180	228,020	2,930
<i>Capital projects and a capital fund contribution are not included in this budget proposal.</i>					