



## City of Salem Downtown Advisory Board

February 23, 2023  
Noon -1:30 PM In-Person  
350 Commercial St NE

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

### **PARTICIPANTS**

#### Board Members

Joshua Kay, Chair; Kirk Sund; Allan Pollock; Charles Weathers; Quandary Robertson; Chrissie Bertsch; Rory McManus; Rian Fechtel; Sara Ngo

#### Staff

Sheri Wahrgren, Shelly Ehenger, Lynda Rose, Irma Rivera

### **AGENDA**

1. Welcome and call to order
2. Approval of Agenda
3. Approval of Minutes from February 9, 2023
4. Public Comment
5. Action Items
  - A. Should DAB recommend to the City Council  
Approval of DAB's FY2023-24 Downtown Parking Fund Budget?
6. Information Reports
  1. None
7. Adjourn

### **Next Meeting: March 23, 2023**

This meeting is being conducted In-Person only. No virtual participation is possible. Interested persons may view the meeting online on [YouTube](#), and the public may attend in person. Please submit any written comments on agenda items no later than 5 p.m. one day prior to the day of the meeting at [DAB@cityofsalem.net](mailto:DAB@cityofsalem.net).

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-540-2371 (TTD/TTY 503-588-6439) at least two business days in advance.

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.

**MINUTES**  
**Downtown Advisory Board**  
Thursday, February 9, 2023 @ Noon  
**350 Commercial St. NE**  
[YouTube](#)

**1. CALL TO ORDER**

**Call to Order and Roll Call:** 12:01 p.m.

**Roll Call:** Rian Fechtel; Kirk Sund; Chrissie Bertsch; Rory McManus; Joshua Kay; Charles Weathers; Allan Pollock; Sara Ngo (arrived at 12:02 p.m.)

**Excused:** Quandary Robertson

**Staff:** Sheri Wahrgren; Michael Brown; Shelly Ehenger; Lynda Rose; Irma Rivera

**Guest:** N/A

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda for February 9, 2023, as presented.

**Motion by:** Board Member Sund

**Seconded by:** Board Member Fechtel

**Action:** Approved

**Vote:** Aye: Unanimous **Motion PASSES (Board Member Ngo wasn't present for the vote)**

**3. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from January 26, 2023, as presented.

**Motion by:** Board Member Fechtel

**Seconded by:** Board Member Pollock

**Action:** Approved

**Vote:** Aye: Unanimous **Motion PASSES (Board Member Ngo wasn't present for the vote)**

**4. PUBLIC COMMENT**

a. N/A

**5. ACTION ITEMS**

a. **Should DAB recommend to the Urban Renewal Agency Board approval of DABs FY 2023-24 Riverfront-Downtown Urban Renewal Budget recommendations?**

Comments/Questions: Wahrgren; Kay; Ngo; Sund; Weathers; McManus; Pollock; Bertsch

**Motion:** Recommend to the Urban Renewal Agency Board approval of DABs FY 2023-24 Riverfront-Downtown Urban Renewal Budget recommendations.

**Motion by:** Board Member Weathers

**Seconded by:** Board Member Pollock

**Action:** Approved

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

**Motion:** Recommend creation of a subcommittee to review the current loan program

**Motion by:** Board Member Weathers

**Seconded by:** Board Member Bertsch

**Action:** Motion withdrawn by Board Member Weathers

**b. Does DAB approve Council Communication recommending implementing a downtown paid parking system?**

Comments/Questions: Kay; Sund; Bertsch; Weathers

**Motion:** Approve the communication to City Council regarding DAB's recommendation for implementation of downtown paid parking.

**Motion by:** Board Member Sund

**Seconded by:** Board Member Weathers

**Action:** Approved

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

**6. INFORMATION REPORTS**

**a. Overview/discussion of FY 2023-24 Downtown Parking Fund draft budget**

Comments/Questions: Wahrgren, Brown, Kay, Sund

**7. ADJOURN @ 1:33 p.m.**

**Next Meeting:** February 23, 2023

# Memo

**To:** Downtown Advisory Board

**From:** Sheri Wahrgren

**Date:** February 23, 2023

**Re:** Daily Parking Permit Fee

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Each month, the board receives a Park Salem Monthly Report in their board packets that summarizes permit activity in the Liberty, Marion and Chemeketa Parkades. One of the permit options available in the three parking garages is the Daily Permit, which currently costs \$3.00. The daily permit was created to provide an option for employees who work just a few days a week in downtown, including seasonal workers, volunteers and employees working remote schedules.

In 2022, all four parking structures sold more daily permits than in 2021. Daily parking permit sales started trending up beginning in the second half of 2021 and have continued to increase.

Total Daily Permits Sold	2021	1,519
Total Daily Permits Sold	2022	2,726 (increase of 1,207)

The trends show Chemeketa and Marion with the highest increase in permits sold:

Chemeketa	2021	204 permits sold
	2022	302 permits sold (increase of 98)
Marion	2021	452 permits sold
	2022	1,378 permits sold (increase of 926)
Liberty	2021	637 permits sold
	2022	820 permits sold (increase of 183)

Based on the increased demand for daily permits, the board may want to consider increasing the permit fee from \$3.00 to \$5.00. Though a small amount, if increased to \$5.00 it would have provided \$13,630 in revenue versus \$8,178, or a difference of \$5,452 more in revenue to the parking fund.

In recent conversations with the State, they indicated they will be purchasing daily permits for jurors to use in any one of the three parking garages for their trials. At this time staff does not know how juror parking will impact the number of daily permits purchased, but wanted to pass this information on to the board.

**DOWNTOWN PARKING FUND**  
**(170-64-30-10-00)**

**Final 02.09.2023**

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

**Parking tax growth factr**  
**2.00%**

		<b>Actuals FY 2022</b>	<b>Budget FY 2023</b>	<b>YEE FY2023</b>	<b>PROPOSED FY 2024</b>
<b><u>RESOURCES</u></b>					
Beginning Fund Balance		173,190	228,020	174,110	109,900
<b><u>Operating Revenues</u></b>					
Parking tax collections		332,166	336,520	336,600	343,330
Other permits		70,028	30,000	33,950	34,630
Riverfront		9,913	10,800	10,500	10,710
Chemeketa		145,353	146,680	149,290	152,280
Liberty		291,711	288,390	283,810	289,490
Marion		53,766	60,990	47,838	48,790
Parking permits/parking rent total		570,771	536,860	525,388	535,900
Meter revenue		71,207	60,700	58,510	70,680
Interest		1,022	1,750	2,760	2,820
American Rescue Plan Act - lost revenue (both FY21 and 22)		253,510			
Other revenue/bad debt recovery		12,282	10,000	4,000	4,000
<i>Total annual revenue</i>		1,240,960	945,830	927,258	956,730
<b>TOTAL RESOURCES</b>		<b>1,414,150</b>	<b>1,173,850</b>	<b>1,101,370</b>	<b>1,066,630</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Regular Maintenance/Operation of Structures:</u></b>					
Insurance	631002	38,750	53,280	53,280	75,950
Electricity	631003	64,794	69,700	66,220	68,870
Routine maintenance - Chemeketa	631006	136,978	130,220	144,930	146,520
Routine maintenance - Liberty	631007	60,602	56,640	58,640	75,670
Routine maintenance - Marion	631008	194,901	178,110	204,540	215,110
Striping, meters, signage (Transportation)	631009	100	500	0	0
Landscape maintenance (Parks)	631010	1,712	3,020	(1,710)	0
Miscellaneous downtown repairs	631050	0	500	0	0
<i>Total Regular Maintenance and Operation</i>		497,837	491,970	525,900	582,120
<b><u>Maintenance of District:</u></b>					
Refuse disposal/refuse container maintenance	631005	43,934	37,230	32,390	33,710
<i>Total Maintenance of Parking District</i>		43,934	37,230	32,390	33,710
<b><u>Police</u></b>					
Police Services Provided Downtown	631077	200,000	0	0	0
<i>Total Police</i>		200,000	0	0	0
<b><u>Administration and Overhead</u></b>					
Administration and board support (Urban Development)	631000	27,633	51,480	4,190	0
Indirect Cost Allocation Plan	631001	262,130	213,610	213,610	232,130
Parking permit administration (Comm Development)	631051	62,260	63,810		
<i>Total Administration and Overhead</i>		352,023	328,900	217,800	232,130
<b><u>Contracted Services</u></b>					
Downtown services (Downtown Clean Team)	631098	76,639	80,750	87,180	90,030
Parkade Security Services	631103		100,000	101,200	98,640
<i>Total Contracted Services</i>		76,639	180,750	188,380	188,670
<b>Capital Reserve Transfer</b>	631099	0	0	0	0
<b>Bad Debt Write Off</b>		69,604	35,000	27,000	30,000
<b>Total Operating Expenditures</b>		<b>1,240,040</b>	<b>1,073,850</b>	<b>991,470</b>	<b>1,066,630</b>
<b>CONTINGENCIES</b>		0	100,000	0	0
<b>TOTAL EXPENDITURES</b>		<b>1,240,040</b>	<b>1,173,850</b>	<b>991,470</b>	<b>1,066,630</b>
<b>ENDING BALANCE</b>		<b>174,110</b>	<b>0</b>	<b>109,900</b>	<b>0</b>