

# MINUTES

## Downtown Advisory Board

Thursday, February 27, 2020–12:00 P.M.  
Urban Development Conference Room  
350 Commercial St NE

### 1. CALL TO ORDER

**Call to Order and Roll Call:** 12:03 PM

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

**Absent:** Joshua Kay; Tyson Giza

**Staff:** Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler

**Guest:** Charles Weathers

### 2. APPROVAL OF AGENDA

**Motion:** Move to approve the agenda for February 27, 2020, as presented

**Motion by:** Board Member Compton

**Seconded by:** Board Member Meduri

**Action:** Approved the agenda for February 27, 2020, as presented.

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

### 3. APPROVAL OF MINUTES

**Motion:** Move to approve the Minutes from February 13, 2020, as presented.

**Motion by:** Board Member Meduri

**Seconded by:** Board Member Miller

**Action:** Approved the Minutes from February 13, 2020; as presented.

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

### 4. PUBLIC COMMENT on items not on the agenda

Comments/Questions: Wahrgren, Holman-Kidd, Nishioka

Charles Weathers presented a Mixed-Use development at 990 Broadway St NE and an archeological dig at the neighboring lot where the former Jason Lee House was located.

### 5. ACTION ITEMS -

#### a. Approval of FY 2020-21 Proposed Parking Fund Budget – Renee Frazier

Comments/Questions: Terpening, Vugteveen, Wahrgren, Miller, Meduri, Nishioka, McLeod, Compton

**Motion:** Move to use \$70,560 of unallocated Parking funds as follows:  
\$24,999 toward Marketing and the balance of \$45,561 toward Security

**Motion by:** Board Member Vugteveen

**Amended Motion:** Move to use \$70,560 of unallocated Parking funds as follows:

\$25,000 toward Marketing  
\$ 6,500 to increase Security  
\$39,060 toward Capital Reserve

**Seconded by:** Board Member Miller

**Action:** Approved

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

**Motion:** Increase Parking Permit fees across the board (excluding Riverfront Park surface lot) by 5%/month

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Miller

**Action:** Approved

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

**Motion:** Increase Parking District Tax by the maximum of \$2.  
**Motion by:** Board Member Vugteveen  
**Seconded by:** Board Member Meduri  
**Action:** Approved  
**Vote:** Aye: Unanimous Motion **PASSES**

**6. INFORMATION REPORTS**

**a. Overview of Draft FY 2020-21 Riverfront Downtown Budget – Renee Frazier**

Comments/Questions: Terpening, Vugteveen, Wahrgren, Nishioka, Meduri

Staff will bring a proposed recommended FY 2020-21 Riverfront budget for DAB consideration at the March 12 meeting.

**7. “WHAT’S HAPPENING DOWNTOWN?” -**

**8. ADJOURN – 1:33 p.m. Next Meeting: March 12, 2020**



**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**

		<u>ADOPTED</u>	<u>PROJECTED</u>	<u>PROJECTED</u>
		<u>FY 2019-20</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
<b><u>RESOURCES</u></b>				
Beginning Fund Balance		196,370	186,451	186,060
<b><u>Operating Revenues</u></b>				
Parking tax collections		410,570	421,076	430,440 <sup>1)</sup>
Parking permits/parking rent		665,190	670,000	698,090 <sup>2)</sup>
Meter revenue		0	75,000	75,000
Interest		7,500	7,500	7,500
Other revenue/bad debt recovery		<u>3,500</u>	<u>0</u>	<u>3,500</u>
	3	1,086,760	1,173,576	1,214,530
TOTAL RESOURCES		<u>1,283,130</u>	<u>1,360,026</u>	<u>1,400,590</u>
<b><u>EXPENDITURES</u></b>				
<b><u>Regular Maintenance/Operation of Structures:</u></b>				
Insurance	631002	34,350	34,350	34,350
Electricity	631003	71,350	61,812	62,500
Routine maintenance - Chemeketa	631006	109,980	113,730	118,570
Routine maintenance - Liberty	631007	42,430	42,430	46,240
Routine maintenance - Marion	631008	89,210	92,960	97,970
Fire riser/valve replacement - Chemeketa	-	0	0	10,800
Striping, meters, signage (Transportation)	631009	700	0	1,100
Landscape maintenance (Parks)	631010	500	0	3,000
Miscellaneous downtown repairs	631050	<u>5,000</u>	<u>2,500</u>	<u>5,000</u>
<i>Total Regular Maintenance and Operation</i>		353,520	347,782	379,530
<b><u>Maintenance of District:</u></b>				
Refuse disposal/refuse container maintenance	631005	<u>32,610</u>	<u>32,000</u>	<u>33,630</u>
<i>Total Maintenance of Parking District</i>		32,610	32,000	33,630
<b><u>Police</u></b>				
Police Services Provided Downtown	631077	<u>340,020</u>	<u>340,020</u>	<u>350,260</u>
<i>Total Police</i>		340,020	340,020	350,260
<b><u>Administration and Overhead</u></b>				
Administration and board support (Urban Development)	631000	53,890	27,500	55,700
Indirect Cost Allocation Plan	631001	199,950	199,950	219,670
Parking permit administration (Comm Development)	631051	<u>66,060</u>	<u>66,060</u>	<u>74,240</u>
<i>Total Administration and Overhead</i>		319,900	293,510	349,610
<b><u>Contracted Services</u></b>				
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		<u>3,000</u>	<u>3,500</u>
<i>Total Contracted Services</i>		126,530	125,650	82,000
<b><u>Capital Reserve Transfer</u></b>	631099	0	0	0
<b><u>Bad Debt Write Off</u></b>	631086	35,000	35,000	35,000
Total Operating Expenditures		<u>1,207,580</u>	<u>1,173,962</u>	<u>1,230,030</u>
CONTINGENCIES		75,550	0	0
TOTAL EXPENDITURES		<u>1,283,130</u>	<u>1,173,962</u>	<u>1,230,030</u>
ENDING BALANCE		0	186,064	170,560

1) Assumes 2% increase

2) Assumes 5% increase, other than Riverfront lot

## Estimated Revenue from 5 % Permit Fee Increase

<u>Riverfront Lot</u>	<u>Rates</u>	<u>Increase</u>
Current Fee per Month - Full Time	20.00	
Proposed Fee per Month - Full Time	20.00	
		0.00
Average # of permits sold per year	732.00	
Potential Revenue Increase	0.00	
<u>Liberty Parkade</u>		
Current Fee per Month - Full Time	74.00	
Proposed Fee per Month - Full Time	78.00	4.00
Current Fee per Month - Part Time	42.00	
Proposed Fee per Month - Part Time	44.00	2.00
Current Fee per Month - Motorcycle	27.00	
Proposed Fee per Month - Motorcycle	28.00	1.00
Average # of permits sold per year	3,792.00	
Potential Revenue Increase	8,848.00	
<u>Chemeketa Parkade</u>		
Current Fee per Month - Covered Full Time	64.00	
Proposed Fee per Month - Covered Full Time	67.00	3.00
Current Fee per Month - Uncovered Full Time	56.00	
Proposed Fee per Month - Uncovered Full Time	59.00	3.00
Current Fee per Month - Part Time	35.00	
Proposed Fee per Month - Part Time	37.00	2.00
Current Fee per Month - Motorcycle	24.00	
Proposed Fee per Month - Motorcycle	25.00	1.00
Average # of permits sold per year	3,540.00	
Potential Revenue Increase	9,440.00	
<u>Marion Parkade</u>		
Current Fee per Month - Covered Full Time	60.00	
Proposed Fee per Month - Covered Full Time	63.00	3.00
Current Fee per Month - Uncovered Full Time	40.00	
Proposed Fee per Month - Uncovered Full Time	42.00	2.00
Current Fee per Month - Part Time	28.00	
Proposed Fee per Month - Part Time	29.00	1.00
Current Fee per Month - Motorcycle	24.00	
Proposed Fee per Month - Motorcycle	25.00	1.00
Average # of permits sold per year	3,900.00	
Potential Revenue Increase	7,800.00	
 Total Potential Revenue Increase	 26,088.00	

**Potential Projects/Programs for FY 2020-21 Consideration**

Capital reserve contribution	up to	70,560	
Additional cleaning services	up to	70,560	\$7,000 per block for pressure washing and associated disposal
Security for parkades	up to	70,560	Approximately 30 hours per week, two staff on duty
Marketing and/or promotions	up to	70,560	Services to be determined, amount of funds allocated impacts procurement method
Flower baskets and watering	fixed	30,000	Purchase of baskets and watering May through October

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

<u>CONSTRUCTION FUND</u>		Actual	Projected	Proposed
		FY 18-19	FY 19-20	FY 20-21
<b>RESOURCES</b>				
Beginning Fund Balance		15,250,228	15,572,452	5,789,663
Short Term Bond Proceeds		7,000,000	7,500,000	6,000,000
Long Term Bond Proceeds		-	-	8,700,000
Principal and Interest on Commercial Loans		51,410	153,849	25,000
Interest Income		295,091	250,000	200,000
Receipt of TOT Funds for Marketing		294,210	300,090	315,090
Transfer of reserves no longer required		41,397	-	-
Sale of Assets		-	207,500	-
Other/Lease Revenue		-	100,000	96,000
<b>Total Resources</b>		<b>22,932,335</b>	<b>24,083,891</b>	<b>21,125,753</b>
<b>EXPENDITURES</b>				
Project Coordination/Support	682000	441,324	503,980	592,490
Indirect Cost Allocation Plan	682000	43,170	48,800	93,740
Toolbox Loan Program	multiple	51,918	397,582	94,500
Toolbox Grant Program - rebudgeted	682018	1,507,055	2,635,619	3,000,000
Toolbox Grant Program - new funds	682018			1,500,000
Strategic Project Grant Program - rebudgeted	682097	44,213	180,787	150,000
Strategic Project Grant Program - new funds	682097	-	-	-
Conference Center Insurance	682000	32,860	36,120	36,120
Conference Center Marketing	682023	294,210	300,090	315,090
North Downtown Investment Strategy	682070	-	56,828	-
North Downtown Zoning Review	682091	7,623	57,377	-
North Downtown Code Revisions	-	-	-	50,000
Streetscape Improvement & Design Program	682067/76/83	219,290	1,826,944	1,000,000
Alley Lighting Improvements - rebudgeted	682086	81,737	295,974	200,000
Alley Lighting Improvements - new funds	682086	-	-	150,000
Alley Naming Project Hardware (poles and toppers)	-	-	-	80,000
Dual Turn Lane Removal and Curb Extensions	682087	3,698	217,745	-
State Street Two Way Conversion	682089	130	279,870	-
North Block Public Feasibility and Design - project not progressing	682090	21,275	-	-
Property Acquisition and Environmental Due Diligence-UGM & Saffron	682093	3,577,266	150,000	100,000
Peter Courtney Bridge Final Payment	682022	690,000	-	-
Union Street Bike Friendly Phase B - rebudgeted	682094	-	-	1,500,000
Division Street Improvements	682095	316,779	3,883,847	-
Police Facility Improvements	682098	-	4,745,000	-
High Speed Broadband Study	682096	10,080	114,920	-
SCC Expansion Cost Benefit Analysis	682101	17,255	62,745	-
Homeless Task Force Project(s) Implementation	-	-	2,500,000	-
Acquisition and rehabilitation of property for navigation center	-	-	-	4,150,000
Opportunity purchases for future redevelopment	-	-	-	2,000,000
Committed to Future Projects	-	-	-	6,113,813
<b>Total Expenditures</b>		<b>7,359,883</b>	<b>18,294,228</b>	<b>21,125,753</b>
Ending Fund Balance/Committed to Future Projects		15,572,452	5,789,663	0

# Capital Improvement Grants 2019-2020

Fiscal Year  
2019-20

Commitment Date	Property Address	Objective Achieved	Status	Grant Commitment Amount	Total Project Costs	Project Comments
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	\$18,000,000	Micro unit apartments
8/21/2019	960 Broadway St. NE	Recruitment	Active	\$ 29,733	\$65,483	Grier Building
9/26/2019	340 Court St. NE Sid's Furniture	Business expansion	Active	\$ 55,774	\$123,632	Upper floor expansion for furniture showroom space
9/26/2019	530 Center St. NE #210 Equitable Center	Recruitment/expansion, creating new jobs	Completed	\$ 61,566	\$ 149,265	Equitable Center
9/27/2019	530 Center St. NE #230 Equitable Center	Recruitment/expansion, creating new jobs	Completed	\$ 15,874	\$ 29,843	Equitable Center
10/14/2019	379 State Street Gatsby/W. Wallace	Historic Preservation, Exterior Beautification	Active	\$ 45,822	\$ 87,643	Gatsby/W. Wallace
11/18/2019	350 Commercial Street	Provide partial financing for interior renovations, including new flooring, electrical upgrades and wall restoration	Completed	\$ 23,135	\$ 47,460	Rudy's banquet expansion space
12/3/2019	305 Court St. NE	Interior tenant improvements including HVAC, flooring, lighting, asbestos removal, painting, etc.	Active	\$ 76,228	\$ 210,551	Winslow Boutique leased former Hair Academy space
12/30/2019	229 State St.	Provide partial funding for the remodel of an existing building to create a new retail space for bakery.	Active	\$ 71,338	\$ 124,840	Basics Market
1/1/2020	745 Commercial St. NE	New Construction/ Alley Improvements/ Affordable Housing	Active	\$ 749,000	\$ 12,710,000	UGM
1/6/2020	494 State St. The Oregon Building	To provide partial funding for modernization of elevator.	Active	\$ 96,984	\$ 238,488	Oregon Building
1/8/2020	156 Front St. Ste 160 The Rivers	Provide partial funding for tenant improvements for vacant commercial space	Active	\$ 47,737	\$ 89,061	Rivers Building- Math Tutoring
1/27/2020	399 Court St. NE	Recruitment of a new business (Bentley's Coffee)	Active	\$ 26,324	\$ 55,799	Bentley's Coffee
1/30/2020	372 State Street	Repair of exterior brick mortar. Historic	Active	\$ 24,561	\$ 46,084	Wild Pear Building
2/25/2020	873 Liberty St. NE	New construction of 1600 sf commercial building	Active	\$ 285,113	\$ 98,202	
Totals:				\$2,359,188	\$32,076,351	
Remaining Funds				\$1,183,749		

# Capital Improvement Grants 2018-19

**Fiscal Year  
2018-2019**

Commitment Date	Property Address	Objective Achieved	Status	Grant Commitment Amount	Total Project Costs	Project Comments
7/16/2018	150-160 Liberty St. Metropolitan Building	Recruitment	Completed	\$151,906	\$525,831	Revival Clothiers Retail
7/16/2018	310-320 Court St. NE	Retention	Completed	\$28,760	\$60,654.45	Olivia's Sewer Pipe
8/1/2018	388 State St.	Exterior Preservation	Completed	\$52,372	\$109,488.00	Capitol Tower
8/8/2018	530 Center St. NE Equitable Center	Expansion/ Recruitment	Completed	\$12,754	\$24,311.00	Equitable Center
8/15/2018	201 Commercial St.	Recruitment	Completed	\$31,881	\$206,860	Issac's Coffee
10/18/2018	494 State St. NE Oregon Building	Recruitment, Upper Floor	Active	\$170,941	\$380,357	Oregon Building
10/22/2018	649 High St.	Recruitment	Completed	\$110,000	\$195,635	Grant funds used for tenant improvements
11/6/2018	195 Liberty St.	Recruitment Upper Floor,	Completed	\$15,854	\$113,241	Glamour Salon
12/17/2018	120 Commercial St. NE	Historic, Exterior, Alley	Completed	\$300,000	\$2,302,850	Masonry Grill Building
1/25/2019	615 Commercial St. NE Mid- Willamette Valley CAA- ARCHES	N/A	Active	\$1,100,000	\$1,900,000	ARCHES
1/29/2019	363 State St.	Recruitment	Completed	\$56,111	\$117,586	AC & CO
1/30/2019 and 5/16/19	237-245 High St. NE	Recruitment	Completed	\$22,875	\$45,750	Marion County Democrats
1/30/2019	246 State St.	Upper Floor	Completed	\$35,591	\$72,018	Youth Era Drop Building: Upper Floor Housing
2/28/2019	254 Commercial St. NE	Exterior, Expansion/ Recruitment	Completed	\$21,835	\$40,671	Art Department Building: Window Restoration
3/19/2019	859 Liberty St. NE	Recruitment/ Expansion	Active	\$85,125	\$210,000	Conversion of single family home into commercial office building
3/21/2019 and 5/15/19	100 High St. SE	Recruitment/ Expansion	Completed	\$74,854	\$216,819	Mid Willamette Valley Council of Governments
4/30/2019	525 Ferry Street	Recruitment	Completed	\$53,667	\$87,354	Bearscat Bakehouse
5/21/2019	530 Center St. NE Equitable Center	Recruitment/ Expansion	Completed	\$26,162	\$50,324	Equitable Center

Totals: \$2,350,688 \$6,659,749