



## City of Salem Downtown Advisory Board

January 22, 2024  
12 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, Vice-Chair; Rory McManus; Rian Fachtel; Sara Ngo

#### Staff

Sheri Wahrgren, Shelly Ehenger, Lynda Rose, Margarita Perez

### **AGENDA**

1. Welcome and Call to Order
2. Approval of Agenda
3. Approval of Minutes from January 11, 2024
4. Public Comment
5. Action Items
  - A. Does the Downtown Advisory Board approve recommendation of the RDURA 2025 budget to the Agency Board?
6. Information Reports
  1. Pedestrian Safety Improvement Project – Councilor Stapleton
  2. Overview/Discussion of FY 2025 Draft Downtown Parking Fund Budget
7. Adjourn

### **Next Meeting: February 8, 2024**

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, January 11, 2024 @ Noon  
**350 Commercial St. NE**  
[YouTube](#)

1. **Call to Order and Roll Call:** 12:02 p.m.  
**Roll Call:** Joshua Kay, Kirk Sund, Allan Pollock, Charles Weathers, Rory McManus, Rian Fechtel  
**Excused:** Sara Ngo  
**Staff:** Sheri Wahrgren, Shelly Ehenger, Michael Brown, Lynda Rose, Margarita Perez  
**Guests:** Ward 2 Councilor Linda Nishioka
  
2. **APPROVAL OF AGENDA**  
**Motion:** Move to approve the agenda for January 11, 2024, as presented.  
**Motion By:** Board Member Weathers  
**Seconded by:** Board Member Fechtel  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**
  
3. **APPROVAL OF MINUTES**  
**Motion:** Move to approve the Minutes from December 14, 2023, as presented.  
**Motion by:** Board Member McManus  
**Seconded by:** Board Member Pollock  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**
  
4. **PUBLIC COMMENT**
  - a. Councilor Nishioka updated the Board on the newly-formed Revenue Task Force, the January 10 Budget Committee meeting, and the 2024 Policy Agenda.
  
5. **ACTION ITEMS**
  - a. Election of Board Chair  
**Motion:** Re-elect Board Member Joshua Kay the 2024 Downtown Advisory Board Chair  
**Motion by:** Board Member Weathers  
**Seconded by:** Board Member Fechtel  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**
  
  - b. Election of Board Vice-Chair  
**Motion:** Re-elect Board Member Charles Weathers the 2024 Downtown Advisory Board Vice-Chair  
**Motion by:** Board Member Kay  
**Seconded by:** Board Member Fechtel  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**

6. **INFORMATION REPORTS**
  - a. Overview/Discussion of FY25 Riverfront-Downtown URA draft budget  
Comments/Questions: Sund, Pollock, Fechtel, Weathers, McManus, Kay, Nishioka, Wahrgren, Brown, Ehenger
7. **ADJOURN @ 1:36 p.m.**

**Next Meeting:** January 22, 2024

Riverfront / Downtown Urban Renewal Area Revenue and Expenditures						
68902000						
	Actual	Budget	YEE	Proposed	notes	
	FY23	FY24	FY24	FY25		
<u>DEBT FUND 220</u>						
Beginning Fund Balance	2,285,725	1,037,770	1,351,740	467,570		
Tax Increment	7,729,279	7,935,600	6,946,670	7,155,070		
Interest/Other	136,082	60,000	69,000	30,000		
S Waterfront loan repayment						
Total Resources	10,151,086	9,033,370	8,367,410	7,652,640		
Debt Service on FY 2009-10 Bond Tax Exempt	(335,020)	(333,920)	(333,920)			
Debt Service on 2020 Debt Issuance Tax Exempt (A)	(180,108)	(581,590)	(581,590)	(581,590)		
Debt Service on 2020 Debt Issuance Taxable (B)	(885,630)	(484,330)	(484,330)			
Total Long term Debt Service	(1,400,758)	(1,399,840)	(1,399,840)	(581,590)		
Debt Service for Du Jours	(7,398,593)	(6,500,000)	(6,500,000)	(6,500,000)		
Ending Fund Balance at June 30	1,351,735	1,133,530	467,570	571,050		
<u>CONSTRUCTION FUND 265</u>						
	Actual	Budget	YEE	Proposed		
	FY23	FY24	FY24	FY25		
<u>RESOURCES</u>						
Beginning Fund Balance	21,901,971	23,983,470	22,879,610	24,841,490		
Short Term Bond Proceeds	7,400,000	6,500,000	6,500,000	6,500,000		
Principal and Interest on Commercial Loans	166,358	25,000	-	25,000		
Interest Income	438,899	300,000	250,000	300,000		
Receipt of TOT Funds for Marketing	466,594	477,000	477,000	520,000		
Other/Lease Revenue	9,000	10,000	9,000	10,000		
Total Resources	30,382,822	31,295,470	30,115,610	32,196,490		
<u>EXPENDITURES</u>						
Project Coordination/Support	587,700	898,020	1,023,050	1,000,000		
Indirect Cost Allocation Plan	113,796	99,960	99,960	152,240		
Conference Center Insurance	59,856	85,320	85,320	115,820		
Conference Center Marketing	466,594	477,000	477,000	520,000		
Capital Grant Program - rebudget 682097, 682018,682086, 682108 and Toolbox loan	1,096,820	2,972,740	494,520	6,641,600	FY25 combined with strategic, toolbox, alley	
Capital Grant Program - new funds		3,000,000		3,050,910		
Streetscape Improvement & Design Phase I-III (rebudget)	1,437,067	1,843,320	1,145,550			
Alley Improvements - rebudgeted		250,000			FY25 combined with capital grant	
Union Street Bike Friendly grant match- rebudgeted		1,500,000	700,000			
Strategic Project Grant Program - rebudgeted	181,820	145,890	30,000		FY25 combined with capital grant	
Strategic Project Grant Program - new funds		400,000			FY25 combined with capital grant	
Redevelopment Planning and Site Preparation (new)		75,000		50,000		
Redevelopment Planning and Site Preparation (rebudget)	975,826	500,000	23,680	551,320		
COVID-19 Business Grant Program	40,000	200,000	10,000		FY25 combined with improvements	
Parkade Improvement Design (rebudget)	128,079	100,000			FY25 combined with improvements	
Court Street Two Way Conversion (rebudget)	305,232		108,890			
Streetscapes Improvement Program Phase IV (rebudget)	353,662	2,450,000	550,000	2,133,590		
Streetscape landscaping assessment	20,667		10,420			
Parkade Security Improvements		300,000			FY25 combined with improvements	
Front Street Multi-modal transportation (rebudget)	46,439	95,440	95,440			
Streetscapes Improvement Program Phase V (rebudget)		4,000,000	50,000	3,950,000		
Streetscape Furniture rebudget		500,000	25,000	475,000		
Union Street NE Buffered Bike Lane (rebudget)		900,000		900,000		
Marion Parkade Capital Improvements (rebudget)	17,225	1,000,000	110,980	1,289,020	FY 25 Combines assessment & security	
Marion Parkade Capital Improvements (new)				2,000,000		
Projects in Support of Climate Action Plan (rebudget)		2,100,000	233,940	1,866,060		
Marquis Property Acquisition	1,654,230					
North Block Site Analysis	5,825		370			
Planning Study for Grocery Store (rebudget)		100,000		100,000		
Adaptive Reuse Consulting Services (rebudget)		100,000				
Opportunity purchases for future redevelopment (rebudget)		2,000,000		2,000,000		
Opportunity purchases for future redevelopment (new)				3,050,930		
Toolbox Loan Program		173,110		-	FY 25 combined with capital grant	
Art Acquisition				50,000		
Historic Building grant				200,000		
Mill Creek Path Planning Study				100,000		
Committed to Future Projects		5,029,670			Split to capital grant and opportunity purchase	
Total Expenditures	7,503,208	31,295,470	5,274,120	32,196,490		
Ending Fund Balance	22,879,614	-	24,841,490	-		
Maximum indebtedness remaining	179,367,655		172,867,655	166,367,655		

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

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

Parking tax growth factor:  
2.00%

	Budget FY 2024	Projected FY 2024	DAB Recommended FY2025
<b>RESOURCES</b>			
Beginning Fund Balance	109,900	185,065	135,920
<u>Operating Revenues</u>			
Parking tax collections	343,330	338,720	345,490
Other permits	34,630	40,800	41,620
Riverfront	10,710	9,105	9,290
Chemeketa	154,090	165,440	168,750
Liberty	291,310	305,340	311,450
Marion	50,610	64,170	65,450
Parking permits/parking rent total	541,350	584,855	596,560
Meter revenue	70,680	66,750	68,090
Interest	2,820	5,000	5,000
Other revenue/bad debt recovery	4,000	2,000	2,000
Services paid from non-departmental for Security			412,000
Interfund Transfer from F180			175,000
<i>Total annual revenue</i>	962,180	997,325	1,604,140
<b>TOTAL RESOURCES</b>	<u>1,072,080</u>	<u>1,182,390</u>	<u>1,740,060</u>
<b>EXPENDITURES</b>			
<u>Regular Maintenance/Operation of Structures:</u>			
Insurance	631002 75,950	75,950	222,920
Electricity	631003 68,870	74,600	74,600
Routine maintenance - Chemeketa	631006 146,520	110,718	110,720
Routine maintenance - Liberty	631007 75,670	62,112	62,110
Routine maintenance - Marion	631008 215,110	219,598	219,600
Striping, meters, signage (Transportation)	631009	2,500	2,500
Camera repairs	631105	4,515	
<i>Total Regular Maintenance and Operation</i>	582,120	545,478	692,450
<u>Maintenance of District:</u>			
Refuse disposal	631005 33,710	36,830	36,830
Container maintenance	631104	1,000	1,000
<i>Total Maintenance of Parking District</i>	33,710	37,830	37,830
<u>Administration and Overhead</u>			
Administration and board support (Urban Developme	631000 0	12,360	16,560
Indirect Cost Allocation Plan	631001 232,130	232,130	473,770
<i>Total Administration and Overhead</i>	232,130	244,490	490,330
<u>Contracted Services</u>			
Downtown services (Downtown Clean Team)	631098 90,030	90,030	72,450
Parkade Security Services	631103 + 609736 98,640	98,640	412,000
Misc			
<i>Total Contracted Services</i>	188,670	188,670	484,450
<u>Bad Debt Write Off</u>	35,450	30,000	35,000
Total Operating Expenditures	<u>1,072,080</u>	<u>1,046,470</u>	<u>1,740,060</u>
CONTINGENCIES	0	0	0
TOTAL EXPENDITURES	<u>1,072,080</u>	<u>1,046,470</u>	<u>1,740,060</u>
ENDING BALANCE	0	135,920	0

City wide change in methodology that impacted property insurance the most

Reflects deferred Facilities and extra security costs from FY23

Paid from non-departmental

