



## **City of Salem Downtown Advisory Board**

February 8, 2024  
Noon -1:30 p.m. 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 Fechtel; Sara Ngo; Kiana Chase; Laurie Miller; Ernesto Toskovic

#### Staff

Sheri Wahrgren, Shelly Ehenger, Lynda Rose, Margarita Perez

### **AGENDA**

1. Welcome and Introductions of New Board Members
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes from January 22, 2024
5. Public Comment
6. Action Items
  - A. Does the Downtown Advisory Board approve recommendation of the 2025 Parking Fund budget to City Council?
  - B. Election of Opportunity Purchases Sub-Committee Members
  - C. Election of North Block 45 Sub-Committee Members
7. Information Reports
  1. History Design Standards for Security Gates/Fencing in Historic Downtown – Jake Morris, Historic Planner
  2. 2024 Check-In on Topics of Interest for DAB Meetings
8. Adjourn

**Next Meeting: April 25, 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 22, 2024 @ Noon  
350 Commercial St. NE  
[YouTube](#)

1. **CALL TO ORDER AND ROLL CALL:** 12:04 p.m.  
**Roll Call:** Joshua Kay, Kirk Sund, Allan Pollock (left at 12:50 p.m.), Rory McManus, Rian Fechtel, Sara Ngo  
**Excused:** Charles Weathers  
**Staff:** Sheri Wahrgren, Michael Brown, Lynda Rose, Margarita Perez  
**Guests:** Ward 1 Councilor Virginia Stapleton, Ward 2 Councilor Linda Nishioka
  
2. **APPROVAL OF AGENDA**  
**Motion:** Move to approve the agenda for January 22, 2024, as presented.  
**Motion By:** Board Member Sund  
**Seconded by:** Board Member Kay  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**
  
3. **APPROVAL OF MINUTES**  
**Motion:** Move to approve the Minutes from January 11, 2024, as presented.  
**Motion by:** Board Member Fechtel  
**Seconded by:** Board Member Sund  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**
  
4. **PUBLIC COMMENT**
  - a. None.
  
5. **ACTION ITEM**  
**Motion:** Move to rearrange order of January 22, 2024, meeting agenda to allow for Councilor Stapleton's presentation prior to action on RDURA 2025 budget.  
**Motion by:** Board Member Fechtel  
**Seconded by:** Board Member Pollock  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**
  
- 5.A. **INFORMATION REPORT**
  1. Pedestrian Safety Improvement Project – Councilor Stapleton  
Comments/Questions: Stapleton, Nishioka, Fechtel, Sund, Pollock, Kay, Wahrgren, Brown
  
- 5.B. **ACTION ITEM**  
**Motion:** Move to reallocate \$200,000 from Opportunity Purchase Fund to Pedestrian Safety Improvement Project.  
**Motion by:** Board Member Sund  
**Seconded by:** Board Member Fechtel  
**Action:** Approved  
**Vote:** *Aye:* Unanimous      **Motion PASSES**

**5.C ACTION ITEM**

**Motion:** Approval of recommendations of the RDURA 2025 budget to the Agency Board as amended.

**Motion by:** Board Member Sund

**Seconded by:** Board Member McManus

**Action:** Approved

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

**6. INFORMATION REPORT**

2. Overview/Discussion of FY25 Draft Downtown Parking Fund Budget

Questions/Comments: Stapleton, Nishioka, Fechtel, Sund, Ngo, Kay, Wahrgren, Brown

**7. ADJOURN @ 1:24 p.m.**

**Next Meeting:** February 8, 2024

**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%**

	<b>Budget FY 2024</b>	<b>Projected FY 2024</b>	<b>DAB Recommended FY2025</b>
<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>	<u>962,180</u>	<u>997,325</u>	<u>1,604,140</u>
<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>	<u>582,120</u>	<u>545,478</u>	<u>692,450</u>
 <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>	<u>33,710</u>	<u>37,830</u>	<u>37,830</u>
 <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>	<u>232,130</u>	<u>244,490</u>	<u>490,330</u>
 <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>	<u>188,670</u>	<u>188,670</u>	<u>484,450</u>
 <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

## Join a Community Focus Group

As you may know, the City of Salem is conducting community outreach to explore new, additional revenue sources and adjustments to fees to sustain services that do not have a dedicated revenue stream. As part of this work, **we are conducting community focus groups** to gauge the community's understanding of the state of Salem's revenue and gather opinions on revenue-generating options.

**We are currently recruiting community members to participate in these focus groups.**

The focus groups will:

- Run from February 26<sup>th</sup> to March 7<sup>th</sup>. Participants will be invited to **one session**, which are likely to be in the evenings for approximately 1.5 hours.
- Be comprised of around 10 individuals and be specific to each Ward.
- Help gauge the community's understanding of the state of Salem's revenue and gather opinions on revenue-generating options.

If you would like to submit your interest in Focus Group participation, please click [here](#).

If you can't make the focus groups in late February, consider joining the Town Hall conversations April 10, 16, or 23. Email [Revenue@cityofsalem.net](mailto:Revenue@cityofsalem.net) to sign up to receive updates.

Please submit your interest by Tuesday, January 30<sup>th</sup>.