

City of Salem
Downtown Advisory Board
Purpose and Operating Principles
Amended July 2018

DOWNTOWN ADVISORY BOARD CHARGE:

Consistent with the Intergovernmental Agreement between the City of Salem and the Urban Renewal Agency for the creation of the Downtown Advisory Board (DAB) adopted on December 6, 2004, and amended on August 31, 2015, and August 22, 2016, the Downtown Advisory Board DAB is charged with advising the Salem City Council on matters relating to the Downtown Parking District and Parking Fund and advising the City of Salem Urban Renewal Agency Board on matters pertaining to urban renewal and tax increment fund allocations for the Riverfront-Downtown Urban Renewal Area. Recommendations on policy and budget matters related to the Downtown Parking District and Parking Fund will be made to the City Council for consideration, deliberation and action. Recommendations pertaining to policy, budget and implementation of urban renewal projects will be made to the Urban Renewal Agency Board for consideration, deliberation and action.

DAB MEMBERSHIP AND TERMS:

The DAB is comprised of eleven voting serving a term of three years or until a successor is appointed, representing:

- **Downtown Resident** - a resident of or person representing the interests of residents within the Riverfront-Downtown Urban Renewal Area *(1 Agency appointment)*
- **Salem Community At-Large** - this member must not have a business or own property within the Riverfront-Downtown Urban Renewal Area *(1 Agency appointment)*
- **Institutional Organization** - person representing an institutional organization including the State of Oregon, Marion County, Salem Area Transit District, Willamette University, a non-profit organization providing services within the Riverfront-Downtown Urban Renewal Area, or Salem Hospital *(1 Agency appointment)*
- **Real Estate Development or Banking/Financial Professional** - person representing real estate development or banking/financial professionals, at least one appointment must pay parking fees into the Downtown Parking District *(1 Agency and 1 Council appointment)*
- **Business or Property Owner** - business or property owner within the Riverfront Downtown Urban Renewal Area. In the case of property owners, preference will be given to those who pay, or have tenants who pay, parking fees. *(6 Council appointments)*

BOARD MEMBER VACANCIES AND ATTENDANCE:

Vacancies:

- Vacancies of Council appointments shall be filled pursuant to SRC 2.540. Vacancies of Agency appointments shall be filled by a majority of the Agency Board. Members of the DAB may be reappointed, except that a member who has served two full three-year terms may not be reappointed until after the expiration of one full year from the date of term expiration.

Attendance:

- If a member of a board, commission or committee fails to attend at least 75 percent of the meetings within a consecutive six-month period, the following procedure shall be followed:
 - (a) The City Manager shall inquire to determine the cause of nonattendance. If the cause of nonattendance is not of an excusable and temporary nature, including, but not limited to, illness, vacation or work, the City Manager shall remind the member that commitment to attendance is a key responsibility of membership.
 - (b) If the member fails to attend at least 75 percent of the meetings within the next following six-month period, the Mayor shall ask the member to resign.
 - (c) If the member refuses to resign upon request under subsection (b) of this section, the Mayor shall forward a report to the Council recommending that the member be removed pursuant to SRC 2.555. Nothing in this section shall limit, or shall be deemed to limit, the Council's authority to remove a member under SRC 2.555.

DAB DUTIES:

Make recommendations to the Agency Board regarding:

- **Policy issues** related to the implementation of or amendments to the Riverfront-Downtown Urban Renewal Area Plan;
- **Tax increment** fund allocations - including the priority, scope and scale of urban renewal projects within the Riverfront-Downtown Urban Renewal Area;
- **Applications** for federal and state funding for programs to be implemented in the renewal area; and
- **Monitoring** and potential courses of action relating to state and federal legislation and programs affecting implementation of renewal project priorities.

Make recommendations to the City Council regarding:

- **Annual budget** for the operation of the Downtown Parking District - including the rate of ad valorem and business-and-occupation taxation viewed as necessary to finance the operation of the parking program during the immediately ensuing fiscal year.

- **Make policy** recommendations to the City Council on the operation of the Downtown Parking District including tax assessment methodology and general strategies for downtown parking management.

SCHEDULE:

- **At its first meeting** of the year, the DAB will determine an appropriate schedule to accommodate its annual work plan, and a regular meeting day and time to meet the majority of members' scheduling availability. At a minimum, the DAB must meet at least quarterly.
- **The place** and time of DAB meetings must be specified no later than five days in advance of the meeting.

BOARD MEMBER RESPONSIBILITIES:

- **Regularly attend** DAB meetings and contribute constructively to DAB discussion.
- **Consider and discuss** issues from a community perspective, as well as that of particular stakeholders.
- **Understand** and be able to articulate the DAB's purpose, responsibilities, and work plan.
- **Assist in defining** the DAB's annual issue agenda and work plan priorities, based on input from Council, Agency Board, and constituency groups.
- **Communicate** and coordinate with member's constituent group to (a) represent the group's perspective on key issues; and (b) convey information from the DAB back to stakeholders.
- **Review** and provide comments on draft reports and recommended policies.

DAB OPERATING PRINCIPLES:

- **The DAB may** establish and alter rules or bylaws for its own internal government and procedure consistent with the IGA, laws of the State of Oregon, the Salem City Charter, ordinances of the City, and plans and resolutions of the Agency. Where not consistent with those laws and rules, Robert's Rules of Order, 10th Ed., shall apply.
- **The DAB will strive to reach consensus on matters under consideration.** All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach a consensus on recommendations.
- **Per Resolution 15-3 URA**, a member of the DAB who desires major policy, or Agency or City records research, or other staff assistance requiring more than one hour of staff time, must first raise the issue at a meeting of the DAB. The DAB must approve the request before staff time is utilized. The Executive Director, or the Executive Director's designee, retains the authority to not fulfill the request, either in whole or in part, if the request would utilize too much staff time or City resources, or if the nature of the request is not within the scope of the authority of the DAB.

- **Per Resolution 15-3 URA**, requests for exceptions to adopted Agency Board policies or program guidelines shall first be considered by the Agency Board. Requests for exceptions shall not appear on the agenda of DAB, and shall not be considered by DAB, unless the Agency Board has directed the DAB to make a recommendation on the request to the Agency Board.
- **Election of officers:** Officers shall be elected in the month of January each year.
- **Meeting minutes** will be prepared following each meeting, a list of members present and not present will be listed. All motions including identification of the maker of the motion, member seconding the motion and resulting outcome will be included. The Minutes shall be made available on the City website and maintained per Records Retention Rule ORS Chapter 166-200-0235.
- **DAB meetings are open to the public.** Meetings will be noted on the City's web calendar.
- **Order of Business:** The order of business of each regular meeting shall be as follows:
 - (1) Opening Exercises
 - (2) Approval of Agenda
 - (3) Approval of Minutes
 - (4) Public Comment
 - (5) Action Items
 - (6) Information Reports
 - (7) Adjournment
- **Agenda:** Staff, along with the Board Chair, shall prepare an agenda for each meeting. Extension of time shall be granted by consensus of the Board.
- **Reports to City Council and Agency Board:** The DAB shall provide, at least annually, a report to City Council and the Agency Board summarizing accomplishments related to implementation of City Council and Agency Board goals along with future objectives of the DAB for consideration of City Council and the Agency Board. The report shall be presented by the Chair of the DAB or designee.

SALEM'S STRATEGIC PLAN:

The City adopted Salem's Strategic Plan on October 23, 2017, which articulates the mission, vision, values, and goals for the organization to help the City sustain delivery of core services as the community and the organization grow and change. Council developed its annual policy agenda based on the policy areas defined in the strategic plan. The policy agenda provides direction to the DAB during the budget process to align resources with current priorities.

The DAB may revise the Purpose and Operating Principles by majority vote as deemed necessary within the parameters of the Intergovernmental Agreement between the City of Salem and the Urban Renewal Agency of the City of Salem.