



Downtown Advisory Board

12:00 P.M. -1:30 P.M. on January 22, 2026, In-Person at 350 Commercial St NE
Si necesita ayuda para comprender esta información, por favor llame 503-588-6178.

PARTICIPANTS

BOARD MEMBERS

Kiana Chase
Scott Hossner
Christina Jensen
Rory McManus
Laurie Miller
Angie Oven
Allan Pollock
Kirk Sund
Ernesto Toskovic
Abigail Whalen
Eddie Zapien

STAFF

Tory Banford, Project Manager
Melissa Owens, Admin Analyst
Dana DeKlyen, UD Assistant Director
Kristin Retherford, CPD Director

AGENDA

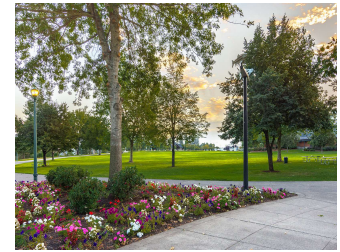
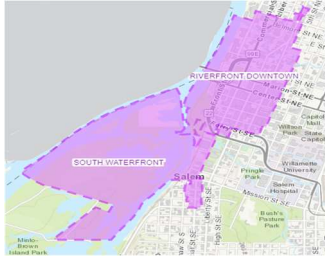
1. Welcome
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes from December 4, 2025
5. Public Comment (appearance of persons wishing to address the Board on any matter other than those which appear on the agenda)
6. Action Items
 - a) Election of 2026 Downtown Advisory Board officers
7. Information Reports
 - a) Draft fiscal year 2027 RDURA and parking fund budgets
 - b) Calendar year meeting topics
8. Adjourn

Next Meeting: February 26, 2026

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.

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 (711 for Relay) 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, source of income and housing status, 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.



MEETING MINUTES
Downtown Advisory Board
 Thursday, December 4, 2025, at 12noon
 350 Commercial St. NE, Salem OR

1. & 2. WELCOME & CALL to ORDER

Having achieved a quorum, the meeting was called to order at 12:02pm.

- A. MEMBERS: Charles Weathers (*Vice-Chair*), Allan Pollock, Laurie Miller, Joshua Kay, Kirk Sund, Ernesto Toskovic, and Scott Hossner
- B. ABSENT: Kiana Chase, Eddie Zapien, Angie Oven, Rory McManus (*excused*)
- C. VACANT: (*none*)
- D. STAFF: Tory Banford, Project Manager
 Melissa Owens, Admin Analyst
 Dana DeKlyen, Assistant Director of Urban Development
 Kristin Retherford, CPD Director
 Derek MacArthur, Program Manager
 Bill O'Donnell, Financial Services Manager
- E. GUEST(S): (*none*)

3. APPROVAL of AGENDA

- A. MOTION: Approve the agenda for December 4, 2025.
- B. MADE BY: Board Member Laurie Miller.
- C. SECOND BY: Board Member Kirk Sund.
- D. ACTION: Motion passed by unanimous vote.

MEMBER	VOTE
Joshua Kay	Aye
Charles Weathers	Aye
Kirk Sund	Aye
Allan Pollock	Aye
Rory McManus	-
Kiana Chase	-
Laurie Miller	Aye
Ernesto Toskovic	-
Angie Oven	-
Eddie Zapien	-
Scott Hossner	Aye

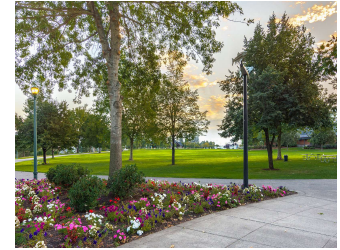
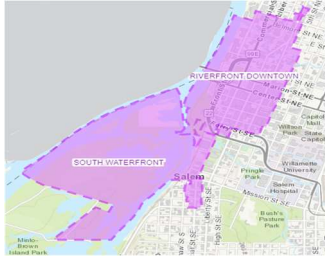
4. APPROVAL of MINUTES

- A. MOTION: Approve the Minutes of October 23, 2025.
- B. MADE BY: Board Member Laurie Miller.
- C. SECOND BY: Board Member Kirk Sund.
- D. ACTION: Motion passed by unanimous vote.

MEMBER	VOTE
Joshua Kay	Aye
Charles Weathers	Aye
Kirk Sund	Aye
Allan Pollock	Aye
Rory McManus	-
Kiana Chase	-
Laurie Miller	Aye
Ernesto Toskovic	-
Angie Oven	-
Eddie Zapien	-
Scott Hossner	Aye

5. PUBLIC COMMENT

Councilman Tigan offered a brief update on the City's efforts to maximize use of the amphitheater, a reminder about forthcoming Center St bridge closures for seismic updates and shared that the Council will discuss a proposed increase to the utility bill operations fee at its next meeting.



MEETING MINUTES

Downtown Advisory Board

Thursday, December 4, 2025, at 12noon
350 Commercial St. NE, Salem OR

6. ACTION ITEMS (none)

7. INFORMATION REPORTS

- A. Update RE Salem Mainstreet Association (*Derek Gilbert*)
Recent collaborative efforts include hanging of holiday lights, distribution of \$5k in gift cards to help promote downtown visits/shopping, and the recent holiday parade that drew a crowd of 12-16k people to the downtown area. The next meeting is in January 2026.
- B. Elsinore Theatre (*Tom Fohn*)
Informed on updates recently made to restore “crown” exterior to its former glory and upcoming seat replacement. Provided discussion on market readiness and the efforts made to get there.

8. NEXT MEETING TOPICS

- A. Officer Appointments
- B. Parking Report + Program Usage

9. ADJOURN

With no further business, the meeting was adjourned at 12:59pm.

NEXT MEETING DATE: January 22, 2026

TO: Downtown Advisory Board
FROM: Tory Banford
DATE: January 16, 2026
SUBJECT: Draft FY 2027 RDURA Budget

This memo highlights key items in the draft budget.

Expenditures	Budgeted FY 2026	Proposed FY 2027
Project coordination and support Estimated higher support and materials costs for the number and type of projects.	\$238,800	\$900,000
Grant programs Carryover and recapitalization.	\$6,000,000	\$5,000,000
Block 50 site preparation Carryover and recapitalization.	\$440,730	\$750,000
Streetscape improvement phase VII Court St (between Liberty St and High St), State St (between High St and Church St), Liberty St (between State St and Court St), High St, and Church St (between State St and Court St).	-	\$4,000,000
Block 45 site preparation Reserved for possible site improvements and development prep.	\$5,000	\$750,000

**Riverfront / Downtown Urban Renewal Area
Resources and Expenditures
Construction Fund**

	Allocation FY 25-26	YTD FY 25-26	Projected FY 25-26	Allocation FY 26-27
RESOURCES:				
Beginning Fund Balance	24,472,118	24,472,118	24,472,118	21,433,666
Short Term Bond Proceeds	6,000,000	6,000,000	6,000,000	8,600,000
Interest Income	600,000	597,120	601,000	590,000
Receipt of TOT Funds for Marketing	531,260	531,260	531,260	540,100
Other/Lease Revenue	10,000	9,000	9,000	10,000
Total Resources	31,613,378	31,609,498	31,613,378	31,173,766
EXPENDITURES:				
682000 Project Coordination/Support	238,800	383,240	460,955	900,000
682000 Support Services Charge / Indirect Cost Allocation	164,310	54,772	164,310	190,000
682000 Conference Center Insurance	123,570	53,711	123,570	130,350
682023 Conference Center Marketing	531,260	177,672	531,260	540,100
682083 Streetscape Concepts	26,600	209	26,567	-
682111 Streetscape Improvements	258,000	3,985	253,890	-
682018 Grant Programs	6,000,000	322,387	2,419,100	5,000,000
Redevelopment Planning and Site Preparation -				
682103 Block 50	440,730	7,525	76,380	750,000
Streetscapes Improvement Program Phase V				
682115 (rebudget)	3,200,000	614,130	1,768,770	1,431,230
682128 Streetscapes Improvement Program Phase VI	4,000,000	59,095	565,860	3,434,140
Streetscapes Improvement Program Phase VII				
TBD (new)	-	-	-	4,000,000
682114 Front Street Multi-modal transportation (rebudget)	140,840	10,080	10,080	130,760
682116 Streetscape Furniture rebudget	470,600	2,045	48,230	422,370
682117 Union Street NE Buffered Bike Lane (rebudget)	900,000	1,980	1,980	898,020
682118 Marion Parkade Capital Improvements	7,350,000	16,137	2,940,000	4,410,000
Projects in Support of Climate Action Plan				
682119 (rebudget)	725,080	173,214	294,517	60,000
682125 North Block 45 Site Development	5,000	2,683	2,795	750,000
682127 Chemeketa Leasehold Improvements	550,000		491,448	400,000
TBD Property Acquisition and Renovation Opportunity	4,785,840	-	-	4,785,840
TBD Public Art in Downtown	50,000	-	-	50,000
TBD Mill Creek Path Planning Study	100,000	-	-	100,000
Vacant Bldg Space Analysis & Impacts to the				
TBD Economy	50,000	-	-	50,000
TBD Committed to Future Projects	1,128,340	-	-	2,740,956
Total Expenditures	31,238,970	1,882,865	10,179,712	31,173,766
Ending Fund Balance	\$ 374,410	\$ 29,726,630	\$ 21,433,666	\$ -
Maximum indebtedness remaining			\$ 153,614,655	\$ 145,014,655

TO: Downtown Advisory Board
FROM: Tory Banford
DATE: January 16, 2026
SUBJECT: Draft FY 2027 Parking Fund Budget

This memo highlights key items in the draft budget.

Resources	Budgeted FY 2026	Proposed FY 2027
Downtown parking tax	\$166,000	-
Anticipated termination of the tax.		
Parking meters	\$1,437,000	\$2,040,570
On-street paid parking meters		
Expenditures		
Parking structure improvements	-	\$450,000
Set aside for upcoming maintenance projects.		
Bad debt write-off	\$6,000	\$57,600
Write-off of unpaid parking tax.		
Contract services	-	\$360,170
Combined parking meter technology and utilization survey.		

**Downtown Parking District
Resources and Expenditures
Cost Center 64-30-10-00**

	Budget FY 25-26	YTD FY 25-26	Projected FY 25-26	Proposed FY 26-27
<u>RESOURCES:</u>				
Beginning Fund Balance	21,310	4,108	4,108	549,610
Operating Revenue				
Downtown Parking Tax	165,000	259,081	266,000	-
Parking Permits - Riverfront	7,700	2,442	7,700	8,085
Parking Permits - Chemeketa	165,000	95,538	220,000	231,000
Parking Permits - Liberty	263,000	138,786	291,000	305,550
Parking Permits - Marion	63,000	41,622	90,000	94,500
Parking Permits - Meters	1,437,000	610,073	1,943,400	2,040,570
Parking Permits - Other	48,000	14,107	48,000	50,400
Other Revenue	5,530	14,479	29,300	30,765
Interfund Transfers from Leasehold	150,000	-	-	-
Total Resources	2,325,540	1,180,236	2,899,508	3,310,480
<u>EXPENDITURES:</u>				
Regular Maintenance/Operation of Structures				
631002 Insurance	237,830	99,095	237,830	242,590
631003 Electricity	88,920	22,723	75,600	93,040
631009 Supplies	5,000	7,710	10,000	24,000
631006 Routine Maintenance - Chemeketa	145,000	37,685	150,740	180,290
631007 Routine Maintenance - Liberty	112,000	29,539	118,156	127,750
631008 Routine Maintenance - Marion	153,800	39,617	158,468	171,470
631009 Striping and Painting	1,970	359	1,804	2,000
631106 Computer Software and Licenses	61,000	-	61,000	79,880
62110 Parking Structure Improvements			300,000	450,000
Administration and Overhead				
631000 Administration and Support	1,100	-	1,100	5,000
631001 Indirect Cost Allocation Plan	645,930	269,140	645,930	658,850
631000 Banking & Card Processing Fees	3,390	711	11,100	17,600
631000 Bad Debt Write-Off	6,000	-	21,264	57,600
Contract Services				
631106 Web Office and Parts/Warranty Program	-	-	-	114,660
631106 Beep Beep Domain & Annual App Hosting	-	-	-	17,750
631106 Parking System Monthly Costs	-	-	-	195,760
631000 Parking Utilization Survey	-	-	-	32,000
631098 Downtown Clean Team & Landscape Services	77,000	41,517	95,974	105,000
631103 Security	421,200	92,355	436,000	483,480
005/104 Refuse Disposal	15,420	6,234	24,936	30,000
Total Expenditures	1,975,560	646,685	2,349,902	3,088,720
Ending Fund Balance	\$ 349,980	\$ 533,550	\$ 549,610	\$ 221,760



PARKING SERVICES OPERATIONS QUARTERLY REPORT FY 2025-2026

Event	Q1			Q2		
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Total Credit Card Collected	\$187,417.20	\$225,710.49	\$220,032.76	\$241,208.30	\$188,809.30	\$181,961.13
Total Coin Deposits	\$0.00	\$0.00	\$13,822.63	\$17,641.61	\$0.00	\$21,106.16
Capitol Mall Revenue	\$59,925.76	\$62,511.95	\$67,473.25	\$71,165.52	\$56,325.25	\$59,055.19
Capitol Mall Transactions	16,411	16,279	17,103	18,644	14,736	17206
Capitol Mall Average Park Time	2.22	3.15	2.46	2.32	2.36	2.18
Capitol Mall App. Transactions	727	1,494	2,161	2,512	2,161	2,537
Library Revenue	\$54.74	\$57.72	\$91.48	\$141.58	\$117.54	\$108.50
Library Transactions	44	50	50	68	60	54
Library Average Park Time	1.24	1.79	1.14	1.28	1.33	1.20
Downtown Revenue	\$156,201.90	\$209,233.71	\$198,707.85	\$219,210.41	\$174,173.93	\$203,937.96
Downtown Transactions	59,138	81,738	75,767	83,130	66,117	79,314
Downtown Average Park Time	1.76	2.33	1.40	1.46	1.44	1.42
Downtown App. Transactions	10,788	15,206	16,680	19,159	16,578	19,636
Municipal Lot Revenue	\$3,592.18	\$4,439.90	\$4,293.06	\$5,855.40	\$4,260.53	\$4,154.27
Municipal Lot Transactions	1,101	1,410	1,369	1,727	1,212	1,330
Municipal Lot Average Park Time	2.10	2.16	2.30	2.16	2.24	2.06
Municipal Lot App. Transactions	26	36	99	148	92	174
North Garage Revenue	\$947.64	\$1,189.54	\$765.50	\$1,098.73	\$868.75	\$1,152.43
North Garage Transactions	361	463	270	407	355	508
North Garage Average Park Time	1.45	2.03	1.54	1.48	1.38	1.32
North Garage App. Transactions	33	45	46	52	33	74
Downtown Revenue Totals	\$160,741.72	\$214,863.15	\$203,766.41	\$226,164.54	\$179,303.21	\$209,244.66
Help Desk Tickets (Phone)	161	132	148	89	103	48
Web Complaints						
# of Abandon Vehicle Help Desk						
# of Refunds	3	0	1	0	2	1
Total Amount of Refunds	\$40.68	\$0.00	\$8.75	\$0.00	\$7.50	\$13.05
# of Tickets Issued	696	2,200	2,100	3,650	2,316	1,909
# of Dismissals						
# of Voids	41	139	118	148	104	102
# of e-Chalks	14,271	15,523	10,742	17,156	14,138	24,645
# of Warning Issued	441	552	245	345	221	726
# of Boots Issued	0	0	1	0	5	2
# of Vehicles Towed	1	4	0	2	2	4
Citations Issued	\$26,795.00	\$74,215.00	\$68,280.00	\$118,540.00	\$76,440.00	\$65,630.00
Downtown Parking District						
DPD Resident Valid	112	166	19	0	13	120
DPD Resident Warning	33	101	13	5	1	139
DPD Employee	0	0		8	0	0
# of DPD Employee Tickets Issued	0	0	0	8	0	0
DPD Warnings	87	68		1	1	21

PARK SALEM MONTHLY REPORT									
as of January 16, 2025									
Parking Resource Summary				Budget Summary		Actual	25-26 Budget	% of YTD**	
Total On-Street Parking Spaces				1,106	Liberty	\$200,125	\$263,000	76%	
Free Customer Off-Street Parking Spaces				1,072	Chemeketa	\$144,288	\$165,000	87%	
Customer 30-Minute Spaces				32	Marion	\$61,389	\$63,000	97%	
<i>Remaining spaces loading zone,ADA,motorcycle</i>					Riverfront	\$360	\$7,700	5%	
Total Parking Spaces				Total Free Customer	Free spaces as a % of total spaces	Total Number of Permits for Sale	Permits Sold	Permits sold as a % of total permits	
Liberty Parkade*				370	106	29%	431	374	87%
Chemeketa Parkade*				619	281	45%	366	381	104%
Marion Parkade*				1,052	525	50%	564	207	37%
Riverfront Park				238	160	67%	104	20	19%
<i>*Daily permits are not factored into total number of permits for sale.</i>									
Daily Permits Sold Liberty				101					
Daily Permits Sold Chemeketa				30					
Daily Permits Sold Marion				0					
Daily permits are not sold at Riverfront Lot									
<i>Downtown On-Street Numbers to be Provided on a Quarterly Basis</i>									

Riverfront Downtown Capital Improvements



Riverfront Downtown capital projects include grants, funds held in reserve for current and future redevelopment investments and street, alleyway, and streetscape improvements; support to the Salem Convention Center; feasibility studies; and administrative costs. Projects are funded with proceeds from loans and short-term borrowings, transfer of debt reserves, transient occupancy tax (TOT) reimbursements, and unspent working capital from previous borrowings.

Project #	Project Name and Purpose	Neighborhood Association	Ward	Sources of Funding				Total Project	Budgeted Expenditures
				Short-term Borrowing	TOT Reimbursement	All Other Revenues	Working Capital		
FY 2027 New Projects									
TBD	Streetscape Improvements Phase VII Program for design and construction of multi-year, multi-phased streetscape improvements within the Riverfront / Downtown area.	CANDO, Grant	1, 2, 7	\$ 4,000,000				\$ 4,000,000	\$ 800,000
FY 2027 Carryover Projects									
TBD	Vacant Building Space Analysis Study to assess long-term downtown vacancies and market needs.	CANDO, Grant	1, 2, 7				50,000	50,000	50,000
TBD	Public Art in Downtown Acquisition and installation of public art in the downtown area.	CANDO	1, 2, 7				50,000	50,000	25,000
TBD	Mill Creek Path Planning Study Study of potential repair and restoration of the flood wall along Mill Creek and exploration of future pedestrian path connections.	CANDO	1, 2, 7				100,000	100,000	100,000
682018	Capital Improvement Grant Programs Funding for downtown capital improvement grant program. (\$6,000,000 rebudgeted).	CANDO, Grant	1, 2, 7	1,420,000			3,580,000	5,000,000	3,400,000
682103	Redevelopment Planning (North Block 50) Redevelopment planning associated with the Agency-owned property known as the N Block 50 (UGM / Saffron sites).	CANDO, Grant	1, 2, 7	750,000				750,000	440,100
682114	Front Street Multi-Modal Compatibility Study Study to analyze the impacts by the rail line, potential trail and pedestrian bridge over Mill Creek in the Front Street corridor that will link the Downtown area to the Cannery property.	CANDO, Grant	1, 2, 7				#REF!	#REF!	50,000
682115	Streetscape Improvements Phase V	CANDO, Grant	1, 2, 7				#REF!	#REF!	#REF!

	Program for design and construction of multi-year, multi-phased streetscape improvements within the Riverfront / Downtown area.							
682116	Streetscape Furniture Project to improve and replace downtown furnishings and amenities.	CANDO, Grant	1, 2, 7			#REF!	#REF!	250,000
682117	Union Street NE Buffered Bike Lane Design and construction of a buffered bike lane from Summer St. NE to Front St. NE.	CANDO, Grant	1			#REF!	#REF!	200,000
682118	Marion Parkade Capital Improvements Design and implementation of recommendations from the parkade comprehensive building assessment.	CANDO, Grant	1			#REF!	#REF!	#REF!
682119	Climate Action Plan Support Studies, design & potential improvements for implementation of Climate Action Plan goals	CANDO, Grant	1, 2, 7			60,000	60,000	60,000
682125	North Block 45 Site Development Redevelopment planning associated with the Agency-owned property known as the N Block 45 (Marquis Property).	CANDO, Grant	1, 2, 7	750,000			750,000	375,000
682127	Chemeketa Leasehold Improvement Allocation of funds for potential upgrades to tenant spaces.	CANDO, Grant	1, 2, 7			400,000	400,000	400,000
682128	Streetscape Improvements Phase VI Program for design and construction of multi-year, multi-phased streetscape improvements within the Riverfront / Downtown area.	CANDO, Grant	1, 2, 7			#REF!	#REF!	#REF!
TBD	Property Acquisition and Renovation - Opportunity Purchase & renovation of Riverfront Downtown URA property for future redevelopment. (\$4,785,840 rebudgeted).	CANDO, Grant	1, 2, 7			4,785,840	4,785,840	2,000,000
TBD	Committed to Future Projects Funds held in reserve for future projects specified in the approved Riverfront Downtown Urban Renewal Area plan.	CANDO, Grant	1, 2, 7	590,000		#REF!	1,550,956	#REF!
FY 2027 General Projects								
682000	Project Coordination & Support Support to Downtown Adv Board & implementation of public/private development projects. Emphasis on Park development, convention center, housing, and retail/office space.	CANDO, Grant	1, 2, 7	900,000			900,000	900,000
682000	Support Services Charge (Indirect Cost Allocation) Provides funds to City GF for cost of providing city services to the Riverfront Downtown URA	CANDO, Grant	1, 2, 7	190,000			190,000	190,000

682023 **Marketing Contract with Salem Convention Center**
 Marketing services for the Salem Convention Center

CANDO, Grant 1, 2, 7

#REF!

#REF!

#REF!

682023 **Salem Convention Center Insurance**
 Property insurance for the Salem Convention Center

CANDO, Grant 1, 2, 7

130,350

130,350

130,350

Total Funding by Source

\$ 8,600,000

#REF!

#REF!

#REF!

#REF!

#REF!

Total Resources **#REF!**
 Total Project Expenditures **#REF!**
 Unappropriated Balance **#REF!**