



URBAN RENEWAL AGENCY

Urban Development Department

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178.

Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available on request. To request accommodations or services, please contact the ADA Liaison at 503-588-6178 or Urbandev@cityofsalem.net at least two business days in advance (TTD/TTY 503-588-6439).**

Downtown Advisory Board

Board Members

Aaron Terpening
Linda Nishioka, Vice-Chair
Brad Compton
Tyson Giza
Joshua Kay, Chair
Vincenzo Meduri
Scott McLeod
Jordan Truitt
Charles Weathers

City Staff

Sheri Wahrgren, Downtown Revitalization
Rebecca Ziegler, Project Manager
Anita Sandoval, Supervisor
www.cityofsalem.net

Next Meeting:

May 27, 2021

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.

Meeting Agenda

Thursday, April 22, 2021
12:00 p.m. – 1:30 p.m.

**Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online on [YouTube](https://www.youtube.com). Please submit written comments on agenda items by 5:00 p.m., or earlier, one day prior to the day of the meeting at DAB@cityofsalem.net.

1. Opening exercises
2. Approval of Agenda with following change:
Requesting that Information Report on City homeless efforts be shared prior to Action item.
3. Approval of Minutes from March 11, 2021
4. Action Items –
 - a. Downtown Advisory Boards FY 21-22 Parking Fund Budget recommendation
5. Information Reports-
 - a) City-wide homeless effort update – Gretchen Bennett
 - b) FY 2021-22 RDURA Budget update
 - c) UGM/Saffron Redevelopment update
 - d) Our Salem update – Eunice Kim
6. What's Happening Downtown
7. Adjournment

MINUTES

Downtown Advisory Board

Thursday, March 11, 2021–12:00 P.M.

Virtual Meeting

[YouTube](#)

1. CALL TO ORDER

Call to Order and Roll Call: 12:03 PM

Roll Call: Aaron Terpening; Brad Compton; Tyson Giza; Joshua Kay-Chair; Linda Nishioka-Vice Chair; Jordan Truitt; Charles Weathers; Vincenzo Meduri; Scott McLeod

Absent:

Staff: Sheri Wahrgren; Rebecca Ziegler; Anita Sandoval; Kali Leinenbach

APPROVAL OF AGENDA

Motion: Move to approve the agenda for March 11, 2021, amending it to add an informational item: UGM/Saffron Request for Proposal Update

Motion by: Board Member Terpening

Seconded by: Board Member Giza

Action: Approved the agenda for March 11, 2021, as amended.

Vote: Aye: Unanimous **Motion PASSES**

2. APPROVAL OF MINUTES

Motion: Move to approve the Minutes from February 25, 2021, as presented

Motion by: Board Member Terpening

Seconded by: Board Member Giza

Action: Approved the Minutes from February 25, 2021, as presented.

Vote: Aye: Unanimous **Motion PASSES**

3. ACTION ITEMS

a. Downtown Advisory Boards FY 21-22 Riverfront-Downtown Urban Renewal Budget recommendation to Agency Board

Comments/Questions: Wahrgren

Motion: Recommend the FY 21-22 Riverfront-Downtown Urban Renewal Budget as presented.

Motion by: Board Member Nishioka

Seconded by: Board Member Terpening

Action: Approved

Vote: Aye: Unanimous **Motion PASSES**

4. INFORMATION REPORTS

a. UGM/Saffron Request for Proposal Update

Comments/Questions: Wahrgren, Kay, Terpening, Nishioka,

5. What's Happening Downtown!

a. Roofing on the Amphitheater is set to go on in a couple of weeks.

b. Grand Theater will be doing Snow White for grades 1-5.

c. Marquis is scheduled for a pre-app for their 72-unit bed rehab facility with retail on the ground floor.

d. 910 Front Street, sale pending for potential owner/user.

e. Opportunity Summit on March 15th for representatives of vacant buildings in the central business area.

6. ADJOURN – 12:53 p.m.

Next Meeting: April 22, 2021



MEMORANDUM

Urban Development Department

DATE: April 22, 2021
TO: Downtown Advisory Board
FROM: Sheri Wahrgren, Downtown Revitalization Manager
SUBJECT: Updated Fiscal Year 2021-22 Parking Fund Budget

At the February 11, 2021, Downtown Advisory Board Meeting, a FY 2021-22 draft Parking Fund Budget was presented for board consideration. That budget reflected not only a deficit in the draft 2021-2022 budget of (\$300,000+), but also an expected deficit in this year's budget.

Staff recommended the Board not act on a budget that was not reconciled, but to wait until a balanced budget was provided which is a requirement of the budget process.

Attached is a revised, reconciled Draft Parking Fund Budget for FY 2021-22. The Board is being asked to take action on the revised Parking Fund Budget in conjunction with their responsibilities stated in the IGA.

In order for the Board to easily see the changes from the first draft budget to the attached, the following information is being provided:

Revenue Changes FY 2021-22:

Beginning Fund Balance Changed from a (\$300,000+) to \$212,740 (Note 1)
American Rescue Plan Act New Revenue Source of \$211,590

<u>Expense Changes:</u>	<u>2/11/2021</u>	<u>4/22/2021</u>	<u>(+/-)</u>
Reduction in Chemeketa Cleaning	\$141,700	\$120,000	(\$21,700)
Reduction in Marion Cleaning	\$188,040	\$180,000	(\$ 8,040)
Reduction in Striping	\$ 1,100	\$ 500	\$ 600)
Reduction in Landscape Maintenance	\$ 3,000	\$ 1,000	(\$ 2,000)
Reduction Misc. Downtown Repairs	\$ 5,000	\$ 1,000	(\$ 4,000)
Reduction in Administration/Board Support	\$ 50,930	\$ 27,550	(\$23,380)
Removal of Parking Permit Administration	\$ 74,240	0	(\$74,240)
Reduction in Parking Security	\$ 10,000	\$ 5,000	(\$ 5,000)
Increase Bad Debt Write Off	\$ 15,000	\$ 22,740	\$ 7,740

Note 1: Please note in FY 2020-21, an allocation of American Rescue Plan Act in the amount of \$278,960 was added as a revenue source.

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

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

		<u>ADOPTED</u> <u>FY 2020-21</u>	<u>PROJECTED</u> <u>FY 2020-21</u>	<u>DRAFT</u> <u>PROPOSED</u> <u>2021-22</u>
RESOURCES				
Beginning Fund Balance		74,209	74,209	212,740
<u>Operating Revenues</u>				
Parking tax collections		402,710	347,090	365,840
Parking permits/parking rent		609,670	425,360	479,660
Meter revenue		65,000	26,010	26,120
Interest		6,000	5,500	1,000
American Rescue Plan Act - lost revenue		0	278,960	211,590
Other revenue/bad debt recovery		3,500	4,000	2,430
		<u>1,086,880</u>	<u>1,086,920</u>	<u>1,086,640</u>
TOTAL RESOURCES		<u><u>1,161,089</u></u>	<u><u>1,161,129</u></u>	<u><u>1,299,380</u></u>
EXPENDITURES				
<u>Regular Maintenance/Operation of Structures:</u>				
Insurance	631002	34,350	34,350	38,750
Electricity	631003	62,500	60,650	58,500
Routine maintenance - Chemeketa	631006	118,570	90,490	120,000
Routine maintenance - Liberty	631007	46,240	26,980	55,490
Routine maintenance - Marion	631008	97,970	106,240	180,000
Fire riser/valve replacement - Chemeketa	-	10,800	0	0
Striping, meters, signage (Transportation)	631009	1,100	500	500
Landscape maintenance (Parks)	631010	3,000	2,000	1,000
Miscellaneous downtown repairs	631050	5,000	2,000	1,000
<i>Total Regular Maintenance and Operation</i>		<u>379,530</u>	<u>323,210</u>	<u>455,240</u>
<u>Maintenance of District:</u>				
Refuse disposal/refuse container maintenance	631005	33,630	31,552	36,630
<i>Total Maintenance of Parking District</i>		<u>33,630</u>	<u>31,552</u>	<u>36,630</u>
<u>Police</u>				
Police Services Provided Downtown	631077	200,000	200,000	200,000
<i>Total Police</i>		<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
<u>Administration and Overhead</u>				
Administration and board support (Urban Development)	631000	55,700	21,000	27,550
Indirect Cost Allocation Plan	631001	219,670	219,670	262,130
Parking permit administration (Comm Development)	631051	74,240	74,240	0
<i>Total Administration and Overhead</i>		<u>349,610</u>	<u>314,910</u>	<u>289,680</u>
<u>Contracted Services</u>				
Downtown services (Downtown Clean Team)	631098	75,000	69,090	75,000
Downtown Parking-Holiday	631090	3,500	1,162	3,500
Parking Security Services	631103	10,000	3,463	5,000
<i>Total Contracted Services</i>		<u>88,500</u>	<u>73,715</u>	<u>83,500</u>
<u>Capital Reserve Transfer</u>	631099	0	0	0
<u>Bad Debt Write Off</u>	631086	35,000	5,000	22,740
<u>Minimum Reductions Needed</u>				0
Total Operating Expenditures		<u><u>1,086,270</u></u>	<u><u>948,387</u></u>	<u><u>1,087,790</u></u>
CONTINGENCIES		0	0	12,740
TOTAL EXPENDITURES		<u><u>1,086,270</u></u>	<u><u>948,387</u></u>	<u><u>1,100,530</u></u>
ENDING BALANCE		74,819	212,742	198,850

Capital projects and a capital fund contribution are not included in this budget proposal.

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

		Actual FY 19-20	Budget FY 20-21	Projected FY 20-21	Draft Budget FY 21-22
<u>CONSTRUCTION FUND</u>					
RESOURCES					
Beginning Fund Balance		15,572,447	10,487,660	10,172,025	18,703,208
Short Term Bond Proceeds		7,500,000	6,000,000	6,000,000	6,500,000
Long Term Loan Proceeds		-	8,700,000	8,701,200	-
Principal and Interest on Commercial Loans		169,762	25,000	60,000	25,000
Interest Income		304,687	200,000	170,000	200,000
Receipt of TOT Funds for Marketing		300,090	309,090	309,090	325,000
Sale of Assets		207,500	-	84,416	-
Other/Lease Revenue		<u>109,592</u>	<u>96,000</u>	<u>160,000</u>	<u>96,000</u>
Total Resources		<u>24,164,078</u>	<u>25,817,750</u>	<u>25,656,730</u>	<u>25,849,208</u>
EXPENDITURES					
Project Coordination/Support	682000	503,285	517,490	349,509	643,300
Indirect Cost Allocation Plan	682000	48,800	93,740	93,744	157,640
Toolbox Loan Program	multiple	372,907	173,110	-	173,110
Toolbox Grant Program - rebudgeted	682018	3,090,476	3,000,000	1,804,190	3,695,810
Toolbox Grant Program - new funds	682018	-	2,500,000	-	1,500,000
Strategic Project Grant Program - rebudgeted	682097	223,224	121,610	63,850	57,760
Strategic Project Grant Program - new funds	682097	-	-	-	50,000
Conference Center Insurance	682000	36,120	36,120	36,120	43,530
Conference Center Marketing	682023	300,090	309,090	300,000	325,000
North Downtown Zoning Review	682091	42,613	-	430	-
North Downtown Code Revisions	-	-	50,000	-	50,000
Streetscape Improvement & Design Program	682067/76/83	200,095	2,566,160	1,286,980	2,779,180
Alley Improvements - rebudgeted	682086	210,512	439,620	15,840	350,000
Alley Naming Project Hardware (poles and toppers)	682105	-	80,000	80,000	-
Alley Entranceways (metal)	-	-	-	-	80,000
Dual Turn Lane Removal and Curb Extensions	682087	34,055	200,000	175,670	-
State Street Two Way Conversion	682089	50,021	292,000	282,740	-
Court Street Two Way Conversion	-	-	-	-	400,000
Property Acquisition and Environmental Due Diligence-UGM & Saffron	682093	117,545	100,000	204,160	1,340,000
Redevelopment Planning and Site Preparation - UGM & Saffron	-	-	50,000	-	550,000
Union Street Bike Friendly Phase B - rebudgeted	682094	-	1,500,000	-	1,500,000
Division Street Improvements	682095	3,883,847	-	-	-
Police Facility Improvements	682098	4,745,404	-	2,560	-
High Speed Broadband Study	682096	78,240	-	-	-
SCC Expansion Cost Benefit Analysis	682101	50,332	-	-	-
Property Acquisition and Renovation - Navigation Center	-	-	4,150,000	-	-
Acquisition of ARCHES Site / Homeless Solutions Task Force Project Implementation	682102	4,487	2,500,000	2,257,730	-
Parkade Improvement Design	-	-	-	-	100,000
Adaptive Reuse Consulting Services	-	-	-	-	100,000
COVID-19 Business Grant Program	-	-	-	-	500,000
Downtown Enhancements	-	-	-	-	200,000
Opportunity purchases for future redevelopment	-	-	2,000,000	-	2,000,000
Total Expenditures		<u>13,992,053</u>	<u>20,678,940</u>	<u>6,953,523</u>	<u>16,595,330</u>
Ending Fund Balance/Committed to Future Projects		10,172,025	5,138,810	18,703,208	9,253,878