

FOR COUNCIL MEETING: February 25, 2013  
AGENDA ITEM: \_\_ 10.1 (a)

**TO: SALEM CITY COUNCIL**

**FROM: MAYOR ANNA M. PETERSON**

**SUBJECT: DOWNTOWN ADVISORY BOARD MEMBERSHIP**

**MOTION:**

I move that the City Council remove Carole Smith from the Downtown Advisory Board property owner/business owner position with a term expiring 12/31/2013.

**DISCUSSION:**

The Downtown Advisory Board (DAB) plays an important role in ensuring the vitality of Salem's downtown by making recommendations to the Urban Renewal Agency (URA) on tax increment fund allocations within the Riverfront Downtown URA and advising the City Council on the annual budget for the operation of the Downtown Parking District. The DAB is a joint board of the City Council and URA with eleven voting members and two non-voting, ex-officio members. Seven members are appointed by the City Council and six are appointed by the URA.

Pursuant to SRC 2.555, members of boards, commissions and committees (including the DAB) serve at the pleasure of the City Council. A member of any board, commission, or committee may be removed upon majority vote of the City Council. Due to circumstances which have adversely impacted the cohesiveness and effectiveness of the Downtown Advisory Board (noted in my attached letter to Ms. Smith), I recommend that Carole Smith be removed from the property business owner position with a term expiring 12/31/2013.



MAYOR'S OFFICE

555 Liberty St SE / Room 220 • Salem, OR 97301-3513 • (503) 588-6159 • Fax (503) 588-6354

February 21, 2013

Carole Smith  
S/K Property Management  
363 Court St. NE  
Salem, Oregon 97301

Dear Carole:

As you are aware my assistant Linda Cate has made several attempts to schedule an appointment for the two of us to meet. You have declined my invitations and indicated that you would prefer that our communication be in writing. I have summarized below the items that I had hoped we could discuss with respect to your performance as a member of the Downtown Advisory Board (DAB).

Membership on a City of Salem advisory board is a volunteer effort, but it carries with it the responsibility to support the goals of the City. Regretfully, I have received several complaints about your interactions with DAB members and staff that have been detrimental to the collaborative approach required for the board to achieve its intended outcomes. I have also witnessed firsthand the struggles between you and the rest of the board and have seen, over time, how the resulting discord and disruption can prevent or slow the work at hand. Some of the specific behaviors of concern include the following:

- Lack of cooperation with DAB members and the chair to ensure a smooth generation of business at meetings
- Inappropriate confrontations with staff
- Consistent introduction of issues that are not germane to the business to be conducted as outlined in the meeting agenda
- Disregard for the authority and instructions of the presiding officer
- Excessive demands of staff, without board agreement, to conduct research and provide answers to questions

The culmination of the items listed above has created friction and divisiveness on a board that plays a critical role to the vitality of our downtown. For this reason I plan to make a motion at the February 25, 2013 City Council meeting to remove you from the Downtown Advisory Board.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Women, minorities, and disabled are encouraged to apply • ADA Accommodations will be provided upon request

I do not take this action lightly. I have given careful consideration to your membership on the Board. My invitation for a personal discussion is still open; however, I believe these issues have been lingering for too long, in spite of many attempts to resolve them, and my recommended action is necessary to align the vision between the Downtown Advisory Board and Council adopted goals for the Downtown Urban Renewal Agency.

Sincerely,

A handwritten signature in cursive script that reads "Anna M. Peterson". The signature is written in dark ink and is positioned above the printed name.

Anna M. Peterson

Mayor