

CITY OF SILVERTON

CITY COUNCIL SPECIAL MEETING – 6:15 p.m., Monday, June 15, 2020

(or immediately following the Urban Renewal Agency Special Meeting)

Silverton Council Chambers – 421 South Water St. and Zoom

***Americans with Disabilities Act** – The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2204 at least 48 hours prior to the meeting.*

A copy of the full packet is available on the City's website at www.silverton.or.us/agendacenter. In accordance with Governor Brown's Executive Order 20-16 the meeting will be held electronically using the Zoom web conference platform. Please submit written comments to finance@silverton.or.us by 5:00 p.m. on Monday, June 15, 2020. Comments received will be shared with the City Council before the meeting and included in the record. If you wish to attend the meeting in-person and/or participate through the Zoom web conference platform, contact Angela Speier at aspeier@silverton.or.us or by phone (503) 874-2216 no later than noon on Monday, June 15, 2020 for information.

AGENDA

I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance and Roll Call

II. APPROVAL OF MINUTES – None submitted

III. OATHS OF OFFICE/PUBLIC RECOGNITION – None scheduled

IV. PUBLIC COMMENTS – This is a business meeting of the City Council. The City values and welcomes public input. Please address the Council as a whole and not individual Council Members. Do not address Staff or members of the audience. Council action on items brought up in Public Comment is limited by the Open Meeting Law. The Council may direct Staff to study the matter and reschedule for further consideration at a later date. Items on the agenda will not be heard or discussed during Public Comment, but will be accepted at that place on the Agenda. Individuals are limited to three (3) minutes.

V. SCHEDULED PRESENTATIONS – None scheduled

VI. PUBLIC HEARINGS

A Public Hearing giving citizens an opportunity to comment on the use of State Revenue Sharing Funds

6.1 Resolution No. 20-16 – To determine the eligibility to receive State Shared Revenue and Resolution No. 20-17 – Declaring the election to Receive State Shared Revenue

A Public Hearing on the approved budget for Fiscal Year 2020-2021

6.2 Resolution No. 20-18 – Adopting the budget for fiscal year 2020-2021, impose and categorize taxes and make appropriations

VII. DISCUSSION/ACTION

7.1 Civic Center Status Update and Discussion – Mackenzie Engineering, Inc.

VIII. CONSENT AGENDA

8.1 Resolution No. 20-19 – Extending the City of Silverton's workers' compensation coverage to certain volunteer positions


8.2 Resolution No. 20-20 – Authorizing signers on City bank accounts

IX. CITY MANAGER UPDATE

X. COUNCIL COMMUNICATIONS

XI. ADJOURNMENT

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	6.1	Resolution No. 20-16 – To Determine the Eligibility to Receive State Shared Revenue and Resolution No. 20-17 – Declaring the Election to Receive State Shared Revenue
	Agenda Type:	
	Public Hearing	
	Meeting Date:	
June 15, 2020		
Prepared by:	Reviewed by:	Approved by:
Kathleen Zaragoza	Christy S. Wurster	Christy S. Wurster

Recommendation:

Adopt Resolution No. 20-16 to determine the eligibility to receive State Shared Revenue.
Adopt Resolution No. 20-17 to declare the City’s election to receive State Shared Revenue and to use it for General Fund purposes.

Background:

The City is required to hold a public hearing during the Budget Committee meeting process and then again at a Council meeting to allow public input on deciding whether to allow the City to receive State Shared Revenue and the purpose the funds may be used. At the April 23, 2020 Budget Committee meeting, the required public hearing was held and the Budget Committee approved a motion to accept State Shared Revenues for General Fund purposes.

A second required public hearing must take place at a Council meeting. That public hearing is part of the agenda for tonight. Council must pass a resolution to determine the City’s eligibility to receive State Shared Revenues, and a resolution to declare its election to receive State Shared Revenues and the purpose they may be used for.

Without the two public hearings, and adoption of the two resolutions the City of Silverton would not be able to participate in the State Shared Revenues. This would reduce the General Fund revenues by approximately \$105,000.

Budget Impact	Fiscal Year	Funding Source
Yes	2020-2021	Intergovernmental

Attachments:

1. Resolution No. 20-16 to determine the eligibility to receive State Shared Revenue
2. Resolution No. 20-17 to declare the City’s election to receive State Shared Revenue

Attachment 1 to Agenda Item No. 6.1

CITY OF SILVERTON
RESOLUTION
20-16

A RESOLUTION OF THE SILVERTON CITY COUNCIL DETERMINING ELIGIBILITY TO RECEIVE STATE SHARED REVENUE

WHEREAS, ORS 221.760 provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785, to 366.820 and 471.805 shall, in the case of a City located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the City provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewers
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

WHEREAS, City Officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SILVERTON AS FOLLOWS:

Section 1: The City of Silverton hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning, and subdivision control
6. Water utility services
7. Sewer utility services

Section 2: That this resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 15th day of June, 2020.

Mayor, City of Silverton
Kyle Palmer

ATTEST:

City Manager/Recorder, City of Silverton
Christy S. Wurster

Attachment 2 to Agenda Item No. 6.1

CITY OF SILVERTON
RESOLUTION
20-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SILVERTON
DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUE**

WHEREAS, the City of Silverton must declare its election to receive state shared revenue.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SILVERTON
RESOLVES AS FOLLOWS:**

Section 1: Pursuant to ORS 221.770, the City hereby elects to receive state shared revenue for fiscal year 2020-2021.

Section 2: This resolution is and shall be effective from and after its passage by City Council.

Passed by the City Council and approved by the Mayor this 15th day of June, 2020.

Mayor, City of Silverton
Kyle Palmer


ATTEST:

City Manager/Recorder, City of Silverton
Christy S. Wurster

I certify that a public hearing before the Budget Committee was held on April 23, 2020, and a public hearing before the City Council was held on June 15, 2020, giving citizens an opportunity to comment on the proposed uses of state shared revenues.

Christy S. Wurster, City Manager

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	6.2	Resolution No. 20-18 – A Resolution to Adopt the Budget for Fiscal Year 2020- 2021, Impose and Categorize Taxes and make appropriations
	Agenda Type:	
	Public Hearing	
	Meeting Date:	
June 15, 2020		
Prepared by:	Reviewed by:	Approved by:
Kathleen Zaragoza	Kathleen Zaragoza	Christy S. Wurster

Recommendation:

Following a public hearing staff recommends a motion to approve Resolution No. 20-18 to adopt the budget for fiscal year 2020-2021 in the total amount of \$64,006,341, levy taxes of \$3.6678 per \$1,000 of assessed value for the permanent rate, levy \$275,000 for the Pool Operation Levy and make appropriations as listed in the resolution.

Background:

The Budget Committee met on April 23, 2020 to allow for a public hearing on the proposed budget and State Shared Revenues. The Budget Committee determined the City was eligible to receive State Shared Revenues and approved the City to receive the funds for general purposes. On May 28, 2020, the Budget Committee passed motions to approve the budget as modified by the Budget Committee, the amount to be levied for the local option levy and the tax rate to impose for general purposes.

There is one change regarding a capital purchase for Operations Department within the Sewer Fund. It is a change from funding the replacement of the Constant Air Blower for \$45,000 to fund two (2) return activated sludge pumps (RAS). The pumps are a higher energy consumption component eligible for Energy Trust reimbursement which will be a budgetary benefit. The cost of the two (2) RAS pumps will be budgeted at \$30,000. The other \$15,000 within the capital replacement line item will either not be expended or may be used to cover a necessary replacement that could be approved by the City Manager.

This is the Council's formal action to allow for public input, adopt the budget and to determine the amount of taxes to impose for the various tax categories and provide expenditure appropriation authority for the City of Silverton.

Budget Impact	Fiscal Year	Funding Source
Adoption	2020-2021	N/A

Attachments:

1. Resolution No. 20-18

CITY OF SILVERTON
RESOLUTION
20-18

A RESOLUTION OF THE SILVERTON CITY COUNCIL ADOPTING THE BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING THE AD VALOREM PROPERTY TAXES TO BE CERTIFIED TO THE COUNTY ASSESSOR

WHEREAS, April 28, 2020, the City of Silverton Budget Committee, after appropriate deliberation and public hearing, approved the budget for fiscal year 2020-2021; and

WHEREAS, in accordance with Oregon Budget Law, the City seeks to adopt a budget and appropriate City expenditures for fiscal year 2020-2021; and

WHEREAS, the City seeks to declare the ad valorem property taxes for fiscal year 2020-2021 to the Marion County Tax Assessor.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SILVERTON AS FOLLOWS:

Section 1: The City Council of the City of Silverton hereby adopts the budget for fiscal year 2020-2021 (July 1, 2020 through June 30, 2021) in the total of \$64,006,341, on file at City Hall after July 1, 2020.

Section 2: The City Council hereby declares and certifies to the Marion County Tax Assessor the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the tax district of the City of Silverton for fiscal year 2020-2021:

In the amount of \$ 3.6678 per \$ 1,000 of assessed value for permanent rate tax;
In the amount of \$ 275,000 for local option tax; and

Section 3: The City Council hereby resolves that the taxes imposed are hereby categorized for the purposes of Article XI section 11b as:

Subject to the General Government Limitation

General Fund	\$ 3.6678/ \$ 1,000
Local Option Tax	\$ 275,000

Section 4: The City Council makes the following appropriations in the amounts stated for fiscal year 2020-2021 and for the following purposes by Fund:

GENERAL FUND

Non-Departmental/ non-program	
Materials & Services	\$ 538,450
Capital Outlay	10,000
Transfers	1,652,699
Contingency	801,602
City Council	57,100
City Management	498,879
Finance	601,761
Police	3,020,556
Community Enforcement	76,345
Community Development	255,836
Facilities Maintenance	288,840
Parks & Recreation	210,212
Computer Services	<u>66,700</u>
Fund Subtotal	8,078,980
Reserve-Future Expenditures*	<u>1,090,522</u>
Fund Total	\$ 9,169,502

ELECTRICAL INSPECTIONS FUND

Inspection Services	\$ 43,723
Transfers	7,809
Contingency	<u>2,368</u>
Fund Total	\$ 53,900

BUILDING OPERATIONS FUND

Inspection Services	\$ 298,081
Transfers	59,924
Contingency	<u>106,650</u>
Fund Subtotal	464,655
Reserve-Future Expenditures*	<u>371,407</u>
Fund Total	\$ 836,062

TRANSPORTATION FUND

Trolley Operations	\$ 206,019
Transfers	4,788
Contingency	<u>32,843</u>
Fund Total	\$ 243,650

POOL OPERATIONS LEVY FUND

Materials & Services	\$ 233,100
Capital Outlay	266,000
Contingency	<u>323,542</u>
Fund Subtotal	822,642
Reserve-Future Expenditures*	<u>234,000</u>
Fund Total	\$ 1,056,642

TRANSIENT TAX FUND

Materials & Services	\$ 301,079
Transfers	98,800
Contingency	<u>41,825</u>
Fund Total	\$ 441,704

STREET FUND

Administration	\$ 178,421
Maintenance	579,378
Transfers	246,300
Contingency	<u>296,782</u>
Fund Subtotal	1,300,881
Reserve-Future Expenditures*	<u>144,828</u>
Fund Total	\$ 1,445,709

STREET IMPROVEMENT SDC FUND

Street Improvements	\$ 1,784,840
Transfers	<u>87,000</u>
Fund Total	\$ 1,871,840

STREET REIMBURSEMENT SDC FUND

Street Improvements	\$ 181,221
Transfers	<u>300,000</u>
Fund Total	\$ 481,221

STORMWATER IMPROVEMENT SDC FUND

Stormwater Improvements	\$ 536,824
Transfers	<u>32,156</u>
Fund Total	\$ 568,980

STORMWATER REIMBURSEMENT SDC FUND

Stormwater Improvements	\$ 115,679
Transfers	<u>17,844</u>
Fund Total	\$ 133,523

STREET LIGHT IMPROVEMENT FUND

Street Improvements	\$ 213,638
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STREET MAINTENANCE FEE FUND

Street Improvements	\$ 131,311
Transfers	<u>660,485</u>
Fund Total	\$ 791,796

STORMWATER FEE FUND

Stormwater Improvements	\$ 689,839
Transfers	<u>194,276</u>
Fund Total	\$ 884,115

SEWER FUND

Administration	\$ 252,924
Operations	1,319,372
Maintenance	378,683
Debt Service	833,270
Transfers	1,272,543
Contingency	<u>792,212</u>
Fund Subtotal	4,849,004
Reserve-Future Expenditures*	<u>396,358</u>
Fund Total	\$ 5,245,362

SEWER IMPROVEMENT SDC FUND

Sewer Improvements	\$ 1,380,516
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SEWER REIMBURSEMENT SDC FUND

Sewer Improvements	\$ 1,643,524
Transfers	<u>502,508</u>
Fund Total	\$ 2,146,032

SEWER DEBT RESERVE FUND

Reserve-Debt Service*	\$ 852,202
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WATER FUND

Administration	\$ 341,390
Operations	661,464
Maintenance	524,336
Debt Service	193,750
Transfers	1,241,192
Contingency	<u>583,494</u>
Fund Subtotal	3,545,626
Reserve-Debt Service*	193,726
Reserve-Future Expenditures*	<u>323,960</u>
Fund Total	\$ 4,063,312

WATER IMPROVEMENT SDC FUND

Water Improvements	\$ 1,434,433
Transfers	<u>1,150,000</u>
Fund Total	\$ 2,584,433

WATER REIMBURSEMENT SDC FUND

Water Improvements	\$ 385,867
Transfers	<u>75,000</u>
Fund Total	\$ 460,867

DEBT SERVICE FUND

Debt Services	\$ 243,753
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BUILDING CAPITAL IMP RESERVE FUND

Capital Outlay	\$ 488,357
Transfers	<u>1,000,000</u>
Fund Total	\$ 1,488,357

GENERAL OPERATING RESERVE FUND

Materials & Services	\$ 1,020,594
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PARKS FEE FUND

Parks & Recreation	\$ 76,938
Capital Outlay	94,000
Contingency	<u>254,938</u>
Fund Total	\$ 425,876

PARKS & REC IMPROVEMENT SDC FUND

Materials & Services	\$ 160,000
Parks Improvements	<u>2,457,238</u>
Fund Total	\$ 2,617,238

ASSESSMENT FUND

Materials & Services	\$ 10,000
Transfers	150,000
Contingency	<u>164,474</u>
Fund Total	\$ 324,474

CDBG HOUSING REHAB FUND

Materials & Services	\$ 556,500
Contingency	<u>99,946</u>
Fund Total	\$ 656,446

WWTP DIGESTER PROJECT FUND

Sewer Improvements	\$ 89,500
Transfers	<u>189,111</u>
Fund Total	\$ 278,611

STEELHAMMER LID PROJECT FUND

Street Improvements	\$ 13,830
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CIVIC BUILDING PROJECT FUND

Capital Outlay	\$ 4,199,044
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MCCLAIN ST IMP PROJECT FUND

Capital Outlay	\$ 6,005,539
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STREET CAPITAL PROJECT FUND

Street Improvements	\$ 562,718
Transfers	<u>900,000</u>
Fund Total	\$ 1,462,718

SEWER CAPITAL PROJECT FUND

Sewer Improvements	\$ 3,294,259
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WATER CAPITAL PROJECT FUND

Water Improvements	\$ 3,959,327
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FLEET REPLACEMENT FUND

Capital Outlay	\$ 367,834
Reserve-Future Expenditures*	<u>1,375,301</u>
Fund Total	\$ 1,743,135

MAJOR EQUIP REPLACEMENT FUND
Capital Outlay \$ 1,215,325

EXTENDED LEAVE FUND
Personnel Services \$ 32,809
Transfers 100,000
Fund Total \$ 132,809

Section 5: The City Council hereby directs the City to certify to Marion County Clerk and the County Assessor the tax levy made by this resolution and shall file with them the required documents as required by Oregon Budget Law on or before July 15, 2020.

Section 6: This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton this 15th day of June, 2020.


Mayor, City of Silverton
Kyle Palmer

ATTEST:

City Manager/Recorder, City of Silverton
Christy S. Wurster

*Included for informational purposes only

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.1	Civic Center Status Update and Discussion - Mackenzie Engineering, Inc.
	Agenda Type:	
	Discussion/Action	
Meeting Date:		
June 15, 2020		
Prepared by:	Reviewed by:	Approved by:
Christy S. Wurster	Christy S. Wurster	Christy S. Wurster

Recommendation:

Receive presentation from Mackenzie and provide direction on the plan for seeking public input and outreach.

Background:

The contract for architectural services with Mackenzie Engineering, Inc. for the design of the Silverton Police Facility/EOC, Municipal Court/Council Chambers and City Hall Facilities (also referred to as the Silverton Civic Center project) was signed on April 22, 2020 and work is underway. The project team has been meeting with Mackenzie on a weekly basis to provide information in support of the space needs assessment for the building(s).


Representatives from Mackenzie will present an update on the project at the June 15 meeting and will discuss the plan for seeking public input and outreach on the project.

Budget Impact	Fiscal Year	Funding Source
N/A	2019-2020	N/A

Attachments:

1. None

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	8.1	Resolution No. 20-19– Extending the City of Silverton’s Workers’ Compensation coverage to certain volunteers
	Agenda Type:	
	Consent	
	Meeting Date:	
June 15, 2020		
Prepared by:	Reviewed by:	Approved by:
Elizabeth Gray	Christy S. Wurster	Christy S. Wurster

Recommendation:

Adopt Resolution No. 20-19 extending the City of Silverton’s Workers’ Compensation coverage to certain volunteers.

Background:

According to ORS 656.031, 656.041 and 656.046, in order to secure Workers’ Compensation coverage for certain volunteers, a public entity must have its governing body pass a resolution that designates the categories of volunteers to be covered, describes the work duties to be performed, estimates the number of volunteers to be covered in each category, and identifies an assumed wage for the basis of benefits and billing.

This resolution reflects SAIF Corp’s ongoing requirement to use an hourly rate of pay rather than a monthly assumed wage for certain volunteer positions.

Budget Impact	Fiscal Year	Funding Source
None	2020-2021	General Fund

Attachments:

1. Resolution No. 20-19

CITY OF SILVERTON
RESOLUTION
20-19

A RESOLUTION OF THE SILVERTON CITY COUNCIL EXTENDING THE CITY OF SILVERTON'S WORKERS' COMPENSATION COVERAGE TO CERTAIN VOLUNTEER POSITIONS

WHEREAS, pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on the workers' compensation payroll schedule, and verified at audit:

1. Public Safety Volunteers

An assumed monthly wage of \$800 will be used for applicable public safety volunteers in the following volunteer positions):

- Police reserve

2. Applicable volunteer boards, commissions and councils for the performance of administrative duties.

All applicable non-public safety volunteers, volunteer boards, commissions and councils listed below will track their hours and the city will report those hours using Oregon's minimum wage rate in effect January 1st of the calendar year in which the policy is effective:

- a. City Council
- b. Planning Commission
- c. Budget Committee

3. Non-public safety volunteers

All applicable non-public safety volunteers listed below listed below will track their hours and the city will report those hours using Oregon's minimum wage rate in effect January 1st of the calendar year in which the policy is effective:

- Parks and recreation
- Other

4. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work:

- a. The City of Silverton provides at least two weeks' advance written notice to the workers' compensation carrier underwriting department requesting the coverage
- b. The workers' compensation carrier approves the coverage and date of coverage
- c. The workers' compensation carrier provides written confirmation of coverage

The City of Silverton agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON, AS FOLLOWS:

Section 1: Workers' compensation coverage is provided as indicated above.

Section 2: That this resolution is and shall be effective July 1, 2020 through June 30, 2021.


Resolution adopted by the City Council of the City of Silverton, this 15th day of June, 2020.

Mayor, City of Silverton
Kyle Palmer

ATTEST

City Manager/Recorder, City of Silverton
Christy S. Wurster

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	8.2	Resolution No. 20-20 – Authorizing signers on City bank accounts
	Agenda Type:	
	Consent	
	Meeting Date:	
June 15, 2020		
Prepared by:	Reviewed by:	Approved by:
Kathleen Zaragoza	Christy S. Wurster	Christy S. Wurster

Recommendation:

Adopt Resolution No. 20-20 authorizing signers on City bank accounts.

Background:

The City of Silverton is required to change bank signers as one of the authorized signers has retired from the City.

Once the resolution is adopted, the signers will also need to complete required documents with Citizens Bank to finalize who has been approved to sign. This will provide continuation of ongoing City operations regarding banking transactions.

Budget Impact	Fiscal Year	Funding Source
None	2019-2020	N/A

Attachments:

1. Resolution No. 20-20

OREGON STATE TREASURY ACCOUNT:
Local Government Investment Pool

Christy S Wurster, City Manager

Kathleen Zaragoza, Finance Director

Sarah Crofts, Account Manager
(ACH TRANSACTIONS & INQUIRY ABILITY)

Sheena Kroker, ~~AMWDQW~~ILQDQFHUHEWRU
(ACH TRANSACTIONS & INQUIRY ABILITY)

XPRESS ECHECKING:

Christy S Wurster, City Manager

Kathleen Zaragoza, Finance Director

Sarah Crofts, Account Manager
(ACH TRANSACTIONS & INQUIRY ABILITY)

Sheena Kroker, ~~AMWDQW~~ILQDQFHUHEWRU
(ACH TRANSACTIONS & INQUIRY ABILITY)

Section 2: Resolution No. 17-12 is hereby repealed.

Section 3: That this resolution is and shall be effective beginning June 16, 2020.

Resolution adopted by the City Council of the City of Silverton, this 15th day of June, 2020.

ATTEST

Mayor, City of Silverton
Kyle Palmer

City Manager/Recorder, City of Silverton
Christy S Wurster