

CITY OF SILVERTON
BUDGET COMMITTEE MEETING
Thursday, April 21, 2022 – 6:30 p.m.

(or immediately following the Silverton Urban Renewal Agency Budget Committee Meeting, whichever is later)

Council Chambers – 421 South Water Street 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 503-874-2216 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 House Bill 2560 and City Of Silverton Resolution 22-06, the meeting will be held in a hybrid format: in person, and electronically using the Zoom web conference platform. Please submit written comments to finance@silverton.or.us by 3:00 p.m. on Thursday, April 21, 2022. Comments received will be shared with the Budget Committee before the meeting and included with the public comments for the record. If you wish to participate through the Zoom web conference platform, see meeting information below.

Zoom meeting link:

<https://us02web.zoom.us/j/89849063033?pwd=Tk8vdXAxSUhKODhsaVhHUFB1WmV4QT09>

Webinar ID: 898 4906 3033

Passcode: 124441

Dial-In: 1 (253) 215-8782

AGENDA

- I. OPENING CEREMONIES – Call to Order, Roll Call, and Election of Officers**
 - 1.1 – Chair
 - 1.2 – Vice Chair
- II. APPROVAL OF MINUTES**
 - 2.1 – Approval of minutes from the April 29, 2021 Budget Committee Meeting.
- III. PRESENTATION OF THE BUDGET MESSAGE FOR FISCAL YEAR 2022-2023 BUDGET**
- IV. PUBLIC COMMENT ON THE PROPOSED BUDGET**
- V. PUBLIC HEARING**
 - 5.1 – Public Hearing on Election to Receive State Revenue Sharing
 - 1. Open Public Hearing
 - 2. Accept public comment on possible uses of State Revenue Sharing Funds
 - 3. Close Public Hearing

Motion: *I move to receive State Revenue Sharing Funds for general purposes.*

VI. REVIEW AND DISCUSSION OF THE BUDGET

Motion: *I move to approve the Budget of The City of Silverton for Fiscal Year 2022-2023 in the amount of \$97,520,287 and levy taxes at the permanent rate of \$3.6678 per \$1,000 of assessed valuation, and levy \$275,000 for the Pool Operating Levy.*

VII. ADJOURNMENT

1 CITY OF SILVERTON
2 **BUDGET COMMITTEE MINUTES**

3 **Zoom Web Conference Platform**

4
5 **April 29, 2021 – 6:00 p.m.**

6
7 **I. Call to Order, Roll Call and Pledge of Allegiance**

8
9 Chair Palmer called the meeting to order at 6:00 p.m. He announced the meeting is being held through
10 Zoom consistent with House Bill (HB) 4212.
11

Present	Absent	
X	_____	Jim Sears
X	_____	April Newton
X	_____	Crystal Neideigh
X	_____	Kyle Palmer
_____	Excused	Aaron Koch
_____	X	R Walker Yeates
_____	Excused	Dana Smith
X	_____	Ammon Saboe
X	_____	Jess Miller (<i>arrived at 6:05 p.m.</i>)
X	_____	Greg Chase
X	_____	Elvi Cuellar Sutton
X	_____	Chris Childs
X	_____	Jason Freilinger
X	_____	Micole Olivas-Leyva

12
13 **Staff Present:**

14 City Manager Pro Tem, Bob Willoughby; Deputy City Manager/Finance Director, Kathleen Zaragoza;
15 Chief of Police, Jim Anglemier; Community Development Director, Jason Gottgetreu; Water Quality
16 Division Supervisor, Troy Kemper; Maintenance Division Supervisor, Travis Sperle; Assistant Finance
17 Director, Sheena Lucht; Public Works Director, Petra Schuetz; and Assistant to the City Manager/City
18 Clerk, Angela Speier
19

20 **II. Approval of minutes from the meeting held on April 22, 2021**

21
22 Vice-Chair Freilinger made a motion to approve the minutes from the meeting held on April 22, 2021.
23 Member Cuellar Sutton seconded the motion. There was no discussion and the motion passed
24 unanimously (10-0).
25

26 **III. Review/discussion of the Budget; continuing with page 58 – Special Revenue Funds –**
27 **Electrical Inspections**

28
29 Member Olivas-Leyva asked about the plumbing permits located on page 61 and why the budgeted
30 amount is lower than previous years. Staff noted it should be \$30,000 not \$3,000. Member Saboe made a
31 motion to increase line item 012-000-42105 by \$27,000 and to the increase the contingency line item
32 012-140-90001 by \$27,000. Member Childs seconded the motion. There was no discussion and the
33 motion passed unanimously (11-0). Member Saboe requested staff educate people through an
34 informational campaign about when they need to get building permits. A number of unpermitted projects
35 have come before the Planning Commission for approval after a project was already completed.
36

37 Deputy City Manager/Finance Director Kathleen Zaragoza referred to the memo in the packet which
38 outlines a request from the Budget Committee at the last meeting to add a full-time employee (FTE) in

1 Public Works. She explained the Street Administration Fund (pages 74 and 75) is where a portion of that
2 FTE would be funded out of. Member Saboe asked about the long-term impact of funding this position
3 permanently. Director Zaragoza explained how the position would be funded in the long-term.
4

5 Member Saboe made a motion to decrease line item 020-010-90001 Contingency by \$40,481 for 50% of
6 the one FTE. Member Olivas-Leyva seconded the motion. There was no discussion and the motion
7 passed unanimously (11-0).
8

9 Member Childs made a motion increase Street Maintenance personnel costs as presented in the packet
10 for a total of \$40,481. Member Saboe seconded the motion. There was no discussion and the motion
11 passed unanimously (11-0).
12

13 Member Saboe asked about the funding concerns listed in the Storm Water Improvement SDC. He said
14 the City cannot always fund infrastructure through debt and would like to see these projects prioritized in
15 the budgeting process. Director Zaragoza explained there is an attempt to move money to the capital
16 project fund, because the City is trying to fund projects without having to finance them.
17

18 Vice-Chair Freilinger asked if the street light fund could be used to fund areas in town that do not have
19 street lights with new ones. Director Zaragoza said yes and it will also be utilized for the Civic Center site.
20 Member Freilinger explained some concerns that have been raised to him regarding Reserve Street and
21 what was promised when the road was paved which ultimately lead to the Abiqua Heights Subdivision.
22 He would like to see a couple additional street lights installed on Reserve Street. The Committee
23 discussed two lots that are being developed on Reserve and the possibility of installing a street light with
24 their development. Member Neideigh asked if some of the funds could be set aside for the lights at the
25 Skate Park. Community Development Director Jason Gottgetreu said there is overhead power and poles
26 on Reserve Street, so it could be an easier project than having to install underground power. He will
27 reach out to PGE and feels there are options for the Skate Park lighting as well. Member Sears asked
28 about lighting on Jefferson Street between First and Second Street, because there are not street lights
29 located near the pedestrian crossing. He noted there are poles already there so it could be fairly simple.
30 Member Childs made a motion to list the identified locations (the Skate Park, Reserve Street, and
31 Jefferson Street) in the Street Light Improvement narrative located on page 86 and ask City Council to
32 work on the funding details. Vice-Chair Freilinger seconded the motion. Member Saboe requested the
33 motion be modified to make it clear the Budget Committee's intent is that these funds be expended during
34 FY 2021-2022 on the three prioritized areas. Member Cuellar Sutton asked for the narrative to be
35 expanded to encourage City Council to look at other areas of Silverton that could utilize these funds as
36 well. City Manager Pro Tem Willoughby suggested adding the new Civic Center and park to the priority
37 list. Member Childs amended his motion to list the identified locations (the Skate Park, Reserve Street,
38 Jefferson Street, and the new Civic Center/Park) in the Street Light Improvement narrative located on
39 page 86 and directed staff to identify other areas of Silverton that could benefit from this funding source
40 as well. Vice-Chair Freilinger was agreeable to second the amended motion. There was no further
41 discussion and the motion passed unanimously (11-0).
42

43 The Budget Committee discussed the utility fees and whether the annual CIP increase is sufficient to
44 meet the long-term capital project needs. Member Saboe asked about the need to replace the vactor
45 truck. Maintenance Division Supervisor Travis Sperle said he does not see any mechanical issues with
46 the current vactor truck over the next few years, but it is a 2001 and Silverton is the second owner.
47

48 Vice-Chair Freilinger made a motion to decrease line item 070-070-90001 Contingency by \$65,481 and
49 increase Personnel Costs as presented for \$40,481 and line item 070-070-85003 by \$25,000 for
50 purchase of the mower and to move \$65,000 from line item 070-070-85003 to 070-070-85001. Member
51 Cuellar Sutton seconded the motion. There was no discussion and the motion passed unanimously (11-
52 0).
53

54 Member Saboe asked about the transfer to the Civic Center Project (072-072-95225) on page 101 and
55 why this fund did not pay to purchase the park land from the beginning. Director Zaragoza said when the
56 City originally purchased the land it was unknown how much of it was going to be park and how much

1 was going to be needed for the Civic Center. The land was purchased using the Civic Building Project
2 Fund so this transfer is paying back the Civic Building Project Fund for the portion of the site that will be
3 developed into a park. She noted the park was added to the Park Capital Improvement Plan (CIP) in
4 order for this fund to purchase the land. Discussion ensued on the Parks and Recreation Improvement
5 SDC Fund and possible projects to fund. Chair Palmer noted a lot of parks projects have been put on
6 hold while the formation of Parks and Recreation District gets figured out and said the Committee is
7 working towards a May 2022 ballot. Vice-Chair Freilinger described a few of the parks projects that have
8 been discussed, but the big question is once they are built who will maintain them. A Parks and
9 Recreation District would have their own stable funding source dedicated to parks maintenance. Member
10 Saboe said the City is not funding parks adequately and there seems to be enough money to fund them.
11 Chair Palmer said this fund is highly restrictive.

12
13 Vice-Chair Freilinger made a motion to decrease line item 030-010-90001 Contingency by \$7,000 and
14 increase 030-030-61022 by \$7,000. Member Cuellar Sutton seconded the motion. There was no
15 discussion and the motion passed unanimously (11-0).

16
17 Vice-Chair Freilinger made a motion to decrease line item 040-010-90001 Contingency by \$7,000 and
18 increase 040-040-61022 by \$7,000. Member Cuellar Sutton seconded the motion. There was no
19 discussion and the motion passed unanimously (11-0).

20
21 Member Saboe asked about the status of the major issues to be resolved in the next five years in the
22 Water Operations Fund and if they are funded. Director Schuetz said staff is working on the engineering
23 portion of the Water Treatment Plant with the finished design being completed in December. There is not
24 a financing strategy for constructing the facility and the reservoir project will likely be deferred for another
25 year or two and should be addressed within the next five years. The City will likely need to finance about
26 \$7 million for the Water Treatment Plant and explained the City will be using a Trident system which will
27 result in cost savings.

28
29 Member Saboe asked if City Council is taking the skyrocketing cost of construction into account regarding
30 the timing for the construction of the Civic Center building. Director Gottgetreu explained Mackenzie has
31 developed a couple different estimates throughout the project and said the last one was developed in
32 February and it is reflective of the construction timeline. He said additional cost estimates will be
33 completed as part of the construction drawings. Member Newton noted the need for the Police
34 Department to be in a seismically sound facility per state statute. Discussion ensued on if costs increase
35 too much would it be possible to only build the Police Station. Director Gottgetreu said that was included
36 as a value engineering piece, but with it being a two story building there would not be a huge cost savings
37 in doing that. The City has asked the State Legislature for a \$500,000 grant since it is state statute that is
38 requiring a new police facility. Discussion ensued on the consequences of not meeting the state mandate,
39 how the department has outgrown its current space, and how their accreditation could be impacted if they
40 don't move into a new facility. Members discussed the current construction timeline for the Civic Center
41 and what would happen if the City waited until enough money was saved to complete the project without
42 having to finance a portion of it. Staff said construction costs increase every year and explained it is not
43 uncommon to have to finance these types of projects. Member Saboe voiced his concern with the City's
44 debt levels and the need to finance a number of critical infrastructure projects.

45
46 On page 154 members discussed the South Water Street Project and if the City is budgeting enough
47 money to extend the sidewalk as far as it needs to go. Director Schuetz said the optimal design for this
48 project was not affordable and the project scope has been shrunk to less than a mile. This project is being
49 designed and constructed by the Oregon Department of Transportation (ODOT) with the City providing
50 matching funds. Member Neideigh said this project is not extending the sidewalk very much further than
51 the current sidewalk and reiterated she would like to see the sidewalk extended to Pioneer Drive. Member
52 Saboe asked staff for a cost estimate to continue the sidewalk to Pioneer Drive. Director Schuetz said
53 staff can provide that. Member Sears said this is not a City street and would like to see the City put
54 pressure on the state to come up with more funding since it is a state highway. Member Cuellar Sutton
55 asked if staff could look into an alternative solution to provide temporary safety measures such as a
56 temporary bike lane and a gravel path.

1
2 Vice-Chair Freilinger made a motion to increase line item 330-000-49090 Beginning Balance by \$145,000
3 and increase 330-330-85020 by \$145,000 and make the appropriate narrative updates. Member Saboe
4 seconded the motion. There was no discussion the motion passed unanimously (11-0).
5

6 Director Zaragoza noted staff will be adding information to the narrative on page 158 regarding a \$1.7
7 million expenditure for the construction of a new Water Treatment Plant. This project was reflected in the
8 numbers, but not in the narrative.
9

10 On page 162 Director Zaragoza noted at the last meeting the Budget Committee requested staff bring
11 back the possibility of replacing the street sweeper. If the members would like to include the sweeper it
12 would need to be added to the Fleet Replacement Fund. Member Saboe made a motion to decrease line
13 item 600-600-91731 Reserve-Vehicles by \$275,000 and increase line item 600-600-81076 Capital-Fleet
14 by \$275,000. Member Childs seconded the motion. There was no discussion and the motion passed
15 unanimously (11-0). Director Zaragoza said the narrative will be updated accordingly.
16

17 Member Saboe asked what type of leave the Extended Leave Fund covers. Director Zaragoza explained
18 it can be used to pay for additional help to cover when an employee is on extended leave. Member Saboe
19 asked if some of this money could be used to create a Police Officer Care Fund. Director Zaragoza said
20 this fund could not be used for that purpose, but explained the City's Catastrophic Sick Leave Bank
21 employees have access to, if they have used all their sick leave. Chief Anglemier explained the Police
22 Department's Wellness Program and how he ensures officers get the help they need. Members
23 discussed the idea of the City providing paid time off for maternity/paternity leave. Director Zaragoza
24 explained the Oregon Family Leave Act and the federal Family Leave Medical Leave Act (OFLA/FMLA)
25 and how employees can use their accrued vacation and sick leave if they are absent due to a qualifying
26 OFLA/FMLA condition.
27

28 Member Newton made a motion to recommend City Council look at changing the policy to add a benefit
29 for City employees specifically a paid leave separate from vacation and sick leave for maternity/paternity
30 leave for six weeks. Member Saboe seconded the motion. Member Olivas-Leyva asked if the Committee
31 would be agreeable to eight weeks. Both Member Newton and Saboe were agreeable to that change and
32 the amended motion was to recommend City Council look at changing the policy to add eight weeks of
33 paid maternity/paternity leave (separate from vacation and sick leave). Member Neideigh explained short
34 term disability covers paid maternity leave and employees get 60 percent of their paycheck untaxed while
35 on protected OFLA/FMLA leave. There was no further discussion and the motion passed 10-1 (Yes: Chair
36 Palmer and Members Newton, Saboe, Chase, Childs, Freilinger, Miller, Olivas-Leyva, Neideigh, and
37 Cuellar Sutton; No: Member Sears). Member Sears noted he is not against the concept but would like
38 more information regarding the number of weeks to be paid.
39

40 Vice-Chair Freilinger made a motion to approve the Budget of the City of Silverton for Fiscal Year 2021-
41 2022 in the amount of \$63,073,115 and levy taxes at the permanent rate of \$3.6678 per \$1,000 of
42 assessed valuation, and levy \$275,000 for the Pool Operating Levy. Member Newton seconded the
43 motion. There was no discussion and the motion passed unanimously (11-0).
44

45 **IV. Adjournment**

46
47 Member Freilinger made a motion to adjourn and Chair Palmer adjourned the meeting at 9:12 p.m.
48

49 Respectfully submitted,
50

51
52 /s/Angela Speier
53 Assistant to the City Manager/City Clerk