

CITY OF SILVERTON
BUDGET COMMITTEE MEETING
Thursday, May 9, 2024 – 6:30 p.m.

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 preliminary budget is available for review on the City website: www.silverton.or.us and at City Hall, Finance Department, 306 S Water St, Silverton OR 97381.

A copy of the full packet is available on the City's website at <https://silverton.or.us/meetings>. 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. If you wish to participate through the Zoom web conference platform, see meeting information below.

Zoom meeting link:

<https://us02web.zoom.us/j/87250562481?pwd=eEZubFN2VURYMitZd0pCNXFjZGJJZz09>

Webinar ID: 872 5056 2481

Passcode: 588418

Dial-In: 1 (253) 215-8782

AGENDA

I. OPENING CEREMONIES – Call to Order and Roll Call

II. APPROVAL OF MINUTES

2.1 – Approval of minutes from the May 7, 2024 Budget Committee Meeting.

III. CONTINUE REVIEW AND DISCUSSION OF THE 2024-2025 FISCAL YEAR BUDGET FROM THE MAY 7, 2024 BUDGET COMMITTEE MEETING BEGINNING ON PAGE 91 IN THE PARKS FUND.

3.1 – Review of the Building Capital Improvement Reserve Fund (page 135).

Sample Motion: I move to continue the Building Capital Improvement Reserve Fund for another 10 years.

Sample Motion: I move to discontinue the Building Capital Improvement Reserve Fund.

IV. RECOMMENDATION TO APPROVE THE CITY OF SILVERTON BUDGET FOR FISCAL YEAR 2024-2025

Motion: I move to approve the Budget of The City of Silverton for Fiscal Year 2024-2025 in the amount of \$74,833,392 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.

V. ADJOURNMENT

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

3 **Council Chambers-421 S Water Street and Zoom Web Conference Platform**

4
5 **May 7, 2024 – 7:00 p.m. or immediately following the Urban Renewal Agency Budget Committee**
6 **meeting.**

7
8 **I. OPENING CEREMONIES – Call to Order, Roll Call, and Election of Officers**
9

10 Member Palmer called the meeting to order at 6:55 p.m. He announced the meeting is being held through
11 a hybrid format consistent with House Bill (HB) 2560 and City of Silverton Resolution 22-06.
12

Present	Absent	
X		Jason Freiling
X		Peter Hulseman
X		Elvi Cuellar Sutton
X		Hilary Dumitrescu
X		Matt Gaitan
X		Eric Hammond
X		Morry Jones
X		Ciara Jung
X		Jess Miller
X		April Newton
	X	Patricia O’Sullivan
X	ZOOM	Kyle Palmer
X		Margaret Thompson
X		Marie Traeger

13 Staff Present:

14 City Manager, Cory Misley; Deputy City Manager/Finance Director, Kathleen Zaragoza; Chief of Police, Jim
15 Anglemier; Captain, Todd Engstrom; Community Development Director, Jason Gottgetreu; Public Works
16 Director, Travis Sperle; Water Quality Division Supervisor, Brad Jensen, Public Works Operations Manager;
17 Mike Dahlberg; Public Works Maintenance Division Supervisor, Jacob Rush and Assistant Finance
18 Director, Sheena Lucht.
19

20
21 **I. Opening Ceremonies & Election of Officers**
22

23 Member Freiling made a motion to elect Member Palmer as Chair of the Budget Committee. Member
24 Cuellar Sutton seconded the motion. There was no discussion and the motion passed unanimously (13-0).
25

26 Member Freiling made a motion to elect Member Jones as Vice-Chair of the Budget Committee. Member
27 Cuellar Sutton seconded the motion. There was no discussion and the motion passed unanimously (13-0).
28

29 **II. Approval of minutes from the meetings held on April 27, 2023, and December 18, 2023**
30

31 Member Cuellar Sutton made a motion to approve the minutes from the meetings held on April 27, 2023,
32 and December 18, 2023. Member Newton seconded the motion. There was no discussion and the motion
33 passed unanimously (13-0).
34

35 **III. Presentation of the Budget Message for Fiscal Year 2024-2025 Budget**
36

37 Manager Misley presented the Budget Message and began with a historic overview of the beginning fund
38 balance and how it compared over the last 20 years showing a very strong and stable financial position.

1 He explained that the City Council goals adopted earlier this year are the driving force for this budget and
2 how the dollars are focused. He outlined the staffing level increases proposed in this budget and how these
3 investments are necessary for operations. He noted that the staff has made a shift to an Engineer of Record
4 to allow for expertise in design and engineering. Manager Misley explained that this budget does not include
5 a five-year Capital Improvement Plan but the goal during this next fiscal year is to gather the costs and
6 information needed to build a thorough one for next year's budget. He explained in this budget there are a
7 few organizational changes throughout the budget, with the consolidation of a few funds. He concluded by
8 saying there will be a mid-year budget review like there was in December 2023 and staff will provide
9 quarterly financial reports to the Budget Committee members.

10
11 Vice Chair Jones pointed out in the Budget Message the highlight of a one-year warranty consulting service
12 for the new City Hall building and where it was in the budget. Manager Misley explained this item is
13 budgeted in the unallocated section of the General Fund.

14
15 Member Hulseman asked about what the City has in place for employee merit and COLA based raises.
16 Manager Misley explained the City has two collective bargaining groups, the Police and Public Works, and
17 each have their own bargained increases. He explained that the 6% COLA included in the budget for non-
18 represented employees is to catch up for COLAs for wage equity. Chair Palmer added that he appreciated
19 seeing the increase in FTE.

20 21 **IV. Public Comment on the Proposed Budget for Fiscal Year 2024-2025**

22
23 No public or written comment was received.

24 25 26 **V. Public Hearing**

27 28 **5.1 Public Hearing on Election to Receive State Shared Revenue**

29
30 Chair Palmer opened the public hearing on the election to receive state shared revenue at 7:17 PM. No
31 members wished to abstain or declare a conflict of interest. There was no public comment and Member
32 Miller made a motion to close the public hearing. Member Cueller Sutton seconded the motion. There was
33 no discussion and the motion passed unanimously (13-0). Chair Palmer closed the public hearing at 7:18
34 PM.

35
36 Member Freilinger made a motion to receive state shared revenue for general purposes. Member Newton
37 seconded the motion. There was no discussion and the motion passed unanimously (13-0).

38 39 **VI. Review & Discussion of the 2024-2025 Fiscal Year Budget**

40
41 Member Freilinger made a motion to review the budget on a fund-by-fund basis beginning with revenues
42 followed by expenditures. Member Cueller Sutton seconded the motion. There was no discussion and the
43 motion passed unanimously (13-0).

44
45 Member Jones made a motion to not start a new fund after 9:00 PM. Member Miller seconded the motion.
46 There was no discussion and the motion passed unanimously (13-0).

47
48 Pages 31-32: General Fund-Revenue: Chair Palmer clarified the revenue received in 2022-2023 for the
49 Mayors Ball and stated that any remaining proceeds were to go to the Chamber of Commerce if there was
50 not going to be another Mayor's Ball budgeted.

51
52 Pages 33-34: General Fund-Unallocated: Vice-Chair Jones questioned what the \$150,000 City Hall
53 warranty service is for. Manager Misley explained there would be an owner's representative that would
54 work with any vendors regarding claims for the City. Vice-Chair Jones also asked about the high dollar
55 budgeted in the Emergency Management line item, but only about \$700 has been used in recent years.

1 Director Zaragoza explained that the funds are there in the event there is an emergency situation that
2 requires the use of the funds for supplies or related emergency essentials.
3

4 Pages 43-46: General Fund-Police: Member Freilinger asked staff to talk about the increase in FTE. Chief
5 Anglemier explained he is retiring soon and introduced Capitan Engstrom who will be fulfilling the Chief
6 role. Captain Engstrom explained that due to falling behind on administrative functions due to customer
7 service demands, the layout of the new City Hall requiring additional staff in the front lobby to assist the
8 public, and the expected duties of BM114, requires the need for administrative help. He explained this
9 position would be a limited duration, so either the position will get the department caught up so the position
10 may be discontinued, made part-time, or prove to be made a permanent full-time position. Vice-Chair Jones
11 asked if they have heard if the school district will be keeping the SRO. Chief Anglemier said in talks with
12 the school district they want to keep the position as they feel it's a need. Member Cueller-Sutton asked if
13 the City is a position to cover the full costs of the SRO if the school district would not be able to fund that
14 position. She asked if the City would be able to budget for a second SRO position. Manager Misley
15 explained that it would be best practice to let the school district make the determination of the need for a
16 second SRO. Vice-Chair Jones asked about the objective of continued officer retention efforts and what
17 that looks like. Captain Engstrom explained that Silverton is a small agency, and we lose officers to the
18 bigger agencies, so we are trying to keep wages competitive with similar size agencies and keeping a
19 culture that staff enjoys coming to work for. Member Hulseman questioned the decrease in the overtime
20 salaries budgeted for the next fiscal year. Captain Engstrom explained that due to vacancies and officers
21 in training status it caused the need to backfill shifts for coverage, so it's budgeted to be more fully staffed
22 than the previous year. Member Miller asked about the Fentanyl Test Unit. Captain Engstrom explained the
23 use of the test unit and how it provides a safer way to test.
24

25 Pages 51-52: General Fund-Facilities Maintenance: Vice Chair Jones had a question regarding the
26 increase to the building/ground's maintenance line item. Operations Manager Dahlberg and Director Sperle
27 explained all the locations this fund covers and the unknown maintenance needs of the new City Hall
28 building. Member Miller brought up that last year there was a discussion about adding an expense line
29 item for deferred maintenance and would this be where that would be located. Manager Misley explained
30 it will take the next year to determine what the needs and costs will be to formulate a facility maintenance
31 plan.
32

33 Pages 59-62: Silver Trolley Operations Fund: Manager Misley noted that the grant funds for the transit
34 expansion study will be used to determine the need for a mobility hub.
35

36 Pages 63-64: Pool Operations Fund: Member Cueller Sutton asked if there are any funds budgeted for
37 security cameras at the pool. Member Misley would like to talk to staff and the YMCA about that need in
38 the future. There was continued discussion for future planning for the pool facility and maintenance in the
39 future.
40

41 Pages 65-66: Transient Lodging Tax Fund: Manager Misley explained the reason for the increase from
42 \$35,000 to \$50,000 for the Chamber of Commerce to provide visitor services. He noted there is a hotel
43 market analysis budgeted to help determine the need for additional hotel investments.
44

45 Pages 73-74: Street Operations Fund-Maintenance: Member Traeger asked if the amount budgeted for
46 Street Maintenance will be enough for slurry seal projects. Manager Dahlberg explained that line item is
47 not for slurry or crack sealing, it is for day-to-day operating costs for street maintenance.
48

49 Pages 79-82: Street Capital Fund: Director Sperle explained the budget highlights some overlay projects,
50 but there is enough budgeted for other areas and staff has identified as needing improvements too.
51

52 Pages 83-84: Stormwater Fund-Revenue: Manager Misley pointed out the beginning fund balance and how
53 it's been growing from year to year.
54
55
56

1 **VII. Adjournment**

2
3 Member Freilinger made a motion to adjourn the meeting and reconvene on May 9, 2024, at 6:30 PM to
4 continue the budget review on page 91. Chair Palmer adjourned the meeting at 8:56 PM.

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6
7 Respectfully submitted,

8
9
10 /s/Sheena Lucht
11 Assistant Finance Director

DRAFT