

CITY OF SILVERTON
CITY COUNCIL WORK SESSION
Monday, December 18, 2023 – 7:15 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 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/82834049275?pwd=MG9wMHdSZG5rS3B5ZXhvRnhabHlpZz09>

Webinar ID: 828 3404 9275


Passcode: 933317

Telephone: 1 253 215 8782

AGENDA

- I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance and Roll Call**
- II. DISCUSSION ITEMS**
 - 2.1 Community Center Lease and YMCA Partnership – City Manager Cory Misley
 - 2.2 City Boards, Commissions, and Task Forces – City Manager Cory Misley
- III. COUNCIL COMMUNICATIONS**
- IV. ADJOURNMENT**

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

	Agenda Item No.:	Topic:
	2.1	Community Center Lease
	Agenda Type:	
	Discussion/Direction	
	Meeting Date:	
December 18, 2023		
Prepared by:	Reviewed by:	Approved by:
Cory Misley	Kathleen Zaragoza	Cory Misley

Discussion:

The City of Silverton’s lease at the “Community Center” building will expire on March 31, 2024. The City anticipates being able to occupy the new Civic Center building at this time. However, there are several community partners that are tenants of the Community Center and provide noteworthy community benefits. The YMCA needs to continue to use this space for the foreseeable future. Sheltering Silverton has relocated to their new location. SACA plans to continue to use the space until their new location is ready (sometime in the summer of 2024).

The YMCA presented a Transition Proposal (attached) at a Work Session in July. The City Council needs to provide direction to staff, YMCA, and other tenants regarding the desired path forward beyond March 31st, 2024.

Generally speaking, there are three alternatives (with possible variations) on the table:

1. Status quo: The lease expires, and the remaining tenants must coordinate in advance of March 31st a new lease with the Oregon Military Department (OMD). The OMD has stated they are willing to continue to support the Silverton community through leasing and use of this building. All expenses associated with the use of this building would be with the new lease holder and associated sublessees.
2. Community Services Assistance: The City has a Community Prosperity Initiative (CPI) pass-through Grant from Marion County to support local economic development and community vitality. Attached are relevant pages from that grant agreement. These funds are currently received and allocated by the City annually and could be utilized to support the YMCA in their continued operation and provision of services at the Community Center. Unlike other City-owned facilities, the City does not own this building and City staff are hesitant to continue building maintenance and liability responsibilities.
3. YMCA Transition Proposal: Please see attached.

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

Background:

Below is the Staff Report information provided at the July 17th City Council Work Session:

The City of Silverton entered into an agreement with the Military Department of the State of Oregon on April 1, 1994, to lease the Community Center. The terms of that agreement include the following.

Term of the Lease

- Ten-year lease ending April 1, 2004.
- The City has the option to renew the lease for eight successive periods of ten years each followed by a final period of nine years. If all options are exercised, the final expiration date of the lease shall be 2093.
- The City must notify the Guard in writing at least sixty days prior to the expiration date.
 - The City has extended the lease twice and its current expiration date is March 31, 2024. If the City wishes to extend or renew the lease, it must notify the National Guard by February 1, 2024.

Rent

- \$1.00 per year

Permitted Use

- Municipal or public purposes only.

Utilities

- The City pays all expenses assessed for the connection, operation and service of all water, sewer, drainage, heat, electricity, telephone, gas and other utility equipment and services for the premises as they become due.
 - The annual utility costs for the past 12 months are as follows.
 - City = \$3,730.13 (Water, Sewer, Park, Storm Water, Street)
 - Electric = \$7,843.26
 - Gas = \$11,533.80
 - Elevator = \$900.00
 - Alarm = \$1,500.00
 - Telephone = \$942.48 (used by the YMCA, paid by the City)
 - Internet = \$4,200.00

Alterations and Improvements

- The City accepts the property in “AS IS” condition.
- The City has the right to make alterations and improvements to the property.
 - Condition of the building – In 2019 Daryl Jones, the City Building Official, made a list of items pertaining to the condition or status of the building.

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

- 1921 Boiler System: aging boiler was always needing adjustments and piping issues with stuck valves, hard to control temperature in the rooms, lack of proper replacement parts. There are a limited number of technicians that can work on a 1921 boiler Have to have it serviced each year before it can be put back in service in the fall. If we get a cold spell prior to getting the boiler operational the tenants are using portable electric heaters potentially overloading the electrical wiring and creating a hazard.
- Central air conditioning: only the council chamber has air. Some of the other areas have window air conditioners that trip the breakers regularly.
- The electrical system has “dirty power”, not enough power to serve all of the office functions for today’s power needs in all areas. YMCA, SACA, and Silverton together. coffee pots, microwaves, counter appliances, computers, window air conditioners the building was not designed or built for today’s power needs it has minimal outlets and amperage with dated wiring. Excessive use of extension cords creating fire hazard concerns
- Phone system/s: multiple phone systems in the building, the newer one is the council chambers. Each tenant has their own system.
- Aging plumbing system that has not been updated, old galvanized piping system for water supply. Galvanized piping has a 40-year life, it was installed in 1921.
- Several of the openable windows have been replaced the fixed single pane windows are stuck closed, painted or swelled shut and have not been upgraded.
- Long term water intrusion in upper story, from windows, failing caulking, paint, flashing and roof leaks during wind driven rains. The structure was partially painted in 2002? Not all of the high trim was painted along the sides of gym due to access 90% of the paint has come off leaving bare untreated lumber at the fascia.
- Down spout locations from upper roof dump water to the lower roofs adding to roof leak problems in chambers area needs new gutter system that takes the water directly to ground. Gutter that does go to the ground and enters into a piped system unknown where they discharge. The parking lot has detention with no visible signs of discharge to Water Street.
- Building is not insulated, the membrane roof was placed directly over the wood planking and the nails are working their way out causing nail heads to puncture the roof membrane, gets very bad in areas that are accessed to service the roof top HVAC unit, the membrane is a floating system that moves with the building and wind it should have had rigid insulation between the decking and roof membrane to protect the roofing.
- Exterior and interior lighting is minimal creating shadows and dark areas safety concerns.
- Interior lighting only council chambers and gym have been updated.
- Most of the interior doors, locks and hardware are worn out and need replacement to newer standards.
- Equipment issues with SACA coolers condensate lines plugging causing minor water issues lack of maintenance on SACA side.

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

- The elevator does not always work properly. Floor alignment issues and controls.
- Missing handrails on the north and south concrete stairs required on both sides of the stairs one staircase serves Silverton together and the other serves the gym.
- The basement lobby area needs plaster work, primer and paint. Water and mold issues in several areas.
- SACA offices have missing ceiling board and have been patched with flattened cardboard boxes and painted with ceiling paint.
- Poorly installed low voltage wiring for computers and phone systems throughout the building.
- Main lobby has water damaged ceiling near the electrical distribution panel, discolored areas possible mold growth needs to be cleaned up and re-painted.
- The floor finish is missing in the high traffic areas leaving bare oak flooring with no protection in the main lobby and Silverton together offices.
- The building has had long term differed maintenance for several years. I'm sure there are items that are within the walls that will come to light if the walls and ceilings are opened up to address the wiring and plumbing issues both for domestic and boiler lines.

Assignment and Subletting

- The City shall not assign this lease or sublet any portion of the leased property for more than five days without the prior written consent of the Guard.
 - The City subleases the property to SACA, Sheltering Silverton, Jazzercise, Marion County (WIC), Elizabeth Ashley Hoke Memorial Trust and YMCA. See Attachment 2 for more information.

Insurance

- The City shall purchase and maintain general liability insurance that provides at least premises and operation coverages. The limit of the liability shall be no less than the amounts specified in the Oregon Tort Claims Act, ORS 30.260 to 30.300 as presently constituted or hereafter amended.
 - The annual cost for insurance is \$9,508.65 City pays \$6,479.77 with the multi-line discount.

Budget Impact	Fiscal Year	Funding Source
TBA	2023-2024	TBA

Attachments:

Attachment 1 - YMCA Community Partnership



Family YMCA of Marion & Polk Counties
PO Box 110 Salem, OR 97308
503.581.9622 | www.theYonline.org

Family YMCA of Marion & Polk Counties Transition Proposal for Community Center (National Guard Armory in Silverton) June 21, 2023

The Family YMCA of Marion & Polk Counties makes the following transition proposal to the city of Silverton and the Military Department of the State of Oregon concerning the lease and use of the Community Center (National Guard Armory) and property in Silverton, Oregon.

1. Term of Lease: The Family YMCA of Marion & Polk Counties to sign and three (3) year lease agreement with the Military Department of the State of Oregon (Oregon National Guard) beginning on April 1, 2024. An option to extend the lease, for a term to be determined, would be included with notice to the National Guard by the YMCA by February 1, 2027.
2. Rent: Rent to be \$1.00 per year
3. Permitted Use: Continued uses for YMCA programs and other public purposes as approved by the YMCA.
4. Utilities: The YMCA will be responsible for the following expenses assessed for the operation and services of all water, sewer, drainage, heat, electricity, telephone, gas and other utility equipment and services as they become due.

- a. Projected Utility Costs: The projected utility during the term of the lease would be as follows:

i. City - to pay water, sewer, park, storm water, and street fees			
ii. Electric - estimated	\$ 4,800	=	\$ 400.00
iii. Gas estimated	\$12,000	=	\$ 1,000.00
iv. Elevator estimated	\$ 900	=	\$ 75.00
v. Alarm estimated	\$ 1,500	=	\$ 125.00
vi. Telephone estimated	\$ 1,000	=	\$ 84.00
vii. <u>Internet estimated</u>	<u>\$ 4,200</u>	=	<u>\$ 350.00</u>
Annual/Monthly	\$24,400	=	\$ 2,034.00

5. Alterations and Improvements: The YMCA accepts the property in an "AS IS" condition subject to the conditions listed below. The YMCA requests the right to make alterations and improvements on the property.



(Page 2)

- a. Condition of the Building: The condition of the building was outlined in a report by Daryl Jones, City Building Official, in 2019 making a list of items pertaining to the condition or status of the building. That list was included in the City Council meeting on May 15, 2023, as part of Agenda Item No.: 4.1 concerning the Community Center YMCA Presentation.

Because of the extensive nature of the list presented to the city in 2019 and the unknown resolution as to whether any of the items have been addressed or repaired, the YMCA requests the City of Silverton remain a partner with the YMCA to address any deferred maintenance expenses on during the term of the lease and any extensions granted by the National Guard.

6. Assignment and Subletting: The YMCA shall not assign this lease or sublet any portion of the leased property for more than five (5) days without prior written permission of the National Guard.
 - a. The YMCA plans to continue to sublease the property to Jazzercise, Marion County (WIC), and Elizabeth Ashley Hoke Memorial Trust along with other current or future community partners.
7. Insurance: The YMCA shall purchase and maintain general liability insurance that provides at least premises and operation coverages. The limit shall be not less than the amounts specified in the Oregon Tort Claims Act, ORS 30.260 to 30.300 as presently constituted or hereafter amended.
8. Facility Operational Support Request: The YMCA requests consideration for a 1-year grant of \$30,000 to help cover related costs while fundraising/revenue generating efforts are initiated to cover future years.
9. The final proposed agreement, if approved by the city of Silverton, is contingent on the approval of the Corporate Board of Directors for the Family YMCA of Marion and Polk Counties.



Silverton Working Together



Community Centered

The Silverton Community Center has been a safe place for families and organizations to belong for programming, office space, storage, and meeting space. The City of Silverton's partnership to the YMCA for decades has been instrumental in the growth of programming and services for this community. The attachment shows our Program Service Model and what this looks like in our Silver Falls community.

Our Impact

The Community Center is serving a bigger impact than most in the community understand. The groups listed below meet multiple times per week. Amongst these groups, our community has 250-300 participants coming through the gymnasium on a weekly basis.

- Toddler Tuesdays
- Pickleball
- Men's and Women's Basketball
- Young Life
- SACA
- Jazzercise
- Elizabeth Hoke Memorial Trust-Coat Drive, Christmas Bazaar, and more
- Transition program
- Sheltering Silverton Services

Future Vision

The team at your local YMCA is developing a strategic plan for the future, focused on the development of a permanent physical space in the Silver Falls community within the next 3-5 years. This new collaborative space will give the community an opportunity to engage with state-of-the-art facilities to offer programs and meeting spaces without sacrificing our small-town feel. We intend to continue our established partnerships as listed above, ensuring that these groups continue to have a space where they can belong.

Vision to Action

We are asking that the City Council helps transform this vision into action and reality as we build the future Silver Falls Family YMCA. Our community members and partners will need a temporary home for 3-5-years. These organizations and programs cannot afford to be put on pause this long. Nor, can our community members afford to go without them.

We ask that the City Council considers a three-way partnership between the City of Silverton, the YMCA, and the Oregon National Guard to continue services at the Community Center instead of removing them fully from the current operational plan.

June 2023

June 2023							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 28	29	30	31	Jun 1	2	3
May 28 - Jun 3					8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (C	8:30am 1:30pm YMCA Pickleball - hold 1:30pm 2:30pm Transition Program () 5:00pm 6:00pm Kinder 6:00pm 9:30pm YMCA:	8:00am 10:00am JAZZERCISE 1:30pm 3:30pm Peaceful Heart Kirta 5:30pm 9:30pm YMCA: Pickleball - hold
	4	5	6	7	8	9	10
Jun 4 - 10	8:00am 12:00pm YMCA Pickleball - hold 12:30pm 4:30pm YMCA Pickup Basketball League (Community Center Gym)	8:30am 1:30pm YMCA Pickleball - hold 3:00pm 10:00pm NO GYM USE 5:20pm 7:20pm JAZZERCISE	8:30am 5:00pm Kids Park (Gym) 5:00pm 9:30pm YMCA Pickup Basketball League (Community Center Gym)	8:00am 10:00am JAZZERCISE 5:00pm 9:30pm YMCA Pickup Basketball (GYM)	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (C	8:30am 1:30pm YMCA Pickleball - hold 1:30pm 2:30pm Transition Program () 5:00pm 6:00pm Kinder 6:00pm 9:30pm YMCA:	8:00am 10:00am JAZZERCISE 1:30pm 3:30pm Peaceful Heart Kirta 5:30pm 9:30pm YMCA: Pickleball - hold
	11	12	13	14	15	16	17
Jun 11 - 17	8:00am 12:00pm YMCA Pickleball - hold 12:30pm 4:30pm YMCA Pickup Basketball League (Community Center Gym)	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (G	8:30am 5:00pm Kids Park (Gym) 5:00pm 9:30pm YMCA Pickup Basketball League (Community Center Gym)	8:00am 10:00am JAZZERCISE 12:30pm 10:00pm NO GYM USE	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (C	8:30am 1:30pm YMCA Pickleball - hold 5:00pm 6:00pm Kinder Basketball (CC Gym) 6:00pm 9:30pm YMCA: Pickleball - hold	8:00am 10:00am JAZZERCISE 1:30pm 3:30pm Peaceful Heart Kirta 5:30pm 9:30pm YMCA: Pickleball - hold
	18	19	20	21	22	23	24
Jun 18 - 24	8:00am 12:00pm YMCA Pickleball - hold 12:30pm 4:30pm YMCA Pickup Basketball League (Community Center Gym)	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (G	8:30am 5:00pm Kids Park (Gym) 5:00pm 9:30pm YMCA Pickup Basketball League (Community Center Gym)	8:00am 10:00am JAZZERCISE 12:00pm 10:00pm NO GYM USE (GYM)	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (C	8:30am 1:30pm YMCA Pickleball - hold 5:00pm 6:00pm Kinder Basketball (CC Gym) 6:00pm 9:30pm YMCA: Pickleball - hold	8:00am 10:00am JAZZERCISE 1:30pm 3:30pm Peaceful Heart Kirta 5:30pm 9:30pm YMCA: Pickleball - hold
	25	26	27	28	29	30	Jul 1
Jun 25 - Jul 1	8:00am 12:00pm YMCA Pickleball - hold 12:30pm 4:30pm YMCA Pickup Basketball League (Community Center Gym)	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE	8:30am 5:00pm Kids Park (Gym) 5:00pm 9:30pm YMCA Pickup Basketball League (Community Center Gym)	8:00am 10:00am JAZZERCISE 5:00pm 9:30pm YMCA Pickup Basketball (GYM)	8:30am 1:30pm YMCA Pickleball - hold 5:20pm 7:20pm JAZZERCISE 7:30pm 9:30pm YMCA Pickup Basketball (C	8:30am 1:30pm YMCA Pickleball - hold 5:00pm 6:00pm Kinder Basketball (CC Gym) 6:00pm 9:30pm YMCA: Pickleball - hold	

INTERGOVERNMENTAL AGREEMENT
Between
MARION COUNTY and CITY OF SILVERTON
For
COMMUNITY PROSPERITY INITIATIVE

1. PARTIES TO AGREEMENT

This Agreement between the City of Silverton, hereafter called City, and *Marion County, a political subdivision of the state of Oregon*, hereafter called County, is made pursuant to ORS 190.010 (Cooperative Agreements).

The purpose of this Agreement is to establish the terms and conditions under which the County shall provide funding for projects associated with the Community Prosperity Initiative. These services are further described in Section 4.

In consideration of the mutual obligations and benefits set forth, the parties agree as follows:

WITNESSETH:

- A.** This Agreement is made pursuant to Marion County's Community Prosperity Initiative for projects implemented within Marion County that have economic development significance as defined in ORS 461.540 and is made possible through funding proceeds received from the Oregon Economic Development Video Lottery Grant Program.
- B.** County has received an allocation from the Oregon State Treasury's Administrative Services Economic Development Fund, pursuant to the authority of ORS 461.500 et seq. The program established pursuant to ORS 461.500 et seq. and referenced in this Agreement is known as the "Community Prosperity Initiative" or "CPI."
- C.** The Agreement is also subject to Marion County's CPI Funding Criteria, regulatory changes, guidelines, and other official notices or clarification that may become available from time to time.

Now, therefore, the County and City mutually covenant and agree as follows:

2. TERM AND TERMINATION

2.1 This Agreement shall be effective for the period of execution through June 30, 2022 unless sooner terminated or extended as provided herein.

2.2 This Agreement may be extended for an additional period of two years by agreement of the parties. Any modifications in the terms of such amendment shall be in writing.

4.1.1 Use funds on projects that have economic development significance as defined in ORS 461.540 and help accomplish at least one goal outlined in the Marion County Economic Development Strategic Plan ("Plan"), hereby incorporated and attached as Exhibit A.

4.1.2 Identify a key City representative who is familiar with local economic development issues and goals to meet in person with County Economic Development Program staff. The meeting must take place annually, within 60 days of disbursement of funds. The meeting may take up to two hours and shall include a discussion on the City's economic development goals, plans, challenges, past projects, and anything else related to economic development, past, present, or future.

4.1.3 Submit a report due June 30 each year, beginning June 30, 2020. The report shall be a letter explaining how funds were spent and how it relates to the Marion County Economic Development Strategic Plan.

4.1.4 Payments will be made to the City on the following schedule:

- a. \$15,000 shall be paid upon signed Agreement and submission of an invoice.
- b. \$15,000 shall be paid after July 1, 2020, upon receipt and approval of required reports for the prior fiscal year, and submission of an invoice.
- c. \$15,000 shall be paid after July 1, 2021, upon receipt and approval of required reports for the prior fiscal year, and submission of an invoice.

The City may be asked to give a report in person to the Marion County Board of Commissioners during their weekly board session.

Reports will be submitted to Marion County Community Services: 555 Court Street NE, Ste. 3120, PO Box 14500, Salem, OR 97309 or CSReporting@co.marion.or.us.

Failure to comply with these reporting requirements may result in the suspension of funds, or a termination of the Agreement.

4.2 COUNTY OBLIGATIONS UNDER THE TERMS OF THIS AGREEMENT; COUNTY SHALL:

4.2.1 Provide funds to the City, beginning with the execution of this Agreement, as outlined above.

4.2.2 Within 60 days of disbursement of funds, contact the City to schedule a meeting with County Economic Development Program staff, as outlined above.

5. COMPLIANCE WITH APPLICABLE LAWS

The parties agree that both shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement. The parties agree that this Agreement shall be administered and construed under the laws of the state of Oregon.

EXHIBIT A

MARION COUNTY ECONOMIC DEVELOPMENT STRATEGY

What is the Benefit of an Economic Development Strategy?

#1: Document a Playbook

#2: Identify Specific Actions and Metrics

Our Values

Partners - Marion County will create a culture of collaboration and convene partners to foster opportunities and derive solutions that break down barriers that impede growth.

Natural Resource Innovation - Marion County's agricultural and forestry industries provide significant employment opportunities in both urban and rural areas. The future of these industries depends on the integration of new technologies and innovation. The county will foster collaboration within the agriculture and technology industries to build a modern and distinct economy.

People - Marion County's actions will have a direct impact on the health, vibrancy, and job opportunities for county residents. Access to employment is a fundamental need for residents. This access is achieved by enhancing the skills of the workforce through training, as well as physically supporting access through the provision of affordable housing and transportation options. Finally, it is important to provide opportunities to start a new business to empower residents and diversify the economic base, especially in rural areas.

Place - Marion County will celebrate and enhance its diverse geographic and demographic assets that offer a range of opportunities for businesses and residents in both rural and urban areas. Additionally, it will focus on creating distinct places, which is an important factor in attracting and retaining a talented workforce.

GDP and Revenue - At its core, local economic development efforts are about increasing the prosperity of the citizens and the ability to provide an array of public services.

Marion County's Role

Marion County has a unique role in that it can **bridge rural and urban communities** through the identification and implementation of goals and actions to achieve a common vision. Economic development stakeholders want and need the county to **serve as a convener** and manager of the Economic Strategy and Action Plan to ensure that multiple stakeholders are engaged and working toward the common vision. Marion County's role will include the following elements:

- Invest grant dollars in alignment with the strategic goals
- Drive and encourage innovative and collaborative solutions
- Monitor and implement the action plan
- Influence policy tied to the strategic goals
- Convene and coordinate opportunities
- Manage the land inventory

Goal 1: BUILD ORGANIZATIONAL CAPACITY

Objective 1.1 Align the governance and management model with the Strategy

Objective 1.2 Collaborate among departments to remove barriers to business growth

Objective 1.3 Define the alignment of stakeholder strategies with the Strategy

Goal 2: STRATEGICALLY USE LAND

Objective 2.1 Define developable land inventory

Objective 2.2 Build strategic infrastructure

Goal 3: CREATE BUSINESS OPPORTUNITIES

The county will focus on small business, start-ups, and micro-enterprises in key industries:

- Forestry & Wood Products
- Agriculture, Food & Beverage Products
- Natural Resource Innovation
- Metals, Machinery & Equipment (including electrical)

Objective 3.1 Enhance existing industry clusters

Objective 3.2 Support a healthy workforce

Objective 3.3 Foster a startup ecosystem

Goal 4: ENHANCE NATURAL RESOURCE INNOVATION

Objective 4.1 Encourage innovations and R&D

Objective 4.2 Define and promote market opportunities


Goal 5: FOSTER A GREAT PLACE

Objective 5.1 Support and promote agri-tourism, rural downtowns, and recreation destination development

Objective 5.2 Support and promote urban places

Objective 5.3 Tell the Marion County story of place to attract a skilled workforce

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

	Agenda Item No.:	Topic:
	2.2	City Boards, Commissions, and Task Forces
	Agenda Type:	
	Discussion/Direction	
	Meeting Date:	
December 18, 2023		
Prepared by:	Reviewed by:	Approved by:
Cory Misley	Tammy Shaver	Cory Misley

Discussion:

Per the City’s Citizen Board and Committee Manual, Ad Hoc Task Forces “may be formed for a particular purpose to study certain areas of interest or concern. The duration of the task force and scope of work are limited to a specific assignment. After completion of the assignment, the task force will be disbanded.”

Upon review of the current configuration of City Task Forces, the Homeless and Housing Task Force, and the Diversity, Equity, and Inclusion (DEI) Task Force, do not meet the criteria regarding a specific assignment and defined scope of continuing into 2024. Staff recommends consideration of sunsetting these Task Forces – while underscoring the importance of these topics to the City and maintaining a commitment to continue to be involved and proactive in analyzing, discussing, and promoting our role as partners throughout the community on these topics and City operations.

In general, there is significant staff time associated with the meeting agenda/packet preparation, attendance and facilitation, and meeting minutes generation for each public meeting of an advisory group. Continuing to evaluate and strategize about the right configuration of City Advisory Committees to meet the City’s needs, Council’s Goals, and Department Objectives, while providing valuable community engagement, will be critical to being as efficient and effective as possible, while balancing staff capacity and deliverables on an anticipated timeline.

Budget Impact	Fiscal Year	Funding Source
N/A	2023-2024	N/A

Attachments:

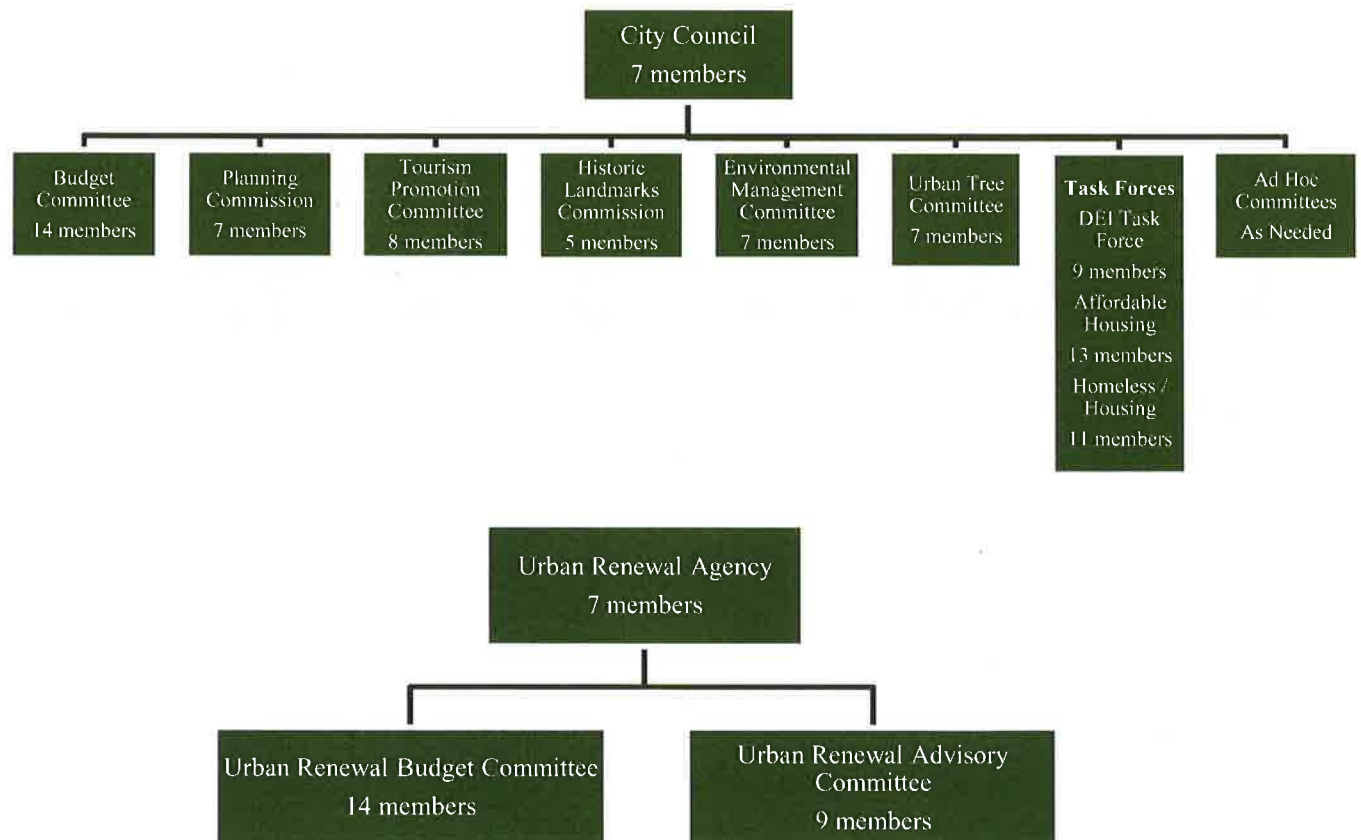
Attachment 1 – Excerpt from City’s Citizen Board and Committee Manual

INTRODUCTION TO SILVERTON'S CITIZEN ADVISORY BOARDS

Silverton's community members may choose to participate in City government through serving on one of Silverton's standing or ad hoc advisory boards, commissions, or committees. Silverton currently has seven standing advisory groups. State law requires the City maintain certain advisory groups, such as a Planning Commission and Budget Committee, while special ad hoc advisory committees or task forces may be created by the City Council for a particular purpose to study a certain area of interest or concern.

These advisory groups provide guidance and expertise on important policy issues that affect the City government and the community as a whole. Advisory group members provide an invaluable service to our community by interacting with people of all ages, interests, and backgrounds. They provide elected officials and City staff greater understanding of community concerns, values and perspectives.

This manual is intended to function as both a guideline and governing framework for the City's standing and ad hoc committees.



SILVERTON'S FORM OF GOVERNMENT

Council/Manager System: By City Charter, the City of Silverton adopted a council-manager form of government on November 5, 1985. Silverton's City Charter provides that the City Manager/Recorder is the administrative head of the City, serves at the pleasure of the Council, and is charged with administering the policies as established by the Council.

Mayor: The Mayor, elected for a two-year term, is Chair of the Council, presides over deliberations, and votes on all questions before the Council. The Mayor preserves order, enforces the rules of the Council, and determines the order of business. The Mayor appoints the Council committees per the rules of the Council, and signs all records of proceedings approved by the Council.

City Council: The City Council, Silverton's legislative body, is comprised of 7 members – the Mayor and six Councilors. Councilors are elected at-large on a nonpartisan ballot for four-year terms. The City Council sets goals, enacts legislation, adopts the annual budget, develops policies, and determines the services the City provides.

City Manager: The Council appoints a City Manager who serves as the Chief Administrative Officer and is responsible for the proper administration of the City. The City Manager is responsible for the day-to-day operations of the City and hires department directors to assist in providing the City services and enforcing the City Council policies (resolutions and ordinances) and other duties prescribed in the Charter.

RECRUITMENT AND APPOINTMENT TO COMMITTEES

It is the policy and intent of the City Council that for every committee position, every applicant will be considered on an equal basis for all positions without regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status or other protected status or activities in accordance with state and federal laws.

Recruitment and Appointment: Recruitments for boards and committees occur throughout the year. Public notices of all current or anticipated vacancies are posted on the City's website for a minimum of three weeks. Applicants must complete an application and submit it electronically to the City Manager's Office by the posted deadline. The Mayor interviews each applicant and makes appointment recommendations to the City Council.

SILVERTON'S STANDING BOARDS, COMMISSIONS, AND COMMITTEES

Affordable Housing Task Force: The Affordable Housing Task Force was created in 2019 by splitting the Homeless/Housing Task Force into two separate Ad/Hoc committees. The Task Force was created to provide the City Council with recommendations to address affordable housing. The task force is made up of 14 members. The Task Force meets monthly on the 3rd Tuesday.

Budget Committee: The Budget Committee consists of 14 members; seven citizen members and City Council. The committee meets annually to review and recommend the proposed City and Urban Renewal budgets to the City Council and Urban Renewal Agency. Appointed members serve three-year terms, must be 18 or older, and qualified to vote within the City's election districts.

Diversity, Equity, and Inclusion (DEI) Task Force: This Task Force was created by City Council on April 5, 2021. The DEI Task Force provides feedback to the City Council on equity and inclusion in public processes, programs, and decision making including, but not limited to, auditing current services and policies, exploring City events, and providing input on City spaces and additional phases of the Civic Center project. The Task Force is made up of nine (9) members who are appointed for two year terms. The Mayor is currently serving as the non-voting Chair of the Task Force.

Environmental Management Committee (EMC): This committee was established in 2015 and makes recommendations to the City Council on issues regarding recycling, solid waste management, environmental issues and other similar matters. The EMC consists of seven voting members and two ex-officio members. Appointed members serve three-year terms.

Historic Landmarks Commission: The Historic Landmarks Commission was created in 2006 to help oversee the preservation of the city's historic heritage. The Commission is made up of five members who identify, evaluate, and designate historic resources as landmarks. Members serve for three-year terms and meet on an as-needed basis.

Homeless and Housing Task Force: The Homeless and Housing Task Force was created in 2017 to provide the City Council with recommendations for addressing Homeless and Housing issues. In 2019 the Affordable Housing Task Force was created so the Homeless and Housing Task Force could focus its efforts on homelessness. The Homeless and Housing Task Force is made up of 11 members. The Committee meets monthly on the 4th Wednesday.

Planning Commission: The Planning Commission consists of seven members appointed for four-year terms, who meet on a monthly basis. They recommend and make suggestions to the City Council and to all other public authorities concerning a multitude of issues which may include but are not limited to the layout, widening, extending, parking and locating of streets, sidewalks and boulevards, as well as the establishment of setback lines, zone designations and other Land Use issues. Five of the seven members must reside inside the City limits and two members may reside within the City's Urban Growth Boundary.

Tourism Promotion Committee: The Tourism Promotion Committee meets as needed, to review and provide recommendations to the City Council regarding grant applications promoting tourism in Silverton. One member of the City Council serves on the Committee, one member may be a citizen, and the other members must represent specific tourism industries and organizations. Members serve for three-year terms.

Urban Tree Committee: The Urban Tree Committee was created in 2022 to provide the City Council with advice and feedback on programs, practices and decision-making involving all aspects of urban forestry. The Committee is made of seven members. Membership will include a member of the City Council, a member of the Planning Commission and five citizen-members-at-large.

Urban Renewal Agency: The City Council serves as the Urban Renewal Agency Board.

Silverton Urban Renewal Agency Advisory Committee (SURAC): SURAC was established in 2015 to make recommendations to the Urban Renewal Agency. It is made up of nine members and includes one member of an affected taxing district, one City Councilor, one Silverton Chamber Board member, five members representing business and/or property owners within the Urban Renewal Area, and one at large member of the community. Members are appointed for three-year terms.

AD HOC TASK FORCES

As authorized by the City Council, ad hoc task forces may be formed for a particular purpose to study certain areas of interest or concern. The duration of the task force and scope of work are limited to a specific assignment. After the completion of the assignment, the task force will be disbanded.

Standing and ad hoc committees are not legislative bodies and cannot establish policies or enact law; they serve to make recommendations to the City Council. The Council can accept, reject, or modify any recommendations of the committee. The Council relies on various committees to increase the variety of viewpoints on City issues. By concentrating on specific areas, committee members can expand the level of expertise in which to address an issue and can conduct detailed analysis the Council might not have time to pursue.